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[Information and Tips] Printing Preferences

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This page is one from the "Windows Printer Driver Information and Tips" series of documents. Each document is published externally, contains some of the most popular information and tips sorted by printer driver or technological theme, and includes helpful links to related contents in the Knowledge Base or on external websites.

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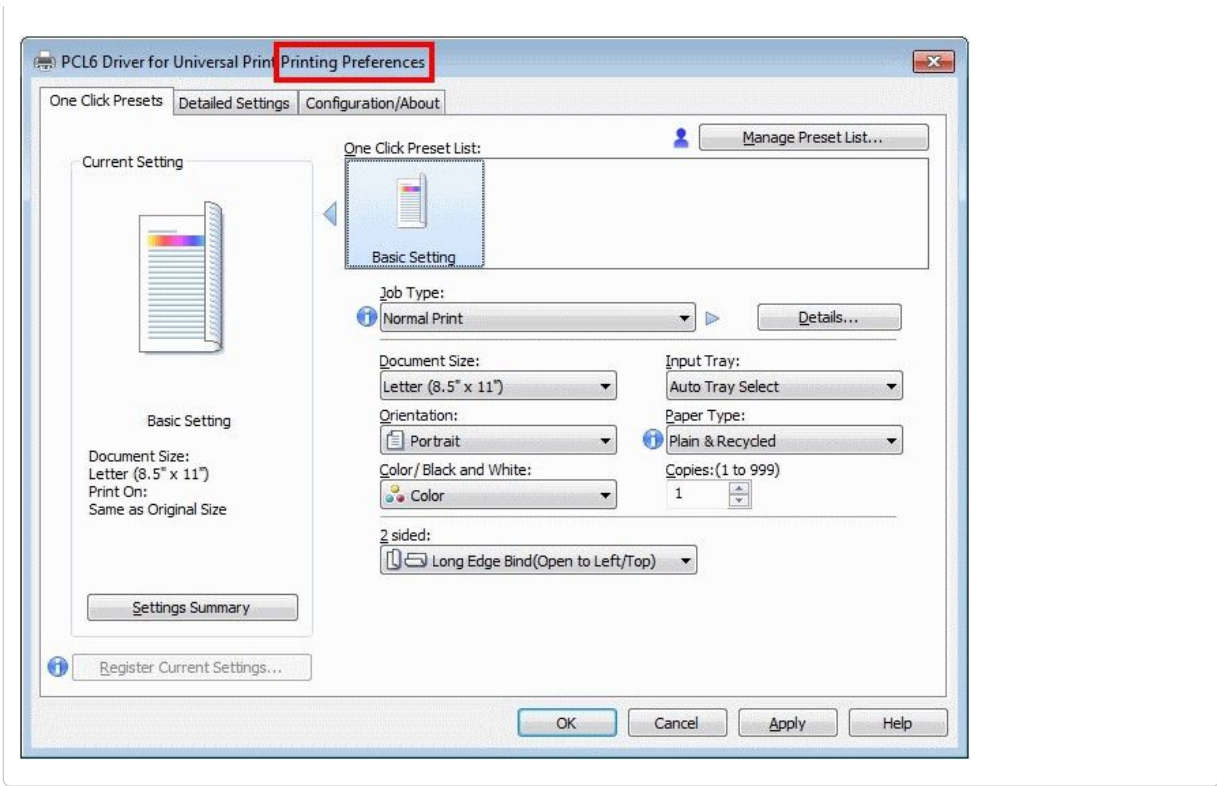
Printing Preferences versus Printing Defaults

Printing Preferences is used to set the default driver settings for local users.

