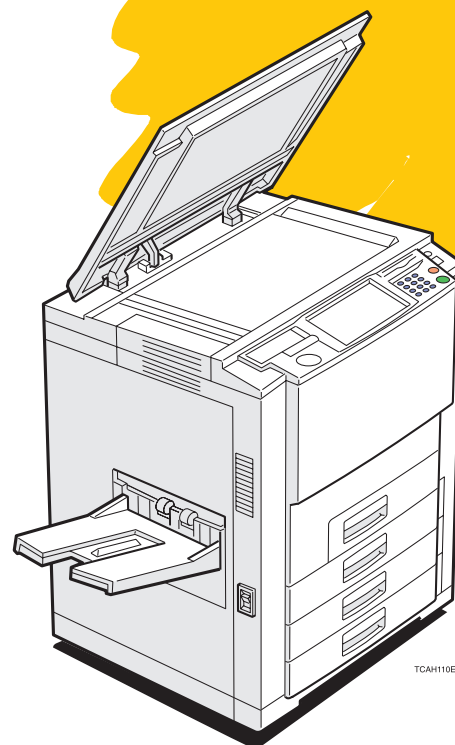


COLOR COPY QUICK GUIDE



1. Basics	
How to Make a Copy	page. 2
2. Area Editing Example (Only for Edit type)	
Filling a Background Area with a Color	page. 4
3. Area Editing Summary (Only for Edit type)	
Other Area Editing Functions	page. 6
4. Color Balance Adjustment	
Adjusting the Color Balance	page. 8
5. Image Overlay (Only for Edit type)	
Making a Leaflet	page. 10
6. Front & Back Cover	
Copying Front and Back Covers	page. 12
7. Summary	
Features at a Glance	page. 14

This machine comes in two models which are referred to in this manual as Basic type and Edit type.
Check the inside front cover of the Operating Instructions for the model you have before reading this guide.

Some limitations may apply to functions—for details please refer to the Operating Instructions.

The copy samples in this guide differ somewhat from actual copies due to printing effects.

How to Make a Copy

In this situation...



GCFLR4E

You wish to make a copy in the same color and the same size as your original.

Use this function...



GCFLR4E

This machine has the following functions:

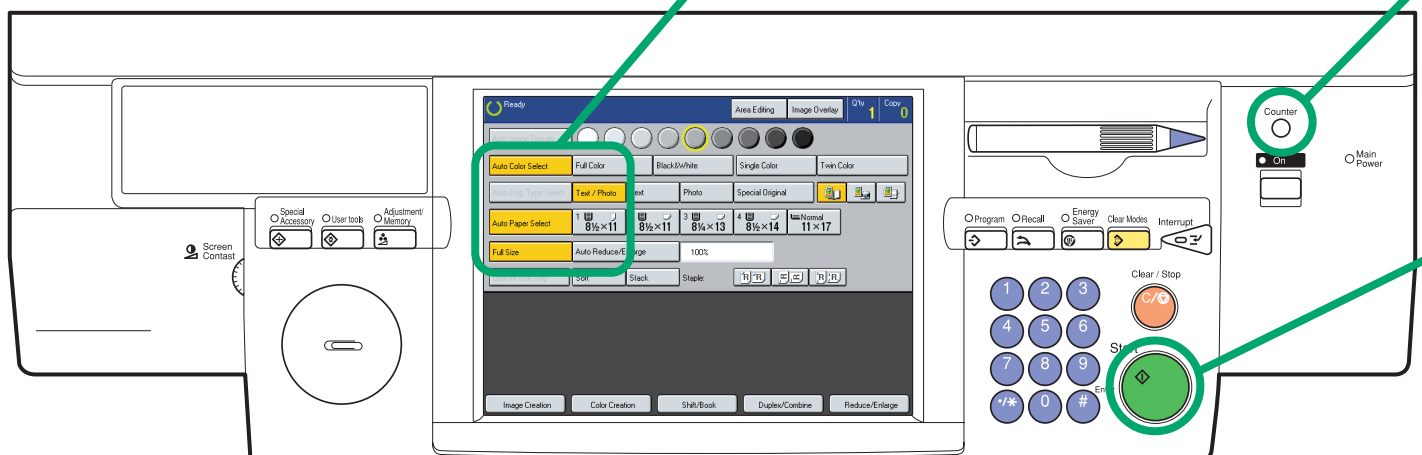
- Auto Color Select
Selects a suitable color automatically.
- Auto Original Type Select
Selects a suitable original image type automatically.
- Auto Paper Select
Selects a suitable paper size automatically.

