

Knowledgebase > Paper, Printing and Copying > How to Control Your Print Job Settings on Windows

How to Control Your Print Job Settings on Windows

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

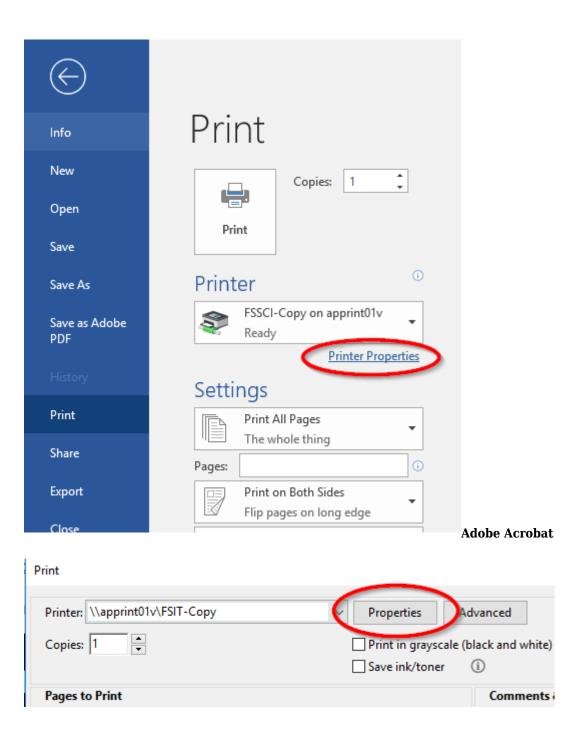
This article will show you how to customize your **print job settings** when printing from **Windows** to **Canon** copiers and **HP** printers, the two supported brands on the SOU campus. The exact appearance of these settings might differ slightly from printer to printer, so if you find that this article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

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



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**.

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Pro <u>f</u> ile:	Change> Default Settings	Edit(<u>2</u>)
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Letter [Scaling: Auto]	Binding Location:	G <u>u</u> tter
<u>V</u> iew Settings Language Settings(<u>W</u>) Restore Defaults	Staple/Collate/Group(H):	Staple Position
	Black and White	Number of Colors Settings DK Cancel Help
		Control Theip

Page Setup

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

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Profile:	Change> Default Settings	~	Add(1) Edit(<u>2</u>)
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Letter [Scaling: Auto]	Page Layout: Manual Scaling Scaling:		1 1 on 1	~
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	C <u>u</u> stom Paper Size	Pa <u>ge</u> C	Options	<u>R</u> estore Defaults
			ОК	Cancel Help

Finishing

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

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Pro <u>f</u> ile:	Change> Default Settin	gs	
Output Method:	Print		
	Print St <u>y</u> le:	2-sided Printing ~	
	Dis dis a la serie se	Print with Mixed Paper Sizes/Orientations	_
	Binding Location:	Long Edge [Left]	
	Finis <u>h</u> ing:	Collate Staple Position	
		✓ Offset Number of Copies for Offset: 1 ↓ [1 to 9999] Rotate	
Letter [Scaling: Auto]			
<u>V</u> iew Settings	Paper Output:	Auto ~	
Language Settings(<u>W</u>)			
		Advanced Settings Restore Defaults	
		OK Cancel Help	

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.

👼 \\apprint01v\FSSCI-Copy Prope	erties	×
Basic Settings Page Setup Finishin	g Paper Source Quality	
Profile:	<change> Default Settings</change>	→ Add(<u>1</u>) Edit(<u>2</u>)
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	rap <u>e</u> r source.	Multi-purpose Tray Drawer 1 Drawer 2 Drawer 3
	Paper Type:	Auto Settings
Letter [Scaling: Auto]		<u>T</u> ab Details
		Paper Source Information
<u>V</u> iew Settings]	Front/Back Cover Settings
Language Settings(<u>W</u>)	Carbon Copy(U):	Settings(<u>0</u>)
		<u>R</u> estore Defaults
		OK Cancel Help

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 <u>Computing</u> <u>Coordinator</u> if you think your print job could benefit from a different setting.

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Profile:	<change> Default Settings</change>	~	Add(<u>1</u>)	Edit(<u>2</u>)	
Output Method:	Print	~			
• Provide the Activity of t	<u>O</u> bjective:		General Publications Graphics Vivid Photo Designs [CAD] High Definition Tex Special Red	t /hen printing documents in general.	
				Advanced <u>S</u> ettings	
	<u>C</u> olor Mode:		Black and White		~
<u>V</u> iew Settings				Number of Colors Settings	
Language Settings(<u>W</u>)	Manual Color Settings			Color Se <u>t</u> tings	
	Add-in Information	At	<u>p</u> out	<u>R</u> estore Defaults	
				OK Cancel Help)

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.

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dvanced Printing Shortcut Paper/Quality	ffects Finishing	Color Services		
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Letter	\sim			
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(hD)			About	Hala
			A <u>b</u> out	<u>H</u> elp
			OK	Cancel

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.

Image: Apprint01v.home.ad1.sou.edu\FSSCI-Color Document	t Properties X
Advanced Printing Shortcuts Paper/Qualit Effects inishing	g Color Services
Resizing Options Actual size Print document on: Letter Scale to fit % of actual size: 100	
	Watermarks [none] ~ First page only Edit
	A <u>b</u> out <u>H</u> elp
	OK Cancel

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.

	du\FSSCI-Color Document Properties er/Quality Effect Finishing color S	
Advanced Printing Shoricuts Pap Document Options Print on both sides Flip pages up Booklet layout Off Pages per sheet Page per sheet Page order: Right, then Down	↓ ↓ Orier ●	ntation Portrajt Landscape Rotate by 180 degrees
		A <u>b</u> out <u>H</u> elp
		OK Cancel

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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