

Table of contents

[Introduction](#)

[Setting up equipment](#)

[Drives](#)

[Cameras](#)

[Web interface](#)

[Installing HP Real Estate Document Assistant](#)

[Installation](#)

[Browsing and previewing HP Real Estate Document Assistant templates](#)

[Opening the HP Real Estate Document Assistant browser](#)

[Finding the best template](#)

[Opening an HP Real Estate Document Assistant template](#)

[Changing View](#)

[Editing an HP Real Estate Document Assistant template documents](#)

[Template functions](#)

[Text boxes](#)

[Image frames](#)

[Hard Disk CD-ROM](#)

[Digital Camera](#)

[Clipboard](#)

[Web Images](#)

[HP Real Estate Document Assistant Photo Editor](#)

[Size and Shape tab](#)

[Image to Frame](#)

[Image Effects](#)

[Image Correction tab](#)

[Sending the picture to the image frame](#)

[Finishing touches](#)

[Replicate](#)

[Printing](#)

[Choosing paper](#)

[Paper recommendations](#)

[Printing a one-page document](#)

[Printing both sides of each page](#)

Introduction

This document contains information to introduce you to HP Real Estate Document Assistant. It explains the following tasks for a basic understanding of using HP Real Estate Document Assistant software:

- Installing HP Real Estate Document Assistant.
- Browsing and previewing various pre-designed templates for creating business materials and marketing materials.
- Opening templates in Microsoft(R) Word for customization.
- Customizing templates to make new documents or templates.
- Understanding how to connect directly to digital imaging devices such as digital cameras.
- Finding, editing, and inserting images.
- Setting up and applying agent profiles, which insert information such as your contact information, to save time and effort typing information on each copy.
- Inserting custom formatted text.
- Printing.

Setting up equipment

HP Real Estate Document Assistant can access a variety of devices to find materials such as pictures, logos, drawings, or maps. These can be external devices such as digital cameras and memory card readers, or they can be internal devices such as hard drives, CD-ROM drives, and floppy drives. Each device communicates differently depending on factors such as connection type (interface type). HP Real Estate Document Assistant supports these interface types:

- Drive interface
Drive interface devices include internal or external data storage devices such as hard drives, CD-ROM drives, or floppy drives that can be accessed using Microsoft Windows Explorer. Some digital cameras can also communicate using a drive interface. For instance, many HP Photosmart digital cameras have settings for connecting as a USB data storage device, which is a drive interface. Another device that operates using a drive interface is a memory card reader such as an HP USB Compact Flash Reader, which provides direct access to digital camera memory cards.
- TWAIN interface
Most digital cameras can communicate using a TWAIN interface. A TWAIN interface acts as a mediator between communicating devices. It

makes using a wide variety of devices possible without each device having to be compatible each other one.

- **Web interface**
HP Real Estate Document Assistant can run the Web browser that is already on your system so you can find images on the Internet.

Drives

HP Real Estate Document Assistant can access any drive that is installed on a system. Consider how you want to store and access your image files, and install the equipment according to manufacturer recommendations. HP Real Estate Document Assistant supports files on any internal drive and on most external devices such as these:

- floppy drives
- USB memory card readers such as HP Compact Flash Reader
- network drives
- digital cameras such as HP Photosmart digital cameras that can operate as USB storage drives

Consider the convenience of accessing files directly when considering what equipment to choose. If the camera you have operates only using a TWAIN interface, you may want to use a memory card reader to get to your files faster. For the same reason, you may be able to get to digital camera files faster using a direct USB connect mode rather than TWAIN interface mode if the camera you have operates as a USB storage device.

Cameras

Using digital cameras is the easiest way to get new images into documents quickly. HP Real Estate Document Assistant can access them without the need to convert images before inserting them into documents.

Most digital cameras operate using a TWAIN interface, which is easily accessible using HP Real Estate Document Assistant. However, some cameras have settings to operate as ordinary disk drives. This may be an easier way to use HP Real Estate Document Assistant. See the camera documentation for options.

Web interface

HP Real Estate Document Assistant can open the system default Web browser to find pictures on the Internet. It requires no hardware installation, but it does require having an active Internet service.

Installing HP Real Estate Document Assistant

The HP Real Estate Document Assistant installation program is available on CD. The installation program installs HP Real Estate Document Assistant onto the system hard drive:

Installation

1. Insert the HP Real Estate Document Assistant CD into the CD-ROM drive.

It may automatically start the setup program. If the setup program fails to automatically start, click **Start** and **Run...**, and type the letter for the CD-ROM drive followed by **:\autorun**. This should launch the setup program.

2. Follow the instructions on the screen.

NOTE: You must accept the license agreement to use HP Real Estate Document Assistant.

When setup is complete, you can start using HP Real Estate Document Assistant to create and print custom professional artwork.

Browsing and previewing HP Real Estate Document Assistant templates

HP Real Estate Document Assistant includes a program for organizing and finding dozens of pre-designed templates that you can use to create high quality documents for your customers. The HP Real Estate Document Assistant installer leaves an icon on the desktop and a button in the Word toolbar to open HP Real Estate Document Assistant browser.

Opening the HP Real Estate Document Assistant browser

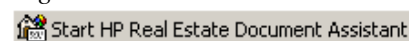
Double-click the desktop icon to open the HP Real Estate Document Assistant browser. Figure 1 shows the desktop icon.

Figure 1: The HP Real Estate Document Assistant desktop icon.



You can also start the HP Real Estate Document Assistant browser in Word by clicking the button in the Word toolbar (shown in Figure 2a).

Figure 2a: The Start HP Real Estate Document Assistant button in Word



Once the program opens, the toolbar in Figure 2b will open. You can click the **New Template** button (Figure 2b) in the toolbar to start the HP Real Estate Document Assistant browser.

Figure 2b: The New Template button (circled in yellow) on the Toolbar that appears in Word after clicking the Start HP Real Estate Document Assistant button.



