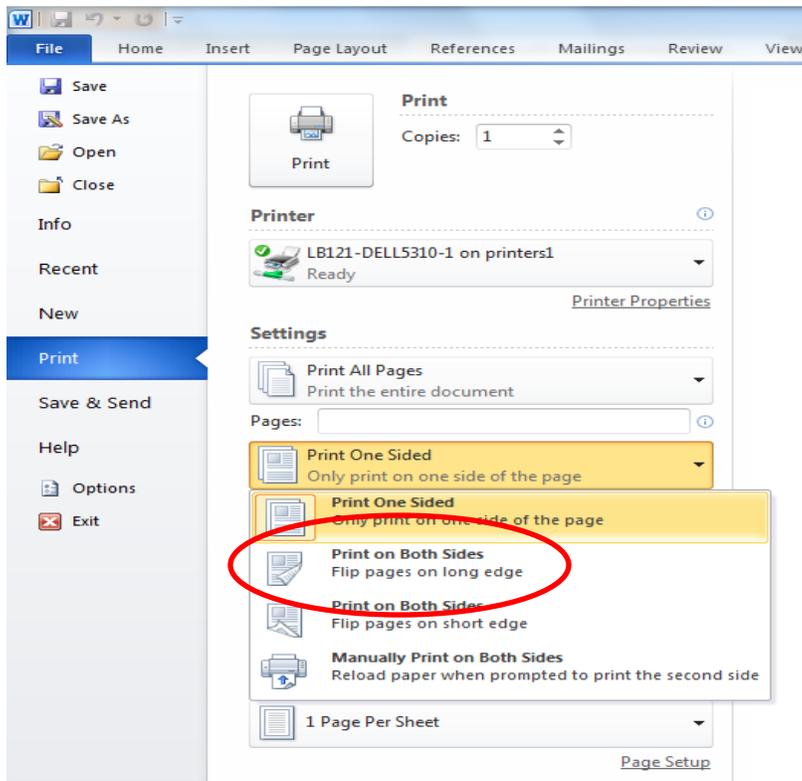


Duplex Printing Instructions:

Save Trees! Print on both sides!

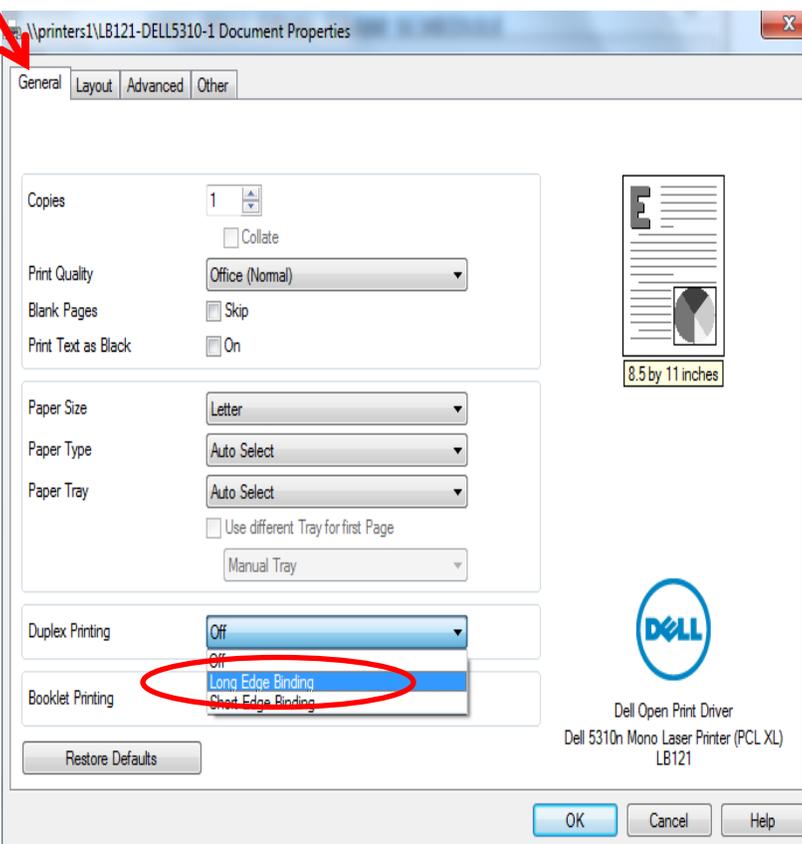
The Library printers have the ability to print on both sides of the page, thus minimizing the waste of paper.

Below are instructions to enable duplex printing:



Word 2007 and 2010:

1. After selecting Print in the File menu, under the Settings header, select the Print One Sided menu.
2. Click on the option to Print on Both Pages
Flip pages on long edge.
3. Click Print!



Adobe Acrobat/PDF

1. Depending on the version of Adobe Acrobat Reader you are using, either click on the Printer icon located in the top left corner of the screen or, hover the mouse at the bottom of the document and click on the Printer icon once it appears.
2. Click on Properties, which is located on the top right of the Print window.
3. Under the General tab, find the Duplex Printing menu, which is the second to last option.
4. In the Duplex Printing menu, select Long Edge binding.
5. Click OK and click OK again on the original print screen to print.