

WorkCentre 7655/7665 Tab Creation Supplement



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Changes, technical inaccuracies and typographical errors will be corrected in subsequent editions.

1. Introduction

This supplement is intended to help you to create copied and printed documents with printed tab dividers.

Tab creation overview

Your system is capable of automatically creating copies or prints with covers, inserts or printed tabs so that subsequent manual sorting is not required.

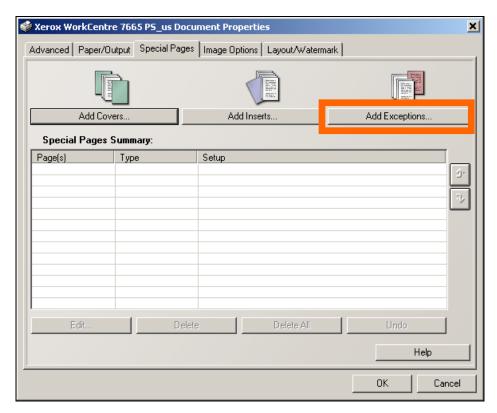
Printed Jobs

For printed jobs, tabs are enabled from the **Special Pages** tab in the print driver:

- To add blank or pre-printed tab stock use the Add Inserts... option
- To add tab stock and print onto the tabs use the Add Exceptions... option

Add Exceptions is a very powerful tool and enables each page of your document to be printed with different output settings such as 1-sided, 2-sided, or different stock.

This is the feature used to insert and print onto tab dividers.



Copied Jobs

The **Job Build** feature is used to copy an original document that has tab dividers. Refer to the **Copying on Tabs** section for further detail.

Using This Supplement

The instructions in this booklet will help you print and copy tab dividers

Specifications

Parameter	Specification
Paper Tray	Tab stock can only be loaded into the Bypass Tray
Tab Stock Sizes	A4, 8.5 x11 inches (9 x 11 inches)
Weight of tab stock	Up to 176 g/m² or 47 lb bond (90# Index/ 65# Cover) stock

2. Setup

This chapter describes how to load tab stock into the paper tray and how to create tab masters.

Loading Tab Stock Into The Paper Trays

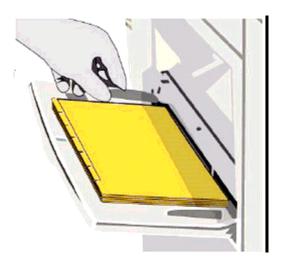
This procedure is the same for both copying and printing onto tab stock.

NOTE

Tab stock can only be loaded into Bypass Tray. The stock you are using for the body of the document should be loaded into any tray. Use 8.5 x 11 inch paper with 9 x 11 inch tab stock or A4 paper with A4 tab stock in the same orientation.

Bypass Tray

- 1. Load the Single Straight Collated tab stock into the bypass tray as follows:
 - a) Tabs to the left with tab 1 on top and at the front of the tray.
 - b) Tabs in standard order. If more than one set of tabs is required, the number and sequence of the tabs loaded must match the number and sequence of tabs to be printed. Any surplus tabs should be removed from each set prior to starting the job.
 - c) If you have to reload tabs in case of jam or for any reason, please make sure tab 1 is on top and at front of the tray.
- 2. Move the rear guide against the rear edge of the tab stock.



Creating Tab Masters

Your document must contain a page with the text you want printed on the tab for each tab divider in the set. These are called the tab master pages and are the same size as the body of your document, either 8.5x11 inches or A4. The pages must be inserted in the correct place in your document. To create the tab master pages you can either use the Xerox Tab Template or create your own tab master pages.

Using Xerox Tab Master Templates

- 1. Xerox provides templates for 5 position tab masters for A4 or 8.5x11 inch documents in Microsoft Word. The templates can be downloaded from http://www.xerox.com
 - Search on 'Tab Template'.
 - Select 'Templates for Laser Printers'
- Open the template you require, save it as another file and change the text on the tabs as required.
- If you are making the tab masters for a copy job, print the tab master pages onto plain stock either 8.5x11 inches or A4 and insert the prints into the appropriate places in your original document.
- 4. If you are creating tab masters for a print job, cut and paste the tab master pages into the appropriate places in your document.
- You are now ready to copy or print your job.

