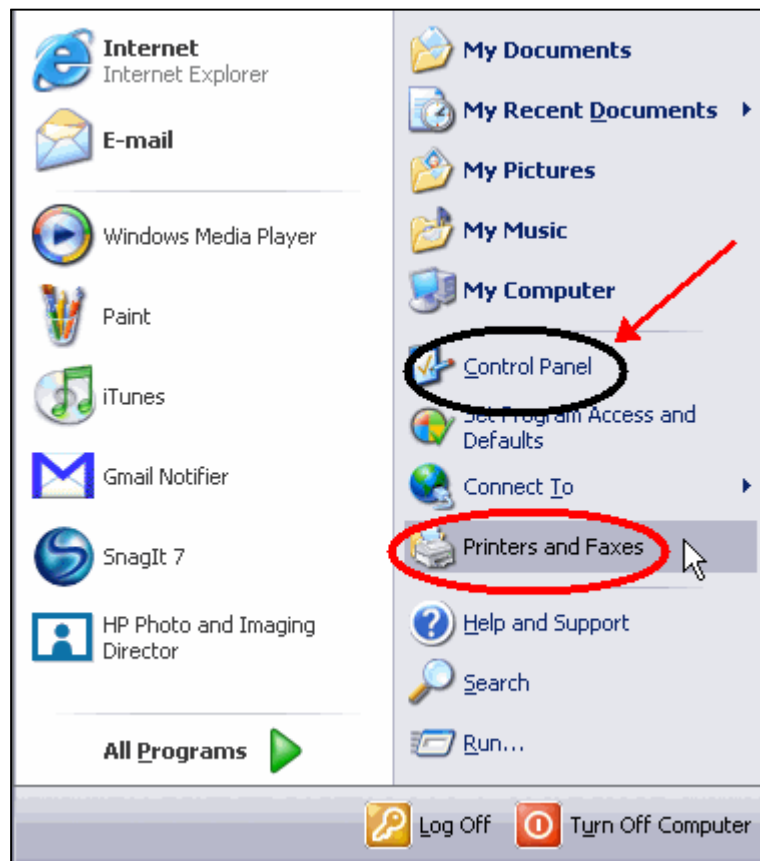




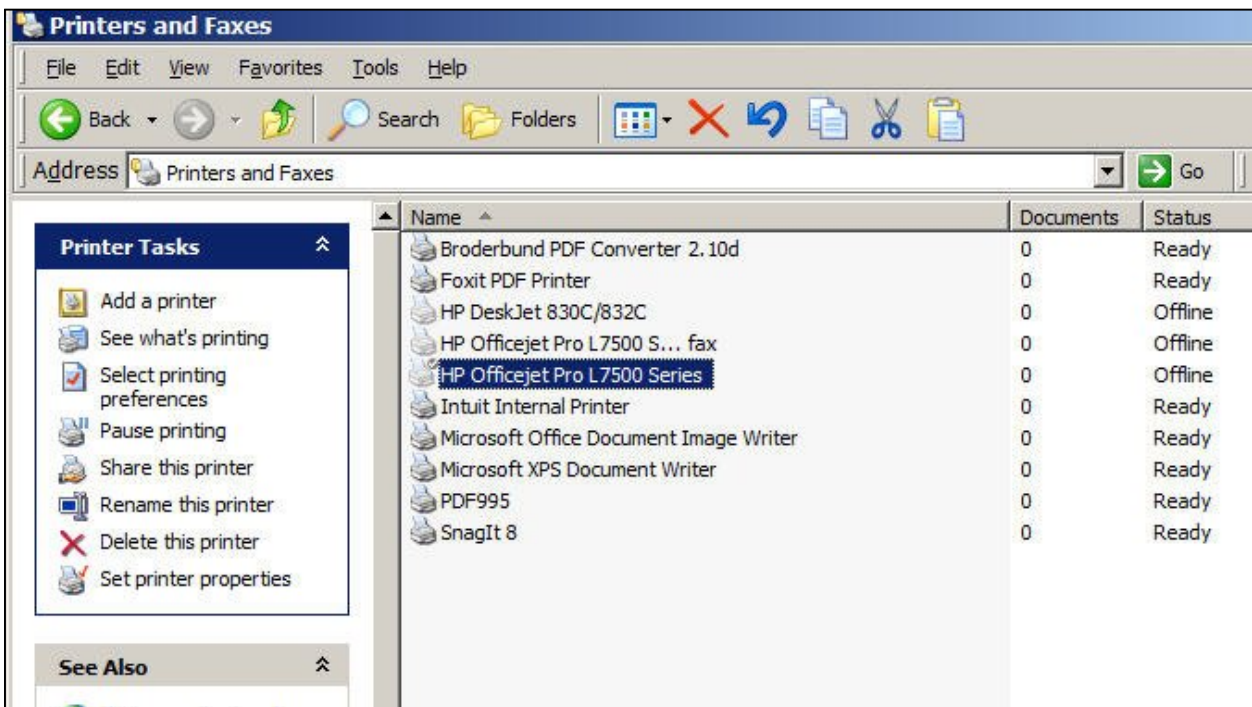
How to Change the Print Qualities of Your Printer (for all documents)

NOTE: These instructions describe how to change the print quality of your printer for all documents that you will print. Many people do this to use less ink when they print documents. You can also change the print quality one document at a time (see the instructions for How to Change a Document's Print Quality (one document at a time)). That will allow you to print specific documents in color, or in darker text.

