



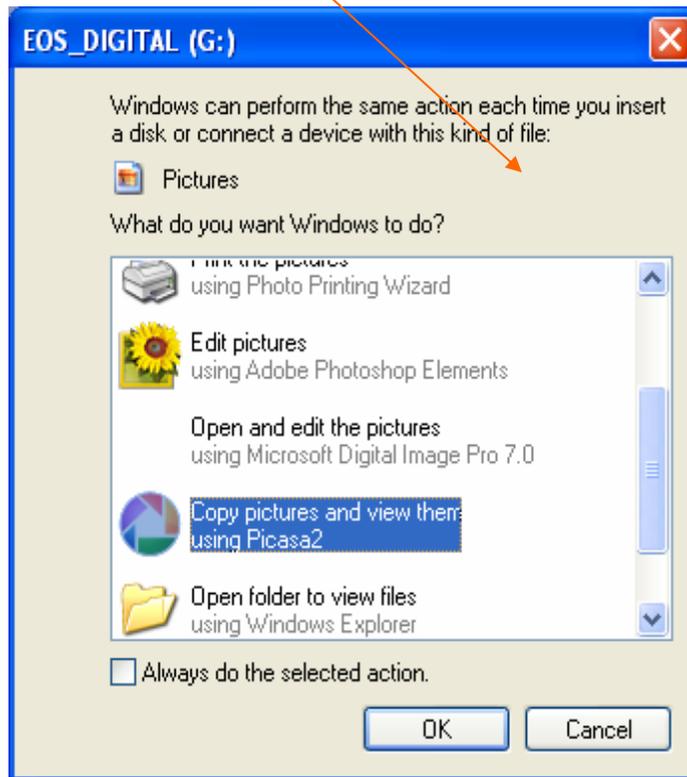
Basic Information

Uploading Photos

It is assumed that you have installed Picasa onto your computer

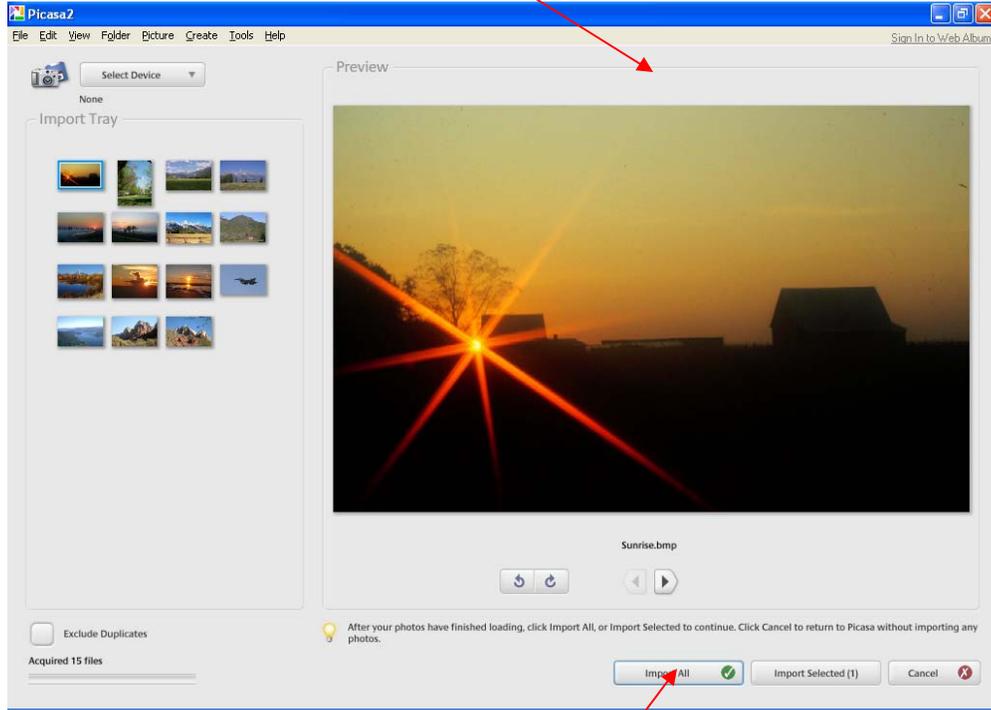
Connect your Card Reader with your disk into the computer