*Auto Color Select and Auto Original Type Select cannot be set together.

1 Set the original.

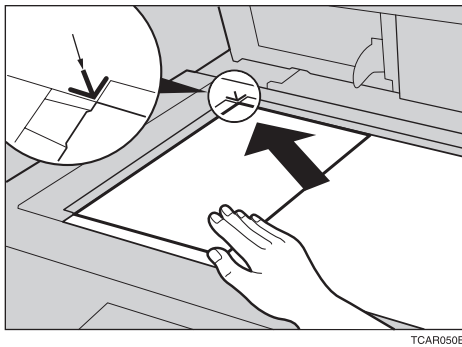
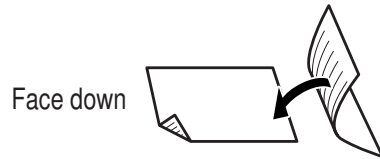
2 Make sure that following functions are selected:

- [Auto Color Select]
- [Text / Photo]
- [Auto Paper Select]
- [Full Size]

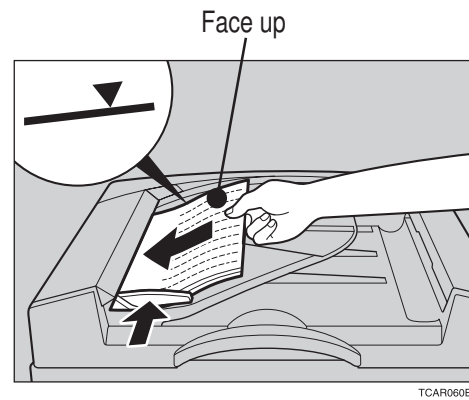


Tip

On the exposure glass(platen glass)



In the document feeder



To check the number of copies made so far, press the **[Counter]** key .

3 Press the **[Start]** key.

Area Editing Example (Only for Edit type)

Filling a Background Area with a

In this situation...



GCAREA7E

You wish to fill the specified background of your original with a selected color.

Use this function...

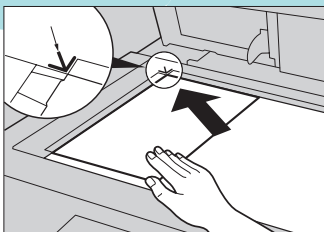


GCAREA9E

The Color Background function in Area Editing makes copies with the designated area filled in a selected color.

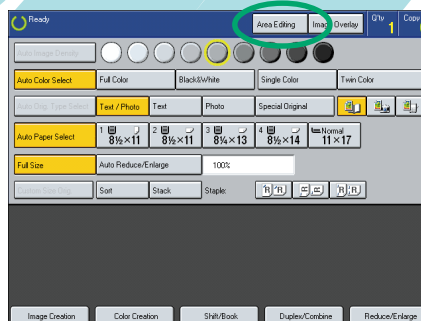
*For information on other Area Editing features, see page 6 and 7.

1 Set the original on the exposure glass (platen glass).

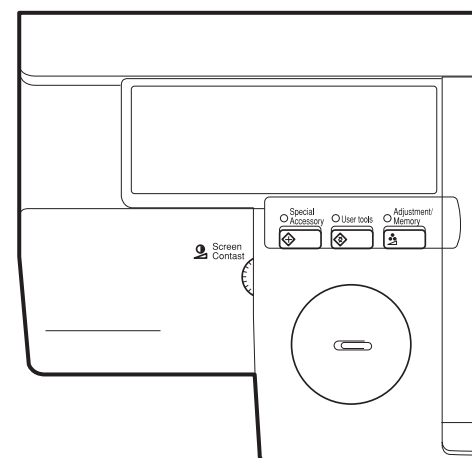


TCAR05E

2 Press the [Area Editing] key.



3 Select the area shape, then designate the area.

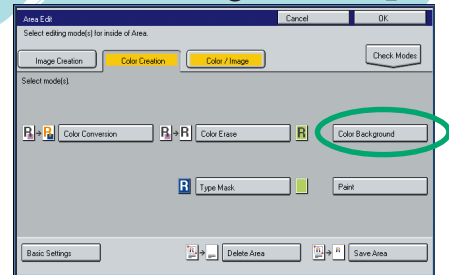


Color

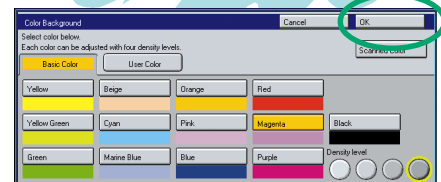
4 Press the [Confirm Selection] key.

