If you take a lot of digital photos, you will LOVE Picasa! We do. My husband and I live full-time in our motorhome and we travel all over the country. We’ve taken over 30,000 photos of our travels... so far! You can see some of them at our Picasa Web Albums: www.picasaweb.google.com/chrisguld or on our Blog at www.geeksontour.blogspot.com

As “Geeks on Tour” we have presented our live Picasa seminar to thousands of people. We also make Show-Me-How Videos. You will find them on our website at www.GeeksOnTour.TV. In addition to Picasa, you will also find videos on How to Make a Blog, Internet on the Road, How to Use Mapping software, and more.

Show Me Video: ....

In this booklet, when you see the callout box above, it means there is a Show-Me-How tutorial video on the current subject. If you purchased the videos along with this booklet, they (25 videos) are on a disk in the back of the printed booklet. If you purchased this as an eBook, the Picasa Show-Me Videos are located at www.GeeksOnTour.TV/learning-library. The first 3 videos are free for anyone. If you are a Geeks on Tour paid member, you have access to all of the videos.

Want More? Sign up for our free Picasa Tip-of-the-Week. Just go to www.PicasaTutorials.com and enter your name and email in the form at right. We promise never to share your email. You will also find all the archives of weekly tips at PicasaTutorials.com

Chris Guld
www.GeeksOnTour.tv
## Overview: Picasa Does it All

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Overview: Picasa Does it All

Show-Me Video: Overview (pics01 at: http://geeksontour.tv/learning-library/picasa/)

Picasa is free software you download to your computer from Picasa.Google.com. It is available for Windows, Macintosh, and Linux. This booklet is up-to-date with version 3.9. Most of the videos were recorded with 3.5-8 but the procedures are still valid.

- It’s the only software you’ll need for your digital photos
- It’s fast and easy
- It’s Free

The Process

1. Transfer photos from camera to computer
2. Delete the bad, rename or caption the keepers
3. Organize the photos with folders, albums, tags, places, and faces
4. Find and View photos on your computer
5. Edit pictures; make them look better
6. Prepare and Resize pictures for use in other programs
7. Share via Print, Email, Gift CDs, Web Albums, and Google Plus
8. Back them up!

Picasa does all of the above. It is the only software you’ll need to manage your photos on a day-to-day basis. The only thing it doesn’t do is serious editing and drawing like removing a person from a photo, or adding a bird to the sky, or drawing a logo.

It is especially good at backing up your photos and burning the CDs or DVDs to store them. You don’t need any extra disk-burning software. This booklet is an introduction. Notice the last section on ‘Where to Learn More.’
Getting Started
Installing Picasa

Show-Me Video: Install and Open Picasa

Download Picasa for Windows at www.picasa.google.com

After downloading, choose Run to install the program on your computer.

First time Running Picasa on your Computer

The first time you start Picasa, you will be asked to search
1. Entire Computer or 2. My Pictures, My Documents

Choose My Pictures, My Documents.

It finds your photos and prepares the Library to show them to you.
Note: Picasa does *not* copy or move your photos. Your photos are not physically *in* Picasa. Picasa is just your tool for conveniently seeing them wherever they are on your computer.

The Photo Viewer Setting

You will also be asked if you want to use Picasa as your default ‘viewer.’ This ‘Photo Viewer’ is a separate piece of software that interacts with your pictures outside of Picasa. Unless you already understand what a viewer does, we recommend to say No here. It can be confusing. You can change this setting in the future by using Picasa’s Tools menu and selecting “Configure Photo Viewer.”

Picasa 3.9 Buttons

If you were accustomed to earlier versions of Picasa, you may want your buttons back! Just go to Tools, Configure Buttons, and Reset to Defaults.
GETTING STARTED

Your photos in your folders: Folder Manager

If you don’t see your photos, then they must be in a folder somewhere that Picasa is not looking. Use Tools | Folder Manager to find the folder in question (e.g. c:\Program Files\Kodak\Easyshare\Pictures) and click the button. Then you will see those photos while using Picasa.

You can also remove pictures from Picasa’s view in this way. Just find the offending folder in the Folder Manager, select it, and click the ‘Remove from Picasa’ button. The pictures will still be on your computer, they just won’t be showing up while viewing pictures with Picasa.
The Library View

Click on a folder in the left column, and you’ll see all the photos in that folder on the right. But you don’t have to click on a folder – you can just scroll down and see all your photos, regardless of the folder they ‘live’ in.

You can make the thumbnails smaller or larger with the slider at the bottom. If you want to see the captions (or filenames) below the thumbnails, click the View Menu | Thumbnail Caption and choose Caption. Use the Scroll Bar to browse through all your pictures.

Use this slider to make the thumbnails smaller or larger.
To see one photo taking up the whole right side, simply double-click on it. You will notice the left side changes from a list of folders to the editing options available for that photo.

To move to the next or previous photo, click on the arrows at the top of the photo. You can return to the Library by closing the individual photo, or clicking on ‘Back to Library’ in upper left.

To view the pictures full-screen, click for slide show view. Then, you can return to the library by clicking Exit.
Searching

Type what you want to search for next to the magnifying glass in the upper right corner. Picasa will instantly match whatever you type by looking at folder names and descriptions, file names, tags, people, albums, captions, and metadata such as camera name.

When Picasa finds matches, it filters the pictures in the library to just those that match. It will appear that all your other pictures are gone. Let’s say that, in my thousands of photos, I have a few hundred with the word ‘beach’ somewhere identifying them. If I search for ‘beach’ my library view will now consist of the few hundred beach pictures. It will look like I have no pictures except those of beaches. You need to click the ‘Back to View All’

Importing From camera to computer

Connect your camera to the computer by whatever method is provided with your camera – usually a USB cable, maybe a card reader. A popup menu with options should appear, and you can select ‘Copy pictures and view them using Picasa3’

If the AutoPlay popup does not pop up ... you can click in Picasa and it will get you to the same place.

