

# Google Picasa

Simple Sharing & Photo Editing





...and go to [Picasa Web Albums](#) to share and explore photos.



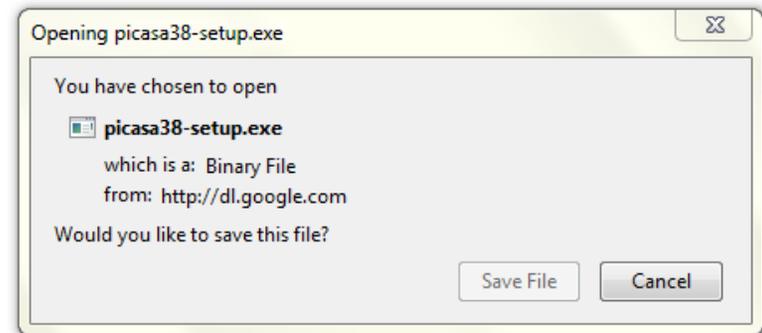
**Click to download and save the set-up file.**

Picasa is free photo editing software from Google that makes your pictures look great. Sharing your best photos with friends and family is as easy as pressing a button!

[Learn about Name tags in Picasa](#)

 [Learn more about Picasa and Picasa Web Albums](#)

 [Watch a video introduction](#)



# Download

Visit [picasa.google.com](http://picasa.google.com) to download the latest version

# You May Need This Screen

To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...



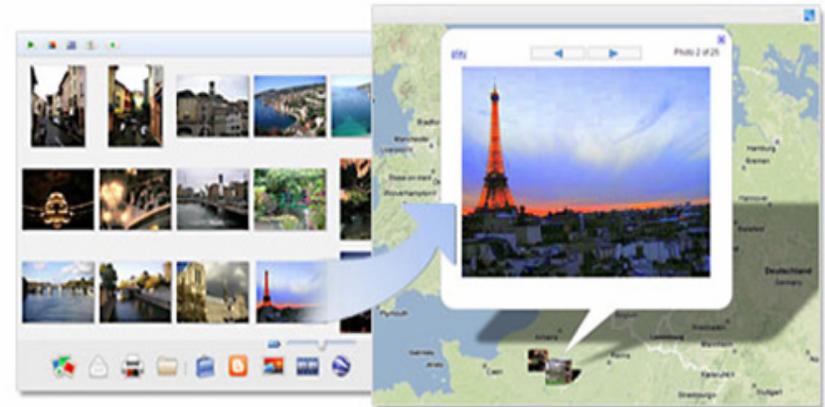
**Thank you for downloading Picasa 3.8**

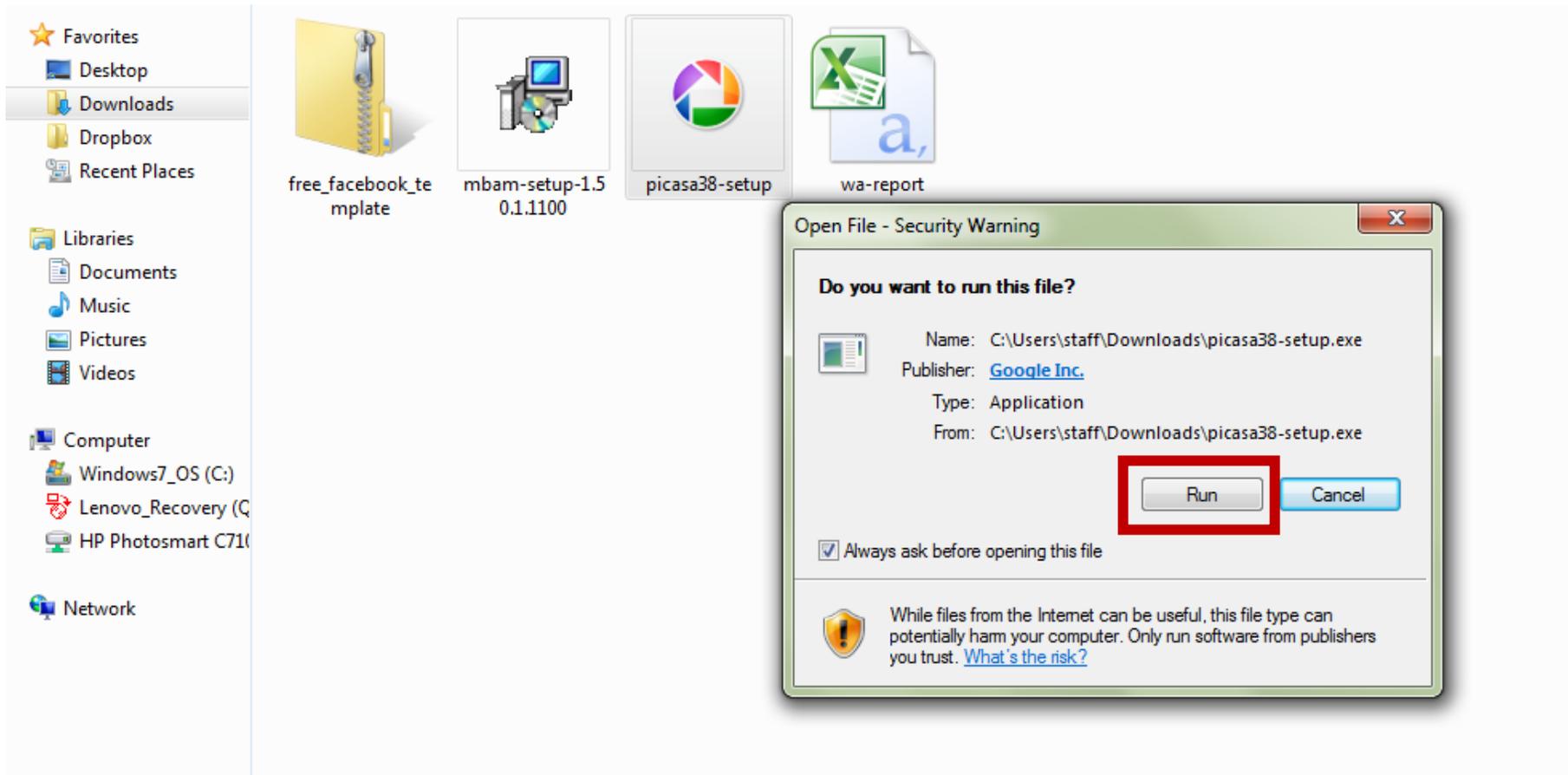
(Your download should start automatically. If it doesn't, [click here.](#))

**Together, Picasa & Picasa Web Albums make it easy to organize, edit and share your photos.**

- 1 When you launch Picasa, you can immediately organize and edit the photos on your hard drive. Picasa can also help import pictures from your camera.
- 2 Try sharing pictures online with Picasa Web Albums. To get started, simply select photos that you'd like to share, and press the 'Upload' button.
- 3 Try adding name tags to your photos on Picasa or Picasa Web Albums. Click "Unnamed People" in Picasa to get started.

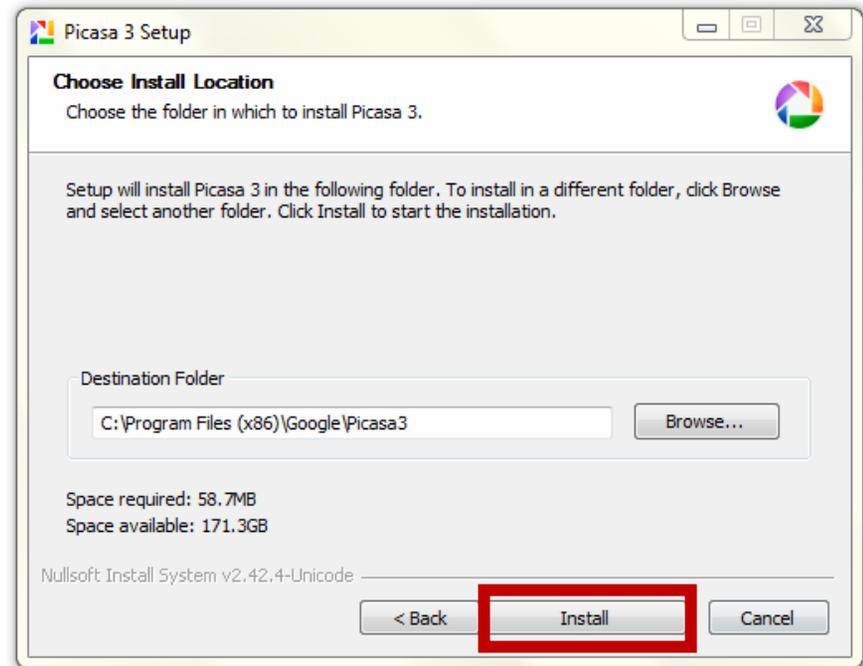
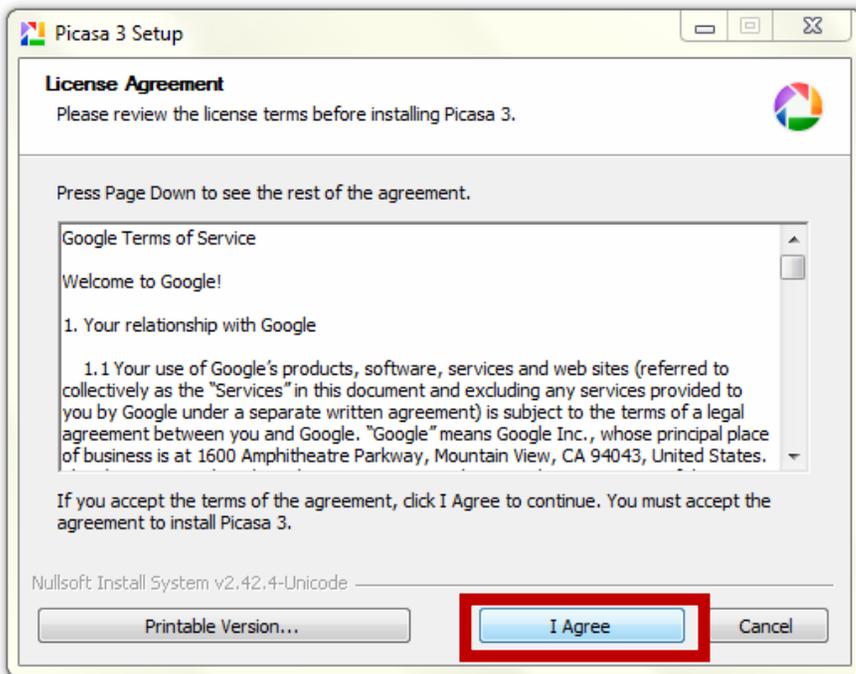
**Get Started with Picasa Web Albums »**





