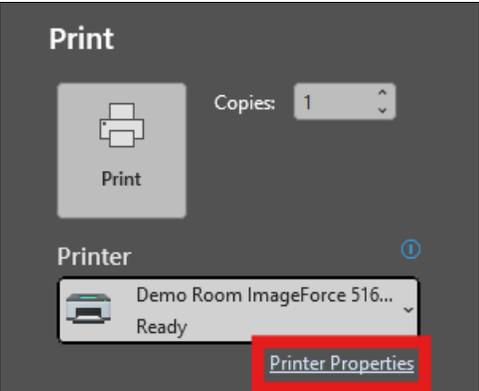
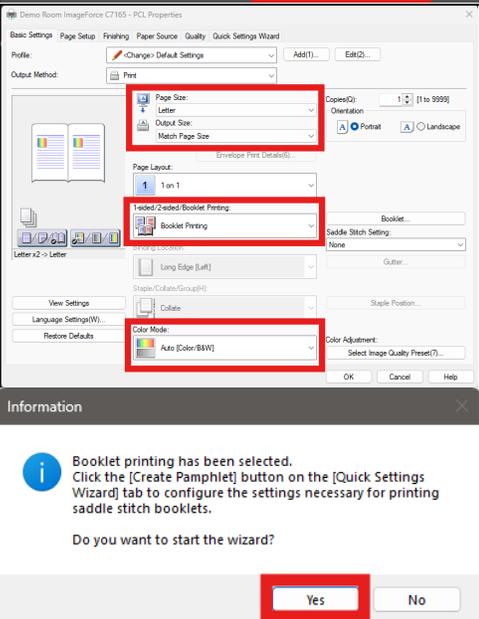
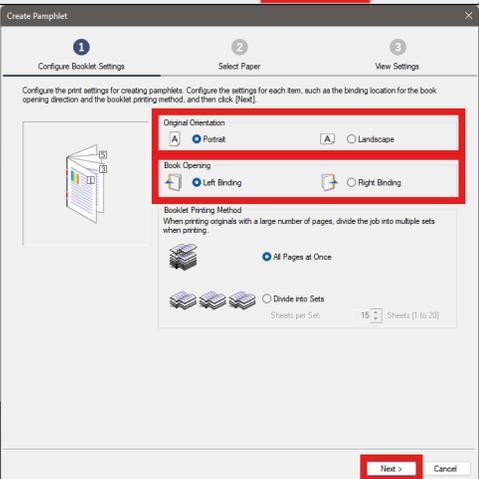


Canon imageFORCE: Printing Booklets from a PC

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

Printing Booklets using the Wizard – Document on Single Pages

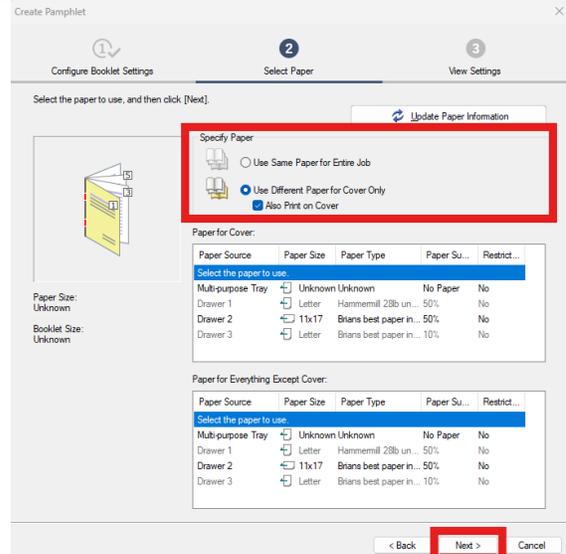
<p>1. Open the document and select print</p> <ul style="list-style-type: none"> • Select the Printer • Choose Printer Properties 	
<p>2. Confirm Paper Size is set to the size of the pages in the document</p> <p>3. Confirm the Output Size is set to the paper size it is being printed on</p> <p>4. Select desired Color Mode</p> <p>5. Under 1-sided/2-sided/Booklet Printing Select Booklet Printing</p> <ul style="list-style-type: none"> • Use the drop down to select the finishing option • Click Yes to open to the Pamphlet Wizard 	
<p>6. This popup window will open</p> <p>7. Choose the Orientation and Opening style</p> <p>8. Click Next</p> <p>Note: Be sure the printer is in landscape orientation when in the tray</p>	



