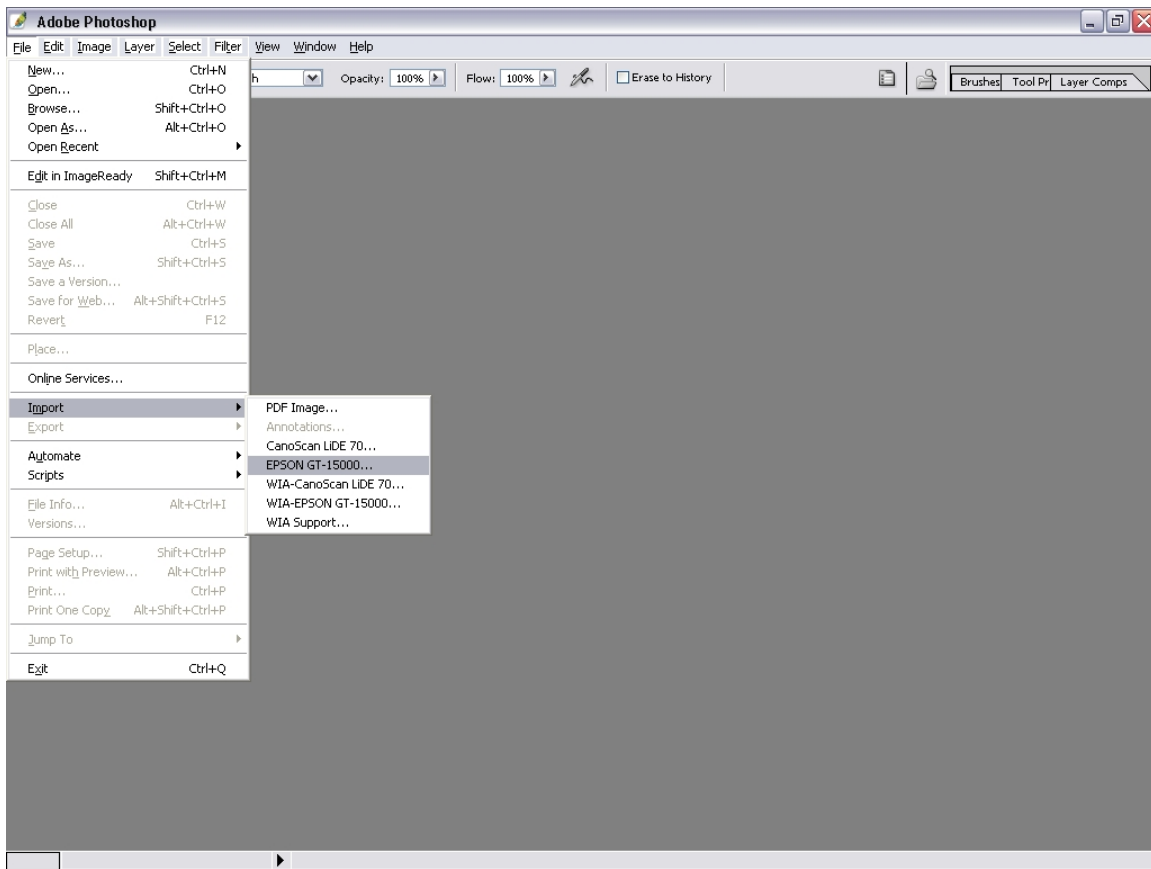


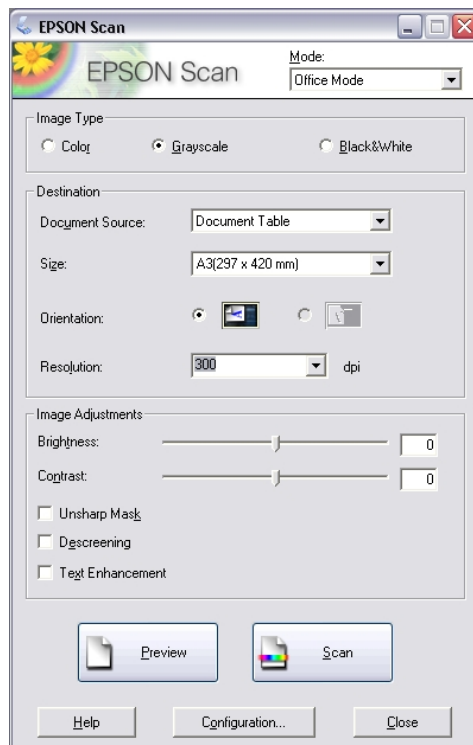
Scanning Plans

