

### Using your printer driver: creating custom forms

The ability to associate a friendly name with a group of frequently used, personalized document settings can be a welcome timesaver in your printing environment. The Custom forms feature allows administrators to save a uniquely-named collection of document settings that may include:

- paper size.
- paper type.
- watermark selections.
- overlay selections.
- position and placement of watermark items on the printed page.
- position and placement of overlay items.

This feature lets you configure your custom form once and then make it available for selection, editing, or deletion with the press of a button. This way, you don't have to manually select your desired settings every time you want to use them.

For example, if you print a daily report that requires a particular paper size, an overlay, and a watermark, you can make the appropriate paper size, overlay, and watermark selections (if supported by your printer driver's datastream; this will be covered in a subsequent section) and associate those settings with a name such as My\_Report. When you select My\_Report from the Paper size drop-down list on the Paper tab, the configuration you set up is used when the document prints.

Let's take a look at the individual steps you need to take in order to configure, save, and select a custom form for printing. These methods differ slightly between the PostScript emulation and PCL emulation driver

### Creating a custom form using the PCL emulation driver

In Windows 2000, Windows XP, and Windows Server 2003, you must be an administrator to access this feature. To access this feature, you must open the Printers folder to begin:

- 1 Open the Printers folder by clicking **Start → Settings → Printers**.
- 2 Right-click the printer object, and select **Properties**.
- 3 Click the **Forms** tab. (See Figure 1.)

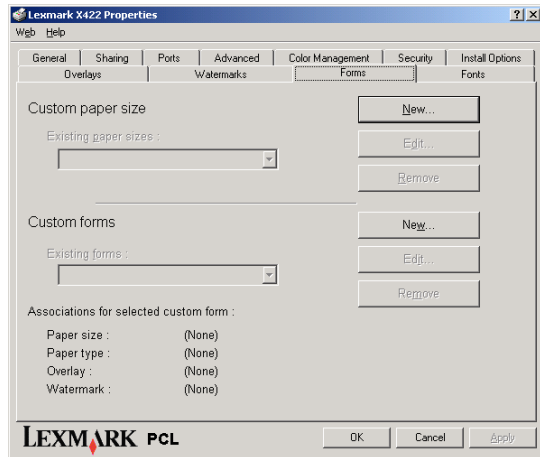


Figure 1

- 4 Click the **New...** button from the Custom forms options to display the New Custom Form dialog box. (See Figure 2 on the next page.)
- 5 Enter a name for the new form in the Custom form name field.

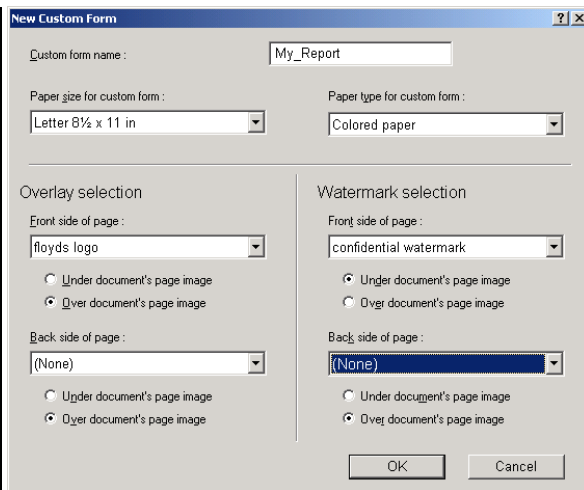


Figure 2

- 6 Select the desired Paper size and Paper type from the drop-down lists.
- 7 Select the Overlay or Watermark options as needed from the drop-down lists.
- 8 Choose where to apply the selections using the option buttons. (See Figure 3.)
- 9 Click **OK** to save the new custom form.

This form will now be available to administrators for editing or removal from the

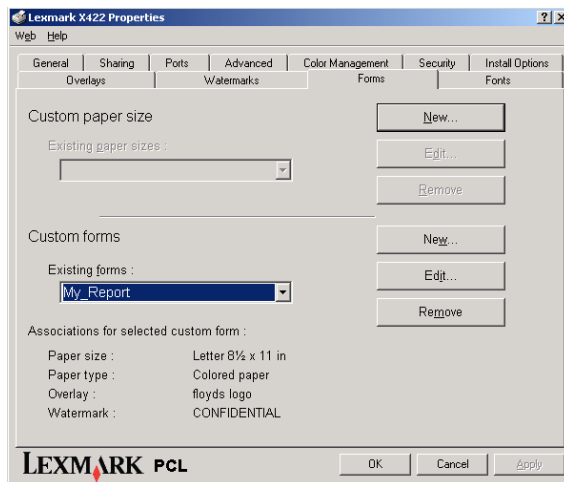


Figure 3

Existing custom forms drop-down list (see figure 3). A handy textual summary of the options selected for your uniquely-named custom form appears below the Existing

forms list. Users can print on the custom form by selecting it from the Paper size drop-down list on the Paper tab.

In the illustrated example, the custom form named My\_Report prints on Letter-sized, colored paper. A personally created logo overlay appears on the front of the page over other images or text contained in the document. A watermark named "confidential watermark" that reads CONFIDENTIAL also appears on the front side of the page, but it will be printed underneath other images or text in the document.

