


How to Set a Black and White Printing Default on a Mac

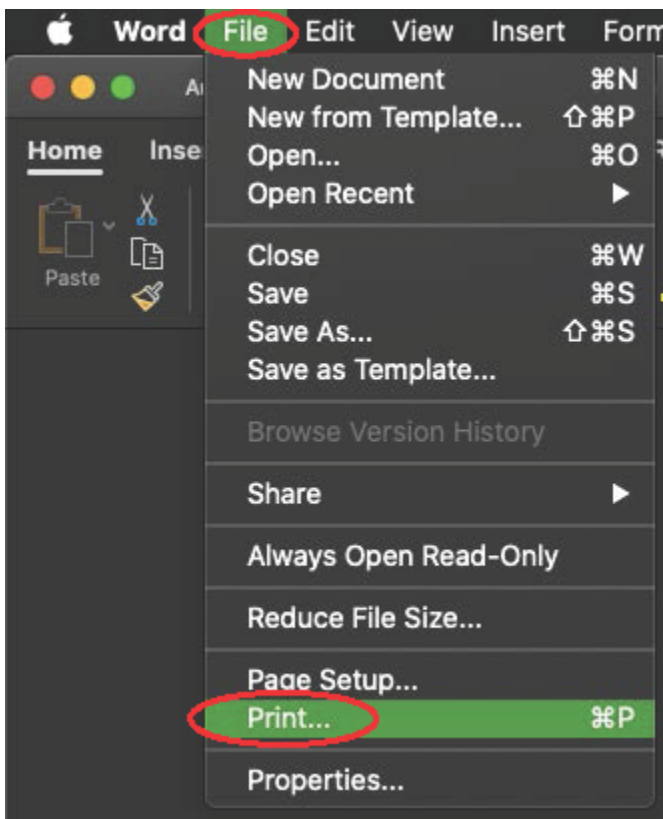
When setting up a printer on a Mac, if the printer has the capability to print in color, it will always default to print in color. This guide will help you create a preset and set Black and White as your default printing option.

 While this guide will only show how to set the Black and White default, you may make any other changes in the driver for your printing preference and save it under the same preset. These options may include stapling, double-sided, collating, user print codes, etc...

