

HP LaserJet E Series: Printer Driver Settings from PC

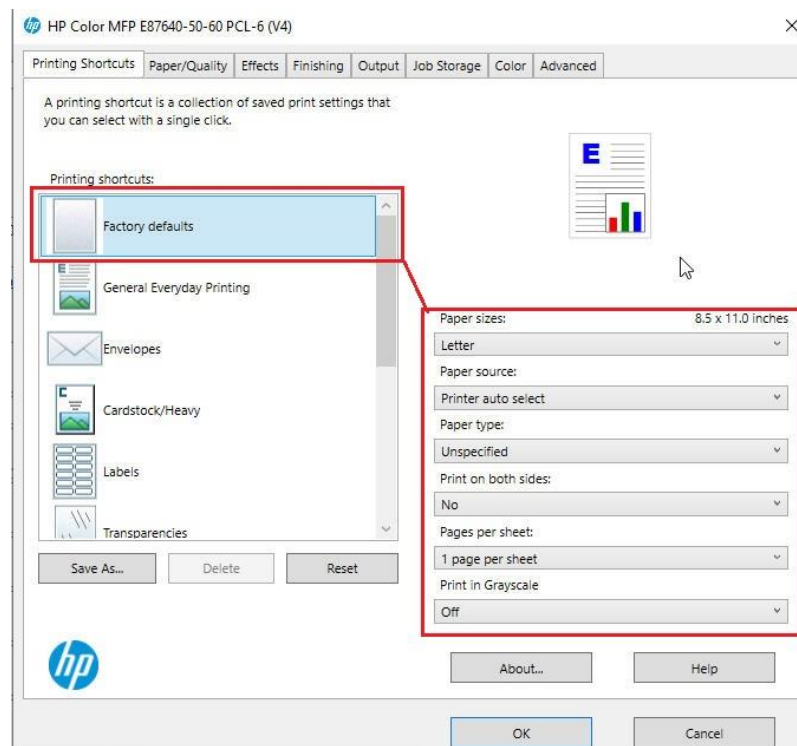
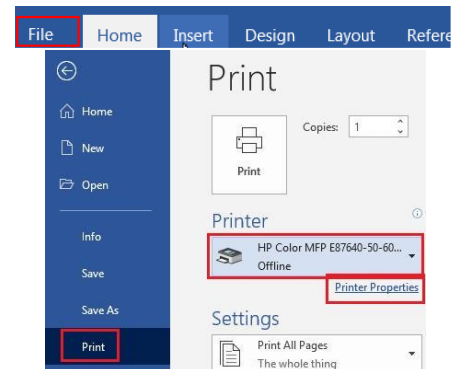
Using the Print Driver at a Computer using Windows 10.

To access the print driver when in a document:

File > Print > Printer Properties

Printing Shortcuts

The first of 8 tabs along the top of the page is the **Printing Shortcut** tab. This tab also has the most commonly used features on the page. The shortcuts are a collection of saved print settings that can be applied with a single click. They contain settings that are appropriate for the type of media used for printing. To add a custom printing shortcut, modify the settings and then click **Save As..**



Paper Size

Use this feature to specify the paper size for the print job. Paper sizes can include Letter, A4, Legal, Envelope, etc.

Paper Source

Select the tray containing the paper you want to use.

Paper Type

Select from multiple types of paper.

Print on Both Sides

Click to print the document on both sides of a page. The document is printed so that you can flip your pages to the left and bind them along the left edge. Select **Flip pages up** to print the document to flip from the top edge.

Print per Sheet

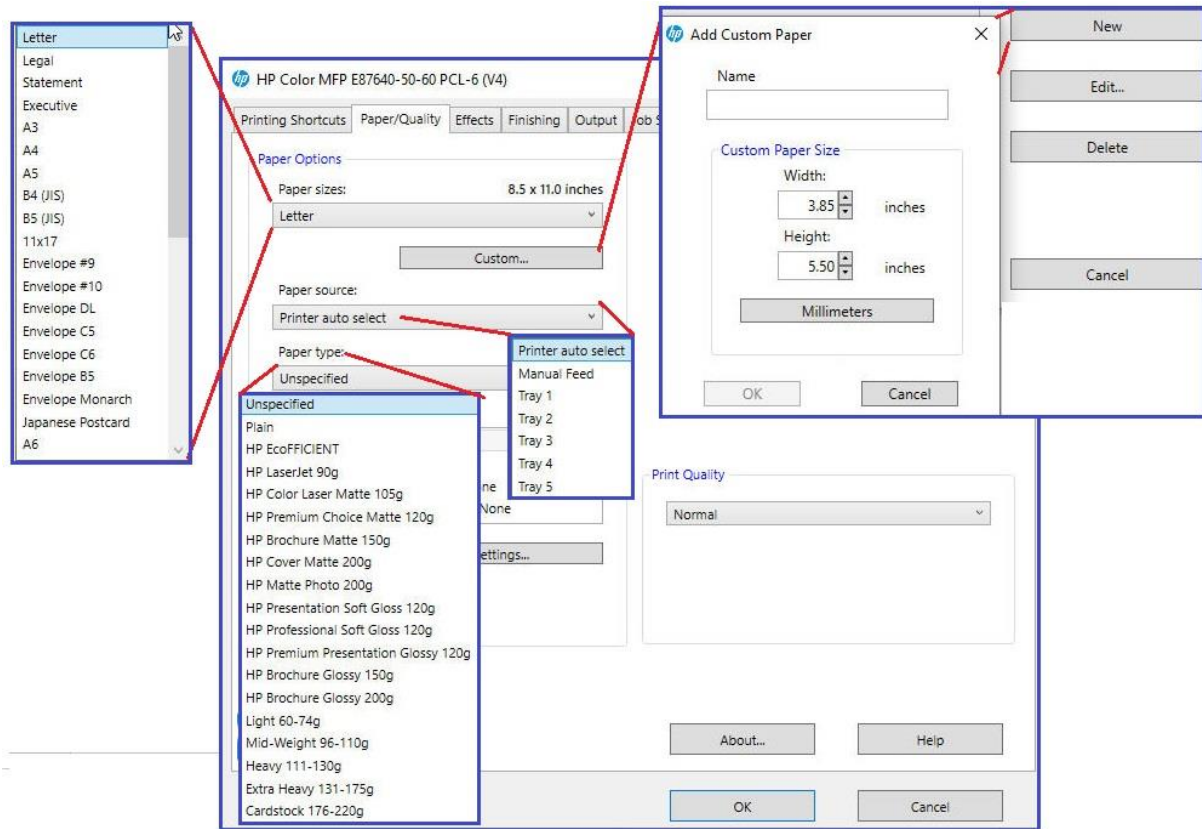
Select the number of pages to be printed on a sheet.

