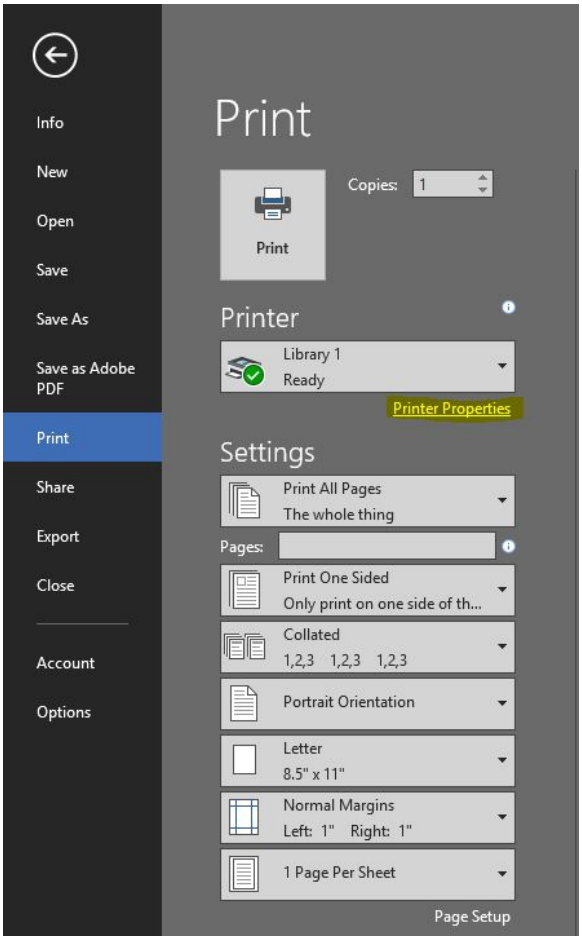
Note: Some handy shortcuts to print: **Ctrl+P** (Windows) **Cmd+P** (Mac)

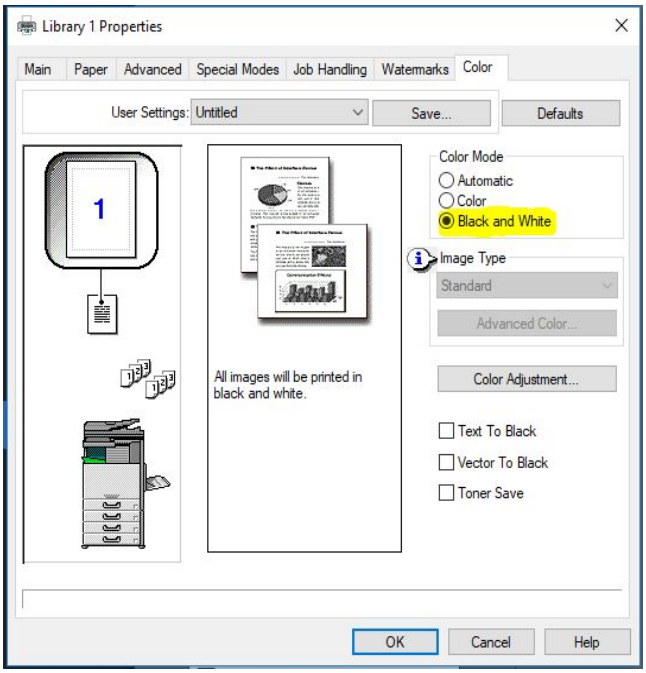
I. Change Print Options from Microsoft Office Applications

Windows



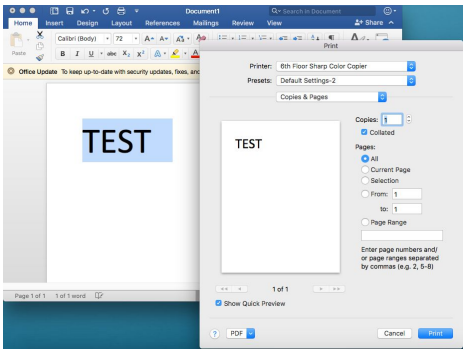
In any Microsoft Office application go to **File -> Print.**

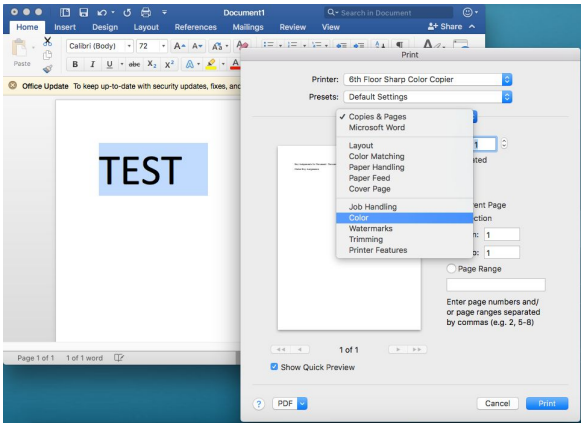
Select **Printer Properties** and new window will appear, navigate to the "**Color**" tab and select "**Black and White**". Once done click "**OK**".



