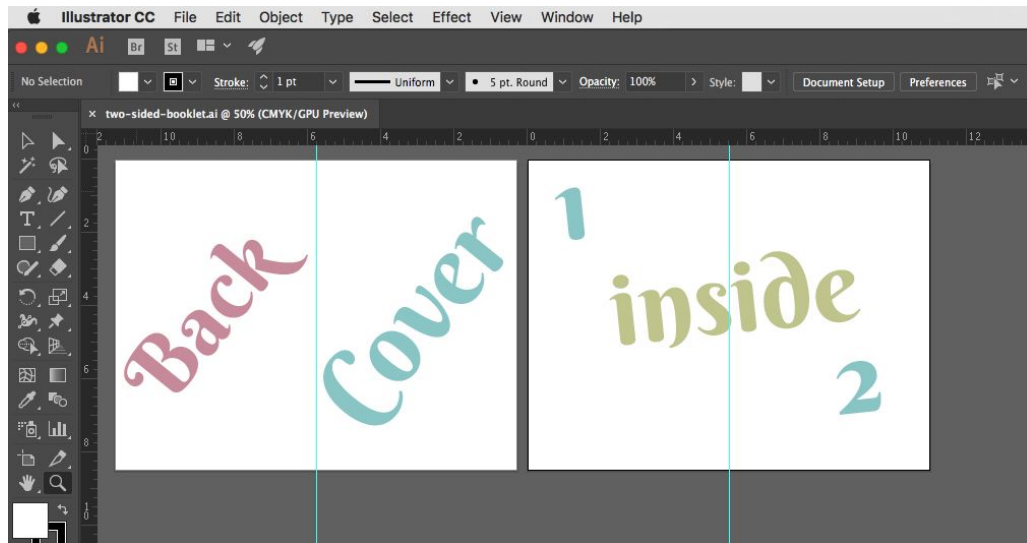


# Printing 2-sided

These instructions are for printing a letter-sized, landscape oriented document (for example, the final brochure for Intro to Graphics Software).

