LaserJet 4

HP LaserJet 4 Printer
Software Application Notes

(Printing With Your Software)

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Software Application Notes

(Printing With Your Software)

HEWLETT PACKARD

HP Computer Museum
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Notice

Printing History

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Chapter

1

Microsoft Windows version 3.0

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About This Chapter

This chapter is designed to assist you in setting up and using Windows 3.0 with your HP LaserJet 4 printer.

Because most Windows 3.0 applications use the HPPCL5E printer driver, once you install the printer driver, you are ready to print from any Windows application. Additionally, the instructions for paper handling, printer configuration, and font and typeface installation are identical in most Windows 3.0 applications. This chapter provides specific instructions for these common tasks.

This chapter also includes detailed information about using PageMaker 4.0, Microsoft Excel 3.0a, WordPerfect for Windows 5.1, and Word for Windows 2.0 with the HP LaserJet 4 printer. These instructions can be used as a guide for other Windows 3.0 software. For information on selecting printer features through your Windows 3.0 software applications, consult your software documentation or contact your software company.

Additionally, HP provides Software Application Notes for selected software packages. These notes are available through the following distribution sources:

HP First FAX Retrieval System

If you would like to have a list of drivers and Software Application Notes faxed to you:

1. Dial (800) 333-1917 from any touch-tone telephone.

2. Select (1) for HP FIRST.

3. Follow the voice prompts that guide you to select an index or to enter a document ID number for product information.

   When you have selected all the documents you want, you will be prompted to enter the telephone number of the receiving FAX machine.

   After HP FIRST acknowledges your documents are ready, the system will dial the telephone number of the FAX machine you selected, and the documents you requested will be sent.

Note The time required to receive your information will vary depending on the length or complexity of the documents you requested.

Hewlett-Packard Distribution
Application notes and drivers are available for selected software packages through Hewlett-Packard Distribution. Call (303) 353-7650 for information (Monday through Friday, 7 AM to 6 PM, MST).

CompuServe
If you are a member of CompuServe, you can download Software Application Notes and software drivers from the HP Peripherals Forum.

Microsoft Corporation

Microsoft Corporation Customer Support
```
Windows Technical Support  . . . . . .  (206) 637-7098
Microsoft Programs and DOS  . . . . .  (206) 454-2030
Hours  . . . . . . . . . . . . . . .  6 AM - 6 PM PST
Required Identification . . . . . . . . . . . . . . . None
Charge . . . . . . . . . . . . . . . . . . . . . . . None
```
   (Charge for DOS support after 90 days)

Additional Support Numbers for Windows Applications

```
Corel Draw  . . . . . . . . . . . . . .  (613) 728-1990
Harvard Graphics for Windows  . . . .  (408) 988-4005
Lotus 1-2-3 for Windows  . . . . . . . .  (617) 253-9150
Micrografx Designer  . . . . . . . . . .  (214) 234-2694
Microsoft Excel  . . . . . . . . . . . .  (206) 635-7070
Microsoft Word for Windows . . . . . .  (206) 462-9673
Microsoft Works for Windows  . . . . .  (206) 635-7130
Aldus PageMaker . . . . . . . . . . .  (206) 628-2040
Aldus Persuasion  . . . . . . . . . . .  (206) 628-2040
Microsoft Powerpoint . . . . . . . . .  (206) 635-7145
WordPerfect for Windows . . . . . . . .  (800) 228-1023
Quark XPress . . . . . . . . . . . . .  (303) 894-8899
```

For information about Microsoft support and warranty policies, refer to Microsoft documentation.

Product upgrade policies and procedures: To upgrade your current version of Microsoft Windows, call Microsoft Customer service at (800) 426-9400. If you are in the USA or Canada, you can order upgraded printer drivers for the HP LaserJet family of printers by calling Hewlett-Packard Distribution at (303) 353-7650; for all other countries, contact your HP dealer. If you are a member of CompuServe, you will find current drivers available on the HP Peripherals Forum.

Supported Fonts and Typefaces

Cartridge Fonts 92286 A,B,C,D,E,F,G,H,IC,J,K,L,M,N,P, PC,Q,R,T,U,V,W,W1, X,Y,Z,Z1a Cartridge Fonts 92290... S1,S2 Cartridge Fonts C2053A... C01,C02,C03,C04,C05,C06,C07, C08,C09 Cartridge Fonts C2055A... C01 Cartridge Fonts C2050B... C80,C90 Cartridge Fonts C2050C... C80,C90	Disk-based Fonts...All Hewlett- Packard LaserJet Disk-based Fonts Type Director 2.0... All Typefaces Scalable Disk-based Typefaces... All Typefaces

Support for most HP 92286 and 92290 fonts does not come with Windows. (Windows does come with support for the HP 92286IC, 92286PC, and 92286Z cartridges.) For support with cartridges other than these three, you will need to get the PCM files, or AutoSupport files. These can be downloaded from the HP Peripherals Forum on CompuServe or ordered from Hewlett Packard at (303) 353-7650. See the "Installing Bitmapped and Scalable Font Cartridges" section of this note for more information.

Windows Printer Setup

The information in this section describes how to set up Windows 3.0 for use with a HP LaserJet 4 printer in PCL mode.

The procedures in this document assume that Windows is already installed and operating.

Verifying Windows Driver Version

Follow these steps to verify the version of the Windows 3.0 printer driver you are using.

1. From the Windows *PROGRAM MANAGER* menu, open the *MAIN* program Window.

2. From the Main menu, double-click on the *CONTROL PANEL* icon to open *Control Panel*.

3. Double-click on the *PRINTERS* icon.

4. Highlight HP LaserJet 4 on (port):, Active.

5. Choose the *CONFIGURE* button.

6. Choose the *SETUP* button.

7. Choose the *ABOUT* button. This screen will tell you which version of the printer driver you have. If you do not have an HP LaserJet 4 printer driver, call

Hewlett-Packard Distribution at (303) 353-7650 to
receive a free copy of the most current driver.

8. To exit, choose the *OK* button four times.

9. Press [**ALT**][**F4**] to exit Control Panel.

Installing a Printer Driver

Follow the instructions in the README file on the
Windows 3.0 updated Driver disk to install the HP
LaserJet 4 printer driver. You can print these instructions
by typing the following at a DOS prompt:

1. Insert disk into drive A:

2. At your DOS prompt type A: to get an A prompt.

3. At the A prompt type COPY README PRN, then
   press [**Enter**].

If the [**Form Feed**] light on the printer's control panel
stays on after the README file has printed, more data is
in the print buffer. To print the remaining data in the
print buffer use the following steps:

1. Press and release the [**On Line**] key to take the
   printer offline.

2. Press and release the [**Form Feed**] key to print the
   data in the print buffer, then press and release the
   [**On Line**] key to put the printer back online.

Note

Any HP LaserJet 4 printer you have previously installed
will use the new PCL 5 Printer Driver and Hewlett-
Packard Font Installer. Remove through the Control
Panel any HP LaserJet 4 printer entries that are not
needed.

Deleting a Printer Driver

1. From the Windows *PROGRAM MANAGER* menu,
   open the *MAIN* program window.

2. From the *Main* menu, double-click on the *CONTROL
   PANEL* icon to open Control Panel.

3. Double-click on the *PRINTERS* icon.

4. Highlight the printer that you wish to delete.

5. Choose the *CONFIGURE* button.

6. Choose the *REMOVE* button.

7. You will be asked if you want to remove the printer.

8. Choose the *YES* button to remove the printer driver.

Changing Printer Defaults

1. From the Windows *PROGRAM MANAGER* menu, open the *MAIN* program window.

2. From the *MAIN* menu, double-click on the *CONTROL PANEL* icon to open *Control Panel*.

3. Double-click on the *PRINTERS* icon.

4. Highlight the name of the printer you wish to change.

5. Choose the *CONFIGURE* button. At the *Printers - Configure* dialog box, you can choose which printer port you are using by selecting *LPT1, LPT2, COM1, FILE*, etc.

Note

For more information about selecting ports and default timeouts, consult your *Microsoft Windows User's Guide*.

6. Choose the *SETUP* button.

   At the *Setup* dialog box to the right of the printer drop-down list box, click on the down-pointing arrow. Hold the left mouse button down as you scroll through the list of printers.

7. Select the HP LaserJet 4 printer.

8. You can change many of your printing options in the *Setup* dialog box. You can select the *Paper Source, Paper Size, Orientation*, and *Graphics Resolution* (if you change resolutions between 300 and 600 dpi and you have disk-based fonts downloaded to the printer, you will lose the disk-based fonts in printer memory).

   You can also choose Graphic *Image Type, Font Cartridges, Number of Copies*, and add soft font and cartridge font support in the Setup dialog box. (See Adding Fonts later in this note.) In addition, you can indicate the amount of *Memory* that is installed in the printer, and indicate whether your printer's *Page Protection* feature is turned on.

   The *Page Protection* option also appears in the *Printer Setup* dialog box. This setting, in combination with the *Memory* box setting, tells the printer driver how much of the memory available in the printer it can use.

configuration, but only reflects it. To change the Page Protect setting in the printer, use the printer's control panel.

Note

The *Printer Setup* dialog box in the Windows Control Panel allows you to choose Photographic Images, Line Art Images, or HP ScanJet Images. For an improved photographic appearance, select Photographic Images. Your image will have smooth, soft looking contrasts between shades of gray. Images originally designed with color will also print better.

For images that have a line draw look, such as clip art, select Line Art Images. The HP ScanJet Images option is specially tuned for scanned images from an HP ScanJet to give exceptional quality and clarity to the printed images. This method uses a variation of the Photographic Images method. You may want to print your graphics from more than one of the gray scale printing methods.

9. Once you have changed all of the options for the features you want to use, choose the *OK* button four times.

10. Press [**ALT**][**F4**] to close the *Control Panel*.

Adding PostScript Support

The following instructions describe how to install PostScript support in Windows 3.0 for your HP LaserJet 4 printer.

Turning Language Switching On

If you want to print in PostScript mode to an HP LaserJet 4 printer, you can either select the PostScript personality on the printer's front panel, or you can set the printer for automatic language switching so it will distinguish between PostScript and PCL and switch to the appropriate language for the current job. The following steps will set the printer for automatic language switching:

1. Press and release the [**On Line**] key to take the printer offline.

2. Press and release the [**Menu**] key repeatedly until JOB MENU is displayed on the printer.

3. Press the [**Item**] key repeatedly until the printer displays

    PERSONALITY=(PCL, PS or AUTO)*

4. If the display does not read PERSONALITY=AUTO* press the **[+]** key repeatedly until the printer displays:

   PERSONALITY=AUTO

5. Press the **[Enter]** key to save the change. You will see:

   PERSONALITY=AUTO*

6. Press the **[On Line]** key to put the printer back online.

Installing a PostScript Printer Driver

Follow the instructions in the README file on the Windows 3.0 printer driver disk to install the HP LaserJet 4 printer driver. If your printer is in the PCL language, you can print these instructions by typing the following at a DOS prompt:

1. Insert disk into drive A:

2. At your DOS prompt type A: to get an A prompt.

3. At the A prompt type COPY README PRN, then press **[Enter]**.

If the **[Form Feed]** light on the printer's control panel stays on after the README file has printed, more data is in the print buffer. To print the remaining data in the print buffer use the following steps:

1. Press and release the **[On Line]** key to take the printer offline.

2. Press and release the **[Form Feed]** key to print the data in the print buffer, then press and release the **[On Line]** key to put the printer back online.

General Information

The following information is applicable to most of the software you are likely to use with Windows 3.0 and the HP LaserJet 4 printer. Read this information carefully; it will help you avoid the common problems discussed later in this application note.

Adding Fonts

The procedure you will follow to add cartridge fonts depends upon whether the cartridge font support already exists in Windows, or if you must obtain PCM files or use AutoFont support. (See the "Installing Bitmapped and Scalable Font Cartridges" section of this note.)

Using AutoFont Support

If your fonts came with AutoFont Support disks, use the instructions accompanying the font product to install the AutoFont Support files. Then, follow the instructions given in this note for installing bitmapped and scalable font cartridges or disk-based scalable typefaces.

Selecting Cartridge Fonts and Typefaces

Use the following steps to select a bitmapped cartridge font or a scalable typeface cartridge font. If you do not find your font listed, you need to install support files for your font by following the instructions in the "Installing Bitmapped and Scalable Font Cartridges" section of this note.

1. From the Windows *PROGRAM MANAGER* menu, open the *MAIN* program window.

2. From the *Main* menu, double-click on the *CONTROL PANEL* icon to open *Control Panel*.

3. Double-click on the *PRINTERS* icon.

4. Select *HP LaserJet 4 on (port):, Active*.

5. Choose the *CONFIGURE* button.

6. Choose the *SETUP* button.

7. Click on the arrow keys on the right of the *Cartridges* list box to scroll through the list of available font and scalable typeface cartridges. To select a cartridge, highlight the cartridge name. You can select one font cartridge for your HP LaserJet 4 printer.

8. Choose the *OK* button three times.

9. Press [**ALT**][**F4**] to close the *Control Panel*.

Installing Bitmapped and Scalable Font Cartridges

If you do not find your cartridge font product listed in the *Cartridges* list box, add support for your cartridge by installing either PCM files or Autofont Support files.

PCM's are Printer Cartridge Metrics files that contain font information for bitmapped font cartridges. These files support cartridges that are not supported by the latest version of the Windows driver.

AutoFont Support files are files that contain information to enable Windows 3.0 to add driver support for the cartridge. AutoFont Support files are on disks which accompany your cartridge font.

If you have a Hewlett-Packard scalable typeface cartridge which does not appear on the list of available cartridges, exit Windows and install the AutoFont support files for your scalable cartridge. Refer to the note, *Installing HP Scalable Typefaces*, which came with your cartridge.

1. From the Windows *PROGRAM MANAGER* menu, open the *MAIN* program window.

2. From the *Main* menu, double-click on the *CONTROL PANEL* icon to open *Control Panel*.

3. Double-click on the *PRINTERS* icon.

4. Select *HP LaserJet 4 on (port):, Active*.

5. Choose the *CONFIGURE* button.

6. Choose the *SETUP* button.

7. Choose the *FONTS* button.

8. Choose the *ADD FONTS* button.

9. Insert the disk that contains your PCM files (cartridge font support files) in drive A: (or type in the directory where your AutoFont support files reside; for example, C:\AUTOFONT) and choose the *OK* button.

10. The name of your cartridge will appear in the box on the right side of the screen.

11. Select the cartridge you wish to install by highlighting the cartridge name.

12. Choose the *ADD* button.

13. You will be asked where you want your fonts copied (default is C:\PCLFONTS). Accept the default or type in a different directory name and choose the *OK* button.

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If the directory you selected does not exist, Windows will ask if you want it to be created. Choose the *OK* button.

14. Choose the *EXIT* button.

15. The new cartridge will be listed in the *Cartridges* list box in the *Printer Setup* dialog box.

16. Scroll through the list of available font cartridges. To select your new cartridge, highlight the cartridge name. You may select one font cartridge for your HP LaserJet 4 printer.

17. Choose the *OK* button three times.

18. Press [**ALT**][**F4**] to exit *Control Panel*.

Installing Disk-based Bitmapped Fonts and Scalable Typefaces

If you want to use disk-based bitmapped fonts or disk-based scalable typefaces in an application, you need to use the HP Font Installer to add printer driver support for your fonts. Use the following steps to install your disk-based bitmapped fonts or disk-based scalable typefaces:

Note

If you are installing a disk-based scalable typeface, and you are not using Intellifont for Windows, you need to install the AutoFont Support files for your scalable typefaces. Refer to the documentation which shipped with your scalable typefaces for instructions.

1. From the Windows *PROGRAM MANAGER* menu, open the *MAIN* program window.

2. From the *MAIN* menu, double-click on the *CONTROL PANEL* icon to open *Control Panel*.

3. Double-click on the *PRINTERS* icon.

4. Select *HP LaserJet 4 printer on Port:, Active*.

5. Choose the *CONFIGURE* button.

6. Choose the *SETUP* button.

7. Choose the *FONTS* button.

8. Choose the *ADD FONTS* button.

9. Insert the disk that contains your soft font files in drive A:, or type the directory and path where your

AutoFont files are loaded (the default is C:\AUTOFONT), and choose the *OK* button.

10. A font, or list of fonts, available for installation will appear in the box on the right side of the screen.

11. Select the fonts you wish to install by highlighting each font.

12. Choose the *ADD* button.

13. You will be asked where you want your fonts copied. (The default is C:\PCLFONTS.) Accept the default or type in a different directory name and choose the *OK* button.

14. After the font is installed, it will appear in the box on the left side of the screen. Windows 3.0 will assign the font a temporary status by default. If you want Windows to download your fonts as permanent, see the "Downloading Fonts as Permanent" section of this note.

15. Choose the *EXIT* button, then choose the *OK* button three times.

16. Press [**ALT**][**F4**] to close the *Control Panel*.

Downloading Fonts as Permanent

Disk-based fonts (soft fonts) and typefaces can be either *permanent* or *temporary*.

Windows assigns disk-based fonts and typefaces temporary status by default. This means they will be automatically downloaded by Windows 3.0 with each print job. The benefit of temporary downloading is that you need not be concerned with what fonts or typefaces are currently resident in the printer. The disadvantage of using temporary downloading is that fonts or typefaces need to be downloaded before each print job, thereby increasing print time.

If you consistently use the same group of fonts or typefaces, you can designate them as *permanent*. Permanent fonts and typefaces are stored in your printer's memory until the printer is turned off (switching into PostScript mode will also delete permanent fonts and typefaces). The benefit of using permanent downloading is that you won't have to wait to download fonts and typefaces before printing jobs throughout the day.

To select fonts and typefaces as *permanent*, use the *HP Font Installer* window.

1. From the Windows *PROGRAM MANAGER* menu, open the *MAIN* program window.

2. From the *Main* menu, double-click on the *CONTROL PANEL* icon to open *Control Panel*.

3. Double-click on the *PRINTERS* icon.

4. Select *HP LaserJet 4 on (port):, Active*.

5. Choose the *CONFIGURE* button.

6. Choose the *SETUP* button.

7. Choose the *FONTS* button.

8. Select the font or typeface you want to download to the printer by highlighting its name (only one font can be selected at a time for permanent downloading). Once you have highlighted a font or typeface, the options *Permanent* and *Temporary* become available for selection.

9. Select the *Permanent* option button, choose the *OK* button in the *First permanent font* box, then choose the *EXIT* button.

   A *Download options* dialog box will be displayed, and you will be asked to choose either *Download now*, or *Download at startup*. Select the option you want by clicking on the appropriate option box. If you do not mark either option, no fonts or typefaces will be downloaded to the printer.

   If you select *Download at startup*, each time you re-boot or power-on your computer, the fonts or typefaces will be downloaded. Make sure that your printer is powered on and is on line before re-booting your computer. The HP Font Installer will add a batch file (.BAT) to your AUTOEXEC.BAT file. A DOS prompt appears asking you to confirm whether you want to download the fonts or typefaces. If you answer yes, they will be downloaded and a sample will be printed. Remember when you start your computer, it will take additional time to download the soft fonts. The number of fonts you can download at one time depends upon the amount of memory you have in your printer.

   You can also use the HP Font Installer to change the download status of a font or typeface by using the *EDIT* button or by highlighting the font or typeface

and selecting the permanent or temporary option button.

10. Choose the *OK* button four times.

11. Press [**ALT**][**F4**] to close the *Control Panel*.

Using Print Manager

Print Manager is a software spooler that Windows uses to free up the computer after a job is sent to the printer. If *Print Manager* is on, print speed can be significantly reduced. Windows prints to the spooler, then the spooler sends the job to the printer. This two-step process may double the print time.

Common Problems In Windows

This section provides a troubleshooting approach to solving common problems associated with using Windows 3.0 with the HP LaserJet 4 printer.

HP LaserJet 4 Printer Does Not Show Up In Windows Options

If the option for the HP LaserJet 4 Printer does not show up in Windows, check the following:

1. From the Windows *PROGRAM MANAGER* menu, open the *MAIN* program window.

2. From the *Main* menu, double-click on the *CONTROL PANEL* icon to open *Control Panel*.

3. Double-click on the *PRINTERS* icon.

4. Select *HP LaserJet 4 on (port):, Active*.

5. Choose the *CONFIGURE* button.

6. Choose the *SETUP* button.

7. Click on the arrow to the right of the *Printer* drop-down list box. This is the only place that the HP LaserJet 4 printer will show up. If it is there, click on it, then choose the *OK* button to save your selection. If the HP LaserJet 4 option is not there, reinstall your printer driver (see the "Installing a Printer Driver" section of this note). Call Hewlett-Packard Distribution at (303) 3537650 (Monday through Friday, 7 AM to 6 PM, MST) to receive a free copy of the most current driver; or if you are a member of CompuServe, you can download the driver from one of the libraries on the HP Peripherals Forum.

Out of Memory Error Message

If a Windows out of memory error occurs, do the following:

1. Close all unnecessary applications to free additional memory.

2. If you are running any RAM resident programs (for example, Sidekick or any screen saver program), remove them from memory and reboot your computer.

ERROR 20 Displayed on Printer Control Panel

If your printer displays a 20 MEM OVERFLOW message on its control panel when printing a document, you will need to add additional memory to the printer or reduce the graphics resolution of the document being printed.

To reduce the graphics resolution of your document, follow these steps:

1. From the Windows *PROGRAM MANAGER* menu, open the *MAIN* program window.

2. From the *Main* menu, double-click on the *CONTROL PANEL* icon to open *Control Panel*.

3. Double-click on the *PRINTERS* icon.

4. Choose the *SETUP* button.

5. Choose the 300 dpi option button in the *Printer Memory* box.

6. Choose the *OK* button.

7. Choose the *CLOSE* button.

8. Press [**Alt**][**F4**] to close *Control Panel*.

Font Does Not Print   If the font that you have selected in your Windows application does not print:

1. Check to make sure you actually have the font you selected. If it is not a font that is internal to the HP LaserJet 4 printer, make sure that you have a cartridge or soft font that supports it.

2. If your font is on a cartridge, take your printer offline, remove the cartridge, and reinsert it in the printer. Give the cartridge a firm push until you hear it click into place. Put the printer back online and print again. If the document still prints in the wrong font, follow these steps to print a PCL TYPE LIST:

    a. Press and release the [**On Line**] key to take the printer offline.

    b. Press and release the [**Menu**] key until TEST MENU is displayed.

    c. Press and release the [**Item**] key until PCL TYPE LIST is displayed, then press the [**Enter**] key to print the list.

       The PCL TYPE LIST will give you a printout of all the fonts the printer has available. If the cartridge fonts do not appear on the TYPE LIST printout, the cartridge may be damaged or still not inserted properly.

3. If you are using a disk-based font, make sure it is in the proper directory to be downloaded. Read the "Downloading Fonts as Temporary or Permanent" section of this note, and make sure your fonts are selected as temporary if you want Windows to download them each time you print your document or permanent if you have downloaded them before printing. If you have downloaded the font as permanent before printing, take the printer offline and generate a PCL TYPE LIST (instructions given in paragraph #2, above); this TYPE LIST will show all the fonts the printer has available. If the font does not appear on the printout, it will have to be downloaded again.

Other Problems

If you are having other types of problems, or if the suggestions provided in this section have not resolved the problem:

1. Read the "General Information" section of this application note.

2. Try printing similar documents. Is the problem isolated to one document? If so, find and delete invalid or misplaced format selections in the problem document.

3. Repeat the installation procedures.

4. Refer to your software documentation or see other software support information on support services available. (See the "Additional Support Numbers for Windows Applications" section of this note.)

Calling for Help

Call Hewlett-Packard's Customer Support Center. Our trained technicians will be happy to help you with your printing needs.

Telephone . . . . (208) 323-2551

Hours (Mon, Tues,Thur,Fri) . . . . . . 7 AM to 6 PM, MST

Wednesdays . . . . 7 AM to 4 PM, MST

When you call Hewlett-Packard, call from a phone next to your computer and HP LaserJet 4 printer. Assisting you often requires access to your printer and Windows document.

PageMaker
version 4.0

Aldus Corporation Technical Support
Aldus Corporation Customer Support . . (206) 628-2040
Required Identification . . . . Serial Number
Hours . . . . 7 AM-5 PM PST
Charge . . . . see Note

Note 👆

For registered PageMaker owners there are 90 days of
free technical support from Aldus. Contact Aldus for more
information on extended technical support contracts.

This section of the Windows 3.0 note is designed to help
you perform some of the common tasks associated with
PageMaker 4.0.

Common Tasks

Page Formatting

Page formatting features in PageMaker are selected from
the *Page Setup* menu which is displayed when you open a
new document, or can be accessed by selecting the *File*
menu and choosing *Page Setup*. To create a new document:

1. Select the *FILE* menu.

2. Choose *NEW*. From this menu you can select *Page
   Size*, *Orientation*, and *Margins*. *Page Size* options for
   the HP LaserJet 4 printer are *Letter, Legal, Tabloid*,
   and *Custom*.

   You can choose the orientation of your page by
   selecting the option button for *Tall* (Portrait) or *Wide*
   (Landscape).

   Margins can be changed easily by highlighting the
   margin you want to change and typing in the new
   margin.

Note 👆

All *Page Setup* options must match *Target Printer* options
or your document will not print properly.

Selecting Fonts

A font can be selected before typing text, or the current
font can be changed for existing text. The following
instructions apply to changing the font for existing text.

1. To highlight text on your page, select the *Text Tool*
   from the *Tool Box*. Position the *Text Tool* in front of
   the first character of the text that you want to

change. Click and hold the left mouse button and drag the *Text Tool* to the end of the text.

2. Select the *TYPE* menu.

3. Choose the *TYPESPECS* command. PageMaker will list all of the typefaces available to you, including internal fonts, cartridge fonts, soft fonts, and Type Director fonts in the *Font* drop-down list box.

4. Select the typeface you want to use by clicking on the arrow to the right of the *Font* drop-down list box. Select the point size from the list of point sizes shown in the *Size* drop-down list box, or type in a size from 4 to 650 points in .1 point increments. If you have selected a bitmapped font, like the internal Courier or Line Printer or a font on a non-scalable cartridge, the listed sizes are the only sizes available. If you have selected a scalable typeface, like the internal CG Times or Univers, the sizes shown are only a small sample of the sizes available. If you wish to use a size that is not listed, highlight the Size box and type in the point size you want.

Note

Although the HP LaserJet 4 printer can scale fonts from .25 to 999.75 points, PageMaker 4.0 only supports from 4 to 650 points in .1 point increments.

5. *Type Style, Position,* and *Case* choices can also be made at this menu by clicking on the desired option.

6. Choose the *OK* button to save changes and return to your document.

Printing on Legal-Size Paper

Follow these steps to use legal size paper.

1. Select the *FILE* menu.

2. Choose the *NEW* command.

3. Click on the down arrow key to the right of the *Page* drop-down list box to display *Page-size* options.

4. Select *LEGAL* as your page size.

5. Select the option button next to the *orientation* you want to use; TALL (portrait), or *WIDE* (landscape).

6. Margins can be changed easily by highlighting the margin you want to change and typing in the new margin.

7. Choose the *OK* button.

8. Select the *FILE* menu.

9. Choose the *Target Printer* command.

10. Highlight the printer you wish to change and choose the *SETUP button*.

11. Click on the arrow key to the right of the *Paper Size* drop-down list box to display paper sizes available

12. Select *LEGAL* as your *Paper Size*.

13. Select the option button next to the *orientation* you selected in the *Page Setup* menu.

Note	All *Page Setup* options must match *Printer Setup* options or your document will not print properly.

14. Select *MANUAL FEED* as your *Paper Source* if you do not have a legal-size paper tray. If you do have a legal-size paper tray, select the appropriate tray as your *Paper Source*.

15. Choose the *OK* button twice to return to your document.

Printing Reverse Text

To print reverse text (white print on a shaded background), first create a shaded box or circle as your background. You can use any shade as a background when printing reverse text.

Creating the Background:

1. Select the Square Drawing Tool from the *Toolbox*. (The Rounded Corner or Circle Drawing Tools can be substituted for the Square Drawing Tool.)

2. Move the mouse to the point on the page where you want to position the top left corner of the background.

3. Click and hold the left mouse button.

4. Drag the mouse down and to the right to the position where you want to place the lower right corner of the background.

5. Release the left mouse button.

6. Select the *ELEMENT* menu.

7. Choose the *FILL* command.

8. Select the desired fill for your background.

Selecting Reverse Type:

1. Select the *Text Tool* (**A**) from the *Toolbox*.
2. Move the mouse to the position on the page where you want the text to begin, then click the left mouse button.
3. Select the *Type* menu.
4. Choose the *TYPE SPECS* command.
5. Select the *Font* and *Size*.
6. Set *Color* to *Paper*.
7. Select the *Reverse* check box.
8. Choose the *OK* button two times.
9. Type in your text.

Turning Off Reverse Type:

1. Select the *Type* menu.
2. Choose the *Type Style* command.
3. Choose the *Normal* command.

Rotating Text

To print in different directions on the page, follow these steps:

1. Select the *Text Tool* (**A**) from the *Tool Box*.
2. Move the I-Beam to the left side of the page and click the left mouse button.
3. Type text.
4. Select the Pointer from the *Tool Box*.
5. Click on the text you wish to rotate.
6. Select *ELEMENT*.
7. Select *Text rotation*.
8. The *Text rotation* dialog box will appear enabling you to rotate text in 90-degree increments by choosing one of the four icons.
9. After choosing the *Text rotation* desired, choose the *OK* button.

