

*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 22,000 photos of our travels... so far! You can see some of them at our Picasa Web Albums: [www.picasaweb.google.com/chrisguld](http://www.picasaweb.google.com/chrisguld) or on our Blog at [www.geeksontour.blogspot.com](http://www.geeksontour.blogspot.com)



As "Geeks on Tour" we have presented our live Picasa seminar to thousands of people. Since not everyone can attend the live seminars, we make our Show-Me-How Videos. You will find them on our website at [www.GeeksOnTour.com](http://www.GeeksOnTour.com). In addition to all the Picasa videos, you will also find videos **on How to Make a Blog**, and **Internet on the Road, How to Use Mapping software**, and more.



*Show Me Video: ....*

The callout box above means there is a Show-Me-How tutorial video on the current subject. If you purchased the videos along with this booklet, they are on a disk in the back of the printed booklet. If you are a Geeks on Tour member, you have access to all the videos online. The eBook download does not include access to the videos.

**Want More?** Visit [www.PicasaTutorials.com](http://www.PicasaTutorials.com) this is one of the family of Geeks On Tour websites which is dedicated solely to Picasa. You will find a new 'Tip' at least once a week there. Sign up for email notifications.

*Chris Guld*

[www.GeeksOnTour.com](http://www.GeeksOnTour.com)

*BEGINNER'S GUIDE TO PICASA 3.5 BY GEEKS ON TOUR*

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## Overview: Picasa Does it All



### *Show-Me Video: Overview*

Picasa is free software that you download to your computer from Picasa.Google.com. It is available for Windows, Macintosh, and Linux. Examples in this booklet are from the Windows version 3.5.

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

### The Process

No matter what software you use, you need to:

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 and Websites*
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](http://www.picasa.google.com)

Download Picasa for Macintosh at <http://picasa.google.com/mac/>

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.”

## Your photos in your folders: Folder Manager



### Show-Me Video: Folder Manager

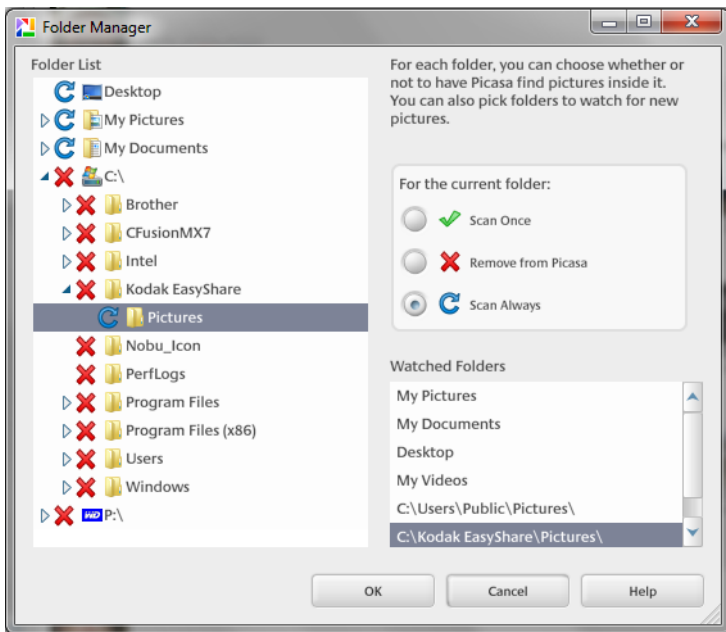
If you don't see your photos, then they must be in a folder somewhere that Picasa is not looking. Use **Tools | Folder Manager** to find the folder in question (e.g. c:\Program Files\Kodak\Easyshare\Pictures) and click the



Scan Always

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



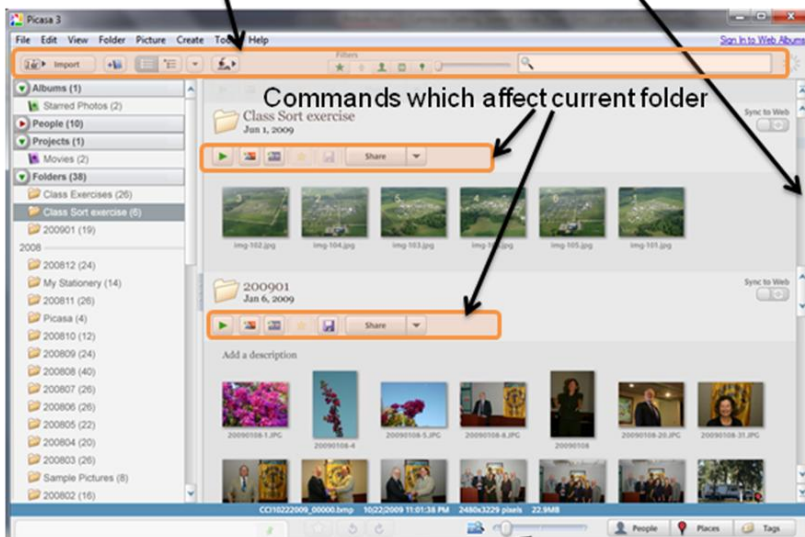
### Show-Me Video: Library View

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.

Commands which affect entire library

Scroll Bar



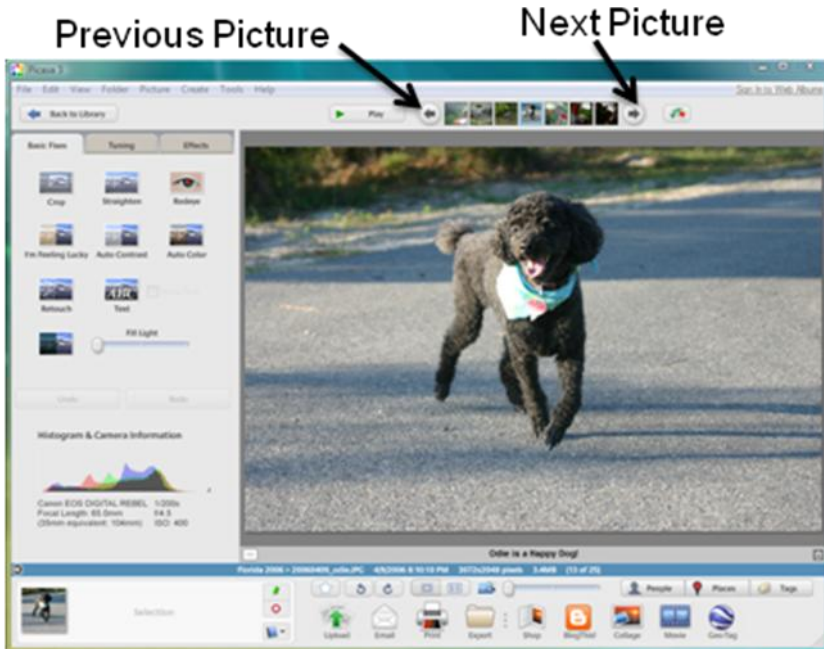
Slider for size

Use this slider to make the thumbnails smaller or larger.

## Individual Photo View

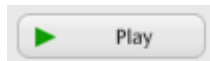


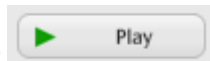
Show-Me Video: Single Picture View



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.