

# Picasa Introduction and Tutorial

From the creators of Google, Picasa (<http://www.picasa.google.com/>) is a free image organizing and simple editing program that is installed on each computer in every migrated school. You can also download it at home to view, edit and organize your photo collection.

## Meeting the Maryland Teacher & Student Technology Standards

The state of Maryland recently drafted and passed technology standards for students and teachers. For detailed information regarding the standards, you can view the teacher standards (<http://www.mttsonline.org/standards/>) online or get a printable copy (<http://www.mttsonline.org/standards/MDTchrTechStdsMTTS.pdf>) of the standards and indicators. Here is a link for the student technology standards (<http://www.mcps.k12.md.us/departments/techlit/>). Look in the second column and click on a link to see a particular grade level's standards. Below are the student and teacher standards that are met when using this program *with* students in class and *for* students during instruction.

- **Maryland Teacher Technology Standards:**
  - Standard 1- Information Access, Evaluation, Processing and Application: *Access, evaluate, process and apply information efficiently and effectively.*
  - Standard 3- Legal, Social and Ethical Issues: *Demonstrate an understanding of the legal, social and ethical issues related to technology use.*
  - Standard 7- Professional Growth: *Develop professional practices that support continual learning and professional growth in technology.*
  
- **Maryland Technology Literacy Standards for Students:**
  - Standard 2- Digital Citizenship: *Demonstrate an understanding of the history of technology and its impact on society, and practice ethical, legal, and responsible use of technology to assure safety.*
  - Standard 3- Technology for Learning and Collaboration: *Use a variety of technologies for learning and collaboration.*
  - Standard 4- Technology for Communication and Expression: *Use technology to communicate information and express ideas using various media formats.*
  - Standard 5- Technology for Information Use and Management: *Use technology to locate, evaluate, gather, and organize information and data.*

## What is Picasa, and why would I use it?

As mentioned in the introduction, Picasa is an image organizing program. The first time that you open it, it will scan your hard drive and index, or locate, all photographs, screen shots, icons and other images. Picasa only indexes the images instead of making a copy and doubling the size of your image collection. It also allows users to make slight changes to images and place pictures in albums. **Note:** Picasa automatically indexes all images on your hard drive, which includes your My Documents folder. The My Documents folder on your home PC is a folder found on the hard drive (C:/). However, those that work at a migrated school have their home directory (H:/) named My Documents.

There are many reasons to take digital images with your class. Whether it is to promote exemplary work, photograph students who receive awards or for yearbook spreads, photographs can quickly get buried in subfolders when uploaded from a digital camera. It is important to make sure that you upload pictures to folders with names that make sense so you don't have to search for a long time. The same general rules of file management apply to digital photos. Here are some sample uses for the program in school:

Examples of using the program WITH students	Examples of using the program FOR instruction
1. Allow students to copy pictures from a shared drive to their home directory so they can edit and categorize the images for a project.	1. Organize a collection of pictures from different climates or geographical spots that students can access.
2. Have students create a timeline of events from a folder of images.	2. Create a slideshow of pictures to brainstorm ideas for a new project or to highlight student success or best practices.
3. Allow class to copy pictures to their local directory and add personal captions that can be used in a presentation.	3. Create a collage out of images in various folders as a culminating activity.

### Before we begin...

As with any other program, it should be noted that Picasa is subject to copyright laws and local, state or federal regulations. If you have a question about our Acceptable Use Policy or copyright issues, speak with your tech coordinator or media specialist. If they are unsure, contact tech services for more information. There are some additional considerations any time that you take a picture of a student. Here are some general guidelines of acceptable use with this program:

- Music that accompanies a slide show in Picasa must be copyright-free; songs from personal .mp3 collections or iPod libraries may not be used.
- Teachers that publish (upload to a web site) photos must check that permission has NOT denied to have student work published. This is found at the bottom of the emergency card.
- Make sure that any photographs imported into the program or used by students do not violate any copyright laws (i.e. saving a picture from an artist's website and importing it into Picasa).

## Using Picasa 3

Launch Picasa from the MULTIMEDIA folder on the Application Launcher.



The first time that you install the program, it will index (locate) all the images. This process allows Picasa to recognize where you keep all of the images on your machine- including pictures, screen shots and any images found on websites that were saved locally.

Choose the option to scan "My Documents, My Pictures, and the Desktop." Otherwise, it will scan the entire school network and take quite a long time. You can add pictures from folders at a later time.



