
DeskJet 500 Printer Software Notes Manual

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Introduction

The DeskJet 500 Printer Software Notes Manual is designed to help you get started using your software package and the DeskJet 500 printer. This manual contains software application notes for setting up specific software packages. While it is beyond the scope of this manual to provide detailed information on all software packages, you will find the application notes cover a variety of software packages.

How This Manual is Organized

Chapter 1, "Using Printer Drivers With Your Software," explains how software works with your printer driver and printer to produce your document.

Chapter 2, "Troubleshooting," contains information to help you solve software problems that occur when printing documents.

Chapters 3 - 16 contain application notes for specific software packages, alphabetically arranged by software vendor. You will find the following information in each chapter: installing your printer drivers, selecting fonts, and printing in landscape orientation.

Conventions Used In This Manual

The conventions used in this manual have been established to help you learn to set up your software and printer quickly and easily.

Bold typeface is used to identify a key you should press or a software function you should select. For example: press **Enter** or select **Save**.

Italics typeface is used to identify another manual that you should refer to for more information or to show emphasis. For example: refer to your *DeskJet 500 Printer Owner's Manual*.

Courier typeface identifies something you should type on your computer's keypad or text shown on the screen. For example: type **HP DESKJET**.

A (key) + (key) identifies when two keys should be pressed simultaneously. For example: press **Ctrl+T**. Do not type the + sign.

A Note identifies an important reminder that you should read before proceeding. For example:

Note Be sure your font cartridge is properly installed or "seated" in the printer before selecting fonts. Refer to Chapter 1 of your *DeskJet 500 Printer Owner's Manual* for font cartridge installation procedures.

Using Printer Drivers With Your Software

This chapter explains how software works with printer drivers and your DeskJet 500 printer to produce your document. If your software package is covered in this manual, you should go to the appropriate chapter for specific information about your software package.

The following topics are discussed in this chapter:

- Understanding How Software Works With the Printer
- Understanding Printer Drivers
- Choosing a Printer Driver

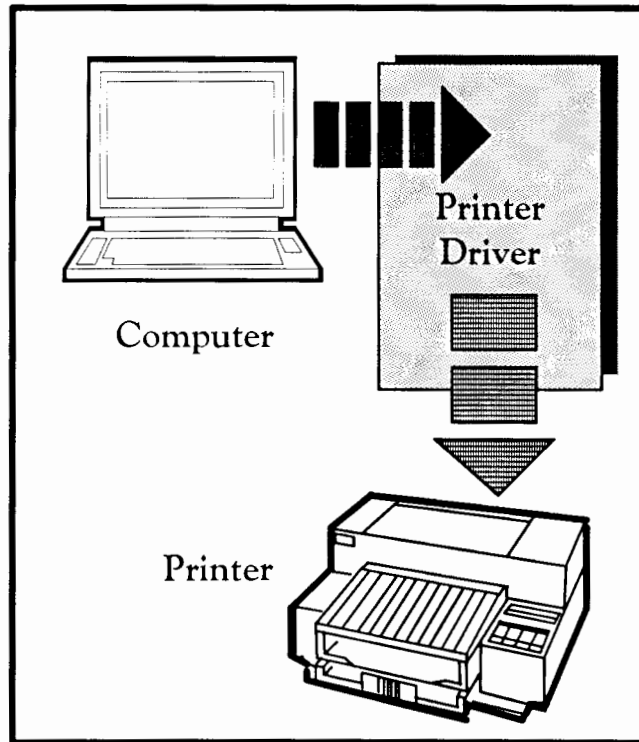
Understanding How Software Works With the Printer

Typically, you print from a software package, such as a word processing system or spreadsheet application. The software package sends information to the printer to select and control printing features. Most software packages use printer drivers to control the operation of the printer.

The DeskJet 500 printer works together with your printer driver, computer and software package to produce your document. The printer driver is an important item for your software package and printer.

Understanding Printer Drivers

A printer driver allows your software package to automatically send page setup commands to the printer so that you do not have to enter the commands yourself. Just as the cable is the link from the computer to the printer, the printer driver is the link from the software package to the printer. Printer drivers allow you to use menus and function keys to select margins, change fonts, and select the number of copies in your document.



To use all the features of the DeskJet 500 printer, both the software package and the printer driver must support these features. For example, your DeskJet 500 printer can print bold. If the software package you are using doesn't support bold, your printing capabilities are limited by the software package. If your printer driver doesn't support bold, your printing capabilities are limited by the printer driver.

1-2 Using Printer Drivers With Your Software

Choosing a Printer Driver

A printer driver designed for the DeskJet 500 printer should be your first choice for use with your DeskJet 500 printer. It will support the most features of the printer listed below:

- bold, italic, and underline
- DeskJet 500 internal fonts, font cartridges, and soft fonts
- spacing between lines and characters
- draft and letter quality
- paper size (letter, legal, and A4,
- print orientation (landscape or portrait)
- graphics

You can use a printer driver designed for the DeskJet PLUS printer if a DeskJet 500 printer driver is not available. A DeskJet PLUS printer driver will support many features of the DeskJet 500 printer and is a good interim solution until a DeskJet 500 printer driver is available. To access the DeskJet 500 internal Letter Gothic and CG Times fonts, however, you will need to select a printer driver from within your software package that supports that font.

Note Most software packages allow you to choose from many different printers; however, some use a single printer driver to work with all printers. Check your software manual to see if you need a special printer driver for use with your DeskJet 500 printer.

Alternate Printer Drivers

The following alternate printer drivers (listed in order of preference) can be used with the DeskJet 500 printer, but offer limited feature support:

- A printer driver designed for the HP DeskJet printer will support some of the DeskJet 500 printer features. To print in landscape orientation, you will need to select a printer driver that supports the HP22707K Landscape Upgrade font cartridge. To access the DeskJet 500 internal fonts Letter Gothic and CG Times, you will need to select a printer driver that supports that font.
- A printer driver designed for the Epson FX-80 printer, used with the HP22707F Epson FX-80 Emulation Cartridge, will make the DeskJet 500 printer emulate an Epson FX-80 printer. You will be limited to using the features of an Epson FX-80 printer.
- A printer driver designed for the IBM Proprinter, used with the HP22707P DeskJet PLUS Proprinter III Emulation Cartridge, will make the DeskJet 500 printer emulate an IBM Proprinter III. You will be limited to the features of an IBM Proprinter III. For information on programming using the HP22707P cartridge, refer to the booklet that comes with the cartridge, and the *IBM Proprinter III and Proprinter III XL Guide to Operations Manual*.

Getting a Printer Driver

If the printer driver you choose is not included in your software package, contact the software vendor.

1-4 Using Printer Drivers With Your Software

Troubleshooting

This chapter contains information to help you solve printing problems involving software. If your software is not operating properly with your printer, follow the suggestions in this chapter. If you still need help, contact your software vendor or the HP Personal Peripherals Assist Line at (208) 323-2551.



What do I do if the first page of my document prints properly, but subsequent pages do not?

Check the following:

- Did you select the correct printer and printer driver in your software package?
- Is the printer you selected (either HP DeskJet, HP DeskJet PLUS or HP DeskJet 500) defined as the default printer in your software package? This may be required in your software package.
- Did you set the proper page length and margins? The page length should be set at **60** lines per page (for portrait orientation) and **45** lines per page (for landscape orientation) for most software packages.
- Did you turn perforation skip off (the printer's default is perforation skip on)? Refer to your *DeskJet 500 Printer Owner's Manual* for information on how to disable perforation skip.



What do I do if some or all of my document prints with an incorrect font?

Check the following:

- Is the font cartridge firmly seated in the cartridge slot?
Turn the printer off and re-insert the font cartridge, pushing firmly until the cartridge "snaps" into place.
- Are you using the correct printer driver?
- Does your software package support the font you selected?
- Did you select the font correctly? Refer to your software manual for instructions on how to select fonts in your software package.
- If you are using soft fonts, did you download the correct soft font?
- Are the printer mode function switches set properly?
Refer to your *DeskJet 500 Printer Owner's Manual* for information on mode function switches.



What do I do if the last page of my spreadsheet is not automatically ejecting?

The DeskJet 500 printer will eject a page only when a page is full or a form feed command is received. Some spreadsheet packages do not send a form feed command (for example, Lotus 1-2-3). To eject the last page of your spreadsheet, take the printer offline and press the **FF** (Form Feed) key, or embed a page eject command at the end of your spreadsheet.



Are you having other types of problems that the suggestions above do not relate to or resolve?

Try the following:

- Print similar documents. Is the problem related to one document? If so, check the differences in the print settings.
- Re-install the printer driver or software.
- Refer to the chapter in this manual that pertains to your software package for information on installing your printer drivers, selecting fonts, and other common tasks using your software and printer.

If your software package is not discussed in this manual, refer to your software manual for information on how to use your software.



Using DisplayWrite

At the time this manual was published, a specific printer driver for the new DeskJet 500 printer font cartridges and internal fonts was not available. Contact IBM for information on how to upgrade your current printer driver. As an interim solution, use the procedures in this chapter with your DeskJet 500 printer.

DisplayWrite 2, 3 and 4 (versions 1 and 2)

Two options are offered for DisplayWrite 2, 3 and 4 (versions 1 and 2) for the DeskJet 500 printer through the HP Personal Peripherals Assist Line:

- DeskWrite, a DisplayWrite utility that provides basic feature support of DisplayWrite 2, 3, and 4 (version 1).
- Hewlett-Packard DeskJet Printer Function Table (PFT), which addresses the most commonly used functions of DisplayWrite 4 (version 1 and 2) only.

Note To use the Letter Gothic internal font, select the **DESK5.PFT**.

To use the CG Times internal font, select the **DESK3.PFT** or **DESK4.PFT**. Your document will print with the character spacing of the HP 22706R Times Roman font cartridge.

To receive DeskWrite or the Hewlett-Packard DeskJet PFT, contact the HP Personal Peripherals Assist (at the number located inside the front cover of this manual). Installation and use instructions will accompany the disks.

DeskWrite and the Hewlett-Packard DeskJet PFT do have limitations. These limitations are summarized below.

DeskWrite Limitations

DeskWrite has the following limitations:

- The appearance of fully justified, proportionally spaced text may be unacceptable. Some font sizes (pitches) produce better looking output than others.
- DeskWrite may conflict with other memory resident programs when left "on."
- HP22706R, HP22706T, HP22706U, HP22706V, HP22707E (FX-80 Printer Emulation) font cartridges are not supported.
- DeskWrite timesteps do not match the DisplayWrite timestep matrix. This means that, in general, existing documents must be modified before printing will be acceptable.
- Support of soft fonts is limited.

Hewlett-Packard DeskJet PFT Limitations

The Hewlett-Packard DeskJet PFT has the following limitations:

- Justification, bolding, centering, and underlining of proportionally spaced fonts are not supported.
- HP22707E FX-80 Printer Emulation cartridge is not supported.

3-2 Using DisplayWrite

DisplayWrite 4 (version 2), 5, 5/2 and 5/2 Composer

Installation and operation support for DisplayWrite 4 (version 2), 5, 5/2 and 5/2 Composer is provided by IBM through a toll-free number. IBM will return your call during the hours listed below. The IBM Direct End-User Support Number is **1-800-237-5511**.

Follow the guidelines below when using the toll-free number:

- Calls may be placed 24 hours a day, seven days a week. IBM will return your call between 8:00 AM and 6:00 PM (Central Time), Monday through Friday, except on IBM holidays.
- Have your IBM Customer Number available. If you do not have an IBM Customer Number, use one of the following access codes (depending on the DisplayWrite version you are inquiring about):

DALDW42 (for DisplayWrite 4, version 2)

DISPLAY (for DisplayWrite 5)

DALDW52 (for DisplayWrite 5/2)

DALDW52C (for DisplayWrite 5/2 Composer)

Using Lotus 1-2-3, version 2.01

This chapter on using Lotus 1-2-3, version 2.01, with your DeskJet 500 printer covers the following topics:

- Installing Your Printer Drivers
- Setting Up Lotus 1-2-3 Printer Default Settings
- Setting Up PrintGraph
- Using Fonts
- Printing in Landscape Orientation
- Embedding Setup Strings
- Printing Special Characters
- Using Headers, Footers, Borders and Page Breaks
- Selecting Draft Quality Text

If you are unfamiliar with how printer drivers work, or need help choosing the right printer driver, refer to Chapter 1 "Using Printer Drivers With Your Software" in this manual. If you need help solving printer problems involving software, refer to Chapter 2 "Troubleshooting" in this manual.

You may also want to refer to your *DeskJet 500 Printer Owner's Manual* for information on how to use mode function switches and other printer functions discussed in this chapter. Your software manual can provide information on how to use your particular software package.

Installing Your Printer Drivers

At the time this manual was published, a specific printer driver for the new DeskJet 500 printer font cartridges and the CG Times internal font was not available. As an interim solution, you can use the HP DeskJet printer driver for your DeskJet 500 printer.

Printer drivers for this version of Lotus 1-2-3 are not shipped with the package. To receive a printer driver for Lotus 1-2-3, version 2.01, contact the HP Personal Peripherals Assist Line (phone number and hours are located on the inside front cover of this manual).

To install your printer drivers, you will need to modify your AUTOEXEC.BAT file, copy the printer drivers to the appropriate destination, and add the printer drivers to Lotus 1-2-3. Refer to your *DOS Manual* for information on which MODE commands you need to use.

Copying the Printer Drivers

Copy the printer drivers from the Printer Driver Disk to your Lotus 1-2-3 subdirectory. At the DOS prompt, type:

```
COPY A:\LOTUS\*.DRV C:\123
```

If you installed Lotus 1-2-3 in a subdirectory other than C:\123, specify that subdirectory.

Adding the Printer Drivers to Lotus 1-2-3

To add the printer drivers:

1. At the DOS prompt, type **LOTUS** to start the Lotus program.
2. Select **Install** and press **Enter**. Read the instructions on the screen and press **Enter**.
3. At the main menu, select **Advanced Options** and press **Enter**.

4. Select **Add New Drivers to Library** and press **Enter**. If you are using a hard-disk system, press **Enter** two more times until you return to the Advanced Options screen.

If you are using a two-diskette system, insert the disk you previously copied the printer drivers to and press **Enter**. After the disk has been read, you will be prompted to insert the Install/Library disk. *Do not insert the Install/Library disk.* Instead, leave your disk in the disk drive and press **Enter** two more times.

5. Select **Modify Current Driver Set** and press **Enter**.
6. Install the printer:
 - a. Select **Text Printer** and press **Enter**.
 - b. Select **HP** and press **Enter**.
 - c. Select **2276A DeskJet** and press **Enter**.
 - d. Select **Graph Printer** and press **Enter**.
 - e. Select **HP** and press **Enter**.
 - f. Select **DeskJet** and press **Enter**.
7. Select **Return to Menu** and press **Enter**.
8. Select **Save Changes** and press **Enter**.
9. Read the instructions on the screen.
10. Press **Enter** to accept the default name **123** for your driver set.
11. Press **Enter**, select **Yes**, then press **Enter** again to exit the Install program.

Setting Up Lotus 1-2-3 Printer Default Settings

After you run the Install program, you must select your printer default settings. The printer default connection in Lotus 1-2-3 is the first parallel printer port (LPT1). To confirm this setting or to change it:

1. Start the Lotus program, select **1-2-3** and press **Enter**.
 - If you are using a parallel printer interface (LPT1), select **/W** (Worksheet), **G** (Global), **D** (Default), **P** (Printer), **I** (Interface), **1**.
 - If you are using a serial interface (COM1), select **/W** (Worksheet), **G** (Global), **D** (Default), **P** (Printer), **I** (Interface), **2**, and select **9600** for Baud.
2. After you select the default printer connection, make the following printer default settings:
 - a. Select **A** (AutoLF). Select **No** and press **Enter**.
 - b. Select **L** (Left margin). Type **0** and press **Enter**.
 - c. Select **R** (Right margin). Type **80** and press **Enter**.
 - d. Select **T** (Top margin). Type **0** and press **Enter**.
 - e. Select **B** (Bottom margin). Type **60** and press **Enter**.
 - f. Select **W** (Wait). Select **No** and press **Enter**.
 - g. Select **S** (Setup). Verify that Setup is blank and press **Enter**.
 - h. Select **N** (Name). Verify that **HP 2276A DeskJet** is shown. If not, type **HP 2276A DeskJet**. Press **Enter**.
3. Select **Q** (Quit), **U** (Update), **Q** (Quit).