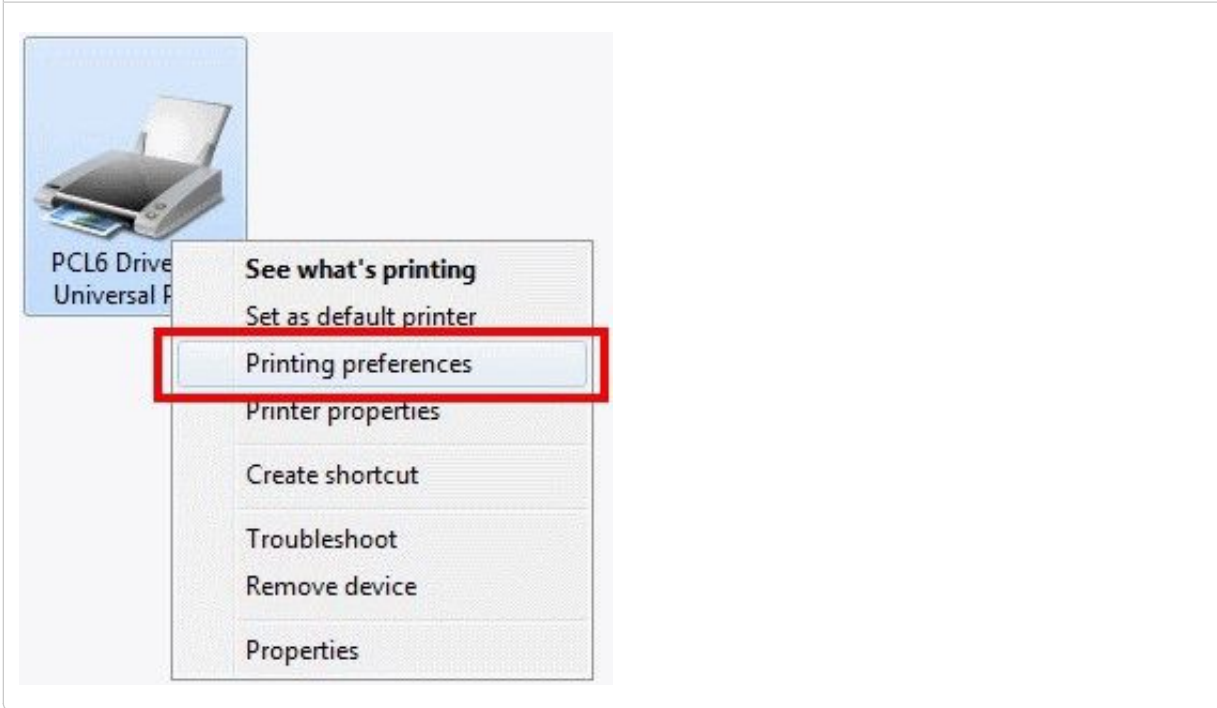
Printing Defaults is used to set the default driver settings for Point and Print clients. Settings in Printing Defaults will apply to those clients' Printing Preferences.

Sample screenshots of Printing Preferences:

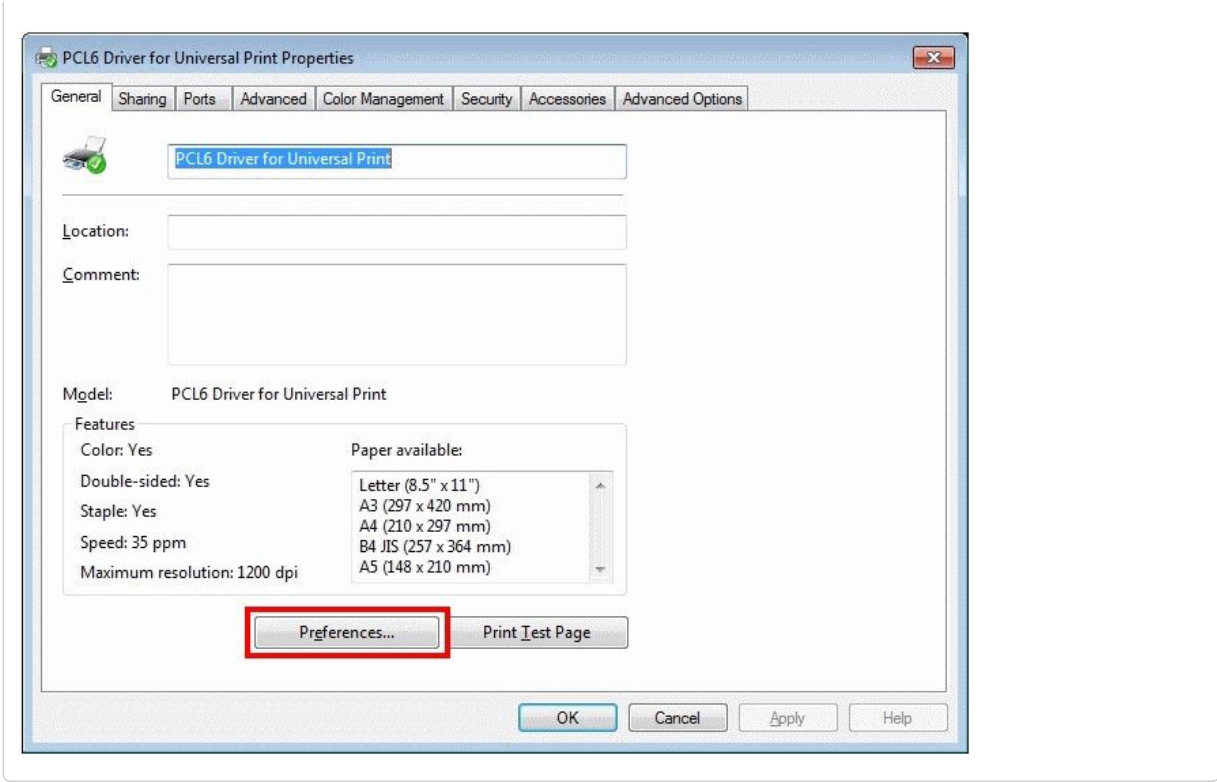
[Screenshot: Printing Preferences \(Click to open\)](#)



Screenshot: Accessing Printing Preferences by right-clicking the printer (Click to open)

