# Contents

There are several tasks you can perform when setting printer options by using the printer setup and Options dialog boxes. Some tasks, such as specifying the paper size and source, are common to all printers. Other options, such as specifying the print quality and turning on color, are not.

The following tasks are common to all printers.

**How To...**

You can perform the following tasks only if you are using a printer that supports these features.

**How To...**

## Controlling The Darkness Of Printed Graphics

You can control the darkness of printed graphics by adjusting the intensity.

**To adjust the intensity**

1  In the printer setup dialog box, choose the Options button.

2  In the Intensity Control area, drag the scroll box towards Lighter to decrease the intensity, or towards Darker to increase the intensity. Or select the Intensity Control area and use the RIGHT ARROW or LEFT ARROW keys.

3  Specify any other options you want.

4  When you are finished, choose the OK button.

For more information about Intensity Control and other options in the Options dialog box, choose the Help button or press F1 while using the dialog box.

The setting you specify for intensity, together with the settings you specify for dithering and resolution, affect the overall appearance of graphics in your documents. You might want to experiment with these options to get the results you want.

Related Topics

Setting Dithering Options

Specifying Printing Resolution

# Setting Dithering Options

The Dithering option you select determines how detailed the graphic images will appear in your documents.

**To set a dithering option**

1   In the printer setup dialog box, choose the Options button.

2   In the Dithering area, select the Dithering option you want to use.

3   Specify any other options you want.

4   When you are finished, choose the OK button.

For more information about Dithering and other options in the Options dialog box, choose the Help button or press F1 while using the dialog box.

The setting you specify for dithering, together with the settings you specify for intensity and resolution, affect the overall appearance of graphics in your documents. You might want to experiment with these options to get the results you want.

Related Topics

Controlling The Darkness Of Printed Graphics

Specifying Printing Resolution

## Specifying the Paper Size

You can specify the size of paper you want to print on by either selecting from a list of paper sizes, or, if the printer you are using supports it, by defining your own paper size.

**To specify the paper size**
▶ In the printer setup dialog box, open the Paper Size list and select the size you want.
For more information about Paper Size and other options in the printer setup dialog box, choose the Help button or press F1 while using the dialog box.

See Also
Defining Your Own Paper Size

# Defining Your Own Paper Size

If you want to print on paper that is not one of the standard sizes, you can define your own paper size. However, some printers do not support this option.

**To define your own paper size**
1   In the printer setup dialog box, open the Paper Size list.
2   Select the User Defined Size setting.

   (This setting does not appear if your printer does not support user-defined paper sizes.)
3   In the User Defined Size dialog box, select the unit of measurement (0.1 millimeters, or 0.01 inches) you want to use for specifying the paper dimensions.
4   In the Width box, type a value for the paper width. In the Length box, type a value for the paper length.

   For example, if you want to print on paper that is 9.5-by-11 inches in size, type 950 for the width and 1100 for the length.
5   Choose the OK button.
6   In the printer setup dialog box, choose the OK button.

Note: With some Windows applications, you cannot define a paper size using the application's print setup feature. In this case, you must use the Printers option in Control Panel or the Printer Setup command in Print Manager to change the paper dimensions. If you select User Defined Size while in the application, your document will print using the paper dimensions you specified using the printer setup dialog box in Control Panel or Print Manager.

## Specifying the Paper Source

You can specify which paper feeder to use.

**To specify the paper source**

▶ In the printer setup dialog box, open the Paper Source list and select the source (for example, Upper Tray, Envelope Feed, Manual Feed) you want.

For more information about these and other options in the printer setup dialog box, choose the Help button or press F1 while using the dialog box.

## Specifying the Page Orientation

You can specify the orientation you want to use for printing.

**To specify page orientation**

▶ In the printer setup dialog box, select the Portrait or Landscape option.
For more information about these and other options in the printer setup dialog box, choose the Help button or press F1 while using the dialog box.

## Specifying Printing Resolution

You can specify the resolution (typically measured in dots per inch or DPI) at which you want to print graphic images.

**To specify the printing resolution**

▶        In the printer setup dialog box, open the Resolution list and select the resolution you want to use. For more information about Resolution and other options in the printer setup dialog box, choose the Help button or press F1 while using the dialog box.

The setting you specify for resolution, together with the settings you specify for dithering and intensity, affect the overall appearance of graphics in your documents. You might want to experiment with these options to get the results you want.

