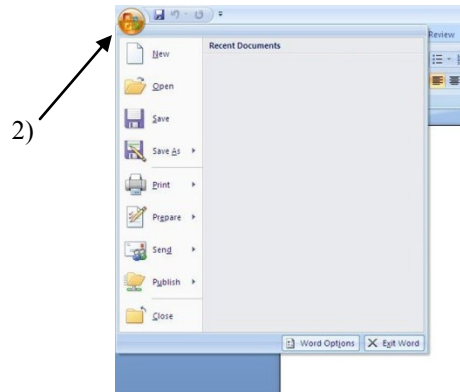


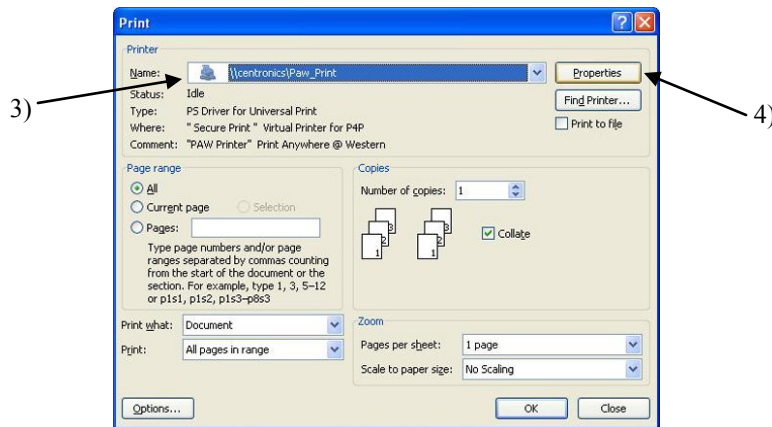
Solutions for Easy Double-Sided Printing: How to Create a Double-Sided Print Icon (PC Only)

When printing documents it is important to try and minimize the amount of paper we use. The following directions illustrate how to create a printer icon for Paw Print that allows for easy double-sided printing.

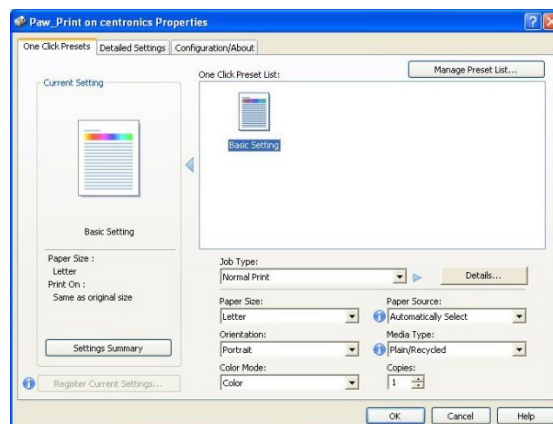
- 1) Open Microsoft Word 2007.
- 2) Click on the round Office button in the upper left side corner of the screen and click print.



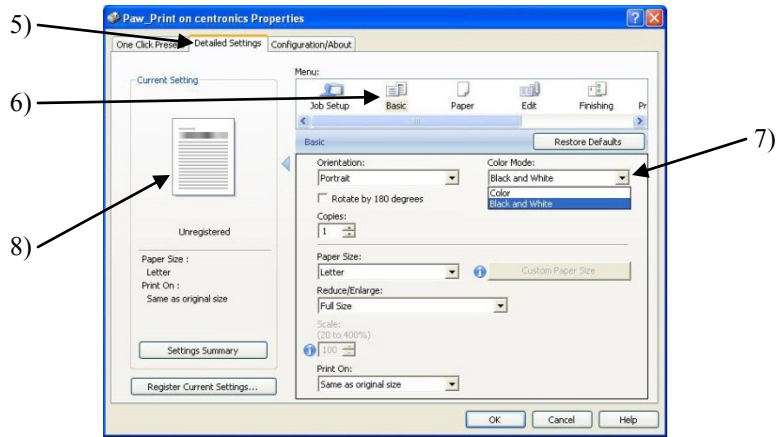
- 3) Select the paw_print or centronics/imagewriter printer.
- 4) Press the "Properties" button just to the right of the printer selection.



