



# Modifying My Tab in Konica Minolta Printer Drivers

➤ My Tab allows every user to customize their printer driver to bring their most commonly used print settings to the front tab, eliminating the need to click on several tabs to set up print jobs.

➤ Some of the most common settings are placed on My Tab by default, such as Stapling (grayed out if your device does not have a finisher), Print Type to choose double siding, and Colour option if you have a colour device.

➤ Even when a driver is installed on a server each user can still customize My Tab on their computers without affecting all other users.

➤ When the driver is first installed there is a message box letting you know the items on the tab can be rearranged. Click on 'Do not show again' to create more space.

➤ **To customize the tab click on Edit My Tab** at the bottom of the screen. The pop up will display all the functions from each tab. If a function is already on My Tab there will be a blue icon next to it.

➤ To add a function to My Tab simply highlight it in the top list, then click on 'to the LEFT' or 'to the RIGHT.' The Up, Down, and Left/Right buttons on the right of the pop up screen allow you to arrange the functions any way you wish. The Remove button will remove the function from My Tab.

➤ When finished click OK.

