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Computer learning Center at Ewing

Course Notes - Using Picasa

These course notes describe the content of the Using Picasa course. The course notes are based on Picasa 3.

This course material is based on the LearningElectric.com web site. Here is the link

http://www.learningelectric.com/picasa2/

This web site is based on Picasa 2, and there are places where the layout of the screens differs from the current version.

Index

Storing pictures on my computer

The My Pictures folder on your hard disk

> Normally, pictures are stored on your hard disk in a folder called "My Pictures". Within this folder, photos and videos are stored in sub folders, that are named according to the content, e.g., Vacation Jersey Shore, Bills wedding etc. The folders can be viewed (and changed) using File Explorer.

> When you install Picasa (see below) , the photos are not moved from My Pictures. They are merely referenced into Picasa

Getting started with Picasa

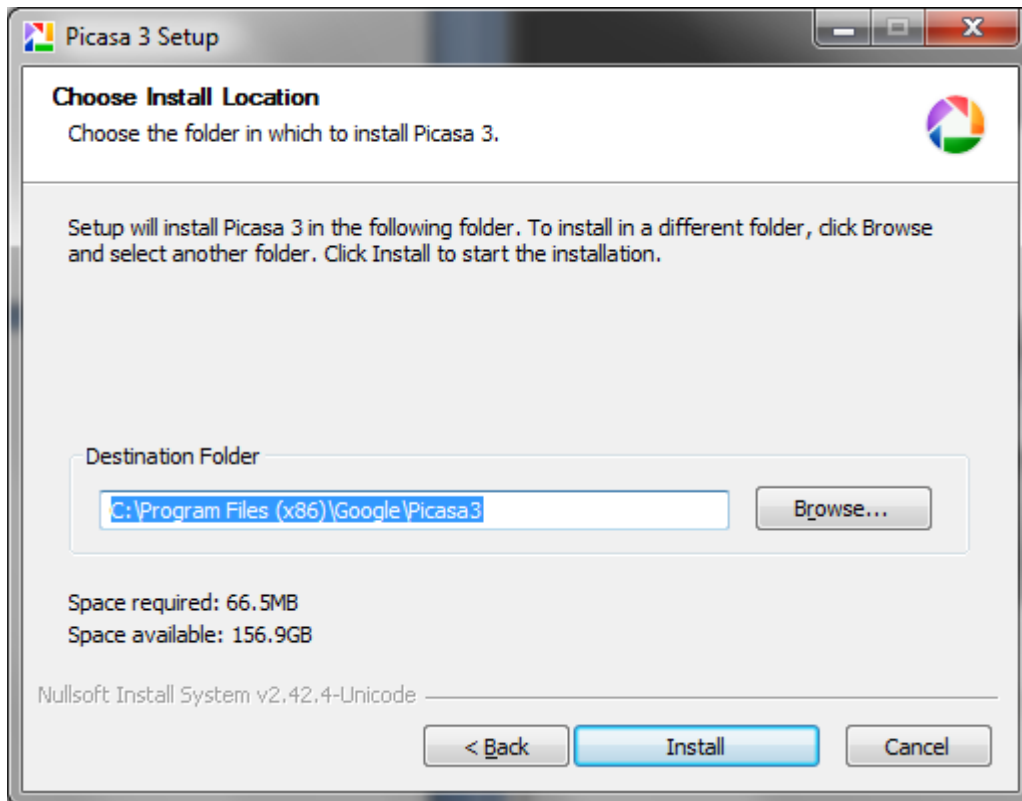Downloading Picasa from Google

> To download Picasa, go to picasa.google.com and click the Download button
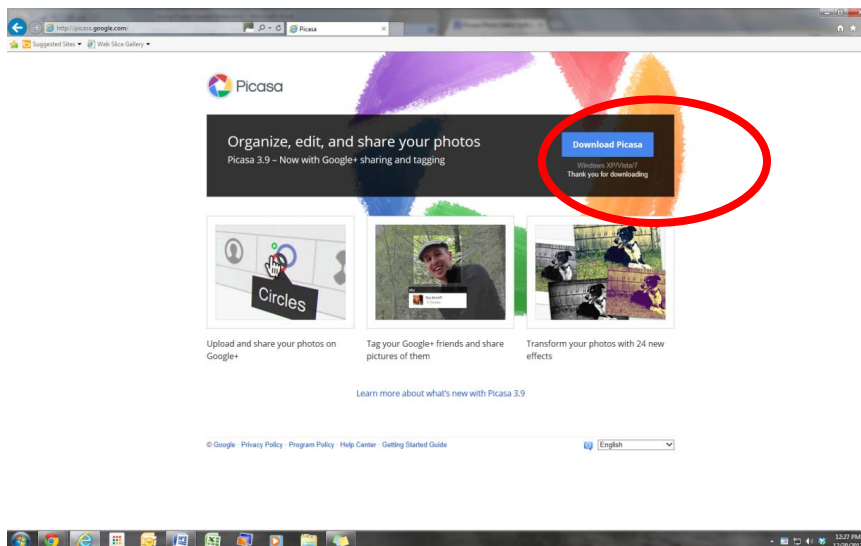
> At User Account Control; Screen, click Yes and agree to the Terms and Conditions.

