

# Managing Digital Photos with Picasa2

**From the Camera to the Web - Picasa handles it all. It's *\*fast\**, it's *\*easy\**, and it's *\*free\** from Google.**

Picasa can: transfer photos from camera, delete and organize photos, rename and tag, browse/view all photos on your computer, crop and enhance photo quality without touching your original, print, email, and post to web, create slideshows on CD, and backup.

Find more information on [www.computersavvycampers.com](http://www.computersavvycampers.com), including video tutorials which cover much of what is in this seminar.

## What is Picasa?

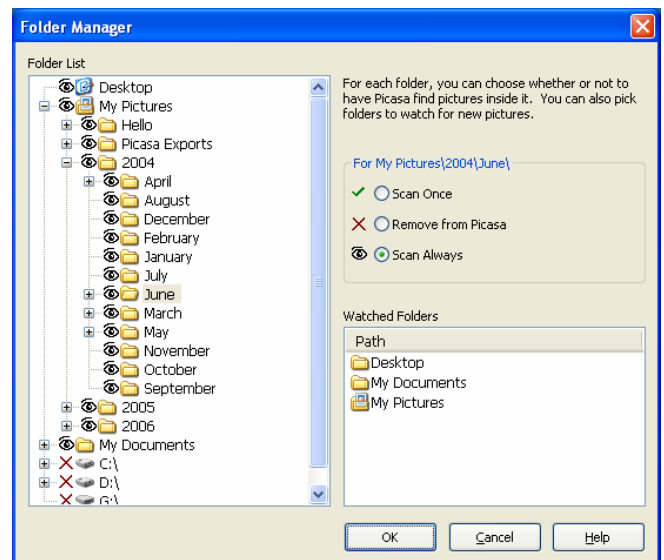
A digital image management program provided free by Google. In this seminar (August, 2006) we are using the beta version with "Picasa Web Albums". You can download it from [www.picasa.google.com](http://www.picasa.google.com). Click on the link for 'Sign up to try Picasa Web Albums'. You will also need to sign up for a Google email account (gmail), but that's free too.

## Viewing all photos on your computer

### ***Finding photos you forgot you had.***

The first time you open Picasa it will scan your computer and find all the photos. You can choose for it to scan your entire computer, or just the My Documents. My Documents is usually sufficient.

From then on, it will look in the folders specified in Tools | Folder manager.



## Navigating

### ***The Library***

At first you'll be looking at the library. Click on a folder in the left column, and you'll see all the photos in that folder on the right. Or just scroll thru all the photos with the scroll bar on the right.

You can make the thumbnails smaller or larger with the slider in the lower right.

### ***Individual Photo View***

To see one photo taking up the whole right side, simply double-click on it. You will notice the left side changes from a list of folders to the editing options available for that photo.

To move to the next or previous photo, click on the arrows at the top of the photo.

### ***Slide Shows***

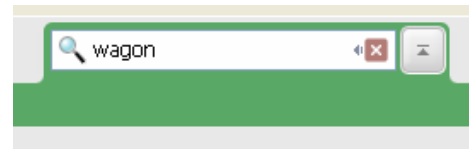
Picasa can instantly display a slide show of any folder. Simply click on that folder and click the slide show button on the top.

Your photos will be displayed full screen and you have the option to Play the show, or manually click to move from slide to slide.

To display a slide show of photos that are not in one folder or one month, you need to create an 'Album' – kind of a 'virtual folder'.

## Searching

Type what you want to search for next to the magnifying glass in the upper right corner. Picasa will instantly match whatever you type by looking at folder names and descriptions, file names, keywords, albums, and captions. You can even search by properties like what camera took the picture, or whether the flash was used.



### ***Favorites***

You can mark your favorite photos by clicking on the star. They automatically become a separate 'album' called 'Starred Photos' (version 2.5 only).

### ***Finding the photo's location on your computer***

Right click the photo and select "Locate on Disk". This will open Windows Explorer to the folder where the photo is located.

