## PICASA 3.9 Photo Editing and Web Albums

## 1. Upload photos:

1-Insert memory card into the card reader (or drive on printer/computer) 2-Open *PICASA 3* 

- Removable disk window will appear: Select COPY PICTURES AND VIEW THEM USING PICASA 3 Click OK
- All pictures appear in IMPORT TRAY

Hold down CONTROL key and click pictures for editing Click *IMPORT SELECTED* at bottom of screen

(Selected photos are saved in your computer's PICTURES folder) 3- Import window will appear

- NAME: type name of folder or click down arrow to select today's date (then Import Selected will appear on right)
- Click IMPORT SELECTED
- Remove card from drive (card reader) and place it in your camera
- 4- Folder of pictures will appear in the left panel

5-Click name of folder to open it

6-Double click a photo to bring it up the editing window

7-Click BACK TO LIBRARY to return to all your photos

- 2. <u>Edit photos</u>: Double click a photo to select it and bring up the editing window
- Editing tools:

Rotate picture: click curled arrow below picture by 45 degrees

Zoom in or out: use slider below picture on right

<u>Star</u>: adds a virtual star to a photo, marking it as a favorite (star appears in Library) To remove star, click on star icon again

Starred Photos will appear at top of folder list. To remove a photo from this folder, click on photo and click star icon at the bottom of the screen.

# • 🔧 BASIC FIXES tab:

(In the Library view, double click a photo to use Basic Fixes)

Crop: cut out parts of photo that you don't want

- Click CROP
- Click and drag cursor diagonally down to isolate a portion of the picture
- Move cropped area by clicking and dragging; resize area by clicking edges or corners and dragging
- Click PREVIEW and then RESET, APPLY, or CANCEL (exit)

Straighten: straighten photos taken with camera slightly tilted

• Slide bar below grid, click APPLY (interferes with redeye correction)

Redeye: reduces redeye

- $\circ~$  In Basic Fixes screen, zoom in, click on photo and move to view eyes
- Click the RED EYE icon and all red eyes will be highlighted and changed
- Click PREVIEW to view the correction
- Click APPLY

<u>I'm Feeling Lucky:</u> automatically adjusts color and contrast to optimal levels <u>Auto Contrast:</u> automatically resets color and brightness to optimal levels <u>Auto Color:</u> automatically removes color cast and restores color balance <u>Retouch:</u> repairs blemishes or debris on photo. <u>Zoom in and drag photo to view</u> <u>the specific area to be retouched.</u> Adjust brush size, click blemish, click again. <u>Text</u> on photo: click TEXT icon, format text, click on photo and begin typing.

• Highlight text and click CLEAR ALL to delete it <u>Creative Kit:</u> enables editing photos online using decorative enhancements Fill Light: adjusts overall light in photo

• Use slider to brighten or darken photo

 TUNING tab: slide bars to finely tune lighting and color <u>Fill light:</u> adds fill light to foreground of photo for more balance <u>Highlights:</u> increases highlights to amplify the bright spots in photo. Whites become more vibrant. Flashlight is one-click fix. <u>Shadows:</u> darkens shadows to provide additional depth or contrast <u>Color temperature:</u> adds warmth to photo <u>Neutral color picker:</u> selects which part of photo should be treated as gray or white. Flashlight is one-click fix.

 EFFECTS tab: alter tints and textures – combine with TUNING <u>Sharpen:</u> sharpens the borders of objects in photo <u>Sepia:</u> recasts photo with a brownish tone for an old-fashioned effect <u>Warmify:</u> warms up the photo and improves skin tones <u>Tint:</u> removes the color from the photo and applies a colored tint over it. The Color Preservation slider adds the original color back to your photo beneath the tint. <u>Saturation:</u> adjusts color saturation from black and white (left) to neon (right) <u>Soft focus:</u> softens focus around a selected center point. Sliders control the size of the focused area and the amount of softness around it. <u>Glow:</u> brightens white area of photo, creating a dreamy effect <u>Filtered B&W:</u> creates the effect of black and white through a color filter <u>Focal B&W:</u> keeps one circular area of color intact in a black and white photo. Control the size and sharpness of the colored area. <u>Graduated tint:</u> applies a color tint to the top half of photo and creates a feathering effect

### 3. Create a caption and print:

Double click a photo and click "MAKE A CAPTION!" directly beneath the large individual photo. Captions are displayed in a slideshow.