Print in Grayscale

When set to ON, this prints a document in shades of gray (black and white). When set to OFF, this prints in color.

Paper/Quality Tab:

The Paper Quality tab has options pertaining to the paper size, source, type and special pages.

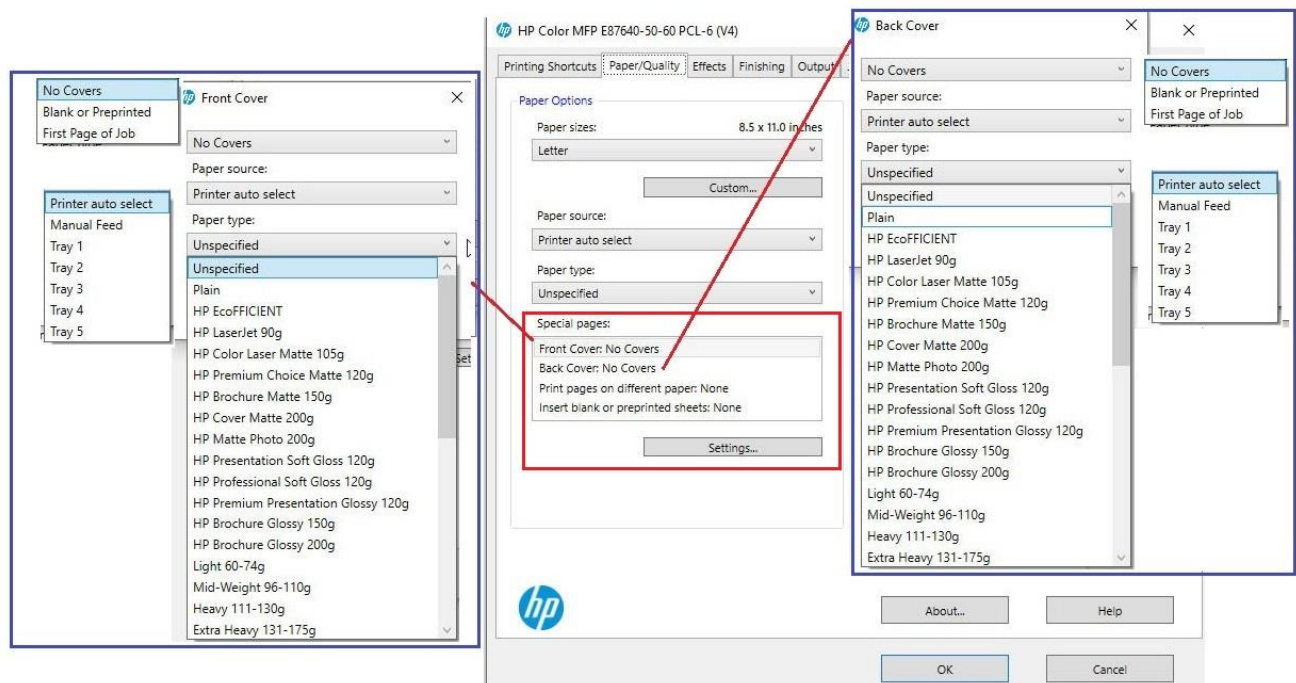


Paper Size Use this feature to specify the paper size. Paper sizes can include Letter, A4, Legal, Envelope, etc.

Custom Add Custom Paper - Click to create and modify custom paper size information.

Paper Source Select the tray containing the paper to use.

Paper Type Select the kind of paper or media to use. Some printers automatically locate the paper tray containing the correct type of paper. This setting also adjusts the printer speed and fuser temperature for the media selected.



Special Pages – Specify settings for blank or preprinted pages to be inserted in the print job. Use the **Settings** button to further define printing on special pages.

Front Cover If adding a front cover, designate whether it is blank or preprinted, whether it's the first page of the job.

Paper Source Select the tray that holds the required paper.

Paper Type Select the type of paper used for the job.

Back Cover If adding a back cover, designate whether it is blank or preprinted.

Paper Source Select the tray that holds the required paper.

