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Print Forms

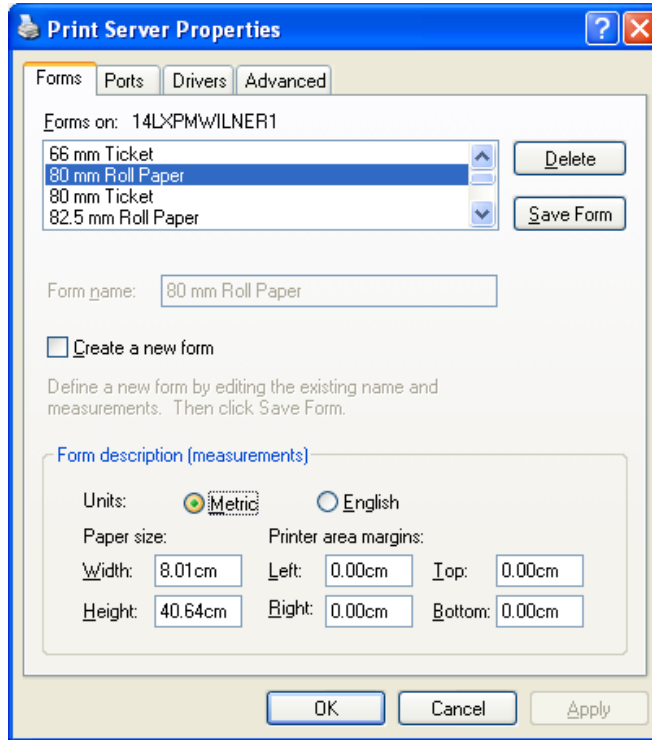
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Setup Print Forms in Windows XP and Vista

Windows XP and Vista allows you to control global settings for print servers by using the **Print Server Properties** dialog. You can access this dialog by doing the following:

1. Double-click on the printer's icon in the **Control Panel** or select **Settings** in the **Start** menu and then choose the **Printers** option.
2. In the **Printers** window, select **Server Properties** from the **File** menu.



3. Use the **Forms** tab of the **Print Server Properties** dialog to view printer forms.

Viewing and Creating Print Forms

Forms are used by the print server to define the standard sizes for paper, envelopes, and transparencies. To view the current settings for a printer form, follow these steps:

1. Open the **Print Server Properties** dialog and then click on the **Forms** tab as shown above.
2. Use the **Forms On** list box to select the form you want to view.
The form settings are shown in the **Measurements** area. You can't change or delete the default system forms.

To create a new form, follow these steps:



Note • You must give the form you create a new name to ensure that the original form remains usable.

1. Access the **Forms** tab of the **Print Server Properties** dialog.
2. Use the **Forms On** list box to select the existing form on which you want to base the new form.
3. Select the **Create A New Form** check box.
4. Enter a new name for the Form in the **Form Description For** field.

5. Use the fields in the **Measurements** area to set the paper size and margins.
6. Click the **Save Form** button to save the form. Give the form a new name to ensure that the original form remains usable.

