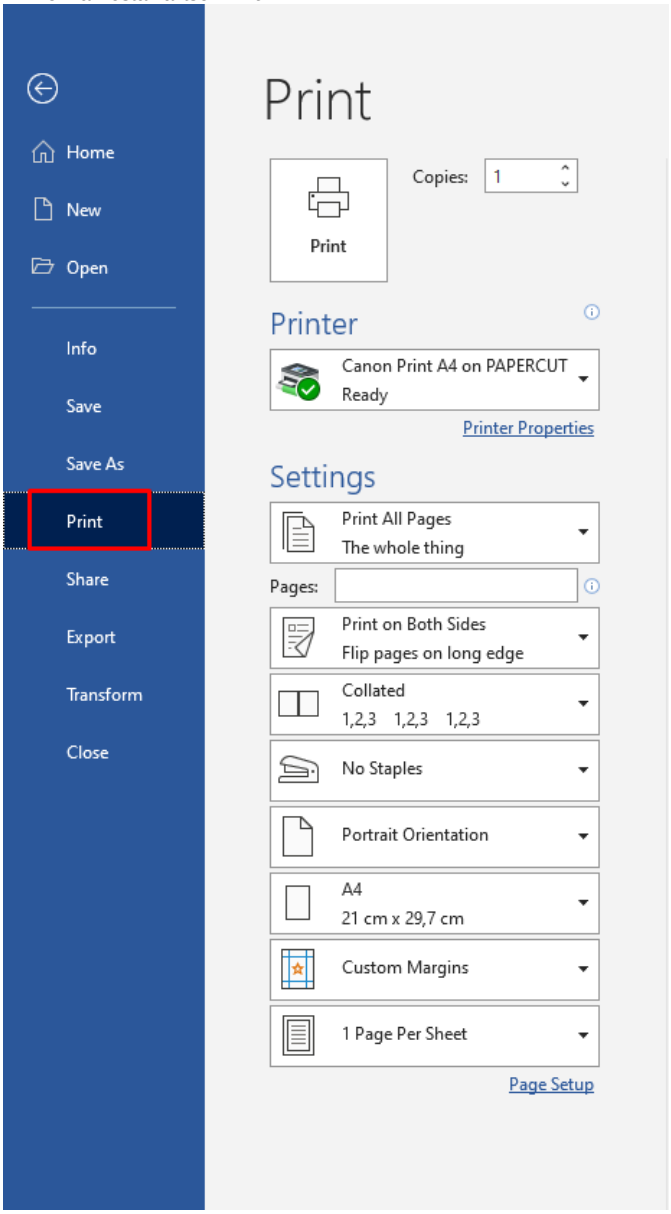
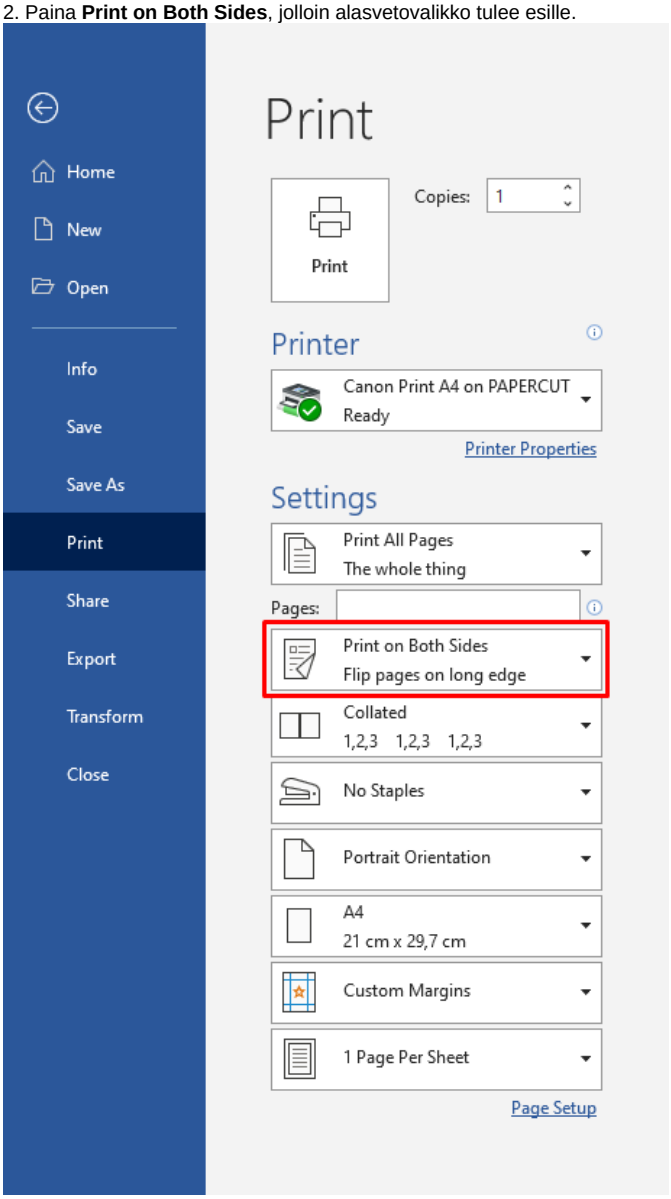
2-puolinen 1-puoliseksi, Microsoft Office

