Print Duplex with a Mac

Software: Mac OS X

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		Print	
		Printer: Watzek Lab F	Printer
3.	Click the third menu option	Presets: Duplex Long	•
	that currently reads "Copies & Pages" (Figure 1)	Copies & Pag	jes 🗘
4.	Choose "Layout"	Copies: 1	Collated
	·		
5.	Click the "Long-edged binding" option (figure 2)	Pages: • All From: 1	to: 1
6.	Click "Print"		
		? PDF ▼ Preview Sup	plies Cancel Print
figure			figure 1
Print			
	Printer: Watzek Lab Printer	\$	Helpful Hint
			1
	Presets: Duplex Long	†	From the Layout submenu, you may
Layout		also choose to print multiple pages per side.	
			side.
Pages per Sheet: 1			1. Click the menu option next to
Layout Direction: 🔁 🛼 🐙 👥		"Pages per Sheet" (figure 2)	
Border: None		2. Choose a number. For later	
Two-Sided: Off		reading, 2 is a great choice	
Long-edged binding		3. Click "Print"	
Short-edged binding			
			Combined with duplexing, you can
PDF ▼ Preview Supplies Cancel Print			reduce your printing usage by 3/4. You not only save paper, you conserve your
figure 2			print allotment in the Labs, saving you
jigure 2			money. How nice!