

## How to print in colour

By default, your printing jobs are set to print in black and white. To print in colour, you will need to change the settings under **Properties** in your print application. Bytes solutions have both colour and black and white printers on campus. When you select the option to print in colour, you will need to collect your print job from any of the colour printers on campus.

The printers are different in appearance:

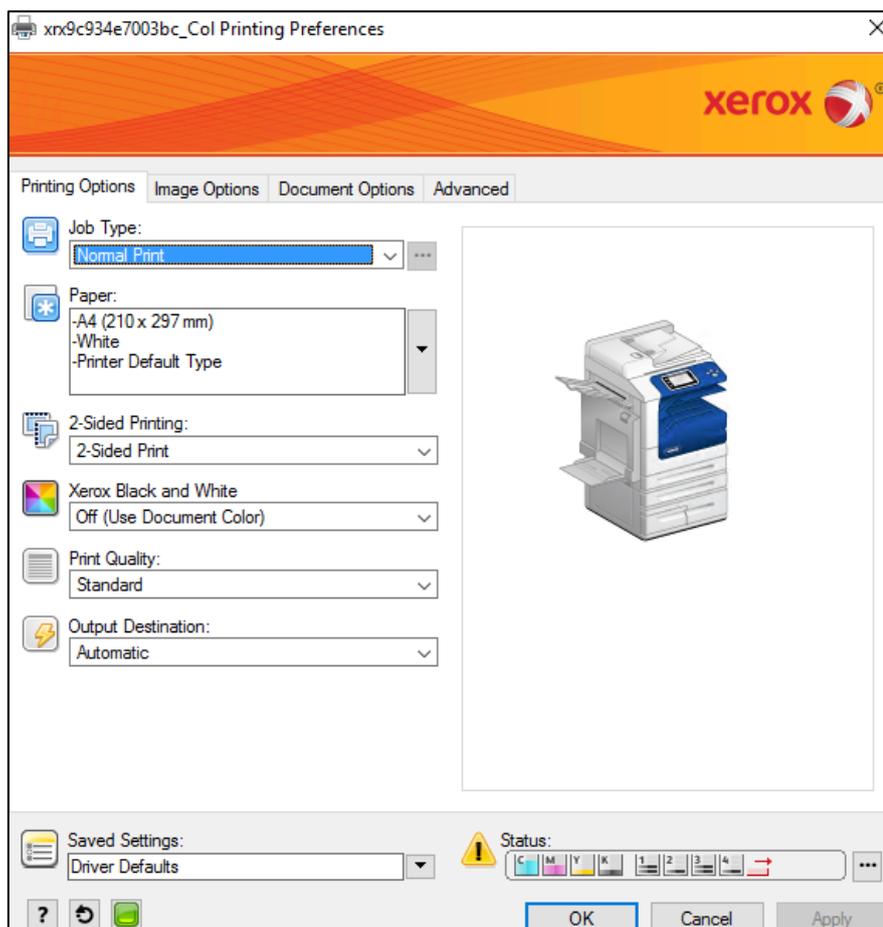


**Black and white printers**



**Colour printers**

1. Once you have clicked **Print** in your application, the **Print** dialogue box will pop up. In the box, select **Properties**.
2. Select **Xerox Black and White** drop box and select **Off**.



3. Collect your print job from one of the colour devices in the vicinity. These devices are marked with a sticker indicating they are colour printers.