

# Resizing a scanned image using Photoshop Elements

## There are two parts to this process:

1. Resizing the image to the new size you want
2. Printing this on to one or more A4 sheets.
  - If you want to make the image so that it fits on a single A4 sheet, the process is fairly straight forward.
  - If you want to make a print that will give you an image larger than A4 you will need to print different sections on to sheets of A4 to join them together.

## PART 1 – Resizing the image.

When scanning the image, make sure to save it as a .jpg  
Make sure you know the exact size you want the new image to be.

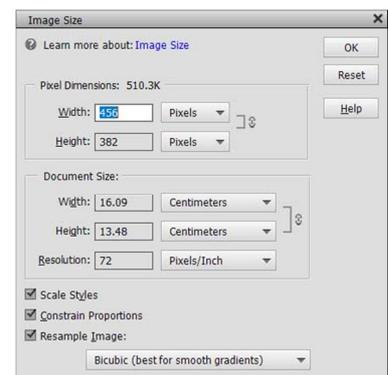
### Step 1 – crop the scanned image

- Open the scanned image in Photoshop Elements.
- Crop the image so that you only have the design you want to print, and as little waste space around as possible.

### Step 2 – Resize the image

- In Elements this is Image\Resize\Image size

- Make sure that the **Constrain Proportions** box is checked.
- In the **Document Size** section, type in the desired width of the new image. It will automatically adjust the height to the correct new size.
- At the same time, make a note of the resolution. In this case it is 72 pixels/inch.
- Save this document as BIG.jpg (choose jpg and not the default .psd)



## PART 2 – Printing the image

If your finished design is less than 21 x 29.7 cm it will fit onto a single sheet of A4 and you can print it out.

### Step 3 - Printing a large image on multiple pages.

There probably several different ways to do this, but this is one I have found fairly easy and successful.

### Step 4 – Work out how many pages you need to print

In this example, The original image was 16.09x13.48. The new image is 32.5 cm x 27.3.

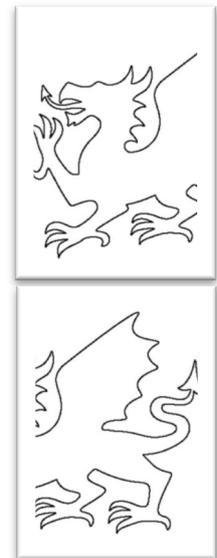
- The first thing is to work out how many pages it needs to be on. An A4 sheet is 21 x 29.7 cm and I can see that the height of the new image 27.3 so we could print this image on two A4 sheets – left and right.
- Without closing the BIG.jpg file, create a new document, making the image size A4 (if the default shows 'custom' in the size box, click on the down arrow to give you the list of pre-set sizes.)
- You will also need to make the resolution of the new image the same.

#### Step 5 – Putting your BIG image into the A4 print size

- Change back to viewing your BIG image
- Using the Rectangular Marquee tool, drag across the whole image and copy this (CTRL+C on Windows /Command+C in Mac)
- Select the new untitled blank A4 image and paste the image into it.
- You will immediately see that only part of your image will show:

#### Step 6 – positioning the image to make the different print views

- You can move the image using the Move Tool.
- Move the image so the top left of your image is in the top left of this frame.
- Save this as 'Image Left.jpg'. You can print it now if you like.
- Now, using the move Tool, slide the image across to the left so that the next section of your picture is in the frame, making sure there is enough of an overlap for you to join them up afterwards. Save this as Image Right.jpg
- You can also save the whole file as a .psd file, which will allow you to come back and make changes to the positions.



This simple two page view will be easy to join. There is a good overlap allowing you to stick the two sheets together.

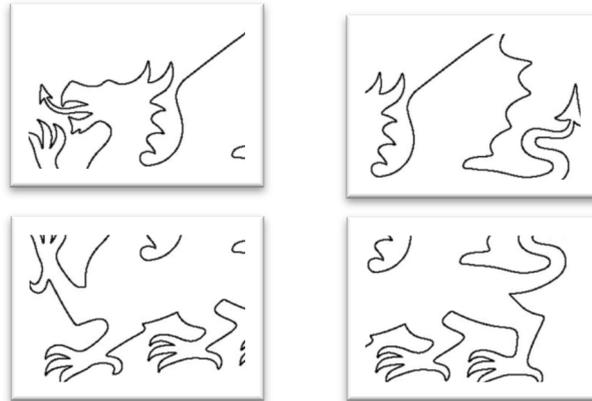
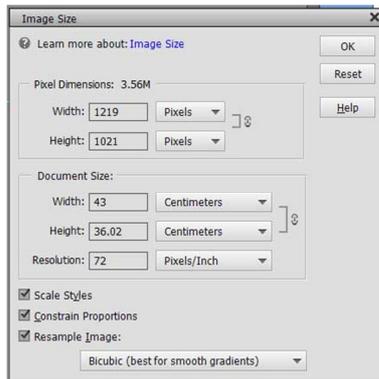
#### Step 7 - Larger Images

The process of moving the image around to create more views can be repeated for more sheets in both directions.

- You will need to decide how many A4 sheets you will **need**, and whether these should be portrait or landscape.
- If you need to make it with landscape pages, you will need to rotate the original blank A4page before you start.
- If you are making a very large final image you may find it easier to make separate copies of the image, and put them on different layers in Photoshop. This will allow you to move different copies of the image independently, keeping each view available. It will allow you to check that you have the right amount of overlap before you print.

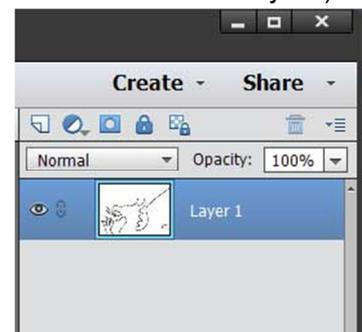
The next page shows the layout for a four page enlargement done in this way

## A multi-page layout



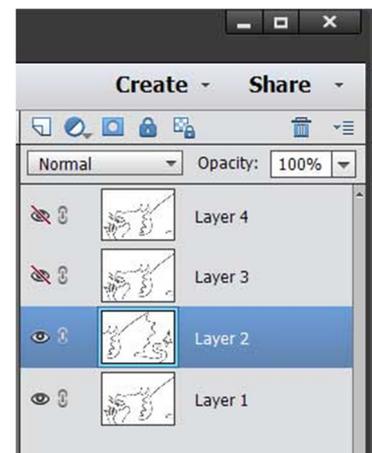
### Step 8 – Creating layers

- Look at the Layers panel (If you can't see this go to the Window menu and select Layers)
- You will see Layer 1 with a portion of your BIG image showing
- Move this so the top left corner is aligned with the frame.
- This size will need 4 sheets of paper, so I want to create 3 more layers, one for each view.
- Rt click on Layer 1 and choose Duplicate Layer.
- Repeat to create one layer for each piece of paper needed.



### Step 9 – Creating each different view to print

- Hide layers 3 and 4 by clicking on the little 'eye' icon on the left. (Click on the eye again to show it)
- Click on layer 2 (so it is blue) to make it the active layer, and slide it to show the second view.
- Highlight layer 3 and make it visible, and move it to the next position.
- Repeat for all the layers.
- You can check the overlap by turning layers on and off.



- When you are happy with the positions you are ready to save each of the separate views to print.
- **To save or print the individual views, make sure the layer you want is highlighted, not just visible in the window.**
- Name each of them to indicate their position – eg top-lt, top-rt etc.
- Save the finished file as a .psd which will have all the layers, so you can correct anything later.