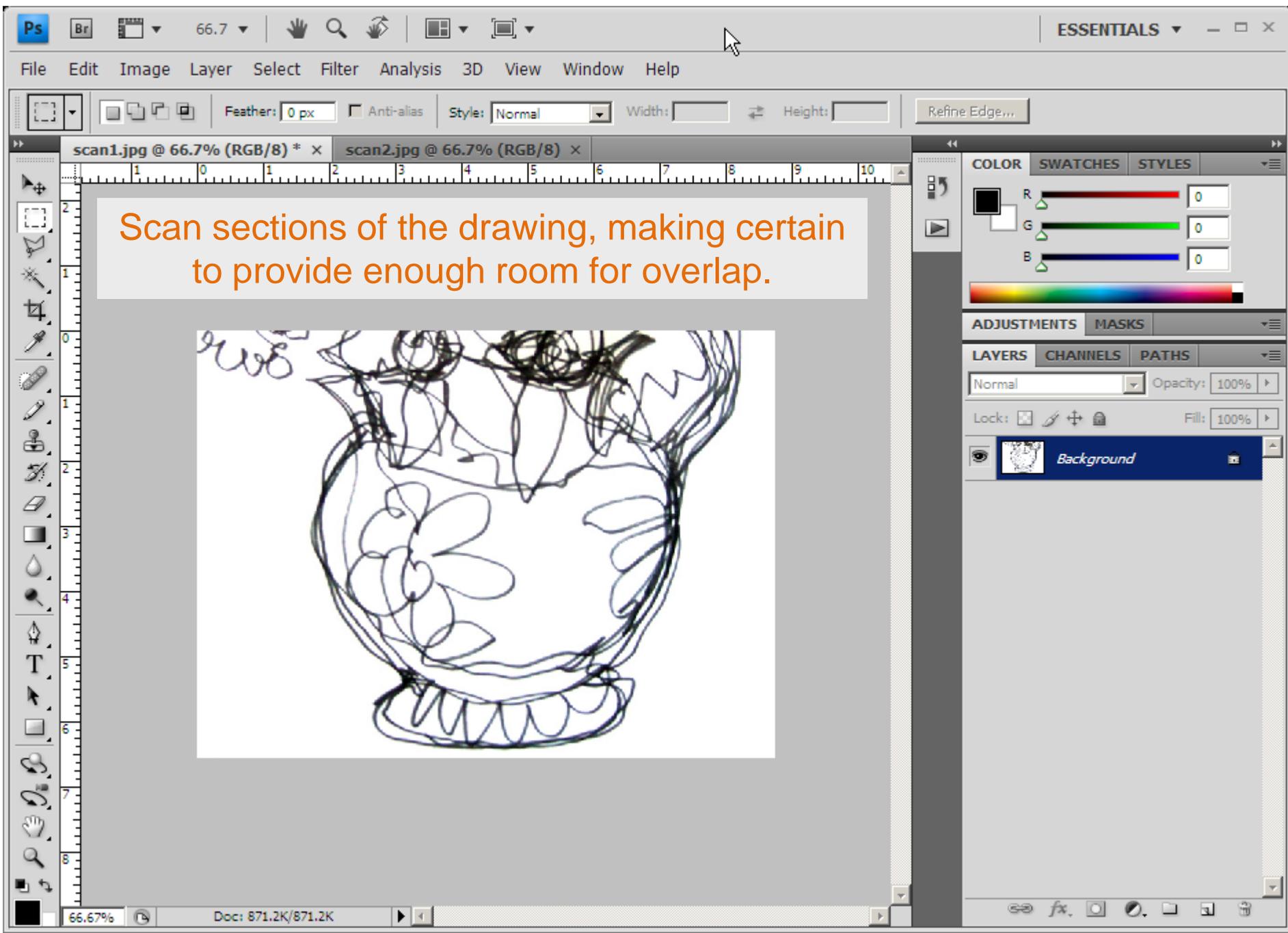




Some drawings are too large to scan in one piece.

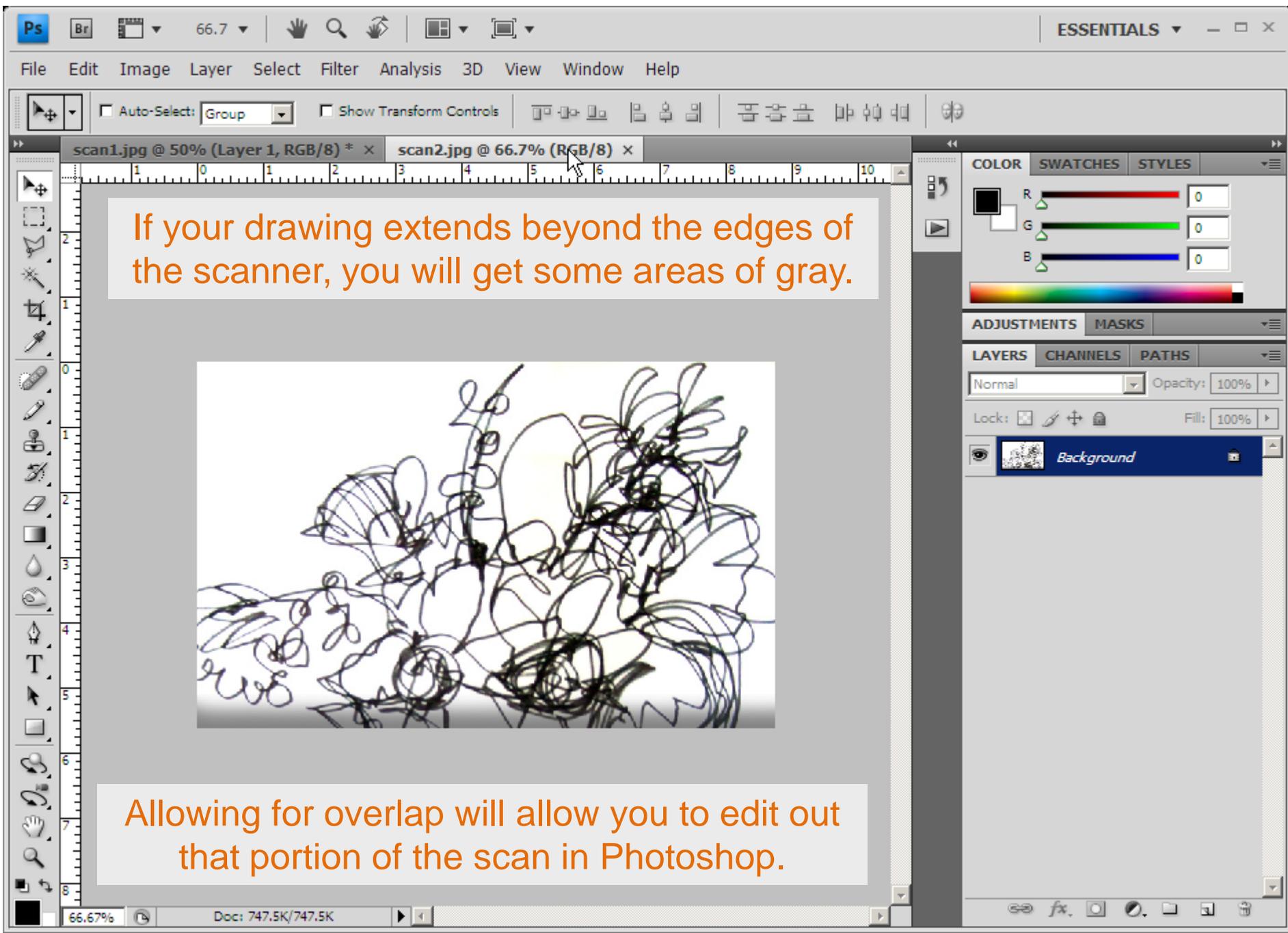
One solution is to scan them in separate sections and piece them together.

This can be accomplished in Photoshop.



Scan sections of the drawing, making certain to provide enough room for overlap.

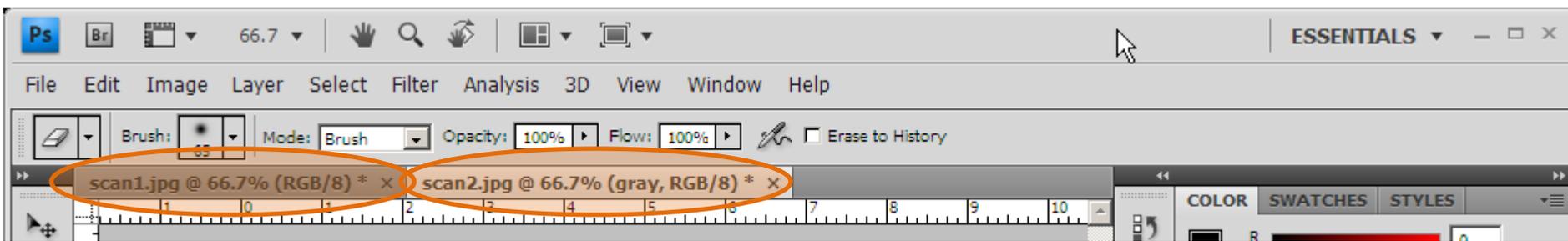




If your drawing extends beyond the edges of the scanner, you will get some areas of gray.



