

Picasa 3 - Getting Started

January 13, 2009

Installing, Setup, and Understanding the Main Screen

Installing and Setup

1. Install Picasa 3 (available here: <http://picasa.google.com/>)
Picasa 3 will work on Windows XP/Vista, Linux, or Mac OS X.
2. When Picasa first starts up it will want to search your computer for images. Choose one of the two options and click **Continue**.
3. Next you will get a window that will ask you if you want to use Picasa's Photo Viewer. I'd select **Don't use Picasa Photo Viewer** (you can always turn it on later).
4. Picasa will now inventory your computer for images stored on it. Picasa will then show you the folders in the left panel. By clicking on a folder to the left you will see all the pictures in it as small thumbnails on the right.

If you want to use Picasa to organize and edit your photos on your machine and then upload your images to Flickr be sure to install the send to Flickr Button! Download it here: <http://picasa2flickr.sourceforge.net/>

Understanding the Main Screen


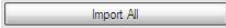
The screenshot shows the Picasa 3 main interface with several callout boxes explaining key features:

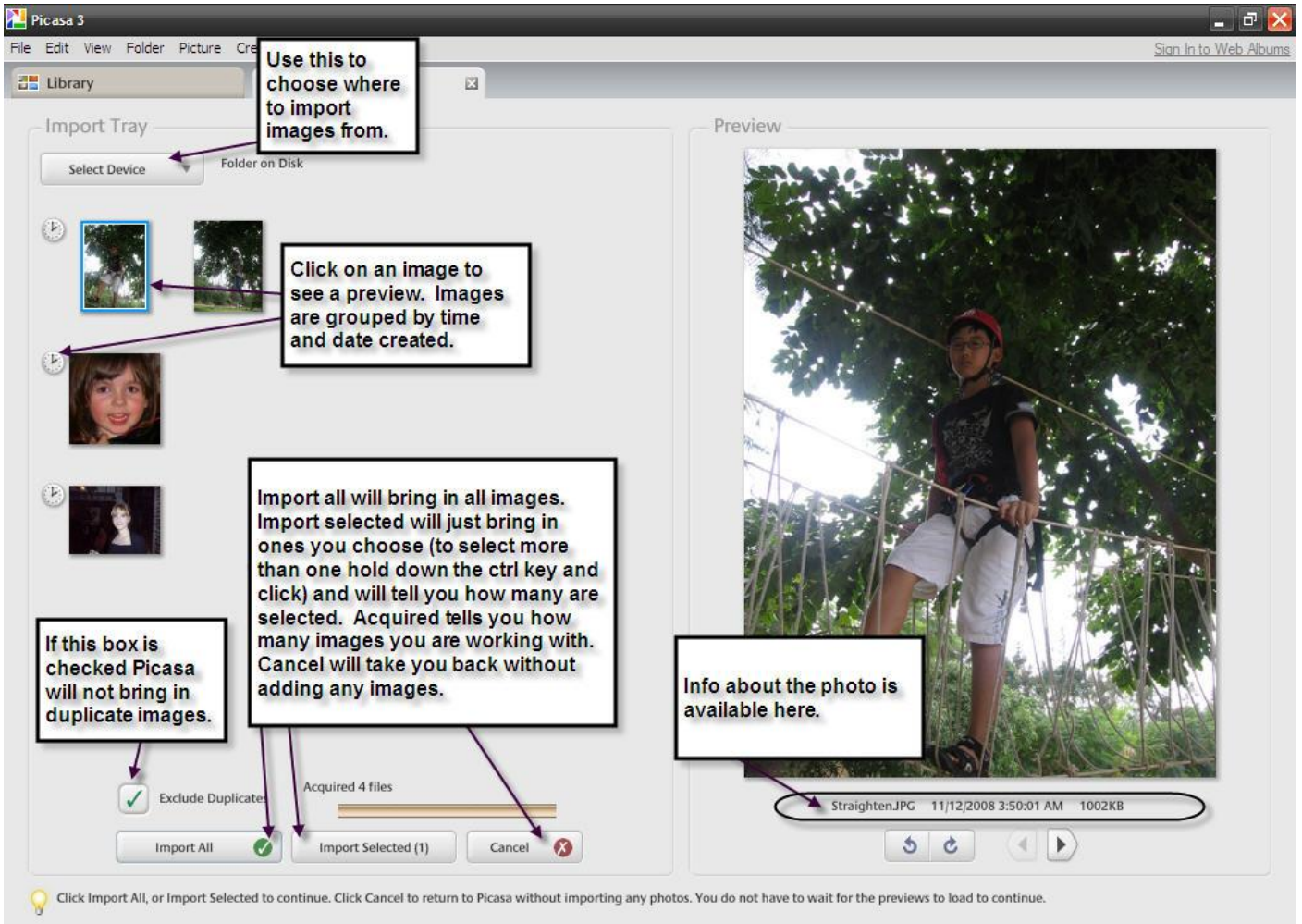
- Click on the Filters below to see only Starred Pictures, only Photos with Faces, or Only Videos**: Points to the filter icons at the top.
- Use this to import images or video from your camera.**: Points to the Import button in the top-left toolbar.
- Play a Slideshow of the images in this folder.**: Points to the Play button in the folder toolbar.
- Search for photos.**: Points to the search bar in the top-right.
- Create Photo Collage, Movies, and Gift Cds**: Points to the icons for creating collages, movies, and gift CDs.
- Use this to sync your images with Picasa Web Albums.**: Points to the Sync to Web button.
- Shows the photos you currently have selected.**: Points to the Selection panel at the bottom-left.
- This is where you star an image.**: Points to the star icon in the bottom toolbar.
- Use this to tag images.**: Points to the tag icon in the bottom toolbar.
- Use this to make your thumbnail images larger or smaller.**: Points to the zoom slider in the bottom-right.

