Online Manual

Print Plug-In for Office Guide

English

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Symbols Used in This Document

⚠ Warning

Instructions that, if ignored, could result in death or serious personal injury caused by incorrect operation of the equipment. These must be observed for safe operation.

⚠ Caution

Instructions that, if ignored, could result in personal injury or material damage caused by incorrect operation of the equipment. These must be observed for safe operation.

Important

Instructions including important information. To avoid damage and injury or improper use of the product, be sure to read these indications.

Note

Instructions including notes for operation and additional explanations.

Basics

Instructions explaining basic operations of your product.

Note

- Icons may vary depending on your product.

Touch-enabled Device Users (Windows)

For touch actions, you need to replace "right-click" in this document with the action set on the operating system. For example, if the action is set to "press and hold" on your operating system, replace "right-click" with "press and hold."

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Note

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o freetype@nongnu.org

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Print Plug-In for Office Guide

- General Notes (Print Plug-In for Office)
- The Features of Print Plug-In for Office
- When Print Plug-In for Office is Not Displayed

- To Start from Microsoft Word
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- Borderless Printing (Word)
- Multi-Page Printing (Word)
- Register the Settings (Word)
- Print Using Registered Settings (Word)
- Portrait Orientation/Landscape Orientation (Word)

- To Start from Microsoft PowerPoint
- Print Matching Roll Width (PowerPoint)
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General Notes (Print Plug-In for Office)

When using Print Plug-In for Office, the following restrictions apply. Please familiarize yourself with them before using it.

- Print Plug-In for Office supports the following printer drivers and **Microsoft Office**.
  - Printer driver
    - Canon imagePROGRAF Printer Driver 2008 Ver. 3.95 or later
  - **Microsoft Office**
    - Microsoft Word(2007/2010/2013/2016)
    - Microsoft PowerPoint(2007/2010/2013/2016)
    - Microsoft Excel(2007/2010/2013/2016)
- This guide primarily provides explanations using the screens that appear when you use the Windows 10 operating system (hereafter, Windows 10).
- The **imagePROGRAF Print Plug-In** toolbar/ribbon might not be displayed in **Microsoft Office** after installing Print Plug-In for Office. For details, refer to "When Print Plug-In for Office is Not Displayed".
- If you opened the Office document from **Internet Explorer**, the software will not run correctly.
- If you are editing an embedded object or link object, the software will not run correctly.
- If you added the **imagePROGRAF Print Plug-In** ribbon to the **Microsoft Office** Quick Access toolbar, the software will not run correctly.
- For some data, an error dialog may appear because the information required for printing or data analysis cannot be acquired. If this occurs, print from the printer driver.
- When you install this software, the virtual printer **Canon imagePROGRAF PrintPlugIn** may be installed. If you want to use this software, do not uninstall the virtual printer **Canon imagePROGRAF PrintPlugIn**.
- The layout may collapse if you create a form using existing data. If that is the case, modify the data again.
- If the range selected in **Microsoft Excel** is too large, it will not be possible to analyze the data. Select a smaller range and then run the analysis.
- The Print Plug-In for Office cannot be opened for a shared printer.

The Features of Print Plug-In for Office

Print Plug-In for Office is a Plug-In that enables easy printing from **Microsoft Office**.

- It is displayed on the toolbar/ribbon, so it is easily accessible.
- It can be set by just selecting from the Wizard.
- **Large-Format Printing** custom size can also be set in the Wizard from **Microsoft Word** or **Microsoft PowerPoint**.
- Custom size can be set automatically from **Microsoft Excel**.
- The layout can be checked before printing by starting the preview screen.

Note

- 64 bit edition Windows OS operates only on WOW64 (32 bit emulator).

When Print Plug-In for Office is Not Displayed

Buttons such as **Start imagePROGRAF Print Plug-In** sometimes do not appear in the **Word**, **PowerPoint** and **Excel** Office applications, and the Print Plug-In for Office functions are not available.

In this event, re-install Print Plug-In for Office.

You can also enable add-ins to display Print Plug-In for Office.

See below for the procedure for re-installing the plug-in or enabling add-ins.

Re-installing Print Plug-In for Office

If a problem occurs, such as the system or an application terminating abnormally, the **Microsoft Office** application disables add-ins as a safety precaution.

In this event, you will need to re-install Print Plug-In for Office to display the **imagePROGRAF Print Plug-In** toolbar/ribbon.

Note

- You cannot re-install Print Plug-In for Office once an Office application is running. When the message appears, select **Cancel** and close the active Office application.

Re-install Print Plug-In for Office as follows:

1. Close **Microsoft Office** if it is open.
2. Install Print Plug-In for Office.

Enabling Print Plug-In for Office for items disabled in Office applications

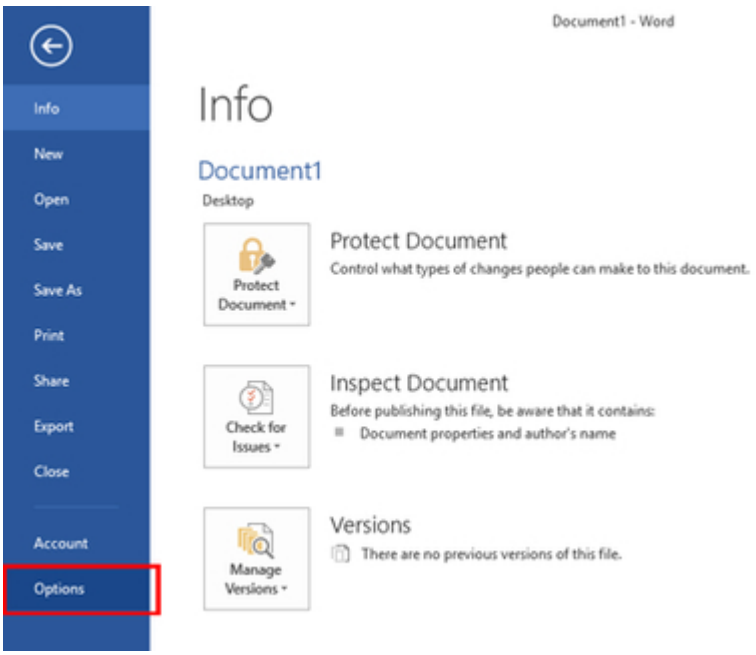
If a problem occurs, such as the system or an application terminating abnormally, the **Microsoft Office** application disables add-ins as a safety precaution.

In this event, you will need to restore the disabled add-ins in order to display the **imagePROGRAF Print Plug-In** toolbar/ribbon.

Use the procedure below to restore the add-ins disabled by **Microsoft Office**.

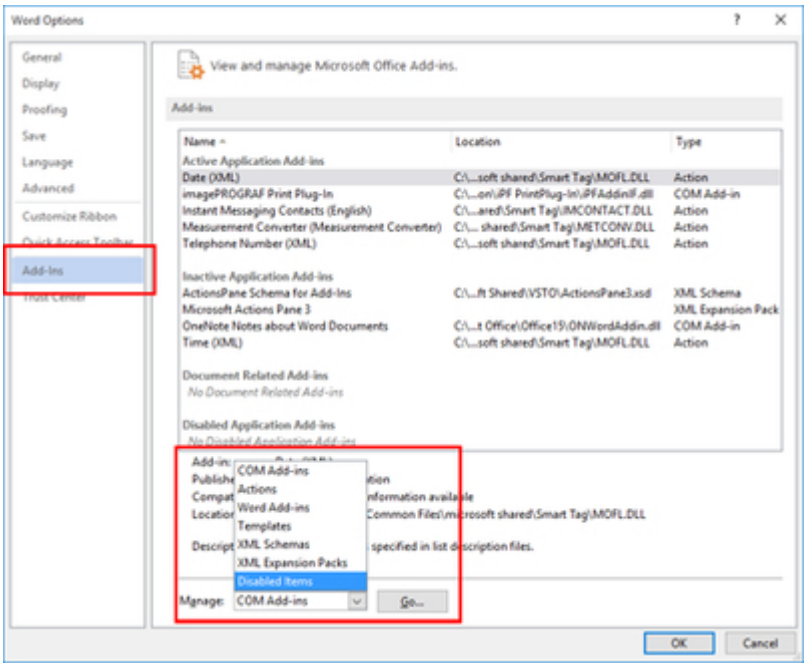
- For **Microsoft Office 2010 or later**

1. Select **Options** from the **File** menu.

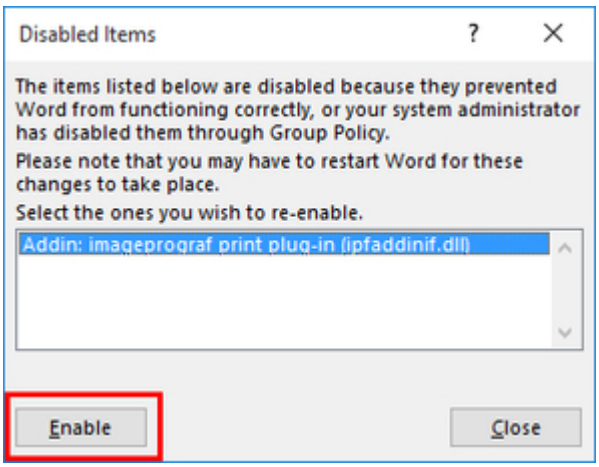


2. From the list on the left side of the **<application name> options** dialog box, select **Add-ins**.

3. Select **Disabled Items** in the **Manage** combo box and click the **Go** button.



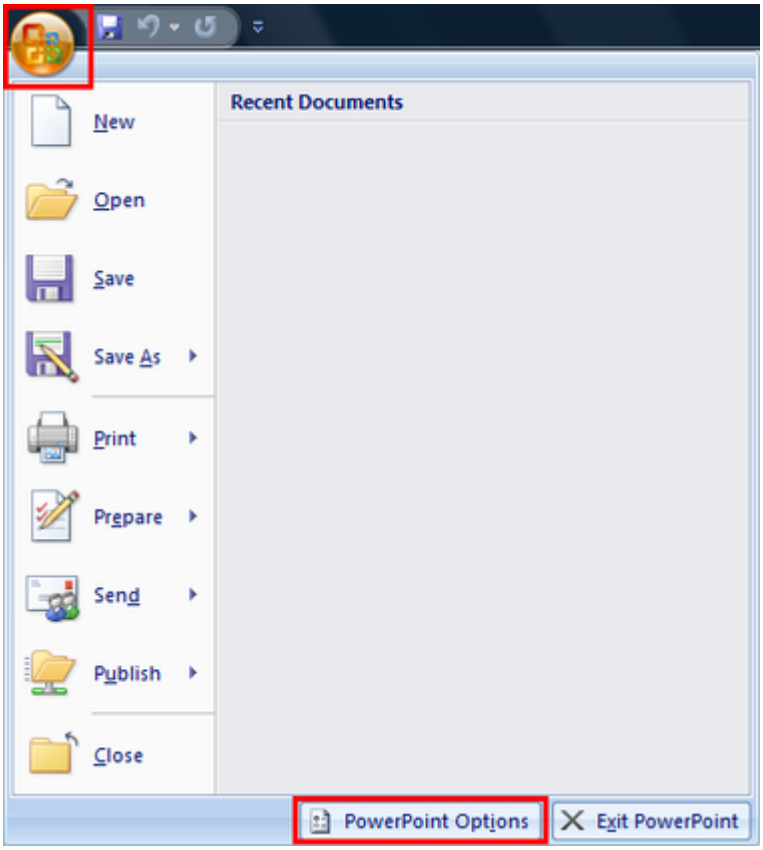
4. If **Addin imageprograf print plug-in (ipfaddinif.dll)** is displayed in the **Disabled Items** dialog box, select it and click the **Enable** button.



5. Close all the dialog boxes and restart the Office application.

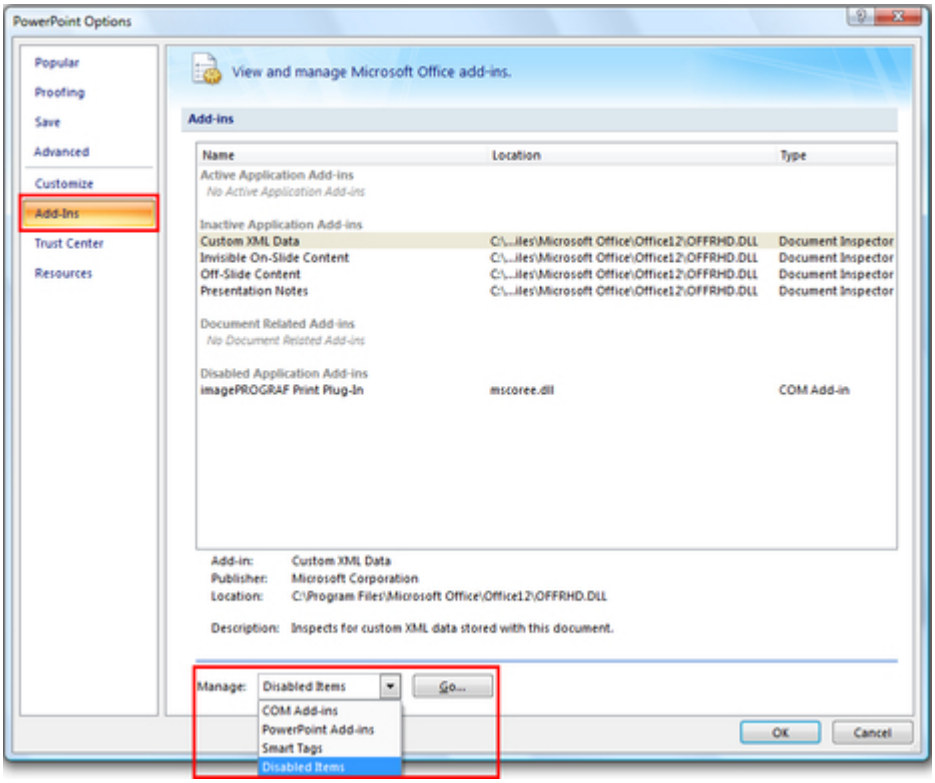
• For **Microsoft Office 2007**

1. Click the **Office** button and then click the **<application name> options** button.

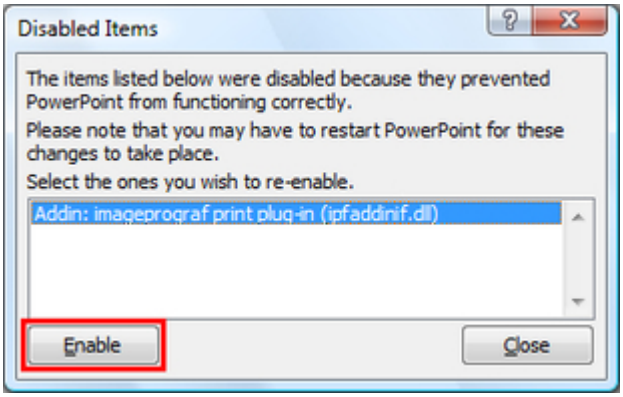


2. From the list on the left side of the **<application name> options** dialog box, select **Add-ins**.

3. Select **Disabled Items** in the **Manage** combo box and click the **Go** button.



4. If **Addin imageprograf print plug-in (ipfaddinif.dll)** is displayed in the **Disabled Items** dialog box, select it and click the **Enable** button.



5. Close all the dialog boxes and restart the Office application.

To Start from Microsoft Word

Below are the steps to start **Print Plug-In for Office** from **Microsoft Word**.

1. Start **Microsoft Word**.
2. If **Start imagePROGRAF Print Plug-In** is displayed on the toolbar/ribbon, click it.

Important

- If the **imagePROGRAF Print Plug-In** toolbar/ribbon is not displayed, refer to the following.
  - "When Print Plug-In for Office is Not Displayed"

3. Check that the **imagePROGRAF Print Plug-In** toolbar/ribbon is displayed.

4. Click the buttons on the toolbar/ribbon according to the items you want to set.
   - imagePROGRAF (Menu)

     Displays the **About**, **Help**, and **Special Settings** dialog boxes.

     You can change the settings using the **Special Settings** dialog box.

