Specifies how the document is positioned on the page, either printed across the narrow side of the paper (Portrait) or across the long side (Landscape).

Prints the document across the narrow side of the paper.

Prints the document across the long side of the paper.

Specifies the number of times that each page in the range is printed.

Note This setting does not apply to fax transmissions.

Specifies the size of paper or envelope that the document is printed on.

Specifies the paper size you want. Click a page icon to choose the size.

Specifies the tray, bin, or feed slot used to feed paper into the printer.

Restores all settings in this section of the Microsoft Fax Properties to their defaults.

Specifies the resolution of the printed image, in the number of dots per inch (dpi).

Note If transmitting a fax, higher-resolution images may require a longer transmission time and, as a result, may be more expensive.

Enlarges or reduces the size of the image printed on the page, by a percentage of the default size.

Specifies the method used to represent shades of gray on the screen.

Note If transmitting a fax, graphics represented in patterned grays may require a longer transmission time and, as a result, may be more expensive.

Represents a shade of gray as either white or black: 0 to 50 percent gray becomes white, 50 to 100 percent gray becomes black.

Represents a shade of gray as a pattern of black (printed) dots and white (unprinted) dots.

Specifies the intensity of the image on the printed page, ranging from the darkest shade of gray available to the lightest.