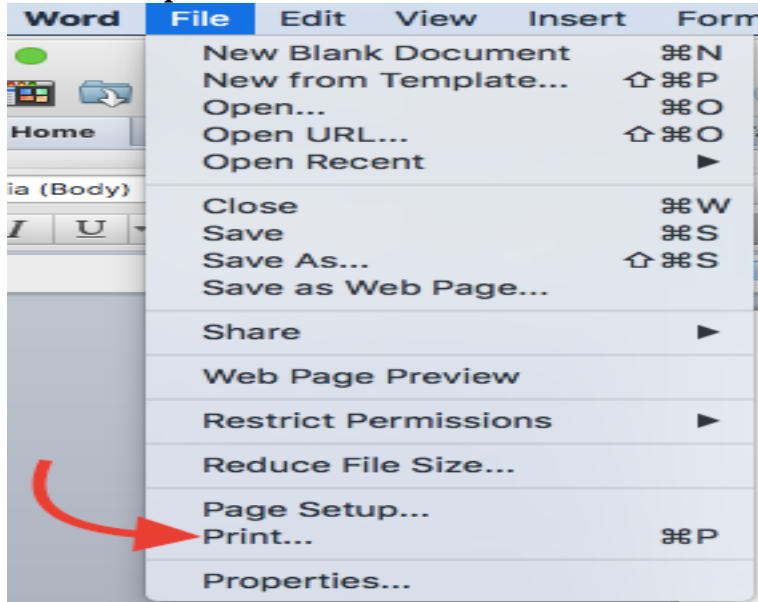
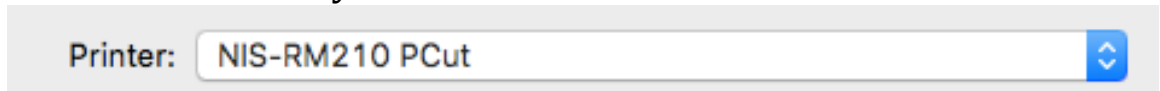


# How to Print in Black and White on a Mac (Word, Excel, PowerPoint)

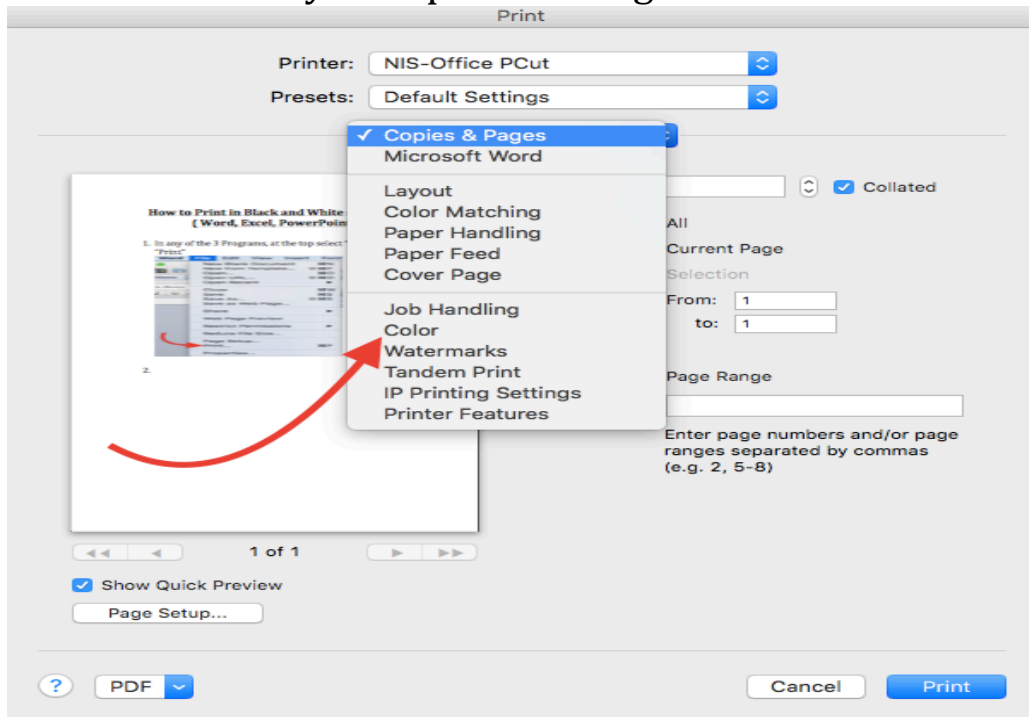
1. At the top select “File” then “Print”