Related Topics

Setting Dithering Options
Controlling The Darkness Of Printed Graphics

## Installing Cartridge Fonts

If your printer supports cartridge fonts, the Cartridges list appears in the printer setup dialog box. This list indicates the cartridge fonts that are built into the printer driver for your printer. 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 font cartridges are properly inserted into the cartridge slots on your printer.
2   In the printer setup dialog box, select the cartridge fonts you want to use.

If you want to use cartridge fonts that are not in the Cartridges list, you need to install them. You can either use the installation program that came with the cartridges or, if you are using a Hewlett-Packard LaserJet or DeskJet (PCL) printer, you can use Font Installer. If you use Font Installer to install cartridge fonts, the fonts appear in the Cartridges list. If you use another method, the fonts do not appear in the Cartridges list, but are available to your Windows applications.

**To install cartridge fonts by using Font Installer**
1   In the printer setup dialog box, choose the Fonts button.

   (If your printer does not support Font Installer, this button will not appear in the dialog box.)

   The Font Installer dialog box appears.
2   Add the cartridge fonts you want to use.
3   Choose the Exit button.

   The cartridges with the fonts you installed now appear in the Cartridges list.

4   Select the cartridges you want to use from the list.

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

## Installing Soft Fonts

If you want to use soft fonts in your Windows applications, you need to install them. Most soft-font packages come with their own installation program. It is recommended that you use this program to install the fonts.

However, if you are using a Hewlett Packard LaserJet or DeskJet printer and your fonts are in the correct PCL format, you can install them by using Font Installer. If you are not sure what format your fonts are in, refer to the documentation that came with your fonts package.

**To install soft fonts by using Font Installer**

1  In the printer setup dialog box, choose the Fonts button.

   The Font Installer dialog box appears.

2  Add the fonts you want to use.

3  Choose the Exit button in the Font Installer dialog box.

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

# Printing TrueType Fonts As Graphics

If your document contains several or large graphic images but not much repeated TrueType text, you may want to use this feature. If your document does not contain a lot of different TrueType fonts, printing them as graphics requires less printer memory and may speed up printing time. In order to print TrueType fonts as graphics, your printer must support this feature.

**To print TrueType fonts as graphics**

1  In the printer setup dialog box, choose the Options button.

2  In the Options dialog box, select the Print TrueType As Graphics check box (this option does not appear in the Options dialog box if your printer does not support it).

3  Specify any other options you want.

4  Choose the OK button.

For more information about Print TrueType As Graphics and other options in the Options dialog box, choose the Help button or press F1 while using the dialog box.

# Printing With Color

You can print graphic images in color, if your printer supports color printing.

**To print using color**
1  In the printer setup dialog box, choose the Options button.
2  In the Options dialog box, select the Color check box.

   (If your printer supports color, the Color check box is selected automatically. If your printer doesn't support color, the Color check box does not appear in the dialog box.)
3  Specify any other options you want.

4  When you are finished, choose the OK button.

If you clear the Color check box, color graphics will print using gray scales as long as dithering is turned on. If you selected None for dithering and do not use the Color option, color graphics will print in black and white only.

For more information about the Color and Dithering options, choose the Help button or press F1 while using the Options dialog box.

## Printing On Both Sides Of The Paper

If you are using a printer that supports printing on both sides of the paper (duplex printing), you can specify how you want the paper to be turned over when printing.

**To specify how to turn over the paper**
1  In the printer setup dialog box, choose the Options button.
2  In the Duplex Printing area, select the option you want to use.

   (If your printer doesn't support duplex printing, this option will not appear in the dialog box.)
3  Specify any other options you want.

4  When you are finished, choose the OK button.

For more information about Duplex Printing and other options in the Options dialog box, choose the Help button or press F1 while using the dialog box.

## Setting Margins

If your printer supports it, you can set margins for printing. The margins you set for your printer define the printing area on a page. The margins you set in your applications are measured starting from this printing area.

In most cases, the printing area is determined by the printer driver, so you should never need to change the margins. However, if your documents are not aligned on the page the way you expect, you may try experimenting with different margin settings until you get the results you want.

**To set margins**
1   In the printer setup dialog box, choose the Options button.
2   In the Options dialog box, choose the Margins button.
3   In the Margins dialog box, select the unit of measurement (millimeters or inches) that you want to use to set the margins.
4   Type a value for the left, right, top, and bottom margins, and then choose the OK button. If you decide to use the default values instead, choose the Default button.
5   Specify any other options you want in the Options dialog box.
6   When you are finished, choose the OK button.

