

## Printer Driver?

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

THE DOCUMENT COMPANY

**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 and may be installed on your network. Check with your systems administrator. 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?

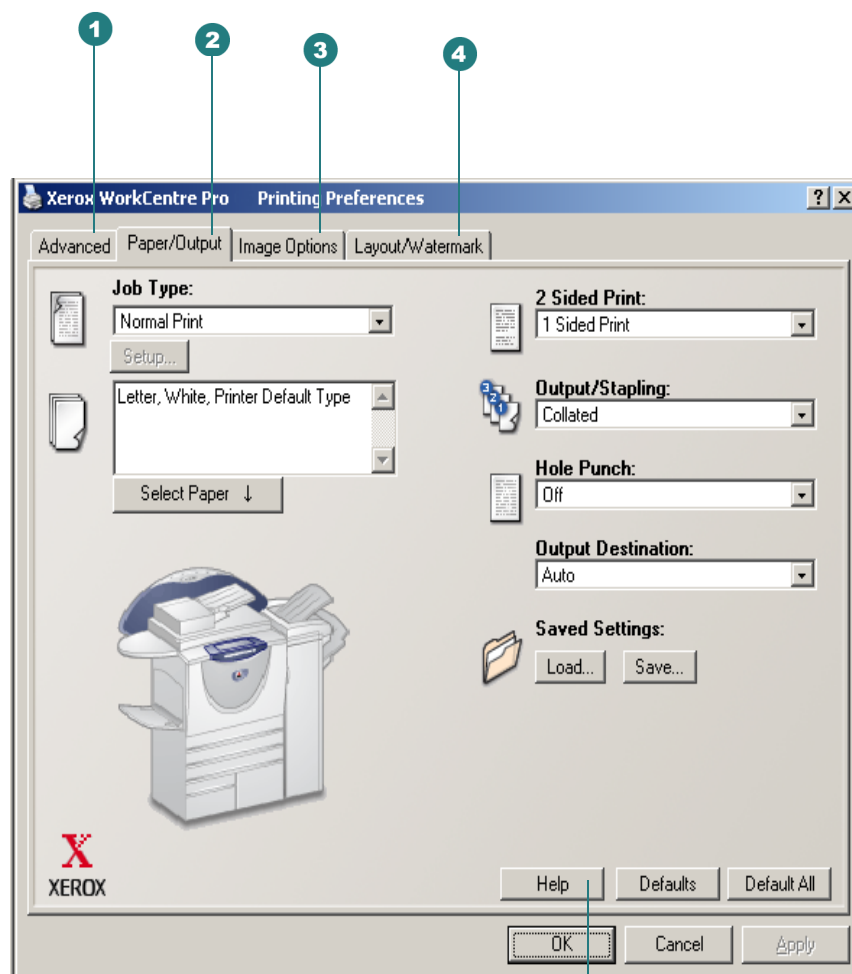
Once a printer driver is installed you could just use all the default settings, but by accessing the printer driver you have more control over the way your document will look and print, such as image orientation, two-sided printing, placing a watermark, reducing or enlarging the image on your page, and 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.

## PostScript Printer Driver



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**

PostScript Options  
Advanced Printing Features  
True Type Font  
Paper Size  
Copies  
Orientation  
Banner Sheet  
Request Offset  
Feed Edge  
Rotate Image 180 Degrees  
Override/Restore Defaults  
Set Features to Defaults  
Set All Features to Default

**2 Paper/Output Tab**

Job Type  
• Normal Print  
• Secure Print  
• Sample Set  
• Delayed 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  
• Booklet Staple  
Punch/Fold\*  
• Hole Punch  
• Booklet Fold  
Output Destination  
Saved Settings

**3 Image Options Tab**

Reduce / Enlarge  
Invert Image  
• Negative Image  
• Mirror Image  
Lighten / Darken  
Resolution Mode  
Margins  
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.  
—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.