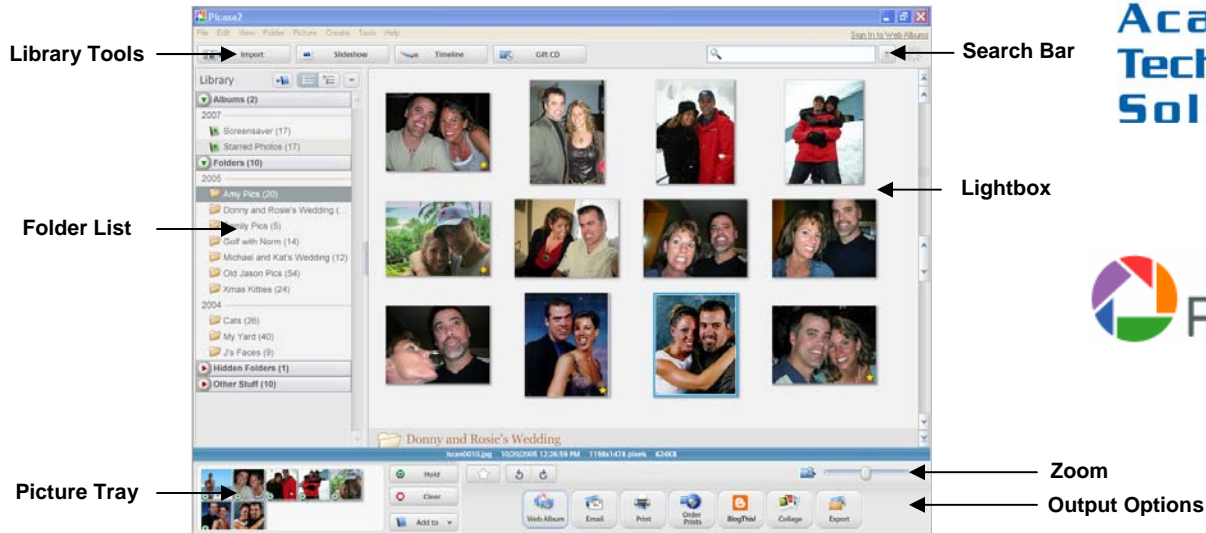


Picasa Class Highlights

What to do with your pictures after you've taken them



Library Tools: Import pictures into Picasa, view and find pictures in additional ways, burn pictures to a CD

Folder List: Shows all folders containing pictures on your computer. Changes made to these folders will also change the items on your hard drive. Renaming a folder in Picasa is the same as renaming it in Windows Explorer. (Albums are an exception.)

Picture Tray: Collect pictures or movies so that you may work with them as a group

Search Bar: Search for images or movies by name, keyword, label, etc.

Lightbox: Displays images and movies from the selected folder in the Folder List

Zoom: Change the size of thumbnails in the Lightbox

Output Options: Upload to the web, print, email, etc. Only effects images in the Picture Tray.

File Types: JPG, GIF, TIF, PSD, BMP, RAW; Movies: MPG, AVI, ASF, WMV, MOV

Download the program

1. Go to www.picasa.com to download and install the program (Windows only)
2. The install process is pretty straightforward. There isn't anything in the process that you need to change or modify.

Library Tools

Import from a digital camera into Picasa

1. Computer on, camera off
2. Open Picasa
3. Plug the camera into your computer (usually via a USB port) or insert your memory card into the proper card reader slot
4. Turn on the camera
 - a. Your pictures should automatically begin to appear in the **Import Tray**
 - b. Any pictures that display with the symbol are duplicates and are already in Picasa
5. Click the **Import All button**
 - a. Fill out the **Finish Import dialog box** to complete the import process

Quick and easy slideshows

1. Select a folder or label and click on the **Slideshow button**
2. While the slideshow is playing move your mouse or press the **Spacebar** on your keyboard to view the **Slideshow Tools** (a toolbar that appears near the bottom of the screen)
 - a. The **Slideshow Tools** allow you to rotate pictures, star favorite pictures, turn caption display on/off, and change the time duration that each slide appears
3. Press the **Escape key** on your keyboard to stop the slideshow

Setting slideshow options



1. **Tools menu | Options**
2. Click the **Slideshow Tab**
3. From here you can **Loop** the slideshow, choose an **MP3 track** to play during your slideshow
 - a. For MP3s you can choose a folder and Picasa will play all of the songs in that folder for as long as your slideshow plays

Timeline

The **Timeline view** allows you to view the pictures in your collection by date. This helps when you can't remember where you stored a photo but you remember approximately when the picture was taken.