## Separating Print Jobs

If your printer supports job separation, you can have the printer offset (or shift) every other job. This makes it easy to determine where one job ends and the other begins.

**To separate your print jobs**
1   In the printer setup dialog box, choose the Options button.
2   Select the Job Separation check box.
3   Specify any other options you want.
4   When you are finished, choose the OK button.

For more information about Job Separation and other options in the Options dialog box, choose the Help button or press F1 while using the dialog box.

See Also
Specifying The Ouput Bin

## Specifying Printer Memory

If you are using a printer that supports different memory configurations, you can specify how much memory is available for printing.

**To specify the amount of available printer**

▶ In the printer setup dialog box, open the Memory list and select a value.

If your printer does not support different memory configurations, the Memory option will not appear in the dialog box.

For more information about Memory and other options in the printer setup dialog box, choose the Help button or press F1 while using the dialog box.

## Specifying the Number of Copies

You can print more than one copy of your document at a time if your printer supports this feature.

**To specify the number of copies you want to print**

▶ In the printer setup dialog box, type the number of copies you want to print in the Copies box. (If your printer does not support printing multiple copies, this option will not appear in the dialog box.)

For more information about Copies and other options in the printer setup dialog box, choose the Help button or press F1 while using the dialog box.

# Specifying The Output Bin

If your printer supports it, you can specify the output bin for collecting your documents while they are printing.

**To specify the output bin for your documents**
1  In the printer setup dialog box, choose the Options button.
2  Select the output bin that you want to use.

   If you are using a LaserJet IIIsi, you can select either upper or lower. If you select the upper output bin, you can use the Job Separation option to separate your documents. This option is dimmed if you select the lower output bin.
3  Specify any other options you want.

4  When you are finished, choose the OK button.

For more information about Output Bin and other options in the Options dialog box, choose the Help button or press F1 while using the dialog box.

## Specifying The Printing Medium

You can specify the printing medium (for example, paper or transparency) that you want to print on if your printer supports this feature.

**To specify the printing medium**
1  In the printer setup dialog box, choose the Options button.
2  In the Options dialog box, open the Paper Quality list and select the type of paper you want to use.
    (If your printer doesn't support different paper types, this option does not appear in the dialog box.)
3  Specify any other options you want.
4  When you are finished, choose the OK button.

For more information about Paper Quality and other options in the Options dialog box, choose the Help button or press F1 while using the dialog box.

# Specifying The Printing Quality

You can specify the print quality (for example, Draft, Letter, or Presentation) if your printer supports this feature.

**To specify the printing quality**
1  In the printer setup dialog box, choose the Options button.
2  In the Options dialog box, open the Print Quality list and select the printing quality you want.

   (If your printer doesn't support different printing qualities, this option does not appear in the dialog box.)
3  Specify any other options you want.

4  When you are finished, choose the OK button.

For more information about Print Quality and other options in the Options dialog box, choose the Help button or press F1 while using the dialog box.

## Using Page Protection

You can use the Page Protection option if your printer supports it and has over one megabyte of memory. When the Page Protection option is on, an image of each page of your document is created in your printer's memory before it is printed on paper. Turning on this option ensures that each page will print and helps prevent "21 Print Overrun" errors.

**To use page protection**
▶ In the printer setup dialog box, select the Page Protection check box.
(If the Memory option is set to one megabyte or less, the Page Protection option is dimmed. If your printer does not support page protection, this option does not appear in the dialog box.)
For more information about Page Protection and other options in the printer setup dialog box, choose the Help button or press F1 while using the dialog box.

## Printer Setup

Use this dialog box to specify printer settings for your printer. The settings you select become the default settings.

Some printers also 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 text file.

Choose one of the following buttons for more information about the printer setup dialog box. For information about which settings to use with each option, see your printer manual.

