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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...

[Control The Darkness Of Printed Graphics](#)

[Set Dithering Options](#)

[Specify The Page Orientation](#)

[Specify The Paper Size](#)

[Specify The Paper Source](#)

[Specify Printing Resolution](#)

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

How To...

[Install Cartridge Fonts](#)

[Install Soft Fonts](#)

[Print TrueType Fonts As Graphics](#)

[Print On Both Sides Of The Paper](#)

[Print With Color](#)

[Specify Printer Memory](#)

[Specify The Number of Copies](#)

[Specify The Printing Surface](#)

[Specify The Print Quality](#)

Controlling The Darkness Of Printed Graphics

You can control how dark or light graphics in your documents print 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 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 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 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

In the printer setup dialog box, you can specify the size of paper you want to print on. You can either select from a list of paper sizes, or, if the printer you are using supports it, you can define 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. Sizes that are measured in inches are standard sizes for office and legal use in the United States. Sizes that are measured in millimeters are standard sizes in other countries.

For more information about Paper Size and other options in the printer setup dialog box, choose the Help button 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 will 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 (millimeters, or inches) you want to use for specifying the paper dimensions.
- 4 Type a value for the paper width in the Width box and for the paper length in the Length box.
- 5 Choose the OK button.
- 6 In the printer setup dialog box, choose the OK button.

For more information about Paper Size and other options in the printer setup dialog box, choose the Help button while using the dialog box.

Specifying the Paper Source

In the printer setup dialog box, 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 while using the dialog box.

Specifying the Page Orientation

In the printer setup dialog box, 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.
With Portrait, the page is taller than it is wide when viewing the printed document upright. With Landscape, the page is wider than it is tall when viewing the printed document upright.

For more information about these and other options in the printer setup dialog box, choose the Help button 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. Generally, the higher-resolution settings produce higher-quality graphics. However, your documents may take longer to print.

To specify the printing resolution

► In the printer setup dialog box, open the Resolution list and select the resolution you want to use.

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 horizontally and 144 DPI vertically.

For more information about Resolution and other options in the printer setup dialog box, choose the Help button 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 with a list of cartridge fonts that are built into the printer driver for your printer. You can make these fonts available to 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 listed in the Cartridges list, you will need to install them. You can either use the installation program that comes with the cartridges or, if you are using a Hewlett-Packard LaserJet or DeskJet family printer, you can use Font Installer.

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 in the Font Installer dialog box.
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 programs and it is recommended that you use this program to install the fonts.

However, if you are using a Hewlett Packard LaserJet or DeskJet Family 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 information that comes 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 printer supports printing TrueType fonts as graphics and your document contains a lot of graphics but not a lot of repeated TrueType text, it is recommended that you use this feature. Printing TrueType fonts as graphics requires less printer memory and may speed up printing time.

This option is also useful if you want to print graphics over text such that only the exposed portion of a character is displayed.

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 options will 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 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 doesn't support color, 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.

If you do not select 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 select 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 while using the Options dialog box.

Printing On Both Sides Of The Paper

Some printers support duplex printing (printing on both sides of the paper). If you are using such a printer, you can specify how you want the paper to be turned over when printing. You do this by selecting a Duplex Printing option.

To select a duplex printing option

- 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 while using the dialog box.

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 printer driver uses this setting to determine how much printing information, such as graphics and fonts, your printer can print on each page.

To specify the amount of available printer memory you have

- ▶ In the printer setup dialog box, open the Memory list and select a value.
The default value for this option specifies the amount of memory your printer has in its standard configuration. If you install additional memory, you need to change the 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 while using the dialog box.

Note Specifying less memory than your printer actually has might cause the printer driver to display an Out of Memory error when printing large documents with a lot of graphics or TrueType fonts. Specifying more memory than your printer has might also cause a printer Out of Memory error. If you do not know how much memory is installed in your printer, refer to your printer manual, manufacturer, or dealer.

Specifying the Number of Copies

If your printer supports it, you can print more than one copy of your documents at a time by using the Copies option.

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 while using the dialog box.

Specifying The Printing Surface

If your printer supports it, you can specify the surface (for example, paper or transparency) that you want to print on.

To specify the printing surface

- 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 printing surface you want to use.
(If your printer doesn't support different printing surfaces, 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 Paper Quality and other options in the Options dialog box, choose the Help button while using the dialog box.

Specifying The Printing Quality

If your printer supports it, you can specify the print quality (for example, Draft or Letter) that you want to use for printing your documents.

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 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 Print Quality and other options in the Options dialog box, choose the Help button 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 for them to work properly with Windows. For a list of printers and their required DIP switch settings, see the PRINTERS.TXT 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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- 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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[Installing Cartridge Fonts](#)

[Specifying The Page Orientation](#)

[Specifying The Paper Size](#)

[Specifying The Paper Source](#)

[Specifying Printing Resolution](#)

[Specifying Printer Memory](#)

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- 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](#)

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- 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 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 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 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 darkness and fineness of graphics and text, how much printer memory to use, 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 darkness and fineness of graphics and text, how much printer memory to use, 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, 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 Surface](#)

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 Surface](#)

[Specifying The Print Quality](#)

Resolution

 Open the list and 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 horizontally and 144 DPI vertically.

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

The resolution you select, combined with the settings you specify in the Options dialog box for Intensity Control and Dithering, determine the overall appearance of graphic images. You might need to experiment with different settings to get the results you want.

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 select the size of paper or envelope you want to print on.

Sizes that are measured in inches are the standard sizes for office and legal use in the United States. Sizes that are 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 1/2 by 11 inches). If a European country is selected, the default paper size is A4.

With some printers, you can specify a custom paper size.

-  To use a paper size not included in the list, select User Defined Size. A dialog box appears in which you can specify the unit of measurement (millimeters or inches) and the paper width and height. When you have completed the dialog box, choose the OK button.

Note You cannot define a paper size using the Printer Setup command in a Windows application. If you select User Defined Size while in a Windows application, Windows uses the paper dimensions you specified using the printer setup dialog box in Control Panel or Print Manager. To change the paper dimensions, you must use the Printer option in Control Panel or the Printer Setup command in Print Manager.


Paper Source

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

- Open the list and 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 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 less memory than your printer actually has might cause an Out of Memory error when printing large documents with a lot of graphics or TrueType fonts. If you do not know how much memory is installed in your printer, refer to your printer manual, manufacturer, or 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.
With Landscape, the page is wider than it is tall when viewing the printed document upright.

Copies

 Type the number of copies you want to print in the Copies box.

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 slows down printing, but you can collate the documents if your application supports this feature.


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 cartridges you want are not shown in the list, first install them by choosing the Fonts button and then by completing the HP Font Installer dialog box.


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.

Graphics print in only 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 in the images print 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 will print in only black and white, with no gray shading.

Dithering: Fine

Select Fine if you have specified a resolution value of 200 dots per inch 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 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 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 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 over the paper.

For example, on an 8 1/2 x 11 sheet of paper, turning over the paper 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 will still turn over the paper 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 over the paper.

For example, on an 8 1/2 x 11 sheet of paper, turning over the paper 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 will still turn over the paper by using the short edge.

Print Quality

 Open the list and 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.

Color

Use this option to specify whether color should be used when printing graphics.

Select this check box to turn on the color feature. Clear the check box to print in black and white.

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. It requires less printer memory to print your document and may speed up printing time.

This option also clips characters. For example, if you are using a spreadsheet program 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 such that only the exposed portion of a character is displayed.

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

Paper Quality

 Open the list and select the printing medium you want to use.

If you select Transparency, the printer will print darker, similar to producing bold type.

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