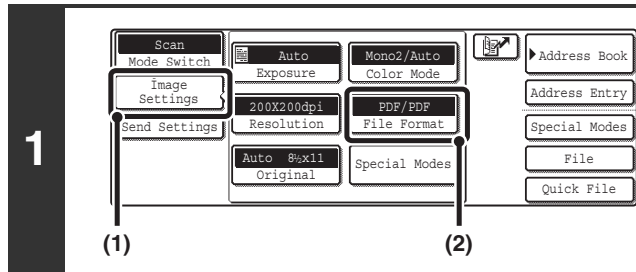


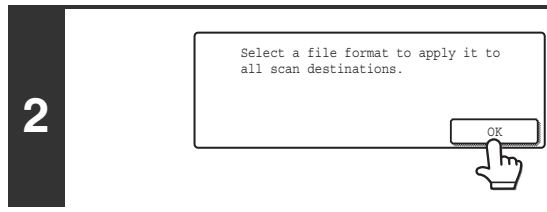
# CHANGING THE FILE FORMAT

The file format (file type and compression method / compression ratio) for sending a scanned image is specified when the destination is stored in a one-touch key; however, you can change the format at the time of transmission. In addition, if the scanned originals are divided into separate files, the number of pages per file can be changed.

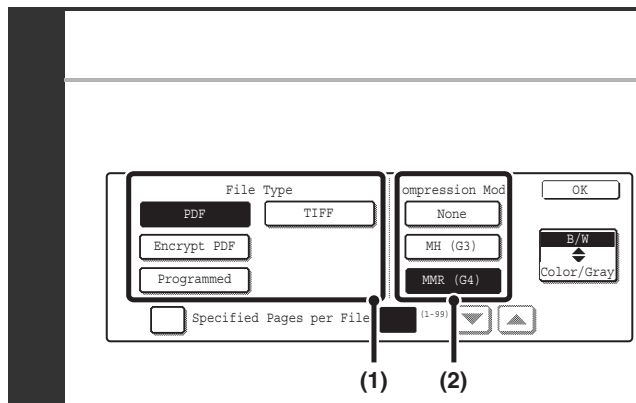


**Display the format setting screen.**

- (1) Touch the [Image Settings] key.
- (2) Touch the [File Format] key.



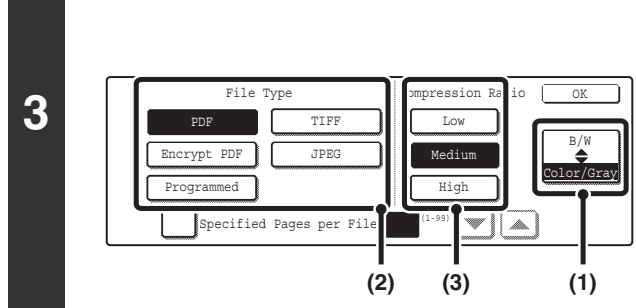
**Read the displayed message and touch the [OK] key.**



**Set the format.**

● **Scanning in Mono 2**

- (1) Select the file type.
- (2) Select the compression mode.



● **Scanning in color/grayscale**

- (1) Touch the indicated key to select [Color/Gray] mode.

When [Color/Gray] is highlighted, [Color/Gray] mode is selected.

- (2) Select the file type.
- (3) Select the compression ratio.

High compression results in a smaller file size, however, the image quality is slightly degraded.



- When this screen is displayed, the setting screen of [B/W] mode initially appears.
- The format set for [B/W] mode will be the file format that is used when the [BLACK & WHITE START] key (○●) is pressed with the B/W Mode set to [Mono2].
- The format set for [Color/Gray] mode will be the file format that is used when the [COLOR START] key (○●●●) is pressed, or when the [BLACK & WHITE START] key (○●) is pressed with the B/W Mode set to [Grayscale].
- The file type of [B/W] mode and the file type of [Color/Gray] mode are linked. The file type cannot be set separately for each. (When [JPEG] is selected for [Color/Gray] mode, [TIFF] is automatically selected for [B/W] mode.)