[+] Resolution
[+] Paper Size
[+] Paper Source
[+] Memory
▶ Orientation
▶ Cartridges
▶ Copies
▶ Options Button
▶ Fonts Button
▶ About Button

See Also
Installing Cartridge Fonts
Installing Soft Fonts
Specifying The Page Orientation
Specifying The Paper Size
Specifying The Paper Source
Specifying Printing Resolution
Specifying Printer Memory
Specifying The Number of Copies

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▶ Cartridges
▶ Copies
▶ Options Button
▶ About Button

See Also
Installing Cartridge Fonts
Specifying The Page Orientation
Specifying The Paper Size
Specifying The Paper Source
Specifying Printing Resolution
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Specifying The Number of Copies

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▶ Fonts Button
▶ About Button

See Also
Installing Soft Fonts
Specifying The Page Orientation
Specifying The Paper Size
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Specifying Printing Resolution
Specifying Printer Memory
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▶ Copies
▶ Page Protection
▶ Options Button
▶ Fonts Button
▶ About Button

See Also
Installing Cartridge Fonts
Installing Soft Fonts
Specifying The Page Orientation
Specifying The Paper Size
Specifying The Paper Source
Specifying Printing Resolution
Specifying Printer Memory
Specifying The Number of Copies
Using Page Protection

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▶ Copies
▶ Page Protection
▶ Options Button
▶ Fonts Button
▶ About Button

See Also
Installing Soft Fonts
Specifying The Page Orientation
Specifying The Paper Size
Specifying The Paper Source
Specifying Printing Resolution
Specifying Printer Memory
Specifying The Number of Copies
Using Page Protection

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▶ Memory
▶ Orientation
▶ Cartridges
▶ Copies
▶ Page Protection
▶ Options Button
▶ About Button

See Also
Installing Cartridge Fonts
Specifying The Page Orientation
Specifying The Paper Size
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▶ Paper Size
▶ Paper Source
▶ Memory
▶ Orientation
▶ Cartridges
▶ Options Button
▶ Fonts Button
▶ About Button

See Also
Installing Cartridge Fonts
Installing Soft Fonts
Specifying The Page Orientation
Specifying The Paper Size
Specifying The Paper Source
Specifying Printing Resolution
Specifying Printer Memory

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▶ Paper Source
▶ Memory
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▶ Cartridges
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▶ About Button

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Specifying The Page Orientation
Specifying The Paper Size
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Specifying Printing Resolution
Specifying Printer Memory

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Choose one of the following buttons for more information about the options in the printer setup dialog box. For information about which settings to use with each option, see your printer manual.

▶ Resolution
▶ Paper Size
▶ Paper Source
▶ Orientation
▶ Cartridges
▶ Options Button
▶ About Button

See Also
Installing Cartridge Fonts
Specifying The Page Orientation
Specifying The Paper Size
Specifying The Paper Source
Specifying Printing Resolution

## Printer Setup

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Some printers also 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 text file.

Choose one of the following buttons for more information about the printer setup dialog box. For information about which settings to use with each option, see your printer manual.

▶ Resolution
▶ Paper Size
▶ Paper Source
▶ Orientation
▶ Options Button
▶ About Button

See Also
Specifying The Page Orientation
Specifying The Paper Size
Specifying The Paper Source
Specifying Printing Resolution

## Options

Use this dialog box to specify the darkness and fineness of graphics and text.

These options, combined with the settings you specify for resolution, determine the overall appearance of printed graphics. You might need to experiment with different settings for these options to get the results you want.

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

▶ Dithering: None
▶ Dithering: Coarse
▶ Dithering: Fine
▶ Dithering: Line Art
▶ Intensity Control
▶ About Button

See Also
Controlling The Darkness Of Printed Graphics
Setting Dithering Options

## Options

Use this dialog box to specify the darkness and fineness of graphics and text and whether to convert TrueType fonts to graphics when printing.

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

▶ Dithering: None
▶ Dithering: Coarse
▶ Dithering: Fine
▶ Dithering: Line Art
▶ Intensity Control
▶ Print TrueType as Graphics
▶ About Button

See Also
Controlling The Darkness Of Printed Graphics
Setting Dithering Options
Printing TrueType Fonts As Graphics

## Options

Use this dialog box to specify the fineness of graphics, and the darkness and print quality of text.

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

▶ Dithering: None
▶ Dithering: Coarse
▶ Dithering: Fine
▶ Dithering: Line Art
▶ Intensity Control
▶ Print Quality
▶ About Button

See Also

Controlling The Darkness Of Printed Graphics

Setting Dithering Options

Specifying The Print Quality

## Options

Use this dialog box to specify the fineness of graphics, whether to convert TrueType fonts to graphics when printing, and the darkness and print quality of text.

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

▶ Dithering: None
▶ Dithering: Coarse
▶ Dithering: Fine
▶ Dithering: Line Art
▶ Intensity Control
▶ Print TrueType as Graphics
▶ Print Quality
▶ About Button

See Also

Controlling The Darkness Of Printed Graphics
Printing TrueType Fonts As Graphics
Setting Dithering Options
Specifying The Print Quality

## Options

Use this dialog box to specify the fineness of graphics, the type of paper to use, and the darkness and print quality of text.

