

## Double sided print with a single sided printer

It is without a doubt easier to print a document single sided on most home printers. However, there are many times that it would be nice to be able to print double sided documents.

Some printers have an option under Properties tab to select double sided printing. This makes things a little easier in that the software will take you through each step.

The first step is to make sure that your document has an even number of pages. If you don't, page 2 will be on the front of page 3 instead of the back of page 1. Small Boat GPS has an even number of pages.

The technique is that you first print the even or odd pages, rotate the printed pages, reinsert them into the paper tray, and then print the other set of pages in the reverse order from the first printing. The proper combination depends on how the paper feeds through your printer. On my printer, I print the even pages in reverse order, then the odd pages forward order.

You can look at the printer and figure out which side of the paper from the tray gets printed and which way to insert the pages so that the top of one page matches the top of the reverse page.

As long as the document has an even number of pages and you print the odd pages in one order and the even pages in the opposite order, the front page on each sheet should have the correct back page. The issue is whether or not the completed pages will come out in proper order from the second printing. If they don't come out in the right order, it is relatively easy to manually reorder the pages.

Use this document for practice. This is why it is four pages long – all numbered, but the last three blank. Since there are four corners to each page, you have four tries to print this document and get the technique to work while only wasting two sheets of paper. This text might become quite a mess, but after each unsuccessful printing, cross out the page numbers and try it again.

Being able to print double-sided documents using your single sided printer is a handy bit of knowledge. However, for Small Boat GPS, you always have the option of printing it single sided, having it printed at a place such as Kinko's, or reading it on the computer.





