How to Control Your Print Job Settings on Windows

David Raco - 2025-06-06 - Comments (0) - Paper, Printing and Copying

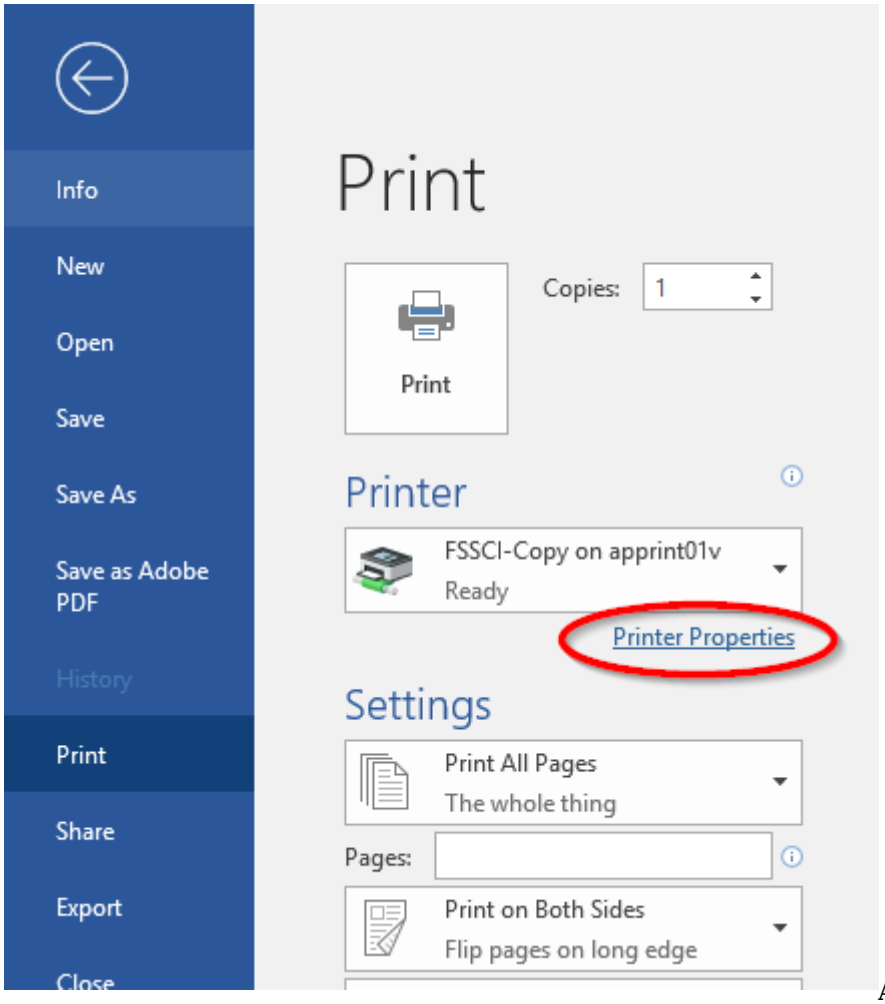
This article will show you how to customize your **print job settings** when printing from **Windows** to **Canon** copiers and **HP** printers, the two supported brands on the SOU campus. The exact appearance of these settings might differ slightly from printer to printer, so if you find that this article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

Finding the Printer Properties (Canon and HP)

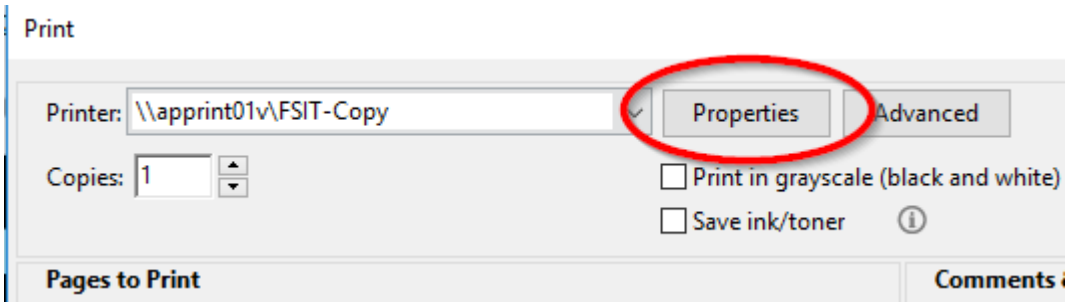
This will vary from application to application, but typically you will find a button labeled **properties** or **preferences** when you go to print.