Note

You can rotate text in layout view only. You cannot rotate text while it is opened in the Story Editor; however, you can edit the text in story view once it has been rotated. You can rotate any text that occupies a single text block, is not part of a threaded story, and does not contain any in-line graphics.

Printing Special Characters   If you are using an HP LaserJet 4 printer internal font, you can print characters available in the *Windows 3.1 Latin 1 Symbol Set* in PageMaker by holding down the [**Alt**] key and pressing Ø (zero) on the numeric keypad followed by the three-digit decimal equivalent of the character you wish to print. Refer to "Appendix B" in the *HP LaserJet 4 and 4M Printers User's Manual* for an illustration of the *Windows 3.1 Latin 1 Symbol Set* and its decimal equivalents.

Note   Windows applications default to the Windows 3.1 Latin 1 Symbol Set. The characters in this set are the only ones that can be used unless you have installed and selected a font that specifically states that it uses a different symbol set (for example, Math-8, Roman-8).

Common Problems

Screen Fonts Appear Jagged

1. If you are using *Intellifont for Windows*, make sure its status is *ON* by double-clicking on the icon and checking *STATUS*.

2. If your screen fonts look jagged only in PageMaker, check the *Stretch Text Above & Vector Text Above* settings and make the following changes.

   a. Before you open a document, from the PageMaker main window, select the *EDIT* menu.

   b. Choose the *PREFERENCES* command.

   c. Choose the *OTHER* button.

   d. Highlight *Stretch text above* field and type in 600.

   e. Highlight *Vector text above* field and type in 600.

   f. Choose the *OK* button twice.

ERROR 20 Displayed on Printer Control Panel   If your printer displays a 20 MEM OVERFLOW message on its control panel when printing a document, you will need to add additional memory to the printer or reduce the graphics resolution of the document being printed.

You can change graphics resolution by selecting *FILE, Target Printer, Setup, Printer Resolution*, and choosing 300 dpi or 600 dpi.

Microsoft Excel version 3.0a

Common Tasks

Page Setup

1. Select the *FILE* menu.

2. Choose the *PAGE SETUP* command.

Paper Size, Orientation, Document Header and Footer, and M*argins* can be changed in the *Page Setup* dialog box.

To change *paper size*, click on the down arrow to the right of the P*aper Size* drop-down list box and highlight your new selection. If paper size is grayed out, see "Cannot Select Paper Size in Page Setup" in the "Common Problems" section of this note.

Changing Margins, Headers or Footers:

1. Move the mouse to the beginning of the line.

2. Click and hold the left mouse button.

3. Drag the mouse to the end of the line.

4. Type in a new *Margin, Header* or *Footer*.

After all changes are made, choose the *OK* button to return to your document.

Changing the Printer Setup

If you need to make changes to your printer setup (for example, change the graphics resolution) follow these steps:

1. Select the *FILE menu*.

2. Choose the *PRINTER SETUP* command.

3. Select the printer you wish to change.

4. Choose the *SETUP* button.

5. Choose the *OK* button.

   Select the *Printer, Paper Source* (for example, manual feed, upper tray, lower tray), *Orientation* and *Graphics Resolution*. You can also change settings for *Memory, Cartridge Fonts, Gray Scale, Copies* and *Page Protection*.

6. Select *OK* twice to return to your document.

Selecting Fonts

1. Select the *FORMAT* menu.
2. Choose the *FONT command.*
3. Make sure that there is an X in the *Printer Fonts* check box. If there is no X, click on the box.

Note 👆

If you do not have an X in the *Printer Fonts* check box, you will be given a list of raster and stroke fonts. These fonts generally do not look as clean as printer fonts and they usually take longer to send to the printer. By selecting the *Printer Fonts* check box, you will get a list of internal, cartridge, and soft fonts that you have available to you. In addition, you will receive three stroke fonts (Modern, Roman, and Script).

4. Select typeface.
5. Select the point size in the *Size* list box. If you are using a scalable font and do not see the point sizes that you want, highlight the box where the point sizes appear and type in the size you want (from 1 - 409 points).
6. If you want to change the style of the font that you are using, select *Bold, Italic, Underline,* or *Strikeout* in the appropriate *Style* check box.
7. Choose the *OK* button.

Printing on Legal-size Paper

1. Select the *FILE* menu.
2. Choose the *PAGE SETUP* command.
3. Click on the arrow to the right of the *Paper Size* drop-down list box. Select Legal 8 1/2 x 14 in.
4. Choose *Orientation* by selecting the option button next to *Portrait* or *Landscape.*
5. Choose the *OK* button.
6. Select the *FILE* menu.
7. Choose the *PRINTER SETUP* command.
8. Choose the *Setup* button.
9. Choose the *OK* button.
10. Click on the arrow keys to the right of the *Paper Source* drop-down list box to scroll through the available options. If you do not have a legal-size paper tray, or you do not want to configure the MP tray to a legal page size, select *Manual feed.*

11. Choose the *OK* button twice to return to your document.

Note 👆 If you select number of copies from the *PRINT* dialog box, Excel will send the print job that many times. If you select number of copies in *PRINTER SETUP*, Excel will send the copies command directly to the printer and your documents will print much faster.

Printing Special Characters

If you are using an HP LaserJet 4 printer internal font, you can print characters available in the *Windows 3.1 Latin 1 Symbol Set* in Excel 3.0a by holding down the [**Alt**] key and pressing Ø (zero) on the numeric keypad followed by the three-digit decimal equivalent of the character you wish to print. Refer to "Appendix B" in the *HP LaserJet 4 and 4M Printers User's Manual* for an illustration of the

Windows 3.1 Latin 1 Symbol Set and its decimal equivalents.

Note 👆 Windows applications default to the Windows 3.1 Latin 1 Symbol Set. The characters in this set are the only ones that can be used unless you have installed and selected a font that specifically states that is uses a different symbol set (for example, Math-8, Roman-8).

Common Problems

Out of Memory Error Message

If an *out of memory* error occurs while using Windows, you will need to do the following:

1. Close all unnecessary applications to free memory.

2. If you are running any RAM resident programs (Sidekick, for example), remove them from memory and reboot your computer.

ERROR 20 Displayed on Printer Control Panel

If your printer displays a 20 MEM OVERFLOW message on its control panel when printing a document, you will need to add additional memory to the printer or reduce the graphics resolution of the document being printed.

You can change graphics resolution by selecting *FILE, Printer Setup, Setup, OK, Printer Resolution*, and choosing 300 dpi or 600 dpi.

Cannot Select Fit to Page or Enlarge/Reduce

Both the *Fit To Page* and *Reduce and Enlarge* features in the spreadsheet are available only in PostScript and not with the PCL driver. However, the PCL driver can use *Fit to Page* when printing a chart.

Note

Fit to Page and *Reduce and Enlarge* are available with the PCL driver in Excel 4.0.

Cannot Select Paper Size in Page Setup

If paper size is grayed out, you will need to check the following:

Check your driver version in Windows by going into *Control Panel - Printers - Configure - Setup - About*. You need driver version 30.1.04 or later. You must also have Excel version 3.0a. To obtain the update to Excel version 3.0a, contact Microsoft Corporation End User Sales at (800) 4269400.

As an interim solution, you can go into Windows and from the *Main* Window enter *Control Panel*, *Printers*, choose *Configure*, then go into *Setup* to make the paper size selection before entering MS Excel 3.0.

Other Problems

If you are having other types of problems, or if the suggestions provided in this section have not resolved the problem:

1. Read the *Windows Software Application Note*.

2. Try printing similar documents. Is the problem isolated to one document? If so, find and delete invalid or misplaced format selections in the problem document.

3. Repeat the driver installation procedures.

4. Refer to the Microsoft Excel documentation or see other software support information about support services available.

WordPerfect version 5.1 for Windows

WordPerfect Corporation Technical Support

WordPerfect Printer Support	(800) 228-1023
Installation	(800) 228-6076
Feature Support	(800) 228-1029
Network Support	(800) 228-6066
Graphics Support	(800) 228-6013
Hours	7 AM to 6 PM MST
Charge	None
Required Identification	License Number
Ordering Printer Disk Updates	(800) 222-9409

WordPerfect's Bulletin Board Service (BBS)

If you have a modem, you can download printer drivers free from the WordPerfect bulletin board by calling the number designated for your modem type.

BBS IBM (Baud 1200 - 2400)	(801) 225-4414
BBS High Speed (Baud 9600 - 38400)	(801) 225-4444
BBS 68000 (Baud 1200 - 2400)	(801) 226-1605
BBS Unix (Baud 1200 - 2400)	(801) 228-9909

If you have questions or need help in using WordPerfect's BBS, call the following number for information.

WordPerfect BBS Support	(801) 228-9904

The information and procedures contained in this document apply to WordPerfect for Windows version 5.1.

Selecting a Printer Driver

WordPerfect for Windows allows you to use the printer driver written by WordPerfect Corporation or the Windows printer driver that all other Windows applications use. The following steps allow you to choose the WordPerfect printer driver or the Windows printer driver.

1. Select the *File* menu.

2. Choose the *Select Printer* command.

3. Select the *WordPerfect* option button, or the *Windows* option button, in the *Printer Drivers* list box.

4. Choose the *Select* button.

Note

If you choose the Windows option button, you must have installed an HP LaserJet 4 printer driver in Windows 3.0.

Installing a Printer Driver (WordPerfect Driver)

To install the WordPerfect printer driver, follow these steps:

1. Select the *File* menu.

2. Choose the *Select Printer* command.

3. Choose the *Add* button.

4. Select the HP LaserJet 4 printer and choose the *Add* button.

5. Choose the *OK* button.

6. Choose the HP LaserJet 4 and choose the *Select* button.

If the HP LaserJet 4 printer is not listed, you can get the driver by calling HP Distribution at (303) 353-7650 or WordPerfect Corporation at (800) 222-9409. If you are a member of CompuServe, you can download the driver from the HP Peripherals Forum.

Choosing a Port (WordPerfect Driver)

The default configuration in WordPerfect for Windows for the HP LaserJet 4 printer is parallel. However, if you use a serial port, complete the following steps:

1. Select the *File* menu.

2. Choose the *Select Printer* command.

3. Select the HP LaserJet 4 printer and choose the *Setup* button.

4. Select your port from the *Port:* drop-down list box.

Installing a Sheet Feeder (WordPerfect Driver)

To make the most of your HP LaserJet 4 printer's paper feed options, you should install a sheet feeder. Complete the following steps to install the sheet feeder:

1. Select the *File* menu.

2. Choose the *Select Printer* command.

3. Select the HP LaserJet 4 printer, then choose the *Setup* button.

4. Choose the *Sheet Feeder* button, then use the arrow keys to scroll through the list of sheet feeders. Select the sheet feeder option for the HP LaserJet 4 printer.

5. Choose the *Select* button.

6. Choose the *OK* button.

7. Choose the *Select* button.

Installing Fonts

**Installing Fonts
(WordPerfect Driver)**

If you have a cartridge or soft font, you need to select drivers for these fonts in WordPerfect.
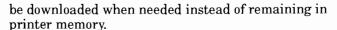
Note

Note If you are using the Windows printer driver, see "Adding Fonts" under the "General Information" section of the Windows note.

Use the following steps to select drivers for your fonts.

1. Select the *File* menu.

2. Choose the *Select Printer* command.

3. Select the *WordPerfect* option button.

4. Choose the *Setup* button.

5. If you are installing a driver for a soft font, type in the name of the directory where your soft font files are kept in the *Path for Downloadable Fonts and Printer Commands:* box.

6. Choose the *Cartridges/Fonts* button.

7. Select *Cartridges or Soft Fonts*.

8. Choose the *Select* button.

9. If you are installing a Cartridge, select your cartridge from the list, choose the *OK* button, choose the CLOSE button, then go to step 15.

10. If you are installing a soft font, highlight the name of your soft font group, then choose the *Select* button.

11. Use the arrow keys to the right of the *Select Fonts* list box to scroll through the font list, and select your font.

12. If you are selecting soft fonts, be sure to mark one of the option boxes *Present When Print Job Begins* or *Can be Loaded/Unloaded During Job*.

    If you choose *Present When Print Job Begins*, the font will be downloaded as permanent and will remain in printer memory until the printer is powered off or receives a specific command to delete the font from memory.

    If you choose *Can be Loaded/Unloaded During Job*, the font will be assigned a temporary status and will

be downloaded when needed instead of remaining in printer memory.

13. Choose the *OK* button, then choose the *CLOSE* button.

14. Choose the *Close* button again.

15. Choose the *OK* button.

16. Choose the *Update* button, then choose the *CLOSE* button.

Installing Fonts (Windows Driver)

If you are using the Windows printer driver, install fonts according to the instructions in the "Adding Fonts" section of this application note.

Common Tasks

Selecting Paper Size

1. Select the *Layout* menu.

2. Choose the *Page* command.

3. Choose the *PAPER SIZE* command.

4. Select a paper size for your document.

5. Choose the *SELECT* button.

Note 👆

If you are using the Windows printer driver, the only page size available will be the size selected in the *Printer Setup* dialog box. If you are using the WordPerfect driver, at the *Paper Size* screen highlight the page size you need and choose the *Select* button.

Font Selection

The following steps select a font using the *Font* dialog box. Fonts can also be selected in other ways. See your WordPerfect user's documentation for instructions.

1. Select the *Font* menu.

2. Choose the *Font* command.

3. Select the font and point size you want.

4. Choose the *OK* command.

Creating Forms (WordPerfect Driver)

1. Select the *Layout* menu.

2. Choose *Page* command.

3. Choose the *Paper Size* command.

4. Choose the *Add* button.

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5. In the *Add Paper Size* dialog box, select *Paper Type*, *Paper Size*, *Text Adjustments*, *Paper Orientation*, *Paper Location* and *Print Options*. When all selections have been made, choose the *OK* button.

6. Highlight the form you have created and choose the *Select* button.

Printing in Landscape Orientation (WordPerfect Driver)

1. Select the *Layout* menu.

2. Choose the *Page* command.

3. Choose the *Paper Size* command.

4. Select the *Standard 11" x 8.5"* paper size from the *Paper Size* list box.

5. Choose the *Select* button.

6. Select the *FILE* menu, choose the *PRINT* command, then choose the *PRINT* button to print your document.

Printing in Landscape Orientation (Windows Driver)

1. Select the *File* menu.

2. Choose the *SELECT PRINTER* command.

3. Choose the *Setup* button.

4. Click on the arrow next to the *Paper Source* drop down list box.

5. Select the paper tray you want to use, or select the *Manual* option.

6. Choose the *Landscape* option button.

7. Choose the *OK* button.

8. Select the *FILE* menu, choose the *PRINT* command, then choose the *PRINT* button to print your document.

Printing on Legal-Sized Paper (WordPerfect Driver)

1. Select the *Layout* menu.

2. Choose the *Page* command.

3. Choose the *Paper Size* command.

4. Select the *Legal 8.5" x 14"* paper size from the *Paper Size* list box.

   If you have the universal paper tray (set to legal paper size), or have configured the MP Tray to legal paper size, edit the form to change the location to *continuous*; otherwise select the *Manual* option. Page

orientation (portrait or landscape) should also be selected on this screen.

5. Choose the *SELECT* button.

6. Select the *FILE* menu, choose the *PRINT* command, then choose the *PRINT* button to print your document.

Printing on Legal-size Paper (Windows Driver)

1. Select the *File* menu.

2. Choose the *Select Printer* command.

3. Choose the *Setup* button.

4. Click on the arrow to the right of the *Paper Size* drop-down list box. Select Legal 8 1/2 x 14 in.

5. Click on the arrow next to the *Paper Source* drop-down list box.

6. If you have the universal paper tray set to legal or the MP Tray configured for legal page size, select the appropriate paper tray. If you do not have the universal paper tray set to legal paper size or do not plan to configure the MP Tray to legal paper size, select the *Manual* option.

7. Choose the appropriate orientation option button.

8. Choose the *OK* button, then choose the *CLOSE* button.

9. Select the *FILE* menu, choose the *PRINT* command, then choose the *PRINT* button to print your document.

Printing on COM-10 Envelopes (WordPerfect Driver)

1. Select the *Layout* menu.

2. Choose the *Page* command.

3. Choose the *Paper Size* command.

4. Highlight the *Envelope 9.5" x 4"* option. Check the *Location* column to make sure it is set to the paper location you need (for example, *Manual* or *Continuous*). Choose *Continuous* if you have the optional envelope feeder or have configured the MP Tray for a Com-10 envelope paper size.

5. Choose *Select*.

6. Choose the *Margin* command, then set the following margins:

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Top	2"
Bottom	1"
Left	4"
Right	1"

7. Select the *FILE* menu, choose the *PRINT* command, then choose the *PRINT* button to print your document.

Printing on COM-10 Envelopes (Windows Driver)

1. Select the *File* menu.

2. Choose the *SELECT PRINTER* command.

3. Choose the *Setup* button.

4. Click on the arrow to the right of the *Paper-Size* drop-down list box. Select *Com-10 4 1/8 x 9 1/2 in.*

5. Click on the arrow next to the *Paper Source* drop-down list box.

6. Select *Envelope* if you have the optional envelope feeder or have configured the MP Tray for a Com-10 envelope paper size. Select the *Manual* option if you are manually feeding your envelopes.

7. Choose the *Landscape* orientation option button, then choose the *OK* button

8. Select the *Layout* Menu

9. Choose the *Margin* command, then set the following margins:

Top	2"
Bottom	1"
Left	4"
Right	1"

10. Select the *FILE* menu, choose the *PRINT* command, then choose the *PRINT* button to print your document.

Dual-Bin Printing (WordPerfect's Driver)

1. First select a sheet feeder (see the "Installing a Sheet Feeder" section of this note).

2. Create a form for each bin you want to use (see the "Creating a Form" section of this note).

3. Place the cursor at the top of the page you want printed from a specific bin.

4. Select the *Layout* menu.

5. Choose the *Page* command.

6. Choose the *Paper Size* command.

7. Select the form with the bin you want to use, then choose the select button.

Note 👆 Dual-Bin Printing is not supported with the Windows Driver

Printing Special Characters

If you need characters not accessible from your keyboard, WordPerfect will allow you to print these characters using the *WP Characters* command on the *Font* menu.

1. Position your cursor where you want the special character to appear.

2. Select the *Font* menu.

3. Choose the *WP Characters* command.

4. Click on the arrow keys in the *Set* drop-down list box to display the options available, then select the character set containing the character needed.

5. Select the character you want by clicking on it.

6. Choose the *Insert* or *Insert and Close* button.

Special Features

The following special features are supported only with the WordPerfect driver.

Printing Reverse Text (White Text on a Black Background)

1. Select the *Graphics* menu.

2. Choose the *User Box* command.

3. Choose the *Options* command.

4. Choose 100% gray shading by clicking on the up arrow button next to the *Percent* text box, then choose the *OK* button.

5. Select the *Graphics* menu.

6. Choose the *User Box* command.

7. Choose the *Create* command.

8. Select the *Text Editor* option button, then choose the *OK* button.

9. Select the *Font* menu, then choose the *Font* command.

10. Select *Font* and *Point Size* from the list boxes, then choose the *OK* button.

11. Select the *Font* menu.

12. Choose the *Color* command.

13. Click on and hold the double arrow button in the *Predefined Colors* drop-down list box. While holding down the right mouse button, move the selection cursor until *White* is highlighted; release the mouse button, then choose the *OK* button.

14. Type text, then choose the *CLOSE* button.

Note   If you want to see white text on the black background, *Text in Windows System Colors* must not be selected. This option is found under *File, Preferences, Display.*

Printing Rotated Text   Text rotation is available in WordPerfect for Windows using the User or Text Box feature (rotated text will print, but will not appear on the screen).

1. Select the *Graphics* menu.

2. Choose the *User Box* command.

3. Choose the *Create* command.

4. Select the *Text Editor* option button, then choose the *OK* button.

5. Choose the *Box Position and Size* button, and make appropriate selections, then choose the *OK* button.

6. Choose the *Rotate* button.

7. Select the appropriate option button, then choose the *OK* button.

8. Select the *Font* menu.

9. Choose the *Font* command.

10. Select the *Font* and *Point Size* you want, then choose the *OK* button.

11. Choose the *Box Position* button. At the *Box Position and Size* dialog box, make any selections you want for *Box Type, Anchor, Size, Vertical Position* or *Horizontal Position*, then choose the *OK* button.

12. Type text.

13. Choose the *OK* button, then choose the *Close* button.

Graphics Quality Setting (WordPerfect Driver)

1. Select the *FILE* menu.
2. Choose the *PREFERENCES* command.
3. Choose the *PRINT* command.
4. Change the *Graphics Quality* setting in the *Document Settings* box.
5. Choose the *OK* button.

Common Problems

ERROR 20 Displayed on Printer Control Panel

If your printer displays a 20 MEM OVERFLOW message on its control panel when printing a document, you will need to either add additional memory to the printer or reduce the graphics resolution of the document being printed.

If you are using WordPerfect's printer driver, see the "Graphics Quality Setting (WordPerfect Driver)," section of this note for instructions about changing graphics resolution. If you are using the Windows printer driver, change graphics resolution by selecting: *FILE, Print Setup, Setup, Printer Resolution*, then choosing either 300 dpi or 600 dpi.

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Common Tasks

Printer Setup

1. Select the *File* menu.
2. Choose the *Print Setup* command.
3. Select the printer you wish to change.
4. Choose the *Setup* button.

   Use this menu to select the *Printer*, *Paper Source*, *Paper Size*, *Orientation*, *Number of Copies*, and *Graphics Resolution*. You can also change settings for *Memory*, *Cartridge Fonts*, and *Page Protection* if you have not already done so.

5. Choose the *OK* button twice to return to your document.

Selecting Fonts

You can change the font before typing in the text or highlight a selected portion of the text and then select a font in one of two ways:

***Font Name/Point Size* (on the document screen ribbon bar):**

1. Click on the down arrow following the font field.

   Microsoft Word will list all of the typefaces available to you, including internal fonts, installed cartridge and soft fonts, and Type Director fonts.

2. Select the font you want.
3. Move the mouse to the *points* field and click on the down arrow.

If you have selected a bitmapped font, like the internal Courier or Line Printer, or a non-scalable cartridge/soft font, the listed sizes are the only sizes available. If you have selected a scalable font, like the internal CG Times or Univers, the sizes shown are only a small sample of the sizes available. If the size you want is not listed, highlight the *points* box and type in the point size you want (between 4 and 127).

Note 👆 Although the HP LaserJet 4 printer can scale fonts from .25 to 999.75 points, Microsoft Word for Windows only supports from 4 to 127 points in .5 point increments.

Format Character (on the menu bar):

1. Select the *Format* menu.

2. Choose the *Character* command.

3. Click on the down arrow following the *Font* field.

4. Select the font you want.

5. Move the mouse to the *Points* field and click on the down arrow.

   Once again, if you have selected a bitmapped font, select from the listed sizes. If you have selected a scalable typeface, you can highlight the *Point Size* box and type in a point size between 4 and 127.

   While in the *CHARACTER* dialog box you can also select font attributes, including *bold*, *italic* and *bold italic*.

6. Choose the *OK* button to return to your document.

Document Format

1. Select the *Format* menu.

2. Choose the *Page Setup* command.

   At the *Printer Setup* screen, you can change *Margins*, *Paper Size*, *Orientation*, and *Paper Source*.

After all changes are made, select the *OK* button to return to your document.

Printing on Legal-Sized Paper

1. Select the *FORMAT* menu.

2. Choose the *PAGE SETUP* command.

3. Choose the *Size and Orientation* option button.

4. Click on the down arrow following the *Paper Size* field.

5. Select *Legal 8 1/2 x 14 in.*

6. Select the *Landscape* or *Portrait* option button under *Orientation*.

7. Select the *Paper Source* option button.

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8. Select a tray from the *First Page* list box if you have the universal paper tray or the MP Tray is configured to legal paper size. Select *Manual Feed* from the *First Page* list box if you do not have a legal-size paper tray.

<table>
<tr><td>**Note**</td><td>☞</td><td>Check your HP LaserJet 4 printer user's manual for instructions about setting the MP tray size.</td></tr>
</table>

9. Select the appropriate option in the *Other Pages* list box.

10. Choose the *OK* button to return to your document.

Printing on COM-10 Envelopes

Manually fed envelopes can be printed by using the *Envelope* icon on the *Toolbar*.

Envelopes can be printed automatically from the MP tray or the optional envelope feeder by making the following changes:

1. Select the *TOOLS* menu.

2. Choose the *OPTIONS* command.

3. Select the *Print* icon.

4. Select the *Printer's Envelope Feeder has been Installed* check box.

5. Choose the *OK* button.

6. Select the *ENVELOPE* button on the *Toolbar*. The inside address for the letter will show up in the *Addressed To* box. You can either accept this address, or type in another address.

If you want to print a return address on the envelope, type the address in the *Return Address* box.

Dual-Bin Printing

1. Select the *Format* menu.

2. Choose the *Page Setup* command.

3. Select the *Paper Source* option button.

4. In the *First Page* list box, highlight the tray which contains your cover sheet or letterhead.

5. In the *Other Pages* list box, highlight the tray which contains regular paper.

Printing Special Characters

You can print special characters in Word for Windows by following these steps:

1. Select the *INSERT* menu.

2. Choose the SYMBOL command.

3. Select the symbol set you want from the *Symbols From:* drop-down list box.

4. Select the symbol you want, then choose the *OK* button.

Common Problems

ERROR 20 Displayed on Printer Control Panel

If your printer displays a 20 MEM OVERFLOW message on its control panel when printing a document, you will need to add additional memory to the printer or reduce the graphics resolution of the document being printed.

You can change graphics resolution by selecting *FILE, Print Setup, Setup, Printer Resolution*, and choosing 300 dpi or 600 dpi.

2

Microsoft Windows version 3.1

Table of Contents

About This Chapter

This chapter is designed to assist you in setting up and using MS Windows 3.1 with your HP LaserJet 4 printer and to guide you generally through the use of Windows 3.1 applications.

Because most Windows 3.1 applications use the HPPCL5E printer driver, once you install the printer driver, you are ready to print from any Windows application. Additionally, the instructions for paper handling, printer configuration, and font and typeface installation are identical in most Windows 3.1 applications. This chapter provides specific instructions for these common tasks.

This chapter also includes detailed information about using PageMaker 4.0, Microsoft Excel 3.0a, WordPerfect for Windows 5.1, and Word for Windows 2.0 with the HP LaserJet 4 printer. These instructions can be used as a guide for other Windows 3.1 software. For information on selecting printer features through your Windows 3.1 software applications, consult your software documentation or contact your software company.

Additionally, HP provides Software Application Notes for selected software packages. These notes are available through the following distribution sources:

HP First FAX Retrieval System

If you would like to have a list of drivers and Software Application Notes faxed to you:

1. Dial (800) 333-1917 from any touch-tone telephone.

2. Select (1) for HP FIRST.

3. Follow the voice prompts that guide you to select an index or to enter a document ID number for product information.

   When you have selected all the documents you want, you will be prompted to enter the telephone number of the receiving FAX machine.

   After HP FIRST acknowledges your documents are ready, the system will dial the telephone number of the FAX machine you selected, and the documents you requested will be sent.

Note

The time required to receive your information will vary depending on the length or complexity of the documents you requested.

**Hewlett-Packard
Distribution**

Application notes and drivers are available for selected
software packages through Hewlett-Packard Distribution.
Call (303) 353-7650 for information (Monday through
Friday, 7 AM to 6 PM, MST).

CompuServe

If you are a member of CompuServe, you can download
Software Application Notes and software drivers from the
HP Peripherals Forum.

Microsoft Corporation

Microsoft Corporation Customer Support

Windows Technical Support	(206) 637-7098
Microsoft Programs and DOS	(206) 454-2030
Hours	6 AM - 6 PM PST
Required Identification	None
Charge	None

(Charge for DOS support after 90 days)

Additional Support Numbers for Windows Applications

Corel Draw	(613) 728-1990
Harvard Graphics for Windows	(408) 988-4005
Lotus 1-2-3 for Windows	(617) 253-9150
Micrografx Designer	(214) 234-2694
Microsoft Excel	(206) 635-7070
Microsoft Word for Windows	(206) 462-9673
Microsoft Works for Windows	(206) 635-7130
Aldus PageMaker	(206) 628-2040
Aldus Persuasion	(206) 628-2040
Microsoft Powerpoint	(206) 635-7145
WordPerfect for Windows	(800) 228-1023
Quark XPress	(303) 894-8899

For information about Microsoft support and warranty policies, refer to Microsoft documentation.

