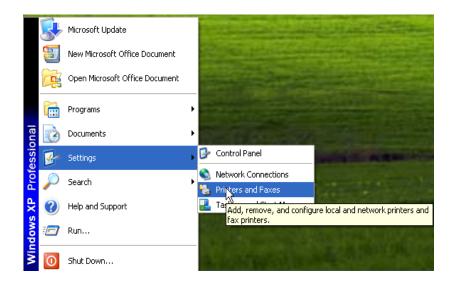
# Enabling Banner Pages (2 ways)

1. Changing Default Settings, by Print Device

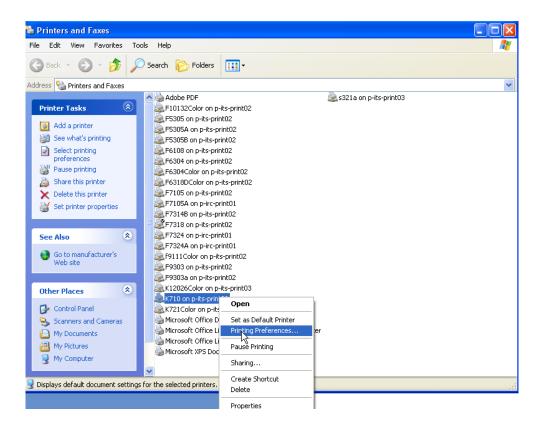
#### Open your list of available printers:

• 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
  - o Disable Job ID: Default setting, Banner Sheet
  - o 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

💩 K710 on p-its-print03 Printing Preferences	
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Paper/Output Special Pages Image Options Layout/Watermark Advanced	
Advanced Settings  Advanced Settings  Advanced Settings  Advanced Settings  Advanced Settings  Advanced Options  Advanced Printing Features:  Advanced Printing Features:  Print Job ID in Margins - All Pages  Advanced Printing Features:  Print Substitute with Device Font:  TrueType Font: Substitute with Device Font:  TrueType Font Download Option: Download as TrueType	
About	
A Image: Saved Settings:   More Status     Priver Defaults *     OK	Cancel Apply

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

B · · · · U	- 🛱 💁 🕫
New	Preview and print the document
Dpen	Select a vinter, number of copies, and other province options before printing. Print (Ctrl+P)
<u>S</u> ave	Quick Prime Send the document directly to the default printer without making changes.
Save <u>A</u> s →	Print Preview Preview and make changes to pages before printing.
Print >	
✓ Prepare →	
Sen <u>d</u>	
Publish >	
Close	
	😫 Word Opt <u>i</u> ons 🗙 E <u>x</u> it Word

#### From the Print window:

• Click on the Properties button at the top right

			\
Print			? 🛛
Printer Name:	🚊 \\p-its-print02\F5305B		Properties
Status: Type: Where: Comment:	Idle Xerox Global Print Driver PCL6 128.46.5.53_1		Find Printer Print to file Manual duplex
ranges from th section	page Selection age numbers and/or page separated by commas counting e start of the document or the . For example, type 1, 3, 5–12 , p1s2, p1s3–p8s3	Copies Number of copies: 1	Colla <u>t</u> e
Print <u>w</u> hat: P <u>r</u> int:	Document  All pages in range	Zoom Pages per sheet: 1 pag Scale to paper size: No So	
Options			OK Cancel

#### 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
  - o Disable Job ID: Default setting, Banner Sheet
  - o 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

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Paper/Output Special Pages Image Options Layout/Watermark Advanced	
Advanced Settings  Advanced Settings  Advanced Settings  Advanced Settings  Advanced Options  Copies: 1  Collate: Collated  Output Options  Job Identification: Print ID on a Banner Sheet  Request Offset: Off Disable Job ID  Request Offset: Off Disable Job ID  Print ID on a Banner Sheet  Print Job ID in Margins - First Page Only Print Job ID in Margins - All Pages  Advanced Printing Features: Entaneeu  Print Optimization: Enabled  TrueType Font: Substitute with Device Font TrueType Font Download Option: Download as TrueType  About	
More Status Saved Settings:	
	Cancel Apply