



Thank you for purchasing downloadable planner printables from Sweet Ginger Designs. Planner printables created by Sweet Ginger Designs are designed to be printed on both sides of the paper, just like the products from the major brands. This includes setting margins differently on odd (right side of a two-page spread) and even (left-side of a two-page spread) to provide extra space for punching/binding the pages in your planner.

Printers are either simplex or duplex printers. Simplex printers can only print on one side of the sheet of paper. Duplex printers have the capability of printing one side of the sheet of paper and then flipping it over inside the printer and printing the other side of the sheet of paper.

If your printer is a simplex printer, the steps in this document can help you to print your planner printable on both sides of the paper. If your printer is a duplex printer and can print your chosen paper in duplex mode, you do not need to go through the steps in this document.

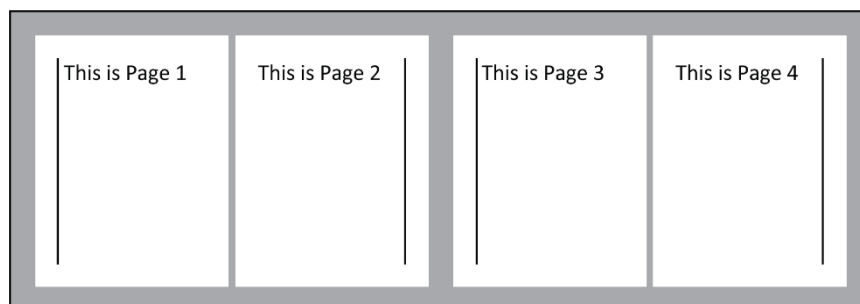
Since Sweet Ginger Designs planner printables are distributed in Adobe Acrobat PDF format, we will use Adobe Acrobat Reader and the `Printer_Test_Pages.pdf` file that was provided to go through these steps. Using Adobe Acrobat Reader (or Acrobat Pro) is essential to following the steps in this document and successfully printing planner printables from Sweet Ginger Designs that will fit your planner size perfectly. If you do not have Adobe Acrobat Reader, you may get it at this link:

<https://get.adobe.com/reader/>

I cannot possibly know exactly how every printer operates, but I hope this process will guide you to success in printing your planner printable files. I recommend you also check your printer manual or website for information regarding manual duplex printing. Any screen captures included are from a Windows 10/11 computer.

Let's get started:

1. Open the `Printer_Test_Pages.pdf` file in Adobe Acrobat Reader. The file contains 4 pages with text and numbering on each page, as shown in the image below.

