

Print on both sides of the paper (duplex printing) in Word

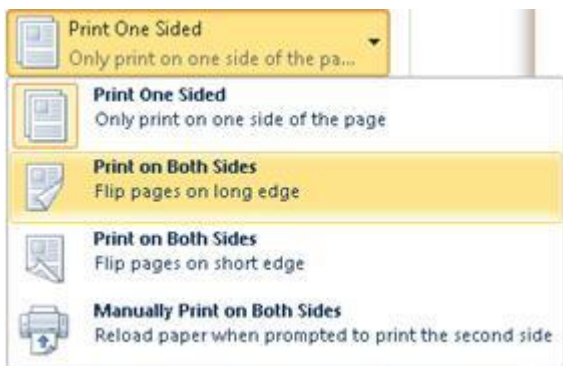
Applies to: Microsoft Word 2010

Some printers offer the option of automatically printing on both sides of a sheet of paper (automatic duplex printing). Other printers provide instructions so that you can manually reinsert pages to print the second side (manual duplex printing). Some printers do not support duplex printing at all.

Find out whether your printer supports automatic duplex printing

To check whether your printer supports duplex printing, you can check your printer manual or consult your printer manufacturer, or you can do the following:

1. Click the **File** tab.
2. Click **Print**.
3. Under **Settings**, click **Print One Sided**. If **Print on Both Sides** is available, your printer is set up for duplex printing.



Notes

- If you are printing to a combination copy machine and printer, and the copy machine supports two-sided copying, it probably supports automatic duplex printing.
- If you have more than one printer installed, it is possible that one printer supports duplex printing and another printer does not.

Set up a printer to print to both sides of a sheet of paper

If your printer doesn't support automatic duplex printing, you have two other options. You can use manual duplex printing, or you can print the odd and even pages separately.

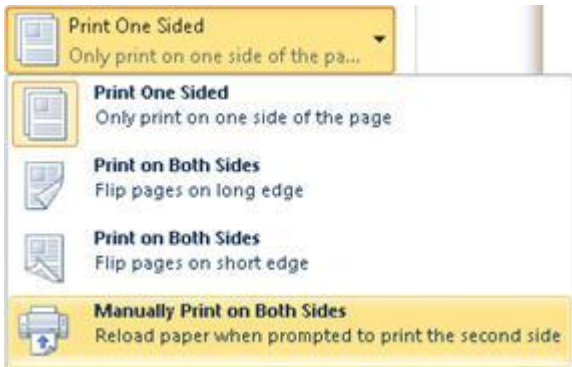
Print by using manual duplex

If your printer does not support automatic duplex printing, you can print all of the pages that appear on one side of the paper and then, after you are prompted, turn the stack over and feed the pages into the printer again.

In Word, do the following:

1. Click the **File** tab.

2. Click **Print**.
3. Under **Settings**, click **Print One Sided**, and then click **Manually Print on Both Sides**.



When you print, Word will prompt you to turn over the stack to feed the pages into the printer again.

Print odd and even pages

You can also use the following procedure to print on both sides:

1. Click the **File** tab.
2. Click **Print**.
3. Under **Settings**, click **Print All Pages**. Near the bottom of the gallery, click **Only Print Odd Pages**.
4. Click the **Print** button at the top of the gallery.
5. After the odd pages are printed, flip the stack of pages over, and then under **Settings**, click **Print All Pages**. At the bottom of the gallery, click **Only Print Even Pages**.
6. Click the **Print** button at the top of the gallery.

Note Depending on the printer model, you might have to rotate and reorder the pages to print the other side of the stack.