SAVE PAPER: PRINT ON BOTH SIDES OF THE PAGE!!!!!

1. When you are about to print something, select "print"

2. Go to the bottom left corner of the window that pops up and where it says "Print: All pages in range", select "Odd pages"

3. Press OK

4. Go to the printer, take the printed pages and place them back in the paper tray, so that the printed side is <u>facing up</u> and the image/text goes in the direction <u>away from you</u>

5. Select "print" and at the bottom of the window, select "Even pages"

6. Press OK and… **VOILA**! You have saved paper!

*Brought to you by the Environmental Action Coalition and Environmental Stewards