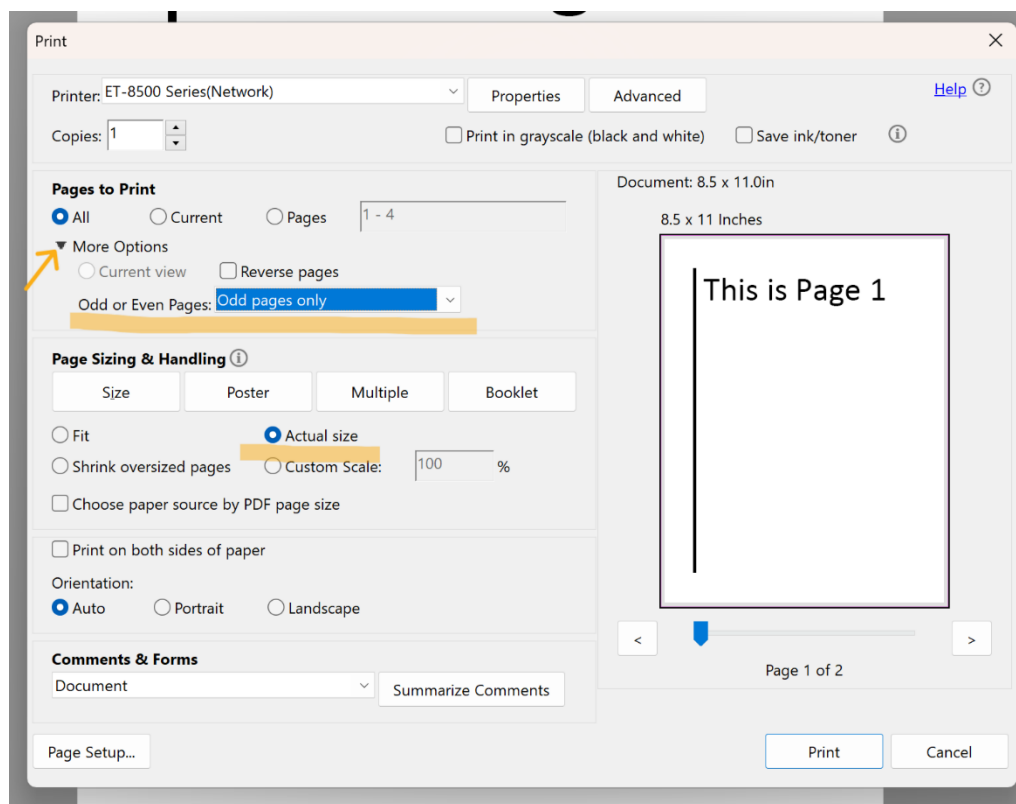


2. Take a sheet of your printer paper and mark a small, but visible, "X" near the center of the top edge of the paper. Place this sheet of paper back the feeder or input tray so that the side with an "X" is visible as - facing up or towards you and is on the edge that will go into the printer first. (If you are inserting paper into a top loading feeder, the "X" will should be visible to you, but be inserted into the printer.)
3. In Adobe Acrobat Reader, select File, then Print to open the Print dialog box.

Under "Pages to Print", select All.

Then under "More Options", , choose "Odd pages only" in the drop-down menu. (you may need to click on the little triangle to expand the options)

Under "Page Sizing and Handling", make sure "Actual Size" is checked.



4. Click on the Print button.

Allow the pages to fall naturally into the output bin and then, carefully remove the pages from the printer without changing the order or orientation of the pages.

5. Let's make some observations.
 - a. Were the printed pages laying printed side up or printed side down in the output bin?

Printed side up _____ Printed side down _____

- b. If the printed pages are not already laying printed side up, turn the stack over without changing the order.

Looking at the stack of printed pages, which page is on top?

Page 1 is on top _____ Page 3 is on top _____

- c. Still keeping the pages together and in order, look to see where the "X" you marked on the sheet of paper you place in the printer feeder/tray is located.

Is the "X" on the printed side of the sheet or the blank side of the sheet?

"X" is on printed side _____ "X" on blank side _____

Is the "X" at the top of the sheet or at the bottom of the sheet?

"X" at the top _____ "X" is at bottom _____

- d. Looking at the observations recorded in a-b above:

If your pages come out of the printer "Printed side up" and "Page 1 is on top", your printer reverses the order of the pages before printing. (It printed Page 3 and then Page 1)

If your pages come out of the printer "Printed side down" and "Page 3 is on top", your printer reverses the pages.

Otherwise, your printer is not automatically reversing the order of the pages.

Printer reverses page order _____

Printer does not reverse page order _____

- e. Looking at the observations recorded in c above:

If the "X" is on the printed side of the page, your printer prints on the side of the paper facing you when you load the sheets of paper into the feeder/tray. You will place the stack of printed pages face down (away from you) in the tray/feeder, so that the printer will print on the blank side.

If the "X" is on the back/blank side of the page, you will place the stack of printed pages face up (toward you) in the tray/feeder.

I will place the printed pages facing down/away from me _____

I will place the printed pages facing up/toward me _____

- f. Still looking at the observations recorded in c above:

If the “X” is at the top of the page, the top of the printed pages should go into the printer first.

If the “X” is at the bottom of the page, the bottom of the printed pages should go into the printer first.

I will place the printed pages facing down/away from me _____

I will place the printed pages facing up/toward me _____

- g. Looking at the observations recorded in b,d and e above:

If the first page on the stack is page 1 (b) and you will place your pages facing up (e), and your printer automatically reverses pages (e), then you will need to have Adobe Acrobat Reader reverse the pages to send the last page first. Then when your printer reverses the pages, it will start by printing the first even page on the back of the first odd page.

