Computer Learning Center at Ewing

Course Notes – Picasa Review and Sharing your Pictures

These course notes describe the content of the Picasa Review and Sharing your pictures course. The course notes are based on Picasa 3.

This course material is based on the LearningElectric.com web site. Here is the link

http://www.learningelectric.com/picasa2/

This web site is based on Picasa 2, and there are places where the layout of the screens differs

from the current version.

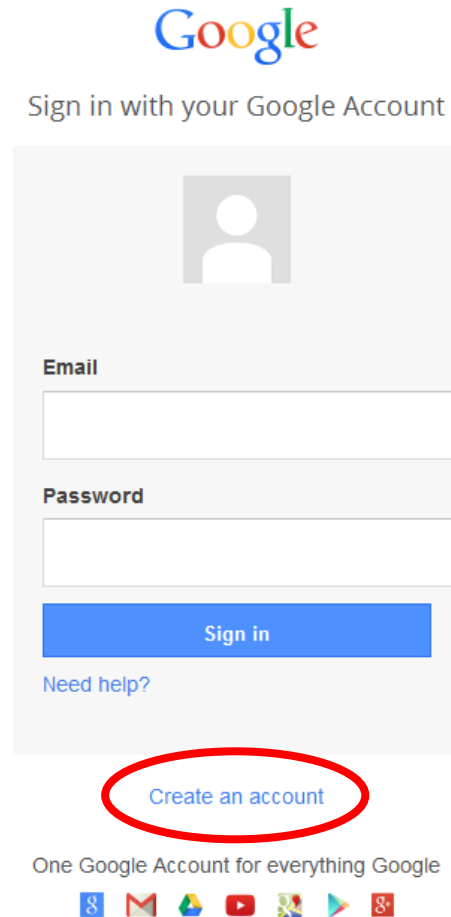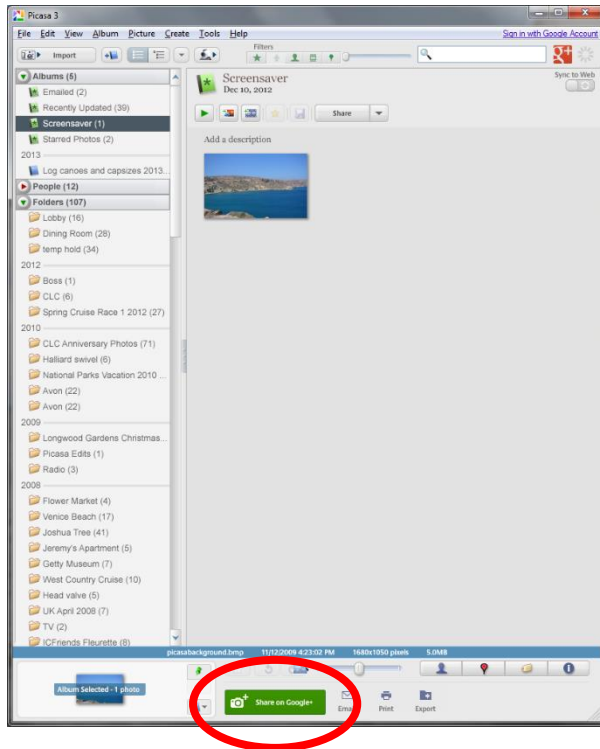The material for the Review part of this class is included in the Using Picasa notes.

Index

Creating a Web Album Account

To use Picasa to share your pictures, you need to have a Google account. If you already have a Gmail address, you will have a Google account. If not, you will need to create one.

If you do not have a Google account, clicking the Share on Google+ will open a Window. Click on Create an Account and follow the directions. You will need to create a new email address and a password. Google will check that the email address is unique and will require to include a "strong" password.
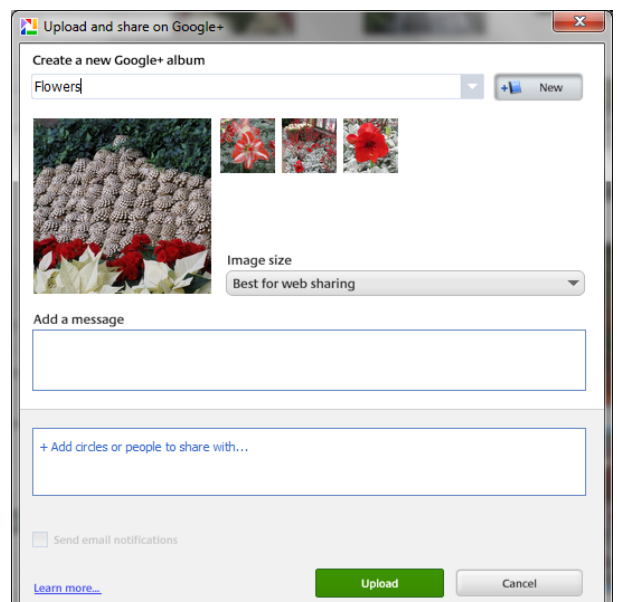
Sending Pictures to Web Albums