Below are some screenshots of what this button looks like in **Microsoft Word** and **Adobe Acrobat**.

Microsoft Word



Adobe Acrobat



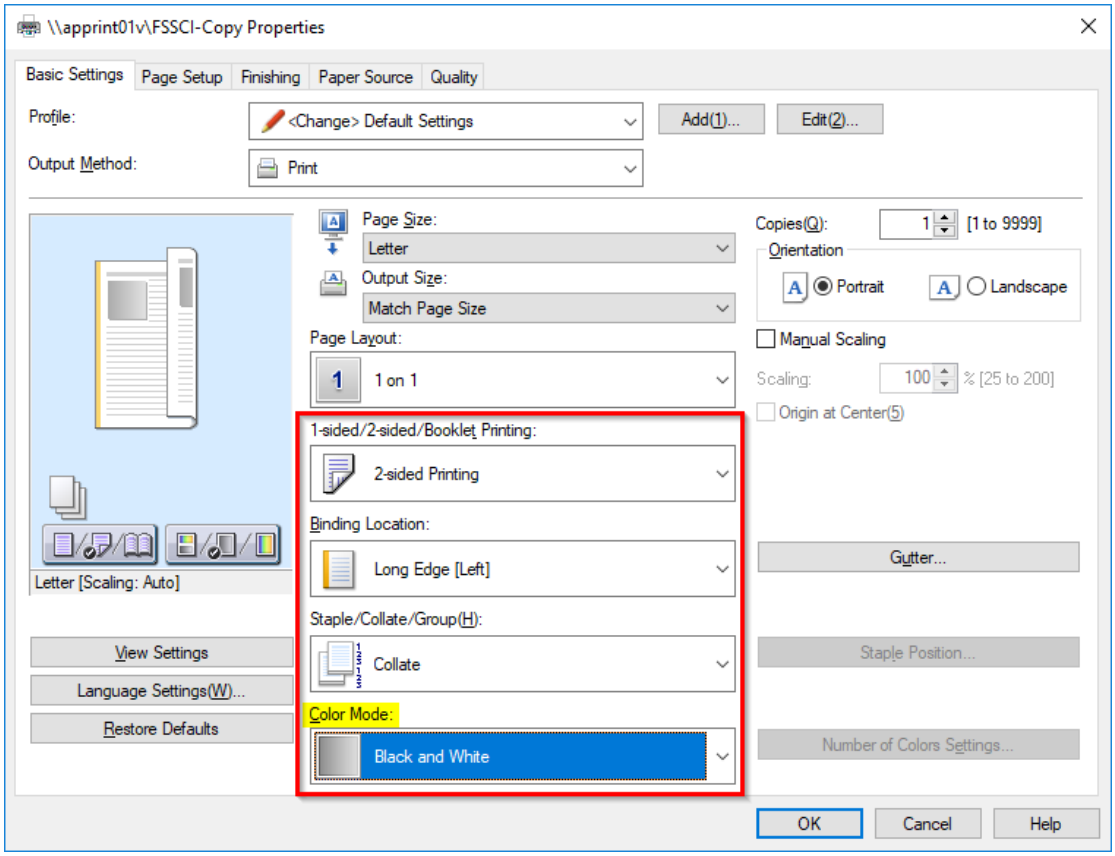
Note

After you have dialed in the settings you want; you should click **OK** at the bottom of the properties window. Windows will then send you back to the application where you can click **Print** to send the print job with those settings.

