

## HOW TO PRINT SINGLE SIDED: FOR WINDOWS

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*A Word document or PDF from Blackboard or web browser:*

1. Click on Print icon
2. Click Properties tab
3. Click Finishing tab
4. Under Document Options, deselect 'Print on Both Sides'
5. Click OK to confirm
6. Click OK to send document to printer

*From Microsoft Office 2007:*

1. Click on Office button (top left corner)
2. Click on Print
3. Click Properties
4. Click Finishing tab
5. Under Document Options, deselect 'Print on Both Sides'
6. Click OK to confirm
7. Click OK to send document to printer

*From Microsoft Office 2003:*

1. Open File Menu (do NOT click Print Icon)
2. Select Print
3. Click on Properties
4. Click on Finishing tab
5. De-select Double Sided
6. Click OK to Confirm
7. Click OK to send document to printer

*A PDF from Adobe Acrobat Professional:*

1. Click Print icon
2. Click on Properties
3. Click on Layout tab
4. Under Document Options, deselect 'Print on Both Sides'
5. Click OK to confirm
6. Click OK to send document to printer