Product upgrade policies and procedures: To upgrade your current version of Microsoft Windows, call Microsoft Customer Service at (800) 426-9400. If you are in the USA or Canada, you can order upgraded printer drivers for the HP LaserJet family of printers by calling Hewlett-Packard Distribution at (303) 353-7650; for all other countries, contact your HP dealer. If you are a member of CompuServe, you will find current drivers available on the HP Peripherals Forum.
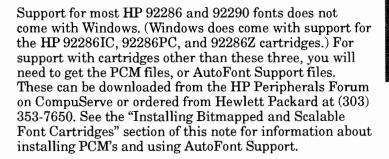
Supported Fonts and Typefaces

Cartridge Fonts 92286 A,B,C,D,E,F,G,H,IC,J,K,L,M,N,P, PC,Q,R,T,U,V,W,W1, X,Y,Z,Z1a Cartridge Fonts 92290... S1,S2 Cartridge Fonts C2053A... C01,C02,C03,C04,C05,C06,C07, C08,C09 Cartridge Fonts C2055A... C01 Cartridge Fonts C2050B... C80,C90 Cartridge Fonts C2050C... C80,C90	Disk-based Fonts...All Hewlett- Packard LaserJet Disk-based Fonts Type Director 2.0... All Typefaces Scalable Disk-based Typefaces... All Typefaces

Support for most HP 92286 and 92290 fonts does not come with Windows. (Windows does come with support for the HP 92286IC, 92286PC, and 92286Z cartridges.) For support with cartridges other than these three, you will need to get the PCM files, or AutoFont Support files. These can be downloaded from the HP Peripherals Forum on CompuServe or ordered from Hewlett Packard at (303) 353-7650. See the "Installing Bitmapped and Scalable Font Cartridges" section of this note for information about installing PCM's and using AutoFont Support.

Windows Printer Setup

The information in this section describes how to set up Windows 3.1 for use with an HP LaserJet 4 printer in PCL mode.

The procedures in this document assume that Windows is already installed and operating.

Verifying the Windows Driver Version

Follow these steps to verify the version of the Windows 3.1 printer driver you are using.

1. From the Windows *PROGRAM MANAGER* menu, open the *MAIN* program Window.

2. From the Main menu, double-click on the *CONTROL PANEL* icon to open *Control Panel*.

3. Double-click on the *PRINTERS* icon.

4. Highlight HP LaserJet 4 on (port):.

5. Choose the *SETUP* button.

6. Choose the *ABOUT* button. This screen will tell you which version of the printer driver you have. If you do not have an HP LaserJet printer driver, call

Hewlett-Packard Distribution at (303) 353-7650 to receive a free copy of the most current driver.

7. To exit, choose the *OK* button twice, then choose the *CLOSE* button.

8. Press [**ALT**][**F4**] to exit Control Panel.

Installing a Printer Driver

Follow the instructions in the README file on the Windows 3.1 updated printer driver disk to install the HP LaserJet 4 printer driver. You can print these instructions by typing the following at a DOS prompt:

1. Insert disk into drive A:

2. At your DOS prompt type A: to get an A prompt.

3. At the A prompt type COPY README PRN, then press [**Enter**].

If the [**Form Feed**] light on the printer's control panel stays on after the README file has printed, more data is in the print buffer. To print the remaining data in the print buffer use the following steps:

1. Press and release the [**On Line**] key to take the printer offline.

2. Press and release the [**Form Feed**] key to print the data in the print buffer, then press and release the [**On Line**] key to put the printer back online.

Note

Any HP LaserJet 4 printer you have previously installed will use the new PCL 5 printer driver and Hewlett-Packard Font Installer. Remove through the Control Panel any HP LaserJet 4 printer entries that are not needed.

Deleting a Printer Driver

1. From the Windows *PROGRAM MANAGER* menu, open the *MAIN* program window.

2. From the *Main* menu, double-click on the *CONTROL PANEL* icon to open Control Panel.

3. Double-click on the *PRINTERS* icon.

4. Highlight the printer that you wish to delete.

5. Choose the *REMOVE* button.

6. You will be asked if you want to remove the printer.

7. Choose the *YES* button to remove the printer driver.

Changing Printer Defaults

After installing your LaserJet 4 printer driver, you might need to change your printer default settings. Use the following steps to change the printer driver's default setting.

1. From the Windows *PROGRAM MANAGER* menu, open the *MAIN* program window.

2. From the *MAIN* menu, double-click on the *CONTROL PANEL* icon to open *Control Panel*.

3. Double-click on the *PRINTERS* icon.

4. Highlight the name of the printer you wish to change.

5. Choose the *CONNECT* button. At the *Connect* dialog box, you can choose which printer port you are using by selecting *LPT1, LPT2, COM1, FILE,* for example.

Note 👆

For more information about selecting ports and default time-out periods, consult your *Microsoft Windows User's Guide*.

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6. Choose the *SETUP* button.

7. You can change many of your printing options in the *Setup* dialog box. You can select the *Paper Source, Paper Size, Printer Memory, Orientation,* and *Graphics Resolution*. (You will lose any disk-based fonts which have been downloaded when you switch between 300 and 600 dpi.)

   The *Page Protection* option also appears in the *Printer Setup* dialog box. This setting, in combination with the *Memory* box setting, tells the printer driver how much of the memory available in the printer it can use.

   Choose the *OPTION* button to select type of *Gray Scale*. Choose the *FONT button* to enter the *HP Font Installer* to add bitmapped disk-based fonts, scalable disk-based font, and unlisted cartridge support. (See "Adding Fonts"later in this note).

Note ☝

The *Options* dialog box in the Windows Control Panel allows you to choose Photographic Images, Line Art Images, or HP ScanJet Images. For an improved photographic appearance, select Photographic Images. Your image will have smooth, soft looking contrasts between shades of gray. Images originally designed with color will also print better.

For images that have a line draw look, such as clip art, select Line Art Images. The HP ScanJet Images option is specially tuned for scanned images from an HP ScanJet to give exceptional quality and clarity to the printed images. This method uses a variation of the Photographic Images method. You might want to try printing your graphics from more than one of the gray scale printing methods.

8. Once you have changed all of the options for the features you want to use in the setup box, choose the *OK* button, then choose the *CLOSE* button.

9. Press [**ALT**][**F4**] to close the *Control Panel*.

Adding PostScript Support

The following instructions describe how to install PostScript support in Windows 3.1 for your HP LaserJet 4 printer.

Turning Language Switching On

If you want to print in PostScript mode to an HP LaserJet 4 printer, you can either select the PostScript personality on the printer's control panel, or you can set the printer for automatic language switching so it will distinguish between PostScript and PCL and switch to the appropriate language for the current job. The following steps will set up the printer for automatic language switching:

1. Press and release the [**On Line**] key to take the printer offline.

2. Press the [**Menu**] key repeatedly until JOB MENU is displayed on the printer.

3. Press the [**Item**] key repeatedly until the printer displays

   PERSONALITY=(PCL, PS or AUTO)*

4. If the display does not read PERSONALITY=AUTO* press the **[+]** key repeatedly until the printer displays:

   PERSONALITY=AUTO

5. Press the **[Enter]** key to save the change. You will see:

   PERSONALITY=AUTO*

6. Press the **[On Line]** key to put the printer back online.

Installing a PostScript Printer Driver

Follow the instructions in the README file on the Windows 3.1 Driver disk to install the LaserJet 4 printer driver. If the printer is in the PCL language, you can print these instructions by typing the following at a DOS prompt:

1. Insert disk into drive A:

2. At the DOS prompt type A: to get an A prompt.

3. At the A prompt type COPY README PRN, then press **[Enter]**.

If the **[Form Feed]** light on the printer's control panel stays on after the README file has printed, more data is in the print buffer. To print the remaining data in the print buffer use the following steps:

1. Press and release the **[On Line]** key to take the printer offline.

2. Press and release the **[Form Feed]** key to print the data in the print buffer, then press and release the **[On Line]** key to put the printer back online.

General Information

The following information is applicable to most of the software you are likely to use with Windows 3.1 and the HP LaserJet 4 printer. Read this information carefully; it will help you to avoid many of the common problems discussed later in this application note.

Adding Fonts

The procedure you will follow to add cartridge fonts depends upon whether Windows already supports your cartridge, or if you need to obtain PCM files or use AutoFont Support to add support for the cartridge.

Using AutoFont Support

If your fonts came with AutoFont Support disks, use the instructions accompanying the font product to install the AutoFont Support files. Then, follow the instructions given in this note for installing bitmapped and scalable font cartridges or disk-based scalable typefaces.

Selecting Cartridge Fonts and Typefaces

Use the following steps to select a bitmapped cartridge font or a scalable typeface cartridge font. If you do not find your font listed, you need to install support files for your font by following the instructions in the "Installing Bitmapped and Scalable Font Cartridges" section of this note.

1. From the Windows *PROGRAM MANAGER* menu, open the *MAIN* program window.

2. From the *Main* menu, double-click on the *CONTROL PANEL* icon to open *Control Panel*.

3. Double-click on the *PRINTERS* icon.

4. Select *HP LaserJet 4 on (port)*.

5. Choose the *SETUP* button.

6. Click on the arrow keys on the right of the *Cartridges* list box to scroll through the list of available font and scalable typeface cartridges. To select a cartridge, highlight the cartridge name. You can select one font cartridge for your HP LaserJet 4 printer.

7. Choose the *OK* button, then choose the *CLOSE* button.

8. Press [**ALT**][**F4**] to close the *Control Panel*.

**Installing Bitmapped and
Scalable Font Cartridges**

If you do not find your cartridge font product listed in the *Cartridges* list box, add support for your cartridge by installing either PCM files or Autofont Support files.

PCM's are Printer Cartridge Metrics files that contain font information for bitmapped font cartridges. These files are used to support cartridges that are not supported by the latest version of the Windows driver.

AutoFont Support files are files that contain information which enables Windows 3.1 to add driver support for the cartridge. AutoFont Support files are on diskettes which accompany your cartridge font.

If you have a Hewlett-Packard scalable typeface cartridge which does not appear on the list of available cartridges, exit Windows and install the AutoFont support files for your scalable cartridge. Refer to the note *Installing HP Scalable Typefaces*, which came with your cartridge.

1. From the Windows *PROGRAM MANAGER* menu, open the *MAIN* program window.

2. From the *Main* menu, double-click on the *CONTROL PANEL* icon to open *Control Panel*.

3. Double-click on the *PRINTERS* icon.

4. Select *HP LaserJet 4 on (port)*.

5. Choose the *SETUP* button.

6. Choose the *FONTS* button.

7. Choose the *ADD FONTS* button.

8. Insert the disk that contains your PCM files (cartridge font support files) in drive A: (or type in the directory where your AutoFont support files reside; i.e., C:\AUTOFONT) and choose the *OK* button.

9. The name of your cartridge will be displayed in the box on the right side of the screen.

10. Select the cartridge you wish to install by highlighting the cartridge name, then choose the *ADD* button.

11. You will be asked where you want your fonts copied (default is C:\PCLFONTS). Accept the default or type in a different directory name, then choose the *OK* button.

12. When the copy process is complete, choose the *EXIT* button. The new cartridge will be listed in the *Cartridges* list box in the *Printer Setup* dialog box.

13. Scroll through the list of available font cartridges. To select your new cartridge, highlight the cartridge name. You can select one font cartridge for your HP LaserJet 4 printer.

14. Choose the *OK* button, then choose the *CLOSE* button.

15. Press [**ALT**][**F4**] to exit *Control Panel*.

Installing Disk-based Bitmapped Fonts and Scalable Typefaces

If you want to use disk-based bitmapped fonts or disk-based scalable typefaces in an application, you need to use the HP Font Installer to add printer driver support for your fonts. Use the following steps to install your disk-based bitmapped fonts or disk-based scalable typefaces.

Note

If you are installing a disk-based scalable typeface, and you are not using Intellifont for Windows, you need to install the AutoFont Support files for your scalable typefaces. Refer to the documentation which shipped with your typefaces for instructions.

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1. From the Windows *PROGRAM MANAGER* menu, open the *MAIN* program window.
2. From the *MAIN* menu, double-click on the *CONTROL PANEL* icon to open *Control Panel*.
3. Double-click on the *PRINTERS* icon.
4. Select *HP LaserJet 4 printer on (Port):*.
5. Choose the *SETUP* button.
6. Choose the *FONTS* button.
7. Choose the *ADD FONTS* button.
8. Insert the disk that contains your soft font files in drive A:, or type the directory and path where your AutoFont files are loaded (the default is C:\AUTOFONT), then choose the *OK* button.
9. A font, or list of fonts, available for installation will appear in the box on the right side of the screen.
10. Select the fonts you wish to install by highlighting each font.
11. Choose the *ADD* button.

12. You will be asked where you want your fonts copied. (The default is C:\PCLFONTS.) Accept the default or type in a different directory name and choose the *OK* button.

13. After the font is installed, it will appear in the box on the left side of the screen. Windows 3.1 will assign the font a temporary status by default. If you want Windows to download your fonts as permanent, see the "Downloading Fonts as Permanent" section of this note.

14. Choose the *EXIT* button, the *OK* button, then the *CLOSE* button.

15. Press [**ALT**][**F4**] to close the *Control Panel*.

Downloading Fonts as Permanent

Disk-based fonts (soft fonts) and typefaces can be either *permanent* or *temporary*.

Windows assigns disk-based fonts and typefaces temporary status by default. This means they will be automatically downloaded by Windows 3.1 with each print job. The benefit of temporary downloading is that you need not be concerned with what fonts or typefaces are currently resident in the printer. The disadvantage of using temporary downloading is that fonts or typefaces need to be downloaded before each print job, thereby increasing print time.

If you consistently use the same group of fonts or typefaces, you can designate them as *permanent*. Permanent fonts and typefaces are stored in your printer's memory until the printer is turned off (switching into PostScript mode or changing the the printer resolution between 300 and 600 dpi will also delete permanent fonts and typefaces). The benefit of using permanent downloading is that you won't have to wait to download fonts and typefaces before printing jobs throughout the day.

To select fonts and typefaces as *permanent*, use the *HP Font Installer* window.

1. From the Windows *PROGRAM MANAGER* menu, open the *MAIN* program window.

2. From the *Main* menu, double-click on the *CONTROL PANEL* icon to open *Control Panel*.

3. Double-click on the *PRINTERS* icon.

4. Select *HP LaserJet 4 on (port):*.

5. Choose the *SETUP* button.

6. Choose the *FONTS* button.

7. Select the font or typeface you want to download to the printer by highlighting its name (only one font can be selected at a time for permanent downloading). Once you have highlighted a font or typeface, the options *Permanent* and *Temporary* become available for selection.

8. Select the *Permanent* option button, choose the *OK* button in the *First permanent font* box, then choose the *EXIT* button.

   A *Download options* dialog box will be displayed, and you will be asked to choose either *Download now*, or *Download at startup*. Select the option you want by clicking on the appropriate option box. If you do not mark either option, no fonts or typefaces will be downloaded to the printer.

   If you select *Download at startup*, each time you re-boot or power-on your computer, the fonts or typefaces will be downloaded. Make sure that your printer is powered on and is on line before re-booting your computer. The HP Font Installer will add a batch file (.BAT) to your AUTOEXEC.BAT file. A DOS prompt appears asking you to confirm whether you want to download the fonts or typefaces. If you answer yes, they will be downloaded and a sample will be printed. Remember when you start your computer, it will take additional time to download your soft fonts. The number of fonts you can download at one time depends upon the amount of memory you have in your printer.

   You can also use the HP Font Installer to change the download status of a font or typeface by using the *EDIT* button or by highlighting the font or typeface and selecting the permanent or temporary option button.

9. Choose the *OK* button twice, then choose the *CLOSE* button.

10. Press [**ALT**][**F4**] to close the *Control Panel*.

Using Print Manager

Print Manager is a software spooler that Windows uses to free up the computer after a job is sent to the printer. If *Print Manager* is on, print speed can be significantly reduced. Windows prints to the spooler, then the spooler sends the job to the printer. This two-step process may double the print time.

Common Problems In Windows

This section provides a troubleshooting approach to solving many of the common problems associated with using Windows 3.1 with the HP LaserJet 4 printer.

HP LaserJet 4 Printer Does Not Show Up In Windows Options

If the option for the HP LaserJet 4 Printer does not show up in Windows, check the following:

1. From the Windows *PROGRAM MANAGER* menu, open the *MAIN* program window.

2. From the *Main* menu, double-click on the *CONTROL PANEL* icon to open *Control Panel.*

3. Double-click on the *PRINTERS* icon.

   If the HP LaserJet 4 option is not listed in the Printers list box, reinstall your printer driver (see the "Installing a Printer Driver" section of this note). Call Hewlett-Packard Distribution at (303) 353-7650 (Monday through Friday, 7 AM to 6 PM, MST) to receive a free copy of the most current driver; or if you are a member of CompuServe, you can download the driver from one of the libraries on the HP Peripherals Forum.

Out of Memory Error Message

If a Windows out of memory error occurs, do the following:

1. Close all unnecessary applications to free additional memory.

2. If you are running any RAM resident programs (for example, Sidekick, or any screen-saver program), remove them from memory and reboot your computer.

ERROR 20 Displayed on Printer Control Panel

If your printer displays a 20 MEM OVERFLOW message on its control panel when printing a document, you will need to add additional memory to the printer or reduce the graphics resolution of the document being printed.

To reduce the graphics resolution of your document, follow these steps:

1. From the Windows *PROGRAM MANAGER* menu, open the *MAIN* program window.
2. From the *Main* menu, double-click on the *CONTROL PANEL* icon to open *Control Panel.*
3. Double-click on the *PRINTERS* icon.
4. Choose the *SETUP* button.

5. Choose the 300 dpi option button in the *Printer Memory* box.

6. Choose the *OK* button.

7. Choose the *CLOSE* button.

8. Press [**Alt**][**F4**] to close *Control Panel*.

Font Does Not Print

If the font that you have selected in your Windows application does not print:

1. Make sure you actually have the font you selected. If the font you want to use is not a printer internal font, make sure the font is on a cartridge or available as a soft font.

2. If your font is on a cartridge, take your printer offline, remove the cartridge, and reinsert it in the printer. Give the cartridge a firm push until you hear it click into place. Put the printer back online and print again. If the document still prints in the wrong font, follow these steps to print a PCL TYPE LIST:

   a. Press and release the [**On Line**] key to take the printer offline.

   b. Press and release the [**Menu**] key until TEST MENU is displayed.

   c. Press and release the [**Item**] key until PCL TYPE LIST is displayed, then press the [**Enter**] key to print the list.

   The PCL TYPE LIST will give you a printout of all the fonts the printer has available. If the cartridge fonts do not appear on the TYPE LIST printout, the cartridge may be damaged or still not inserted properly.

3. If you are using a disk-based font, make sure it is in the proper directory to be downloaded. Read the "Downloading Fonts as Temporary or Permanent" section of this note, and make sure your fonts are selected as temporary if you want Windows to download them each time you print your document or permanent if you have downloaded them before printing. If you have downloaded the font as permanent before printing, take the printer offline and generate a PCL TYPE LIST (instructions given in paragraph #2, above); this TYPE LIST will show all the fonts the printer has available. If the font does not appear on the printout, it will have to be downloaded again.

Other Problems   If you are having other types of problems, or if the suggestions provided in this section have not resolved the problem:

1. Read the "General Information" section of this application note.

2. Try printing similar documents. Is the problem isolated to one document? If so, find and delete invalid or misplaced format selections in the problem document.

3. Repeat the installation procedures.

4. Refer to your software documentation or see other software support information about support services available. (See the "Additional Support Numbers for Windows Applications" section of this note.)

Calling for Help   Call Hewlett-Packard's Customer Support Center. Our trained technicians will be happy to help you with your printing needs.

Telephone . . . . (208) 323-2551

Hours (Mon, Tues, Thur, Fri) . . . . . 7 AM to 6 PM, MST

Wednesdays . . . . 7 AM to 4 PM, MST

When you call Hewlett-Packard, call from a phone next to your computer and HP LaserJet 4 printer. Assisting you often requires access to your printer and Windows document.

PageMaker version 4.0

Aldus Corporation Technical Support
Aldus Corporation Customer Support . (206) 628-2040
Required Identification . . . . Serial Number
Hours . . . . 7 AM-5 PM PST
Charge . . . . see Note

Note ☝

For registered PageMaker owners there are 90 days of free technical support from Aldus. Contact Aldus for more information on extended technical support contracts.

This section of the Windows 3.1 note is designed to help you perform some of the common tasks associated with PageMaker 4.0.

Common Tasks

Page Formatting

Page formatting features in PageMaker are selected from the *Page Setup* menu which is displayed when you open a new document, or can be accessed by selecting the *File* menu and choosing *Page Setup*. To create a new document:

1. Select the *FILE* menu.

2. Choose *NEW*. From this menu you can select *Page Size, Orientation*, and *Margins. Page Size* options for the HP LaserJet 4 printer are *Letter, Legal, Tabloid*, and *Custom*.

   You can choose the orientation of your page by selecting the option button for *Tall* (Portrait) or *Wide* (Landscape).

   Margins can be changed easily by highlighting the margin you want to change and typing in the new margin.

Note ☝

All *Page Setup* options must match *Target Printer* options or your document will not print properly.

Selecting Fonts

A font can be selected before typing text, or the current font can be changed for existing text. The following instructions apply to changing the font for existing text.

1. To highlight text on your page, select the *Text Tool* from the *Tool Box*. Position the *Text Tool* in front of the first character of the text that you want to

change. Click and hold the left mouse button and drag the *Text Tool* to the end of the text.

2. Select the *TYPE* menu.

3. Choose the *TYPESPECS* command. PageMaker will list all of the typefaces available to you, including internal fonts, cartridge fonts, soft fonts, and Type Director fonts in the *Font* drop-down list box.

4. Select the typeface you want to use by clicking on the arrow to the right of the *Font* drop-down list box. Select the point size from the list of point sizes shown in the *Size* drop-down list box, or type in a size from 4 to 650 points in .1 point increments. If you have selected a bitmapped font, like the internal Courier or Line Printer or a font on a non-scalable cartridge, the listed sizes are the only sizes available. If you have selected a scalable typeface, like the internal CG Times or Univers, the sizes shown are only a small sample of the sizes available. If you wish to use a size that is not listed, highlight the Size box and type in the point size you want.

Note 👆

Although the HP LaserJet 4 printer can scale fonts from .25 to 999.75 points, PageMaker 4.0 only supports from 4 to 650 points in .1 point increments.

5. *Type Style*, *Position*, and *Case* choices can also be made at this menu by clicking on the desired option.

6. Choose the *OK* button to save changes and return to your document.

Printing on Legal-Size Paper

Follow these steps to use legal size paper.

1. Select the *FILE* menu.

2. Choose the *NEW* command.

3. Click on the down arrow key to the right of the *Page* drop-down list box to display *Page-size* options.

4. Select *LEGAL* as your page size.

5. Select the option button next to the *orientation* you want to use; TALL (portrait), or *WIDE* (landscape).

6. Margins can be changed easily by highlighting the margin you want to change and typing in the new margin.

7. Choose the *OK* button.

8. Select the *FILE* menu.

9. Choose the *Target Printer* command.

10. Highlight the printer you wish to change and choose the *SETUP button.*

11. Click on the arrow key to the right of the *Paper Size* drop-down list box to display paper sizes available

12. Select *LEGAL* as your *Paper Size.*

13. Select the option button next to the *orientation* you selected in the *Page Setup* menu.

Note

All *Page Setup* options must match *Printer Setup* options or your document will not print properly.

14. Select *MANUAL FEED* as your *Paper Source* if you do not have a legal-size paper tray. If you do have a legal-size paper tray, select the appropriate tray as your *Paper Source.*

15. Choose the *OK* button twice to return to your document.

Printing Reverse Text

To print reverse text (white print on a shaded background), first create a shaded box or circle as your background. You can use any shade as a background when printing reverse text.

Creating the Background:

1. Select the Square Drawing Tool from the *Toolbox.* (The Rounded Corner or Circle Drawing Tools can be substituted for the Square Drawing Tool.)

2. Move the mouse to the point on the page where you want to position the top left corner of the background.

3. Click and hold the left mouse button.

4. Drag the mouse down and to the right to the position where you want to place the lower right corner of the background.

5. Release the left mouse button.

6. Select the *ELEMENT* menu.

7. Choose the *FILL* command.

8. Select the desired fill for your background.

Selecting Reverse Type:

1. Select the *Text Tool* (**A**) from the *Toolbox*.
2. Move the mouse to the position on the page where you want the text to begin, then click the left mouse button.
3. Select the *Type* menu.
4. Choose the *TYPE SPECS* command.
5. Select the *Font* and *Size*.
6. Set *Color* to *Paper*.
7. Select the *Reverse* check box.
8. Choose the *OK* button two times.
9. Type in your text.

Turning Off Reverse Type:

1. Select the *Type* menu.
2. Choose the *Type Style* command.
3. Choose the *Normal* command.

Rotating Text

To print in different directions on the page, follow these steps:

1. Select the *Text Tool (A)* from the *Tool Box*.
2. Move the **I**-Beam to the left side of the page and click the left mouse button.
3. Type text.
4. Select the Pointer from the *Tool Box*.
5. Click on the text you wish to rotate.
6. Select *ELEMENT*.
7. Select *Text rotation*.
8. The *Text rotation* dialog box will appear enabling you to rotate text in 90-degree increments by choosing one of the four icons.
9. After choosing the *Text rotation* desired, choose the *OK* button.

Note

You can rotate text in layout view only. You cannot rotate text while it is opened in the Story Editor; however, you can edit the text in story view once it has been rotated. You can rotate any text that occupies a single text block, is not part of a threaded story, and does not contain any in-line graphics.

Printing Special Characters

You can print special characters in PageMaker by using the Windows *Character Map. Character Map* allows you to select and copy special characters to the *clipboard*, then these characters can be pasted into a document in a Windows application. Look for additional information about using *Character Map* in the Windows user's guide.

If you are using an HP LaserJet 4 printer internal font, characters available in the *Windows 3.1 Latin 1 Symbol Set* can be printed in PageMaker by holding down the [**Alt**] key and pressing Ø (zero) on the numeric keypad followed by the three-digit decimal equivalent of the character you wish to print. Refer to "Appendix B" in the *HP LaserJet 4 and 4M Printers User's Manual* for an illustration of the *Windows 3.1 Latin 1 Symbol Set* and its decimal equivalents.

Note 🖐

Windows applications default to the Windows 3.1 Latin 1 Symbol Set. The characters in this set are the only ones that can be used unless you have installed and selected a font that specifically states that it uses a different symbol set (for example, Math-8, Roman-8).

Common Problems

Screen Fonts Appear Jagged

1. If you are using *Intellifont for Windows*, make sure its status is *ON* by double-clicking on the icon and checking *STATUS*.

2. If your screen fonts look jagged only in PageMaker, check the *Stretch Text Above & Vector Text Above* settings and make the following changes.
   a. Before you open a document, from the PageMaker main window, select the *EDIT* menu.
   b. Choose the *PREFERENCES* command.
   c. Choose the *OTHER* button.
   d. Highlight *Stretch text above* field and type in 600.
   e. Highlight *Vector text above* field and type in 600.
   f. Choose the *OK* button twice.

ERROR 20 Displayed on Printer Control Panel

If your printer displays a 20 MEM OVERFLOW message on its control panel when printing a document, you will need to add additional memory to the printer or reduce the graphics resolution of the document being printed.

You can change graphics resolution by selecting *FILE, Target Printer, Setup, Printer Resolution*, and choosing 300 dpi or 600 dpi.

Microsoft Excel
version 3.0a

Common Tasks

Page Setup

1. Select the *FILE* menu.

2. Choose the *PAGE SETUP* command.

Paper Size, Orientation, Document Header and Footer, and M*argins* can be changed in the *Page Setup* dialog box.

To change *paper size*, click on the down arrow to the right of the P*aper Size* drop-down list box and highlight your new selection. If paper size is grayed out, see "Cannot Select Paper Size in Page Setup" in the "Common Problems" section of this note.

Changing Margins, Headers or Footers:

1. Move the mouse to the beginning of the line.

2. Click and hold the left mouse button.

3. Drag the mouse to the end of the line.

4. Type in a new *Margin, Header* or *Footer*.

After all changes are made, choose the *OK* button to return to your document.

Changing the Printer Setup

If you need to make changes to your printer setup (for example, change the graphics resolution) follow these steps:

1. Select the *FILE menu*.

2. Choose the *PRINTER SETUP* command.

3. Select the printer you wish to change.

4. Choose the *SETUP* button.

5. Choose the *OK* button.

   Select the *Printer, Paper Source* (for example, manual feed, upper tray, lower tray), *Orientation* and *Graphics Resolution.* You can also change settings for *Memory, Cartridge Fonts, Gray Scale, Copies* and *Page Protection.*

6. Select *OK* twice to return to your document.

Selecting Fonts

1. Select the *FORMAT* menu.
2. Choose the *FONT command*.
3. Make sure that there is an X in the *Printer Fonts* check box. If there is no X, click on the box.

Note

If you do not have an X in the *Printer Fonts* check box, you will be given a list of raster and stroke fonts. These fonts generally do not look as clean as printer fonts and they usually take longer to send to the printer. By selecting the *Printer Fonts* check box, you will get a list of internal, cartridge, and soft fonts that you have available to you. In addition, you will receive three stroke fonts (Modern, Roman, and Script).

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4. Select typeface.
5. Select the point size in the *Size* list box. If you are using a scalable font and do not see the point sizes that you want, highlight the box where the point sizes appear and type in the size you want (from 1 - 409 points).
6. If you want to change the style of the font that you are using, select *Bold, Italic, Underline,* or *Strikeout* in the appropriate *Style* check box.
7. Choose the *OK* button.

