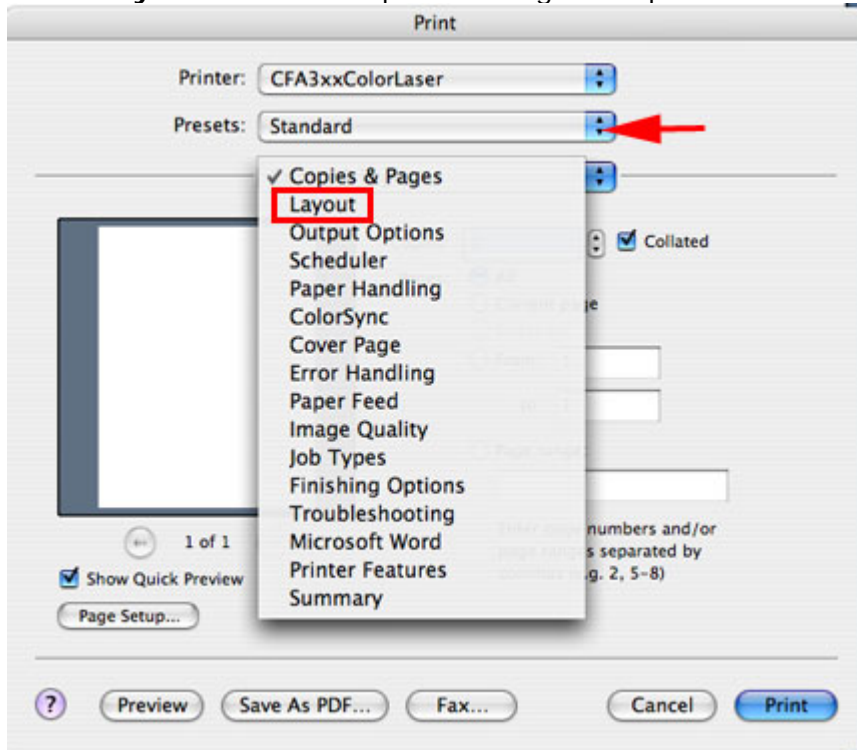
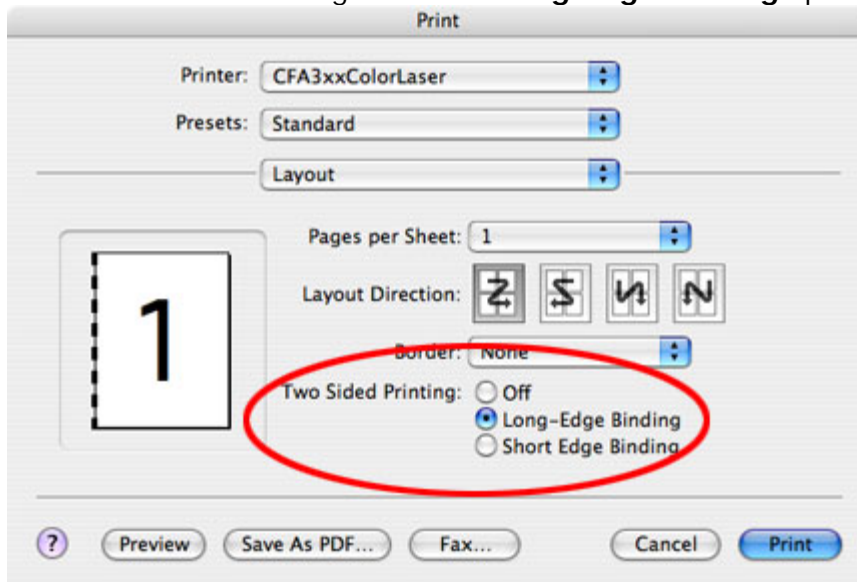


Setting up Duplex Preset for Macs

1. Launch an application and select **Print**.
2. From the Print dialog box
 - o Select **Layout** from the "Copies and Pages" drop-down list.



- o Under Two Sided Printing select the **Long-Edge Binding** option.



3. Select **Save As** from the Presets drop-down.
4. At the "Save Preset As" prompt, type **Duplex** and click **OK**.
You now have a Duplex preset. Once you print using this preset, it will be the default for future print jobs. Select Standard from the Preset drop-down if you would like to print a job in "simplex" mode.