


# Double-Sided Printing



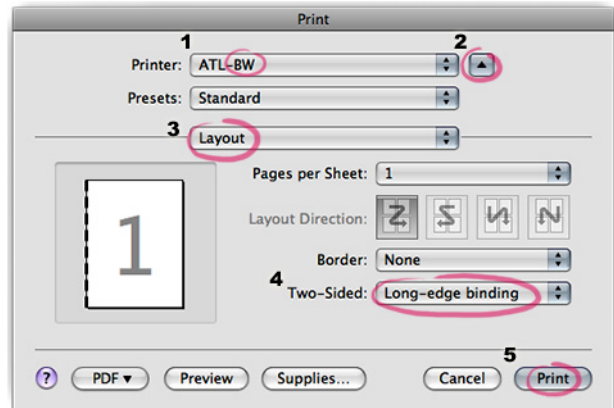
Double-sided printing, or duplexing, is available on select black-and-white laser lab and kiosk printers. Using this feature has the advantage of saving both paper and money, as two-sided prints are 7¢ per sheet -- the same price as single-sided sheets.

To take advantage of double-sided printing, follow these instructions when you are ready to print:

## 🍏 Duplex printing from a Mac

1. Choose **File > Print**. Select the black-and-white laser from the **Printer** drop-down menu.
2. If necessary, click the  to show additional options headed by a third drop-down menu.
3. Select **Layout** from this third drop-down menu.
4. Set the **Two-Sided** drop-down to **Long-edge binding**. This will set the printer to print on both sides of the sheet.

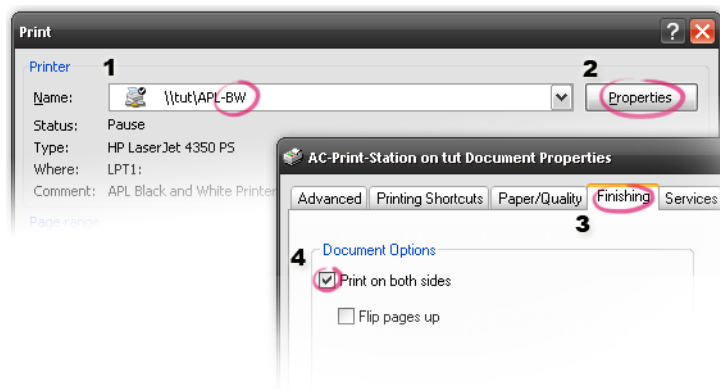
*Note:* When printing from a personal computer, you may need to enable this option before printing. Do this by selecting the printer in the **Print & Fax** System Preferences pane, clicking **Options & Supplies**, checking the **Duplex** box under the **Driver** tab and clicking **OK**.



5. Click **Print** when you are finished changing your settings. When you swipe your card at the print station, you will only be charged 7¢ per double-sided sheet.

## 🖥️ Duplex printing from a PC

1. Choose **File > Print**. Select the black-and-white laser printer from the **Name** drop-down menu.
2. Click on the **Properties** (or **Preferences**) button to the right of the printer selection list.
3. In the **Properties** window that appears, select the **Finishing** tab.
4. Underneath **Document Options**, check **Print on both sides**.
5. Click **OK** to return to the main print dialog, and click **OK** again to print once you have finished changing the rest of your settings. When you swipe your card at the print station, you will only be charged 7¢ per double-sided sheet.



***For additional information, or if you need any help with printing, please see the lab assistant or call the I.T. Help Desk at 617.824x8080.***