-To Print Double-Sided:

First select **File** on the task bar and then click on **Print**.

File	Edit	View	Insert	For	
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Next click the tab which says **Copies & Pages**, scroll down and click on **Layout**.

Presets	Standard	•
	✓ Copies & Pages	<u> </u>
	Microsoft Word	Ĩ
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	Cover Page	
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(+	Job Storage	bers and/or
Show Quick Preview	Summary	, 5-8)
Page Setup		

Finally change the **Two-Sided** tab to either **Long-edge binding** or **Short-edge binding** depending on your preference and then click **Print**.

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Two-Sided	/ Off			
	Long-edge binding			
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plies	Cancel	Print		