Printing one sided from Word

1. Go to File > Print.
2. Under Copies & Pages, set the number of copies to 1.
3. Click on the dropdown menu for Finishing and select 1-sided Printing.
4. Under Binding Location, select Long Edge (Left) or Short Edge (Top).
5. Click Print to print one-sided documents.
Printing one sided from a PDF

1. Open Acrobat Pro and navigate to the File menu.
2. Select the Print option.
3. Acrobate Pro will display a message about the Print Setup dialog box being provided by the operating system. Select Yes to continue.
4. In the Print dialog box, select the PDF option and click Show Details.
5. Ensure that the Copies setting is set to 1 and the Pages are all selected.
6. Click on the Finishing tab and select the 1-sided Printing option.
7. Set the printing options as required.
8. Click on Print to initiate the printing process.