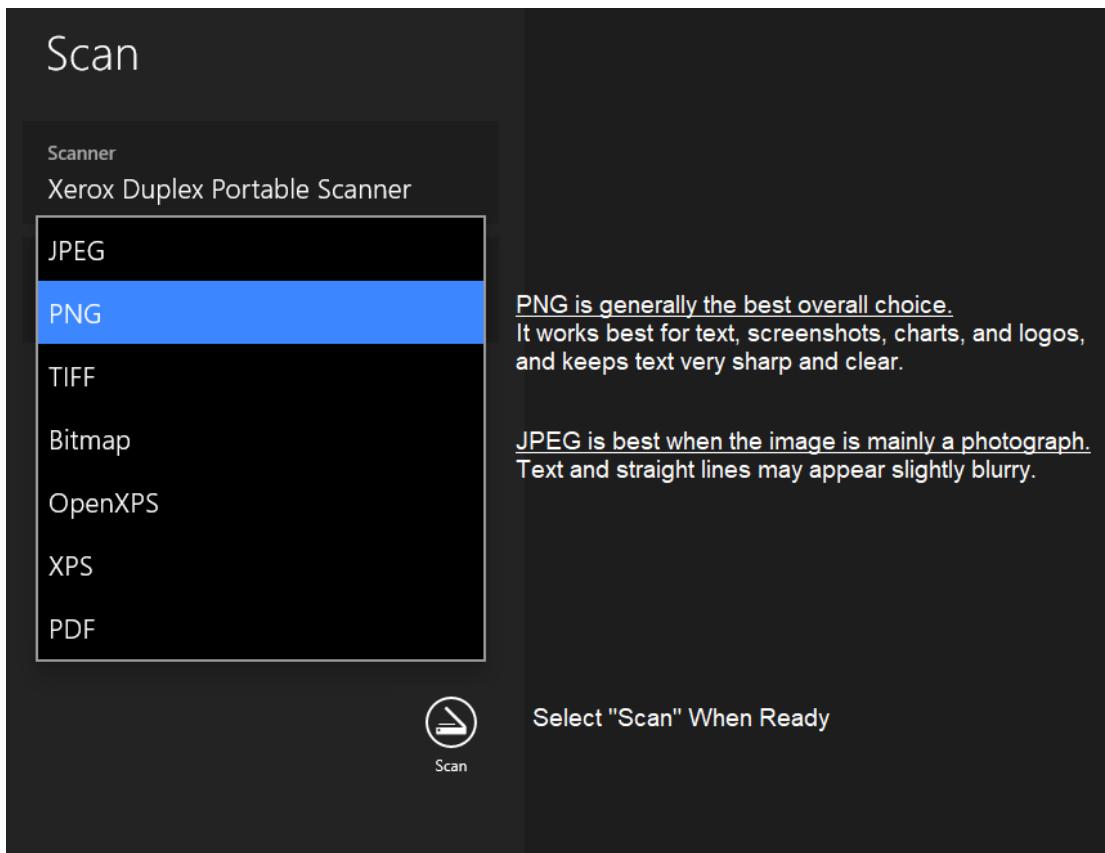
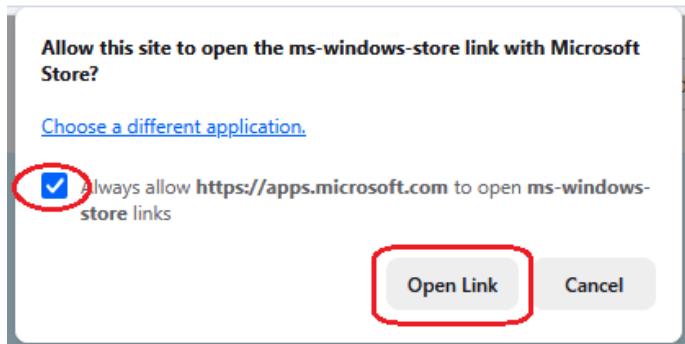
