

UNIVERSITY OF MIAMI MANAGED PRINT SERVICES MAKING SMARTER IMPRESSIONS

QUICK REFERENCE GUIDE

How to Merge Different File Types Using Edit and Preview

Accessing the Edit and Preview Output Method *For this example, MS Word, Adobe Acrobat PDF, and MS Excel are used.

 From your open application(Word, Excel, Adobe Acrobat, Image Viewer, etc.), select File, then Print.

 Next, be sure to select the appropriate driver(printer) in the drop down box(Step 1), followed by selecting printer properties(Step 2).





- Select the drop down box(Step 1), then select Edit and Preview(Step 2) from the list of available output methods. Select OK once all printer property settings are selected as desired(Step 3).
- 4. Select Print

*Follow the same procedure for all documents sent from other applications.

Gables One Tower Prope	etter		12
Basi Setros Page Setue	Realing Paper Source Guilde		
Prelie	/ -Charge) Delaut Settings • ABUTL		1
Output Wethod	Step 1		
	A Secured Pret Capital Dia 100	a	
	-ig See Desidor		
ep 2 💻	Cartine pet jabe de		
-	Page Layoz. (2) Have Soling		
		291	
SIDE	in Isdel Patry	MS WORD TEST	
Sam as	Ending Location	WIS WORD TEST	
Later (Scaling 1991)	Long Edge [Left] • Gutter		
View Galeran	Finding		
Restore Defects	Calais · Date Fundam	-	
	Color Note		
	Dio ad Inte		
	Step 3 📥 🖂 🖓	1960	
00	(74) 7 • 5 5 8 8 0 8 8	and a	9% () () 10 () ()
9 0 0		Data Market Concerning of Concerning Concern	96 <u>9-0</u> -0-0
	1 Springer Borner Marry Borner Res are any Andre	and of the second secon	9% (3
V - O - O - O - O - O - O - O - O - O -	Approximate Adverses Marriers	and for	J 98.8-0-0 10 200 8
Constanting of the second seco		alaran a	J 98⊚0- 10 0 0 0
le Core			910-0-0 10 0 0 0 10
a a a a a a a a a a a a a a a a a a a		and for	98.0-0-0-
I - O - O - O I - O		and the second	940-0-
i i i i i i i i i i i i i i i i i i i		and for	P + 0 - 0 - 0
Terr A Core Core Core Core Core Core Core Core		MS WORD TEST	940-0-
A Seed		MS WORD TEST	918-0
Conservations (Conservations (Conser		MS WORD TEST	9x () _ C _ C _ C _ C _ C _ C _ C _ C _ C _
The second secon		MS WORD TEST	9x (3 - 0)
The second secon		MS WORD TEST	9x (0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0
Construction of the second sec		MS WORD TEST	9x () _ 0 < 10 *
A sea A sea		MS WORD TEST	PR @
Construction of the second sec		MS WORD TEST	
In a second seco		MS WORD TEST	

- Your document will be sent to the Canon Page Composer associated with the Canon device selected, which will serve as the document reception hub where you can duplicate, combine, or separate document images.
- Once you have sent all documents to the Canon Page Composer, select all the jobs.

Canon PageComposer - Gable	es One Tower -	John Crute		(=
		ak al		
	Dener	2 = 2	Commente	
Microsoft Word - MS WOR	Pages	Layout Informati	Comments	
		1001		
or Help, press F1.				
or Help, press F1. P Canon PageComposer - Gab	les One Tower -	- John Crute		
or Help, press F1. Canon PageComposer - Gab File <u>E</u> dit <u>M</u> ove to <u>H</u> elp	les One Tower -	- John Crute		
or Help, press F1. Canon PageComposer - Gabi Eile Edit Move to Help Eile Page T F P Page Page	les One Tower •	John Crute		
or Help, press F1. Canon PageComposer - Gab Elle Edit Move to Help Elle Move To Help Document Name	les One Tower -	- John Crute	Comments	
or Help, press F1. Canon PageComposer - Gab Eile Edit Move to Help Eile Move to Help Eile Move to Help Eile Move to Help Movement Name Microsoft Word - MS WO	les One Tower - Pages R 2	John Crute	Comments	
or Help, press F1. Canon PageComposer - Gabi Elle [Edit] Move to Help Cocument Name Microsoft Word - MS WO MS EXCEL TEST1.45	Pages	John Crute	Comments	
Control PageComposer - Gabi Conon PageComposer - Gabi Ele Edit: Move to Help Mergen Name Microsoft Word - MS WO MS CKCEL TEST1.sks ADORE TEST1.pdf	Pages R 2 1 52	John Crute	Comments	- • • ×
or Help, press F1. Canon PageComposer - Gab Ele Edit Move to Help 2 2 % F L P 2 2 Document Name MS EVCG1 - MS WO MS EVCG1 - TSS1 als ADOBE TES11.pdf	Pages R 2 1 52	John Crute	Comments	
or Help, press FL. Canon PageComposer - Gab Elle [Edit] Move to Help Elle [Stit] Move to Help Document Name Meropolet Word - MS WO MS DCKEL TESTLand ADOBE TESTLand	es One Tower	John Crute Layout Informati 1 on 1 1 on 1 4 on 1	Comments	
or Help, press FL.	es One Tower	John Crute	Comments	
or Help, pres FL. Conon PageComposer - Gab Ele Edel Moveto Help Comment Name Microsoft Word - MS WO MS EXCEL TESTLawe ADOBE TESTL part	es One Tower	John Crute Layout Informati 1 on 1 1 on 1 4 on 1	Comments	
or Help, pres FL.	es One Tower - Pages R 2 1 52	John Crute	Comments	
or Help, pres FL.	Pages R. 2 52	John Crute	Comments	
or Help, pres FL. Conon PageComposer - Gab Ele Edit Movero Help Ele Conon PageComposer - Gab Ele Edit Movero Help Ele Cononent Name Microsoft Word - MS WO MS EXCEL TESTLAN ADOBE TESTL par	les One Tower - Pages R. 2 1 52	John Crute	Comments	

