

Picasa3

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Note: below is a link to a web page that has a "Forum"-type exchange regarding a user's **loss of photos** uploaded to Picasa - ***because he was not aware of how the Program works***. This link will help you to understand what Picasa does and does NOT do.

<http://www.google.com/support/forum/p/Picasa/thread?tid=385f541f5231b5d1&hl=en>

Together, Picasa & Picasa Web Albums make it easy to organize, edit and share your photos.

1. When you launch Picasa, you can immediately organize and edit the photos on your hard drive. Picasa can also help import pictures from your camera.
2. Try sharing pictures online with Picasa Web Albums. To get started, simply select photos that you'd like to share, and press the 'Upload' button.
3. Try adding name tags to your photos on Picasa or Picasa Web Albums. Click "Unnamed People" in Picasa to get started.

[Click here: Getting Started Guide - Picasa Help](#)

- [Two things to know](#)
- [Add your photos](#)
- [Organize your photos](#)
- [Edit your photos](#)
- [Share your photos](#)
- [Discover more features](#)

Two things to know

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

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

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

Add photos to Picasa

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

Add photos already on your computer

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

Organize your photos

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

- **Folders**
Folders in Picasa represent the folders on your computer. You [control the folders](#) that are scanned and displayed by Picasa. Changes you make to folders in Picasa affect the corresponding folders on your computer's hard drive. For example, if you delete a photo in a Picasa folder, that photo is also deleted from the computer.
- **Albums**
Unlike folders, albums exist only in Picasa. Albums allow you to create virtual groups of photos taken from multiple folders on your computer. Albums display those photos without actually moving the photo -- it's like a playlist for photos. When you delete or move photos from an album, the original files remain in their original folders on your computer.
- **People**
In this collection, you can organize your photos by what frequently matters most - the people in them. Picasa uses facial recognition technology to find and group similar faces together across your entire collection of photos. By [adding name tags](#) to these groups of faces, new people albums are created. These people albums are just like the albums above: when you move or delete faces, the original files stay put.

Edit your photos

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

Share your photos

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

Upload photos to the web

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

Email photos

Click the **Email** button in Picasa to quickly [send all selected photos](#) to friends and family, using the email provider of your choice. Keep in mind that email doesn't accomodate a large number of photos, so if you want to share a lot of photos, consider uploading them to Picasa Web Albums, where you can take advantage of the free one GB of storage that's available.

Discover more features

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

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

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

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

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

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

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

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

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

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

Back up your collection: Protect those precious memories. Use Picasa to back up your photo collection to either [an alternate drive](#) or to [CD/DVD](#).

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