

2-SIDED PRINTING

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Did you know that the hall printers on the House side print on BOTH sides of the page?

- Open your document.
- File > Print
- For larger print jobs, instead of using your in-office printer, select a hall printer close to your office.
- Click on the “Properties” button.
- On the right, you’ll see an option called “2-Sided Print” – click on the down arrow and choose, you guessed it, the 2-Sided Print option.
- Click OK.

What would have taken 200 sheets now only takes 100, plus a smaller binder, perhaps, or less postage.