5 Press the [Area Edit] key.

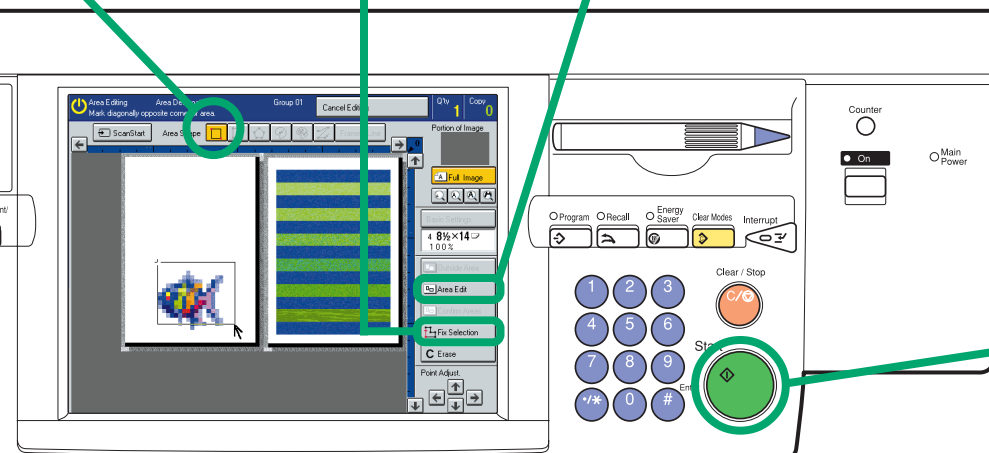
6 Select [Color Creation], then press the [Color Background] key.



7 Select the desired color, then press the [OK] key twice.




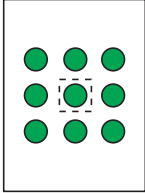
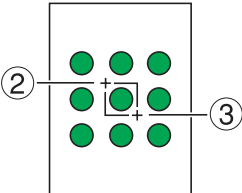
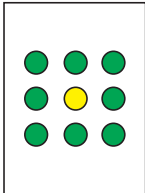

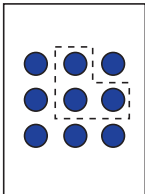
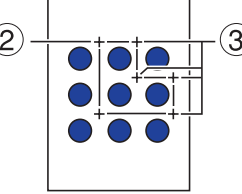
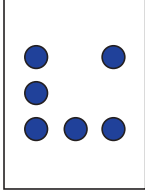

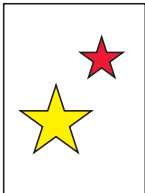
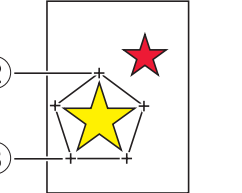
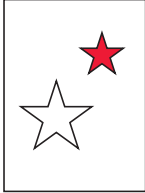


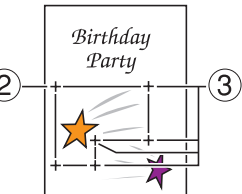
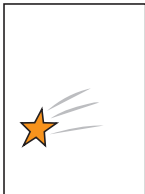
8 Press the [Start] key.




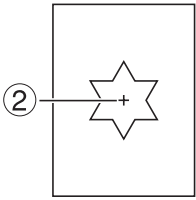
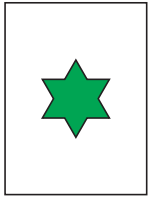

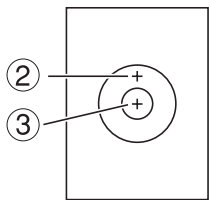
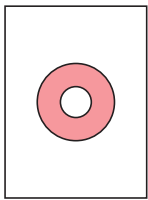

