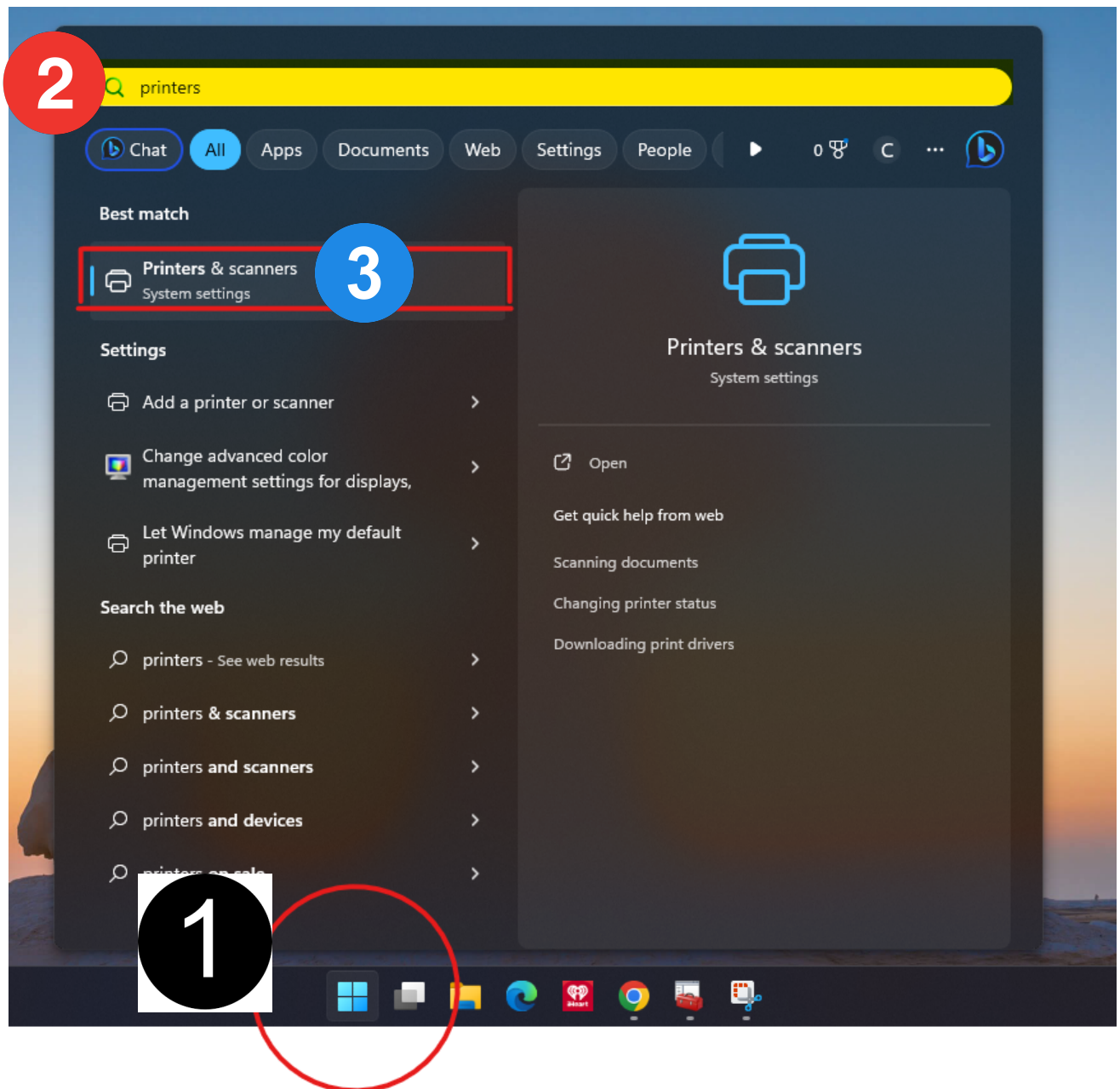


Enabling Double Sided Printing on Windows 11

1: Press the Windows key on your keyboard or select the Start button on the bottom left of your toolbar.

