



Windows Printer Driver Guide

Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place for future reference.

ENG

Contents

Before You Start

How to Use This Guide	1-1
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Before Printing from a PC

Installing the Printer Driver	2-1
System Requirements	2-2
Selecting the Appropriate Printer Driver	2-3
Installation	2-6
Setting Up the Printer Configuration	2-7
Other Software Programs	2-10

Printing Fundamentals

Printing with the Printer Driver	3-1
Setting Printer Conditions Beforehand	3-5
Viewing the Online Help	3-8

Printing Functions

Common Functions	4-2
[Page Setup] Sheet	4-3
[Finishing] Sheet	4-4
[Paper Source] Sheet	4-6
[Quality] Sheet	4-7
[Device Settings] Sheet	4-8

Setting the Print Functions

Scaling Documents	5-1
Printing Multiple Pages on One Sheet	5-5
2-sided Printing	5-8
Booklet Printing	5-11
Poster Printing	5-14
Watermark Printing	5-16
Switching Between Color and Grayscale Printing	5-18
Viewing the Print Preview	5-20

Before You Start

Thank you for purchasing this Canon product. Please read this guide thoroughly before operating the product to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this guide, store it in a safe place for future reference.

How to Use This Guide

Symbols Used in This Guide

The following symbols are used in this guide to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.



Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the product correctly, and to avoid damage to the product.



Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys and Buttons Used in This Guide

The following symbols and key/button names are a few examples of how keys and buttons to be clicked or pressed are expressed in this guide:

- Touch Panel Display Keys: [Key Name]

Example: [UFRII], [PCL], [PS], [Yes]

- Buttons on Computer Operation Screens: [Button Name]


Example: [OK], [Next]

- Control Panel Key: Key Icon (Key Name)

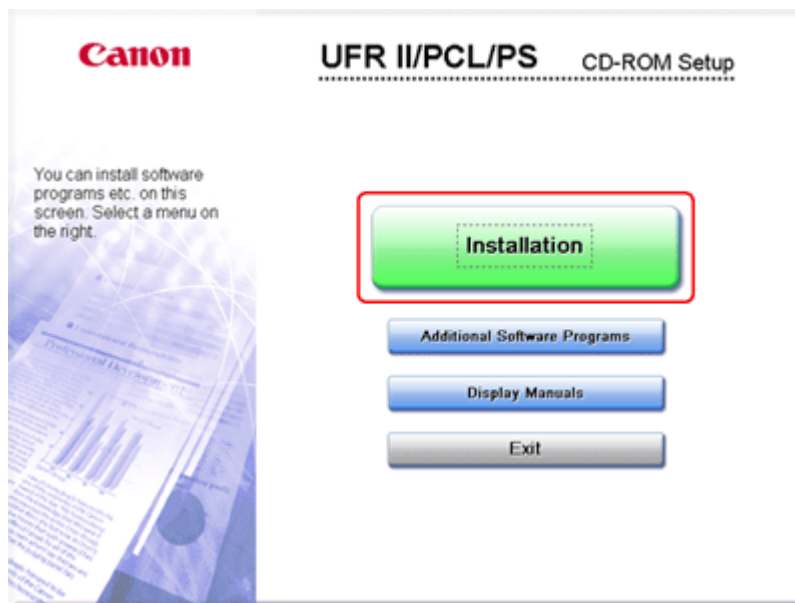
Example:  (Start)

Displays Used in This Guide

Screen shots of computer operation screens used in this guide may differ from the ones you actually see, depending on the operating system and the model or options that come with your machine.

The keys or buttons which you should click or press are marked with a  , as shown below.

When multiple keys or buttons can be clicked or pressed, they are highlighted and mentioned in the order in which they should be clicked or pressed.



Abbreviations Used in This Guide

In this guide, product names and model names are abbreviated as follows:

Microsoft Windows 2000:	Windows 2000
Microsoft Windows XP:	Windows XP
Microsoft Windows Server 2003:	Windows Server 2003
Microsoft Windows Server 2008:	Windows Server 2008
Microsoft Windows Vista operating system:	Windows Vista
Novell NetWare:	NetWare
PostScript 3 emulation:	PS

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Before Printing from a PC

To print from a PC, you must install the printer driver and set up the printer configuration using the printer driver.

Installing the Printer Driver

The printer driver is software that is required to print from applications on your PC. The printer driver also enables you to configure settings relating to printing.

System Requirements

The following system environments are necessary in order to use the printer driver.

Remark

- Supported operating systems may differ according to the printer driver version you are using.

● Operating Systems:

- Microsoft Windows 2000
- Microsoft Windows XP
- Microsoft Windows Server 2003
- Microsoft Windows Vista
- Microsoft Windows Server 2008

● Computer:

- Any computer that runs the above systems

● Memory

- The amount of memory required to run the above systems correctly

Selecting the Appropriate Printer Driver

The printer driver is installed from a User Software CD-ROM.

Remark

- Supported operating systems may differ according to the printer driver version you are using.

● Content of Each CD-ROM:



For Windows:

- UFR II Printer Driver
- PCL5e/PCL5e/PCL6 Printer Driver
- PS Printer Driver
- Printer Driver Installation Guide

For Mac:

- Mac UFR II Printer Driver
- Mac PS Printer Driver
- Mac UFR II Driver Guide
- Mac PS Driver Guide

● Features of the Printer Driver

- UFR II Printer Driver:

Using the UFR II printer driver, the various data processing tasks conventionally executed within the printer are appropriately divided between the host PC and the printer to greatly reduce the overall printing time.

The workload can be delegated to match the output data, thus realizing a significant increase in speed through optimization.

- PCL Printer Driver:

The PCL5c, PCL5e, and PCL6 printer drivers can be used with most kinds of business application software.

The PCL5c printer driver is for color printers, the PCL5e printer driver is for black-and-white printers, and the PCL6 printer driver is for both color and black-and-white printers. PCL6 is an advanced version of PCL5c and PCL5e, and offers superior printing quality and speed.

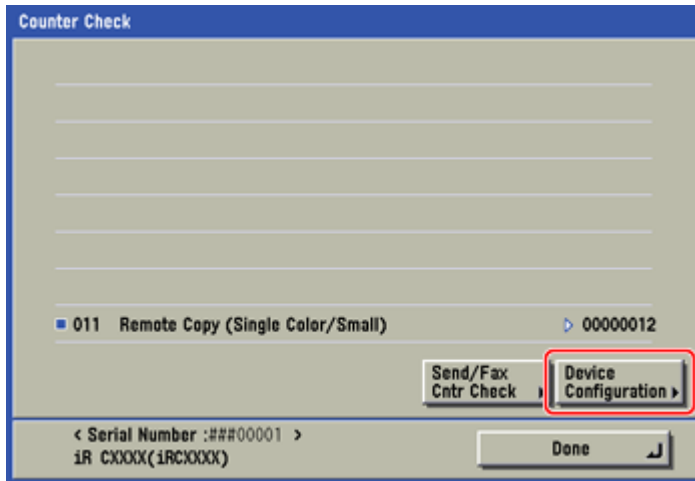
The PCL5e printer driver is provided as standard with blackand-white printers.

- PS Printer Driver:

The PS printer driver converts print data from applications into data for use with PS printers, and sends it to the printer.

As well as converting print data, it can also enable you to configure settings relating to finishing and detailed settings such as color adjustment, and provides an appropriate print environment for desktop publishing and publishing on demand.

- ① You can confirm what printer driver(s) you can use by following the procedure below.
1. Press **123** (Counter Check) on the touch panel display.
 2. In the Counter Check screen, press [Device Configuration].



3. Confirm the printer driver name displayed under [Option].

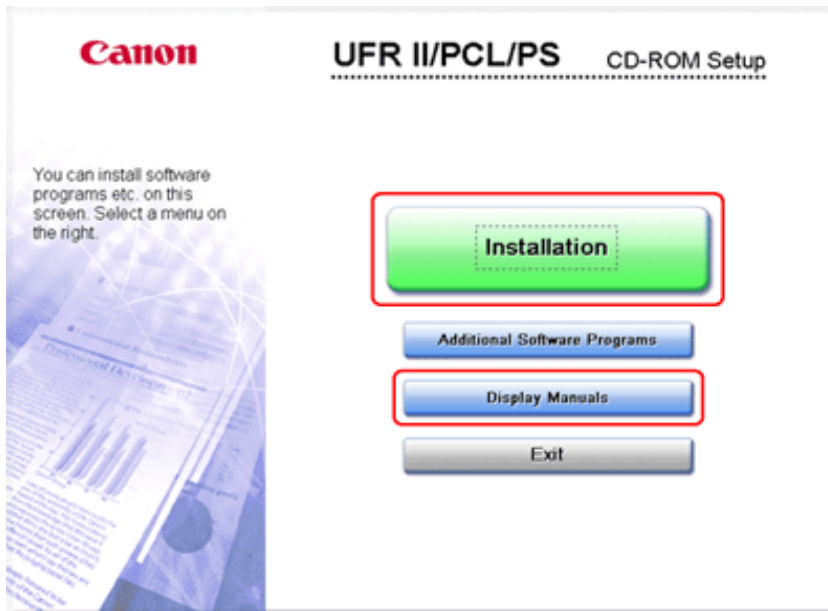
Installation

For details about the installation procedure, refer to the "Printer Driver Installation Guide". From the menu screen of the CD-ROM, you can begin installing the printer driver, or display the Printer Driver Installation Guide.

