Wilkes University

HOW DO I PRINT DOUBLE SIDED ON MACOS?

Purpose

• This guide details the steps to print two sied using MacOS

Requirements

• A computer running MacOS

Notes

• These steps may vary depending on the printer model and driver version

Process

1. From the menu bar, choose File, then select Print



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2. In the 3rd Dropdown box, change **Copies & Pages** to **Layout**

	Print	
Printer:	UCOM 206	0
Presets:	Default Settings	0
	✓ Copies & Pages Microsoft Word	
	Layout	
	Color Matching	bilated
	Paper Handling	
	Paper Feed	.11
	Cover Page	urrent Page
		From: 1 to: 1 Page Range
	_	Enter page numbers and/ or page ranges separated by commas (e.g. 2, 5-8)
✓ I of ✓ Show Quick Preview	1	
? PDF 💌		Cancel Print

3. Turn on the Two-Sided printing function

	Print	
Printer: Presets:	UCOM 206 Default Settings	O
	Layout	0
	Pages per Sheet:	1
1	Layout Direction:	ZZNN
	Border:	None
	Two-Sided:	Off 🕞
		Reverse page orientation Flip horizontally
? PDF 💌		Cancel Print