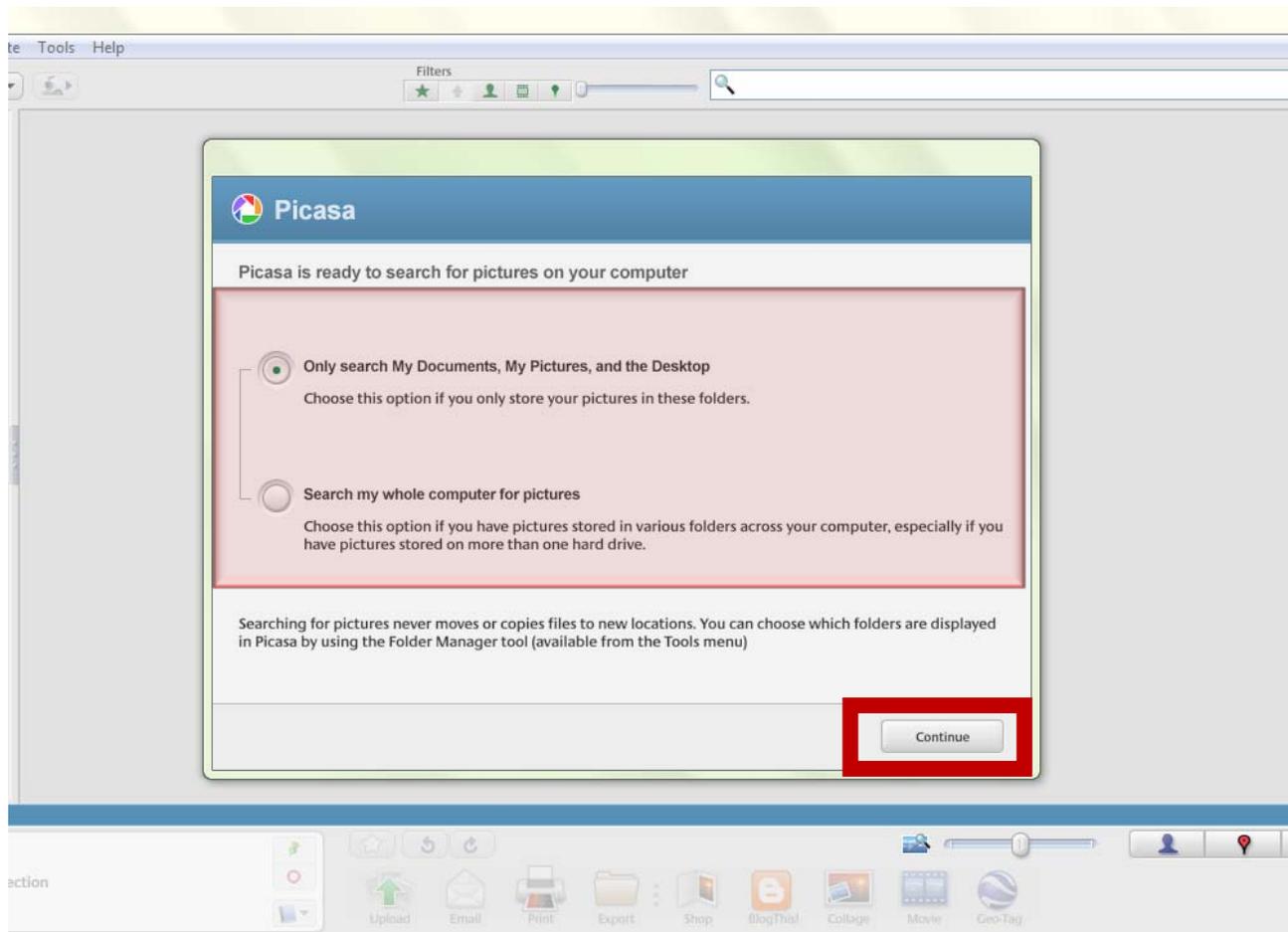
## Set-up

Find your downloads & double-click the Picasa file to run the set-up process.



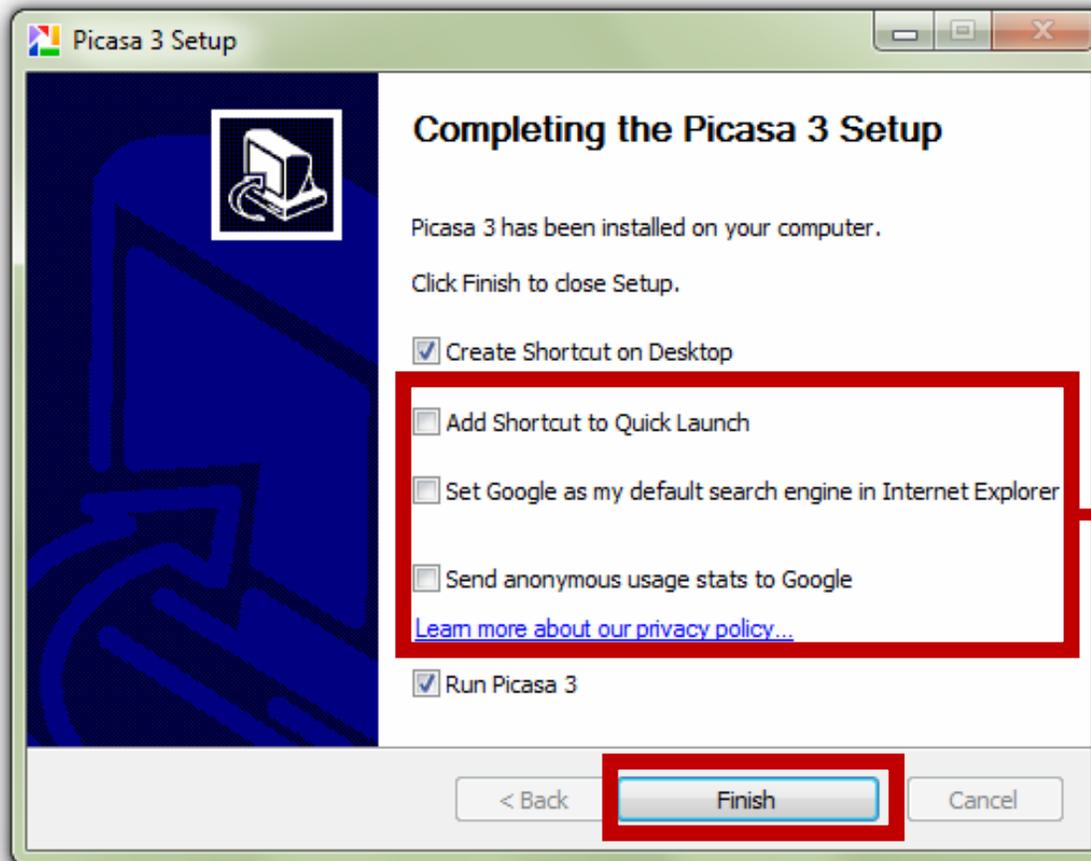
## Set-up (Cont.)

Agree to the terms of service and click Install.