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

▶ Dithering: None
▶ Dithering: Coarse
▶ Dithering: Fine
▶ Dithering: Line Art
▶ Intensity Control
▶ Paper Quality
▶ Print Quality
▶ About Button

See Also

Controlling The Darkness Of Printed Graphics

Setting Dithering Options

Specifying The Printing Medium

Specifying The Print Quality

## Options

Use this dialog box to specify the darkness and fineness of graphics and text, and whether color should be used when printing.

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

▶ Dithering: None
▶ Dithering: Coarse
▶ Dithering: Fine
▶ Dithering: Line Art
▶ Intensity Control
▶ Color
▶ About Button

See Also
Controlling The Darkness Of Printed Graphics
Setting Dithering Options
Printing With Color

## Options

Use this dialog box to specify the printing area, and the darkness and fineness of graphics and text.

These options, combined with the settings you specify for resolution, determine the overall appearance of printed graphics. You might need to experiment with different settings for these options to get the results you want.

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

▶ Dithering: None
▶ Dithering: Coarse
▶ Dithering: Fine
▶ Dithering: Line Art
▶ Intensity Control
▶ Margins Button
▶ About Button

See Also
Controlling The Darkness Of Printed Graphics
Setting Dithering Options
Setting Margins

## Options

Use this dialog box to specify the printing area, the fineness of graphics, and the darkness and print quality of text.

These options, combined with the settings you specify for resolution, determine the overall appearance of printed graphics. You might need to experiment with different settings for these options to get the results you want.

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

▶ Dithering: None
▶ Dithering: Coarse
▶ Dithering: Fine
▶ Dithering: Line Art
▶ Intensity Control
▶ Print Quality
▶ Margins Button
▶ About Button

See Also
Controlling The Darkness Of Printed Graphics
Setting Dithering Options
Setting Margins
Specifying The Print Quality

## Options

Use this dialog box to specify the printing area, the type of paper used, the fineness of graphics, and the darkness and print quality of text.

These options, combined with the settings you specify for resolution, determine the overall appearance of printed graphics. You might need to experiment with different settings for these options to get the results you want.

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

▶ Dithering: None
▶ Dithering: Coarse
▶ Dithering: Fine
▶ Dithering: Line Art
▶ Intensity Control
▶ Print Quality
▶ Paper Quality
▶ Margins Button
▶ About Button

See Also
Controlling The Darkness Of Printed Graphics
Setting Dithering Options
Setting Margins
Specifying The Printing Medium
Specifying The Print Quality

## Options

Use this dialog box to specify the printing area, the darkness and fineness of graphics and text, and whether color should be used when printing.

These options, combined with the settings you specify for resolution, determine the overall appearance of printed graphics. You might need to experiment with different settings for these options to get the results you want.

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

▶ Dithering: None
▶ Dithering: Coarse
▶ Dithering: Fine
▶ Dithering: Line Art
▶ Intensity Control
▶ Color
▶ Margins Button
▶ About Button

See Also
Controlling The Darkness Of Printed Graphics
Printing With Color
Setting Dithering Options
Setting Margins

## Options

Use this dialog box to specify the darkness and fineness of graphics, the darkness and print quality of text, and whether color should be used when printing.

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

▶ Dithering: None
▶ Dithering: Coarse
▶ Dithering: Fine
▶ Dithering: Line Art
▶ Intensity Control
▶ Color
▶ Print Quality
▶ About Button

See Also

Controlling The Darkness Of Printed Graphics

Setting Dithering Options

Printing With Color

Specifying The Print Quality

## Options

Use this dialog box to specify the printing area, the darkness and fineness of graphics, the darkness and print quality of text, and whether color should be used when printing.

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

▶ Dithering: None
▶ Dithering: Coarse
▶ Dithering: Fine
▶ Dithering: Line Art
▶ Intensity Control
▶ Color
▶ Print Quality
▶ Margins Button
▶ About Button

See Also

Controlling The Darkness Of Printed Graphics

Printing With Color

Setting Dithering Options

Setting Margins

Specifying The Print Quality

## Options

Use this dialog box to specify the darkness and fineness of graphics and text, and whether to print on both sides of the paper.