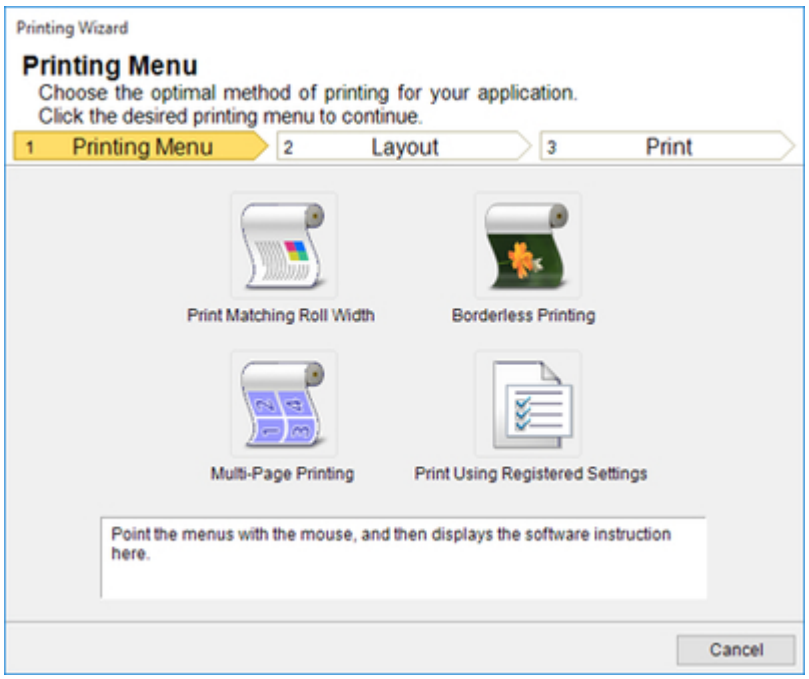
     Refer to "Configuring Special Settings" for details.
   - Canon (Printer list)

     Select Printer.

     If you select **Show All Printers**, the printers will appear again. Select this when you want to display all printers or update the display.

   - (**Print** Button)

     The print Wizard is displayed.



The settings **Print Matching Roll Width**, **Borderless Printing**, **Multi-Page Printing**, and **Print Using Registered Settings** can be set.

Important

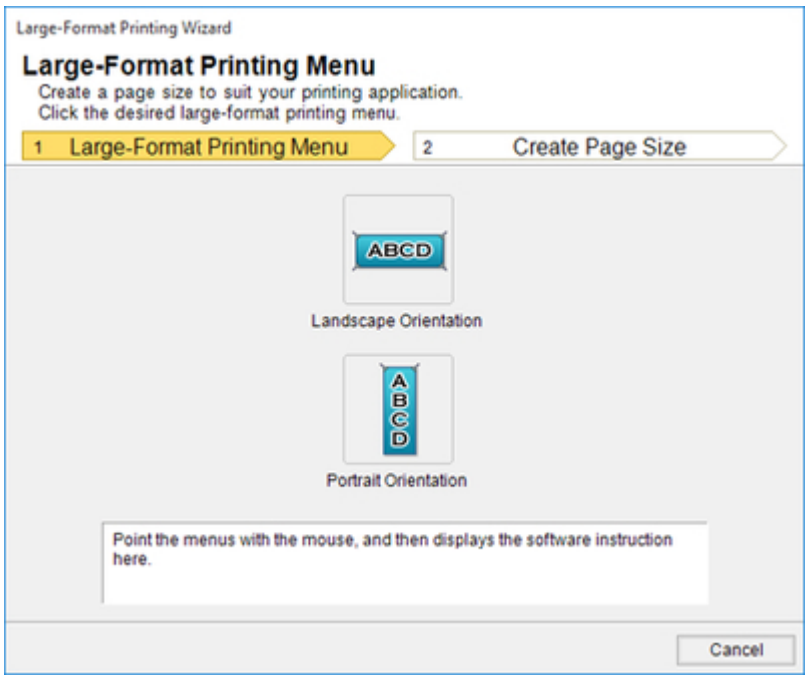
- If you want to change the display to another file or application while the **Printing Wizard** is open, close the **Printing Wizard** dialog box. Otherwise, you may not be able to change displays or operate the toolbar/ribbon.

-

(**Paper Settings** Button)

Large-Format Wizard is displayed.

Settings for Portrait or Landscape Orientation can be set.



Important

- If you want to change the display to another file or application while the **Large-Format Printing Wizard** is open, close the **Large-Format Printing Wizard** dialog box. Otherwise, you may not be able to change displays or operate the toolbar/ribbon.
- The layout may collapse if you create a form using existing data. If that is the case, modify the data again.

Print Matching Roll Width (Word)

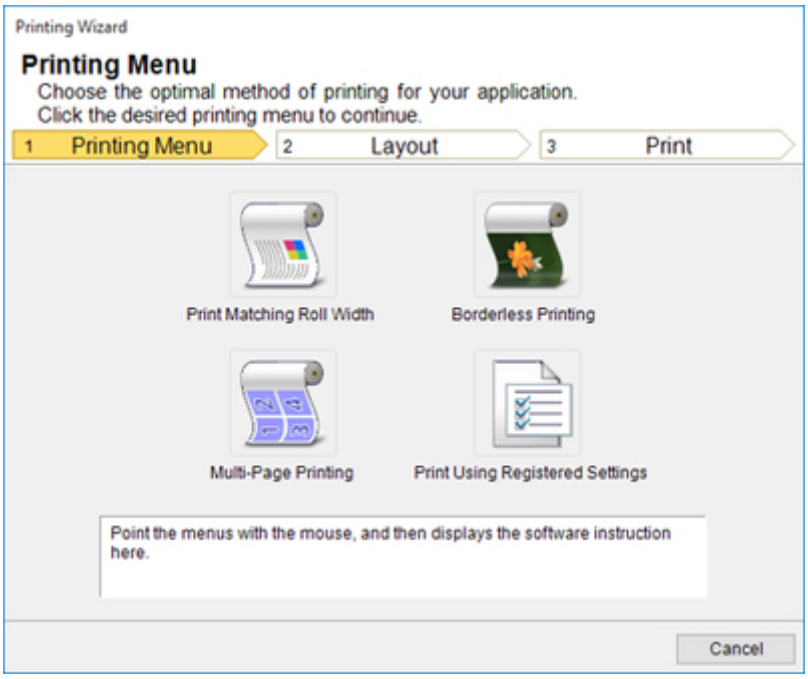
Prints to the edge of the roll width. You can print large exhibits and posters, and also print Portrait and Landscape orientations made in **Large-Format Printing Wizard**.

1. Start **Microsoft Word**.
2. If **Start imagePROGRAF Print Plug-In** is displayed on the toolbar/ribbon, click it.

3. Click **Print** from the **imagePROGRAF Print Plug-In** toolbar/ribbon.

The **Printing Wizard** dialog box is displayed.

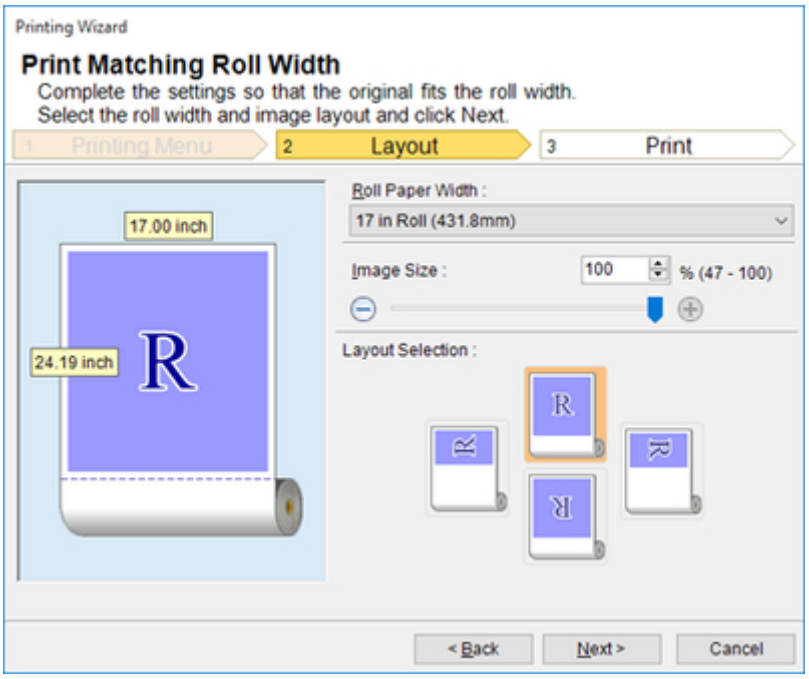
4. Click **Print Matching Roll Width**.



Important

- If you want to change the display to another file or application while the **Printing Wizard** is open, close the **Printing Wizard** dialog box. Otherwise, you may not be able to change displays or operate the toolbar/ribbon.

5. Select **Roll Paper Width** that is set in the printer.

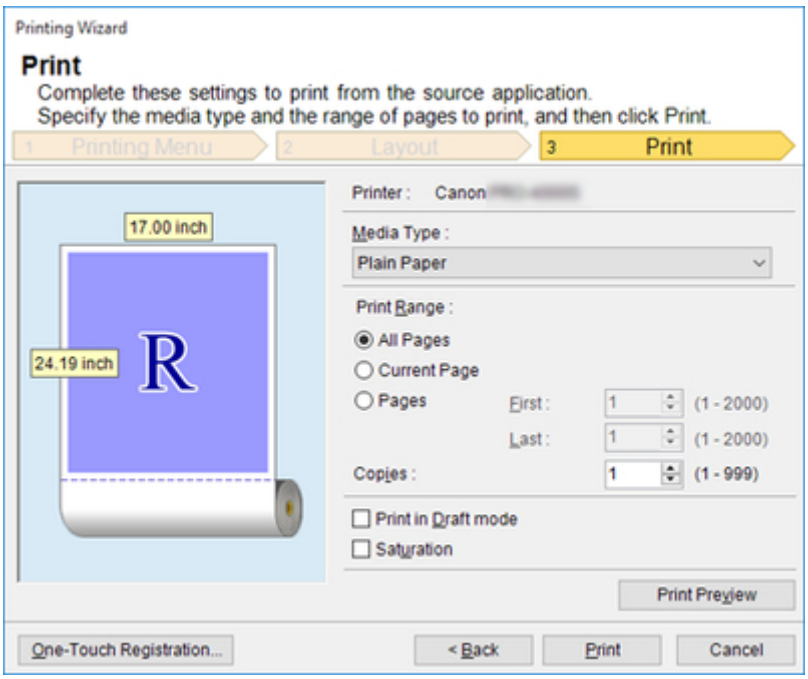


6. Select image size.

7. Select layout.

8. Click the **Next** button.

9. Select **Media Type**.



10. Select **Print Range** from **All Pages**, **Current Page**, and **Pages**.

    If **Pages** is selected, enter the number of pages.

11. Enter **Copies**.

Note

- When **Print in Draft mode** is selected, printing is fast but the print quality is poor.
- When **Saturation** is selected, you can print posters, etc., vividly.
- The settings are registered when the **One-Touch Registration** is pressed. This is convenient if you to need print multiple times using the same setting.
- Press the **Print Preview** button to display the preview screen. You can check and make changes to the layout in the preview screen.
- When you print to the edge of the roll width, the maximum length will be the lesser of 5.587 times the roll paper width, or 708.7 inches (18.0 m).

12. Click **Print** button.

    Printing begins.

Borderless Printing (Word)

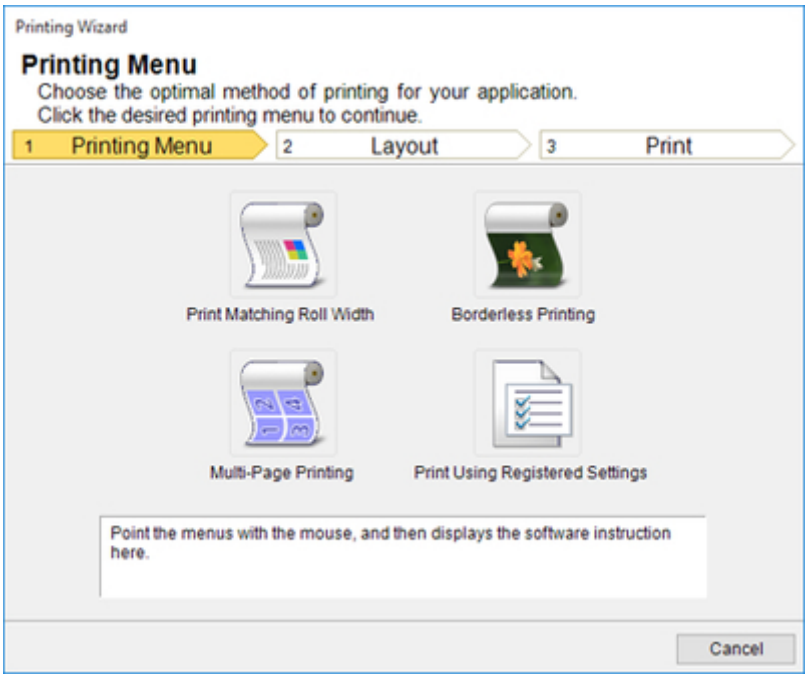
Prints up to the border of the media. Photos and posters can be printed without worrying about margins.

1. Start **Microsoft Word**.
2. If **Start imagePROGRAF Print Plug-In** is displayed on the toolbar/ribbon, click it.

3. Click **Print** from the **imagePROGRAF Print Plug-In** toolbar/ribbon.

The **Printing Wizard** dialog box is displayed.

4. Click **Borderless Printing**.

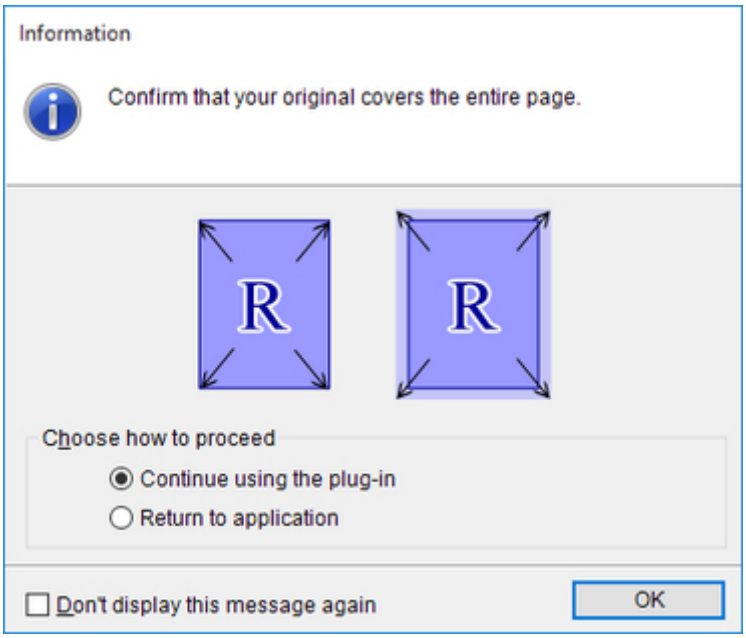


Important

- If you want to change the display to another file or application while the **Printing Wizard** is open, close the **Printing Wizard** dialog box. Otherwise, you may not be able to change displays or operate the toolbar/ribbon.

A confirmation dialog box is displayed.

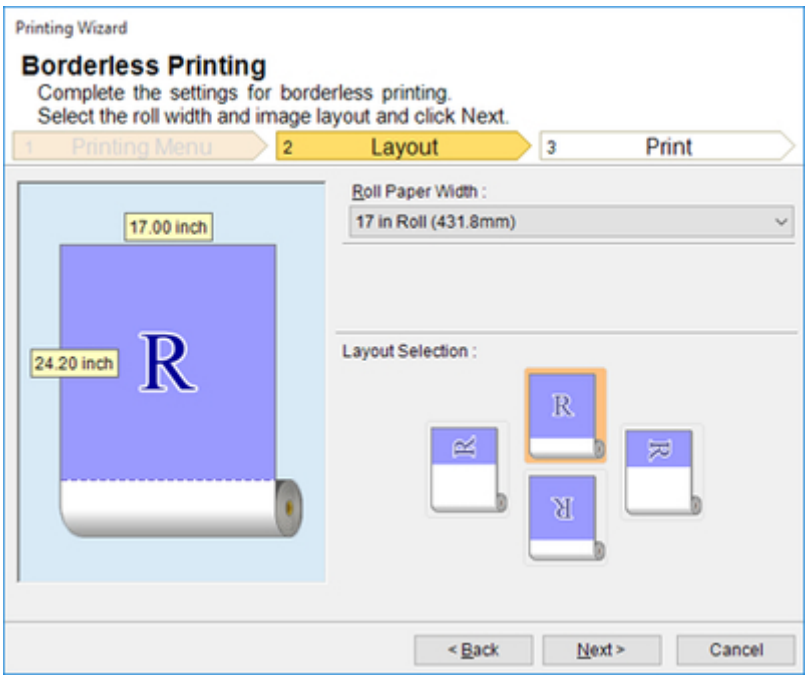
5. If the data fills up the page, confirm that **Continue using the plug-in** is selected in **Choose how to proceed** and click **OK** button.



