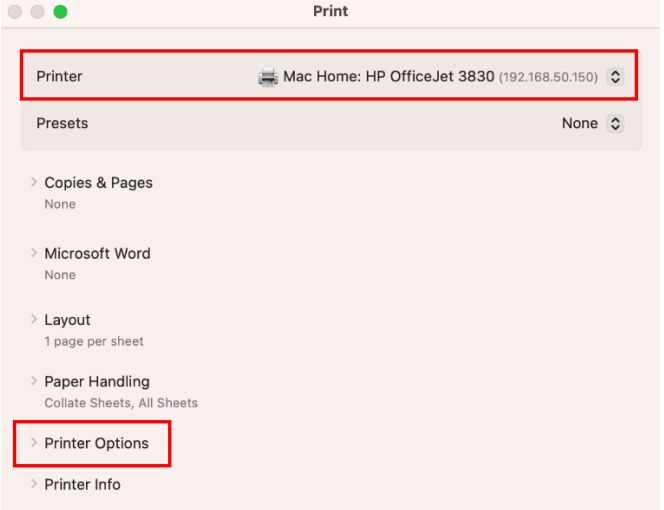
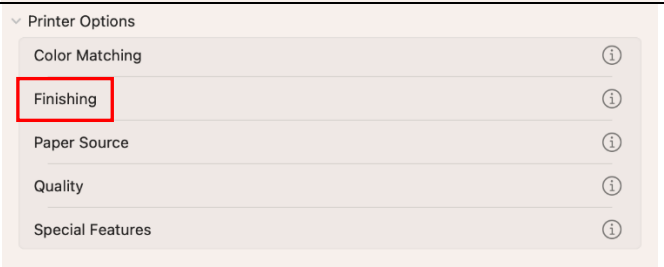
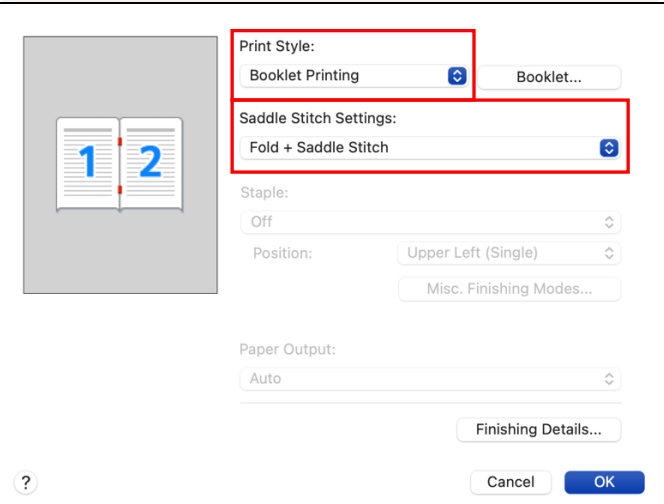


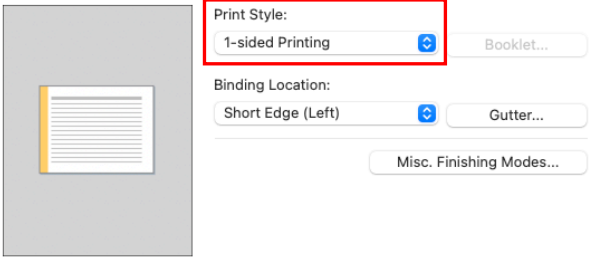
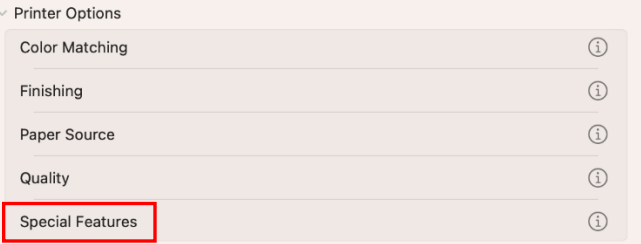
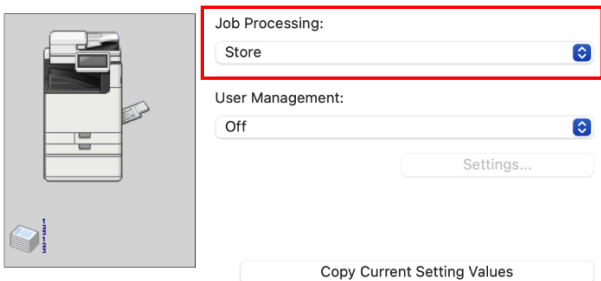
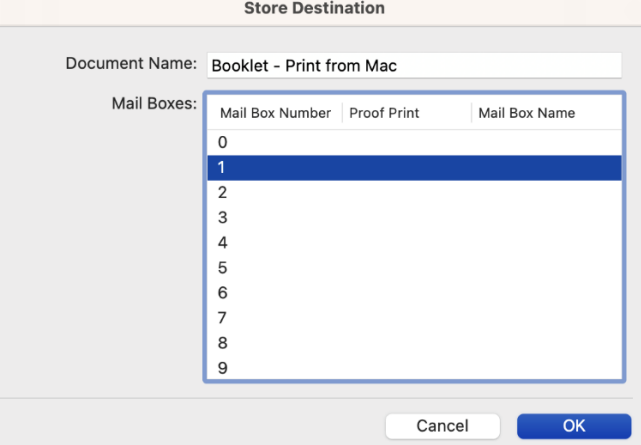
## Canon ImageRUNNER Advance DX: Printing Booklets on a Mac OS 13 & up

