



# How to Print Double-Sided- Mac

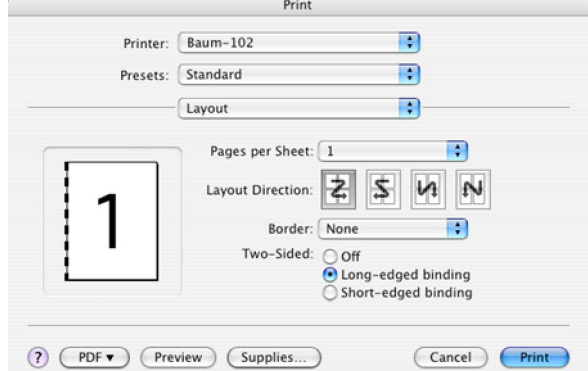
Audience: Everyone  
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## Getting Started

This help sheet covers the procedure for printing double sided sheets (printing one page on each side of a single sheet of paper). This is good because it saves paper and that saves trees. Yay!

## Procedure

<b>Printing Double-Sided</b>	
<b>1</b>	Open a Word and go to the File Menu
<b>2</b>	Choose <b>Print</b>
<b>3</b>	<b>Choose the Printer</b>
<b>4</b>	Click the <b>Copies and Printers</b> button

5	Make sure the <b>Layout</b> tab is selected	 <p>Printer: Baum-102  Presets: Standard  Layout  Pages per Sheet: 1  Layout Direction: Z S W N  Border: None  Two-Sided: <input checked="" type="radio"/> Long-edged binding  <input type="radio"/> Short-edged binding  <input type="button" value="PDF"/> <input type="button" value="Preview"/> <input type="button" value="Supplies..."/> <input type="button" value="Cancel"/> <input type="button" value="Print"/></p>
6	Select Flip on Long edge	
7	If you select Flip on Short Edge your second page will be upside-down	
8	Select OK	
9	Select OK	

## Finishing up

You should now have a nice neat double sided printout.