DOCUCOLOR 12
DOCUMENT CENTRE
COLORSERIES 50

EDIT PAD USER GUIDE
SYSTEM ADMINISTRATION
GUIDE

DIGITAL

THE DOCUMENT COMPANY
XEROX

Safety Notes

The Xerox DocuColor 12 copier/printer and the Document Centre ColorSeries 50 and the recommended maintenance supplies have been designed and tested to meet strict safety requirements. Attention to the following notes will ensure the continued safe operation of your copier/printer.

Electrical safety

- Use only the power cord supplied with this equipment.

- Plug the power cord directly into a correctly grounded electrical outlet. Do *not* use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician

- Do not use a ground adapter plug to connect this equipment to an electrical outlet that lacks a ground connection terminal.

WARNING: You may get a severe electrical shock if the outlet is not correctly grounded.

- Do not place the copier/printer where people may step on or trip on the power cord. Do not place objects on the power cord.

- Do not override or disable electrical or mechanical interlocks.

- Do not obstruct the ventilation openings. These openings are provided to prevent overheating of the machine.

WARNING: Never push objects of any kind into slots or openings on this equipment. Making a contact with a voltage point or shorting out a part could result in fire or electrical shock.

- If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet. Call an authorized Xerox service representative to correct the problem.

  – The machine emits unusual noises or odors.

  – The power cord is damaged or frayed.

  – A wall panel circuit breaker, fuse, or other safety device has been tripped.

  – Liquid is spilled into the copier/printer.

  – The machine is exposed to water.

  – Any part of the machine is damaged.

Disconnect Device

The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the machine, disconnect the power cable from the electrical outlet.

Laser safety

CAUTION: Use of controls, adjustments, or procedures other than those specified in this documentation may result in a hazardous exposure to laser radiation.

This equipment complies with international safety standards. With specific regard to laser safety, the equipment complies with performance standards for laser products set by government, national, and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

Maintenance safety

- Do not attempt any maintenance procedure that is not specifically described in the documentation that is supplied with your copier/printer.

- Do not use aerosol cleaners. The use of supplies that are not approved may cause poor performance of the copier/printer, and could create a dangerous condition.

- Use the supplies and cleaning materials only as directed in this manual. Keep all of these materials out of the reach of children.

- Do not remove the covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

Do not perform any maintenance procedures unless you have been trained to do them by a Xerox representative or unless a procedure is specifically described in one of the copier/printer manuals.

Operational safety

Your Xerox equipment and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines will help ensure the continued safe operation of your copier/printer:

- Use the materials and supplies specifically designed for your copier/printer. The use of unsuitable materials may result in poor performance of the machine and possibly a hazardous situation.

- Follow all warnings and instructions that are marked on or supplied with the machine.

- Place the machine in a room that provides adequate space for ventilation and servicing.

- Place the machine on a level, solid surface (not on a thick pile carpet) that has adequate strength to support the weight of the machine.

- Do not attempt to move the machine. A leveling device that was lowered when your machine was installed may damage the carpet or floor.

- Do not locate the machine near a heat source.

- Do not locate the machine in direct sunlight.

- Do not locate the machine in line with the cold air flow from an air conditioning system.

- Do not place containers of coffee or other liquid on the machine.

- Do not block or cover the slots and openings on the machine. Without adequate ventilation, the machine may overheat.

- Do not attempt to override any electrical or mechanical interlock devices.

WARNING: Be careful when working in areas identified with this warning symbol. These areas may be very hot and could cause personal injury.

If you need any additional safety information concerning the machine or materials, contact your Xerox representative.

Ozone safety

This product produces ozone during normal operation. The ozone is heavier than air, and the quantity is dependent on copy volume. Providing the correct environmental parameters, as specified in the Xerox installation procedures, ensures that concentration levels meet safe limits.

If you need additional information about ozone, request the Xerox publication, *OZONE*, 600P83222, by calling 1-800-828-6571 in the USA. For a French language version, call 1-800-828-6571 in the USA, then press 2.

Notices

Radio Frequency Emissions

FCC

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and receiver.

- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the authority granted by the FCC to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

In Canada

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as defined in the Radio interference regulations of Industry Canada.

FCC

The following applies to the product when equipped with the Token Ring or Banyan Vines connectivity options:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

In Canada

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as defined in the Radio interference regulations of Industry Canada.

Safety Extra Low Voltage Approval

The Xerox DocuColor 12 copier/printer and Document Centre ColorSeries 50 copier/printer are in compliance with various governmental agencies and national safety regulations. All system ports meet the Safety Extra Low Voltage (SELV) circuits for connection to customer-owned devices and networks. Additions of customer-owned or third-party accessories that are attached to the copier/printer must meet or exceed the requirements listed above. All modules that require external connection must be installed per the DocuColor 12 and Document Centre ColorSeries 50 copier/printer installation procedure.

Certifications . . . in Europe

The CE marking that is applied to this product symbolizes Xerox Europe's Declaration of Conformity with the following applicable Directives of the European Union as of the dates indicated:

January 1, 1995: - Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: - Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

Changes or modifications to this equipment not specifically approved by Xerox Europe may void the user's authority to operate the equipment.

Shielded cables must be used with this equipment to maintain compliance with the EMC Directive 89/336/EEC.

This equipment is not primarily intended for use in a domestic environment.

A full declaration, defining the relevant Directives and referenced standards, can be obtained from your Xerox Europe representative.

WARNING: In order to allow this equipment to operate in proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from ISM equipment may have to be limited or special mitigation measures taken.

The following applies to the product when equipped with Token Ring or Banyan Vines connectivity options:

WARNING: This is a Class A product. In a domestic environment, this product may cause radio interference, in which case the user may be required to take adequate measures.

Changes or modifications to this equipment not specifically approved by Xerox Europe may void the user's authority to operate the equipment.

Shielded cables must be used with this equipment to maintain compliance with the EMC Directive 89/336/EEC.

WARNING: In order to allow this equipment to operate in proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from ISM equipment may have to be limited or special mitigation measures taken.

It's Illegal . . . in the USA

Congress, by statute, has forbidden the copying of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such copies.

1. Obligations or Securities of the United States Government, such as:

    Certificates of Indebtedness   National Bank Currency

    Coupons from Bonds   Federal Reserve Bank Notes

    Silver Certificates   Gold Certificates

    United States Bonds   Treasury Notes

    Federal Reserve Notes   Fractional Notes

    Certificates of Deposit   Paper Money

    Bonds and Obligations of certain agencies of the government, such as FHA, etc.

    Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

    Internal Revenue Stamps. (If necessary to copy a legal document on which there is a canceled revenue stamp, this may be done, provided the reproduction of the document is performed for legal purposes.)

    Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.)

    Postal Money Orders.

    Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.

    Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.

3. Obligations or Securities of any Foreign Government, Bank, or Corporation.

4. Copyrighted material, unless permission of the copyright owner has been obtained or the copying falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)

6. Passports. (Foreign Passports may be photographed.)

7. Immigration Papers.

8. Draft Registration Cards.

9. Selective Service Induction Papers that bear any of the following Registrant's information:

   Earnings or Income   Dependency Status

   Court Record   Previous military service

   Physical or mental condition

   Exception: U.S. Army and Navy discharge certificates may be photographed.

10. Badges, Identification Cards, Passes, or Insignia carried by Military or Naval personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)

    Copying the following is also prohibited in certain states:
    Automobile Licenses - Drivers' Licenses - Automobile Certificates of Title.

    The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

It's Illegal . . . in Canada

Parliament, by statute, has forbidden the copying of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

1. Current bank notes or current paper money.

2. Obligations or securities of a government or bank.

3. Exchequer bill paper or revenue paper.

4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.

5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).

6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.

7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.

8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.

9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

10. The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Environmental Notices . . . in the USA

As an ENERGY STAR® partner, Xerox Corporation has determined that this copier/printer model meets the ENERGY STAR® guidelines for energy efficiency.

ENERGY STAR® is a US registered trademark.

The ENERGY STAR program is a team effort between the Environmental Protection Agency and the office equipment industry to promote energy-efficient personal computers, monitors, printers, fax machines and copiers. Reducing the energy consumption of this equipment will help combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Environmental Notices . . . in Canada

As a participant in the Environmental Choice program, Xerox Corporation has determined that this copier/printer model meets the Environmental Choice guidelines for energy efficiency.

Environment Canada established the Environmental Choice program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental Choice has more than 1600 approved products and 140 licensees. Xerox has been a leader in offering EcoLogo approved products. In 1996, Xerox became the first company licensed to use the Environmental Choice EcoLogo for its copiers printers, and fax machines.

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1. Overview

Introduction

The Edit Pad is an optional accessory for your DocuColor 12 copier/ printer or Document Centre ColorSeries 50. Use the Edit Pad features when you want to add, delete, or change parts of the original document before copying.

1

This Edit Pad manual includes the following chapters:

- Overview

- Getting to know your Edit Pad

- Basic Edit Pad Procedure

- Selecting a Feature

- Selecting an Area Shape

- Selecting a Color

- Cancelling Selections

- System Administration functions

- Editing Tips and Problem-Solving

Conventions used in this manual

In this manual, descriptions of features and options generally follow procedure steps. You may need to combine several procedures to achieve the results you desire.

This manual uses a number of symbols to help you identify various kinds of information. These symbols are described below.

The 1, 2, 3 symbol indicates the beginning of a procedure. Be sure to follow steps carefully in the order given.
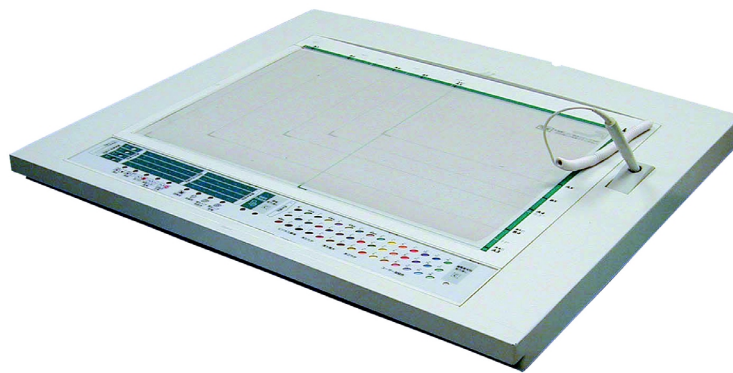
NOTE: Notes provide extra information that may be helpful to your understanding or performance of procedures.

KEY POINT: The key symbol draws your attention to important additional information, hints, or tips.

1

2. Getting to Know Your Edit Pad

2

Overview

This chapter provides an introduction to the copier/printer Edit Pad applications and Edit Pad components and shows an example of how to use the Edit Pad features.

NOTE: Some graphics may not appear in the manual exactly as they would appear after actual copying.

Edit Pad Features

The copier/printer Edit Pad has a variety of features to help you edit original documents. You can take black and white originals and colorize them, highlight areas of an original for emphasis, or delete unwanted text or graphics from your original. Sample graphics of images altered using the Edit Pad are found on the following pages.

The edit features included with the copier/printer Edit Pad are:

- **Erase Outside**: Deletes the portion of an original document located outside a boundary

- **Erase Inside**: Deletes the portion of an original document located inside a boundary

- **Highlight:** Colorizes the background of a selected portion of an original document without changing the text

- **Color Conversion**: Changes the color of image such as text or illustrations within a boundary

- **Negative Image:** Changes areas within the boundary from light to dark or from dark to light

Enhancing documents with

Erase Outside and Erase Inside

Use the **Erase Outside** and **Erase Inside** features to edit unwanted text or graphics from your documents.The edited samples displayed below show unwanted text edited out of original documents.
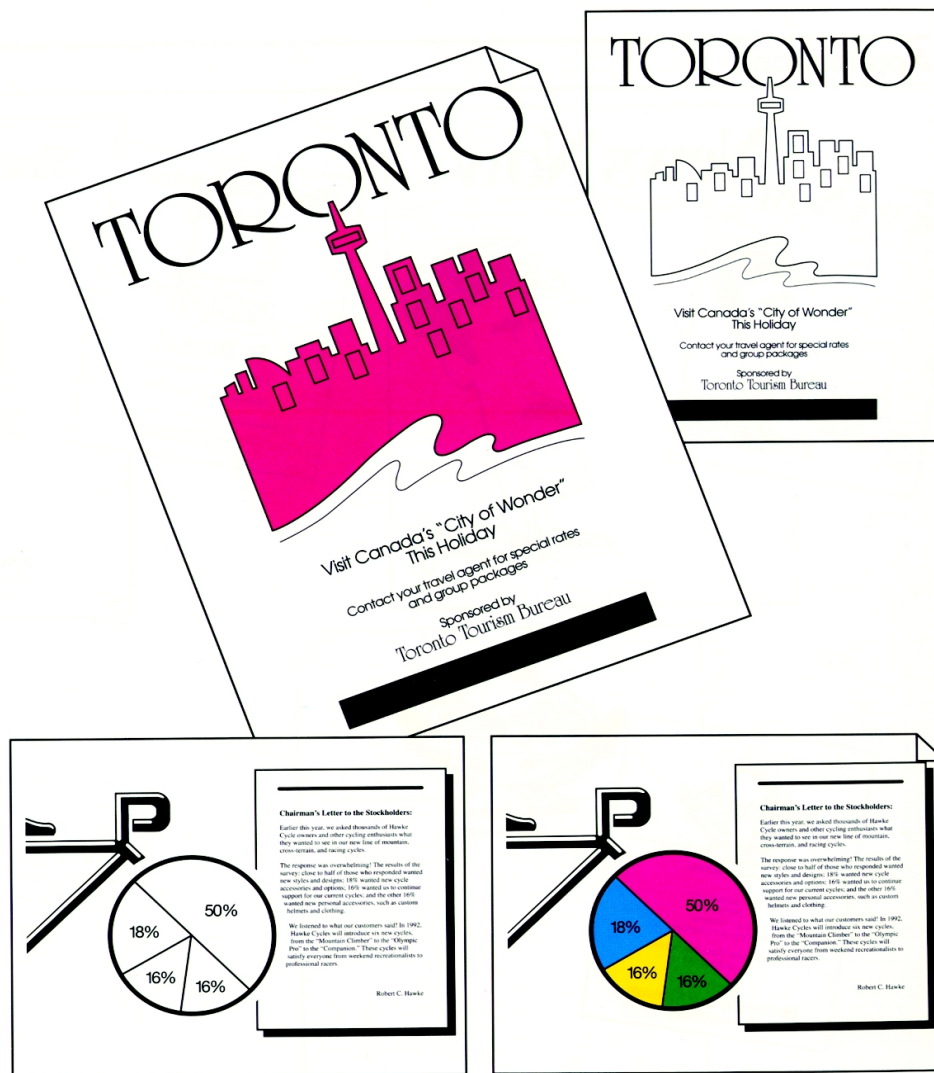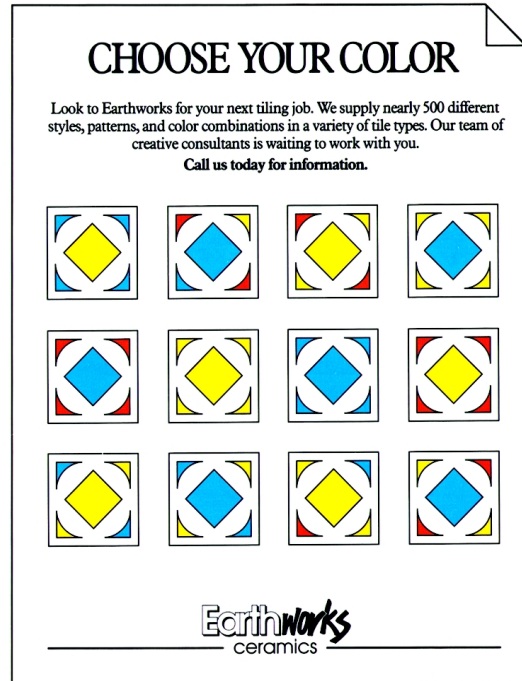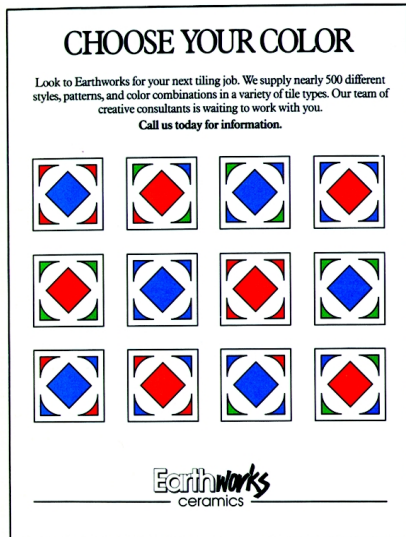
Filling enclosed areas with color using Highlight

To make your copies visually appealing, add
highlight colors to the background.

