

Getting Started in Picasa: Things to Know

The Picasa software provides a simple way to view, edit, and organize the photos on your computer. As you get started, there are two things you should always remember:

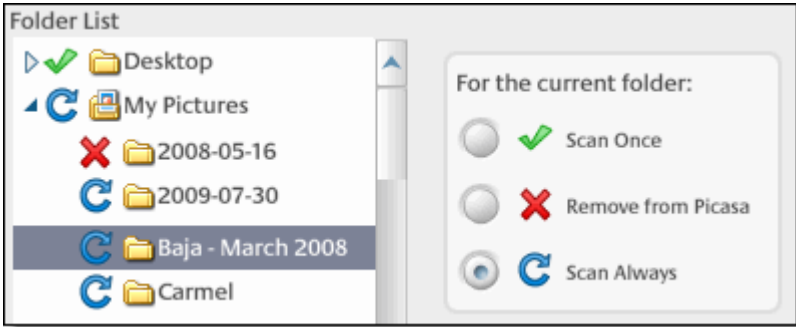
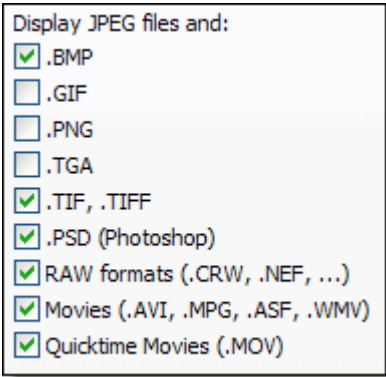
- **Picasa does not store the photos on your computer.**
When you open Picasa, it simply looks at the folders on your computer and displays the photos it finds. It displays the file types that you tell it to find, in the folders that you tell it to search.
- **Your original photos are always preserved.**
When using editing tools in Picasa, your original files are never touched. The photo edits you make are only viewable in Picasa until you decide to save your changes. Even then, Picasa creates a new version of the photo with your edits applied, leaving the original file totally preserved.

Add photos to Picasa

Use Picasa to view photos already on your computer, or to import photos from your camera.

Add photos already on your computer

After you have [downloaded and installed](#) Picasa, you have total control over the photos that Picasa displays. Picasa shows you the photo and video [file types that you tell it to find](#), in the [folders that you tell it to search](#).

Control the folders that appear	Control the file types that appear
<p>Click Tools > Folder Manager to control which folders are displayed:</p> 	<p>Click Tools > Options (PC) or Picasa > Preferences (Mac) to control which file types are displayed</p> 

Import new photos

Of course, not all your photos reside on your computer. You can import photos into Picasa from many sources, including cameras, CDs, memory cards, scanners, webcams, and more. Photos you import are saved on your computer and displayed automatically in Picasa.

Managing Picasa Settings: Selecting displayed file types

You have total control over which image file types are displayed in Picasa. To modify which file types are displayed in Picasa, please follow these steps:

1. In Picasa, click **Tools > Options** (Windows) or **Picasa > Preferences** (Mac).
2. Select the **File Types** tab.
3. Select the checkboxes for the file types you want Picasa to detect and display.
4. Click **OK**.

Managing Picasa Settings: Controlling how folders are monitored

Picasa scans your computer to find folders containing compatible photo file types, and then displays photos from these folders. The photos stay in their original folder locations. You can use the Folder Manager to control the folder locations on your hard drive that the Picasa monitors.

Follow these steps:

1. Click the **Tools** menu in Picasa.
2. Select **Folder Manager**.
3. Select a folder from the folder list on the left that you want to add or remove from Picasa's watch list.
4. Select one of the following monitoring options on the right:
 - 'Scan Always': Picasa views all compatible image types in these folders, and it automatically adds new photos. Picasa actively scans this folder for changes.
 - 'Scan Once': Picasa accesses all compatible image types in these folders only once. It doesn't detect new photos added to folders with this setting.
 - 'Remove from Picasa': Picasa doesn't look in folders that are marked with this status.
5. Click the **OK** button to save your changes.

The folders that you've set Picasa to continuously scan are listed in the 'Watched Folders' section.

You can also set a folder to 'Remove from Picasa' by right-clicking (Windows) or Control-clicking (Mac) the folder in Picasa and selecting 'Remove from Picasa.'

In Picasa, click **Import**.

Select the source of your new photos (such as your camera) from the 'Import photos from' drop-down menu at the top.

1. Select the destination folder on your computer for your new photos, from the 'Import to' drop-down menu at the bottom.
2. If you'd like to upload the photos you're importing to Picasa Web Albums at the same time, select the 'Upload' checkbox.
3. Select the specific photos you'd like to import and click **Import Selected**, or click **Import All** to import all the photos displayed.