## Your Photos

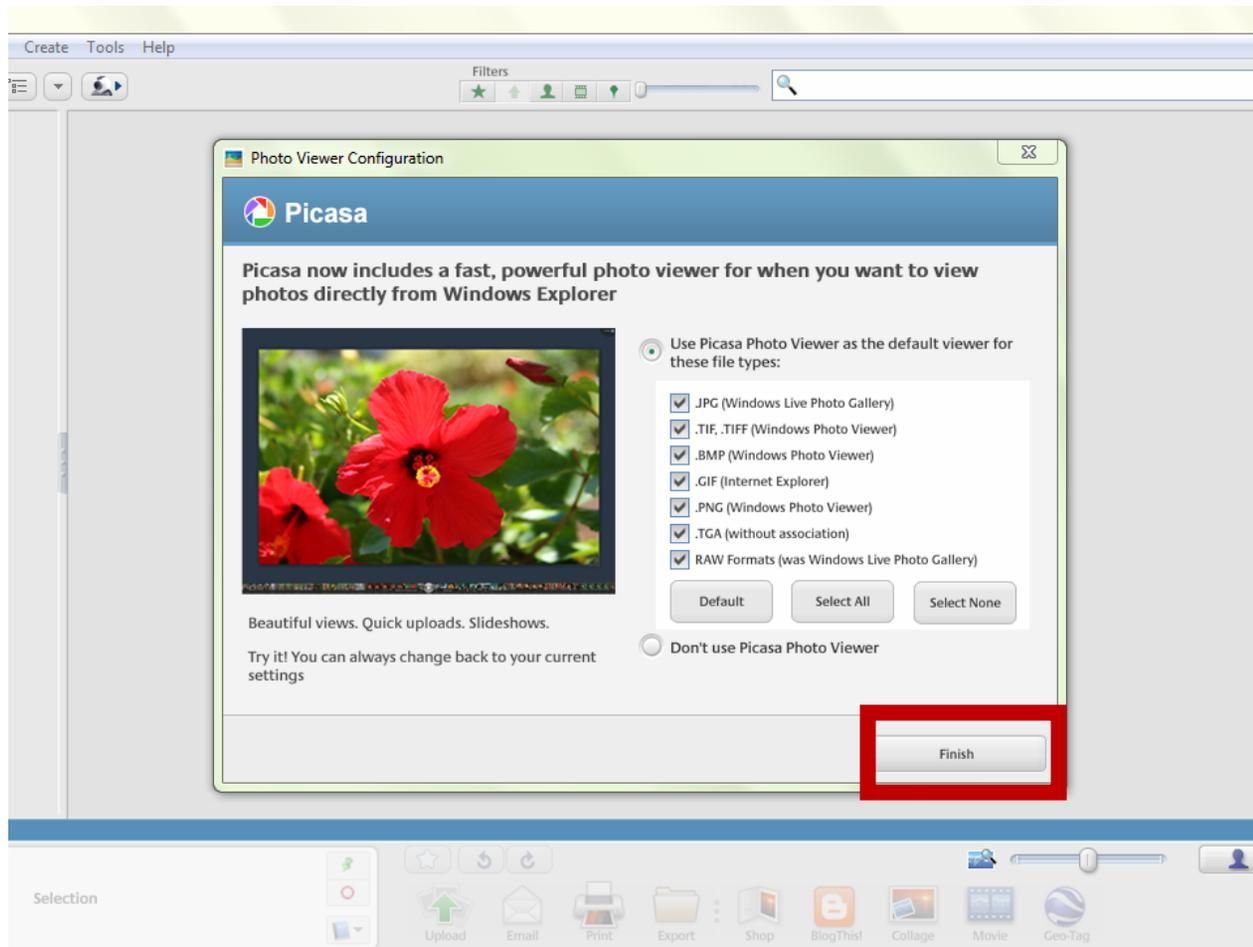
Running Picasa for the first time will mean checking your computer for pictures you already have. Click to only search 'My Documents, My Pictures & the Desktop' or search the whole computer. Click 'Continue' to add your photos.



**Un-check these as they are unnecessary options.**

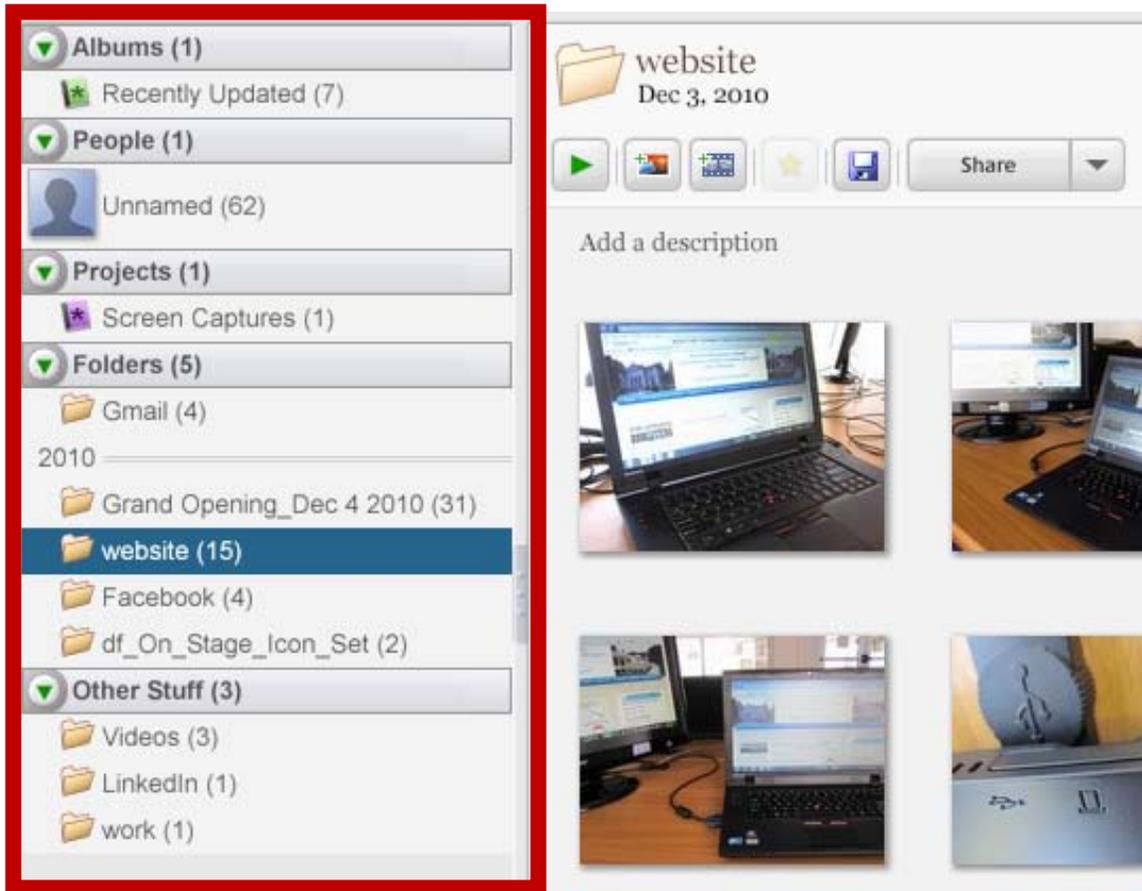
## To Finish...

Allow Picasa to create a shortcut on your desktop for easy access and run Picasa 3. Click Finish to begin!



## Photo Viewer

Allow Picasa Photo Viewer to open all types of photo files if you'd like. Click 'Finish' to continue.



## Your Albums & Folders

Your images will be organized in folders along the left once all your photos have been imported.

