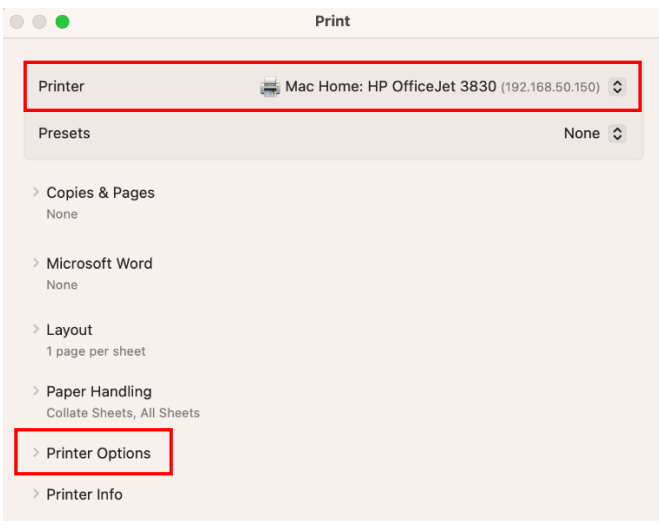
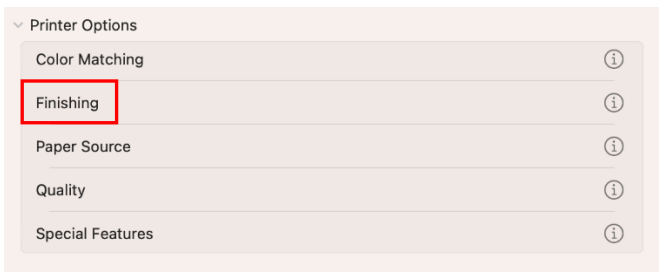
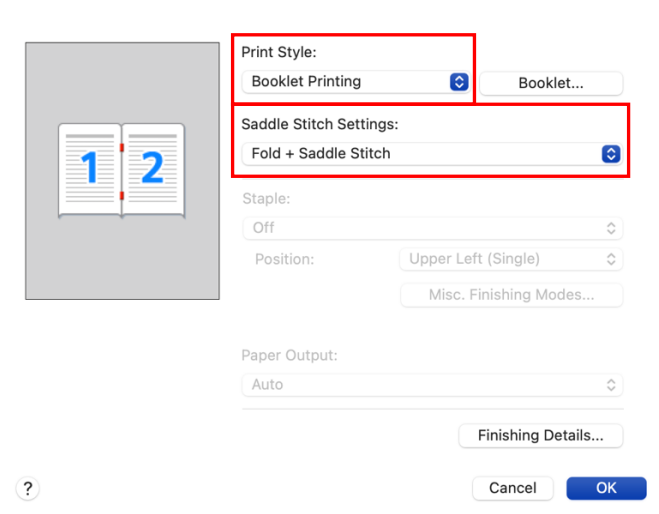


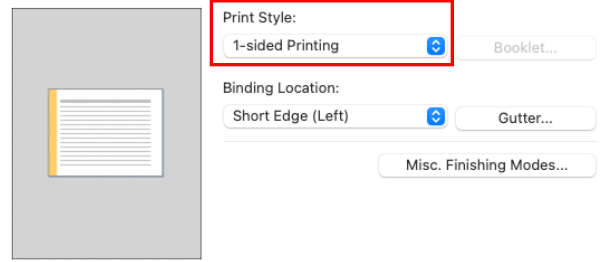
Canon ImageRUNNER Advance DX: Printing Booklets on a Mac

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

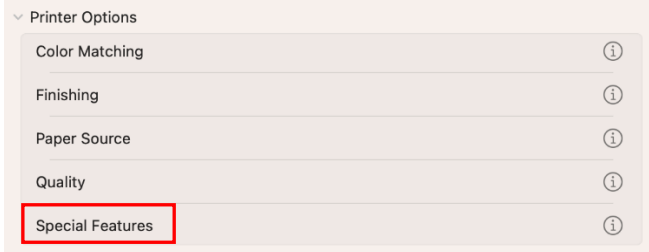
Printing Booklets from a Mac	
<ol style="list-style-type: none"> Open the document → Click File, Print → Select desired printer → Expand Printer Options 	
<ol style="list-style-type: none"> Select Finishing 	
<ol style="list-style-type: none"> Change Print Style to Booklet Printing <ul style="list-style-type: none"> The print driver will automatically rearrange the pages Change Saddle Stitch Settings to Fold Only or Fold + Saddle Stitch → Click OK <p>Note: If the pages already in spreads (paginated), do not select Booklet Printing; see next section for directions</p> <ol style="list-style-type: none"> Make other desired changes and Print 	

If pages do not need to be rearranged (already in spread form)...

