

PICASA TUTORIAL

Picasa is a **free** software program
from Google
for organizing and editing digital photos

The following pages make up this tutorial:

Loading Your Pictures
The Menu/Tool Bar
Learning about the Library View
Editing in Picasa
Options Available

APPENDICES

Saving Your Photographs in Picasa
Making a Collage
Making a Movie
Bit's and Pieces of Other Options in Picasa
Use Google's Help

Everything is here from getting you started
to
making you an editing genius!

ENJOY!

LH Camera Club SIG
Pat Wilkinson –2009

Loading Pictures from your Camera, Memory Card, Jump Drive, CD or DVD etc.

‘I SUGGEST THAT YOU DO NOT USE PICASA TO LOAD YOUR PICTURES’

I believe it’s better to keep control of how & where you pictures are loaded.

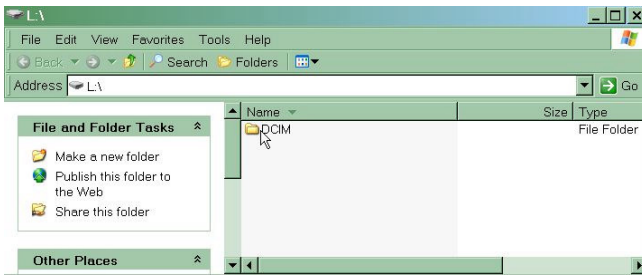
Before loading any pictures –

try this very simple method of preparing your computer to receive these images.

- **Open up my pictures** - create & name a folder for these pictures. Watch where you are putting this folder - ‘My Pictures’ is a good place. Get used to using this area of your computer, as Windows has put it there specifically for your images. You can always move them elsewhere later on. But – try and make sure you know **where** you are **saving this** folder. **Keep this folder open** - - - - -

- **Open up Picasa - (very important).**

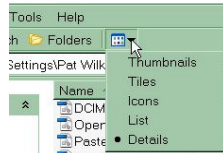
- Using whatever type of **card reader** you have - insert your **memory card** into the reader then put the reader into the USB Port. ‘Windows’ will open a window like this - please note exactly what is **highlighted** and **checked** - checking the **box** at the **bottom** allows this same window to open each time you start to load your images. →



- Click on this highlighted folder and it will
- ← open a window like this
- **DCIM** – means Digital Camera Imaging

- Click on the folder and this will happen. Now, all the images on your card are showing - →

- On the Toolbar there is a **View Icon** that gives you the option to look at your images in different ways. I use **details** to view because it tells me the date I took the images – experiment and find what works best for you.

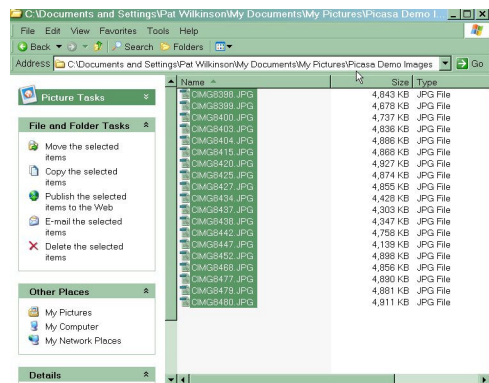
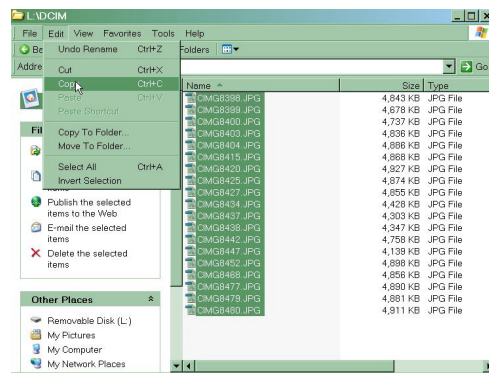


- **Highlight** all of the images – or just the ones you want to put into the folder that you have created.
- **Choose Copy** . . .

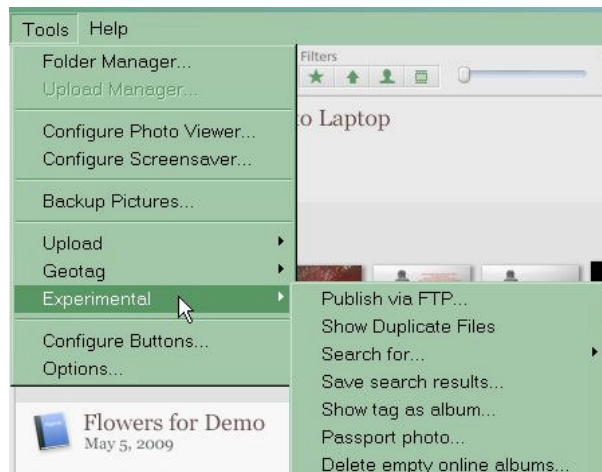
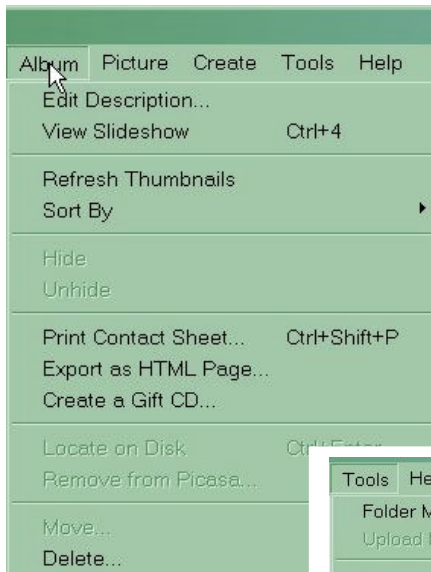
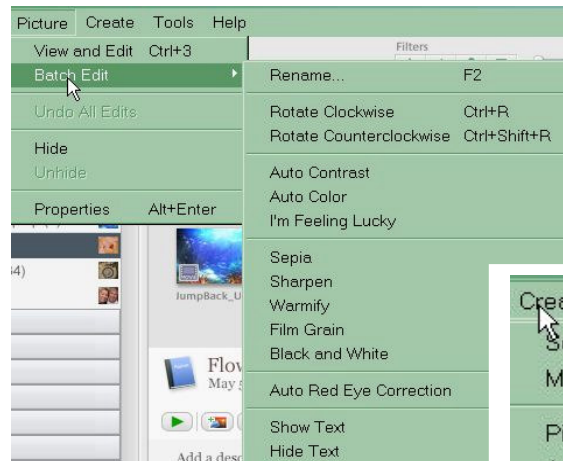
- and **Paste** into the new folder which is open. - → **Please note** that the images are now in a file I created in My Pictures called ‘Picasa Demo Images’.

