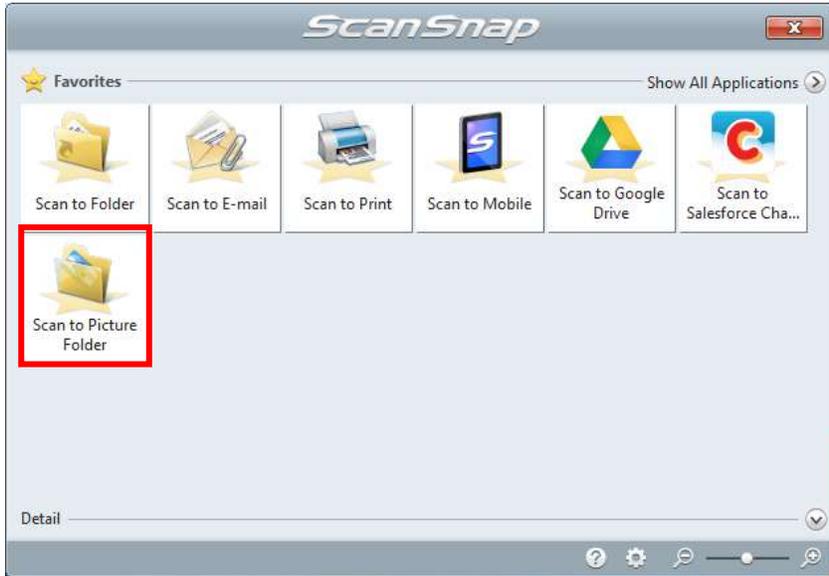# How to Scan Images (JPG, TIFF)

Using ScanSnap:

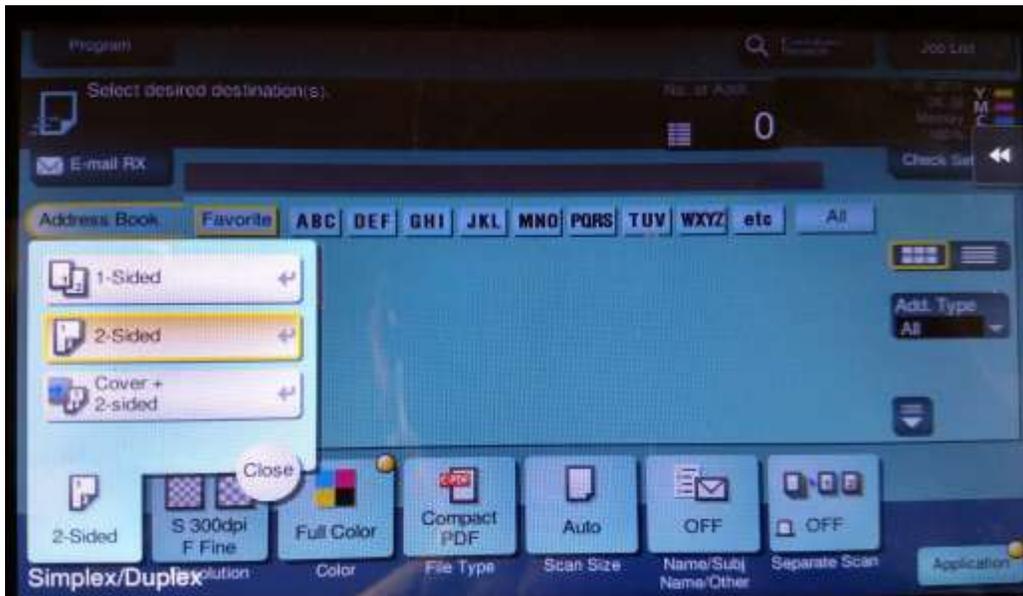Click **Scan to Picture Folder**.

