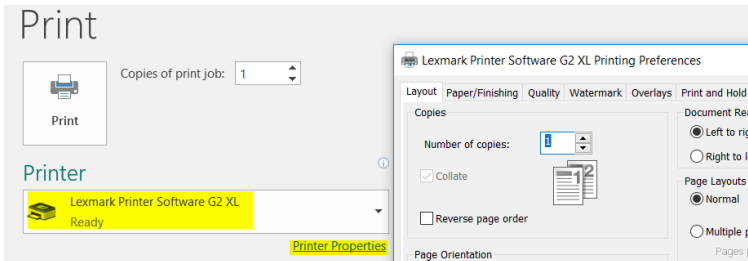
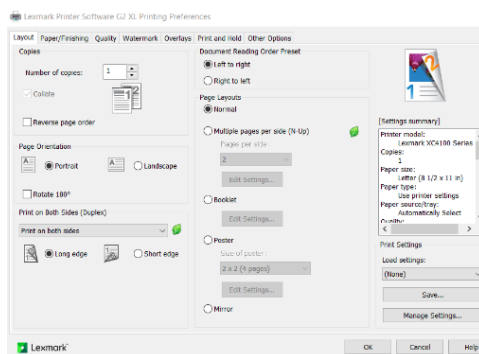


## Printing Basics

1. From a document select File → Print.
2. Be sure the Lexmark device shows as the printer. To make additional choices, choose Printer Properties.



3. The Printing Preferences box has a series of tabs across the top. The first is Layout. Here, choices such as portrait or landscape, Duplexing (1 sided or 2 sided), etc can be set.
4. The Paper/Finishing tab offers options to choose the paper tray or choose the size if needed. If the machine has finishing options such as stapling it will be found in this tab.
5. Under the Quality tab color or black and white can be chosen. This can be set to Print in black and white (this prints both text and images in black and white) OR Print text in black (will only make text black and images will still print in color).
6. The Watermark tab allows some limited choices for watermarks and if they are to be on all pages or only certain pages.
7. Under Overlays choices can be made regarding using overlays.
8. The Print and Hold tab allows for several options to have the device hold a job. This is also where confidential print options can be found.



9. As choices are selected on any of the tabs, they will reflect in the Settings Summary box to the right. Under the box there is an option to save certain settings. If save is chosen, a box will pop up allowing the user to name a favorite. The next time this setting is needed the drop down above save can be chosen and favorites appear here.