Color Conversion

Add special effects to your copies by changing
one or more colors to other colors.

Using Negative Image to change colors

Change the appearance of your copies by changing dark or colored text. The graphic displayed below shows a negative image of the sailboat and text. In the edited document, background color has been added using the Color Conversion feature.
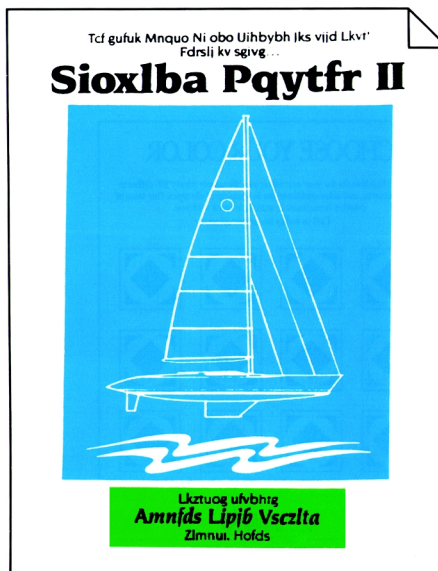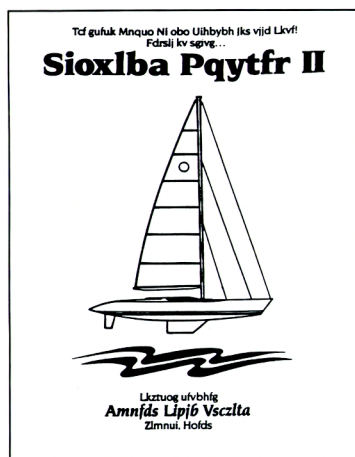
Key components of the Edit Pad

Use the optional Edit Pad to select points or areas on a document where you want to apply the features available with the Edit Pad.

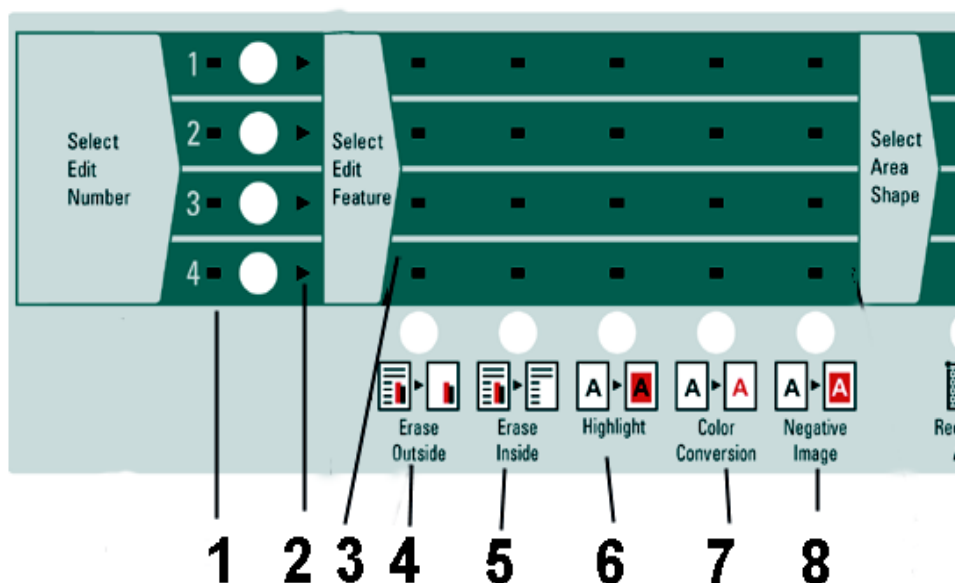The key components of the Edit Pad are identified in the illustration and list below:

1. A clear plastic overlay is used to protect your original document

2. An Edit Pen is used to select areas of your original

3. A work surface is used to position your originals

4. An Edit Pad Control Panel and Color Palette allow you to select features

5. The copier/printer Control Panel allows you to select features
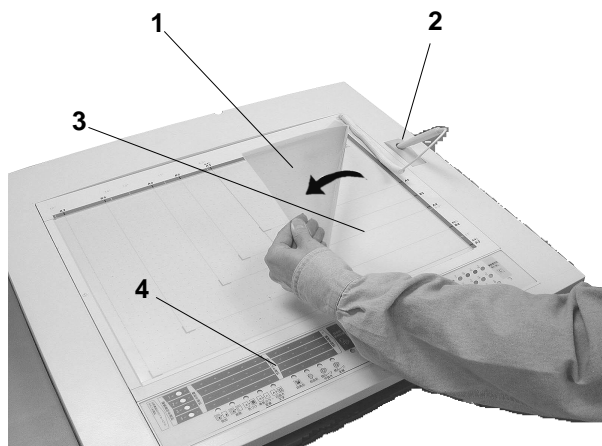
NOTE: The copier/printer Touch Screen provides options, instructions, and System Administration tools to help you use the Edit Pad effectively.


The following illustration and table show and define the various **Edit Pad Control Panel** and **Edit Number** features:

Edit Feature Selection

Call-out No.	Name	Function
1	**Select Edit Number indicator**	These indicators flash to inform you that you must select an **Edit Number**. One of these indicators lights after you select an **Edit Number**. If you select a different **Edit Number**, the corresponding indicator lights and the previous indicator switches off.
2	**Select Edit Number arrow indicator**	Once you select an Edit Number, the corresponding **Edit Number** indicator (**2**) flashes. An **Edit Number** must be active for you to cancel any selections.
3	**Select Edit Feature indicators**	These indicators flash to inform you that the features can be selected. When a feature is selected, that particular indicator light and all other indicators switch off.
4	**Erase Outside**	Use this feature to delete images outside a selected area.
5	**Erase Inside**	Use this feature to delete images inside a selected area.
6	**Highlight**	Use this feature to add a background color to apply color to the area selected. Black text or images in the colored area remain visible on the copy as long as the Highlight color is a different hue.
7	**Color Conversion**	Use this feature to convert all images in a selected area, including text, to a selected color.
8	**Negative Image**	Use this feature to convert the background in a selected area or text to its appropriate negative counterpart.

The following illustration and table describe the **Area Shapes**, **Select Area**, and **Cancel Areas** features on the Edit Pad Control Panel:
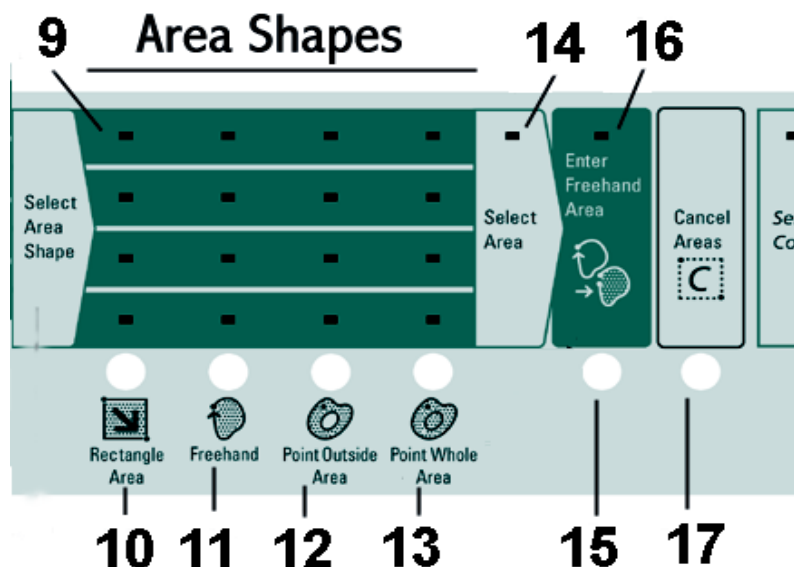
| Call-out No.	Name	Function
9	**Select Area Shape indicators**	These indicators flash when you must select an area type. When you select an area type, only that specific indicator remains lit.
10	**Rectangle Area**	Use this feature to specify an area by using the **Edit Pen** to point to opposite corners of a rectangle.
11	**Freehand**	Use this feature to define an area by drawing an outline around the area with the **Edit Pen**, or by making a series of points around the desired shape.
12	**Point Outside Area**	Use this feature to specify an area by using the **Edit Pen** to define a closed area between two boundaries.
13	**Point Whole Area**	Use this feature to specify an area by using the **Edit Pen** to define an entire area within a boundary.
14	**Select Area indicator**	This indicator flashes when you must define an area on the Edit Pad using the Edit Pen.
15	**Enter Freehand Area**	Use this feature to save a freehand area by touching with the **Edit Pen**.
16	**Enter Freehand Area indicator**	This indicator flashes when you have defined a freehand area on the Edit Pad. You must select **Enter Freehand Area** to save the freehand area(s).
17	**Cancel Areas**	Use this feature to cancel the defined area shape(s) for the selected **Edit Number**.

The following illustration defines the **Color Palette**, **Customer Palette**, and **Cancel Edit Number** features:
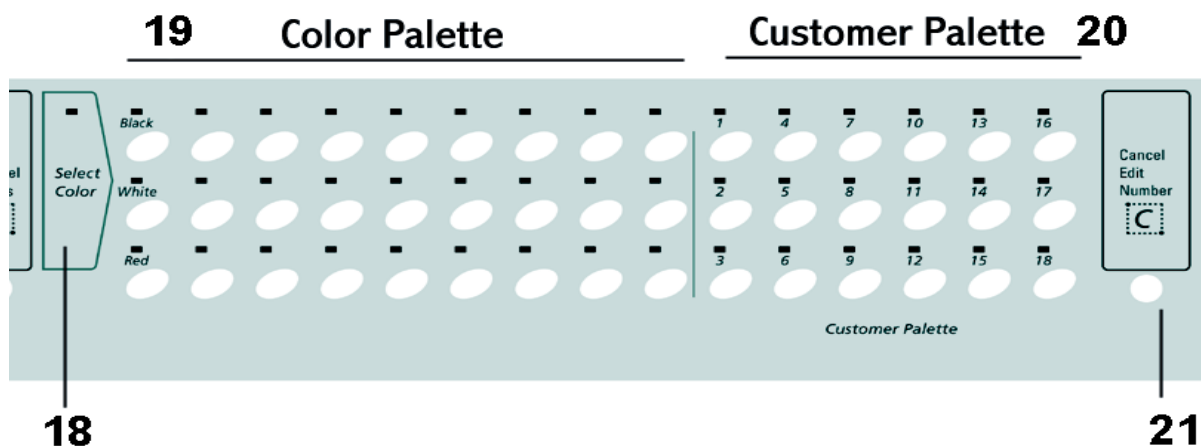
Call-out No.	Name	Function
18	**Select Color indicator**	Flashes to indicate a color should be selected from the Color Palette or Customer Palette.
19	**Color Palette**	You can select 27 individual colors from the **Color Palette** to add effect to your documents.
20	**Customer Palette**	You can select 18 colors from the **Customer Palette** to add effect to your documents. These colors can be altered to custom colors by the System Administrator through Tools Mode.
21	**Cancel Edit Number**	Touch with the **Edit Pen** to cancel all selections made for the selected **Edit Number**. A lighted arrow to the right of the **Edit Number** indicates the **Edit Number** you select.

An example of using the Edit Pad

The following illustration demonstrates the copy results after selecting four types of Edit Pad features for one document.
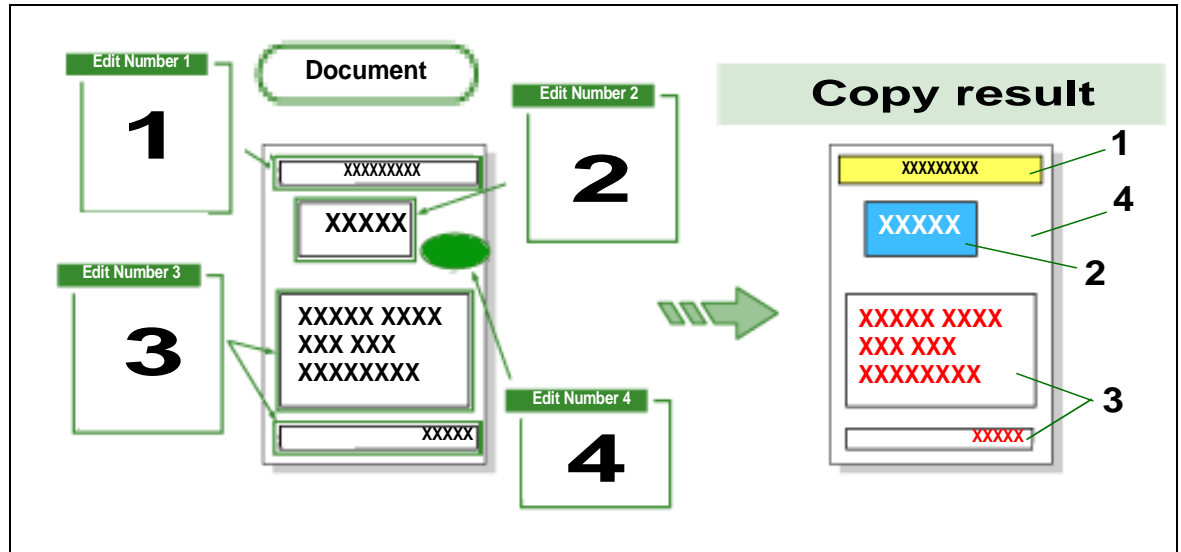

The following steps demonstrate how to accomplish the results in the illustration above.

1 **Applying colors to the background:**

- For **Edit Number 1**, use **Highlight** and **Point Whole Area.** Yellow was chosen from the Color Palette to highlight the rectangle.

- The copy result appears on the right side of the above illustration (**1**).

2 **Applying colors to the background and convert the text:**

- For **Edit Number 2**, use **Negative Image** and **Point Whole Area**. Blue was chosen from the Color Palette to highlight the rectangle and the text was changed from black to white.

