

This Digital Scrapbooks and More lesson, teaches how to use a scanner and Photoshop® Elements 6 to scan photos. Scanned images can be edited in PSE 6 and used in digital scrapbooking pages.

### Step 1: You need a Scanner and PSE 6

To scan photos into Photoshop® Elements 6 - you will need a scanner and PSE 6



### Step 2: Place the photo you want to scan on your scanners scanning glass.

Turn on the scanner, open it, and put a photo facing down on the scanner bed. Close the scanner door

Next, open Photoshop® Elements 6 in the Editor Mode

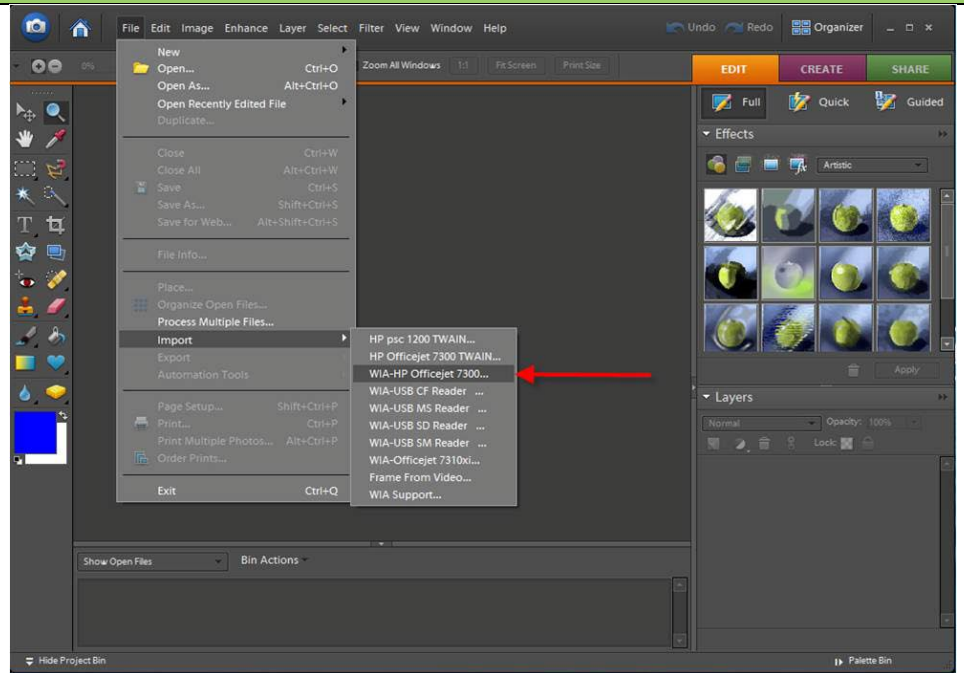


### Step 3: Preparing to scan a Photo or Image in PSE 6

Once you have opened PSE 6 In Editor Mode, you will need to scan the photos or images to your scanner

**Go to FILE > IMPORT > "YOUR PRINTER"**

If you have multiple printers/scanners, you will need to look through the list of printer/scanner options, and **choose the scanner** that you would like use to scan the photo

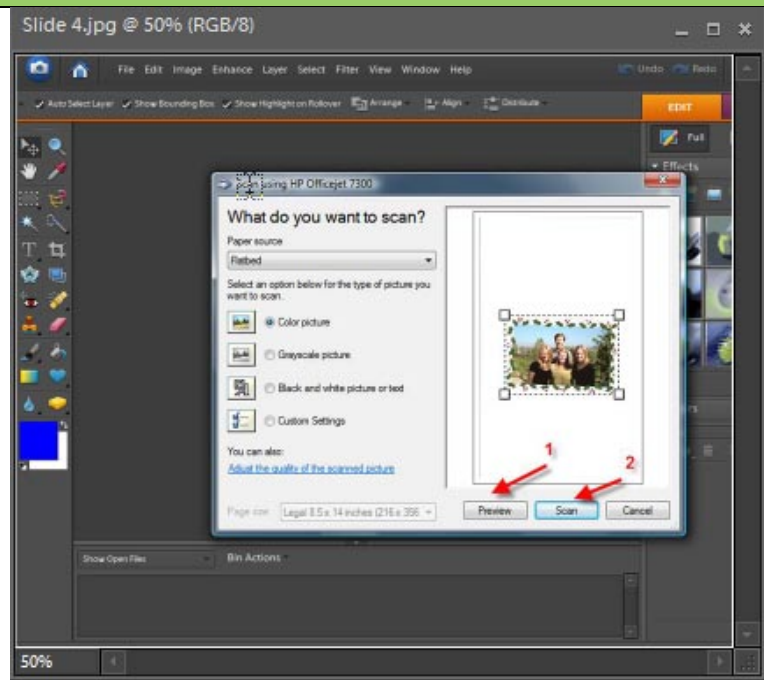


### Step 4: Preview and Scan

Next, A pop-up menu will appear. Select **Preview** (see arrow #1 in red) to view the scanned photo and to make the adjustments

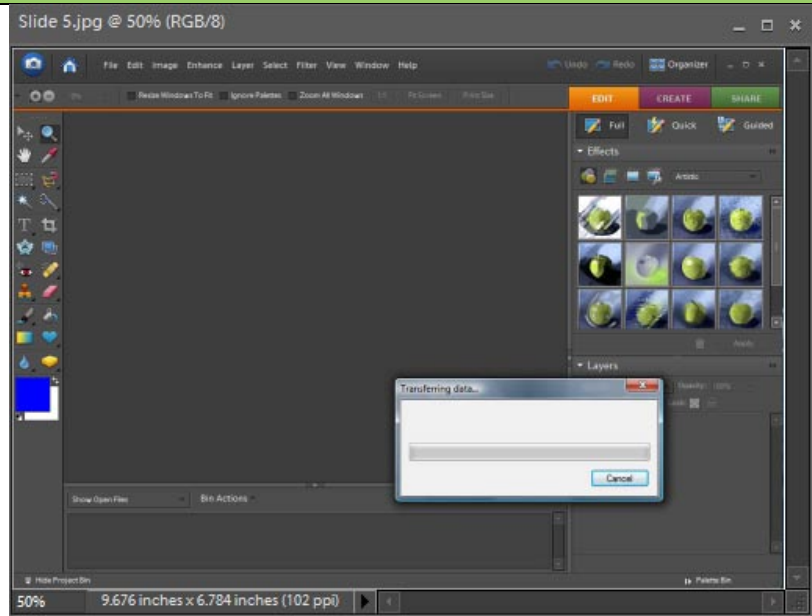
Move the boxes that surround the photo until it fits the way that you would like it around your picture

Then select **Scan** (see arrow #2 in red) to begin scanning



**Step 5: Wait as it Scans**

Be patient as it will take a few minutes for your scanner to scan the image and send it to PSE 6

**Step 6: You have scanned your photo into PSE 6!**

The scanned photo will appear in PSE 6!

It is a good idea to name the scanned photo and save it in a folder that you will remember for later

**Tip:** Save an extra copy of this photo in order to edit or to add to a scrapbook project later. By making an extra copy of a scanned photo, it helps prevent accidentally changing or manipulating your original copy.

Check out our [Helpful Hints](#) tutorial on [“Duplicating a Photo”](#) to learn how to make copies of scanned photos