## Print From Illustrator:

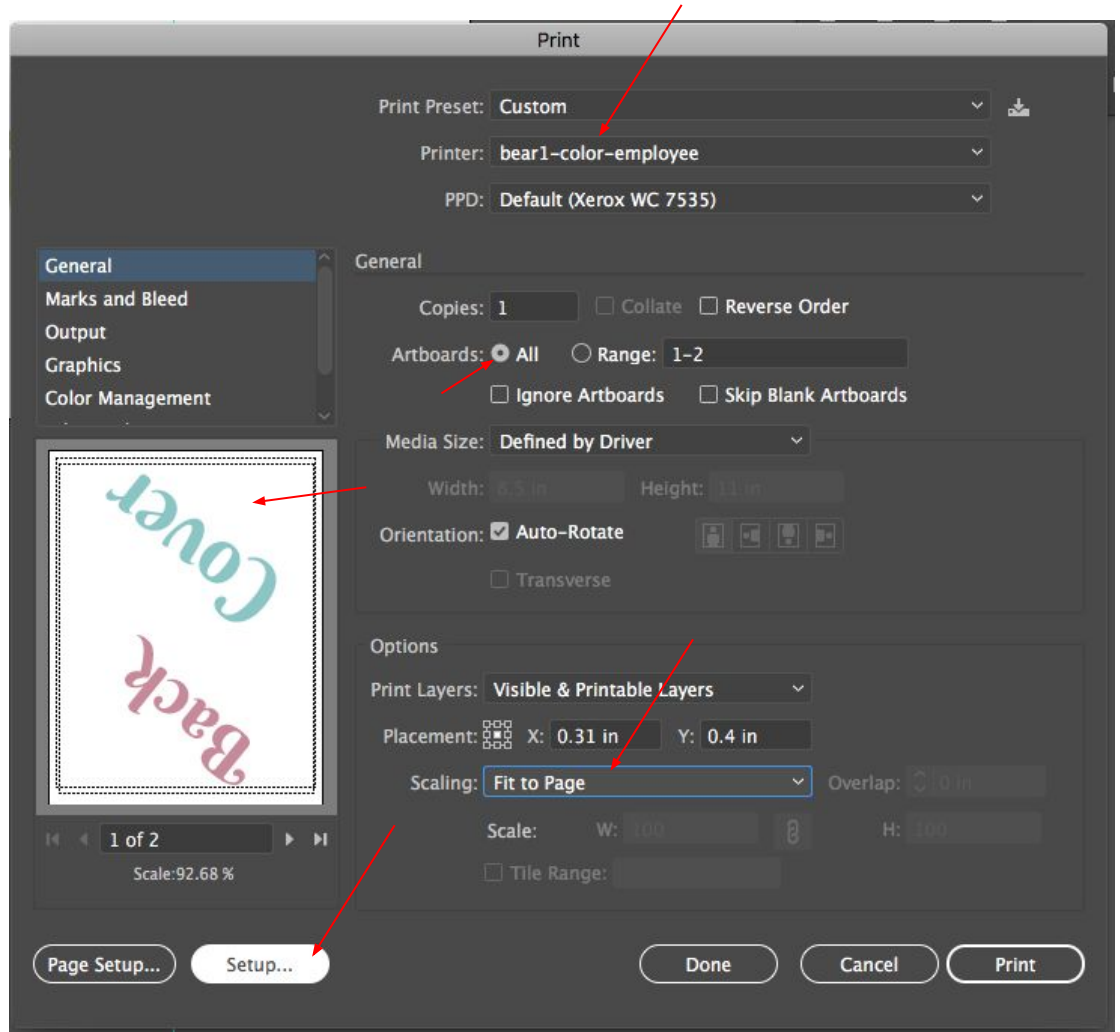
Open your Illustrator document. This document has two letter-sized Artboards.



Go to File > Print from the top menu bar.

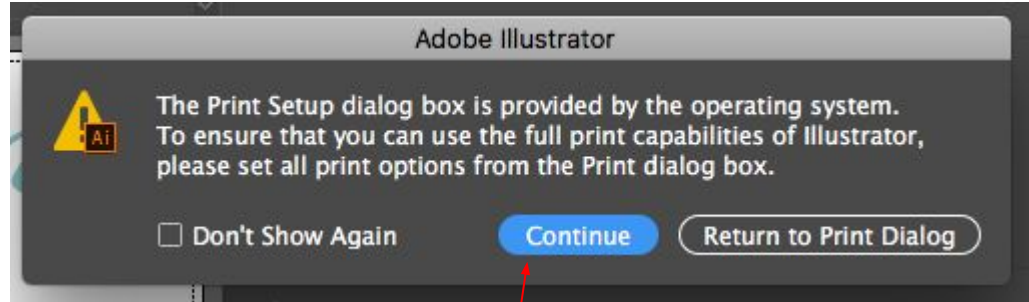
Make sure you are printing to the color printer, and that your image previews like you expect. You'll probably want to Fit to Page.

Click on the “Setup” button for the next step.