> When the Choose Install Location screen appears, click Install

Picasa will install

The Folder Manager

When you start Picasa for the first time, you are asked where you would like to scan for pictures.
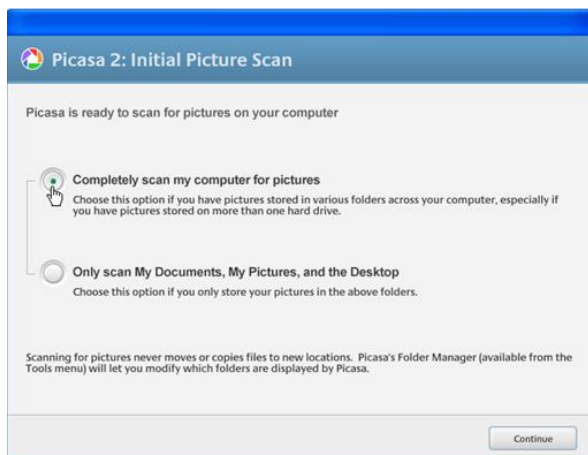
The first choice - Completely Scan is useful if you have photos in many places on your computer. However, if your pictures are in My Pictures folder, select the second choice and then click the Continue button. Picasa will open.
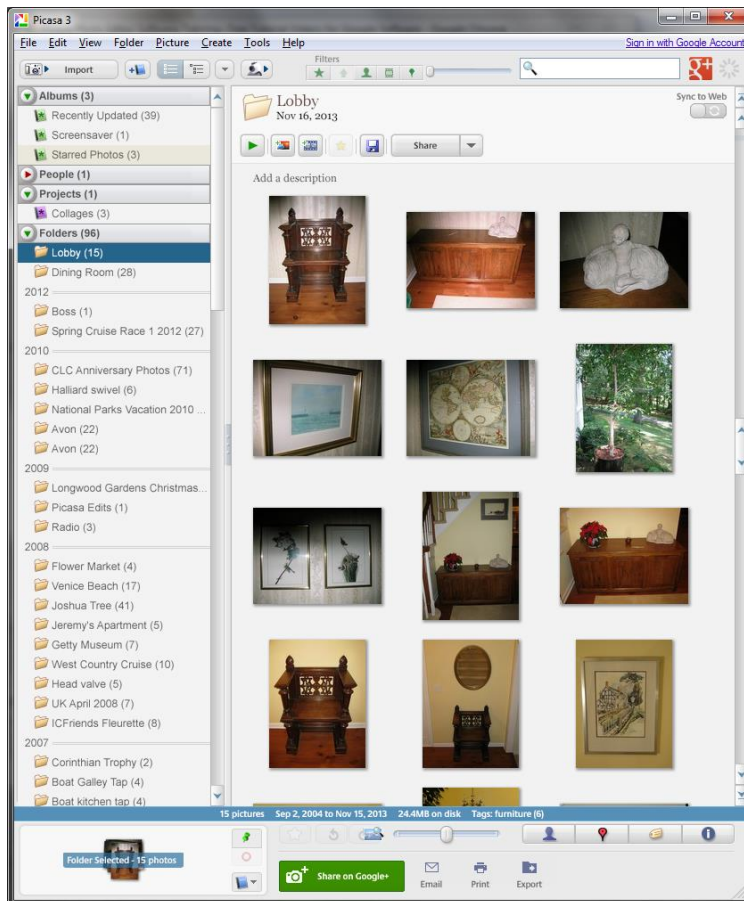
You can modify the pictures that Picasa scans. Go to Tools in the Menu bar and select Folder Manager.

Folders with a red X will never be scanned. My pictures will be Always Scanned. The choices are shown on the right. Once you have made your selection, click OK

Interface Overview

Features of Picasa screen

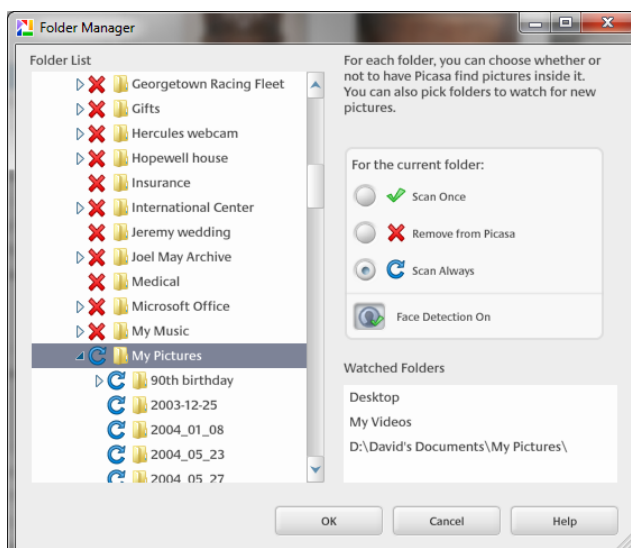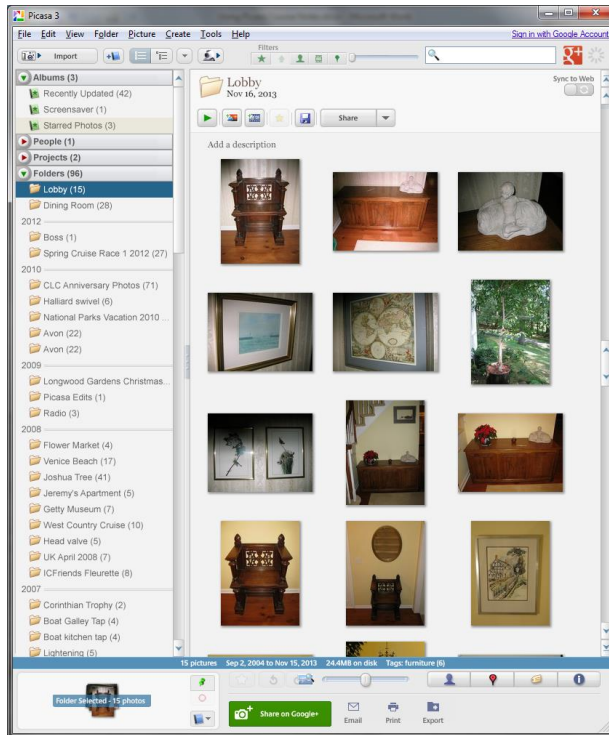The Menu bar runs across the top.

Underneath are several buttons

- Import from camera
- Create a new album
- Change folder layout
- Options
- Filters
- A slider to change the date range of pictures shown in Picasa
- The Search bar

Down the left of the Picasa screen is the list of folders scanned. To the left of the Folder name is a red or green arrow head. The red arrow head points to the right and the Green arrow head points down. Clicking a red arrow head will open the folder and show the contents and the arrow head changes to green. Clicking a green arrow head will close the folder and change the color back to red.

To the right is what Picasa calls the Light Box, which shows the pictures included in the highlighted folder.

At the bottom of the Picasa screen is the Photo Tray Selected photos are added to the Photo Tray so you can work on them. To the right are three buttons to Hold or Remove photos from the Photo Tray, or to create an album of the photos in the Tray

Further right are buttons to email, print or Export photos in the Tray.

The slider above the email / Print buttons enable you to change the size of photos in the Light Box.

Importing pictures from a camera

To import pictures from your camera, connect you camera to the computer using your USB cord and turn on the camera. Next, click on the Import button in the top left corner of the Picasa screen.
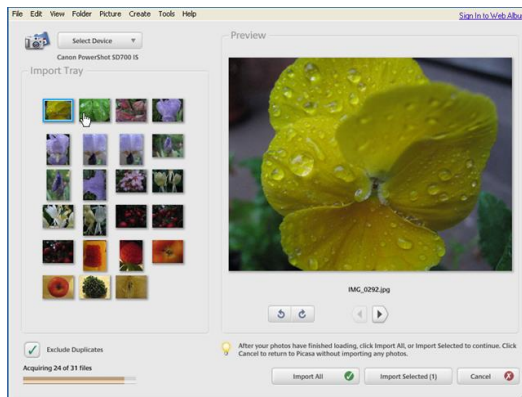
Your camera is listed below the "Select Device" button, and the pictures from the camera load into the Import Tray.

