

Double-Sided Printing Initiative

Instructions for Printing Double-Sided

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

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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:

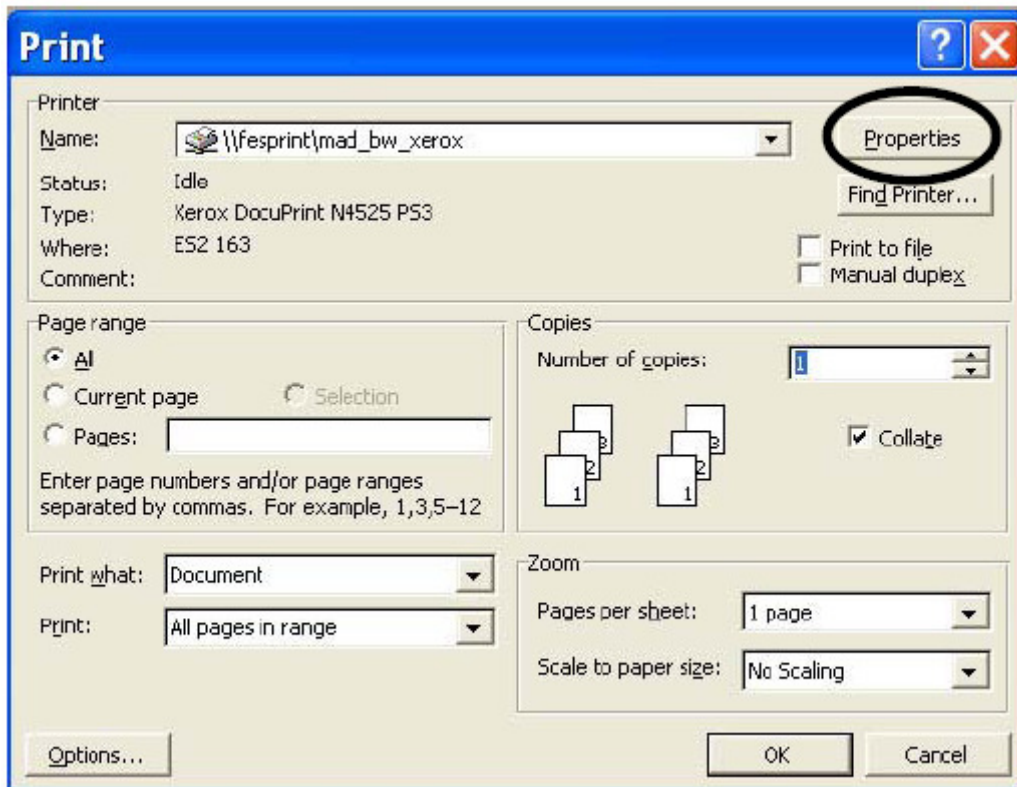
- Most home printers are capable of double-siding; however they may require a single manual re-feed
- depending on your printer and operating system one of the following methods may apply