Note

- To adjust the data, select **Return to application**, and then click **OK** button. **Print Plug-In for Office** closes, and you return to the application.

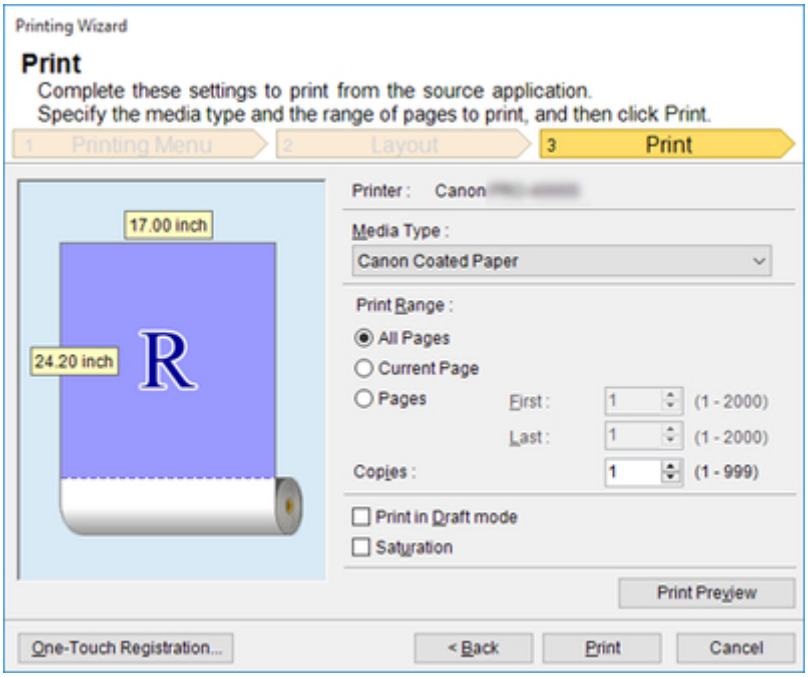
6. Select **Roll Paper Width** that is set in the printer.



7. Select layout.

8. Click the **Next** button.

9. Select **Media Type**.



10. Select **Print Range** from **All Pages**, **Current Page**, and **Pages**.

    If **Pages** is selected, enter the number of pages.

11. Enter **Copies**.

Note

- When **Print in Draft mode** is selected, printing is fast but the print quality is poor.
- When **Saturation** is selected, you can print posters, etc., vividly.
- The settings are registered when the **One-Touch Registration** is pressed. This is convenient if you to need print multiple times using the same setting.
- Press the **Print Preview** button to display the preview screen. You can check and make changes to the layout in the preview screen.
- The maximum length for Borderless Printing is the lesser of 5.587 times the roll paper width, or 708.7 inches (18.0 m).

12. Click **Print** button.

    Printing begins.

Multi-Page Printing (Word)

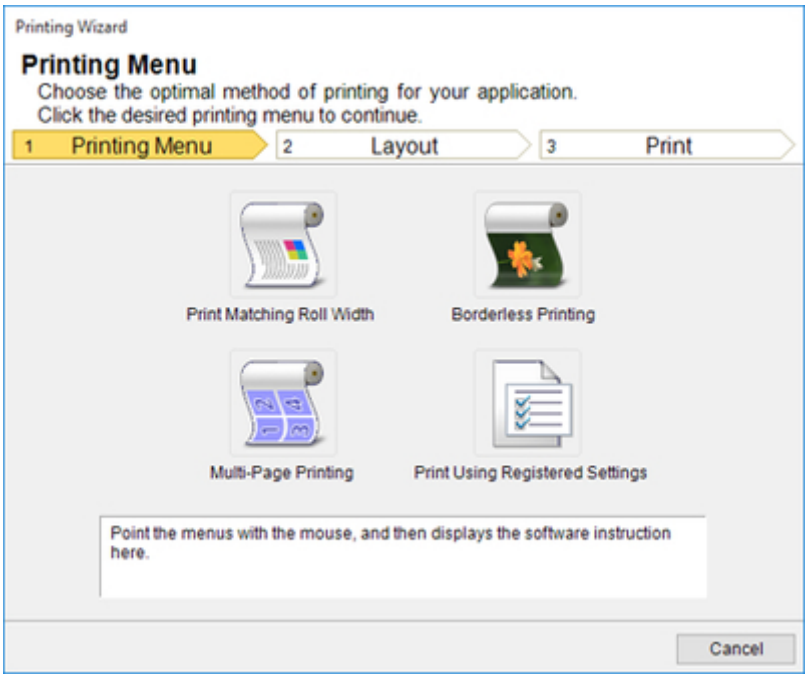
Prints multiple pages as one page. You can print handouts into a single page, or print matter with many pages.

1. Start **Microsoft Word**.
2. If **Start imagePROGRAF Print Plug-In** is displayed on the toolbar/ribbon, click it.

3. Click **Print** from the **imagePROGRAF Print Plug-In** toolbar/ribbon.

The **Printing Wizard** dialog box is displayed.

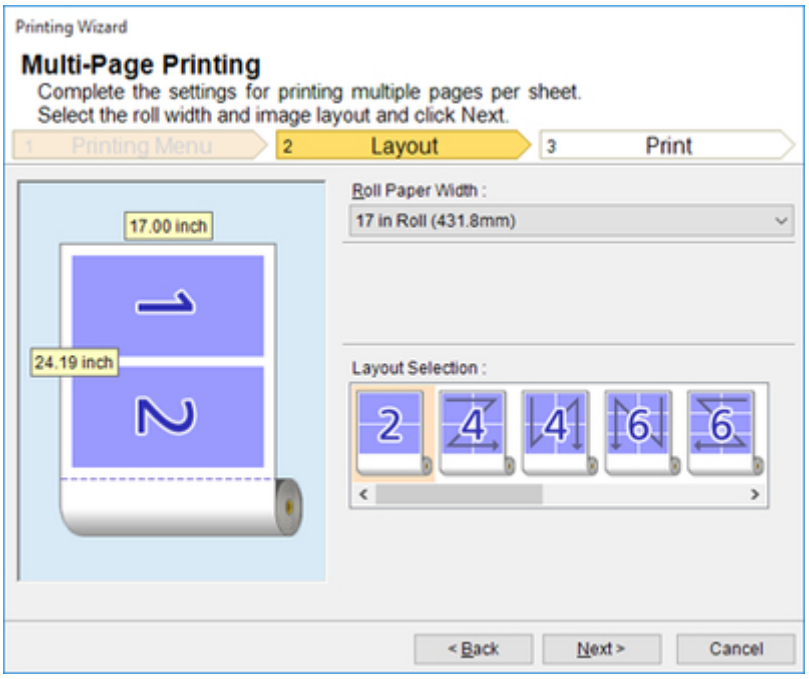
4. Click **Multi-Page Printing**.



Important

- If you want to change the display to another file or application while the **Printing Wizard** is open, close the **Printing Wizard** dialog box. Otherwise, you may not be able to change displays or operate the toolbar/ribbon.

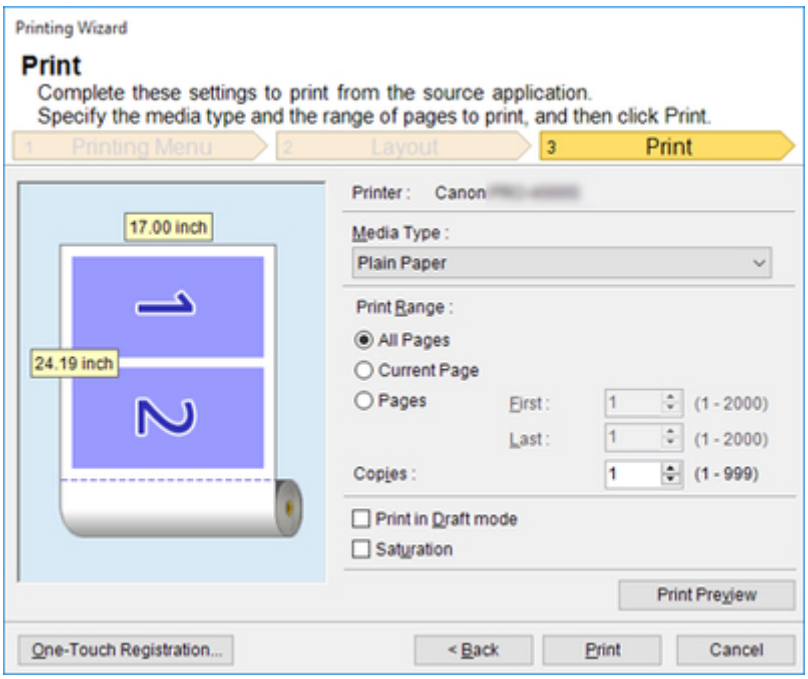
5. Select **Roll Paper Width** that is set in the printer.



6. Select layout from **Layout Selection**.

7. Click the **Next** button.

8. Select **Media Type**.



9. Select **Print Range** from **All Pages**, **Current Page**, and **Pages**.

   If **Pages** is selected, enter the number of pages.

10. Enter **Copies**.

Note

- When **Print in Draft mode** is selected, printing is fast but the print quality is poor.
- When **Saturation** is selected, you can print posters, etc., vividly.
- The settings are registered when the **One-Touch Registration** is pressed. This is convenient if you to need print multiple times using the same setting.
- Press the **Print Preview** button to display the preview screen. You can check and make changes to the layout in the preview screen.
- The maximum length for Multi-Page Printing is the lesser of 5.587 times the roll paper width, or 708.7 inches (18.0 m).

11. Click **Print** button.

    Printing begins.

Register the Settings (Word)

If you are going to print multiple times using the same setting, you can select **One-Touch Registration**. Registered settings can be recalled from **Print Using Registered Settings**.

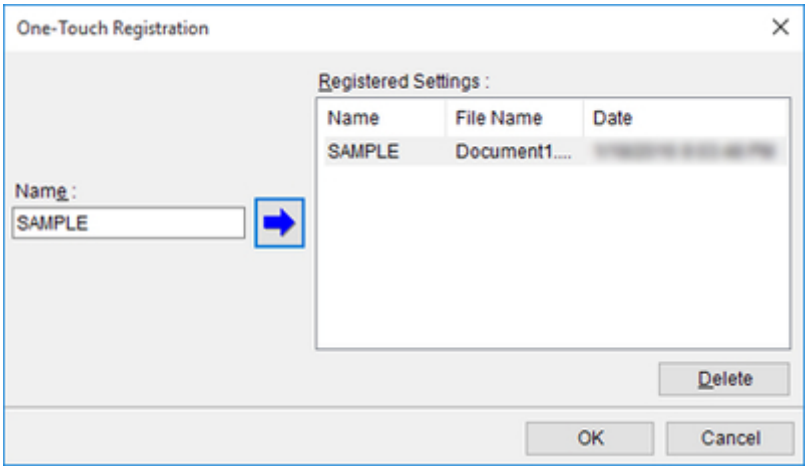
1. Set up to the **Print** screen from **Print Matching Roll Width**, **Borderless Printing** or **Multi-Page Printing** of **Printing Menu**.

   Note

   - Up to 20 items can be registered.
   - The available settings are as follows.
     - Print Matching Roll Width (Word)
     - Borderless Printing (Word)
     - Multi-Page Printing (Word)

2. Click the **One-Touch Registration** button.

3. Enter name in **Name**.



   Up to 31 characters can be entered.

4. Click .

   The name you entered is displayed in **Registered Settings**.

5. Click **OK**, and return to the **Print** screen.

6. Click **Print** to print, and click **Cancel** to cancel the print.

Note

- Clicking **Cancel** in the **Print** screen will not delete the registered settings.

Print Using Registered Settings (Word)

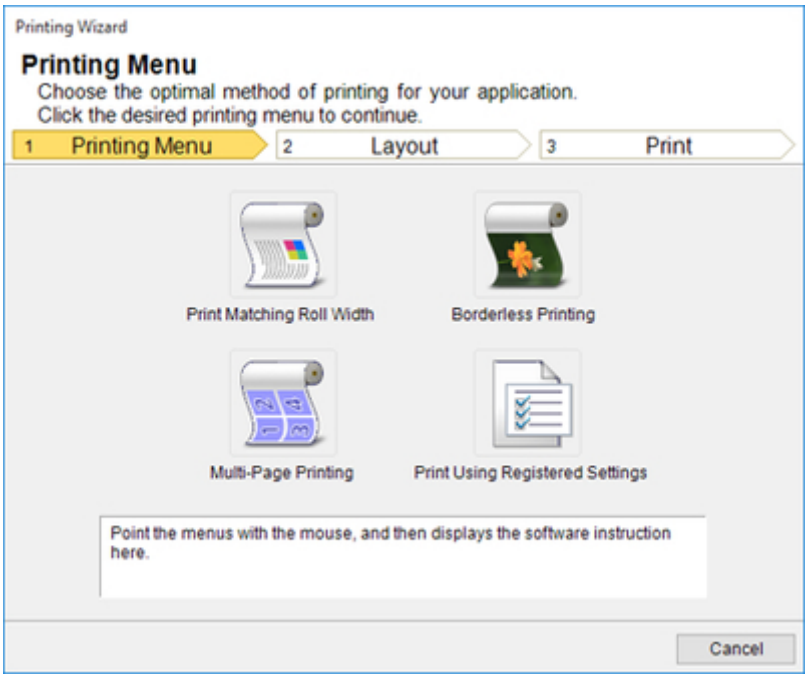
Prints using the registered settings.

1. Start **Microsoft Word**.
2. If **Start imagePROGRAF Print Plug-In** is displayed on the toolbar/ribbon, click it.

3. Click **Print** from the **imagePROGRAF Print Plug-In** toolbar/ribbon.

The **Printing Wizard** dialog box is displayed.

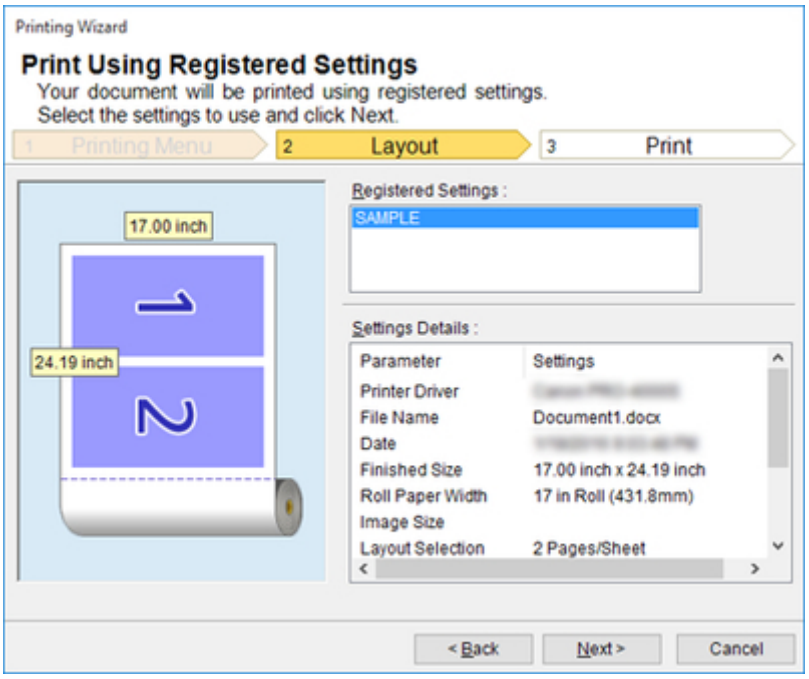
4. Click **Print Using Registered Settings**.