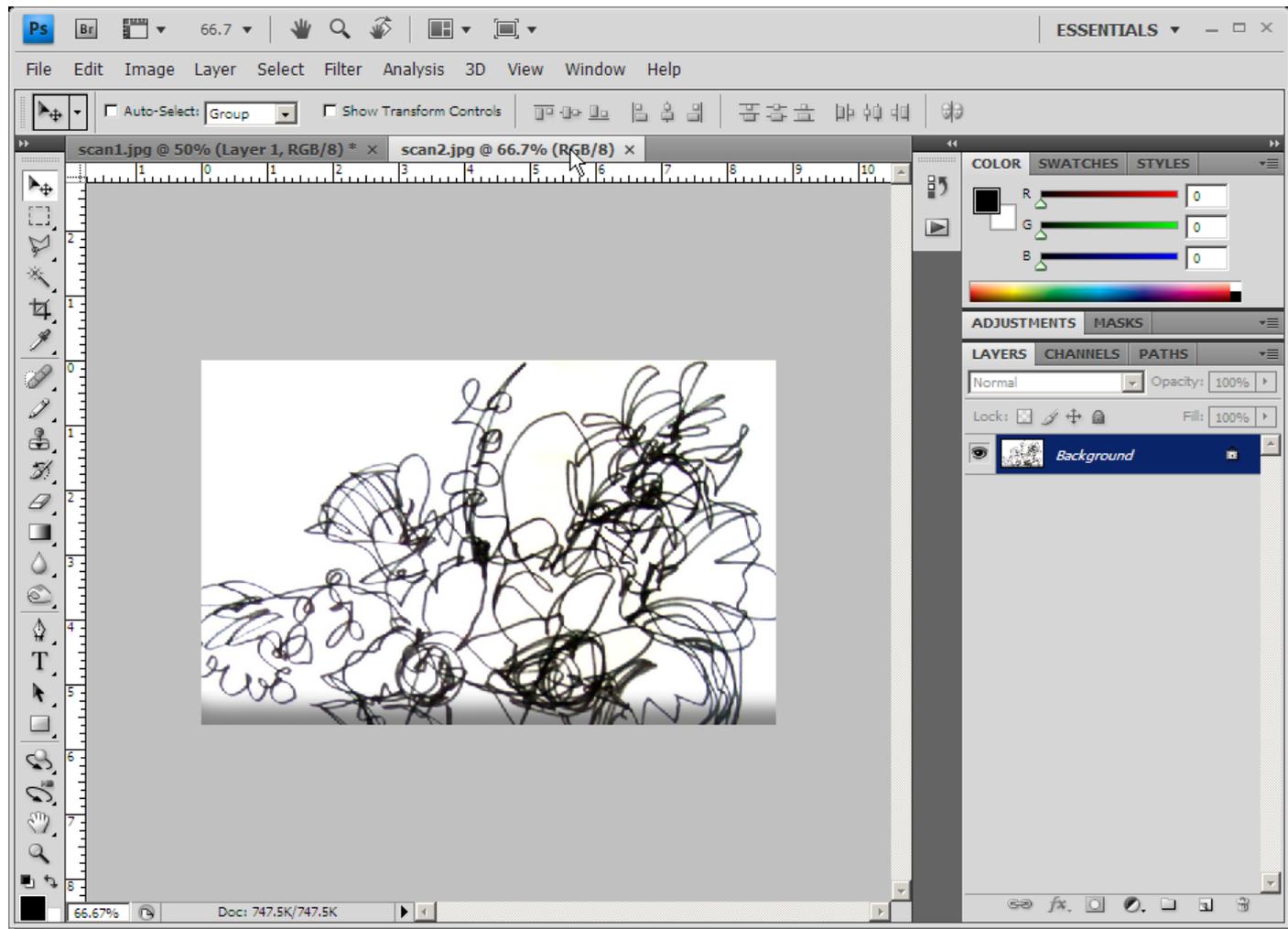
Allowing for overlap will allow you to edit out that portion of the scan in Photoshop.

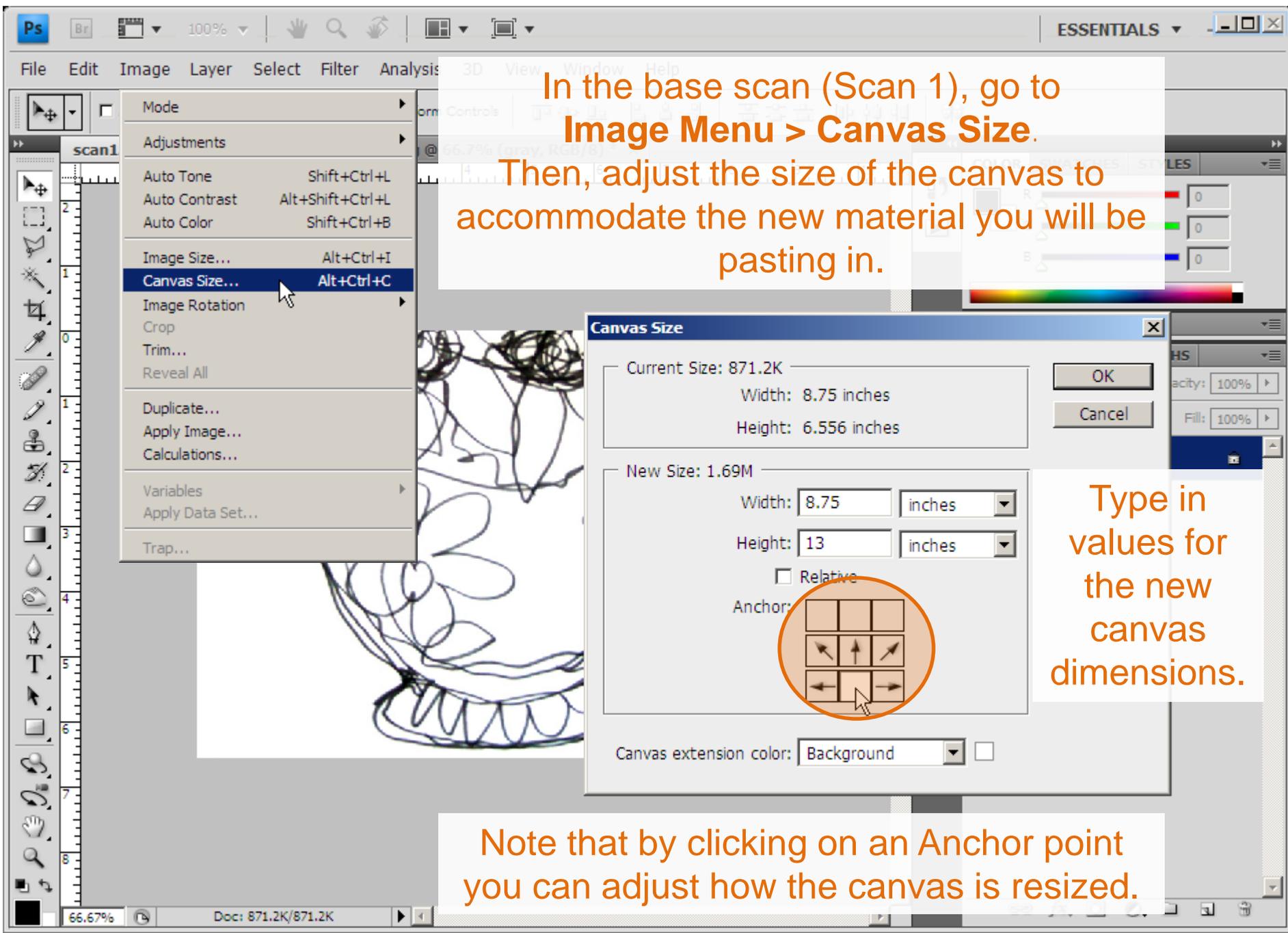


Your scans are accessible via tabs in Photoshop CS4.

To combine the sections into a single document, select all of one scan and copy it to the clipboard:

**Ctrl+A**  
**Ctrl+C**



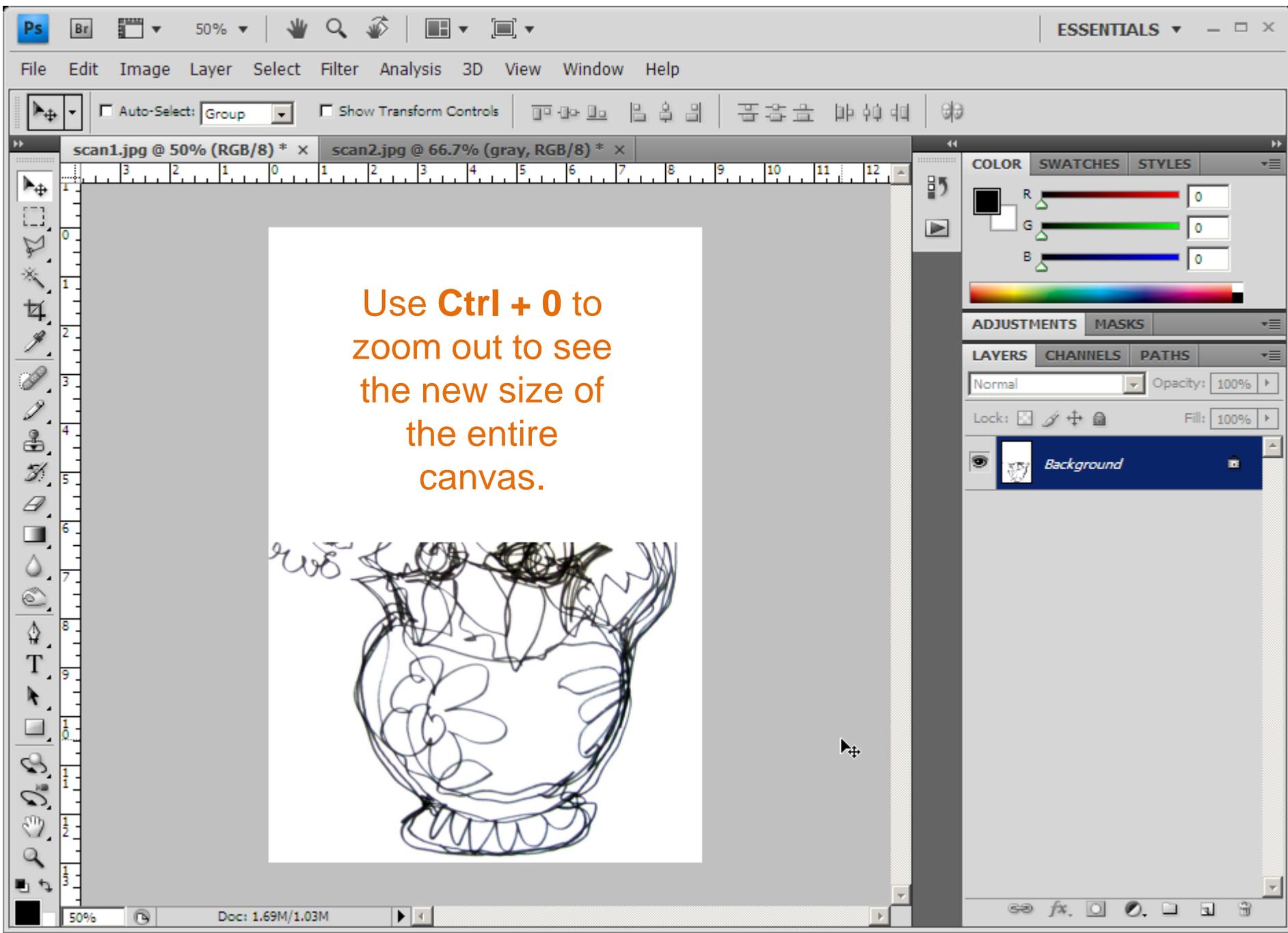


In the base scan (Scan 1), go to **Image Menu > Canvas Size.**

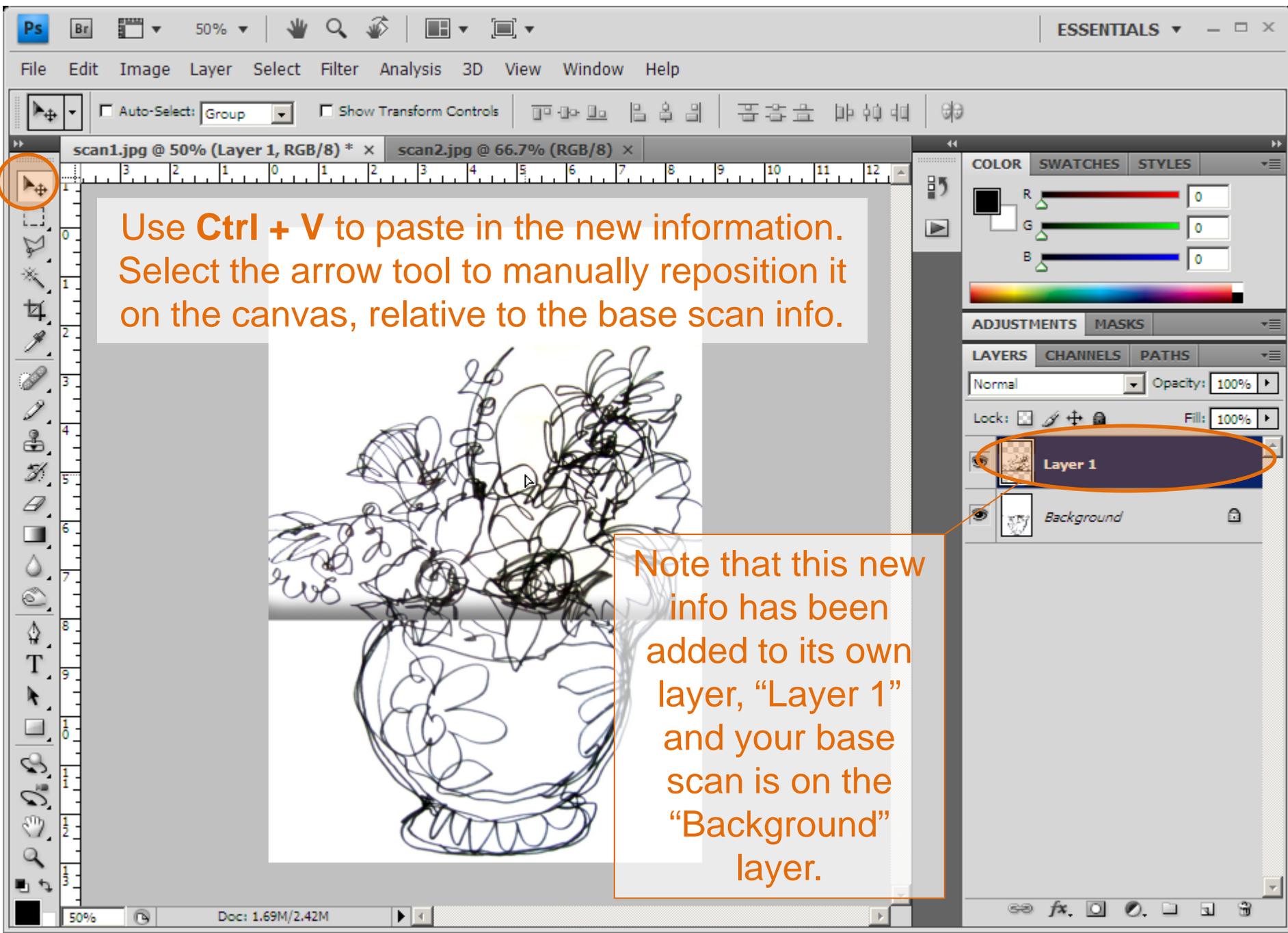
Then, adjust the size of the canvas to accommodate the new material you will be pasting in.

Type in values for the new canvas dimensions.

Note that by clicking on an Anchor point you can adjust how the canvas is resized.

