## 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.

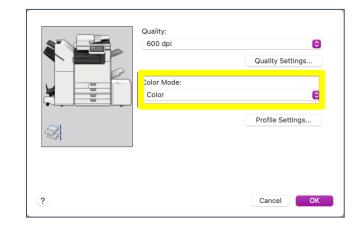
0 0 •	Print	
Printer	🗳 CardinalPrint 💲	
Presets	None 🗘	
1 page per sheet		
Paper Handling Collate Sheets, All Sheets		
<ul> <li>Printer Options</li> </ul>		
Color Matching	i	
Finishing	i	
Paper Source	(j)	
Quality	(j)	
Special Features	ì	
> Printer Info		
? PDF -	Cancel Print	

3

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

Presets Vone Copies Default Settings Last Used Settings Save Current Settings as Preset Bance from 1 to 1	Printer		🕙 CardinalPrint 💲
Copies Last Used Settings Pages All Pages All Pages Edit Preset List	Presets		✓ None
All Pages     Edit Preset List	Copies		
All Pages	Pages		Save Current Settings as Preset
Range from 1 to 1	O All Pages		Edit Preset List
	Range from 1 to	1	

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





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

Preset Nan	Print in Color Job Preset	
Available F	or: O CardinalPrint O All printers	
Ту	e: Custom Preset Print Job Preset	
	Cancel	

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Print	
Printer: CardinalPrint  Advanced	Help ⑦
Copies: 1 🗘 Vint in grayscale (black	and white)
Pages to Print ● All Ourrent Pages <u>1 - 2</u> ▶ More Options	Scale: 93% 85x11 Inches
Page Sizing & Handling ①       Size     Poster     Multiple     Booklet       Fit     Actual size       O Shrink oversized pages     Custom Scale:     100     %       Choose paper source by PDF page size	
Orientation: • Auto O Portrait O Landscape	Nyan-Nyapa Dang
Comments & Forms Document and Markups Summarize Comments	< Page 1 of 2
Page Setup	Cancel Print

Select File and Print. Click the Printer button at

the bottom of the print dialogue screen.

Select **File** and **Print**. Click the **Printer Options** dropdown menu and select **Quality**.

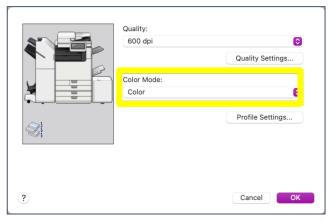
**Note:** You may need to scroll down the print dialogue screen to locate the Printer Options section.

◎ ◎ ●	Print
Printer	🚽 CardinalPrint 💲
Presets	None 🗘
1 page per sheet	
Paper Handling Collate Sheets, All Sheets	
V Printer Options	
Color Matching	í
Finishing	í
Paper Source	(i)
Quality	(j)
Special Features	<u>(</u> )
> Printer Info	
? PDF -	Cancel Print

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5 clic

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Preset Name:	Print in Color Job Preset	
Available For:	CardinalPrint All printers	
Type:	<ul><li>Custom Preset</li><li>Print Job Preset</li></ul>	
	Cancel	

4

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

Printer		🗐 CardinalPrint 💲
Presets		V None
Copies		Default Settings Last Used Settings
Pages		Save Current Settings as Preset.
O All Pages		Edit Preset List
Range from 1 to	1	
Selection		