Double Sided Printing

Many printers do it for you.

This guides you through it, the 'old way'

Double Sided Printer

I have concluded that if you want to print double sided business cards and you have access to a double sided printer: It is far easier to let double sided printers do the whole job!

To make use of the double sided printer, it is important to have the front page and back page incorporated in the same document file.

It seems Avery has made their forms rugged enough to pass through the gyrations and provide you with excellent two sided business cards.

It is more fun watching an Olympic gymnast than trying to figure out the paper gyrations inside a printer's case.

I believe a secret is:

1) Pencil an arrow pointing toward the back of the printer on the top sheet of paper in the input tray.

2) Print one page on that sheet.

3) Observe and take notes on how that sheet came out.

   a) Is that arrow pointing toward the front or back of the printer?

   b) Is the paper surface with that arrow facing up or down?

   c) Is that arrow pointing toward the top or bottom of the printed page?

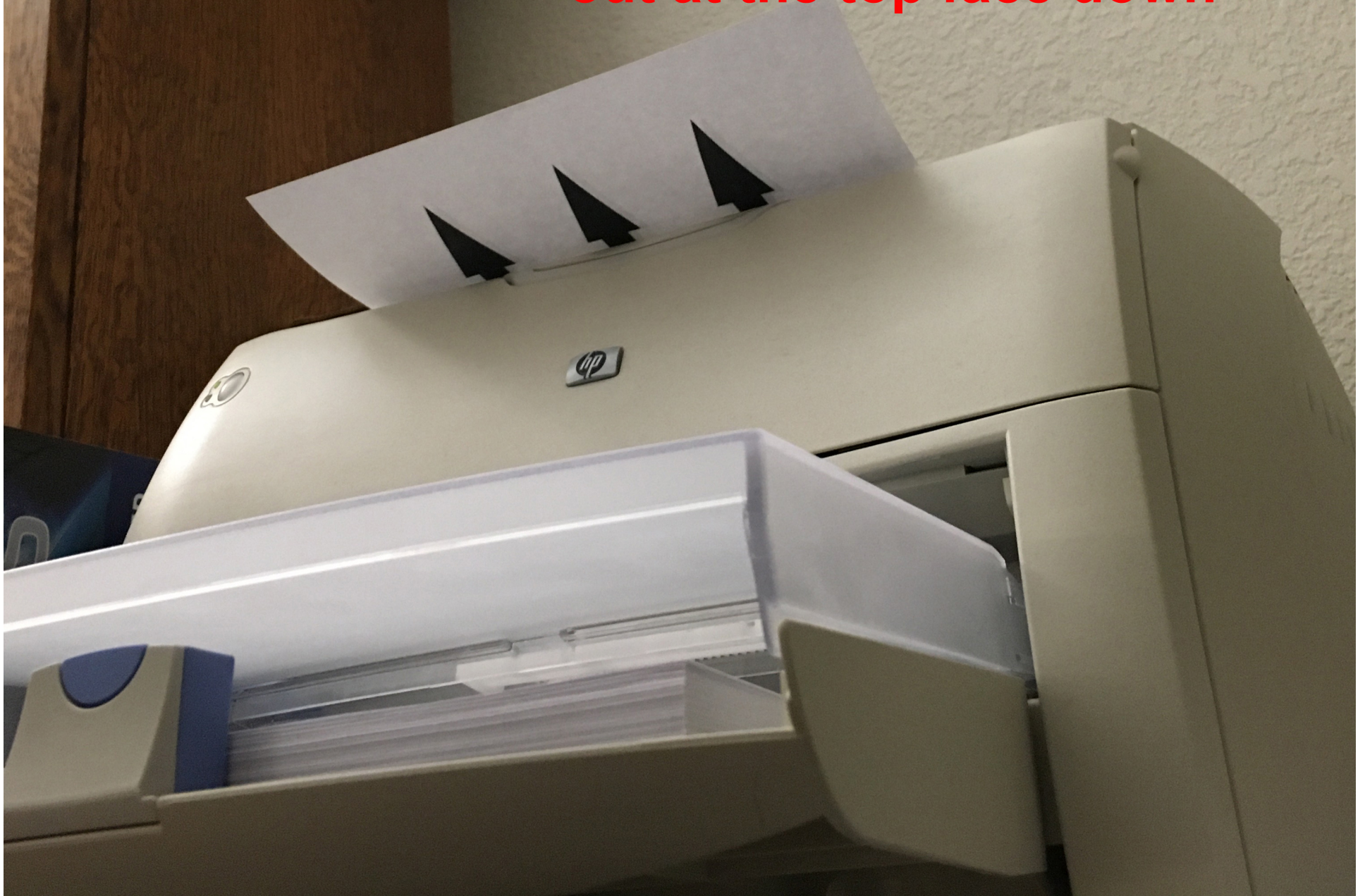   d) Is that arrow on the printed side or back side of the sheet?