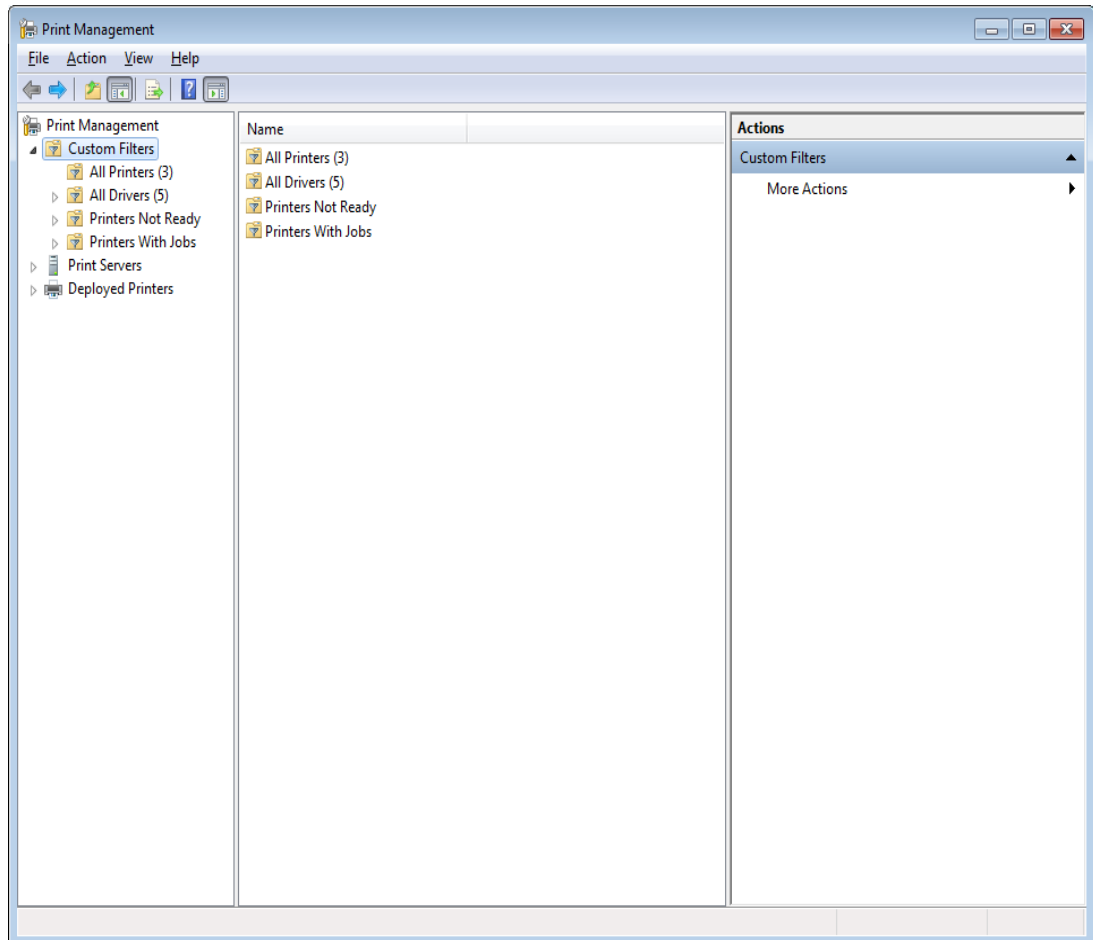
Setup Print Forms in Windows 7

You can use **Print Management** to manage print forms.

