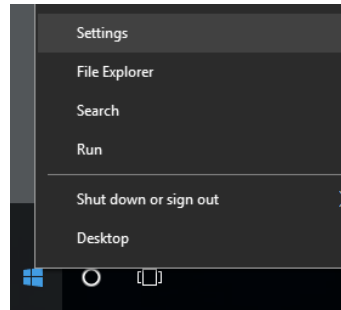


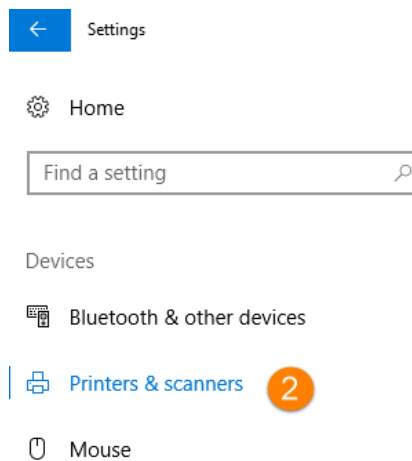


## Printing Basics – Default Printer Settings

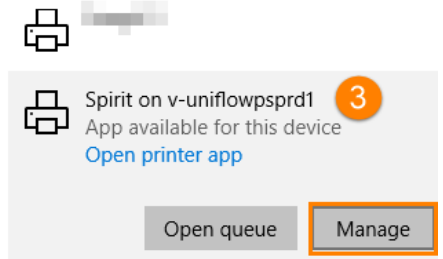
1. On your PC, right-click the **Start** button and click **Settings**.
2. Select **Devices** and then select **Printers & scanners**.



3. A list of printers will be displayed. Click on the chosen printer and select **Manage**. Then select **Printing preferences**.



### Printers & scanners



**Page Size:** Enables you to select the paper size prepared by the application.

**Output Size:** Enables you to select the actual paper size to be printed on. If you select a size that differs from the \*Page Size] setting, the document is automatically enlarged or reduced to fit the \*Output Size] setting.

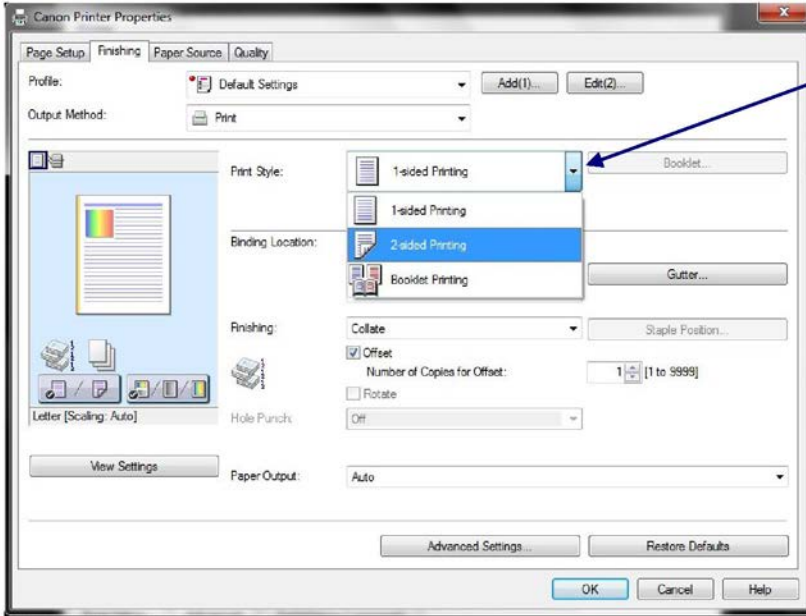
**Copies:** Enables you to set the number of copies to be printed.

**Orientation:** Enables you to select the print orientation with respect to the direction in which the page is fed through the printer.

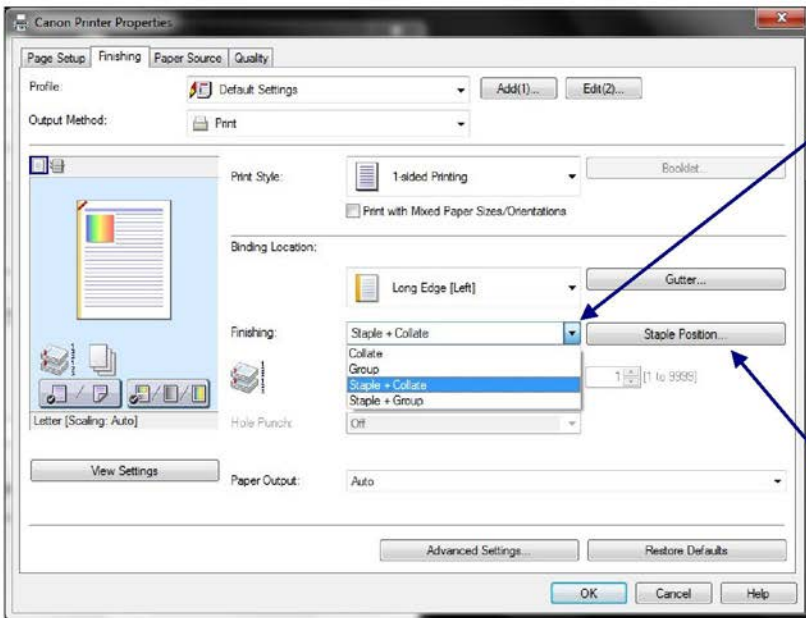




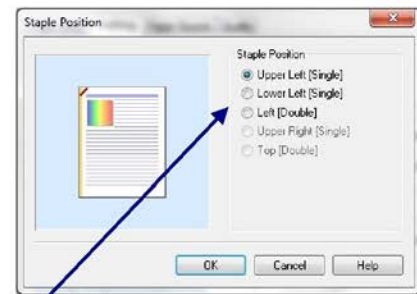
## Printing Basics - Finishing



**Print Style:** Enables you to select between single-sided, 2-sided and booklet printing. Booklet printing allows you to bind printed documents into a booklet by printing 2 pages of a document onto each side of the paper, such that they can be folded in half to create a booklet (4 pages of a document are printed onto one sheet of paper).