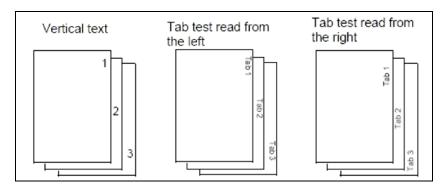
Creating Your Own Tab Master Pages

If you do not have access to the internet, or you use an application other than Microsoft Word, create your own tab master pages as follows:

NOTE

Your WorkCentre will copy the information printed on a standard A4 or 8.5x11 inch sheet of paper and shift the image to the right so that it is copied onto the tab.

- 1. Create a document with as many pages as you require tab dividers.
- On each page create a text box on the right hand side of the page containing the text you want on each tab.
 Position the text box vertically to correspond with the tab positions. The text can be vertical, read from the left side of the page or read from the right side of the page.



- 3. Print the document onto plain paper.
- 4. Lay the prints of the tab master pages over the tab stock and check the vertical position of the text against each tab. You may need to adjust the vertical position of the text boxes on your master to make the text align correctly with the respective tabs.
- 5. If you are making the tab masters for a copy job, print the tab master pages onto plain stock either 8.5x11 inches or A4 and insert the prints into the appropriate places in your original document.
- If you are creating tab masters for a print job, cut and paste the tab master pages into the appropriate places in your document. Note the page numbers of the tab master pages in your document. You will need this information later.
- 7. You are now ready to copy or print your job.

3. Copying Tabs using Build Job

Build Job allows the document to be broken into several segments and copied segment by segment with different settings applied to each segment. This section describes how to copy an original document containing printed tab dividers.

Load the Tab Stock into the Paper Tray

Load the tab stock into either the Bypass Tray as described in Section 2.

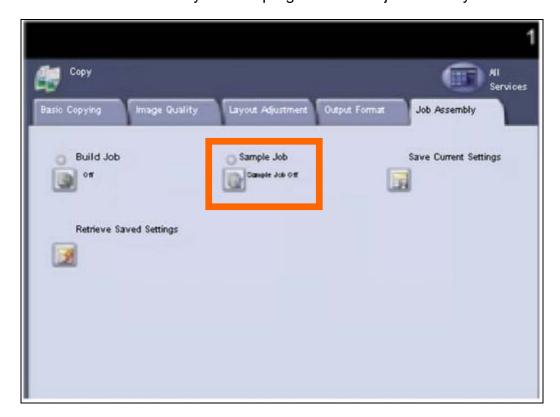
Program Build Job

The job must be divided into segments. Each divider will be a segment and each part of the body of the document between the dividers will be a segment.

- 1. Input the number of sets you require.
- 2. Select the Job Assembly tab.

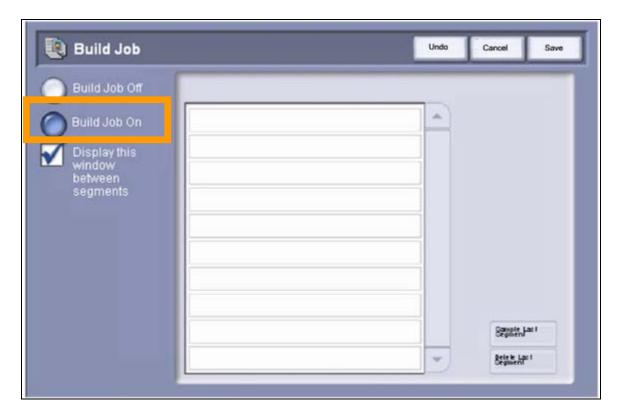


3. Select **Sample Job**, select **Sample Job On** and **Save**. This will enable you to print one sample set to ensure that you have programmed the job correctly.