- AND, if you had **Picasa open**, those images will be in Picasa under ‘Picasa Demo Images’. Now delete & edit to your heart’s content!! Simple as that . . .

- **Notes:** The **memory card** shows as a ‘removable disc’ in ‘My Computer’ – double click on that icon & the folder should open as above. You do have to disable any ‘Camera Protocols’ you may have installed on your computer



PICASA MENU BAR – Take the time to go through each of these drop downs & become familiar with all that is available to you. Click on the arrows and discover the hidden ‘goodies’. Try everything – until you find what works best for you.



PICASA 3 - STEP BY STEP TUTORIAL – by Pat Wilkinson – 5/09

PLEASE REMEMBER PICASA IS LOOKING AT YOUR HARD DRIVE IT IS NOT CREATING NEW PICTURES

#1. Folder List –

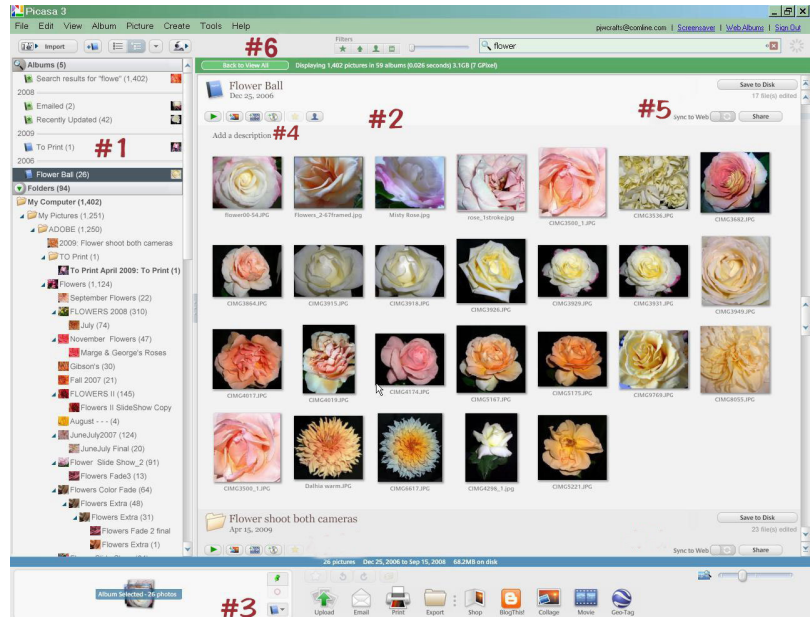
- Go to ‘view’ to set up the list that you find works best for you. I prefer the **Flat Folder View & sort by Creation Date**. The example is showing **Tree View**.

- This is a very important work area for you as these folders are where all your pictures are stored. **REMEMBER** – these are the folders you made on your hard drive, in My Pictures, when you loaded your images originally.

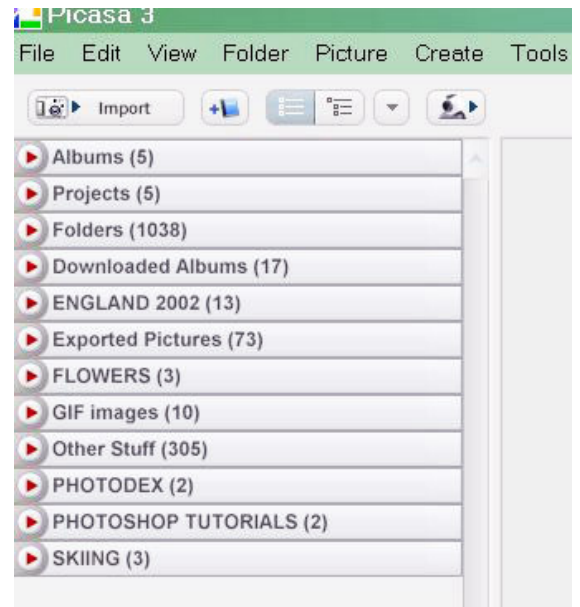
- The top part is reserved for making **Albums**. Go to **File –New Album** in the menu bar and create an album name – then right click your image and *choose* the album you wish to save the image to.

- This creates a ‘folder’ that is **ONLY** in Picasa. If you wish to save this album to your hard drive, simply *choose* the album and *choose* ‘**export**’ from the **Output Options** list at the bottom of the screen.

When you open Picasa – this is called the ‘Library View’



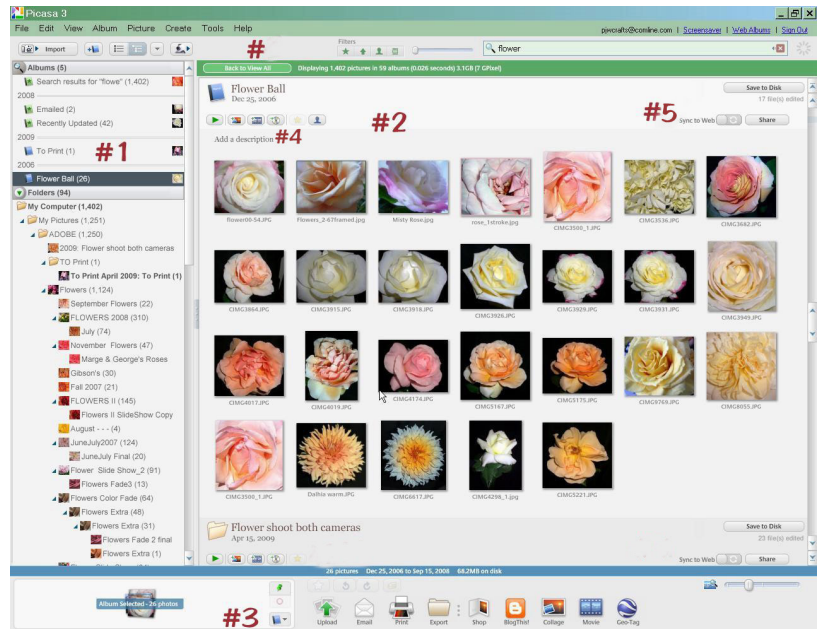
- The Folder List also saves all **recent emailed images**, - a handy way of checking back on what you’ve sent out to people.
- Next, Picasa saves all your ‘**recently updated**’ images – which is also handy when you want to check back on a folder you were working on last week perhaps.
- Next come your **folders**. Also, folders containing **exported & downloaded images** (those are images you have taken from a website or an email for instance), collections (which you have created with several folders), projects & ‘other stuff’ are listed in this area.
- Locate a particular folder by using the **Search Window** on the top right-hand side of the window. Try working with collapsed folders and using the **Search** function to open the folders you wish to work on.
- This is what the **Folder List** looks like when all folders are collapsed. Neat and less confusing – at least for me! ➔



The quicker you get used to this interface, the easier this program will work for you. So, spend some time finding what works for you – set up this program for what suits your needs.
If you are having a specific problem – GOOGLE IT!!

