Create a new Folder on your Desktop

1. Right Click on desktop (a menu will open)

2. Go down in the menu, left-Click on **New**

2. Slide over and left-Click on **Folder**

3. A folder will appear on your desktop

4. Don't remove the blue or black selection color,
just start typing into this blue field a date and a name.

5. Folder is now on desktop to find it again.

(If you loose the blue selection color, put a Right-Click
on folder, slide down to 'rename' and proceed)

Now add to this folder photos or documents which are associated with the
name you gave the folder.

When finished add this folder to your large folder called:
My Pictures or Pictures

Marianna Spoelder   spoelder100@gmail.com   949-261-5881

How to collect photos to edit with Picasa

Open a new folder on the desktop
Give folder a name: for example: 2012-09-11 San Diego

Open 'My Pictures'

1. Collect images to be edited from 'My Pictures'

2. Drag images into the newly named folder

3. Remember the name of this folder

4. Drag this named folder,
which is on the desktop and drop it onto the **Picasa icon**

Picasa opens and you will find your photos there

Marianna Spoelder   spoelder100@gmail.com

The windows operating system collects data by year, month, day and alphabet

<u>Year first</u>
2005
2006
2009
2010
2011
2012
2013
<u>Month second</u>
02
09
10
12
<u>Day third</u>
03 or 11 or 07 or 31

As the last entry after the date enter a name:
This one is sorted by alphabet

If you use the same name again and again, add an a or b etc.

Save your document constantly by pressing
<u>ctrl and s</u>

<u>Keyboard Shortcuts</u>

ctrl + a = select all
ctrl + c = copy
ctrl + v = paste
ctrl + s = save
ctrl +p = print

Marianna Spoelder   Spoelder100@gmail.com

How to edit photos in Picasa

Open up Picasa

drag and drop the previously prepared (dated and named)
folder from your desktop onto the Picasa Icon

Picasa is now open

Many albums will pop up and we are going to work
on the first album which has your date and name on it.
Type date and name into the small window on upper right.

Your Album is now ready to be worked on

Right-click on first image and see **'View and edit'**
See on left hand side a new side bar with icons in it. Those are the editing icons.
Click on: **'I'm Feeling Lucky'** and secondly on **'Auto Contrast'**
Observe the changes in clarity and color
Use **slider** below to lighten photo if necessary

Now we can **straighten** and **crop** this photo
see those icons above 'Feeling Lucky' and 'Auto Contrast'

Give the freshly manipulated image a name at the bottom of photo
right click on edited photo and left click 'Save'

on top underneath the ribbon you see all pics of your Folder
left click on the next one

With another procedure you can save those corrected
images on the desktop or same folder

Marianna Spoelder   spoelder100@gmail.com   949 261 5881

How to save a manipulated Image

After you saved the photo
in
Picasa
through your RightClick 'save' command

Go up to 'File'
down to 'Save-As'
click' on 'Save-As'

A window will show up
overwrite the blue selected stripe
with the same name you used in Picasa

Save   click 'Enter'
in same folder or the desktop and sort afterward

Those saved JPGs are coming in handy
when you want to create a slide show,
printed photo album, collage, etc.

Marianna Spoelder   spoelder100@gmail.com   949 261 5881

There is more!

Open your own photos
Sort, date and name them into different folders
Use Picasa to enhance, straighten and crop
Make a caption. Save.
Save with a name to indicate this image was manipulated

Get a Google email address
it will enable you to
Use all newly edited photos
to send in gmails or emails to friends
Save photos from received e-mails to a marked folder
and work with those

Using the Name and Location suggestion to find your images

Using the Effects element
Using the Printing aspect. How many of photos on one sheet
Making a collage

Get familiar with the other fun Picasa features
Look at the tools above the editing palette
click and read

Fun and useful image processing

creating special albums

and very importantly
save the edited images as JPG s
to re-enter them into my 'Pictures'