



## Printer Driver?

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

**XEROX®**

### 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 Pro. 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.

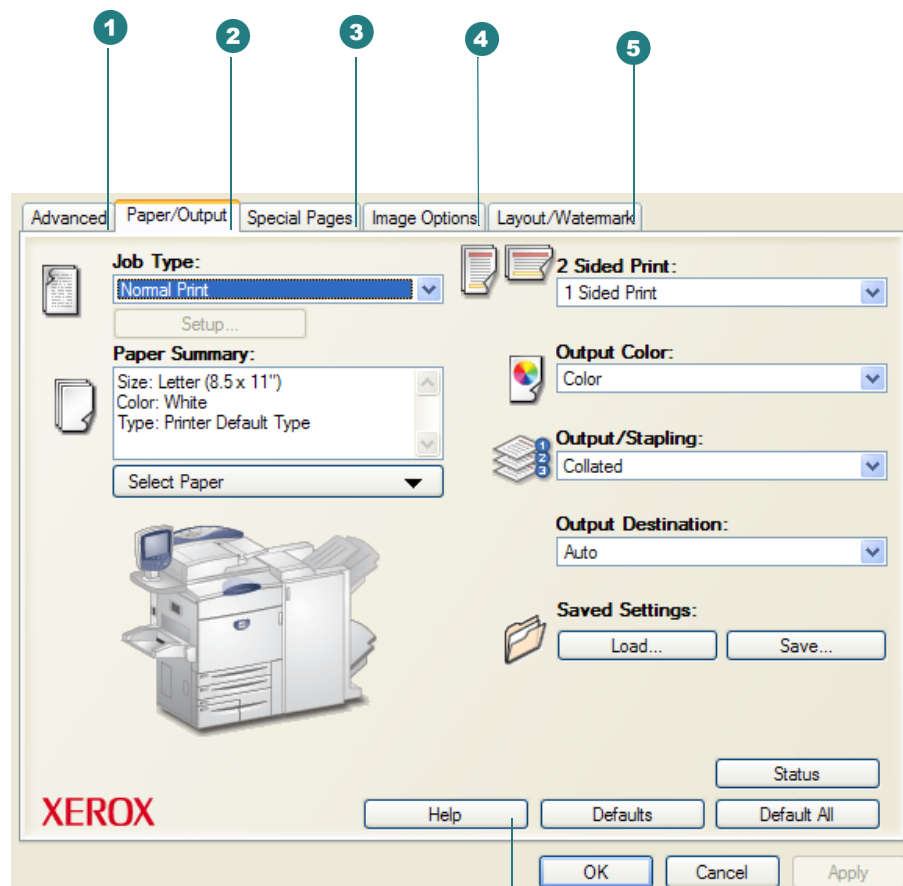
### Why change printer driver settings?

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.



## 1 Advanced Tab

Print Optimizations  
Advanced Printing Features  
TrueType Fonts  
TrueType Font Download Options  
Custom Paper Size...  
Copies  
Banner Sheet  
Request Offset  
Feed Edge  
Output Options  
• Face Down  
• Face Up  
Print Quality  
Rotate Image 180 Degrees  
Override/Restore Defaults

## 2 Paper/Output Tab

Job Type  
• Normal / Secure / Delayed Print / Sample Set  
Select Paper  
• Size, Color Type  
• Advanced  
• Transparency Separators  
2 Sided Print  
Output Color  
Output/Stapling\*:  
Uncollated / Collated, "X" staples\*  
Hole Punch\*: 2/3, 2/4 hole  
Output Destination  
Saved Settings:  
(Load/Save)

\*NOTE: When the Professional Finisher is installed and configured in the driver, Output / Stapling and Hole Punch are

replaced by Select Finishing. Select Finishing also provides access to the Booklet Creation dialog.

## 3 Special Pages Tab

Add Covers  
Add Inserts  
Add Exceptions  
Special Pages Editor  
Special Pages Summary

## 4 Image Options Tab

Graphics Mode (PCL5c only)  
Reduce / Enlarge  
Output Color Correction (PCL5c only)

## 5 Layout/Watermark Tab

N-Up Printing  
Booklet Layout  
Draw Outlines  
Fit to New Paper Size  
Image Orientation  
Watermark  
• Edit, New, Delete  
• Watermark Editor  
Watermark Options  
• Blend with Job  
• Print in Foreground  
• Print in Background  
Print on Page 1 only

## 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.

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 / Server 2003 environments.