



Figure 150: Settings for printing a brochure on a simplex printer

Printing in black and white (on a color printer)

You may wish to print documents in black and white on a color printer. Several choices are available.

Note

Some color printers may print in color regardless of the settings you choose.

For one document, change the printer settings to print in black and white or grayscale:

- 1) On the Print dialog, click **Properties** to open the Properties dialog for the printer. The available choices vary from one printer to another, but you should find options for the color settings. See your printer's help or user manual for more information.
- 2) The choices for color might include black and white or grayscale. Choose grayscale.
- 3) Click **OK** to confirm your choice and return to the Print dialog.
- 4) Click **OK** to print the document.

To print all color text and images as grayscale, change the LibreOffice settings:

- 1) Choose **Tools > Options > LibreOffice > Print**.
- 2) Select the **Convert colors to grayscale** option. Click **OK** to save the change.

To print all color text as black, and all images as grayscale, change the LibreOffice Writer settings

- 1) Choose **Tools > Options > LibreOffice Writer > Print**.
- 2) Under *Contents*, select the **Print text in black** option. Click **OK** to save the change.