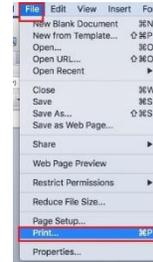# Canon ImageRUNNER Advance: Mac Print Driver Settings

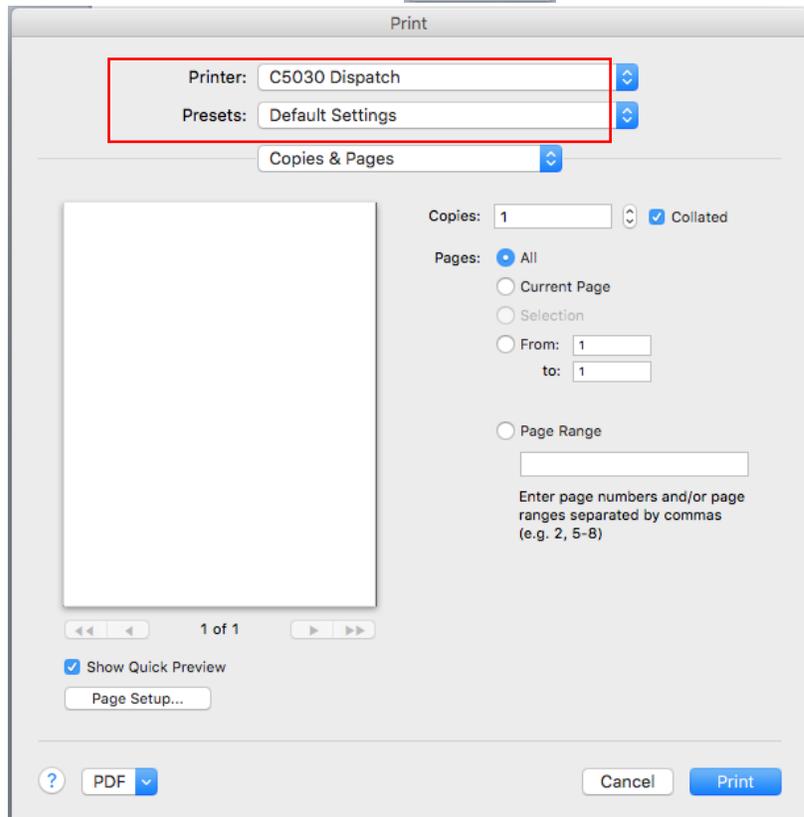*How to Print from MAC Computers.*

On the **File** menu, click **Print** to access the print driver, or use **Command-P**.

Print Screen

- **Printer:** From the Printer pull down menu, select the printer.

Presets: Save frequently used print settings as a preset so the settings can be used again. To set a preset:

- Select all the settings to be saved as a preset.
- Click the Presets pull down menu and click Save Current Settings as a preset.
- Enter a name for the preset.
- Choose whether to use the preset for only the currently selected print or for all printers.
- Hold the Control key (NOT Command) and click the Print button to save the preset.

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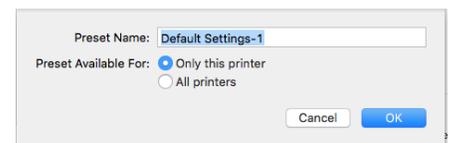
Drop Down Menu: The drop down menu lists 3 categories to set up printing parameters

