

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:

1.	Open the document →	Print			
	Click File, Print → Select desired printer →	Printer	🚔 Mac Home: HF	P OfficeJet 3830 (192.168.50.150)	0
	Expand Printer Options.	Presets		None 🗘	0
		> Copies & Pages None			
		> Microsoft Word None			
		> Layout 1 page per sheet			
		> Paper Handling Collate Sheets, All Sheets			
		> Printer Options			
2	Coloct Finishing	> Printer Info			
Ζ.	Select Finishing.	Color Matching		j)
		Finishing		i)
		Paper Source		j)
		Quality		j)
		Special Features		())
3.	Change Print Style to Booklet Printing.				
	The print driver will automatically		Print Style:	Pasklet	
	rearrange the pages.		Saddle Stitch Setting		, 1
4.	Change Saddle Stitch Settings to Fold Only or Fold + Saddle Stitch \rightarrow		Fold + Saddle Stitch	h 📀)
	Click OK .		Staple:		
			Off	\$	
	Note: If the pages are in spread form		Position:	Upper Left (Single)	
	(paginated), do not select Booklet Printing; see next section for directions.		1	Misc. Finishing Modes	
			Paper Output: Auto	\$	
5.	Make other desired changes and Print.			Finishing Details	
		?		Cancel OK	





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

1. Under Pr Click OK	int Style select 1-sided →		Print Style: 1-sided Printing Booklet Binding Location: Short Edge (Left) Gutter Misc. Finishing Modes
2. Expand	Special Features.	 Printer Options 	
		Color Matching	()
		Finishing	(1)
		Paper Source	(
		Quality	3
		Special Features	1
3. Change Click OK Select P	Job Processing to Store → → rint.		Job Processing: Store Copy Current Setting Values
4. A popup • R • S • S • S • S • S	ename the document, if desired elect Mail Box number elect OK to printer.	Document Name: Mail Boxes:	Booklet - Print from Mac Mail Box Number Proof Print Mail Box Name 0 1 2 3 4 5 6 7 8 9





At Printer:

1.	Select Access Stored Files from the Home Screen.	Access Stored Files
2.	Select Mail Box document was sent to.	Select the location to use the file.
		Mail Box
		Box No. Name Used
		00 0%
		O1 samples 1%
		🧇 02 0%
		03 0%
		1 Up Used: 1%
3	Select Document \rightarrow	Select a file and specify the nurnose
0.	Select Print	
		Time Name A Description Data
		Type wante Taper size Page Date/Inite Page Page
		Microsoft Word - Envelopes1 Envelope 🗍 1 01/16 09:50
		Store - Mailboxes.pdf LTR 10 11/01 10:08
		Microsoft Word - Copy Print Admin 11x17 🖸 2 10/12 13:42
		Store - Mailboxes.pdf LTR J 6 09/20 15:22
		Store - Manboxes.pdr Link Link Link 10 09/20 15.19
		Cup Contraction Contraction
		Clear Print List
		Details Display Edit File Send Print
4.	Select Change Print Settings.	
		Booklet - Print from Mac Selected:1 Change
		Auto (Color/B&W) 1
		Select Color
		Delete File After Printing
		X Cancel Start Printing





5.	Select Finishing.	
		Booklet - Print from Mac Selected: 1 Restore
		Auto
		(Color/B&W) LIR Settings
		Delete File After Printing
		Finishing 2-Sided Printing Options Pestore Default Settings
		لر X Cancel Store Settings ر
6.	Choose Staple + Collate → Select Next .	<finishing> Select the finishing type.</finishing>
		Collate Group (Page Order) (Same Pages) Staple + Collate Staple + Group
		Gffset
		Fold No Settings
		X Cancel Settings Back Next
7.	Choose Saddle Stitch.	<finishing: staple="" type=""> Select the type and notition for stanling</finishing:>
8.	Click Change under Select Paper to choose a tray.	even the type time position for suppring.
		corner settings from Booklet.
		Double
		Saddle Stitch Select Paper
		Staple-Free (Max 10 pages)
		Add Cover
		الم Cancel Settings ه Back OK م
9.	Choose a tray →	<select paper=""> Select the paper to use.</select>
	Select OK .	MP Tray
		Details of Selected Paper
		▶ □ LTR@ Plain 1 (17-20 lb bond)
		نه ۵K





10. Select 2-sided Printing.	📀 Ready to print.	Check Files ▶
	Booklet - Print from Mac Selected:1	Restore Settings
	Auto (Color/B&W) LTRE 1	Favorite Settings
	Select Color Select Paper	Delete File After Printing Restore Default Settings
11 Chasses Coloriday Turns	Cancel Store Settings	Start Printing
. Choose Calendar Type → Select OK.	<2-Sided Printing> Select the type for 2-Sided Printing.	
	Book Type	 For Multiple Files Only effective when Merge Files & Print is set. Always Print 2-Sided Always Print 1st Pg. on Front Sd.
12. Type the number of desired prints \rightarrow	Ready to print.	Check
Select Start Printing.		Files 🕨
Note: Select Favorite Settings to save these booklet settings for next time.	Booklet - Print from Mac Selected:1 Auto (Color/B&W) Color/BaW) Color/BaW	Restore Settings
	Select Color Select Paper Staple Calendar Type Finishing 2-Sided Printing Options	Delete File After Printing Restore Default Settings
	ند Cancel Store Settings	Start Printing

