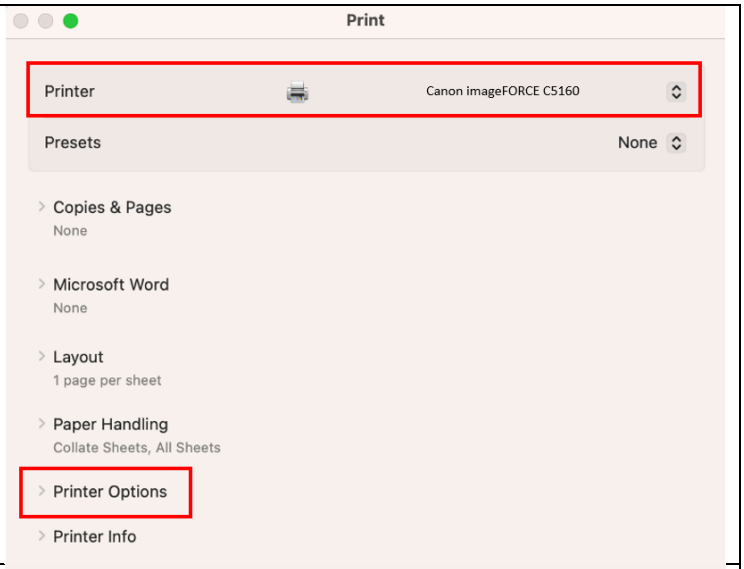
Canon ImageFORCE: Printing Booklets on a Mac

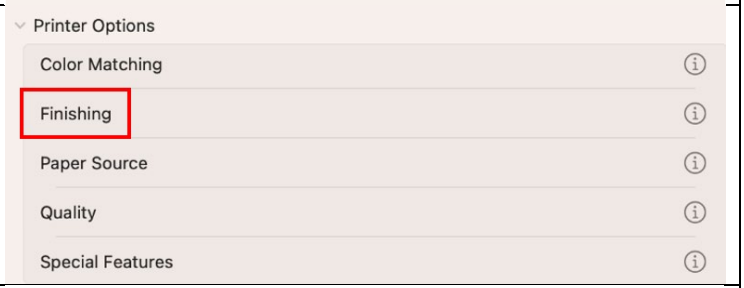
This guide will go over how to print a booklet on a Mac

Printing Booklets – Document on Single Pages

1. Open the Document and select print
- Select the Printer
- Choose **Printer Options**



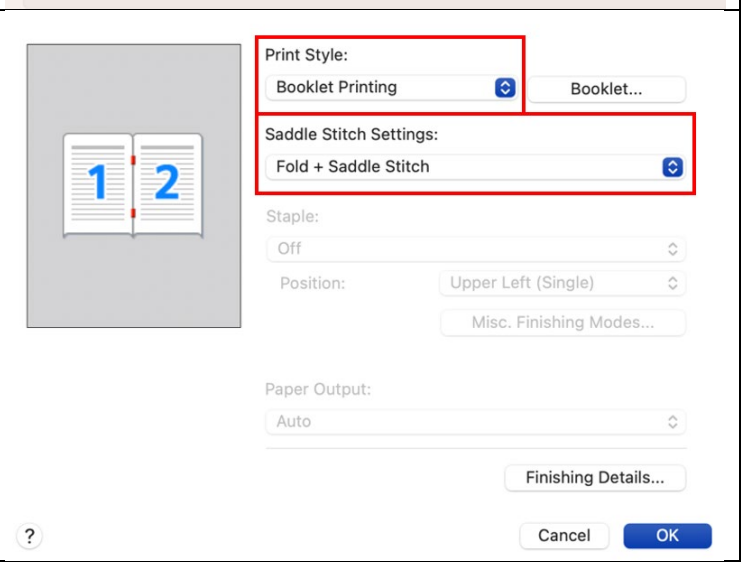
2. Select **Finishing**



3. Change **Print Style** to **Booklet Printing**
- The print driver will automatically rearrange the pages

4. Change **Saddle Stitch Settings** to **Fold Only** or **Fold + Saddle Stitch** and click **OK**

Note: If the pages are in **spread form (paginated)**, do not select Booklet Printing; see next section for directions



