Basic Print Options

This chapter describes instructions for specifying the various basic settings for printing a document.

Specifying the Paper Orientation ................................................................. 3-2
Scaling a Document ..................................................................................... 3-3
Specifying the Paper Size ........................................................................... 3-4
  Specifying the Paper Size in the Page Setup Pane ................................. 3-4
  Specifying the Paper Size in the Print dialog box (Mac OS X 10.4 or later) .................................................................................. 3-5
Specifying the Print Sets and Ranges ......................................................... 3-7
Printing Multiple Pages on One Sheet ......................................................... 3-9
Two-Sided Printing ....................................................................................... 3-11
Printing with Gutters ................................................................................ 3-15
Specifying the Finishing Options ............................................................... 3-17
  Selecting a Finishing Option ................................................................... 3-17
  Stapling the Documents ........................................................................... 3-19
  Booklet Printing ..................................................................................... 3-20
  Perfect Binding ....................................................................................... 3-22
Specifying the Paper Source ..................................................................... 3-24
  Selecting a Paper Source ....................................................................... 3-24
  Adding Front or Back Covers to the Document ...................................... 3-26
  Inserting Sheets into the Document ....................................................... 3-28
  Inserting Tab Paper ................................................................................ 3-31
  Creating Tabs ........................................................................................ 3-34
Printing on Custom Paper ......................................................................... 3-37
  Registering Custom Paper ..................................................................... 3-37
  Printing on Custom Paper ...................................................................... 3-39
Printing a Document in Toner Save Mode ................................................ 3-40
Specifying the Paper Orientation

You can specify the paper orientation.

1. From the [File] menu of the application software, select [Page Setup].
   The [Page Setup] dialog box is displayed.

2. Select [Page Attributes] from [Settings].
   The [Page Attributes] preferences pane is displayed.

3. Select the paper orientation from [Orientation].

![Settings: Page Attributes
Format for: Canon Printer
Paper Size: Letter
Orientation: Landscape
Scale: 100%]

NOTE
If you are using Mac OS X 10.5.x, only one type of landscape direction icon is displayed. Depending on the application, you can print in reversed (rotated) landscape/portrait direction by selecting the [Reverse Page Orientation] check box in the [Layout] preferences pane.

4. Click [OK].
Scaling a Document

You can enlarge or reduce the size of the printed document.

1. From the [File] menu of the application software, select [Page Setup].
   The [Page Setup] dialog box is displayed.

2. Select [Page Attributes] from [Settings].
   The [Page Attributes] preferences pane is displayed.

3. Specify the zoom ratio for [Scale].

4. Click [OK].
Specifying the Paper Size

The paper size set in the application software is the one usually used for the print output. However, you can print on a paper size different from the size set in the application software. In this case, the scaling is automatically set to fit onto the selected paper.

Specifying the Paper Size in the Page Setup Pane

1. From the [File] menu of the application software, select [Page Setup].
   The [Page Setup] dialog box is displayed.

2. Select [Page Attributes] from [Settings].
   The [Page Attributes] preferences pane is displayed.

3. Specify the paper size to be printed on from [Paper Size].
Paper sizes that can be selected differ depending on the printer model you are using. For details, see "Available Paper Sizes List," on p. 6-2.

4 Click [OK].

Specifying the Paper Size in the Print dialog box (Mac OS X 10.4 or later)

If you are using Mac OS X 10.4 or later, you can also specify the paper size in the print dialog box.

1 From the [File] menu of the application software, select [Print].
   The [Print] dialog box is displayed.

2 Select the printer you are going to use from [Printer].

3 Select the [Paper Handling] preferences pane.
   The [Paper Handling] preferences pane is displayed.
4 Select [Scale to fit paper size] → select the paper size to be printed on.

NOTE
If you do not want the document to be enlarged, select [Scale down only].

5 Click [Print] in the [Print] dialog box.
Specifying the Print Sets and Ranges

You can set the number of copies and which pages (the print range) to print.

1. From the [File] menu of the application software, select [Print].
   The [Print] dialog box is displayed.

2. Confirm that the [Copies & Pages] preferences pane is displayed → specify [Copies] and [Pages].

If you want to print only a part of the document, enter the first and last page numbers.

**NOTE**
For additional information, see the Online Help.
3 If you are printing more than two copy sets and want them to be collated, select [Collated].

![Image of printer interface with Collated option selected]

**NOTE**
For example, if you are printing two sets of a three page document and [Collated] is selected, printed pages are output in page order "1, 2, 3, 1, 2, 3." When [Collated] is not selected, printed pages are output in page order "1, 1, 2, 2, 3, 3."

4 Click [Print] in the [Print] dialog box.
Printing Multiple Pages on One Sheet

Multiple pages of the original can be printed on one sheet of paper by reducing the print size.

