

INK & PAPER SAVING TIPS

These procedures may provide hints on how to save ink and paper when printing. Your printer may have slightly or very different commands or steps.

TO PRINT IN DRAFT, FAST DRAFT OR FAST/ECONOMICAL MODE TO SAVE INK & TIME:

- 1) Click on **File**, then on **Print**.
- 2) Click on the **Properties, Setup or Preferences** button.
- 3) Click on the *Quality* (or equivalent) tab.
- 4) Click on **Draft, Fast Draft, or Fast/Economical printing**.
- 5) Click on **OK**.
- 6) Click on **Print** or **OK**.

TO PRINT IN GRAYSCALE MODE TO SAVE COLOR INK:

- 1) Click on **File**, then on **Print**.
- 2) Click on the **Properties, Setup or Preferences** button.
- 3) Click on the *Color* (or equivalent) tab.
- 4) Click to put a check mark next to: **Print in Grayscale or Black & White**.
- 5) Click on **OK**.
- 6) Click on **Print** or **OK**.

TO PRINT ON BOTH SIDES OF THE PAPER:

Some printers can automatically print on both sides of the paper. Other printers require you to manually reinsert the pages into the paper tray either face-up or face-down in order to print on the other side.

- 1) Click on **File**, then on **Print**.
- 2) Click on the **Properties, Setup or Preferences** button.
- 3) Click on the *Finishing* (or equivalent) tab.
- 4) Click to put a check mark next to: **Print on both sides, Two-sided, Double-sided, or Duplex**.
- 5) Click on **OK**.
- 6) Click on **Print** or **OK**.

Caution: Avoid using 3-hole paper. An inkjet printer's heads can catch on the holes and become damaged. Worn, dog-eared or crumpled paper is more likely to jam in the printer. Be sure the paper is flat.

Disclaimer: Phil Matsumoto/OriginOfCancer.com will not be held responsible for any data loss or damage to your printer or computer if you use these tips. Please consult your manual or the manufacturer's website for the specific instructions for your printer model if you are not sure of the proper steps.

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