#2. the 'Lightbox'

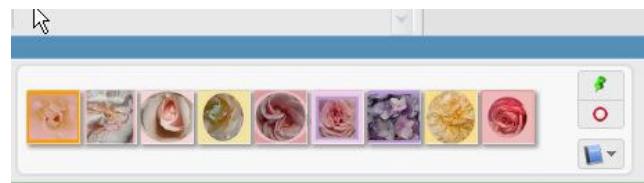
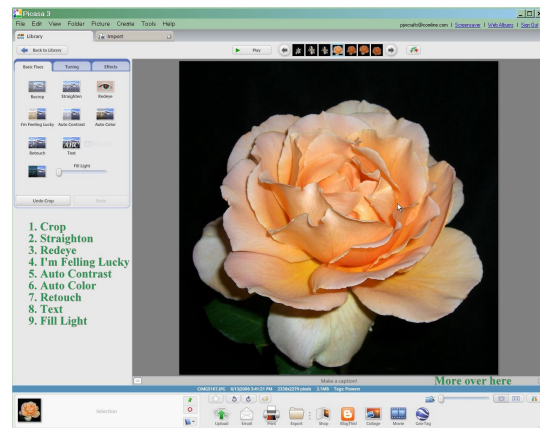
- This is where you open & view **all folders** on your hard drive that contain pictures. So – when you **create a folder in My Pictures** for a set of images, remember to name it in a way that will be easy to search for, both in **Picasa** and on your **hard drive**.
- When you load your images from your card, scanner, flash drive etc., have **Picasa Open** so the pictures will immediately be visible in the '**Lightbox**'. If you can't see them on the screen, **search** for the **folder name** you just created by using the small **search window** in the upper right-hand corner. This way you can go through your pictures immediately and delete (**right click and choose 'delete'**) right away. I review, delete and organize all my images this way – it's **SO EASY!** Then go on to edit the remainder of your images.



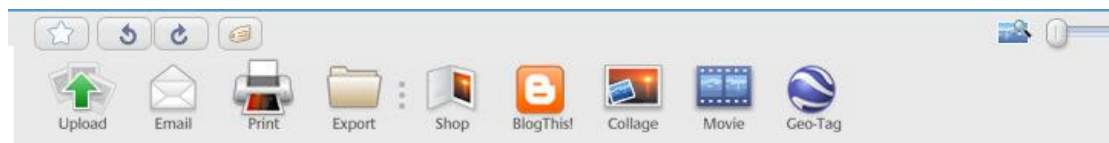
- To '**Edit**' -**double click** on the image and it will immediately go into the '**edit mode**' – → More on Editing later -
- Remember when you **edit and save**, your pictures are **saved to your Hard Drive**.

#3. the 'Picture Tray'

- On the bottom of your screen you will find the '**Picture Tray**' where an image or series of images reside while you are working on them. The tiny icons are '**hold**', '**clear**' & '**add to album**' – & are for managing the images in the tray. This is also where you will gather you images for **different outputs** – see below - ↓



output options →



- The '**Star, Rotate & Tag**' icons are on top of the panel – the '**star**' is used to keep track of your very **favorite** pictures & '**rotate**' allows for changing the **orientation**, and '**tag**' is for naming an image for **easier searching**.
- '**Output Options**' icons are next. First is '**Upload**' which allows **all images** in the **Picture Tray** to be uploaded to your own **PERSONAL WEB ALBUM** – free from **Google**. ** See Appendix on Web Albums
- '**Email**' is next –which allows **all images** in your **Picture Tray** to be **emailed** without worrying about resizing etc. Your **email program** opens up in **Picasa** and you write you email normally – the **picture shows as an attachment**. The receiver of the email sees **your picture in the body of the email** and also is able to save the **picture attachment** to their hard drive if they wish. Imagine – emailing your pictures to friends & family the very day you take them – anywhere in the world with just a 'click of the email icon! (see next page).

- To **Signup** for your very own **web album**, - visit

<http://picasaweb.google.com>.

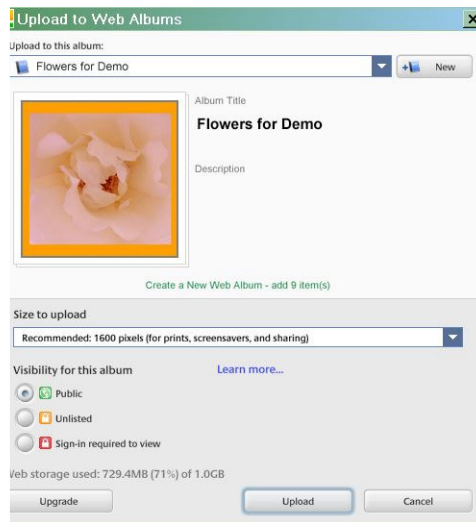
- Once you create your account, you can upload and share your pictures, slide shows and movies with friends & family

- You have **1G of free storage space** – plenty of space for your treasured photos.

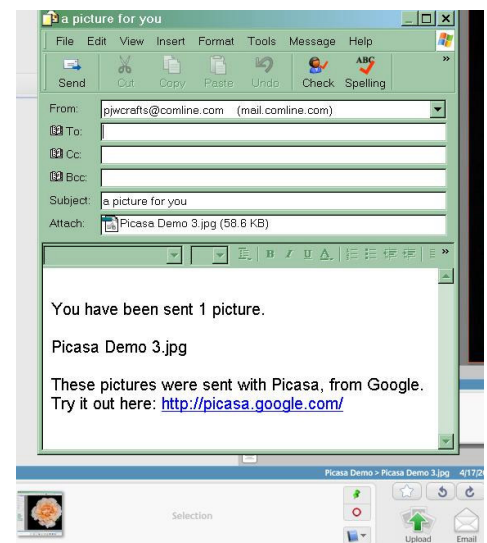
- And you can send invitations to share you album simply by clicking on a link that takes them right to your album page.