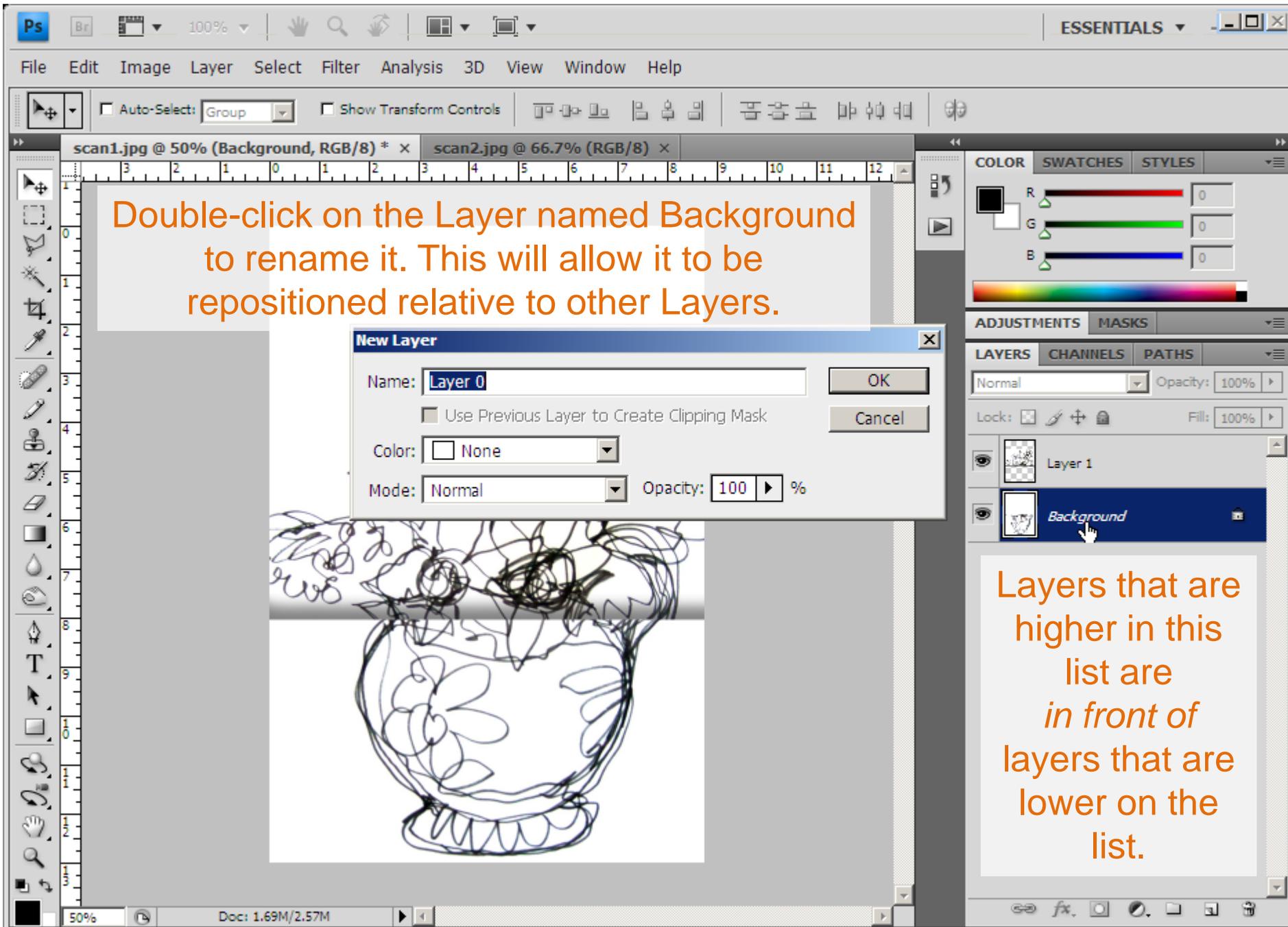


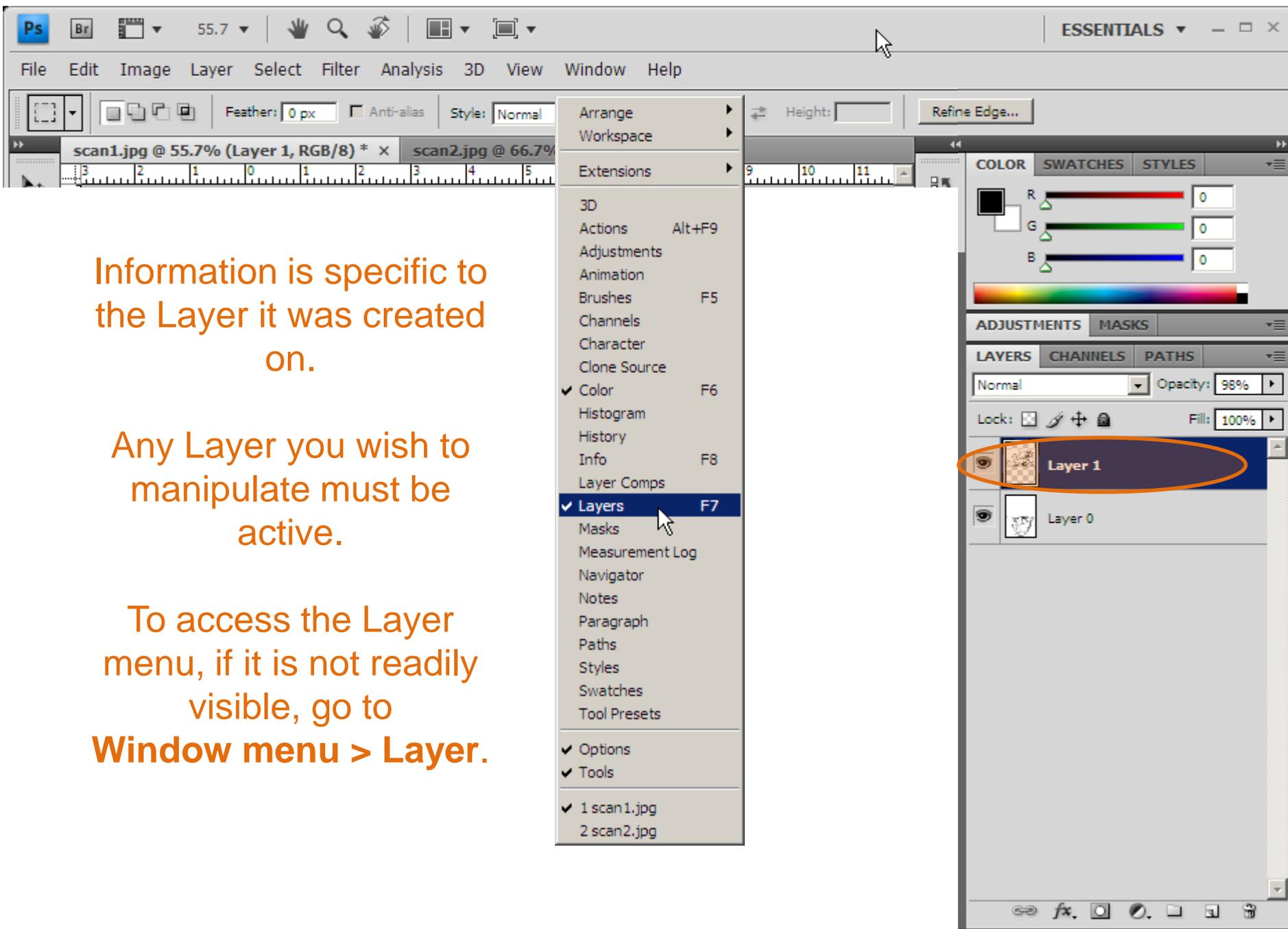
Use **Ctrl + 0** to zoom out to see the new size of the entire canvas.



Use **Ctrl + V** to paste in the new information. Select the arrow tool to manually reposition it on the canvas, relative to the base scan info.

Note that this new info has been added to its own layer, "Layer 1" and your base scan is on the "Background" layer.

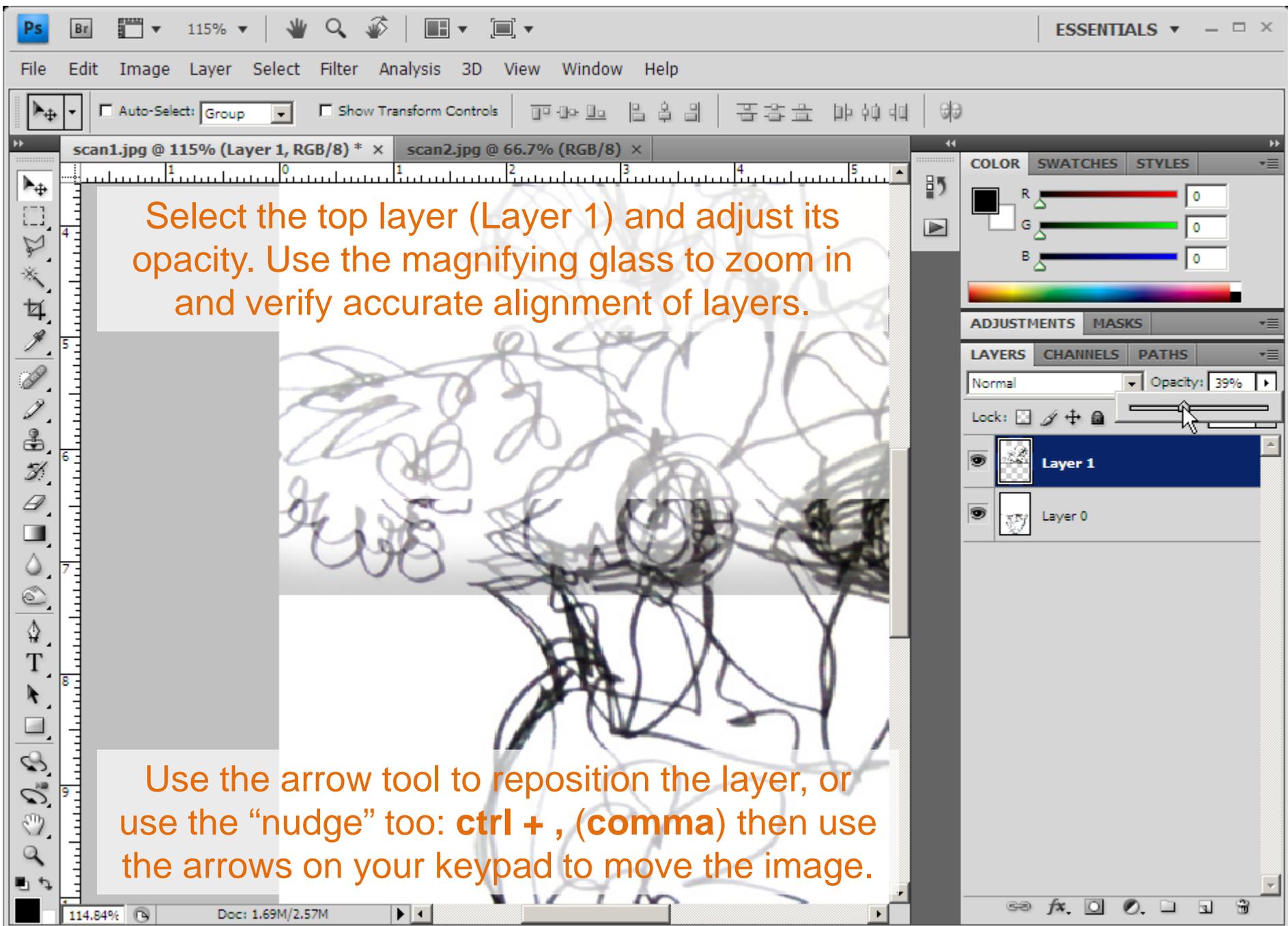




Information is specific to the Layer it was created on.

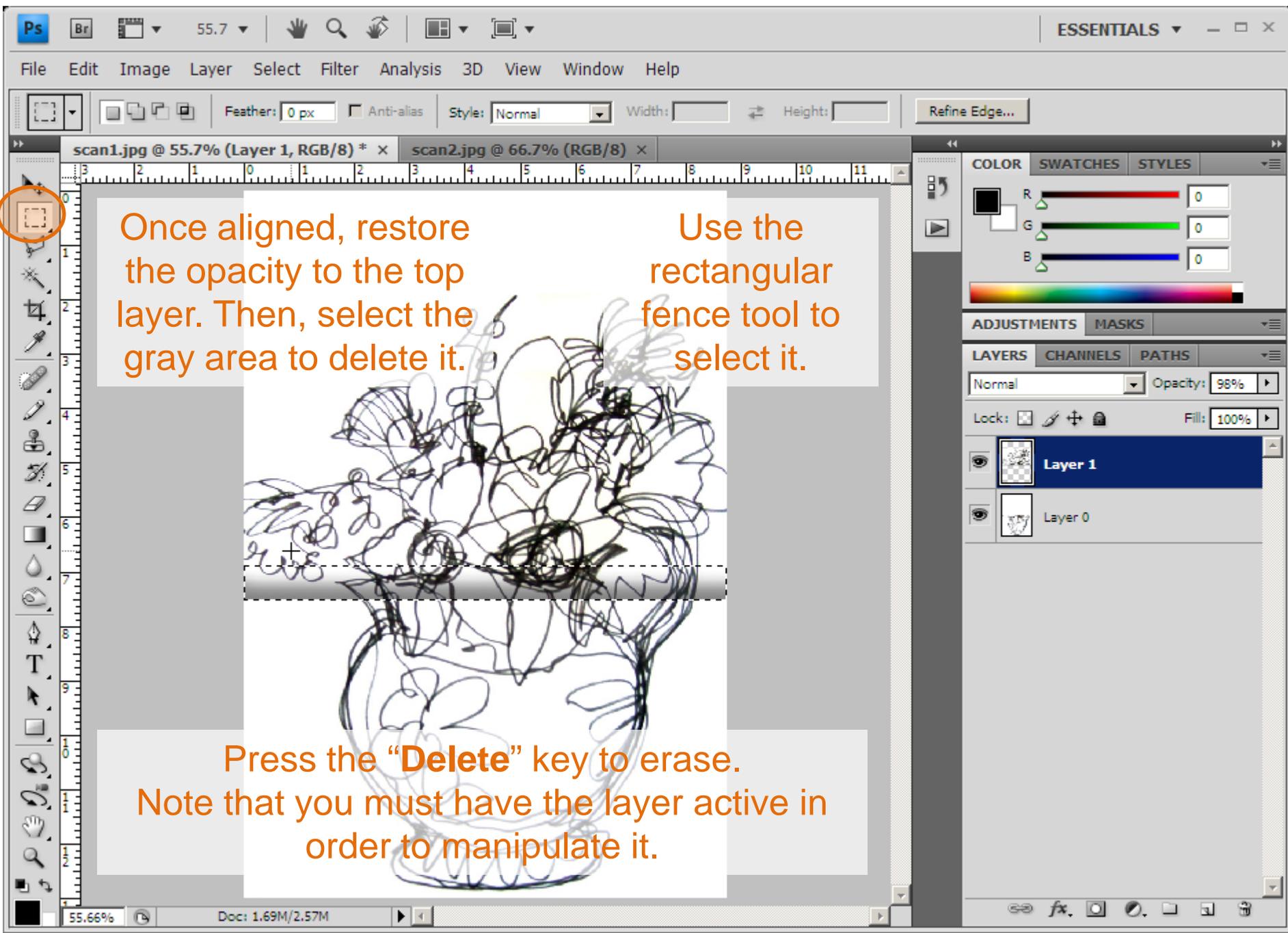
Any Layer you wish to manipulate must be active.

