

Duplex and 2-Up Printing



Type: Task

Software: Word and other lab applications

Platform: Macintosh/PC

Connection: On-campus

Availability: built-in

Overview:

All of Lewis & Clark College's public computing labs have printers capable of duplex and 2-up printing. Duplex printing allows the user to print on both sides of a sheet of paper and 2-up printing allows the user to print two pages of a document on one side of a sheet of paper (reduced in size). In addition, you may use both of these options together resulting in four pages of material printing on one sheet of paper. This process is relatively easy to perform on either a Macintosh or PC and can save a lot of paper.

On a Macintosh:

1. In Microsoft Word (or other application), select **Print** from the File Menu.
2. The Print dialog box (Fig. 1) will appear. Make your selections for number of copies and pages. Below the Watzek Laserprinter Q label, there is a drop-down menu that says "General." Click and hold on the arrows at the right end of the menu (Fig. 2).
3. Select **Layout** from the choices on the drop-down menu.

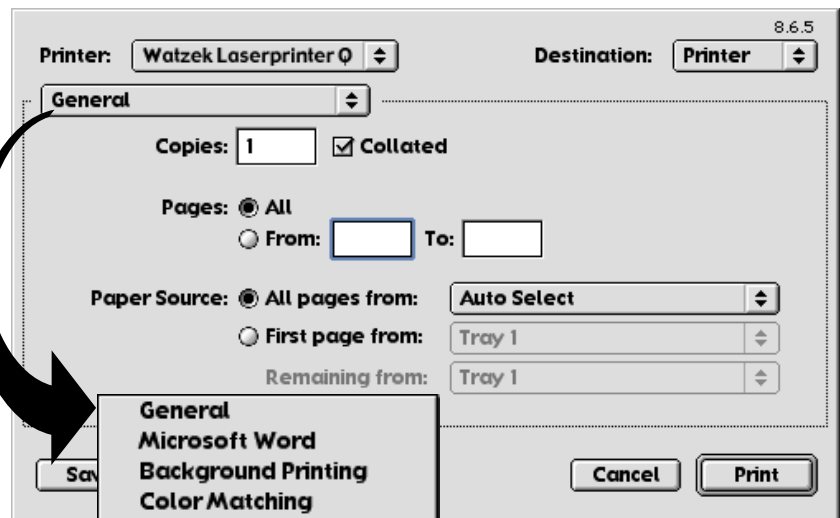


Fig. 1

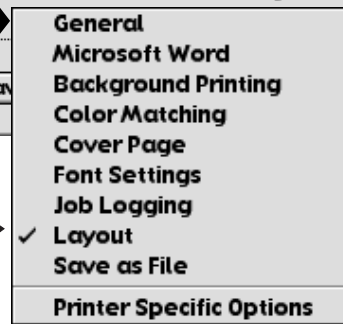


Fig. 2

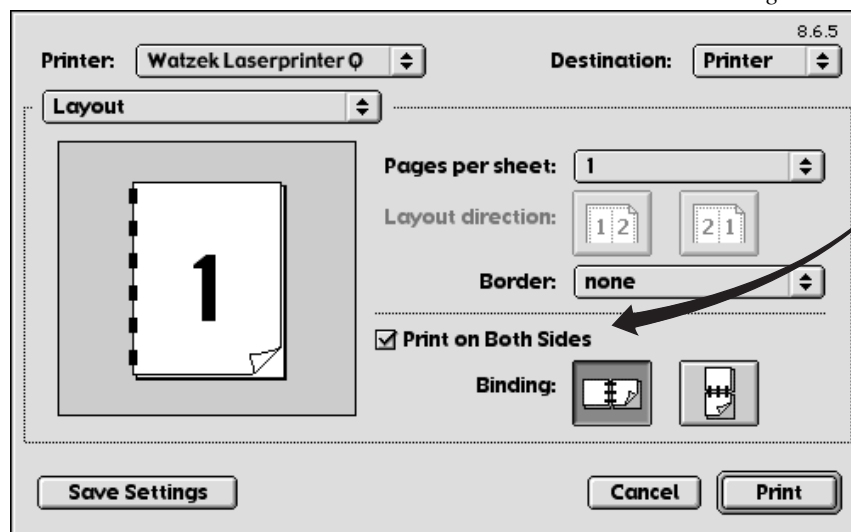
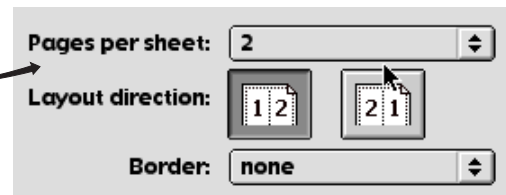


Fig. 3

4. The Layout dialog box will open (Fig. 3), go to the area at the bottom right and click on the check box labeled "Print on Both Sides." Make sure the box is checked.
5. Click on **Print** and your document will print on both sides of the page. **Note that you will need to select this option each time you print, it will not stay selected.**

- To print 2-up, complete steps 1 - 3 and when the Layout dialog box opens, go to the upper right area and click and hold on the arrows on the drop-down menu labeled "Pages per sheet." Select **2** from the list. When you click on **Print** the result is two pages of your document printed in a reduced size on one side of a sheet of paper.