1. A dialog screen will appear



2. Be sure that the selection is on **“Copy Pictures and view them in Picasa2”**

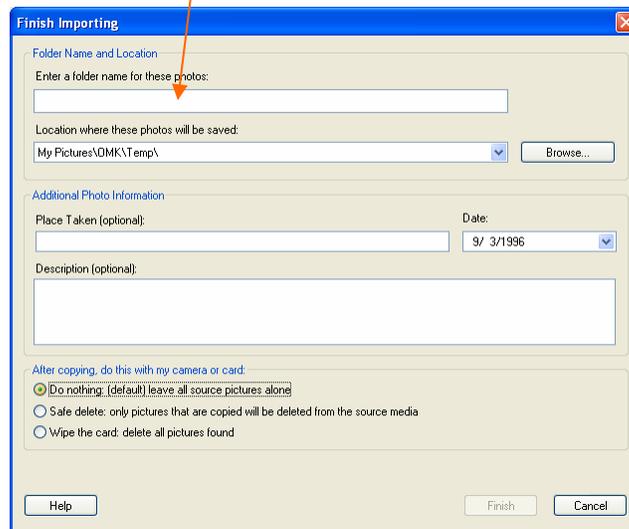
3. Click OK and Picasa will open



4. At the bottom of screen, select "Import All"

5. Enter the Folder Name

a. Leave everything else as it



6. At the bottom of the Finish Importing Dialog Box – click **Finish**
 - a. All the photos will be loaded on to your computer into the Folder you created or selected

7. Upload photos directly from Camera
 - a. Plug camera into the computer
 - b. Turn on the camera
 - c. When the dialog box appears, select Picasa and check **OK**
 - d. Then follow #3 - #6 (above)

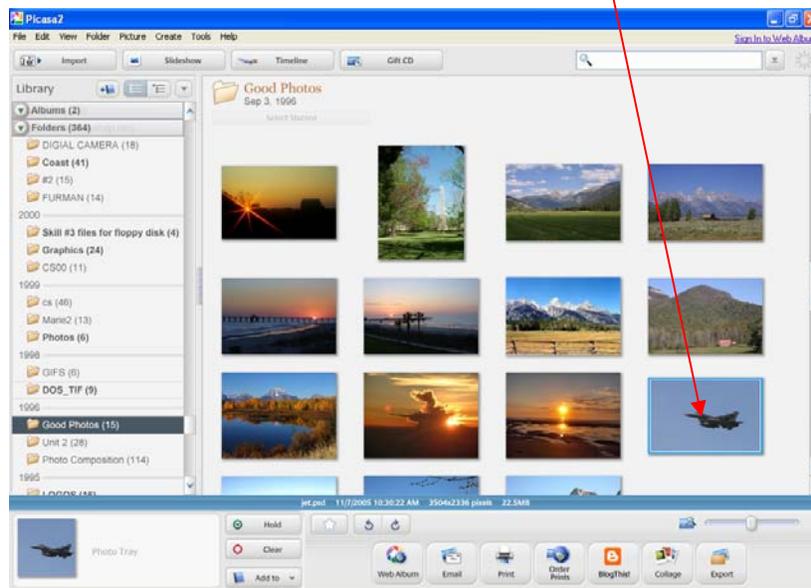
Delete Bad Photos

1. Once the photos are loaded, this is a good time to delete all the Bad Photos
2. Select the Photos to be deleted and press the “Delete Key” on the keyboard

