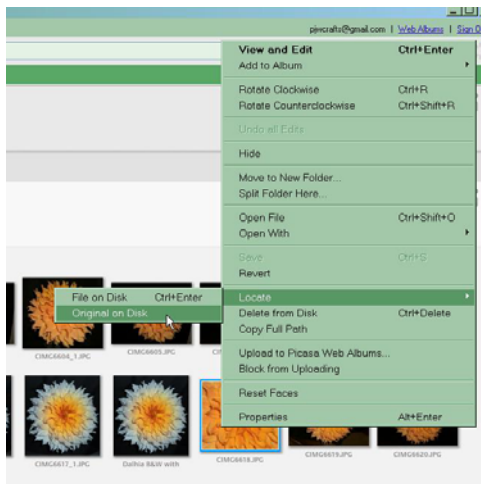
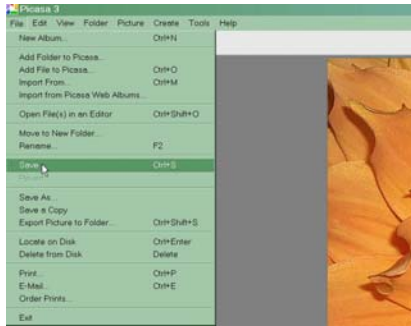


SAVING PICTURES IN PICASA:- *please go to 200% to read print screens*

All original images remain on your hard drive no matter how you treat them UNTIL you delete them – (notice that when you right click and choose delete a window will pop up asking if you wish to **delete** that image from your hard drive – Picasa will **NEVER** delete an image unless you OK it).

SAVE: In Edit mode – do your editing as you wish and choose ‘SAVE’ –



When you’ve saved your image – **Right click** on that image and a drop-down window will come up –

Go down to ‘Locate’ and an additional window pops out. Here you may choose either ‘file on disk’ – which is the image you just saved

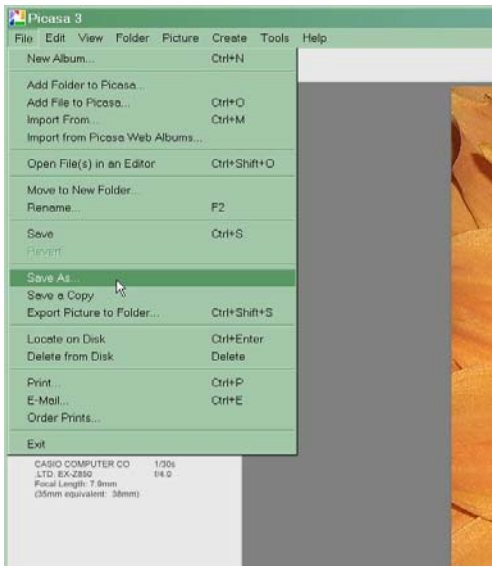
OR – Original on Disk – which is your original image.

Then you may go back and ‘unsave’ that saved image at any time in the future – thus allowing for additional editing etc. As long as you choose ‘SAVE’ the edited images remains & so does the original image.



Next is “SAVE AS” – cont. on next page -

SAVE AS: If you have finished editing you picture in Picasa and you are ready to keep it forever – print it – or send it by email etc. - You choose ‘SAVE AS’ –



Go to Edit – choose Save As –
Name you picture as you wish –
I named mine Dahlia_test -

A window will open into you folder on your hard drive - in the space next to the Save Box – type in the name of your picture – click on Save – AND Bingo, your picture is saved with that name –

Now if you notice in the last print screen - my **original image** named:

‘CIMG8618.jpg’ is still in my folder

And – my edited image called: Dahlia_test is showing at the bottom of the list – (this will also show as the last picture in the folder in Picasa)

Now, you have your edited image saved (forever) & your original!!!

Pretty SLICK!!!

And that’s all there is to it!!

