

# The simplest way to print 2 sides in Word, PDF, Excel!

The need for double-sided printing is now much more common. However, not all printers can support you with 2-sided printing, or with printers that allow double-sided printing, how to do it?

You need to print 2-sided documents with Word, PDF or Excel documents but the printer does not support 2-sided printing or you don't know how to select 2-sided printing mode? Don't worry, printing two-sided Word, PDF or Excel is not too difficult and TipsMake.com will help you get the most perfect two-sided prints possible.

Previously, we showed readers how to print spreadsheets in Microsoft Excel, including changing the size, page format, and print quality. Today, we will continue with how to print double-sided, with machines that support and do not support double-sided printing.

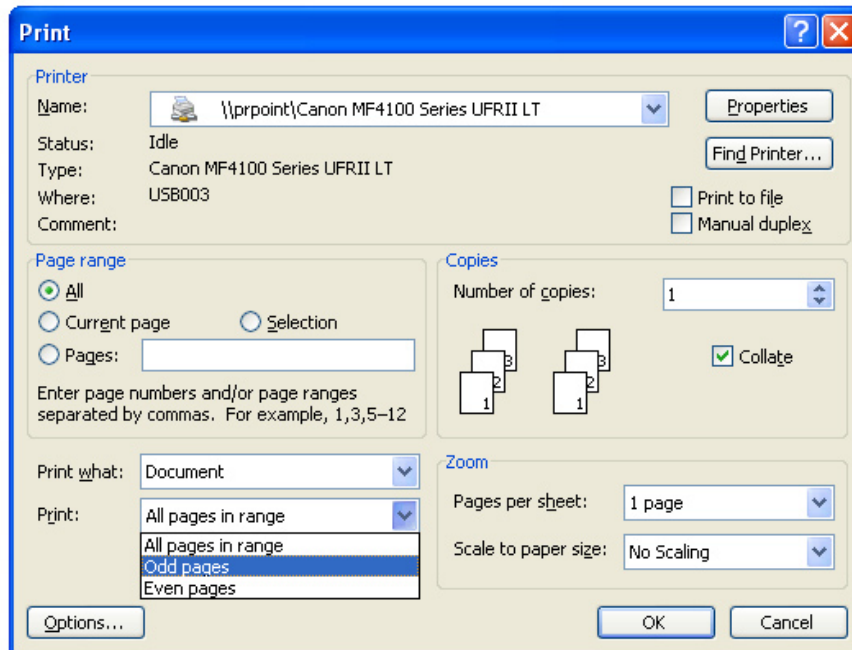
To start printing, remember to check the paper, connect the printer to the computer, and ink to make sure everything is ready to start double-sided printing, then follow the instructions below.

## 1. How to print 2 sides of paper in Word 2010, 2013, 2016, 2019

### For printers that support 2-sided printing:

1. Open the Word file to print
2. Press **Ctrl + P** or go to **File** > select **Print**
3. Find and click **Print One Sided** under Settings.
4. Select **Print on Both Sides** according to the appropriate option below:
  1. *Flip pages on long edge*: Usually used when printing vertically and closing the left margin, pinning the left corner (to view, flip to the left). And when printing in landscape format, close the top edge (to view, it will flip up).
  2. *Flip pages on short edge* : Often used when printing horizontally and flipping the page to the left. And when printing portrait format and flipping the page up to see.
5. After that, you just need to wait for the printer to finish printing.



