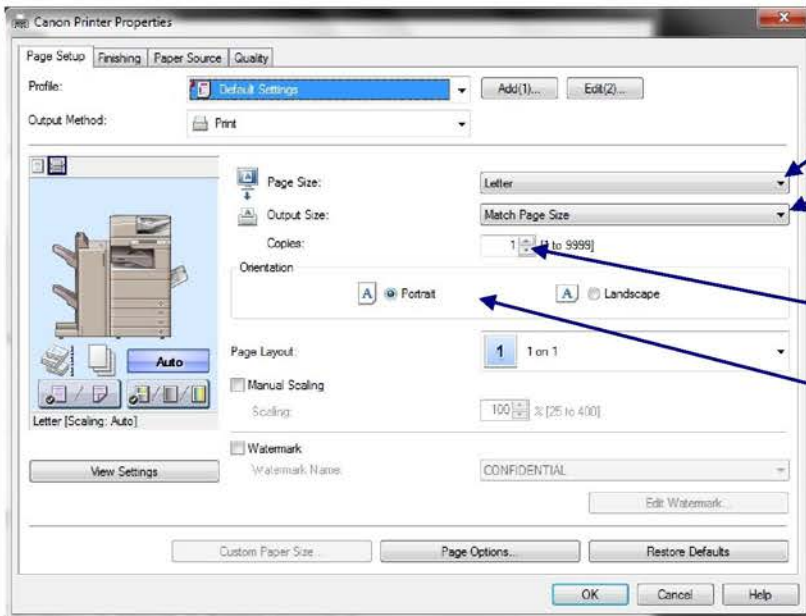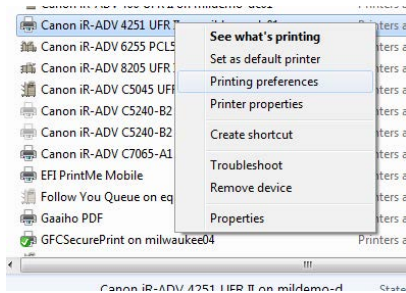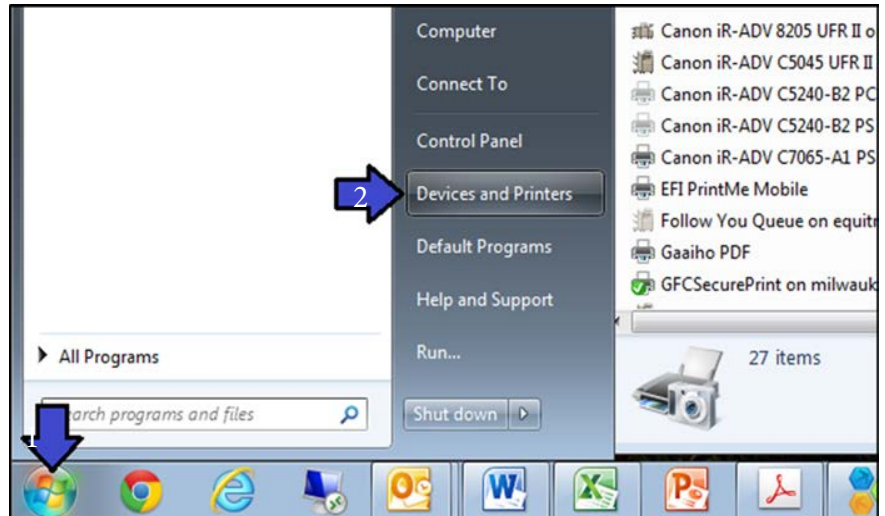# *Printing Basics –* *Default Printer Settings*

1. From your PC, click on the **Windows** icon in the lower left hand corner (otherwise known as the "**Start**" Menu).

2. Select **Devices and Printers**

3. A list of printers will be displayed. Right-click on the chosen printer and select "Printing Preferences"
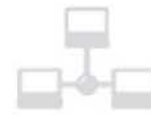
Page Size: *Enables you to select the paper size prepared by the application.*

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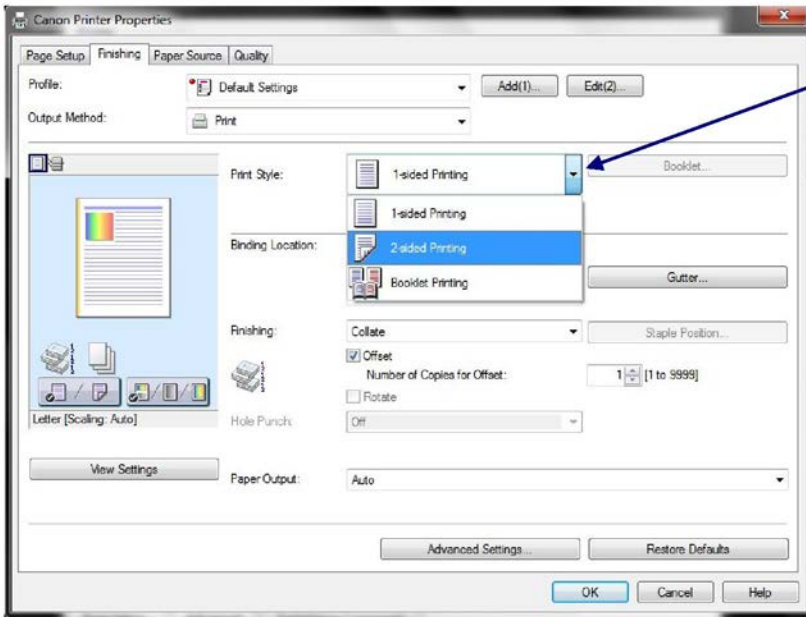
Copies: *Enables you to set the number of copies to be printed.*