Plans should be scanned using photoshop

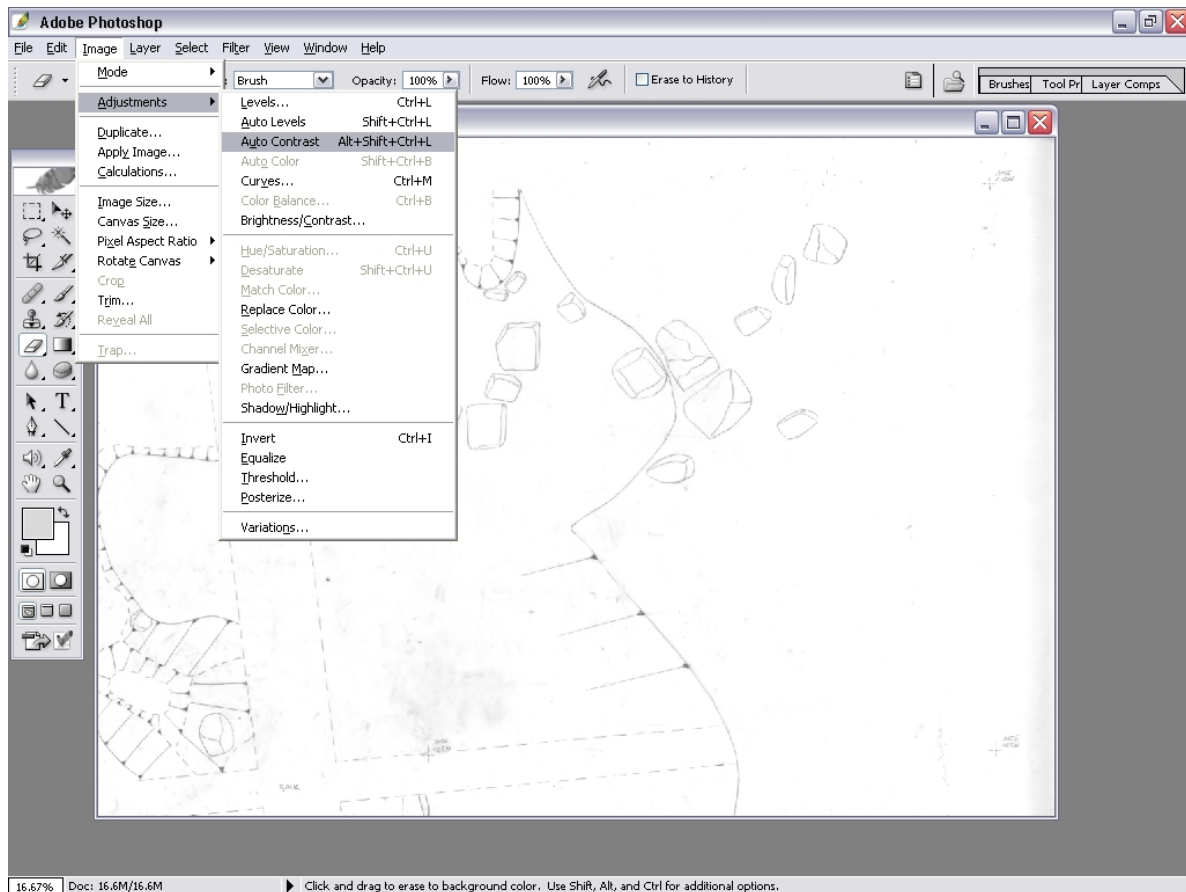
File – Import – Epson Scanner



