The Picasa v3 Software with acknowledgements to **http://goo.gl/EESZ**

The Picasa software lets you organize, edit, and upload your photos in quick, easy steps. Download Picasa at http://picasa.google.com

Two things to know

The Picasa software provides a simple way to view, edit, and organize the photos on your computer. As you get started, there are two things you should always remember:

Picasa does not store the photos on your computer.
When you open Picasa, it simply looks at the folders on your computer and displays the photos it finds. It displays the file types that you tell it to find, in the folders that you tell it to search.

Your original photos are always preserved.
When using editing tools in Picasa, your original files are never touched. The photo edits you make are only viewable in Picasa until you decide to save your changes. Even then, Picasa creates a new version of the photo with your edits applied, leaving the original file totally preserved.
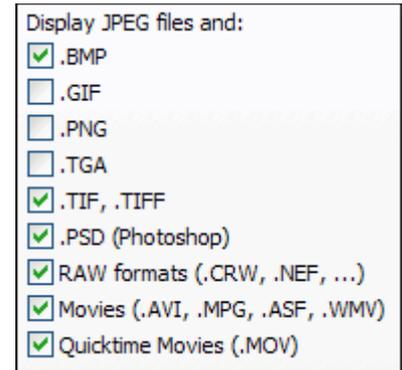
Add photos to Picasa

Use Picasa to view photos already on your computer, or to import photos from your camera.

Add photos already on your computer

Once you've downloaded and installed Picasa, you have total control over the photos that Picasa displays. Picasa shows you the photo and video file types that you tell it to find, in the folders that you tell it to search.

Control the folders that display	Control the file types that display
Click **Tools > Folder Manager** to control which folders are displayed:	Click **Tools > Options** (PC) or **Picasa > Preferences** (Mac) to control which file types are displayed

Import new photos

Of course, not all your photos reside on your computer. You can import photos into Picasa from many sources, including cameras, CDs, memory cards, scanners, webcams, and more. Photos you import are saved on your computer and displayed automatically in Picasa.

1. In Picasa, click Import.
2. Select the source of your new photos (e.g. your camera) from the 'Import photos from' drop-down menu at the top.
3. Select the destination folder on your computer for your new photos, from the 'Import to' drop-down menu at the bottom.
4. If you'd like to upload the photos you're importing to Picasa Web Albums at the same time, select the 'Upload' checkbox.
5. Select the specific photos you'd like to import and click Import Selected, or click Import All to import all the photos displayed.

Organize your photos

The folder list on the left is the hub for Picasa organization. By scrolling through this list, you can access all photos displayed by Picasa. To understand Picasa organization, you need to understand the following three collections:

Folders

Folders in Picasa represent the folders on your computer. You control the folders that are scanned and displayed by Picasa. Changes you make to folders in Picasa affect the corresponding folders on your computer's hard drive. For example, if you delete a photo in a Picasa folder, that photo is also deleted from the computer.

