

UTSU Sustainability Commission's *Double-Sided Printing Initiative*

Objective: To encourage professors to:

- 1) Accept double-sided assignments, essays etc. and/or
- 2) Request/Require that all course work is double-sided

1. Why double-side?

Printing on both sides of a sheet of paper is an easy way to reduce paper use by half! This is essential because:

- Paper manufacturing is the 3rd largest user of fossil fuels worldwide
- Each year 4 billion trees are cut down to produce 300 million tons of paper
(American Forest and Paper Association)

In addition, from the perspective of instructors and teaching assistants, the double-siding of assignments and other course materials will mean transporting half the volume of paper between the classroom, office and home. Furthermore, it saves money.

Despite traditional aversion toward double-siding, the environmental concerns associated with the production of paper, and the readily available technology (most printers have double-siding capabilities, please see below) illustrate that in keeping with the U of T Environmental Protection Policy, double-siding is an earth-friendly action we must all adopt.

2. Initiative recommendations:

- i. We request that instructors verbally inform their students and teaching assistants of the double-sided printing initiative.
- ii. We recommend the following text for course syllabi and assignment outlines:

a. *“All assignments in this course are to be double-sided”*

OR

b. *“To conserve paper, please print double-sided”*

We ask that you please inform us of the degree to which you would like to support our initiative and the course code(s) for the classes where this will be in effect:

- 1) **Request** that assignments are double-sided (statement ii. b)
- 2) **Require** that assignments are double-sided (statement ii. a)

Below you'll find instructions for how to double-side. This will also be made available on our website. We will notify you of the web address when it becomes available, so that you can refer students to the webpage to obtain the instructions.

Please direct any questions or comments to m.scourboutakos@utoronto.ca

*Double-siding saves money, saves space and saves the earth.
The U of T double-sided printing initiative is win, win, win!*

Instructions for Printing Double-Sided

Printing double-sided is highly contextual depending on your printer software (Xerox, Hp, Lexmark etc.) and operating system (Windows, Vista, Mac etc.). Here we provide generic instructions that may comply with your set-up. If the following instructions do not work, please consult your printer manual or the help menu in the program you are printing from.

The following instructions will demonstrate multiple ways to print double-sided:

- 1) Setting your computer to print a specific document double-sided in a single print job (**page 2, visual instruction page 4**)
- 2) Setting your computer to print everything double-sided by default (**page 3, visual instruction page 9**)
- 3) If you are unable to program your computer to print double-sided you may manually print double-sided (however this is quite tedious) (**page 4**)

1) Printing Double-Sided for a single print-job (Verbal Instructions)

(See page 4 for visual instructions)

- Used for printing documents from the internet, from Microsoft Word, from a pdf file etc.

Please Note: Most home printers are capable of double-siding; however they may require a single manual re-feed

On a PC :

(depending on your printer and operating system one of the following methods may apply)

WINDOWS XP & VISTA - Xerox 4525, Ricoh 2022/2035/2045, Hp 8100

1. Click FILE and select PRINT
2. Click on the PROPERTIES/PREFERENCES button
3. Click on the LAYOUT tab (this may be the first tab that is automatically open)
4. Choose an orientation from PRINT ON BOTH SIDES/DOUBLE SIDED PRINTING (most likely you will require the LONG EDGE option)
5. Click OK

OR

1. Click FILE and select PRINT
2. Click on the PROPERTIES/PREFERENCES button
3. Click on the LAYOUT tab, followed by the ADVANCED button
4. Scroll to the bottom of the list and select your duplex orientation
5. Click OK

WINDOWS XP & VISTA - Canon 5000 or 3220

1. Click FILE and select PRINT
2. Click on the PROPERTIES/PREFERENCES button
3. Select the FINISHING tab
4. Under the DOCUMENT OPTIONS heading, click OK and check PRINT ON BOTH SIDES
5. Click OK

WINDOWS XP & VISTA - Lexmark 820

1. Click FILE and select PRINT
2. Click on the PROPERTIES/PREFERENCES button
3. Click on the PAPER tab
4. Choose an orientation (most likely you will require LONG-EDGE) from DUPLEX
5. Click OK

WINDOWS NT4

1. Click the PROPERTIES button
2. Click the ADVANCD tab
3. Under PAPER/OUTPUT, select PRINT ON BOTH SIDES

4. Select LONG (most likely you will require this as opposed to SHORT SIDE)

WINDOWS 95 / WINDOWS 98

1. Click the PROPERTIES button.
2. Click the PAPER tab
3. Click the MORE OPTIONS button and select PRINTING ON BOTH SIDES
4. Select FLIP ON LONG-EDGE

On a Mac:

