

Double-Sided Printing Initiative

Instructions for Printing Double-Sided

Condensed Version: Setting Your Computer to Print Double-Sided by Default - PC

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.

Setting Your Computer to Print Double-Sided by Default

- By following these instructions, every document you print will be double-sided

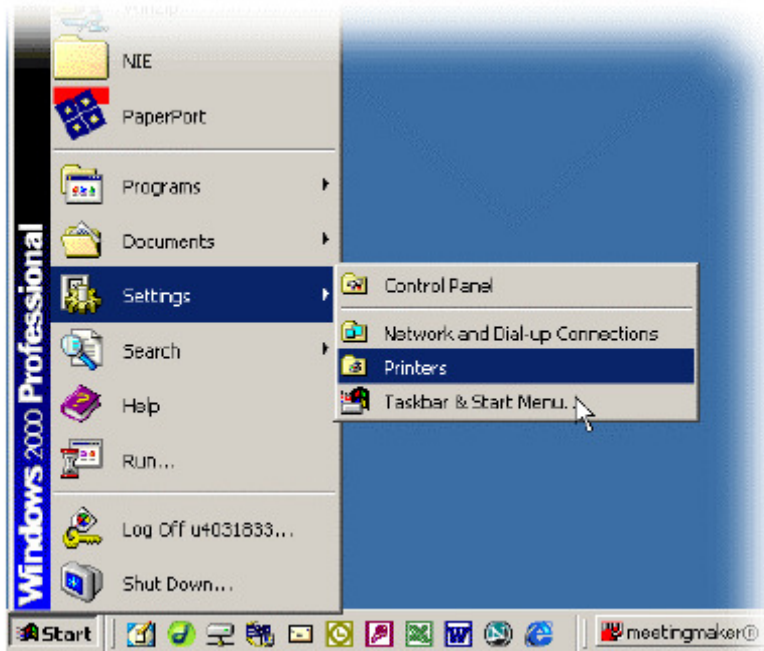
Please Note:

- 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

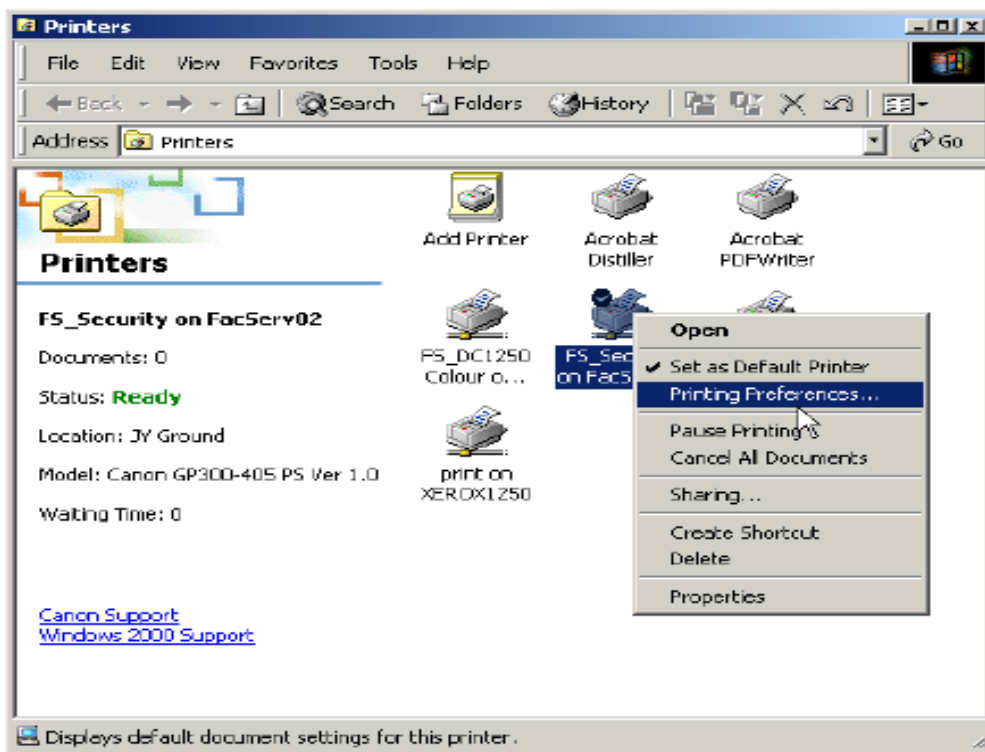
Setting your computer to print Double-Sided by Default

On a PC:

1. Click START, followed by SETTINGS

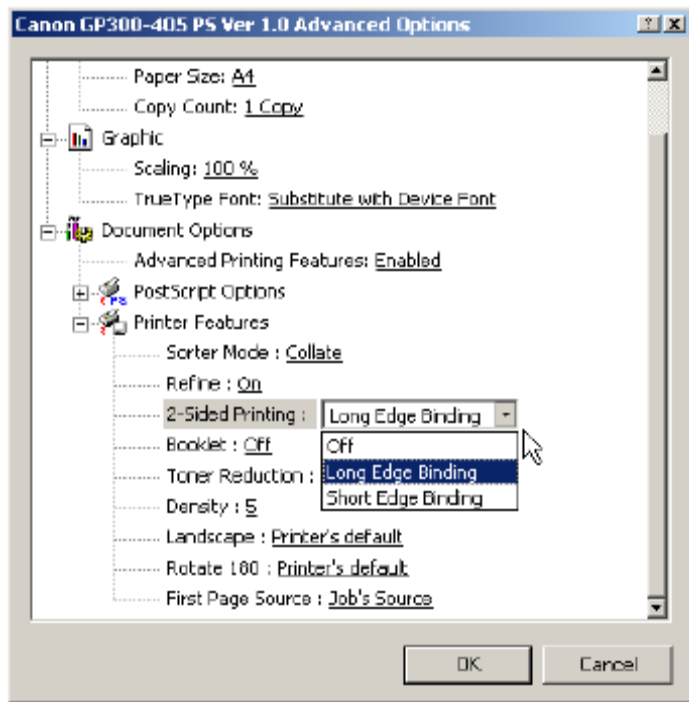


2. RIGHT CLICK the PRINTER ICON (this should open up a menu)
3. Select PRINTING PREFERENCES



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4. Scroll through the list of options in the menu that opens and search for DUPLEX PRINTING/DOUBLE-SIDED PRINTING etc.
5. Select your orientation (you will most likely require LONG-EDGE BINDING)



6. Click OK

Setting your computer to print Double-Sided by Default (VERBAL INSTRUCTIONS)

Windows XP and Vista - hp

1. Click START, followed by SETTINGS/PRINTERS & FAXES
2. RIGHT CLICK the PRINTER ICON (this should open up a menu)
3. Select PROPERTIES/PRINTING PREFERENCES
4. Click on the PRINTING SHORTCUTS tab
5. Select TWO-SIDED/DUPLEX printing from the drop-down menu
6. Select AUTOMATIC from the drop-down menu

OR

1. Click START, followed by SETTINGS/PRINTERS & FAXES
1. RIGHT CLICK the PRINTER ICON (this should open up a menu)
2. Select PROPERTIES/PRINTING PREFERENCES
3. Click on DOCUMENT DEFAULTS/DEFAULT SETTINGS (new window will open, the layout varies depending on your printer)
4. Look for DUPLEX PRINTING / TWO-SIDED PRINTING / DOUBLE-SIDED PRINTING if these are not visible click ADVANCED for further options
7. Once the double-sided printing option is located, select your orientation (you will most likely require LONG EDGE BINDING /FLIP ON LONG EDGE)
8. Click OK