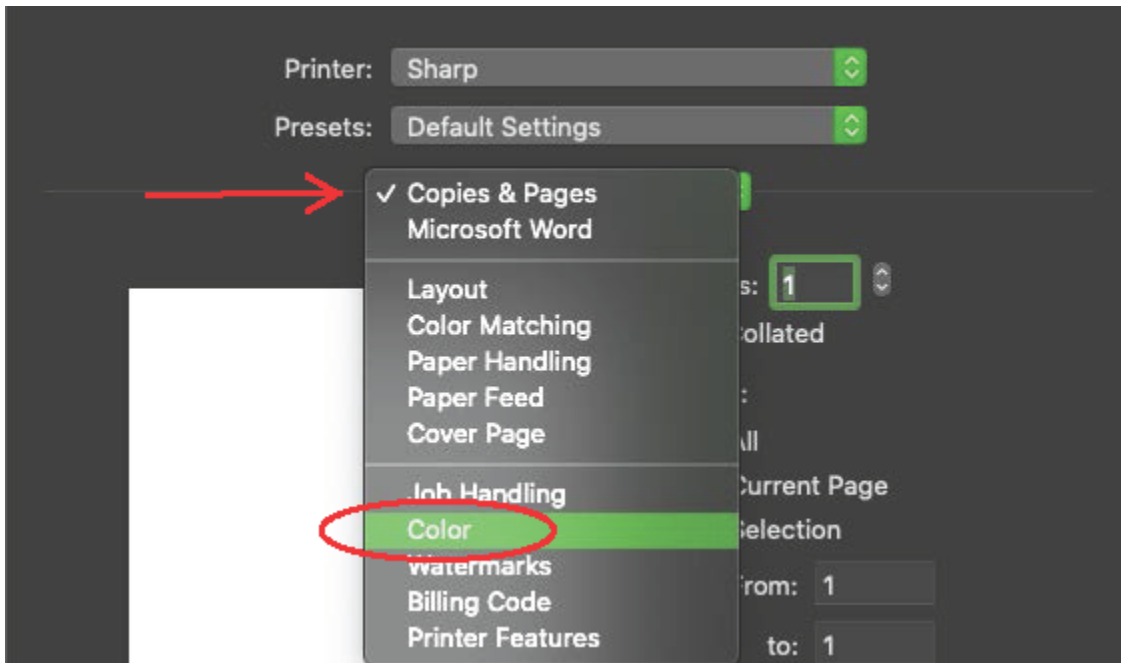
Step-by-step guide

Open a program up on the Mac, for this setup, we will be using Microsoft Word.

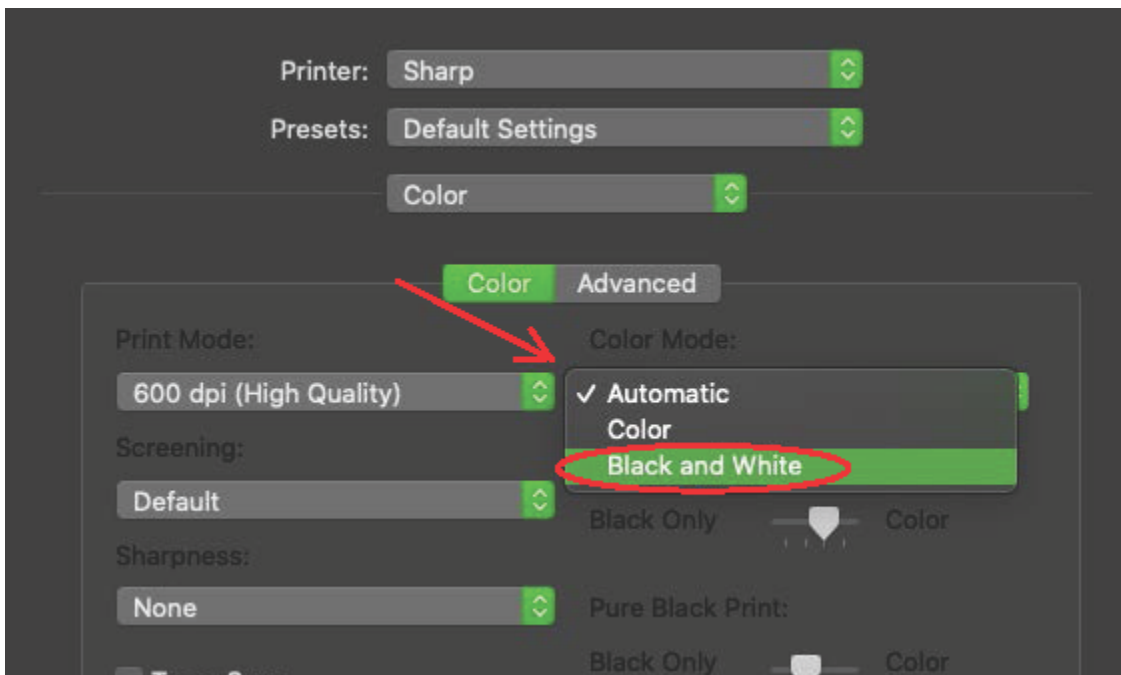
1. At the top left of the screen, click on **File** and then click on **Print**.



