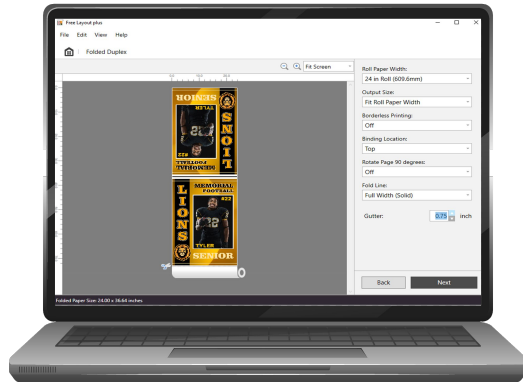


Making a draped banner with the Folded Duplex Feature in Free Layout Plus

from Poster Artist

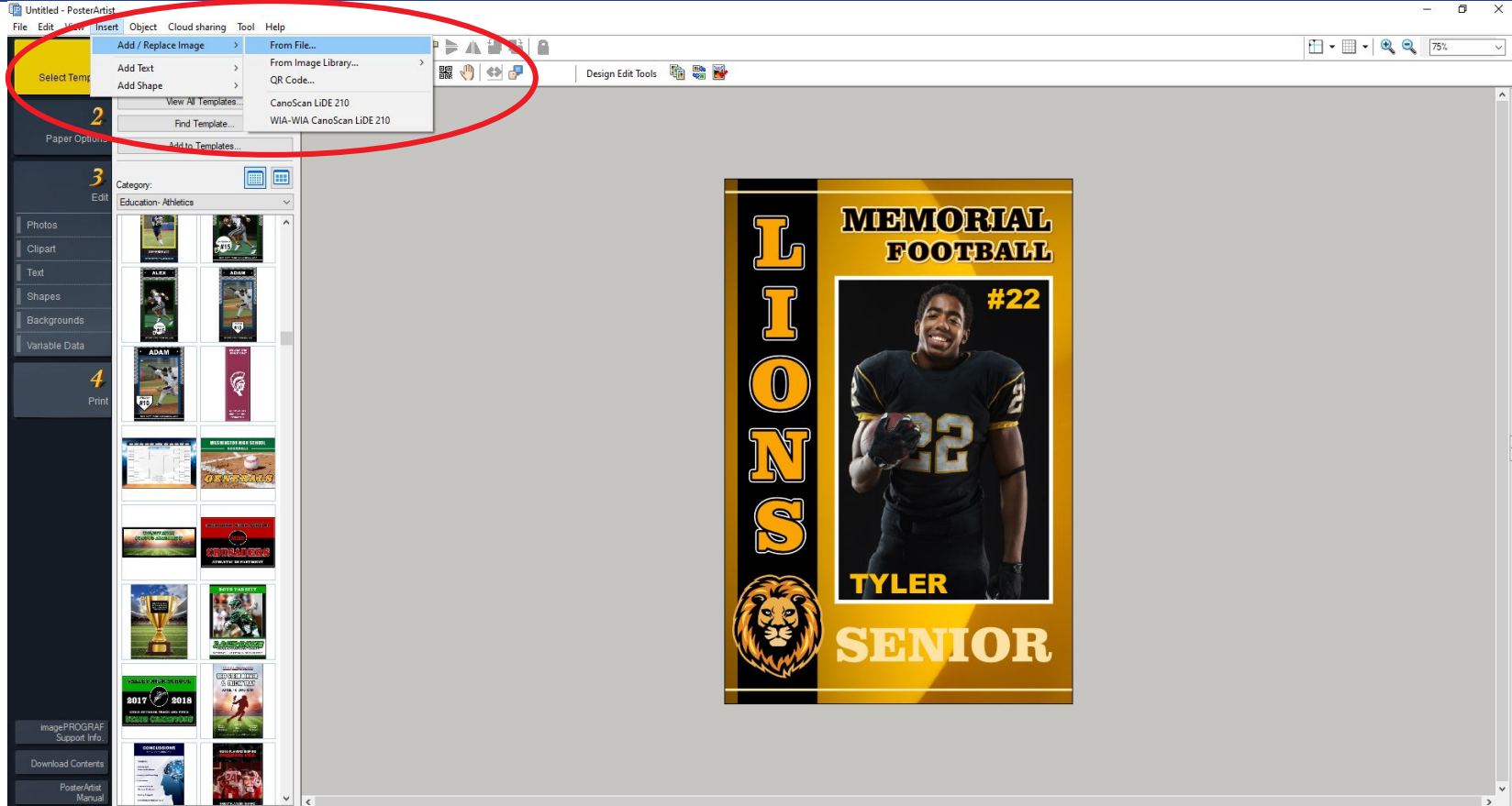




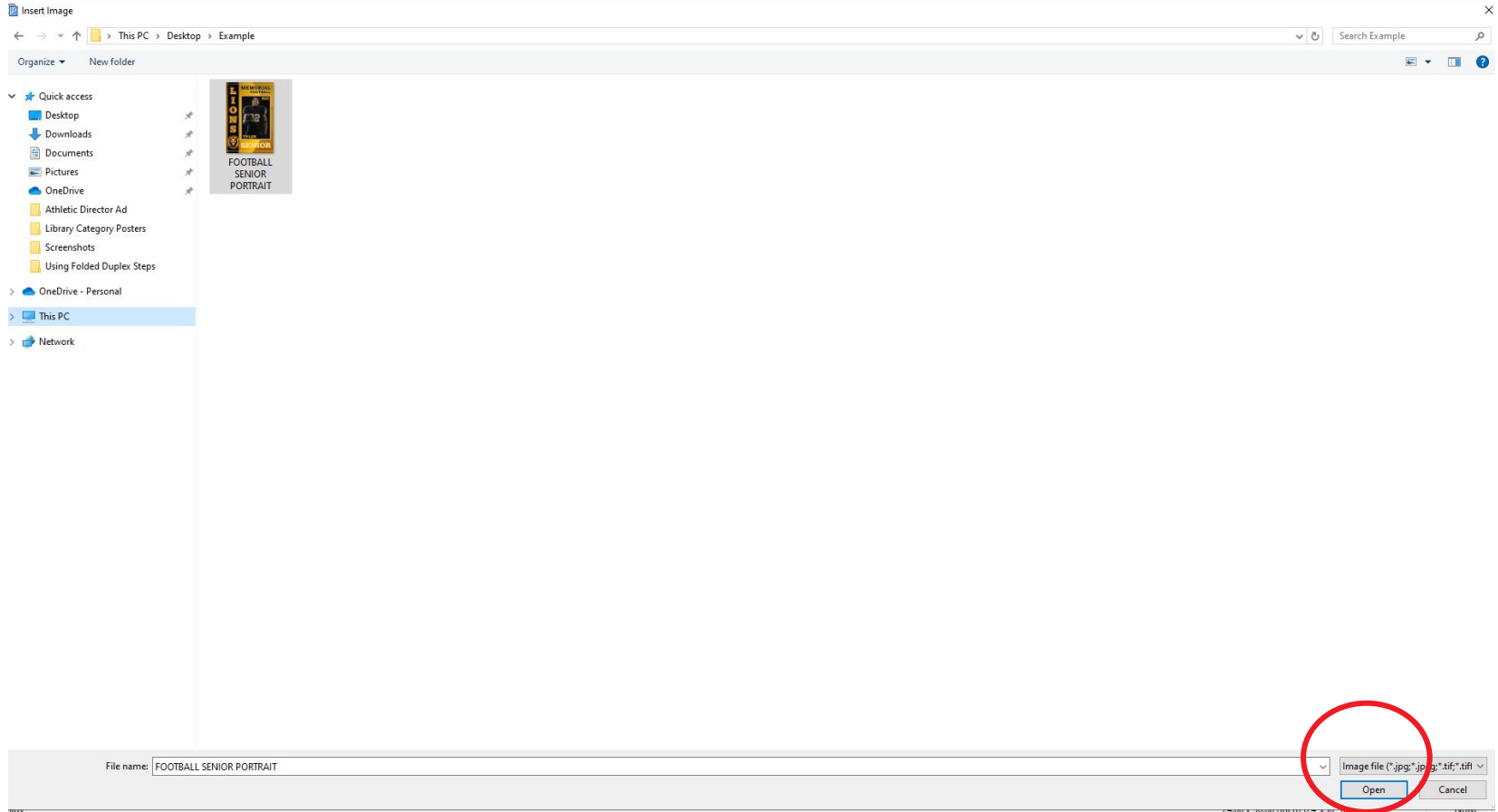
