

## Printing Single Sided

Note: Double sided printing is set as default for all Computer Lab and Remote Print Station printing

### For Windows

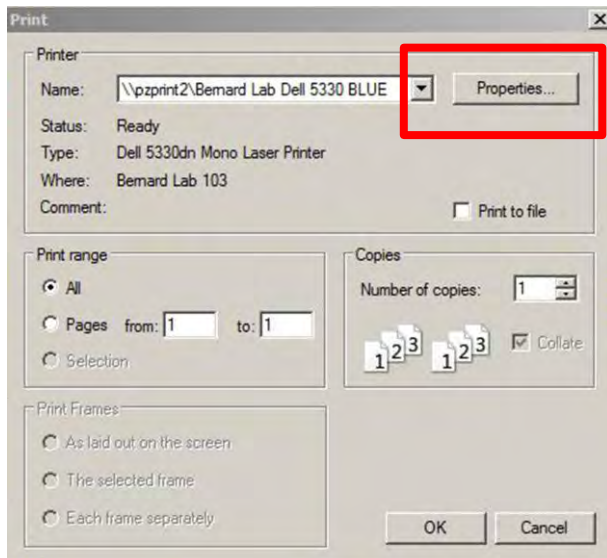
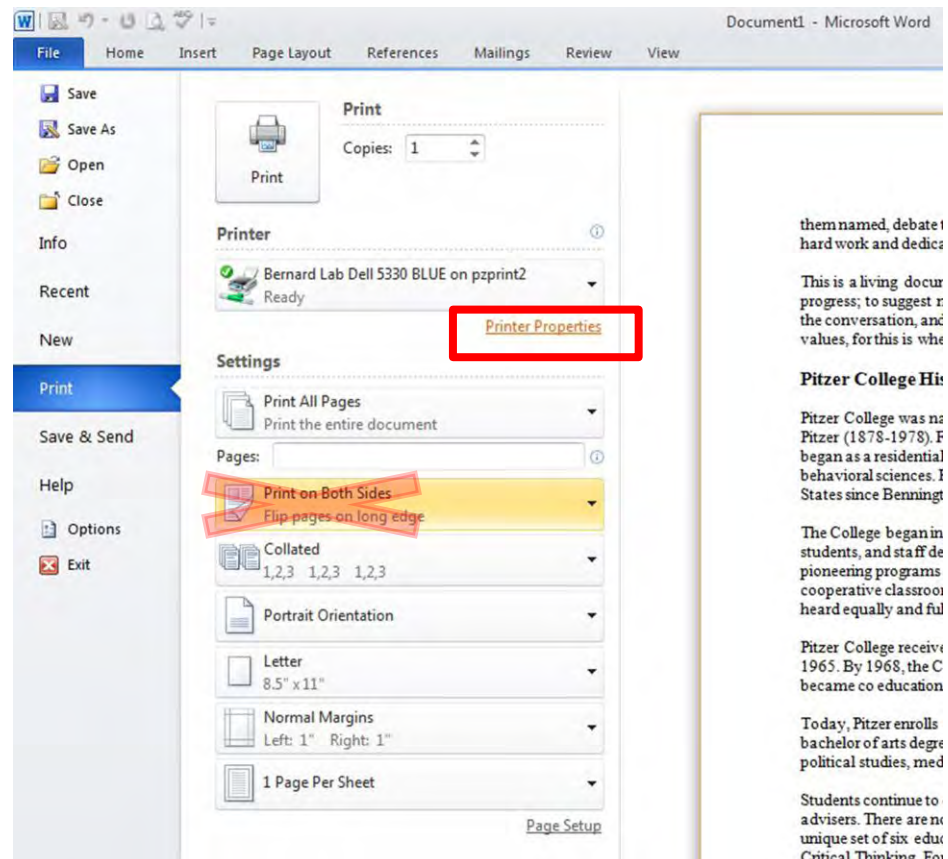
(The provided examples apply to most Windows applications. Please check the documentation or online help other applications. Please contact the Lab staff or Pitzer Help Desk for additional assistance.)

In most applications, click on **FILE**, then **PRINT** to view print options. In the printer dialog screen select “printer properties” or “properties” as shown in the provided in example #1 and #2.

#### Example #1

Select “Printer Properties” only

**Note:** Do not use the “Print on Both Sides” if option is present in method shown



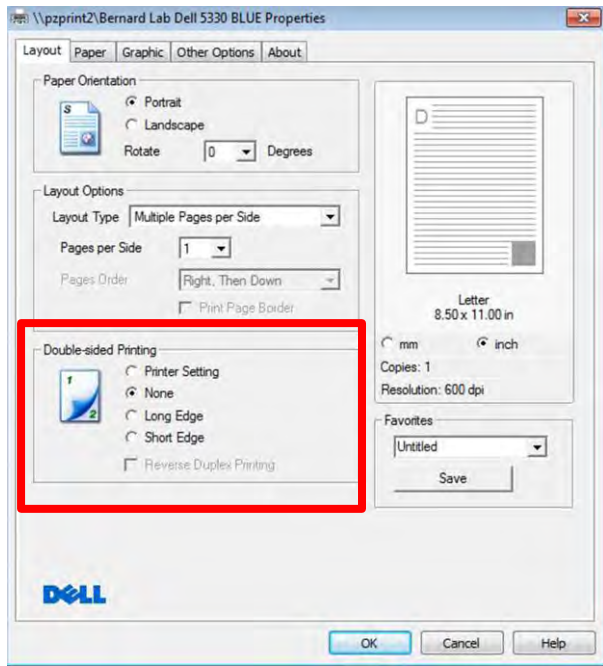
#### Example #2

Select “Properties” only

When selecting either “Printer Properties” or “Properties” as examples above,


Under Double-sided Printing, select “None” only for single side printing.

Then click OK and print as normal.



### For Mac

(The provided examples apply to most Mac applications. Please check the documentation or online help other applications. Please contact the Lab staff or Pitzer Help Desk for additional assistance.)

In most applications, click on **FILE**, then **PRINT** or the printer icon on toolbar  to view print options.

Change your Presets from “**Double Sided Printing**” to “**Standard**”.

With Standard selected, **Layout** option will change “Two-Sided” to **Off**.

Print as normal.

