

Using Picasa 3.9



Picasa™

Table of Contents

TABLE OF CONTENTS	3
ACKNOWLEDGEMENT	4
AIMS OF THIS TEXT	4
PICASA™	5
TWO THINGS TO KNOW	5
INSTALLING PICASA ON YOUR COMPUTER	6
RUNNING PICASA THE FIRST TIME	1
OVERVIEW	2
ADD YOUR PHOTOS.....	3
<i>Add photos already on your computer</i>	3
<i>Import New Photos</i>	3
<i>Organize your Photos</i>	4
Controlling how folders are monitored	5
EDIT YOUR PHOTOS	6
<i>Basic Fixes</i>	6
<i>Tuning</i>	8
<i>Effects</i>	9
CREATING A COLLAGE	10
MAKING A MOVIE/SLIDE SHOW	12
EDIT YOUR PHOTO ONLINE IN CREATIVE KIT.	13
YOUR NOTES	15

Acknowledgement

I wish to acknowledge that many of the instructions pertaining to Picasa™ have been extracted from the Picasa™ web site (<http://picasa.google.com>) and reformatted for placement in this text.

Aims of this Text

This text is aimed at people who:

- Obtain basic skill and understanding in the use of low level Image Editing software
- Have good basic computer skills, can manage files, good keyboard and mouse skills.
- Would like to be able to edit existing images/photos
- Apply a range of effects to an image

Picasa™

Picasa™ is an Image program that can be freely downloaded from the Internet and there are a range of supporting topics that can also be found. This program is supplied by Google™.

This program is no longer supported by Google as a stand-alone program for your PC, as they would like you to use their online products instead.

This program is one of the most enjoyable and friendly low level image editing programs available and it's free.

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:

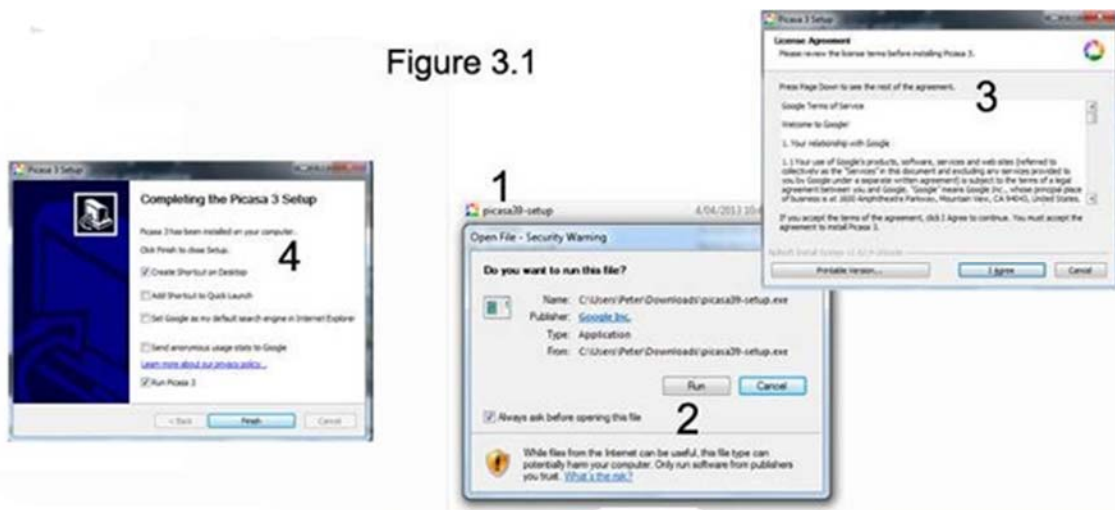
- **Picasa does not store the photos on your computer.**
When you open Picasa, it simply looks at the folders on your computer and displays the photos it finds. It displays the file types that you tell it to find, in the folders that you tell it to search.
- **Your original photos are always preserved.**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

Installing Picasa on your computer

- Locate your saved `picasa39-setup` file and double click
- Click **Run** If Open File dialog box appears. Leave destination folder as is and click Install
- Confirm the License Agreement.
- Go through the Picasa installation process and in the last window you might want to deselect any options not wanted. Click **Finish**.

