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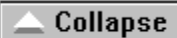
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Setting Up a Printer

Use Print Manager to set up a printer to take full advantage of its features. The options that are available depend on the printer. Typical options include matching a form to a paper source, setting memory, and installing fonts.

 To set up a printer, you must have Full Control permission for the printer. Members of the Administrators, Server Operators, Print Operators, or Power Users group have Full Control permission by default.

To set up a printer


1. In Print Manager, select the printer's icon or window.
2. From the Printer menu, choose Properties. Or choose the Properties button on the toolbar.
3. In the Printer Properties dialog box, choose the Setup button.

For help with the Printer Setup dialog box, choose the Help button or press F1 while using the dialog box.

Setting Document Properties

You can set document properties using Print Manager or from within your applications. Document properties set using Print Manager become the defaults that your applications use when printing. When you set document properties from within an application, the changes you make override the Print Manager defaults and affect documents printed from the application only.

The options that are available depend on the printer. Typical options include choosing a form, setting printing orientation, and setting the number of copies.

 To set document properties in Print Manager, you must have Full Control permission for the printer. Members of the Administrators, Server Operators, Print Operators, or Power Users group have Full Control permission by default.

To set default document properties

1. In Print Manager, select the printer's icon or window.
2. From the Printer menu, choose Properties. Or choose the Properties button on the toolbar.
3. In the Printer Properties dialog box, choose the Details button.
4. In the Printer Details dialog box, choose the Job Defaults button.

Set basic options in the Document Properties dialog box.

5. In the Document Properties dialog box, choose the Options button.
Set advanced options in the Advanced Document Properties dialog box.

To set document properties from within an application

1. From the application's File menu, choose Print Setup.
Set basic options in the Document Properties dialog box.
2. In the Document Properties dialog box, choose the Options button.
Set advanced options in the Advanced Document Properties dialog box.

Note: Some applications may provide a different path to the Document Properties dialog box.

Matching a Form to a Source

A form defines paper size and the size of margins. A source specifies the location of the paper at the printer. For example, many printers have upper and lower trays that can contain different sizes of paper. Matching a form to a source ensures that documents always print on the correct form when the form is selected from an application. When printing, if you select a form that is not matched to a source, the document waits to print until the correct form is assigned to a source.

To view which form is matched to a source

▶ In the Printer Setup dialog box, select the source in the Source box. The name of the form is displayed in the Name box.

To match a form to a source

▶ In the Printer Setup dialog box, select a source in the Source box and select a Form in the Name box. For example, select Upper Tray as the source and Letter as the form. Then choose the OK button.

For help with the Printer Setup dialog box, choose the Help button or press F1 while using the dialog box.

See Also

[Setting Up a Printer](#)

Specifying Printer Memory

If you are using a printer that supports different memory configurations, you can specify how much memory is available for printing. The Memory option appears in the dialog box only if your printer supports this feature.

Specifying more or less memory than your printer contains can cause the printer to display a memory error message. To check how much memory is installed in your printer, you can use the self-test feature supported by most laser printers to print out the current memory configuration. For more information, see your printer manual.

To specify the amount of available printer memory

▶ In the Printer Setup dialog box, select a value from the Amount box, and then choose the OK button.

For help with the Printer Setup dialog box, choose the Help button or press F1 while using the dialog box.

See Also

[Setting Up a Printer](#)

Page Protect

When page protection is active, the printer creates the entire printed page in memory before starting to print. This ensures that the printer is able to print complex pages completely.

To use page protection, your printer must have at least 1 MB of optional memory available. If your printer does not support page protection, the option appears grayed and is not available.

To use page protection

▶ In the Printer Setup dialog box, select the Page Protect check box, and then choose the OK button.

For help with the Printer Setup dialog box, choose the Help button or press F1 while using the dialog box.

See Also

[Setting Up a Printer](#)

Installing Cartridge Fonts

If your printer supports cartridge fonts, you can make these fonts available for use with your Windows applications.

To make cartridge fonts available to your Windows applications

1. Make sure that the cartridges are properly inserted into the cartridge slots on your printer.
2. In the Printer Setup dialog box, select the cartridge fonts from the Font Cartridges box.
3. Choose the OK button.

For help with the Printer Setup dialog box, choose the Help button or press F1 while using the dialog box.