Setting Up PrintGraph

To setup PrintGraph:

1. Start the Lotus program by typing **Lotus**.
2. Highlight **PrintGraph** and press **Enter**.
3. Select the appropriate interface:
 - For parallel interface (LPT1): choose **/S** (Settings), **H** (Hardware), **I** (Interface), **P** (Parallel), **1** (LPT1).
 - For serial interface (COM1): choose **/S** (Settings), **H** (Hardware), **I** (Interface), **2**, and enter **9600** for Baud.
4. Select **P** (Printer) and highlight one of the following:
 - For 300 dpi, select **HP DeskJet PLUS Hi density 300 dpi**.
 - For 150 dpi, select **HP DeskJet PLUS Lo density 150 dpi**.

Press **Space Bar**, then **Enter**.

5. When you are done, select **Q** (Quit) and **S** (Save).

Using Fonts

Any of the following fixed pitch fonts can be used with Lotus 1-2-3:

HP22706A	Courier
HP22706B	Prestige Elite
HP22706C	Letter Gothic
HP22706M	Presentations

Letter Gothic internal font
Courier internal font

At the time this manual was published, a specific printer driver was not available for the DeskJet 500 printer font cartridges C2109B Global Text, C2109C Garamond Collection, C2109D Dom Casual, and C2109E Brush, and CG Times internal font. Contact Lotus Corporation for information on how to upgrade your current printer driver.

Note To use the Letter Gothic internal font, embed an escape sequence in your spreadsheet for the **HP 22706C** Letter Gothic font cartridge.

Remember the following when using fonts:

- To print a font from one of the supported font cartridges, you must have the font cartridge installed in your printer.
- Proportionally spaced fonts (such as Times Roman and Helvetica) are not supported by Lotus 1-2-3. If used, your spreadsheet will contain improperly aligned columns.
- Margin settings may have to be changed to correspond to the pitch you are using.

Fonts are selected through setup strings entered into Lotus 1-2-3 or through the FONT key on the printer's keypad. To use a setup string, you must enter the printer command that corresponds to the font you wish to use. Refer to your *DeskJet 500 Printer Owner's Manual* for printer command information.

There are two ways to enter setup strings for fonts in Lotus 1-2-3:

- To select a default font (one that Lotus will use every time): select /W (Worksheet), G (Global), D (Default), P (Printer), S (Setup), and type the appropriate setup string. Save your changes when you exit Lotus 1-2-3.
- To temporarily override a default font selection: select /P (Print), P (Printer), O (Options), S (Setup) and type the appropriate setup string.

Printing in Landscape Orientation

Landscape printing is an internal feature of the DeskJet 500 printer. To use the Letter Gothic typeface in landscape orientation, the HP 22707L Landscape Fonts cartridge must be installed in the printer.

To print a spreadsheet in landscape orientation:

1. Select **/P** (Print), **P** (Printer), **O** (Options), **P** (PageLength) and set your page length to **45**.

Note If you turn your printer's perforation skip OFF, then you can set your page length to **48**. Refer to your *DeskJet 500 Printer Owner's Manual* for information on how to turn perforation skip OFF.

2. Set the appropriate margins to accommodate your text.
3. Select **S** (Setup). Enter the setup string `\027&/10` to place your printer in landscape orientation and press **Enter**. If you want to use additional features, such as bold or pitch, refer to your *DeskJet 500 Printer Owner's Manual* for printer command information.
4. Select **Q** (Quit).
5. Select **R** (Range). Set your range and press **Enter**.
6. Select **A** (Align), **G** (Go), **P** (Page), **Q** (Quit). Page must be specified for the last page of the spreadsheet to print.

When you print a document in landscape orientation, make sure to change the printing orientation back to portrait before attempting to print graphics, or graphics data will be lost.

Embedding Setup Strings

Setup strings can be placed in the setup string area by selecting **P** (Print), **P** (Printer), **O** (Option), **S** (Setup), or by embedding them in your spreadsheet. Embedded setup strings allow you to change the format for portions of your spreadsheet.

Be aware that any previous setup strings are still in effect when you use Lotus 1-2-3. To avoid any conflicts, include the printer reset command `\027E` at the beginning of your setup string.

Note The printer reset command should not be used with Lotus 1-2-3 macros or when printing multiple ranges. This command can cause Lotus 1-2-3 to "time-out," resulting in a "Printer Error" message.

Lotus 1-2-3 requires that embedded setup strings be placed in the left most column of a blank row. Thus, an embedded setup string requires one row to initiate the command, and one row to terminate the command. When printing spreadsheets with embedded setup strings, the blank rows containing the embedded setup strings will not print.

To embed a setup string, precede the command with two vertical bars (| |). Press **Shift** and **** (Backslash) key. After entering the command into its cell, your screen will show only one vertical bar, but the cell will contain two.

Example To embed the setup string for compressed print, position your cursor in the leftmost column of a blank row and type:

```
||\027(s16.67H
```

Your screen will show the following:

```
|\027(s16.67H
```

Printing Special Characters

You can print special characters using specific decimal characters that you type in from your computer's numeric keypad.

Remember the following when printing special characters:

- Access is limited for special characters using the DeskJet 500 printer's internal font and font cartridge supported character sets, due to the internal character bit mapping of Lotus 1-2-3.
- DeskJet 500 supported character sets can be selected using eprinter commands. Refer to your *DeskJet 500 Printer Owner's Manual* for a list of printer commands and supported character sets.

To enter a special character into your spreadsheet:

1. Select /P (Print), P (Printer), O (Options), S (Setup).
2. Enter the appropriate setup string to access the DeskJet 500 character set that contains the character you wish to use. Refer to your *DeskJet 500 Printer Owner's Manual* for information on using character sets and setup strings.
3. Position the cursor where you want the special character to print.
4. Press **Alt** and use your computer's numeric keypad to type the decimal value for the special character.

The special character may not be shown on the screen; however, it will be printed.

Example To print the special character β , press and hold the **Alt** key and type 225 on your computer's numeric keypad.

Using Headers, Footers, Borders and Page Breaks

When selecting headers, footers, borders and page breaks, you must use the Formatted option. To select the Formatted option, select /P (Print), P (Printer), O (Options), O (Other), F (Formatted).

It is recommended that the Unformatted option be used when printing spreadsheets that do not contain headers, footers, borders or page breaks. To select the Unformatted option, select /P (Print), P (Printer), O (Options), O (Other), U (Unformatted). If this selection is not made, Lotus 1-2-3 will automatically increase the top and bottom margins by three lines. These additional lines generally cause improper pagination and large gaps between lines.

Selecting Draft Quality Text

Letter quality text is the default for the printer. To select draft quality text, press the **MODE** key on the printer's keypad. The light next to the word Draft will be lit.

You can also select draft quality text by embedding a setup string in your spreadsheet. Select /P (Print), P (Printer), O (Options), S (Setup) and type:

```
\027(s1Q
```

Note Setup strings embedded in your spreadsheet will override any selections made through the printer's keypad or mode function switches.

Using Lotus 1-2-3, version 2.2

This chapter on using Lotus 1-2-3, version 2.2, with your DeskJet 500 printer covers the following topics:

- Installing Your Printer
- Setting Up Lotus 1-2-3 Printer Default Settings
- Using Fonts
- Printing in Landscape Orientation
- Embedding Setup Strings
- Printing Special Characters
- Using Headers, Footers, and Borders
- Selecting Draft Quality Text

If you are unfamiliar with how printer drivers work, or need help choosing the right printer driver, refer to Chapter 1 "Using Printer Drivers With Your Software" in this manual. If you need help solving printer problems involving software, refer to Chapter 2 "Troubleshooting" in this manual.

You may also want to refer to your *DeskJet 500 Printer Owner's Manual* for information on how to use mode function switches, how to load envelopes, and other printer functions discussed in this chapter. Your software manual can provide information on how to use your particular software package.

Installing Your Printer

At the time this manual was published, a specific driver for the new DeskJet 500 printer font cartridges and internal fonts was not available. As an interim solution, you can select the HP DeskJet PLUS printer in Lotus 1-2-3. Contact the Lotus Corporation for information how to upgrade your current printer driver.

If you have already installed Lotus 1-2-3 on your computer, you must run the Install program again to install your printer.

To install your printer:

1. Type **LOTUS** to start the Lotus program.
2. Select **Install** and press **Enter**.
3. Read the instructions on the screen and press **Enter**.
4. At the main menu, select **Change Selected Equipment** and press **Enter**.
5. Select **Text Printer**.
6. Select **HP** and press **Enter**.
7. Select **DeskJet and DeskJet PLUS Portrait** and press **Enter**.
8. Select **Text Printer**.
9. Select **HP** and press **Enter**.
10. Select **DeskJet PLUS Landscape** and press **Enter**.
11. Select **Graph Printer** and press **Enter**.
12. Select **HP** and press **Enter**.
13. Select **DeskJet** and press **Enter**.

14. Select **Return to Menu** and press **Enter**.
15. Select **Save Changes** and press **Enter**.
16. Press **Enter** twice. Select **Yes** and press **Enter** to exit the Install program.

You are done installing your printer. Go to "Setting Up Lotus 1-2-3 Default Settings" in this chapter to select your printer defaults.

Setting Up Lotus 1-2-3 Printer Default Settings

After you run the Install program, you need to select your printer defaults. The margin, page length and setup defaults are overridden by changes made in the Print Printer Options menu.

To select defaults:

1. At the Lotus main menu, select **1-2-3** and press **Enter**.
 - If you are using a parallel printer interface (LPT1), select **/W** (Worksheet), **G** (Global), **D** (Default), **P** (Printer), **I** (Interface), **1**.
 - If you are using a serial interface (COM1), select **/W** (Worksheet), **G** (Global), **D** (Default), **P** (Printer), **I** (Interface), **2**, and select **9600** for Baud.

Note If you have the proper DOS MODE commands in your AUTOEXEC.BAT file, the Parallel 1 selection will work regardless of your actual configuration (parallel or serial). Refer to your *DOS Manual* for information on MODE commands.

- 2.** After you select the default printer connection, make the following printer default settings:
 - a.** Select **A** (AutoLF). Select **No** and press **Enter**.
 - b.** Select **L** (Left margin). Type **0** and press **Enter**.
 - c.** Select **R** (Right margin). Type **80** and press **Enter**.
 - d.** Select **T** (Top margin). Type **0** and press **Enter**.
 - e.** Select **B** (Bottom margin). Type **60** and press **Enter**.
 - f.** Select **W** (Wait). Select **No** and press **Enter**.
 - g.** Select **S** (Setup). Verify that Setup is blank and press **Enter**.
 - h.** Select **N** (Name). Verify that HP 2276A DeskJet is shown. If not, type **HP 2276A DeskJet**. Press **Enter**.
- 3.** Select **Q** (Quit), **U** (Update), **Q** (Quit).

Using Fonts

Proportionally spaced fonts (such as Times Roman and Helvetica) will produce improperly aligned spreadsheet columns.

The following fixed pitch fonts can be used with Lotus 1-2-3:

HP22706A	Courier
HP22706B	Prestige Elite
HP22706C	Letter Gothic
HP22706M	Presentations

Letter Gothic internal font
Courier internal font

To use the DeskJet 500 printer font cartridges C2109B Global Text, C2109C Garamond Collection, C2109D Dom Casual, and C2109E Brush, and CG Times internal font, you need a specific printer driver for the DeskJet 500 printer. At the time this manual was published, a specific printer driver was not available. Contact Lotus Corporation for information on how to upgrade your current printer driver.

Note To use the Letter Gothic internal font, embed an escape sequence in your spreadsheet for the **HP 22706C** Letter Gothic font cartridge.

Fonts are selected through setup strings entered into Lotus 1-2-3 or through the FONT key on the printer's keypad:

- To select a default font (used by Lotus every time): select **/W** (Worksheet), **G** (Global), **D** (Default), **P** (Printer), **S** (Setup), and enter the appropriate setup string. Save your changes when you exit Lotus 1-2-3.
- To temporarily override a default font selection: select **/P** (Print), **P** (Printer), **O** (Options), **S** (Setup) and enter the appropriate setup string.
- To select a font from the printer's keypad: press the **FONT** key until the light next to the font you want is lit.

Printing in Landscape Orientation

Landscape printing is an internal feature of the DeskJet 500 printer. To use the Letter Gothic font in landscape orientation, the HP 22707L Landscape Fonts cartridge must be installed in your printer.

If you use a setup string to select landscape printing, you may need to reselect the landscape printer driver after entering the setup string in Lotus 1-2-3.

To print a spreadsheet in landscape orientation:

1. Select **/W** (Worksheet), **G** (Global), **D** (Default), **N** (Name) and select **HP DeskJet PLUS Landscape**.
2. Select **Q** (Quit), **U** (Update).
3. Select **/P** (Print), **P** (Printer), **O** (Options), **P** (PageLength) and set your page length to **48**. Adjust your margins to accommodate your text.
4. Select **/P** (Print), **P** (Printer), **R** (Range).
5. Set your range and press **Enter**.
6. Select **A** (Align), **G** (Go), **P** (Page), **Q** (Quit). Page must be specified for last page of the spreadsheet to print.

When you print a document in landscape, make sure to change the printing orientation back to portrait before attempting to print graphics, or graphics data will not print.

Embedding Setup Strings

Setup strings can be placed in the setup string area by selecting **P** (Print), **P** (Printer), **O** (Option), **S** (Setup), or by embedding them in your spreadsheet. Embedded setup strings allows you to change the format for portions of your spreadsheet.

Be aware that any previous setup strings are still in effect when you use Lotus 1-2-3. To avoid any conflicts, include the printer reset command `\027E` at the beginning of your setup string.

Note The printer reset command should not be used with Lotus 1-2-3 macros or when printing multiple ranges. This command can cause Lotus 1-2-3 to "time-out," resulting in a "Printer Error" message.

Lotus 1-2-3 requires that embedded setup strings be placed in the left most column of a blank row. Thus, an embedded setup string requires one row to initiate the command, and one row to terminate the command. The blank rows containing the embedded setup strings will not print.

To embed a setup string, precede the command with two vertical bars (| |). Press **Shift** and \ (Backslash) key. After entering the command into its cell, your screen will show only one vertical bar, but the cell will contain two.

Example To embed the setup string for compressed print, position your cursor in the leftmost column of a blank row and type:

```
| |\027(s16.67H
```

Your screen will show the following:

```
|\027(s16.67H
```

Printing Special Characters

You can print special characters using escape sequences and specific decimal characters that you type in from your computer's numeric keypad. Access is limited for special characters due to the internal character bit mapping of Lotus 1-2-3. Refer to your *DeskJet 500 Printer Owner's Manual* for a list of escape sequences and supported character sets.

To enter a special character into your spreadsheet:

1. Select /P (Print), P (Printer), O (Options), S (Setup).
2. Enter the appropriate setup string to access the DeskJet 500 printer character set that contains the character you wish to use.
3. Position the cursor where you want the special character to print.
4. Press **Alt** and use your computer's numeric keypad to type the decimal value for the special character. Refer to your *DeskJet 500 Printer Owner's Manual* for information on character sets and printer commands.

