## How to Print Double Sided & Select Print Quality When Using Desktop Inkjet Printers

NOTE: the steps may vary depending on the operating system, printer, or software version being used. The steps below are using Windows 7, HP Photosmart D5100, and MS Word 2010.

After selecting print from the File tab, select the printer properties. When the window appears, click on the "Printing Shortcuts" tab is it is not already selected.

**For Print Quality:** Select the down arrow and select the quality desired. Selecting the "Fast Draft" and "Fast Normal" reduces the ink used thus extending the life of cartridges.

For Double Sided Printing (Print On Both Sides): Select the down arrow and select "Manually."

Print Quality:	
Normal	•
Fast Draft Fast Normal	
Normal Best	
Orientation:	
Portrait	•

Print On Both Sides:	
Off	•
Off	
Manually	
Left Edge Booklet	
Right Edge Booklet	

Click "Okay."

Click "Print." After selecting "Print," an info box will appear that will instruct you how to place paper for printing second page.

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<ul> <li>Save</li> <li>Save As</li> <li></li></ul>	Print Copies: 1			
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Print Save & Send	Print All Pages Print the entire document	HP Photosmart D510	0 series Document Pr	operties 🏼 🍸
Help	Pages: Print One Sided Only print on one side of the page	Select the printing shortcut Printing Shortcuts	for this print job.	E
🔀 Exit	Collated 1,2,3 1,2,3 1,2,3 Portrait Orientation	General Everyd	ay Printing	
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	Normal Margins	Photo Printing-	with white borders	Aain tray Paper Type:
1 Page Per Sheet	Print on CD/DV	Automatic		
		Presentation Pr	inting	Print On Both Sides:
<b>Dption:</b> It is a side by chang	lso possible to print two pages per ing the "Page Per Sheet" number.	East/Economic	al Printing ere	Orientation:     Portrait
			Delete	Help