



Online Manual

Direct Print & Share Guide

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Using This Online Manual

- [Symbols Used in This Document](#)
- [Touch-enabled Device Users \(Windows\)](#)

Symbols Used in This Document

Warning

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

Important

Instructions including important information. To avoid damage and injury or improper use of the product, be sure to read these indications.

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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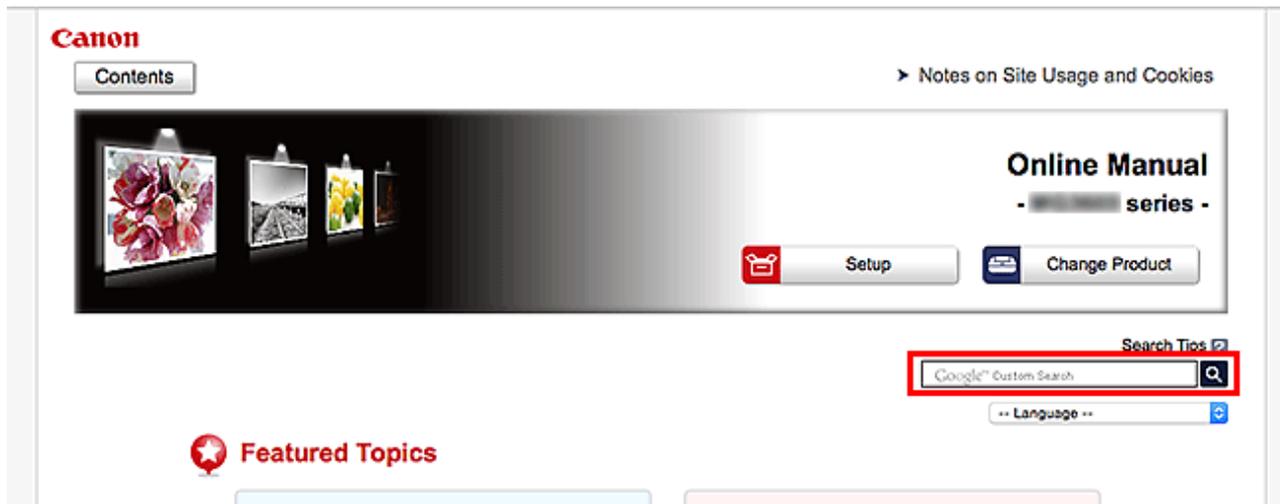
Enter keywords in the search window and click  (Search).

You can search for target pages in this guide.

Entry example: "(your product's model name) load paper"

Search Tips

You can search for target pages by entering keywords in the search window.



►►► Important

- This function may not be available in some countries/regions.

►►► Note

- The displayed screen may vary.
- When searching from this page without entering your product's model name or your application's name, all products supported by this guide will be considered for the search.
If you want to narrow down the search results, add your product's model name or your application's name to the keywords.

• Searching for Functions

Enter your product's model name and a keyword for the function you want to learn about

Example: When you want to learn how to load paper

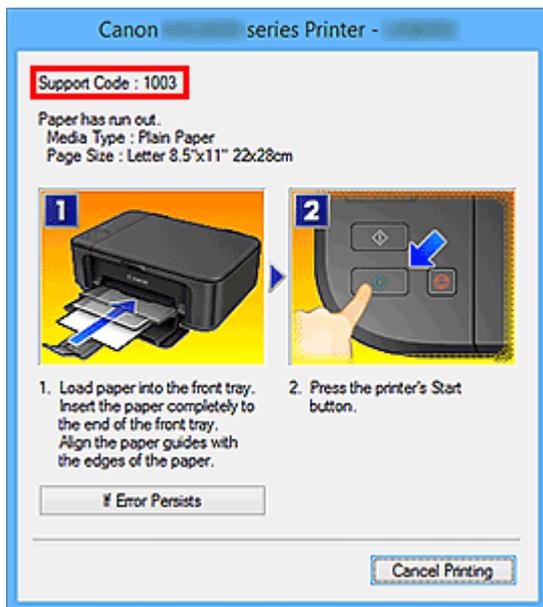
Enter "(your product's model name) load paper" in the search window and perform a search

• Troubleshooting Errors

Enter your product's model name and a support code

Example: When the following error screen appears

Enter "(your product's model name) 1003" in the search window and perform a search



►►► Note

- The displayed screen varies depending on your product.

• **Searching for Application Functions**

Enter your application's name and a keyword for the function you want to learn about

Example: When you want to learn how to print collages with My Image Garden

Enter "My Image Garden collage" in the search window and perform a search

• **Searching for Reference Pages**

Enter your model name and a reference page title*

* You can find reference pages more easily by entering the function name as well.

Example: When you want to browse the page referred to by the following sentence on a scanning procedure page

Refer to "Color Settings Tab" for your model from Home of the Online Manual for details.

Enter "(your product's model name) scan Color Settings Tab" in the search window and perform a search

General Notes (Direct Print & Share)

When using Direct Print & Share, the following restrictions apply. Please familiarize yourself with them before using it.

- Direct Print & Share supports Canon imagePROGRAF Printer Driver Ver. 4.43 or later.
- See the Canon website for compatible cloud services and compatible versions of AutoCAD supported by the AutoCAD plug-in.
- This guide primarily provides explanations using the screens that appear when you use the Windows 10 operating system (hereafter, Windows 10).

Precautions During Installation

- Administrative privileges are required for the installation.
- Before performing the installation, close all the other application software.
- If a document is currently being printed out, then wait until printing ends or quit that application.

Cautions, Limitations and Restrictions

Note the following limitations when using this software.

- The file formats that can be printed are as follows.

- V1.7 compliant PDF

Note: Encryption, JBIG2, font substitution, overprinting, and some transparency processing functions are not supported.

- Rev. 6 compliant TIFF

Note: Supports the following

- Color mode: RGB/CMYK/Grayscale/Bilevel
- Color depth: 24-bit/8-bit/1-bit
- Compression method: Uncompressed/CCITT/Packbits/LZW/ZIP/JPEG
- Multipage
- Number of pixels: 10800 pixels or less horizontally and vertically

- JFIF 1.02 compliant JPEG

Note: Supports the following

- Color mode: RGB/Grayscale
- Color depth: 24-bit/8-bit
- Number of pixels: 10800 pixels or less horizontally and vertically

- HP-GL/2

Note: Only the **Layout** preview is possible for previewing HP-GL/2 format files in the following cases (**Content** preview cannot be used)

- The printer driver version is 4.52 or later

- Communication with the printer is possible during file registration
- The page sizes that can be printed are the same as the page sizes that can be used in the printer driver.

Note: The maximum length is 126.0 inches (3.2 m).

Note: The page size for raster images (tiff or jpeg) is calculated as follows.

- $[\text{Page size (inch)}] = [\text{Pixel size (pixel)}] / [\text{Resolution (dpi)}]$

Calculation is performed using 300 dpi as the resolution for raster images that have no resolution information.

- If the page size does not fit within the size that can be used with the printer driver and the file cannot be printed for a raster image (tiff or jpeg), you may be able to print by changing the resolution such as by using an image editing tool.
- Printing cannot be performed via a print server.
- For data where the image fills the entire page size, you can select **Match Page Size** in **Paper Size** to not print the top, bottom, left, and right edges of the image that are outside the printable area of the printer.
- The printing results obtained by using this software might not be the same as the printing results obtained by using other products.
- If the data size or number of files you are registering is too large, you might not be able to print or upload, or it may take an extremely long time depending on your system.

The following is recommended for the size, etc. of files to register.

- File size: 2 GB per file or less
- Number of files to register: 100 files or less
- Number of pages: 100 pages per file or less

It is recommended that the total number of pages printed at one time is 100 pages or less.

- If the data size or number of files you are uploading or downloading is too large, uploading or downloading may fail or it may take an extremely long time depending on your system.

The following is recommended for the size, etc. of files to use for uploading or downloading at one time.

- Total file size: 500 MB or less
- Total number of files: 100 files or less
- If the folder name or file name is too long, or the folder hierarchy is too deep, you might not be able to display the folder name or file name, or upload or download the file.
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- The cloud service might not be available depending on the country or region where you are using this software.
- To use the cloud service, you first have to create an account for the cloud service.

Check that you can log into the cloud service using a web browser with the account you created.

Cautions When Using the AutoCAD plug-in

- Do not delete the DWG to PDF driver that is included with AutoCAD. If you delete or rename it, you will not be able to register AutoCAD data with DPS.
- If the size of a document created in AutoCAD is not supported by the DWG to PDF driver, the document is changed to a size supported by the DWG to PDF driver before registering with DPS.
- You might not be able to correctly create a PDF file from data created in AutoCAD in some cases due to limitations in the DWG to PDF driver.

Third Party Services

If you use third-party services through the PRODUCT, use of the services are subjected the conditions below.

When you access and/or obtain some third party content (such as text, images, videos, audios, or software) through the SOFTWARE, except as expressly permitted by the content owner or by applicable law, you may not (a) scrape, build databases or otherwise create permanent copies of such content, or keep cached copies longer than permitted by the cache header; (b) copy, translate, modify, create a derivative work of, sell, lease, lend, convey, distribute, publicly display or sublicense to any third party; (c) misrepresent the source or ownership; and (d) remove, obscure, or alter any copyright, trademark or other proprietary rights notices, falsify or delete any author attributions, legal notices or other labels of the origin or source of material.

The Features of Direct Print & Share

- You can print your PDF documents and drawings, JPEG and TIFF images, or HP-GL/2 format drawings directly, without opening each application.
- You can confirm the print layout by using the preview. Also, you can make print settings without opening up driver properties.
- You can print files without displaying the Direct Print & Share screen by creating a shortcut print icon and dropping the files onto the shortcut print icon.
- Since it is possible to print multiple files at the same time, you can efficiently print a large number of drawings and images.
- Direct Print & Share allows you to access cloud storage, upload and download files, and print the files.
- You can share files with other users after uploading them to cloud storage. E-mail notifications are sent to users to share files at the same time uploads are made. (Google Drive only)
- By using a plug-in, drawings made in Autodesk AutoCAD are registered to the Direct Print & Share file list. Direct Print & Share makes it easy to print the drawings you made as well as share them with other users through cloud storage.

▶▶▶Note

- Cloud storage is compatible with "Google Drive" and WebDAV compatible cloud storage.
 - Access to cloud storage is only guaranteed for "Google Drive".
- For notes on use of Direct Print & Share, see "[General Notes \(Direct Print & Share\)](#)".

▶▶▶Important

- To use the cloud service, you first have to create an account for the cloud service.
- Supported file types for preview include JPEG, TIFF, PDF (excluding encrypted PDFs), HP-GL/2, and PosterArtist (files with extension cpx). Supported file types for print include JPEG, TIFF, PDF (excluding encrypted PDFs), and HP-GL/2. Although it is not possible to preview or print file types other than those specified above, you can still upload them to cloud storage.
- Only the **Layout** preview is possible for HP-GL/2 previews.

Starting Direct Print & Share

Follow the procedure below to start Direct Print & Share.

1. Execute any of the following:

- Double-click the **iPF Direct Print & Share** icon on the desktop.



- Start from Program.

- For Windows 10

From the **Start** menu, click **All apps** > **imagePROGRAF Direct Print & Share** > **imagePROGRAF Direct Print & Share**.

- For Windows 8.1/Windows 8

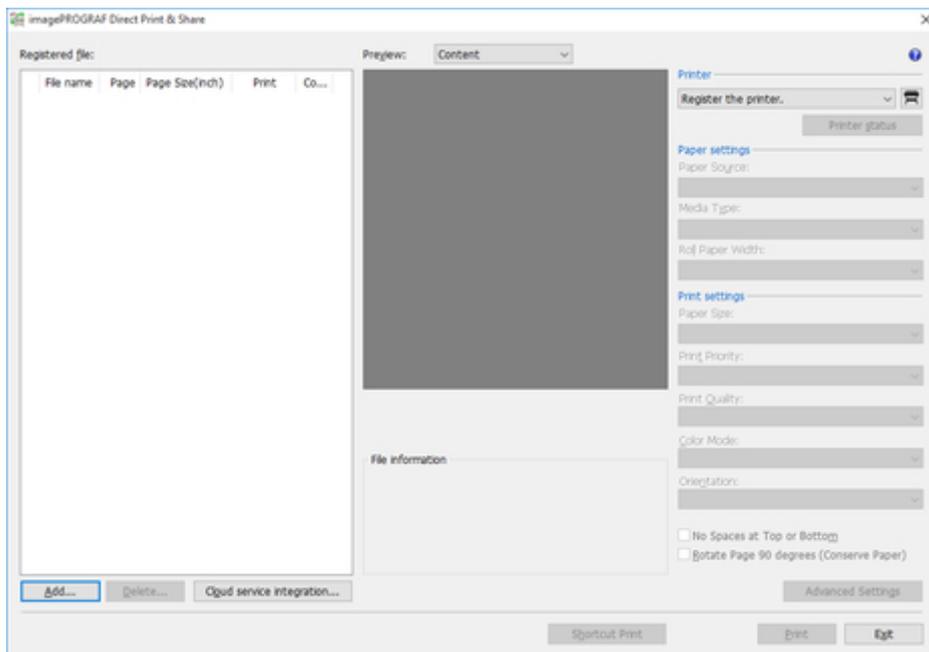
Click **imagePROGRAF Direct Print & Share** on the **Start** screen.

If **imagePROGRAF Direct Print & Share** is not displayed on the **Start** screen, select the **Search** charm, and search for **imagePROGRAF Direct Print & Share**.

- For Windows 7/Windows Vista

From the **Start** menu, click **All Programs** > **imagePROGRAF Direct Print & Share** > **imagePROGRAF Direct Print & Share**.

The Direct Print & Share main screen appears.



At initial startup, no printers are registered on the main screen.

Add the printer while referring to "[Add a Printer to Use](#)".

Print a File

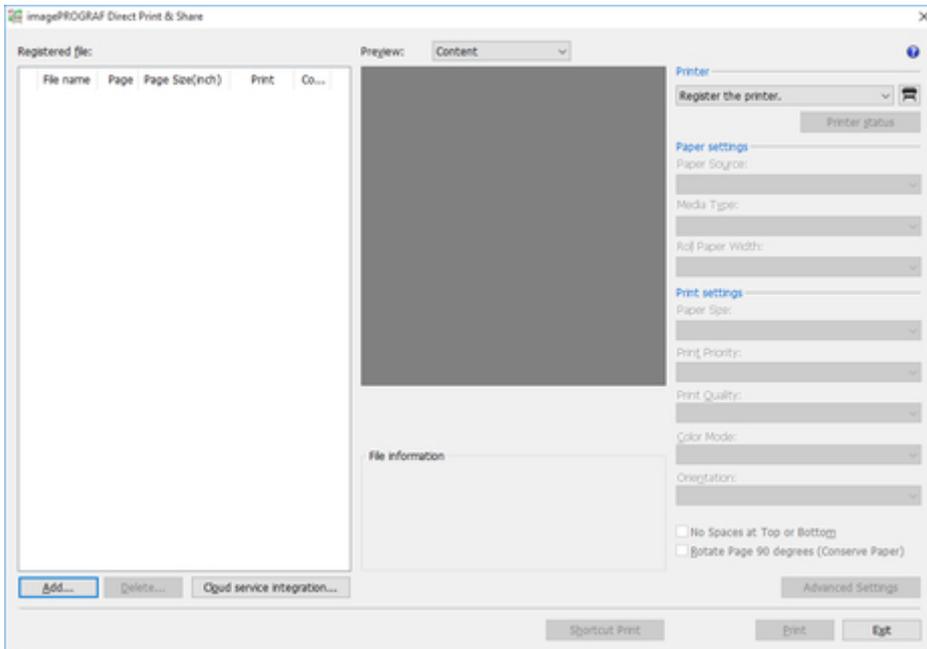
- [Add a Printer to Use](#)
- [Add Files That You Want to Print](#)
- [Check the Print Layout in a Preview](#)
- [Make Print Settings](#)
- [Creating a Shortcut Print Icon](#)
- [Print a File](#)
- [Print from AutoCAD](#)
- [Limitations When Printing PDF Files](#)

Add a Printer to Use

Printers to be used in Direct Print & Share must be registered in the **Printer** pull-down menu.

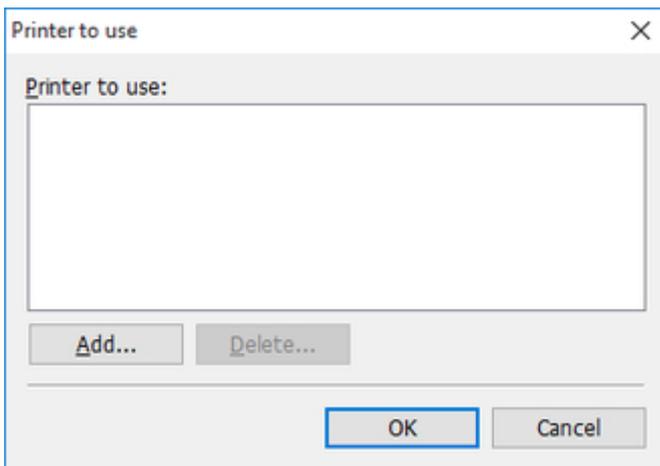
To add a printer to the **Printer** pull-down menu, follow these steps.