1 From the [File] menu of the application software, select [Print].
   The [Print] dialog box is displayed.

2 Select the [Layout] preferences pane.
   The [Layout] preferences pane is displayed.

3 Select the number of pages you want to print onto one sheet of paper from [Pages per Sheet].
4 Select the page layout direction from [Layout Direction].

5 To add a border, select the line type from [Border].

6 Click [Print] in the [Print] dialog box.
You can print on both sides of the paper.

1. From the [File] menu of the application software, select [Print].
   The [Print] dialog box is displayed.

2. Select the [Finishing] preferences pane.

   The [Finishing] preferences pane is displayed.
Select [2-sided Printing] from [Print Style].
4 Select the binding location from [Binding Location].

NOTE
You can set the binding location in one of the following positions: top, bottom, left, or right. When you set [Binding Location], a preview screen shows the binding location.
5 Click [Gutter].

The [Gutter] dialog box is displayed.

6 Specify the gutter width → click [OK].

NOTE
Depending on the printer model you use, you can specify the gutter width between 0.0 to 1.2 inches or between 0.0 to 2.0 inches.

7 Click [Print] in the [Print] dialog box.
Printing with Gutters

You can print each page of a document with a gutter in a selected location.

1  From the [File] menu of the application software, select [Print].
   The [Print] dialog box is displayed.

2  Select the printer you are going to use from [Printer].

3  Select the [Finishing] preferences pane.
   The [Finishing] preferences pane is displayed.

4  Select the location of the gutter from [Binding Location].
NOTE
You can set the location of the gutter (binding location) as [Long Edge (Left)], [Long Edge (Right)], [Short Edge (Top)], or [Short Edge (Bottom)]. Once you have set [Binding Location], the preview displays where the gutter has been set.

5 Click [Gutter].

The [Gutter Settings] dialog box is displayed.

6 Specify the gutter width → click [OK]

NOTE
Depending on the printer model you are using, the range that you can set is either 0.0 to 1.2 inches or 0.0 to 2.0 inches.

7 Click [Print].
Specifying the Finishing Options

This section describes how to select a finishing option and how to use Booklet Printing. The finishing settings are configured from the [Finishing] preferences pane of the [Print] dialog box.

Selecting a Finishing Option

You can specify the finishing options (Offset, Staple, etc.).

1. **From the [File] menu of the application software, select [Print].**
   The [Print] dialog box is displayed.

2. **Select the [Finishing] preferences pane.**

   ![Finishing Preferences Pane]

   - **Printer:** Canon Printer
   - **Presets:** Standard
   - **Finishing:**
     - **Print Style:** 1-sided Printing
     - **Binding Location:** Long Edge (Left)
     - **Number of Copies for Offset:** 1
     - **Paper Output:** Auto
   - **Finishing Details...**

   Options available:
   - **Device Preview**
   - **Printer Info**
   - **PDF**
   - **Preview**
   - **Standard**
   - **Cancel**
   - **Print**
The [Finishing] preferences pane is displayed.

**3 Select the finishing options (Offset, Staple, etc.).**

![Diagram of printer settings with options for finishing]

**4 Click [Print] in the [Print] dialog box.**

**NOTE**
You can also specify the following items in the [Finishing] preferences pane. The available items differ depending on the printer model and optional units you are using. Depending on the printer model, options such as [Offset], [Number of Copies for Offset], [Rotate], [Hole Punch], and [Fold Type] are available from either the [Finishing] preferences pane or the [Misc. Finishing Modes] dialog box.

- **[Staple]**: Staples copies of the document.
- **[Misc. Finishing Modes]**: Depending on the printer model and controller version you are using, you can specify finishing settings such as [Offset], [Number of Copies for Offset], [Rotate], [Hole Punch], and [Fold Type] by clicking this button.
1. From the [File] menu of the application software, select [Print].
The [Print] dialog box is displayed.

2. Select the [Finishing] preferences pane.
The [Finishing] preferences pane is displayed.

3. Select [Staple] → specify the staple position.
4 **Click [Print] in the [Print] dialog box.**

**NOTE**
- You cannot use this option when [Offset] or [Rotate] is selected in the [Finishing] preferences pane, or [Collated] is not selected in the [Copies & Pages] preferences pane.
- You cannot staple a single page document.

**Booklet Printing**

This option enables you to print two pages of the original on each side of a sheet, then fold them in half, so that the printouts are made into a booklet.

For example, if you print a 12 page document using the Booklet Printing option, original pages are printed on both sides of the sheet, then the resulting three sheets are printed out. With the Booklet Printing option, the pages are sorted and printed so that they are laid out in the correct order after outputting and folding.

1 **From the [File] menu of the application software, select [Print].**
   
The [Print] dialog box is displayed.

