

# PRINT WRIGHT

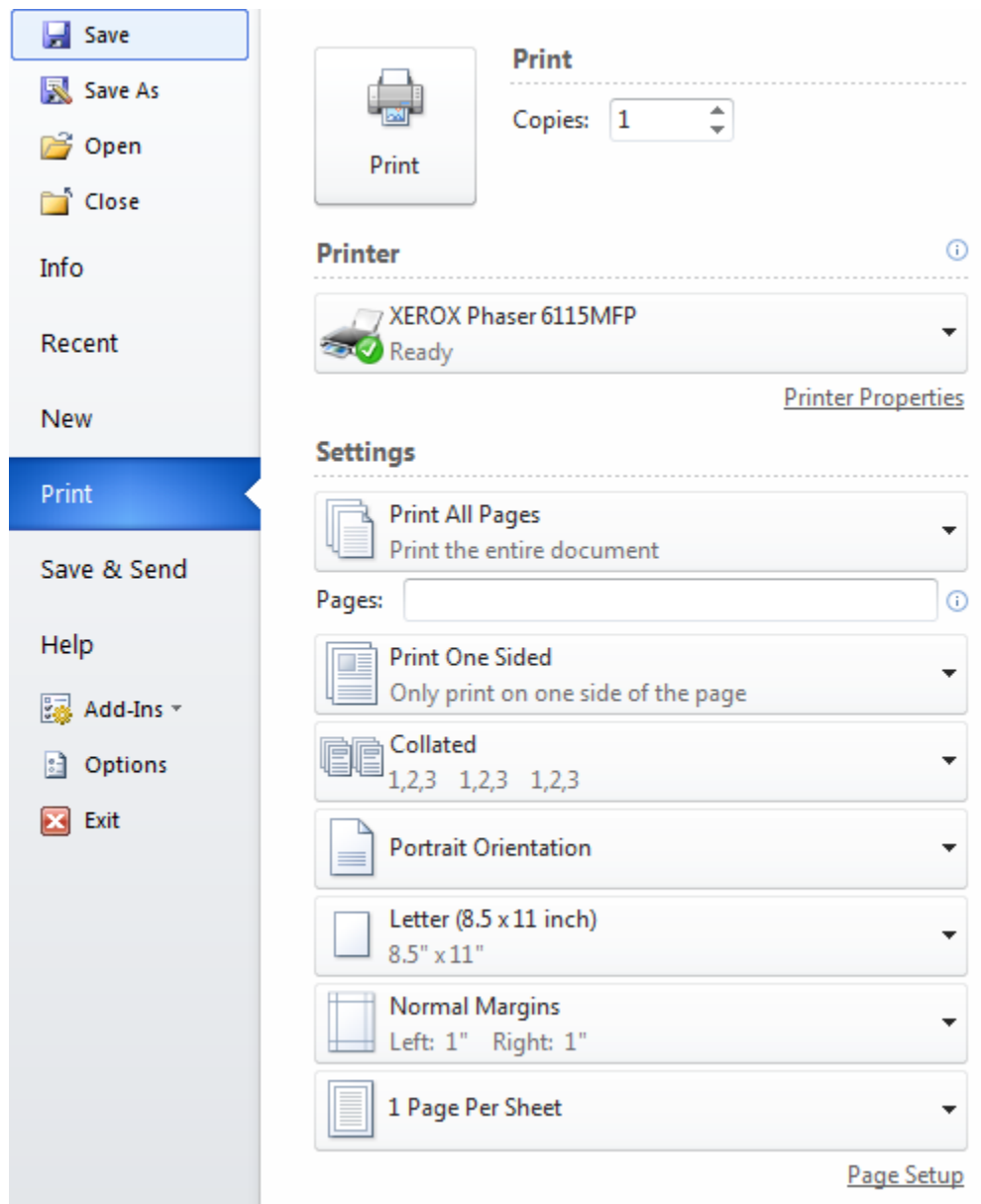


Go Green. Save **Gold**. Print Wright! 

How to: PRINT SINGLE SIDED

From the document at your desktop; select File and Print

In the Printer options dialog box select "Print One Sided"



The screenshot displays a software interface with a left sidebar and a main settings area. The sidebar contains the following options: Save, Save As, Open, Close, Info, Recent, New, **Print** (highlighted in blue), Save & Send, Help, Add-Ins, Options, and Exit. The main area is titled "Print" and includes a printer icon, a "Copies" dropdown set to 1, and a "Printer" section showing "XEROX Phaser 6115MFP" with a "Ready" status and a "Printer Properties" link. Below this is the "Settings" section, which is expanded to show several options: "Print All Pages" (Print the entire document), "Pages:" (empty field), "Print One Sided" (Only print on one side of the page), "Collated" (1,2,3 1,2,3 1,2,3), "Portrait Orientation", "Letter (8.5 x 11 inch)" (8.5" x 11"), "Normal Margins" (Left: 1" Right: 1"), and "1 Page Per Sheet". A red arrow points to the "Print One Sided" option.