

## Find out whether your printer supports duplex printing

You can usually find out whether your printer supports duplex printing either by looking at the information that came with the printer or by looking at the printer's properties.

To look at the properties for your printer:

1. Click **File > Print**.
2. In the **Printer** list, select the printer you want to use, then click **Printer Properties**.
3. If you see options for "duplex printing," "print on both sides," or something similar, your printer supports duplex printing.

## Print a publication on a printer that supports duplex printing

To print on both sides of a sheet of paper, do the following:

1. Click **File > Print**.
2. In the **Printer** list, select the printer you want to use.
3. In **Settings**, choose **Print on Both Sides – Flip sheets on long edge** or **Print on Both Sides – Flip sheets on long edge**.

## Print a publication on a printer that does not support duplex printing

Many printers support duplex printing, but they don't all make the duplex option available in the same way. With some desktop printers, choosing duplex means that the printer prints all of the copies of the first side of a page, then pauses and asks you to flip the sheets that it just printed and return them to the printer. Then it prints all of the copies of the second side.

To manually print on both sides of the paper, do the following:

1. Click **File > Print**.
2. In the **Printer** list, select the printer you want to use.
3. Print the first page by typing **1** in the **Pages** box, then click **Print**.
4. When the first side is printed, flip the sheet over, then reinsert it into the printer. Print the other side by typing **2** in the pages box.