



Duplex Printing for Windows XP

Some printers are able to automatically print on both sides of a page. This feature is called duplex printing.

In an effort to embrace green practices, Vancouver Island University is introducing default duplex printing. When you use a printer that supports duplex printing the default setting will be to print your document double sided.

There are many reasons to print double sided. Some of these include:

- ❖ Save money: Duplex printing helps you save money on printing supplies by cutting your paper use by up to 50%.
- ❖ Save time: Automatic duplex printing saves you time by allowing you to print double-sided without having to wait and reinsert the pages yourself.
- ❖ Save space: Less paper takes up less room. It's that simple!
- ❖ Shrink your carbon footprint: Beyond the trees that go into making paper, there is also an environmental impact to transporting paper and producing it; imagine lessening that impact by half!

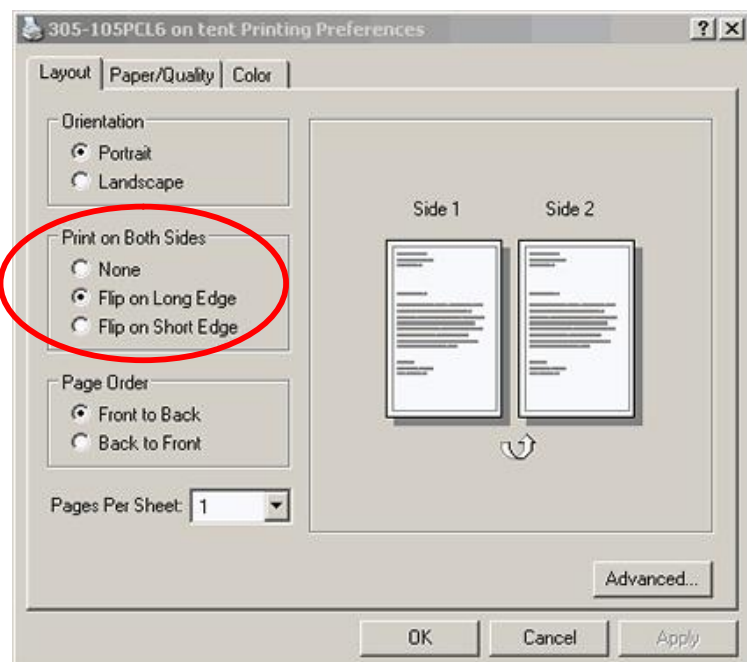
“If just one in four office workers made all of their copies double-sided, the annual savings would equal 130 billion sheets of paper – a stack thicker than the diameter of the earth.”

~ The Green Book – Elizabeth Rogers and Thomas M. Kostigen ~

Duplex Printing Settings

There are two options available when duplex printing: Flip on Long Edge or Flip on Short Edge. When the default printer setting is duplex, the document will be set to flip on long edge. This is best used when the page layout is portrait and you want the document pages to turn from right to left.

If the document is landscape and you want the pages to turn right to left, set to flip on short edge. Flip on short edge is also used when you are printing in portrait and you want the pages to flip like a legal pad (bottom to top versus right to left).

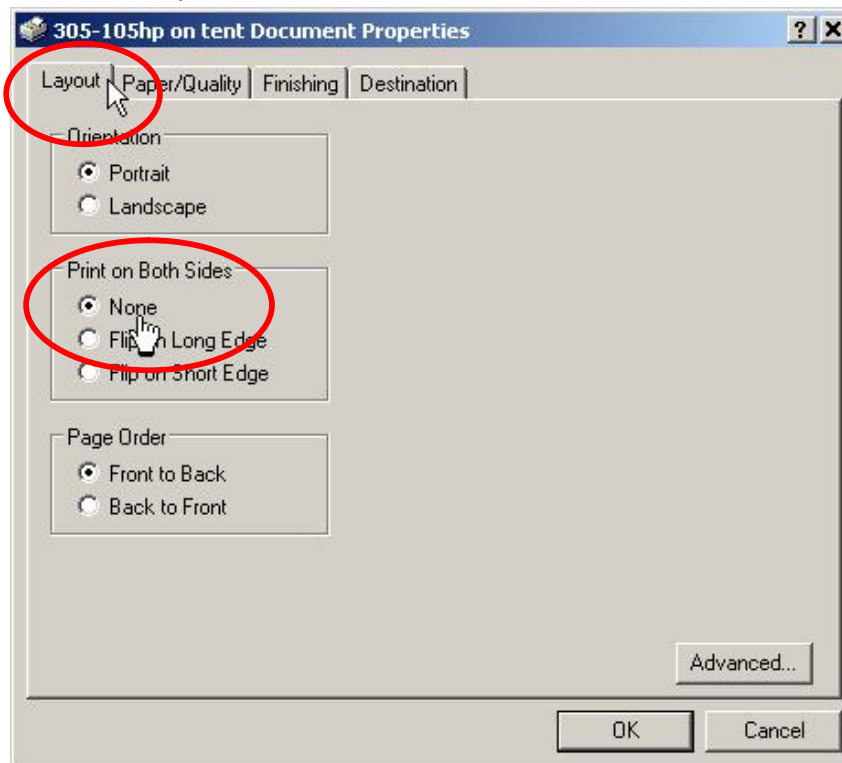




Printing Single Sided when Default is Double Sided

Double-sided printing may not always be appropriate for the document you are printing. Follow the below instructions if you need to print single sided.

1. Open the print dialog box for the document you want to print.
2. Click the “Properties” button.
3. Under the “Layout” tab, for “Print on Both Sides”, select “None”.



