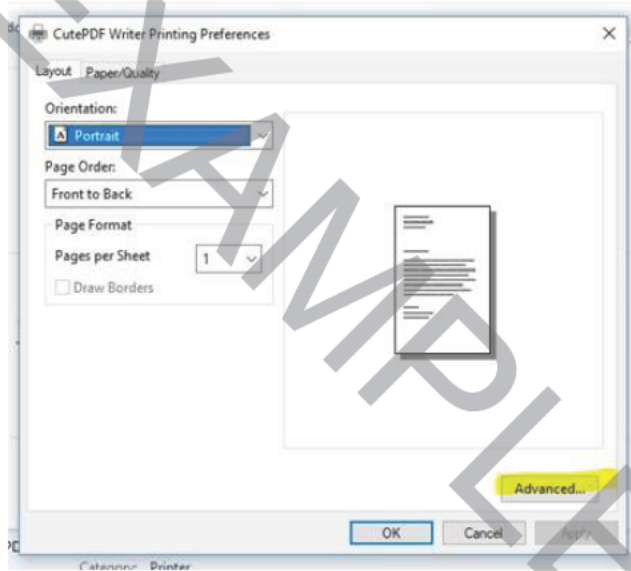


Black and White Printing Guide

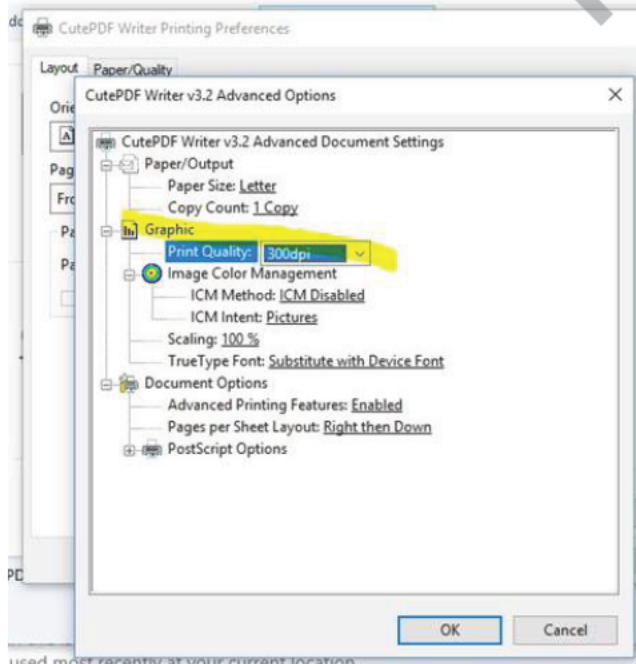
For nearly all release of information (ROI) requests, the requestor only needs the records in black and white. Printing in color slows down the printing, uploading, and entire [REDACTED] process. Therefore, we recommend always setting your prints to black and white. This guide will go over some of the most used systems and how to set them for printing in black and white.

CutePDF

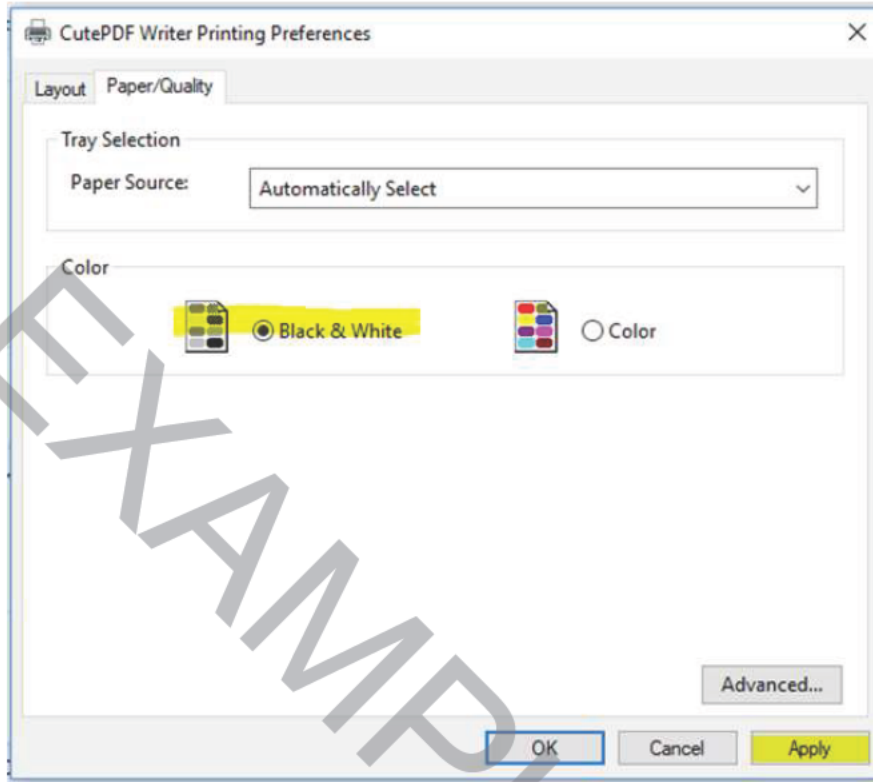
1. Click advanced



2. Change resolution to 300 DPI

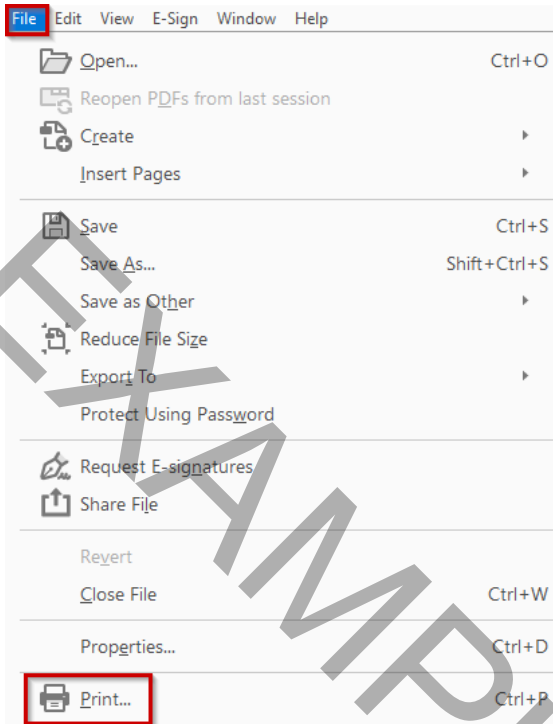


3. Change to "Black & White", click "Apply", then "OK"



Adobe Acrobat

1. Click on FILE -> PRINT



2. Check the box "Print in grayscale (black and white)"

