

## HOW TO PRINT SINGLE SIDED: FOR MAC

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*A PDF from Adobe Reader, Adobe Acrobat or Adobe Professional:*

1. Click File → Print
2. Select Medford Printer queue
3. Click arrow next to printer name to expand more options
4. Select Copies and Pages → Layout
5. Click Two-Sided
6. Select Off
7. Click Print
8. Type in your username and the name of the document
9. Click Print

*A PDF from Apple Preview*

1. Click File → Print
2. Select Medford Printer queue
3. De-select the checkbox next to “Two Sided”
4. Click Print
5. Enter your username and name of the document
6. Click Print

*A Microsoft Office Document:*

1. Click File → Print
2. Select Medford Printer queue
3. Click arrow next to printer name to expand more options
4. Select Copies and Pages → Layout
5. Click Two-Sided
6. Select Off
7. Click Print
8. Type in your username and the name of the document
9. Click Print