

Print Documents in Reverse Order
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Q&A
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Q: On my HP DeskJet 500 printer the pages come out right side up, which means multipage documents aren't collated. I usually press Print/Fax (Shift+F7), (4) Multiple Pages, (8) Descending Order (Last Page First), Exit (F7), (R) Print every time I print a document. Since my printer doesn't change from day to day, isn't there some way to select this Descending Order option permanently?

A: Unfortunately, a setup option isn't available for this, but you can use the included REVPRINT.WPM macro to turn this into a one-step process.

To use the macro, with the cursor anywhere in your finished document press (Alt-F10), type *revprint* and press (Enter).

I'd recommend assigning the macro to your Button Bar. To do this, press (Alt+=), (V) View, (S) Button Bar Setup, (E) Edit. Press (3) Add Macro, highlight the name you gave your macro, such as ALTP, press (Enter), then Exit (F7). A button with the same name as the macro appears on your Button Bar.