- The copy result appears on the right side of the above illustration (**2**).
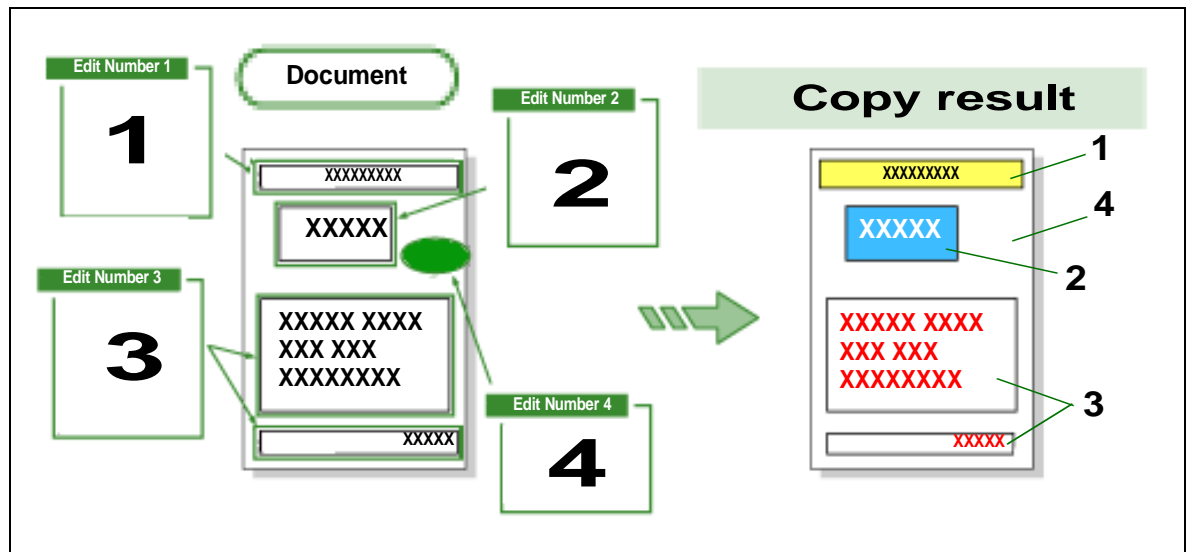
3 Applying colors to the text:

- For **Edit Number 3**, select **Color Conversion** and **Point Whole Area.** Red was chosen from the Color Palette to highlight the text.

- The copy result appears on the right side of the above illustration (**3**).

4 Erasing or deleting an area:

- For **Edit Number 4**, select **Erase Inside** and **Freehand**. The area was first marked with the Freehand feature, and then the oval shape was deleted.

- The copy result appears on the right side of the above illustration (**4**).

3. Basic Edit Pad Procedure

Overview

This chapter tells you how to select and combine the Edit Pad features. Also included is a basic Edit Pad procedure you can use to edit your original documents. Copier/printer features that cannot be used with the Edit Pad are listed in this section.

KEY POINT: The Touch screen provides some instructions to assist you as you edit documents.

Basic procedure for using the Edit Pad
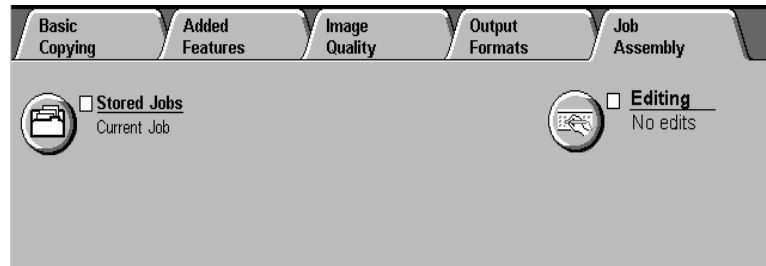
Use the following basic procedure to edit your documents using the Edit Pad.

KEY POINT: Editing thick documents To edit books or thick documents, make a copy of the desired page or pages and use the copy for editing when using the Edit Pad. Use the original document (book or thick document) on the **Document Glass** to copy and print the edited copy.
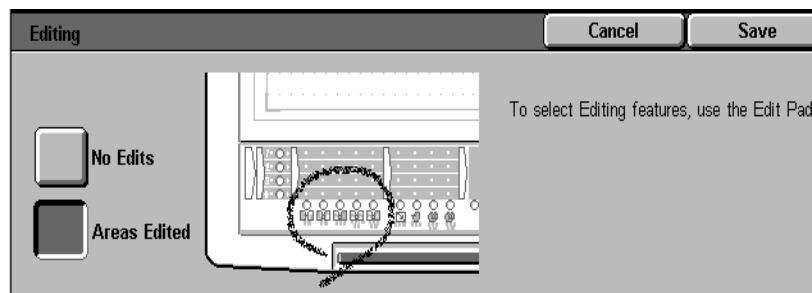
NOTE: Do not attempt to use the DADF to flatten the spine of a book. Damage to the platen glass may result.

3

1₂3...

1   From the copier/printer Control Panel, touch **Editing** on the **Job Assembly** tab:

Basic Copying	Added Features	Image Quality	Output Formats	Job Assembly

☐ **Stored Jobs**
Current Job

☐ **Editing**
No edits

3

2   Touch **Areas Edited** on the **Editing** screen.

Editing | Cancel | Save |

No Edits

Areas Edited

To select Editing features, use the Edit Pad.

3   Place your original document face-up on the **Edit Pad** underneath the Clear Plastic Overlay.

KEY POINT: Be sure that the document touches the upper right corner of the **Edit Pad**.

4   Place the **Clear Plastic Overlay** over the original document.

5 Select an **Edit Number** with the **Edit Pen**. The edit feature indicators of the selected number flashes.

- You can use up to four **Edit Numbers** on the same original. Use one feature, one area type, and one color selection for each **Edit Number**.
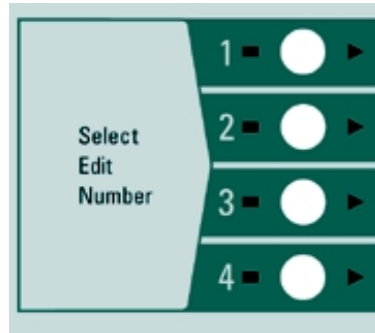
NOTE: You can select any number (1, 2, 3, or 4) to begin editing.

6 Select an **Edit Feature** with the **Edit Pen**.

- Select only one **Edit Feature** for each **Edit Number**. To use another **Edit Feature** on the same original, select a different **Edit Number** once you complete the programming for the first edit.

- At this point, you can change your selection to another **Edit Feature** by selecting the new **Edit Feature**. The indicator for the selected feature lights.
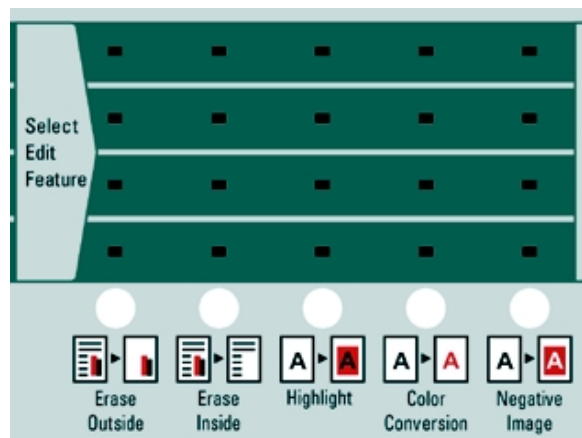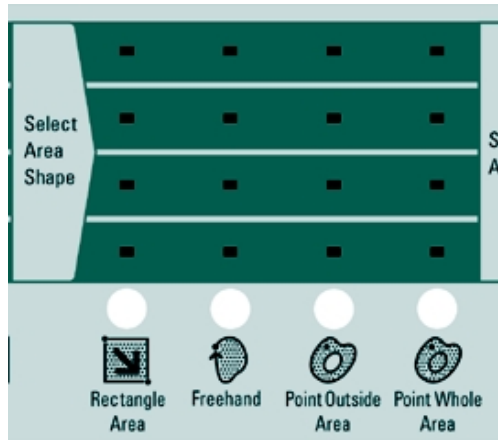
7 Select an **Area Shape** with the **Edit Pen**.

- You can select only one **Area Shape** for each **Edit Number**.

NOTE: At this point, you can change your selection to another **Area Shape** by selecting the new **Area Shape**. The selected **Area Shape** lights.

3

Select Area Shape

Se Ar

Rectangle Area   Freehand   Point Outside Area   Point Whole Area

8 Use the **Edit Pen** to define the area on the original by touching the pen on the **Edit Pad** in the desired locations.

- If you selected **Freehand**, touch **Enter Freehand Area** with the **Edit Pen** to save the area.

NOTE: The copy may reflect a 0.5 mm misregistration.

KEY POINT: Multiple areas can be defined with the Edit Pen.

3

9 Select a color (if applicable) with the Edit Pen from any of the 45 color selections.

- To change to a different color, touch a new color with the **Edit Pen**.
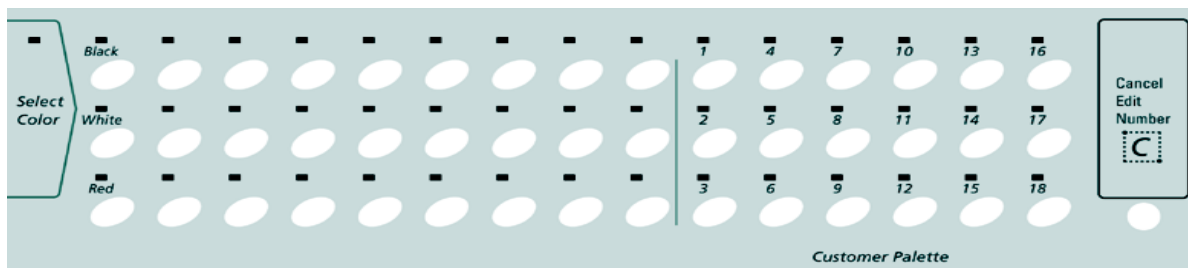
3

NOTE: You may select another **Edit Number** to continue editing your document.

NOTE: With the **Edit Number** selected, you may cancel the feature, the **Area Shape**, defined area(s), and/or the color entered for an **Edit Number** by touching **Cancel Edit Number.**

10 Touch **Save** on the copier/printer Control Panel.

11 Remove the document from the Edit Pad and place it face down on the **Document Glass in the top left corner.** Close the Document Cover.

12 Touch **Save** on the copier/printer Control Panel. Enter the number of desired copies and other features for the job, and touch the **Start** button.

NOTE: The following three chapters provide detailed information about using specific portions of the Edit Pad. These chapters are entitled: "Selecting a Feature," "Selecting an Area Shape," and "Selecting a Color."

Features you cannot use with the Edit Pad

The following copier/printer features cannot be used in combination with the Edit Pad:

- You cannot use the document feeder (DADF) to make copies of documents that were edited with the Edit Pad. To make a copy, place the document on the **Document Glass**.

- When you use the Edit Pad features, you cannot use the **Original Orientation** feature for copying. You must position the document and the copy paper in the same orientation.

- The selections you make on the Edit Pad cannot be stored in the **Stored Jobs** feature.

3

NOTE: The **Stored Jobs** function appears to allows you to save an edit job, but your Edit Pad selections are **not** actually saved to a **Stored Jobs** program number.

- These additional features cannot be combined with the Edit Pad functions:

    - Book copying

    - Multiple Up

    - Transparency Separators

    - Mirror Image/Negative Image

    - Repeat Image

    - Stored Jobs programming

    - Mixed size originals

    - Covers

    - Poster Mode

4. Selecting a Feature

Overview

This chapter provides information on the following Edit Pad features:

- Erase Outside

- Erase Inside

- Highlight

- Color Conversion

- Negative Image

KEY POINT: Only one feature can be used with each **Edit Number**.

KEY POINT: For more information about selecting an Area Shape or a Color, refer to Chapter 5, "Selecting an Area Shape," or Chapter 6, "Selecting a Color."
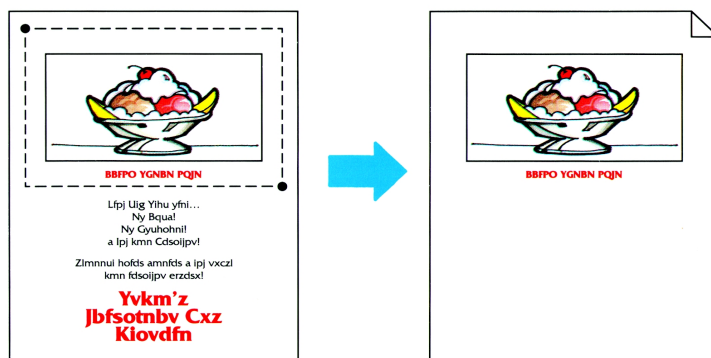
NOTE: The copier/printer Touch Screen provides some instructions to help you use the Edit Pad effectively.

4

Erase Outside

The **Erase Outside** feature deletes the images outside of the selected area.

You can extract a selected area and make a copy. All areas on which **Erase Outside** are applied are deleted, regardless of the selection order of other **Edit Features**.

NOTE: For additional information on combining Edit Pad features and the Basic Edit Pad Procedures, see Chapter 3, "Basic Edit Pad Procedure."

KEY POINT: When the **Erase Outside** area and **Erase Inside** area overlap, **Erase Inside** has priority.

1 From the copier/printer Control Panel, touch **Editing** on the **Job Assembly** tab.
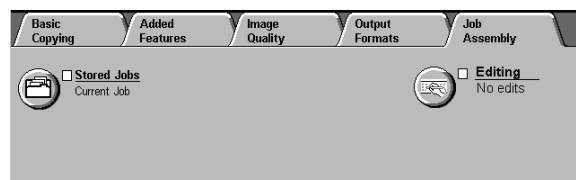
2 Touch **Areas Edited** on the **Editing** screen.
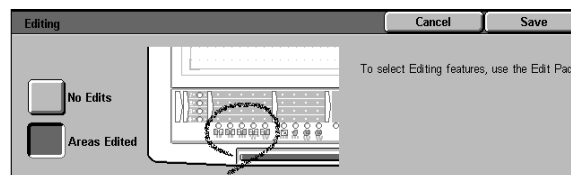
3   Place your original document face-up on the **Edit Pad** underneath the Clear Plastic Overlay.

4   Select an **Edit Number**. The **Edit Feature** indicators of the selected number flashes.

5   Select **Erase Outside**. The available **Area Shapes** flash.

To change a feature, select another feature. The selected feature lights.

6   Select an **Area Shape**. The **Select Area** indicator flashes.

NOTE: Point Outside Area is not available with the **Erase Outside** feature.

NOTE: To select a different **Area Shape**, select the desired **Area Shape**. The selected **Area Shape** lights.

7   Use the **Edit Pen** to define the area(s) on the original document the original document to be deleted from the copy. At this time you can select another area.

- If multiple areas are entered and the areas overlap, the area inside the perimeter of the overlapped areas is deleted. Refer to Chapter 5, "Selecting an Area Shape," for more information.

NOTE: You can define a maximum of 200 areas for each original document.

NOTE: The defined area of the copy may reflect a 0.5 mm misregistration.

8 Touch **Save** on the copier/printer Touch Screen to save the edit settings.

NOTE: To continue defining **Erase Outside** using different shapes or other features, select a new **Edit Number** that is not used and repeat the selection process.

To select features other than **Erase Outside**, follow the procedure for each feature.

9 When you are finished editing the original, remove it from the **Edit Pad** and place it face down in the top left corner of the **Document Glass**.

10 If you wish to choose other features, touch **Save** on the copier/printer Touch Screen. Select any other desired features (**Reduce/Enlarge**, **Paper Tray**, etc.) and enter the desired number of copies.

If you enlarge the defined area, you can enlarge the area to fit on paper no bigger than 11 x 17 inches (A3).

11 Press the **Start** button to make copies.

4

Erase Outside with Auto Center

Erase Outside can be used with the Auto Center feature on the copier/printer Control Panel by touching the **Added Features** tab. Next touch the **Margin Shift** option, then Side 1, and finally **Auto Center**.

When one **Erase Outside** area is selected, the specified area is shifted to the center.

NOTE: The entire document shifts when you select other features, such as **Highlight**, on the same area.