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How to Import Photos

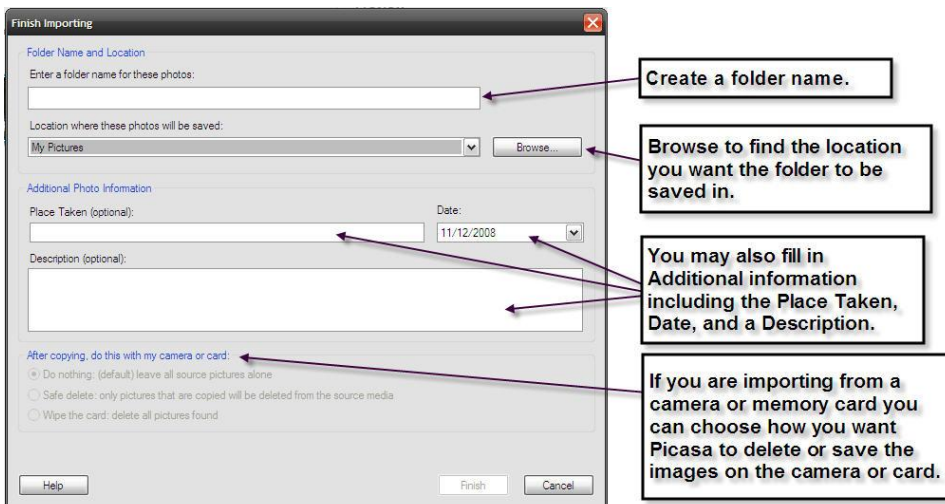
1. From the Main Screen click the **Import** button. 
2. On the next screen click on the **Select Device** button and choose a device (camera etc.) or a folder (Picasa will always find new images on your machine when it starts up. If it isn't finding a folder you need you can use this to bring in the images).
3. You will then be able to browse to find the images to add. If you want to add all the images in a folder use either Ctrl + A to select all or click the **Import All** button. 



The screenshot shows the Picasa 3 Import Tray interface. It features a 'Select Device' button, a 'Folder on Disk' section with image thumbnails, and an 'Import Tray' with 'Import All', 'Import Selected (1)', and 'Cancel' buttons. A 'Preview' window on the right shows a photo of a person on a zipline. Annotations include:

- Use this to choose where to import images from.** (pointing to 'Folder on Disk')
- Click on an image to see a preview. Images are grouped by time and date created.** (pointing to image thumbnails)
- Import all will bring in all images. Import selected will just bring in ones you choose (to select more than one hold down the ctrl key and click) and will tell you how many are selected. Acquired tells you how many images you are working with. Cancel will take you back without adding any images.** (pointing to 'Import All', 'Import Selected (1)', and 'Cancel')
- If this box is checked Picasa will not bring in duplicate images.** (pointing to 'Exclude Duplicates' checkbox)
- Info about the photo is available here.** (pointing to photo metadata: Straighten.JPG 11/12/2008 3:50:01 AM 1002KB)

Click Import All, or Import Selected to continue. Click Cancel to return to Picasa without importing any photos. You do not have to wait for the previews to load to continue.



