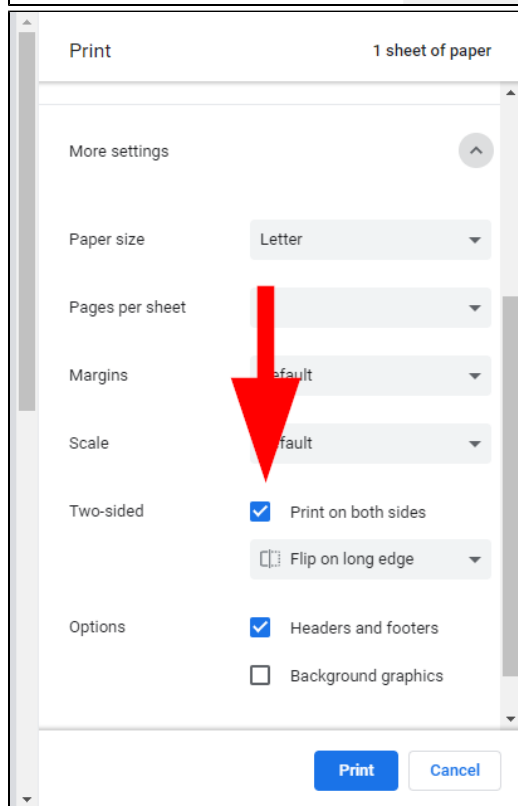
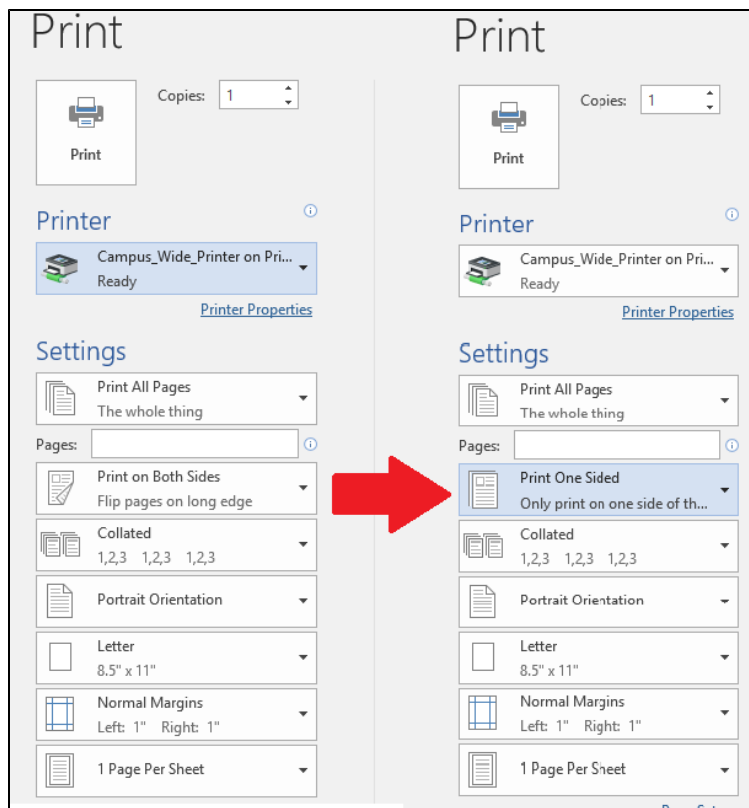


# How to print single-sided in an IT computer lab

To conserve paper and other costs, most Information Technology labs are set to print double-sided. This guide covers how to print single-sided sheets for users who desire to only print on one side of the page.

## Windows

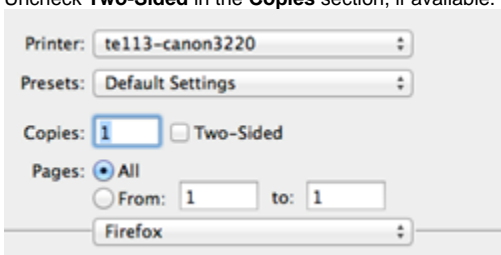
1. Open the Print Dialog box. In most programs, you will click **File** and then click **Print**, or press **CTRL+P** on your keyboard.
2. In the settings section, change **Print on Both Sides** to **Print One Sided** or uncheck **Print on both** sides depending on your print selection.



## Macintosh

1. Open the print dialog box by pressing **Command+P**.

2. Uncheck **Two-Sided** in the **Copies** section, if available.



A screenshot of a printer settings dialog box. The 'Printer' dropdown is set to 'te113-canon3220'. The 'Presets' dropdown is set to 'Default Settings'. In the 'Copies' section, the 'Copies' input field is set to '1' and is highlighted with a blue border. The 'Two-Sided' checkbox is unchecked. In the 'Pages' section, the 'All' radio button is selected. The 'From' and 'to' input fields are both set to '1'. At the bottom, the 'Firefox' application is selected in a dropdown menu.

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