

Double-sided and Two-Up Printing

Below you'll find directions for selecting double-sided and 2-up options when printing through your Web browser (other applications like Word and Adobe have similar options.) If you have any questions about the process, please contact the IT Helpdesk ([http://support.salisbury.edu/user, helpdesk@salisbury.edu](http://support.salisbury.edu/user_helpdesk@salisbury.edu) or 410 677-5454).

Thank you for being a part of our effort to make Salisbury University a more sustainable institution.

Windows XP and Vista

Two pages per sheet (two-up)

1. From your browser's File menu, select Print. In Internet Explorer 7, click the down arrow to the right of the Print icon (an image of a printer) and select Print
2. Click the Preferences or Properties button.
3. Look for a setting such as "2 up" or "Pages Per Sheet:" (if you see this setting, select 2). The exact wording of the setting varies from printer to printer, and not all printers provide this option. For HP printers, this is usually found in a Finishing tab. For Canon printers, this is usually found under Page Setup.

Note: This is not the same as printing double-sided (i.e., one page on each side, front and back). The two-up/two pages per sheet option shrinks pages so that two fit on one side of the paper sheet.

Double-sided

1. From your browser's File menu, select Print. In Internet Explorer 7, click the down arrow to the right of the Print icon (an image of a printer) and select Print.
2. Click the Preferences or Properties button.
3. Look for a checkbox, radio button or a section heading labeled Print on Both Sides. For HP printers, this is found usually in the Finishing tab. For Canon printers, this is usually found in the Finishing tab in a drop-down menu labeled Print Style.

Note: You might have a choice about the orientation of the page (for example, Flip on Long Edge or Flip on Short Edge). When you click one of the choices, you may see an illustration that shows how the pages will be oriented. If you are printing two-up, choosing Flip on Short Edge (or similar option) may provide more convenient page turns, but if you are putting the pages in an 8 1/2" x 11" binder, you may prefer Flip on Long Edge.

Mac OS X

Version 10.5 (Leopard)

1. From your browser's File menu, select Print. To the right of the "Printer" pull-down menu, you will see a button with an arrowhead. If the arrow is pointed down, click it to reveal more detailed settings for your printer
2. Click the pull-down menu that either says Copies & Pages or has the name of the program you're using (e.g., Microsoft Word, Safari). Select Layout.

3. Choose one of the following:

Two-up: To print two pages per sheet: Next to “Pages per Sheet” select 2. This is not the same as printing double-sided (i.e., one page on each side, front and back). The two pages per sheet option shrinks pages so that two fit on one side of the paper sheet.

Double sided: To print double-sided (i.e., one page on each side, front and back): Next to “Two Sided,” select Long-Edge Binding or Short Edge Binding, depending on the orientation you want for your pages. When you select one of these options, the illustration may show you how the pages will be oriented. If you are printing two pages per sheet, choosing Short Edge Binding may provide more convenient page turns, but if you’re putting the pages in an 8 1/2" x 11" binder, you may prefer Long Edge Binding.

Versions 10.3 (Panther) and 10.4 (Tiger)

1. From your browser's File menu, select Print.
2. Click the pull-down menu that says Copies & Pages, and select Layout.
3. Choose one of the following:

Two-up: To print two pages per sheet: Next to “Pages per Sheet” select 2. This is not the same as printing double-sided (i.e., one page on each side, front and back). The two pages per sheet option shrinks pages so that two fit on one side of the paper sheet.

Double-sided: To print double-sided (i.e., one page on each side, front and back): Next to “Two Sided Printing,” select the appropriate radio button (Long-Edge Binding or Short Edge Binding, depending on the orientation you want for your pages). When you select one of these options, the illustration will show you how the pages will be oriented. If you are printing two-up, choosing Short Edge Binding may provide more convenient page turns, but if you’re putting the pages in an 8 1/2" x 11" binder, you may prefer Long Edge Binding.