1. Open Poster Artist.



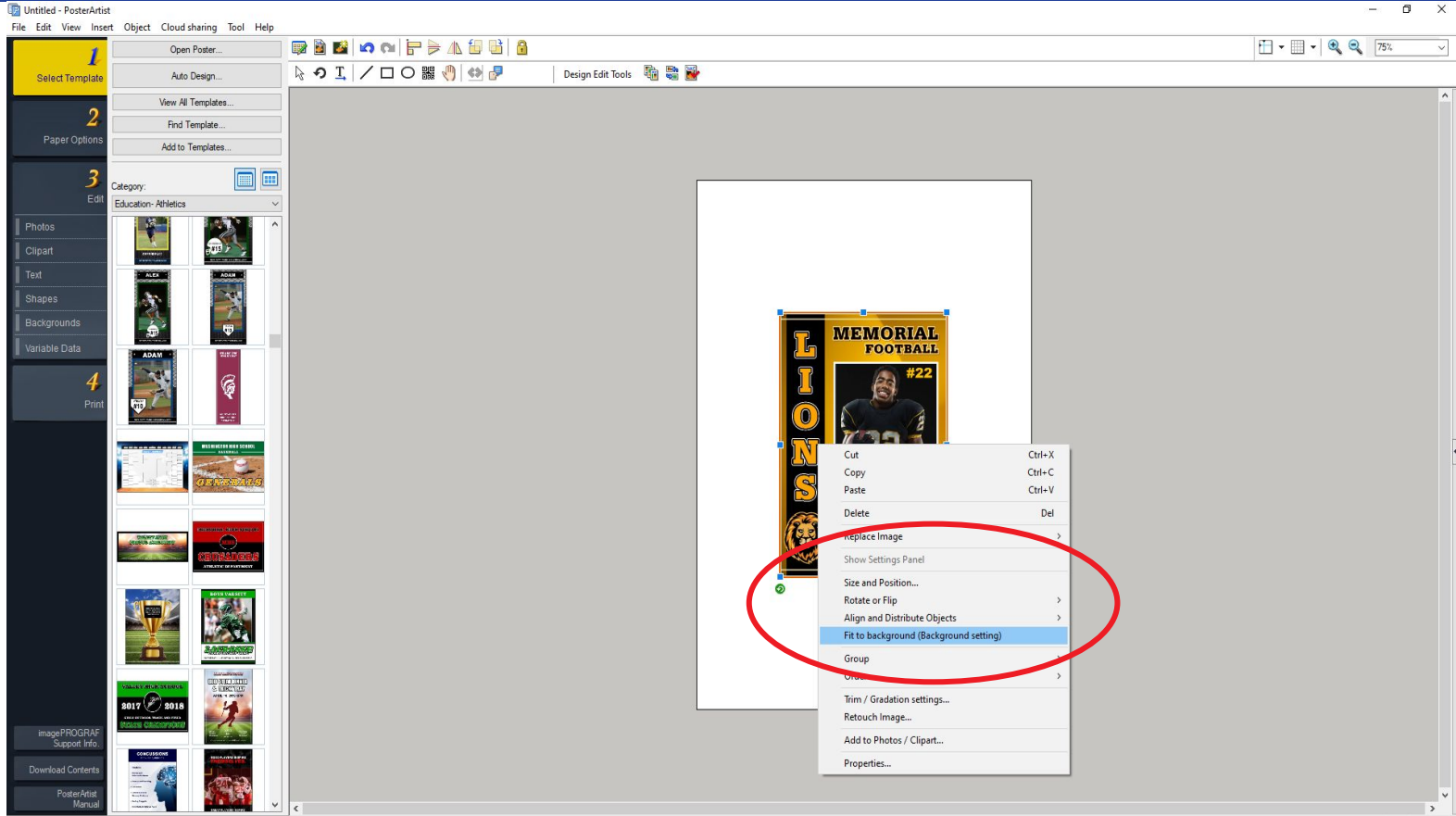
2. You can either design a poster or bring in an existing image by going to Insert > Add/Replace Image > From File



