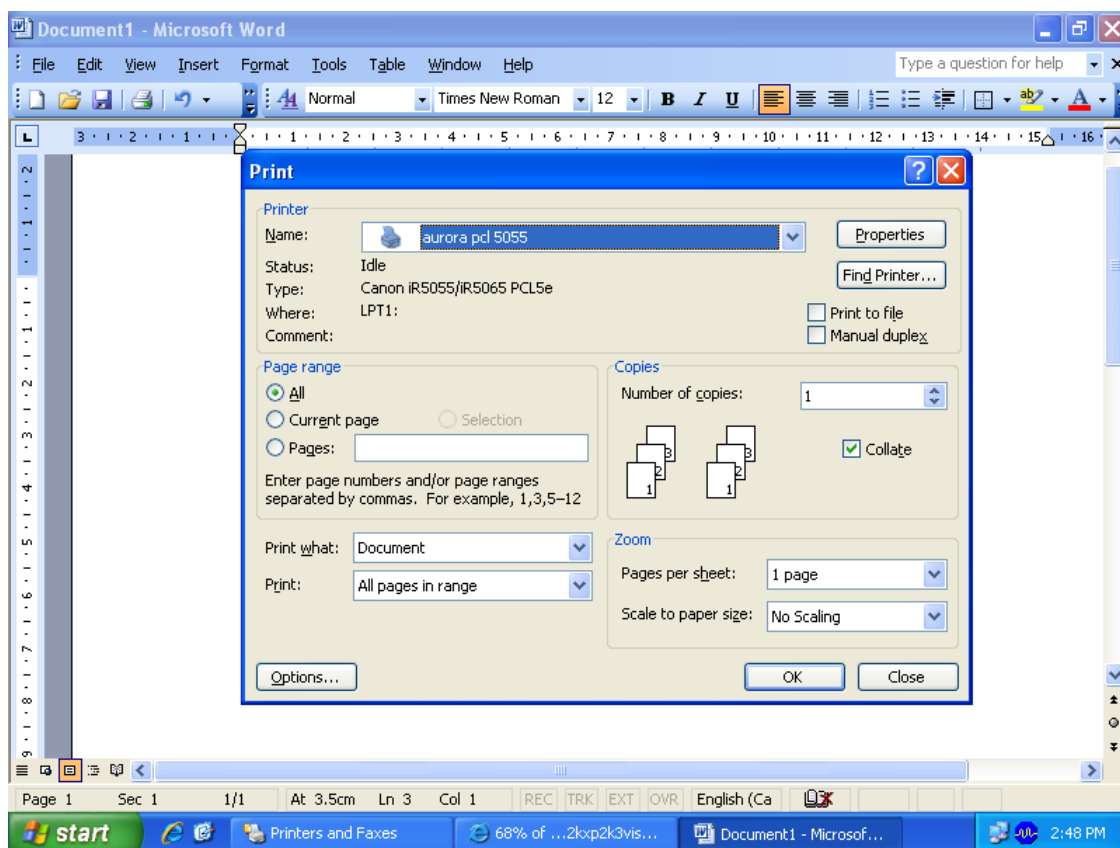


# BASIC USER TRAINING

## CANON PRINT DRIVERS

### To PRINT

- Click on FILE, then PRINT.
- On this screen you can change NUMBER OF COPIES, PAGE RANGE, COLLATE
- When you have selected what you need, click on OK.



