


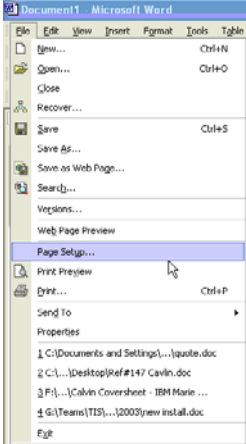
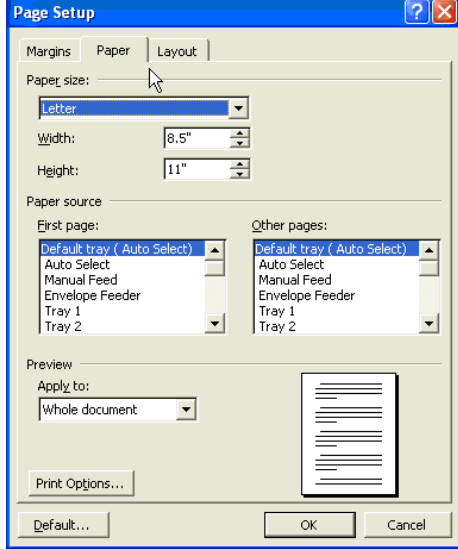
	Product	Campus Printing	  
	Subject	Printing by Media Type in MS Word	

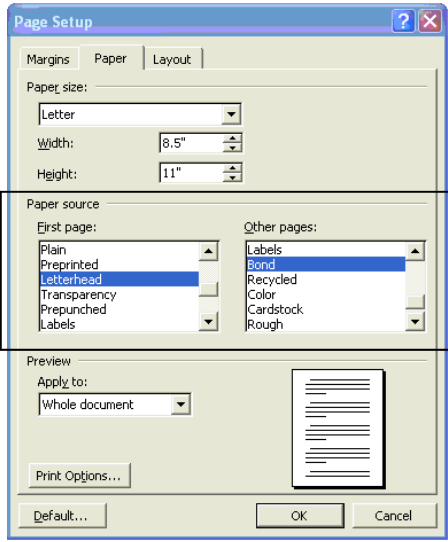
Step 1	<p>The way we think about printing is changing from printing by tray selection to printing by media type. Up to this point many of us, when printing a document, have simply learned what tray has which type of media and then have chosen the tray to print from in either "Page Setup" or in the "Printing Properties" windows. Not any more...</p> <p>From now on we will be specifying what media type to print on (plain, letterhead, bond, labels, transparency, etc.) rather than remembering what tray contains which media and selecting the tray. This allows you to change the tray assignments on the printer or share a document with someone in another department and the document will always print on the proper media.</p>
Changing the way we think about printing.	

Step 2	
When creating a new or editing and existing document, choose "Page Setup" from under the "File" menu.	

Step 3	
In the "Page Setup" window that opens, please select the "Paper" tab along the top.	

Step 4

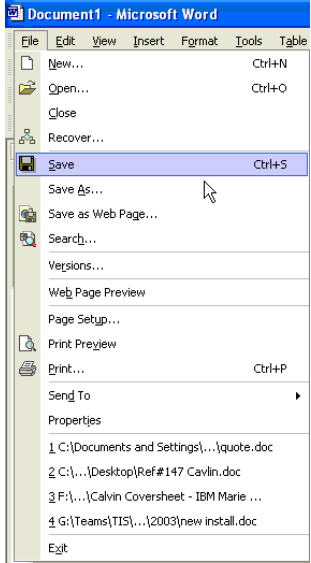
The "Paper" tab is split into 3 primary sections "Page Size", "Paper Source", and "Preview". In the "Paper Source" section of the window scroll down and select the **media type** for both "First Page" and "Other Pages". After you have made your selection click "OK".



NOTE: The "Paper Source" will show you both the trays available and the media type. Choose from the media types **only!** In this example I have chosen Letterhead for the first page and Bond for all subsequent pages.

Step 5

Save your document!



Final Thought

Remember...

Remember that this setup follows the document. If the paper tray assignments change on the printer the document will still print from the proper tray because you have chosen the media type (and not the tray) to print on.

If the printer no longer has the media type assigned to a specific tray it defaults to a manual feed request for tray 1.

If you have any problems or questions, please contact the HelpDesk in one of two convenient methods:

1. Via phone at x6-8555 (on campus) or 526-8555 (off campus).
2. Via email at helpdesk@calvin.edu.