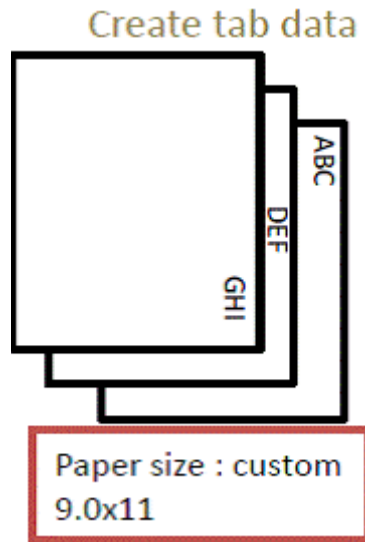


Tab Print Example

1. **Create Tab data (Word File)** [Note: the document in this example is LTR size.]



- a. Open word and start a new document.
- b. Select “Page Layout” at the top of the document and select “Orientation”. Under Orientation, select “Landscape”.
- c. Then select “Size” and go to the bottom of the drop-down window and select “more paper sizes”. A pop up box will appear. Select the Paper tab. In the drop down window under Paper Size, select Custom. In the drop down window under Width enter the number 11. In the drop down window for Height, enter the number 9. In the “First Page”, and “Other Page” windows, select “Multi-Purpose Tray” and then at the bottom of the pop up, hit “Okay”.
- d. On the Page Layout menu, select “Margins” and at the bottom of the menu select “Custom Margins”. Another pop up window will appear. Select the “Margins” tab, and in the drop down windows for Top/Bottom/Left/Right set the margin to 0.2” and hit okay at the bottom of the page. [Note: if a pop up message appears stating that “One or more margins are set outside the printable area” select the “Ignore” button. At this point the document is ready to test print. [Note: a test print should be run on paper of the custom size to ensure final alignment of the text to the appropriate tab it is to be printed on].

2. UPD Set Up

- a. Open the Word document you have created and select “File” at the top of the page. Select the “Print” from the left hand menu and verify that “HP Universal PS” is selected under Printer. Select “Printer Properties” and a pop up window will appear. Select the “paper Quality” tab, and under “Paper Options / Paper Sizes” Select “Custom”. Under “Name” type in a desired name for the new custom size setting. Example: “Custom 1”.
- b. Under “Paper Size” set the desired width and length of the custom paper size. Example: “Width 9 / Length 11”, hit the “save” button beside the window for naming and select “OK” when finished.
- c. Under “Paper Sizes” verify the newly created custom size is displayed. Example: “Custom 1”. Select “OK” to close the UDP Printer Properties window.
- d. Under “Settings”, in the “Letter” drop down menu, at the bottom of the menu, select the new custom size.
- e. See Item number 4 below.

3. HP S970dn / HP S962dn Printer Set Up



- a. On the device control panel, arrow to the screen that contains the icon for “Tray Settings”, and select it. A pop up window will appear. Select the “Bypass Tray” in the window and the screen view will change to allow “Paper Type” and “Size”. [Note: DO NOT SELECT Tab Paper.] Select “Plain”. Select the Size tab and chose the Direct Entry button. In the selection window which appears, enter “11” in the “X window” and “9” in the “Y window”, then select “Execute. In the upper right hand window you will see OK in a box. Select OK and OK to close the pop-up windows. The printer is set up and ready to receive the job.
- b. Place the tab media in the Bypass (Multi-Purpose) tray on the side of the device in a landscape orientation (Short edge feed), with the tab to be printed face down.

4. Print

- a. Send the print job to the printer after performing Printer set up.