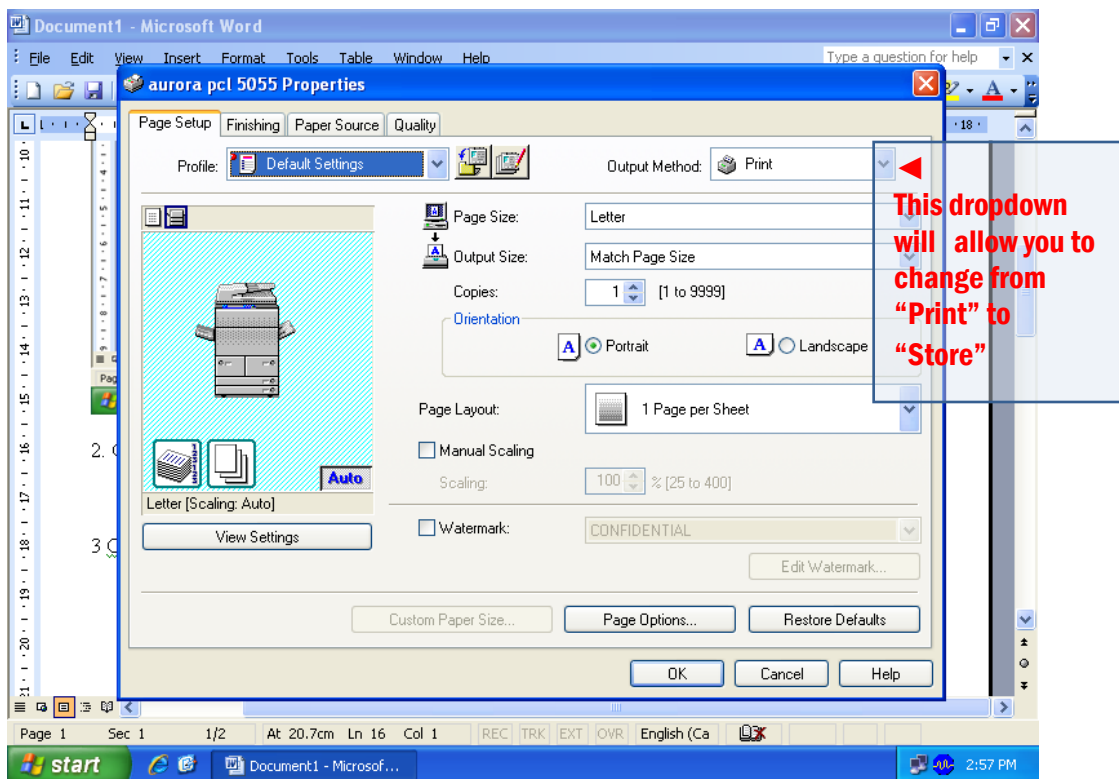
Go to next Page....



## CANON PRINT DRIVERS (continued)

### For more PRINT Options:

- Click on PROPERTIES
- PROPERTIES dialogue box opens at the PAGE SETUP tab, allowing you to change:
  - OUTPUT METHOD (for example Print or Store)  
If you wish to override a Default Setting of either Print or Store, do it here. Once you choose Store, you can click on the little box beside the Output Method window, and select a Mailbox to print into. Often in a Networked setting, your Mailbox and Workstation are preset.
  - ORIENTATION
  - NUMBER OF COPIES

