

Printing Various Paper Sizes and Types

with  
WordPerfect

and the  
Hewlett Packard LaserJet IIP and IIIP

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## Introduction

This guide provides step by step instructions for printing various paper sizes and types using WordPerfect and the HP LaserJet IIP and IIIP. Before you move on to the steps, take a few minutes to read through the following information which explains how WordPerfect works with your printer and where you can go to get help for creating, editing, and selecting paper sizes and types.

### WordPerfect and the HP LaserJet IIP and IIIP

Before you can print with WordPerfect and the Hewlett Packard IIP or IIIP, you need to make settings in WordPerfect *and* at the printer. For example, defining a WordPerfect paper size and type and pressing **Print** (Shift-F7,1) is not enough. You must also make corresponding settings at the printer to ensure printing. That's why this guide gives you instructions for WordPerfect and your printer. To avoid confusion, commands in **bold lowercase** are WordPerfect keystrokes, while commands in **BOLD UPPERCASE** are for printer keys.

### Paper Sizes/Types

The WordPerfect Paper Size/Type feature tells the printer the type and size of paper you want to use (such as legal, letterhead, bond, or envelope) and which paper tray you want to use (such as the Optional Lower Cassette, the Multi-Purpose (MP) Tray, the Legal Tray, or the Envelope Tray). To learn how to create, edit, and select Paper Sizes/Types, see *Paper Size/Type* in the *Reference* section of your WordPerfect manual. Also see *Lesson 28* in *WordPerfect Workbook* to learn how to create an envelope paper size and type.

## Printing Legal Size (8½" x 14") Paper

This section explains how to print a single page of legal size paper, or multiple pages without the Optional Lower Cassette, multiple pages with the Optional Lower Cassette (without the Legal Tray), and multiple pages with the Legal Tray. To print any documents, you must make settings in WordPerfect *and* on your printer. The information below gives you specific information regarding each of these printing methods. Remember, commands in **bold lowercase** are WordPerfect keystrokes, while commands in **BOLD UPPERCASE** are printer keys.

### Printing a Single Page

The following steps explain how to set up WordPerfect and your printer to print a single page of legal size paper.

- 1 Move the cursor to the top of the page of the document you want to print on legal paper.
- 2 Press **Shift-F8,2,7** to display the Format: Paper Size/Type menu.
- 3 Move the cursor to the Legal Paper type and Orientation.
- 4 Make sure the definition is exactly as follows:

<b>Paper type and Orientation</b>	<b>Paper Size</b>	<b>Prompt</b>	<b>Loc</b>	<b>Font Type</b>	<b>Double Sided</b>
Legal	8.5" x 14"	No	Manual	Port	No

**Important:** If the Legal paper definition on your screen does not match the above example exactly, the printer may not print legal paper properly. You will need to either edit an existing Legal paper definition until it matches, or create an entirely new one that matches. Paper Sizes/Types in the Introduction of this guide explains where you can go to get help on creating, editing, or selecting paper sizes and types.

- 5 When the Legal paper type is defined exactly as above, make sure it is highlighted, then choose **Select** (1) to select it.

A menu entitled "Format: Page" displays to confirm the Paper Size/Type.

- 6 Press **Exit** (F7) to return to the normal editing screen.
- 7 Press **Print** (Shift-F7,1) to print the document.

The Printer goes off-line and displays MF FEED *LEGAL*.

- 8 Place the legal paper in the Multi-Purpose (MP) Tray.
- 9 Press the **ON-LINE** key on the printer.

The Printer pulls legal paper from the MP Tray and prints the document.

## Printing Multiple Pages without Optional Lower Cassette

The following steps explain how to set up WordPerfect and your printer to print multiple pages of legal size paper without the Optional Lower Cassette.

- 1 Move the cursor to the top of the page of the document you want to print on legal paper.
- 2 Press **Shift-F8,2,7** to display the Format: Paper Size/Type menu.
- 3 Move the cursor to the Legal Paper type and Orientation.
- 4 Make sure the definition is exactly as follows:

Paper type and Orientation	Paper Size	Prompt	Loc	Font Type	Double Sided
Legal	8.5" x 14"	No	Contin	Port	No

**Important:** If the Legal paper definition on your screen does not match the above example exactly, the printer may not print legal paper properly. You will need to either edit an existing Legal paper definition until it matches, or create an entirely new one that matches. Paper Sizes/Types in the Introduction of this guide explains where you can go to get help on creating, editing, or selecting paper sizes and types.