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

▸ Dithering: None
▸ Dithering: Coarse
▸ Dithering: Fine
▸ Dithering: Line Art
▸ Duplex Printing: None
▸ Duplex Printing: Long Edge
▸ Duplex Printing: Short Edge
▸ Intensity Control
▸ About Button

See Also
Controlling The Darkness Of Printed Graphics
Setting Dithering Options
Printing On Both Sides Of The Paper

## Options

Use this dialog box to specify the darkness and fineness of graphics and text, whether to print on both sides of the paper, and whether to convert TrueType fonts to graphics when printing.

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

▶ Dithering: None
▶ Dithering: Coarse
▶ Dithering: Fine
▶ Dithering: Line Art
▶ Duplex Printing: None
▶ Duplex Printing: Long Edge
▶ Duplex Printing: Short Edge
▶ Intensity Control
▶ Print TrueType as Graphics
▶ About Button

See Also

Controlling The Darkness Of Printed Graphics
Setting Dithering Options
Printing TrueType Fonts As Graphics
Printing On Both Sides Of The Paper

## Options

Use this dialog box to specify the darkness and fineness of graphics and text, and the output bin used by the printer.

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

▶ Dithering: None
▶ Dithering: Coarse
▶ Dithering: Fine
▶ Dithering: Line Art
▶ Duplex Printing: None
▶ Duplex Printing: Long Edge
▶ Duplex Printing: Short Edge
▶ Intensity Control
▶ Output Bin
▶ Job Separation
▶ About Button

See Also

Controlling The Darkness Of Printed Graphics

Separating Print Jobs

Setting Dithering Options

Specifying The Output Bin

Printing On Both Sides Of The Paper

## Options

Use this dialog box to specify the darkness and fineness of graphics and text, the output bin used by the printer, whether to print on both sides of the paper, and whether to convert TrueType fonts to graphics when printing.

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

▶ Dithering: None
▶ Dithering: Coarse
▶ Dithering: Fine
▶ Dithering: Line Art
▶ Duplex Printing: None
▶ Duplex Printing: Long Edge
▶ Duplex Printing: Short Edge
▶ Intensity Control
▶ Output Bin
▶ Job Separation
▶ Print TrueType as Graphics
▶ About Button

See Also
Controlling The Darkness Of Printed Graphics
Separating Print Jobs
Setting Dithering Options
Specifying The Output Bin
Printing TrueType Fonts As Graphics
Printing On Both Sides Of The Paper

## Options

Use this dialog box to specify the darkness and fineness of graphics and text, the type of paper, and whether color should be used when printing.

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

▶ Dithering: None
▶ Dithering: Coarse
▶ Dithering: Fine
▶ Dithering: Line Art
▶ Intensity Control
▶ Color
▶ Paper Quality
▶ About Button

See Also

Controlling The Darkness Of Printed Graphics

Setting Dithering Options

Printing With Color

Specifying The Printing Medium

## Options

Use this dialog box to specify the printing area, the darkness and fineness of graphics and text, the type of paper, and whether color should be used when printing.

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

▶ Dithering: None
▶ Dithering: Coarse
▶ Dithering: Fine
▶ Dithering: Line Art
▶ Intensity Control
▶ Color
▶ Paper Quality
▶ Margins Button
▶ About Button

See Also
Controlling The Darkness Of Printed Graphics
Setting Dithering Options
Setting Margins
Printing With Color
Specifying The Printing Medium

## Options

Use this dialog box to specify the darkness and fineness of graphics, the print quality of text, the type of paper, and whether color should be used when printing.

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

▶ Dithering: None
▶ Dithering: Coarse
▶ Dithering: Fine
▶ Dithering: Line Art
▶ Intensity Control
▶ Print Quality
▶ Color
▶ Paper Quality
▶ About Button

See Also
Controlling The Darkness Of Printed Graphics
Setting Dithering Options
Printing With Color
Specifying The Printing Medium
Specifying The Print Quality

## Options

Use this dialog box to specify the printing area, the darkness and fineness of graphics, the print quality of text, the type of paper, and whether color should be used when printing.

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

▶ Dithering: None
▶ Dithering: Coarse
▶ Dithering: Fine
▶ Dithering: Line Art
▶ Intensity Control
▶ Print Quality
▶ Color
▶ Paper Quality
▶ Margins Button
▶ About Button

See Also

Controlling The Darkness Of Printed Graphics
Printing With Color
Setting Dithering Options
Setting Margins
Specifying The Printing Medium
Specifying The Print Quality

**Resolution**

▶ Open the list, and then select the resolution you want for graphic images.
The first number represents the horizontal measurement and the second number represents the vertical measurement. For example, 240 x 144 specifies a resolution of 240 DPI (dots per inch) horizontally and 144 DPI vertically.

