Figure 441: Choosing default Print options for Writer

Some considerations:

- When you are working on drafts and you want to save printer ink or toner, you might want to deselect some of the items in the *Contents* section.

- The **Print text in black** option causes color text (but not graphics) to print as black on a color printer; on a black-and-white printer, this option causes color text to print as solid black instead of shades of gray (dithered).

- By comparison, the **Convert colors to grayscale** option on the *Options – LibreOffice – Print* page (Figure 435), prints all text and graphics as grayscale on color printers. (On black-and-white printers, color in graphics normally prints as grayscale.)

- If you are printing double-sided on a non-duplexing printer, you might choose to print only left or right pages, then turn the stack over and print the other pages.

Table options

On the *LibreOffice Writer – Table* page (Figure 442), you can specify the default behavior of tables. See the Help or Chapter 13, Tables of Data, for more information.

Some considerations:

- If most of your tables will require borders or headings, you may wish to select those options. If most of your tables are used for page layout, deselect **Border** and **Heading**.

- Select **Do not split** to prevent tables from being split across pages. *Number recognition* can be very useful if most of your tables contain numerical data. Writer will recognize dates or currency, for example, and format the numbers appropriately. However, if you want the numbers to remain as ordinary text, this feature can be quite irritating, so you may want to deselect it.

- The *Keyboard Handling* section specifies the distances that cells move when you use keyboard shortcuts to move them and the size of rows and columns inserted using keyboard shortcuts. If you don't use keyboard shortcuts for this purpose, you can ignore these settings. See the Help for more information.