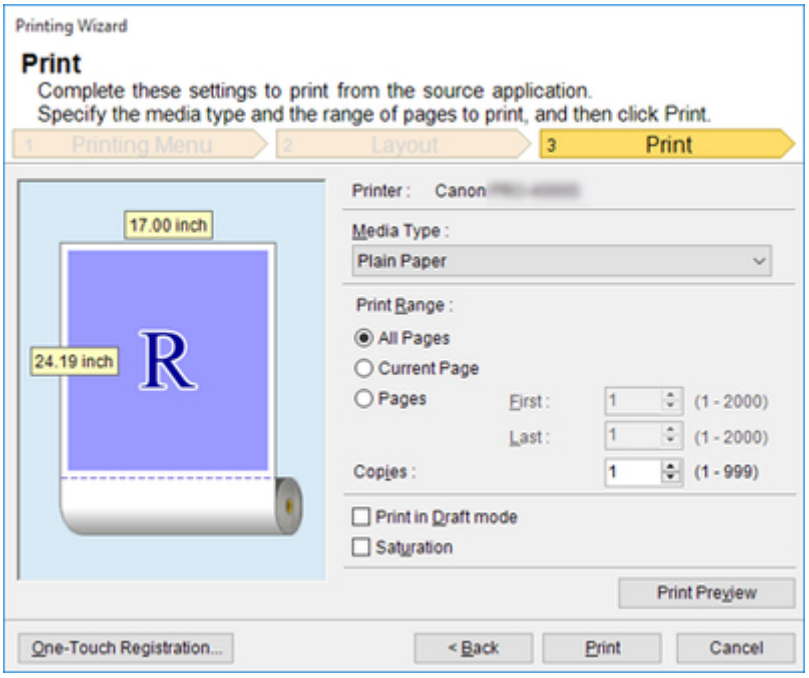
Important

- If you want to change the display to another file or application while the **Printing Wizard** is open, close the **Printing Wizard** dialog box. Otherwise, you may not be able to change displays or operate the toolbar/ribbon.

5. Click the **Next** button.



6. Select **Media Type**.



7. Select **Print Range** from **All Pages**, **Current Page**, or **Pages**.

If **Pages** is selected, enter the number of pages.

8. Enter **Copies**.

Note

- When **Print in Draft mode** is selected, printing is fast but the print quality is poor.
- When **Saturation** is selected, you can print posters, etc., vividly.
- Press the **Print Preview** button to display the preview screen. You can check and make changes to the layout in the preview screen.
- The maximum print length when printing with the registered settings is the lesser of 5.587 times the roll paper width, or 708.7 inches (18.0 m).

9. Click **Print** button.

Printing begins.

Portrait Orientation/Landscape Orientation (Word)

Print to the edge of the roll width. You can print large exhibits and posters, or print the Landscape or Portrait Orientation Page Sizes made in the **Large-Format Printing Wizard**.

Create Page Size in Portrait or Landscape Orientation.

Use the **Large-Format Printing Wizard** to create portrait page sizes for Potrait Orientation, and landscape page sizes for Landscape Orientation.

1. Start **Microsoft Word**.

2. If **Start imagePROGRAF Print Plug-In** is displayed, click it.

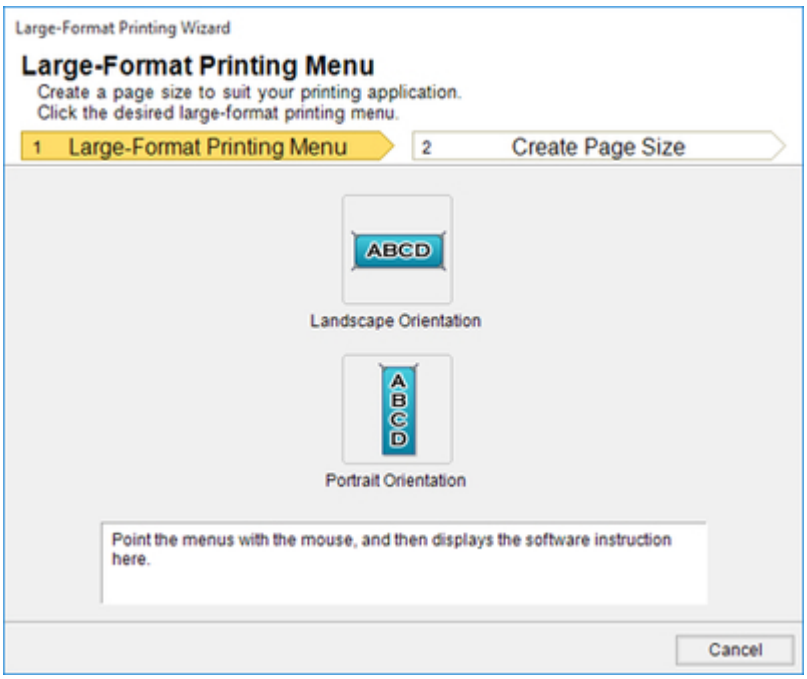
3. Click **Paper Settings** from the **imagePROGRAF Print Plug-In** toolbar/ribbon.

The **Large-Format Printing Wizard** dialog box is displayed.

Note

- If you want to change the display to another file or application while the **Large-Format Printing Wizard** is open, close the **Large-Format Printing Wizard** dialog box. Otherwise, you may not be able to change displays or operate the toolbar/ribbon.

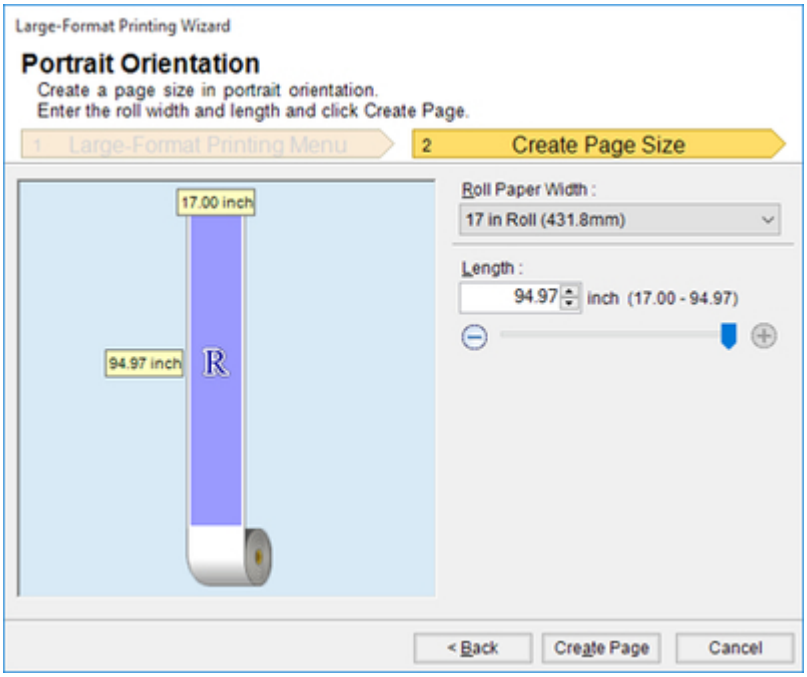
4. Click **Portrait Orientation** or **Landscape Orientation**.



Note

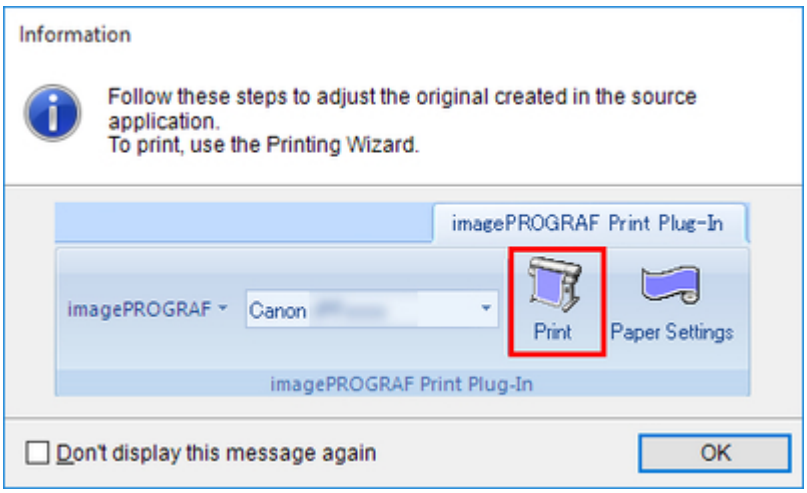
- The steps taken to create a Portrait Page Size will be used as an example to explain the procedure.

5. Adjust **Length** from the list-box or slide-bar.



6. Click the **Create Page** button.

7. Click **OK** if the message is displayed.



8. Edit and create the document.

Note

- Printing is done in **Print Matching Roll Width** of the **Printing Wizard**. For details on **Print Matching Roll Width**, see "Print Matching Roll Width (Word)."

Important

- The layout may collapse if you create a form using existing data. If that is the case, modify the data again.

To Start from Microsoft PowerPoint

Below are the steps to start **Print Plug-In for Office** from **Microsoft PowerPoint**.

1. Start **Microsoft PowerPoint**.
2. If **Start imagePROGRAF Print Plug-In** is displayed on the toolbar/ribbon, click it.

Important

- If the **imagePROGRAF Print Plug-In** toolbar/ribbon is not displayed, refer to the following.
  - "When Print Plug-In for Office is Not Displayed"

3. Check that the **imagePROGRAF Print Plug-In** toolbar/ribbon is displayed.

4. Click the buttons on the toolbar/ribbon according to the items you want to set.
   - imagePROGRAF (Menu)

     Displays the **About**, **Help**, and **Special Settings** dialog boxes.

     You can change the settings using the **Special Settings** dialog box.

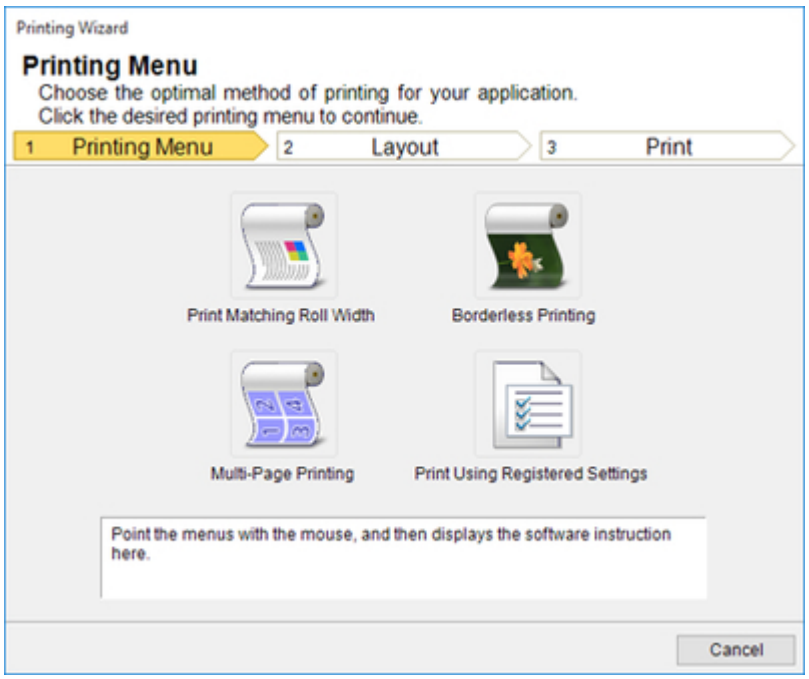
     Refer to "Configuring Special Settings" for details.
   - Canon (Printer list)

     Select Printer.

     If you select **Show All Printers**, the printers will appear again. Select this when you want to display all printers or update the display.

   - (**Print** Button)

     The print Wizard is displayed.



The settings **Print Matching Roll Width**, **Borderless Printing**, **Multi-Page Printing**, and **Print Using Registered Settings** can be set.

Important

- If you want to change the display to another file or application while the **Printing Wizard** is open, close the **Printing Wizard** dialog box. Otherwise, you may not be able to change displays or operate the toolbar/ribbon.

Note

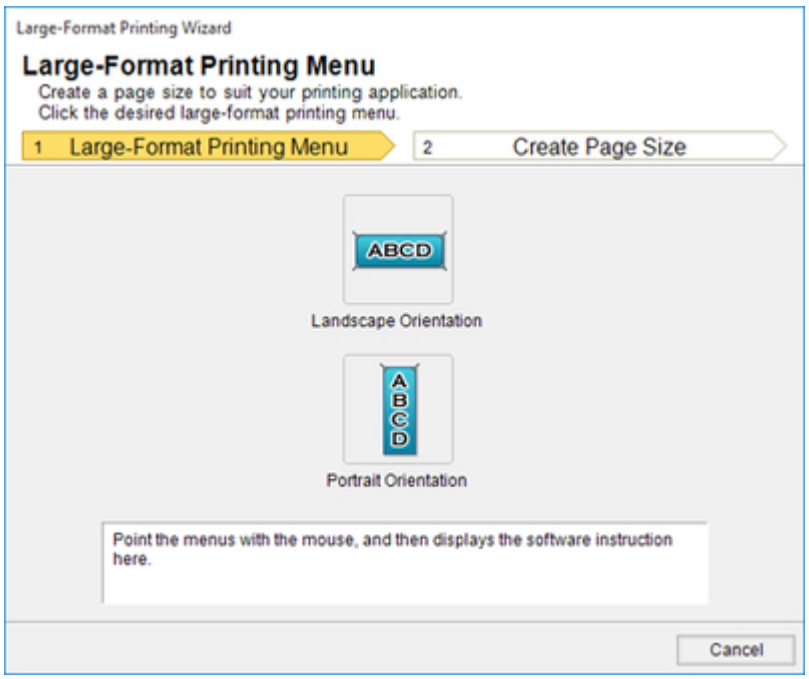
- If you open a password protected document as read-only, the **Printing Wizard** cannot be run.

-

(**Paper Settings** Button)

Large-Format Wizard is displayed.

Settings for Portrait or Landscape Orientation can be set.



Important

- If you want to change the display to another file or application while the **Large-Format Printing Wizard** is open, close the **Large-Format Printing Wizard** dialog box. Otherwise, you may not be able to change displays or operate the toolbar/ribbon.
- The layout may collapse if you create a form using existing data. If that is the case, modify the data again.

Note

- If you open a password protected document as read-only, the **Large-Format Printing Wizard** cannot be run. Remove the password protection.

Print Matching Roll Width (PowerPoint)

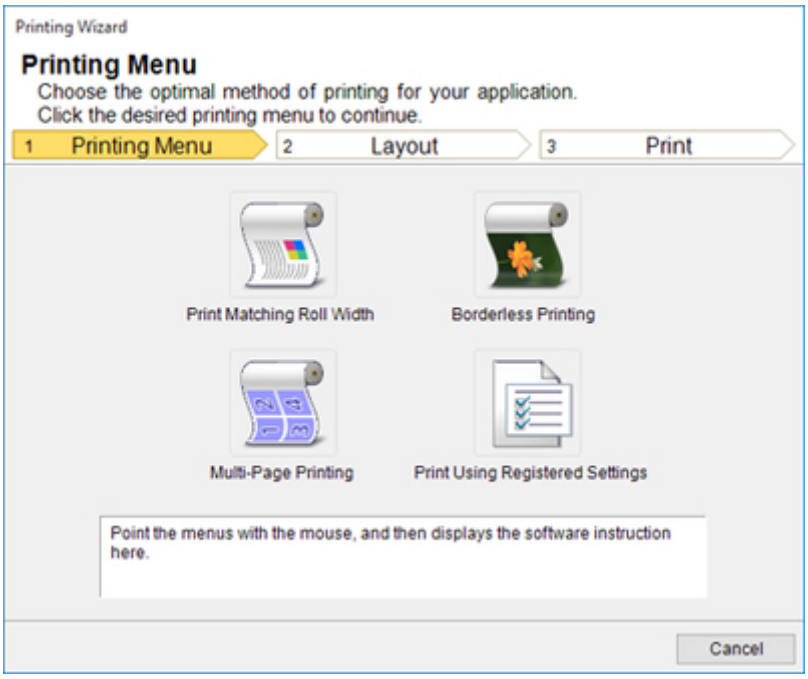
Prints to the edge of the roll width. You can print large exhibits and posters, and also print Portrait and Landscape orientations made in **Large-Format Printing Wizard**.