Remark

- ⚠ You cannot view the Printer Driver Installation Guide after installation has started. If you want to view the Printer Driver Installation Guide, do so before you start the installation.

● CD-ROM Menu:



- [Installation]: Click this button to install the printer driver.
- [Display Manuals]: Click this button first to view the Printer Driver Installation Guide.

Setting Up the Printer Configuration

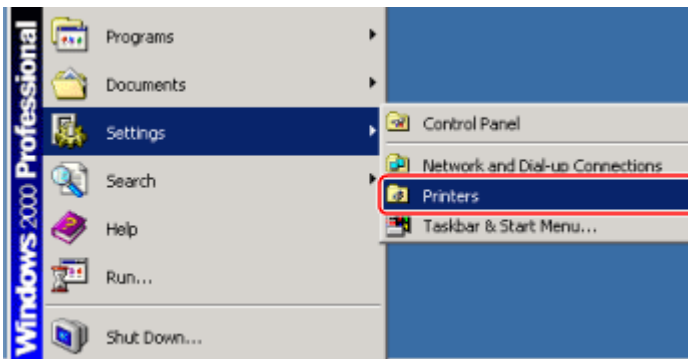
To correctly use the functions of this product, you must set the printer options using the printer driver.

To set the printer configuration, follow the procedure below.

Remark

- ☞ If you are using Windows 2000/XP/Server 2003, full control access is required to configure the settings for the printer. Full control access is available for users who are registered as Administrators or Power Users in the Windows system settings.
- ☞ The display may differ according to the operating system, as well as the type and version of the printer driver.

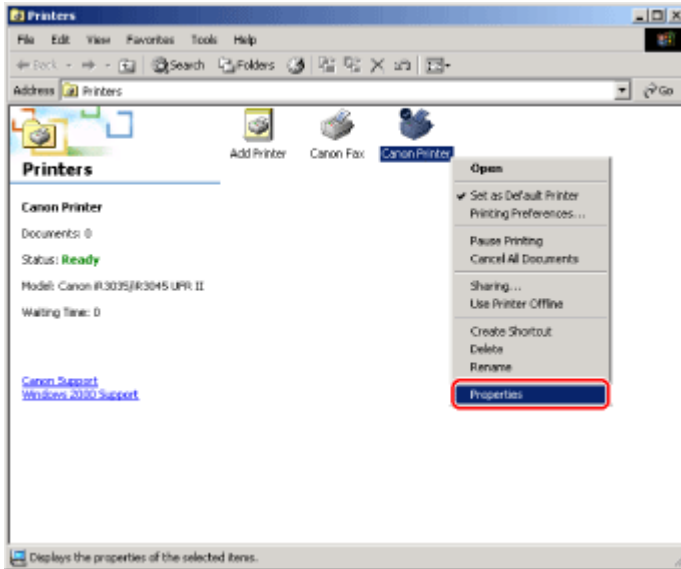
1. On the [Start] menu, point to [Settings] → click [Printers].



The [Printers] folder is displayed.

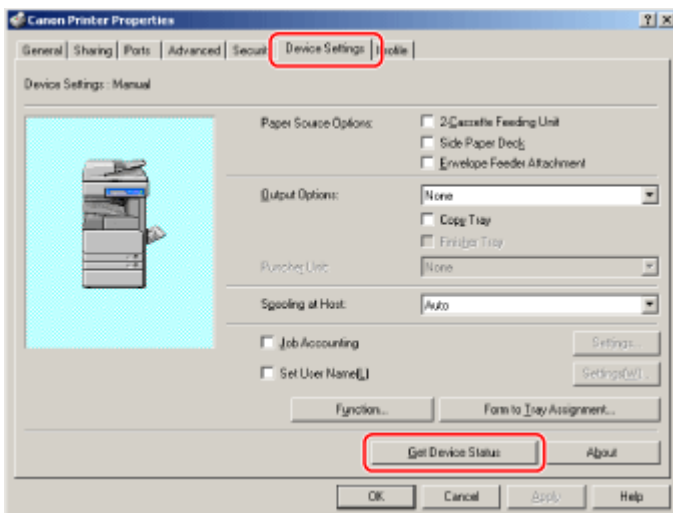
- ☞ If you are using Windows XP Professional/Server 2003, on the [Start] menu, click [Printers and Faxes].
- ☞ If you are using Windows XP Home Edition, on the [Start] menu, click [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes].
- ☞ If you are using Windows Vista/Server 2008, on the [Start] menu, click [Control Panel] → [Printers].

2. In the [Printers] folder (or [Printers and Faxes] folder), right-click the icon of the printer whose settings you want to configure → click [Properties] from the displayed menu.



The printer properties dialog box is displayed.

3. Select [Device Settings] sheet → click [Get Device Status].



- ⊗ If you are using the printer as a shared printer, and have installed "Canon Driver Information Assist Service" in the print server, you can use the [Get Device Status] function. For details about the "Canon Driver Information Assist Service" installation procedure, see the Printer Driver Installation Guide.
- ⊗ If the information request returns an error message, you need to configure the settings (such as paper feed options, paper output options, etc.) manually.
- ⊗ If the printer and PC are connected via USB, the [Get Device Status] function is unavailable. You need to configure the settings manually.
- ⊗ Depending on the printer model you are using, the function version of the device is obtained together with the device information. If the function version cannot be obtained, print a device status page from the device, verify the function version → click [Function] and set the function version manually. The available printer driver functions differ according to the function version.


4. Confirm the settings such as paper source options and output options → click [OK].

Other Software Programs

The following software programs are included on the User Software CD-ROM. Available software programs vary depending on the system configuration.

● NetSpot Device Installer

Use this software to specify the initial settings for various devices connected to a network from your PC. For information on installing the software, see the Readme file located in \NetSpot_Device_Installer\uk_asia\Windows.

 You can install the NetSpot Device Installer from the CD-ROM menu. Click [Additional Software Programs] on the menu screen to start the installation.

● Canon Font Manager

Use this software to manage fonts and view them accurately in Windows. Double-click [Canonfm] → the [Setup.exe] icon to install the software. For more information, see the Readme.txt file located in \Canonfm\program files\Canon\Font Manager\English.

● JBIG Image Viewer

Use this software to view image files in the JBIG format on your web browser. For information on installing the software, see the Readme.txt file located in \Jbig\English.

● **NDPS Gateway**

Use this software to monitor printers and job status in the NDPS (Novell Distributed Print Services) architecture. The link to Canon NetSpot Accountant makes it possible to also pass statistics for print jobs processed through NetSpot Accountant. For information on installing the software, see the Canon NDPS Gateway Users Guide (Users Guide Eng.pdf) located in \Ndps_gw.

● **PPD file**

Use the PPD (PostScript Printer Description) file to print from QuarkXPress and PageMaker with the PS Printer Driver. For information on installing the PPD file, see the Printer Driver Installation Guide.

Printing Fundamentals

This section explains how to print a document and how to display the online help.

Remark

- ☒ To use the printer, you need an appropriate printer driver. See Getting Started and the Printer Driver Installation Guide for details on how to install the printer driver.

Printing with the Printer Driver

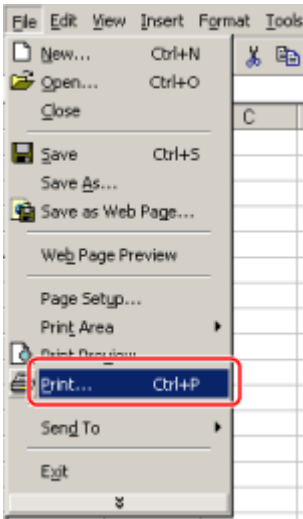
The procedure for printing a document created in application software is as follows.

Remark

- ☒ Printing methods may differ depending on the applications you are using. For details, see the instruction manuals provided with the application software.
- ☒ The display may differ according to the operating system, as well as the type and version of the printer driver.

1. Open the document you want to print from the application.

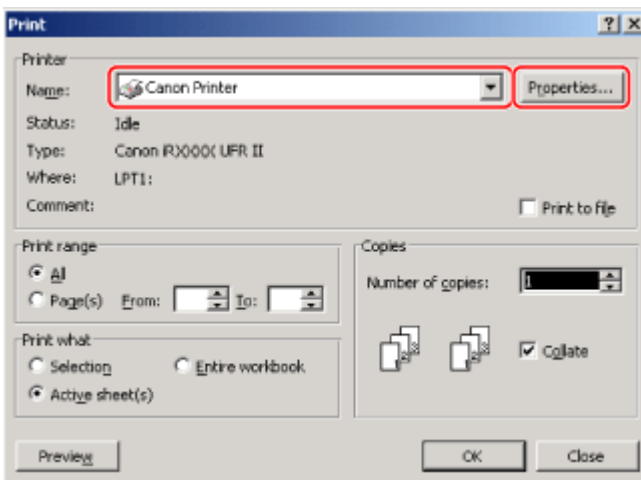
2. Select [Print] from the [File] menu.