MAC OS X VERSION 10.3 (PANTHER), 10.4 (TIGER), 10.5 (LEOPART) - LASERWRITER 8.5.1

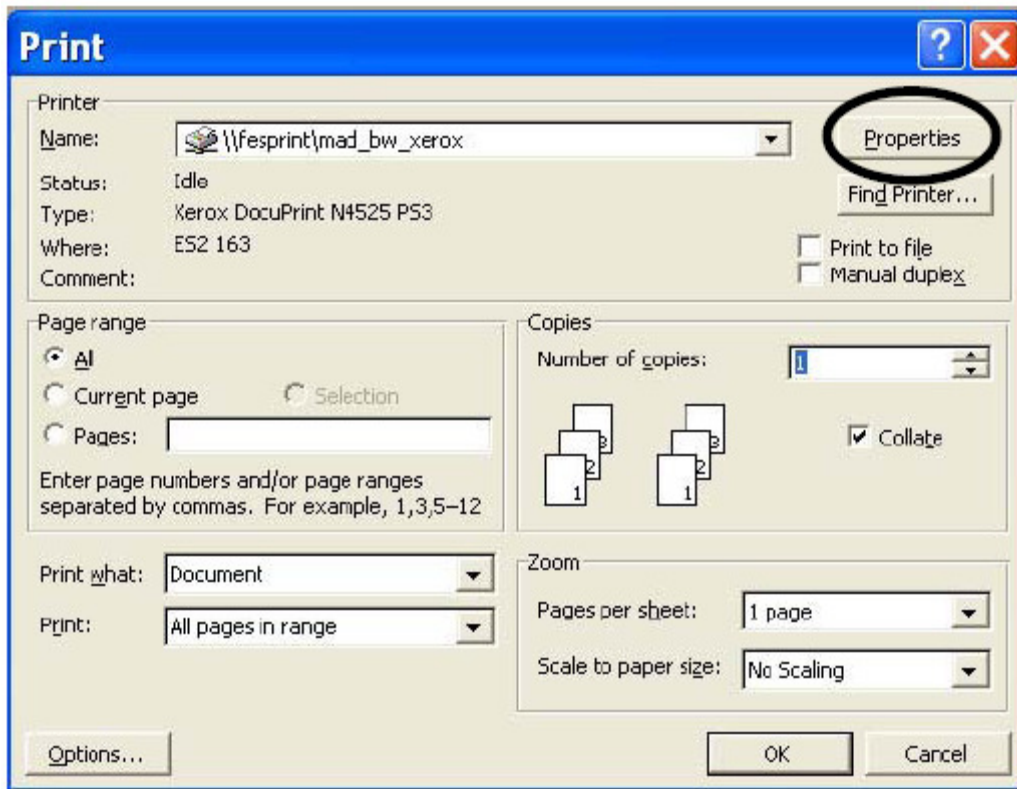
1. Click FILE and select PRINT
2. From the COPIES and PAGES pull-down menu, select LAYOUT
3. Click the button beside LONG SIDED PRINTING/LONG EDGE BINDING
4. Click OK

MAC OS X VERSION 10.3 (PANTHER), 10.4 (TIGER), 10.5 (LEOPART) - LaserWriter 8.3.4

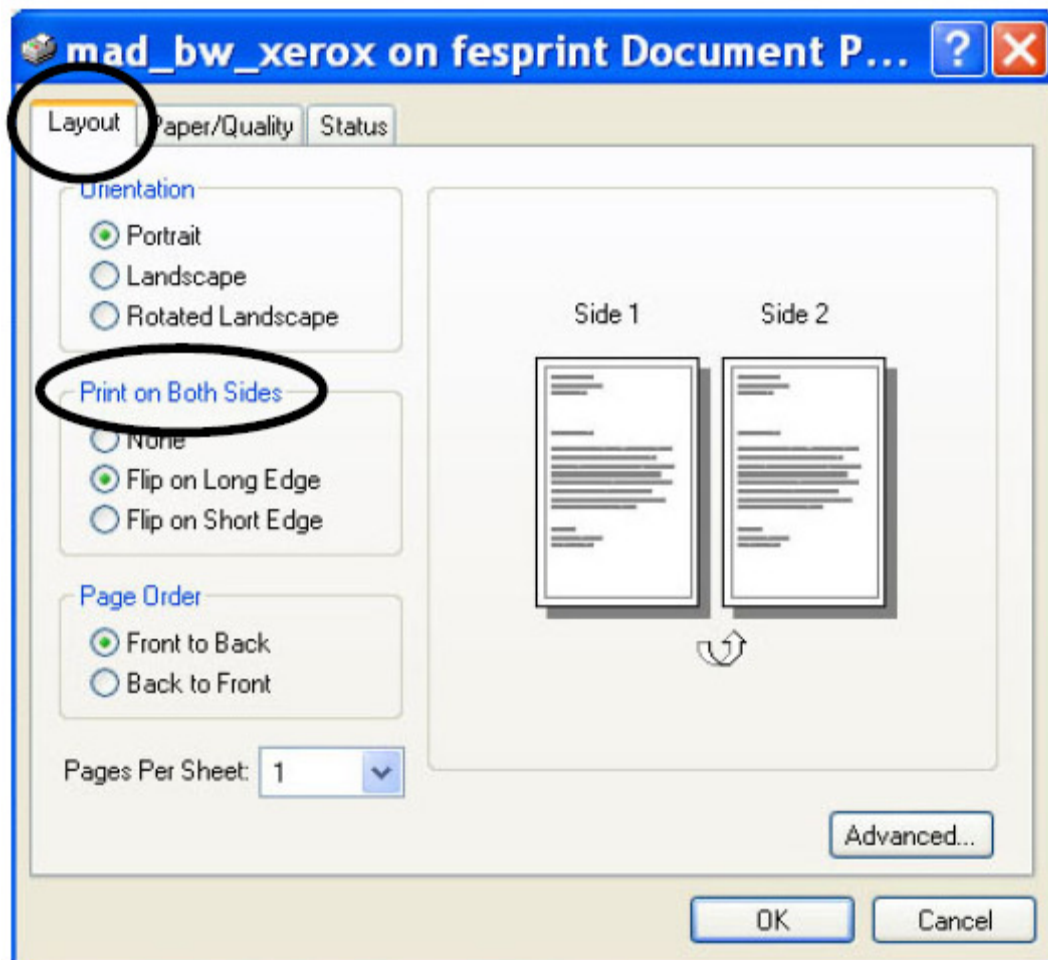
1. Click the OPTIONS button
2. Select 2-SIDED PRINTING
3. Select LONG-EDGE BINDING or SHORT-EDGE BINDING (You will most likely require LONG-EDGE BINDING)

