

Resets the options in this dialog box to the original settings.

Specifies the size of paper or envelope you want to use. Click the size you want. If your printer supports custom paper sizes, click the Custom icon, and then specify the size.

Specifies where the paper you want to use is located in the printer. Different printer models support different paper sources, such as the upper tray, envelope feed, and manual feed.

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

Specifies which output bin to use for your printed document.

Sets the number of copies you want printed.

Some programs provide a way to set the number of copies you want printed. If you change the setting here, it will apply to all documents you print to this printer. If you change the setting in your program, it will affect only the document you print from that program. It is recommended that you do not change the setting in both places.

Specifies how the document is positioned on the page when printed.

Specifies how to turn the page if you want to print on both sides. When you print on two sides of the page, your document can be read differently depending on the way the printer turns the paper. Click None if you want to print on one side of the paper only.



Click this to see the area of the page that is unavailable for printing. The margins you set here are never printed on.

[Click this to see copyright information.](#)

Specifies the amount of memory installed in your printer. The default value is the amount of memory your printer has in its standard configuration. If you install additional memory by inserting a cartridge or memory board in your printer, you need to change the value of this setting. For some printers, the amount of memory is detected automatically, and you cannot change this setting.

**Note** Specifying more or less memory than your printer actually has might result in an out-of-memory message. If you do not know how much memory is installed in your printer, you can use the self-test feature available with most laser printers to print out the current memory configuration. For more information, see your printer manual or contact the printer manufacturer or dealer

Specifies the text quality you want to use for your printed document. The choices available depend on your printer. In general, use Letter Quality for finished documents and Draft Quality for rough drafts. Some printers support Enhancement, which affects the sharpness of the printed document.

Some color-graphic printers support Normal Mode, which is appropriate for rough drafts of graphic images, and Presentation Mode, which produces high-quality color images appropriate for finished graphics.

Enables the printer to determine when print jobs are done so that you can set up separator pages. This is useful if more than one person is using a printer and you want a page printed between each print job.

If this option is unavailable, it means that job separation is not supported for the currently selected output bin.

Reserves some of your printer's memory for an output buffer. Some very complex documents require page protection in order to print; however, using page protection uses more memory in your printer.

If this option is unavailable, it means that your printer does not have enough memory to use page protection.

Specifies the resolution you want for graphic images. Generally, higher resolution settings produce higher quality printing; however, your documents may take longer to print.

**Note** Text quality is not affected by this setting unless you are using a laser printer and print TrueType fonts as graphics.

Specifies how to print color graphics. If you choose 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 With Black And White Only and make sure that dithering is turned on. If you don't use dithering, the graphic is printed in black and white only.

If you print in color and your graphic uses colors not directly supported by your printer, use a dithering option. Dithering blends your printer's colors to produce the color specified in the graphic.



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 choose Saturation. For photographs or pictures where the colors blend together, use 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, specify Colormetric.

[Click this to specify how you want to print your color graphics.](#)

[Click this to specify more options about how your documents will be printed on the page.](#)

Specifies the type of dithering used in printing. For color printing, dithering blends pure colors into patterns to 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.
- Click Line Art if your graphics include well-defined borders between black, white, and gray shadings.
- Click Error Diffusion for printing photographs or pictures that don't have sharp, well-defined edges.

Specifies how dark to print graphics in your document.

Controls how the printing information is rendered by your printer. Using Vector Graphics can significantly increase printing speed. However, if you have problems, such as incorrect overlaying, trying choosing Raster Graphics.

Specifies the font cartridge you want to use. If the cartridge fonts you want do not appear on the list, you can install them by clicking Install Printer Fonts. If the Install Printer Fonts button is unavailable, use the method described in the manual that came with your fonts package.

Controls how TrueType fonts are printed.

Generally, downloading TrueType fonts as soft fonts speeds up printing. However, if your document contains graphics and you are not repeating the same text frequently on a page, use the Print TrueType As Graphics option. This option is also useful if you want to print graphics over text so that only the exposed part of a character is printed, or if you want characters clipped in cases where they are not visible on the screen.



Click this to install additional soft fonts and font cartridges.

Specifies the unit of measurement (one tenth of a millimeter or 1/100 of an inch) that you want to use.

Shows the range of paper sizes your printer can accommodate. Do not specify a paper size that is smaller or larger than this range.

Specifies the width of the paper you are using. Type a number within the range supported by your printer.

Specifies the length of the paper you are using. Type a number within the range supported by your printer.

Specifies the amount of nonprintable space (margin) on the left side of the page.

Specifies the amount of nonprintable space (margin) on the right side of the page.

Specifies the amount of nonprintable space (margin) at the top of the page.



Specifies the amount of nonprintable space (margin) at the bottom of the page.

Controls how much ink is used to print a dot on the page. With a bigger dot, the printout is denser.



Specifies an image control mechanism specific to the printer. For more information, see your printer manual.

Specifies how much memory is reserved for special printer functions, such as macros. This memory will not be used for printing documents.

Controls printer memory tracking. When you print a document, the printer driver calculates how much memory would be used and compares this to how much memory is in the printer. Based on these calculations, the printer driver will decide whether a complex document can be printed or not. The more conservative the tracking, the more likely that the printer driver won't overcommit the printer's memory. But there may be cases when the printer driver won't attempt to print a document even though there is enough memory.

If you specify more aggressive tracking, the printer driver will attempt to print complex documents, but the printer's memory may be exceeded.

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

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

