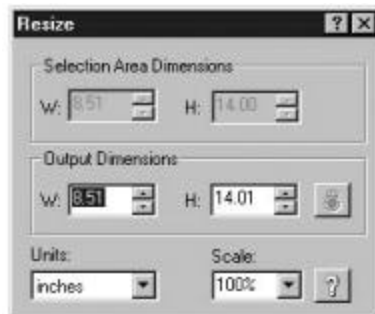


## Taste of Tech Scanning—Changing Image Size

### To resize an image:

1. Choose Tools, Resize (or Tools, Dimensions). The resize dialog box appears.



2. If necessary, select a unit of measure in the Units field.
3. In the Output Dimensions area, enter a new value in the Width or Height field or select a scale percentage in the Scale field. New values appear in the Scale, Width, and Height fields. The selection area and the scanned image on the screen remain the same.
4. Close the Resize dialog box. Resizing will occur when you complete the scan.

### Notes:

- Another way to change your image size is to enter the desired image size in the Width or Height area in the Status Bar (lower left side of the scanner window).
- Waiting to resize a scanned image in a file may cause it to be fuzzy or have jagged edges. To ensure the best image quality, you should resize the scanned image to the actual dimensions before you do the final scan.
- These instructions are for the software used with the CPD scanners.

If you have any questions, contact the CPD at X1614 or [cpd@oakton.edu](mailto:cpd@oakton.edu)