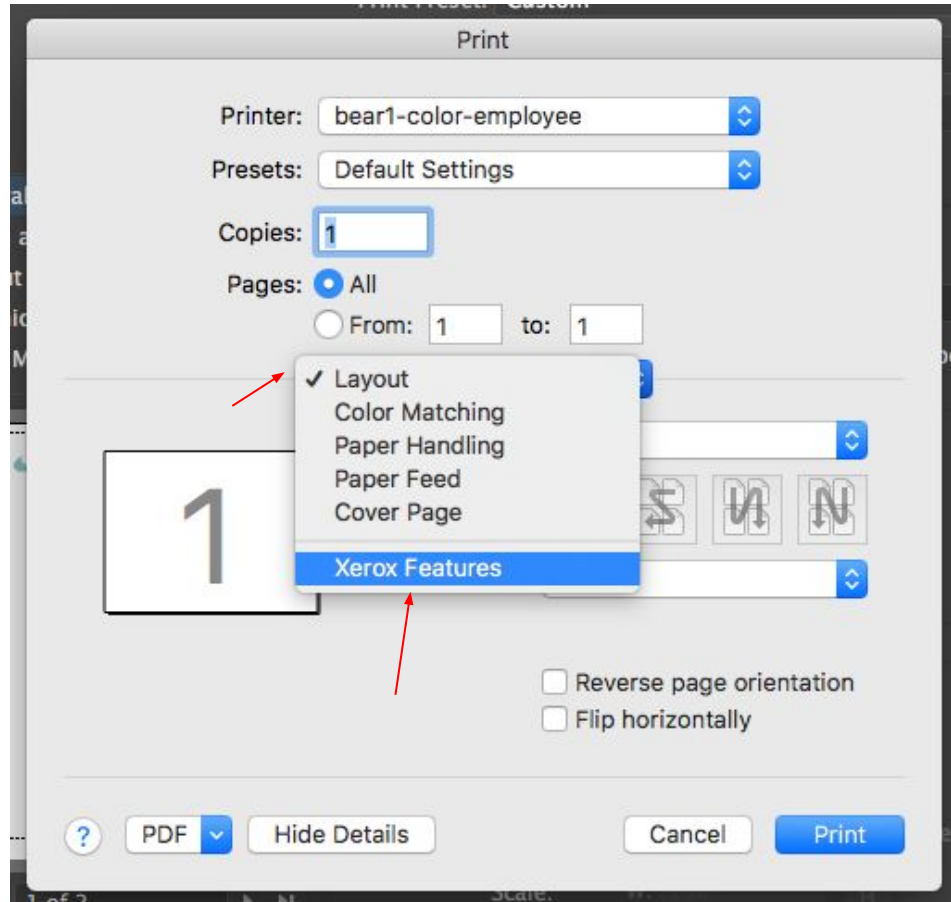


A warning will appear, which you can click “Continue” to.

We need to go into the computer’s print setup, so that we can get to the options for printing double-sided.



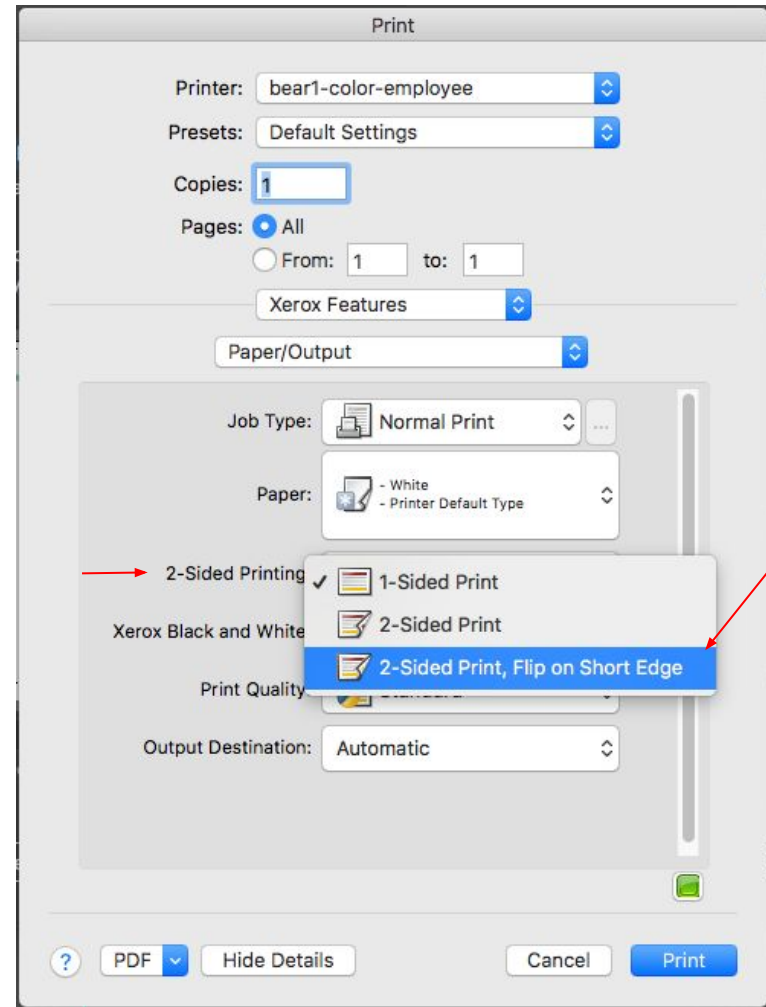
In this dialog box, click on the “Layout” menu and go down to “Xerox Features.”



