

Photoshop Elements 6

SCAN PHOTOS

FROM INSIDE ORGANIZER



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Click on any blue, underlined text to go to its linked reference.¹

If you use Element's Organizer, you may — from time to time — want to scan a photo. Here's how to do it.

1. With the photo in your scanner, open Elements. When the Organizer opens (**Figure 1**):

- 1 Left-click on Editor in the upper-right corner.
- 2 Left-click on Full Edit in the drop-down menu.

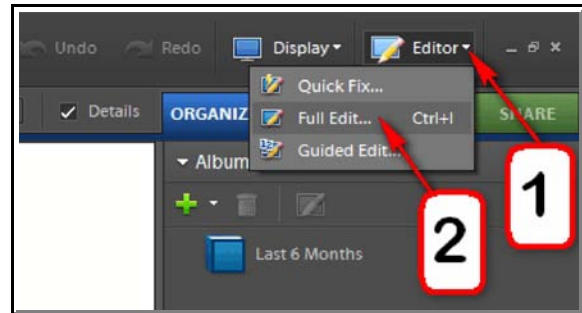


Figure 1

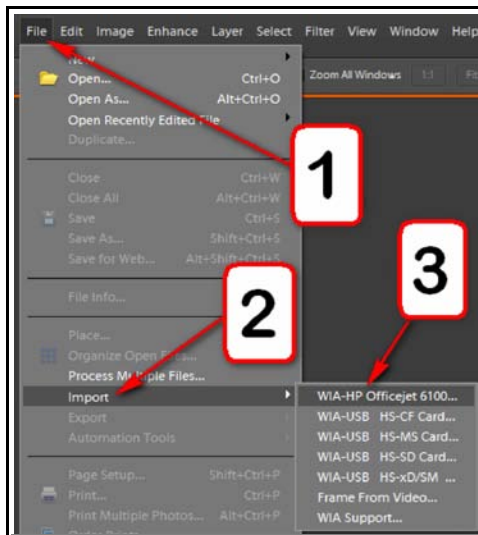


Figure 2

2. From the MenuBar, select File ► Import ► your scanner (**Figure 2**).

NOTE: According to Adobe: “If you're using a scanner with a TWAIN driver, Elements launches the driver that came with your scanner. Follow popup instructions with the driver software to scan your photo. Typically, you can also select an area to scan or correct any color issues.” *PSE Users Manual*, p. 44, “Get Photos from Scanners,” paragraph 6.

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3. Scan in color — even if the photo is grayscale (black and white) for the best quality scan. If given the choice between Scan and Preview, Left-click on Preview (**Figure 3**).

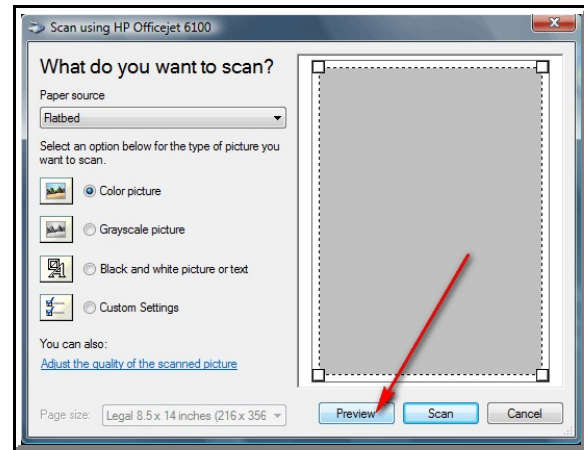


Figure 3

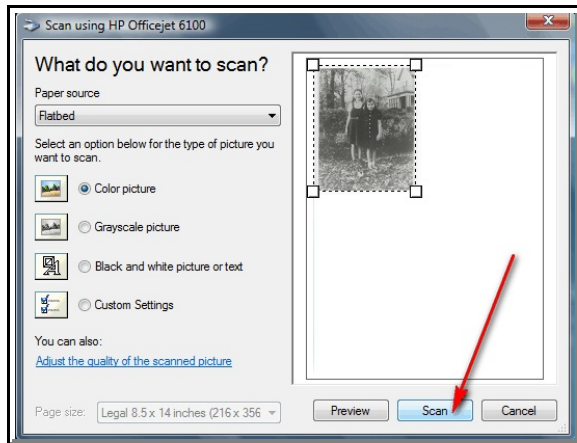


Figure 4

4. Usually your scanner will reduce the scanning size to the right dimensions, but you can move your cursor to any of the boxes on the four corners of the preview scan and by left-clicking, holding, and dragging, you can change the area to scan.