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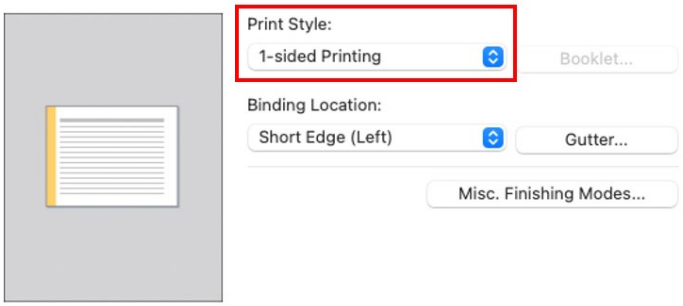
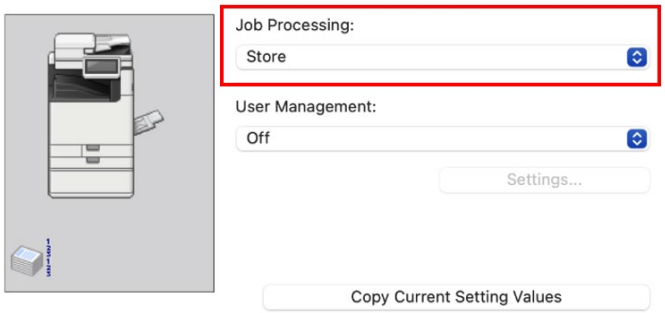
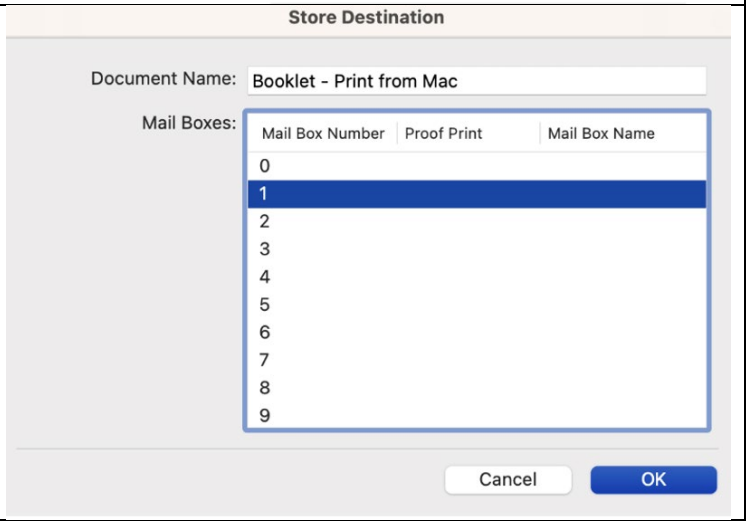
Printing Booklets – Already in Booklet Spread

1. Under **Print Style** select **1-sided** **2.** Click **OK**	
3. Select **Special Features**	
4. Change **Job Processing** to **Store**	
5. A popup will appear • **Rename** the document, if desired • Select **Mail Box** number • Select **OK** and **Print**	

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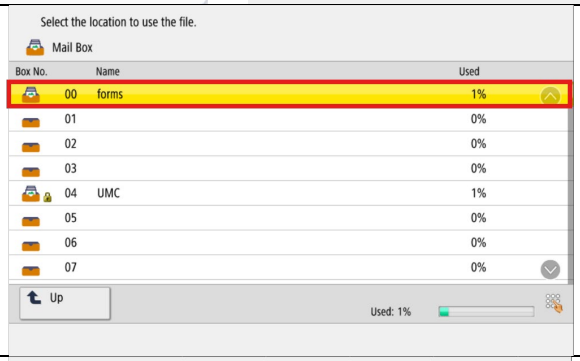
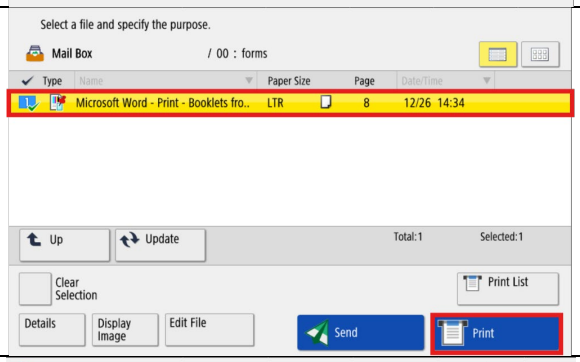
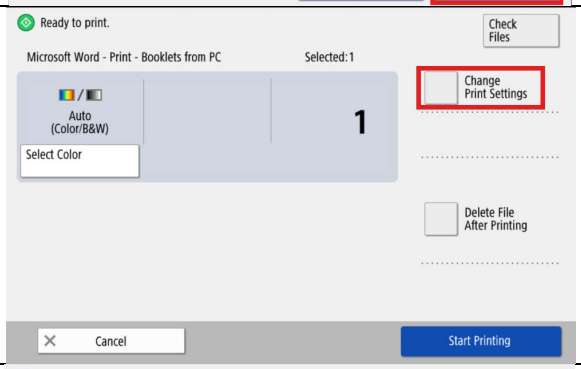
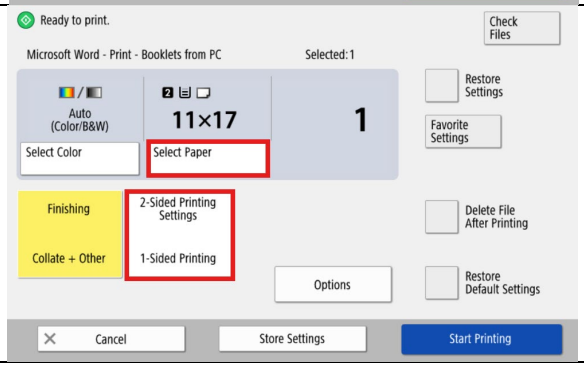
From the Copier:

1. Select **Access Stored Files** from the Home Screen **2.** Select the **Mail Box** if multiple options appear	
3. Select the **Mail Box** chosen in step 5	
4. Select the Document and choose **Print**	
5. Select **Change Print Settings**, the screen will refresh with print settings and advanced features	
6. Select the paper the inside of the booklet will be by choosing **Select Paper** and choosing a tray **Note**: Paper must be landscape in the drawer to be able to print booklet style and fold **7.** Press **2-Sided Printing Settings**	

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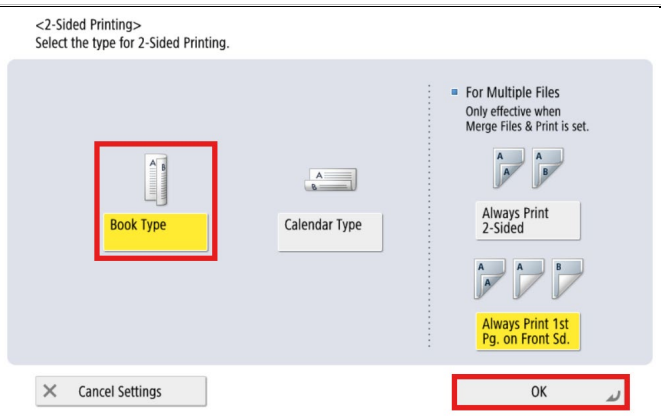
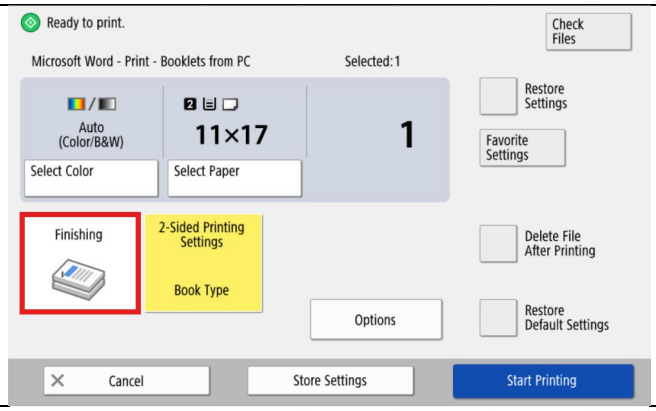
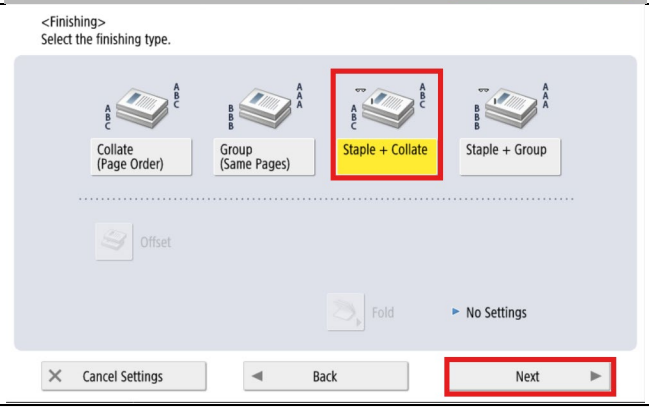
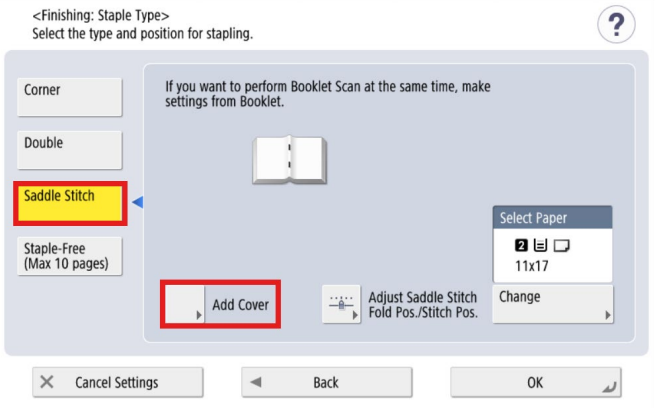
8. Select **Book Type** and **OK**	
9. Select **Finishing**	
10. Choose **Staple + Collate** and **Next**	
11. Select **Saddle Stitch** **12.** Select **Add Cover** to select the tray the cover paper will pull from	

