



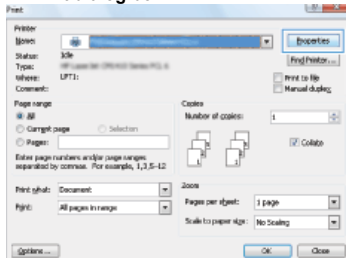
## HP OfficeJet Pro X451 and X551 Series - Print tasks (Windows)

The methods to open the print dialog from software programs can vary. The procedures that follow include a typical method. Some software programs do not have a **File** menu. See the documentation for your software program to learn how to open the print dialog.

### Open the printer driver with Windows

1. On the **File** menu in the software program, click **Print**.
2. Select the product, and then click the **Properties** or **Preferences** button.

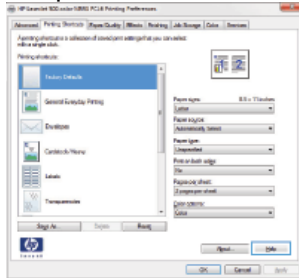
#### 1: Print dialog box



### Get help for any printing option with Windows

1. Click the **Help** button to open the online Help.

#### 2: Help button



### Change the number of print copies with Windows

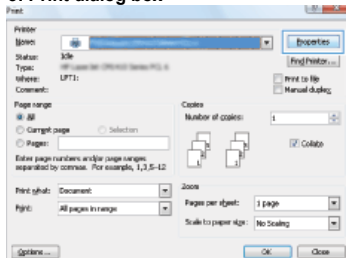
1. On the **File** menu in the software program, click **Print**.
2. Select the product, and then select the number of copies.

### Save custom print settings for reuse with Windows

#### Use a printing shortcut with Windows

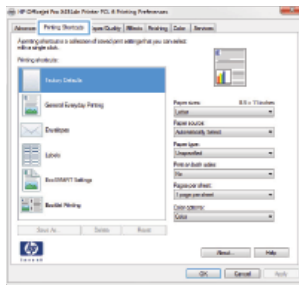
1. On the **File** menu in the software program, click **Print**.
2. Select the product, and then click the **Properties** or **Preferences** button.

#### 3: Print dialog box



3. Click the **Printing Shortcuts** tab.

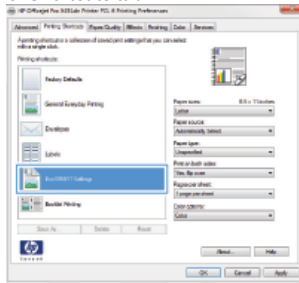
#### 4: Shortcuts tab



4. Select one of the shortcuts, and then click the **OK** button.

When you select a shortcut, the corresponding settings change on the other tabs in the printer driver.

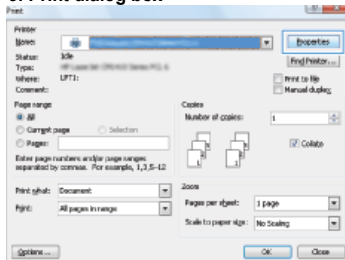
#### 5: Shortcuts tab



#### Create printing shortcuts

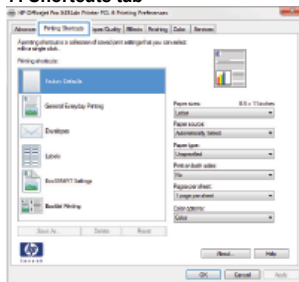
1. On the **File** menu in the software program, click **Print**.
2. Select the product, and then click the **Properties** or **Preferences** button.

#### 6: Print dialog box



3. Click the **Printing Shortcuts** tab.

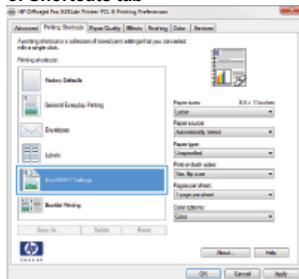
#### 7: Shortcuts tab



4. Select an existing shortcut as a base.

Always select a shortcut before adjusting any of the settings on the right side of the screen. If you adjust the settings and then select a shortcut, all your adjustments are lost.

#### 8: Shortcuts tab



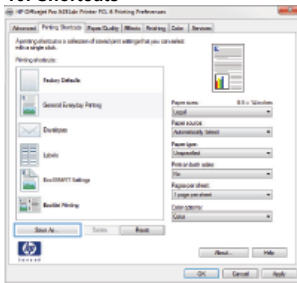
5. Select the print options for the new shortcut.

#### 9: Shortcuts tab



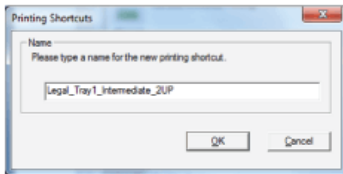
- Click the **Save As** button.

#### 10: Shortcuts



- Type a name for the shortcut, and click the **OK** button.

#### 11: Shortcuts tab



## Improve print quality with Windows

### Select the page size with Windows

- On the **File** menu in the software program, click **Print**.
- Select the product, and then click the **Properties** or **Preferences** button.
- Click the **Paper/Quality** tab.
- Select a size from the **Paper size** drop-down list.

### Select a custom page size with Windows

- On the **File** menu in the software program, click **Print**.
- Select the product, and then click the **Properties** or **Preferences** button.
- Click the **Paper/Quality** tab.
- Click the **Custom** button.
- Type a name for the custom size and specify the dimensions.
  - The width is the short edge of the paper.
  - The length is the long edge of the paper.