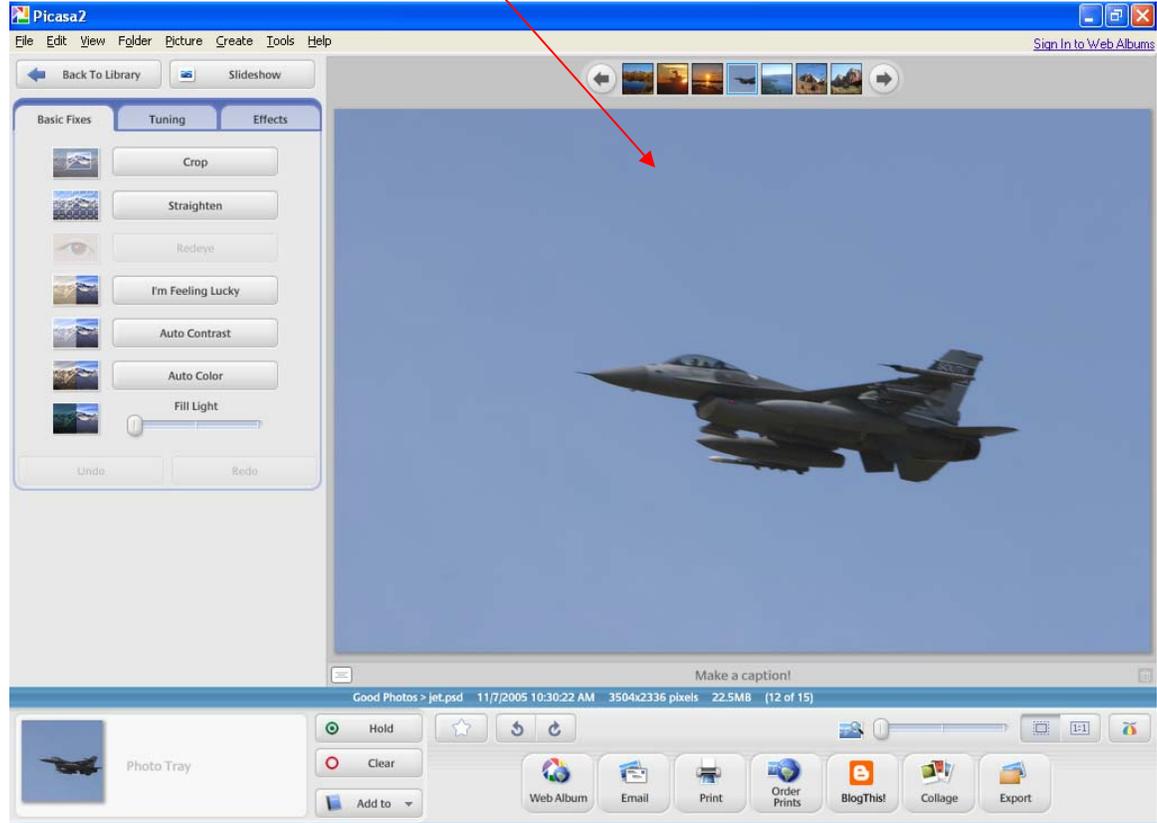
NOTE: Getting rid of all your bad photos before showing anyone your pictures, people will think and know you are a good photographer.

Editing Photos

1. Select the Photo to be edited by double clicking



2. The Edit Screen will appear



3. Start at the top with Cropping and work down the list

4. This is one area the user will have to decide what looks right to them

5. Below is Picasa's Help Screen on Editing

Editing photos with Picasa

With Picasa's advanced photo editing, you can use basic one-click fixes to improve almost any photo, adjust color and lighting, and add any of twelve effects.

A few general editing tips:

- Double-click on a thumbnail in the Library to open the "Edit Photo" screen. This will show you the photo you're currently editing. To the right of the photo are three tabs – "Basic Fixes," "Tuning," and "Effects."
- While on the "Edit Photo" screen, use the thumbnail arrows on either side of the filmstrip at the top of the photo to navigate through the rest of the photos in that album.

- To reverse any edits you made, click the “Undo” button at any step along the way.
- Any edits you make to photos in Picasa are not saved to the original file on disk until you click the "Save Changes" button in the album header. Saving your changes this way will overwrite the original file, ~~while retaining a backup in a new "Originals" folder.~~ Click the "Undo Save" button to revert a file to the backed up version.
- For more information about the edit screens, refer to the Picasa Help menu in the software.

Basic Fixes tab

Crop

Use the “Crop” button to cut out parts of a photo that you don’t want to see. In the “Crop Photo” view, you can select a pre-determined photo size (for instance, 4x6) or manually select the part of the photo you’d like to keep. To crop a photo, drag and drop the bounding box directly over the photo. Click on and drag the corners of the box to change the cropped selection while maintaining the same proportions. Click “Apply” to save your changes in Picasa or “Cancel” to return to the “Basic Fixes” tab.