4. From the **Job Assembly** screen select **Build Job**.



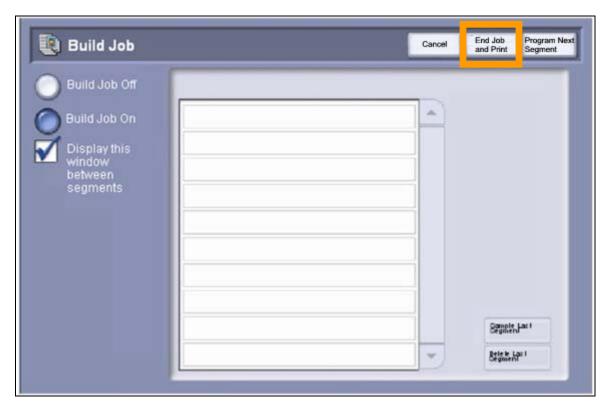


- 6. The **Build Job** screen will appear on the Basic Copying screen.
- 7. Place the first segment of the body of the original in the Document Handler.
- 8. Select the tray that contains the body stock.
- 9. Select your required 1 or 2-sided option and any other settings for this segment.
- 10. Press **Start**. The first segment will be scanned to memory.

Place the first tab divider face down on the document glass aligned to the rear right hand corner and close the Document Handler.

- 11. Select the tray that contains the tab stock.
- 12. Select 1 1 sided copies.
- 13. Press Start. The divider will be scanned.
- 14. Repeat this process until all the segments of the document have been scanned. Don't forget to make the appropriate selections for each segment. If you make a mistake, select the Build Job Controls button and select **Delete the Last Segment**. Scan the segment again.
- 15. When all the segments have been scanned, select **Build Job Controls**.

16. Select **End Job and Print**. The job will be compiled and one sample set will be printed.



- 17. If the sample set is OK, select the **Job Status** button on the control panel, locate the job in the job queue and select **Release**.
- 18. When printing is complete select the **Clear All** button to reset the machine to the default settings.

NOTE

In the unlikely event of a paper jam occurring, follow the instructions on the screen and remove any partially used sets of tab stock from the paper tray.

4. Printing Onto Tabs

This chapter describes how to add tab stock (either imaged or blank) to a printed document.

Setup

Refer to the Section 2, and:

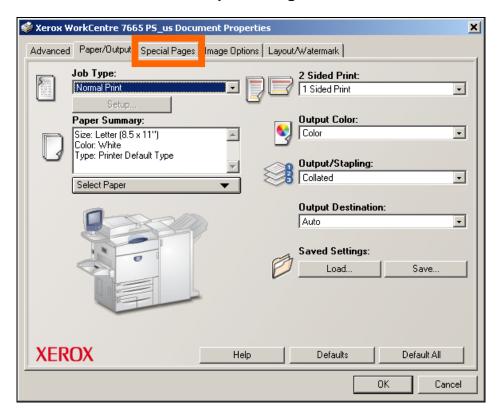
- 1. Load the tab stock into the Bypass Tray.
- 2. Create your tab master pages.

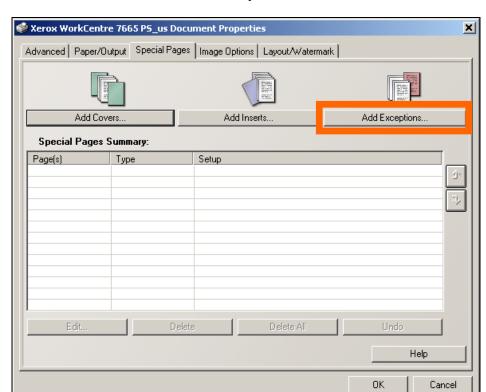
4a. Printing a Document with Printed Tab Dividers

NOTE

Both PostScript and PCL print drivers can be used to print onto tab dividers.

- 1. With your document open, select **File > Print**.
- Select your WorkCentre 7655/7665 print driver.
- Select **Properties**. The Document Properties screen will appear.
- 4. Select the **Special Pages** tab.





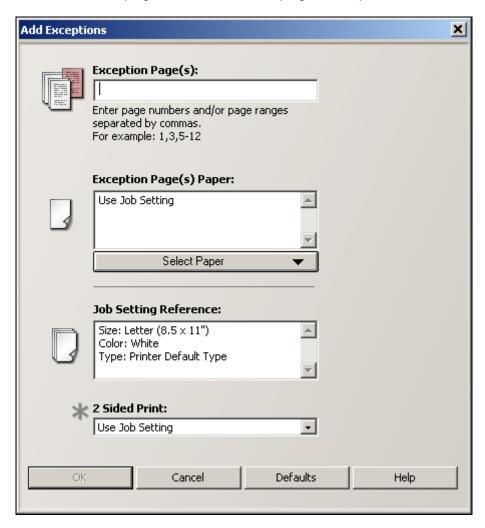
5. Select Add Exceptions.