3. Choose your file and click Open.



4. Right Click your imported image and choose “Fit to background”.



5. In Step 2 Paper Options, check off Edit layout with Free Layout Plus.

The screenshot displays the PosterArtist software interface. The left sidebar contains a vertical menu with four main sections: '1 Select Template', '2 Paper Options', '3 Edit', and '4 Print'. The '2 Paper Options' section is currently active, and the option 'Edit layout with Free Layout plus' is checked and circled in red. Other options in this section include 'Borderless Printing' (checked), 'Enlarged/Reduced Printing', and 'Fit Long Side to Roll Width' (radio button selected). The main workspace shows a preview of a football poster for 'TYLER #22 SENIOR' from the 'LIONS' team. The poster features a photo of a player in a black and yellow uniform, a lion logo, and the text 'MEMORIAL FOOTBALL' and 'TYLER #22 SENIOR'. The software's top toolbar and status bar are also visible.

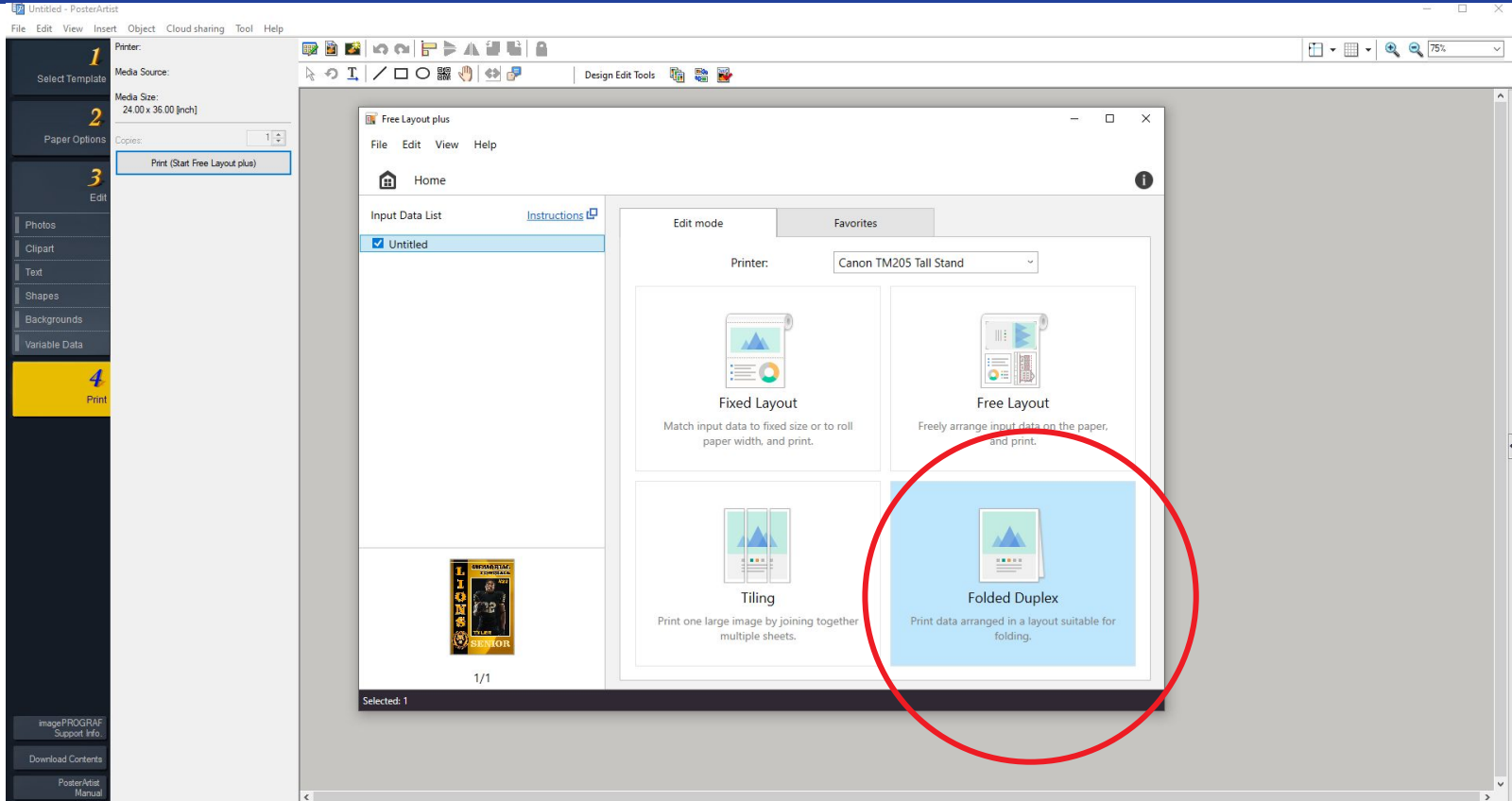
6. Go to Step 4 and click Print (Start Free Layout Plus). Wait until the progress bar gets to 100% and Free Layout Plus opens.

