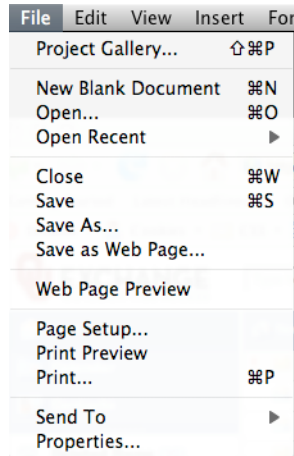
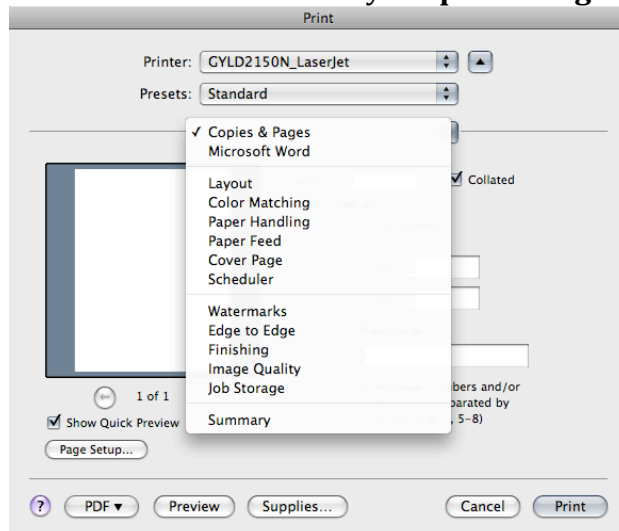


-To Print Double-Sided:

First select **File** on the task bar and then click on **Print**.



Next click the tab which says **Copies & Pages**, scroll down and click on **Layout**.



Finally change the **Two-Sided** tab to either **Long-edge binding** or **Short-edge binding** depending on your preference and then click **Print**.

