



Online Manual

Free Layout plus Guide

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Symbols Used in This Document

Warning

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

Important

Instructions including important information that must be observed to avoid damage and injury or improper use of the product. Be sure to read these instructions.

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

- The formal name of Windows Vista is Microsoft Windows Vista operating system.

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o freetype@nongnu.org

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If you are looking for support, start in this list if you haven't found anything to help you in the documentation.

o freetype-devel@nongnu.org

Discusses bugs, as well as engine internals, design issues, specific licenses, porting, etc.

Our home page can be found at

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--- end of FTL.TXT ---

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Free Layout plus Guide

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General Notes (Free Layout plus)

When using **Canon Free Layout plus** (hereafter **Free Layout plus**), the following restrictions apply. Please familiarize yourself with them before using it.

- **Free Layout plus** supports imagePROGRAF Printer Driver Ver. 5.00 or later for Windows.
- This guide primarily provides explanations using the screens that are displayed when you use the Windows 10 operating system (hereafter, Windows 10).
- Apply the latest Windows Update.
- If a print job has a large amount of data or multiple pages, the application may not start or the print job may fail to be sent from the application. Also, the images may be grainy or defective when they are printed. In such cases, try the following methods. If you cannot resolve the situation, print directly from the printer driver, without using **Free Layout plus**.
 - Add expanded memory to your PC, or enlarge the virtual memory.
 - If you are using Adobe Illustrator, switch the on/off setting of the Bitmap print item in the print dialog box.
 - Change the print quality.
 - Open the **Print Options** dialog box from the Print Settings screen of the printer driver for **Canon Free Layout plus** to change the settings for the **Reduce resolution to prevent loss of print data** check box.
 - If the OS is the 32 bit version, try the 64 bit version of the OS.
- Sometimes the print preview display may differ from the actual print position. If this occurs, make a slight adjustment in the position of the object.
- The hues of the print preview and the image displayed in the software application (Adobe Photoshop, etc.) may be slightly different.
- The appearance of text and fine lines in the print preview may be different from what you see in the print result.
- Sometimes a print job can be lost if **Free Layout plus** is shut down during the print job.
- When **Borderless Printing** is set to **On**, the display in the view includes parts that are trimmed.
- When you install this software, the virtual printer **Canon Free Layout plus** is installed. If you want to use this software, do not uninstall the virtual printer **Canon Free Layout plus**.
- Printing is not possible from shared printers or redirected printers.
- Plug-in functions for Microsoft Office are compatible with the following versions of the application software.
 - Microsoft Word (2013/2016/2019)
 - Microsoft PowerPoint (2013/2016/2019)
 - Microsoft Excel (2013/2016/2019)
- The **Canon Free Layout plus** ribbon might not be displayed in Microsoft Office after installing **Free Layout plus**. For details, refer to "[Canon Free Layout plus Ribbon Is Not Displayed](#)" in "Starting from an Application Supporting Plug-in".

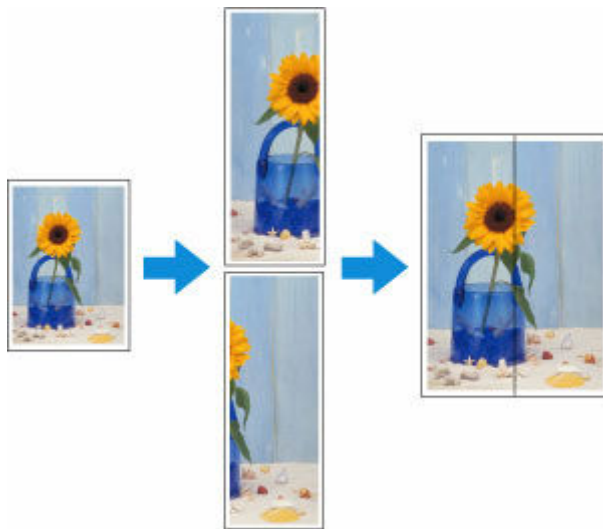
- When you open an Office document from a web browser, the plug-in does not run correctly.
- If you are editing an embedded object or link object, the plug-in will not run correctly.
- If you added the **Canon Free Layout plus** ribbon to the Microsoft Office Quick Access toolbar, the plug-in will not run correctly.
- When using the plug-in, an error dialog box may appear for some data because the information required for printing or data analysis cannot be acquired. If this occurs, print from the **Canon Free Layout plus** virtual printer driver.
- When using the plug-in, the layout may collapse if you execute **Large-format settings** using existing data. If that is the case, modify the data again.
- When using the plug-in, 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 initial startup and printout may take some time, depending on the environment.
- Operation may be abnormal if the number of paper sizes registered in the OS exceeds a certain number.
- In Startup, If you disable **Canon Free Layout plus Service**, it will not run correctly.

The Features of Free Layout plus

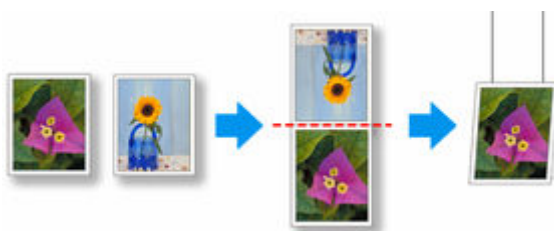
The main features of **Free Layout plus** are as follows.

Able to Arrange in Various Layouts

- Allows you to lay out at will and print a document created with application software.
You can save paper by laying out efficiently.
- You can not only lay out multiple pages on one page but also lay out and print a multiple-file document on one page, or lay out and print a document created with multiple application programs on one page.
- Allows you to print an image from one page onto multiple sheets of paper. You can align the printouts and glue them together to create a larger printed image.



- Any two pages can be arranged and printed in a layout that becomes duplex on folding.
This can be used such as for advertising posters that are suspended from the ceiling.



Output Easily from Microsoft Office

- **Free Layout plus** takes over the Print Plug-In for Office function and you can output from the Microsoft Office applications supporting the plugin to **Free Layout plus**.
- Custom sizes in large-format printing can also be set in a wizard interface from Microsoft Word and Microsoft PowerPoint.
- Custom size can be set automatically from Microsoft Excel.

Print Preview with Improved User-friendliness

- You can check the layout on the preview screen.

You can change the layout while checking the actual output image, so you can make the output workflow efficient.

Starting Free Layout plus and Inputting Data

- **Starting from a Regular Application**
- **Starting from an Application Supporting Plug-in**
- **Starting from PosterArtist**
- **Starting from Direct Print & Share**
- **Starting from the Start Menu or the desktop icon**

Starting from a Regular Application

Use the following procedure to start **Free Layout plus** and load data to print from a regular application software using **Free Layout plus**.

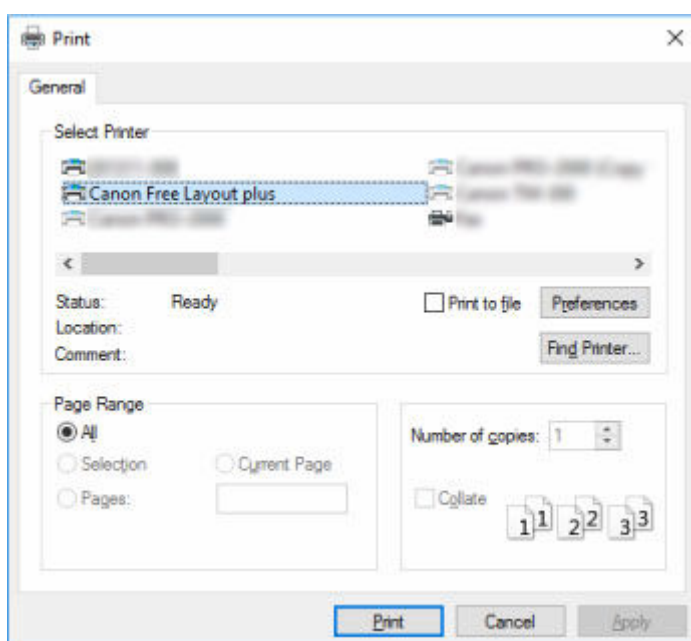
1. Open the Print dialog box.

To open the Print dialog box, select the print menu in the application software in which the print data is opened.

»»» Note

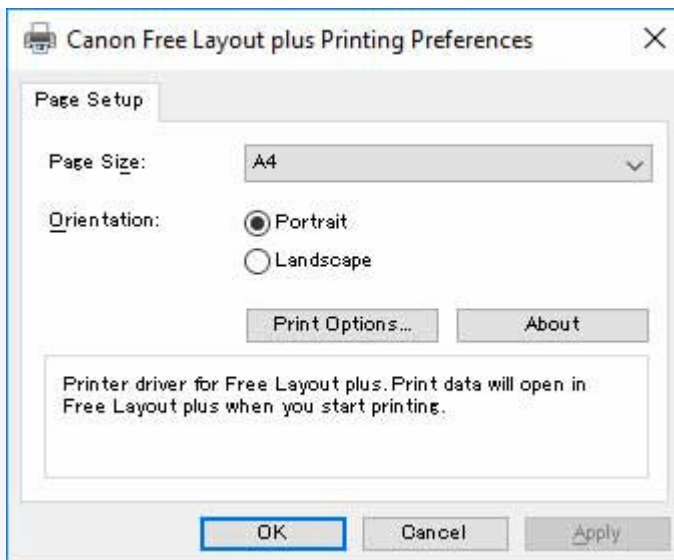
- Normally, select Print from the File menu.

2. Select **Canon Free Layout plus** from the printers you can use.



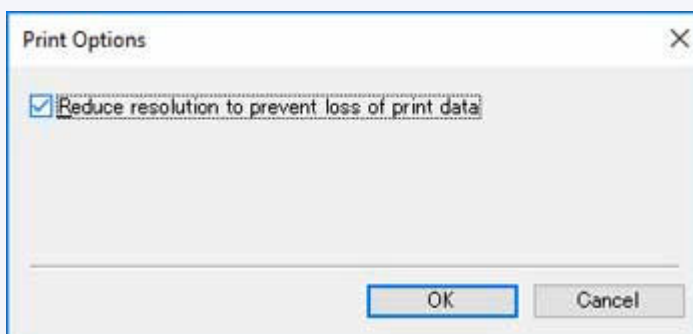
»»» Note

- If you cannot set the paper size and orientation of the printout in the screen for selecting a printer, click Preferences or Printer properties, and do the settings from the **Printing Preferences** dialog box. The way to open the **Printing Preferences** dialog box varies depending on the application.



- You may be able to improve print results by using the check box for **Reduce resolution to prevent loss of print data** in **Print Options**.

If the images printed are grainy, clear the check box, and the fine lines printed are thick, select the check box. However, depending on the data, a print job may occasionally fail.



3. Execute printing.

Free Layout plus starts.

The data you edited in the application software appears in the **Input Data List** on the **Home** screen. (See "[Free Layout plus Home Screen](#).")

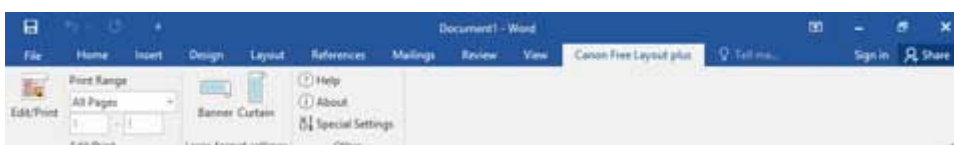
Starting from an Application Supporting Plug-in

To print data of Microsoft Office application software supporting the plug-in by using **Free Layout plus**, use the following procedure to start **Free Layout plus** and input data.

▶▶▶ Note

- The following explanation uses the screens that are displayed when you use Microsoft Word.

1. Start Microsoft Word.
2. Confirm that the **Canon Free Layout plus** ribbon is displayed.



▶▶▶ Important

- If the **Canon Free Layout plus** ribbon is not displayed, refer to "[Canon Free Layout plus Ribbon Is Not Displayed](#)".

3. Click **Edit/Print**.

Free Layout plus starts.

The data you edited in the Office application appears in the **Input Data List** on the home screen. (See "[Free Layout plus Home Screen](#).")

Canon Free Layout plus Ribbon Is Not Displayed

The **Canon Free Layout plus** ribbon may not appear in Word, PowerPoint or Excel Office applications, and the **Free Layout plus** functions may not be available.

In this event, re-install **Free Layout plus**.

You can also enable add-ins to display **Canon Free Layout plus**.

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

Re-installing Free Layout plus

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

In this event, you will need to re-install **Canon Free Layout plus** to display the **Free Layout plus** ribbon.

▶▶▶ Note

- You cannot re-install **Free Layout plus** once an Office application is running. When the message appears, select **Cancel** and close the active Office application.

Re-install **Free Layout plus** as follows:

1. Close Office application if it is open.
2. Install **Free Layout plus**.

Enable Free Layout plus from the Options in the Office Application

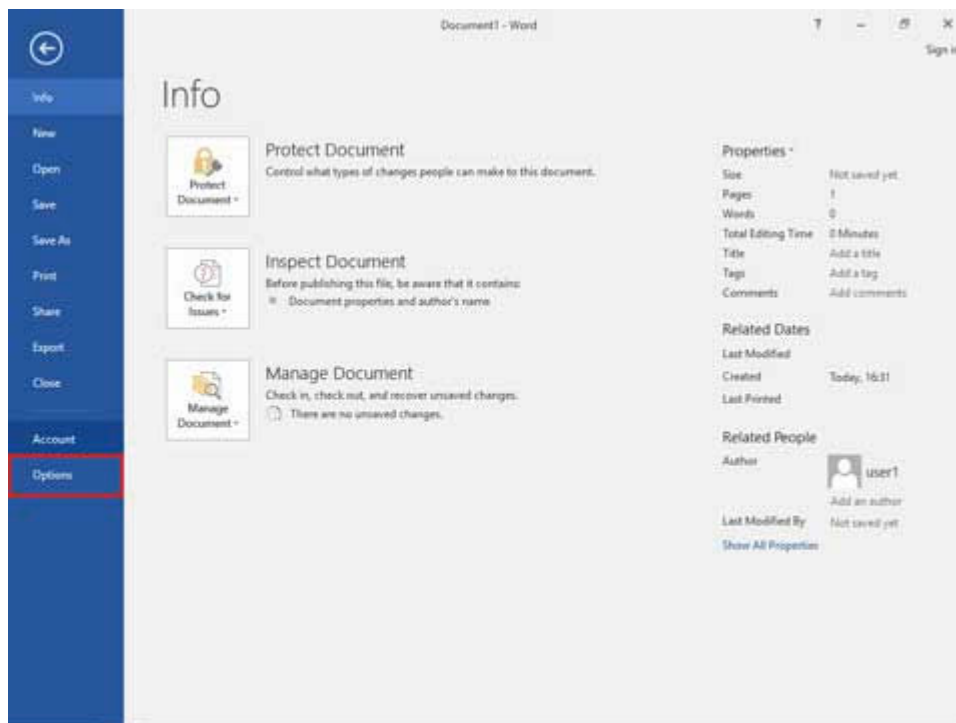
If a problem occurs, such as the system or an application terminating abnormally, the Office application disables add-ins as a safety precaution.

In this event, you will need to restore the disabled add-ins in order to display the **Canon Free Layout plus** ribbon.

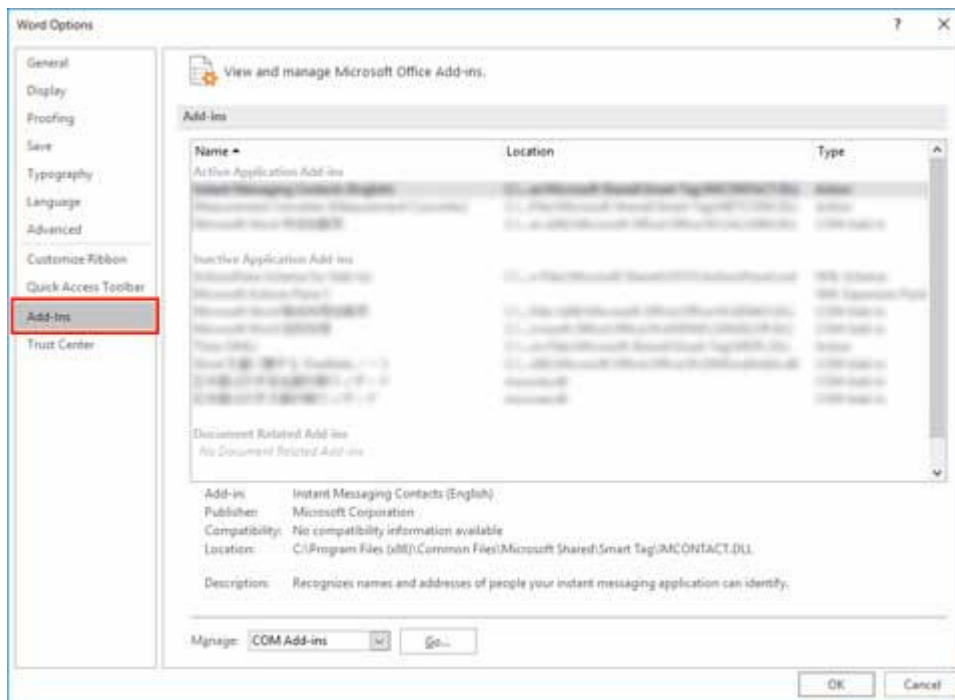
Use the procedure below to restore the add-ins disabled by Office application.

1. Select Options from the File menu.

Select Options from the File menu on the Office application.

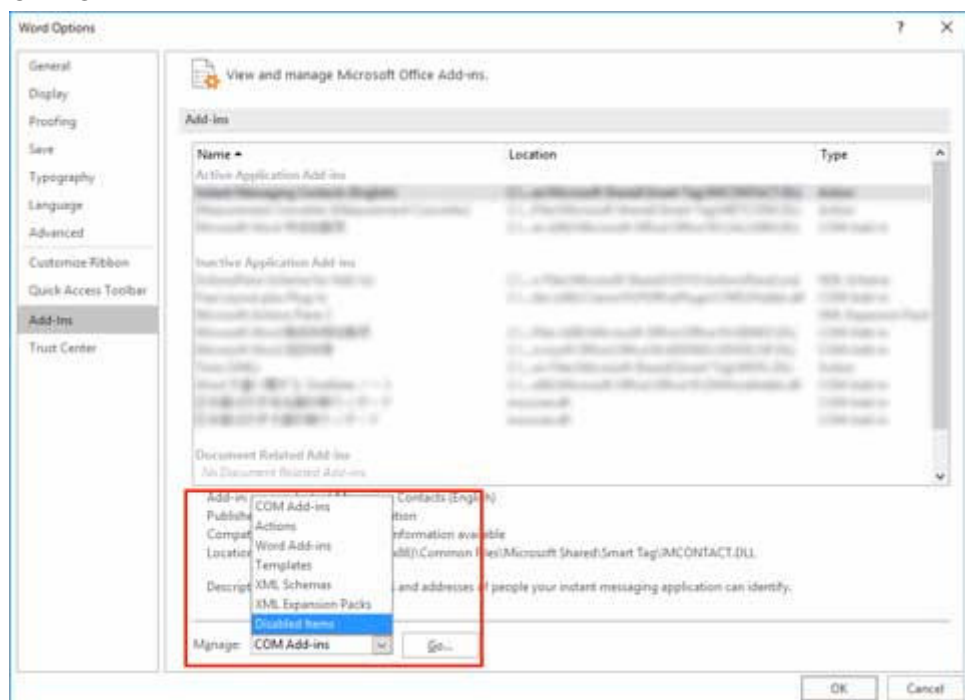


2. From the list on the left side of the <application name> options dialog box, select Add-ins.



3. From the Manage combo box, confirm the settings in Disabled Items and COM Add-ins.

- How to confirm Disabled Items
 1. From the Manage combo box, select Disabled Items
 2. Click Go button.



3. If Addin :free layout plus plug-in (cnflpaddin.dll) is displayed in the Disabled Items dialog box, select it and click the Enable button.

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

Starting from PosterArtist

Use the following procedure to start **Free Layout plus** and load data to print from PosterArtist using **Free Layout plus**.

»» Note

- See the manual for PosterArtist regarding the basic operations for PosterArtist.

1. Start PosterArtist.
2. Select a template.
3. Set the items in the Paper Options screen, and then check **Edit layout with Free Layout plus**.

»» Note

- If you check **Edit layout with Free Layout plus**, then you cannot set the following items.
 - Printer
 - Media Source
 - Media Type
 - Roll Paper Width
 - Borderless Printing
 - Enlarged/Reduced Printing
- If a message appears related to **Free Layout plus** after you check **Edit layout with Free Layout plus**, click OK.

4. Edit the print data.
5. In the Print screen, click **Print (Start Free Layout plus)**.

Free Layout plus starts.

The data you edited in PosterArtist appears in the **Input Data List** on the **Home** screen. (See "[Free Layout plus Home Screen](#)".)

Starting from Direct Print & Share

If you are printing data in Direct Print & Share using **Free Layout plus**, follow the steps below to start **Free Layout plus** and input data.

▶▶▶ Note

- For basic instructions on how to use Direct Print & Share, see the Direct Print & Share manual.

1. Start Direct Print & Share.
2. Edit print content.
3. Select "**Canon Free Layout plus (Canon Free Layout plus)**" from the **Printer** pulldown menu, and then click **Print**.

Free Layout plus will start.

The content edited in Direct Print & Share will appear in **Input Data List** on the **Home** screen. (See "[Free Layout plus Home Screen](#)")

▶▶▶ Note

- If you select **Free Layout plus**, you can freely edit the layout and print.
However, if you select **Free Layout plus**, you won't be able to display the Direct Print & Share layout preview.

Starting from the Start Menu or the desktop icon

Perform one of the following to start **Free Layout plus**. The following screenshot is from Windows 10.


Double click the **Free Layout plus** icon on the desktop.

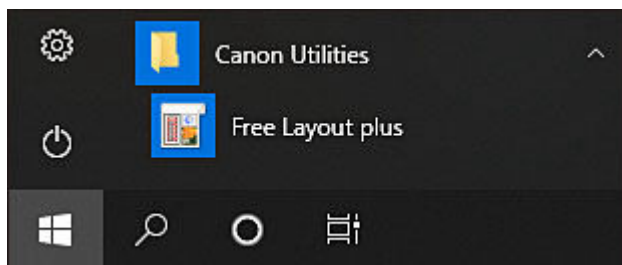


Free Layout plus starts.

▶▶▶ Note

- If you've removed the check mark from **Create a shortcut on Desktop** in the **Installation Complete** screen, the icon won't be displayed.

From the Taskbar  (Start button), select Canon Utilities > **Free Layout plus**.



Free Layout plus starts.

▶▶▶ Note

- **Windows 8.1:**
Select **Free Layout plus** on the Start screen.
If **Free Layout plus** is not displayed on the Start screen, select the **Search** charm, and then search for "Free Layout plus".
- **Windows 7:**
From **Start** menu, select **All Programs** > Canon Utilities > **Free Layout plus** > **Free Layout plus**.

Adding Data

Add data to **Free Layout plus**.

1. Click **Open** from the **File** menu.

The screen to add data appears.

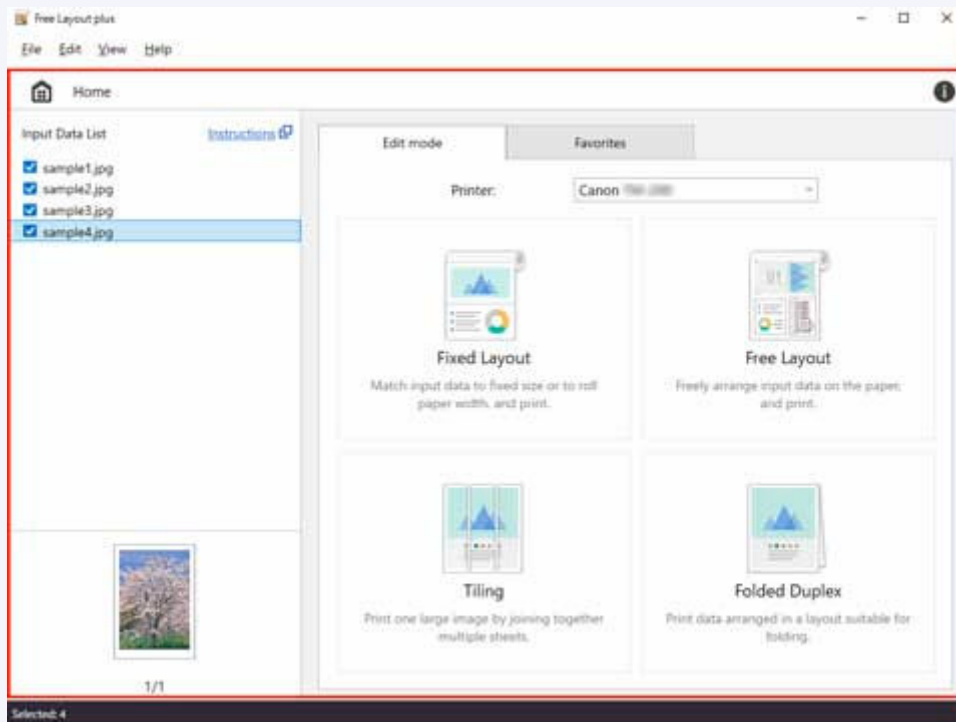
2. Select the data to input.

Select the data to input, and then click **Open**.

To add more data, repeat steps 1 and 2.

►► Note

- You can also add data by directly dragging and dropping it onto the **Home** screen.
For details, refer to "[Free Layout plus Home Screen](#)".



- Supported data types are image data (JPEG/PNG/BMP/TIFF/GIF/PDF), and Office data (Word/Excel/PowerPoint).
Only PDF files that are V1.7 or equivalent can be printed.
* However, encryption, JBIG2, font substitution, overprint, and some parts of transparent processing aren't supported.
- If you cannot input a PDF file, or if the image quality of the print results is coarse, you may be able to improve it by following the procedure in "[Starting from a Regular Application](#)."
- Data can be input only from the **Free Layout plus Home** screen.

