

# Photoshop Elements 6

## SCAN A PHOTO

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Click on any blue, underlined text to go to its linked reference.



At some point, you're going to want to scan in photos.  
Here's the best way to do it.

1. Open the Editor (**Figure 1**).

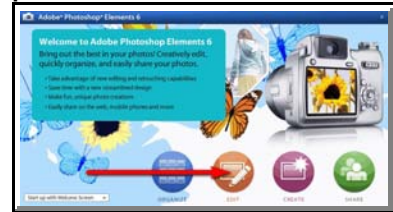


Figure 1

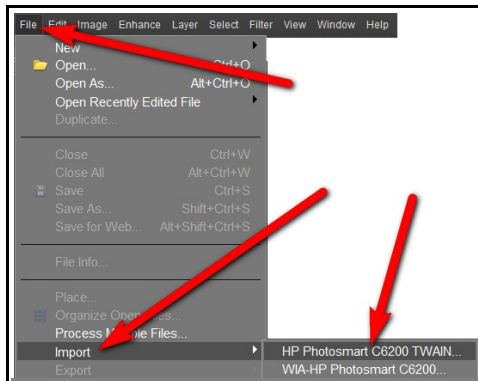


Figure 2

3. Some scanners require you to use a Preview button before seeing what you are going to scan (**Figure 3**).

2. Select your scanner (**Figure 2**). If your scanner is listed twice, as in this case, select the TWAIN option.

TWAIN (Technology Without an Industry Name) is a protocol for exchanging info between applications and devices such as scanners and digital cameras, making it possible for digital cameras and software to communicate with each other.

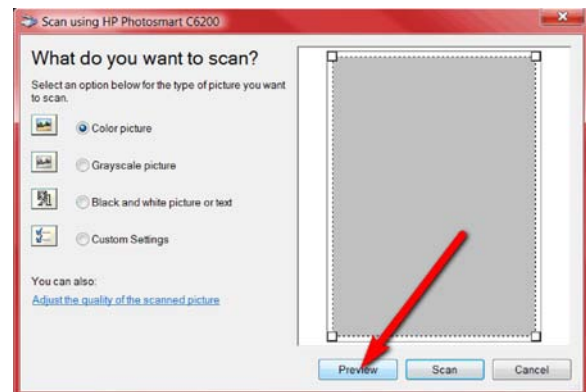


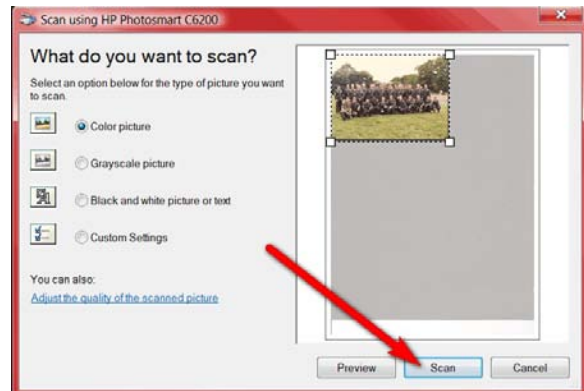
Figure 3

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4. Your scanner will select the actual borders of the photo to be scanned.

If so, Left-click on the Scan button (**Figure 4**).

If the selected borders are *not* the way you want them, Left-click, hold, and drag on the boxes in the diagonal corners of the scan bed and move those corners to where you want them.



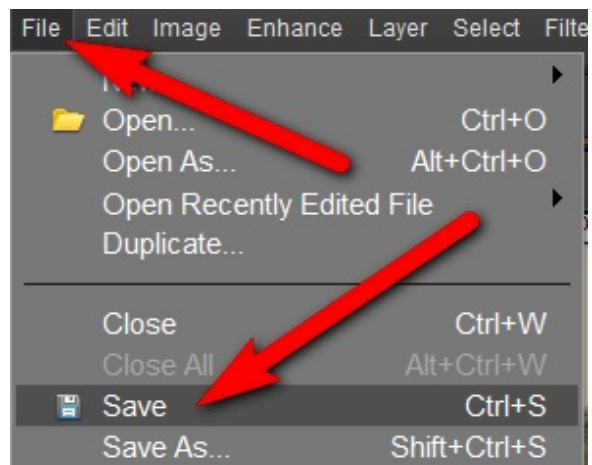
**Figure 4**



**Figure 5**

5. The finished photo appears in Elements (**Figure 5**).

6. Before you do anything else, **SAVE** the scanned photo by selecting File ► Save from the MenuBar (**Figure 6**).



**Figure 6**

## 7. Name your file (**Figure 7**).

❶ Ensure the photo will be saved into the desired folder.

