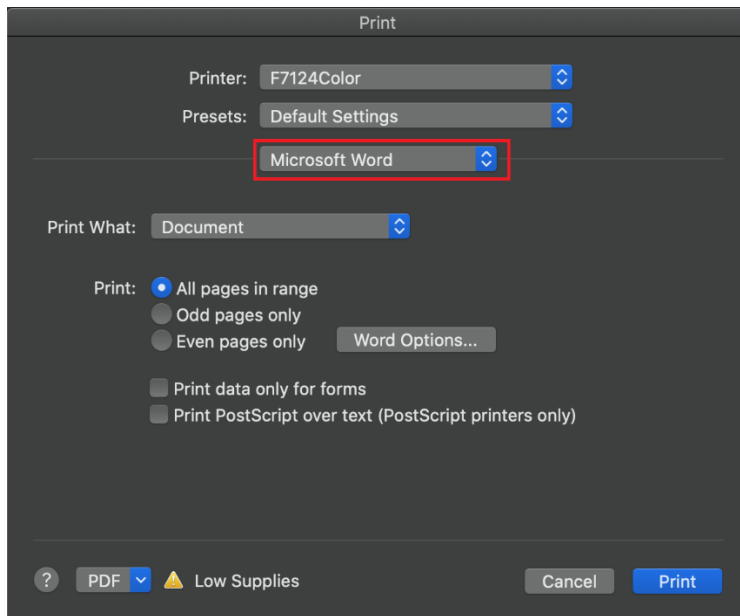


## Mac – setting default print settings

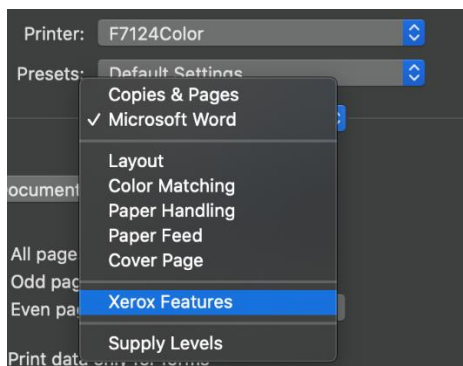
By default, Mac Printers are set to single sided and color. We encourage that you change your default settings to double-sided and B&W. B&W printing is less expensive and double sided uses less paper.

### How to set default settings for Single paged, double paged and color options:

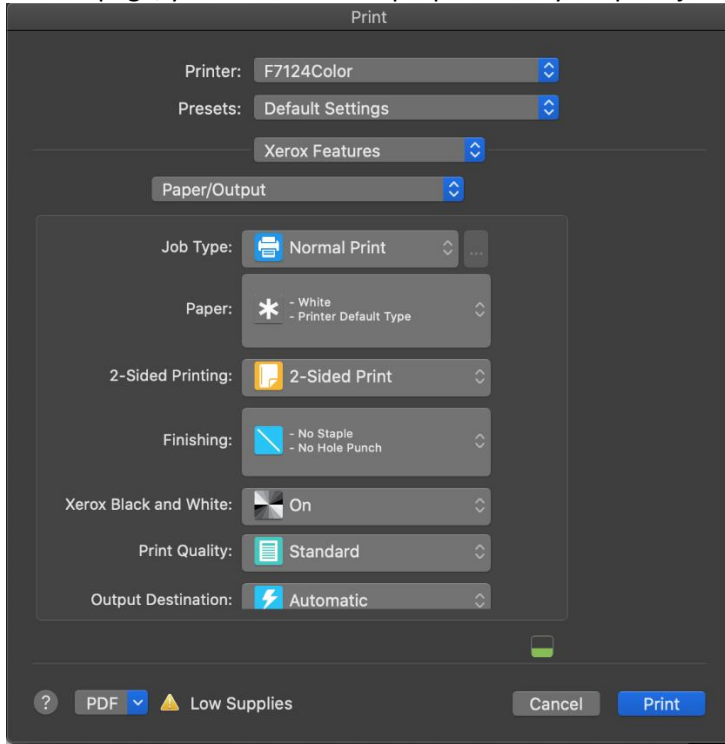
1. From the print dialog box, you can edit the print properties by selecting the red drop-down menu. In this case, the screenshot is printing from Microsoft Word. This would be replaced with a different name if you are printing from a different program.



2. Select **Xerox Features**



3. On this page, you can select the properties of your print jobs. (e.g. ½ sided, color vs b/w)



4. To save the settings, click on the **Presets** dropdown menu and select **Save Current Settings as Preset...**

