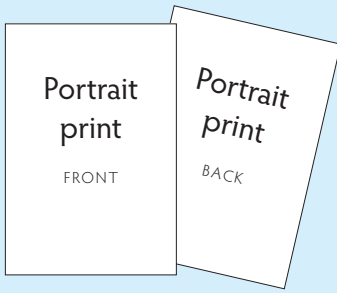


# Printing a double sided **Portrait** project

## Printing a double sided **Portrait** project,



when your printer can't turn pages automatically, or you choose to do it yourself for better quality or when using special paper.

My project: .....

My printer: .....

- I am using:
- Adobe Acrobat Reader
  - Acrobat Pro
  - Preview
  - Microsoft Word
  - Pages
  - Other: .....

Always use Adobe Acrobat Reader with our printables!

*This is important because different software set things up differently.*

Use our Test Files or your own project in your preferred software.

**1**

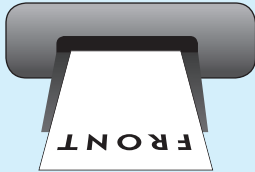
Open the **Portrait Test File** in Adobe Acrobat Reader  
**Start by printing page 1 only**, and note the way it comes out:

### For Multiple pages:

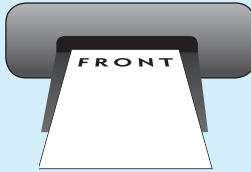
- Use the **Multi-Page Portrait Test File**.
- **Start by printing "Odd pages only"** (Pages/More options: "Odd pages only"), and note the way they come out:

### First page comes out this way:

**Portrait way**  
short side towards printer



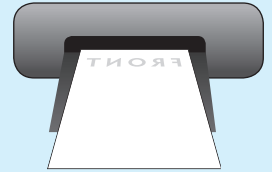
- Page face up, top away from printer



- Page face up, top towards printer

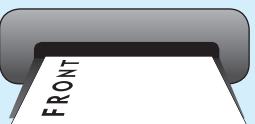


- Page face down, top away from printer

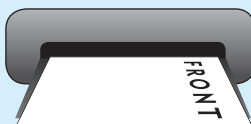


- Page face down, top towards printer

**Landscape way**  
long side towards printer



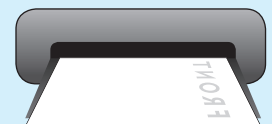
- Page face up, top to the left



- Page face up, top to the right



- Page face down, top to the left



- Page face down, top to the right

## **1B** Extra info if you are printing **multiple pages**:

Continue on next page!

If multiple pages, do step **1B** before continuing

Take your bundle of paper out. Without rearranging them, turn them so the printed side is upwards (if not already). **Note the way your prints are arranged, when you are holding the bundle:**

*(Different applications may deliver prints differently!  
 You may want to use a new cheat sheet for a new project)*



- First page on top (the rest in order behind)



- Last page on top (the rest in reverse order behind)

# 2

Now **reload** your printed page or pages.  
Choose how you reload below:

## I reload my papers **laying down** in a tray or feed slot

**Portrait way**  
short side towards printer



Page face up, top away from printer



Page face up, top towards printer



Page face down, top away from printer

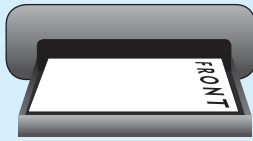


Page face down, top towards printer

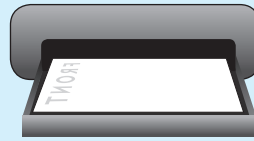
**Landscape way**  
long side towards printer



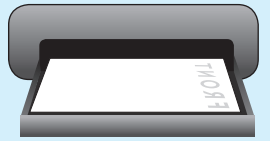
Page face up, top to the left



Page face up, top to the right



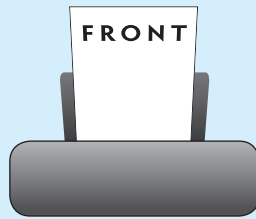
Page face down, top to the left



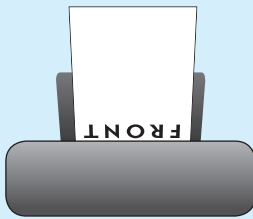
Page face down, top to the right

## I reload my papers **standing up** in the back or side feed slot

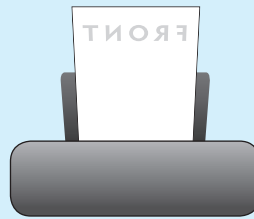
**Portrait way**  
short side towards printer



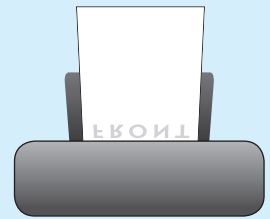
Page upright, top upwards



Page upright, top downwards



Page upside down, top upwards



Page upside down, top downwards

**Landscape way**  
long side towards printer



Page upright, top to the left



Page upright, top to the right



Page upside down, top to the left



Page upside down, top to the right

# 3

Now **print page 2**.  
Did it come out correctly?

**For Multiple pages:**  
Now print **"Even pages only"**.  
Did it come out correctly?

### Page scaling

It's a good practice to check option "Actual size" to make sure your prints come out the right size. You can choose to scale your prints too if preferred.

**Yes!** Perfect. Make sure you checked how you reloaded.

Now you have a cheat sheet for this project! Save it for next time. You may want to use a new sheet for a different project, using different software.

**No?** Cross out the way you reloaded, reprint page 1 only, and then try another way of reloading that page before your print again. Continue until you get it right!

### Multiple pages fix:

When printing multiple pages, you need to get the pages in the right order. If you don't, check for choice "Reverse order" or similar. That way your prints can be delivered in preferred order.