

Customer Tips

dc01cc0235
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... for the user

Converting a Document with 2 Images Per Page to a Document with 1 Image Per Page

Purpose

This document describes a method to convert a source document with two images per page, into two pages with one image each. The source document can be copies of bound originals, a booklet, or a document in 2-up format. The single image is proportionately sized and centered on the media you select.

Procedures

Producing Single Page Images Using the DC 220/230, DC 320/340, and DC 420/425/432/440

1. Place the source document on the Document Center glass in the upper left corner.
2. On the Document Centre user interface:
 - a. Press **Features**.
 - b. Press the **Added Features** tab.
 - c. Press **Bound Originals**, and select **1 and 2**.
 - d. Press **Book Size** and the appropriate paper size.
 - e. Press **Save** twice.
 - f. Press the **Copy** tab. In the **Paper Supply** section, select an output size.
 - g. In the **Sides Imaged** section, select **1 → 1 Sided** or **1 → 2 Sided**.
 - h. In the **Reduce/Enlarge** section, select **Other**.
 - i. Press **Custom**, then **Auto**. This enlarges and centers the document on the output paper stock that you selected in step f.
 - j. Press **Save**.
3. On the Document Centre control panel, press **START**.

This document applies to these **Xerox** products:

x	WC Pro 32/40 Color
x	WC Pro 65/75/90
x	WC Pro 35/45/55
x	WC M35/M45/M55
x	DC 555/545/535
x	DC 490/480/470/460
x	DC 440/432/425/420
x	DC 340/332
x	DC 265/255/240
x	DC 230/220
x	DCCS 50

Producing Single Page Images Using the DC 240/255/26, DC 460/470/480/490, DC 555/545/535, WC M35/M45/M55, WC Pro 35/45/55, or WC Pro 65/75/90

1. Place the source document on the multifunction device's glass in one of the following positions:
 - a. WC M35/45/55 and WC Pro 35/45/55: center of the glass as indicated for a book, flush to the back edge.
 - b. All other devices: upper left corner.
2. On the multifunction device user interface:
 - a. Press **Features**.
 - b. Press the **More Copy Features** tab.
 - c. Press the **Image Adjustment** tab.
 - d. Press **Bound Originals**, and select **Both pages**. The multifunction device automatically selects the paper size and layout.
 - e. Press **Save**.
 - f. Press the **Basic Copying** tab. In the **Paper Supply** section, select an output size.
 - g. In the **Sides Imaged** section, select **1 → 1 Sided** or **1 → 2 Sided**.
 - h. In the **Reduce/Enlarge** section, select **More**.
 - i. Press **Custom**, then **Auto**. This enlarges and centers the document on the output paper stock that you selected in step f.
 - j. Press **Save**.
3. On the multifunction device's control panel, press **START**.

Producing Single Page Images Using the DCCS50

1. Place the source document on the DCCS50 glass in the upper left corner.
2. On the DCCS50 user interface:
 - a. Press the **Basic Copying** tab. In the **Reduce/Enlarge** section, select **More/Variable %** and select **145%**.
NOTE: You may need to experiment with the percentage you select.
 - b. In the **Paper Supply** section, select an output size.
 - c. Press the **Added Features** tab.
 - d. Press **2-Sided Copy** and select **1 → 1 Sided** or **1 → 2 Sided**.
 - e. Press **Margin Shift**. Select **Side 1**, then **Auto Center**. If required, select **Side 2**, then **Auto Center**.
 - f. Press **Save**.
 - g. Press **Book Copying**, and select **Normal Book**.
 - h. Press **Save** again.
3. On the Document Centre control panel, press **START**.

Producing Single Page Images Using the WC Pro 32/40 Color

1. Place the source document on the WorkCentre's glass in the upper left corner.
2. On the WorkCentre user interface:
 - a. Press **Features**.
 - b. Press tab **3 (Image Adjustment)** tab.
 - c. Press **Bound Originals** and select **Left then Right page**.
 - d. Press **Save**.
 - e. Press tab **2 (Colour Options)** if you wish to have color output.
 - f. Press the **Copy** tab. In the **Paper Supply** section, select an output size.
 - g. In the **Sides Imaged** section, select **1 → 1 Sided** or **1 → 2 Sided**.
 - h. In the **Reduce/Enlarge** section, select **More**.
 - i. Press **Custom**, then **Auto**. This enlarges and centers the document on the output paper stock that you selected in step f.
 - j. Press **Save**.
3. On the WorkCentre Pro control panel, press **Start**.

Additional Information

Xerox Customer Service welcomes feedback on all documentation - send feedback via e-mail to: USA.DSSC.Doc.Feedback@mc.usa.xerox.com.

You can reach Xerox Customer Support at 1-800-821-2797 (USA), TTY 1-800-855-2880 or at <http://www.xerox.com>.

Other Tips about Xerox multifunction devices are available at the following URL: <http://www.xerox.com/DocumentCentreFamily/Tips>.

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