



United States Army  
Soldier Support Institute  
Adjutant General School

## **iPERMS Overview**

### **Supplement 1**

Building TIFF Files from eMILPO

August 2013

**Note to Instructor:** This Supplement is designed to build a TIFF File before demonstrating the Scan Operator functions of the iPERMS Overview class.

Step 1: Log into the eMILPO training database and select a Soldier from UIC: WK8701 or WK8751

Step 2: Open the document from eMILPO main menu or desktop.

Step 3: On the **“File”** menu, click **“Print.”**

Step 4: In the Name list in the Print dialog box, click **“Microsoft Office Document Image Writer.”**

Step 5: Click **“Properties.”**

Step 6: In the Microsoft Office Document Image Writer Properties dialog box, click the **“Advanced”** tab.

Step 7: Under Output format, select the TIFF - Monochrome Fax option, Black and White, and 300 x 300 dots per inch (DPI) then click **“OK.”**

Step 8: In the Print dialog box, click **“OK.”**

Step 9: In the Save as dialog box, select save to Desktop and Filename: Soldiers Name/ DD93, SGLV, etc.

Step 10: You have just created a TIFF file that is ready to index to iPERMS.

Step 11: Delete the Soldier’s record from the desktop after the lesson is complete.