When two or more **Erase Outside** areas are selected, the specified areas are deleted, but are not shifted to the center.

Erase Inside

The **Erase Inside** feature deletes the images inside the selected area.
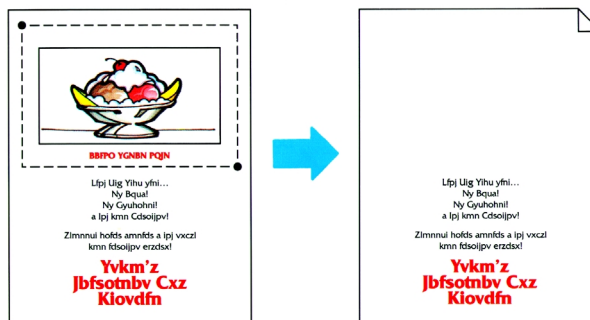
NOTE: For additional information on combining Edit Pad features and the Basic Edit Pad Procedures, see Chapter 3, "Basic Edit Pad Procedure."
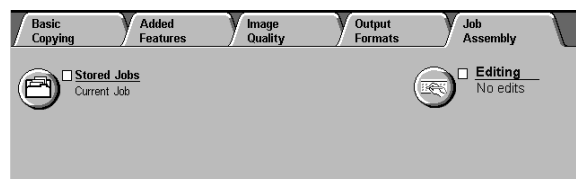
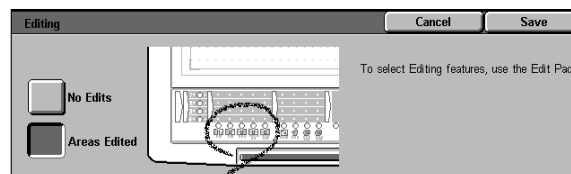**KEY POINT:** When the **Erase Inside** area and **Erase Outside** area overlap, **Erase Inside** has priority.

4

1 2 3...

1 From the copier/printer Control Panel, touch **Editing** on the **Job Assembly** tab.

2 Touch **Areas Edited** on the **Editing** screen.

3   Place your original document face-up on the **Edit Pad** underneath the Clear Plastic Overlay.

4   Select an **Edit Number**. The **Edit Feature** indicators of the selected number flashes.

5   Select **Erase Inside**. The available **Area Shapes** flash.

6   Select an **Area Shape**. The **Select Area** indicator flashes.

> **NOTE: Point Outside Area** is not available with the **Erase Inside** feature.
>
> **NOTE:** To select a different **Area Shape**, select the desired **Area Shape**. The selected **Area Shape** lights.

7   Use the **Edit Pen** to define the area(s) on the original document the original document to be deleted from the copy. At this time you can select another area.

- If multiple areas are entered and the areas overlap, the area inside the perimeter of the overlapped areas is deleted. Refer to Chapter 5, "Selecting an Area Shape," for more information.

> **NOTE:** You can define a maximum of 200 areas for each original document.
>
> **NOTE:** The defined area of the copy may reflect a 0.5 mm misregistration.

4

8   Touch **Save** on the copier/printer Touch Screen to save the edit settings.

NOTE: To continue defining **Erase Inside** using different shapes or other features, select a new **Edit Number** and repeat the selection process.

To select features other than **Erase Inside**, follow the procedure for each feature.

**9**   When you are finished editing the original, remove it from the **Edit Pad** and place it face down in the top left corner of the **Document Glass**.

10   If you wish to choose other features, touch **Save** on the copier/printer Touch Screen. Select any other desired features (**Reduce/Enlarge**, **Paper Tray**, etc.) and enter the desired number of copies.

If you enlarge the defined area, you can enlarge the area to fit on paper no bigger than 11 x 17 inches (A3).

11   Press the **Start** button to make copies.

4

Highlight

The **Highlight** feature allows you to add a selected color to the background of an area without changing the color of the text and illustrations.
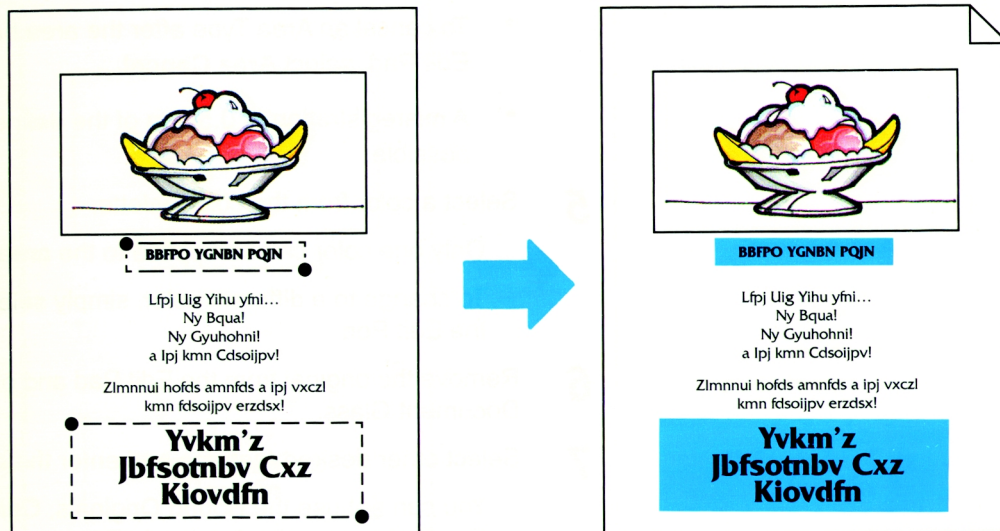
4

NOTE: For additional information on combining Edit Pad features and the Basic Edit Pad Procedures, see Chapter 3, "Basic Edit Pad Procedure."

¹₂ 3...

1 From the copier/printer Control Panel, touch **Editing** on the **Job Assembly** tab.
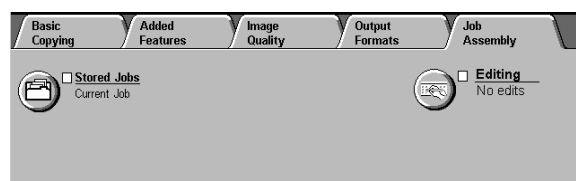
2 Touch **Areas Edited** on the **Editing** screen.
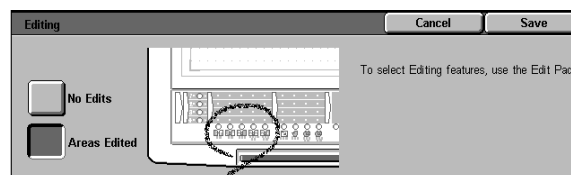
3 Place your original document face-up on the **Edit Pad** underneath the Clear Plastic Overlay.

4 Select an **Edit Number**. The **Edit Feature** indicators of the selected number flashes.

5 Select **Highlight**. The available **Area Shapes** flash.

6 Select an **Area Shape**. The **Select Area** indicator flashes.

NOTE: To select a different **Area Shape**, select the desired **Area Shape**. The selected **Area Shape** lights.

7 Use the **Edit Pen** to define the area(s) on the original document the original document to be deleted from the copy. At this time you can select another area.

• If multiple areas are entered and the areas overlap, the area inside the perimeter of the overlapped areas is deleted. Refer to Chapter 5, "Selecting an Area Shape," for more information.

NOTE: You can define a maximum of 200 areas for each original document.

NOTE: The defined area of the copy may reflect a 0.5 mm misregistration.

8 Select a color from the **Color Palette**.

9   Touch **Save** on the copier/printer Touch Screen to save the edit settings.

NOTE: To continue defining **Highlight** using different area selection methods, select a new **Edit Number** and repeat the selection process.

To select features other than **Highlight**, follow the procedure for each feature.

10   When you are finished editing the original, remove it from the **Edit Pad** and place it face down in the top left corner of the **Document Glass**.

11   If you wish to choose other features, touch **Save** on the copier/printer Touch Screen. Select any other desired features (**Reduce/Enlarge**, **Paper Tray**, etc.) and enter the desired number of copies.

If you enlarge the defined area, you can enlarge the area to fit on paper no bigger than 11 x 17 inches (A3).

12   Press the **Start** button to make copies.

4

Color Conversion

The **Color Conversion** feature allows you to change the color of text or the color within a specified area by selecting colors from the **Color Palette**.
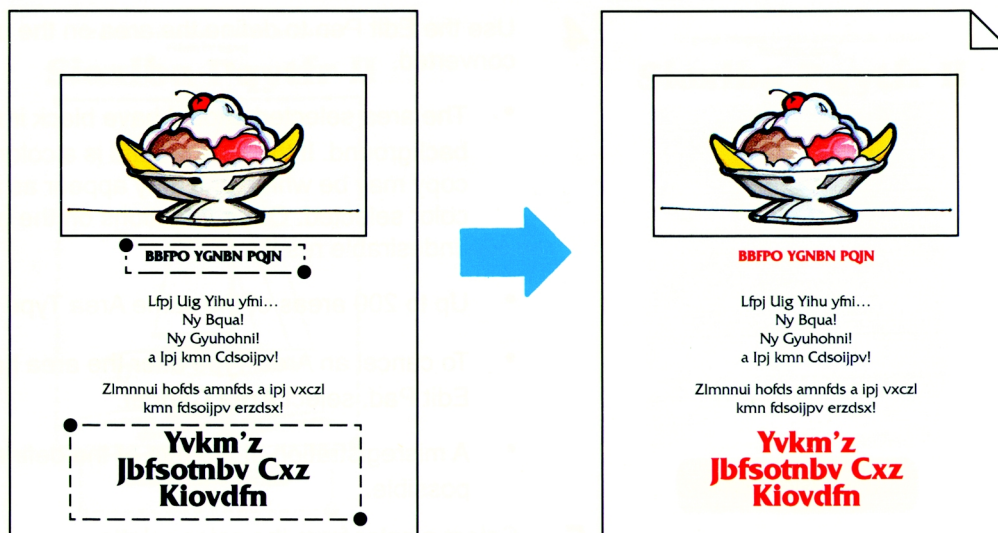
NOTE: For additional information on combining Edit Pad features and the Basic Edit Pad Procedures, see Chapter 3, "Basic Edit Pad Procedure."

1 2 3. . .

1 From the copier/printer Control Panel, touch **Editing** on the **Job Assembly** tab.
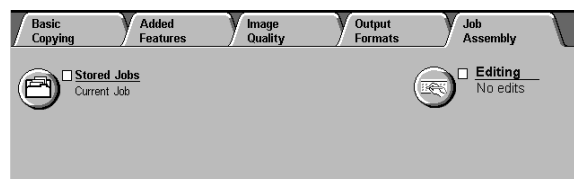
2 Touch **Areas Edited** on the **Editing** screen.
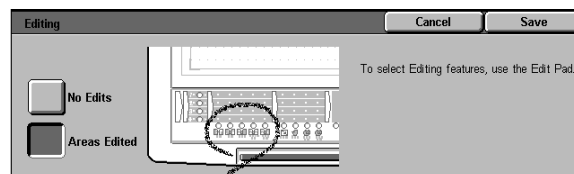
3   Place your original document face-up on the **Edit Pad** underneath the Clear Plastic Overlay.

4   Select an **Edit Number**. The **Edit Feature** indicators of the selected number flashes.

5   Select **Color Conversion**. The available **Area Shapes** flash.

Select an **Area Shape**. The **Select Area** indicator flashes.

NOTE: **Point Outside Area** is not available with the **Color Conversion** feature.

NOTE: To select a different **Area Shape**, select the desired **Area Shape**. The selected **Area Shape** lights.

7   Use the **Edit Pen** to define the area(s) on the original document the original document to be deleted from the copy. At this time you can select another area.

- If multiple areas are entered and the areas overlap, the area inside the perimeter of the overlapped areas is deleted. Refer to Chapter 5, "Selecting an Area Shape," for more information.

NOTE: You can define a maximum of 200 areas for each original document.

NOTE: The defined area of the copy may reflect a 0.5 mm misregistration.

8   Select a color from the **Color Palette**.

9   Touch **Save** on the copier/printer Touch Screen to save the edit settings.

NOTE: To continue defining **Color Conversion** using different shapes or other features, select a new **Edit Number** and repeat the selection process.

To select features other than **Color Conversion**, follow the procedure for each feature.

**10**   When you are finished editing the original, remove it from the **Edit Pad** and place it face down in the top left corner of the **Document Glass**.

11   If you wish to choose other features, touch **Save** on the copier/printer Touch Screen. Select any other desired features (**Reduce/Enlarge**, **Paper Tray**, etc.) and enter the desired number of copies.

If you enlarge the defined area, you can enlarge the area to fit on paper no bigger than 11 x 17 inches (A3).

12   Press the **Start** button to make copies.

4

Negative Image

The **Negative Image** feature allows you to apply color to the background within a specified area. Dark text becomes light and light text becomes dark. For example, whenever an original contains black text, the **Negative Image** feature changes the text to white.
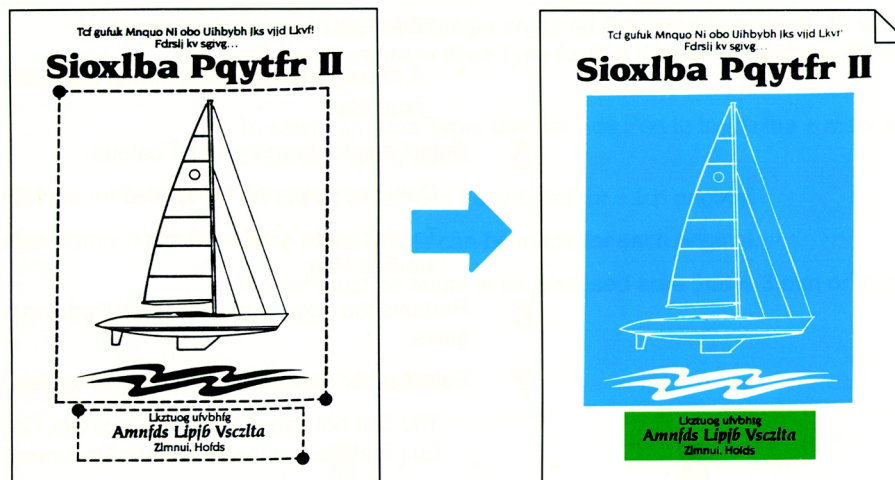
NOTE: For additional information on combining Edit Pad features and the Basic Edit Pad Procedures, see Chapter 3, "Basic Edit Pad Procedure."

1 From the copier/printer Control Panel, touch **Editing** on the **Job Assembly** tab.
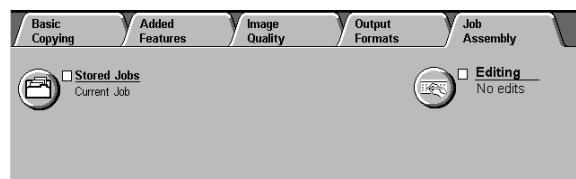
2 Touch **Areas Edited** on the **Editing** screen.
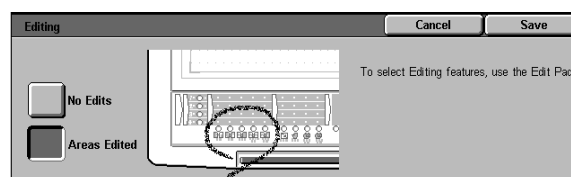
3   Place your original document face-up on the **Edit Pad** underneath the Clear Plastic Overlay.

4   Select an **Edit Number**. The **Edit Feature** indicators of the selected number flashes.

5   Select **Negative Image**. The available **Area Shapes** flash.

6   Select an **Area Shape**. The **Select Area** indicator flashes.

> **NOTE: Point Outside Area** is not available with the **Negative Image** feature.
>
> **NOTE:** To select a different **Area Shape**, select the desired **Area Shape**. The selected **Area Shape** lights.