MAC

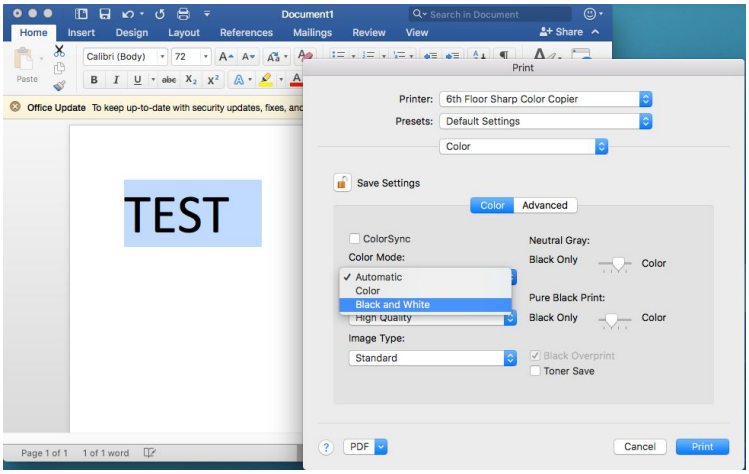
On a Mac you'll see a window like this:



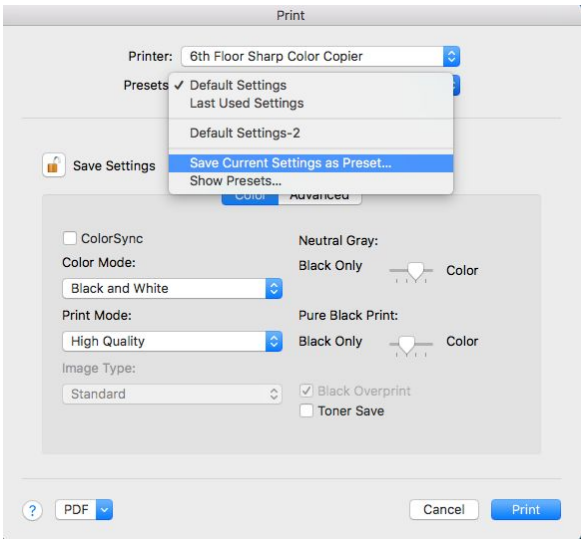


Select the drop down menu that says "**Copies and Pages**" and select "**Color**"

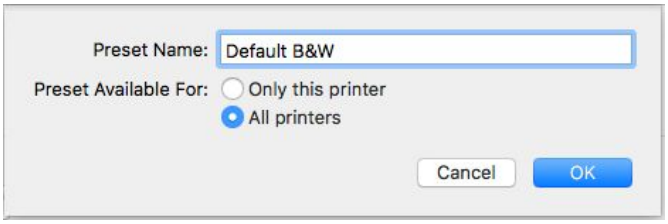
Use the drop down menu for "**Color Mode**" to select "**Black and White**"



Optionally, you can have the settings saved as a preset, this way you just need to confirm you are using the correct preset to print in black and white.



If you require any help with this step please contact the Help Desk ext. 4642

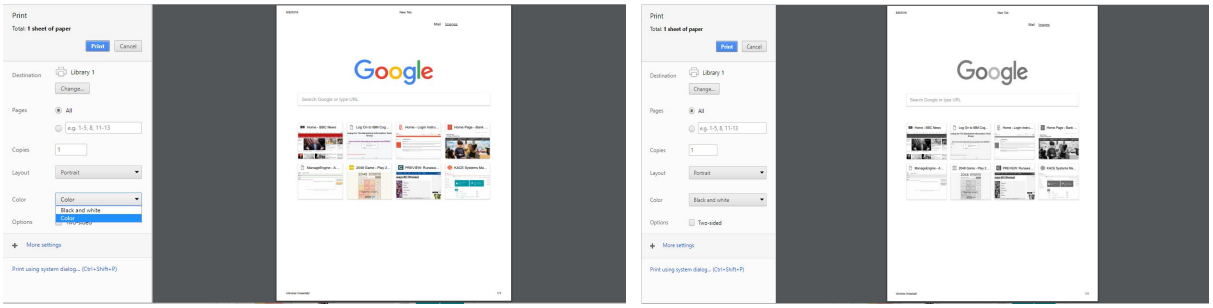


II. Change Print Options from your Browser

When printing from your browser (Chrome & Firefox), bring up the print window, **Ctrl+P** (Windows) **Cmd+P** (Mac)

