PRODUCT HOME

HP Designjets - Change Print Settings (Windows 10)

This document is for HP Designjets in Windows 10

This document describes how to change the print settings for single print jobs, how to change the default print settings, and explains the print settings options available in the Windows 10 Print Driver.

This video shows how to change print settings in Windows 10

VIDEO

Changing Print Settings in Windows 10
Learn how to change print settings for individual print jobs and default settings for all print jobs in Windows 10.

[Click here to see this video in full screen on YouTube. ↙](#)

Change the print settings for a single print job

If you're printing a single document from any program on Windows 10, and want to change the print settings, use the following steps.

1. Open the document that you want to print. Click **File**, and then click **Print**.

   The **Print** window opens.

2. Click the option that opens the **Properties** dialog box. Depending on the software program, the button might be **Properties**, **Options**, **Printer setup**, **Printer**, or **Preferences**.

3. Select the print settings for the current print job, and then click **OK**.

   See the below sections to change the paper size and orientation settings.

⊠ Change the paper size

1. In the Driver settings, click the **Paper/Quality** tab in the printer driver properties window.

2. Click the **Advanced** tab.

3. Under the **Paper Size** heading, click the arrow (⌄) to open the drop-down menu, and then select a standard paper size or any custom created paper size.

4. To create a new Custom Paper Size, click **Custom** and define the unit, size, name, and then click **Save**.

5. Click **OK**.

[×] Change the print orientation

1. In the Driver settings, click the **Layout** tab (in some Designjet printer models, the **Layout** tab will be available under Finishing or Paper/Quality).

2. Under the **Orientation** heading, select **Portrait** or **Landscape**.

3. Click **OK**.

Change the printed text size

Printed text size cannot be changed in the general Windows 10 print settings. For instructions on how to change the text size in a specific program, see that program's help guide.

Change the default print settings for all print jobs

If you want to change the settings for every print job, use the following steps.

1. Search Windows for `devices`, and click **Devices and Printers** in the list of results.

2. Right-click the printer icon (⌨) for your printer, and then select **Printing preferences**.

3. Select your new default print settings (paper size, orientation, etc.), and then click **OK**.

Understanding print settings

Use the following guide to help you understand the print settings.

> **NOTE:** The names of the tabs and settings might be different, depending on your printer model and driver versions some of the features may not be applicable.

Settings on the Features or Layout or color tab of the Printing Preferences screen

Setting	Description
Print quality	**Best** produces the best print quality at the slowest printing speed. **Normal** increases the print speed and decreases the print quality. **Fast** produces draft quality at the fastest printing speed. Print quality can be selected from standard options by sliding between **Speed** and **Quality**. Optionally it can be changed by going into **Custom Options** and **Settings**.
Paper type	**Automatic** is the default setting. It enables the printer to automatically select the paper type. You can also select a paper type from the drop-down list.
Document size	Select the paper size from the drop-down list. Click **Custom** to create and modify custom paper size information.

Setting	Description
Margins	- Standard: The printable area is equal to the selected paper size minus the selected margins. The printer will add the selected margins to the printable area and align the resulting paper to the edge of the loaded paper. The printer will cut the paper to a size equal to the selected paper size. - Oversize: The printable area is equal to the selected paper size. The printer will add its margins to the printable area and align the resulting paper to the edge of the loaded paper. The printer will cut the paper with a size equal to the selected paper size plus the printer margins. - Clip Contents by Margins: The printable area is equal to the selected paper size. The printer will align the selected paper size to the edge of the loaded paper, and then clip the contents according to the selected margins. Printer will not print any data inside the clipped area. The printer will cut a paper with a size equal to the selected paper size.
Pages per sheet	Select the number of pages to print on each sheet of paper.
Disable Automatic Cutter	Select to turn off the automatic cutter so that the printer will not cut the page at the end of the print job.
Remove Blank Area or Remove Top/Bottom blank area	Select to use only the roll paper that is necessary to print the image, which saves paper. If you select this option, the printer will not print the blank areas of the image. In other printer models this option is called 'Inked area'
Crop Lines	Select to include crop lines on the printed page.
Remove Margins between pages	If this feature is enabled, multi-page printing jobs will be printed without top or bottom margins, creating one continuous image.
Autorotate	Select this feature to permit the image or document to be automatically rotated in order to save paper or avoid clipping.
Page order	Specifies the order in which the pages of your document are printed. **First page on top**: Prints the document so that page 1 is on top of the stack. **Last page on top**: Prints the document so that page 1 is on the bottom of the stack
Delivery	Defines the paper output path of Stacker or Basket
Hold for Manual printing with stacker open	**Manual printing with stacker open** In order to prevent stacker wheel marks on the some photographic papers, you can print your jobs from the printer's front panel with the stacker cover open. To print your job in Manual mode, click **Print** in your application, add it to the printer's job queue (where available), and follow the instructions in the front panel.
Show preview before printing	Enables the **Print Preview** utility to display the layout of a document immediately before a print job begins. Make sure you click "Continue" in the preview window for the job to be printed.

Setting	Description
Resizing	**Actual size**: This will print the document without changing its size. **Fit to**: This Prints the document on a paper size other than the one for which it is formatted. This option is useful if document is formatted for a paper size which is not available. For example, if a document is formatted for letter-sized paper and you do not have this size of paper, you can print on another size. NOTE: **Fit to** will not be available if Pages per Sheet or Pages per Sheet and Posters is set to more than one. **% of actual size**: Click to enlarge or reduce the document from normal size. Only the image size changes, your document is printed on the paper size selected in your application. Enlarging your document may truncate some of each page.
Quick Sets	The print driver provides many options that can be set to different values when printing a particular job. A quick set stores the values for a print job, so that you can set them all with a single click. Some settings (such as paper size, paper source and orientation) might be overridden by the values provided by your application. To create a customized quick set: 1. Select the quick set that comes closest to satisfying your requirements. 2. Change any value in any of the tabs. 3. Save the new quick set with a name of your choice. Click the **Factory Defaults** quick set to restore all options to their default values.
Color options	Choose to print in Grayscale or **Black only**.
Color Management	**Application Managed color**s: Allow the software program from which you are printing to manage the color of the document. **Printer Managed colors**: Allow the printer to manage the type of color produced and select the source profile
Printer Emulation	Select the printer whose colors you want to emulate

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