

Help us reducing the amount of printed paper

Do you really have to print this document?
If yes; **set up double sided printing on your computer**

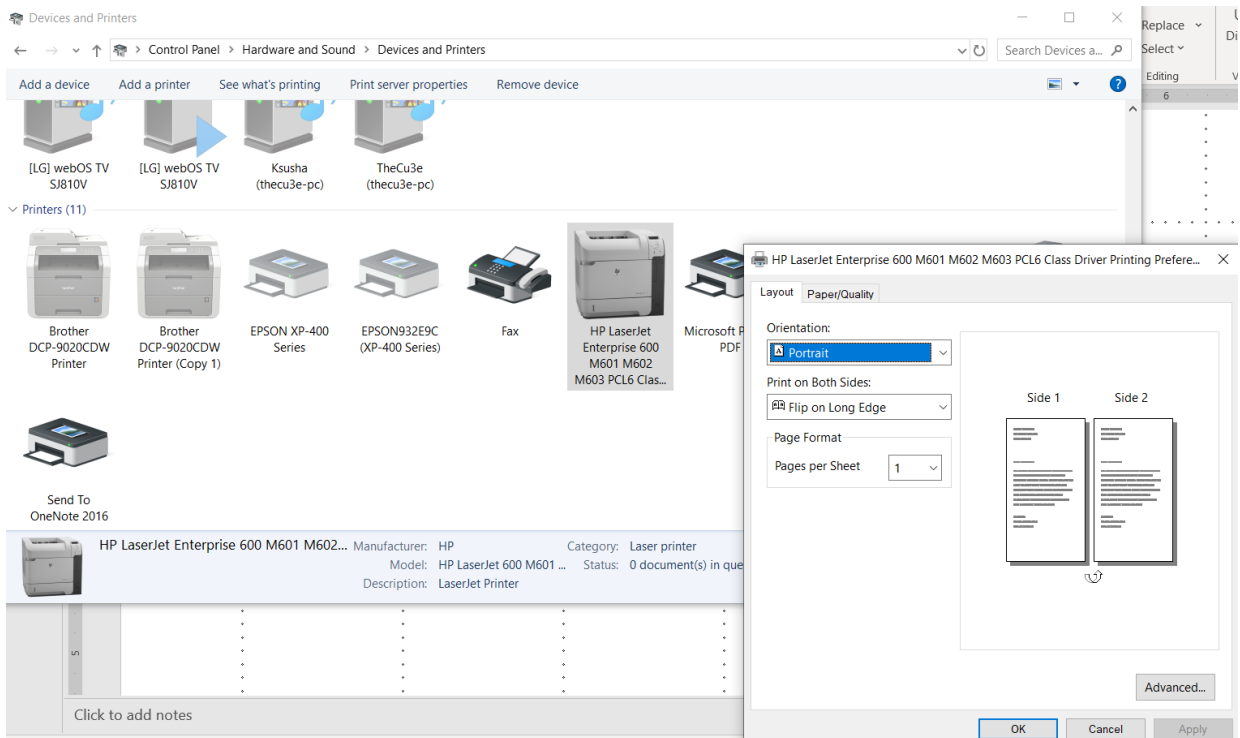
For Windows

Double sided printing selection

1. Select "File" -> "Print."
2. Under "Settings," select "Print One Sided" and scroll down to "Print Double Sided."
3. Select "Print."

Default Set up for Double Sided Printing

1. Go to "Start" menu and select "Control Panel."
2. Go to "Hardware and Sound."
3. Select "Devices and Printers."
4. Locate the printer of interest and right click on it.
5. Select "Printing Preferences" from the menu shown.
6. In a drop-down menu for "Print on both sides," select "Flip on long edge" or "Flip on short edge" (as you prefer).



Thank you, on the behalf of the sustainability committee