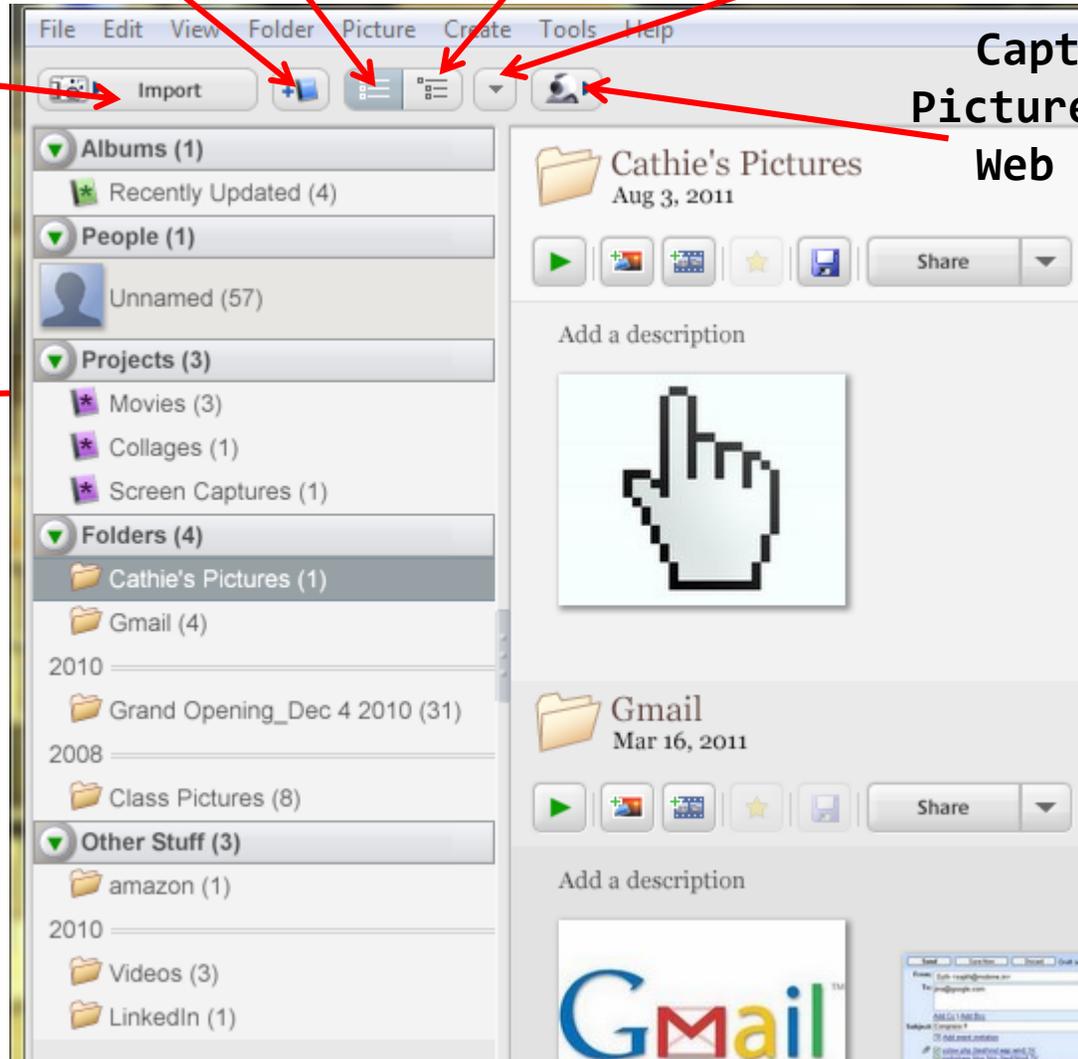
# Flat File View, Folder Free View,

Add Folder

More View Options

Import From Device

Capture Picture From Web Cam

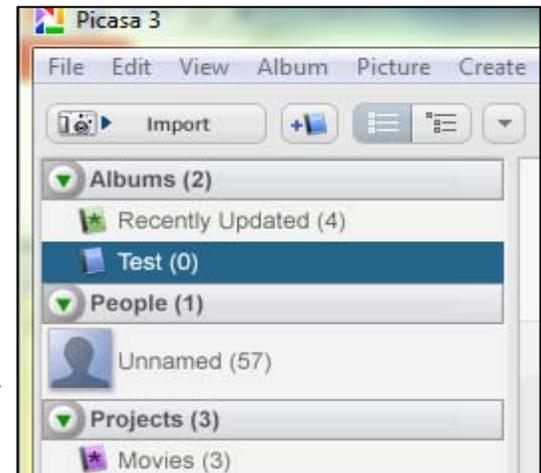


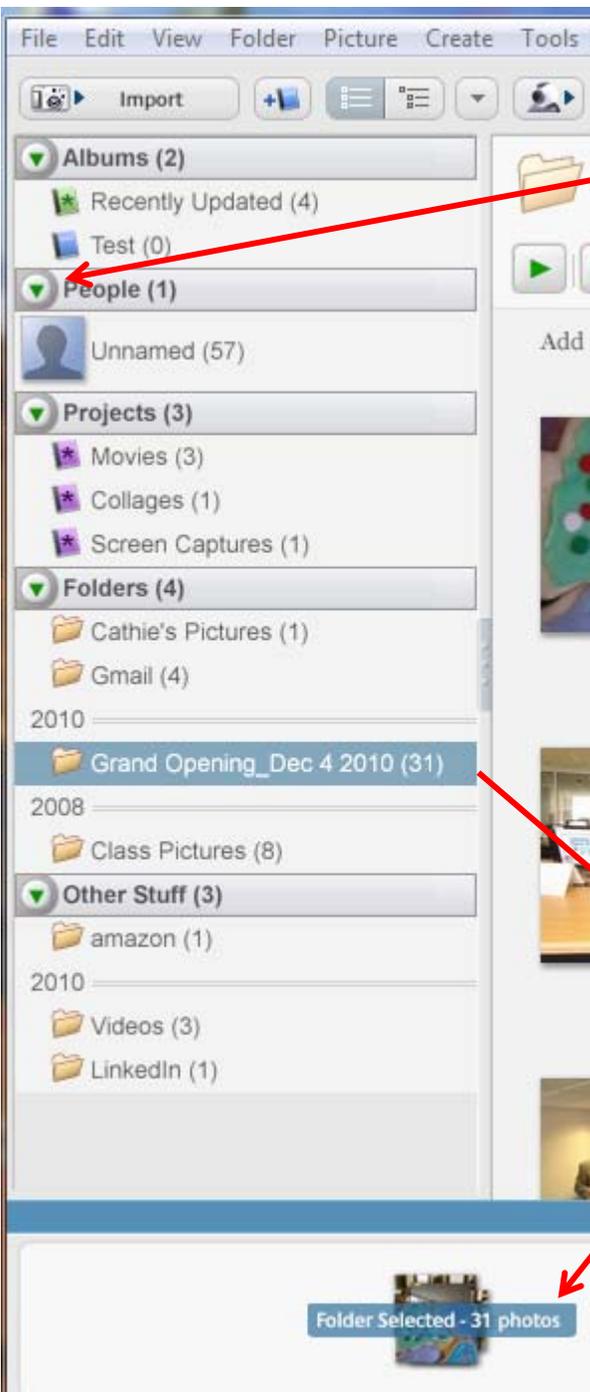
This Is Flat File View

## IMPORTANT: BEFORE YOU CONTINUE!!!!

- Your folders are the actual folders off your computer!
  - Any changes you make to the folder on Picasa will change the file on your hard drive!
  - If you delete a file or photo from Picasa, it deletes it from your computer's hard drive as well!
  - If you delete a file or photo from your hard drive, it deletes it from the Picasa file associated with it!
- 

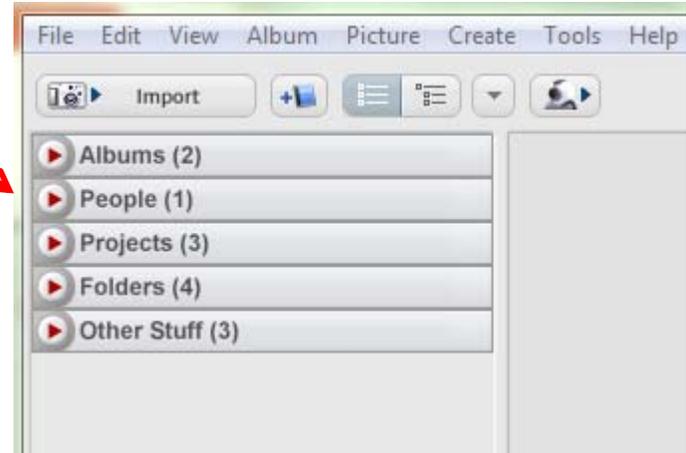
- Albums only exist on Picasa!
- When you delete an album it only deletes it on Picasa
- When you delete or move a photo from an album it only affects the album.
- To delete an album, select the album and right click on it, choose delete.





