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 bitmap watermarks. You can select, scale, and position a graphic bitmap for use as a watermark.
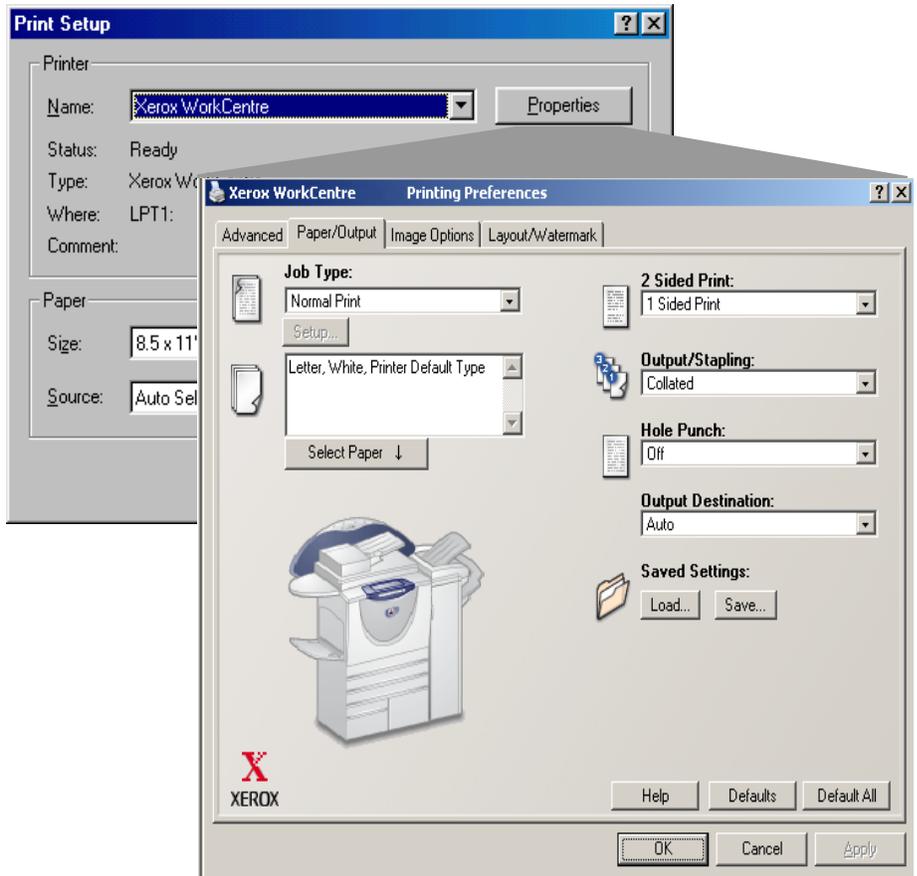
Printer driver features that work for you.

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.

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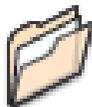
With some Xerox printer drivers, you can save all your chosen settings for a print job by clicking *Save...* from the *Saved Settings* group box.

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.

Stapling
> *Paper/Output Tab*

You can staple your documents with one or two staples depending on the 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 lower left side of the document.

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.

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).

Toner Saver
> *Image Options Tab*
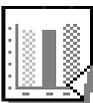
This option causes all black areas in your document to print in varying shades of gray, saving toner.

Transparency Separators
> *Paper/Output Tab*

With this option, you can print separator pages between your transparencies. The separator pages can be blank or printed with the image of the transparency.

Select Paper
> *Paper/Output Tab*

Choose the Select Paper button to customize the paper size, type, and color selections for the document body and front cover of your document.

2 Sided Printing
> *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.

Request Set Offset
> *Advanced Tab*

Set Offset causes each set of an uncollated multiple copy print job to be slightly offset from one another in the output tray. This often makes it easier to sort and handle documents when you are printing several uncollated copies of a document.

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).

Graphics Mode
> *Image Options Tab*

The Graphics Mode options specify how the printer driver sends graphic information to the printer (PCL, Windows 2000/XP only).
- *Vector*—requires less memory for some patterns and shapes. This selection is the system default.
- *Raster*—converts images to raster graphics.

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.