

No. DIT- F(10)-6/2009 -8093 - 9032  
Government of Himachal Pradesh  
Department of Information Technology

To

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**The HODs of all the Departments,  
in Government of Himachal Pradesh.**

**Dated: Shimla -171009      the 25 February, 2009**

**Subject:      Use of Duplex printer in all Government Departments.**

Sir,

I have been directed to say that in order to reduce the wastages of paper in Government Departments, it is suggested that duplex printing (Printing on both side of the paper) may be used. The duplex printers may be procured in future, to facilitate both sides printing. On the printers without duplex printing feature even or odd pages printing may be done separately with even pages on one side and odd pages on the other. Such arrangements will ensure the reduction in wastage of paper. Therefore, this may be adopted by all the departments. Please find enclosed herewith copy of 'Annexure-A'.

Yours Faithfully,

**Director (IT),**  
Department of Information Technology,  
Himachal Pradesh.

OIC

Annexure 'A'

**Following steps are required for duplex printing:-**

**In case of Non- Duplex Printer:-**

1. On the **File** menu, click **Print**.
2. In the lower-left corner of the **Print** dialog box, in the **Print** box, click **Odd pages**.
3. Click **OK**.
4. After the odd pages are printed, flip the stack of pages over, and then in the **Print** dialog box, click **Even pages**.
5. Click **OK**.

**In case of Duplex Printer:-**

1. On the **File** menu, click **Print**.
2. Click the **Properties** tab.
3. Select the **Finishing** tab.
4. Select **Print on Both Sides** click **OK**.
5. Then again click **OK**.