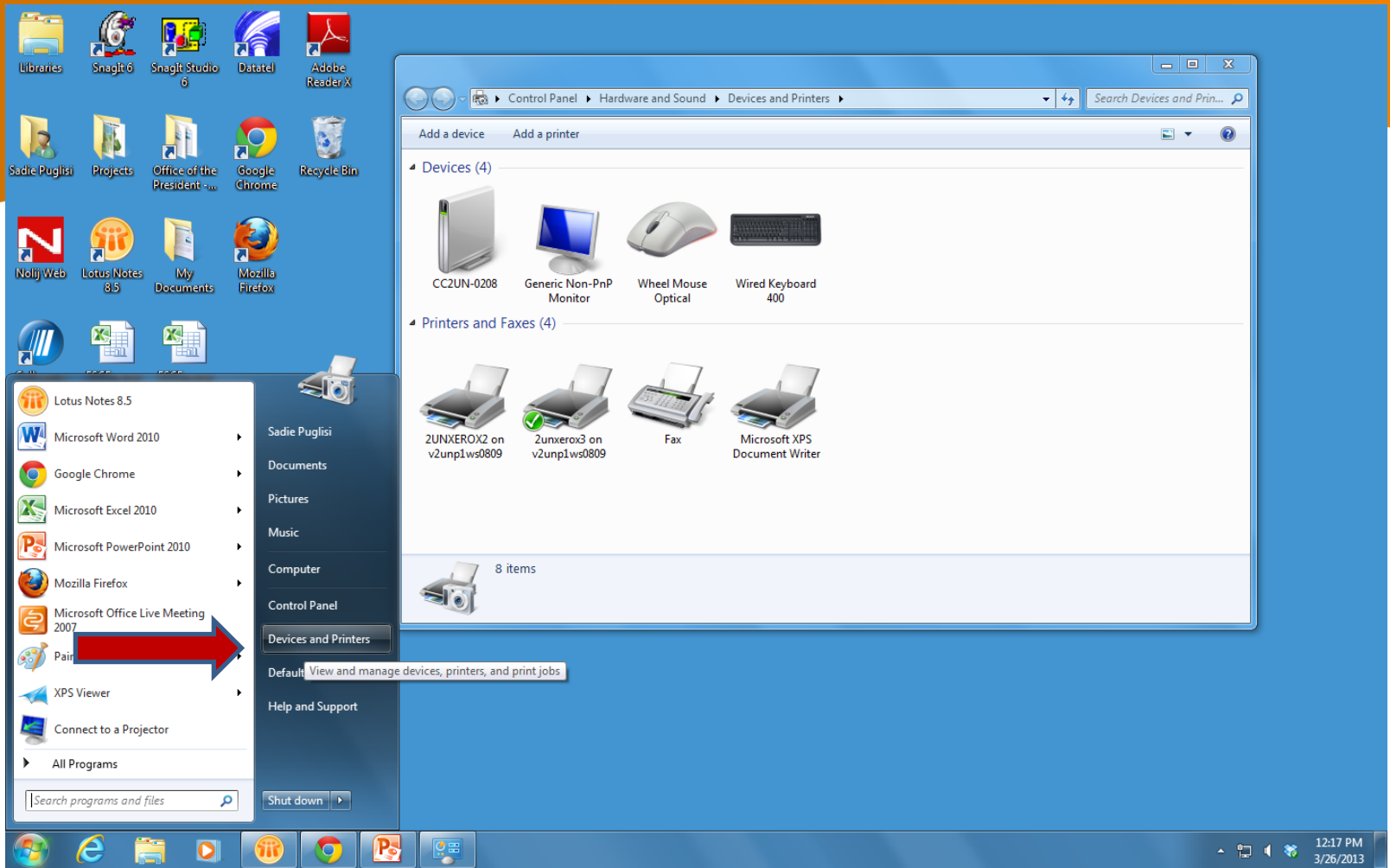


How to disable the cover sheet for the printer

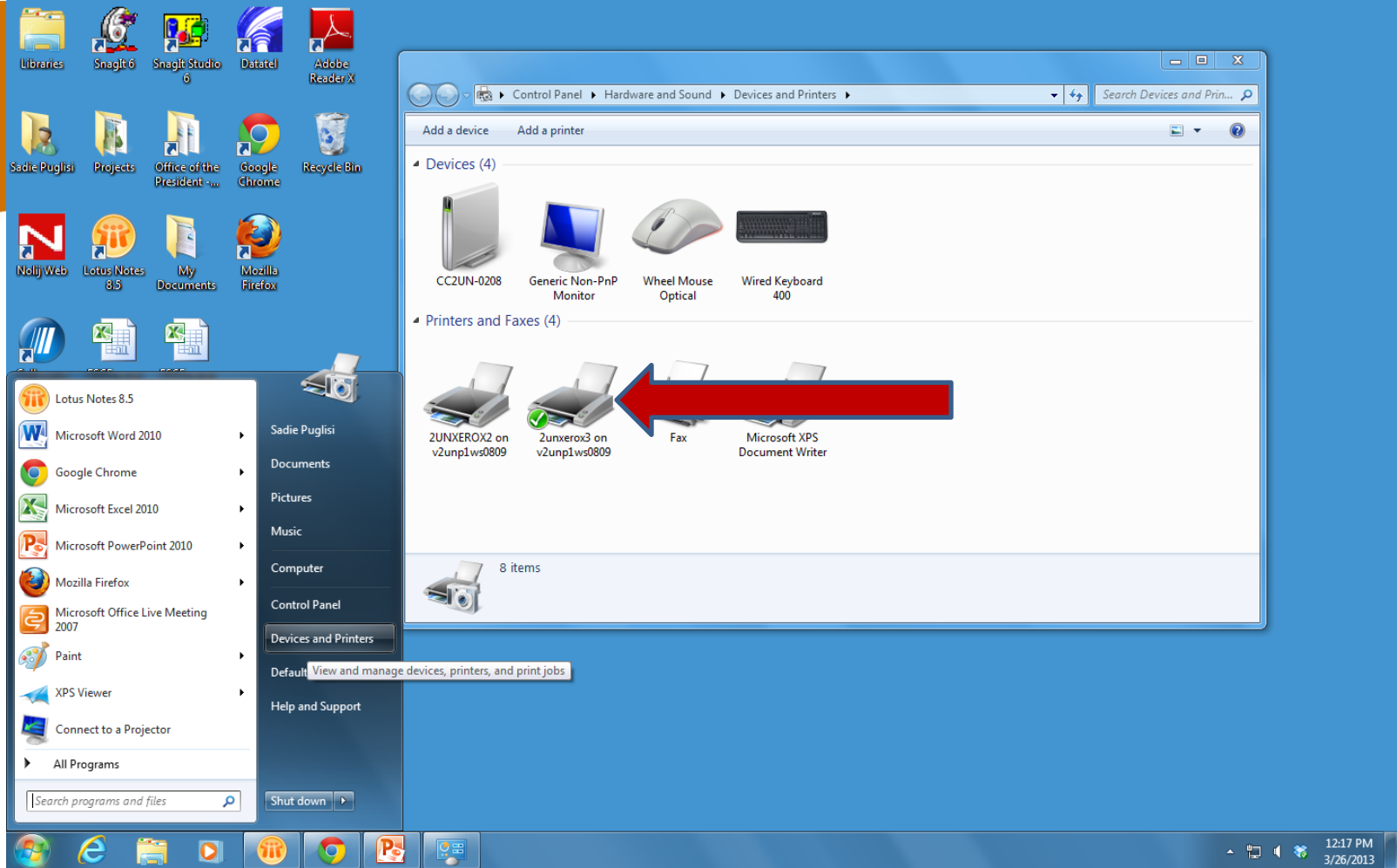
