Displays the paper or envelope sizes supported by your printer. Click the size you want to use. If your printer supports custom paper sizes, a Custom icon appears. You can click it and then click **Custom** to specify a paper size.

A red circle with a line through one of the paper icons means that you can choose that paper size, but there is some other setting that you must also change before your printer can print on that size of paper. The other setting may be in this dialog box, such as the paper tray setting, or it may be a setting on your printer.

Click this to specify a custom paper size. You can define up to three custom sizes at a time, if your printer supports it.

If this button is unavailable, under **Paper Size** first click a Custom Paper icon.

Specifies where the paper you want to use is located in the printer. Different printer models support different paper sources, such as the upper tray, envelope feed, mixed bins, and manual feed.

If you click **AutoSelect Tray**, the printer uses the paper tray that supports the paper size you have chosen.

Specifies the type of printing medium you want to use, such as paper or transparencies. Do not select **Transparency** when printing on regular paper. This may waste ink and cause smearing.

Specifies which output bin to use for your printed document. Some printers have more than one output bin you can use for sorting your documents.

Sets the number of copies you want printed. You can print from 1 to 999 copies. If you print an EPS file, this option is ignored.

Some programs override this setting.

Specifies how many pages of your document to print on one piece of paper. For example, **1 up** prints one page of your document per piece of paper; **2 up** prints two pages on one piece of paper, dividing the paper in half.

This option is ignored if you print an EPS file.

Determines how the document is positioned on the page. Click **Portrait** or **Landscape** to see an example. In Landscape mode, you also have the option of rotating the image. Select the **Rotated** check box to see an example.

To see the current dimensions of the page (the paper size and the unprintable margins), point to the page icon, and then press and hold down the mouse button.

Specifies how you want to turn the page if you print on both sides. When you print on two sides of the page, your document can be read differently depending on the way it is printed. For example, you could have the pages of your document turn like a book or like a calendar. Click the **Flip On Long Edge** and **Flip On Short Edge** options for an illustration of how the printed document will look.

Resets the settings in this dialog box to the original values.

Displays copyright information.

Displays the margins (the area of the page that is unavailable for printing).

If you change these settings, be sure to check your printer manual. Some printers have built-in margins. If the built-in margins are greater than the margins you specify here, the text in your document could be cut off.

Click this to specify more options for how you want your document to be printed.

Displays settings specific to your printer. You can change the settings by clicking the setting and then specifying a new value in **Change Settings**.

Enables you to change the value for the selected setting.

Specifies the amount of memory in your printer.

If the value here does not match the amount of memory on your printer, you may need to change it if you have problems printing.

Lists the options that you can install in your printer. For more information, see your printer manual.

Enables you to change the setting for the selected option.

Specifies the resolution you want for printing, in dots per inch (dpi). Higher-resolution settings produce higher-quality printing; however, your documents may take longer to print.

The resolutions available depend on your printer's capabilities.

Specifies values for the number of lines per inch (frequency) and angle of the pattern that you want to use for halftone screens. If you are getting a moiré pattern when you print graphics such as photographs or detailed images, you may want to adjust these settings. However, the default printer settings should work in most cases.

Do not change these settings unless you have experience using halftones. To return to the default settings after you have made changes, click **Use printer's settings**.

Prints a negative of the image by complementing the RGB values or reversing the black and white values. Click this option to see an example.

Prints a mirror image of your document by reversing the horizontal coordinates. Click this option to see an example.

Specifies the size of the image to print. You can specify from 25 percent to 400 percent of the original size. 400 percent prints an image four times larger than the original.

Specifies whether to download PostScript fonts to the printer. If you click **Native Format**, the PostScript font files are downloaded to the printer before your document is printed. If you click **Don't Send**, no fonts are downloaded.

This does not affect downloading of TrueType fonts.

Specifies how TrueType fonts are downloaded. For scalable outlines (Type 1), click **Outlines**; for bitmaps (Type 3), click **Bitmaps**. If you click **Don't Send**, no TrueType fonts are downloaded.