Printing on Legal-size Paper

1. Select the *FILE* menu.
2. Choose the *PAGE SETUP* command.
3. Click on the arrow to the right of the *Paper Size* drop-down list box. Select Legal 8 1/2 x 14 in.
4. Choose *Orientation* by selecting the option button next to *Portrait* or *Landscape.*
5. Choose the *OK* button.
6. Select the *FILE* menu.
7. Choose the *PRINTER SETUP* command.
8. Choose the *Setup* button.
9. Choose the *OK* button.
10. Click on the arrow keys to the right of the *Paper Source* drop-down list box to scroll through the available options. If you do not have a legal-size paper tray, or you do not want to configure the MP tray to a legal page size, select *Manual feed.*

11. Choose the *OK* button twice to return to your document.

Note 👆

If you select number of copies from the *PRINT* dialog box, Excel will send the print job that many times. If you select number of copies in *PRINTER SETUP*, Excel will send the copies command directly to the printer and your documents will print much faster.

Printing Special Characters

You can print special characters in PageMaker by using the Windows *Character Map*. *Character Map* allows you to select and copy special characters to the *clipboard*, then these characters can be pasted into a document in a Windows application. Look for additional information about using *Character Map* in the Windows user's guide.

If you are using an HP LaserJet 4 printer internal font, characters available in the *Windows 3.1 Latin 1 Symbol Set* can be printed in Excel 3.0a by holding down the [**Alt**] key and pressing Ø (zero) on the numeric keypad followed by the three-digit decimal equivalent of the character you wish to print. Refer to "Appendix B" in the *HP LaserJet 4 and 4M Printers User's Manual* for an illustration of the

Windows 3.1 Latin 1 Symbol Set and its decimal equivalents.

Note 👆

Windows applications default to the Windows 3.1 Latin 1 Symbol Set. The characters in this set are the only ones that can be used unless you have installed and selected a font that specifically states that is uses a different symbol set (for example, Math-8, Roman-8).

Common Problems

Out of Memory Error Message

If an *out of memory* error occurs while using Windows, you will need to do the following:

1. Close all unnecessary applications to free memory.

2. If you are running any RAM resident programs (Sidekick, for example), remove them from memory and reboot your computer.

ERROR 20 Displayed on Printer Control Panel

If your printer displays a 20 MEM OVERFLOW message on its control panel when printing a document, you will need to add additional memory to the printer or reduce the graphics resolution of the document being printed.

You can change graphics resolution by selecting *FILE,*
Printer Setup, Setup, OK, Printer Resolution, and
choosing 300 dpi or 600 dpi.

Cannot Select Fit to Page
or Enlarge/Reduce

Both the *Fit To Page* and *Reduce and Enlarge* features in
the spreadsheet are available only in PostScript and not
with the PCL driver. However, the PCL driver can use *Fit
to Page* when printing a chart.

Note

Fit to Page and *Reduce and Enlarge* are available with
the PCL driver in Excel 4.0.

Cannot Select Paper Size
in Page Setup

If paper size is grayed out, you will need to check the
following:

Check your driver version in Windows by going into
Control Panel - Printers - Configure - Setup - About. You
need driver version 3.77 or later. You must also have
Excel version 3.0a. To obtain the update to Excel version
3.0a, contact Microsoft Corporation End User Sales at
(800) 4269400.

As an interim solution, you can go into Windows and from
the *Main* Window enter *Control Panel, Printers,* choose
Configure, then go into *Setup* to make the paper size
selection before entering MS Excel 3.0.

Other Problems

If you are having other types of problems, or if the
suggestions provided in this section have not resolved the
problem:

1. Read the *Windows Software Application Note.*

2. Try printing similar documents. Is the problem
   isolated to one document? If so, find and delete
   invalid or misplaced format selections in the problem
   document.

3. Repeat the driver installation procedures.

4. Refer to the Microsoft Excel documentation or see
   other software support information about support
   services available.

WordPerfect version 5.1 for Windows

WordPerfect Corporation Technical Support
- WordPerfect Printer Support . . . . . . (800) 228-1023
- Installation . . . . (800) 228-6076
- Feature Support . . . . (800) 228-1029
- Network Support . . . . (800) 228-6066
- Graphics Support . . . . (800) 228-6013
- Hours . . . . 7 AM to 6 PM MST
- Charge . . . . None
- Required Identification . . . . License Number
- Ordering Printer Disk Updates . . . . . (800) 222-9409

WordPerfect's Bulletin Board Service (BBS)

If you have a modem, you can download printer drivers free from the WordPerfect bulletin board by calling the number designated for your modem type.

- BBS IBM (Baud 1200 - 2400) . . . . . . (801) 225-4414
- BBS High Speed (Baud 9600 - 38400) . . (801) 225-4444
- BBS 68000 (Baud 1200 - 2400) . . . . . (801) 226-1605
- BBS Unix (Baud 1200 - 2400) . . . . . . (801) 228-9909

If you have questions or need help in using WordPerfect's BBS, call the following number for information.

- WordPerfect BBS Support . . . . (801) 228-9904

The information and procedures contained in this document apply to WordPerfect for Windows version 5.1.

Selecting a Printer Driver

WordPerfect for Windows allows you to use the printer driver written by WordPerfect Corporation or the Windows printer driver that all other Windows applications use. The following steps allow you to choose the WordPerfect printer driver or the Windows printer driver.

1. Select the *File* menu.

2. Choose the *Select Printer* command.

3. Select the *WordPerfect* option button, or the *Windows* option button, in the *Printer Drivers* list box.

4. Choose the *Select* button.

Note

If you choose the Windows option button, you must have installed an HP LaserJet 4 printer driver in Windows 3.0.

Installing a Printer Driver (WordPerfect Driver)

To install the WordPerfect printer driver, follow these steps:

1. Select the *File* menu.

2. Choose the *Select Printer* command.

3. Choose the *Add* button.

4. Select the HP LaserJet 4 printer and choose the *Add* button.

5. Choose the *OK* button.

6. Choose the HP LaserJet 4 and choose the *Select* button.

If the HP LaserJet 4 printer is not listed, you can get the driver by calling HP Distribution at (303) 353-7650 or WordPerfect Corporation at (800) 222-9409. If you are a member of CompuServe, you can download the driver from the HP Peripherals Forum.

Choosing a Port (WordPerfect Driver)

The default configuration in WordPerfect for Windows for the HP LaserJet 4 printer is parallel. However, if you use a serial port, complete the following steps:

1. Select the *File* menu.

2. Choose the *Select Printer* command.

3. Select the HP LaserJet 4 printer and choose the *Setup* button.

4. Select your port from the *Port:* drop-down list box.

Installing a Sheet Feeder (WordPerfect Driver)

To make the most of your HP LaserJet 4 printer's paper feed options, you should install a sheet feeder. Complete the following steps to install the sheet feeder:

1. Select the *File* menu.

2. Choose the *Select Printer* command.

3. Select the HP LaserJet 4 printer, then choose the *Setup* button.

4. Choose the *Sheet Feeder* button, then use the arrow keys to scroll through the list of sheet feeders. Select the sheet feeder option for the HP LaserJet 4 printer.

5. Choose the *Select* button.

6. Choose the *OK* button.

7. Choose the *Select* button.

Installing Fonts

Installing Fonts (WordPerfect Driver)

If you have a cartridge or soft font, you need to select drivers for these fonts in WordPerfect.

Note ✊

Note   If you are using the Windows printer driver, see "Adding Fonts" under the "General Information" section of the Windows note.

Use the following steps to select drivers for your fonts.

1. Select the *File* menu.

2. Choose the *Select Printer* command.

3. Select the *WordPerfect* option button.

4. Choose the *Setup* button.

5. If you are installing a driver for a soft font, type in the name of the directory where your soft font files are kept in the *Path for Downloadable Fonts and Printer Commands:* box.

6. Choose the *Cartridges / Fonts* button.

7. Select *Cartridges or Soft Fonts*.

8. Choose the *Select* button.

9. If you are installing a Cartridge, select your cartridge from the list, choose the *OK* button, choose the CLOSE button, then go to step 15.

10. If you are installing a soft font, highlight the name of your soft font group, then choose the *Select* button.

11. Use the arrow keys to the right of the *Select Fonts* list box to scroll through the font list, and select your font.

12. If you are selecting soft fonts, be sure to mark one of the option boxes *Present When Print Job Begins* or *Can be Loaded / Unloaded During Job*.

    If you choose *Present When Print Job Begins*, the font will be downloaded as permanent and will remain in printer memory until the printer is powered off or receives a specific command to delete the font from memory.

    If you choose *Can be Loaded / Unloaded During Job*, the font will be assigned a temporary status and will

be downloaded when needed instead of remaining in printer memory.

13. Choose the *OK* button, then choose the *CLOSE* button.

14. Choose the *Close* button again.

15. Choose the *OK* button.

16. Choose the *Update* button, then choose the *CLOSE* button.

Installing Fonts (Windows Driver)

If you are using the Windows printer driver, install fonts according to the instructions in the "Adding Fonts" section of this application note.

Common Tasks

Selecting Paper Size

1. Select the *Layout* menu.

2. Choose the *Page* command.

3. Choose the *PAPER SIZE* command.

4. Select a paper size for your document.

5. Choose the *SELECT* button.

Note

If you are using the Windows printer driver, the only page size available will be the size selected in the *Printer Setup* dialog box. If you are using the WordPerfect driver, at the *Paper Size* screen highlight the page size you need and choose the *Select* button.

Font Selection

The following steps select a font using the *Font* dialog box. Fonts can also be selected in other ways. See your WordPerfect user's documentation for instructions.

1. Select the *Font* menu.

2. Choose the *Font* command.

3. Select the font and point size you want.

4. Choose the *OK* command.

Creating Forms (WordPerfect Driver)

1. Select the *Layout* menu.

2. Choose *Page* command.

3. Choose the *Paper Size* command.

4. Choose the *Add* button.

5. In the *Add Paper Size* dialog box, select *Paper Type*, *Paper Size*, *Text Adjustments*, *Paper Orientation*, *Paper Location* and *Print Options*. When all selections have been made, choose the *OK* button.

6. Highlight the form you have created and choose the *Select* button.

Printing in Landscape Orientation (WordPerfect Driver)

1. Select the *Layout* menu.

2. Choose the *Page* command.

3. Choose the *Paper Size* command.

4. Select the *Standard 11" x 8.5"* paper size from the *Paper Size* list box.

5. Choose the *Select* button.

6. Select the *FILE* menu, choose the *PRINT* command, then choose the *PRINT* button to print your document.

Printing in Landscape Orientation (Windows Driver)

1. Select the *File* menu.

2. Choose the *SELECT PRINTER* command.

3. Choose the *Setup* button.

4. Click on the arrow next to the *Paper Source* drop down list box.

5. Select the paper tray you want to use, or select the *Manual* option.

6. Choose the *Landscape* option button.

7. Choose the *OK* button.

8. Select the *FILE* menu, choose the *PRINT* command, then choose the *PRINT* button to print your document.

Printing on Legal-Sized Paper (WordPerfect Driver)

1. Select the *Layout* menu.

2. Choose the *Page* command.

3. Choose the *Paper Size* command.

4. Select the *Legal 8.5" x 14"* paper size from the *Paper Size* list box.

   If you have the universal paper tray (set to legal paper size), or have configured the MP Tray to legal paper size, edit the form to change the location to *continuous*; otherwise select the *Manual* option. Page

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orientation (portrait or landscape) should also be selected on this screen.

5. Choose the *SELECT* button.

6. Select the *FILE* menu, choose the *PRINT* command, then choose the *PRINT* button to print your document.

Printing on Legal-size Paper (Windows Driver)

1. Select the *File* menu.

2. Choose the *Select Printer* command.

3. Choose the *Setup* button.

4. Click on the arrow to the right of the *Paper Size* drop-down list box. Select Legal 8 1/2 x 14 in.

5. Click on the arrow next to the *Paper Source* drop-down list box.

6. If you have the universal paper tray set to legal or the MP Tray configured for legal page size, select the appropriate paper tray. If you do not have the universal paper tray set to legal paper size or do not plan to configure the MP Tray to legal paper size, select the *Manual* option.

7. Choose the appropriate orientation option button.

8. Choose the *OK* button, then choose the *CLOSE* button.

9. Select the *FILE* menu, choose the *PRINT* command, then choose the *PRINT* button to print your document.

Printing on COM-10 Envelopes (WordPerfect Driver)

1. Select the *Layout* menu.

2. Choose the *Page* command.

3. Choose the *Paper Size* command.

4. Highlight the *Envelope 9.5" x 4"* option. Check the *Location* column to make sure it is set to the paper location you need (for example, *Manual* or *Continuous*). Choose *Continuous* if you have the optional envelope feeder or have configured the MP Tray for a Com-10 envelope paper size.

5. Choose *Select*.

6. Choose the *Margin* command, then set the following margins:

Top	2"
Bottom	1"
Left	4"
Right	1"

7. Select the *FILE* menu, choose the *PRINT* command, then choose the *PRINT* button to print your document.

Printing on COM-10 Envelopes (Windows Driver)

1. Select the *File* menu.

2. Choose the *SELECT PRINTER* command.

3. Choose the *Setup* button.

4. Click on the arrow to the right of the *Paper-Size* drop-down list box. Select *Com-10 4 1/8 x 9 1/2 in.*

5. Click on the arrow next to the *Paper Source* drop-down list box.

6. Select *Envelope* if you have the optional envelope feeder or have configured the MP Tray for a Com-10 envelope paper size. Select the *Manual* option if you are manually feeding your envelopes.

7. Choose the *Landscape* orientation option button, then choose the *OK* button

8. Select the *Layout* Menu

9. Choose the *Margin* command, then set the following margins:

Top	2"
Bottom	1"
Left	4"
Right	1"

10. Select the *FILE* menu, choose the *PRINT* command, then choose the *PRINT* button to print your document.

Dual-Bin Printing (WordPerfect's Driver)

1. First select a sheet feeder (see the "Installing a Sheet Feeder" section of this note).

2. Create a form for each bin you want to use (see the "Creating a Form" section of this note).

3. Place the cursor at the top of the page you want printed from a specific bin.

4. Select the *Layout* menu.

5. Choose the *Page* command.

6. Choose the *Paper Size* command.

7. Select the form with the bin you want to use, then choose the select button.

Note   🖐️   Dual-Bin Printing is not supported with the Windows Driver

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Printing Special Characters

If you need characters not accessible from your keyboard, WordPerfect will allow you to print these characters using the *WP Characters* command on the *Font* menu.

1. Position your cursor where you want the special character to appear.

2. Select the *Font* menu.

3. Choose the *WP Characters* command.

4. Click on the arrow keys in the *Set* drop-down list box to display the options available, then select the character set containing the character needed.

5. Select the character you want by clicking on it.

6. Choose the *Insert* or *Insert and Close* button.

Special Features

The following special features are supported only with the WordPerfect driver.

Printing Reverse Text (White Text on a Black Background)

1. Select the *Graphics* menu.

2. Choose the *User Box* command.

3. Choose the *Options* command.

4. Choose 100% gray shading by clicking on the up arrow button next to the *Percent* text box, then choose the *OK* button.

5. Select the *Graphics* menu.

6. Choose the *User Box* command.

7. Choose the *Create* command.

8. Select the *Text Editor* option button, then choose the *OK* button.

9. Select the *Font* menu, then choose the *Font* command.

10. Select *Font* and *Point Size* from the list boxes, then choose the *OK* button.

11. Select the *Font* menu.

12. Choose the *Color* command.

13. Click on and hold the double arrow button in the *Predefined Colors* drop-down list box. While holding down the right mouse button, move the selection cursor until *White* is highlighted; release the mouse button, then choose the *OK* button.

14. Type text, then choose the *CLOSE* button.

Note

If you want to see white text on the black background, *Text in Windows System Colors* must not be selected. This option is found under *File, Preferences, Display.*

Printing Rotated Text

Text rotation is available in WordPerfect for Windows using the User or Text Box feature (rotated text will print, but will not appear on the screen).

1. Select the *Graphics* menu.

2. Choose the *User Box* command.

3. Choose the *Create* command.

4. Select the *Text Editor* option button, then choose the *OK* button.

5. Choose the *Box Position and Size* button, and make appropriate selections, then choose the *OK* button.

6. Choose the *Rotate* button.

7. Select the appropriate option button, then choose the *OK* button.

8. Select the *Font* menu.

9. Choose the *Font* command.

10. Select the *Font* and *Point Size* you want, then choose the *OK* button.

11. Choose the *Box Position* button. At the *Box Position and Size* dialog box, make any selections you want for *Box Type, Anchor, Size, Vertical Position* or *Horizontal Position*, then choose the *OK* button.

12. Type text.

13. Choose the *OK* button, then choose the *Close* button.

Graphics Quality Setting
(WordPerfect Driver)

1. Select the *FILE* menu.

2. Choose the *PREFERENCES* command.

3. Choose the *PRINT* command.

4. Change the *Graphics Quality* setting in the *Document Settings* box.

5. Choose the *OK* button.

Common Problems

ERROR 20 Displayed on
Printer Control Panel

If your printer displays a 20 MEM OVERFLOW message on its control panel when printing a document, you will need to either add additional memory to the printer or reduce the graphics resolution of the document being printed.

If you are using WordPerfect's printer driver, see the "Graphics Quality Setting (WordPerfect Driver)," section of this note for instructions about changing graphics resolution. If you are using the Windows printer driver, change graphics resolution by selecting: *FILE, Print Setup, Setup, Printer Resolution*, then choosing either 300 dpi or 600 dpi.

Word for Windows version 2.0

Common Tasks

Printer Setup

1. Select the *File* menu.

2. Choose the *Print Setup* command.

3. Select the printer you wish to change.

4. Choose the *Setup* button.

   Use this menu to select the *Printer, Paper Source, Paper Size, Orientation, Number of Copies,* and *Graphics Resolution.* You can also change settings for *Memory, Cartridge Fonts,* and *Page Protection* if you have not already done so.

5. Choose the *OK* button twice to return to your document.

Selecting Fonts

You can change the font before typing in the text or highlight a selected portion of the text and then select a font in one of two ways:

Font Name/Point Size **(on the document screen ribbon bar):**

1. Click on the down arrow following the font field.

   Microsoft Word will list all of the typefaces available to you, including internal fonts, installed cartridge and soft fonts, and Type Director fonts.

2. Select the font you want.

3. Move the mouse to the *points* field and click on the down arrow.

If you have selected a bitmapped font, like the internal Courier or Line Printer, or a non-scalable cartridge/soft font, the listed sizes are the only sizes available. If you have selected a scalable font, like the internal CG Times or Univers, the sizes shown are only a small sample of the sizes available. If the size you want is not listed, highlight the *points* box and type in the point size you want (between 4 and 127).

Note ☝ Although the HP LaserJet 4 printer can scale fonts from .25 to 999.75 points, Microsoft Word for Windows only supports from 4 to 127 points in .5 point increments.

Format Character (on the menu bar):

1. Select the *Format* menu.
2. Choose the *Character* command.
3. Click on the down arrow following the *Font* field.
4. Select the font you want.
5. Move the mouse to the *Points* field and click on the down arrow.

   Once again, if you have selected a bitmapped font, select from the listed sizes. If you have selected a scalable typeface, you can highlight the *Point Size* box and type in a point size between 4 and 127.

   While in the *CHARACTER* dialog box you can also select font attributes, including *bold*, *italic* and *bold italic*.
6. Choose the *OK* button to return to your document.

Document Format

1. Select the *Format* menu.
2. Choose the *Page Setup* command.

   At the *Printer Setup* screen, you can change *Margins*, *Paper Size*, *Orientation*, and *Paper Source*.

After all changes are made, select the *OK* button to return to your document.

Printing on Legal-Sized Paper

1. Select the *FORMAT* menu.
2. Choose the *PAGE SETUP* command.
3. Choose the *Size and Orientation* option button.
4. Click on the down arrow following the *Paper Size* field.
5. Select *Legal 8 1/2 x 14 in.*
6. Select the *Landscape* or *Portrait* option button under *Orientation*.
7. Select the *Paper Source* option button.

8. Select a tray from the *First Page* list box if you have the universal paper tray or the MP Tray is configured to legal paper size. Select *Manual Feed* from the *First Page* list box if you do not have a legal-size paper tray.

Note 👆	Check your HP LaserJet 4 printer user's manual for instructions about setting the MP tray size.

9. Select the appropriate option in the *Other Pages* list box.

10. Choose the *OK* button to return to your document.

Printing on COM-10 Envelopes

Manually fed envelopes can be printed by using the *Envelope* icon on the *Toolbar*.

Envelopes can be printed automatically from the MP tray or the optional envelope feeder by making the following changes:

1. Select the *TOOLS* menu.

2. Choose the *OPTIONS* command.

3. Select the *Print* icon.

4. Select the *Printer's Envelope Feeder has been Installed* check box.

5. Choose the *OK* button.

6. Select the *ENVELOPE* button on the *Toolbar*. The inside address for the letter will show up in the *Addressed To* box. You can either accept this address, or type in another address.

   If you want to print a return address on the envelope, type the address in the *Return Address* box.

Dual-Bin Printing

1. Select the *Format* menu.

2. Choose the *Page Setup* command.

3. Select the *Paper Source* option button.

4. In the *First Page* list box, highlight the tray which contains your cover sheet or letterhead.

5. In the *Other Pages* list box, highlight the tray which contains regular paper.

Printing Special Characters

You can print special characters in Word for Windows by following these steps:

1. Select the *INSERT* menu.

2. Choose the SYMBOL command.

3. Select the symbol set you want from the *Symbols From:* drop-down list box.

4. Select the symbol you want, then choose the *OK* button.

Common Problems

ERROR 20 Displayed on Printer Control Panel

If your printer displays a 20 MEM OVERFLOW message on its control panel when printing a document, you will need to add additional memory to the printer or reduce the graphics resolution of the document being printed.

You can change graphics resolution by selecting *FILE, Print Setup, Setup, Printer Resolution,* and choosing 300 dpi or 600 dpi.

Lotus 1-2-3 Release 3.1/3.1+

About This Chapter

This document is designed to assist you in setting up and using Lotus 1-2-3 Release 3.1/3.1+ with your HP LaserJet 4 printer.

HP provides Software Application Notes and printer drivers for selected software packages. These notes and printer drivers are available through the following distribution sources:

HP First Fax Retrieval System

If you would like to have a list of drivers and Software Application Notes faxed to you:

1. Dial (800) 333-1917 from any touch-tone telephone.

2. Select (1) for HP FIRST.

3. Follow the voice prompts that guide you to select an index or to enter a document ID number for product information.

   When you have selected all the documents you want, you will be prompted to enter the telephone number of the receiving FAX machine.

   After HP FIRST acknowledges your documents are ready, the system will dial the telephone number of the FAX machine you selected, and the documents you requested will be sent.

Note

The time required to receive your information will vary depending on the length or complexity of the documents you requested.

Hewlett-Packard Distribution

Software Application Notes and printer drivers are available for selected software packages through Hewlett-Packard Distribution. Call (303) 353-7650 for information (Monday through Friday, 7 AM to 6 PM, MST).

CompuServe

If you are a member of CompuServe, you can download Software Application Notes and software printer drivers from the HP Peripherals Forum.

Lotus Development Corporation

Customer Support
Customer Support Number . . . . (900) 454-9009
Hours . . . . 9 AM to 6 PM, M-F EST
Charge . . . First minute free, $2 subsequent minutes
"Prompt" Member Support . . . . (800) 223-1662
Hours . . . . 24 hours, 7 days a week
Required Identification . . . . . . Member ID number

Fonts

Supported Fonts

The fonts listed below can be accessed by using setup strings with the Lotus 1-2-3 *Generic, No backspacing capability,* printer driver. Refer to the font manuals for the appropriate setup strings. Some of these fonts can be used with *Wysiwyg* ("What you see is what you get"). See the "Printing With Wysiwyg" section of this note.

| **Cartridge Fonts 92286...**
A, C, D, E, G, H, IC*, J, L, M, N, PC*, Q, R, Y
Cartridge Fonts 92290...
S1
Cartridge Fonts C2053A...
C03, C04*, C07*
Cartridge Fonts C2055A...
C01* | Soft Fonts 33412...
DA, EA
Super Fonts 33412/33413...
DC |

These cartridges contain both fixed and proportionally spaced fonts. The proportional fonts on these cartridges are not supported by Lotus 1-2-3. Any attempt to use a proportional font (accessed by setup strings) will result in improperly aligned spreadsheet columns (except when using Wysiwyg).

Unsupported Fonts

| **Cartridge Fonts 92286...**
B, F, K, P, T, U, V, W1, X, Z
Cartridge Fonts 92290...
S2
Cartridge Fonts C2053A...
C01, C02, C05, C06, C08 | **Soft Fonts 33412...**
AC, AD, AE, AF, RA, RB, SA, SB, TA, TB, UA, UB

Super Fonts 33412...
AG
Type Director...
All |

Installation

The information in this section will help you install your HP LaserJet 4 printer driver in Lotus 1-2-3 Release 3.1/3.1+. For additional installation information, see the Lotus 123 *Setting Up* booklet.

Printer Port Configuration

We suggest including the following MODE command(s) in your *AUTOEXEC.BAT* file. Consult *your* DOS manual or your *Guide to Setting Up the HP LaserJet 4 Printer*, which shipped with your printer, for more information about the *AUTOEXEC.BAT* file.

Parallel Interface

If your printer connects to one of the computer's parallel ports (LPTx:), enter the following command in your *AUTOEXEC.BAT* file:

MODE LPTx:,,P

(Where x = the computer's parallel port; for example, LPT1, LPT2, etc.)

Serial Interface

If your printer connects to one of the computer's serial ports (COMx:), enter the following commands in your *AUTOEXEC.BAT* file:

MODE COMx:9600,N,8,1,P
MODE LPT1:=COMx

(Where x = the computer's serial port; for example, COM1, COM2, etc.)

Note

The LaserJet 4 printer factory default baud rate is 9600. If your printer is set for a different baud rate, replace 9600 in the above *MODE* command with the baud rate setting of your printer.

Printer Driver Choices for the HP LaserJet 4 Printer

The following printing options are available in Lotus 1-2-3 Release 3.1/3.1+:

1. You can print using the *HP LaserJet 4 PCL 5* printer driver (a *Wysiwyg* driver).

2. You can print using the *Generic, No backspacing capabiltiy*, printer driver. The *Generic, No backspacing capability*, driver should be used if you want to use setup strings or print multiple ranges on the same page.

Selecting a Printer Driver: Step 1

Installing a printer driver for your HP LaserJet 4 printer is a two-step process. Follow all the procedures under each step and complete steps 1 and 2 before printing.

Option 1: Installing the HP LaserJet 4 PCL 5 Printer Driver

If an HP LaserJet 4 PCL 5 *Wysiwyg* driver is not in the printer box, you can order it free of charge from Hewlett-Packard Distribution at (303) 353-7650; this driver is also available on CompuServe in the HP Peripherals Forum.

Follow the instructions in the README file on the Lotus 1-2-3 Release 3.1/3.1+ printer driver disk to update to the *HP LaserJet 4 PCL 5* printer driver. You can print the README file by typing the following command at a DOS prompt:

COPY README PRN

After typing the above command, press the [**Enter**] key. If the [**Form Feed**] light on the printer's control panel stays on after the README file has printed, more data is in the print buffer. To print the remaining data in the print buffer use the following steps:

1. Press and release the [**On Line**] key to take the printer offline.

2. Press and release the [**Form Feed**] key to print the data in the print buffer, then press and release the [**On Line**] key to put the printer back online.

Note 👆

After installing the HP LaserJet 4 printer driver, follow the steps in the "Setting Printer Defaults: Step 2 " section of this note.

Option 2: Installing the Generic, No backspacing capability Printer Driver

If you plan to print without using *Wysiwyg*, or if you plan to use setup strings or print multiple print ranges on a page, install the *HP Generic, No backspacing capability* printer driver.

Installing the *Generic, No backspacing capability* printer driver for your HP LaserJet 4 printer is a two-step process. Follow all the procedures under each step and complete steps 1 and 2 before printing.

Loading Lotus 1-2-3 Release 3.1/3.1+:

If you are already at the *INSTALL* screen, skip to the "Installing the Printer Driver" section below. However, if you are not in Lotus 1-2-3 and want to enter the Lotus 1-2-3 subdirectory, type **CD\123r3** (or the subdirectory

where the Lotus program resides) and press [**Enter**]. At the DOS prompt, type **LOTUS** and press [**Enter**] to bring up the the *Lotus 123 Access System Menu*.

Use your cursor keys to highlight *Install*, on the *Lotus 1-2-3 Access System Menu*, then press [**Enter**] to run the *Install* program.

Follow these steps to install the *Generic, No backspacing capability* printer driver. See the README file on the Lotus 1-2-3 Release 3.1/3.1+ driver disk for instructions about loading the HP LaserJet 4 PCL 5 *Wysiwyg* driver.

