HOW TO:
BASIC SCANNING FROM PHOTOSHOP
MOST FLATBED SCANNERS WORK IN A SIMILAR FASHION.
Blurry picture of my crazy studio.
Blurry picture of scanner.
Picture face-down on scanner platen.
Usually one corner is marked so you know best spot to place the picture.
PS RECOGNIZES MOST SCANNERS, SO YOU CAN SCAN DIRECTLY INTO IT.
From the FILE menu, select IMPORT, then IMAGES FROM DEVICE...
Make sure scanner is ON!
There’s my scanner. It may take a moment to warm up.
First, a preview of what's on the scanner bed.
If a previous image is showing up on the scanner, or you have repositioned the art, click OVERVIEW to generate a fresh preview.
Click-and-drag to select the image (you don’t need to scan the whole platen.)
You can fine-tune the selection by dragging the handles on the corners and sides.
Are you scanning a transparency, a film negative, or a reflective picture (printed photo, drawing, etc)? Select FLATBED for reflective stuff.
Is it color, greyscale (b/w photo with greys), or a text document (black or white only)?
For most purposes:
MILLIONS for color photos
256 for b/w photos (greyscale)
For most purposes 300dpi is fine (good for print output). DPI is ‘dots per inch’ similar to PPI ‘pixels per inch’.
SCAN TO is where the file will be saved. It will open automatically in PS. I usually save to desktop, but immediately after will move to a project folder, and back up to cloud drive.

Don’t leave your file on your desktop in the lab! It will erase on logout!
NAME your scan!
There are a number of formats you can save to, though strangely PSD is not one of them. TIF is my preferred format in this case because it is ‘lossless’—no compression.
NONE, because image correction is what PS is for!
Only for already-printed items: magazines (133 lpi), newspapers (85 lpi) & books (175 lpi). You might need to fiddle a bit to find the best setting for your document.

Why? Moire patterns will show up on screen and in projection if you don’t descreen...
Pull the trigger!
Ready to edit!
And saved on the desktop.

Move it to your project folder on the cloud drive or Workspace.