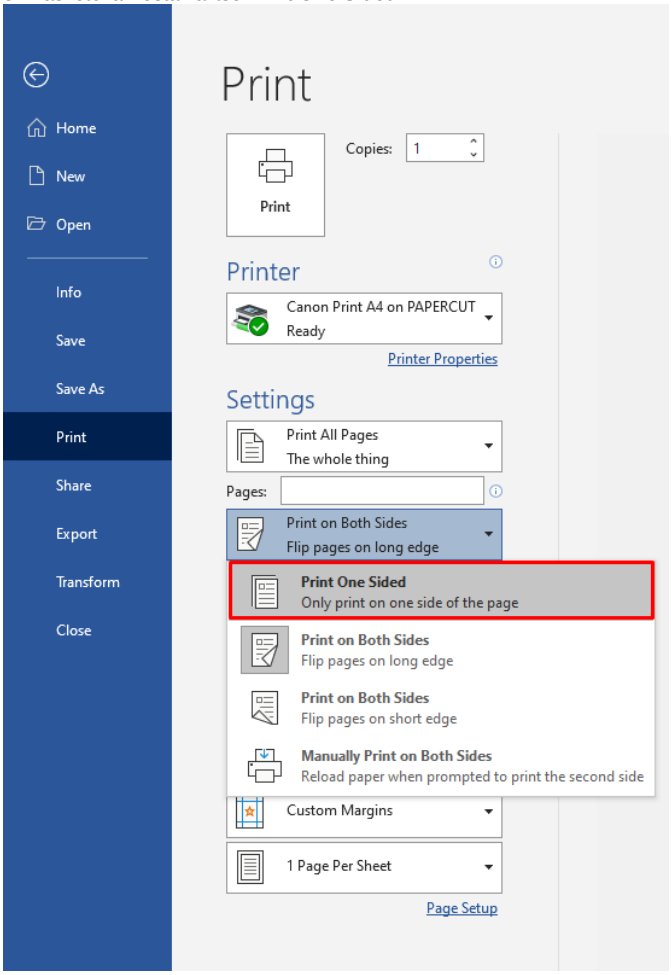
1. File -valikosta valitse **Print**.



2. Paina **Print on Both Sides**, jolloin alasvetovalikko tulee esille.

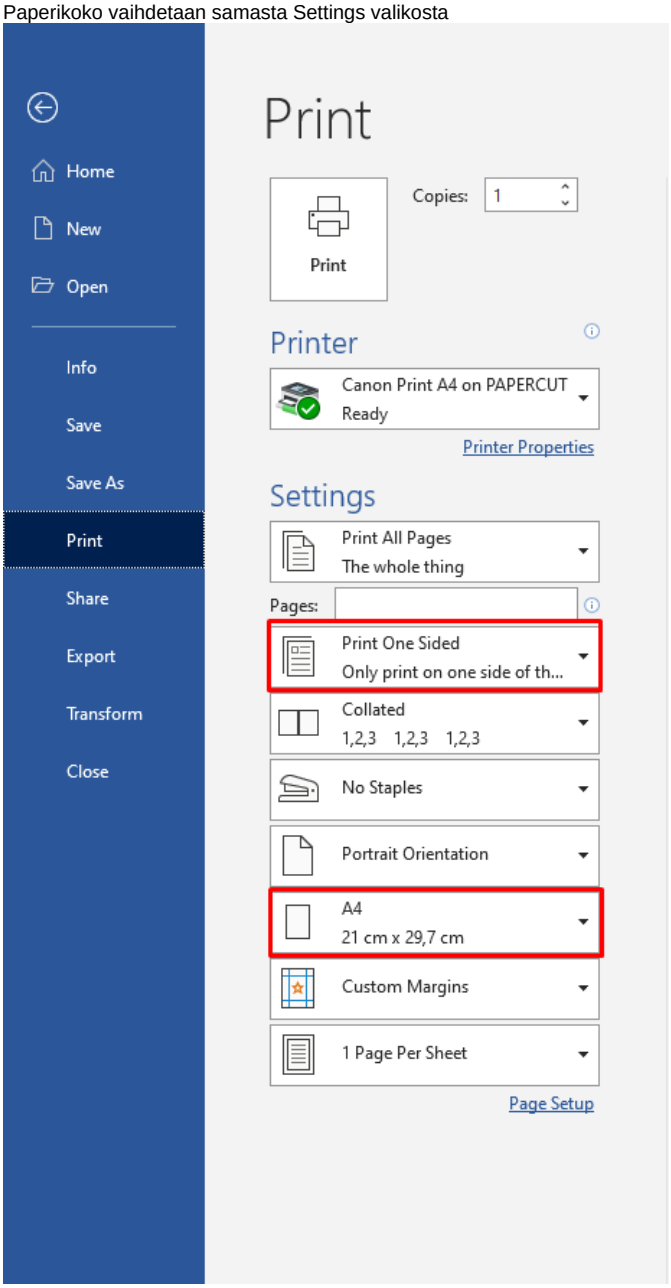


3. Alasvetovalikosta valitse **Print One Sided**.



4. Tulosta nyt tiedosto normaalisti.

Paperikoko vaihdetaan samasta Settings valikosta



Converting 2-sided into 1-sided, Microsoft Office