** See Appendix

↓ Upload to your own Web Album



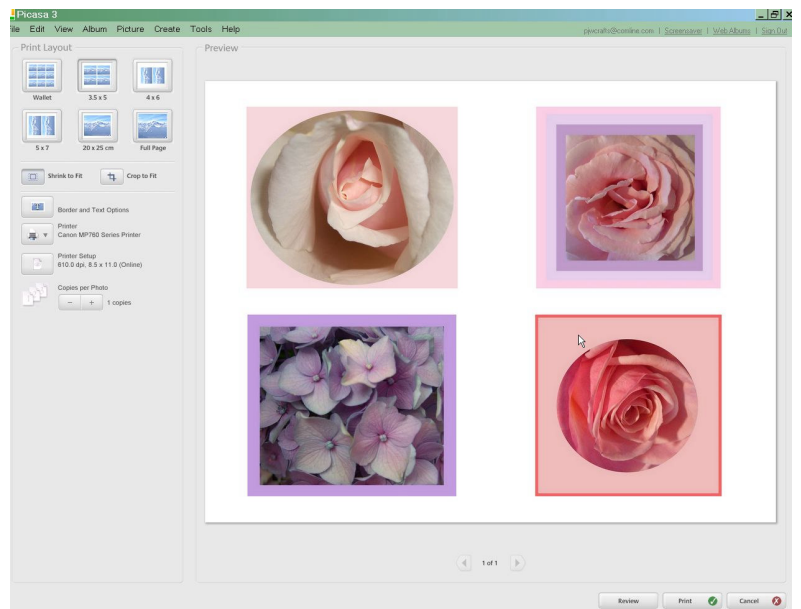
↓ email to friends &



Print Window

- **Print** is next - choose image(s) and hold in **picture tray** (click green push-pin icon). Choose **print icon** and **Preview/Print** window will appear –

1. Choose size of your print (6 available).
 2. Choose **shrink** or **crop** to fit.
 3. Click **Border & Captions** options if you wish to use these. Borders are nice and any captions you use will show up if you choose this option.
 4. Click on **Printer** – make sure your printer is selected.
 5. Click on **Setup** for your printer's dialogue box – choose paper type, print quality & orientation.
 6. Choose multiple copies or a single print if you wish.
 7. **Review** to assure you are using only top-quality images & that you have the **proper paper** in your **printer**.
- NOW - click **PRINT** (you may also cancel)



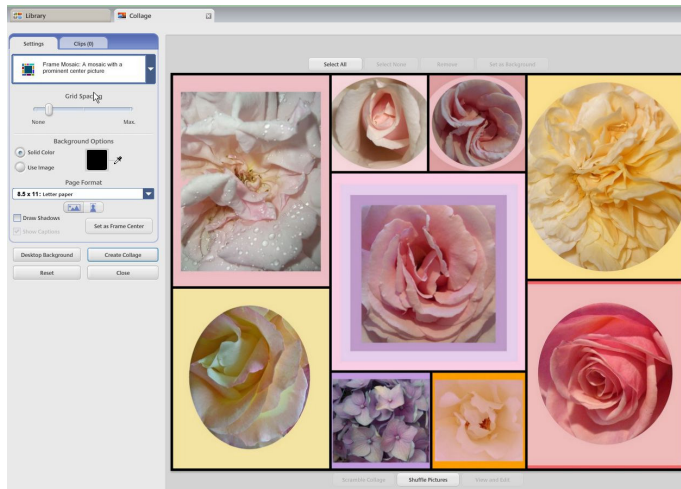
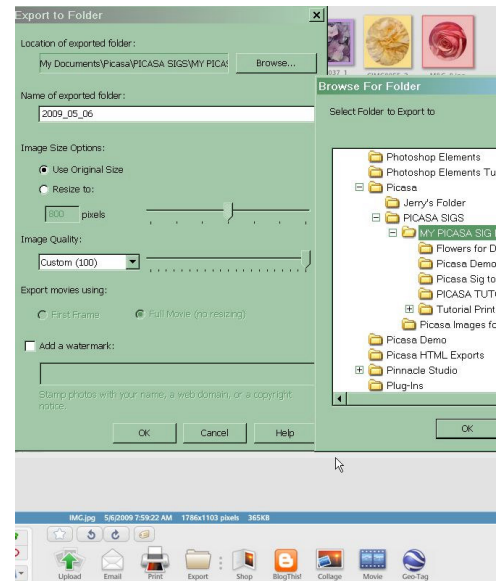
- **Also** – to simplify your life – choose **'SHOP'** in **'output options'** – and order your prints online – pick them up at Wal-Mart or numerous other local stores. Imagine, in just one hour you can have your prints in your hand!!!

• Time for a quick review – **'Folder List'** – this is where you will be the most frustrated. Where is that folder I made for 'Mom's Birthday Party' in April? Well - - how did I **name** it? Where **was** the folder? On my desktop? In My Pictures? In my New Pictures? In my 2009 Picture Folder? Where oh where . . .

• **FILE MNAAGEMENT** is the key here. If you are careful when you first load your pictures, you won't be frustrated! **AND**, you have the **SEARCH** option that usually finds just about anything you've lost. Take a moment to think what you're doing – it will save you hours. And – a little trick that I use all the time: when you find a picture in Picasa or you're working in the program and you want to find where that picture is on your hard drive - **RIGHT CLICK** and choose **LOCATE ON DISC** – and there it is!!! Try this and get used to it – it's a lifesaver.

Export Option

- Select the **photos** you'd like to export to your **hard drive** and click the **EXPORT** button in the option list.
- In the '**Export to Folder**' window, click on **browse** & select your settings by choosing an export location and entering a name for the exported folder. You may customize the size and quality if you wish. I use the default. Then click **OK** – your album becomes a folder!!
- **Reason for doing this?** – You've created an **Album** (which is **only** in Picasa) and you want to save **all those pictures** in their **own folder** permanently. I do this constantly, so I love this nice feature.



← Collage

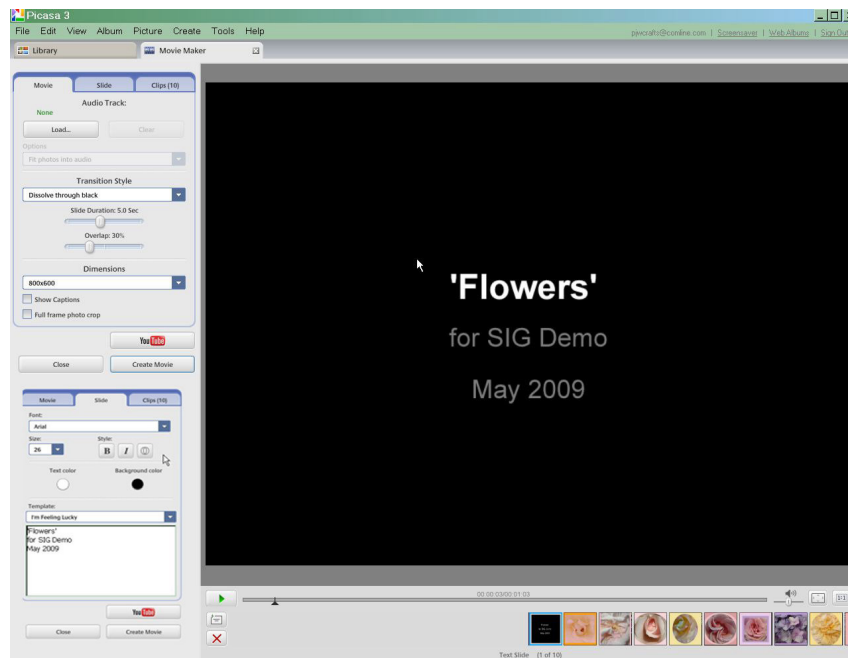
- **Select the photos** you'd like to include in your collage.
- Click the **Collage** button in the Options Tray or create a Collage for all photos contained in a folder or album by clicking the **Create Photo Collage** button located in the folder or album **header**.
- **Collage creation page opens** - use **Settings** and **Clips** tabs to control the appearance and content of your collage – try shuffle at the bottom of the window - play around with all the options – be creative & have fun! ****See Appendix**

