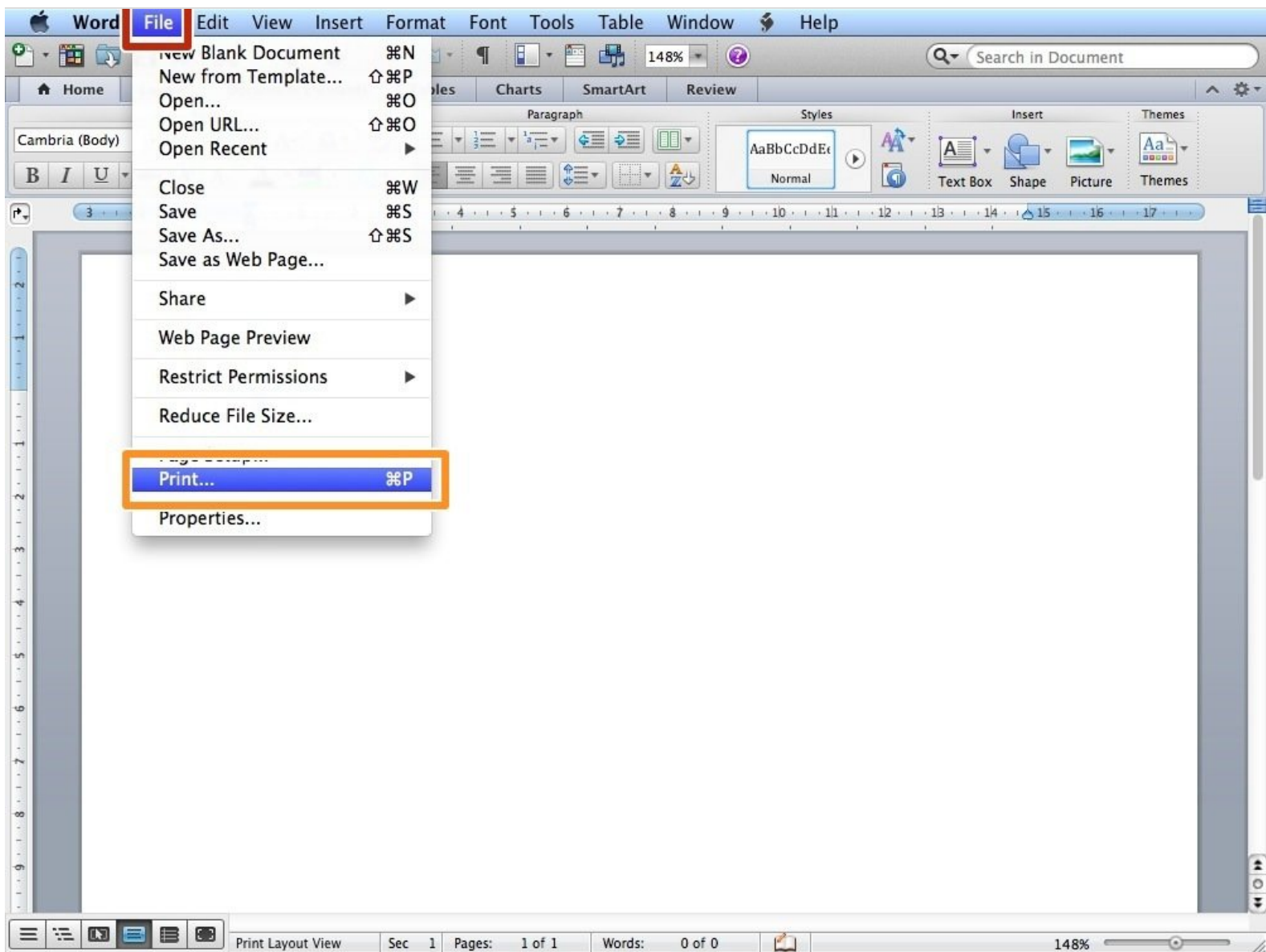


# BIS Help Guides

## Printing A Draft Copy Of Work

Learn how to print a draft copy of work.