Picasa allows you to share your pictures. To do this you will need an internet connection. Select the pictures that you wish to share by clicking them. Remember to hold down the "Control;" key on your keyboard to select multiple pictures. The selected photos will appear in the Photo Tray. Click the Share on Google+ icon and a window will open.

The name of the album will be the same as the name of the folder where the pictures came from, but you can change this by clicking the "New" button. I have named this album Flowers

This will be viewed by my friends on their computers so I have left the image size as "Best for web sharing".
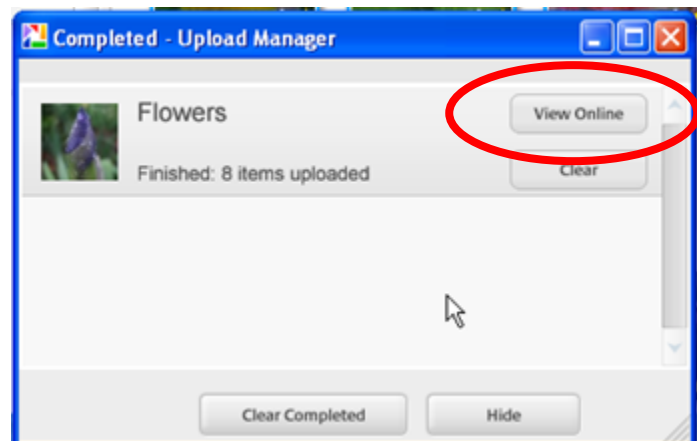
When you share the pictures, Picasa will send an email to the friends you select with a message from you describing the pictures. You can add the email addresses of your friends – if Google maintains a list of your Contacts, it will automatically provide you with a list once you start typing. Also if you use Google Circles, you can just select the appropriate Circle to send the email.
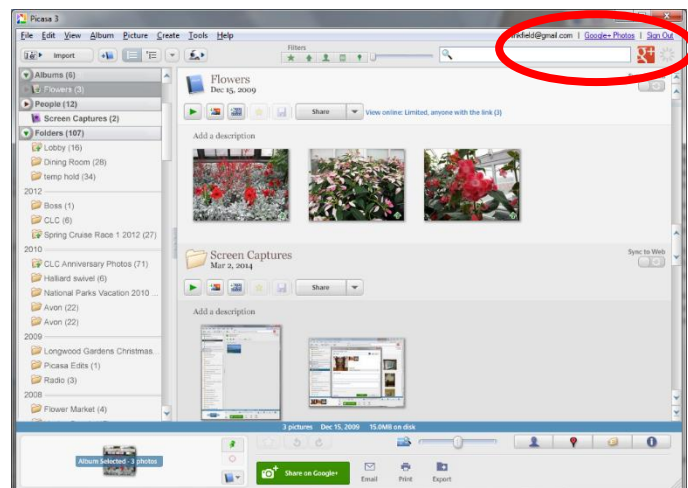
Once all the email addresses are entered and you have included your message, click "Upload" and the pictures will be sent to Google and emails will be sent to the selected friends. Wit a large album, it may take a few minutes.

Once the pictures are uploaded, you can click on the "View Online" button to view you pictures on line.

