# **Double-Sided Printing Initiative**

## Instructions for Printing Double-Sided Condensed Version: Setting Your Computer to Print Double-Sided by Default - 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.

## 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

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## Setting your computer to print Double-Sided by Default

## On a Mac:

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

Drinter	Brown	
Printer:	Brown	
Presets:	Standard	÷
	Copies & Pages	
	Microsoft Word	-
	Layout	Collated
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<ul> <li>Annotation ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (</li></ul>	Paper Handling	1
<ul> <li>Second property and second property of the second prope</li></ul>	Paper Feed	100 C
<ul> <li>Second and the second se</li></ul>	Cover Page	
	Scheduler	
<ul> <li>Summaries and an extension</li> <li>Summaries and an extension</li> <li>Summaries and an extension</li> </ul>	Image Quality	
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-	Printer Features	bers and/or
(+-) 1 of 2	Summary	parated by
w Quick Preview	com	imas (e.g. 2, 5-8)
Setup		

## 3. Select LONG SIDED/LONG-EDGE PRINTING

Printer:	Brown	Image: A state of the state
Presets:	Standard	•
	Layout	•
	Pages per Sheet:	1
1	Layout Direction:	2548
1 L I	Border	Off
	Two-Sided	/ Long-edge binding
		Short-edge binding

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Printer:	Brown	Image: A state of the state
Presets ✓	' Standard Last Used Settings	
	Double Sided	J
	Save	
	Save As	
1	Delete	
. <b></b>	Border:	None
	Two-Sided:	Long-edge binding

4. In the presets pull-down menus, choose SAVE AS

- 5. You may be required to name your set of printing options
- 6. Click OK

## Setting your computer to print Double-Sided by Default

## On a Mac:

- 7. Click FILE and select PRINT
- 8. From the COPIES & PAGES pull-down menu, select LAYOUT
- 9. Click the button beside LONG SIDED PRINTING
- 10. In the presets pull-down menus, choose SAVE AS
- 11. Name your set of printing options
- 12. Click OK