



# Picasa and Picasa Web Albums

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## What is Picasa?

- A digital image management program provided free by Google. You can download it from [www.picasa.google.com](http://www.picasa.google.com). We teach on the Windows platform, Picasa is also available for the Macintosh and is mostly the same.
- Once you download and install Picasa, it resides on your computer to manage the photos on your computer – no Internet necessary.

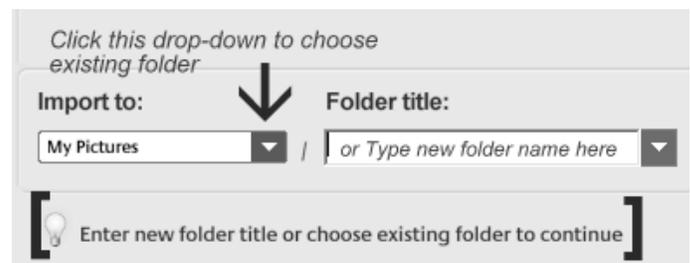
## What is Picasa Web Albums / Google Plus Photos? (See Video: Share with Google Plus)

- Picasa Web Albums ([www.picasaweb.google.com](http://www.picasaweb.google.com)) is a photo-sharing Website owned by Google where you get 1GB of free storage space with your Google Account
- Google+ Photos is a newer interface to your pictures stored online with your Google Account. If you have joined Google+ you will be directed here rather than Picasa Web Albums. All new Google Accounts are automatically joined to Google+.

## Importing Photos

*From camera to computer (see video, 'Import from Camera')*

- Connect your camera to the computer by whatever method is provided with your camera – usually a USB cable, maybe a card reader. You should see auto-start options. – select 'Copy pictures and view them using Picasa3' or click the Import button in Picasa.
- It will gather all the possible photos in the Import Tray. I recommend you Import All. You can delete the bad ones later. Make sure **Exclude Duplicates** is checked.
- Picasa does NOT store your pictures. Fill in a new folder name. and Picasa will create a new folder or you can browse for an existing folder. You should select the option to delete all copied photos from the camera card.



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Picasa<sup>3</sup>

## Adding Captions (Video: Captions on Photos)

- Captions are different from filenames. Just click where it says 'type a caption' and type.
- Captions are the easiest way to add some identification to a photo. Anything you type here will be searchable. It will also be viewable in slideshows, or when printing or uploading.
- To view captions in Library view: View | Thumbnail caption | Caption

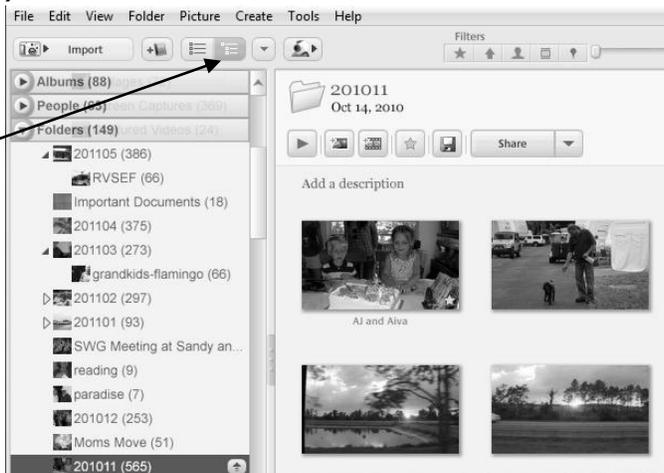
## Viewing all photos on your computer

### Your photos in your folders. Tools Folder Manager (Video: Folder Manager)

- Picasa sees the photos in the folders that you specify - usually within the My Pictures area on your computer. In Tools / Folder Manager you can remove folders from Picasa's view, or add them. Picasa is just your tool for working with the pictures on your computer. Your pictures are NOT stored in Picasa.

### The Library (Video: orientation to the Library)

- You can scroll thru all your photos in the Library view.
- Click on a folder in the left column, and you'll see all the photos in that folder on the right.
- Click 'Tree View' to see nested folders (Video: Tree Folder View)
- You can make the thumbnails smaller or larger with the slider the lower right.



### Individual Photo View (Video: Single Picture 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.
- You can return to the Library by closing the individual photo, or clicking on 'Return to Library' in upper left.

## Searching (see video, 'Basic Search')

- 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 it flashed.





