

WordPerfect: Manual feed (envelope, cards, etc) prints an extra page

- WordPerfect Office Suite
- WordPerfect Home & Student

Symptoms:

When printing from the manual feed tray on a printer capable of duplexing (two-sided printing), the printer feeds an extra blank sheet after one-page jobs, and sometimes after multi-page jobs.

Cause:

Two-sided printing is enabled in the printer driver, WordPerfect, or both.

Resolutions:

There are multiple ways to address this depending on the workflow needed. Options one and two are best if one rarely prints two-sided documents. These options turn off two-sided printing by default.

Option three shows how to turn off two-sided printing on a per-envelope basis, while leaving it on as the default for all other WordPerfect documents.

1) Set the Print Driver to default to single sided printing:

- 1. Click on your Windows menu and search for Printers & Scanners, then open Printers & Scanners.
- 2. Click on the printer you would like.
- 3. Click Manage.
- 4. Click Printing Preferences.
- 5. Change the 2-Sided Printing to 1-Sided for that printer.

2) Set WordPerfect to default to single sided printing:

- 1. Open WordPerfect. If WordPerfect was open when you completed the steps above, save your work, then close and reopen WordPerfect.
- 2. Type a few letters into WordPerfect
- 3. Click File, Print
- 4. Click the Layout Tab
- 5. Under Two-Sided Printing, choose "Off"
- 6. Click the Main tab at the top
- 7. Click Edit Settings
- 8. Ensure that "Layout" has a checkmark beside it on white background.
 - 1. If it does not, click on the checkbox until it is a black checkmark on a white background.
- 9. Ensure the "Name for current settigns" field at the top reads "[Application Default]"
- 10. Click "Save". If "Save" is greyed out, just close the edit settings window.

NOTE:

You can still print double-sided by choosing the Layout tab when you print and selecing Book or Tablet.

3) Print individual envelopes single sided:

- 1. Open WordPerfect and any documents you're working with.
- 2. If you have an address on screen, select it.
- 3. Click Format, Envelope...
- 4. Edit / correct the addresses and select the envelope size
- 5. Click Create New
- 6. Click File > Print (or click the print button on the task bar)
- 7. Click the Layout tab at the top of the print dialog
- 8. Enable **Off** under "Two-sided printing"
- 9. Click **Print**

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