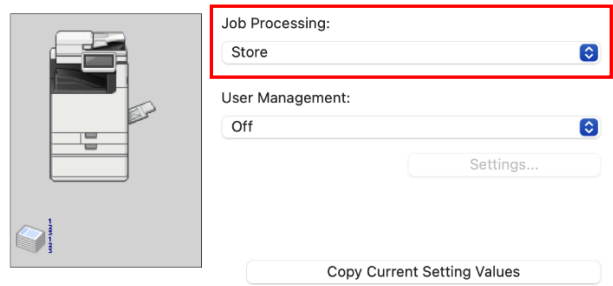
3. Under **Print Style** select **1-sided** →
Click **OK**



4. Expand **Special Features**



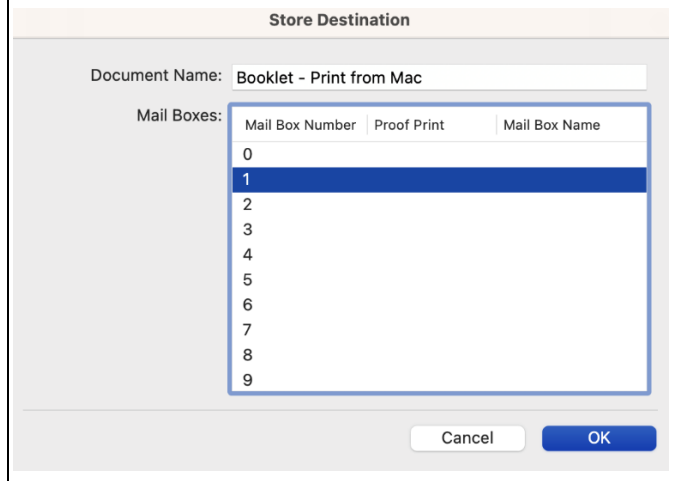
5. Change **Job Processing** to **Store** →
Select **OK** →
Select **Print**



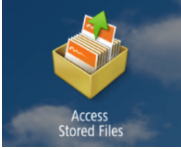
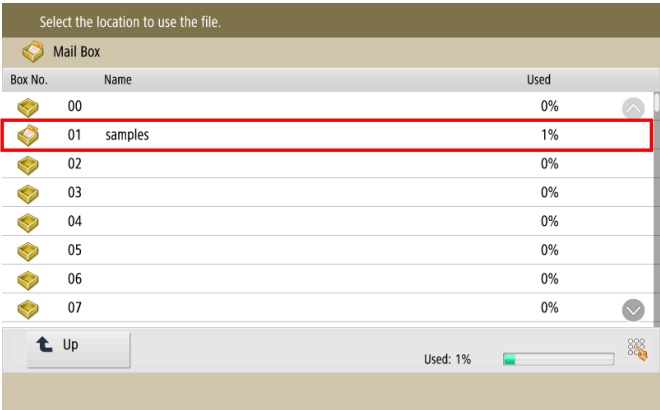
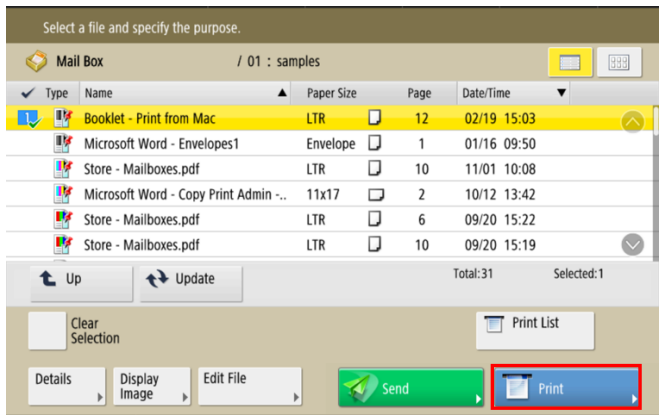
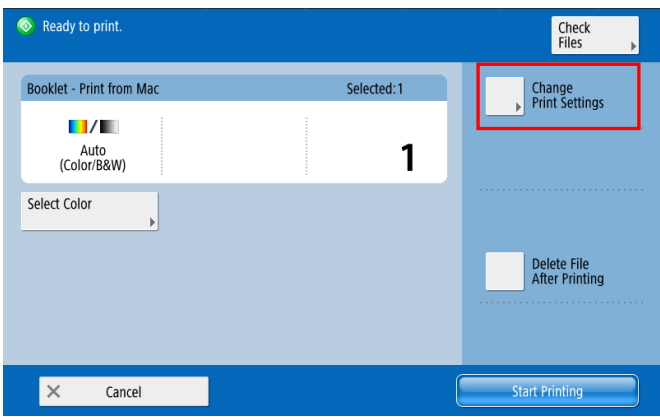
6. A popup will appear

