



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



Page Setup

Under the Page Setup tab you will find settings pertaining to page size, orientation, page layout, and watermarks.



Paper Source

Under the Paper Source tab you can customize settings pertaining to the paper to use for your print job. This is where you could tell the copier to use special paper from the bypass tray for your print job, but be careful! **Make sure you have loaded the paper to use before sending the print job, otherwise the copier will stall and refuse to process other jobs until you have provided it with the paper it is expecting in the drawer or tray where it is programmed to look for it.**



HP Settings

Not all of the settings available in the HP settings window are useful, so this article will only focus on the most relevant settings.

Paper/Quality

Under this tab, you will find settings to control the paper size, paper source, and paper type. You can also control print quality here, although the default settings should suffice for the majority of print jobs. **If you change Paper source from "automatically select," make sure you have loaded the paper to use in the proper tray *before* sending the print job, otherwise the copier will stall and refuse to process other jobs until you have provided it with the paper it is expecting in the drawer or tray where it is programmed to look for it.**



Finishing

In the Finishing tab, you will find settings to control double-sided printing and "pages per sheet" settings. You can also select portrait or landscape orientation.