1. Start **Microsoft PowerPoint**.
2. If **Start imagePROGRAF Print Plug-In** is displayed, click it.

3. Click **Print** from the **imagePROGRAF Print Plug-In** toolbar/ribbon.

The **Printing Wizard** dialog box is displayed.

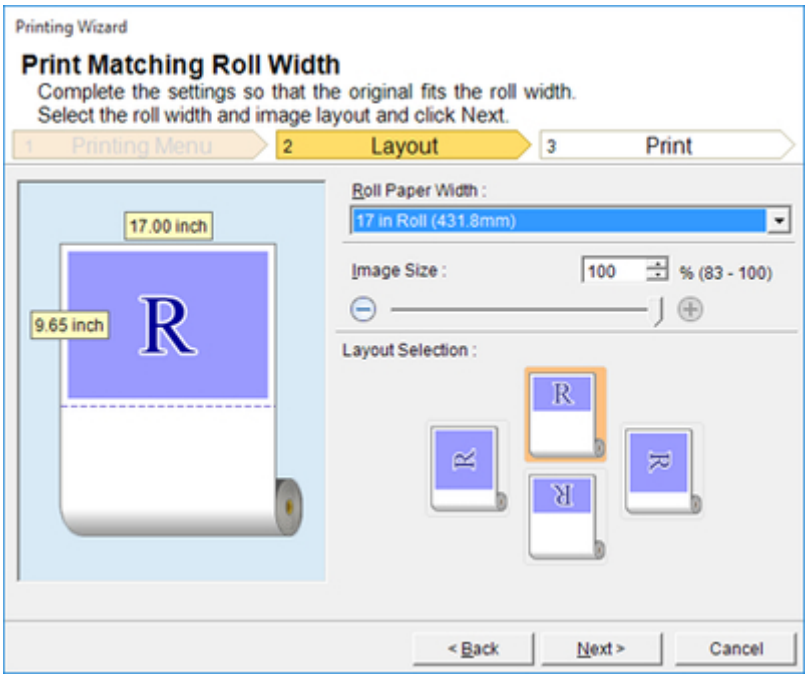
4. Click **Print Matching Roll Width**.



Important

- If you want to change the display to another file or application while the **Printing Wizard** is open, close the **Printing Wizard** dialog box. Otherwise, you may not be able to change displays or operate the toolbar/ribbon.

5. Select **Roll Paper Width** that is set in the printer.

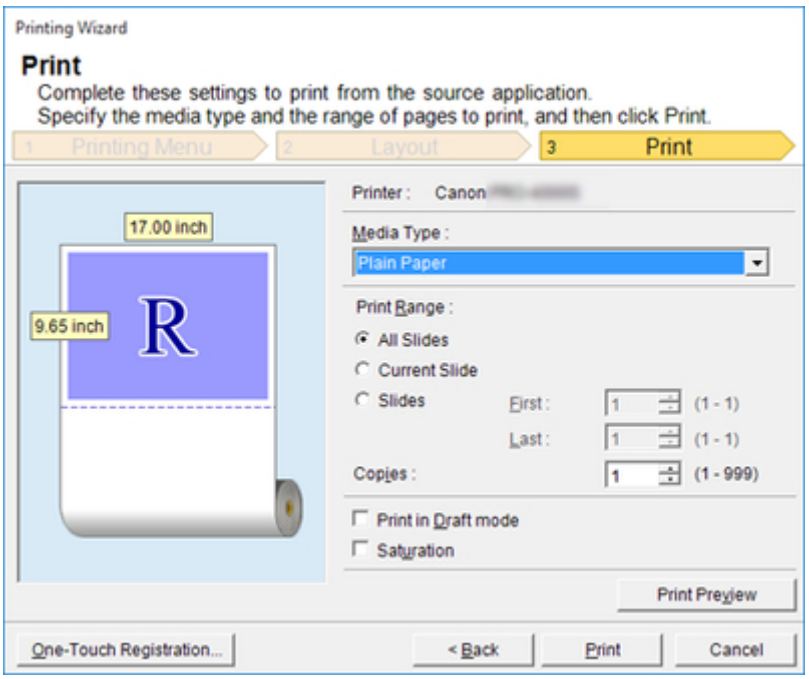


6. Select image size.

7. Select layout.

8. Click the **Next** button.

9. Select **Media Type**.



10. Select **Print Range** from **All Slides**, **Current Slide**, and **Slides**.

    If **Slides** is selected, enter the slide number.

11. Enter **Copies**.

Note

- When **Print in Draft mode** is selected, printing is fast but the print quality is poor.
- When **Saturation** is selected, you can print posters, etc., vividly.
- The settings are registered when the **One-Touch Registration** is pressed. This is convenient if you to need print multiple times using the same setting.
- Press the **Print Preview** button to display the preview screen. You can check and make changes to the layout in the preview screen.
- When you print to the edge of the roll width, the maximum length will be the lesser of 14.22 times the roll paper width, or 708.7 inches (18.0 m).

12. Click **Print** button.

    Printing begins.

Borderless Printing (PowerPoint)

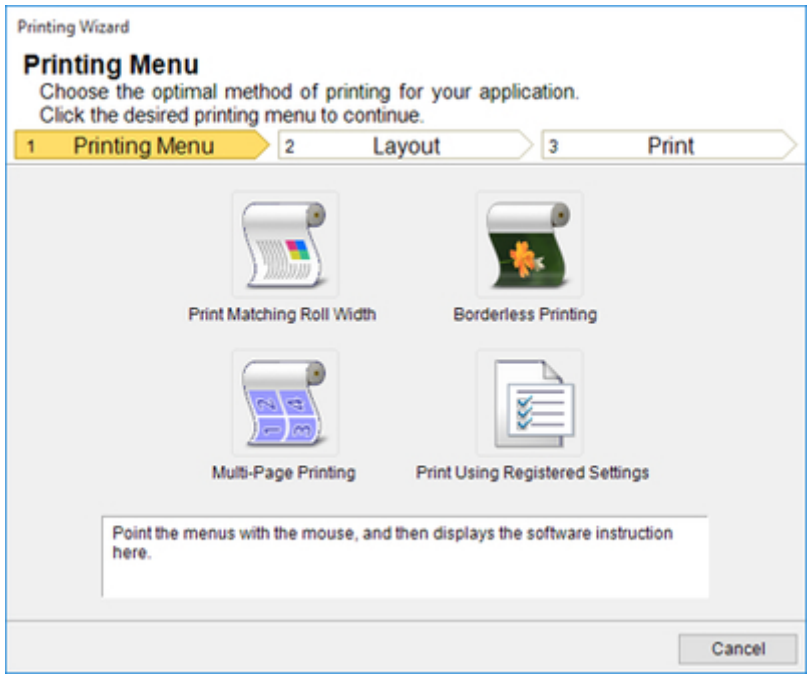
Prints up to the border of the media. Photos and posters can be printed without worrying about margins.

1. Start **Microsoft PowerPoint**.
2. If **Start imagePROGRAF Print Plug-In** is displayed, click it.

3. Click **Print** from the **imagePROGRAF Print Plug-In** toolbar/ribbon.

The **Printing Wizard** dialog box is displayed.

4. Click **Borderless Printing**.

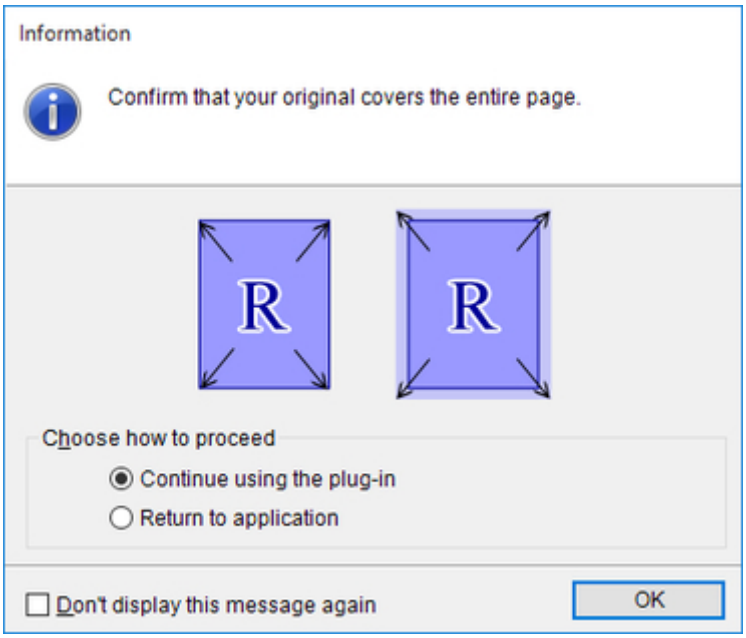


Important

- If you want to change the display to another file or application while the **Printing Wizard** is open, close the **Printing Wizard** dialog box. Otherwise, you may not be able to change displays or operate the toolbar/ribbon.

A confirmation dialog box is displayed.

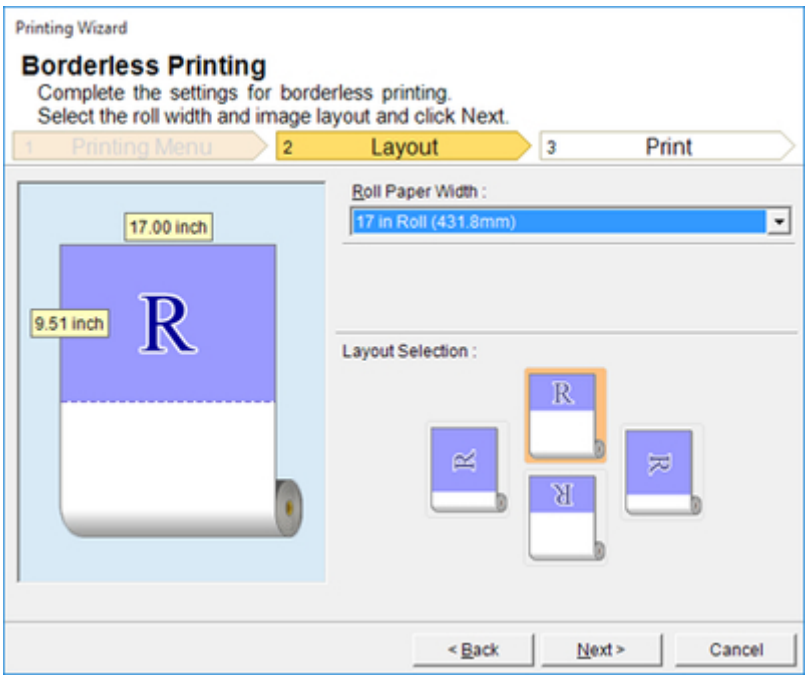
5. If the data fills up the page, confirm that **Continue using the plug-in** is selected in **Choose how to proceed** and click **OK** button.



Note

- To adjust the data, select **Return to application**, and then click **OK** button. **Print Plug-In for Office** closes, and you return to the application.

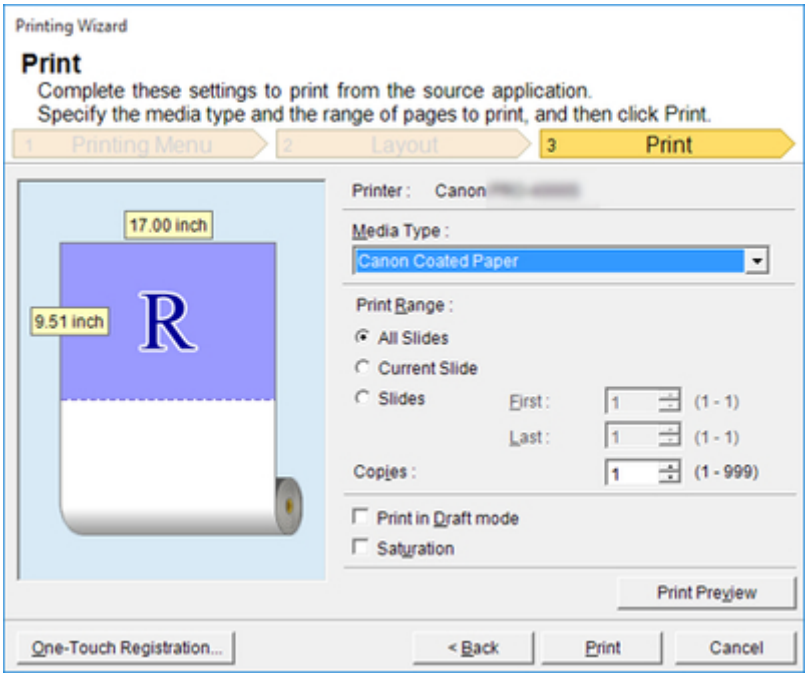
6. Select **Roll Paper Width** that is set in the printer.



7. Select layout.

8. Click the **Next** button.

9. Select **Media Type**.



10. Select **Print Range** from **All Slides**, **Current Slide**, and **Slides**.

    If **Slides** is selected, enter the slide number.

11. Enter **Copies**.

Note

- When **Print in Draft mode** is selected, printing is fast but the print quality is poor.
- When **Saturation** is selected, you can print posters, etc., vividly.
- The settings are registered when the **One-Touch Registration** is pressed. This is convenient if you to need print multiple times using the same setting.
- Press the **Print Preview** button to display the preview screen. You can check and make changes to the layout in the preview screen.
- The maximum length for Borderless Printing is the lesser of 14.22 times the roll paper width, or 708.7 inches (18.0 m).

12. Click **Print** button.

    Printing begins.

Multi-Page Printing (PowerPoint)

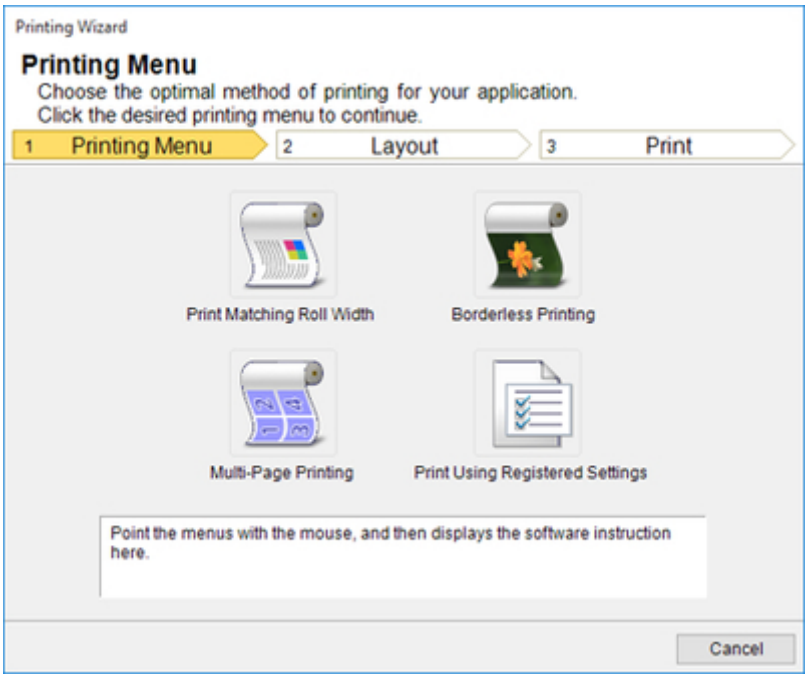
Prints multiple pages as one page. You can print handouts into a single page, or print matter with many pages.

1. Start **Microsoft PowerPoint**.
2. If **Start imagePROGRAF Print Plug-In** is displayed, click it.

3. Click **Print** from the **imagePROGRAF Print Plug-In** toolbar/ribbon.

The **Printing Wizard** dialog box is displayed.