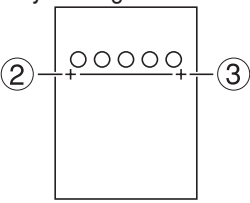
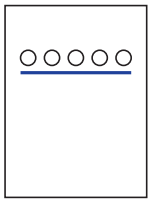
TCAS210E

Area Editing Summary (Only for Edit type)

Other Area Editing Functions

Objective	Area Selection	Edit the Area	Copy Result
Color Conversion I wish to change the color of an area.	① Select Rectangle  . ② Mark the first point with the editor pen or your finger. ③ Mark the diagonally opposite corner of the area you wish to select.	④ Press the [Area Edit] key. ⑤ Press the [Color Creation] key. ⑥ Press the [Color Conversion] key. ⑦ Press the color you wish to change. ⑧ Press the color you wish to use. ⑨ Press the [OK] key. ⑩ Press the [OK] key.	
 GCARE10E	 GCARE11E		 GCARE12E
Delete Area I wish to delete an area.	① Select R.A. Polygon  . ② Mark the first point with the editor pen or your finger. ③ Mark the points.	④ Press the [Area Edit] key. ⑤ Press the [Delete Area] key. ⑥ Press the [OK] key.	
 GCARE13E	 GCARE14E		 GCARE15E
Color Erase I wish to remove color from an area.	① Select Polygon  . ② Mark the first point with the editor pen or your finger. ③ Mark the points.	④ Press the [Area Edit] key. ⑤ Press the [Color Creation] key. ⑥ Press the [Color Erase] key. ⑦ Press the color you want to erase. ⑧ Press the [OK] key. ⑨ Press the [OK] key.	
 GCARE16E	 GCARE17E		 GCARE18E
Save Area I wish to blank out all areas except the selected area.	① Select R.A. Polygon  . ② Mark the first point with the editor pen or your finger. ③ Mark the points.	④ Press the [Area Edit] key. ⑤ Press the [Save Area] key. ⑥ Press the [OK] key.	
 GCARE28E	 GCARE29E		 GCARE30E



Objective	Area Selection	Edit the Area	Copy Result
Paint I wish to fill an area with a selected color.	<p>① Select Closed Loop .</p> <p>② Touch on a point inside a closed loop.</p>  GCARE20E	<p>③ Press the [Area Edit] key.</p> <p>④ Press the [Color Creation] key.</p> <p>⑤ Press the [Paint] key.</p> <p>⑥ Select the color you want to use.</p> <p>⑦ Press the [OK] key.</p> <p>⑧ Press the [OK] key.</p>	 GCARE21E
Multi-Closed Loop I wish to fill an area but leave an internal part left unfilled.	<p>① Select Multi-Closed Loop .</p> <p>② Touch on a point inside a closed loop.</p> <p>③ Touch on a point that you don't want to paint.</p>  GCARE23E	<p>④ Press the [Area Edit] key.</p> <p>⑤ Press the [Color Creation] key.</p> <p>⑥ Press the [Paint] key.</p> <p>⑦ Select the color you want to use.</p> <p>⑧ Press the [OK] key.</p> <p>⑨ Press the [OK] key.</p>	 GCARE24E
Line I wish to add a line.	<p>① Select Frame/Line, then select Line .</p> <p>② Mark the first point with the editor pen or your finger.</p> <p>③ Mark the last point.</p>  GCARE26E	<p>④ Press the [Area Edit] key.</p> <p>⑤ Select the color you want to use.</p> <p>⑥ Select the line width.</p> <p>⑦ Press the [OK] key.</p>	 GCARE27E

Adjusting the Color Balance

In this situation...



Copies are too yellow.



Use this function...

