How to Create a TIFF File

To perform a one-time setup of Microsoft Document Imaging to create TIFF files, you will need to do the following:

- 1. Open Control Panel
- 2. Click on "Printer and Faxes"
- 3. Right Click on "Microsoft Office Document Image Writer" and Select "Printing Preferences"
- 4. Click the "Advanced" tab
- 5. Check the button beside "TIFF-Monochrome Fax"
- 6. Check that the default folder is a convenient place to save your TIFF files
- 7. Click "OK"

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Once the set-up is complete, you can create TIFF files by doing the following:

1. Open the document

- 2. From the "File" menu, Select "Print"
- 3. Select Microsoft Office Document Image Writer as the printer
- 4. Click "OK" and save the TIFF file

Print	? ×
Printer	
Name: Microsoft Office Document	Image Writer Properties
Status: Idie Type: Microsoft Office Document Image W Where: Microsoft Document Imaging Writer Comment: Comment:	Dript to file
	Copies Number of <u>c</u> opies: 1
Print: All pages in range	Zoom Pages per sheet: 1 page Scale to paper size: No Scaling
Options	OK Close