9. Select Paper

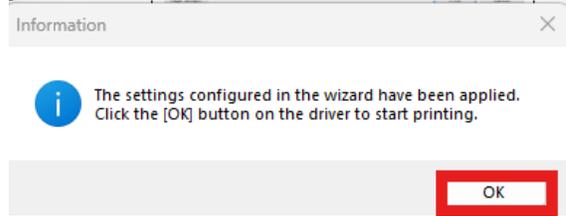
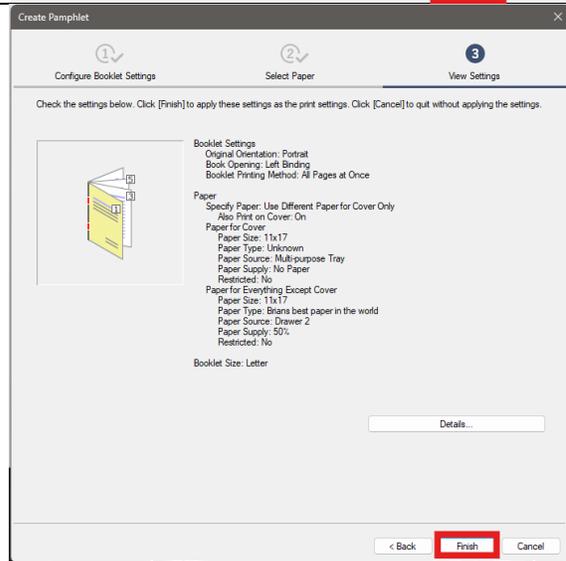
- Choose if the document will use the **Same Paper for Entire Job** or **Different Paper for Cover Only**
- Check the box if **Printing on Cover** is needed
- Choose the appropriate Trays

10. Click Next

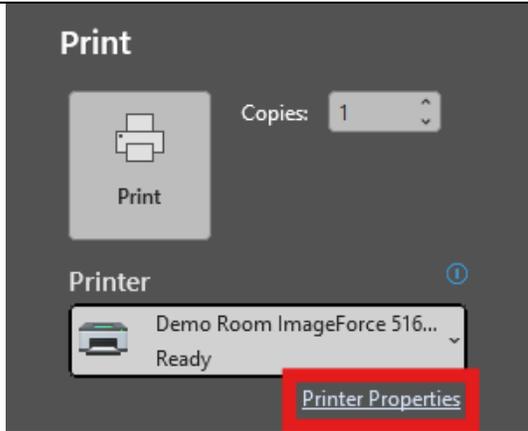
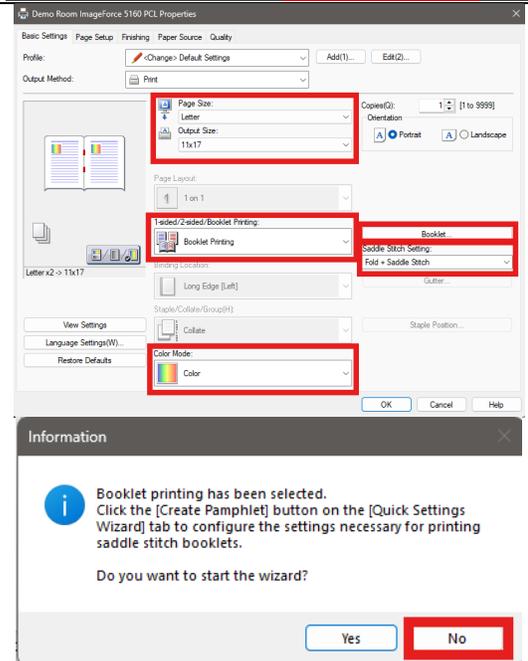
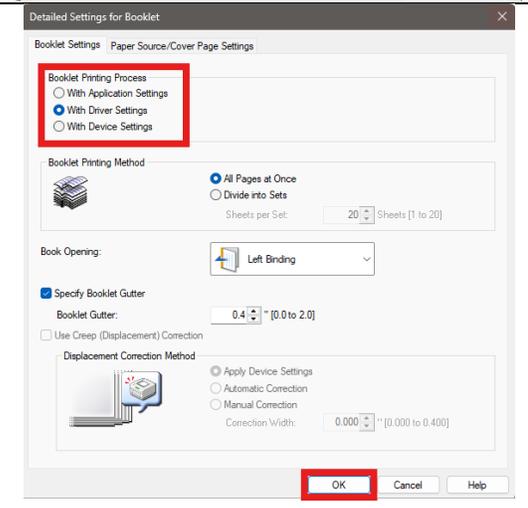