**Files Opened: Note Green Arrows**

**Files Closed: Note Red Arrows**



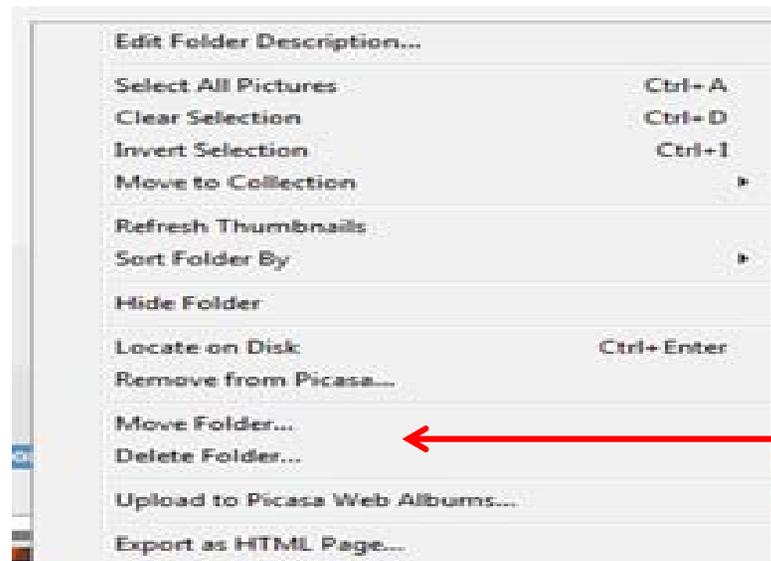
**Selected File Shows In Bottom Tray**

# Moving Folders:

You can move a folder in your hard drive using Picasa:

- Right click the you want to move
- Select “Move Folder”
- Choose your destination
- Click “OK”

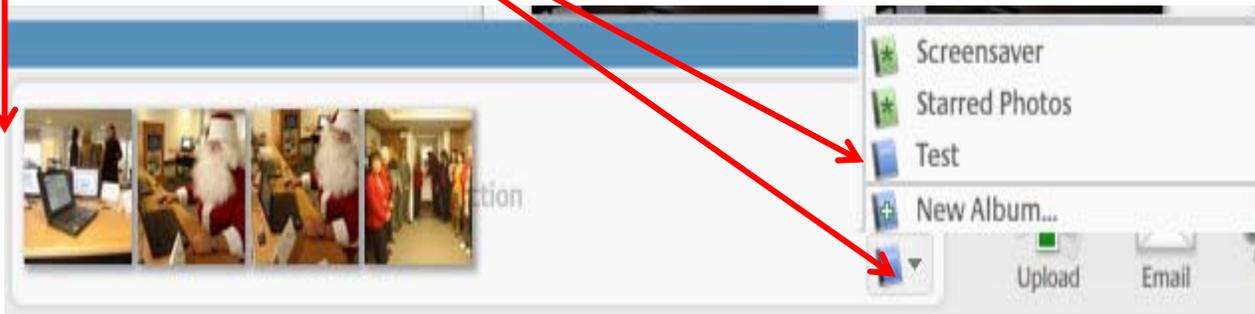
**These moves change the location of your folder on your hard drive so be careful!**



## Creating An Album

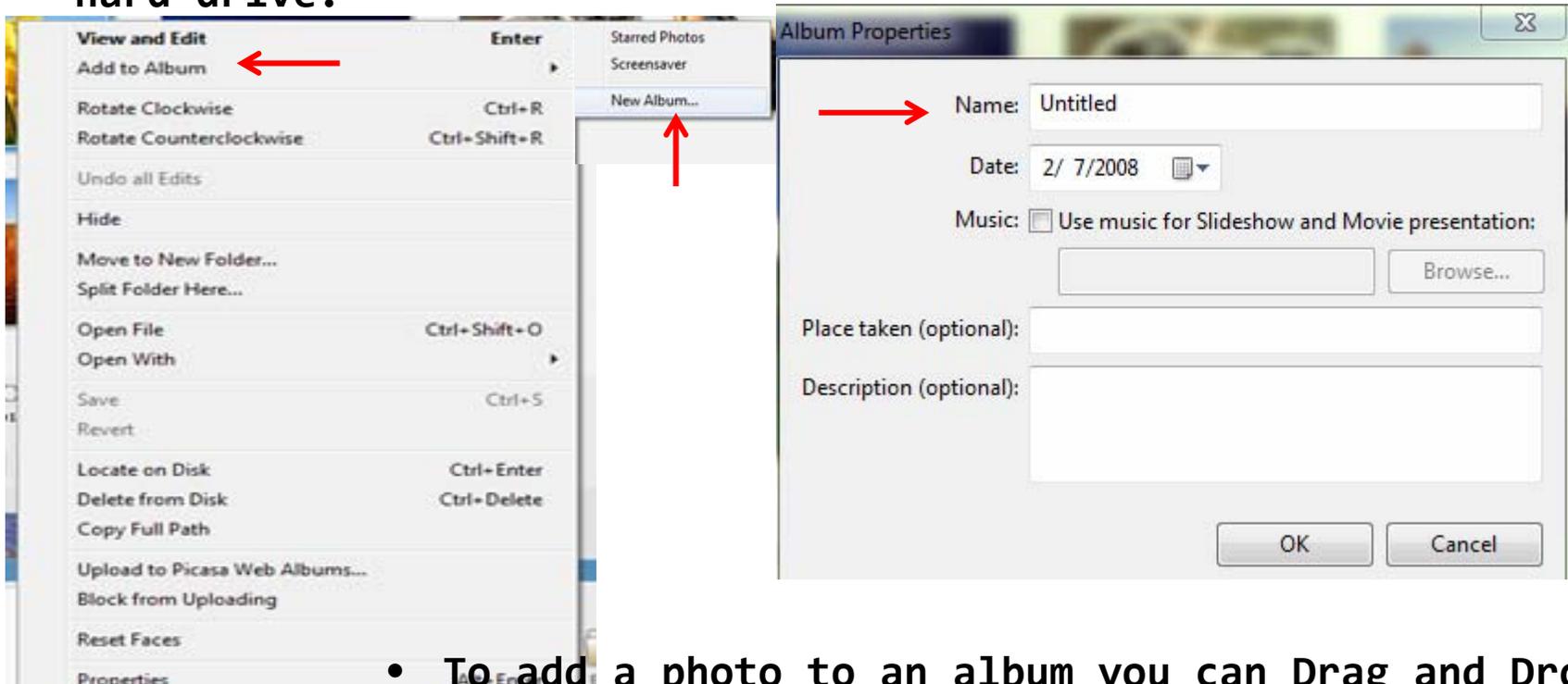
You can move photos from multiple folders into one Picasa Album. The photos that you put in an album remain in their original folder locations on your computer. This is true even if you delete photos from the album.

- Select the photos you want in the album and put them in the photo tray on the lower left
- Click the “Add selected items to an album” button on the tray
- Select the destination album or select “new album”
- If it is a “new album”, name the album in the “album properties” window
- Click ‘OK”



## Moving Photos

- The easiest way to move photos is to Drag and Drop them.
- Moving a photo to a different folder moves the file location on your hard drive.
- Moving a photo to an album does NOT change the location on the hard drive.



- To add a photo to an album you can Drag and Drop them.
- OR- Right click your mouse
- Choose “Add to Album”
- Choose Album or “New Album”, Name, Choose “OK”

# Hiding and Unhiding Folders

- You can choose to hide and even password protect entire folders from view in Picasa.
- You will still be able to see them on your hard drive.
- Hidden folders will show in a collection at the bottom of your folder list when using the “flat folder view”



Select the folder you want to hide.

Go to the folder menu and choose “hide”

Hidden Folders



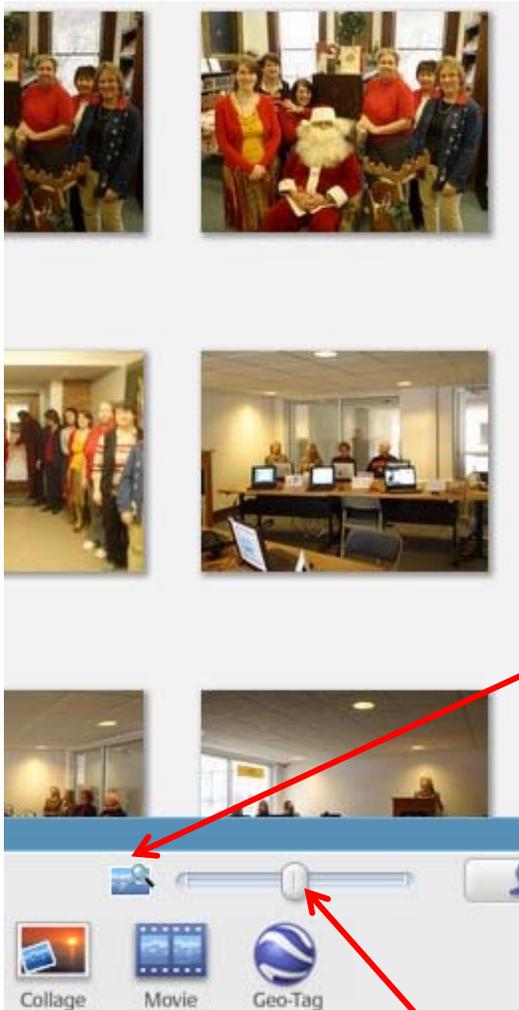
- To Unhide, go to “flat folder view” and click the hidden folder.
- Go to the folder menu and click “unhide”

**BE CARE WITH PASSWORDS AS THEY CAN'T BE RETRIEVED!!!**

## Changing Screen Views

- Shortcut to full screen view: This will work both when in the main “library view” and also on the “edit photo” screen:
- Hover your cursor over the photo
- Press and Hold the CTRL & ALT keys
- Release the keys and photo returns to size

To magnify part of a photo, click and drag the “Loupe” tool over the photo and it will act as a magnifying glass. Release the mouse button and it will disappear!