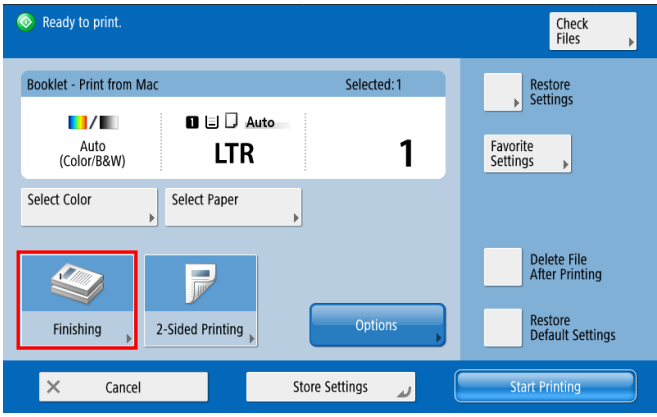
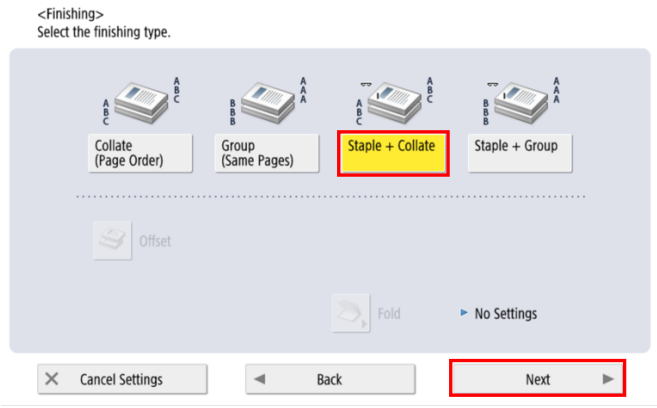
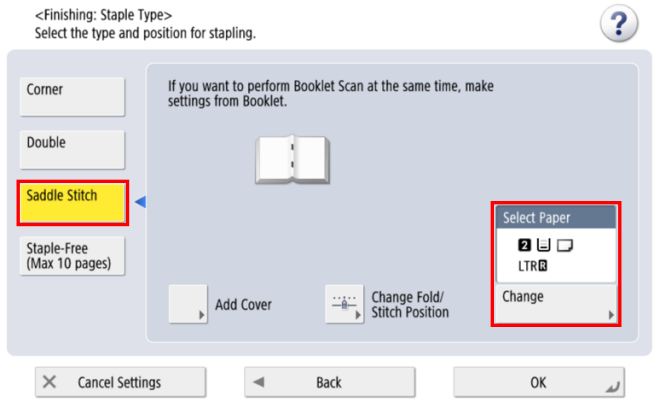
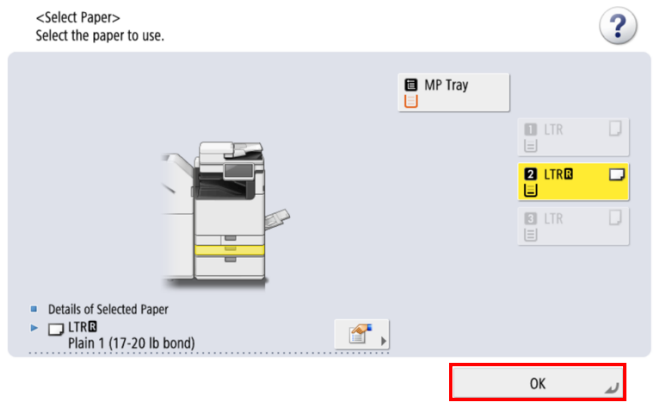
- **Rename** document, if desired
- Select **Mail Box** number
- Select **OK**