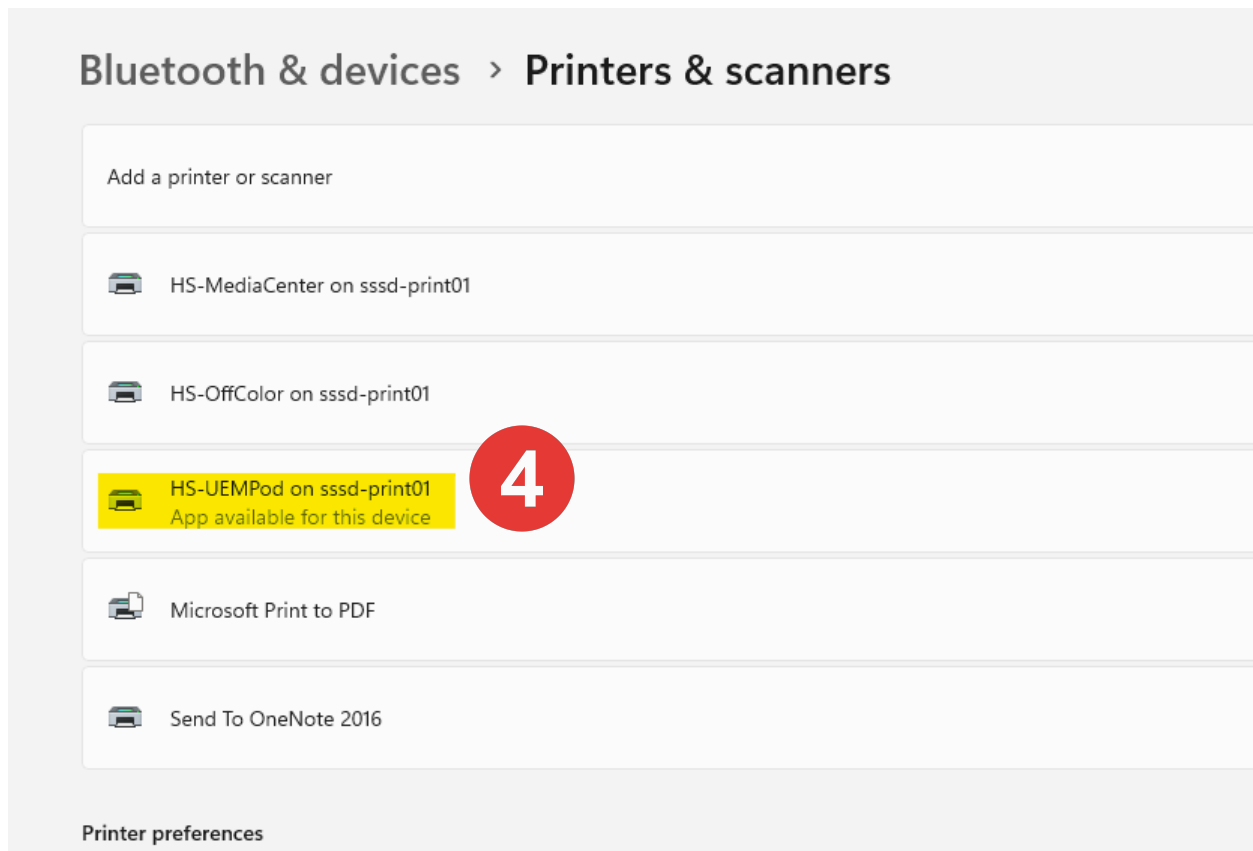
2: Begin typing and search for “Printers & Scanners”

3: Open “Printers & Scanners”

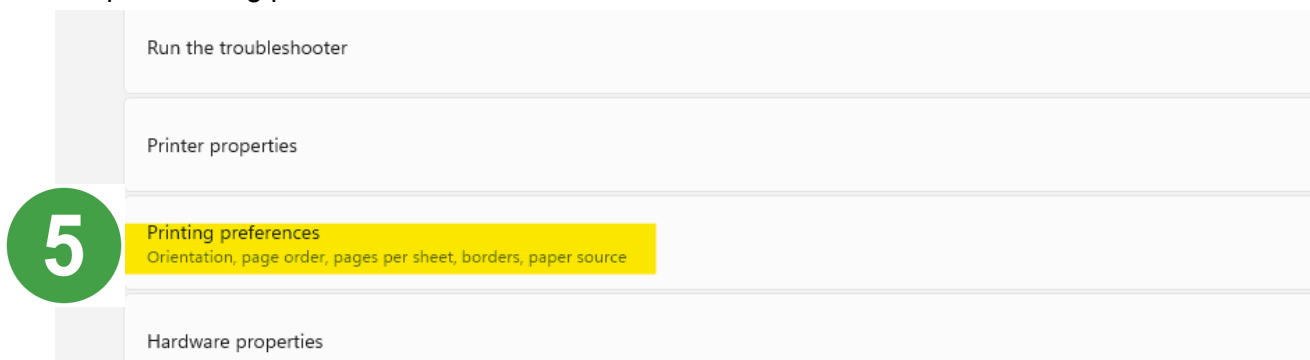


Enabling Double Sided Printing on Windows 11

4: Select the printer that you would like to enable duplex printing on.