Specifies the size of the font (in pixels) at which the PostScript driver should switch from downloading TrueType fonts as bitmap (Type 3) fonts to downloading them as outline (Type 1) fonts. The most efficient threshold value will vary depending on the printing resolution. For example, at 300 dpi it becomes more efficient to start downloading TrueType fonts as outlines when fonts are about 25 points or larger.

If this value is 0, outline (Type 1) fonts will always be sent.

Specifies whether to use system TrueType fonts instead of printer fonts when the same font is found on both the computer and the printer. By default, the printer fonts are used.

Using printer fonts can speed up printing because the TrueType fonts do not have to be downloaded. However, the fonts in the printed document may not exactly match the fonts on your screen.

Substitutes a PostScript printer font for the common TrueType fonts used in your document. This can speed up printing because the TrueType fonts do not have to be downloaded.

By default, common TrueType fonts are substituted when printing, but uncommon ones are downloaded to the printer. Click **Edit the Table** to customize which TrueType fonts get downloaded and which printer fonts should be substituted for which TrueType fonts.

If you substitute a printer font for a TrueType font, the printed document may not match the look of the document on the screen.

Uses font-matching rules to find the best PostScript font to substitute for TrueType fonts in your document. TrueType fonts will not be downloaded when your document is printed. This can speed up printing, but the printed fonts may not exactly match the fonts on your screen.

Downloads TrueType fonts to the printer when your document is printed. This ensures that your printed document looks the same as it does on your screen, but printing may take longer.

The TrueType fonts are sent in the format specified in the **Send Fonts As** dialog box. Click **Send Fonts As** to specify the format.

Click this to view or change the font substitution table.

Click this to specify how you want to send fonts to your printer.

Enables you to view or change the fonts that will be substituted for TrueType fonts. Click the TrueType font you want to change, and then open the list below and click the new substitution.

Enables you to change which font will be substituted for the selected TrueType font.

Specifies the format for PostScript files. In general, use **PostScript (optimize for speed)** for printing a document.

To create a file that conforms to the Adobe Document Structuring Conventions (ADSC), click **PostScript (optimize for portability - ADSC)**. Each page of the document will be a fully self-contained object. This is useful if you want to create the PostScript file and print it on a different printer.

If you want to include this file as an image in another document that will be printed from a different program, click **Encapsulated PostScript (EPS)**.

The **Archive format** creates a PostScript data stream that gets stored in a file that you can use later. This does not take advantage of any printer device features.

If you have an HP printer that supports both PostScript and another printer language, you may need to click **Archive PJL**. This notifies the printer that the document is being printed in a different printer language.

Specifies whether to send header information to the printer each time you print a document.

If you print to a local printer, you can save printing time by sending the header information to your printer only once. However, sending header information each time you print a document is sufficient for most types of printing, and is especially recommended if you print to a shared network printer or to a file on a disk.

This setting is ignored for EPS and Archive formats.

\# Sends header information to the printer.

Specifies whether to print PostScript error messages after your document has been printed. The PostScript printer driver can detect certain errors that Windows cannot. If you are having printing problems, click this option. This information may help you, a system administrator, or a product-support representative determine what caused the problem.

The error message information is not included in EPS format.

Specifies how long the print job can take to get from the computer to the printer before the printer stops trying to print the document.

If you specify 0, the printer will continue trying to print indefinitely.

Specifies how long the printer should wait to get more PostScript information from the computer. After the specified time passes, the printer will stop trying to print the document and will print an error message. If you are trying to print a very complicated document, you may want to increase this value.

If you specify 0, the printer will wait indefinitely.

Click this to change advanced PostScript settings.

Provides a space for you to type a name for this custom paper size. You can define up to three custom sizes at one time.

Specifies the width of your custom paper size.

Specifies the length of your custom paper size.

Specifies whether you are using inches or millimeters.

Rotates the document 90 degrees when printing on a roll-fed device. Depending on the size of the printed page, you may save paper if you rotate the page when printing.

