



Duplexing: A posh word for double sided printing...

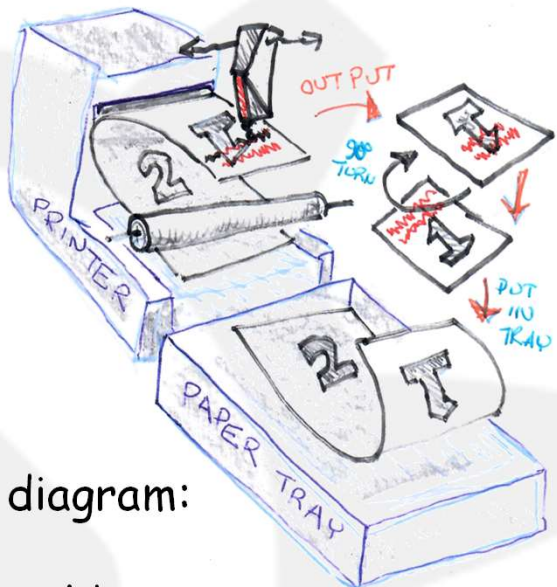
Complicated as every printer is different (HP, Canon, Epson, Brother etc...)

- Firstly: Does your printer actually support double sided printing? Not all printers do. Most 'cheaper' ones don't ... but you can still do it..

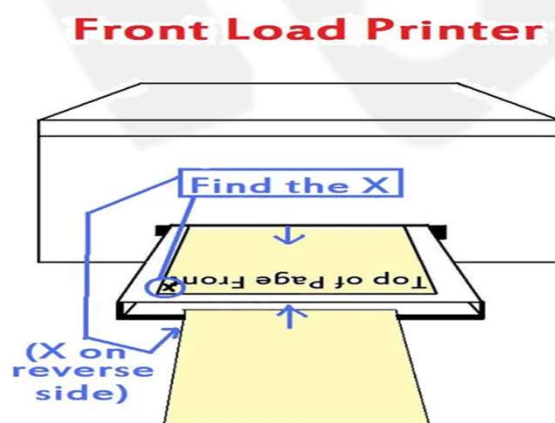
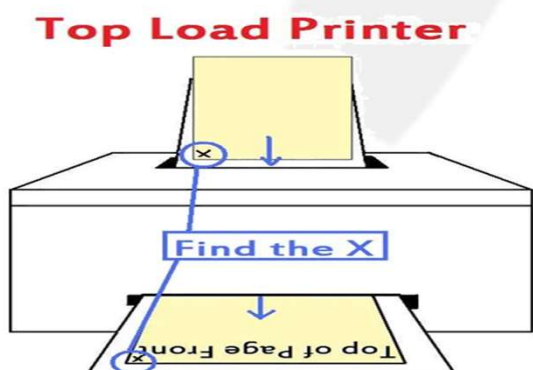
MANUALLY 😞

Understand **how** your printer works.

1. Write a '1' on side 1 of your paper, near the top. Now on the back write a number '2'.
2. Insert the numbered paper into the paper tray **Number 1 side down** and the top of the page to the **inside** of the paper tray. See diagram:
3. Print something.
4. Take the printed output, which should be on side 1 and **face up** with the top to the front.
5. Keep the paper face up, but rotate it 180° so that the top edge is to the **inside** of the paper tray, and the printing is **face up**
6. Print something else, and et voilà a duplex (double sided) print.



- **NB:** I always forget which way round to place the paper, so I often test using a pencilled 'X' on the top left or a Post-It note stuck to the printer saying 'this way up' 😊