7   Use the **Edit Pen** to define the area(s) on the original document the original document to be deleted from the copy. At this time you can select another area.

- If multiple areas are entered and the areas overlap, the area inside the perimeter of the overlapped areas is deleted. Refer to Chapter 5, "Selecting an Area Shape," for more information.

> **NOTE:** The defined area of the copy may reflect a 0.5 mm misregistration.
>
> **NOTE:** You can define a maximum of 200 areas for each original document.

4

8   Select a color from the **Color Palette**.

9   Touch **Save** on the copier/printer Touch Screen to save the edit settings.

NOTE: To continue defining **Negative Image** using different area selection methods, select a new **Edit Number** and repeat the selection process.

To select features other than **Negative Image**, follow the procedure for each feature.

10   When you are finished editing the original, remove it from the **Edit Pad** and place it face down in the top left corner of the **Document Glass**.

11   If you wish to choose other features, touch **Save** on the copier/printer Touch Screen. Select any other desired features (**Reduce/Enlarge**, **Paper Tray**, etc.) and enter the desired number of copies.

If you enlarge the defined area, you can enlarge the area to fit on paper no bigger than 11 x 17 inches (A3).

4

12   Press the **Start** button to make copies.

5. Selecting an Area Shape

Overview

This chapter tells you how to define shapes for editing your document using the four Edit Pad Area Shapes: **Rectangle Area**, **Freehand**, **Point Outside Area**, and **Point Whole Area.**
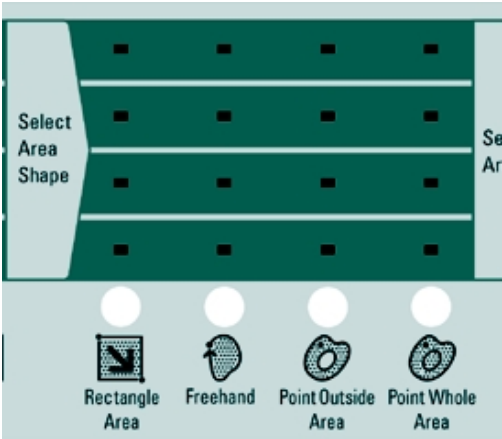
KEY POINT: Only one feature can be used with each **Edit Number**.

KEY POINT: For more information about selecting a Feature or Color, refer to Chapter 4, "Selecting a Feature," and Chapter 6, "Selecting a Color."

5

You can select *only* one **Area Shape** for each **Edit Number**. However, you can define multiple areas of the same type.

Keep in mind the following **Area Shape** rules:

NOTE: You can define a maximum of 200 areas for each original document.

- You can make up to 4,000 points for each original document.

- An enclosed area can be no smaller than 3 mm in diameter or width.

Use the procedure on the following pages to define an **Area Shape**.
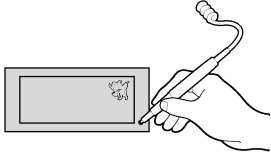
Defining an Area Shape
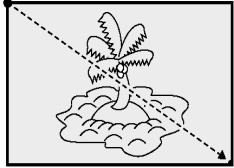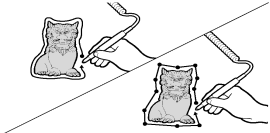
To define an **Area Shape:**

1. Lift the clear plastic overlay and place a document on the upper right corner of the **Edit Pad**.

2. Lower the overlay.

3. Touch the **Edit Pen** to the original to define the position and/or size of the area you want to edit. The spot you touch with the **Edit Pen** is sensed electronically by the **Edit Pad**.

5

Methods for defining a shape:

You can define the following shapes:

- Define a **Rectangle Area** by touching the **Edit Pen** to opposite corners of the shape.

- Define a **Freehand** area by drawing around the area with the **Edit Pen** or by making a series of points to define the shape.

- Define a **Point Outside Area** by pointing to a spot that is outside an enclosed area.

- Define a **Point Whole Area** by pointing to a spot within an enclosed area.

Area Shape selection	Marking	Area selected	Example
Rectangle Area			
Freehand			
Point Outside Area			
Point Whole Area			

Using the Edit Pen

Keep in mind the following when using the **Edit Pen**:

- Always hold the **Edit Pen** perpendicular (straight up) to the **Edit Pad**. If you hold the pen at an angle, the point may not be entered correctly.

- An enclosed area can be no smaller than 3 mm in diameter or width.

- If you touch the **Edit Pen** to the document on the **Edit Pad** within 1 mm of a text character or image, the copier/printer may read the point as if it were part of the character or image.

- Lines closer than 0.56 mm are read as one line and the feature you select will not be applied to that area. Refer to the illustration below.
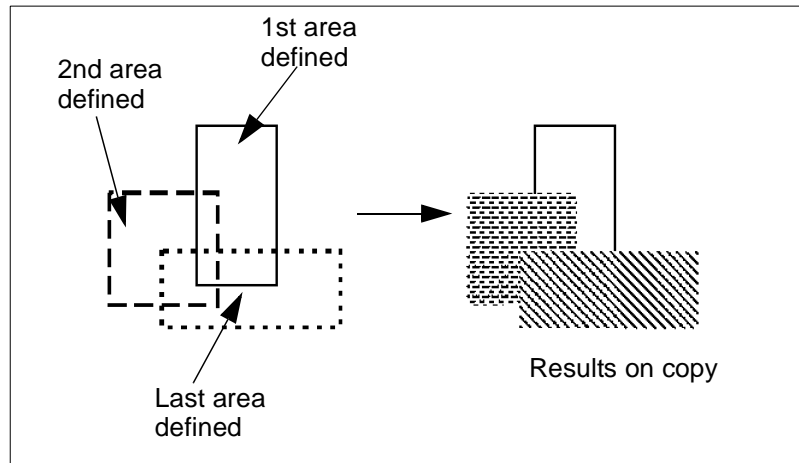

0.56mm

5
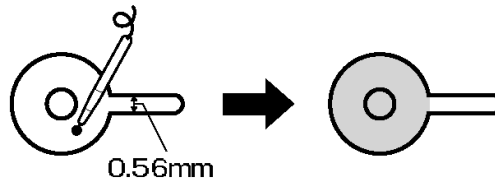
Overlapping areas

When you define two or more areas and they overlap each other, the options you select for the area you defined last are applied over the previous areas.
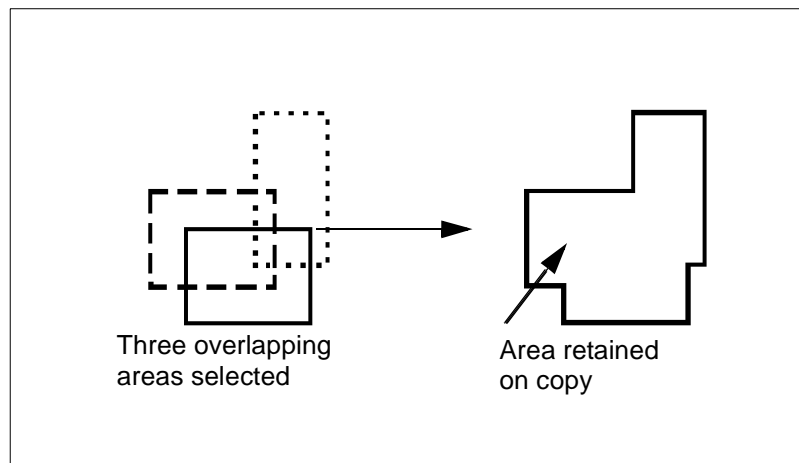
Priority of areas

This illustration shows the priority given when you define multiple areas.

Erase Outside

This illustration shows the results on the copy when you define multiple areas using the **Erase Outside** feature.

Combining Erase Outside and Erase Inside

This illustration shows the results on the copy when an **Erase Outside** area and an **Erase Inside** area overlap.
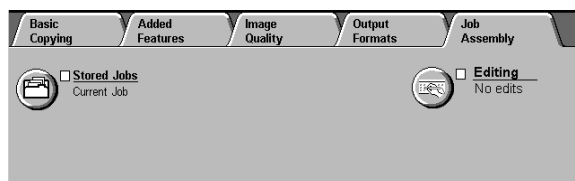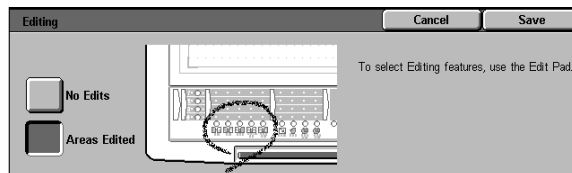

Erase Outside area + **Erase Inside** area → Image area / Results on copy

5
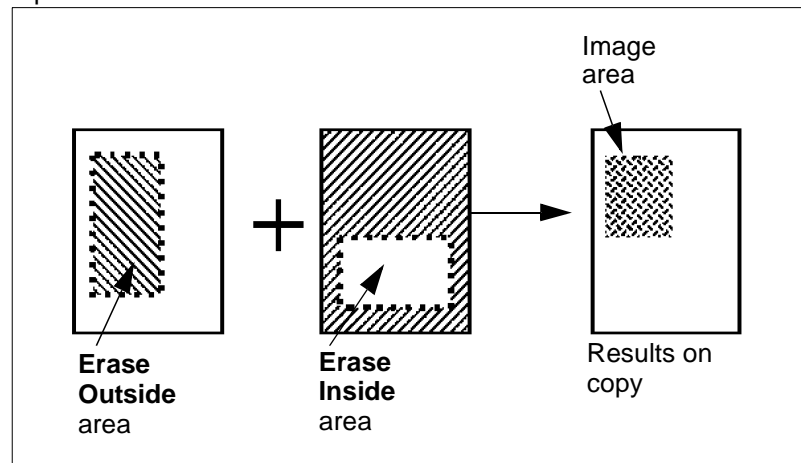
Rectangle Area

NOTE: For more information on basic editing procedures, see Chapter 3, "Basic Edit Pad Procedure."

1₂ 3. . .

1 From the copier/printer Control Panel, touch **Editing** on the **Job Assembly** tab.

2 Touch **Areas Edited** on the **Editing** screen.

3 Place your original document face-up on the **Edit Pad** underneath the Clear Plastic Overlay.

4 Select an **Edit Number**. The **Edit Feature** indicators of the selected number flashes.

5 Select an **Edit Feature**. The available **Area Shapes** flash.
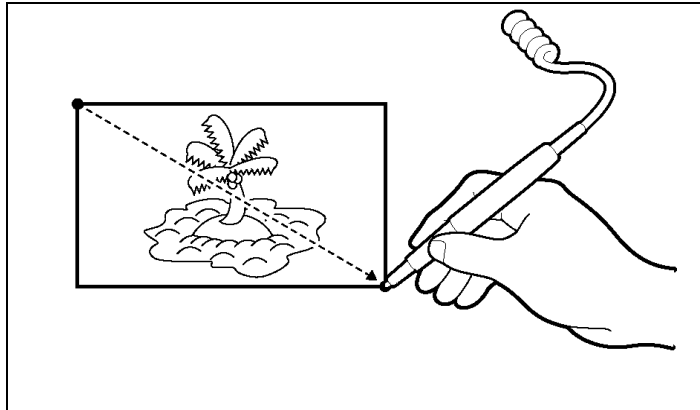
5

6 Select **Rectangle Area**.

NOTE: To select a different **Area Shape**, select the desired **Area Shape**. The selected **Area Shape** lights.

7 Mark two points using the **Edit Pen**. These points must be the opposite corners of the area to be edited. The system uses these two points to form a rectangle as shown in the example below.

- When you make the second point, a single tone sounds indicating the area has been saved. A double tone indicates you did not define the area correctly and you must repeat the procedure.

- You can continue to define more **Rectangle Areas** without selecting **Rectangle Area** on the **Edit Pad Control Panel** again.

NOTE: The defined area of the copy may reflect a 0.5 mm misregistration.

5

8 Select a color from the **Color Palette**.

NOTE: You can apply only one color to the areas defined for each **Edit Number**. To select a different color, select the new color with the **Edit Pen**.

9 When you are finished editing the original, remove it from the **Edit Pad** and place it face down in the top left corner of the **Document Glass**.

10 If you wish to choose other features, touch **Save** on the copier/printer Touch screen. Select any other desired features (**Reduce/Enlarge**, **Paper Tray**, etc.) and enter the desired number of copies.

If you enlarge the defined area, you can enlarge the area to fit on paper no bigger than 11 x 17 inches (A3).
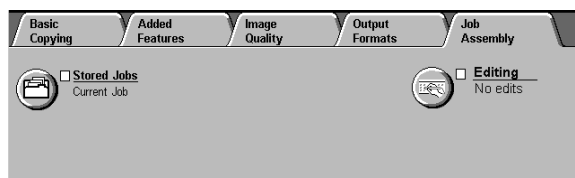
11 Press the **Start** button to make copies.

5

Freehand Area

NOTE: For more information on basic editing procedures, see Chapter 3, "Basic Edit Pad Procedure."
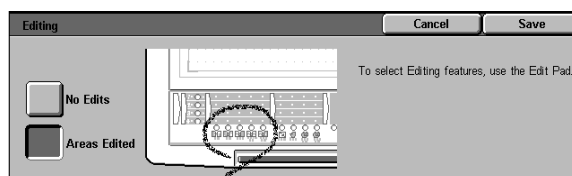
1 From the copier/printer Control Panel, touch **Editing** on the **Job Assembly** tab.

| Basic Copying | Added Features | Image Quality | Output Formats | Job Assembly |

☐ **Stored Jobs**
Current Job

☐ **Editing**
No edits

2 Touch **Areas Edited** on the **Editing** screen.

Editing | Cancel | Save

To select Editing features, use the Edit Pad.

No Edits

Areas Edited

3 Place your original document face-up on the **Edit Pad** underneath the Clear Plastic Overlay.

5

4   Select an **Edit Number**. The **Edit Feature** indicators of the selected number flashes.

5   Select the **Edit Feature**. The available **Area Shapes** flash.

6   Select **Freehand** area.

You can create a **Freehand** area by drawing a line to define the shape or by making a series of dots to define the shape.

NOTE: To select a different **Area Shape**, select the desired **Area Shape**. The selected **Area Shape** lights.

*7*   Use the **Edit Pen** to define the area on the original.

Line method

Touch where you want to begin the line. Keep the **Edit Pen** perpendicular to the **Edit Pad**, not at an angle. Draw a line around the area you want to define, keeping the **Edit Pen** in continuous contact with the **Edit Pad** as shown below.

5

Dot method

Place a series of dots around the area to be defined. You must make a minimum of three dots. (You can make a maximum of 4,000.)
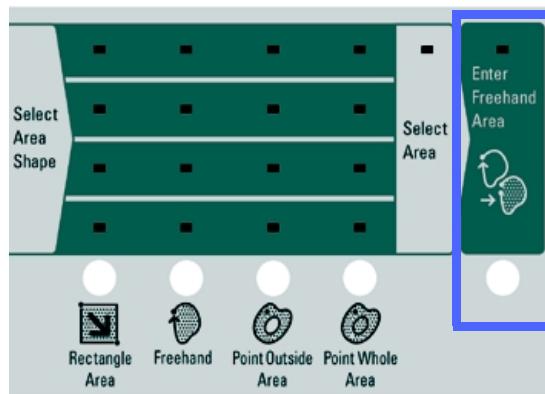
Line Method
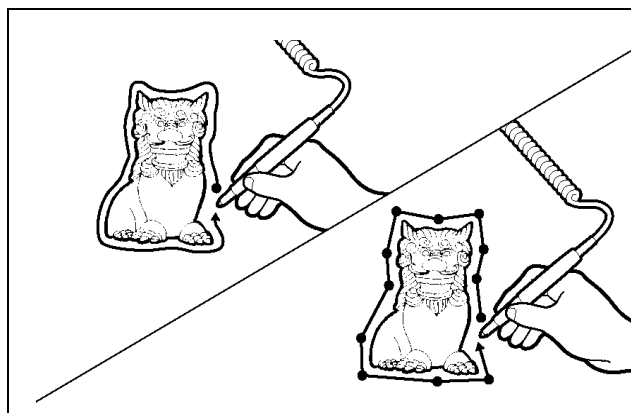
Dot Method

KEY POINT: Do not cross lines when using either the line method or the dot method, otherwise, the area will not be defined correctly.

