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



System and Security Review your computer's status Save backup copies of your files with File History Find and fix problems



Network and Internet View network status and tasks Choose homegroup and sharing options

Hardware and Sound View devices and printers Add a device



Programs Uninstall a program Get programs

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.

NOTE: The printer in the example is not necessarily your 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.

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Print	ter	Document View		
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	Set As Default Printer		Paused	I
	Pri	inting Preferences	Paused	(

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.

	WA-103-B2 on MIRKWOOD Printing Preferences							
Main Paper Advanced Spe	ecial Modes Job Handling Water	marks						
User Settings: Unt	iitled V	Save	Defaults					
Copies:	Document Style O	Finishing Binding Edge:	Trimming					
Collate	2-Sided(Book) 2-Sided(Tablet)	Left Staple:	No Offset					