It will gather all the possible photos in the Import Tray and they will be grouped according to the date/time they were taken. If you just want one group, you can click on the little clock icon and the group will be selected. When you’re ready, you can click the ‘Import Selected’ button to retrieve just those pictures.
Getting Started

There’s a lot on this screen. I recommend starting with the options at the upper left, then work your way down and to the right.

1. This is the device you’re importing ‘From.’ The correct option will usually pop up automatically, but it’s always good to check. If you’re using a USB cable to your camera, you should see the name of your camera here.

2. **Exclude Duplicates. Make sure to check this** so Picasa does not import pictures that are already on your computer.

3. Copying / Acquiring – this is your progress indicator. While Picasa is reading and copying pictures from your camera or card, all computer operations will slow down considerably. It is best to wait until the progress is complete before clicking on anything else.

4. These are the thumbnails of the pictures Picasa finds on your camera or card. Notice the red X – that is the indicator that the picture already exists on your computer.
5. This is the main folder where the pictures will be stored. It should say ‘Pictures’ or ‘My Pictures’ depending on your version of Windows. If you want to store them in an existing folder, you can click the down arrow and select a recent folder from the list, or click ‘Choose…’ This will open up a view of your computer’s folders and you can select any folder you wish.

6. Folder Title: Whatever is entered here will create a folder within the folder specified in #5. For example, if you type Trip to Fiji. Your pictures would be imported to C:\Pictures\Trip to Fiji. If Folder Title is blank, the pictures will be imported into the folder specified in #5 ‘Import To.’ If you click on the dropdown arrow, you have a choice to automatically create a folder for the current date, or a dated folder for each picture date. ‘Enter Folder Title’ is our recommended setting, so you decide on the folder name.

7. This is where you tell Picasa what to do with the pictures on the camera or card, after it is finished with the import. Your choices are to leave the card alone, erase only the pictures that were just imported, or wipe the card clean. This is strictly up to you. If you want to keep the pictures on the camera card, choose leave it alone. If you want to have a clean card so you can start taking more pictures, then choose one of the other 2 options.

8. Once you’ve made all your selections, you’re ready to Go, you can ‘Import All’ or, if you selected the ones you want, click ‘Import Selected.’ This part should go pretty quick as long as #3 (Acquiring) is complete. Once that is done, you should be back at Picasa’s library with all the new pictures showing up almost instantly.
**Getting Started**

**If your camera takes video**

If your camera takes video clips, they will be imported along with your photos. They are identified by the little film icon in the lower left of the thumbnail. Supported file types are identified in Tools / Options / File Types.

From the library, you can see what videos you have by clicking the ‘Show Movies only’ button. It’s the 4th filter:

**Selecting Multiple Photos**

Throughout this booklet, and in many aspects of using Picasa, you’ll need to know how to select the pictures you want to work on.

Notice, whenever you click on one picture in the Library, you will see a blue outline on that picture *and* it will also appear at the lower left in the ‘Selection Tray.’ It’s this selection tray that you need to understand.
The Selection Tray

The problem comes when you want to select multiple pictures. Each time you click on one photo, it will replace the current photo in the selection tray. Unless you hold down the Ctrl key (Command key in Mac) when you click the subsequent photos.

This works fine in Picasa until you cross into a different folder. Then, even if you hold down the Ctrl key, the next picture you click on will be the only picture in the Selection tray.

What you do is use the “Hold” button. It’s the little green pushpin, marked with an arrow in the screenshot above. You will see a green dot on all the pictures that are being ‘held.’ To clear the hold, click the clear button – the red circle.
Managing and Organizing your Pictures
Introduction

Your photos are all on your computer’s hard drives, probably in your My Pictures folder. Picasa is specifically designed to help you manage photo files, but it isn’t exclusive about it. Picasa does not move or copy pictures *into* Picasa. It works with them wherever they are on your computer. If you want to use another photo editing program with one of your photos you certainly can, Picasa doesn’t store them.

It is important for you to understand the folder structure of your computer – Picasa works with that. It is just your tool to work with folders as they exist in Windows Explorer (PC) or Finder (Mac.)

Import vs. Folder Manager

In the first section, you learned about the Import command (p. 9). This is how Picasa can help you get your photos from the camera to your computer. You also learned about the Folder Manager (p. 6.) I want to make sure you understand the difference:

- **Folder Manager** is used when there are pictures already on your computer that you want to view and work with using Picasa
- **Import** is used to copy pictures from another device to your computer – your camera, a scanner, or a CD for example.

Do not use Import when the pictures are already on your computer! This results in duplicates.
Flat Folder View and Tree View

Show-Me Video: Tree Structure (pics09 at: http://geeksontour.tv/learning-library/picasa membership required)

In the Library view, Picasa normally shows your folders in what is called ‘Flat Folder View. If you want to see nested folders, like you would in Windows Explorer (or Mac Finder), just click ‘Tree View’ (the button on the right) to see nested folders.

Deleting Photos

Show-Me Video: Delete - Rename (pics11 at: http://geeksontour.tv/learning-library/picasa membership required)

Simply click on the photo to be deleted and press the Delete key on your keyboard. You can also select multiple photos before pressing the Delete key. When you click ‘Yes’ these picture files will be removed from the folder on your disk. Just like deleting with Windows – the files will be placed in your recycle bin.

