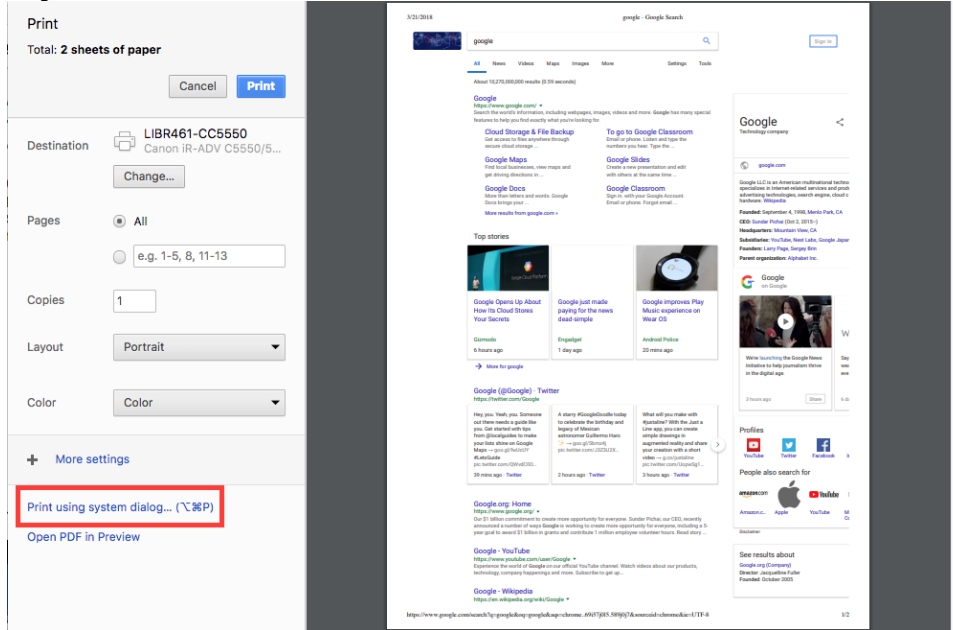


Duplex/Simplex Printing for Canon Printers (Mac)

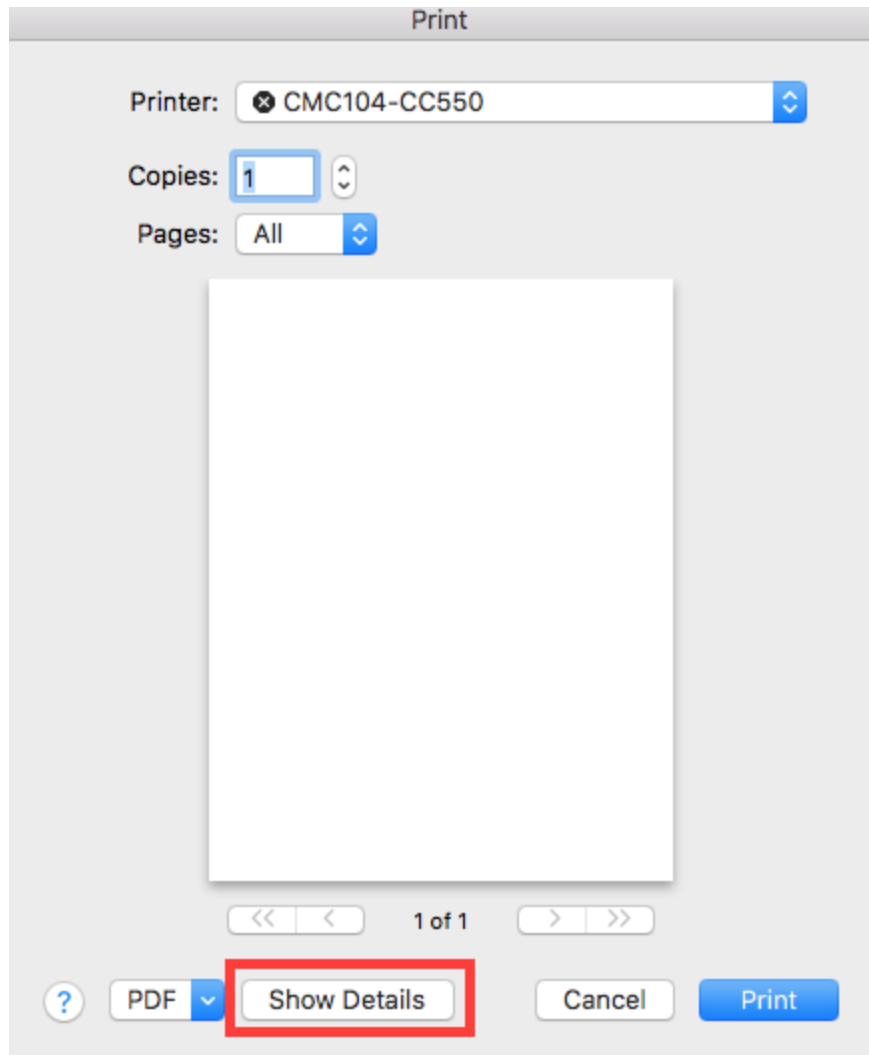
This page provides steps to print in duplex or simplex as desired from a Canon printer.

