# Picasa™

## A Digital Photo Management & Display Application

### Intermediate Class

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## Class Overview

**Week One**:
1. create a desktop background
2. screensavers
3. slideshows
4. collages
5. how to e-mail photos
6. save photos from e-mail

**Week Two**:
1. how to identify favorite photos in Picasa
2. face recognition
3. name tagging to help you better organize your photos

# Create a Desktop Background

- **In Picasa, highlight a favorite photo.**
- **Under Create, Select Set as Desktop – picture will be your new desktop background.**

Note: To return to your previous desktop background, go to Control Panel / Appearance & Personalization / Change Desktop Background. You will have to locate previous desktop picture.
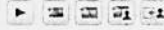
# Create a Screensaver or Add to it

- In Picasa, select a Folder.
- Click Tools Menu, and select Add to Screensaver.
- On Tools/ Configure Screensaver tab, default selection will be Folder you selected – Google Photos Screensaver.
- Select Settings and choose:
  - Visual Effect, Picture duration, and Captions.
  - Click OK.
  - Close Screensaver Settings window.
- Other Folders or pictures may be added to Screensaver:
  - Select Folder or pictures.
  - Under Create, select Add to Screensaver.

# Slideshows

- Slideshows are an Easy way to display pictures.

- Picasa creates slideshows automatically.

- Pictures are displayed Full Screen.

- Timing may be adjusted with Control Panel.

- Captions may be displayed or hidden.

- Slideshows may be accompanied by music.

# Showing A Slideshow

- Set Slideshow Options (Tools / Options, Slideshow).

- Select (or create) a Folder to be in a slideshow.

- Click Slideshow Arrow (above pictures).

- Move Curser to Display Control Bar:

  - Adjust display time/picture (on right): 1 to 20 seconds.

  - Resume: click triangle in center.

  - Select Transition Style: Turn Captions: On / Off.

  - Rotate, Star and/or enlarge pictures with Control Bar.

  - To exit: button on left on Control Bar or Esc. key on keyboard

## Slideshow Music

- Go to Tools / Options / Slideshow.
- Select "Play Music"
- Select Folder of Music
- Music must be:
  - In MP3 or Windows Media format.
  - In My Music folder.
- Note: Music will only play for Slideshow or Movie in Picasa.

## Create a Collage

- Select photos in a Folder.
- Select Create Photo Collage, second botton above pictures.
  - Select Style of Collage.
  - Select Picture Borders.
  - Select Background Options.
  - Select Page Format.
  - Move pictures around by right clicking on picture, enlarge by dragging on the right of the circle in the center of the picture.
- Pictures may be scrambled or rotated.
- Choose Collage application.

# Emailing Pictures
## From Picasa

1. **Set Email Options** (Under Tools/Options)
2. **Select the picture(s) you want to send.**
3. **Click the Email Button (lower screen).**
4. **Enter Address and Message.**
5. **Click Send.**
6. **Gray bar (lower right) shows emailing progress.**
7. **Number of photos only limited by provider.**

# Moving a Picture from Email Into Picasa

- Right click on picture you received, and select Save Picture as....
- Select (My) Pictures folder– type a name, and save.
- Open Picasa and click on Import Button (top right) then select where the picture is stored. Click on OPEN (picture will appear in Import display in Picasa, name folder in Picasa and click Import button and picture should appear in Picasa.

## Starred Photos
### (identifing favorite pictures)

- **You can add stars to your photos to mark your favorites.**
- **Highlight your favorite picture or pictures and then click on the Star at the <u>BOTTOM</u> of the screen.**
- **When you click on the Star at the <u>TOP</u> (in the filter section) only the starred photos will appear.**

## Face Recognition

➤The face recognition button will only display the photos in a folder that have faces In them.

➤This is completely separate from name tagging or using the People folders.

➤This can be used to start name tagging.

# Adding Name Tags

1. Click on any folder that has people in it.
2. Click on the silhouette body on the bottom right.



   Some faces appear on the right.
3. Highlight "Add a Name" and type in the person's name. If you don't know it "X" out the picture.
4. After entering the name hit Enter and a new box shows up. Click on New Person and add e-mail address if you wish. Click on choose at bottom.

# Name Tags (cont.)

- After entering some name tags you will find that the picture may have a name and a check and a X under it. Confirm the name by clicking on the check or if it's not the right name click on the X and then type in the correct name and follow the procedure in the previous step to confirm.

- If someone is in the picture but they aren't tagged you can add a person manually by going to the edit mode and at the bottom of the name tags click on the Add a Person manually. Size the box, move it over the face to be named and add the name, hit enter and continue as previous directions.