

How to Print One Sided FAQ – How to print single sided on a JC computer

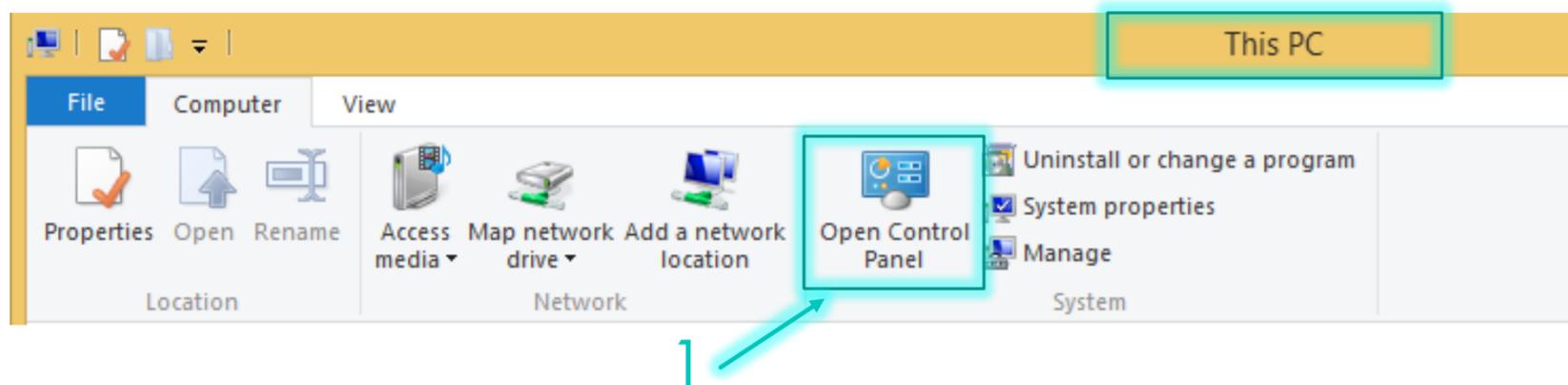
Step One:

1. Head to the bottom of your screen and **click on** the manila envelopes icon to open **"This PC"**.



Step Two:

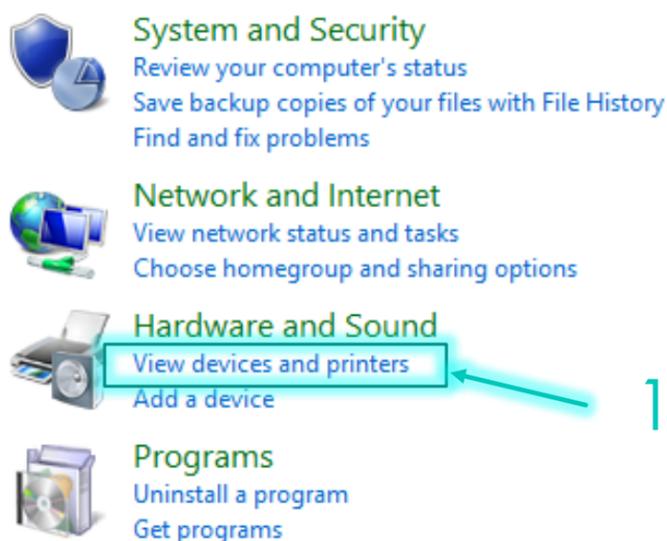
1. "This PC" should be open. Once here, double click on **"Open Control Panel"**.



Step Three:

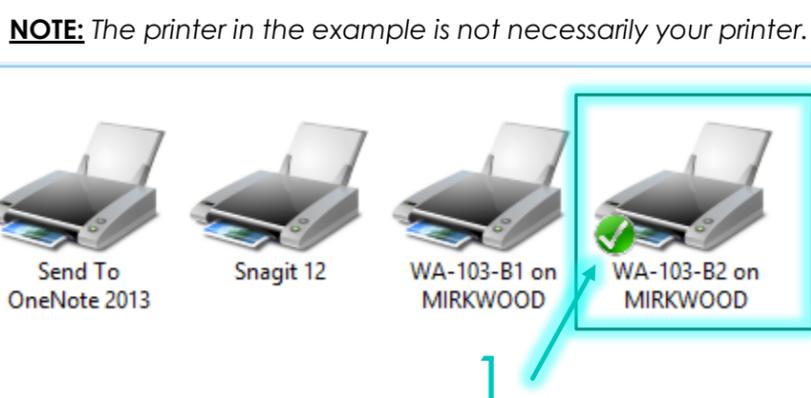
1. Under the **Hardware and Sound** section, select **"view devices and printers"**.

Adjust your computer's settings



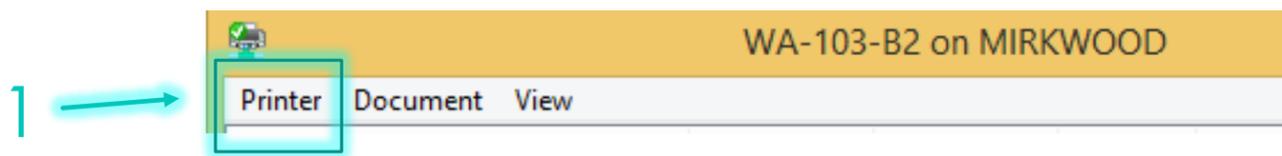
Step Four:

1. Select the printer with a green check mark by it, to select left **click on the printer icon twice**. This is your default printer.



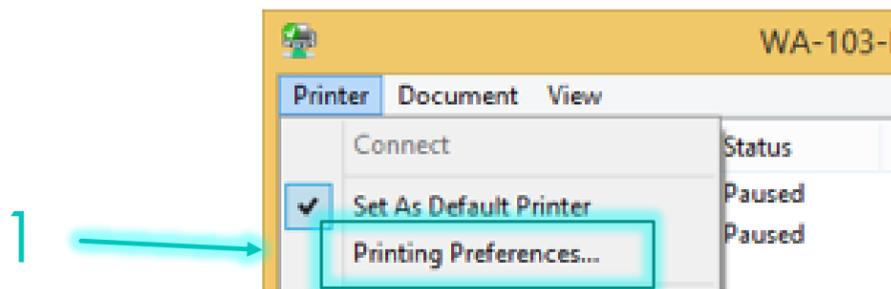
Step Five:

1. Once you've selected your printer, a pop up will appear that will show you the name of the printer you selected in step 4. Next select "**Printer**" in the top left hand corner.



Step Six:

1. Then select "**Printing Preferences**". This will bring about another pop up.



Step Seven:

1. Then in the **Printing Preferences** you will be able to select the "**1-sided**" option in the center of the page under the Document Style section.
2. Select "**Apply**".
3. Finally, select the "**Okay**" option. Now when you print, the pages will automatically be one sided.

