



UNIVERSITY OF MIAMI
MANAGED PRINT SERVICES
MAKING SMARTER IMPRESSIONS

QUICK REFERENCE GUIDE

How to Merge Different File Types Using **Edit and Preview**

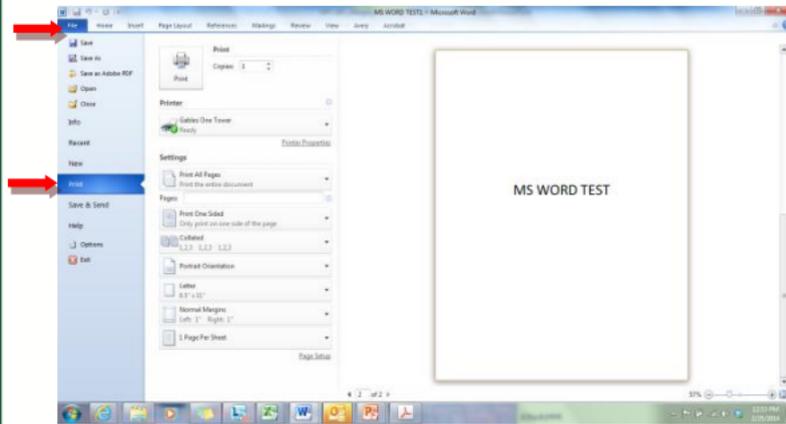
Accessing the Edit and Preview Output Method

**For this example, MS Word, Adobe Acrobat PDF, and MS Excel are used.*

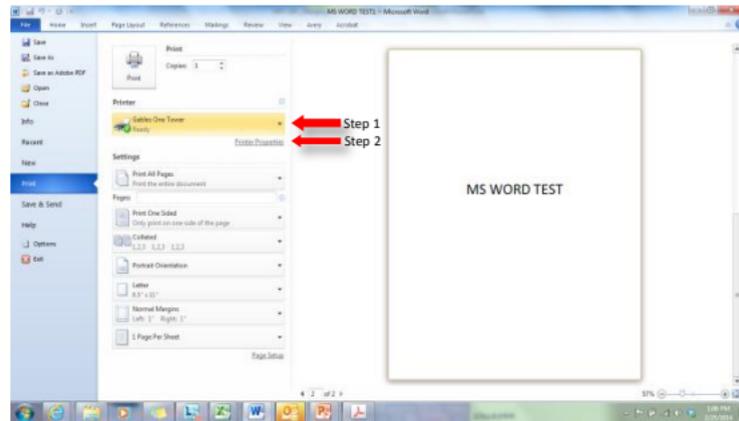
1. From your open application(*Word, Excel, Adobe Acrobat, Image Viewer, etc.*), select **File**, then **Print**.

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

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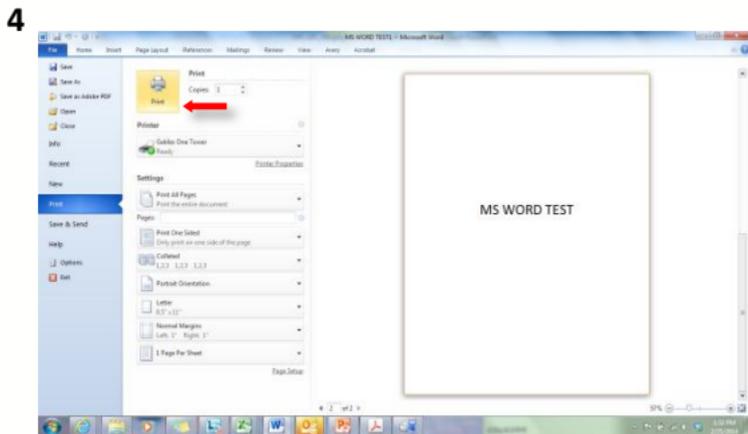
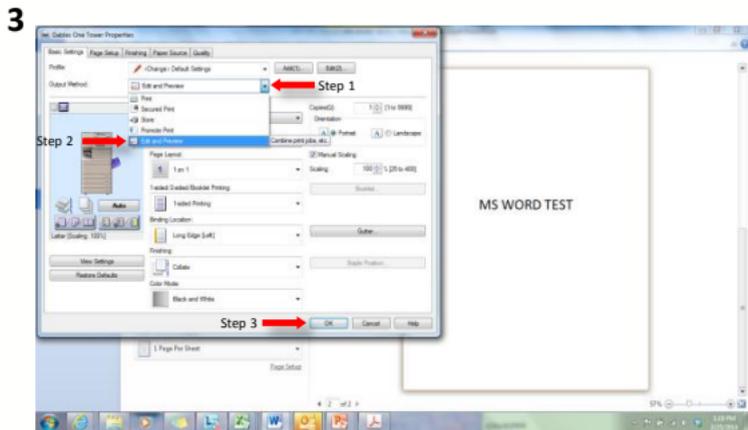
2