Straighten

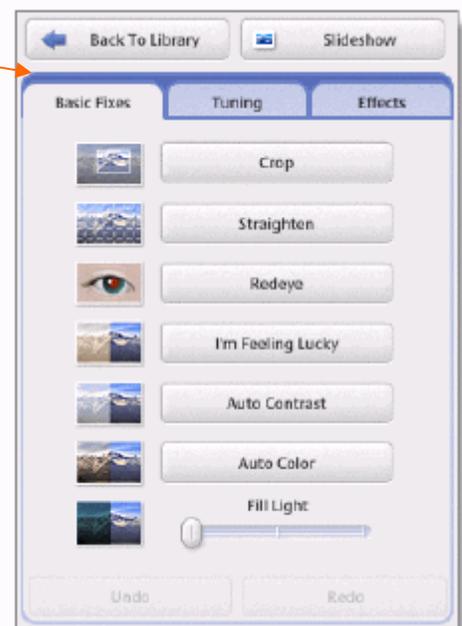
Use this feature to fix photos taken with an off-kilter camera. Select a photo and click the “Straighten” button. In the “Straighten Photo” view, use the slider at the bottom of the screen to align the photo against the boxed grid. Click “Apply” to save your changes in Picasa or “Cancel” to return to the “Basic Fixes” tab.

Red eye

Use this feature to remove red eye from any photo. First, click the “Red Eye” button. In the “Red Eye” view, click and drag the mouse around each eye separately to select it. As you do this, a selection box will appear over the area. Release the mouse to complete your selection. The photo will automatically be displayed with the red eye removed. Click “Apply” to save your changes in Picasa or “Cancel” to return to the “Basic Fixes” tab.

I’m Feeling Lucky

Click the “I’m Feeling Lucky” button and Picasa will change your photo’s color and contrast to produce what it thinks is the ideal photo. You’ll see a change only if your photo isn’t already color balanced. Click the “Undo I’m Feeling Lucky” button below to remove the change.



Auto Contrast

Click the “Auto Contrast” to adjust the contrast in your photo in Picasa. Click the “Undo Auto Contrast” button below to remove the change.

Auto Color

Click the “Auto Color” button to adjust the color in your photo automatically in Picasa. Click “Undo Auto Color” button below to remove the change.

Fill Light

Use the fill light slider to add light to the foreground of photos with too-bright backgrounds, making them more balanced. Click the “Undo Fill Light” button to remove the change.

Tuning tab

Fill Light slider

Use the “Fill Light” slider to add light to the foreground of photos with too-bright backgrounds, making them more balanced. Click the “Undo Fill Light” button to remove the change.

Highlights slider

Use the “Highlights” slider to add to or reduce the brightness spots, or highlights, in your photo. Click the “Undo Tuning” button to remove the change.

Shadows slider

Use the “Shadows” slider to add more shadows to your photo. Click the “Undo Tuning” button to remove the change. **Hint:** you can use the one-click button to the right of the “Fill Light,” “Highlights,” and “Shadows” sliders to make fixes to your photo’s lighting without using the sliders.

Color Temperature slider

Use the “Color Temperature” slider to make your photo warmer (to the right) or cooler (to the left).

Neutral Color Picker

Use the “Pick Color” dropper to tell Picasa which part of your photo it should consider as gray or white. Picasa will color balance the colors surrounding that selection according to the selected color.



Effects tab:

The “Effects” tab contains twelve effects that you can apply to any still photo. Effects are added in progressive layers, and you can always undo or redo the last effect you made at any time. Here are the effects you can use to improve your photos in Picasa:

Sharpen – Make the edges of objects in your photos crisper and less fuzzy.

Sepia – Create an “old-fashioned” effect by changing the photo to a reddish brown tone.

B&W – Turn any color photo into a black and white photo.

Warmify – Warm up a cool photo, improving skin tones.

Film Grain – Add a “grainy” film look to any photo – looks great when you print.

Tint – Use the dropper to pick a color and apply that duotone or tint to the entire photo.

Saturation – Increases color saturation.

Soft Focus – Soften the focus around a center point that you select.

Glow – Give photos a gauzy glow.

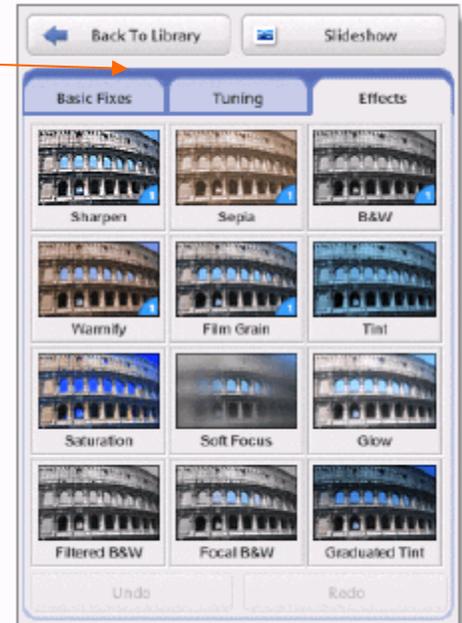
Filtered B&W – Make a photo that looks like it was taken with black and white film and a color filter.

