CHANGING YOUR 'DEFAULT' PRINTER SETTINGS

If you repeatedly make the same printer setting changes every time you print a document because the change won't stick, you will want to make the settings a default in the control panel's printer folder.

To make a permanent printer setting change:

1. Right-click on the Start button.
2. Click **Control Panel**.
3. Click the **Devices and Printers** icon.
4. Double-click on the icon that represents the target printer.
5. Double-click **Set Preferences**.
6. Make any settings changes you want to be defaults and click **OK**.

Suggestions:
Set the print quality to **draft**.
Set the color to **black ink only**.
Set orientation to **portrait**