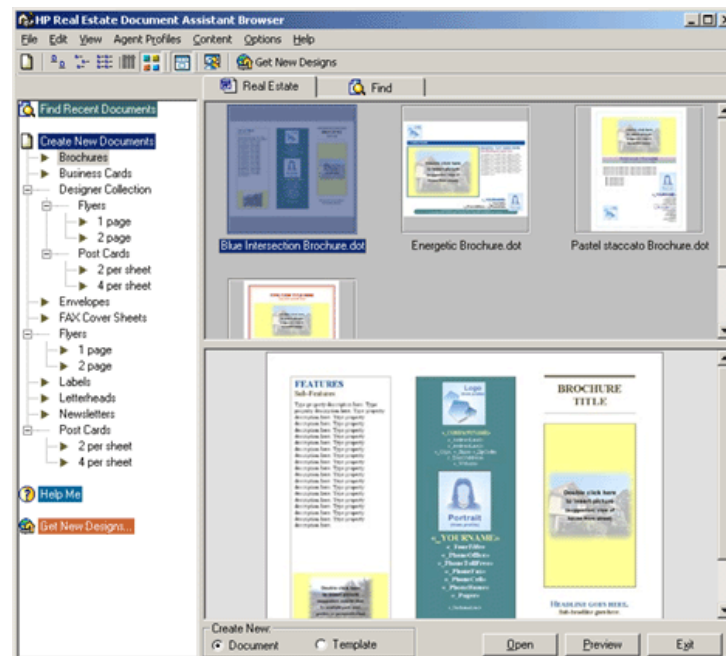
As the HP Real Estate Document Assistant browser opens, a progress bar and a splash screen appear on the screen. Then, a window opens with three (default) windowpanes in view:

- A folder list
- A tab labeled, Real Estate, showing icons of various templates
- A template preview

NOTE: The default HP Real Estate Document Assistant browser view depends on the operating system, the screen settings, and user input.

Figure 3 shows the default view.

Figure 3: A typical default view of the HP Real Estate Document Assistant browser.



Finding the best template

Find the type of document in the **Folder List** that you wish to open, and click it. A list of document templates of that type appears in the top right windowpane

as long as the **Real Estate** tab is selected.

One of the templates is always selected, but you can click any template in the list, and a preview of the selected template appears in the bottom right pane.

A toolbar appears at the bottom of the window with the following options:

- **Create New**

The **Create New** area contains an option to open the selected file as a new template or as a new document.

- **Document**

You can choose to open the selected file as a new document to edit.

- **Template**

You can choose to open the selected file as a new template to edit and create a new custom template for future documents. This allows you to save text or images for in the template to save typing or inserting later.

- **Open**

You can click to open the selected file.

- **Preview**

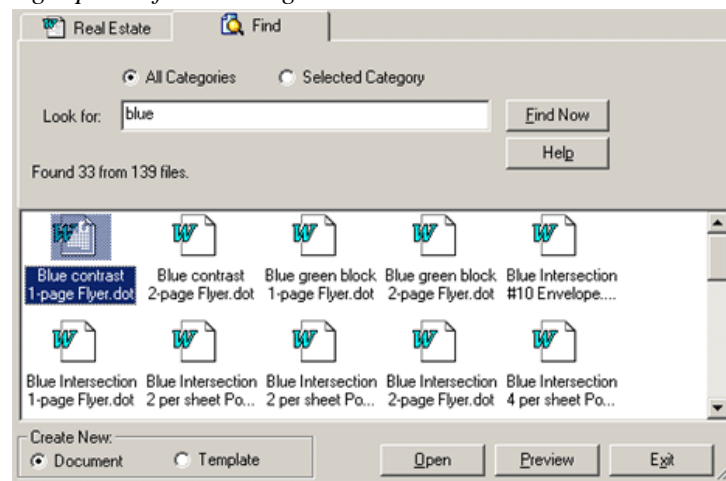
You can click to preview a template in a separate full-sized window.

- **Exit**

You can click to close the HP Real Estate Document Assistant browser.

You can also search for a template using key words by clicking the **Find** tab at the top of the right pane, and entering a few key words. Figure 4 shows the right pane after clicking **Find** and entering **blue** (a word that appears in the titles of many templates).

Figure 4: The HP Real Estate Document Assistant window showing the right pane after clicking Find.



The results of the search will appear in the top right pane. If the Find program finds no files to match the search, try using terms that are more general.

Opening an HP Real Estate Document Assistant template

You can open an HP Real Estate Document Assistant template in various ways. The fastest way is to open the HP Real Estate Document Assistant browser and to double-click a template in the **Preview** pane or in the list of templates in the top right pane. This will open the selected template in Word.

NOTE: The default setting under **Create New** is at **Document**. Only change this setting to make new templates for future use.

Another way to open a template is to do the following:

1. Open Word.
2. Click **HP Real Estate Document Assistant** in the toolbar.
3. Click **New HP Real Estate Document Assistant Template**.

This opens the HP Real Estate Document Assistant browser where you can find a template as described above.

Agent Profiles

HP Real Estate Document Assistant will prompt you to apply an agent profile to the template document that is about to open. If this is the first time you have opened an HP Real Estate Document Assistant template, click **Edit Agent Profile** to enter your agent profile information. This will automatically become your default agent profile to insert into templates as you open them. If you select the checkbox, **Stop asking me; apply default agent profile without prompting**, HP Real Estate Document Assistant will automatically insert your agent profile information whenever you open a template.

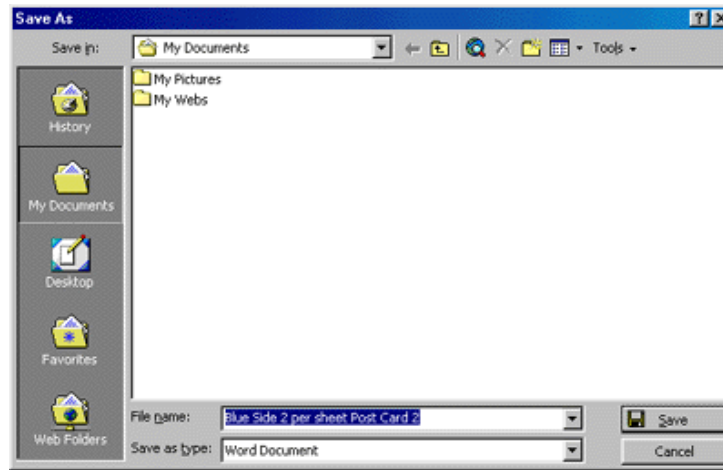
If you have already entered agent profile information and created a default agent profile, click **Apply**, and the template will open in Word with your agent profile.

NOTE: Once a template is open in Word, it becomes a standard Word document. You should save it with a new file name in a memorable location to avoid the chance of losing some of your work:

1. Click **File** in the Word toolbar.
2. Click **Save As** in the drop down list. A dialog box (Figure 5) will appear.
3. In the field labeled, **Save in:**, at the top of the window, choose a directory in which to save your document. You can browse for a different location by clicking the arrow to the right of the **Save in** field.
4. Enter a name for the file at the bottom of the window next to **File name**.
5. Click **Save**.

Remember to save often by pressing Ctrl and S or by clicking **File** and **Save** in the toolbar.

