

A decorative graphic on the right side of the page. It features three overlapping circles of varying sizes, each composed of concentric rings in shades of blue. Two thin, light blue lines intersect at the top left and extend diagonally across the page, framing the circles.

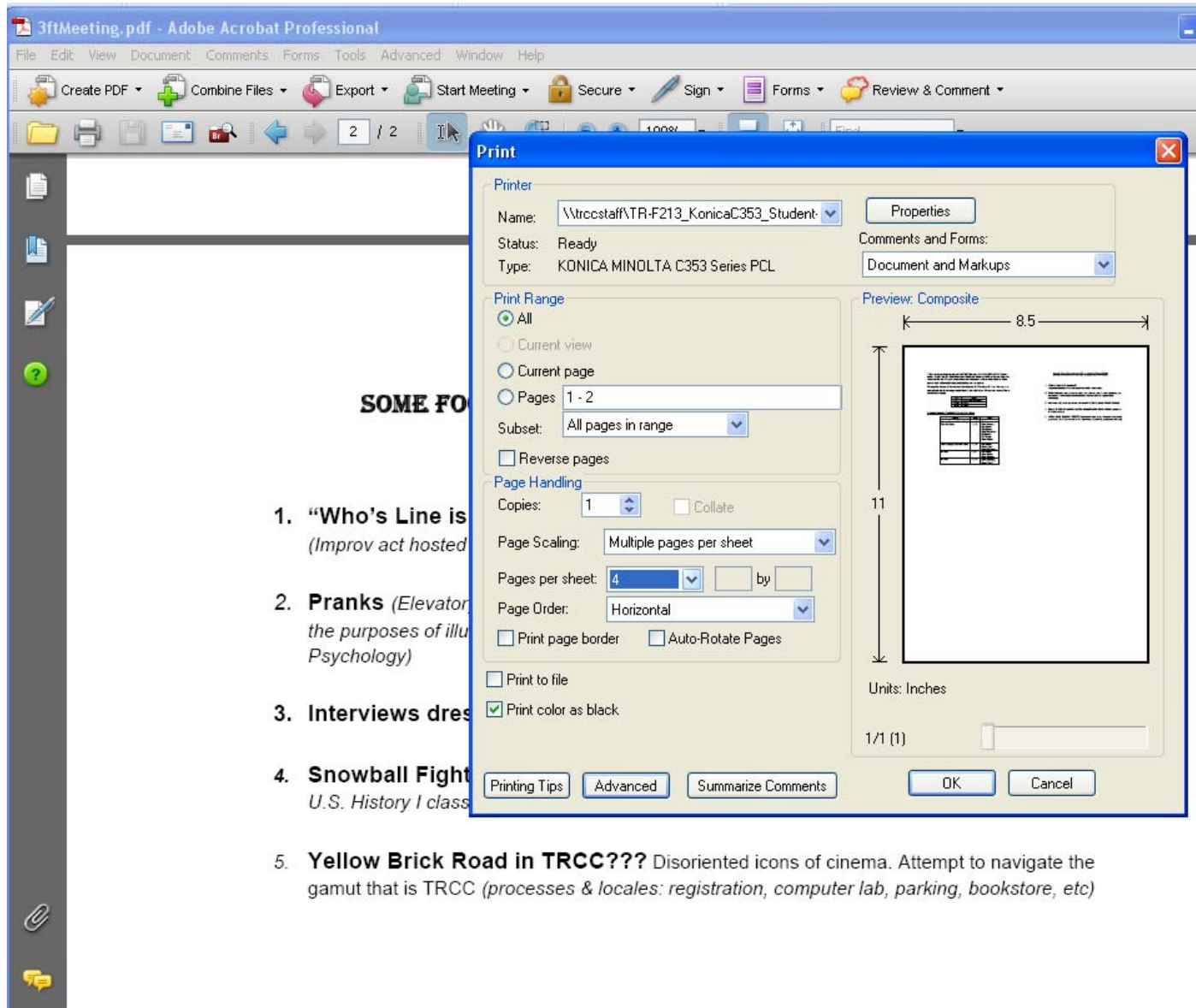
Printing a PDF

Black & White, Grayscale, multiple pages

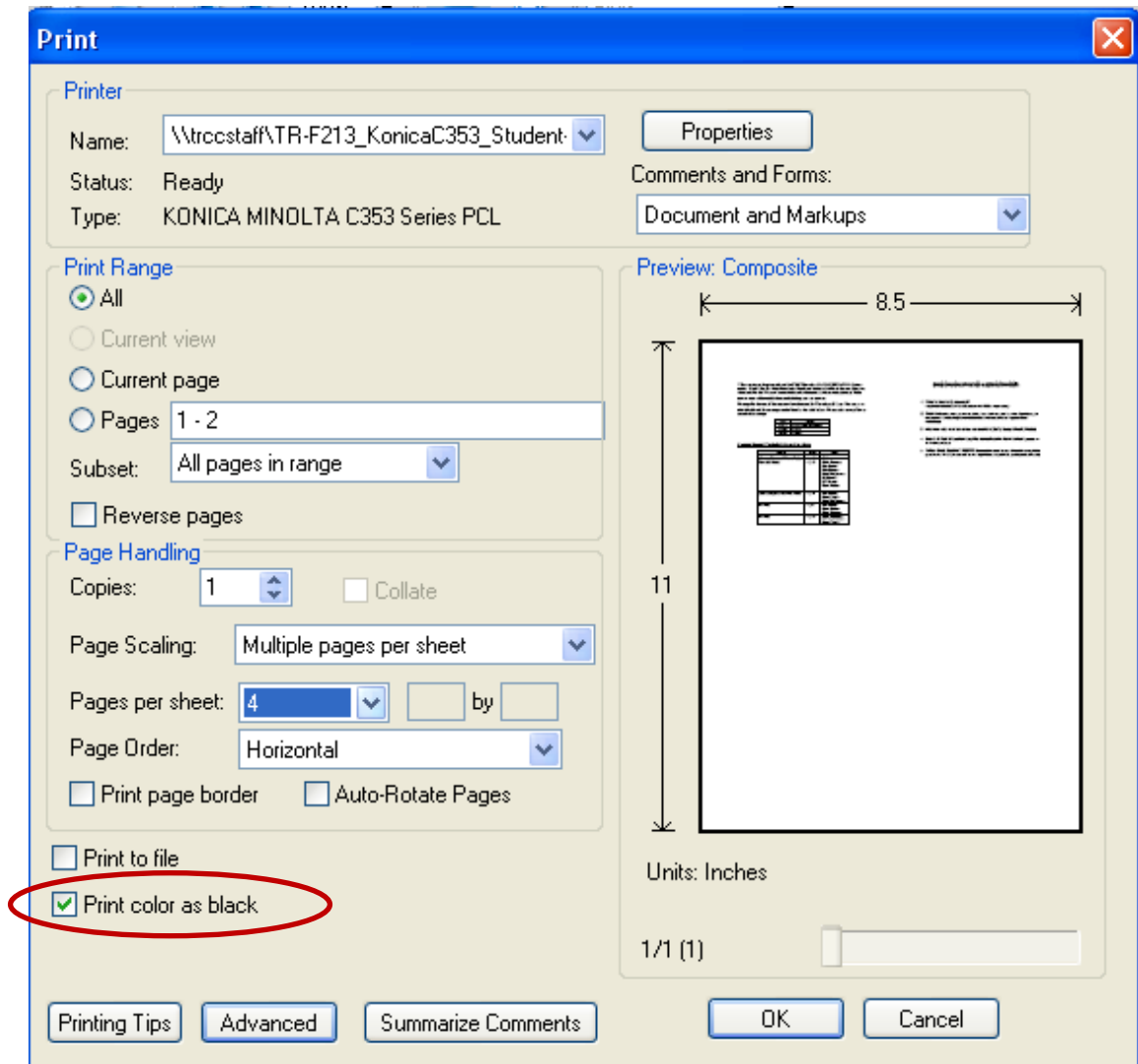
This document will instruct you how to print a color PDF document as a B&W doc or in Grayscale. It will also discuss how to condense a multi-page document.

