

MOST COMMON DOUBLE-SIDED PRINTING

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PRINT OPTIONS ON OUR HP PRINTERS

The screenshot shows the HP printer print dialog box with the following sections and settings:

- Print:** A button with a printer icon and the word "Print" below it.
- Copies:** A dropdown menu set to "1".
- Printer:** A dropdown menu showing "414R0LIBLX3 on 414-wmnt-lss" and "Ready".
- Settings:**
 - Custom Print:** A dropdown menu set to "Custom Print" with the subtitle "Type specific pages, section...".
 - Pages:** A dropdown menu set to "1-2".
 - Print One Sided:** A dropdown menu set to "Print One Sided" with the subtitle "Only print on one side of th...".
 - Collated:** A dropdown menu set to "Collated" with the subtitle "1,2,3 1,2,3 1,2,3".
 - Portrait Orientation:** A dropdown menu set to "Portrait Orientation".
 - Letter:** A dropdown menu set to "Letter" with the subtitle "8.5" x 11".
 - Narrow Margins:** A dropdown menu set to "Narrow Margins" with the subtitle "Left: 0.5" Right: 0.5".
 - 1 Page Per Sheet:** A dropdown menu set to "1 Page Per Sheet".

At the bottom right of the dialog box, there is a "Page Setup" link.

← 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

OneNote keeps track of stuff at Work, Home, or School

Gather, organize, search, and share
Ideas, thoughts, clippings, lists, projects, meeting notes, lectures, references, event plans, instructions, journals, and more.

How are OneNote pages different?
You can type anywhere on the page. For example, type your name there: →

What are all the tabs?

Notebooks
Work, Personal, Classes

Sections of a notebook
Main, Biology, History

Pages in a section
Lecture 1, Lecture 2, Course info

OneNote at Work
Work, Meetings, Direct reports, Projects, Customer requests, Reference, Conferences

General Page 1

Pg2

Meeting Notes
Attendees: Tom, Sam
Notes: Budget problem, Nick to follow up

Logo Ideas
Everyone, put your thoughts here:
How about this? Tom
Don't like it! Ann

Competitor Analysis
Their market share is growing.

Work Items
Draft ready: Mar 5
Final: June 3
More details in this Excel file

Team Training Materials

OneNote at Home
Home: Trips, Home Remodel, Shopping, Party, Kids, Garden, Guitar Songs, Journal

Trip Itinerary
Leave: 8am. Arrive: 9pm.
Event map: ...
Meet Bob here

Camping
Packing checklist:
 Tent
 Flashlight
 Sunscreen
 Insect repellent
 Food

Camera Shopping
Many features
A little large
Like this one!
Small

Apple Pie
Ingredients:
Preparation:

Kids' Activities
Soccer club.
Can share with friends and family

Wedding Planning

OneNote at School

General Page 2

(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. **Tri-fold pamphlet** (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 3-fold brochure.
2. **Bi-fold booklet** (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**

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Pg.2



(Red arrows show short axis / short edge)

ELSE: PAGE 2 BECOMES UP-SIDE DOWN