NOTE

Add Covers enables printed, plain or pre-printed covers to be added to the front or back of the document **Add Inserts** enables pre-printed or plain dividers to be added to the document

Add Exceptions allows you to change the print properties of any page in your document i.e. type of stock or 1 or 2 sided print. We are using this feature to set up the printing exceptions for all the pages in your document including the tab divider pages.

6. In the **Exception Page(s)** window input the pages where the tab master pages are in your document. For example, if you have tab 1 on page 10 of your document, tab 2 on page 20 and tab 3 on page 30, input 10,20,30.



7. Click on the **Select Paper** drop down menu and select **Type > Pre-cut Tab Stock**.

- 8. The Precut Tab Setup window will appear. This window enables you to select the Number in Sequence (the number of tabs in each tab set) and the Tab Margin Shift (the amount of shift applied to your tab master image when printed on the tab). You can shift the image from 0 to 50 mm (0 to 2 inches) as required.
 - Select 0.5 inches if you used the 8.5x11 inch template.
 - Select 12.7 mm if you used the A4 template.
 - Select Custom if you created your own tab master.

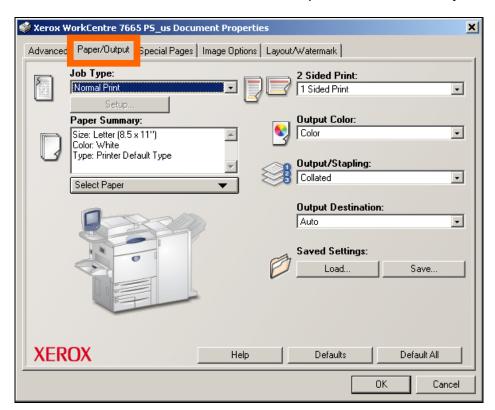


- 9. Select **OK** to accept the Margin Shift setting and number in sequence.
- 10. Select OK.
- 11. The selections for the tab pages will be displayed. Review the settings to verify they are correct.

12. Select the **Paper/Output** tab.

NOTE

In the **2 Sided Print** window ensure that the selection is **1 Sided Print**. Tabs can be printed on 1 side only.



- 13. Select any print options you require such as 2 Sided Print (body of document) Stapling or 3 Hole Punch. Select **OK**.
- 14. At the **Print** window select the number of copies you require. Ignore all print margin warnings and select **OK**.
- 15. The job will print.

NOTE

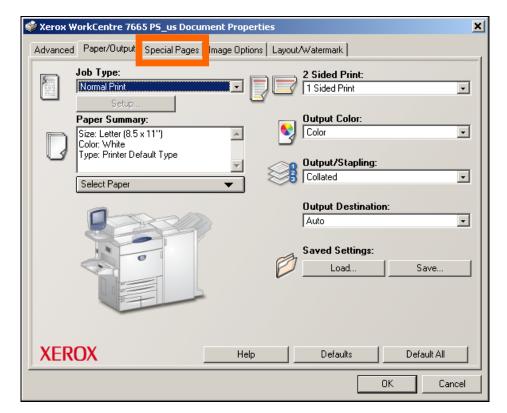
In the unlikely event of a paper jam occurring, follow the instructions on the machine display and remove any partially used sets of tab stock from the paper tray.

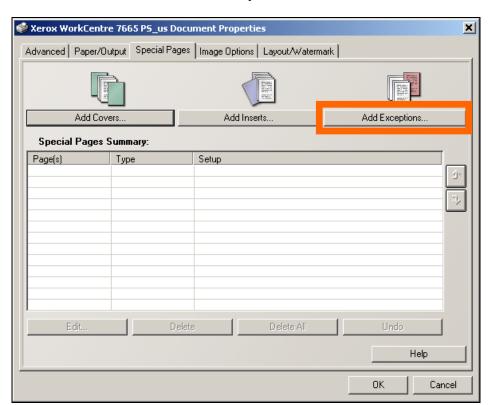
4b. Printing Tab Dividers Only (without Printed Document)

NOTE

Both PostScript and PCL print drivers can be used to print onto tab dividers.

