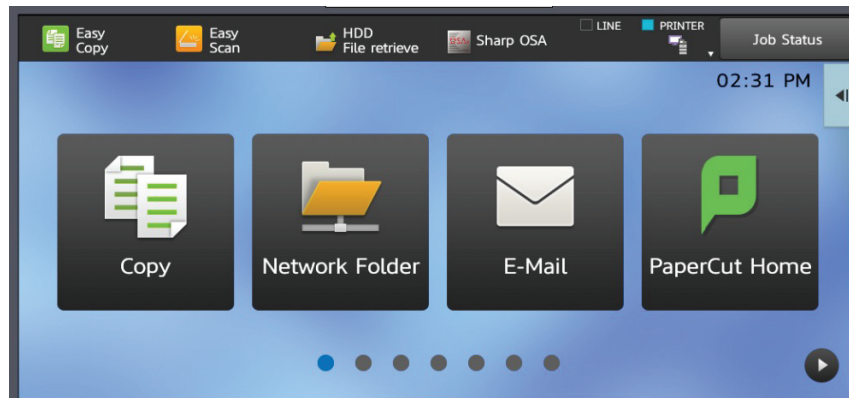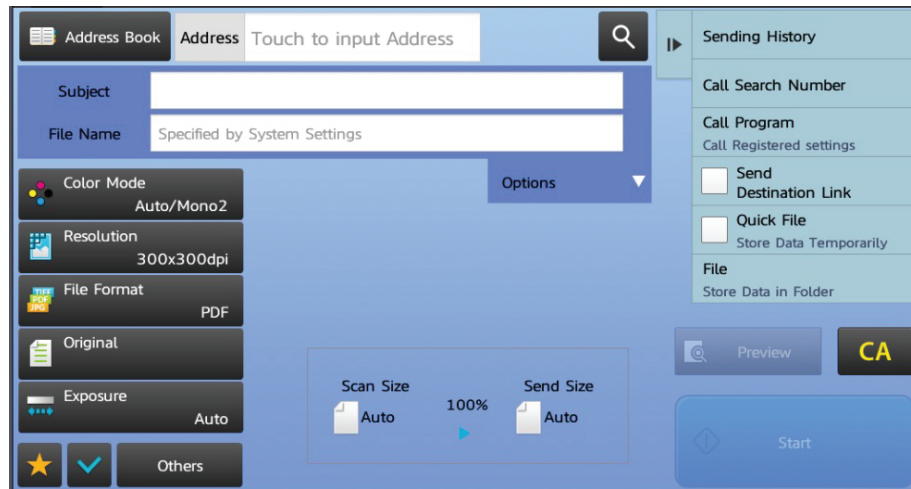# SHARP PRODUCT QUICK QUIDE

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1. Select Email/Network Folder Button on Home Screen

2. Select File Format from the left side menu

3. Select the format you wish to receive your document
   1. Tiff – Image file
      b. Jpeg – Image file
      c. PDF – Portable Document Format (while using OCR, this document is searchable)
      d. Docx – Microsoft Word (this file will be editable within Word)
      e. XLSX – Excel (this file will be editable within Excel)
      f. PPTX – Power Point – (this file will be editable within Power Point)
4. If you wish to enable OCR, you must use PDF, DOCX, XLSX or PPTX