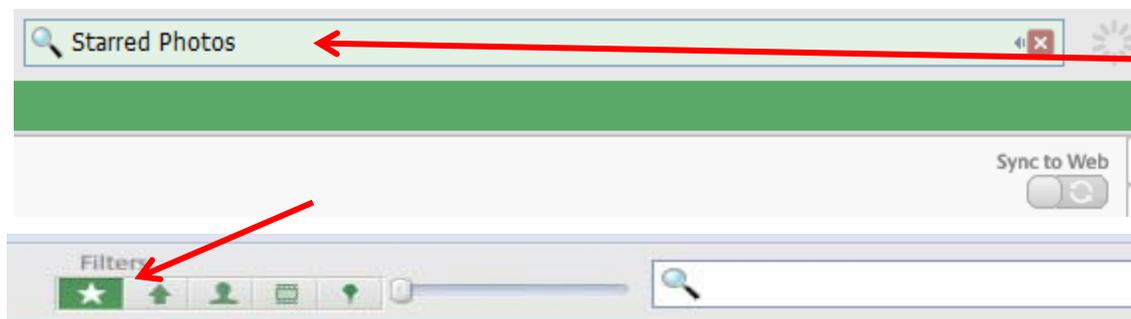


To change the thumbnail size, use this slider.

## How To “STAR” Your Photos



- Select your photo by clicking on it
- Click the “Star” button
- Click again to “Unstar”

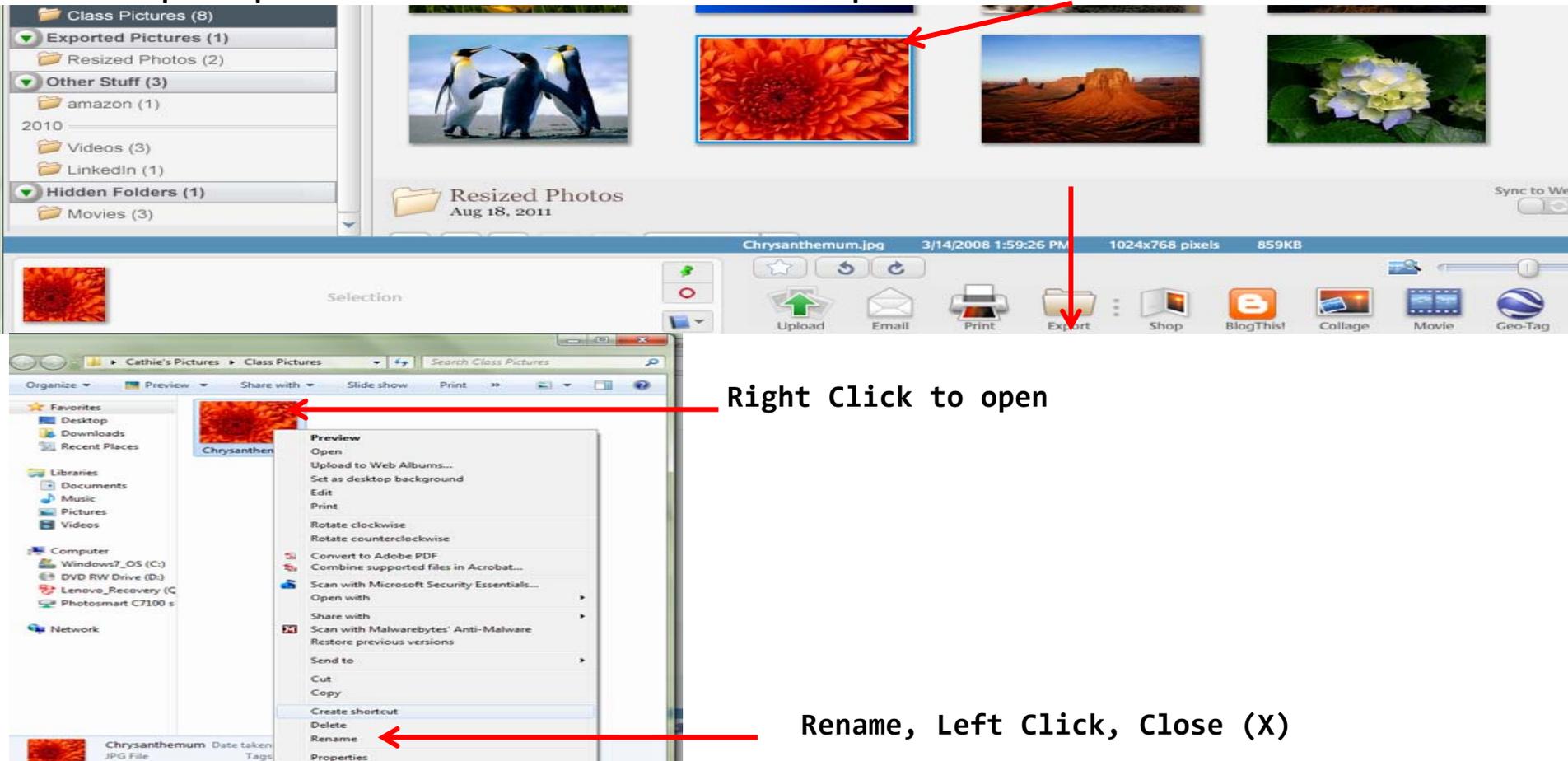


- Type “Starred Photos” in the search box and they all will appear.
- OR Click the Star Filter and they will appear!

This is a quick and easy way to locate your favorite photos from multiple folders. Picasa will create an album called “Starred Photos” for you!

# Resize Your Photos

- Select photo to resize
- Click the export button--- then, in the window that opens:
- Add a name, date, watermark etc. if desired . This will show on your photo. Click Export.
- On the screen that opens, right click photo to rename, enter name, left click and close
- Photo will be saved on your hard drive and original will NOT be altered
- Your exported photo will be in Picasa in a collection called “Exported Photos“ Move as desired.

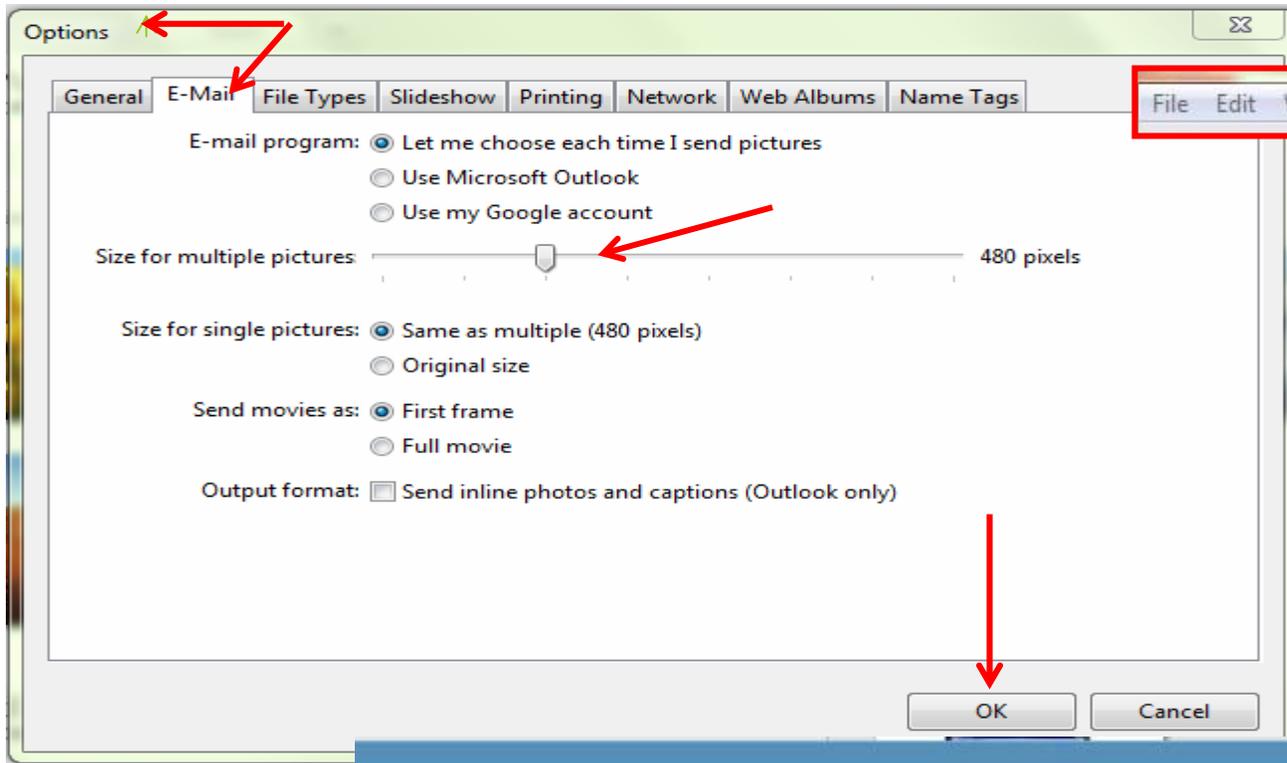


Right Click to open

Rename, Left Click, Close (X)

## Resizing By Emailing

If you want to email pictures, you can choose them and send them right from Picasa! You can adjust the size of single or multiple pictures and send them out. This function does NOT save a copy of the resized photo for you. YOU MUST BE ON-LINE for this to work.

