

# Changing the Printer Settings

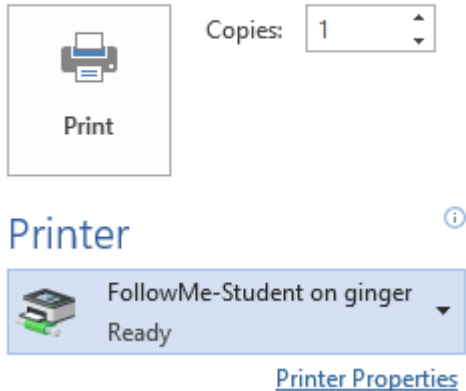
The Library printers have a default setting of double-sided pages printed in black and white. The following steps provide a guide on how to change the printer settings to fit a specific job.

## Changing the Settings

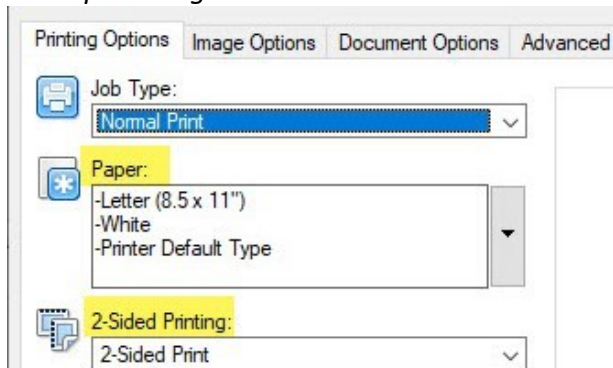
**Step 1:** Begin on the Print screen for the desired print job.

**Step 2:** Click on Printer Properties to access the settings for the print job.

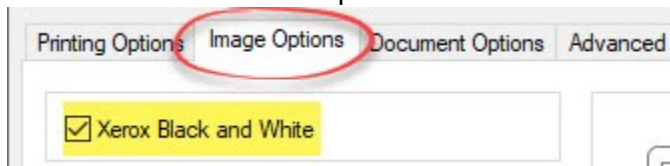
# Print



**Note:** The link will open into the tab, Printing Options. Here you have the option to change the paper type or if it will print single or double sided.



**Step 3:** To change the print to color, click on the Image Options and uncheck the box that says Xerox Black and White. Click OK and then print.



## Additional Questions?

Ask for assistance at the services desks on the First Floor and Lower Level.