Movie Option



- Make a movie from your **video or your images** – or both!
- Choose your images & click on the movie icon & the **Movie Maker** window comes up.
- Use the **Movie**, **Slide**, and **Clips** tabs to alter movie settings, add text to slides, or insert new photos respectively.
- Split your video & add images between.
- Add captions or text slides
- Add an audio track from 'My Music'
- Choose transitions and slide times
- Choose your file size – every size from cell phone to HD TV.
- **Make your movie** –
- Then - **upload it to 'YouTube'**
- **All this available in Picasa for free!**

**** See Appendix on Making a Movie**



And finally – **that little slider way over on the right?** Well, click on it and magnify your images to make sure they are in focus – or to work 'up close & personal' with your photographs!!

#4 – MORE OPTIONS AVAILABLE

- Play a Full Screen Slide Show
- Create a Photo Collage
- Create a Movie Presentation
- Create a Gift CD –
 * see Appendix
- Shows if Starred Photo present
- Add a description for a folder



#5 – MORE OPTIONS

- Upload all edited images to their web album automatically.
- Share folder on-line



- Burn all images or folders directly to Disc



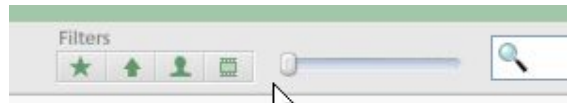
#6 – and More Options

- Get Photos from a camera, scanner or other media
- Create a new Album
- Folder Structure Views
- View Options for above
- Capture photos or video from webcam or other video device



Filters

- Show starred images only
- Show uploads to Web Albums only
- Show only photos with faces
- Show movies only
- Filter by date range only
- And to the right - **SEARCH**



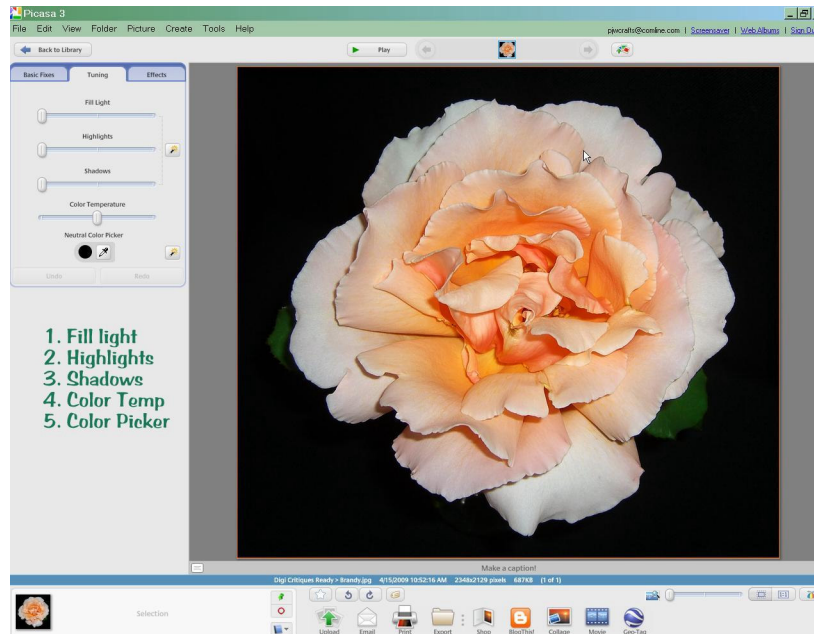
PICASA EDITING

- **Crop** – several size options are available with suggestions –
- **Straighten** – so easy to keep that horizon even –
- **Redeye** fix in an instant
- **Feeling Lucky?** Try it – might be all you'll need to make it perfect!
- **Auto contrast** – my favorite
- **Auto color** – be careful here –
- **Retouch** – air-brush wrinkles away
- **Add Text** – will become a big favorite – great for greeting cards!
- **Fill light** – use sparingly – works!

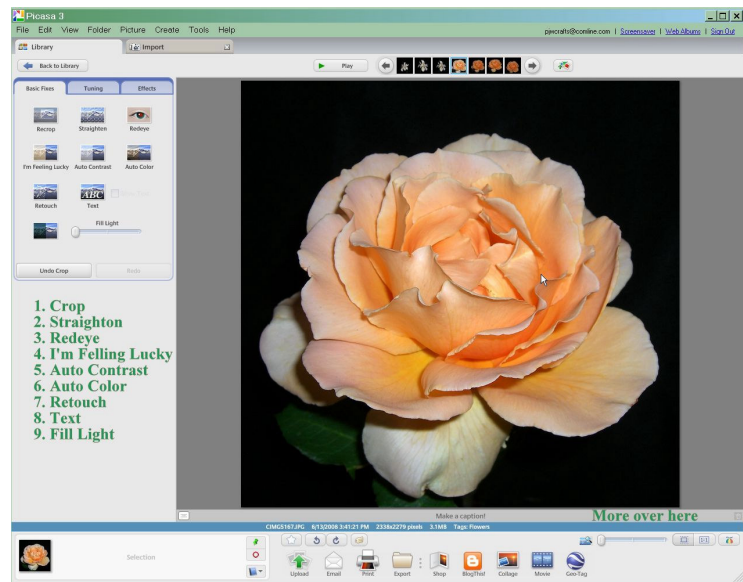
Towards bottom right-hand side -

- And in the lower right-hand corner is the famous **Histogram** – become dependant on it - it's rarely wrong. (Try to keep those 'mountains' in the middle).
and
- Fit image inside viewing area
- Display image in actual size. Good to use for checking focus and sharpening.