Scan at 300dpi

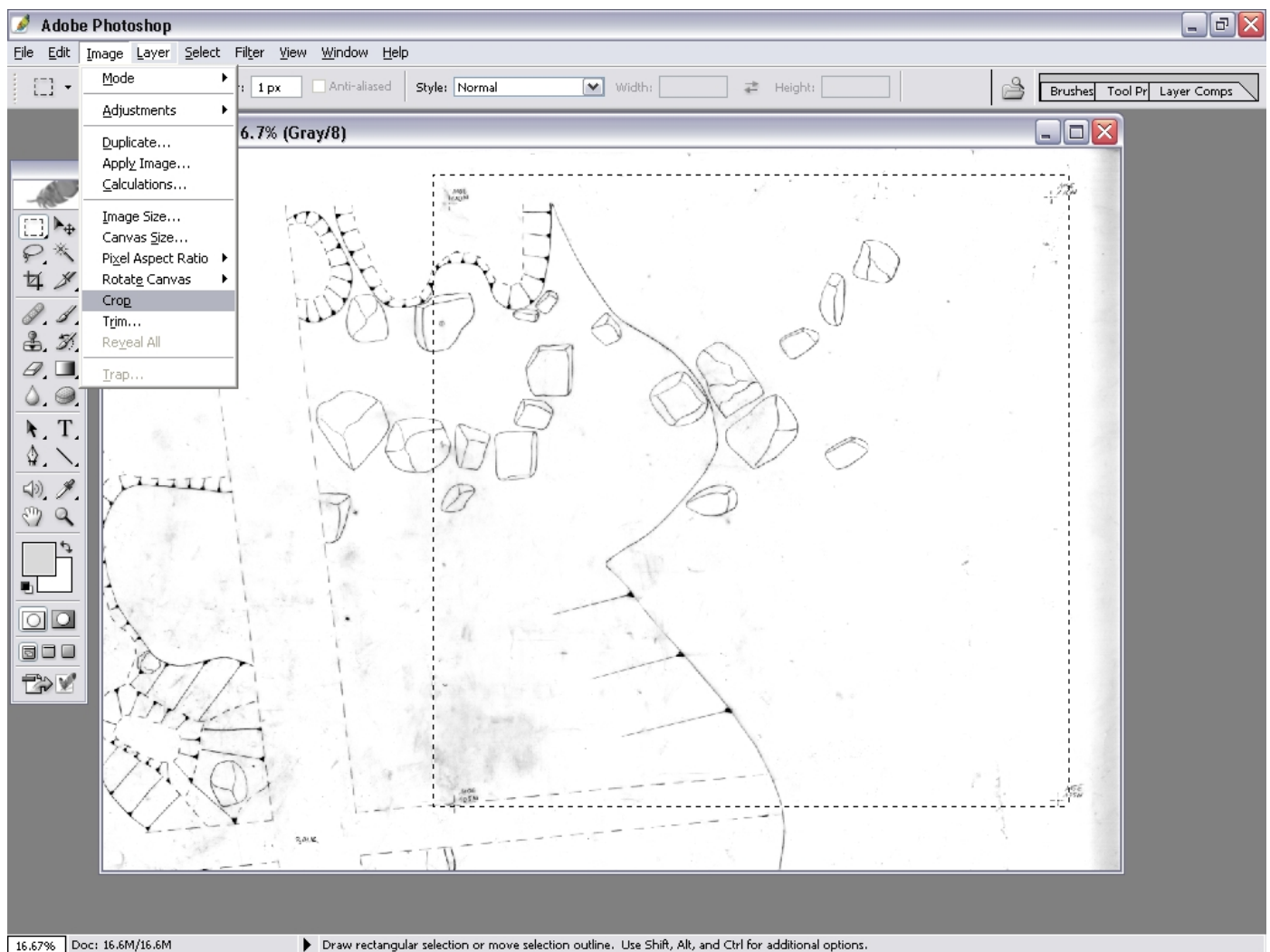


Auto Contrast the image – Image – Adjustments – Auto Contrast