To access the Layer menu, if it is not readily visible, go to **Window menu > Layer.**



Select the top layer (Layer 1) and adjust its opacity. Use the magnifying glass to zoom in and verify accurate alignment of layers.

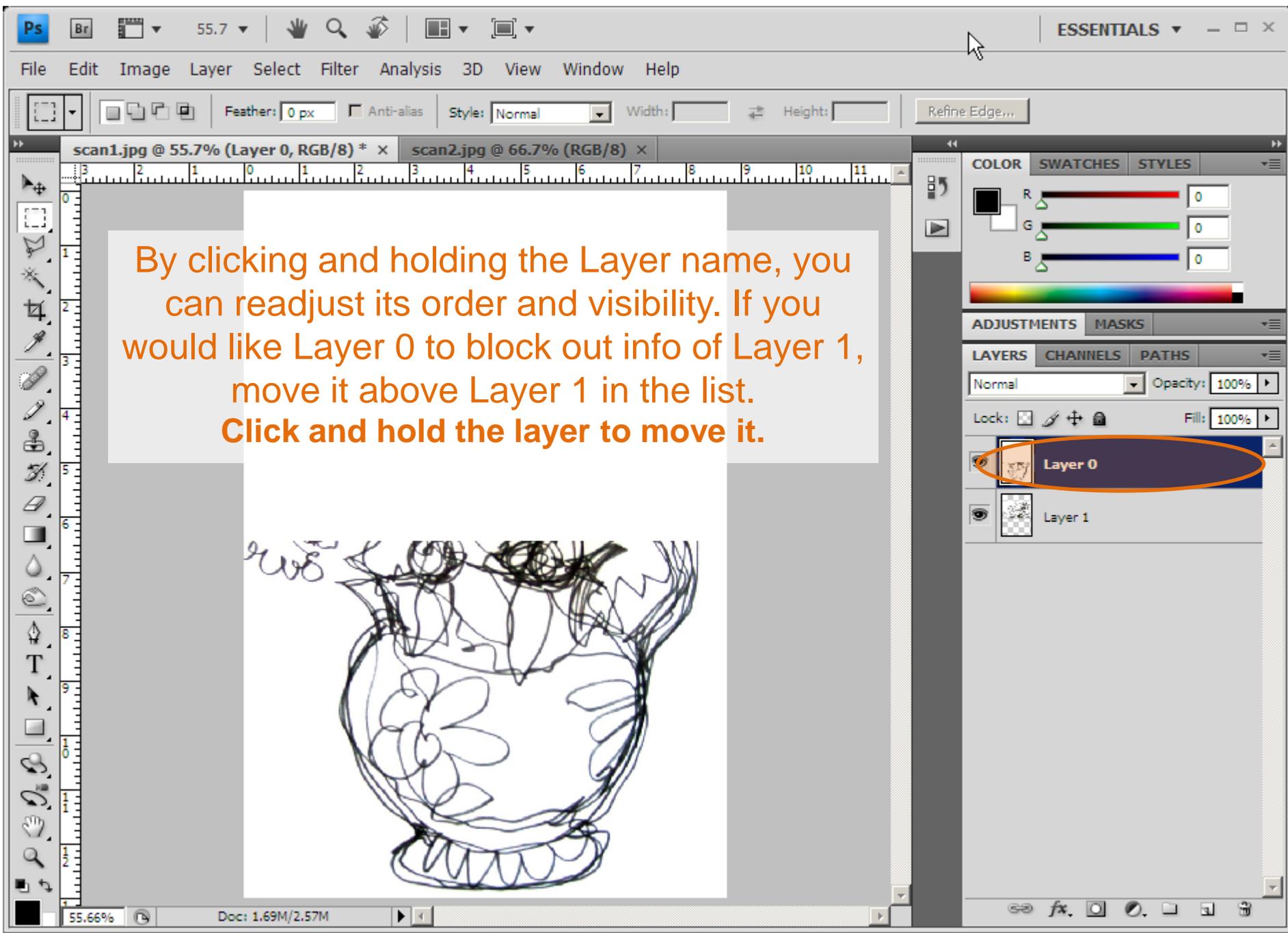
Use the arrow tool to reposition the layer, or use the “nudge” too: **ctrl + , (comma)** then use the arrows on your keypad to move the image.



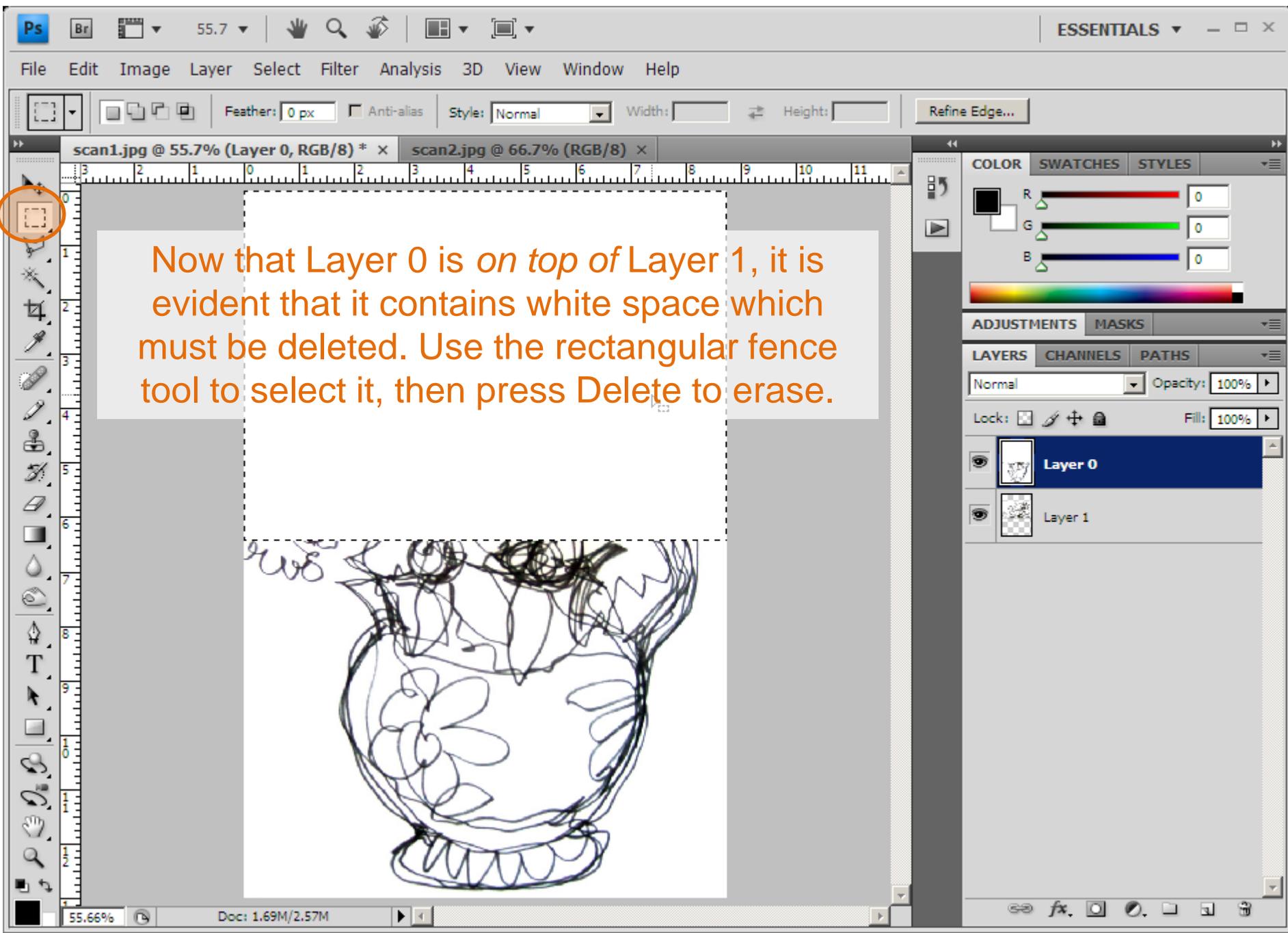
Once aligned, restore the opacity to the top layer. Then, select the gray area to delete it.

Use the rectangular fence tool to select it.