2 **Select the [Finishing] preferences pane.**
   
The [Finishing] preferences pane is displayed.
3 Select [Booklet Printing] from [Print Style].

4 Specify detailed options for booklet printing.

NOTE
You can specify the following options for booklet printing. The available options differ depending on the printer model and optional units you are using.
- [Booklet] opens a dialog box to specify detailed settings for booklet printing such as displacement correction.
- [Saddle Stitch] applies saddle stitching (stapling through the center of the pages).

5 Click [Print] in the [Print] dialog box.
Perfect Binding

As well as normal booklet printing, you can also perform Perfect Binding.

Perfect Binding is a function that glues the binding sides of the content pages of a document to a cover that encloses them, to produce a booklet.

NOTE
This function is only available when an option that supports Perfect Binding is installed.

1. From the [File] menu of the application software, select [Print].
   The [Print] dialog box is displayed.

2. Select the [Finishing] preferences pane.
   The [Finishing] preferences pane is displayed.

3. Select [Perfect Binding] from [Print Style].
4 Set the paper size for the cover, and the page size and finishing size for the content pages.

5 Click [Print] in the [Print] dialog box.
Specifying the Paper Source

You can select the paper to be printed (paper source) and whether to add covers. Paper sources settings are configured in the [Paper Source] pane of the [Print] dialog box.

Selecting a Paper Source

You can specify the paper source for printing a document. If you do not specify the paper source, an appropriate paper source is selected automatically.

1. From the [File] menu of the application software, select [Print].

   The [Print] dialog box is displayed.


   The [Paper Source] preferences pane is displayed.
3 Select [Paper Source] or [Paper Type] from [Select by].

4 Select the paper source location from [Paper Source] or the type of paper from [Paper Type].

**NOTE**
Depending on the printer model you are using, you can select the paper type by clicking [Settings].

5 Click [Print] in the [Print] dialog box.
Adding Front or Back Covers to the Document

You can add front and back covers to documents when printing. Also, you can specify separately on which side of the front or back cover to print.

NOTE
Depending on the printer model and controller version you are using, this option may not be available.

1. From the [File] menu of the application software, select [Print].

The [Print] dialog box is displayed.


The [Paper Source] preferences pane is displayed.

3. Select the paper source for body pages of the document from [Paper Source].

4. Click [Front/Back Cover Settings].
The [Front/Back Cover Settings] dialog box is displayed.

5 Select [Set Front Cover] and [Set Back Cover] to add front and back covers.

![Front/Back Cover Settings dialog box]

You can select either or both.

**NOTE**
If you select [None], front and back covers will not be set.

6 Select the side of the paper to print on from [Print on].

7 Select the paper source for front and back covers from [Paper Source].

8 Click [OK] in the [Front/Back Cover Settings] dialog box.

9 Click [Print] in the [Print] dialog box.
Inserting Sheets into the Document

You can insert blank sheets into documents for clearer distinction among sections, or insert sheets to use as chapter divider pages, which are useful to separate the document into chapters. You can also print on the inserted sheets.

NOTE
Depending on the controller version of the printer you use, this option may not be available.

1  From the [File] menu of the application software, select [Print].
   The [Print] dialog box is displayed.

2  Select the [Paper Source] preferences pane.
   The [Paper Source] preferences pane is displayed.

3  Select the paper source for body pages of the document from [Paper Source].
Select [Inserting Sheet] → click [Inserting Sheet Settings].

The [Inserting Sheet Settings] dialog box is displayed.

**NOTE**

The [Inserting Sheet Settings] dialog box may differ in appearance depending on the printer model you are using.
5 Select either [Inserted Sheet] or [Chapter Pages] from [Sheet for Insertion] to specify the type of inserted sheet.

![Inserting Sheet Settings]

A sheet will be inserted in front of each of the specified pages. Specify page numbers or page ranges, separated by commas, for insertion positions. (e.g. 3,5,7-12)

6 Select the side of paper to print on from [Print on].

 Modifier

Chapter pages can be printed only on the front side of the page. Blank sheets cannot be inserted as chapter pages.

7 Select the paper source for inserted sheets or chapter pages from [Paper Source].

8 Select [1st] from [Insertion Positions] → specify the page number to determine where the first inserted sheet or chapter page is to be placed in the document → click [Done].
9 In the same way, specify the settings for subsequent inserted sheets or chapter pages.

NOTE
- If the sequence number of the inserted sheets or chapter pages differs from that of the insertion positions, an ascending sequence is applied after clicking [Done].
- The available range for the insertion position is from pages 2 to 999.

10 Click [OK] in the [Inserting Sheet Settings] dialog box.

11 Click [Print] in the [Print] dialog box.

Inserting Tab Paper

You can insert tab paper into a document.

NOTE
Depending on the printer model and controller version you are using, this option may not be available.