(See Figure 3.1)

If you left the tick box **Run Picasa 3** selected the program will open otherwise double click the desktop icon.



Running Picasa the first time

Select an option for Picasa to scan your computer for images, no images will be removed from their original folders. Click Continue. (See Figure 4)

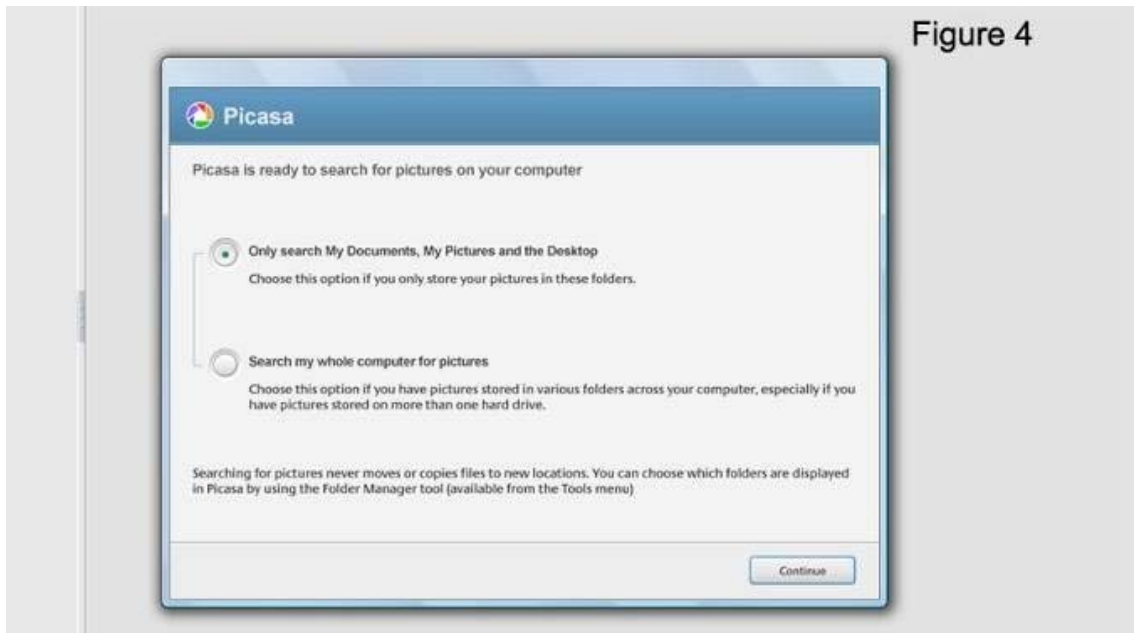


Figure 4

It is probably best if you choose the option above, as you should only want to view images stored in your "My Pictures" folder, not the entire computer.

If you would like to install Picasa as your default Photo Viewer select "Use Picasa Photo Viewer" and the file types and click Finish. (Your default photo viewer may be Windows Picture and Fax Viewer). (See Figure 5)



Figure 5

Overview

1. The panel shows your folder structure and clicking a folder will show images contained in this folder to the right.
2. Use the button to change between flat and tree folder structure views.
3. Click Import to transfer photos from your connected camera or other folders on your PC.
4. Take instant snapshots of your web cam or other connected video devices.
5. Buttons allow you to play a slide show of images in the selected folder, create a photo collage or a video clip presentation and burn it to a disk.
6. Buttons a bottom of interface allow you to upload and share selected photos in Picasa Web Albums on the internet (Google account is necessary), email them, print them straight out of Picasa, export them and more.
7. Selecting these options will open a side panel to the right enabling you to add names to faces, show places, add a tag to a selected photo and show property information embedded in the photo.
8. To edit a photo just double click thumbnail image or right click and select edit.