1. NOTE: The way to change a printer's print qualities, or properties varies from printer to printer. These instructions present a typical scenario.
2. Click on the Start button, in the lower left corner of your screen.
3. The Start menu will pop-up.

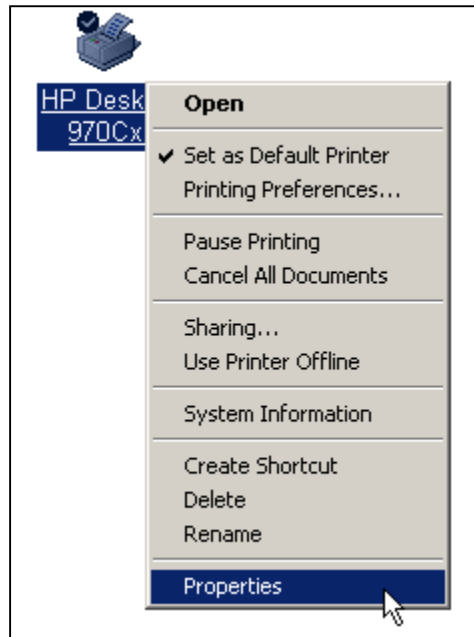


4. Click on Printers and Faxes in the menu (list), and go to #5
 - a. NOTE: If your Start menu does not have Printers and Faxes in the menu, click on Control Panel instead
 - b. after you click on Control Panel, click on the choice Printers and Other Hardware from the list OR click on Printers and Faxes
 - i. the exact words you click on depends on how your Control Panel is organized
5. A window like this one will open:



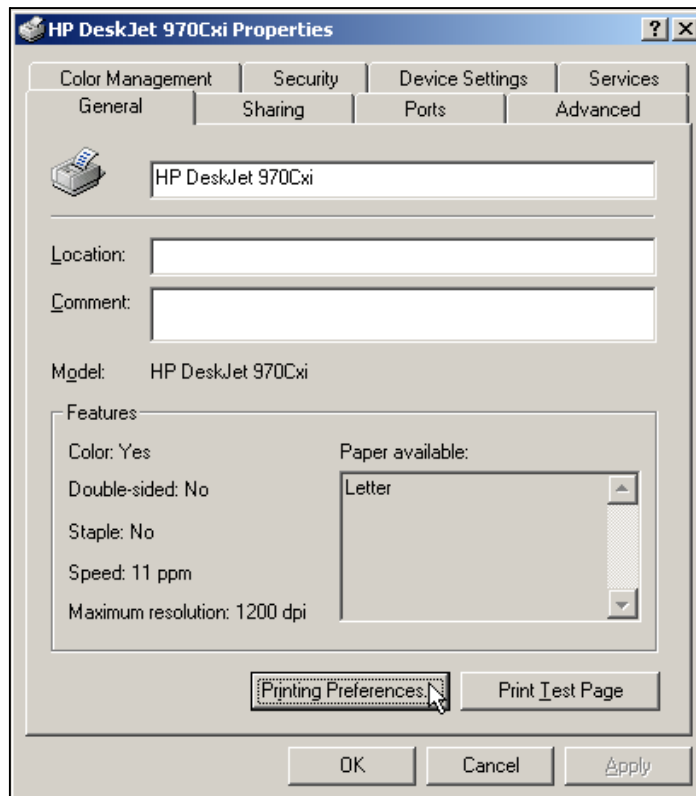
6. Click once on the name of your printer so it is highlighted, as above.
7. Right click on the printer name (click in the highlighted portion)

