

Picasa Tip Sheet

Picasa Software is free and available at www.picasa.com

Importing Pictures

- Plug in the cable to the computer and the camera
- Turn on the camera
- Open the Picasa Software
- Click the Import button
- The software will preview all the pictures currently in the cameras storage
- Click the Finish button and the pictures will be imported into the computer

SELECTING AND MARKING PICTURES

"Starring" Pictures

- Starting in the Library
- Select all the pictures you want to "Star"
- Click the Star button across the bottom of the screen

Viewing "Star" Pictures

- Starting in the Library
- Click on the View menu
- Choose Search Options
- Click on the Star button in the Search Option window

Removing a Star from a Picture

- Starting in the Library
- Select all the pictures you with "Star" that should be removed
- Click the Star button across the bottom of the screen – the Star is removed

Labeling Pictures

- Starting in the Library
- Select all the pictures you want to label
- Click on the Label button across the bottom of the screen
- Click the New Label line to start a new set of "Labeled Pictures"
or click on an existing label name to add these pictures to that set

Removing a Label

- Starting in the Library
- Go to the Label folder, and click on the picture to remove the label
- Click on the Action button located in the top right corner of the folder banner
- Select "Delete Label"
- Click "Yes" to confirm the removal of the label from the picture. This does not delete the picture.

Renaming Picture File Names

- Starting in the Library
- Select all the picture or pictures you want to rename
- Select the Picture menu
- Select Batch Edit and then Rename
- Type in the name for the pictures or the one picture in the name text box
- You can also check the "Date in Filename box" to add this option into the filename
- You can also "Add the Image Resolution in filename" box to add this options into the filename
- Click the Rename button

Renaming a Folder

Starting in the library
Double-Click on the folder name to rename
The Folder Properties box appears
Type in the Folder Name in the Name box – this is the name that appears in the library list
Type in the Date the pictures were taken
Type in the place taken and a caption if so desired
Click the OK button and you are done

Double-Click on a picture in the Library to use any of the editing features:

Basic Fixes

Rotating, Straighten, Red Eye, Feeling Lucky, Auto Contract, Auto Color,

Effects

Sharpen, Sepia, Black n White, Warmify, Film Grain, Tint, Saturation, Soft Focus, Glow,
Filtered Black n White, Focal Black n White, Graduated Tint

Collage

Starting in the Library
Select all the pictures to be used in the collage
Click the Collage button across the bottom of the screen
Select the desired setting for the collage
Click the Create button

Screen Savers

Starting in the Library
Select all the pictures to be used in the screen saver
Create menu, and choose Screen Saver

Gift Disk

Starting in the Library, and Select all the pictures to be used in the gift disk
Click the Gift Disk button across the top of the screen
Set options 1 to Show Slide show
Set option 2 to include Picasa
Click the Burn button

Backup Disk

Starting in the Library
Tools Menu, and then choose Backup Pictures
Set options 1 & 2 and then click the Burn button

Printing Pictures

Starting in the Library, and Select all the pictures you want to print
Click the Print button across the bottom of the screen
Select your print size, and click the Print button

E-mailing a picture

Starting in the Library, and Select all the pictures you want to e-mail
Click the e-mail button across the bottom of the screen
Select your e-mail service, and send out your picture

Ordering Pictures on-line

Starting in the Library, and Select all the pictures to have prints made from
Click the Order Prints button across the bottom of the screen
Select the service you want to use
Continue with the services instructions