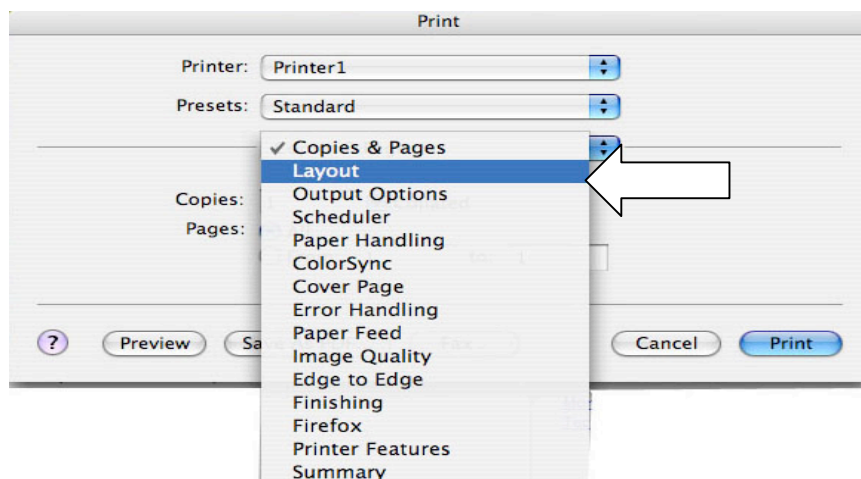


TECHNOLOGY AT SIMMONS COLLEGE

How to Print Double Sided: Mac OS X

If you would like to save some trees and make the most of your print quota, use the double-sided printing option on the computers in the Main Library's Information Commons and in the SOM Library.

1. When using any application, choose “**Print**” as you normally would.
2. Set the Page Range you want to print. Then choose **Layout** from the **Copies & Pages** drop down list.



3. If your document uses the “Landscape” orientation, it will probably be easier to read your printout if you select **Long-Edge Binding**. Click **Print** to send your document to the printer; it will print on both sides of the paper.

