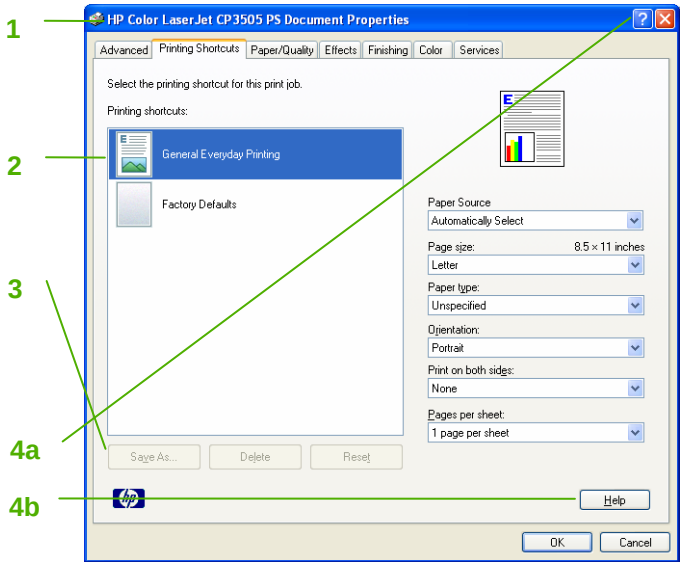
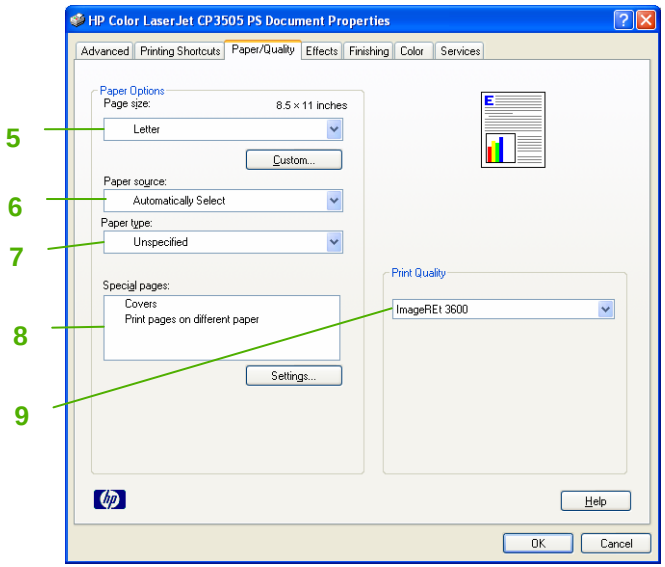
HP Color LaserJet CP3505 PS – Printing

How do I	Steps to perform
1 Access the printer driver.	Click on **File**, **Print** in your application, and choose **Properties**.
2 Use a printing shortcut	Click on the **Printing Shortcuts** tab. Select one of the defined shortcuts or custom printing shortcuts, and then click **OK** to print the job with the specific printer-driver settings.
3 Create a custom printing shortcut	Select one of the defined shortcuts as a base. Select the appropriate print settings on the **Printing Shortcuts** tab, or by using the settings on any of the **Printing Preferences** tabs. Click **Save As**, type a name for the custom printing shortcut, and then click **OK**.
4 Get help for any printing option.	Click the **question mark** (**4a**), then click on a print control to display a pop-up help message for that control or click **Help** (**4b**) for on-line help.



How do I	Steps to perform
5 Select a page size.	Click on the **Paper/Quality** tab, and then click the **Paper size** drop-down menu, then select a paper size. Click **Custom** if the paper size you want is not in the menu.
6 Select a paper source.	Click the **Paper Source** drop-down menu, then select a paper tray. Use Manual Feed for printing special media such as transparencies, labels, or envelopes.
7 Select a paper type.	Click the **Paper Type** drop-down menu, then select a paper type.
8 Select special pages	Select an option in the **Special pages** list box, and then click **Settings**. Use the **Settings** dialog box to control the settings for the special pages of the print job.
9 Specify the print quality	Select a resolution from the drop-down list.