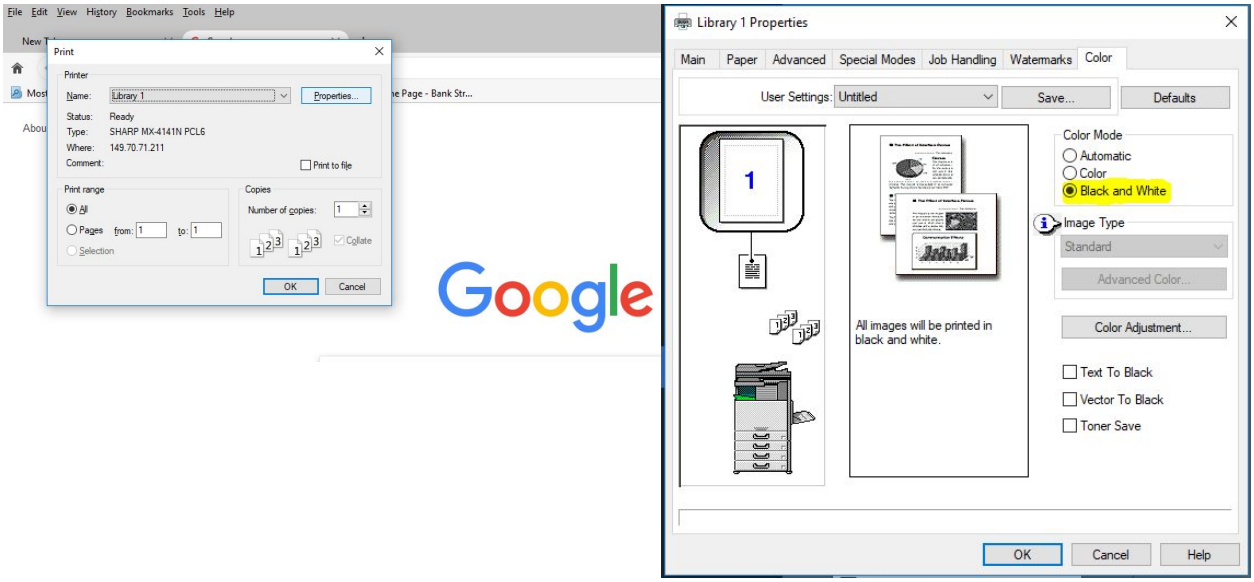
Chrome (PC)

In Chrome you simply need click the **Color** dropdown menu and select "**Black and White**"

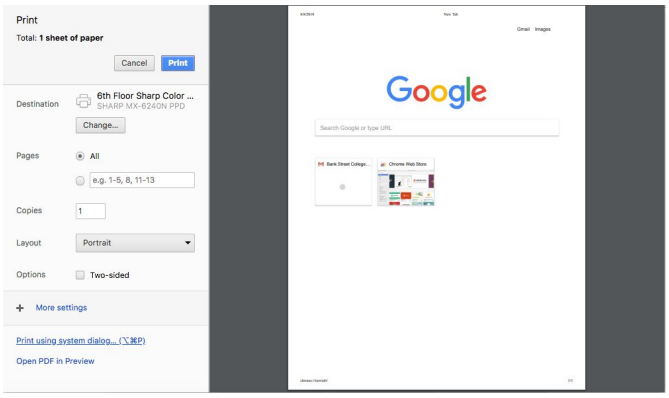


Firefox (PC)

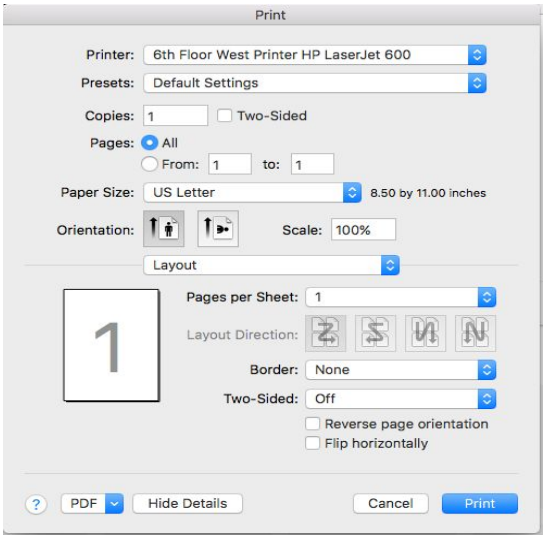
Firefox works similar to Office, once the print window in open select "**Properties**" and a new window will appear, navigate to the "**Color**" tab and select "**Black and White**". Once done click "**OK**".