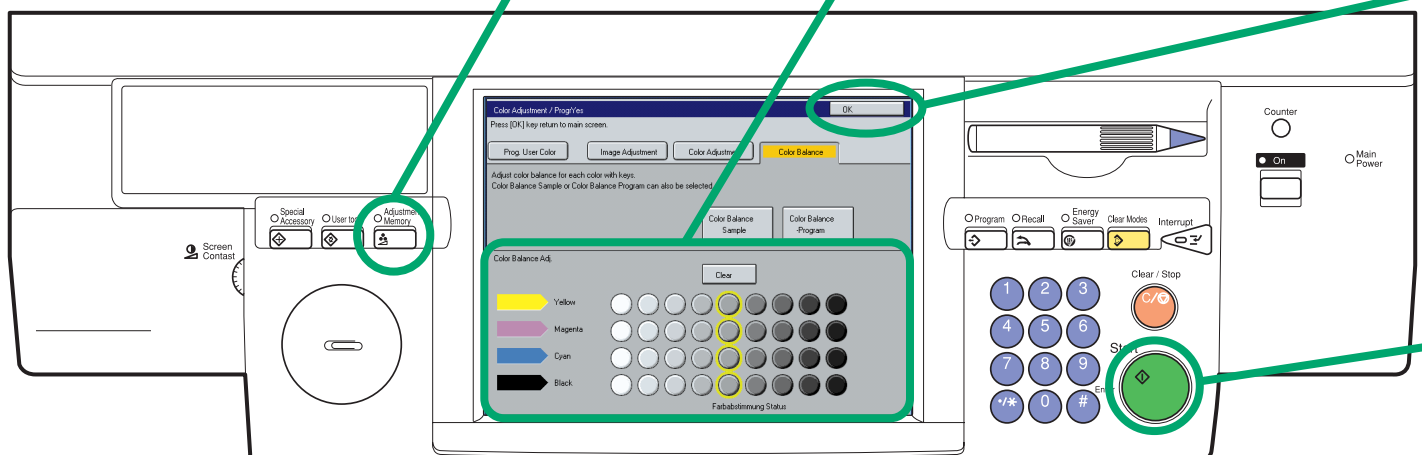


The Color Balance function allows you to control the overall color tone of copies.

2 Press the
【Adjustment/Memory】
key.

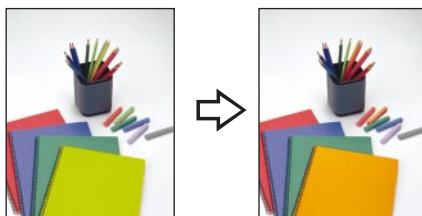
1 Set the
original.

3 Adjust the
color tone.



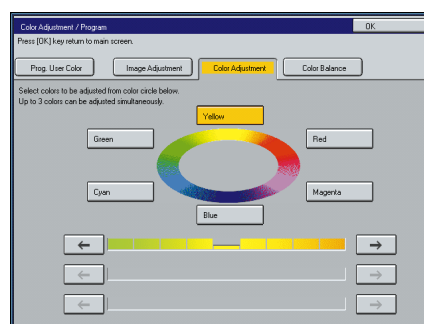
Tip

You can alter up to three single colors by mixing them with adjacent colors in the color circle.



GCCLCY2E

1. Press the **[Adjustment/Memory]** key.
2. Press the **[Color Adjustment]** key.
3. Select the color that you want to adjust from the color circle.
4. Adjust the color with the **[←]** or **[→]** key.
5. Press the **[OK]** key.



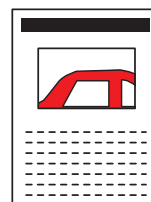
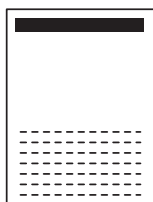
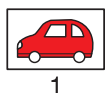
4 Press the
[OK] key.

5 Press the
[Start] key.

Making a Leaflet

In this situation...

Use this function...



1: Foreground image original
2: Background image original

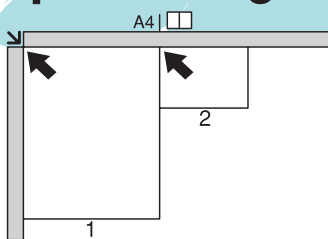
You wish to superimpose one original image over another e.g. to make a leaflet.

The Image Overlay function makes copies with a portion of one original image (the image original) overlaid onto another original image (the background original).

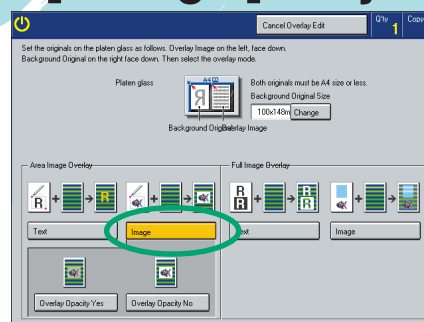
2 Press the [Image Overlay] key.

