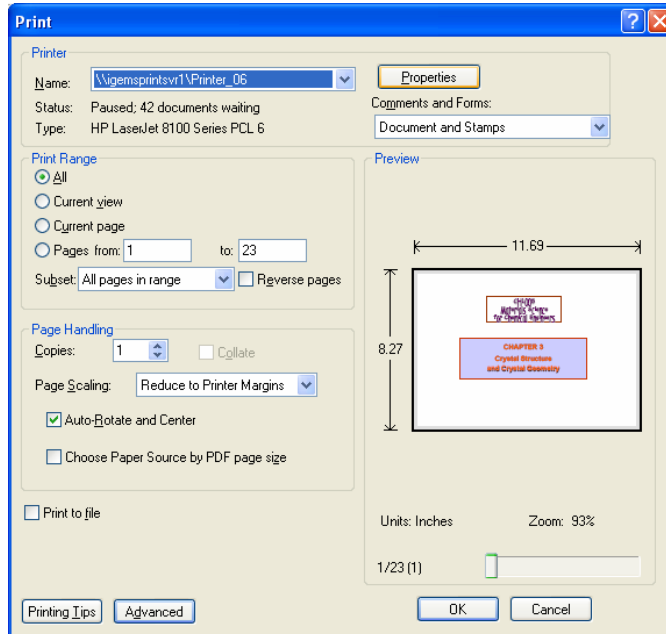


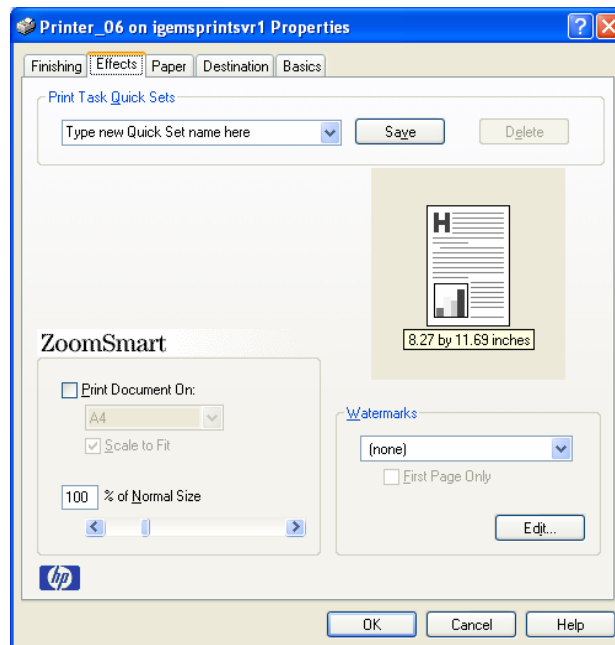
Procedure to print on both the sides of the paper (Lee Wee Nam Library)

To print an Adobe Acrobat document or Word document

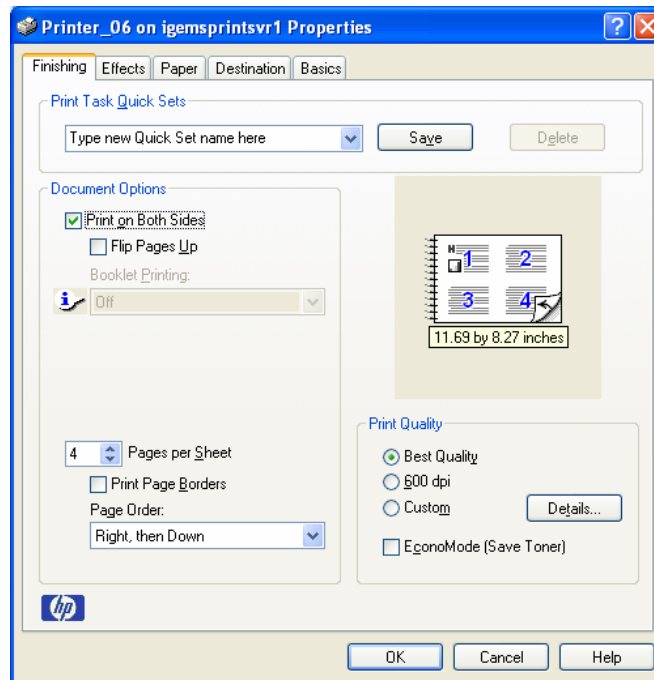
1. Go to the **'File'** menu and select the **'Print'** option.
2. In the window that appears, click on the **'Properties'** button.



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**.



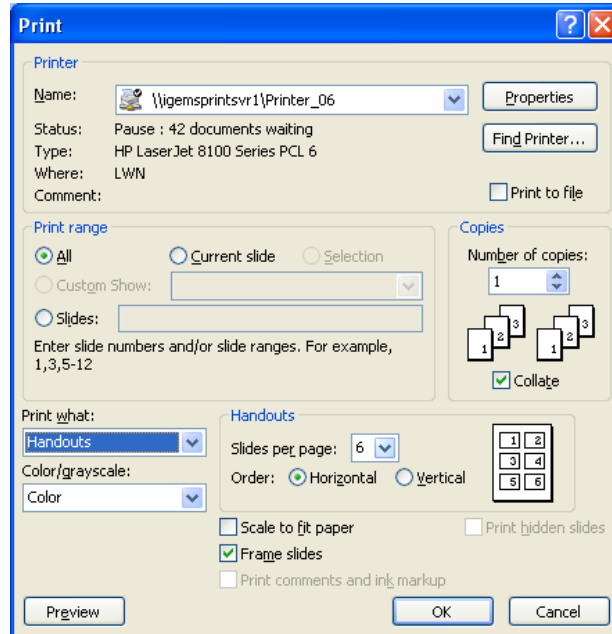
4. Click on the **'Finishing'** tab. Select the **'Print on both sides'** option and the number of **'Pages per sheet'** you want to print.



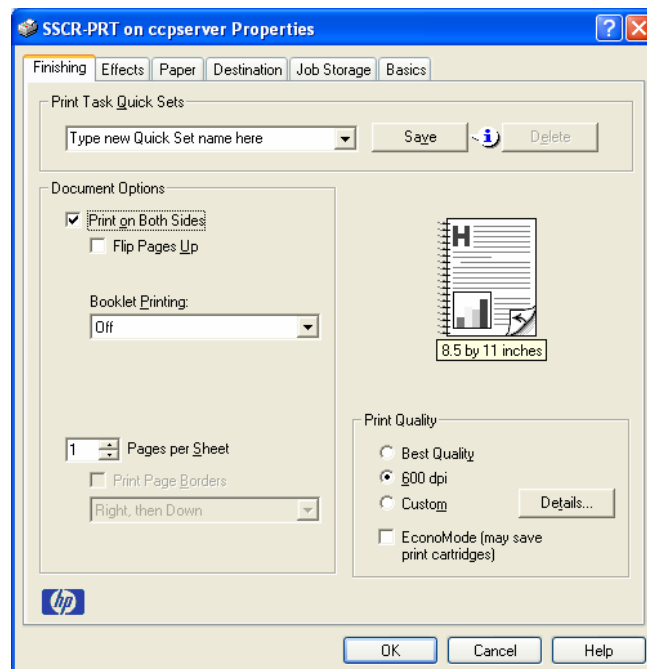
5. Click on the **OK** button in the 'Properties' window and then click on the **OK** button in the 'Print' window.

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.