This guide will go over how to print a booklet on a Mac OS 13 & up.

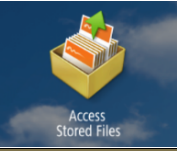
### At the Computer:

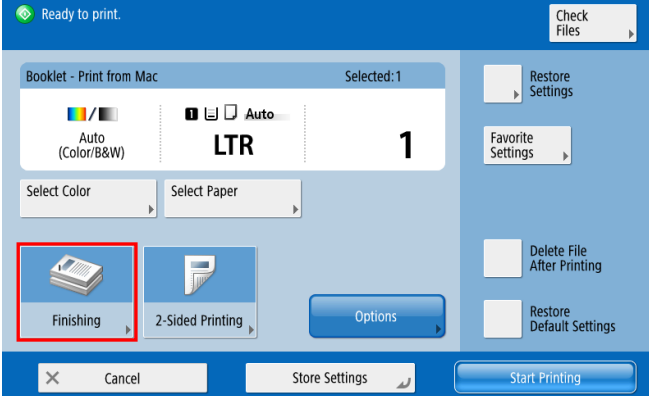
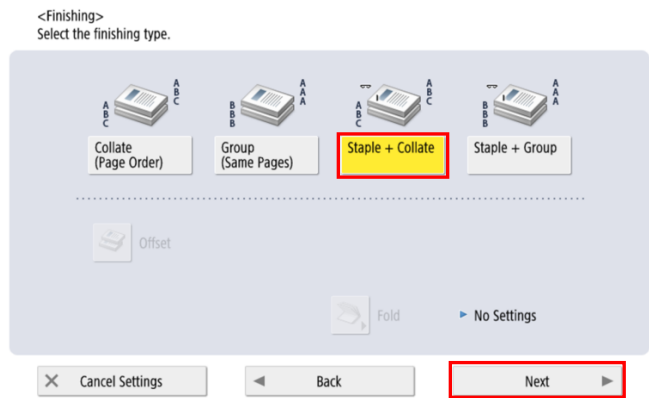
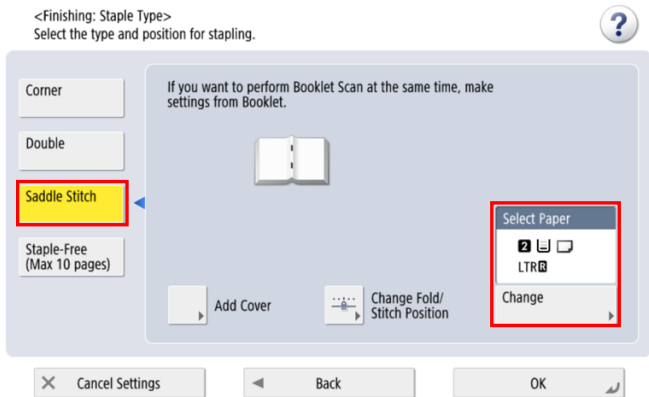
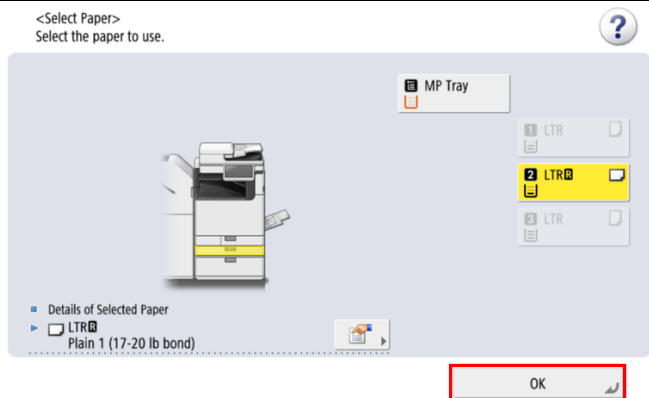
<p>1. Open the document → Click <b>File, Print</b> → Select desired printer → Expand <b>Printer Options</b>.</p>	
<p>2. Select <b>Finishing</b>.</p>	
<p>3. Change <b>Print Style</b> to <b>Booklet Printing</b>.</p> <ul style="list-style-type: none"> <li>The print driver will automatically rearrange the pages.</li> </ul> <p>4. Change <b>Saddle Stitch Settings</b> to <b>Fold Only</b> or <b>Fold + Saddle Stitch</b> → Click <b>OK</b>.</p> <p><b>Note: If the pages are in spread form (paginated), do not select Booklet Printing; see next section for directions.</b></p> <p>5. Make other desired changes and <b>Print</b>.</p>	

