

## **Printing on the student printers - Settings**

In order to save money, essentially two functions can be used:

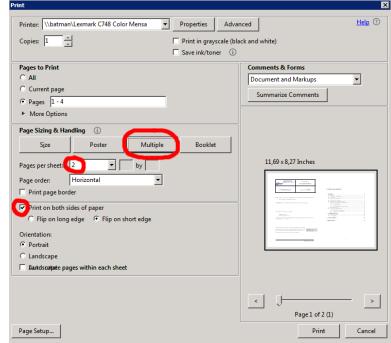
- Print multiple pages (downsized) on one sheet
- Print on both sides (duplex)

## Example Adobe:

Multiple: Multiple pages per sheet. Usually "2" pages per sheet is useful for presentations or tutorials.

Printing on both sides / duplex: Print on both sides of paper.

Informationen	Drucken
Neu	Exemplare: 1
Öffnen	
Speichern	Drucken
Speichern unter	Drucker
Drucken	OKI B430(Mensa) Bereit
Freigeben	Druckereigenschaften
Exportieren	Einstellungen
Schließen	Alle Seiten drucken Das gesamte Dokument dru
	Seiten: 3
Konto	Beidseitiger Druck Blatt über lange Seite drehen
Optionen	Sortiert 1;2;3 1;2;3 1;2;3
	Hochformat -
	A4 210 x 297 mm 21 cm x 29,7 cm
	Normale Seitenränder Links: 2,5 cm Rechts: 2,5
	2 Seiten pro Blatt
	Seite einrichten



## Example Word:

Specify two-sided printing and pages per sheet.

When printing on both sides, make sure which side (long or short side) of the sheet has to be turned over to read on.

Caution: Use only the <u>properties of the respective program</u> shown in the examples, with which you print out! Do <u>not</u> use the printing properties, since there the number of pages and not the number of sheets are counted.