Figure 5: The File-Save As dialog box.



Changing View

When an HP Real Estate Document Assistant template opens in Word, it appears in a **Whole Page** view. This allows you to see the entire page to be sure it is the template you want to use. To change the view for editing, click **View** on the Word toolbar, click **Zoom**, choose one of the options such as **Page Width** or **Text Width**, and click **OK**.

Editing an HP Real Estate Document Assistant template document

Once an HP Real Estate Document Assistant template document is open and saved in Word (see section above), you can edit it at will.

NOTE: Microsoft Word has countless functions for creating and editing documents. This getting started guide only covers introductory-level instruction for customizing and printing simple documents using HP Real Estate Document Assistant.

It is possible to alter a template enough to render it unusable for some purposes. For instance, you can change the sizing of tables that are preset to fit perforated postcard or business card paper. Be careful to leave the general appearance of a template intact until you become accustomed to functions of Word.

Each template has features that make it easy to insert your work in the right places with the right formatting. You can even change some of the formatting using HP Real Estate Document Assistant. These functions are available directly on the templates, and on the Word toolbar.

Template functions

Each template is designed to have an overall appearance to appeal to specific groups of readers. The templates include text boxes where you can replace the existing wording with your wording. They also include image frames where you can add images such as logos, portraits, digital pictures, or drawings.

Text boxes

Many of the templates include text boxes that have meaningless generic text in

[illegible]

1. Select the text that you want to replace: First, click inside the textbox to access the text inside. Then you can select text by clicking a spot and dragging the pointer over the text, or you can double-click to select a word or triple-click to select a paragraph.
2. Type new text. The text you type will replace all selected text.

Image frames

Figure 7: An HP Real Estate Document Assistant template document with image frames.

HP Real Estate Document Assistant photo import wizard.

- Real Estate symbols and images that are included with HP Real Estate Document Assistant installation.
- Web images, which you can copy from the Internet to place into your documents.

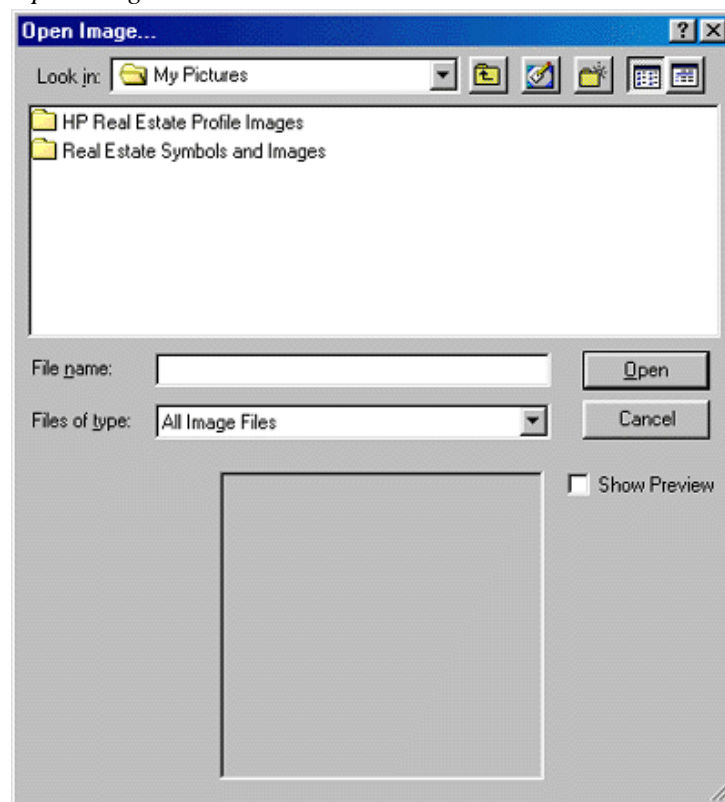
NOTE: Copyright law protects many images on the Internet. Only use Web images with proper authorization.

Click one of the options in the HP Real Estate Document Assistant Photo Import Wizard window (Figure 8, above) to find a file. The following sections explain each option in the HP Real Estate Document Assistant photo import wizard:

Camera Memory, Hard Disk

The **Open Image...** window, shown in Figure 9, opens after clicking **Hard Disk, CD-ROM**.

Figure 9: The HP Real Estate Document Assistant Photo Import Wizard Open Image window.



This is a standard Windows Explorer window. You can browse to find files in other directories by clicking the arrow next to the **Look in** field. This program can browse to internal drives such as hard drives and CD-ROM drives. It also browses to memory card readers, external drives such as Jazz drives, or digital cameras if they are available to connect as data storage devices.

Under the **Look in** field, double-click folders to view their contents, which will also appear in the windowpane. Only image files will appear as long as **All Image Files** is selected next to **Files of type**.

Click **Show Preview**, and, when you find and click an image file, a preview will appear in the bottom windowpane.

When you find an image file to insert into your document, double-click it to return to the HP Real Estate Document Assistant photo editor.

NOTE: Single-click files to see previews; double-click files to open them in HP Real Estate Document Assistant Photo Editor (see the following section, Editing Photos).

Digital Camera

The **Select Source** window (Figure 10) appears after clicking the **Digital Camera** option in the HP Real Estate Document Assistant photo import wizard window.

Figure 10: The Select Source window.



This window is a standard TWAIN interface source window. It prompts you to select from known installed TWAIN sources such as digital cameras. You can use the arrow keys or click a source to select it, then click **Select** to start the TWAIN software program for that device. Figure 11 shows the TWAIN interface program for an HP Photosmart digital camera.

Figure 11: The TWAIN interface window for an HP Photosmart digital camera.



In this case, click to select a picture in the thumbnail view, and click **Return** to send the picture to the HP Real Estate Document Assistant photo editor.

Clipboard

The **Clipboard** option in the HP Real Estate Document Assistant Photo Import Wizard opens whatever image is in the system clipboard. The system clipboard is a place where the system temporarily stores data that is cut or copied using editing functions in applications. You can copy any picture, drawing, or screen in any application, as long as it is a supported image type, and place it in the HP Real Estate Document Assistant photo editor:

1. Open another application window such as a Word document or an Internet site.
2. Click or select something, and click **Edit** and **Copy** in the toolbar, or press Ctrl+C to place it on the system clipboard.
3. Go to the HP Real Estate Document Assistant photo import wizard window, and click **Clipboard**. Whatever image you selected should appear in the HP Real Estate Document Assistant photo editor as long as it is an image file.

The **Clipboard** option also works in conjunction with the **Web Images** option for finding images on the Internet.

