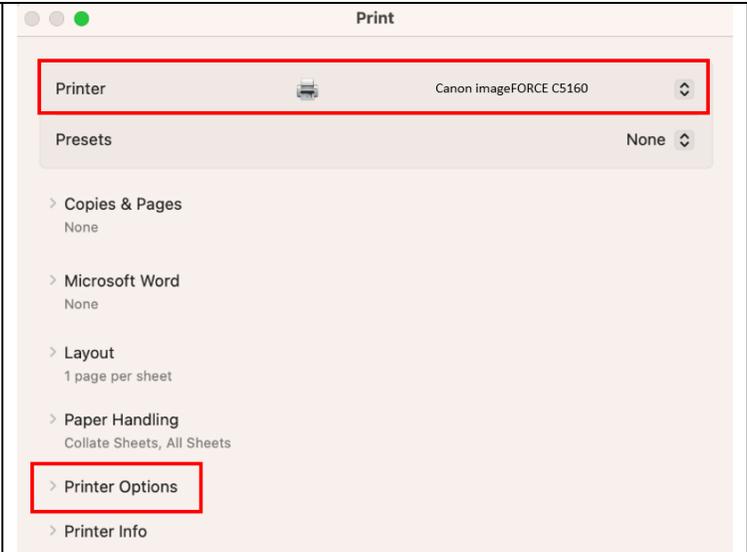
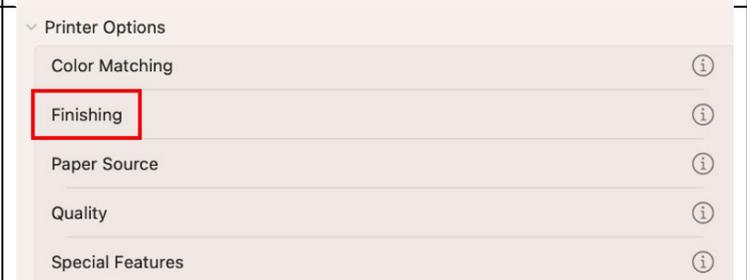
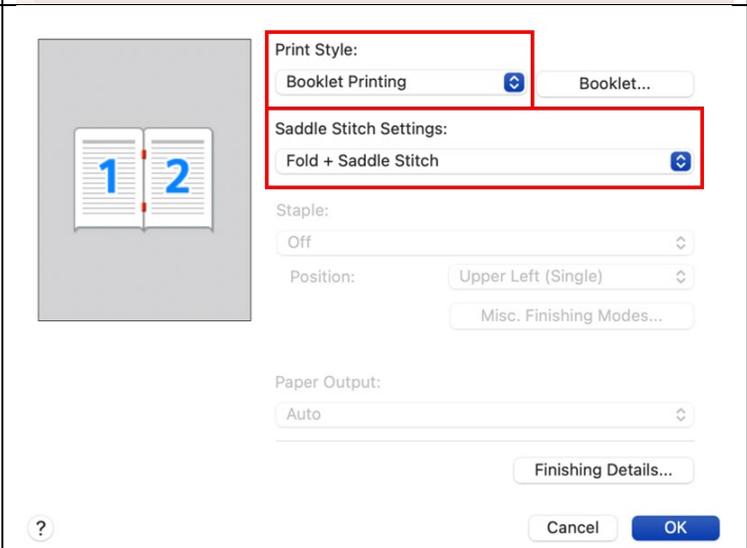