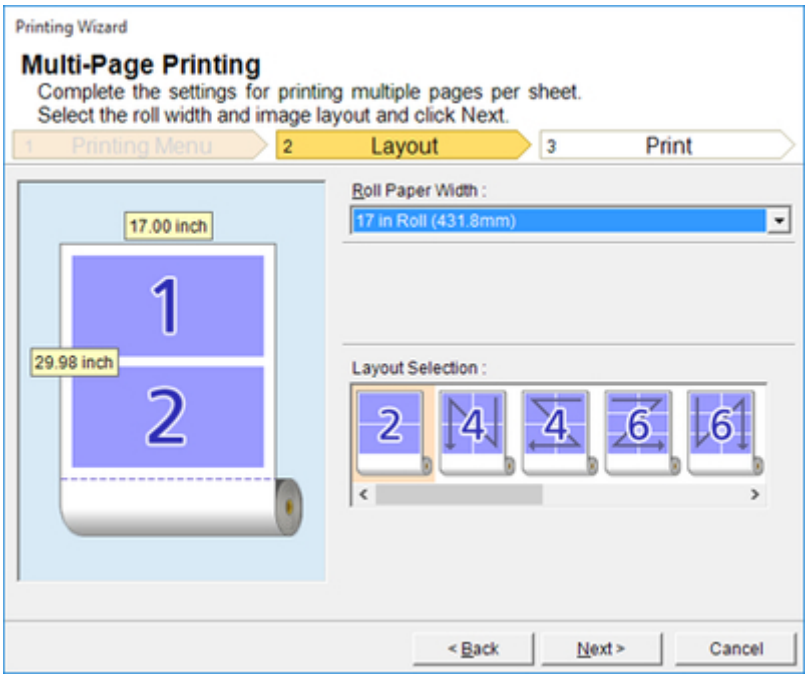
4. Click **Multi-Page Printing**.



Important

- If you want to change the display to another file or application while the **Printing Wizard** is open, close the **Printing Wizard** dialog box. Otherwise, you may not be able to change displays or operate the toolbar/ribbon.

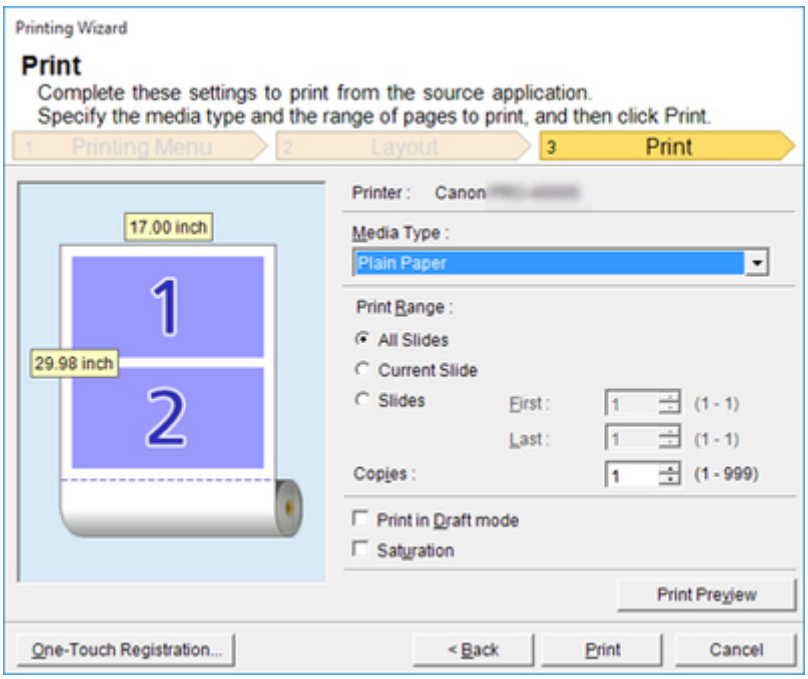
5. Select **Roll Paper Width** that is set in the printer.



6. Select layout from **Layout Selection**.

7. Click the **Next** button.

8. Select **Media Type**.



9. Select **Print Range** from **All Slides**, **Current Slide**, and **Slides**.

   If **Slides** is selected, enter the slide number.

10. Enter **Copies**.

Note

- When **Print in Draft mode** is selected, printing is fast but the print quality is poor.
- When **Saturation** is selected, you can print posters, etc., vividly.
- The settings are registered when the **One-Touch Registration** is pressed. This is convenient if you to need print multiple times using the same setting.
- Press the **Print Preview** button to display the preview screen. You can check and make changes to the layout in the preview screen.
- The maximum length for Multi-Page Printing is the lesser of 14.22 times the roll paper width, or 708.7 inches (18.0 m).

11. Click **Print** button.

    Printing begins.

Register the Settings (PowerPoint)

If you are going to print multiple times using the same setting, you can select **One-Touch Registration**. Registered settings can be recalled from **Print Using Registered Settings**.

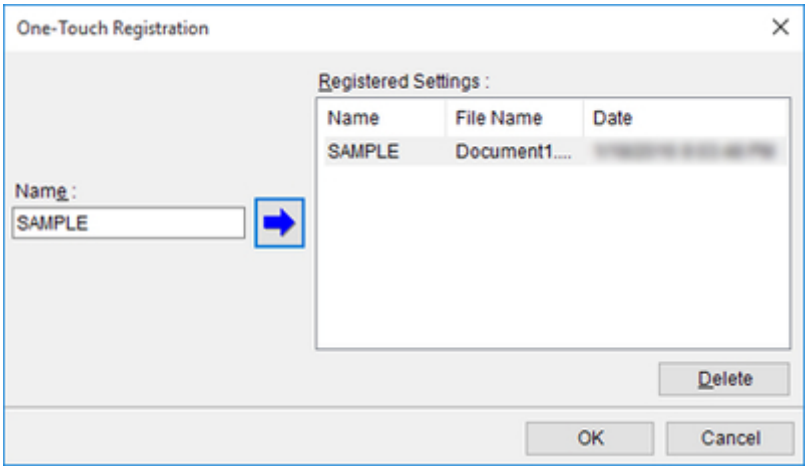
1. Set up to the **Print** screen from **Print Matching Roll Width**, **Borderless Printing** or **Multi-Page Printing** of **Printing Menu**.

   Note

   - Up to 20 items can be registered.
   - The available settings are as follows.
     - Print Matching Roll Width (PowerPoint)
     - Borderless Printing (PowerPoint)
     - Multi-Page Printing (PowerPoint)

2. Click the **One-Touch Registration** button.

3. Enter name in **Name**.



   Up to 31 characters can be entered.

4. Click .

   The name you entered is displayed in **Registered Settings**.

5. Click **OK**, and return to the **Print** screen.

6. Click **Print** to print, and click **Cancel** to cancel the print.

Note

- Clicking **Cancel** in the **Print** screen will not delete the registered settings.

Print Using Registered Settings (PowerPoint)

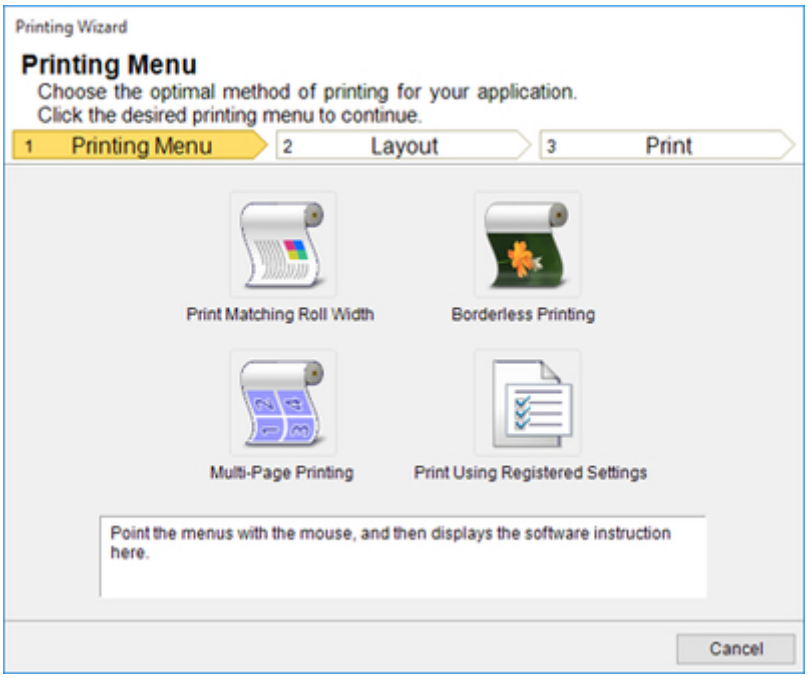
Prints using the registered settings.

1. Start **Microsoft PowerPoint**.
2. If **Start imagePROGRAF Print Plug-In** is displayed, click it.

3. Click **Print** from the **imagePROGRAF Print Plug-In** toolbar/ribbon.

The **Printing Wizard** dialog box is displayed.

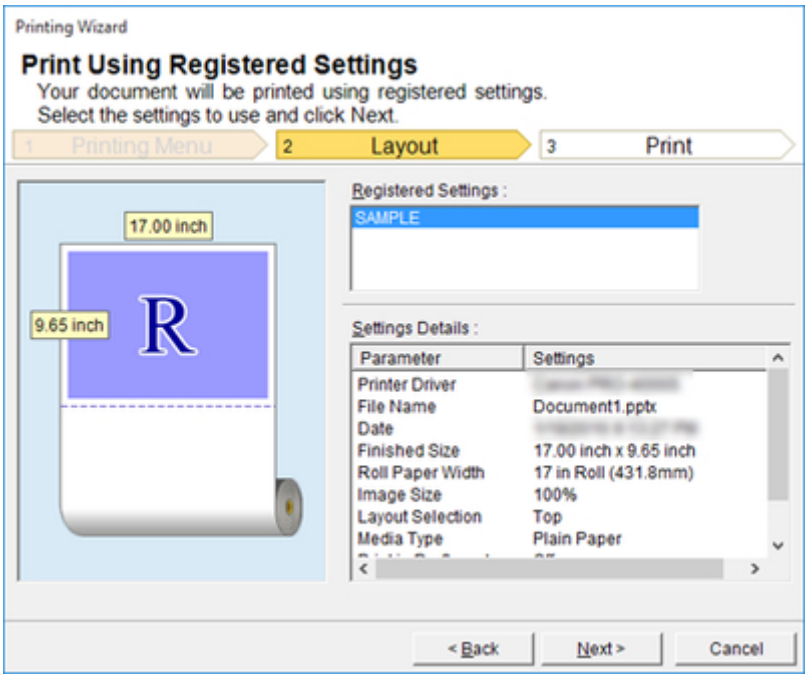
4. Click **Print Using Registered Settings**.



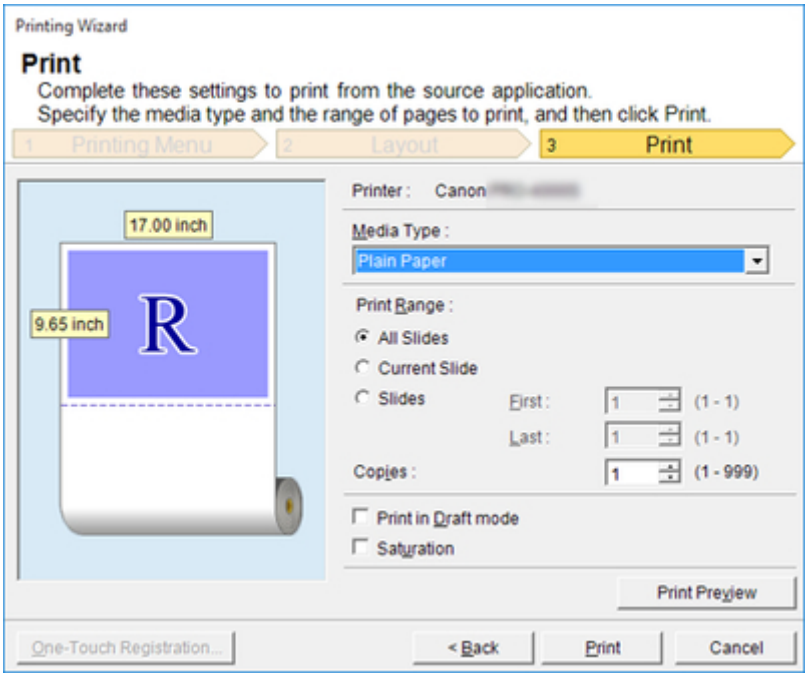
Important

- If you want to change the display to another file or application while the **Printing Wizard** is open, close the **Printing Wizard** dialog box. Otherwise, you may not be able to change displays or operate the toolbar/ribbon.

5. Click the **Next** button.



6. Select **Media Type**.



7. Select **Print Range** from **All Slides**, **Current Slide**, and **Slides**.

If **Slides** is selected, enter the slide number.

8. Enter **Copies**.

Note

- When **Print in Draft mode** is selected, printing is fast but the print quality is poor.
- When **Saturation** is selected, you can print posters, etc., vividly.
- Press the **Print Preview** button to display the preview screen. You can check and make changes to the layout in the preview screen.
- The maximum print length when printing with the registered settings is the lesser of 14.22 times the roll paper width, or 708.7 inches (18.0 m).

9. Click **Print** button.

Printing begins.

Portrait Orientation/Landscape Orientation (PowerPoint)

Print to the edge of the roll width. You can print large exhibits and posters, or print the Landscape or Portrait Orientation Page Sizes made in the **Large-Format Printing Wizard**.

Create Page Size in Portrait or Landscape Orientation.

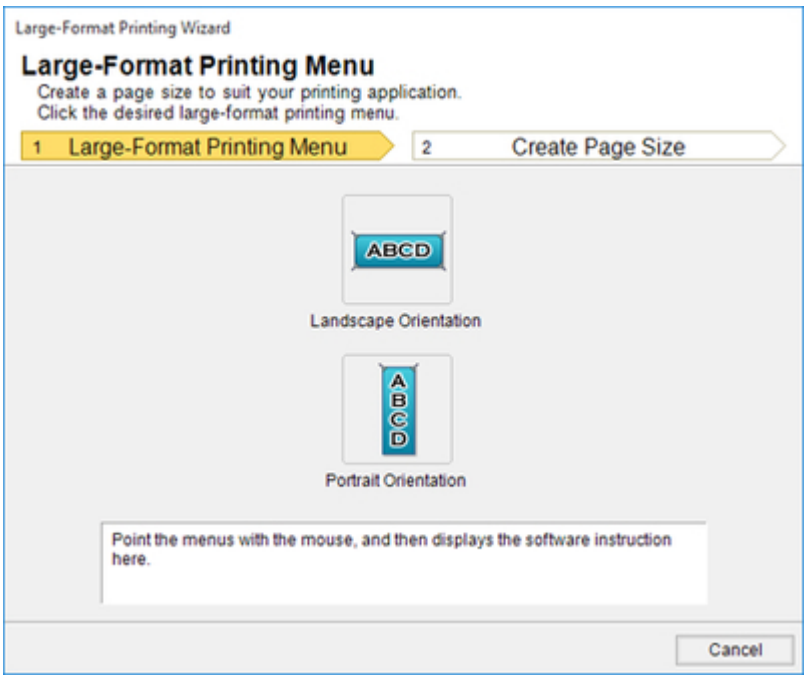
Use the **Large-Format Printing Wizard** to create portrait page sizes for Potrait Orientation, and landscape page sizes for Landscape Orientation.

1. Start **Microsoft PowerPoint**.
2. If **Start imagePROGRAF Print Plug-In** is displayed, click it.

3. Click **Paper Settings** from the **imagePROGRAF Print Plug-In** toolbar/ribbon.

   The **Large-Format Printing Wizard** dialog box is displayed.

