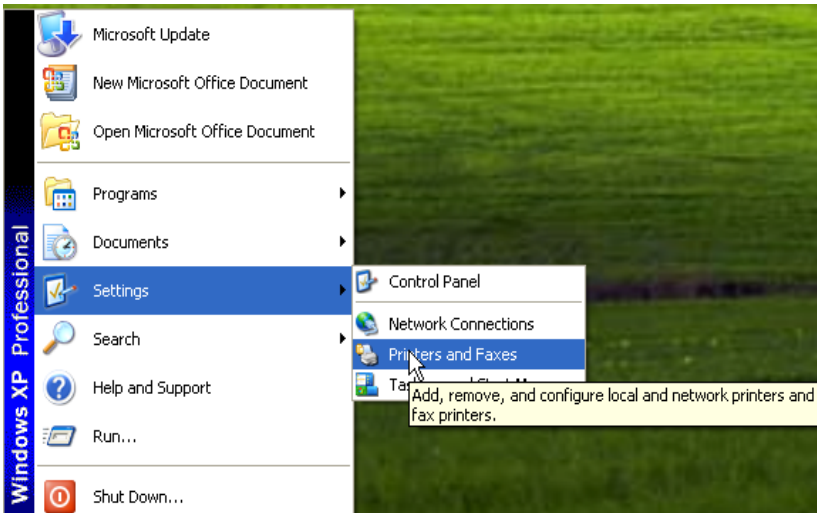


Enabling Banner Pages (2 ways)

1. Changing Default Settings, by Print Device

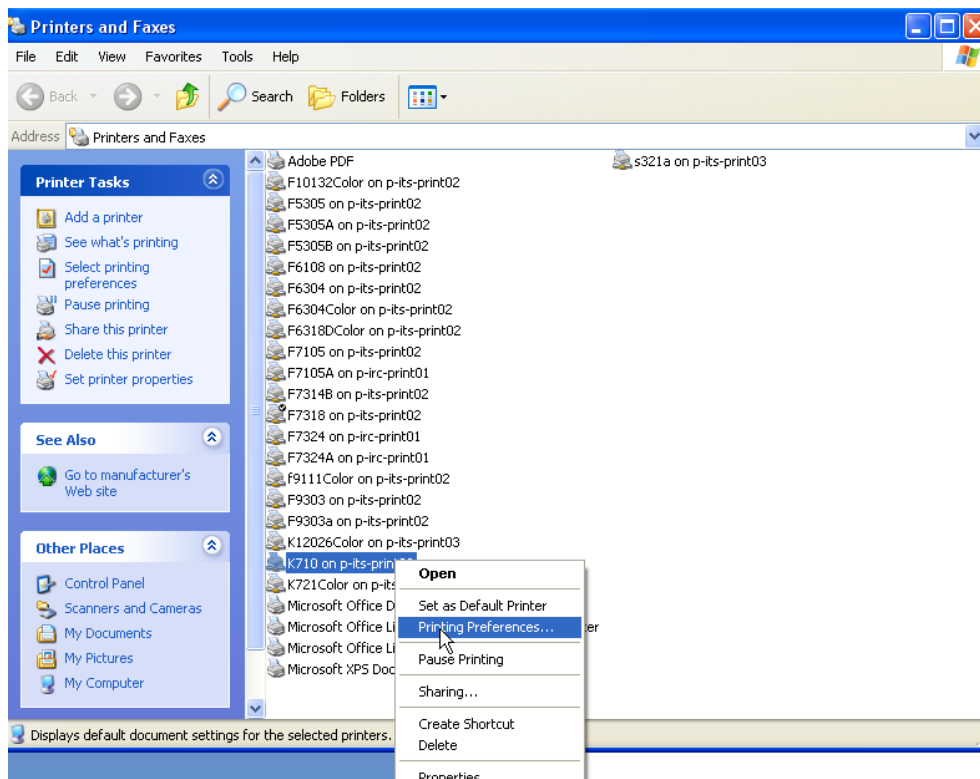
Open your list of available printers:

- Follow the path of Start/Settings/Printers and Faxes



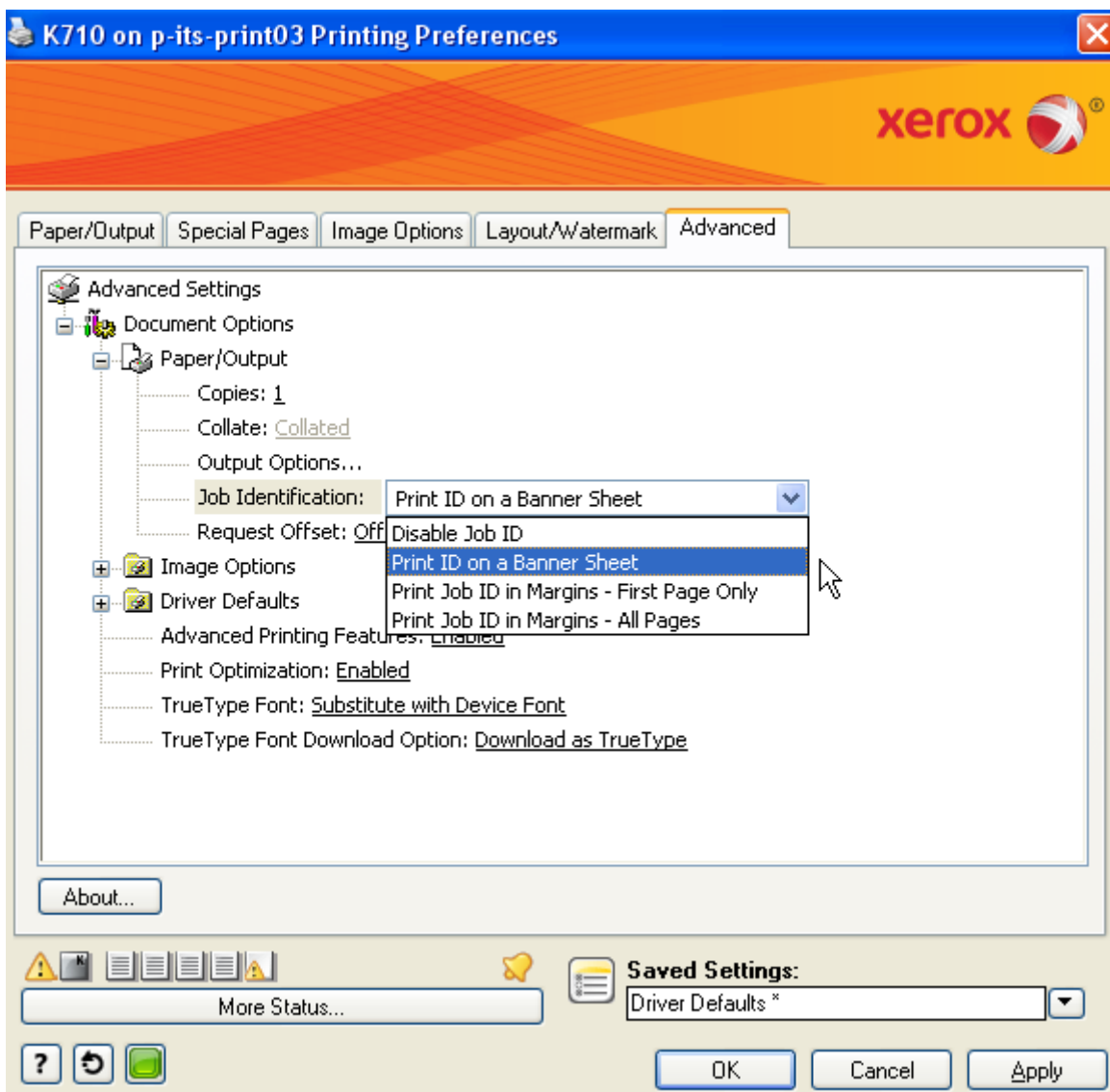
Select the printer for which you want to change your default settings:

- Right click on that printer, and then left click on Printing Preferences



Go to the Advanced Tab:

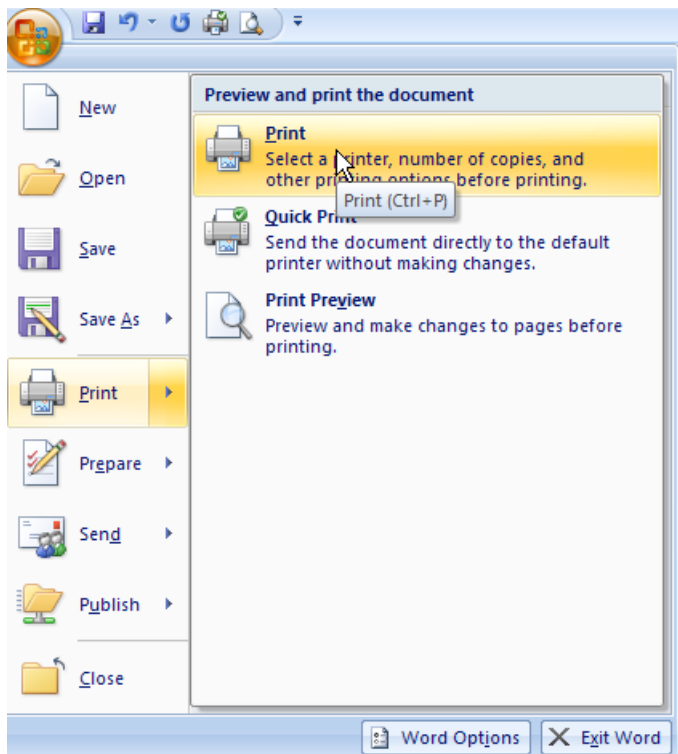
- Click on the (+) sign to expand the path to Paper/Output
- You will see a field named Job Identification: (*with a drop down arrow next to it*)
- Select your preferred option
 - Disable Job ID: Default setting, Banner Sheet
 - Print ID on a Banner Sheet: Prints a full Banner Sheet
 - Print ID in Margins – First Page Only: Prints 8pt font-sized information about print job, at top of first page only
 - Print ID in Margins – All pages: Prints 8pt font-sized information about print job, at top of all pages
- **Click on Apply button**
- Click on OK button
- This shall remain as the default for a given printer



2. Changing Temporary Settings, by Print Job

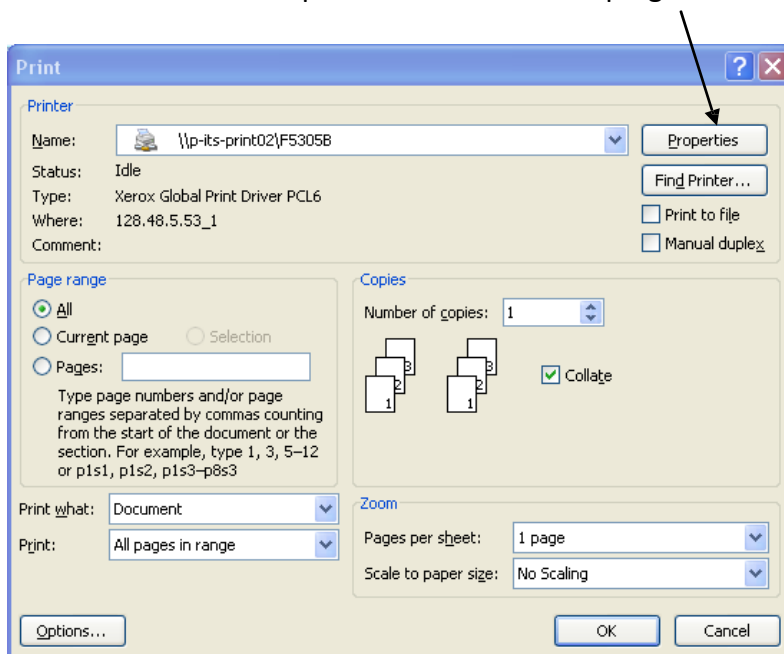
From the document for which you plan to print a single print job:

- Follow the path of Windows icon/Print/Print



From the Print window:

- Click on the Properties button at the top right



Go to the Advanced Tab:

- Click on the plus sign under Expand Paper/Output, under Document Options
- You will see a field named Job Identification: (it has the value of “Disable Job ID”)
- Select your preferred option
 - Disable Job ID: Default setting, Banner Sheet
 - Print ID on a Banner Sheet: Prints a full Banner Sheet
 - Print ID in Margins – First Page Only: Prints 8pt font-sized information about print job, at top of first page only
 - Print ID in Margins – All pages: Prints 8pt font-sized information about print job, at top of all pages
- **(Do Not click on Apply button)**
- Click on OK button
- This shall change the banner option for this print job only

