

# BASIC USER FEATURES

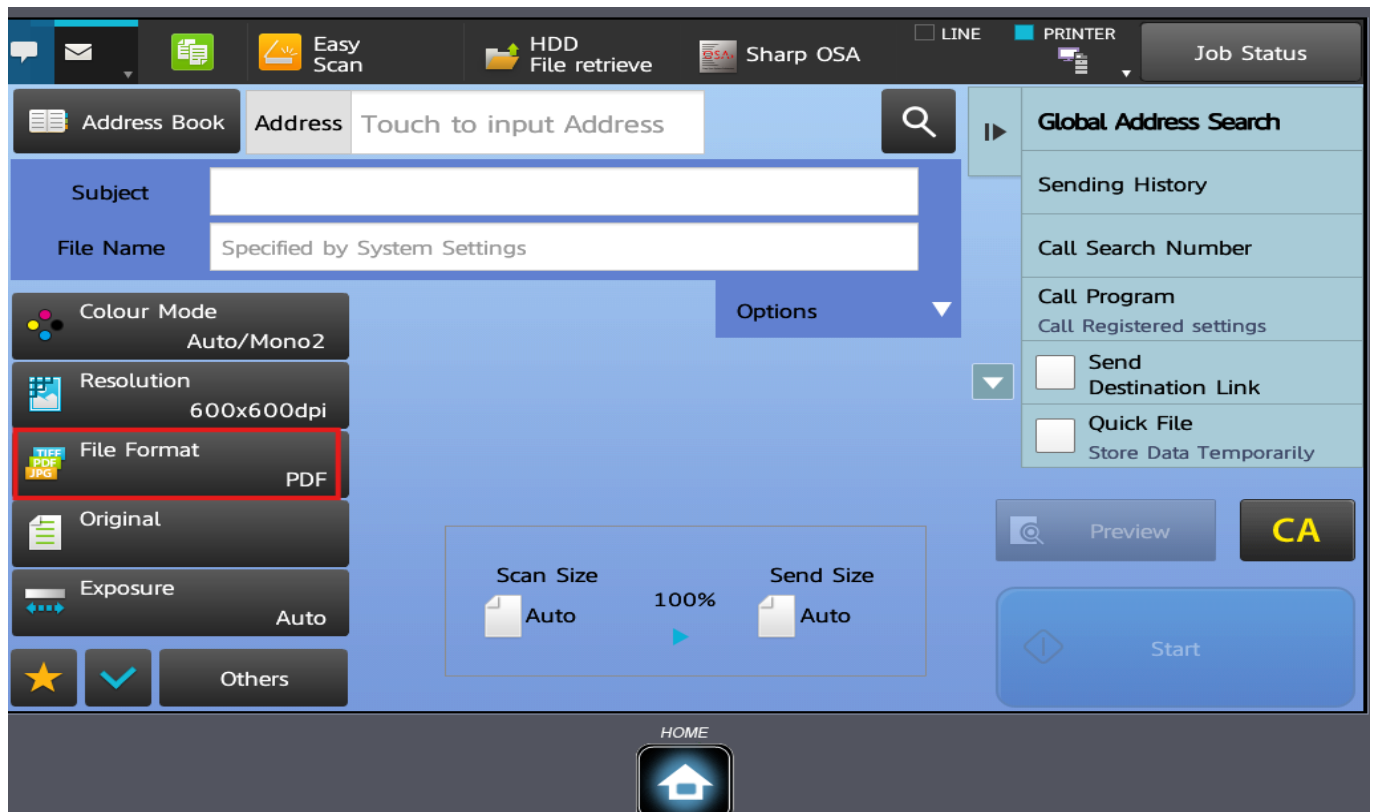
## HOW TO CHANGE FILE FORMAT IN SCAN FUNCTION