1 From the [File] menu of the application software, select [Print].

The [Print] dialog box is displayed.

2 Select the [Paper Source] preferences pane.

The [Paper Source] preferences pane is displayed.

3 Select the paper source for body pages of the document from [Paper Source].
4 Select [Inserting Sheet] → click [Inserting Sheet Settings].

The [Inserting Sheet Settings] dialog box is displayed.

NOTE
The [Inserting Sheet Settings] dialog box may differ in appearance depending on the printer model you are using.
5 Select [Tab Paper] from [Sheet for Insertion].

![Inserting Sheet Settings](image)

---

**NOTE**

Depending on the printer model you are using, you can select the type of tab paper from [Sheet for Insertion].

6 Select the paper source for tab paper from [Paper Source].

7 Select [1st] from [Insertion Positions] → specify the page number to determine where the first tab paper sheet is to be placed in the document → click [Done].

8 In the same way, specify the settings for subsequent tab paper sheets.

---

**NOTE**

- If the sequence number of the tab paper differs from that of the insertion positions, an ascending sequence is applied after clicking [Done].
- The available range for the insertion position is from pages 1 to 999.
Specify the width to shift the image to be printed on the tab part of the paper in [Shifting Width].

NOTE
- Depending on the printer model you are using, this option may not be available.
- You can change the unit of measurement by clicking [Millimeter] or [Inch].

Click [OK] in the [Inserting Sheet Settings] dialog box.

Click [Print] in the [Print] dialog box.

Creating Tabs

You can print on the tab part of tab paper.

NOTE
Depending on the printer model and controller version you are using, this option may not be available.

1 From the [File] menu of the application software, select [Print].

The [Print] dialog box is displayed.

2 Select the [Paper Source] preferences pane.

The [Paper Source] preferences pane is displayed.
3 Select [Paper Type] from [Select by] → select [Tab Paper] from [Paper Type].

4 Click [Tab Position] or [Tab Paper Details].

The [Tab Position Settings] dialog box or [Tab Paper Details] dialog box is displayed.

5 Specify the width to shift the image to be printed on the tab part of the paper in [Shifting Width].

NOTE
- In the [Tab Position Settings] dialog box, you can change the unit of measurement by clicking [Millimeter] or [Inch].
- In the [Tab Paper Details] dialog box, you can also specify the printing position.
6 Click [OK] in the [Tab Position Settings] dialog box or [Tab Paper Details] dialog box.

7 Click [Print] in the [Print] dialog box.
This section describes how to print on nonstandard paper. If you register a paper size as a custom paper size, you will be able to select the registered custom paper size from [Paper Size] in the [Page Attribution] preferences pane when you print a document.

### Registering Custom Paper

**Mac OS X 10.3.9**

1. **From the [File] menu of the application software, select [Page Setup].**
   
The [Page Setup] dialog box is displayed.

2. **Select [Custom Paper Size] from [Settings].**
   
The [Custom Paper Size] preferences pane is displayed.

3. **Click [New] → specify a name for the new custom paper in the list.**
4 Specify the height and width for [Height] and [Width].

5 Specify the margins for [Top], [Bottom], [Left], and [Right].

6 Click [Save].

**Mac OS X 10.4 or later**

1 From the [File] menu of the application software, select [Page Setup].
The [Page Setup] dialog box is displayed.

2 Select [Manage Custom Sizes] from [Paper Sizes].
The [Custom Page Sizes] dialog box is displayed.

3 Click [+] → specify a name for the new custom paper in the list.

4 Specify the height and width for [Height] and [Width].

5 Specify the margins for [Top], [Bottom], [Left], and [Right].
6 Click [OK].

Printing on Custom Paper

1 From the [File] menu of the application software, select [Page Setup].
   The [Page Setup] dialog box is displayed.

2 Select [Page Attributes] from [Settings].
   The [Page Attributes] preferences pane is displayed.

3 Select the specified custom paper from [Paper Size].

4 Click [OK].

5 From the [File] menu of the application software, select [Print].

6 Click [Print] in the [Print] dialog box.
Printing a Document in Toner Save Mode

You can print a document in toner save mode. This mode is useful for proofreading.

1. From the [File] menu of the application software, select [Print].
   The [Print] dialog box is displayed.

2. Select the [Quality] preferences pane.

   ![Quality Preferences Pane]

   The [Quality] preferences pane is displayed.
3 Click [Quality Settings].

![Quality Settings dialog box]

The [Quality Settings] dialog box is displayed.

4 Select [On] from [Toner Save] → click [OK].

![Quality Settings dialog box with Toner Save set to On]
NOTE
For information on the other items in the [Quality Settings] dialog box, see "Specifying the Print Quality (Color Printers)," on p. 4-17, or the Online Help.

5 Click [Print] in the [Print] dialog box.