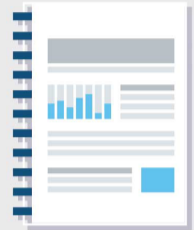# Canon
SEE IMPOSSIBLE

imageRUNNER
ADVANCE

## PREPARING A PRINTED DOCUMENT?
### CONSIDER YOUR FINISHING OPTIONS*

Take an extra minute to create a lasting impact by using some of the creative finishing options available on your Canon imageRUNNER ADVANCE device.

\* Finishing options may vary depending on device model and optional accessories included.

## ASK YOURSELF

How can I make my documents look more professional without outsourcing to a printer?

## COMMON DOCUMENT FINISHES

### BOOKLETS

**Ideal for:**
• User manuals
• Presentation guides
• Event programs

**Tips:**
• Can be set to use 8.5" x 11" paper to create smaller booklets

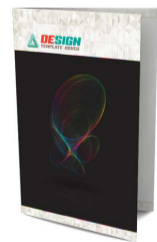• Can be set to use 11" x 17" paper to make regular-size booklets

### DOCUMENT INSERTION

**Ideal for:**
• Pre-printed materials
• Color into B/W

**Tips:**
• You can add pre-existing glossy pages or color pages into the document simply by using the device touch screen on select imageRUNNER ADVANCE models

### 4-PAGE FLYER

**Ideal for:**
• Concise documents
• Product marketing brochures
• Information pamphlets

**Tips:**
• 11" x 17" piece of paper makes a 4-sided flyer

# FOLDING OPTIONS

Paper can be folded several ways. This is helpful, as documents can be mailed, used for tradeshows, or leave-behinds, and sent home by schools.

**Z-FOLD**
This is constructed by folding a sheet of paper twice in the shape of the letter "Z" to reduce the overall size of the document.

**C-FOLD**
A document folding method that uses two parallel folds to create six panels of roughly the same size—three panels on each side of the paper. The outer panels are folded toward each other so they overlap.

**ACCORDION Z-FOLD**
A sheet of paper is folded twice into the shape of the letter "Z." A Z-fold brochure looks like a fan because the panels don't fold into one another.

**DOUBLE-PARALLEL FOLD**
A sheet of paper is folded in half, and then in half again. One half of the sheet of paper is nested inside the other half. This creates an output with 4 panels on each side of the page.

**HALF-FOLD**
This has a single fold in the center of the paper, with two equal-size, two-sided panels, resulting in a 4-page piece.

# STAPLING OPTIONS*

Stapling keeps documents in their intended order. Stapled documents can help your audience follow your presentation. Staple-free stapling** can allow you to distribute materials easily, without requiring the user to remove staples if they need to reorder the documents.
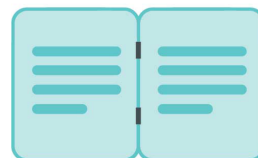
**CORNERS**
4 CORNERS

**DOUBLE**
LEFT OR RIGHT

**SADDLE-STITCH**
CENTER

\* Finishing options may vary depending on device model.
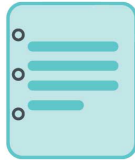\*\* Staple-free stapling, up to five pages of 17 lb. Bond.

# PUNCHING OPTIONS

Some environments, such as manufacturing, engineering firms, and hospitals could request that some documents have specific hole-punch patterns. Select imageRUNNER ADVANCE models support the following hole-punch patterns with options.
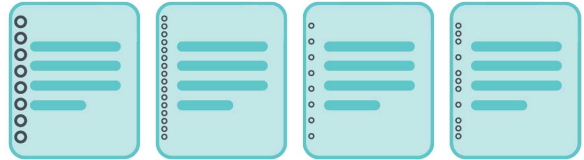
## 2-HOLE PUNCH

## 3-HOLE PUNCH

## CUSTOM DIE SET

(WITH OPTIONAL PROFESSIONAL PUNCHER ON SOME MODELS)

Canon has a robust line of production-level devices that can provide even more finishing options.

Your ideas and messages are important. Don't risk missing your point at your next meeting or in your corporate marketing materials. The finishing options available for your Canon imageRUNNER ADVANCE device can help you create the final touches to your printed documents, reports, and marketing materials. To learn more about Canon imageRUNNER ADVANCE finishing options, visit usa.canon.com/simplyadvanced.

usa.canon.com/simplyadvanced