Gift CD (can use a blank CD or DVD)

1. Insert a blank CD/DVD into your computer
2. Select pictures or an album in the **Folder List** and click on the **Gift CD button**
3. On the "**Create a Gift CD**" screen photos with a checkmark will be included
 - a. Click on the **Add More button** if you'd like to add more pictures to your CD
4. Choose your preferred **Picture Size**
5. **Name** the CD
6. Click on the **Burn Disk button** when you are finished

Organizing your images

Move pictures between folders

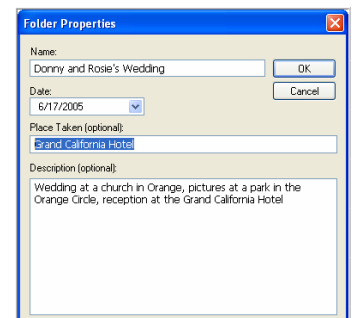
1. Select the images you would like to move and drag the images to another folder in the **Folder List**
 - a. Select multiple images by holding the **Shift key** (selects all images between your two click points) or by holding the **Control key** (selects only the images that you click on)
 - b. Remember – moving pictures in Picasa in your **Folder List** will also move those images on your hard drive
 - c. **Note!** You can also click and drag a picture within a folder to rearrange the order of your pictures

Move pictures from your Lightbox into a new folder

1. Select the desired pictures in your **Lightbox** (use the **Shift** or **Control key** to select multiple images)
2. Right-click on any of the selected images and choose **Move to New Folder**
 - a. You can also click on the **Split Folder Here command**
3. **Name** the folder and fill out any other fields that you feel necessary
4. Click **OK** when done

Edit folder properties

1. Double-click on the title of any folder to open the **Folder Properties box**
2. Enter a new **Name, Date, Place Taken, or Description**
 - a. All of these items can be searched for using the **Search Bar**
3. Click the **OK button**



Edit Folder Properties

Adding pictures to an Album

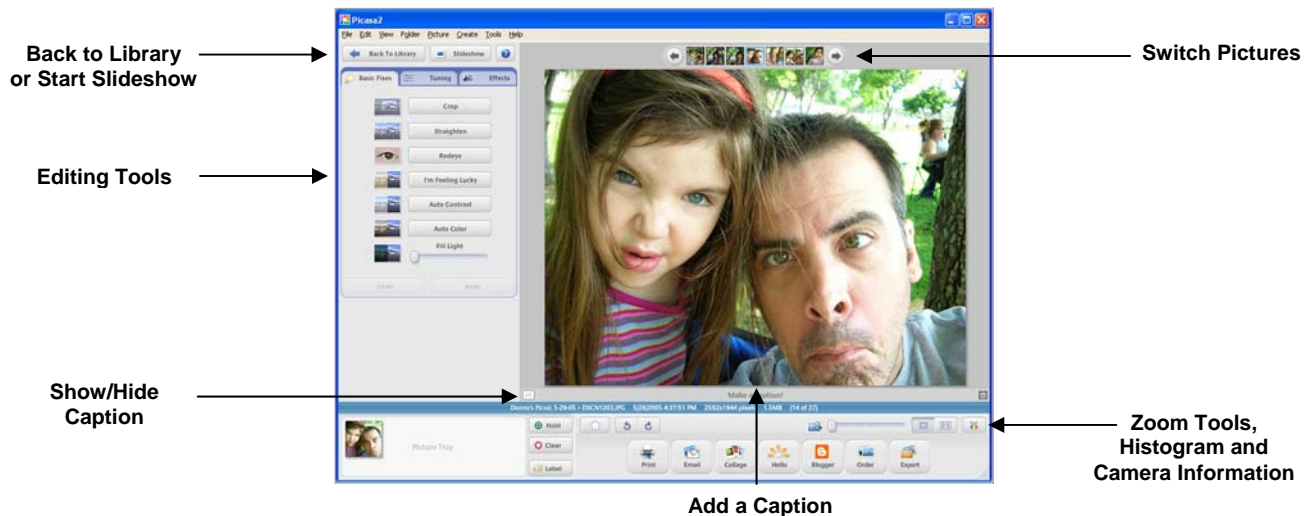
Albums are used to group and organize pictures into “virtual” folders that only exist in Picasa. Unlike folders, albums do not correspond to folders on your hard drive. Deleting pictures from within albums or deleting the albums themselves will not delete the pictures from your hard drive.

1. Select the desired pictures in your **Lightbox** (use the **Shift** or **Control** key to select multiple images)
2. **Right-click** on one of your selected images and choose **Add to Album**
 - a. At this point you can create a new album or choose to add your selected pictures to a previously created album

Locating and deleting pictures from your hard drive

1. If you are unsure where a picture resides on your hard drive you can **right-click** on the picture and choose **Locate on Disk**
2. To delete a picture simply click on that picture (or select multiple pictures) from within the **Lightbox** and press **Delete** on your keyboard

Editing your pictures



Rotating images

1. From the **Lightbox** select your picture or pictures
2. Click on the **Rotate Counter-Clockwise** or **Rotate Clockwise** button
 - a. All pictures that were selected will rotate in that direction
 - b. Video can not be rotated

Basic edits

1. Double-click on an image to switch to **Edit mode**
2. Switch between pictures at the top of the screen
3. Zoom in on your picture using the **Zoom tools** at the lower right corner of your picture
4. Rotate your picture using the **Rotate buttons** just below your picture
5. Click on the **Make a Caption text** to add a **Caption** to your picture
 - a. These captions can be viewed during a slideshow or online when you add the picture to a web album