See Also

[Setting Up a Printer](#)

Installing and Removing Soft Fonts

You can use Print Manager to install soft fonts for Hewlett-Packard LaserJet, DeskJet, and compatible printers. The fonts must be in PCL format. Refer to the fonts' documentation to check the format of your fonts.

To install TrueType fonts, use the Fonts option in Control Panel.

You can also use Print Manager to remove soft fonts.

To install soft fonts

1. In the Printer Setup dialog box, choose the Fonts button.
2. In the New Soft Font Directory box, type the directory containing the new fonts, and then choose the Open button.
3. Select the fonts you want to install in the New Soft Fonts box and choose the Add button.
4. Choose the OK button.

To remove soft fonts

1. In the Printer Setup dialog box, choose the Fonts button.
2. Select the fonts you want to remove in the Installed Soft Fonts box and choose the Delete button.
3. Choose the OK button.

For information about how to use the Raster Printer Font Installer dialog box, choose the Help button while using the dialog box.

Selecting a Form

A form defines paper size and the size of margins. For example, the Letter form has a paper size of 8.5 by 11 inches and does not reserve space for margins. Choosing a form in Print Manager establishes the form as the default when you print from within an application. When you select a form from within an application, your document prints on that form, provided that the form is available on the printer. If the form is not available, the document waits to print until it is.

To specify a form

► In the Document Properties dialog box, select a form in the Form box, and then choose the OK button.

For more information about Document Properties dialog box, choose the Help button or press F1 while using the dialog box.

See Also

[Setting Document Properties](#)

[Matching a Form to a Source](#)

Setting Page Orientation

You can specify the orientation you want to use for printing. Setting the orientation in Print Manager establishes it as the default in your applications. When necessary, you can switch the orientation from within your applications.


Portrait orients the page vertically:



Landscape orients the page horizontally:



To set page orientation

 In the Document Properties dialog box, select the Portrait or Landscape option, and then choose the OK button.

For help with the Document Properties dialog box, choose the Help button or press F1 while using the dialog box.

See Also

[Setting Document Properties](#)

Setting Number of Copies

You can print more than one copy of your document at a time.

Setting the number in Print Manager establishes it as the default in your applications. When necessary, you can change the number from within your applications.

To specify the number of copies you want to print

▣ In the Document Properties dialog box, type the number of copies you want to print in the Copies box and then choose the OK button.

For help with the Document Properties dialog box, choose the Help button or press F1 while using the dialog box.

See Also

[Setting Document Properties](#)

Printing on Both Sides of the Paper

You can specify to print on one side of the paper, or on both sides (duplex printing). When you choose to print on both sides of the paper you can specify how the paper is turned over when printing. This option appears in the dialog box only if your printer supports this feature.

Setting this option in Print Manager establishes it as the default in your applications. When necessary, you can change the setting from within your applications.

In duplex printing, the Long Side option results in pages that read like a book:



The Short Side option results in pages that read by flipping them over like a notepad:



Note: The orientation setting (Portrait or Landscape) does not affect this option. If you select Landscape, the printer still turns the paper over by using the long edge.

To print on both sides of the paper

▣ In the Document Properties dialog box, select the Long Side or Short Side option, and then choose the OK button.

To print on one side of the paper

▣ In the Document Properties dialog box, select the None option, and then choose the OK button.

For help with the Document Properties dialog box, choose the Help button or press F1 while using the dialog box.

See Also

[Setting Document Properties](#)

Setting Printing Resolution

You can specify the resolution (typically measured in dots per inch, or DPI) at which you want to print graphic images. Where two numbers are used to represent resolution, the first represents horizontal resolution and the second represents vertical resolution. For example, 240 x 144 specifies a resolution of 240 DPI horizontally and 144 DPI vertically.

The setting you specify for resolution and the settings you specify for halftone printing affect the appearance of graphics in your documents. Generally, higher-resolution settings produce higher quality printing, although your documents may take longer to print.

Setting resolution in Print Manager establishes it as the default in your applications. When necessary, you can change the setting from within your applications.

Note: Text quality is not affected by this setting unless you are using a LaserJet printer and printing TrueType fonts as graphics.

To set printing resolution

1. In the Document Properties dialog box, choose the Options button.
2. In the Advanced Document Properties dialog box, select a resolution in the Graphics Resolution box, and then choose the OK button.