1) Printing Double-Sided for a Single Print Job (VISUAL INSTRUCTIONS) (WINDOWS XP & VISTA - Xerox 4525, Ricoh 2022/2035/2045, Hp 8100)

1. Click FILE and select PRINT
2. Click on the PROPERTIES button



3. Click on the LAYOUT tab

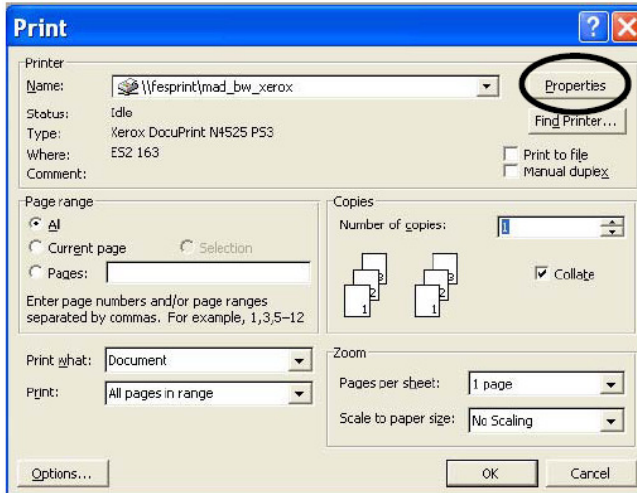


4. Choose an orientation from PRINT ON BOTH SIDES(most likely you will require the FLIP on LONG EDGE option)