**If pages so not need to be rearranged (already in spread form):**

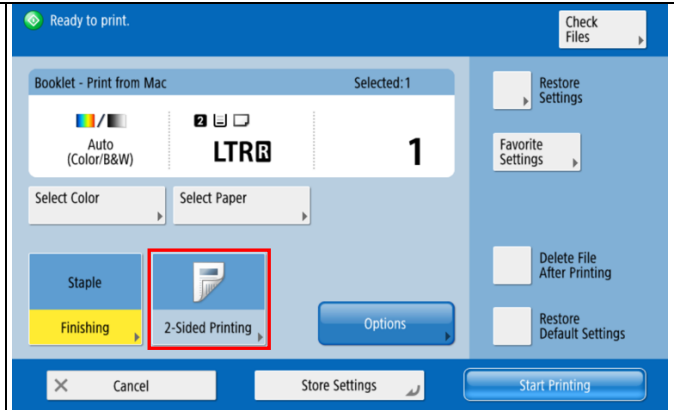
<p>1. Under <b>Print Style</b> select <b>1-sided</b> → Click <b>OK</b>.</p>	
<p>2. Expand <b>Special Features</b>.</p>	
<p>3. Change <b>Job Processing</b> to <b>Store</b> → Click <b>OK</b> → Select <b>Print</b>.</p>	
<p>4. A popup will appear.</p> <ul style="list-style-type: none"> <li>• <b>Rename</b> the document, if desired</li> <li>• Select <b>Mail Box</b> number</li> <li>• Select <b>OK</b></li> </ul> <p>5. Walk up to printer.</p>	

