



Article	Macintosh OSX: Setting Printer Defaults	Level	BASIC
Symptom	Having set printer preferences it keeps reverting to default settings		
Cause	Not Applicable		
Resolution	Preset your required printer preferences and then make default		
Dated	Monday, July 14, 2008 12:23 PM		

SUMMARY

When printing to any printer within the Faculty, you can set your printer preferences; however upon later returning to print these preferences have to be set again.

RESOLUTION

Should your print preferences differ from the defaults offered, such as duplex-printing, you will need to initially setup your preferences and then save them before telling the Macintosh to make them the new default.

1. Using any application that supports printing, select **Print** from the **File** menu.
You will be presented with the Print window.
2. Modify any printer preferences as required, by selecting from the following and adjusting the settings accordingly:

- Layout
- Output Options
- Scheduler
- Paper Handling
- ColorSync
- Cover Page
- Error handling
- Paper Feed
- Image Quality
- Finishing
- Application Specific Settings
- Printer Features

Note that not all of the above features may be accessible, dependent on the printer and/or application. In addition once you selections have been made you may select the Summary option to view your current selections.

3. Select **Save As** from the **Presets** list.

This will present you with the Save Preset window.

4. Enter an appropriate name and click **OK**.

You will be returned to the Print window with the presets now set to the newly created preferences.

5. You can now print using your preferences by clicking the **Print** button.

– OR –

If you wish to have the newly created preferences become the default whenever you print, hold down the **Option** key on the keyboard and click the **Print** button.

This will then not only print the document using the defined printer preferences, but also set this Preset as the default for all printing from this point onwards.

RELATED INFORMATION

- None