Real Estate Symbols and Images

The **Real Estate Symbols and Images** option opens a Windows Explorer window to show common useful real estate symbols and images that are included with HP Real Estate Document Assistant. These symbols and images include industry-standard logos and general images that you can use to enhance your documents. Look these images over, and take advantage of them wherever appropriate.

gettyworks.com

The **gettyworks.com** option in the HP Real Estate Document Assistant photo import wizard opens the system default Web browser so you can search for pictures on the Internet. [Click here](#) to go to gettyworks.com.

NOTE: This link will take you to an Internet location outside the Hewlett-Packard Web site. HP does not control and is not responsible for information outside of the HP Web site.

When you find a suitable image, select it by clicking it or dragging the pointer across it, and click **Edit** and **Copy**. You can also press Ctrl+C to copy a selected image to the system clipboard. Then, go back to the HP Real Estate Document Assistant photo import wizard window, and select **Clipboard**. The image should appear in the HP Real Estate Document Assistant photo editor window (if it fails to appear, it may be an image type that HP Real Estate Document Assistant does not support).

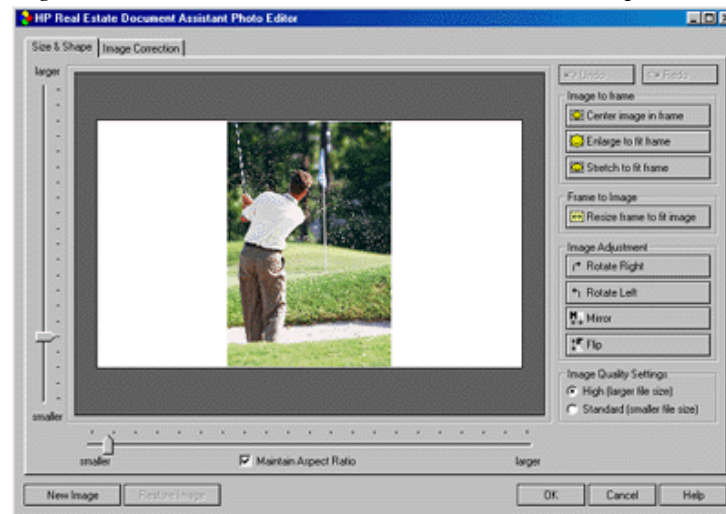
NOTE: Gettyworks.com and other similar Internet sites provide high quality images for you to download onto your hard drive (sometimes for a fee). If you obtain images in this way, use the **Camera Memory**, **Hard Disk** option to find the images you download.

HP Real Estate Document Assistant photo editor

Once you find an image with the HP Real Estate Document Assistant photo import wizard, the image will automatically appear in the HP Real Estate Document Assistant photo editor for you to touch up and fit to the image frame

in the document. Figure 12 shows the HP Real Estate Document Assistant photo editor screen with an image in the viewer.

Figure 12: The HP Real Estate Document Assistant photo editor.



HP Real Estate Document Assistant Photo Editor is organized into two tabs:

- **Size and Shape**
- **Image Correction**

Size and Shape tab

Using the controls in the **Size and Shape** tab, you can do any of the following to alter the overall appearance of the image:

- Resize the picture.
- Fit the picture to the image frame in the document.
- Change the orientation.
- Adjust for print quality versus file size.

You may want to resize the picture to zoom in on a specific area or to crop the picture for better framing. You can resize the picture by dragging the arrows on the left and bottom edges of the picture. Both arrows will move simultaneously as long as **Maintain Aspect Ratio** is selected. If you clear **Maintain Aspect Ratio**, you can skew the picture in either direction.

You may wish to experiment with sizing to obtain the best fit using the automated tools for fitting into the image frame. The **Undo** and **Redo** features at the top right allow you restore the picture after a change.

Image to Frame and Frame to Image

The automated **Image to Frame** and **Frame to Image** tools are at the right of the picture under the **Undo** and **Redo** buttons (see Figure 12 above):

- **Center image in frame**
- **Enlarge to fit frame**
- **Stretch to fit frame**
- **Resize frame to fit image**

Center image in frame automatically fits the largest dimension of the picture to the image frame. If the horizontal edges are longer, **Center image in frame** will set the picture in the frame with extra space along the vertical edges. If the

vertical edges are longer, extra space will appear along the horizontal edges. This is useful if you want all of the picture to remain intact for the document.

Enlarge to fit frame automatically cuts off the edges of the largest dimension to make the picture fit into the frame. This is useful if you want the picture to fit but maintain the integrity of the picture.

Stretch to fit frame automatically distorts the picture to fit into the frame. This is useful if you want keep the picture complete but still fit into the frame.

As mentioned earlier, you may want to experiment with sizing in conjunction with the automatic settings to find the best possible fit for the document.

Image Correction

The **Image Correction** buttons (Figure 12, above) alter the orientation of the image:

- **Rotate Right** turns the image 90 degrees to the right. This function is useful, for instance, when a picture is taken sideways for a portrait view.
- **Rotate Left** turns the picture 90 degrees to the left.
- **Mirror** changes the picture into a mirror image of itself. This function is useful, for instance, to correct for a picture transparency scanned upside-down.
- **Flip** turns the picture 180 degrees.

Image Quality

The **Image Quality** buttons (Figure 12, above) allow you to adjust the file size of your pictures if your storage space is limited, or if you want to optimize uploading and downloading time.

If you have ample storage space available on your hard drive, use the **High** image quality setting.

If space is an issue, or if you wish to use the photo on the Internet, you may wish to use the **Standard** image quality setting.

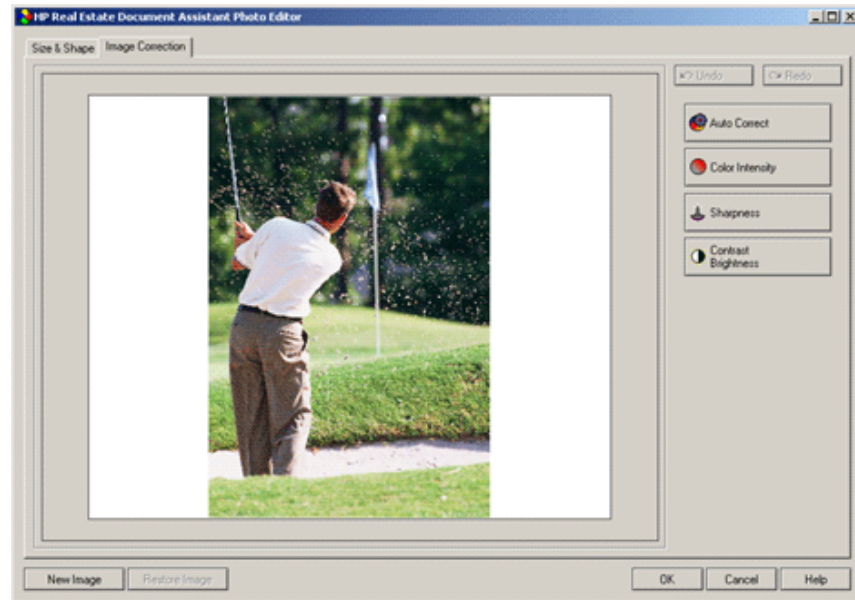
NOTE: Remember that the Image Quality setting only affects the image in the HP Real Estate Document Assistant photo editor window.

