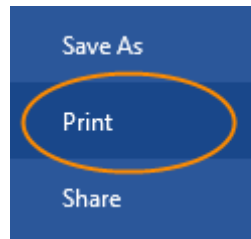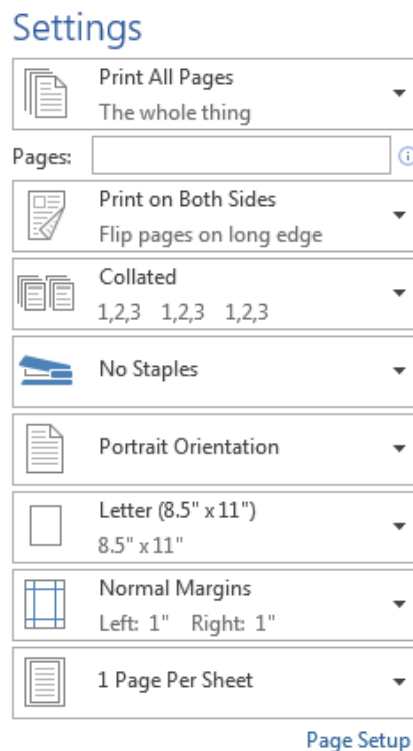# Printing Settings

1. To change print settings when printing in any Microsoft Office program, such as Word or Excel, click on "File."

2. Click on "Print."

3. You will see multiple settings that you can change for the document you are printing.

4. The settings you see are the default settings for printing to that printer. These settings are set on the printer itself and thus you must change any defaults each time you print. An example is wanting to print single sided. Click on the option "Print on Both Sides" to change it to be single sided. Another example is having something stapled. Click on the option "No Staples" to change it to be stapled.