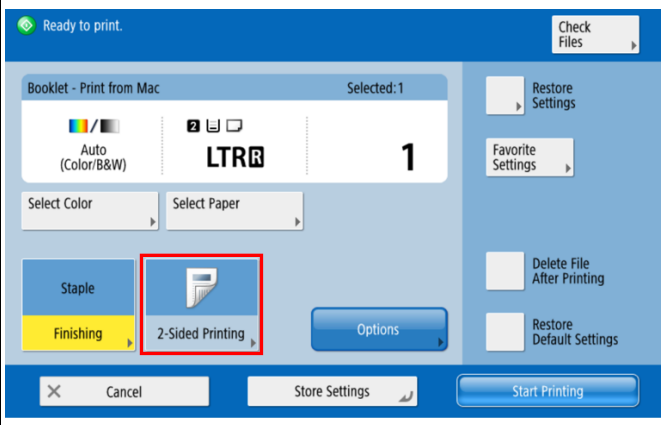
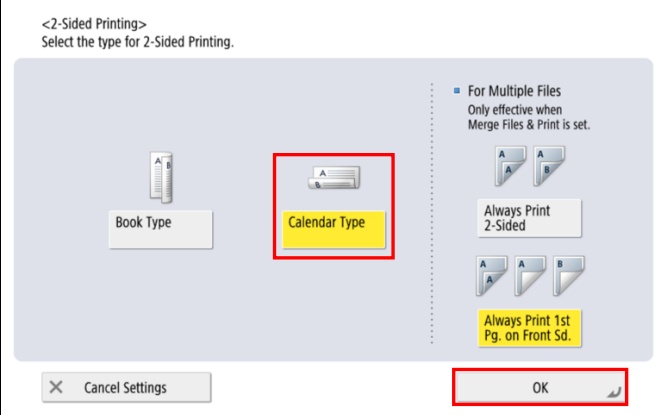
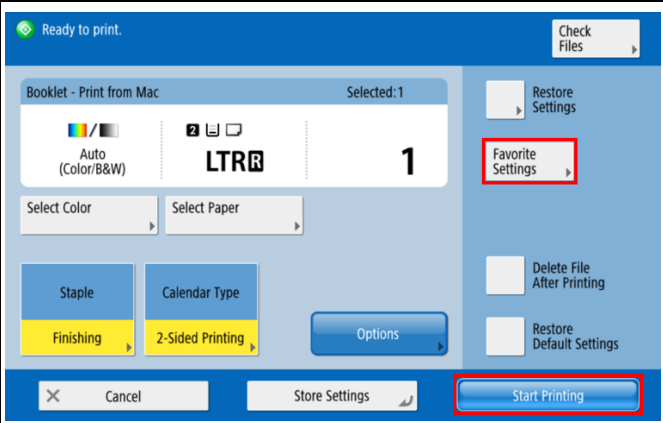
7. Walk up to Printer



At Printer...

