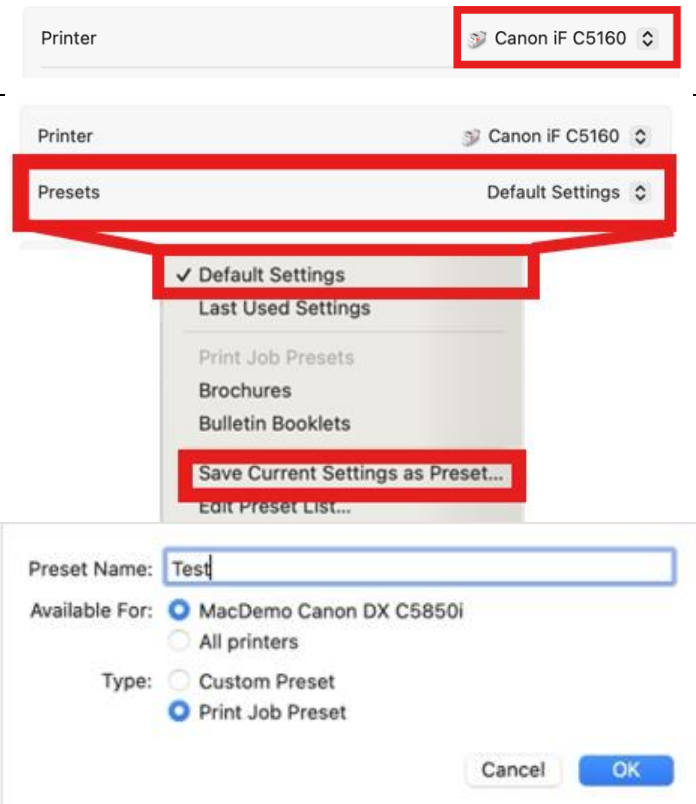
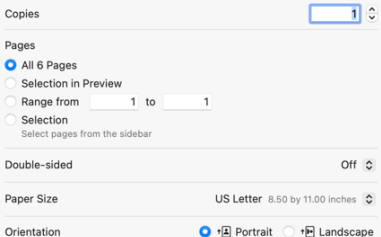


## Canon ImageFORCE: Mac Print Driver Settings

How to print from Mac OS 13 and up

<p><b>1. Choose File</b></p> <ul style="list-style-type: none"> <li>Select <b>Print</b> or <b>Cmd+P</b> – Select the proper Printer from the dropdown</li> </ul> <p><b>2. Presets:</b> A list of frequently print settings to choose from and apply</p> <ul style="list-style-type: none"> <li>To <b>Save</b> a new <b>Preset</b>: <ul style="list-style-type: none"> <li>Select all settings necessary for the favorite (ex: 2-sided, full color, staple left corner)</li> <li>Click the <b>Presets</b> drop down menu and click <b>Save Current Settings as Preset</b></li> <li>Enter a name for the Preset</li> <li>Choose whether to use the preset for only the currently selected print or for all printers</li> <li>Click <b>OK</b></li> </ul> </li> <li>Change <b>Default Print Options</b>: <ul style="list-style-type: none"> <li>The Preset with the desired default settings must be selected</li> <li>Hold the <b>Control key</b> (NOT Command) + <b>Shift</b> and click the <b>Print</b> button</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>Choose the number of <b>Copies</b></li> <li>Choose <b>Pages</b> to print</li> <li>Choose if it is <b>Double-sided</b></li> <li>Choose <b>Paper Size</b></li> <li>Choose Page <b>Orientation</b></li> </ul>	
<p><b>3. Menus:</b> The categories to set up printing parameters</p> <ul style="list-style-type: none"> <li><b>Layout:</b> Lists options from the software application</li> <li><b>Paper Handling:</b> Lists “print driver” options from the software application Layout, Color Matching, Paper Handling, Paper Source and Cover Page</li> <li><b>Printer Options:</b> Uses settings that pertain to the finished output</li> <li><b>Printer Info:</b> Shows the printer’s name, location, model, and ink levels</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>Layout</b> 1 page per sheet</li> <li>&gt; <b>Paper Handling</b> Collate Sheets, All Sheets</li> <li>&gt; <b>Printer Options</b></li> <li>&gt; <b>Printer Info</b></li> </ul>

## 1. Layout:

- **Pages Per Sheet:** Puts multiple pages on one sheet
- **Layout Direction:** Controls the direction of the page layout
- **Border:** Adds a border around pages when multiple up