Canon Settings

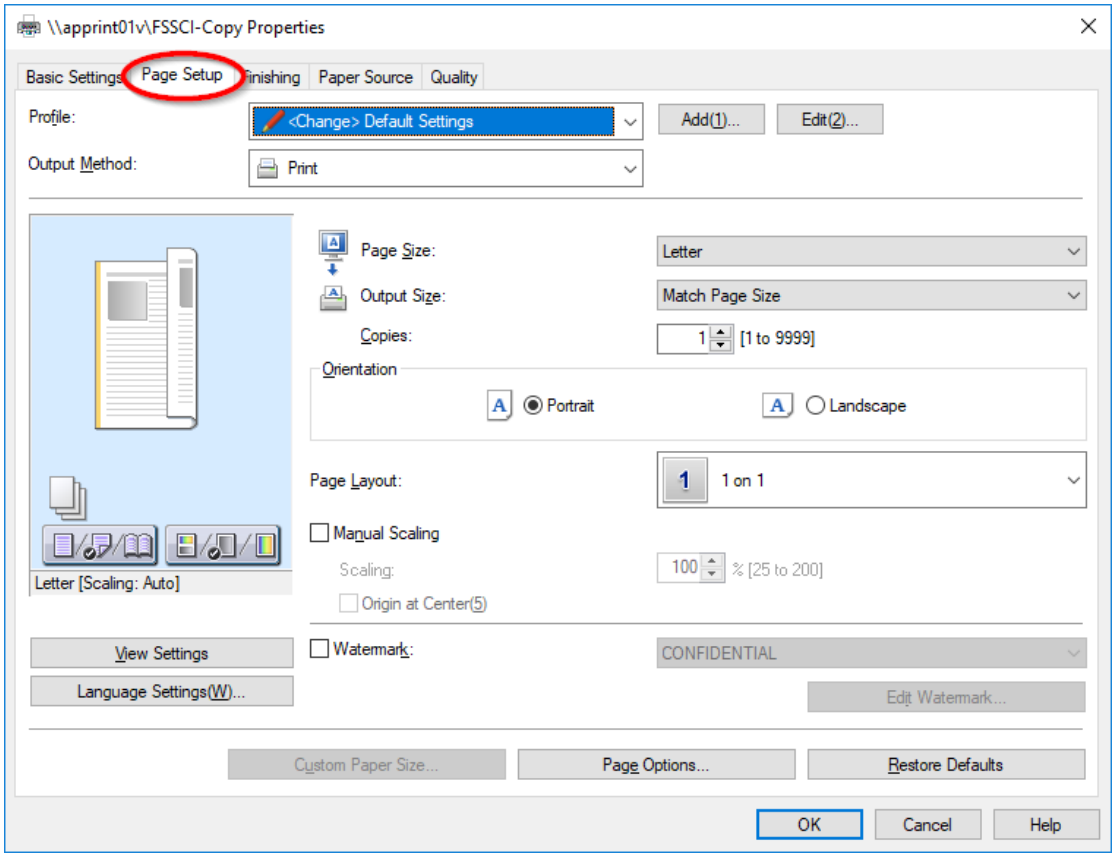
Basic Settings

Under the **Basic Settings** tab you can quickly change between **1-sided** and **2-sided** printing, customize the **binding location**, set **basic collate** options, and change the **color mode** for you print job. *This is the default tab that opens when you launch the* **Canon properties**.