TUNING



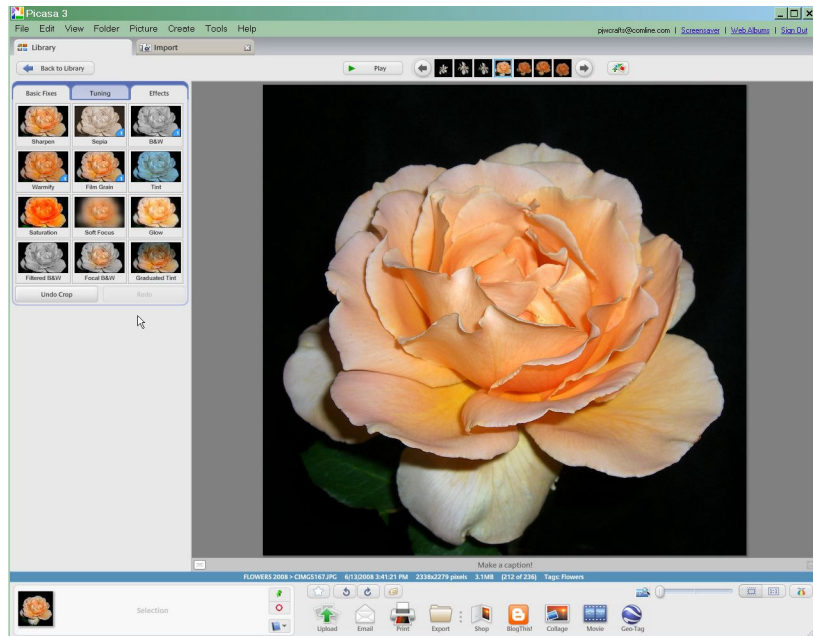
BASIC FIXES



- The **Tuning** tab allows you to adjust the color and lighting in your photo. Use the sliders to adjust manually or else click the magic wands
- Add fill light to the foreground of photos, making them more balanced.
- Increase the highlights to amplify the bright spots of your photograph
- Darken the shadows in your photo to provide additional depth or contrast.
- Make your photos warmer by sliding the ticker to the right.
- Tell Color Picker which part of your photo it should treat as gray or white. Photo Lab will then use that selection to balance the colors in the photo. Try this - it really works!
- Use all of these carefully & use your eye to sense when it's perfect!

PICASA EDITING cont.

- The **Effects** tab contains 12 effects that you can apply to any still photo.
- Sharpen
- Sepia
- Black & White
- Warmify
- Film Grain
- Tint
- Saturation
- Soft Focus
- Glow
- Filtered B&W
- Focal B&W
- Graduated Tint



Here's where the real fun begins!
Just get in there and play – you can always undo – redo – start over.
Make copies of an image and keep trying new things – it's exciting!

My favorites are: Sharpen, B&W,
Soft Focus and Glow.

USING ADDITIONAL EDITORS

Something important to remember when working in Picasa – if you have an additional editing program you use like Photoshop or Elements, Picasa gives you the option of opening your images in that editor if you wish. Choose your image – right click and choose 'open with' – if your image does not open in your additional editor – please try the following. Again, I use this option constantly.

- To open a photo with another photo application, please do the following:
- Right-click (Windows) the desired photo in Picasa or on your hard drive
- Select **'Open With'**
- Select the program you'd like to open.
- Your photo will then display in your chosen program

Well, that's the basics of Picasa. Now it's up to you to find out what Picasa can do for you and your photo editing. It's my organizer, my simple editor, my email source of sharing pictures and greeting cards. It is my on-line album for sharing happy times and memories with all my friends and family. It stimulates my creativity – even after so many years of using it, Picasa can still surprise me with its versatility. Picasa's simplicity is the key – and its concise and clear and help tutorials are a welcome change from most programs. I truly hope my tutorial will be of help to you and make your photo editing fun and fulfilling – in the easiest way possible.

Editing doesn't have to be a challenge – Picasa makes it fun! Enjoy!!!

Pat Wilkinson – pjwcrafts@comline.com

'BITS 'N PIECES OF OTHER OPTIONS IN PICASA'

Picasa Web Albums

Picasa Web Albums is designed to help users post and share their photos quickly and easily on the web.

- To sign up for your own Web Albums, please visit <http://picasaweb.google.com>
- 1GB of free storage space to post and share up to 4,000 photos, with the option to upgrade to more space
- High-quality photos, automatically resized and optimized to fill available screen space
- End-to-end photo management that makes it easy to download uploaded photos back to your computer

To upload photos from Picasa to your online Web Album, follow these steps:

- To sign up for your own Web Albums, please visit <http://picasaweb.google.com>
- Open Picasa. (You can do this by double-clicking the Picasa icon, or by selecting Start > Programs > Picasa.)
- Select the photos you want to upload. To select multiple photos, press the Ctrl key while clicking the photos.
- Click the Hold button at the bottom of the window. The selected photos appear in the Picture Tray in the lower-left corner.
- Once you've selected all of your photos, click Web Album.
- If you're not signed in to your Google Account for Picasa Web Albums, you'll be prompted to sign in.
- Select the web album you'd like to add photos to or create a new one. The Upload Manager displays the status of the upload.
- When the upload is complete, click View Online to launch the album in your browser.
- In Web Albums, you can rearrange your photos by clicking Rearrange at the top of the album.

Greeting Cards

- How expensive they can be!! Make one in minutes and send to a friend.
- Choose any picture that would be appropriate for your card. Double click and edit mode will appear - choose 'TEXT' - just start typing - a border will appear around your text – you can click on it and move the text anywhere you wish – change the font type and color – rotate it – make it transparent and etc. The settings are numerous - just have fun and play with them - you can always start over again. When you're happy with your card – just click **APPLY - THEN** - email it - easy and no cost to you!!! AND you recipient will be thrilled. When I find a card I really like, I make several copies of it so one is always available for a quick greeting to be sent. Go to Google Help for more information on using the TEXT option.

Gift CD or DVD

To create a gift CD/DVD, please take the following steps:

- Click the Create Gift DB Button in any folder or album header
- For more folders or albums, click the Add More button & select those folders you'd like to include.
- Adjust your gift CD settings: To resize the photos, choose a new size from the 'Photo Size' drop-down menu. If you don't want to resize your photos, choose 'Original Size.'
- To include a copy of Picasa, select 'Include Picasa' in step 2. This lets your recipients see the edits you've made to the photos when they open Picasa on their computer. You can create a barebones CD by deselecting both 'Include Slideshow' and 'Include Picasa'
- To include an auto-running slideshow of your photos, select 'Include Slideshow'. and photos will be copied in the same order that you had the photos arranged in your folder or album.
- Name your gift CD/DVD.
- Insert a blank disk in you drive -
- Click the **Burn Disc** button – and it's done in a matter of minutes.
- Pop it in a CD Case – give it or mail it – either way it's full of memories!

PICASA – SAVING YOUR PHOTOGRAPHS

The following may seem confusing – I add it not to confuse but simply to walk you through the various ways an image is treated in most editing programs. Go to Google help for more information. I find I use ‘SAVE’ and ‘SAVE AS’ most frequently. Just remember that Picasa saves your original – and don’t stress over all the different options. You’ll find what works best for you – I promise!

