

# Getting Started with Picasa

To download Picasa go to: <http://picasa.google.com>

## What is Picasa Software?

Picasa software is a free photo editing software that provides a simple way to view, edit, and organize the photos on your computer. As you get started, there are two things you should always remember:

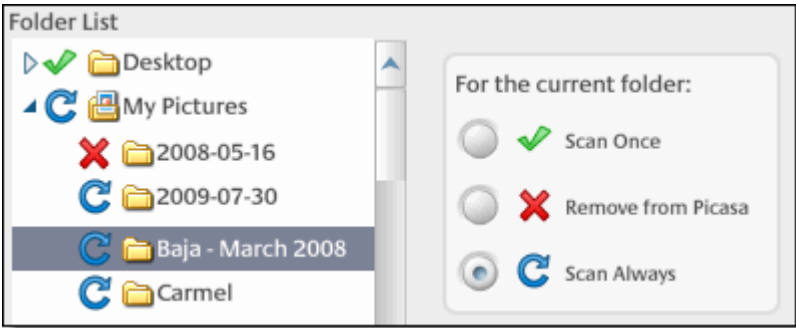
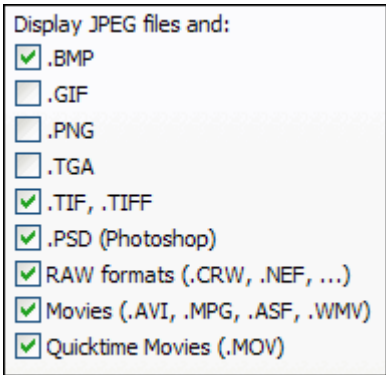
- **Picasa does not store the photos on your computer.**  
When you open Picasa, it simply looks at the folders on your computer and displays the photos it finds. It displays the file types that you tell it to find, in the folders that you tell it to search.
- **Your original photos are always preserved.**  
When using editing tools in Picasa, your original files are never touched. The photo edits you make are only viewable in Picasa until you decide to save your changes. Even then, Picasa creates a new version of the photo with your edits applied, leaving the original file totally preserved.

### 1. How to add photos to Picasa

You can use Picasa to view photos already on your computer, or to import photos from your camera.

#### A. How to add photos already on your computer

Once you've downloaded and installed Picasa, you have total control over the photos that Picasa displays. Picasa shows you the photo and video file types that you tell it to find, in the folders that you tell it to search.

Control the folders that display	Control the file types that display
<p>Click <b>Tools &gt; Folder Manager</b> to control which folders are displayed:</p> 	<p>Click <b>Tools &gt; Options</b> (PC) or <b>Picasa &gt; Preferences</b> (Mac) to control which file types are displayed</p> 

## B. How to import photos

Of course, not all your photos reside on your computer. You can import photos into Picasa from many sources, including cameras, CDs, memory cards, scanners, webcams, and more. Photos you import are saved on your computer and displayed automatically in Picasa.

1. In Picasa, click **Import**.
2. Select the source of your new photos (e.g. your camera) from the 'Import photos from' drop-down menu at the top.
3. Select the destination folder on your computer for your new photos, from the 'Import to' drop-down menu at the bottom.
4. If you'd like to upload the photos you're importing to Picasa Web Albums at the same time, select the 'Upload' checkbox.
5. Select the specific photos you'd like to import and click **Import Selected**, or click **Import All** to import all the photos displayed.

## 2. How to organize your photos

The folder list on the left is the hub for Picasa organization. By scrolling through this list, you can access all photos displayed by Picasa. To understand Picasa organization, you need to understand the following three collections:

### A. Albums

Unlike folders, albums exist only in Picasa. Albums allow you to create virtual groups of photos taken from multiple folders on your computer. Albums display those photos without actually moving the photo -- it's like a playlist for photos. When you delete or move photos from an album, the original files remain in their original folders on your computer.

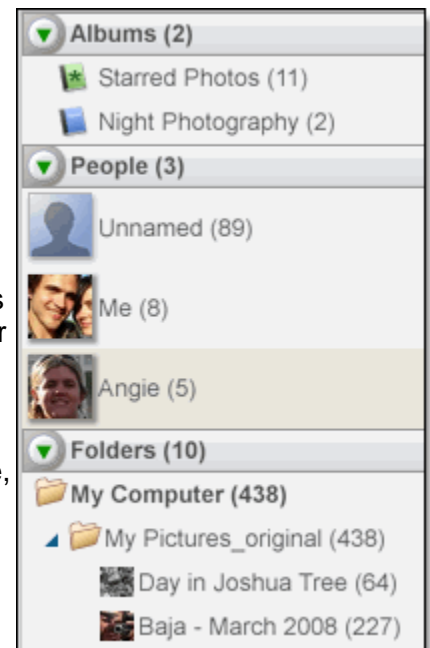
1. To create a folder, click on the blue book with a plus sign.
2. An album properties window will appear. You will then name, date, and write in any additional notes.

