



## **A Digital Photo Management & Display Application**

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### **Class Overview**

- **Week 1: Introduction to Picasa; importing pictures from various sources; creating folders and moving pictures**
- **Week 2: Editing photos**

## **Overview of Picasa**

- Picasa is an application that helps organize, edit, display, and share digital photos.
- Originally created by Idealab - bought by Google - offered free by Google.
- Latest version is 3.9
- It is easy to use.
- Managing, editing and display features are adequate for most users.
- Picasa includes sharing on the web.
- It is Free.

## **Our Focus**

- Basic Picasa Tools for:
  - Managing / Organizing Pictures
  - Editing / Enhancing Pictures
- We will not Focus on:
  - Cameras
  - Photography Tips, Etc.

## Installing Picasa 3.9

- Picasa 3.9 is already installed on your LC computer.
- If you have Picasa 2 or 3 on your Home Computer:
  - Open Picasa and it may upgrade automatically.
  - Or Select “Check for updates online”, under **Help**.

## Inserting Pictures into Picasa (From a CD)

1. Insert CD
2. Wait for Menu to open. Select the Picasa symbol: Copy pictures and view them in Picasa.
3. Wait for all pictures to appear.
4. In Picasa, place check in “Exclude Duplicates” box (only have to do this once).
5. Name Folder: (under pictures) Your choice, e.g. Class One: **Note:** make it specific and meaningful.
6. Click “Import Pictures” on the lower right.

7. If the Menu doesn't appear, open Picasa and click on "Import" at the top left.
8. From the "Import from" menu select where your pictures are
9. Name the folder (bottom left)
10. Click on "Import All button (bottom right)

## **Inserting Pictures into Picasa**

**(From Camera)**

1. Open Picasa
2. On camera - select Transfer to Computer.
3. Connect Camera to Computer (USB Port).
4. In Picasa click on "Import" button on top left
5. From the "Import from" menu select where your camera appears
6. Select "Cancel Duplicates" box
7. Enter a name for the Folder (make it meaningful).
8. Click "Import All" button

## **Inserting Pictures into Picasa**

(From Flash drive or photo card)

- **Flash drive:**
- Insert flash drive into the USB port on the computer.
  - Menu should appear.
  - Select Picasa symbol, name folder, import all.

### **Photo card:**

- Insert card into a card reading slot in the computer or into a Card Reader.
- Follow above steps.

## **Alternate Flash Card Importing**

- If the screen does not appear automatically when you insert the USB or the photo card open Picasa and click on "Import". From the "Import from" menu select your removable drive.
- Name folder.
- Click on "Import All".

## **Important Notes!**

- Pictures inserted into Picasa are copies.
- Originals are automatically inserted into (My) Pictures library.
  - Folders established in Picasa will be the same as in (My) Pictures.
  - Changes to Folders in Picasa will be reflected in (My) Pictures.
  - Changes to pictures in Picasa have to be saved in order to save them in (My) Pictures.

## **Picasa Screens**

- Home Screen (many pictures displayed)
  - Main Menu (top and bottom)
  - Library of Folders (on left)
  - Display of Pictures (on right)
  - Control Buttons (top and bottom)
- Editing Screen (double click on a picture in the library to edit it)
  - Large picture display (on right)
  - Editing tools (on left)
  - To return to Home Screen double click on the picture or Go to Library button on the top left of screen)

## **Home Screen**

- **Menu Bar – Top Line**
- **Special Picasa Tools – 2nd Line**
- **Library (Folders and pictures)**
  - **Folders – On Left**
  - **Lightbox—(Pictures) – On Right**
- **Photo Tray in the Lower left: shows photos selected**
- **Bottom of Screen – More Picasa Tools**

## **Navigating Home Screen**

- **Use scroll bars to navigate through folders and pictures.**
- **Click on any Folder (on the left) to display pictures in that folder.**
- **Use slider bar (below pictures on right) to increase or decrease the size of pictures and number of pictures displayed per line.**
- **Double-click on picture to enable editing (this opens editing screen).**

## Editing Screen

(Double click on a picture in Home Screen to get here)

- Editing tools on left
  - Basic Fixes (first button)
  - Fine Tuning (second button)
  - Effects (third, fourth & fifth buttons)
- Picture display on right
  - Play button on top starts slideshow
  - Arrows on top center right to navigate through folder
  - Rotation Arrows on bottom to orient the picture
  - Magnifying bar on the bottom
  - Blue strip on bottom displays photo info.
- Back to Library (Home Screen) button on upper left (or double click on picture)

## Moving Photos (within a folder)

- Moving pictures within a folder or to a another folder can be accomplished in the same way.
- One picture: Left click mouse on picture and drag and drop to place photo.
- Pictures in sequence:
  - Select first picture (left click on it) you want to move
  - Hold down **Shift** key then select the last picture
  - Release shift key (pictures are framed in blue)
  - Left click on a picture and drag all to where you want them.
- Pictures at random:
  - Hold down **Control (ctrl)** key, click on pictures you want, then release ctrl key, click on one picture and drag pictures to where you want them.



