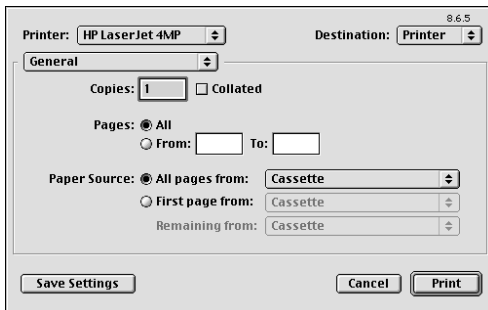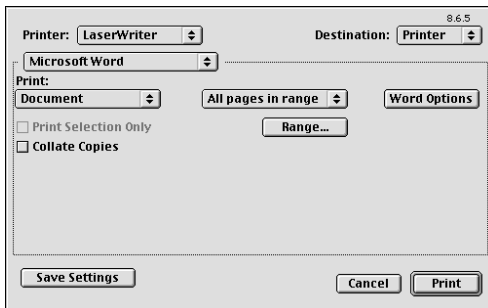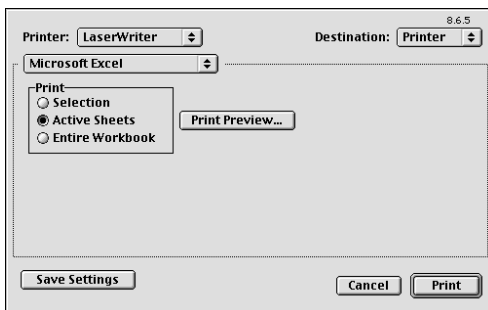**Figure 34** The Print options for a Color StyleWriter 1500.

Figure 35 The General options of the Print dialog box for a LaserWriter printer.

Figure 36 Application-specific Print dialog box options for Microsoft Word…

Figure 37 …and for Microsoft Excel.

The Print Dialog Box

The Print dialog box lets you set printing options and send the print job to the printer. Like the Page Setup dialog box, the Print dialog box is a standard dialog box, but two things can cause its appearance and options to vary:

◆ Print options vary depending on the selected printer driver (**Figures 34**, **35**, and **39**).

◆ Additional options may be offered by specific applications (**Figures 36** and **37**).

In this section, I tell you how to set the basic options—those options available for most printers and most applications—in the Print dialog box.

✔ Tip

■ For information about using Print options specific to an application, consult the documentation that came with the application.

THE PRINT DIALOG BOX

To open the Print dialog box

Choose File > Print (**Figures 38a**, **38b**, and **38c**).

or

Press ⌃ ⌘ P.

✔ Tip

■ To use the Finder's Print command, you must first select the icon for the document that you want to print.

To set QuickDraw printer Print options

1. Open the Print dialog box (**Figures 34** and **39**).

2. In the Copies edit box, enter the number of copies of the document to print.

3. In the Page Range area, select either the All radio button to print all pages or enter values in the From and To edit boxes (**Figure 40**) to print specific pages.

4. Select a Quality radio button. Some of the options you might see include:

   ▲ **Best** is the best quality. It takes longer to print and uses more ink.

   ▲ **Normal** or **Faster** is standard quality; you'll use it most often.

   ▲ **Draft** prints only the text of the document, in one font and size. It's the quickest print option, but what you get on paper may not match what you see on screen.

5. Select other options specific to your printer, including Paper Type (**Figure 34**), Paper Feed (**Figure 39**), Image (**Figure 34**), and Notification (**Figure 34**). These options are self-explanatory; if you need more information, consult the documentation that came with your printer.
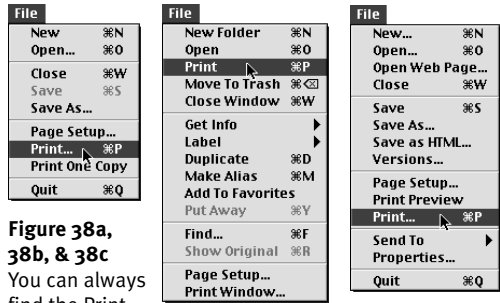
Figure 38a, 38b, & 38c
You can always find the Print command under the File menu. Here are the File menus for SimpleText (left), the Finder (middle), and Microsoft Word (right).
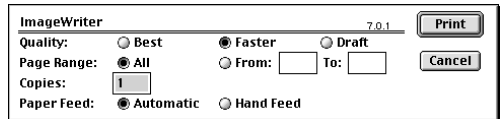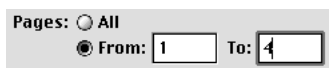

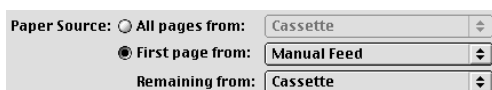**Figure 39** The Print dialog box for an ImageWriter printer.