5. Click OK

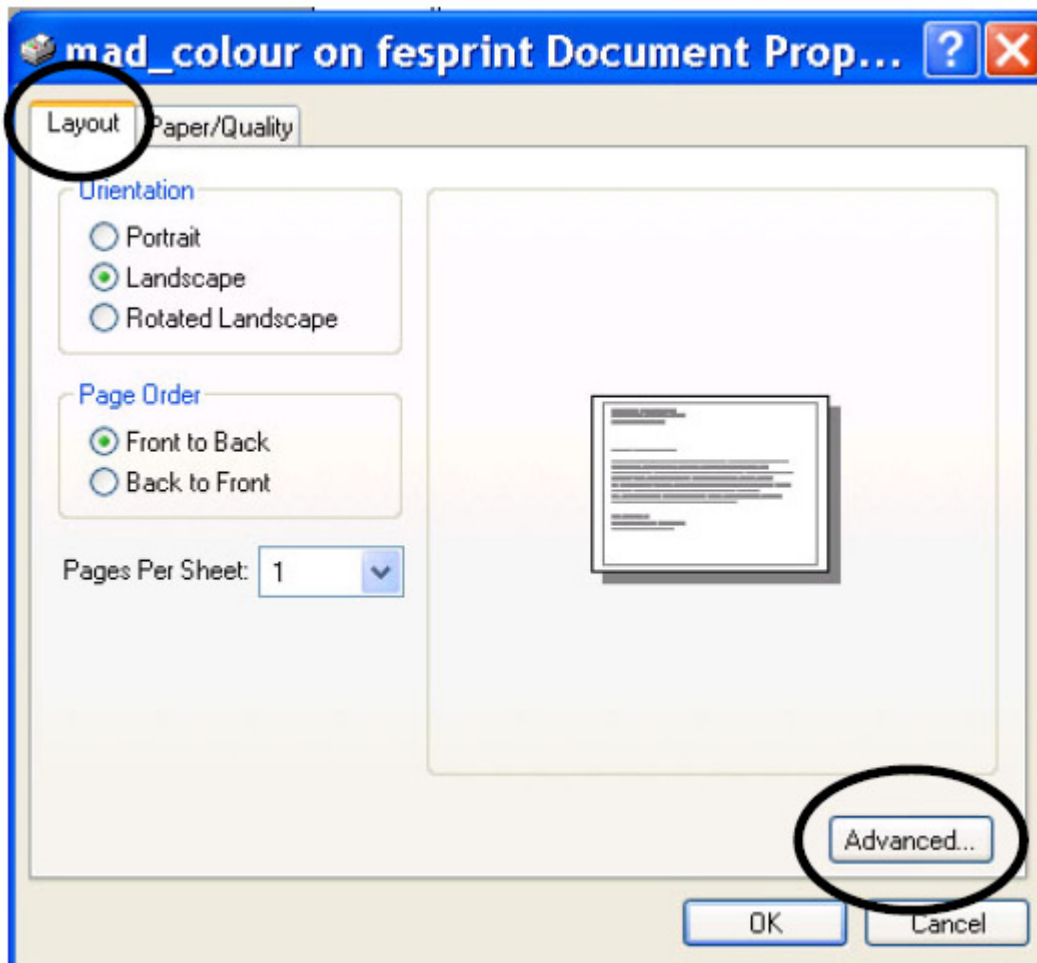
OR

WINDOWS XP & VISTA

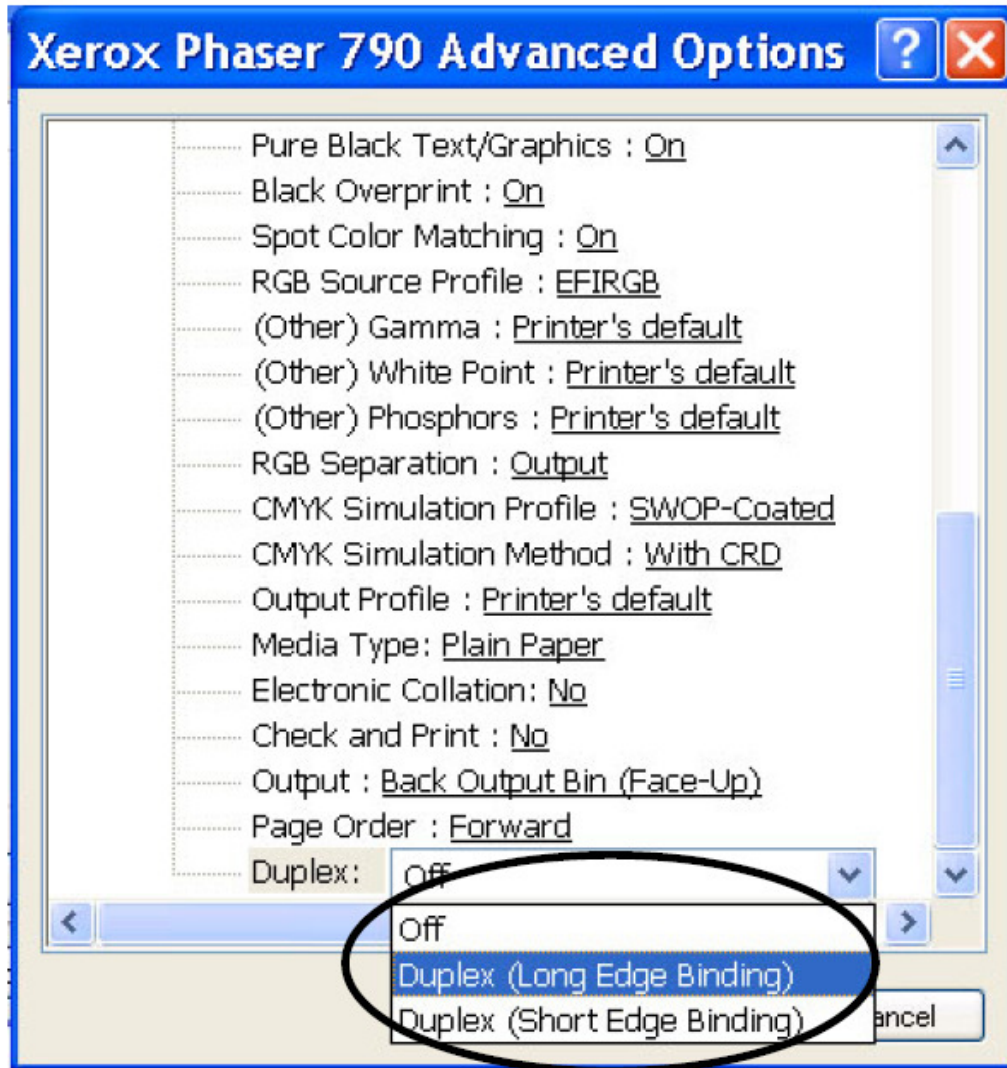
1. Click FILE and select PRINT
2. Click on the PROPERTIES button



3. Click on the LAYOUT tab, followed by the ADVANCED button



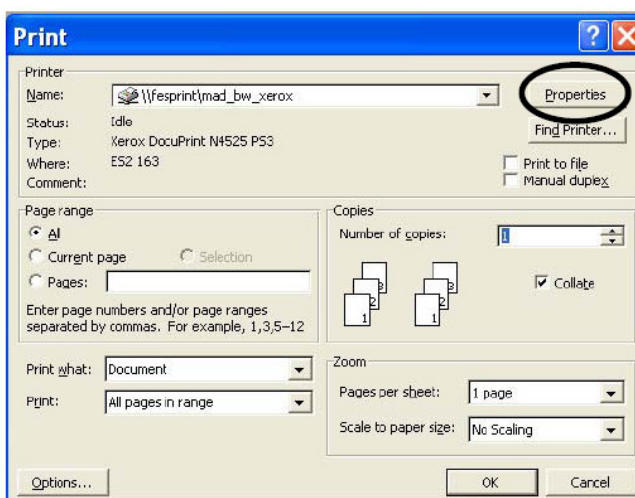
4. Scroll to the bottom of the list and select your duplex orientation
5. Click OK



