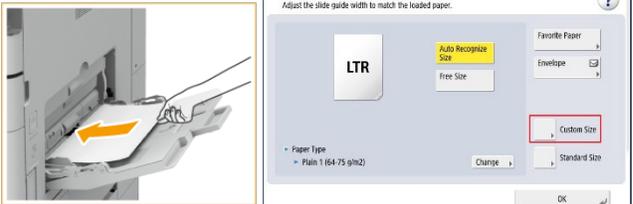
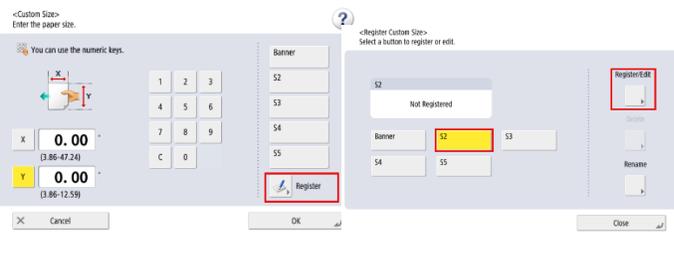
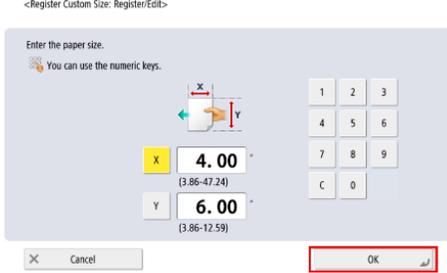


Canon ImageFORCE: Admin – Custom Sizes for MAC

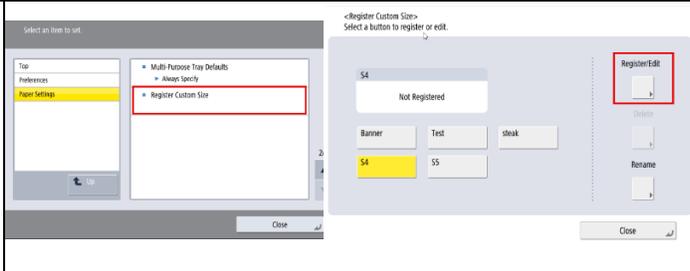
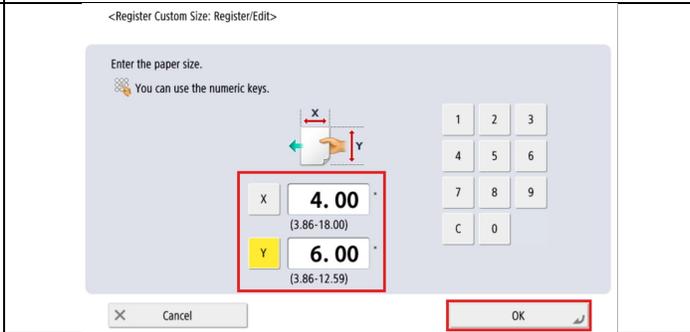
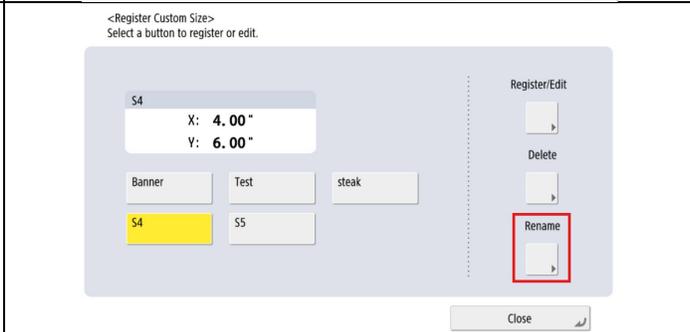
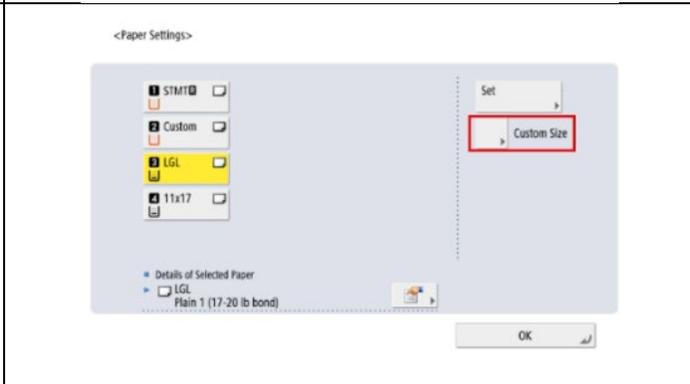
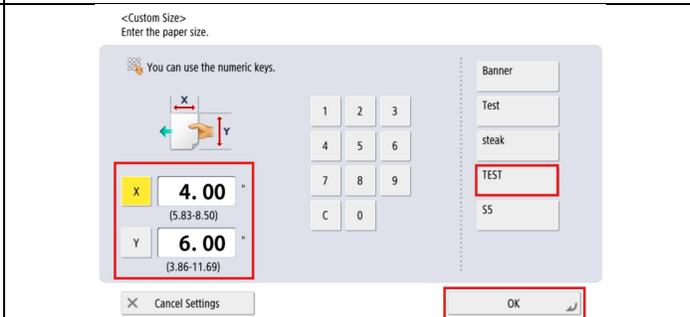
This guide will go over how to register custom paper sizes at the machine and print driver, and how to print. The custom sizes **MUST** be entered at the machine and print driver before printing.