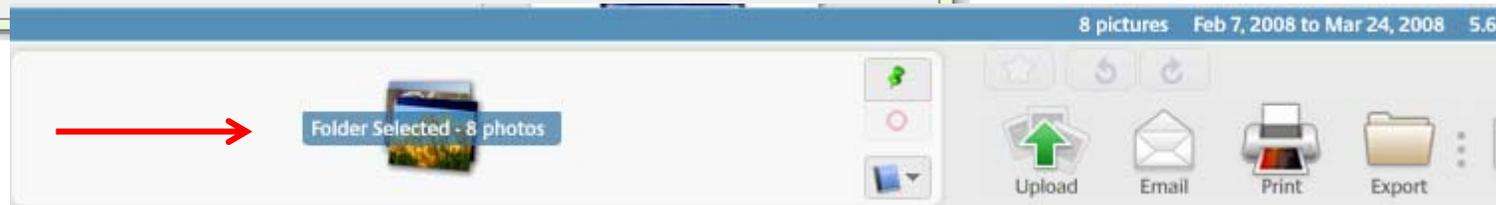


- Select Photos

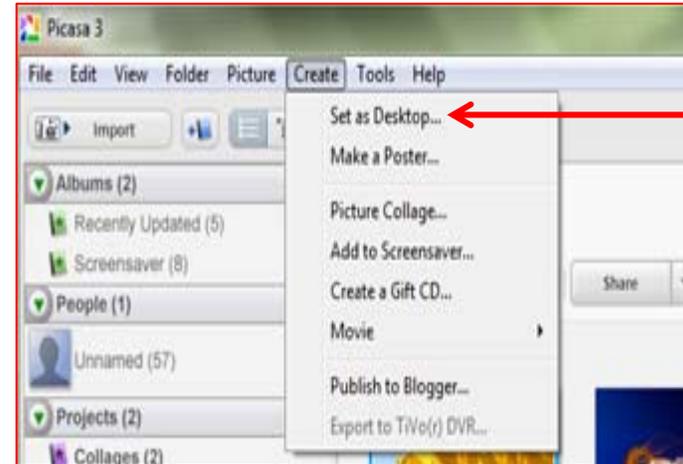
File Edit View Folder Picture Create Tools Help

- Choose Tools
- Choose Options
- Select Email Tab
- Use the Slider
- Click OK

- Photos will be in tray
- Click Email button
- Add address & send

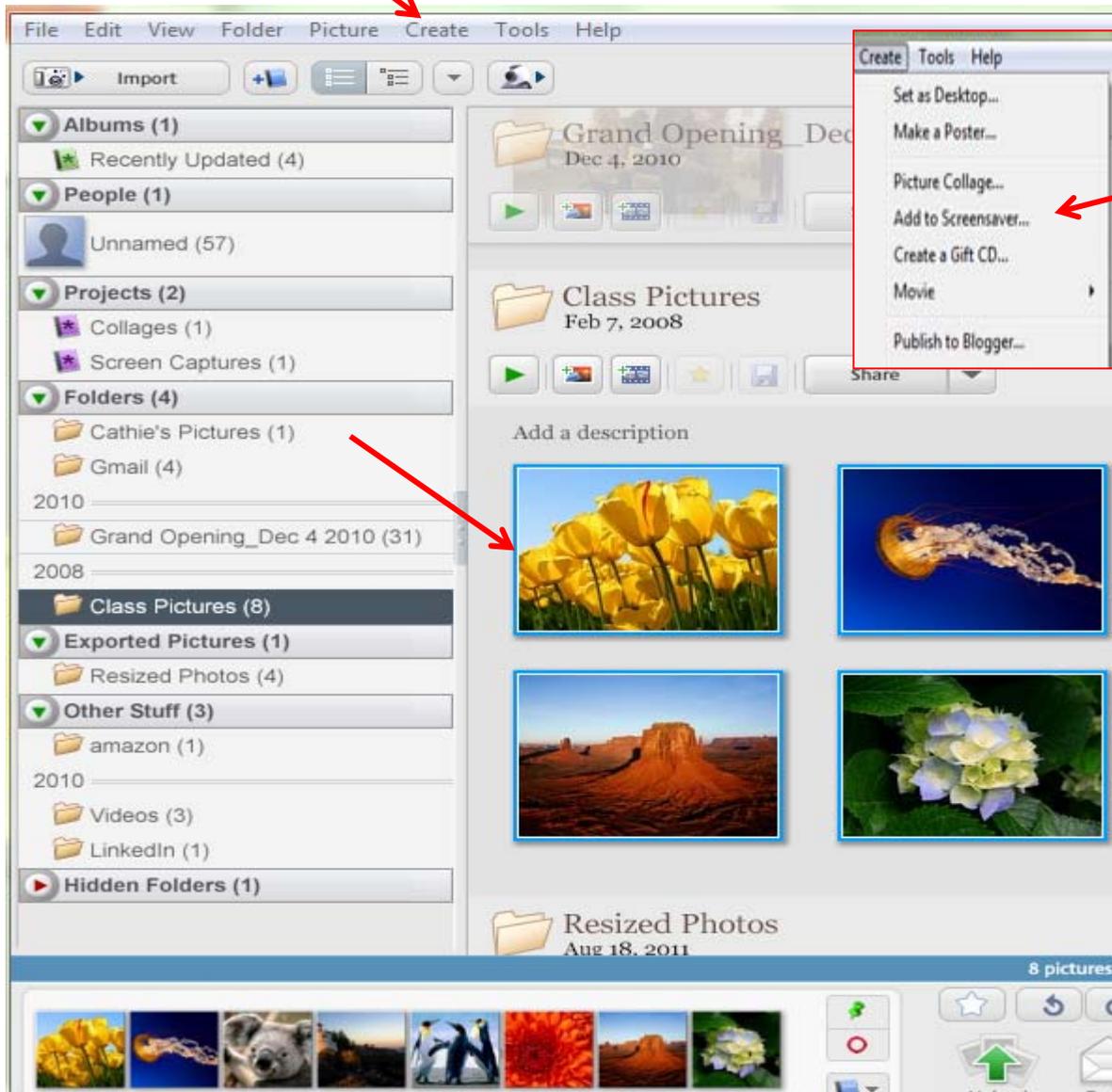


# Choose a Photo As Your Desktop Background

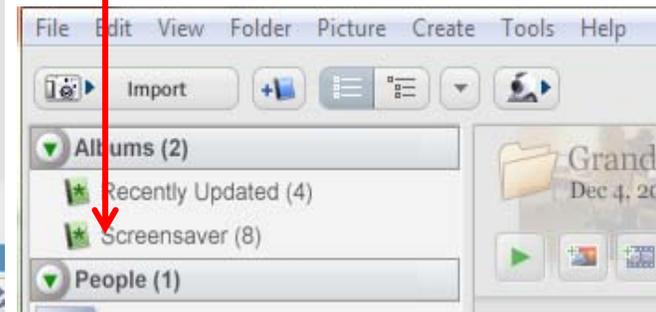


- Select a photo
- Click Create
- Choose “Set as Desktop”
- Click “Yes” to replace existing one