## **Creating and Deleting Folders**

- Select one or several pictures to go to new folder. Then right click on one of the selected pictures. Select "Move to new folder".
- Give meaningful name to new folder, select date (if you want) then click on OK.
- **To delete** a folder, right click on the folder, select "Delete Folder", then confirm in the next window. This will also delete the pictures from your computer.

## **Folder Management**

- Picasa stores all pictures in Folders.
- All Folders are displayed in the Library.
- There is no limit on the number of Folders.
- There is no limit to the number of Pictures.
- New Folders can be created anytime.
- Folders can be deleted anytime, but the pictures will be deleted from your computer also.
- Any picture can be moved to a different folder.
- Picture Library will reflect your Picasa Folders (if you have saved your edits in Picasa).

## **Folder Management Suggestions**

- **Use Meaningful Folder names – Trip or Event with date**
- **Get familiar with:**
  - Using slider-bar to re-size / display pictures
  - Creating a new Folder
  - Dragging picture(s) to another Folder
  - Re-sequencing pictures within a Folder
  - Deleting unwanted Folders and/or Pictures in Picasa (which will delete from computer).
- **Good Folder Management will help you keep track of your pictures and simplify finding them and displaying them.**

## **Gmail**

- **Gmail is a Google supported email application.**
- **A Gmail account is:**
  - Helpful for emailing your pictures from Picasa.
  - Enables posting your pictures on a web site.
- **To open a Gmail account, go to:**  
**<http://www.google.com> and click on Gmail.**



## Class Two

### 1. Editing Photos

- A. Basics
- B. Fine tuning lighting and color
- C. Fun and useful image processing
- D. Framing photos

### 3. Captions

### 4. Q & A

## Editing A Picture

- Three Types of Editing are Offered:
  - Commonly needed Fixes—(1<sup>st</sup> tab, wrench)
  - Finely tuned lighting and color fixes—(2<sup>nd</sup> tab, black/white sun)
  - Fun and useful image processing, frames—(3<sup>rd</sup> – 5<sup>th</sup> tabs, paint brushes)
- Most are Applied with One Click and/or a Slider
- **ALL** Editing Actions can be Undone, even after saving them
- To save changes, either use ctrl key + s or go to File and click on Save or Save As to create a new photo

## **Editing A Picture Basic Fixes (first tab)**

- **Crop:** Resizes or revises picture area.
- **Straighten:** Adjusts vertical/horizontal orientation.
- **Redeye:** Changes eye color.
- **I'm Feeling Lucky:** Overall fix for lighting & color
- **Auto Contrast:** Adjusts brightness and contrast.
- **Auto Color:** Adjusts picture colors.
- **Retouch:** Repair blemishes, dust and scratches.
- **Text:** Add or edit text on your pictures.
- **Fill Light:** Adjusts the light in the picture.
- **Edit in Creative Kit:** add extra edits (not covered in this class)

### **Basic Fixes: Crop**

Enables you to reframe your picture

- Select one of the offered cropped pictures or select one of the crop sizes from the drop down menu. The ratio of the crop will not change.
- Click on the picture and drag the lightened area until you get the area you want.
  - To preview the new cropped size, click Preview.
  - To start over, click Reset.
  - To accept, click Apply (the new size will replace the old in the Library).
  - To cancel the new cropped size, click Cancel.
- Selecting "Manual" allows you to pick any proportion; the ratio of the crop can be customized by you.

## **Basic Fixes: Straighten**

To correct a picture's horizontal orientation

- The picture is displayed with a grid.
- Move the slider left or right as necessary.
- Click Apply to change the picture.
- Click Cancel to leave the picture unchanged.

## **Basic Fixes: Red Eye**

To repair red eyes in your picture

- Picasa recognizes the problem and puts a square over the red eye(s).
- If a red eye doesn't get a green square over it you may click on the red eye and draw your own square by left clicking, holding and dragging the mouse over the eye.
  - Click Apply to keep the change.
  - Click Reset to try again.
  - Click Cancel to leave the picture as is.

