

Canon ImageFORCE: PC Print Driver Settings

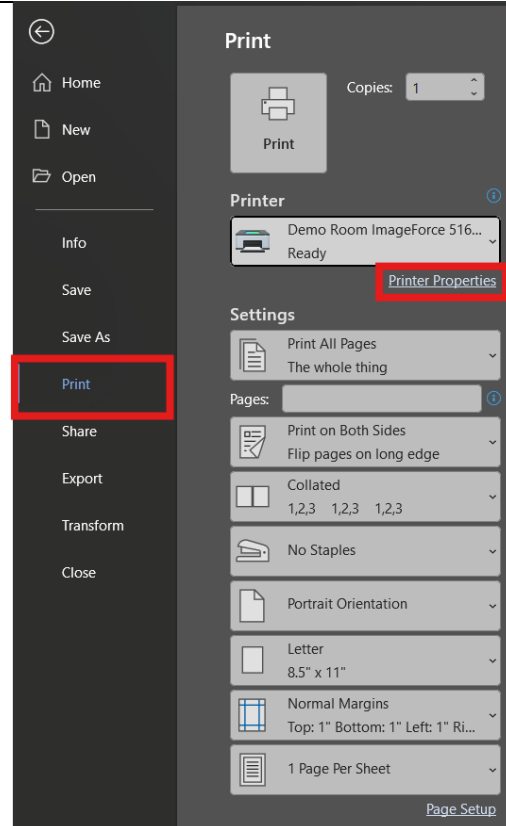
How to print from Windows PC's

Access the Print Driver when in a Document

1. Choose File

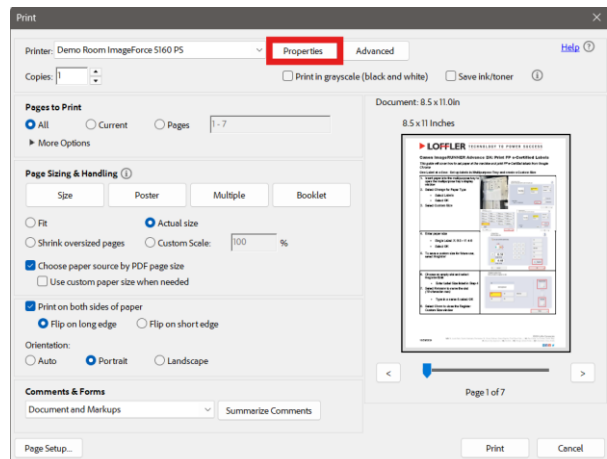
- Print – Select the proper Print Driver:
- Printer Properties

(From Microsoft Office)

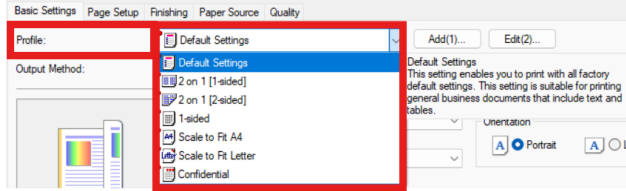
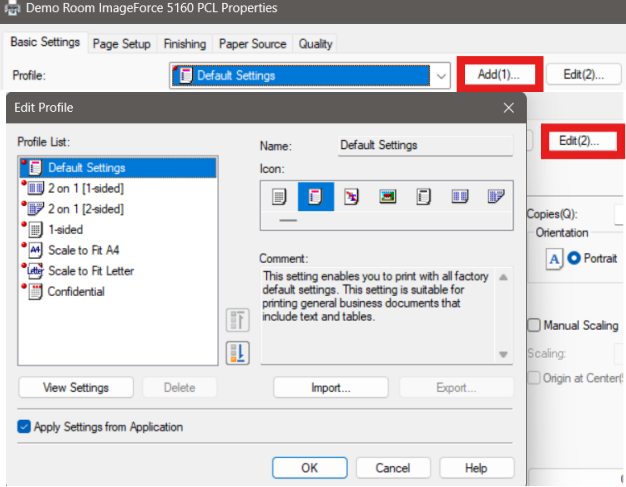
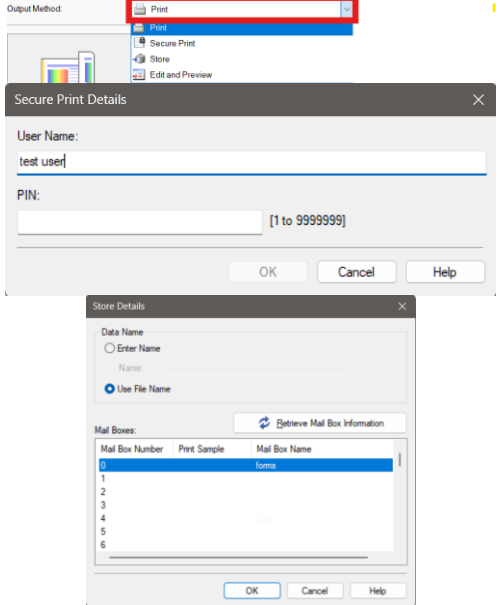


