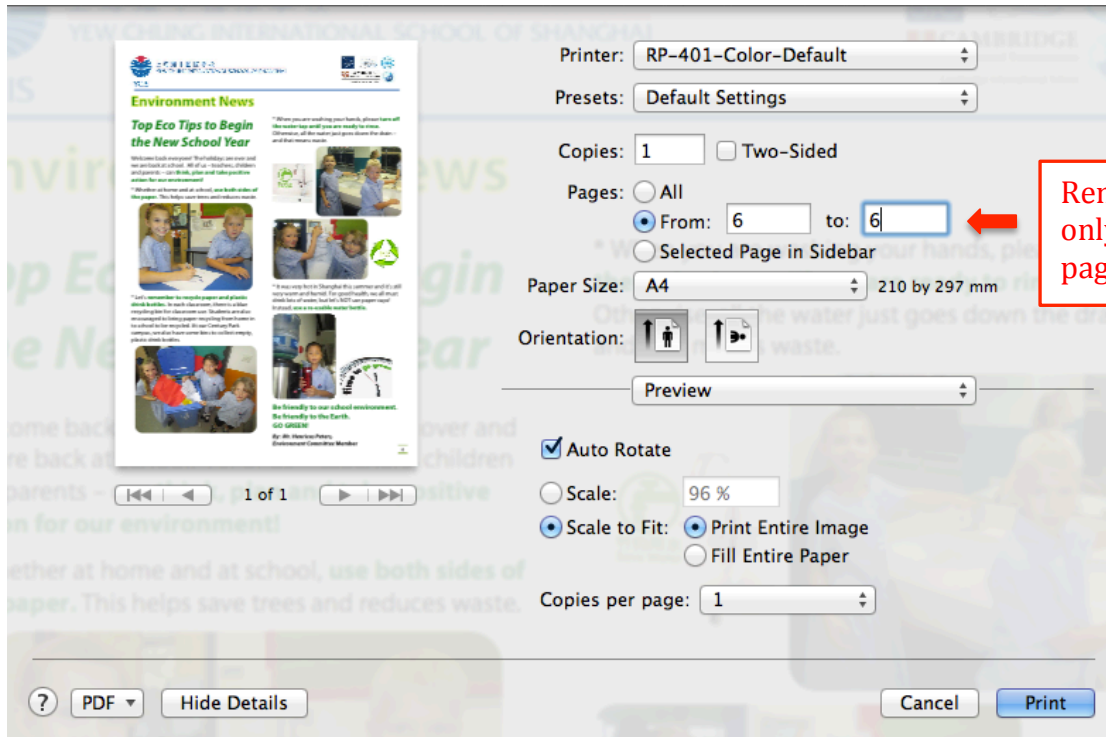
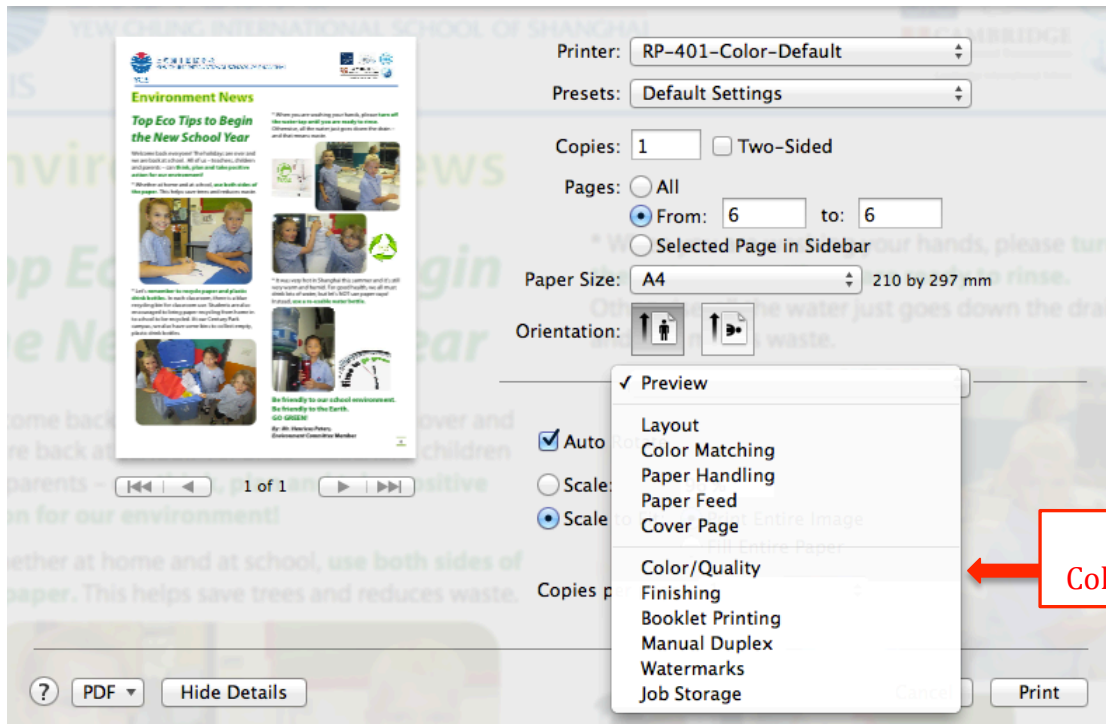


