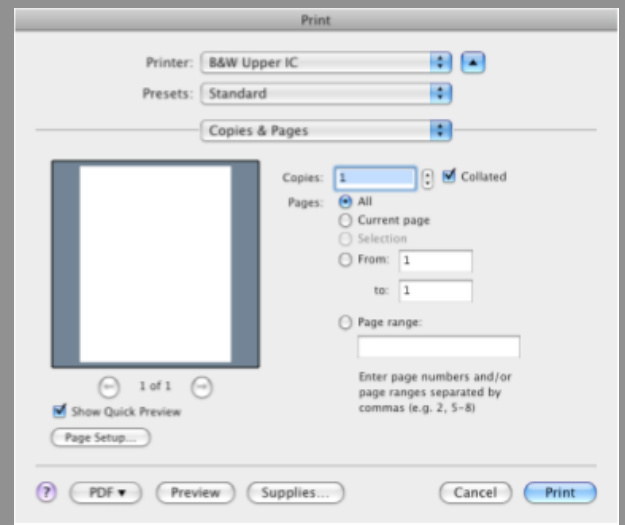**Step 1:** In your application, click Print to bring up the options

Step 2: Select your printer
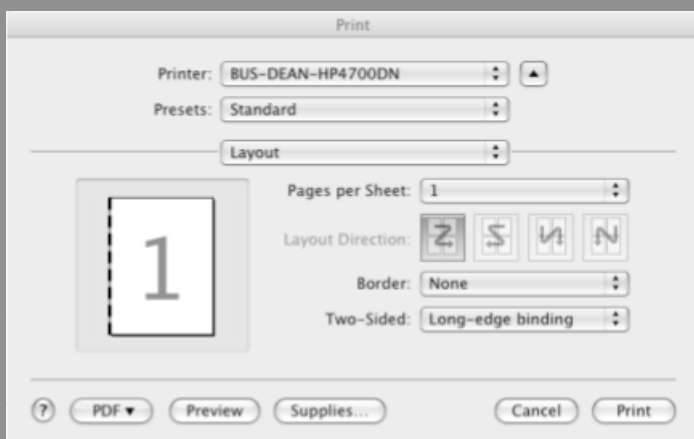
Step 3: Drop down the Copies and Pages menu to select Layout

Duplex Printing at SCU

TWO become ONE

Instructions for Mac Computers

Step 4: Select Long-edge binding from the Two-Sided menu

Step 5: Click Print to print

Now Your Computer is ready to print!