3 Press the Area Image Overlay [Image] key.

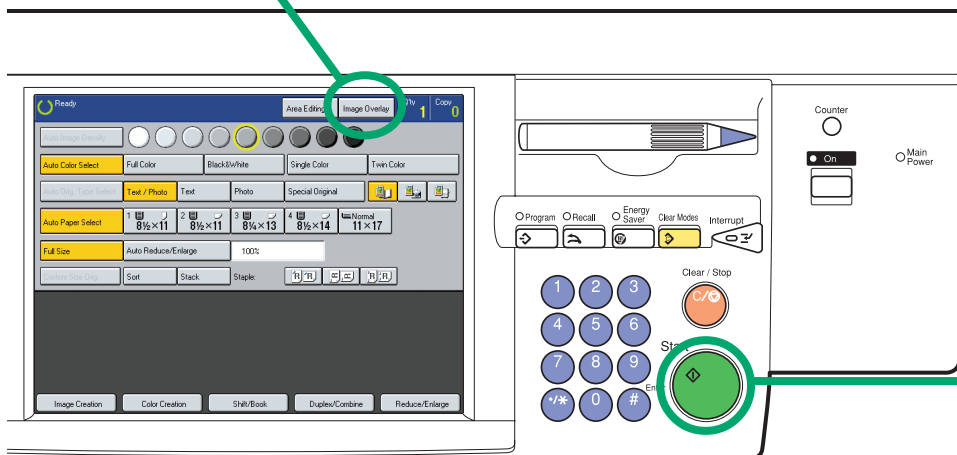
1 Set the original on the exposure glass.



1: Background original
2: Image original



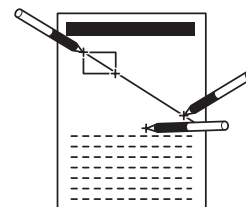
* Select the [Overlay Opacity Yes] or [Overlay Opacity No] key.





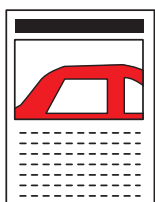
Tip

When you mark first point in step 5, a rectangle and leading diagonal appear to show the full size and scale of the image.



GCCSCA2E

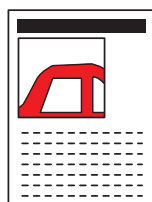
For Proportional scaling



GCCSCA4E

Mark second point on the leading diagonal.

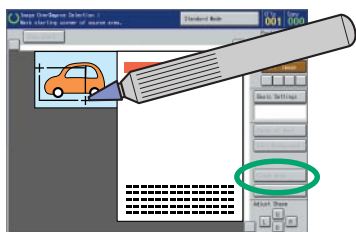
For Squeeze or stretch



GCCSCA3E

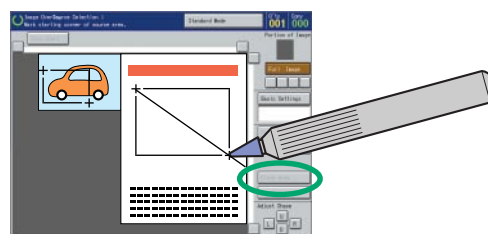
Mark second point off the leading diagonal.

4 Select the area of the foreground image original. Then press the [Confirm Selection] key.



* **To select the area**
Mark two diagonally opposite corners of a rectangle.

5 Select the area of the background image original. Then press the [Confirm Selection] key.



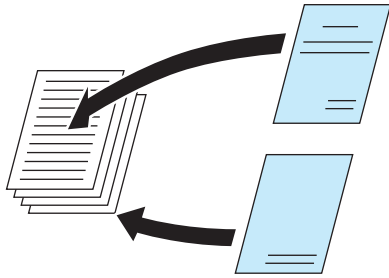
* You can select the scale of the image. For details, see **Tip**.

6 Press the [Start] key.

Copying Front and Back Covers

In this situation...

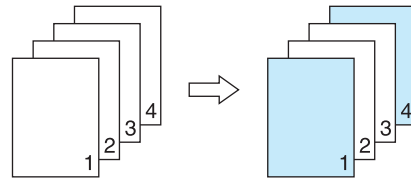
You wish to copy the front and back covers onto different type (e.g. different color) paper.



GCHYOS9E

Use this function...

Use the Front & Back Cover function to have the first and last pages copied onto a different kind of paper (e.g. colored) than that used for the remaining pages.

