# 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.

File Type	and the second	Page Setting	
PDF	Compact PDF	Multi Page	PDF Detail Setting
TIFF	JPEG	Page Separation	
A XPS	Compact XPS	E-mill Attach Method	
PPTX		Sent as 1 2-mail	
		File per E-Mail	1
2-Sided S 30	Odpi Full Color Compac	t Auto OFF	D OFF
FF	ne Por	Scan Size Name/Subj	Separate Scan Acolor



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**.

ternal Memory connecte	d. Select the		
External Memory			
	Print a document from External Memory.	Save a document to External Memory.	Save Ext. Memory Doc. in User Box

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.

							Job List
ť	Press [St You can o	art] key to beg hange the Do	in saving. cument Name				01/30/2019 08:14 Memory 500%
1	Previous	1.000		10	States of the second		Chuck Sel
	System	🕞 External Me	imory				
					N. Cart		
	1		-				1
	Filenan	ne e123456	578 19	-		- Contraction of the contraction	
			-			0.00	
	1					G-GG	No. of Concession, Name
		and the second second second	A CONTRACTOR OF	TIFE	Auto	I OFF	
	2-Sided	S 300dpi F Fine	Auto Color	IR C.		Concession Science	

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.

Programs (2) & EPSON Scan & EPSON Scan Settings		
₽ See more results		
epson	×	Shut down
🔊 🛅 🔈		ζ 😤 🚺

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.

Name:		Current Settin	e D	elete
Main Settings	Image Adjustmer	ıt	<u> </u>	
Document So	urce:	Double-Sided		
Size:		Auto Detect		•
Stitch Images		None		•
Orientation:		• 🗋 •		
Correct Docu	ment Skew	Off	30 - 54 -	•
Rotate:		0*		•
Image Type:		Auto		•
Resolution:		200	👻 dpi	
🔲 Dual Imag	e Output		Setting	S
	Preview		<u>S</u> can	

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

Location		
🧿 My Doc	uments	
🔿 My Picti	ures	
Other:	Desktop	Browse.
File Name		
img20190	218_10502196.pdf	E dit
mage Form	at	
Туре:	PDF (*.pdf)	Options
Details:	BITMAP (*.bmp) JPEG (*.ipg) Multi-TIFF (*.tif)	
	TIFF (* bi)	
	Text Setting: No	
- Overwrit	e any files with the same name	
Show th	is dialog boy before nevt scan	
<ul> <li>Onen im</li> </ul>	age folder after scanning	
Chave A	age rolder aller scarning	
Show A	ia Page dialog arter scanning.	

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.