



## Responsible Printing Tips

Set print preferences to reduce waste and increase efficiency.

Print Features allow responsible printing options that improve output, increase efficiency, reduce paper and toner waste and lower environmental impact.

The Xerox® Global Print Driver® is a truly universal printer driver that lets you print to virtually any printer or multifunction printers – even those made by other manufacturers.

Earth Smart features let you configure a variety of paper saving features on your Xerox® product in one convenient place.

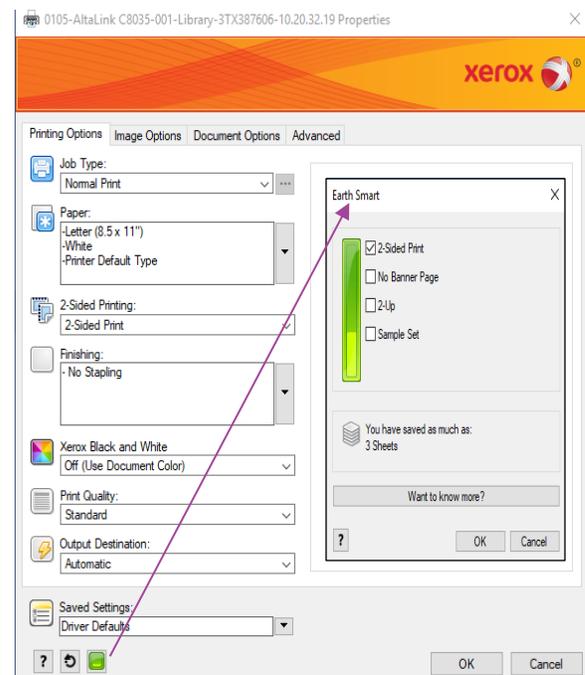
[Download the Xerox® Global Print Driver®](#)

#### THE EARTH SMART FEATURE

The Earth Smart feature, available as part of the Xerox® Global Print Driver®, enables users to quickly and easily set controls that will disable banner pages, enable 2-sided (duplex) printing, and print a sample set and/or in draft mode, resulting in reductions in paper waste and toner usage.

#### Using the Earth Smart feature

1. From the Start menu, Select Printers, right-click the appropriate printer from the list, then select Properties from the context menu, or go directly to Select Printing Preferences.
2. To access the Earth Smart settings, Select Printing Preferences and click on the Paper/Output tab. The Earth Smart button is in the lower left corner of the screen.
3. Click on the green Earth Smart setting button for a list of settings to select for print jobs. Note: If you enable Earth Smart features that reduce the number of pages to be printed, an estimated total of saved sheets is displayed.



## EARTH SMART SETTINGS

- Changing Earth Smart settings within a software application changes the settings only for the print job.
- Changing the Earth Smart settings within the driver changes the default settings for all applications.
- The wording changes on the selections depending on whether you access the Earth Smart settings from the software application or the driver.
- If you do not see some of the Earth Smart options listed below, your printer does not support that option.

### Options

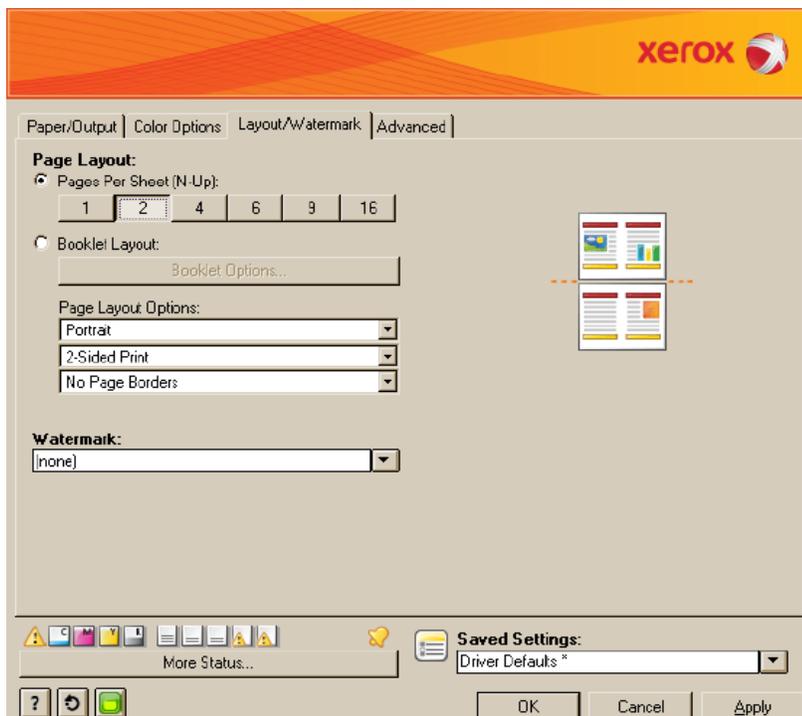
- A. 2-Sided Printing: Prints images on both sides of the paper
- B. No Banner Page: Eliminates the separator page printed at the beginning of a job. If you eliminate banner pages, [there are other options you can use to identify your jobs](#).
- C. 2-Up: Prints two images on each side of the paper.
- D. Sample Set: When you print more than one copy of a job, only one sample copy prints. The printer holds the remaining copies. After you review the sample copy, you can release or delete the remaining copies.
- E. Draft Mode: Produces lower-quality images by using less toner/ink.

