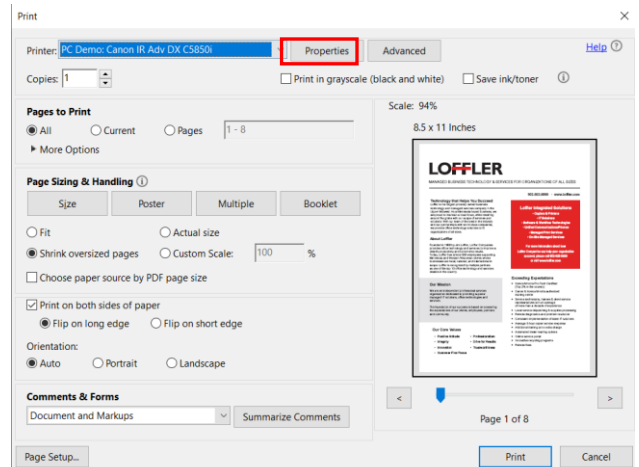


Canon ImageRUNNER Advance DX: Printing Booklets from a PC

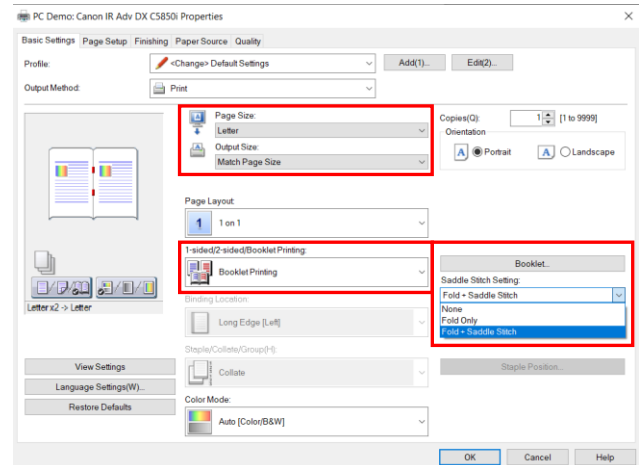
This guide will go over how to print a booklet from a PC.

Printing Booklets from PC

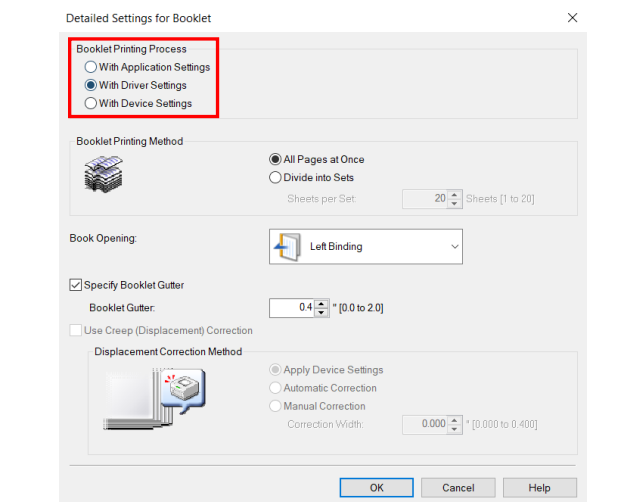
1. Open the document →
Print to open printing preferences →
Select desired printer →
Select **Properties** to open the print driver



2. Confirm **document size** is set to the correct paper size for print
3. Select desired Color setting
4. Under **1-sided/2-sided/Booklet Printing** select **Booklet Printing**
 - Use the drop down to select the finishing option
5. Press the **Booklet** selection



6. This pop up window will open
7. Under **Booklet Printing Process** select:
 - **With Application Settings** is used for documents already laid out in spread form
 - **With Driver Settings** will rearrange single pages into a booklet
8. Press **OK** and **Print**



Note: Be sure the paper is landscape orientation when in the tray

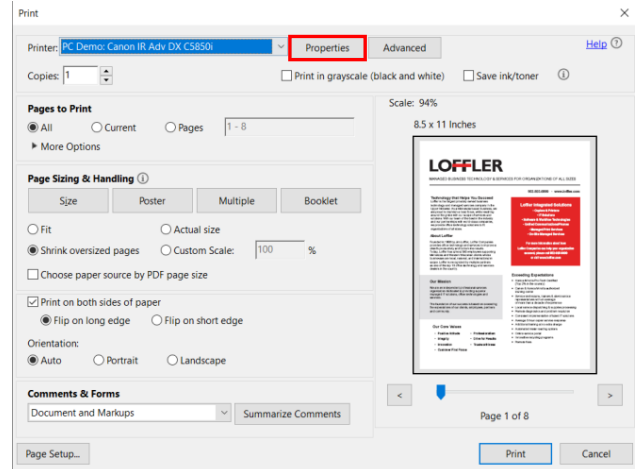
Troubleshooting When Adding a Cover

The print driver will allow you to Add a Cover IF it is pre-printed. If you need to add a cover that is NOT pre-printed, follow the below steps.