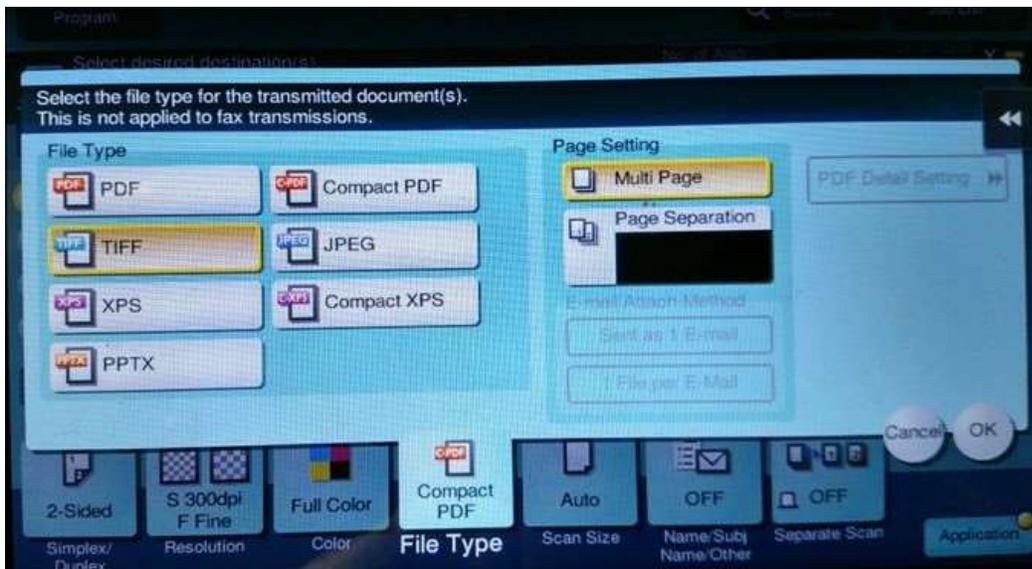## Using the Konica Minolta scanners with a USB flash drive:

Select **Scan/Fax**

Make sure the **Simplex/Duplex** tab is set to **2-sided** multi-page documents.