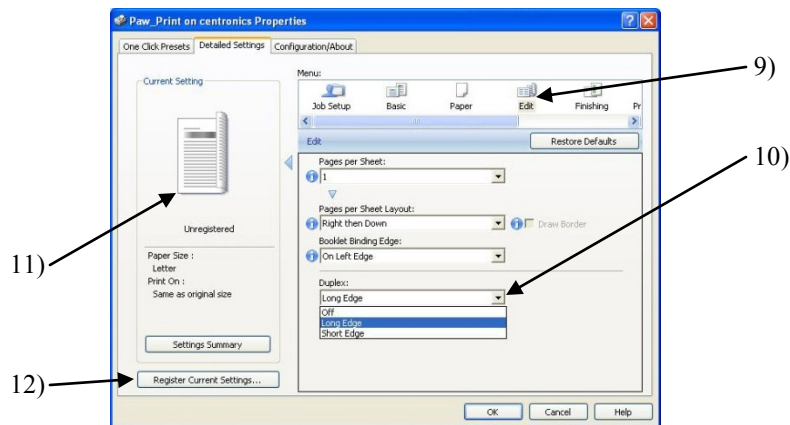
PLEASE NOTE: Once the Properties panel has opened, find the "Basic Settings" icon in the "One Click Presets" tab. This is where the "Eco Print" icon option will appear *once you have created it using the steps 5-13.*



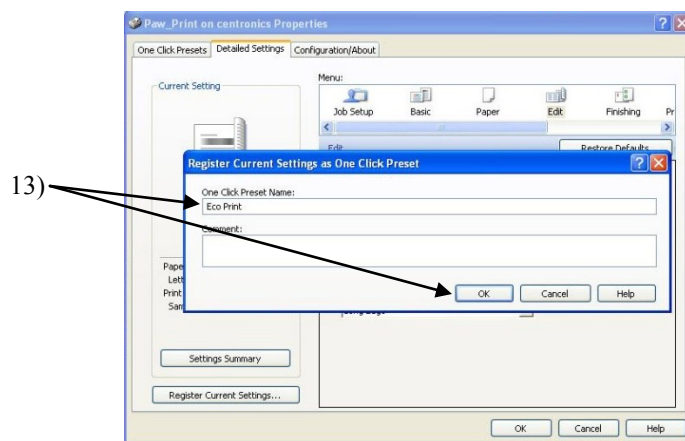
- 5) Click on the center tab at the top of the page labeled "Detailed Settings."
- 6) On the "Detailed Settings" page, select the "Basic Setting" icon in the menu.
- 7) Click on the drop down box labeled "Color Mode" set it to Black and White.
- 8) Now see the preview under "Current Setting" in the left side column turn to black and white.



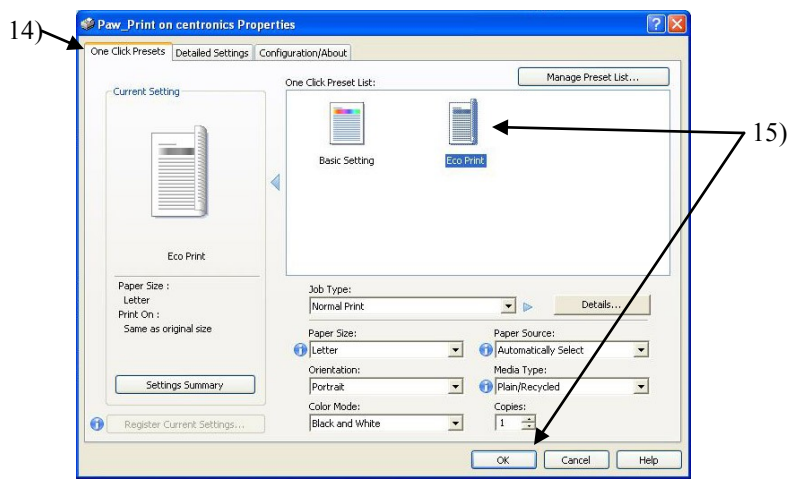
- 9) Click on the "Edit" icon in the top menu.
- 10) From the edit menu the "Duplex" (same as double-sided) option can be set, which is located at the bottom of the page. Use the drop down menu and select "Long Edge."
- 11) Now see the preview under "Current Setting" in the left side column show a page curl along the "Long Edge" of the paper. This means the printer will print in black and white on both sides of the paper.



- 12) To save the "Duplex" or double-sided setting click on "Register Current Settings..."
- 13) This opens the "Register Current Settings as One Click Preset" window. Create a name for the preset icon. We used "Eco Print". If desired, you can add a comment to the settings. Click the "OK" button to save the changes.



- 14) On the “One Click Presets” tab on the printer properties page see the Eco Print icon.
- 15) Now that you have created your “Eco Print” icon, select the “Eco Print” setting from the “One Click Preset List” and click “OK” to print double-sided. Remember you will have to click the “Properties” button to get to the “One Click Preset List” for every print job.



****Please note: On Windows XP the “One Click Preset List” “Eco Print” icon preference does not load correctly. You will have to open the “Properties” window twice for the “Eco Print” icon to appear. This is not a concern for Vista and Windows 7.**