- 1. With your document open, select **File > Print**.
- 2. Select your WorkCentre 7655/7665 print driver.
- Select **Properties**. The Document Properties screen will appear.
- 4. Select the **Special Pages** tab.





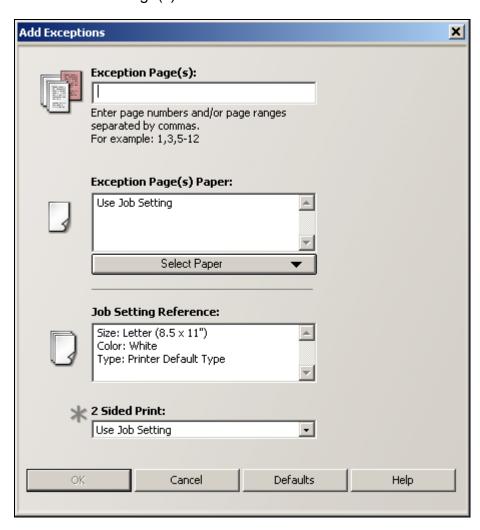
5. Select Add Exceptions.

NOTE

Add Covers enables printed, plain or pre-printed covers to be added to the front or back of the document Add Inserts enables pre-printed or plain dividers to be added to the document

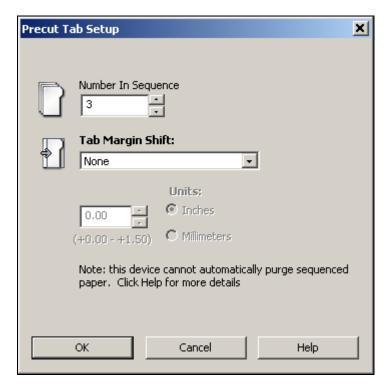
Add Exceptions allows you to change the print properties of any page in your document i.e. type of stock or 1 or 2 sided print. We are using this feature to set up the printing exceptions for all the pages in your document including the tab divider pages.

 Input the page numbers of the tabs you wish to print from the Tab Master document.
For example, if you have 5 tabs in your Tab Master document, you would enter "1,2,3,4,5" into the Exception Page(s) field.



7. Click on the **Select Paper** drop down menu and select the **Size**, **Color** and **Type** (Pre-cut Tabs) of tabs loaded in the Bypass Tray.

- 8. The Precut Tab Setup window will appear. This window enables you to select the Number in Sequence (the number of tabs in each tab set) and the Tab Margin Shift (the amount of shift applied to your tab master image when printed on the tab). You can shift the image from 0 to 50 mm (0 to 2 inches) as required.
 - Select 0.5 inches if you used the 8.5x11 inch template.
 - Select 12.7 mm if you used the A4 template.
 - Select Custom if you created your own tab master.

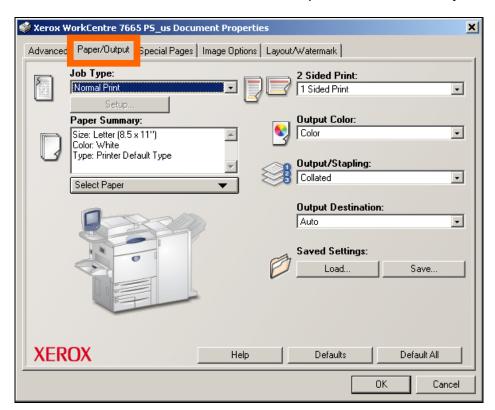


- 9. Select **OK** to accept the Margin Shift setting.
- 10. Select OK.
- 11. The selections for the tab pages will be displayed. Review the settings to verify they are correct.

12. Select the Paper/Output tab.

NOTE

In the **2 Sided Print** window ensure that the selection is **1 Sided Print**. Tabs can be printed on 1 side only.



- 13. Select any print options you require, then select **OK**.
- 14. At the **Print** window select the number of copies you require. Ignore all print margin warnings and select **OK**.
- 15. The job will print.

NOTE

In the unlikely event of a paper jam occurring, follow the instructions on the machine display and remove any partially used sets of tab stock from the paper tray.