

Answer ID 207688
Product and Services WordPerfect Family Pack WordPerfect 10 WordPerfect 11 WordPerfect Office WordPerfect 10 WordPerfect 11 WordPerfect 12 WordPerfect Productivity Pack WordPerfect 10 WordPerfect 11 WordPerfect 12
Date Created 09/10/2003 12:22 PM
Date Updated 04/12/2004 02:56 PM

I can only print to my default tray from WordPerfect®

Details

WordPerfect® offers the ability to print to the different trays of your printer and does this through page definitions. The advantages come when creating documents that will require pulling paper from different trays in the same print job. Rather than having several print jobs for the same document, you can do all of this in one print job if the page definitions are specified within the document.

Answer

Page definitions have to be created within the File menu, and selecting Page Setup. A page definition has to be created for each tray on your printer. The default page definition used in new documents is the letter definition. These definitions are printer specific and should be created in the "printer page types" section.

1. Launch WordPerfect.
2. Go to the "File Menu" and select "Page Setup".
3. Click on the tab that reads "Page Setup".
4. In the section that reads "Page Definition" choose "Printer Page Types".
5. Click on the button that reads "Add".
6. In the "Name" section give this definition a name. (Corel recommend's that you identify the tray you want to print from; an example would be tray #1, tray #2 and so forth.)
7. In the "Type" section select the stationary tray you will print from. For example, select the "letterhead" type when printing on letterhead stationary; otherwise select "standard" paper size, when there is no option.
8. In the "Size" section select the appropriate stationary size. When selecting paper that is not the standard size, select "User Defined Size" and enter in the Height and Width below.
9. In the "Source" section select the tray where the stationary is located.
10. On the right-hand side of the screen in the section that reads "Show Page Size for" make sure that only the current printer is selected.
11. Click on OK.

Follow the steps outlined above once for each tray that you have. Next, to print a document from a specific tray, just go to the beginning of the document then go into page setup to select the page definition, then print. The document will now print from the appropriate tray.