For more information about the Advanced Document Properties dialog box, choose the Help button or press F1 while using the dialog box.

See Also

[Setting Document Properties](#)

Printing in Color

If your printer supports color printing, you can print graphic images in color. Setting this option in Print Manager establishes it as the default in your applications. When necessary, you can change the setting from within your applications.

To print in color

1. In the Document Properties dialog box, choose the Options button.
2. In the Advanced Document Properties dialog box, select the Color option, and then choose the OK button.

To print in monochrome

1. In the Document Properties dialog box, choose the Options button.
2. In the Advanced Document Properties dialog box, select the Monochrome option, and then choose the OK button.

For more information about the Advanced Document Properties dialog box, choose the Help button or press F1 while using the dialog box.

See Also

[Setting Document Properties](#)

Printing Documents with Rules

Windows NT can speed the printing of documents that contain horizontal and vertical lines by treating the lines specially. For printers that support the Scan For Rules option, it is active by default. If your printer does not support the option, it appears grayed and is not available.

Setting this option in Print Manager establishes it as the default in your applications. When necessary, you can change the setting from within your applications.

Note: If your printer is unable to complete printing a document when the Scan For Rules option is selected, try printing again after clearing this option.

To switch scanning for rules off

1. In the Document Properties dialog box, choose the Options button.
2. In the Advanced Document Properties dialog box, clear the Scan For Rules option, and then choose the OK button.

For more information about the Advanced Document Properties dialog box, choose the Help button or press F1 while using the dialog box.

See Also

[Setting Document Properties](#)

Downloading TrueType Fonts

By default, if your printer supports this feature, TrueType fonts are downloaded to the printer. In general, this speeds printing because the fonts in your document reside in the printer's memory. If your printer does not support this option, it appears grayed and is not available.

When the Print Text as Graphics option is not selected, TrueType fonts are printed as graphics. You may want to print TrueType fonts as graphics in the following situations:

- If you are printing a document composed largely of graphics with little TrueType text. Because TrueType fonts are not downloaded, more memory is available in your printer to print graphics.
- If you want to clip TrueType characters when printing. For example, when you print a graphic image over text, only the exposed portion of characters prints.

Note: If your printer is unable to complete printing a document when the Print Text as Graphics option is selected, try printing again after clearing this option.

Setting this option in Print Manager establishes it as the default in your applications. When necessary, you can change the setting from within your applications.

To print TrueType fonts as graphics

1. In the Document Properties dialog box, choose the Options button.
2. In the Advanced Document Properties dialog box, clear the Print Text as Graphics option, and then choose the OK button.

For more information about the Advanced Document Properties dialog box, choose the Help button or press F1 while using the dialog box.

See Also

[Setting Document Properties](#)

Printer Setup

The Printer Setup dialog box allows you to configure the printer to take full advantage of its features.

Some printers require specific DIP-switch settings in order to work properly with Windows. For a list of printers and their required DIP-switch settings, see the PRINTERS.WRI file.

Choose one of the following buttons for more information about the dialog box. For information about settings specific to your printer, see your printer manual.

- [Forms: Source](#)
- [Forms: Name](#)
- [Memory: Amount](#)
- [Memory: Page Protect](#)
- [Font Cartridges](#)
- [Fonts Button](#)
- [Halftone Button](#)
- [About Button](#)

See Also

[Setting Up a Printer](#)

[Matching a Form to a Source](#)

[Specifying Printer Memory](#)


[Installing Cartridge Fonts](#)


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 [Forms: Source](#)

 [Forms: Name](#)

 [Font Cartridges](#)

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 [Halftone Button](#)

 [About Button](#)

See Also

[Setting Up a Printer](#)

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- [About Button](#)

See Also

[Setting Up a Printer](#)

[Matching a Form to a Source](#)

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Choose one of the following buttons for more information about the dialog box. For information about settings specific to your printer, see your printer manual.

- [!\[\]\(9dc885fa0d6d341860a6e69645e59475_img.jpg\) Form Name](#)
- [!\[\]\(5d2b0686f24c91a69ec6f054f466d184_img.jpg\) Halftone Button](#)
- [!\[\]\(ef97c4cf774c94401d40a852a635219b_img.jpg\) About Button](#)

See Also

[Setting Up a Printer](#)

Raster Printer Font Installer

Use the Raster Printer Font Installer to install and remove soft fonts for Hewlett-Packard LaserJet, DeskJet, and compatible printers. The fonts must be in PCL format. Refer to the fonts' documentation to check the format of your fonts.