The special character may not be shown on the screen; however, it will be printed.

Example To print a special character [™] from the Legal character set, embed the following escape sequence:

```
\027(1U
```

Then press **Alt** and type 126 from your computer's numeric keypad.

Using Headers, Footers, and Borders

When using headers, footers and borders, you must use the Formatted option. To select the Formatted option, select /P (Print), P (Printer), O (Options), O (Other), F (Formatted).

It is recommended that the Unformatted option be used when printing spreadsheets that do not contain headers, footers or borders. To select the Unformatted option, select /P (Print), P (Printer), O (Options), O (Other), U (Unformatted). If this selection is not made, Lotus 1-2-3 will automatically increase the top and bottom margins by three lines. These additional lines generally cause improper pagination and large gaps between lines.

Selecting Draft Quality Text

Letter quality text is the default for the printer. To select draft quality text, press the MODE key on the printer's keypad. The light next to the word Draft will be lit.

You can also select draft quality text by embedding a setup string in your spreadsheet. Select /P (Print), P (Printer), O (Options), S (Setup) and type:

`\027(s1Q`



Note Setup strings embedded in your spreadsheet will override any selections made through the printer's keypad or mode function switches.

Using Lotus 1-2-3, version 3.0

This chapter on using Lotus 1-2-3, version 3.0, with your DeskJet 500 printer covers the following topics:

- Installing Your Printer
- Setting Up Lotus 1-2-3 Printer Default Settings
- Using Fonts
- Printing in Landscape Orientation
- Embedding Setup Strings
- Printing Special Characters
- Suppressing Headers and Footers
- Selecting Draft Quality Text

If you are unfamiliar with how printer drivers work, or need help choosing the right printer driver, refer to Chapter 1 "Using Printer Drivers With Your Software" in this manual. If you need help solving printer problems involving software, refer to Chapter 2 "Troubleshooting" in this manual.

You may also want to refer to your *DeskJet 500 Printer Owner's Manual* for information on how to use mode function switches and other printer functions discussed in this chapter. Your software manual can provide information on how to use your particular software package.

Installing Your Printer

At the time this manual was published, a specific printer driver for the new DeskJet 500 printer font cartridges and internal fonts was not available. As an interim solution, you can select the HP DeskJet printer in Lotus 1-2-3; however, you will not be able to access the new fonts. Contact the Lotus Corporation for information on how to upgrade your current printer driver.

You must run the Lotus Install program to install your printer. During the installation process, the Printer Selection screen will be displayed. Select the following from the Printer Selection screen:

1. Select **HP**. Press **Enter**.
2. Select **HP DeskJet**. Press **Enter**.
3. Select **No Cartridge**. Press **Enter**.
4. Select **Yes** (to use another printer).
5. Select **HP**. Press **Enter**.
6. Select **HP DeskJet**. Press **Enter**.
7. Select **Landscape Cartridge**. Press **Enter**.
8. Select **No**. Press **Enter**.
9. Save your changes to **123.DCF**.

Setting Up Lotus 1-2-3 Printer Default Settings

After you run the Install program, you must select your printer default settings. The printer default connection in Lotus 1-2-3 is the first parallel printer port (LPT1). To confirm this setting or to change it:

1. Start the Lotus program, select 1-2-3 and press **Enter**.
 - If you are using a parallel printer interface, select **/W** (Worksheet), **G** (Global), **D** (Default), **P** (Printer), **I** (Interface), **1**.
 - If you are using a serial interface, select **/W** (Worksheet), **G** (Global), **D** (Default), **P** (Printer), **I** (Interface), **2**, and select **9600** for Baud.
2. After you select the default printer connection, make the following printer default settings:
 - a. Select **A** (AutoLF). Select **No** and press **Enter**.
 - b. Select **L** (Left margin). Type **0** and press **Enter**.
 - c. Select **R** (Right margin). Type **80** and press **Enter**.
 - d. Select **T** (Top margin). Type **0** and press **Enter**.
 - e. Select **B** (Bottom margin). Type **60** and press **Enter**.
 - f. Select **W** (Wait). Select **No** and press **Enter**.
 - g. Select **S** (Setup). Verify that Setup is blank and press **Enter**.
 - h. Select **N** (Name). Verify that **HP DeskJet No Cartridge** is shown. If not, type **HP DeskJet No Cartridge**. Press **Enter**.
3. Select **Q** (Quit), **U** (Update), **Q** (Quit).

Using Fonts

DeskJet 500 printer font cartridges and internal fonts (except Courier) are not supported by Lotus 1-2-3.

Below is a list of the Lotus 1-2-3 font number and name, and the corresponding DeskJet 500 internal font:

Lotus Font	DeskJet 500 Font
1 Regular Serif	<i>Courier</i>
2 Bold Serif	Courier Bold
3 Italic Serif	<i>Courier Italic</i>
4 Bold, Italic Serif	<i>Courier Bold/Italic</i>

Note At the time this manual was published, fonts 5-8 are the same as fonts 1-4.

To select the fonts listed above:

1. Select **P** (Print), **P** (Printer), **O** (Options), **A** (Advanced), **L** (Layout). The following selections are available:

Pitch Standard (10 cpi)
 Compressed (20 cpi)
 Expanded Compressed (5 cpi)

Line Spacing Standard (6 lpi)
 Compressed (8 lpi)

Orientation Portrait
 Landscape

2. Select the Lotus 1-2-3 font that corresponds to the DeskJet 500 font you want to print. Press **Enter**.

Printing in Landscape Orientation

Landscape printing is an internal feature of the DeskJet 500 printer. You must have previously selected the **HP DeskJet Landscape Cartridge** during the installation of your printer to print in landscape orientation (refer to "Installing Your Printer" in this chapter).

To print a spreadsheet in landscape orientation:

1. Select **/P** (Print), **P** (Printer), **O** (Options), **P** (PageLength) and set your page length to **45**. Adjust your margins to accommodate text length.
2. Select **/P** (Print), **P** (Printer), **O** (Options), **A** (Advanced), **L** (Layout), **O** (Orientation), **L** (Landscape).
3. Select **Q** (Quit), **Q** (Quit), **Q** (Quit).
4. Select **/P** (Print), **P** (Printer), **R** (Range).
5. Set your range and press **Enter**.
6. Select **A** (Align), **G** (Go), **P** (Page), **Q** (Quit). If Page is not specified, the last page of the spreadsheet will not print.

When you print a document in landscape orientation, be sure you change the printing orientation back to portrait before attempting to print graphics, or graphics data will be lost.

Embedding Setup Strings

Setup strings can be placed in the setup string area by selecting **P** (Print), **P** (Printer), **O** (Option), **S** (Setup), or can be embedded in your spreadsheet. Embedded setup strings allow you to change the format for portions of your spreadsheet.

Note Because the printer driver controls font selection, using certain setup strings in the Printer/Setup area can give unexpected results. Setup strings should be avoided for the following characteristics: orientation, character sets, spacing, (fixed or proportional), pitch, point size, style, stroke weight, typeface, and line spacing.

Be aware that any previous setup strings are still in effect when you use Lotus 1-2-3. To avoid any conflicts, include the printer reset command `\027E` at the beginning of your setup string.

Note The printer reset command should not be used with Lotus 1-2-3 macros or when printing multiple ranges. This command can cause Lotus 1-2-3 to "time-out," resulting in a "Printer Error" message.

Lotus 1-2-3 requires that embedded setup strings be placed in the left most column of a blank row. Thus, an embedded setup string requires one row to initiate the command, and one row to terminate the command.

To embed a setup string, precede the command with two vertical bars. Press **Shift** and the `\` (Backslash) key. After entering the command into its cell, your screen will show only one vertical bar, but the cell will contain two.

Printing Special Characters

You can print special characters by using the Alt key and your computer's numeric keypad.

Remember the following when printing special characters:

- Due to the internal character mapping of Lotus 1-2-3, access is limited for special characters using the DeskJet 500 printer's internal font character sets.
- DeskJet 500 printer characters sets can be selected using escape sequences. Refer to your *DeskJet 500 Printer Owner's Manual* for a list of escape sequences and supported character sets.

To enter a special character into your spreadsheet:

1. Select /P (Print), P (Printer), O (Options), S (Setup).
2. Enter the appropriate setup string to access the DeskJet 500 printer character set you want to use.
3. Position the cursor where you want the special character to print.
4. Press **Alt** and use your computer's numeric keypad to type the decimal value for the special character. Refer to your *DeskJet 500 Printer Owner's Manual* to identify the decimal value. The special character may not show on the screen; but, will be printed.

Example To print the special character β from the PC-8 character set, embed the following escape sequence:

\027(10U

Press and hold the **Alt** key and type 225 on your computer's numeric keypad.

Suppressing Headers and Footers

You can suppress a header and footer in a spreadsheet, provided there is no text in the header or footer. If not suppressed, Lotus 1-2-3 will print a header and footer, each containing three blank lines. This is in addition to any margins you set and the DeskJet 500 printer perforation skip (if enabled). These additional lines generally cause improper pagination and large gaps between lines.

To suppress a header and footer:

1. Select **/P** (Print), **P** (Printer), **O** (Options), **O** (Other), **B** (Blank-Header).
2. Select **S** (Suppress). Page breaks and margins are not changed by the Suppress selection.
3. Press **Enter**.

Selecting Draft Quality Text

Letter quality text is the default for the printer. To select draft quality text, press the **MODE** key on the printer's keypad. The green light next to the word Draft will be lit.

Using Microsoft Windows and Windows Applications

This chapter discusses the following versions of Windows and Windows applications:

- Microsoft Windows/286, version 2.1
- Microsoft Windows/386, version 2.11
- Run-time versions of Windows, 2.x
- Aldus PageMaker, version 3.0
- Ami Professional, version 1.1
- Microsoft Excel, version 2.0
- Microsoft Word for Windows, version 1.0

If you are unfamiliar with how printer drivers work, or need help choosing the right printer driver, refer to Chapter 1 "Using Printer Drivers With Your Software" in this manual. If you need help solving printer problems involving software, refer to Chapter 2 "Troubleshooting" in this manual.

You may also want to refer to your *DeskJet 500 Printer Owner's Manual* for information on how to use fonts and other printer functions discussed in this chapter. Your software manual can provide information on how to use your particular software package.

Installing Your Printer Driver

At the time this manual was published, a specific printer driver for the new DeskJet 500 printer font cartridges and internal fonts was not available. Contact Microsoft for information on how to upgrade your current printer driver. As an interim solution, you can use the HP DeskJet Family printer driver.

To install your printer driver:

1. Start Microsoft Windows, or your Windows application if you are using a run-time version of Windows.
2. Select **CONTROLEXE** (the control panel), located in the Windows or WIN386 subdirectory.

If you are using a run-time version of Windows, the instructions for installing your printer driver are the same. Refer to your software manual to determine how to run the Control Panel.

3. Select **Installation**, then select **Add new printer**.
4. Enter the drive and directory where your printer driver is located:
 - If you received your printer driver from Hewlett-Packard, insert the disk into drive A and type:
A:\WINDOWS
 - If you received the printer driver from Microsoft, insert the disk into drive A and type:
A:
5. Press **Enter** or select **OK**.

7-2 Using Microsoft Windows

6. Select one of the following printer drivers:
 - **HP DeskJet Family** has been updated to support the HP DeskJet printer and HP DeskJet PLUS printer fonts.
 - **HP DeskJet** supports the HP DeskJet printer.

7. Press **Enter** or select **ADD**.

8. Select **Yes** to copy the drivers to the selected directory.

9. Select **Setup**, then select **Connections**.

10. Select **HP DeskJet Family on None**.

If another printer is currently setup, you must first change the port setting for that printer to **None** before selecting HP DeskJet Family on None.

11. Select the printer port to which your printer is connected and press **Enter** or select **OK**.

- If you selected a parallel port, go to "Defining the Characteristics of Your Printer" to complete installing your printer.
- If your selected a serial port, go to "Changing the Communications Port Settings" that follow to set up your printer for a serial port.

Changing the Communications Port Settings

If you selected a serial port during the installation of your printer driver, you will need to change the communications port settings:

1. Select **Setup**, then **Communications Port**.
2. Select the settings listed below:

Baud rate	9600
Word length	8
Parity	None
Stop Bits	1
Handshake	Hardware
3. Go to the next section "Defining the Characteristics of Your Printer" to complete installing your printer.

Defining the Characteristics of Your Printer

To define the characteristics of your printer:

1. From the control panel, select **Setup**, then **Printer**.
2. Select **HP DeskJet Family** or **HP DeskJet**, and press **Enter** or select **OK**.
3. Select the paper, orientation, graphics resolution and paper source desired. For graphics resolution, we suggest you use 300 dpi to print graphics (some applications, such as Microsoft Excel, require that you use 300 dpi). This will achieve the highest quality output.
4. Select the **HP DeskJet PLUS** printer.
5. Highlight the font cartridge you will be using most often. To select two font cartridges, highlight the first cartridge, hold down the **Ctrl** key and highlight the second cartridge. Press **Space Bar**. Both cartridges should be highlighted.
6. Press **Enter** or select **OK**.

7-4 Using Microsoft Windows

Using Fonts

When choosing a font, be sure you are selecting printer fonts; otherwise, Microsoft Windows stroke or raster fonts will be used. Follow the instructions in your software manual for selecting fonts. Soft fonts are not supported by Microsoft Windows or the Windows applications discussed in this chapter.

The following font cartridges are supported by Microsoft Windows and Windows applications:

HP 22706A	Courier
HP 22706B	Prestige Elite
HP 22706C	Letter Gothic
HP 22706D	Times Roman (8/10 pt)
HP 22706E	Times Roman (12 pt)
HP 22706F	Times Roman (14 pt)
HP 22706G	Helvetica (10 pt)
HP 22706H	Helvetica (12 pt)
HP 22706J	Helvetica (14 pt)
HP 22706M	Presentations
HP 22706P	Times Roman (8/10/12/14 pt)
HP 22706Q	Helvetica (8/10/12/14 pt)
HP 22706R	Times Roman (8/10/12/14 pt)
HP 22706T	Helvetica (8/10/12/14 pt)
HP 22706U	Times Roman (15/30 pt)
HP 22706V	Helvetica (15/30 pt)

At the time this manual was published, a specific printer driver was not available for the DeskJet 500 printer font cartridges C2109B Global Text, C2109C Garamond Collection, C2109D Dom Casual, and C2109E Brush. Contact Microsoft for information on how to upgrade your current printer driver.

To use the Letter Gothic internal font, select the HP 22706C Letter Gothic font cartridge.

To use the CG Times internal font, select a font cartridge that supports the Times Roman font size you want to use. Your document will print with the character spacing of that font cartridge.

Printing Text in Landscape Orientation

Windows does not support the DeskJet 500 printer internal landscape fonts or the HP 22707L Landscape Fonts cartridge.

Landscape Printing of text is available using the Microsoft Windows stroke fonts Script, Roman, and Modern, at 72 dpi. HP DeskJet Family font cartridges, internal fonts, and landscape font cartridges cannot be used in landscape orientation, and if selected, Microsoft Windows will default to a screen character font. For better readability, we recommend that you use the Roman or Modern screen character fonts, not Script, when printing in landscape orientation.

Note You must select 300 dpi for some software applications when you setup your printer or you will not be able to print in landscape orientation.

Using Windows Applications

This section discusses special situations and procedures for using specific Microsoft Windows applications with your DeskJet 500 printer. Refer to "Installing Your Printer Driver," "Using Fonts," and "Printing Text in Landscape Orientation" earlier in this chapter for procedures that apply to all Microsoft Windows applications.

Note The DeskJet 500 printer landscape fonts are not supported by Microsoft Windows; therefore, you cannot print high quality text (300 dpi) in landscape orientation from the Windows applications discussed in this chapter.