The screenshot displays the PosterArtist software interface. On the left sidebar, a vertical list of steps is shown: 1 Select Templates, 2 Paper Options, 3 Edit, and 4 Print. The '4 Print' step is highlighted in yellow. A red circle highlights the 'Print (Start Free Layout plus)' button in the 'Printer' section of the top-left panel. The main workspace shows a football poster design for 'LI S SENIOR TYLER #22'. A 'Print Progress' dialog box is open in the center, showing a progress bar at 45% and a 'Cancel Printing' button. The status bar at the bottom indicates 'Preparing to print.' and '24.00 x 36.00 [inch] (24"x36" (ARCH D)) NUM'.

7. Choose Close on the pop up window.

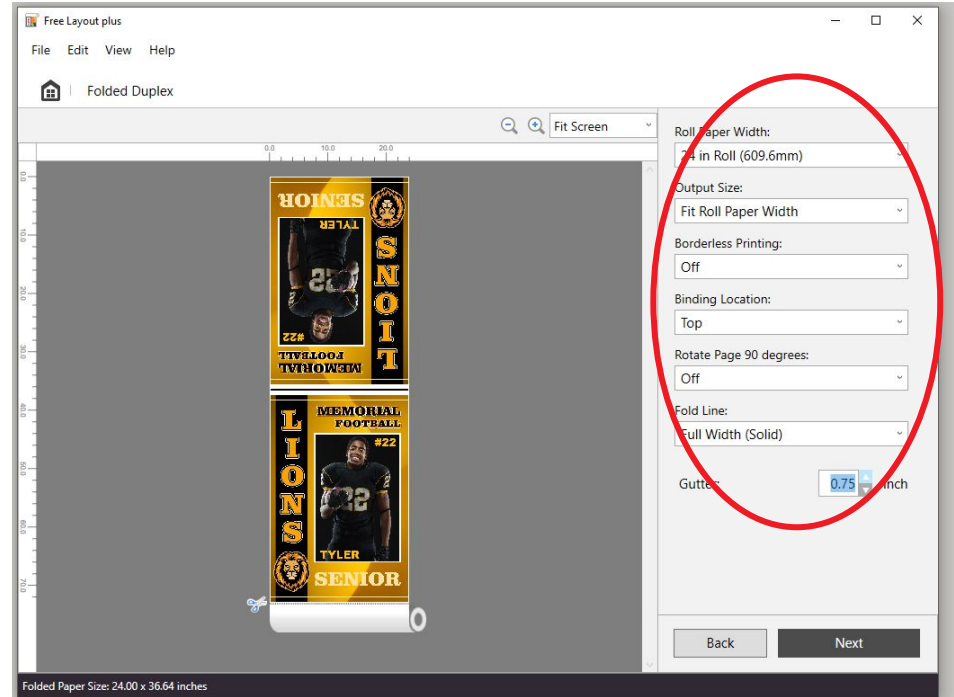
The screenshot shows the PosterArtist software interface. On the left is a vertical sidebar with numbered steps: 1 Select Template, 2 Paper Options, 3 Edit, and 4 Print. The main window displays a 'Free Layout plus' dialog box. The dialog box contains an illustration of a printer and several overlapping document windows, with a blue arrow pointing from the documents to the printer. Below the illustration, the text reads: 'Some of the amazing features available with Canon Free Layout plus... Freely adjust the layout and print documents created in applications such as Microsoft Word or Adobe Illustrator. Features include scaling printing for roll paper width, imposition printing, large format printing over multiple sheets, flap duplex printing, and many more.' At the bottom of the dialog box, there is a checkbox labeled 'Don't show this again' and a 'Close' button. The 'Close' button is circled in red. The software's top menu bar includes File, Edit, View, Insert, Object, Cloud sharing, Tool, and Help. The bottom status bar shows '24.00 x 36.00 [inch] (24"x36" (ARCH D))' and 'NUM'.