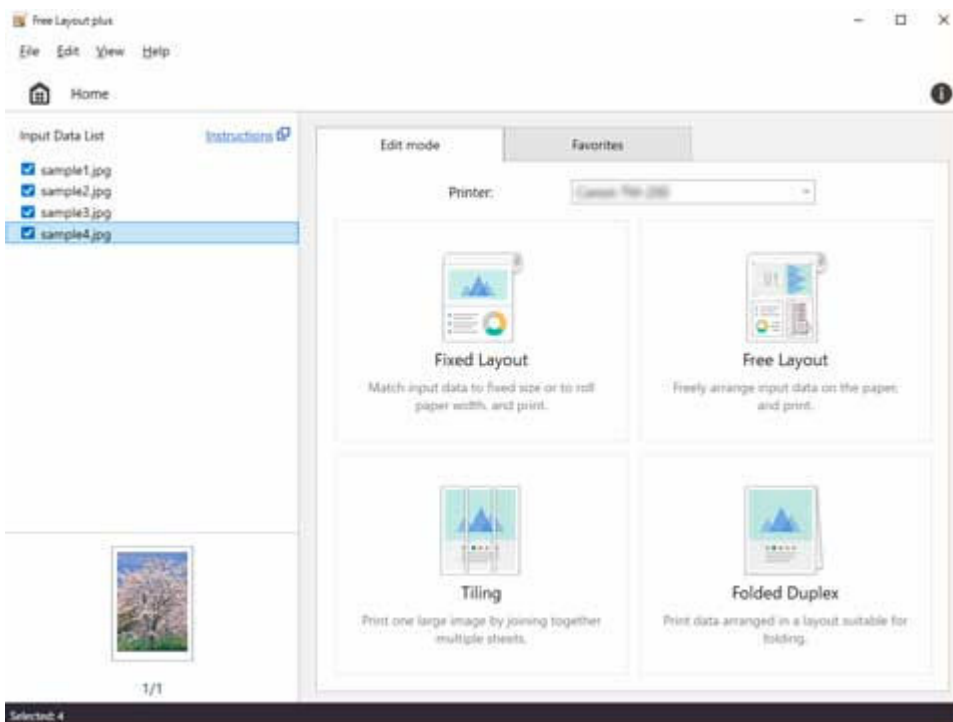
Free Layout plus Screen Explanations

- **Free Layout plus Home Screen**
- **Fixed Layout Mode**
- **Free Layout Mode**
- **Tiling Mode**
- **Folded Duplex Mode**
- **Favorites**
- **Options Dialog Box**
- **Canon Free Layout plus Ribbon (Office Plug-in)**

Free Layout plus Home Screen

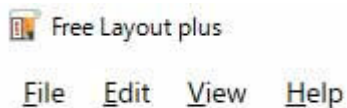
When you start **Free Layout plus**, the **Home** screen appears.

In the **Home** screen, you can select a printer to use and edit modes that suit your objectives.



Menu Bar

This allows you to select menus required for operations.



Input Data List

Displays a list of input data and thumbnails.

Data displayed in this list that has a check mark can be edited after Edit mode is selected. Click a check box to switch it.

You can also input data from **Open** in the **File** menu, or by dragging and dropping it onto the **Home** screen.

You can switch the order by dragging the data in the **Input Data List**.

Input Data List

[Instructions](#) 

- ☒ sample1.jpg
- ☒ sample2.jpg
- ☒ sample3.jpg
- ☒ sample4.jpg



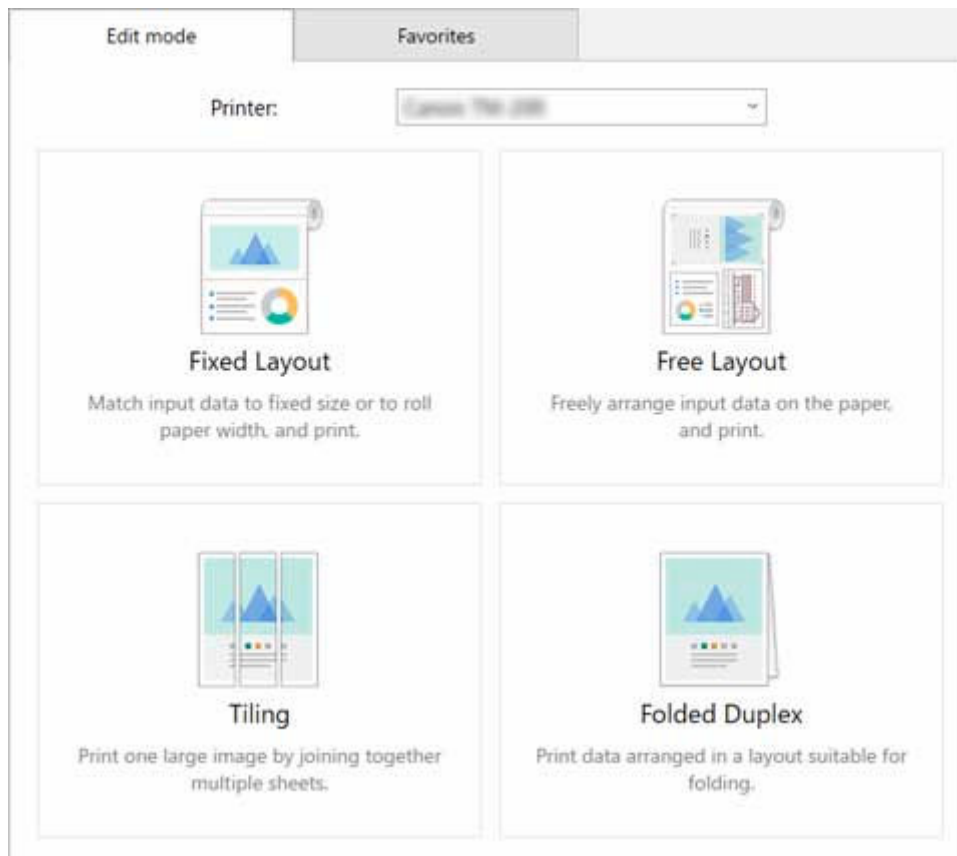
1/1

»» Note

- Right-clicking on a file name in **Input Data List** and then selecting **Delete** or pressing the Delete key allows you to delete that data from the list.
- File input using dragging and dropping is possible only on the **Home** screen.

Edit mode Sheet

From the **Edit mode** sheet, you can select a printer to use and an edit mode from four edit modes.



There are the following four edit modes.

Fixed Layout

Lay out multiple pages to the width of roll paper or on standard size paper, and then print them.

Free Layout

Lay out multiple pages as you like on roll paper, and then print them.

Tiling

Divide a single page, and then print it.

You can align the printouts and glue them together to create a larger printed image.

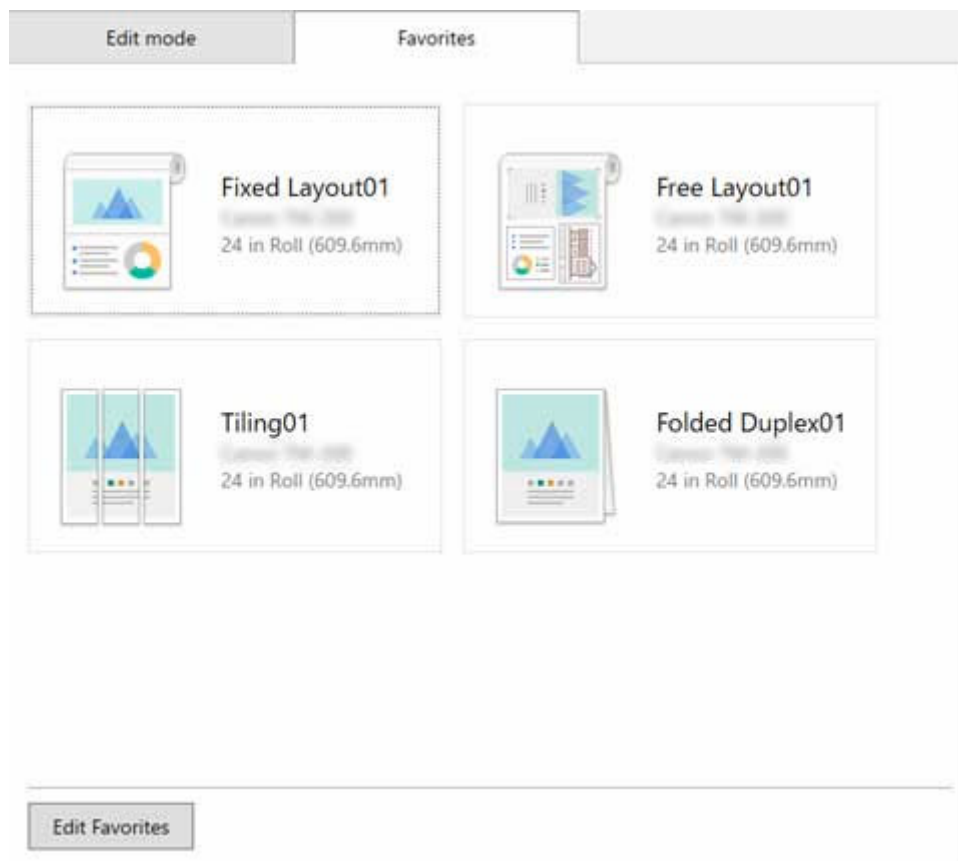
Folded Duplex

Lay out two pages and print them so you can fold them to create a two-sided printout.

Favorites Sheet

Displayed when you click the **Favorites** tab. You can select a combination of a printer, an edit mode, and edit/print settings that have been registered in advance.

See "[Favorites](#)" regarding the method to register settings to the **Favorites** sheet.



Status Bar

Displays information, such as the number of data that are selected and the paper size.

Selected: 4

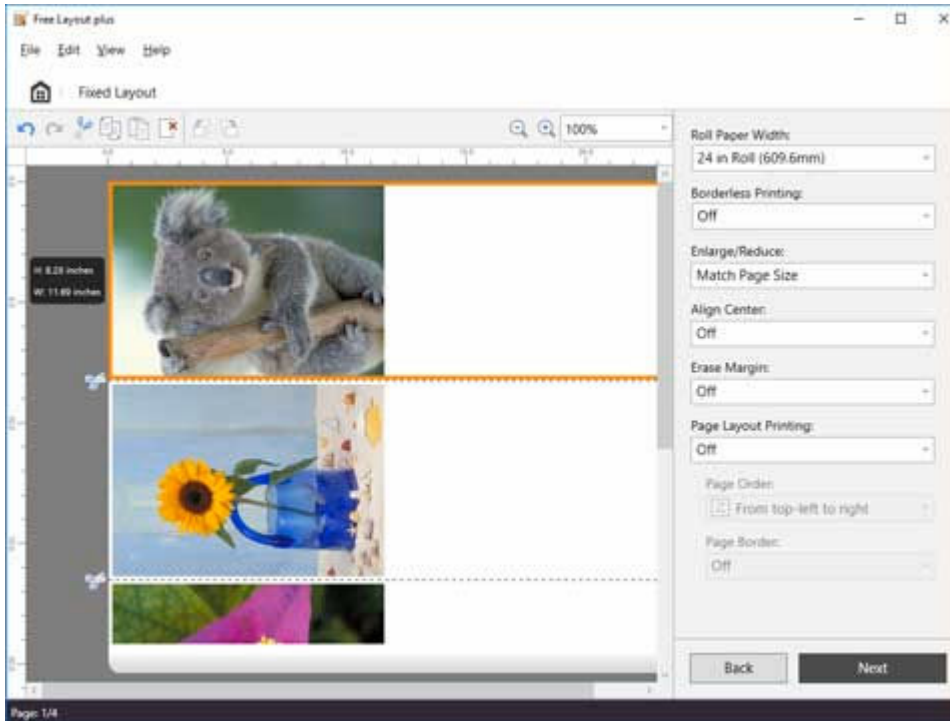
Note

- You can use the **View** menu to show or hide the status bar.

Fixed Layout Mode

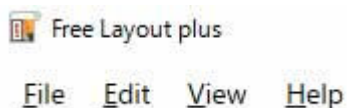
Clicking **Fixed Layout** on the **Home** screen opens the Fixed Layout mode.

In Fixed Layout mode, you can position data uniformly over the width of roll paper or standard size paper, and print it.



Menu Bar


This allows you to select menus required for operations.



Main Area

In this area, you can position images and make print settings.

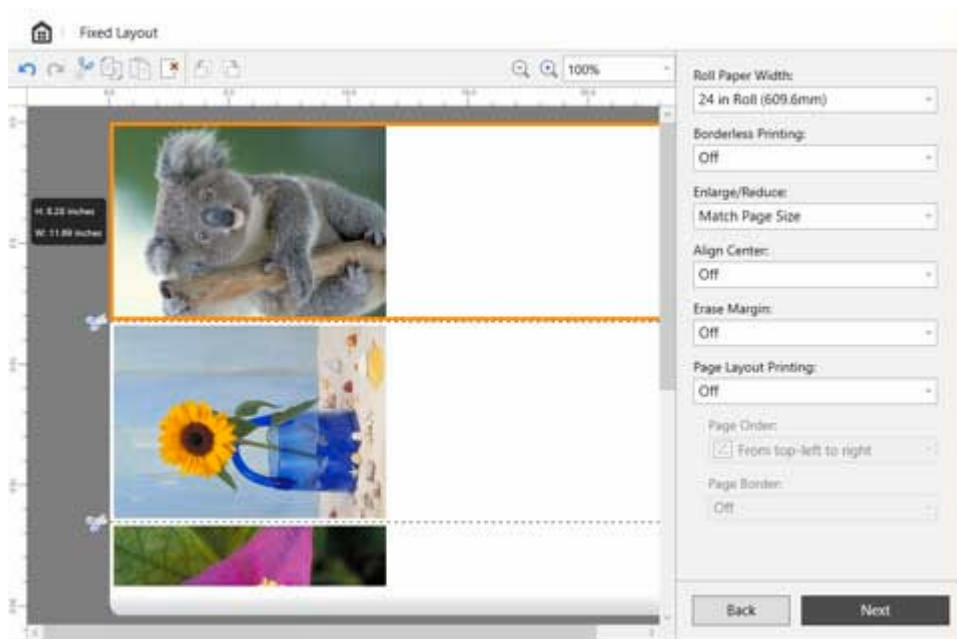
➤➤➤ Note

- Click  in the main area to return to the **Home** screen.

Edit Screen

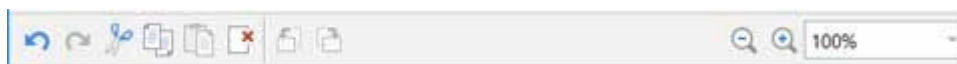
Set the layout and roll paper width as you check a preview of the print results.

Clicking **Next** closes editing and moves you to the print settings screen.



Tool Bar

This allows you to select tool buttons required for major operations.



Undo

Reverses the last edit.

You can also perform **Undo** from the **Edit** menu.



Redo

Restores the last edit.

You can also perform **Redo** from the **Edit** menu.



Cut

Cuts the selected object.

You can also perform **Cut** from the **Edit** menu.



Copy

Copies the selected object.

You can also perform **Copy** from the **Edit** menu.



Paste

Pastes the cut or copied object.

You can also perform **Paste** from the **Edit** menu.



Delete

Deletes the selected object.

You can also perform **Delete** from the **Edit** menu.



Rotate Left 90 Degrees

Rotates the selected object 90 degrees to the left.

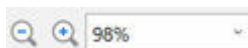
Enabled when **Page Layout Printing** is set.



Rotate Right 90 Degrees

Rotates the selected object 90 degrees to the right.

Enabled when **Page Layout Printing** is set.



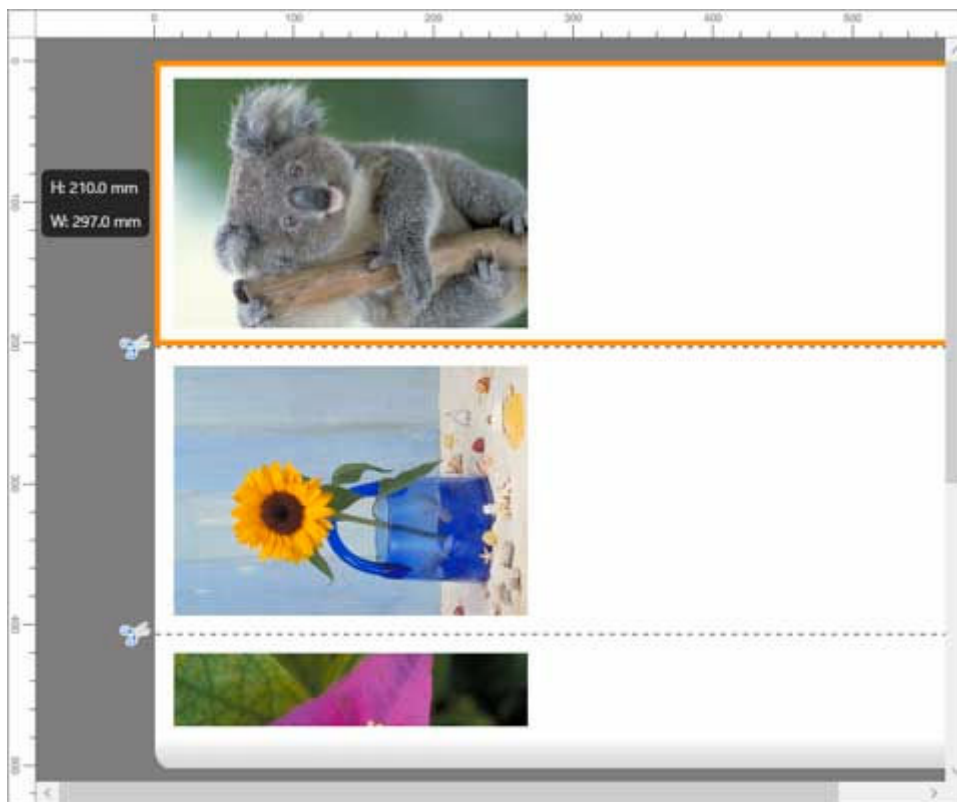
(Enlarge/Reduce View)

Allows you to change the scaling ratio in the preview screen.

Preview Area

Shows a preview of the print results at the current settings.

You can change the order of the objects by dragging them.



Edit Settings Area

Set the roll paper width and the layout of the page.

Roll Paper Width:
24 in Roll (609.6mm) ▾

Borderless Printing:
Off ▾

Enlarge/Reduce:
Match Page Size ▾

Align Center:
Off ▾

Erase Margin:
Off ▾

Page Layout Printing:
Off ▾

Page Order:
☒ From top-left to right ▾

Page Border:
Off ▾

Back Next

Roll Paper Width

Set the width of the roll paper.

Borderless Printing

Set whether to use borderless printing.

Setting this to **On** expands the print area to both edges and to the leading edge of the paper.

Enlarge/Reduce

Select the size setting for all objects.

You can match the long or short sides to the width of the roll paper by selecting **Fit Short Side to Roll Paper Width** or **Fit Long Side to Roll Paper Width**.

Align Center

Set the layout of all objects to be aligned centered horizontally on the roll paper.

Erase Margin

Set whether to automatically erase the white area around all objects and fit them to the width of the page.

Page Layout Printing

You can conserve paper by printing multiple pages together on one piece of paper.

Select from **2-on-1 Printing** / **4-on-1 Printing** / **6-on-1 Printing** / **9-on-1 Printing** / **16-on-1 Printing** for the page layout.

Enabled when **Borderless Printing** is **Off**.

Page Order

Specify the page order for when doing **Page Layout Printing**.

Setting item	Details
From top-left to right	Objects are positioned from top-left to right.
From top-left to bottom	Objects are positioned from top-left to bottom.
From top-right to left	Objects are positioned from top-right to left.
From top-right to bottom	Objects are positioned from top-right to bottom.
From lower-left to right	Objects are positioned from lower-left to right.
From lower-left to top	Objects are positioned from lower-left to top.
From lower-right to left	Objects are positioned from lower-right to left.
From lower-right to top	Objects are positioned from lower-right to top.

- When doing **2-on-1 Printing**, there are 8 page orders that can be set in **Page Layout Printing**; however, in actuality, the page orders are top to bottom / bottom to top or left to right / right to left.
- Optimal positioning is automatically done for the page order and the direction of each page according to the objects and various settings. If you want to change the default positioning, change the settings for page order or rotate the objects.

Page Border

A page border can appear around the allocated pages.

On

A page border appears around the area of the allocated pages.

Off

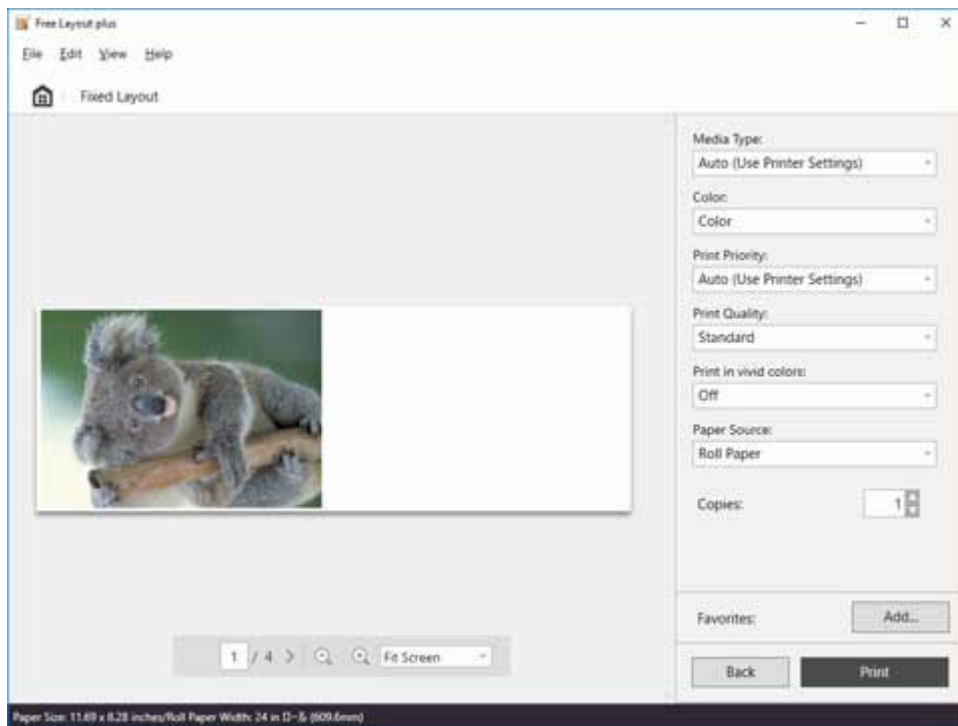
A page border does not appear.

Print Settings Screen

Click **Next** in the edit screen, and then make the print settings.

You can display previews of print results for each page, and configure print settings.

After setting the various items, click **Print** to start printing.



Preview Area

Shows a preview of the print results for each page.



Print Settings Area

Make the settings related to printing, such as the type of paper.

Media Type:
Auto (Use Printer Settings) ▾

Color:
Color ▾

Print Priority:
Auto (Use Printer Settings) ▾

Print Quality:
Standard ▾

Print in vivid colors:
Off ▾

Paper Source:
Roll Paper ▾

Copies: 1 ▴ ▾

Favorites: Add

Back Print

Media Type

Set the type of paper to print on.

Color

Set either **Color** or **Monochrome** for the color to print.

Print Priority

Set the elements to specifically emphasize in the print results.

Print Quality

Select the print quality that suits your objectives.

Print in vivid colors

Set whether to print in vivid colors.

Paper Source

Set the source from which paper is supplied.

Copies

Set the number of copies to print.

Favorites

You can register the settings that are currently set in the edit screen and the print settings screen to **Favorites** by clicking **Add**. You can easily call up the settings that are registered in **Favorites** from the **Favorites** sheet on the home screen.

Status Bar

Displays information, such as the number of data that are selected and the paper size.



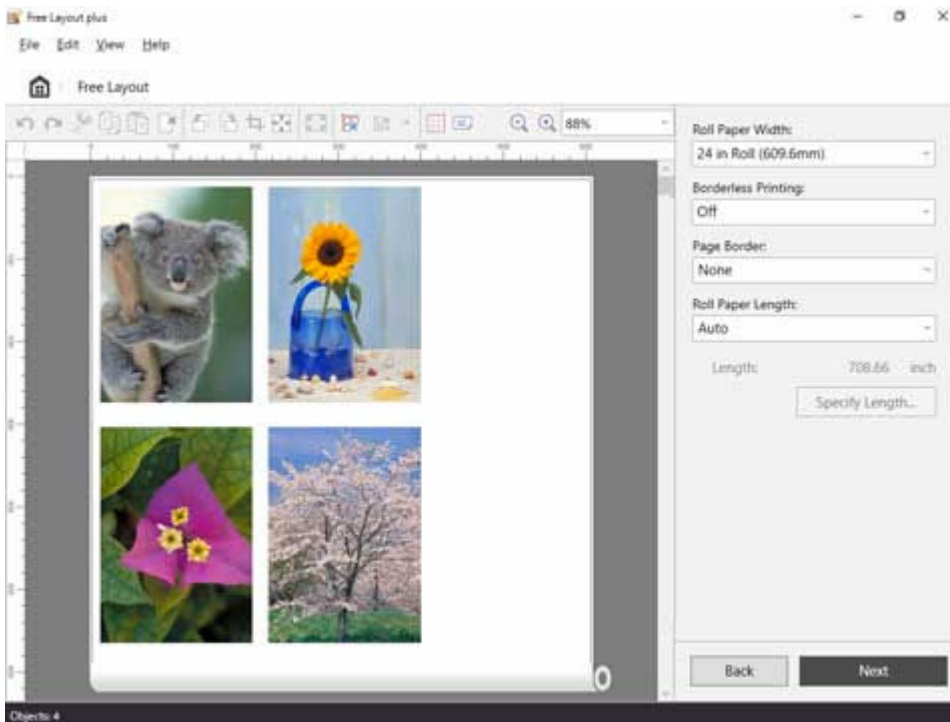
Note

- You can use the **View** menu to show or hide the tool and status bar.