The [Print] dialog box is displayed.

- ☞ The procedure displaying the [Print] dialog box may differ depending on the applications you are using.

3. Select your printer from [Name], then click [Properties].

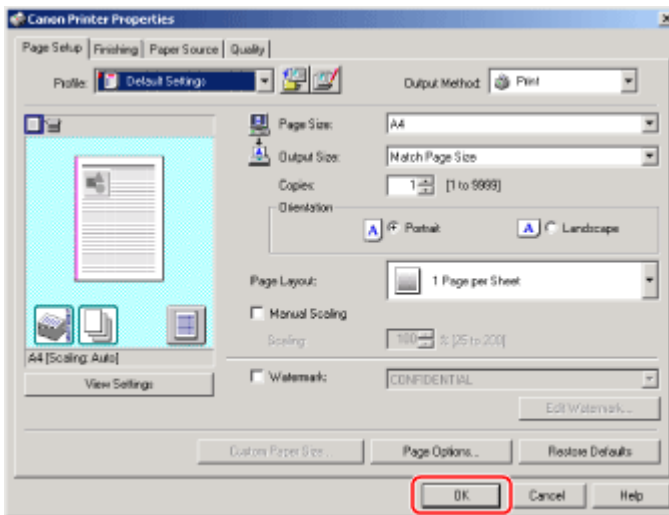


The printer driver screen is displayed.

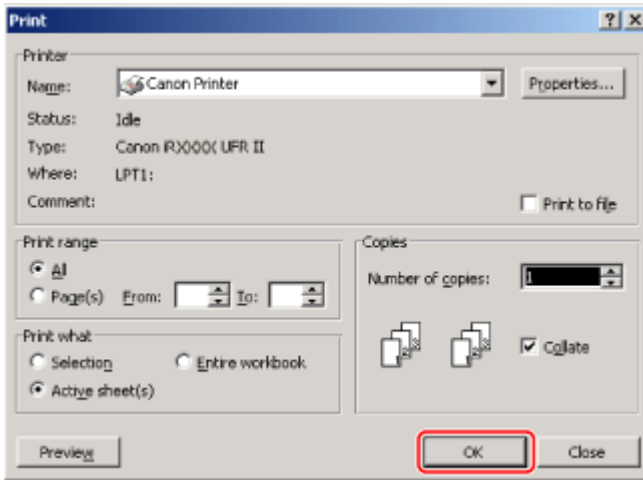
- ☉ The printer name displayed in the printer driver screen is changed by settings in the [Printers] folder (or [Printers and Faxes]). See "Setting Printer Conditions Beforehand(p.3-5)" to display the [Printers] folder (or [Printers and Faxes]).
- ☉ The procedure displaying the printer driver screen may differ depending on the applications you are using.

4. Configure the required settings in the printer driver screen, then click [OK].

See "Printing Functions (p.4-1) " to find what you can configure in each sheet.



The [Print] dialog box is displayed.

5. Click [OK].

Printing begins.

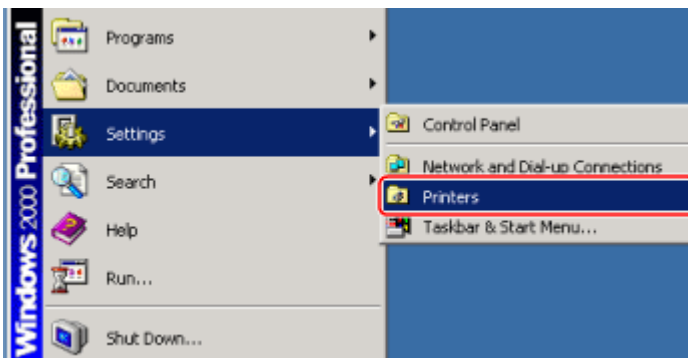
Setting Printer Conditions Beforehand

To configure the printing conditions, follow the procedure below.

Remark

- When printing, you can change the settings you configured beforehand. To change the settings, configure them from the application.
- The display may differ according to the operating system, as well as the type and version of the printer driver.

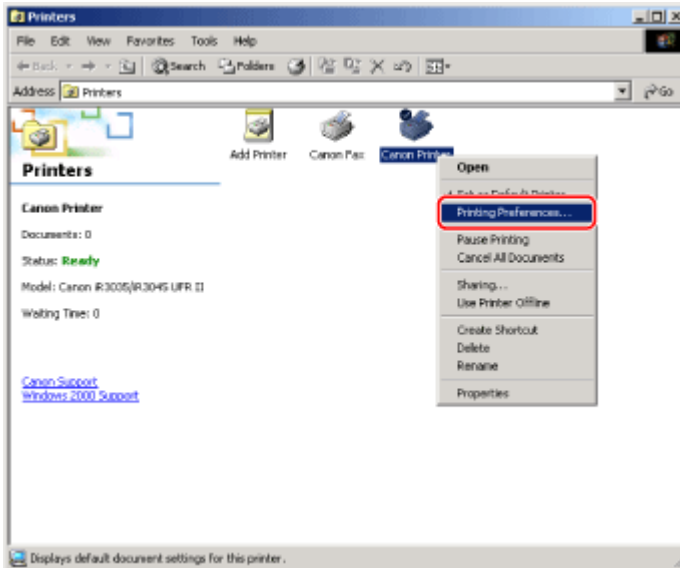
1. On the [Start] menu, point to [Settings] → click [Printers].



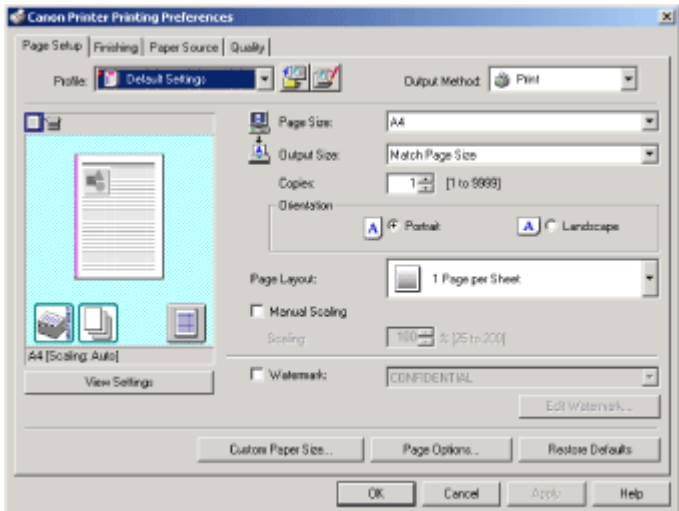
The [Printers] folder is displayed.

- If you are using Windows XP Professional/Server 2003, on the [Start] menu, click [Printers and Faxes].
- If you are using Windows XP Home Edition, on the [Start] menu, click [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes].
- If you are using Windows Vista/Server 2008, on the [Start] menu, click [Control Panel] → [Printers].

2. In the [Printers] folder (or [Printers and Faxes] folder), right-click the icon of the printer whose settings you want to configure → click [Printing Preferences] from the displayed menu.



The printer driver screen is displayed.



To access the [Printing Preferences] dialog box from [Printers] folder (or [Printers and Faxes] folder), you need to be assigned full control permission for the printer. Full control access is available for users who are registered as Administrators or Power Users in the Windows system settings.

3. Configure the required settings in the displayed printer driver screen.

See "Printing Functions (p.4-1)" to find what you can configure in each sheet.

4. Click [OK].

The printer whose settings you have configured will print with the same settings every time.

Viewing the Online Help

To view the online help, follow the procedure below.

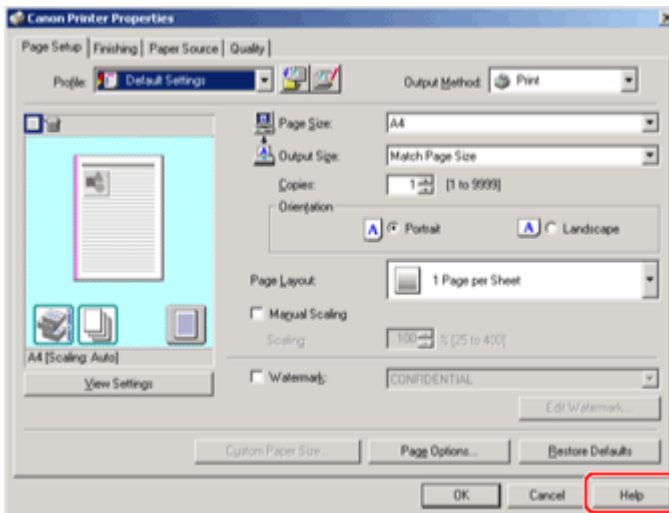
Remark

- The display may differ according to the operating system, as well as the type and version of the printer driver.