4. Click **Portrait Orientation** or **Landscape Orientation**.



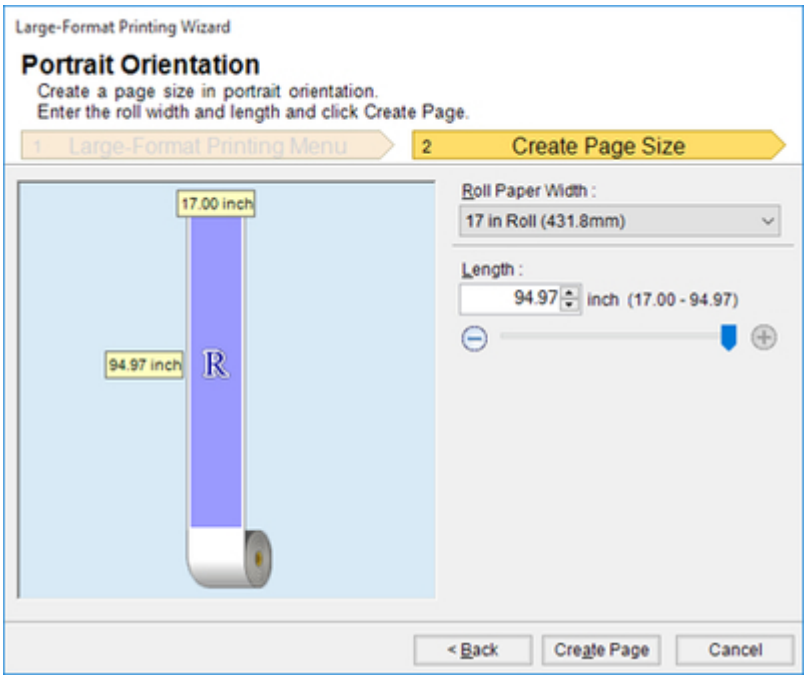
Important

- If you want to change the display to another file or application while the **Large-Format Printing Wizard** is open, close the **Large-Format Printing Wizard** dialog box. Otherwise, you may not be able to change displays or operate the toolbar/ribbon.

Note

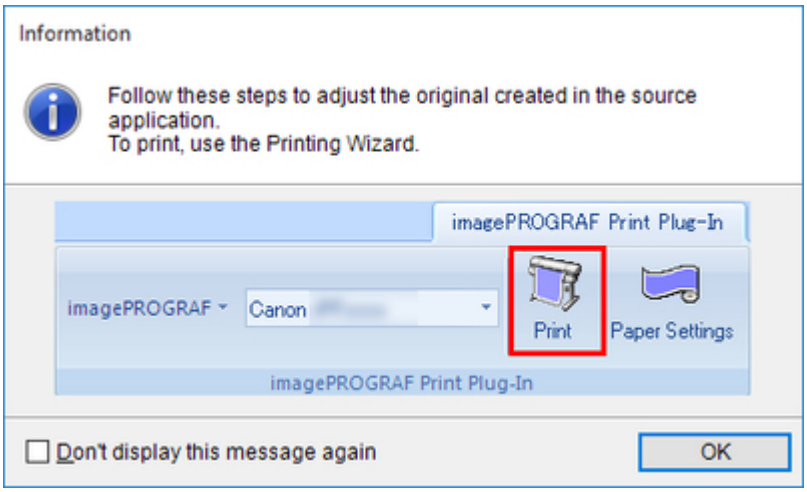
- The steps taken to create a Portrait Page Size will be used as an example to explain the procedure.

5. Adjust **Length** from the list-box or slide-bar.



6. Click the **Create Page** button.

7. Click **OK** if the message is displayed.



8. Edit and create the document.

Important

- The layout may collapse if you create a form using existing data. If that is the case, modify the data again.

Note

- Printing is done in **Print Matching Roll Width** of the **Printing Wizard**. For details on **Print Matching Roll Width**, see "Print Matching Roll Width (PowerPoint)."

To Start from Microsoft Excel

Below are the steps to start **Print Plug-In for Office** from **Microsoft Excel**.

1. Start **Microsoft Excel**.
2. If **Start imagePROGRAF Print Plug-In** is displayed on the toolbar/ribbon, click it.

Important

- If the **imagePROGRAF Print Plug-In** toolbar/ribbon is not displayed, refer to the following.
  - "When Print Plug-In for Office is Not Displayed"

3. Check that the **imagePROGRAF Print Plug-In** toolbar/ribbon is displayed.

4. Click the buttons on the toolbar/ribbon according to the items you want to set.
   - imagePROGRAF (Menu)

     Displays the **About**, **Help**, and **Special Settings** dialog boxes.

     You can change the settings using the **Special Settings** dialog box.

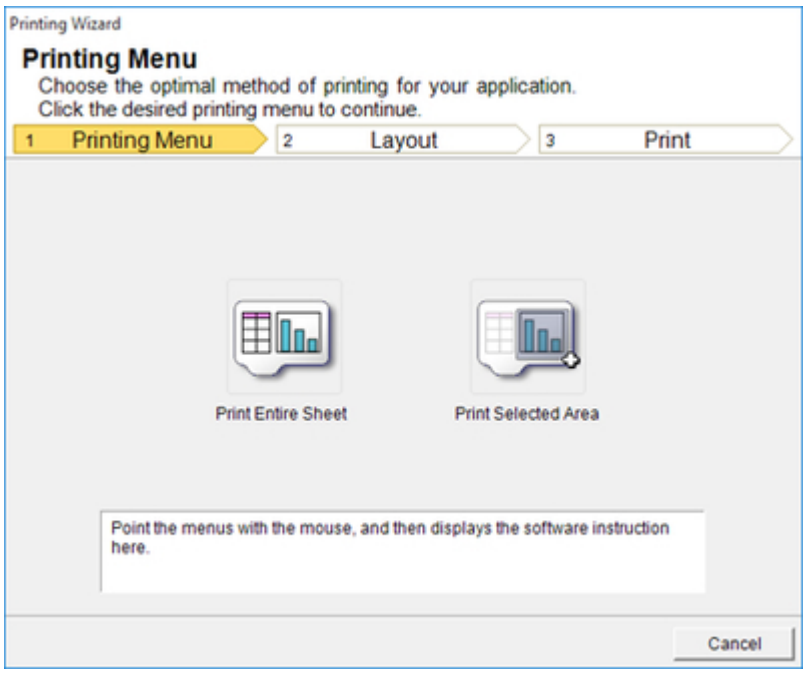
     Refer to "Configuring Special Settings" for details.
   - Canon (Printer list)

     Select Printer.

     If you select **Show All Printers**, the printers will appear again. Select this when you want to display all printers or update the display.

   - (**Print** Button)

     The print Wizard is displayed.



The settings **Print Entire Sheet** and **Print Selected Area** can be set.

Important

- If you want to change the display to another file or application while the **Printing Wizard** is open, close the **Printing Wizard** dialog box. Otherwise, you may not be able to change displays or operate the toolbar/ribbon.
- The **Printing Wizard** will not start if you click the **Print** button on the toolbar/ribbon while editing a cell.
- When more than one worksheet is selected, the **Printing Wizard** cannot be run. Select only one worksheet and click **Print** again.
- When an object is selected, the **Printing Wizard** is not started if you click the **Print** button on the toolbar/ribbon.
- If the paper size in Excel is blank, the **Printing Wizard** cannot be run. From the **File** menu in Excel, select **Page Setup** and check **Paper size**.

Note

- If you click the **Print** button with a graph selected, a message dialog box will appear asking if you want to continue printing. If you click **No**, you will return to the application.
- If you click the **Print** button with a page break set, a message dialog box will appear asking if you want to continue printing. If you click **No**, you will return to the application. If you do not use the set page break, check the page break preview and change the setting.
- If you click the **Print** button with a page range set, a message dialog box will appear asking if you want to continue printing. If you click **No**, you will return to the application. If you do not use the set page range, check the page break preview and change the setting.
- If you click the **Print** button with a worksheet or cell protected, a message dialog box will appear asking if you want to continue printing. If you click **No**, you will return to the application. If you want to change the setting, remove the protection from the worksheet or cell.

Print Entire Sheet (Excel)

For resizing the entire sheet to fit the roll width. Choose this option to enlarge the currently displayed sheet before printing.

1. Start **Microsoft Excel**.
2. If **Start imagePROGRAF Print Plug-In** is displayed, click it.

3. Click **Print** from the **imagePROGRAF Print Plug-In** toolbar/ribbon.

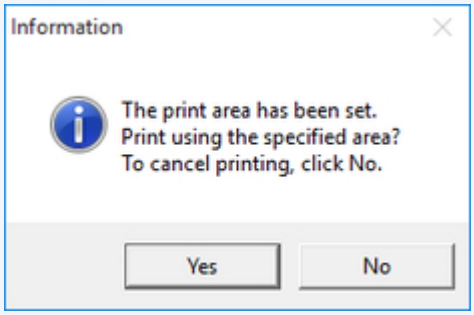
Important

- When more than one worksheet is selected, the **Printing Wizard** cannot be run. Select only one worksheet and click **Print** again.

Note

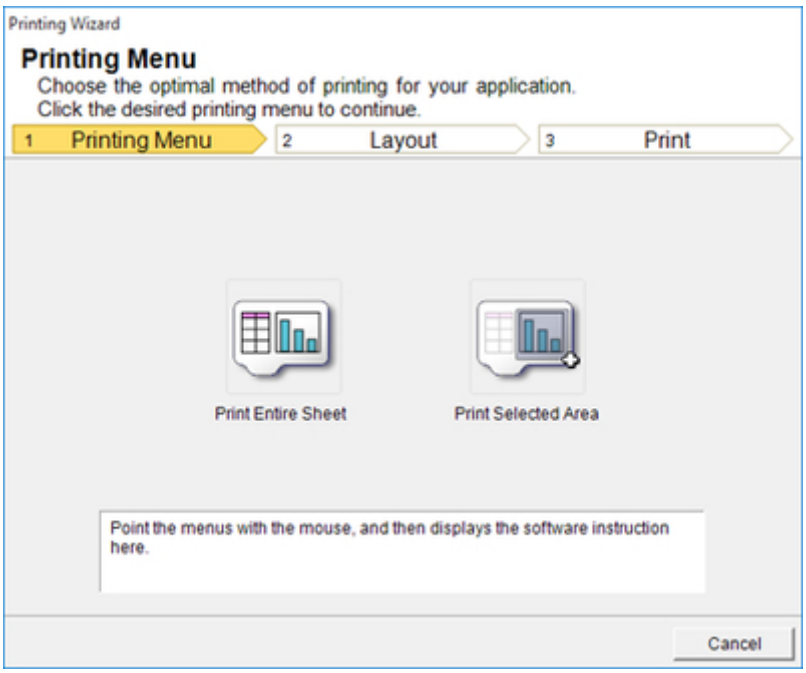
- If a print area is set, a confirmation message dialog box will appear.

  To print the entire sheet, cancel the setting of the print area.

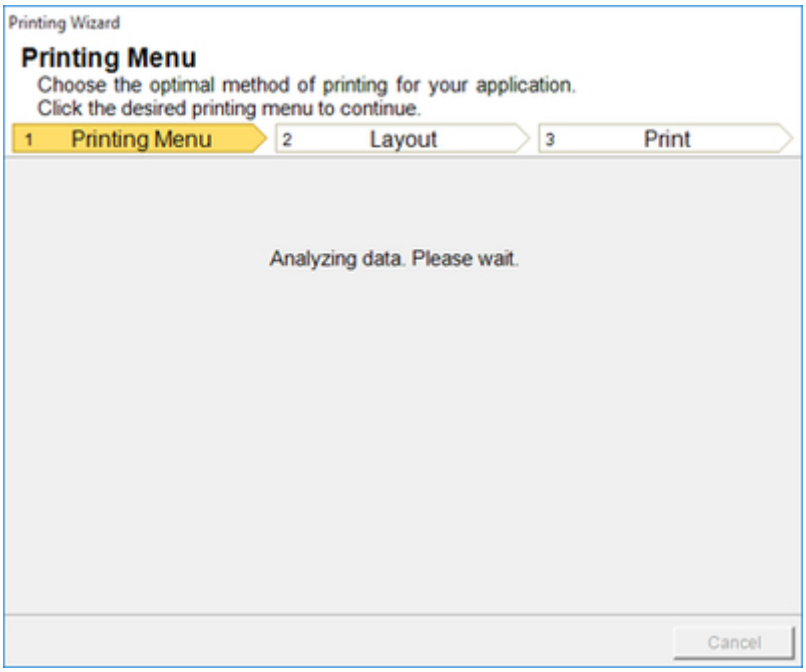


The **Printing Wizard** dialog box is displayed.

4. Click **Print Entire Sheet**.



A message will appear informing you that analysis is in progress.

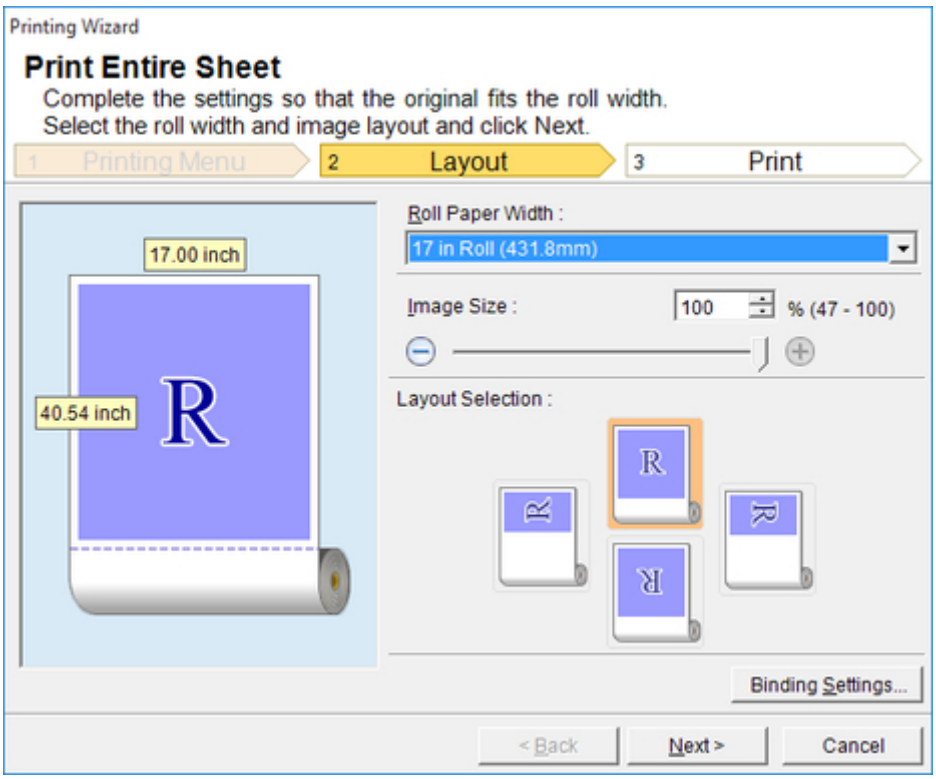


The Layout menu will appear automatically.

Note

- If data analysis requires time, a message dialog will appear. If you select **No**, you will return to the application.

5. Select **Roll Paper Width** that is set in the printer.



6. Select image size.

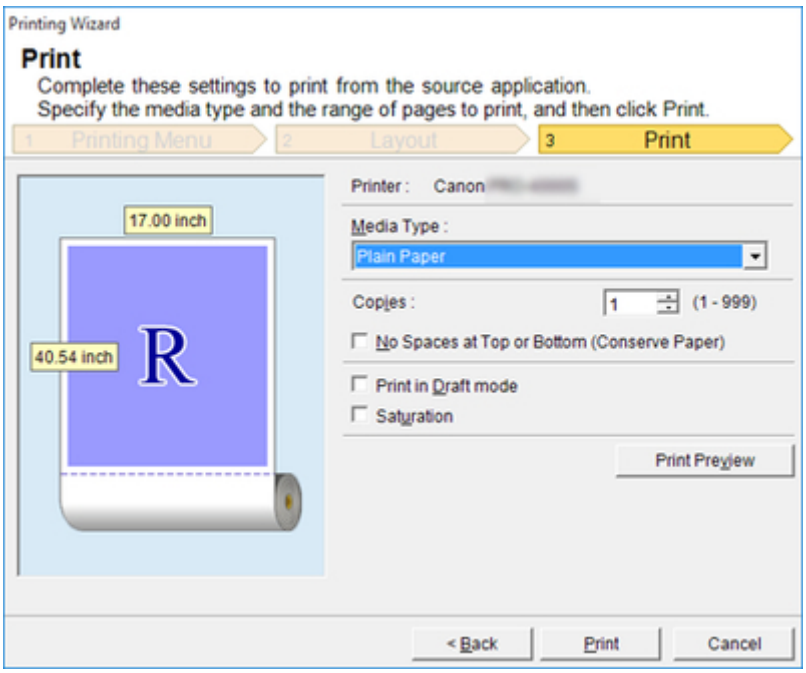
7. Select layout.