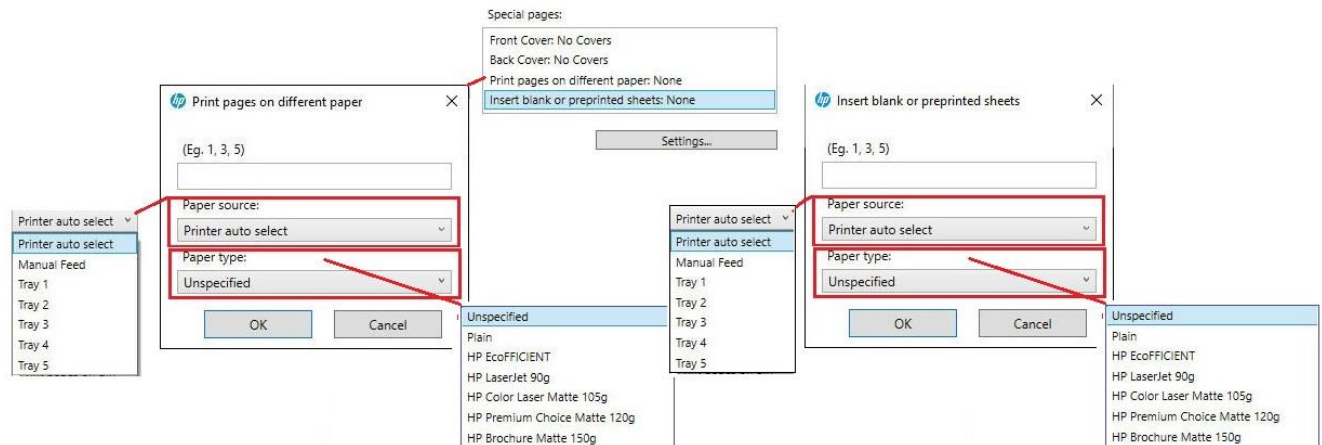
Paper Type Select the type of paper used for the job.



Special Pages –Continued

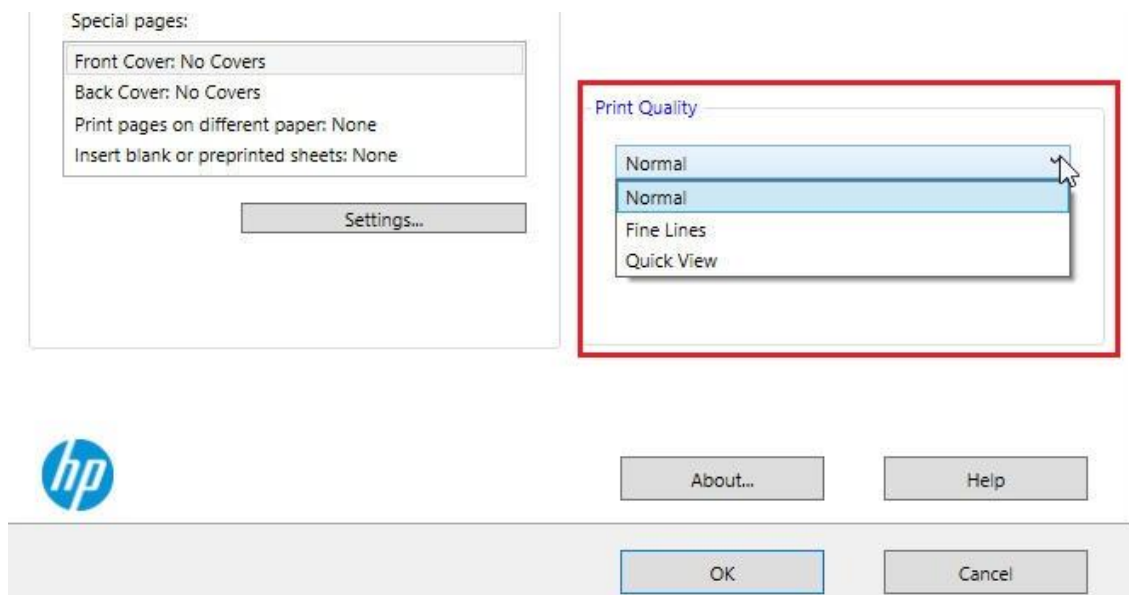
Print pages on different paper: Select from None or specify pages.

Insert Blank or Specify preprinted pages - Specify settings for blank or preprinted sheets to be inserted in the print job.

