Remove Shading or Color from Pages to Print for Faxing Purposes:

If you want to fax some of the pages to your clients, shading or color will make the fax very hard if not impossible to read. You can print a fax friendly page.

1. Select the pages you want to print by clicking on the page tabs while holding down the **Ctrl** key.
2. Select **Page Layout** on the main menu, then click **Page Setup**.
3. In the **Page Setup** window, select **Sheet** in the top menu, then under **Print**, click the **Black and White** box.
4. Click on **Print.**

If you are doing a lot of printing, you might also want to select **Draft Quality** in this section, so less ink is used.