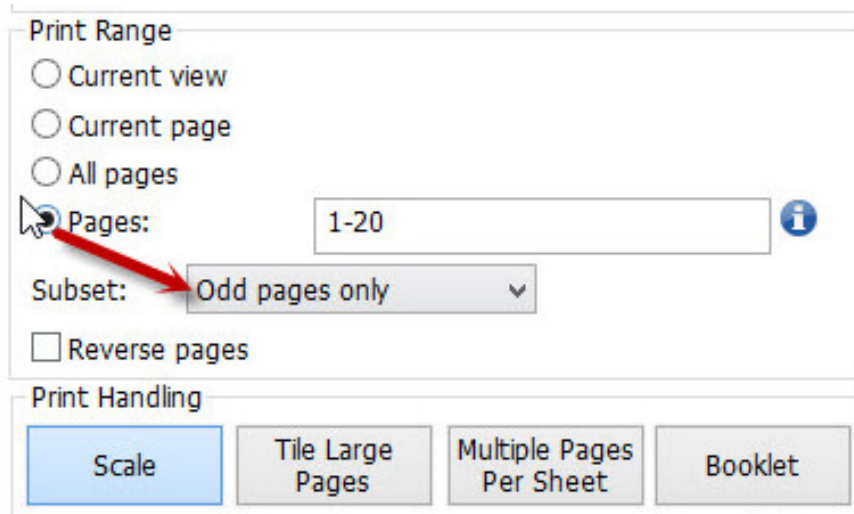


*Print 2-sided documents with a machine that does not support 2-sided printing*

1. After printing the odd pages, we turn all the printed pages upside down. Then perform the same operation as printing odd pages, but select **Even pages** to print even pages.
2. Finally click select **Revers print order** and **OK** to proceed with printing the remaining pages.
3. **Note** , when switching sides to print on even or odd paper, you should try 1-2 prints first to ensure compatibility in both directions, avoiding printing errors or reverse paper.

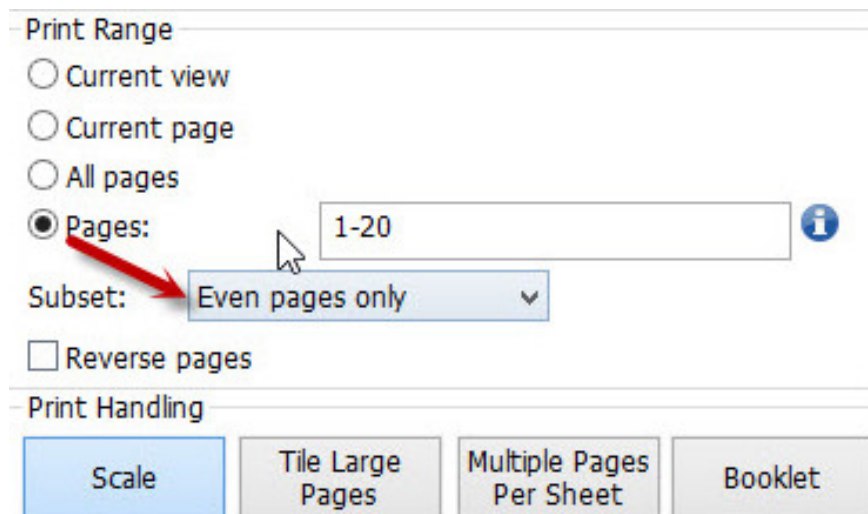
### **3. Instructions for printing 2 sides of paper in PDF**

1. First of all, you need to download and read the PDF file.
2. Open the PDF file, select **Print** or use the key combination Ctrl + P.
3. To print **odd pages** , select **Page** to mark the pages that need to be printed. Then, in the **Subset** section, select **Odd Pages only** and click **OK** to proceed with printing.



*Print 2-sided PDF with odd pages*

1. Flip the paper to **print even pages** . We also do the same as printing odd pages, but in the **Subset** section, select **Even pages only** and press **OK** to proceed with printing the remaining pages.



*Print PDF on both sides of even pages*

## **4. Instructions for 2-sided printing in Excel 2003, 2007, 2010, 2013, 2016**

**The printer does not support 2-sided Excel printing:**

1. We copy to **Word Paste** (or **Edit > Paste special > Microsoft Excel Worksheet Object > OK** ), paste to Word and print on Word in parity mode.
2. Or use directly in Excel with the **Copy** command then **Paste Special > Values ??> OK** .
3. Finally, we proceed with 2-sided printing like Word above and we're done.

## Printers that support 2-sided printing:

1. The operation is simpler, just follow the following path: **File > Print > Properties > Finishing > Check the Print on both sides checkbox** .

## Video instructions for printing 2 sides of paper on HP LaserJet 1320 printer

Above is a tutorial on how to print 2-sided with Word, Excel and PDF with machines that support and do not support 2-sided printing. Depending on each printer model, you can choose the appropriate printing method to save time and complete the print.

Refer to the following articles for more information:

Wishing you success!

You finished reading the article "**The simplest way to print 2 sides in Word, PDF, Excel!**" 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.