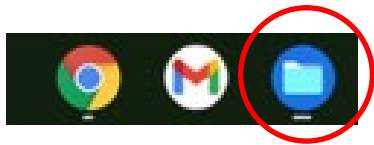


### Tip Sheet #07

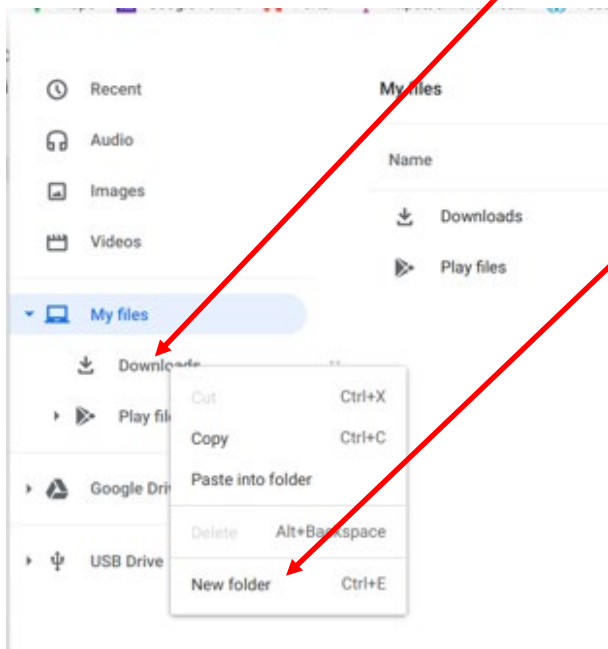
## AARP FOUNDATION TAX-AIDE Creating TSO Scans Folder

The Brother and Epson scanners are set to save Taxpayer document scans to the TSO Scans folder. (See scanner setup instructions in the Portal Libraries/Technology/03 – Printers and Scanners.<sup>1</sup> The TSO Scans folder must be created in the MyFiles/Downloads area. To create the TSO Scans folder:

- Log on the Chromebook using your aarpfoundation.org credentials
- Click on the icon for the **Files** app. (The Downloads area resides in MyFiles/Downloads -- not in the Cloud – and can only be accessed using the **Files** app)

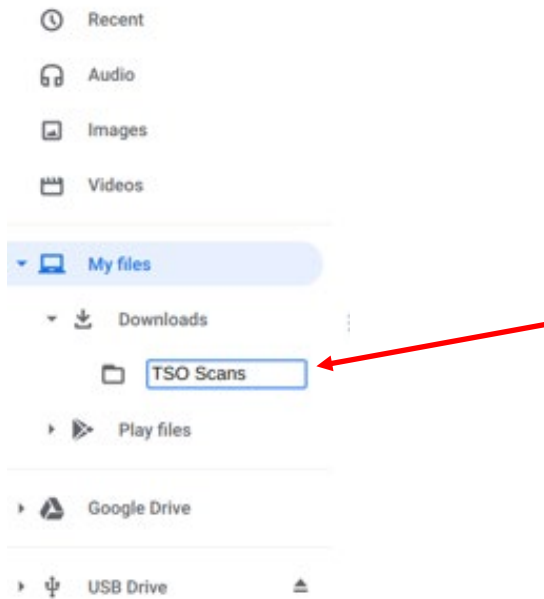


- Under **My Files**, right click **Downloads** and select **New Folder** from the drop-down menu



<sup>1</sup> Document names: SC02 Epson ES-60W and DS-80W Scanner Setup Guide for Chromebooks; SC03 Brother ADS-1700W scanner Setup Guide for Chromebooks; and SC04 Brother ADS-2700W Scanner Setup Guide for Chromebooks.

- Type folder name in the blue box, press the **tab** key or **enter**



- You will now see the **TSO Scans folder** has been created in the **MyFiles / Downloads** area.

