



CENTRAL NSW  
COUNCILS

# Want to cut your paper use in half?

**It's easy, it doesn't require you to order different paper or buy new equipment. Just follow these 7 easy steps once and enjoy the savings permanently!**

**1** Click on your computer's 'start' menu, choose 'printers and faxes' from the lower right hand side.

**2** One or more of the printers will have a tick next to it, indicating that these printers are available for your use.

**3** Click once on the ticked printer and it will turn blue.

**4** Choose 'select printer preferences' from the left hand side.

**5** A new window appears - choose the 'finishing' or 'layout' tab.

**6** For printers with the 'finishing' tab, on the left hand side, click on the 'print on both sides' box under 'document options'. For printers with the 'layout' tab, click the side arrow next to 'double sides' and choose 'double sided'. If these options don't exist, click 'cancel' and contact your IT department for assistance.

**7** Click 'OK' - now your printer is set to print on both sides. Repeat for other printers you wish to print double sided.



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**EASY!**

If you would like to know more please contact Rachael Young on 0448 264 496 or email [centroc.ry@bathurst.nsw.gov.au](mailto:centroc.ry@bathurst.nsw.gov.au)



This project has been assisted by the New South Wales Government through its Environmental Trust.