Installing the Printer Driver:

1. Read the instructions on your screen, then press [**Enter**].
2. Select *Change Selected Equipment* at the *MAIN MENU*, then press [**Enter**].
3. Select *Modify Current DCF* on the *CHANGE SELECTED EQUIPMENT* menu, then press [**Enter**].
4. Select *Change Selected Printer* on the *Modify Current DCF* menu, then press [**Enter**].
5. Select *Generic* on the *PRINTER* menu, then press [**Enter**].
6. *Generic Printer* should be highlighted. Press [**Enter**], make sure *No backspacing capability* is highlighted, then press [**Enter**].
7. Select *Return to Menu* on the *MODIFY CURRENT DCF* menu, then press [**Enter**].
8. Select *Save Changes* on the *CHANGE SELECTED EQUIPMENT* menu, then press [**Enter**].
9. Read the instructions on the *NAMING YOUR DCF* screen, then press [**Enter**].
10. Read the instructions on the *SPECIFYING A DISKETTE* screen, then press [**Enter**].
11. Read the information given on the *TRANSFERRING THE 1-2-3 FILES* screen, then press [**Enter**].
12. Read the instructions on the *INSTALLATION SUCCESSFUL* screen, then press [**Enter**].
13. Read the information on the *GENERATING FONTS* screen, then press [**Enter**].
14. Press the [**F9**] key, highlight *End Install Program*, then press [**Enter**].

Note 👆 It is not necessary to generate fonts for the *Generic, No backspacing capability* driver.

Step 1 is now complete. Continue with Step 2 before printing.

Setting Printer Defaults: Step 2

Step 2 is changing the Lotus 1-2-3 default settings to work correctly with the HP LaserJet 4 printer. After running the *INSTALL* program, you need to select your printer defaults. The following instructions guide you through this process.

Selecting 1-2-3

From the Lotus 1-2-3 Access Menu highlight 1-2-3 and press [**Enter**].

Accessing the Printer Default Menu

Press [/] [**W**]orksheet [**G**]lobal [**D**]efalt [**P**]rinter.

Select Interface

1. Press [**I**]nterface and highlight the number that corresponds to the interface you are using. Available interfaces are:

1 = Parallel 1	5 = DOS device LPT1
2 = Serial 1	6 = DOS device LPT2
3 = Parallel 2	7 = DOS device LPT3
4 = Serial 2	8 = DOS device LPT4

Interface options 1 through 4 allow Lotus 1-2-3 to route information directly to the appropriate communications port. Options 5-9 (Output devices) allow information to be routed according to the DOS MODE commands you entered in your AUTOEXEC.BAT file when you set up the HP LaserJet 4 printer. (See the "Parallel Interface" and "Serial Interface" sections of this note and *Your Guide to Setting Up the HP LaserJet 4 Printer*). Options 5-8 are often used if you are experiencing communications or time-out problems.

Note 👆 If you choose a serial interface, a menu giving baud rate options will be displayed. Choose the baud rate that matches the setting on your printer. The HP LaserJet 4 printer default baud rate is 9600.

2. Press [**Enter**] to save the *Interface* selection.

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Setting the Other Defaults

1. Use these settings when creating new spreadsheets. Press each of the letters indicated below and make the changes as listed (for example, press [A]utoLF, select *NO*, then press [**Enter**]).

   [**A**]utoLF . . . . No
   [**L**]eft (margin) 0
   [**R**]ight (margin) 80
   [**T**]op (margin) 0
   [**B**]ottom (margin) 0
   [**P**]g-Length . . . . For no cartridge drivers 60
   [**W**]ait . . . . No
   [**S**]etup . . . . Leave setup blank
   [**N**]ame . . . . . Select the HP driver that you installed

2. Press [**Q**]uit, then [**U**]pdate to save the default selections.

3. Press [**Q**]uit to exit the menu.

Step 2 is now complete, and Lotus 1-2-3 Release 3.1/3.1+ is now configured to print with your HP LaserJet 4 printer. Continue to the next section for information about spreadsheet printing.

Note

If you installed a printer driver during the *Install (Change Selected Equipment)* procedure and it does not show up in the spreadsheet selection ([/] [**W**]orksheet [**G**]lobal [**D**]efault [**P**]rinter [**N**]ame), reinstall the printer driver.

Reformatting Existing Spreadsheets

Spreadsheets that have been printed on printers other than an HP LaserJet printer (for example, Epson, IBM) must be reformatted to print correctly on the HP LaserJet 4 printer. To reformat existing spreadsheets to the default settings, follow these instructions:

1. Retrieve your spreadsheet.

2. Press [/] [**P**]rint [**P**]rinter [**C**]lear [**F**]ormat [**Q**]uit.

3. Your spreadsheet is now reformatted to the default settings you entered earlier. However, if you wish to change other parameters, including setup strings, do so now.

4. Save your spreadsheet.

5. Print the spreadsheet. In the printer menu ([/] [**P**]rint [**P**]rinter) press [**A**]lign [**G**]o [**P**]age (after all document formatting has been selected and the print range specified). If you want to print using *Wysiwyg*, see the "Printing with Wysiwyg" section of this note.

General Information

This section provides general guidelines for printing spreadsheets.

Form Feed Light

The indicator next to the [**Form Feed**] key on the HP LaserJet 4 printer lights whenever page data is stored in the printer's memory. Make sure the Form Feed light is off before sending information to the printer. To clear the printer's buffer, press the [**On Line**] key to take the printer offline, then press the [**Form Feed**] key. After the page ejects, press the [**On Line**] key to put the printer back online.

Worksheet Page Command

Lotus 1-2-3 does not send a form feed at the end of the document; therefore, data may remain in the printer's buffer. To automatically eject the last page of your document, embed a *Worksheet Page* command in the bottom left cell of your print range. To enter this command press:

[/] [**W**]orksheet [**P**]age

This command automatically inserts a page break, and a double colon (::) appears on your screen.

Note

A \027E in a setup string will prevent the *Worksheet Page* Command from executing.

Example:

If your print range is A1..D115, position the cursor in A116 and press [/] [**W**]orksheet [**P**]age, then change your print range to A1..D116.

Formatting Spreadsheets

When setting margins or using headers, footers, or borders, you must select the *Formatted* option (this is selected by default) within Lotus 1-2-3. To select the *Formatted* option, press:

[/] [**P**]rint [**P**]rinter [**O**]ptions [**O**]ther [**F**]ormatted

Maximizing The Printable Area

To maximize your vertical printable area, select the *Suppress Blank Header* printing option. If you are not printing headers or footers, this option gives you a three-line top and bottom margin. To select this option, press:

[/] [**P**]rint [**P**]rinter [**O**]ptions [**O**]ther [**B**]lank-Header [**S**]uppress

Printing Footers   When printing footers, use the [**P**]age command (selected after pressing [**G**]o in the *Printer* menu) to eject the last page from the printer. If this option is not selected, Lotus 1-2-3 cannot identify the last page and will not print the footer.

Printing Special Characters

To print special characters available with your HP LaserJet 4 printer, press [**Alt**] [**F1**] and then the two character Compose Sequence from the following table (after you enter the second Compose value, the character appears on your screen). First, find the decimal value of the special character you want to print. (The special characters and their decimal values can be found in the appendix of the *HP LaserJet 4 and 4M Printers User's Manual*). Next, use the corresponding two character Compose Sequence to access the special character.

Special Character Decimal Value Chart

Compose Sequence	Decimal Value	Compose Sequence	Decimal Value	Compose Sequence	Decimal Value	Compose Sequence	Decimal Value
A'	161	??	185	i^	209	O~	233
A^	162	xo	186	O/	210	o~	234
E'	163	L=	187	AE	211	US*	235
E^	164	Y=	188	a*	212	US*	236
E"	165	so	189	i'	213	U'	237
I^	166	ff	190	o/	214	Y"	238
I"	167	c|	191	ae	215	y"	239
'(space)	168	a^	192	A"	216	P-	240
'(space)	169	e^	193	i'	217	p-	241
^(space)	170	o^	194	O"	218	US*	242
"(space)	171	u^	195	U"	219	US*	243
~(space)	172	a'	196	E'	220	US*	244
U'	173	e'	197	i"	221	US*	245
U^	174	o'	198	ss	222	US*	246
US*	175	u'	199	O^	223	14	247
US*	176	a'	200	A'	224	12	248
US*	177	e'	201	A~	225	a_	249
US*	178	o'	202	a~	226	o_	250
US*	179	u'	203	D-	227	<	251
C, 180		a"	204	d-	228	US*	252
c, 181		e"	205	I'	229	>	253
N~	182	o"	206	I'	230	+-	254
n~	183	u"	207	O'	231	US*	255
!!	184	A*	208	O'	232		

US* - Unsupported

Note ☞ Special characters are accessed from the current active symbol set. For example, decimal #210 in the Roman 8 symbol set is the character Ø. To specify an alternative symbol set, include the command for the desired symbol set in a Lotus 1-2-3 setup string (for example, \027(10U for the PC-8 (IBM-US) symbol set).

Example:

To print the British pound sign in the Roman-8 symbol set, find decimal value 187 in the table above. To the left is the two character *Compose Sequence,* L=. Press [**Alt**] [**F1**] then L=.

For additional information about special characters, refer to your *Lotus 123 Release 3.1/3.1+ Reference* book or call Lotus Technical Support.

Embedding Printer Commands

Lotus 1-2-3 Release 3.1/3.1+ supports embedded printer commands. This feature gives advanced users the power to enhance printer output.

Lotus 1-2-3 requires that embedded printer commands be placed in a blank row, at the left-most column of the current print range. An embedded printer command requires one row to initiate the command, and one row to terminate the command; therefore, any action or feature accessed by an embedded printer command is active for a minimum of one row.

To embed a printer command, precede the command with two vertical bars (| |) (located above the back-slash [\] key). After typing the two vertical bars, the worksheet will show only one bar but the cell content line will show two.

Example:

To embed the printer command for italic print, position your cursor in the left-most column of a blank row in your print range, then enter the following: | | \027(s1S. This command will give italic print to the currently selected font.

Note

To avoid unwanted page ejects, do not include a reset command (\027E) in embedded printer commands.

Common Tasks

The following pages provide information about print features, setup strings, font selection, and print settings.

Resetting Printer's Printing Menu to Factory Defaults

The following setup strings and settings are valid only if your HP LaserJet 4 printer's *Printing Menu* is set to factory default and you have selected the *Generic* printer driver. To reset the printer to its factory default settings, use the following steps:

1. Press [**On Line**] to take the printer offline.

2. Hold down the [**Shift**] and [**Menu**] keys on the printer for about 10 seconds until RESET=MENU appears.

   Besides returning the printer to its factory default settings, *Reset Menu* also clears the page buffer, removes all temporary personality data such as downloaded typefaces, and resets all printing environment parameters (such as number of copies, paper size, etc.). Items in the *Config, Parallel, Serial* and *AUX10* menus will not be reset.

3. Press the [**On Line**] key to return the printer online.

Compressed/ Expanded Pitch

Lotus 1-2-3 Release 3.1/3.1+ has an advanced option that allows you to select either compressed or expanded pitch. To access this menu press: [/] [**P**]rint [**P**]rinter [**O**]ptions [**A**]dvanced [**L**]ayout[**P**]itch.

Page Orientation

Page orientation is a menu option in Lotus 1-2-3 Release 3.1/3.1+. To select page orientation, press [/] [**P**] [**P**]rinter [**O**]ptions [**A**]dvanced [**L**]ayout [**O**]rientation [**P**]ortrait or [**L**]andscape.

Select Setup Strings

If you are using the Lotus 1-2-3 *Generic* printer driver, you may select font and line-spacing attributes for your spreadsheet by entering setup strings.

To enter a setup string, press [/] [**P**]rint [**P**]rinter [**O**]ptions [**S**]etup, then enter the desired setup string from the lists on the "Portrait Printing (Generic Printer Driver)" and "Landscape Printing (Generic Printer Driver)" sections of this note. Refer to your *Lotus 1-2-3 Release 3.1/3.1+ Reference* book for more information about using setup strings.

Note	👆	When using the setup strings on this page, note the differences in these characters: ℓ = lower case letter "l" 1 = numeric one O = upper case letter "O" Ø = numeric zero

[/] [P]rint [P]rinter [O]ptions [S]etup		[P]age Length	[M]argins [R]ight
LETTER PAPER, 60 lines per page (6 lines/inch):			
10 cpi	\Ø27&ℓ2aØO\Ø27(sØp1ØH	60	80
12 cpi	\Ø27&ℓ2aØO\Ø27(sØp12H	60	96
16.67 cpi*	\Ø27&ℓ2aØO\Ø27(sØp16.67h8.5vØT	60	134
LETTER PAPER, 66 lines per page (6.6 lines/inch):			
10 cpi	\Ø27&ℓ2aØo7.27C\Ø27(sØp1ØH	66	80
12 cpi	\Ø27&ℓ2aØo7.27C\Ø27(sØp12H	66	96
16.67 cpi*	\Ø27&ℓ2aØo7.27C\Ø27(sØp16.67h8.5vØT	66	134
LETTER PAPER, 80 lines per page (8 lines/inch):			
10 cpi	\Ø27&ℓ2aØo8D\Ø27(sØp1ØH	80	80
12 cpi	\Ø27&ℓ2aØo8D\Ø27(sØp12H	80	96
16.67 cpi*	\Ø27&ℓ2aØo8D\Ø27(sØp16.67h8.5vØT	80	134
LEGAL PAPER (using a legal tray), 78 lines per page (6 lines/inch):			
10 cpi	\Ø27&ℓ3aØO\Ø27(sØp1ØH	78	80
12 cpi	\Ø27&ℓ3aØO\Ø27(sØp12H	78	96
16.67 cpi*	\Ø27&ℓ3aØO\Ø27(sØp16.67h8.5vØT	78	134
LEGAL PAPER (using a legal tray), 104 lines per page (8 lines/inch):			
10 cpi	\Ø27&ℓ3aØo8D\Ø27(sØp1ØH	100	80
12 cpi	\Ø27&ℓ3aØo8D\Ø27(sØp12H	100	96
16.67 cpi*	\Ø27&ℓ3aØo8D\Ø27(sØp16.67h8.5vØT	100	134
LEGAL PAPER (manual feed), 78 lines per page (6 lines/inch):			
10 cpi	\Ø27&ℓ3a2hØO\Ø27(sØp1ØH	78	80
12 cpi	\Ø27&ℓ3a2hØO\Ø27(sØp12H	78	96
16.67 cpi*	\Ø27&ℓ3a2hØO\Ø27(sØp16.67h8.5vØT	78	134
LEGAL PAPER (manual feed), 104 lines per page (8 lines/inch):			
10 cpi	\Ø27&ℓ3a2hØo8D\Ø27(sØp1ØH	100	80
12 cpi	\Ø27&ℓ3a2hØo8D\Ø27(sØp12H	100	96
16.67 cpi*	\Ø27&ℓ3a2hØo8D\Ø27(sØp16.67h8.5vØT	100	134

*This printer command will produce 16.67 character per inch (cpi) Line Printer type. Since the HP LaserJet 4 printer has scalable Courier and scalable Letter Gothic typefaces, the font selection command could be written \Ø27(sØp16.67h4Ø99T to produce 16.67 pitch Courier or \Ø27(sØp16.67h41Ø2T to produce 16.67 pitch Letter Gothic.

Landscape Printing (Generic Printer Driver)

[/] [P]rint [P]rinter [O]ptions [S]etup		[P]age Length	[M]argins [R]ight
LETTER PAPER, 45 lines per page (6 lines/inch):			
10 cpi	\027&ℓ2a1O\027(s0p10H	45	106
12 cpi	\027&ℓ2a1O\027(s0p12H	45	127
16.67 cpi*	\027&ℓ2a1O\027(s0p16.67h8.5v0T	45	177
LETTER PAPER, 66 lines per page (8.8 lines/inch):			
10 cpi	\027&ℓ2a1o5.45C\027(s0p10H	66	106
12 cpi	\027&ℓ2a1o5.45C\027(s0p12H	66	127
16.67 cpi*	\027&ℓ2a1o5.45C\027(s0p16.67h8.5v0T	66	177
LEGAL PAPER (using a legal tray), 45 lines per page (6 lines/inch):			
10 cpi	\027&ℓ3a1O\027(s0p10H	45	136
12 cpi	\027&ℓ3a1O\027(s0p12H	45	163
16.67 cpi*	\027&ℓ3a1O\027(s0p16.67h8.5v0T	45	227
17.75 cpi**	\027&ℓ3a1O\027(s0p17.75h4099T	45	240
LEGAL PAPER (using a legal tray), 66 lines per page (8.8 lines/inch):			
10 cpi	\027&ℓ3a1o5.45C\027(s0p10H	66	136
12 cpi	\027&ℓ3a1o5.45C\027(s0p12H	66	163
16.67 cpi*	\027&ℓ3a1o5.45C\027(s0p16.67h8.5v0T	66	227
17.75 cpi**	\027&ℓ3a1o5.45C\027(s0p17.75h4099T	66	240
LEGAL PAPER (manual feed), 45 lines per page (6 lines/inch):			
10 cpi	\027&ℓ3a2h1O\027(s0p10H	45	136
12 cpi	\027&ℓ3a2h1O\027(s0p12H	45	163
16.67 cpi*	\027&ℓ3a2h1O\027(s0p16.67h8.5v0T	45	227
17.75 cpi**	\027&ℓ3a2h1O\027(s0p17.75h4099T	45	240
LEGAL PAPER (manual feed), 66 lines per page (8.8 lines/inch):			
10 cpi	\027&ℓ3a2h1o5.45C\027(s0p10H	66	136
12 cpi	\027&ℓ3a2h1o5.45C\027(s0p12H	66	163
16.67 cpi*	\027&ℓ3a2h1o5.45C\027(s0p16.67h8.5v0T	66	227
17.75 cpi**	\027&ℓ3a2h1o5.45C\027(s0p17.75h4099T	66	240

*This printer command will produce 16.67 character per inch (cpi) Line Printer type. Since the HP LaserJet 4 printer has both scalable Courier and scalable Letter Gothic typefaces, the font selection command could be written \027(s0p16.67h4099T to produce 16.67 pitch Courier or \027(s0p16.67h4102T to produce 16.67 pitch Letter Gothic.

**The HP LaserJet 4 printer offers scalable Courier and scalable Letter Gothic typefaces. This printer command will produce 17.75 pitch Courier print. If Letter Gothic typeface is needed, the printer command should be modified to read \027(s0p17.75h4102T.

Printing With Wysiwyg

Common Tasks

This section provides information about using your HP LaserJet 4 printer with the Lotus 1-2-3 version 3.1/3.1+ *Wysiwyg* option.

Wysiwyg allows far greater control of print functions than Lotus 123 version 3.1/3.1+ alone provides. Fonts can be selected for specific sections of the worksheet; underlining, shading, and bolding can be applied to a specific range; paper feed options can be selected; and the *Preview* function can be used to view the spreadsheet as it will appear when printed.

Enabling Wysiwyg

To use *Wysiwyg* you must load it into memory. *Wysiwyg* can be added automatically upon entering Lotus 1-2-3 or invoked during the current Lotus 123 session. The following instructions apply to adding *Wysiwyg* during a Lotus 1-2-3 session. The Lotus 1-2-3 documentation gives instructions for loading *Wysiwyg* automatically.

1. Start Lotus 1-2-3.

2. To enable *Wysiwyg*, hold down the [**Alt**] key on your computer's keyboard, then press the [**F10**] key.

3. Select [**L**]oad.

4. Highlight *WYSIWYG.PLC*, then press [**Enter**].

5. Select *No Key* if you plan to use a mouse or [**:**] (colon) to display the *Wysiwyg* main menu. This *Wysiwyg* function may also be assigned to [**Alt-F7**], [**Alt-F8**], [**Alt-F9**] or [**Alt-F10**]. After making your selection, the *Wysiwyg* add-in program will load into memory. Press [**Q**]uit to return to the Lotus 1-2-3 spreadsheet screen.

Note

Press [**:**] (colon) or press the alternate key you chose during the add-in process to activate the *Wysiwyg* menu. To use Lotus 1-2-3 menus and functions, use the [/] key.

Selecting a Printer and Font Cartridge

Wysiwyg supports the following Hewlett-Packard cartridges:

Cartridge Fonts 92286
A, B, C, D, E, F, G, H, J, K, L, M, N, P, Q, T U, V, Y, Z

1. To choose a printer, press [:] [**P**]rint [**C**]onfiguration [**P**]rinter. Select the *HP LaserJet 4* printer you selected in the Install program, then press [**Enter**].

2. If you plan to use a font cartridge, choose [**1**]st Cartridge; select your cartridge from the cartridges listed, then choose [**Q**]uit.

Formatting a Page

1. To select the *Page-Size*, *Margins*, *Titles*, *Borders*, and *Compression* for your document, press [:] [**P**]rint [**L**]ayout and make all page layout settings.

2. Press [**Q**]uit to exit the *Layout* menu.

Note

If you change the margin settings below the defaults, Top=.5", Bottom=.55", Left=.5", Right=.5", data may be lost.

Inserting or Removing a Page Break

Wysiwyg allows you to insert and remove manual page breaks in spreadsheets.

To insert a page break, press [:] [**W**]orksheet [**P**]age, then choose [**R**]ow or [**C**]olumn [**Q**]uit.

To remove a page break, press [:] [**W**]orksheet [**P**]age [**D**]elete.

Specifying Page Orientation and Paper Location

1. Press [:] [**P**]rint [**C**]onfiguration [**O**]rientation.

2. Select the document *Orientation* (Portrait or Landscape), then press [**Enter**].

3. Select [**B**]in, set the paper location (Manual or Tray), then press [**Enter**].

4. Press [**Q**]uit to exit the *Configuration* menu.

Selecting Fonts

1. Select a *Wysiwyg* font by pressing [:] [**F**]ormat [**F**]ont. Select any of the listed fonts by highlighting or typing the font number. When asked for the range to change, highlight the area to be formatted by using the arrow keys, then press [**Enter**].

2. Change the attributes of *Wysiwyg* fonts by typing [:] [**F**]ormat. The *Format* menu lists the following attribute selections: *Bold, Italics, Underline, Color, Lines, Shade,* and *Reset.*

3. Select the attribute you want to apply to a given range by typing the first letter of the attribute (for example, press [**I**] for italics), or highlight the attribute with the cursor, then press [**Enter**] to select it.

4. Press [**S**]et, select the range to be changed by using the arrow keys to highlight the range, then press [**Enter**].

Note

You can use up to eight typefaces per worksheet file.

Selecting Cartridge Fonts

To use cartridge fonts, follow these steps to modify the font set to include the cartridge fonts:

1. Press [:] [**F**]ormat [**F**]ont [**R**]eplace, type the number of a listed font you want to replace with one of the cartridge fonts, then press [**O**]ther.

2. At the *Select typeface:* menu, highlight the font you want to add to your font list, then press [**Enter**].

3. Type in the point size of the cartridge font you want to use (make sure the point size is available on your cartridge), then press [**Enter**]. The cartridge font will be listed in the *Wysiwyg* font selection box (see Note below).

4. Type the number of the font to select it, highlight the range to be changed, then press [**Enter**].

Note

If you want the font list change to be permanent, press [:] [**F**]ormat [**F**]ont [**D**]efault [**U**]pdate, then press [**Q**]uit.

Printing a Document

1. Print a *Wysiwyg* document by pressing [:] [**P**]rint [**R**]ange [**S**]et. Select the printable range by typing in the range values or pressing [.] (period key), then using the arrow keys to highlight the range. After the range has been selected press [**Enter**].

2. Select a printer by pressing [**C**]onfig [**P**]rinter, then select the HP LaserJet 4 printer driver you installed.

3. Press [**Q**]uit.

4. Press [**G**]o to print the document.

Selecting Legal-size Paper

Follow these steps to select a legal form size:

1. Press [:] [**P**]rint [**L**]ayout [**P**]age-size [**6**]:Legal, make other *Page Layout* selections, then press [**Q**]uit.

2. Press [**C**]onfiguration [**O**]rientation, then select *Portrait* or *Landscape*.

3 Press [**B**]in and choose the paper location (Manual or Tray), then press [**Q**]uit.

4. Set the *Range*, then press [**G**]o to print the document.

Note 👆

To print on legal-size paper, you must have the universal paper tray set to legal, the MP tray configured as legal, or have specified "Manual" under *Wysiwyg's Bin* selection option.

Printing Reverse Text

The *Wysiwyg* option allows printing white text on a black background. To print reverse text follow these steps:

1. Press [:] [**F**]ormat [**S**]hade [**S**]olid, highlight the range you want to have a solid shade, then press [**Enter**].

2. Press [:] [**F**]ormat [**F**]ont, select the font you want and specify the range to change, then press [**Enter**].

3. Press [:] [**F**]ormat [**C**]olor [**R**]everse, specify the range, then press [**Enter**].

4. Type text.

5. Press [:] [**P**]rint [**R**]ange [**S**]et, specify the range to print, then press [**Enter**].

6. Press [**C**]onfig [**P**]rinter, select the HP LaserJet 4 printer, then press [**Enter**]. Press [**Q**]uit, then [**G**]o to print the document.

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Printing a Graph

1. Create or retrieve a graph.

2. Press [:] [P]rint [R]ange [S]et, select the printable range by typing in the range values or highlighting the area with the arrow keys, then press [**Enter**].

3. Press [L]ayout, make page format settings, then press [Q]uit to exit the *Layout* menu.

4. Press [C]onfiguration [P]rinter, then select the *HP LaserJet 4* printer you installed.

5. Press [O]rientation to choose page orientation.

6. Press [B]in to select paper location (Manual or Tray), then press [Q]uit.

7. Press [G]o to print the graph.

Common Problems

"Out of Memory" Error

Problem: An *Out of Memory* error message appears in Lotus 1-2-3 while trying to print using *Wysiwyg*.

Cause: There is not enough available memory (RAM) in your computer.

Solutions:

1. Disable the Lotus 1-2-3 *Undo* feature by typing [/] [W]orksheet [G]lobal [D]efault [O]ther [U]ndo [D]isable [U]pdate [Q]uit.

2. Check your *AUTOEXEC.BAT* and *CONFIG.SYS* files for any memory resident programs that are loaded during startup. (For information about *AUTOEXEC.BAT* and *CONFIG.SYS* files, check your DOS manual.)

3. If you use [/] [S]ystem to exit Lotus 1-2-3, type *exit,* (not 123), to re-enter Lotus; otherwise the program will attempt to load a second copy of itself. If you have more than one copy of Lotus 123 running at once, exit to the DOS level, then re-enter Lotus 1-2-3.

Printing Graphs in Lotus 1-2-3

This section provides information about printing graphs using Lotus 1-2-3 without the *Wysiwyg* option. You must install one of the HP LaserJet printer drivers to print graphs with Lotus 1-2-3 Release 3.1/3.1+. You cannot print graphs with the *Generic* printer driver. To install an HP LaserJet printer driver, refer to the installation portion of this note.

Portrait Graph

To print a graph in portrait orientation:

1. Press [/] [**P**]rint [**P**]rinter [**I**]mage.

2. Select either [**C**]urrent (this prints the currently displayed graph) or [**N**]amed (this allows you to print a previously named graph).

3. Press [**A**]lign [**G**]o [**P**]age to print the document.

Landscape Graph

To print a graph in landscape orientation:

1. Press [/] [**P**]rint [**P**]rinter [**I**]mage.

2. Select either [**C**]urrent or [**N**]amed, then select [**O**]ptions [**A**]dvanced [**I**]mage [**R**]otate [**Y**]es [**Q**]uit [**Q**]uit [**Q**]uit.

3. Press [**A**]lign [**G**]o [**P**]age to print the document.

Note

When you rotate a graph, only the graph rotates; the page margins remain the same.

Image Sizing Setting (Image-Sz)

To change the size of a graph, use the image size settings found under[/] [**P**]rint [**P**]rinter [**O**]ptions [**A**]dvanced [**I**]mage [**I**]mage-Sz. The default shape of a graph is four units in width for every three units in length. For more information about these settings see the *Lotus 1-2-3 Release 3.1/3.1+ Reference* manual.

Margin-Fill

The *Margin-Fill* option does not change the default graph shape, but fills the graph on the page between the right and left margins (see the paragraph "Landscape Graph" for the location of landscape right and left margins). The maximum right margin is determined by the selected printer driver and assumes a 0 (zero) left margin (see the [**M**]argins [**R**]ight column on the setup string pages for maximum settings).

Press [/] [**P**]rint [**P**]rinter [**O**]ptions [**A**]dvanced [**I**]mage [**I**]mage-Sz [**M**]argin-Fill to select *Margin-Fill*.

Length-Fill   The *Length-Fill* option does not change the default graph shape but uses the length you request to create the largest graph possible.

Press [/] [**P**]rint [**P**]rinter [**O**]ptions [**A**]dvanced [**I**]mage [**I**]mage-Sz [**L**]ength-Fill to select *Length-Fill*.

Reshape   The *Reshape* option sizes the graph according to the width and length specified.

Press [/][**P**]rint [**P**]rinter [**O**]ption [**A**]dvanced [**I**]mage [**I**]mage-Sz [**R**]eshape to select Reshape.

Graphics Densities   To change the graphic output in Lotus 1-2-3 Release 3.1/3.1+:

Press [/] [**P**]rint [**P**]rinter [**O**]ptions [**A**]dvanced [**I**]mage [**D**]ensity, and select [**F**]inal or [**D**]raft.

Novell Networks   If you print graphs on a Novell network, make sure that the *File Contents* selection in the Novell utility *PRINTCON* is set to *Byte stream* rather than *Text*. An incorrect setting can cause a blank page to print.

Common Problems

This section discusses solutions to common problems associated with using Lotus 1-2-3 Release 3.1/3.1+ with your HP LaserJet 4 printer. These and other problems may be avoided if you follow the instructions in the "Installation," "General Information," and "Common Tasks" sections of this note.