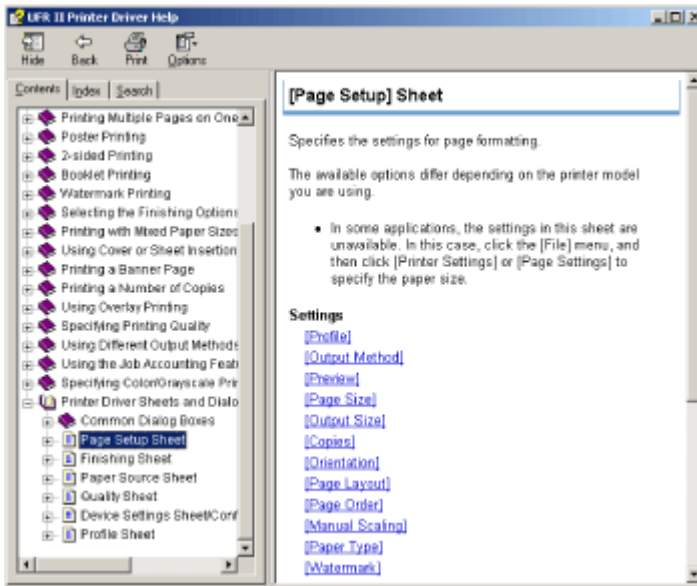
1. Display the printer driver screen.

See "Printing with the Printer Driver(p.3-1)" or "Setting Printer Conditions Beforehand(p.3-5)" on how to display the printer driver screen.

2. Click [Help].



The online help is displayed.



Printing Functions

This section explains what you can do in each sheet of the printer driver UI.

Remark

- ☒ The items displayed in the printer driver window differ according to the printer model you are using.
- ☒ Some functions may not be available depending on the printer model you are using.

Common Functions (p.4-2)

[Page Setup] sheet (p.4-3)

[Finishing] sheet (p.4-4)

[Paper Source] sheet (p.4-6)

[Quality] sheet (p.4-7)

[Device Settings] sheet (p.4-8)

Common Functions

The following functions are common to all sheets. The following settings are configured from the locations indicated by the corresponding numbers in the image.

4

Printing Functions

1 Selecting Profiles (p.5-23)

You can select a profile to conveniently repeat the same print settings.

2 Adding/Editing Profiles

You can add and edit profile settings.

3 Changing the Output Method

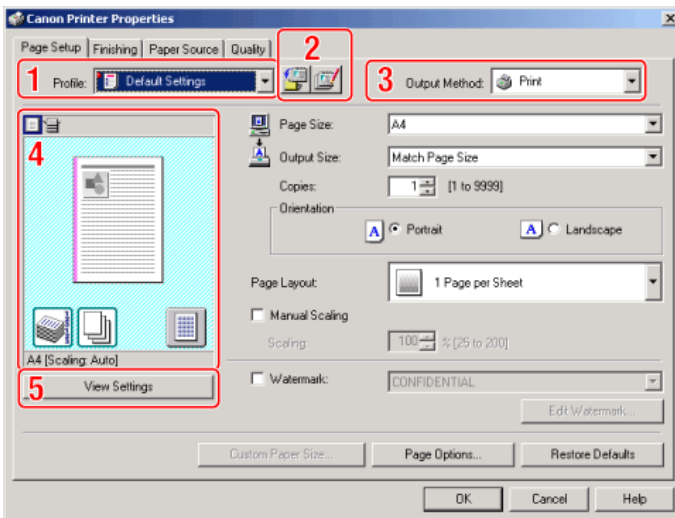
You can change the output method; e.g. storing a print job in an inbox. You can also select [Edit and Preview] to view the print preview. (p.5-20)

4 Preview

The settings configured in each sheet are displayed in the preview.







5 Verifying Settings

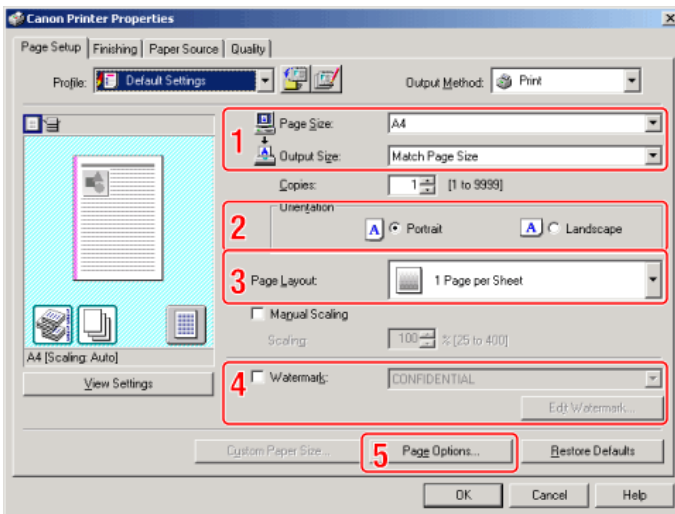
You can verify the settings specified in each sheet.



[Page Setup] Sheet

In the [Page Setup] sheet, you can do the following. The following settings are configured from the locations indicated by the corresponding numbers in the image.

- | | | | |
|---|---|---|---|
| <p>1</p>  | <p>Output Paper Size
(p.5-1)
Enables you to select the paper size actually output from the printer</p> | <p>4</p>  | <p>Watermark (p.5-16)
Prints pages with a watermark (such as "COPY") superimposed on the document.</p> |
| <p>2</p>  | <p>Print Direction
Sets the print direction relative to the orientation of the paper.</p> | <p>5</p>  | <p>Page Border
Prints each page with a border.</p> |
| <p>3</p>  | <p>Page Layout (p.5-5)
Prints multiple pages arranged on one sheet of paper.</p> | <p>5</p>  | <p>Header/Footer
Prints pages with headers and/or footers with the date, page number, etc.</p> |



[Finishing] Sheet

In the [Finishing] sheet, you can do the following. The following settings are configured from the locations indicated by the corresponding numbers in the image.

4

Printing Functions

1



Two-sided Printing

(p.5-8)

Prints on the front and back of the paper.

4



Collating

When printing multiple sets of copies, outputs each set separately in page order.

2



Booklet Printing

(p.5-11)

Prints pages in a sequence that allows them to be folded and grouped into a booklet when output.

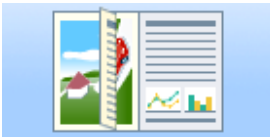
5



Grouping

When printing multiple sets of copies, outputs the pages in groups according to their page numbers.

3



Mixed Paper Sizes/ Orientations

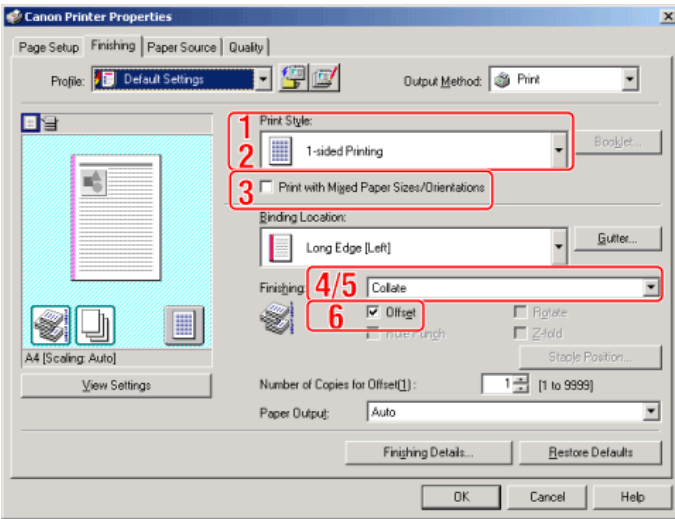
Aligns the binding location when printing pages of mixed size and/or orientation.

6




Offsetting


Alternately offsets sets of output pages according to a specified number of pages.

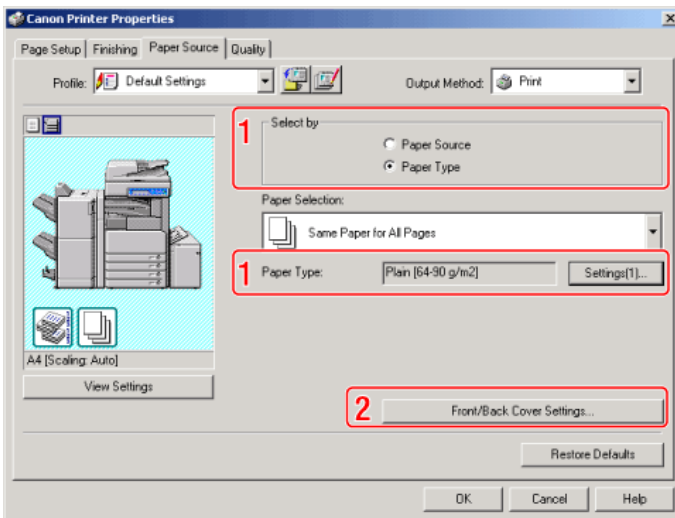


[Paper Source] Sheet

In the [Paper Source] sheet, you can do the following. The following settings are configured from the locations indicated by the corresponding numbers in the image.





