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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 PostScript 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 PostScript Printer Setup dialog box, select the source in the Paper Tray box. The name of the form is displayed in the Form box.

To match a form to a source

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

For help with the PostScript 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

Use the Printer Memory box to specify how much memory your printer contains.

Specifying more memory than your printer actually contains can cause printing to fail. 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 PostScript Printer Setup dialog box, type a value in kilobytes in the Printer Memory box, and then choose the OK button.

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

See Also

[Setting Up a Printer](#)

Substituting for TrueType Fonts

By default, documents that contain TrueType fonts are printed using PostScript printer fonts when the equivalent printer font is available. Substituting fonts speeds printing because it eliminates the need to download fonts to the printer. You can control which printer font is substituted for a TrueType font when you print.

To set font substitution

1. In the PostScript Printer Setup dialog box, choose the Font Substitution button.
2. In the For TrueType Font box, select the TrueType font whose printer font you want to specify. Then select the printer font you want to substitute in the Substitute Printer Font box. If you want a TrueType font to be downloaded to the printer and printed, select Download As Soft Font.

If you decide you want to reset font substitution to the default selections, choose the Defaults button.

3. Choose the OK button.

For information about how to use the TrueType Font Substitution Table 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 will print 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](#)

Collating Pages

By default, pages are collated when you print multiple copies. You can specify to print them without collation. Printing without collation speeds printing because each page is sent to the printer only once to produce multiple copies of it. 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.

When collated, pages print consecutively for each copy of the document.



When not collated, copies of each page print together.



To collate pages

▶ In the Document Properties dialog box, select the On option in the Collation area, and then choose the OK button.

To print uncollated pages

▶ In the Document Properties dialog box, select the Off option in the Collation area, 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.

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.

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 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](#)

Scaling Documents

When you print your documents, you can reduce or enlarge them using the Scaling option. When you enlarge a document, only as much of the document will print as can fit on the page.

To reduce or enlarge documents

1. In the Document Properties dialog box, choose the Options button.
2. In the Advanced Document Properties dialog box, type a value in the Scaling box.
100 represents the document's full size. A value above or below 100 enlarges or reduces the document to that percentage of full size.
3. 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 or in Black and White

By default, if your printer supports color printing, graphic images are printed in color. You can also print graphics in monochrome and in black and white only. 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.

When you print in monochrome, color graphics are printed using shades of gray.

To print in monochrome

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

When you print in black and white only, all colors are printed as black.

To print in black and white only

1. In the Document Properties dialog box, choose the Options button.
2. In the Advanced Document Properties dialog box, select the All Colors To Black check 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 a Negative Image of a Document

Printing a negative image inverts the light and dark portions of a document.

To print a negative image of a document

1. In the Document Properties dialog box, choose the Options button.
2. In the Advanced Document Properties dialog box, select the Negative Image check 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 a Mirror Image of a Document

Printing a mirror image reverses the document's image.

To print a mirror image of a document

1. In the Document Properties dialog box, choose the Options button.
2. In the Advanced Document Properties dialog box, select the Mirror Image check 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 with TrueType Fonts

By default, documents print using PostScript printer fonts. When you print, the TrueType fonts you see on the screen in your document are replaced with PostScript printer fonts when the equivalent printer font is available. If no equivalent printer font exists for a TrueType font, the TrueType font is downloaded to the printer and used for printing. The PostScript printer fonts are adjusted when necessary so that your printed document matches the appearance of your document on the screen.

You can specify to print using TrueType fonts even when a PostScript printer font is available. TrueType fonts are treated as downloaded fonts by the PostScript driver. Because downloaded fonts use memory in the printer, your documents may print more slowly when you print using TrueType fonts.

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 using TrueType fonts

1. In the Document Properties dialog box, choose the Options button.
2. In the Advanced Document Properties dialog box, select the Download TrueType Font As Softfont option, and then choose the OK button.

To print using PostScript printer fonts

1. In the Document Properties dialog box, choose the Options button.
2. In the Advanced Document Properties dialog box, select the Substitute Device Font For TrueType Font 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

[Substituting for TrueType Fonts](#)

[Setting Document Properties](#)

PostScript Printer Setup

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

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 to Tray Assignment: Paper Tray and Form](#)
- [Draw Form From Selected Tray Only](#)
- [Printer Memory](#)
- [Use Printer Halftoning](#)
- [Font Substitution Button](#)
- [Halftone Button](#)
- [About Button](#)

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

See Also

[Setting Up a Printer](#)

[Matching a Form to a Source](#)


[Specifying Printer Memory](#)

[Substituting for TrueType Fonts](#)

TrueType Font Substitution Table

By default, documents that contain TrueType fonts are printed using the PostScript printer fonts specified in the substitution table. For example, by default, the Helvetica printer font is used to print text displayed using the Arial TrueType font. Use the dialog box to control which PostScript printer font is substituted for a TrueType font when you print. If you do not want a printer font substituted for a TrueType font, you can specify to download the TrueType font for printing.

