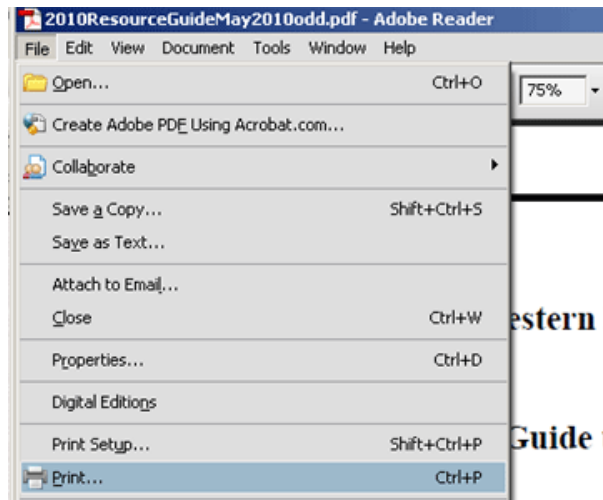


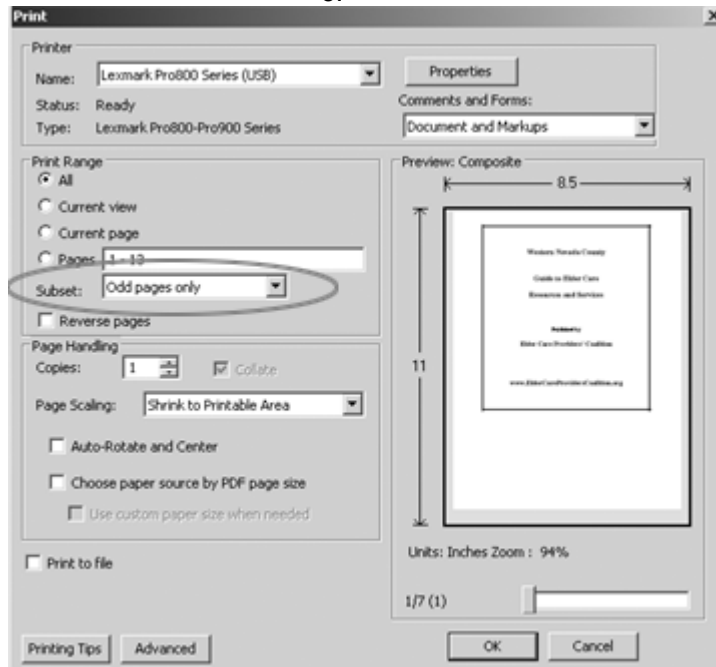
Double-sided Printing

1. Test your printer:
 1. Print one page.
 2. After it prints, mark the top left corner of that page with a pencil or pen.
 3. Re-insert that page and print it again. Use that mark to determine how to re-insert the page to print on the backside - with mine I insert the printed page face down with the top of the page inserted into the tray first.
2. Open the “Odd” pages file. It will open in Adobe Reader.
3. Pull up your Print Dialogue box (File → Print):



4. Select "Odd pages only" (your Printer dialog box may look slightly different that this one):

5.



6.

7. Click on “OK” to print the “Odd” pages.
8. Insert those printed pages back into your printer (See “1. Test your printer” above).
9. Go back to #2 above, but open the “Even” pages this time.
10. Print the “Even” pages on the back of the “Odd” pages.