1. Click  button on main screen.



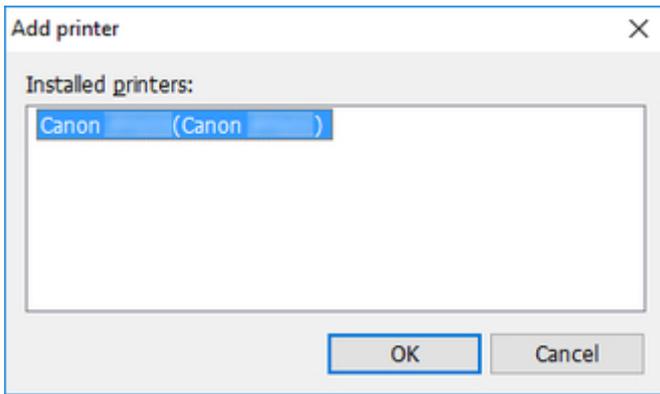
The **Printer to use** dialog box is displayed.

2. Click the **Add** button.



The **Add printer** dialog box is displayed.

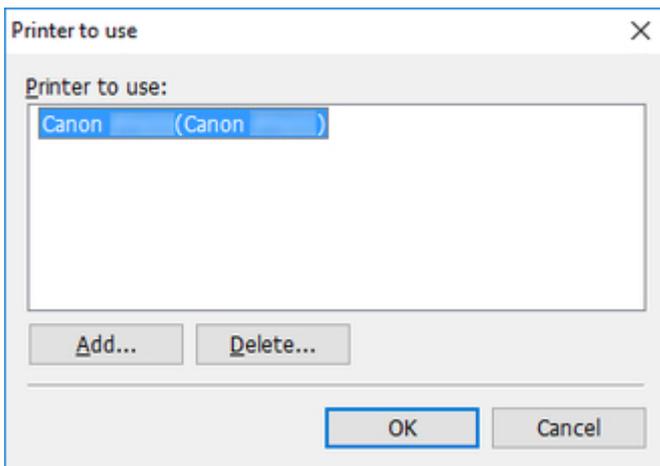
3. Select the printer you want to add from **Installed printers** and click the **OK** button.



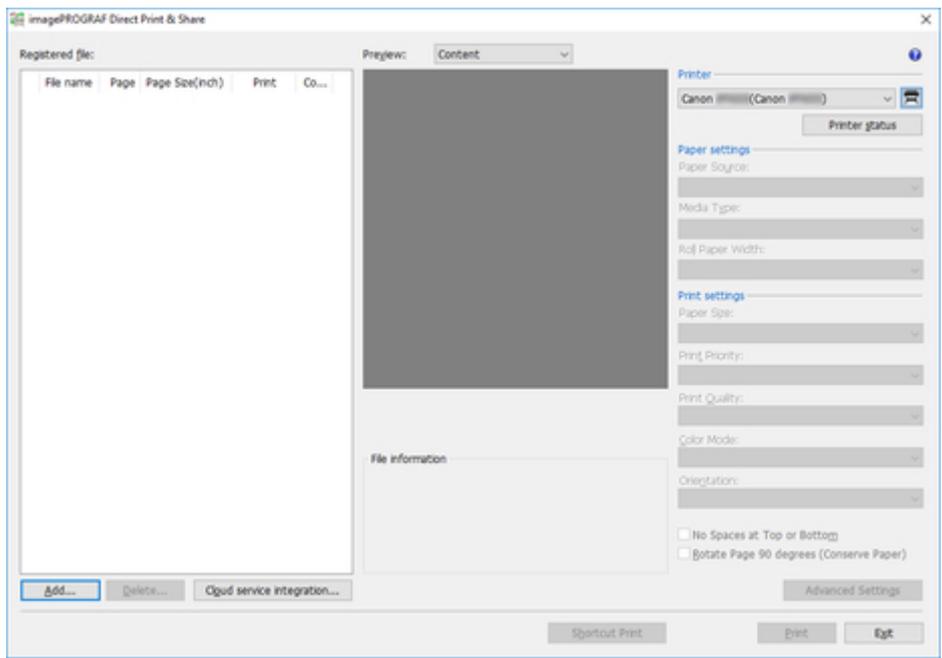
►►►Note

- The printer drivers installed in your computer will be displayed in **Installed printers**. If you want to add a printer to **Installed printers**, install the desired printer's printer drivers on the computer you are using.

4. Make sure that the printer you selected in the **Printer to use** dialog box has been added, and then click the **OK** button.



The printer will be added to the **Printer** pull-down menu.



Add Files That You Want to Print

Files to be printed must be registered to the **Registered file** list on the main screen.

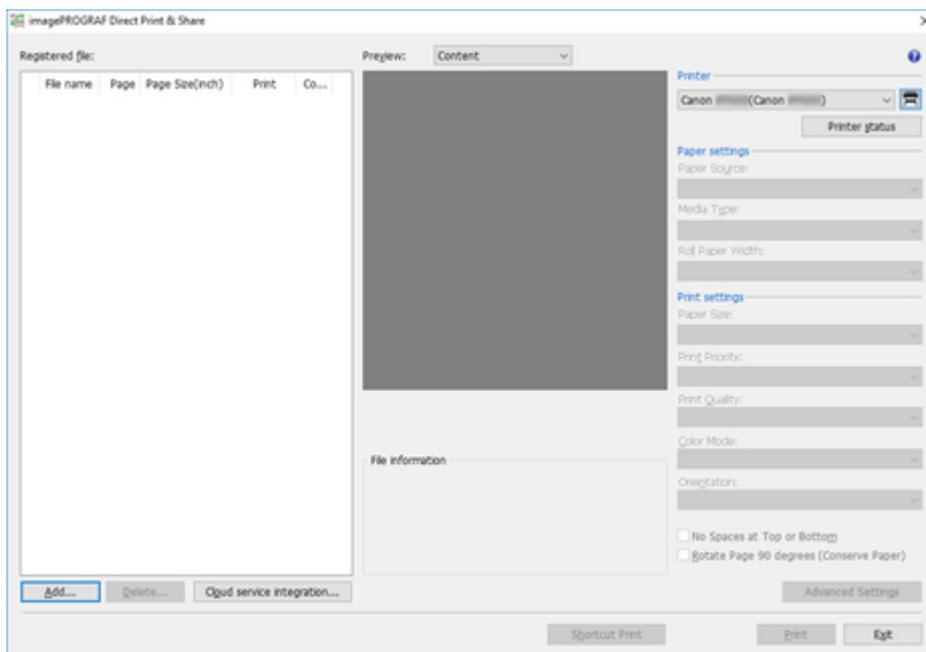
Note that you can print files without registering them by printing from the shortcut print icon.

▶▶▶Note

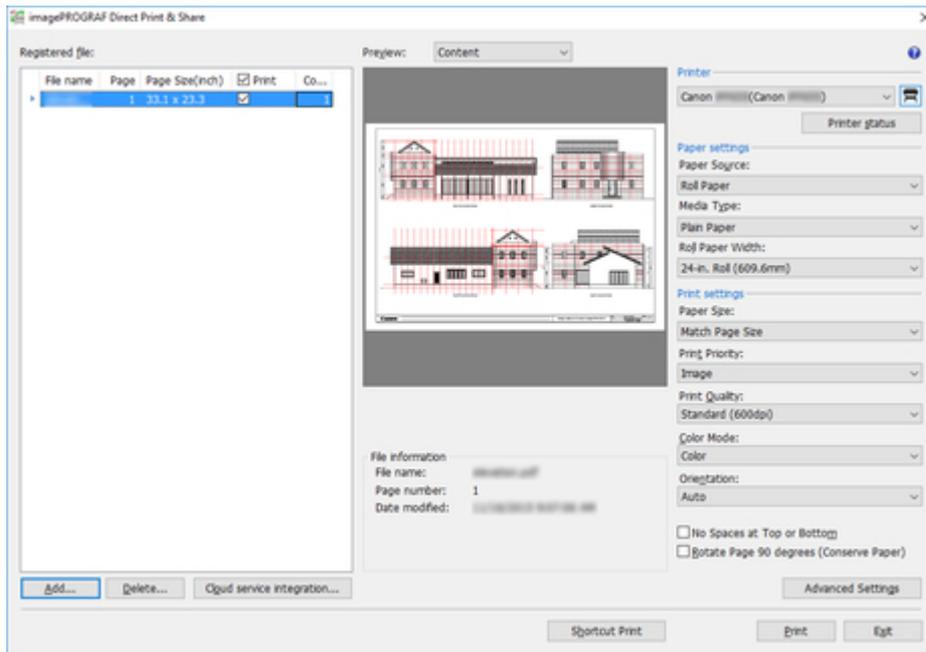
- In the same way, if you want to upload files to cloud storage, you first need to register them to the **Registered file** list.

Add files you want to print by dropping them onto main screen

1. Drop files you want to print onto main screen.

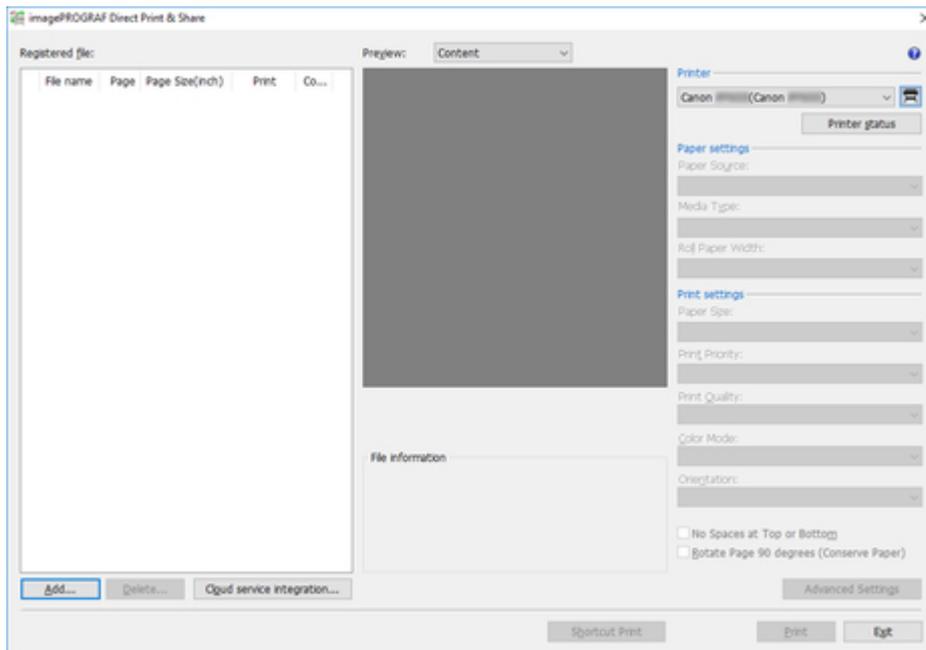


The file will be added to the **Registered file** list.



Add files with **Add** button on main screen

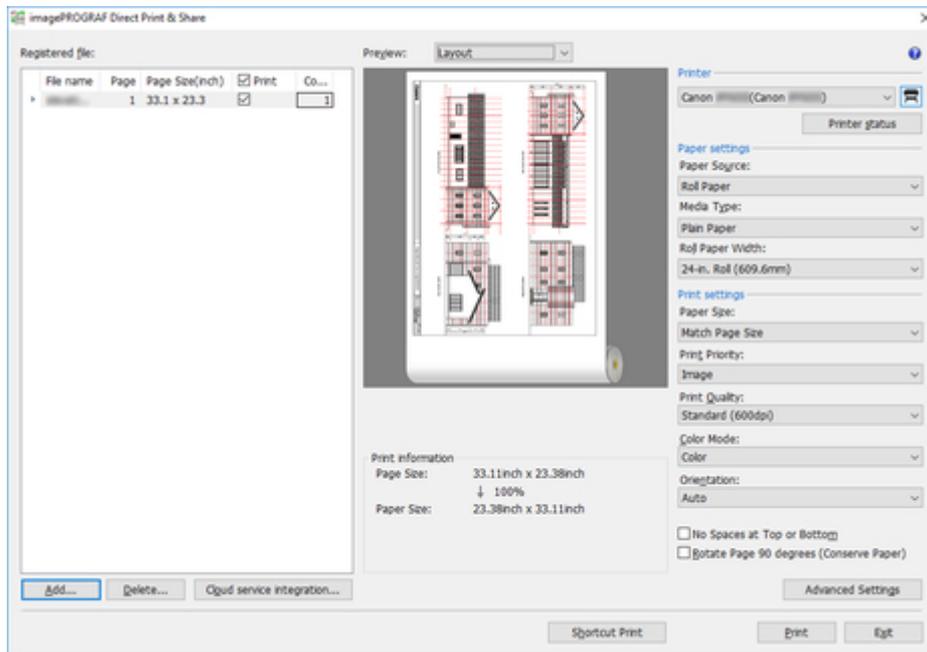
1. Click the **Add** button.



2. Select a file and click the **Open** button.

Check the Print Layout in a Preview

Select a file in the **Registered file** list and its preview will be displayed in the preview area.



When **Content** is selected in the **Preview**, the file name, date modified, etc. will be displayed for the file in **File information**.

By selecting a **Layout** in the **Preview**, you can preview what the file layout will look like on paper and page size, paper size, output resolution, etc. will be displayed in **Print information**.

Only the **Layout** preview is possible for HP-GL/2 format files in the following cases. Although the printing position on the paper is displayed, the content to be printed is not displayed.

- The printer driver version is 4.52 or later
- Communication with the printer is possible during file registration

►►► Important

- If the page size is out of the range of settable sizes in the custom size settings of the printer driver, you will not be able to preview or print the file or pages. For more details, see **Page Size** of "[Registered file List](#)".

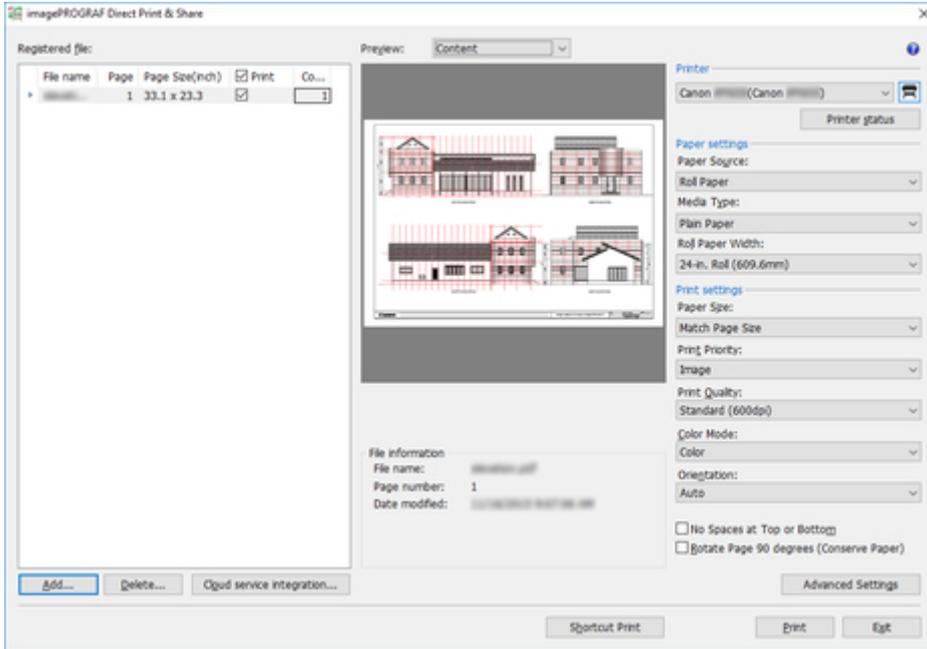
►►► Note

- The only print settings that are reflected in the Direct Print & Share layout preview are **Enlarged/Reduced Printing**, **Orientation**, **Rotate Page 90 degrees (Conserve Paper)**, **Paper Source**, **Print Centered**, **Rotate 180 degrees**, and **Borderless Printing**. Other settings (including **Stamp**, **No Spaces at Top or Bottom**, and **Page Layout** such as **2 Pages/Sheet**) are not reflected.

Make Print Settings

Settings can be made as necessary for specifying the paper source, print quality, etc.

1. Change settings as needed in print settings area on right side of main screen.



For details on the printer settings that can be configured in a HP-GL/2 format file, see "[Main Screen](#)".

2. If you want to make settings that are not specified in the print settings area, click the **Advanced Settings** button.

Driver properties are displayed. Make any necessary settings, and then close the driver properties window.

