



To Duplex or Not to Duplex?

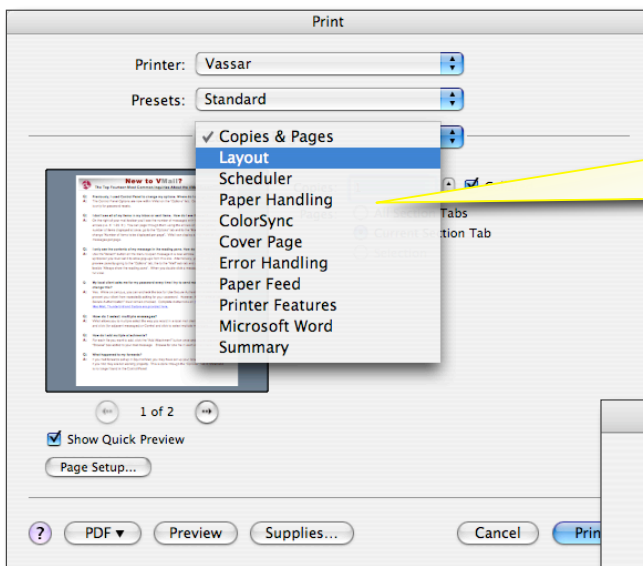
Changing the duplex (two sided) printing settings on your computer

Duplex when you can. It's the right thing to do.

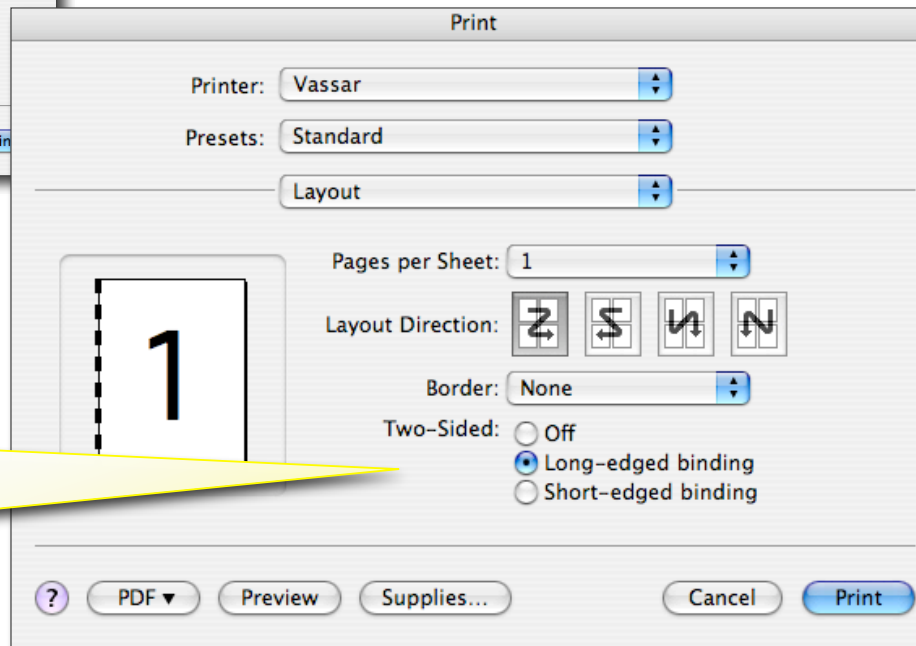
"There are still plenty of trees and we can always grow more, right?" Learning to reduce and reuse is about much more than just saving trees. Paper accounts for more than half of all trash going into landfills. Americans throw away enough paper every year to build a 12 ft high wall reaching from LA to NY. "It's okay as long as we recycle, though." Transporting and recycling uses energy and contributes to pollution. It is much more effective to reduce and reuse.

Unfortunately, the duplex printing affects you quota balance as if you printed on two sheets of paper. However, in a campus-wide effort to save paper the computers in the library and dorm clusters will default to Duplex automatically unless you change this in the print dialogue on the computer.

Changing the settings: From the MAC print dialogue:

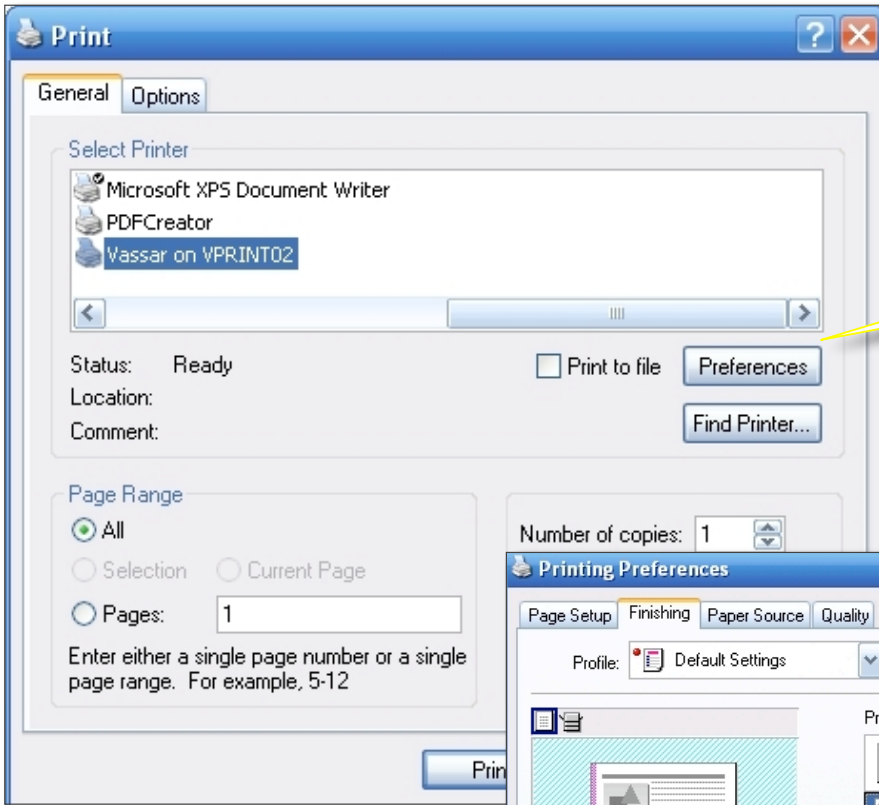


Open the drop down menu that reads "Copies and Pages" and select "Layout".

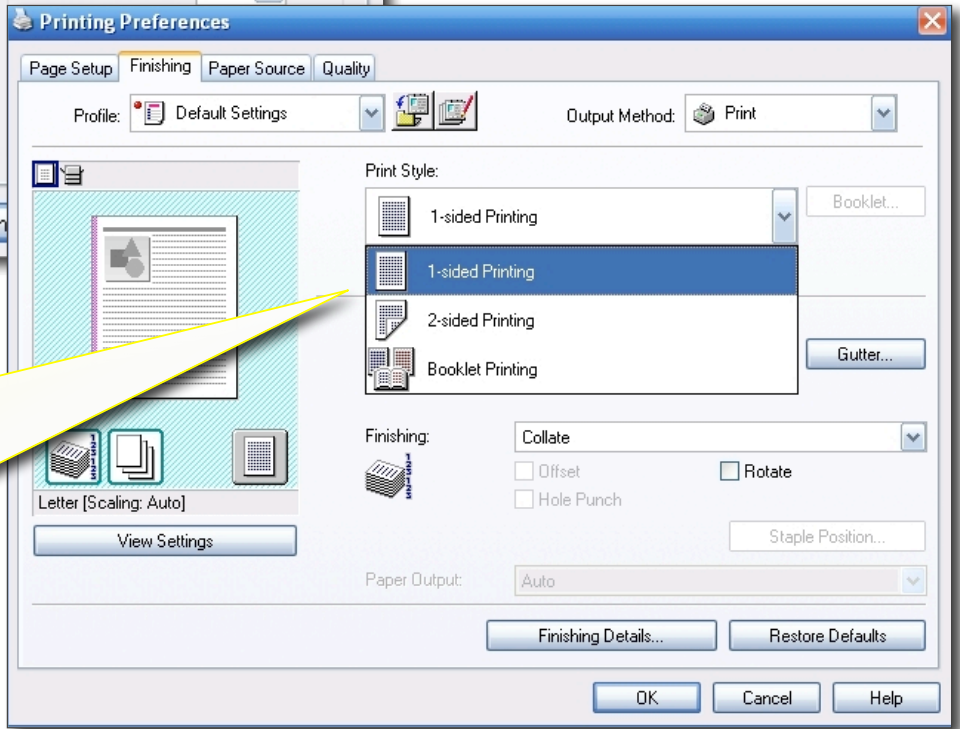


The "Two-Sided" option will be set automatically on public computers to "Long-edged binding. To turn this option off, select "Off" then click to print.

**Changing the settings:
From the PC print dialogue:**



Click either "Preferences" or "Properties". This will depend on what program you are using.



In the "Print Style" menu, 2-sided Printing will be set automatically on public computers. To change this option, select 1-sided Printing from the menu. Click OK to save your settings and then click to print.



FIRST REDUCE, THEN REUSE, FINALLY RECYCLE.
THE EARTH THANKS YOU AND SO DOES CIS.