5



- Select Edit(Step 1) and then Combine... Select OK when the alert message pops up.
- Select the Print Settings tab in the Combine properties window.

File E	lit Move to Help					
E	Delete		12 IL			
-	Duplicate	1	1 12			
Doci	Combine		Layout Informati Comm	ients		
	Combine		1 on 1			
	Change Print Setting		4 on 1			
	changer hint betting					
	Select All					
ombine	s the selected documen	ts.				
Combine	is the selected documen	ts.				
Combine	is the selected documen	в.			_	_
Combine	s the selected documen	ts.				
Combine	Combine Document Name:	ts. Combined D	ocuments 1			
Combine	Combine Document Name: Sheets: 16	ts. Combined D	ocuments 1		<u> </u>	
Combine	s the selected documen Combine Document Name: Sheets: 16	ts. Combined D	scuments 1	Anner I		
Combine	Combine Combine Document Name: Sheets: 16 stores	ts. Combined D	counterts 1	fyar	_	
Combine	Combine Document Name: Sheets: 16 H-XXXMF	Combined D	scumente 1		_	
Combine	Combine Document Name: Sheets: 16 +++01397	Combined D	ocuments 1			
Combine	Combine Document Name: Sheets: 16 H-00397	Combined D			Dekte	
Combine	s the selected documen Combine Document Name: Sheets: 16	Combined Dr Mindo Nor 2	scurrents 1		Dekte	
Combine	combine Document Name Steeds: 16 H document L document	Combined Dr M + 403 WF	ocuments 1		Dekte Pirit Preview	
Combine	Combine Document Name: Seeds: 16 Univer Document Lia Pres Se	Combined Do	countries 1		Dekte Pirs Preview	
Combine	Combine Document Name Severs: 16 +	Combined D storage 2 trops (1 to 9999)	scutteris 1		Dekte Pict Preview	
Combine	Combine Document Name Severs: 16 +	Combined D Muldarer 2 2 2 2 2 2 2 1 1 1 9 9 9 9 9 9 1 1 1 1 1 1 1 1 1 1 1 1 1	3 Output Size Consistency:		Dekte Pirit Preview *	
Combine	s the selected document	Combined Di Hooster 2 Throps Amountain and Amountain 1 To 59391 ad Phinking I	accurrents 1		Dalete Phird Preview *	
Combine	s the selected document	Combined D Combined D set second c c c c c c c c c c m c s c c m c m c m	Councels 1 3 4 Output Size Consistency: Layout Consistency: Page Output		Deiste Pirit Preview	

Combine Cancel

- 9. Select **Details...** to access Printer Properties and adjust output settings.
- If your intention is to edit and/or scan and send your combined documents, be sure to select Store, under Output Method, to send your job to the device's mailbox. Once done, select OK to close the printer properties window.



ocument Name:	Combined D	locuments 1	
Sheets: 16			
н жолаг.	H HOURE		
	2	3 4	Delete
۰ III			 Print Preview.
Document List Prin Copies:	t Settings	Dutput Size Consistency:	
Print Style:	Sidad Printing	Layout Consistency:	
	oldcar linking .	Page Order:	
S	taple		
		Print Next Document from:	
			Details



9



- 11. Be sure to create a **Document Name**, followed by selecting **Combine**, to execute the merge process.
- Select your merged file, select File, and choose Print to send your job to the designated queue in the printer properties menu from step 10

*For instructions on how to merge documents in the mailbox queue and/or to add documents scanned at the device, see the **MPS QRC_Mailbox** instructional

Sheets: 16				
N 100785	H 400 85		in the second se	Daluta
1	2	3 4		Delete
4			+	Print Preview
Copies: Phint Style:	[1 to 9999] [-Sided Printing Staple	Dutput Size Consistency: Layout Consistency: Page Order:		
		Print Next Document from:		Data

12

11



Additional Information

If you have additional questions, please refer to our website at www.miami.edu/mps for additional details, information, instructions and training materials. You may also contact the Canon UM Helpdesk at 855-477-4783 to request personalized or group training or contact Derek Lawrence at dlawrence@miami.edu.

