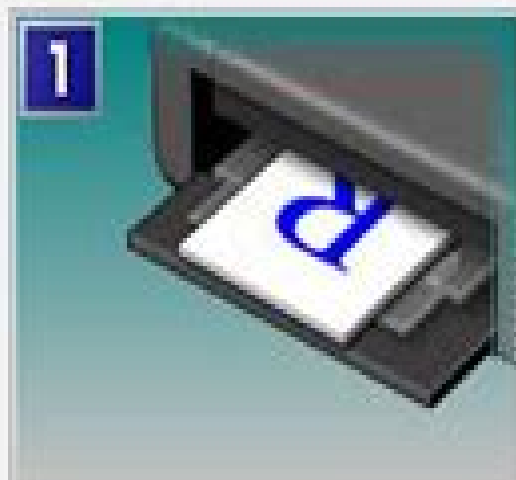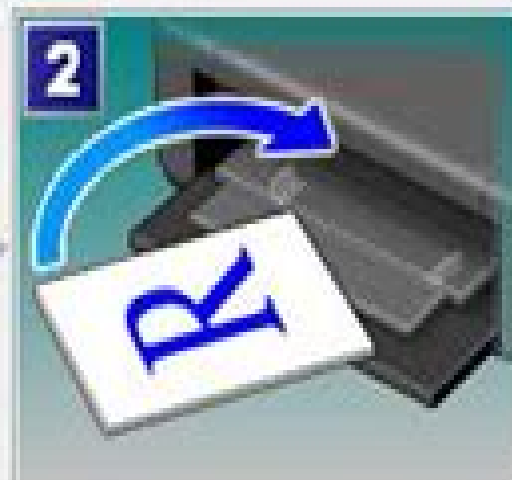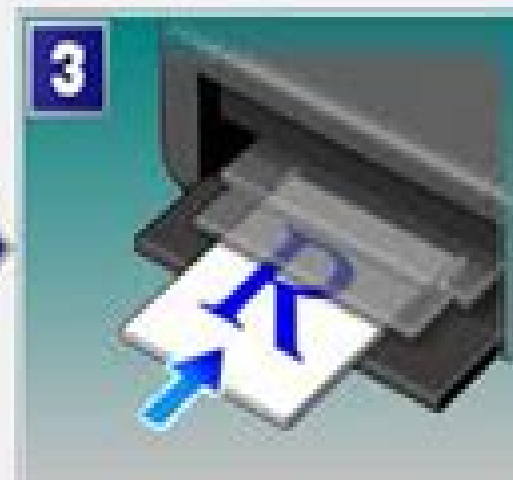Follow these directions to prepare to print the other side.
When you are ready, click Start Printing to continue printing.

1. Check to see that the first side has been printed.

2. Keeping the printed side facing up, rotate the paper 180 degrees so that the front edge of the printed paper faces away from you.

3. Keeping that state, load the paper back into the front tray. When ready, click Start Printing.

Start Printing

Example of Manual Duplex Printing Print Dialog Box

[Manual Double Sided Printing](#)

M Walker

Manual Double Sided Printing:

   WordPerfect 12 For Dummies Margaret Levine Young,David C. Kay,Richard Wagner,2004-10-08 Do you take the shortest route instead of the side roads when you re trying to get somewhere Do you choose the streamlined model instead of one loaded with gizmos and gadgets Do you value ease over extras WordPerfect 12 is practical software designed to help you create great looking readable documents Whether you re a recent convert from longhand welcome to the modern world or a word processing pro WordPerfect12 For Dummies covers what you need to know including The basics like using menus and toolbars saving editing and printing files getting help and more Editing and formatting text adding page numbers charts cool fonts borders backgrounds and more Using templates to make your life easier Creating envelopes and labels and doing multiple mailings Using the compatibility toolbars Workspace Manager Office Ready template browser and wireless office capabilities Creating and integrating columns tables and graphics Creating Web pages Adobe Acrobat Documents XML files and even Microsoft Office documents Publishing your document as a Web Page WordPerfect12 For Dummies was written by Margaret Levine Young David C Kay and Richard Wagner all computer gurus who have written or contributed to other For Dummies books and numerous computer books After it shows you how to do what you need to do it inspires you to do things you probably didn t know you could do such as Changing Workspaces to the WordPerfect Legal mode if you need to create legal documents Choosing from 26 different tool bars to fit the way you work and what you re working on Using WordPerfect Office Ready for 40 additional templates Printing bar codes Using Microsoft Outlook contact information in Word Perfect First you ll get comfortable with WordPerfect 12 and then you ll get confident and want to explore more Whether you are a beginner need a quick refresher or want to take advantage of the advanced functions with its complete index WordPerfect12 For Dummies will be the reference you rely on   **Special Edition Using WordPerfect Office X3** Ernest Adams,Read Gilgen,2006-04-04 Special Edition Using WordPerfect Office X3 is crammed full of tips tricks and practical examples that you won t find anywhere else Covering all of the applications within WordPerfect Office Standard including WordPerfect Quattro Pro and Presentations this is an all inclusive reference for every user Whether you are just looking to learn the new features of the latest version or need to know how to use the entire feature set more effectively this book will answer all the questions you have along the way   WordPerfect 11 For Dummies Margaret Levine Young,David C. Kay,Richard Wagner,2003-10-10 Get up to speed on all your basic word processing skills Use styles and formats add borders create form letters even put pages on the Web Remember when life was simple you typed something and it ended up on paper Simplicity is back This book tells you how to do what you want to do produce great looking documents Of course if you discover you want more it also covers adding context sensitive links to your long documents and other cool stuff You decide The Dummies Way Explanations in plain English Get in get out information Icons and other navigational aids Tear out cheat sheet Top ten lists A dash of humor and fun   *Process Risk and Reliability Management* Ian Sutton,2014-09-11 In the last twenty years

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Table of Contents Manual Double Sided Printing

1. Understanding the eBook Manual Double Sided Printing
    - The Rise of Digital Reading Manual Double Sided Printing
    - Advantages of eBooks Over Traditional Books
2. Identifying Manual Double Sided Printing
    - Exploring Different Genres
    - Considering Fiction vs. Non-Fiction
    - Determining Your Reading Goals
3. Choosing the Right eBook Platform
    - Popular eBook Platforms
    - Features to Look for in an Manual Double Sided Printing
    - User-Friendly Interface
4. Exploring eBook Recommendations from Manual Double Sided Printing
    - Personalized Recommendations
    - Manual Double Sided Printing User Reviews and Ratings
    - Manual Double Sided Printing and Bestseller Lists
5. Accessing Manual Double Sided Printing Free and Paid eBooks

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