

Mac Black/Color Printing Presets

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

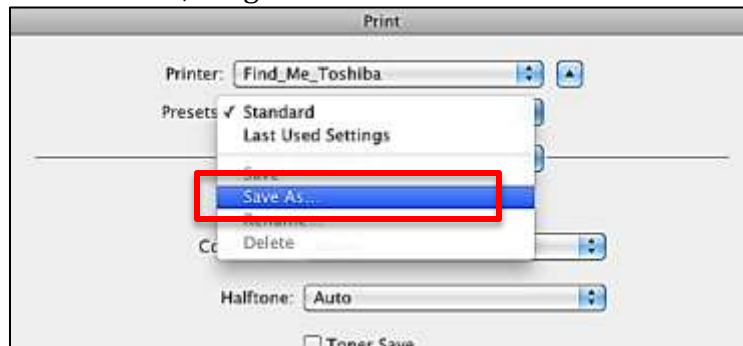
- 1.) Open Word
- 2.) File -> Print
- 3.) Drag the “Copies & Pages” menu down to “Color Settings 1”



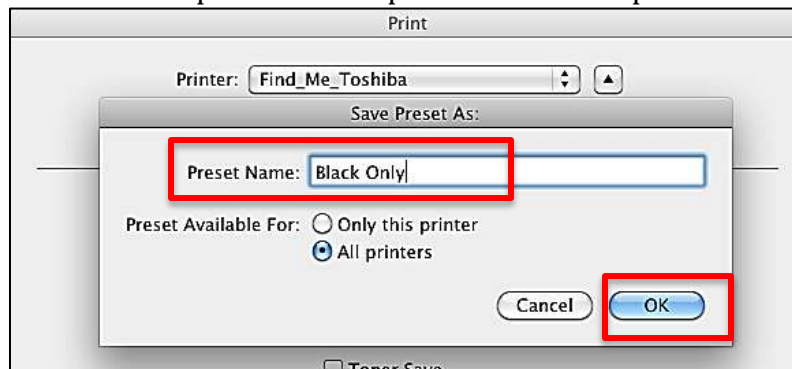
- 4.) Drag the “Color Type” menu down to “Mono”



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.

