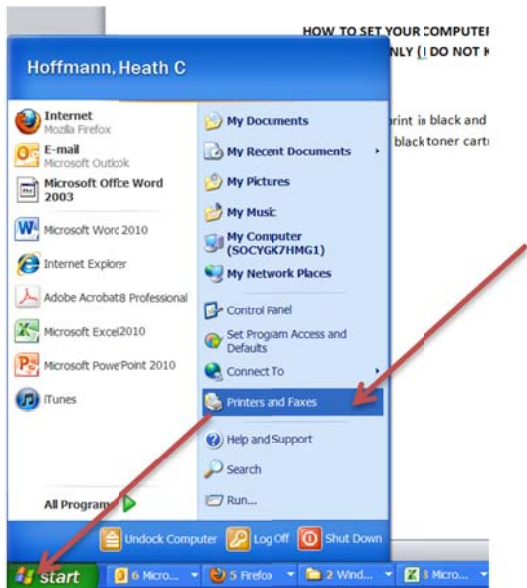


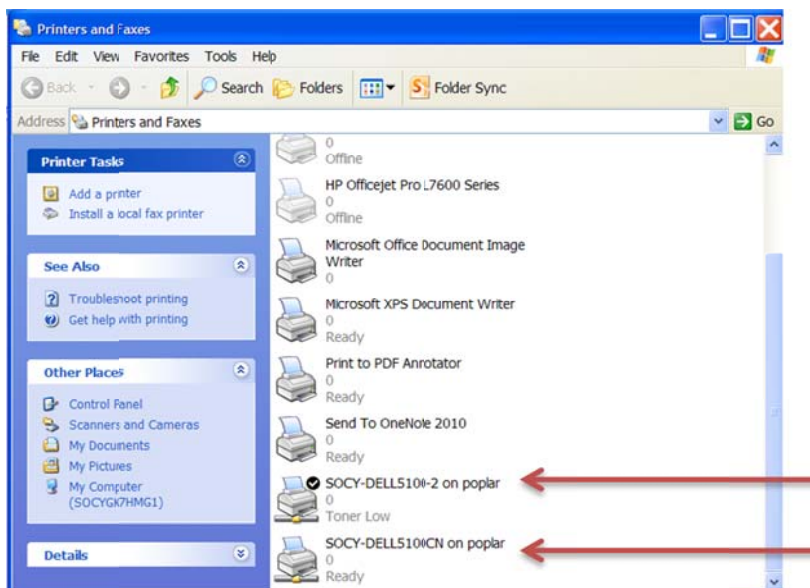
HOW TO SET YOUR COMPUTER TO ONLY PRINT IN BLACK AND WHITE FOR DELL COMPUTERS ONLY (I DO NOT KNOW HOW TO DO THIS FOR APPLE COMPUTERS)

Setting your computer to only print in black and white will help to reduce costs for color print cartridges which cost 3-4 times more than black toner cartridges. Please follow the steps below to change the settings in your computers.

1. Click on the Start button and then double-click on Printers and Faxes as shown below.

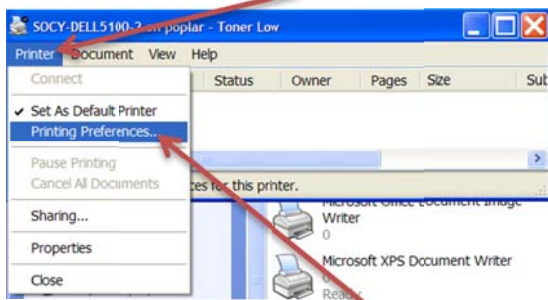


2. Double-clicking on Printers and Faxes will open up the window below. Select the printer to which you usually print your documents.

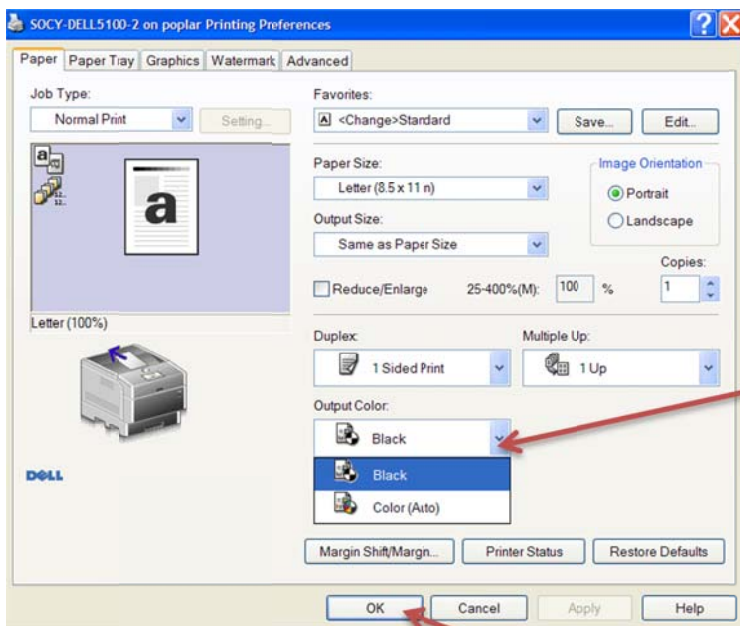


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3. When you double-click on the appropriate printer, the box below will open up. Click on **Printer** and then click on **Printing Preferences** and the box in step 4 will open.



