DUPLEX

Double-sided printing

Student printers at UWE can print **double-sided** (duplex) in A4 and A3.

1. Accessing the options for duplex printing can differ, depending on the program you are using:

Microsoft Office programs (Word, Excel, Powerpoint, etc.)

Office on PC - Select **File**, then **Print**, then **Printer Properties.**

Office on Mac - Select **File,** then **Print.**

Printer
bwprinting on cstu-pha14
Printer Properties
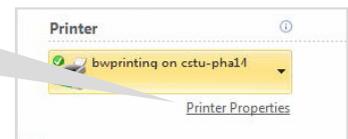
Adobe programs (PC and Mac)

Select **File**, then **Print**. The next step depends on the software you are using:

Acrobat
Select **Properties.**

Properties Advan
Print in grayscale (blac
Save ink/toner

Illustrator
Select **Setup.**

Document: 209.97 mm x 297
Media: 209.97 mm x 297
Setup...
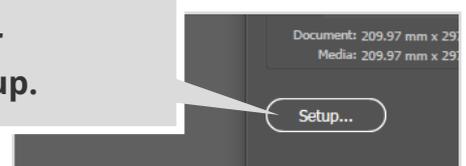
Photoshop
Select **Print Settings.**

Printer: Pharos BW Printing
Copies: 1   Print Settings...
Layout:
Color Management

InDesign
Select **Setup.**
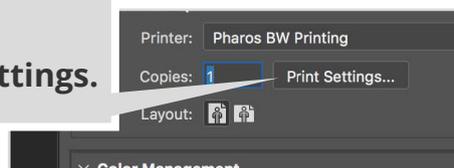
Print Vis
ve Preset...   Setup...

2. Select your duplex options:

On PC

From the **Printing Shortcuts** tab, select **Yes, flip over** or **Yes, flip up** from the drop-down menu.

Advanced Printing Shortcuts Paper/Qua
Print on both sides:
No
No
Yes, flip over
Yes, flip up

On Mac

Select **Show Details** if necessary. Choose **Layout** from the drop-down menu.
Choose **Long-Edge binding** or **Short-Edge binding** from the **Two-Sided** drop-down menu.
Select **Print**, then **Print** again.

? PDF Show Details
Border: None
Two-Sided ✓ Off
Long-Edge binding
Short-Edge binding
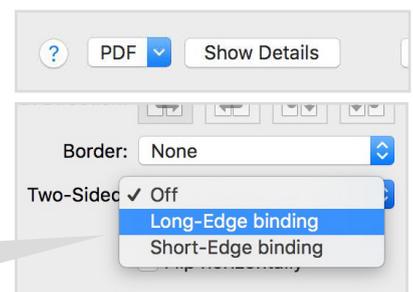
For assistance from IT Services:

📞 Call the Service Desk on **0117 328 3612**

✉ Email **itonline@uwe.ac.uk**