

Using a printer with duplex capability

Step 1: Go to your PC's **Print** dialog box and click on **Properties**.

Step 2: Click on the **Printing Shortcuts** tab, and select **Two-sided (Duplex) Printing** from the drop-down menu.

Step 3: Select **Automatic** from the **Print on both sides** drop-down menu. (See picture at left)

Standard (non-duplex) printer

Step 1: Consult your printer manual or print a test sheet if you're not sure on which side of the paper—face up or face down—your machine prints.

Step 2: Enter the numbers of odd-numbered pages to be printed (1, 3, 5, and so on) in the **Print** dialog box.

Step 3: Load the paper and click **OK** to print the odd pages.

Step 4: Keep the pages in order and reload them into the printer, with the opposite side of the stack facing up this time. (Make sure the top edge of your pages is the same for both odd and even pages so you don't end up with upside-down printing on one side.)

Step 5: Enter the even-numbered pages to be printed in reverse order (12, 10, 8, 6, and so on) in the **Print** dialog box, and click **OK** to print.

Here is a video of the process:

http://natalie.feedroom.com/hpcorp/wsonecliplocked/player.swf?site=hpcorp&skin=wsonecliplocked&env=prod&fr_story=92bd71d0dfb06254fc63318ad93ac4312a92cdc4