# Printing on Both Sides of the Paper

Praised be Jesus, Mary, and Saint Joseph, now and forever.  There are probably two major things about printing on both sides of the paper.  The easiest way is to buy a printer that is capable of printing on both sides.  I think probably most inkjet printers and even many laser printers only print on one side unless you manually flip the paper over and reinsert it into the printer, as described later.

If one has a printer designed to print on both sides of the paper, all you have to do is use the proper settings.  When it is time to print the document do the following.

1) Pull down the print menu using Ctrl + P in most programs.  For those who run the mouse you usually click on FILE and then on PRINT.
2) If you have more than one printer, select your printer.
3) Next, you might have to select PROPERTIES.
4) If your printer is designed from the factory to print on both sides of the paper it should give some type of an option under the PAGES tab, sometimes found after clicking on the PROPERTIES tab.
5) Simply use the option to print on both sides.
6) Note that it will probably provide the options to flip the pages on the long edge or to flip the pages on the short edge.  For most documents you will probably want to flip the pages on the long edge.  However, when I print the calendar I need to flip the pages on the short edge, maybe because the calendar is designed in landscape format not portrait format.  Of course it prints the other way but February is upside down from January.
7) Once all of the options are selected correctly simply hit the print button, or the enter key.

If your printer is designed from the factory to print on only one side of the paper there is still another way to print on both sides.

1) When you are ready to print pull down the print menu.

2) Use the print dialog boxes to select: print **odd** pages only = 1, 3, 5, 7, etc.

3) Then go ahead and print just the odd pages.

4) Next one must manually reinsert the paper back into the printer tray. Note that you must put the paper in either right side up or upside down according to what type of printer you have to make it print on the blank side of the paper. Some printers roll the paper straight through, such as most inkjet printers. Other printers are designed to have the paper in a tray below, and the paper actually flips upside down as it comes through the printer.

5) After you have the paper back into the printer, again pull down the print menu.

6) This time select: print **even** pages only = 2, 4, 6, 8, etc.

7) That should be all it takes to print page 2 on the back of page 1, and page 4 on the back of page 3, and page 6 on the back of page 5, etc.

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