8. Click Folded Duplex on the bottom right.

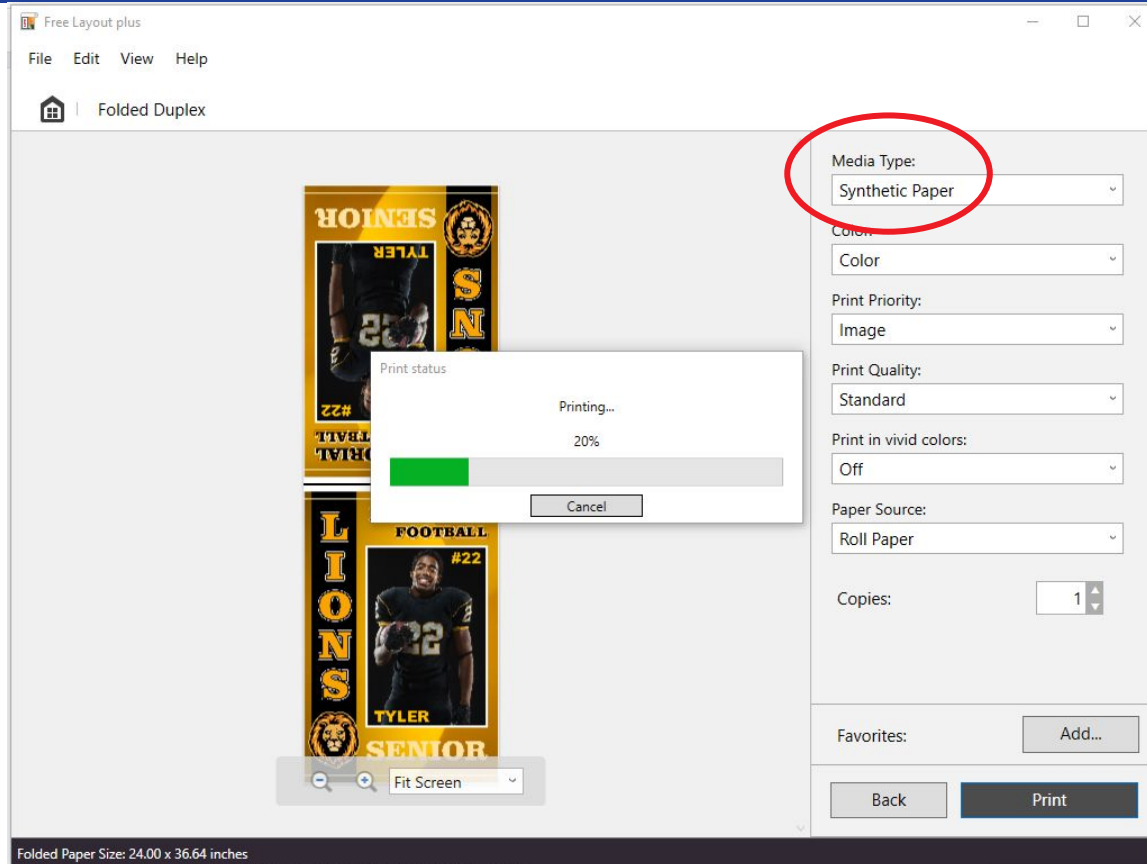


9. Choose your print settings.

- a. **Roll Paper Width:** (depending on what size you have in your machine) 24in or 36in
- b. **Output Size:** Fit Roll Paper Width
- c. **Borderless Printing:** On, if you want an edge to edge print
- d. **Binding Location:** Top
- e. **Rotate Page 90 degrees:** Off
- f. **Fold Line:** whichever setting you prefer
- g. **Gutter:** You can make the gutter as thick as the stand or object that you will drape the banner over and click Next

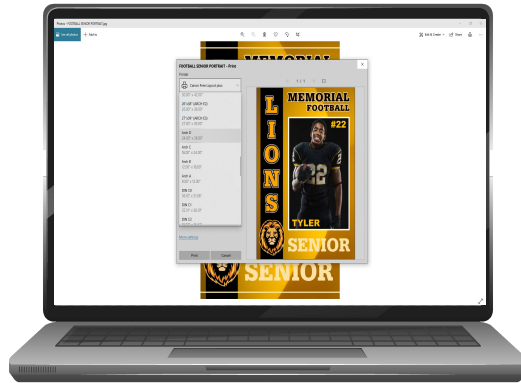


10. For the Media Type, choose the Type of Paper you have in your printer
ex) Matte = Canon Matte Coated 170gsm.
Click Print and the document will start to print.

