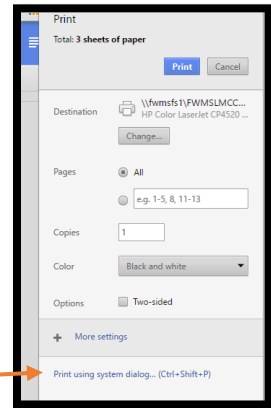


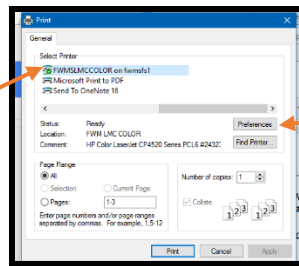
# Printing Two Sided Documents

## Google Docs:

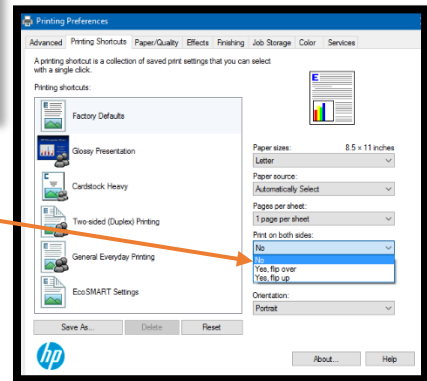
- Select **File > Print**
- Review the pages that will print. If there are any extra blank pages, either delete them or choose the specific pages you wish to print. (example: a brochure will only be pages 1-2 or 1, 3)
- Choose **Two-sided**
- At the bottom of the print menu select **Print using system dialog**



- In the **Printer** box, make sure the correct printer is highlighted
- Select **Preferences**

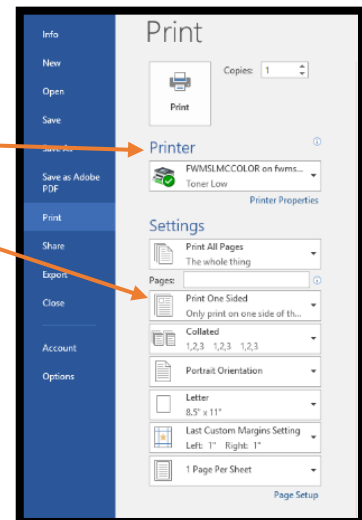


- Under **Print on both sides**: select **Yes, flip up**
- Select **OK**, then **Apply**, then **Print**



## Microsoft Word:

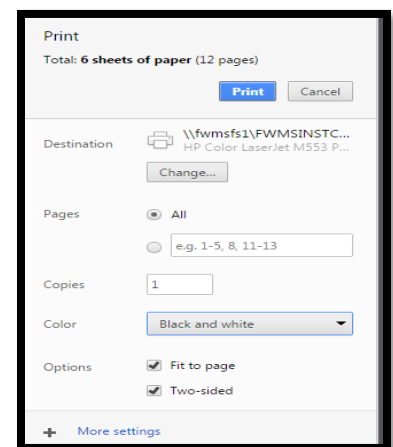
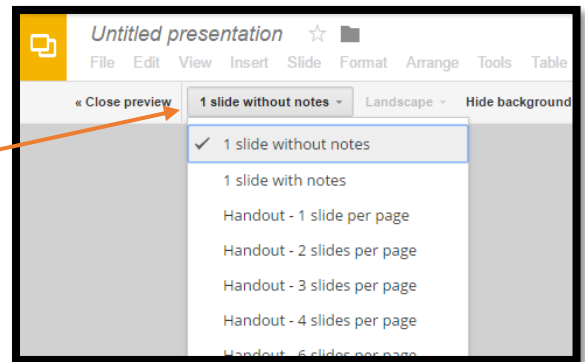
- Select **File > Print**
- In the **Printer** box, make sure the correct printer is shown
- Under **Settings**, select the drop-down arrow next to **Print One Sided**
  - For portrait documents - choose **Print on both sides, flip pages on long edge**
  - For landscape documents- choose **Print on both sides, flip pages on short edge**
- In the print preview, check the pages that will print. If there are any extra blank pages, either delete them or choose the specific pages you wish to print. (example: a brochure will only be pages 1-2)



# Printing Slide Show Handouts

## Google Slides:

- Select **File**, then **Print settings and preview**
- Select the drop-down arrow next to **1 slide without notes**
  - If you don't have notes to print- select **Handout – 2 slides per page** (or 3 slides per page)
  - If you do have notes to print – select **1 slide with notes**
- Select **Print**
- Make sure the correct printer is selected
- In the **Color** box, select the drop-down arrow and select **Black and white**
- In the **Options** section, select the box next to **Two-sided**
- Select **Print**



NOTE: You may see a message that says “No Preview Available”. Go ahead and make your selection, select Print and preview the pages there.

## Microsoft PowerPoint:

- Select **File > Print**
- In the **Printer** box, make sure the correct printer is shown
- Select **Printer Properties** (right under Printer box):
  - Under **Print on Both Sides**, select **Yes, flip over**
  - Under **Pages per sheet** select **2 pages per sheet**
  - Select **OK**
- Under **Settings**, select the drop-down arrow next to **Full Page Slides**
  - If you have notes to print, select **Notes Pages**
  - If you don't have notes, select **Handouts (2 Slides or 3 Slides per page)**
- Under **Settings**, select the drop-down arrow in the **Color** box, select **Grayscale**
- Select **Print**