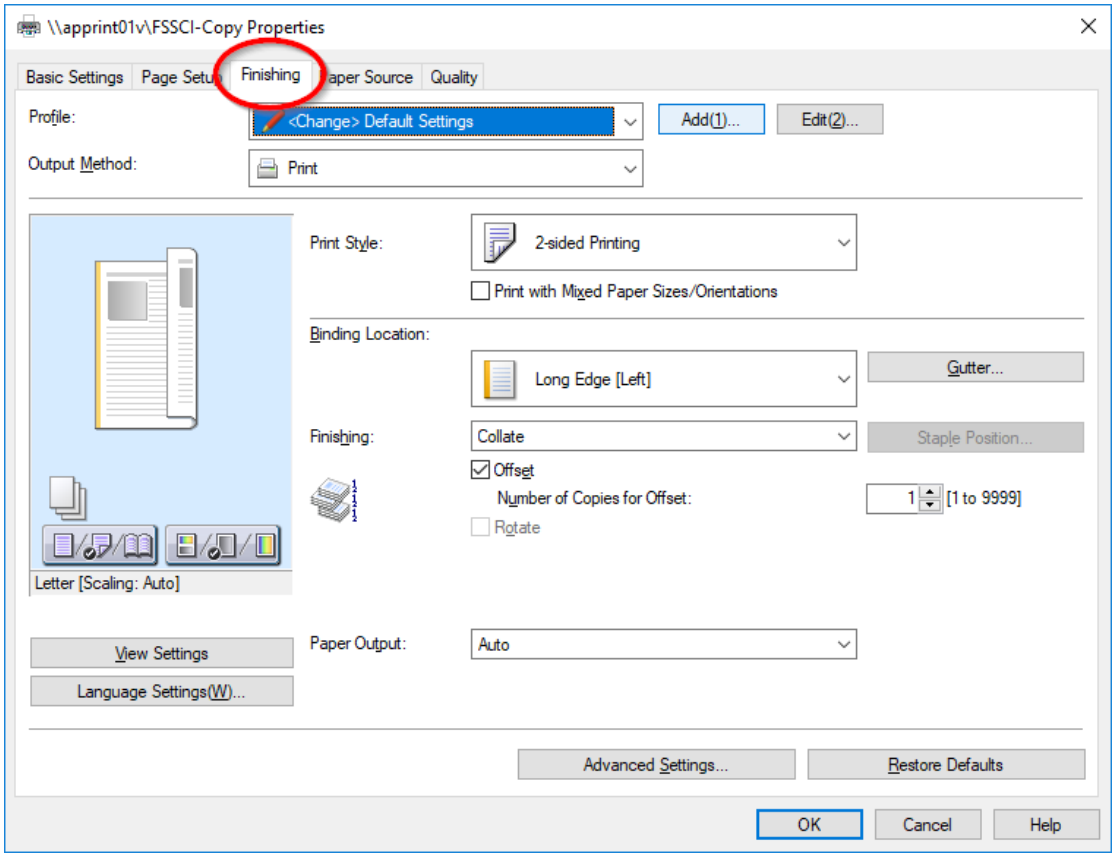
Page Setup

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



Finishing

Under the **Finishing** tab you can further customize settings related to **1-sided/2-sided** printing, **binding location**, and **collate** settings.



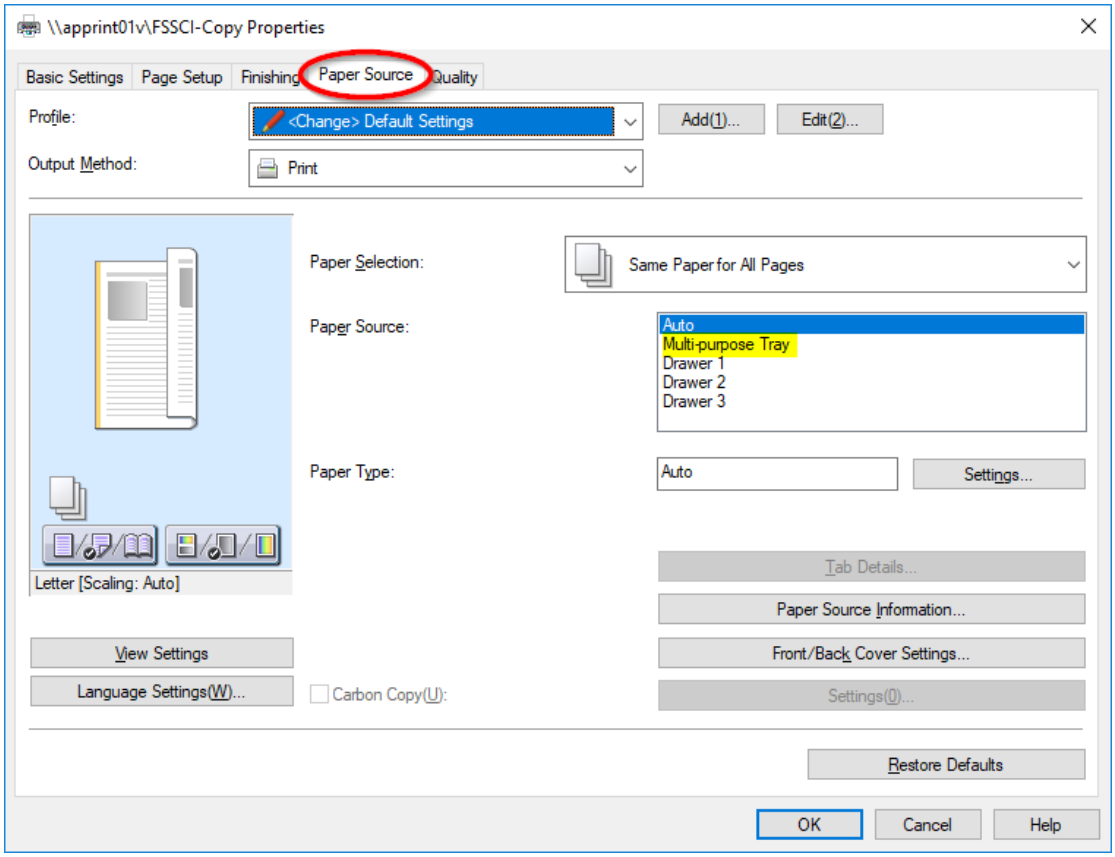
Paper Source

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!

