



Managing Digital Photos with Picasa

Find your pictures, Organize, Edit, Caption, and Share. It's *fast*, it's *easy*, and it's *free* from Google.

Picasa can: transfer photos from camera, delete and organize photos, rename and caption, browse/view all photos on your computer, improve photo quality in many ways without touching your original, print, email, and post to web, create slideshows, find faces and geotags, and backup to CD or DVD. It can even work with your video files!



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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. 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.

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 the options at right – 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.



Importing Video (Video: Viewing and sharing Video files)

- If your camera takes video clips, they will be imported along with your photos
- From the library, you can see what videos you have by clicking the 'Show Movies only'

button. It's the 4th filter:



Picasa Tip-o'-the-Week
By Geeks on Tour at:
www.PicasaTutorials.com



Learning Library of Tutorial Videos
available at www.GeeksOnTour.TV

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

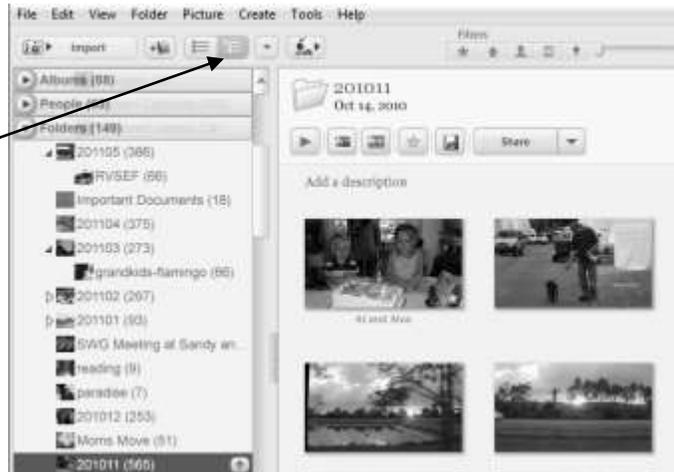
Viewing all photos on your computer

Your photos in your folders. Tools Folder Manager

- 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 in the lower right.



Individual Photo 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.



Tags /Keywords

- You can group your photos by any topic you want *without* creating separate folders or making copies of the pictures. Add Tags (Ctrl-K) to pictures as you view them. Then Tools / Experimental / Show Tag as Album to view them as a group – a virtual folder.



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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.



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



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- **Crop:** Click on the crop button, then click and drag a rectangle to represent the part of the photo you want to keep. 3 suggestions will appear. More suggestions are available with the drop-down. 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 redeyes 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.geeksontour.tv on 'Improving Photos.' Explore more options on 'Tuning' and 'Effects.'

Collage

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.

Your original is safe (see video: **How Picasa Handles your Edits**)

- 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'.
- You can use File Save if you want. If you always look at your picture using Picasa, you don't need to save – only if you see the picture with another program do you need Save.
- If you want to create a new original – use the Export command. You can use the save command to apply edits to your photo file, but know that Picasa will backup your original in a hidden folder. When you print, email, upload to web, or create Gift CD, your edits are applied by Picasa – the only need to save or export is to use the picture in another program.

Export: The Export command creates a new file and Resizes

- Export will create a new original with all your edits applied and at whatever size you specify.
- Export works on whatever photos are in the Photo tray, so, if you want to resize a group of photos just select them all then click on Export. Specify a size, and export folder, then click OK. The size is the number of pixels for the longest side. (**Video: Preparing photos for other programs with Export, Resizing Photos**)

Renaming, moving and deleting photos (see online videos, 'Rename, Move, Delete')

- To rename a photo, select it and click File | Rename, or F2 (hint: avoid spaces in filenames if you intend to use them on the web. Use dashes instead e.g. jim-fishing.jpg)
- To move a photo to a different folder, select it, drag to the folder in the folder list and drop it. To create a new folder – right click on the photo and choose 'Move to New Folder'.
- To delete a photo, select it and press the delete key on your keyboard. You will be prompted for confirmation. This is deleting the photo from your computer.

Share to your Web Albums or Google Plus Photos

- 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 entering email addresses. Google will send the web address to the people you specify, along with your message.

Organizing by People – Name Tags

- Picasa 3.5 and up includes Face Recognition. When you first open Picasa it gets right to work finding the faces in pictures. Since one picture can contain many faces, one picture may appear in several People albums. If you have thousands of pictures, this can take a while, maybe even days! If you want to stop it, you can turn off the face recognition process with Tools/Options/Name Tags and uncheck the box that reads, 'Enable Face Detection.'

You can turn it back on with the same command. Once Picasa has found the faces, it's up to you to identify them. Once you've identified a few, Picasa will group them together.

Learn More

- This seminar briefly covers about 12 lessons. We have recorded tutorial videos on over 50 lessons total. Each lesson is a 4-7 minute video. So, there are lots more to learn! You can buy the videos on our 'Show-Me-How' DVD, or they are also online as part of a Geeks on Tour membership. – see our Picasa Tutorials on GeeksOnTour.TV | Learning Library | Picasa