"CHANGE PROPERTIES" BUTTON FOR PRINTERS IN WINDOWS 7, 8.1, or 10

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SUMMARY

If you are unable to make changes to a printer in "Devices and Printers" in Windows 7, 8.1, or 10, locate and click on the "Change Properties" button for the printer to give yourself permission to make changes to the printer.
"CHANGE PROPERTIES" BUTTON IN "WINDOWS.."

Here is how you give yourself permission to make changes to an existing printer in Windows 7, 8.1, or 10:
"CHANGE PROPERTIES" BUTTON IN "WINDOWS.." (continued)

Step 1:
Start up the "Control Panel" in "Windows.."

Step 2:
Double-click on "Devices and Printers"
"CHANGE PROPERTIES" BUTTON IN "WINDOWS.." (continued)

Step 3:
Locate the desired printer and use the RIGHT mouse button to click on it:
Step 4:
A pop-up context menu will be displayed:
Open
Open in new window
See what’s printing
Set as default printer
Printing preferences
Printer properties
Create shortcut
Troubleshoot
Remove device
Properties
"CHANGE PROPERTIES" BUTTON IN "WINDOWS.." (continued)

Step 5:
Use the left mouse button to click on "Printer properties":
Open
Open in new window
See what's printing
Set as default printer
Printing preferences
Printer properties
Create shortcut
Troubleshoot
Remove device
Properties
"CHANGE PROPERTIES" BUTTON IN "WINDOWS.." (continued)

Step 6:
A "...properties" box will be displayed:
"CHANGE PROPERTIES" BUTTON IN "WINDOWS.." (continued)

Step 7:
Make sure that you are in the "General" tab by clicking on it:
"CHANGE PROPERTIES" BUTTON IN "WINDOWS.." (continued)

Step 8:
Use the left mouse button to click on the "Change properties" button to give yourself permission to make changes to the printer:
"CHANGE PROPERTIES" BUTTON IN "WINDOWS.." (continued)

Step 9:
The "Change Properties" button will disappear.
No news is good news.
You now have permission to make changes to the printer!
"CHANGE PROPERTIES" BUTTON IN "WINDOWS.." (continued)
The "Change Properties" button will not be displayed as long as you have permission to make changes to the printer as determined by the "Windows.." operating system. If the "Windows.." operating system displays the "Change Properties" button again, you will have to locate it and click on it again.
REFERENCE

http://techspeeder.com/2014/03/06/how-to-fix-printer-properties-that-are-grayed-out/