Notice the Exclude Duplicates radio button - bottom left, and the Rotate buttons below the photo.

Using the screen above, you can either Import All the photos in the Import Tray or you can select specific photos by holding down the Control Key on the Keyboard and selecting specific photos. The click either Import All or Import Selected to transfer the photos to your computer. A window will open.
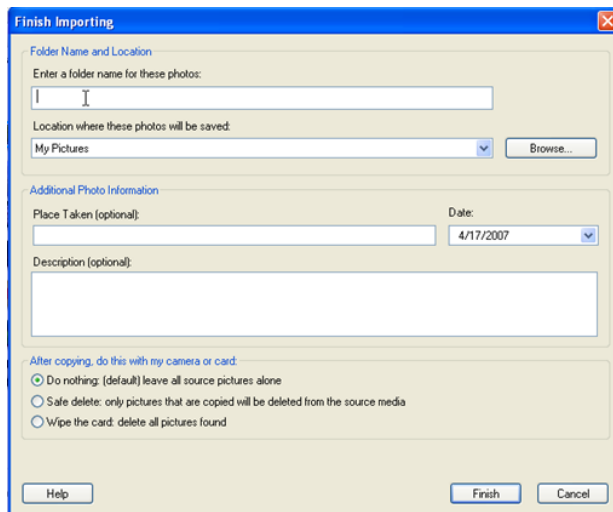
Here you will enter the name of the folder where you want to store the pictures on your computer. Choose a name that will identify the photos. You can add the Place Taken and a Description if you desire. At the bottom of the window are 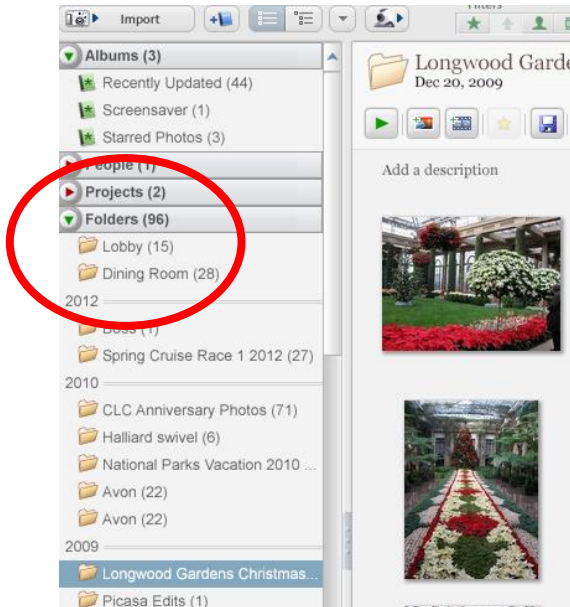three choices about what to do with the pictures on your camera. Make your choice and click Finish. The Photos will be shown in the Folder List in Picasa.

Folders and Folder information

By default, Picasa has a Collection called Folders.

If the Folders collection has a red arrow to the left, clicking it will open the folders collection. Note that by default, the sub folders are arranged by date.

the Folder names in this list will show up exactly as on your hard drive. If you rename a folder in this list, it will be renamed in My Pictures on your hard drive. To change a folder name, double click the folder name and a window will open.
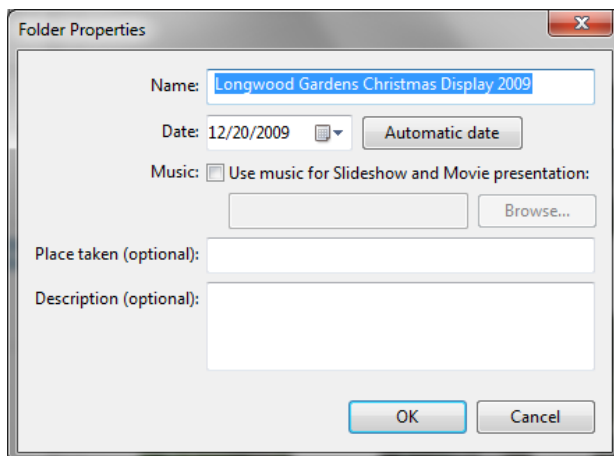
Enter the new name. This window can also be used to change or add to details of the folder.

- clicking the down arrow to the right of the date allows you to select a new date for the folder
- you can add music to the folder that will play during a slide show. The music needs to be a music file on your computer.
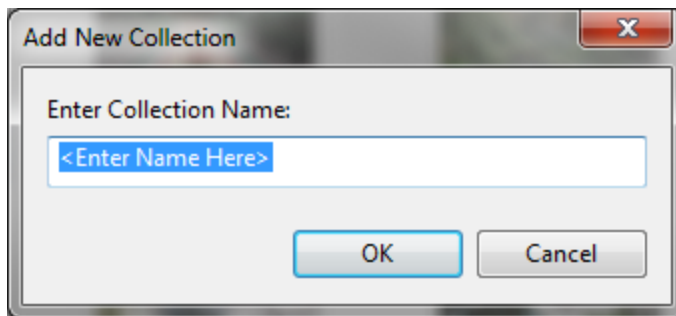- you can enter the place where the photo was taken
- you can add a brief description.

Click OK. The folder is renamed..

Collections

Picasa allows you to create custom Collections of Folders. To create a Collection, right click on a folder and select Move to Collection and then click New Collection. A window opens.

Enter the new name for the Collection and click OK. A new Collection now shows in the Folder List on the left of the Picasa window.

To return the Folder to the Folders Collection, right click on the folder and select Move to Collection and select Folders. Click OK.

Hiding Folders

You can hide folders in Picasa. Select the folder to hide and click Folder in the Menu Bar. Select Hide. You will be asked if you want to Password Protect your hidden folder.
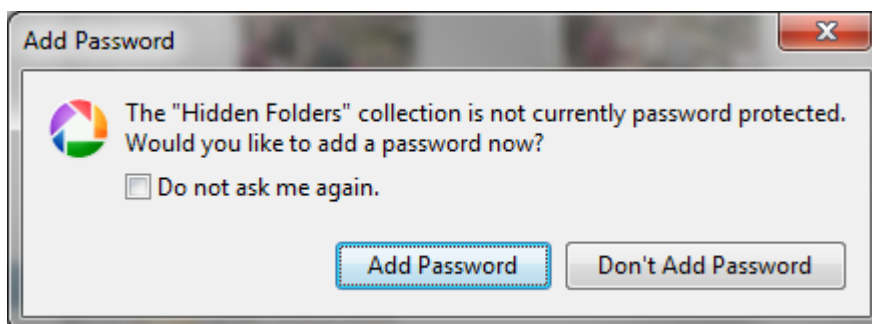
Click Add Password and the Hidden Folders appears at the bottom of the Folder list. The folder will only open if you enter the password.