(See Figure 6)



Add your photos

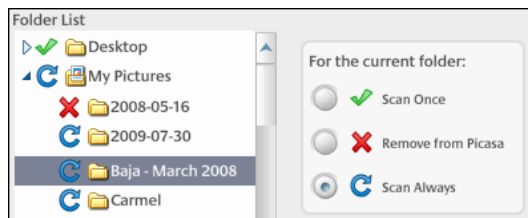
Use Picasa to view photos already on your computer, or to import photos from your camera.

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.

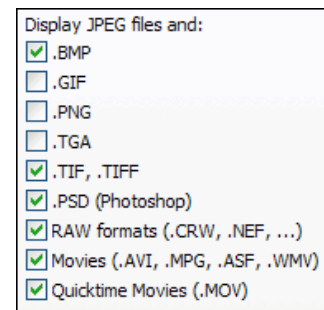
Control the folders that display

Click Tools > Folder Manager to control which folders are displayed:



Control the file types that display

Click Tools > Options 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.

- Click Import.
- Select the source of your new photos (e.g. your camera) from the 'Import photos from' drop-down menu at the top.
- Select the destination folder on your computer for your new photos, from the 'Import to' drop-down menu at the bottom.
- If you'd like to upload the photos you're importing to Picasa Web Albums at the same time, select the 'Upload' checkbox.
- 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**

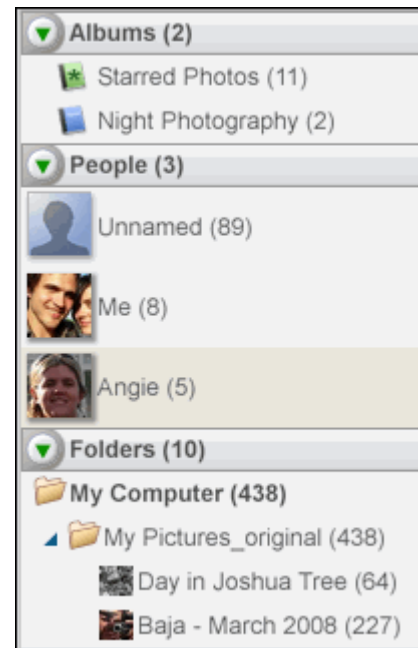
Folders in Picasa represent the folders on your computer. You control the folders that are scanned and displayed by Picasa. Changes you make to folders in Picasa affect the corresponding folders on your computer's hard drive. For example, if you delete a photo in a Picasa folder, that photo is also deleted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



Controlling how folders are monitored

Picasa scans your computer to find folders containing compatible photo file types, and then displays photos from these folders. The photos stay in their original folder locations. You can use the Folder Manager to control the folder locations on your hard drive that the Picasa monitors.

Follow these steps:

- Click the Tools menu in Picasa.
- Select Folder Manager.
- Select a folder from the folder list on the left that you want to add or remove from Picasa's watch list.
- Select one of the following monitoring options on the right:
- 'Scan Always': Picasa views all compatible image types in these folders, and it automatically adds new photos. Picasa actively scans this folder for changes.
- 'Scan Once': Picasa accesses all compatible image types in these folders only once. It doesn't detect new photos added to folders with this setting.
- 'Remove from Picasa': Picasa doesn't look in folders that are marked with this status.
- Click the OK button to save your changes.

The folders that you've set Picasa to continuously scan are listed in the 'Watched Folders' section.

You can also set a folder to 'Remove from Picasa' by right-clicking the folder in Picasa and selecting 'Remove from Picasa.'