Figure 40 When you enter values in the From and To edit boxes the From radio button is automatically selected.
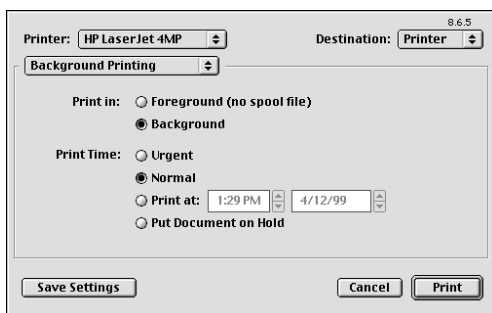
Figure 41
Use the pop-up menu
beneath the Printer
pop-up menu to select
a category of printing
options.

Figure 42 Use the Pages area to
specify which pages to print.

Figure 43 The Paper Source options make it possible
to print the first page of a document on letterhead
you manually feed and the rest of the pages on plain
paper from the paper cassette.

Figure 44 The Background Printing options in the
Print dialog box for a PostScript printer.
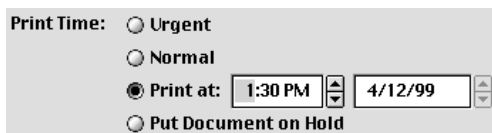
Figure 45 When you select the Print at radio button,
you can enter a date and time to print the document.

To set PostScript printer General options

1. In the Print dialog box, choose General from the pop-up menu beneath the Printer pop-up menu (**Figure 41**) to display General options (**Figure 35**).

2. In the Copies edit box, enter the number of copies of the document to print.

3. To collate multiple copies, turn on the Colated check box.

4. In the Pages area, select either the All radio button to print all pages or enter values in the From and To edit boxes to print specific pages (**Figure 42**).

5. Select a Paper Source radio button. If you select First page, you can specify different paper sources for the first page and remaining pages (**Figure 43**).

To set PostScript printer Background Printing options

1. In the Print dialog box, choose Background Printing from the pop-up menu beneath the Printer pop-up menu (**Figure 41**) to display Background Printing options (**Figure 44**).

2. To print while you wait, select the Foreground (no spool file) radio button.

    or

    To print while you continue to work with your computer, select the Background radio button.

3. Select a Print Time radio button:

    ▲ **Urgent** puts the job in the print queue before jobs marked Normal.

    ▲ **Normal** puts the job in the print queue in the order it was received.

    ▲ **Print at** lets you specify a date and time to print the job (**Figure 45**).

    ▲ **Put Document on Hold** puts the job in the print queue but does not schedule it for printing.

To set PostScript printer Color Matching options

1. In the Print dialog box, choose Color Matching from the pop-up menu beneath the Printer pop-up menu (**Figure 41**) to display Color Matching options (**Figure 46**).

2. Choose an option from the Print Color pop-up menu (**Figure 47**):
   ▲ **Black and White** prints in black and white.
   ▲ **Grayscale** prints in shades of gray.
   ▲ **Color/Grayscale** prints in color on a color printer or in shades of gray on a monochrome printer.
   ▲ **ColorSync Color Matching** or **Post-Script Color Matching** prints in color using characteristics of a specific printer. If you choose either of these options, you must also choose options from the Intent and Printer Profile pop-up menus.
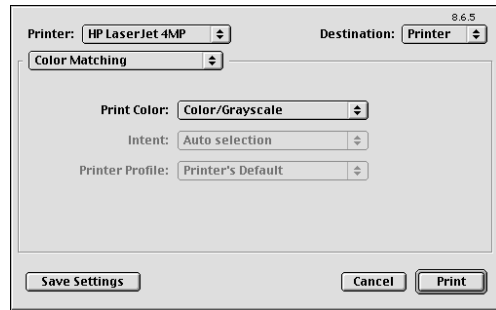
✔ Tip

■ Color matching technology is beyond the scope of this book. If you have a color PostScript printer (lucky you!), consult the documentation that came with it for more information.