7-6 Using Microsoft Windows

Ami Professional When using Ami Professional, version 1.1, some point sizes are not directly supported by Ami Professional for font cartridges HP 22706A through HP 22706V. Use the following chart to select the appropriate point size in Ami Professional:

To Print	Select
7 point font	6 point font*
5 point font	6 point font*
9.5 point font	10 point font
15 point font	18 point font
30 point font	36 point font

* depending on the cartridge you select

Aldus PageMaker Aldus PageMaker, version 3.0, defaults to the ECMA-94 Latin 1 character set. Refer to your *DeskJet 500 Printer Owner's Manual* for a chart of the ECMA-96 Latin 1 Character Set.

Microsoft Excel A total of four fonts can be used in each Microsoft Excel, version 2.0, spreadsheet.

Microsoft Word for Windows Microsoft Word for Windows, version 1.0, comes with a **DeskJet Family** printer driver. This is the same as the **HP DeskJet Family** printer driver discussed earlier in this chapter and includes support for the HP 22706R, HP 22706T, HP 22706U, HP 22706V font cartridges.

Using Microsoft Word, version 5.0

This chapter on using Microsoft Word, version 5.0, with your DeskJet 500 printer covers the following topics:

- Installing the Printer Drivers
- Using Fonts
- Printing in Landscape Orientation
- Printing on Legal Size Paper
- Printing on Legal Landscape Size Paper
- Printing Envelopes
- Printing Special Characters

If you are unfamiliar with how printer drivers work, or need help choosing the right printer driver, refer to Chapter 1 "Using Printer Drivers With Your Software" in this manual. If you need help solving printer problems involving software, refer to Chapter 2 "Troubleshooting" in this manual.

You may also want to refer to your *DeskJet 500 Printer Owner's Manual* for information on how to use mode function switches, how to load envelopes, and other printer functions discussed in this chapter. Your software manual can provide information on how to use your particular software package.

Note In this chapter, a (key) + (key) identifies when two keys should be pressed simultaneously. For example: press **Ctrl+T**. Do not type the + sign.

Installing the Printer Drivers

At the time this manual was published, a specific printer driver for the new DeskJet 500 printer font cartridges was not available. Contact Microsoft for information on how to upgrade your printer driver. As an interim solution, you can use the DeskJet/DeskJet PLUS printer drivers for your DeskJet 500 printer; however, you will not be able to use the new font cartridges. Contact Microsoft for information on how to receive these printer drivers.

When you receive the printer driver files from Microsoft, copy the files (.PRD and .DAT) into your Microsoft Word subdirectory. At the DOS prompt, type:

```
COPY A:\*.PRD C:\WORD  
COPY A:\*.DAT C:\WORD
```

If you installed Microsoft Word in a subdirectory other than C:\WORD, specify that subdirectory.

To install the printer drivers:

1. Press **Esc**, **P** (Print), **O** (Options). The PRINT OPTIONS printer field is highlighted.
2. Press **F1** to display a list of printer driver files.
 - If you are not using font cartridges, use the arrow keys to highlight any one of the following printer driver files (each one contains the internal Courier typeface): HPDESK1, HPDESK2, HPDESK3, HPDESK4, DESKJET1, DESKJET2, DESKJET3, or DESKJET4.
 - If you are using font cartridges or soft fonts, locate the printer driver name (PRD) in the chart on the following page for the font cartridge or soft font you are using. Use the arrow keys to highlight the printer driver file you want.

PRD	Font Cartridge	
HPDESK1	HP 22706A	Courier
	HP 22706B	Prestige Elite
	HP 22706C	Letter Gothic
HPDESK2	HP 22706D	Times Roman (8/10 pt)
	HP 22706E	Times Roman (12 pt)
	HP 22706F	Times Roman (14 pt)
	HP 22708A	Times Roman Soft Fonts (All)
HPDESK3	HP 22706A	Courier
	HP 22706G	Helvetica (10 pt)
	HP 22706H	Helvetica (12 pt)
	HP 22706J	Helvetica (14 pt)
	HP 22708A	Helvetica Soft Fonts (All)
HPDESK4	HP 22706M	Presentations and Letter Gothic (ASCII)
	HP 22706P	Times Roman (8/10/12/14 pt) (ASCII)
	HP 22706Q	Helvetica (8/10/12/14 pt) (ASCII)
	HP 22708A	Times Roman/Helvetica Soft Fonts (ASCII)
HPDESK5	HP 22707L	Landscape Fonts
HPDESKPC	HP 22708A	Times Roman and Helvetica Soft Fonts
DESKJET1, DESKJET2, DESKJET3, DESKJET4 (depending on the character set):		
	HP 22706A	Courier Italics
	HP 22706R	Times Roman Collection
	HP 22706T	Helvetica Collection
	HP 22706U	Times Roman Headlines
	HP 22706V	Helvetica Headlines
	HP 22708C	Times Roman and Helvetica Soft Fonts
	HP22708D	Univers Condensed Soft Fonts
DESKLGL	HP 22707L	Landscape Fonts (for legal landscape printing)

3. Press **Tab** to enter your printer driver file selection and move the cursor to the Setup field.

4. Press **F1** to obtain communications port listings or type in the port you are using. The port you selected during installation of the printer driver is highlighted.
5. Press **Tab** to enter your port selection.
6. In the Model field, press **F1** to see a list of options. Use the arrow keys to highlight your selection, if it is not already highlighted.
 - If you are not using font cartridges, use your arrow keys to highlight **HP DeskJet No Cartridges**.
 - If you are using font cartridges, use your arrow keys to highlight the appropriate choice.
 - If you are using soft fonts, use your arrow keys to highlight **Download Fonts**.

Press **Enter** to finalize your selections, then press **Esc** to exit the command menu.

You are done installing your printer drivers.

Using Fonts

Before you can select fonts, you must have the correct printer driver file installed and selected in Microsoft Word. Follow the instructions in "Installing the Printer Drivers" at the beginning of this chapter to install or change printer driver files.

Only one printer driver file can be selected per document. The fonts that are supported by your printer driver file selection are the only fonts that will be accessible in your document.

At the time this manual was published, a specific printer driver was not available for the DeskJet 500 printer font cartridges C2109B Global Text, C2109C Garamond Collection, C2109D Dom Casual, and C2109E Brush. Contact Microsoft for information on how to upgrade your current printer driver.

Note To use the Letter Gothic internal font, you must use the **HPDESK1** printer driver.

To use the CG Times internal font, you must use a printer driver that supports the **HP 22706R** Times Roman font cartridge. Your document will print with the character spacing of the R cartridge.

To select font options from your document:

1. Highlight the text you want to change.
2. Press **Esc**, **F** (Format), **C** (Character). Formatting options will appear on your screen.

3. Press **Tab** or use your arrow keys to move to the Font Name field. Press **F1** to display a list of font options. Highlight the font name you wish to use.
 - To access the Letter Gothic internal font, select **Letter Gothic**.
 - To access the CG Times internal font, select **TmsRmn** (your printer will select the CG Times internal font, but will print with the Times Roman character spacing).
4. Press **Tab** to enter your selection.
5. In the Font Size field, press **F1** to display a list of Microsoft Word font size options. Highlight the font size you wish to use. Press **Enter**.
6. If you are using soft fonts, the message **Enter Y to download new fonts, A to download all fonts, N to skip** is displayed when you print your document. Type the appropriate response.

When using a font with a point size greater than 12, you may need to modify line spacing in Microsoft Word. Refer to your *Using Microsoft Word Manual* for information on modifying line spacing.

Printing in Landscape Orientation

Landscape printing is an internal feature of the DeskJet 500 printer. If you want to use the Letter Gothic landscape font, you must use the HP 22707L Landscape cartridge. Graphics cannot be mixed with text in landscape orientation.

To select landscape printing:

1. Press **Esc**, **P** (Print), **O** (Options). The PRINT OPTIONS field is highlighted.
2. Press **F1**. Select **HPDESK5** and press **Tab** to enter your selection. In the Model field, verify that **HP DESKJET [7K/7L]** is displayed. Press **Enter**.
3. Press **Esc** to exit the Print menu.
4. Press **Esc**, **F** (Format), **D** (Division), **M** (Margins). Set your page length to 8.5" and your page width to 11". Press **Enter**.

You are now ready to select fonts and print your document.

Printing on Legal Size Paper

To print on legal size paper:

1. Press **Esc**, **P** (Print), **O** (Options). Highlight the printer driver file that contains the font you wish to use in your document.
2. Press **Enter** to save the changes. Press **Esc** to exit the Print menu.
3. Press **Esc**, **F** (Format), **D** (Division), **M** (Margins). Set your page length to 14" and page width to 8.5". Press **Enter**.

You are now ready to select fonts and print your document.

Printing on Legal Landscape Size Paper

To print on legal landscape size paper:

1. Press **Esc**, **P** (Print), **O** (Options).
2. Press **F1** to see a list of options. Select **DESKLGL**.
3. Verify that **HPDESKJET [7K/7L]** is displayed in the Model field. Press **Enter** to save the changes.
4. Press **Esc** to exit the Print menu.
5. Press **Esc**, **F** (Format), **D** (Division), **M** (Margins). Set your page length to 8.5" and page width to 14". Press **Enter**.

You are now ready to select fonts and print your document.

Printing Envelopes

Only No. 10 (USA) and DL (European) envelopes are supported by your DeskJet 500 printer. The steps below are for printing on No. 10 envelopes with pre-printed return addresses.

To print envelopes:

1. Remove the paper from the printer.
2. Press **Esc**, **P** (Print), **O** (Options).
3. Press **F1** to see a list of options.
4. Select the printer driver file that contains the font you wish to use for printing envelopes.
5. Set the Paper Feed option to **Manual**. Do not select Envelope (refer to your *Using Microsoft Word Manual* for information on this selection).
6. Press **Enter** to save the changes.
7. Press **Esc** to exit the Print menu.
8. Enter the addresses as you normally would. If you enter more than one address, separate each address with a page break. To do this, press **Shift+Ctrl+Enter**. The page break will appear as a row of periods on your screen.
9. Press **Shift+F10** to select your document.
10. Press **Esc**, **F** (Format), **D** (Division), **M** (Margins).

11. Specify the suggested settings as shown in the screen below and press **Enter**.

```
FORMAT DIVISION MARGINS
top: 2.0"                bottom: 1.0"
left: 4.0"               right: 0"
page length: 4.0"       width: 9.5"
running-head position from top: 0"
```

12. While the document is still highlighted, press **Esc, F** (Format), **C** (Character). Select the font name and font size you wish to use.
13. Select **P** (Print), **P** (Printer).
14. Load the envelope according to the instructions in your *DeskJet 500 Printer Owner's Manual* and press the printer's **ONLINE** button. If you are printing more than one envelope, wait until the Online light flashes again, load the envelope and press the Online button again.
15. When you have finished, press **Esc, P** (Print), **O** (Options) and set the Feed option back to **Continuous**.

Printing Special Characters

The steps below are for printing PC-8 special characters. Most Microsoft Word printer driver files support the PC-8 character set. To determine what characters Microsoft Word supports, print the document CHARTEST.DOC.

To print PC-8 special characters:

1. Press **Esc**, **P** (Print), **O** (Options) and specify the printer driver file for the fonts you wish to use in your document.
2. Press **Esc** to exit the Print menu.
3. Find the decimal value of the character you want to print from the PC-8 character set chart in your *DeskJet 500 Printer Owner's Manual*.
4. Press and hold down the **Alt** key and use your computer's numeric keypad to type the decimal value of the character. Release the **Alt** key. The special character will appear on your screen.

Example To print the special character β , press and hold the **Alt** key, and type 225 on your computer's numeric keypad.

Using Microsoft Works, version 2.0

This chapter on using Microsoft Works, version 2.0, with your DeskJet 500 printer covers the following topics:

- Installing the Printer Drivers
- Using Fonts
- Printing in Landscape Orientation
- Printing on Legal Size Paper
- Printing on Legal Landscape Size Paper
- Printing Envelopes
- Printing Special Characters

If you are unfamiliar with how printer drivers work, or need help choosing the right printer driver, refer to Chapter 1 "Using Printer Drivers With Your Software" in this manual. If you need help solving printer problems involving software, refer to Chapter 2 "Troubleshooting" in this manual.

You may also want to refer to your *DeskJet 500 Printer Owner's Manual* for information on how to use mode function switches, how to load envelopes, and other printer functions discussed in this chapter. Your software manual can provide information on how to use your particular software package.

Installing the Printer Drivers

At the time this manual was published, a specific printer driver for the new DeskJet 500 printer font cartridges was not available. Contact Microsoft for information on how to upgrade your current printer driver. As an interim solution, you can use the printer drivers for Microsoft Word with your DeskJet 500 printer and Microsoft Works.

When you receive the printer driver files from Microsoft, copy the files (.PRD and .DAT) into your Microsoft Works subdirectory. At the DOS prompt, type:

```
COPY A:\* .PRD C:\WORKS  
COPY A:\* .DAT C:\WORKS
```

If you installed Microsoft Works in a subdirectory other than C:\WORKS, specify that subdirectory.

To install the DeskJet 500 printer, run the Microsoft Works Setup program:

1. At the DOS prompt, in your Microsoft Works subdirectory, type:

SETUP
2. Select **Continue**.
3. Select **Modify an Existing Working Copy of Works 2.0**.
4. Select the drive Works is located in and press **Enter**.
5. Press **Enter** to accept the Works directory.
6. If you do not want to change your video card, select **No**.
7. Select **Yes** to choose another printer.
8. Highlight **DeskJet PLUS** and press **Enter**.

9. Select the appropriate port and press **Enter**.

10. Press any key to continue. You are now done installing your printer.

If you want to select additional printers, repeat the above steps.

Using Fonts

Before you can select a font in your document, the printer driver file (PRD) that contains that font must be installed and selected in Microsoft Works. Refer to "Installing the Printer" at the beginning of this chapter to install or change your printer driver.

At the time this manual was published, a specific printer driver was not available for the DeskJet 500 printer font cartridges C2109B Global Text, C2109C Garamond Collection, C2109D Dom Casual, and C2109E Brush. Contact Microsoft for information on how to upgrade your current printer driver.

Use the following chart to identify the correct printer driver for the font you want to use:

PRD	Font Cartridge	
HPDESK1 (included in MS Works)	HP 22706A	Courier
	HP 22706B	Prestige Elite
	HP 22706C	Letter Gothic
HPDESK2	HP 22706D	Times Roman (8/10 pt)
	HP 22706E	Times Roman (12 pt)
	HP 22706F	Times Roman (14 pt)
	HP 22708A	Times Roman Soft Fonts (All)
HPDESK3	HP 22706A	Courier
	HP 22706G	Helvetica (10 pt)
	HP 22706H	Helvetica (12 pt)
	HP 22706J	Helvetica (14 pt)
	HP 22708A	Helvetica Soft Fonts (All)
HPDESK4	HP 22706M	Presentations and Letter Gothic (ASCII)
	HP 22706P	Times Roman (8/10/12/14 pt) (ASCII)
	HP 22706Q	Helvetica (8/10/12/14 pt) (ASCII)
	HP 22708A	Times Roman/Helvetica Soft Fonts (ASCII)
HPDESK5	HP 22707L	Landscape Fonts
HPDESKPC	HP 22708A	Times Roman and Helvetica Soft Fonts
DESKJET1, DESKJET2, DESKJET3, DESKJET4 (depending on the character set):		
	HP 22706A	Courier Italics
	HP 22706R	Times Roman (8/10/12/14 pt)
	HP 22706T	Helvetica (8/10/12/14 pt)
	HP 22706U	Times Roman (15/30 pt)
	HP 22706V	Helvetica (15/30 pt)
	HP 22708C	Times Roman and Helvetica Soft Fonts
	HP 22708D	Univers Condensed Soft Fonts
DESKLGL	HP 22707L	Landscape Fonts (for legal landscape printing)

9-4 Using Microsoft Works, version 2.0



To select fonts in your document:

1. Select **P** (Print), **S** (Printer Setup).
2. Highlight the printer driver file you want to use.
 - To use the Letter Gothic internal font, you must use the **HPDESK1** printer driver.
 - To use the CG Times internal font, you must use a printer driver that supports the **HP 22706R** Times Roman font cartridge. Your document will print with the character spacing of the R cartridge.
3. Press **Tab**.
4. Select the appropriate model, depending on the type of font you are using. Press **Tab**.
5. Select the print resolution. Press **Tab**.
6. Select **Continuous**. Press **Tab**.
7. Select the appropriate port. Select **OK** or press **Enter**.
8. Highlight the text to be changed. Select **Format, Font and Style**.
9. Select the desired typeface and font size. Press **Enter** or select **OK**.
 - To use the internal Letter Gothic font, select **Letter Gothic**.
 - To use the CG Times internal font, select **TmsRmn** (your printer will select the CG Times internal font).
10. If you are using soft fonts, select **P** (Print), **P** (Printer), **Yes** to download the soft fonts.

