

## **To Print a Document Without a Background Colour**

(Adobe Acrobat reader is a free PDF reader and can be found at:

<https://www.adobe.com/uk/acrobat/pdf-reader.html> )

- Download the document to your computer (it will save as a PDF)
- Open the PDF in Adobe Acrobat Reader
- Press CTRL + K
- In Accessibility, enable “Replace Document Colours”
- Select “Custom Colour”
- Change “Page Background” to White
- Change “Document Text” to Black
- Print your document

(When you have finished printing, Press CTRL + K again and in Accessibility, disable “Replace Document Colours”)