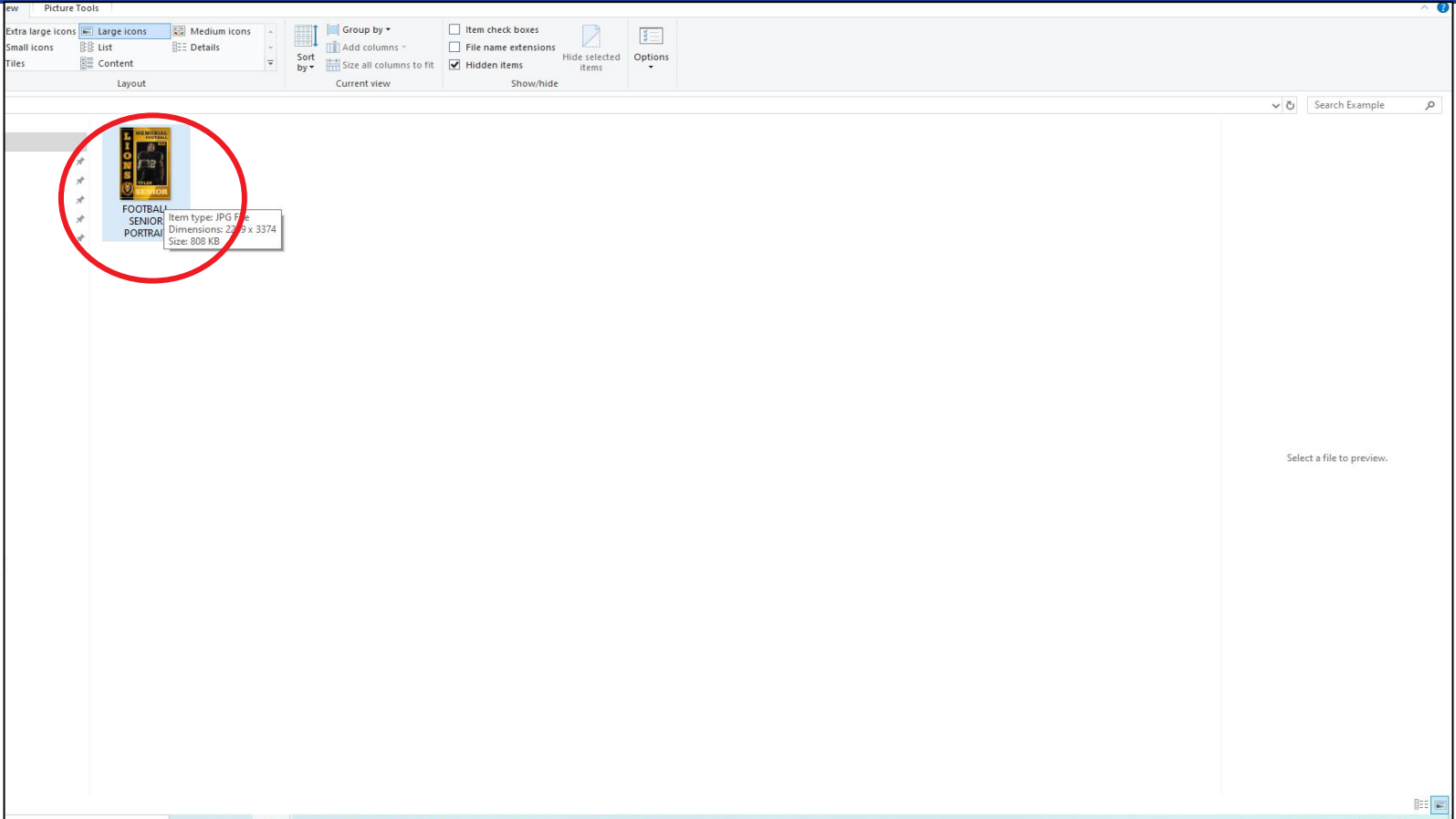


Making a draped banner with the Folded Duplex Feature in Free Layout Plus

Without using Poster Artist



1. Double click the image you want to print.



2. Choose Canon Free Layout Plus as the printer.

The screenshot shows a Windows Photos application window titled "Photos - FOOTBALL SENIOR PORTRAIT.jpg". The printer selection dropdown menu is highlighted with a red circle, showing "Canon Free Layout plus" as the selected option. The print settings on the left include:

- Printer: Canon Free Layout plus
- Let the app change my printing preferences: On
- Orientation: Portrait
- Paper size: A4 (8.27" x 11.69")
- Photo size: Full page
- Page Margins: Normal
- Fit: Fill page

The print preview on the right shows a football senior portrait layout for Tyler, #22. The layout features a vertical banner on the left with the word "LIONS" and a lion head logo, and a main photo area with "MEMORIAL FOOTBALL" at the top, the player's name "TYLER" and number "#22" on the photo, and "SENIOR" at the bottom. The word "SENIOR" is also displayed in large letters at the bottom of the page.

3. Choose Image Orientation: Landscape or Portrait

Photos - FOOTBALL SENIOR PORTRAIT.jpg

See all photos + Add to



Edit & Create Share Print ...

FOOTBALL SENIOR PORTRAIT - Print

Printer
Canon Free Layout plus

Let the app change my printing preferences
 On

Orientation
 Portrait
 Landscape

Size
8.5" x 11.69"

Photo size
Full page

Page Margins
Normal

Fit
Fill page

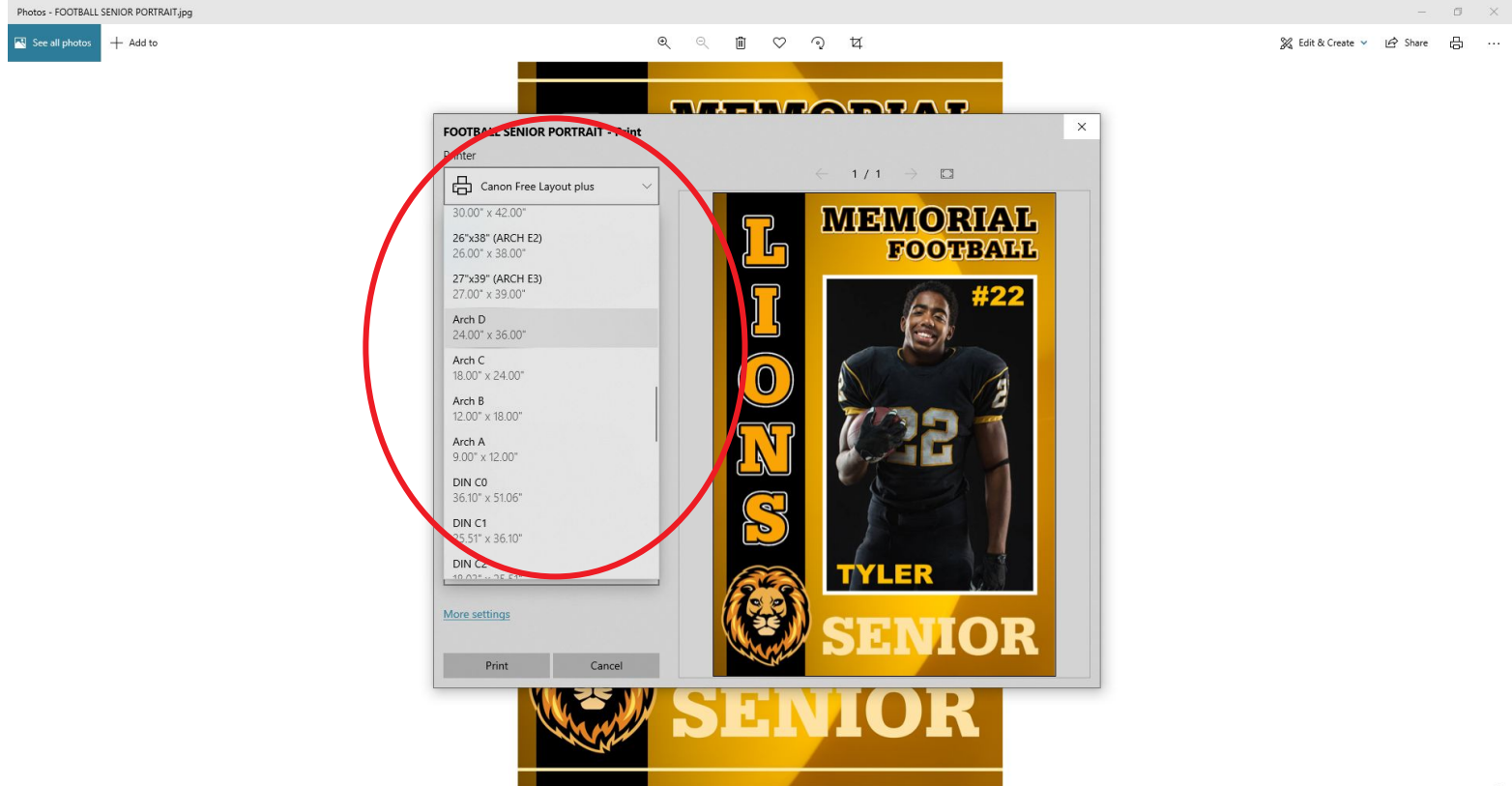
[More settings](#)

