

How to Simplex Print Your Document

From Microsoft Word 2007, Word Perfect X4, Adobe Acrobat, and most other programs

1. Click **File** then **Print**
2. On the Print box click the **Properties** button
3. On the Finishing Tab uncheck the **“Print on both sides”** box
4. Click **OK**, two times
5. The PaperCut window will open and ask you to confirm the cost of your print job.