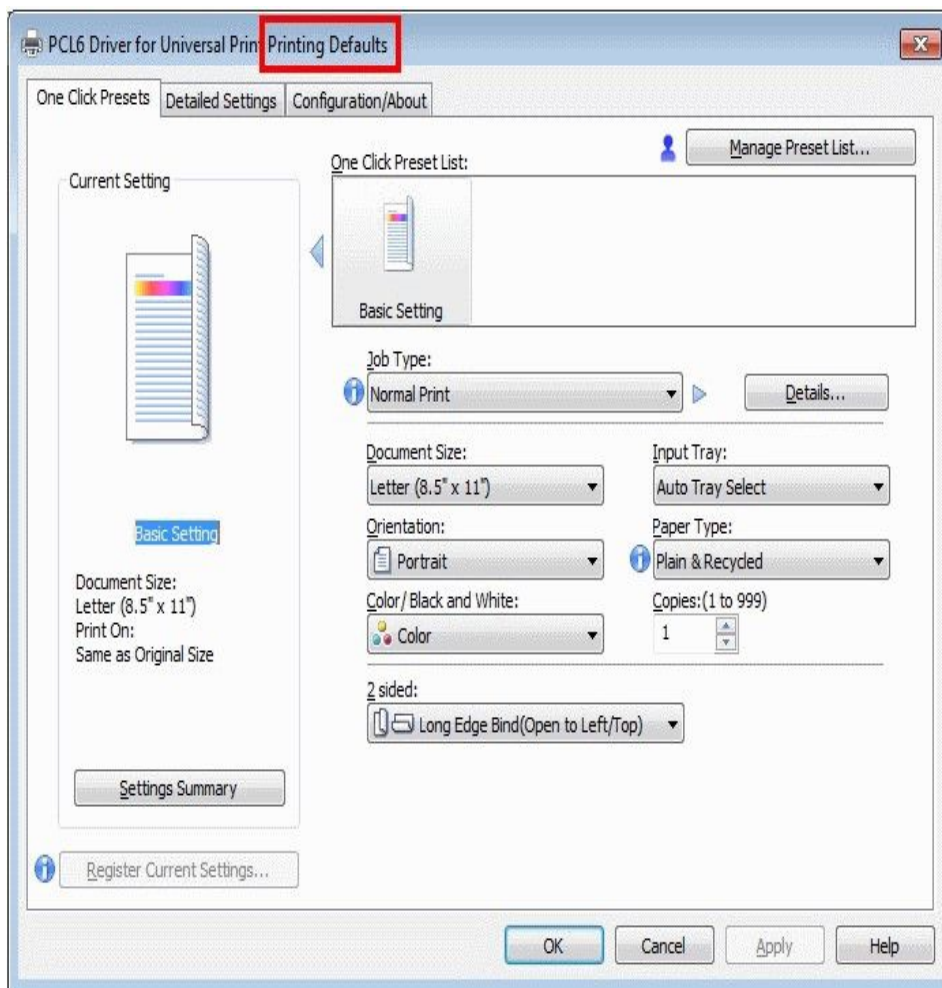


Screenshot: Accessing Printing Preferences by clicking Preferences in Printer Properties (General tab) (Click to open)

