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Viewing TIFF files

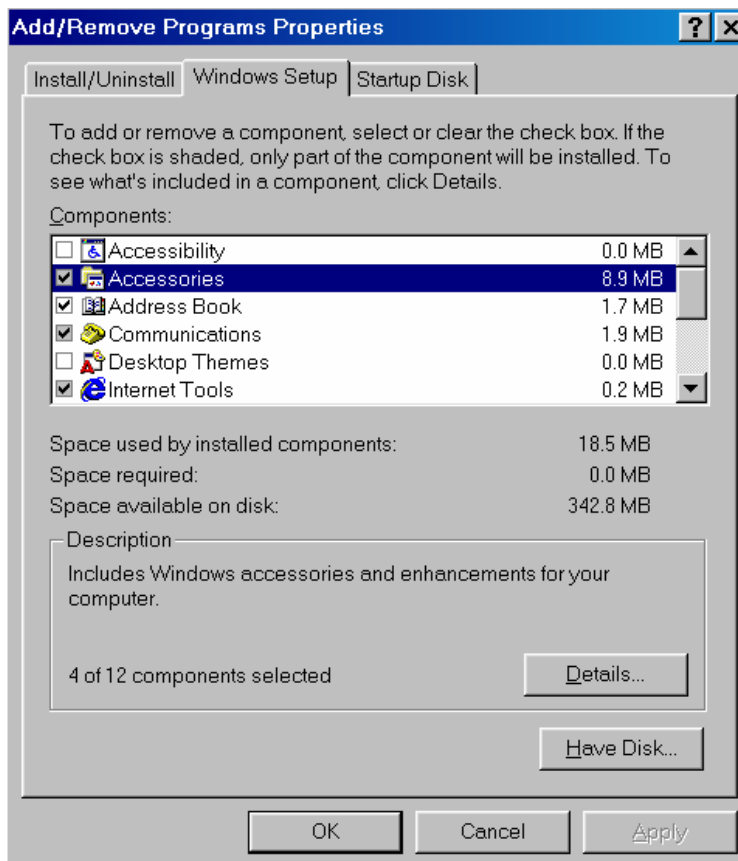
Sometimes it's easiest to deal with documents as a graphic file. TIFF (tagged image file format) is probably the most common format used in the DTP industry as opposed to JPEG or GIF, and when compressed can be quite small for sending by email.

If you don't already have a graphics package which can open TIFF files installed, you can configure Windows to have the TIFF viewer do so. **Imaging** is part of the scanner and fax services in Windows, so it may already be installed.

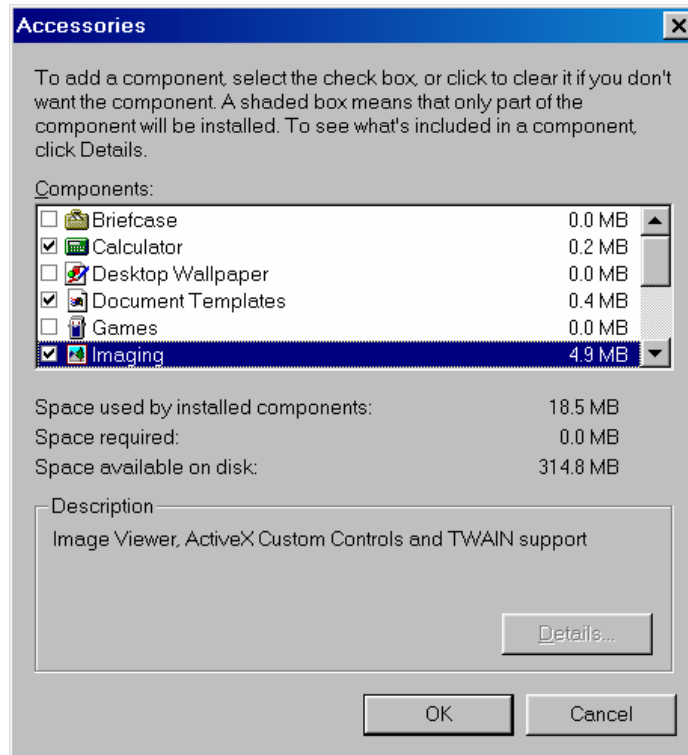


Click on **Start** on the **Task Bar** and select **Settings** then **Control Panel**. Open the **Add/Remove Programs** applet by double-clicking on it.

Select the **Windows Setup** tab and double-click on **Accessories**.



Make sure **Imaging** is ticked.

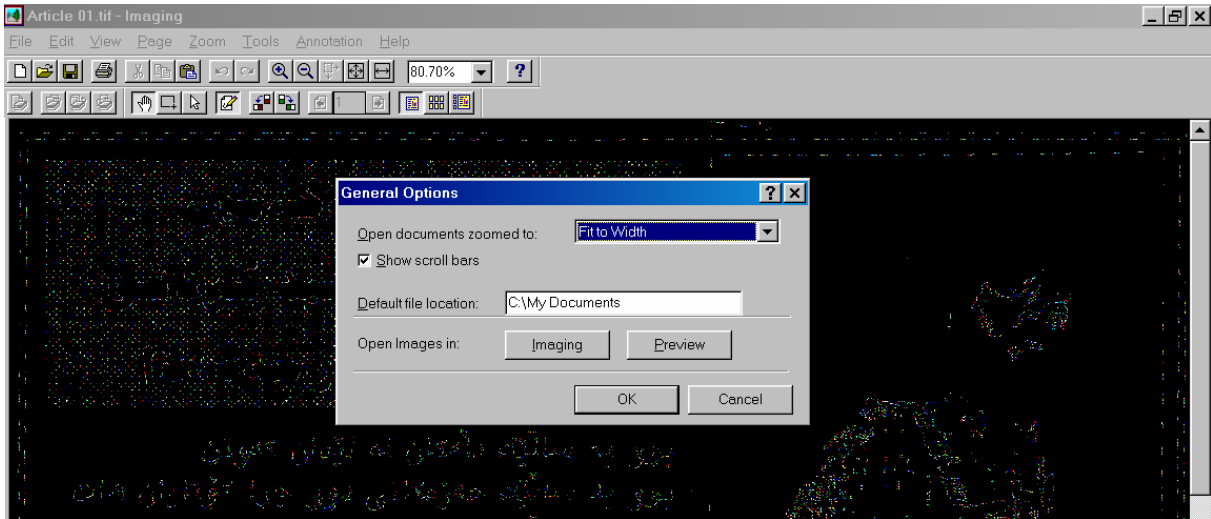


You may be asked for the Windows CD ROM, so make sure you have it handy!

Once installed, double-clicking on the TIFF file (with the extension **.tif**) should open it up in Imaging automatically. If not, click **Start** on the **Task Bar** and select **Programs, Accessories** and then **Imaging**.

On some occasions an opened TIFF looks completely black when you open it. This may be because the TIFF has been opened in **Imaging Mode** which allows you to edit and add annotations to the image.

To view the image properly click on **Tools, General Options ...** then the **Preview** button.



Click on **OK** when the **Imaging Preview Default** dialogue box appears and **OK** again. Close Imaging and reopen the file. You should be able to view the file properly:



To go back into editing mode, click on **File** and then **Open Image for Editing**.