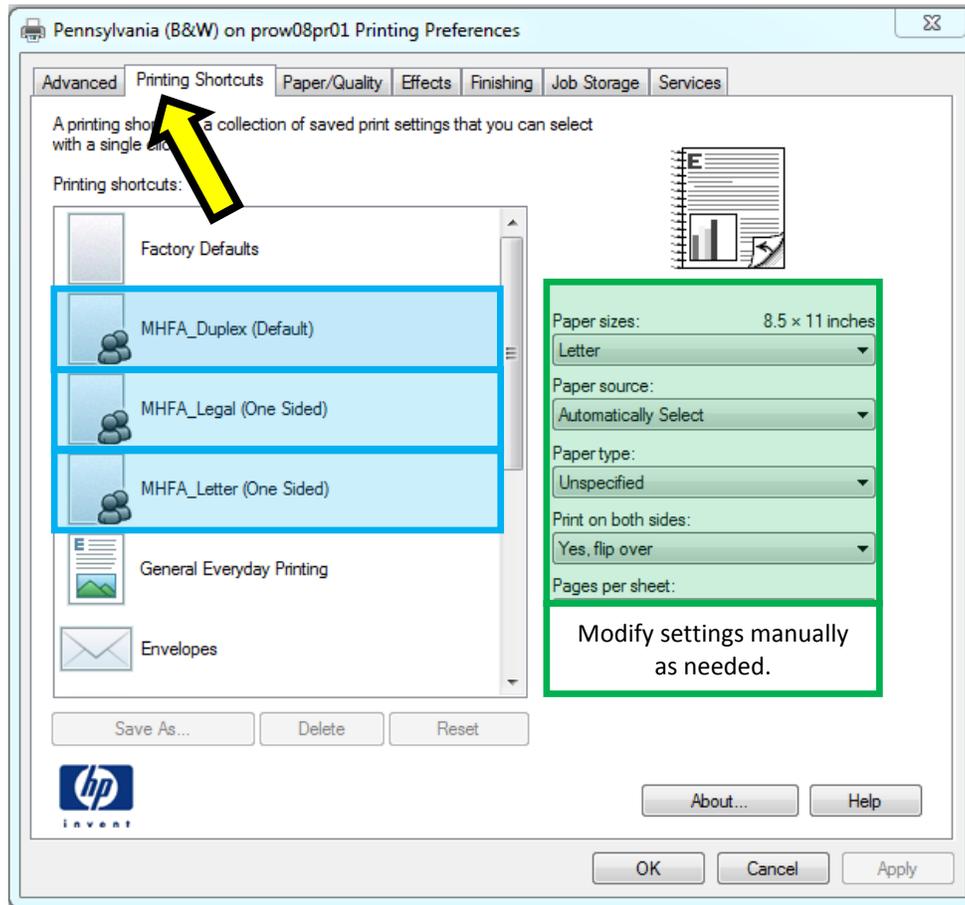


CHANGING PRINTING PREFERENCES (WINXP AND WIN7)

To access the menu that allows you to change printing preferences, simply start printing and choose “Printer Properties” or “Preferences” to open the window you see below. Depending on the application you are using, this may appear in different spots.



SHORTCUTS (AVAILABILITY VARIES BY PRINTER)

MHFA_Duplex	This shortcut will print on both sides. Applies to both Letter and Legal Sizes.
MHFA_Letter (One Sided)	Use this shortcut for 8.5 x 11 inch paper and print on one side.
MHFA_Letterhead (One Sided)	Use this shortcut if you are printing to preprinted MHFA letterhead.
MHFA_Legal (One Sided)	Prints one sided on 8.5 x 14 inch paper.
MHFA_Envelopes	It will format properly for a #10 sized envelope.

MANUAL SETTINGS

These settings can be modified as well for custom print jobs. If you use them often, you'll be able to save them for quick access.