

The name of the option.

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Use **Paper/Output** to select printing device-specific paper settings, such as the form, number of copies to print, and paper orientation.

Use **Graphic** for printing device-specific settings for print quality.

Use **Options** to set other printing device-specific printing options.

Use **Image Color Matching** to specify how you want to print color graphics



Specifies how the document is positioned on the page. **Portrait** orients the paper vertically. **Landscape** rotates the paper 90 degrees clockwise. If available, **Rotated Landscape** rotates the paper 90 degrees counter-clockwise.

Specifies whether to reduce or enlarge documents, and by what percentage. When you enlarge a document, only the portion of the document that fits on the page will print.

Specifies the number of copies to print and, if your printer supports it, whether or not to collate the copies. When collated, pages print consecutively for each copy of the document. When not collated, copies of each page print together.

Specifies the paper source. If you choose a paper source other than **Printer Folder Setting**, ensure that the correct form is assigned to the paper source.

Specifies the print resolution. Higher resolutions produce graphic images that are sharper and show finer detail.

Specifies color or grayscale output.

Specifies duplex printing. Click **None** to print on one side of the paper only. Click **Short Side** or **Long Side** to print on both sides of the paper. **Short Side** prints pages that read by flipping over like a notepad. **Long Side** prints pages that read by turning like a book.

Click this if your document has overlapping text and graphics. If you use a device font or a downloaded TrueType font when text and graphics overlap, you get output errors.



Click this to specify the paper size (form). The list of available forms matches those supported by the printing device.

Specifies how you want your color images created to produce the best-looking image on the printed page. If you are printing a chart or using fully saturated, bright colors, it's best to click **Saturation**. For photographs or pictures where the colors blend together, click **Contrast**.

If your document uses a color that you need to match exactly and you are sending the document to a printer that has that specific color of ink, click **Colormetric**.

Specifies how to print color graphics. If you choose **Print Color With Image Color Matching**, calculations will be performed before your document is printed, to make the colors on the printed page more closely match the colors on your screen. This may make printing slower.

To print in grayscale, click **Print In Black And White Only**, and then click **OK**; then make sure that **Dithering** is turned on. If you don't use dithering, the graphic prints in only black and white.

If you print in color and your graphics uses any colors that are not directly supported by your printing device, click **Dithering** and then select an option under **Change 'Dithering' Setting**. Dithering blends your printing device colors to produce the color specified in the graphic.

Specifies the type of printing medium you want to use. Do not click **Transparency** when printing on regular paper. This may waste ink and cause smearing.



Specifies the type of dithering used in printing. For color printing, dithering blends pure colors into patterns that simulate a wider range of colors. For example, orange is produced by blending red and yellow. For non-color printing, dithering produces gray shading in graphics.

- Click **None** if you don't want any dithering.
  - Click **Fine** if your resolution setting is 200 dpi or less.
  - Click **Coarse** if your resolution setting is 300 dpi or higher.
- {bmct bullet.bmpClick **Error Diffusion** for printing photographs or pictures that don't have sharp, well-defined edges.

[Click this to view or change your halftone setup.](#)

[Click this to view or change the halftone-color adjustments.](#)

**To view the information in this Help file**

- 1 Click here  to open the **Printers** folder.
- 2 Click the printer you are using.
- 3 On **File** menu, click **Properties**.
- 4 Click the **Device Settings** tab.
- 5 For Help on an item, click  at the top of the dialog box, and then click the item.



