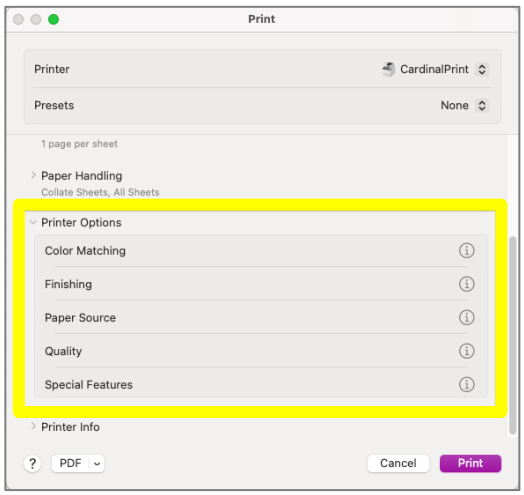
Mac Print Profile Creation: Printing from Microsoft Word, Excel, or PowerPoint

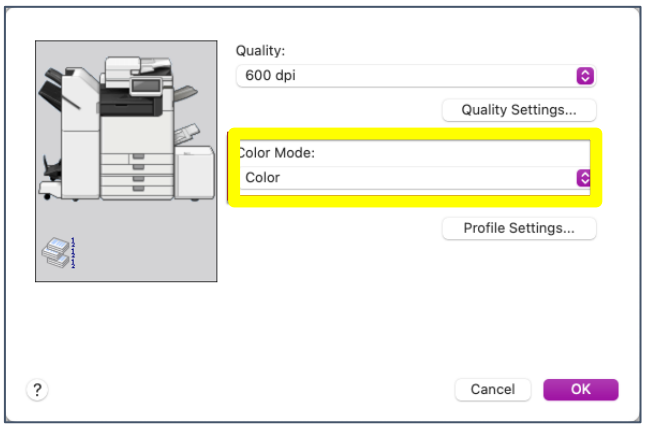
Creating a *Print Profile* allows you to quickly select frequently used print settings for commonly used workflows. You can combine multiple settings to save as a preset, such as 1-sided color, and Legal. *This example showcases creating a Profile for printing a document in Color.*

1 Select **File** and **Print**. Click the **Printer Options** drop-down menu and select **Quality**.

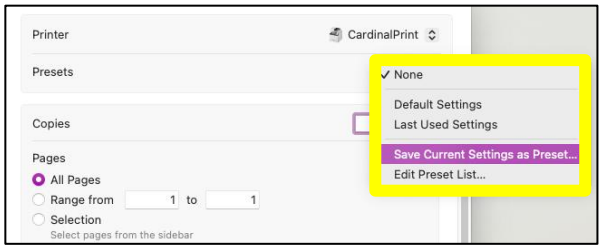
Note: *You may need to scroll down the print dialogue screen to locate the Printer Options section.*



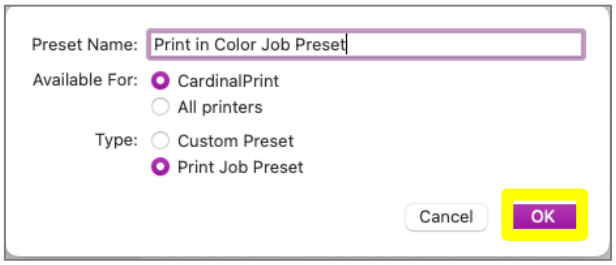
2 Click the drop-down menu in the Color Mode section of the screen to select **Color**. Click **OK**.



3 To save this preset for color printing, click the **Presets** options and select **Save Current Setting as Preset.**



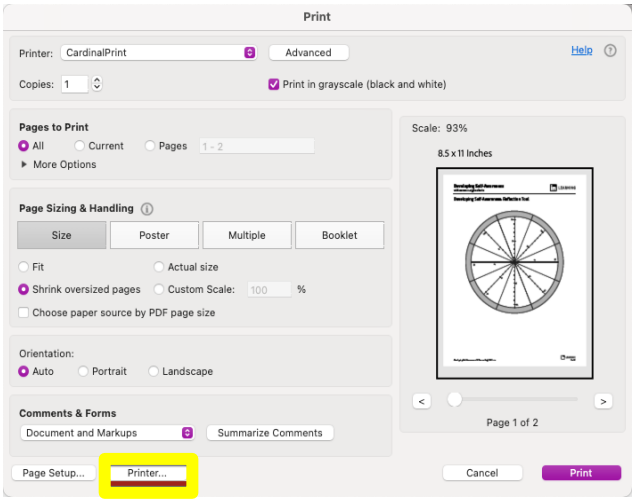
4 In the **Preset Name**, name the job preset and click **OK**.