11. Review settings to confirm everything is good, Click Finish

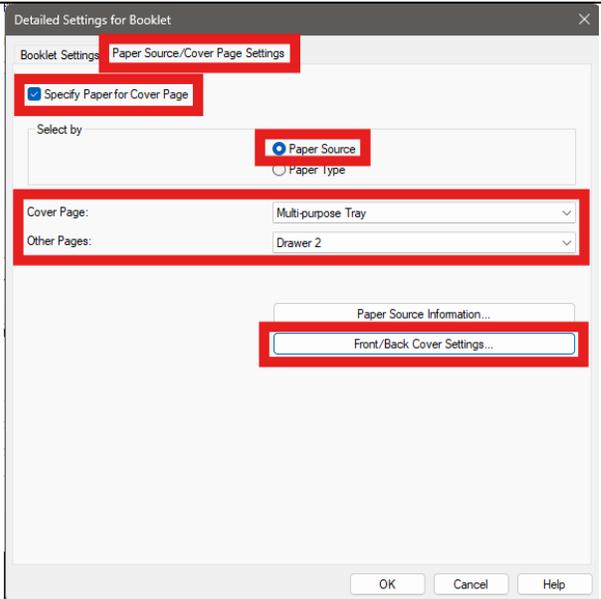
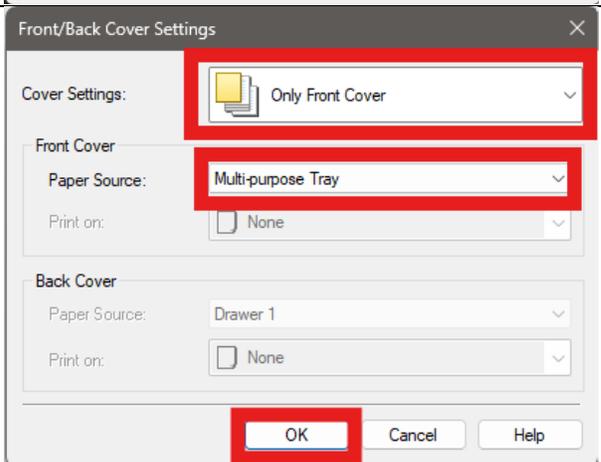
12. Click OK to print



Printing Booklets – Already in Booklet Spread

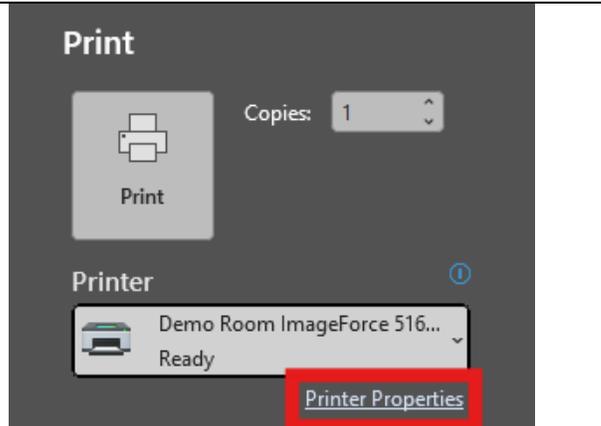
<p>1. Open the document and select print</p> <ul style="list-style-type: none"> • Select the Printer • Choose Printer Properties 	
<p>2. Confirm Paper Size is set to the size of the pages in the document</p> <p>3. Confirm the Output Size is set to the paper size it is being printed on</p> <p>4. Select desired Color Mode</p> <p>5. Under 1-sided/2-sided/Booklet Printing Select Booklet Printing</p> <p>Note: If document is already in page order (paginated) Click NO</p> <ul style="list-style-type: none"> • Use the drop down to select the finishing option <p>6. Select Booklet</p>	
<p>7. This popup window will open</p> <p>8. Under Booklet Printing Process Select:</p> <ul style="list-style-type: none"> • With Application Settings – Used for documents already laid out in spread form • With Driver Settings – Used for documents that need to be paginated in booklet order <p>9. Press OK and Print if everything is to print on the same paper otherwise proceed to next set of steps</p> <p>Note: Be sure the paper is in landscape orientation when in the tray</p>	