Printing Double-Sided for a Single Print Job

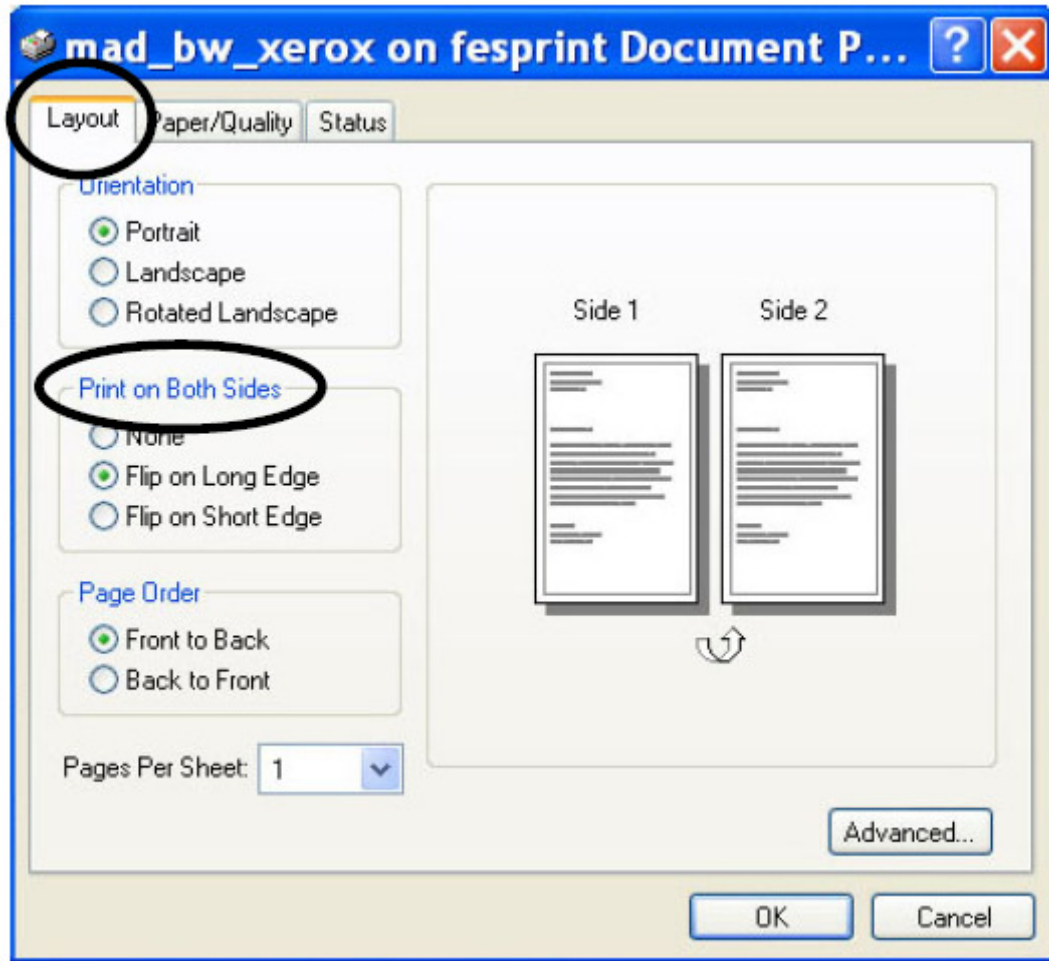
On a PC :

(WINDOWS XP & VISTA - Xerox 4525, Ricoh 2022/2035/2045, Hp 8100)