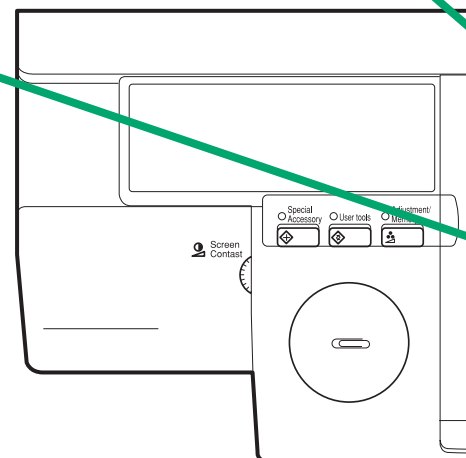


GCHYOS8E

1 Set the originals in the document feeder.

2 Press the [Shift/Book] key.

3 Select the [Front & Back Cover] key.



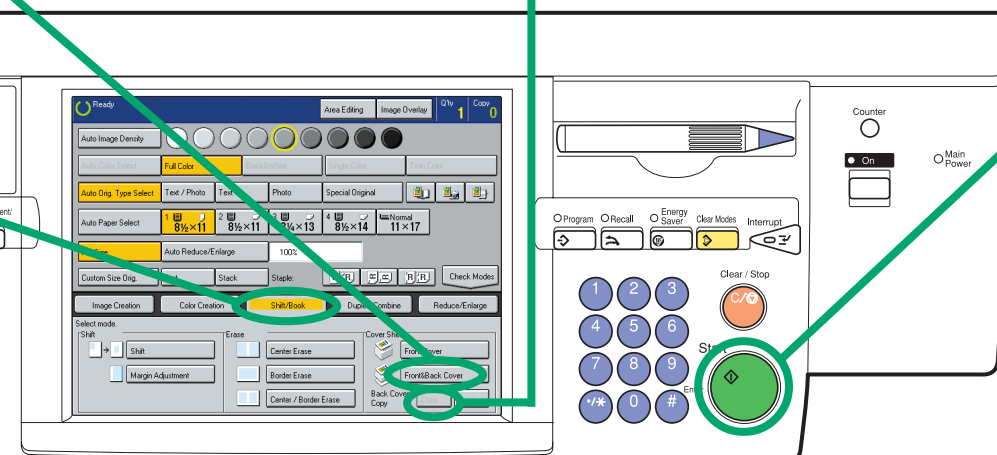


4 Select the [Copy] or [Blank] key.

5 Set cover sheets into the bypass tray.

* The covers are copied in Thick mode.


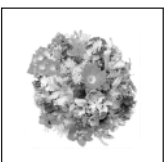
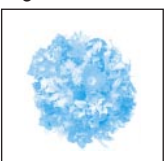
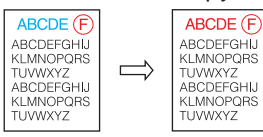
6 Press the [Start] key.



Features at a Glance

For details, please see the following pages in the Operating Instructions.

• Color Mode ⇒ Page 40

- Full Color Copy

- Black & White Copy

- Single Color Copy

- Twin Color Copy


• Shift ⇒ Page 77



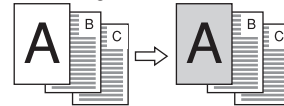
• Center Erase
⇒ Page 81



• Margin Adjustment
⇒ Page 78



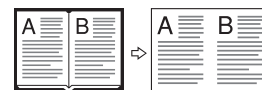
• Cover Sheet
⇒ Page 82



• Border Erase
⇒ Page 81



• Center/Border Erase
⇒ Page 81



*1 Optional 20-bin sorter stapler required.

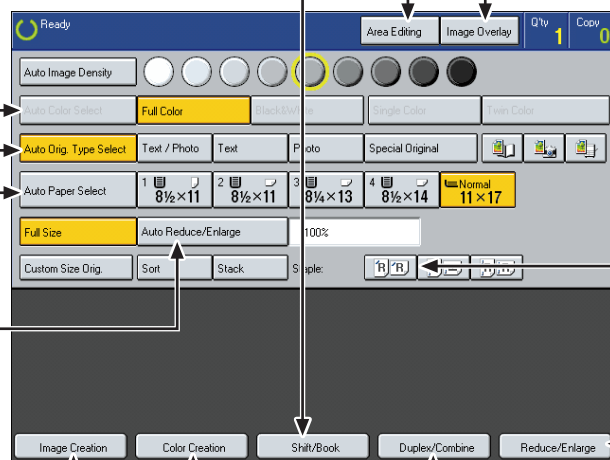
*2 Optional document feeder required.