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## Picasa Tip of the Week

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## Editing Photos (see video, 'Basic Edits')

### Quick and easy editing, tuning and effects

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



- Just 3 clicks – Crop, Straighten, I'm Feeling Lucky – Left=Before, Right=After



- **Crop:** Click on the crop button, then click and drag a rectangle to represent the part of the photo you want to keep. Press Enter, or click Apply when what you want is highlighted..
- **Straighten:** Very useful for crooked horizons. Click once, then drag the slider left or right, you'll see the horizon line up with the grid.
- **Red-eye:** Most redehyes will be found and fixed automatically. Just click on Redeye and then OK. If not, you might need to drag across the eyes first.
- One click on "I'm feeling lucky" will show you color and contrast correction.
- **Fill Light** can eliminate the shadows – allowing you to see the people's faces, for example.
- **Retouch** – for those unwanted spots. Click on retouch, adjust the size of the retouch tool, click on the spot to be removed, click again to complete.
- **Text** – Click text, type whatever you want, drag it to wherever you want on the photo, resize, change colors, click Apply.
- **UNDO:** Every option can be undone. Watch the online video (www.geekson tour.tv on 'Improving Photos.' Explore more options on the additional tabs of editing features



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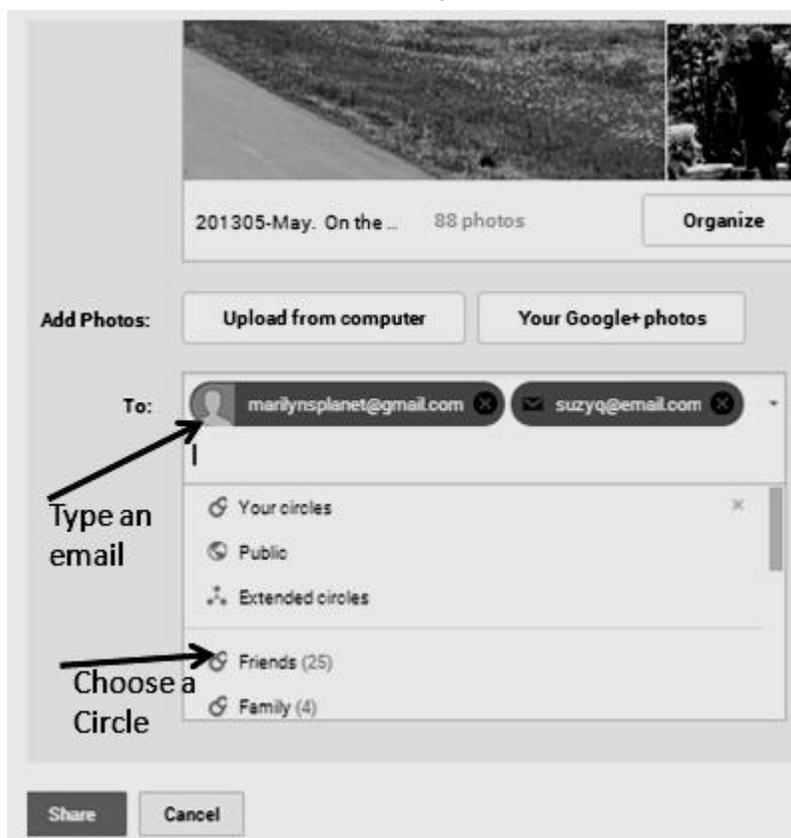
## Collage (See video Short-Course: Picasa Collages)

### *Picasa can combine photos into one!*

- Just select the photos you want on one page and choose Create Picture Collage.
- You have several types to choose from, Mosaic is simplest. Then play with grid spacing and colors.
- When you like it click 'Create Collage.' This is now a new picture, you can add text, add a frame, whatever you like.

## Share to your Web Albums or Google Plus Photos (separate seminar: Photo Sharing Online)

- Select the photos you want to post to the web, Click Share (if this is the first time you've done this, you may need to log in to your google account – after that, it will remember and log you in automatically)
- If you have a Google Plus profile, these pictures show as an album in Google Plus Photos. These are the same albums as in Picasa Web Albums. One set of pictures, two interfaces.
- View the album online, **Share** the album by clicking on the Share link above the album. If your'e using Google+ you can click on a Circle of people that you've defined in Google+ and it will be shared as a post on your Google+ profile. Or you can simply type email addresses.
- Click the Share button at the bottom and Google will send a link to the album web address to the people you specify, along with your message and thumbnails of the pictures.
- Once your friend receives the email, they can click on the album, then click on one picture to see it large, then they will see arrow to view the next picture.



## Learn More

- This seminar briefly covers about 10 lessons. We have recorded tutorial videos on over 90 lessons total. Each lesson is a 4-7 minute video. You can buy the videos on our 'Show-Me-How' DVD, or they are also online as part of a Geeks on Tour membership. – GeeksOnTour.TV| Learning Library| Picasa