Renaming Files

Your camera probably assigns a filename to every photo. Something like img101.jpg img102.img etc. There’s nothing wrong with this, but it sure doesn’t tell you anything about the file.
To rename a photo, select it and click **File | Rename**, or **F2**, type the new name and click the Rename button. This will rename the file on your disk – just as if you had used Windows Explorer or Finder.

You can also rename several files at once. Just select them all first, then press **F2**. They will all be renamed to whatever you type, and a -1, -2, -3 will be appended at the end. Be careful not to do this to multiple photos by mistake! The rename dialog will inform you how many files are about to be renamed.

**Moving Pictures to Existing Folders**

Just drag them. Select the picture to be moved and drag to the folder in the list at the left – you will see the folders become highlighted with a gray selection box as you hover over them, when you see the desired folder turn gray, you can let go. Since this is actually moving your picture on disk, Picasa will display a confirmation message. Click on ‘Move Files’ and it will be done.

**Making Folders**

There is no command to create an empty folder. Picasa’s sole job is to manage photos, so it can only make a folder with a picture to put in it. To make a new folder,

- *from the Library view:*
• Right click on a photo (or a group of photos) to be stored in the new folder
• Choose “Move to New Folder”
• Fill out the form presented. A folder name, and description if desired. Note: this will be a folder in the ‘My Pictures’ area. You cannot create a subfolder with this procedure.
• Click OK The folder will be created and the picture(s) will be put in it.

In general, try *not* to make too many folders. Picasa offers you many more ways to organize and find pictures – you don’t need a folder for every event or date. Our recommendation is to make a folder for each month of the year and store all photos taken in their respective month’s folder. Or, If you only get out the camera for trips or special events, make one folder for each event. Then use ‘Albums’ or Tags as your tool for organizing photos into other logical groups or categories. Albums are like virtual folders.

Adding Captions

Show-Me Video: Captions on Photos (pics15 at: http://geeksontour.tv/learning-library/picasa membership required)

Captions are different from filenames. Just click where it says ‘type a caption’ and type.

Captions are the easiest way to add some identification to a photo. Anything you type here will be searchable. It will also be viewable in slideshows, or when printing or uploading. Our recommendation is to use captions for identification on all pictures that you keep.
Please backup your photos! They are so precious. If something happens to your computer, you want to have a copy of your photos on some other media. We recommend backing up to CDs or DVDs. Picasa makes this *very* easy.

Click on the Tools menu and choose Backup Pictures.

If you back up every month, you should make a ‘New backup set’ each month. To do that you click on ‘New Set’ – see the circle in the figure at right. Once you have a ‘Set’, then you put a checkmark next to the folder(s) you want to back up.

If you don’t have so many pictures as to warrant a new backup every month, you can use the ‘My Backup Set’ and click ‘Select All’ in the box labeled 2. Each subsequent time you back up it will only backup the new pictures.

Use a CD-R. They are inexpensive and they are the most compatible with all computers. Don’t worry if you’re not filling the CD. Burn it once and only once. CDs are cheap, your pictures are priceless.

When it is complete, make sure to check it. Ideally put the CD into a different computer. It will probably pop up with a message asking if you want to restore. No. You just want to explore the CD to see that your .jpg files are indeed on the disk; the folder called $MyPictures. If you have a lot of pictures, you can also backup to DVDs or to external USB hard drives. If you use a hard drive, specify the backup type as ‘Disk-to-Disk.’
Using Albums

Show-Me Video: Albums (pics25 at: http://geeksontour.tv/learning-library/picasa membership required)

You don’t have to create new folders in order to organize your pictures. That is what ‘Albums’ are for.

If you go to the Grand Canyon in the summer of 2008, do you put the pictures in a folder called Grand Canyon? Or a folder called Summer 2008?

How about when you return to the Canyon in 2009? Do you put them in with your other Grand Canyon photos, or make a new Summer 2009 folder? If you make a Summer 2009 folder, how can you see a slide show of all your Grand Canyon photos? Whatever you do, DO NOT make copies of the pictures so they can be in a Grand Canyon folder and a Summer 2009 folder. That quickly becomes a mess.

Keep it simple, all pictures into one folder for the year – or, if you take enough, put them into folders by month.

Picasa has this magical feature called Albums. An album is like a virtual folder. You can go thru all your pictures and find the best photos of the Grand Canyon, marking them for a ‘Grand Canyon’ album. You haven’t moved the pictures, you haven’t copied them, you’ve just created a list of pointers to them so they are all grouped in one category listing. That listing is called an Album.

Another example – we have a *lot* of photos of our dog taken over several years, in all sorts of places. I want to be able to show a slideshow of the best pictures of our dog
Select the photos, (remember to use the Hold button p. 13) then click the ‘Add to Album’ button (the blue folder). Select an existing album from the list, or click ‘New Album’ – give it a name and click OK. You will now see the album at the top-left of the screen.

Once a group of photos has been marked in an album, you can view them all together by clicking it’s album (blue) icon at the top of the folder list. You can now work with these photos as a group just like a folder. You can make a slideshow, a gift CD, Export, Backup, or Print, among other things.

You can create as many different Albums as you want. One picture of my dog, Odie, in June of 2008 will be stored in the folder 200806. But, it could be listed in an Album called ‘Odie’, another album called ‘Minnesota’, and a third called ‘Dogs.’ The picture only exists once on my computer – in the folder 200806. You can view it in that folder, as well as in all three Albums.

