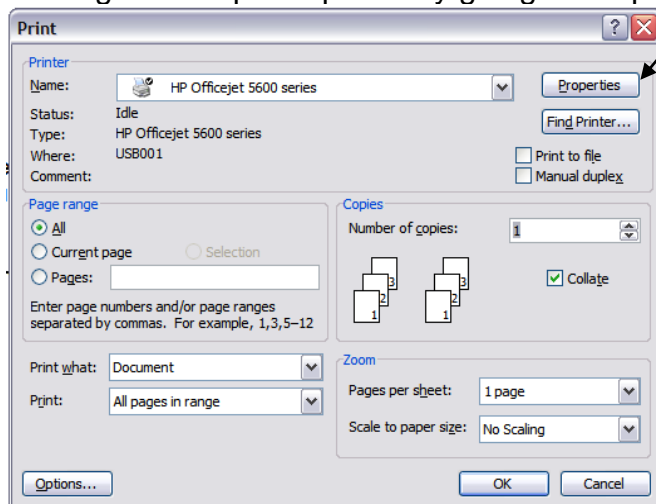


How Do I Print With Less Ink?

Some courses require you to print a lot of materials, which can use large amounts of ink. Adjusting your print settings can help use less.

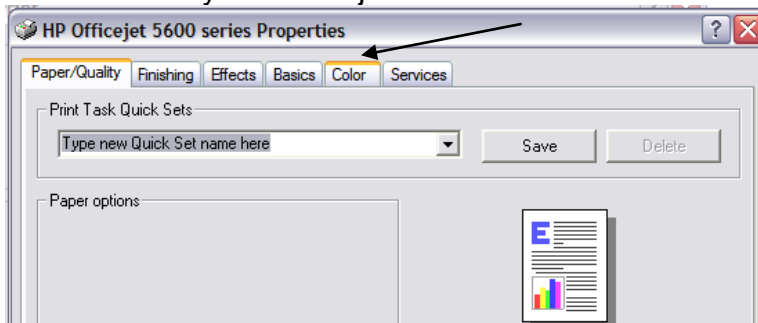
Note: every printer's settings look different. You may need to look around to find the exact setting.

We begin in the print options by going to Properties.

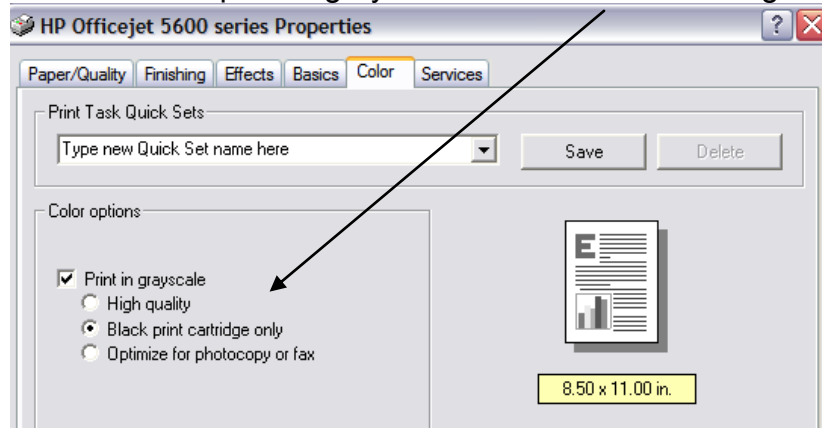


1. Only use your black ink cartridge. You don't *always* need to print in color.

- Locate where you can adjust the color.

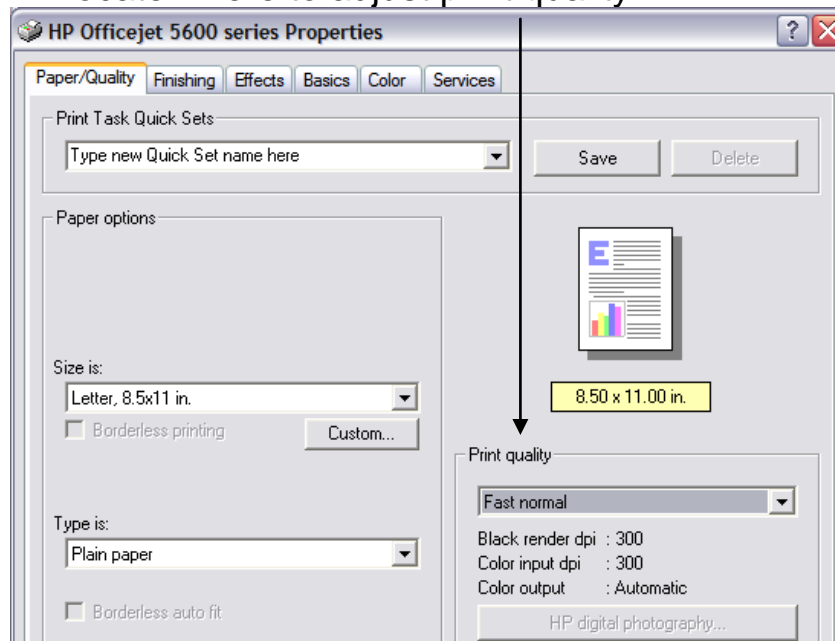


- Choose to “print in grayscale” or “use black cartridge only”.



2. Try and print in a “draft” or “fast normal” setting. It’s a lower quality, but is still usable.

- In the print options go to “Properties”
- Locate where to adjust print quality.



Print Cartridges are so expensive!

Yes, they are. Another option is to have them refilled. There are a variety of businesses that can do this.