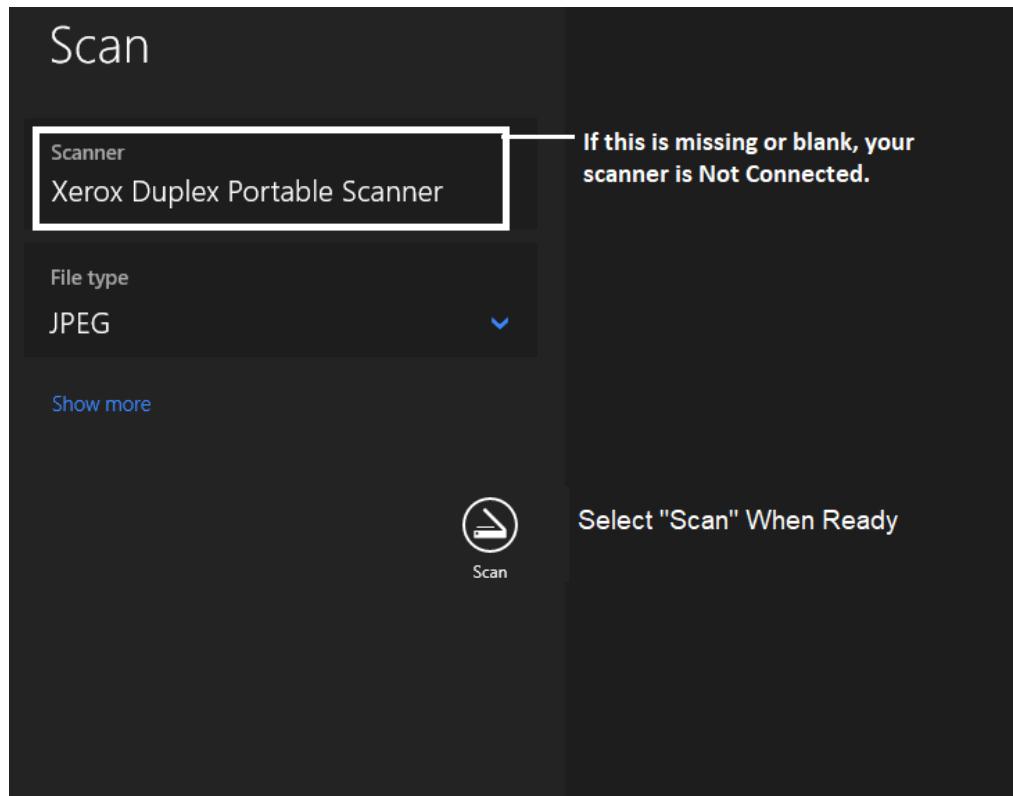