- **Save**

You can use the “Save” option when you want to save changes on an individual picture (or a group of pictures that you select). When you save a photo in Picasa, it creates an edited copy of the photo and moves the original to a subfolder called “Originals.” The “Originals” subfolder is hidden on your computer and will not be visible in Picasa. This automatic backup allows you to undo or revert your saves.

To save your edited photo, you’ll need to select the photo and then go to “File” > “Save” or ctrl ‘S’

- **Save Changes**

This “Save Changes” button appears when you have edited a photo in one of your folders. Not only are basic fixes and effects considered edits, so are manual rotations of photos as well as automatic EXIF (Exchangeable Image File – stores info on the image) rotations performed by Picasa. Whenever a file in Picasa does not look the same as it does on disk, the “Save Changes” button will be available.

Save Changes” is similar to the “Save” option - it saves your original photo to the “Originals” subfolder

- **Save As**

When you want to create another copy of your photo, you can use “Save As.” The “Save As” feature allows you to specify the filename and the location of where you save your photo. It saves a copy of the original, with or without the edits applied, into a specified location of your choice, rather than defaulting to the “Originals” folder.

To use “Save As,” you’ll need to select the photo and then go to “File” > “Save As

- **Save a Copy**

The “Save a Copy” is the quickest way to make another copy of your photo. It exports a copy of the original photo, including any edits to the folder of the original photo. However, when using “Save a Copy,” you will not be able to use the resizing options, image quality options, or change the export directory. The photo will automatically be renamed with “-1” to distinguish it from the original. To use those options or to export a group of photos use the “Export” button instead.

To use “Save a Copy,” you’ll need to select the photo and then go to “File” > “Save a Copy

Please note: When you save Picasa tries to match the jpeg quality of the original photo. If it can’t match this level, the jpeg quality will be saved at 85%. If you are saving a non-jpeg photo, it will be converted and saved as a jpeg.

- **How to undo a save**

There are two ways to retrieve the original version of an edited photo: “Undo Save” and “Revert.” “Undo Save” brings you back to the original photo with the edits still visible in Picasa, but these edits are no longer saved to disk. To undo a save, simply go to the “Edit View” and press the “Undo” button as you would to undo any other edit. Reverting a photo will revert your file to its original state, discarding any edits you have made.

To Revert a photo, go to “File” > “Revert

If you’re unable to undo or revert a saved photo, it’s possible that the original version of this photo has been moved.

To undo or revert a saved photo, it must be saved in the “Originals” subfolder.

REMEMBER - When you save an edited photo in Picasa, it actually copies the original version into a hidden subfolder called “Originals.” The saved photo is really a copy of the original, with the edits applied. This subfolder will not be visible in Picasa, but it will be accessible on your computer.

FYI – it’s always a good idea to save all your images – old and new – to either an external hard drive – a jump drive – or to a CD or DVD. Picasa offers that option to you – or – it is available with Windows. This way – you always have those images – just in case



Collages: Creating a collage

You have total artistic control over your collage content and layout. Experiment with six different collage types in the hands-on collage creation screen. To create a collage, follow the instructions below:

1. [Select the photos](#) you'd like to include in your collage.
2. Click the **Collage** button in the Photo Tray. You can also create a collage for all photos contained in a folder or album by clicking the **Create Photo Collage** button located in the folder or album header.
3. On the collage creation page, use the **Settings** and **Clips** tabs to control the appearance and content of your collage:

[Collage Style](#)

You can choose from six different styles of collage using the top drop-down menu on the **Settings** tab:

1. **Picture pile**: This collage looks like a pile of scattered pictures. You can drag photos around the collage, bring a photo to the top or bottom of the pile, and [adjust the scale and angle](#) of each photo.

Click an image in the collage and the wheel will appear on top of your selected image. Adjust the scale and angle of the photo by clicking and dragging the wheel button.

2. **Grid**: All of your selected photos are arranged into regular rows and columns.
3. **Mosaic**: Picasa automatically fits your photos into the page. Unlike the 'Grid' collage, the pictures are not aligned into neat rows and columns.
4. **Contact sheet**: Your photos are arranged neatly as thumbnails.
5. **Multiple exposure**: Your selected photos are superimposed over one another. You'll see the best results for this collage if you use fewer images.
6. **Frame mosaic**: You can create a mosaic of your selected images, all surrounding one prominent center image. You can change the center image by clicking your desired center image, and then clicking the **Set as Frame Center** button.


[Settings](#)

You can use various options on the **Settings** tab to alter the appearance of your collage. These options vary depending on the type of collage you choose.



- o **Grid spacing** - Available for 'Mosaic', 'Grid', and 'Frame mosaic' collages. Use this slider to adjust the amount of border space between photos.
- o **Picture borders** - Available for 'Picture pile' and 'contact sheet' collages. Add a white edge or polaroid edge to each photo.
- o **Background options** - Choose a color or a photo as the background theme for your collage.
- o **Page format** - Pick a size for your collage. Picasa will automatically adjust the appearance of your collage. To fit your collage for your computer desktop, select **Current Display** from the 'Page Format' drop-down menu.
- o **Orientation** - Orient your design vertically or horizontally.
- o **Draw shadows** - You can provide some depth to your collage by selecting the 'Draw Shadows' checkbox.
- o **Show captions** - Available for the 'Picture pile' collage. Select the 'Show Captions' checkbox to add your photo captions on the collage.

[Add more photos](#)

During the collage creation process, you can add more photos at any time on the **Clips** tab.

1. Click the **Clips** tab on the left side of the collage creation page. The folder of photos you've been working with will be available under the **Clips** tab.
2. Select the photos you'd like to add, and click the  (+) button to insert them in the collage.
3. If you want to add photos from a different folder, click the **Get More** button to find additional photos in your Library.
4. [Select the photos](#) from your Library.
5. After you've finished, click **Back to Collage** in the Photo Tray. You should now see your additional images displayed on

the **Clips** tab.

6. Select the images you'd like to add, and use the  (+) button to add them to the collage. You can use the  (-) button to remove images from the **Clips** tab.

4. Use the buttons above and below the collage to help select and arrange the photos included in the collage. To remove a photo from the collage, select the photo in question and click the **Remove** button above the collage.
5. When you're satisfied with your work, click **Create Collage**. Alternatively, click the **Desktop Background** button to create the collage and set it automatically as your computer desktop image. Once you've created your collage, you can share it with friends by uploading to Picasa Web Albums, emailing, or printing it in high-resolution.

All completed collages in addition to drafts will be saved in the 'Collages' folder, located under My Pictures > Picasa (Windows) or Pictures > Picasa (Mac). In Picasa, your 'Collage' folder is located in the 'Projects' collection (flat-folder view) or in the Picasa folder (tree view).

