

Printing on the student printers - Settings

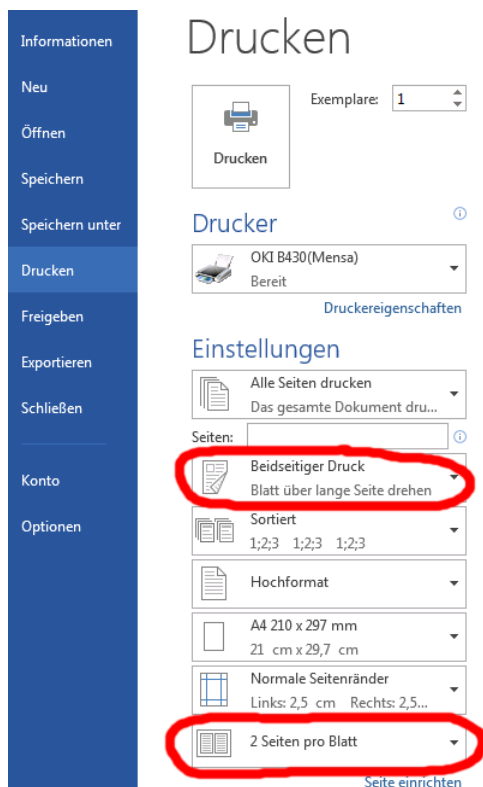
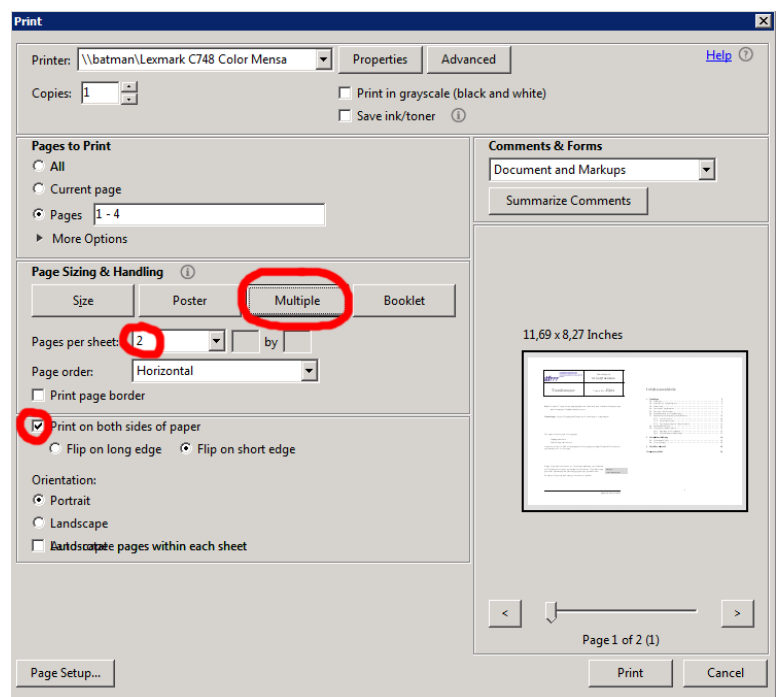
In order to save money, essentially two functions can be used:

- 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.



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 properties of the respective program shown in the examples, with which you print out! Do not use the printing properties, since there the number of pages and not the number of sheets are counted.