▶▶▶ Note

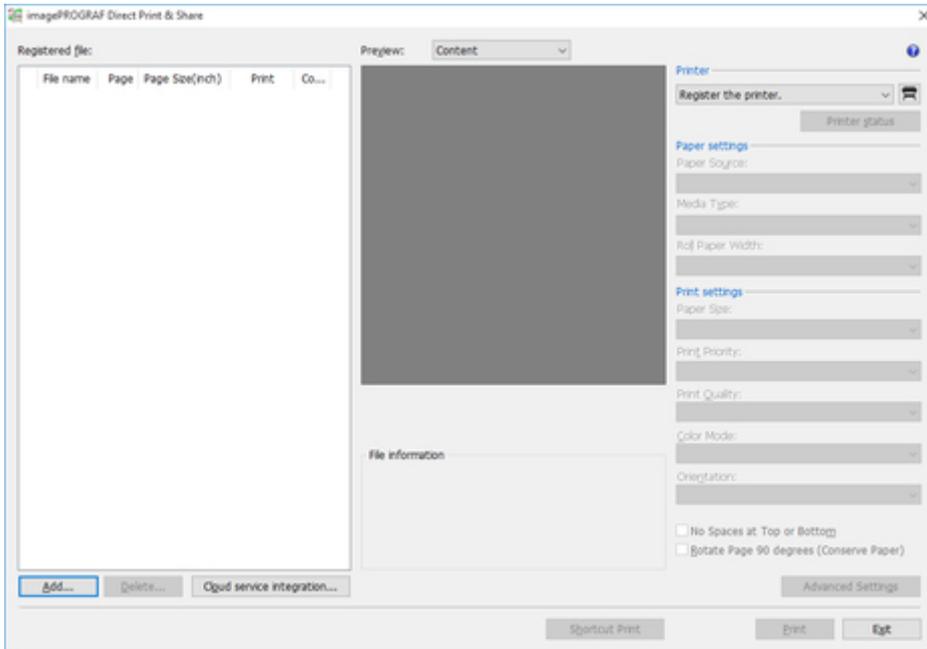
- When multiple files are printed at the same time, all of the files are printed using the same print settings.
- The only print settings that are reflected in the Direct Print & Share layout preview are **Enlarged/Reduced Printing**, **Orientation**, **Rotate Page 90 degrees (Conserve Paper)**, **Paper Source**, **Print Centered**, **Rotate 180 degrees**, and **Borderless Printing**. Other settings (including **Stamp**, **No Spaces at Top or Bottom**, and **Page Layout** such as **2 Pages/Sheet**) are not reflected.

Creating a Shortcut Print Icon

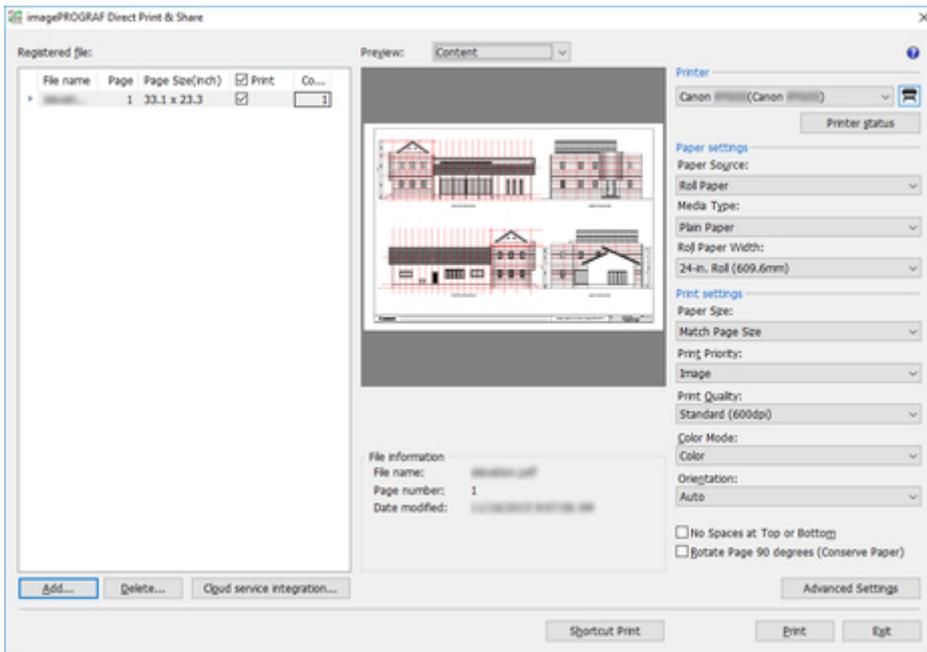
You can create an icon that allows you to print by dropping print data onto it.

The following procedure is used to create shortcut print icons.

1. Open main screen.

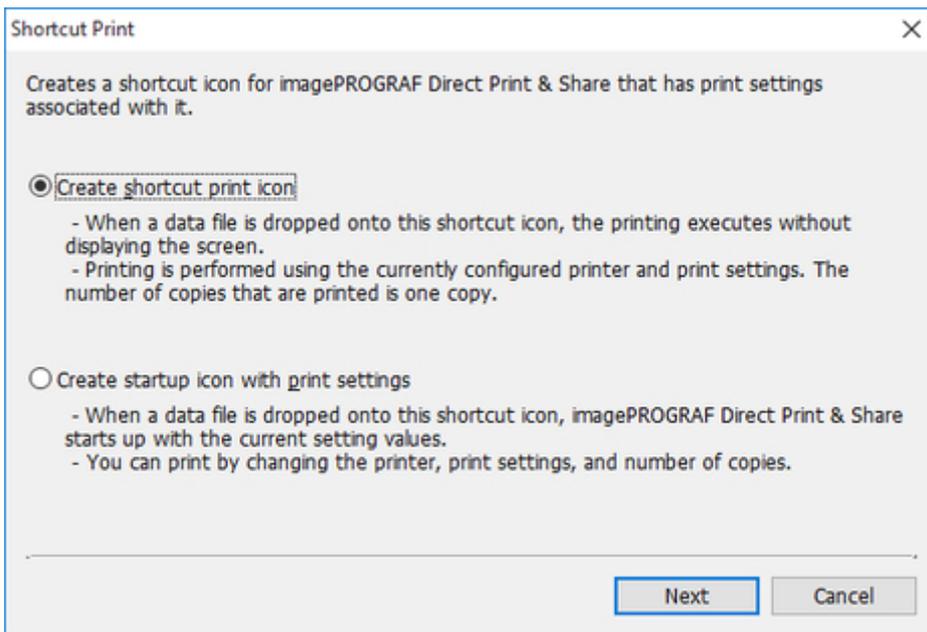


2. Register the files to print. (See "[Add Files That You Want to Print](#)")
3. Select the printer for printing the files in **Printer**.
4. Change the settings as needed in the print settings area on the right side. (See "[Main Screen](#)")
5. Click the **Shortcut Print** button.



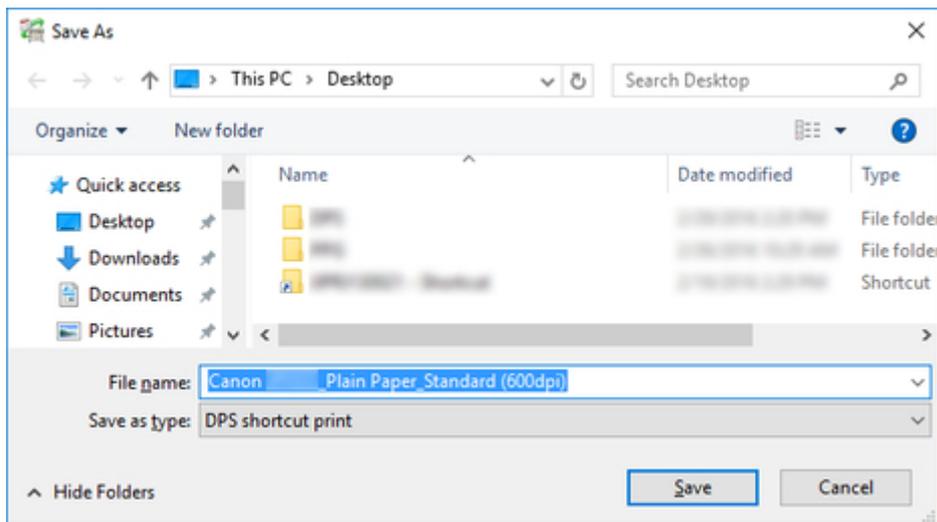
The **Shortcut Print** dialog box is displayed.

6. Select the type of icon to create and click the **Next** button.



The **Save As** dialog box is displayed.

7. Enter the icon name to create in **File name** and click the **Save** button.



The created icon is added to the folder specified in the Save As dialog box.

The default icon name is as follows.

- "Friendly name"_"Media type"_"Print Quality"

If the file format is HP-GL/2, "Media type" is "GL2" instead of the media type.

▶▶▶ Important

- Do not change the friendly name of a printer used for shortcut printing.

Print a File

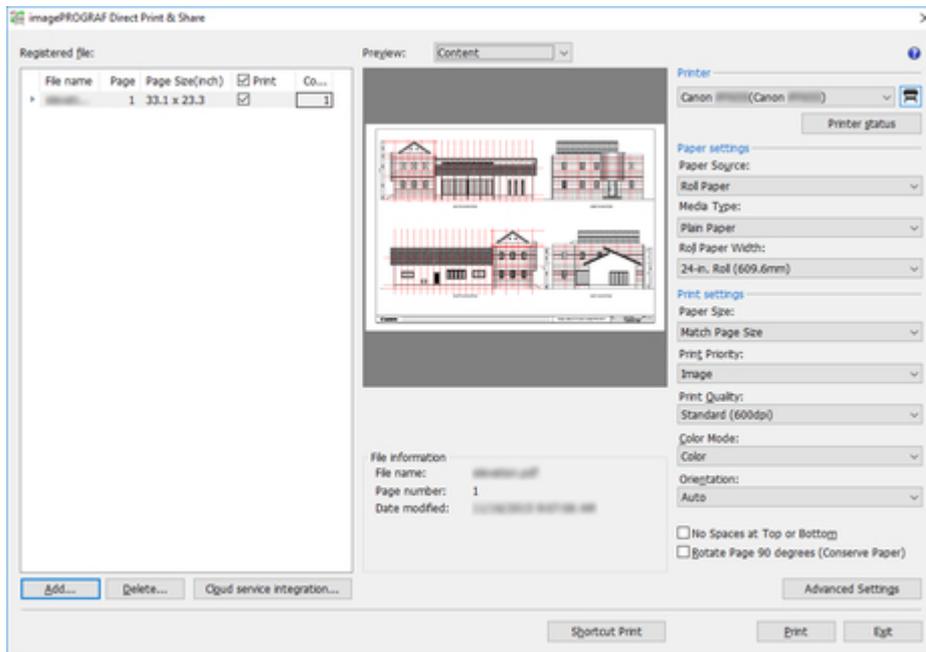
The available methods for printing files are to print by running Direct Print & Share or to print by creating a shortcut print icon and dropping the files onto the shortcut print icon.

You can print files without displaying the Direct Print & Share screen by printing from a shortcut print icon.

You can print files by following these steps.

Printing by running Direct Print & Share

1. Turn on **Print** check box for the file you want to print from **Registered file** list on main screen.



▶▶▶ Note

- By turning on the check box next to **Print**, you can turn on the check boxes for all of the files. If you turn off the check box, the check boxes for all of the files will be turned off.

2. Enter the number of copies to print for each file.
3. Select a printer from the **Printer** list and make any necessary print settings.
4. Click the **Print** button.

Printing will begin using your specified printer.

Important

- If the page size is out of the range of settable sizes in the custom size settings of the printer driver, you will not be able to preview or print the file or pages. For more details, see **Page Size** of "[Registered file List](#)".

Note

- When multiple files are printed at the same time, all of the files are printed using the same print settings.

Printing by dropping files onto a shortcut print icon

The shortcut print icon needs to have been created in advance. For details on how to create a shortcut print icon, see "[Creating a Shortcut Print Icon](#)".

1. Drop the file onto the shortcut icon.



The print status can be checked using Status Monitor. Furthermore, if you want to stop printing in the middle, you should stop the printing using Status Monitor.

Note

- If Status Monitor does not automatically appear, configure the following settings with Status Monitor.
 - For Status Monitor displaying the **Printer Status** sheet
From the **Option** menu, select **Display Options**, and then on the displayed **Display Options** dialog box, select the **Start when Printing is Started** check box and select **Display Pop-up Window**.
 - For Status Monitor not displaying the **Printer Status** sheet
Select **Enable Status Monitor** and **Always Display Current Job** from the **Option** menu.
- If Status Monitor is not automatically displayed even after configuring this setting, you should display it from the Start menu or task bar.
- If Status Monitor does not appear on the task bar when starting Windows, configure the following settings with Status Monitor.
 - Only for Status Monitor displaying the **Printer Status** sheet
From the **Option** menu, select **Display Options**, and then on the displayed **Display Options** dialog box, select the **Start when Windows is Started** check box and select **Display Icon in Taskbar**.
- For details on the Status Monitor, see the Status Monitor help.

The print results are output to a report file.

The report file is created in "\\Canon\imagePROGRAF Direct Print & Share\Shortcut Print\Reports" in **Documents** or **My Documents**.

The report file name is "ipfdps_sp_report.txt".

When the report file exceeds 10 MB, a single backup file "ipfdps_sp_report_back.txt" is created.

▶▶▶ Important

- Do not move or delete the files you are printing until the printing has finished.

▶▶▶ Note

- The number of copies that is printed is one copy.
- Only PDF, TIFF, JPEG, and HP-GL/2 files can be printed.
- If you drop a HP-GL/2 file onto an icon for printing PDF, TIFF, and JPEG, it is printed with **Print Quality** set to **Printer default**. Furthermore, if you drop a PDF, TIFF, or JPEG file onto an icon for printing HP-GL/2, it is printed using the printer driver default settings when the shortcut print icon was created.
- If you select multiple files, the order in which files are printed depends on the OS specifications. If you want to print in some particular order, drop the files one at a time.
- If you have selected multiple files, an error may occur due to limits on the lengths of the selected file names. If this happens, select and drop a smaller number of files.

Printing by dropping files onto an icon for starting with attached print settings

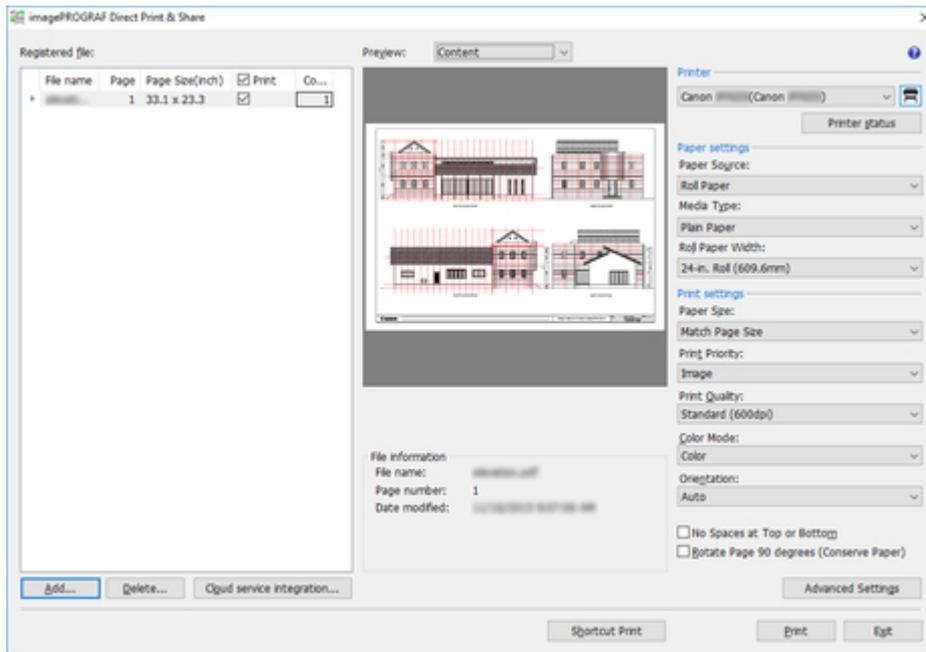
The icon for starting with attached print settings needs to have been created in advance. For details on how to create an icon for starting with attached print settings, see "[Creating a Shortcut Print Icon](#)".

1. Drop the file onto the icon for starting with attached print settings.



The Direct Print & Share main screen appears.

2. Enter the number of copies to print for each file.



3. Select a printer from the **Printer** list and make any necessary print settings.

4. Click the **Print** button.

Printing will begin using your specified printer.

Print from AutoCAD

If you install Direct Print & Share on a computer that has Autodesk's CAD software AutoCAD installed on it, a Direct Print & Share plug-in will be added to AutoCAD.

You can start Direct Print & Share from AutoCAD and easily print drawings and make uploads to cloud storage.

▶▶▶Note

- You can use the AutoCAD plug-in with AutoCAD 2008 and later versions of AutoCAD.
If you install AutoCAD 2011 or an earlier version of AutoCAD after installing Direct Print & Share, the AutoCAD plug-in is not added to AutoCAD. To add the AutoCAD plug-in, re-install Direct Print & Share.

1. Open a drawing in AutoCAD.

▶▶▶Note

- Open AutoCAD's **Layout** space. The AutoCAD plug-in cannot be used from the **Model** space.

2. Click **Print and Preview** from either AutoCAD's ribbon menu or by right clicking and selecting it from the displayed menu.