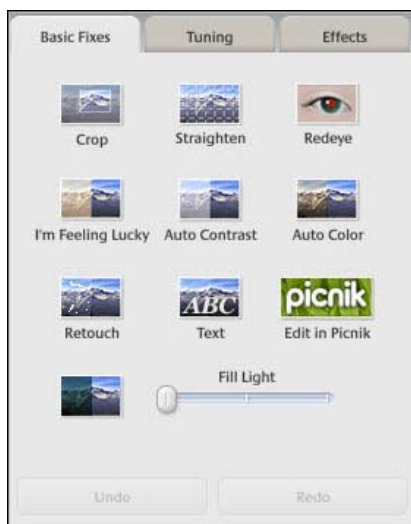
Edit your Photos

Picasa provides a range of one-click fixes to help you improve almost any photo, adjust its colour 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.

To remove any settings you have chosen, keep an eye out for the [**Undo**] button situated below each set of setting. Simply select it to reverse/undo the setting you have been viewing.

Basic Fixes



Make simple edits -- such as cropping, straightening, removing redden, retouching blemishes, or adding text -- to your photos. Or click I'm Feeling Lucky to try Picasa's all-in-one lighting and contrast fix.

Crop

Use Crop to better frame your photo or to cut out parts of a photo that you don't want to see. For example, you can crop your ex-girlfriend out of your holiday photos.

Select a cropping dimension like 5x7, 8x10, or create and save your own custom crop dimension. Then drag and drop the cropping box directly over the photo. You can adjust your cropped area by clicking and dragging the corners of the box, all the while maintaining the same dimensions. You can also choose one of the three crop suggestions provided by Picasa. Click the Preview button to get a sneak peek at what your new shot will look like.

Straighten

You can straighten photos taken with an off-kilter camera. Use the slider to align the photo against the boxed grid and click **Apply**.

Redeye

The Redeye tool will automatically correct red eyes that it detects in your photos for any photo file type that Picasa supports. Click the Redeye button to have Picasa auto-correct your photo. Then click Apply to accept these changes.

If you'd rather make the edit manually, please click the Reset button. Click, hold, and drag the mouse around each eye to select it; try to draw as small an area as possible for better results.

Redeye will literally only remove the colour red. Any eyes that appear yellow, white, or green due to flash issues will not be corrected.

I'm feeling lucky

This is the one-click fix. Picasa adjusts your photo's colour and contrast to produce the ideal photo. You'll see a change only if your photo isn't already colour balanced.

Auto Contrast

Automatically set the brightness and contrast to optimal levels, while preserving a photo's colour values. A great way to fix a flat photo.

Auto Colour

Automatically removes colour cast and restore the colour balance, while preserving contrast and brightness values.

Retouch

Use the Retouch tool to remove unsightly blemishes and improve photo quality. It can also help you to restore old photos with marks, water stains, and scratches to excellent condition. Use the following steps:

1. Click the Retouch button.
2. Click once to highlight the area you'd like to retouch. A few tips:
 - a. Adjust the size of your brush using the slider (or use the + and - keys on your keyboard).
 - b. Use Ctrl-drag to pan across the image, especially useful when viewing your image while zoomed-in.
 - c. Use your mouse wheel to zoom in on an area you indicate with your cursor.
3. Move the mouse around the image to find and preview a replacement area.
4. Click on the replacement area to finalize.

For natural looking results, use the smallest brush size, and pick a replacement area close to the photo blemish for a better tonal match.

Text

Quickly and easily add text to your pictures. Once you click the Text tool, just click anywhere on your photo and type your desired text. You can edit the style, size, and angle of the text, as well as drag it to your desired location. Click Apply to accept the edit.

A few tips:

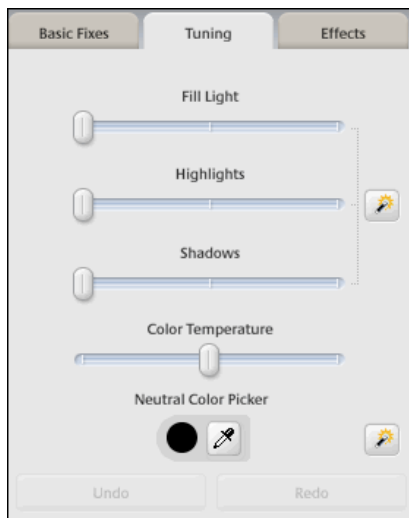
- *Use the Copy Caption button to insert any previously existing caption as text on the photo.*

- *After you've applied text to a single photo, you can bulk apply that text to multiple photos in a single folder or album by using the Copy Text and Paste Text options available under the Edit menu.*

Fill Light

At times, photos with bright backgrounds can darken or compromise the subject detail. Use the slider to add light to the foreground of photos, making them more balanced. Also, try the Tuning tab for additional lighting options.