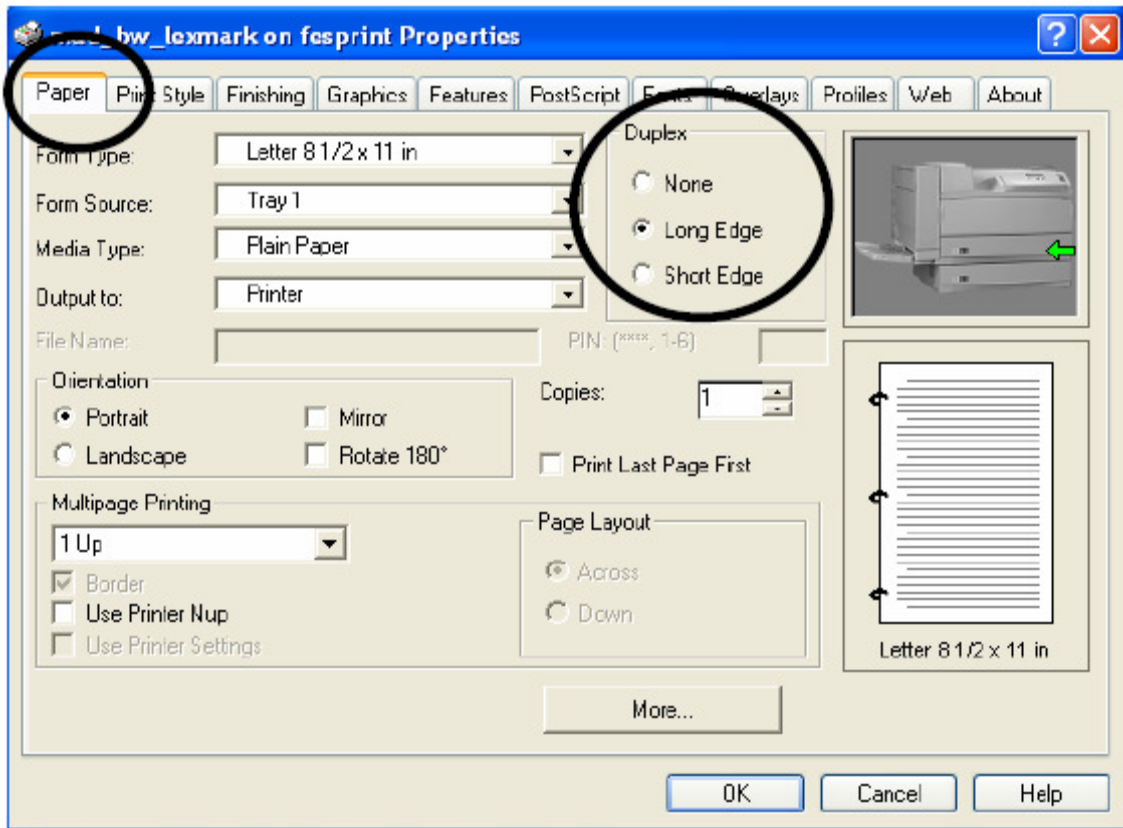
OR

WINDOWS XP & VISTA - Lexmark 820

1. Click FILE and select PRINT
2. Click on the PROPERTIES button



3. Click on the PAPER tab
4. Choose an orientation from DUPLEX

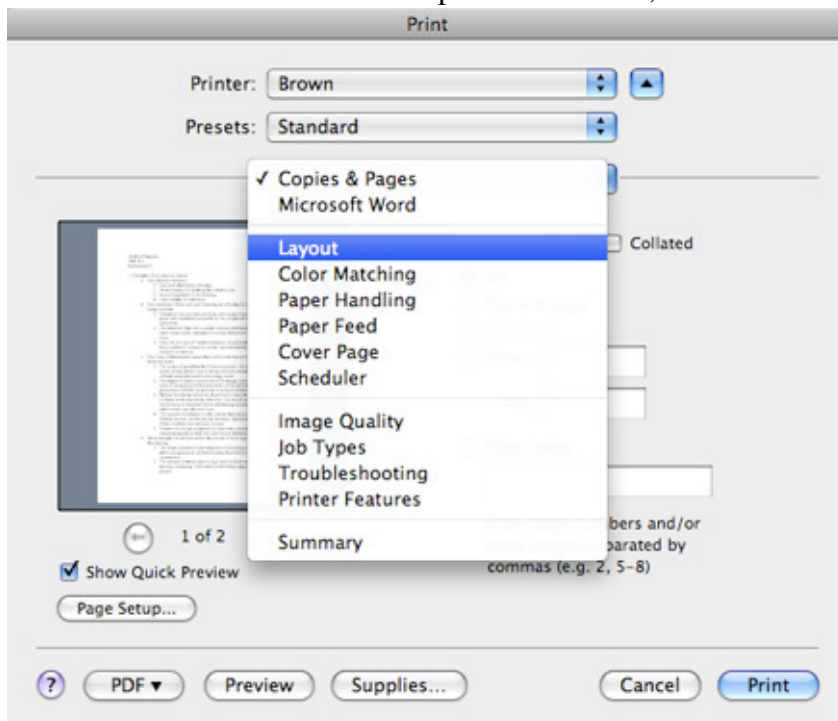


5. Click OK

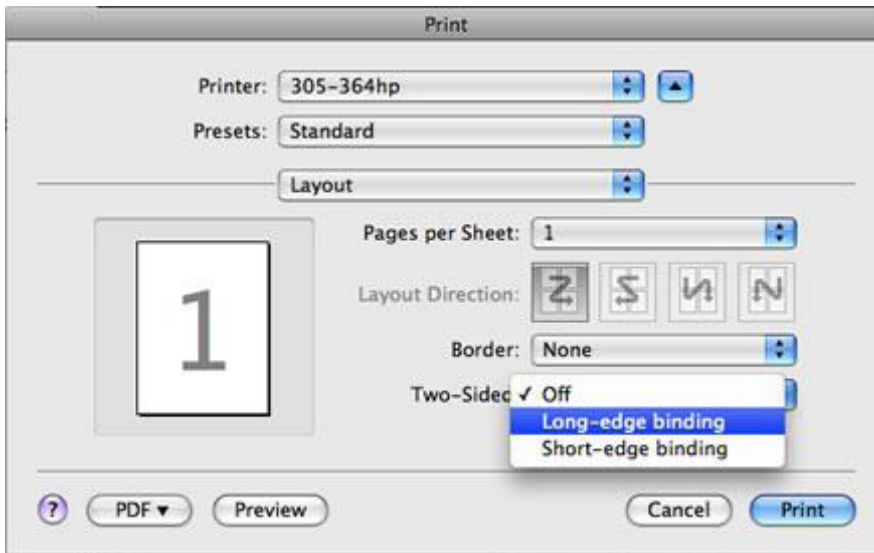
On a Mac:

MAC OS X VERSION 10.3 (PANTHER), 10.4 (TIGER), 10.5 (LEOPARD)

1. Click FILE and select PRINT
2. From the COPIES and PAGES pull-down menu, select LAYOUT



3. Beside TWO-SIDED printing, select LONG-SIDED PRINTING/LONG-EDGE BINDING



4. Click OK

2) Setting your computer to print Double-Sided by Default (Verbal Instructions)

(See page 9 for Visual Instructions)

- By following these instructions, every document you print will be double-sided

On a PC:

Windows XP and Vista - hp

1. Click START, followed by SETTINGS/PRINTERS & FAXES
2. RIGHT CLICK the PRINTER ICON (this should open up a menu)
3. Select PROPERTIES/PRINTING PREFERENCES
