Images can be scanned directly into Photoshop for editing using the following basic steps.

Note: The exact procedure and options for scanning may vary slightly depending on the type of scanner that you are using. In many instances you will be prompted through the steps that you need to follow.

Preliminary Steps:

- Make sure that the scanner software is installed on the desktop computer.
- Make sure that the scanner is attached to the computer.
- Make sure that the scanner is powered on.
  (With older scanners you must power on the scanner before starting up the desktop computer in order for the computer to recognize the scanner.)

Scanning an image:

Step 1 - Open the scanner and place an image face-down on the glass lining it up with the scanner’s image layout markings. (The image is normally placed in one corner of the scanner bed.)

Step 2 - Open Photoshop on the desktop computer.

Step 3 - From Photoshop’s Menu Bar select File → Import and choose your scanner from the drop down list.

Step 4 - Software loaded with your scanner will guide you through the scanning process. Follow the instructions on your screen to scan the image properly.

(For many scanners you can select “preview” to perform a quick scan, to make sure the image is lined up correctly, etc. Or you can choose “scan” to do a full image scan.)

Step 5 - After selecting “scan” the image will scan and import to Photoshop. The image is now ready to edit.

For additional assistance
Consult the “Help” menu in Photoshop or your scanner software.