Find the option for 2-Sided Printing, and choose “2-Sided Print, Flip on Short Edge”

Click “Print”, and *then click “Print” on the Illustrator dialog box also.*

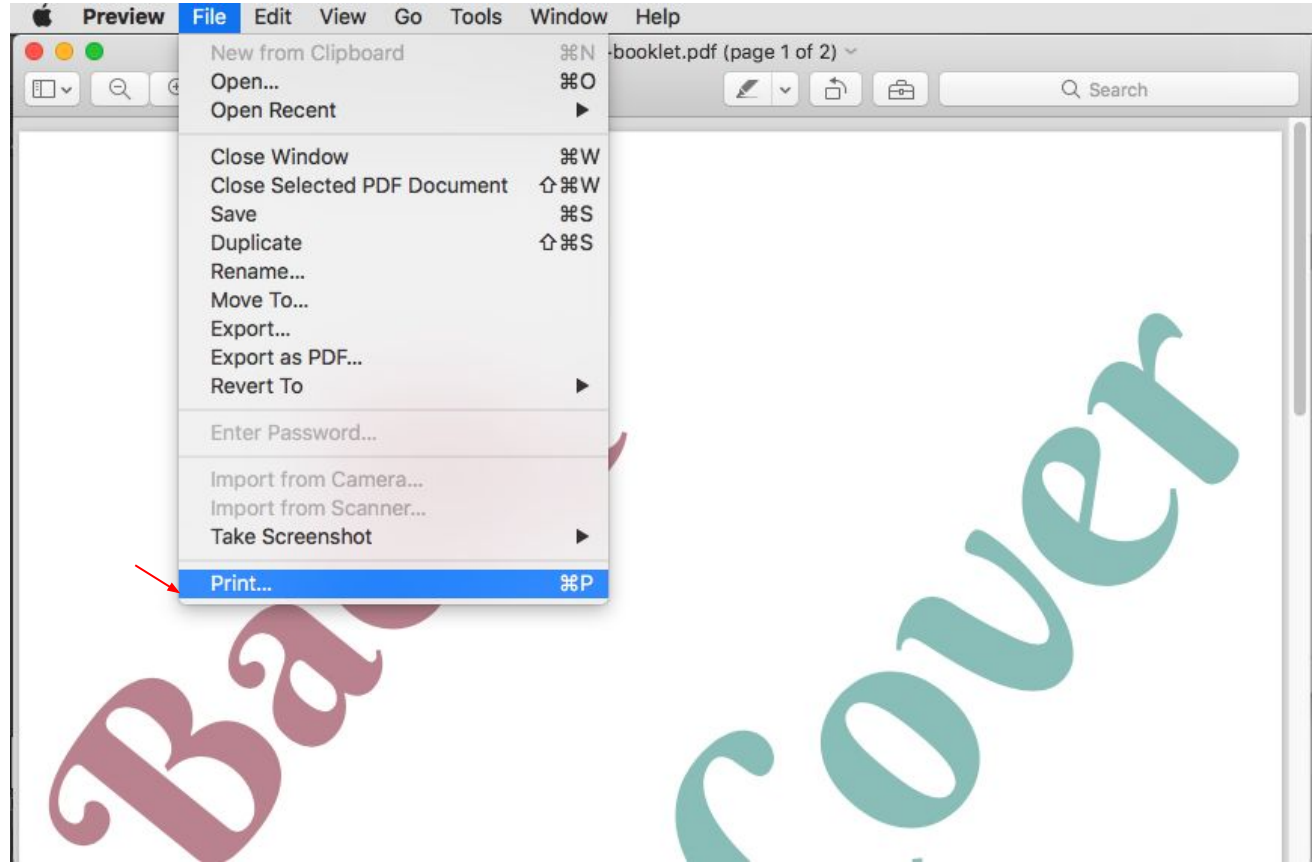
Your print should come out double-sided at the color printer!