Type a caption.

Press the Show/Hide Caption icon on the left to hide the caption

Click photo and press the Delete Caption icon on the right to delete the caption or press the BACKSPACE on keyboard

Print photo and caption:

Select photo to be printed

Click PRINT in photo tray at the bottom of the screen

In PRINT screen, click BORDER and TEXT OPTIONS Format text – font, size, color \*BORDER WIDTH slider – <u>drag slider to increase border width</u> Check EVEN WIDTH BORDER Check CAPTION, check ON BORDER Click PRINT at bottom right

### 4. View a slideshow:

In the Library view, click the green arrow beneath the date Use the right arrow key to advance slides Press ESC on the key board to end the show

#### 5. Create a photo collage:

In the Library view, select several photos (press CONTROL key and click once on each individual photo)

Click the COLLAGE icon under the date (to the right of the green arrow) Drag photos into place

Right click photo to MOVE TO BOTTOM or BRING TO TOP

Click down arrow to change arrangement (or click SCRAMBLE and SHUFFLE)

Click eye dropper to change color of background

Click CREATE COLLAGE

#### 6. View a movie presentation:

In the Library view, click the film icon beneath the date Select TRANSITION STYLE (Pan and Zoom), SLIDE DURATION (in seconds), OVERLAP, DIMENSIONS (resolution) Click the GREEN ARROW to start the movie Use the right arrow key to advance slides Click CLOSE or BACK TO SELECTED SLIDE to end the movie

#### 7. Order prints from a photo service:

In the Library view, hold down the CONTROL key and click once on each picture you want to order

Click the SHOP icon at the bottom of the screen Select a photo service from the list Follow the steps to email your photos

### 8. Save changes:

**Save Changes** - In the Library view, click the save icon above the photos. All edits to photos in that particular folder will be saved. Changes are retained in Picasa but can be undone.

### **\*\*Save a Copy – To save an edited photo within Picasa:**

Click FILE, select <u>SAVE A COPY</u> to save an edited photo. The duplicate will appear as the last photo in that Picasa folder and <u>its filename will end with "-001"</u> to distinguish it from the original. Highlight the duplicate to view its filename on the blue border at the bottom of the screen. Changes saved to the duplicate copy cannot be undone.

**\*\*Save As – To save an edited photo to a location or folder outside of Picasa:** Click FILE, select SAVE AS to create a copy with a different file name or <u>save</u> <u>your copy to a different location</u>.

Notes:

- 1. PICASA copies your photos; it does not remove them from your memory card.
- 2. The UNDO BUTTON in each EDIT PHOTO screen reverses your last change.
- 3. When working with Sixes, click RESET to return to the original photo; click CANCEL to return to Fixes.
- <u>To move a photo to a different folder</u>: In the Library view, click and drag a photo to a different folder in the list of folders at the left.
  <u>To move a photo to a new folder</u>: In the Library view, right click a photo and left click MOVE TO A NEW FOLDER.
- 5. To add the SHOP icon to your screen: Click TOOLS, select CONFIGURE BUTTONS, select ORDER PRINTS, click ADD, click OK. A SHOP icon r will appear at the bottom of the screen.
- 6. To check your version of Picasa: click HELP, select ABOUT PICASA

# **PICASA 3.9 Web Albums**

## **1. SELECT PHOTOS FOR A WEB ALBUM:**

In Picasa's Library view, hold down CONTROL key while clicking once on each photo or press 'CONTROL A' to select <u>all</u> the photos in a folder.

Click SHARE at the top of the screen.

Sign in to your Google account.

### 2. UPLOAD PHOTOS TO A WEB ALBUM:

- 1) \*<u>Click NEW \*\*\*</u> to create a new album and type a new album name or select an existing album
- 2) For ALBUM VISIBILITY, select ANYONE WITH THE LINK
- 3) For IMAGE SIZE, select 1600 PIXELS
- 4) Type an email message to recipient
- 5) Under +ADD PEOPLE TO SHARE WITH..., type email address of recipient
- 5) Click SHARE at bottom of the window

Close window

Recipient can view your album as individual photos or as a slide show.

### **3. DELETE A WEB ALBUM:**

In the list of albums in the Library view, right-click the name of the album and leftclick DELETE ALBUM. Be sure to check DELETE THE ONLINE COPY, TOO.

**4. SIGN OUT** of your Google account when working in the library.