1. Open your Safari browser and type http://localhost:631/ into your address bar. This will take you to CUPS, a system developed by Apple that lets you manage your printing.
2. Click the “Administration” tab at the top of the page.
4. Click on the name of the printer to which you print most frequently and whose settings you would like to change.
5. Change the second drop box from the left (which will say “Administration”) to “Set Default Options.”

6. Select the “General” menu at the top

7. In the drop box next to “Two-Sided,” select “Long-Edge Binding”
8. CUPS will then prompt you for your login information. This is the username and password set on your computer, **not** your email, WUSTLkey, etc.

9. **NOTE:** If you find that you don’t have a name/password that allows admin access to your computer, see our alternative Mac tutorial.

All Done!