

Print Double-Sided in Adobe Reader

Prerequisites:

- 1 – Have the file you want to print opened in Adobe Reader

Instructions:

- 1 – With your file you want to print opened in Adobe Reader, click on the “File > Print...” option
- 2 – A print dialogue menu will come up. Select the printer you wish to use from the drop-down menu
- 3 – To enable double-sided printing click on the “Printer...” button at the bottom
- 4 – If a dialogue menu pops up, you can click continue or ok
- 5 – Now you can click the checkbox beside the “Two-Sided”
- 6 – Then click “Print” in order to print double-sided on the selected printer

NOTE:

In order to print double-sided, the printer must have that function!