

General Printing Instructions For Printing Grand Lodge of Nebraska Forms & Publications

Overview

In the past there was discussion over allowing the membership to print these documents on their individual printers, primarily because of the concern over the use of low quality acid-based paper, which yellows and decays with age. However, with the advancement of technology and the quality of the paper over time, these concerns have diminished.

When printing these documents, it is recommended that they be printed using either a quality laser or ink jet printer. The paper should be a minimum of 20lb (standard copy paper).

Printing Documents & Forms

Some documents require that they are printed "duplex" (back to back). Pages printed in this manner have printing on both sides of each page. Below are some general instructions pertaining to printing in this manner.

Automatic Duplexing Print Options

Most newer printers come with automatic duplex printing capability, this is in the form of a "duplexing" device installed in the printer. To see if your printer can support printing in this manner, and to receive instructions on setting your device to print using duplex, please see your printers owners manual.

Manually Printing Duplex

If your printer does not have an automatic duplex hardware feature installed, printing duplex documents must be done manually. Duplex documents are printed by printing the first page of the document, reloading the paper tray with the pages flipped over, and then printing the second page of the document.