

Page Layout

You can copy multiple original pages onto one side of a sheet of paper. The size of the page images is reduced proportionally to fit on the selected paper.

To copy multiple pages on a sheet:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.
2. Touch **Page Layout**.
3. Touch **Pages per Side**.
4. To select the number of original pages for each sheet of paper, touch **2 Pages**, **4 Pages**, or **8 Pages**.
For 4 Pages Up or 8 Pages Up, touch the desired **Reading Order**.
5. To change the orientation of the copies:
 - a. Touch **Original Orientation**.
 - b. Touch **Upright Images**, or **Sideways Images**.
 - c. Touch **Save**.
6. To repeat the same image on a page, touch **Repeat Image**.
7. Touch **2 Times**, **4 Times**, or **8 Times**.
8. To calculate automatically the number of times to repeat vertically or horizontally, touch **Auto Repeat**.
The automatic calculation of the number of times an image is repeated vertically or horizontally is based on document size, paper size, and the enlarge/reduction ratio.
9. To specify the number of times to repeat the image vertically or horizontally, touch **Variable Repeat**, then touch the **plus** or **minus** buttons.
You can repeat an image between 1 to 23 times vertically (columns), and between 1 to 33 times horizontally (rows).
 - To arrange the images evenly on the page, touch **Evenly Spaced**.
 - To arrange the images with no space between them, touch **Side by Side**.
10. To change the orientation of the copies, touch **Original Orientation**, then touch **Upright Images** or **Sideways Images**, then touch **Save**.