4. Click on the PRINTING SHORTCUTS tab
5. Select TWO-SIDED/DUPLEX printing from the drop-down menu
6. Select AUTOMATIC from the drop-down menu

OR

1. Click START, followed by SETTINGS/PRINTERS & FAXES
3. RIGHT CLICK the PRINTER ICON (this should open up a menu)
4. Select PROPERTIES/PRINTING PREFERENCES
5. Click on DOCUMENT DEFAULTS/DEFAULT SETTINGS (new window will open, the layout varies depending on your printer)
6. Look for DUPLEX PRINTING / TWO-SIDED PRINTING / DOUBLE-SIDED PRINTING if these are not visible click ADVANCED for further options
7. Once the double-sided printing option is located, select your orientation (you will most likely require LONG EDGE BINDING /FLIP ON LONG EDGE)
8. Click OK

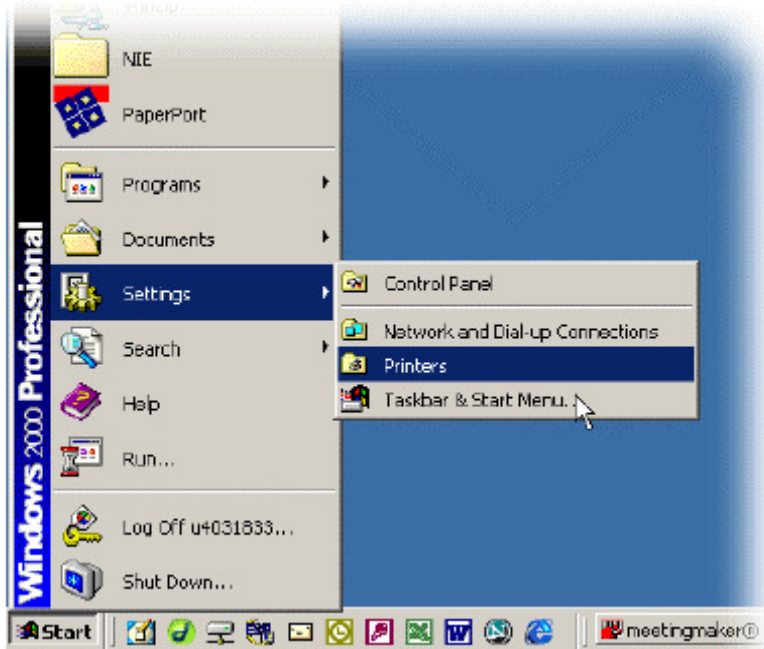
On a Mac:

1. Click FILE and select PRINT
2. From the COPIES & PAGES pull-down menu, select LAYOUT
3. Click the button beside LONG SIDED PRINTING
4. In the presets pull-down menus, choose SAVE AS
5. Name your set of printing options
6. Click OK