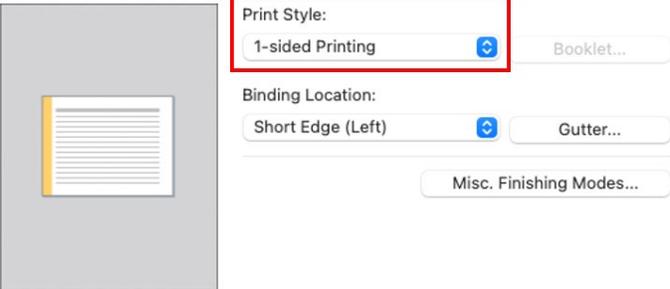
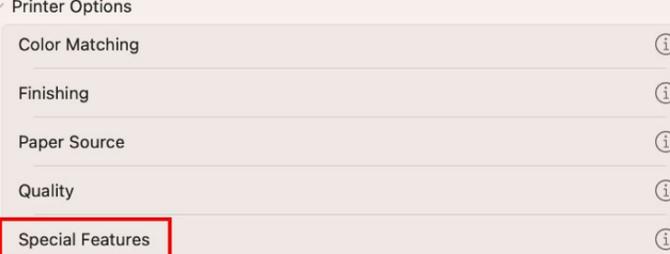
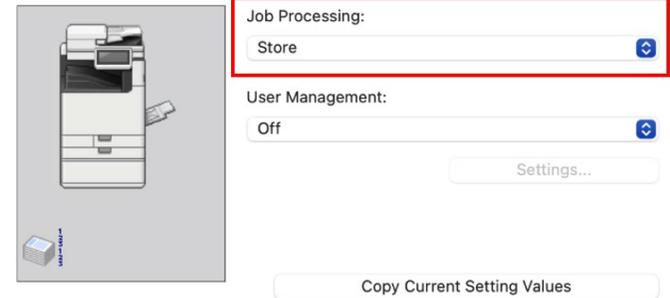
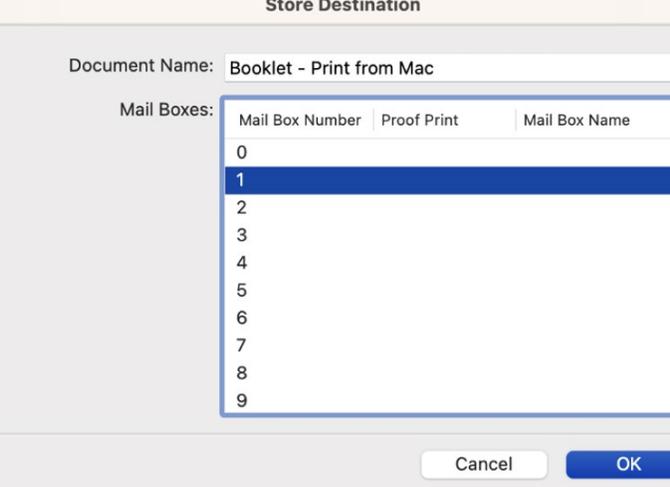
Canon ImageFORCE: Printing Booklets on a Mac

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

Printing Booklets – Document on Single Pages

<p>1. Open the Document and select print</p> <ul style="list-style-type: none"> Select the Printer Choose Printer Options 	
<p>2. Select Finishing</p>	
<p>3. Change Print Style to Booklet Printing</p> <ul style="list-style-type: none"> The print driver will automatically rearrange the pages <p>4. Change Saddle Stitch Settings to Fold Only or Fold + Saddle Stitch and click OK</p> <p>Note: If the pages are in spread form (paginated), do not select Booklet Printing; see next section for directions</p>	

