



How to Change a Document's Print Quality (one document at a time)

NOTE: These instructions describe how to change the print quality one document at a time. You can also change the printer's print quality to save ink all the time (see the instructions for Changing the Print Properties of Your Printer) and then just follow the instructions in this handout to occasionally adjust the print quality for a specific document.

If you are printing from the Web:

1. Click on File (upper left corner of the screen)
2. Click on the word Print in the drop-down list
3. Click on the word Preferences on the right side of the window
4. The Print window opens
 - a. click on the word Quality near the top of the Print Properties window
 - b. NOTE: Your Print window may not have the word 'Quality'
 - i. click around until you find the section of the window where you can choose the print quality
5. Look for the words Print Quality (or similar words) in the window
 - a. click on the black down arrow to see the list of your choices
 - i. for example: Best, Normal, Everyday, Fast Draft
 - b. click on the choice for the quality you want
6. NOTE: the closer to "Best" you choose, the more ink you will use
7. Click on the word Color at the top of the window
 - a. again, your window may not have the word 'Color'
 - b. look around until you see a choice to print in grayscale or black & white
8. There must be a check mark or dot in the white box in front of the words Print in Grayscale to print in black and white only

- a. if you WANT to print in color, make sure there is NO check mark or dot in front of the words Print in Grayscale
 - b. to place a check mark or dot in the box, click once in the box
 - c. to remove a check mark or dot from the box, click once in the box
9. Click OK
 10. Click Print

If you are printing from Word (or any other word processing program):

1. Click on File (upper left corner of the screen)
2. Click on the word Print in the drop-down list
3. Click on the word Properties on the right side of the window
4. The Print Properties window opens
 - a. click on the word Quality near the top of the Print Properties window
 - b. NOTE: Your Print window may not have the word 'Quality'
 - i. click around until you find the section of the window where you can choose the print quality
 - c. an orange bar may appear on top of the word Quality to show you that you clicked on it
5. Look for the words Print Quality in the window
 - a. click on the black down arrow to see the list of your choices
 - i. for example: Best, Normal, Everyday, Fast Draft
 - b. click on the choice for the quality you want
6. NOTE: the closer to "Best" you choose, the more ink you will use
7. Click on the word Color at the top of the window
 - a. an orange bar may appear on top of the word Color
 - i. this is to show you that you clicked on it
 - b. again, your window may not have the word 'Color'
 - c. look around until you see a choice to print in grayscale or black & white

8. There must be a check mark or dot in the white box in front of the words Print in Grayscale to print in black and white only
 - a. if you WANT to print in Color, make sure there is NO check mark or dot in front of the words Print in Grayscale
 - b. to place a check mark or dot in the box, click once in the box
 - c. to remove a check mark or dot from the box, click once in the box
9. Click OK
10. Click Print