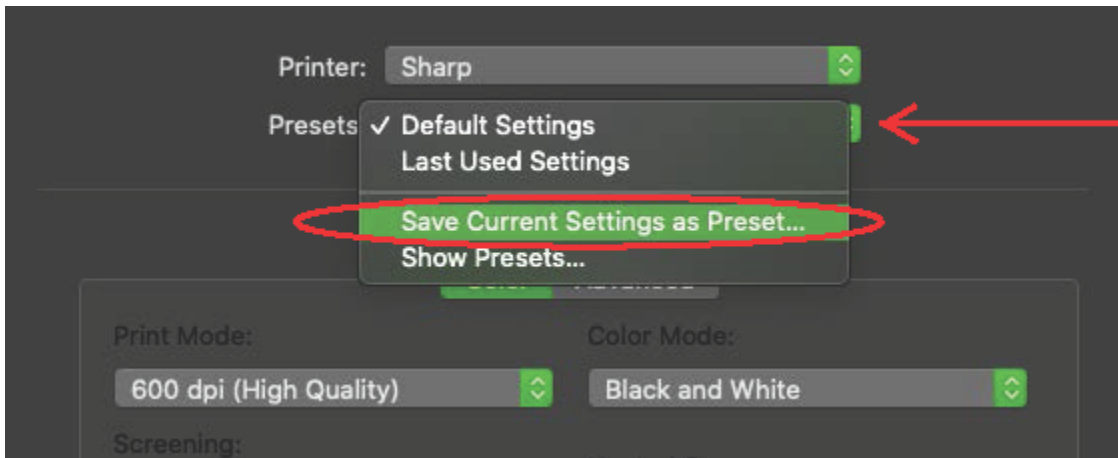
2. Click **Copies & Pages** and a new list will appear. Select **Color**.



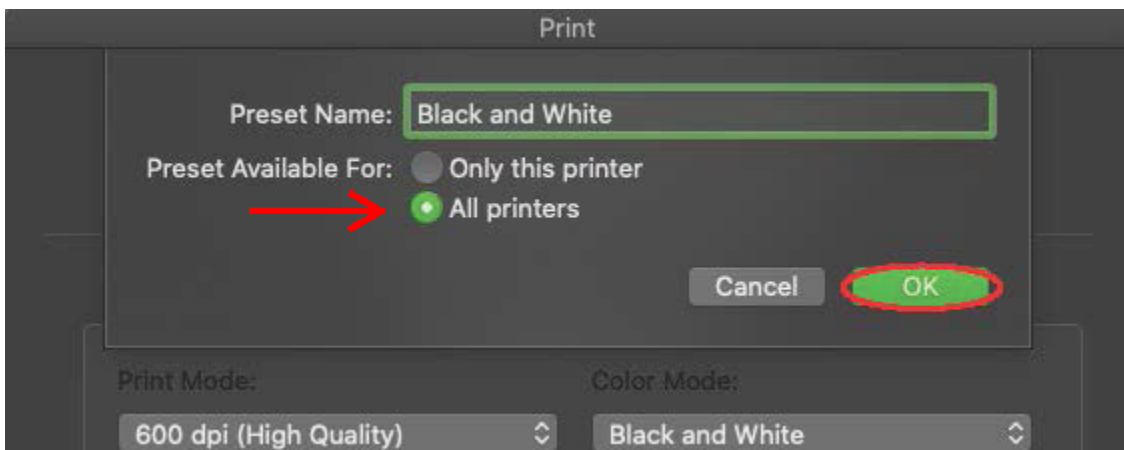
3. Click the drop down box under **Color Mode** and change the selection from Automatic to **Black and White**.



