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HP Printers - How to Print on Both Sides of the Paper (Windows) (Duplexing)

This document is for HP printers with full feature software installed and connected to a Windows computer.

Turn on or stop duplex printing using settings in the HP print driver.

Print on both sides of the paper

Use the settings in the print driver to print on both sides of the page.

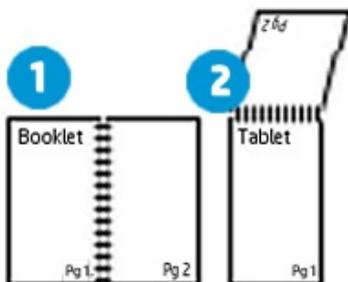


VIDEO

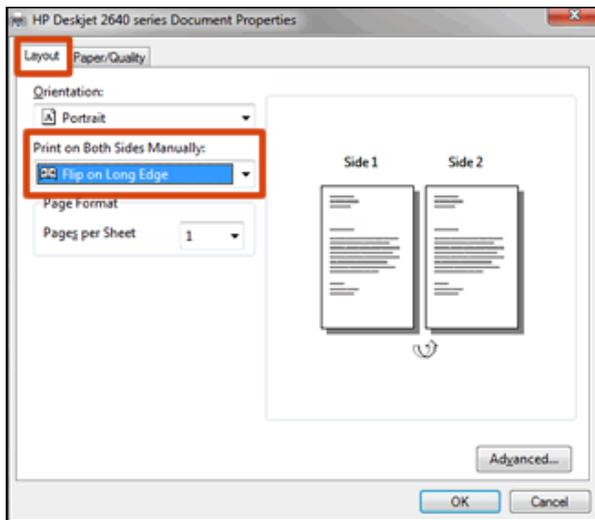
Two-Sided Printing on HP Printers from Windows

This video shows how to create two-sided print jobs from Windows. We will use the HP driver for two-sided printing on HP printers.

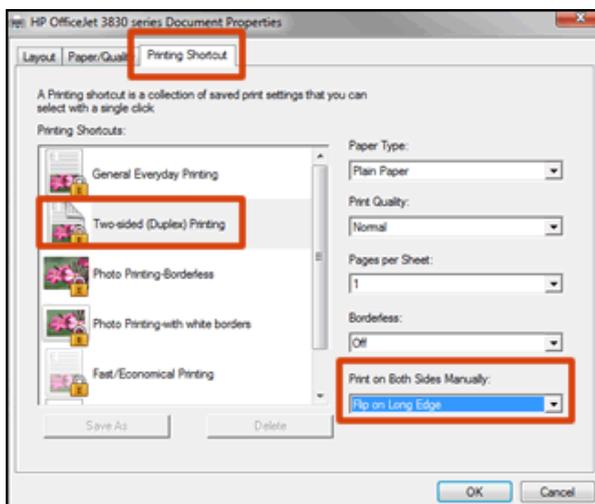
1. To avoid page ordering issues, load enough blank paper into the paper tray to complete your print job.
2. Open the document, click **File**, and then click **Print**.
3. Select your printer, and then click **Printer Properties**, **Preferences**, or **Printer Setup**, depending on what displays, to open the Document Properties or Printing Preferences window.
4. Determine if you want the pages to read as a booklet or a tablet.



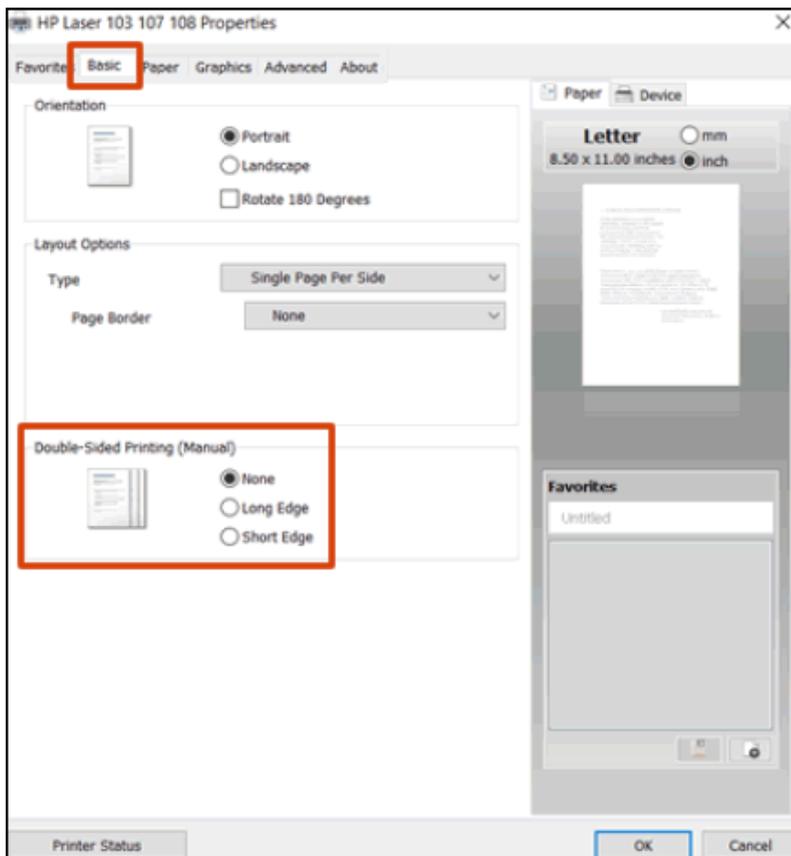
1. Booklet binding (flip on long edge)
 2. Tablet binding (flip on short edge)
5. Use one of the following methods to open and select duplex printing settings. Menu names vary by printer model.
 - If a **Layout**, **Features**, or **Finishing** tab is available, click it, and then select a page flip option under **Print on Both Sides Manually**.