**Finishing:** When printing multiple copies, enables you to set the order of pages and whether to staple the pages.

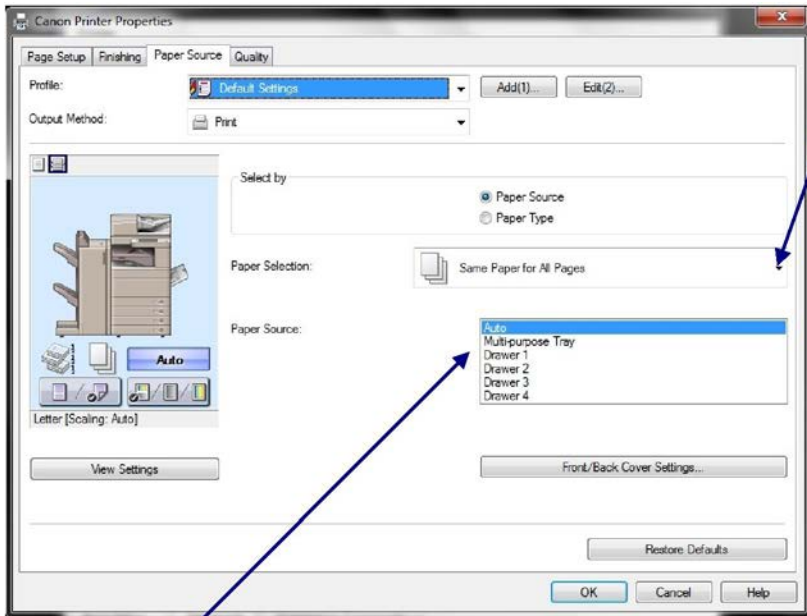


**Staple Position:** Outputs the pages in the order specified for [Collate] or [Group] stapled together. Clicking [Staple Position] enables you to set the position of the staple(s).





## Printing Basics - Paper Source



**Paper Source:** Here you can specify the paper source used to output your print. This is useful if printing on a select media through the Multi-purpose tray.

**Paper Selection:** You can change the paper source method depending on the page.

[Same Paper for All Pages]

Enables you to set the paper source or paper type for all pages.

[Different for First, Others, and Last], [Different for First, Second, Others, and Last]

Enables you to set the paper sources or paper types for each of the pages indicated.

[Different for Cover and Others]

Enables you to set the paper sources or paper types for the cover and other pages.

Required condition: Select [Finishing] sheet → [Print Style] → [Booklet Printing]

[Insert Sheets]

Inserts sheets of paper between the specified pages. Click [Insert Sheets Settings] to configure settings relating to the inserted sheets. Select the original paper from [Original Paper Source] or [Original Paper Type].

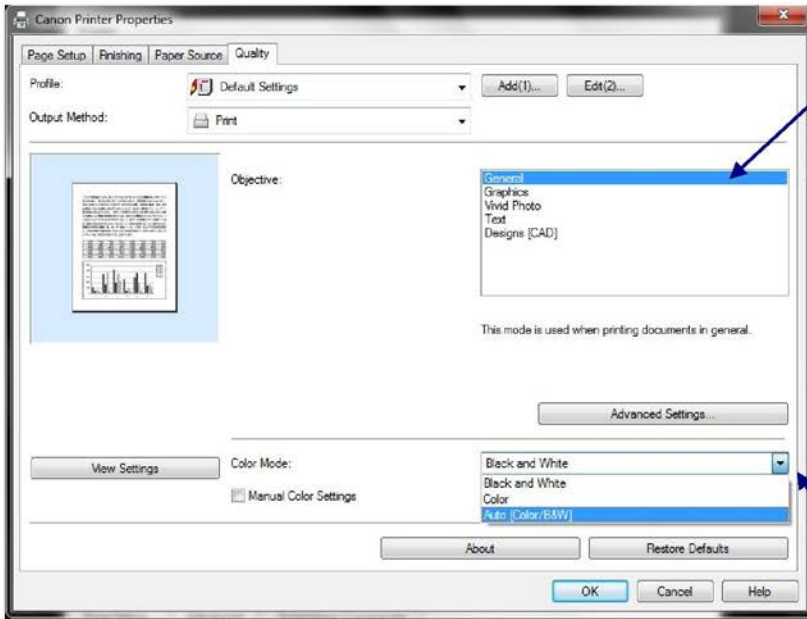
[Transparency Cover Sheets]/[Transparency Interleaving]

When printing on transparencies, inserts paper sheets between each transparency. Select the paper source or paper type for [Interleaf Sheets] and [Transparencies]. Selecting [Print on Insert Sheets] prints on the interleaf sheets as well.





## Printing Basics - Quality



**Objective:** Enables you to set a print quality mode that matches the purpose of the document by simply selecting a setting.

**Color Mode:** If available on the device you are printing to, enables you to switch between color printing and grayscale (black and white) printing. Selecting \*Auto \*Color/B&W]] enables the printer to automatically detect whether each page should be printed in color or grayscale.