a. a menu like the one below will appear

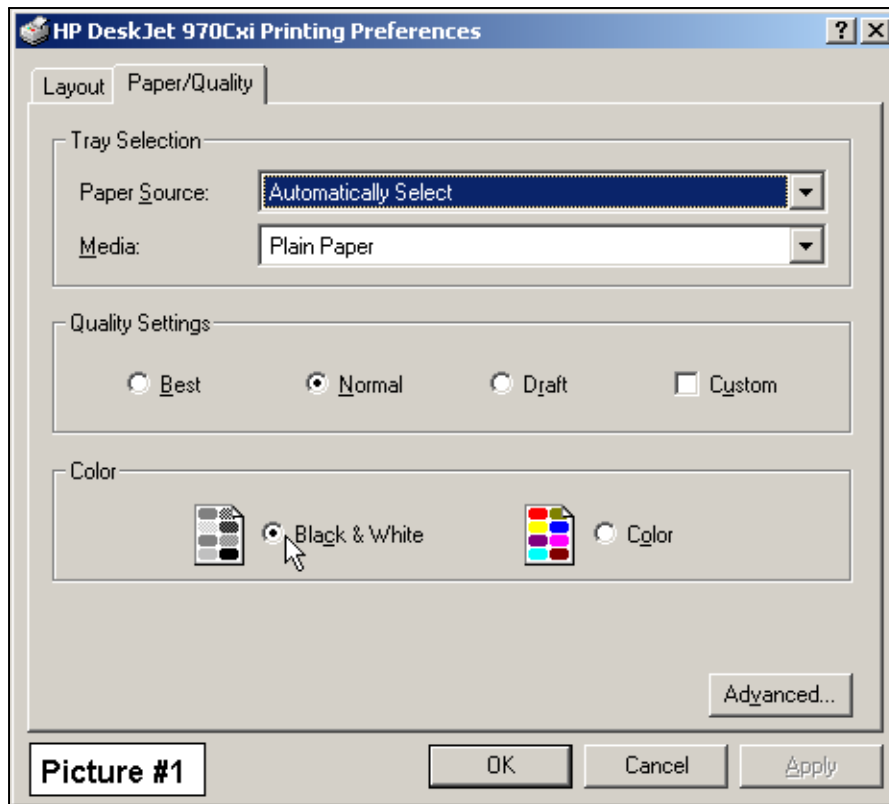


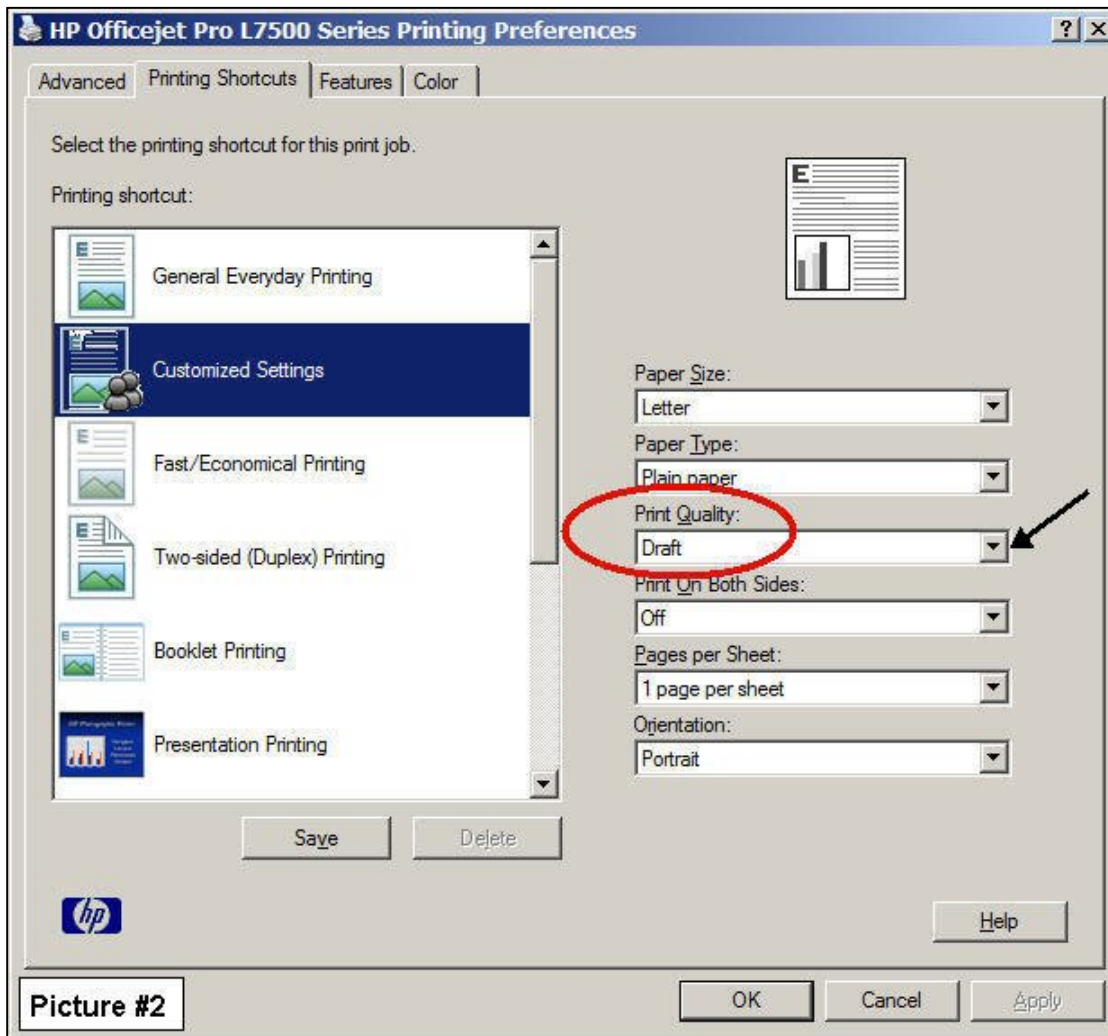
8. click on the word Properties in the list (a regular mouse click, with the left mouse button)

