



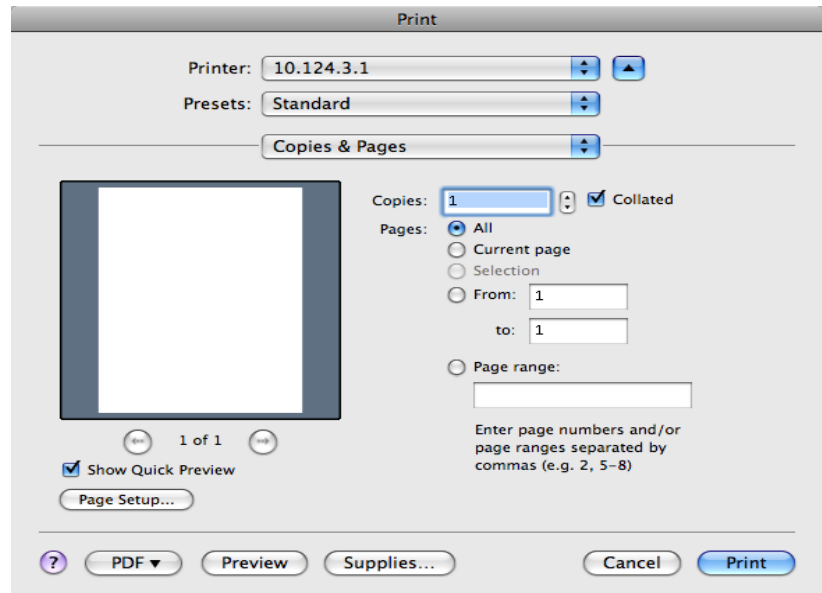
## Changing the Xerox Printer Default Settings

Stonehill College Information Technology

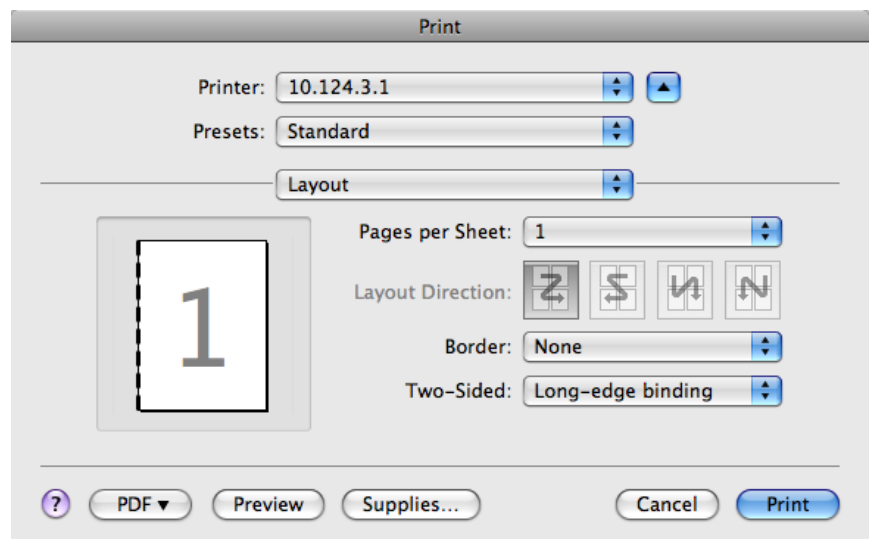
Help Desk 508-565-HELP (4357) [helpdesk@stonehill.edu](mailto:helpdesk@stonehill.edu)

### Instructions for Mac Users

1. From the File menu select Print
2. From the “Copies & Pages” drop-down list select “Layout”



3. For Single Sided, leave the option “Off”
4. For double sided select “Long-edge binding” from the “Two-Sided” drop-down list and click Print



Please call the Help Desk at ext. 4357(HELP) with any questions