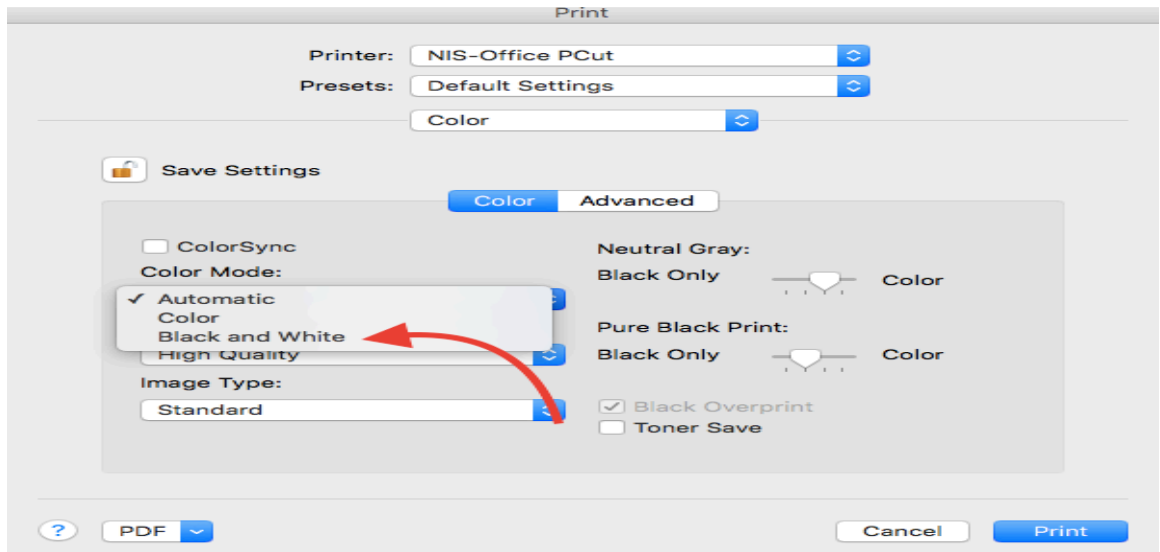
2. Select the Printer you would like.



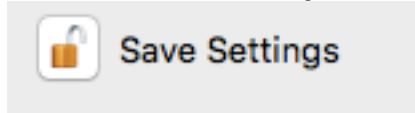
3. Click where it says “Copies and Pages” then Click “Color”



4. Under “Color Mode” Click  next to where it says Automatic



Click where it says “Black and White” and Click the Lock

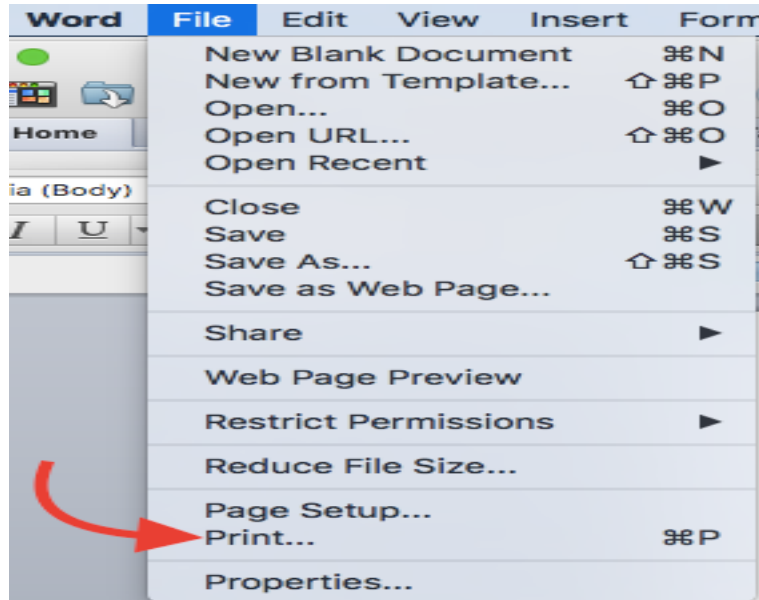


that says “Save Settings”

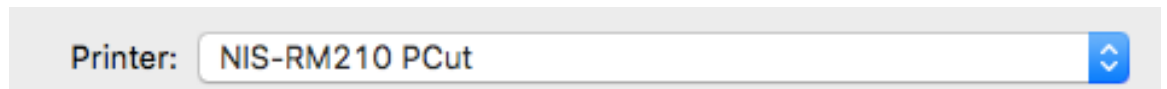
And it will save the “black and white” setting for the Selected Printer on any Microsoft Office Program.