Tuning



Use the sliders to adjust the colour and lighting aspects of your photo to produce a more visually enhanced image.

Fill Light

At times, photos with bright backgrounds can darken or compromise important details in the photo. Add fill light to the foreground of photos, making them more balanced.

Highlights

Increase the highlights to amplify the bright spots of your photograph. It can help make the whites in your composition more vibrant.

Shadows

Darken the shadows in your photo to provide additional depth or contrast. Use this in conjunction with the “Highlights” slider to add contrast to a flat-looking photo.

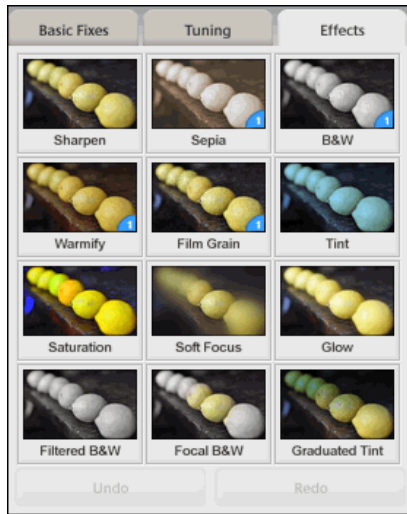
Colour Temperature

Make your photos warmer by sliding the ticker to the right. This can make your colours more vivid and help bring to life the composition of your photograph.

Neutral Colour Picker

Tell Picasa which part of your photo it should treat as gray or white. Photo Lab will then use that selection to balance the colours in the photo.

Effects



Choose from 12 effects to make your photos more interesting: Sharpen, convert to sepia or black and white, warm the photo, apply tint, saturate the colours, and more.

Sharpen

Make the edges of objects in your photos crisper and less fuzzy. Use the slider to adjust the level of sharpness.

Sepia

Give your image an 'old-fashioned' effect. Sepia toning began as a printing method in the 1880s, and you can use this tool to digitally reproduce its effect. Your image will be re-cast in a reddish brown tone.

Black and White

Give your image a historic or nostalgic effect. Turn any colour photo into a black and white photo. The stark contrasts can enhance your subject matter.

Warmify

Warm up a cool photo, improving skin tones. For a more manual control, see the Colour Temperature slider on the Tuning tab.

Film Grain

Add a 'grainy' film look to any photo. Digital photography doesn't naturally exhibit film grain, but this tool allows you to simulate it. The effect can be subtle, but it looks great when you print.

Tint

Strip the colour out of your photo and apply a coloured tint over the top. Use the Colour Preservation slider to add the original colour back to your photo underneath the tint.

Saturation

Use the slider to adjust colour saturation. Slide it all the way to the left to make the picture black and white. Slide it all the way to the right to make it appear 'radio-active.'

Soft Focus

Soften the focus around a center point that you select. Use the sliders to control the size of the focused area and also the amount of softness applied.

Glow

Brightens the white areas of a photo, causing a dreamy effect. Use the sliders to control the intensity of the glow and also its shining radius.

Filtered Black and White

Add the effect of shooting black and white film with a colour filter. The filter blocks or enhances certain colours in the photo depending on the colour filter you choose.

Focal Black and White

Turn a photo to black and white, while keeping one circular area of colour intact. You can define the size and sharpness of the coloured spot.

