

How to print 2 sides of paper in Word & Excel 2003, 2007, 2010

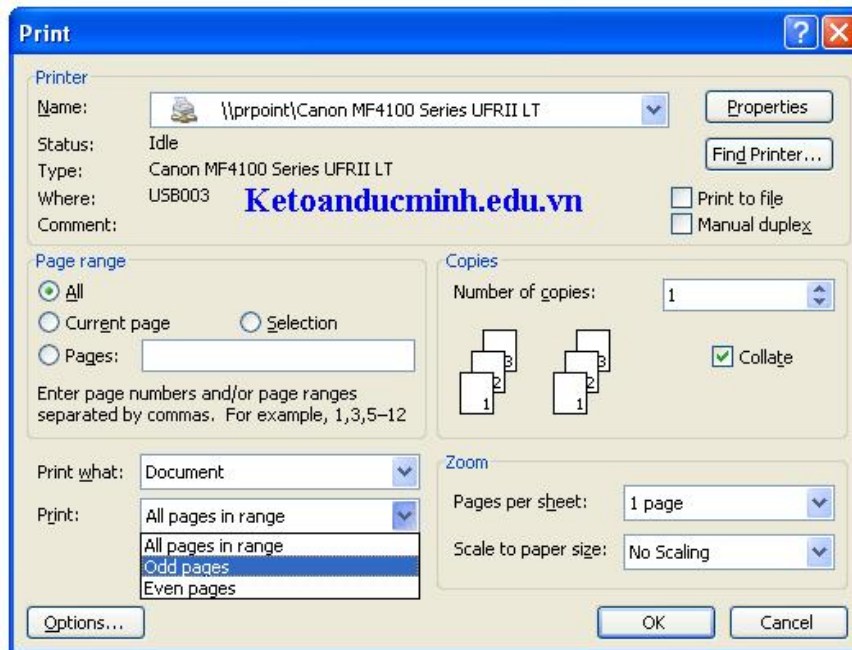
Hello everyone, Today TipsMake will guide you how to print data on the HP Laserjet 1320 computer. Please follow the following article:

How to print 2 sides in word:

Press Ctrl + P to output the Print dialog box or Go to File -> Print

Part Print -> select Odd Pages - Print odd pages first.

With word 2003:



After printing the odd pages, go to the printer and turn over all the printed pages. Then continue to do so but this time you have to select Even pages

Note: The process of turning the paper you pay attention to how to turn over, how will be 2-way, please print 1-2 copies first and then make your entire document.

If your printer supports 2-sided printing:

If your printer does not support automatic duplex printing, you can select the manual duplex check box in the Print dialog box. Microsoft Office Word will print all the pages that appear on one side of the paper, and then prompt you to turn on the stack and feed the pages to the printer again.

How to print 2 sides in Excel:

Case 1: The device supports 1-sided printing

File -> print -> Properties -> Finishing -> Check the Print on both sides checkbox

Case 2: The printer does not support 2-sided printing:

Method 1: Manual

Copy all to Word Paste (or: Edit / Paste special / Microsoft Excel Worksheet Object / OK) paste to Word and print on Word in parity mode. Or use it directly in Excel to Copy / then Paste Special / Select Values / Click OK. Then print 2 sides like the word above:

Method 2 : Use Macros

Download Print Select:

<http://www.mediafire.com/?e34591n64x9fcso>

1. Extract.
2. Configure to allow macros to work: Tools> Macro> Security> select Medium.
3. Run Print Select.xla> select Enable Macros.
4. Select the worksheet to print, select Ctrl + Shift + P, and enter the print order.

Print all odd pages first by entering the word **le** , then flip the paper over to print an even page by entering the word **chan**

You finished reading the article "**How to print 2 sides of paper in Word & Excel 2003, 2007, 2010**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.