

Booklet Layout

> Layout/Watermark Tab



With the Booklet Layout option, you can print documents as small booklets. Two images are printed on both sides of each

sheet of paper. The pages are reordered sequentially and are oriented so that when folded, the paging is correct. You have the option, depending on the type of finisher you have installed, to have your booklet folded and stapled.

Watermark

> Layout/Watermark Tab



With the Watermark option, you can create and print foreground / background text on the first page or every page of a document.

The watermark definitions you create can be used on any document.

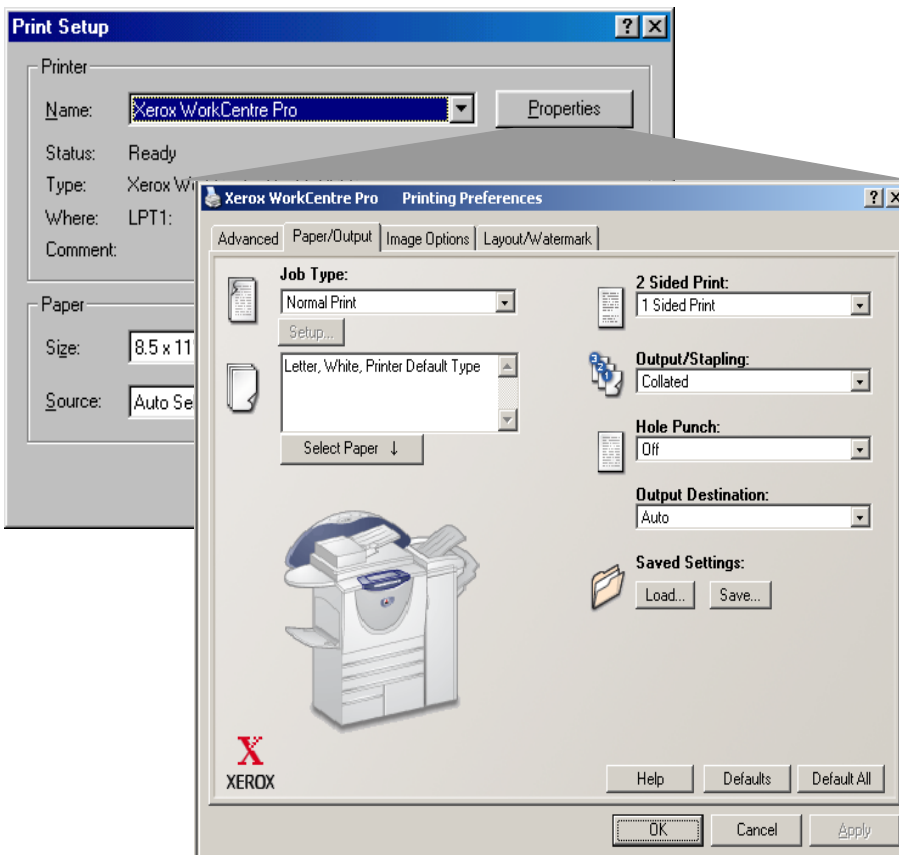
Some Xerox printer drivers support bit-map watermarks. You can select, scale, and position a graphic bitmap for use as a watermark.

Banner Sheet

> Advanced Tab



A Banner Sheet is an additional separator page that is printed with your jobs. The banner sheet includes the Xerox system device name and your network user name. Banner sheets separate each completed print job in the output bins, making it easier to identify and retrieve your documents when they are among documents that have been submitted by other network users.



Please note that the driver graphic is representative. Driver options and graphics will vary slightly depending on the operating system and model.

Printer driver features that work for you.

Saved Settings

> Paper/Output Tab



With some Xerox printer drivers, you can save all your chosen settings for a print job by clicking **Save...** from the **Saved Settings** group box.

When you need these settings again, click **Load...** from the **Saved Settings** group box and choose from the **Job Settings** drop-down list the name you gave your saved settings. The printer driver is updated with all your saved settings and you are ready to print.

Image Orientation

> Paper/Output Tab

With the Image Orientation feature, you can select the orientation (positioning) of the printed image on the page.



Portrait orientation means that the printed image is taller than it is wide.



Landscape orientation prints an image that is wider than it is tall.

Accounting

> Configuration Tab



With CentreWare Accounting, you can track your Xerox system's use by individual users and by account numbers. The printer collects and stores account information as jobs are submitted, making cost tracking and reporting an integral part of the print submission process.

Stapling

> Paper/Output Tab



You can staple your documents with one to five staples depending on the media size and type of finisher you have installed.



Collated, 1 Staple—places a staple in the upper left corner of the page for both Portrait or Landscape documents.



Collated, 2 Staples—places a second staple on the same side of the document.



Collated, Multiple Staples—applies from three to five staples to your document depending on the media size.



Booklet Staple—applies two staples along the fold to bind the booklet.

Transparency Separators

> Paper/Output Tab



You can print separator pages between your transparencies. The separator pages can be blank or printed with the image of the transparency.

Sample Set

> Paper/Output Tab



When you are printing more than one copy of a document, the Sample Set option enables you to print and proof a single copy before printing the complete set of documents. The remaining sets are held within the print queue until you release or delete the job at the Xerox system control panel.

Therefore, if you select Sample Set and print 10 copies of a document, the Xerox system will initially print only the sample set. Then, when you release the job at the printer, the full 10 copies will print.

Covers

> Paper/Output Tab



With Xerox printer drivers, you can choose a different media type and color for the first page or first and last (cover) pages of your document. This does not affect the paper selection for the body of the document.

Secure Print

> Paper/Output Tab



You can hold your document for printing until you are ready to retrieve it at your Xerox system. First, select **Secure Print** from the Job Type list. Then, enter a secure print passcode. After that, make any other selections from the printer driver and print. Your document will be held at your Xerox system until you go to the printer and enter your passcode.

N-Up Printing

> Layout/Watermark Tab



Multiple-Up (N-Up) printing is used to print more than one page of a document on a single page. You can print 2, 4, 6, 9, or 16 images (pages) on one side of a sheet of paper.

2 Sided Print

> Paper/Output Tab

With 2 Sided Print you can print on both sides of a page. The available selections are:



1 Sided Print—prints on one side of a sheet of paper.



2 Sided Print—prints on both sides of a sheet of paper. To view the other side of the paper, you turn the page over along the longest edge of the paper.



2 Sided, Flip on Short Edge—prints on both sides of a sheet of paper. To view the other side

of the paper, you turn the page over along the shortest edge of the paper.

Depending on whether your paper is in Portrait or Landscape mode, the pages will flip either like a book or a calendar.

Negative Image

> Image Options Tab



The Negative Image option converts the black image areas in the original to white, the white image areas to black, and any dark gray image areas to light gray. Printing a negative image may be useful for documents that have a substantial amount of dark background and/or light text and images (PostScript only).

Mirror Image

> Image Options Tab



The Mirror Image option flips the page image from left to right, thereby reversing the image and all associated text. This is like turning over a printed transparency and viewing the back (PostScript only).