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Always load paper into the trays short edge first.

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- Click the **OK** button, and then click the **OK** button on the **Paper/Quality** tab. The custom page size will appear in the list of paper sizes the next time you open the printer driver.

### Select the paper type with Windows

- On the **File** menu in the software program, click **Print**.
- Select the product, and then click the **Properties** or **Preferences** button.
- Click the **Paper/Quality** tab.
- From the **Paper type** drop-down list, click the **More...** option.
- Expand the list of **Type is:** options.
- Expand the category of paper types that best describes your paper, and then click the paper type that you are using.

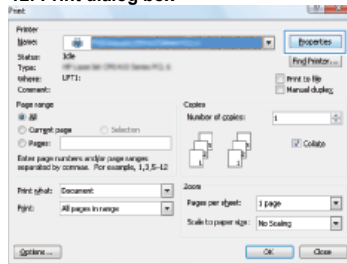
### Select the paper tray with Windows

- On the **File** menu in the software program, click **Print**.
- Select the product, and then click the **Properties** or **Preferences** button.
- Click the **Paper/Quality** tab.
- Select a tray from the **Paper source** drop-down list.

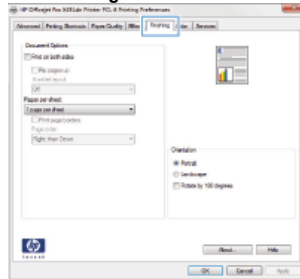
## Print on both sides (duplex) with Windows

### Automatically print on both sides with Windows

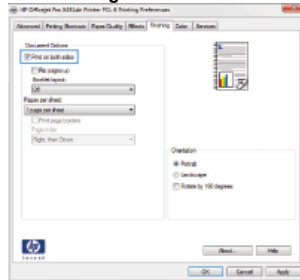
- On the **File** menu in the software program, click **Print**.
- Select the product, and then click the **Properties** or **Preferences** button.

**12: Print dialog box**

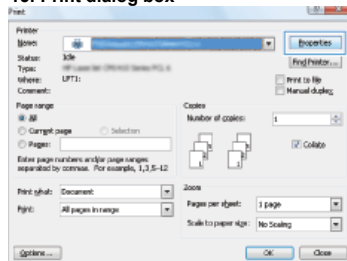
3. Click the **Finishing** tab.

**13: Finishing tab**

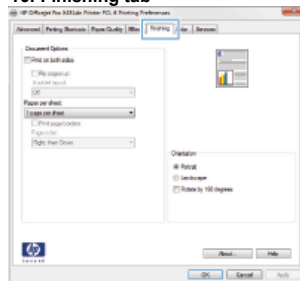
4. Select the **Print on both sides** check box. Click the **OK** button to print the job.

**14: Finishing tab****Print multiple pages per sheet with Windows**

1. On the **File** menu in the software program, click **Print**.
2. Select the product, and then click the **Properties** or **Preferences** button.

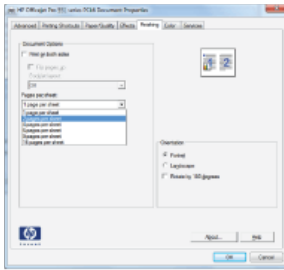
**15: Print dialog box**

3. Click the **Finishing** tab.

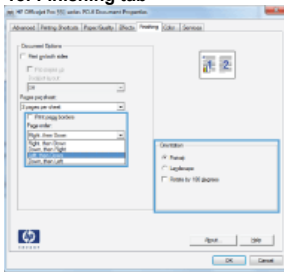
**16: Finishing tab**

4. Select the number of pages per sheet from the **Pages per sheet** drop-down list.

**17: Finishing tab**



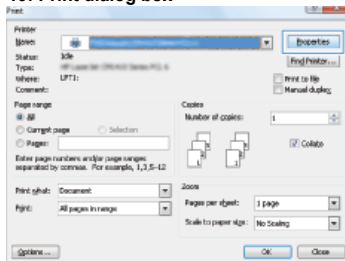
5. Select the correct **Print page borders**, **Page order**, and **Orientation** options.



### Select page orientation with Windows

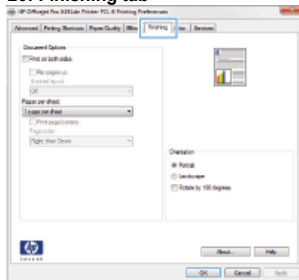
1. On the **File** menu in the software program, click **Print**.
2. Select the product, and then click the **Properties** or **Preferences** button.

#### 19: Print dialog box



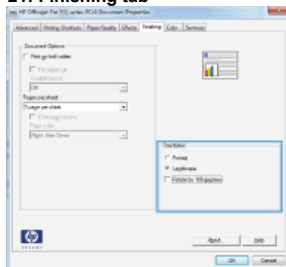
3. Click the **Finishing** tab.

#### 20: Finishing tab



4. In the **Orientation** area, select the **Portrait** or **Landscape** option.  
To print the page image upside down, select the **Rotate by 180 degrees** option.

#### 21: Finishing tab



### Set Advanced color options with Windows

1. On the **File** menu in the software program, click **Print**.
2. Select the product, and then click the **Properties** or **Preferences** button.
3. Click the **Color** tab.
4. Click the **HP EasyColor** check box to clear it.
5. In the **Color Options** area, click the **Ink Settings** button.
6. Use the sliders to adjust the settings, and then click **OK**.