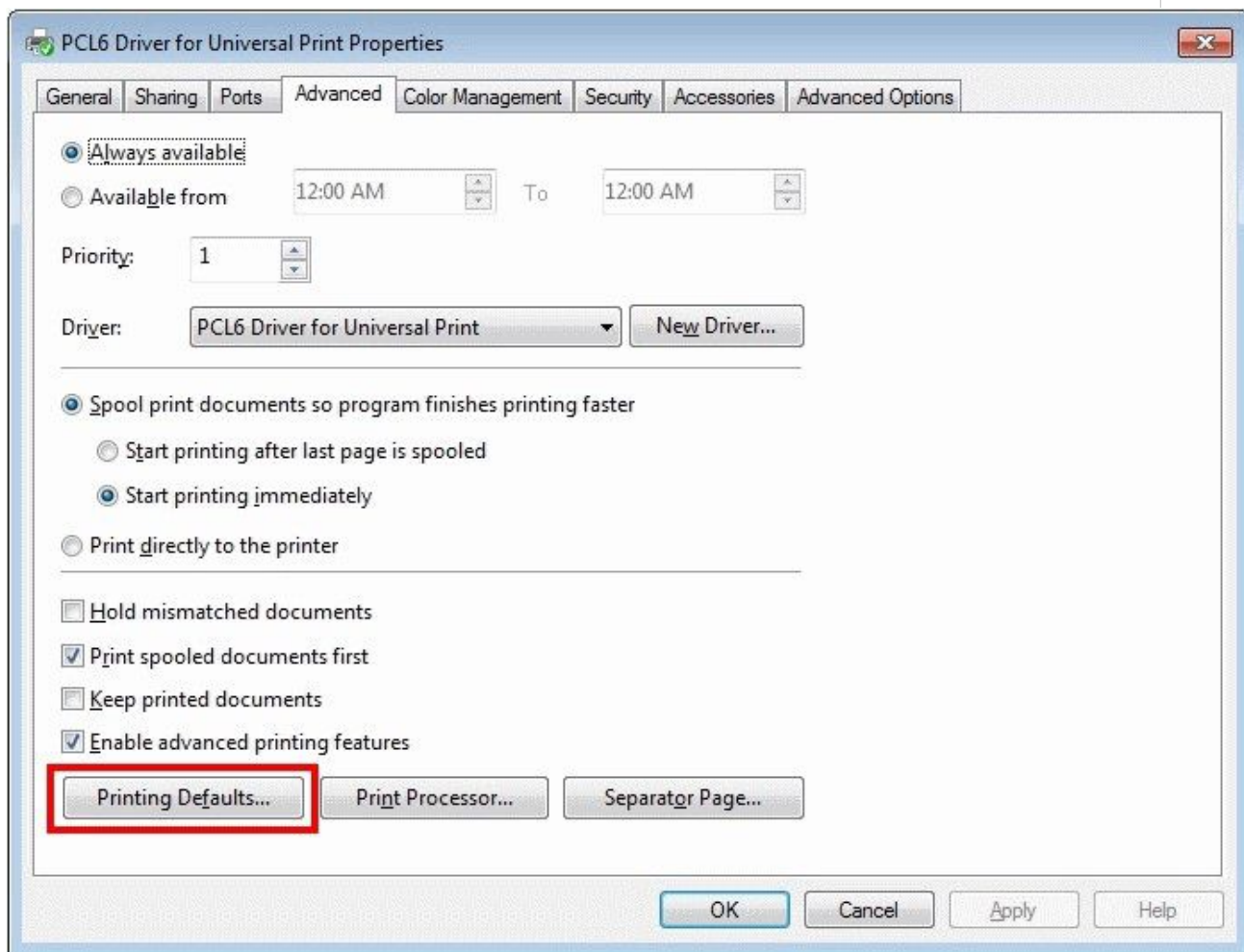


Sample screenshots of Printing Preferences:

Screenshot: Printing Defaults (Click to open)



Screenshot: Accessing Printing Defaults by clicking Printing Defaults in Printer Properties (Advanced tab) (Click to open)



Note: The default driver settings can be customized. For details, see [\[Information and Tips\] Preconfiguring or customizing a printer driver.](#)

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Function of Printing Preferences when accessed from an application

Printing Preferences can also be accessed from the Print window in various applications. In this case, users can temporarily change the driver settings.

Note that when accessed from an application, Printing Preferences might be named differently. In this "Information and Tips" series of documents, however, it will consistently be named "Printing Preferences" regardless of the application.

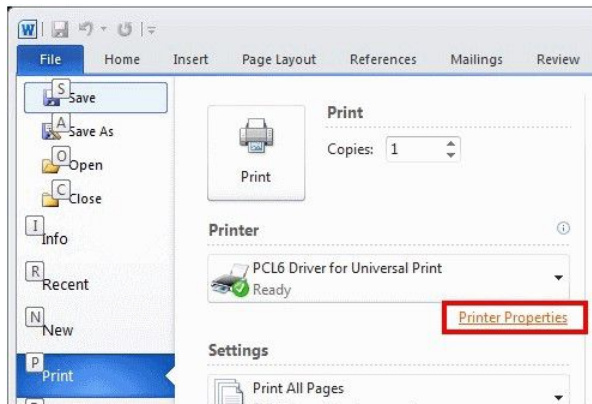
Some examples of names of the button in the Print window and names of the opened window include:

- Microsoft Notepad: "Preferences" (the button) and "Printing Preferences" (the window)
- Microsoft Word 2010: "Printer Properties" (the button) or "Properties" (the window)
- Adobe Reader 11: "Properties" (both the button and window)

