

Instructions for printing legal length Word documents on the HP printers.

1. Click on File/Page Setup/Paper Size then click the “down arrow” on the Paper Size box so you can see the sizes available. Click on “legal”. Do not close this menu yet.
2. While still in this same File/Page Setup area, click on the “Paper Source” tab. In this area click “Upper Tray.” Be sure to place your legal length paper tray in the top slot on the printer.
3. Now click on File/Print then “Properties”. IN “Paper size” click on “Legal” and in “Paper Source” click on “Upper.” Click “OK” Then “OK” again on the “Print” page.

Yes, you have to tell BOTH the program AND the printer the paper size and print tray. That’s just how it is in almost all programs.

FROM: N&S INTRANET “HELP” PAGE.