Page Does Not Eject

Problem: The last page of the spreadsheet does not automatically eject.

Solution: The keystroke sequence to follow (assuming you have already correctly set your print range and desired print options) when sending a spreadsheet to print is:

[/] [P]rint [P]rinter [A]lign [G]o [P]age

The [P]age command sends a form feed command to the printer; this command causes the printer to eject the page.

Creeping Text

Problem: The first page of your spreadsheet prints correctly but following pages have larger and larger top margins.

Solutions:

1. If you are using a setup string that contains a vertical line spacing command (which affects the number of lines printed on the page), set the Lotus 1-2-3 page length to the number of lines per page specified by the vertical line spacing command. For example: if you are printing a portrait document, a vertical line spacing command which prints 6.6 lines per inch will require a 66 lines per page page length setting in Lotus 1-2-3 (6.6 lines per inch x 10 inches); if you are printing a landscape document, a vertical line spacing command that produces 8.8 lines per inch will require a 66 lines per page page length setting in Lotus 1-2-3 (8.8 lines per inch x 7.5 inches). See the "Common Tasks," "Portrait Printing (Generic Printer Driver)," and "Landscape Printing (Generic Printer Driver)" sections of this application note for additional information.

2. If you are *not* using a setup string which contains a vertical line spacing command, and you are printing a portrait letter-size document, set the Lotus 1-2-3 page length to 60 to correspond to FORM=60 LINES, (your HP LaserJet 4 printer's default lines per page).

See the "Setting the Other Defaults" section of this application note for additional information.

3. You can maximize the number of lines per page by using the Lotus 1-2-3 *Unformatted* printing option. For example, if both Lotus 1-2-3 and the HP LaserJet 4 printer are set to 60 lines per page and your spreadsheet does not contain headers, footers, or borders, you can print 60 lines on the page by selecting the *Unformatted* printing option. To select the *Unformatted* printing option, press [/] [**P**]rint [**P**]rinter [**O**]ptions [**O**]ther [**U**]nformatted.

Spreadsheets Formatted For Another Printer Print Incorrectly

Problem: Spreadsheets that print correctly on non-HP LaserJet printers do not print correctly on your HP LaserJet 4 printer.

Solutions:

1. Make sure you are using the HP LaserJet 4 printer driver. If not, press: [/] [**W**]orksheet [**G**]lobal [**D**]efault [**P**]rinter [**N**]ame and select it.

2. Refer to the "Setting Printer Defaults: Step 2" section of this note for instructions about configuring Lotus 1-2-3 to work with your HP LaserJet 4 printer. Make any changes needed.

3. Clear the spreadsheet format by pressing: [/] [**P**]rint [**P**]rinter [**C**]lear [**F**]ormat.

Nothing Prints

Problem: Printer does not print.

Solutions:

1. If the printer's Form Feed light is on, press the [**On Line**] key to take the printer offline, then press the [**Form Feed**] key to eject the page.

2. Make sure the correct DOS MODE commands are in your AUTOEXEC.BAT file and your interface selection in Lotus 1-2-3 corresponds to the interface your printer is using. Refer to the "Select Interface" section of this note.

Printer Error

Problem: The message *Error* displays in Lotus 1-2-3 when you print a spreadsheet or graph.

Solutions:

1. If your document is a spreadsheet, make sure a print range is specified: [/] [**P**]rint [**P**]rinter [**R**]ange and specify the range to print. If your document is a graph, make sure the graph has been selected: [/] [**P**]rint [**P**]rinter [**I**]mage, then select [**C**]urrent or [**N**]amed.

2. With some computers, interface selection *Output Device LPT1* works better than selecting Parallel 1 or Serial 1. Press [/] [**W**]orksheet [**G**]lobal [**D**]efault [**P**]rinter [**I**]nterface and select [**5**]Output Device LPT1:, then press [**Q**]uit [**U**]pdate [**Q**]uit to save the selection.

All Print is on One Line

Problem: The entire spreadsheet prints on a single line. (This usually appears as a solid black line at the top of the page.)

Solution: Press [/] [**W**]orksheet [**G**]lobal [**D**]efault [**P**]rinter [**A**]utoLF [**N**]o, then [**Q**]uit [**U**]pdate [**Q**]uit.

"xx LOAD" 'paper size'

Problem: Printer displays xx LOAD when sending a print job to the printer. xx could be MP, PC, or LC.

Cause: The (page size) command sent to the printer does not match the paper size loaded in the paper cassettes, or match the paper size setting in the printer's *Paper Size* menu (this applies only if the MP Tray is set to MP TRAY=CASS in the *Config* menu).

Solution: Make sure the paper cassettes contain the paper size required by the print job, or if you have the MP Tray set to MP TRAY=CASS, make sure the paper size is specified correctly in the printer's *Paper Size* menu (press the [**Paper Size**] key).

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ERROR 21 (Print Overrun)

Problem: The message 21 PRINT OVERRUN appears in the printer's control panel display.

Cause: The document being printed contains an area (or areas) that is too complex for the printer to print.

Solutions:

1. Reduce the complexity of the document by using smaller fonts or remove bolded and underlined font attributes.

2. Reduce the document's print resolution (for example, choose 300 dpi instead of 600 dpi).

3. Turn on the printer's Page Protection feature. (See your printer user's manual for instructions about how to use this feature.)

ERROR 20 (Mem Overflow)

Problem: The message 20 MEM OVERFLOW appears in the printer's control panel display.

Cause: You have run out of available memory in your printer. This may happen when you try to print a spreadsheet that downloads too many soft fonts or contains high resolution rules such as shades and/ or graphs.

Solutions:

1. Reduce the spreadsheet's print resolution (for example, choose 300 dpi instead of 600 dpi).

2. Purchase additional memory for your printer.

Other Problems   If you have other problems or if these suggestions have
not resolved the problem:

1. Read the "General Information" section of this
    application note.

2. Print similar spreadsheets. Is the problem isolated to
    one spreadsheet? If so, check for differences in print
    settings.

3. Repeat the installation procedures.

4. Refer to your *Lotus 1-2-3 Release 3.1 / 3.1+ Reference
    manual* or call Lotus Technical Support for assistance
    in using Lotus 1-2-3 functions or macros.

5.   Call Hewlett-Packard's Customer Support Center:

Telephone . . . . (208) 323-2551
Hours (Mon, Tue, Thu, Fri)   . . . .   7 am to 6 PM MST
Wednesdays . . . .   7 AM to 4 PM MST

When you call Hewlett-Packard, please call from a
telephone next to your computer and HP LaserJet 4
printer. Assisting you often requires access to your printer
and Lotus 1-2-3 application. You should also have a
current copy of the printer's self-test available. The
printer's self-test will allow you to quickly identify
current printer settings for the support technician.

Lotus 1-2-3 Release 2.3

Table of Contents

About This Chapter

This document is designed to assist you in setting up and using Lotus 1-2-3 Release 2.3 with your HP LaserJet 4 printer.

HP provides Software Application Notes and printer drivers for selected software packages. These notes and printer drivers are available through the following distribution sources:

HP First Fax Retrieval System

If you would like to have a list of drivers and Software Application Notes faxed to you:

1. Dial (800) 333-1917 from any touch-tone telephone.

2. Select (1) for HP FIRST.

3. Follow the voice prompts that guide you to select an index or to enter a document ID number for product information.

   When you have selected all the documents you want, you will be prompted to enter the telephone number of the receiving FAX machine.

   After HP FIRST acknowledges your documents are ready, the system will dial the telephone number of the FAX machine you selected, and the documents you requested will be sent.

Note

The time required to receive your information will vary depending on the length or complexity of the documents you requested.

Hewlett-Packard Distribution

Software Application Notes and printer drivers are available for selected software packages through Hewlett-Packard Distribution. Call (303) 353-7650 for information (Monday through Friday, 7 AM to 6 PM, MST).

CompuServe

If you are a member of CompuServe, you can download Software Application Notes and software printer drivers from the HP Peripherals Forum.

Lotus Development Corporation

Fonts

Supported Fonts

The fonts listed below can be accessed by using setup strings with the Lotus 1-2-3 *Unlisted* printer driver. Refer to the font manuals for the appropriate setup strings. Some of these fonts can be used only with *Wysiwyg* ("What you see is what you get."). See the "Printing With Wysiwyg" section of this note.

Cartridge Fonts 92286... A, C, D, E, G, H, IC*, J, L, M, N, PC*, Q, R, Y Cartridge Fonts 92290... S1 Cartridge Fonts C2053A... C03, C04*, C07* Cartridge Fonts C2055A... C01*	Soft Fonts 33412... DA, Super Fonts 33412/33413... DC

These cartridges contain both fixed and proportionally spaced fonts. The proportional fonts on these cartridges are not supported by Lotus 1-2-3 print menus. Any attempt to use a proportional font (accessed by setup strings) will result in improperly aligned spreadsheet columns (except when using Wysiwyg).

Unsupported Fonts

Cartridge Fonts 92286... B, F, K, P, T, U, V, W1, X, Z Cartridge Fonts 92290... S2 Cartridge Fonts C2053A... C01, C02, C05, C06, C08	Soft Fonts 33412... AC, AD, AE, AF, RA, RB, SA, SB, TA, TB, UA, UB Super Fonts 33412... AG Type Director... All

Installation

The information in this section will help you install your HP LaserJet 4 printer in Lotus 123 release 2.3. For additional installation information, see the Lotus 123 *Getting Started* booklet.

Printer Port Configuration

We suggest including the following MODE command(s) in your *AUTOEXEC.BAT* file. Consult your DOS manual or *Your Guide to Setting Up the HP LaserJet 4 Printer*, which shipped with your printer, for more information about the *AUTOEXEC.BAT* file.

Parallel Interface

If your printer connects to one of the computer's parallel ports (LPT*x*:), enter the following command in your *AUTOEXEC.BAT* file:

MODE LPT*x*:,,P

(Where *x*= the computer's parallel port; for example, LPT1, LPT2, etc.)

Serial Interface

If your printer connects to one of the computer's serial ports (COM*x*), enter the following commands in your *AUTO-EXEC.BAT* file:

MODE COM*x*:9600,N,8,1,P

MODE LPT1:=COM*x*

(Where *x*= the computer's serial port; for example, COM1, COM2, etc.)

Note 👆

9600 is the factory default baud rate of the HP LaserJet 4 printer. If your printer is set for a different baud rate, replace 9600 in the above *MODE* command with the baud rate setting of your printer.

Printer driver choices for the HP LaserJet 4 Printer

The following printing options are available in Lotus 1-2-3 Release 2.3.

1. You can print using the *HP LaserJet 4 PCL 5* printer driver (a *Wysiwyg* driver).
2. You can print using the *HP LaserJet series* text and *LaserJet III, IIID, and IIIP* graphics printer drivers.

Note 👆

Install the *HP LaserJet series* text printer driver if you plan to use setup strings or print multiple ranges on a page; and install the *LaserJet III, IIID, and IIIP* graphics printer driver if you plan to use the Lotus 1-2-3 *PrintGraph* feature.

Option 1
Installing the HP LaserJet
4 PCL 5 *Wysiwyg* Printer
Driver

If an HP LaserJet 4 PCL 5 *Wysiwyg* driver is not in the printer box, you can order it free of charge from Hewlett-Packard Distribution at (303) 353-7650; this driver is also available on CompuServe in the HP Peripherals Forum.

Follow the instructions in the README file on the Lotus 1-2-3 Release 2.3 printer driver disk to update to the *HP LaserJet 4 PCL 5 Wysiwyg* printer driver. You can print the README file by typing the following command at a DOS prompt:

COPY README PRN

After typing the above command, press the [**Enter**] key. If the [**Form Feed**] light on the printer's control panel stays on after the README file has printed, more data is in the print buffer. To print the remaining data in the print buffer use the following steps:

1. Press and release the [**On Line**] key to take the printer offline.

2. Press and release the [**Form Feed**] key to print the data in the print buffer, then press and release the [**On Line**] key to put the printer back online.

Lotus 1-2-3 for DOS
Release 2.3 Network
Edition

If you are a network administrator and need to update the printer driver for the Lotus 123 for DOS Release 2.3 Network Edition, you will need the Lotus 2.3 Network Edition update disk. This disk is available electronically from the HP Peripherals Forum on CompuServe, from Hewlett-Packard Distribution at (303) 353-7650, or from Lotus Development Corporation.

Option 2
Installing the LaserJet
series Text and LaserJet
III, IIID, and IIIP Graphics
Printer Drivers: Step 1

Installing the *LaserJet series* text and *LaserJet III, IIID, and IIIP* graphics printer drivers for your HP LaserJet 4 printer is a two-step process. Follow all the procedures under each step and complete steps 1 and 2 before printing.

Note

If you plan to print without using *Wysiwyg*, or if you plan to use setup strings or print multiple print ranges on a page, install the *HP LaserJet series* text printer driver. Install the *LaserJet III, IIID, and IIIP* graphics printer driver if you plan to use the Lotus 1-2-3 *PrintGraph* option.

Loading Lotus 1-2-3 Release 2.3 INSTALL Program

If you are already at the *Install* screen, skip to the "Installing the Printer Driver" section below. However, if you are not in Lotus 1-2-3 and want to enter the Lotus 1-2-3 sub directory, type **CD\123r23** (or the sub directory where the Lotus program resides) and press [**Enter**]. At the DOS prompt, type **LOTUS** and press [**Enter**] to bring up the *Lotus 123 Access System Menu*. Use your cursor keys to highlight *Install*, then press [**Enter**] to run the *Install* program.

Installing the Printer Driver

Use the following steps to install the *LaserJet series* text printer driver and the *LaserJet III, IIID, and IIIP* graphics printer driver. See the README file on the Lotus 1-2-3 Release 2.3 printer driver diskette for instructions about loading the HP LaserJet 4 PCL 5 *Wysiwyg* driver.

1. Read the instructions on your screen, then press [**Enter**].

2. Select *Change Selected Equipment* on the *MAIN MENU,* then press [**Enter**].

3. Select *Modify the Current Driver Set* on the *CHANGE SELECTED EQUIPMENT* menu, then press [**Enter**].

4. Select *Text Printer* on the *Modify Current Driver Set* menu, then press [**Enter**].

5. Select *HP* on the *TEXT PRINTER SELECTION* menu, then press [**Enter**].

6. Select *LaserJet series* on the *TEXT PRINTER SELECTION* menu, then press [**Enter**]. You will return to the *MODIFY CURRENT DRIVER SET* menu.

7. Select *Graphics Printer* on the *MODIFY CURRENT DRIVER SET* menu, then press [**Enter**].

8. Select *HP* on the *GRAPHICS PRINTER SELECTION* menu, then press [**Enter**].

9. Select *LaserJet III, IIID, and IIIP* , then press [**Enter**]. You will return to the *MODIFY CURRENT DRIVER SET* menu.

10. Select *Return to Previous* menu on the *MODIFY CURRENT DRIVER SET* menu, then press [**Enter**].

11. Select *Save the Current Driver Set* on the *CHANGE SELECTED EQUIPMENT* menu, then press [**Enter**].

12. Read the instructions on the *SAVING YOUR CHANGES* screen, then press [**Enter**].

13. Read the instructions on the *GENERATING FONTS* screen, then press [**Enter**].

14. Select the set of font sizes you want to use with Wysiwyg on the *GENERATING FONTS* menu. Whether you choose *Basic*, *Medium*, or *Extended* depends on the font sizes you need and the amount of disk space you have available. The box on the *GENERATING FONTS* menu gives information about disk-space requirements.

Note

Basic gives a maximum font point size of 24, *medium* a maximum font point size of 36, and *extended* a maximum font point size of 72. The larger the set of fonts, the more disk space will be required.

15. Select the font set you want, then press [**Enter**].

16. A *GENERATING FONTS* screen will display while fonts are being generated. When font generation is complete, press any key to end *Install*.

Step 1 is now complete. Continue with Step 2 before printing.

Setting Printer Defaults: Step 2

Step 2 is changing the Lotus 1-2-3 default settings to work correctly with the HP LaserJet 4 printer. After running the *INSTALL* program, you need to select your printer defaults. The following instructions guide you through this process.

Selecting 1-2-3

From the *Lotus 1-2-3 Access Menu* highlight 1-2-3, then press [**Enter**].

Accessing the Printer Default Menu

Press [/] [**W**]orksheet [**G**]lobal [**D**]efault [**P**]rinter.

Selecting the Interface

1. Press [**I**]nterface and select the number that corresponds to the interface you are using. Available interfaces are:

1 = Parallel 1   5 = DOS device LPT1
2 = Serial 1   6 = DOS device LPT2
3 = Parallel 2   7 = DOS device LPT3
4 = Serial 2   8 = DOS device LPT4

Interface options 1 and 3 (Parallel) allow Lotus 1-2-3 to route information directly to the appropriate parallel port. Options 5-8 (Output devices) allow information to be routed according to the DOS MODE commands you entered in your AUTOEXEC.BAT file when you set up the HP LaserJet 4 printer. (See the "Parallel Interface" section of this note and *Your Guide to Setting Up the HP LaserJet 4 Printer*). Options 5-8 are often used if you are experiencing communications or time-out problems.

Note

If you choose a number specifying a serial interface, another menu giving baud rate options will be displayed. Choose the baud rate that matches the setting on your printer. The HP LaserJet 4 printer default baud rate is 9600.

2. Press [**Enter**] to save the interface selection.

Setting the Other Defaults

1. Use these settings when creating new spreadsheets. Press each of the letters indicated below and make the selections listed (for example, press [**A**]utoLF, select *NO*, then press [**Enter**]).

```
[A]utoLF . . . . . . . . . . . . . . . . . . . . . . . . No
[L]eft (margin)  . . . . . . . . . . . . . . . . . . . . 0
[R]ight (margin) . . . . . . . . . . . . . . . . . . . . 80
[T]op (margin) . . . . . . . . . . . . . . . . . . . . . 0
[B]ottom (margin) . . . . . . . . . . . . . . . . . . . . 0
[P]g-Length  . . . . . . . . . For no cartridge drivers 60
[W]ait  . . . . . . . . . . . . . . . . . . . . . . . . No
[S]etup . . . . . . . . . . . . . . . . Leave setup blank
[N]ame . . . . . Select the HP driver that you installed
```

2. Press [**Q**]uit, then [**U**]pdate to save the default selections.

3. Press [**Q**]uit to exit the menu.

Step 2 is now complete, and Lotus 1-2-3 Release 2.3 is now configured to print with your HP LaserJet 4 printer. Continue to the next section for information about printing spreadsheets.

Note

If you installed a printer driver during the *Install (Change Selected Equipment)* procedure and it does not show up in the spreadsheet selection ([/] [**W**]orksheet [**G**]lobal [**D**]efault [**P**]rinter [**N**]ame), reinstall the printer driver.

Reformatting Existing Spreadsheets

Spreadsheets that have been printed on printers other than an HP LaserJet printer (for example, Epson, IBM) must be reformatted to print correctly on the HP LaserJet 4 printer. To reformat existing spreadsheets to the default settings, follow these instructions:

1. Retrieve your spreadsheet.

2. Press [/] [**P**]rint [**P**]rinter [**C**]lear [**F**]ormat [**Q**]uit.

3. Your spreadsheet is now reformatted to the default settings you entered earlier. However, if you wish to change other parameters, including setup strings, do so now.

4. Save your spreadsheet.

5. Print the spreadsheet. In the printer ([/] [**P**]rint [**P**]rinter) menu, select the range to be printed, then press [**A**]lign [**G**]o [**P**]age. If you want to print using *Wysiwyg*, see the "Printing with Wysiwyg" section of this note.

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General Information

This section provides general guidelines for printing spreadsheets.

Form Feed Light

The indicator next to the [**Form Feed**] key on the HP LaserJet 4 printer lights whenever page data is stored in the printer's memory. Make sure the *Form Feed* light is off before sending information to the printer. To print the data in the printer's buffer, press and release the [**On Line**] key to take the printer offline, press and release the [**Form Feed**] key to feed out the document, then press and release the [**On Line**] key to return the printer online.

Worksheet Page Command

Lotus 1-2-3 does not send a form feed at the end of the document; therefore, data may remain in the printer's buffer. To automatically eject the last page of your document, embed a *Worksheet Page* command in the bottom left cell of your print range. To enter this command press:

[/] [**W**]orksheet [**P**]age

This command automatically inserts a page break, and a double colon (::) appears on your screen.

Note

A \027E in a setup string will prevent the *Worksheet Page* command from executing.

Example:

If your print range is A1..D115, position the cursor in A116 and press [/] [**W**]orksheet [**P**]age. Then change your print range to A1..D116.

Formatting Spreadsheets

When setting margins or using headers, footers, or borders, you must select the *Formatted* option (this is selected by default) within Lotus 1-2-3. To select the *Formatted* option, press:

[/] [**P**]rint [**P**]rinter [**O**]ptions [**O**]ther [**F**]ormatted

Maximizing The Printable Area

To maximize your vertical printable area, select the *Unformatted* printing option. If you are not printing headers or footers, this option gives you a three-line top and bottom margin. To select this option, press:

[/] [**P**]rint [**P**]rinter [**O**]ptions [**O**]ther [**U**]nformatted

Note	👆	If *Unformatted* is chosen, headers, footers and borders cannot be printed.

Printing Footers When printing footers, use the [**P**]age command (selected after pressing [**G**]o in the *Printer* menu) to eject the last page from the printer. If this option is not selected, Lotus 1-2-3 cannot identify the last page and will not print the footer.

Printing Special Characters

To print special characters available in your HP LaserJet 4 printer, press [**Alt**] [**F1**] and then the two character Compose Sequence from the following table (after you enter the second Compose value, the character appears on your screen). First, find the decimal value of the special character you want to print. (The special characters and their decimal values can be found in the *Symbol Sets* section of the Appendix in your *HP LaserJet 4 Printers User's Manual*). Next, use the corresponding two character *Compose Sequence* to access the special character.

Special Character Decimal Value Chart

Compose Sequence	Decimal Value	Compose Sequence	Decimal Value	Compose Sequence	Decimal Value	Compose Sequence	Decimal Value
A'	161	??	185	i^	209	O~	233
A^	162	xo	186	O/	210	o~	234
E'	163	L=	187	AE	211	US*	235
E^	164	Y=	188	a*	212	US*	236
E"	165	so	189	i'	213	U'	237
I^	166	ff	190	o/	214	Y"	238
I"	167	c|	191	ae	215	y"	239
'(space)	168	a^	192	A"	216	P-	240
'(space)	169	e^	193	i'	217	p-	241
^(space)	170	o^	194	O"	218	US*	242
"(space)	171	u^	195	U"	219	US*	243
~(space)	172	a'	196	E'	220	US*	244
U'	173	e'	197	i"	221	US*	245
U^	174	o'	198	ss	222	US*	246
US*	175	u'	199	O^	223	14	247
US*	176	a'	200	A'	224	12	248
US*	177	e'	201	A~	225	a_	249
US*	178	o'	202	a~	226	o_	250
US*	179	u'	203	D-	227	<	251
C, 180	a"	204	d-	228	US*	252
c, 181	e"	205	I'	229	>	253
N~	182	o"	206	I'	230	+-	254
n~	183	u"	207	O'	231	US*	255
!!	184	A*	208	O'	232		

US* - Unsupported

Note 👆 Special characters are accessed from the current active symbol set. For example, decimal #210 in the Roman 8 symbol set is the character Ø. To specify an alternative symbol set, include the command for the desired symbol set in a Lotus 1-2-3 setup string (e.g., \027(10U for the PC-8 (IBM-US) symbol set).

Example:

To print the British pound sign in the Roman-8 symbol set, find decimal value 187 in the table above. To the left is the two character *Compose Sequence*, L=. Press [**Alt**] [**F1**] then L=.

For additional information about special characters, refer to your *Lotus 1-2-3 for DOS Release 2.3 User's Guide* or call Lotus Technical Support.

Embedding Printer Commands

Lotus 1-2-3 Release 2.3 supports embedded printer commands. This feature gives advanced users the power to enhance printer output.

Lotus 1-2-3 requires that embedded printer commands be placed in a blank row, at the left-most column of the current print range. An embedded printer command requires one row to initiate the command, and one row to terminate the command; therefore, any action or feature accessed by an embedded printer command is active for a minimum of one row.

To embed a printer command, precede the command with two vertical bars (| |). After typing the two vertical bars, the worksheet will show only one bar but the cell content line will show two.

Example:

To embed the printer command for italic print, position your cursor in the left-most column of a blank row in your print range, then enter the following: | | \027(s1S. This command will give italic print to the currently selected font.

Note

To avoid unwanted page ejects, do not include a reset command \027E in embedded printer commands.

Common Tasks

The following pages provide information about print features, setup strings, font selection, and print settings.

Resetting the Printer's Printing Menu to Factory Defaults

The following setup strings and settings are valid only if your HP LaserJet 4 printer's *Printing Menu* is currently set to factory defaults. To reset the printer's *Printing Menu* to its factory default settings use these steps:

1. Press [**On Line**] to take the printer offline.

2. Hold down the [**Shift**] and [**Menu**] keys on the printer for about 10 seconds until RESET=MENU appears.

   Besides returning the printer to its factory default settings, *Reset Menu* also clears the page buffer, removes all temporary personality data such as downloaded typefaces, and resets all printing environment parameters (such as number of copies, paper size, etc.). Items in the *Config, Parallel, Serial* and *AUX10* menus will not be reset.

3. Press the [**On Line**] key to return the printer online.

Selecting Setup Strings

If you are using the Lotus 1-2-3 *LaserJet series* printer driver, you can select font and line-spacing attributes for your spreadsheet by entering setup strings.

To enter a setup string, press [/] [**P**]rint [**P**]rinter [**O**]ptions [**S**]etup, then enter the desired setup string from the lists on the "Portrait Printing" and "Landscape Printing" sections of this note. Refer to your *Lotus 1-2-3 for DOS Release 2.3 User's Guide* for more information about using setup strings.

<table>
<tr><td>**Note**</td><td>☝</td><td colspan="2">When using the setup strings on this page, note the differences in these characters:
ℓ = lower case letter "l"   1 = numeric one
O = upper case letter "O"   Ø = numeric zero</td></tr>
</table>

[/] [P]rint [P]rinter [O]ptions [S]etup		[P]age Length	[M]argins [R]ight
LETTER PAPER, 60 lines per page (6 lines/inch):			
10 cpi	\Ø27&ℓ2aØO\Ø27(sØp1ØH	60	80
12 cpi	\Ø27&ℓ2aØO\Ø27(sØp12H	60	96
16.67 cpi*	\Ø27&ℓ2aØO\Ø27(sØp16.67h8.5vØT	60	134
LETTER PAPER, 66 lines per page (6.6 lines/inch):			+
10 cpi	\Ø27&ℓ2aØo7.27C\Ø27(sØp1ØH	66	80
12 cpi	\Ø27&ℓ2aØo7.27C\Ø27(sØp12H	66	96
16.67 cpi*	\Ø27&ℓ2aØo7.27C\Ø27(sØp16.67h8.5vØT	66	134
LETTER PAPER, 80 lines per page (8 lines/inch):			
10 cpi	\Ø27&ℓ2aØo8D\Ø27(sØp1ØH	80	80
12 cpi	\Ø27&ℓ2aØo8D\Ø27(sØp12H	80	96
16.67 cpi*	\Ø27&ℓ2aØo8D\Ø27(sØp16.67h8.5vØT	80	134
LEGAL PAPER (using a legal tray), 78 lines per page (6 lines/inch):			
10 cpi	\Ø27&ℓ3aØO\Ø27(sØp1ØH	78	80
12 cpi	\Ø27&ℓ3aØO\Ø27(sØp12H	78	96
16.67 cpi*	\Ø27&ℓ3aØO\Ø27(sØp16.67h8.5vØT	78	134
LEGAL PAPER (using a legal tray), 104 lines per page (8 lines/inch):			
10 cpi	\Ø27&ℓ3aØo8D\Ø27(sØp1ØH	100	80
12 cpi	\Ø27&ℓ3aØo8D\Ø27(sØp12H	100	96
16.67 cpi*	\Ø27&ℓ3aØo8D\Ø27(sØp16.67h8.5vØT	100	134
LEGAL PAPER (manual feed), 78 lines per page (6 lines/inch):			
10 cpi	\Ø27&ℓ3a2hØO\Ø27(sØp1ØH	78	80
12 cpi	\Ø27&ℓ3a2hØO\Ø27(sØp12H	78	96
16.67 cpi*	\Ø27&ℓ3a2hØO\Ø27(sØp16.67h8.5vØT	78	134
LEGAL PAPER (manual feed), 104 lines per page (8 lines/inch):			
10 cpi	\Ø27&ℓ3a2hØo8D\Ø27(sØp1ØH	100	80
12 cpi	\Ø27&ℓ3a2hØo8D\Ø27(sØp12H	100	96
16.67 cpi*	\Ø27&ℓ3a2hØo8D\Ø27(sØp16.67h8.5vØT	100	134

*This printer command will produce 16.67 character per inch (cpi) Line Printer type. Since the HP LaserJet 4 printer has scalable Courier and scalable Letter Gothic typefaces, the font selection command could be written \Ø27(sØp16.67h4Ø99T to produce 16.67 pitch Courier or \Ø27(sØp16.67h41Ø2T to produce 16.67 pitch Letter Gothic.

