HOW TO PRINT DOUBLE SIDED FOR MAC

STEP 1: SELECT THE "FILE" TAB

The file tab is usually found on the top left side of the screen. If you can not find the file tab, press the "Command" + "p" buttons on your keyboard at the same time.

STEP 2: CLICK PRINT

Scroll through the drop down menu of "File" and click "print". If you pressed command + p, continue to the next step.

STEP 3: SELECT DOUBLE SIDED OPTION

First, select the "copies & pages" bar, then "layout". If you are printing from online, skip these steps. Finally, find the two-sided printing option (this option differs based on if you are printing a word document or from online). *Commonly for a word doc, you will then select "Long Edge Binding" under the two-sided drop down menu.

STEP 4: REVIEW AND PRINT

Make sure you are connected to the correct printer and select print.