Mac



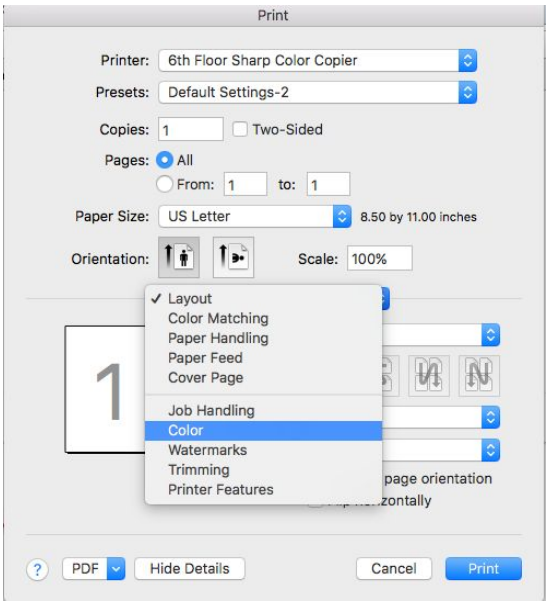
While in any browser on a Mac click **Cmd+P** to bring up this window. (**Note**: When using Chrome, you'll need to click the "**Print using system dialog**..." option.)



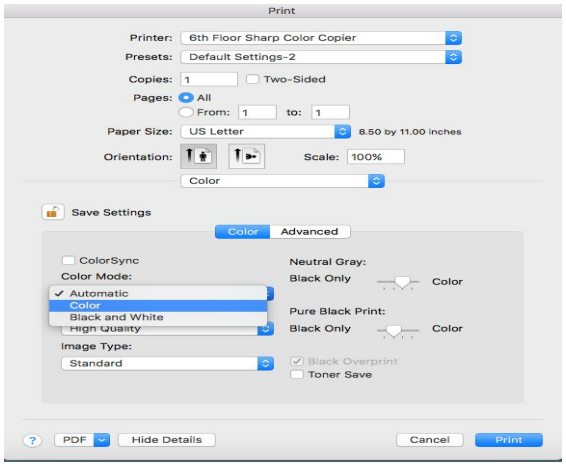
Next you'll see the print window.

Note: You may need to click "**Show Details**" if you see a simpler menu.

Use the lower drop down menu to select "**Color**"

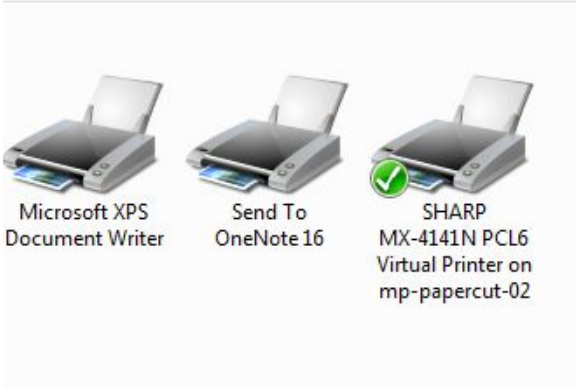


Use the "**Color Mode**" drop down menu to "**Black and White**"

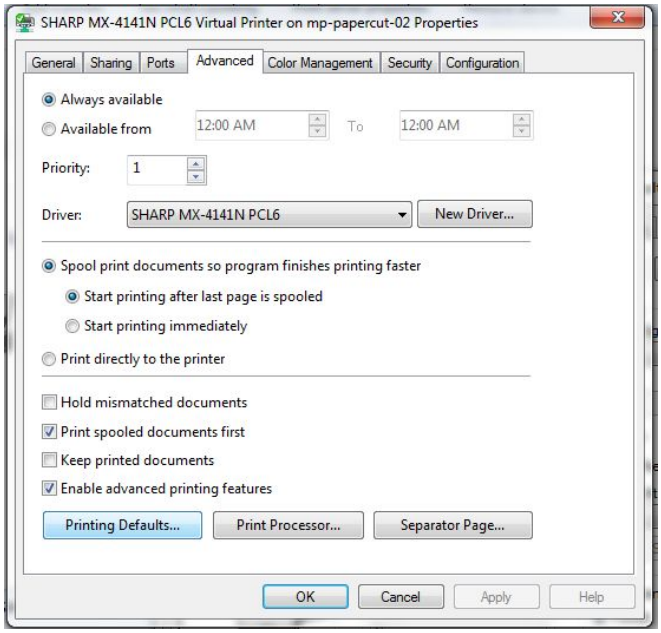


III. Setting your Printers to print Black and White by Default

On a PC go to "**Devices and Printers**" in your start menu. Right click the printer who's settings you would like to change and select "**Printer Properties**".



A new window will open, select the button that says "**Printing Defaults**"



This will open another properties window, go to the "**Color**" tab and select "**Black and White**"

