HOW TO PRINT DOUBLE SIDED FOR PC

STEP 1: SELECT THE "FILE" TAB

The file tab is usually found on the top left side of the screen. If you can not find the file tab, press the "ctrl" + "p" buttons on your keyboard at the same time.

STEP 2: CLICK PRINT

Scroll through the drop down menu of "File" and click "print". If you pressed ctrl + p, continue to the next step.

STEP 3: SELECT DOUBLE SIDED OPTION

You can usually find the double-sided option on the drop down menu of "more settings" or from selecting the current "single sided" print option. This can vary depending on if you are printing a web page or word document. Sometimes the double sided option can be found under the headings of "Page Layout" or "Duplex Printing".

STEP 4: REVIEW AND PRINT

Make sure you are connected to the correct printer and select print.