

Pictures to Picasa

Q. How can I move pictures sent to me as attached files into my Picaso2 folder?

Answer

1. Save the photo's you downloaded from email into a folder (not Picasa's folder). I recommend you create a sub-folder in your My Pictures folder.

- a. Rightclick Start...Explore.**
 - b. Click the My Documents folder and scroll down to the My Pictures folder.**
 - c. Click once on My Pictures folder to select it, then click File...New...Folder. Give the folder a name. Click Enter twice.**
 - d. Now, locate the downloaded photos and drag and drop them into this subfolder of My Pictures that you created.**
- 2. Now, you need to tell Picasa where to look for your pictures..**
- a. Start Picasa and click on the Tools tab. Then click on Folder Manager.**
 - b. In the Folder Manage box, click on the folder or folders you want Picasa to scan to find new pictures you have added.**
 - c. Once you select the folder, check the box with the icon that looks like an Eye and is labeled "scan always".**

If you created your folder in step 1 under the My Pictures folder, then all you need to do is make sure that Picasa is set to scan the My Pictures Folder. This will cause it to scan all the folders under my pictures every time you start Picasa or add new pictures while Picasa is running.

Note: Picasa doesn't actually move pictures, files and/or folders, it simply creates an index file so it knows where your pictures are located. It then displays them and lets you work with them in that folder. I know it "looks" like the pictures have been moved into Picasa, but they haven't.

Note: Warning!!! If you DELETE a picture from Picasa, it will be deleted from the folder where it is stored....the My Pictures folder or other folder that is used to store Pictures.

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