



## Printer Driver?

### What is a Printer Driver? > > > > >

THE DOCUMENT COMPANY

**XEROX**<sup>®</sup>

### What is a printer driver?

A printer driver is a program on your computer that controls a printer. Whenever you print a document, the printer driver converts text and graphics into commands the printer can understand, such as the page size, text and graphics formatting, margins, footers, and headers.

### Where is the printer driver on my computer?

You must install CentreWare printer drivers on your computer. These printer drivers are provided on a CD with each WorkCentre. You can also download updated drivers from the Xerox Web site ([www.xerox.com](http://www.xerox.com)). Once a printer driver is installed it is accessible in the Printers folder on your PC (Start > Settings > Printers).

### When do I use a printer driver?

When your document is ready to print or anytime you want to change the default printer settings.

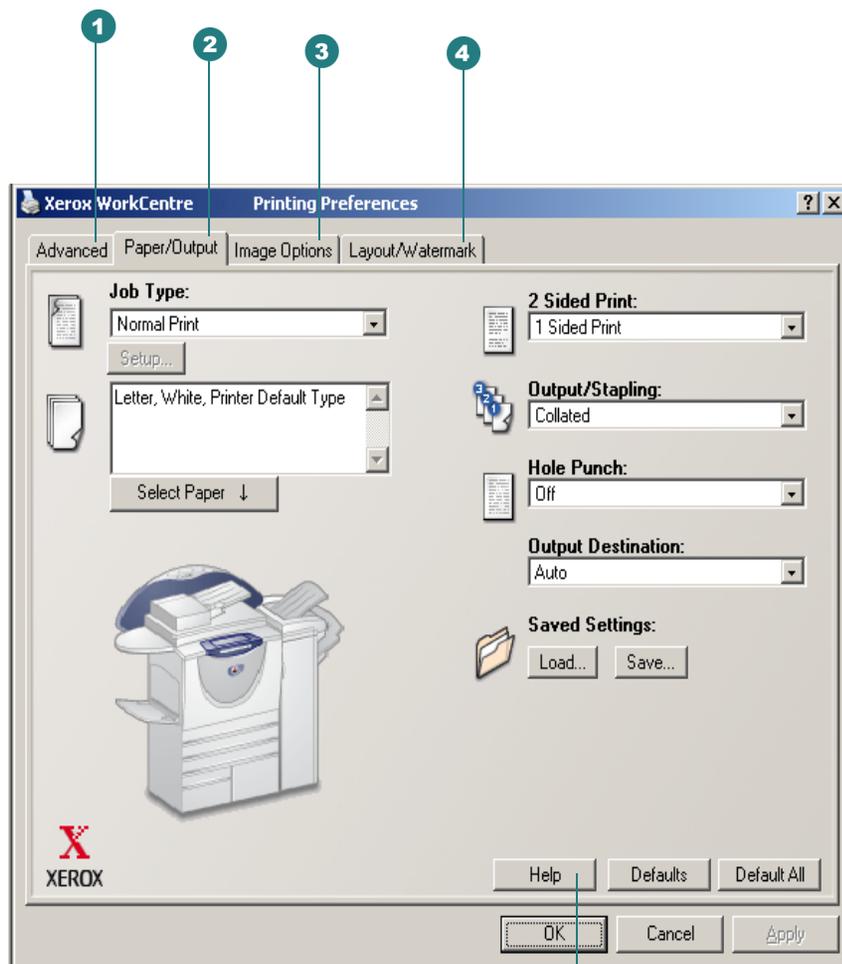
### Why change printer driver settings?

Once a printer driver is installed you could just use all the default settings, but by accessing the printer driver you have more control over the way your document will look and print, such as image orientation, two-sided printing, placing a watermark, reducing or enlarging the image on your page, and many more options. *See the next page for a list of selected printing features and where they are located on the printer driver.*

### How do I change printer driver settings?

In your application choose File > Print. The print dialog appears. Select your printer from the drop down list. Choose Properties and the printer driver dialog appears. Driver setting changes from this dialog apply to the open document and application, and are temporary.

Or, choose Start > Settings > Printers. Right-click on a printer icon and select Document Defaults (NT) or Printing Preferences (2000 / XP) from the menu. The printer driver dialog appears. Driver setting changes from this dialog become the default settings.



For additional information about printer driver features, click the Help button. Please note that the driver graphics are representative. The background will vary slightly in Windows NT / 2000 / XP environments.

### 1 Advanced Tab

Print Optimizations  
TrueType Font  
TrueType Font Download (PCL6 only)  
Paper/Output

- Copies
- Custom Paper Size
- Image Orientation
- Banner Sheet
- Request Offset
- Feed Edge

Image Options

- Rotate Image 180 Degrees

Override/Restore Defaults

- Save Current Settings as Default
- Restore Factory Defaults

Set Features To Default  
Set All Features To Default

### 2 Paper/Output Tab

Job Type

- Normal Print

Select Paper

- Size, Color, Type

Covers and Advanced...

- Document Body
- Covers
- Transparency Separators

2 Sided Print

Output/Stapling\*

- Uncollated
- Collated
- Collated, 1 Staple
- Collated, 2 Staples

Hole Punch

Output Destination

Saved Settings

- Load... (Job Settings)
- Save... (Job Settings)

### 3 Image Options Tab

Gray Scale (2000 / XP)  
Reduce / Enlarge  
Graphics Mode (2000 / XP)  
Lighten / Darken  
Toner Saver

### 4 Layout/Watermark Tab

N-Up Printing  
Booklet Layout  
Watermark

- Edit, New, Delete
- Watermark Editor
- First Page Only
- Print in Foreground

\*NOTE: Features vary depending on the type of finisher that is installed.

### To access the printer driver:

1. Choose File > Print in your application.
2. Choose Properties. The printer driver dialog appears. Driver setting changes from this dialog apply to the open document and application, and are temporary.
  - Or—
1. Choose Start > Settings > Printers.
2. Right-click on a printer icon and select Document Defaults (NT) or Printing Preferences (2000 / XP) from the menu. The printer driver dialog appears. Driver setting changes from this dialog become the default settings.