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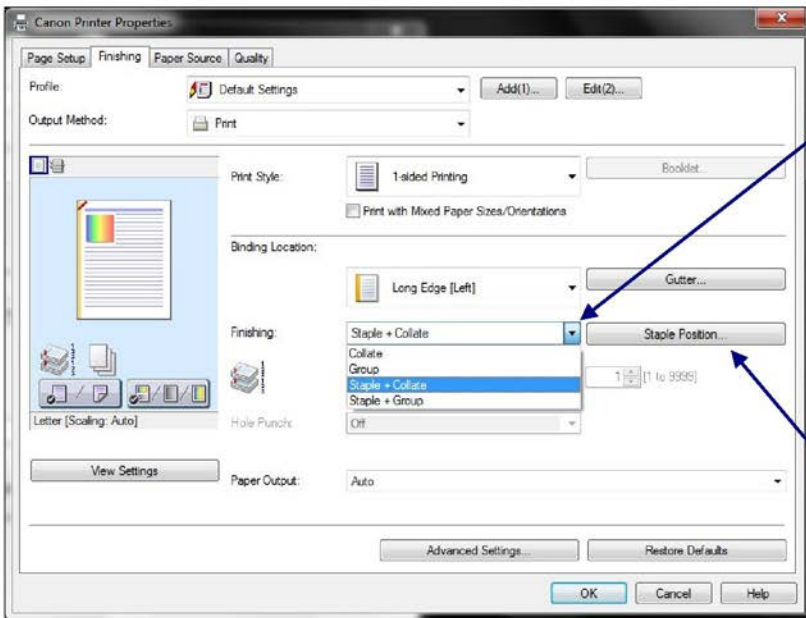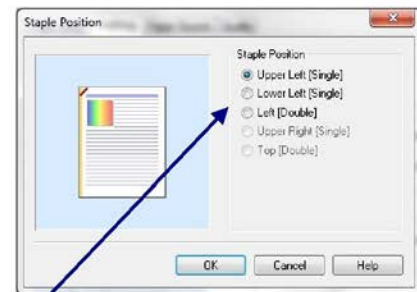
Printing Basics - *Finishing*

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.*
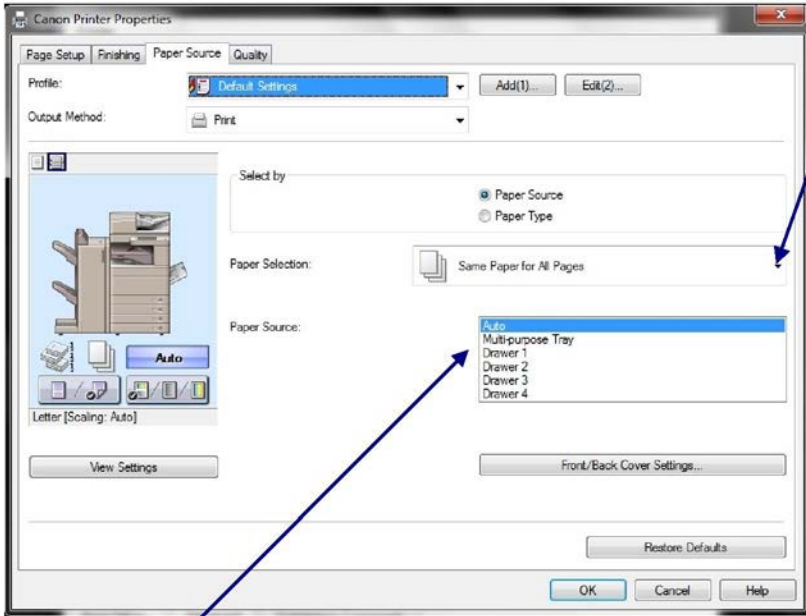

Staple Position: *Outputs the pages in the order specified for [Collate] or [Group] stapled together. Clicking [Staple Position] enables you to set the position of the staple(s).*

Printing Basics - *Paper Source*

Paper 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].

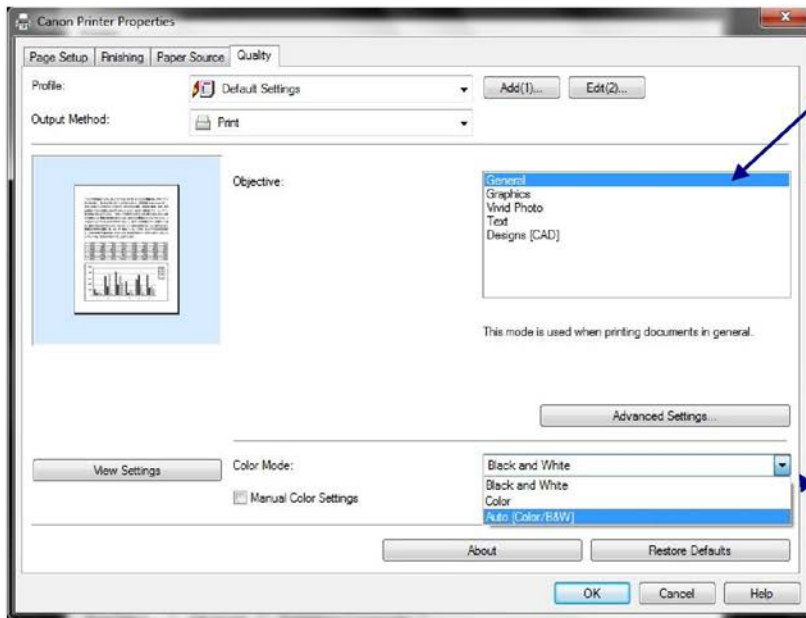[Transparency Cover Sheets]/[Transparency Interleaving]

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.

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.*

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.*