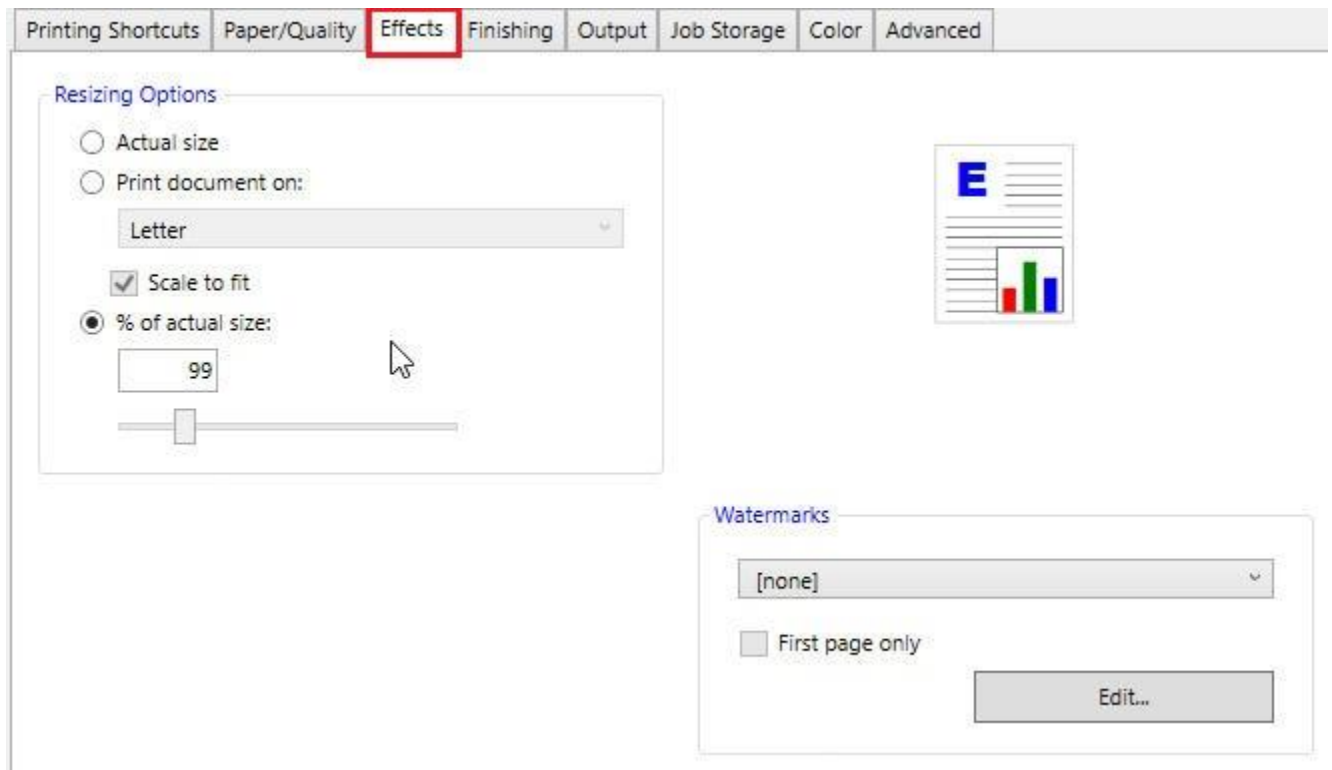


Print Quality - Select a print quality.

Select from **Normal**, **Fine Lines** and **Quick View**.



Effects Tab



Printing Shortcuts Paper/Quality **Effects** Finishing Output Job Storage Color Advanced

Resizing Options

☐ Actual size

☐ Print document on:

Letter

☒ Scale to fit

☒ % of actual size:

99

Watermarks

[none]

☐ First page only

Edit...

Resizing Options

Actual Size – Select to print the document without changing its size.

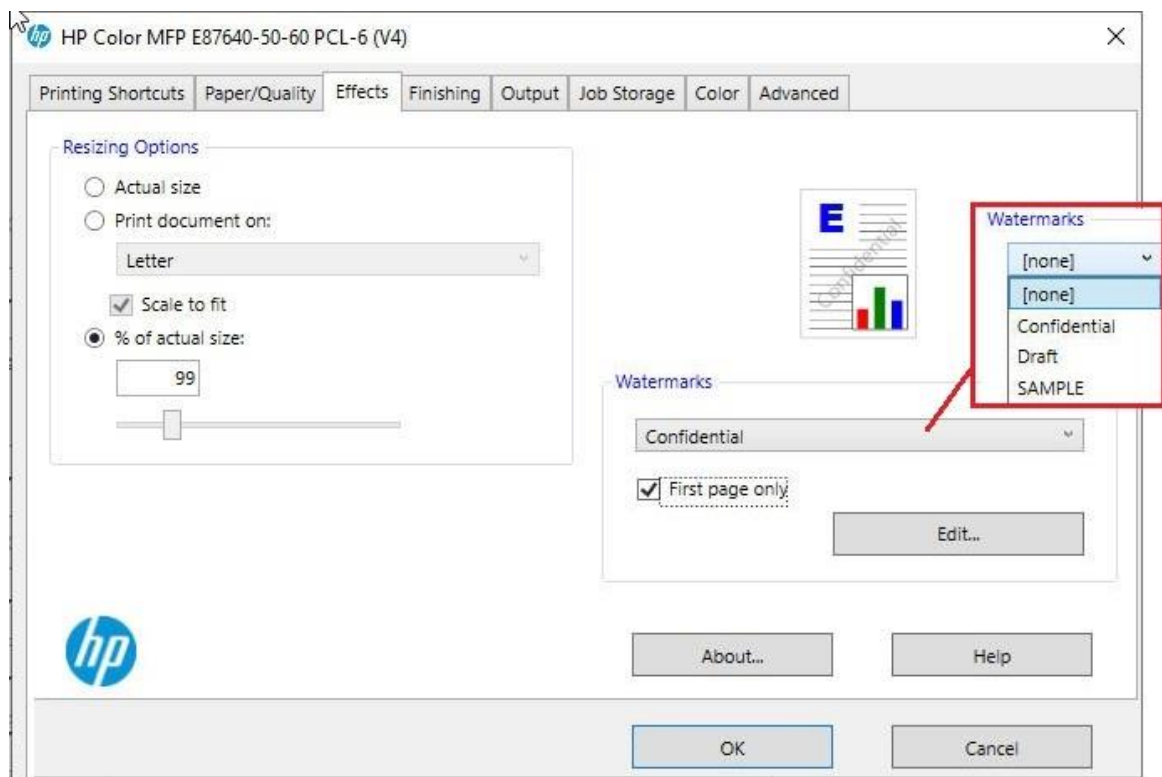
Print Document on: - Select the size paper to print document. Prints the document on a paper size other than the one for which it is formatted.

Scale to Fit - Select to make the image fit on the select paper size.

% of Actual Size – Enter the percentage amount to shrink or enlarge the document.

Note: As the above options are selected, the image on the right will change to reflect the selections.

