

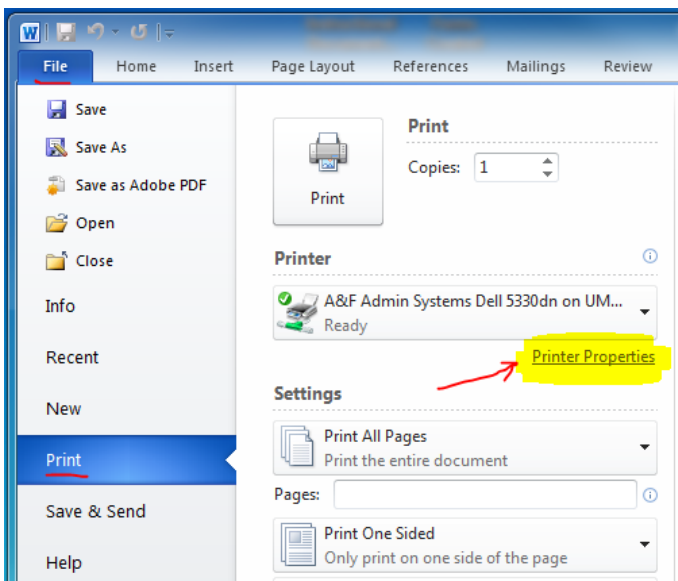
# Switching Printing Page Order

Notes: Not all printer settings interfaces are the same, but they may be similar to those shown below. If pages are printing in a backwards order, this may help for each individual job, as a temporary fix. Contact AFS Support for fixing the settings the server holds. After re-connecting to the printer, the settings are then pulled down from the printer again, reversing the work done with this tutorial.

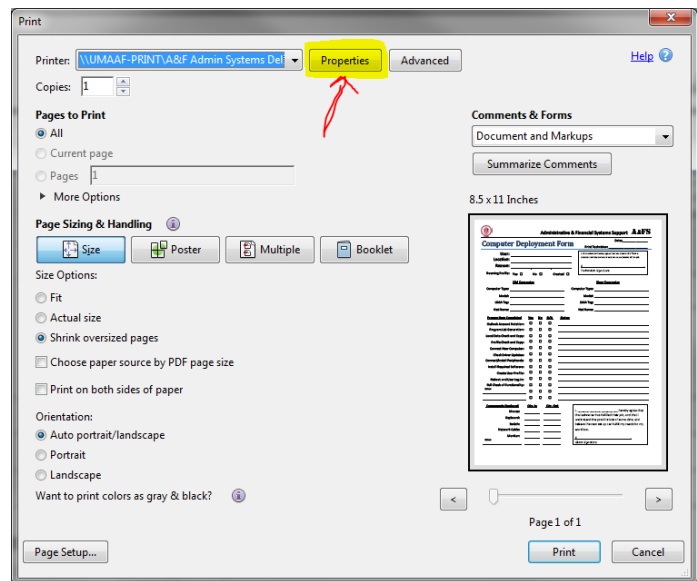
This tutorial was designed for Microsoft Office and Adobe Reader/Acrobat Pro Interfaces.

With the document editor program open (such as Word or Adobe Reader), go to the print menu by selecting “File” in the upper left of the window, and then clicking “Print” to open the print window.

In the new window, select the printer you want it to print to in the printer selection area. Next, click the “Properties” button if in Adobe programs, or the “Printer Properties” link if in Microsoft Office programs.



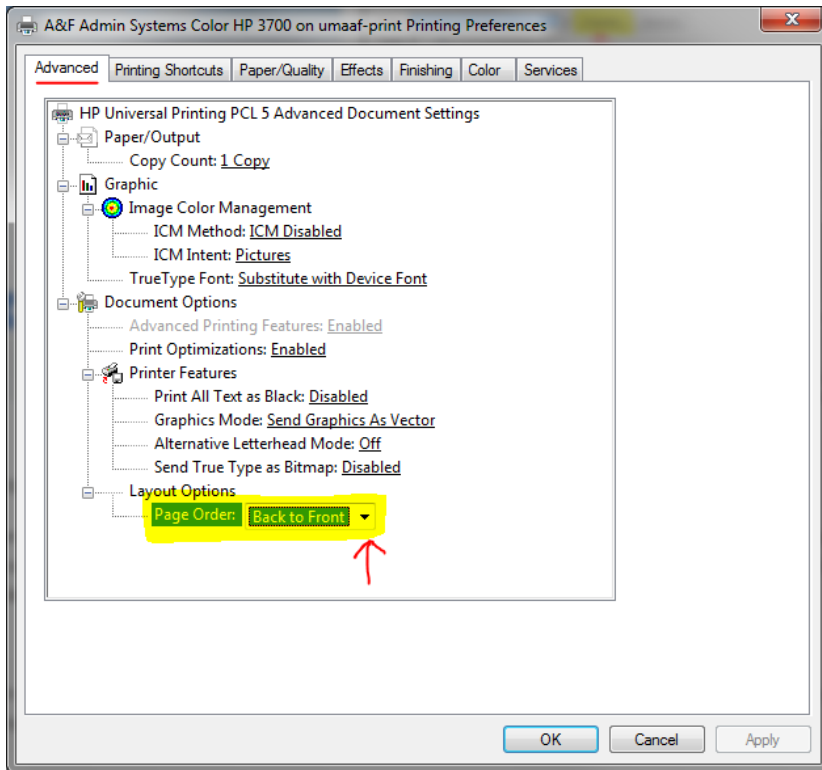
Microsoft Word



Adobe

The printer properties window should now be opened. Click the “Advanced” tab at the top if available.

In the new tab, there is a selection tree. Under “Document Options” then “Layout Options” is the “Page Order” option. The two options are “Front to Back” and “Back to Front”. Select whatever option was not present before. It may be counter-intuitive, depending on the printer.



Then select “OK” in the bottom of the Printer Properties window, and your settings have been made. Change any other settings you need to for the specific document and then print it by selecting “Print” in the Print window.