**The Starred Photos Album**

This is a special album for your best pictures. To add a picture to the Starred Photos album, simply select the picture – then click the star button found to the right of the selection tray. You will see a little gold star on the picture’s thumbnail, and the picture will appear in the Starred Photos Album.
Be careful with Delete and Albums

The albums are magical creations – the photos don’t really exist there. I can delete a photo from an album but it still exists in the folder and shows up in other albums I may have listed it in. However, if I delete the photo from the folder ... It’s gone.

Albums are wonderful creations, but you also need to understand that they are a creation of Picasa alone. If you ever need to use some other program to see your pictures, the album groupings won’t be there.

Organize with Tags

Tags are a way to add some identifying words to a photo without using the filename or the caption, and without putting them in a special folder or album.

For example, I take a lot of scenic pictures and I may sometime have a need to find the best picture of a beach or a mountain. I can use Tags for this. One given picture can have many tags, and this will make the picture searchable by any of the words used in the tags. It is recommended to use single word tags.

To add a tag to a picture, select one or more pictures and click on the Tags button in the lower right. You should see a new Pane open on the right side of your Library. You can type a new tag in the space provided at the top, and press the + button to add the tag to the selected picture(s) or you can choose one of the quick tags.
If you spend a few minutes adding tags to photos whenever you import new pictures, you will love yourself later when you can search for anything your heart desires.

**Tags, Albums, and EXIF Picture Properties**

Tags and Albums are very similar in that they allow you to view a group of identified pictures. The biggest difference is that Tag information is stored within the .jpg file itself whereas Albums are strictly a feature of Picasa. If you should ever decide to use another program besides Picasa to work with your pictures, the Tag information will be available to that new program because it is stored in what is known as the EXIF properties of the .jpg file.

You can see all of these properties, including Tags by selecting a picture and clicking the Info button in the lower right. That will open up the Properties panel. Check it out, you’ll be amazed at all the information that exists for each picture.
Also, in Picasa, if you ever lose your album, they can be recreated from tags. So, for example, I have an album called *Florida RVing*. I can select all the pictures in that album and apply a tag *Florida RVing*. Now I can actually delete the album and get it back using the command: Tools / Experimental / Show Tag as Album. When I type in *Florida RVing*, I now have a new album with all the same pictures as the original album. Any newly tagged pictures will be a part of the album also.

**Organizing by People – Name Tags**

Picasa 3.5 and up includes Face Recognition. In fact, when you first open Picasa it gets right to work recognizing the faces in pictures. Since one picture can contain many faces, one picture may appear in several People albums. If you have thousands of pictures, this can take a while, maybe even days! If you want to stop it, you can turn off the face recognition process with Tools/Options/Name Tags and uncheck the box that reads, ‘Enable Face Detection.’ You can turn it back on with the same command.

You can also turn off face recognition for individual folders by using Tools / Folder Manager. Select the folder you don’t want involved in facial recognition and click where it reads ‘Face Detection On’ and that will turn it off.

If you complete the facial recognition process, the end result is a special set of albums ... People albums.
Assuming you allow face recognition to continue, you will see something like:

When it is complete, you will see an album called ‘Unnamed’ and, when you click on it, you will see faces in the center of your screen. These are actually groups of faces.

1. ‘People’ is a special set of albums. Just like albums, these are not copies of pictures, just pointers to the pictures, so you can find them by faces. Unless you are working with the people albums, you would normally keep the collection collapsed by clicking on the green arrow at the left.
2. The Unnamed album is just that ... any people that Picasa has found that you haven’t named yet. When you click on Unnamed at the left, all the unnamed faces will show up in the middle of your screen. You may wonder why you see 317 next to the unnamed album, yet you may only have 23 faces in the middle. There are 2 reasons – first those faces are actually groups of similar faces, second, Picasa only gives you bunches of pictures at a time. When you have named all of those, it will give you some more!

3. If you want to see all the pictures that are represented by the one face, click ‘Expand Groups.’

4. To name a group, click on ‘Add Name.’ If you’re logged in to your Google Account, when you start typing a name, a list of all your contacts should come up. If the person is on the list, just select the name. If not, finish typing the name and press Enter, then ‘Add New Person.’

5. Sometimes Picasa picks up something it thinks is a face, but we know better. Tell it to ignore a face by clicking on the X in the upper right of the face.

6. Sometimes Picasa creates an album for a face before getting the person’s name. Here you can double click on <unknown Person> and follow the same procedure as in #4.

7. When you see the yellow circle with a question mark – this is where it starts getting fun. Picasa thinks it has found more pictures of this person. If you click on the album you will see the previously identified photos, plus any suggestions Picasa has added. If it is correct, just click on the green checkmark. If it made lots of suggestions and they’re all correct, click on ‘Confirm all.’
Picasa’s Name Tag feature deserves a book all it’s own, but hopefully the above information will get you started. Just one other thing you may be wondering about, I know I did. Where are all these faces coming from? What do the original, whole pictures look like? Well, there’s a little pair of buttons in the upper right when you’re viewing a Name Tag album. The one on the left means ‘show me faces’ – the one on the right means ‘show me the whole photos.’
Basic Editing: Make your Pictures Look Better!
This is the fun part of Picasa! With just a couple clicks, you can take a simple snapshot and make it an eye-catching, beautiful, professional picture.

**Basic Fixes**

Show-Me Video: Basic Edits (pics14 at: http://geeksontour.tv/learning-library/picasa membership required)

When you double-click to open one single picture, you will notice that the left side no longer displays folders. Instead, you will see all the different editing options that you can perform on this single photo.

![Picasa Editing Options]

You should also notice that the edit options are divided into 5 tabs: Common Fixes, Lighting and Color Fixes, and 3 tabs of Fun and Useful Image processing tools.