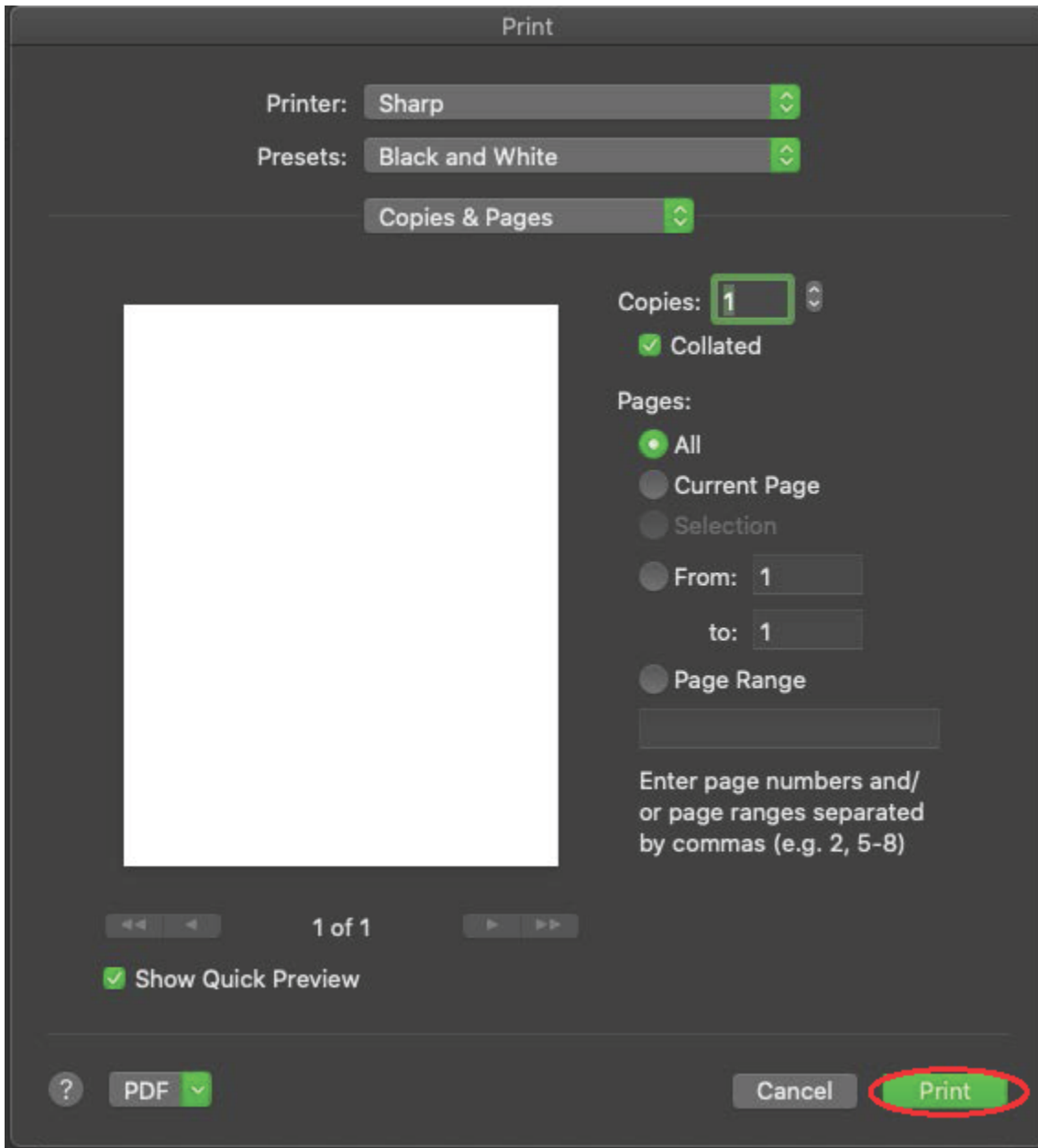
4. After changing the setting to black and white, click where it says **Default Settings** next to **Presets**. Select **Save Current Settings as Preset**.



5. Name the Preset whatever you would like so that you are reminded to use this setting when you would like to print in Black and White. It is best practice for our purposes to make sure **All Printers** are selected so that this setting can be shared by all the printers that are installed. Click **OK**.



6. After clicking OK, please click on **Print**. (*NOTE: This will set the default for the computer to your new preset that you just created. If you change any settings later, you Mac will revert back to Default Settings. If this changes, go back and re-select your saved preset.)



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