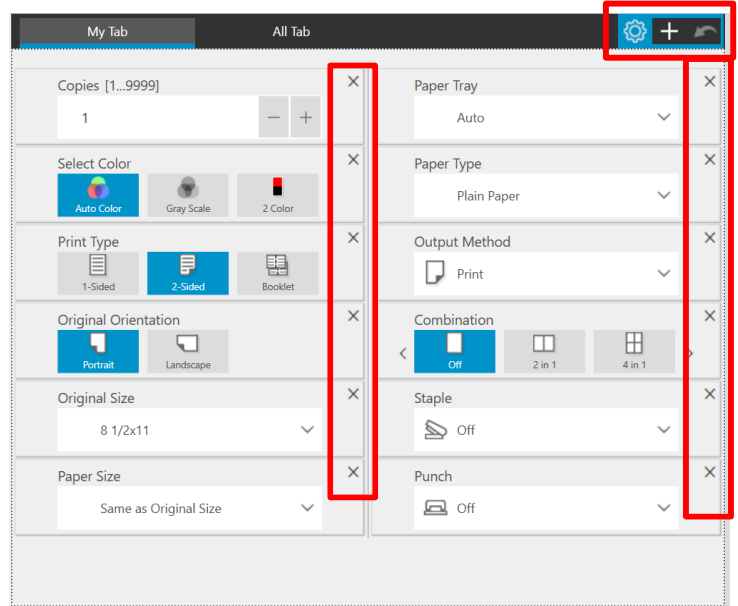# Customizing/Editing "My Tab"

The first tab in your printer driver, called My Tab, can be completely customized to show all the print functions you use most often. This saves you time when setting up your most common print jobs. This will only affect the settings on your print driver, not everyone else's.

1. Click File, Print (or Ctrl P) to open the print dialogue box. Depending on the application, click Properties / Printer Properties / Printing Preferences to open the printer driver.

2. Click on the settings button in the top right corner of the black bar on My Tab. ⚙

3. If there are options you do not want on My Tab (ie. features you don't have or seldom use), select the **X** to the right of the feature to remove it.

4. You can also move features around on My Tab by clicking on a feature and holding the left mouse button down to move it wherever you want it.

5. At the top of the My Tab screen, select the **+** and open up the drop-down menus to choose features you want to add by clicking on the « . If there is no star next to the feature, it means it is already on My Tab.

6. If you make a mistake at any point, select the arrow in the top right corner to "undo". ↶

7. Once you have finished making changes to My Tab, select the settings button to exit/close. ⚙