## Creating a custom form using the PostScript emulation driver

Creating a custom form using the PostScript emulation driver involves a slightly different set of steps since the PostScript emulation driver does not include a Forms tab. Also, some options that you can automatically associate with your custom form using the PCL emulation driver (such as watermark and overlay selections) are not available for custom form association in the PostScript emulation driver. They can still be selected for use with your custom form, but must be manually selected from the Overlays and Watermarks dialog boxes before you send your document to the printer. These dialog boxes appear on the Other Options tab. The Other Options tab is located on the Printing Preferences dialog box. See the Online Help for your printer driver for more information about creating watermarks and overlays.

To begin, you must access the Printers folder, then open the Server Properties sheet for your printer in order to create and associate a name with a custom form:

- 1 Open the Printers folder by clicking **Start → Settings → Printers**.
- 2 Select **File**.
- 3 Select **Server Properties**. (See Figure 4 on the next page.)
- 4 Click **Create a New Form**. This enables the **Form Description for:** text box and

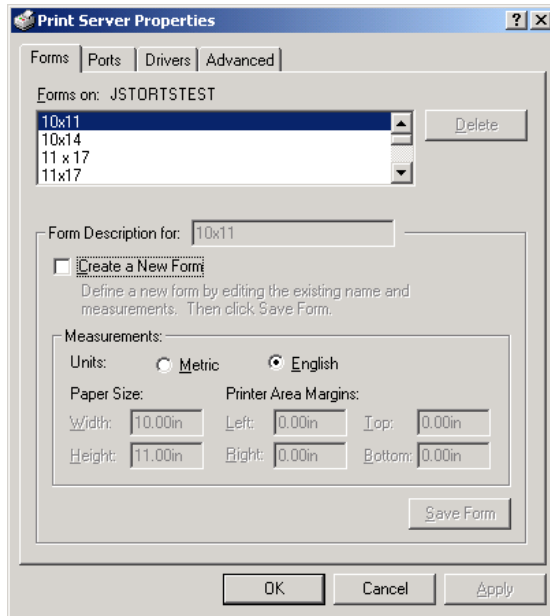


Figure 4

the available options in the Measurements group.

- 5 Choose **English** or **Metric** for the

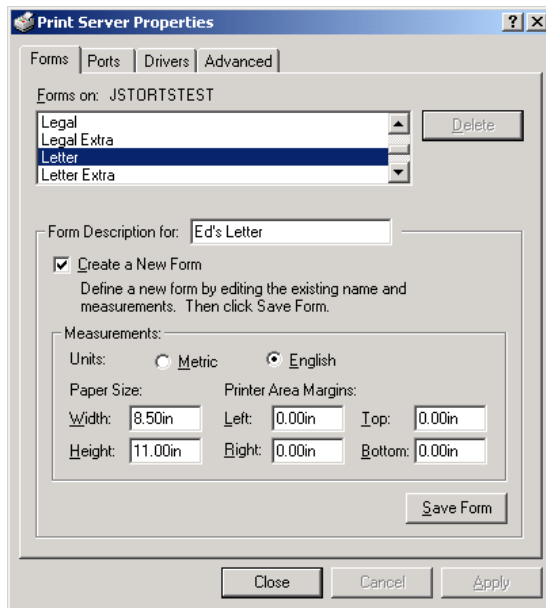


Figure 5

measurement units.

- 6 Specify the physical width and height of the form.
- 7 Specify the left, right, top, and bottom printer area margins.

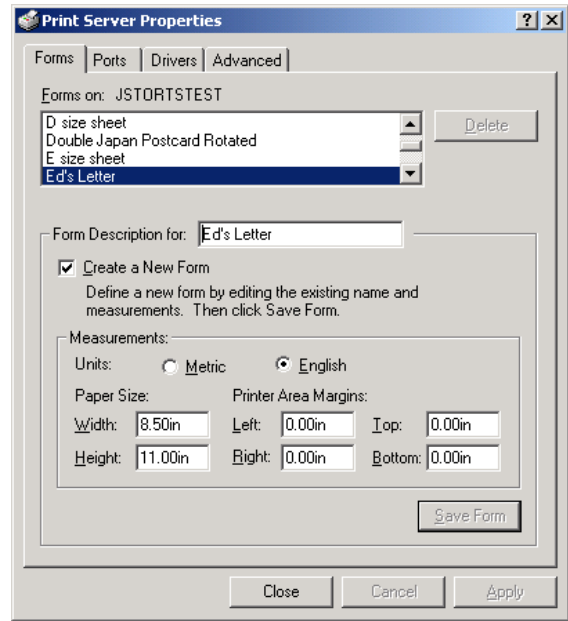


Figure 6

- 8 Type a name for the new form in the **Form Description for:** text box. (See Figure 5.)
- 9 Click **Save Form**. This places the name of your new form in the **Forms on:** list. (See Figure 6.)
- 10 Click **Close**.

This form will now be available to administrators for editing or removal from the Forms on: list on the Print Server Properties dialog box. Users can print on the custom form by selecting it from the Paper size drop-down list on the Paper tab.