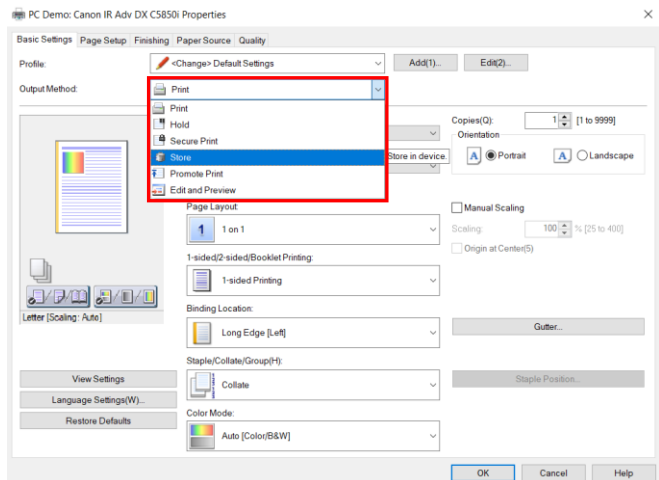
Single Page Document

From the Computer:

1. Open the booklet document →
Print to open printing preferences →
Select desired **printer** →
Select **Properties** to open the print driver

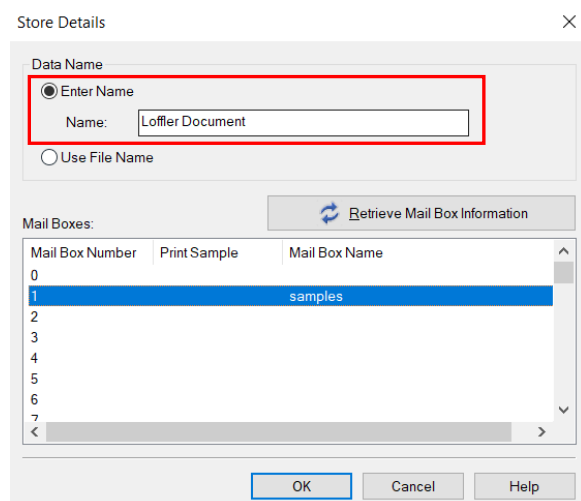


2. Confirm document size is set to the correct paper size for print
3. Select desired Color setting
4. Change **Output Method** to **Store**
 - A new box will appear to choose the destination



5. Select a **Mail Box**
6. Select **OK** and **Print**
 - The print job is now stored in selected Mail Box
 - Print Settings will be changed at the printer prior to releasing the print job

Note: File can be renamed under **Enter Name** if desired



From the Copier:

7. Select **Access Stored Files** from the Home Screen

Note: it may be on the second page of the Home Screen

8. If a selection pops up, choose **Mail Box**

9. Select the **Mail Box** chosen from step 5

10. Select the document, press **Print**

11. Select **Change Print Settings** button; the screen will refresh with print settings and advanced features

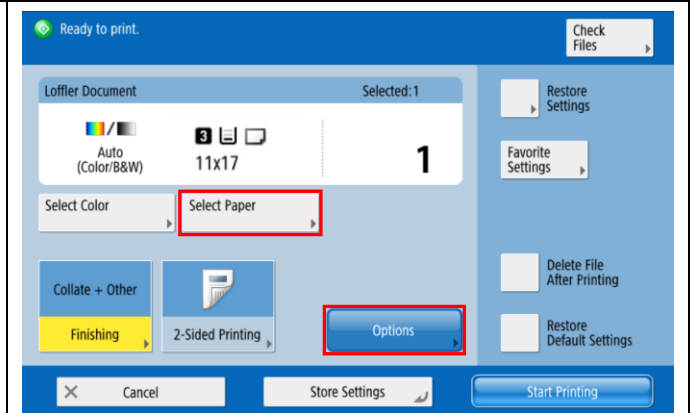
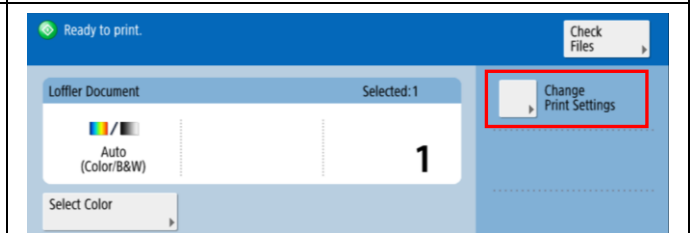
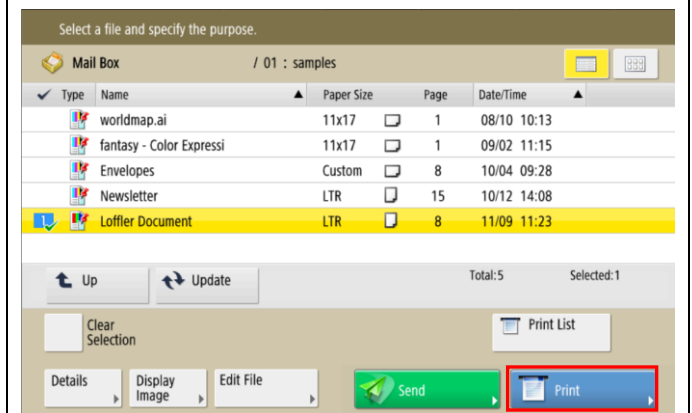
12. Select the paper the inside of the booklet will be on by pressing **Select Paper** and choosing a tray

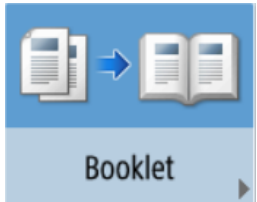
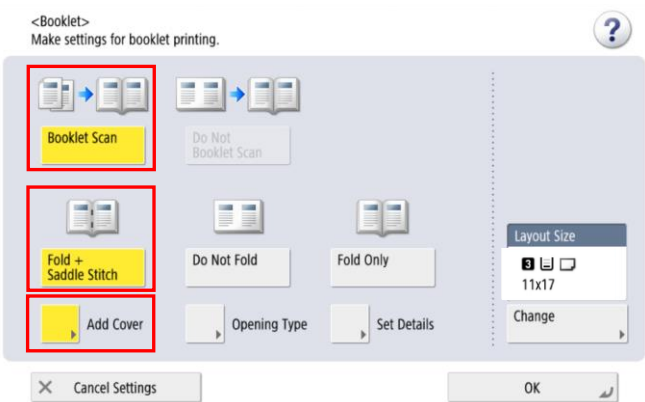
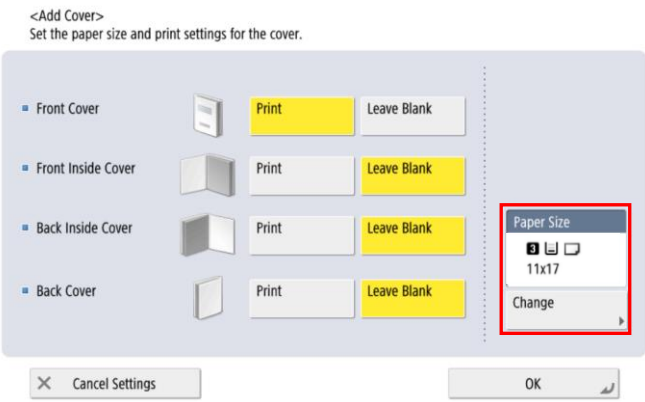

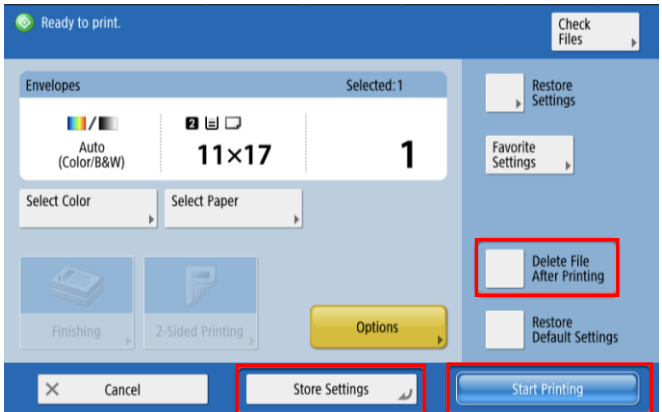
Note: Paper must be landscape in the drawer to be able to fold

