

USING PICASA to manipulate photos

- I. Download and install
 - C. www.google.com
 1. At the top of the white area, click MORE, then select EVEN MORE from the list
 2. In the right hand column, scroll down to Picasa, and click on it
 3. Click the DOWNLOAD button, then click the SAVE FILE option in the box that comes up to save the file on your computer
 4. Locate the file you just saved (the name will start with picasa...) and double click on it
 5. Follow the prompts to install the program
 - a) Choose RUN
 - b) Click "I agree" on the license page
 - c) Click Install on the next screen
- II. Customize the program
 - C. Look on your desktop for an icon to start the program; click to start
 - D. Picasa will start, and will catalog all the pictures on your hard drive; this may take some time the first time you start
 - E. Click the Tools menu, then choose Options
 1. Click the General Tab. My recommendations are:
 - a) UNCHECK: delete / remove without confirmation (disk and album)
 - b) Change Automatic Updates to DON'T CHECK. You can do this manually by clicking the Help Menu and choosing Check for Updates. The automatic updates means that your computer is constantly going out to the internet to look for updates and that process slows everything down. I recommend that only antivirus and firewalls be set for auto updates.
 2. Click the E-Mail Tab and review / change the options.
 3. The File Types Tab tells you which files will be displayed by Picasa (this is when you start Picasa first). I have all of them checked except .tga.
 4. We aren't going to look at the other tabs, so close the Options window
 - F. Tools | Folder Manager
 1. You can tell Picasa which folders to check for pictures. If you put all your pictures into My Pictures, you don't need to mess with this. If you know a picture is on your drive, though, and Picasa doesn't find it, this is where to look to figure out why.
 2. You can also remove a folder from displaying in Picasa by right clicking on a folder name and choosing Remove from Picasa. This does NOT delete the picture.
 - G. Tools | Photo Viewer is where you tell Picasa to display a picture when you click on the file (as opposed to starting Picasa – see II C 3 above). I love the Photo Viewer. It's quicker than Windows Media Player and it just opens the picture and gives you a big X to close. If you have a Google account you can upload pictures to the internet for sharing. The Web Albums Tab lets you enter your username & password
 - H. Tools | Configure Screensaver lets you set up a rotating display of photos from a folder on your computer. On the Display tab choose Google Photo Screensaver, then the Settings

button to select the folder to display and the time interval. You can go back and change the folder any time.

III. Edit Pictures

C. Select a picture to edit

1. Scan through the list of folders on the left and choose a folder to work with, usually the most recent ones.
2. Double click on a picture to bring it up in edit mode. You now have the editing tools on the left where the folder list was
3. You could play a slideshow of all the photos in the folder (but you could have done that with Windows without Picasa.) or you can scroll through the pictures one at a time by clicking on the next picture in the mini-view at the top or using the arrow next to them.

D. Basic tools

1. Red Eye correction. Check your photos carefully, particularly if you are going to print, to be sure you don't have any "devil eyes".
Click the Red Eye tool. It may automatically find red eyes, or you can click on the red area, hold and drag your mouse to form a small green square. You can click Preview to see what it would look like. Once you are sure you like the solution, click Apply, otherwise click Cancel.
2. Cropping: to select just the part of the picture that you want.
Click the Crop Tool; then select the photo dimensions you want and click on one of the thumbnail photos. Now you have the option to rotate, which will change the orientation of the crop box. Use the mouse to adjust the box to the size, shape, and location you prefer. Again, you can Preview, Apply, or Cancel
3. Fill Light: often photos are darker than we would like and you can use the Fill Light slider to add light. Caution is advised as going too far will result in a very grainy photo.
4. Text: Click the Add Text tool to add words on the photo. There are a lot of options including type face, size, color, and transparency of text.
5. Retouch: this tool allows you to "air brush" out blemishes and defects such as a light pole sticking out of someone's head. This one takes a bit of practice.

E. Tuning Tools

These tools allow you more control of the image.

1. Fill Light
2. Highlights
3. Shadows
4. Color Temperature
5. Neutral Color

F. Effects

This group of tools lets you express your "arty" side

1. Sharpen – allows you to make an image a bit more sharp, again use caution
2. The rest of the tools are for specific effects and you can experiment

G. Undo

One of the best things about Picasa is the ability to undo any actions, but remember that it's like "Undo", it's a straight line. You can't undo something three steps back without undoing the two steps in between.

H. Save Changes

1. When you are done with a picture, or then entire folder, click the Back to Library button. At the top of the group of thumbnails is the title of the folder. Below that is a row of icons. Click the picture of the floppy disc to save your changes to disk
2. Picasa will tell you that it's making a copy of the original first. The original will be placed in a new folder named "original" within the same folder. You can always go back and grab the original.
- 3.

I. Collages

A new feature of Picasa allows you to make a single picture out of several or many

1. Click on the folder that has the picture you want to combine
2. Click the icon to the right of the green arrow (below the folder title in the center) "Create Photo Collage"
3. Picasa will automatically use all the pictures in the folder, but you can grab any you don't want and remove
4. Click on any picture to rotate or resize, or to make it the background of the picture
5. Click the Get More button to grab pictures from another folder, select them then click Return to Collage
6. Use the settings tab to change background color, picture border, picture size, and captions
7. When you are done adding pictures and setting options, click Create Collage
8. You can upload or print, or share the finished collage. There will be a group of files with the collage that you should keep (I usually rename the finished collage with a name and put those files into a folder with that same name).

J. There are many more features, but this will keep you going for a while.