Free Layout Mode

Clicking **Free Layout** on the **Home** screen opens the Free Layout mode.

In the Free Layout mode, lay out data to be printed as you like on roll paper, and then print it.

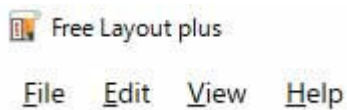


►► Note

- See "[Laying Out and Printing Objects as You Like](#)" regarding how to lay out data to print in the Free Layout mode.

Menu Bar


This allows you to select menus required for operations.



Main Area

In this area, you can lay out images and do print settings.

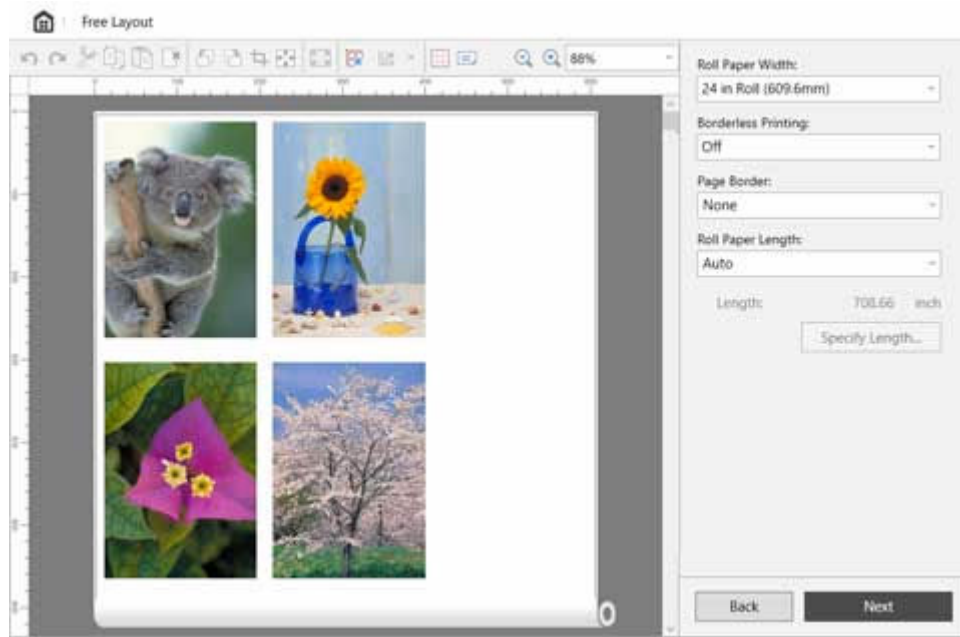
►► Note

- Click  in the main area to return to the **Home** screen.

Edit Screen

Set the layout and roll paper width as you check a preview of the print results.

Clicking **Next** closes editing and moves you to the print settings screen.



Tool Bar

This allows you to select tool buttons required for major operations.



Undo

Reverses the last edit.

You can also execute **Undo** from the **Edit** menu.



Redo

Restores the last edit.

You can also execute **Redo** from the **Edit** menu.



Cut

Cuts the selected object.

You can also execute **Cut** from the **Edit** menu.



Copy

Copies the selected object.

You can also execute **Copy** from the **Edit** menu.



Paste

Pastes the cut or copied object.

You can also execute **Paste** from the **Edit** menu.



Delete

Deletes the selected object.

You can also execute **Delete** from the **Edit** menu.



Rotate Left 90 Degrees

Rotates the selected object 90 degrees to the left.

**Rotate Right 90 Degrees**

Rotates the selected object 90 degrees to the right.

**Crop**

Cuts the selected object within any range.

You cannot do other editing operations while cropping.

**Erase Margin**

Erases the margin of the selected object.

**Fit**

Enlarges or reduces the selected object to fit the width of the roll paper.

**Auto Arrange Object**

Lays out all the objects automatically.

You can change the spacing and order of the objects in the **Options** dialog box.

**Align**

Lays out the selected objects in the specified way.

You can select the way to lay out objects by clicking ▼.

**Align Top****Center Vertically****Align Bottom****Align Left****Center Horizontally****Align Right****Grid**

Shows gridlines in the preview.

**Rotate View**

Rotates the preview 90 degrees to the left. Click it again to go back.



96%

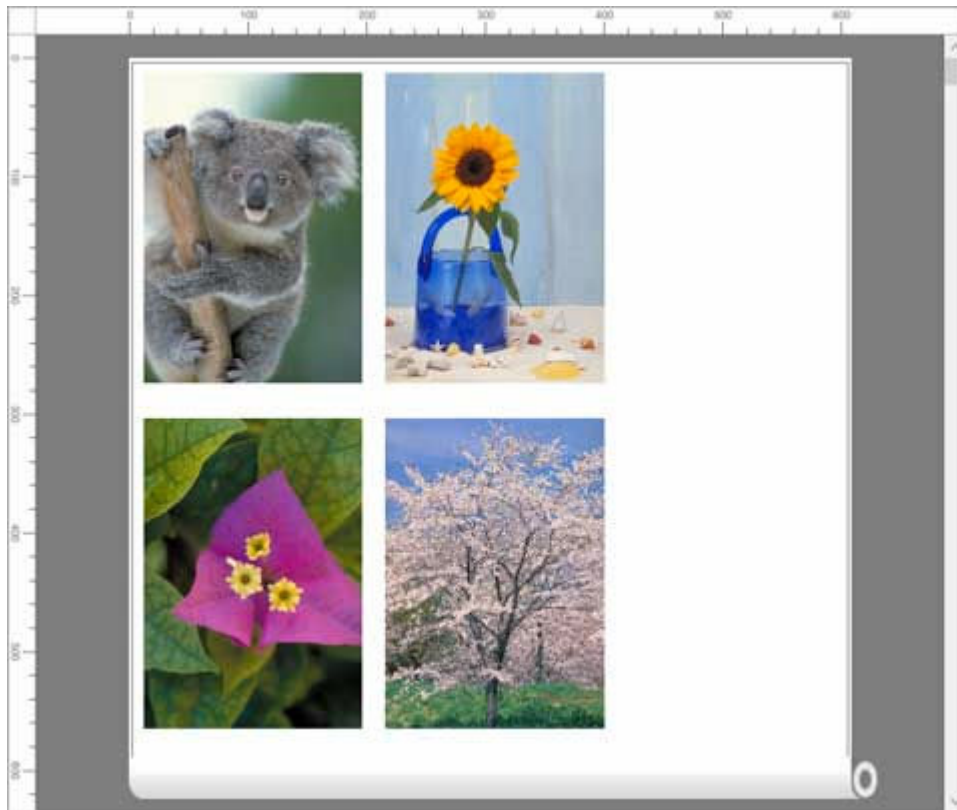
(Enlarge/Reduce View)

Allows you to change the scaling ratio in the preview screen.

Preview Area

Shows a preview of the print results at the current settings.

In addition, you can change the layout of objects as you like by dragging them.



Edit Settings Area

Do the settings related to roll paper width and page layout.

Roll Paper Width:
24 in Roll (609.6mm)

Borderless Printing:
Off

Page Border:
None

Roll Paper Length:
Auto

Length: 708.66 inch

Specify Length...

Back Next

Roll Paper Width

Set the width of the roll paper.

Borderless Printing

Set whether to do borderless printing.

Setting this to **On** expands the print area to both edges and to the leading edge of the paper.

Page Border

Set the border of objects to print.

Select from **None**, **Full Width (Solid)**, **Full Width (Dotted)**, or **Crop Marks**.

Roll Paper Length

Specify the roll paper length to use for printing. Select either **Auto** or **Custom**.

If **Auto** is selected, the length at which all objects fit is calculated and considered to be the length of the print paper.

If **Custom** is selected, the value set in **Specify Length** is the length of the print paper.

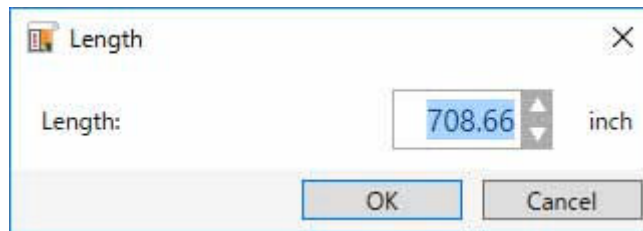
Length

Shows the set **Roll Paper Length**.

Specify Length

Click to show the dialog box for specifying the **Length**.

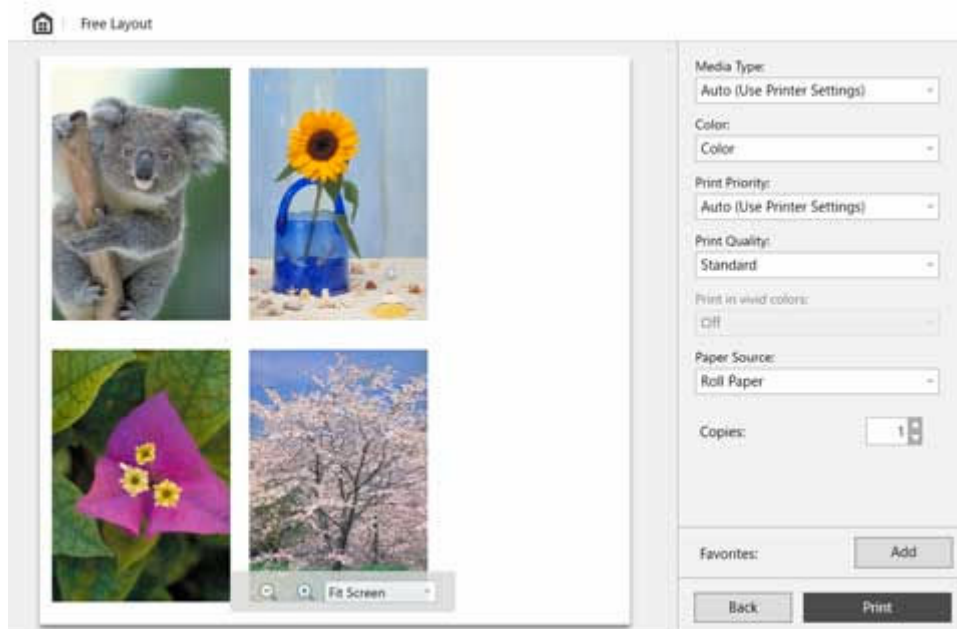
Enabled when **Custom** in **Roll Paper Length** is selected.



Print Settings Screen

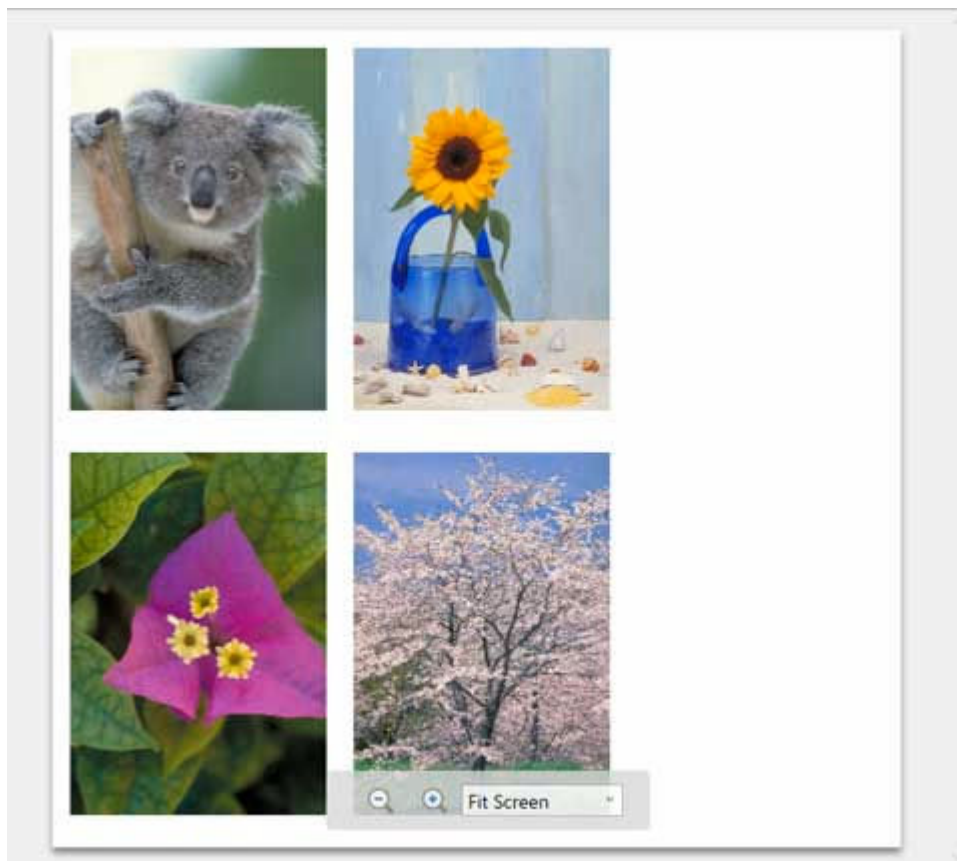
Click **Next** in the edit screen, and then do the print settings.

After setting the various items, click **Print** to start printing.



Preview Area

Shows a preview of the print results.



Print Settings Area

Do the settings related to printing, such as the type of paper.

Media Type:
Auto (Use Printer Settings) ▾

Color:
Color ▾

Print Priority:
Auto (Use Printer Settings) ▾

Print Quality:
Standard ▾

Print in vivid colors:
Off ▾

Paper Source:
Roll Paper ▾

Copies: 1 ▴ ▾

Favorites: Add

Back Print

Media Type

Set the type of paper to print on.

Color

Set either **Color** or **Monochrome** for the color to print.

Print Priority

Set the elements to specifically emphasize in the print results.

Print Quality

Select the print quality that suits your objectives.

Print in vivid colors

Set whether to print in vivid colors.

Paper Source

Set how the paper is fed.

Copies

Set the number of copies to print.

Favorites

You can register the settings that are currently set in the edit screen and the print settings screen to **Favorites** by clicking **Add**. You can easily call up the settings that are registered in **Favorites** from the **Favorites** sheet on the **Home** screen.

Status Bar

Displays information, such as the number of data that are selected and the paper size.



Paper Size: 609.6 x 507.8 mm

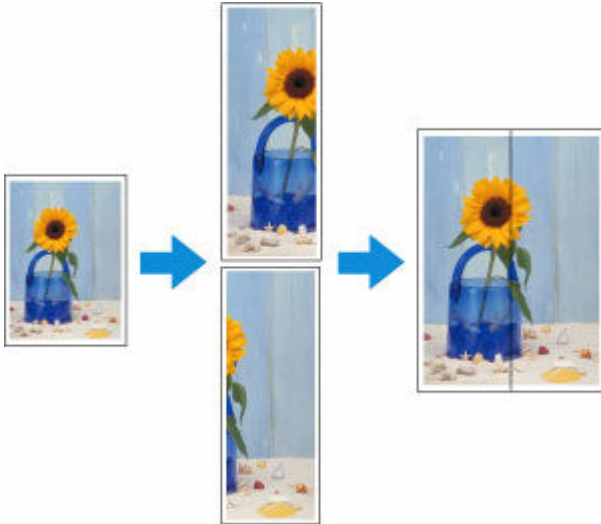
Note

- You can use the **View** menu to show or hide the tool and status bar.

Tiling Mode

Clicking **Tiling** on the **Home** screen opens the Tiling mode.

In the Tiling mode, divide a single page of input data, and then print it. You can align the printouts and glue them together to create a larger printed image.



Menu Bar

This allows you to select menus required for operations.


Free Layout plus

File Edit View Help

Main Area

In this area, you can select and divide images, and make other print settings.

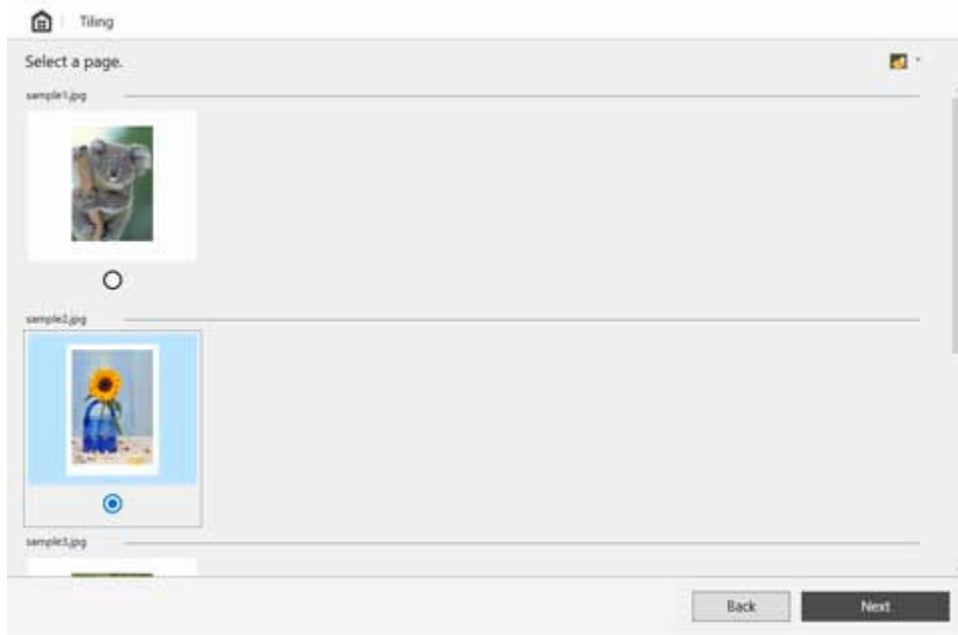
Note

- Click  in the main area to return to the **Home** screen.




Page Selection Screen

Select the pages to print.

Clicking **Next** closes the selection process and moves you to the edit screen.

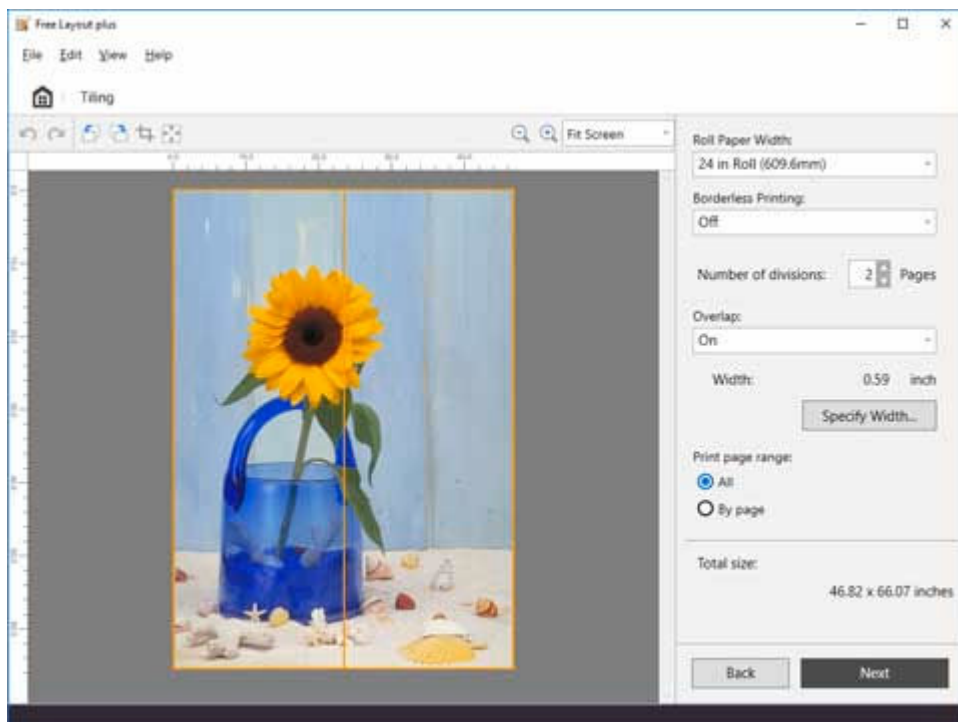


►► Note

- You can change the size of the thumbnails by clicking  /  / .

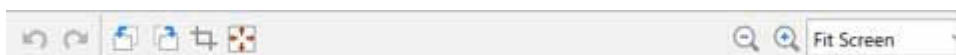
Edit Screen

Set the number of divisions and roll paper width as you check a preview of the print results. Clicking **Next** closes editing and moves you to the print settings screen.



Tool Bar

This allows you to select tool buttons required for major operations.





Undo

Reverses the last edit.

You can also perform **Undo** from the **Edit** menu.



Redo

Restores the last edit.

You can also perform **Redo** from the **Edit** menu.



Rotate Left 90 Degrees

Rotates the selected object 90 degrees to the left.



Rotate Right 90 Degrees

Rotates the selected object 90 degrees to the right.



Crop

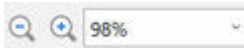
Cuts the selected object within any range.

You cannot do other editing operations while cropping.



Erase Margin

Erases the margin of the selected object.

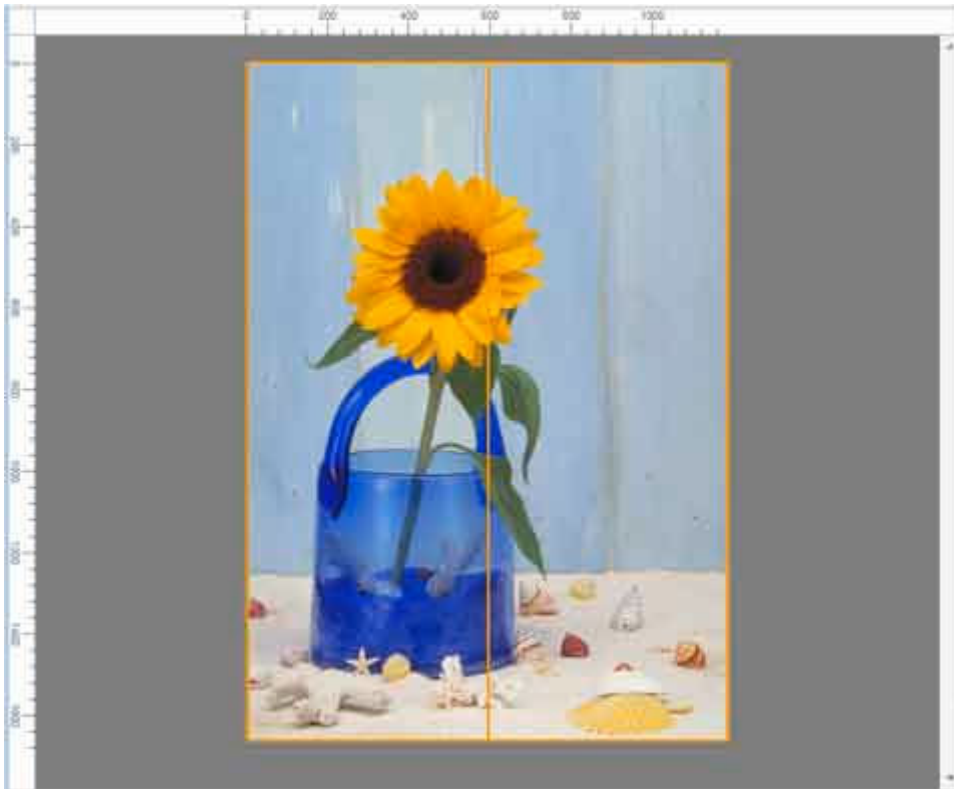


(Enlarge/Reduce View)

Allows you to change the scaling ratio in the preview screen.

Preview Area

Shows an image of the print results pasted together using the current settings.



Edit Settings Area

Set the number of divisions and roll paper width, etc.

Roll Paper Width:
24 in Roll (609.6mm)

Borderless Printing:
Off

Number of divisions: 2 Pages

Overlap:
On

Width: 0.59 inch
Specify Width...

Print page range:
☒ All
☐ By page

Total size:
46.82 x 66.07 inches

Back Next

Roll Paper Width

Set the width of the roll paper.

Borderless Printing

Set whether to use borderless printing.

Setting this to **On** expands the print area to both edges and to the leading edge of the paper.

»»» Note

- By setting **Borderless Printing** to **On**, the overlap is made only on the right side of each page, and the page on the very right side is printed on the full width of the roll paper.
- By selecting **On** in **Borderless Printing**, the image is printed so a white margin does not appear on all four edges of the paper after the printouts are pasted together.

Number of divisions

Set the number of divisions for the objects.

Overlap

Set the overlap for pasting together the images that were divided and printed.

On

Prints using a margin with the width specified in **Specify Width**.

Off

Prints using no margin for the overlap.

Width

Shows the width of the overlap that is set.

Specify Width

Click to show the dialog box for specifying the width.

Set the width of the overlap for pasting together the images that were divided and printed.

»»» Note

- If you set a wide **Overlap**, the printed area will be that much smaller, so the size of the printed image after it is pasted together will be smaller.
- A value smaller than 15.00 mm/0.59 inches cannot be set.

Print page range

Select the pages to use for printing.

All

All divided pages are intended for printing.

By page

Divided pages that were clicked on the preview screen are intended for printing.