1  **Printing on Transparencies**
Prints on transparencies. You can also insert interleaving pages between the transparencies.

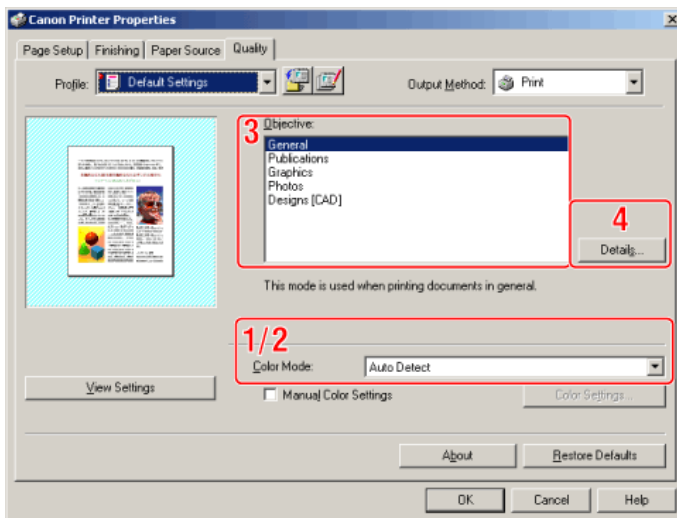
2  **Front/Back Covers**
Uses different paper for the front and back covers from that used for the main body copy.



[Quality] Sheet

In the [Quality] sheet, you can do the following. The following settings are configured from the locations indicated by the corresponding numbers in the image.

- | | | | |
|---|--|---|--|
| <p>1</p>  | <p>Black and White Printing
Prints color documents in black and white.</p> | <p>3</p>  | <p>Objective
Enables you to conveniently select the appropriate settings for the current content.</p> |
| <p>2</p>  | <p>Color/Black & White Auto Detect (p.5-18)
Switches between color and black and white according to the color content of each page.</p> | <p>4</p>  | <p>Toner Reduction
Prints with a reduced amount of toner.</p> |



[Device Settings] Sheet

In the [Device Settings] sheet, you can do the following. The following settings are configured from the locations indicated by the corresponding numbers in the image.

4

Printing Functions

1 Set Options

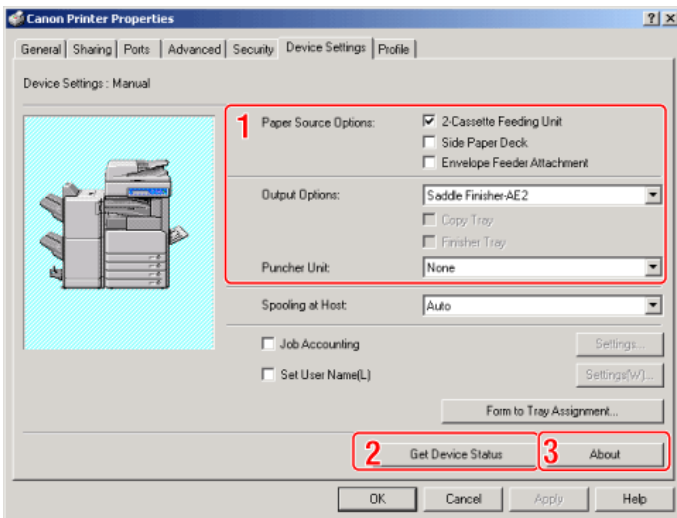
You can set device information manually.

3 Display Version Information

You can display version information.

2 Obtain Device Information

You can obtain device information and update the settings displayed in the sheet.



Setting the Print Functions

This section explains how to set the print functions.

Scaling Documents

You can enlarge or reduce documents to match the output paper size, such as reducing a document created in A4 size to print on B5, or enlarging a document created in B5 size to print on A4.

There are two methods for scaling a document: select the output size of the document to scale it automatically, or specify the scaling value manually.

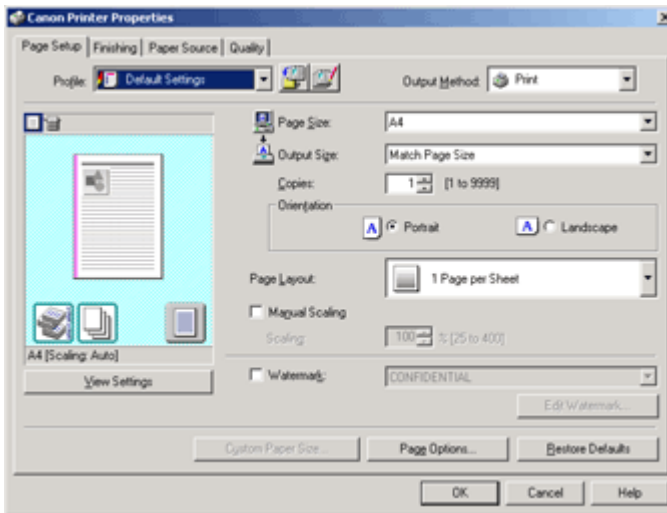


Remark

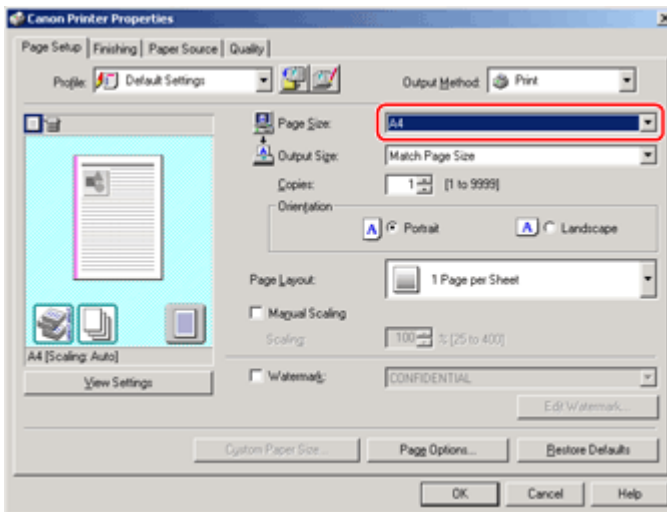
- ⓘ Depending on the selected page size and printer model you are using, you may not be able to magnify the document.
- ⓘ Depending on the printer model you are using, you may not be able to magnify the document to the optimum ratio for the selected page size.
- ⓘ If you are using an application that enables you to enlarge or reduce the document, configure the settings in the application.
- ⓘ The display may differ according to the operating system, as well as the type and version of the printer driver.

1. Display the [Page Setup] sheet.

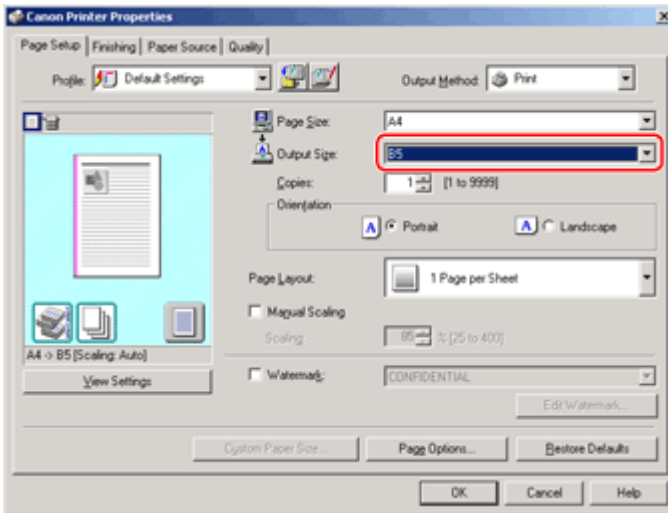
See "Printing with the Printer Driver(p.3-1)" or "Setting Printer Conditions Beforehand(p.3-5)" on how to display the printer driver screen.



2. Select page size of the document you created in the application from [Page Size].

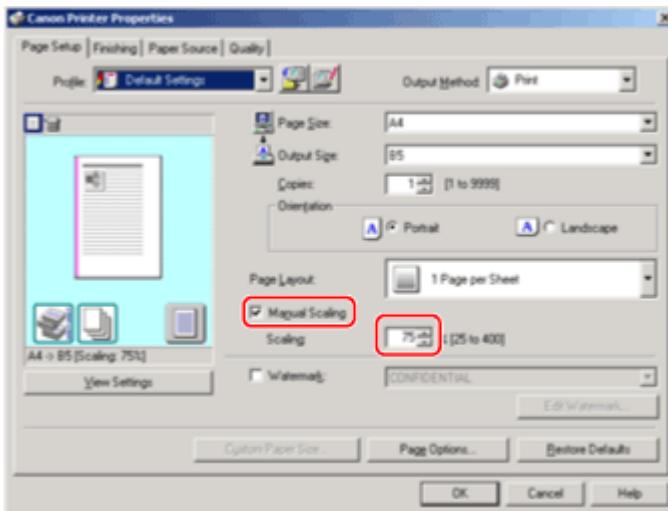


3. Select output size of the document from [Output Size].



The document is scaled automatically according to the settings made in [Page Size] and [Output Size].