Image Correction tab

Click the **Image Correction** tab (Figure 13) to find options for altering the contents of the image.

- **Auto Correct**
- **Color Intensity**
- **Sharpness**
- **Contrast Brightness**

Figure 13: The HP Real Estate Document Assistant Image Correction window.

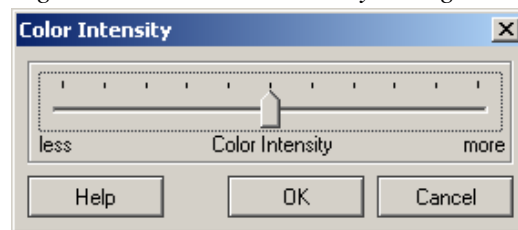


Auto Correct automatically sets each of the other image correction options to improve the overall appearance.

Tip: Click **Auto Correct** a few times until the affects are distorted, and use the **Undo** feature to return to the best quality example.

Color Intensity opens a dialog box with slider bars to adjust the colors. Figure 14 shows the **Color Intensity** dialog box.

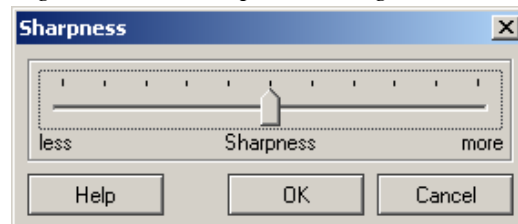
Figure 14: The Color Intensity dialog box.



Drag the slider bar to the left to alter the colors toward black and white; drag it to the right for more radiant colors. Click **OK** to keep the setting, or click **Cancel** to close the dialog box and return to the picture unchanged.

Sharpness opens a dialog box with a slider bar to adjust the sharpness of the picture. Figure 15 shows the **Sharpness** dialog box.

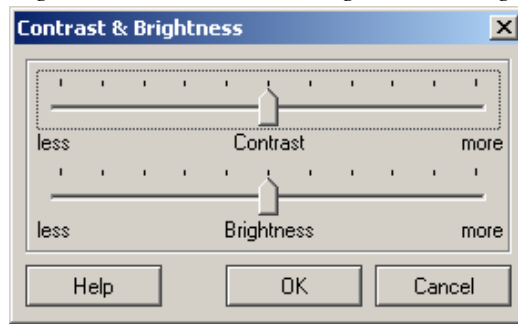
Figure 15 The Sharpness dialog box.



Drag the slider bar to the left for a blurry picture, or slide it to the right to sharpen the picture. Click **OK** to keep the setting, or click **Cancel** to close the dialog box and return to the picture unchanged.

Contrast Brightness opens a dialog box with two slider bars to adjust contrast and brightness. Figure 16 shows the **Contrast Brightness** dialog box.

Figure 16: The Contrast Brightness dialog box.



Adjust the sliders as desired, and click **OK** to keep the setting, or click **Cancel** to close the dialog box and return to the picture unchanged.

Sending the image to the image frame

Once you have an acceptable picture, you can click **OK** on the main HP Real Estate Document Assistant photo editor window to place the picture into the photo frame. Figure 17 shows the location of the **OK** button.

Figure 17: The HP Real Estate Document Assistant Photo Editor screen showing the OK button circled in yellow.

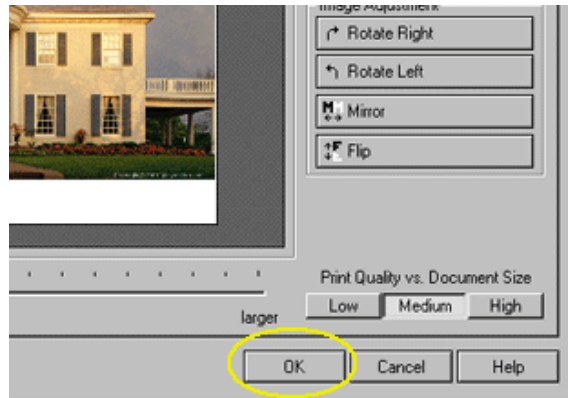
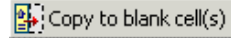


Figure 18 shows an HP Real Estate Document Assistant document with a picture in a image frame.

Figure 18: An HP Real Estate Document Assistant template document with a picture in an image frame.

opens in Word.

Figure 19: The Copy button.



NOTE: The **Copy** feature only copies the example that is in the original position. If you make changes to other examples and use the **Copy** feature, the **Copy** feature will replace them with the original example, and your changes will be lost.

NOTE: The **Copy** feature can be slow on some systems. If your system approaches the minimum requirements for this program, allow extra time for the **Copy** feature to operate.

When the **Copy** feature is finished, you can edit any example further. You may wish to change pictures in some, or you may wish to enter mailing addresses before printing.

Printing

Printing an HP Real Estate Document Assistant document is similar to printing any other document in Word; however, you should keep the following points in mind when printing HP Real Estate Document Assistant documents:

- You should use the printing options in the menu at the top of the Word window by clicking **File** and **Print** to set up printing options for a specific document (you can reach the same menu by pressing CTRL and P).
- Avoid using the **Print** button in the toolbar to print HP Real Estate Document Assistant documents because this function automatically chooses the system default printer to print without allowing you to set up the printer properly. It also does not allow automatic printing on both sides of each page (unless this option is set as the default).
- Color graphics print differently on various types of paper. Be sure to use the recommended paper for the specific printer, and use the correct printer settings for the paper you choose. See the [Paper Recommendations](#) section below.
- Certain HP Real Estate Document Assistant documents can cause some HP printers to warn you that the document goes outside of the printable area on the paper. You should ignore this message. All HP Real Estate Document Assistant templates print correctly on all HP printers regardless of the default printable area settings.

Choosing Paper

All HP Real Estate Document Assistant templates are designed to match standard paper products that are available for each type of document. For instance, the postcard and business card templates match perforated paper that is available for printing postcards or business cards.

