## **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

Print			? 🔀
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Page range	page C Selection numbers and/or page ranges ry commas. For example, 1,3,5–12	Copies Number of copies:	Colla <u>t</u> e
Print <u>w</u> hat: Print:	Document 💽	Zoom Pages per sheet: Scale to paper size:	1 page
Options			OK Cancel

3. Click on the LAYOUT tab

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O Rotateu Lanuscape	Side 1 Side 2
Print on Both Sides	
ONone	
• Flip on Long Edge	
O Flip on Short Edge	
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<ul> <li>Front to Back</li> </ul>	w)
O Back to Front	-
Pages Per Sheet: 1	]
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- 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

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Comment:			Manual duple <u>x</u>
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• AI		Number of copies:	1
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separated b	y commas. For example, 1,3,5–12		
		7	
Print what:	Document 🗾	20011	
Print:	All pages in range	Pages per sheet:	1 page 📃 💌
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		ocais to paper size.	

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

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Layout Paper/Quality Urientation	
<ul> <li>Portrait</li> <li>Landscape</li> <li>Rotated Landscape</li> </ul>	
Page Order     Front to Back     Back to Front	
Pages Per Sheet: 1 💙	
	$\frown$
	Advanced OK Cancel

- 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

Print			? 🔀
Printer <u>N</u> ame: Status: Type: Where: Comment:	Calle Kerox DocuPrint N4525 P53 ES2 163		Find Printer
Page range <u>A</u> Current Pages: Enter page 1 separated b	page C Selection numbers and/or page ranges y commas. For example, 1,3,5–12	Copies Number of gopies:	Collate
Print <u>w</u> hat: P <u>r</u> int:	Document  All pages in range	Zoom Pages per sheet: Scale to paper size:	1 page
Options			OK Cancel

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

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	More
	OK Cancel Help

### 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