

Double Sided Printing Instructions

This example works for Microsoft word. If you are using another application, you will need to adapt these instructions to your particular software.

After choosing File print > 1. Select "BW on pharosprint.ad.uky.edu" option > 2. Select "Properties" button > 3. Choose from the "2 sided:" > 4. Choose page turn preset > 5. Click "OK" > Then proceed click "Print"

The image contains two screenshots of a printer's software interface. The top screenshot shows the 'Print' dialog box for a printer named '\\pharosprint.ad.uky.edu\BW'. A blue arrow points to the 'Properties' button, labeled '2. Properties button'. Another blue arrow points to the printer name in the 'Printer' list, labeled '1. Verify queue: pharosprint.ad.uky.edu/BW'. The bottom screenshot shows the 'BW Properties' dialog box. A blue arrow points to the '2 sided:' dropdown menu, labeled '3. 2 sided: (option)'. Another blue arrow points to the 'Open to Left' option in the dropdown, labeled '4. 2 sided preset'. A blue box highlights the 'OK' button at the bottom, labeled '5.'. The '2 sided:' dropdown menu is open, showing options: Off, Open to Left, Open to Top, and Booklet. The 'Open to Left' option is highlighted. The 'Page Order' is set to 'Right, then Down'. The 'Job Type' is 'Normal Print'. The 'Orientation' is 'Portrait'. The 'Layout' is '1 Page per Sheet'. The 'Paper Size' is 'Letter (8.5" x 11")'. The 'Input' is 'Auto Tray Select Plain & Recycled'. The 'Output' is 'Printer Default'. The 'Watermark' is 'Off'. The 'Settings' section has 'Save...' and 'Load...' buttons. The 'About...' and 'Restore Defaults' buttons are at the bottom. The 'OK', 'Cancel', and 'Help' buttons are at the bottom right.