Print Cancel

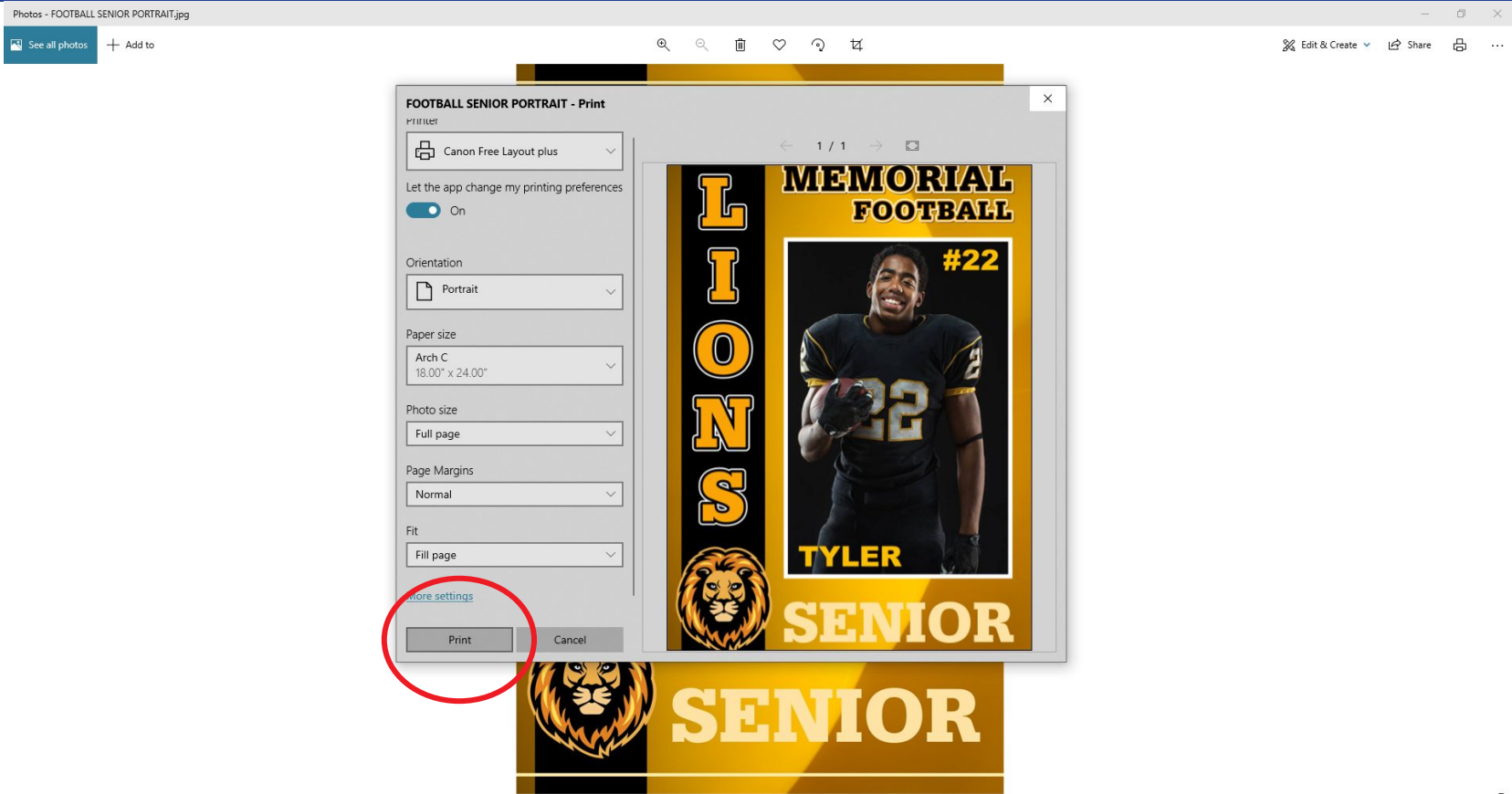


4. Choose Image Size and Settings Accordingly to make the image fill up the whole preview without getting cut off. Different programs will vary.

Ex) 18x24 or 24x36



5. Click Print. Wait until Free Layout Plus opens.



6. Choose Close on the pop up window.

The screenshot displays the Canon Free Layout plus software interface. On the left, a vertical sidebar contains numbered steps: 1. Select Template, 2. Paper Options, 3. Edit, and 4. Print. The main workspace shows a preview of a document being printed on a printer. A pop-up window titled "Free Layout plus" is overlaid on the workspace. The pop-up window contains the following text:

Some of the amazing features available with Canon Free Layout plus...

Freely adjust the layout and print documents created in applications such as Microsoft Word or Adobe Illustrator. Features include scaling printing for roll paper width, imposition printing, large format printing over multiple sheets, flap duplex printing, and many more.