8   Select **Enter Freehand Area** to save the defined
area.

- A single tone indicates that the area has been saved.

- You can continue to enter more **Freehand** areas without selecting **Freehand Area** again. Simply use the **Edit Pad** and draw another **Freehand** shape on the original. You must select **Enter Freehand Area** after defining each shape.

- To cancel, select **Cancel Areas** after you have defined the area.

NOTE: The defined area of the copy may reflect a 0.5 mm misregistration.

9   Select a color from the **Color Palette**.

NOTE: You can apply only one color to the areas defined for each **Edit Number**. To select a different color, select the new color with the **Edit Pen**.

10   When you are finished editing the original, remove it from the **Edit Pad** and place it face down in the top left corner of the **Document Glass**.

11   If you wish to choose other features, touch **Save** on the copier/printer Touch screen. Select any other desired features (**Reduce/Enlarge**, **Paper Tray**, etc.) and enter the desired number of copies.

If you enlarge the defined area, you can enlarge the area to fit on paper no bigger than 11 x 17 inches (A3).

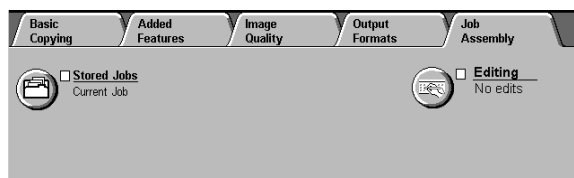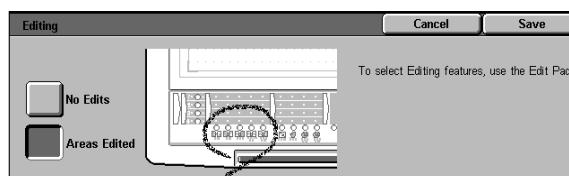**12**   Press the **Start** button to make copies.

5

Point Outside Area

NOTE: For more information on basic editing procedures, see Chapter 3, "Basic Edit Pad Procedure."

$1_2\ 3\ldots$

1 From the copier/printer Control Panel, touch **Editing** on the **Job Assembly** tab.

2 Touch **Areas Edited** on the **Editing** screen.

3 Place your original document face-up on the **Edit Pad** underneath the Clear Plastic Overlay.

4 Select an **Edit Number**. The **Edit Feature** indicators of the selected number flashes.

5 Select the **Edit Feature**. The available **Area Shapes** flash.

5

**6** Select **Point Outside Area** with the **Edit Pen**.

Use the Point Outside Area feature when you have two enclosed areas and you want to copy only the outside area and thereby leaving the inside area white.

To select a different **Area Shape**, select the desired **Area Shape**. The selected **Area Shape** lights.

7 If you want to fill an outside area with color: With the **Edit Pen**, point to a spot on your original document that is outside an enclosed area.

If the area you point to is enclosed with a solid line, the enclosed area is colored. If the area is not enclosed with a solid line, the color fills to the edges of the copy and there is a white border on the copy.
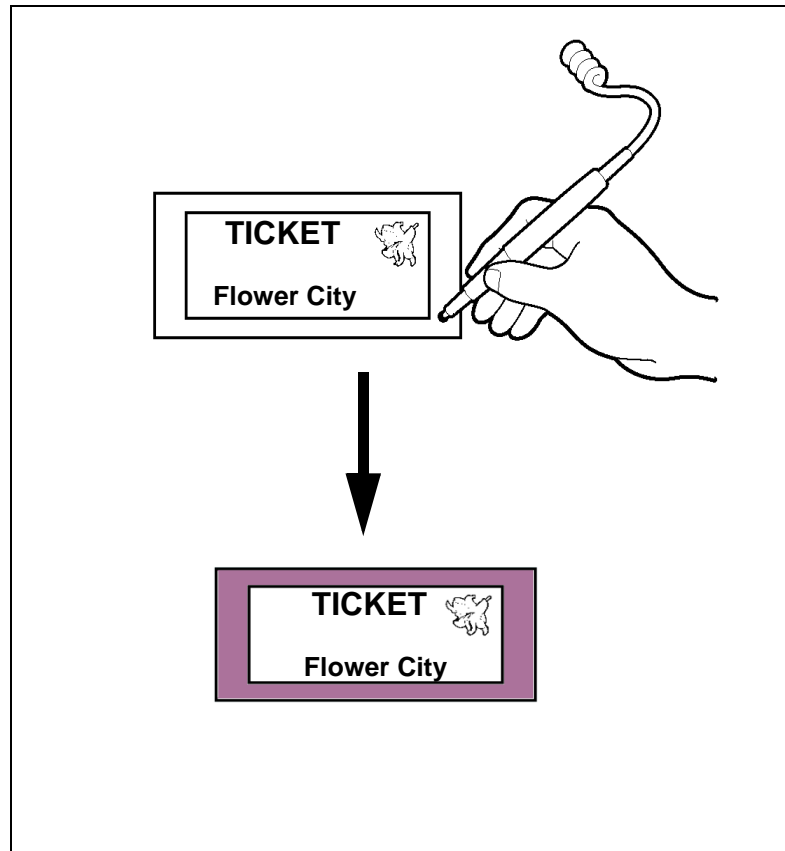
- If there is a break in the line enclosing the inside area, or if the line is too thin, the inside area is colored the same as the outside area.

- If a point is placed in an area where a portion of the area has less than 0.5 mm between lines, the copier/printer is unable to recognize the area.

- A single tone indicates the area has been saved.

- You can continue to enter more point areas without selecting **Point Outside Area** again. Simply point to another area using the **Edit Pen**.

- To cancel, select **Cancel Areas** after you have defined the area.

NOTE: The defined area of the copy may reflect a 0.5 mm misregistration.

8 Select a color from the **Color Palette**.

You can apply only one color to the areas defined for each **Edit Number**. To select a different color, select the new color with the **Edit Pen**.

9 When you are finished editing the original, remove it from the **Edit Pad** and place it face down in the top left corner of the **Document Glass**.

10 If you wish to choose other features, touch **Save** on the copier/printer Touch screen. Select any other desired features (**Reduce/Enlarge**, **Paper Tray**, etc.) and enter the desired number of copies.

If you enlarge the defined area, you can enlarge the area to fit on paper no bigger than 11 x 17 inches (A3).

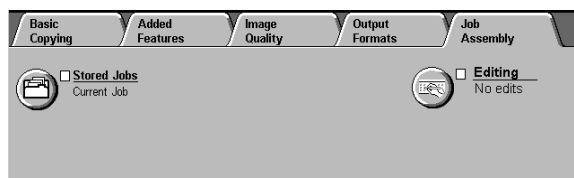*11* Press the **Start** button to make copies.

Point Whole Area

NOTE: For more information on basic editing procedures, see Chapter 3, "Basic Edit Pad Procedure."
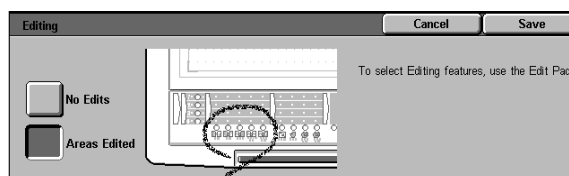
1 From the copier/printer Control Panel, touch **Editing** on the **Job Assembly** tab.

2 Touch **Areas Edited** on the **Editing** screen.

3 Place your original document face-up on the **Edit Pad** underneath the Clear Plastic Overlay.

4 Select an **Edit Number**. The **Edit Feature** indicators of the selected number flashes.

5 Select the **Edit Feature**. The available **Area Shapes** flash.

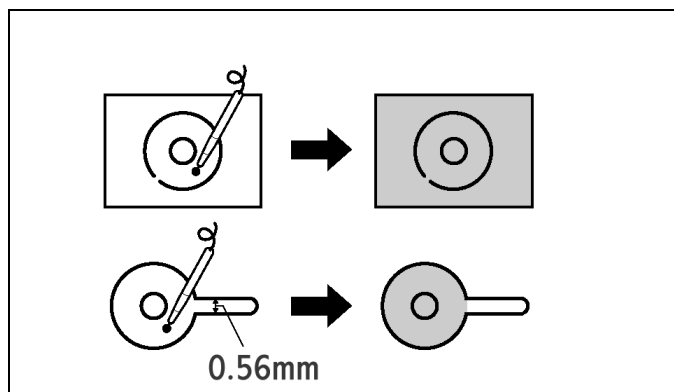**6**   Select **Point Whole Area** with the **Edit Pen**.

Use the Point Whole Area feature when you want to apply a color to the entire area within an enclosed frame. **Examples:** Pie charts and bar graphs.

To select a different **Area Shape**, select the desired **Area Shape**. The selected **Area Shape** lights.

7   Point to a spot on the original document that is inside an enclosed frame.

- Keep the point away from the line of the frame.

- If the frame line is broken or two lines are too close together (less than 0.56 mm), the copier/printer is not able to recognize the frame.

- A single tone indicates the area has been saved.

- You can continue to enter more areas without selecting **Point Whole Area** again. Simply point to another area using the **Edit Pen**.

- To cancel, select **Cancel Areas** after you have defined the area.

NOTE: The defined area of the copy may reflect a 0.5 mm misregistration.

8   Select a color from the **Color Palette**.

You can apply only one color to the areas defined for each **Edit Number**. To select a different color, select the new color with the **Edit Pen**.

9   When you are finished editing the original, remove it from the **Edit Pad** and place it face down in the top left corner of the **Document Glass**.

10   If you wish to choose other features, touch **Save** on the copier/printer Touch screen. Select any other desired features (**Reduce/Enlarge**, **Paper Tray**, etc.) and enter the desired number of copies.

If you enlarge the defined area, you can enlarge the area to fit on paper no bigger than 11 x 17 inches (A3).

11   Press the **Start** button to make copies.

5

6.   Selecting a Color

Overview

The Color Palette is divided into two sections. The left side of the Color Palette consists of 27 individual colors. The 18 colors in the Customer Palette on the right side can be registered in the Tools Mode (as described in chapter 7) as 18 different colors or remain at the factory default of six colors of three densities each.

When you make a color selection, all colors on the palette are valid choices, whether they appear on the Customer Palette or on the Color Palette.

If the colors in the **Customer Palette** are changed, a new palette can be printed and inserted under the **Edit Pad Control Panel** cover.

KEY POINT: You can select any color from the **Color Palette** when using the **Highlight**, **Color Conversion**, and **Negative Image** features.

**NOTE:** Only one feature can be used with each **Edit Number**.

KEY POINT: For more information about selecting a Feature or an Area Shape, refer to the Chapter 4, "Selecting a Feature," or Chapter 5, "Selecting an Area Shape."

6

Customer Palette

The default settings for the Customer Palette provides six columns of colors with three rows, One row contains high density colors, the second medium density colors and the third row contains low density colors.
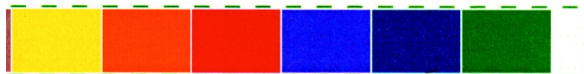
For example, the default settings show one column containing yellow at 3 levels of density.
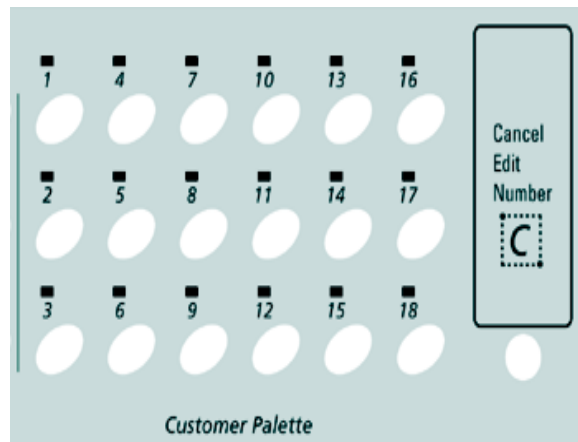
NOTE: Once you alter the default settings, the density levels of each row change.
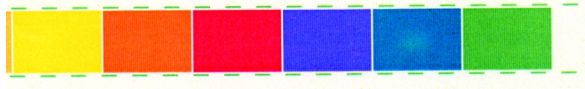
High Density Colors

High density colors are suitable for text or lines or for the background when inverting text (**Color Conversion**, **Negative Image**).
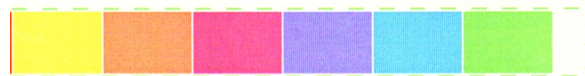

6

Medium Density Colors

Medium density colors are suitable for graphs or illustrations. (**Highlight**)

Low Density Colors

Low density colors are suitable for background of text or lines and can also be used as light colors. (**Highlight)**
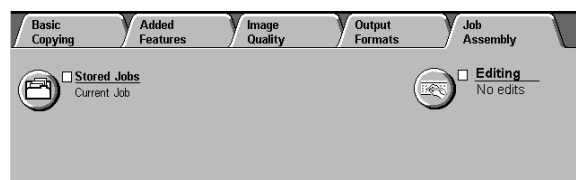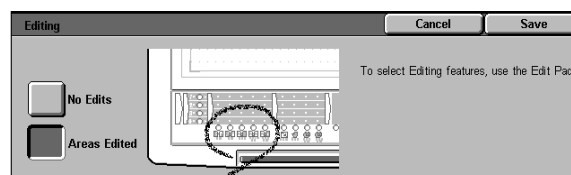

6

Selecting a color

NOTE: For more information on basic editing procedures, see Chapter 3, "Basic Edit Pad Procedure."

1₂ 3. . .

1 From the copier/printer Control Panel, touch **Editing** on the **Job Assembly** tab.

**2** Touch **Areas Edited** on the **Editing** screen.

3 Place your original document face-up on the **Edit Pad** underneath the Clear Plastic Overlay.

4 Select an **Edit Number** with the **Edit Pen**. The **Edit Feature** indicators of the selected number flashes.

5 Select the **Edit Feature**. The lights of the available **Area Shapes** flash.

6 Select an **Area Shape**. The **Select Area** indicator lights.

6

7   Select a color with the **Edit Pen**.
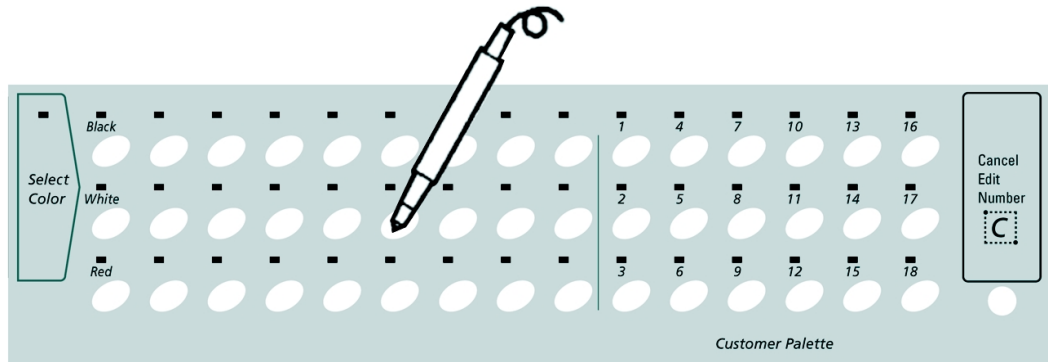
- The **Select Color** indicator flashes to indicate when you can select a color.