 [Font Substitution Table](#)

 [Defaults Button](#)

See Also

[Substituting for TrueType Fonts](#)

[Printing with TrueType 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.

- [!\[\]\(a88007b249b36c75dcbde101f514cec3_img.jpg\) Form](#)
- [!\[\]\(800628c068083563f747129d8b339031_img.jpg\) Orientation: Portrait](#)
- [!\[\]\(01f5879e654468630e790d983a473ee0_img.jpg\) Orientation: Landscape](#)
- [!\[\]\(ce8b778f402aca455ccdfd070a33a08d_img.jpg\) Copies](#)
- [!\[\]\(c4a503502fa8c84efaf3849039d81824_img.jpg\) 2 Sided Printing: None](#)
- [!\[\]\(a109cdb3d611d5f1b240988e8ef9c59e_img.jpg\) 2 Sided Printing: Long Side](#)
- [!\[\]\(d71c711e57cec5a823156542f63a9248_img.jpg\) 2 Sided Printing: Short Side](#)
- [!\[\]\(6882145ce9ee268a53810f22a2c366af_img.jpg\) Collation: On](#)
- [!\[\]\(e458be0fc8f668fe06ec7077ab57a22f_img.jpg\) Collation: Off](#)
- [!\[\]\(302dd0360c34eae593553dd6407038a1_img.jpg\) Options Button](#)
- [!\[\]\(7c09cc45071ea6f85630a8da02ddfacf_img.jpg\) Halftone Button](#)
- [!\[\]\(36dc87489bb6b1f9c8e746d3a40e1a1b_img.jpg\) 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](#)

[Collating Pages](#)

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.

- [!\[\]\(687b6c142f51ac6f390f8bd444e38d03_img.jpg\) Form](#)
- [!\[\]\(861b7aaa71df51b93037a486c3b17630_img.jpg\) Orientation: Portrait](#)
- [!\[\]\(605f40b2c3d6e1d01a5766f59c82e1d4_img.jpg\) Orientation: Landscape](#)
- [!\[\]\(5f28278c0ebbde07efa8ee7d80530cb7_img.jpg\) Copies](#)
- [!\[\]\(c982d49bb610fbb6c7f10026c3033e9e_img.jpg\) 2 Sided Printing: None](#)
- [!\[\]\(ad734bd1cbdd22a20e20a47a0c506662_img.jpg\) 2 Sided Printing: Long Side](#)
- [!\[\]\(687d032bfbd3369218b26cad5ce7e2bc_img.jpg\) 2 Sided Printing: Short Side](#)
- [!\[\]\(eea6975ac67ca1c48d0ebcc9693a8838_img.jpg\) Options Button](#)
- [!\[\]\(4cefaffda8181364f7d47cd1750f1598_img.jpg\) Halftone Button](#)
- [!\[\]\(474a90b2fd64c8423c73c446255ce4ad_img.jpg\) 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](#)
- [Collation: On](#)
- [Collation: Off](#)
- [Options Button](#)
- [Halftone Button](#)
- [About Button](#)

See Also

[Setting Document Properties](#)

[Selecting a Form](#)

[Specifying the Page Orientation](#)

[Specifying the Number of Copies](#)

[Collating Pages](#)

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.

- [!\[\]\(31b03e46ee8a80a1f1467b8c03bd76e8_img.jpg\) Form](#)
- [!\[\]\(7d9665ff04f9d2270c38081c6215a724_img.jpg\) Orientation: Portrait](#)
- [!\[\]\(7cea648fec4dfc1e99934873e9173b69_img.jpg\) Orientation: Landscape](#)
- [!\[\]\(48ceb66414885cacc3f139b4fa359213_img.jpg\) Copies](#)
- [!\[\]\(01a1fc700f38e6e09ee62e6a9c54d804_img.jpg\) Options Button](#)
- [!\[\]\(833c1865792a2399365d8193854ceab7_img.jpg\) Halftone Button](#)
- [!\[\]\(5b4802b5ab32e2afe0a3214e088c55e2_img.jpg\) 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.