## Printing a PDF from Preview:

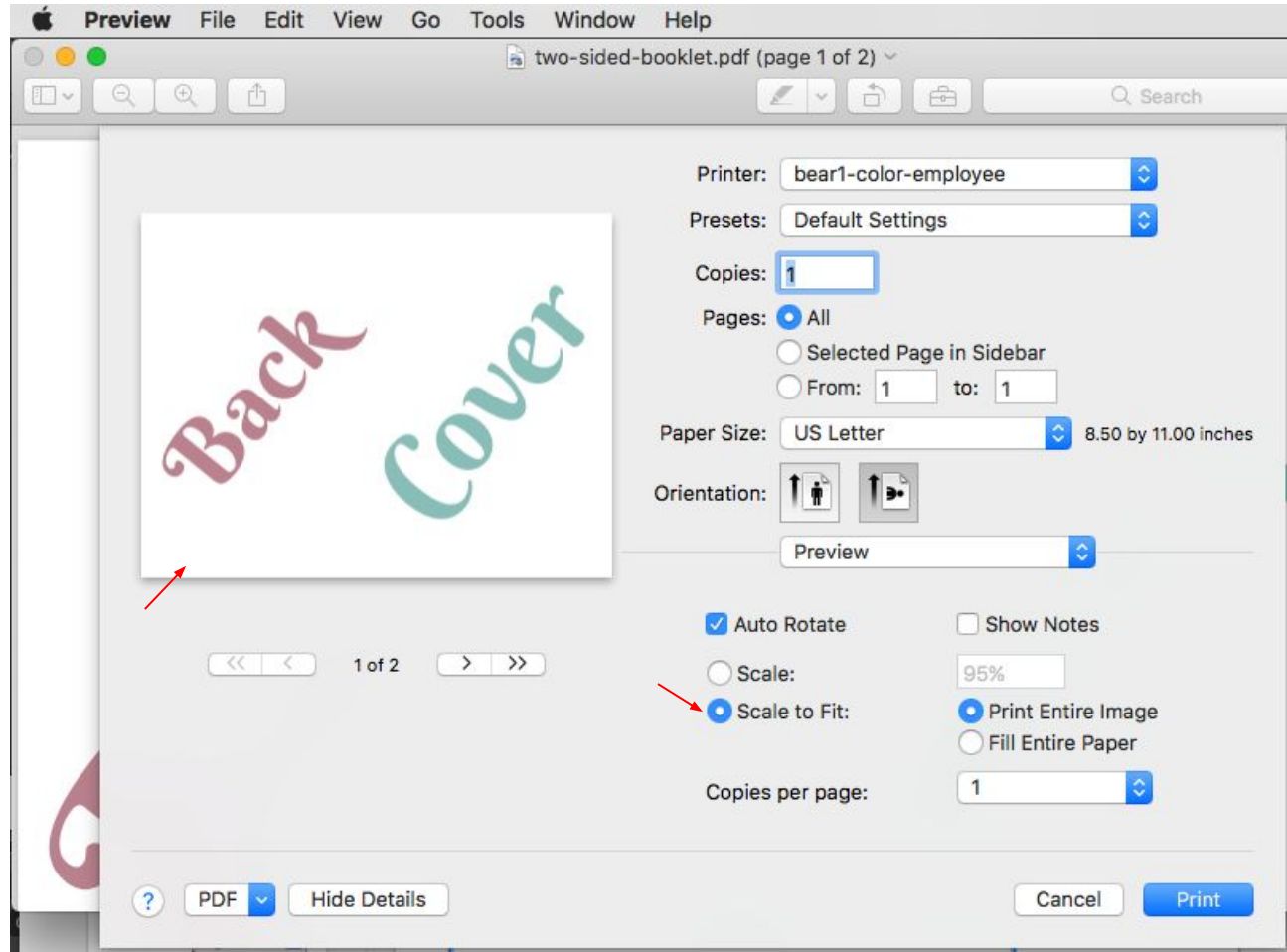
When you open a PDF by double-clicking on it on the lab Macs, it will open in the app called Preview.