When you're satisfied with the area to scan, Left-click on Scan button (**Figure 4**).

5. In the upper-right of the screen, Left-click on "Quick" button (**Figure 5**).

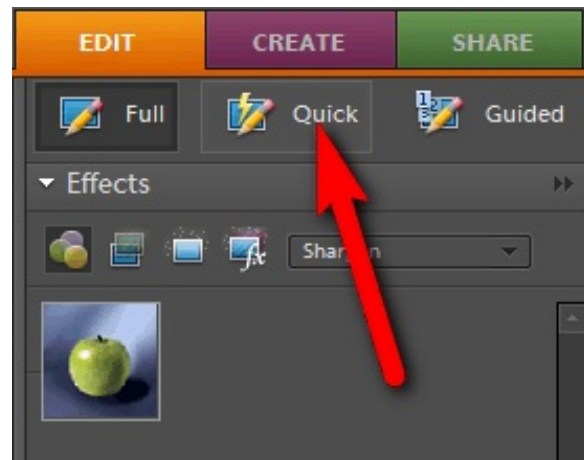


Figure 5

6. Of the “Auto” buttons offered (**Figure 6**), Left-click on:

- Smart Fix.
- Lighting Levels.
- Lighting Contrast.

You can Left-click on and modify the other options as you desire.

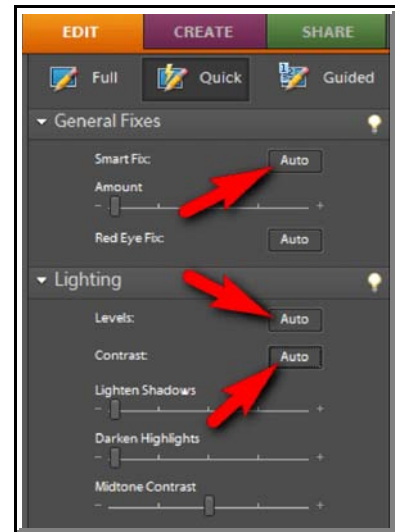


Figure 6

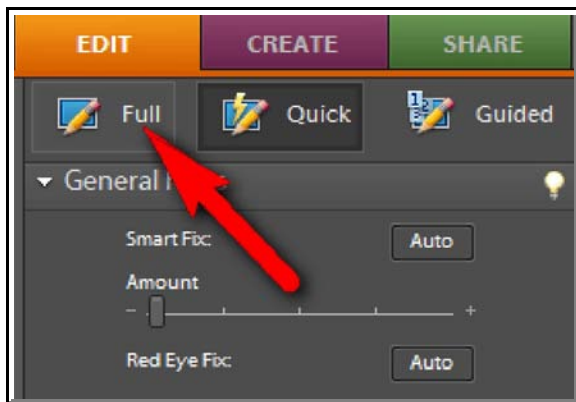


Figure 7

7. In the upper-right of the screen, Left-click on “Full” to accept the changes to the photo (**Figure 7**).

8. Left-click on the Crop tool in the Tools palette on the left-side of the work area (**Figure 8**).



Figure 8

9. Draw the area to be cropped by Left-click, hold in the upper-left corner of the photo, and drag to the lower-right corner (**Figure 9**).

