

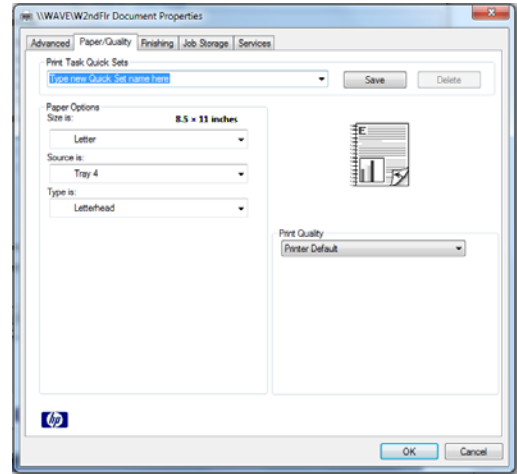
PRINTING INSTRUCTIONS WHEN USING LETTERHEAD STATIONERY

If the document is only **ONE PAGE**:

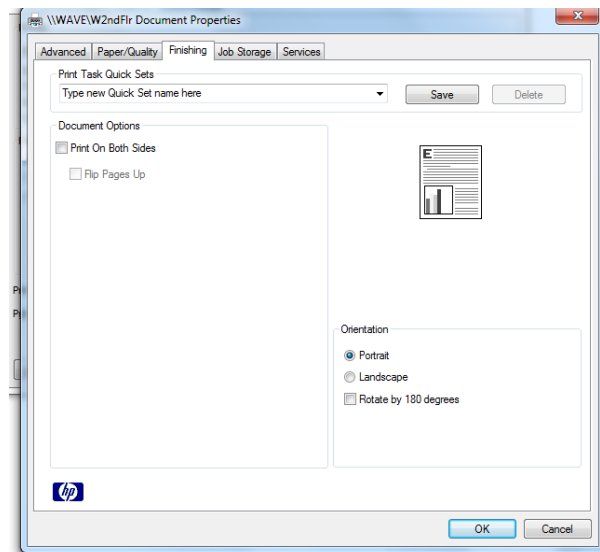
- a. Top margin should be at least 1.5 inches, bottom margin at least 1 inch.

Select

- b. **File**
- c. **Print**
- d. Next to printer name, select **“Properties”** then
- e. Select the **Paper/Quality** tab and change the following values under **Paper Options**:
 - i. Size is: **Letter**
 - ii. Source is: **Tray 4**
 - iii. Type is: **Letterhead (VERY IMPORTANT)**



- f. Select the **Finishing** tab and under **Document Options** **UNCHECK** “Print on Both Sides”



- g. Press **OK** for the “Properties” window
- h. Press **OK** for the “Printer” window

Your document will now print in the letterhead stationery and the Separator Page (with your name) will print in regular plain paper.