If you forget the password, here is a link to remove it.

https://support.google.com/picasa/answer/15662?hl=en

Moving pictures

To move pictures to another folder, select the photos to move. To select more than one picture, use the Shift or Control keys. To move the pictures, point at the selected photos and keep the mouse key depressed.. Drag the pictures to the new folder. A window will open asking you to confirm the move.

Moving pictures in Picasa also moves the pictures on your hard drive.

Deleting pictures from folders

To delete a picture, select the photo and press the Delete key on your keyboard. You will be asked to confirm the deletion.

Deleting a photo in Picasa will also delete it from the hard disk. The deleted photo has been sent to the Recycle Bin. If the deletion was a mistake, you can recover it from the Recycle Bin.

Starring photos

Picasa allows you to star your favorite photos. Select the photo to star and click the star symbol as shown in red below. A star symbol appears on the Thumbnail. When you star a photo, it automatically appears in the Starred Photos album. You can remove the star using the same button.
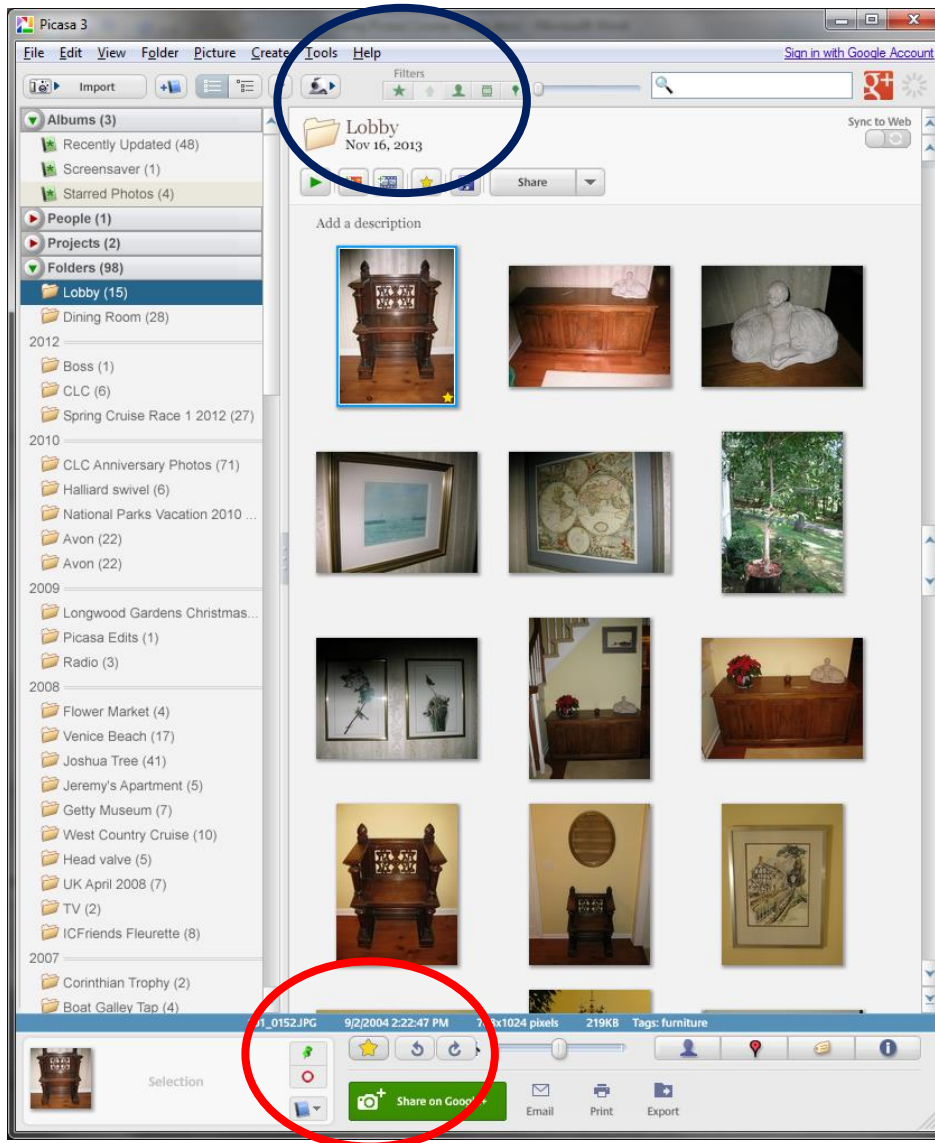
You can also filter by starred photos, by clicking on the star symbol shown in blue circle.
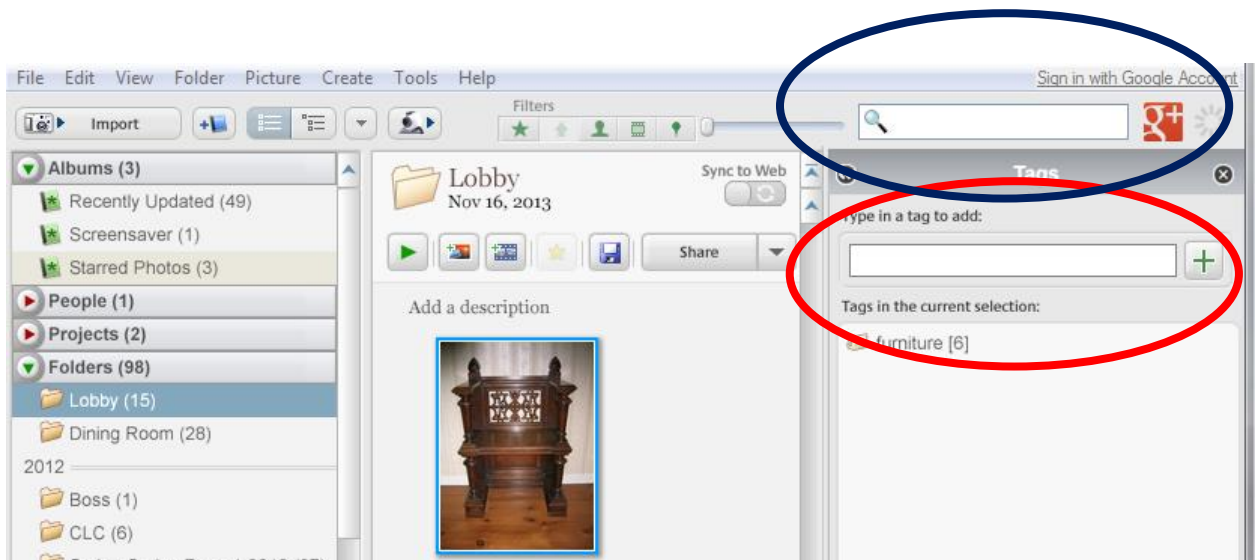
Adding tags

Tags can be added to individual or groups of photos. This will help with searching.