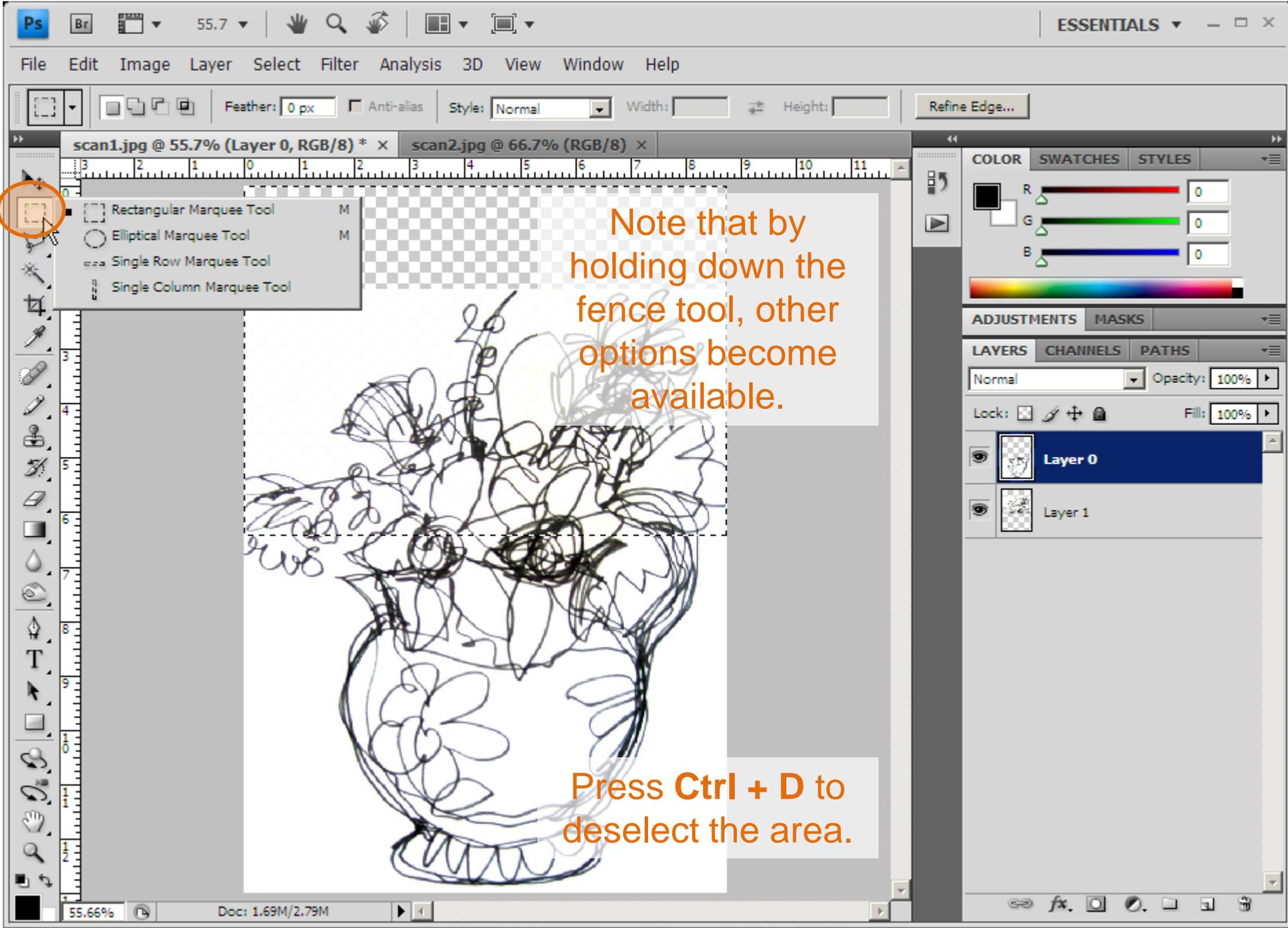
Press the **“Delete”** key to erase. Note that you must have the layer active in order to manipulate it.



By clicking and holding the Layer name, you can readjust its order and visibility. If you would like Layer 0 to block out info of Layer 1, move it above Layer 1 in the list. Click and hold the layer to move it.

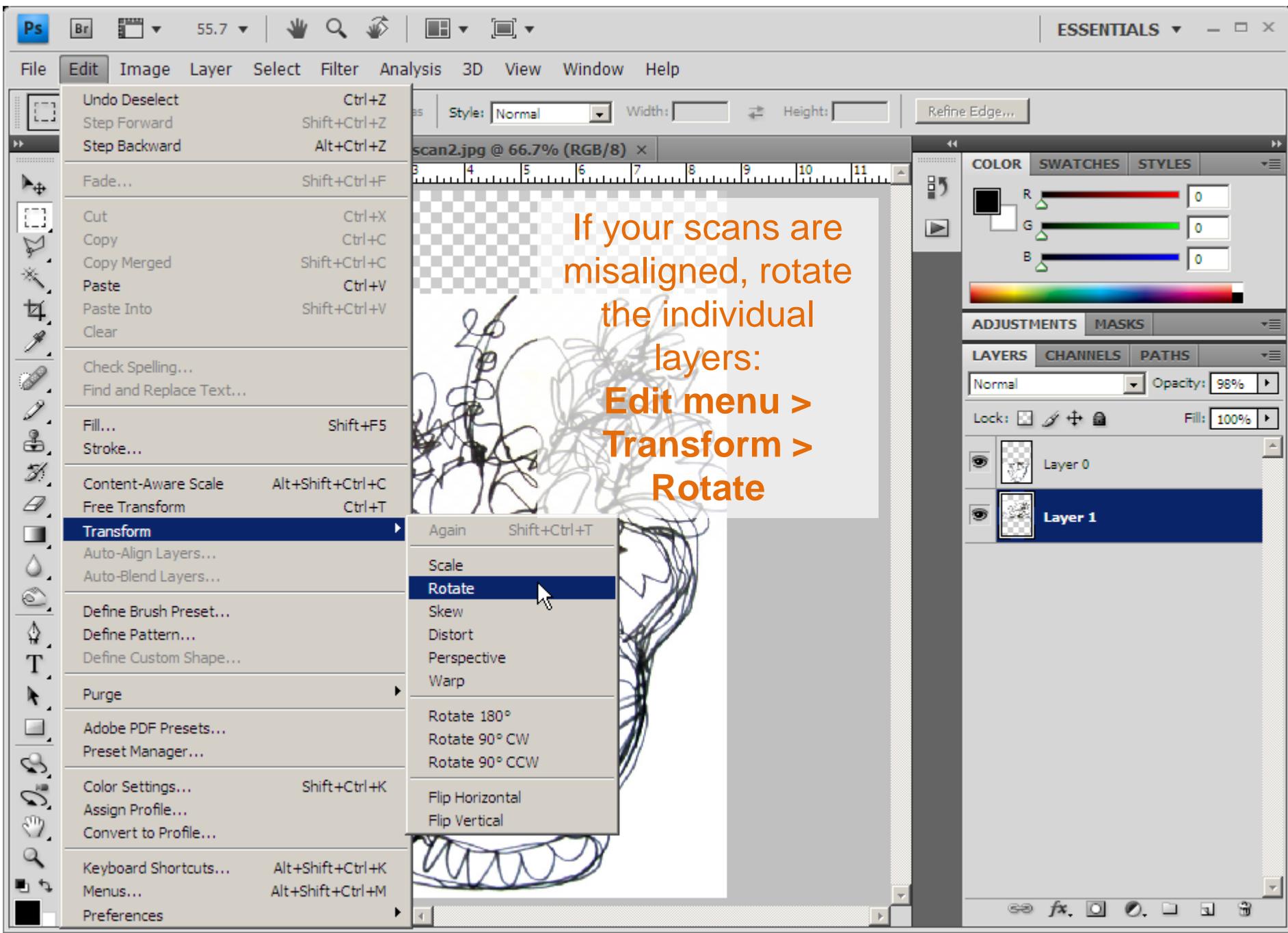


Now that Layer 0 is *on top of* Layer 1, it is evident that it contains white space which must be deleted. Use the rectangular fence tool to select it, then press Delete to erase.

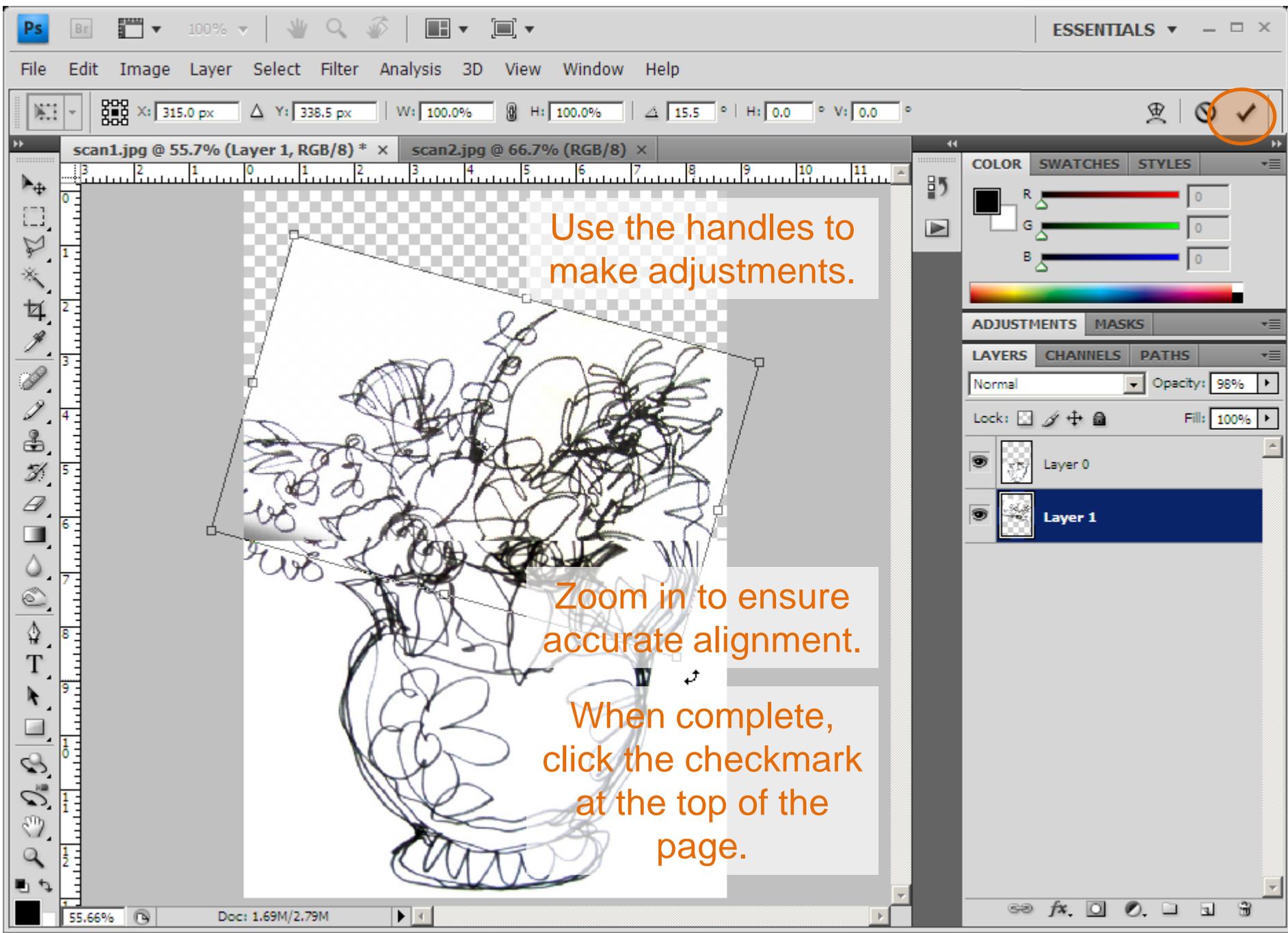


Note that by holding down the fence tool, other options become available.