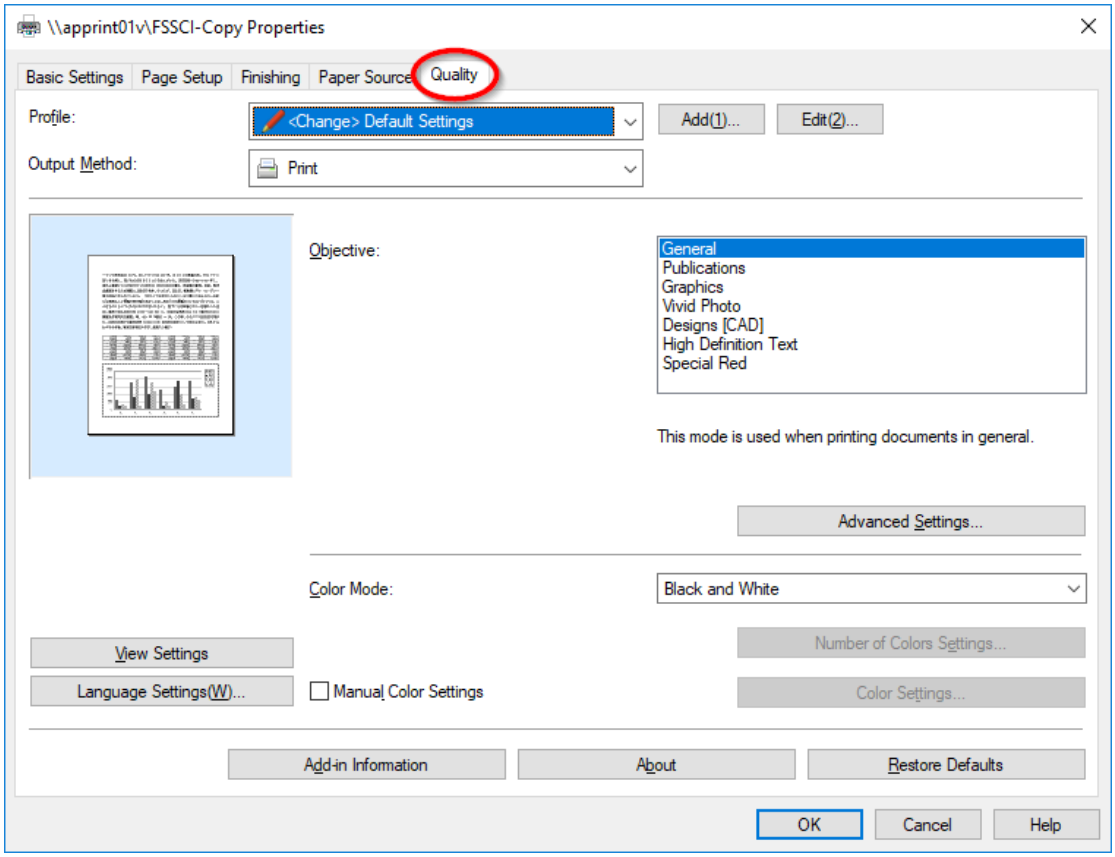
Warning

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.



Quality

Under the **Quality** tab you will find settings to customize the amount of **toner** used to produce your print job. The **General setting** should suffice for the majority of all printing needs on campus, but ask your Computing Coordinator if you think your print job could benefit from a different setting.