**Crop**

Most any photo can be improved by cropping. You can get closer to the subject by cropping out the background ... kind of like zooming in. And, sometimes cropping can make an entirely different picture.
Basic Editing: Making your Pictures Look Better!

Let's say I've been asked for a photo of me and I really like the one on the beach with Jim – But, I just need the picture of me. Click the crop tool, notice that I have the dimension set to ‘Manual’ – then you can drag any size rectangle you want around the part of the photo you want.

![Crop Tool Example]

When you click apply, your picture will be just the part you highlighted.

If you plan to print this photo, you should select a dimension with the same ratio as what you’re going to print: 4X6, 5X7, 8.5X11 etc. That way, it won’t let you crop to a size that doesn’t fit correctly on the print.
Undo

Any edits you perform in Picasa can be undone. Notice the ‘Undo Crop’ in the photo above. If you click that, you’ll be back to the original photo with the two people in it.

If you made several edits to this picture, the Undo button will keep telling you which edit is next. You can keep clicking Undo until you’re back to the original photo.

Save or Don’t Save?

Show-Me Video: How Picasa Handles Edits  
(pics14 at: http://geeksontour.tv/learning-library/picasa membership required)

As long as you use Picasa, you don’t need to Save. Picasa remembers all the edits you made. In Picasa what you see is what you get. But, the picture on disk, in My Pictures, is the original photo – unchanged.
If you use any other program to view the photo, you will see the original unchanged picture. So, before using it in any other program you do need to save. In single photo view, click File | Save. You can also click the ‘Save to Disk’ button (in Library view) to save all edited photos in an entire folder.

Export and Resize

The Export command does 2 main things and a couple of options:  
1. Saves all your edits and creates a new file in location you specify  
2. Allows you to resize the photo in the process  
3. Option for adding numbers as a prefix to the filename to maintain sort order, option for adding watermark  

Select the photo(s) you want to export and click the Export button at the bottom. The dialog box lets you specify a location and a size.
Straighten

Ever taken a picture like the one on the left? Just click on the straighten tool, and you will get a grid of dotted lines and a slider at the bottom. Drag the slider left or right to change the angle of the picture. When the horizon lines up with the grid, click Apply.

Redeye

All the editing features in Picasa are easy, but this one will blow you away. If you have a photo where the person’s eyes are red because of the camera’s flash. All you need to do is click the redeye button. Picasa will find the redeye and fix it automatically. All you need to do is click Apply.

I’m Feeling Lucky

‘I’m Feeling Lucky’ is the name on Picasa’s button that does an automatic color and contrast correction with a single click. I always click on I’m Feeling Lucky with each picture. Sometimes it makes all the difference in the world. Other times, not so much. If I don’t like what it does, I can always undo.
Auto Contrast and Auto Color

If you don’t like what ‘I’m Feeling Lucky’ does to your photo, you may want to try Auto Contrast ... Or Auto Color. They are both single-click tools.

Retouch

Show-Me Video: Retouch (pics17 at: http://geeksontour.tv/learning-library/picasa membership required)

The retouch tool will help you eliminate simple blemishes or other bad spots in your photo. In the example below, you can remove the mole on her chin. Just click the Retouch tool and you will see the screen below. Drag the brush size slider until you have a circle just big enough to encompass the mole.

Moving the retouch circle to the spot with the mole, click once and hold the mouse very still. You should see the mole disappear – the area within the circle blends in with the surrounding area. Click again to complete.
If, after clicking once, the blemish doesn’t blend in satisfactorily, you can move the mouse to a location with a color and texture desired for the blemish area. This is called ‘cloning’ – it has 3 basic parts:

- you click on a spot that needs a different content (the blemish spot)
- you move your mouse to an area that has the content you want in the original spot – an unblemished area of the same color. You should see the cloning take place
- when it looks best, click again to set

Sometimes the area to be fixed is irregular in shape and needs several repetitions of the above in order to fix it. In the video we demonstrate how to eliminate glare in glasses, for example.

You cannot perform major retouching with this tool. For example, you can’t take one person out of the picture and replace them with a different person. You need something like Photo Shop to do that.

Text

Show-Me Video: Adding Text (pics24 at: http://geeksontour.tv/learning-library/picasa membership required)

Captions are the best way to have some identifying words associated with your picture. But, sometimes you want some text right on the picture itself. That’s what the Text tool is for.
To write Merry Christmas on this picture, you first choose the Text Tool. As soon as you click the Text Tool – you can start typing. Your typing will appear on your picture. You should see a rounded rectangle surrounding your typing. That will disappear when you complete the text. You will also see a circle in the middle of the rectangle, whenever you point your mouse to the text.

**Make the text bigger** in one of two ways:

- **Grabbing the orange dot at the edge of the circle surrounding the text and drag out**
- **Clicking on the down arrow next to font size and selecting a larger size.**

**To move the text** to a different spot on the picture, position your mouse near the text until you see it become a 4-headed arrow. You can now drag the text anywhere on the photo.

**To change the typestyle** (aka font), click on the drop-down arrow next to ‘Font’. You should see a long list of font choices. As you move your mouse over each choice, you should see the text change accordingly. When you find one you like, click on it.
To change the color of the text: The letters can have one color that fills them in and another color for their outline. To pick a color, click on either of the circles indicated. Your mouse will turn into an eyedropper – this is your color picker. You can now click on a color in the spectrum presented to you, or you can click anywhere on your screen where there is a color you want.

![Color picker](image)

When you’re done adjusting your text, click Apply.

You now have the choice for your text to appear on the picture or not. Just click the checkbox next to the text tool to make the text visible or invisible.