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Landscape Printing

[/] [P]rint [P]rinter [O]ptions [S]etup

		[P]age Length	[M]argins [R]ight

LETTER PAPER, 45 lines per page (6 lines/inch):

10 cpi	\Ø27&ℓ2a1O\Ø27(sØp1ØH	45	106
12 cpi	\Ø27&ℓ2a1O\Ø27(sØp12H	45	127
16.67 cpi*	\Ø27&ℓ2a1O\Ø27(sØp16.67hØT	45	177

LETTER PAPER, 66 lines per page (8.8 lines/inch):

10 cpi	\Ø27&ℓ2a1o5.45C\Ø27(sØp1ØH	66	106
12 cpi	\Ø27&ℓ2a1o5.45C\Ø27(sØp12H	66	127
16.67 cpi*	\027&ℓ2a1o5.45C\Ø27(sØp16.67hØT	66	177

LEGAL PAPER (using a legal tray), 45 lines per page (6 lines/inch):

10 cpi	\Ø27&ℓ3a1O\Ø27(sØp1ØH	45	136
12 cpi	\Ø27&ℓ3a1O\Ø27(sØp12H	45	163
16.67 cpi*	\Ø27&ℓ3a1O\Ø27(sØp16.67hØT	45	227
17.75 cpi**	\Ø27&ℓ3a1O\Ø27(sØp17.75h4Ø99T	45	240

LEGAL PAPER (using a legal tray), 66 lines per page (8.8 lines/inch):

10 cpi	\Ø27&ℓ3a1o5.45C\Ø27(sØp1ØH	66	136
12 cpi	\Ø27&ℓ3a1o5.45C\Ø27(sØp12H	66	163
16.67 cpi*	\Ø27&ℓ3a1o5.45C\Ø27(sØp16.67hØT	66	227
17.75 cpi**	\Ø27&ℓ3a1o5.45C\Ø27(sØp17.75h4Ø99T	66	240

LEGAL PAPER (manual feed), 45 lines per page (6 lines/inch):

10 cpi	\Ø27&ℓ3a2h1O\Ø27(sØp1ØH	45	136
12 cpi	\Ø27&ℓ3a2h1O\Ø27(sØp12H	45	163
16.67 cpi*	\Ø27&ℓ3a2h1O\Ø27(sØp16.67hØT	45	227
17.75 cpi**	\Ø27&ℓ3a2h1O\Ø27(sØp17.75h4Ø99T	45	240

LEGAL PAPER (manual feed), 66 lines per page (8.8 lines/inch):

10 cpi	\Ø27&ℓ3a2h1o5.45C\Ø27(sØp1ØH	66	136
12 cpi	\Ø27&ℓ3a2h1o5.45C\Ø27(sØp12H	66	163
16.67 cpi*	\Ø27&ℓ3a2h1o5.45C\Ø27(sØp16.67hØT	66	227
17.75 cpi**	\Ø27&ℓ3a2h1o5.45C\Ø27(sØp17.75h4Ø99T	66	240

*This printer command will produce 16.67 character per inch (cpi) Line Printer type. Since the HP LaserJet 4 printer has both scalable Courier and scalable Letter Gothic typefaces, the font selection command could be written \Ø27(sØp16.67h4Ø99T to produce 16.67 pitch Courier or \Ø27(sØp16.67h41Ø2T to produce 16.67 pitch Letter Gothic.

**The HP LaserJet 4 printer offers scalable Courier and scalable Letter Gothic typefaces. This printer command will produce 17.75 pitch Courier print. If Letter Gothic typeface is needed, the printer command should be modified to read \Ø27(sØp17.75h41Ø2T.

Printing With Wysiwyg

Common Tasks

This section provides information about using your HP LaserJet 4 printer with the Lotus 1-2-3 version 2.3 *Wysiwyg* option.

Wysiwyg allows far greater control of print functions than Lotus 123 version 2.3 alone provides. Fonts can be selected for specific sections of the worksheet; underlining, shading, and bolding can be applied to a specific range; paper feed options can be selected; and the *Preview* function can be used to view the spreadsheet as it will appear when printed.

Enabling Wysiwyg

To use *Wysiwyg*, you must load it into memory. *Wysiwyg* can be added automatically upon entering Lotus 1-2-3 or invoked during the current Lotus 123 session. The following instructions apply to adding *Wysiwyg* during a Lotus 1-2-3 session. Check the Lotus 123 documentation for instructions about loading *Wysiwyg* automatically.

1. Start Lotus 1-2-3.

2. To enable *Wysiwyg*, hold down the [**Alt**] key on your computer's keyboard, then press the [**F10**] key.

3. Select [**A**]ttach.

4. Highlight *WYSIWYG.ADN*, then press [**Enter**].

5. Select *No Key* if you plan to use [**:**] (colon) or use a mouse to display the *Wysiwyg* main menu. This *Wysiwyg* function may also be assigned to [**Alt-F7**], [**Alt-F8**], [**Alt-F9**] or [**Alt-F10**]. After making your selection, the *Wysiwyg* add-in program will load into memory. Press [**Q**]uit to return to the Lotus 1-2-3 spreadsheet screen.

Note 👆

Press [**:**] (colon) or press the alternate key you chose during the add-in process to activate the *Wysiwyg* menu. To use Lotus 1-2-3 menus and functions, use the [/] key.

Selecting a Printer and Font Cartridge

Wysiwyg supports the following Hewlett-Packard cartridges:

Cartridge Fonts 92286
A, B, C, D, E, F, G, H, J, K, L, M, N, P, Q, T U, V, Y, Z

1. To choose a printer, press [:] [**P**]rint [**C**]onfig [**P**]rinter. Select the *HP LaserJet 4 PCL 5*, then press [**Enter**].

2. Select [**1**]st Cartridge and select your cartridge from the cartridges listed, then choose [**Q**]uit.

Formatting a Page

1. To select the *Page-Size, Margins, Titles, Borders*, and *Compression* for your document, press [:] [**P**]rint [**L**]ayout and make all page layout settings.

2. Press [**Q**]uit to exit the *Layout* menu.

Note

If you change the margin settings below the defaults, Top=.5", Bottom=.55", Left=.5", Right=.5", data may be lost.

Inserting or Removing a Page Break

Wysiwyg allows you to insert and remove manual page breaks in spreadsheets.

To insert a page break press: [:] [**W**]orksheet [**P**]age, then choose either [**R**]ow or [**C**]olumn.

To remove a page break, press: [**W**]orksheet [**P**]age [**D**]elete.

Specifying Page Orientation and Paper Location

1. Press [:] [**P**]rint [**C**]onfig [**O**]rientation.

2. Select the document *Orientation* (Portrait or Landscape), then press [**Enter**].

3. Select [**B**]in, set the paper location (manual feed or tray), then press [**Enter**].

4. Press [**Q**]uit to exit the *Config* menu.

Selecting Fonts

1. To select a *Wysiwyg* font, press [:] [**F**]ormat [**F**]ont. You may select any of the listed fonts by highlighting or typing the font number.

2. When asked for the range to change, highlight the area to be formatted by using the "arrow" keys, then press [**Enter**].

3. Change the attributes of *Wysiwyg* fonts by typing [:] [**F**]ormat. The *Format* menu lists the following attribute selections: *Bold, Italics, Underline, Color, Lines, Shade*, and *Reset*.

4. Select the attribute you want to apply to a given range by typing the first letter of the attribute (for example, press [**I**] for italics), or highlight the attribute with the cursor, then press [**Enter**] to select it.

5. Press [**S**]et, select the range to be changed by using the arrow keys to highlight the range, then press [**Enter**].

Note ☝ You can use up to eight typefaces per worksheet file.

Selecting Cartridge Fonts

To access cartridge fonts, follow these steps to modify the font set to include the cartridge fonts you plan to use:

1. Press [:] [**F**]ormat [**F**]ont [**R**]eplace, and type the number of a listed font you want to replace with one of the cartridge fonts, then press [**O**]ther.

2. At the *Select typeface* menu, highlight the font you want to add to your font list, then press [**Enter**].

3. Type in the point size of the cartridge font you want to use (make sure the point size is available on your cartridge), then press [**Enter**]. The cartridge font will be listed in the *Wysiwyg* font selection box (see Note below).

4. Type the number of the font to select it, highlight the range to be changed, then press [**Enter**].

Note ☝ If you want the font list change to be permanent, press [:] [**F**]ormat [**F**]ont [**D**]efault [**U**]pdate, then press [**Q**]uit.

Printing a Document

1. To print a *Wysiwyg* document, press [:] [**P**]rint [**R**]ange [**S**]et. Select the printable range by typing in the range values or by pressing [.] (period key), then using the arrow keys to highlight the range. After the range is highlighted, press [**Enter**].

2. To select a printer, press [**C**]onfig [**P**]rinter, then select the HP LaserJet 4 printer driver you installed.

3. Press [**Q**]uit.

4. Press [**G**]o to print the document.

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Printing on Legal-size Paper

1. Press [:] [**P**]rint [**L**]ayout [**P**]age-size [**6**]:Legal, make other *Page Layout* selections, then press [**Q**]uit.

2. Press [**C**]onfiguration [**O**]rientation, then select *Portrait* or *Landscape.*

3. Press [**B**]in and choose the paper location (Manual or Tray), then press [**Q**]uit.

4. Set *Range,* then press [**G**]o to print the document.

Note ☝

To print on legal-size paper, you must have the universal paper tray set to legal, the MP tray configured as legal, or have specified "Manual" under *Wysiwyg*'s *Bin* selection option.

Printing Reverse Text

The *Wysiwyg* option allows printing white text on a black background. To print reverse text follow these steps:

1. Press [:] [**F**]ormat [**S**]hade [**S**]olid, highlight the range you want to have a solid shade, then press [**Enter**].

2. Press [:] [**F**]ormat [**F**]ont, select the font you want, specify the range to change, then press [**Enter**].

3. Press [**F**]ormat [**C**]olor [**R**]everse, range, then press [**Enter**].

4. Type text.

5. Press [:] [**P**]rint [**R**]ange [**S**]et, specify the range to print, then press [**Enter**].

6. Press [**C**]onfig [**P**]rinter, select the HP LaserJet 4 printer driver you installed, then press [**Enter**]. Press [**Q**]uit, then [**G**]o to print the document.

Printing a Graph

1. Press [:] [**P**]rint [**R**]ange [**S**]et. Select the printable range by typing in the range values or highlighting the area with the arrow keys, then press [**Enter**].

2. Press [**L**]ayout, make page format settings, then press [**Q**]uit to exit the *Layout* menu.

3. Press [**C**]onfig [**P**]rinter, then select the HP LaserJet Printer driver you installed.

4. Press [**O**]rientation (Portrait or Landscape) to choose page orientation.

5. Press [**B**]in to select paper location (Manual or Tray), then press [**Q**]uit.

6. Press [**G**]o to print the graph.

Common Problems

Out of Memory Error

Problem: An *Out of Memory* error message appears in Lotus 1-2-3 while trying to print using *Wysiwyg*.

Cause: There is not enough available memory (RAM) in your computer.

Solutions:

1. Disable the Lotus 1-2-3 Undo feature by typing [/] [**W**]orksheet [**G**]lobal [**D**]efault [**O**]ther [**U**]ndo [**D**]isable [**U**]pdate [**Q**]uit.

2. Check your *AUTOEXEC.BAT* and *CONFIG.SYS* files for any memory resident programs that are loaded during startup. (For information on *AUTOEXEC.BAT* and *CONFIG.SYS* files, check your DOS manual.)

3. If you use [/] [**S**]ystem to exit Lotus 1-2-3, type *exit*, not 123, to re-enter Lotus; otherwise the program will attempt to load a second copy of itself. If you have more than one copy of Lotus 123 running at once, exit to the DOS level, then re-enter Lotus 1-2-3.

PrintGraph

This section provides information to help you configure and use Lotus 123 PrintGraph with your HP LaserJet 4 printer. For additional information, see your *Lotus 1-2-3 for DOS Release 2.3 User's Guide*.

Load Lotus 1-2-3

To enter the Lotus 1-2-3 sub directory, type **CD\123r23** (or the sub directory where the Lotus 1-2-3 program resides), then press [**Enter**]. At the DOS prompt, type LOTUS and press [**Enter**] to display the 1-2-3 Access System. Select *PRINTGRAPH* on the Lotus 123 *Access System* menu, then press [**Enter**] to run the *PrintGraph* program.

Configure the Printer

Perform the following steps to configure your HP LaserJet 4 printer to work with PrintGraph:

1. Press [**S**]ettings [**H**]ardware [**I**]nterface, then press the number that corresponds to the interface for your computer/printer configuration.

2. Press [**P**]rinter, highlight a selection, press the *Space Bar*, then press [**Enter**].

3. Select [**Q**]uit to return to the *Select* menu.

4. Press [**A**]ction [**P**]ause, then press [**N**]o.

5. Press [**E**]ject, then press [**Y**]es.

6. Press [**Q**]uit.

   Confirm that your *Interface*, *Printer Type*, *Paper Size*, and *Action Settings* are set properly. If they are correct, press [**S**]ave to write a new configuration file for PrintGraph.

Printing Tasks

Printing on Letter-size Paper in Portrait Orientation

To print on letter-size paper in portrait orientation, follow these steps:

1. Press [**S**]ettings [**I**]mage [**S**]ize [**H**]alf [**Q**]uit [**Q**]uit [**H**]ardware [**S**]ize-Paper [**L**]ength=11 [**W**]idth=8.5 [**Q**]uit [**Q**]uit [**Q**]uit.

2. Choose [**I**]mage Select, highlight the name of the graph you want to print, press the space bar to mark the graph, then press [**Enter**].

3. Press [**A**]lign [**G**]o to print the document.

Printing on Letter-size Paper in Landscape Orientation

For letter-size paper with landscape orientation, set the *Image Size* to *Full*, the *Length* to 8.5, and the *Width* to 11.

1. Press [**S**]ettings [**I**]mage [**S**]ize [**F**]ull [**Q**]uit [**Q**]uit [**H**]ardware [**S**]ize-Paper [**L**]ength=8.5 [**W**]idth=11 [**Q**]uit [**Q**]uit [**Q**]uit.

2. Choose [**I**]mage-Select, highlight the name of the graph you want to print, press the space bar to mark the graph, then press [**Enter**].

3. Press [**A**]lign [**G**]o to print the document.

Note ☞

Do not set the control panel of the printer to a landscape font (Orientation=L on the front panel). This setting may cause a 21 PRINT OVERRUN error on the printer (this error means information sent to the printer is too complex and if printing resumes, data loss may occur). Refer to your *HP LaserJet 4 and 4M Printers User's Manual* for information about ERROR 21). If the printer displays 21 PRINT OVERRUN, press [**Continue**] to resume printing. To avoid an ERROR 21, reduce page complexity, or use the printer's *Page Protection* feature.

Legal Size Paper - Paper Location

PrintGraph supports printing legal-size paper from a legal-size tray, from the MP Tray configured to a legal-size, or from manual feed. Set the paper size to PAPER=LEGAL in the printer's *Printing Menu* and set manual feed=on if you want to manually feed the paper.

Printing on Legal-size Paper in Portrait Orientation

Set the *Image Size* to *Half*, the *Length* to 14, and *Width* to 8.5 to print on legal-size paper in portrait orientation.

1. Press [**S**]ettings [**I**]mage [**S**]ize [**H**]alf [**Q**]uit [**Q**]uit [**H**]ardware [**S**]ize-Paper [**L**]ength=14, [**W**]idth=8.5 [**Q**]uit [**Q**]uit [**Q**]uit.

2. Choose [**I**]mage-Select, highlight the name of the graph to be printed, press the space bar to mark the graph, then press [**Enter**].

3. Press [**A**]lign [**G**]o to print the document.

Printing on Legal-size Paper in Landscape Orientation

Set the *Image Size* to *Full*, the *Length* to 8.5, and the *Width* to 14 to print on legal-size paper in landscape orientation.

1. Press [**S**]ettings [**I**]mage [**S**]ize [**F**]ull [**Q**]uit [**Q**]uit [**H**]ardware [**S**]ize-Paper [**L**]ength=8.5, [**W**]idth=14 [**Q**]uit [**Q**]uit [**Q**]uit.

2. Choose [**I**]mage-Select, highlight the name of the graph to be printed, press the space bar to mark the graph, then press [**Enter**].

3. Press [**A**]lign [**G**]o to print the document.

Note 👉

To use the entire legal sheet of paper, use the *Manual* image size setting. When using *Manual* image size, the width and length settings are dependent on the rotation setting (orientation).

Novell Networks

When printing graphs through a Novell network, make sure that the *File Contents* selection in the Novell utility *PRINTCON* is set to *Byte stream* rather than *Text*. An incorrect setting can cause a blank page to print.

Common Problems

This section provides solutions to the common problems associated with using Lotus 1-2-3 Release 2.3 with your HP LaserJet 4 printer. These and other problems may be avoided if you follow the instructions in the "Installation, General Information" and "Common Tasks" sections of this note.

Page Does Not Eject

Problem: The last page of the spreadsheet does not automatically eject.

Solution: The keystroke sequence to follow (assuming you have already correctly set your print range and desired print options) when printing a spreadsheet is:

[/] [**P**]rint [**P**]rinter [**A**]lign [**G**]o [**P**]age

The [**P**]age command sends the printer a form feed command which causes the printer to eject the page.

Creeping Text

Problem: The first page of your spreadsheet prints correctly but following pages have larger and larger top margins (for example, creep down).

Solutions:

1. If you are using a setup string that contains a vertical line spacing command (which affects the number of lines printed on the page), set the Lotus 1-2-3 page length to the number of lines per page specified by the vertical line spacing command. For example: if you are printing a portrait document, a vertical line spacing command which prints 6.6 lines per inch will require a 66 lines per page page length setting in Lotus 1-2-3 (6.6 lines per inch x 10 inches); if you are printing a landscape document, a vertical line spacing command that produces 8.8 lines per inch will require a 66 lines per page page length setting in Lotus 1-2-3 (8.8 lines per inch x 7.5 inches). See the "Common Tasks," "Portrait Printing," and "Landscape Printing" sections of this application note for additional information.

2. If you are *not* using a setup string which contains a vertical line spacing command, and you are printing a portrait letter-size document, set the Lotus 1-2-3 page length to 60 to correspond to FORM=60 LINES, which is your HP LaserJet 4 printer's default lines per page. See the "Setting the Other Defaults" section of this application note for additional information.

3. You can maximize the number of lines per page by using the Lotus 1-2-3 *Unformatted* printing option. For example, if both Lotus 1-2-3 and the HP LaserJet 4 printer are set to 60 lines per page and your spreadsheet does not contain headers, footers, or borders, you can print 60 lines on the page by selecting the *Unformatted* printing option. To select the *Unformatted* printing option, press [/] [**P**]rint [**P**]rinter [**O**]ptions [**O**]ther [**U**]nformatted.

Spreadsheets Formatted For Another Printer Print Incorrectly

Problem: Spreadsheets that print correctly on non-HP LaserJet printers do not print correctly on your HP LaserJet 4 printer.

Solutions:

1. Make sure you are using the HP LaserJet 4 printer driver. If not, press: [/] [**W**]orksheet [**G**]lobal [**D**]efault [**P**]rinter [**N**]ame and select it.

2. Clear the spreadsheet format ([/] [**P**]rint [**P**]rinter [**C**]lear [**F**]ormat), and reset to the Lotus 1-2-3 defaults you set in the "Setting Printer Defaults: Step 2" section of this note.

Nothing Prints

Problem: Printer does not print.

Solutions:

1. If the printer's Form Feed light is on, press the [**On Line**] key to take the printer offline, then press the [**Form Feed**] key to eject the page.

2. Make sure the correct DOS MODE commands are in your AUTOEXEC.BAT file and your interface selection in Lotus 1-2-3 corresponds to the interface your printer is using. Refer to the "Select Interface" section of this note.

Printer Error

Problem: The message *Error* displays in Lotus 1-2-3 when you print a spreadsheet or graph.

Solutions:

1. If printing a spreadsheet, make sure a print range is specified: [/] [**P**]rint [**P**]rinter [**R**]ange and specify the range to print. If your document is a graph, make sure the graph has been selected: [/] [**P**]rint [**P**]rinter [**I**]mage, then select [**C**]urrent or [**N**]amed.

2. With some computers, interface selection *DOS Device LPT1* works better than selecting Parallel 1 or Serial 1. Press [/] [**W**]orksheet [**G**]lobal [**D**]efault [**P**]rinter [**I**]nterface and select [**5**]DOS Device LPT1:, then press [**Q**]uit [**U**]pdate [**Q**]uit to save the selection.

All Print is on One Line

Problem: The entire spreadsheet prints on a single line. (This usually appears as a solid black line at the top of the page.)

Solution: Press [/] [**W**]orksheet [**G**]lobal [**D**]efault [**P**]rinter [**A**]utoLF [**N**]o, then [**Q**]uit [**U**]pdate [**Q**]uit.

"xx LOAD" 'paper size'

Problem: Printer displays xx LOAD when sending a print job to the printer. xx could be MP, PC, or LC.

Cause: The (page size) command sent to the printer does not match the paper size loaded in the paper cassettes, or match the paper size setting in the printer's *Paper Size* menu (this applies only if the MP Tray is set to MP TRAY=CASS in the *Config* menu).

Solution: Make sure the paper cassettes contain the paper size required by the print job, or if you have the MP Tray set to MP TRAY=CASS, make sure the paper size is specified correctly in the printer's *Paper Size* menu (press the [Paper Size] key).

ERROR 21 (Print Overrun)

Problem: The message 21 PRINT OVERRUN appears in the printer's control panel display.

Cause: The document being printed contains an area, or areas, which are too complex for the printer to print.

Solutions:

1. Reduce the complexity of the document by using smaller fonts or removing bolded and underlined attributes.

2. Reduce the print resolution of the document (for example, choose 300 dpi instead of 600 dpi).

3. Turn on the printer's Page Protection feature. (See your printer user's manual for instructions about how to use this feature.)

ERROR 20 (Mem Overflow)

Problem: The message 20 MEM OVERFLOW appears in the printer's control panel display.

Cause: You have run out of available memory in your printer. This may happen when you try to print a spreadsheet that downloads too many soft fonts or contains high resolution rules such as shades and/ or graphs.

Solutions:

1. Reduce the print resolution of your spreadsheet (for example, choose 300 dpi instead of 600 dpi).

2. Purchase additional memory for your printer.

Other Problems

If you have other problems or if these suggestions have not resolved the problem:

1. Read the "General Information" section of this application note.

2. Print similar spreadsheets. Is the problem isolated to one spreadsheet? If so, check for differences in print settings.

3. Repeat the installation procedures.

4. Refer to your Lotus 1-2-3 Release 2.3 *User's Guide* or call Lotus Technical Support for assistance in using Lotus 1-2-3 functions or macros.

5. Call Hewlett-Packard's Customer Support Center

   Telephone . . . . (208) 323-2551
   Hours (Mon, Tue, Thu, Fri) . . . . . 7 AM to 6 PM MST
   Wednesdays . . . . 7 AM to 4 PM MST

When you call Hewlett-Packard, please call from a telephone next to your computer and HP LaserJet 4 printer. Assisting you often requires access to your printer and Lotus 1-2-3 application. You should also have a current copy of the printer's self-test available. The printer's self-test will allow you to quickly identify current printer settings for the support technician.

WordPerfect version 5.1

Table of Contents

About This Chapter

This chapter is designed to assist you in setting up and using WordPerfect 5.1 with your HP LaserJet 4 printer.

Software Application Notes and Printer Drivers

HP also provides Software Application Notes and printer drivers for additional selected software packages. These notes and printer drivers are available through the following distribution sources:

HP First FAX Retrieval System

If you would like to have a list of drivers and Software Application Notes faxed to you:

1. Dial (800) 333-1917 from any touch-tone telephone.

2. Select (1) for HP FIRST.

3. Follow the telephone voice prompts.

   When you have selected all your documents, enter the telephone number of the receiving FAX machine. After HP FIRST acknowledges your documents are ready, the system will dial the telephone number of the FAX machine you selected, and the documents will be sent to you.

Hewlett-Packard Distribution

Software Application Notes and printer drivers are available for selected software packages through Hewlett-Packard Distribution. Call (303) 353-7650 for information (Monday through Friday, 7 AM to 6 PM, MST).

HP Peripherals Forum on CompuServe

If you are a member of CompuServe, you can download Software Application Notes and software printer drivers from the HP Peripherals Forum.

WordPerfect's Bulletin Board Service (BBS)

If you have a modem, you can download printer drivers free from the WordPerfect bulletin board by calling the number designated for your modem type.

```
BBS IBM (Baud 1200 - 2400) . . . . . .   (801) 225-4414
BBS High Speed (Baud 9600 - 38400) .    (801) 225-4444
BBS 68000 (Baud 1200 - 2400) . . . . .   (801) 226-1605
BBS Unix (Baud 1200 - 2400)  . . . . .   (801) 228-9909
```

If you have questions or need help in using WordPerfect's BBS, call the following number for information.

```
WordPerfect BBS Support  . . . . . . .   (801) 228-9904
```

WordPerfect
Corporation

Supported Fonts

Bitmapped Fonts and Scalable Typeface Products

WordPerfect 5.1 supports all HP bitmapped font and scalable typeface products. Support for bitmapped font cartridges, scalable typeface cartridges, and disk-based bitmapped (soft) fonts are located on the Printer 1 HP LaserJet printer driver, and on the WPHP51 through WPHP53 printer drivers. The WPHP53.ALL file includes support for all three HP scalable typeface cartridges.

Support for disk-based scalable typefaces is available on the AutoFont Support disks which ship with the typefaces. To use AutoFont Support, you must have a PTR program dated 9-26-90 or later. To check the date of your PTR program, enter your WordPerfect 5.1 directory and type DIR PTR.EXE at the prompt.

Note

To use AutoFont Support, the WordPerfect PTR.EXE file must be dated 9/26/90 or later. To check the date of this file, enter the directory where you have installed WordPerfect 5.1 and type DIR PTR.EXE. Your screen should display something similar to the following:

PTR.EXE   9-26-90

If your PTR.EXE file is dated earlier than 9/26/90, you can order the updated file from WordPerfect Corporation (for a fee) by calling (800) 222-9409. Instructions for installing AutoFont Support and updating the PTR file are packaged with the AutoFont Support disks.

Built-in Printer Fonts

WordPerfect 5.1 will let you use the printer's internal fonts in your documents along with any HP disk or cartridge typefaces and fonts (both bitmapped and scalable), up to 255 fonts per document.

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Printer Driver Installation

Installing Updated Printer Drivers (from WordPerfect Corporation)

If you received your printer driver from WordPerfect Corporation, follow these steps to install the printer driver:

1. Insert your *WordPerfect* Installation disk into drive A: and type A: Install, or if you have copied your *Install* program to your hard disk, you may run install from the directory where the *Install* program resides.

2. Follow the WordPerfect prompts for printer installation.

3. Take a moment to read the *Printer Helps and Hints* screen (use the cursor keys to scroll down through all the information).

When you have completed the installation, the printer driver will be present and selected (marked with an asterisk) in WordPerfect.

Installing an Updated Printer Driver (from Hewlett-Packard)

If you received a printer driver from Hewlett-Packard see the disk label for detailed instructions about loading the driver.

Selecting the HP LaserJet 4 Printer:

If you received your updated printer driver from Hewlett-Packard, you need to perform the following steps to select the printer driver in WordPerfect 5.1:

1. Enter WordPerfect 5.1.

2. Press [**Shift**] [**F7**], [**S**] *Select*, [**A**] *Additional*, and highlight the *HP LaserJet 4* printer driver on the list of available printers.

3. Press [**S**] *Select*, then press [**Enter**] to accept the printer file name which is listed, or type a file name of your choice, then press [**Enter**].

4. Read the *Printer Helps and Hints* screen (use the cursor keys to scroll down through all the information).

Note

The *Printer Helps and Hints* screen contains information about one method of printing reverse text (white text on a black background). Another method of printing reverse text is outlined in the "Reverse Printing" section of this note.

5. Press [**F7**] *Exit* to return to the *Select Printer: Edit* screen. You are now ready to make additional configuration changes to the printer driver, if needed.

Configuring Your Printer Driver:

If you do not want to make additional changes to the printer driver, press [**F7**] three times to exit to a document screen. However, you may now continue to configure the printer driver by: 1) changing the *Port*, (default will be LPT1:); 2) selecting a *Sheet Feeder;* 3) selecting *Cartridges and Fonts* (if you have additional HP font products); 4) choosing the *Initial Base Font* (which WordPerfect will use as a default for all subsequent documents); and 5) entering the *Path for Downloadable Fonts and Printer Command Files* if you plan to use downloaded disk-based fonts or typeface products.

Setting up the Serial Configuration

If your HP LaserJet 4 printer is connected to a serial port (for example, COM1:), complete the following steps:

1. At the *Select Printer: Edit* screen ([**Shift**] [**F7**], [**S**], [**E**]), select [**P**] *Port*.

2. WordPerfect will display a list of ports 1-LPT1, 2-LPT2, 3-LPT3, 4COM1, 5-COM2, 6-COM3, 7-COM4, 8-Other. Enter the number which corresponds to the appropriate port (for example, 4 for COM1).