Printing Booklets – Already in Booklet Spread

<p>1. Under Print Style select 1-sided</p> <p>2. Click OK</p>	 <p>The screenshot shows the 'Print Style' dialog box. The 'Print Style' dropdown menu is set to '1-sided Printing' and is highlighted with a red box. Other options include 'Booklet...', 'Binding Location: Short Edge (Left)', 'Gutter...', and 'Misc. Finishing Modes...'.</p>																																	
<p>3. Select Special Features</p>	 <p>The screenshot shows the 'Printer Options' dialog box. The 'Special Features' section is highlighted with a red box. Other sections include 'Color Matching', 'Finishing', 'Paper Source', and 'Quality'.</p>																																	
<p>4. Change Job Processing to Store</p>	 <p>The screenshot shows the 'Job Processing' dialog box. The 'Job Processing' dropdown menu is set to 'Store' and is highlighted with a red box. Other options include 'User Management: Off' and 'Settings...'.</p>																																	
<p>5. A popup will appear</p> <ul style="list-style-type: none"> • Rename the document, if desired • Select Mail Box number • Select OK and Print 	 <p>The screenshot shows the 'Store Destination' dialog box. The 'Document Name' field contains 'Booklet - Print from Mac'. The 'Mail Boxes' list shows a table with columns 'Mail Box Number', 'Proof Print', and 'Mail Box Name'. The row for 'Mail Box Number 1' is highlighted in blue. The 'OK' button is highlighted in blue.</p> <table border="1" data-bbox="980 1262 1442 1581"> <thead> <tr> <th>Mail Box Number</th> <th>Proof Print</th> <th>Mail Box Name</th> </tr> </thead> <tbody> <tr><td>0</td><td></td><td></td></tr> <tr><td>1</td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td></tr> <tr><td>9</td><td></td><td></td></tr> </tbody> </table>	Mail Box Number	Proof Print	Mail Box Name	0			1			2			3			4			5			6			7			8			9		
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From the Copier:

<ol style="list-style-type: none"> 1. Select Access Stored Files from the Home Screen 2. Select the Mail Box if multiple options appear 																												
<ol style="list-style-type: none"> 3. Select the Mail Box chosen in step 5 	<table border="1"> <thead> <tr> <th>Box No.</th> <th>Name</th> <th>Used</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>forms</td> <td>1%</td> </tr> <tr> <td>01</td> <td></td> <td>0%</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>UMC</td> <td>1%</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	forms	1%	01		0%	02		0%	03		0%	04	UMC	1%	05		0%	06		0%	07		0%
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<ol style="list-style-type: none"> 4. Select the Document and choose Print 	<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> <td>Word</td> <td>Microsoft Word - Print - Booklets fro...</td> <td>LTR</td> <td>8</td> <td>12/26 14:34</td> </tr> </tbody> </table>	Type	Name	Paper Size	Page	Date/Time	Word	Microsoft Word - Print - Booklets fro...	LTR	8	12/26 14:34																	
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<ol style="list-style-type: none"> 5. Select Change Print Settings, the screen will refresh with print settings and advanced features 																												
<ol style="list-style-type: none"> 6. Select the paper the inside of the booklet will be by choosing Select Paper and choosing a tray <p>Note: Paper must be landscape in the drawer to be able to print booklet style and fold</p> <ol style="list-style-type: none"> 7. Press 2-Sided Printing Settings 																												

<p>8. Select Book Type and OK</p>	<p><2-Sided Printing> Select the type for 2-Sided Printing.</p> <p>Book Type (highlighted)</p> <p>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 (X)</p> <p>OK (highlighted)</p>
<p>9. Select Finishing</p>	<p>Ready to print. Check Files</p> <p>Microsoft Word - Print - Booklets from PC Selected: 1</p> <p>Auto (Color/B&W) 11x17 1</p> <p>Select Color Select Paper</p> <p>Restore Settings</p> <p>Favorite Settings</p> <p>Finishing (highlighted) 2-Sided Printing Settings</p> <p>Book Type</p> <p>Delete File After Printing</p> <p>Options</p> <p>Restore Default Settings</p> <p>Cancel (X) Store Settings Start Printing</p>
<p>10. Choose Staple + Collate and Next</p>	<p><Finishing> Select the finishing type.</p> <p>Collate (Page Order) Group (Same Pages) Staple + Collate (highlighted) Staple + Group</p> <p>Offset</p> <p>Fold No Settings</p> <p>Cancel Settings (X) Back Next (highlighted)</p>
<p>11. Select Saddle Stitch</p> <p>12. Select Add Cover to select the tray the cover paper will pull from</p>	<p><Finishing: Staple Type> Select the type and position for stapling.</p> <p>Corner</p> <p>Double</p> <p>Saddle Stitch (highlighted)</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 (highlighted)</p> <p>Adjust Saddle Stitch Fold Pos./Stitch Pos.</p> <p>Select Paper 11x17 Change</p> <p>Cancel Settings (X) Back OK</p>



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