1. Click FILE and select PRINT
2. Click on the PROPERTIES button



3. Click on the LAYOUT tab

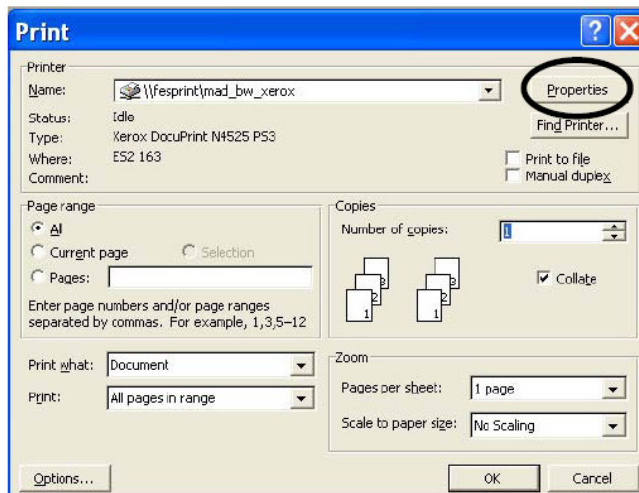


4. Choose an orientation from PRINT ON BOTH SIDES(most likely you will require the FLIP ON LONG EDGE option)
5. Click OK

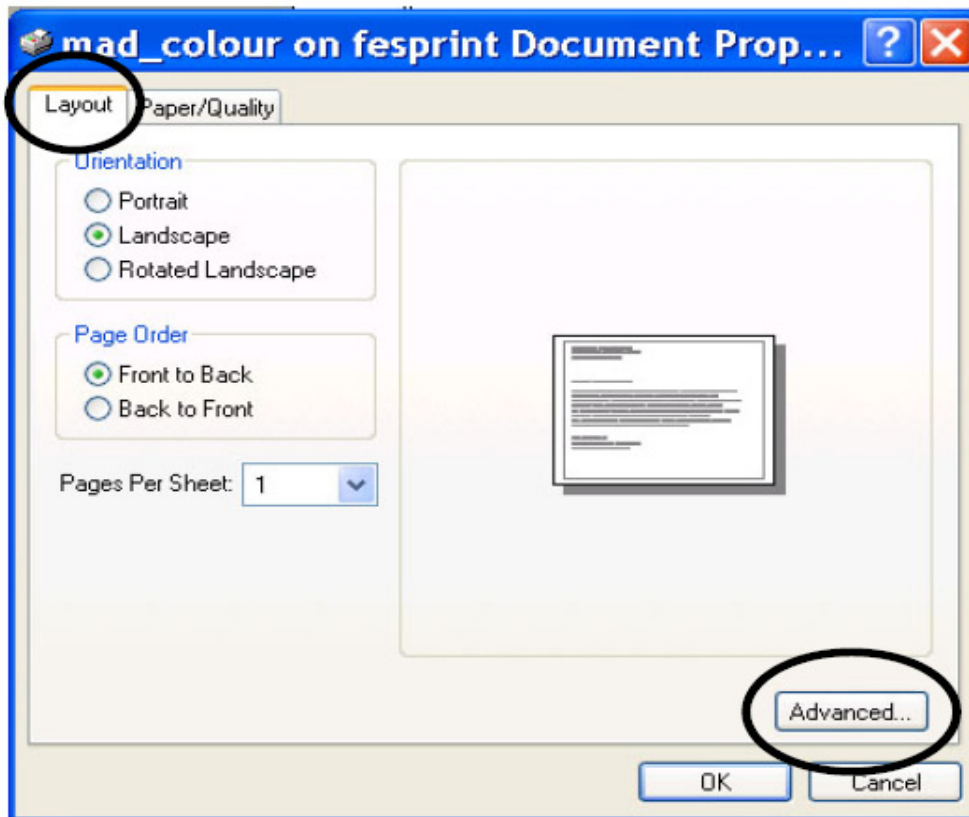
OR

WINDOWS XP & VISTA

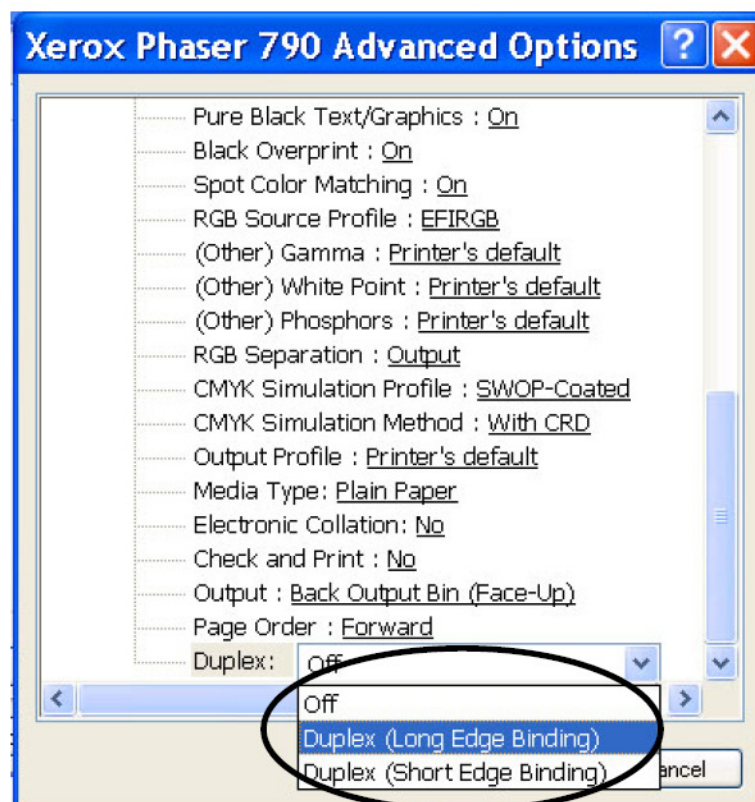
1. Click FILE and select PRINT
2. Click on the PROPERTIES button