- Section 1: Gives the options from the software applications.
- Section 2: Gives the "print driver" options from the software application. Layout, Color Matching, Paper Handling, Paper Source and Cover Page. Descriptions will be covered in next section.
- Section 3: Uses settings that pertain to the finished output.
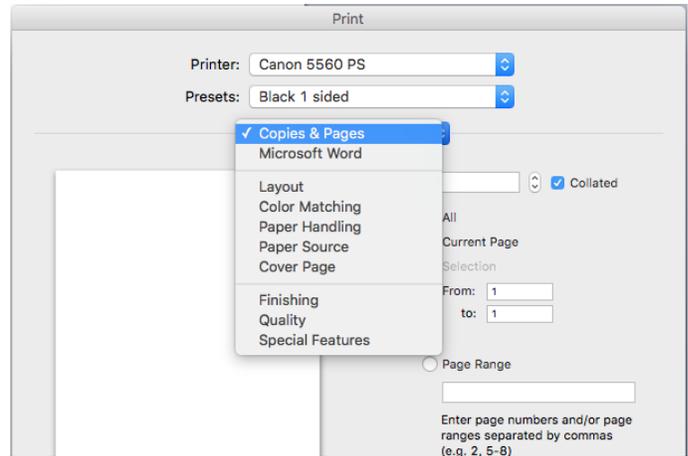
Copies: Designates how many copies to print or copy.

**Pages:** Allows the selection of which pages to print:

- **All**: Prints the entire document.
- **Current Page**: Prints just the page displayed on the screen.
- **Selection**: Allows the printing of whatever material is selected within a document.
- **From – To:** Allows the printing of consecutive pages.
- **Page Range**: Allows the printing of a range of pages as well and single pages by entering the page numbers and/or page ranges separated by commas.

Show Quick Preview: Displays a thumbnail of print settings selected.
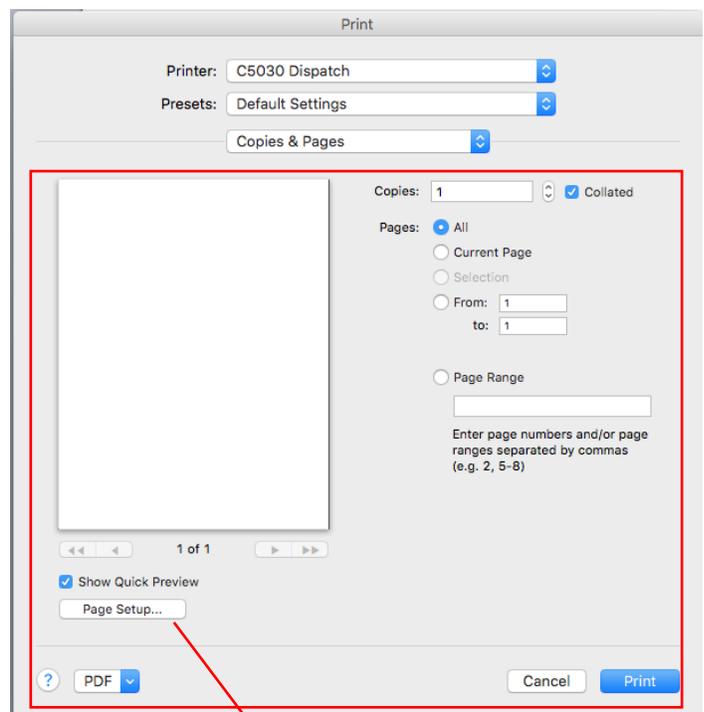
Page Setup: Allows setting for page attributes, page size, Orientation and Scale.

- **Format For:** Displays the selected printer
- **Paper size:** select from the drop-down menu the paper's size.
- **Orientation:** Tells the copier which is the top of the paper, long edge or short edge.
- **Scale:** The copier with shrink or enlarge the copy to the designated percentage entered here.