See the help topics for printing postcards, business cards, and flyers under **Help**

in the HP Real Estate Document Assistant toolbar for specific recommendations for paper to use for printing HP Real Estate Document Assistant template documents.

Perforated paper is useful for easily separating individual examples after printing; however, it is a bit more expensive than using cardstock. Perforated paper may also cause some printers to jam or to have problems with feeding.

To save money on large amounts of printing, you may wish to use a paper cutter to cut your postcards and business cards out of cover stock. See the sections under **Help** in the HP Real Estate Document Assistant toolbar for specific instructions on printing postcards and business cards.

WARNING: Paper cutters are sharp and powerful. To avoid serious injury, use extreme caution when using any paper cutter or any other sharp device.

When you decide what type of paper to use, keep in mind that some printers may be limited on the types of paper on which they can print. Printers may also have limitations on which input trays can handle various paper types. Check the printer specifications to be sure of your options.

See the [Paper Recommendations](#) section of this document for a list of the paper products HP recommends for each type of HP Real Estate Document Assistant document and for each recommended printer.

Note: If you do not have access to printer documentation, you can find the information using the search function at the following HP Web site (click the URL to open the Web page):

<http://search.hp.com/>

Enter the printer model name, or type a question in the search field, then press ENTER. A list of documents matching your search criteria will appear.

Paper Recommendations for Printing with HP Printers

The table below lists paper products that produce good results using the following HP printers:

LaserJet printers

- HP Color LaserJet 4550 printers
- HP Color LaserJet 8550 printers

Inkjet printers

- HP DeskJet 990 printers

- HP DeskJet 350 printers
- HP G85 printers
- HP 2250 and 2250tn printers

If you have a printer that is not on this list, see printer specifications for a list of paper products that produce good results with your HP printer.

These are only recommendations; other quality products may be available to produce good results.

Format	LaserJet printers	Inkjet printers
Postcards	<p>Perforated: Geographics: 45169 - White Speckled 45172 - Parchment 45348 - Natural 45349 - Sonora Land</p> <p>Cover stock: HP Premium Cover Paper Q2413A (use only Tray 1 manual input tray, and open the rear or side output door to avoid an increased chance of paper jams) Wausau Bright White 65-pound Cover Neenah Classic Crest 80-pound (HP LaserJet 8550 printers only)</p>	<p>Perforated: Avery 8387 (4-up)</p> <p>Neenah Classic Crest 80-pound (2-up)</p> <p>Cover stock: Neenah Classic Crest 80-pound</p>
Business cards	<p>Perforated: Avery 5371</p> <p>Cover stock: Wausau Bright White 65-pound Cover Neenah Classic Crest 80-pound (HP LaserJet 8550 printers only)</p>	<p>Perforated: Avery 8371</p> <p>Cover stock: Neenah Classic Crest 80-pound</p>

Flyers	<p>HP LaserJet Tough paper (Q1298A) - Waterproof and weather-resistant</p> <p>HP Premium Choice LaserJet paper (HPU1132) - Heaviest and brightest LaserJet paper</p> <p>HP Soft Gloss paper (C4179A) - Provides high quality photo image printing</p>	<p>HP Bright White Inkjet paper (C5976B) 250 sheets</p> <p>HP Bright White Inkjet paper (C1824A) 500 sheets</p> <p>HP Professional Brochure and Flyer paper - two sided matte (C6955A) 50 sheets</p> <p>HP Professional Brochure and Flyer paper two-sided glossy (C6817A) 50 sheets</p>
Letterhead	<p>HP Premium Choice LaserJet (HPU1132) - Heaviest and brightest LaserJet paper</p> <p>HP LaserJet Paper (HPJ1124) - Bright white paper</p>	<p>HP Bright White Inkjet paper (C5976B) 250 sheets</p> <p>HP Bright White Inkjet paper (C1824A) 500 sheets</p>
Labels (30 labels per sheet, each 1" x 2 5/8")	Avery 5160	Avery 8160

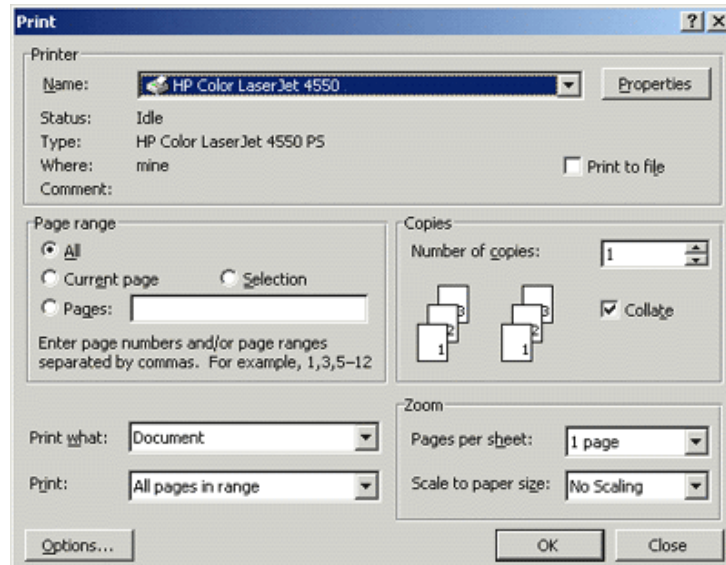
Printing a one-page document

To print a one-page document, follow these instructions (see the section titled, Printing on both sides of each page, for instructions on printing two-page documents):

1. Select **File** and **Print** in the menu at the top of the Word window. A **Print** dialog box will appear as shown in Figure 1.

Note: The **Print** dialog box may vary for each operating system. However, all of them have similar functions.

Figure 1: A typical Print dialog box.



Note: Each printer has various settings for adjusting print quality, size, color, and other functions. You may wish to experiment with these settings to optimize your documents. Click **Options** or **Properties** to view these settings.

2. Enter the number of copies to print in the **Number of copies** text box (Figure 1, above).
3. Click **OK** to print the document.

Printing on both sides of each page

Each HP Real Estate Document Assistant postcard template and many of the flyer templates are multi-page documents meant to print on both sides of each page. This is a requirement for printing postcards, but it makes flyers more appealing. It also saves paper. The following sections describe three methods for printing on both sides of each page (automatic, semi-manual, and manual).