Watermarks – Select from a list of watermarks to print behind the text in a document.



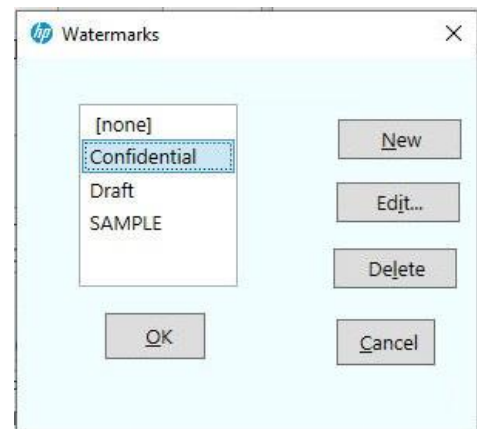
First page only – Place a check mark in the box to print the watermark only on the first page.

Select **Edit** to modify or create a watermark.

New adds a new watermark to the list.

Edit changes the appearance of an existing watermark.

Delete removes a watermark from the list.



Create or Edit a Watermark

To create or edit a watermark, select **New** to create a new watermark, or select a preexisting watermark from the list and then select **Edit** to adjust.

Change any of the following:

- Size.
- Font.
- Font's Attributes e.g. bold, italic, medium outline.
- Angle.
- Offset.
- Transparency.
- Width.
- Length.

Note: The image in the right corner changes as attributes are selected.

To Delete a watermark, select a watermark from the list on the left column, then select **Delete**.

The 'Watermarks' dialog box displays settings for a selected watermark. On the left, the 'Watermark Message' is 'Confidential', the 'Font Attributes' are 'Segoe UI', and checkboxes for 'Bold', 'Italic', and 'Medium Outline' are present. The 'Offset' section shows 'Center on page' selected, with 'Width' and 'Length' both set to '0.00 inches'. On the right, 'Size' is 120, 'Angle' is 47, 'Color' is a dark gray, and 'Transparency' is 50. A preview image in the bottom right shows the word 'Confidential' diagonally across a document. 'OK' and 'Cancel' buttons are at the bottom.

This 'Watermarks' dialog box shows a list of watermarks: '[none]', 'Confidential', and 'Draft'. The 'Delete' button is highlighted with a red rectangle. 'New', 'Edit...', and 'Cancel' buttons are also visible.

This 'Watermarks' dialog box shows the same list of watermarks. The 'Confidential' watermark is now selected, indicated by a red border around its name in the list.

Finishing Tab

Document Options

- Print on both sides** When checked the document with print on both sides of the pages.
- Flip Pages Up** When checked causes the back-side printing to rotate 180 degrees making it calendar type binding.
- Booklet Layout** Select from left or right binding making it open as a book or as a calendar.
- Pages per sheet** Select the number of pages to print onto one page. The pages shrink to fit onto one page.
- Print page borders** This feature works in conjunction with **Pages per sheet**. When checked a border prints around each “shrunk” page.

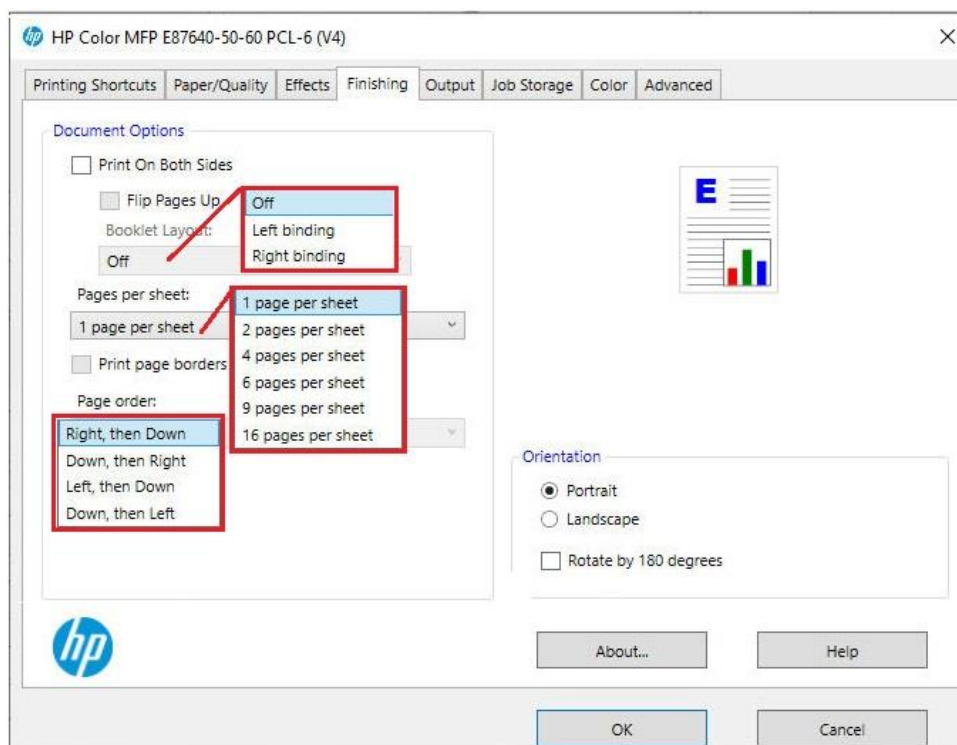


Without borders



With borders

- Page order** This feature works in conjunction with **Pages per sheet**. Select the order in which to read the “shrunk” pages.
- Orientation** Portrait prints across the width of the page, letter style. Landscape print across the length of the page spreadsheet style.
- Rotate by 180 degrees** Select to rotate the document image on the paper 180 degrees.