HP Settings

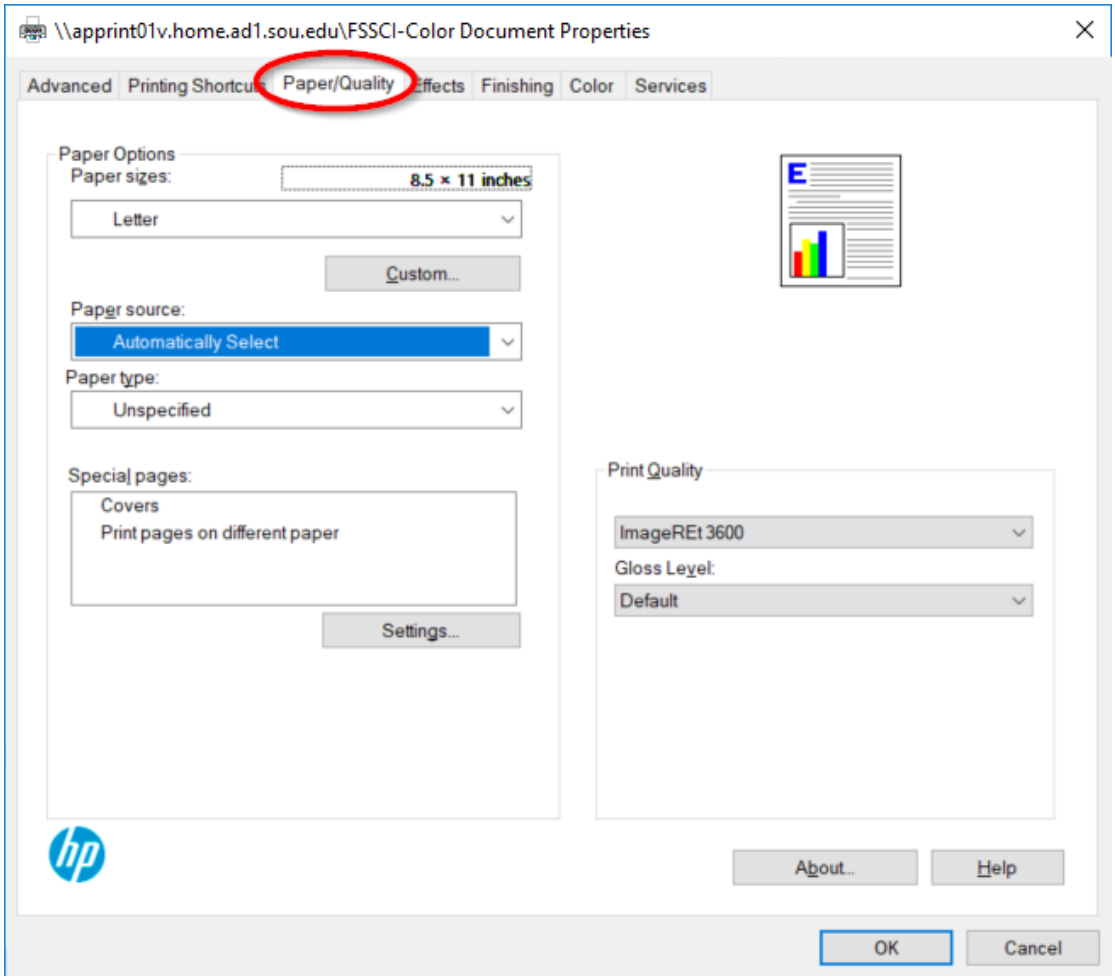
Not all of the settings available in the HP settings window are useful, so this article will only focus on the most ***relevant settings***.

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.