Go to File > Print.

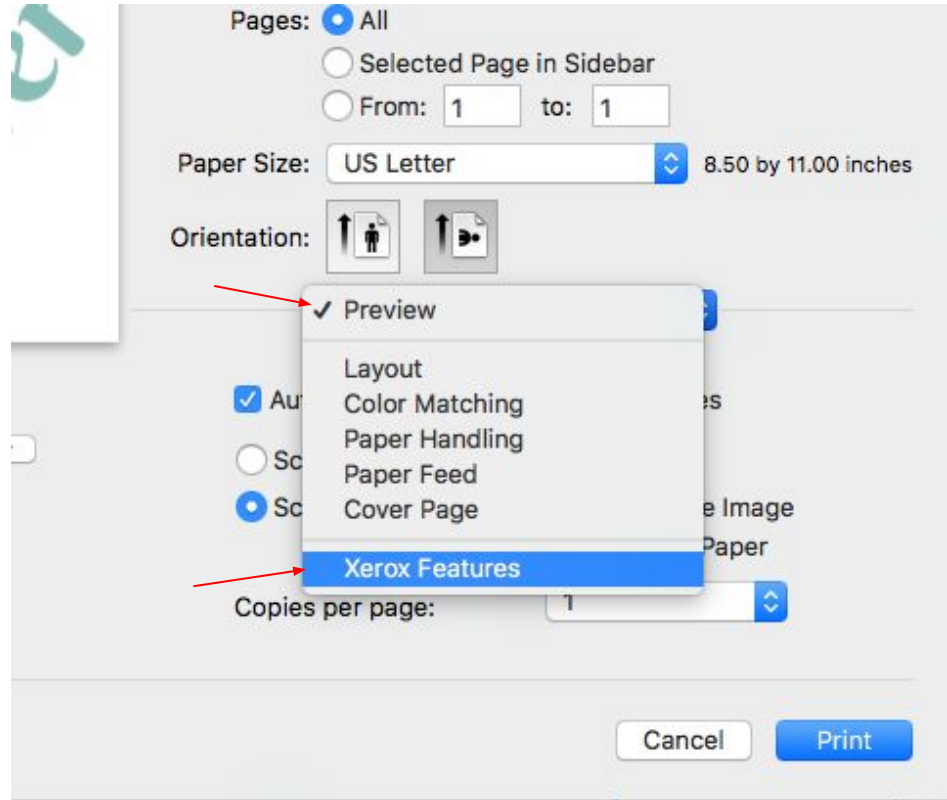


Make sure the preview looks good, and select Scale to Fit.

Do not print yet.



In the same window,  
find the drop-down that  
says “Preview” and use  
it to choose “Xerox  
Features.”





After Xerox Features opens, find “2-Sided Printing” and choose “2-Sided Print, Flip on Short Edge”

Your print should come out double-sided at the color printer!