LOFFLER
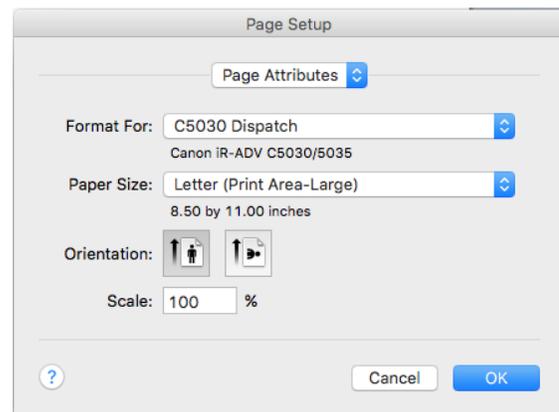
- **PDF:** Accesses a menu to select various PDF tools.
  - o **Open PDF in Preview:** Opens the document in PDF to view
  - o **Save as PDF…:** Allows saving any document as a PDF.
  - o **Save as PostScript…:** Allows saving any document as a PostScript file.
  - o **Fax PDF…:** Allows faxing the PDF document to that is set up to receive faxes.
  - o **Add PDF to iBooks:** Allow importing PDFs into iBooks
  - o **Mail PDF**: Allows emailing the PDF document.
  - o **Save as Adobe PDF**: Allows saving the document in the Adobe PDF format.
  - o **Save PDF to Web Receipts Folder**: Allows saving the PDF to a Web Receipts folder.
  - o **Send PDF via Messages**: Allows sending the PDF via Messages.
 - o **Edit Menu:** Allows customizing the PDF menu.

LOFFLER
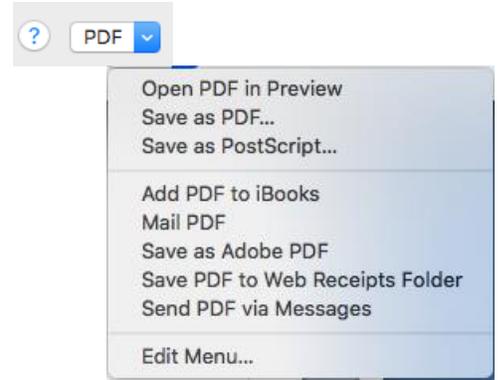
Layout

- **Pages per Sheet:** Designates how many images to print on a sheet. The thumbnail displays the number and order of the images.

- **Border:** Allows adding a border to the document.
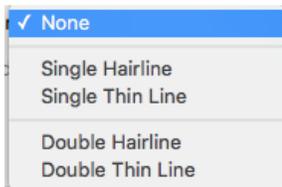
- **Two-Sided:** This area will be greyed out due to choosing these options in Section 3 for the specific Canon printer.

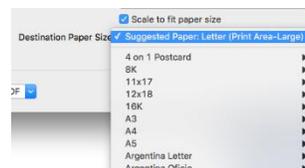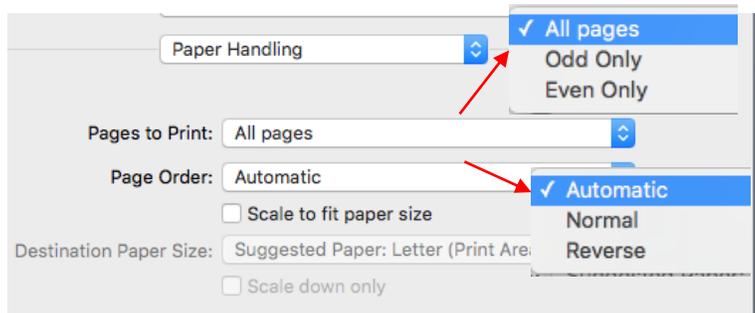- **Flip horizontally:** Allows rotation of the images.
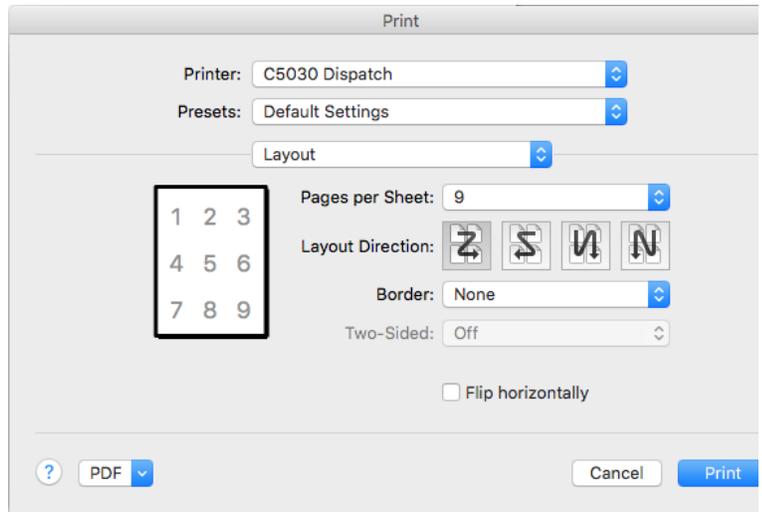
Color Matching