Albums

Unlike folders, albums exist only in Picasa. Albums allow you to create virtual groups of photos taken from multiple
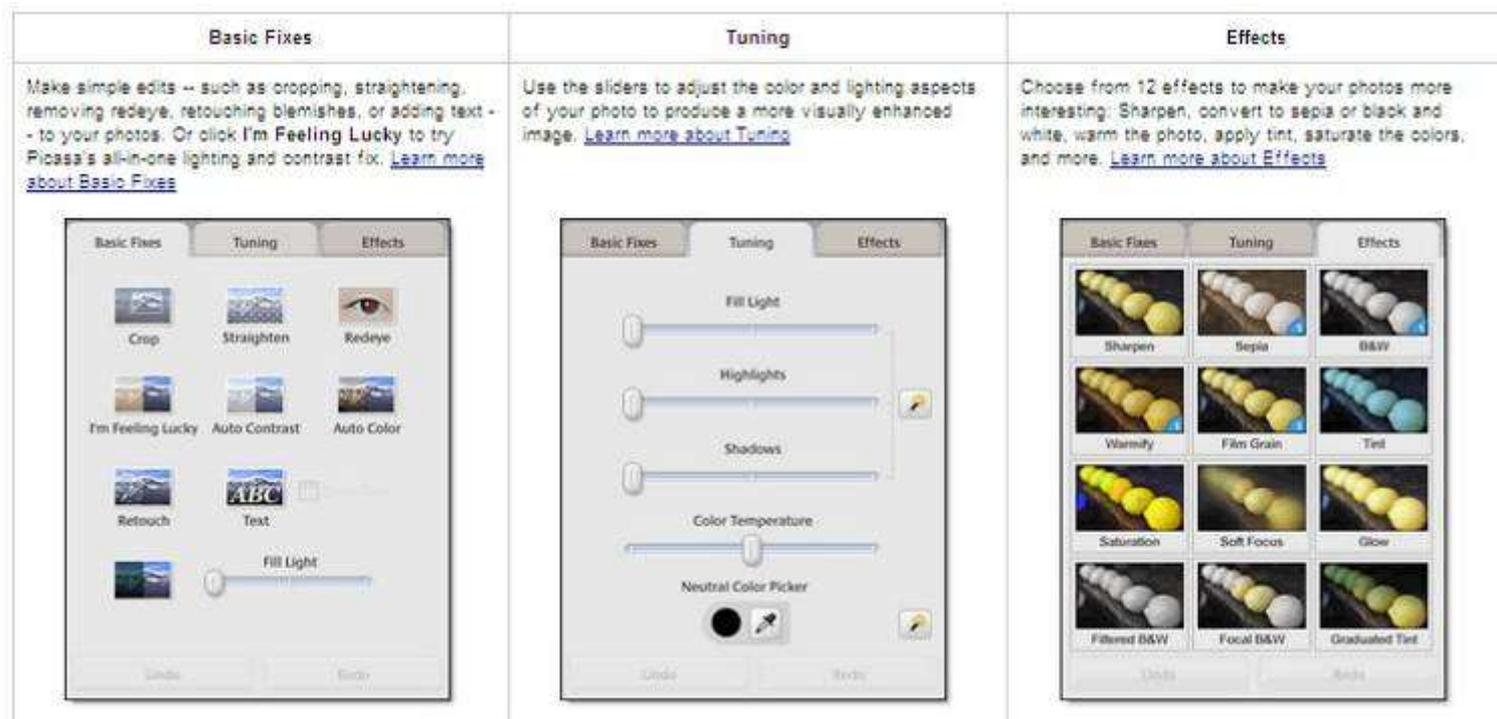
folders on your computer. Albums display those photos without actually moving the photo -- it's like a playlist for photos. When you delete or move photos from an album, the original files remain in their original folders on your computer.

People

In this collection, you can organize your photos by what frequently matters most -- the people in them. Picasa uses facial recognition technology to find and group similar faces together across your entire collection of photos. By [adding name tags](#) to these groups of faces, new people albums are created. These people albums are just like the albums above: when you move or delete faces, the original files stay put.

Edit your photos

Picasa provides a range of one-click fixes to help you improve almost any photo, adjust its color and lighting, and add effects like black and white or sepia toning. Double-click a photo and use the three editing tabs on the left.

Don't worry -- Picasa always preserves your original photo. The photo edits you make are only viewable in Picasa until you decide to save your changes. Even then, Picasa creates a new version of the photo with your edits applied, leaving the original totally preserved.

Share your photos

Your photos take on more meaning when you share them with friends and family. Here are two ways to quick share your photos:

Upload photos to the web
Use the Upload **button in Picasa to upload all selected photos to Picasa Web Albums. Don't feel like picking through your photos?**

The Share **button uploads an entire folder or album, and sends email invitations to your friends and family.**

Email photos

Click the Email **button in Picasa to quickly send all selected photos to friends and family, using the email provider of your choice. Keep in mind that email doesn't accomodate a large number of photos, so if you want to share a lot of photos,**

consider uploading them to Picasa Web Albums, where you can take advantage of the free one GB of storage that's available.

Discover more features

If you've read this far, you're familiar with the basics of Picasa. As you become a power user, here are some of the features for you to explore:

Resize photos: One of the most popular -- and most hidden -- features of Picasa is the ability to resize photos. Use the Export **button to quickly resize your photos.**

Sync to Web: When you enable Sync to Web **in Picasa for a folder or album, edits made to your photos in Picasa are reflected immediately in the corresponding album in Picasa Web Albums.**

Make a collage: Make a collage and share it with your friends and family. Experiment with six different types of collage, and maintain total control over your collage content and layout.

Add captions: Adding captions can help tell the rest of the story. While editing a photo, click the text below that says 'Make a caption!'. Captions are displayed in Picasa, Picasa Web Albums, and other IPTC compatible programs.

Use Movie Maker: Combine your photos, videos, and music into a movie and upload it directly to YouTube. You can also trim existing video files.