## Selecting multiple photos

### ***Ctrl-Click***

Just like all windows programs, you can select multiple objects by holding down the Ctrl key as you click on subsequent photos. Watch the Photo Tray in the lower left corner. Whatever is selected is shown there.

### ***Crossing Folder boundaries***

When you want to select photos in multiple folders, you need to click the 'Hold' button to the right of the photo tray.

## Importing Photos

### ***From camera to computer***

- Connect your camera to the computer by whatever method is provided with your camera – usually a USB cable, maybe a card reader.
- Click on **Import** and select your camera. It will gather all the possible photos in the Import Tray. I recommend you Import All. You can delete the bad ones later.
- Click finish – Picasa will prompt you for a new folder name and description – remember that anything you type here will become searchable. If you don't want to create a new folder for these photos, you can browse for an existing folder. You should select the option to delete all photos from the camera card.

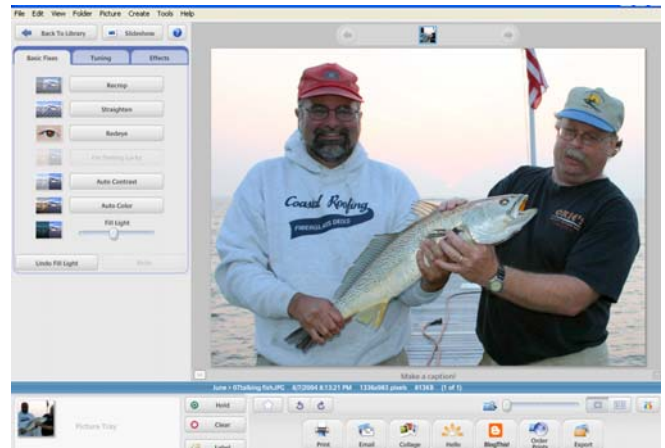
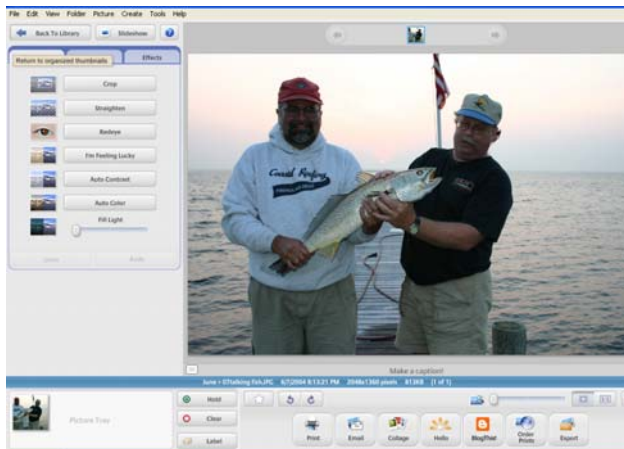
## Renaming, moving and deleting photos

- To rename a photo, select it and click File | Rename, or F2 (hint: avoid spaces in filenames if you intend to use them on the web. Use dashes instead e.g. jim-fishing.jpg)
- To move a photo to a different folder, select it, drag to the folder in the folder list and drop it. Or, if you want to move it to a folder that doesn't exist – right click on the photo and choose 'Move to New Folder'.
- To delete a photo, select it and press the delete key on your keyboard.

## Editing Photos

### **Quick and easy editing, tuning and effects**

Double click on a photo to bring up the editing options.



- One click on “I’m feeling lucky” will show you color and contrast correction.
- Almost every photo can benefit from being cropped. Click on the crop button, the click and drag a square to represent the part of the photo you want to keep. When you’ve selected the cropped area, press Enter, or click Apply.
- Fill Light can eliminate the shadows – allowing you to see the people’s faces, for example.
- All the editing features in Picasa are SO easy – you can just explore them and click and try them. Every option you click on can be undone.