Mac Print Profile Creation: Printing from Adobe

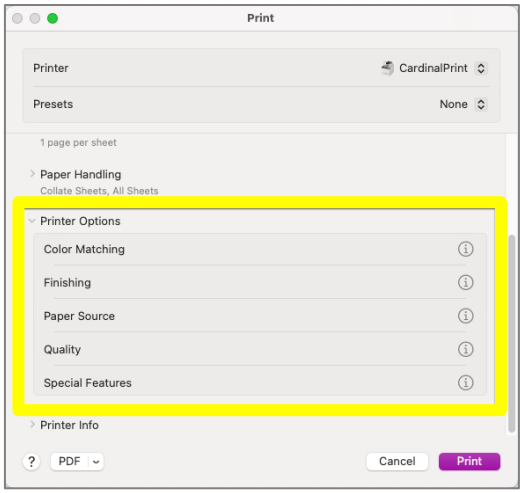
Creating a *Print Profile* allows you to quickly select frequently used print settings for commonly used workflows. You can combine multiple settings to save as a preset, such as 1-sided color, and Legal. *This example showcases creating a Profile for printing a document in Color.*

1 Select **File** and **Print**. Click the **Printer** button at the bottom of the print dialogue screen.

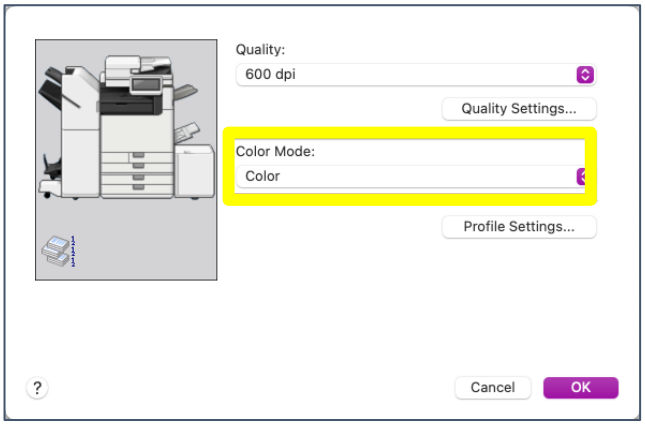


2 Select **File** and **Print**. Click the **Printer Options** drop-down menu and select **Quality**.

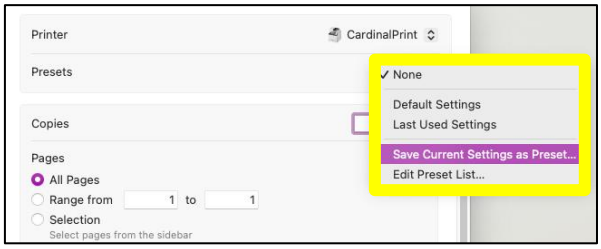
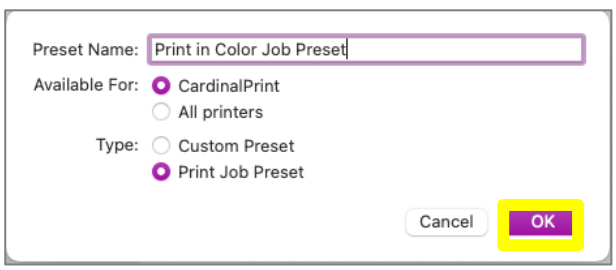
Note: *You may need to scroll down the print dialogue screen to locate the Printer Options section.*



3 Click the drop-down menu in the Color Mode section of the screen to select **Color**. Click **OK**.



4 To save this preset for color printing, click the **Presets** options and select **Save Current Setting as Preset.**



5 In the **Preset Name**, name the job preset and click **OK**.