4. If you want to increase or decrease the magnification manually, select [Manual Scaling] → specify the scaling ratio for [Scaling].

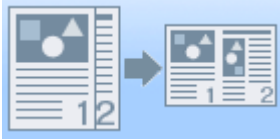


- ☞ If the ratio is less than 25% or more than 200%, the document is printed without scaling on the paper specified in [Output Size].

5. Click [OK].

Printing Multiple Pages on One Sheet

Multiple pages can be printed on one sheet of paper.

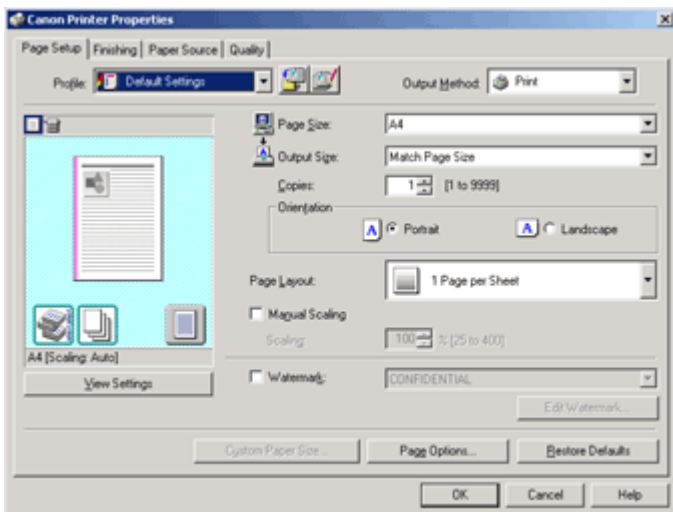


Remark

- ⊘ Although there may be a function for printing multiple copies depending on the application you are using, do not use it together with this function. If you do, printing may not be executed correctly.
- ⊘ You cannot enlarge and reduce manually when using this function.
- ⊘ The display may differ according to the operating system, as well as the type and version of the printer driver.

1. Display the [Page Setup] sheet.

See "Printing with the Printer Driver(p.3-1)" or "Setting Printer Conditions Beforehand(p.3-5)" on how to display the printer driver screen.

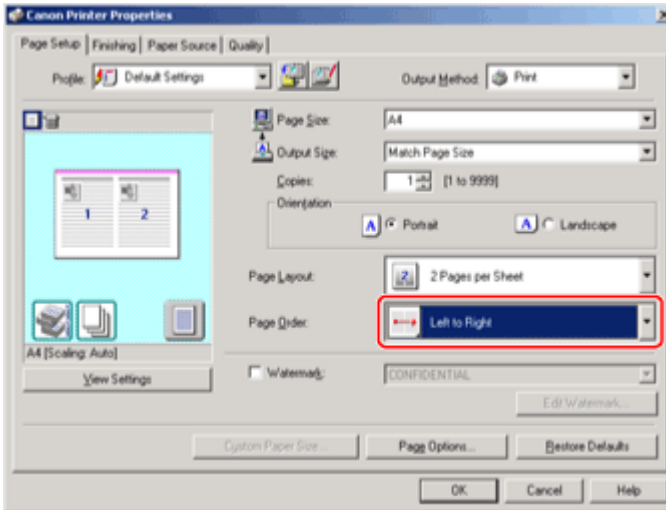


2. Select the page layout from [Page Layout].



- ☞ If the options are not displayed for [Page Layout], display the [Device Settings] sheet (p.4-8), then select [Auto] or [Enabled] from [Spooling at Host].

3. Select the page order from [Page Order].



The output image is displayed in the preview area (p.4-2) .

4. Click [OK].

2-sided Printing

Two-sided printing prints a document on both sides of the paper.



5

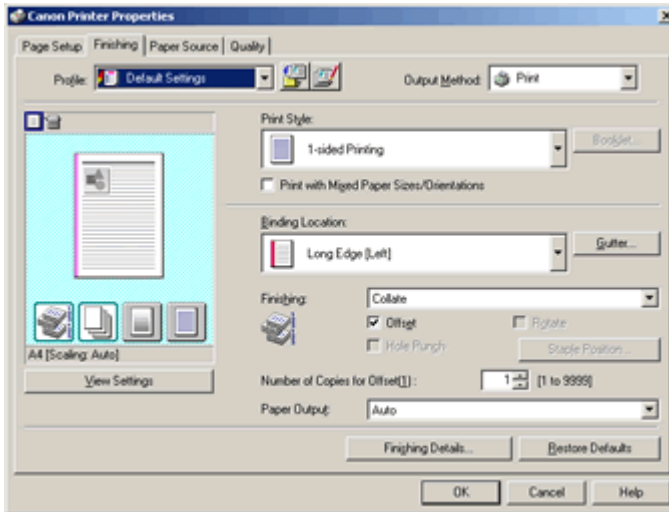
Setting the Print Functions

Remark

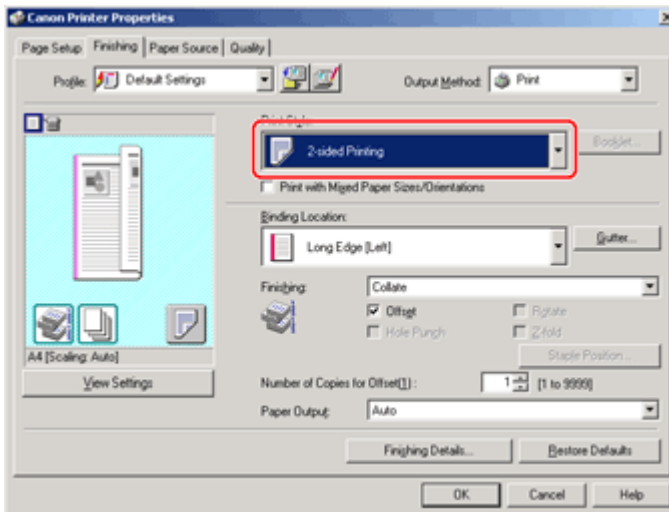
- ☉ The page sizes for which two-sided printing is available differ according to printer model. For details, click [Help] in the bottom right-hand corner of the printer driver window to view the online help.
- ☉ The display may differ according to the operating system, as well as the type and version of the printer driver.

1. Display the [Finishing] sheet.

See "Printing with the Printer Driver(p.3-1)" or "Setting Printer Conditions Beforehand(p.3-5)" on how to display the printer driver screen.



2. Select [2-sided Printing] from [Print Style].



3. Select binding edge for the paper printout from [Binding Location].



The output image is displayed in the preview area (p.4-2) .

4. Click [OK].

Booklet Printing

You can create a booklet by printing 2 pages on both sides of each sheet of paper and folding the sheets in half. You can also bind together sets of folding sheets to create a book.

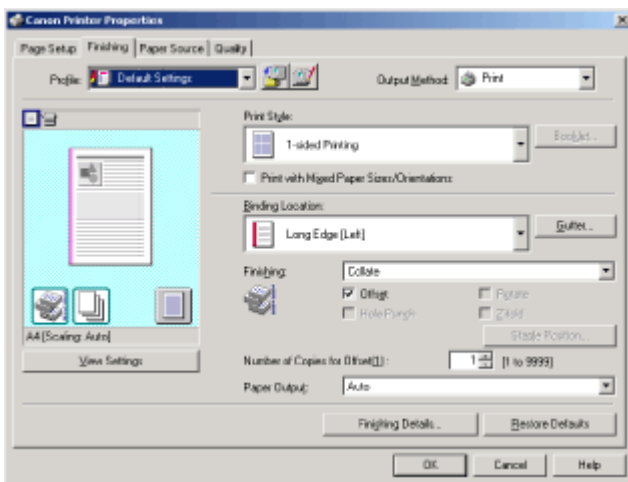


Remark

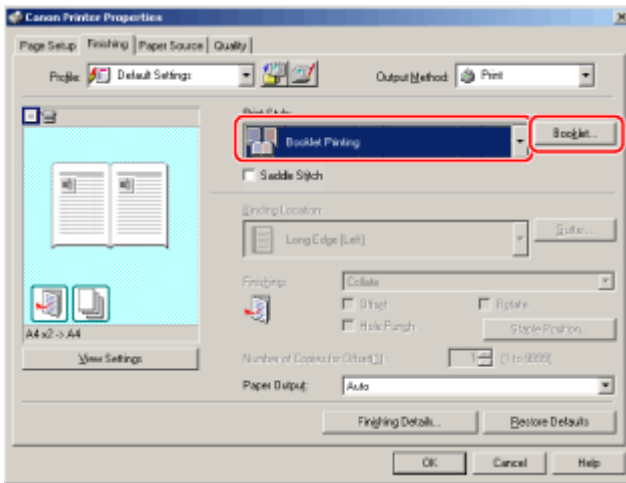
- ☒ You cannot specify the [Finishing] options in the [Finishing] sheet when performing Booklet Printing.
- ☒ The display may differ according to the operating system, as well as the type and version of the printer driver.

