

## Adjusting the Layout for Copying

### Enlarging or reducing an image for copying ([Zoom])

Copy an image enlarged or reduced by the specified zoom ratio.

You can specify the zoom ratio by automatically specifying it according to the size of the original and the paper size, by selecting from the registered zoom ratios, or by manually entering an arbitrary zoom ratio.

For details, refer to [Here](#).



### Copying a poster-sized image ([Poster Mode])

The original image is enlarged, divided, and printed on multiple sheets. When you join the printed sheets, you will create a large poster.

For details, refer to [Here](#).



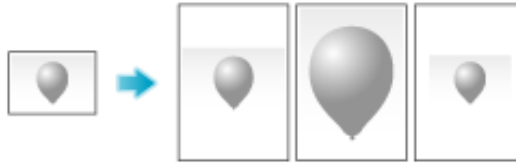
### Tips

- ❖ Place the original on the **Original Glass**.
- ❖ You can only specify 1 for the number of copies.

### Copying the original image without margin ([Image Adjust])

You can enlarge a part of the original to the maximum limits of the paper, or arrange the original image at the center of the page without enlarging it.

For details, refer to [Here](#).



### Reversing the left and right of the original image ([Mirror Image])

Copy the original image by reversing its left and right, like a reflection image on the mirror.

For details, refer to [Here](#).



### Fine-tuning the print position ([Image Shift])

You can fine tune the image position by shifting it in a horizontal or vertical direction according to the paper size. When an image is printed on both sides, the image position on the back side can also be fine tuned.

Use this function when you want to make a fine adjustment, such as changing the print position a little or printing images in different positions between the front and back sides.

For details, refer to [Here](#).



### Copying the original in the loading direction with no rotation ([Auto Rotate])

This machine automatically adjusts the rotation for copying even if the orientations of the original and paper are different. When necessary, you can copy the original without adjusting the rotation. This function is available when you are only copying part of the original.

For details, refer to [Here](#).