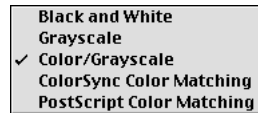## To set PostScript printer Cover Page options

1. In the Print dialog box, choose Cover Page from the pop-up menu beneath the Printer pop-up menu (**Figure 41**) to display Cover Page options (**Figure 48**).

2. To print a cover page before or after the document, select either the Before Document or After Document radio button. Then use the Cover Page Paper Source pop-up menu (**Figure 49**) to specify the cover page source.
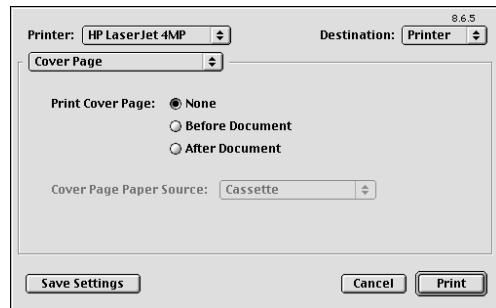
✔ Tips

■ A cover page is a sheet of paper that identifies the source of the print job.
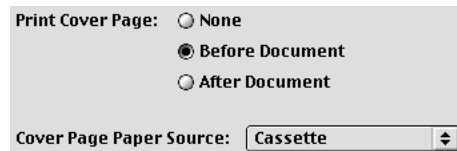

Figure 46 The Color Matching options in the Print dialog box for a PostScript printer.
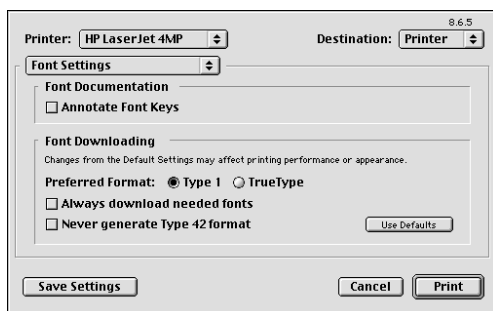

Figure 47 There are five options on the Print Color pop-up menu.

Figure 48 The Cover Page options in the Print dialog box for a PostScript printer.

Figure 49 If you decide to print a cover page, you can select a paper source for it.

■ Cover pages waste paper. Unless you're on a network and need to separate your print job from others, don't print a cover page.

Figure 50 The Font Settings options in the Print dialog box for a PostScript printer.

To set PostScript printer Font Settings options

1. In the Print dialog box, choose Font Settings from the pop-up menu beneath the Printer pop-up menu (**Figure 41**) to display Font Settings options (**Figure 50**).

2. Turn on check boxes for desired options:

   ▲ **Annotate Font Keys** includes information about font keys in PostScript output.

   ▲ **Preferred Format** enables you to select the font format you prefer for printing when you have both the PostScript Type 1 and TrueType version of a font.

   ▲ **Always download needed fonts** instructs your computer to download PostScript fonts even when the font already resides on the printer.

   ▲ **Never generate Type 42 format** prevents your computer from generating Type 42 format fonts based on TrueType format fonts.

✔ Tips

■ The Always download needed fonts option helps ensure consistency from one printout to another when a document is printed on a variety of printers.

■ To restore settings to their default values, click the Use Defaults button.

■ I tell you more about fonts in **Chapter 13**.

SETTING POSTSCRIPT PRINTER OPTIONS

To set PostScript printer Job Logging options

1. In the Print dialog box, choose Job Logging from the pop-up menu beneath the Printer pop-up menu (**Figure 41**) to display Job Logging options (**Figure 51**).

2. Select one of the radio buttons in the If there is a PostScript™ error area:

   ▲ **No special reporting** does not report PostScript errors.

   ▲ **Summarize on screen** displays Post-Script errors on screen as they occur.

   ▲ **Print detailed report** prints a report of PostScript errors after they occur.

3. Turn on check boxes for desired Job Documentation options:

   ▲ **Generate Job Copy** creates a copy of the job in PostScript format. (This file can later be sent to a PostScript printer to reprint the job without opening the original application.)