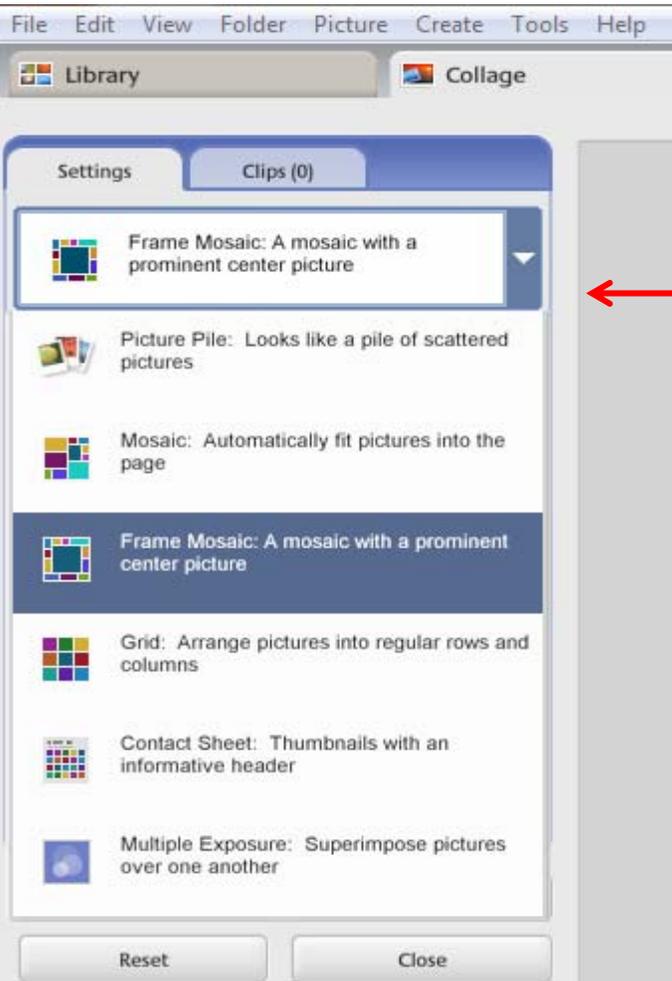
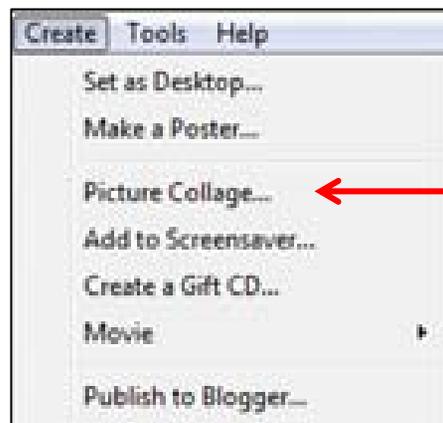
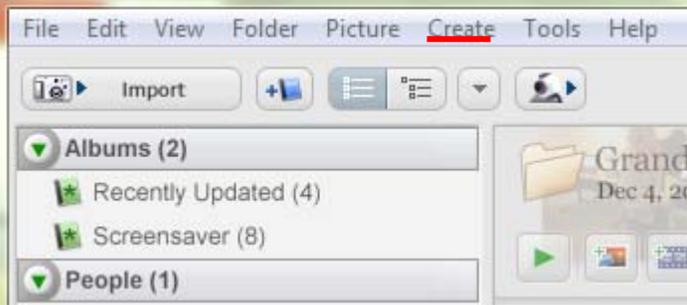
## Adding Pictures As Screensavers



- Select photos
- Click Create
- Select “Add To Screensaver”
- A “Screensaver Album will be created
- A “Display Properties” box will open to a “Screensaver Tab”
- Click “OK”

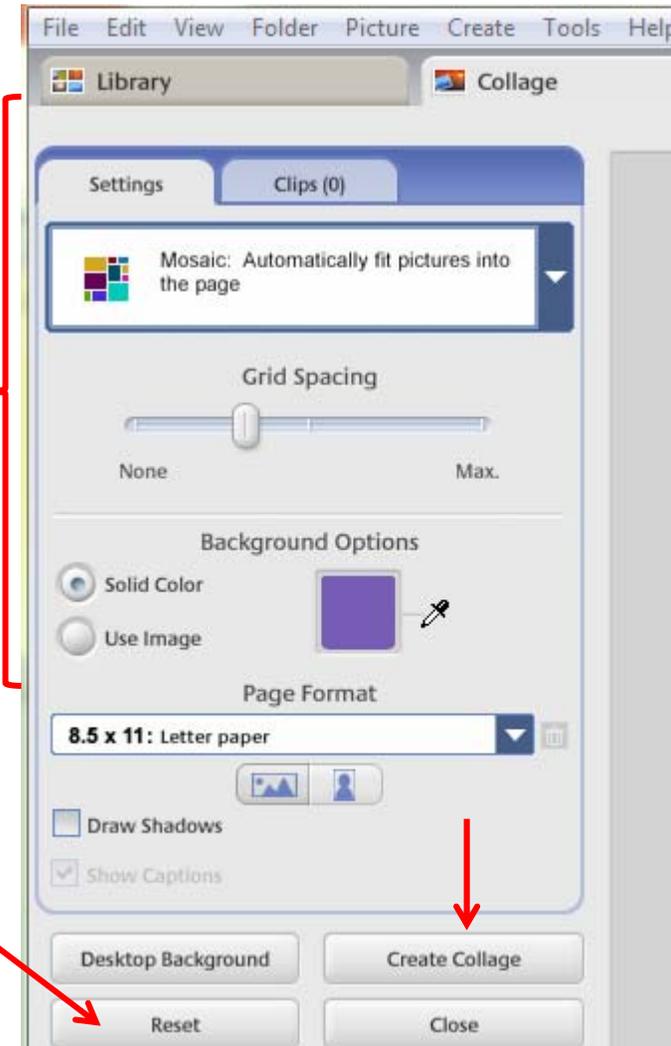


# Creating a Collage



- Choose Create
- Choose Collage
- Choose Style
- Make Adjustments
- Choose Create Collage
- Picasa will start a Collage Album

**HAVE FUN AND PLAY WITH THIS... YOU CAN ALWAYS RESET.**

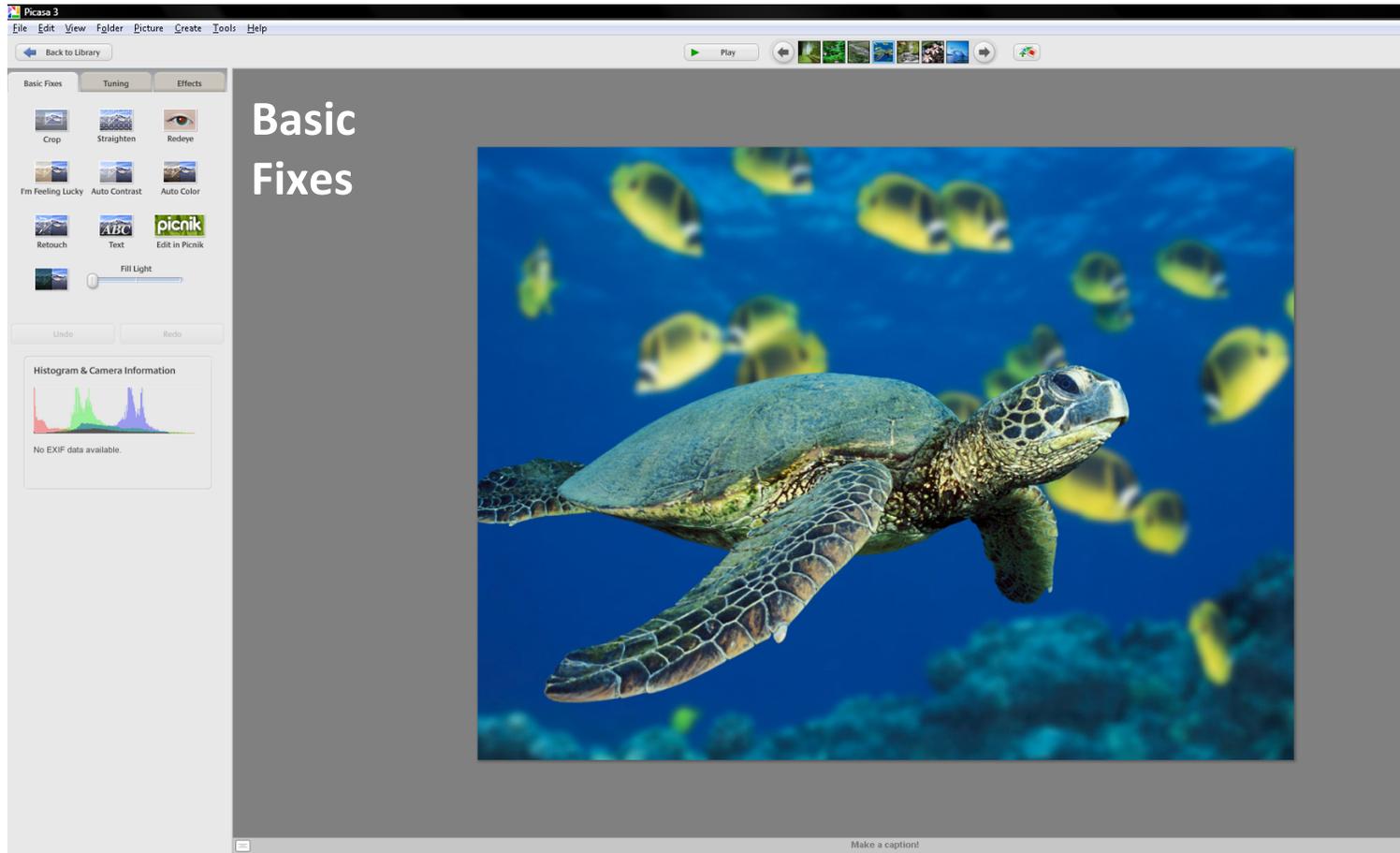
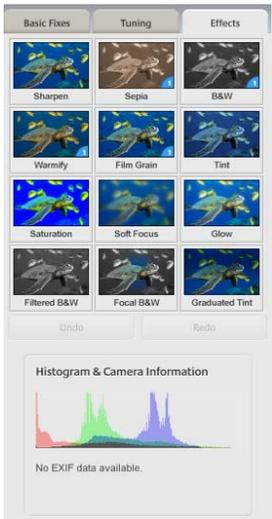


May 2011

# Custom



# Effects



## Edit a photo

Double-click any photo to open the editing menu.