8. To configure **Binding**, click the **Binding Settings** button.

   Refer to "Configuring Binding (Excel)" for details on the procedure for configuring **Binding**.

9. Click the **Next** button.

10. Select **Media Type**.



11. Enter **Copies**.

12. If the upper and lower margins are too wide, check **No Spaces at Top or Bottom (Conserve Paper)**.

    The upper and lower margins can be checked in **Print Preview**.

Note

- When **Print in Draft mode** is selected, printing is fast but the print quality is poor.
- When **Saturation** is selected, you can print posters, etc., vividly.
- Press the **Print Preview** button to display the preview screen. You can check and make changes to the layout in the preview screen.
- When you print to the edge of the roll width, the maximum print length is 708.7 inches (18.0 m).

13. Click **Print** button.

    Printing begins.

Important

- If divided into plural pages, try reducing the data size or the range you select.
- You cannot run **Print** or **Print Preview** if you select it for a worksheet with no data displayed.

Print Selected Area (Excel)

For resizing the selected range of cells to fit the roll width. Choose this option to enlarge a particular part of the sheet before printing.

1. Start **Microsoft Excel**.
2. If **Start imagePROGRAF Print Plug-In** is displayed, click it.

3. Click **Print** from the **imagePROGRAF Print Plug-In** toolbar/ribbon.

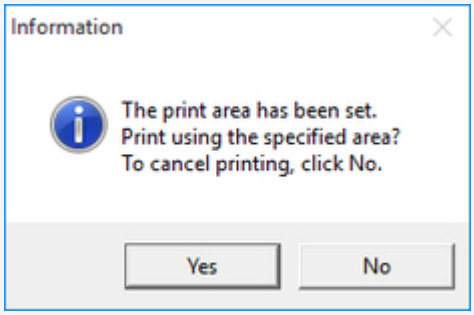
Important

- When more than one worksheet is selected, the **Printing Wizard** cannot be run. Select only one worksheet and click **Print** again.

Note

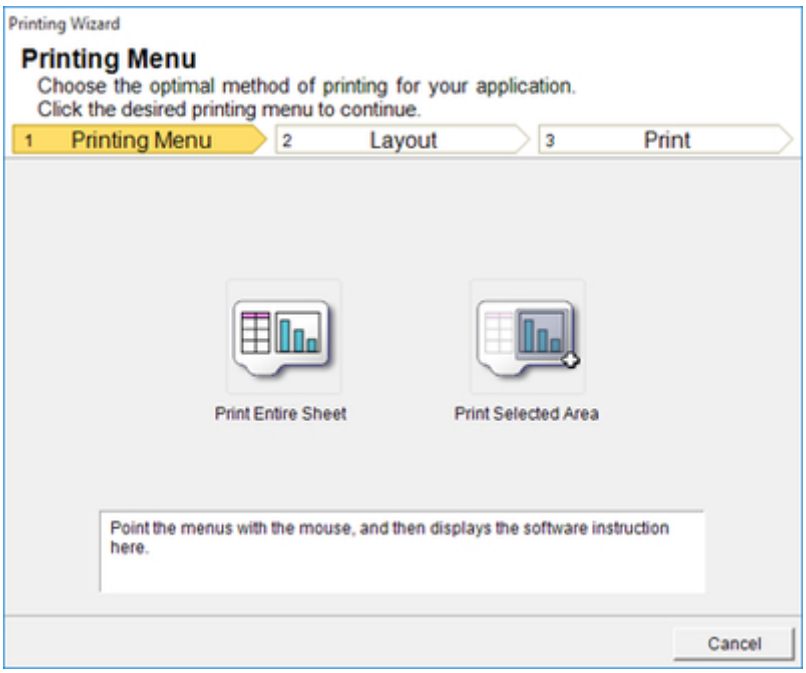
- If a print area is set, a confirmation message dialog box will appear.

  To print the selected area, cancel the setting of the print area.



The **Printing Wizard** dialog box is displayed.

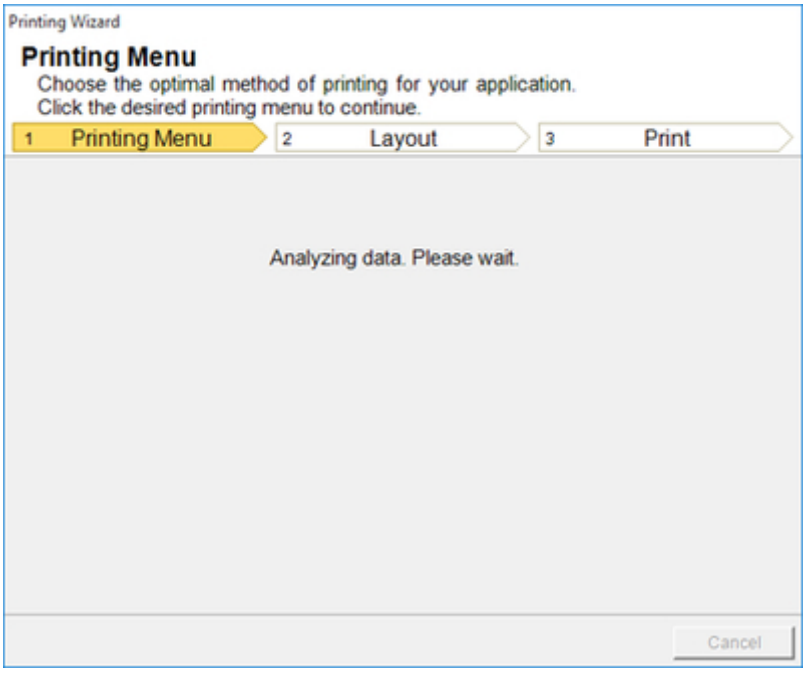
4. Click **Print Selected Area**.



Important

- If only one cell is selected, **Print Selected Area** cannot be selected.

A message will appear informing you that analysis is in progress.



The Layout menu will appear automatically.

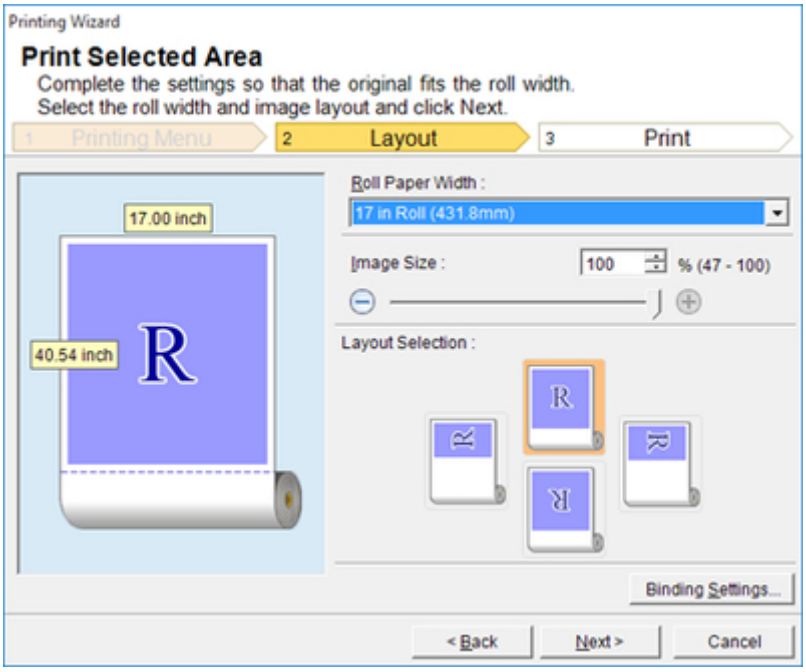
Important

- If the range selected is too large, it will not be possible to analyze the data. Select a smaller range and then run the analysis.

Note

- If data analysis requires time, a message dialog will appear. If you select **No**, you will return to the application.

5. Select **Roll Paper Width** that is set in the printer.



6. Select image size.

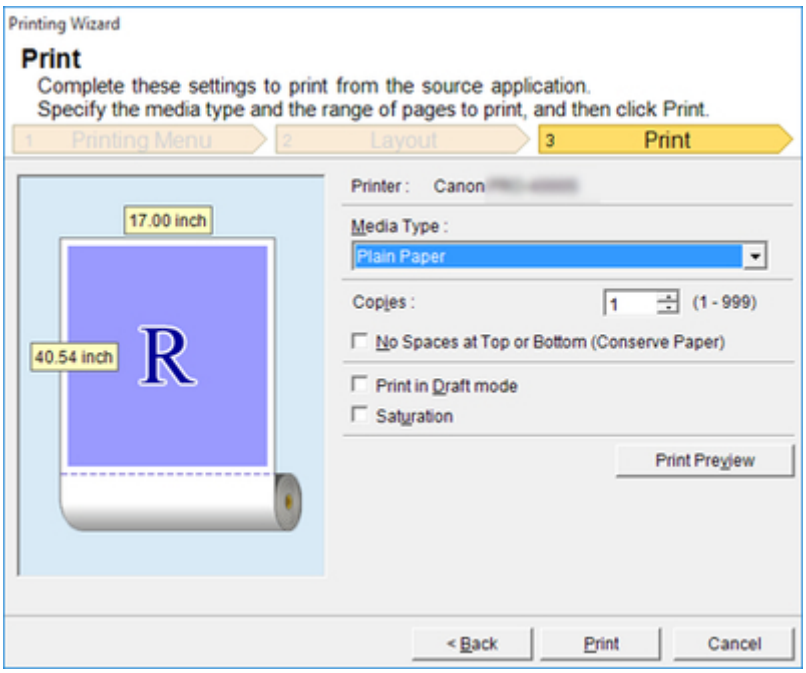
7. Select layout.

8. To configure **Binding**, click the **Binding Settings** button.

   Refer to "Configuring Binding (Excel)" for details on the procedure for configuring **Binding**.

9. Click the **Next** button.

10. Select **Media Type**.



11. Enter **Copies**.

12. If the upper and lower margins are too wide, check **No Spaces at Top or Bottom (Conserve Paper)**.

    The upper and lower margins can be checked in **Print Preview**.

Note

- When **Print in Draft mode** is selected, printing is fast but the print quality is poor.
- When **Saturation** is selected, you can print posters, etc., vividly.
- Press the **Print Preview** button to display the preview screen. You can check and make changes to the layout in the preview screen.
- When you print to the edge of the roll width, the maximum print length is 708.7 inches (18.0 m).

13. Click **Print** button.

    Printing begins.

Important

- If divided into plural pages, try reducing the data size or the range you select.
- You cannot run **Print** or **Print Preview** if you select it for a worksheet with no data displayed.

Configuring Binding (Excel)

You can configure **Binding** margins for binding printouts.

1. Configure the settings up to **Layout Selection** in the **Layout** screen in **Print Entire Sheet** or **Print Selected Area**.

   Refer to "Print Entire Sheet (Excel)" and "Print Selected Area (Excel)" for the configuration methods.

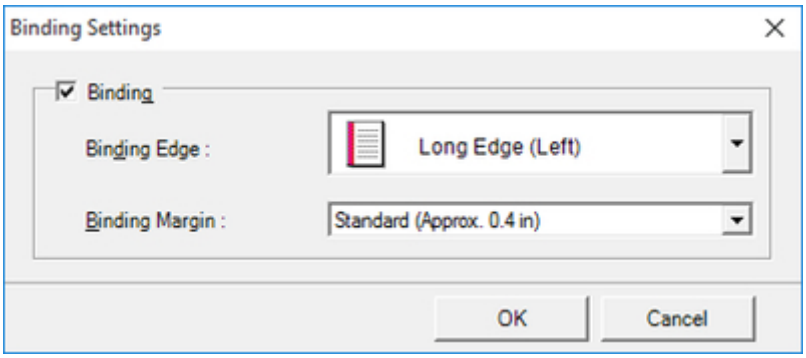
2. Click the **Binding Settings** button.

   Important

   - You cannot click the **Binding Settings** button in the following situations.
     - When the **Image Size** is set to a value smaller than **100%**
     - When a graph is selected
     - When page breaks have been set
     - When a sheet or cell is protected

   Open the **Binding Settings** dialog box.

3. If the **Binding** checkbox is not checked, select it to turn binding on.



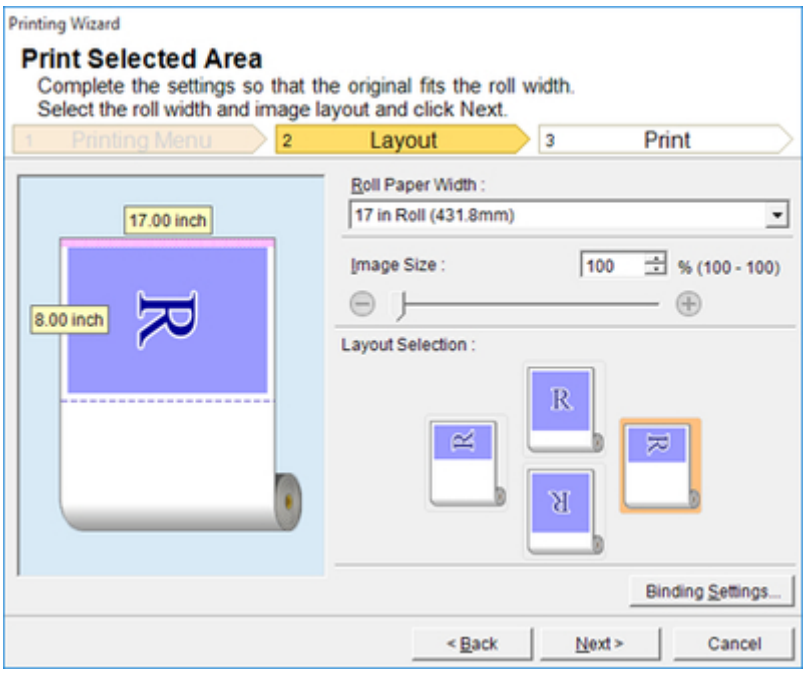
4. Select **Binding Edge**.

5. Select **Binding Margin**.

6. Click the **OK** button.

   Return to the **Layout** screen.

7. Check that the **Binding** settings are applied in the preview screen.



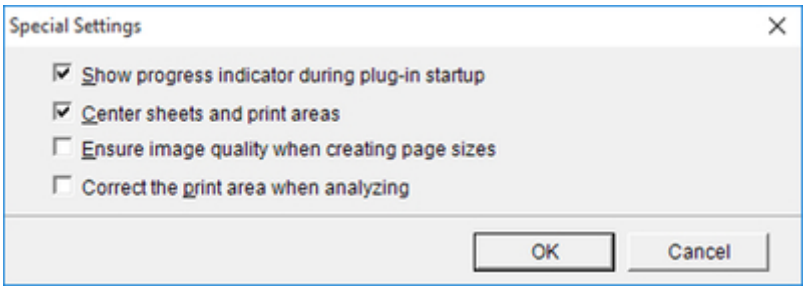
8. Configure the settings in the **Printing Wizard** dialog box.

Configuring Special Settings

You can configure **Special Settings** from the **imagePROGRAF Print Plug-In** toolbar.

1. Click **imagePROGRAF** in the toolbar, and select **Special Settings**.

2. Turn the checkbox for the item you want to change on or off.



Show progress indicator during plug-in startup

When this setting is off, hides the progress indicator that appears while the plug-in is starting up.

Center sheets and print areas

When this setting is off, printing is performed without changing the position. When this setting is on, printing is performed with the top, bottom, left, and right margins layed out equally. When this setting is off, printing is performed without changing the position.

This function is only valid in **Microsoft Excel**.

Ensure image quality when creating page sizes

When this setting is on, documents are created at the maximum size. This reduces the enlargement ratio during actual printing, which minimizes degradation of the quality of photos, etc.

This function is only valid in **Microsoft PowerPoint**.

Correct the print area when analyzing

For data that cannot be processed with usual data analysis, the print area is corrected and then the data is processed. When data analysis fails, you may be able to print by turning on this checkbox.

This function is only valid in **Microsoft Excel**.

3. Click **OK** to close the **Special Settings** dialog box.