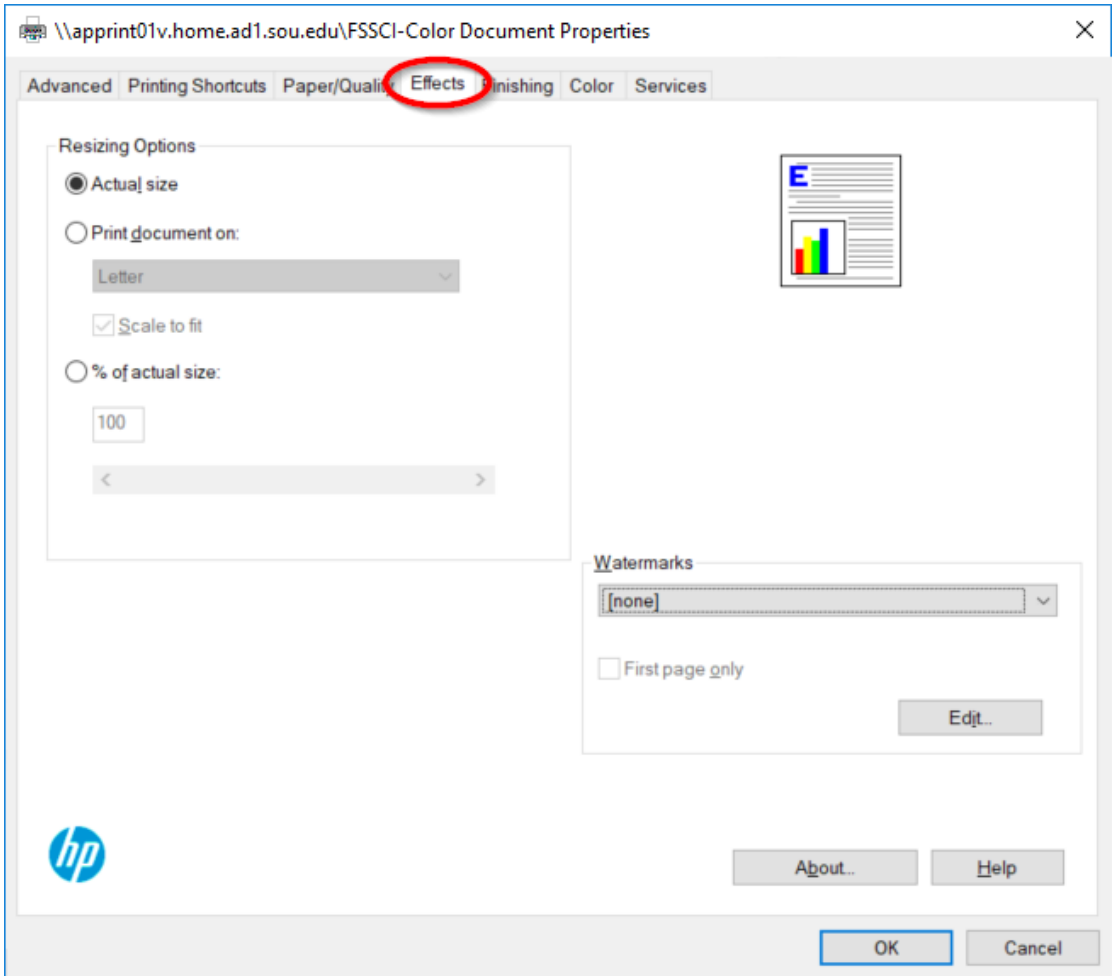
Warning

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.



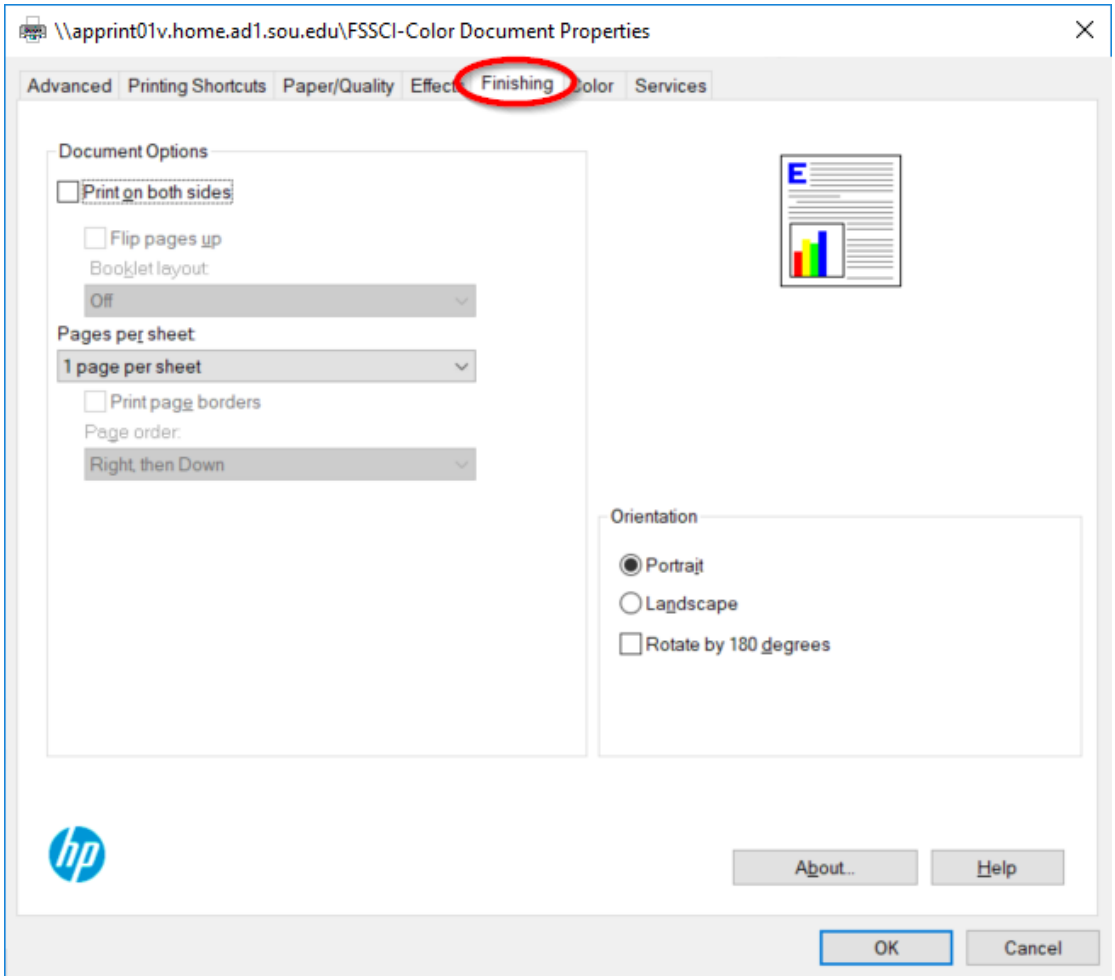
Effects

In the **Effects** tab, you will find settings that control the **size** of your print job and **scaling** options. You can also add a **watermark** here.