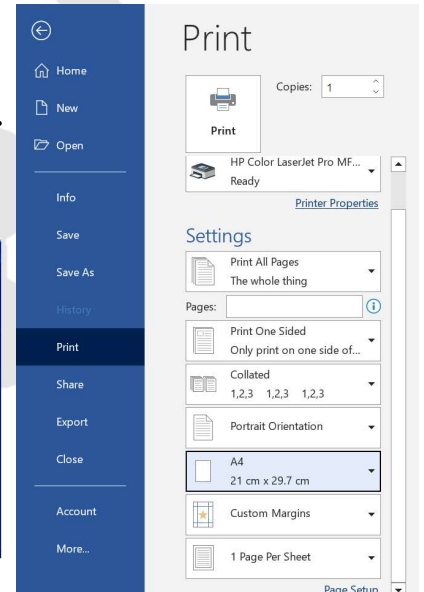
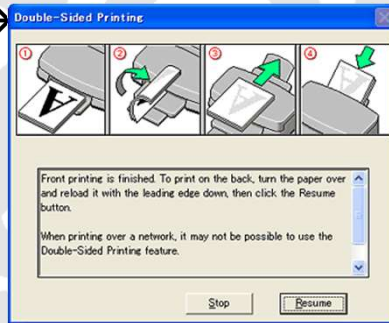
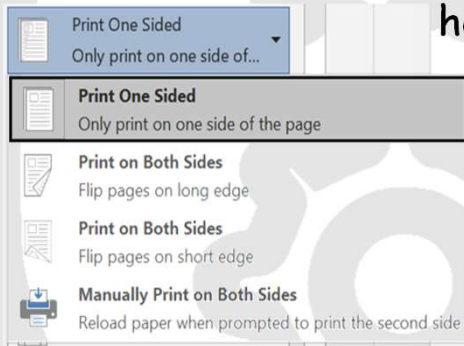


Duplexing: Doing it from your Computer Program/App ...

Complicated as every program is different (Word, Writer, Excel, Acrobat etc...)

- Firstly: Only works if your printer actually support double sided printing
- AND is dependant upon your printer type (HP, Canon, Epson, Brother etc...)

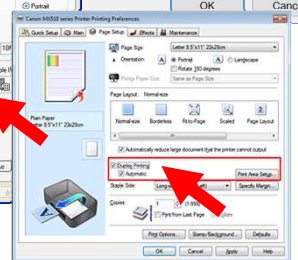
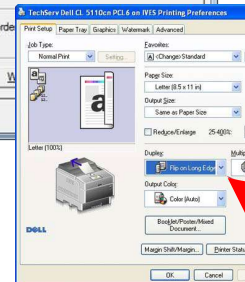
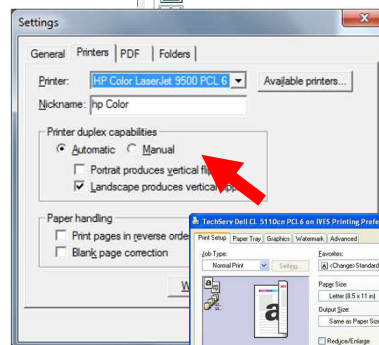
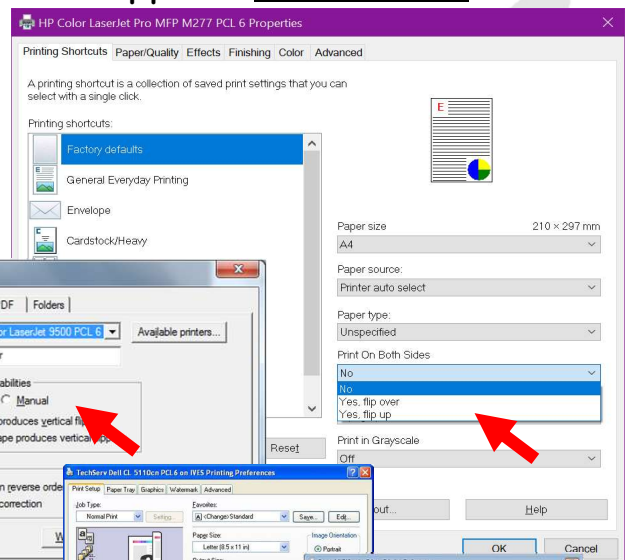
1. Within the program (or App if you want to call it that 😊), look for the print option. Windows usually [FILE][Print]
2. It should give the option to allow double sided printing, unless your printer does not support it.
 - a. Non-duplexing printers, select **MANUAL** and use page one, your printer display may help →



3. If the option for 'doublesidedness' doesn't appear. **Don't Panic.** Click

the option **Printer Properties** and a box (similar) to this will appear. **NB:** each printer manufacturer will have a different box, and the Double-Side option may be on a different tab at the top.

4. Flip up or turn Over, long or Short edge ...? You'll need to test which one you need. Kevin's Birthday cards are usually short edge 😊



Advanced Stuff:

You can always print to **PDF** (Windows), and save the (Portable Document Format) file on your hard drive, to email to others, or do clever things when you print it from **Adobe Acrobat** → (like make a poster, or book)