The screenshot shows the 'Finish Importing' dialog box. It includes fields for 'Folder Name and Location', 'Additional Photo Information' (Place Taken, Date, Description), and options for 'After copying, do this with my camera or card:'. Annotations include:

- Create a folder name.** (pointing to 'Folder Name' field)
- Browse to find the location you want the folder to be saved in.** (pointing to 'Location' dropdown)
- You may also fill in Additional information including the Place Taken, Date, and a Description.** (pointing to 'Place Taken', 'Date', and 'Description' fields)
- If you are importing from a camera or memory card you can choose how you want Picasa to delete or save the images on the camera or card.** (pointing to 'After copying' options)

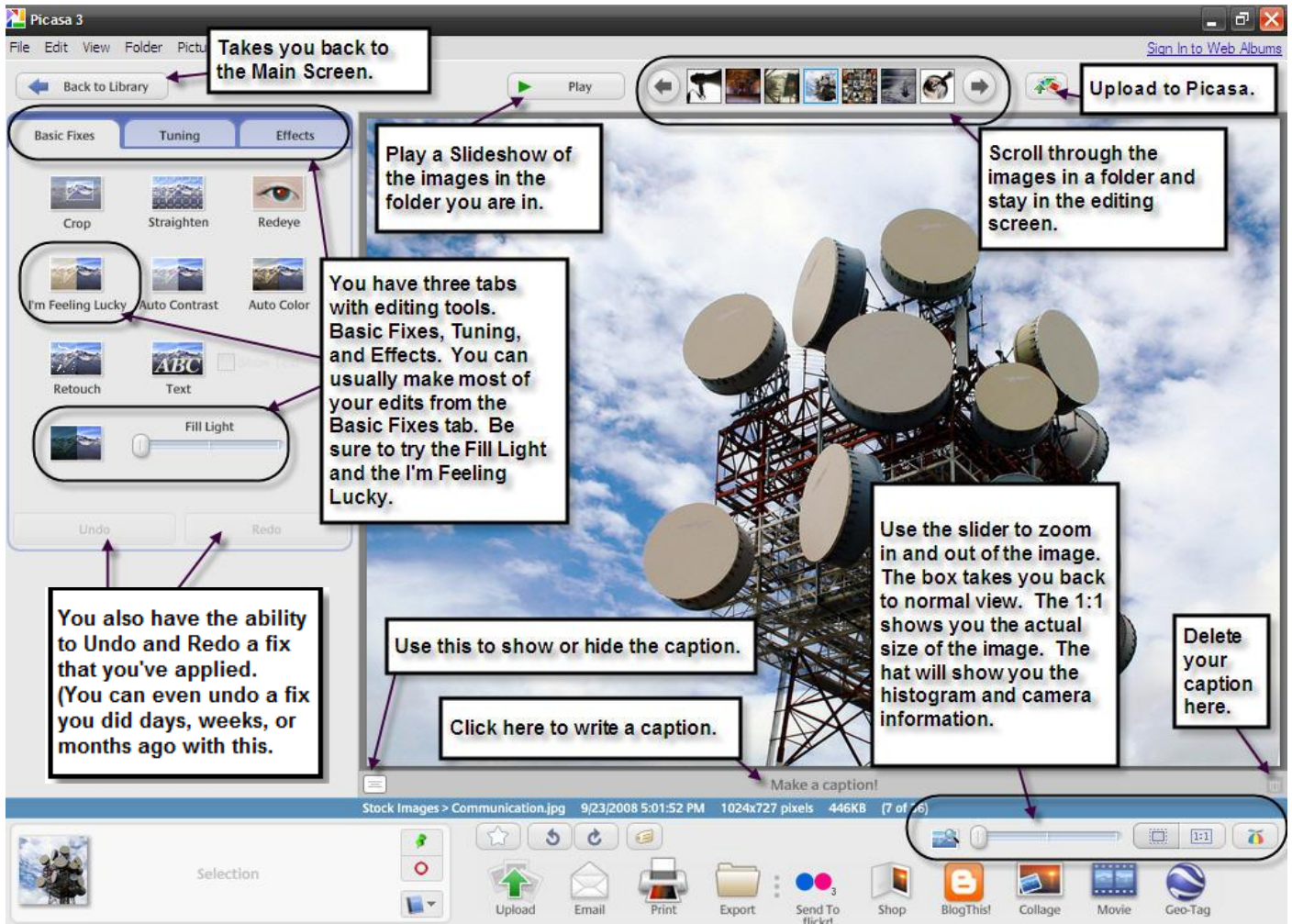
As you are importing your images think about saving them in one location on your machine. It will make it easier to find and backup images in the future. Consider saving images in folders by either topic (Holidays) or date (2008).