▶▶▶Note

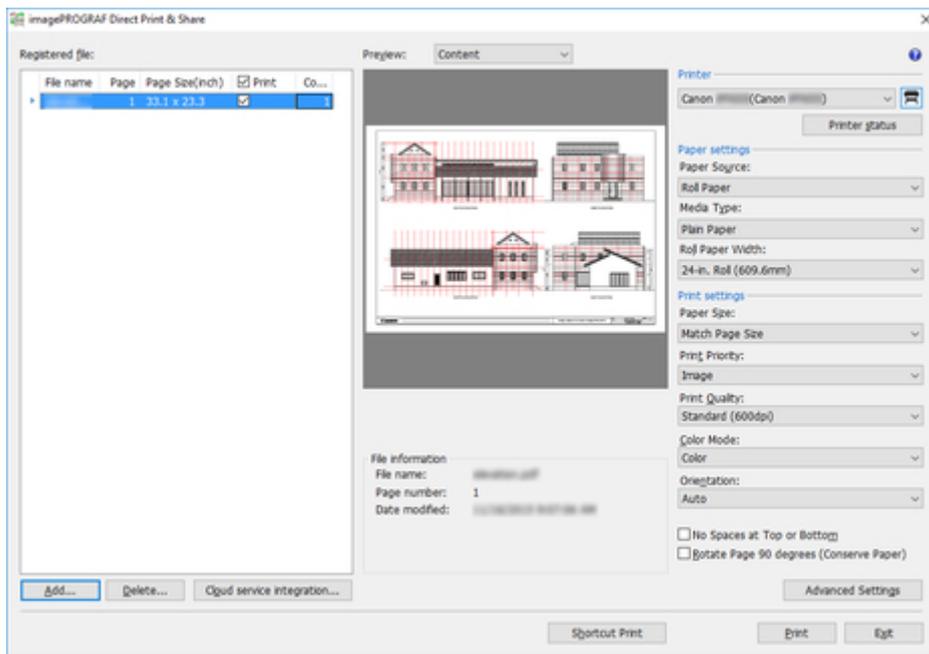
- AutoCAD 2008 does not have a ribbon menu.

The Direct Print & Share will start after the PDF files that reflect the layout of open drawings are generated.

▶▶▶Note

- If you want to change the layout of a PDF file, change the layout of the drawing in AutoCAD and then click **Print and Preview** again.

3. Check that PDF file created from AutoCAD design appears in **Registered file** list on Direct Print & Share main screen.



The generated PDF files can be printed and uploaded to cloud storage.

Limitations When Printing PDF Files

There are restrictions on printing PDF files that include the following image processing.

Attention is required when printing out PDF files created by graphic applications like Adobe Illustrator via Direct Print & Share.

- Transparent effect
Transparent effect is not reflected as desired.
- Drop shadow
Drop shadow for the text placed on the transparent rectangle is not reflected as desired.
- Overprint
Overprint is not reflected as desired.
- Knockout
Knockout (to remove overlapped area) is not correctly reflected.
- PDF files with security setting
Cannot print.
- JPEG 2000 image that has 16-bit data or transparent setting
Images are not printed.
- JBIG2 image
Images are not printed.
- PostScript data
Images are not printed.
- Halftone data
Cannot print.
- Annotation-added data
Images are not printed in the absence of data for displaying annotation.
- Font alternative is not supported
Font embed is recommended.

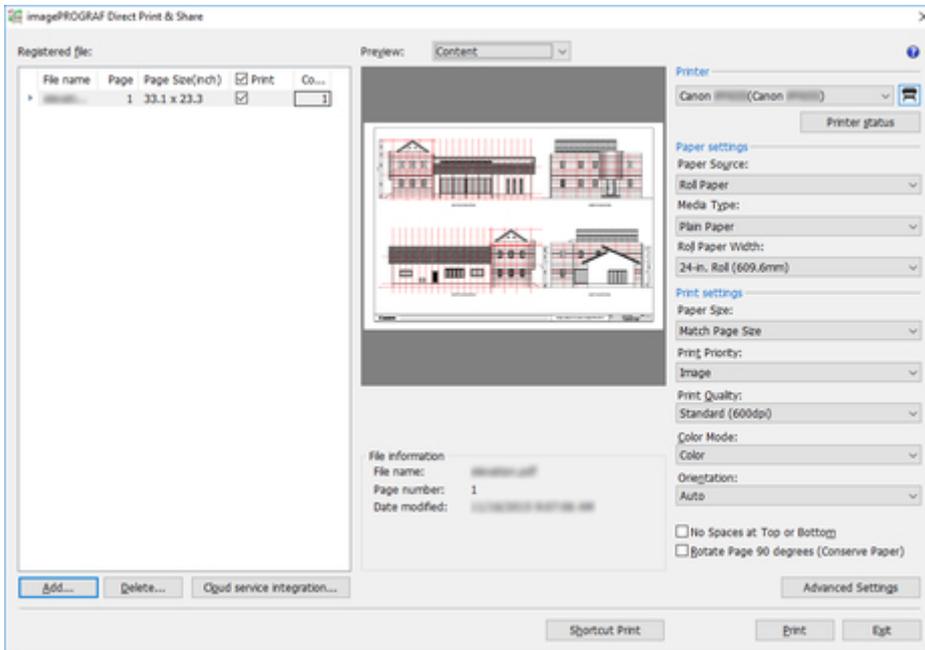
Using Cloud Storage

- [Adding Cloud Storage That Supports WebDAV](#)
- [Log into the Cloud Service](#)
- [Download Files from Cloud Storage](#)
- [Upload Files to Cloud Storage](#)
- [Share Files with Other Users \(Google Drive Only\)](#)

Adding Cloud Storage That Supports WebDAV

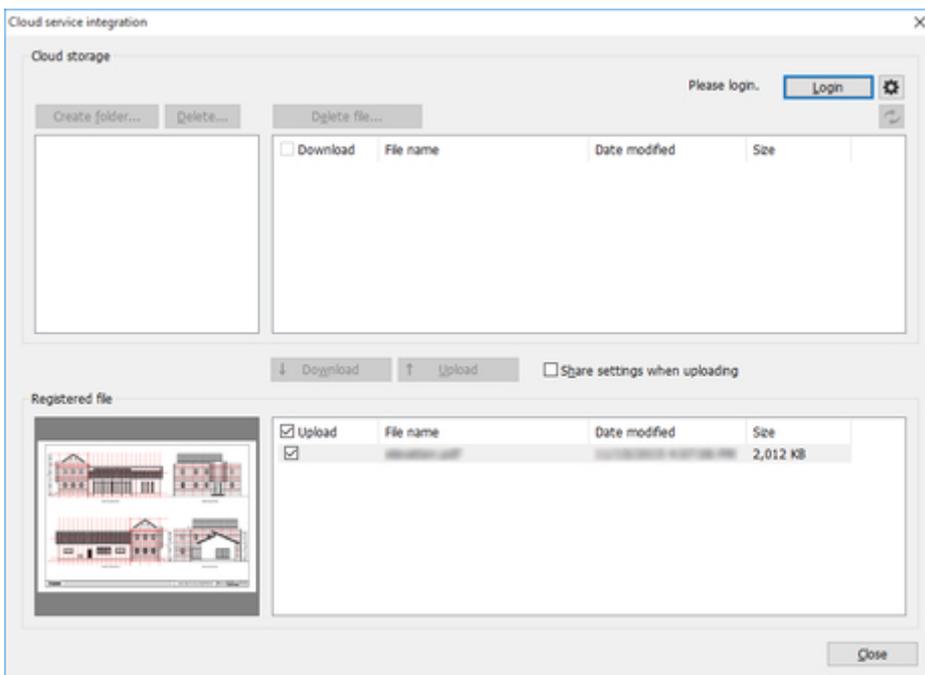
You can add cloud storage that supports WebDAV using the following procedure.

1. Click **Cloud service integration** button on main screen.



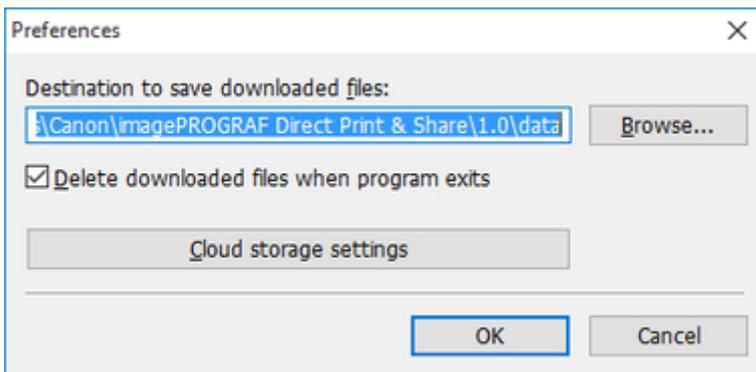
The **Cloud service integration** dialog box is displayed.

2. Click the  button in the **Cloud service integration** dialog box.



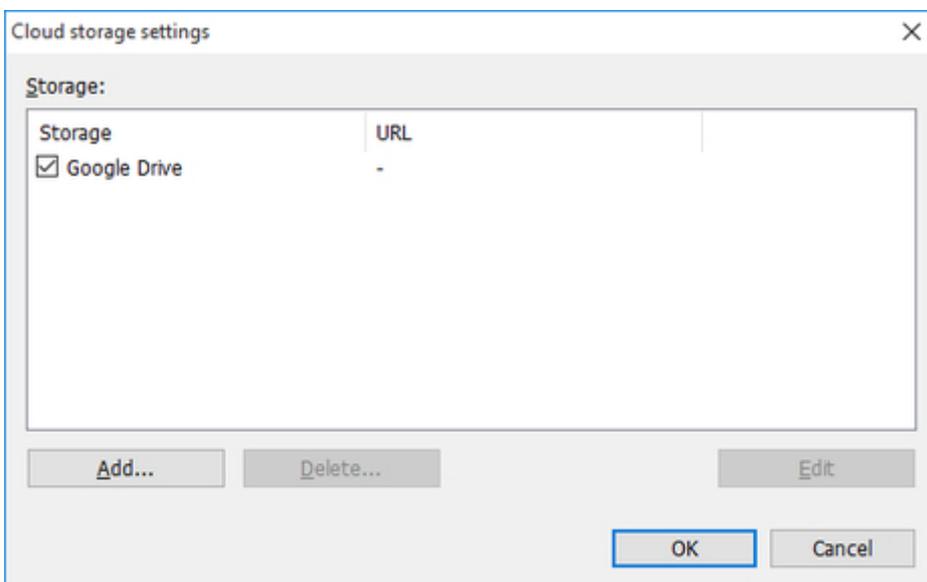
The **Preferences** dialog box is displayed.

3. Click the **Cloud storage settings** button.



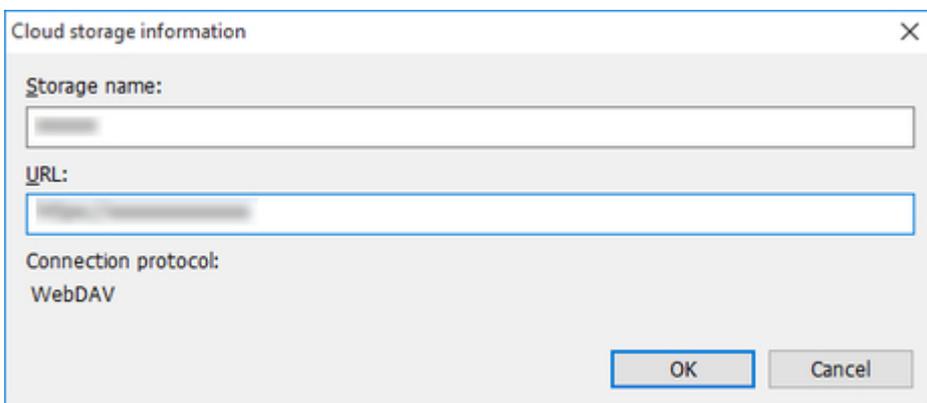
The **Cloud storage settings** dialog box is displayed.

4. Click the **Add** button.



The **Cloud storage information** dialog box is displayed.

5. Enter the cloud storage name in **Storage name** and the URL for connecting to WebDAV in **URL**, and then click the **OK** button.



The added cloud storage can now be selected in the **Cloud storage selection** dialog box.

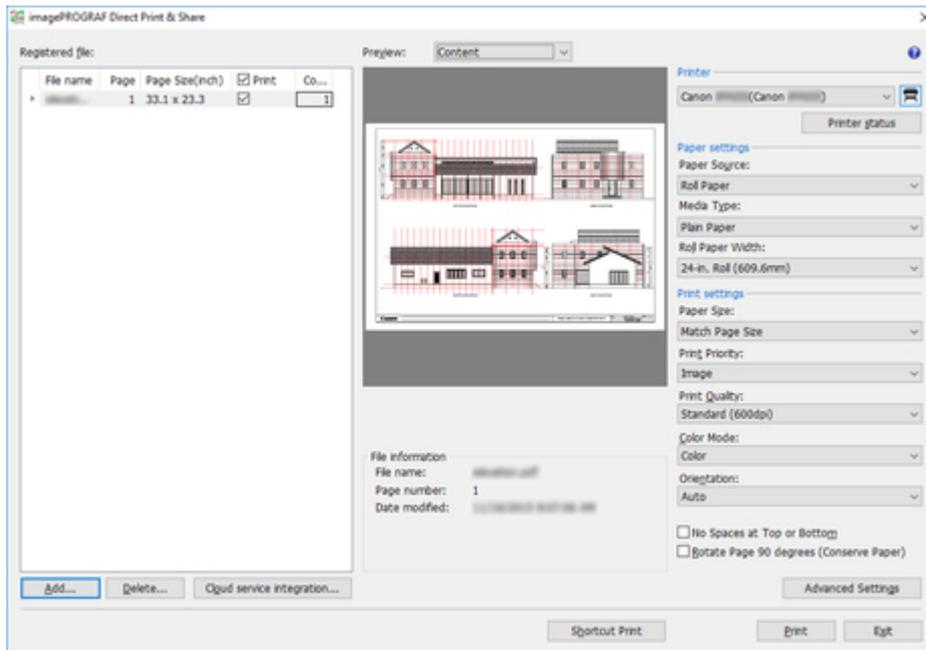
Log into the Cloud Service

In order to start downloading from or uploading to cloud storage, you must be logged into the cloud service.

You first have to create an account for the cloud service.

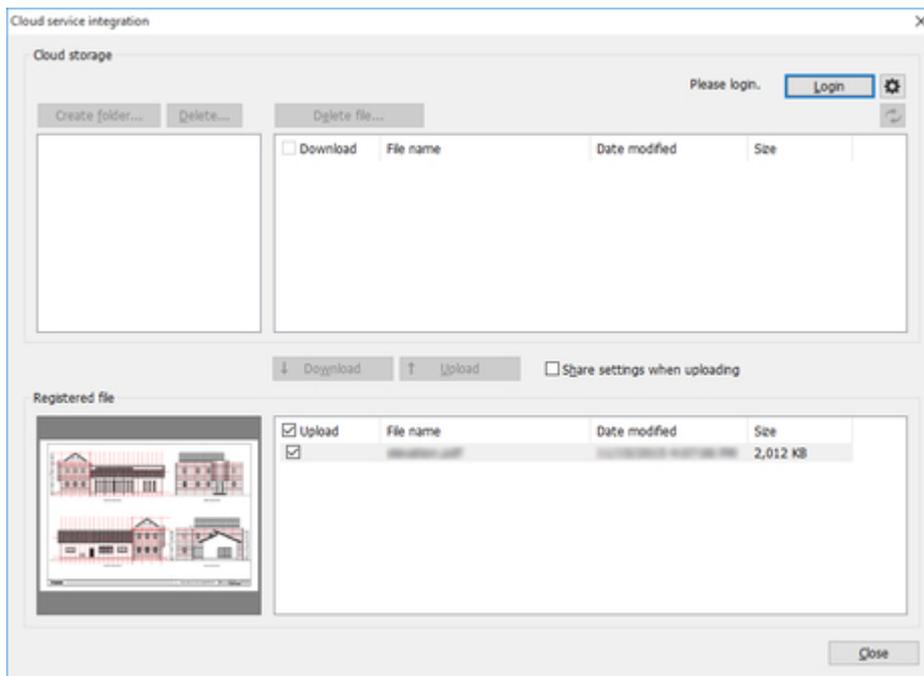
For Google Drive

1. Click **Cloud service integration** button on main screen.



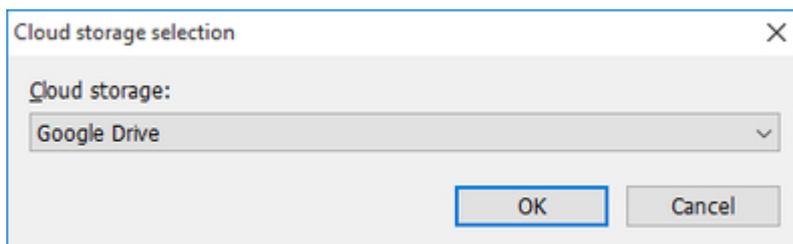
The **Cloud service integration** dialog box is displayed. (See "[Cloud service integration Dialog Box](#)")

2. Click the **Login** button.



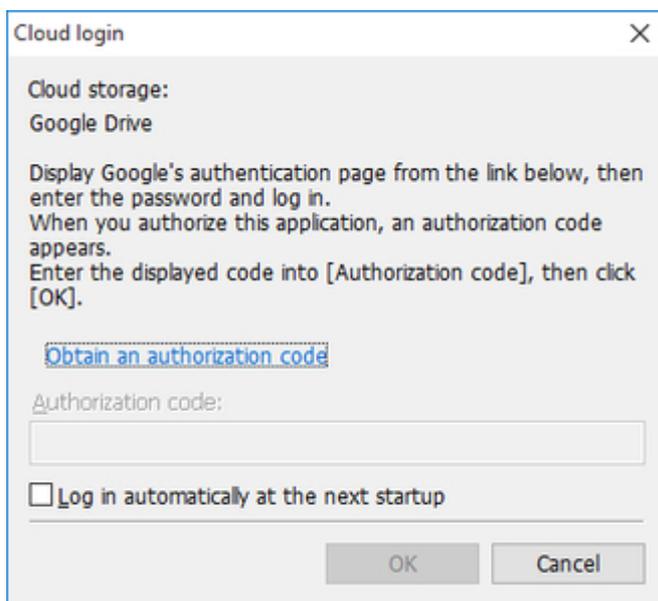
The **Cloud storage selection** dialog box is displayed.

