How to Control Your Print Job Settings on Windows

David Raco - 2020-03-09 - Comments (0) - Paper, Printing and Copying

This article will show you how to customize your print job settings when printing from Windows to Canon copiers and HP printers, the two supported brands on the SOU campus. The exact appearance of these settings might differ slightly from printer to printer, so if you find that this article does not help you, please contact your Computing Coordinator.

Finding the Printer Properties (Canon and HP)

This will vary from application to application, but typically you will find a button labeled "properties" or "preferences" when you go to print. Below are some screenshots of what this button looks like in Microsoft Word, Adobe Acrobat, and a generic Windows print prompt.

Adobe Acrobat