



Managing Digital Photos with Picasa2



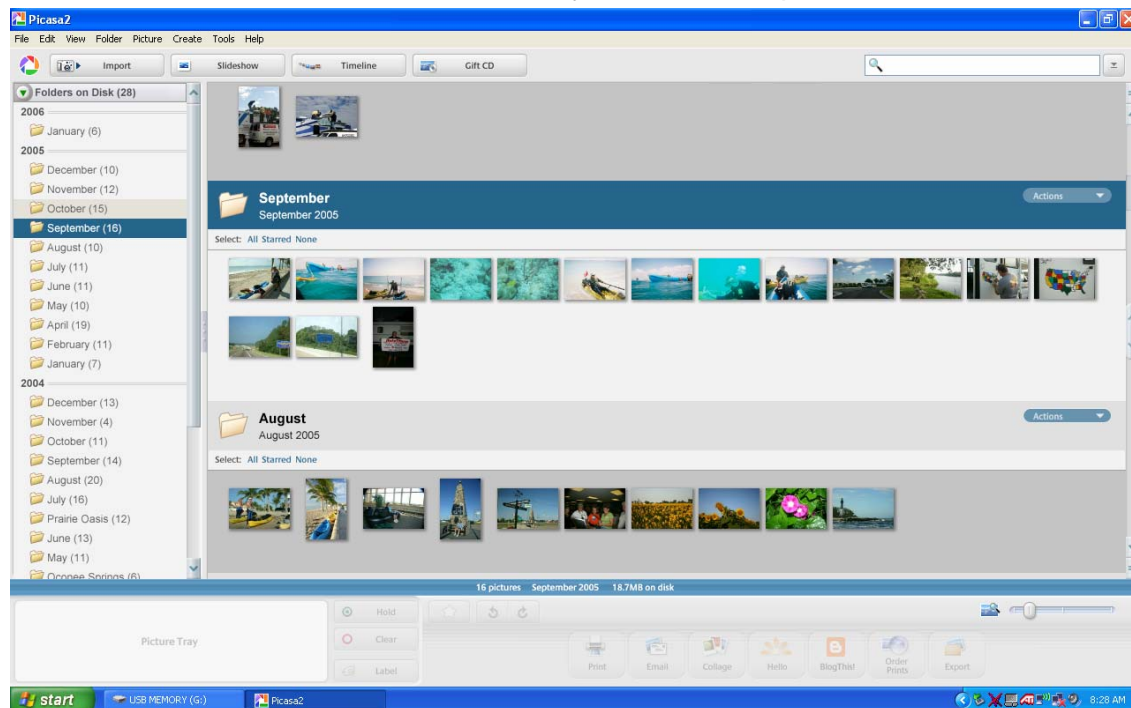
What is Picasa?

A digital image management program provided free by Google. You can download it from www.picasa.com.

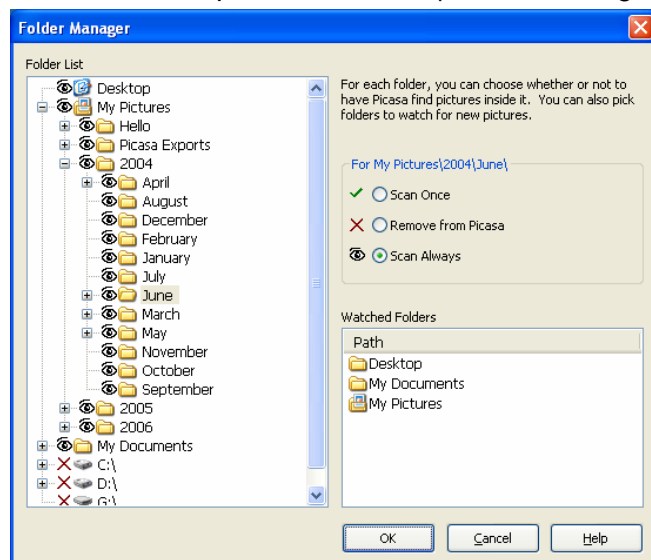
Indexing all photos on your computer

Finding photos you forgot you had.

Picasa finds all the photos on your computer and displays them for you in a 'light table' format. The folder list at the left is a 'flattened' (no tree structure) view of your actual folders on your hard drive. Click on a folder in the list of 'Folders on Disk' and you will see the photos in that folder.



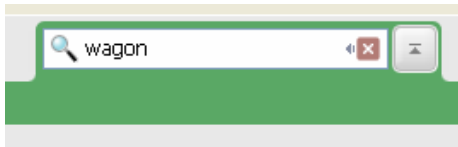
The first time you open Picasa it will scan your computer and find all the photos. From then on, it will look in the folders specified in Tools | Folder manager. Click Help for more. Help is on the web.