If you want to change the text again, simply click on the text and all the editing tools will reappear.

**Fill Light**

You will love the fill light slider. Pictures you thought you needed to throw away can be saved. When a photo is dark, just drag the fill light slider towards the right and it will fill it with light!

![Fill light slider](image)  

Just drag the slider and it will take you

<table>
<thead>
<tr>
<th>From this:</th>
<th>To this:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Original image" /></td>
<td><img src="image" alt="Edited image" /></td>
</tr>
</tbody>
</table>
Tuning

The Tuning tab has 4 sliders that are quite self-explanatory and easy to play with:

**Fill Lights** – for lightening the dark areas

**Highlights** – for lightening the light areas even more

**Shadows** – for darkening the dark areas. Tends to increase ‘richness’ in some pictures.

**Color Temperature** – cooler (bluer) to the left and warmer (redder) to the right.

For any of these controls, just drag the slider and you’re done. No need to ‘Apply.’ They can always be undone.

**Neutral Color picker** is a bit different. It has to do with the ‘white balance’ of a picture. The best example is a picture taken with indoor lighting that makes it look yellow. You click on the Neutral Color Picker and your mouse turns into an eye dropper. Click on an area in the picture that is supposed to be white (or neutral) Picasa will now adjust all colors accordingly.
Fun and Useful Image Processing

The last 3 tabs are sometimes known as Effects. They are simple but powerful editing features. Each tab has 12 different features. The last two tabs were added in version 3.9 and include many effects that used to be accomplished with the separate program called Picnik. We’ll cover the highlights here.

Notice that each of the 12 effects show you a little preview of what your picture will look like if you apply that effect.

The best advice is to play with them. Click on Sepia and see what it does, then just click Undo. Click on Film Grain and take a look, then click Undo.

The First 12 Effects

Show-Me Video: 12 Effects (pics24 at:
http://geeksontour.tv/learning-library/picasa membership required)

Sharpen

Sharpening improves most every photo. Digital photos, by design are a little ‘soft.’ We’re not talking out of focus here. If your photo is out of focus, there’s nothing you can do about that.

When you click on Sharpen, you will get a slider. You will find that the effects of this slider can only be seen if you’re viewing your
photo in 100% mode. Click the button in the lower right to view in 100% mode.

**Shift Sharpen:** As mentioned above, sharpen only takes effect on the 100% version of the picture. If you hold down on shift, then click Sharpen you will see the effect on the thumbnail version, but it won’t be as good on the 100% version.

If you’re going to print the photo, you may need to experiment with sharpen. Some printers (especially stores where you order prints) may perform a sharpen as they print, and your print may come out over-sharpened.

**Sepia:** One-click converts your photo to a warm-toned black and white. Making it look like an old-time photo.

**B&W:** One-click converts your photo to black and white.

**Warmify:** One-click to greatly increase the ‘temperature’ of the photo. Usually helps faces look better.

**Film Grain:** One-click adds a grainy effect to your photo intended to make it look like an old-time movie clip.

**Tint:** The first click converts your photo to black and white. Then, you can choose a color with the color picker to be your overall tint. If you want some of the original true color to be in evidence, you can use the slider to add more of the original color … or less.

Click ‘Apply’ to finish. You can still Undo it later.
**Saturation**: Now, here’s one I use a lot. Clicking the Saturation button will bring up a slider control. The more you slide this to the right, the richer and more brilliant your colors will be. The more you slide it to the left, the less color you will see. If you slide it all the way to the left, you’ll have a black and white. The middle represents the original color. When you first click on Saturation, it will move the slider a little to the right. This is usually enough, don’t go overboard. Then click Apply.

![Saturation Example](image1.jpg)

**Soft Focus**: This effect blurs your photo except for one round area. When you first click it, you should see 2 sliders; one called Size and one called Amount. Size controls how large or small the round, focused area is and Amount controls just how blurry to make the rest. You can also drag the cross-hairs on the photo to position where the focused area appears. Click Apply when you like what you see. You can always Undo.

![Soft Focus Example](image2.jpg)

**Glow**: One-click adds a glow to the already light areas of your photo.
**Filtered B&W:** To understand filtered black and white, you need to understand black and white photography and how putting a colored filter on the lens of your camera changes the resulting photo. The original of this photo is on the previous page.

**Focal B&W:** This means that the picture will be turned into Black and White but with one focal spot of color. You have two sliders, one that controls the size of the color spot, and one that controls the sharpness. Sharpness refers to the edges of the round color spot – make it very sharp and you will see a distinct circle of color. The other way blurs or feathers the line between color and B&W.
**Graduated Tint**: The primary purpose for this one is making blue skies.

You have 4 different controls.

1. Pick a color: a light blue is automatically selected, but you can experiment with other colors just by clicking with the color picker
2. Feather: this controls how gradual the tint fades out
3. Shade: how dark or light the color is
4. Cross hair on photo: this will tell it where to end the tint. You can even make it slanted.

When you first click on Graduated Tint, it sets all 4 controls automatically. This is usually fine with no changes. Click on apply.

**More Fun and Useful Image Processing**

The last two tabs of editing features were added in Picasa 3.9. We can’t cover all of them here, but here are our favorites.

**HDR-ish** – kind of like a super-sharpen. HDR stands for High Dynamic Range and it is a professional photography technique using multiple images. This computer effect emulates that technique giving you high contrast and very sharp edges almost like an artist’s rendering. There are 3 slider controls.
**Basic Editing: Making your Pictures Look Better!**

**Lomo-ish** – An effect that emulates older analog film cameras that didn’t have the range of color we’re used to today. With this effect edges are dark and blurred and the colors are more distinct. It makes for a dramatic picture.