   ▲ **Generate Job Log** creates a log that provides information about the print job and printer.

4. To specify the folder in which job documentation should be saved, click the Change button beneath the Job Documentation Folder scrolling window. Then use the dialog box that appears (**Figure 52**) to locate and choose a folder. When you click Choose, the folder you selected appears in the Job Documentation Folder scrolling window (**Figure 53**).

✔ Tips

- I explain how to use Navigation Services dialog boxes like the one in **Figure 52** in **Chapter 5**.

- The PostScript files generated by turning on the Generate Job Copy check box can be very large.

Figure 50 The Job Logging options in the Print dialog box for a PostScript printer.
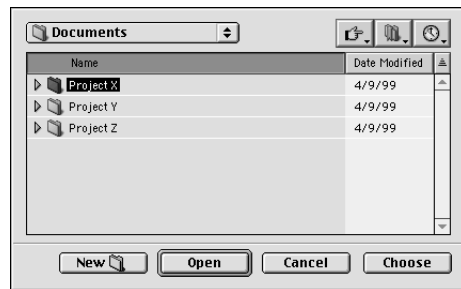

Figure 51 Use a dialog box like this one to locate and choose a folder to store job documentation.
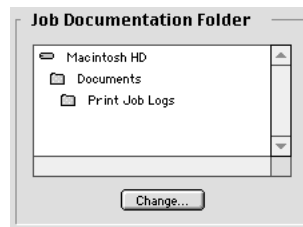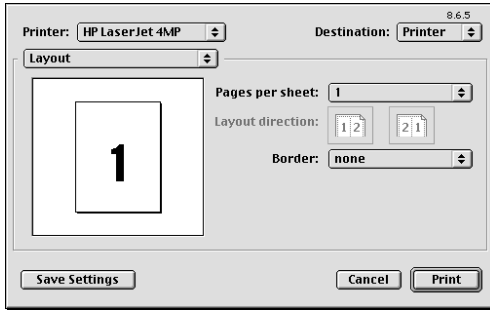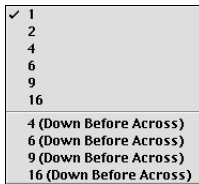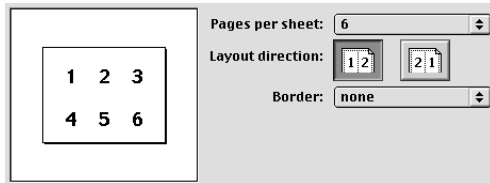

Figure 52 The folder you choose (or create and choose as illustrated here) appears in the Job Documentation Folder scrolling window.
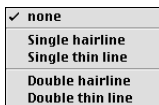
Figure 54 The Layout options in the Print dialog box for a PostScript printer.

Figure 55
Choose the number of document pages that you want to appear on each printed page.

Figure 56 The Print dialog box displays a sample layout for the number of pages you selected.

Figure 57
Choose an option from the Border pop-up menu to remove or add a border around document pages.

To set PostScript printer Layout options

1. In the Print dialog box, choose Layout from the pop-up menu beneath the Printer pop-up menu (**Figure 41**) to display Layout options (**Figure 54**).

2. Choose the number of document pages that you want to print on each sheet of paper from the Pages per Sheet pop-up menu (**Figure 55**).

3. If you select a value higher than 1 in step 3, click a Layout Direction button (**Figure 56**) to specify the order in which document pages should appear on the printed pages.

4. To add a border around each document page, choose an option from the Border pop-up menu (**Figure 57**).

✔ Tip

■ Select 2 or 4 from the Pages per Sheet pop-up menu (**Figure 55**) to print legible page proofs with less paper.

SETTING POSTSCRIPT PRINTER OPTIONS

To set PostScript printer Save as File options

1. In the Print dialog box, choose Save as File from the pop-up menu beneath the Printer pop-up menu (**Figure 41**) to display Save as File options (**Figure 58**).

2. Choose File from the Destination pop-up menu (**Figure 58**).

3. Choose an option from from the Format pop-up menu (**Figure 59**):

   ▲ **PostScript Job** saves the document as a standard PostScript file.

   ▲ **EPS Mac Standard Preview** saves the document as an encapsulated Post-Script file with a bitmap preview.