If the first page on the stack is page 3 (b) and you will place your pages facing up (e) and your printer does not reverse pages automatically (d), then you need to have Adobe Acrobat Reader reverse the pages to send the last page first. Then your printer will receive the pages starting with the last even page and print it on the last odd page.

Otherwise, you should **not** need to have Adobe Acrobat Reader reverse the pages.

6. Summarize your observations for e, f and g in the text box below. You can save this information for use again and again.

I will remove my printed pages and place them back in the feeder/tray

_____ face up _____ face down

with the top edge pointed

_____ into the printer _____ away from the printer

and I

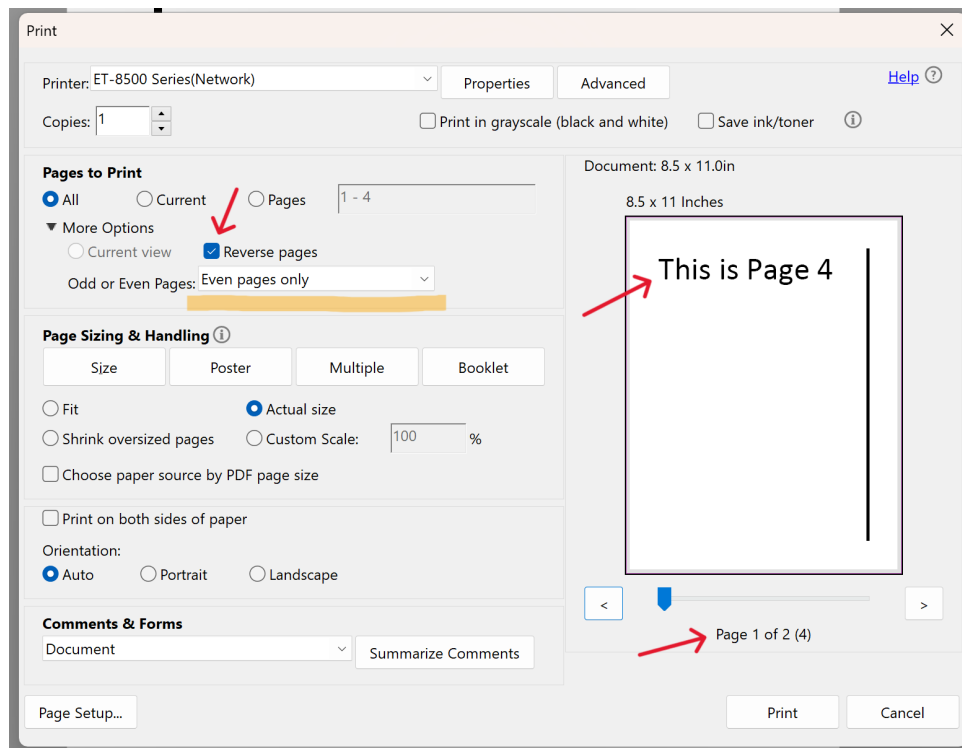
_____ will _____ will not

need to have Adobe Acrobat Reader reverse pages.

*Congratulations on getting all the hard work done!
Let's print the other side of our pages!*

- Using what you've recorded above, load the printed pages back into the printer tray/feeder. In Adobe Acrobat Reader, then select File and Print to open the Print dialog box.

Under "More Options", change the drop-down to select "Even pages only"
Check "Reverse pages" if you determined it was necessary.



Note that with "Reverse pages" checked in my example image, the first page that will be printed is shown in the preview as page 4 (the last even page) rather than page 2 (the first even page).

Then click on the Print button.

- You should now have 2 sheets of paper: A sheet with Page 1 on the front and Page 2 on the back and another sheet for Page 3 and Page 4 and the orientation of all pages should be such that the pages were flipped on the long side like in a book.

Congratulations, your hard work paid off and you'll be printing everything in duplex now!

If this was not successful, I recommend you go back over the steps and repeat the process. It is critical that you keep the pages in the same order and orientation as when you removed them from the printer as you answer the questions to determine how to place them back into your printer and set up for printing the second side.

If you have any questions, please email me at SweetGingerDesignsInfo@gmail.com and tell me what problems you are experiencing and what your printer and operating system is. I will do whatever I can to help you resolve any issues.