- 5 When the Legal paper type is defined exactly as above, make sure it is highlighted, then choose **Select** (1) to select it.

A menu entitled "Format: Page" displays to confirm the Paper Size/Type.

- 6 Press **Exit** (F7) to return to the normal editing screen.
- 7 Make sure printer is off-line and the MP Tray is attached.
- 8 Press the **MENU** key until the display shows MP SIZE *LETTER*\*.
- 9 Press the +/- key until MP SIZE *LEGAL* appears.
- 10 Press the **ENTER** key to make your selection.

An asterisk (\*) appears next to *LEGAL*.

- 11 Press the **ON LINE** key to save your selection and put the printer back on-line.
- 12 Place legal paper in the MP Tray.
- 13 Press **Print** (Shift-F7,1) to print the document.

## Printing Multiple Pages with Optional Lower Cassette (without Legal Tray)

The following steps explain how to set up WordPerfect and your printer to print multiple pages of legal size paper using the Optional Lower Cassette without the Legal Tray.

- 1 Press **Shift-F7,S,3,3** to display the Select Printer: Sheet Feeder menu.

- 2 Move the cursor to HP LaserJet IIP (SF) or HP LaserJet IIIP (SF), depending on which printer you have.
- 3 Choose **Select** (1) to select the sheet feeder.
- 4 Press **Exit** (F7) until you return to the normal editing screen.
- 5 Move the cursor to the top of the page of the document you want to print as legal paper.
- 6 Press **Shift-F8,2,7** to display the Format: Paper Size/Type menu.
- 7 Move the cursor to the Legal Paper type and Orientation.
- 8 Make sure the definition is exactly as follows:

Paper type and Orientation	Paper Size	Prompt	Loc	Font Type	Double Sided
Legal	8.5" x 14"	No	Bin 1	Port	No

**Important:** If the Legal paper definition on your screen does not match the above example exactly, the printer may not print legal paper properly. You will need to either edit an existing Legal paper definition until it matches, or create an entirely new one that matches. Paper Sizes/Types in the Introduction of this guide explains where you can go to get help on creating, editing, or selecting paper sizes and types.

- 9 When the definition is defined exactly as above, make sure it is highlighted, then choose **Select** (1) to select it.

A menu entitled "Format: Page" displays to confirm the Paper Size/Type.

- 10 Press **Exit** (F7) to return to the normal editing screen.
- 11 Make sure printer is off-line.
- 12 Press the **MENU** key until the display shows TRAYS LC ONLY\*.
- 13 Press the +/- key until TRAYS LC TRAY appears.
- 14 Press the **ENTER** key to make your selection. An asterisk (\*) appears next to LC TRAY.
- 15 Press the **MENU** key until the display shows MP SIZE LETTER\*.
- 16 Press the +/- key until LEGAL appears.
- 17 Press the **ENTER** key to make your selection.

An asterisk (\*) appears next to LEGAL.

- 18 Press the **ON LINE** key to save your selection and put the printer back on-line.
- 19 Put legal paper in Multi-Purpose Tray.

**20** Press **Print** (Shift-F7,1) to print the documents.

### Printing Multiple Pages with Legal Paper Tray

The following steps explain how to set up WordPerfect and your printer to print multiple pages of legal size paper with the Legal Tray.

**1** Move the cursor to the top of the page of the document you want to print on legal paper.

**2** Press **Shift-F8,2,7** to display the Format: Paper Size/Type menu.

**3** Move the cursor to the Legal Paper type and Orientation.

**4** Make sure the definition is exactly as follows:

<b>Paper type and Orientation</b>	<b>Paper Size</b>	<b>Prompt</b>	<b>Loc</b>	<b>Font Type</b>	<b>Double Sided</b>
Legal	8.5" x 14"	No	Contin	Port	No

**Important:** *If the Legal paper definition on your screen does not match the above example exactly, the printer may not print legal paper properly. You will need to either edit an existing Legal paper definition until it matches, or create an entirely new one that matches. Paper Sizes/Types in the Introduction of this guide explains where you can go to get help on creating, editing, or selecting paper sizes and types.*

**5** When the definition is defined exactly as above, make sure it is highlighted, then choose **Select** (1) to select it.