4. Click the “OK” button to close the Properties box and click the “OK” button again to print.

Printing Double Sided Manually (if your printer does not support automatic double-sided printing)

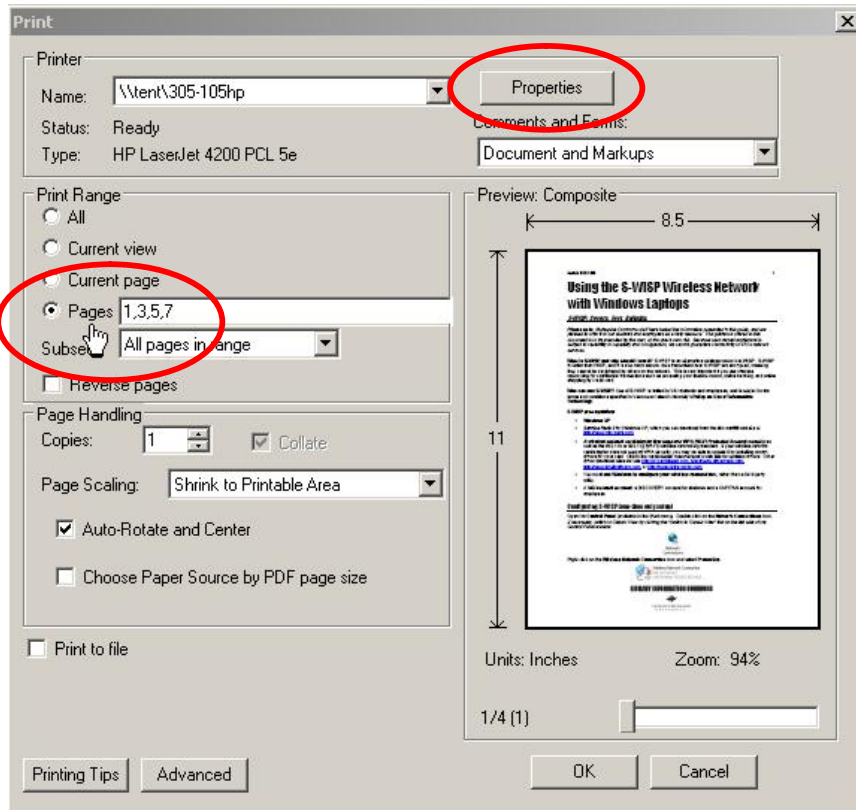
1. Determine which side – face up or face down - your printer prints to when using the Manual Feed tray. Most HP printers at VIU print face up.

IMPORTANT: Consult your printer manual or print a test sheet if you’re not sure.

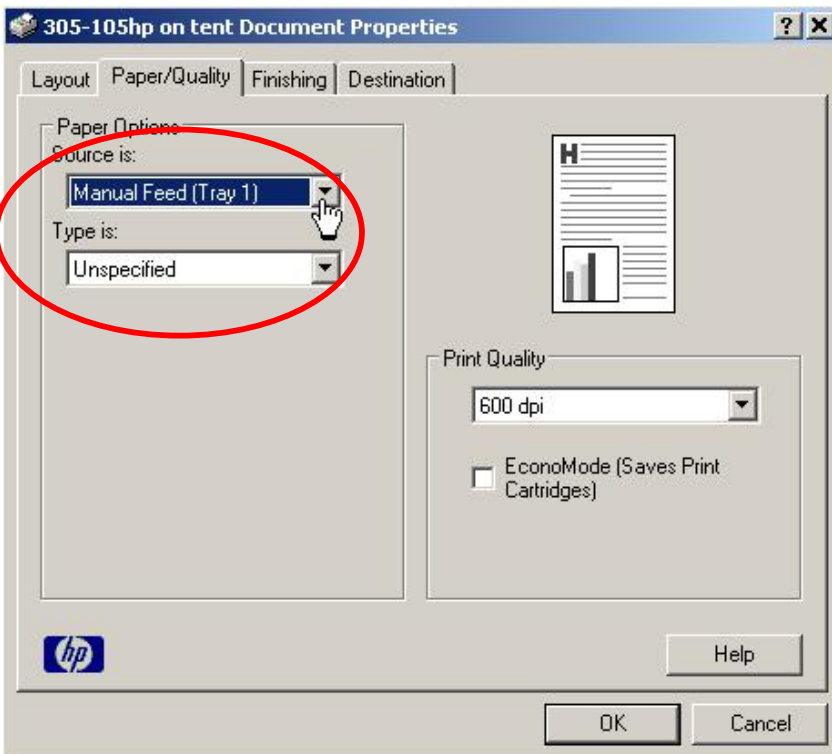
2. Open the print dialog box for the document you want to print.



- In the "Print Range" box, select "Pages" and enter all the **ODD** pages to be printed (1, 3, 5, and so on). Then click on the "Properties" button.



- Select the "Paper/Quality" tab. Under "Paper Options" change "Source is:" to "Manual Feed".





5. Click the “OK” button to close the Properties box and click the “OK” button again to print.
6. At the printer, load the paper in the Manual Feed tray. The odd pages will now print.
7. Keep the pages in order and reload them into the manual feed tray, with the opposite side of the stack facing up this time. Make sure the top edge of your pages are loaded in the same direction for both odd and even pages so you don’t end up with upside-down printing on one side.
8. Repeat step 2 to step 5, **EXCEPT**, in the “Print Range” box (step 3), enter all the **EVEN** pages to be printed and in **REVERSE ORDER** (6, 4, 2).

IMPORTANT: If your document has an odd number of pages make sure to remove the last page before printing the even pages. For example, if your document is 7 pages long, remove page 7 before printing pages 6, 4, and 2 because you want page 6 to print on the same piece of paper as page 5.

Duplex Printing for MAC

1. Click File --> Print.
2. Select the Layout drop down selection.
3. If two-sided printing is available you will have the option to use Long Edge Binding (for Portrait) or Short Edge Binding (for Landscape).