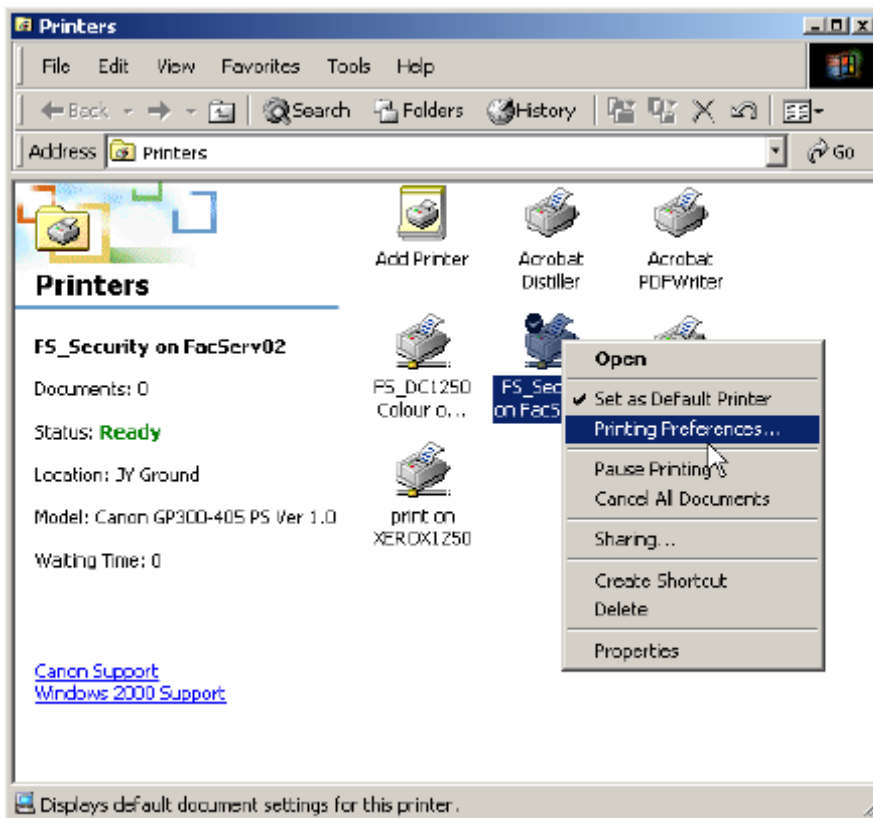
2) Setting your computer to print Double-Sided by Default: (VISUAL INSTRUCTIONS)

On a PC:

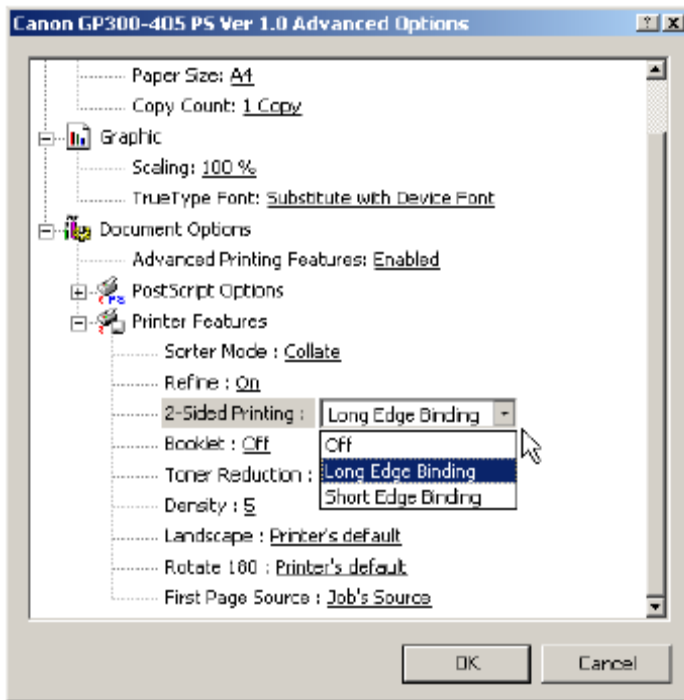
1. Click START, followed by SETTINGS



2. RIGHT CLICK the PRINTER ICON (this should open up a menu)
3. Select PRINTING PREFERENCES

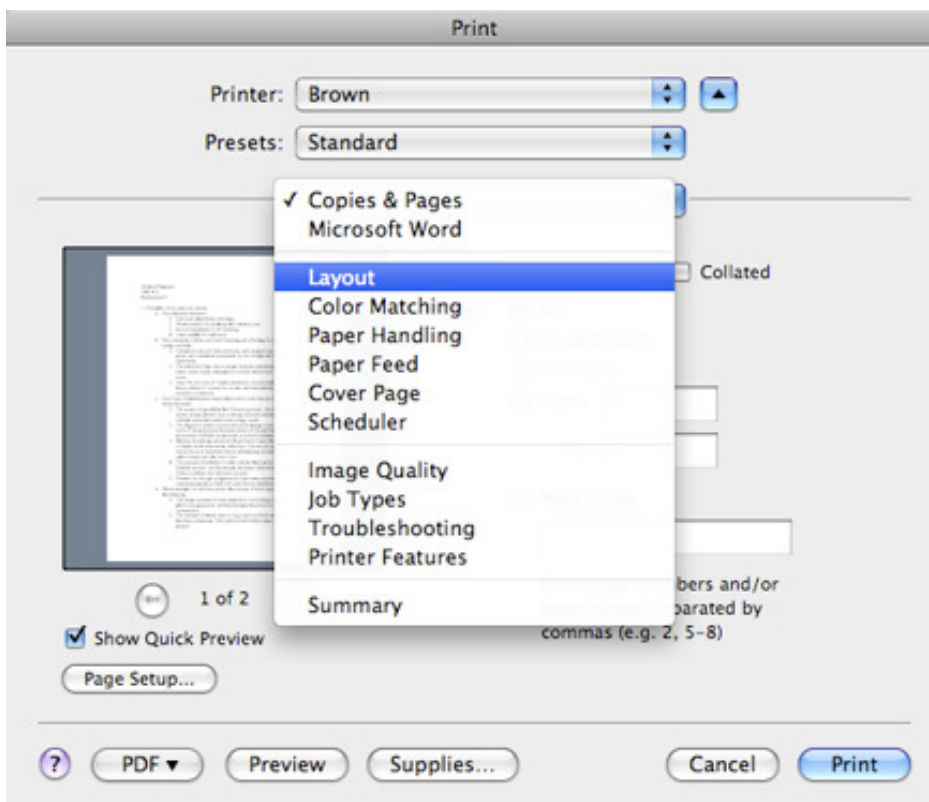


4. Scroll through the list of options in the menu that opens and search for DUPLEX PRINTING/DOUBLE-SIDED PRINTING etc.
5. Select your orientation (you will most likely require LONG-EDGE BINDING)

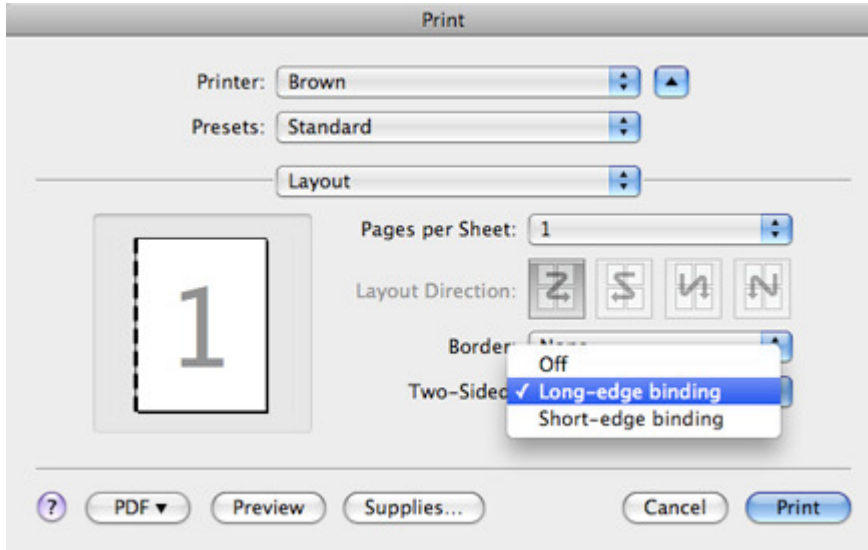


On a Mac:

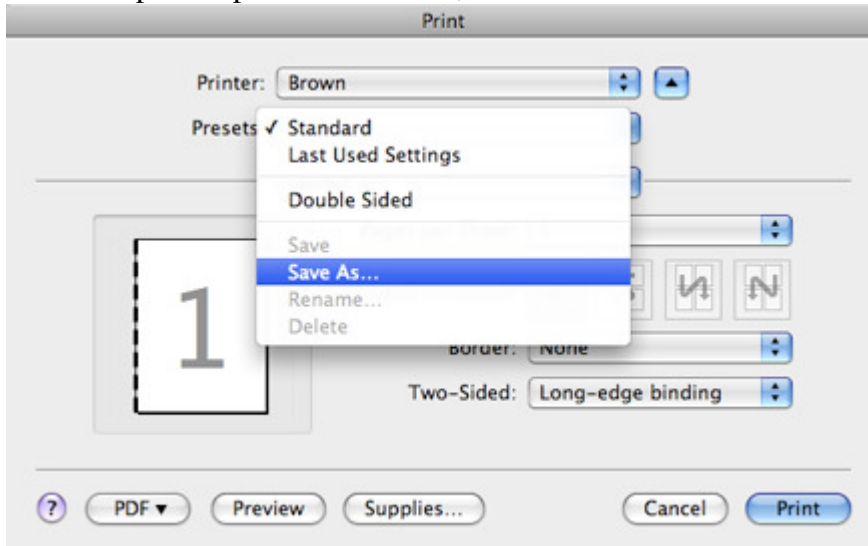
7. Click FILE and select PRINT
8. From the COPIES & PAGES pull-down menu, select LAYOUT



9. Select LONG SIDED/LONG-EDGE PRINTING



10. In the presets pull-down menus, choose SAVE AS



11. You may be required to name your set of printing options

12. Click OK

Manual Double-Sided Printing:

- If you are unable to set your computer to print-double sided this is a very tedious method, however it can be useful for short documents

On a PC:

1. Click FILE and select PRINT
2. From the print window select ODD PAGES ONLY
3. Click PRINT/OK
4. Re-feed the odd pages (be mindful of the order and orientation of the sheets, the first page should be on top, this may take a few trial runs)
5. Click FILE, followed by PRINT
6. From the print window select EVEN PAGE ONLY

On a Mac:

1. Click FILE and select PRINT
2. Click on the arrow to drop the COPIES & PAGES menu
3. Select PAPER HANDLING
4. Click on ODD NUMBERED PAGES
5. Click PRINT/OK
6. Repeat steps 1-3, click on EVEN NUMBERED PAGES