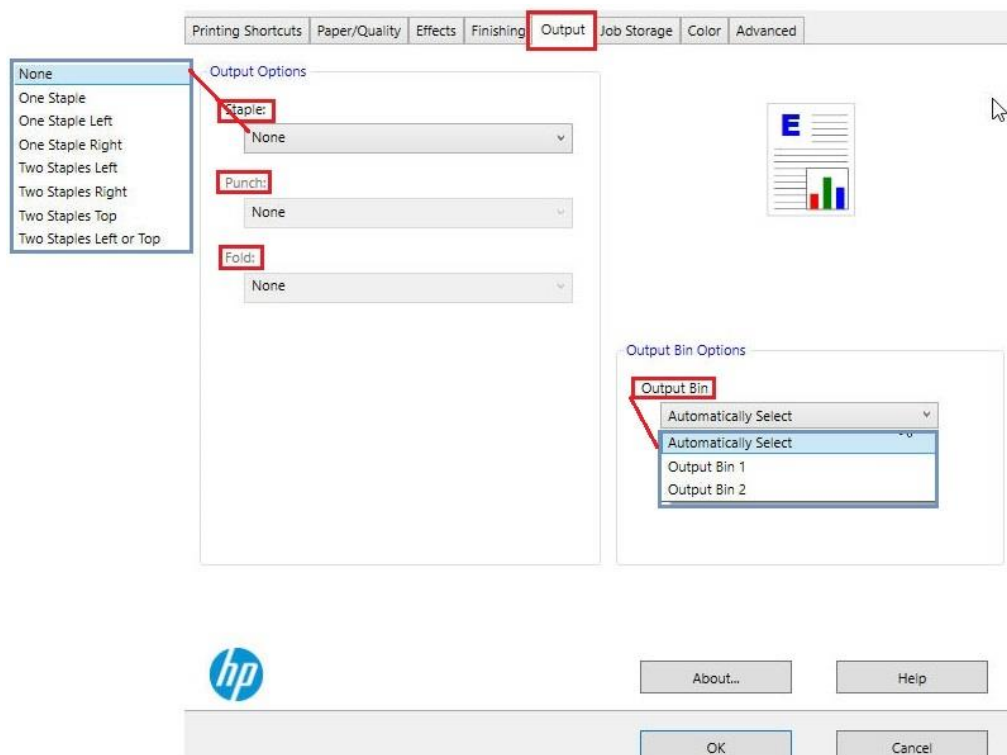


Output Tab

Output Options *(These features may require additional options on machine.)*

- Staple** Outputs the document with staples. The staple feature allows the selection of how many staples to use and the location of the staple placement. Upper left, upper right, lower left, lower right. Or a double staple on the right or left binding side. If the machine has the specific folding unit installed, it can also saddle-stitch the middle of the paper.
- Fold** Some systems have an additional finisher added to fold the output. The type of folds allowed depend of the finisher. Some examples of fold types are C-fold, Half Fold, Accordion Z-fold, Double Parallel Fold, and Saddle Fold.
- Punch** Outputs the document with multiple holes for ring binding. [2 or 3-hole punch.]. The location of the holes depends on the orientation of the paper, for portrait paper, three holes are punched along the left binding, for landscape paper, 2 holes are punched at the top of the paper.

Output bin Options – Specify which tray to send the output to.



Job Storage Tab

Job storage Mode – Select the disposition of the printed document by the **Job Storage Mode**.

- Off** The job will be printed but not stored on the printer.
- Proof and Hold** When multiple copies are requested, the first copy is printed. The remaining copies are held on the printer until they are released by the user via the printer's control panel.
- Personal Job** The document is stored on the printer. The user can print the document from the printer's control panel. After the document is printed, it is automatically removed from the printer's job storage.
- Quick Copy** After the document prints, use the printer's control panel to print more copies if needed.
- Stored Job** The document is stored on the printer as if it is in an electronic file cabinet. The user can print the document from the printer's control panel. Use this storage for forms and other common or shared documents.



Make Job Private/Secure - Used in conjunction with **Personal Job** or **Stored Job** or modes.

PIN to Print

Enter a personal identification number. This number is used on the printer control pane to retrieve jobs sent to the printer with one of the job storage settings. Jobs sent with the same personal identification number are overwritten.

Encrypt Job (with password) – Full end-to-end print job encryption is possible in any of the following contexts:

The target print device supports print job encryption.

You are printing to a local installed print queue.

You are printing to a shared print queue and client-side rendering is ON.

Printing Shortcuts | Paper/Quality | Effects | Finishing | Output | Job Storage | Color | Advanced

Your job will be stored on the printer as if it is an electronic file cabinet. Nothing will be printed until your job is requested from the printer's control panel. Use this storage for forms and other common or shared documents.