Press **Ctrl + D** to deselect the area.



If your scans are misaligned, rotate the individual layers:  
**Edit menu > Transform > Rotate**

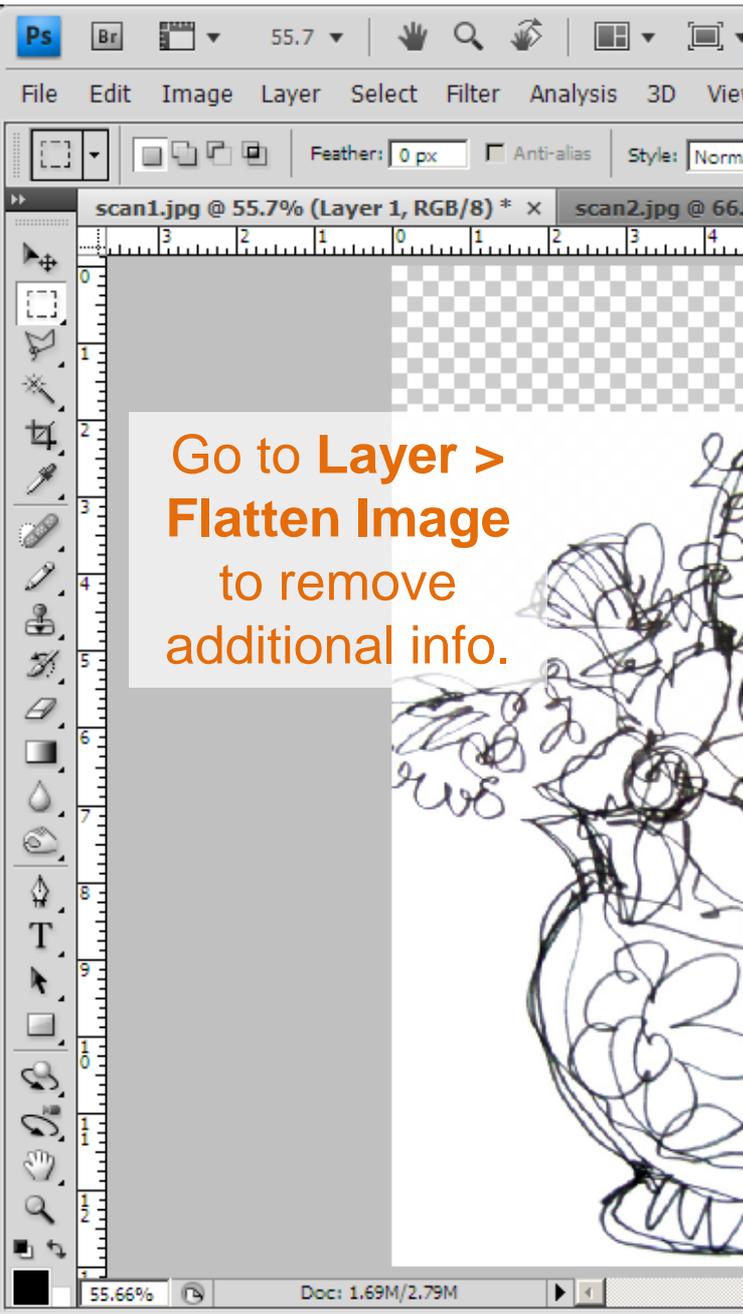


Use the handles to make adjustments.

Zoom in to ensure accurate alignment.

When complete, click the checkmark at the top of the page.





Go to Layer >  
Flatten Image  
to remove  
additional info.

- New
- Duplicate Layer...
- Delete
- Layer Properties...
- Layer Style
- Smart Filter
- New Fill Layer
- New Adjustment Layer
- Layer Content Options...
- Layer Mask
- Vector Mask
- Create Clipping Mask Alt+Ctrl+G
- Smart Objects
- Video Layers
- Type
- Rasterize
- New Layer Based Slice
- Group Layers Ctrl+G
- Ungroup Layers Shift+Ctrl+G
- Hide Layers
- Arrange
- Align Layers To Selection
- Distribute
- Lock All Layers in Group...
- Link Layers
- Select Linked Layers
- Merge Layers Ctrl+E
- Merge Visible Shift+Ctrl+E
- Flatten Image**
- Matting

Refine Edge...