A menu entitled "Format: Page" displays to confirm the Paper Size/Type.

**6** Press **Exit** (F7) to return to the normal editing screen.

**7** Place Legal Tray (with legal paper) in printer.

**8** Press **Print** (Shift-F7,1) to print the document.

## Printing Com 10 (4½" x 9½") Envelopes

This section explains how to print Com 10 envelopes in the following ways: a single envelope, multiple envelopes without the Optional Lower Cassette, multiple envelopes with the Optional Lower Cassette (without the Envelope Tray), and multiple envelopes with the Envelope Tray. To print any documents, you must make settings in WordPerfect *and* on your printer. The information below gives you specific information regarding each of these printing methods. Remember, commands in **bold lowercase** are WordPerfect keystrokes, while commands in **BOLD UPPERCASE** are printer keys.

### Printing a Single Envelope

The following steps explain how to set up WordPerfect and your printer to print a single envelope.

- 1 Move the cursor to the top of the envelope page.
- 2 Press **Shift-F8,2,7** to display the Format: Paper Size/Type menu.
- 3 Move the cursor to the Envelope - Wide Paper Type and Orientation.
- 4 Make sure the definition is exactly as follows:

<b>Paper type and Orientation</b>	<b>Paper Size</b>	<b>Prompt</b>	<b>Loc</b>	<b>Font Type</b>	<b>Double Sided</b>
Envelope - Wide	9.5" x 4"	No	Manual	Land	No

**Important:** If the Envelope - Wide paper definition on your screen does not match the above example exactly, your envelopes may not print properly. You will need to either edit an existing Envelope paper definition until it matches, or create an entirely new one that matches. Paper Sizes/Types in the Introduction of this guide explains where you can go to get help on creating, editing, or selecting paper sizes and types.

- 5 When the definition is defined exactly as above, make sure it is highlighted, then choose **Select** (1) to select it.

A menu entitled "Format: Page" displays to confirm the Paper Size/Type.

- 6 Press **Exit** (F7) to return to the normal editing screen.
- 7 Press **Print** (Shift-F7,1) to print the document.

The printer goes off-line and the display reads ME FEED COM10.

- 8 Put the envelope in the Multi-Purpose (MP) Tray.
- 9 Press the **ON-LINE** key.

The printer pulls envelope from the MP Tray.



## Printing Multiple Envelopes without Optional Lower Cassette

The following steps explain how to set up WordPerfect and your printer to print multiple envelopes with the Optional Lower Cassette.

- 1** Move the cursor to the top of the envelope page.
- 2** Press **Shift-F8,2,7** to display the Format: Paper Size/Type menu.
- 3** Move the cursor to the Envelope - Wide Paper type and Orientation.
- 4** Make sure the definition is exactly as follows:

<b>Paper type and Orientation</b>	<b>Paper Size</b>	<b>Prompt</b>	<b>Loc</b>	<b>Font Type</b>	<b>Double Sided</b>
Envelope - Wide	9.5" x 4"	No	Contin	Land	No

**Important:** If the Envelope - Wide paper definition on your screen does not match the above example exactly, your envelopes may not print properly. You will need to either edit an existing Envelope paper definition until it matches, or create an entirely new one that matches. Paper Sizes/Types in the Introduction of this guide explains where you can go to get help on creating, editing, or selecting paper sizes and types.

- 5** When the definition is defined exactly as above, make sure it is highlighted, then choose **Select** (1) to select it.

A menu entitled "Format: Page" displays to confirm the Paper Size/Type.

- 6** Press **Exit** (F7) to return to the normal editing screen.
- 7** Make sure the printer is off-line.
- 8** Press the **MENU** key to display MP SIZE LETTER\*.
- 9** Press the +/- key until COM10 appears.
- 10** Press the **ENTER** key to make your selection.

An asterisk (\*) appears next to COM10.

- 11** Press the **ON LINE** key to save your selection and put the printer back on-line.
- 12** Put the envelopes in the Multi-Purpose Tray.
- 13** Press **Print** (Shift-F7,1) to print the documents.