Section 1.1: Setting a Custom Paper Size in the Multipurpose Tray

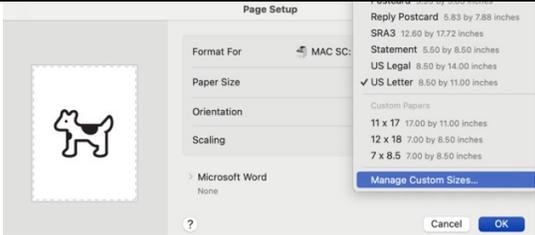
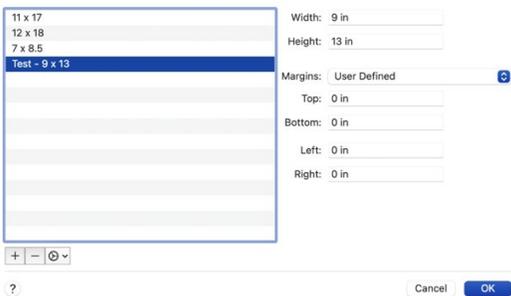
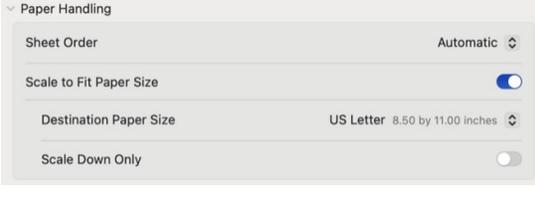
Some sizes can only be done in the Multipurpose Tray

<ol style="list-style-type: none"> 1. Insert the paper into the multipurpose tray to open the multipurpose tray's display window 2. Select Custom Size 	
<ol style="list-style-type: none"> 3. For one-time use, enter the paper size and press OK <p>To save a custom size for future use, select Register</p> <ol style="list-style-type: none"> 4. Choose an empty slot (Ex: S2) and select Register/Edit 	
<ol style="list-style-type: none"> 5. Enter Custom Paper Size. <ul style="list-style-type: none"> • Pay attention to which direction X and Y are – the paper will need to be loaded in the tray the same way <p>*Note: If banner printing is enabled, the X/Y range is larger than standard</p> <ol style="list-style-type: none"> 6. Select OK 	
<ol style="list-style-type: none"> 7. Select Rename to name the slot (10-character max) 8. Type in a name and select OK 9. Select Close to exit the Register Custom Size window 	
<ol style="list-style-type: none"> 10. The registered custom size is now available to choose 11. Select OK to apply 	

Section 1.2: Setting a Custom Paper Size in the Drawers

<p>1. Go to Settings/Registration → Preferences → Paper Settings → and select Register Custom Size</p> <p>2. Choose an empty slot (Ex: S4) and select Register/Edit</p>	
<p>3. Enter Custom Paper Size.</p> <ul style="list-style-type: none"> Pay attention to which direction X and Y are – the paper will need to be loaded in the tray the same way <p>4. Select OK</p>	
<p>5. Select Rename to name the slot (10-character max)</p> <p>6. Type in a name and select OK</p> <p>7. Select Close to exit the Register Custom Size window</p>	
<p>8. To assign the custom paper size to a drawer, go to Settings/Registration → Preferences → Paper Settings, choose drawer and select Custom Size</p> <p>*Note: You can get here quicker using the Settings/Regist. Shortcut icon → Paper Settings → Custom Size</p>	
<p>9. The registered custom size is now available to choose. Select it and make sure the X and Y fields are filled in correctly</p> <p>*Note: Registering custom sizes this way will also show in the custom size options within the multipurpose tray</p> <p>10. Select OK to apply</p>	

Section 2: Creating a Custom Paper Size in Print Driver:

<ol style="list-style-type: none"> 1. Open document and click File → Page Setup 2. Click the Paper Size Drop down and select Manage Custom Sizes... *Note: If Custom Paper Size is already created, select from the dropdown and skip to step 6 	
<ol style="list-style-type: none"> 3. Click the + in the bottom left corner to add a new size <ul style="list-style-type: none"> • Enter dimensions and change the name 4. Click OK 	
<ol style="list-style-type: none"> 5. When printing, the updated size will now appear under Paper Handling 	
<ol style="list-style-type: none"> 6. If document needs to be scaled to fit on a different size paper, toggle Scale to Fit Paper Size on and choose Destination Paper Size 	
<ol style="list-style-type: none"> 7. If using the Multi-Purpose Tray, select Printer Options → Paper Source and Multi-purpose Tray 8. Apply any other desired settings. Select OK → Print 	