These pictures are now stores on line and can be viewed from any computer once you enter your Google address and password.
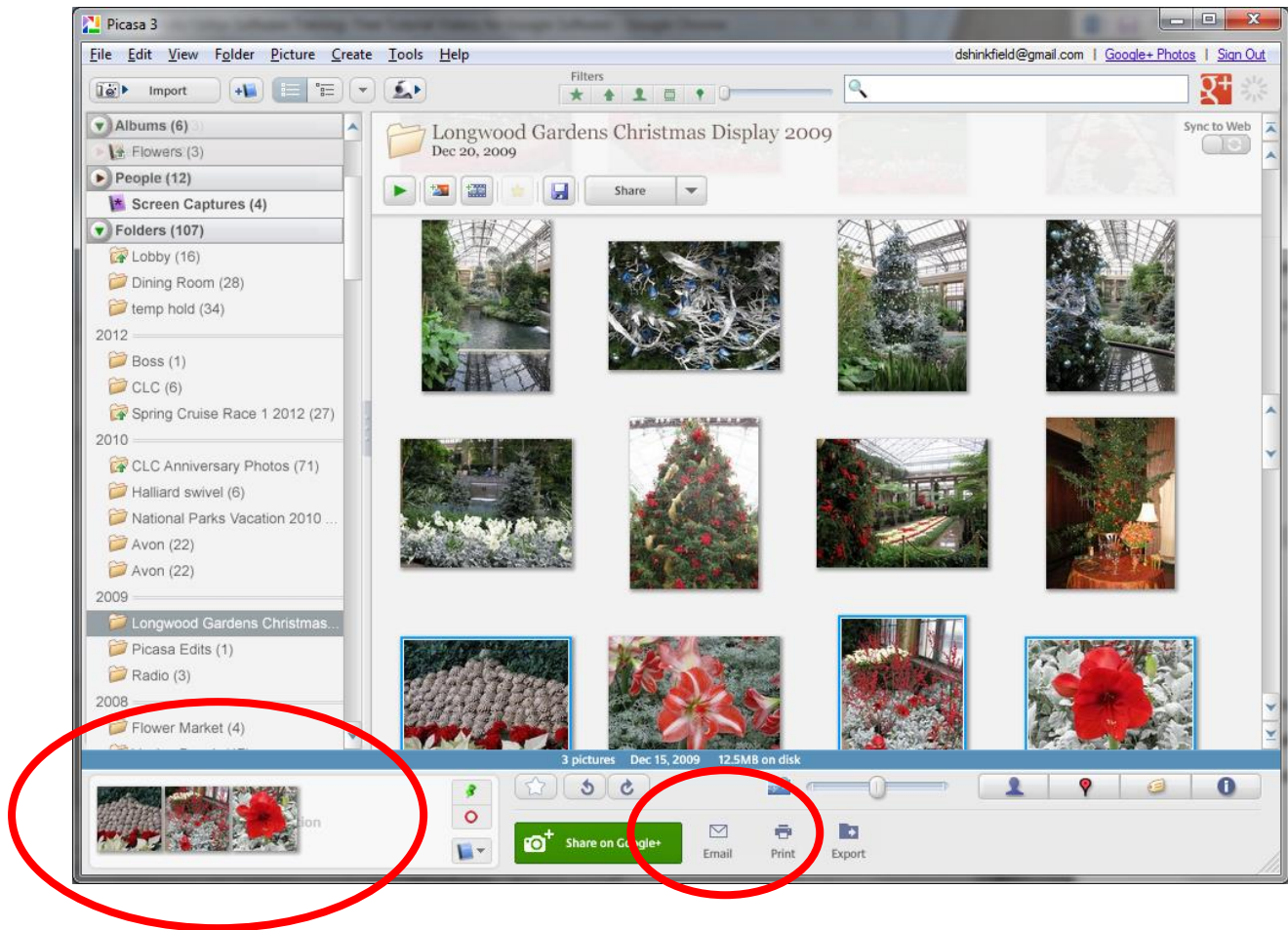
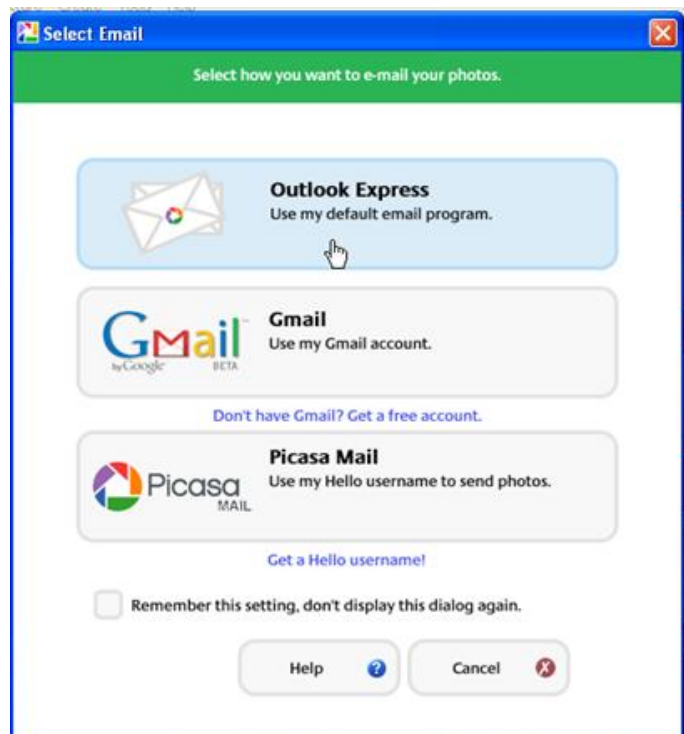To view you pictures at any time, click Google+ Photos