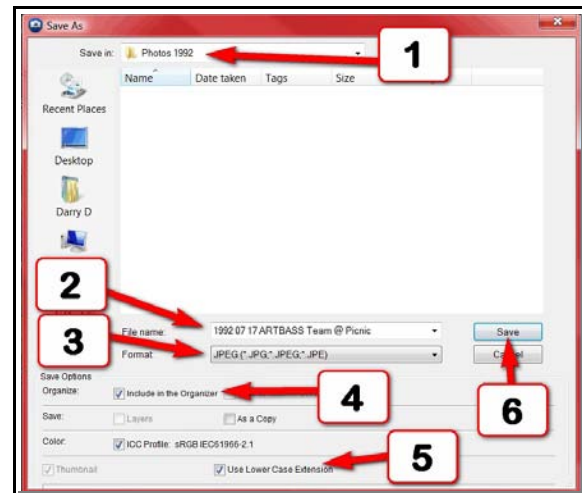
❷ Type a name for the file. This one is named “1992 07 17 ARTBASS Team @ Picnic” because the photo was taken on July 17, 1992 of the Army Training Battle Simulation System (ARTBASS) Team at its annual picnic.

❸ I save scanned photos as Joint Photographic Experts Group (JPEG/JPG). JPEG and JPG are interchangeable abbreviations.

❹ If you use the Elements’ Organizer, ensure there is a ✓ on this item.

❺ I want JPG to show as lowercase “jpg” so that it doesn’t distract from the name of the file.

❻ Left-click on the “Save” button.

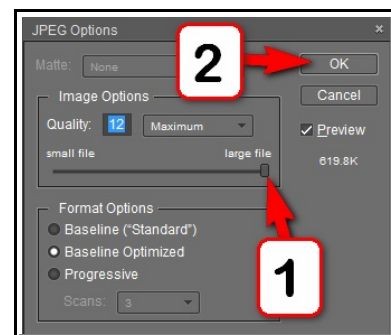


**Figure 7**

## 8. When the “JPEG Options” window appears (**Figure 8**):

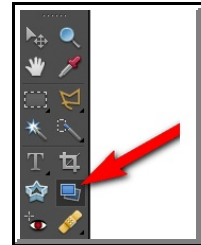
❶ Always select the highest quality. Although it makes the size of the file larger, you want the best quality you can get.

❷ Touch the *Enter* key, on the keyboard, or click on the “OK” button.



**Figure 8**

9. If you need to straighten the photo, do that before you continue with rest of the steps in this lesson (**Figure 9**). See my lesson, “Straighten a Photo.”



**Figure 9**

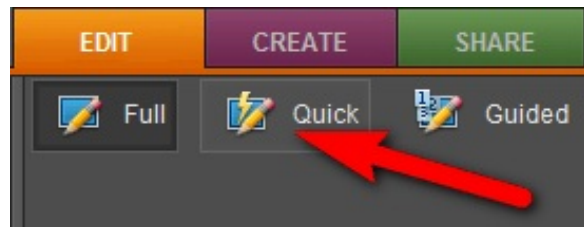


**Figure 10**

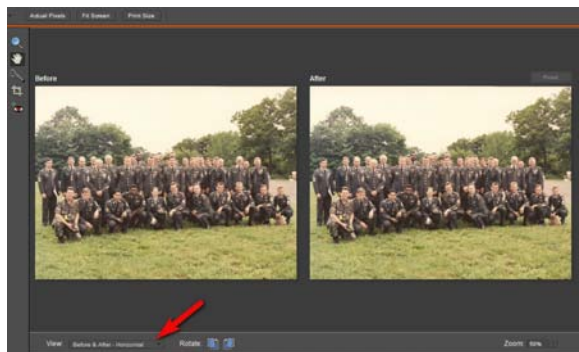
10. Crop if needed (**Figure 10**):

- ❶ Left-click on the Crop tool.
- ❷ You can restrict the scan size to that of standard photos. I’ve chosen 5 x 7 in.
- ❸ Normally, the photo will be wider than high, but Left-clicking here will change that to higher than wide.
- ❹ Increase or decrease the cropping selection by Left-clicking, holding, and dragging the diagonal corners.
- ❺ Left-click on ✓ to approve cropping.

11. Once it’s scanned in, you’ll need to use the Quick edit (**Figure 11**).



**Figure 11**



**Figure 12**

12. Ensure that you have “Before & After” showing so you can compare any changes you make (**Figure 12**). If you’re showing any other option, click on it and you’ll be offered this option.

