



How do I use two sided printing in WordPerfect?

- WordPerfect Office Suite

In order to print two sided the printer must be Duplex capable.

Once the document is created follow these steps to print it.

1. Click File Print.
2. Click the Layout tab.
3. In the Two-sided printing area, select the options that you require.
4. Click Print.

Note: The booklet option is available only when the document has divided pages. In order to print a booklet properly, the physical page must be subdivided into two logical pages. To subdivide the page select file, page setup and select the layout tab. There will be an option for divide page. Set the columns to 2 and select OK.