3. Select **Google Drive** and click the **OK** button.



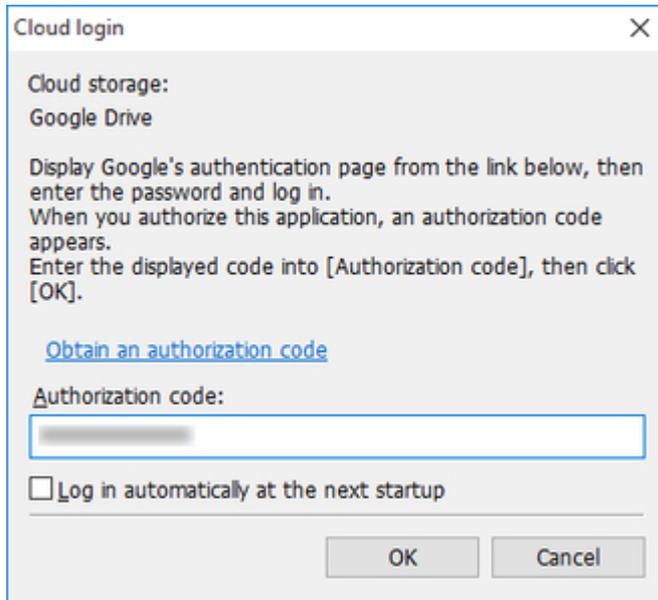
The **Cloud login** dialog box is displayed.

4. Click **Obtain an authorization code**.



The web browser starts and the Google account login screen is displayed.

5. Log into your Google account.
6. Authorize Google Drive to use your data by following the displayed instructions.
7. Enter the displayed code in **Authorization code** in the **Cloud login** dialog box.



Cloud login

Cloud storage:
Google Drive

Display Google's authentication page from the link below, then enter the password and log in. When you authorize this application, an authorization code appears. Enter the displayed code into [Authorization code], then click [OK].

[Obtain an authorization code](#)

Authorization code:

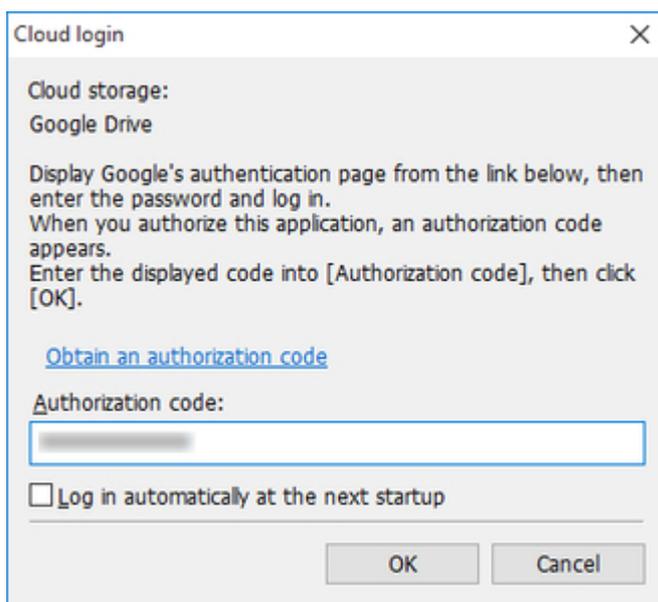
Log in automatically at the next startup

OK Cancel

▶▶▶ Note

- By turning on the **Log in automatically at the next startup** check box in the **Cloud login** dialog box, you can log in without repeating steps 4 to 7 from next time.

8. Click the **OK** button.



Cloud login

Cloud storage:
Google Drive

Display Google's authentication page from the link below, then enter the password and log in. When you authorize this application, an authorization code appears. Enter the displayed code into [Authorization code], then click [OK].

[Obtain an authorization code](#)

Authorization code:

Log in automatically at the next startup

OK Cancel

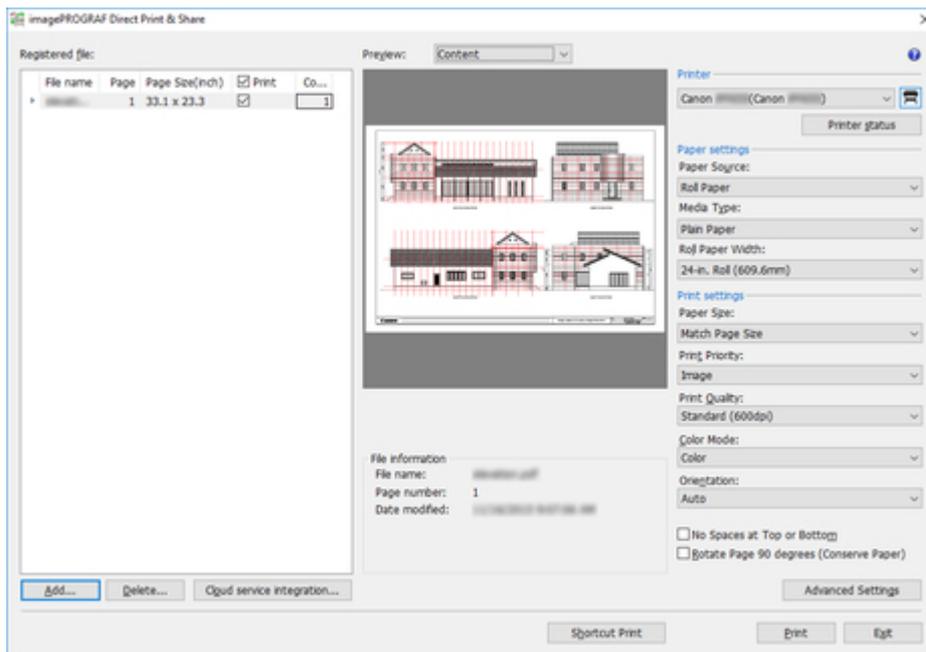
▶▶▶ Note

- If proxy authentication is required, the **Proxy authentication** dialog box will be displayed.

Carry out proxy authentication by entering the username and password of the proxy server that was set by Windows.

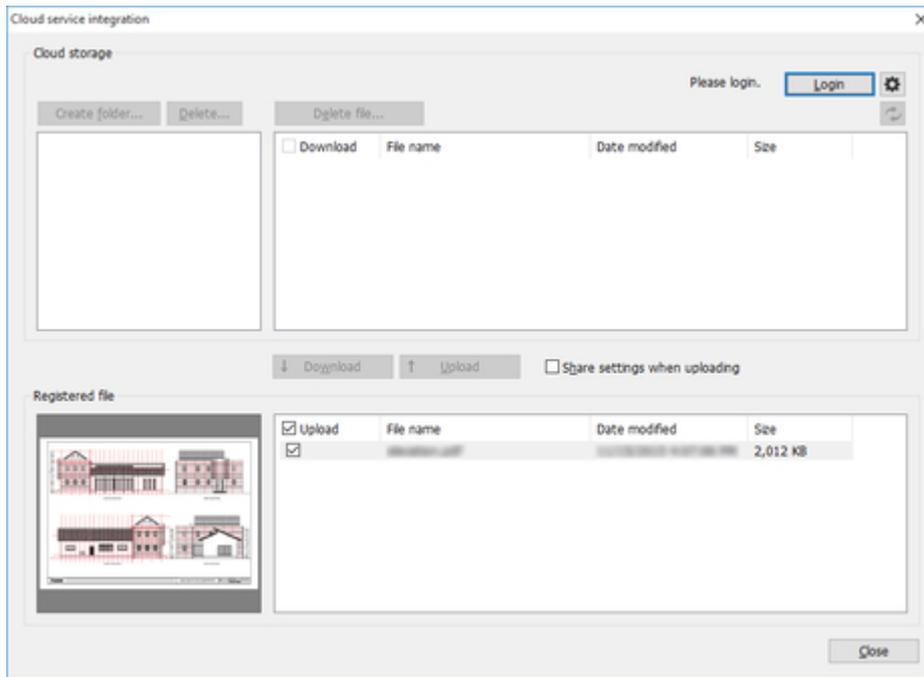
For non-Google Drive

1. Click **Cloud service integration** button on main screen.



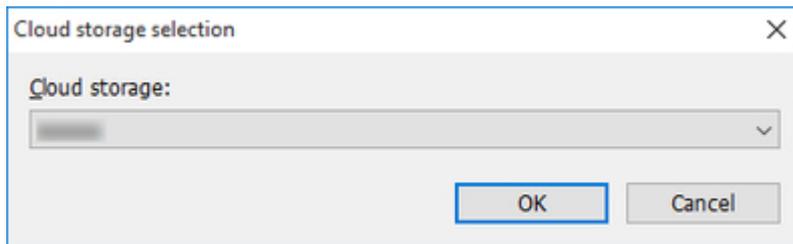
The **Cloud service integration** dialog box is displayed. (See "[Cloud service integration Dialog Box](#)")

2. Click the **Login** button.



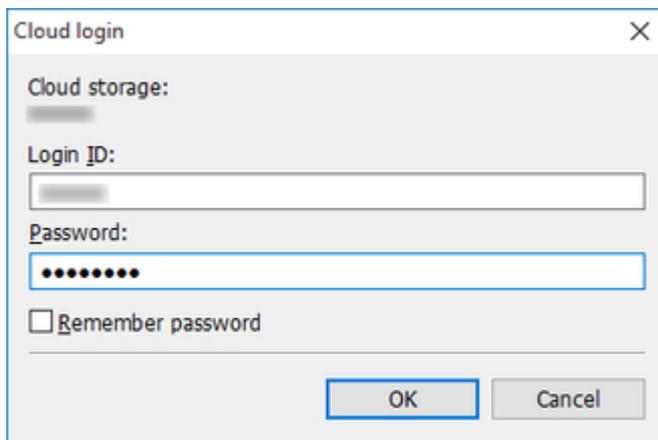
The **Cloud storage selection** dialog box is displayed.

3. Select the cloud storage to log into and click the **OK** button.



The **Cloud login** dialog box is displayed.

4. Enter your account login ID and password for cloud service that is displayed in **Cloud storage**, and then click the **OK** button.



▶▶▶ Note

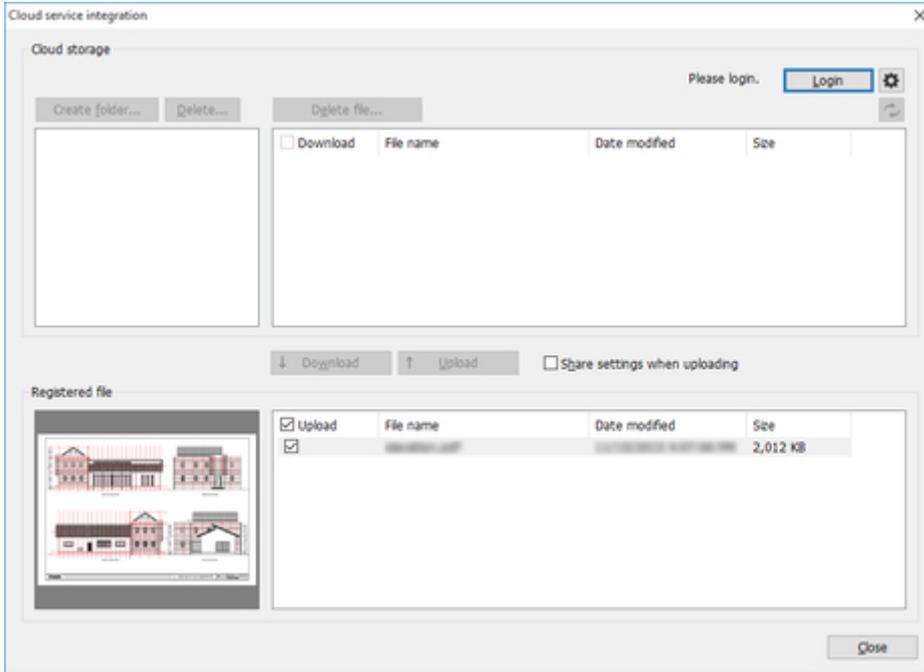
- If proxy authentication is required, the **Proxy authentication** dialog box will be displayed.

Carry out proxy authentication by entering the username and password of the proxy server that was set by Windows.

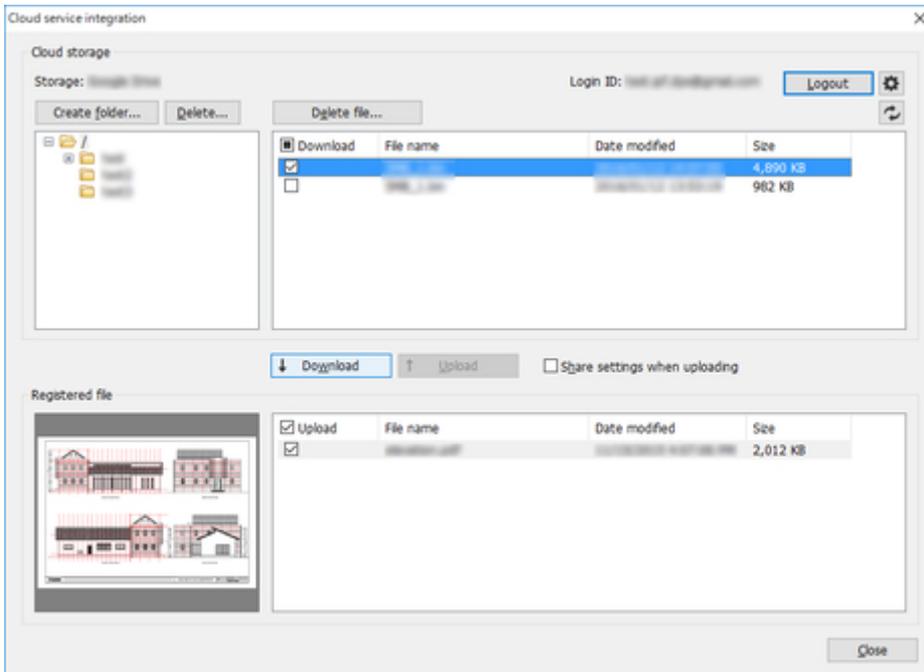
Download Files from Cloud Storage

You can download files from cloud storage by following these steps.

1. Log into the cloud service. (See "[Log into the Cloud Service](#)")



2. Turn on the **Download** check box for the file you want to download from **Cloud storage**.



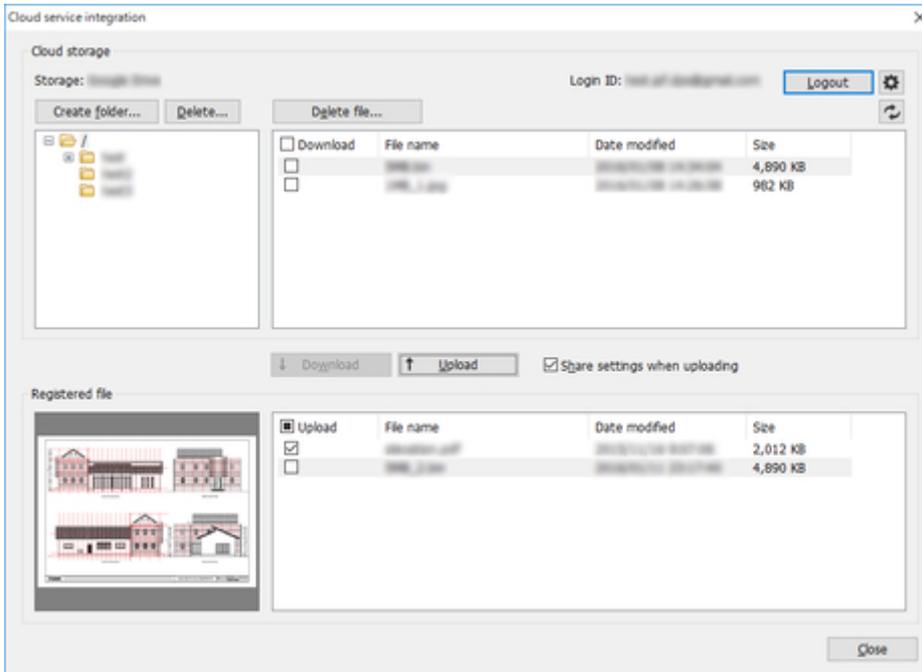
»»»Note

- You can select multiple files.

