

## Selecting Layout Adjustments

Layout adjustments provide additional settings for the size and orientation of the original, and erasing the edges.

To select layout adjustments:

1. Press the **Services Home** button, then touch **Workflow Scanning**.
2. Touch the **Layout Adjustment** tab.
3. To specify the orientation of the original image:
  - a. Touch **Original Orientation**.
  - b. On the Original Orientation screen, select an option:
    - **Upright Images** and **Sideways Images** refer to the direction the originals are loaded in the document feeder.
    - **Portrait Originals** and **Landscape Originals** refer to the images on the originals.
  - c. Touch **OK**.
4. To scan the correct area of the original image:
  - a. Touch **Original Size**.
  - b. On the Original Size screen, select an option:
    - **Auto Detect** allows the printer to determine the size of the original.
    - **Preset Scan Areas** specifies the area to scan when it matches a standard paper size. In the scrolling list, touch the desired paper size.
    - **Custom Scan Area** allows you to specify the height and width of the area to scan. Touch the **Height-Y** and **Width-X** arrows to specify the area.
    - **Mixed Size Originals** allows you to scan standard-size originals of varying sizes. Use the diagram on the screen to determine which original sizes can be mixed in the same job.
  - c. Touch **OK**.
5. To specify the amount to erase from the edges of your image:
  - a. Touch **Edge Erase**.
  - b. On the Edge Erase screen, select an option:
    - **All Edges** erases all four edges by the same amount. Touch the **All Edges** arrows to specify the amount to erase from the edges.
    - **Individual Edges** specifies different amounts for the edges. Touch **Side 1**, then use the arrows to specify the amount to erase from each edge. Touch **Side 2**, then use the arrows to specify the amount to erase from each edge, or touch **Mirror Side 1**.
  - c. Touch **OK**.
6. To manage how the scanner treats blank pages:
  - a. Touch **Blank Page Management**.
  - b. Select an option:
    - **Include Blank Pages** includes scanned pages that are blank.
    - **Remove Blank Pages** omits scanned pages that are blank.
  - c. Touch **OK**.