How to Print a PDF Document from Preview

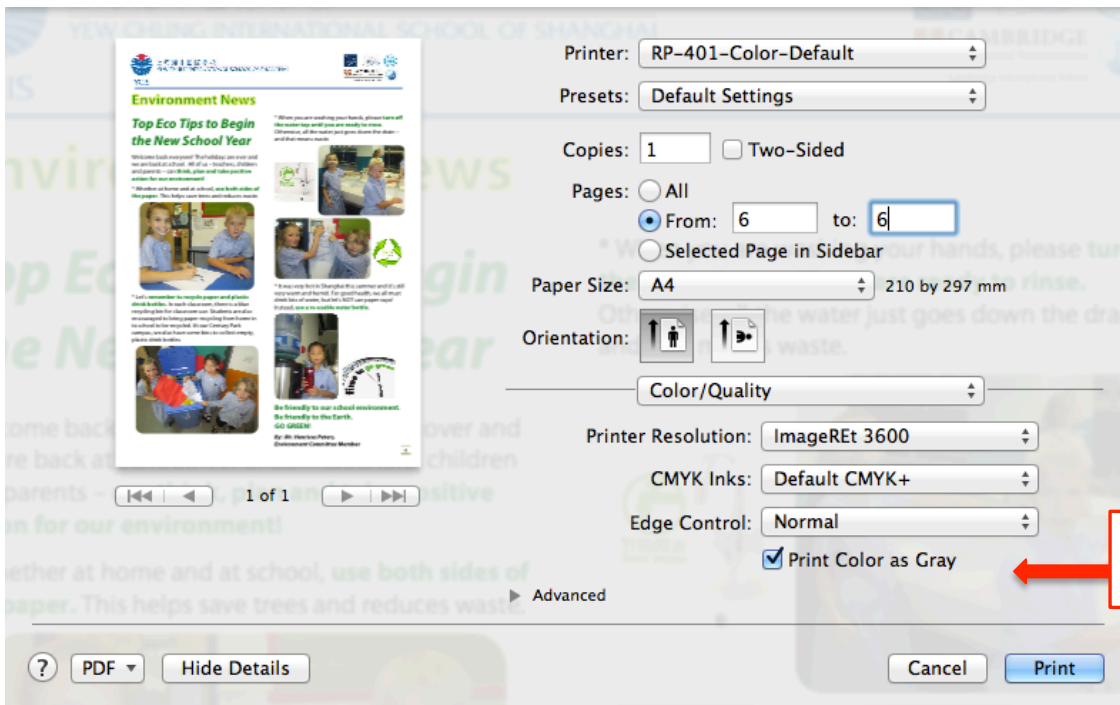
When you click on File → Print, you will see a print window like below:



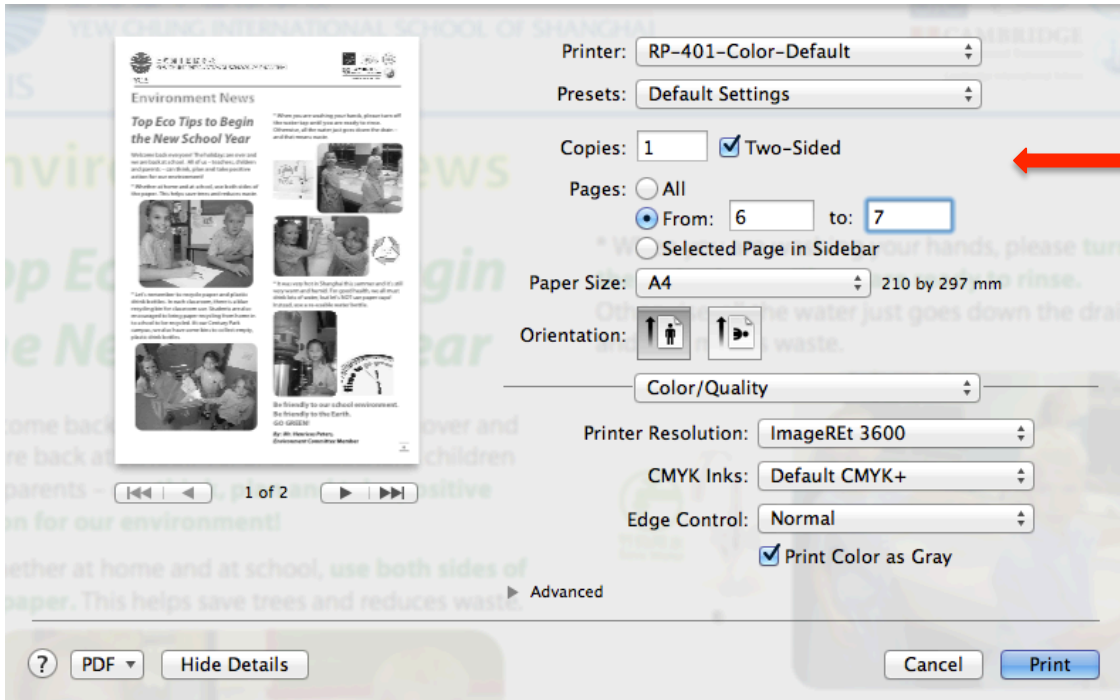
To print in black and white, click on the drop down menu that says “Preview” and select “Color/Quality”.



Tick the box to “Print Color as Gray”



Your preview page should show in black and white.
To print double-sided, tick the “Two-Sided” box.



If you want to print more than one copy on a page, click here:

Printer: RP-401-Color-Default
Presets: Default Settings
Copies: 1 Two-Sided
Pages: All
 From: 1 to: 1
 Selected Page in Sidebar
Paper Size: A4 210 by 297 mm
Orientation: Portrait Landscape
Preview
 Auto Rotate
Scale: 96 %
 Scale to Fit: Print Entire Image Fill Entire Paper
Copies per page: 1

Copies per Page

Choose the number of copies on a page you want.

Printer: RP-401-Color-Default
Presets: Default Settings
Copies: 1 Two-Sided
Pages: All
 From: 1 to: 1
 Selected Page in Sidebar
Paper Size: A4 210 by 297 mm
Orientation: Portrait Landscape
Preview
 Auto Rotate
Scale: 68 %
 Scale to Fit: Print Entire Image Fill Entire Paper
Copies per page: 2

Copies per Page

You may have to change the setting here for your desired result

To change the printer, choose from the drop down menu found here:

The image shows a printer dialog box for a document titled "ECE & Primary Newsletter Issue 1- E". The dialog box is open to the "Printer" dropdown menu, which lists several printer options:

- RP-401-Color-Default
- RP-E101-Black
- RP-E101-Black-Defaule
- RP-E201-Black
- RP-E201-Black-Defaule
- RP-SecurePrinter for mac** (highlighted with a blue bar and a red arrow)
- RP-SecurePrinter-Default
- Add Printer...
- Print & Scan Preferences...

Other settings in the dialog box include:

- Pages: All, From: 6 to: 6, Selected Page in Sidebar
- Paper Size: A4 (210 by 297 mm)
- Orientation: Portrait (selected)
- Preview: Preview
- Auto Rotate
- Scale: Scale: 96 %, Scale to Fit: Print Entire Image, Fill Entire Paper
- Copies per page: 1

At the bottom of the dialog box, there are buttons for "?", "PDF", "Hide Details", "Cancel", and "Print".

Sending to the Secure Printer ensures that you can collect your printing