Choose one of the following buttons for more information about the dialog box.

- [!\[\]\(687b6c142f51ac6f390f8bd444e38d03_img.jpg\) New Soft Font Directory](#)
- [!\[\]\(861b7aaa71df51b93037a486c3b17630_img.jpg\) New Soft Fonts](#)
- [!\[\]\(605f40b2c3d6e1d01a5766f59c82e1d4_img.jpg\) Installed Soft Fonts](#)
- [!\[\]\(5f28278c0ebbde07efa8ee7d80530cb7_img.jpg\) Open Button](#)
- [!\[\]\(c982d49bb610fbb6c7f10026c3033e9e_img.jpg\) Add Button](#)
- [!\[\]\(ad734bd1cbdd22a20e20a47a0c506662_img.jpg\) Delete Button](#)

See Also

[Installing Soft Fonts](#)

Document Properties

Document properties set from Print Manager become the default properties when you print from applications. When you set document properties from within an application, the changes override the settings made in Print Manager.

Choose one of the following buttons for more information about the dialog box. For information about settings specific to your printer, see your printer manual.

- [Form](#)
- [Orientation: Portrait](#)
- [Orientation: Landscape](#)
- [Copies](#)
- [2 Sided Operation: None](#)
- [2 Sided Operation: Long Side](#)
- [2 Sided Operation: Short Side](#)
- [Options Button](#)
- [Halftone Button](#)
- [About Button](#)

See Also

[Setting Document Properties](#)

[Selecting a Form](#)

[Specifying the Page Orientation](#)

[Specifying the Number of Copies](#)

[Printing on Both Sides of the Paper](#)

Document Properties

Document properties set from Print Manager become the default properties when you print from applications. When you set document properties from within an application, the changes override the settings made in Print Manager.

Choose one of the following buttons for more information about the dialog box. For information about settings specific to your printer, see your printer manual.

- [Form](#)
- [Orientation: Portrait](#)
- [Orientation: Landscape](#)
- [Copies](#)
- [Options Button](#)
- [Halftone Button](#)
- [About Button](#)

See Also

[Setting Document Properties](#)

[Selecting a Form](#)

[Specifying the Page Orientation](#)

[Specifying the Number of Copies](#)

Advanced Document Properties

Advanced document properties set from Print Manager become the default properties when you print from applications. When you set advanced document properties from within an application, the changes override the settings made in Print Manager.

Choose one of the following buttons for more information about the dialog box. Options in the dialog box that your printer does not support appear grayed and cannot be selected. For information about settings specific to your printer, see your printer manual.

- [!\[\]\(0551a83d441798e532995956b603f604_img.jpg\) Graphics Resolution](#)
- [!\[\]\(54ee180c0037b66a36ce2219a481afde_img.jpg\) Media Type](#)
- [!\[\]\(73ae654e8897db9b21f1bf9d9efc07ef_img.jpg\) Color: Color](#)
- [!\[\]\(278ecf8622de254ce2917d264729f4b0_img.jpg\) Color: Monochrome](#)
- [!\[\]\(3b5d74d5eba68301b1a5c22417b6b52c_img.jpg\) Optimizations: Scan for Rules](#)
- [!\[\]\(95826e66cf958c3135662f918c38faf5_img.jpg\) Optimizations: Print Text as Graphics](#)

See Also

[Setting Document Properties](#)

[Specifying Printing Resolution](#)

[Printing in Color](#)

[Printing Documents with Rules](#)

[Downloading TrueType Fonts](#)

Forms: Source

Many printers support more than one source of paper, for example upper and lower trays. Use the Source and Name boxes to match a form with each of your printer's paper sources. Once a form is matched to a source, you can select the form when printing from your applications. Windows NT instructs the printer to print from the source that is matched with that form.

- ▣ To view which form is matched with a source, select the source from the Source box. The name of the form is displayed in the Name box.
- ▣ To match a form with a source, select a source from the Source box, and then select a form from the Name box.

