

Scanning Oversized Artwork

Step 1

Open up chosen scanning program through the applications folder or through Photoshop.

(File > Import > choose a scanner)

You are going to have to scan the document in pieces.

- Scan the document in two, three, or however many parts you need.
- If there are panels with a generous enough gutter, consider scanning one or two panels at a time.
- When you scan the pieces of the document, make sure that there is some overlap.
- Follow the directions of the previous scanning handout for tips on resolution and naming conventions. Consider adding the ending “_pt1”, “_pt2”, or “_pt3” to denote the different parts.

Step 2

Set up the different pieces to be combined on Photoshop.

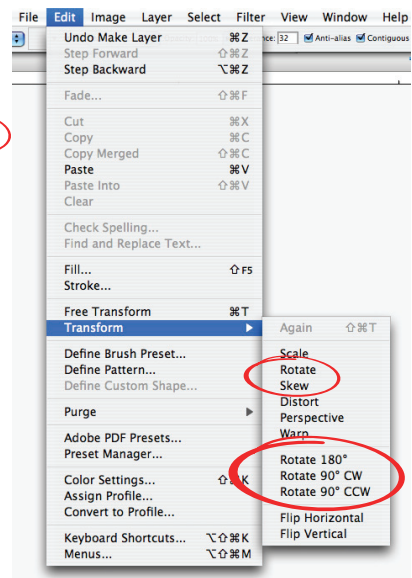
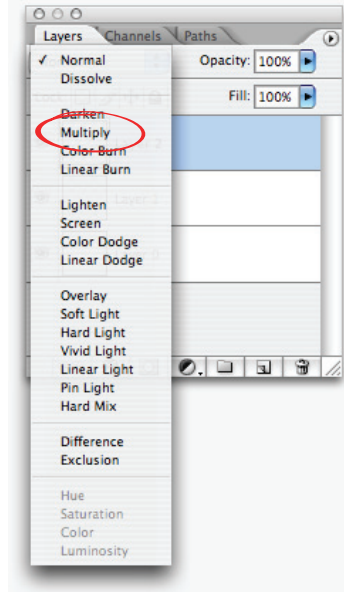
- Open up a new document. Make sure that the size of the document is 4 inches wider and taller than it needs to be. You will trim the image down later.
- Copy and paste all of the different pieces of the document to different layers.
- Set each layer type to **Multiply** so that you can see through the white pixels and help line the image up.
- Make sure the all the layers are rotated correctly so that they will match up. (Edit > Transform > Rotate _____)

Step 3

Lining up the pieces.

- Working with one layer (one piece) at a time, use the Move Tool (shown in the image to the left) to move the separate parts into position.
- If separate parts need to be managed slightly to line up, use the Rotate Tool and the Skew Tool from the Transform menu. (Edit > Transform > Rotate) or (Edit > Transform > Skew) (image shown to the right)
- Use the overlap to help line up.
- Once you are satisfied with the fit, return the layer properties from **Multiply** to **Normal**.

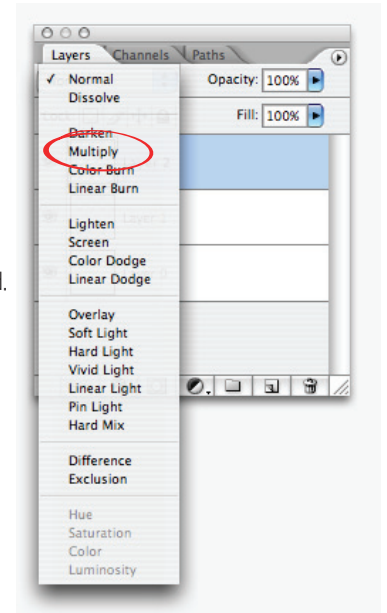
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Step 4

Flattening and cropping the document.

- Make sure all the layer properties are set to normal.
- Flatten the document (**Layer > Flatten Image**)
- Make any micro adjustment using the Eraser, Brush, or Pencil tool.
- Put a Rectangle Marquee around your document with whatever margins you intend.
- Crop the document (**Image > Crop**)



Step 4

Saving the combined document.

- Save as a TIFF using "LZW" compression. TIFFs contain the most information of the file formats. DO NOT USE JPEGs! Jpegs use lossy compression that results in an inevitable loss of quality.
- Use consistent naming conventions. It's best to use single or double letter combo followed by an underscore and then numerals (example : mm_002 for the second page of "My Most Secret Desire." Some people prefer to leave off the extension for less clutter.)
- Consider putting an extension at the end of a file name to designate what stage of completion the image is at. If the image has just been scanned and nothing else, you could use "_raw" as an ending. If the image has been cleaned up and the line art has been separated, you could use the ending "_cln".