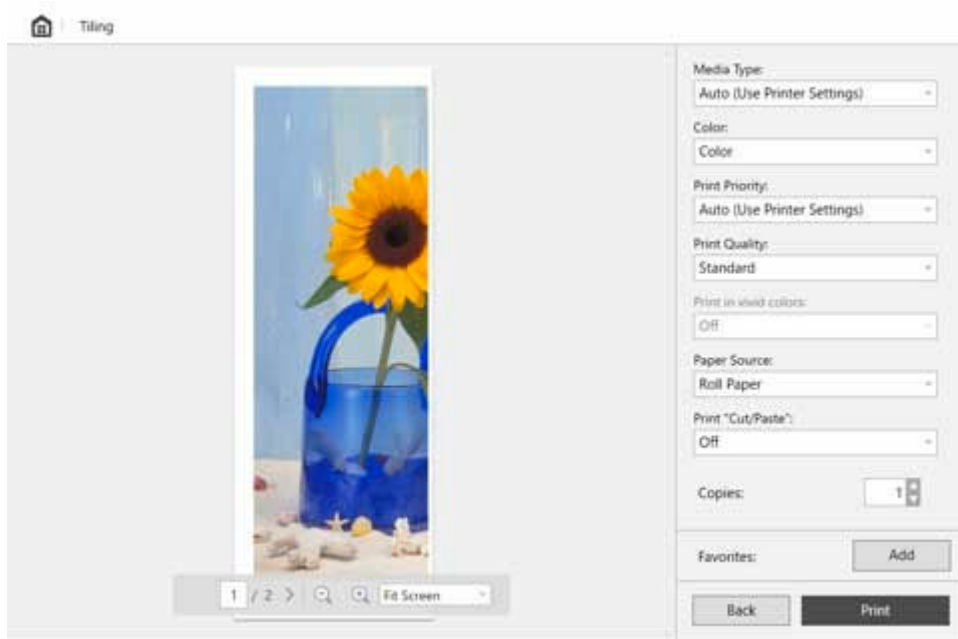
Total size

Shows an approximation of the size after pasting together the images that were divided and printed.

Print Settings Screen

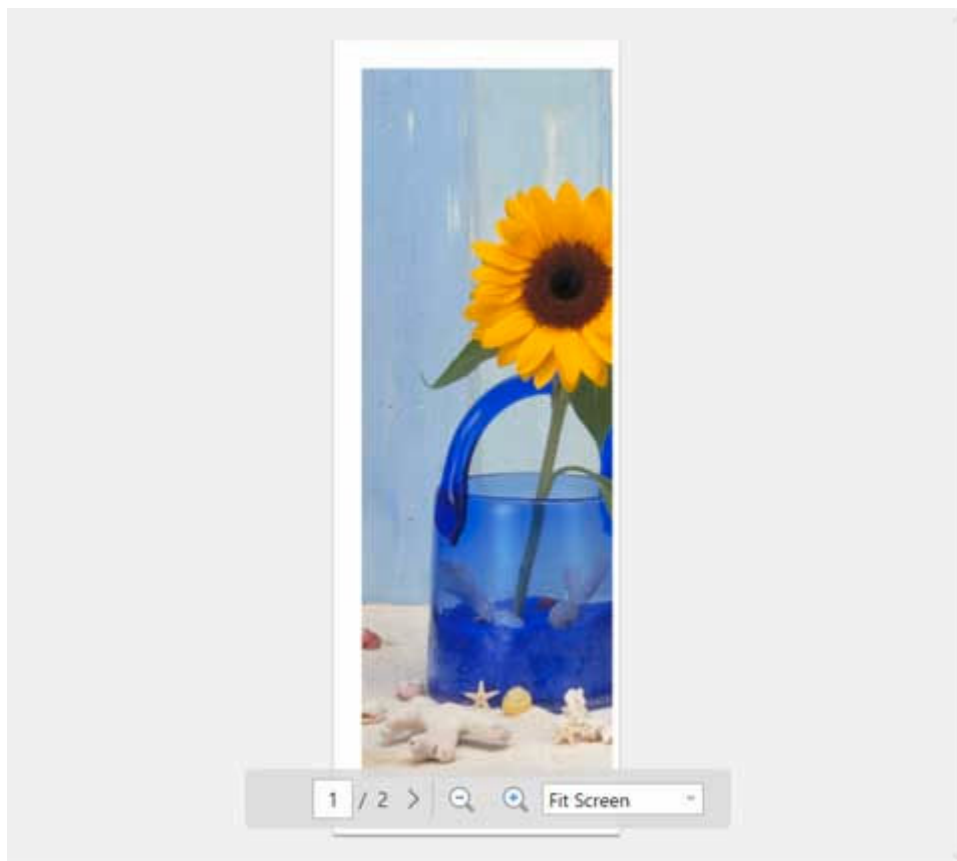
Click **Next** in the edit screen, and then make the print settings.

After setting the required items, click **Print** to start printing.



Preview Area

Shows a preview of the print results for each page.



Print Settings Area

Make the settings related to printing, such as the type of paper.

Media Type:
Auto (Use Printer Settings)

Color:
Color

Print Priority:
Auto (Use Printer Settings)

Print Quality:
Standard

Print in vivid colors:
Off

Paper Source:
Roll Paper

Print "Cut/Paste":
Off

Copies: 1

Favorites: Add

Back Print

Media Type

Set the type of paper to print on.

Color

Set either **Color** or **Monochrome** for the color to print.

Print Priority

Set the elements to specifically emphasize in the print results.

Print Quality

Select the print quality that suits your objectives.

Print in vivid colors

Set whether to print in vivid colors.

Paper Source

Set how the paper is fed.

Print "Cut/Paste"

Set whether to print text and guidelines in the cut area and the overlap area.

Copies

Set the number of copies to print.

Favorites

You can register the settings that are currently set in the edit screen and the print settings screen to **Favorites** by clicking **Add**. You can easily call up the settings that are registered in **Favorites** from the **Favorites** sheet on the **Home** screen.

Status Bar

Displays information, such as the number of data that are selected and the paper size.

A dark horizontal bar with white text that reads "Paper Size: 609.6 x 1094.5 mm".

»» Note

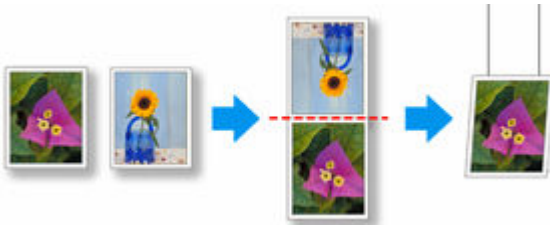
- You can use the **View** menu to show or hide the tool and status bar.

Folded Duplex Mode

Clicking **Folded Duplex** on the **Home** screen opens the Folded Duplex mode.

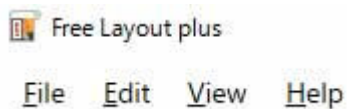
In the Folded Duplex mode, two pages are printed consecutively. You can create a kind of two-sided printout by folding it down the middle.

This can be used such as for advertising posters that are suspended from the ceiling.



Menu Bar


This allows you to select menus required for operations.



Main Area

In this area, you can select images and do other print settings.

➤➤➤ Note

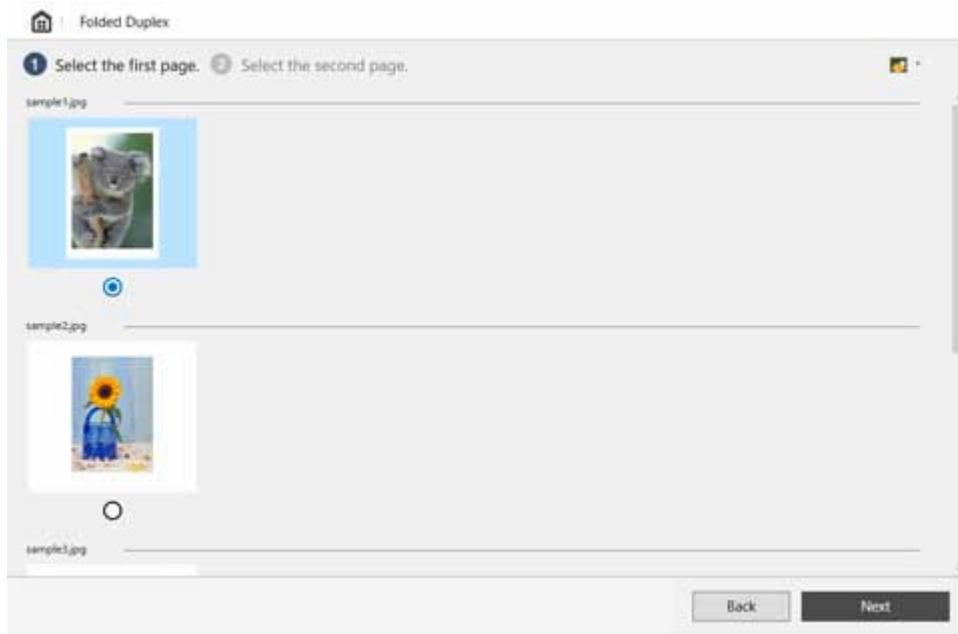
- Click  in the main area to return to the **Home** screen.

Page Selection Screen

Select two pages to print in order, front and then back.

Selecting the page to use as the front, and then clicking **Next**, opens the screen for selecting the page to use for the back.

Selecting the page to use as the back, and then clicking **Next**, opens the edit screen.

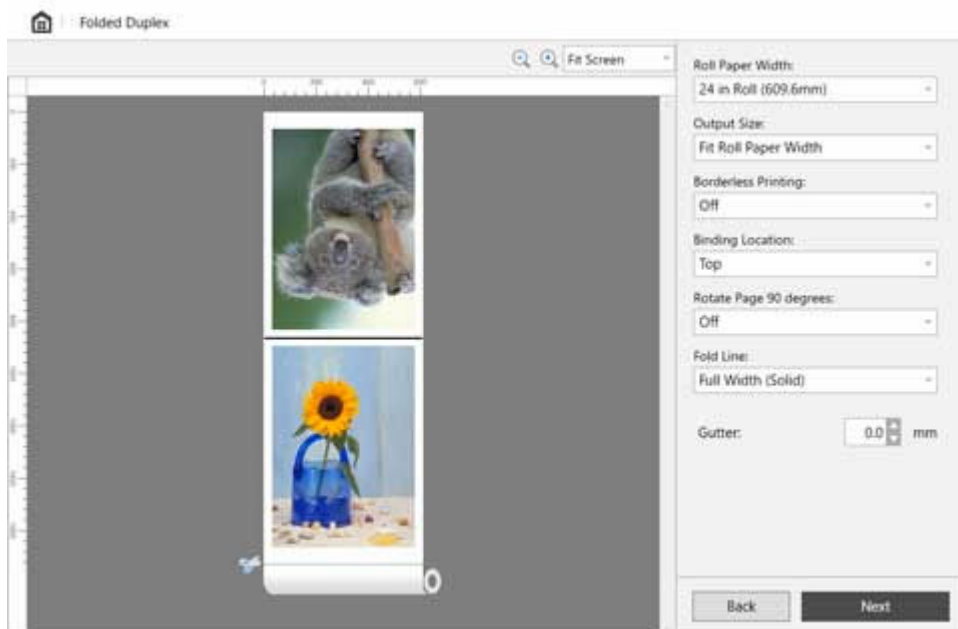


»»» **Note**

- You can change the size of the thumbnails by clicking / / .
- If only one page of input data has been selected on the **Home** screen, then the edit screen opens, not the page selection screen, with the same image selected for both front and back.

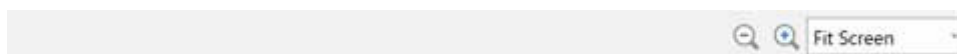
Edit Screen

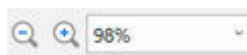
Do settings, such as the roll paper width and output size, as you check a preview of the print results. Clicking **Next** closes editing and moves you to the print settings screen.



Tool Bar

This allows you to select tool buttons required for major operations.



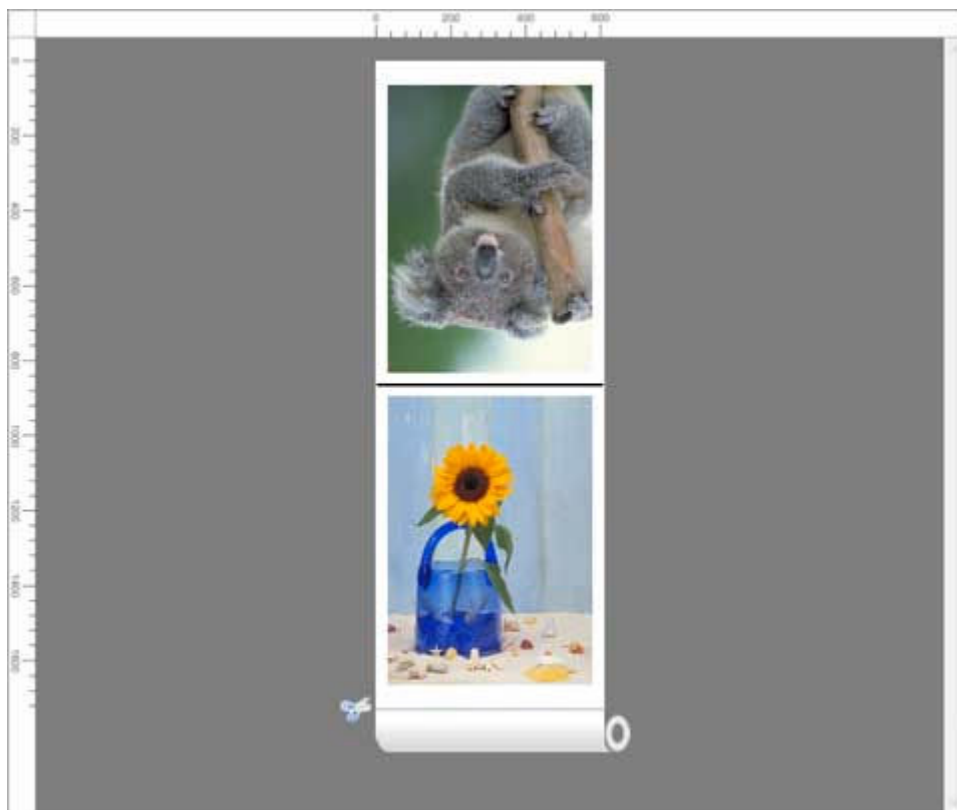


(Enlarge/Reduce View)

Allows you to change the scaling ratio in the preview screen.

Preview Area

Shows a preview of the print results at the current settings.



Edit Settings Area

Set the roll paper width, output size, etc.

Roll Paper Width:
24 in Roll (609.6mm)

Output Size:
Fit Roll Paper Width

Borderless Printing:
Off

Binding Location:
Top

Rotate Page 90 degrees:
Off

Fold Line:
Full Width (Solid)

Gutter: 0.0 mm

Back Next

Roll Paper Width

Set the width of the roll paper.

Output Size

Set the output size.

»» Note

- You can also change the size by specifying the width.
Select **Custom size...**, and then enter the finished width in the displayed **Custom Size** dialog box.

Borderless Printing

Set whether to do borderless printing.

Setting this to **On** expands the print area to both edges and to the leading edge of the paper.

Binding Location

Set the binding location when the paper is folded.

Rotate Page 90 degrees

Set whether to rotate pages created in portrait orientation 90 degrees and print them in landscape orientation.

Fold Line

Set the type of line to show where to fold the page.

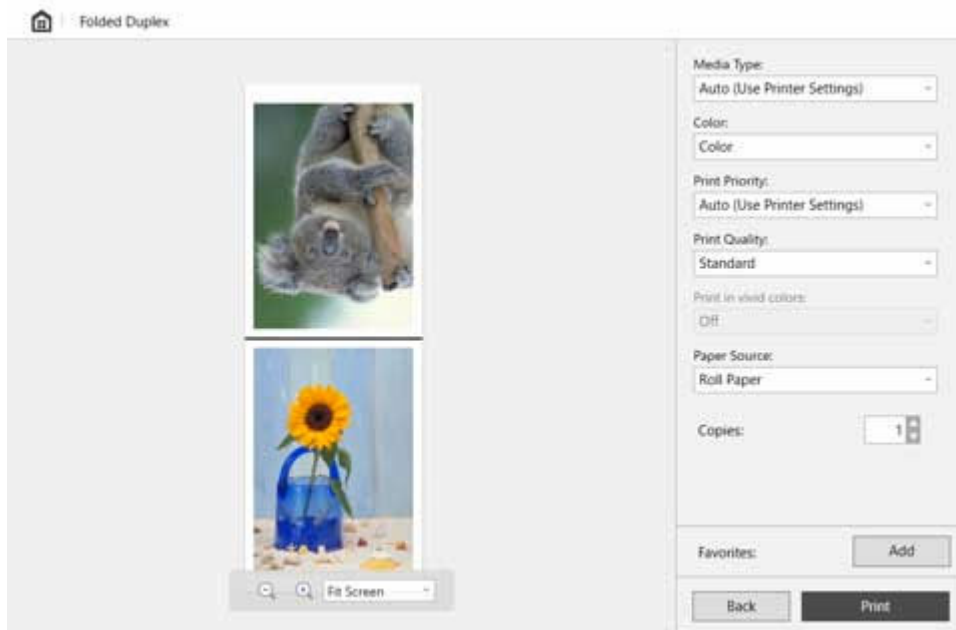
Gutter

Set the margin for the gutter.

Print Settings Screen

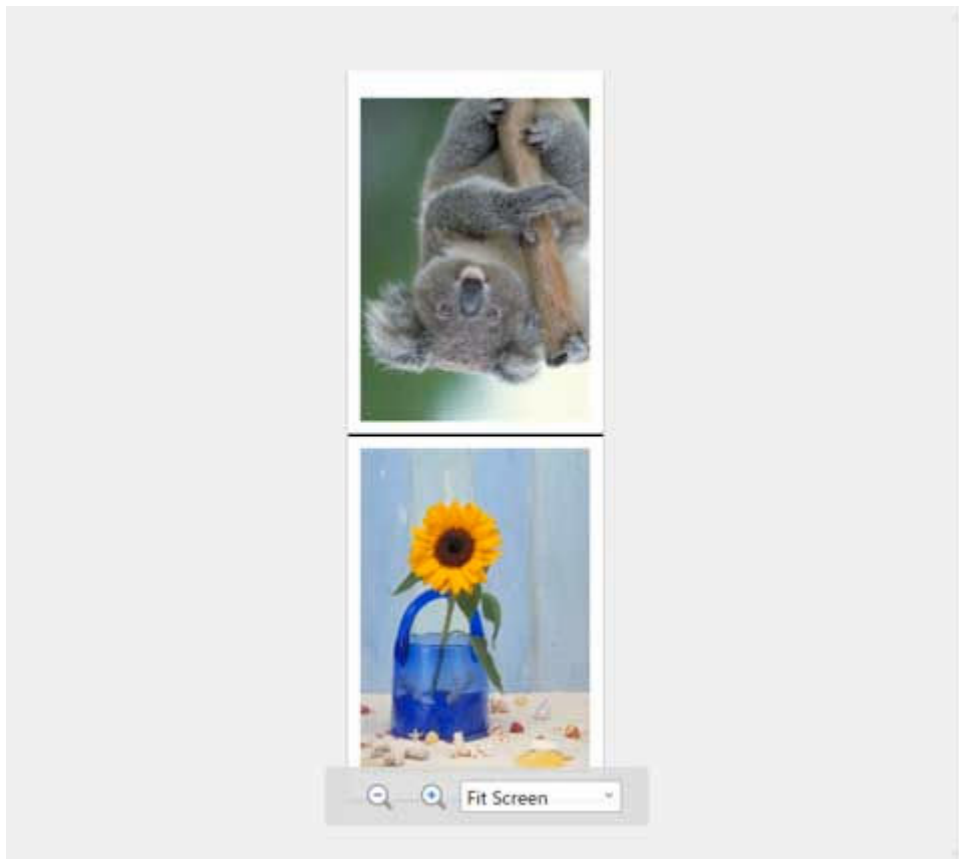
Click **Next** in the edit screen, and then do the print settings.

After setting the various items, click **Print** to start printing.



Preview Area

Shows a preview of the print results.



Print Settings Area

Do the settings related to printing, such as the type of paper.

Media Type:
Auto (Use Printer Settings) ▾

Color:
Color ▾

Print Priority:
Auto (Use Printer Settings) ▾

Print Quality:
Standard ▾

Print in vivid colors:
Off ▾

Paper Source:
Roll Paper ▾

Copies: 1 ▴ ▾

Favorites: Add

Back Print

Media Type

Set the type of paper to print on.

Color

Set either **Color** or **Monochrome** for the color to print.

Print Priority

Set the elements to specifically emphasize in the print results.

Print Quality

Select the print quality that suits your objectives.

Print in vivid colors

Set whether to print in vivid colors.

Paper Source

Set how the paper is fed.

Copies

Set the number of copies to print.

Favorites

You can register the settings that are currently set in the edit screen and the print settings screen to **Favorites** by clicking **Add**. You can easily call up the settings that are registered in **Favorites** from the **Favorites** sheet on the **Home** screen.

Status Bar

Displays information, such as the number of data that are selected and the paper size.

A dark horizontal bar with white text that reads "Folded Paper Size: 609.6 x 967.4 mm".

Note

- You can use the **View** menu to show or hide the tool and status bar.

Favorites

You can register a combination of a printer to use, an edit mode, and settings in the edit mode, and save it to **Favorites**.

By registering combinations that you frequently use, you can eliminate the task of having to set them each time.

Add to Favorites Dialog Box

To open the **Add to Favorites** dialog box, click **Add** in **Favorites** on the print settings screen for any of the edit modes.

Click **OK** to register the settings that are displayed to favorites.

Add to Favorites

Name: Fixed Layout01

Printer: Canon F60-200

Edit mode: Fixed Layout

Page Settings

Roll Paper Width: 24 in Roll (609.6mm) Erase Margin: Off

Borderless Printing: Off

Enlarge/Reduce: Match Page Size

Align Center: Off

Print Settings

Media Type: Auto (Use Printer Settings) Print in vivid colors: Off

Color: Color Paper Source: Roll Paper

Print Priority: Auto (Use Printer Settings)

Print Quality: Standard

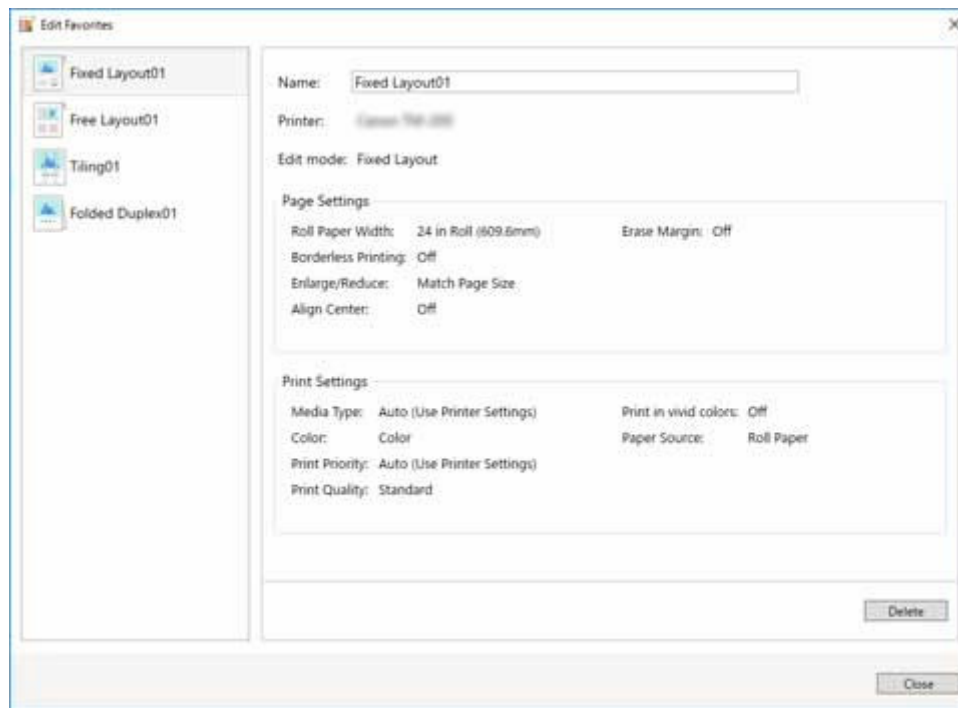
OK Cancel

Note

- In the **Add to Favorites** dialog box, you can only edit the **Name**. If you want to change the registered settings, click **Cancel** to return to the edit mode. After you change the settings in the edit screen and the print settings screen, open the **Add to Favorites** dialog box again.

Edit Favorites Dialog Box

To open the **Edit Favorites** dialog box, click **Edit Favorites** on the **Favorites** sheet on the **Home** screen. In the **Edit Favorites** dialog box, you can confirm settings in **Favorites** that have been registered, change the **Name**, and delete **Favorites**.



Favorites List

The favorite names registered in **Name** appear in the list.



Settings display area

Shows the settings for the favorite that is selected in the list of favorites.
You can also edit the content of **Name**.

Name:

Printer:

Edit mode: Fixed Layout

Page Settings

Roll Paper Width: 24 in Roll (609.6mm)

Erase Margin: Off

Borderless Printing: Off

Enlarge/Reduce: Match Page Size

Align Center: Off

Print Settings

Media Type: Auto (Use Printer Settings)

Print in vivid colors: Off

Color: Color

Paper Source: Roll Paper

Print Priority: Auto (Use Printer Settings)

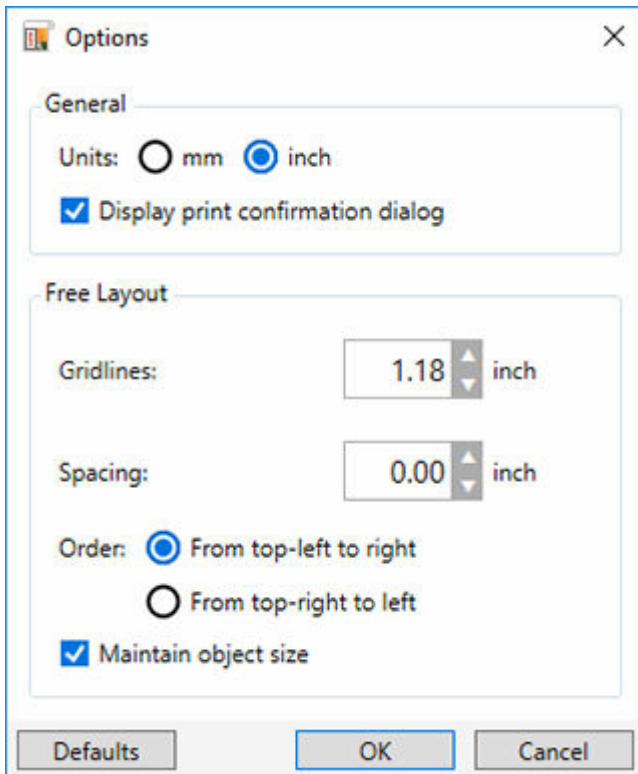
Print Quality: Standard

Delete

Clicking this deletes the favorite that is selected in the list of favorites.