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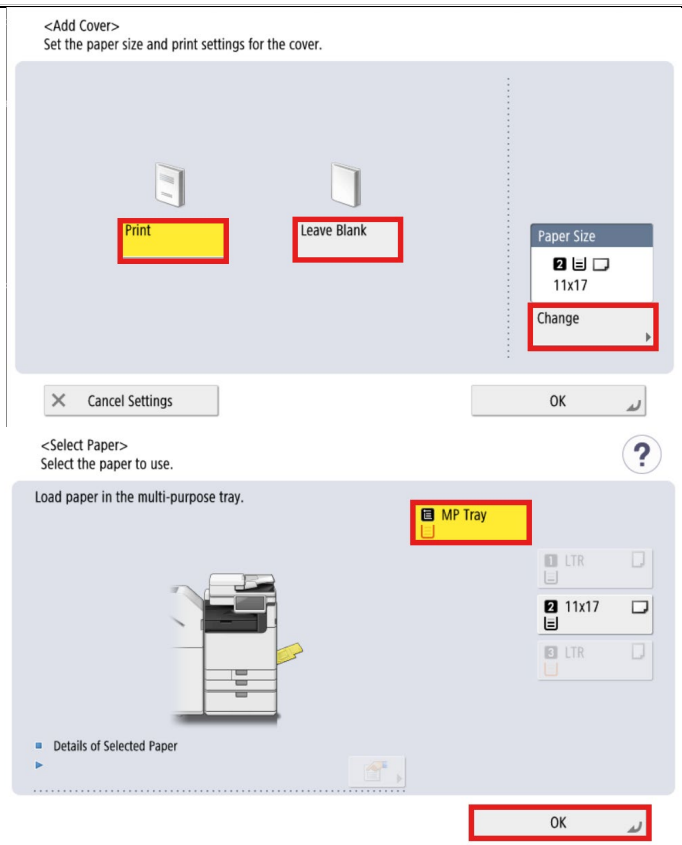
13. Choose whether to **Print** on the cover or **Leave Blank**

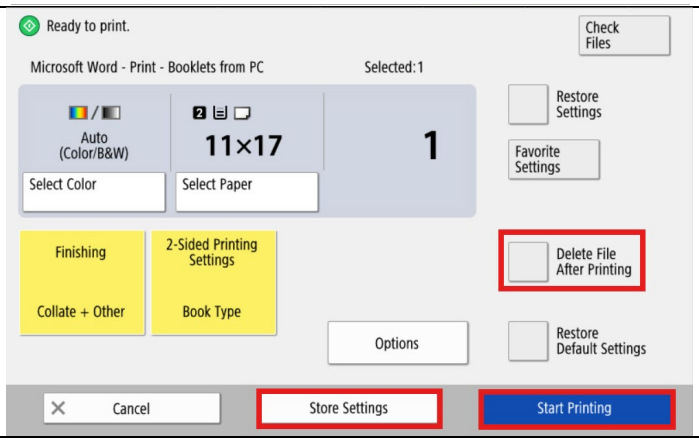
14. Choose which Paper Tray to Pull from and click **OK**



15. After all selections are made, Press **Start Printing**

Note: Select **Store Settings** if this document will be stored to reprint

Note: Select **Delete File After Printing** if the document is no longer needed; this will remove it from the Mail Box



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