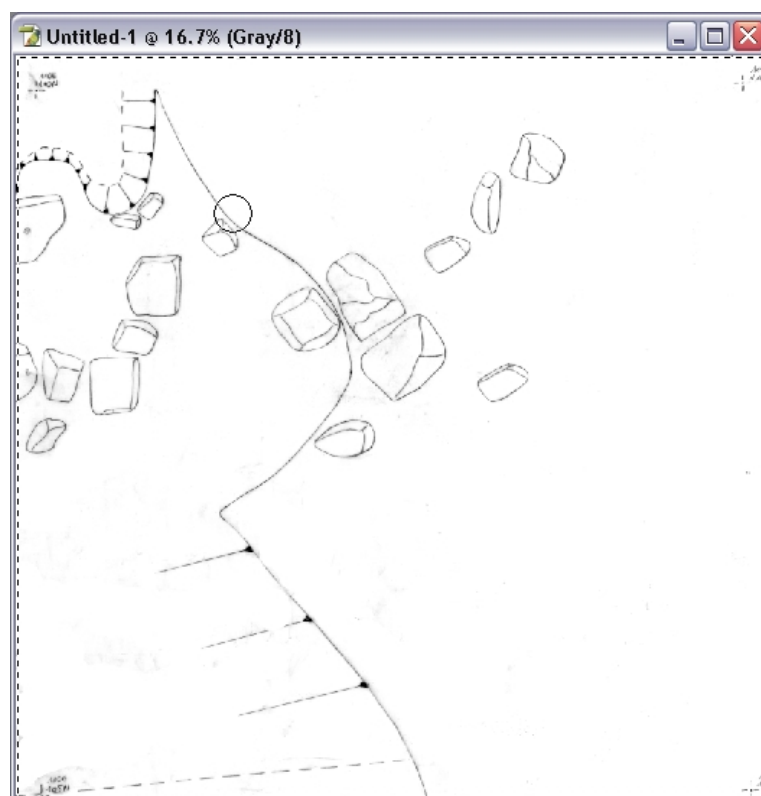


Crop the image (so just one 5x5m square is captured)