Job Storage Mode

☐ Off
☐ Proof and Hold
☐ Personal Job
☐ Quick Copy
☒ Stored Job

Make Job Private/Secure

None
 None
 PIN to print
 Encrypt Job (with password)

User Name:

☒ User Name
☐ Custom
 karen.toebe

Job Name:

☒ Automatic
☐ Custom
 <Automatic>

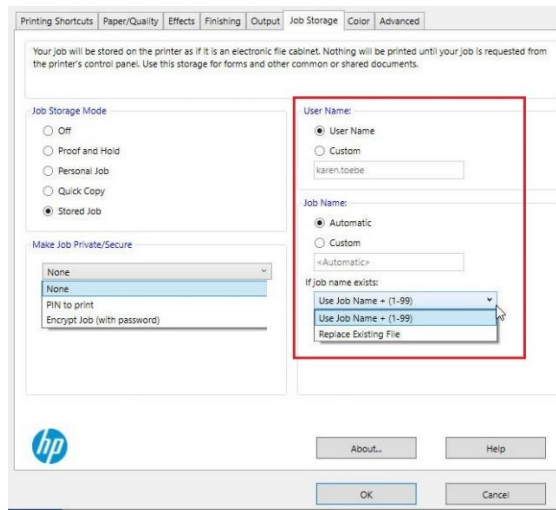
If job name exists:

Use Job Name + (1-99)
 Use Job Name + (1-99)
 Replace Existing File

hp

About... Help

OK Cancel

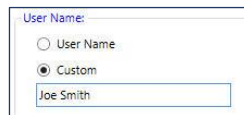


User Name **User Name** is used in conjunction with all the job modes except **Off**. The user name labels the folder created when storing documents.

User Name Select to display the name on the folder displayed in the control panel.



Custom Select **Custom** to associate another name other than the user name of the folder.

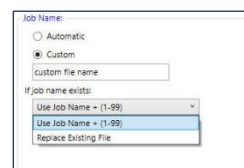


Job Name Job name is used in conjunction with all the job modes except **Off**. The job name uses the saved documents file name as the label of the document in the folder.

Automatic Select **Automatic** to use the saved document's file name as the name of the file displayed in the folder on the control panel.



Custom Select **Custom** to rename the document to save.

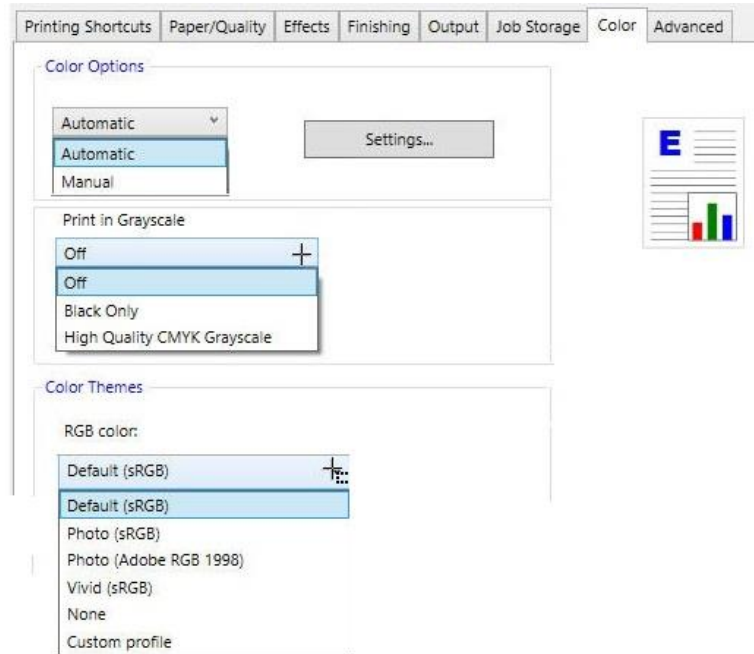


Note: Printing a job with the same user name and job name overwrites an existing job on the printer with the same settings.

Color Tab

Automatic/Manual

Select the way color settings are controlled, either through HP Automatic color settings or Manually.



Color Options

Automatic HP **Automatic** color settings technology is a set of defaults that tune the color printer output. These defaults provide high-quality output for most color printing needs and maximizes the color output while maintaining printer performance.

Manual Select the **Manual** option to turn HP Automatic color settings off and access the **Settings** button for setting color options.

Print in Grayscale Print in Grayscale to print in black and white. To create a glossy appearance, use a full set of inks. To create a neutral black and white appearance, use only gray and black inks.

Black & White, Black Ink Only, or Monochrome: Uses the black ink cartridge only for normal or lower quality black and white prints.

Grayscale: Uses ink from both the color and black cartridges to produce a wider range of black and grey tones for high quality black and white prints.

Print all text as black: All contents of the document, regardless of color, print in black.



Color Themes

RGB color This option determines how colors are rendered. The available options vary from printer to printer.

Default sRGB This is the best option for most printing needs because the colors are optimized to match the RGB colors on the screen and because it provides vivid images and graphics.

Photo (sRGB) Select this option for an alternative rendering of raster images, Note: This option only affects raster data; text and graphics (vector data) are processed by the **Default (sRGB)** table.

Photo (Adobe RGB 1998) Use this option for documents or images that were originally created in the **Adobe RGB (1998)** color space or with a digital camera. When printing from a professional software program with **Adobe RGB (1998)**, it is important to turn off the color management in the software program and allow the printer software to manage the color space.

Vivid (sRGB) Select this option to reproduce graphics (for example, pie charts and bar graphs) with more saturated colors. This option can be useful when printing business documents that do not contain images.

None This option allows the printer to accept RGB data directly from the application.