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How to Edit Photos

1. From the Main Screen **double click on a photo**. You should then be in the editing mode. See the below screenshot.



2. When you are finished editing your image click the **Back to Library** button. Picasa automatically saves changes you have made to your pictures.
3. From the Main Screen you will now see a **Save to Disk** button in the upper right corner.
4. Click **Save to Disk**. A new window will open and ask you if you are sure. It will also tell you that a backup of your original file will be created.

*Picasa automatically saves as you are editing. When you are done and click the **Save to Disk** button (from the Main Screen) Picasa makes a backup of your original file. This is one of the greatest features of Picasa – you can always (weeks, months, years later) undo your changes and go back to the original file. To do this simply double click the image and get to the editing window and then click **Undo** until you have the image the way you would like. Don't forget to **Save to Disk** when you are done.*

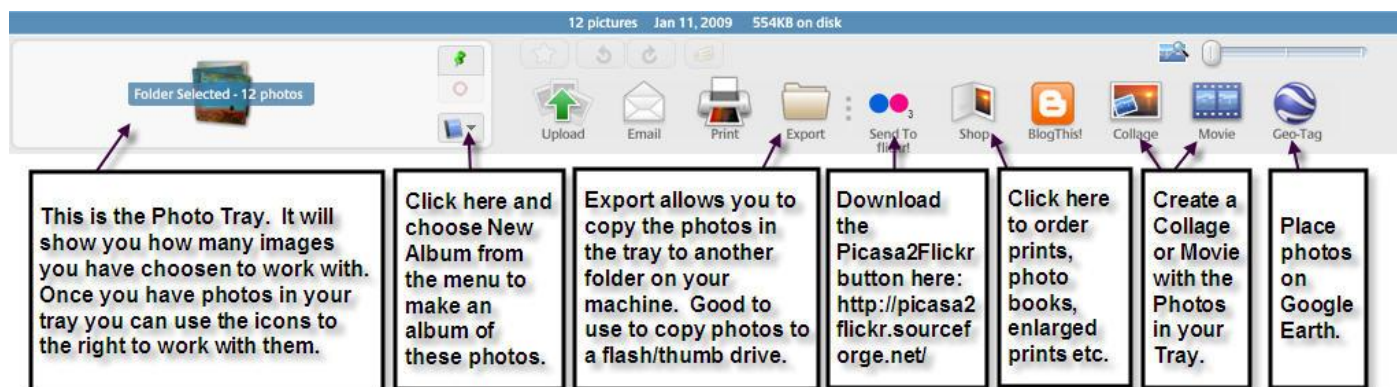
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Photo Tray, Back-Up, and Helpful Hints

Photo Tray


To get Photos in your tray you can either select a folder from the Main Screen or you can select multiple images by holding down the Ctrl key and clicking.



Back-Up Images

1. Go to **Tools** – then **Backup Images**
2. You will then get the **Backup Your Photos Page**
3. Choose the folders to the left that you want to backup.
4. Follow the instructions at the bottom of the screen.

Helpful Hints

- **Locating a photo file on your machine** - If you want to find an individual picture or folder on your computer simply **right-click the image** and choose **Locate on Disk**. Picasa will open the containing folder.
- **Create and Edit Movies** – Picasa now lets you create Movies that combine videos and images. You can also set them to music. Select the images you want (make sure they are in your Photo Tray – see above) then click the **Movie** button.
- **Retouching an Image** – Double click an image to get to the editing screen. Then select the retouch tool. How to use the Retouching tool:
 - Zoom in to the area you need to retouch.
 - Change the brush size to be a little larger than the area you are retouching.
 - Click once on the area to be retouched – then move your mouse around and you will see the changes.
 - Click once on the new area to be applied.
 - Remember you can always Undo.
 - Click Finished when done.
 - Don't forget to Save Changes on the Main Screen.
- **Webcam Capture** - Control your webcam from Picasa. Click the **WebCam** button.  A webcam window will come up and you can then record videos and capture stills from your webcam.