**At Printer:**

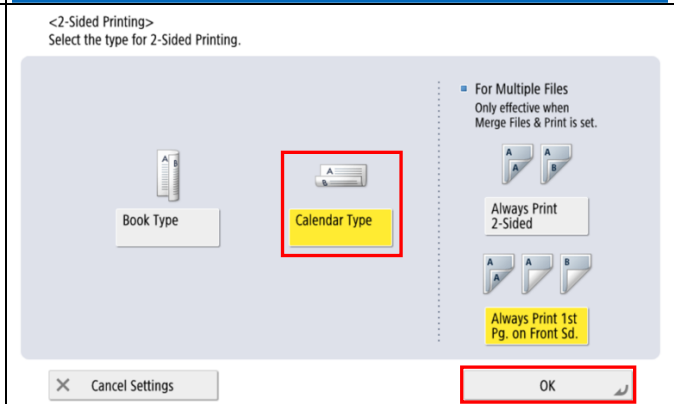
<p>1. Select <b>Access Stored Files</b> from the Home Screen.</p>																																				
<p>2. Select <b>Mail Box</b> document was sent to.</p>	<p>Select the location to use the file.</p> <table border="1"> <thead> <tr> <th>Box No.</th> <th>Name</th> <th>Used</th> </tr> </thead> <tbody> <tr> <td>00</td> <td></td> <td>0%</td> </tr> <tr style="border: 2px solid red;"> <td>01</td> <td>samples</td> <td>1%</td> </tr> <tr> <td>02</td> <td></td> <td>0%</td> </tr> <tr> <td>03</td> <td></td> <td>0%</td> </tr> <tr> <td>04</td> <td></td> <td>0%</td> </tr> <tr> <td>05</td> <td></td> <td>0%</td> </tr> <tr> <td>06</td> <td></td> <td>0%</td> </tr> <tr> <td>07</td> <td></td> <td>0%</td> </tr> </tbody> </table> <p>Up Used: 1%</p>	Box No.	Name	Used	00		0%	01	samples	1%	02		0%	03		0%	04		0%	05		0%	06		0%	07		0%								
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00		0%																																		
01	samples	1%																																		
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05		0%																																		
06		0%																																		
07		0%																																		
<p>3. Select Document → Select <b>Print</b></p>	<p>Select a file and specify the purpose.</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Name</th> <th>Paper Size</th> <th>Page</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr style="background-color: yellow;"> <td>Booklet</td> <td>Booklet - Print from Mac</td> <td>LTR</td> <td>12</td> <td>02/19 15:03</td> </tr> <tr> <td>Microsoft Word</td> <td>Microsoft Word - Envelopes1</td> <td>Envelope</td> <td>1</td> <td>01/16 09:50</td> </tr> <tr> <td>PDF</td> <td>Store - Mailboxes.pdf</td> <td>LTR</td> <td>10</td> <td>11/01 10:08</td> </tr> <tr> <td>Microsoft Word</td> <td>Microsoft Word - Copy Print Admin -..</td> <td>11x17</td> <td>2</td> <td>10/12 13:42</td> </tr> <tr> <td>PDF</td> <td>Store - Mailboxes.pdf</td> <td>LTR</td> <td>6</td> <td>09/20 15:22</td> </tr> <tr> <td>PDF</td> <td>Store - Mailboxes.pdf</td> <td>LTR</td> <td>10</td> <td>09/20 15:19</td> </tr> </tbody> </table> <p>Up Update Total:31 Selected:1</p> <p>Clear Selection Print List</p> <p>Details Display Image Edit File Send <b>Print</b></p>	Type	Name	Paper Size	Page	Date/Time	Booklet	Booklet - Print from Mac	LTR	12	02/19 15:03	Microsoft Word	Microsoft Word - Envelopes1	Envelope	1	01/16 09:50	PDF	Store - Mailboxes.pdf	LTR	10	11/01 10:08	Microsoft Word	Microsoft Word - Copy Print Admin -..	11x17	2	10/12 13:42	PDF	Store - Mailboxes.pdf	LTR	6	09/20 15:22	PDF	Store - Mailboxes.pdf	LTR	10	09/20 15:19
Type	Name	Paper Size	Page	Date/Time																																
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PDF	Store - Mailboxes.pdf	LTR	6	09/20 15:22																																
PDF	Store - Mailboxes.pdf	LTR	10	09/20 15:19																																
<p>4. Select <b>Change Print Settings</b>.</p>	<p>Ready to print. Check Files</p> <p>Booklet - Print from Mac Selected:1</p> <p>Auto (Color/B&amp;W) 1</p> <p>Select Color</p> <p><b>Change Print Settings</b></p> <p>Delete File After Printing</p> <p>Cancel Start Printing</p>																																			

<p><b>5. Select Finishing.</b></p>	
<p><b>6. Choose <b>Staple + Collate</b> → Select <b>Next</b>.</b></p>	
<p><b>7. Choose <b>Saddle Stitch</b>.</b> <b>8. Click <b>Change</b> under <b>Select Paper</b> to choose a tray.</b></p>	
<p><b>9. Choose a tray → Select <b>OK</b>.</b></p>	

10. Select **2-sided Printing**.



11. Choose **Calendar Type** →  
Select **OK**.



12. Type the number of desired prints →  
Select **Start Printing**.

Note: Select **Favorite Settings** to save these booklet settings for next time.