3. Click the **Download** button.

The **Download** dialog box will be displayed and your downloads will begin.

When downloading completes, the files you downloaded will be added to the **Registered file** list.

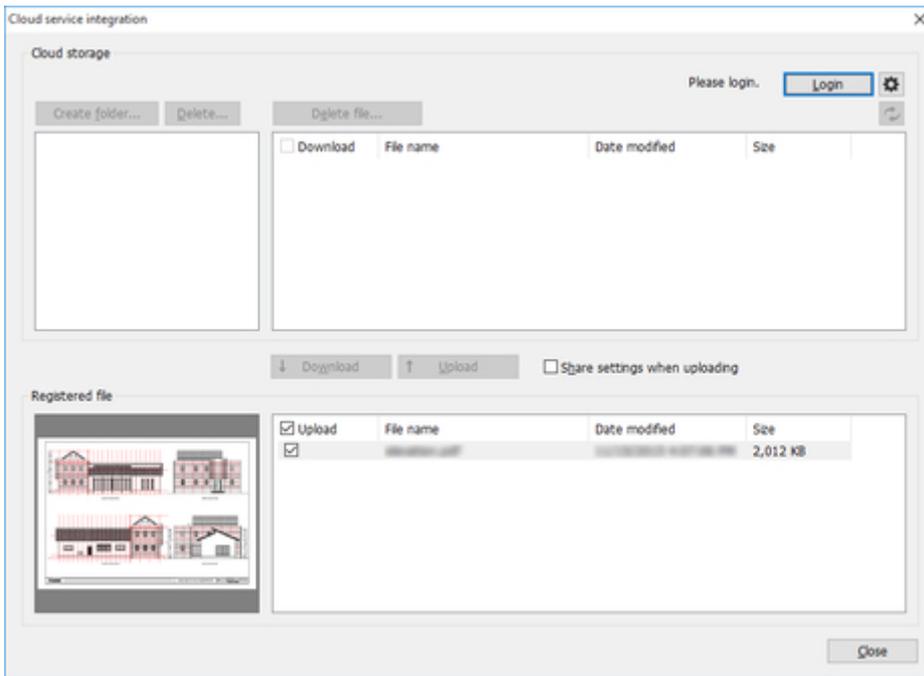


Upload Files to Cloud Storage

You can upload files to cloud storage by following these steps.

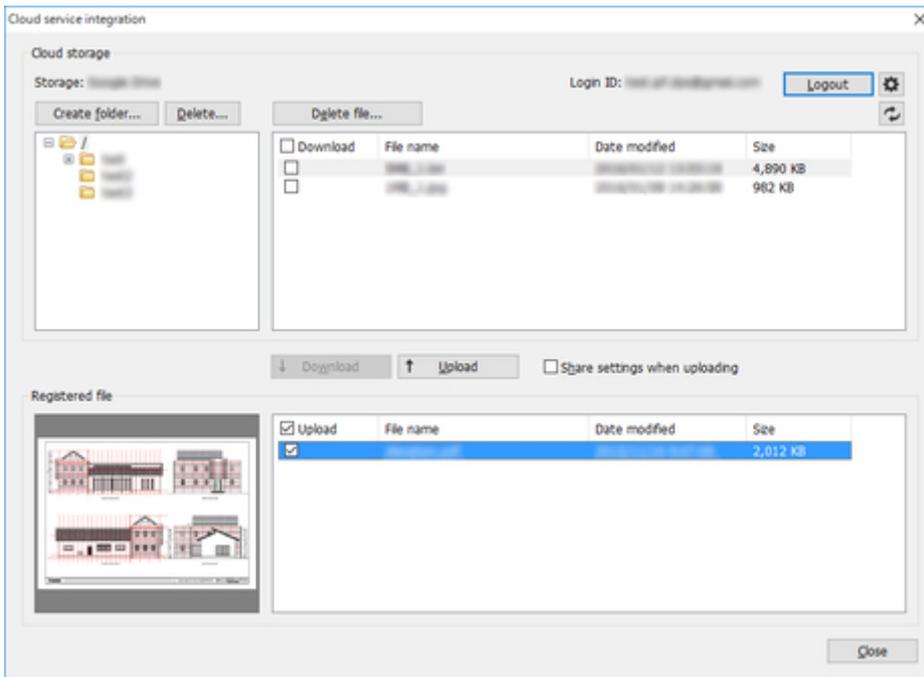
If you want to upload files to cloud storage, you first need to add them to the **Registered file** list. (See "[Add Files That You Want to Print](#)")

1. Log into the cloud service. (See "[Log into the Cloud Service](#)")



If you intend to upload a file to share it with other users, turn on the **Share settings when uploading** check box.

2. Turn on the **Upload** check box for the file in the **Registered file** list that you want to upload.



►►►Note

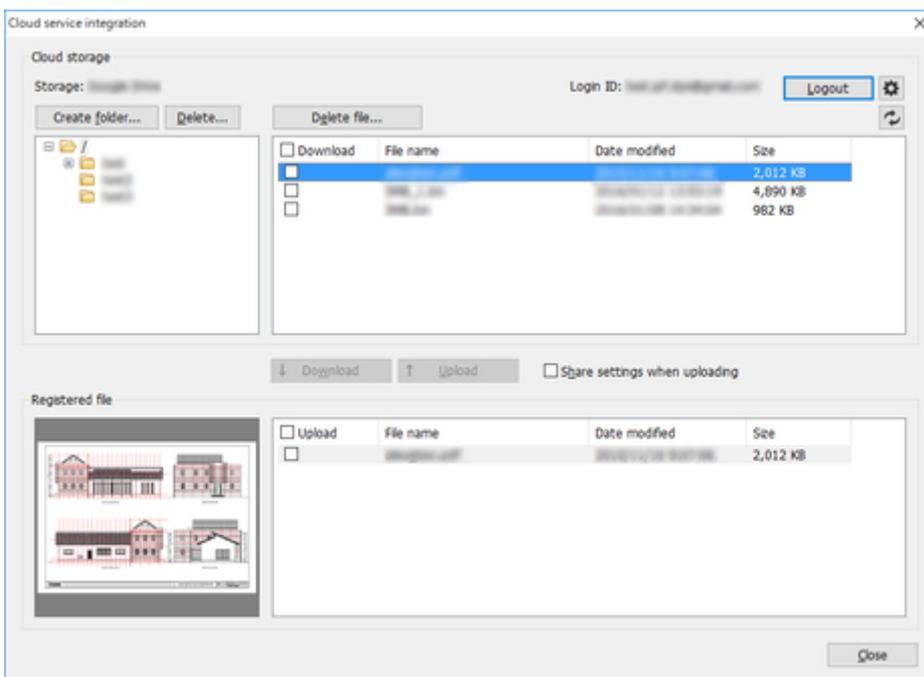
- You can select multiple files.

3. Click the **Upload** button.

If the **Share settings when uploading** check box is turned on, the **Share settings** dialog box will be displayed. Make any necessary settings. (See "[Share Files with Other Users \(Google Drive Only\)](#)")

The **Upload** dialog box will be displayed and your uploads will begin.

When uploading completes, the files you uploaded will be added to **Cloud storage**.

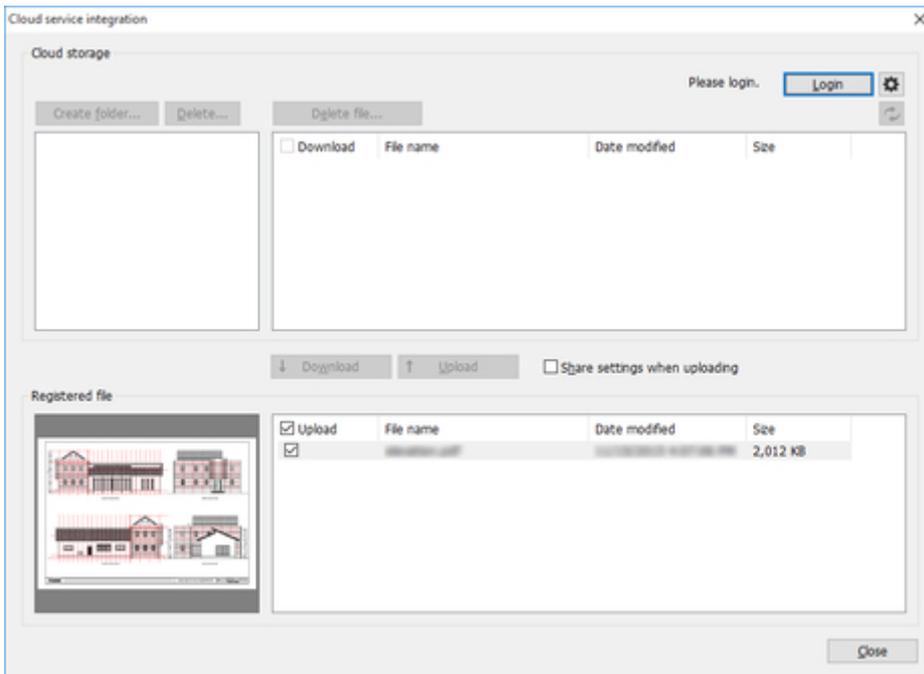


Share Files with Other Users (Google Drive Only)

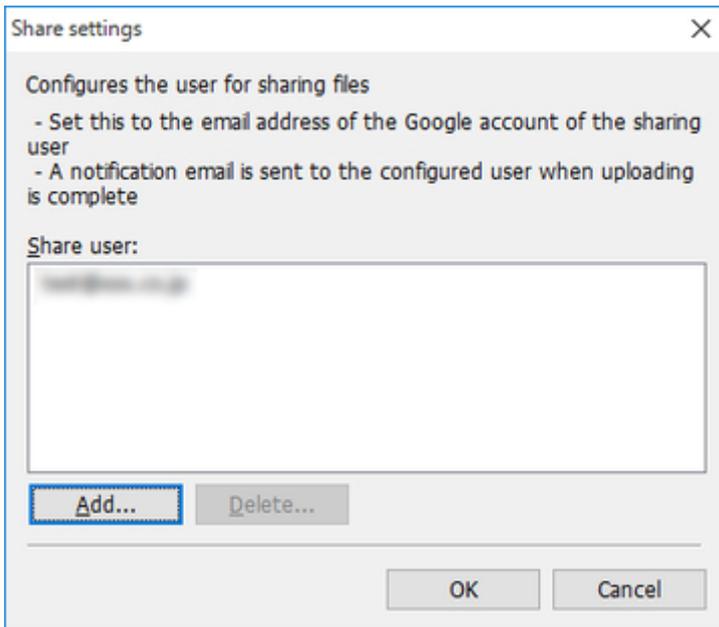
You can share the files you upload to Google Drive cloud storage with other users.

Set users to share files by following these steps. Set users will be able to view the uploaded files after file uploads are completed.

1. Log into the cloud service. (See "[Log into the Cloud Service](#)")



2. Turn on the **Share settings when uploading** check box.
3. Turn on the **Upload** check box for the file you want to upload and click the **Upload** button.
The **Share settings** dialog box is displayed.
4. Register users with whom you want to share file uploads to the **Share user** list.



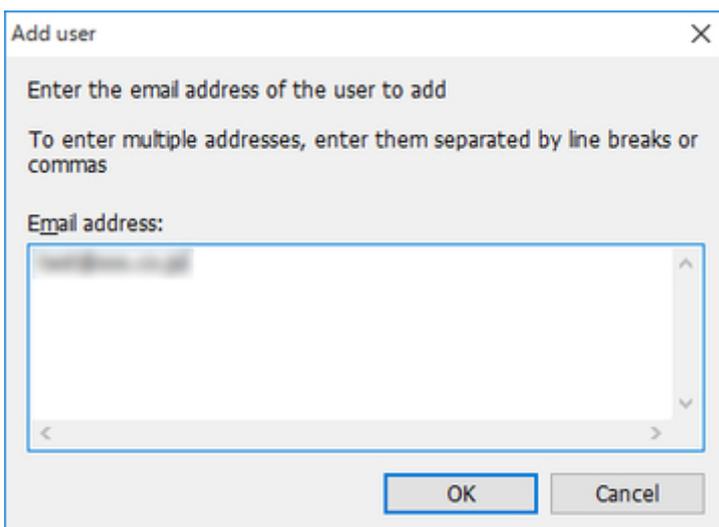
►►►Note

- If you open the **Share settings** dialog box, previously registered users will be displayed in the **Share user** list.
- If you want to delete a user from the **Share user** list, select the user that you want to delete and click the **Delete** button.

5. If you want to add a user to share the files with, click the **Add** button.

The **Add user** dialog box will be displayed.

6. Enter the Google account e-mail address for the user with whom you want to share files.



►►►Note

- It is possible to enter multiple e-mail addresses. When entering more than one e-mail address, separate the e-mail addresses with either a new line or a comma.

7. Click the **OK** button.

The added e-mail addresses will be displayed in the **Share user** list of the **Share settings** dialog box.

8. Click the **OK** button.

The **Upload** dialog box will be displayed and your uploads will begin.

When uploading completes, e-mail notification will be sent to set users.

Troubleshooting

Shortcut printing is not performed in order

Files might not be printed in the selected order due to the specifications of the OS.

If the files do not print in order, print the files by dropping them one at a time.

If you want to use a shortcut print icon even after purchasing a replacement printer

If the printer being replaced is the same model, you can continue to use the shortcut print icon as-is as long as you do not change the friendly name used in the icon.

I want to check the results of shortcut print

The print results are output to a report file.

The report file is created in "\\Canon\imagePROGRAF Direct Print & Share\Shortcut Print\Reports" in **Documents** or **My Documents**.

The report file name is "ipfdps_sp_report.txt".

Top, bottom, left, and right edges of image are not printed

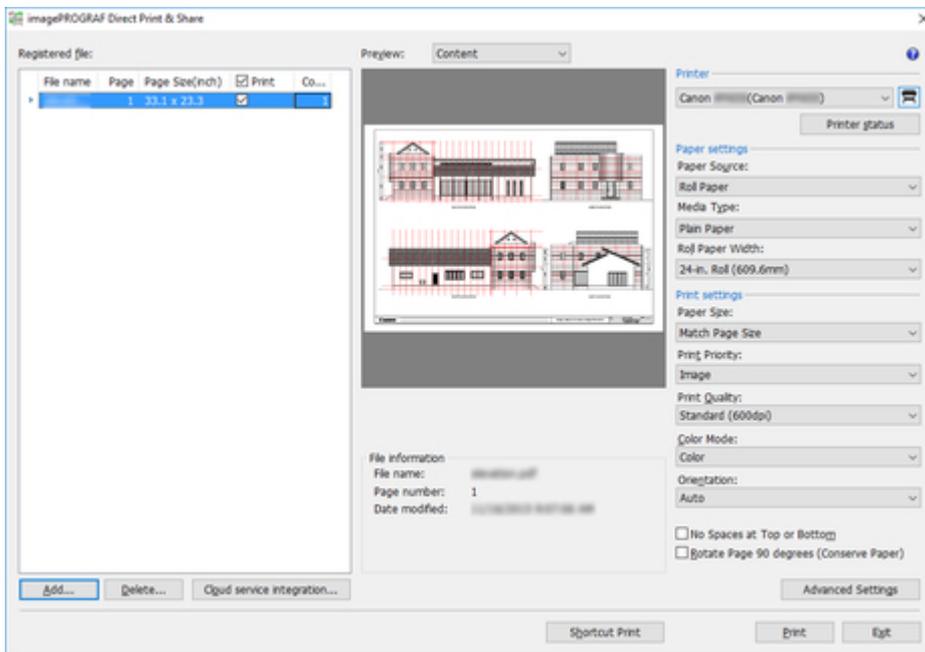
On the main screen, set **Paper Size** to any setting other than **Match Page Size**, and then print.

Description of Direct Print & Share Screen

- [Main Screen](#)
- [Cloud service integration Dialog Box](#)
- [Add printer Dialog Box](#)
- [Printer to use Dialog Box](#)
- [Shortcut Print Dialog Box](#)
- [Save As Dialog Box](#)
- [Cloud storage selection Dialog Box](#)
- [Cloud login Dialog Box](#)
- [Preferences Dialog Box](#)
- [Share settings Dialog Box](#)
- [Cloud storage settings Dialog Box](#)
- [Cloud storage information Dialog Box](#)
- [Add user Dialog Box](#)
- [Proxy authentication Dialog Box](#)

Main Screen

You can specify and print files on the Direct Print & Share main screen. The main screen consists of the **Registered file** list on the left side, the preview area in the center, and the print settings area on the right side.