Options Dialog Box

To open the **Options** dialog box, click **Options** from the **File** menu on the menu bar.



General

Set the general items related to **Free Layout plus**.

Units

Set the unit for length that you use.

Display print confirmation dialog

Add a check mark to make the print confirmation dialog box appear when you click **Print** in the Print Settings Screen.

Free Layout

Set the items related to Free Layout mode.

Gridlines

Set the distance between lines in the grid.

You can set a distance from 10.0 mm/0.39 inches to 200.0 mm/7.87 inches.

Spacing

Set the spacing between objects when objects are automatically arranged.

You can set a distance from 0.0 mm/0.00 inches to 100.0 mm/3.94 inches.

Order

Set the direction for auto arrangement.

Maintain object size

The object size will be retained, including the margins.

If you remove the check mark, the size will be changed to the size of the object with the margins removed.

Defaults

Returns the settings in the **Options** dialog box to their default values.

Canon Free Layout plus Ribbon (Office Plug-in)

The **Canon Free Layout plus** ribbon can be used by starting an application that supports Microsoft Office plugins on a computer in which **Free Layout plus** is installed.

Important

- If the **Canon Free Layout plus** ribbon is not displayed, refer to "[Canon Free Layout plus Ribbon Is Not Displayed](#)".

Note

- The following explanation uses the screens that are displayed when you use Microsoft Word.



Edit/Print

Edit/Print

Free Layout plus starts.

The data you edited in the Office application appears in the **Input Data List** on the home screen.
(See "[Free Layout plus Home Screen](#)".)

Print Range

Set the range of data that is input to **Free Layout plus** when **Edit/Print** is clicked.

Large-format settings

Banner

Set paper sizes that are suitable for long documents, such as banners. (See "[Printing Curtains/Banners](#)".)

Curtain

Set paper sizes that are suitable for long documents, such as curtains. (See "[Printing Curtains/Banners](#)".)

Note

- **Large-format settings** does not appear in Microsoft Excel.

Other

Help

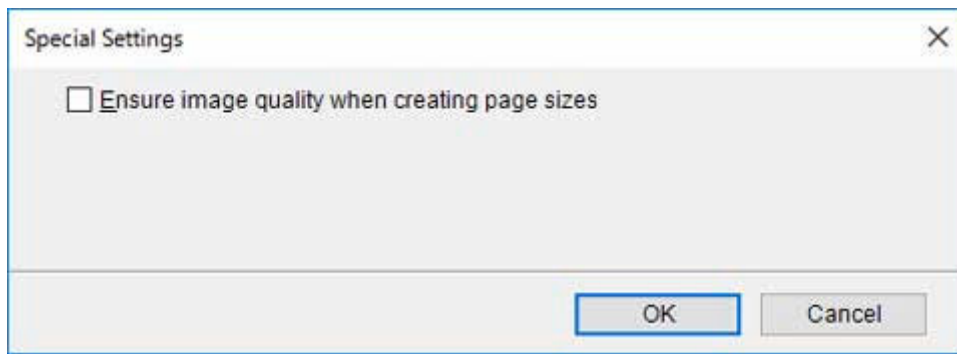
Opens Help.

About

Displays the version of **Free Layout plus**.

Special Settings

Displays the **Special Settings** dialog box.



Ensure image quality when creating page sizes

Select this to create documents at the maximum size. When printing, the scale ratio is low so the degradation in quality of images, such as photos, is minimized.

Various Free Layout plus Features

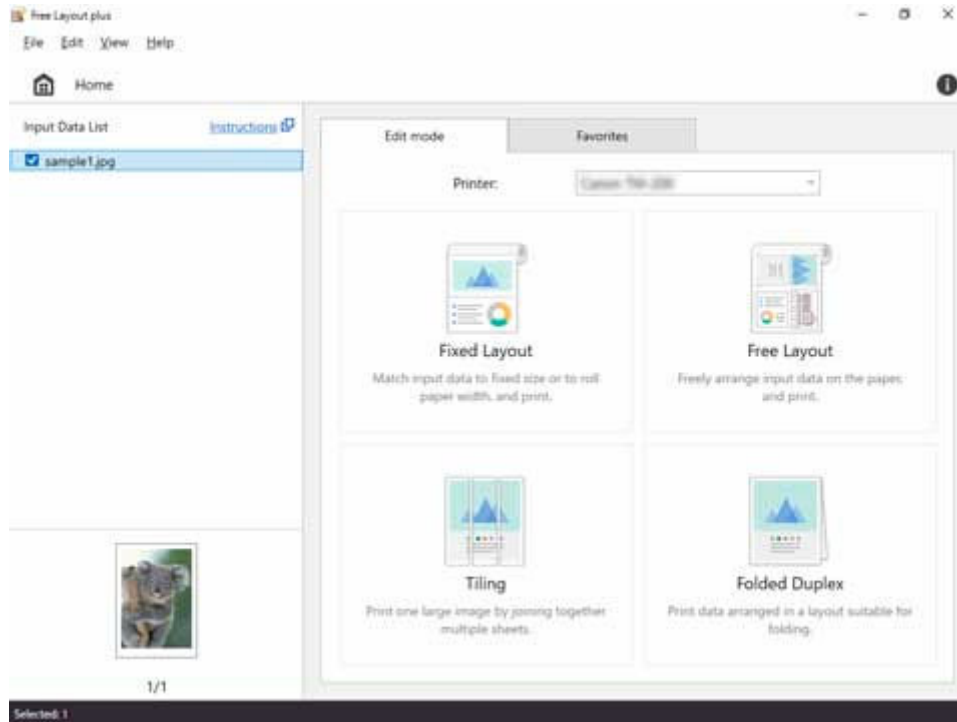
- **Inputting Multiple-file Documents into Free Layout plus**
- **Inputting Documents Created Using Multiple Applications into Free Layout plus**
- **Correctly Laying Out and Printing Objects**
- **Laying Out and Printing Objects as You Like**
 - Selecting an Object
 - Changing the Object Size
 - Moving an Object
 - Rotating an Object
 - Laying out Objects Automatically
 - Aligning Objects
 - Changing the Object Overlapping Order
 - Pasting a Copied or Cut Object
- **Dividing and Printing Objects**
- **Printing as Folded Duplex**
- **Printing Curtains/Banners**
- **Three-sided Borderless Printing**

Inputting Multiple-file Documents into Free Layout plus

Input multiple-file documents and then manipulate them in **Free Layout plus**.

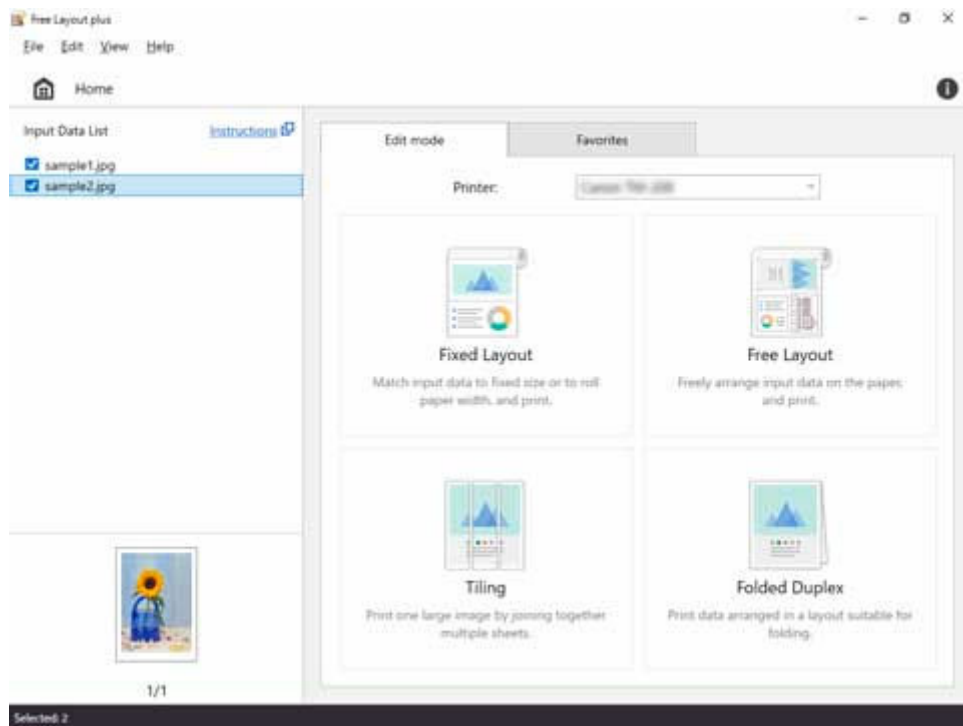
1. Open the file you want to print, and then start **Free Layout plus** by using one of the procedures in "[Starting Free Layout plus and Inputting Data.](#)"

Free Layout plus starts and the file that is opened is displayed in **Input Data List**.



2. While **Free Layout plus** is running, open a separate file that you want to print, and then execute one of the procedures in "[Starting Free Layout plus and Inputting Data.](#)"

The data opened in step 2 is added to the **Input Data List** in **Free Layout plus**.



3. Repeat step 2 until all the data you want to print appears in **Input Data List**.

4. Lay out and print data using various **Free Layout plus** features.

For details, see the following.

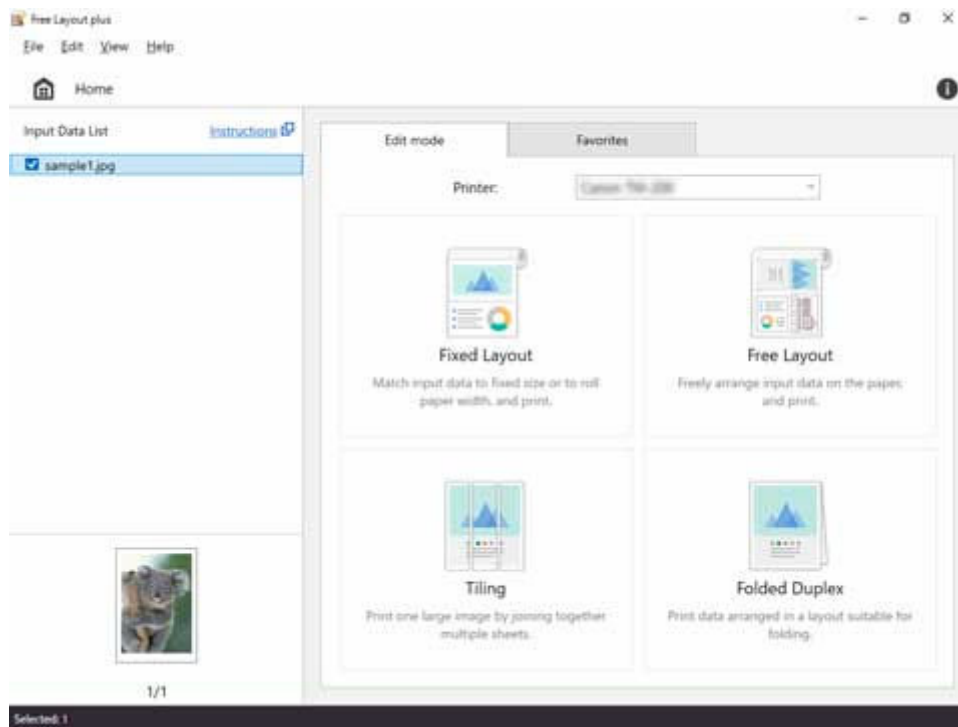
- ➡ [Correctly Laying Out and Printing Objects](#)
- ➡ [Laying Out and Printing Objects as You Like](#)
- ➡ [Dividing and Printing Objects](#)
- ➡ [Printing as Folded Duplex](#)
- ➡ [Printing Curtains/Banners](#)
- ➡ [Three-sided Borderless Printing](#)

Inputting Documents Created Using Multiple Applications into Free Layout plus

Input documents created using multiple applications into **Free Layout plus**, and then manipulate them.

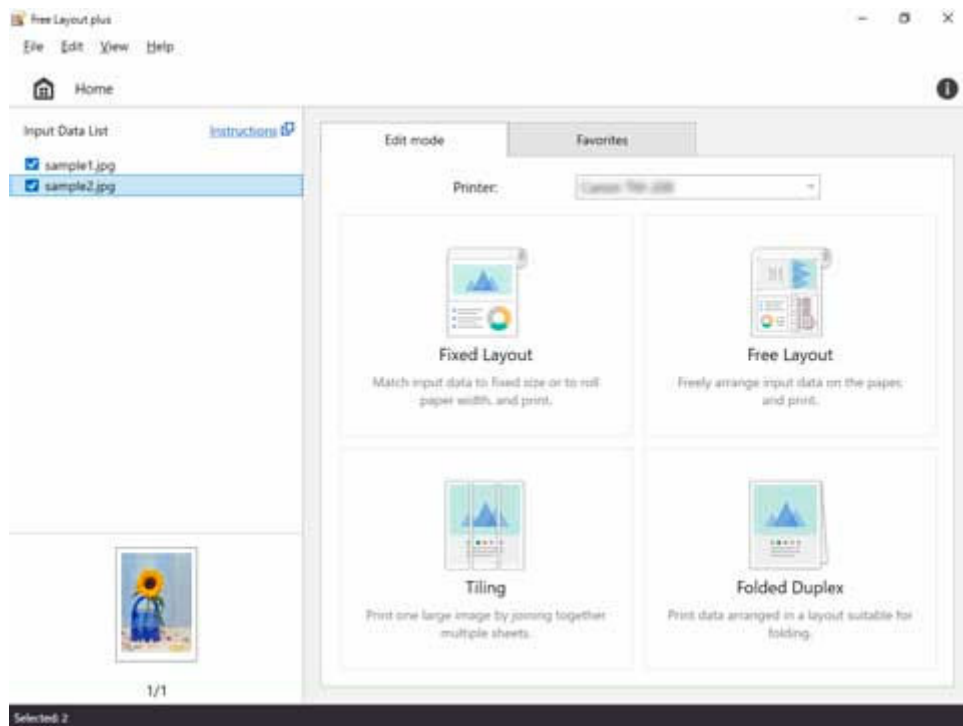
1. Open the file you want to print, and then start **Free Layout plus** by using one of the procedures in "[Starting Free Layout plus and Inputting Data.](#)"

Free Layout plus starts and the file that is opened is displayed in **Input Data List**.



2. While **Free Layout plus** is running, open a file from a separate application that you want to print, and then execute one of the procedures in "[Starting Free Layout plus and Inputting Data.](#)"

The data opened in step 2 is added to the **Input Data List** in **Free Layout plus**.



3. Repeat step 2 until all the data you want to print appears in **Input Data List**.

4. Lay out and print data using various **Free Layout plus** features.

For details, see the following.

- ➡ [Correctly Laying Out and Printing Objects](#)
- ➡ [Laying Out and Printing Objects as You Like](#)
- ➡ [Dividing and Printing Objects](#)
- ➡ [Printing as Folded Duplex](#)
- ➡ [Printing Curtains/Banners](#)
- ➡ [Three-sided Borderless Printing](#)

Correctly Laying Out and Printing Objects

Lay out multiple pages in order, and then print them.

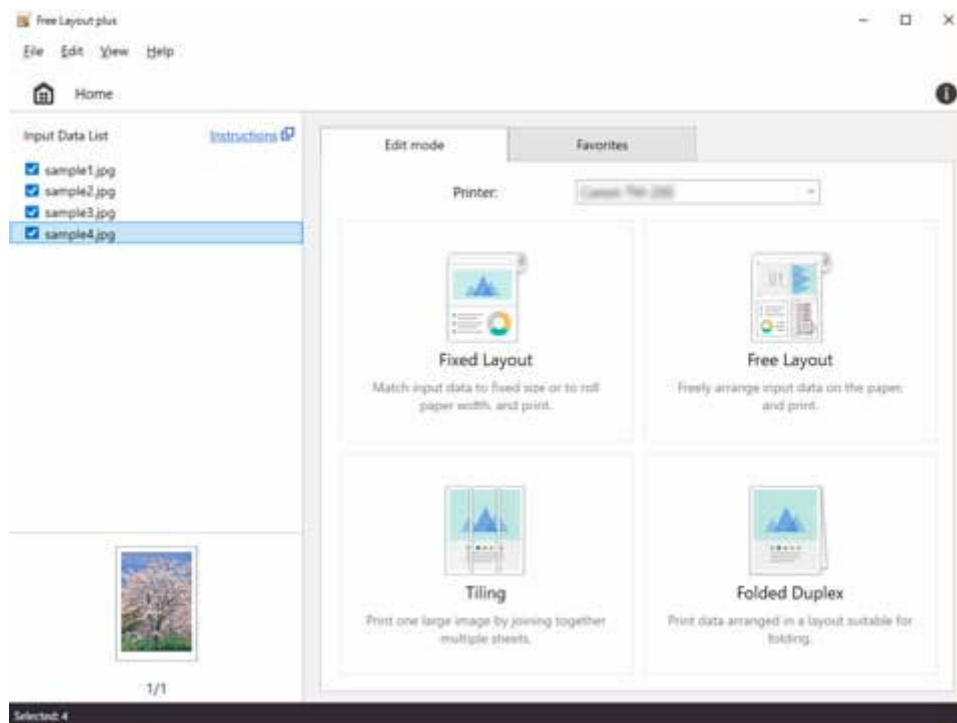
1. Open the file you want to print, and then start **Free Layout plus**.

For details about starting procedures, see "[Starting Free Layout plus and Inputting Data](#)."

▶▶▶ Note

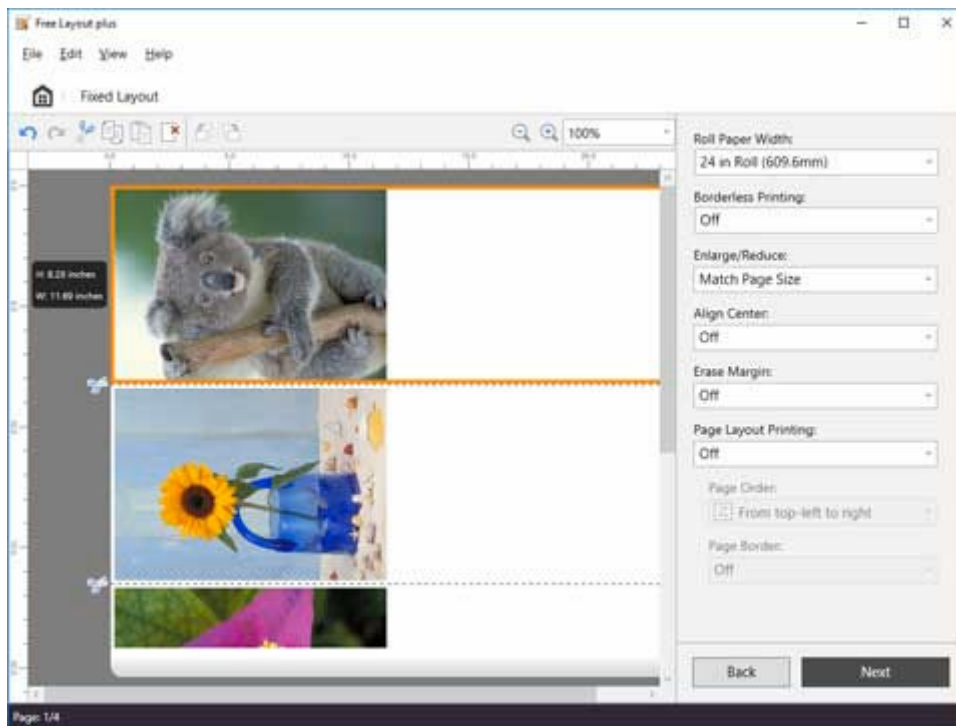
- If you want to layout multiple images in different files, while **Free Layout plus** is running, open the data you want to add, and repeat the operation in step 1.

2. Click **Fixed Layout**.



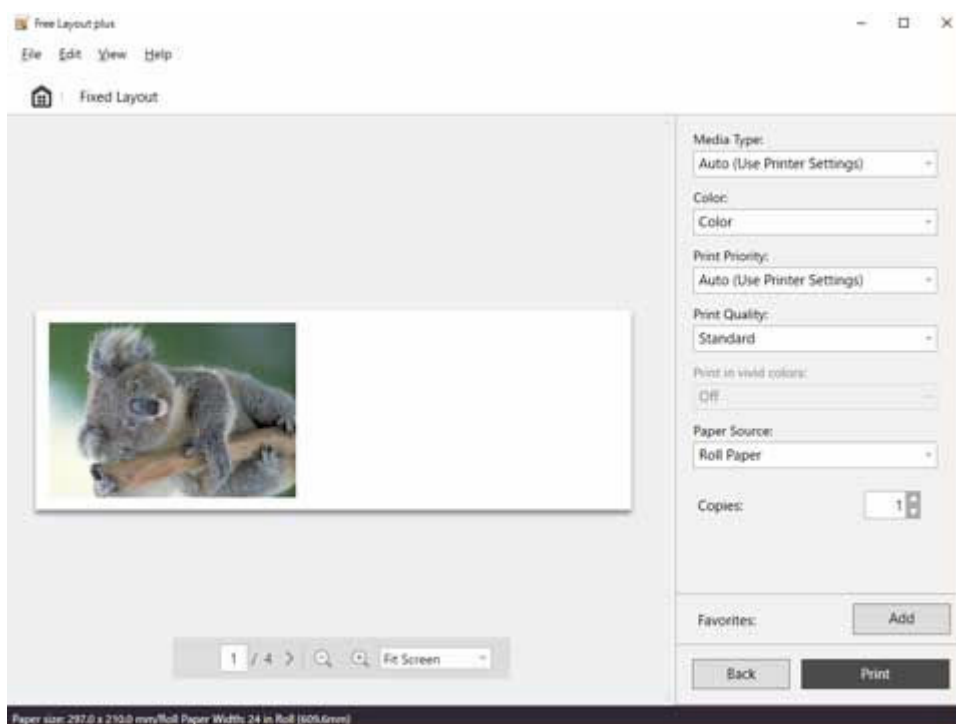
The edit screen in the Fixed Layout mode is displayed.

3. Set the order of the images to print, **Roll Paper Width**, and other settings, and then click **Next**.



For details about how to do settings in the edit screen, see "[Edit Screen](#)" in "Fixed Layout Mode."
The print settings screen in the Fixed Layout mode is displayed.

4. After setting the items related to printing, click **Print.**



For details about how to do settings in the print settings screen, see "[Print Settings Screen](#)" in "Fixed Layout Mode."

Printing starts.

Laying Out and Printing Objects as You Like

Lay out multiple pages as you like, and then print them.

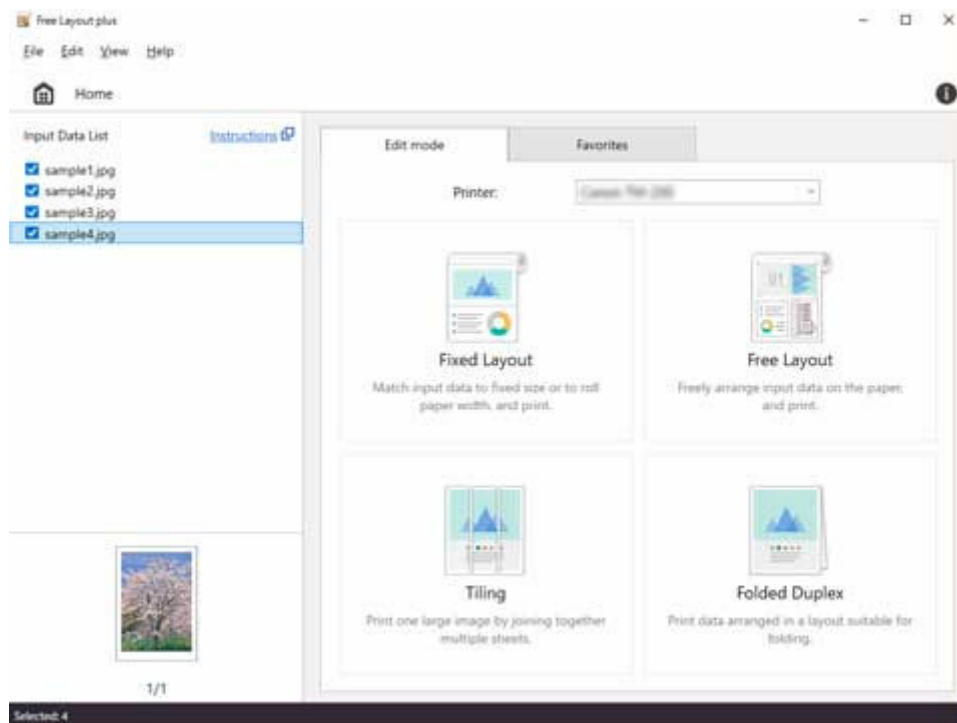
1. Open the file you want to print, and then start **Free Layout plus**.

For details about starting procedures, see "[Starting Free Layout plus and Inputting Data](#)."