- **Color Sync:**
- **In Printer:**
- **Profile:** Color profiles for the Canon, some examples are Canon EPColor Printer, and other Profiles

- **Canon Color Matching:** Allows the Canon to automatically color match.
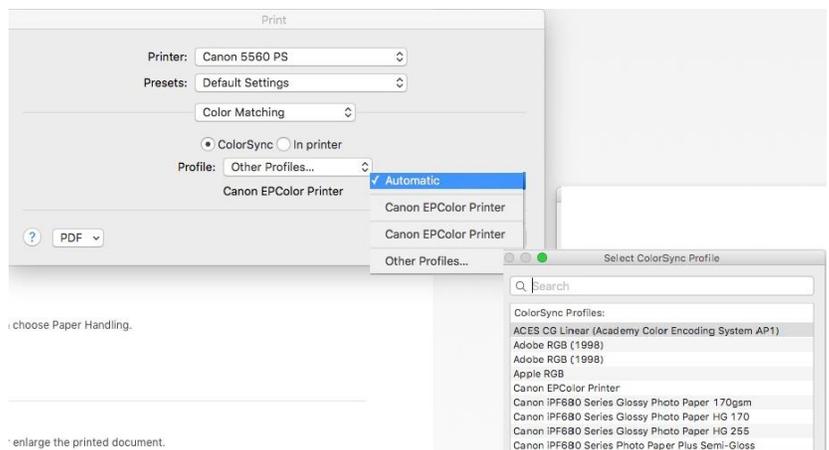
Paper Handling:

- **Pages to Print:** Allows printing of Odd or Even pages only.

- **Page Order:** Designates in what order the pages will print, Normal or Reverse.

- **Scale to fit paper size:** Place a check mark here to scale the content to fit on a single sheet of paper.

- **Destination Paper Size:** Identifies the size of the paper to fit to scale.

- **Scale down only:**

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WI – Eau Claire: 715.834.2679 • Hudson: 715.834.2679 • La Crosse: 608.782.7587
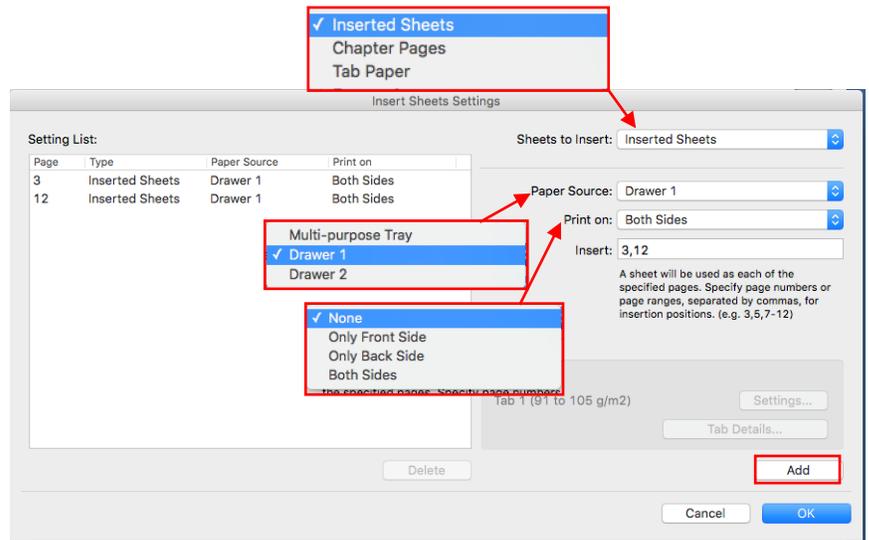
6/7/19