1. Click the print icon or go to the file tab and press print. (Alternatively you can print by holding the command key and pressing P)
2. Things will look a little bit different depending on what application you are trying to print from.

- *If you are printing from a web browser (Google Chrome, Safari, Firefox, etc.):*
You should see a pop up that looks like the one below. Click "Print using system dialog" that is highlighted by the red box in the image below.



- *If you are printing from a Microsoft Office program (Word, Excel, Powerpoint) or another program:*
You should see a popup similar to the one below. Click "Show Details" (highlighted by the red box below).



- *Alternatively, you may be able to advance straight to the next step. This is frequently the case for Microsoft Word.*

3. From the new popup, select "Finishing" from the drop down menu as shown below.

Print

Printer: LIBR461-CC5550

Presets: Default Settings

Copies: 1

Pages: All

From: 1 to: 1

Paper Size: US Letter 8.50 by 11.00 inches

Orientation:   Scale: 100%

Layout



Pages per Sheet: 1

Layout Direction:    

Border: None

Two-Sided: Off

Reverse page orientation

Flip horizontally

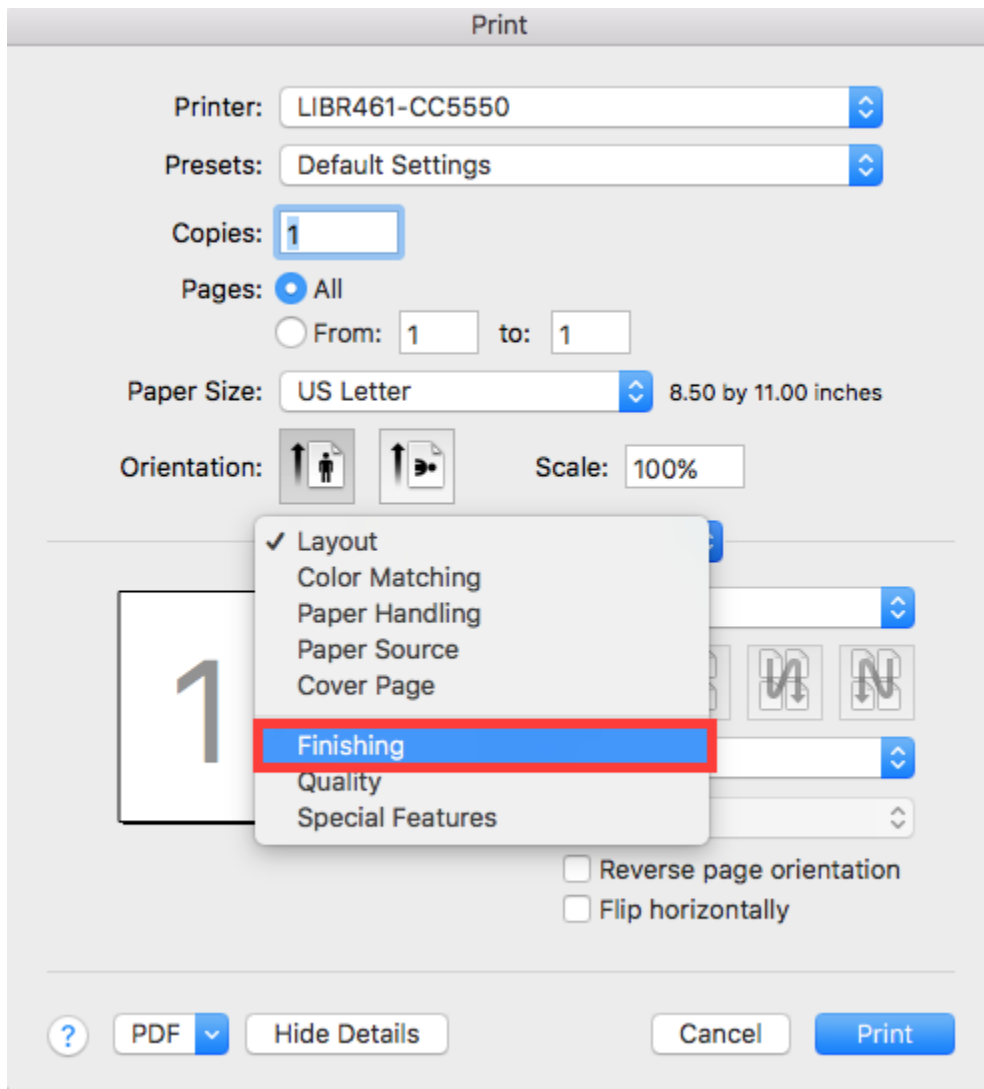


PDF

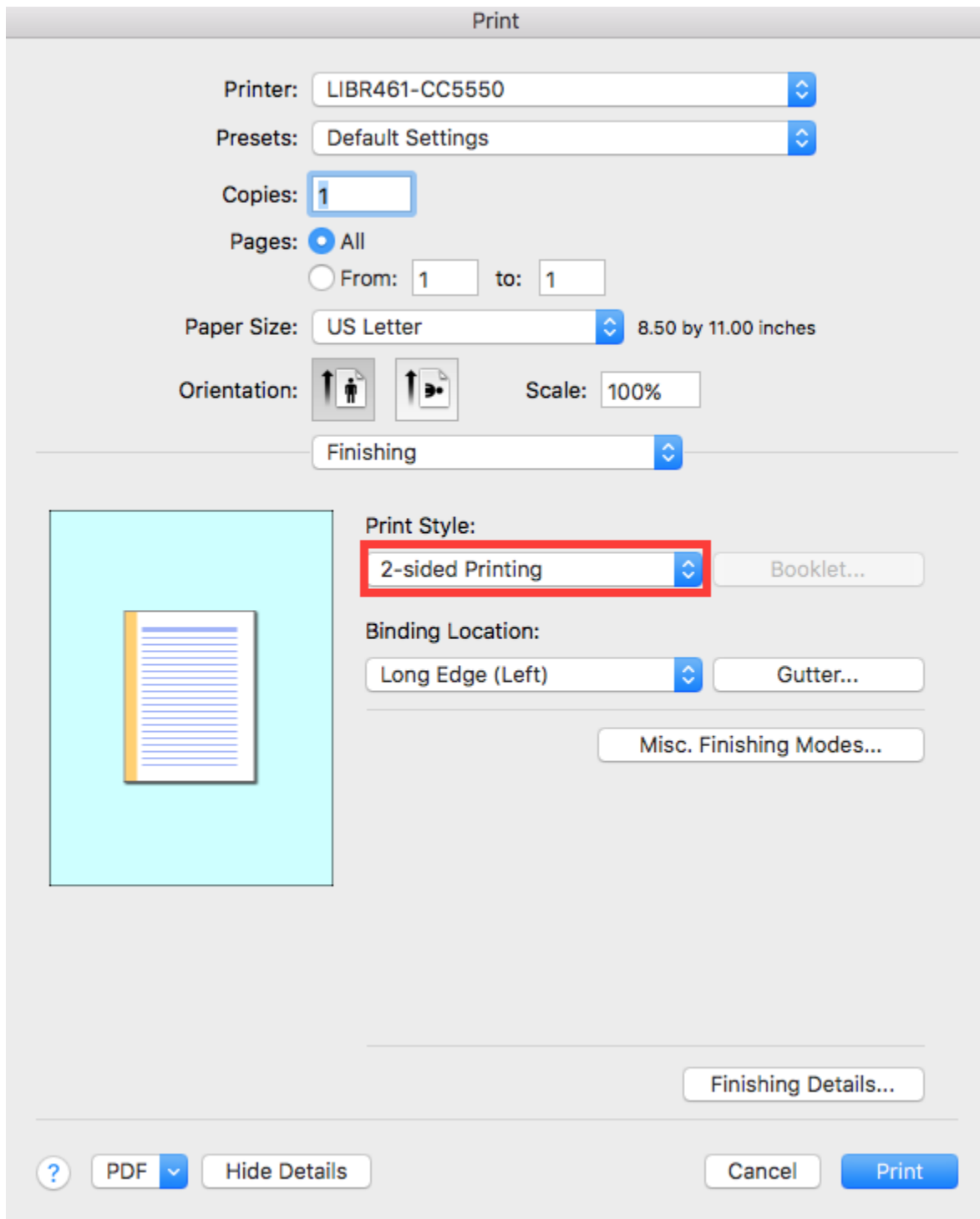
Hide Details

Cancel

Print



4. From the "Print Style" drop down menu, select either 2-sided (Duplex) or 1-sided (Simplex) printing.



5. *To save these settings as a preset:* In the Presets Menu at the very top, save these settings as default, or save them as new Presets and give them a name like "B/W Duplex" or "Color Simplex" (See "Black-and-White/Color Printing for Canon Printers" for steps on how to choose either black and white or color printing.)



Related articles

- [Printing at Carleton](#)
- [Canon Multi-Function Devices \(MFDs\) Frequently Asked Questions \(FAQ\)](#)

- [List of Printers Used by Refreshing Labs, Classrooms, and Student Stations](#)
- [Black-and-White/Color Printing for Canon Printers \(Mac\)](#)
- [Secure Print to a Canon iR-ADV C5550 \(Mac\)](#)