▶▶▶ Note

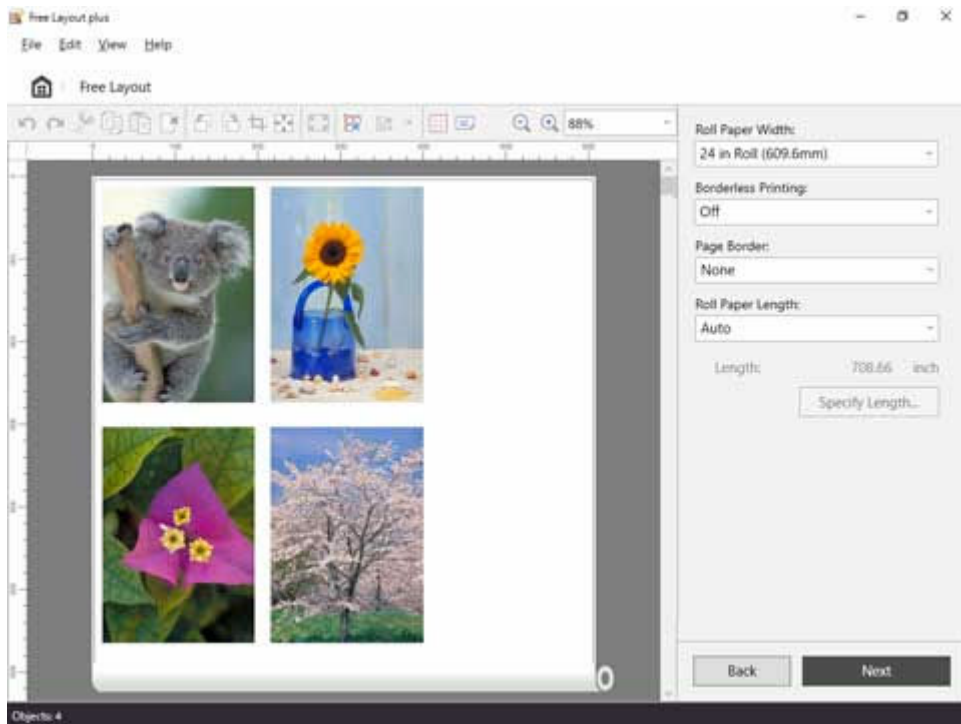
- If you want to layout multiple images in different files, while **Free Layout plus** is running, open the data you want to add, and repeat the operation in step 1.

2. Click **Free Layout**.



The edit screen in the Free Layout mode is displayed.

3. Set the layout of the images to print, **Roll Paper Width**, and other settings, and then click **Next**.

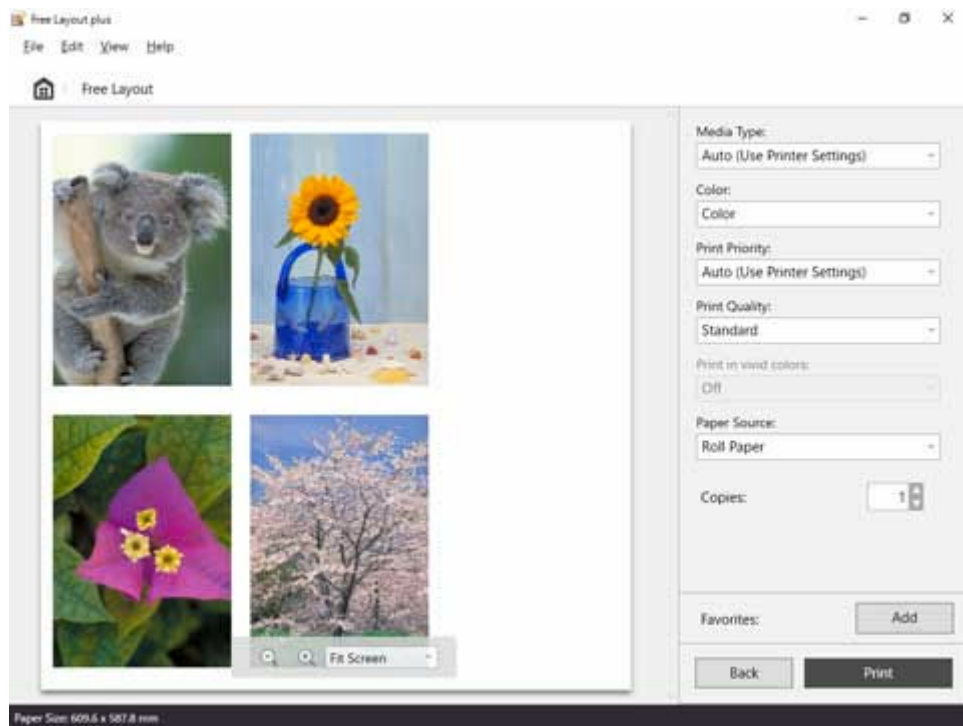


For details about how to do settings in the edit screen, see "[Edit Screen](#)" in "Free Layout Mode."
 For details about operations for objects in the preview, see the following.

- ➡ [Selecting an Object](#)
- ➡ [Changing the Object Size](#)
- ➡ [Moving an Object](#)
- ➡ [Rotating an Object](#)
- ➡ [Laying out Objects Automatically](#)
- ➡ [Aligning Objects](#)
- ➡ [Changing the Object Overlapping Order](#)
- ➡ [Pasting a Copied or Cut Object](#)

The print settings screen in the Free Layout mode is displayed.

4. After setting the items related to printing, click **Print**.



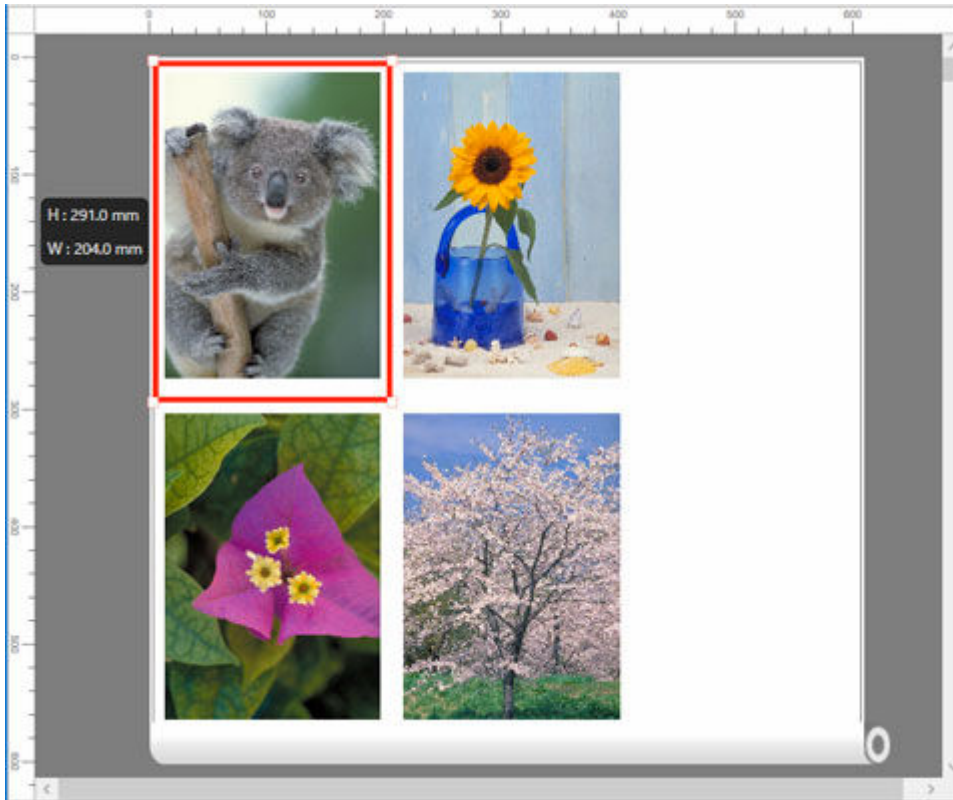
For details about how to do settings in the print settings screen, see "[Print Settings Screen](#)" in "Free Layout Mode."

Printing starts.

Selecting an Object

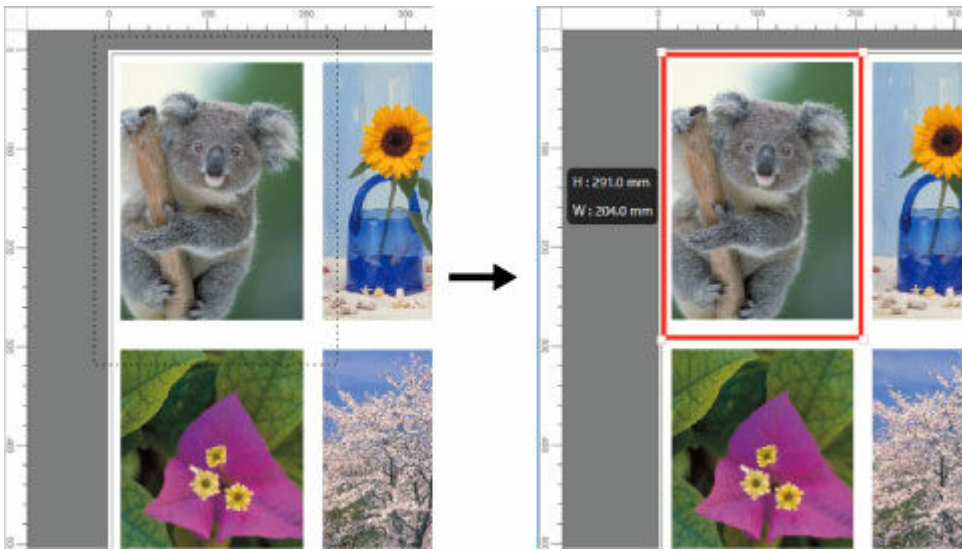
To select an object, click that object.

When an object is selected, a select box (red border) appears around the object, and the height and width of the object are shown on the left side.



To select multiple objects, perform the following.

- To select multiple successive objects, click them while holding down the Shift key.
- To select multiple arbitrary objects, click them while holding down the Ctrl key.
- To select all objects, select **Select All** from the **Edit** menu.
- When you specify the area with dragging the mouse, the object in the area is selected.



Changing the Object Size

You can change the size of the selected object.

►►► Note

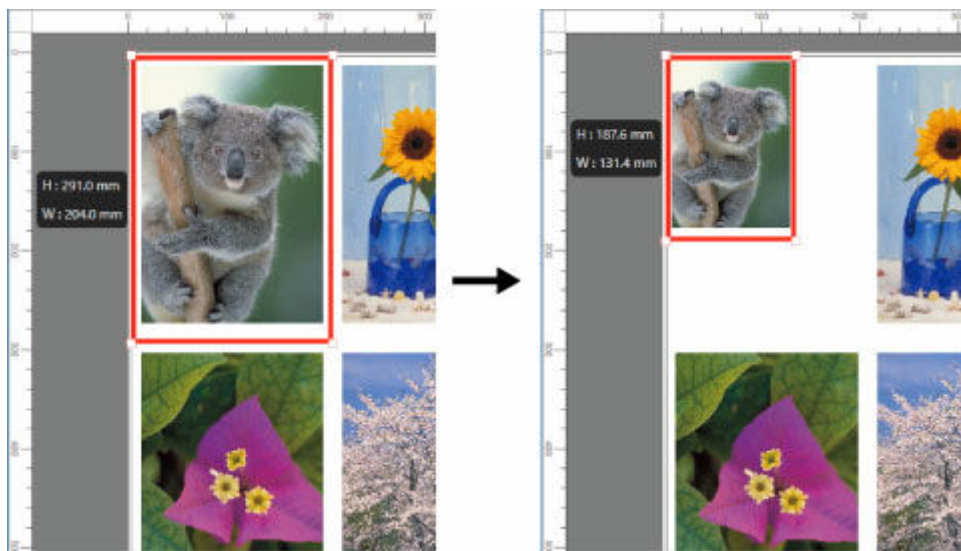
- The vertical-to-horizontal ratio remains unchanged when the object is enlarged or reduced.

1. Select an object.


(See "[Selecting an Object.](#)")

2. Change object size.

Place the pointer at a corner of the selection box around the object to show the arrow handle, and drag this handle to change the object size.



►►► Note

- You can also fit the size of the object to the width of the roll paper by clicking  **Fit** on the tool bar.
- You can also change the size by specifying it.
Select **Resize...** from the right-click menu. Then, enter the size in the displayed **Object Size** dialog box.

Moving an Object

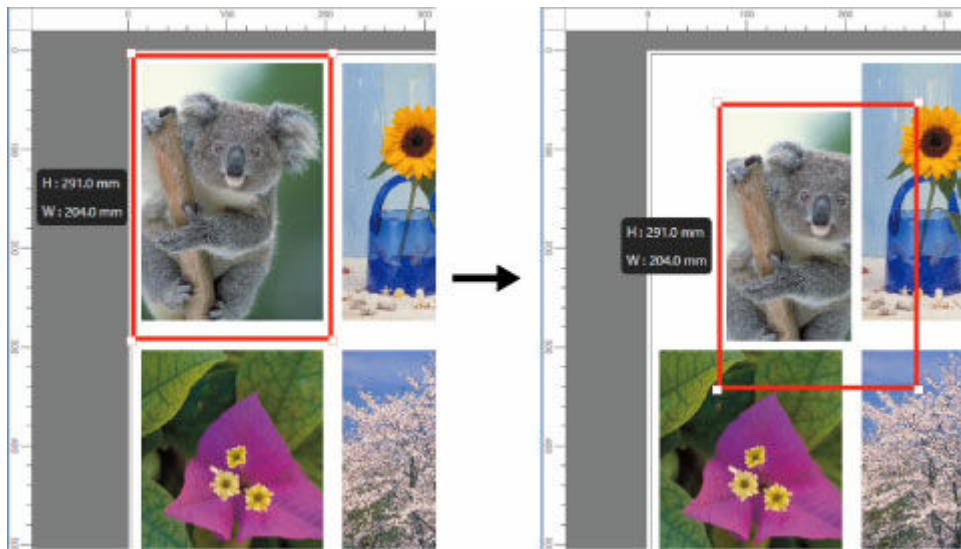
You can move the position of the selected object.

1. Select an object.

(See "[Selecting an Object.](#)")

2. Moving an Object.

Place the pointer inside the selection box of the object to show the crosshair handle, and drag it to move the object.



Rotating an Object

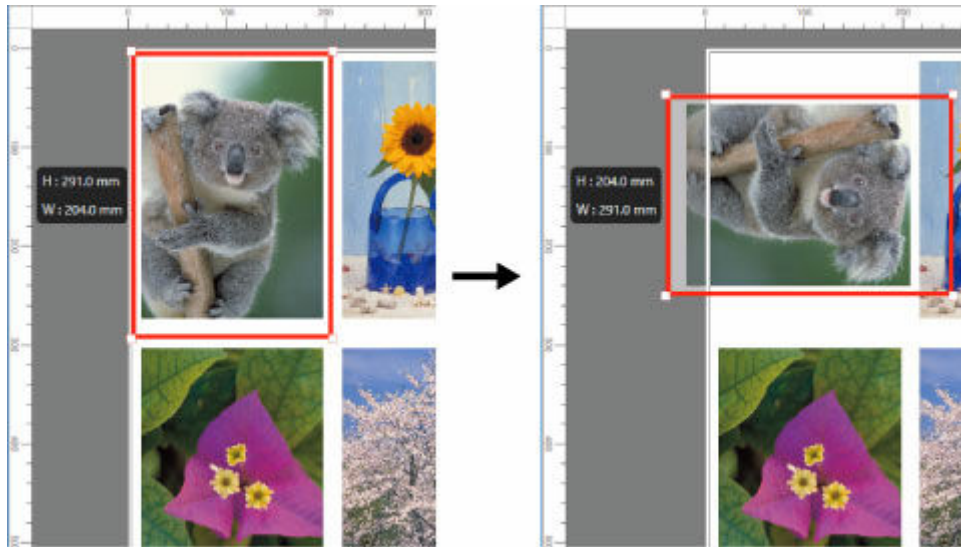
You can rotate the selected object.

1. Select an object.

(See "[Selecting an Object.](#)")

2. Select rotation direction.

Select  **Rotate Left 90 Degrees** or  **Rotate Right 90 Degrees** from the toolbar.



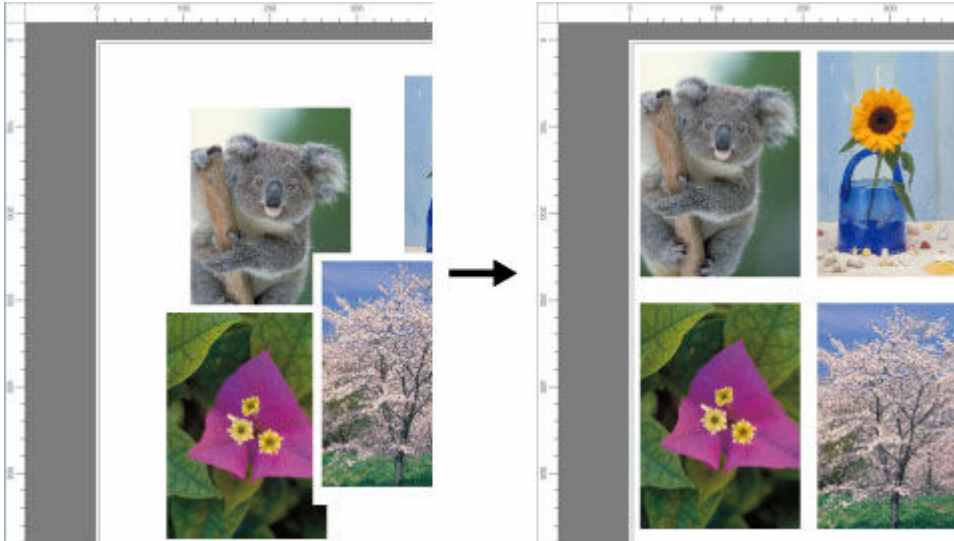
►► Note

- You can also rotate and object by right clicking the mouse on the object, and then selecting **Rotate Left 90 Degrees** or **Rotate Right 90 Degrees**.

Laying out Objects Automatically

Click  **Auto Arrange Object** from the toolbar.

Automatically positions the object.



►► Note

- The object layout order varies depending on the **Free Layout** setting in the [Options Dialog Box](#).

Aligning Objects

You can align objects systematically.

1. Select multiple objects.

Select multiple objects to align. (See "[Selecting an Object](#).")

2. Click  **Align** from the toolbar.

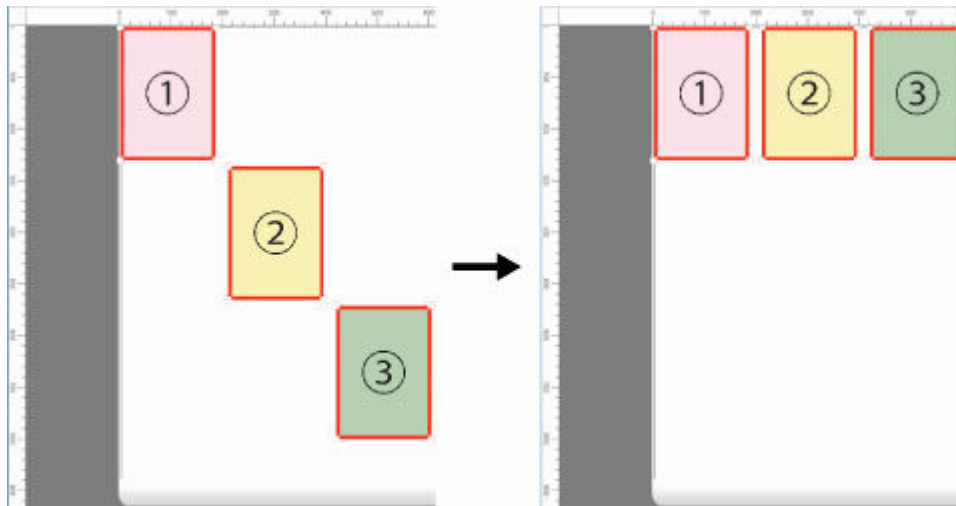
An icon appears indicating the alignment method.

3. Click the icon that indicates the alignment method.



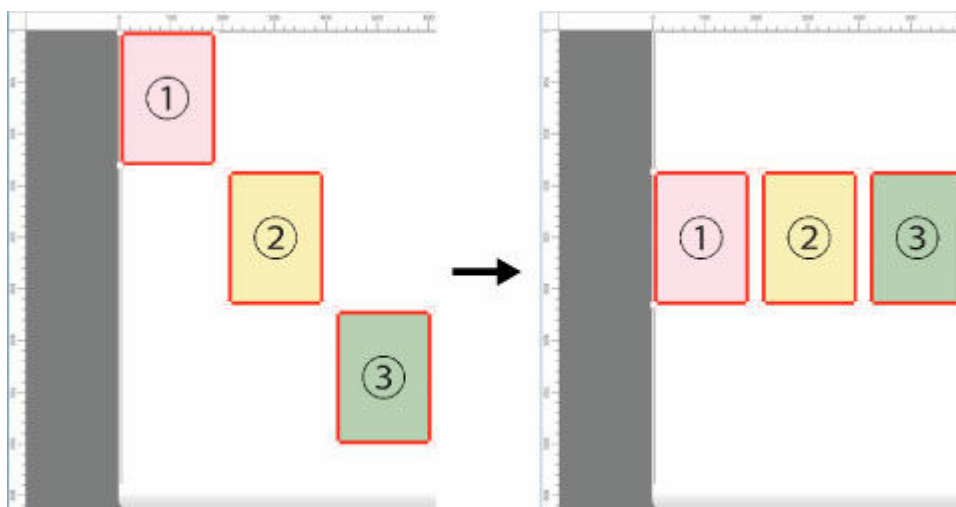
Align Top

Lays out the objects, justifying them to the top.



Center Vertically

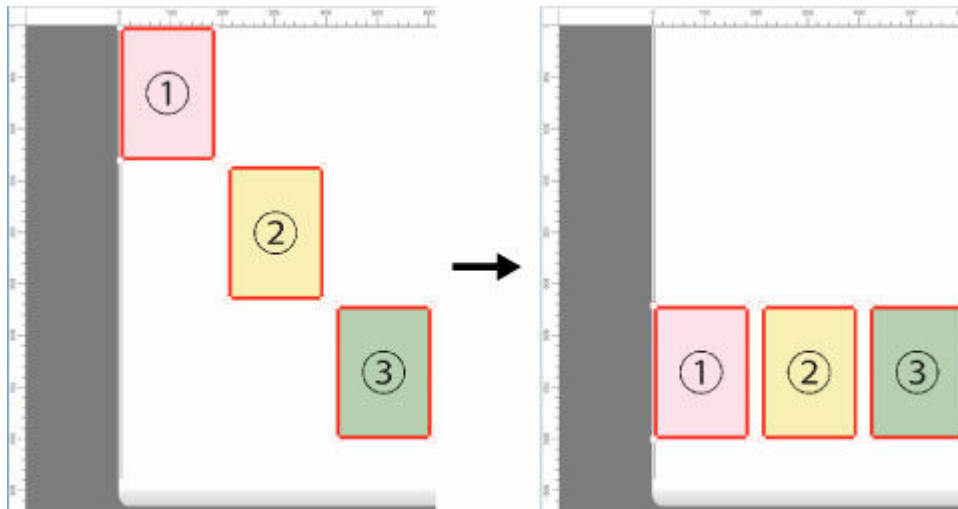
Lays out the objects, justifying them to the vertical center.





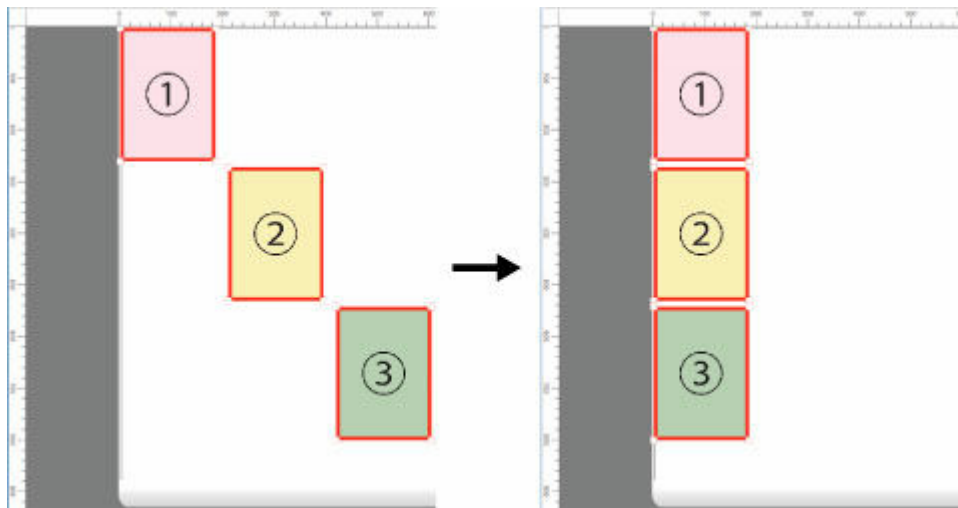
Align Bottom

Lays out the objects, justifying them to the bottom.



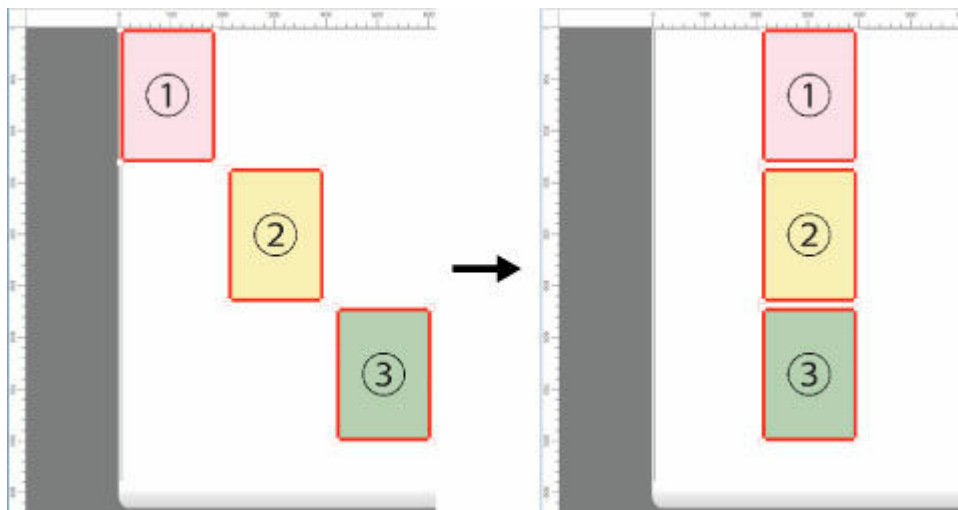
Align Left

Lays out the objects, justifying them to the left.



