



How to default double-sided printing on a **Windows** computer:

1. Start menu → Settings
2. Choose “Devices” → “Printers and Scanners”
3. Click on your primary printer and choose “Manage” → “Printing preferences”
4. Choose “Finishing” tab
5. Check “Print on both sides” and click “Apply” to set as default
6. Repeat on any other printers you use regularly

How to default double-sided printing on an **Apple** computer:

1. Open any Word document and choose “File” → “Print”
2. On the third drop-down menu, select “Layout”
3. At the bottom of the window, click the drop-down menu next to “Two-Sided” and select “On”
4. Click the “Presets” drop-down menu towards the top of the window and select “Save Current Settings as Preset”
5. Enter a name for the preset if you wish and make sure the option “All printers” is selected
6. This should automatically double-side your future print jobs