*3 Only for Edit type.

• Auto Original Type Select
⇒ Page 44

• Auto Paper Select
⇒ Page 47

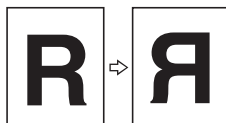
• Auto Reduce/Enlarge
⇒ Page 54



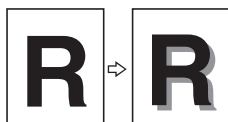
• Outline Image
⇒ Page 91



• Mirror Image
⇒ Page 96



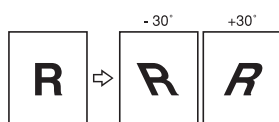
• Shadow Image
⇒ Page 92



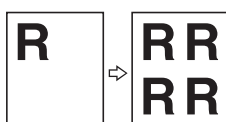
• Positive/Negative
⇒ Page 101



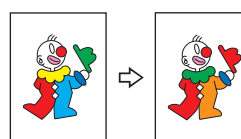
• Slanted Image
⇒ Page 95



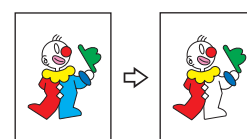
• Repeat Image
⇒ Page 97



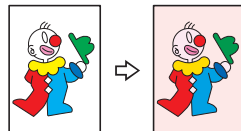
• Color Conversion
⇒ Page 85



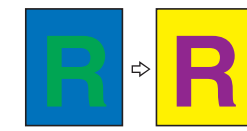
• Color Erase
⇒ Page 87



• Color Background
⇒ Page 88



• Type Mask
⇒ Page 89





• Area Editing ⇒ Page 139

<p>• Color Conversion ⇒ Page 152 *3</p>	<p>• Color Background ⇒ Page 152 *3</p>	<p>• Delete Area ⇒ Page 153 *3</p>	<p>• Full Image Overlay ⇒ Page 111 *3</p>
<p>• Color Erase ⇒ Page 152 *3</p>	<p>• Paint ⇒ Page 152 *3</p>	<p>• Save Area ⇒ Page 154 *3</p>	<p>• Area Image Overlay ⇒ Page 115 *3</p>

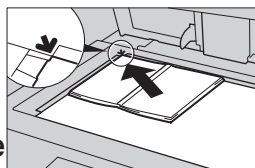
<p>• Sort ⇒ Page 102 *1</p>	<p>• Preset R/E ⇒ Page 59</p>	<p>• Directional Magnification(%) ⇒ Page 63</p>
<p>• Stack ⇒ Page 103 *1</p>	<p>• Zoom ⇒ Page 60</p>	<p>• Directional Size Magnification(inch) ⇒ Page 64</p>
<p>• Staple ⇒ Page 104 *1</p>	<p>• Size Magnification ⇒ Page 62</p>	<p>• Poster Mode ⇒ Page 65</p>

<p>• 1 Sided → 2 Sided ⇒ Page 68</p>	<p>• 2 Sided → 2 Sided ⇒ Page 70</p>	<p>• Book → 1 Sided ⇒ Page 73</p>	<p>• 2 Sided → 1 Sided ⇒ Page 74</p>
<p>• Book → 2 Sided ⇒ Page 71</p>	<p>• Multi → 2 Sided ⇒ Page 72</p>	<p>• Combine 2 Originals ⇒ Page 75 *2</p>	<p>• Combine 4 Originals ⇒ Page 76 *2</p>

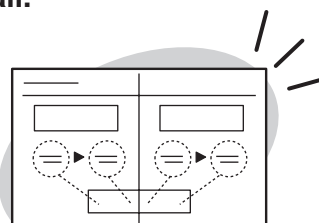
Make copies of this manual and stick them on the wall.

1

Set this manual face down on the exposure glass.



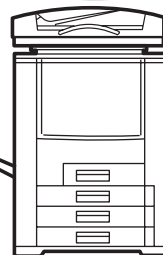
Stick the copies on the wall.



2



Press the [Start] key.



GCCSCV2E