Generally, the higher-resolution settings produce higher-quality printing, though your documents may take longer to print.

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

**Paper Size**

▶ Open the list, and then select the size of paper or envelope you want to use.
Sizes measured in inches are the standard sizes for office and legal use in the United States. Sizes measured in millimeters are standard sizes for use in other countries.

The default paper size depends on the country that is currently selected in the Control Panel International dialog box. If United States is selected, the default paper size for most printers is letter-size (8.5-by-11 inches). If a European country is selected, the default paper size is A4.

**Paper Source**

Different printer models support different paper sources, such as the upper tray, envelope feed, and manual feed.

▶    Open the list, and then select the paper source you want to use.

**Memory**

Use this option to specify the amount of memory installed in your printer. The printer driver uses this setting to determine how much printing information, such as graphics or fonts, your printer can print.

▶ Open the list, and then select the amount of memory your printer has.
The default value for this option specifies the amount of memory your printer has in its standard configuration. You can install additional memory by inserting a cartridge or memory board in your printer. If you install additional memory, you need to change the default value.

Note: Specifying more or less memory than your printer actually has might cause the printer driver to display an Out of Memory error. 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 your dealer.

**Orientation**

▶ Select the page orientation, Portrait or Landscape, that you want for printing. With Portrait, the page is taller than it is wide when viewing the printed document upright (the document prints lengthwise on the page). With Landscape, the page is wider than it is tall when viewing the printed document upright (the document prints sidewise on the page).

**Copies**

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

The Copies option in this dialog box is independent of the Copies option that may be available in the Print dialog box of your Windows application. Usually, the Copies option in the application's Print dialog box overrides this option.

Generally, using the printer setup dialog box to specify the number of copies prints your uncollated documents faster. Specifying the number of copies from your Windows application may slow down printing, but enables you to collate the documents if your application supports this feature.

**Page Protection**

▶ Select the Page Protection check box to create an image of a page of your document in printer memory before the page is printed on paper.

The Page Protection option ensures that the pages of your document will print and helps prevent "21 Print Overrun" errors from appearing on your printer's display. You can use this option only if you have over one megabyte of printer memory and your printer hardware is configured correctly.

To configure your printer, set page protection to a value that matches the size of paper you are using. On most printers, there are four values: OFF (no page protection), LTR, (for letter size paper), LGL (for legal size paper), and A4. If the current setting for the Paper Size option is Executive, then configure your printer to use a value that most closely matches this paper size. You configure your printer hardware by using the control panel on your printer. For more information, see your printer documentation.

**Cartridges**

Use this option to specify the font cartridges you want to use.

▶ Select the cartridges you want to use from the list. The cartridges must be installed in your printer's cartridge slots before you can select them.

If the cartridge fonts you want are not shown in the list, first install them by choosing the Fonts button, and then completing the HP Font Installer dialog box. If the Fonts button is not available, you need to install the cartridge fonts using the method described by the font manufacturer. See the manual that came with your fonts package for more information.

**Options Button**

▶ Choose this button to display the Options dialog box. The Options dialog box contains additional printer options you can set.

**Fonts Button**

▶ Choose the Fonts button and complete the HP Font Installer dialog box to install fonts.

**About Button**

▶ Choose this button to display copyright information about the printer driver.

**Dithering: None**

▶ Select None to turn off dithering.

With Dithering set to None, graphics print in black and white with no gray shading.

**Dithering: None**

▶ Select None to turn off dithering.

If the Color option is selected and you select None for dithering, your printer uses seven colors (cyan, magenta, yellow, red, green, blue, and black) plus white to print graphics. Any additional color prints in one of the seven colors that most closely matches the original color. For example, orange prints in red.

If the Color option is not selected and you select None for dithering, graphics print in black and white only, with no gray shading.

**Dithering: Fine**

▶ Select Fine if you have specified a resolution value of 200 dots per inch (DPI) or less. This option produces a smoother, finer image.

**Dithering: Fine**

▶    Select Fine if you have specified a resolution value of 200 dots per inch (DPI) or less. This option produces a smoother, finer image.

This option preserves detail, but the colors may not be as bright or vibrant.

**Dithering: Coarse**

▶ Select Coarse if you have specified a resolution value of 300 dots per inch (DPI) or more.