Specifies where the page for your document should start, relative to the edge of the roll of paper that is perpendicular to the feed direction. For example, you may not want the edge of your document to be placed on the edge of the roll of paper. Specify how far away it should be placed.

Specifies where the page for your document should start, relative to the edge of the roll of paper that is parallel to the feed direction. For example, you may not want the edge of your document to be placed on the edge of the roll of paper. Specify how far away it should be placed.

Specifies which level of PostScript language to use. Some printers support both level 1 and 2. If your printer supports level 2, it is probably best to use level 2.

Specifies whether to compress graphics before sending your document to the printer. If you are using PostScript level 2, or if you are using PostScript level 1 and a printer connected to a serial port, click **Compress bitmap images**. For PostScript level 1 and a printer connected to a parallel port or a network printer, click **No bitmap compression**.

Sends data in ASCII format (7-bit), which may take longer to print but can be sent through any I/O channel, such as a serial, parallel, or network port.

If you select this option and you see a **Send Mode** button, click it to switch your printer to ASCII for future print jobs.

Sends all data except special control characters in binary (8-bit) format. This format can be sent over parallel or serial communications ports and is faster than sending data in ASCII format.

If you select this option, click **Send Mode** to switch your printer to Binary Communications Protocol (BCP) for future print jobs.

Sends all data except special control characters in binary (8-bit) format. This format can be sent over parallel or serial communications ports and is faster than sending data in ASCII format.

Sends all data in pure binary format, which is the fastest format to print but can be sent only over network cables or AppleTalk.

Sends a CTRL+D to notify the printer that the current job has finished printing and to reset the printer. If you are printing over a UNIX-based network, such as Banyan VINES, AT&T StarGROUP, or Sun, you may need to clear these settings.

Sends a message to the printer to turn on the selected protocol (either ASCII or Binary Communications Protocol) for future print jobs.

Specifies whether you want the colors in your document to be adjusted before printing so that the printed page more closely matches the colors you see on your screen.

If you choose to use this feature, click the button to specify exactly how you want the colors adjusted.

Specifies that the calculations for color matching be performed on the computer that the document is being sent from before the document is sent to the printer.

Specifies that the calculations for color matching be performed on the printer. A set of rules for mapping the colors will be created and then downloaded to the printer. The printer will use these rules to adjust the colors in the document.

This option is available only for level 2 printers.

Specifies that the calculations for color matching be performed on the printer. The set of rules for mapping the colors has already been downloaded to the printer, so they will not be created or downloaded again.

This option is available only for level 2 printers.

Specifies how you want your color images created to produce the best-looking image on the printed page. If you are printing a chart or using fully saturated, bright colors, it's best to click **Saturation**. For photographs or pictures where the colors blend together, use **Contrast**.

If your document has a color for which you need an exact match, and you are sending the document to a printer that has that specific color of ink, click **Colormetric**.

Specifies the amount of nonprintable space (margin) on the left side of the page.

Specifies the amount of nonprintable space (margin) on the right side of the page.

Specifies the amount of nonprintable space (margin) at the top of the page.

Specifies the amount of nonprintable space (margin) at the bottom of the page.

Help is available for each item in this group. Click ? at the top of the dialog box, and then click the specific item about which you want information.

To view the information in this Help file

1 Click here   <OBJECT id=hhctrl type="application/x-oleobject" classid="clsid:adb880a6-d8ff-11cf-9377-00aa003b7a11" codebase="hhctrl.ocx#Version=4,71,1111,0" width=12 height=12>

    <PARAM name="Command" value="ShortCut">

    <PARAM name="Button" value="bitmap:shortcut">

<PARAM name="Item1" value=",rundll, SHELL32.DLL,SHHelpShortcuts_RunDLL PrintersFolder, 0">

</OBJECT>

  to open the **Printers** window.

2 Click the icon for the printer you are using.

3 On the **File** menu, click **Properties**.

4 For Help on an item, click ⍰ at the top of the dialog box, and then click the item.

This file is not meant for browsing