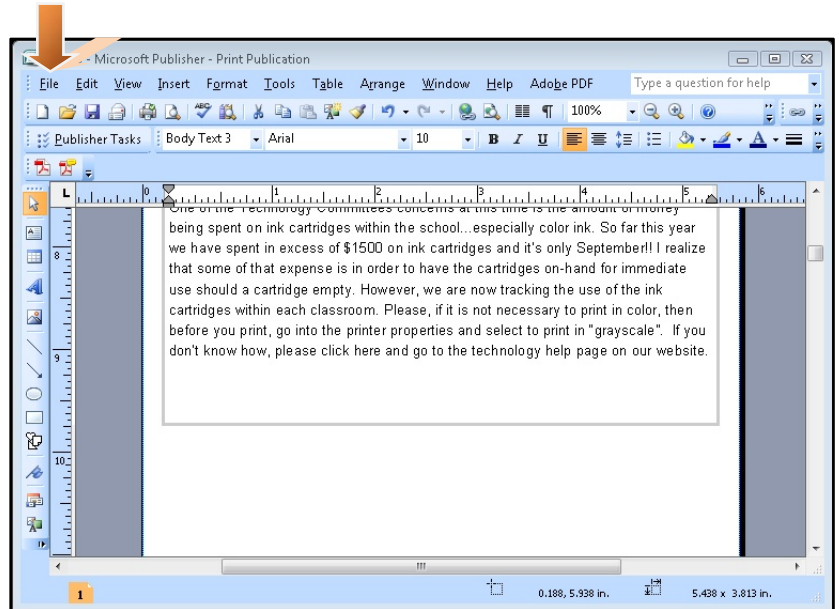


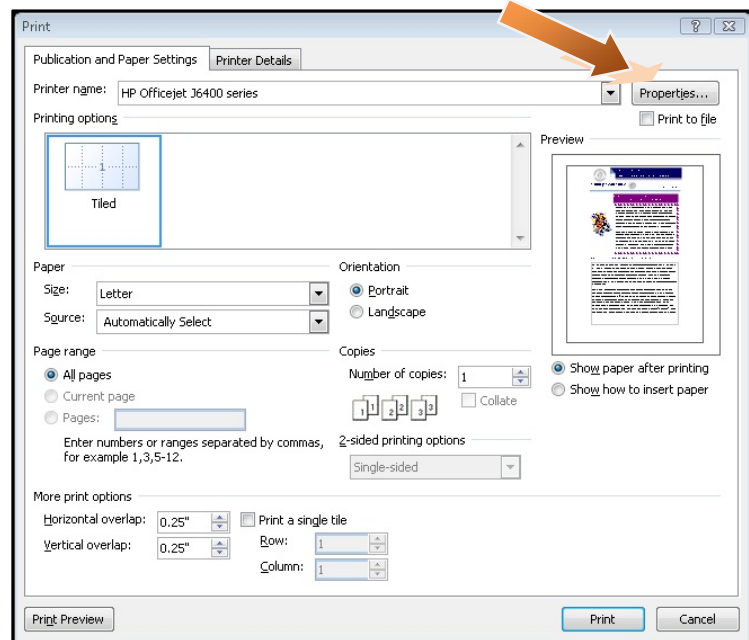
# Printing in Grayscale

If you are using a printer that has the ability to print in color, but you don't NEED color, then please follow these simple steps and print your document in grayscale.

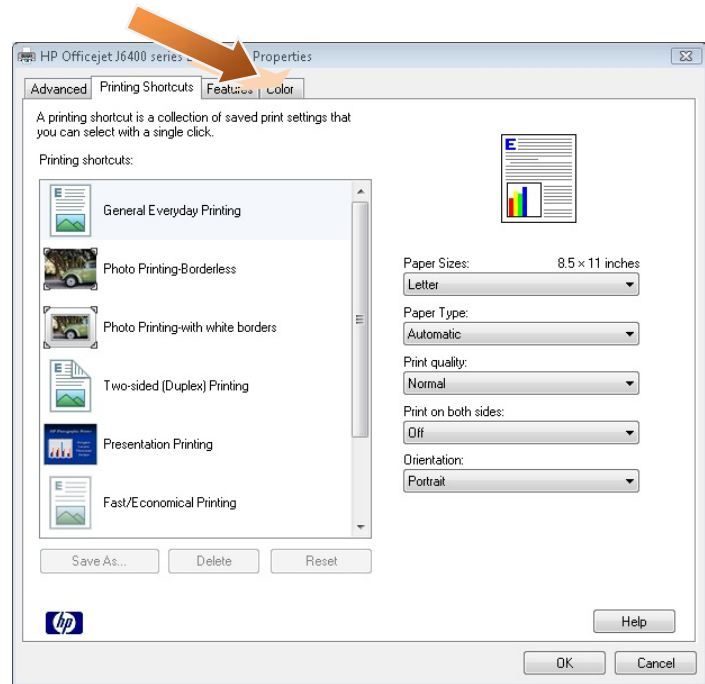
Step 1. Once you have finished the document you are working or have selected the text you want to print from a webpage, click on "File"; then in the drop down menu, click on "Print".



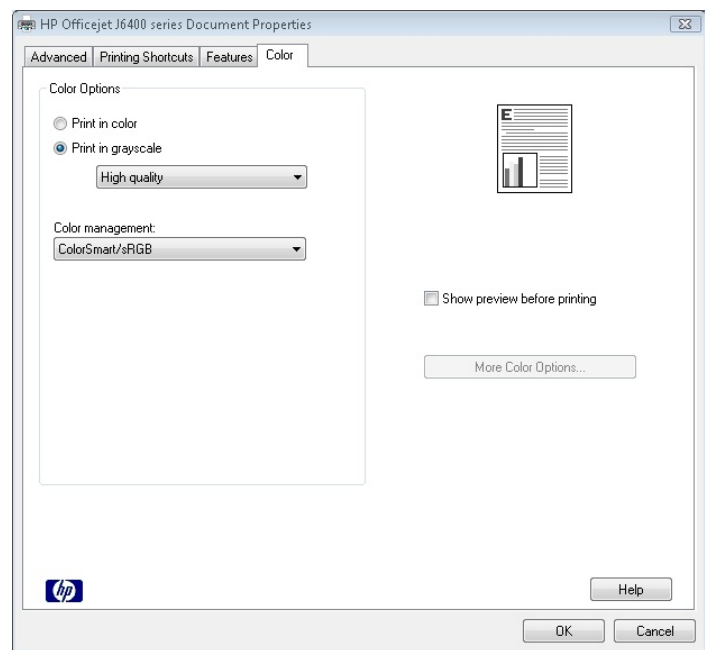
Step 2. When the print window opens, click on the "Properties" button.



Step 3. Click on the “Color” tab of your printer properties window.



Step 4. Click on the button for “print in grayscale”. Then click OK. Now your page will print in grayscale.



Step 5. PLEASE NOTE: All of your documents will now print in grayscale until you change the settings back to color!