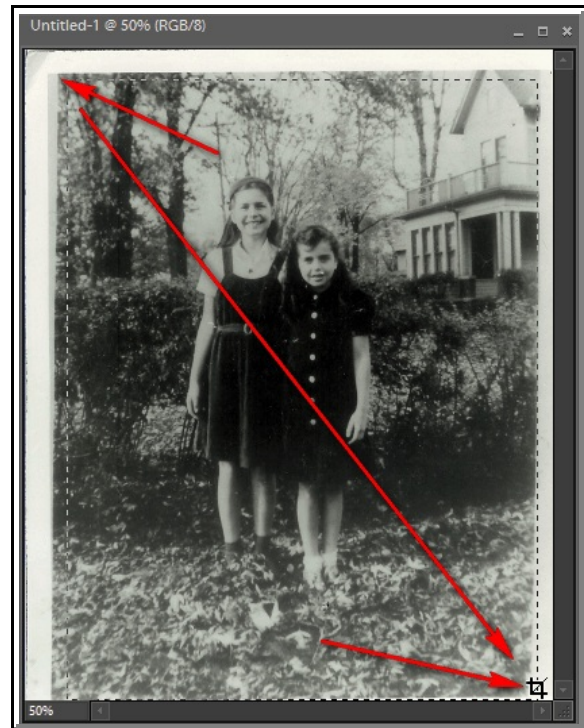


Figure 9



Figure 10

10. Left-click on the ✓ in the lower-right corner of the photo (**Figure 10**).

11. From the MenuBar, select File ► Save (**Figure 11**).

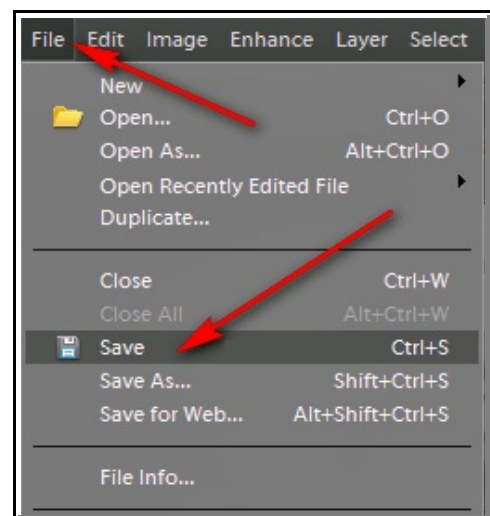


Figure 11

12. Saving the file is a 2-step process (Figure 12):

- 1 Type the name for the file.
 - Always begin the name with the date (year+month+day) if you know all of that data. If you don't, type whatever you do know.
 - The more specific the file name (when, who, what), the better.

- 2 Left-click on "Save" button.

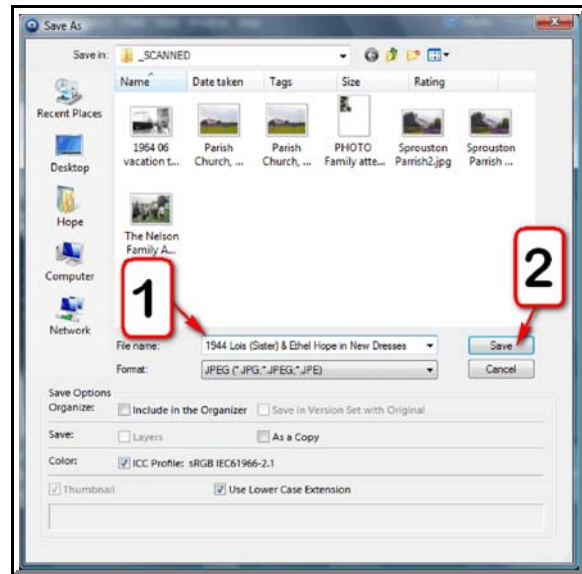


Figure 12

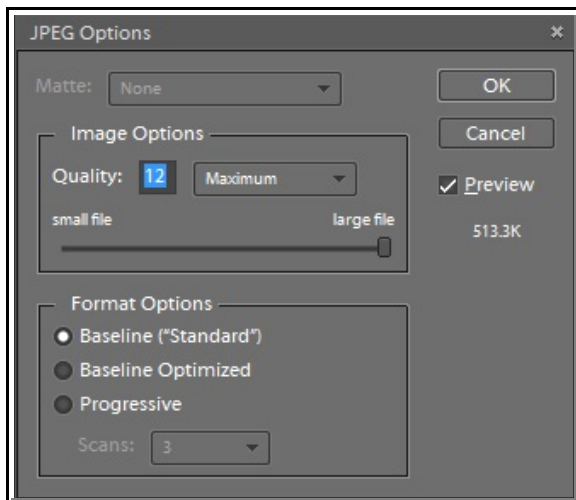


Figure 13

13. Complete the JPEG Options (Figure 13):

- 1 Quality *must* be Maximum if you're going to print it.
- 2 Left-click on "OK" button.