STATE UNIVERSITY OF NEW YORK




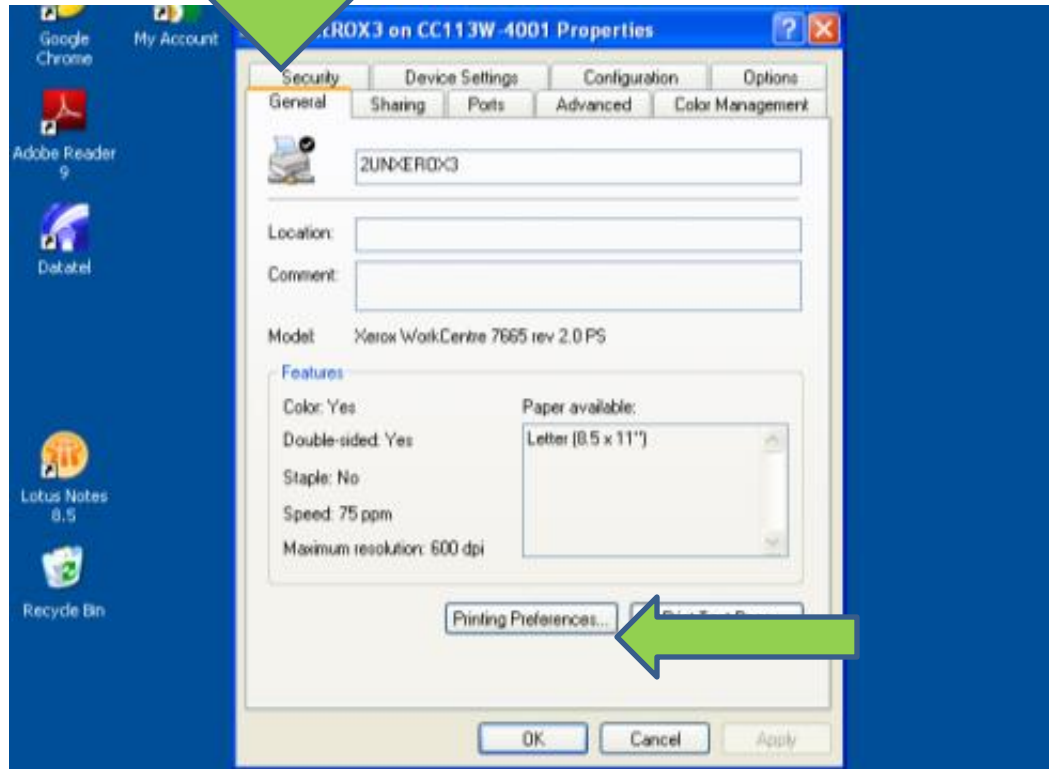
EMPIRE STATE
COLLEGE



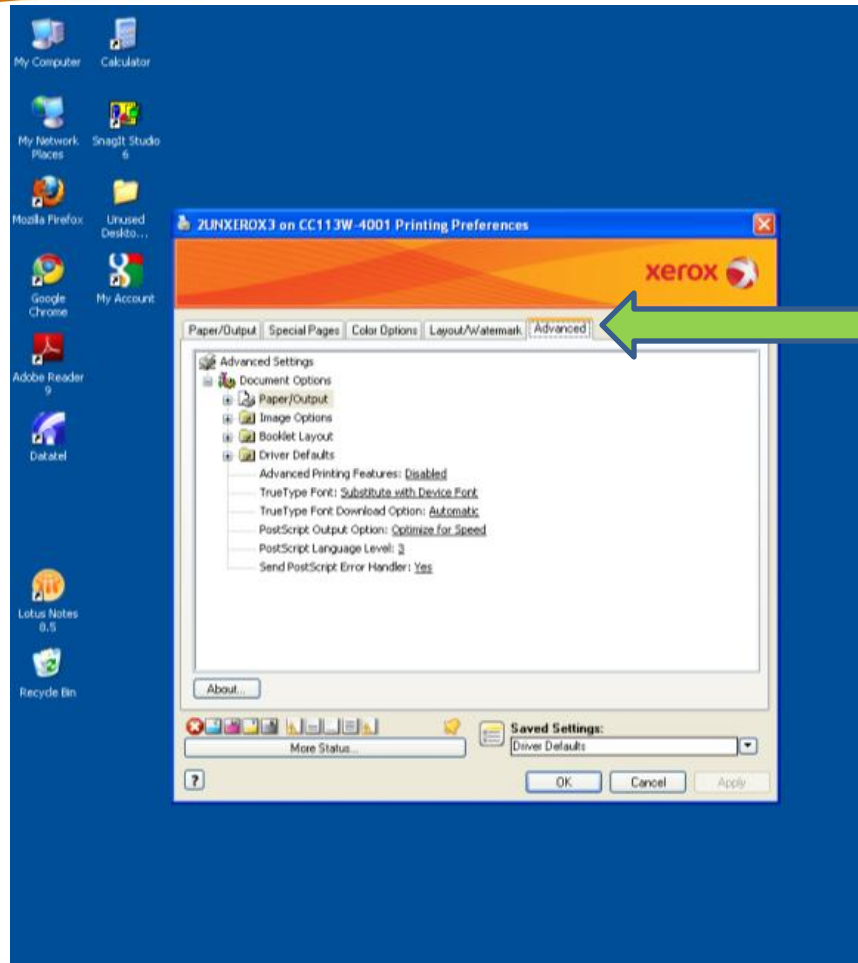
