Introduction

In order to insert documents as Exhibits/Attachments in an SCM Contract Document, the file type needs to be TIF.

There are many options to convert documents into a TIF file. The process used is determined by the starting file type (paper or PDF) and the software/devices available for the conversion.

This handout will cover using a **Multi-Function Device** and/or **Adobe Acrobat Pro Software** to convert a multi-page document into individual TIF files and inserting them into an SCM Contract Document.

Process Comparison Chart

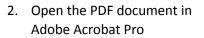
	Adobe Acrobat Pro Software	Multi-Function Device
File Type needed to start document conversion	• PDF	Paper Document
# Process Steps	• 7 steps	• 13 steps
TIF file Insert Process into SCM	All in One Batch	All in One Batch
Cost	 Software* (\$5/month per machine installed) 	 Multi-Function Device* with scanning to TIF capability
Potential Additional Cost	 If document is in paper format: Multi-Function Device* with scanning to TIF capability 	If document is in electronic format: • Paper* • Ink*
PROs	 Keeps integrity of images (good readability) Directly Saves PDFs to TIF 	 Most State Agencies already own Multi-Function Devices Directly Scans images to TIF
CONs	 Some State Agencies may not already own the software If document is in paper format, then there will be a need to scan it as a PDF or use the Multi-Function Device process 	 Loss of image integrity (poor readability) If document is in electronic format, then there will be cost of paper and ink

* The cost of the software/device/product is assuming that it is not currently available or purchased by the State Agency

Adobe Acrobat Pro Process

Follow these steps to convert a PDF to a TIF file.

1. Create a folder to house the TIF files



3.

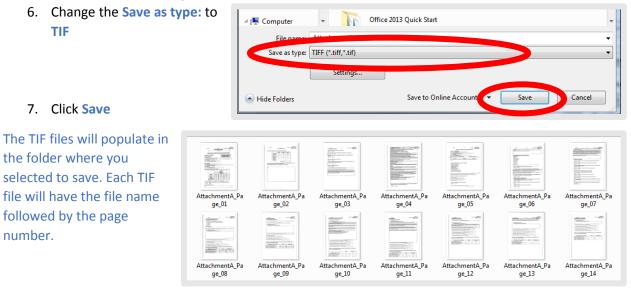
4.



Fill & Si

	Controlation Secretal: Controlation Secretal: Controlation Secretal: Controlation Secretal: Controlation Controlation
Click File	File dit View Window Help Open Treate Image: Create Image: Create
Click Save As	AttachmentA.pdf - Adobe Acrobat Pro File Edit View Window Help Open Ctrl+O Open From Acrobat.com Create
	Save Save Std+ S Save As Shift+Ctrl+S

5. Select the folder that you created for the file save location



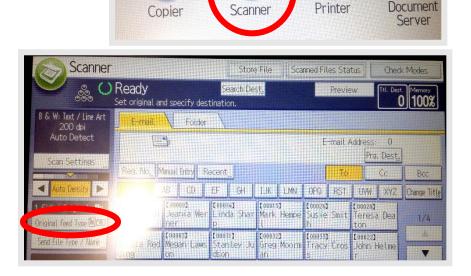
Multi-Function Device Process

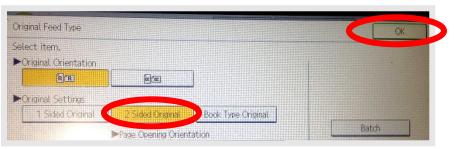
Follow these steps to convert a paper document to a TIF file.

- 1. Put the document face up in the top tray of the multi-function device
- 2. Select/Click the Scanner option

- Select the file scanning destination (email to send it to)
- 4. Click Original Feed Type

- 5. Click 2 Sided Original
- 6. Click OK

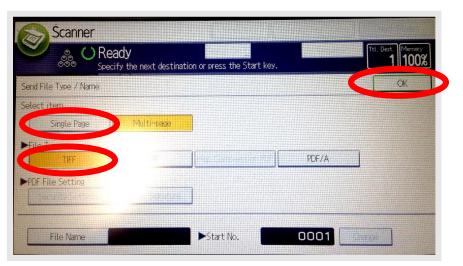




7. Click Send File Type/Name

Scanner		Store File Sca			nned Files Status			Check Modes		
	Ready Set original and spec	cify dest	Search De ination.	st,			Previe	ew	Ttl. Dest	t. Memory 100%
B & W: Text / Line Art 200 dpi	E-mail Folder									
Auto Detect						E	-mail A	Address:		
Scan Settings	Reg. No. Manual E	ntry Re	ecent				To	Prg	. Dest <u>.</u> Cc	Bcc
< Auto Density 🕨	AB	CD.	EF GH	IJĸ	LMN	OPQ.	RST	ÚVW.	XYZ	Change Ti
1 Sided Original Ea		ia Wer	[00014] Linda Shar p	looons Mark l		(00026) Susie h	Smit	[00028] Teresa ton	a Dea	1/4
Send File Type / Name	ura Red Mega ding on	n Laws		Cooose Greg an		(00033) Tracy	Cros	[00022] John H	Helme	

- 8. Click Single Page
- 9. Click TIFF
- 10. Click OK



- 11. Click Start
- 12. Open the email or file destination



 Save all of the files to a designated folder

					The second secon	
AttachmentA_Pa	AttachmentA_Pa	AttachmentA_Pa	AttachmentA_Pa	AttachmentA_Pa	AttachmentA_Pa	AttachmentA_Pa
ge_01	ge_02	ge_03	ge_04	ge_05	ge_06	ge_07
			Alternative Altern			
AttachmentA_Pa	AttachmentA_Pa	AttachmentA_Pa	AttachmentA_Pa	AttachmentA_Pa	AttachmentA_Pa	AttachmentA_Pa
ge_08	ge_09	ge_10	ge_11	ge_12	ge_13	ge_14

ee ee | 91 | ¶

AaBbCcl AaBbCc

Page 2 of 3

1.1. Aai 1.1.1. A 1.1.1.1.

AaBbCc 1. AaBt

Inserting TIF files into an SCM Contract Document Process

Follow these steps to insert the TIF files into an SCM Contract Document.

- Open the Text
 Contract Document
 and go to the page of
 the document where
 the
 Exhibit/Attachment
 TIF files need to be
 inserted
- Click the mouse in the document where you want the TIF files to begin auto-flowing
- 3. Click Insert
- 4. Click **Pictures**

5. Locate the folder

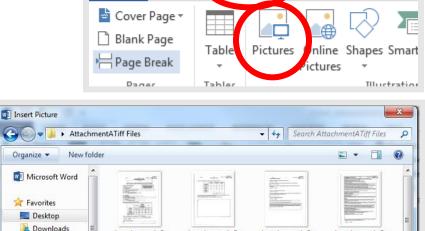
for this

folder)

where the TIF files

Exhibit/Attachment

Image: Solution of the second sec



are all saved
Select all of the TIF files for this Exhibit/Attachment ("Ctrl A" or hold Shift and click the first and last document in the

Organize 💌 Microsoft Word 🚖 Favorites E Desktop 📕 Downloads AttachmentA_Pa AttachmentA Pa AttachmentA Pa AttachmentA Pa E Recent Places ge_01 ge_04 ge_02 ge_03 词 Libraries Documents J Music Pictures AttachmentA Pa AttachmentA_Pa AttachmentA P AttachmentA Pa Videos ge_05 ge_06 ge_07 ge_08 -----📜 Computer dinan ... All Pictures File name: • -Insert -Tools Cancel

7. Click Insert

