Double-Sided Printing Initiative

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

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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.

Setting your computer to print Double-Sided by Default

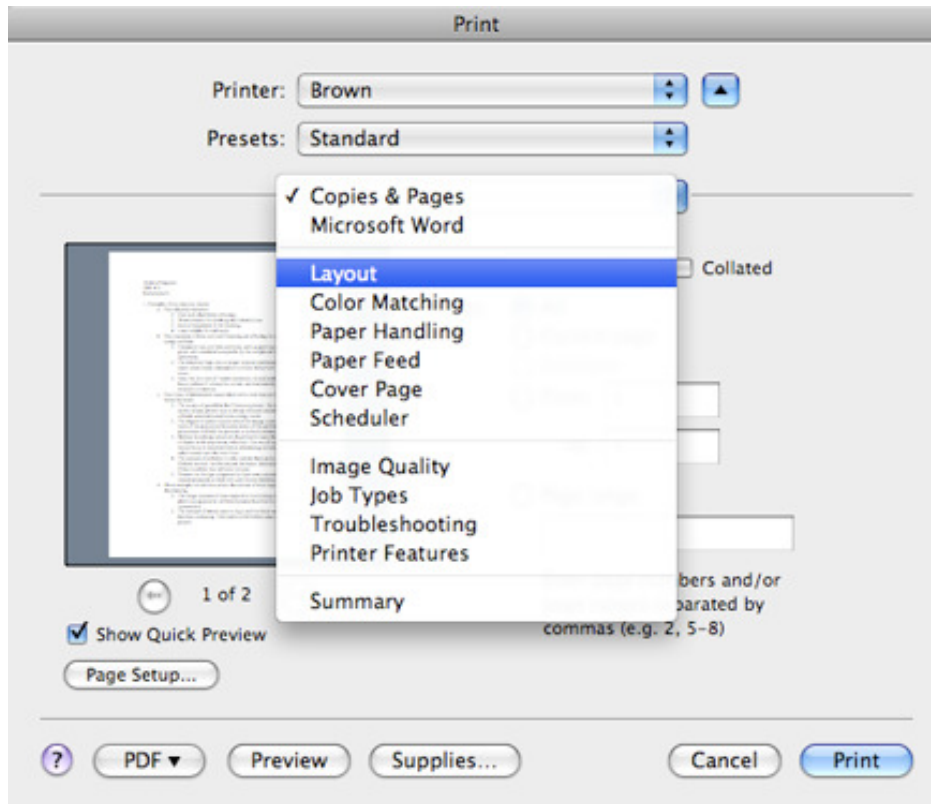> ➢ By following these instructions, every document you print will be double-sided

Please Note:

- Most home printers are capable of double-siding; however they may require a single manual re-feed

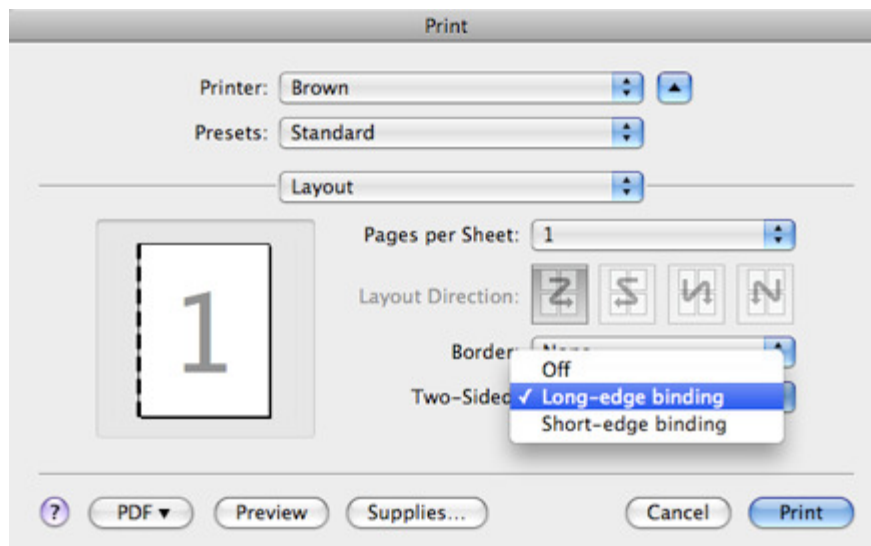- depending on your printer and operating system one of the following methods may apply

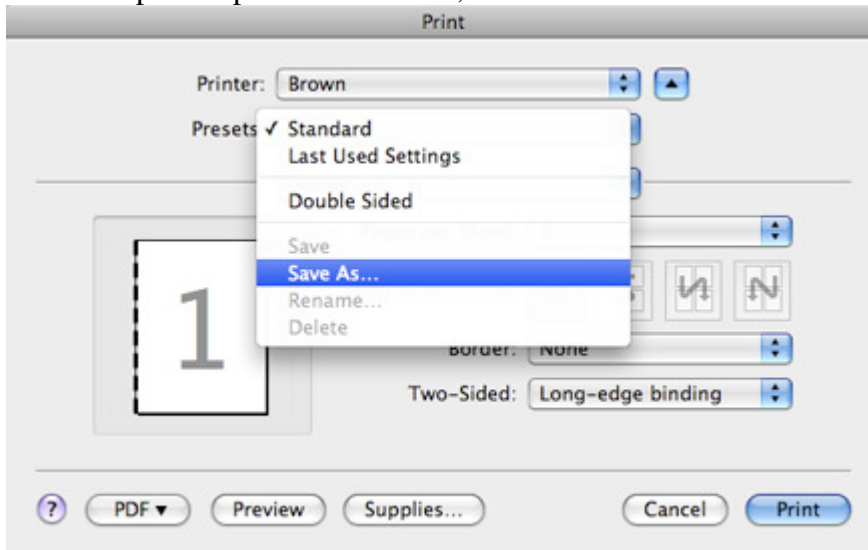## Setting your computer to print Double-Sided by Default

On a Mac:

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

3. Select LONG SIDED/LONG-EDGE PRINTING

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