### **Basic Fixes: I'm Feeling Lucky**

Picasa automatically applies light and color adjustment

**Click on I'm Feeling Lucky button to apply.**

**Click on Undo button to cancel.**

### **Basic Fixes: Auto Contrast**

Fixes exposure without affecting color

**Click on Auto Contrast to apply.**

**Click on Undo to cancel.**

## **Basic Fixes: Auto Color**

Automatically removes color cast and restores the color balance, while preserving contrast and brightness values

Click on **Auto Color** to apply.

Click on **Undo** to cancel.

## **Basic Fixes: Retouch**

Use this tool to remove unsightly blemishes and improve photo quality

1. Select brush size to cover the area to be retouched by moving slider to left or right.
2. Click once to highlight the area you'd like to retouch.
3. Click again on the same area, some retouching takes place. If not enough retouching done:
4. Click again on the area to be retouched (this will highlight the area).
5. Then find another portion of the picture to take the place of your highlighted area.
6. Hover over this replacement area and click a second time.
7. Repeat as needed.

Click Apply to complete retouch.

Click Undo patch to delete the last patch done.

Click Reset to return to original picture.

## **Basic Fixes: Text**

Quickly and easily add text on top of your pictures

Once you click the **Text** tool, a “Type anywhere to add text”

appears on your photo. Click on text and type your desired text.

You can edit the font, size, and color of the text by selecting from

the menus to the left of picture. You can change the angle of the

text by clicking on the center of the text box and rotating using the

handle to the right of the circle. You can drag your text to your

desired location by getting the 4 way arrow and dragging it to

desired spot.

Click **Apply** to accept the edit.

## **Basic Fixes: Fill Light Slider**

Lightens pictures

At times, photos with bright backgrounds can

darken or compromise the subject detail. Use the

slider to add or adjust light to the foreground of

photos, making them more balanced.

Click on Fill Light icon to automatically fill in light.

To cancel click on Undo Fill Light.



## **Editing a Picture**

### **Tuning (black & white sun)**

- Similar Editing Tools as in Basic Fixes, but with slider adjustments, which give you more control.
- Lighting and Color buttons do the same as Auto Contrast and Auto Color.
- Neutral Color Picker allows you to establish a neutral base color (white or gray) in your picture—then Picasa adjusts other colors around that base.

## **Editing a Picture**

### **Effects (paint brushes)**

- Effects simulate a photographic filter.
- Some are one-click (a “1” in corner). Additional clicks increase intensity.
- Undo cancels last click.
- Some are sliders – enabling varying intensity.

### **Effects—black paint brush (third tab)**

**Sharpen**—sharpens edges in the photo

**Sepia**—converts to sepia style

**B & W**—makes photo black and white

**Warmify**—improves skin tones by boosting warm tones

**Film Grain**—simulate film grain

**Tint**—change color of the photo

**Saturation**—increases or decreases saturation

**Soft Focus**—softens focus around a center point

**Glow**—gives photo a gauzy glow

**Filtered and Focal B & W**—makes photo look black & white with a colored filter

**Focal black & white**—desaturates around a center point

**Graduated Tint**—a graduated filter, useful for skies

### **Effects—Green Paint Brush (fourth tab)**

**Infrared**—simulate black & white infrared film

**Lomo-ish**—imitate the Lomo toy camera

**Holga-ish**—looks like taken with plastic camera

**HDR-ish**—emulate “high dynamic range” look

**Cinemascope**—add a little classic movie magic

**Orton-ish**—mimic Michael Orton’s effect

**Sixties**—rounded corners & a warm, aged glow

**Invert Colors**—make photo look like negative

**Heat Map**—simulate heat vision

**Cross process**—mimics film cross processing

**Posterize**—reduce number of colors in picture

**Duo-Tone**—covert photo to two colors

## **Effects—Blue Paint Brush (fifth tab)**

**Boost**—bring out colors and boost contrast

**Soften**—makes photo soft and glowy

**Vignette**—darken the edges of the photo

**Pixelate**—make photo look blocky and low-resolution

**Focal Zoom**—zooming everything outside a central area

**Pencil Sketch**—makes photo look like drawn with pencil

**Neon**—make photo look like neon

**Comic Book**—comic book style—half toning

**Border**—add a frame to your photo

**Drop Shadow**—make photo seem like it's floating slightly above the background

**Museum Matte**—add a shadowed matte frame to photo

**Polaroid**—give photo instant film look

## **Picasa Program Options**

- Look at Options: Tools / Options
- Observe areas covered.
- Most settings are fine, as installed.
- Most important areas:
  - File Types (I select all types)
  - Email
  - Slideshows