Start menu → Devices and Printers



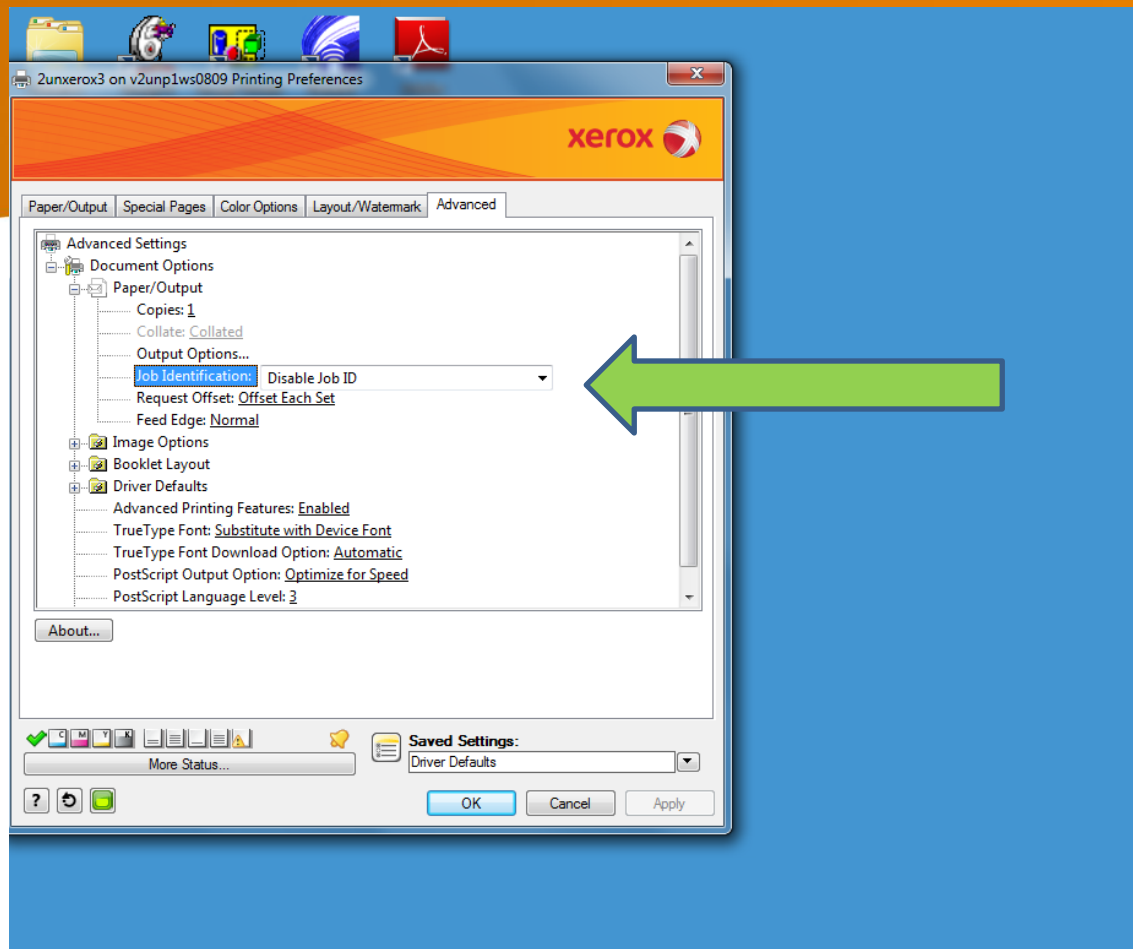
Find the printer that you use the most, if it is the one you used last, it will have a check mark next to it. Right click on the printer icon  choose **Printer Properties**




