MOST COMMON
<u>DOUBLE-SIDED PRINTING</u>

For **quick direct <u>online</u> digital access to any topic** listed in this document, **use the Adobe Acrobat Toolbar** at bottom of browser.

Click the **Adobe** icon in that toolbar.

If toolbar does not appear then right click and choose **Show Navigation Pane Buttons**

Click on the **Bookmarks icon** in the **new left panel**

Drop down to your topic of choice

(For paper access use Table of Contents below)

<u>TABLE OF CONTENTS</u>

PRINT OPTIONS ON OUR HP PRINTERS

Print

Copies: 1

Print

Printer

414R0LIBLX3 on 414-wmnt-lss
Ready

Printer Properties

Settings

Custom Print
Type specific pages, section...

Pages: 1-2

Print One Sided
Only print on one side of th...

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter
8.5" x 11"

Narrow Margins
Left: 0.5" Right: 0.5"

1 Page Per Sheet

Page Setup

← **Choose Number of copies**

← **Choose LIBLX1 for black ink only (OR)
Choose LIBLX3 for all colours**

← **Choose Pages (max. 10 pages at a time)**

← **To print double sided click drop-down arrow to choose either:**
- **Print both sides flip pages on long edge (OR)**
- **Print both sides flip pages on short edge**
- **IF ODD # of pages, print last page single-sided - else be charged for extra page**

IGNORE REMAINING OPTIONS

HIT PRINT

What is the difference between **"flip on long edge"** and **"flip on short edge"** when printing double-sided on a PC?

- Flip on **long edge** will print the pages so that you **flip them side-to-side** like you would for an up-right **book or binder** (ie. - along the long edge **black arrow**).
- Flip on **short edge** will print the pages so that you **flip them over the top** as you would for a **calendar** (ie./ - along the short edge **red arrow**).

EXAMPLE:

PRINTING PAGES:

Double Side on Long Edge = vertical black arrow (side-to-side portrait pages for a binder)

- the writing and images face the same direction on both pages)
- **Choose: Print both sides flip pages on long edge**

Pg1

Pg2

(Black arrows show long axis / long edge)

ELSE: PAGE 2 BECOMES UP-SIDE DOWN

PRINTING BROCHURES:

What is the difference between "==folding== on long edge" and "==folding== on short edge" when printing double-sided on a PC?

1. <u>**Tri-fold pamphlet**</u> (where pages are created in landscape mode): Fold on **short edge** will print the pages so that you fold them as you would for a standard <u>3-fold brochure</u>.
2. <u>**Bi-fold booklet**</u> (where pages are created in landscape mode): Fold on **short edge** will print the pages so that you fold them as in the cases of our MLA and APA booklets.

1. Example of regular **3 Panel** (per side) **Pamphlet** (landscape pages):

= Double Side on Short Edge = Red Arrow

Choose: ==Print both sides flip pages on short edge==

(Red arrows show short axis / short edge)

==**ELSE: PAGE 2 BECOMES UP-SIDE DOWN**==

PRINTING BROCHURES (continued):

2. Example of 2 Panel (per side) Booklet (landscape pages):

= Double Side on Short Edge = Red Arrow
Choose: Print both sides flip pages on short edge

Pg.1   Pg.2

(Red arrows show short axis / short edge)

ELSE: PAGE 2 BECOMES UP-SIDE DOWN