Printing Booklets – Already in Booklet Spread – Adding a Pre-Printed Cover

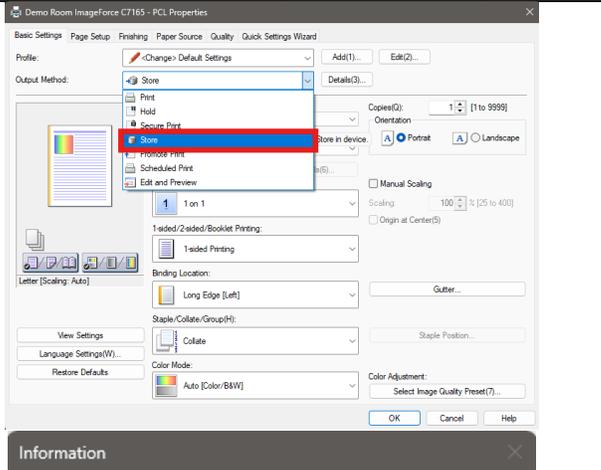
<p>10. To add a Cover, Click the Paper Source/Cover Page Settings tab</p> <ul style="list-style-type: none"> • Check Specify Paper for Cover Page • Choose Select by Paper Source • Choose trays for the cover sheet and other pages <p>11. Click Front/Back Cover Settings...</p>	
<p>12. Choose Only Front Cover – Since it is printing a booklet it prints both front and back cover</p> <ul style="list-style-type: none"> • Choose the tray with the cover paper <p>13. Click OK and Print</p>	

Printing Booklets – Already in Booklet Spread – Adding a Cover – Not Pre-Printed

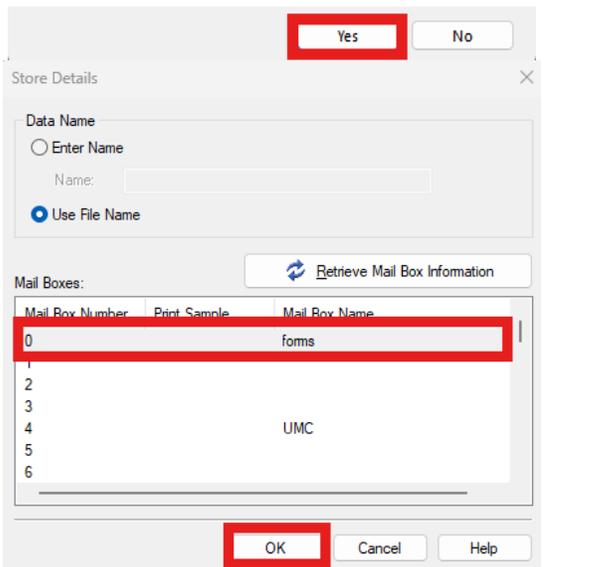
1. Open the document and select print
 - Select the Printer
 - Choose **Printer Properties**