OR

(From Adobe PDF)



Basic Settings Tab

<p>1. Profile: A list of presets from to quickly set options. Hover over an item on the list, and a text bubble describing the profile settings will appear.</p>	
<p>2. Add and Edit: Program or change a profile.</p> <ul style="list-style-type: none"> To add a new profile: <ul style="list-style-type: none"> Turn on/change all settings necessary for the favorite setting. (ex: 2-sided, full color, staple left corner) Select “add” Name the profile and add comments as needed. Edit Favorite Settings: Select the “edit” button and choose a setting to move up/down in the list, or to delete. Unfortunately, the settings within a favorite setting cannot be changed once created. System default profiles cannot be edited or deleted 	
<p>3. Output Method: Select where to send the document.</p> <ul style="list-style-type: none"> Print: Performs normal printing and directly prints out from machine. Secure Print: Attaches a PIN (password) to the print data and stores it in the printer. This function is useful when printing confidential documents etc. Set the username and PIN or password by clicking Details. Store: Save documents to a mailbox on the machine. It will hold the document for a pre-programed amount of time (or save until deleted). 	

4. Basic Settings Tab:

- **Paper Size:** Select the original paper size of the document
- **Output Size:** When set to Match Page Size, the printer uses the document's actual page size. You also have the option to select and print on a different paper size.
- **1 Sided/2 Sided/Booklet Printing:** Options for 1-sided printing, 2-sided printing, and booklet printing. The printing methods differ from printer model to printer model
- **Binding Location:** Select which edge of the paper to pivot for printing double-sided
- **Staple/Collate/Group (H):** **Collate** puts copies in page order. **Group** puts all pages having the same page number in a group together. **Staple + Collate** or **Staple + Group**, puts pages in the order specified for Collate or Group staple together. "Eco (Staple-Free)" crimps the corner of the page
- **Color Mode:** Choose between color printing and grayscale (black and white) printing. Selecting [Auto [Color/B&W]] enables the printer to automatically detect whether each page should be printed in color or grayscale.
- **Copies:** Set the number of copies to be printed.
- **Orientation:** Select the print orientation with respect to the direction in which the page is fed through the printer. [Portrait or Landscape.]
- **Staple Position:** Choose location of staple placement. Upper left, upper right, lower left, lower right. Or a double staple on the right or left binding side. If the machine has the specific folding unit installed, it can also saddle-stitch the middle of the paper.

The screenshot shows the 'Basic Settings Tab' of a printer interface. Several options are highlighted with red boxes:

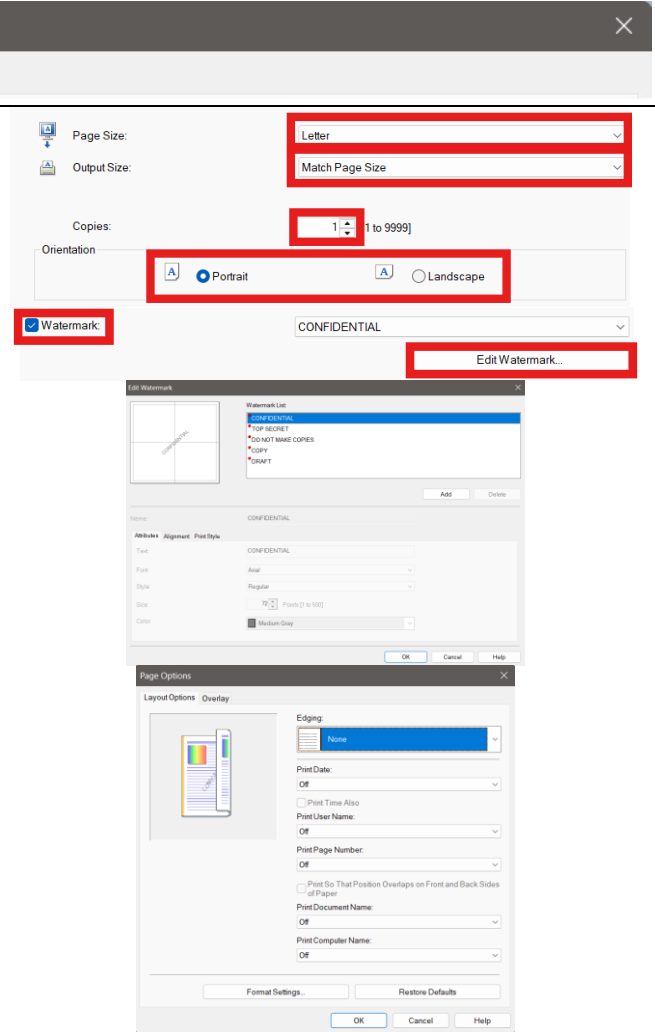
- Page Size:** A dropdown menu set to 'Letter'.
- Output Size:** A dropdown menu set to 'Match Page Size'.
- 1-sided/2-sided/Booklet Printing:** A dropdown menu set to '2-sided Printing'.
- Binding Location:** A dropdown menu set to 'Long Edge [Left]'.
- Staple/Collate/Group(H):** A dropdown menu set to 'Collate'.
- Color Mode:** A dropdown menu set to 'Auto [Color/B&W]'.
- Copies(Q):** A numeric input field set to '1'.
- Orientation:** Radio buttons for 'Portrait' (selected) and 'Landscape'.
- Staple Position:** A dropdown menu set to 'Upper Left [Single]'.

Below the main settings, there is a 'Staple Position' dialog box with a 'Setting List' table and a 'Staple Position' section with radio buttons for various staple locations (Upper Left, Lower Left, Left, Upper Right, Lower Right, Right, Top, Bottom, None). The 'Staple Position' section is also highlighted with a red box.

Page Setup Tab:

1. Page Setup Tab:

- **Page Size:** Selects the paper size prepared by the application
- **Output Size:** When set to Match Page Size, the printer uses the document's actual page size. You also have the option to select and print on a different paper size.
- **Copies:** Quantity of copies to be printed
- **Orientation:** Select print orientation with respect to the direction in which the page is fed through the printer [Portrait or Landscape.]
- **Watermark:** Superimpose a semi-transparent watermark such as CONFIDENTIAL or COPY over print data when printing.
- **Edit Watermark:** Create a custom watermark, including selecting the font, font style, font size, and font color by selecting "Add."
- **Page Options:** Set layout options (border, date, page numbers, etc.) and configure overlay printing settings



The screenshot shows the 'Page Setup' tab in the 'Demo Room ImageForce 5160 PCL Properties' dialog. The 'Page Size' is set to 'Letter', 'Output Size' is 'Match Page Size', 'Copies' is '1', and 'Orientation' is 'Portrait'. The 'Watermark' is set to 'CONFIDENTIAL'. The 'Edit Watermark...' button is visible. The 'Page Options' dialog is also shown, with 'Layout Options' selected. The 'Page Options' dialog includes settings for 'Edging', 'Print Date', 'Print Time Also', 'Print User Name', 'Print Page Number', 'Print So That Position Overlaps on Front and Back Sides of Paper', 'Print Document Name', and 'Print Computer Name'.