3. Click on the LAYOUT tab, followed by the ADVANCED button

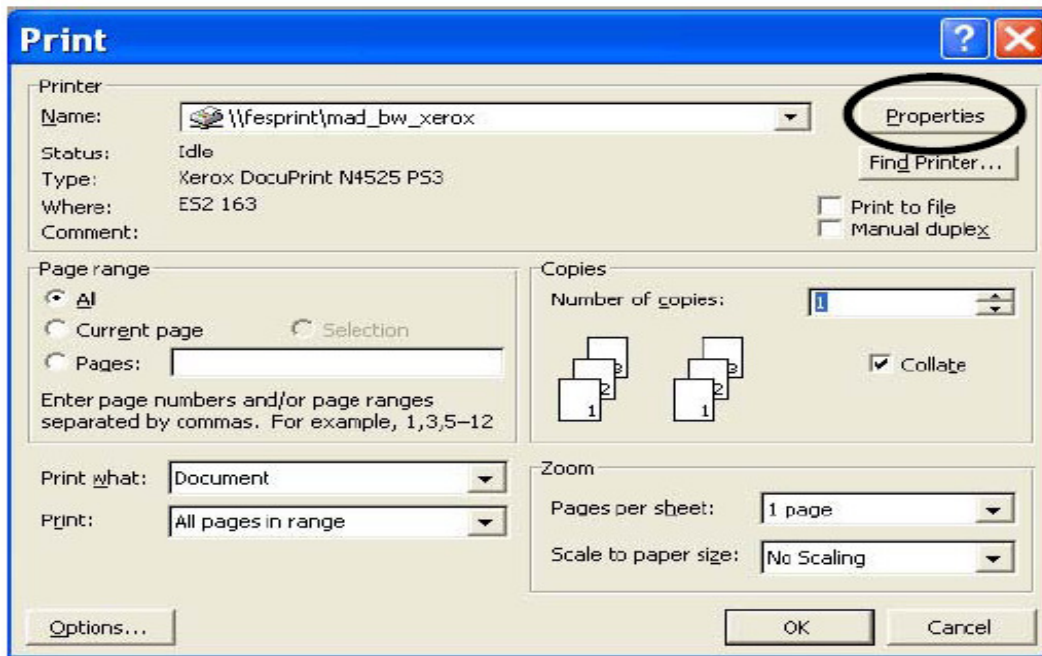


4. Scroll to the bottom of the list and select your duplex orientation
5. Click OK

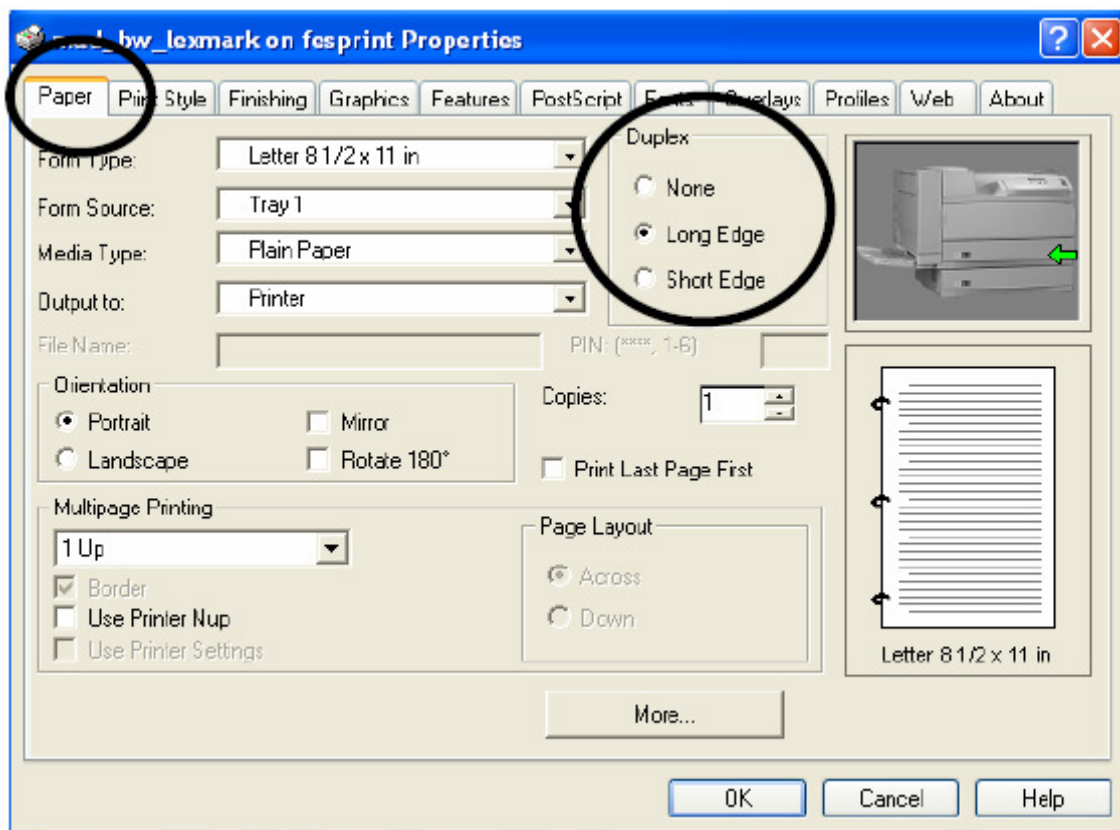


WINDOWS XP & VISTA - Lexmark 820

1. Click FILE and select PRINT
2. Click on the PROPERTIES button



3. Click on the PAPER tab
4. Choose an orientation from DUPLEX
5. Click OK



Printing Double-Sided for a single print-job (Verbal Instructions)

WINDOWS XP & VISTA - Xerox 4525, Ricoh 2022/2035/2045, Hp 8100

1. Click FILE and select PRINT
2. Click on the PROPERTIES/PREFERENCES button
3. Click on the LAYOUT tab (this may be the first tab that is automatically open)
4. Choose an orientation from PRINT ON BOTH SIDES/DOUBLE SIDED PRINTING (most likely you will require the LONG EDGE option)
5. Click OK

OR

1. Click FILE and select PRINT
2. Click on the PROPERTIES/PREFERENCES button
3. Click on the LAYOUT tab, followed by the ADVANCED button
4. Scroll to the bottom of the list and select your duplex orientation
5. Click OK

WINDOWS XP & VISTA - Canon 5000 or 3220

1. Click FILE and select PRINT
2. Click on the PROPERTIES/PREFERENCES button
3. Select the FINISHING tab
4. Under the DOCUMENT OPTIONS heading, click OK and check PRINT ON BOTH SIDES
5. Click OK

WINDOWS XP & VISTA - Lexmark 820

1. Click FILE and select PRINT
2. Click on the PROPERTIES/PREFERENCES button
3. Click on the PAPER tab
4. Choose an orientation (most likely you will require LONG-EDGE) from DUPLEX
5. Click OK

WINDOWS NT4

1. Click the PROPERTIES button
2. Click the ADVANCD tab
3. Under PAPER/OUTPUT, select PRINT ON BOTH SIDES
4. Select LONG (most likely you will require this as opposed to SHORT SIDE)

WINDOWS 95 / WINDOWS 98

1. Click the PROPERTIES button.
2. Click the PAPER tab
3. Click the MORE OPTIONS button and select PRINTING ON BOTH SIDES
4. Select FLIP ON LONG-EDGE