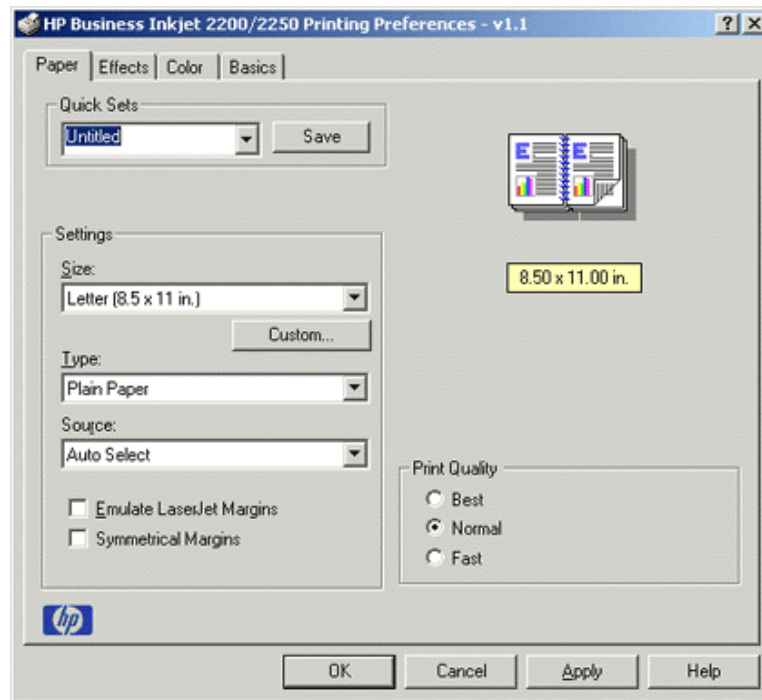
Automatic two sided printing (duplexing)

Both of the recommended LaserJet printers, and many of the recommended Inkjet printers have available automatic two sided printing (duplexing) modules. If your printer has a duplexing module, the printing preferences menu will have options for automatic duplexing. Follow these instructions to set up automatic duplexing on printers that have the option:

Note: Most of the recommended printers are unable to duplex heavy cardstock, which is recommended for printing postcards. Avoid using automatic duplexing on heavy paper.

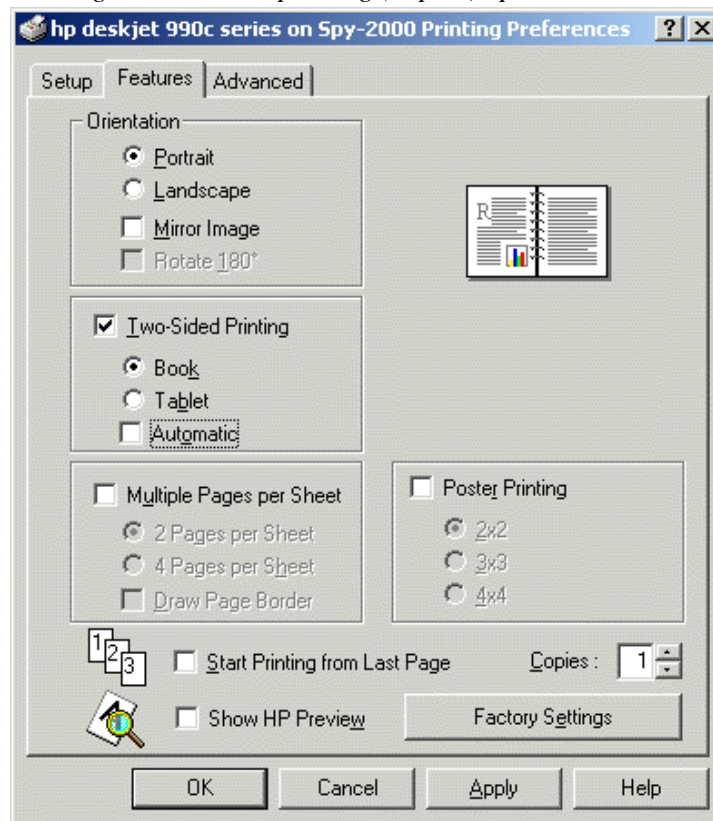
1. When you are ready to print a two-page document using automatic duplexing, click **File** and **Print** in the top menu in Word.
2. In the window that appears, click **Preferences** (or **Printing Preferences**). A **Printing Preferences** window will appear with tabs at the top (see Figure 2).

Figure 2: A Printing Preferences window from an Inkjet printer showing tabs at the top.



A Printing Preferences window from an Inkjet printer, as shown in Figure 3, will have an **Effects** tab or a **Features** tab where the duplexing options appear (Figure 3).

Figure 3: A Printing Preferences window from an Inkjet printer showing the two-sided printing (duplex) options.



A LaserJet **Printing Preferences** window will likely have duplexing options on the **Finishing** tab that appears first in the window.

3. Find the duplexing options, and select the two-sided printing option. Then, click **Booklet** and **Automatic** (the actual options might be slightly different).

Note: A window asking whether you want to reduce content size might appear. Be sure to select **Do not reduce content size** to avoid making unexpected changes to your document.

4. Click **OK** when finished.

You may have to select these settings each time you want to print using automatic duplexing.

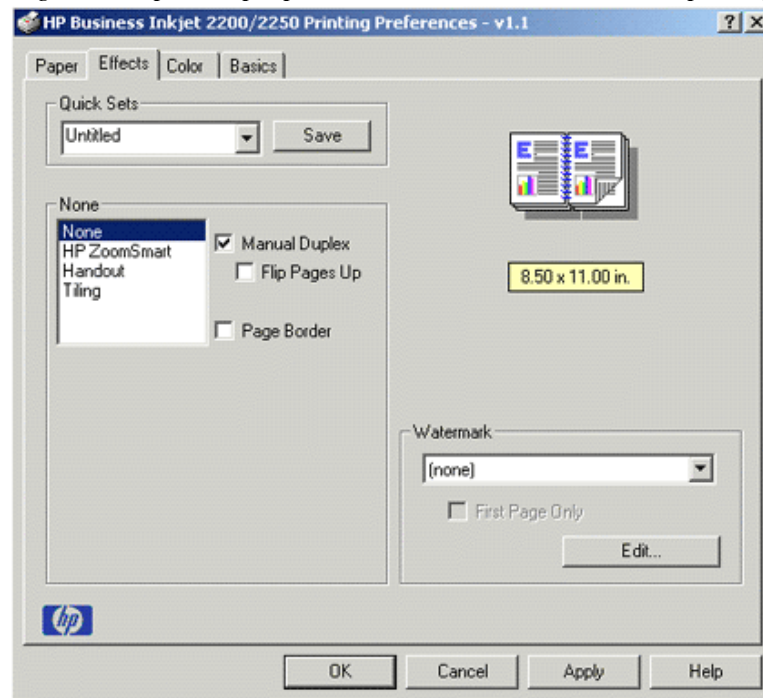
Note: Some printers can print on both sides of each page (duplexing) automatically; however, they may have limitations on the types of paper they can duplex. See the sections below on automatic duplexing and paper recommendations for further information.