5: Open Printing preferences.

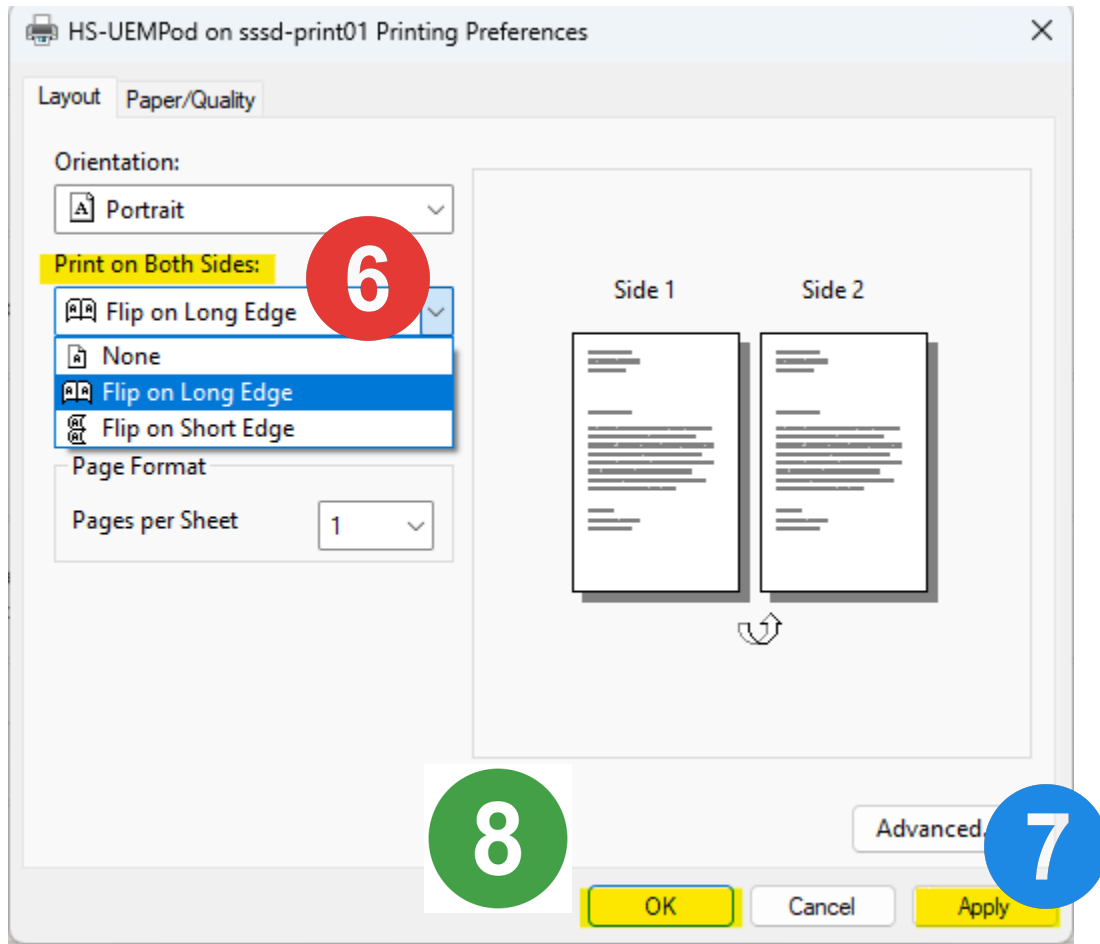


Enabling Double Sided Printing on Windows 11

6: Change “Print on Both Sides:” from “None” to Flip on Long Edge

7: Select “Apply”

8: Select “OK”



Enabling Double Sided Printing on Windows 11

9: In Google Chrome when you print, be sure to select “More settings” and select “Print on both sides”

More settings ^

Paper size

Letter (8.5" x 11") ▾

Pages per sheet

1 ▾

Margins

Default ▾

Quality

600 dpi ▾

Scale

Default ▾

Two-sided

☒ Print on both sides

Flip on long edge ▾

Options

☐ Background graphics