Print Duplex with Windows

Software: Windows XP   **Platform:** PC

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"
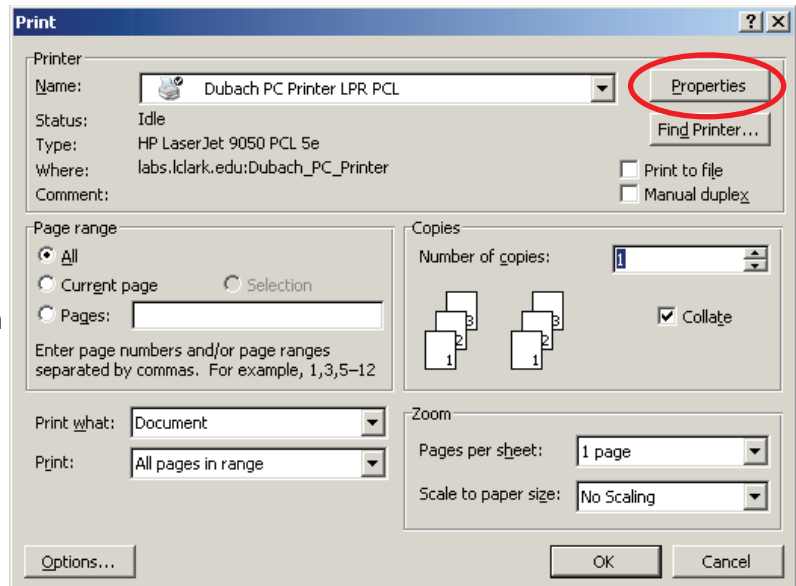
figure 1
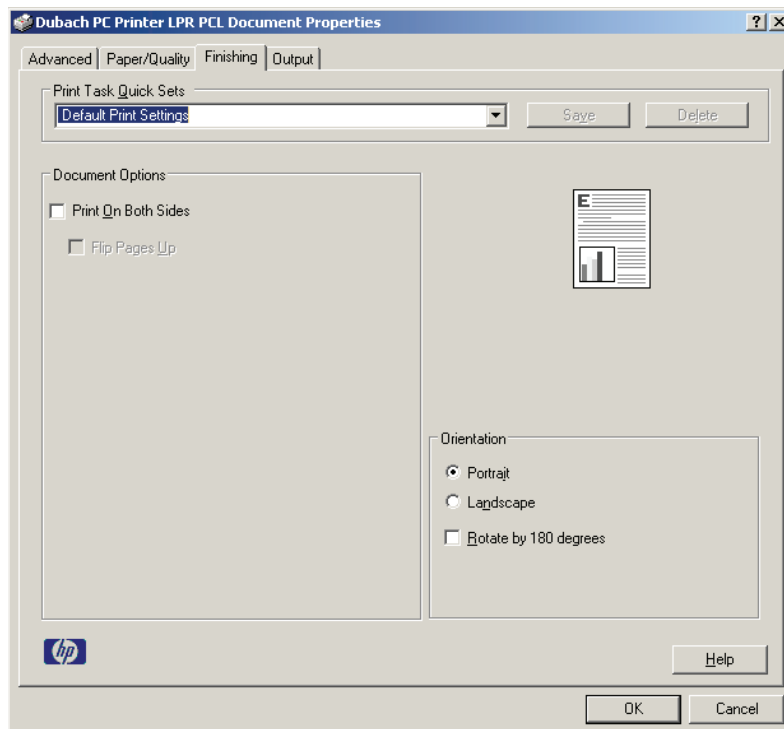
figure 2

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!

figure 3