### **Your original is safe**

- Picasa stores all your editing in a separate configuration file (picasa.ini). Your original is not touched. If you look at your original on disk, you will see that it is not cropped or color corrected. But when you look at it in Picasa you are seeing it thru Picasa’s ‘eyes’.
- If you want to create a new original with all the editing changes saved in the photo – use the Export command. When you print, email, export, post to web, or create Gift CD, your edits are applied.

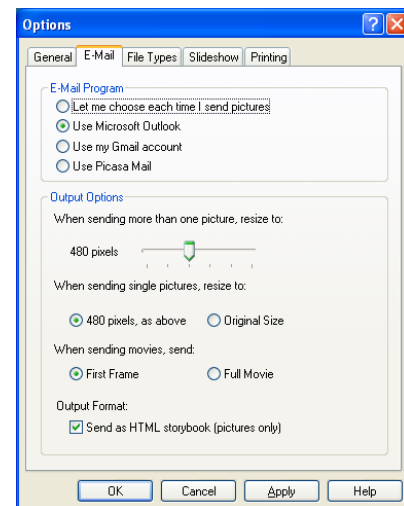
## Emailing Photos

### **Picasa takes care of everything!**

Just select the photos you want to send, and click Email. Picasa leaves your original alone, but it emails the edited, resized version. It does this without making an extra copy of the photo on your computer.

You can choose the size and whether they are sent as an attachment or ‘embedded’ in the HTML email message by using:

Tools | Options | Email: Send as HTML is only available if you are using Outlook.



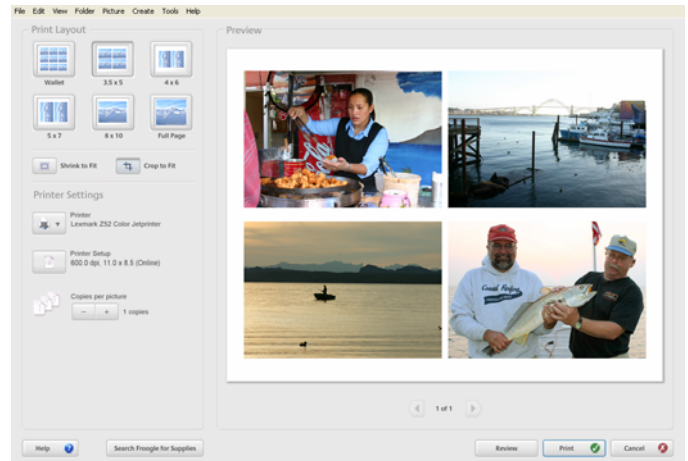
## Printing Photos

### **Print**

Select all the photos you want to print. Picasa has preset options for 3X5, 5X7 etc. to print on your printer. It will either crop your photos or shrink them to make them fit the specified size print. Picasa prints the edited version of your photo while continuing to leave the original untouched.

### **Order Prints**

Quickly order from an online service. Prints, coffee mugs, mouse pads, calendars, you name it.



## Web Albums

- Select the photos you want to post to the web
- Click Web Album
- Give the album a name, select a size (I choose the smallest)
- View the album online, Share the album by entering email addresses. Google will send the web address to the people you specify, along with your message.

## Making CDs

### **Backups**

Tools | Backup pictures.

Picasa makes it so easy to backup your photos. Simply click on the checkbox beside all the folders you want to backup and then click 'Burn'.

If you have used the editing features of Picasa, it is important to do your backups using Picasa because it knows how to keep the editing 'filters' with your pictures.

### **Gift CDs**

Select a folder or a label that you want to include on a CD, then click the Gift CD button. It will copy all your photos to the CD (incorporating any edits) and make it so that, when you use that CD, it will automatically run a slide show of all those photos.

## Where to learn more

[www.picasa.com](http://www.picasa.com) support, user forums

[www.computersavvycampers.com](http://www.computersavvycampers.com) Short Video Tutorials

[www.lynda.com](http://www.lynda.com) extensive online training movies, Google / Picasa