PRINTING – CREATING A PRINTER PRESET
Developed For: District Wide Users
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GUIDE OVERVIEW: The purpose of this guide is to create a user based printing preset that will allow users to define custom print settings and use them without having to set the setting each time the user goes to print.

REQUIREMENTS:
1) MacOS 10.12

SAVE YOUR SETTINGS AS A PRESET:
1) Open a document, then choose File > Print. Click Show Details.
2) Choose any print settings you want to save as a preset for use in the future.
3) Click the Presets pop-down menu, then choose Save Current Settings as Preset.
4) Enter a name for the preset settings, then choose whether to use the preset for only the currently select printer or all printers.

PRINT WITH YOUR PRESET SETTINGS:
1) Choose File > Print.
2) Click the Presets pop-down menu, then choose your preset. If you don't see the Presets pop-up menu, click Show Details.

NOTE: You see all presets available for that printer. If you don't see a preset that you expect in the list, it's possible that you created that preset for only a specific printer.