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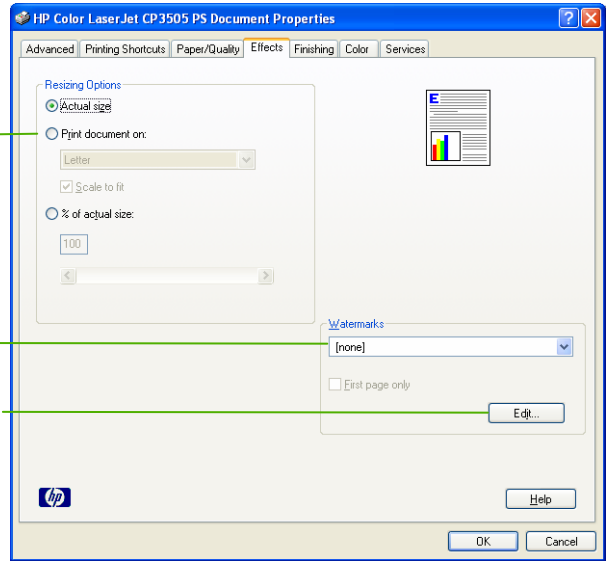
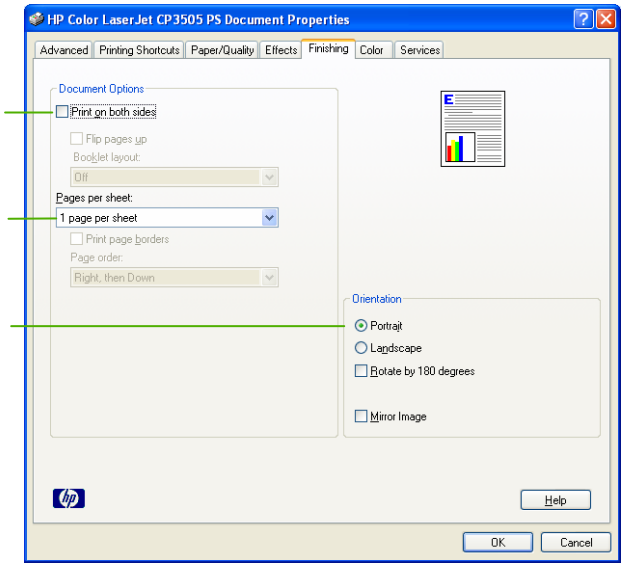
How do I	Steps to perform
10 Scale a page to fit on a selected paper size.	Click on the **Effects** tab, click on the **Print Document On**, select a paper size, and then click **Scale to Fit**.
11 Print a watermark.	Click on the **Watermarks** drop-down menu, and then select an existing watermark.
12 Add or edit watermarks (the printer driver must be stored on your PC for this to work).	Click **Edit**. Highlight an existing watermark and make adjustments to its angle and font attributes. Click **New** to add a new watermark, and then type in a new name. Click **OK** to save the settings.



How do I	Steps to perform
13 Print on both sides (Duplex).	Click on the **Finishing** tab, and then click **Print on Both Sides**. If you will bind the document along the top, click **Flip Pages Up**.
14 Print multiple pages per sheet.	Select a number (between 1 and 16) in the **Pages Per Sheet** drop down menu. Click **Print Page Borders** to add a box around each printed page. You can also change the **Page Order**.
15 Select page orientation.	Select an option in the **Orientation** box. In addition to the **Portrait** and **Landscape** orientation options, you can select the **Rotate by 180 degrees** check box. This creates a landscape or portrait orientation in which the image is rotated 180°.This setting is useful for printing prepunched paper.



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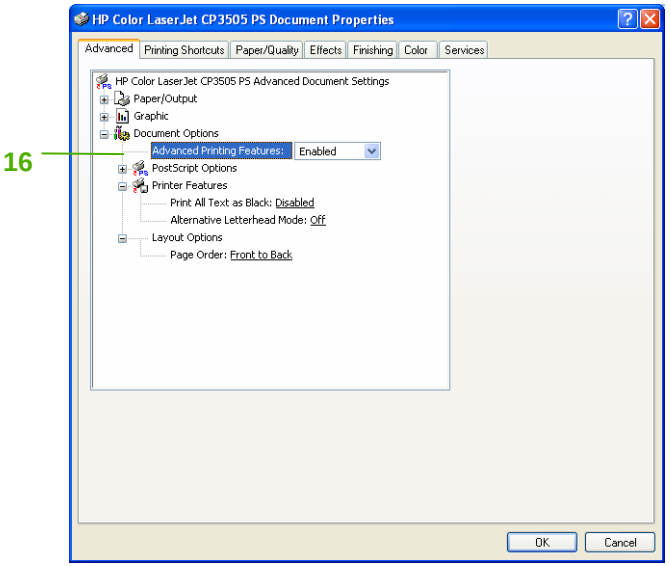
How do I	Steps to perform
16 Select advanced printing options.	Click on the **Advanced** tab. Select options under the **Paper/Output**, **Graphic**, or **Document Options** sections. Click a current setting to activate a drop-down list or spin box where you can enter a new value. Click **OK** when finished. For example, to change the order of pages as they print, click the arrow by Layout Options, and then select **Page Order: Front to Back** (page 1 is on the top of the stack) or **Back to Front** (page 1 is on the bottom of the stack).



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