

Printing Instructions

Which side of the paper does your printer print on?

Different printers vary in the way that they handle paper. In most cases you don't worry about this because you only print on one side of the paper. However, if you want to print double sided from a non-duplex printer, you need to understand which way the printer handles the paper. This applies whichever application you are printing from.

Put an X in the leading edge of the paper as it goes into the Printer. Print a single page document (Print Test 1) (or a single page document from any other program). Do you print on the same side as the X or on the opposite side? If it is on the same side of the paper as the X then when you replace the paper into the feeder tray to print on the reverse side, the non-printed side(s) should be face up (or towards the printer). If the printing is on the opposite side, then you need to make sure that the non-printed side of the sheet(s) face down (or away from the printer).

Which edge of the printed paper goes into the leading edge of the printer feeder tray?

When you are printing pages as sheets, the leading edge of the page (where the X was), is the top of the page. When you place the paper back in the tray you need to make sure that this same edge is again at the leading edge (but with the non-printed side ready to print). In the case of printing as sheets, this will normally mean that you take the paper out of the paper tray after printing and rotate it by 180 degrees.

