

Picasa Workflow

Workflow is defined as the most efficient way to accomplish a process – from beginning to end.

1.Loading photos – There are many ways to load (or transfer) photos from your camera to your computer. I found, that when you open up Picasa, you go to the **IMPORT** button, and, if your camera is attached or if you have inserted the memory card, the pictures will appear on the page. Down at the bottom there will be a blank line that says “folder title” You can type in whatever you feel appropriate, but I have found that just typing in the **DATE** is the easiest and most efficient. When you are finished, click on the “**Select All**” button. Your screen will revert back to the “**Folder**” mode and your folder (and the included photos) will appear.

2.Batch Edit – Batch editing is doing an action on an entire group of pictures. The most common function is to “**Enhance**” all the photos which is to make them their optimum contrast and brightness. This can be done “**Right clicking**” anywhere in the Folder and choosing “**Select All Photos**”! You will notice that all of the pictures in the photo are now highlighted in Blue and you can then select an action by going to **PICTURE**, “**Batch Edit**” and (I usually) select “**I’m feeling Lucky**” – Picasa’s command to “**Enhance**” Within moments, all of the pictures in the folder are now at their best contrast and color.

3.Edit Photos – by clicking on anyone photo, you can then **Crop**, **Highlight**, **Change the Color** or about thirty other choices. Each photo must be done individually.

4.Save a Copy - When you are finished and want to select a particular photo for your final group (to slideshow, email, print, etc.) you click on **FILE** and choose “**Save a Copy**” “**Save a Copy**” makes a copy of the edited photo and **ALWAYS** places it at the end of the folder. If you “**Save**” it overwrites the original, and if you “**save As**” it saves the photo with a different name. The main advantage to “**Save a Copy**” is that when you are finished working on all your photos, you will have your “**Copies**” at the end of the folder together in one group. This makes selecting them for email, printing, etc. easier because they will be all together.

5.Email or Print – With your finished photos at the end of the folder, just put them in the work tray (lower left hand corner of the screen), “**lock**” them in (green mark) and print, email, or make a gift CD!

Using this system makes Picasa an easy and very organized program. Enjoy.

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