Printing in Landscape Orientation

Landscape printing is an internal feature of the DeskJet 500 printer. If you want to use the Letter Gothic landscape font, you must use the HP 22707L Landscape Fonts cartridge.

To print in landscape orientation:

1. Select **P** (Print), **S** (Printer Setup).
2. Select the **HPDESK5** printer driver file, then **OK**.
3. Select **P** (Print), **S** (Page Setup and Margins). Set your right margin at .5", page length at 8.5", and page width at 11". Press **Enter** or select **OK**.
4. Select the desired font typeface and size (refer to "Using Fonts" in this chapter).
5. Select **P** (Print), **P** (Print) and press **Enter**.

Printing on Legal Size Paper

To print on legal size paper:

1. Place the A5 mode function switch on your printer to the UP position.
2. Select **P** (Print), **S** (Page Setup and Margins). Set your page length at 14" and page width at 8.5".
3. Press **Enter** or select **OK**.
4. Select **P** (Print), **P** (Print).
5. Press **Enter** or select **Print**.

Printing on Legal Landscape Size Paper

To print in legal landscape:

1. Set the A5 mode function switch on your printer to UP.
2. Select **P** (Print), **S** (Printer Setup).
3. Select the **HPDESK5 PRD** file, then **OK**.
4. Select **P** (Print), **M** (Page Setup and Margins). Set the right margin at .5", page length at 14", and page width at 11".
5. Press **Enter** or select **OK**.

Printing Envelopes

Only No. 10 (USA) and DL (European) envelopes are supported by your DeskJet 500 printer.

To print on No. 10 envelopes:

1. Select **P** (Print), **S** (Printer Setup).
2. Select **Manual** in the Page Feed field.
3. Press **Enter** or select **OK**.
4. Select **P** (Print), **M** (Page Setup and Margins). Set your page length at 4.25" and page width at 9.5".
5. Select **P** (Print), **P** (Print).
6. Press **Enter** or select **Print**.
7. Load the envelope into the printer according to the instructions in your *DeskJet 500 Printer Owner's Manual*.
8. Press **Enter** or select **OK**.

Printing Special Characters

The steps below are for printing PC-8 special characters. Most printer driver files used by Microsoft Works support the PC-8 character set. Refer to "Using Fonts" in this chapter to identify the proper printer driver to print other characters sets.

To print PC-8 special characters:

1. Identify the character you want to print from the PC-8 character set chart in your *DeskJet 500 Printer Owner's Manual*. Find the decimal value of that character.
2. Position the cursor where you want the character to print.
3. Hold down the **Alt** key and use your computer's numeric keypad to type the decimal value of the character. Release the **Alt** key. The special character will not always be displayed on your screen.

Example To print the special character β , press and hold the **Alt** key, and type 225 on your computer's numeric keypad.

Using MultiMate, version 4.0

This chapter on using MultiMate, version 4.0, with your DeskJet 500 printer covers the following topics:

- Installing Your Printer
- Using Fonts
- Printing on Legal Size Paper
- Printing Envelopes
- Embedding Printer Commands

If you are unfamiliar with how printer drivers work, or need help choosing the right printer driver, refer to Chapter 1 "Using Printer Drivers With Your Software" in this manual. If you need help solving printer problems involving software, refer to Chapter 2 "Troubleshooting" in this manual.

You may also want to refer to your *DeskJet 500 Printer Owner's Manual* for information on how to use mode function switches, how to load envelopes, and other printer functions discussed in this chapter. Your software manual can provide information on how to use your particular software package.

Note In this chapter, a (key) + (key) identifies when two keys should be pressed simultaneously. For example: press **Ctrl+T**. Do not type the + sign.

Installing Your Printer

At the time this manual was published, a specific printer driver for the new DeskJet 500 printer font cartridges was not available. Contact Ashton-Tate for information on how to upgrade your current printer driver. As an interim solution, you can use the DeskJet PLUS printer driver for your DeskJet 500 printer. This printer driver is located on the Printer Driver Disk that is included with MultiMate.

To install your printer:

1. At the DOS prompt in your MultiMate subdirectory, type:

```
C:\SETUPMM
```

2. Select **Setup Printer Definitions**.
3. Select **Edit Printer Setup**. Press the **Insert** key.
4. Select **Hewlett-Packard**. Select the appropriate printer/cartridge combination.
5. Highlight the correct port and press **F10**.
6. Type the printer setup name and press **Enter**.
7. Press **Esc** to return to the main menu.
8. Select **Exit** to leave the install program.

Using Fonts

Before you can select fonts in your document, you must select the Printer Action Table (PAT) that corresponds to the font cartridge you want to use. Use the table on the following page to select the correct PAT. Once you have selected the correct PAT, you can print out a list of the fonts and the corresponding MultiMate font letter for each.

Note To use the Letter Gothic internal font, select the **DESKJETC.PAT** (for the HP 22706C Letter Gothic font cartridge).

To use the CG Times internal font, select **DJRANDU.PAT** (for the **HP 22706R** Times Roman font cartridge). Your document will print with the character spacing of the R cartridge.

At the time this manual was published, a specific printer driver was not available for the DeskJet 500 printer font cartridges C2109B Global Text, C2109C Garamond Collection, C2109D Dom Casual, and C2109E Brush. To access these font cartridges, embed a printer command in your document. Refer to your *DeskJet 500 Printer Owner's Manual* for the proper printer command to use. Contact Ashton-Tate for information on how to upgrade your current printer driver.

**Identifying the
Correct Printer Action
Table**

To display the list of fonts for a PAT, press **Insert**, then **Alt+C**, and type ?.

Below is a table that lists the PAT for each font cartridge supported by MultiMate.

PAT	Font Cartridge	
DESKJET.PAT	HP 22706A	Courier/Courier Italic
DESKJETB.PAT	HP 22706B	Prestige Elite
DESKJETC.PAT	HP 22706C	Letter Gothic
DESKJETM.PAT	HP 22706M	Presentations
DJETTMS.PAT	HP 22706D	Times Roman (8/10 pt)
	HP 22706E	Times Roman (12 pt)
	HP 22706F	Times Roman (14 pt)
	HP 22706P	Times Roman (8/10/12/14 pt)
	HP 22706G	Helvetica (10 pt)
	HP 22706H	Helvetica (12 pt)
	HP 22706J	Helvetica (14 pt)
	HP 22706Q	Helvetica (8/10/12/14 pt)
DJETHLV.PAT	HP 22706G	Helvetica (10 pt)
	HP 22706H	Helvetica (12 pt)
	HP 22706J	Helvetica (14 pt)
	HP 22706Q	Helvetica (8/10/12/14 pt)
	HP 22706D	Times Roman (8/10 pt)
	HP 22706E	Times Roman (12 pt)
	HP 22706F	Times Roman (14 pt)
	HP 22706P	Times Roman (8/10/12/14 pt)
DJRANDU.PAT	HP 22706R	Times Roman (8/10/12/14 pt)
	HP 22706U	Times Roman (15/30 pt)
	HP 22708C	Times Roman Soft Font (8/10/12/14/15/30 pt)
DJTANDV.PAT	HP 22706T	Helvetica (8/10/12/14 pt.)
	HP 22706V	Helvetica (15/30 pt)
	HP 22708C	Helvetica Soft Font (8/10/12/14/15/30 pt)

To change PATs:

1. Activate the pull-down menu and select **Print**.
2. Select **Change Printer Setup**.
3. Select the PAT for your printer.

Selecting Fonts in Your Document

To select fonts in your document:

1. Verify that you have selected the correct PAT.
2. Position your cursor where you want to change fonts.
3. Activate the pull-down menu and select **Style**.
4. Select **Font**.
5. Select the correct font and press **Enter**.
 - To access the Letter Gothic internal font, select **Letter Gothic**.
 - To access the internal CG Times font, select **TmsRmn** (the printer will select the CG Times internal font).
6. Select the correct pitch and press **Enter**.
7. Verify that the format line length is set correctly. Use the following formula to calculate the correct format line length:

$$\text{Print Line Length} \times \text{pitch (dpi)} = \text{format line length}$$

Using Proportionally Spaced Fonts

When using proportionally spaced fonts (such as Times Roman and Helvetica), you will need to change the format line or right margin. The spacing is different for each letter, so you may find that your right margin will vary. Set Proportional Spacing in MultiMate to **Yes** and Right Justification to **No** (right justification is not supported in MultiMate).

Printing on Legal Size Paper

To print on legal size paper:

1. Place the A5 mode function switch on your printer in the UP position. Refer to your *DeskJet 500 Printer Owner's Manual* for information on function switches.
2. In MultiMate, select **Document, Print, Options** and set your page length to **77**.

Printing Envelopes

Only No. 10 (USA) and DL (European) envelopes are supported by your DeskJet 500 printer.

To print No. 10 envelopes:

1. Load the envelope according to the instructions in your *DeskJet 500 Printer Owner's Manual*.
2. Create your document, with one address per page.
3. Place the cursor at the beginning of the address.
4. Activate the pull-down menus.
5. Select **Print**.
6. Select **DeskJet** as your PAT.

Embedding Printer Commands

Printer commands can be embedded in MultiMate by using the **Alt+A** command. When using PATs which support proportionally spaced fonts, the printer command must be in decimal form, not ASCII.

Top margins must be set at **0** in the Document Print Options menu and entered in the document using carriage returns.

To embed printer commands:

1. Position the cursor at least one space in from the left margin.
2. Press **Alt+A**. The Greek letter μ will appear on the screen.
3. Immediately following the symbol, type 027 (the decimal representation for the escape character E_c).
4. Enter the remainder of the printer command in its ASCII form.

Example To embed the printer command for legal size paper, press **Alt+A** and type:

027&/3A (/ = lowercase L)

The command will appear as μ 027E μ 027&/13A on your screen.

Using PFS: First Publisher, version 2.1

This chapter on using PFS: First Publisher, version 2.1, with your DeskJet 500 printer covers the following topics:

- Installing Your Printer
- Using Fonts

If you are unfamiliar with how printer drivers work, or need help choosing the right printer driver, refer to Chapter 1 "Using Printer Drivers With Your Software" in this manual. If you need help solving printer problems involving software, refer to Chapter 2 "Troubleshooting" in this manual.

You may also want to refer to your *DeskJet 500 Printer Owner's Manual* for information on how to use mode function switches and other printer functions discussed in this chapter. Your software manual can provide information on how to use your particular software package.

Installing Your Printer

At the time this manual was published, a specific printer driver for the new DeskJet 500 printer font cartridges was not available. Contact Software Publishing Corporation for information on how to upgrade your current printer driver. As an interim solution, you can use the HP DeskJet printer driver.

To install your printer:

1. At the First Publisher subdirectory, type **printer** and press **Enter**.
2. Press **Enter** once to display the HP printer selections on the screen, as shown below:

Number	Manufacturer	Model
11	Epson	LX-80
12	Epson	LX-86/800
13	Epson	MX-80/100 III
14	Epson	RX-80/100 III
15	HP	DeskJet, no cartridge
16	HP	DeskJet, with cartridges
17	HP	LaserJet, no cartridge
18	HP	LaserJet, with cartridge

3. Select your printer.
 - If you are not using font cartridges, select 15. Press **Enter**
 - If you are using font cartridges, select 16. Press **Enter**
4. Type **N** (No) for Scale Output. Press **Enter**.
5. If you are using font cartridges, type the appropriate letter for the font cartridges you want to use. You can select two font cartridges at one time.
6. Select the appropriate printer port.

You are finished installing your printer. You can move or install fonts at this time or later.

Using Fonts

The following DeskJet 500 fonts are supported by First Publisher:

HP 22706A	Courier
HP 22706D	Times Roman (8/10 pt)
HP 22706E	Times Roman (12 pt)
HP 22706F	Times Roman (14 pt)
HP 22706G	Helvetica (10 pt)
HP 22706H	Helvetica (12 pt)
HP 22706J	Helvetica (14 pt)
HP 22706P	Times Roman (8/10/12/14 pt)
HP 22706Q	Helvetica (8/10/12/14 pt)
HP 22707F	Epson Proprinter Emulation

At the time this manual was published, a specific printer driver was not available for the DeskJet 500 printer font cartridges C2109B Global Text, C2109C Garamond Collection, C2109D Dom Casual, and C2109E Brush, and the internal Letter Gothic font. Contact Software Publishing Corporation for information on how to upgrade your current printer driver.

Note To use the CG Times internal font, select the **HP 22706P** Times Roman font cartridge. Your document will print with the character spacing of the Times Roman font.

Moving DeskJet 500 Fonts

Before you can select DeskJet 500 fonts in First Publisher, you must first move them to the MASTER.FNT file.

To move DeskJet 500 fonts to the MASTER.FNT file:

1. From the First Publisher subdirectory, type **FONTMOVE** and press **Enter**.
2. Press **F1** (Move fonts).
3. Select **F2** (Dir) and type the drive that you installed PFS: First Publisher in (for example, C:).
4. Select **F3** (Show). Type **DeskJet** and press **Enter**. A list of fonts available in the DESKJET.FNT file are displayed.
5. Highlight the font you want to select.
6. Press **F4** (Destination). Type MASTER.FNT for the destination.
7. Press **F6** (Copy).
8. Repeat steps 5-7 to copy more fonts to the MASTER.FNT file.
9. When you are done, press **Esc**, then **F3** (Exit to DOS) to return to DOS.

All the fonts that you copied will be accessible in First Publisher through the Font and Style menus.

Selecting Fonts

To select fonts in First Publisher, use the Font menu to select the typeface. Use the Style menu to select the font size. If you need to add more fonts, you must use the Fontmove utility program. Refer to "Moving DeskJet 500 Fonts" earlier in this chapter.

Using PFS: Professional Write, version 2.1

This chapter on using PFS: Professional Write, version 2.1, with your DeskJet 500 printer covers the following topics:

- Installing Your Printer
- Setting Up Professional Write Defaults
- Using Fonts
- Embedding Printer Commands
- Printing in Landscape Orientation
- Selecting Draft Quality Print
- Printing on Legal Size Paper
- Printing Special Characters

If you are unfamiliar with how printer drivers work, or need help choosing the right printer driver, refer to Chapter 1 "Using Printer Drivers With Your Software" in this manual. If you need help solving printer problems involving software, refer to Chapter 2 "Troubleshooting" in this manual.

You may also want to refer to your *DeskJet 500 Printer Owner's Manual* for information on how to use mode function switches, how to load envelopes, and other printer functions discussed in this chapter. Your software manual can provide information on how to use your particular software package.

Installing Your Printer

At the time this manual was published, a specific printer driver for the new DeskJet 500 printer font cartridges was not available. Contact Software Publishing Corporation for information on how to upgrade your current printer driver. As an interim solution, you can use the HP DeskJet printer driver included in Professional Write.