[Get more information](#) about the Earth Smart settings.

## USING PRINT PREFERENCES

In the absence of, or in addition to, the Xerox Earth Smart feature, the following Print Setting Options help you print more efficiently and reduce paper waste in your environment.

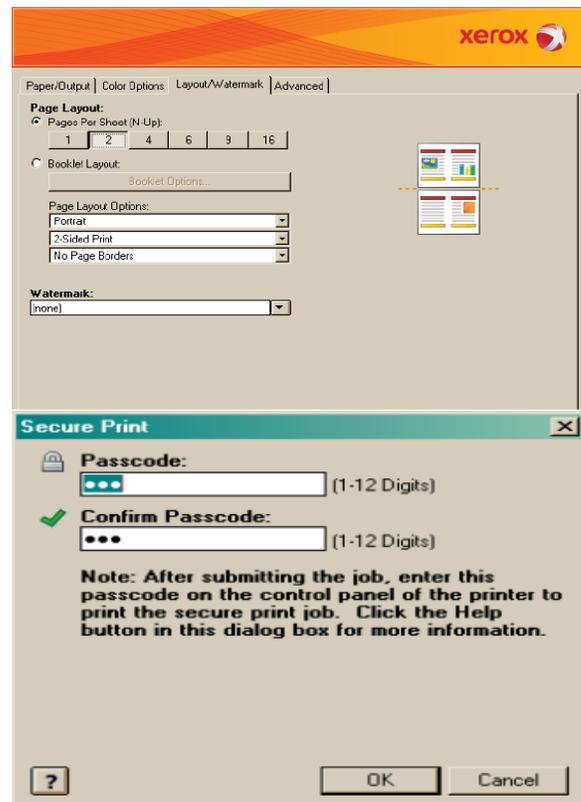
- A. N-Up Printing: Allows the printing of multiple images per page. "N" is a variable which describes the number of images to be printed on a page of paper. Select N=2 for 2 images per page, N=4 for 4 images per page, etc.
  1. Select Properties.
  2. From the General Tab, select Printing Preferences.
  3. Select the Layout/Watermark tab.
  4. In the Page Layout Options, select the desired number of pages per page.
  5. Click OK to close the Printing Preferences window, then OK to close the printer Properties window.



- B. Secure Print: If you want to eliminate banner pages, or reduce unwanted prints, this feature allows you to send your job to the printer and at a time that is convenient for you, go to the printer and release your print job from the device queue. If you decide not to print the job, you can cancel your print job at the printer.

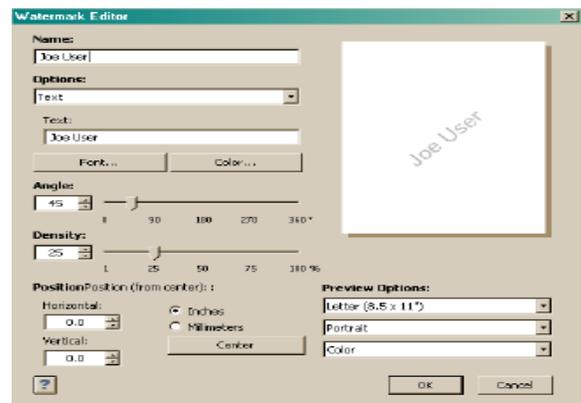
Because you will be at the printer while your job is printing, you will not need a banner page to identify your job and others will not be able to view your printed document.

1. Select Properties.
2. From the General Tab, select Printing Preferences.
3. In the Job Type section, select Secure Print from the drop-down list.
4. You will be asked to set a passcode for your job.
5. Click OK to close the Printing Preference window, then OK to close the printer Properties window.
6. Print your Secure Print job by using the User Interface of the printer. For specific instructions see the printer User Guide or contact your printer Administrator.



- C. Watermark Feature: If you eliminate banner pages, this feature allows you to create and use a watermark to identify your documents and assist with job sorting at the printer. The text you select for your watermark should be appropriate for the filing system in your print area. Notify other users in your print area that you will be using a watermark in place of banner pages so they can properly identify and file your print jobs. This feature can be used in conjunction with the Secure Print feature.

1. Select Properties.
2. From the General Tab, select Printing Preferences.
3. Select the Layout/Watermark tab.
4. Create a new watermark using the New option on the Watermark drop down menu and fill in the Name field.
5. Select the job option(s) you prefer. You can preview the watermark before saving.
6. Click OK to close the Watermark window, OK to close the Printing Preference window, and OK to close the Printer Properties window.



### ADDITIONAL PRINT OPTIMIZATION PRACTICES

Additional printing practices such as the ones listed below can greatly optimize your resources, improve the quality of your output and reduce paper waste:

- Print Preview allows you to 'see' your document on screen before you print it.
- Paper sizes such as legal or tabloid will fit more on a page.
- Page layout options such as portrait or landscape allow you to choose the best fit for the page.
- Margin size reduction allows for a larger print area.
- Header and footer adjustments can increase the print area.
- Page breaks properly segment your document.
- Font size adjustments make better use of space.
- Line spacing within, before, or after a paragraph can all be reviewed and adjusted.
- Set print area allows you to print only the information you need (spreadsheet applications).