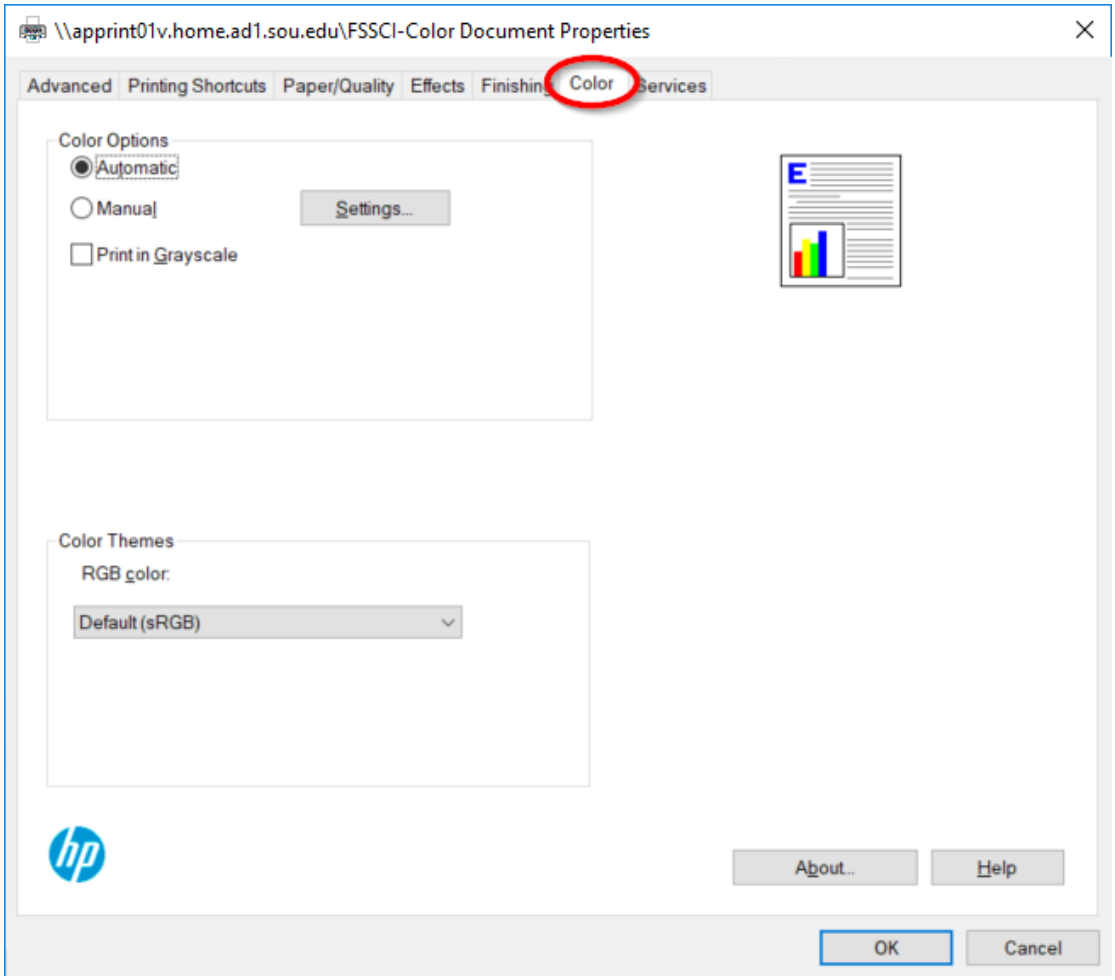
Finishing

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.



Color

In the **Color** tab on **HP color printers**, you will find settings to control your color settings. If you need to print in black and white, use the **Print in Grayscale** checkbox.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Effects
Finishing
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Services
Color Options
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Settings...
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Color Themes
RGB color:
Default (sRGB)
About...
Help
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