To install your printer:

1. Start your Professional Write program.
2. Select **2** (Setup), from the main menu.
3. Select **1** (Select Printer 1) from the Setup Menu. If you will be using additional fonts, you must select Printer 1. A list of printers and printer ports are displayed.
4. Highlight **HP DeskJet** and press **Tab** to select a port.
 - If you are using the parallel port, select LPT1, LPT2 or LPT3 and press **Enter**, then **Esc**, to return to the Setup Menu.
 - If you are using the serial port, select COM1 or COM2 and press **Enter**. The Cartridge Selection Menu is displayed. Press **Esc** to display the Serial Port Settings screen. Make the following serial port selections and press **Enter**:

Serial Port Settings		
Parity	(ODD,EVEN,NONE):	None
Number of data bits	(7 or 8):	8
Number of stop bits	(1 or 2):	1
Uses XON/XOFF	(Y/N):	Y
Baud rate: 6		
1. 300	4. 2400	
2. 600	5. 4800	
3. 1200	6. 9600	

Setting Up Professional Write Defaults

It is recommended that your page length be set at **60** and top and bottom margins be set at **0** for your document to print correctly.

To change default settings:

1. Press **F4** (Format).
2. Select **2** (Set Top/Bottom Margins & Page Length). Use your **Tab** key to move to each field.
 - a. Set your top and bottom margins to **0** and your Page Length to **60**.
 - b. Press **Enter**.

To save the new working copy:

1. Press **F2** (File/Print).
2. Select **2** (Save Working Copy). Type the file name **PW.DEF**.

The drive and path displayed at this time should be that of your Professional Write program files. If it is not, change it to the correct drive and path.

3. Press **Enter** to accept the drive and path displayed.

Using Fonts

Before you can select a font, you must first select the appropriate font cartridge in Professional Write. The font cartridge you select will be your default font selection. To change the default, re-select the new font cartridge.

The following font cartridges are supported by Professional Write:

HP 22706A	Courier
HP 22706B	Prestige Elite
HP 22706C	Letter Gothic
HP 22706D	Times Roman (8/10 pt)
HP 22706E	Times Roman (12 pt)
HP 22706F	Times Roman (14 pt)
HP 22706G	Helvetica (10 pt)
HP 22706H	Helvetica (12 pt)
HP 22706J	Helvetica (14 pt)
HP 22706M	Presentations
HP 22706Q	Helvetica (8/10/12/14 pt)

Unsupported Fonts

The following fonts cartridges are not currently supported by Professional Write, but can be accessed by advanced users:

HP 22706P	Times Roman (8/10/12/14 pt)
HP 22706R	Times Roman (8/10/12/14 pt)
HP 22706T	Helvetica (8/10/12/14 pt)
HP 22706U	Times Roman (15/30 pt)
HP 22706V	Helvetica (15/30 pt)
HP 22706W	WordPerfect Cartridge
HP 22707L	Landscape Fonts
HP 22708A	Times Roman and Helvetica Soft Fonts
HP 22708C	Times Roman and Helvetica Soft Fonts
HP 22708D	Univers Condensed Soft Fonts
C2109B	Global Text
C2109C	Garamond Collection
C2109D	Dom Casual
C2109E	Brush

To access unsupported font cartridges, Letter Gothic internal font, and CG Times internal font, install the **Unlisted Printer** and embed the appropriate printer command in your document. Refer to your *DeskJet 500 Printer Owner's Manual* for printer command information. Proportionally spaced fonts accessed in this manner will not justify or give column alignment. Contact Software Publishing Corporation for the most current information.

Selecting Your Default Font Cartridge

To select your default font cartridge:

- 1.** Select **Setup** from the main menu.
- 2.** Select **1** (Select Printer 1). Fonts can only be accessed through Printer 1.
- 3.** Highlight **HP DeskJet** and press **Enter**.
- 4.** Select **1** (Select Cartridge 1) and press **Enter**.
- 5.** Press **PageDown** until the desired font cartridge is displayed. Highlight the selection and press **Enter**.
 - To use the Courier internal font only, highlight **No Cartridge**. Press **Enter**.
 - To use the Letter Gothic internal font, select the **HP 22706C** Letter Gothic font cartridge.
- 6.** Select **3** (Regular Font). Your font options are displayed on the screen.
- 7.** Highlight the font you will be using and press **Enter**.
- 8.** Press **Esc** until you return to the main menu.

Selecting Fonts To select or change a font from within your document:

1. Press **Ctrl+T** to mark the text. Use the arrow keys to highlight the text that you want to change.
2. Press **F10** (Text Block Operations Menu).
3. Select **3** (Change font style) or **4** (Change Font or Size).
4. Use the arrow keys to highlight the font or style you wish to use and then press **Enter**.

To use the Letter Gothic internal font, select **Letter Gothic**.

Embedding Printer Commands

Printer commands (known as printer control codes in Professional Write) must be sent through an initialization string and in decimal representation to be used by Professional Write. Printer commands are entered in Professional Write through the Setup menu or within the document. Refer to your *DeskJet 500 Printer Owner's Manual* for the ASCII-Decimal-Hexidecimal conversion table. Refer to "Appendix C" of your *Professional Write Manual* for further information on how to use printer control codes.

Printing in Landscape Orientation

Landscape cartridge HP 22707L Landscape Fonts Cartridge is currently not supported by Professional Write; however, you can print in landscape orientation by embedding the printer control code ***P 27, 38, 108, 49, 79*** in your document.

Refer to your *DeskJet 500 Printer Owner's Manual* or your *Professional Write Manual* for further information about landscape printing.

Selecting Draft Quality Print

Letter quality print is the default for your DeskJet 500 printer and Professional Write. To select draft quality, press the MODE key on your printer's keypad until the Draft light is lit. You can also embed the printer control code ***P 27, 40, 115, 49, 81*** in your document.

Printing on Legal Size Paper

To print on legal size paper:

1. Select **F4** (Format).
2. Select **2** (Set top/bottom margins & length).
3. Set your page length to **78**.
4. Enter the printer control code ***P 27, 38, 108, 51, 65*** in your document or set the A5 mode function switch on your printer to the UP position. Refer to the Appendix in your *DeskJet 500 Printer Owner's Manual* for a description of mode function switches.

Printing Special Characters

Special characters are printed using the Alt key and a decimal value you type on your computer's numeric keypad. To print a special character, the correct symbol must be supported by Professional Write, your DeskJet 500 printer and the font cartridge you are using (if applicable). Refer to your *DeskJet 500 Printer Owner's Manual* and *Professional Write Manual* for character set tables and supported characters.

To print special characters:

1. Identify the character set that contains the special character.
2. Position the cursor where you want the special character to print. Hold down the **Alt** key and use your computer's numeric keypad to type the decimal value of the character. The character that appears on the screen may not correspond with the actual printed character.

Using WordPerfect, version 4.2

This chapter on using WordPerfect, version 4.2, with your DeskJet 500 printer covers the following topics:

- Installing the Printer Drivers
- Setting Up WordPerfect Defaults
- Changing the Default Printer
- Using Fonts
- Printing in Landscape Orientation
- Printing on Legal Size Paper
- Printing Envelopes

If you are unfamiliar with how printer drivers work, or need help choosing the right printer driver, refer to Chapter 1 "Using Printer Drivers With Your Software" in this manual. If you need help solving printer problems involving software, refer to Chapter 2 "Troubleshooting" in this manual.

You may also want to refer to your *DeskJet 500 Printer Owner's Manual* for information on how to use mode function switches, how to load envelopes, and other printer functions discussed in this chapter. Your software manual can provide information on how to use your particular software package.

Note In this chapter, a (key) + (key) identifies when two keys should be pressed simultaneously. For example: press **Ctrl+T**. Do not type the + sign.

Installing the Printer Drivers

At the time this manual was published, a specific printer driver for the new DeskJet 500 printer font cartridges was not available. Contact WordPerfect for information on how to upgrade your printer driver. As an interim solution, you can use the DeskJet PLUS printer driver for your DeskJet 500 printer. This printer driver is located on Driver Disk 3 included with WordPerfect.

When you receive the printer drivers from WordPerfect, copy the files into your WordPerfect subdirectory. At the DOS prompt, type:

```
COPY A:\*.* C:\WP42
```

If you installed WordPerfect in a subdirectory other than C:\WP42, specify that subdirectory.

To install the printer drivers:

1. At a document screen, press **Shift+F7**.
2. Select **4** (Printer Control).
3. Select **3** (Select Printers) and a list of printer definition options will appear on your screen as shown below (you may need to pagedown to see them).

Printer Definitions in C:\WP42\WPRINTER.FIL

```
1 HP DeskJet A: Courier Italic  2 HP DeskJet B: Prestige Elite
3 HP DeskJet C: LetterGothic   4 HP DeskJet D,E,F: TmsRmn
5 HP DeskJet G,H,J: Helv       6 HP DeskJet K,L: Gothic Land
7 HP DeskJet M: Presentations  8 HP DeskJet P: TmsRmn
9 HP DeskJet Q: Helv           10 HP DeskJet R,U: TmsRmn
11 HP DeskJet T,V: Helv        12 HP DeskJet 22708A: Helv
13 HP DeskJet 22708A: TmsRmn   14 HP DeskJet 22708C: Helv
15 HP DeskJet 22708C: TmsRmn   16 HPDeskJet 22708D:Univ Cond
```

If these printer definitions are not displayed, try reinstalling your drivers or call WordPerfect Support.

4. Select the printer definition you wish to use.
 - To use the Letter Gothic internal font, select the **HP DeskJet C: Letter Gothic** printer definition.
 - To use the CG Times internal font, select the **HP DeskJet R,U: TmsRmn** printer definition.
5. Press **Enter**.
6. Select a printer port.
 - If you selected a parallel port (LPT1, LPT2 or LPT3), go to step 7.
 - If you selected a serial port (COM1, COM2, COM3 or COM4), enter the following settings:

Baud	7 (9600)
Parity	0 (None)
Stop Bits	1
Character Length	8
7. Select **1** (Continuous) and press **Enter**.
8. If you have additional font cartridges or soft fonts, repeat steps 2-7 for each cartridge.
9. When you have finished selecting your printer, press **F7** to exit the Select Printers Menu.
10. Select **2** to display printer fonts. If the selections on the screen are not what you selected, repeat the installation procedure.
11. Press **F7** until you return to your document.



You are done installing your printer drivers. Go to "Setting Up WordPerfect Defaults" in the next section to set up WordPerfect defaults for your DeskJet 500 printer.

Setting Up WordPerfect Defaults

Your WordPerfect document will need the correct page length and margin defaults. Use the guidelines in this section when formatting your document.

To change your DeskJet 500 printer to the default printer in WordPerfect, go to "Changing the Default Printer" later in this chapter.

Whether you are creating a new document or editing an existing one, you must format your document in the order shown below using the F8 Format Menu:

- Page Formatting: page length, top margin
- Line Formatting: tabs, margins
- Print Formatting: fonts, lines/inch

Use WordPerfect's Reveal Codes (Alt+F3) to confirm your formatting selection order. Refer to your *WordPerfect Manual* for document formatting procedures.

Setting Page Length

Use the following table to choose the proper page length for letter size paper.

Orientation	Form Length	Text Lines
Portrait:		
6 lines per inch	66	54
8 lines per inch	66	72
Landscape:		
6 lines per inch	66	39
8 lines per inch	66	52

Setting the Top Margin

WordPerfect measures top margins in "half-lines." There are 12 half-lines per inch.

To set the top margin, use the following formula:

$$12 \times \text{the desired top margin (in inches)}$$

Changing the Default Printer

WordPerfect allows you to assign up to six printer definitions for added flexibility in using internal fonts and font cartridges; however, you can only use one definition as the default per document.

To change the default printer in WordPerfect:

1. Press **Shift+F7**.
2. Select **4** (Printer Control).
3. Select **1** (Select Print Options).
4. Enter the printer number for the DeskJet PLUS printer and press **Enter**. Your selection will remain as the default printer until you exit WordPerfect or select a different printer.

Using Fonts

The following DeskJet 500 font cartridges and soft fonts are supported by WordPerfect:

HP 22706A	Courier
HP 22706B	Prestige Elite
HP 22706C	Letter Gothic
HP 22706D	Times Roman (8/10 pt)
HP 22706E	Times Roman (12 pt)
HP 22706F	Times Roman (14 pt)
HP 22706G	Helvetica (10 pt)
HP 22706H	Helvetica (12 pt)
HP 22706J	Helvetica (14 pt)
HP 22706M	Presentations
HP 22706P	Times Roman (8/10/12/14 pt)
HP 22706Q	Helvetica (8/10/12/14 pt)
HP 22706R	Times Roman (8/10/12/14 pt)
HP 22706T	Helvetica (8/10/12/14 pt)
HP 22706U	Times Roman (15/30 pt)
HP 22706V	Helvetica (15/30 pt)
HP 22706W	WordPerfect Cartridge
HP 22707L	Landscape Fonts
HP 22708A	Times Roman and Helvetica Soft Fonts
HP 22708C	Times Roman and Helvetica Soft Fonts
HP 22708D	Univers Condensed Soft Fonts

At the time this manual was published, a specific printer driver was not available for the DeskJet 500 printer font cartridges C2109B Global Text, C2109C Garamond Collection, C2109D Dom Casual, and C2109E Brush. Contact Wordperfect for information on how to upgrade your current printer driver.

A Word About the WordPerfect Font Cartridge HP 22706W

The WordPerfect font cartridge HP 22706W is a set of two font cartridges designed specifically for use with WordPerfect and the DeskJet PLUS and DeskJet 500 printers. The cartridge allows you access to the DeskTop character set and the CG Times and Univers font typefaces.

Identifying Supported Fonts

Before you can select fonts, you must know if WordPerfect supports that font. If the font is supported, you must identify the number that WordPerfect has assigned for the font and pitch.

Font information is included in WordPerfect's PRHELP . EXE file on Printer Disk 2. If you are using proportionally spaced fonts, you must run PRHELP . EXE to identify the correct pitch for the font you want to use.

To run PRHELP . EXE:

1. Insert Printer Disk 2 into drive A. At the DOS prompt, type:

A : PRHELP

Press **Enter**.
2. Highlight the printer definition you installed, then select **2** to look at the fonts and pitches associated with that definition. If you want to print out this screen, press **Shift + PrintScrn**.
3. Press **F7** twice to exit PRHELP . EXE.

Selecting Fonts If you are selecting fonts through font cartridges, make sure the correct font cartridge is installed in the printer.

To select fonts:

1. Position the cursor at the point in your document you want the font to begin printing. If you are changing fonts within a paragraph, go to step 3.
2. If the font pitch is different from the current font you are using, press **Shift+F8**, then select **3** (Margins). Set right and left margins based on the font pitch you are using.
3. Press **Ctrl+F8** to display the Print Format menu.
4. Select **1** (Pitch/Font). Enter the pitch. If you are selecting a proportionally spaced font, press **Shift+8** to place an asterisk (*) next to the pitch.
5. Enter the font number.
 - To use the Letter Gothic internal font, select the font number for the **HP 22706C** Letter Gothic font cartridge.
 - To use the CG Times internal font, select the font number for the **HP 22706W** WordPerfect, thefont cartridge or **HP 22706P** Times Roman or the **HP 22706R** Times Roman font cartridge. Your document will print with the character spacing of the cartridge you selected.
6. Press **Enter** to exit the Print Format menu

If you are using proportionally spaced fonts, make sure you have entered an asterisk (*) after specifying the font pitch. Centering, tabs, margins, and right justification will print properly only if an asterisk is entered.

Printing in Landscape Orientation

Landscape printing is an internal feature of the DeskJet 500 printer. To use the Letter Gothic landscape font, you must select the HP 22707L Landscape Fonts cartridge in WordPerfect and have the cartridge installed in your printer.