To print on both sides of each page manually, follow these instructions:

Semi-Manual two sided printing (semi-manual duplexing)

Many of the recommended printers have settings that provide prompts and instructions for reinserting the paper for printing on the reverse of each page (Manual Duplexing). Check the printer instructions or printer preferences for this function. Figure 4 shows a Printer Preferences menu with this option.

Figure 4: A printer properties menu with semi-manual duplexing option.



Select this option, and the printing software will prompt you and explain when and how to reinsert the pages for two sided printing.

Manual two sided printing

If neither automatic nor semi-manual two sided printing is available, follow these instructions to print on both sides of each page manually:

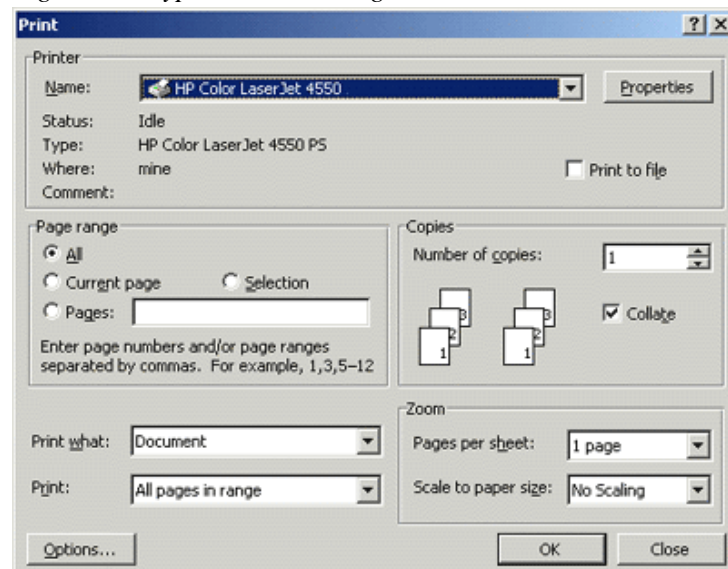
1. Insert paper into the appropriate input tray.

Note: Some printer trays are limited to the types of paper they can handle. For instance: an HP LaserJet 4550 series printer can handle cardstock only in the manual input tray (Tray 1), and it can only handle cardstock output if the rear output door is open (see the paper recommendations section below). Most Inkjet printers have only one input tray that handles all supported paper types.

2. Select **File** and **Print** in the menu at the top of the Word window. A Print dialog box will appear (Figure 5).

Note: The Print window may vary for each operating system. However, all of them have similar functions.

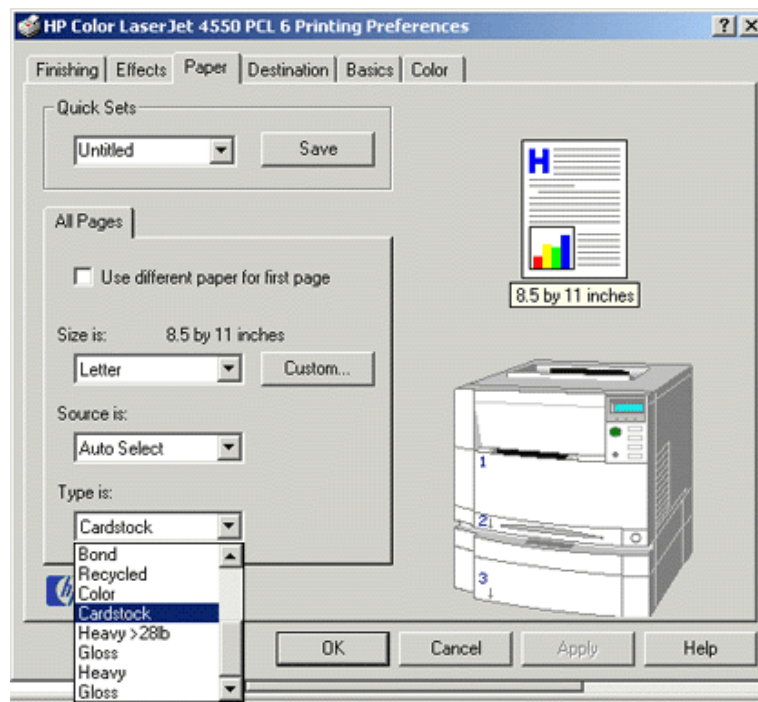
Figure 5: A typical Print dialog box.



3. Check the printer settings for paper options, and be sure the printer is set to accept the paper you are using.

Note: Printer paper type settings are usually in the **Printer Properties** window (click **Properties** in the **Print** window. See Figure 5, above). For instance: if you are printing postcards on cardstock paper (see paper recommendations later in this document), the **Paper Type** setting in the **Printer Properties** window (Figure 6) should be set to **Cardstock** to allow the printer to account for the thicker paper.

Figure 6: Paper type options in a typical LaserJet printer properties menu.



Click **OK** when finished with paper type options.


4. Under **Page Range** (or something similar), choose **Pages** (Figure 5, above), and type 1.

Note: If you are comfortable with this process, you can enter odd numbered pages here (1,3,5,7...), and select **Collate**. This will print a set of front pages for each copy.

5. Enter the number of copies to print in the **Number of copies** text box. Remember that printing one copy of a postcard document produces two or four postcards.
6. Click **OK**. The first page of the postcard or flyer document will print.
7. Remove the copies from the output tray, turn them over. Insert them again into the correct tray and in the correct orientation (they usually go into the tray exactly as they did for the first page but upside-down).

Note: Not all HP printers print on the same orientation. See your print documentation to verify how to orient the paper for printing on the back of each page. It might help to experiment with one copy to find out how your printer orients pages (make sure the back page prints right-side-up).

8. Select **File** and **Print** in the menu at the top of the Word window.
9. Under **Print Range**, choose **Pages**, and type 2 (or type all even numbered pages if you entered the odd pages in the first printing; see the note in Step 4).
10. Enter the number of copies to print in the **Number of copies** text box (just as you did while printing the first page). You may want to test-print one or two copies to be sure the orientation is correct.



11. Click **OK**. The back pages will print.

Copyright Hewlett-Packard Co. 2001
This information is subject to change without notice and
is provided "as is" with no warranty.
Hewlett-Packard shall not be liable for any direct,
indirect, special, incidental or consequential damages
in connection with the use of this material.