

# How do I print double sided (when not in Microsoft Office)?

## **How do I print double sided (when not in Microsoft Office)?**

**Note:** Duplex (double sided) printing is currently not available in color

### **When using a Macintosh**

1. Go to the file drop down menu and click print
2. In the Print options box under the Presets drop down menu select Black & White Two-Sided

### **When using Windows XP**

1. In this example we use printing from a web page in XP. Right click in the active webpage window, select This frame, then select Print frame. This will print everything in the active website window.
2. This will open the Print options window, make sure the Black and White – PORT printer is selected

Note: The color printer cannot do duplex printing

3. Click on the Properties Icon
4. In the Document Properties Window under the Print on Both Sides box select the option for Flip on Long Edge. Your document is now set for two-sided printing.

### **When using Windows 7**

1. In this example we use printing from a web page in Win 7. Right click in the active webpage window, select This frame, then select Print frame. This will print everything in the active website window.
2. This opens the Print Options Box, make sure the Black and White- PORT printer is selected, Click on the Properties Icon
3. In the Document Properties Window got to the Document Options box and the check the box for Print on Both Sides, all other settings in this box do not need to be changed for most two-sided printing jobs.