To select the HP 22707L Landscape Font cartridge in WordPerfect:

1. Press **Shift+F7**.
2. Select **4** (Printer Control).
3. Select **3** (Select Printer).
4. Highlight **HP DeskJet K,L: Gothic Land**.
5. Press **F7** until you return to your document.
6. Press **Alt+F8** to display the Page Format menu.
7. Select **4** (Page Length).
8. Select **3** (Other). Enter the following settings:

Field	Setting
Form Length	66
Number of Text Lines	39
Left and right margins	enter your choice
Font Style	enter your choice

9. Press **F7** until you return to your document.

Printing on Legal Size Paper

To print on legal paper:

1. Position the cursor at the top of the document and press **Alt+F8** to display the Page Format Menu.
2. Select **4** (Page Length) and select the paper, depending on the print orientation:
 - For portrait printing, select **2** (Legal).
 - For landscape printing, select **3** (Other) and enter the following settings:

Field	Setting
Form Length	84
Number of Text Lines	39
Left and right margins	enter your choice
Font Style	enter your choice

If you have difficulty printing beyond the letter portion of the legal page, place the A5 mode function switch on your printer in the UP position. Some systems require this setting in addition to the procedures above.

Printing Envelopes

Only No. 10 (USA) or DL (European) envelopes are supported by your DeskJet 500 printer. The procedures in below are for printing on No. 10 envelopes.

To print envelopes:

1. Use the following chart to determine the proper margins.

Type of Address	Top	Left	Right
Mailing Address	30	40	80
Return Address	0	0	80

2. Press **Alt+F8** and select 5. Enter the top margin.
3. Press **Shift+F8** and select 3. Enter left and right margins.
4. Press **Ctrl+F8**.
5. Select **A** (Insert Printer Command) and specify a No. 10 (USA) envelope. Type the following and press **Enter**:

<027>&/81a3H (/ = lowercase L)

6. Press **Ctrl+Enter** to add a page break before the first address. For multiple addresses, a page break should be entered between addresses.

The printer's ONLINE light will blink until an envelope is loaded. One blank envelope will be ejected at the beginning of your job. The ONLINE light will blink when waiting for subsequent envelopes.

7. Load the envelope according to instructions in your *DeskJet 500 Printer Owner's Manual*.

Using WordPerfect, version 5.0

This chapter on using WordPerfect, version 5.0, with your DeskJet 500 printer covers the following topics:

- Installing the Printer Drivers
- Using Fonts
- Printing in Landscape Orientation
- Printing on Legal Size Paper
- Printing Envelopes

If you are unfamiliar with how printer drivers work, or need help choosing the right printer driver, refer to Chapter 1 "Using Printer Drivers With Your Software" in this manual. If you need help solving printer problems involving software, refer to Chapter 2 "Troubleshooting" in this manual.

You may also want to refer to your *DeskJet 500 Printer Owner's Manual* for information on how to use mode function switches, how to load envelopes, and other printer functions discussed in this chapter. Your software manual can provide information on how to use your particular software package.

Note In this chapter, a (key) + (key) identifies when two keys should be pressed simultaneously. For example: press **Ctrl+T**. Do not type the + sign.

Installing the Printer Drivers

At the time this manual was published, a specific printer driver for the new DeskJet 500 printer font cartridges was not available. Contact WordPerfect for information on how to upgrade your printer driver. As an interim solution, you can use the printer drivers for the DeskJet PLUS printer for your DeskJet 500 printer. Contact WordPerfect about receiving the most current printer drivers.

When you receive the printer drivers from WordPerfect, copy the files into your WordPerfect subdirectory. At the DOS prompt, type:

```
COPY A:\*.* C:\WP50
```

If you installed WordPerfect in a different subdirectory than C:\WP50, specify that subdirectory.

To install the printer drivers:

1. Start the WordPerfect program.
2. Press **Shift+F7**.
3. Select **S** (Select Printer).
4. Select **2** (Additional Printers).
5. Highlight **HPDeskJet/DeskJet PLUS**.
6. Select **1** (Select).
7. Press **Enter** to accept the existing file name, or enter a name of your own. If the message **File Exists** is displayed, specify a new printer filename or press **Y** (Yes) to replace the existing file name.

8. Your screen will display a brief updating count. Press **F7** to exit. The Select Printer: Edit screen is displayed.
 - If you are using a parallel port (LPT1, LPT2, LPT3), you are done installing your printer. Press **F7** until you return to your document, then go to "Using Fonts" in this chapter to install and select fonts.
 - If you are using a serial port (COM1, COM2, COM3), go to "Setting Up Your Serial Port" in this chapter to complete the installation of your printer.

Setting Up a Serial Port

To set up a serial port:

1. Select **2** (Port). A list of ports is displayed on the bottom of the screen. Enter the number for the appropriate port.
2. Specify the following settings on the screen displayed, as shown below:

Select Printer: Com Port	
1 -Baud	9600
2 - Parity	None
3 - Stop Bits (1 or 2)	1
4 -Character Length (7 or 8)	8
5 - XON/XOFF	No

3. Verify that the settings are correct, then press **Enter** until you return to your document.

You are now done installing your printer. Go to "Using Fonts" in this chapter to install and select fonts.

Using Fonts

The following font cartridges and soft fonts are supported by WordPerfect 5.0:

HP 22706A	Courier
HP 22706B	Prestige Elite
HP 22706C	Letter Gothic
HP 22706D	Times Roman (8/10 pt)
HP 22706E	Times Roman (12 pt)
HP 22706F	Times Roman (14 pt)
HP 22706G	Helvetica (10 pt)
HP 22706H	Helvetica (12 pt)
HP 22706J	Helvetica (14 pt)
HP 22706M	Presentations
HP 22706P	Times Roman (8/10/12/14 pt)
HP 22706Q	Helvetica (8/10/12/14 pt)
HP 22706R	Times Roman (8/10/12/14 pt)
HP 22706T	Helvetica (8/10/12/14 pt)
HP 22706U	Times Roman (15/30 pt)
HP 22706V	Helvetica (15/30 pt)
HP 22706W	WordPerfect Cartridge
HP 22707L	Landscape Fonts
HP 22708A	Times Roman and Helvetica Soft Fonts
HP 22708C	Times Roman and Helvetica Soft Fonts
HP 22708D	Univers Condensed Soft Fonts

At the time this manual was published, a specific printer driver was not available for the DeskJet 500 printer font cartridges C2109B Global Text, C2109C Garamond Collection, C2109D Dom Casual, and C2109E Brush. You will need to use printer commands to access these font cartridges. Refer to your *DeskJet 500 Printer Owner's Manual* for printer command information. Contact WordPerfect for information on how to upgrade your current printer driver.

A Word About the WordPerfect Font Cartridge HP 22706W

The WordPerfect font cartridge HP 22706W is a set of two font cartridges designed specifically for use with WordPerfect and the DeskJet PLUS and DeskJet 500 printers. The cartridge allows you access to the DeskTop character set and the CG Times and Univers font typefaces.

Installing Fonts

You will need to install font cartridges and soft fonts in WordPerfect before you can select them in your document. Refer to "Selecting Fonts" in this chapter for procedures on how to select fonts after you have installed them.

Installing Internal Fonts and Font Cartridges

To install internal fonts and font cartridges:

1. At a document screen, press **Shift+F7**.
2. Select **S** (Select Printer). Highlight **HP DeskJet/DeskJet PLUS**.
3. Select **3** (Edit).
4. Select **5** (Cartridges and Fonts).
5. Highlight **DeskJet+Internal Fonts** and press **Enter**.
6. Press **Shift+8** to place an asterisk (*) next to the Courier Landscape Internal font.
7. Press **F7** to accept the selection and return to the Select Printer: Cartridges and Fonts screen.
8. Highlight **Font Cartridge** and press **Enter**.

Note If you want to select more than two font cartridges, you will need to change the quantity of font cartridges available; however, only two font cartridges may be in the printer at one time.

9. Press **Shift+8** to place an asterisk (*) next to the font cartridge you want to select. You can select as many cartridges as the Available Quantity shows.
 - To use the Letter Gothic internal font, you must place an asterisk next to the **HP 22706C** Letter Gothic font cartridge.
 - To use the CG Times internal font, you must place an asterisk next to the **HP WordPerfect Cartridge 1**, **HP WordPerfect Cartridge 2**, **HP 22706P Times Roman** or **HP 22706R Times Roman**, depending on the font size you want to use. Your document will print with the character spacing of the cartridge you selected.
10. Press **F7** twice to save. WordPerfect updates the fonts and displays the Select Printer: Edit screen.
11. Press **F7** three more times to return to your document.

Installing Soft Fonts

The Downloadable Soft Font Utility (DSU) is not needed to install soft fonts in WordPerfect. WordPerfect utilizes its own download utility. Before you begin this procedure, copy the soft font files into a subdirectory on your hard disk. Use one path name (for example, C:\FONT).

Note Do not use multiple path names (for example, C:\DSU\FONT). This has been found to cause problems.

To install soft fonts:

1. At a document screen, press **Shift+F7**.
2. Select **S** (Select Printer), then **3** (Edit).
3. Select **7** (Path for Downloadable Fonts and Printer Command Files). Type in the path name you copied the soft font files to. Press **Enter**.
4. Select **5** (Cartridges and Fonts) to display the following screen:

Select Printer: Cartridges and Fonts		
Font Category	Resource	Quantity
DeskJet+ Internal Fonts	Plus Internal	1
Font Cartridge	Cartridge Slot	2
Soft Font Memory		256 K

5. Highlight **Soft Font**.

6. If you have purchased more than one RAM cartridge, you will need to change the number in the Quantity field to reflect the amount of memory on the RAM cartridges installed in your printer. Select **2** (Change Quantity) and type in the appropriate amount of memory. Press **Enter**.
7. Select **1** (Select).
8. Move your cursor to the soft fonts you want to download to your printer. Press **Shift+8** to place an asterisk (*) next to your selection.
9. Press **F7** until you return to the Printer Control screen.
10. Press **7** (Initialize the Printer). The busy light is lit on your printer, indicating that the soft fonts are being downloaded.
11. When the soft fonts have been downloaded, press **F7** to return to your document.

Selecting Fonts

If you are using font cartridges, make sure the correct font cartridge is installed in the printer.

To select fonts in your WordPerfect document:

1. Position the cursor at the point in the document you want a new font to begin printing.
2. Press **Ctrl+F8**.
3. Select **4** (Base Font).
4. Highlight the font you wish to use from the cartridge you selected and press **Enter**.

Printing in Landscape Orientation

Before you print in landscape orientation, be sure you have installed the DeskJet PLUS **Courier Internal Landscape** font. Refer to "Installing Internal Fonts and Font Cartridges" earlier in this chapter for instructions on how to install this font.

To print in landscape orientation:

1. At the top of your document, press **Shift+F8**.
2. Select **2 (Page)**.
3. Select **8 (Paper Size/Type)**. The following screen is displayed:

Format: Paper Size	Width	Height
1 - Standard	(8.5" x 11")	
2 - Standard Landscape	(11" x 8.5")	
3 - Legal	(8.5" x 14")	
4 - Legal Landscape	(14" x 8.5")	
5 - Envelope	(9.5" x 4")	
6 - Half Sheet	(5.5" x 8.5")	
7 - US Government	(8" x 11")	
8 - A4	(210mm x 297mm)	
9 - A4 Landscape	(297mm x 210mm)	
o - Other		

4. Select **2 (Standard Landscape)** or **4 (Legal Landscape)**, depending on the paper size you are using.
5. Select **1 (Standard)**.
6. Make any necessary changes on the Format: Page screen, then press **F7 (Exit)** until you return to your document.

Printing on Legal Size Paper

To print on legal size paper:

1. At the top of your document, press **Shift+F8** (Format Menu).
2. Select **2** (Page).
3. Select **8** (Paper Size/Type).
4. Select **3** (Legal).
5. Select **1** (Standard).
6. Make any necessary changes on the Format: Page screen, then press **F7** until you return to your document.

Printing Envelopes

Only No. 10 (USA) or DL (European) envelopes are supported by your DeskJet 500 printer. The procedures below are for printing No. 10 envelopes that have pre-printed return addresses.

To print envelopes:

1. At the top of your document, press **Shift+F8**.
2. Select **2** (Page).
3. Select **8** (Paper Size/Type).
4. Select **5** (Envelope).
5. Select **5** (Envelope) again.

6. Select **5** (Margins). Set a top margin of 2.5" and a bottom margin of 0". Include the quote (") marks in the settings. WordPerfect will default to a setting of .5" for the bottom margin and .25" for the right margin.
7. Press **Enter**.
8. Select **1** (Line).
9. Select **7** (Margins) and set a left margin of 4.5" and a right margin of 0".
10. Press **F7** until you return to your document.
11. Type the address, separating each address with a page break (**Ctrl+Enter**). If the address does not start printing at 4.5 in, press **Home** twice and the Up arrow once to put your cursor at the proper position.
12. Press **Shift+F7** and select **1** or **2**. The computer will beep.
13. Press **Shift+F7**, then **4** (Control Printer). The message **Insert paper and press "G" to continue** should be displayed.
14. Insert the envelope into the printer. Refer to your *DeskJet 500 Printer Owner's Manual* for envelope loading instructions.
15. Select **4** or **G** (Go). The computer will beep each time a new envelope should be inserted.



Note If the envelope is inserted before the computer beeps, the printer may eject it and feed a piece of paper in its place.

Using WordPerfect, version 5.1

This chapter on using WordPerfect, version 5.1, with your DeskJet 500 printer covers the following topics:

- Installing Your Printer
- Using Fonts
- Printing in Landscape Orientation
- Printing on Legal Size Paper
- Printing on Legal Landscape Size Paper
- Printing Envelopes

If you are unfamiliar with how printer drivers work, or need help choosing the right printer driver, refer to Chapter 1 "Using Printer Drivers With Your Software" in this manual. If you need help solving printer problems involving software, refer to Chapter 2 "Troubleshooting" in this manual.

You may also want to refer to your *DeskJet 500 Printer Owner's Manual* for information on how to use mode function switches, how to load envelopes, and other printer functions discussed in this chapter. Your software manual can provide information on how to use your particular software package.

Note In this chapter, a (key) + (key) identifies when two keys should be pressed simultaneously. For example: press **Ctrl+T**. Do not type the + sign.

Installing Your Printer

At the time this manual was published, a specific printer driver for the new DeskJet 500 printer font cartridges was not available. Contact WordPerfect for information on how to upgrade your current printer driver. As an interim solution, use the procedures below to install the printer drivers for the DeskJet PLUS printer.

You must use WordPerfect's Install program to install your DeskJet 500 printer. The Install program copies all of the appropriate files to your WordPerfect subdirectory.

Note Do not use the Select Printer screen to install your DeskJet 500 printer. This procedure does not copy all of the files WordPerfect needs to communicate with your printer.

To install your printer:

1. At the DOS prompt in your WordPerfect subdirectory, type:

INSTALL

2. Select **Yes** to continue.
3. Select **Yes** to copy the files to your hard disk.
4. Insert the WordPerfect **Printer 1** disk in drive A and press **Enter**.
5. Press **Page Down** until the **HP DeskJet Plus** printer is displayed.
6. Type the number displayed to the left of **HP DeskJet PLUS**.
7. Select **Yes** to select the printer.

8. Select **Yes** to install the .ALL files. These files are necessary for WordPerfect to communicate with your printer.
9. Insert the WordPerfect **Printer 3** disk into drive A and press **Enter**. WordPerfect copies the .ALL files to your WordPerfect subdirectory.
10. The message **Do you want to install another printer** is displayed.
11. Select **No**. WordPerfect updates the font files.
12. Take a moment to read the Printer Helps and Hints screen, then press **Enter** to exit the Install program.
 - If you are using the parallel port (LPT1), you are done installing your printer. Go to the "Using Fonts" section in this chapter to install and select fonts in WordPerfect.
 - If you are using the serial port (COM1), go to "Setting up a Serial Port" in this chapter.