### B. People

In this collection, you can organize your photos by what frequently matters most -- the people in them. Picasa uses facial recognition technology to find and group similar faces together across your entire collection of photos. By adding name tags to these groups of faces, new people albums are created. These people albums are just like the albums above: when you move or delete faces, the original files stay put.

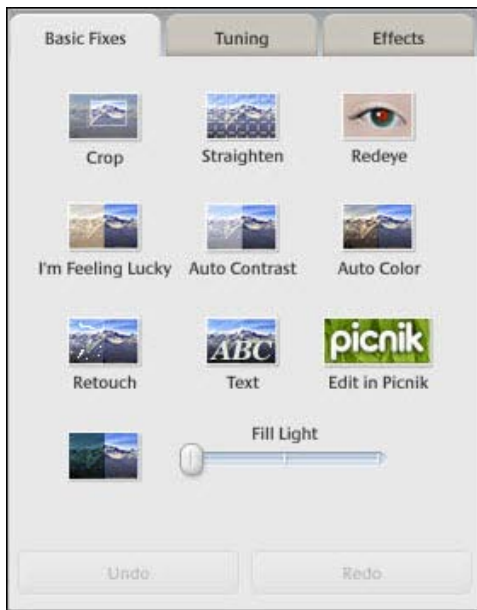
### C. Folders

Folders in Picasa represent the folders on your computer. You control the folders that are scanned and displayed by Picasa. Changes you make to folders in Picasa affect the corresponding folders on your computer's hard drive. For example, if you delete a photo in a Picasa folder, that photo is also deleted from the computer.



## How to edit your photos

Picasa provides a range of one-click fixes to help you improve almost any photo, adjust its color and lighting, and add effects like black and white or sepia toning. Double-click a photo and use the three editing tabs.



**I'm feeling lucky** - This is the one-click fix. Picasa adjusts your photo's color and contrast to produce the ideal photo. You'll see a change only if your photo isn't already color balanced.

**Auto Contrast** - Automatically set the brightness and contrast to optimal levels, while preserving a photo's color values. A great way to fix a flat photo.

**Auto Color** - Automatically removes color cast and restore the color balance, while preserving contrast and brightness values.

**Retouch** - Use the Retouch tool to remove unsightly blemishes and improve photo quality. It can also help you to restore old photos with marks, water stains, and scratches to excellent condition.

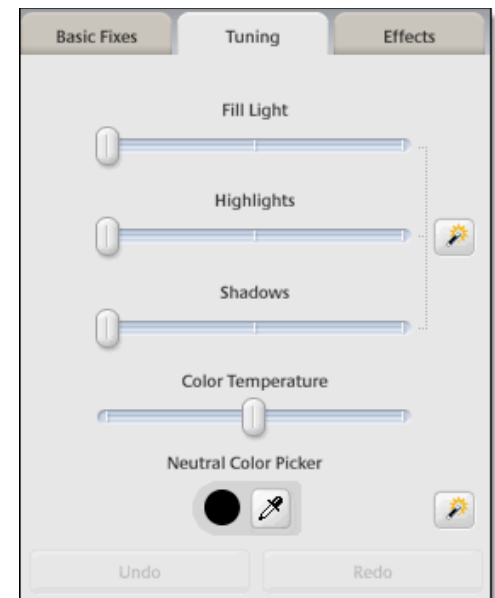
**Picnik** - is an easy and powerful photo-editor that allows you to edit photos easily, like teeth whitening and wrinkle removing (some features you have to pay for)

**Fill Light** - At times, photos with bright backgrounds can darken or compromise important details in the photo. Add fill light to the foreground of photos, making them more balanced.

**Highlights** - Increase the highlights to amplify the bright spots of your photograph. It can help make the whites in your composition more vibrant.

