

OKIDATA

PostScript Tray Switching Commands

The following explains the use of two Word for Windows (version 2.0) macros provided by OKIDATA for use with the OL830 and OL840 PostScript Printers.

UpperTray

This macro inserts a Field Code in the form of a PostScript printer command. This command will activate the upper tray for the current page. The upper tray will remain active until a lower tray command is received.

LowerTray

This macro inserts a Field Code in the form of a PostScript printer command. This command will activate the lower tray for the current page. The lower tray will remain active until an upper tray command is received.

Transfer these macros from this document to your system:

1. Double-click as indicated in the following box. If you do not have a mouse then select the word "here" and press (ALT+SHIFT+F9).

Double-click these macros to your NORMAL.DOT template. This will allow you to use the tray switching macros from within any Word document.

2. Print this document to obtain a copy of the tray switching instructions.

3. Exit *Word for Windows* and answer **YES** when asked:
"Do you want to save changes made to global glossary and command changes".

If you do not answer yes, the new macros will not be available within your documents.

Activating the Upper Tray:

- 1 From the **Tools** menu, choose **Macro** (ALT, O, M).
- 2 Under "Show", select the Global Macros option button.
- 3 Select the macro **uppertray** and choose the **Run** button.

Activating the Lower Tray:

- 1 From the **Tools** menu, choose **Macro** (ALT, O, M).
- 2 Under "Show", select the Global Macros option button.
- 3 Select the macro **lowertray** and choose the **Run** button.

Assigning a Shortcut key to the Lower Tray macro:

Microsoft Word for Windows (2.0) allows shortcut key strokes to be assigned to macros. The following example assigns the shortcut key **Ctrl + Shift + L** to the lower tray macro.

- 1 From the **Tools** menu, choose **Options** (ALT, O, O).
- 2 In the Category box, select Keyboard.
- 3 Under Show, select the Macros option button.
- 4 In the Macros box, select "lowertray".
- 5 In the Shortcut Key box select: **Ctrl, Shift**, and type the letter "L" in the Key box.
- 6 To finish the key assignment, choose the **Add** button.
- 7 Choose the **Close** button.

A procedure similar to this can be used to assign a shortcut key to activate the uppertray macro.