Emailing Photos

To email a group of pictures, select the pictures. Notice that the photos appear in the Photo Tray bottom left in Picasa. Then click the Email icon.
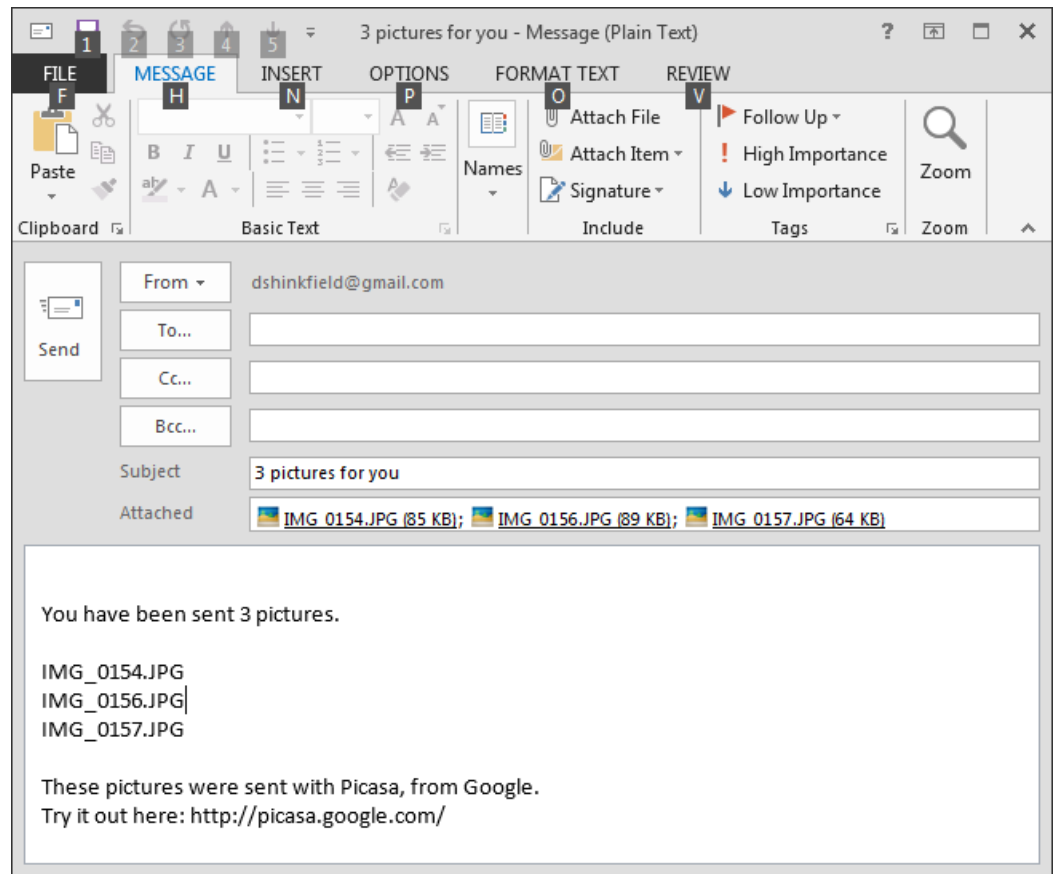
A window will open allowing you to select the way you want to send the email. This window will include different options depending on the programs that you have on your computer. Select your default email program.

My default email program is Outlook, and an email opens – see below.

This email message includes the photos you wish to send and allows you at add the email address of the people you wish to receive the email, and also allows you to add a message.