Scan with Xerox Duplex Portable Scanner

Visit <https://apps.microsoft.com/detail/9wzdnrcfj3pv?hl=en-US&gl=US>

or open via the **MS Store** if the link fails. *If you select Download, it may not work correctly.*

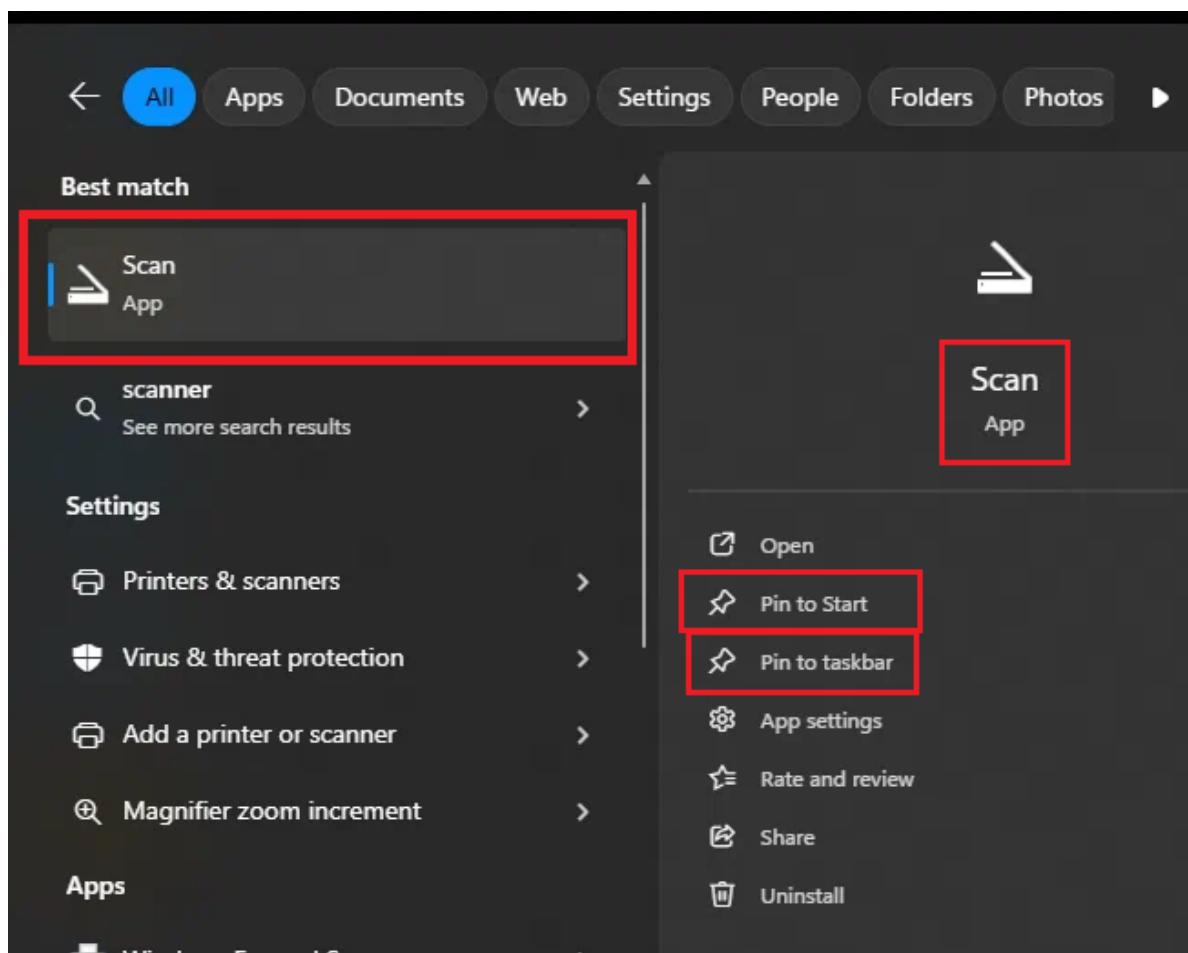




How to Reopen the App

Search for “Scan”

Not Windows Scan



JPEG and **PNG** are two standard image formats, but they serve different purposes.

- **JPEG** is best for photographs. It reduces file sizes by slightly lowering image quality, usually not noticeable in photos.
- **PNG** keeps the image exactly as it is, without losing quality. This makes the file larger, but the image stays very sharp.

Key Differences in Everyday Terms

JPEG

- Smaller file size
- Good for photos with lots of colors and shading (people, landscapes)
- Slight loss of quality each time it is saved
- Text and lines can look a little blurry

PNG

- Larger file size
- Very sharp and clear
- Best for text, screenshots, charts, logos, and graphics
- Does not lose quality when saved
- Supports transparent backgrounds

Which Should You Use?

Use **JPEG** when:

- The image is mainly a photograph
- File size matters (emailing, uploading to a website)
- Minor quality loss is acceptable

Use **PNG** when:

- The image contains text (screenshots, instructions)
- The image includes graphics, icons, charts, or logos
- You need crisp lines and clear text
- You want the best quality without blurring

Simple Rule of Thumb

- **Photos → JPEG**
- **Text, screenshots, graphics → PNG**