A GUIDE ON HOW TO SCAN YOUR ARTWORK

CONARTIST

Scanning Artwork

A basic guide for students on how to use flatbed scanners to produce high-quality reproductions of their artwork

There are A4 and A3 Epson scanners located in the NMIT Maclabs. To begin your scanning adventure ⍰ please choose a scanner in the room, switch it on (the big button at the front) and then log onto the computer that is attached to it.

WHAT TO DO

STEP 1.

Lift the scanner lid and place your artwork face down onto the glass. (You should always check to make sure the glass is clean and free from streaks, grime, dirt or dust).

STEP 2.

To operate the scanner you will need to open the 'Image Capture' software. Look for this utility in 'Applications' under the Go menu or do a file search.

STEP 3.

Once the 'Image Capture' window appears, select the EPSON Scanner icon on the left-hand side and then click the "Show Details" button.

STEP 4.

When the Show Details window appears, you can select the appropriate settings for your intended scanned image

For colour work choose '24 Bit Colour' 300 dpi resolution and save to the Desktop as a TIFF file.

For line work choose '8 Bit Greyscale' 300 dpi resolution and save to the Desktop as a TIFF file. Check the 'Unsharp Mask' box for better (sharper) results.

STEP 5.

Once you have chosen your settings - Click the Scan button. Your file will be automatically scanned and saved to the location you specified in Step 4. You can now open this scanned picture in Photoshop and weave your magic. Good luck!

SCANNING LARGE WORKS OF ART

If your original art is larger than your flatbed scanner you can still achieve an effective scan thanks to a beautiful little feature in Photoshop called 'Photomerge'. This technique is also known as 'stitching'.

STEP 1.

Choose the same settings as described in the previous section to set-up your scanner.

STEP 2.

The trick here is to scan your artwork in sections. Place one section at a time on the glass - and scan. Move the artwork to scan another section. Continue this until you are confident you have scanned all of the artwork. Save each separate section / scan to a designated folder.

STEP 3.

Open Photoshop and choose Photomerge... from the Automate pop-up menu (under the FILE menu). When the Photomerge window appears make sure the box for 'Blend Images Together' is checked and click the Browse button to locate and open all the scans you saved in the previous step. Then click OK.

STEP 4.

Photoshop then starts to weave its magic trying to blend and merge each scan together to try and create a seamless composition. This may take a few minutes.

Bare in mind that Photomerge does not always achieve the desired results. Sometimes, you may have to re-scan your artwork in more sections in order to produce accurate results and other times you may have to resort to photography instead of scanning.

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