

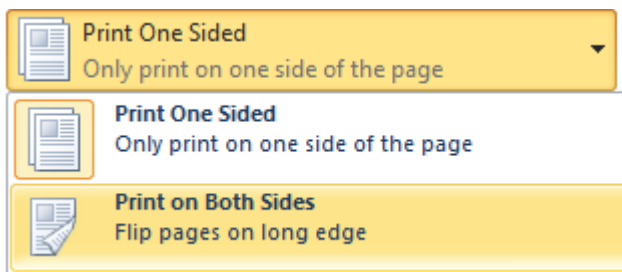
Duplex Printing

Printing two sides to a page in any of the ACC labs will only count as one page on your print limit.

Here's how:

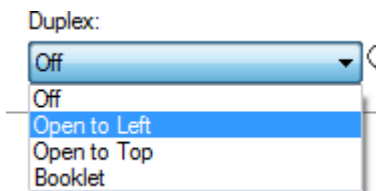
From Microsoft Office 2010

1. Click the *File* tab
2. Click *Print* and select *Print One Sided* to change the option to *Print on Both Sides*



From Adobe Reader

1. Click the *Print* button.
2. Click *Properties* in the upper right hand corner of the window that appears.
3. In the middle of the pop up, select the drop down arrow under duplex to "Open to left"



4. Click OK, then OK again to print.