**Invert Colors** - Turns a negative to a positive and vice-versa.
Borders – 5 of the 12 effects on the last tab give you some kind of border.

Vignette – makes all the edges fade to black.

Border – gives you several options like inner rounded corners and caption height

Polaroid – just what you’d think!
Sharing your Pictures
Printing

Show-Me Video: Printing (pics36 at: http://geeksontour.tv/learning-library/picasa membership required)

Step one in printing is to select the picture(s) you want to print. You should see them in the selection tray at the bottom left. Then click the print button.

Next, you will see the following screen. Notice how Picasa automatically turns the photo in the way that makes best use of the paper. This is with the selection of 5X7 prints and paper size of 8.5X11. You can change your print size by clicking on one of the buttons at the top. You can change the paper size by clicking on the printer setup button. When you’re ready, click the Print button.

Shrink to Fit: You might notice a white border that you don’t like. This happens when a photo has been cropped to a size which doesn’t match the ratio of the print size. (see ‘Cropping’ p.29). You can change the setting from ‘Shrink to Fit’ to ‘Crop to Fit.’
Sharing your Pictures!

Crop to Fit: For some photos, crop to fit will work fine, but watch out for what is being cropped. In this example photo, it doesn’t work – it needs to be set to ‘Shrink to Fit.’

In either case, Picasa is showing you exactly what you’re going to get from the printer – a wonderful feature.

Printing captions on borders: From the Print screen, click on Border and Text Options and you will see the following screen:
In the Caption area, choose Captions and On Border (make sure you specify a Border Width) and this will print your picture’s caption in the white border below the picture.

**Order Prints**

Consumer ink-jet printers have gotten quite good, but you’ll still get a better quality, longer-lasting print by having it professionally printed. You can’t beat the price – around 15 cents for 4X6 glossy prints. I bet you spend more just in ink on your own printer!

Here’s how it works – you select one or more photos, click File and Order Prints…and you’ll see a list of stores. Choose one of the stores, then you will need to set up an account. There is no cost for the account, but it is necessary in order to upload your photos and store them for you. Once the
Sharing your Pictures!

photos are uploaded you can choose your products. The upload takes a while because, for printing purposes, it uploads the full original size.

They all offer to print the photo(s) you upload, and they offer lots of special ways to print them, including notecards.

And, don’t stop at prints or cards! You can buy the gifts to go with the cards as well. One of my favorites is photo mousepads. Or, how about coffee mugs, or t-shirts, or tree ornaments?

You don’t need to use Picasa to order these gifts, but, just like so many other things, Picasa makes it so easy. Just select your photos and click ‘Shop!’ And, if you use Picasa, you’ll know that the photo that gets uploaded is what you see in Picasa, cropped the way you cropped it in Picasa, color corrected or retouched by Picasa. You can even add text to the picture in Picasa, and that will become part of the photo to be printed.

Email Photos

Show-Me Video: Email (pics22 at: http://geeksontour.tv/learning-library/picasa membership required)

Have you ever opened a photo attached to an email and found yourself staring at a person’s eyeball taking up the entire screen? That’s what happens if the person sending the photo doesn’t know about resizing it first. That is, if you receive the photo at all! It may be so big that your email inbox simply rejects it.

There lots of ways to send photos with email and resize them first. Picasa is my favorite. You simply select the photo (or photos) you want to send, click the email button, and Picasa does all the rest.
Picasa will automatically resize the photo and prepare it for email, then it will open your email program and attach the photo. All you have to do is address the email and click Send.

Email choices: Picasa will work with Outlook, Outlook Express, Windows Mail, Eudora, and Thunderbird email clients on your PC as long as they are identified on your system as your default email program. If you don’t have one of those, then it is recommended that you get a gmail account (Google’s free Email – www.gmail.com.) If you use a webmail other than gmail, it probably won’t work, although some people have found workarounds.

After you select photo(s) and click the Email button at the bottom, you will be presented with the screen below. If you don’t have Outlook, you will see your computer’s default email program in the top button. Once you choose the email program to use, the only remaining step is to address and send the email. You can add a message if you like.
What size does it make the photo? That depends on how your options are set. Click on Tools / Options and the Email tab and you should see the screen below. Notice where it reads 800 pixels. You can slide that to meet your own needs.
Gift CDs

If you have a group of photos that you would like to give to a friend, Gift CDs is made for you. When you give your friend a Gift CD made with Picasa, they can just put it in their computer and it will present a button they can click to play a slideshow of all your pictures. PLUS, they actually have all your pictures, the .jpg files, on the disk if they want to print them or do anything else with them.

To make a Gift CD, all the photos must be in one folder, OR one Album. Then, you use the Create Menu, and choose Gift CD...

Next you’ll get the following screen. If you want to add another folder or album’s worth of photos to the CD, click the button ‘Add More.’ Unless you have too many photos to fit on the disk, you should leave the photo size at ‘Original Size.’ Put a CD-R into the disk drive and click ‘Burn Disc.’
Share on the Web with Picasa Web Albums

Putting pictures on the web is my favorite way to share photos with Friends, Family, and the world. You must have a Google account to get the free web-space provided.

It is your Google account that identifies your photos as yours. If you don’t already have a Google account, the easiest way to do that is to sign up for Gmail. Gmail is Google’s free email system. If you have a gmail account, that is also your Google account.

Picasa Web Albums is located at www.Picasaweb.google.com. Your web albums will be located at www.Picasaweb.google.com/youraccountname

So … if you have Picasa and you have a Google account, here’s how you upload a photo to Picasa Web Albums:

- Select the photos you want to upload
- Click the Share button- The very first time you’ll need to create the web albums, thereafter just be sure you’re logged in.
• Review the name of web album, visibility of album, and upload size (1024 is recommended). Add emails of people to share with, or leave blank.

