

How to print (OS X)

The following procedure describes the basic printing process for OS X.

- 1. Click the **File** menu, and then click the **Print** option.
- 2. Select the printer.
- 3. Click Show Details or Copies & Pages, and then select other menus to adjust the print settings.
- NOTE: The name of the item varies for different software programs.
- 4. Click the **Print** button.

Automatically print on both sides (OS X)

- NOTE: This information applies to printers that include an automatic duplexer.
- NOTE: This feature is available if you install the HP print driver. It might not be available if you are using AirPrint.
 - 1. Click the **File** menu, and then click the **Print** option.
 - 2. Select the printer.
 - 3. Click **Show Details** or **Copies & Pages**, and then click the **Layout** menu.
 - NOTE: The name of the item varies for different software programs.
 - 4. Select a binding option from the **Two-Sided** drop-down list.
 - 5. Click the **Print** button.

Print multiple pages per sheet (OS X)

- 1. Click the **File** menu, and then click the **Print** option.
- 2. Select the printer.
- 3. Click **Show Details** or **Copies & Pages**, and then click the **Layout** menu.
 - NOTE: The name of the item varies for different software programs.
- 4. From the Pages per Sheet drop-down list, select the number of pages that you want to print on each sheet.
- 5. In the **Layout Direction** area, select the order and placement of the pages on the sheet.
- **6.** From the **Borders** menu, select the type of border to print around each page on the sheet.
- 7. Click the **Print** button.

Select the paper type (OS X)

- 1. Click the **File** menu, and then click the **Print** option.
- 2. Select the printer.
- 3. Click Show Details or Copies & Pages, and then click the Media & Quality menu or the Paper/Quality menu.
 - NOTE: The name of the item varies for different software programs.
- 4. Select from the Media & Quality or Paper/Quality options.
- NOTE: This list contains the master set of options available. Some options are not available on all printers.
 - Media Type: Select the option for the type of paper for the print job.
 - **Print Quality**: Select the resolution level for the print job.
 - Edge-To-Edge Printing: Select this option to print close to the paper edges.
 - **EconoMode**: Select this option to conserve toner when printing drafts of documents.
- 5. Click the **Print** button.