Focal B&W – De-saturate color around a center point with adjustable size and sharpness sliders.

Graduated Tint – Add a graduated filter from a color you select. Useful for making gray skies blue.

Captions

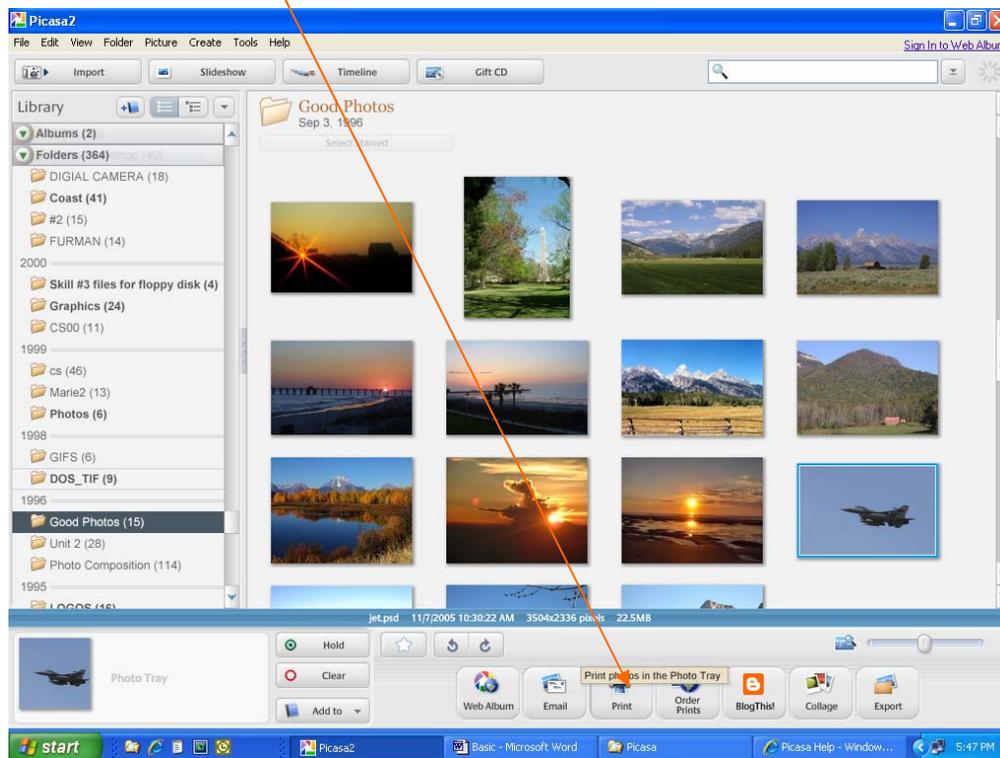
You can add a caption to any photo while you’re in the “Edit Photo” screen. Underneath the individual photo, click on the text that says “Make a caption!” Type in your caption. You can show or hide a caption from the photo using the button on the left in the caption bar. You can delete a caption by clicking the trash can icon on the right.