# How to Print a PDF in “Black And White”

1. Go to “File” then Print



2. Select Your Printer

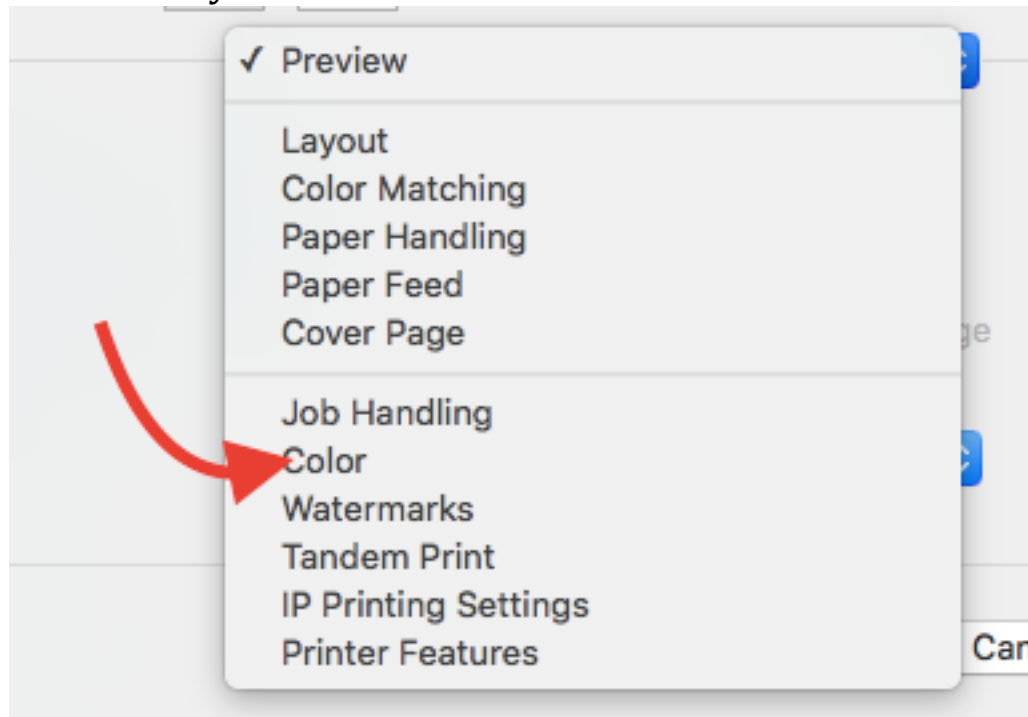



3. Click on "Show details" then click

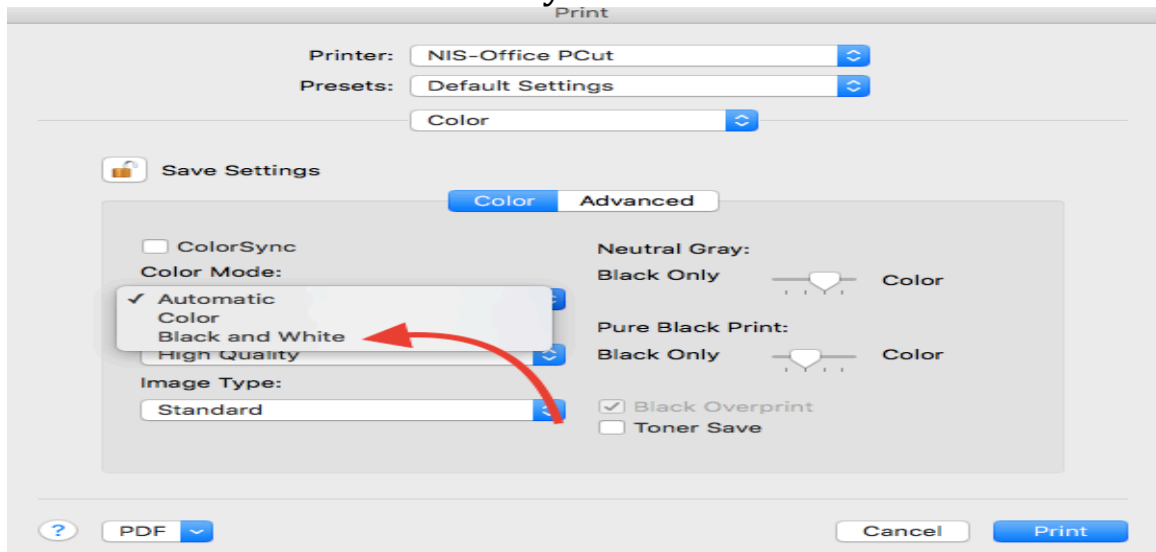
The image shows a Mac print dialog box with the following elements:

- Printer:** NIS-Office PCut
- Copies:** 1 (with up/down arrows) and  Two-Sided
- Pages:** All (with up/down arrows)
- Preview Window:** A document titled "How to Print in Black and White on a Mac (Word, Excel, PowerPoint)". It contains two numbered instructions:
  - At the top select "File" then "Print" (with a red arrow pointing to the "Print" option in a screenshot of the File menu).
  - Click where it says "Copies and Pages" then Click "Color" (with a red arrow pointing to the "Copies and Pages" section in a screenshot of the print dialog).
- Navigation:** A red arrow points from the "Copies and Pages" section of the preview window to the "Show Details" button.
- Page Indicator:** "1 of 3" with left and right navigation arrows.
- Buttons:** A help icon (?), a PDF dropdown menu, a "Show Details" button, a "Cancel" button, and a "Print" button.

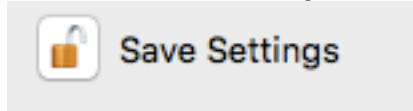
where it says "Preview" and select "Color"



4. Under "Color Mode" Click  next to where it says Automatic



Click where it say "Black and White" and Click the Lock



that says "Save Settings"

And it will save the "black and white" setting for the Selected Printer