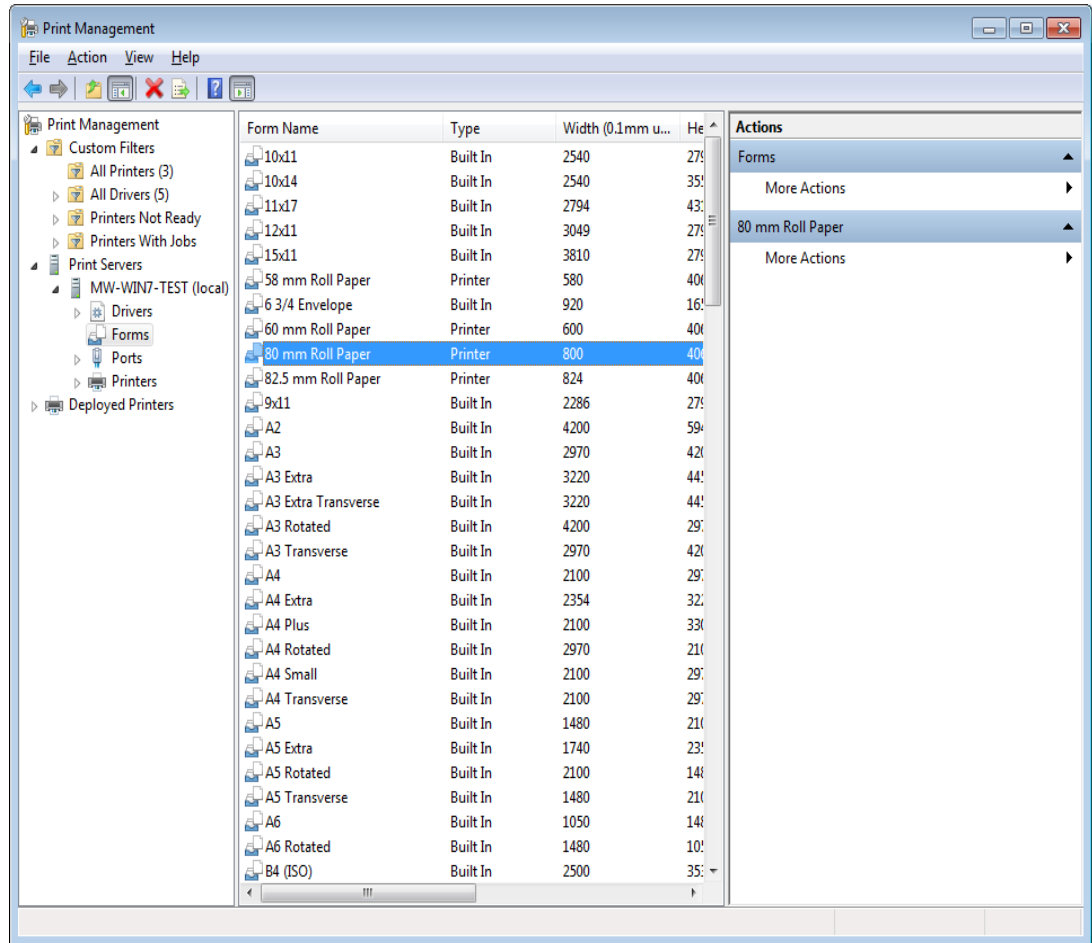


Note • You must be signed in as an Administrator to use Print Management.

1. To open Print Management, type **printmanagement.msc** in the search box, and then press **Enter**.
2. Open **Print Management**.



3. In the left pane, click **Print Servers**, click the applicable print server, right-click **Forms**, and then click **Manage Forms**.

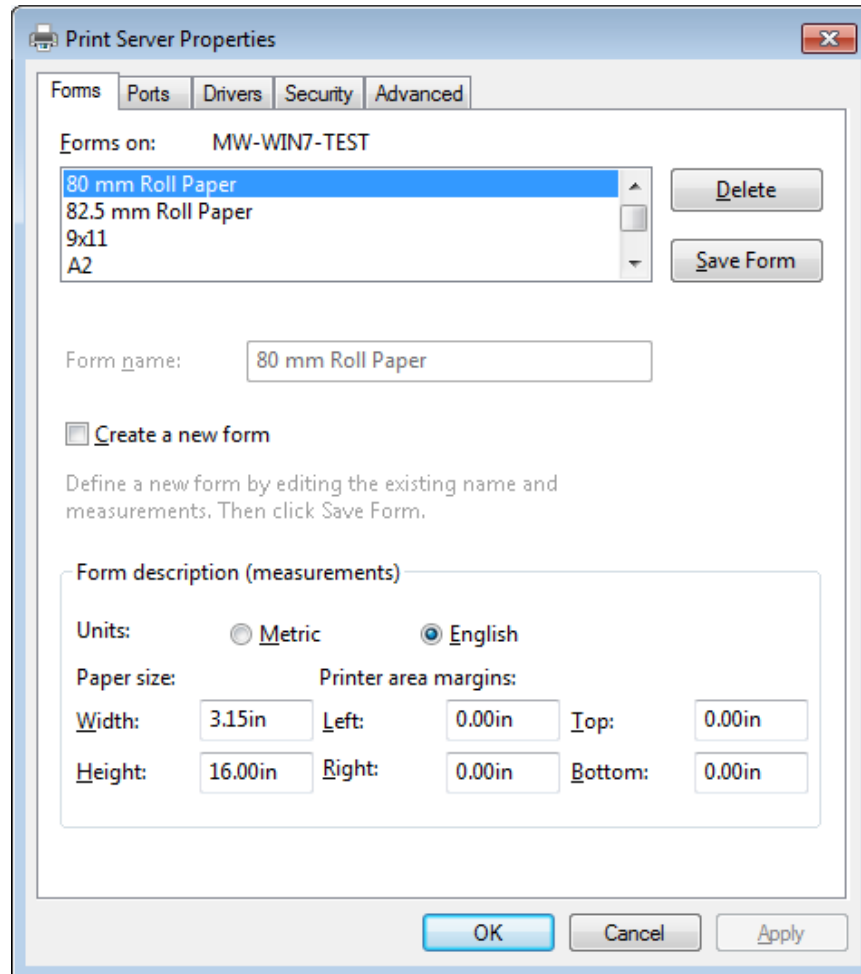


In the **Print Server Properties** dialog, do the following steps.

4. To create a new form, select an existing form, select the **Create a new form** check box, change the printer measurement units, paper size, and printer area margins as needed, click **Save Form**, and then click **OK**.



Note • You must give the form you create a new name to ensure that the original form remains usable.



5. To delete a form, select the form, click **Delete**, and then click **OK**.

Additional References

- How to find PaperSize for custom print sizes under Windows NT and later versions by using Windows API functions
<http://support.microsoft.com/kb/304639>
Article ID: 304639 - Last Review: February 2, 2005 - Revision: 4.4
- Manage Forms in Windows 7 and Server 2008 R2
<http://technet.microsoft.com/en-us/library/dd759110.aspx>
- Configuring Print Server Properties in Windows XP and Vista
<http://technet.microsoft.com/en-us/library/cc722527.aspx>