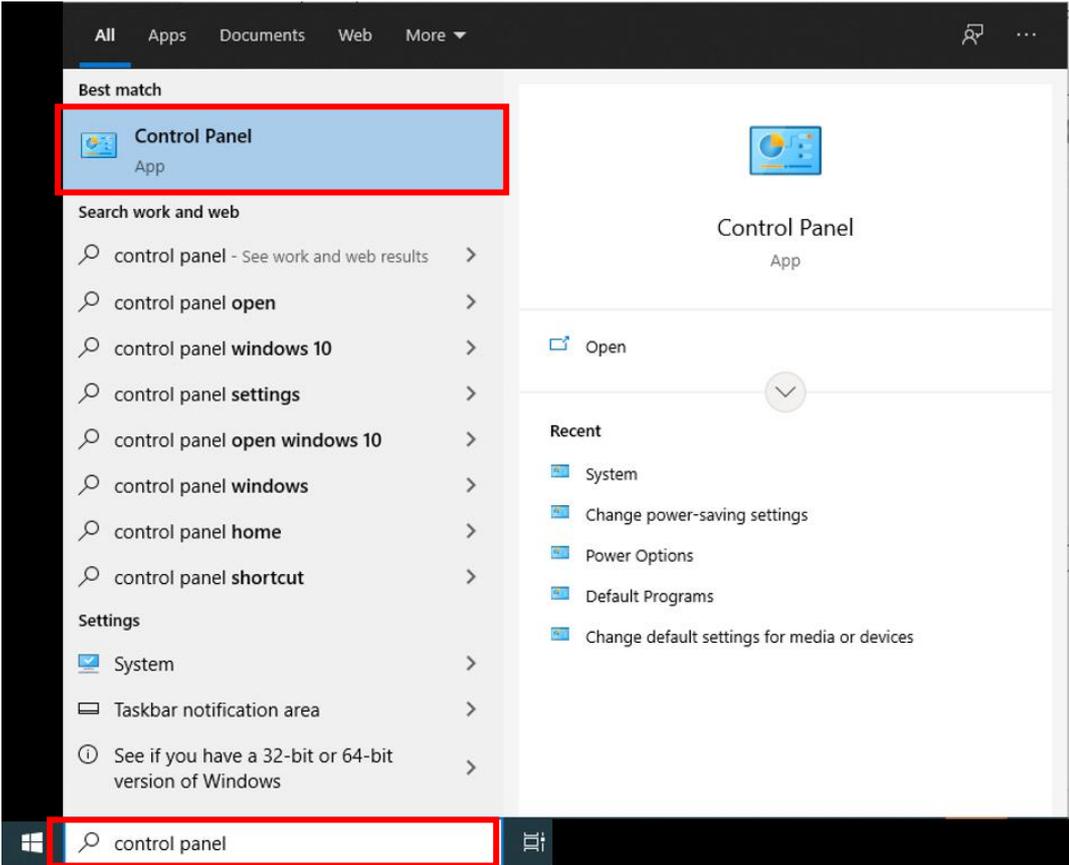
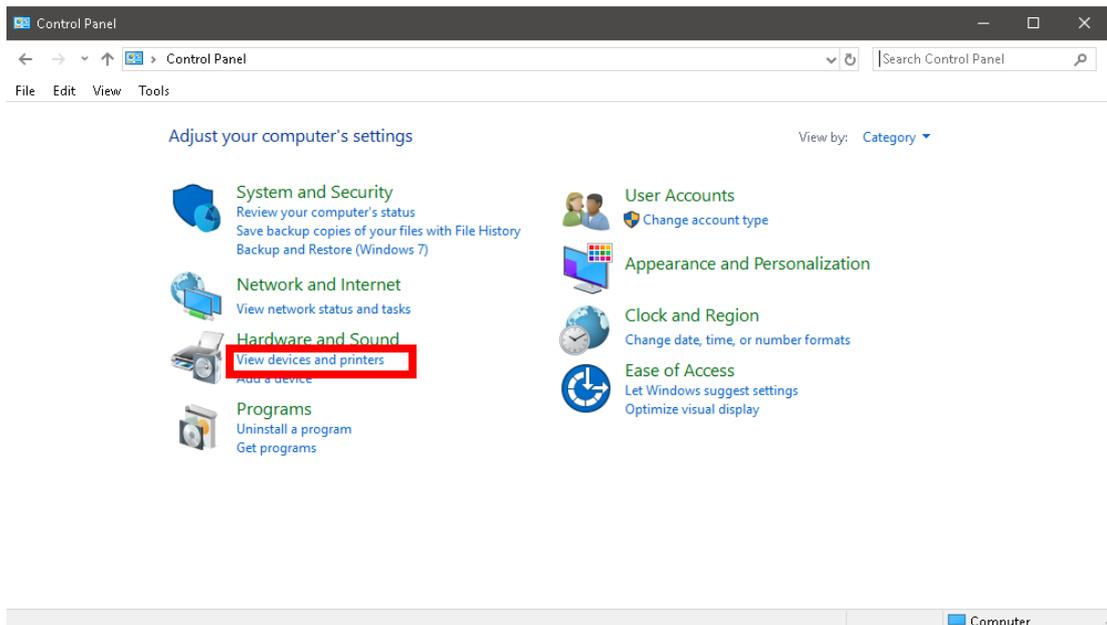


