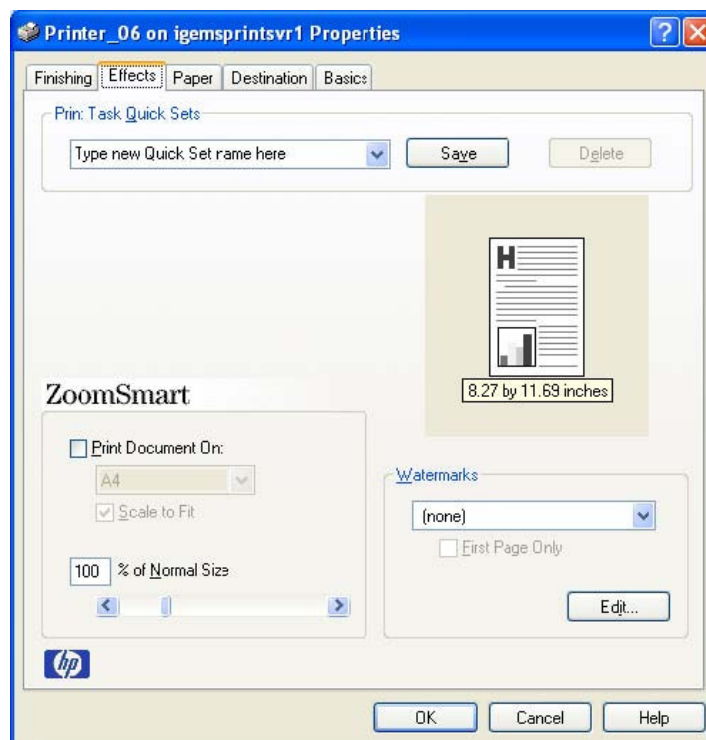
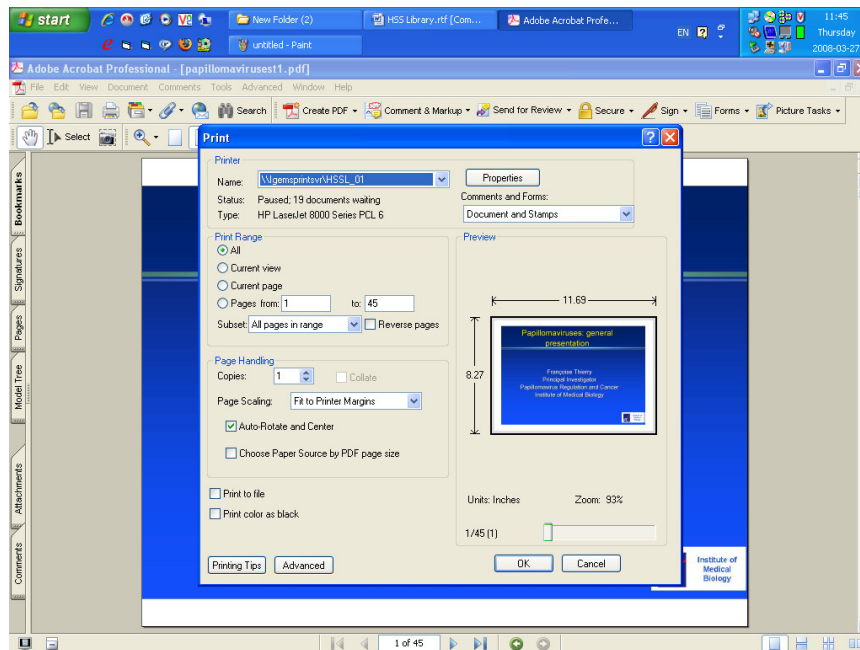


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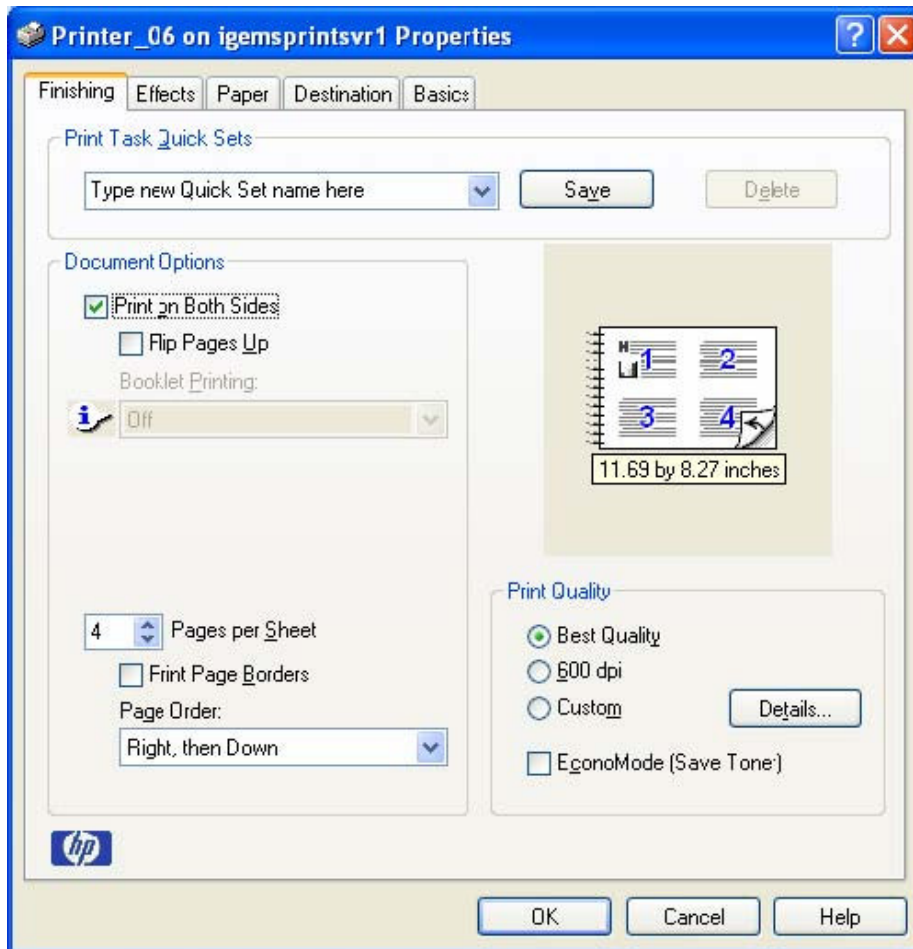
Procedure to print on both the sides of the paper (HSS Library)

To print an Adobe Acrobat document or Word document

- 1 Go to the **'File'** menu and select the **'Print'** option.
- 2 In the window that appears, click on the **'Properties'** button.
- 3 If you want to print multiple pages in a single sheet, then in the **'Properties'** window, click on the **'Effects'** tab and make sure that the **'Print document on'** option in the **'Zoom Smart'** section is **unchecked**.



- 1 Click on the **'Finishing'** tab. Select the **'Print on both sides'** option and the number of **'Pages per sheet'** you want to print.
- 2 Click on the **OK** button in the **'Properties'** window and then click on the **OK** button in the **'Print'** window.



To print PowerPoint presentation slides

- 1 Go to the **'File'** menu and select the **'Print'** option
- 2 In the **'Print what'** section in the **'Print'** window select the option of **'Handouts'**. Then select the number of **'Slides per page'** you want to print.
- 3 Click on the **'Properties'** button. In the **'Properties'** window that appears click on the **'Finishing'** tab. Select the option to **'Print on Both Sides'**.
- 4 Click on the **OK** button in the **'Properties'** window and then click on the **OK** button in the **'Print'** window.