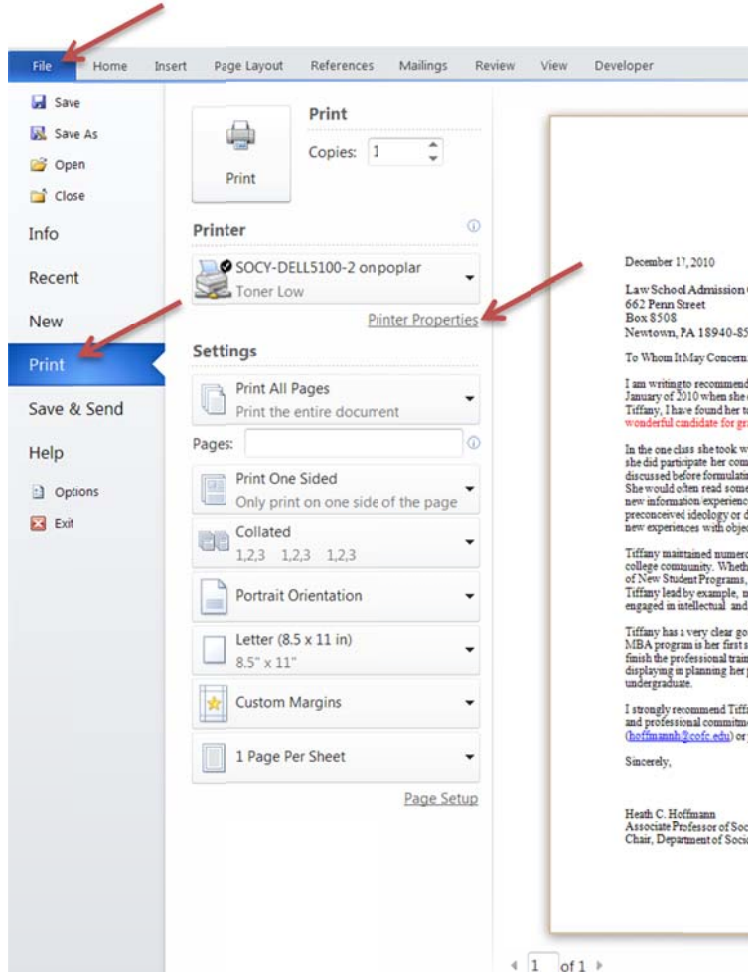
4. Click on the **Output Color** option and select **“Black”**. Select **OK** and you are good to go.



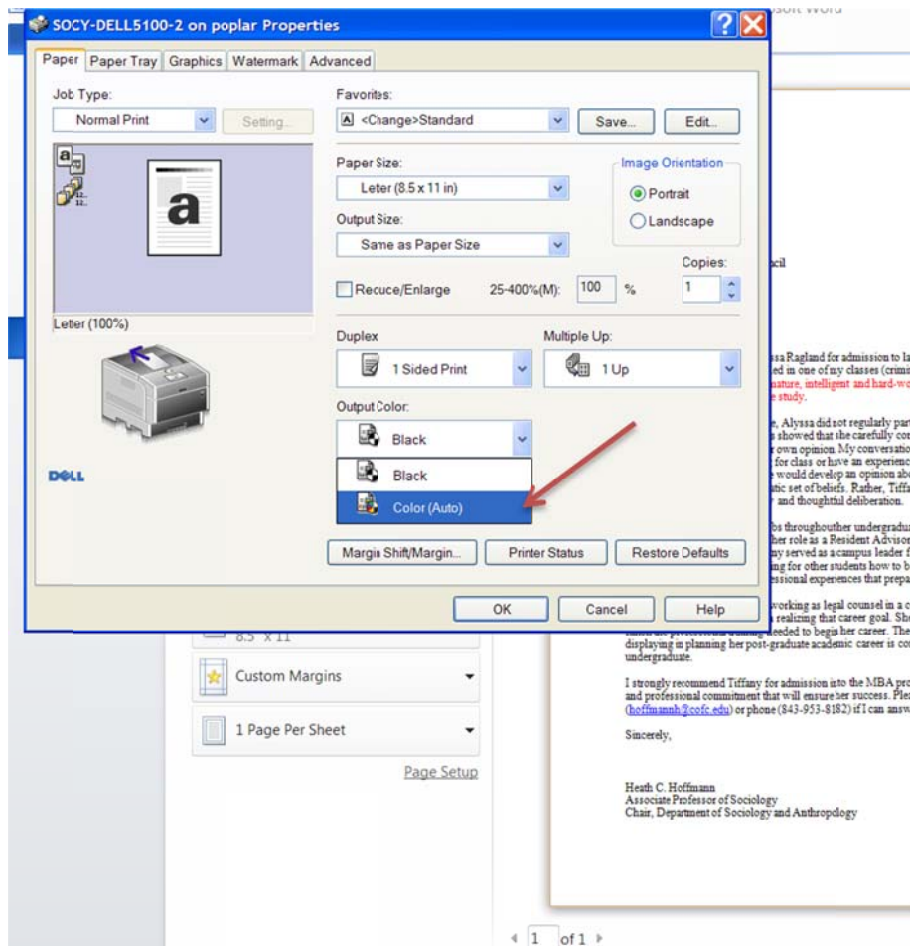
Now that you have set your computer to only print documents in Black and White, go to the next page for instructions on how to print a single document in color when you really need color.

Your computer is set to print documents in only black and white. The steps below show you how to print a single document in color. It will not change the printing preferences that you made above. If you want to print in color, you will have to follow the steps below each time. These instructions assume that you are using Microsoft Word 2010.

1. Open the document that you intend to print. In the top left hand corner of the screen click on File; then click on Print; and then click on Printer Properties as shown below.



- When the Printer Properties window opens, select the Color option under the Output Color menu as highlighted below with an arrow.



- Then click OK to set this document to print in color. You will return to the screen below where you then press Print to send your document to the printer.