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11/6/2009

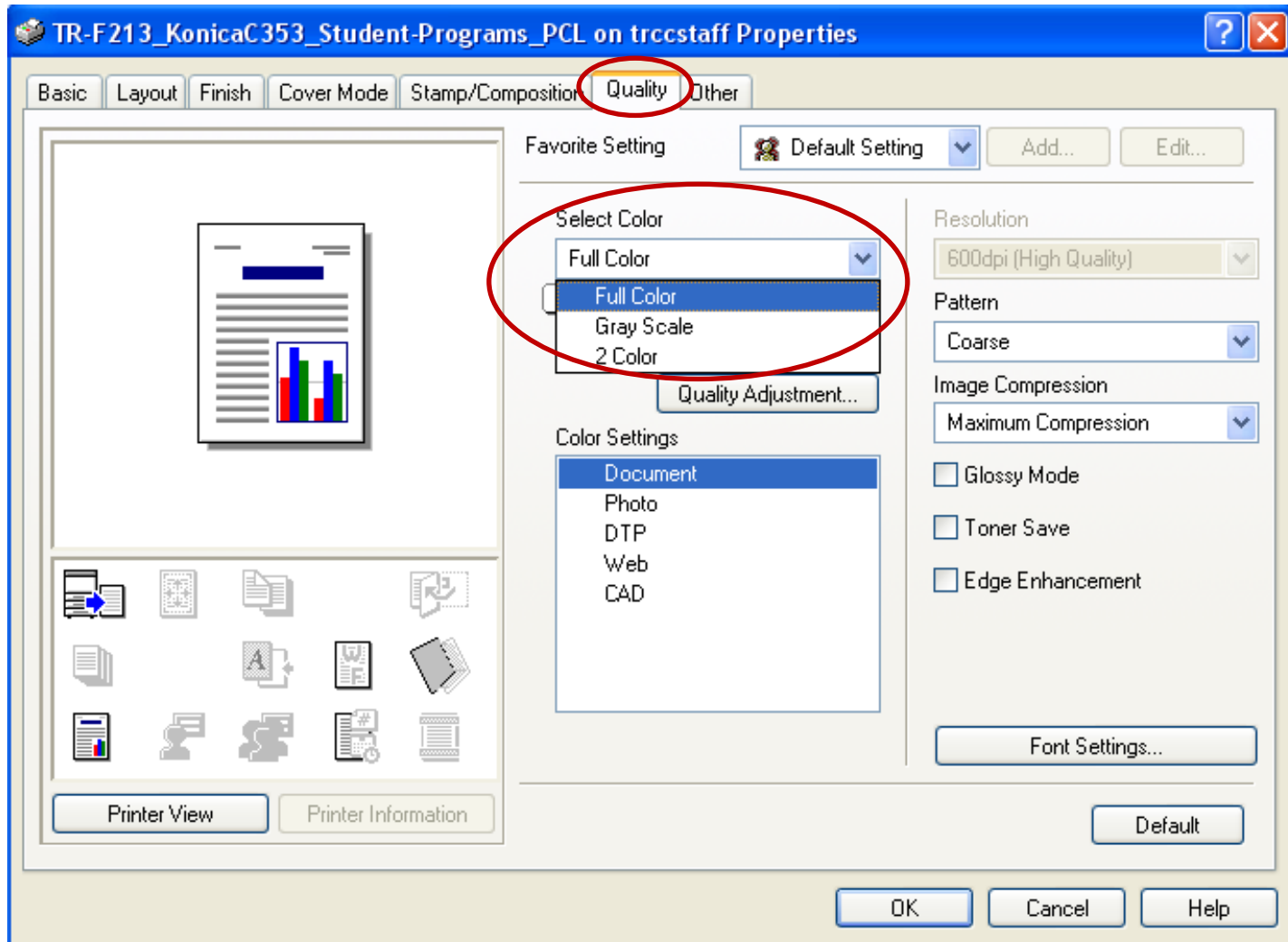
In order to print a color PDF in black and white, you will need to change the default print setting that is associated with the document. After opening the PDF, select the print option; this triggers the print dialog box (as seen below).



To print in Black & White, locate the box labeled **“Print color as black”** and place a check in the box found to the left.



To print in Grayscale, select the tab labeled **Quality.** Locate the **Select Color** option and click the arrow to open the action under menu. From the resulting options, select **Gray Scale**. Selecting the Gray scale option will trigger your document to print using varying shades of black and gray. It will also use less ink.



To save paper and condense a multi-page document to fewer individual pages, from the print dialogue box locate the section labeled “**Page Handling.**” Find the option labeled “**Page Scaling**” and click on the arrow to open the action under box. From this box, set your preference for pages per sheet.