The printer pulls an envelope from the MP Tray and prints the documents.

## Printing Multiple Envelopes with Optional Lower Cassette (without Envelope Tray)

The following steps explain how to print multiple envelopes with the Optional Lower Cassette without the Envelope Tray.

- 1** Press **Shift-F7,S,3,3** to display the Select Printer: Sheet Feeder menu.
- 2** Move the cursor to HP LaserJet IIP (SF) or HP LaserJet IIIP (SF), depending on which printer you have.
- 3** Choose **Select** (1) to select the sheet feeder.
- 4** Press **Exit** (F7) until you return to the normal editing screen.
- 5** Move the cursor to the top of the envelope page.
- 6** Press **Shift-F8,2,7** to display the Format: Paper Size/Type menu.
- 7** Move the cursor to the Envelope - Wide Paper type and Orientation.
- 8** Make sure the definition is exactly as follows:

<b>Paper type and Orientation</b>	<b>Paper Size</b>	<b>Prompt</b>	<b>Loc</b>	<b>Font Type</b>	<b>Double Sided</b>
Envelope - Wide	9.5" x 4"	No	Bin 4	Land	No

**Important:** If the Envelope - Wide paper definition on your screen does not match the above example exactly, your envelopes may not print properly. You will need to either edit an existing Envelope paper definition until it matches, or create an entirely new one that matches. Paper Sizes/Types in the Introduction of this guide explains where you can go to get help on creating, editing, or selecting paper sizes and types.

- 9** When the definition is defined exactly as above, make sure it is highlighted, then choose **Select** (1) to select it.

A menu entitled "Format: Page" displays to confirm the Paper Size/Type.

- 10** Press **Exit** (F7) to return to the normal editing screen.
- 11** Make sure printer is off-line.
- 12** Press the **MENU** key until the display shows TRAYS LC ONLY\*.
- 13** Press the +/- key until TRAYS LC TRAY appears.
- 14** Press the **ENTER** key to make your selection.

An asterisk (\*) appears next to LC TRAY.

- 15** Press the **MENU** key until the display shows MP SIZE LETTER\*.
- 16** Press the +/- key until COM10 appears.
- 17** Press the **ENTER** key to make your selection. An asterisk (\*) appears.

- 18** Press the **ON LINE** key to save your selection and put the printer back on-line.
- 19** Put envelopes in Multi-Purpose Tray.
- 20** Press **Print** (Shift-F7,1).
- 21** When the printer displays ME LOAD ENVELOPE, press the **ON LINE** key to print the envelopes.

### Printing Multiple Envelopes with Envelope Paper Tray

The following steps explain how to print multiple envelopes using the Envelope Paper Tray.

- 1** Move the cursor to the top of the envelope page.
- 2** Press **Shift-F8,2,7** to display the Format: Paper Size/Type menu.
- 3** Move the cursor to the Envelope - Wide Paper type and Orientation.
- 4** Make sure the definition is exactly as follows:

<b>Paper type and Orientation</b>	<b>Paper Size</b>	<b>Prompt</b>	<b>Loc</b>	<b>Font Type</b>	<b>Double Sided</b>
Envelope - Wide	9.5" x 4"	No	Contin	Land	No

**Important:** If the Envelope - Wide paper definition on your screen does not match the above example exactly, your envelopes may not print properly. You will need to either edit an existing Envelope paper definition until it matches, or create an entirely new one that matches. Paper Sizes/Types in the Introduction of this guide explains where you can go to get help on creating, editing, or selecting paper sizes and types.

- 5** When the definition is defined as above, make sure it is highlighted, then choose **Select** (1) to select it.

A menu entitled "Format: Page" displays to confirm the Paper Size/Type.

- 6** Press **Exit** (F7) to return to the normal editing screen.
- 7** Place envelopes in Envelope Paper Tray, then place tray in printer.
- 8** Press **Print** (Shift-F7,1) to print the envelopes.

## Printing Other Types of Paper

This section explains how to print odd-sized paper (for example, half sheet 5.5" x 8.5") and also how to print letterhead and bond sequentially. To print any documents, you must make settings in WordPerfect *and* on your printer. The information below gives you specific information regarding each of these printing methods. Remember, commands in **bold lowercase** are WordPerfect keystrokes, while commands in **BOLD UPPERCASE** are printer keys.