   ▲ **EPS Mac Enhanced Preview** saves the document as an encapsulated Post-Script file with a PICT preview.

   ▲ **EPS No Preview** saves the document as an encapsulated PostScript file without a preview.

   ▲ **Acrobat PDF** saves the document as an Adobe Acrobat PDF file. This option is only available if you have the full version of Adobe Acrobat (not just Acrobat Reader) installed on your computer.

4. Select a PostScript Level radio button.

5. Select a Data Format radio button.

6. Choose an option from the Font Inclusion pop-up menu (**Figure 60**):

   ▲ **None** does not save any fonts with the file.

   ▲ **All** saves all the fonts with the file.

   ▲ **All But Standard 13** saves all the fonts with the file except the 13 fonts found on most PostScript printers.

   ▲ **All But Fonts in PPD file** saves all the fonts with the file except the fonts listed in printer's PPD file.
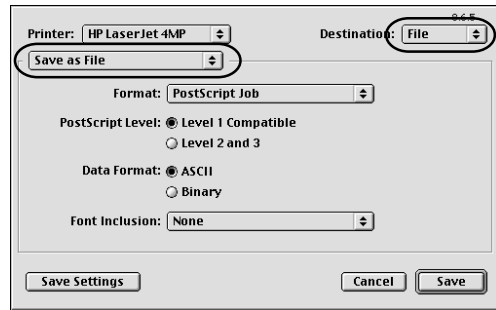
Figure 58 The Save as File options in the Print dialog box for a PostScript printer.
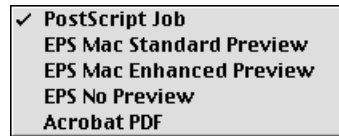
**Figure 59** Choose an option from the Format pop-up menu to specify a PostScript file format.

Figure 60 Choose an option from the Font Inclusion pop-up menu to specify which fonts should be included with the file.
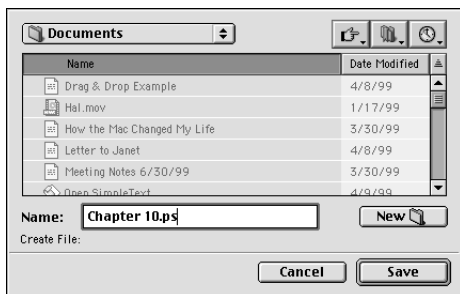
✔ Tips

■ If you're not sure how to set these options, leave all of them set to their default values except Font Inclusion, which you should set to All. This produces the most compatible PostScript files.

■ Details about PostScript options are beyond the scope of this book.
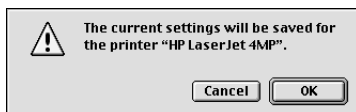
Figure 61 The dialog box confirms that you really do want to save settings for your printer.

Figure 62 Use this Save As dialog box to enter a name, select a location, and Save a document as a PostScript file.

✔ Tips

- You can normally cancel a print job as it is being spooled to the print queue or printer by pressing ⌘.. Any pages spooled *before* you press ⌘., however, may be printed anyway.

- I tell you how to cancel a print job that has already been spooled to a print queue later in this chapter.

- I tell you how to use the Save As dialog box in **Chapter 5**.

To save PostScript printer Print options

1. Click the Save Settings button at the bottom of the Print dialog box (**Figures 35**, **44**, **46**, **48**, **50**, **54**, and **58**).

2. A dialog box like the one in **Figure 61** appears. Click OK to save the current settings for the printer.

✔ Tip

- Saving the settings for your printer displays the options you selected as the default options for the printer each time you use the Print dialog box.

To process the print job

1. Click the Print button in the Print dialog box (**Figures 35**, **44**, **46**, **48**, **50**, and **54**).

   or

   Click the Save button in the Print dialog box (**Figure 58**).

2. If background printing is turned on, the print job is sent to the print queue, where it waits for its turn to be printed. You can continue working as soon as the spooling window disappears.

   or

   If background printing is turned off, the print job is sent to the printer and printed. You'll have to wait until it's completely spooled to the printer before you can continue working with your computer.

   or

   If you saved the document as a PostScript file, a Save As dialog box appears (**Figure 62**). Use it to enter a name, select a disk location, and save the file.

SAVING PRINT OPTIONS, PROCESSING PRINT JOBS