Registered file List

Register files that you want to print to this list. For details on the **Registered file** list, see "[Registered file List](#)".

Add button

Click this button when adding files to the **Registered file** list. For details on how to add files, see "[Add Files That You Want to Print](#)".

Delete button

Select the appropriate files and click this button when deleting files from the **Registered file** list.

Cloud service integration button

The **Cloud service integration** dialog box is displayed. Use this when downloading files from cloud storage and uploading files to cloud storage.

For details on the **Cloud service integration** dialog box, see "[Cloud service integration Dialog Box](#)".

Preview

A preview is displayed for file selected in the **Registered file** list.

A file image is displayed by selecting **Content** from the pull-down menu. File name, date modified, etc. are displayed in **File information**.

By selecting **Layout**, a layout on the paper for printing will be displayed. Specified page size, paper size, etc. are displayed in **Print information**.

▶▶▶Note

- Only the **Layout** preview is possible for HP-GL/2.

Printer

Select a printer to print a file.



button

Click this button when adding a printer to the **Printer** pull-down menu. For details on how to add printers, see "[Add a Printer to Use](#)".

Printer status button

Starts Status Monitor for the selected printer, and allows you to confirm the printer job status or other details.

▶▶▶Note

- For details on the Status Monitor, see the Status Monitor help.

Paper settings

You can set **Paper Source**, **Media Type**, and **Roll Paper Width** from among the printer driver settings.

This cannot be specified when a HP-GL/2 format file is selected.

Print settings

You can set **Paper Size**, **Print Priority**, **Print Quality**, **Color Mode**, **Orientation**, **No Spaces at Top or Bottom**, and **Rotate Page 90 degrees (Conserve Paper)** from among the printer driver settings.

Only **Print Quality** can be specified when a HP-GL/2 format file is selected.

▶▶▶Important

- Selecting a setting other than **Match Page Size** in **Paper Size** prints the image smaller or larger to fit the print area of the output paper size.

▶▶▶Note

- Refer to the printer driver help for instructions on each of the printer driver settings.
- The **Auto** of **Orientation** cannot be set by driver properties. By selecting **Auto**, an appropriate orientation will be automatically set for each page.

Advanced Settings button

Driver properties are displayed. For settings not in **Paper settings** and **Print settings**, open up driver properties.

This button cannot be clicked when a HP-GL/2 format file is selected.

Shortcut Print button

The **Shortcut Print** dialog box is displayed. This allows you to create a shortcut icon that is able to print simply by dropping the data to print on it.

For details on how to create a shortcut print icon, see "[Creating a Shortcut Print Icon](#)".

Print button

The printer starts printing. The **Print** dialog box is displayed during printing.

 **button**

The Direct Print & Share Online Manual appears.

 **icon**

Version information, etc. is displayed.

Registered file List

Register the file to be used in Direct Print & Share.

Files registered in this list can be printed from Direct Print & Share.

▶▶▶ Important

- Files to be uploaded to cloud storage must also be registered to the list in advance.
- Supported file types for preview and print include JPEG, TIFF, PDF (excluding encrypted PDFs), and HP-GL/2. Although it is not possible to preview or print for file types other than those specified above, you can still upload them to cloud storage.
- Only the **Layout** preview is possible for HP-GL/2 previews.
- You can force to process a file as HP-GL/2 by selecting and right-clicking a file and then selecting the **Process in HP-GL/2 format** check box. However, do not select **Process in HP-GL/2 format** for files other than HP-GL/2. If a file that is not HP-GL/2 is printed with this option turned on, it might not print correctly or a large amount of paper may be output.

Registered file:

File name	Page	Page Size(inch)	<input checked="" type="checkbox"/> Print	Co...
▶	1	33.1 x 23.3	<input checked="" type="checkbox"/>	1

File name

The file name is displayed. Files consisting of multiple pages can be expanded and viewed on a per page basis by clicking the triangle to the left of the file name.

Page

The file page count is displayed.

Page Size

The page size is displayed.

▶▶▶ Important

- If the page size is out of the range of settable sizes in the custom size settings of the printer driver, you will not be able to preview or print the file or pages.

To check the paper size that can be set with Custom Size Settings, click the **Advanced Settings** button on the main screen to open the driver properties. Select **Custom Paper Size** on the **Page Setup** sheet in **Page Size**, and then select **Custom Size** and check the screen that appears.

Print check box

Turn on the check box for the file or page that you want to print. After clicking the **Print** button located in the lower right of the main window, printing will begin only for files and pages that had their **Print** check boxes turned on.

▶▶▶ Note

- By turning on the check box next to **Print**, you can turn on the check boxes for all of the files. If you turn off the check box, the check boxes for all of the files will be turned off.
- When only a portion of the check boxes are turned on, you can turn on all of the check boxes by clicking the check box next to **Print**. By clicking the check box again, all of the check boxes will be turned off. If you click the check box once again, the check boxes for the files will return to their original state. Repeatedly clicking the check box next to **Print** will alternate between states of "all on", "all off", and "some on".

Copies

Enter the number of copies to print for each of the files that have their **Print** check boxes turned on.

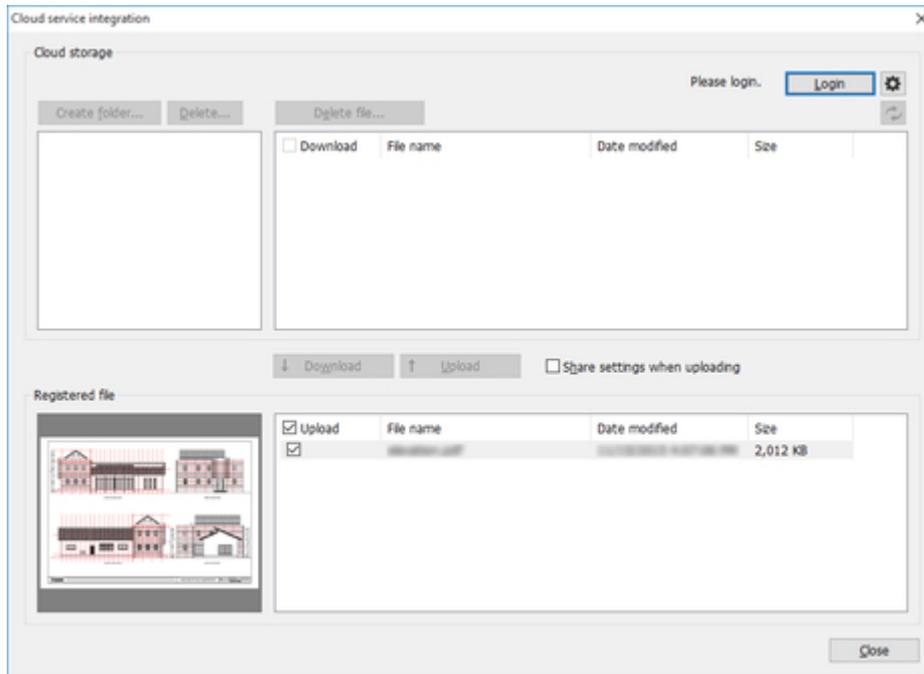
▶▶▶ Note

- In the case of HP-GL/2 format files, the number of copies to print is configured in the file. The actual number of copies that is printed is as follows.
 - (The number of copies entered here) x (The number of copies configured in the HP-GL/2 file)

Cloud service integration Dialog Box

You can log in to the cloud service, download files from cloud storage and upload files to cloud storage.

Click the **Cloud service integration** button on the main screen to display.



Cloud storage

A list of your folders and files in the cloud storage you are logged into will be displayed.

Storage

The cloud storage that is currently logged in is displayed.

Download check box

There are **Download** check boxes on the left side of the **Cloud storage** file list.

If you turn on the check boxes located on the left side of the file name of the files you want to download, and then click the **Download** button located below the file list, downloads from cloud storage will begin for only those files that have their check boxes turned on.

▶▶▶Note

- By turning on the check box next to **Download** in the file list, you can turn on the check boxes for all of the files. If you turn off the check box, the check boxes for all of the files will be turned off.

Login button

The **Cloud storage selection** dialog box is displayed. For details on the **Cloud storage selection** dialog box, see "[Cloud storage selection Dialog Box](#)".

Logout button

Log out of the cloud service.

⚙️ button

The **Preferences** dialog box is displayed. Use this when adding and deleting the cloud storage to use and making settings related to file download from cloud storage.

For details on the **Preferences** dialog box, see "[Preferences Dialog Box](#)".

Create folder button

Click this button when you want to create a new folder inside of the cloud storage you are logged into.

Delete button

Select the appropriate folders and click this button when deleting folders from the cloud storage you are logged into. The selected folder along with all of its files will be deleted.

Delete file button

Select the appropriate files and click this button when deleting files from the cloud storage you are logged into.



button

The list of your folders and files in the cloud storage you are logged into will be updated.

Click this button if you have changed the folders or files in cloud storage by any means other than Direct Print & Share, such as using Internet Explorer.

Registered file list

The file to be used in Direct Print & Share appears. This is the same list as the **Registered file** list on the main screen.

Files downloaded from cloud storage will be added to this list. If you want to upload files to cloud storage, you first need to add them to the list.

Upload check box

There are **Upload** check boxes on the left side of the file list in **Registered file**.

If you turn on the check boxes located on the left side of the file name of the files you want to upload, and then click the **Upload** button located above the file list, uploads to cloud storage will begin for only those files that have their check boxes turned on.

»»Note

- By turning on the check box next to **Upload**, you can turn on the check boxes for all of the files. If you turn off the check box, the check boxes for all of the files will be turned off.

Download button

Files that have their **Download** check boxes turned on will be downloaded from cloud storage. For details on how to download files, see "[Download Files from Cloud Storage](#)".

Upload button

Files that have their **Upload** check boxes turned on will be uploaded to cloud storage. For details on how to upload files, see "[Upload Files to Cloud Storage](#)".

Share settings when uploading

If you turn on the check box and click the **Upload** button, the **Share settings** dialog box will be displayed. In the **Share settings** dialog box, you can make settings for users with whom you want to share uploaded files.

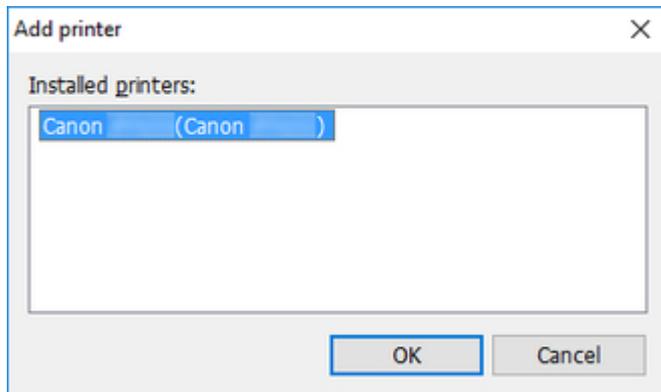
For details on the **Share settings** dialog box, see "[Share settings Dialog Box](#)".

Close button

The **Cloud service integration** dialog box will be closed.

Add printer Dialog Box

This dialog box allows you to select the printer to use when printing.



Installed printers

A list of printers installed on the computer appears.

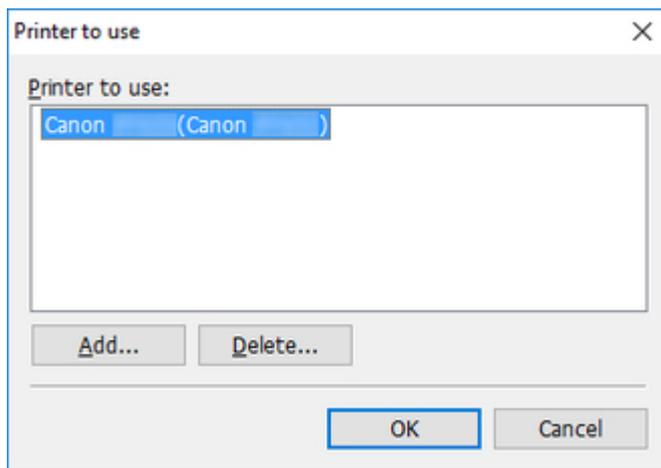
Printer to use Dialog Box

This dialog box allows you to add and delete printers displayed in the **Printer** pull-down menu on the main screen.

Click the  button on the main screen to display.

▶▶▶Note

- Printers to be used in Direct Print & Share must be registered in the **Printer** pull-down menu in advance.



Printer to use list

This list displays the printers displayed in the **Printer** pull-down menu on the main screen.

Add button

This opens the **Add printer** dialog box and displays a list of installed printer drivers. Select the printer you want to add to the **Printer** pull-down menu on the main screen. For details on how to add a printer, see "[Add a Printer to Use](#)".

Delete button

To delete a printer from the **Printer** pull-down menu on the main screen, select the printer from the **Printer to use** list, and then click this button.

OK button

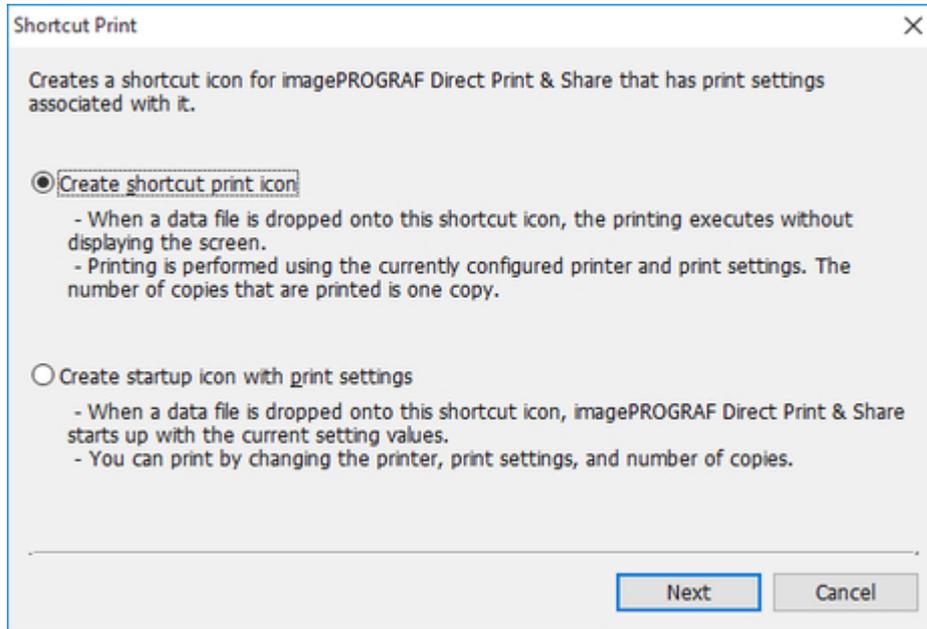
This closes the **Printer to use** dialog box and displays the printers in the **Printer to use** list in the **Printer** pull-down menu on the main screen.

Shortcut Print Dialog Box

This dialog box allows you to select the type of icon for executing shortcut printing.

For details on how to create a shortcut print icon, see "[Creating a Shortcut Print Icon](#)".

For details on how to print using the shortcut print function, see "[Print a File](#)".



Create shortcut print icon

Create a shortcut print icon.

Create startup icon with print settings

Create an icon for starting with attached print settings.

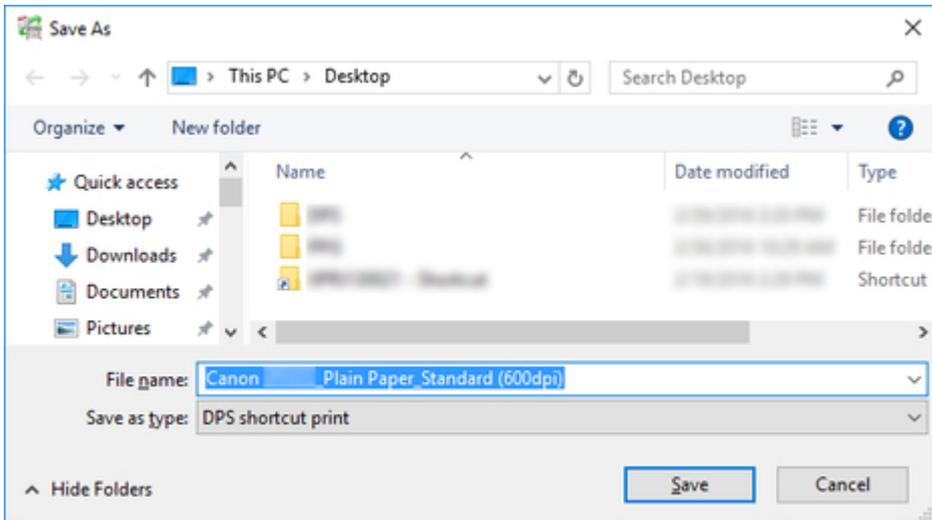
Next button

The Save As dialog box is displayed. For details on the Save As dialog box, see "[Save As Dialog Box](#)".

Save As Dialog Box

This dialog box allows you to configure the name and save destination of the icon for executing shortcut printing.