Finishing Tab:

1. Finishing Tab:

- **Print Style:** Switch between 1-sided and 2-sided printing, or booklet printing
- **Print with Mixed Paper Sizes/Orientations:** Select this setting when printing data in which the page size and orientation settings differ from page to page. Click Details to set the binding locations and widths
- **Binding Location:** Select which edge of the paper to bind with Binding locations
- **Finishing:** **Collate** puts copies in page order. **Group** puts all pages having the same page number in a group together. **Staple + Collate** or **Staple + Group**, puts pages in the order specified for Collate or Group staple together. "Eco (Staple-Free)" crimps the corner of the page
- **Staple Position:** Select which corner to staple.
- **Offset:** Shifts each set in the output tray for easier separation.
- **Number of Copies for Offset:** How many copies to shift/offset at a time. [Ex: Shift every 25 sets.]
- **Rotate:** Puts every copy at a 90-degree angle relative to the copy before and after it. **NOTE:** You must have a tray of paper landscape for this to be an option
- **Hole Punch:** Outputs the document with multiple holes for ring binding. [2- or 3-hole punch.]
- **Fold (Z):** Folds pages when outputting them in a "Z" or zigzag fold.
- **Fold Details:** Specify the fold direction for C-fold, Half Fold, Accordion Z-fold, Double Parallel Fold, and Saddle Fold.
- **Advanced Settings:** Configure detailed finishing settings.

Print Style: 2-sided Printing

Binding Location: 2-sided Printing

☒ Print with Mixed Paper Sizes/Orientations

Mixed Paper Sizes: Letter/11x17

Binding Location: Long Edge [Left]

Finishing: Collate

Staple Position: Upper Left [Single]

☒ Offset

Number of Copies for Offset: 1

☒ Rotate

Hole Punch: Off

Fold(Z): Off

Fold Details: Saddle C-fold

Advanced Settings...

Paper Source Tab:

1. Paper Source Tab:

- Select By:** Select the paper source and paper type to print on
- Paper Selection:** Change the paper source method depending on the page. A great tool for adding a different color/thickness paper for covers or insert-sheets.
 - Same Paper for All Pages:** Set the paper source or paper type for all pages
 - Different for First, Others, and Last:** Set the paper source/type for each of the pages indicated.
 - Different First, Second, Others, and Last:** Set the paper source/type for each of the pages indicated, with the addition of specifying for 2nd page.
 - Different for Cover and Others:** Set the paper source/type for the cover and other pages.
- Insert Sheets:** Inserts sheets of paper between the specified pages.
- Paper Source Information:** Select which paper tray the document will pull from.
- Paper Source Information:** Displays paper type in paper tray
- Front/Back Cover Settings:** Set the paper source or paper type of the front and back covers and whether to print on them.

The screenshot shows the 'Paper Source' tab in the 'Demo Room ImageForce 5160 PCL Properties' dialog. The 'Select by' section has 'Paper Source' selected. The 'Paper Selection' dropdown is set to 'Same Paper for All Pages'. The 'Paper Source' dropdown is set to 'Same Paper for All Pages'. The 'Paper Selection' dropdown is set to 'Different for First, Others, and Last'. The 'First Page' dropdown is set to 'Auto'. The 'Other Pages' dropdown is set to 'Auto'. The 'Last Page' dropdown is set to 'Auto'. The 'Paper Selection' dropdown is set to 'Different for First, Second, Others, and Last'. The 'First Page' dropdown is set to 'Auto'. The 'Second Page' dropdown is set to 'Auto'. The 'Other Pages' dropdown is set to 'Auto'. The 'Last Page' dropdown is set to 'Auto'. The 'Paper Selection' dropdown is set to 'Insert Sheets'. The 'Original Paper Source' dropdown is set to 'Auto'. The 'Paper Source Information' dialog box is open, showing a table of paper sources. The 'Front/Back Cover Settings' dialog box is open, showing settings for the front and back covers.

Paper Source	Paper Size	Paper Type	Paper Supply
Multi-purpose Tray	Unknown	Unknown	No Paper
Drawer 1	Letter	Plain 1 [64-75 g/m2]	50%
Drawer 2	11x17	Plain 1 [64-75 g/m2]	50%
Drawer 3	Letter	Plain 1 [64-75 g/m2]	100%