Note that sending several pictures in an email may exceed the email size limits imposed by the company who provides your internet connection. If the email gets rejected, repeat the exercise but send the pictures two or three at a time.
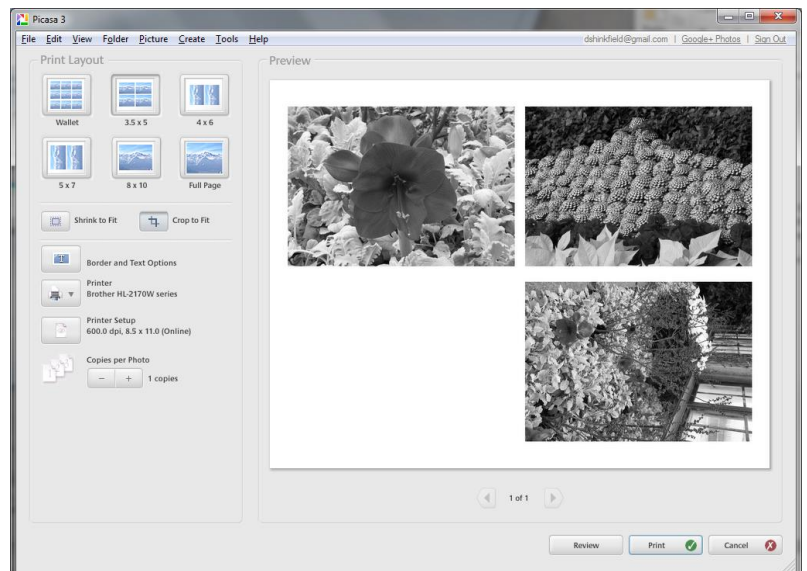

Printing Photos

Select the pictures you wish to print. Notice they will appear in the Photo Tray. Click the Print button – it is right next to the Email button.

A window will open that allows you to choose a layout for our print. In this example, I have chosen 3 * 5.

Below the layout options are two buttons – Shrink to Fit and Crop to Fit.

- Crop to fit make all picture s tha same size.
- Shrink to Fit keeps the original size of each photo.

Beneath these buttons is a button – Border and Text Options. This button opens a window that allows you to add borders of varying widths and colors and also captions to your printed photos.

Select the number of copies using the + or – buttons.

There is a Review button if you wish to check your settings. Click print to print your pictures.

Creating a Collage

Picasa make it very easy to create a collage of photos. Firstly, select the pictures you wish to include in the collage. Note that they will appear in the Photo Tray.
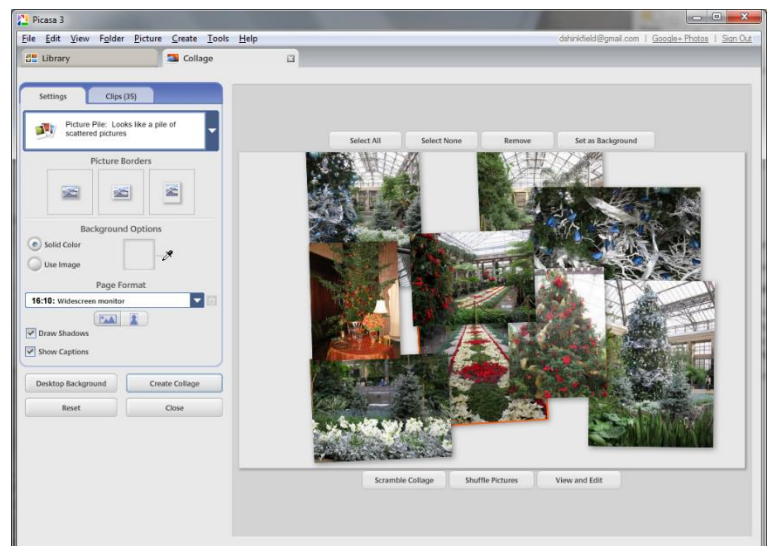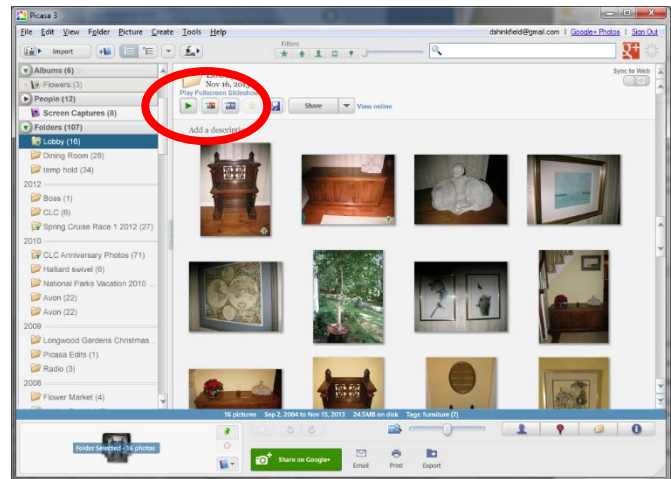
Next, click on the Create a Collage button.