Select a group of photos. In the View menu, select Tags, and a panel on the right opens.

Enter a tag to identify the pictures (red circle), and close the panel.

Entering the tag word into the search box (blue circle) shows only the photos with that tag.

Searching for photos

Typing a word in the Search box will only show photos that have that word associated with them - either in a tag or in the Folder title.

You can filter (only show) photos dependant on the criteria selected. There are several criteria.
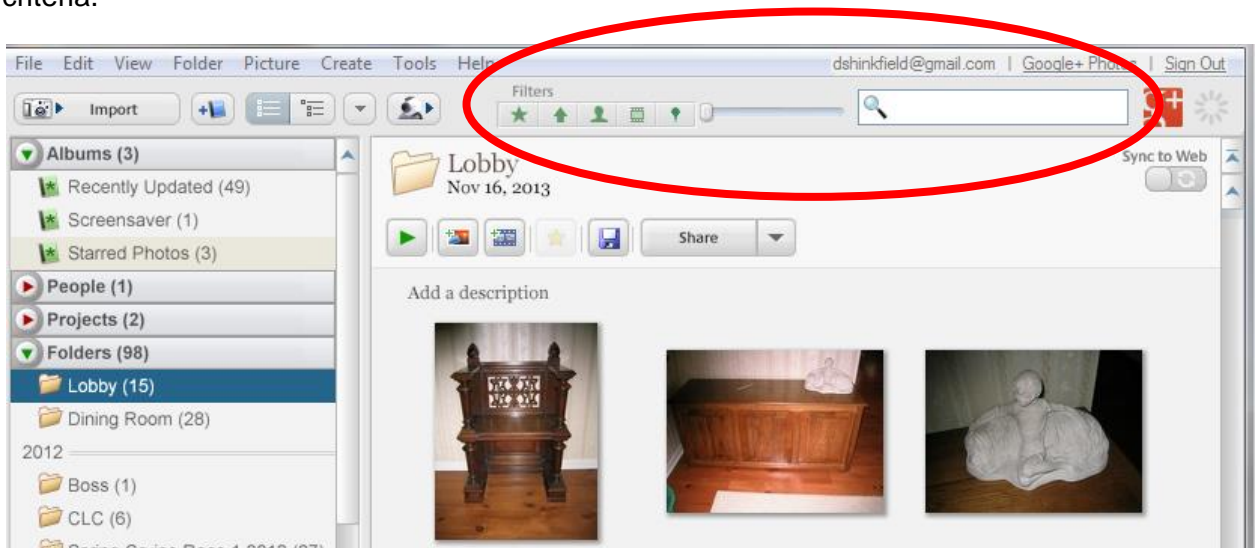
- The first symbol shows only Starred photos
- Next only photos uploaded to web albums are shown. This symbol is only shown if you have signed onto web albums.
- Next shows only photos with faces
- Next shows only Movies

- Next shows only pictures with geotags.

Finally, to the right is a slider bar that selects photos by date. As you move the slider to the right, only more recent photos are shown.

Add Geotags to Picasa

To geotag a photo, follow these steps:

1. Select the photos you'd like to geotag.
2. Click the **Places** button in the lower right corner of Picasa.
3. Navigate to or search for your location.
4. Click the green marker button to add a new place for selected photos. Move the green marker to the spot where you took the photos.
5. Click the **OK** button to finalize the geotag.

The Slideshow View

To view your pictures as a slide show, select a folder and click the green button.
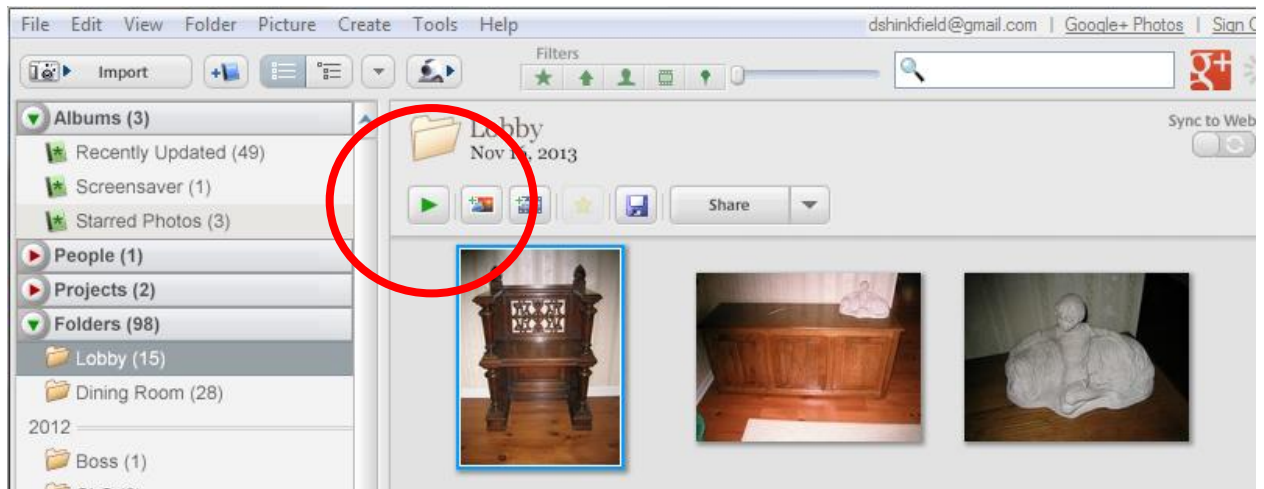
Your photos will appear in slide show mode.

Moving your mouse on the picture brings up a series of choices.

- rotate picture
- move to next slide
- run slideshow
- star picture
- the effect between slides
- the time between slide changes.

Adjust as necessary and run.

The Timeline View

To access the Timeline view, click View in the Menu bar and select Timeline. The Timeline window will open. Moving the slider to the left or right or clicking the Left or Right arrows will show different folders by date. the arrow symbol between the two arrows take us to the Slideshow view. To return to the Picasa window, click the button bottom left.

Working with Albums

Creating albums

An album is a collection of pictures stored in Picasa. Pictures stored in albums are NOT moved from their folders, but are only referenced in Picasa. You can add pictures to an Album or delete pictures from an Album without affecting the pictures on you hard drive or in the Picasa folders.

There are several ways to create an Album.