Don't show this again

Close

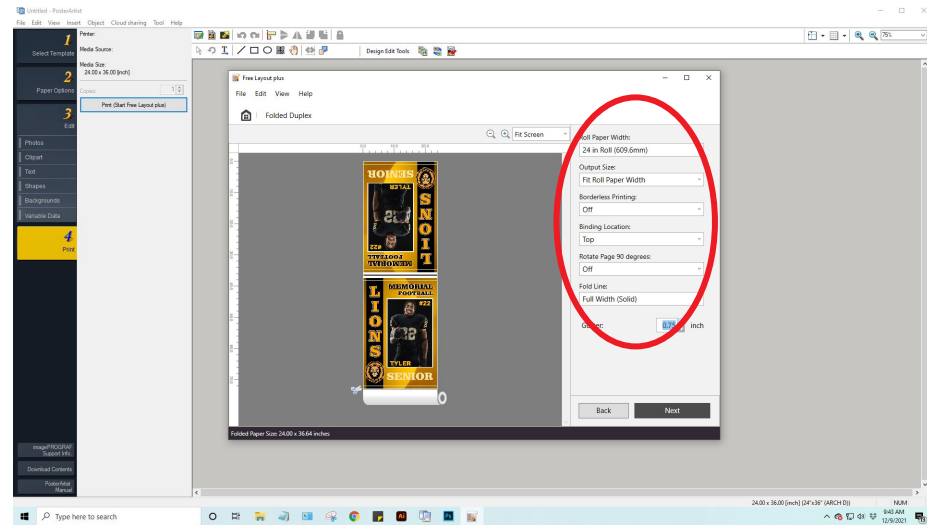
The "Close" button is circled in red. The software interface also shows a menu bar (File, Edit, View, Help), a toolbar, and a status bar at the bottom indicating "Selected: 1".

7. Click Folded Duplex on the bottom right.

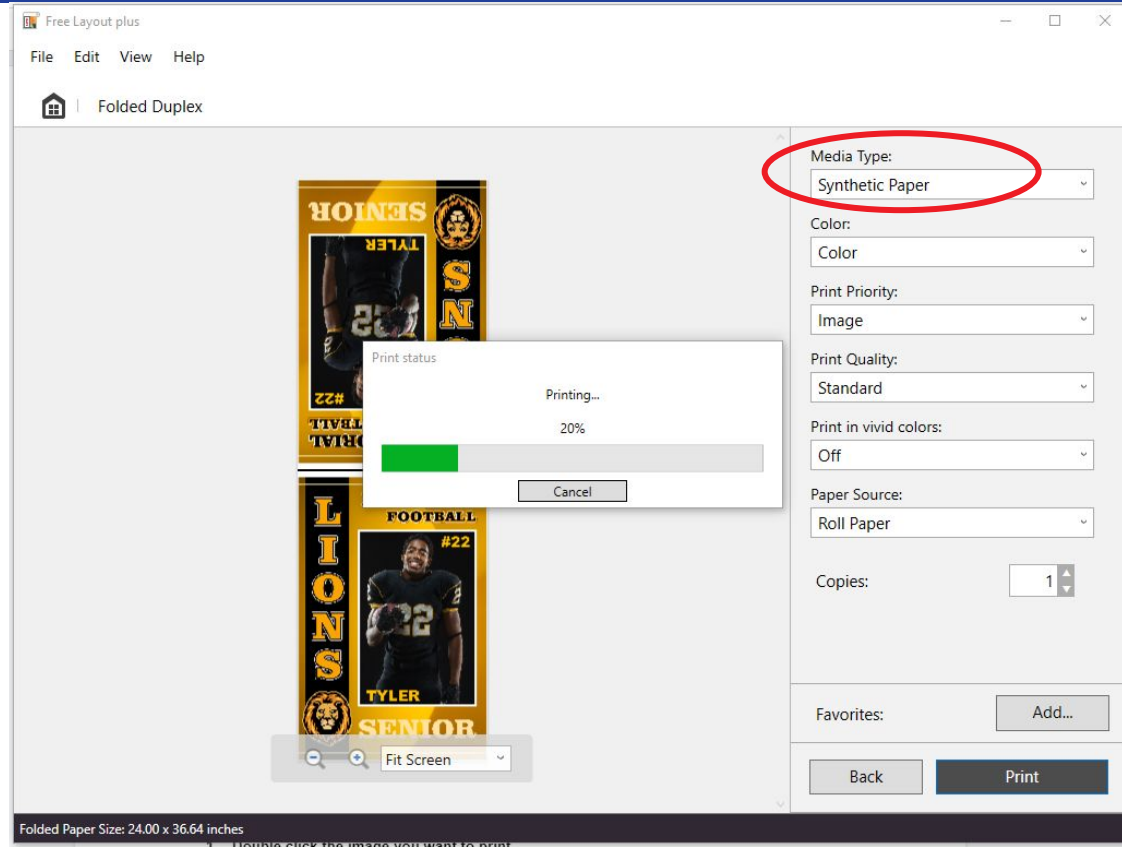
The screenshot displays the PosterArtist software interface. On the left, a vertical sidebar contains numbered steps: 1. Select Template, 2. Paper Options, 3. Edit, and 4. Print. The main workspace shows a 'Free Layout plus' window with a menu bar (File, Edit, View, Help) and a 'Home' button. Below the menu is an 'Input Data List' with a checked item 'Untitled'. The main area of the window is divided into 'Edit mode' and 'Favorites'. Under 'Edit mode', there are three options: 'Fixed Layout' (Match input data to fixed size or to roll paper width, and print.), 'Tiling' (Print one large image by joining together multiple sheets.), and 'Folded Duplex' (Print data arranged in a layout suitable for folding.). The 'Folded Duplex' option is highlighted with a red circle. The printer is set to 'Canon TM205 Tall Stand'. The status bar at the bottom indicates 'Selected: 1' and '24.00 x 36.00 [inch] (24"x36" (ARCH D))'.

8. Choose your print settings.

- a. **Roll Paper Width:** (depending on what size you have in your machine) 24in or 36in
- b. **Output Size:** Fit Roll Paper Width
- c. **Borderless Printing:** On, if you want an edge to edge print
- d. **Binding Location:** Top
- e. **Rotate Page 90 degrees:** Off
- f. **Fold Line:** whichever setting you prefer
- g. **Gutter:** You can make the gutter as thick as the stand or object that you will drape the banner over and click Next



9. For the Media Type, choose the Type of Paper you have in your printer
ex) Matte = Canon Matte Coated 170gsm.
Click Print and the document will start to print.



**If you have any further questions,
feel free to call us at 800-244-6381**

or email Tech support
tech@presentationsys.com