### Layout

Pages per Sheet 1

Layout Direction Z S L N

Border None ☒ None

Reverse Page Orientation ☐

Flip Horizontally ☐

Single Hairline  
Single Thin Line  
Double Hairline  
Double Thin Line

## 2. Paper Handling:

- **Collate Sheets:** Keeps pages in order (1,2,3) -- If it is turned off, pages will group (1,1,1 2,2,2 3,3,3)
- **Sheets to Print:** Can print odd pages or even pages only
- **Sheet Order:** Can print page/sheet order Normal or Reverse
- **Scale to Fit Paper Size:** Turn on to scale the content to fit on a single sheet of paper
- **Destination Paper Size:** Then Scale to Fit is on, the destination paper size needs to be identified for scale proportions

### Paper Handling

Collate Sheets ☒

Sheets to Print All Sheets

Sheet Order Automatic

Scale to Fit Paper Size ☐

Destination Paper Size US Letter 8.50 by 11.00 inches

Scale Down Only ☐

Suggested Paper

☒ US Letter 8.50 by 11.00 inches

A3 11.69 by 16.54 inches  
A4 8.26 by 11.69 inches  
A5 5.83 by 8.26 inches  
Envelope #10 4.12 by 9.50 inches  
Envelope B5 6.93 by 9.85 inches  
Envelope C5 6.38 by 9.01 inches  
Envelope DL 4.33 by 8.67 inches  
Envelope Monarch 3.88 by 7.50 inches  
Executive 7.25 by 10.50 inches  
JIS B5 7.17 by 10.12 inches  
Tabloid 11.00 by 17.00 inches  
US Legal 8.50 by 14.00 inches  
US Letter 8.50 by 11.00 inches

☒ All Sheets  
Odd Only  
Even Only

☒ Automatic  
Normal  
Reverse

### 3. Printer Options:

**3.1 Finishing:** Choose 1-sided, 2-sided or booklet printing

- **1 & 2-sided:** Print on 1 or both sides of a sheet
- **Booklet Printing:** Rearranges the pages to format as a book layout
  - **Booklet Button:** Allows selection of left or right binding
  - **Saddle Stitch Settings:** No fold, fold only or fold + saddle stitch
- **Binding Location:** Determines how the page turns
- **Staple:** On, Off or Eco (Staple-free)
  - **Position:** Staple position (which corner/ side, single/ double)
- **Misc. Finishing Modes:**
  - **Offset:** Enable or disable the ability to stagger the output of collated sets by number of copies
  - **Hole Punch:** 2, 3 or 2/3 hole
  - **Fold Type:** Saddle & Trifold (C-fold) options are found here
  - **Fold Details:** Fold pattern & number of sheets in a set are determined here
- **Paper Output:** Designate where the document comes out of the printer; auto uses the system settings

**Miscellaneous Finishing Modes**

☒ Offset  
Number of Copies for Offset: 25 (1 to 9999)

Hole Punch: Off

Fold Type: Off [Fold Details...](#)

[Cancel](#) [OK](#)

**Printer Options**

- Color Matching [?](#)
- Finishing** [?](#)
- Paper Source [?](#)
- Quality [?](#)
- Special Features [?](#)

**Print Style:** 2-sided Printing [Booklet...](#)

**Binding Location:** Long Edge (Left) [Gutter...](#)

**Staple:** On

**Position:**

- ☒ Upper Left (Single)
- ☐ Lower Left (Single)
- ☐ Left (Double)
- ☐ Upper Right (Single)
- ☐ Lower Right (Single)
- ☐ Right (Double)
- ☐ Top (Double)
- ☐ Bottom (Double)

**Paper Output:** Auto

[Cancel](#) [OK](#)

**Print Style:** Booklet Printing [Booklet...](#)

**Saddle Stitch Settings:**

- ☒ None
- ☐ Fold Only
- ☐ Fold + Saddle Stitch

**Position:** Upper Left (Single) [Misc. Finishing Modes...](#)

**Paper Output:** Auto

[Finishing Details...](#)

[Cancel](#) [OK](#)

**Fold Details**

**Saddle Fold Settings**

☒ Pattern 1

☐ Pattern 2

**Sheets per Set:** 2 [Sheets \(1 to 3\)](#)

[Cancel](#) [OK](#)

**3.2 Paper Source:** Choose where paper is being pulled from and how it is chosen

- **Paper Source: Auto** selects the tray that matches the document's paper size. You can also manually choose a tray from the dropdown - including the **Multipurpose** tray, which must be selected to be used.
- **Paper Type:**
  - **Auto** selects any tray that matches the paper type of the document.
  - **Manual selecting** tells the printer to use a tray with that specific paper type, and if unavailable, the job will not print.