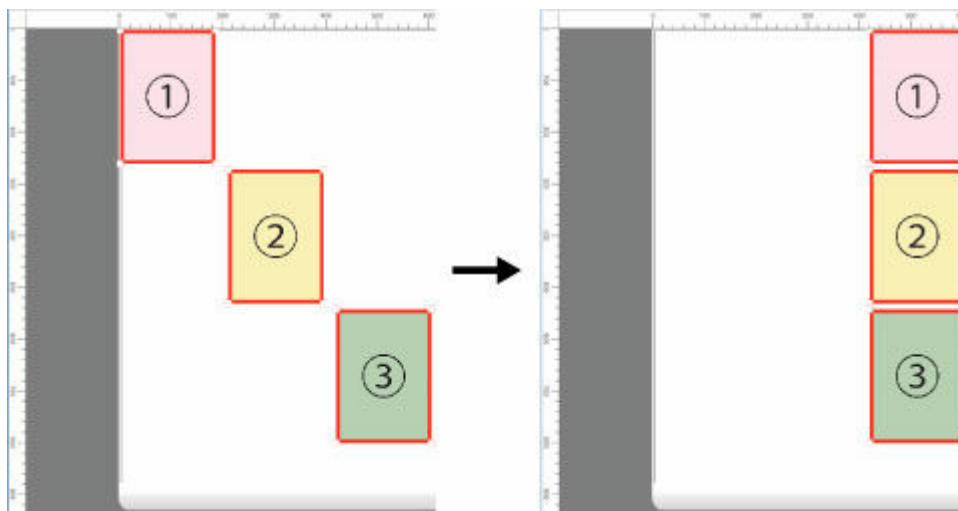
Center Horizontally

Lays out the objects, justifying them to the horizontal center.



Align Right

Lays out the objects, justifying them to the right.



Changing the Object Overlapping Order

You can change the object overlapping order.

1. Select an object.

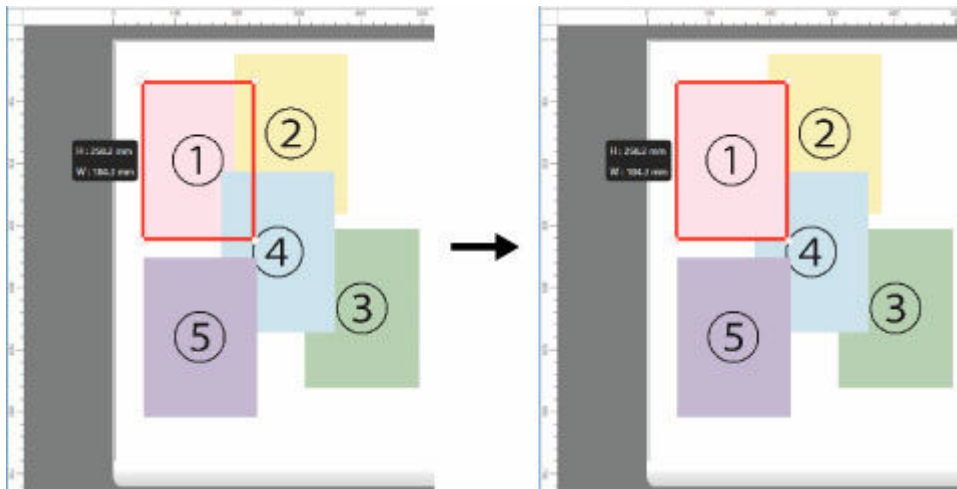
Select an object whose overlapping order you want to change. (See "[Selecting an Object.](#)")

2. Right click the object and select the overlapping order menu.

The following variations appear in the overlapping order menu.

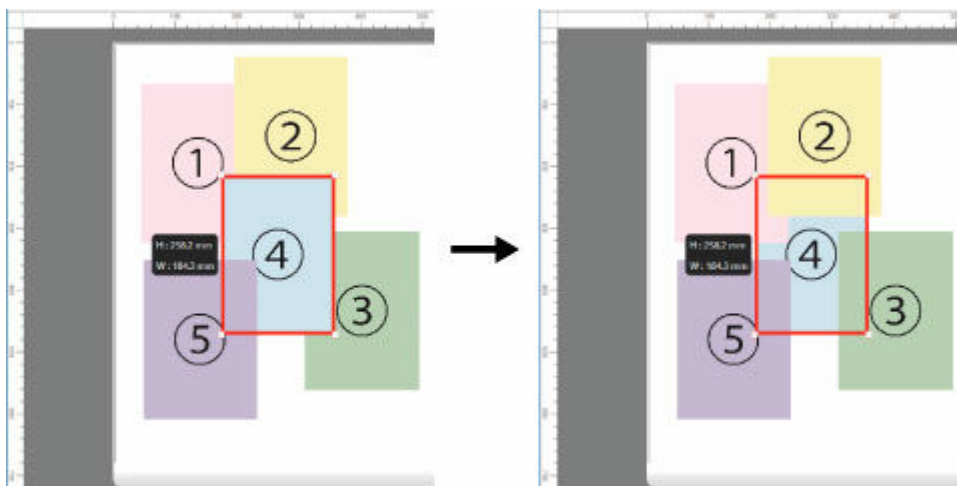
Bring to Front

Moves the object to the frontmost position.



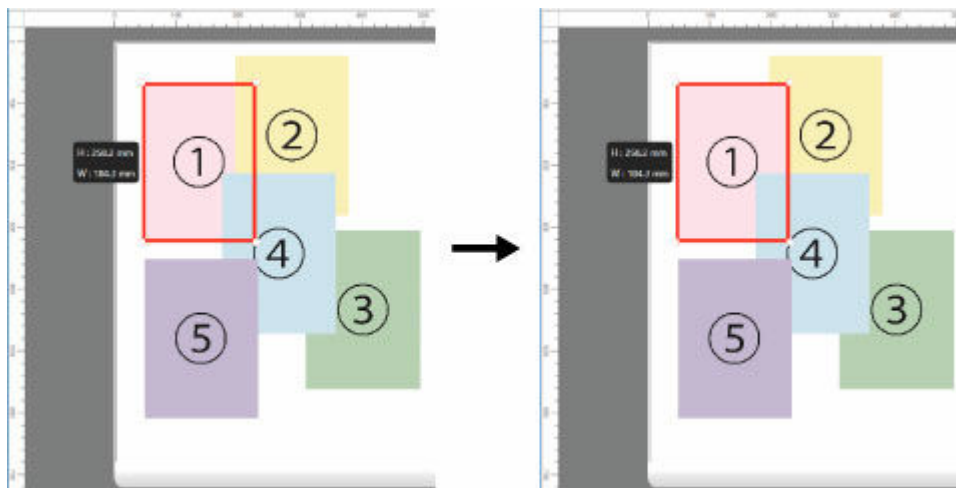
Send to Back

Moves the object to the backmost position.



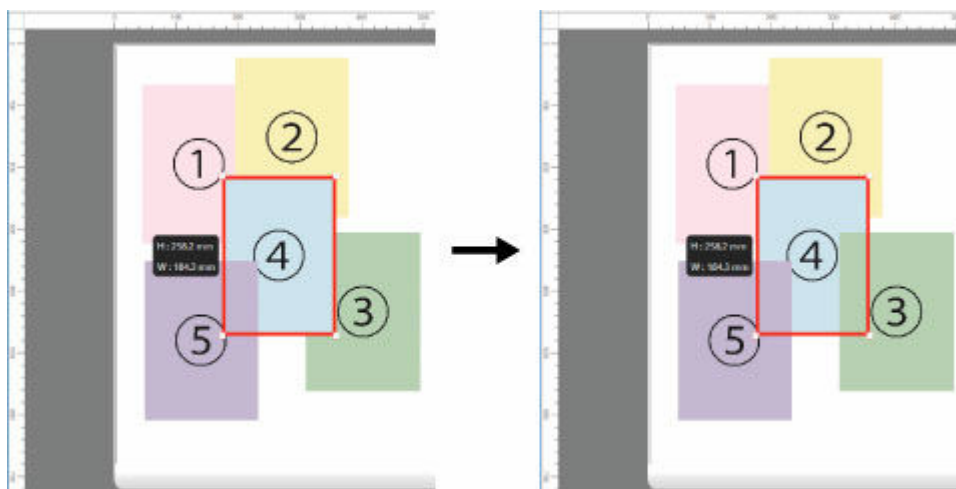
Bring Forward

Moves the object one position to the front.



Send Backward

Moves the object one position to the back.



»» Note

- The order of overlapping affects the order of objects automatically laid out.

Pasting a Copied or Cut Object

1. Select an object.

Select an object to copy or cut. (See "[Selecting an Object.](#)")

2. Execute **Copy** or **Cut**.

Click  **Copy** or  **Cut** from the toolbar.

Alternatively, you may select **Copy** or **Cut** from the **Edit** menu.

3. Paste object.

Click  **Paste** from the toolbar.

Alternatively, you may select **Paste** from the **Edit** menu.

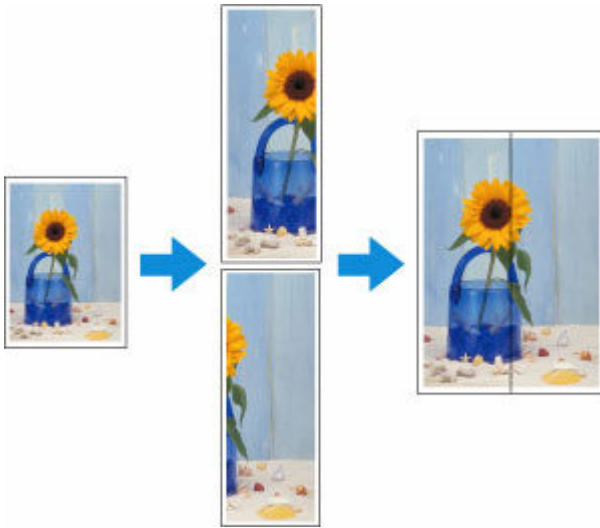
»» Note

- The copied or cut object is laid out at the end of the page.
- You can also select by clicking the right button of the mouse on an object.

Dividing and Printing Objects

Divide a single page, and then print it.

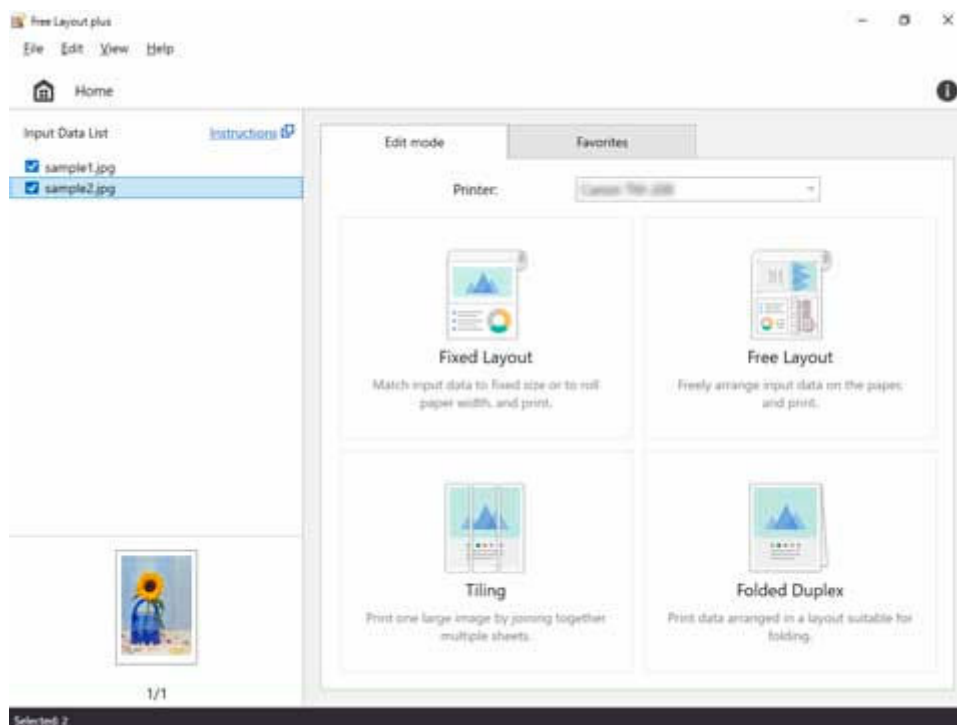
You can align the printouts and glue them together to create a larger printed image.



1. Open the file you want to print, and then start **Free Layout plus**.

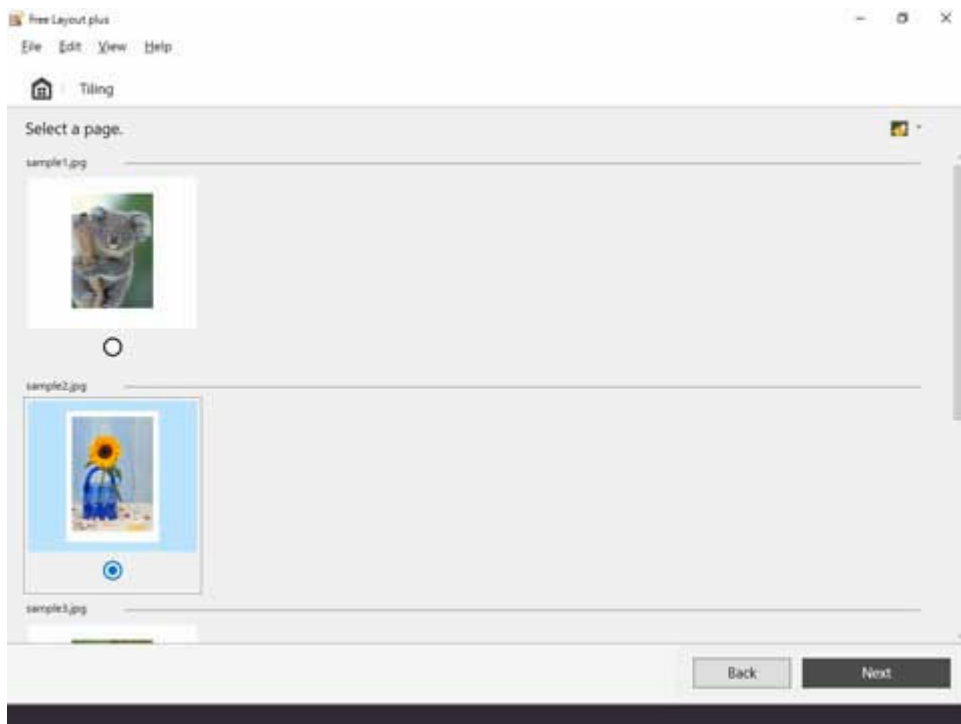
For details about starting procedures, see "[Starting Free Layout plus and Inputting Data.](#)"

2. Click **Tiling**.



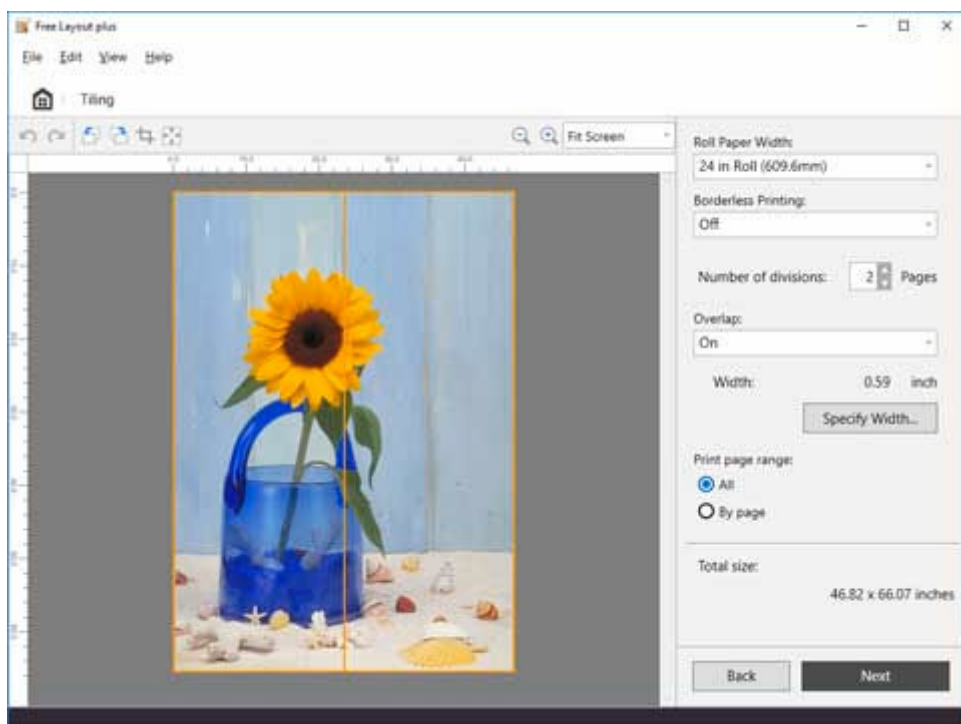
The page selection screen in the Tiling mode appears.

3. Select one page to print, and then click **Next**.



The edit screen in the Tiling mode appears.

4. Set the **Roll Paper Width**, **Number of divisions**, and other settings, and then click **Next**.



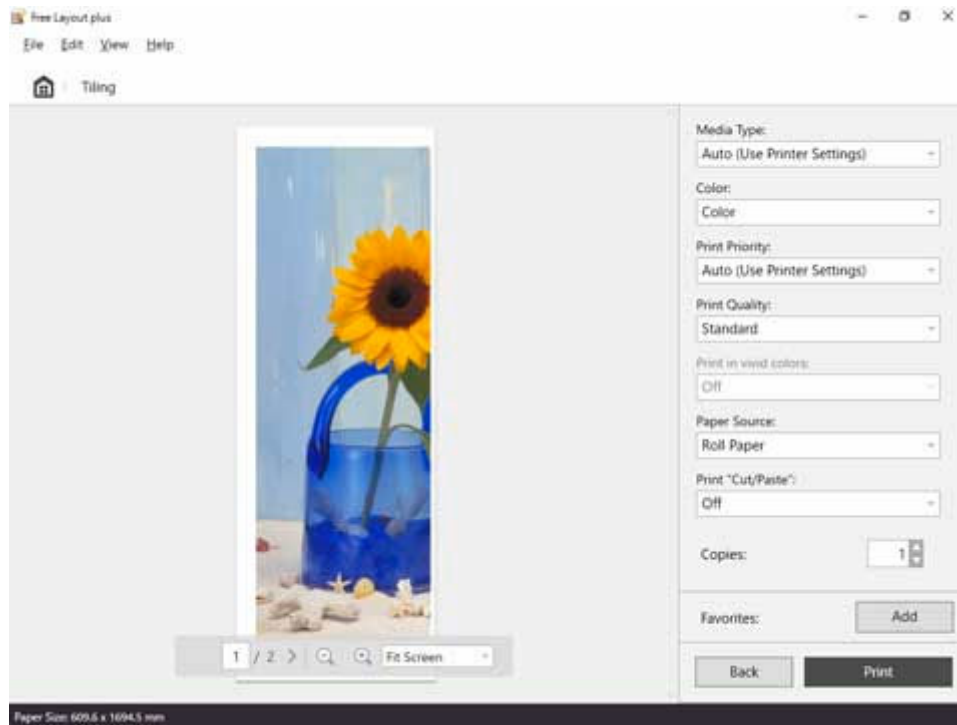
For details about how to do settings in the edit screen, see "[Edit Screen](#)" in "Tiling Mode."

The print settings screen in the Tiling mode appears.

»» Note

- By selecting **On** in **Borderless Printing**, the image is printed so a white margin does not appear on all four edges of the paper after the printouts are pasted together.

5. After setting the items related to printing, click **Print**.



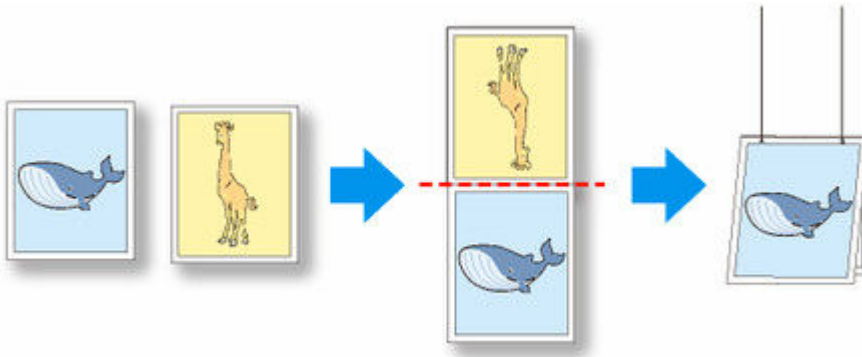
For details about how to do settings in the print settings screen, see "[Print Settings Screen](#)" in "Tiling Mode."

Printing starts.

Printing as Folded Duplex

This prints 2 pages consecutively.

You can create a kind of two-sided printout by folding it down the middle. This can be used such as for advertising posters that are suspended from the ceiling.



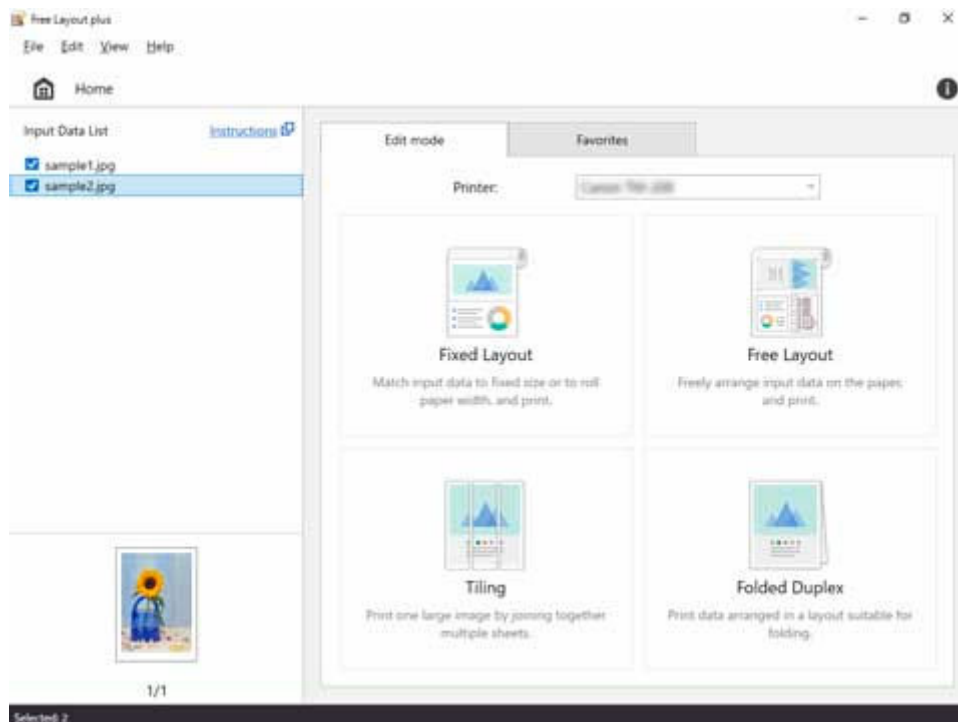
1. Open the file you want to print, and then start **Free Layout plus**.

For details about starting procedures, see "[Starting Free Layout plus and Inputting Data.](#)"

►►► Note

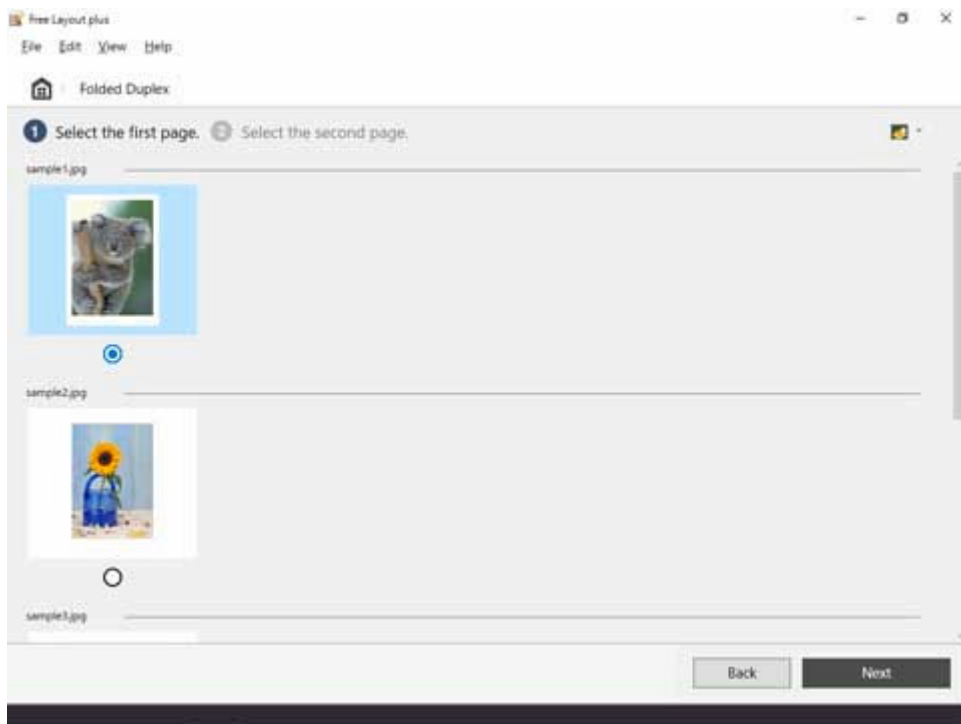
- If you want to lay out different data images for the front and back, while **Free Layout plus** is running, open the other data, and repeat the operation in step 1.