Paper Source

- **Auto:** Lets the printer decide from which drawer to pull paper or designate which drawer to pull paper from.
- **Paper Type:** The copier will pull the correct paper type regardless of the paper source.
- **Insert Sheets:** Allows paper to be inserted as the document prints. Select from Inserted Sheets, Chapter Pages or Tab Paper.
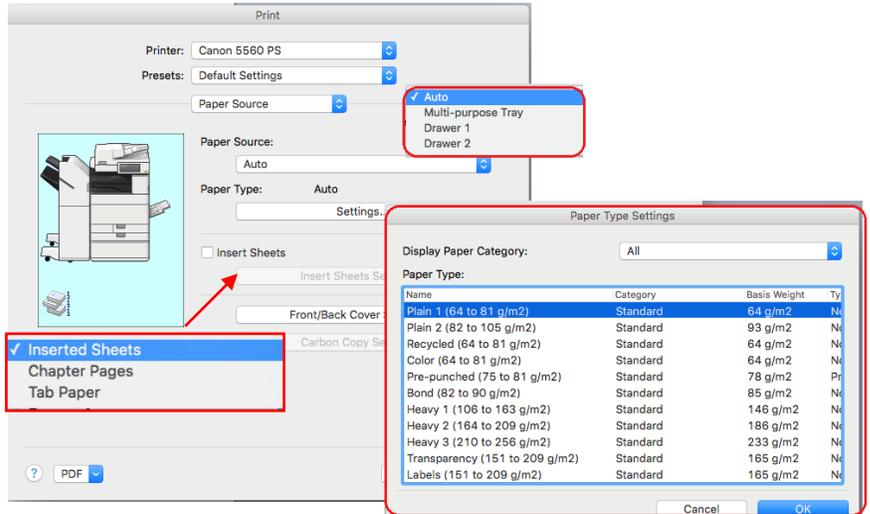
Insert Sheets cont'd

To program insert sheets:

- **Sheets to Insert:** Select what to insert.
- **Paper Source**: Select the paper drawer that contains the sheets wanted to use.
- **Print On:** Select whether to print on the pages.
- **Insert:** Indicate where to insert the pages. For example, to insert a sheet as page 3 and 12 enter 3,12.
- Then **click Add.**

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Tab Paper

- **Paper Type:**
- **Settings**; Paper Type Settings: Displays a list of tab paper weights
- **Tab Details:** Allows to set the offset width to print on the tabs
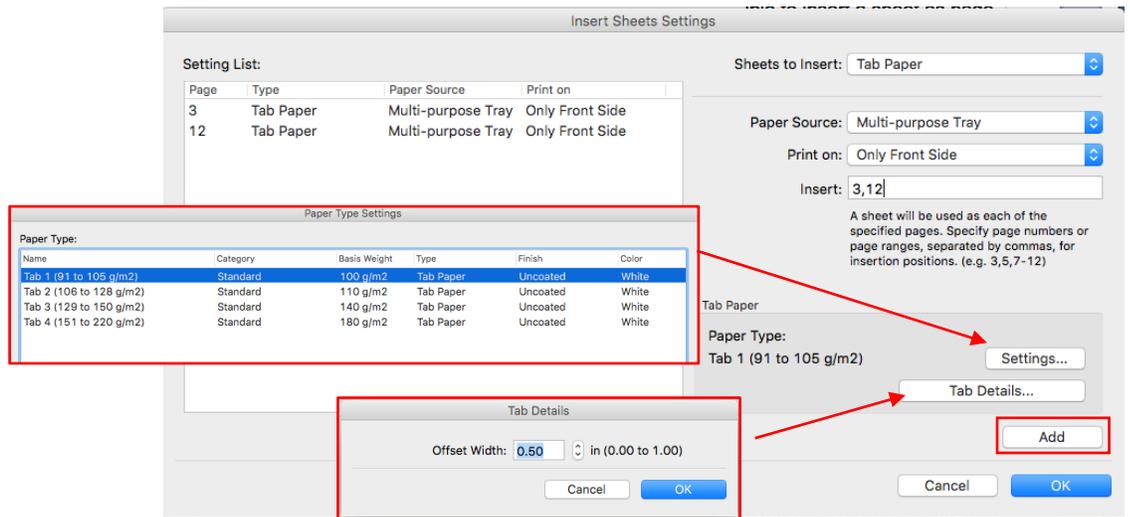
Cover Page - Front/Back Cover Settings:

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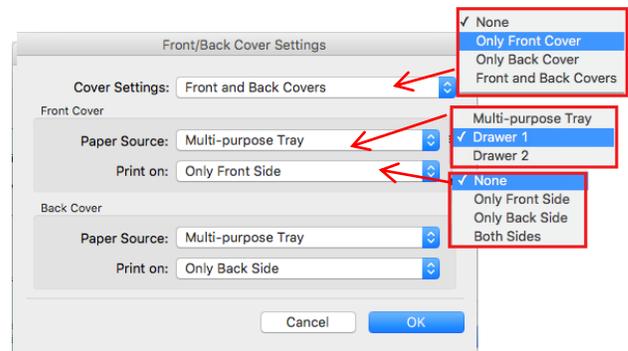
Finishing

Section 3 beginning with Finishing which allows setting up parameters pertaining to the output of the print job.

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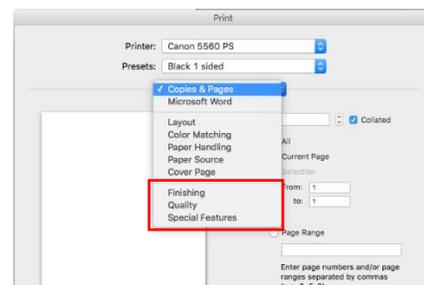
Print Style

- **1-Sided Printing:** Prints on only one side of paper.

- **2-Sided Printing:** Prints on both sides of paper.

- **Booklet Printing:** Rearranges the pages to format as a book. The booklet button allows selection of left or right binding. Paper source must be in the landscape position in the paper tray.
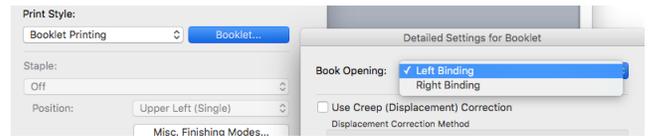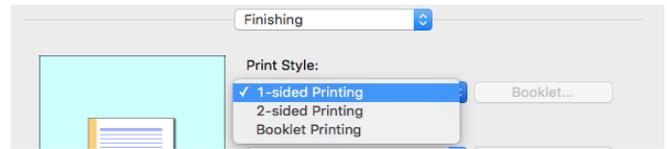
Binding Location determines how the page turns.

- **Long Edge Left:** Page turns like a book, left to right.
  Long Edge Right: Page turns opposite of a book, right to left.
  Short Edge Top: Page turns from top, flips like a calendar (2nd page upside-down).
 **Short Edge bottom:** Page turns from the bottom
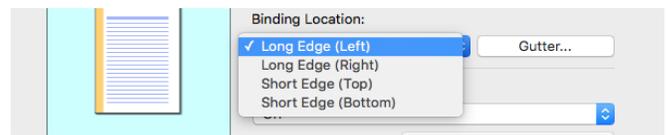
Gutter

- Select Gutter to move the document's text up to 2 inches to make a left-hand margin or gutter.
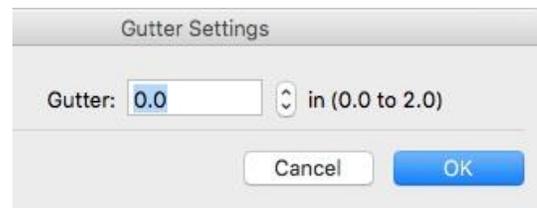
Staple:

- Staple selection is either on or off.