*\*It is recommended to leave paper type on auto and select a tray instead if needed.*

- **Insert Sheet:** Inserts sheets into document (blank or printed on any side)
- **Chapter Pages:** Let it know the page number(s) of the start of a new chapter, and it will print it on the front side of the next sheet of paper
- **Tab Paper:** Print on tabs
  - Specify pages, list them in the **Insert** field; can do single pages using commas as separators and/or dashes for through pages.
    - EX: **1,3,5-10**
    - Click **Add**

### 3.3 Front/Back Cover Settings:

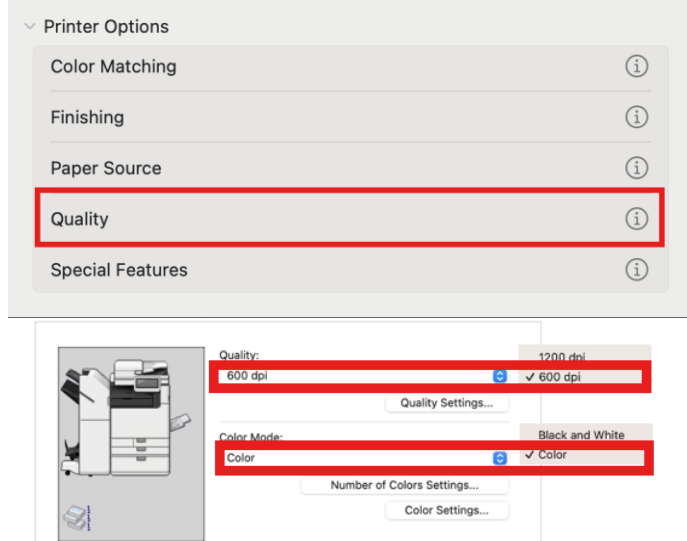
- **Cover Settings:** Allows option of adding front and/or back covers
- **Paper Source:** Select the paper drawer that contains the paper to use for covers
  - **Print On:** Select the sides to print on - front, back, or both

The screenshot displays the printer's control interface. At the top, under 'Printer Options', the 'Paper Source' option is highlighted with a red rectangle. Below this, the 'Paper Type Settings' section shows a table of paper types. A modal window titled 'Sheets to Insert' is open, showing 'Inserted Sheets' with 'Chapter Pages' and 'Tab Paper' listed. Below the modal, the 'Print on:' dropdown is set to 'None'. The 'Front/Back Cover Settings' section at the bottom shows 'Cover Settings' set to 'Front and Back Covers'. Under 'Front Cover', 'Paper Source' is set to 'Drawer 1' and 'Print on:' is 'None'. Similarly, under 'Back Cover', 'Paper Source' is 'Drawer 1' and 'Print on:' is 'None'.

Name	Category	Basis Weight	Type	Finish	Color
Auto	-	-	-	-	-
Plain 1 (64 to 75 g/m2)	Standard	70 g/m2	Normal	Uncoated	White
Plain 2 (76 to 90 g/m2)	Standard	80 g/m2	Normal	Uncoated	White
Plain 3 (91 to 105 g/m2)	Standard	100 g/m2	Normal	Uncoated	White
Recycled 1 (64 to 75 g/m2)	Standard	70 g/m2	Normal	Recycled	White
Recycled 2 (76 to 90 g/m2)	Standard	80 g/m2	Normal	Recycled	White
Recycled 3 (91 to 105 g/m2)	Standard	100 g/m2	Normal	Recycled	White
Color (64 to 81 g/m2)	Standard	75 g/m2	Normal	Uncoated	Blue
Pre-punched (64 to 81 g/m2)	Standard	70 g/m2	Pre-punched Paper	Uncoated	White
Letterhead 1 (64 to 75 g/m2)	Standard	70 g/m2	Letterhead	Uncoated	White
Letterhead 2 (76 to 90 g/m2)	Standard	80 g/m2	Letterhead	Uncoated	White
Letterhead 3 (91 to 105 g/m2)	Standard	100 g/m2	Letterhead	Uncoated	White