2. Click **Folded Duplex**.



The page selection screen in the Folded Duplex mode is displayed.

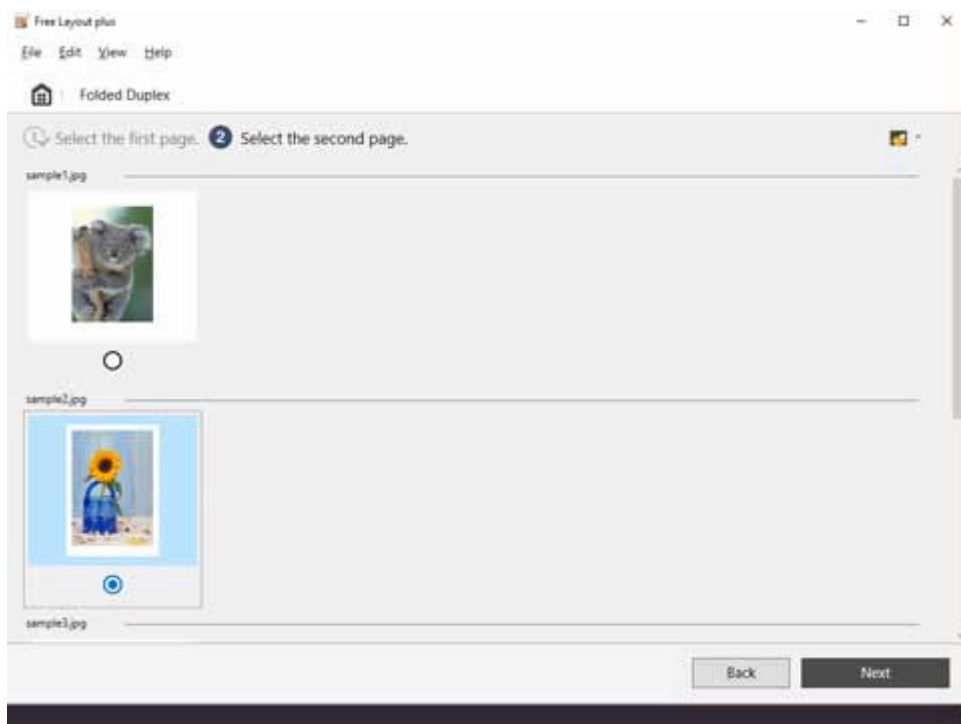
3. Select one page to print on the front, and then click **Next**.



►► Note

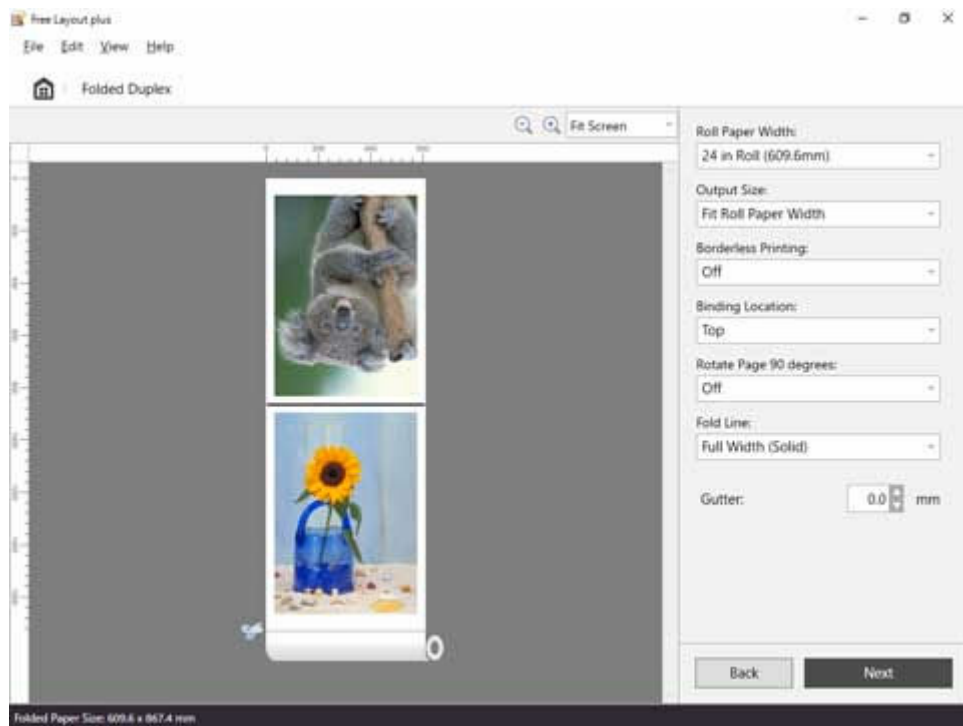
- If only one page of input data has been selected on the **Home** screen, then the edit screen opens, not the page selection screen, with the same image selected for both front and back. Go to step 5.

4. Select one page to print on the back, and then click **Next**.



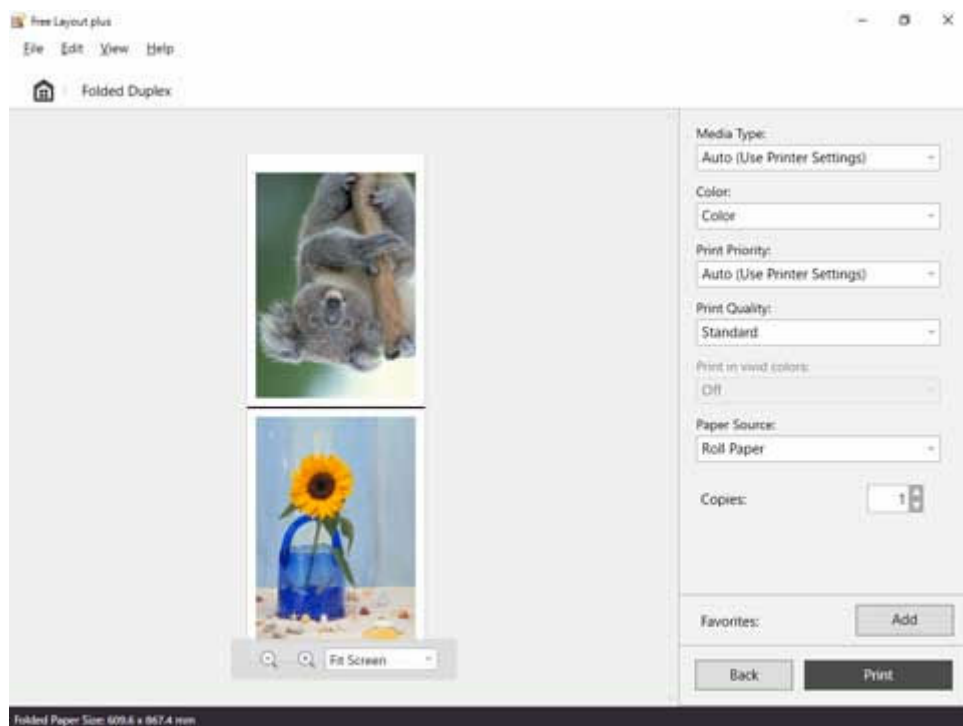
The edit screen in the Folded Duplex mode is displayed.

5. Set the **Roll Paper Width**, **Binding Location**, and other settings, and then click **Next**.



For details about how to do settings in the edit screen, see "[Edit Screen](#)" in "Folded Duplex Mode."
The print settings screen in the Folded Duplex mode is displayed.

6. After setting the items related to printing, click **Print.**



For details about how to do settings in the print settings screen, see "[Print Settings Screen](#)" in "Folded Duplex Mode."

Printing starts.

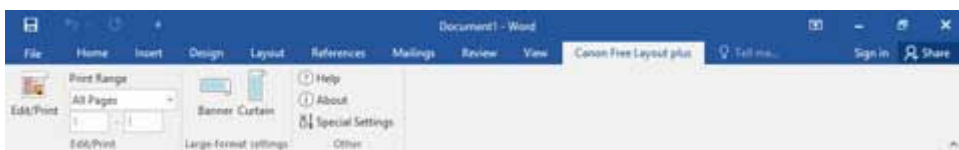
Printing Curtains/Banners

Print a document you created in Microsoft Word or Microsoft PowerPoint to fit the entire width of the roll paper.

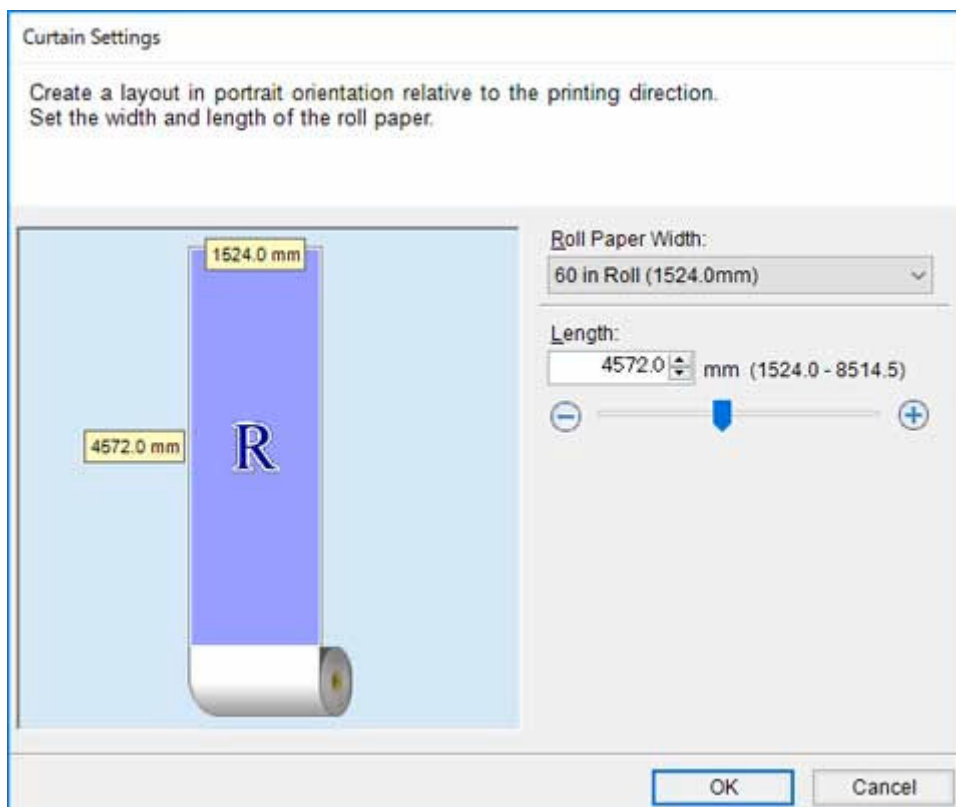
You can use this to print curtains or banners.

The procedure here is explained using the creation of a curtain as an example.

1. Start Microsoft Word or Microsoft PowerPoint.
2. Select **Canon Free Layout plus** ribbon.
3. Click **Curtain** in **Large-format settings**.



4. Set the **Roll Paper Width** and **Length**, and then click **OK**.

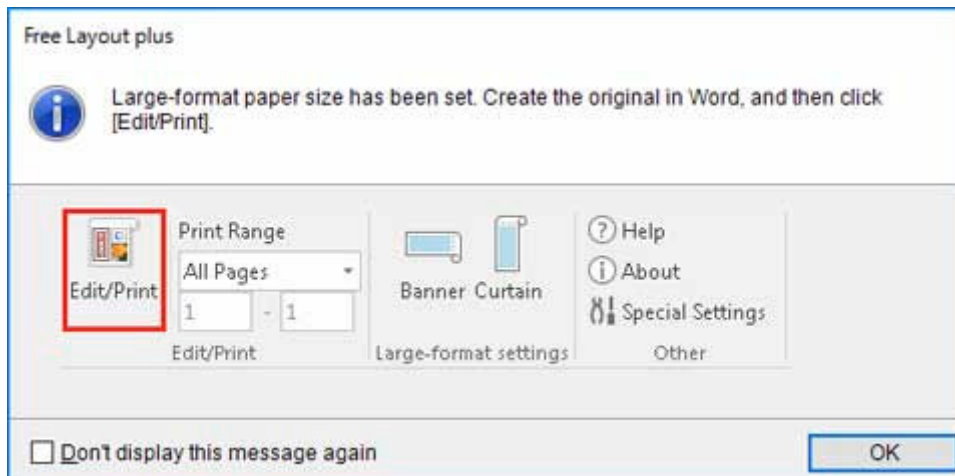


Sets the size of the paper for editing; long paper for curtains and wide paper for banners.

►►► Note

- If you select **Custom Size** for **Roll Paper Width**, you can set the roll paper width to your preferred value.

5. If a message appears, check the content, and then click **OK**.



6. Edit and create a document.

Create a document on the size of paper you created.

7. Click **Edit/Print**.

Free Layout plus starts when the document you created appears in **Input Data List**.

8. Click **Fixed Layout**.

The edit screen in the Fixed Layout mode is displayed according to the size of the paper you created.

9. Click **Next**.

The print settings screen in the Fixed Layout mode is displayed.

»»» Important

- If the settings in the edit screen are changed, you may not be able to print on the paper size you created. Click Next without changing the settings.

10. After setting the items related to printing, click **Print**.

For details about how to do settings in the print settings screen, see "[Print Settings Screen](#)" in "Fixed Layout Mode."

Printing starts.

»»» Important

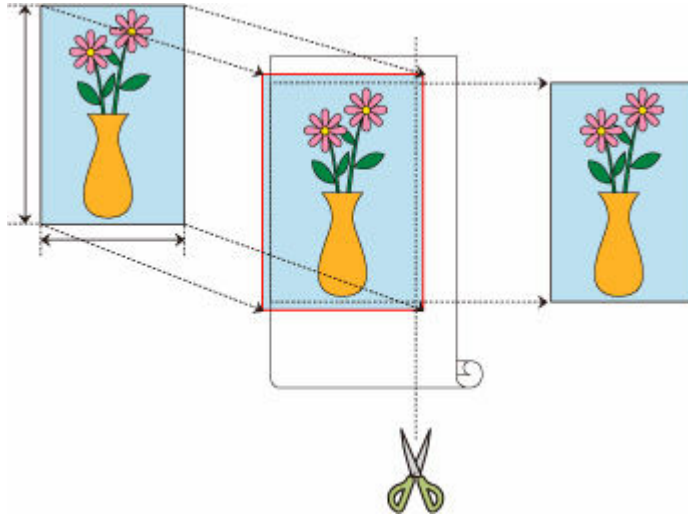
- The layout may collapse if you create a form using existing data. If that is the case, modify the data again.

Three-sided Borderless Printing

Print with margins added only to the right side for each page.

In normal borderless printing, paper sizes that match the width of the roll paper are combined to print without borders on all four sides.

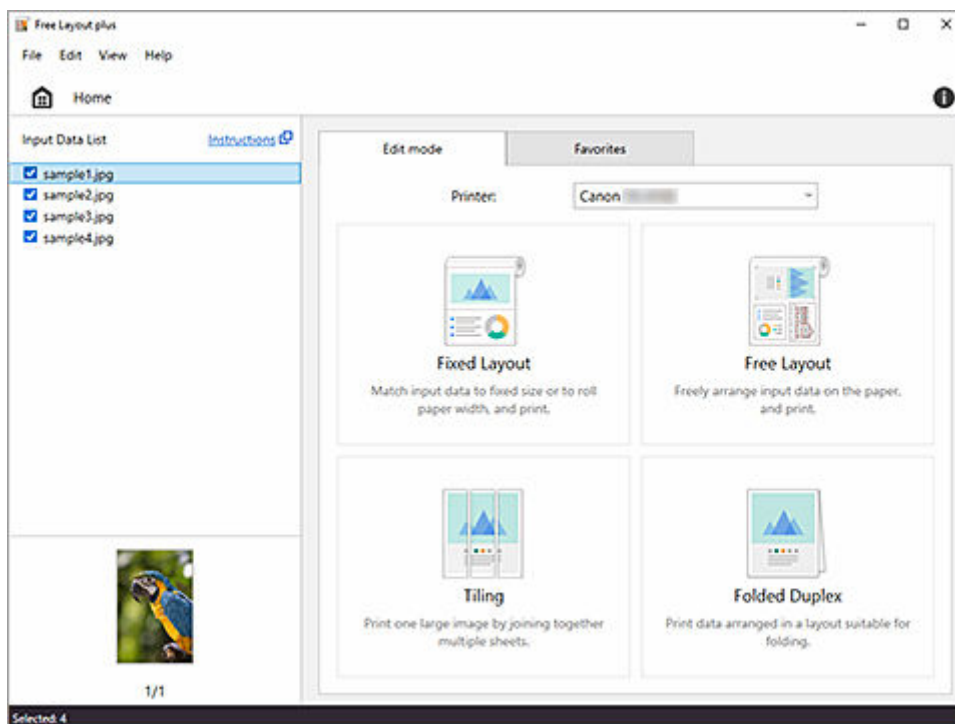
If you use the three-sided borderless printing feature, you can combine paper sizes that don't match the roll paper width, and print with no borders on three sides. However, if you perform three-sided borderless printing, you need to cut the right side of the paper after printing.



1. Open the file you want to print, and then start **Free Layout plus**.

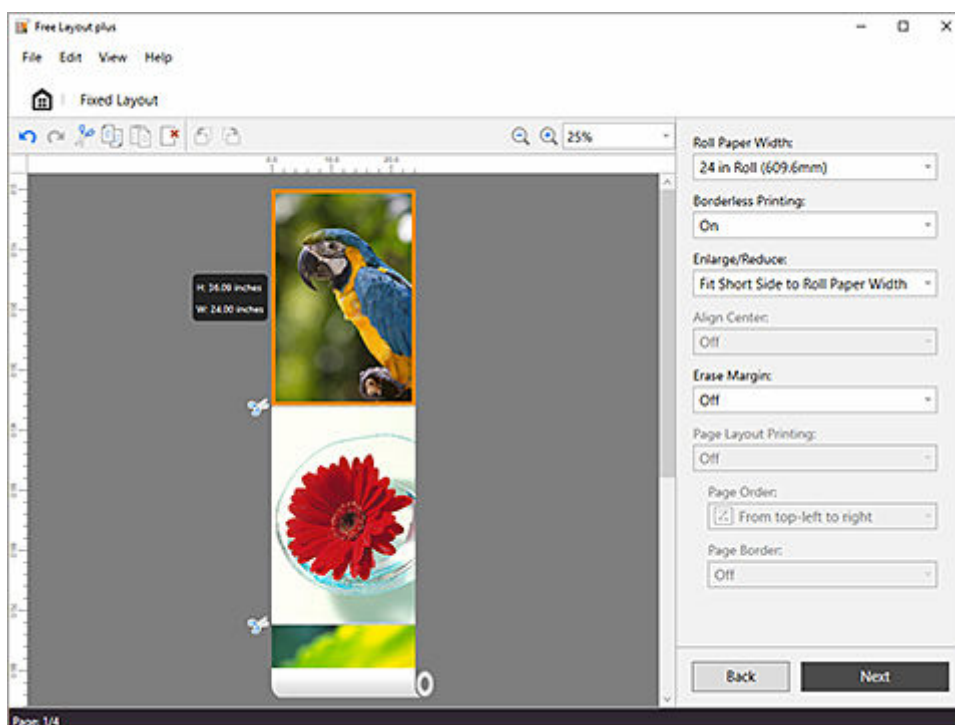
To learn how to start it, see "[Starting Free Layout plus and Inputting Data.](#)"

2. Click **Fixed Layout** on the **Home** screen.

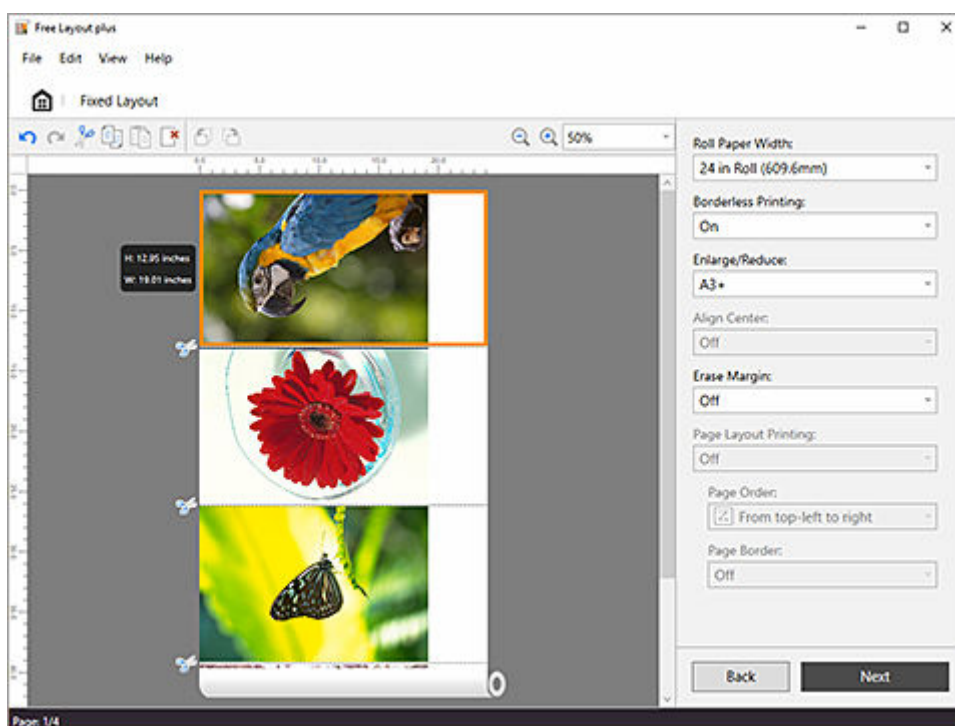


The page settings screen in **Fixed Layout** mode will appear.

3. Select **On** for **Borderless Printing**.



4. Set the size with **Enlarge/Reduce**, and then click **Next**.



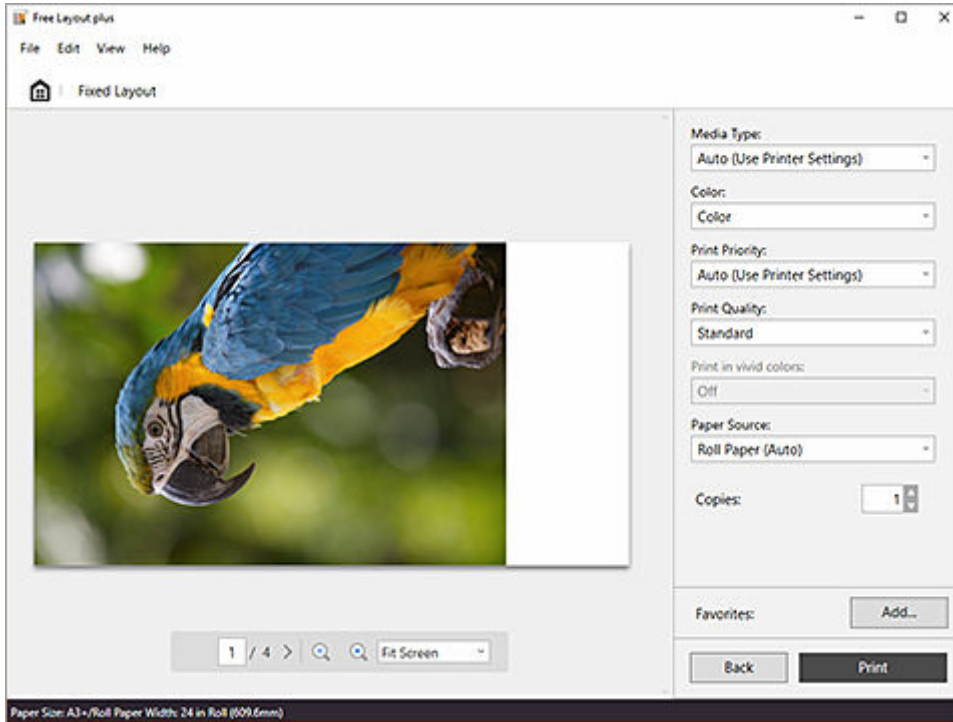
To learn about settings in the edit screen, see "[Edit Screen](#)" under "Fixed Layout Mode."

►► Note

- **Fit Short Side to Roll Paper Width** is set in initial settings.

- If the original size of all pages fit within the roll paper width, **Match Page Size** will also appear in the pulldown menu.
- If the document size and the paper size that you want to print are different, select the paper size you want to print from the pulldown menu.

5. Set the items related to printing, and then click **Print.**



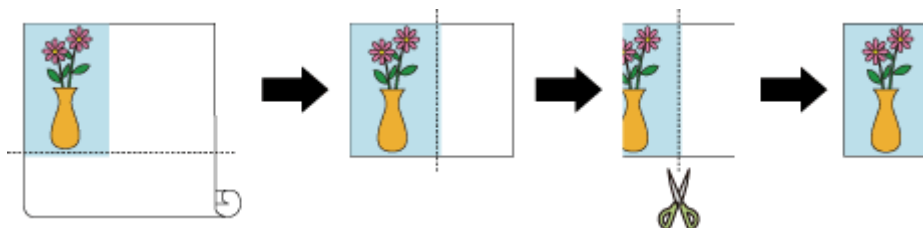
To learn about settings in the print settings screen, see "[Print Settings Screen](#)" under "Fixed Layout Mode."

Printing will start.

6. Cut the right side of the paper

Cut the margin on the right side of the paper with scissors after printing.

To get the document to standard size, it is recommended to take measurements and cut in the correct positions.



Important

- If **Borderless Printing** is **On**, **Align Center** is grayed out, and can't be set.