13. Press **Options**



Box No.	Name	Used
00		0%
01	samples	1%
02		0%



<p>14. Select Booklet on the first page</p>	
<p>15. Select Booklet Scan</p> <p>16. Select the desired finishing option</p> <ul style="list-style-type: none"> • Fold & Saddle Stitch: half folds and staples up to 20 sheets of paper • Do Not Fold: will print document 2-sided without folding • Fold Only: half folds 3-5 sheets without a staple (<i>depends on version</i>) <p>17. Press Add Cover to add Front & Back cover</p>	
<p>18. Select desired option(s) for cover</p> <p>19. Press Change</p>	
<p>20. Select the Tray the cover will come from</p> <p>21. Press OK</p>	
<p>22. After all selections are made, press Print</p> <p>Note: Select Store Settings if this document will be stored to reprint</p> <p>Note: Select Delete File After Printing if the document is no longer needed; this will remove it from the Mail Box</p>	

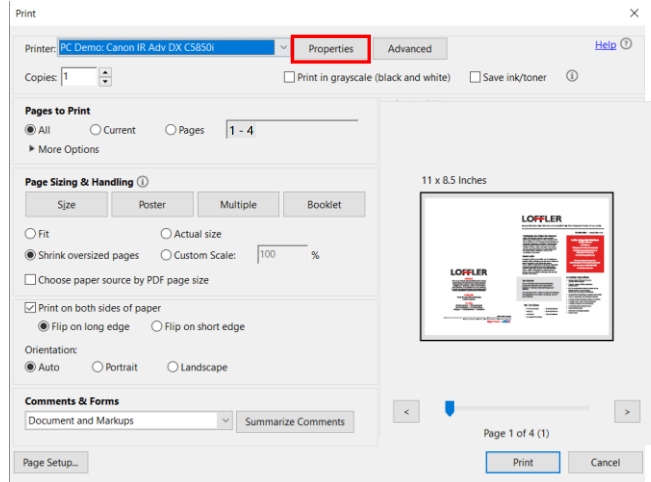
Troubleshooting When Adding a Cover

The print driver will allow you to Add a Cover IF it is pre-printed. If you need to add a cover that is NOT pre-printed, follow the below steps.

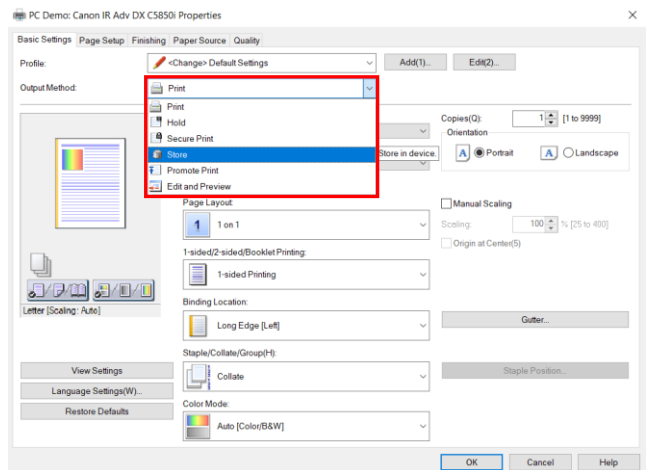
Spread Document

From the Computer:

1. Open the booklet document →
Print to open printing preferences →
Select desired **printer** →
Select **Properties** to open the print driver

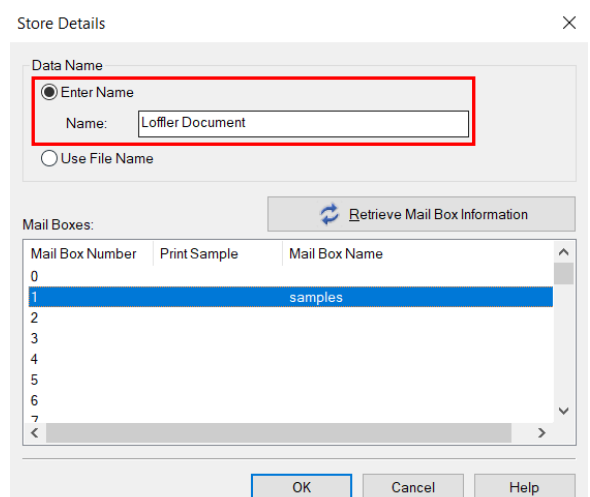


2. Confirm **document size** is set to the correct paper size for print
3. Select desired Color setting
4. Change **Output Method** to **Store**; a new box will appear to choose the destination



5. Select a **Mail Box**
6. Select **OK**
 - The print job is now stored in selected Mail Box
 - Print Settings will be changed at the printer prior to releasing the print job

Note: File can be renamed under **Enter Name** if desired



From the Copier:

7. Select **Access Stored Files** from the Home Screen

Note: it may be on the second page of the Home Screen

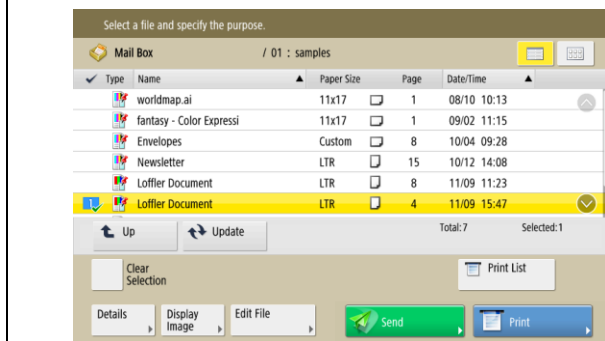
8. If a selection pops up, choose **Mail Box**



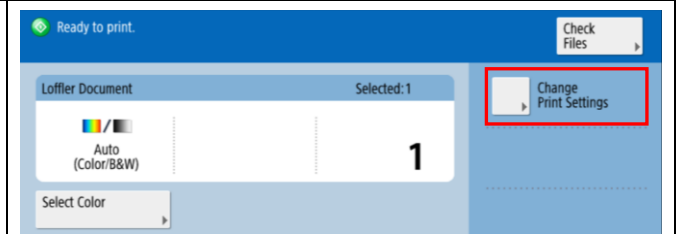
9. Select the **Mail Box** chosen from step 5



10. Select the document, press print



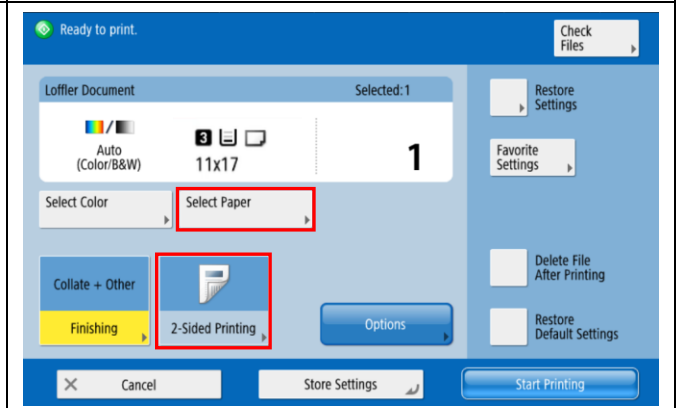
11. Select **Change Print Settings** button; the screen will refresh with print settings and advanced features




12. Select the paper the inside of the booklet will be on by pressing **Select Paper** and choosing a tray

Note: Paper must be landscape in the drawer to be able to fold

13. Press **2-Sided Printing**



<p>14. Select Staple & Collate → Press Next</p>	<p><Finishing> Select the finishing type.</p> <p>Collate (Page Order) Group (Same Pages) Staple + Collate Staple + Group</p> <p>Offset</p> <p>Saddle Fold</p> <p>Cancel Settings Back Next</p>
<p>15. Select Book Type → Press OK</p>	<p><2-Sided Printing> Select the type for 2-Sided Printing.</p> <p>Book Type Calendar Type</p> <p>For Multiple Files Only effective when Merge Files & Print is set.</p> <p>Always Print 2-Sided</p> <p>Always Print 1st Pg. on Front Sd.</p> <p>Cancel Settings OK</p>
<p>16. Select Saddle Stich on the left-hand side 17. Select the paper the inside of the booklet will be on by pressing Select Paper Change → Select the Tray the cover will come from → Press OK 18. Press Add Cover to add Front & Back cover</p>	<p><Finishing: Staple Type> Select the type and position for stapling.</p> <p>Corner</p> <p>Double</p> <p>Saddle Stich</p> <p>Staple-Free (Max 10 pages)</p> <p>If you want to perform Booklet Scan at the same time, make settings from Booklet.</p> <p>Add Cover Change Fold/ Stitch Position</p> <p>Select Paper 11x17 Change</p> <p>Cancel Settings Back OK</p>
<p>23. Select desired option(s) for cover 24. Press Change</p>	<p><Add Cover> Set the paper size and print settings for the cover.</p> <p>Print Leave Blank</p> <p>Paper Size 11x17 Change</p> <p>Cancel Settings OK</p>

<p>19. Select the Tray the cover will come from 20. Press OK</p>	
<p>25. After all selections are made, press Print</p> <p>Note: Select Store Settings if this document will be stored to reprint</p> <p>Note: Select Delete File After Printing if the document is no longer needed; this will remove it from the Mail Box</p>	