The following explains how to print to letterhead or bond paper in MS Word.

Selecting a Printer and a Tray

Unlike WordPerfect Word does not really have paper types that are associated with a specific printer tray. Instead Word just wants you to tell it physically which printer and tray you want to print the current document to.

1. Click on File|Print|Printer from the MS Word main menu.
2. Select from the choices displayed - HP IIISi on LPT2: (Faculty/printq_0) by double clicking on it.
3. Click on Options.
4. Make sure Paper Source is Lower Tray for Letterhead and Upper Tray for Bond.
5. Click on OK then Close and then OK to Print.

NOTE:

If you have a two page document (i.e., one that would be first page letterhead and second page bond) then do the following.

1. Click on File|Page Setup.
2. Select the Paper Source Tab from the Page Setup dialog box.
3. Change this tab so that the First Page prints to the Lower Tray and the rest of the pages print from either the Default (Upper Tray) or Upper Tray.

NOTE:

If you want to change your Windows settings so that the Lower Tray for the letterhead printer in 269 is the default then:

1. Go to the Main Group in the Windows Program Manager (the main window you see when you first enter Windows).
2. In the Main Group open the Control Panel.
3. In the Control Panel Open the Printers Icon.
4. Select the HP LaserJet IIISi on LPT2:
5. Click on the Setup button.
6. Change the Paper Source to Lower Tray.
7. Click on OK and then Close.