Map photos: Use the Maps **tab in Picasa to embed latitude and longitude information into the EXIF data of your photo file. This geographic data accompanies your photo when you upload it to Picasa Web Albums.**

Print photos: Use the Shop **button to order prints from our online print partners or use the** Print **button to print your photos at home.**

Add tags: Tags are like keywords. By applying single or multiple-word tags in Picasa, you can quickly search and locate photos. The Tags tab offers quick tags, tag counts and the ability to manage your tags.

Upload to Blogger: Use the BlogThis! button to post photos directly from Picasa to Blogger.

Back up your collection: Protect those precious memories. Use Picasa to back up your photo collection to either **an alternate drive** or to **CD/DVD**.

Picasa Web Albums

Looking for a simple way to get photos from your camera and computer on the web? Picasa Web Album provides one GB of free storage that makes sharing your photos a snap. Visit http://picasaweb.google.com

Sign up for Picasa Web Albums

Looking for a simple way to get photos from your camera and computer on the web? Picasa Web Albums provides 1 GB of free storage that makes sharing your photos quick and easy. To start using Picasa Web Albums, just sign in with your Google Account at http://picasaweb.google.com. (If you use Gmail, you already have an account.)

Don't have an account? Create one in seconds.

After you've created your account, get started by setting your Picasa Web Albums nickname and profile photo. It's a good way to introduce yourself to the people that view your photos: this information will display on your public gallery, in each of your albums, and next to comments that you leave.

Upload photos to Picasa Web Albums

No matter where your photos are located -- Mac, PC, mobile, iPhoto, etc. -- you can easily upload them into Picasa Web Albums. Upload photos from Picasa or directly on Picasa Web Albums:

- **Upload from the Picasa software**
  Use the **Upload** button to upload all selected photos to Picasa Web Albums. Don't feel like picking through your photos? The **Share** button uploads an entire folder or album, and sends email invitations to your friends and family.

- **Upload on Picasa Web Albums**
  Click the **Upload** button at http://picasaweb.google.com to upload photos from your hard drive to the web. Any browser will work, but use Internet Explorer for larger uploads (greater than five photos).

Let friends and family contribute photos

You can also let other people add photos to your albums. Contributors can add captions to, rotate, or even delete the photos that they've uploaded to your album. Learn more about adding and managing contributors.
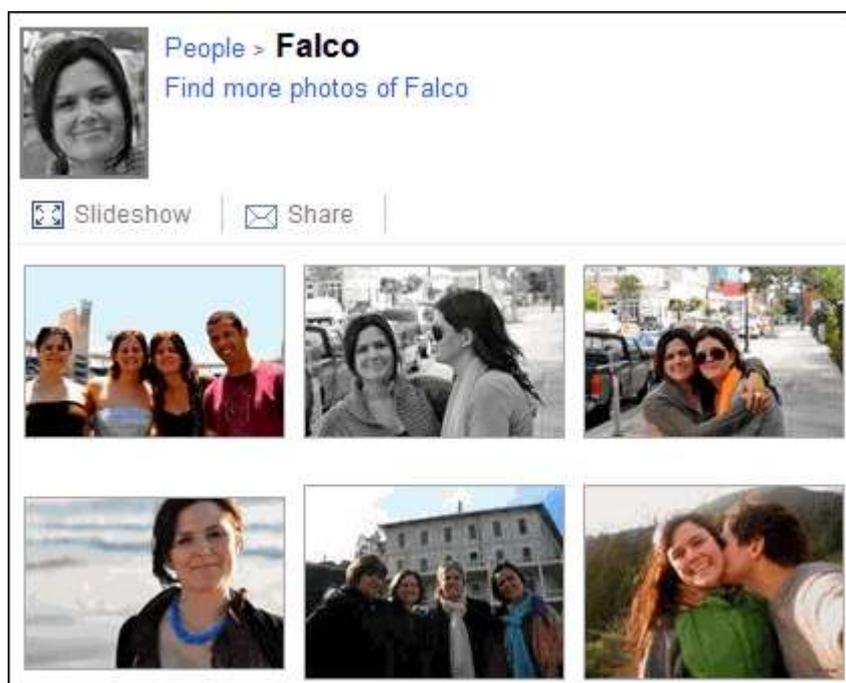
View your photos

When you sign in to Picasa Web Albums at http://picasaweb.google.com, you're taken to your Picasa Web Albums gallery. All of the albums you've uploaded are displayed there. Click an album to see the photos it contains. Here are a few interesting ways to view your photos:

- **View full screen**

    Try clicking the **Slideshow** button when viewing an album, to see photos and captions in all their full-screen glory.

