



How to change your default printing to BW instead of Auto Color

Or other default settings.



On your windows 10/11 PC enter "control panel" in the search bar and select control panel.

Navigate to "devices and printers" and right click on the printer you want to change to setting of.

Select "Printer Preferences" from the list







Click on the quality tab or other tab depending on the settings you wish to change. Change the device setting such as auto color to Gray Scale or 2 sided to 1 sided. When you are done making changes to your defaults, click on "Apply" then select "OK".

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Advanced 🧟 My Tab Basic Layout Finish Cov	er Mode Stamp/Composition Quality Other
	Eavorite Setting Untitled V Add Edit
	Select Color Resolution
	Auto Color v 600dpi v
	Title Color Gray Scale Black Over Print Text
	Image Quality Setting
	Line Width Adjustment
	Machine Setting Auto Trapping
	Font Settings
Printer View Printer Information	Default
	OK Cancel Apply Help

Please note that your applications such as Microsoft Word or Adobe Acrobat may not reflect your changes until you close all of the windows, or possibly restart your computer.