# How to make Collection/Delivery notes highlighted

**On inTouch first go to ‘Management’**

image-1622019487142.png

**Then ‘Occasional Menu’**

image-1622019458429.png

**Click on 'Options'**

image-1622022065226.png

**In the 'Receipt Printer' tab**

image-1622022175712.png

**Look for the box 'Red Printing'**

image-1622022831066.png

**Then tick the box 'Notes'**

image-1622023860040.png

**Collection/Delivery notes will now print reversed (Bold). See example of 'This is a test order from Integer'**

image-1622024041471.png

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