Categorizing and Searching

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, labels and captions. You can even search by properties like what camera took the picture, or whether the flash was used.



Keywords

Every photo can have multiple keywords attached to it. Click on the photo, click View | Keywords and type whatever you want.

Selecting multiple photos

You can put the same keywords on multiple photos by selecting them with click and ctrl-click. Notice that selected photos show up in the 'Picture Tray'. If you select from another folder, you need to put a 'hold' on the photos in the tray.

Favorites

You can mark your favorite photos by clicking on the star.

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.

Labels

A label is a special type of categorizing. Adding a label to a photo creates a kind of virtual folder. It will show up in the folder list and you can use it like a folder. One photo can be in multiple labels, but it will always remain in only one physical folder on your hard drive. To add a label – right click on a photo and choose Add Label. You can either put the photo into an existing label, or you can create a new one.

Slide Shows

Folders or Timeline or Labels

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.



If your photos have captions, you have the option to display them or not. The 'star' means 'only display my favorite photos'.

Timeline is a special feature that will display a slide show of all photos taken in any given month, regardless of it's folder.

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

Importing Photos

From camera to computer

Connect your camera to the computer by whatever method is provided with your camera – usually a USB cable.

Click on Import and select your camera. It will gather all the possible photos in the Import Tray. You can mark photos that you want to exclude.

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 then select the folder you want before starting the import process – when you're ready to click Finish, hold down the shift key as you click Finish and the photos will be imported into the currently selected folder.

Renaming, moving and deleting photos

To rename a photo, select it and click File | Rename

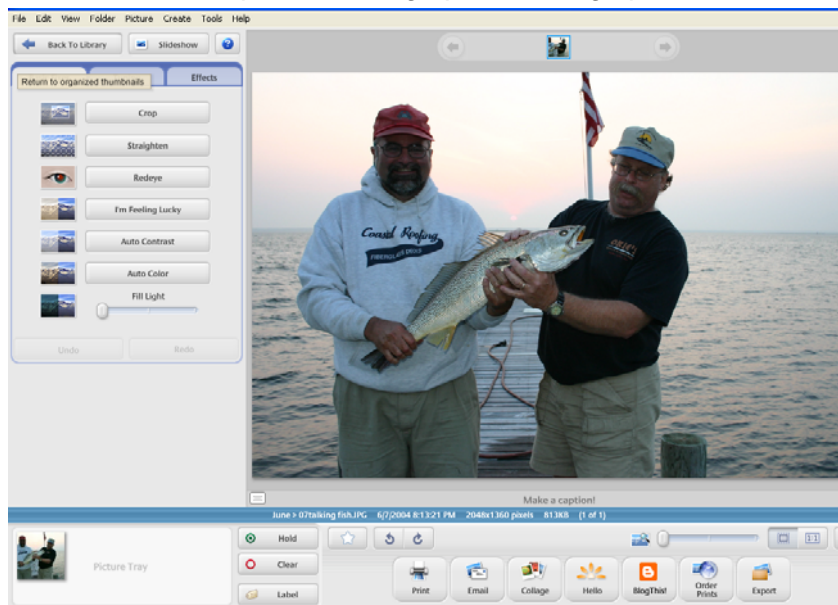
To move a photo to a different folder, select it, drag to the folder in the folder list and drop it.

To delete a photo, select it and press the delete key on your keyboard.

Editing Photos

Quick and easy editing, tuning and effects

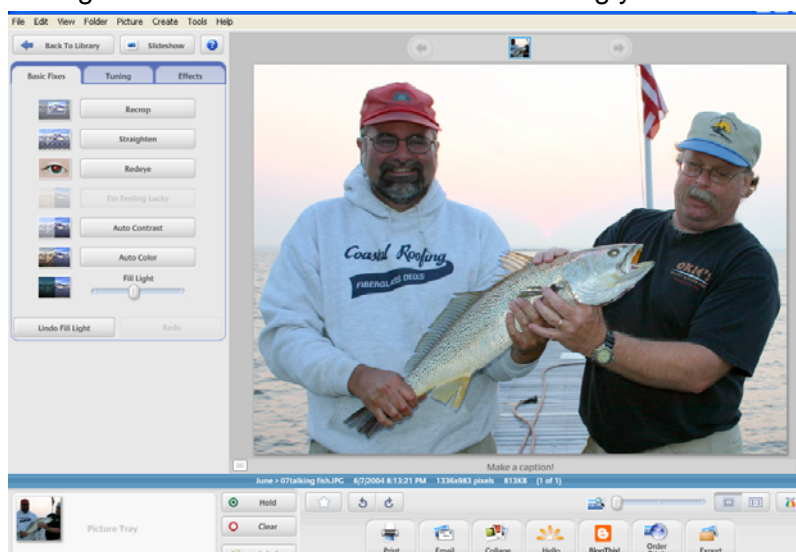
Double click on a photo to bring up the editing options.