9. a window like the one below will open



- a. Remember: your window may look rather different than the one above
 - b. each printer has slightly different-looking properties windows and choices
 - c. click on the button with the words Printing Preferences, or Preferences
10. a window that looks something like the one of the two pictures below will open (see picture #1 and picture #2)



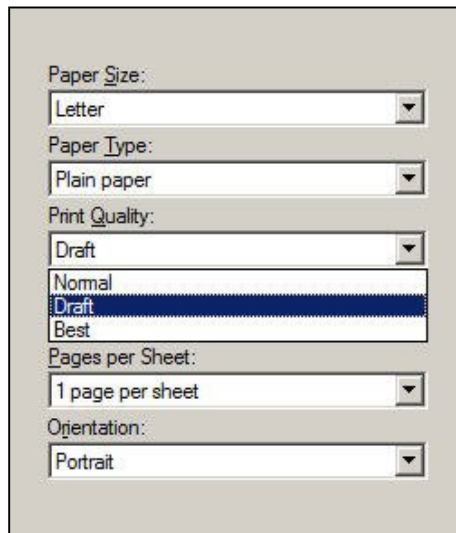


11. If your window looks like picture #1

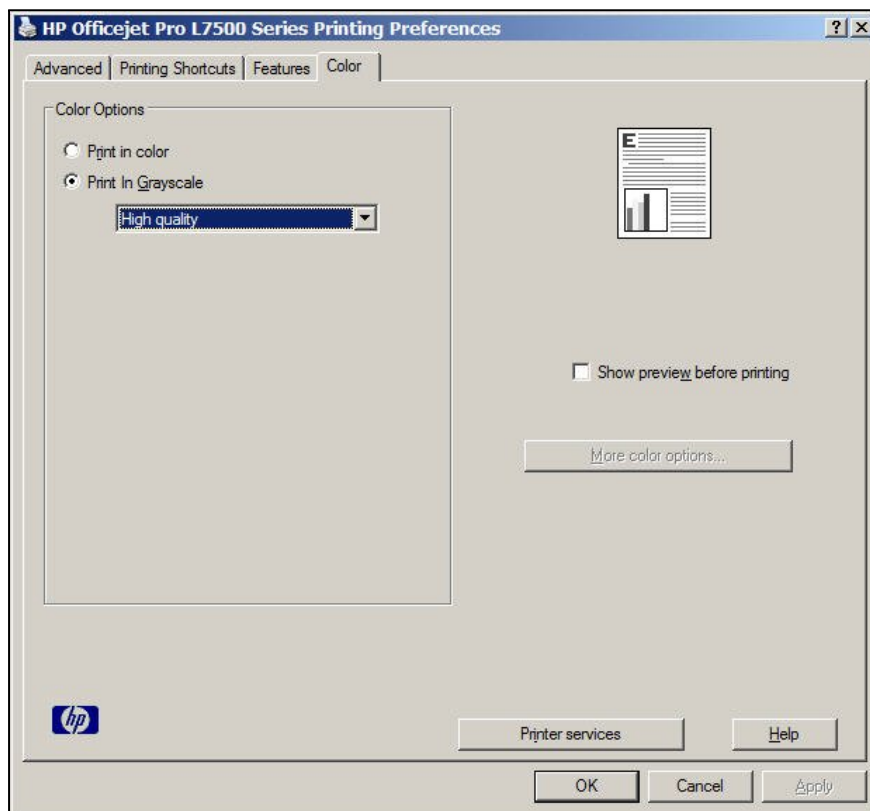
- a. click in the circle in front of the word Draft to set the text to print out a little lighter and use less ink
- b. click in the circle in front of the words Black & White to turn off color
- c. click OK

12. If your window looks more like picture #2

- a. click on the arrow to the right of the white box under the words Print Quality
- b. the Print Quality menu will appear



- c. click on the word Draft
- 13. 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
- 14. 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



- 15. When you are done choosing the print quality and color (or grayscale), click on the OK button