

TWO-SIDED PRINTING INSTRUCTIONS FOR PDFs AND PRINTABLE TRACTS

Step 1. First find out if your printer can automatically print double-sided.

If the printer cannot print double-sided, skip to "Step 2."

If it can,

- a. Download and open the pdf tract file that you wish to print
- b. Click "File," "Print," open printer properties, and select 2-sided printing
- c. Click "OK"
- d. Select the number of copies you wish to print.
- e. Make sure that "Page Scaling" is set to "none."
- f. Make sure that "Auto-Rotate and Center" is deselected
- g. Click "OK" when ready to print
- h. Check the first copy to see if it comes out correctly

Step 2.

If you find your printer cannot print double-sided, follow these steps.

Determine if the printer prints face up or face down from the input tray following steps 2a and 2b below.

- A. Holding the paper portrait style, **write** the word "**Up**" on the bottom half of a standard paper and put it in the printer input tray face up.
- B. Print out the first page of the PDF.

Step 3.

If the words "Two-Sided Printing Instructions." shows up on the same side as the handwritten word "**Up**," then you have a printer that prints with the face-up. If it prints on the opposite side, the "**Up**," it prints with the face down.

Step 4.

Print Side One - Recommend trying one copy first

Print the PDF – 1. Click "File," and then "Print," and how many copies.

Step 5.

If the prints are **face-up**, place the printed page (s) in the input tray with the **printed side down**.

If the printer prints with the **face-down side**, place the printed page(s) in the input tray with the **printed side up**. (Please flip the paper from side to side, not lengthwise.)

Printing in black and white is cheaper, but a color printer is more stunning. Also, Laser printers are more affordable to use than ink cartridge printers. Or you can take your PDF to a print shop on a flash drive.