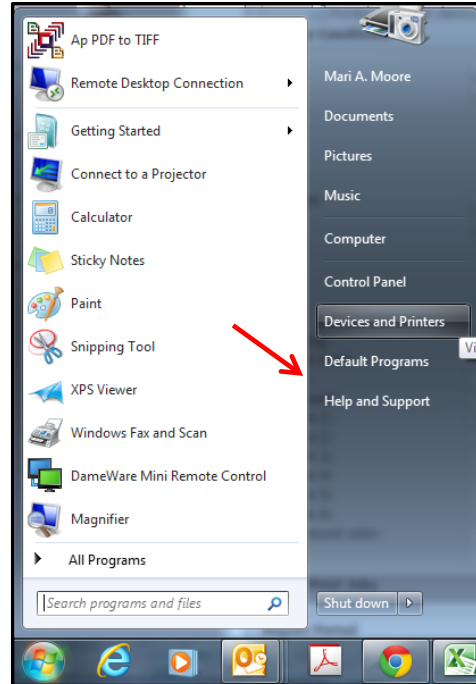


## Setting a Default Printer

To bring up your printers you will need to **left mouse click** on the **start** button located on the far left of your task bar, traditionally on the bottom of your main display screen, and select **Devices and Printers**.

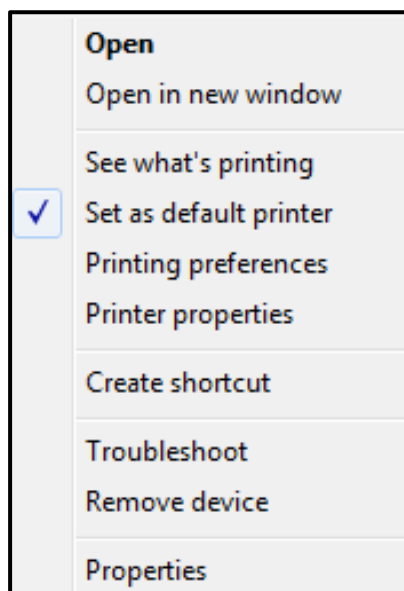


The settings on the printer may be set by hovering over the applicable printer and **right mouse click** which will launch the pop-up window. The two most widely used options are **Set as default printer** and **Printing preferences**.

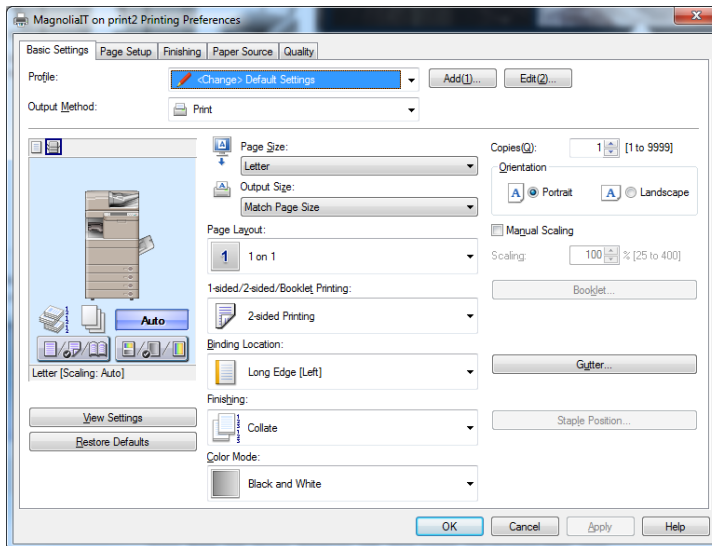


The default printer setting is merely a toggle on/off option and the setting is noted by the green check above. To change the default merely hover over that printer, i.e.

Superintendent, **right mouse click** and **left mouse click** on **set as default printer**.



Printing preferences may be identified by **left mouse click** on **printing preferences**. The most common is to set the color option.



You may override your default setting by the options you select at a document level. Select the printer properties within the application to switch between black & white and color.