

Xerox Book Copying

Copy Features ...

Select the [Services Home](#) button and then [Copy](#) to access the Copy service



Basic Copying

- Place open book facedown on the glass aligned next to the arrow.



Layout Adjustment

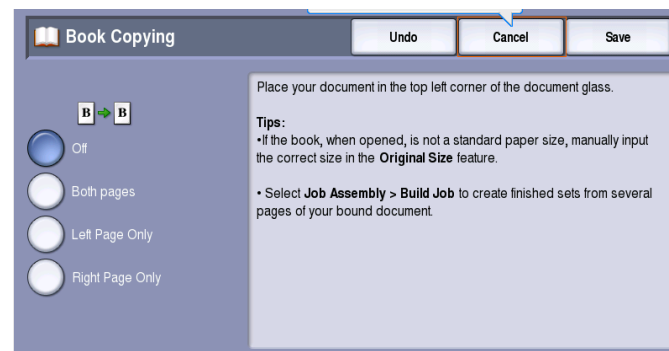
- Select Book Copying



Book Copying Screen

Select one of the following then select Save:

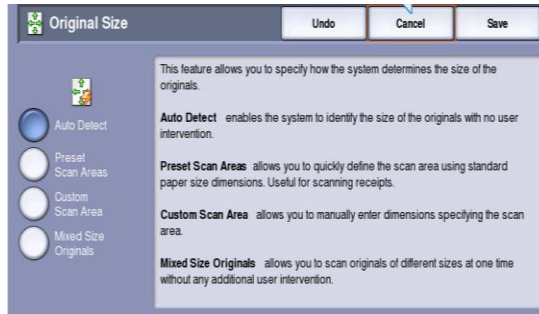
- Off** copies both pages of an open book as one image on a single sheet of paper.
- Both Pages** copies the left and the right pages of an open book onto two sheets of paper. If Binding Edge Erase is required, touch the arrows to erase up to 2 in.
- Left Page Only** copies only the left page of an open book on a single sheet of paper. If Binding Edge Erase is required, touch the arrows to erase up to 1 in.
- Right Page Only** to copy only the right page of an open book on a single sheet of paper. If Binding Edge Erase is required, touch the arrows to erase up to 1 in.



Book Copying

Original Size

- Select Custom Scan Area
- Enter the Width X and the Height Y of the entire book as it is laying facedown on the glass
- Select Save



- You may press the Start button or continue to add options
- Be sure not to press the Top Feeder cover onto the book.
- Leave cover open or slightly ajar to prevent Top Feeder cover damage

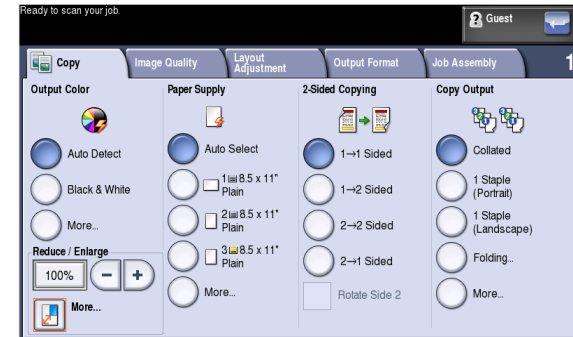
OPTIONAL FEATURES

- Select Image Shift, Auto Center to center the book pages



OPTIONAL FEATURES

- 2 Sided, select 1 – 2 sided



OPTIONAL FEATURES

- Select More button to use Auto % and Auto Center, in the Reduce/Enlarge feature if desired, to enlarge and center the image the image.