<p>8. Select Access Stored Files from the Home Screen</p> <ul style="list-style-type: none"> If a selection pops up, choose Mail Box 																																				
<p>9. Select Mail Box document was sent to</p>	 <table border="1"> <thead> <tr> <th>Box No.</th> <th>Name</th> <th>Used</th> </tr> </thead> <tbody> <tr> <td>00</td> <td></td> <td>0%</td> </tr> <tr style="border: 2px solid red;"> <td>01</td> <td>samples</td> <td>1%</td> </tr> <tr> <td>02</td> <td></td> <td>0%</td> </tr> <tr> <td>03</td> <td></td> <td>0%</td> </tr> <tr> <td>04</td> <td></td> <td>0%</td> </tr> <tr> <td>05</td> <td></td> <td>0%</td> </tr> <tr> <td>06</td> <td></td> <td>0%</td> </tr> <tr> <td>07</td> <td></td> <td>0%</td> </tr> </tbody> </table>	Box No.	Name	Used	00		0%	01	samples	1%	02		0%	03		0%	04		0%	05		0%	06		0%	07		0%								
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07		0%																																		
<p>10. Select Document → Select Print</p>	 <table border="1"> <thead> <tr> <th>Type</th> <th>Name</th> <th>Paper Size</th> <th>Page</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr style="background-color: yellow;"> <td>Booklet</td> <td>Booklet - Print from Mac</td> <td>LTR</td> <td>12</td> <td>02/19 15:03</td> </tr> <tr> <td>Microsoft Word</td> <td>Microsoft Word - Envelopes1</td> <td>Envelope</td> <td>1</td> <td>01/16 09:50</td> </tr> <tr> <td>PDF</td> <td>Store - Mailboxes.pdf</td> <td>LTR</td> <td>10</td> <td>11/01 10:08</td> </tr> <tr> <td>Microsoft Word</td> <td>Microsoft Word - Copy Print Admin -..</td> <td>11x17</td> <td>2</td> <td>10/12 13:42</td> </tr> <tr> <td>PDF</td> <td>Store - Mailboxes.pdf</td> <td>LTR</td> <td>6</td> <td>09/20 15:22</td> </tr> <tr> <td>PDF</td> <td>Store - Mailboxes.pdf</td> <td>LTR</td> <td>10</td> <td>09/20 15:19</td> </tr> </tbody> </table>	Type	Name	Paper Size	Page	Date/Time	Booklet	Booklet - Print from Mac	LTR	12	02/19 15:03	Microsoft Word	Microsoft Word - Envelopes1	Envelope	1	01/16 09:50	PDF	Store - Mailboxes.pdf	LTR	10	11/01 10:08	Microsoft Word	Microsoft Word - Copy Print Admin -..	11x17	2	10/12 13:42	PDF	Store - Mailboxes.pdf	LTR	6	09/20 15:22	PDF	Store - Mailboxes.pdf	LTR	10	09/20 15:19
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PDF	Store - Mailboxes.pdf	LTR	10	09/20 15:19																																
<p>11. Select Change Print Settings</p>																																				

<p>12. Select Finishing</p>	
<p>13. Choose Staple + Collate → Select Next</p>	
<p>14. Choose Saddle Stitch 15. Click Change under Select Paper to choose a tray</p>	
<p>16. Choose a tray → Select OK</p> <p>Note: Paper <i>must be landscape</i> in the drawer to be able to fold and saddle stitch</p>	

<p>17. Select 2-Sided Printing</p>	 <p>The screenshot shows the printer's control panel. At the top, it says 'Ready to print.' and 'Check Files'. Below that, it displays 'Booklet - Print from Mac' and 'Selected: 1'. There are options for 'Auto (Color/B&W)', 'LTR', and the number '1'. There are also 'Select Color' and 'Select Paper' buttons. In the 'Finishing' section, '2-Sided Printing' is highlighted with a red box. Other options include 'Staple', 'Options', 'Restore Settings', 'Favorite Settings', 'Delete File After Printing', and 'Restore Default Settings'. At the bottom, there are 'Cancel', 'Store Settings', and 'Start Printing' buttons.</p>
<p>18. Choose Calendar Type → Select OK</p>	 <p>The screenshot shows a dialog box titled '<2-Sided Printing>' with the instruction 'Select the type for 2-Sided Printing.' There are two main options: 'Book Type' and 'Calendar Type', with 'Calendar Type' selected and highlighted with a red box. To the right, there are additional options: 'Always Print 2-Sided' and 'Always Print 1st Pg. on Front Sd.'. At the bottom, there are 'Cancel Settings' and 'OK' buttons, with 'OK' highlighted with a red box.</p>
<p>19. Type the number of desired prints → Select Start Printing</p> <p>Note: Select Favorite Settings to save these booklet settings for next time.</p>	 <p>The screenshot shows the printer's control panel. At the top, it says 'Ready to print.' and 'Check Files'. Below that, it displays 'Booklet - Print from Mac' and 'Selected: 1'. There are options for 'Auto (Color/B&W)', 'LTR', and the number '1'. There are also 'Select Color' and 'Select Paper' buttons. In the 'Finishing' section, '2-Sided Printing' is highlighted. In the 'Calendar Type' section, 'Calendar Type' is highlighted. At the bottom, there are 'Cancel', 'Store Settings', and 'Start Printing' buttons, with 'Start Printing' highlighted with a red box. On the right side, 'Favorite Settings' is also highlighted with a red box.</p>