If PDF, JPEG, or TIFF is selected, or if the icon for printing in the printer driver or HP-GL/2 is selected, an icon that prints in HP-GL/2 is created.



File name

Specify the name of the icon for executing shortcut printing.

The default icon name is as follows.

- "Friendly name"_"Media type"_"Print Quality"

If the file format is HP-GL/2, "Media type" is "GL2" instead of the media type.

Important

- Do not change the friendly name of a printer used for shortcut printing.

Save button

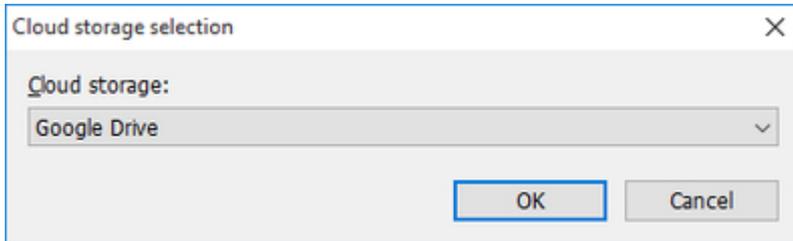
The shortcut print icon is created in the specified folder.

Cloud storage selection Dialog Box

This dialog box allows you to select the cloud storage.

The dialog box will be displayed after clicking the **Login** button of the **Cloud service integration** dialog box.

For details on how to log into the cloud service, see "[Log into the Cloud Service](#)".



Cloud storage

Select the cloud storage to use.

OK button

The **Cloud login** dialog box is displayed. For details on the **Cloud login** dialog box, see "[Cloud login Dialog Box](#)".

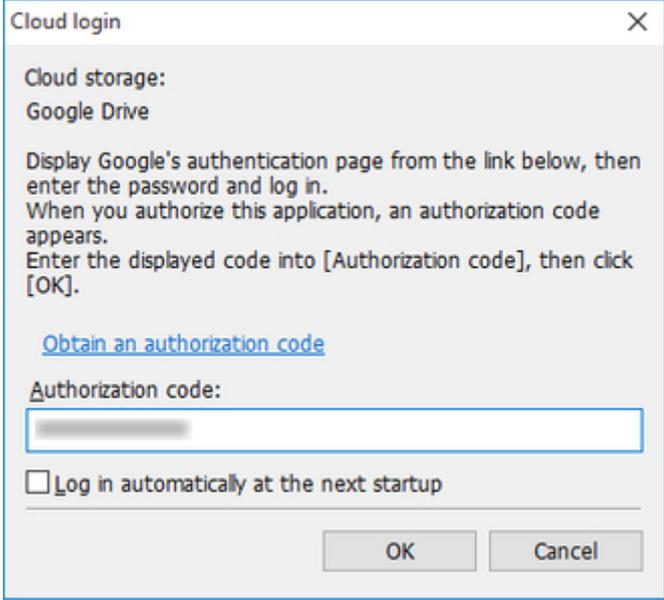
Cloud login Dialog Box

This dialog box allows you to log into the cloud service. You first have to create an account for the cloud service.

The dialog box will be displayed after clicking the **OK** button of the **Cloud storage selection** dialog box.

For details on how to log into the cloud service, see "[Log into the Cloud Service](#)".

If Cloud storage is Google Drive



The screenshot shows a dialog box titled "Cloud login" with a close button (X) in the top right corner. The content of the dialog box is as follows:

Cloud storage:
Google Drive

Display Google's authentication page from the link below, then enter the password and log in. When you authorize this application, an authorization code appears. Enter the displayed code into [Authorization code], then click [OK].

[Obtain an authorization code](#)

Authorization code:

Log in automatically at the next startup

At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

Cloud storage

Cloud storage that can be used is displayed.

Obtain an authorization code

The web browser starts and the Google account login screen is displayed.

Authorization code

Enter the code you obtained from Google.

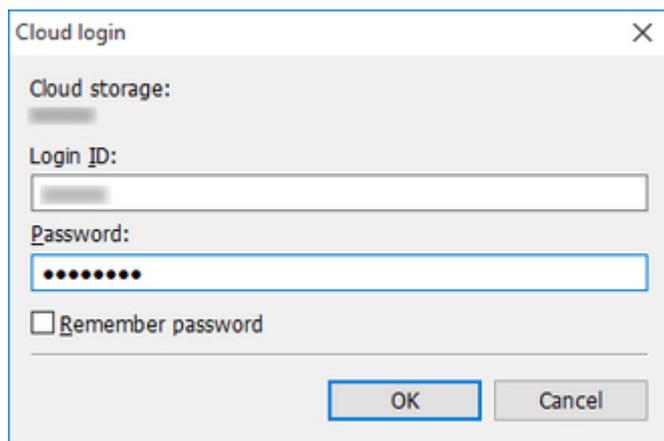
Log in automatically at the next startup

The next time you log in, you can log in without obtaining a code from Google.

Log in with a different account

You are taken to a dialog box for obtaining the authorization code.

If Cloud storage is not Google Drive



The image shows a 'Cloud login' dialog box with the following elements:

- Close button (X) in the top right corner.
- 'Cloud storage:' label followed by a text input field.
- 'Login ID:' label followed by a text input field.
- 'Password:' label followed by a password input field containing eight dots.
- 'Remember password' checkbox.
- 'OK' and 'Cancel' buttons at the bottom right.

Cloud storage

Cloud storage that can be used is displayed.

Login ID

Enter your account login ID for the cloud service.

Password

Enter your account password for the cloud service.

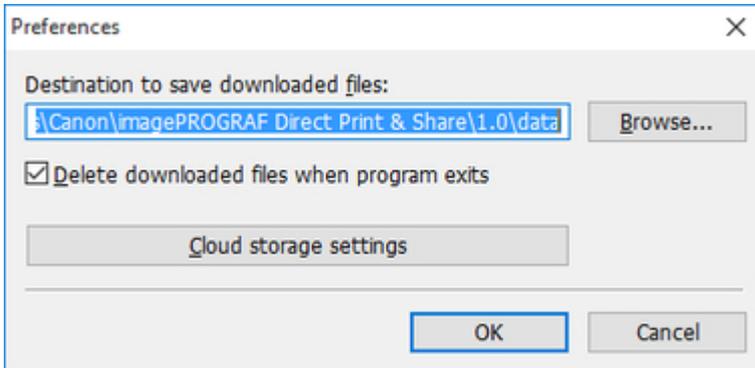
Remember password

The login ID and password you entered will be remembered. The next time you log in, the login ID and password will be displayed automatically.

Preferences Dialog Box

Add and delete the cloud storage to use and make settings related to file download from cloud storage.

The dialog box will be displayed after clicking the  button of the **Cloud service integration** dialog box.



Destination to save downloaded files

Set the destination of where to save files that were downloaded from cloud storage. Click the **Browse** button and specify your desired save destination.

Delete downloaded files when program exits

By turning on the check box, files that were downloaded from cloud storage will be deleted from your **Registered file** list and folders when Direct Print & Share exits.

▶▶▶Note

- Deleted files are the files that were downloaded after starting Direct Print & Share. Files that were downloaded before starting Direct Print & Share will not be deleted.

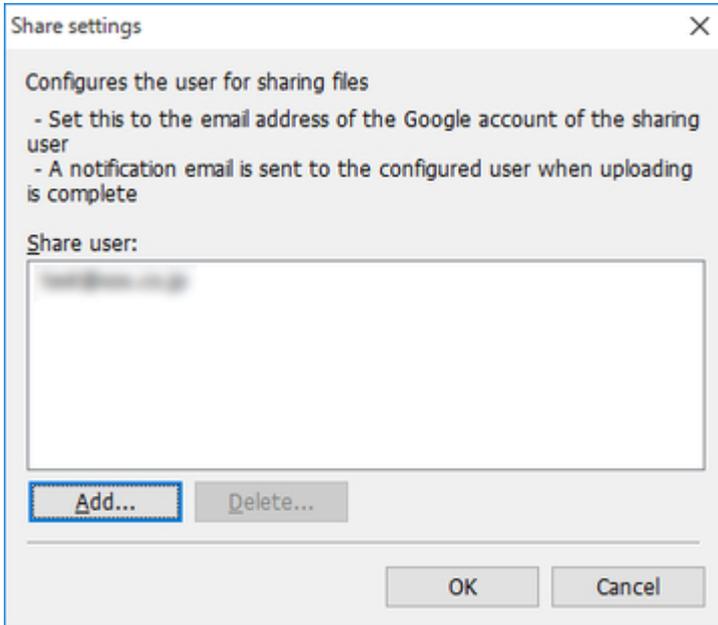
Cloud storage settings button

The **Cloud storage settings** dialog box is displayed. For details on the **Cloud storage settings** dialog box, see "[Cloud storage settings Dialog Box](#)"

Share settings Dialog Box

Set share users with whom to share files to be uploaded.

For details on how to set share users, see "[Share Files with Other Users \(Google Drive Only\)](#)".



Share user list

The added user's Google account e-mail address will be displayed.

After completing file upload, you can share the files with users displayed here.

Add button

Click this button when adding users to the **Share user** list.

The **Add user** dialog box is displayed.

Delete button

Select the user you want to delete from the **Share user** list and click this button.

The selected user will be deleted from the **Share user** list.

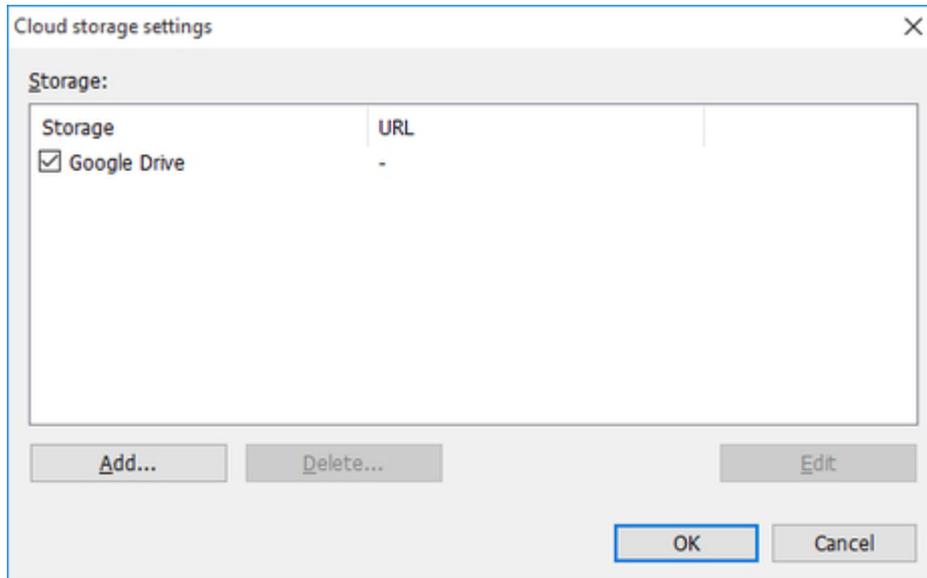
OK button

Uploads will begin after closing the **Share settings** dialog box.

Cloud storage settings Dialog Box

This dialog box allows you to add/delete cloud storage to use. You can also select the cloud storage displayed in the **Cloud storage selection** dialog box.

The dialog box will be displayed after clicking the **Cloud storage settings** button of the **Preferences** dialog box.



Storage

The registered cloud storage is displayed.

Cloud storage where the check box is selected is displayed in the **Cloud storage selection** dialog box. For details on the **Cloud storage selection** dialog box, see "[Cloud storage selection Dialog Box](#)".

Add button

Open the **Cloud storage information** dialog box and enter the cloud storage to add. For details on the **Cloud storage information** dialog box, see "[Cloud storage information Dialog Box](#)".

Delete button

Delete the selected cloud storage.

▶▶▶Note

- You cannot delete **Google Drive**.

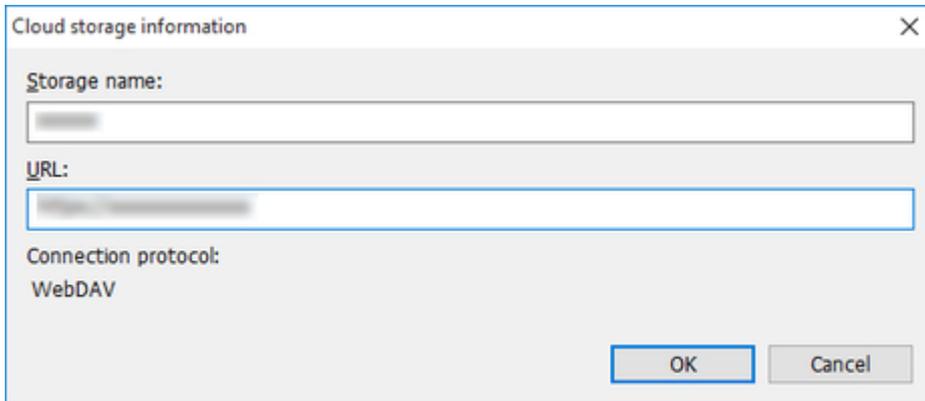
Edit button

The **Cloud storage information** dialog box opens and information about the selected cloud storage is displayed. For details on the **Cloud storage information** dialog box, see "[Cloud storage information Dialog Box](#)".

Cloud storage information Dialog Box

This dialog box allows you to configure WebDAV cloud storage settings.

The dialog box will be displayed after clicking the **Add** or **Edit** button of the **Cloud storage settings** dialog box.



The screenshot shows a dialog box titled "Cloud storage information" with a close button (X) in the top right corner. It contains three input fields: "Storage name:" with a text box, "URL:" with a text box, and "Connection protocol:" with a dropdown menu showing "WebDAV". At the bottom right, there are "OK" and "Cancel" buttons.

Storage name

Enter the storage name.

If you click the **Edit** button in the **Cloud storage settings** dialog box, the storage name of the selected cloud storage is displayed.

URL

Enter the URL for the WebDAV connection.

If you click the **Edit** button in the **Cloud storage settings** dialog box, the URL of the selected cloud storage is displayed.

Important

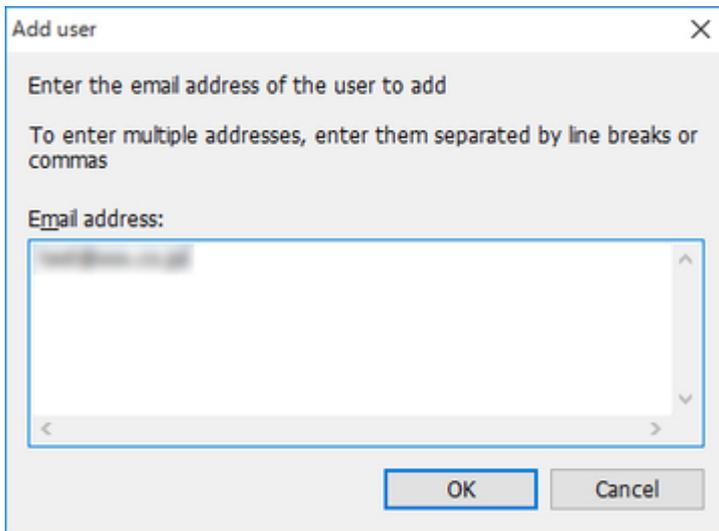
- Access to cloud storage is only guaranteed for "Google Drive".
- Check with your cloud storage service provider for details on the cloud storage.

Connection protocol

WebDAV is displayed.

Add user Dialog Box

Add share users with whom to share files to be uploaded.



The image shows a standard Windows-style dialog box titled "Add user". The dialog contains the following elements:

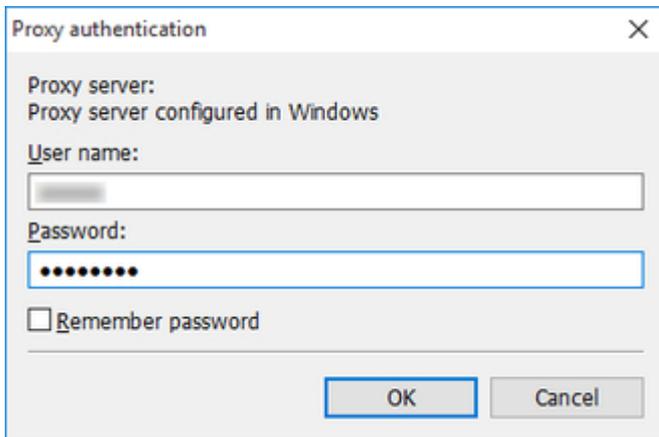
- Title bar:** "Add user" with a close button (X) in the top right corner.
- Instructions:** "Enter the email address of the user to add" followed by "To enter multiple addresses, enter them separated by line breaks or commas".
- Input field:** A text box with the label "Email address:" and a vertical scroll bar on the right side.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Email address

Enter the e-mail addresses of the share users.

Proxy authentication Dialog Box

Perform Windows proxy authentication.



Proxy authentication

Proxy server:
Proxy server configured in Windows

User name:
[Blurred text]

Password:
[Eight dots]

Remember password

OK Cancel

User name

Enter the user name used to log in to the proxy server.

Password

Enter the password used to log in to the proxy server.

Remember password

This stores the entered user name and password. The user name and password appear automatically the next time you log in.