

GENERAL INSTRUCTIONS

Different printers vary in how they duplex print. For this there is a “Test” to determine how to replace the paper. Load a single sheet of text (it need not be full) and print it. Depending on the printer you use, the process varies.

1. Place the print-out back in the paper tray with the print side facing UP and re-print the page,
2. Examine the page. If the print is on both sides then you need to always replace the paper with the print facing UP. If the back side is still blank and the front side show evidence of re-printing, you will need to replace the paper with the print side DOWN.
3. Keep the TOP of the PAGE at the front end of the tray but the print side facing the “proper” direction. Reprint the page,
4. Examine the page again. If you “turn the page,” the print on the back side of the sheet should be facing the “correct” way to read it. If the print on the back side of the sheet is “upside down,” you will want to reverse the direction the print is facing.

CHECK THIS: If you must flip the pages over to duplex them, you may need to re-stack them in reverse or 4-3-2-1 order so the first page to print is the one on top.

Some printers will print the last page first, etc. PLEASE CHECK THIS on a few pages to see which way you must use.

Now that you know how to duplex your card sheets, we are ready to start printing.

1. Place enough sheets of neutral colored tag board in the paper tray to complete the job. You probably will need to add more sheets after each deck.

You are going to want multiple decks probably, so be sure to have enough tag board in the tray so some of the cards aren't printed on regular paper. Removing the regular sheets solves this.

Be sure there is enough colored ink so all pages are printed properly and clearly.

2. Open the file named "Top Cards."

3. Print a single set of this file.

4. Do your "flip-reverse" procedure and replace the paper in the paper tray.

5. Open the file named "Bottom Cards."

6. Print a single set of the file just as you did for the top of the deck.

7. Check the cards for any problems. Reprint the page number of any with problems.

The BEST procedure here is to print just 1 deck and then clip the pages together before

you print another deck to prevent mixing decks. YOU DON'T WANT THAT TO HAPPEN!!!!

You can be clipping them while the next deck prints.

8. Since you are going to want multiple decks, repeat the duplexing process until you have enough decks. Be sure to refill the paper tray with tag board before starting to print.

BE CAREFUL TO KEEP EACH DECK SEPARATED FROM THE OTHERS SO YOU DON'T
HAVE TO SPEND TIME GETTING THE DECKS SEPARATED AND BACK IN ORDER.

You are through duplexing! Yea!!