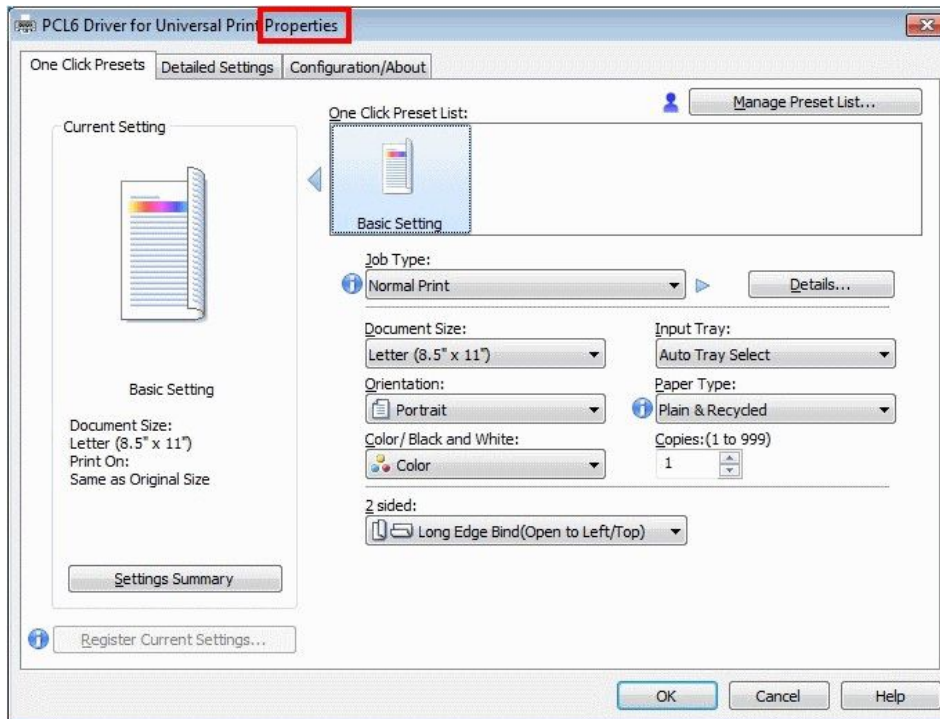
Sample screenshots:

Screenshot: The "Printer Properties" button in the Print window in Microsoft Word

2010 (Click to open)



Screenshot: The driver's "Properties" in Microsoft Word 2010 (Click to open)



Priority of settings

A document or an application and the driver can have different defaults for the same setting. For example, a document of Legal paper size can be printed by using a printer driver that has the default paper size set to A4. In this case, priority of the settings varies by application and sometimes by the application's settings.

The following are some examples about how the paper size is determined:

- Microsoft Notepad: Although the application has the "Page Setup" menu, the paper size setting in "Page Setup" cannot be saved to the document or application. The settings in "Page Setup" only reflect the settings of the default printer driver or driver selected in the Print window. Configuring the paper size in "Page Setup" is exactly the same action as configuring the paper size in Printing

Preferences.

- Microsoft Word 2003: The document's paper size configured in "Page Setup" will have priority over the driver's default paper size. For example, if a Legal-sized document is printed by using the driver that has A4-size paper set as the default, Printing Preferences that is accessed from the application will still show the driver's default as A4, but the job will print by using the document's paper size, Legal.
- Microsoft Word 2010: The document's paper size configured in "Page Setup" will have priority over the driver's default paper size. In addition, Printing Preferences that is accessed from the application will temporarily reflect the document's paper size. For example, if a Legal-size document is printed, Printing Preferences that is accessed from the application will also show the Legal paper size even if its default is A4. This is done through the communication method between the application and driver by using the Print Ticket and Print Capabilities (PTPC) technologies that are implemented in Microsoft Office 2007 and later.
- Microsoft Excel 2010 with "Scale content for A4 or 8.5 x 11" paper size enabled: The setting, which is enabled by default, applies to the cases where the document's paper size is A4 and the driver's default is Letter (or vice versa), causing the driver's default paper size to be prioritized over the document's paper size. For example, if a Letter-size document is printed by using a printer driver that has the default paper size set to A4, the application's Print dialog will show Letter as the document size. In addition, if Printing Preferences is accessed from within the application, it will also show Letter as the paper size, which is the result of PTPC. However, the job will print by using the driver's default, A4, which is the result of the "Scale content for A4 or 8.5 x 11" setting. For more details about this setting, see the following article in the Knowledge Base:
[A4-size Excel documents are printed as Letter size and Letter-size documents are printed as A4](#)
Note: Word 2010 has a bug in the "Scale content for A4 or 8 x 11" setting and the job will print by using the Letter size in the above example.

References:

Microsoft - PrintTicket and PrintCapabilities Support in Windows Print Drivers:
<http://msdn.microsoft.com/windows/hardware/gg463365>

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