The Collage window will open with many options. Choices of layout include:

- Picture Pie
- Mosaic
- Frame Mosaic
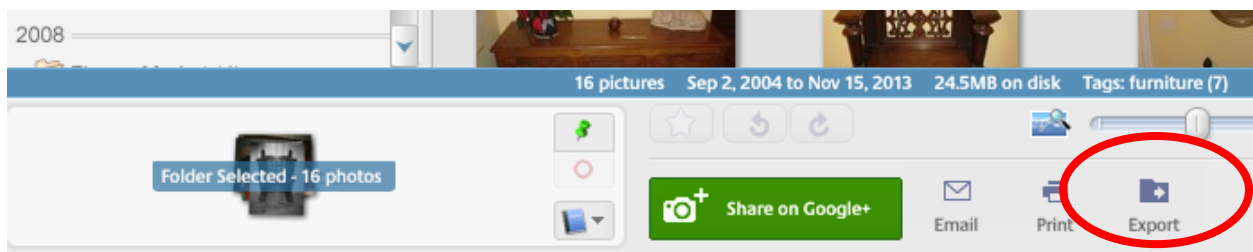- Grid
- Contact Sheet
- Multiple exposure

The choice on the right is Picture Pile. With each choice, there are additional options for borders, shadows, captions and page format. There also is the option to save the collage as you Desktop. With the Picture Pile option, you can also drag the photos around to create a more pleasing collage.

Clicking the "Create Collage" button will create the collage and save it in a new folder called Collages. In addition, the Effects window will open allowing you to add effects to your collage before saving it.
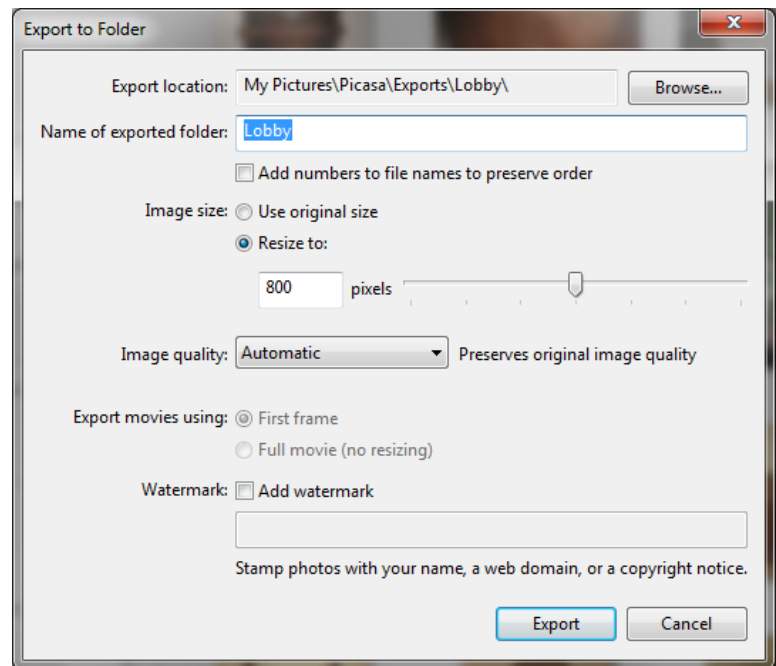
Exporting Pictures to a Folder

To export your pictures to a folder, select the pictures or an album and click the "Export" button.

The "Export to Folder" window will open. Click the Browse button to determine the location of the folder – to demonstrate, select Desktop.

You can decide to keep your pictures in their original size or to resize them. You can also decide on the image quality of the pictures in the new folder.

Once all decided, click "Export" and t a new folder including the pictures will be added to the Desktop.

Setting your Desktop

To make a picture form Picasa as your Desktop, select the picture – it will appear in the Photo Tray, and then in the Menu Bar at the top, click Create. The first item in the Menu is "Set as Desktop". Select that, and that picture will appear as your Desktop picture.