- **View according to the people in them**
    By using Picasa Web Albums' facial recognition technology to add name tags to your photos, you can view your online photos according to the people in them. Just enable name tags and you can start adding names.

Share your albums

When viewing an album, just click the **Share** button to send an email to a friend, inviting them to view your album. Everyone you invite will be added to the 'Shared with' list, located to the right when viewing your album. Learn more about sharing and managing access for your albums.

You can also adjust album visibility settings to make your albums as public or as private as you'd like. Here are the different levels:

- 🌐 **Public**
  Public truly means public: your album is searchable and visible to anyone who visits your public gallery. Anybody can leave a comment on a photo within the album. When you upload new photos to the album, updates are sent to all of your Picasa Web Albums Fans.

- 🔒 **Unlisted**
  Choosing the 'Unlisted' option is a good way to protect your album from the public at large. Unlisted albums have an authorization key in their web addresses; the key is a combination of letters and numbers that make the album's web address very difficult to guess. People will need the exact web address in order to see your unlisted album.

- 🔒 **Sign-in required to view**
  Select the 'Sign-in required to view' option to set the highest level of privacy for your album -- you specify who has permission to view it, and visitors must sign in to their Google Account to verify their identity. Learn more about adding and removing people from your 'Shared With' list.

Get feedback!

So you've shared your vacation photos with your friends and family...now what? How many people view them? Which ones did they like? Here are a few ways get feedback:
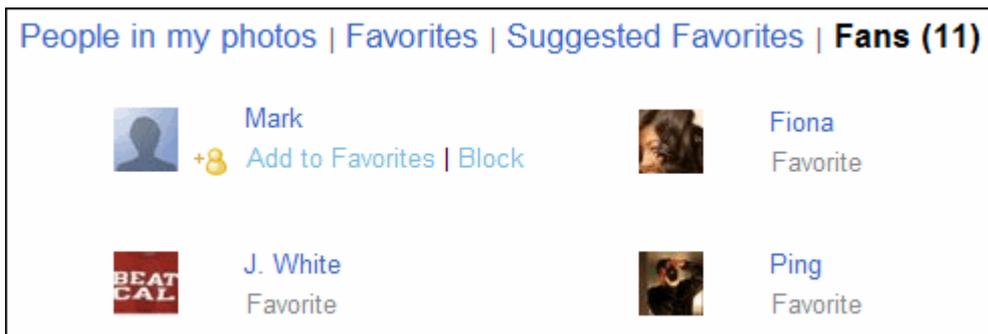
- A view count shows up at the bottom-right corner when you're viewing your photo or video to let you see how many people viewed that photo or video.
- See how many people clicked the **Like** link below a photo or video.
- The old stand-by -- comments allow your visitors to tell you what they really think.

Add Favorites

Picasa Web Albums is as social as you want it to be. Add people to your Favorites list to receive updates when they add new photos to their public galleries. You could add friends and family, or perhaps a person whose photos you really enjoy. Learn more about adding and managing Favorites.

Of course, this also means that other users can mark you as a Favorite -- these users are your Fans. Embrace their curiosity by uploading more public photos or feel free to block them.

Discover more features

As you become a power user, here are a slew of other features for you to explore:

- **Add captions**: Click **Edit > Captions** to add captions to all photos in an album from the same screen.

- **Add tags**: Tags are like keywords. By labeling your photos, you can quickly search and locate them on Picasa Web Albums.

- **Map your photos**: When you upload photos, geographical information in the photo's EXIF data is used to map your photos. You can also drag-and-drop them on the map in Picasa Web Albums.

- **Embed photos on other sites**: Include a Picasa Web Albums slideshow, album, or image on your blog or website. Just copy a small snippet of HTML and paste it in the source code of your site.

- **Sync your changes**: When you enable **Sync to Web** in Picasa for a folder or album, edits made to your photos in Picasa are reflected immediately in the corresponding album in Picasa Web Albums.

- **Try Creative Commons**: Creative Commons is a licensing feature that allows you to specify whether others can reproduce or share your work.

- **Upload on the go**: Browse photos and leave comments -- directly from your mobile device.

- **See photos from Blogger, orkut, and Latitude**: Any photos uploaded to your accounts with these Google products are automatically added to your Picasa Web Albums account as well.

- **Check out the Explore page**: The Explore page is an entire page devoted to interesting public photos from all over the world. See 'Feature Photos' that have been hand-picked by our team. Or check out 'Recent Photos' to watch a stream of newly uploaded photos.

- **Buy more storage**: Don't let storage space hamper the number of photos you upload to Picasa Web Albums.