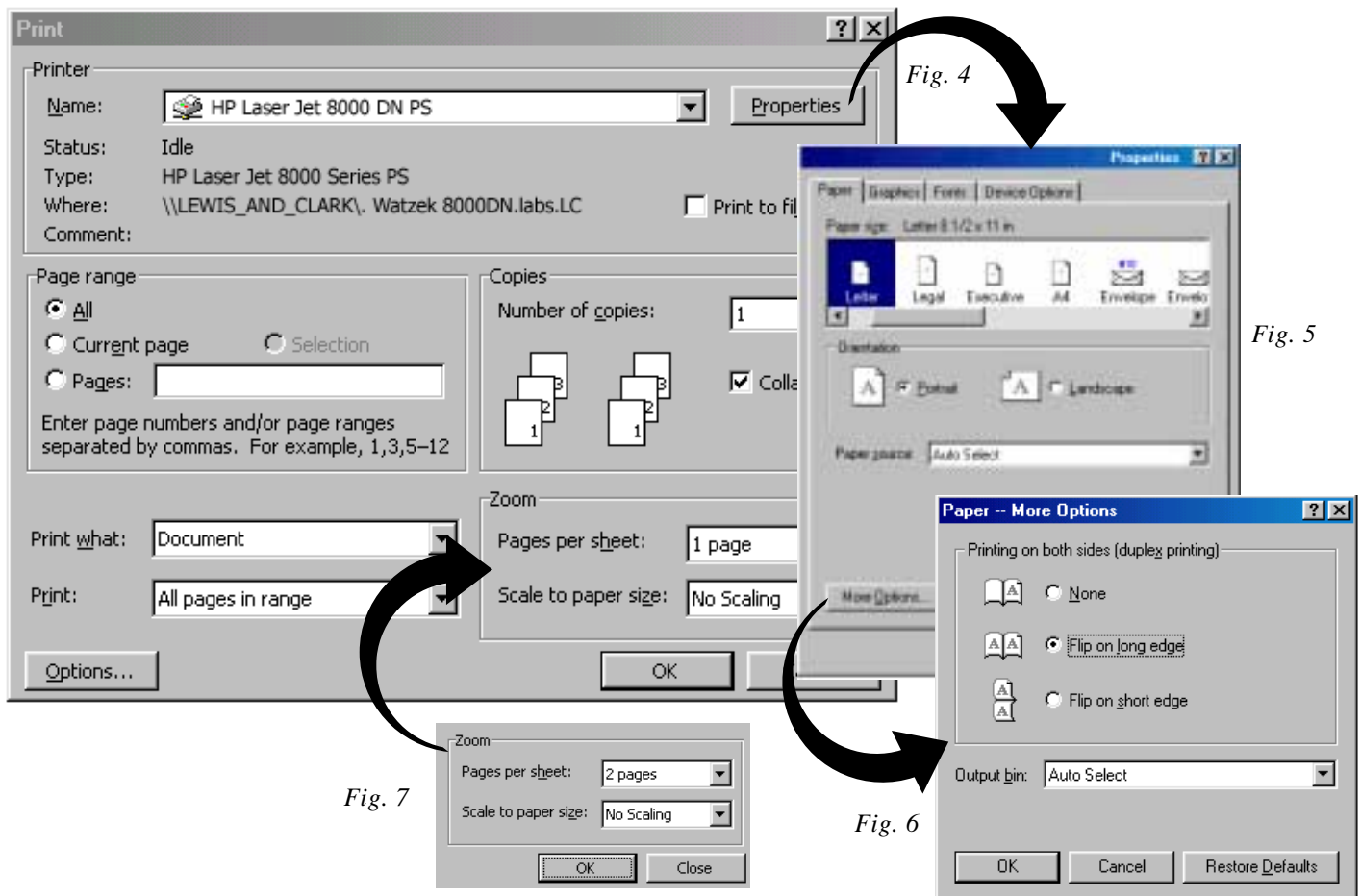


Note 1. You can use both duplex and 2-up printing at the same time resulting four pages of your document on one sheet of paper.

Note 2. These procedures are the same for all the public computer labs. However, the printer name in the dialog boxes will vary (Throck Mac Laserprinter, Throck PC Laserprinter).

On a PC:

- In Microsoft Word (or other lab application), select **Print** from the File Menu. The Print dialog box will open (Fig. 4).
- In the Print dialog box click on **Properties**. The Properties dialog box will open (Fig 5).
- In the Properties dialog box make sure the **Paper** tab is selected, then click on **More Options**. The More Options dialog box will open (Fig. 6).
- In the More Options dialog box click on the **Flip on long edge** button and then click on **OK**.
- Click on **OK** in the Properties dialog box to close it and then make your selections for number of copies and pages in the Print dialog box. Click on **OK** and your document will print on both sides of the page.



- To print 2-up, look in the lower right area of the Print dialog box at the Zoom section (Fig. 7). Click and hold on the arrow on the drop-down menu labeled "Pages per sheet." Select 2 pages from the list. When you click **OK** the result is two pages of your document printed in a reduced size on one side of a sheet of paper.