Graduated Tint

Similar to a graduated colour filter on a camera, this allows you to apply a coloured tint to the top half of a photo. You can adjust the shade of the tint and the degree at which it feathers into the rest of the photo. This is useful for enhancing a sunset or making gray skies blue.

Creating a Collage



You have total artistic control over your collage content and layout. Experiment with six different collage types in the hands-on collage creation screen. To create a collage, follow the instructions below:

1. Select the photos you'd like to include in your collage.
2. Click the Collage button in the Photo Tray. You can also create a collage for all photos contained in a folder or album by clicking the Create Photo Collage button located in the folder or album header.
3. On the collage creation page, use the Settings and Clips tabs to control the appearance and content of your collage:

COLLAGE STYLE

You can choose from six different styles of collage using the top drop-down menu on the Settings tab:

Picture pile: This collage looks like a pile of scattered pictures. You can drag photos around the collage, bring a photo to the top or bottom of the pile, and adjust the scale and angle of each photo.

Click an image in the collage and the wheel will appear on top of your selected image. Adjust the scale and angle of the photo by clicking and dragging the wheel button.

Grid: All of your selected photos are arranged into regular rows and columns.

Mosaic: Picasa automatically fits your photos into the page. Unlike the 'Grid' collage, the pictures are not aligned into neat rows and columns.

Contact sheet: Your photos are arranged neatly as thumbnails.

Multiple exposures: Your selected photos are superimposed over one another. You'll see the best results for this collage if you use fewer images.

Frame mosaic: You can create a mosaic of your selected images, all surrounding one prominent center image. You can change the center image by clicking your desired center image, and then clicking the **Set as Frame Center** button.

SETTINGS

You can use various options on the Settings tab to alter the appearance of your collage. These options vary depending on the type of collage you choose.

- **Grid spacing** - Available for 'Mosaic', 'Grid', and 'Frame mosaic' collages. Use this slider to adjust the amount of border space between photos.
- **Picture borders** - Available for 'Picture pile' and 'contact sheet' collages. Add a white edge or polaroid edge to each photo.
- **Background options** - Choose a colour or a photo as the background theme for your collage.
- **Page format** - Pick a size for your collage. Picasa will automatically adjust the appearance of your collage. To fit your collage for your computer desktop, select Current Display from the 'Page Format' drop-down menu.
- **Orientation** - Orient your design vertically or horizontally.
- **Draw shadows** - You can provide some depth to your collage by selecting the 'Draw Shadows' checkbox.
- **Show captions** - Available for the 'Picture pile' collage. Select the 'Show Captions' checkbox to add your photo captions on the collage.

ADD MORE PHOTOS

During the collage creation process, you can add more photos at any time on the Clips tab.

- Click the Clips tab on the left side of the collage creation page. The folder of photos you've been working with will be available under the Clips tab.
 - Select the photos you'd like to add, and click the (+) button to insert them in the collage.
 - If you want to add photos from a different folder, click the Get More button to find additional photos in your Library.
 - Select the photos from your Library.
 - After you've finished, click Back to Collage in the Photo Tray. You should now see your additional images displayed on the Clips tab.
 - Select the images you'd like to add, and use the (+) button to add them to the collage. You can use the (x) button to remove images from the Clips tab
4. Use the buttons above and below the collage to help select and arrange the photos included in the collage. To remove a photo from the collage, select the photo in question and click the Remove button above the collage.

5. When you're satisfied with your work, click Create Collage. Alternatively, click the Desktop Background button to create the collage and set it automatically as your computer desktop image. Once you've created your collage, you can share it with friends by uploading to Picasa Web Albums, emailing, or printing it in high-resolution.

All completed collages in addition to drafts will be saved in the 'Collages' folder, located under My Pictures > Picasa. In Picasa, your 'Collage' folder is located in the 'Projects' collection (flat-folder view) or in the Picasa folder (tree view).

Saving Drafts: If you're not finished creating a collage, click the Close button and you'll be prompted to save a draft of your work in the 'Collages' folder.