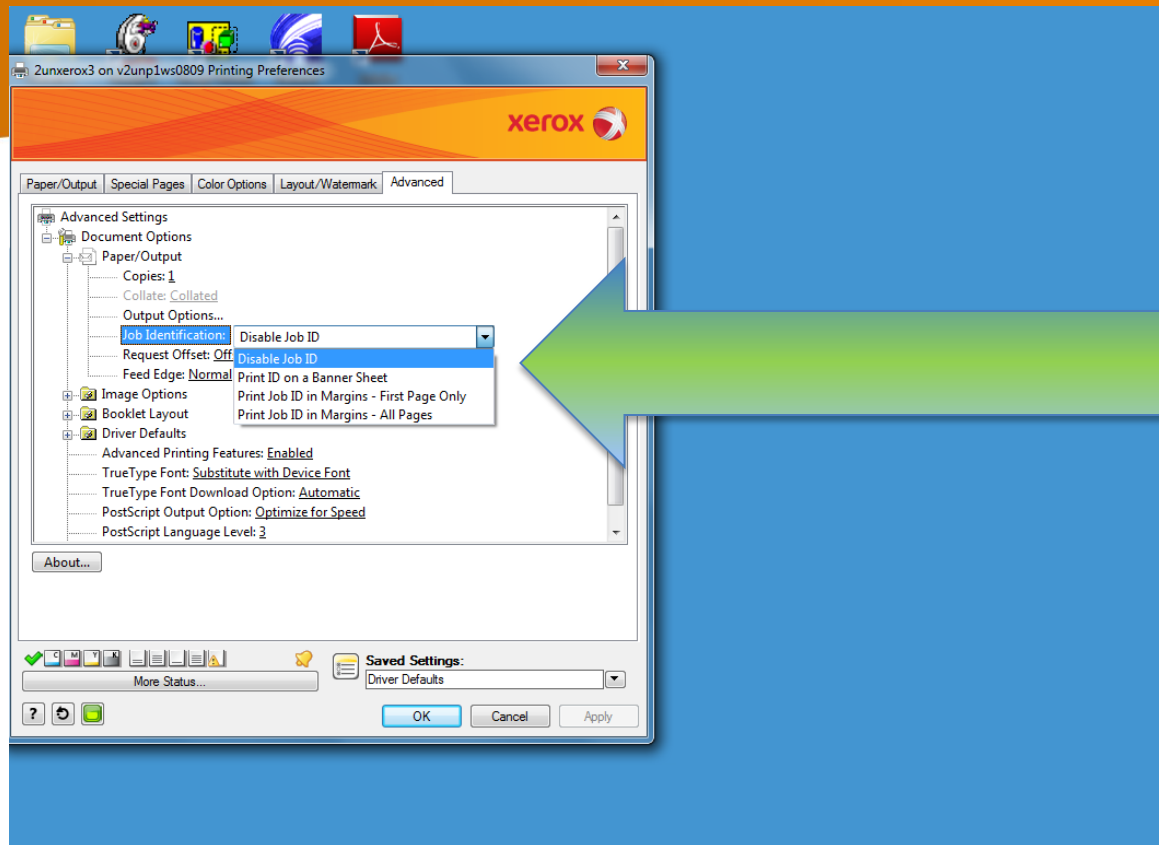
General  Printing Preferences



Advanced



Click the “+” plus sign near Paper/Output so the option tree appears underneath.  Click on “Job Identification” so a drop down of options appears.



So a cover sheet will not print at all, choose “Disable Job ID”. Then “OK”