- If a **Printing Shortcut** tab is available, click it, select the **Two-sided (Duplex) Printing** shortcut, and then select a page flip option from the **Print on Both Sides Manually** or **Two-sided (Duplex) Printing** menu.



- If a **Basic** tab is available, click it, and then select a page flip option under **Double-Sided Printing (Manual)**.



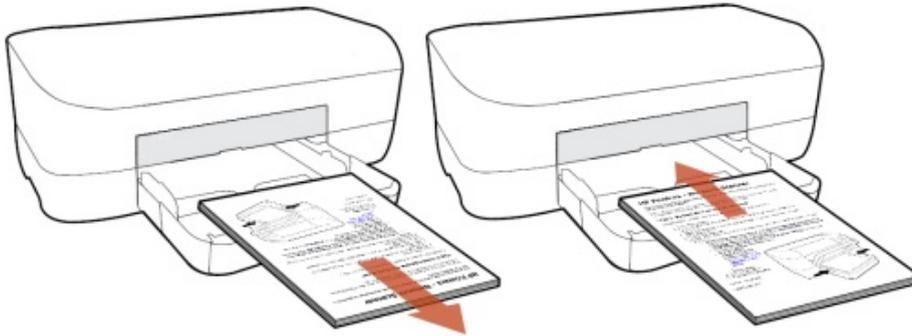
6. Click **OK**, and then click **Print**.

- **If the printer automatically pulls the pages back in and prints the other side**, your printer supports automatic duplexing and the print job completes.
- **If the printer does not automatically pull the pages back in**, continue with these steps to reload the pages to print the other side.

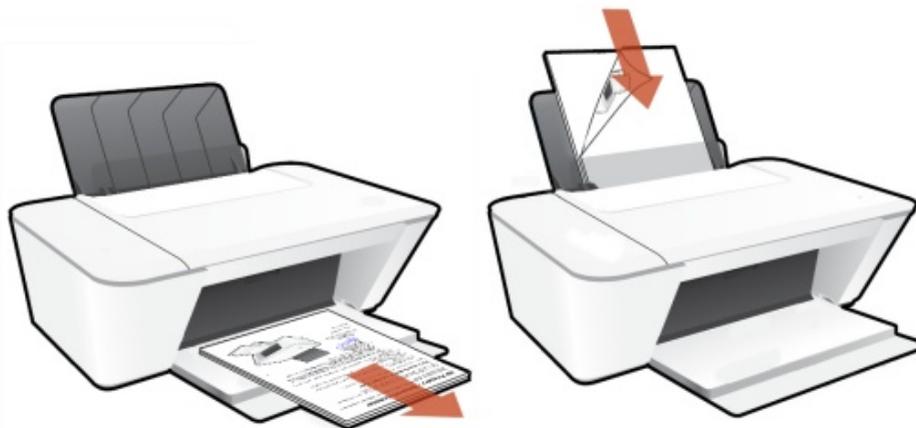
7. Remove the printed pages from the output tray, and then reload them into the paper tray.

NOTE: Many print drivers display instructions on the computer on how to reload the paper. Use the steps if they display.

- **For most front-loading printers**, load the stack **printed side facing up (Inkjets)** or **printed side facing down (LaserJets)** with the **bottom edge into the printer** or the **top edge into the printer**.



- **For most rear-loading printers**, flip the pages over so that the **printed side is facing down**, and then load the **bottom short edge into the printer**.



8. Click **Continue** to print the other side of the pages.