- To select a different color, select the new color with the **Edit Pen**.

8   When you are finished editing the original, remove it from the **Edit Pad** and place it face down in the top left corner of the **Document Glass**.

9   If you wish to choose other features, touch **Save** on the copier/printer Touch screen. Select any other desired features (**Reduce/Enlarge**, **Paper Tray**, etc.) and enter the desired number of copies.

If you enlarge the defined area, you can enlarge the area to fit on paper no bigger than 11 x 17 inches (A3).

10   Press the **Start** button to make copies.

Selecting a single color (Output Color)

When using the **Basic Copying**, **Output Color** feature, you can select a single color from the **Edit Pad Color Palette**. Use the following procedure when selecting a single color from the **Basic Copying**, **Output Color** screen.
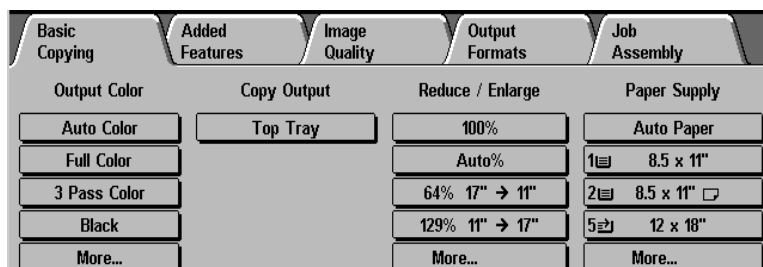
**NOTE:** For more information on basic editing procedures, see Chapter 3, "Basic Edit Pad Procedure."

KEY POINT: The single Color option may be used with other Edit Pad features to change the background of an edited original to a single color.
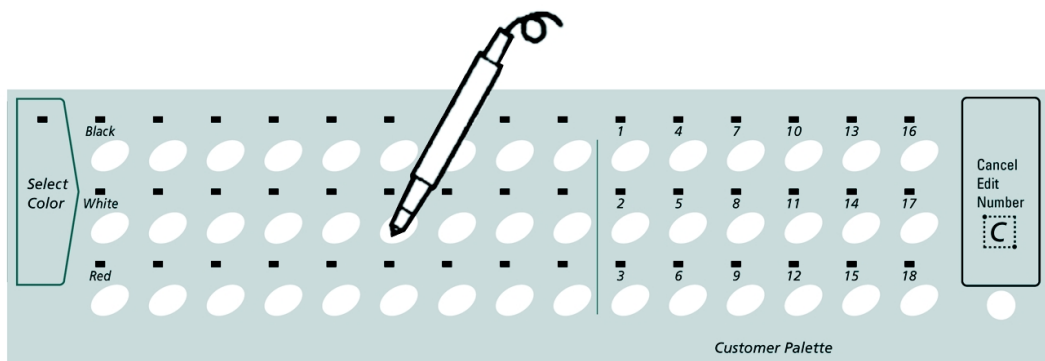
1   From the copier/printer Control Panel, touch **More** under the **Output Color** feature.

2   From the **Output Color** screen, touch **Single Color.**
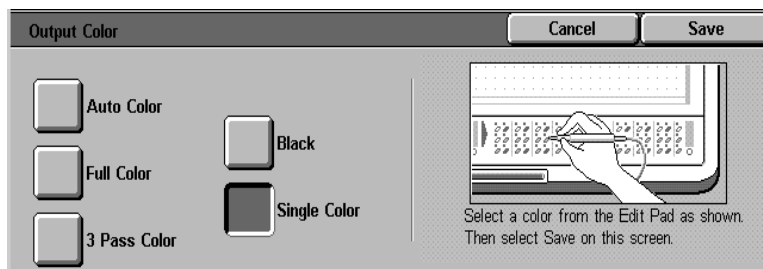
3   Select a color with the **Edit Pen**.

- The **Select Color** indicator flashes to indicate when a color should be selected.

- To select a different color, select the new color with the **Edit Pen**.

4   Select any other desired features (**Reduce/ Enlarge**, **Paper Tray**, etc.) and enter the desired number of copies.

If you enlarge the defined area, you can enlarge the area to fit on paper no bigger than 11 x 17 inches (A3).

5   Press the **Start** button to make copies.

6

7. Cancelling Selections

Overview

This chapter tells you how to cancel features, shapes or color selections you make on the Edit Pad.

Making Cancellations and Changes

You can cancel or correct a selected area, feature, or color.

When you select an **Edit Number**, the indicator flashes, and you can correct or cancel the selected area, feature or color.

Cancelling Edit Number settings

To cancel the features after you define the area, select **Cancel Edit Number** on the right side of the **Edit Pad Control Panel**. The feature and Edit Number are canceled. If you desire a new **Edit Number** or feature, then select an **Edit Number** and a feature.
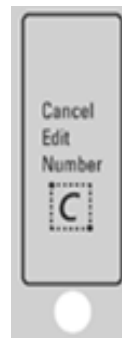
Changing an area

Select **Cancel Areas** to cancel all the areas you defined for the same Edit Number. Change the area on the **Edit Pad**. However, you cannot change the area selection method.

Changing a color

Select the color you desire.

Cancelling all settings

- Select **No Edits** on the **Touch** screen to cancel all the selected settings.

NOTE: When **Job Completion Timeout** is set, the selected features are reset automatically after a fixed time. The Timeout features can be adjusted in Tools Mode. For more information refer to Chapter 8, System Administration Functions.

Cancelling and redefining an area

Key Procedure

1 Select the **Edit Number** to be corrected. The **Edit Number** indicator flashes.

2 For a selected **Edit Number**, you can either cancel the selection or reprogram the selections.

Correcting or cancelling an area:

1. Select **Cancel Areas** and the defined area is cancelled.

2. Redefine the area.

NOTE: You can not change the **Area Shape** at this point. To change the **Area Shape**, cancel the setting with **Cancel Edit Number** and select again.
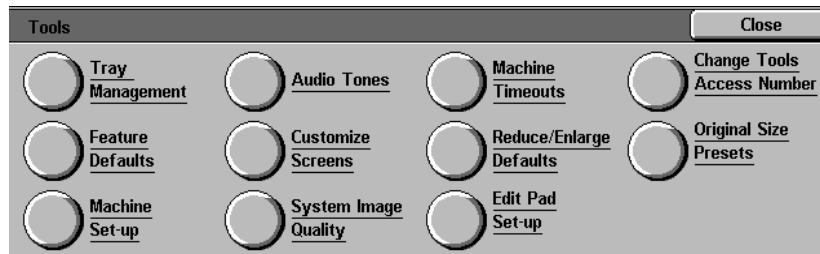
7

8. System Administration Functions

Figure 1: Tools screen

Overview

When the Edit Pad is installed, the Custom Palette Set-up and Print Palette features are available in Tools Mode. These options which you can access by touching the **Edit Pad Set-up** button, are set by the Administrator. A password is required to enter Tools mode to change the settings.

Custom Palette Setup

If the color you want to use is not available on the **Color Palette**, change the **Custom Palette Set-up** to register the desired color. The System Administrator may print the **Custom Palette** and place it on the **Edit Pad** to allow you to select colors from the new palette.

8

Custom Palette
Set-up

Print Palette

The **Print Palette** option prints a three page palette of registered colors. You may place these sample colors on the **Edit Pad** so you can review and select them while editing.

Print Palette

Using Tools Mode

To change Edit Pad default settings you must have the Administrator password and enter Tools Mode. The procedures for entering and exiting Tools Mode are described here.

Entering Tools Mode

KEY POINT: All previous programming selections are canceled when you press the **Clear All** button in the Tools Mode.

KEY POINT: You cannot program jobs while in the Tools Mode.

1₂ 3. . .

1   Press the **Administration** button on the **Control Panel**, found in Figure 2, to display the **Access** screen, illustrated in Figure 3.
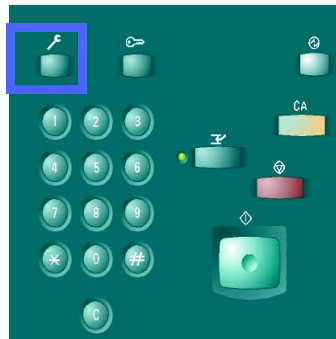

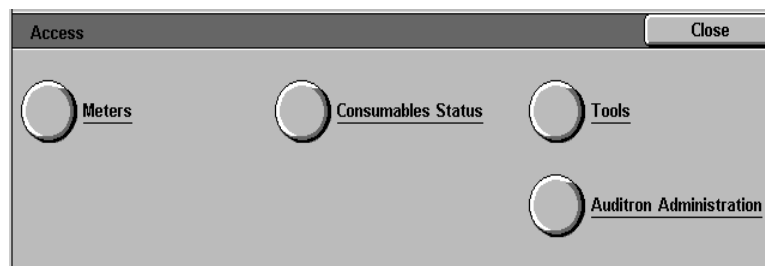**Figure 2: Control Panel and Administration button**

Figure 3: Access screen

2 Touch the **Tools** button to display the **Tools Access Number** screen, as illustrated in Figure 4.
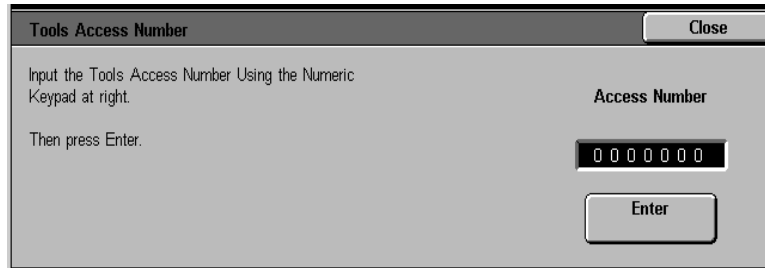
Figure 4: Tools Access Number screen

If you make a mistake, press the **C** button to clear your selections. Touch **Cancel** to end the operation and display the Tools screen.

3 Use the numeric keypad to enter the correct password and touch **Enter** on the Touch Screen.

NOTE: For further information on accessing Tools mode, see the copier/printer System Administration Guide, Chapter 3. See the System Administrator if you require help.

To close the window without entering a password, touch **Close**.

After you have entered the correct password, the Tools screen displays, as illustrated in Figure 5.
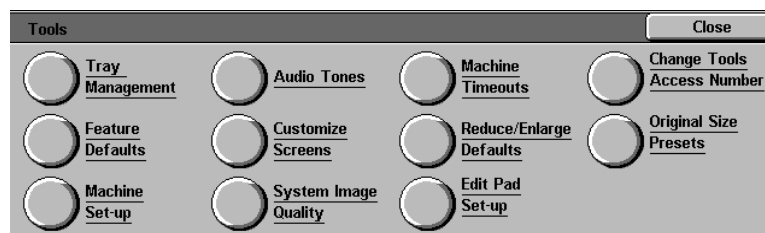
Figure 5: Tools screen

Customer Palette

You may change the colors of the Customer Palette colors from their factory defaults. You may change any of the eighteen Customer Palette settings if the color you wish to use is not available.

NOTE: Only those knowledgeable regarding color management should change the **Customer Palette** percentages. Changing the percentages of one color will affect the printed output of the copy.

NOTE: The default **Customer Palette** colors are listed later in this section.

Follow these steps to change the **Customer Palette colors to their default settings.**

1 Enter Tools Mode by following steps 1-3 from the Entering Tools Mode section.

The Tools screen is shown in Figure 6.

Figure 6: Tools screen

NOTE: See the System Administrator if you require help accessing Tools mode.

---

2   Touch the **Edit Pad Set-up** button to display the
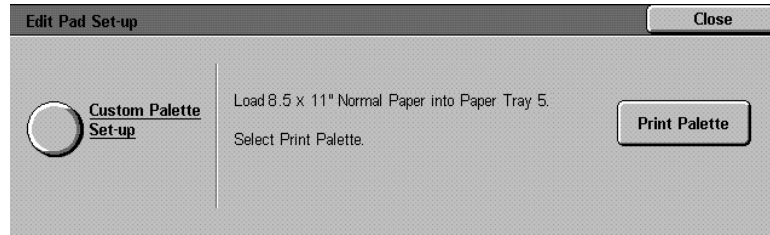**Edit Pad Set-up** screen (Figure 7).

8

Figure 7: Edit Pad Set-up screen

3   Touch the **Custom Palette Set-up** button to
display the **Custom Palette Set-up** screen
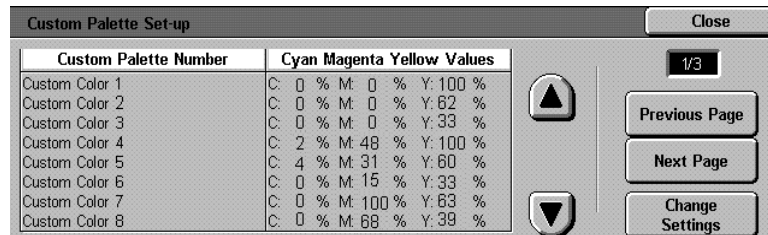(Figure 8).

Figure 8: Custom Palette Set-up screen

The first of three pages of **Custom Palette**
settings are listed. Use the **up** and **down** arrows
or the **Next Page** and **Previous Page** buttons to
move to the **Custom Color** settings you want to
change.

4 Touch the **Change Settings** button to edit the settings for the selected **Custom Palette Number**. The **Custom Color Setup** screen for that color is shown.(Figure 9) The Title bar lists the Custom Color Set-up number that you are changing.
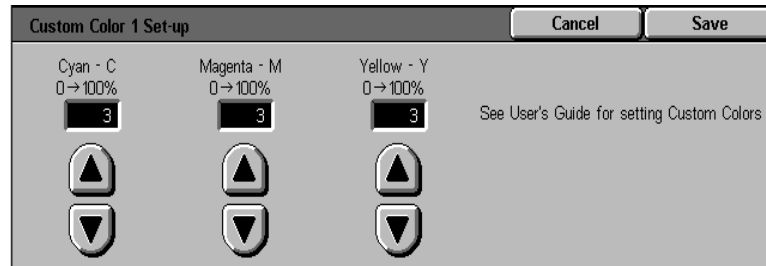

Figure 9: Custom Color Set-up screen

Define the color contents of Cyan, Magenta, and Yellow by using the **up** and **down** arrows. You can set the percentages of each color from 0 to 100. Changing the percentage of one color affects the printed output of the other colors.

5 Touch **Save** to confirm the new **Custom Color** settings. Touch **Cancel** to exit without saving your changes.

6 Repeat steps 4 and 5 if you wish to change the color content of other colors after selecting the correct **Custom Palette Number**.

7 From the **Edit Pad Set-up** screen (Figure 10) touch **Print Palette** to print the color palette of the registered colors.
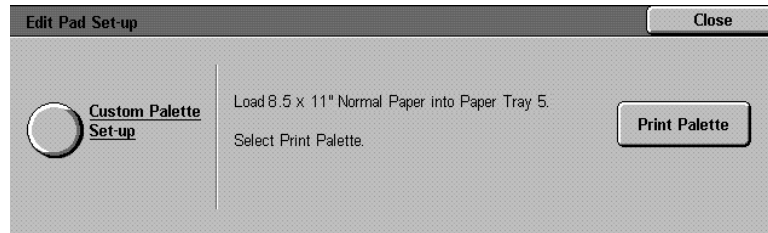

Figure 10: Edit Pad Set-up screen

You must place 3 sheets of 8.5" x 11" or A4 paper in Paper Tray 5 before touching the **Print Palette** button. The **Print Palette** pages are printed from Tray 5.

