## A PROCEDURE FOR DOWNLOADING AND PRINTING THE COGCC LOG TIF IMAGES

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- 1. From the COGCC Scout Card Page select DOCUMENTS at the top of the page.
- 2. Scroll down to the bottom of the DOCUMENTS page and the LOGS should be listed. Put curser on the LOG Title and right click. Now left click SAVE TARGET AS to begin download (see below). NOTE: These files are large and the download may take time.

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3. Once the LOG has been saved to your computer open the LOG TIF image using the program *Microsoft Imaging for Windows*.

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4. With the LOG in view window, zoom out (magnifying glass with minus sign on toolbar) and Scroll to the portion of the LOG that you want to print (see below).



5. Use the SELECT IMAGE button (left of the arrow button) to select a portion of the LOG for copying. Drag a box (hold left mouse down after acquiring the select curser) around the portion of the LOG that you want to Print. Releasing the left mouse button

completes the selection.

6. Click EDIT on the top toolbar then COPY. This saves your portion of the LOG to the Clipboard.

7. Click FILE on top toolbar then NEW to open a second session of *Imaging for Windows*. In this new session, Click EDIT then PASTE. The selected portion of the LOG only should show up in the viewer Window (see next page).



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You have now created a new LOG TIF that can be printed using the FILE-PRINT option. You can also save this new LOG TIF using the FILE-SAVE option.