Getting the Most Out of Picasa
A Seminar Presented by George Keelen
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A free software download from Google, Picasa (**www.picasa.com**) is software that helps you instantly find, edit and share all the pictures on your PC. Every time you open Picasa, it automatically locates all your pictures (even ones you forgot you had) and sorts them into visual albums organized by date with folder names you will recognize. You can drag and drop to arrange your albums and make labels to create new groups. Picasa makes sure your pictures are always organized.

Picasa also makes advanced editing simple by putting one-click fixes and powerful effects at your fingertips.

After Picasa is downloaded and you begin the installation process, it will ask (Completely scan my computer for pictures) or (Only scan my Documents, My Pictures and the Desktop) place a dot in the one you want. Now you will see all the thumbnails of the pictures that are on your computer. Any new pictures you take can be added just by adding to your computer and if you like you can go through and delete the ones you don't like. Next go to top right and hit [IMPORT] You will be asked to name this folder and the photos will be added to your Inventory by the name you have given it.

MAKING A SLIDESHOW AND VIDEO DISC IN PICASA

1. Click on PICASA 2 icon to open the program.
2. Pick out a folder with pictures you want to use. Hold down the CTRL key and you can put the pictures in the order you want them.
3. Remember you must hit the (green circle) HOLD after each selection. If you want to select a whole folder. Click on the first one then on the SHIFT key then the last one. They will all come up in the bottom left side of your desktop. HIT the [HOLD] green circle and every thumbnail will show the little green circle. Now that this group is ready, go to top of the page and click [GIFT CD] If you want to review what you have just selected click on [SLIDE SHOW] at top of page. If you want to remove some of the pictures now is the time to do it, before you make the sideshow disc.
4. Go to the top of the page and click on [GIFT CD] Pick recordable disc drive. Put in your blank CD disc. Click [OK]. A scale will show it going in.
5. Now you will see the Title Page, with the name from your folder.
6. Go down to the middle of the page and click on the triangle. It will start your sideshow Click on it again to stop the show. Now set the DISPLAY

7. TIME in seconds. Three seconds is generally a good interval. You can always change it.
8. Click on the + to add or the – to take away. Click on picture to bring up.
9. EXIT bottom right. Left of that is EJECT CD.
10. If you just click on EXIT your pictures will open. Select one that you would like to print. Remember to select the [CLEAR] red circle or it will print all you have selected.
11. Now the ones you want to print you will have to HOLD. Go to bottom of the page and hit [PRINT]. You can pick the format you like. Now hit[PRINT] again and you will get your pictures.