13. Use the Auto fix buttons:

- ① Smart Fix.
- ② Lighting Levels.
- ③ Lighting Contrast.

Although Color and Sharpen fixes are offered, I seldom use them. The Color tends to make the background colors too overwhelming and the Sharpen makes the edges too pronounced.

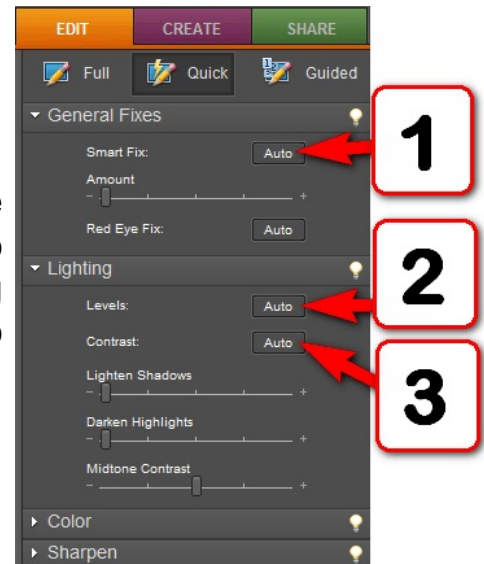


Figure 13

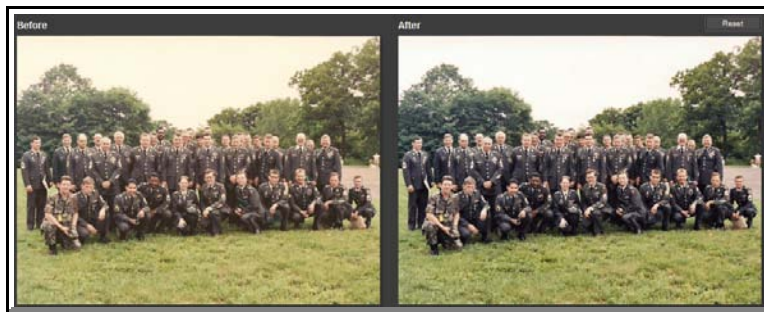


Figure 14

14. Even in this reduced-size comparison, you can see that the effects are dramatic (Figure 14).

15. Left-click on “Full” to return to the Editor (Figure 15).

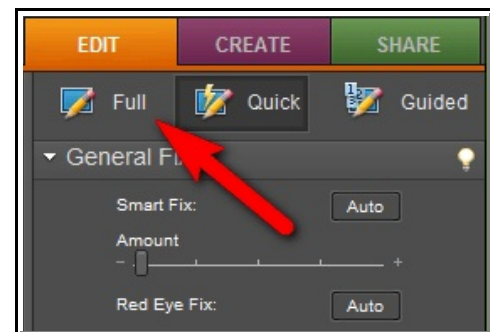
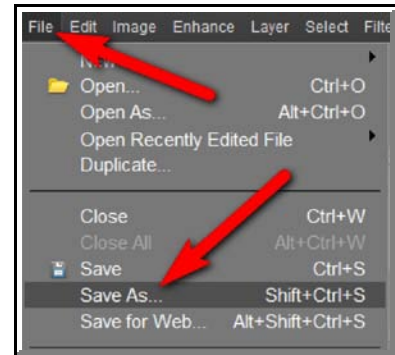
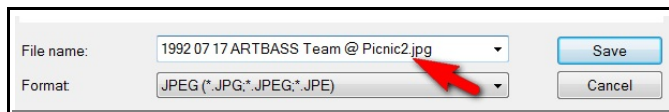


Figure 15

16. Save the file again with a different name by selecting File ► Save As from the MenuBar (**Figure 16**).



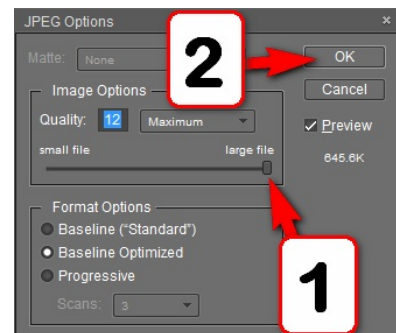
**Figure 16**



**Figure 17**

17. Be sure to give the new file a different name (**Figure 17**), keeping the original in case you wish to make other changes.

18. Again, as in Step 8, save the photo at the highest quality (**Figure 18**).



**Figure 18**