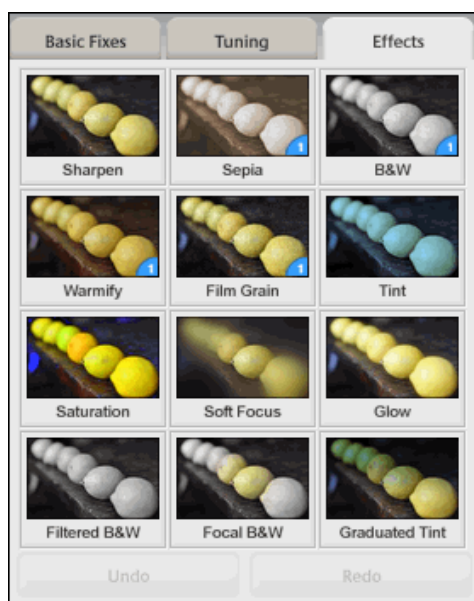
**Shadows** - Darken the shadows in your photo to provide additional depth or contrast. Use this in conjunction with the **Highlights** slider to add contrast to a flat-looking photo.

**Color Temperature** - Make your photos warmer by sliding the ticker to the right. This can make your colors more vivid and help bring to life the composition of your photograph.



**Effects Tab** - Choose from 12 effects with the potential to dramatically alter your photos. The effects range from simple filters such as black and white coloring and sharpening to more advanced photographic filters. More than one effect may be used at the same time.

**Don't worry** -- Picasa always preserves your original photo. The photo edits you make are only viewable in Picasa until you decide to save your changes. Even then, Picasa creates a new version of the photo with your edits applied, leaving the original totally preserved.

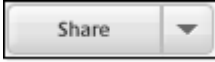


## 6. Share your photos

Your photos take on more meaning when you share them with friends and family. Here are two ways to quick share your photos:



### Upload photos to the web

Use the Upload button in Picasa to upload all selected photos to Picasa Web Albums. Don't feel like picking through your photos? The Share button  uploads an entire folder or album, and sends email invitations to your friends and family.



### Email photos

Click the Email button in Picasa to quickly send all selected photos to friends and family, using the email provider of your choice. Keep in mind that email doesn't accommodate a large number of photos, so if you want to share a lot of photos, consider uploading them to Picasa Web Albums, where you can take advantage of the free one GB of storage that's available.


## 7. Features

**Starred-**By clicking once on the star, it allows that photo to be in the *Starred Photos* album in the library

**Left & Right Arrows-**Allows you to rotate the selected picture clockwise or counter-clockwise

**Shop-** Buy prints and products from your favorite online provider

**Geo-Tag-** Place pictures on the Google Earth Globe

**Properties panel** -- Picasa now supports XMP along with EXIF data. Image data  is now available in the Properties panel along with places and tags. Use the information to see exactly which camera settings you used when you took the photo.



**Print photos:** Use the **Shop** button to order prints from our online print partners or use the **Print** button to print your photos at home.



**Resize photos:** One of the most popular -- and most hidden -- features of Picasa is the ability to resize photos. Use the **Export** button to quickly resize your photos.



**Upload to Blogger:** Use the BlogThis! button to post photos directly from Picasa to Blogger.



**Make a collage:** Make a collage and share it with your friends and family. Experiment with six different types of collage, and maintain total control over your collage content and layout.



**Add captions:** Adding captions can help tell the rest of the story. While editing a photo, click the text below that says 'Make a caption!' Captions are displayed in Picasa, Picasa Web Albums, and other IPTC compatible programs.



**Use Movie Maker:** Combine your photos, videos, and music into a movie and upload it directly to YouTube. You can also trim existing video files.



**Map photos:** Use the **Maps** tab in Picasa to embed latitude and longitude information into the EXIF data of your photo file. This geographic data accompanies your photo when you upload it to Picasa Web Albums.



**Add tags:** Tags are like keywords. By applying single or multiple-word tags in Picasa, you can quickly search and locate photos. The Tags tab offers quick tags, tag counts and the ability to manage your tags.



**Sync to Web:** When you enable Sync to Web in Picasa for a folder or album, edits made to your photos in Picasa are reflected immediately in the corresponding album in Picasa Web Albums.

## Additional Resources

**775 GIL - Digital photography for the older and wiser: get up and running with your digital camera**

**775 BUS - Digital SLR cameras & photography for dummies**

**775 KEL - The digital photography book: the step-by-step secrets for how to make your photos look like the pros!**

**775 WES - 500 digital SLR hints, tips, and techniques: the easy, all-in-one guide to getting the best out of your digital SLR**

**006.7 HUI - Photos, video and music with Windows Vista for seniors. Learn how to use the Windows Vista tools for digital photos, home videos, music and entertainment**