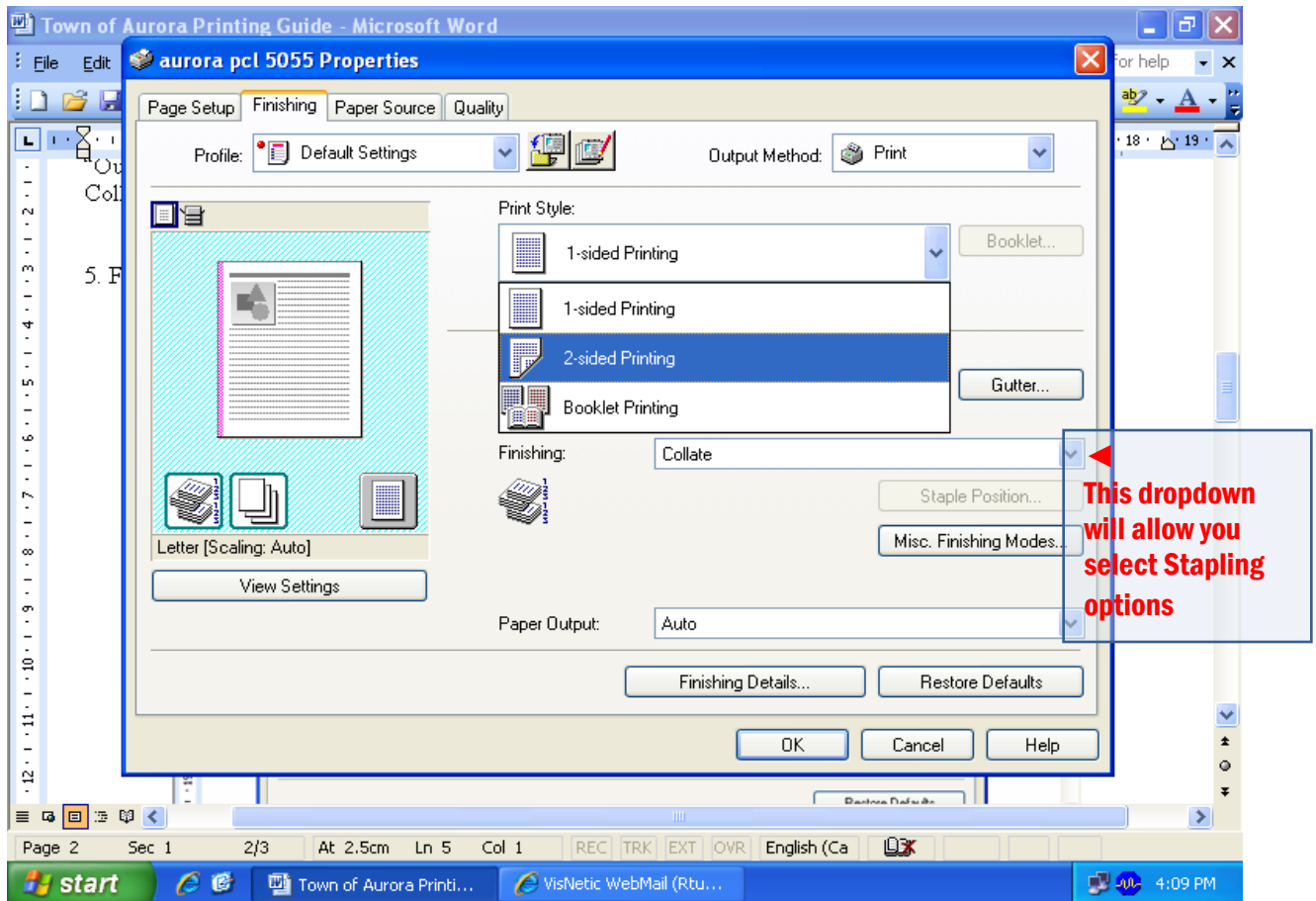


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## CANON PRINT DRIVERS (continued)

### For FINISHING Options, including STAPLING

- Click on PROPERTIES (or if you are already in PROPERTIES, skip to third bullet point below)
- PROPERTIES dialogue box opens
- Click on FINISHING tab at the top of the PROPERTIES box. This will allow you to change:
  - OUTPUT METHOD (again)
  - PRINT STYLE (1-sided, 2-sided, etc.)
  - FINISHING OPTIONS (staple, collate etc.)



