

WordPerfect

# **PRINT IN GRAYSCALE**

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This how to print in grayscale (also known as black & white):

1. Open the document in WordPerfect.
2. Click on File Print.
3. Click on “Properties” button (on the right).
4. Click on the “Color” tab (last tab).
5. Click on “Print in grayscale”.
6. Touch the “Enter” key.