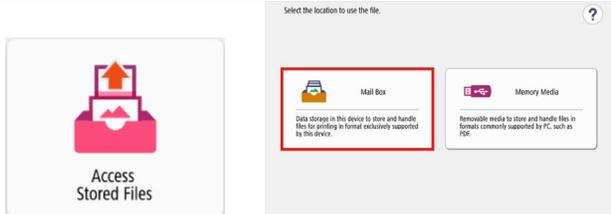
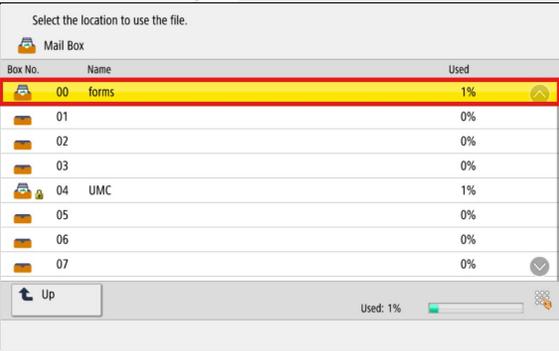
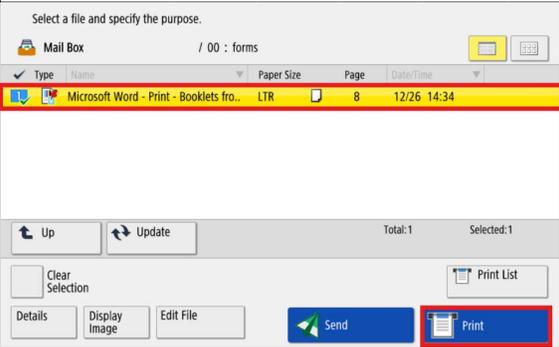
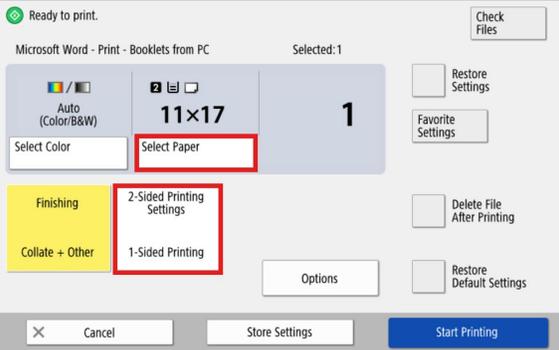
2. Confirm **Paper Size** is set to the size of the pages in the document
3. Confirm the Output Size is set to match page size
4. Under 1-sided/2-sided/Booklet Printing select 1-sided
5. Select Desired **Color Mode**
6. Change Output Method to Store
7. Click **Yes**
8. Choose the Mail Box Number
9. Click **OK** and **Print**
 - The Print Job is now stored in selected Mail Box
 - Printer Settings will be changed at the printer prior to releasing the print job



The output method will be switched to [Store]. Specify items such as the inbox (or mail box) number by clicking the [Details] button.
Do you want to set the details now?



From the Copier:

<p>10. Select Access Stored Files from the Home Screen</p> <p>11. Select the Mail Box if multiple options appear</p>																												
<p>12. Select the Mail Box chosen in step 8</p>	 <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%
Box No.	Name	Used																										
00	forms	1%																										
01		0%																										
02		0%																										
03		0%																										
04	UMC	1%																										
05		0%																										
06		0%																										
07		0%																										
<p>13. Select the Document and choose 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> <td>Microsoft 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	Microsoft Word	Microsoft Word - Print - Booklets fro...	LTR	8	12/26 14:34																	
Type	Name	Paper Size	Page	Date/Time																								
Microsoft Word	Microsoft Word - Print - Booklets fro...	LTR	8	12/26 14:34																								
<p>14. Select Change Print Settings, the Screen will refresh with print settings and advanced features</p>																												
<p>15. Select the paper the inside of the booklet will be by choosing Select Paper and choosing a tray</p> <p>Note: Paper must be landscape in the drawer to be able to print booklet style and fold</p> <p>16. Press 2-Sided Printing Settings</p>																												

<p>17. 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>18. 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)</p> <p>2-Sided Printing Settings (highlighted)</p> <p>Book Type (highlighted)</p> <p>Delete File After Printing</p> <p>Restore Default Settings</p> <p>Options</p> <p>Cancel (X) Store Settings Start Printing</p>
<p>19. 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>20. Select Saddle Stich</p> <p>21. 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 Stich (highlighted)</p> <p>Staple-Free (Max 10 pages)</p> <p>Add Cover (highlighted)</p> <p>Adjust Saddle Stich Fold Pos./Stitch Pos.</p> <p>Select Paper 11x17 Change</p> <p>Cancel Settings (X) Back OK</p>



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

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



24. 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