Editing a collage: You can re-edit a draft or a finished collage at any time. From your Picasa library, just double-click your selected collage, then, click the Edit Collage button to access the collage creation page. You can then use the tools above to make any changes.

Making a Movie/Slide Show



Combine your photos, videos, and music into a movie, and convert it to a .wmv file. Share it with friends by uploading it directly to YouTube. To create a movie, you can follow these steps:

1. Select the photos and videos you'd like to include in your movie.
2. Click the **Movie button** in the Photo Tray to go to the 'Movie Maker' screen. You can also create a movie for all photos in any folder or album by clicking the **Create Movie Presentation button** in the folder or album header.
3. Use the Movie, Slide, and Clips tabs to alter movie settings, add text to slides, or insert new photos respectively. Click a link below to get additional movie-making tips and details about each tab:

SLIDE TAB

Use this tab to add text to the slides in your movie. You can add text on top of any image or create a text-only slide to serve as a cover slide or a divider in your movie.

1. Click the Slide tab on the 'Movie Maker' screen.
2. Add text in the text box. The preview of your slide or photo will automatically update.
3. Adjust the font, size, style, and colour of your text and background. Change the style and location of your text using the 'Template' drop-down menu.

By default, each movie has a cover slide that displays the title and date of your album. To create a new text-only slide, click the Add a new text slide button located below the Play button on the 'Movie Maker' screen.

CLIPS TAB

Use this tab to add or remove photos, and to retrieve additional photos from your Library for use in your movie.

1. Click the Clips tab on the left side of the 'Movie Maker' screen.
2. Click the Get More button to find additional photos in your Library.
3. Select your desired photos from your Library.
4. After you've finished, click Back to Movie Maker in the Photo Tray.

You should now see your additional images displayed on the Clips tab. Use the (+) and (-) buttons to insert and remove photos.

OTHER TIPS

You can remove slides from your filmstrip by clicking the X button, located below the Play button in the lower-left corner of the 'Movie Maker' screen.

Change the order of the photos in your movie by dragging and dropping photos in the filmstrip at the bottom of the screen.

4. When you are satisfied with your creation, you have a few options:
 - a. Click the **Play full screen** button in the lower-right corner of the screen to see a full-screen preview.
 - b. Click the **Create Movie** button to begin the creation process.
 - c. Click the **YouTube** button to create the movie and automatically upload it to YouTube.

All completed movies in addition to drafts will be saved in the 'Movies' folder, located under My Pictures > Picasa. In Picasa, your 'Movies' folder is located in the 'Projects' collection (flat-folder view) or in the Picasa folder (tree view).

If you're not finished creating a movie, click the Close button and you'll be prompted to save a draft of your work in the 'Movies' folder. You can re-edit a draft or a finished movie at any time. In the 'Movies' folder, double-click your selected movie, then click the Edit Movie button to access the movie creation tools.

Depending on the number of images and size of your audio file, the movie creation process can take a significant amount of time.

Edit your photo online in Creative Kit.

Select an image in Library View and double click to edit. In edit view under 'Commonly needed fixes' tab click Edit in Creative Kit (See figure 8). You will need a working and preferably fast internet connection. Click YES if asked to edit a copy in Creative Kit. Upload of your selected image will begin, depending on photo file size and internet connection speed this might take some time. Be aware that uploads are counted in your download limit (Bandwidth).

1. Your image will open in Creative Kit under the Basic Edits tab. Apply effects by clicking the Effect tab. To add speech bubbles, stickers, touch up, frames and more click the Decorate tab. Go to the Text tab to add text using a long list of different font types.
2. Use buttons to undo or redo changes.
3. When finished click Save to Picasa. (See Figure 13)



Edit functions in Creative Kit are more advanced than the one in Picasa and also give you an option to resize.

Under the Basic Edits tab select Resize.

Enter new size and tick Keep Proportions click Apply.

Decide to replace or save a new copy.

The finished image will be downloaded back to the Picasa library on your PC.



Your Notes

Dotted lines for note-taking.