

How create a printer preset to print Black and White instead of color on a Mac

1. The following should be done after you have installed the copier you desire on your Mac.
2. Open one of your programs (Word, Excel, Safari, etc.) and while in the program, go to the **File** menu and select **Print**.
3. When the print window appears, click on the pull down window under the Presets and select the **Color Matching** option (Fig.1).
 - a. This pull down may appear different from that of Fig. 1 since it may vary from program to program and from the version of the operating system.
4. Once Color Matching is selected, a **Profile** pulldown will appear below. Click on the pulldown and select **"Other profiles..."**(Fig.2).
5. At the **"Select ColorSync Profile"** window, scroll and select **Generic Gray Profile** (Fig.3).
6. Click on the pulldown next to the Presets heading and select **"Save Current Settings as Preset..."** option (Fig.4).
 - a. At the Preset window, give the preset a recognizable name, such as **BW**, and click OK (Fig.5).
7. You can also set the **One Sided** printing option by selecting the **Layout / Finish** option which is in the pulldown menu where you selected the **Color Matching** option. You can save it as a preset along with the black and white printing.
8. When you are ready to print, make sure that the **"BW"** preset is selected to print in grayscale.

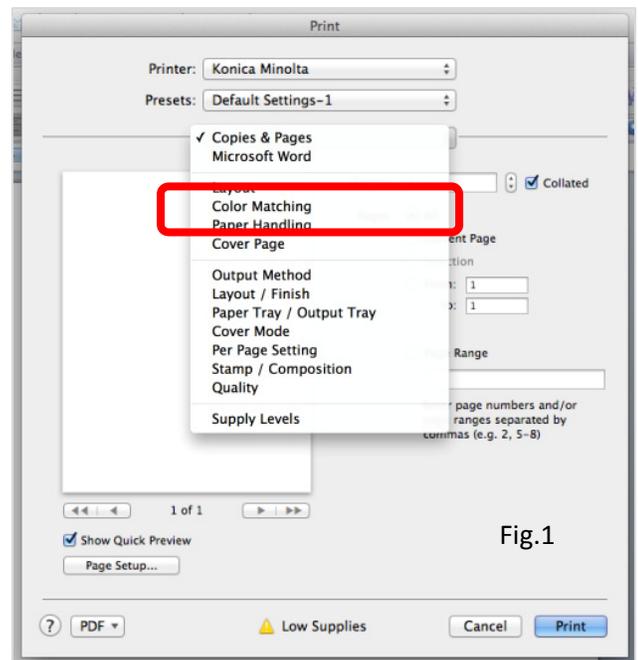


Fig.1

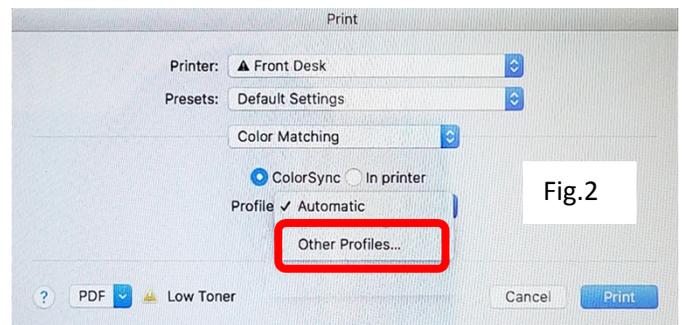


Fig.2

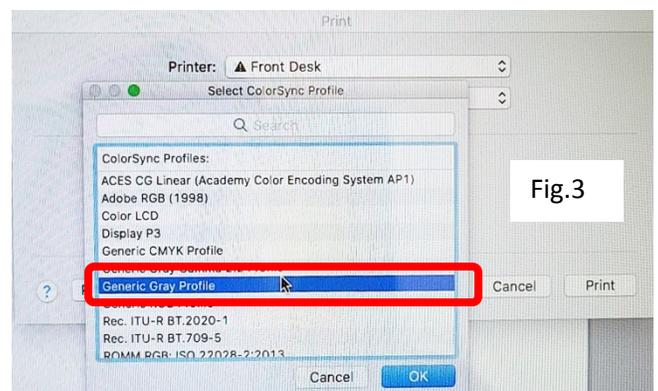


Fig.3

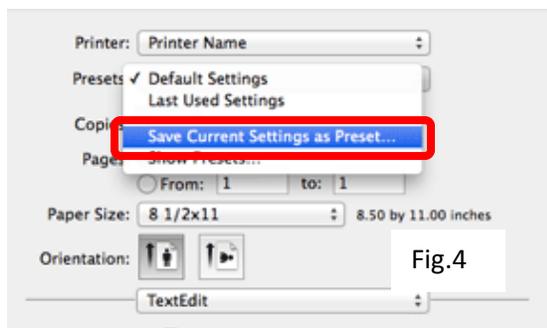


Fig.4

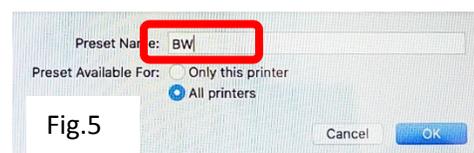


Fig.5