1. Display the [Finishing] sheet.

See "Printing with the Printer Driver(p.3-1)" or "Setting Printer Conditions Beforehand(p.3-5)" on how to display the printer driver screen.

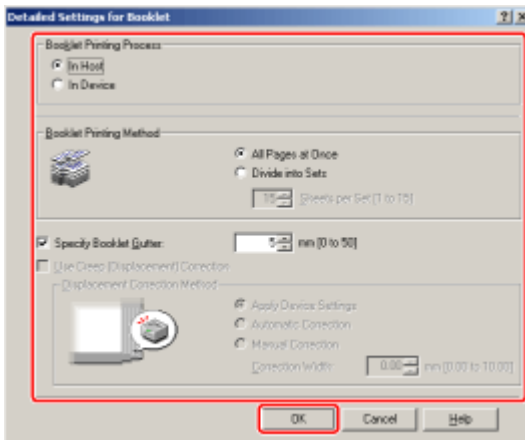


2. Select [Booklet Printing] from [Print Style] → click [Booklet].



The [Detailed Settings for Booklet] dialog box opens.

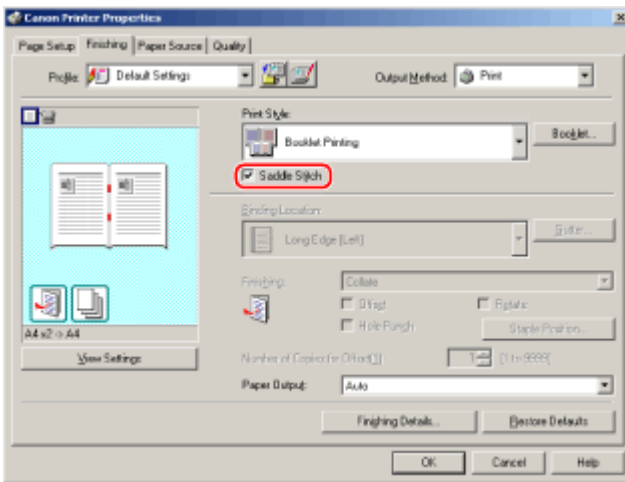
3. Specify the method of booklet printing and gutter width → click [OK].



The [Finishing] sheet is displayed.

- For details about the various settings in the [Detailed Settings for Booklet] dialog box, click [Help] in the bottom right-hand corner of the [Detailed Settings for Booklet] dialog box to view the online help.

4. Select [Saddle Stitch] if you want to staple the middle of the pages and fold them in half.



The output image is displayed in the preview area (p.4-2) .

5. Click [OK].

Poster Printing

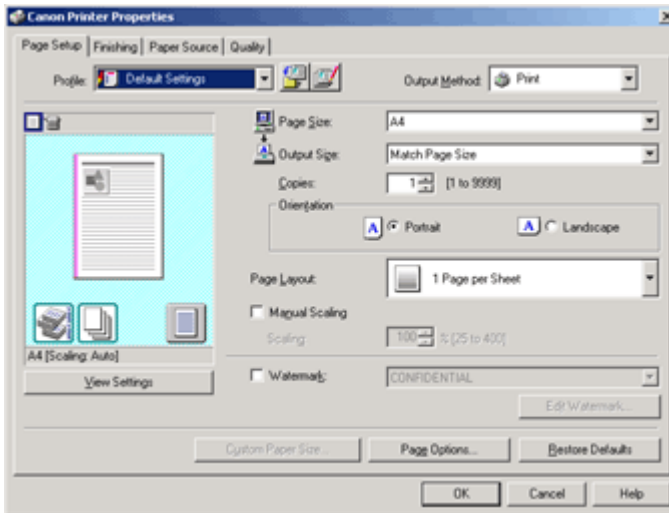
You can enlarge a one-page image and print it over multiple pages. You can then glue the printed pages together to create a poster.

Remark

- When outputting the pages face up, the print sequence for the pages (the sheets into which the image is divided) starts from the top left and proceeds to the right. When outputting the pages face down, the sequence starts from the bottom right and proceeds to the left.
- Poster printing cannot be used together with "Watermark Printing(p.5-16)", "Scaling Documents(p.5-1)", or "Printing Multiple Pages on One Sheet(p.5-5)".
- The display may differ according to the operating system, as well as the type and version of the printer driver.

1. Display the [Page Setup] sheet.

See "Printing with the Printer Driver(p.3-1)" or "Setting Printer Conditions Beforehand(p.3-5)" on how to display the printer driver screen.



2. Select page layout for poster from [Page Layout].



The output image is displayed in the preview area (p.4-2) .

- ☞ If the options are not displayed for [Page Layout], display the [Device Settings] sheet, then select [Auto] or [Enabled] from [Spooling at Host].

3. Click [OK].

Watermark Printing

You can print a watermark (such as "CONFIDENTIAL" or "COPY") on a document created using an application. You can register the customized watermark other than the various predefined watermarks.

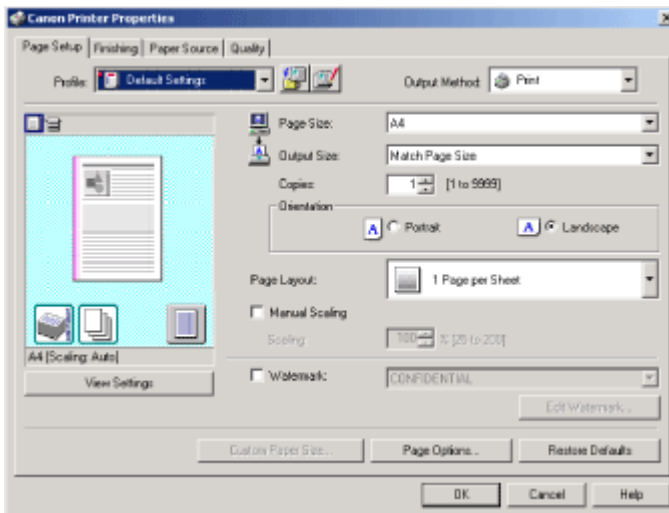


Remark

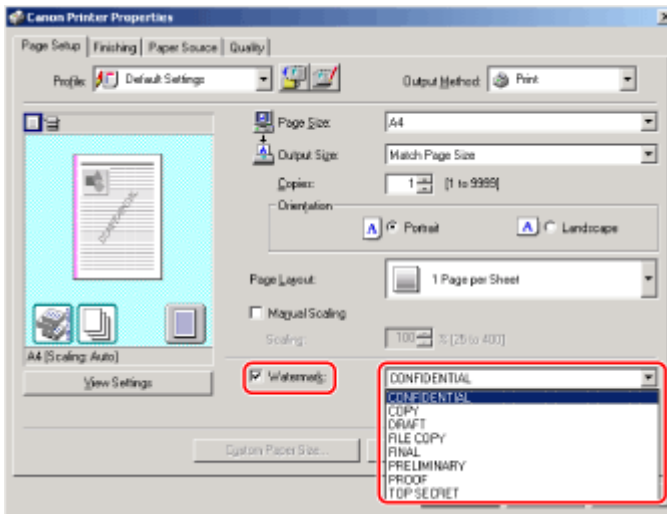
- ☞ You can register up to 50 watermarks, not including the watermarks already provided.
- ☞ The display may differ according to the operating system, as well as the type and version of the printer driver.

1. Display the [Page Setup] sheet.

See "Printing with the Printer Driver(p.3-1)" or "Setting Printer Conditions Beforehand(p.3-5)" on how to display the printer driver screen.



2. Select [Watermark] → select watermark for printing.



The output image is displayed in the preview area (p.4-2) .

- By clicking [Edit Watermark], you can display the [Edit Watermark] dialog box, and create and register new watermarks based on previously registered ones. For details, click [Help] in the bottom right-hand corner of the [Edit Watermark] dialog box to view the online help.

3. Click [OK].

Switching Between Color and Grayscale Printing

You can switch between color and grayscale printing while outputting print jobs.



5

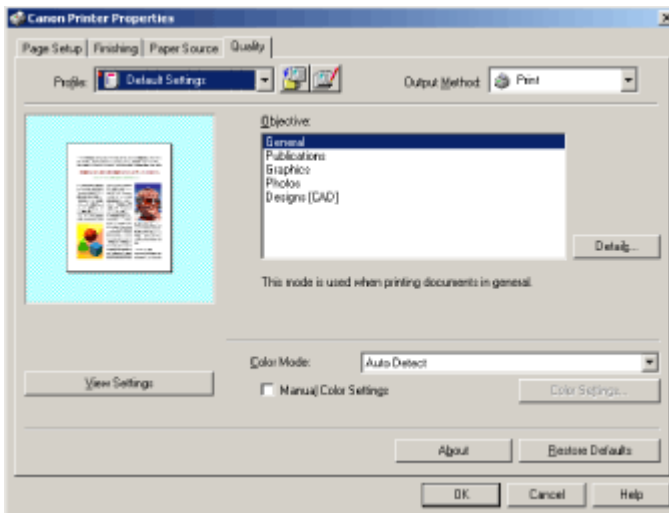
Setting the Print Functions

Remark

The display may differ according to the operating system, as well as the type and version of the printer driver.