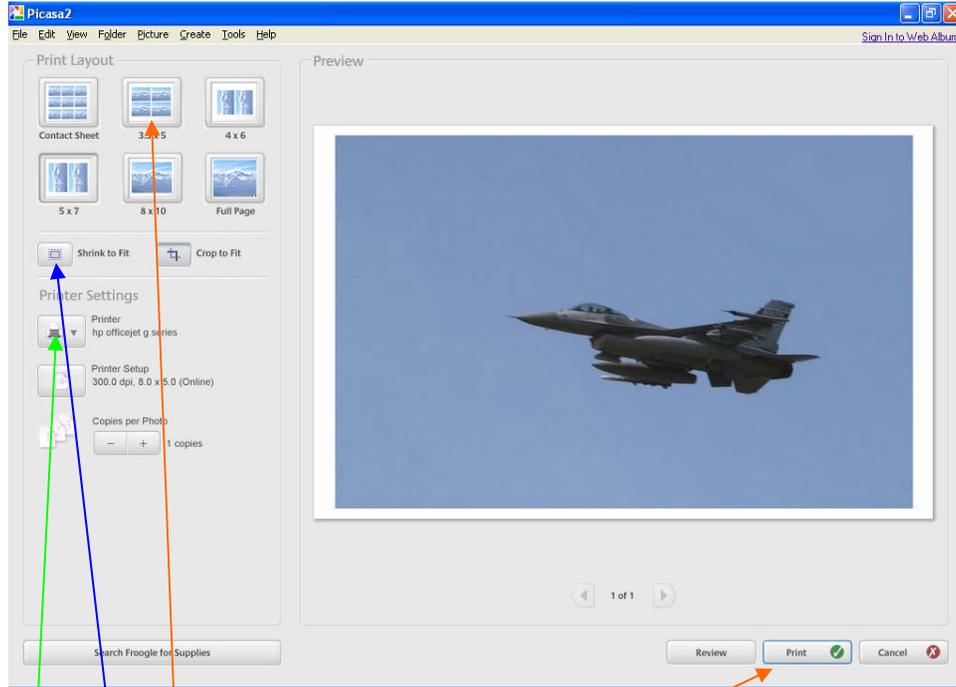
Captions in Picasa are stored in each photo's EXIF data, so they stay with your photos. That means if you upload to a Picasa Web Album, your captions will also appear on the website. Captions are also searchable inside Picasa.

