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Printing Defaults
Apple Mac Laptops

The following steps outline the process of setting printing defaults on an Apple Mac:

Creating a single sided Black and white printing preset.

1. Open Microsoft Word
2. Select or create a new word document
3. Click on File and select Print
4. Select the desired printer
5. Make the following changes to the printing defaults
6. Select Printer Features
   and change the Colour Mode to Black and white.
7. Save the new Preset by selecting “Save Current Settings as Preset.”
9. Call the Preset
“Black and white printing” and apply it to all printers

10. Click OK

To Print in black and white, single sided, always select the Black and white Preset before clicking on the print button.