Setting Up a Serial Port

To set up a serial port:

1. Start your WordPerfect program.
2. Press **Shift+F7**
3. Select **S** (Select Printer).
4. Highlight the **HP DeskJet Plus** printer.
5. Select **3** (Edit).
6. Select **2** (Port). A list of ports is displayed on the bottom of the screen. Enter the number for the appropriate port.

7. Specify the following settings on the screen displayed, as shown below:

Select Printer: COM Port	
1 - Baud	9600
2 - Parity	None
3 - Stop Bits (1 or 2)	1
4 - Character Length (7 or 8)	8
5 - XON/XOFF	No

8. Verify that the settings are correct, then press **Enter** until you return to your document.

You are now done installing your printer. Go to "Using Fonts" section in this chapter for instructions on installing and selecting fonts.

Using Fonts

The following font cartridges and soft fonts are supported by WordPerfect:

HP 22706A	Courier
HP 22706B	Prestige Elite
HP 22706C	Letter Gothic
HP 22706D	Times Roman (8/10 pt)
HP 22706E	Times Roman (12 pt)
HP 22706F	Times Roman (14 pt)
HP 22706G	Helvetica (10 pt)
HP 22706H	Helvetica (12 pt)
HP 22706J	Helvetica (14 pt)
HP 22706M	Presentations
HP 22706P	Times Roman (8/10/12/14 pt)
HP 22706Q	Helvetica (8/10/12/14 pt)
HP 22706R	Times Roman (8/10/12/14 pt)
HP 22706T	Helvetica (8/10/12/14 pt)
HP 22706U	Times Roman (15/30 pt)
HP 22706V	Helvetica (15/30 pt)
HP 22706W	WordPerfect Cartridge
HP 22707L	Landscape Fonts
HP 22708A	Times Roman and Helvetica Soft Fonts
HP 22708C	Times Roman and Helvetica Soft Fonts
HP 22708D	Univers Condensed Soft Fonts

At the time this manual was published, a specific printer driver was not available for the new DeskJet 500 printer font cartridges C2109B Global Text, C2109C Garamond Collection, C2109D Dom Casual, and C2109E Brush. You will need to use printer commands to access these font cartridges. Refer to your *DeskJet 500 Printer Owner's Manual* for printer command information. Contact WordPerfect for information on how to upgrade your current printer driver.

A Word About the WordPerfect Font Cartridge HP 22706W

The WordPerfect font cartridge HP 22706W is a set of two font cartridges designed specifically for use with WordPerfect and the DeskJet Family printers. The cartridge allows you access to the DeskTop character set and the CG Times and Univers font typefaces.

Installing Fonts

You will need to install font cartridges and soft fonts in WordPerfect before you can select them in your document. Refer to "Selecting Fonts" later in this chapter for procedures on how to select fonts after you have installed them.

Installing Font Cartridges

To install font cartridges:

1. At a document screen, press **Shift+F7**.
2. Select **S** (Select Printer), then **3** (Edit).
3. Select **4** (Cartridges and Fonts).
4. Highlight **Cartridges** and press **Enter**.
5. Select **2** (Change Quantity) and enter the number of cartridges you want (2 is the default). Press **Enter**.

Note If you want to select more than two font cartridges, you will need to change the quantity of font cartridges available; however, only two font cartridges may be in the printer at one time.

6. Highlight **Font Cartridge** and press **Enter**. A list of font cartridges is displayed.

7. Press **Shift+8** to place an asterisk (*) next to the font cartridge you want to select. You can select as many cartridges as the Available Quantity shows.
 - To use the Letter Gothic internal font, you must place an asterisk next to the **HP 22706C Letter Gothic** font cartridge.
 - To use the CG Times internal font, you must place an asterisk next to the **HP WordPerfect Cartridge 1, HP WordPerfect Cartridge 2, HP 22706 P Times Roman, or HP 22706R Times Roman**, depending on the font size you want to use.
8. Press **F7** twice to save your selections and exit. WordPerfect updates the font files.
9. Press **F7** until you return to your document.

Installing Soft Fonts

The Downloadable Soft Font Utility (DSU) is not needed to install soft fonts in WordPerfect. WordPerfect utilizes its own download utility. Before you begin this procedure, copy the soft font files into a subdirectory on your hard disk. Use one path name (for example, C:\FONT).

Note Do not use multiple path names (for example, C:\DSU:FONT). This has been found to cause problems.

To install soft fonts:

1. At a document screen, press **Shift+F7**.
2. Select **S** (Select Printer), then **3** (Edit).

3. Select **6** (Path for Downloadable Fonts and Printer Command Files). Type in the path name you copied the soft font files to. Press **Enter**.
4. Select **4** (Cartridges and Fonts).
5. Highlight **Soft Fonts**.
6. If you have purchased more than one RAM cartridge, you will need to change the number in the Quantity field to reflect the amount of memory on the RAM cartridges installed in your printer. Select **2** (Change Quantity) and type in the appropriate amount of memory. Press **Enter**.
7. Select **1** (Select). The following screen is displayed.

```
Select Printer: Soft Fonts
Font Groups:
      HP 22708A
      HP 22708A (ASCII)
      HP 22708C
      HP 22708C (ASCII)
      HP 22708D
      HP 22708D (ASCII)
```

8. Highlight the soft font group you want to download and press **Enter**. A screen is displayed listing the available fonts for the font group you selected.
9. Move your cursor to the soft font you want to select.
10. Press **Shift+8** to place an asterisk (*) next to the soft fonts you want to download to your printer.
11. Press **F7** until you return to the Printer Control screen.

- 12.** Select **7** (Initialize the Printer). The busy light on your printer is illuminated, indicating that the soft fonts are being downloaded.
- 13.** When the soft fonts have been downloaded, press **F7** to return to your document.

Selecting Fonts

If you are using font cartridges, make sure the correct font cartridge is installed in the printer.

To select fonts in your WordPerfect document:

- 1.** Position the cursor at the point in the document you want a new font to begin printing.
- 2.** Press **Ctrl+F8**.
- 3.** Select **4** (Base Font).
- 4.** Highlight the font you want to use, depending on the cartridge you selected, and press **Enter**.

Margin changes are not required when you make font changes in WordPerfect.

Printing in Landscape Orientation

To print in landscape orientation:

1. At the top of your document, press **Shift+F8**.
2. Select **2 (Page)**.
3. Select **7 (Paper Size/Type)**.
4. Highlight **Standard Wide**.
5. Select **1 (Select)**.
6. Press **F7 (Exit)** until you return to your document.

Printing on Legal Size Paper

To print on legal size paper:

1. At the top of your document, press **Shift+F8**.
2. Select **2 (Page)**.
3. Select **7 (Paper Size/Type)**.
4. If a Legal selection is displayed, select it and go to step 5.

If a Legal selection is not displayed, you will need to set up a form. You will only need to do this once.

- a. Select **2 (Add)**, then select **9 (Other)**.
 - b. Type **Legal** for the name of the form. Press **Enter**.
 - c. Select **1 (Paper Size)**, then select **3 (Legal)**.
 - d. Press **F7** twice to return to the Format: Page screen.
5. Make any necessary changes on the Format: Page screen, then press **F7** until you return to your document.

Printing on Legal Landscape Size Paper

To print on legal paper in landscape (wide) orientation:

1. At the top of the document, press **Shift+F8**.
2. Select **2** (Page).
3. Select **7** (Paper Size/Type).
4. If a Legal-Landscape selection is displayed, select it and go to step 5.

If a Legal-Landscape selection is not displayed, you will need to set up a form. You will only need to do this once.

- a. Select **2** (Add), then select **9** (Other).
 - b. Type **Legal-Landscape** for the name of the form. Press **Enter**.
 - c. Select **1** (Paper Size), then select **4** (Legal-Landscape).
 - d. Select **3** (Font Type), then select **2** (Landscape).
 - e. Press **F7** to return to the Format: Page screen.
5. Make any necessary changes on the Format: Page screen, then press **F7** until you return to your document.

Printing Envelopes

Only No. 10 (USA) or DL (European) envelopes are supported by your DeskJet 500 printer. The procedures below are for printing No. 10 envelopes that have pre-printed return addresses.

To print envelopes:

1. At the top of your document, press **Shift + F8**.
2. Select **2** (Page).
3. Select **7** (Paper Size/Type).
4. Highlight **Envelope-Wide**.
5. Select **5** (Edit).
6. Select **5** (Location).
7. Select **3** (Manual).
8. Press **F7** to return to the Format: Paper Size/Type screen.
9. Select **1** (Select) to display the Format: Page screen.
10. Select **5** (Margins). Set a top margin of **2.5"** and a bottom margin of **0"**. Include the quote (") marks in the settings. WordPerfect will default to a setting of **.5"** for the bottom margin and **.25"** for the right margin.
11. Press **Enter** twice.
12. Select **1** (Line).
13. Select **7** (Margins) and set a left margin of **4.5"** and a right margin of **0"**.
14. Press **F7** until you return to your document.

15. Type the address, separating each address with a page break (**Ctrl+Enter**).

If the address does not start printing at 4.5 in, press **Home** twice and the up arrow once to put your cursor at the proper position.

16. Press **Shift+F7** and select **1** or **2**. The computer will beep.
17. Press **Shift+F7**, then **4** (Printer Control). The message **Insert paper and press "G" to continue** should be displayed.
18. Insert the envelope into the printer. Refer to your *DeskJet 500 Printer Owner's Manual* for envelope loading instructions.
19. Select **4** or **G** (Go). WordPerfect will beep each time a new envelope should be inserted.

Note If the envelope is inserted before the computer beeps, the printer may eject it and feed a piece of paper in its place.

Using WordStar Professional, version 5.5

This chapter on using WordStar Professional, version 5.5, with your DeskJet 500 printer covers the following topics:

- Installing Your Printer
- Using Fonts
- Changing Your Printer Driver File
- Printing in Landscape Orientation
- Printing on Legal Size Paper
- Printing on Legal Landscape Size Paper

If you are unfamiliar with how printer drivers work, or need help choosing the right printer driver, refer to Chapter 1 "Using Printer Drivers With Your Software" in this manual. If you need help solving printer problems involving software, refer to Chapter 2 "Troubleshooting" in this manual.

You may also want to refer to your *DeskJet 500 Printer Owner's Manual* for information on how to use mode function switches and other printer functions discussed in this chapter. Your software manual can provide information on how to use your particular software package.

Note In this chapter, a (key) + (key) identifies when two keys should be pressed simultaneously. For example: press **Ctrl+T**. Do not type the + sign.

Installing Your Printer

At the time this manual was published, a specific printer driver for the new DeskJet 500 printer font cartridges was not available. Contact WordStar International for information on how to upgrade your current printer driver. As an interim solution, you can use the DeskJet PLUS printer driver included in WordStar for your DeskJet 500 printer; however, you will only be able to access the new font cartridges using printer commands.

Use WordStar's installation program to install your printer:

1. At the WordStar subdirectory, type **PRCHANGE** and press **Enter**.
2. Select **Canon Lasers and HP DeskJet**.
3. Select **Hewlett-Packard DeskJet PLUS**.
4. Select **Return to Installed Printer Menu**. The message **Do you want the printer to be the default (Y/N)** is displayed.
5. Press **F10** (Finished).

You are done installing your printer. If you need to change your printer driver file in the future, refer to "Changing Your Printer Driver File" in this chapter.

Using Fonts

The following font cartridges and soft fonts are supported by WordStar Professional, version 5.5:

HP 22706A	Courier
HP 22706B	Prestige Elite
HP 22706C	Letter Gothic
HP 22706M	Presentations
HP 22706P	Times Roman (8/10/12/14 pt)
HP 22706Q	Helvetica (8/10/12/14 pt)
HP 22706R	Times Roman (8/10/12/14 pt)
HP 22706T	Helvetica (8/10/12/14 pt)
HP 22706U	Times Roman (15/30 pt)
HP 22706V	Helvetica (15/30 pt)
HP 22707L	Landscape Fonts

At the time this manual was published, a specific printer driver was not available for the DeskJet 500 printer font cartridges C2109B Global Text, C2109C Garamond Collection, C2109D Dom Casual, and C2109E Brush. You must use printer commands to access these font cartridges. Refer to your *DeskJet 500 Printer Owner's Manual* for printer command information. Contact WordStar International for information on how to upgrade your current printer driver.

Note To use the Letter Gothic internal font, you must have selected the **HP 22706C** Letter Gothic cartridge using the PRCHANGE program.

To use the CG Times internal font, you must have selected the **HP 22706R** Times Roman font cartridge using the PRCHANGE program. Your document will print with the character spacing of the R cartridge.

To select fonts from within your document:

1. Position your cursor in the document where you want to font to begin.
2. Press **Ctrl+P**, then **=** to display the Font Menu.
3. Highlight the desired font and press **Enter**.
 - To use the Letter Gothic internal font, select **Letter Gothic**.
 - To use the CG Times internal font, select the **TmsRmn** font (your printer will use the internal CG Times font).

If the font you want is not available, exit WordStar and follow "Changing Your Printer Driver File" procedures in this chapter.

Changing Your Printer Driver File

You will need to change your printer driver file if the fonts you want to use are not available from within your document.

To change your printer driver file (PDF):

1. At the WordStar subdirectory, type **PRCHANGE** and press **Enter**.
2. Select a DeskJet **PLUS PDF**.
3. Select **Y** to modify the existing PDF.
4. Select **Add or Delete Fonts** and press **Enter**.
5. Select **Y** (Yes) to confirm your selection.
6. Select **Add Cartridge Fonts** and press **Enter**

7. Highlight the cartridge you want to add and press **Enter**. You can select as many fonts as you wish.
8. Press **F10** to save the changes.
9. Select **N** at the prompt to change font family.
10. Select **Return to Previous Menu** and press **Enter**.
11. Select **Return to Installed Printer Menu** and press **Enter**.
12. Press **F10** to save changes and return to DOS.

Printing in Landscape Orientation

The current version of WordStar Professional does not support landscape fonts larger than 12 point. To select fonts larger than 12 points, you will need to embed printer commands in your document. Refer to your *WordStar Professional Manual* and *DeskJet 500 Printer Owner's Manual* for further information on using printer commands.

Landscape printing is an internal feature of the DeskJet 500 printer. The Courier typeface is the default font in landscape orientation. To use the Letter Gothic typeface, follow "Changing Your Printer Driver File" procedures in this chapter and select the **HP22706L** Landscape Fonts Cartridge.

To select landscape orientation:

1. Enter the following dot commands at the top of the document:
 - .PR OR=L (landscape)
 - .PL 8.5" (page length)
 - .RM 8" (right margin)
2. Press **Ctrl+P**, then = to select the desired font.

You are ready to print your document.

Printing on Legal Size Paper

To print on legal size paper:

1. Install your PDF for a sheetfeeder. Follow the instructions for changing your port; however, at the PDF Modification Menu, select **Modify SheetFeeder**.
2. To select legal size paper, enter the dot command **.BN2**.
3. Enter dot commands in your document to change your page length and margins, as appropriate.

You are ready to select fonts and print your document.

Printing on Legal Landscape Size Paper

To print on legal landscape size paper:

1. Set the A5 mode function switch on your DeskJet 500 printer to the UP position. Refer to the Appendix of your *DeskJet 500 Printer Owner's Manual* for a description of the mode function switches.
2. Enter the following dot commands at the top of the document:
 - .PR OR=L** (landscape)
 - .PL 8.5"** (page length)
 - .RM 9"** (right margin)

You are ready to select fonts and print your document.

Notes