ESSENTIALS

COLOR SWATCHES STYLES

R 0  
G 0  
B 0

ADJUSTMENTS MASKS

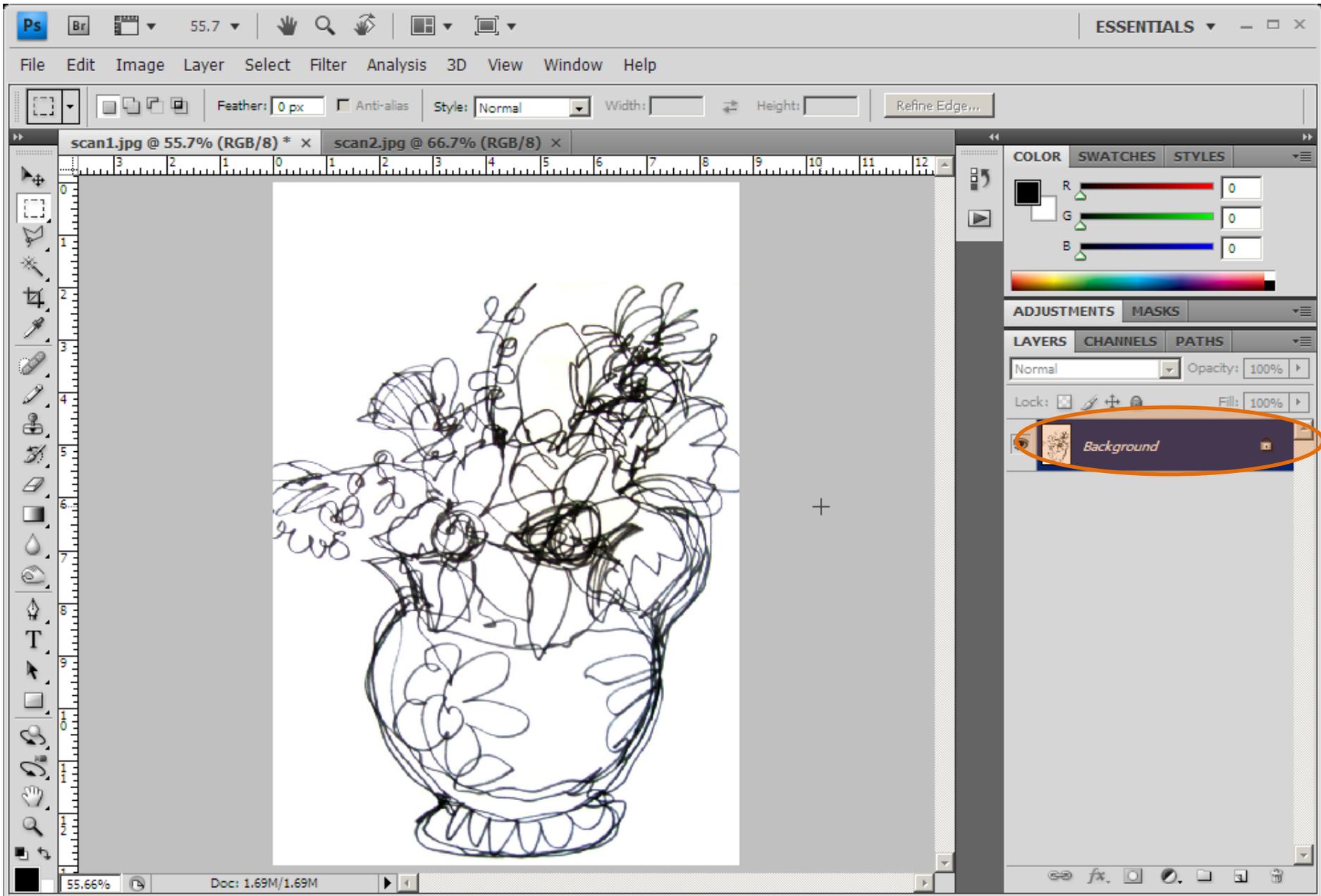
LAYERS CHANNELS PATHS

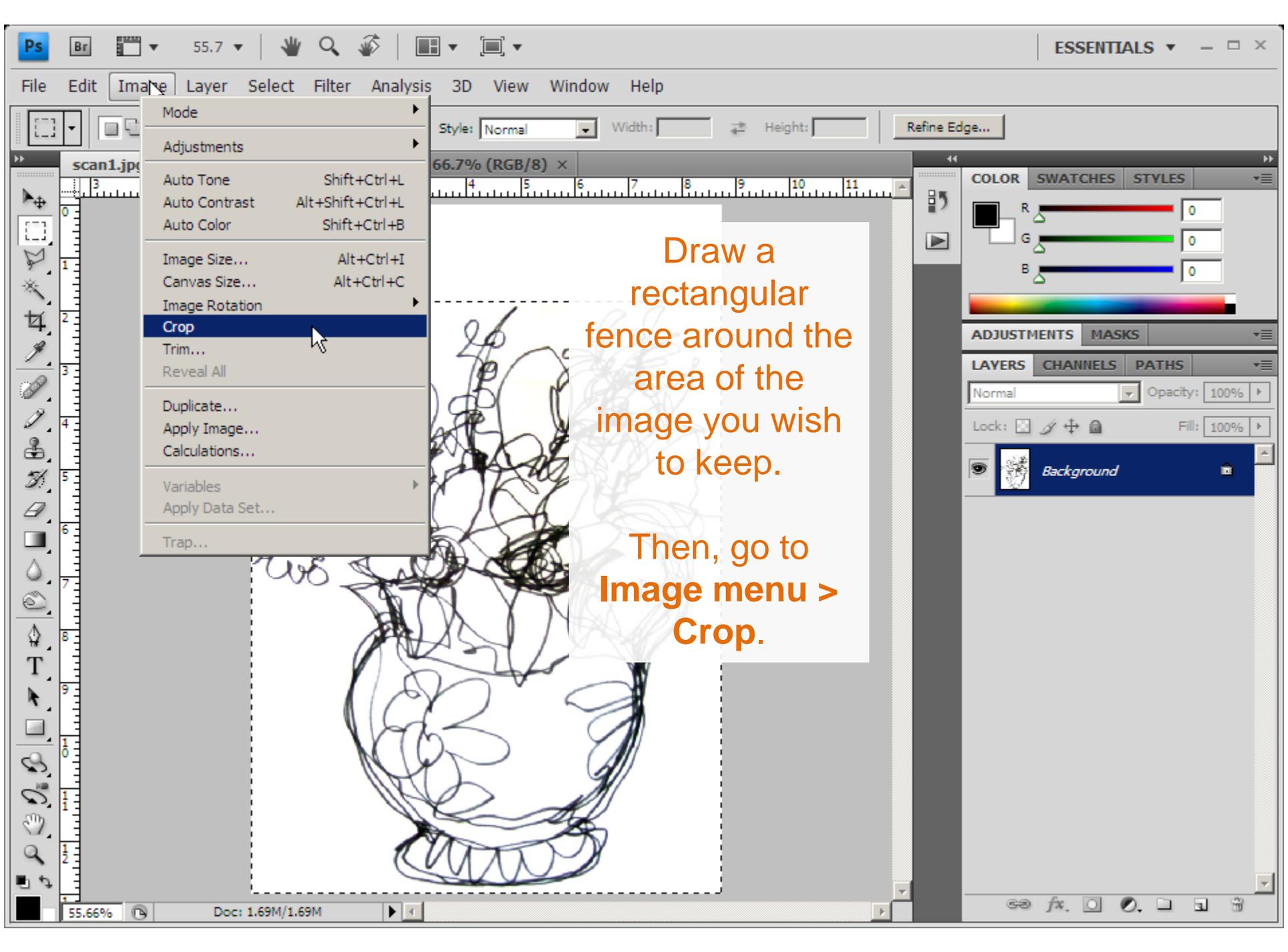
Normal Opacity: 98%

Lock: [ ] [ ] [ ] [ ] Fill: 100%

Layer 0  
Layer 1

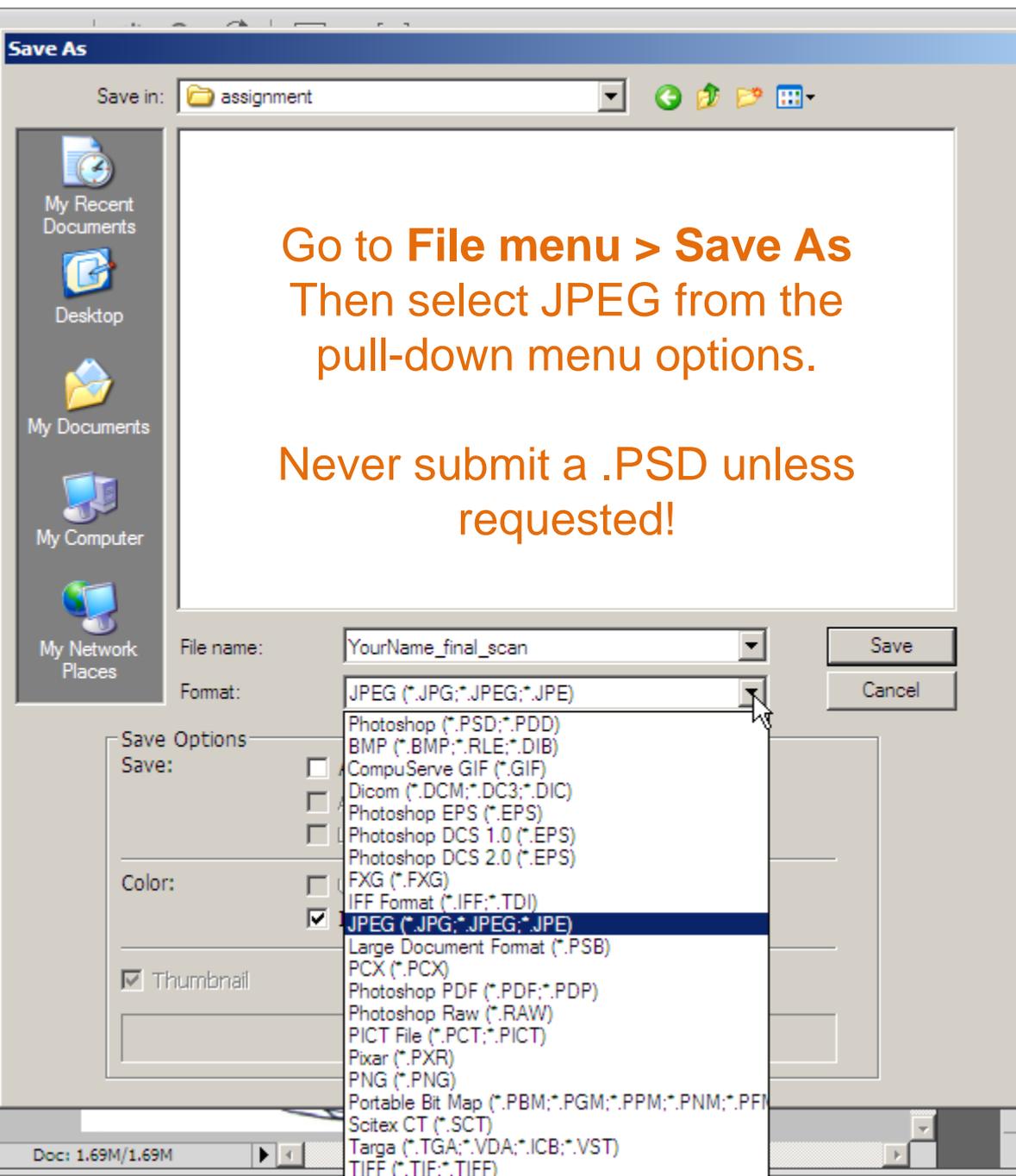
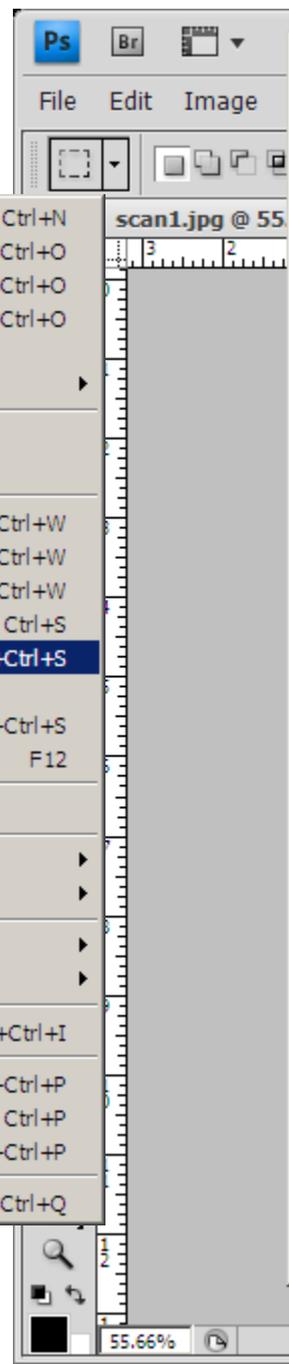
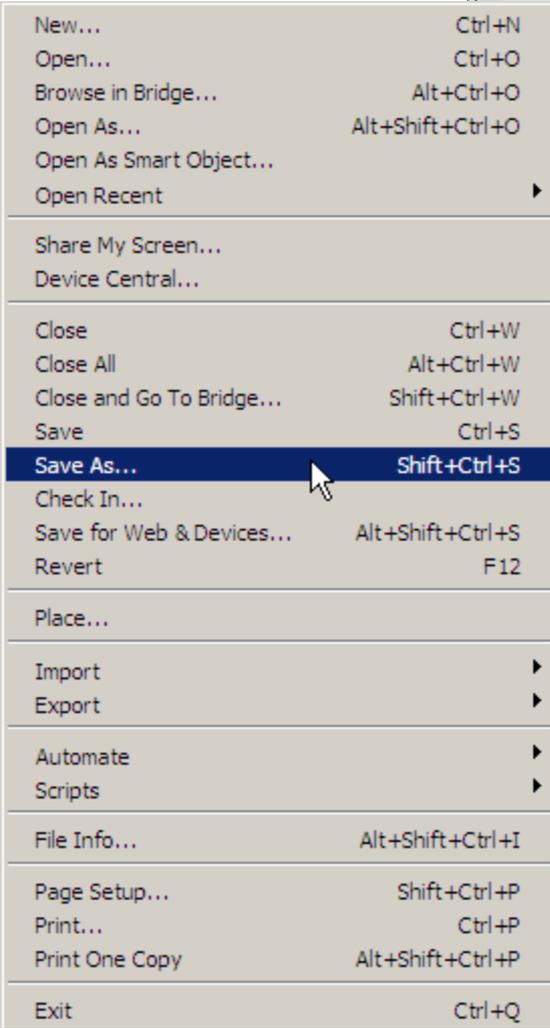
fx [ ] [ ] [ ] [ ] [ ] [ ]





Draw a rectangular fence around the area of the image you wish to keep.

Then, go to Image menu > Crop.



Go to **File menu > Save As**  
Then select **JPEG** from the  
pull-down menu options.

Never submit a **.PSD** unless  
requested!