Saving Drafts: If you're not finished creating a collage, click the **Close** button and you'll be prompted to save a draft of your work in the 'Collages' folder.



Editing a collage: You can re-edit a draft or a finished collage at any time. From your Picasa library, just double-click your selected collage, then click the **Edit Collage** button to access the collage creation page. You can then use the tools above to make any changes.

[CONTINUE TO MAKING A MOVIE](#)



Movies: Creating a movie

Combine your photos, videos, and music into a movie, and convert it to a .wmv (Windows) or .mov (Mac) file. Share it with friends by uploading it directly to YouTube. To create a movie, you can follow these steps:

1. [Select the photos and videos](#) you'd like to include in your movie.
2. Click the **Movie** button  in the Photo Tray to go to the 'Movie Maker' screen. You can also create a movie for all photos in any folder or album by clicking the **Create Movie Presentation** button  in the folder or album header.
3. Use the **Movie**, **Slide**, and **Clips** tabs to alter movie settings, add text to slides, or insert new photos respectively. Click a link below to get additional movie-making tips and details about each tab:

[Movie tab](#)

Use this tab to adjust the audio, appearance, and flow of your movie:

- **Audio track:** You can load one [supported audio file](#) for use with each movie. Choose from three different options to [sync your photos to music](#).
- **Transition style:** Determine how to go from one picture to the next during the movie, e.g. wipe from left, dissolve, pan and zoom.
- **Slide Duration:** Use the slider to adjust the amount of time spent on each slide.
- **Overlap:** Adjust the amount of overlap during the transition from slide to slide.
- **Dimensions:** Control the resolution of your movie. When choosing a dimension for your movie, it's useful to consider the format in which your movie will be viewed.
- **Show captions:** Choose whether or not your photo captions should appear in your movie.
- **Full frame photo crop:** Crop all movie images so that they completely fill the space on the slide.

[Slide tab](#)

Use this tab to add text to the slides in your movie. You can add text on top of any image or create a text-only slide to serve as a cover slide or a divider in your movie.

1. Click the **Slide** tab on the 'Movie Maker' screen.
2. Add text in the text box. The preview of your slide or photo will automatically update.
3. Adjust the font, size, style, and color of your text and background. Change the style and location of your text using the 'Template' drop-down menu.

By default, each movie has a cover slide that displays the title and date of your album. To create a new text-only slide, click the **Add a new text slide** button located below the **Play** button on the 'Movie Maker' screen.

[Clips tab](#)

Use this tab to add or remove photos, and to retrieve additional photos from your Library for use in your movie.

1. Click the **Clips** tab on the left side of the 'Movie Maker' screen.
2. Click the **Get More** button to find additional photos in your Library.
3. Select your desired photos from your Library.
4. After you've finished, click **Back to Movie Maker** in the Photo Tray.

You should now see your additional images displayed on the **Clips** tab. Use the **(+)** and **(-)** buttons to insert and remove photos.

[Other tips](#)

4. When you are satisfied with your creation, you have a few options:

- Click the **Play full screen** button in the lower-right corner of the screen to see a full-screen preview.
- Click the **Create Movie** button to begin the creation process.
- Click the **YouTube** button to create the movie and automatically upload it to YouTube.

All completed movies in addition to drafts will be saved in the 'Movies' folder, located under My Pictures > Picasa (Windows) or Pictures > Picasa (Mac). In Picasa, your 'Movies' folder is located in the 'Projects' collection (flat-folder view) or in the Picasa folder (tree view).

If you're not finished creating a movie, click the **Close** button and you'll be prompted to save a draft of your work in the 'Movies' folder. You can re-edit a draft or a finished movie at any time. In the 'Movies' folder, double-click your selected movie, then click the **Edit Movie** button to access the movie creation tools.

Depending on the number of images and size of your audio file, the movie creation process can take a significant amount of time.

USE GOOGLE'S HELP

PICASA – Sample of ON-LINE help available.


Go to 'HELP' on the Menu Bar – Picasa will take you right to their website where you type in your question and Picasa will answer it simply and concisely- giving you links to continuing information related to your topic. They also have a Blog where people share their experiences with the program. Try it – it's always available and it's an easy way to solve a problem.

YouTube is another source for information and ideas. Googles' sharing videos program is huge and very successful. Once you create an account with Google for your Web Album, you'll also have the right to use YouTube. It's easy – and so much fun. If you following Googles' simply instructions, you'll be a star before you know it!!!

AND – still have questions? - there is Google Search on your browser – always a winner!

Experiment – try different things – you can always delete and start over. Don't forget to upload your movie to YouTube – the whole world can watch!! Good Luck and have FUN!!!!

pjwcrafts@comline.com | My Account | Sign out



[Search Picasa Help](#) [Search the Web](#)

Picasa and Picasa Web Albums Help

[Picasa Home](#)

[Help topics](#)

[Picasa Web Albums](#)

Picasa

[Help forum](#)

[Download Picasa](#)

[Picasa 3 feature overview](#)

[Picasa Community Videos](#)

[Sign into Picasa Web Albums](#)

[Google Help](#) > [Picasa Help](#) > Picasa 3

Picasa

Getting Started with Picasa

- [Getting Started Guide](#)
- [Picasa Basics](#)
- [System Requirements and Compatibility](#)
- [Installing and Uninstalling](#)
- [Importing Pictures](#)

Managing Your Pictures

- [Folders and Albums](#)
- [Managing Picasa Settings](#)
- [Sorting, Moving and Deleting Pictures](#)
- [Picture Data](#)
- [Finding Pictures](#)
- [Image Display](#)
- [Using the Photo Tray](#)
- [Editing Pictures](#)
- [Syncing Your Changes to Picasa Web Albums](#)
- [Exporting and Saving Changes](#)
- [Backing up your Pictures](#)
- [Picasa Photo Viewer](#)







Sharing Your Pictures

- [Emailing Pictures](#)
- [Uploading Pictures](#)
- [Geotagging Pictures in Google Earth](#)
- [Printing Pictures](#)
- [Making a Gift CD/DVD](#)
- [Collages, Movies, and Slideshows](#)
- [Desktop Backgrounds, Screensavers, and More](#)

Recommended articles

1. [Resizing photos](#)
2. [Getting Started Guide](#)
3. [Folders versus albums](#)
4. [Selecting multiple photos](#)
5. [Creating an album](#)

Help resources

-  [Known issues](#)
Recently reported problems
-  [Getting started guide](#)
Everything you need to get started
-  [Contacting Support](#)
A guide to finding answers
-  [Picasa Help Forum](#)
Learn from other users
-  [Google Photos Blog](#)
Read our blog for the latest news
-  [Picasa Release Notes](#)
See the newest fixes and features

Recently upgraded to Picasa 3?

See what's new and what's changed:

- [Picasa for Windows](#)
- [Picasa for Linux](#)