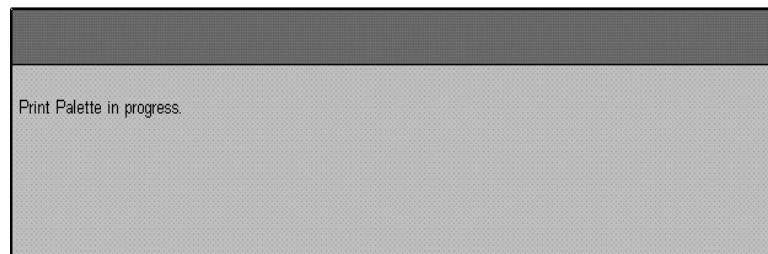The printing in process message appears in Figure 11 as shown.

Figure 11: Printing message screen

One copy of each **Color Palette** is printed in order.   The printed copies can be trimmed and pasted on to the **Color Palette** of the **Edit Pad** to be used as samples.

NOTE: The **Customer Palette** default settings contain three rows of colors. One row contains high density colors, the second medium density colors and the third row contains low density colors. For example, at the default settings you see one column containing yellow at the three levels of density. Once you alter the default settings, the density of each row changes.

8   Touch **Close** to exit the **Edit Pad Set-up** screen.

8

Exiting Tools Mode

To exit the Tools Mode, touch the **Close** button on the Tools screen (Figure 12).

KEY POINT: Touch **Close** to exit any screen within Tools Mode without making changes and to display the previous screen.
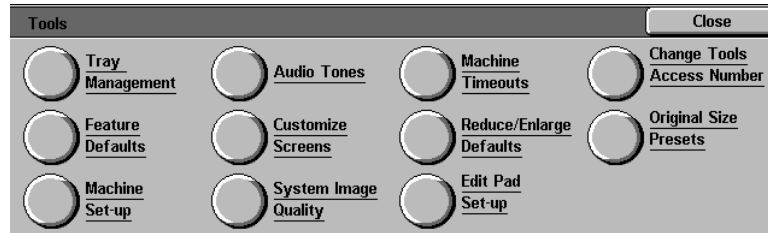
Tools			Close
◯ Tray Management	◯ Audio Tones	◯ Machine Timeouts	◯ Change Tools Access Number
◯ Feature Defaults	◯ Customize Screens	◯ Reduce/Enlarge Defaults	◯ Original Size Presets
◯ Machine Set-up	◯ System Image Quality	◯ Edit Pad Set-up	

Figure 12: Tools screen

NOTE: For further information on accessing Tools mode, see the copier/printer System Administration Guide, Chapter 3. See the System Administrator if you require help.

Default Customer Palette Color Content

The default settings for the Customer Palette provides six columns of colors with three rows (Table 1.) One row contains high density colors, the second medium density colors and the third row contains low density colors. If you alter the settings and then wish to change back to the default settings, change the correct **Custom Palette Number** using the **Custom Color Setup** screen.

Number	Default Settings (%)		
	Cyan	Magenta	Yellow
1	0	0	100
2	0	0	62
3	0	0	33
4	2	48	100
5	4	31	60
6	0	15	33
7	0	100	63
8	0	68	39
9	0	33	20
10	52	68	0
11	38	51	0
12	18	20	0
13	100	32	22
14	65	21	16
15	33	10	7
16	75	0	77
17	50	1	50
18	24	0	30

Table 1: Default Customer Palette Settings

Major Color Contents

Major color contents are displayed here. Use this table to help you change the Custom Colors to the new color you desire.

NOTE: The colors displayed here may appear slightly different from the actual printed colors.

9.   Editing Tips And Problem-Solving

Overview

9

This section contains tips and problem-solving techniques to help you use the Edit Pad features effectively.

Application Tips

The application tips described here will help you to use the Edit Pad features effectively. You will learn about:

- Applying colors to graphs and charts

- Defining shapes to apply colors to text

- Applying colors to areas difficult to define or to small areas

- Enlarging part of a document and copying it in the center of a page
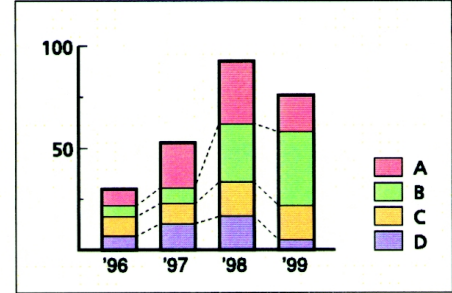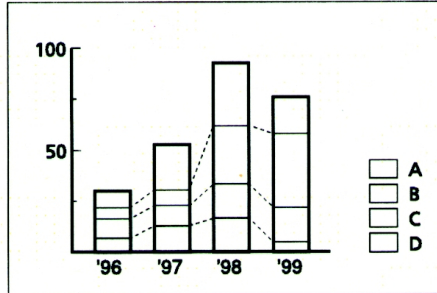
Applying colors to graphs and charts

Use the **Highlight** feature to apply colors to bar graphs and charts on which you have defined **Point Whole Area**.

NOTE: The line width on an original document must be well -defined to ensure the selected areas are highlighted.

Key Procedures

1 When applying colors to bar graphs and charts, use **Point Whole Area** to define the areas within the boundaries.

    1. Select **Highlight**, then select **Point Whole Area**.

    2. Mark a point within the bars or the chart to define the area.

    3. Select a color from the **Color Palette**.

2 To apply another color, select another Edit Number, then select **Highlight**.

    1. Select another **Edit Number**.

    2. Apply **Highlight** as in Step 1.

KEY POINT: When you define areas with the Edit Pen, point at blank areas as far away from text or boundaries as possible.

KEY POINT: It is better to define the areas with boundaries using **Point Whole Areas**. If you use **Rectangle Area** or **Freehand**, the position of the copied area may differ slightly from the original area.

NOTE: A misregistration of 0.5 mm of the defined area on the copy is possible.
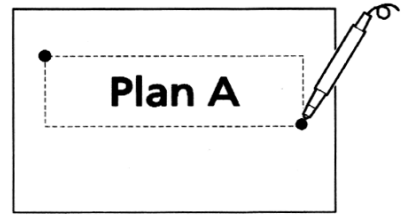
Defining and applying colors to text

Various methods for selecting Area Shapes

When applying colors to text, use the **Color Conversion** feature. You can change the color of the text or images within the defined boundaries to one specified color. Choose the **Area Shape** suited to the document.
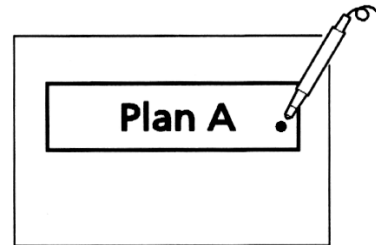
Key Procedures

When applying colors to text that is not enclosed within boundaries, you must define the Area Shape with **Rectangle Area**.

1. Select **Highlight**, then select **Rectangle Area**.

2. To define the area, mark two points diagonally with the text enclosed.

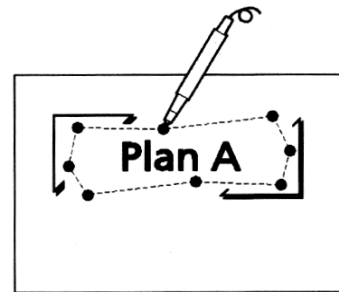3. Select a color from the **Color Palette**.

When applying colors to text that is enclosed within a boundary, you must define **Area Shape** with **Point Whole Area**.

1. Select **Highlight**, then select **Point Whole Area**.

2. To define the area, mark one point within the boundary.
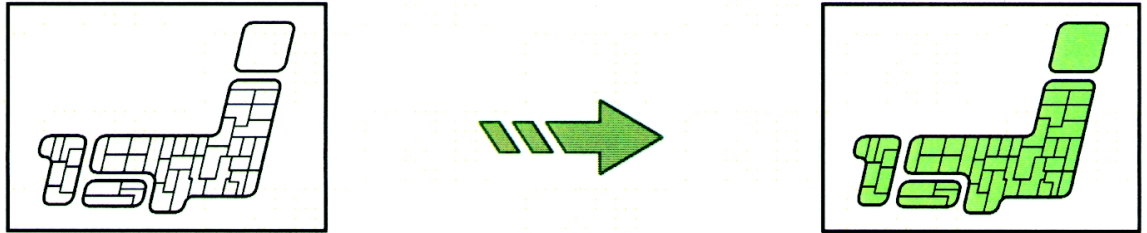
3. Select a color from the **Color Palette**.

When applying colors to text with images nearby, you must define **Area Shape** with **Freehand**.

1. Select **Highlight**, then select **Freehand**.

2. To define the area, mark multiple points that enclose the text.

3. Select a color from the **Color Palette**.

9

Applying colors to areas difficult to define

When applying colors to areas that are difficult to define or are small (such as maps), first apply colors to the whole document, then apply white or the desired color to the areas outside.

Key Procedure

1 When applying colors to the whole area (in this case the map), you must define the whole area with **Rectangle Area** so that the map is included. Then apply **Highlight** to the whole area.
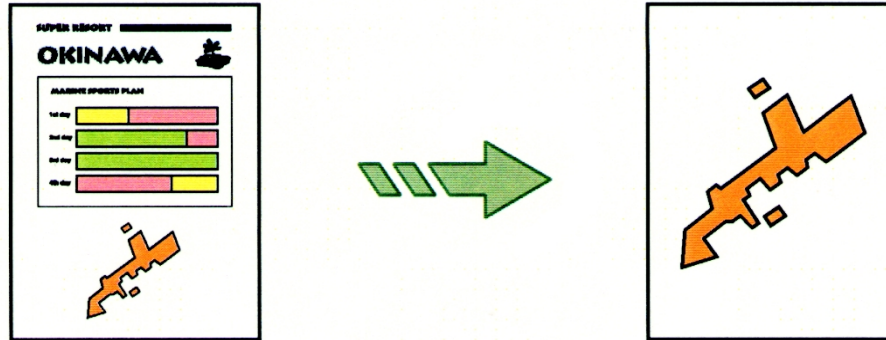
   1. Select **Highlight**, then select **Rectangle Area**.

   2. To define the area, mark two points so that the whole difficult to define area is enclosed.

   3. Select a color from the **Color Palette**.

2 Without touching the map, use **Point Outside Area** to apply white to the outside areas only.

   1. Select another **Edit Number**.

   2. Select **Highlight**, then select **Point Outside Area**.

   3. To define the area, mark a point on the area surrounding the difficult to define area.

   4. Select a color from the **Color Palette**.

Enlarging and centering an area of a document

To enlarge and center an area of a document, select **Auto Center** for copy position, and enlarge the area for copying. The **Auto Center** option is found on the **Added Features** tab under **Margin Shift**.

Key Procedure

1 Extract the necessary area by selecting **Erase Outside**, then define the area with **Rectangle Area**.

    1. Select **Erase Outside**, then select **Rectangle Area**.

    2. To define the area, mark two points so that the area is enclosed.

2 Select **Margin Shift** from the **Added Features** screen. Then **Auto Center** for the copy position.

3 Enlarge the extracted area by selecting the **Reduce/Enlarge** percentage on the **Basic Copying** screen.

KEY POINT: You can obtain various edit results by using a combination of features.

Copy the extracted area using a document type suitable to the area. For example, select **Map** for **Original Type** on the **Image Quality** screen.

Problem-Solving

Occasionally you may experience unexpected results.

NOTE: This section discusses problems you may experience when you have not applied highlighting correctly.

Colors are not applied to all areas

Parts of the text or small areas may not reflect highlighting even though **Highlight** is applied for all areas. In this case, apply colors to the small areas defined with **Rectangle Area**, then apply colors to the areas within the boundary defined with **Point Whole Area**. All the parts will be colored.

Reason for problems

If the outline of an area is 0.5 mm of space or less, the **Edit Pad** recognizes the lines as overlapping lines instead of a boundary. Therefore, even if **Point Whole Area** is selected, the area will not be colored.

Key Procedure

1 Use **Highlight** on areas (parts surrounded by approximately 0.5 mm of space or less) where colors are missing. Select **Highlight**, then define the area with **Rectangle Area**.

1. Select **Highlight**, then select **Rectangle Area**.

2. Mark two points so that the text with a width of 0.5 mm of space or less is enclosed, then define the area.

3. Select a color from the **Color Palette**.

2 Apply the same color to the whole area. Using **Highlight** again, the output will have no missing colored areas. You must select **Highlight**, then mark a point within the boundary defined with **Point Whole Area**.

1. Select another edit number.

2. Select **Highlight**, then select **Point Whole Area**.

3. Mark a point inside the document, then define the area.

4. Select the **Color Palette** color you selected in Step 1.

Colors applied to areas not defined

If colors are applied to areas you have not defined, it may be a result of how you mark a point on the document or of how you define the area.

Problem: When colors are incorrectly applied to the whole area

Reason: The line defining the boundary may be broken or too thin.

**Corrective Action:** To correct this problem, join the line or make it thicker.
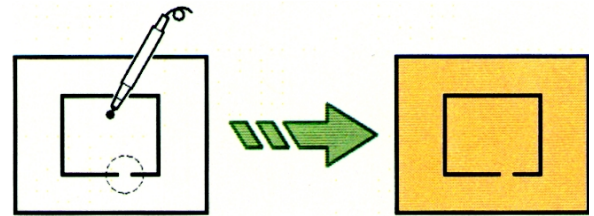
Problem: When **Highlight** is selected for an area within the boundary but only part of the text is colored

> **Reason:** The point you marked may be too close to the text or the document may be out of position on the document glass.
>
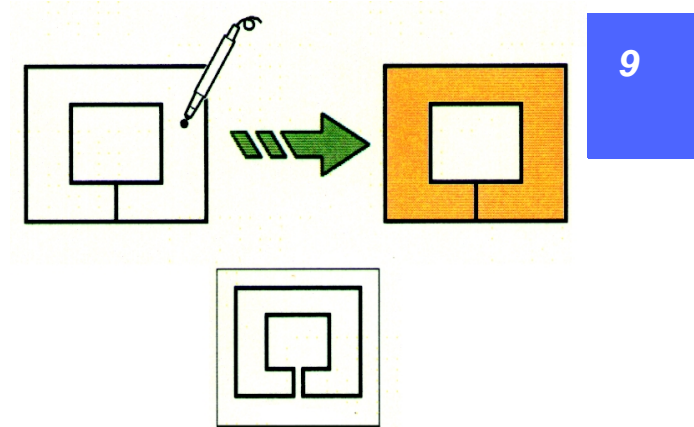> **Corrective Action:** Correct this problem by:
>
> - Pointing at the blank areas away from text or boundaries when marking a point with the Edit Pen.
> - Properly placing the document on the document glass.
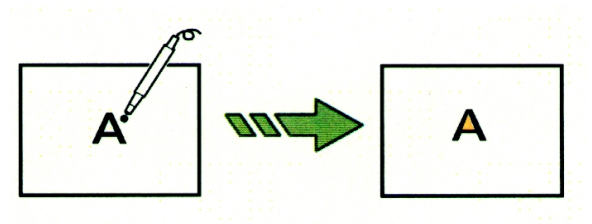
Problem: When color is applied to the whole area within the boundary but only a part is supposed to be colored

> **Reason:** As the lines of the inner and outer rectangle are connected, the areas are detected. When the text is very close to the outer boundary, the text may be detected as being connected to the boundary.
>
> **Corrective Action:** Define the inner area with **Point Whole Area**.

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