

Double-Sided Printing Initiative

Instructions for Printing Double-Sided

Condensed Version: Printing Double-Sided for a Single Print Job - Mac

Document prepared by: Mary Scourboutakos – 2009

Printing double-sided is highly contextual depending on your printer software (Xerox, Hp, Lexmark etc.) and operating system (Windows, Vista, Mac etc.). Here we provide generic instructions that may comply with your set-up. If the following instructions do not work, please consult your printer manual or the help menu in the program you are printing from.

1) Printing Double-Sided for a Single Print Job

- Used for printing documents from the internet, from Microsoft Word, from a pdf file etc.

Please Note:

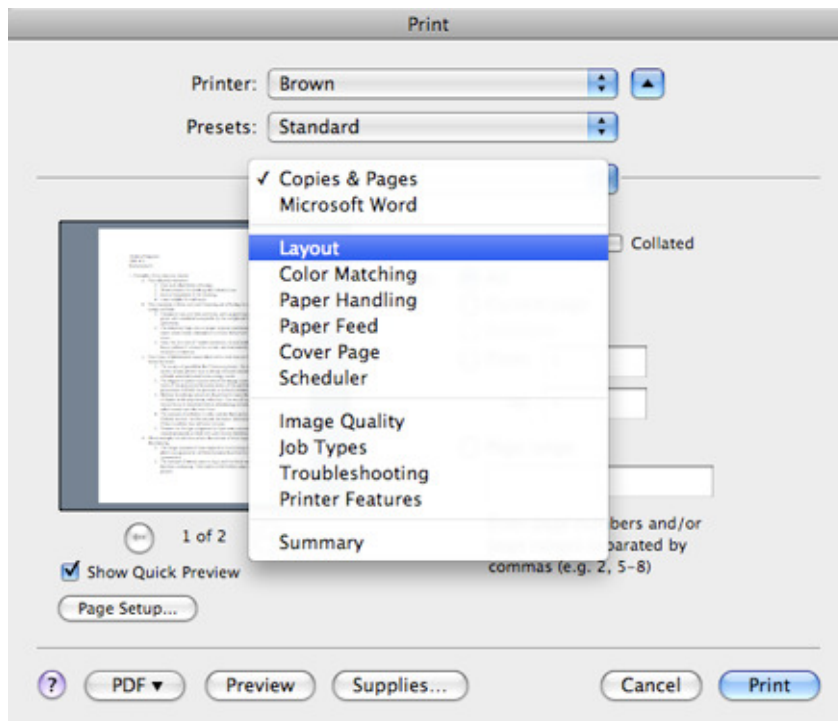
- Most home printers are capable of double-siding; however they may require a single manual re-feed
- depending on your printer and operating system one of the following methods may apply

Printing Double-Sided for a Single Print Job

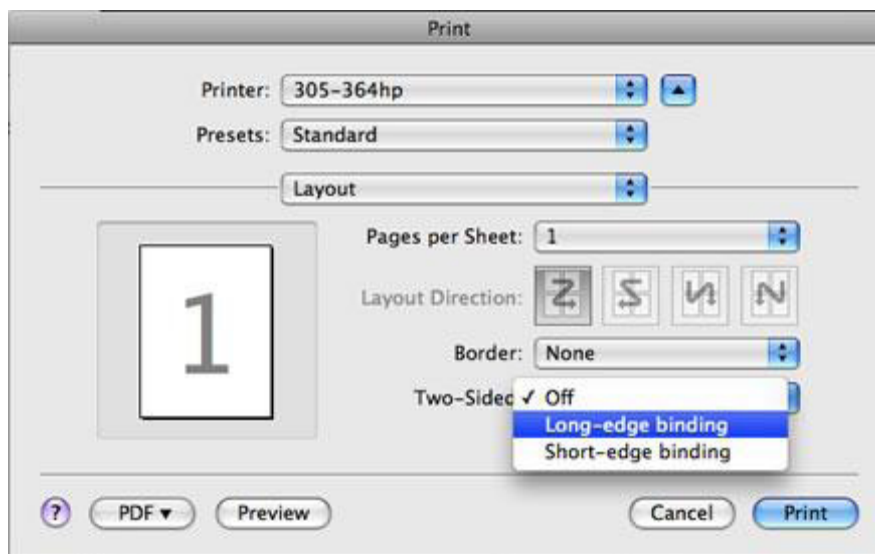
On a Mac:

MAC OS X VERSION 10.3 (PANTHER), 10.4 (TIGER), 10.5 (LEOPARD)

1. Click FILE and select PRINT
2. From the COPIES and PAGES pull-down menu, select LAYOUT



3. Beside TWO-SIDED printing, select LONG-SIDED PRINTING/LONG-EDGE BINDING



4. Click OK

Printing Double-Sided for a Single Print Job (VERBAL INSTRUCTIONS)

MAC OS X VERSION 10.3 (PANTHER), 10.4 (TIGER), 10.5 (LEOPART) - LASERWRITER 8.5.1

1. Click FILE and select PRINT
2. From the COPIES and PAGES pull-down menu, select LAYOUT
3. Click the button beside LONG SIDED PRINTING/LONG EDGE BINDING
4. Click OK

MAC OS X VERSION 10.3 (PANTHER), 10.4 (TIGER), 10.5 (LEOPART) - LaserWriter 8.3.4

1. Click the OPTIONS button
2. Select 2-SIDED PRINTING
3. Select LONG-EDGE BINDING or SHORT-EDGE BINDING (You will most likely require LONG-EDGE BINDING)