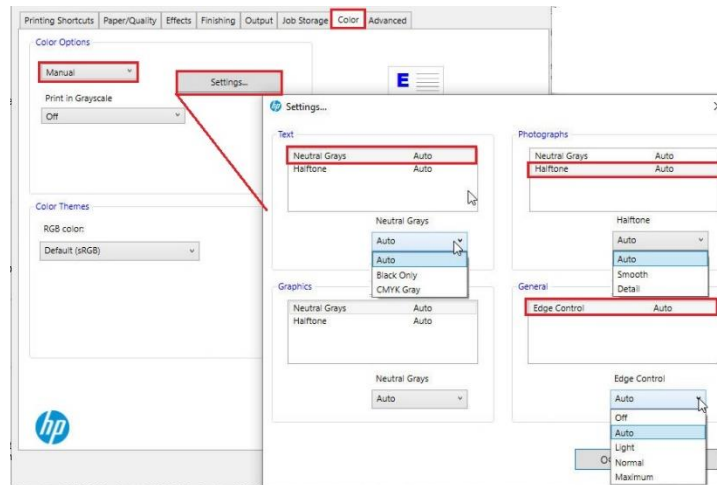
Custom profile Select this option to use the custom input profile to accurately control color output (for example, to emulate a specific HP color LaserJet printer.). Color profiles can be downloaded from www.hp.com



Manual Color Settings

Settings

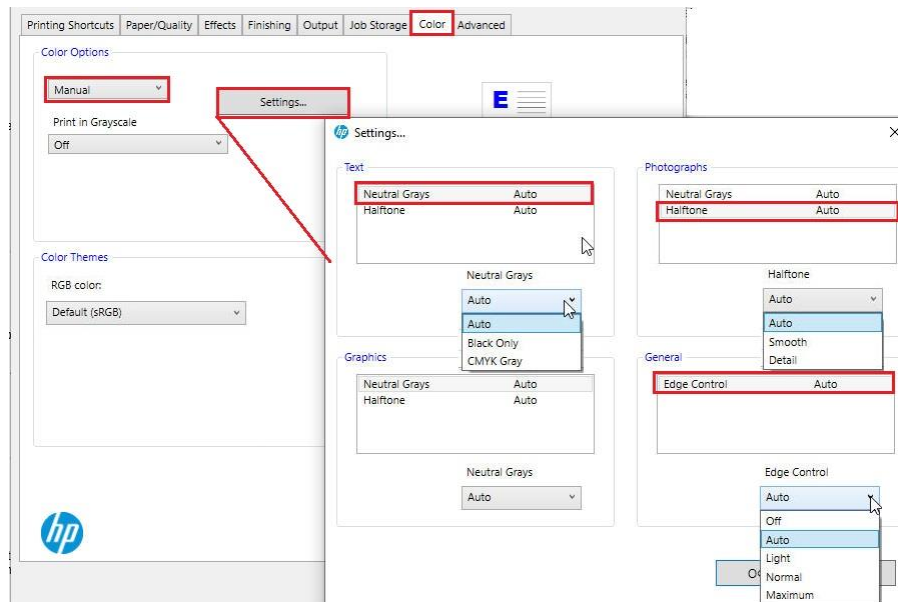
Select to adjust colormap and halftone settings independently for text, graphics, and photographs. These settings are only available when **HP Automatic Color Settings** is turned off.



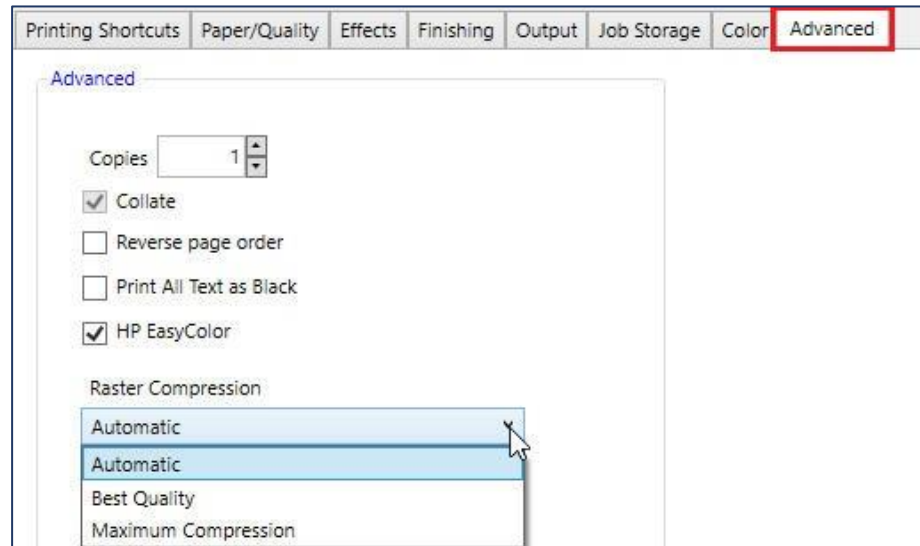
Natural Grays is a warmer gray with a subtle warm undertone.

HalfTone Technique of breaking up an image into a series of dots to reproduce the full tone range of a photograph or artwork.

Edge Control Sharpens the edges of images such as text in the table and graphics to improve legibility.



Advanced Tab



Advanced this tab contains options for the document output.

Collate

Collate is an output method where all the pages of a document are kept together in a set. The opposite is uncollated, where the pages aren't kept together, all page 1s come out in a group, all page 2s come out in a separate group.

Reverse page order Print pages from front to back or back to front.

Print All Text as Black All contents of the document, regardless of color, prints in black.

HP EasyColor This technology automatically improves mixed-content documents that are printed from Microsoft Office programs. This technology scans documents and automatically adjusts photographic images in .JPEG or .PNG format. HP EasyColor technology enhances the entire image at one time, rather than dividing it into several pieces, which results in improved color consistency, sharper details, and faster printing.

Raster Compression Compresses the data for faster transmission and uses less storage space. Raster graphics are best used for non-line art images, specifically digitized photographs, scanned artwork or detailed graphics. Non-line art images are best represented in raster form because these typically include subtle chromatic gradations, undefined lines and shapes, and complex composition. There are three levels of compression to choose from, Automatic, Best quality and Maximum Compression.