- you can create an empty album by clicking on the Create a New Album button
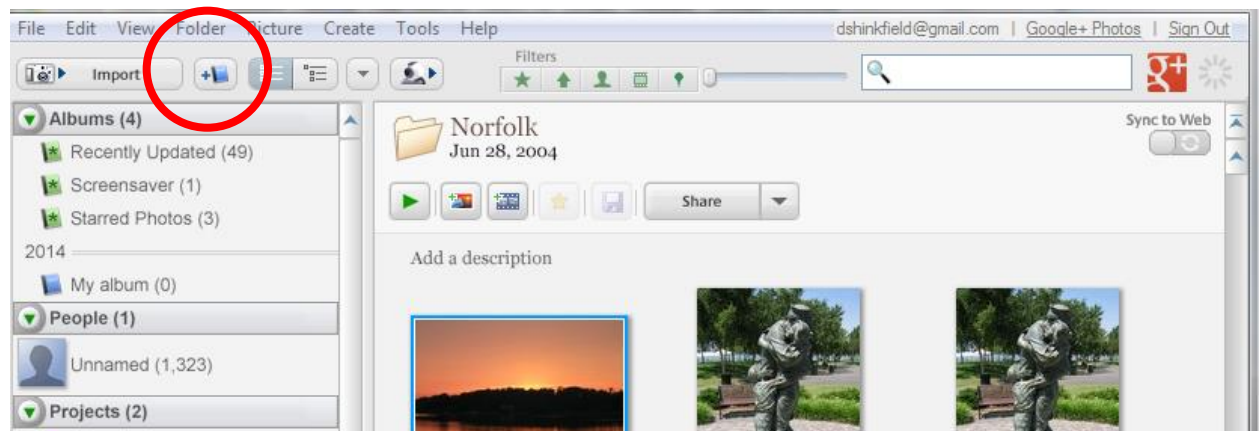
A window opens to allow you to add a name for the album.
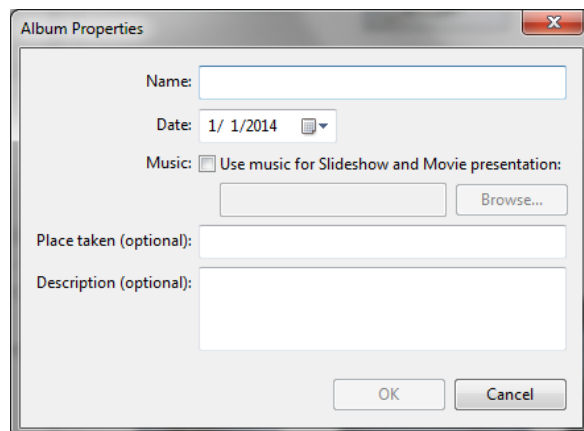
Enter a name for the album, add additional details if you wish and click OK'

To add pictures to your empty album, select the folder where your pictures are stored and drag them into the new album. Notice that pictures are NOT removed from their folder when you drag them to the album.
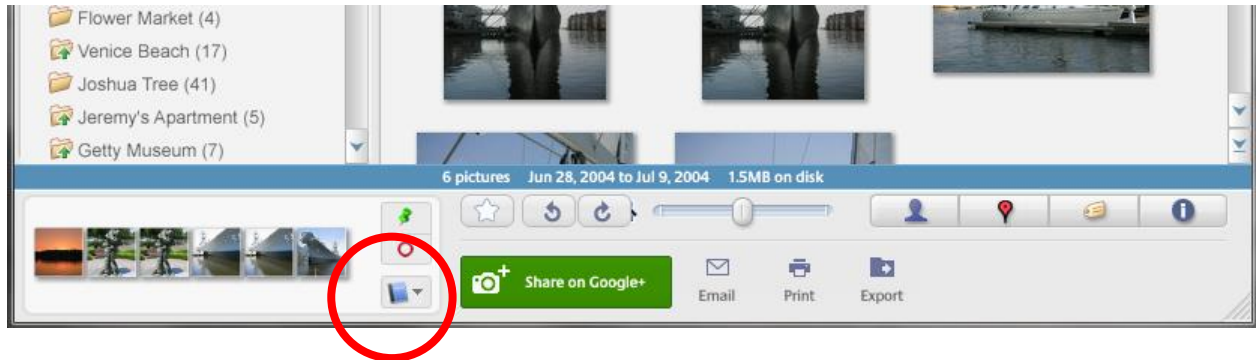
Another way to create an album is to select a group of pictures from one of your folders. Notice that the selected pictures appear in the Photo Tray - bottom left in the Picasa window. Click the Add Selected Items to an Album button.

Either select an existing album to add the pictures to, or select New Album.

Album information

You can edit details about your album by double clicking on the Album name. This opens the Album Properties window.
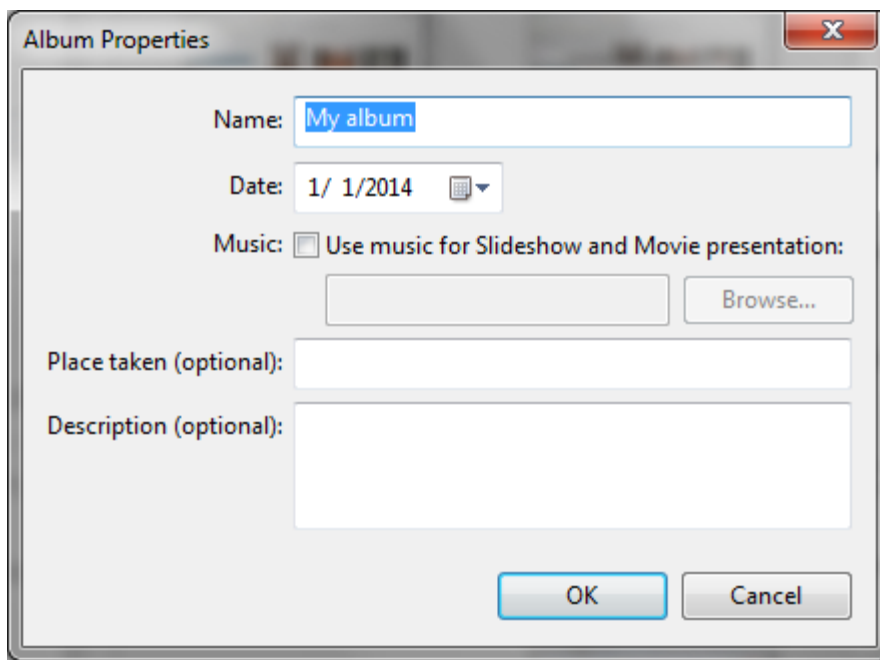
Here you can change the title of your album, change the date (remember that folders are shown by date in the Folder pane), add details of Place taken or a description. When done, click OK.

