



Printer Driver?

What is a Printer Driver? > > > >

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. You can also download updated drivers from the Xerox Web site (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.

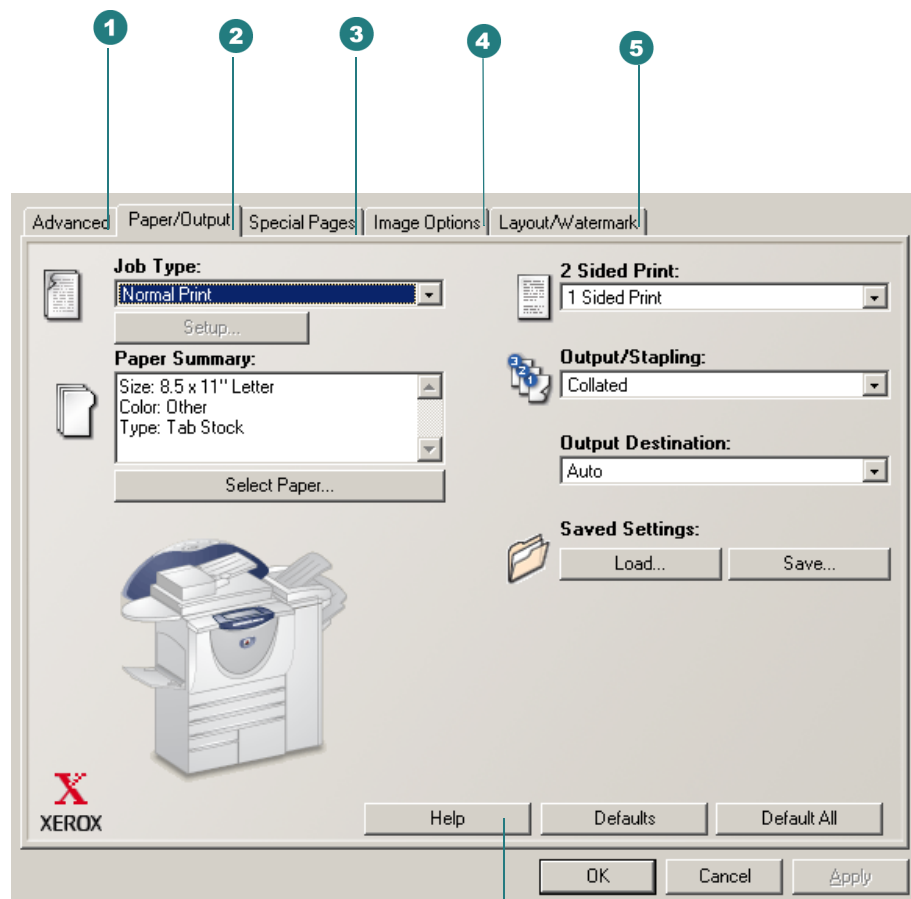
Why change printer driver settings?

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.

**1 Advanced Tab**

Print Optimizations
Advanced Printing Features
TrueType Fonts
Custom Paper Size...
Copies
Banner Sheet
Request Offset
Feed Edge
Print Quality
Rotate Image 180 Degrees
Override/Restore Defaults

2 Paper/Output Tab

Job Type
• Normal / Secure /
Delayed Print / Sample
Set / Fax (WorkCentre
Pro models only)
Select Paper
• Size, Color Type
• Advanced
• Transparency Separators
2 Sided Print
Output/Stapling: Uncollated /
Collated, "X" staples*
Hole Punch*
Output Destination
Saved Settings:
(Load/Save)

*NOTE: When the Professional Finisher is installed and configured in the driver, Output / Stapling and Hole Punch are replaced by Select Finishing. Select Finishing also provides access to the Booklet Creation dialog.

3 Special Pages Tab

Add Covers
Add Inserts
Add Exceptions
Special Pages Editor
Special Pages Summary

4 Image Options Tab

Lighten/Darken
Toner Saver
Gray Scale
Graphics Mode
Reduce / Enlarge

5 Layout/Watermark Tab

N-Up Printing
Booklet Layout
Booklet Finishing (available
with Professional Finisher)
Draw Outlines
Fit to New Paper Size
Image Orientation
Watermark
• Edit, New, Delete
• Watermark Editor
• Blend with Job
• Print in Foreground
• Print in Background
First Page Only

To access the printer driver:

1. Choose File > Print in your application.
2. Choose Properties. The printer driver dialog appears. Driver setting changes from this dialog apply to the open document and application, and are temporary.
—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. Driver setting changes from this dialog become the default settings.

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 / Server 2003 environments.