Mac Black/Color Printing Presets

Creating a printing "Preset" to hold color settings to easily print black or color printouts.

- 1.) Open Word
- 2.) File -> Print
- 3.) Drag the "Copies & Pages" menu down to "Color Settings 1"

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Printer:	Find_Me_Toshiba		0	
Presets:	Standa	rđ	1	
	Color S	ettings 1		3
Colo	г Түре:	Color		41
н	alftone	Auto	_	\$
5		Toner Save		
Image	е Туре:	Ceneral		:
Black Ov	erprint:	Text and Graphics		:
		PostScript Overprint		
Pure Black an	d Gray	Black and Cray - Auto		:
Res	dution:	600 dpi		:

4.) Drag the "Color Type" menu down to "Mono"

Printer:	Find M	le Toshiba	101 -
Presets:	Standard Color Settings 1		
Cole	or Type:	Mono	
÷	alftone:	Auto	
		Toner Save	
Imag	e Type:	General	
Black O	verprint:	Text and Graphics	_
		PostScript Overprint	
Pure Black a	nd Gray:	Black and Gray - Auto	
Res	olution:	600 dpi	

Print
Printer: Find_Me_Toshiba
Presets V Standard Last Used Settings
Sive As
Cc Delete
Halftone: Auto
Toner Save

5.) With that set, drag the "Presets" menu down to "Save As..."

6.) Enter a description for this 'preset' – for example "Black Only" – click OK



7.) You will now see that the "Presets" Menu will have your new "Black Only" option which carries with it the "Mono" color setting you specified. Setting this back to "Standard" will print color.

	PRINT	
Printer: Find_M	le_Toshiba	
Presets: Black C	Inly	
Color S	iettings 1	•
Color Type:	Mono	\$
Halftone:	Auto	
-	Toner Save	
Image Type:	General	
Black Overprint:	Text and Graphics	
	PostScript Overprint	
Pure Black and Gray:	Black and Gray - Auto	•
Resolution:	600 dpi	\$