Click the tab File Type (**Compact PDF**), then choose **TIFF**. JPG would work, but TIFF will save 2 pages of a document to 1 file whereas JPG will save 2 pages as 2 files.
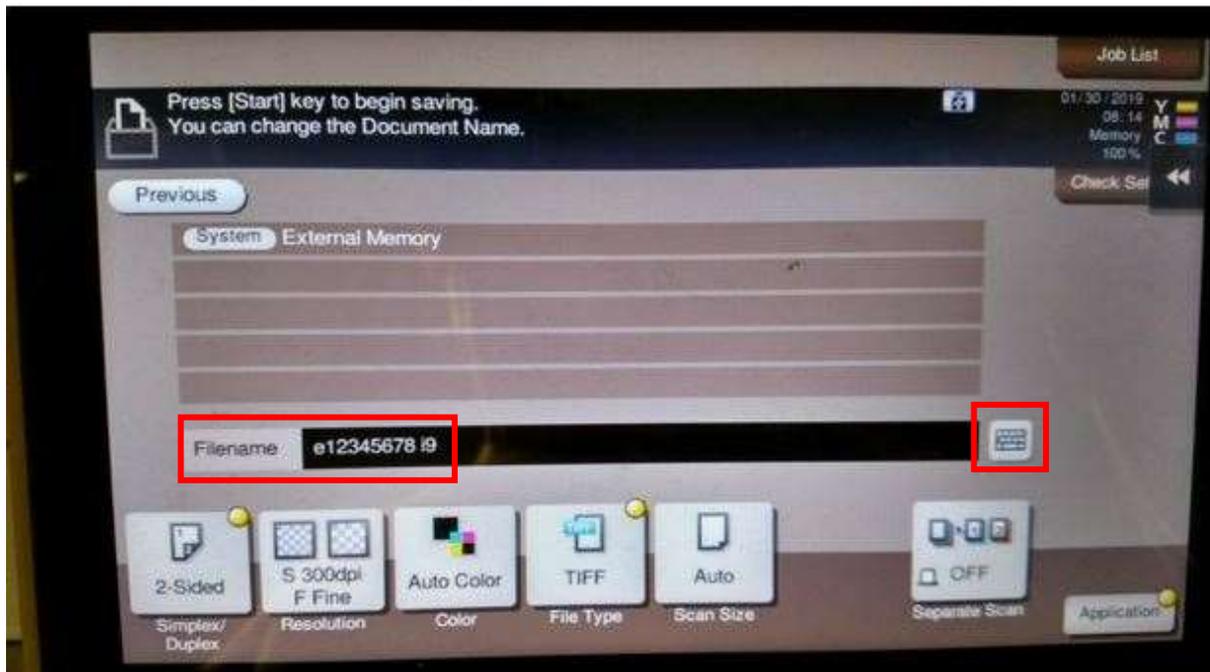
Select **Direct Input** to save the image to a flash drive, then select **PC (SMB)**.
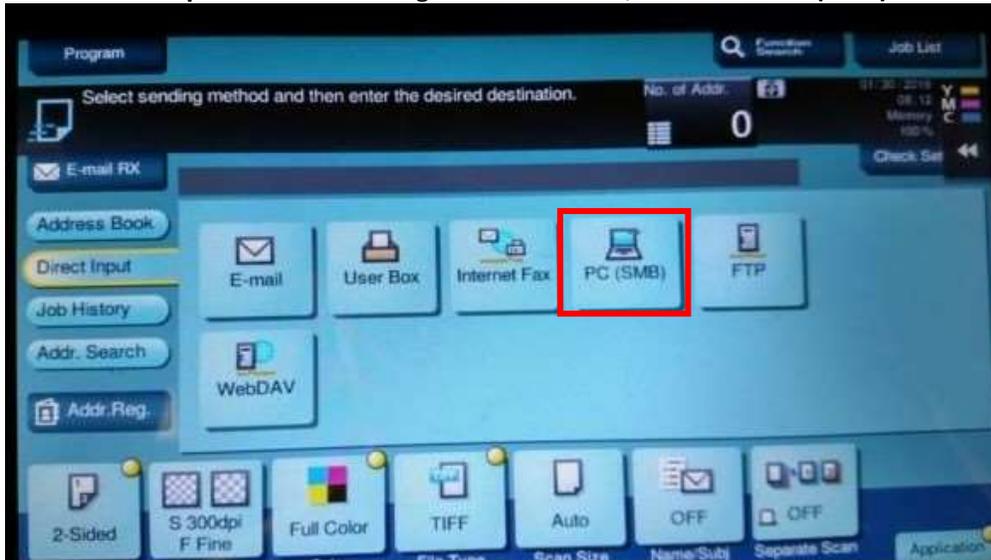
If this screen doesn't show, remove and reinsert your flash drive. Click **Save a document to External Memory**.
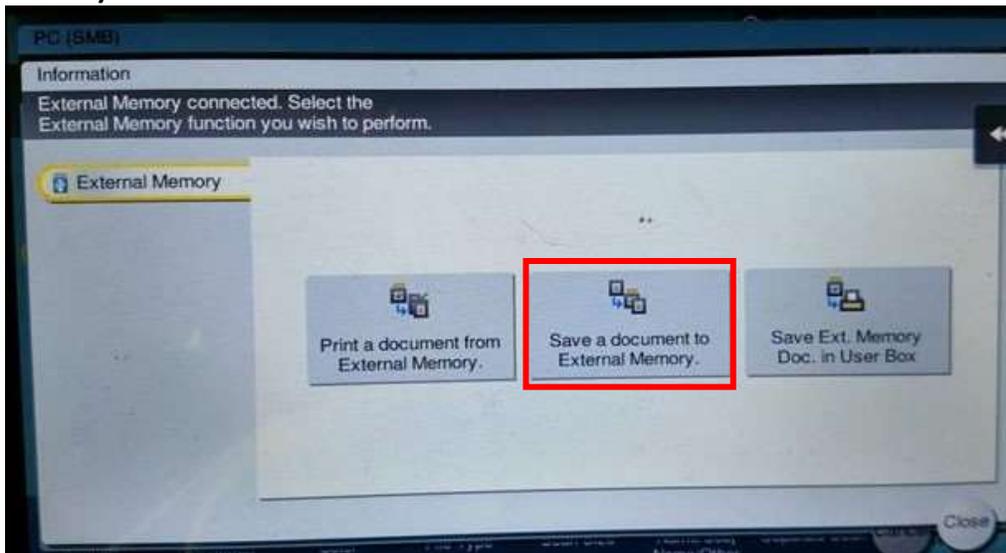
If you are scanning multiple documents, you might like to change the filename to something besides the default. Click the keyboard icon and type the new filename.
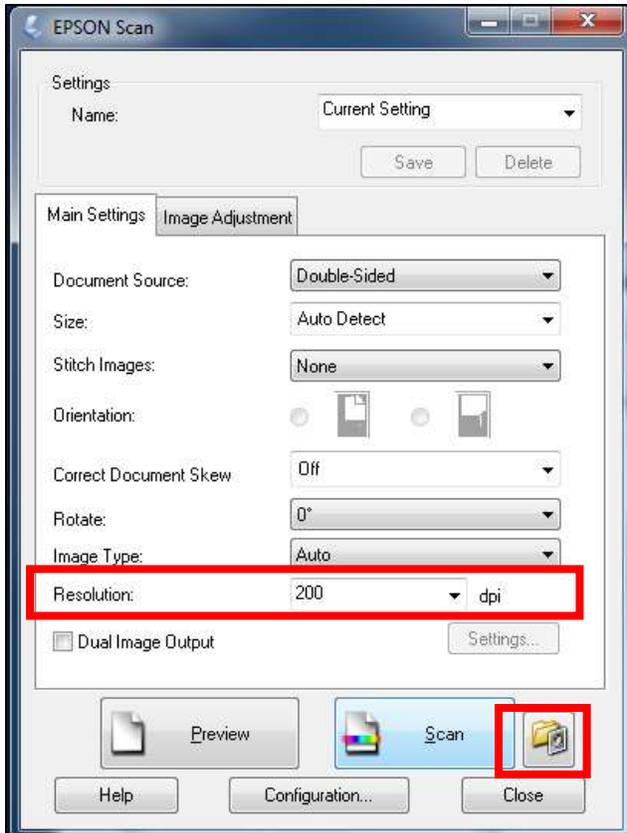