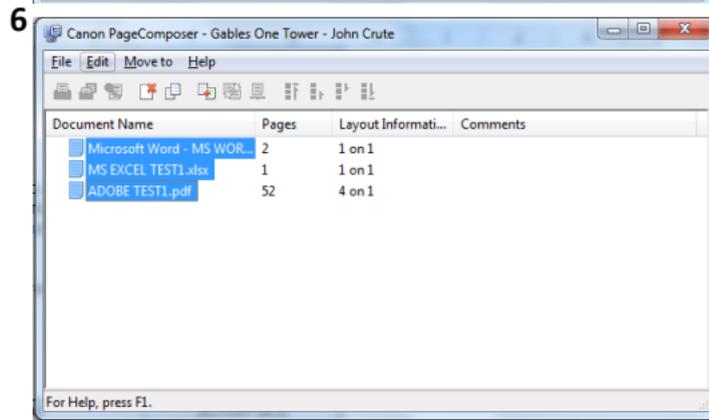
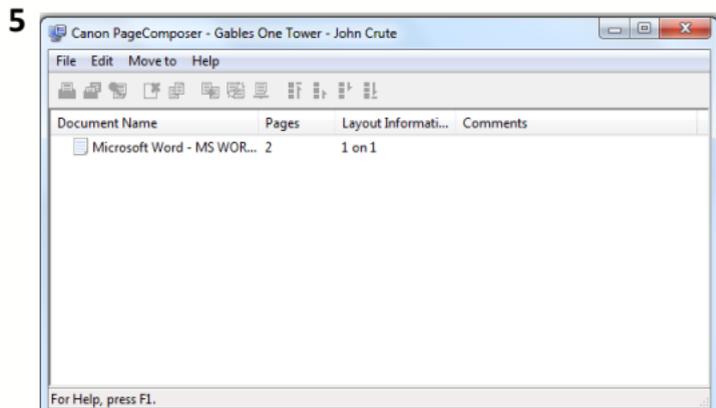
3. Select the drop down box(*Step 1*), then select **Edit and Preview**(*Step 2*) from the list of available output methods. Select **OK** once all printer property settings are selected as desired(*Step 3*).

4. Select **Print**

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

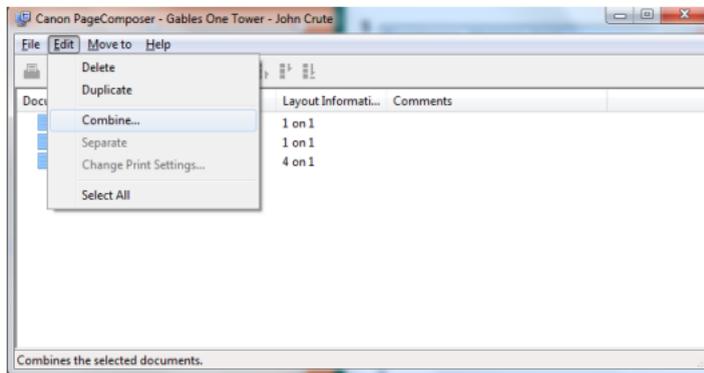


5. Your document will be sent to the **Canon Page Composer** associated with the Canon device selected, which will serve as the document reception hub where you can duplicate, combine, or separate document images.
6. Once you have sent all documents to the **Canon Page Composer**, select all the jobs.

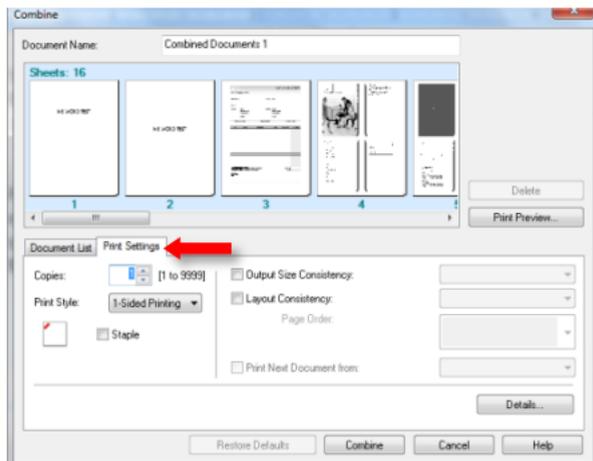


7. Select **Edit**(*Step 1*) and then **Combine...** Select **OK** when the alert message pops up.
8. Select the **Print Settings** tab in the **Combine** properties window.

