

Output Color

> Paper/Output Tab



You have the option to adjust your color output. Your options include:

Color—provides optimal color rendering.

Black & White—transforms color data to gray levels to produce the best monochrome version of a color document.

Fax Friendly—transforms colors to patterns. The patterns remain visible when copied or transmitted via fax (PostScript only).

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 click the *Setup...* button. Enter a secure print passcode in the dialog. After that, make any other selections from the printer driver and then send your document to the printer. Your document will be held at your Xerox system until you go to the printer and enter your passcode.

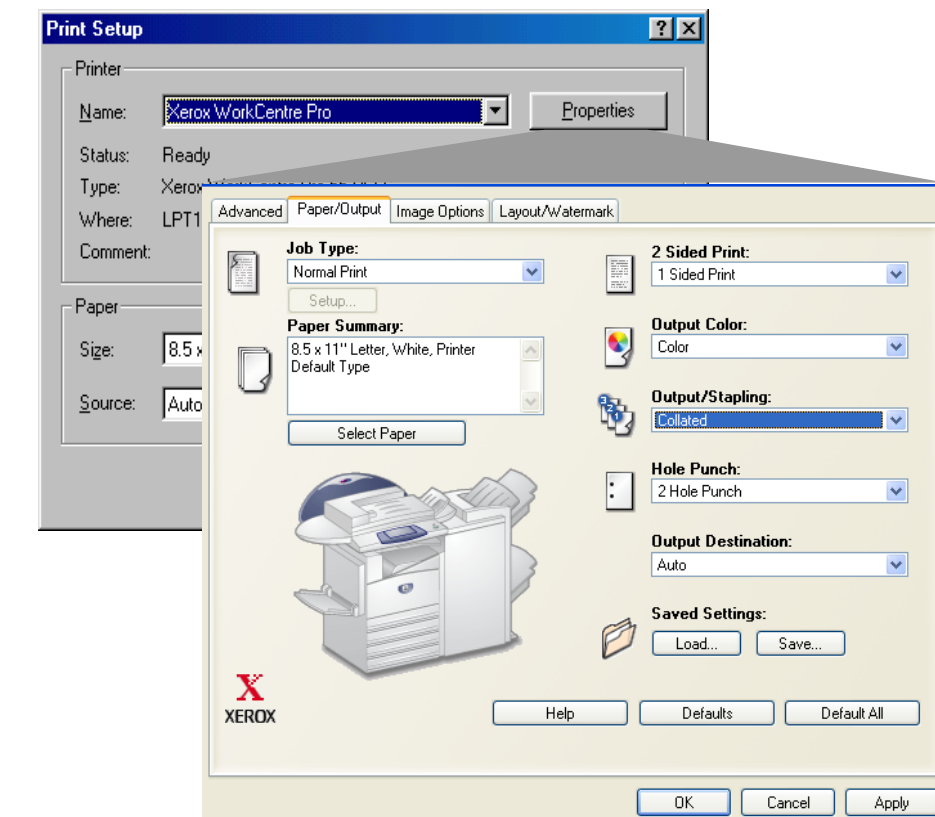
Saved Settings

> 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 options.

When you need these settings again, click *Load...* from the Saved Settings options and choose from the *Job Settings* drop-down list the name you gave your saved settings. The printer driver



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.

is updated with all your saved settings and you are ready to print.

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.

Image Orientation

> Layout/Watermark 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.

Stapling

> Paper/Output Tab



You can staple your documents with one or more staples, depending on the media size/type and type of finisher you have installed.



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



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



Collated, 4 Staples—places four staples on the same side of the document.



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

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.

Transparency Separators

> Paper/Output Tab



With this option, you can print separator pages between your transparencies. Choose **Select Paper**, then **Covers and Advanced...** to make your transparency separator selections.

Accounting

> Configuration Tab



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

When Accounting is enabled, an accounting dialog appears after you submit a job to print. You must enter your User ID, Account ID, and Account Type (where applicable) to print the job.

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 Print, 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.

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.

Banner Sheet

> Advanced Tab



A Banner Sheet is an additional 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.

Covers

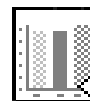
> Paper/Output Tab



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. Choose **Select Paper**, then **Covers and Advanced...** to make your cover selections.

Toner Saver

> Image Options Tab



This option causes all black areas in your document to print in varying shades of gray, saving toner.

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).