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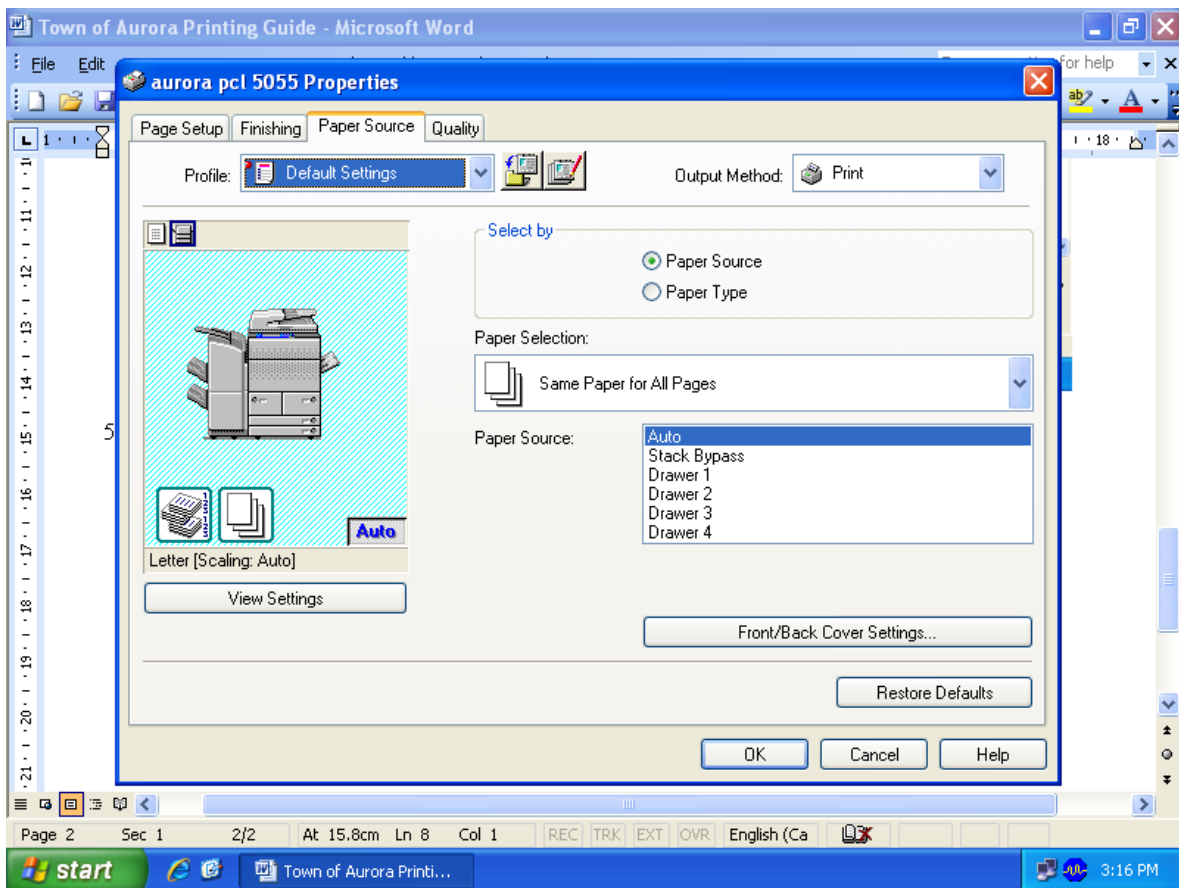


## CANON PRINT DRIVERS (continued)

### For PAPER SOURCE Options:

**This tab allows you to select different sources for different parts of a job...ie, front page on letterhead, inserting coversheets)**

- Click on PROPERTIES (or if you are already in PROPERTIES, skip to third bullet point below)
- PROPERTIES dialogue box opens
- Click on PAPER SOURCE tab at the top of the PROPERTIES box. This will allow you to change:
  - OUTPUT METHOD (again)
  - PAPER SELECTION
  - PAPER SOURCE (simply click on the drawer in the picture of the imageRUNNER for the DRAWER you need your print job to source its paper from). These will vary by installation.



**Go to Next Page....**

## CANON PRINT DRIVERS (continued)

### For QUALITY Options:

- Click on PROPERTIES (or if you are already in PROPERTIES, skip to third bullet point below)
- PROPERTIES dialogue box opens
- Click QUALITY tab at the top of the PROPERTIES box. This will allow you try different settings for:
  - GRAPHICS
  - PHOTO
  - DESIGNS
  - COLOUR MODE
    - **A note about this selection:** You may be set to default to Black & White if you have a device with Colour capabilities. If your job requires you to print in colour, you may select AUTO DETECT in order to count b/w pages as b/w and colour pages as colour.