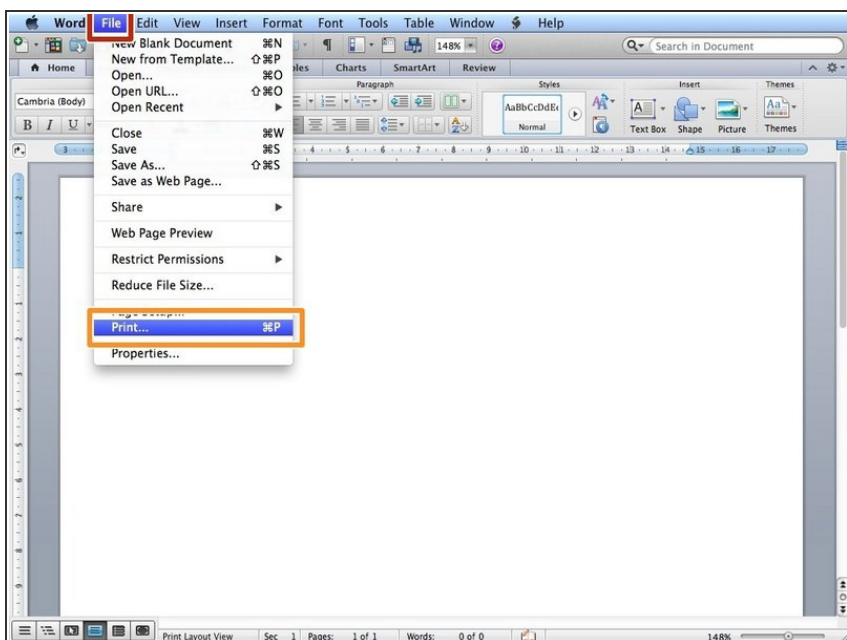
Written By: Aaron



# INTRODUCTION

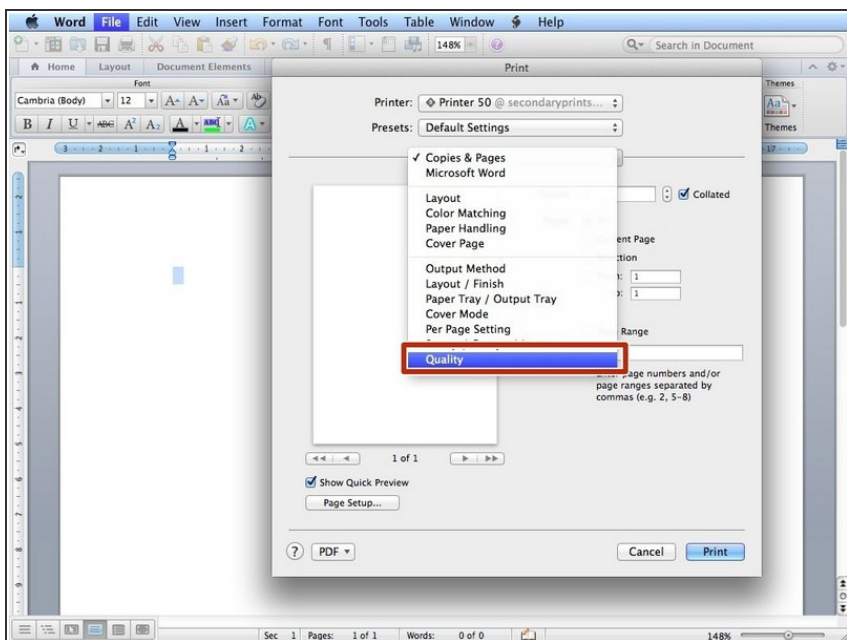
Learn how to print a draft copy of work.

## Step 1 — Printing



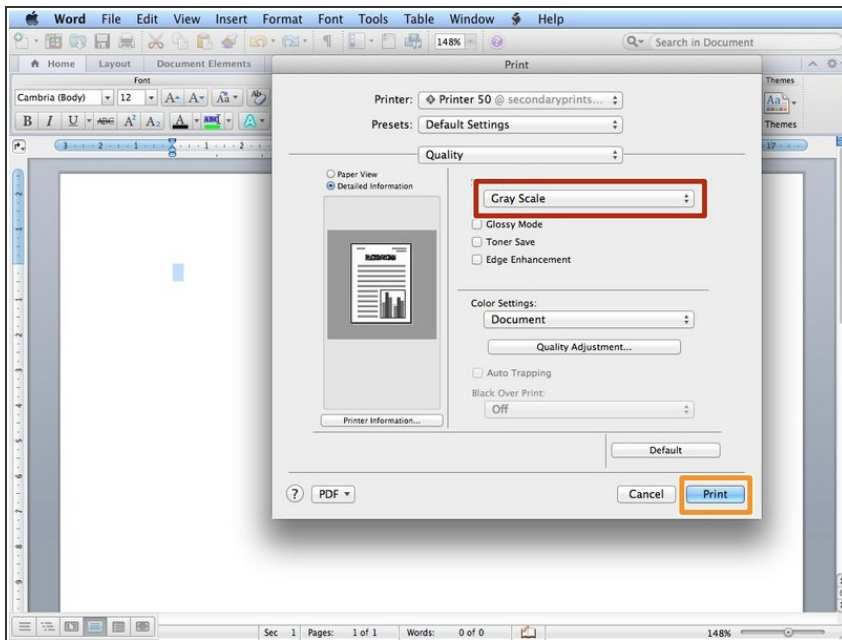
- Click on "File"
- Select the "Print" option

## Step 2 — Changing The Settings



- Click on "Copies and Pages" and select the "Quality" option

## Step 3 — Printing The Document



- Change the settings to "Grayscale"
- Click "Print"