HP LaserJet Job Aids

This PDF Portfolio contains individual “how to” job aids to help you use your HP LaserJet printer. The job aids provide instructions for the following tasks:

- Printing
- Copying
- Scanning
- Faxing
- Clearing jams

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A PDF Portfolio contains multiple files assembled into one large PDF. You can print the entire portfolio, and you can save or print individual files within the portfolio.

To extract (save) a specific job aid:

1. Select the job aid you want, and make sure **Layout** mode is selected on the top menu bar.
2. Select the **Extract File** icon on the right side of the job aid, select the location where you want to save the file, and then select **Save**.

Note: Extracting a file does not remove it from the PDF Portfolio.

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1. Open the PDF Portfolio. To print only certain PDFs, select those PDFs.
2. Select **File**, select **Print**, and then choose one of the following:
   - **All PDF Files** (Prints all the PDFs in the PDF Portfolio.)
   - **Selected PDF Files** (Prints the selected PDFs. This option is available only if you have selected one or more specific PDFs in the portfolio.)
3. Choose applicable printing options, and then select **Print** or **OK**.

Note: The files print in alphabetical order, regardless of the order presented in the portfolio view.

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