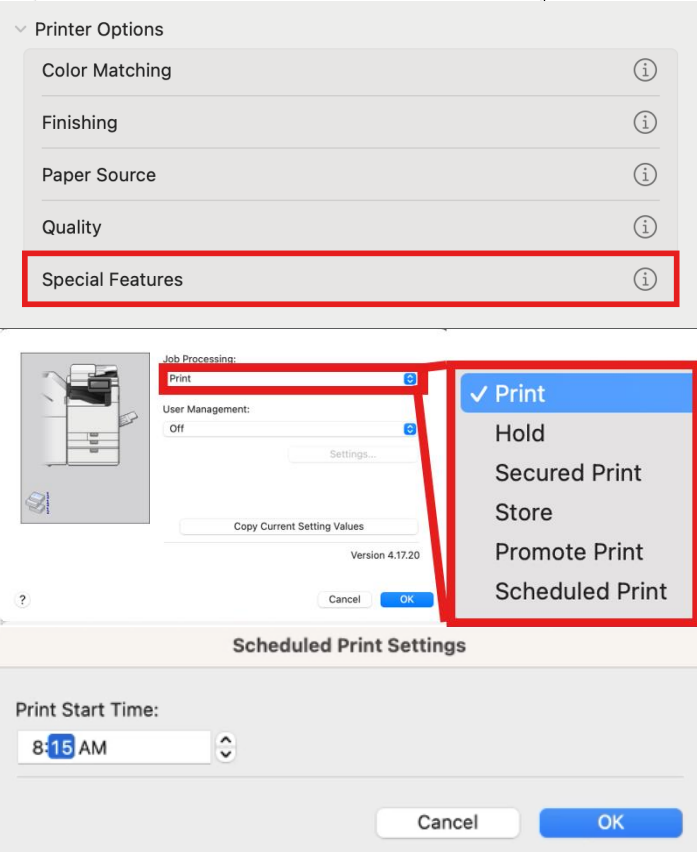
**4. Quality:** Select from 600 or 1200 DPI (dots per inch)

- **Quality Settings:** Access advanced quality settings
- **Color Mode:** Select from color or black and white
- **Color Settings:** Access advanced color settings

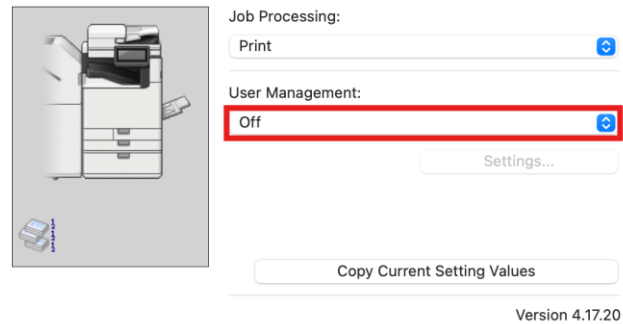


**5. Special Features:**

- **Job Processing:** Can choose to print, hold, secure print, store, promote print or schedule print
  - **Print:** Document prints out directly from the copier
  - **Hold:** Sends document to the hold queue. The system requires a name of the document which appears in the job holds list. To print, select the hold queue, select the document and print
  - **Secure Print:** Sends document with pin code to secure print queue. Typically, documents are stored for an hour before being automatically deleted. To print documents, select Print and enter the pin code
  - **Store:** Sends the document to a designated mailbox on the copier, where it remains stored until the auto-delete time is reached (if one is set)
  - **Promote Print:** Sends document to the head of the print queue, giving it higher priority over other jobs in the queue
  - **Scheduled Print:** Schedule for a specific time for the document to be printed



- **User Management:** Manages printing by Department ID function
  - **User Authentication:** Enables/disables user authentication. When turned on, a password is required to print to the machine
  - **Settings:** Allows setting of the username and password required to print to the copier



The screenshot shows the Loffler copier's control panel interface. On the left is a small image of the copier. To its right, the 'Job Processing:' menu is set to 'Print'. Below that, the 'User Management:' menu is set to 'Off', which is highlighted with a red rectangular box. Further down are buttons for 'Settings...', 'Copy Current Setting Values', and 'Version 4.17.20'.



This is a screenshot of the 'User Authentication Settings' dialog box. It contains the instruction 'Set the user name and password.' followed by two input fields: 'User Name:' with the text 'Loffler Training' and 'Password:' with a masked password of seven dots. Below these fields is a checked checkbox labeled 'Confirm Authentication Information When Printing'. At the bottom right are 'Cancel' and 'OK' buttons.