

Knowledgebase > Desktop Computing and Printing > MyPrint > Print Letterhead, Cardstock, or Monarch/Executive Paper using MyPrint

## Print Letterhead, Cardstock, or Monarch/Executive Paper using MyPrint

Stephanie Obodda - 2024-08-02 - Comments (0) - MyPrint

These instructions are for the Windows version of Word.

First: On Your Computer

- 1. Open your document in Microsoft Word.
- 2. Click the Print option on the left menu.
- 3. From the list of printers, choose MyPrint-Pro-BW or MyPrint-Pro-Color.
- 4. Click Printer Properties.

$\odot$	
Info	Print
New	Copies: 1
Open	
Save	Print
Save As	Printer
Print	Ready
Share	Printer Properties

- 5. From the One-Click Preset List, choose either Letterhead, Monarch/Executive Paper, or Cardstock, depending on what you are printing.
- 6. Click OK to save these settings.
- 7. Click Print.

Second: At the Printer

- 1. As usual, swipe your Brown ID card at the printer.
- 2. Locate and open the bypass tray on the side of the printer.



- 3. Place your paper in the bypass tray. If you are using Brown letterhead, it should be face down with the logo to the right/top of the tray.
- 4. As usual, release the print from the touchscreen. (If you're not sure how to do that, see the instructions in the article <u>Pick up Prints from a MyPrint Printer</u>.)

## Related Content

- Print Envelopes using MyPrint
- Print Labels using MyPrint