  The ON (Eco Staple Free)) option is available on some machines. Instead of using a metal staple, the copier crimps the corner of the document. This feature limits the number of pages it can "staple" to 5.
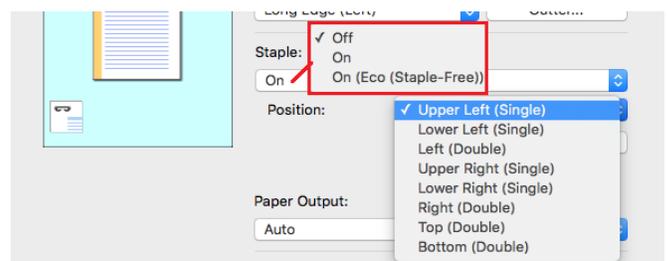
Position:

- When Staple is selected ON, the Position menu allows the ability to select where the staple should go.

  If a folding unit is available on machine, other selection will be available to fold in half or tri-fold.

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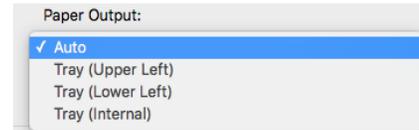
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Misc. Finishing Modes:

- Enable/Disable the ability to stagger the output by collaged sets.

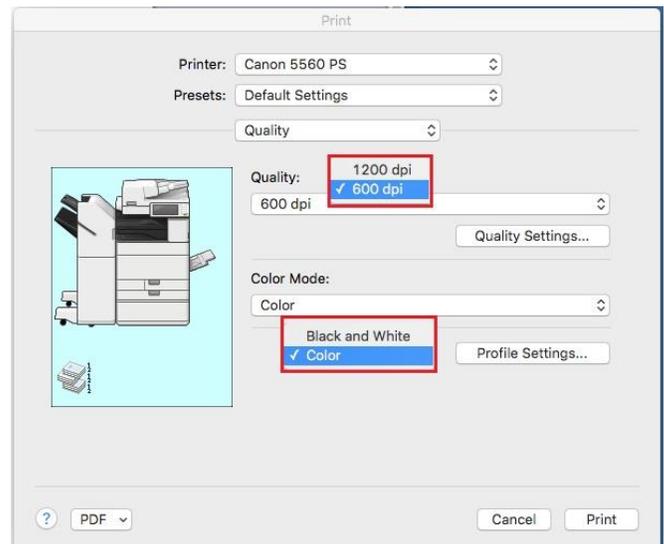- Number of Copies for Offset: Designates how many copies to offset at a time.
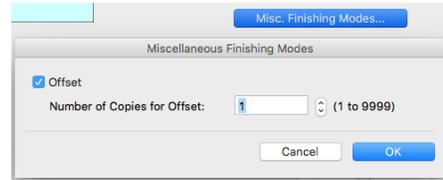
Paper Output:

- Designate where the document comes out of the printer. Auto uses the system settings.

Quality

- **Quality**; Select from 600 or 1200 DPI (dots per inch).

- **Quality Settings**: allows access advance Quality Settings.

Color Mode:

- Select from **Color** or **Black and White**

- **Profile Settings** allows access to advance color settings.

Special Features

Job Processing: The method by which the document is processed.

- **Print:** Document prints out directly from the copier.

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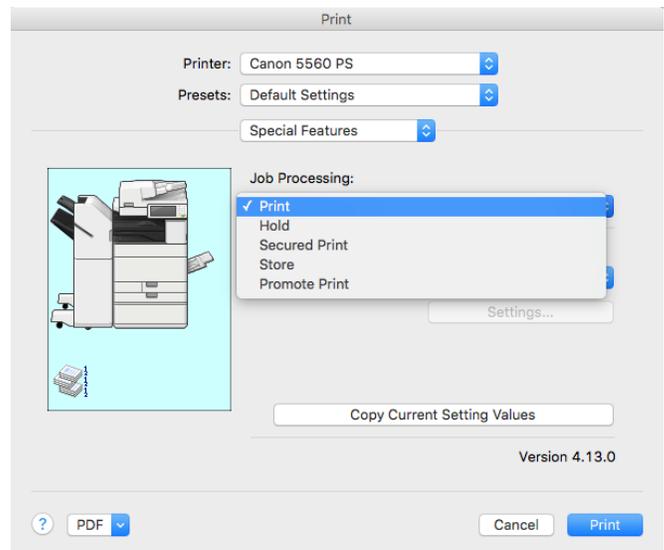
- **Hold:** Sends a document to the hold queue. The system requires a name of the document which appears in the job holds list. To print, select the hold queue, select the document and print.