### Printing Odd-Sized Paper

While the following instructions use a Half Sheet (5.5" x 8.5") size paper as an example of printing odd-sized paper, you can use these instructions to print most any odd-sized paper as long as you create and select the proper Paper Size/Type in WordPerfect.

- 1 Move the cursor to the top of the page of the document you want to print on odd-sized paper.
- 2 Press **Shift-F8,2,7** to display the Format: Paper Size/Type menu.
- 3 Create a Paper Size/Type with the following definition:

<b>Paper type and Orientation</b>	<b>Paper Size</b>	<b>Prompt</b>	<b>Loc</b>	<b>Font Type</b>	<b>Double Sided</b>
Half Sheet	5.5" x 8.5"	No	Manual	Port	No

**Important:** Paper Sizes/Types in the Introduction of this guide explains where you can go to get help on creating, editing, or selecting paper sizes and types.

- 4 Choose **Select** (1) to select the Half Sheet Paper Size/Type.

A menu entitled "Format: Page" displays to confirm the Paper Size/Type.

- 5 Press **Exit** (F7) to return to the normal editing screen.
- 6 Press **Print** (Shift-F7,1) to print the document.

The printer goes off-line.

- 7 Place paper in the Multi-Purpose (MP) Tray.
- 8 Press **ON LINE** key.

The printer pulls the paper from the MP Tray and prints your document.

### Printing Letterhead and Bond Paper Sequentially

To print sequentially means to print one type of paper from one bin, then another type of paper from a different bin. Before you can print in this fashion, you must have the Multi-Purpose (MP) and Optional Lower Cassette Trays ready to use on your printer. The printer will pull letterhead paper from the Multi-Purpose (MP) Tray, and bond paper from the Optional Lower Cassette Tray. For the printer to print in this sequence, you need to use WordPerfect to select a sheet feeder, create Letterhead

and Bond paper type definitions, and then indicate which pages you want letterhead and which ones bond. For best results, follow the steps below carefully.

- 1** Press **Shift-F7,S,3,3** to display the Select Printer: Sheet Feeder menu.
- 2** Move the cursor to HP LaserJet IIP (SF) or HP LaserJet IIIP (SF), depending on which printer you have.
- 3** Choose **Select** (1) to select the sheet feeder.
- 4** Press **Exit** (F7) until you return to the normal editing screen.
- 5** Press **Shift-F8,2,7** to display the Format: Paper Size/Type menu.
- 6** Create two Paper Size/Types with the following definitions:

<b>Paper type and Orientation</b>	<b>Paper Size</b>	<b>Prompt</b>	<b>Loc</b>	<b>Font Type</b>	<b>Double Sided</b>
Letterhead	8.5" x 11"	No	Bin 1	Port	No
Bond	8.5" x 11"	No	Bin 2	Port	No

**Important:** Paper Sizes/Types in the Introduction of this guide explains where you can go to get help on creating, editing, or selecting paper sizes and types.

- 7** Press **Exit** (F7) until you return to the normal editing screen.
- 8** Move the cursor to the top of the page that you want to print as letterhead.
- 9** Press **Shift-F8,2,7** to display the Format: Paper Size/Type menu.
- 10** Move the cursor to the Letterhead paper type that you created and choose **Select** (1).

A menu entitled "Format: Page" displays to confirm the Paper Size/Type.

- 11** Press **Exit** (F7) to return to the normal editing screen.
- 12** Move the cursor to the top of the page you want to print as bond paper.
- 13** Repeat steps 9 through 11, selecting the Bond paper type.
- 14** Make sure printer is off-line.
- 15** Press the **MENU** key until the display shows TRAYS LC ONLY\*.
- 16** Press the +/- key until TRAYS LC TRAY appears.
- 17** Press the **ENTER** key to enter your selection.

An asterisk (\*) appears next to LC TRAY.

- 18** Press the **ON LINE** key to save your selection and put the printer back on-line.
- 19** Put the letterhead paper in the Multi-Purpose (MP) Tray and the bond paper in the lower cassette Tray.

**20** Press **Print** (Shift-F7,1) to print the documents.

The printer pulls the letterhead paper from the MP Tray and bond paper from the Optional Lower Cassette Tray.