

#### Printing Basics - Default Printer Settings

- From your PC, click on the Windows icon in the lower left hand corner (otherwise known as the "Start" Menu).
- 2. Select Devices and Printers
- A list of printers will be displayed. Right-click on the chosen printer and select "Printing Preferences"

GFCSecurePrint on milwauk	ee04	Printers a
🖶 Gaaiho PDF	Properties	iters a
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🖶 EFI PrintMe Mobile	Remove device	nters a
Ganon iR-ADV C7065-A1	Troubleshoot	nters a
Canon iR-ADV C5240-B2	Create shortcut	nters a
Ganon iR-ADV C5240-B2	Printer properties	iters a
In Canon iR-ADV C5045 UFF	Printing preferences	iters a
🚛 Canon iR-ADV 8205 UFR	Set as default printer	iters a
M Canon iR-ADV 6255 PCL5	See what's printing	iters a
📾 Canon iR-ADV 4251 UFR	6 1 M 1 M	ters a

Add(1)... Edit(2)...

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Letter

Match Page Size

1 1 on 1

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Page Options

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OK

1 to 9999]

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(R) Canon Printer Properties

Profile

Output Method:

Page Setup Finishing Paper Source Quality

Auto

View Settings

ter [Scaling: Aut

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A Print

Page Size:

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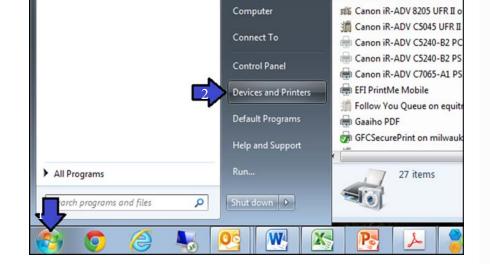
Page Layout

Manual Scaling

Scriine.

Watermark Watermark Name

Custom Paper Size



- Page Size: Enables you to select the paper size prepared by the application.
- Output Size: Enables you to select the actual paper size to be printed on. If you select a size that differs from the \*Page Size] setting, the document is automatically enlarged or reduced to fit the \*Output Size] setting.
- **Copies:** Enables you to set the number of copies to be printed.
- **Orientation:** Enables you to select the print orientation with respect to the direction in which the page is fed through the printer.

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Edit Watermark

Restore Defaults

Cancel Help

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#### **Printing Basics** - Finishing

file: •	🗐 Default Settings	← Add(1), Edt(2	3
tput Method:	Print	-	
9	Print Style:	1-sided Printing	Booklet
		1-sided Printing	
	Binding Location:	2 aided Printing	
		Bookdet Printing	Gutter
	Rnishing	Colate 👻	Staple Position
2   _) 		Offset Number of Copies for Offset: Flotate	1 👳 [1 to 9999]
tter [Scaling: Auto]	Hole Punch	0#	
View Settings	Paper Output:	Auto	*
		Advanced Settings	Restore Defaults

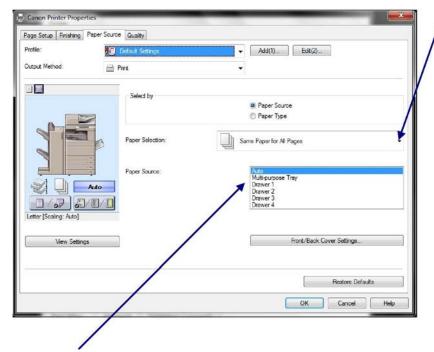
**Print Style:** Enables you to select between singlesided, 2-sided and booklet printing. Booklet printing allows you to bind printed documents into a booklet by printing 2 pages of a document onto each side of the paper, such that they can be folded in half to create a booklet (4 pages of a document are printed onto one sheet of paper.

Canon Printer Properti	es.			<b>**</b>	<b>Finishing:</b> When printing multiple copies, enables
Page Setup Finishing P	aper Source Quality				you to set the order of pages and whether to staple
Profile	Default Settings	•	Add(1) Edit(2)		
Output Method:	🗎 Print				the pages.
9	Print Style:	1-sided Printing	- Booklet		Staple Position
r	1	Print with Mixed Paper Siz	es/Orientations		Staple Position  Upper Left (Single)
	Binding Location;		/		C Lower Left [Single]
		Long Edge [Left]	Gutter		C Left [Double]
	Enishing:	Staple + Collate	Staple Post		O Top (Double)
	-	Collate			
		Group Staple + Collate Staple + Group	1 👘 [1 to 9999]		
Letter [Scaling: Auto]	Hole Punch	Off	-		OK Cancel Help
Vew Settings				N	
view Jeungs	Paper Output:	Auto		·   \	
			2016		
		Advanced Se	stings Restore Def	uits	<b>Staple Position:</b> Outputs the pages in the order specified
			OK Cancel	Help	for [Collate] or [Group] stapled together. Clicking [Staple
					<i>Position] enables you to set the position of the staple(s).</i>

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Paper Source: Here you can specify the paper source used to output your print. This is useful if printing on a select media through the Multipurpose tray.

Paper Selection: You can change the paper source method depending on the page.

[Same Paper for All Pages]

Enables you to set the paper source or paper type for all pages.

[Different for First, Others, and Last], [Different for First, Second, Others, and Last]

Enables you to set the paper sources or paper types for each of the pages indicated.

[Different for Cover and Others]

Enables you to set the paper sources or paper types for the cover and other pages.

Required condition: Select [Finishing] sheet  $\rightarrow$  [Print Style]  $\rightarrow$  [Booklet Printing]

#### [Insert Sheets]

*Inserts sheets of paper between the specified pages. Click* [Insert Sheets Settings] to configure settings relating to the inserted sheets. Select the original paper from [Original Paper Source] or [Original Paper Type].

[Transparency Cover Sheets]/[Transparency Interleaving]

When printing on transparencies, inserts paper sheets between each transparency. Select the paper source or paper type for [Interleaf Sheets] and [Transparencies]. Selecting [Print on Insert Sheets] prints on the interleaf sheets as well.

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		<b>Printing Basics</b> - Quality	/
🖶 Canon Printer Proper	ties	Objective: /	Enables you to set a print quality mode that
Page Setup   Finishing		matches the	e purpose of the document by simply
Profile: Output Method:	Default Settings	- Add(1) Edt(2) selecting a	setting.
Output Method:	Print .	·	
	Objective:	General Graphice Vivid Photo Text Designs [CAD]	
		This mode is used when printing documents in general.	
		Advanced Settings	
View Setting	Color Mode:	Black and White	
	Manual Color Settings	Black and White Color Acta (Color/BAW)	
		About Restore Defaults	
		OK Cannel Help	

**Color Mode:** If available on the device you are printing to, enables you to switch 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.

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