All folder information can be searched using the Search Box (top left Picasa window) which makes it easy to find your photos.

Moving pictures within albums

To move a picture within an album, select the picture and drag it to its new location. Photos may also be dragged to another album.

Remember that moving pictures between Albums does not move the picture on your hard drive. **However, if you move pictures between Folders, you will also move them on your hard drive.**

Deleting pictures from albums

To delete a photo from an album, select the photo and either:

- press the delete key, or
- select File form the Menu bar and select Remove from Album

Please note that deleting pictures from an album will not delete it from your Folder nor from your hard drive. Albums only exist in Picasa and provide a way to group pictures without affecting those pictures on your hard drive.

Editing photos

Edit overview

To edit a photo, double click on the photo. The Edit panel open on the left. Note that there are a series of Buttons or Tabs across the top.

- Commonly used fixes
- Finely tuned lighting and color fixes
- Fun and useful image processing
- More Fun and useful image processing
- Even more Fun and useful image processing

At the top of the window, you gave some thumbnails to browse through your pictures. At the bottom of the window, you have a slider that allows you to change the size of the picture.

To return to the Library View, click the Return to Library button (top left)

To edit a photo, select the photo and double click it. Select the tab - Fun and useful image processing. Click B&W and Soft Focus. The image is changed. Click Apply and Click Back to Library. You are asked to confirm the changes. Confirm Apply Changes

However, you may not like the changes so double click the image again and the edit window opens. Under the options is a button - Undo Soft Focus. Click it. A further button appears - Undo B&W. Click it. Click Back to Library. The picture is returned to its original format.
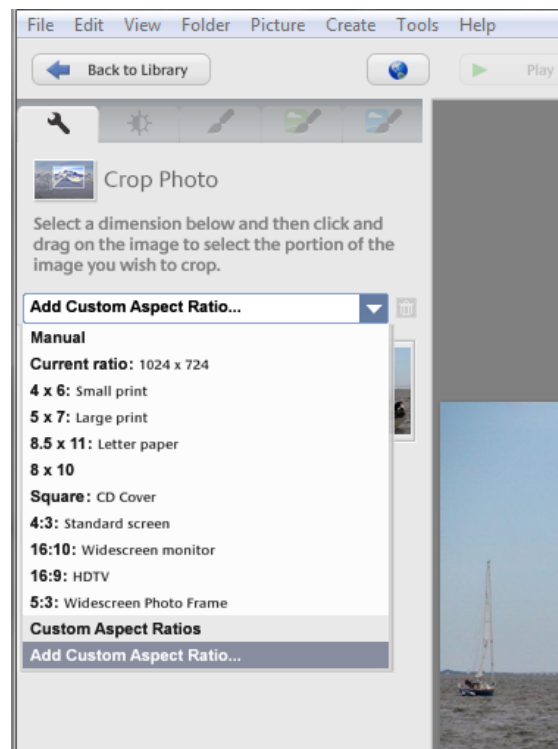
Rotating pictures

To rotate a picture, select the picture and use the rotate button to turn the picture through 90°.
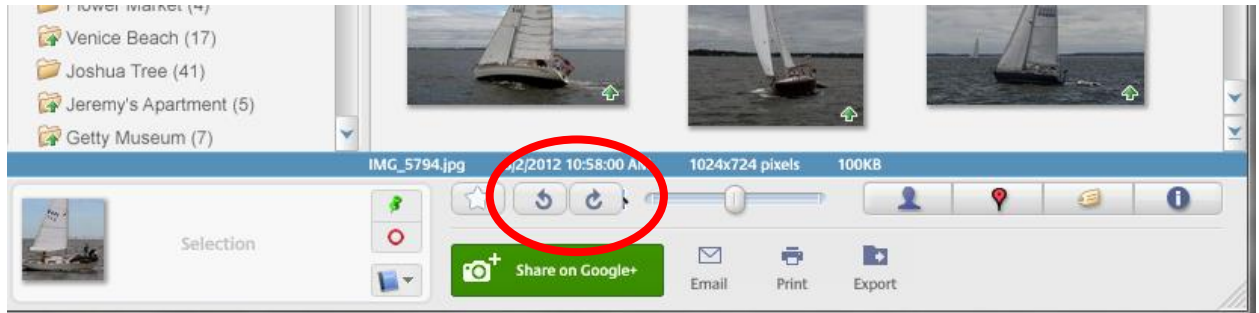
To return to the picture before rotation, select the picture and use the Rotate button to turn the picture back.

Cropping photos

- To crop a photo, double click the picture and select the " Commonly used fixes" tab. Select Crop. The Crop Panel opens on the left.

- You can select a variety of Crop modes. Manual lets you decide exactly how to crop the picture. Select Manual and three choices are presented. Select one and a highlighted screen appears over the image.


You can drag the borders of the highlighted image to your preferred crop. Click Apply and the cropped image is saved. You now have the option to Undo the Crop if you are not satisfied with it.

If you select a different choice in the Crop panel, the image will show the cropped photo matching the selected size. You can drag the corner to change the size, but the relative dimensions will be maintained.

Click Back to Library

Straightening photos

To straighten a photo, double click the picture and select the " Commonly used fixes" tab. Select the Straighten button. At the bottom of the Picasa window is a slider that allows you to straighten you picture.
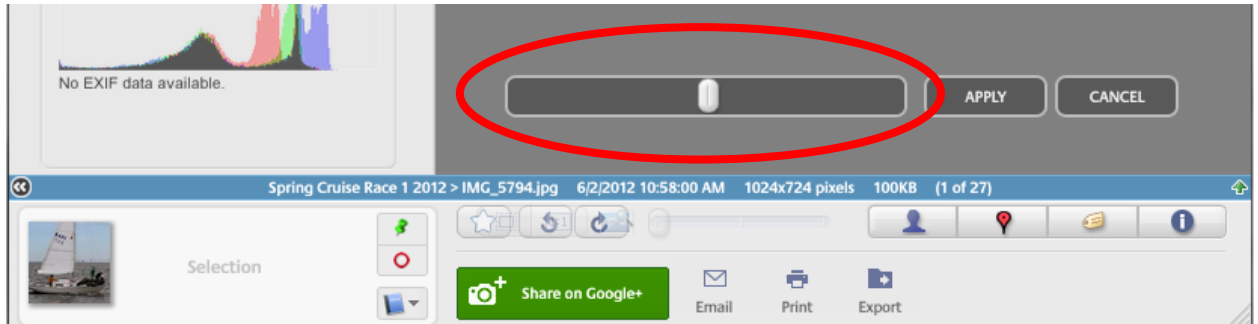
Move the slider until you are happy with the result, then click Apply. You can Undo changes by clicking the Undo Straighten button.