**Dithering: Line Art**

▶ Select Line Art if the graphics you want to print include well-defined borders between black, white, and gray shadings.

Do not use this option if you are printing scanned photographs or other images that include continuous variations in intensity and hue.

**Dithering: Line Art**

▶ Select Line Art if you are not printing in color and if the graphics you want to print include well-defined borders between black, white, and gray shadings.

Do not use this option if you want to print in color or if you are printing scanned photographs or other images that include continuous variations in intensity and hue.

**Intensity Control**

Use this option to increase or decrease the darkness of graphics in your document.

▶ Move the scroll box toward Lighter to decrease the darkness and toward Darker to increase the darkness. Or use the RIGHT ARROW and LEFT ARROW keys.

**Duplex Printing: None**

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

**Duplex Printing: Long Edge**

▶ Select Long Edge to print on both sides of the paper, using the longest edge to turn the paper over.

For example, on an 8.5-by-11 sheet of paper, turning the paper over by using the long edge results in a printed page that reads like a book.

Note: The orientation setting (portrait or landscape) has no effect on this option. If you select Landscape, the printer still turns the paper over by using the long edge.

**Duplex Printing: Short Edge**

▶ Select Short Edge to print on both sides of the paper, using the shortest edge to turn the paper over.

For example, on an 8.5-by-11 sheet of paper, turning the paper over by using the short edge results in a printed page that reads by flipping it over like a notepad.

Note: The orientation setting (portrait or landscape) has no effect on this option. If you select Landscape, the printer still turns the paper over by using the short edge.

**Print Quality**

▶        Open the list, and then select the text quality you want to use for your printed document. Letter Quality is appropriate for finished documents. Draft quality is appropriate for rough drafts.

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

**Color**

▶ Select this check box to print graphics in color. Clear this check box to print graphics using gray scales or in black and white.

If you clear this check box, color graphics will print using gray scales as long as dithering is turned on. If you select None for dithering and do not use the Color option, color graphics will print in black and white only.

Most color printers can print only seven pure colors: cyan, magenta, yellow, red, green, blue, and black. White is produced by not printing on those areas of the paper.

If the image you want to print includes additional colors, use a dithering option. Dithering blends pure colors into patterns to simulate a wider range of colors. For example, a light orange color is produced by blending red and yellow on white paper.

**Print TrueType As Graphics**

This option is recommended if your document contains graphics and you are not repeating the same text frequently on a page. Printing TrueType fonts as graphics requires less printer memory, and may speed up printing time.

This option also clips characters. For example, if you are using a spreadsheet program and print using this option, only the portion of the characters that fit in a cell will print. This option is also useful if you want to print graphics over text so that only the exposed portion of a character is printed.

▶ Select this check box to print TrueType fonts as bitmap graphics.

**Paper Quality**

▶       Open the list, and then select the printing medium you want to use.
If you select Transparency, the printed images will appear darker, similar to producing bold type.

Note: Do not select Transparency when printing on regular paper. This may waste ink and cause smearing.

**Margins Button**

Use the Margins button to display a dialog box in which you can set the margins for your printer.

▶ In the Margins dialog box, select the unit of measurement (millimeter or inches) that you want to use, and then type a value for the right, left, top, and bottom margins.

The values you specify define the printing area on the page. The margins you specify in your applications are measured starting at the printing area. Because the printing area is usually defined by the printer driver, you should only need to change the margins if your documents are not aligned correctly on the page.

**Output Bin**

Use this option to select the output bin that you want to use to collect your printed documents.

▶ Open the Output Bin list and select the bin you want to use. The list of available bins depends on the printer you are using.

Note: If you are using a LaserJet IIIsi, you can select Upper or Lower. Select Upper to have pages stack face down and in the correct order (page two follows page one) in the upper output bin. Select Lower to have pages stack face up and in reverse order (the last page is on top of the stack) in the lower output bin. If you select this bin, make sure that the lower output bin on your LaserJet IIIsi printer is extended. If you select upper, you can also use the Job Separation option to separate your print jobs.

**Job Separation**

You can use this option to separate your documents by offsetting (or shifting) every other print job. This makes it easy to determine where one job ends and the other begins.

▶ To separate your print jobs, select the Job Separation check box.

Note: If you are using a LaserJet IIIsi printer, the Job Separation option is available only if you are using the upper output bin. If you are printing to a network or shared printer, do not use this option. Use the job-separation option that is provided by your shared or network print server instead.