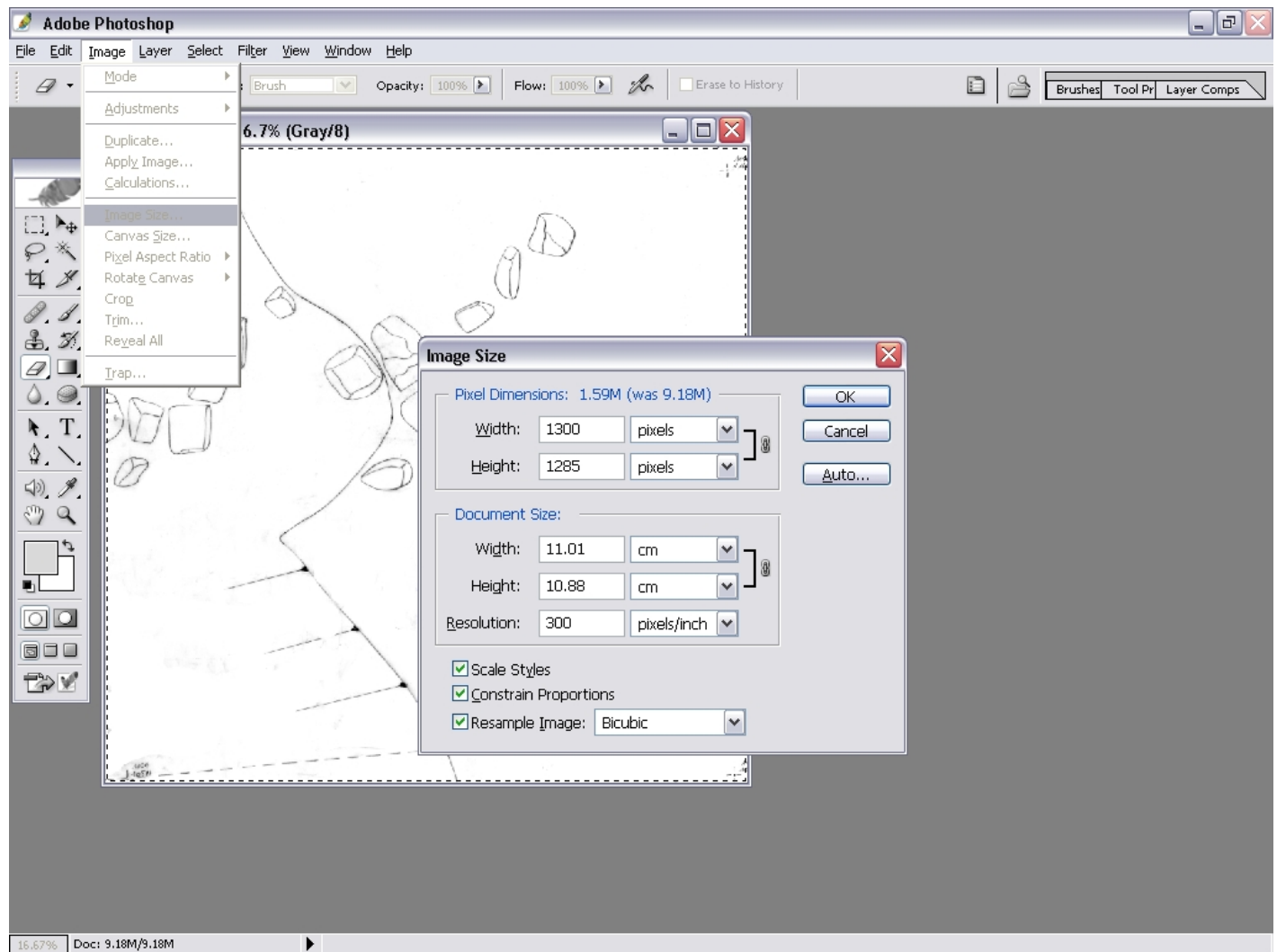




Clean the image as required

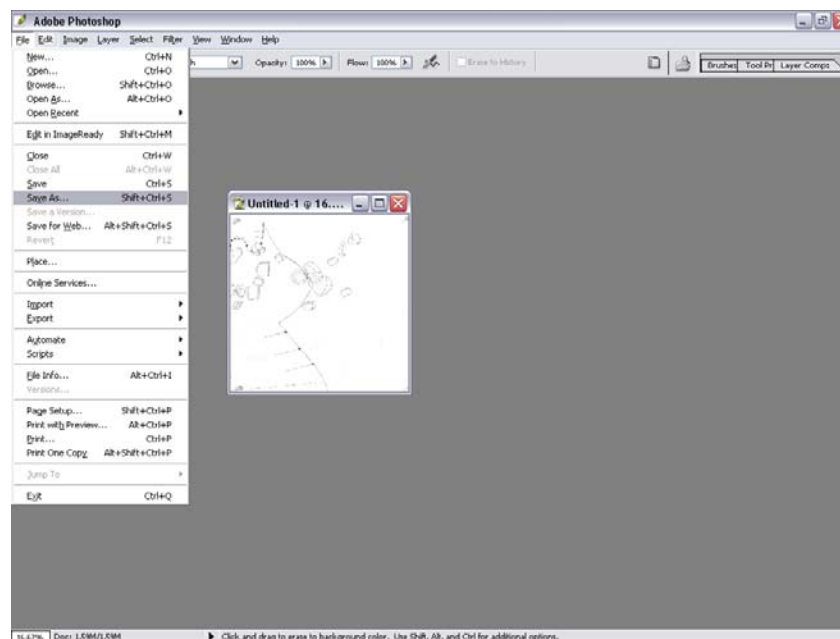


Goto Image – Image File – change the width and the height to 1300 pixels



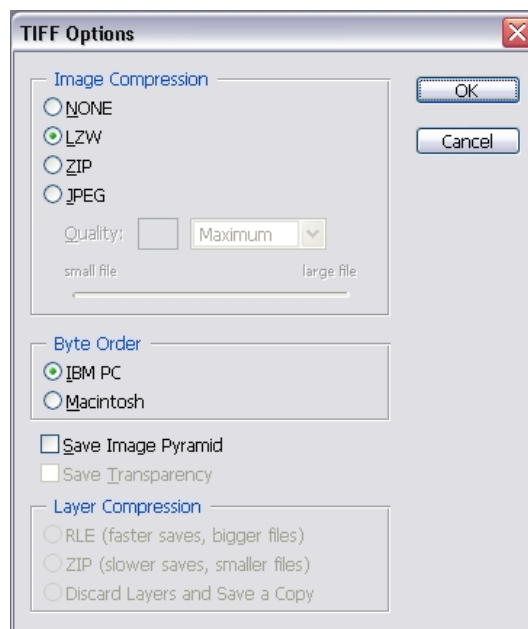
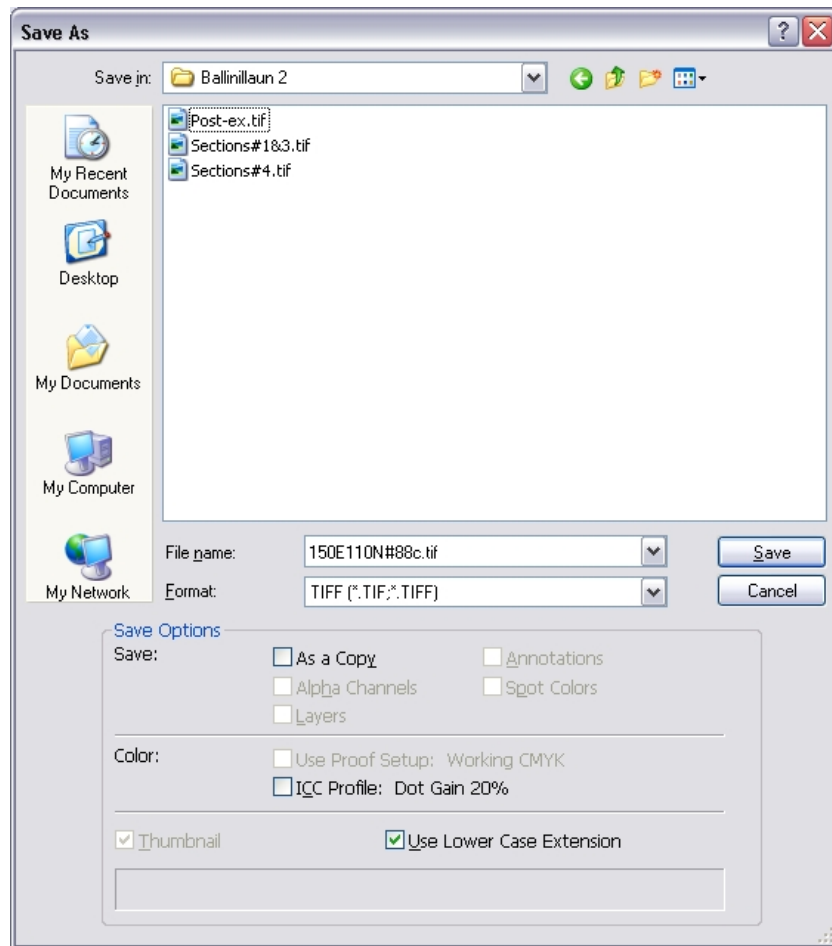
Rotate if necessary

Save as Tiff – then LZW compression



Name the file like this; 150E110N#88c

(Grid co-ordinates of the SW grid point, followed by drawing number, with letter if more than one grid square is scanned from a plan)



These plans should be saved inside the graphics folder for the site in a folder called scanned plans

Now these plans can be imported into ArcGIS and georeferenced