Red Eye reduction

To remove Red Eye from a person in a photo, double click the picture and select the " Commonly used fixes" tab. Select the Red Eye button. Using the slider at the bottom, magnify the face to clearly show the eyes. Use that small thumbnail in lower right to get the magnified picture in the correct position. The, draw a box around each eye where you need to remove the Red Eye. Click Apply.

You can undo the correction using the Undo Red Eye button.

I'm feeling lucky button

Occasionally, you may have a picture you want to improve, but you do not want to spend a lot of time doing it. To let Picasa improve the picture, double click the picture and select the " Commonly used fixes" tab. Click the I'm Feeling Lucky button. Picasa will make the changes it thinks are appropriate.

If you do not like the result, you can undo the changes using the Undo I'm Feeling Lucky button.

Fill Light

If you consider a picture is too dark, you can lighten it using Fill Light. Double click the picture and select the " Commonly used fixes" tab. In the panel on the left is a Fill Light slider. Moving the slider to the right increases the light and moving to the left darkens the picture. You can always undo your changes using the Undo Fill Light button.

Tuning light and color

You may want to adjust the color and lighting of one of your photos. Double click the picture and select the " Finely Tuned Lighting and Color fixes" tab. You have a number of sliders to adjust the light and color in your picture.
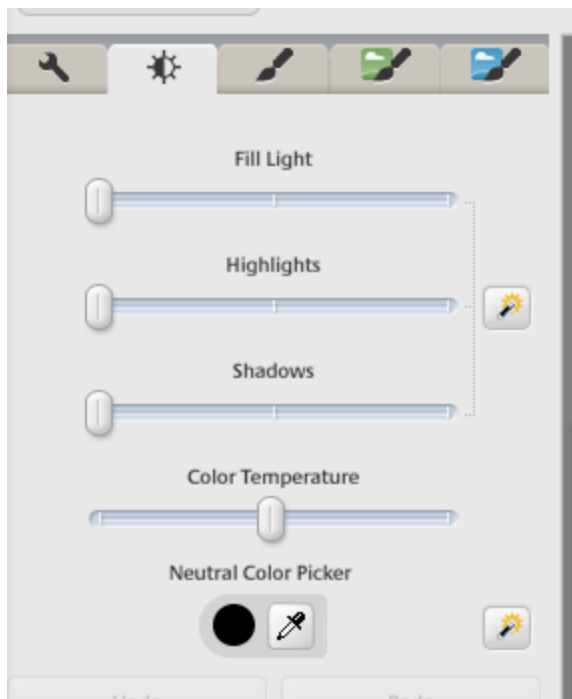
- The first slider allows you to adjust the Foreground light
- The second slider adjust the Highlights. To the right is a button that allows Picasa to make the adjustments that it thinks to be best.

- The third slider adjusts the shadows.
- The fourth slider adjusts Color Temperature. Again, there is a button to allow Picasa to set the color Temperature to its recommended level.

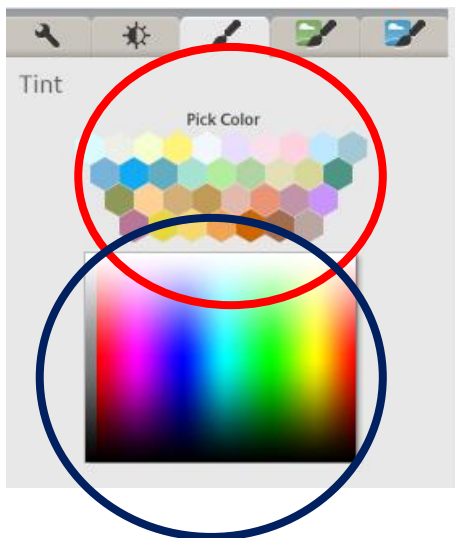You can always undo your changes using the Undo Tuning button.

On the Tuning Panel is a button labeled Neutral Color Picker. This allows you to set a grey level and Picasa will adjust the other colors to match. Click the Color Dropper symbol and then point at a grey area in your picture. Picasa will adjust the other colors to match.

Applying effects

It is easy to apply effects to your pictures. Double click the selected picture to open it in the Edit window and select the Fun and Useful Image Processing tab. As an example, select Tint, and color window opens.
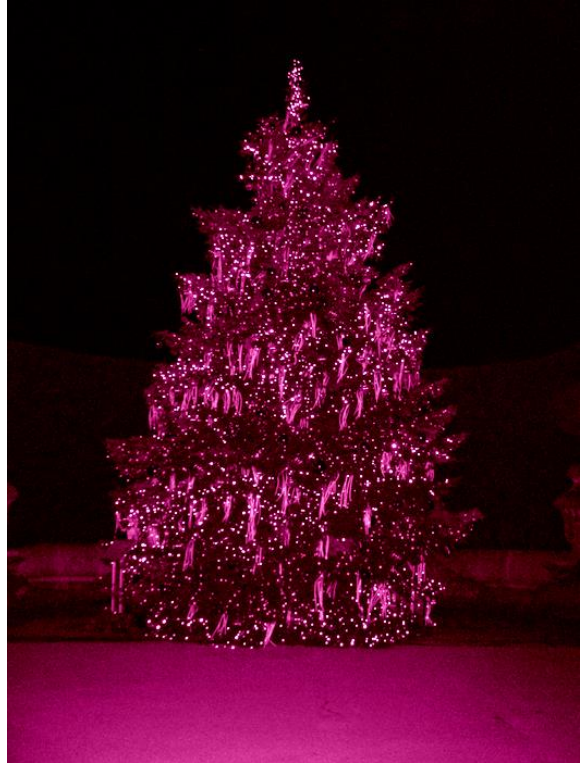
Click the Pick Color symbol, and the panel changes so you can pick a color. There are two options

- The symbols in the red circle allow you to select a predetermined color
- The symbols in the blue circle allow you to choose a very specific color.

As you point to a color, the color of the picture will change

You can always undo the changes using the Undo Tint button.

Changing photos to Black and White

To change a picture to Black and White, double click the selected picture to open it in the Edit window and select the Fun and Useful Image Processing tab. Select the B&W icon and the picture is changed to Black and White.

You can always undo the change using the Undo B&W button.

Adding captions to photos

To add a caption to a picture, double click the selected picture to open it in the Edit window and select the Commonly Needed Fixes tab. Underneath the picture, you will see Make a Caption. Clicking this will allow to you to add a caption.

To the left of the caption is a box that allows you to Hide or Show the caption. Clicking once will hide the caption, clicking a second time will show the caption.

To the right of the caption is a box that allows you to delete the caption.

Captions are stored with the pictures. This means that if you upload pictures to a web album, the captions are also included.