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, then 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. 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'.

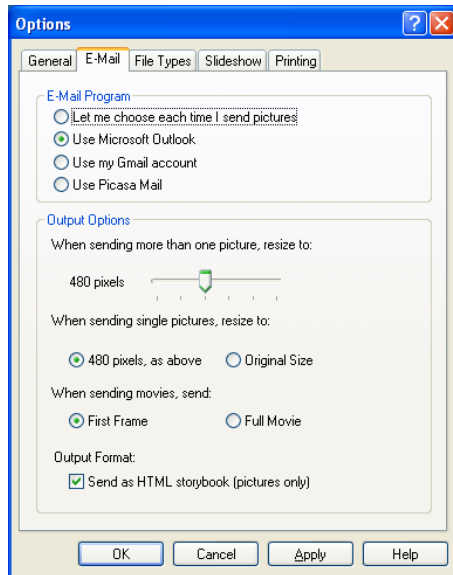
If you want to create a new original with all the editing changes saved in the photo – use the Export command.

Emailing Photos

Picasa takes care of everything!

Just select the photos you want to send, and click Email.

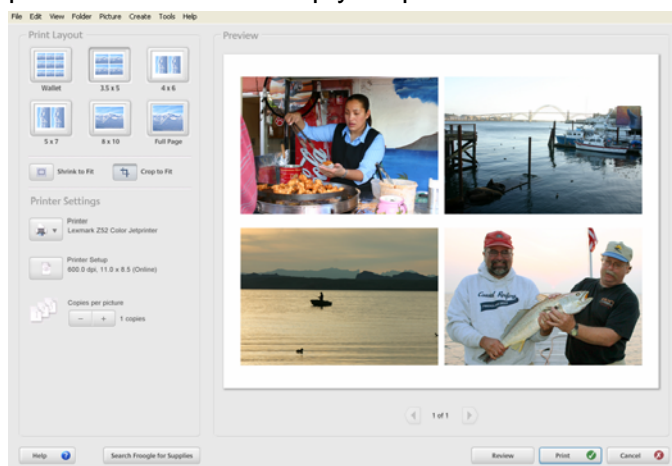
Tools | Options | Email: Send as HTML is only available if you are using Outlook.



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.



Order Prints

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

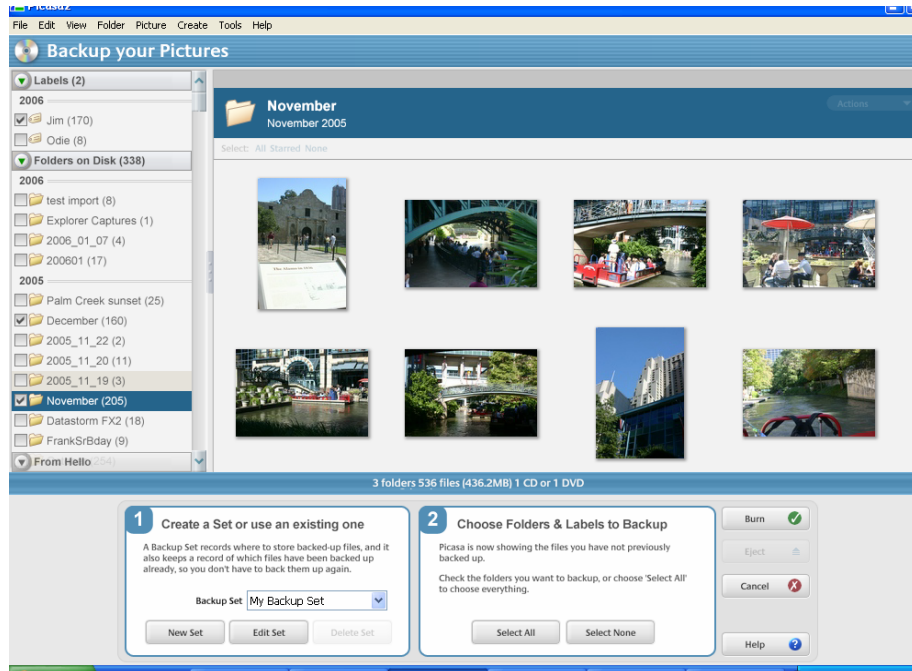
Making CDs

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 that is the only way 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 and make it so that, when you use that CD, it will automatically run a slide show of all those photos.

Instant sharing with “Hello”

Instant messaging on steroids!

“Hello” is another free download from Google. It offers instant messenger type of service PLUS photo sharing.

One-click Blogging

Instant website with photos

“Blogger” is another free program from Google for instant publishing of your photos and text to a website. See www.blogger.com

Where to learn more

www.picasa.com support

www.lynda.com online training movies, Google / Picasa