### SCAN FEATURES

#### (FILE FORMAT OPTIONS)

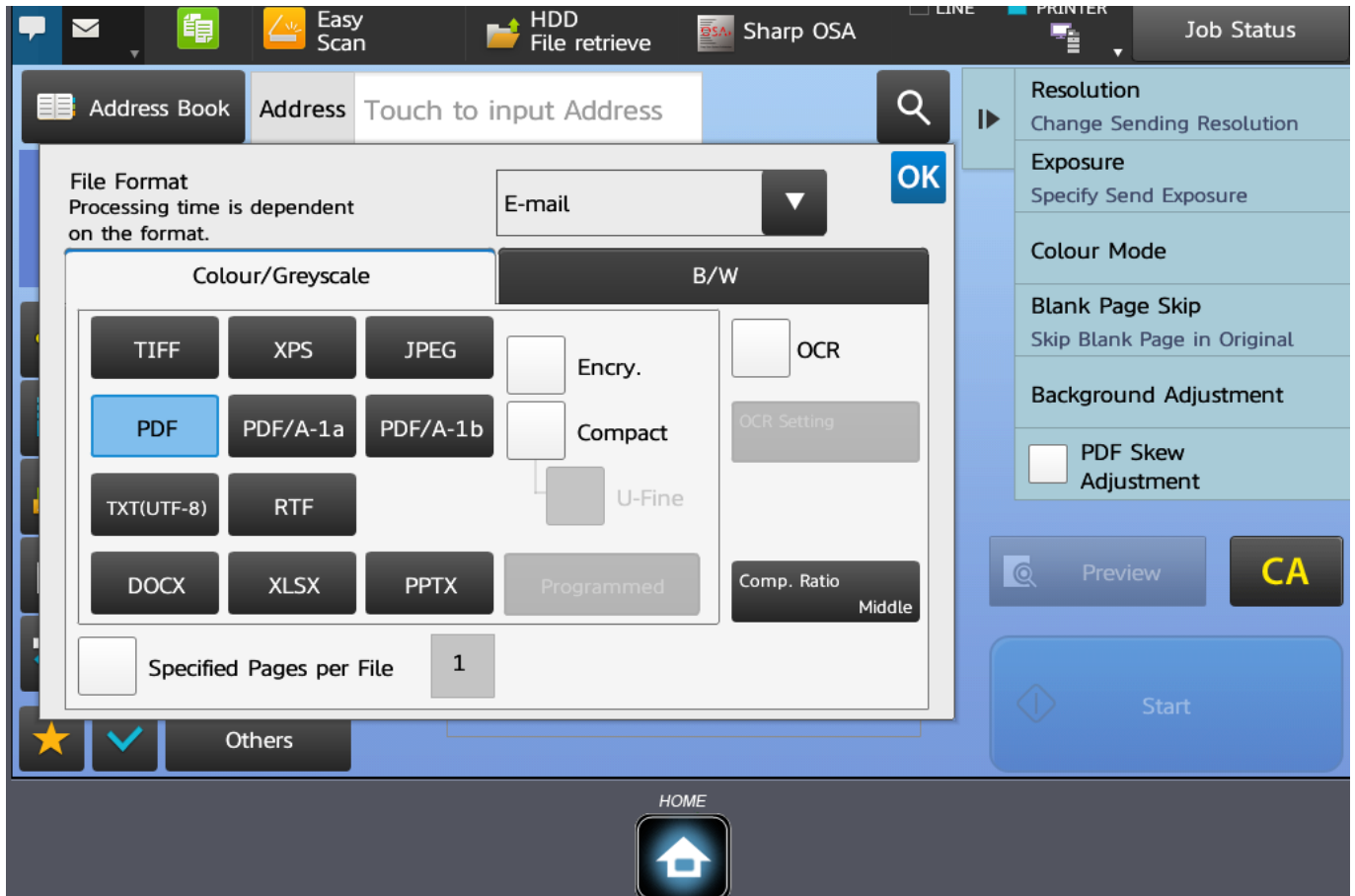
This function is to change current PDF format into variety supported file formats.

**Notes :** A few models require PS Kit module to use this function.



1. On the left menu, choose FILE FORMAT menu.

# BASIC USER FEATURES



2. By default, PDF format is automatically selected. If you want to change to another supported file format, click on options listed and click OK.

- TIFF : Images format with high quality and lossless compression.
- XPS : Alternative file format like PDF.
- JPEG : Images file format commonly use. Smaller size than TIFF format.
- PDF : Commonly use for document.
- PDF/A : Encrypted PDF format.
- TXT(UTF-8) : Standard text file UTF-8 Unicode format.
- RTF : Rich Text Format is a proprietary document file format with published specification developed by Microsoft Corporation
- \*\* DOCX : Microsoft Word file document.
- \*\* XLSX : Microsoft Excel file document.
- \*\* PPTX : Microsoft Power Point file document.

Notes: \*\* Require PS Kit Module in few models of machines.

3. If you want to specified pages per file, tick on the box bottom as specify your page per file before START.

4. Press OK button and click START.

Unique solution ID: #1024

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