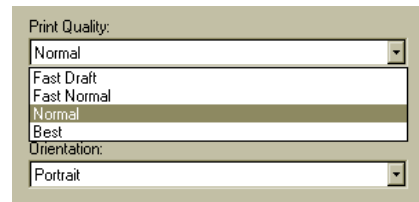


How to Print Double Sided & Select Print Quality When Using Desktop Inkjet Printers

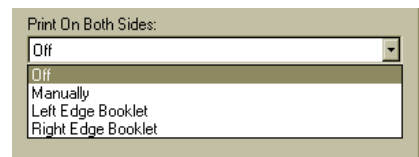
NOTE: the steps may vary depending on the operating system, printer, or software version being used. The steps below are using Windows 7, HP Photosmart D5100, and MS Word 2010.

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.

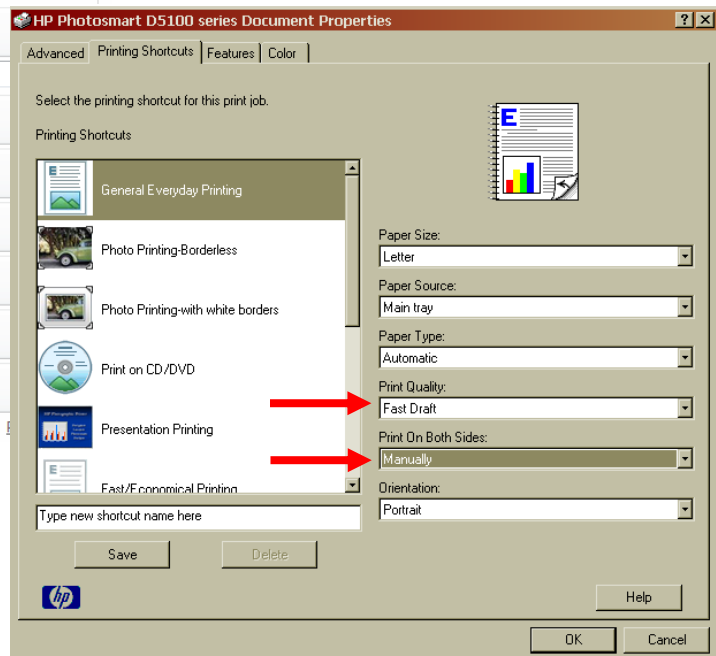
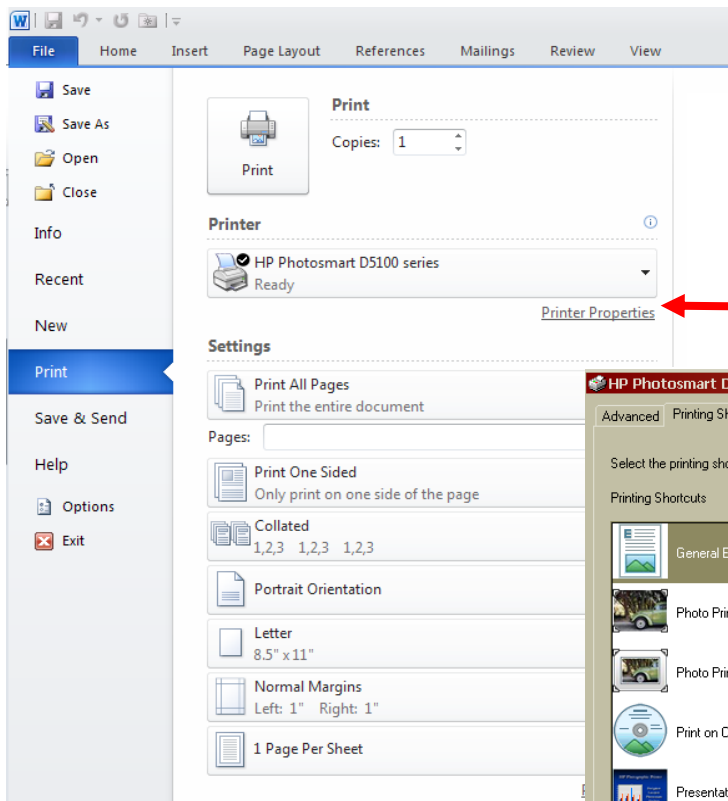


For Double Sided Printing (Print On Both Sides): Select the down arrow and select “Manually.”



Click “Okay.”

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



Option: It is also possible to print two pages per side by changing the “Page Per Sheet” number.