Crop your picture

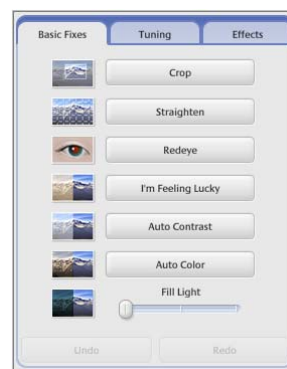
1. Click on the **Crop tool**
2. Click and drag a rectangle around the area you want to crop
3. Click **Apply** to commit your crop, or **Reset** to discard it and start over

Fixing Redeye

1. Use the **Zoom slider** to zoom in far enough so you can comfortably draw a rectangle around each eye
2. Click the **Redeye tool**
3. Click-and-drag a rectangle around the entire eyeball
4. Repeat as needed for other red eyes
5. When you are finished, click **Apply**

Fill Light

The **Fill Light slider** brightens a backlit or dark photo while preserving the details in lighter areas of the picture.



IMPORTANT NOTE ABOUT EDITING YOUR IMAGES!!!

Picasa never saves over your original files, so you'll never ruin or damage a picture by editing it. Picasa preserves your original photo as a digital negative, so every edit you make is fully un-doable. Edits made to pictures only exist in Picasa until you intentionally save the changes (**File menu | Save**). Even then Picasa keeps a copy of your original so you can undo the changes you have made at any time in the future.

Output options

Before using the Output options in Picasa you should select all of the pictures that you wish to "output". The **Shift** and **Control** keys should help you select your pictures. Notice how all selected pictures appear in the **Picture Tray** in lower left of the Picasa window.

Upload pictures to a Web Album

1. Select the pictures you want to upload
2. Click on the **Web Album button**
3. The first time you do this you may need to set up a Google account
 - a. After setting up your account the web address to view your pictures will be something like www.picasaweb.google.com/mrsjonesclass
- Notes: You get 250 MB of storage for free; you can upload videos as well as pictures; if you upload pictures as *unlisted* they will only be available to you and won't display in your "public folder" – you will have to know the specific web address if you want to pass it around to others

Printing your pictures

1. Select the pictures you want to print from the **Lightbox**
2. Click on the **Print button**
3. Choose a **Print Layout**
4. Choose **Shrink to Fit** or **Crop to Fit** if your pictures are larger than the selected print size
5. Unless you have a VERY high quality printer you don't need to set your **Printer Setup** to anything more than **300 dpi** and you can probably get by with even less
6. Choose how many **Copies per Picture** you want to print
7. Click the **Print button** when finished setting your options

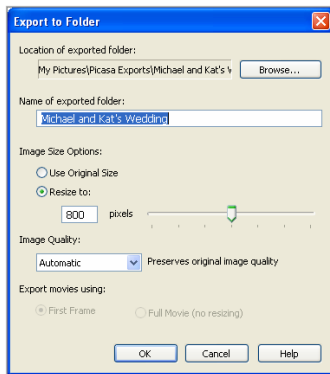
Emailing your pictures

1. Select the pictures from the **Lightbox** you want to email
2. Click on the **Email button**
3. Choose which email program you want to email your pictures from
 - a. If you plan on using the same program every time you email place a checkmark in the **"Remember this setting; don't display this dialog box again"** field
4. Picasa will size your pictures and attach them to a new email
 - a. To set what size the pictures will be resized to from Picasa go to **Tools menu | Options | Email tab** | and then set the **Output Options**
 - b. Send large image sizes if your recipients will be printing your pictures

- c. **1024 x 768** is a good size for most people to use as a **Desktop image** or **Screen Saver**
- d. **640 x 480** is a good size for people just to view your images (no printing, no setting them as a screen saver)

Order prints online

1. Select the pictures you want to order from the **Lightbox**
2. Click on the **Order button**
3. Select a print provider by clicking the **Choose button**
4. Enter your account information for the chosen print provider, or create an account
5. Picasa will upload your photos to the print provider of your choice



To Export Pictures

1. Select one or more pictures and click the **Export button**
2. Use the **Browse button** to choose a **Location** for the exported folder
3. **Name** your folder
4. Select **Image Size** and **Image Quality** options
 - a. **Image size:** Export the original size, use the slider to determine size, or type a custom pixel size
 - b. **Image Quality:** Select the JPEG Quality you want. For highest quality, use 85% or higher.
5. If you are exporting a movie file, choose between exporting the first frame only, or the entire movie
6. Click **OK** to finish your export

Create cool stuff using Picasa

Make a movie

Picasa has a movie tool that allows you to select a group of pictures and turn them into a movie that you can email or post online.

1. Select the pictures you want in the movie and choose **Create menu | Movie**
2. Choose the size of and duration of each slide and click **OK**
3. Pick a codec from the **Video Compression dialog box**
4. If desired, adjust codec quality settings, and click **OK** to render the movie
5. When the movie is finished, Picasa will open its folder in Windows
6. Watch your movie using Picasa or any media player

Set pictures to be used in your Screen Saver

1. Select the pictures you want in your screen saver from the **Lightbox**
2. Drag the selected images to the **Screensaver Album** in the **Folder List**
3. Screensaver options can be set from the **Tools menu | Configure Screensaver**