Forms: Name

A form defines a paper size and the widths of margins. The Name box shows the form assigned to the source shown in the Source box. You can assign a form to each of your printer's paper sources. Once a form is matched to a source, you can select the form when printing from your applications. Windows NT instructs the printer to print from the source that is matched with that form.

- To match a form with a source, select a source from the Source box, and then select a form from the Name box.

Form Name

A form defines a paper size and the widths of margins.

- ☑ Select a form from the Form Name box.

Memory: Amount

Specifies the amount of memory installed in your printer.

- ☑ Select the amount of memory in the Amount box.

Memory: Page Protect

Page protection instructs the printer to create the printed page in memory before printing. This ensures that the printer is able to print complex pages completely. If your printer does not support page protection, the option is not available.

- ☑ To use page protection, select the Page Protect check box.

Font Cartridges

Specifies the font cartridges installed in your printer.

- ☑ Select the cartridges from the Font Cartridges box.

Fonts Button

The Fonts button is available only if your printer supports this feature.

- To install or remove soft fonts, choose the Fonts button.

Halftone Button

- To configure color or monochrome halftone printing, choose the Halftone button.

About Button

- ▣ To display copyright information about the printer driver, choose the About button.

Forms

A form defines the paper size and the widths of margins.

- To select the form on which to print, select a form in the Form box.

Orientation: Portrait

Printing using the Portrait option orients the paper vertically:

- ▣ To print using portrait orientation, select the Portrait option.

Orientation: Landscape

Printing using the Landscape option orients the paper horizontally:

- ▣ To print using landscape orientation, select the Landscape option.

Copies

Specifies the number of copies to make when printing a document.

- In the Copies box, type the number of copies you want to print.

2 Sided Operation

- Select None to print on one side of the paper only.

2 Sided Operation

Specifies printing on both sides of the paper. Selecting the Long Side option results in pages that read like a book:

- ☐
- ☐ To print on both sides of the paper using the long edge, select the Long Side option.

2 Sided Operation

Specifies printing on both sides of the paper. Selecting the Short Side option results in pages that read by flipping them over like a notepad:

- ☐
- ☐ To print on both sides of the paper using the short edge, select the Short Side option.

Options Button

▣ To set additional document properties such as graphics resolution, choose the Options button.

Halftone Button

- To configure color or monochrome halftone printing, choose the Halftone button.

About Button

- To display copyright information about the printer driver, choose the About button.

Graphics Resolution

Sets the resolution at which graphics are printed. Higher resolutions produce images that are sharper and show finer detail. Higher resolutions also require more printer memory and can slow printing.

- To change resolutions, select a value from the Graphics Resolution box.

Media Type

Specifies the type of paper or media used in the printer, such as standard, glossy, or transparency.

Color: Color

☑ To print graphics in color, select the Color option.

Color: Monochrome

- ▣ To print graphics using shades of gray, select the Monochrome option.

Optimizations: Scan for Rules

Speeds printing of documents containing horizontal and vertical lines. If your printer supports the option, documents are scanned for rules by default.

- ▣ If your printer is unable to complete printing a document when the Scan For Rules option is selected, clear the option and then try printing again.

Optimizations: Print Text as Graphics

By default, device fonts are enabled and TrueType fonts are downloaded.

- Select this check box to disable device fonts and disable downloading TrueType fonts. Set this option in the Advanced Document Properties dialog within an application to make sure this setting is reflected when printing from an individual application.

Note: Use this option if the document has overlapping text and graphics. Using a device font or a downloaded TrueType font when text and graphics overlap may result in wrong output.

New Soft Font Directory

Specifies the path and directory containing new soft font files.

- ▣ Type the path and directory in the New Soft Font Directory box, and then choose the Open button.

New Soft Fonts

Lists the soft fonts available for installation.

- To install fonts, select them in the New Soft Fonts box, and then choose the Add button.

Installed Soft Fonts

Lists the installed soft fonts.

➤ To remove installed fonts, select them in the Installed Soft Fonts box, and then choose the Delete button.

Open Button

Searches the directory specified in the New Soft Font Directory box for font files.

- ▣ Type the path and directory of your font files in the New Soft Font Directory box, and then choose the Open button.

Add Button

Installs new soft fonts.

- To install fonts, select them in the New Soft Fonts box, and then choose the Add button.

Delete Button

Removes installed fonts.

- To remove installed fonts, select them in the Installed Soft Fonts box, and then choose the Delete button.