THE CHINESE UNIVERSITY OF HONG KONG
Social Responsibility and Sustainable Development Office
Green Tip: Setting 'Double-sided Printing' as Default Mode

Step	Instruction
1	<ul style="list-style-type: none">• In the search box next to 'Start' on the taskbar, type control panel. Select Control Panel from the list of search results.  A screenshot of the Windows search interface. The search bar at the bottom left contains the text "control panel". The search results are displayed in a list on the left and a detailed view on the right. The "Best match" section highlights "Control Panel" as an App, which is enclosed in a red rectangular box. Below this, there are several search suggestions such as "control panel open", "control panel windows 10", and "control panel settings". The "Settings" section includes "System", "Taskbar notification area", and "See if you have a 32-bit or 64-bit version of Windows". The detailed view on the right shows the "Control Panel" app icon, the text "Control Panel App", an "Open" button, and a "Recent" list with items like "System", "Change power-saving settings", "Power Options", "Default Programs", and "Change default settings for media or devices". The search bar at the bottom is also highlighted with a red box.

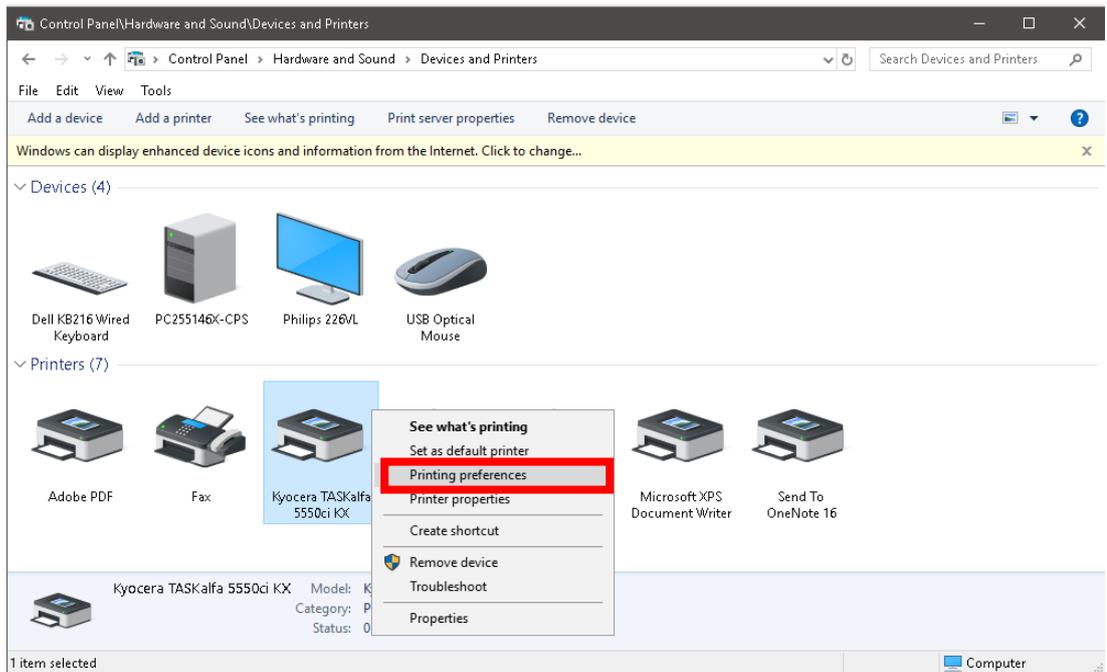
2

- Click 'View devices and printers'.



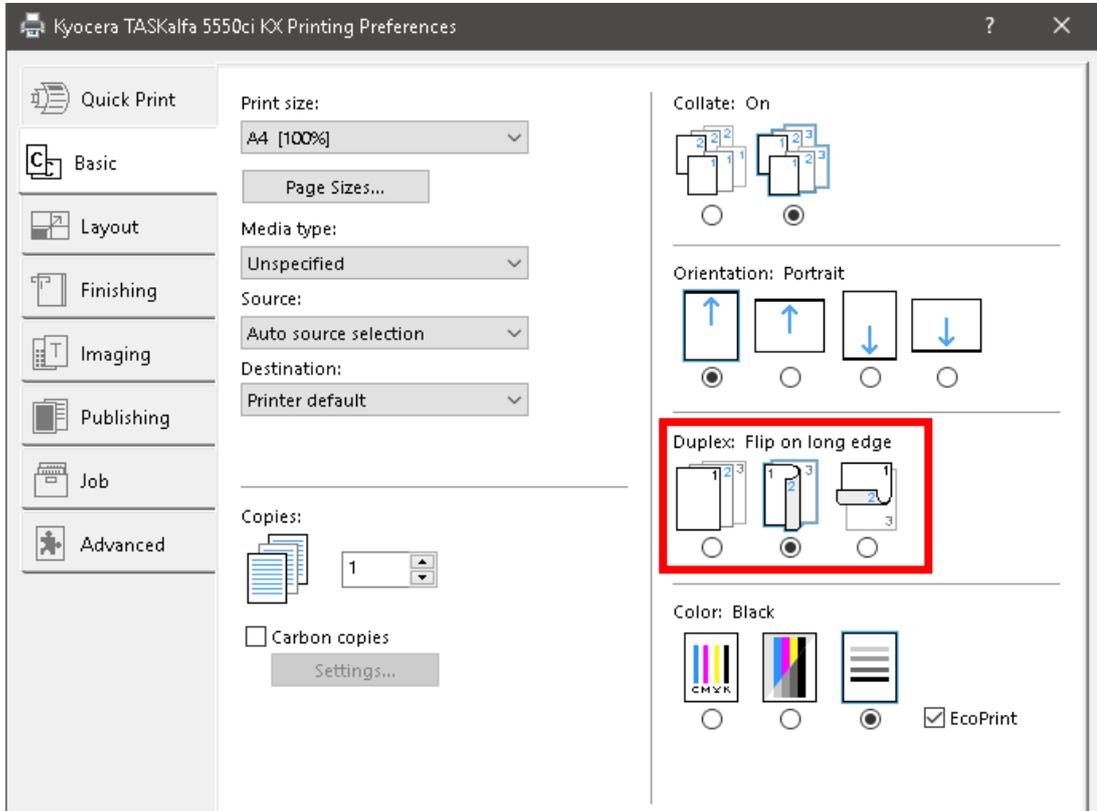
3

- Right-click on the printer and select 'Printing Preferences'.



4

- Under the 'Basic' tab, choose 'Duplex printing'. You can choose 'Flip on long edge' or 'Flip on short edge' according to your own preference. (Note that screen options may vary slightly depending on the type of printer you have)
- Click OK when finish.



5

- Click OK when finish.