- [Appearance: Resolution](#)
- [Appearance: Scaling](#)
- [Appearance: Color](#)
- [Appearance: All Colors to Black](#)
- [Appearance: Negative Image](#)
- [Appearance: Mirror Image](#)
- [TrueType Font Substitution: Substitute Device Font](#)
- [TrueType Font Substitution: Download TrueType Font](#)
- [Page Independence](#)

See Also

[Setting Document Properties](#)

[Specifying Printing Resolution](#)

[Printing in Color](#)

[Downloading TrueType Fonts](#)

Page Independence

Selecting the Page Independence check box allows pages to be printed or previewed out of order. Use this option if you are generating output to be used by a page imposition program or a PostScript preview program.

If you are printing directly to a printer, to improve print speed, do not check this option.

- ▶ To preview a page or print it out of sequence, select the Page Independence check box.

Form To Tray Assignment: Paper Tray and Form

A form defines a paper size and the widths of margins. You can assign a form to each of your printer's paper sources. Many printers support more than one source of paper, for example upper and lower trays. Use the Paper Tray and Form box 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 assign a form to a tray, select the tray, then choose the Change button. From the list of form types, select a form and choose OK.

If there a form type is assigned to multiple trays, then <Auto Select> appears next to the Form title. When forms are assigned to multiple trays, Windows NT will draw the from form the next tray in the list to which the form is assigned until the tray is empty. Then Windows NT will draw the form from the next available tray in the list to which the same form is assigned.

You can also assign a particular form to be drawn from a selected tray only. For more information, see help for the Draw Form From Selected Tray Only option..

Draw Form From Selected Tray Only

This option lets you control how a form is taken from different printer trays, if that form is assigned to more than one tray. When this option is selected for a form and tray, the printer will only take the form from the tray it is assigned to, even if the form is assigned to multiple trays. If the tray is empty, the document will not print. Only one paper tray can be selected to be the single source for a selected form.

- ▶ To assign a form to a particular tray, select the paper tray and form type, then choose Draw Form From Selected Tray Only. An asterisk appears next to the selected form name to indicate that the form will be taken from this tray only.
- ▶ To change the paper tray as a single source for a form, select a new tray, then choose Draw Form From Selected Tray Only.
- ▶ To stop using only one tray for a form, select the form and tray entry that has an asterisk, then choose Draw Form From Selected Tray Only to remove the mark in the checkbox.

Printer Memory

Specifies the amount of memory installed in your printer.

- ▶ Type the amount of memory in the Printer Memory box.

Use Printer Halftoning

Selecting the Use Printer Halftoning check box disables the halftone and color configuration available through Windows NT. Halftone printing is processed at the printer.

- ▶ To process halftone output at the printer, select the Use Printer Halftoning check box.

Font Substitution Button

▶ To specify which PostScript printer font prints in place of a TrueType font, choose the Font Substitution 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.

Form

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 Printing

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

2 Sided Printing

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 Printing

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.

Collation: On

When collated, pages print consecutively for each copy of the document.




To collate pages, select the On option.


Collation: Off

When not collated, copies of each page print together.



 To print uncollated pages, select the Off 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.


Appearance: Resolution

Sets the resolution at which graphics are printed. Higher resolutions produce images that are sharper and show finer detail.

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

Appearance: Scaling

Reduces or enlarges documents. When you enlarge a document, only as much of the document will print as can fit on the page.

 To reduce or enlarge a document, type a value in the Scaling box. 100 represents the document's full size. A value above or below 100 enlarges or reduces the document to that percentage of full size. The scaling limit is 1000%.

Appearance: Color

To print in color, select the Color check box. To print in monochrome, clear the Color check box.


Appearance: All Colors To Black

Prints all colors in black rather than in shades of gray.

To print in black and white only, select the All Colors To Black check box.

Appearance: Negative Image

Inverts the light and dark portions of a document.

 To print a negative image of a document, select the Negative Image check box.

Appearance: Mirror Image

Reverses the document's image.

 To print a mirror image of a document, select the Mirror Image check box.

TrueType Font Substitution: Substitute Device Font


By default, documents containing TrueType fonts are printed using equivalent PostScript fonts.

To print using PostScript printer fonts, select the Substitute Device Font For TrueType Font option.


TrueType Font Substitution: Download TrueType Font

Prints documents using downloaded TrueType fonts rather than PostScript printer fonts.
 To print using TrueType fonts, select the Download TrueType Font As Softfont option.

Font Substitution Table

 In the For TrueType Font box, select the TrueType font whose printer font you want to specify. Then select the printer font you want to substitute in the Substitute Printer Font box. If you do not want a printer font substituted for the TrueType font, select Download as Soft Font.

Defaults Button

 To reset font substitution to the default selections, choose the Defaults button.

