Directions for setting your print preferences to double-sided (Mac)

1. Choose File > Print.



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2. Click "Show Details" once the print settings have popped up.

3. Select the options you want to use (two-sided).

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4. Under the "Presets" tab, click "Save Current Settings as Preset..."

5. Type a name for the new preset settings. Choose if you want this preset to be used for just one printer or all printers. Then, click OK.

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6. When you print, make sure to select this new setting ("New Default Settings" or whatever you named it to) so that you will print double-sided.

| OS X Mountain Lion: Save a group of | | Presets 🗸 | Default Settings | |
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| print options as a preset | | | Last Used Settings | |
| This article has been archived and is no longer updated by Apple. | | Copies | | - |
| If you have a combination of options that you frequently use when printing a document, you can save it as a "preset." For example, if you often like to print two pages on each sheet of paper with a double hairline border | | Copico | Charts & Graphs | |
| you can combine those options as a single preset and quickly apply them without having to select each option individually. | • | Pages | | |
| Save a group of options as a preset 1. Choose File > Print. | | , ugoo | Default Settings-1 | |
| If you see a Show Details button, cick it to show all available options. Select the options you want to use. Choose "saw Current Settings as Preset" from the Presets pop-up menu. | | | | _ |
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| Choose Show Presets from the Presets pop-up menu. Select the preset and dick Duplicate. | | | | |
| Delete a preset | | | | |
| Choose Show Presets from the Presets pop-up menu. Select the preset and click Delete. | | | Drint backgrounds | |
| https://support.apple.com/sb/PHIDPERIocale-en_US | Page 1 of 2 | | Print backgrounds | |
| | | | Print headers and footers | |