![Web Album Properties Dialog Box](image)

• Click Upload or Share – all photos uploaded will now have a green arrow added to their thumbnail in the Library view.

You’re done. You should be able to go to www.picasaweb.google.com/youraccountname and see these photos. And, as long as you selected ‘Public’ in the Visibility option, anyone else in the world can also see your photos at that location. All you have to tell them is the web address: www.picasaweb.google.com/youraccountname. If they can’t see it, then it’s probably because you left the Visibility option set to ‘Only You’ or ‘Limited.’

You can change the visibility after uploading. While viewing the Web Album in question, click on Edit / Album Properties. Here is where you can change the option for Visibility.
Sharing your Pictures!

Sharing on the Web with Google Plus


If you have joined the social networking site of Google Plus (www.plus.google.com), and you are logged in with that google account, your Share button will read ‘Share on Google +’

The rest of the process is the same except there is no ‘Album Visibility’ setting. The album is ‘visible’ to whoever you share it with. If you share with no-one then it is visible only to you.

If you size your uploaded photos with the ‘Best for Sharing’, then you have unlimited storage available on Google Plus.

Your pictures are still on Picasa Web Albums because they are stored in the same place. Google Plus Photos is just a different interface to the same albums of photos.

Smartphone pictures: if you have your smartphone synchronizing with your Google+ account, then every time you take a photo with your phone, it will automatically be uploaded to a private album called ‘Photos from your Phone.’
Collage gives you the ability to put multiple pictures together into one.

- **Select the photos you want to put together**
- **Click the collage button at the bottom**

You have several choices for arranging the photos.

The one that gives you the most flexibility is ‘Picture Pile’. With that setting you can:
- Move the pictures wherever you want
- Size and rotate the pictures however you want by grabbing the orange handle.
- To move a picture to the top of the pile, right-click on it and choose ‘Bring to Top’
- You can also set the background to be a photo or a color by using the background options.
When you’re done, click ‘Create Collage.’ Your collage is now a single picture just like any other photo and you can add text, crop, print, upload or email it.

Your collage will be stored in a special section on Picasa’s left sidebar called ‘Projects.’

If you use the Mosaic setting, you can easily make collages like this.
Movies

Show-Me Video: Make a Movie (pics37 at: http://geeksontour.tv/learning-library/picasa membership required)

Picasa 3 has an easy way to take a bunch of photos, add a song you like, and create a movie. All you do is select the photos you want in the movie and click the Movie button at the bottom of the screen.

Once in the ‘Movie Maker’ you can add a song from your computer’s music library. It can time the playback of the photos to match the length of the song. You can also choose the transition between photos. Pan and Zoom is the default transition.

This is different from Picasa’s slideshow feature in that the end result is a single file – a .wmv movie file. Once the movie is created, you can upload it to your Picasa Web Album, or better yet, to Youtube. It’s a single click to create movie and upload to Youtube. You must already have a Youtube account.

The .wmv file will playback on any computer with Windows Media Player. If you want to play it on a TV’s DVD player, you need one more step. In Vista or Windows 7 there is a DVDMaker that comes with Windows. Just open that up and add your .wmv file to it – then burn DVD. For Macintosh, I believe iDVD will do the trick.
Face Movie

This is a special kind of movie created with the pictures in one ‘People Album.’ Simply find that person’s album and click the ‘Create Face Movie’ button. It will automatically take all the pictures in the album and use the Movie Maker tool, being sure to place the pictures in such a way as to make the face appear in the center after every transition. Amazing!
Geotagging

Geotagging allows you to add information to your photos about where they were taken and have them show up on a map in that place. If you click the Places button in the lower right, a new pane will open giving you a window to Google Maps. You will need to be connected to the Internet for this to work.

Select the picture(s) you want to place on the map, find the point on the map where they were taken, then click the green placemark icon and move your mouse to the place on the map and click.

Geotags follow pictures to your web albums so friends and family can see where the photos were taken on a map. If you have a camera with GPS capability, you can set your camera to do the geotagging automatically!
Where to Learn More

Picasa’s Help Menu
Click on Help and choose Help Contents and Index. This will take you to the Picasa Support website. Here you can find Official Google articles on all aspects of Picasa.

Picasa Forum
Click on the Help menu and then choose Picasa Forums. This will take you to the web and Picasa’s User Forums. This is where thousands of people have asked and answered questions about using Picasa. If you have a question, odds are that someone else has already asked it, so try searching the forum for your topic. If you don’t find anything, you can post your own question.

PicasaTutorials.com
This website is one of Geeks on Tour’s family of websites. It is dedicated to Picasa and we add a Tip for using Picasa about once each week. You can just read through them to learn more, or you can search for specific topics of interest. We recommend that you use the form to sign up for the Picasa Tip-o-the-Week email. Then you’ll be notified every time a new tip is posted.

Geeks on Tour Membership
If you go to www.GeeksOnTour.tv and become a paid member, you will have access to *all* the ‘Show-Me-How’ Tutorial Videos (the ones with this booklet are just a subset.) You will also have access to our Private, Members-Only forum where you can ask questions directly to us at Geeks on Tour and become part of our community.
List of Referenced Tutorial Videos

These videos are on the disk which comes with the printed version of this booklet. They are also part of the complete Tutorial Video library available at: http://geeksontour.tv/learning-library/picasa The first 3 videos are free for all to view the others require a membership. Info on how to join is included on that same page.

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