Print Duplex with Windows

Software: Windows XP

Overview

You will learn to print using both sides of a sheet of paper. Printing double-sided is fun and easy. Help the environment as well!

Process

- 1. From the File menu, choose Print
- 2. The Print dialogue box will appear
- 3. Click Properties
- 4. Click the Finishing tab
- 5. Check the "Print on Both Sides" option (figure 2)
- 6. Click "OK"
- 7. Click "OK"

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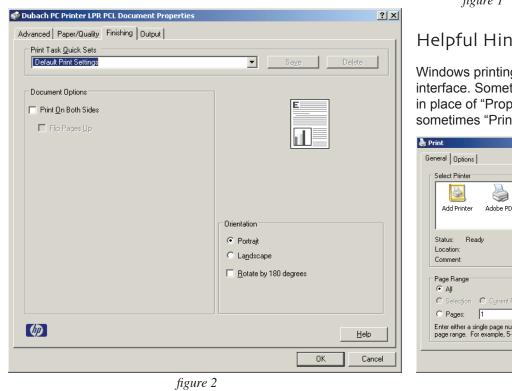


figure 1

Helpful Hint

Windows printing does not employ a unified interface. Sometime "Preferences" is used in place of "Properties" (figure 3). "OK" is sometimes "Print". Thanks Bill!

🍓 Print				<u>? ×</u>		
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figure 3						

Stephenson, 02/01/07