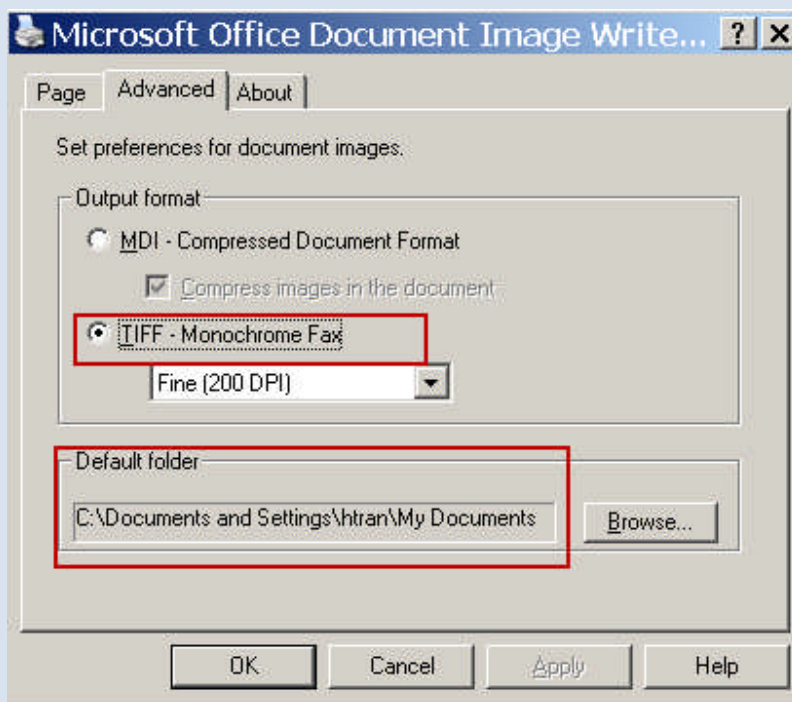


How to Create a TIFF File

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"



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