3. Specify the printer's baud rate, parity, etc. The correct settings are 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
Selection:  0_
```

Note 👆

The printer's default baud rate is 9600. If you will be operating your printer at a baud rate other than 9600, specify that baud rate.

4. Confirm that your settings match those above, then press [**Enter**] to exit the *Select Printer: COM Port* screen.

5. Press [**F7**] three times to return to a WordPerfect document screen.

Installing a Sheet Feeder

Complete the following steps to install a sheet feeder for your HP LaserJet 4 printer.

1. At the *Select Printer: Edit* screen ([**Shift**] [**F7**], [**S**], [**E**]), select [**S**] *Sheet Feeder*.

2. Highlight the *HP LaserJet 4* sheet feeder, then press [**S**] *Select*.

3. Read the *Sheet Feeder Helps and Hints* screen, then press [**F7**] *Exit* to return to the *Select Printer: Edit* menu.

4. Press [**F7**] three times to return to a WordPerfect document screen.

Installing Fonts and Typefaces

Installing Bitmapped Font Cartridges

Bitmapped cartridges provide a limited number of fonts at fixed point sizes. Scalable typeface cartridges, however, allow you to select point sizes for your fonts in quarter-point increments ranging from .2 point to 999.7 points.

If you have a scalable typeface cartridge, see the "Installing Scalable Typeface Cartridges" section of this note.

1. At the *Select Printer: Edit* screen ([**Shift**] [**F7**], [**S**], [**E**]), select [**C**] *Cartridges and Fonts*.

2. Highlight *Cartridges* and press [**S**] *Select*.

3. Highlight the desired font cartridge name then press [*] to select the cartridge. An asterisk will appear next to the selected cartridge. To de-select a font, highlight the cartridge name then press [*] again, or press the [**Backspace**] or [**Delete**] keys while the cartridge is highlighted.

Note

If you do not see your font cartridge listed as an option on the *Cartridges* menu, you have two alternatives:

1. Order an updated printer disk from WordPerfect Corporation.

2. If your font cartridge package includes AutoFont Support disks, follow the instructions in the "Installing Scalable Typeface Cartridges" section of this note. AutoFont Support will enable WordPerfect (version 5.1) to support your new font cartridge. (To use AutoFont Support, your PTR.EXE file must be dated 9/26/90 or later.)

4. Press [**F7**] five times to install the fonts and return to a document screen.

For information about how to select one of the fonts on the cartridge within your document, see the "Selecting Fonts" section of this note.

Installing Bitmapped Disk-based (Soft) Fonts

The following steps will help you install bitmapped disk-based fonts for use with WordPerfect 5.1. Bitmapped disk-based font products provide a selection of fonts in several fixed point sizes. Disk-based scalable typefaces, however, can be scaled by the HP LaserJet 4 printer to sizes ranging from .2 point to 999.7 points. See the "Installing Disk-Based Scalable Typefaces" section of this note.

1. At the *Select Printer: Edit* screen ([**Shift**] [**F7**], [**S**], [**E**]), select [**C**] *Cartridges and Fonts*.

   WordPerfect 5.1 includes printer driver support for all of HP's bitmapped disk-based fonts. These printer drivers are located on the WordPerfect 5.1 Additional Printers disk. (AutoFont Support disks will not be available for the bitmapped disk-based font products.)

2. Highlight *Soft Fonts*, then press [**S**] *Select*.

3. Highlight the name of your bitmapped disk-based font group, then press [**S**] to *Select*.

Note

WordPerfect 5.1 presets the memory available for fonts for the HP LaserJet 4 printer to 700K. If you have an HP LaserJet 4 printer and optional memory, highlight *Soft Fonts* and press [**Q**] *Change Quantity*. Specify the available memory:

1720 K (for 1 MB of optional memory)
2720 K (for 2 MB of optional memory)
3720 K (for 3 MB of optional memory)
4720 K (for 4 MB of optional memory)

If you are using the HP LaserJet 4 printer's Page Protection feature, you need to reduce the amount of memory you are using for your fonts by the amount that you are using for page protection (1065 K - Letter; 1264 K - Legal).

4. Scroll through the list of available disk-based fonts, and mark the disk-based fonts you want with a [+],

an [*], or a [+] and an [*]. To de-select a font, highlight it, then press [+] or [*].

Press [+] to mark the disk-based font if you want WordPerfect to automatically download each time you print.

Press [*] to mark the disk-based font if the font will be downloaded as a permanent font outside of WordPerfect by a downloading utility, or if you plan to have WordPerfect download the font when you initialize the printer by pressing [**Shift**] [**F7**] [**I**] before you print.

Mark a font with both the * and [+] to allow WordPerfect to swap the fonts in or out as necessary. Fonts marked with a [+] and an [*] will need to be initialized (downloaded) by WordPerfect.

Repeat step number 4 for each disk-based font.

5. Press [**F7**] twice to save your selections and exit the *Select Printer: Soft Fonts* screen.

6. Press [**F7**] to *Exit* the *Select Printer: Cartridges and Fonts* screen and install the fonts.

7. At the *Select Printer: Edit* screen, select [**D**] *Path for Downloadable Fonts and Printer Command Files* and specify the path where your bitmapped disk-based font files are installed. For example: if your disk-based font files are installed in the C:\HPFONTS directory, type **C:\HPFONTS**, then press [**Enter**].

8. Press [**F7**] twice to exit to the *Print* menu screen. If you selected your disk-based fonts with an asterisk, you may now choose [**I**] (Initialize) to download the fonts to the printer.

Note   ☝

If you selected your fonts with a +, you will not need to initialize (download the fonts). WordPerfect will download the fonts for you as needed.

Installing Scalable Typeface Cartridges

Scalable typeface cartridges are selected the same way as bitmapped font cartridges. (See the "Installing Bitmapped Font Cartridges" section of this note for instructions about how to install a cartridge printer driver).

If you do not find your cartridge in the list of available cartridge printer drivers, you may either call WordPerfect and request printer driver support files, or you may use the AutoFont Support diskettes which came with your cartridge to install printer driver support.

Note 👆

To use AutoFont Support, the WordPerfect PTR.EXE file must be dated 9/26/90 or later. To check the date of this file, enter the directory where you have installed WordPerfect 5.1 and type DIR PTR.EXE. Your screen should display something similar to the following:

PTR.EXE   9-26-90

If your PTR.EXE file is dated earlier than 9/26/90, you can order the updated file from WordPerfect Corporation (for a fee) by calling (800) 222-9409. Instructions for installing AutoFont Support and updating the PTR file are packaged with the AutoFont Support disks.

Installing Disk-Based Scalable Typefaces

Hewlett-Packard's MasterType Library offers an assortment of disk-based Scalable Typeface Collections and individual scalable typefaces. To use these typefaces with WordPerfect 5.1, you must first install the AutoFont Support disks that are included with all scalable typeface products introduced June, 1990 or later (see NOTE above).

Selecting Scalable Typefaces

Once AutoFont support is installed, select disk-based scalable typefaces the same way as disk-based fonts. (See the "Installing Bitmapped Disk-based Fonts" section of this note for instructions about installing your scalable Typefaces.)

General Information

The following paragraphs summarize the *Printer Helps and Hints* associated with WordPerfect's printer definition. Read this information carefully; it will help you avoid many of the common problems discussed later in this application note.

Helps and Hints

Initializing the printer (downloading permanent disk-based (soft) fonts) will delete all disk-based fonts in printer memory and those fonts marked with an asterisk (*) will be downloaded.

- Line draw is not supported with proportionally spaced fonts.

- To prevent ERROR 21, we recommend that you install extra memory in the printer and turn Page Protection on.

- White text on a black background is available through *strikeout* after making a minor modification to the printer definition using the PTR program. See the *Printer Helps and Hints* screen when installing your printer driver for instructions about making this change to the printer definition, or call WordPerfect customer support for assistance.

Sheet Feeder Definition

When you select a sheet feeder, WordPerfect assigns a bin number to each paper feed option available on the printer

HP LaserJet 4 Bin Numbers:

Bin 1 . . . . Paper Cassette

Bin 2 . . . . Manual Paper

Bin 3 . . . . Manual Envelope

Bin 4 . . . . MP Tray

Bin 5 . . . . Optional Lower Cassette

Bin 6 . . . . Optional Envelope Feeder

Common Tasks

This section contains information to help you perform frequent tasks with your HP LaserJet 4 printer.

Selecting Fonts

The font and font attributes are selected using WordPerfect's Font selection feature, [Ctrl] [F8].

Bitmapped fonts are offered in a selection of specific point sizes. If you select a scalable font, WordPerfect 5.1 will allow you to specify a point size between .2 and 999.7 points in quarter-point increments.

The base font is the font in which normal text is printed. All other font attributes (for example, bold) are usually variations of the base font.

Changing Fonts

To change fonts within a document:

1. Position the cursor where you want to change fonts.

2. Press [Ctrl] [F8] to display the *Font menu*.

3. Select [F] *Base Font* to display a list of available fonts.

4. Highlight the font of your choice, then press [S] *Select* to choose the font. If the font is scalable, WordPerfect will prompt you to enter a point size after you select the font.

Changing Font Attributes

To change a font's appearance (for example, bold, italic, outline or shadow):

1. Press [Ctrl] [F8] to display the *Font menu*.

2. Select [A] *Appearance*.

3. Select the desired attribute.

4. Type your text.

5. Press the right arrow key, or press [Ctrl] [F8] and select [N] *Normal,* to return to the previous font.

Changing Font Size

Font size is specified by choosing a new base font and specifying the size you want (for example, Courier, 200 points) or by using the *Font Size* menu. To change a font's size by using the *Font Size* menu (options include *Superscript, Subscript, Small, Fine, Large, Very Large,* and *Extra Large*) follow these steps:

1. Press **[Ctrl] [F8]** to display the *Font menu*.

2. Select **[S]** *Size*.

3. Select the desired size.

4. Type your text.

5. Press the right arrow key or press **[Ctrl] [F8]** and select **[N]** *Normal* to the previous font.

Changing Existing Text

To change the attributes or size of existing text, select the text using WordPerfect's Block feature (**[Alt] [F4]**).

1. Move the cursor to the beginning of the text you want to change, press **[Alt] [F4]**, then use the cursor to highlight the text you want to modify.

2. Press **[Ctrl] [F8]** to display the *Font menu*.

3. Select **[S]** *Size*, or **[A]** *Appearance*.

4. Select the desired attribute.

Reverse Printing

The HP LaserJet 4 printer will allow you to print white text on a black background (reverse printing), as shown below, by using two methods: *User Box* or *Strikeout*.

HP LaserJet

Using the User Box Method

Follow the steps below to activate reverse printing in WordPerfect using the *User Box* method:

1. Press [**Alt**] [**F9**], [**U**] *User Box,* [**O**] *Options.*

2. Select [**G**] *% Shading* and enter 100%, then press [**F7**] to return to your document.

3. Press [**Alt**] [**F9**], [**U**] *User Box.*

4. Select [**C**] *Create.* This step introduces a screen that allows you to select the size of the box and its placement. Once you have entered your settings, choose [**E**] *Edit.*

5. Press [**Ctrl**] [**F8**], [**F**] *Base Font.* Highlight the desired font and press [**Enter**]. (Enter point size, if appropriate.)

6. Press [**Ctrl**] [**F8**], [**C**] *Print Color.* Press [**W**] *White,* then press [**Enter**]. Type in the desired text, then press [**F7**] twice to return to your document.

Using the Strikeout Method

Another method of printing white text on a black background involves modifying the printer definition using WordPerfect's PTR program. For information about this method, read the instructions on the *Printer Helps and Hints* screen when you install your printer driver, or if you need further assistance, call WordPerfect's customer support.

Rotating Text

The HP LaserJet 4 printer can print text in four directions on the same page using the PCL language. The following instructions will print text upside down on the page using WordPerfect's *User Box* feature.

HP LaserJet

Follow these steps to rotate the direction of text on a page:

1. Press [**Alt**] [**F9**], [**U**] *User Box,* [**C**] *Create,* [**H**] *Horizontal Position.* Select the desired position (*Left, Right,*or *Center*), [**S**] *Size,* [**B**] *Set Both.* Enter the dimensions of the User Box, then press [**E**] *Edit.*

2. Press [**Ctrl**] [**F8**], [**F**] *Base Font.* Highlight the desired font, then press [**S**] to *Select.* Enter point size, if appropriate, then press [**Enter**].

3. Type the desired text, then press [**Alt**] [**F9**]. Type the number next to the number of degrees of desired rotation (180 in the example above). Press [**F7**] twice to return to your document.

Creating Forms

With WordPerfect 5.1 you can create custom forms for odd-sized paper and envelopes, and use *Bin* numbers to select specific paper locations. When you select a form, you are telling the printer the size, orientation, and location of your paper.

Follow these steps to create a custom form:

1. Press [**Shift**] [**F8**], [**P**] *Page*, [**S**] *Paper Size/Type*, [**A**] *Add*, [**O**] *Other.*

2. Enter the name of your form (for example, Letterhead) and press [**Enter**].

3. Select [**S**] *Paper Size.*

4. Select one of the page sizes listed if you are using a standard page size, or select [**O**] *Other* if you do not see your page size listed (see *Note* below). Press [**Enter**] to return to the *Format: Edit Paper Definition* menu.

Note

If you are creating a form with a non-standard paper size, Select [**O**] *Other.* Type the width (in inches) and press [**Enter**]. Specify the height (in inches) and press [**Enter**] to return to the *Format: Edit Paper Definition* menu.

5. Select [**F**] *Font Type*, and choose the orientation of the font you want to use (for example, landscape, if you are printing an envelope).

6. Select [**L**] *Location*, then choose [**C**] *Continuous* for paper cassette feed, [**M**] *Manual* for manual feed, or [**B**] *Bin number* if you have installed a sheet feeder definition for your printer. (For example, to create a form for the automatic envelope feeder, choose [**B**] *Bin*, type the number *6*, then press [**Enter**]. To select paper cassette continuous feed, choose [**B**] *Bin*, type the number *1*, then press [**Enter**]).

7. Press [**F7**] *Exit* to save your changes and return to the *Format: Paper Size/Type* screen.

8. Make sure the desired form is highlighted, choose [**S**] *Select* the form, then press [**F7**] to return to your document.

Printing Letter-Size Paper in Landscape Orientation

Follow these steps to print on letter-size paper in landscape orientation:

1. Press the [**Home**] key three times and the up arrow key once to position the cursor at the start of your document.

2. Press [**Shift**] [**F8**], choose [**P**] *Page*, then [**S**] *Paper Size/Type*.

3. Highlight *Standard - Wide*, then press [**S**] *Select*.

4. Press [**Enter**] twice to return to your document.

The HP LaserJet 4 printer will automatically rotate your fonts to the landscape orientation.

Printing Legal-Size Paper (Continuous - Using the MP Tray)

Printing on legal-size paper using continuous (tray feed) is a two-step process. The first step is configuring the printer for continuous feed from either the universal paper cassette or the MP Tray, and the second step is editing the WordPerfect *Legal*, and/or *Legal Wide* form.

Step 1. - Configuring the Printer for MP Tray Continuous Feed:

If you have the universal paper cassette, which supports legal-size paper, set the paper-size dial on the cassette for legal paper. However, if you have only the standard paper cassette which came with the printer, you must configure the printer so the legal-size paper will feed continuously from the MP Tray.

To configure the printer for continuous MP Tray feed, follow these steps:

1. Press and release the [**On Line**] key to take the printer offline.

2. Press and release the [**Menu**] key five times - [CONFIG MENU] will appear in the printer's control panel display.

3. Press and release the [**Item**] key and make sure the display reads MP TRAY=CASS *. If it does, proceed to step 5.

4. If the control panel display does not read MP TRAY=CASS *, press and release the [+] key until the display reads MP TRAY=CASS, then press the [**Enter**] key to display MP TRAY=CASS *.

5. Press the [**On Line**] key to exit this menu.

6. To set the MP Tray size, press and release the [**On Line**] key to take the printer offline.

7. Press and release the [**Paper Size**] key and make sure it reads MP TRAY=LEGAL *. If the display indicates a different MP Tray size, press and release the [**+**] key until the display reads MP TRAY=LEGAL, then press the [**Enter**] key to display MP TRAY=LEGAL *.

8. Press the [**On Line**] key to return the printer online.

The printer is now configured for legal-size paper in the MP tray.

Step 2 - Selecting Legal-Size Paper (Continuous Feed) in WordPerfect

1. Press the [**Home**] key three times and the up arrow key once to position the cursor at the beginning of your document.

2. Press [**Shift**] [**F8**], choose [**P**] *Page*, then [**S**] *Paper Size/Type*.

3. Highlight your *Legal* (or *Legal-Wide*) form. If your form is set to *Manual*, (the default), go to step 4. If it is already set to *Continuous*, or *Bin 1*, go to step 5.

4. Select [**E**] *Edit*, [**L**] *Location*, [**C**] *Continuous*, then press [**F7**] to save changes and exit to the *Format: Paper Size/Type* screen.

5. Press [**S**] *Select*.

6. Press [**Enter**] twice to return to your document.

7. Press [**Shift**] [**F7**], [**F**] *Full Document* to print your document.

Printing Legal-Size Paper (Manual Feed)

Follow these steps to print on legal-size paper using the manual-feed option:

1. Press the [**Home**] key three times and the up arrow key once to position the cursor at the beginning of your document.

2. Press [**Shift**] [**F8**], [**P**] *Page*, then [**S**] *Paper Size/Type*.

3. Highlight the appropriate legal form (*Legal* or *Legal-Wide*), and press [**S**] *Select*.

Make sure this form is listed as *Manual* (the default). The
paper location will be listed under the *Loc* caption on the
screen. Also check your form to make sure that *Prompt to
Load* is set to **NO**. (See the "Computer Beeps When
Printing" section of this note for instructions about
changing *Prompt to Load*.)

4. Press [**Enter**] twice to return to your document.

5. Press [**Shift**] [**F7**], [**F**] *Full Document* to print the
   document.

6. When the printer prompts MF FEED LEGAL, press
   and release the [**On Line**] key to print the page.

Note

If your computer beeps when you try to print, press
[**Shift**] [**F7**], choose [**C**] *Control Printer*, and read the
message on the screen. Press [**G**] *Go*, if appropriate.

Printing Com-10 Envelopes (Using the Optional Automatic Envelope Feeder)

You must create a form to use the optional automatic
envelope feeder. For information about creating forms, see
the "Creating Forms" section of this note.

**Printing an Envelope from the Optional Envelope
Feeder:**

Once you have created the envelope feeder form, follow
these steps to print on Com-10 (4-1/8" x 9-1/2") envelopes
using the envelope feeder:

1. Press the [**Home**] key three times and the up arrow
   key once to position the cursor at the beginning of
   your document.

2. Press [**Shift**] [**F8**], [**P**] *Page*, then [**S**] *Paper Size/Type*.

3. Highlight the envelope feeder form you created and
   press [**S**] *Select*.

4. Press [**M**] *Margins*. Enter 2" for the top margin and
   enter 1" for the bottom margin, then press [**Enter**] to
   go to the *Format* menu.

5. Press [**L**] *Line*, then [**M**] *Margins*. Enter a left margin
   of 4" and a right margin of 1".

6. Press [**Enter**] and [**F7**] *Exit* to return to your
   document.

Type the addresses, separating each address with a page
break ([**Ctrl**] [**Enter**]). When you are ready to print, press
[**Shift**] [**F7**], [**F**] *Full Document*.

**Printing Com-10
Envelopes
(Continuous - Using
the MP Tray)**

Printing Com-10 envelopes using continuous (tray feed) is a two-step process. The first step is setting up the printer for continuous feed from the MP Tray, and the second step is editing the WordPerfect *Envelope - Wide* form.

Step 1 - Configuring the Printer for MP Tray Continuous Feed:

Follow these steps to configure your printer to print envelopes continuously from the MP Tray:

1. Press and release the [**On Line**] key to take the printer offline.

2. Press and release the [**Menu**] key five times - CONFIG MENU will appear in the printer's control panel display.

3. Press and release the [**Item**] key and see if the display reads MP TRAY=CASS *. If it does, proceed directly to step 5.

4. If the control panel display does not read MP TRAY=CASS *, press and release the [+] key until the display reads MP TRAY=CASS, then press the [**Enter**] key to display MP TRAY=CASS *.

5. Press and release the [**On Line**] key to exit this menu.

6. To change the MP Tray size, press and release the [**On Line**] key to take the printer offline.

7. Press and release the [**Paper Size**] key and see if the display reads MP TRAY=COM10 *.

8. If the display indicates a different MP Tray size, press and release the [+] key until the display reads MP TRAY=COM10, then press the [**Enter**] key to display MP TRAY=COM10 *.

9. Press the [**On Line**] key to save the selection and go back online.

The printer is now configured to print a COM-10 size envelope from the MP tray.

Step 2 - Printing an Envelope:

Follow these steps to print Com-10 (4-1/8" x 9-1/2") envelopes using the MP Tray for continuous envelope printing:

1. Press the [**Home**] key three times and the up arrow key once to position the cursor at the beginning of your document.

2. Press [**Shift**] [**F8**], [**P**] *Page*, [**S**] *Paper Size/Type*.

3. Highlight the *Envelope - Wide* form. If your form is set to *Manual*, (the default), go to step 4. If your form is set to *Continuous*, or *Bin 1*, press [**S**] *Select*, and go to step 5.

4. Select [**E**] *Edit*, [**L**] *Location*, [**C**] *Continuous*, press [**F7**] to save changes and exit to the *Format: Paper Size/Type* screen, then press [**S**] *Select*.

5. Press [**M**] *Margins*. Enter 2" for the top margin, and enter 1" for the bottom margin, then press [**Enter**] again to go to the *Format* menu.

6. Press [**L**] *Line*, [**M**] *Margins*. Enter a left margin of 4" and a right margin of 1". Press [**Enter**] again, then [**F7**] to return to your document.

7. Type the addresses, separating each address with a page break [**Ctrl**] [**Enter**].

8. Press [**Shift**] [**F7**], [**F**] *Full Document* to print your document.

Printing Com-10 Envelopes (Manual Feed)

Follow these steps to print Com-10 envelopes using manual feed.

1. Press the [**Home**] key three times and the up arrow key once to position the cursor at the beginning of your document.

2. Press [**Shift**] [**F8**], [**P**] *Page*, [**S**] *Paper Size/Type*, highlight the *Envelope Wide* form, and press [**S**] *Select*.

Note

Make sure this form is listed as *Manual* (the default). The paper location will be listed under the *Loc* caption on the screen. Also check your form to make sure that *Prompt to Load* is set to **NO**. (See the "Computer Beeps When Printing" section of this note for instructions about changing *Prompt to Load.*)

3. Press [**M**] *Margins*. Enter 2" for the top margin and enter 1" for the bottom margin, then press [**Enter**] to go to the *Format* menu.

4. Press [**L**] *Line*, [**M**] *Margins*. Enter a left margin of 4" and a right margin of 1." Press [**Enter**] again, then [**F7**] to return to your document.

5. Type the addresses, separating each address with a page break [**Ctrl**] [**Enter**].

6. Press [**Shift**] [**F7**], [**F**] *Full Document* to print your document.

7. When the message MF FEED COM10 appears on the printer's control panel display, press and release the [**On Line**] key to print the envelope.

Note   If your computer beeps when you try to print, press [**Shift**] [**F7**], choose [**C**] *Control Printer*, and read the message on the screen. Press [**G**] *Go*, if appropriate.

Printing Special Characters

The HP LaserJet 4 printer will print (graphically or from one of the resident symbol sets) all of the characters in Appendix P of the WordPerfect User's Manual. Those characters that you create with the [**Ctrl**] [**V**] *Compose* function will be sent to the printer as graphics figures.

Printing a special character within a document:

1. Position the cursor where the character is to be printed.

2. Press [**Ctrl**] [**V**] *Compose*. The prompt *Key* = will appear at the bottom of the screen.

3. Enter the WordPerfect character map number where the special character is located (0-12), a comma, the character number, then press [**Enter**].

Example:

The copyright symbol,, is in map 4, character number 23. Press [**Ctrl**] [**V**], [**4**], [**,**], [**23**], [**Enter**] to select this character.

Note   The character displayed on the screen will often not match the character selected to print.

Embedding Printer Commands

Printer commands can be embedded in WordPerfect 5.1 documents. See the *Printer Command* section of your user's manual for a listing of printer commands. The steps required to embed printer commands in a WordPerfect 5.1 document are as follows:

1. Press [**Shift**] [**F8**], [**O**] *Other*, [**P**] *Printer Functions*.

2. Select [**P**] *Printer Command*, [**C**] *Command*.

3. Enter the printer command. To enter the escape control character, *(Ec)*, type , then enter the remainder of the printer command in its ASCII form. There should be no spaces in the command.

Example:

Ec&l5X would be entered as **&l5X**

4. Press [**Enter**], then [**F7**] to return to your document.

Common Problems

This section provides a troubleshooting approach to solving the common problems associated with using WordPerfect with an HP LaserJet 4 printer. In most cases, these problems can be avoided if you follow the guidelines presented in the "General Information" and "Common Tasks" sections of this application note.

Computer Beeps When Printing

Problem: If you choose to manually feed paper, the computer beeps when you try to print. WordPerfect's *Printer Control* screen ([**Shift**] [**F7**], [**4**]) displays the message *Insert paper, press G to continue.*

Cause: The *Prompt To Load* setting for the *Paper Size/Type Selected* is set to Yes.

Solution: Change the *Prompt To Load* setting for the *Selected Paper Size/Type* to *No.* ([**Shift**] [**F8**], [**2**], [**7**], [**E**] *Edit*, [**r**] *Prompt to Load*, [**N**] *No*, [**F7**]).

Units of Measure

Problem: Some of the procedures (for example, creating forms and formatting envelopes) listed in this application note do not work as expected.

Cause: Your default units of measure may not be set to inches.

Solutions:

1. Include the quote mark (type 4" rather than 4) when entering the margin and form size specifications listed in this application note.

2. Set your default units of measure to inches. Press [**Shift**] [**F1**], [**E**] *Environment*, [**U**] *Units of Measure*, [**D**] *Display and Entry of Number*, specify ["], then press [**F7**] to Exit.

Incorrect Font

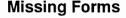**Problem:** Your document, or a portion of it, does not print in the correct font.

Causes:

1. Did you install the correct printer definition and fonts?

2. When selecting fonts, are you specifying the desired font or simply specifying the size (for example, *Large* or *Very Large*)?

3. If you are using a font cartridge, is the font cartridge properly inserted?

4.   If a disk-based font or typeface has been marked * , has the printer been initialized ([**Shift**] [**F7**] [**I**] Initialize)?

Solutions:

1. Make sure the HP LaserJet 4 printer is selected (marked with an asterisk [*]). To check the printer selection, press [**Shift**] [**F7**], [**S**] Select. If the HP LaserJet 4 printer is not marked with an asterisk, highlight HP LaserJet 4 and press [**S**] Select. If you do not see the HP LaserJet 4 listed, refer to the "Printer Driver Installation" section of this note for instructions about adding printer driver support.

2. Rather than specifying size (for example, *Large* or *Very Large*), press [**Ctrl**] [**F8**], [**F**] *Base Font*, and select the desired font.

3. If the font is a cartridge font, take the printer offline and insert the font cartridge firmly - you should hear and feel the cartridge click into place. Return the printer online and try printing again.

4. If you are using disk-based (soft) fonts which you have marked with an asterisk [*], you will need to Initialize the printer before you print: ([**Shift**] [**F7**] [**I**] Initialize).

Missing Forms

Problem: At the *Format: Paper Type* screen ([**Shift**] [**F7**], [**2**], [**7**]), you don't see the form you need listed.

Cause: The currently selected printer definition does not contain user-defined forms because forms were deleted or the printer driver was reselected or reinstalled.

Solutions:

1. Press [**Shift**] [**F7**] and confirm that the proper printer definition has been selected.

2. If no forms have been created, existing forms have been deleted, or if you reinstalled or reselected your printer, create the necessary forms. Refer to "Creating Forms" in the "Common Tasks" section of this application note.

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Other Problems   If you are having other types of problems, or if the
suggestions provided in this section have not resolved the
problem:

1. Look at your document in the *View* mode and
   compare it to your hard copy.

2. Read the "General Information" section of this
   application note.

3. Try printing similar documents. Can you isolate the
   problem to one document? If so, use WordPerfect's
   Reveal Codes function [**Alt**] [**F3**] and *Search* function
   [**F2**] to find and delete invalid or misplaced format
   selections.

4. Repeat the installation procedures. This will help
   ensure proper installation of the correct printer
   definition.

5. Refer to your WordPerfect user's manual or call
   WordPerfect Customer Support if you need assistance
   in using WordPerfect's functions (columns, macros,
   merge) or PTR program.

6. Call Hewlett-Packard's Customer Support Center.

Calling for Help   At the Hewlett-Packard Customer Support Center, our
trained technicians will be happy to help you with your
printing needs.

Hours (Mon, Tue, Thu, Fri) . . . . . . 7 AM to 6 PM MST

Wednesday . . . . 7 AM to 4 PM MST

Telephone . . . . (208) 323-2551

When you call Hewlett-Packard, please call from a phone
next to your computer and HP LaserJet 4 printer.
Assisting you often requires access to your printer and
WordPerfect application. You should also have a current
copy of the printer's self-test available. This will allow you
to quickly identify current printer settings for the support
technician.

NOTES

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C2001-90934

C2001-90934

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