Click the Start button on the copy machine to initiate the scan.
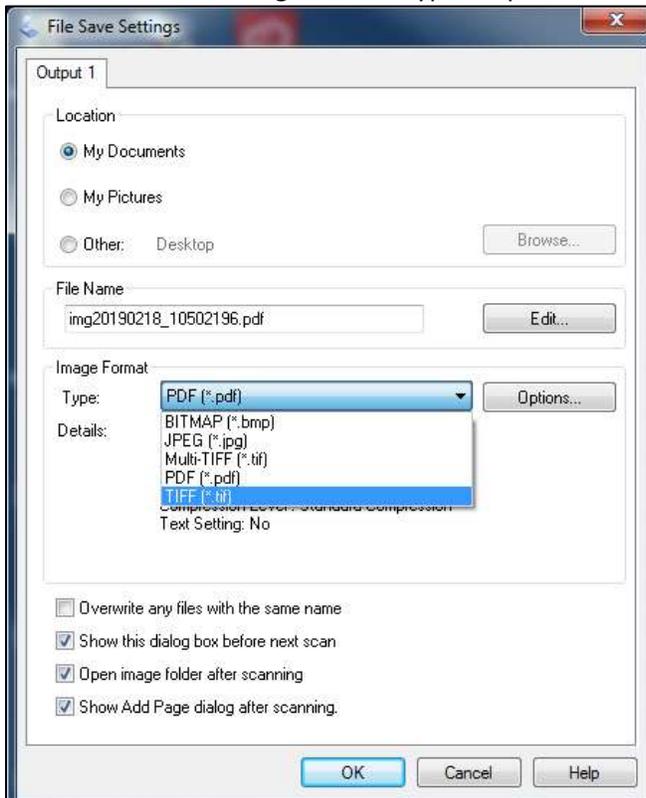
Using Epson DS-510:

If you don't have an icon you your desktop for EPSON Scan, click Search, type Epson, and click on EPSON Scan.

When you see the following window, make sure your Resolution is set to either 200 or 300 dpi. To change to an image (TIFF) format, click the folder button beside the Scan button.

Click TIFF from the Image Format Type dropdown list. Click OK. Click Scan.

If you are using a different scanner that has not been demonstrated here, please contact Patty Delmott or Skylar Headrick to add more examples to this document.