Printing Photos

1. Select the Photo to be printed
2. Press the Print Button at the bottom of the screen



3. The Print Screen will appear



4. Select the Paper Size

5. Select Printer (if there is more than one printer connected to the computer)

6. Select “Shrink to Fit”

7. Print the Photo

NOTE: If the printer has a special tray for Photo Paper

- Select Printer Setup

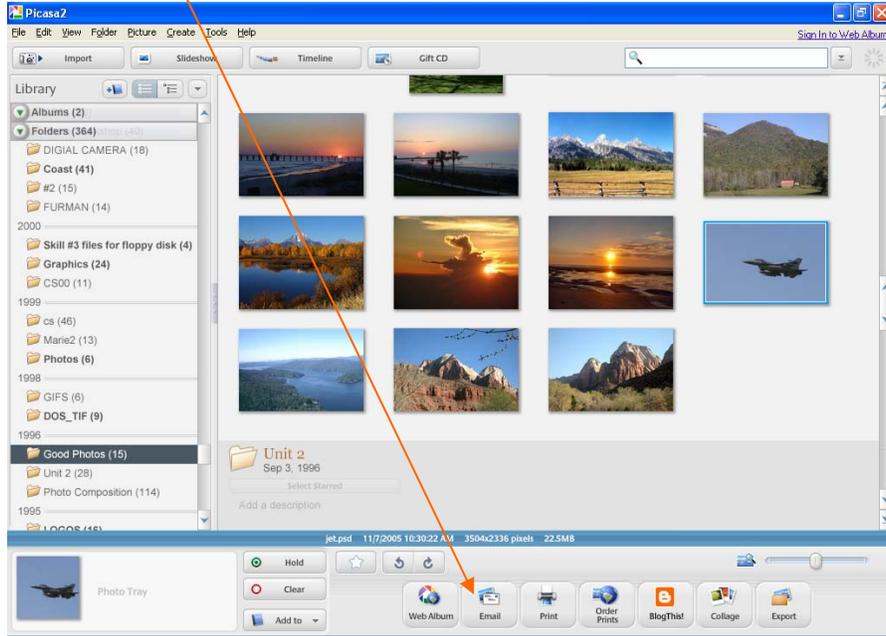
1. Select Paper Size

2. Select Page Layout (either Portrait or Landscape)

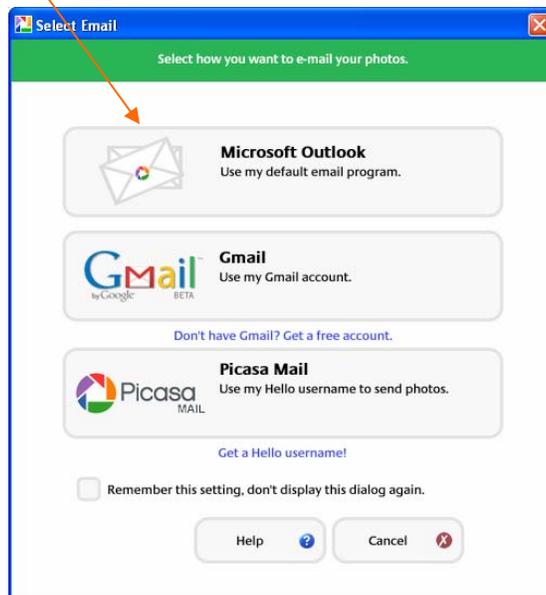
3. The user may be able to select Print Quality – if so select Best

Emailing Photos

1. Select the Picture to be emailed
2. Press the Email Button at the bottom of the screen

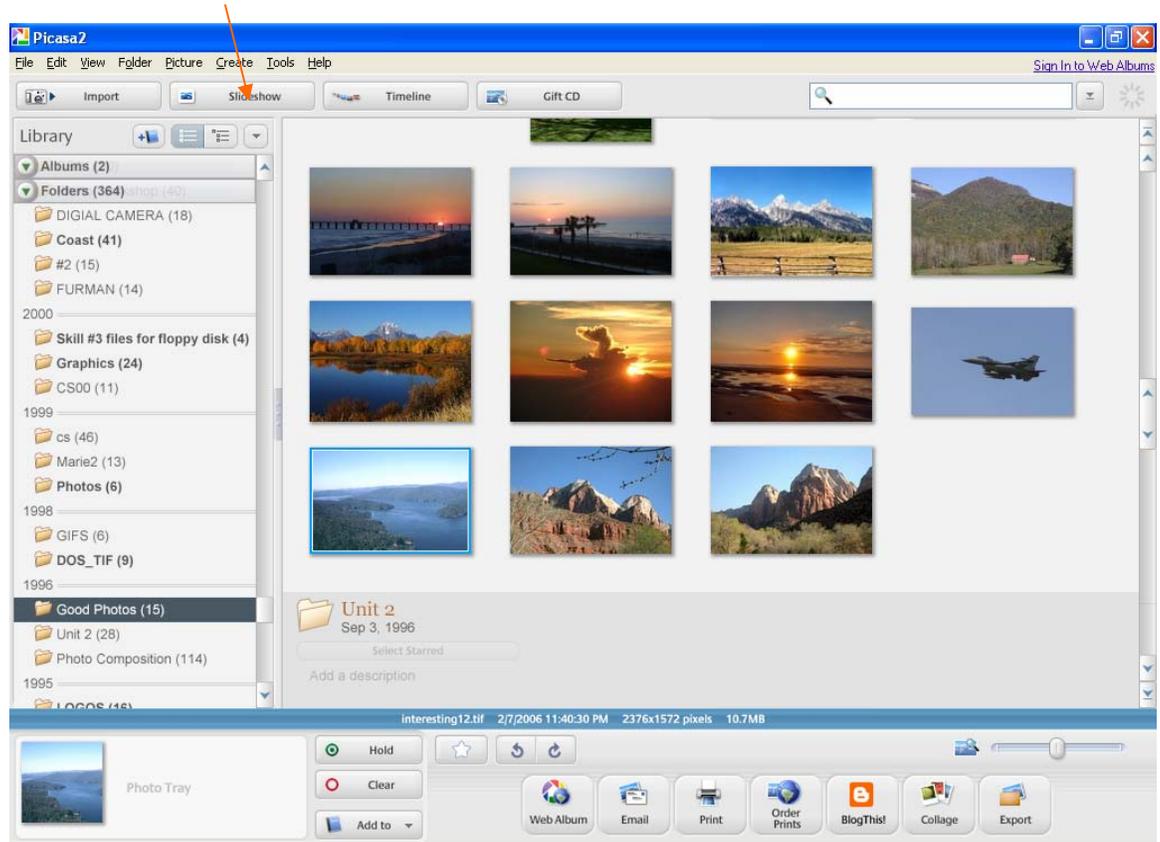


3. Select the Email Program wanted: (see below)
 - a. Type in the email address
 - b. Add in any additional text wanted
 - c. Press Send



Slideshow

1. To use the Slideshow Program
2. Select the Folder wanted
3. Press the Slideshow Button



4. Watch the Photos go by