How can I switch from two-sided to one-sided printing in the Library?

Answer

1. Click on the Windows Button
2. Click on ‘Devices and Printers’
3. Right Click on ‘LibraryPrinter’
4. Click Printing Preferences
5. The default will be set to ‘Two-sided (Duplex) Printing’
6. Change this to ‘General Everyday Printing’
7. Click OK to apply your changes and close the Printing Preferences window
8. Your prints will now be in simplex mode

REMEMBER: When you log out the defaults will revert to Duplex mode.

ALSO: The charge is per-side-of-page-printed, so the same print job will cost exactly the same in duplex as it does in simplex.

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