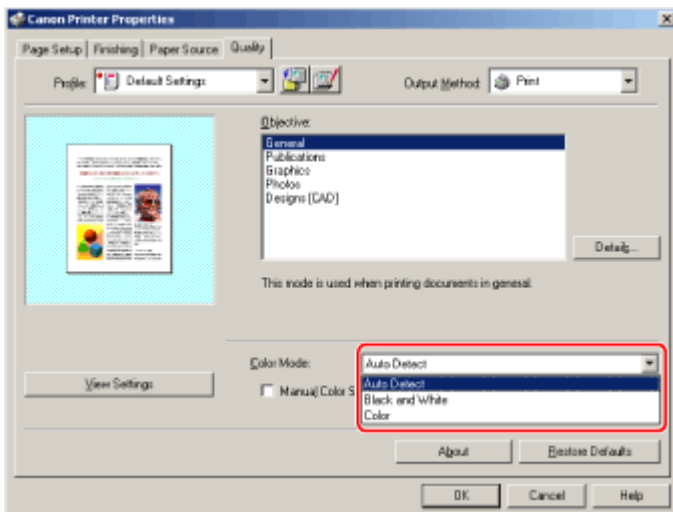
1. Display the [Quality] sheet.

See "Printing with the Printer Driver(p.3-1)" or "Setting Printer Conditions Beforehand(p.3-5)" on how to display the printer driver screen.



2. Select [Black and White], [Color], or [Auto Detect] from [Color Mode].

[Auto Detect] switches automatically between color printing and black-and-white printing according to the type of document.



3. Click [OK].

Viewing the Print Preview

You can display a preview and verify the print results prior to printing.

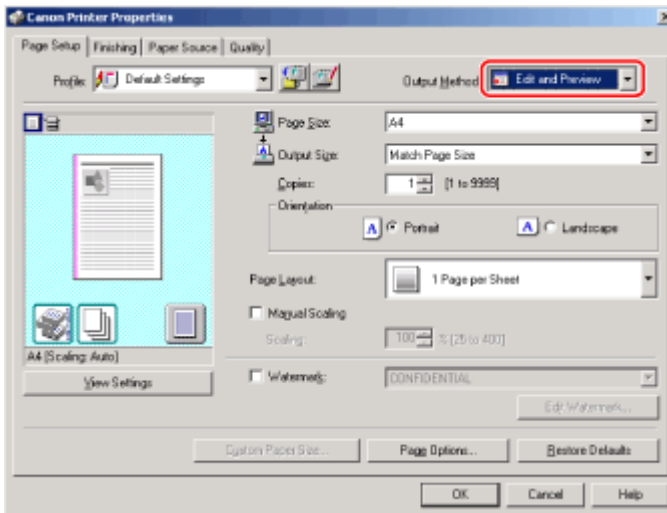
Remark

- ☞ The display may differ according to the operating system, as well as the type and version of the printer driver.

5

Setting the Print Functions

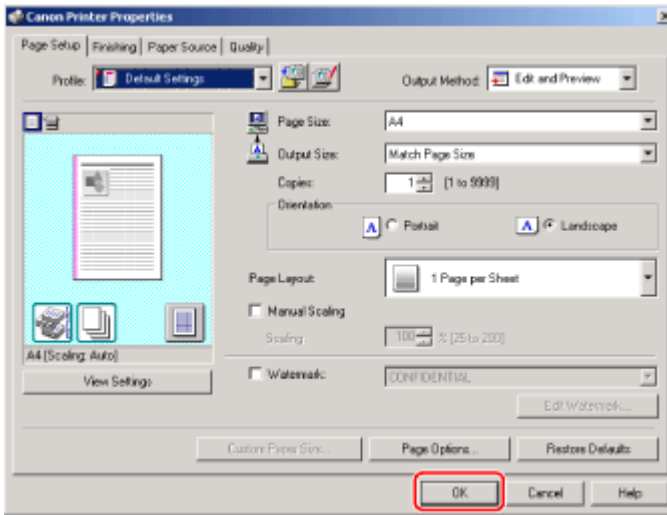
1. In the printer driver UI, select [Edit and Preview] from [Output Method].



See "Printing with the Printer Driver(p.3-1)" on how to display the printer driver screen.

2. Set the printing conditions in each of the sheets in the printer driver UI → click [OK].

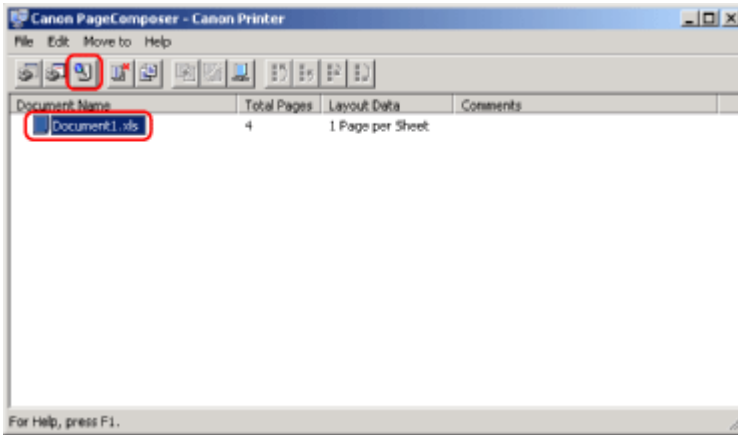
See "Printing Functions (p.4-1)" to find what you can configure in each sheet.



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

The [Canon PageComposer] dialog box is displayed.

4. Select the document you want to see a print preview of from [Document Name] → click the [Print Preview] button.



The print preview is displayed.

- ☞ In Canon PageComposer, not only can you display a print preview, you can also merge and edit print jobs. For details, see the Canon PageComposer online help.

Selecting a Profile for Printing

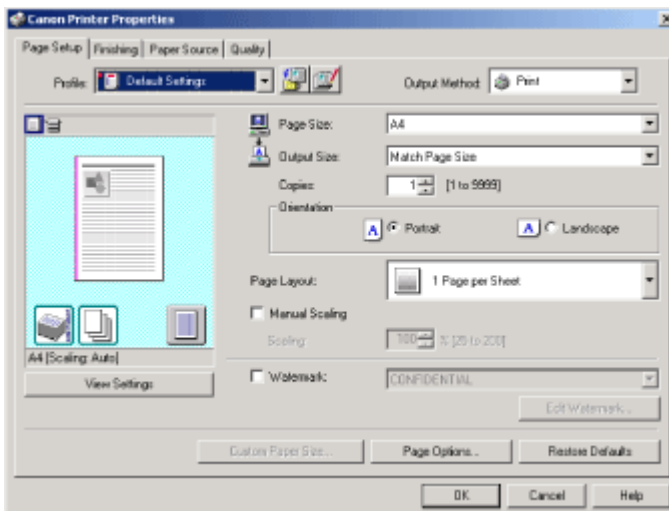
Combinations of printer driver settings corresponding to a variety of printing purposes are provided with the printer driver as "profiles". This enables you to print documents according to a desired objective by simply selecting a profile from the [Profile] list.

Remark

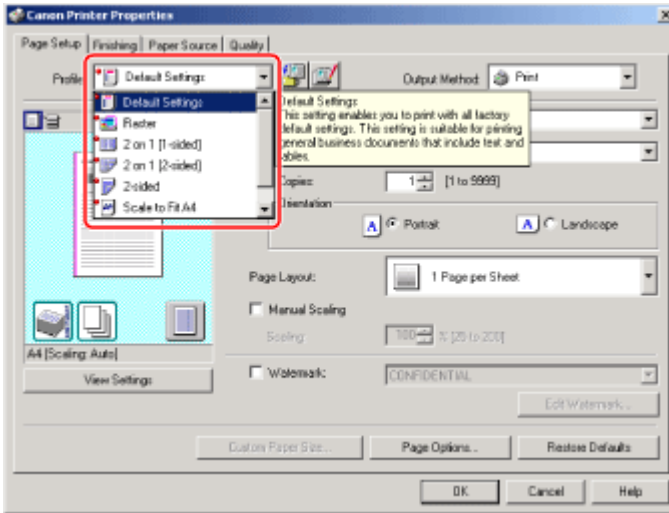
- ☞ To select a profile, you need to select [Allow Profile Selection] in the [Profile] sheet of the printer properties dialog box. If you are using Windows 2000/XP/Server 2003, to change this setting, you need full control access for the device. Full control access is available for users who are registered as Administrators or Power Users in the Windows system settings.
- ☞ The display may differ according to the operating system, as well as the type and version of the printer driver.

1. Display the printer driver screen.

See "Printing with the Printer Driver(p.3-1)" or "Setting Printer Conditions Beforehand(p.3-5)" on how to display the printer driver screen.



2. Select a profile from the [Profiles] list according to your objective.



The output image is displayed in the preview area (p.4-2) .

3. Click [OK].



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