- **Secure Print:** Sends a document with an added 4-digit pin code to the secure print queue. Typically, the document is stored for an hour before they are automatically deleted. To print the document, select Print and enter the pin code.

- **Store**: Sends a document to a mailbox set up on the copier. The document is stored until the auto delete time is reached. A PIN code can be added to the mailbox for extra security. To print the document, Select the mailbox, select the document and print.

- **Promote Print:** Sends the document to the head of the print queue, giving it higher priority over other jobs stacked up in the print queue.

User Management:

- **User Authentication:** Enables/disables user authentication. If 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.
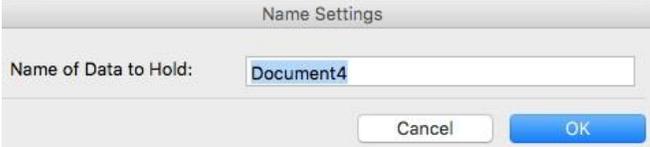
Name Settings

Name of Data to Hold: Document4

Cancel   OK

Secured Print

Document will be printed in the Secured Print mode.
Set the document name, user name, and PIN.

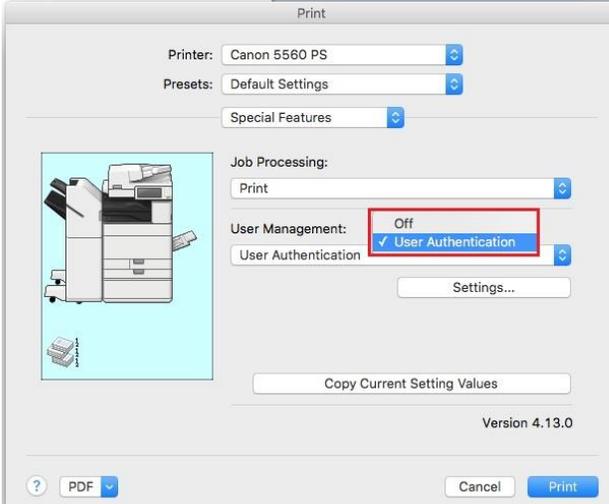Document Name: [   ]   (Max. 32 bytes)

User Name: LofflerTraining   (Max. 32 bytes)

PIN: [   ]   (1 to 9999999)

Cancel   OK

Store Destination

Document Name: Document4

Mail Boxes: | Mail Box Number | Proof Print | Mail Box Name |
              | 0 | | |
              | 1 | | |

Print

Printer: Canon 5560 PS

Presets: Default Settings

Special Features

Job Processing:

Print

User Management: Off
                     ✓ User Authentication
User Authentication

Settings...

Copy Current Setting Values

Version 4.13.0

? PDF   Cancel   Print
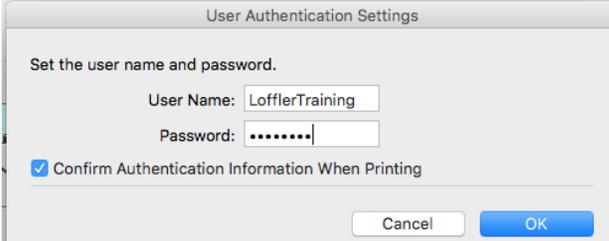
User Authentication Settings

Set the user name and password.

User Name: LofflerTraining

Password: •••••••

☑ Confirm Authentication Information When Printing

Cancel   OK