

## **LESSON 174**

### **WINDOWS IMAGING UTILITY**

Both Windows ME and 98SE come with a useful utility program called 'Imaging' that was originally developed by Wang Software. Kodak now owns Wang Software and uses this same utility program in software bundled with the digital cameras it sells.

Imaging can be used to open just about any kind of image file. It can be useful to operate your scanner and can make screen images large (full screen) or small (thumbnail view).

To use the Imaging program, click on Start and then on Programs. Click on Accessories and select Imaging from the list. Left-click on Imaging to open the program.

If you don't have the Imaging program available, you can add it to Accessories. From the Desktop click on Start, Settings, and then on Control Panel. Left-click Add/Remove Programs and select the Windows Setup tab. Highlight Accessories and look at the Description box at the bottom of the window. The last line in the description section shows the number of components installed for Accessories. For example, you might see "8 of 11 components installed". Double-click on Accessories or click on the Details button to see the list of available components. Installed components will have a check mark in the box that appears to the left of the component name. If the box next to Imaging is empty, click inside the box to place a check mark for Imaging. Click OK. If the Imaging program is not on your hard drive, windows will prompt you to insert the Windows CD-Rom disk so that the program can be installed. If you don't have the disk, have Windows look in c:\WIN98 or c:\Windows\options for the right file. In a Windows ME computer look in a directory called WINMECD.