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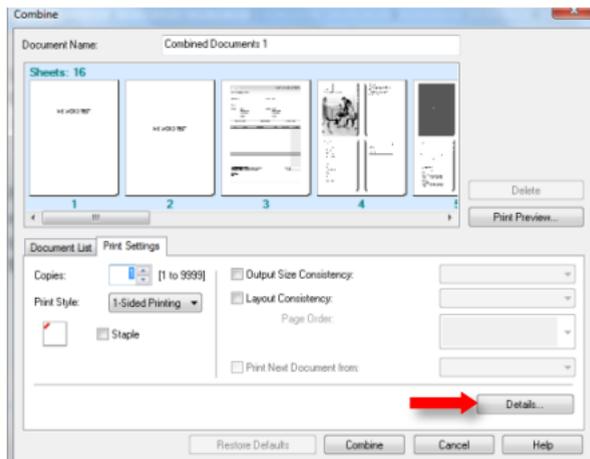
8



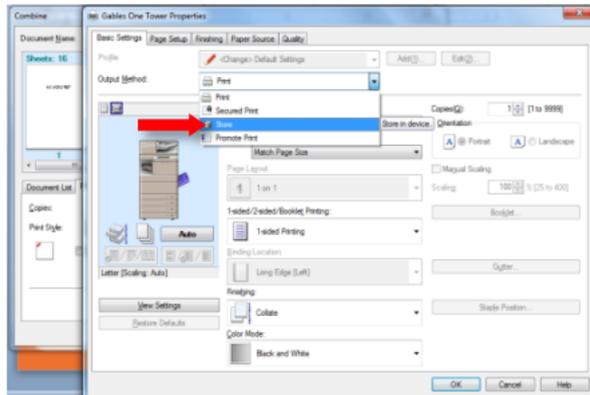
9. Select **Details...** to access Printer Properties and adjust output settings.
10. If your intention is to edit and/or scan and send your combined documents, be sure to select **Store**, under **Output Method**, to send your job to the device's mailbox. Once done, select **OK** to close the printer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



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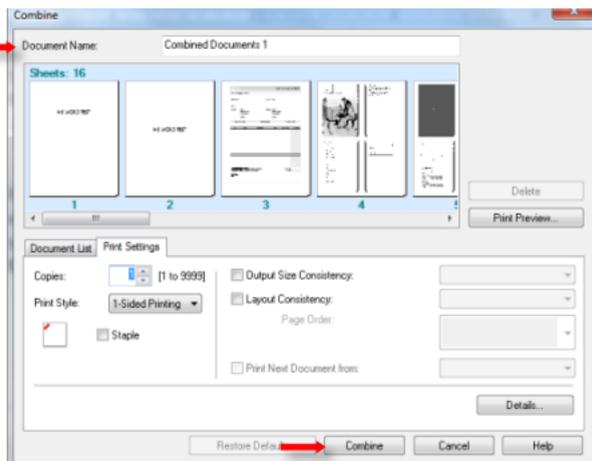


11. Be sure to create a **Document Name**, followed by selecting **Combine**, to execute the merge process.

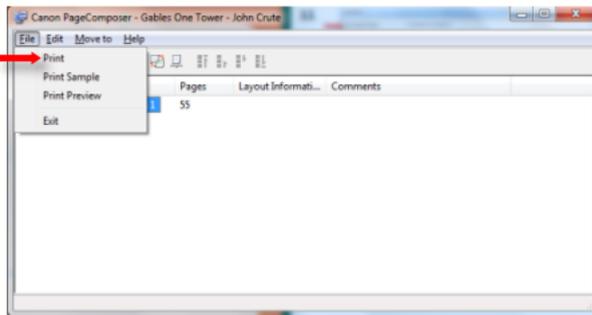
12. Select your merged file, select **File**, and choose **Print** to send your job to the designated queue in the printer properties menu from step 10

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*

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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.



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