For the following gyrations, the grey arrows imply that you have x-ray vision to see the black arrows on the first side of the paper.

4. Reposition paper to place in tray for printing second page

a) If arrow is face down pointing toward front: Rotate paper in horizontal plane 180 deg.
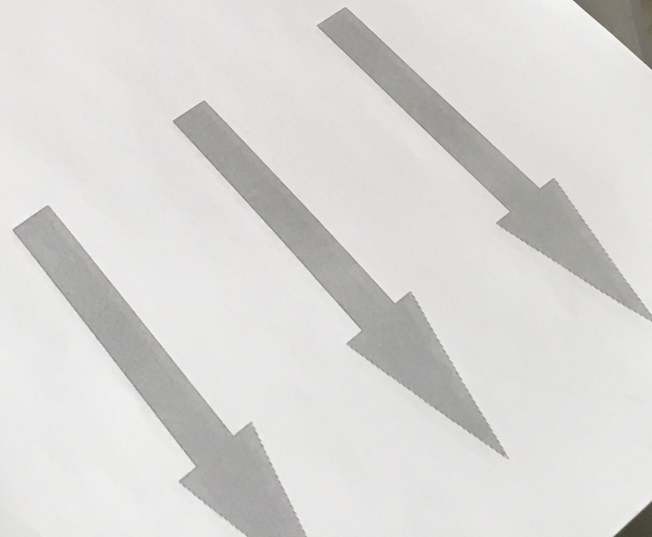
Here is an example:

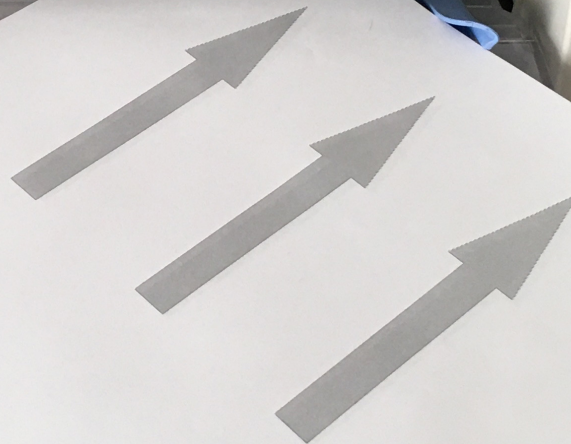In many printers the paper comes out at the top face down

Keeping the paper face down, rotate it 180 degrees.
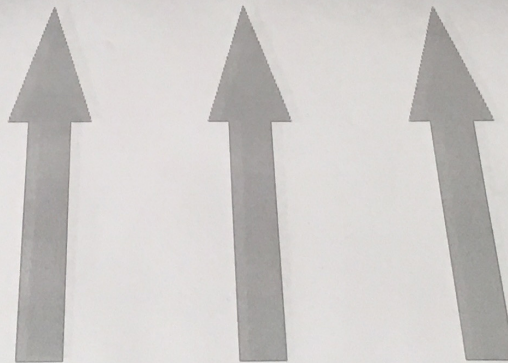
Keeping the paper face down, rotate it 180 degrees.

Keeping the paper face down, place it into the input tray.

The face down and rotated paper is ready to print the second side.

4. Reposition paper to place in tray for printing second page

b) If arrow is face up pointing back: Flip paper so arrow is face down and still pointing back.

Here is an example:

On this printer the 'penciled arrow' came out face up pointing back

Flip paper so arrow is face down and still pointing back. You will need to open the tray.

For many printers the input tray is inside a drawer that you pull out and then push closed when ready.

Now you may have saved some paper or created some double sided business cards!