

HOW TO PRINT WITH LETTERHEAD

Print on "manual feed"

To do this, select

File, Print (or print icon)

'Select'

'Options'

'Set up'

'Paper Source'

'Manual Feed'

'OK'

Keep in mind we do have a 'second page'. It matches the letterhead, and it is only to be used for final drafts. Continue to use regular paper for drafts.

Don't forget to change your Paper Source back to Auto Tray Select

If you have any questions about printing, please ask your administrative assistant.

Enjoy!