When prompted, you can choose to use the Picasa Photo Viewer or not. It will allow you to look at your pictures quickly and easily when you click on them.

Picasa's menu bar contains some familiar tasks and some that you may not have heard of before. Here are the most common tasks listed under each menu:



(Figure 1- Picasa's menu options)

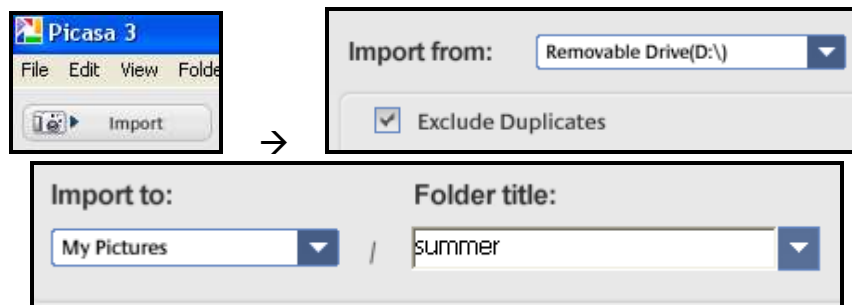
- **File menu: Modify the status of a file**

- Add files and folders, save another copy of the picture, print or email a photo.
- **Edit menu: Adjust the properties of an object**
  - Cut, copy, paste and select all.
- **View menu: Change how you view files and folders**
  - View smaller or larger image icons, add keywords or captions to pictures.
- **Folder menu: Make a change that affects an entire folder**
  - Change a folder description, view a folder in a slideshow, locate the folder on the hard drive, make a web-based picture page or print a contact page.
- **Picture menu: Modify one picture or multiple pictures simultaneously**
  - Edit a single picture, batch edit multiple files or undo all edits at once.
- **Create menu: Produce creative multimedia files**
  - Create posters, collages, movies from pictures and post pictures to an online blog (web log).
- **Tools menu: Make changes to Picasa or your computer with Picasa**
  - Create a backup copy of all pictures, set screensavers and change program options.
- **Help menu: User assistance for Picasa**
  - Get assistance for general topics or use the help index, check for updates and locate online user forums.

## Adding or importing pictures

Picasa can be set up to automatically detect new multimedia images when devices (digital cameras, flash keys) connect to the computer. In Windows XP, a dialogue box will appear any time you connect a USB device or put a CD into the drive bay. If the item has any image files (.jpg, .png, .gif, etc.) you will see an option that allows you to import the images into Picasa.

Users can also manually import pictures from a CD, flash or network drive. This option works well if you want to save images to a location first before indexing them in the program. To do this, click the **Import** button under the menu bar. Then, click the **Import From** menu to choose the device from which to import. At the bottom of the screen, tell Picasa where you want to put the imported pictures.



## Viewing images in the program

Once your pictures have been imported into Picasa, they will be organized into a Library. The Library is organized by topics:

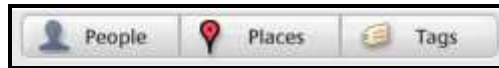


- **Albums** – You can create a custom photo album of just the pictures you want
- **People** – Picasa has facial recognition to group and label people in your collection
- **Folders** – Picasa scans your computer and organizes the pictures it finds by the folder name and date.

Under the **View** menu, you'll see a variety of different choices. You can view smaller or larger images, many pictures or one picture at a time. Finally, you can view the images as a slideshow or a timeline and set automatic controls- this is a great way to show many pictures without having to stop a discussion or presentation and clicking the next image. Teachers with a data projector could run a rolling presentation on back to school night so that parents waiting to speak with the teacher could get a glimpse into the daily happenings of the classroom. Make sure that you get parent permission to take a student's photograph if you plan on doing this.

## Organizing Photos

Having pictures in folders is only a rudimentary way to organize your collection. As the collection grows, it becomes more difficult to find the pictures you want. Picasa has three main ways to address this. At the bottom right corner of the window you will see these three buttons.



### Tags (From Google Help)

<http://picasa.google.com/support/bin/answer.py?answer=106209>

Tags are like keywords. By applying single or multiple-word tags in Picasa, you can quickly search and locate your photos. To add a tag to a photo, please follow these steps:

1. Select the photos that you'd like to tag by using SHIFT+click or CTRL+click. You can only tag photos in one folder or album at a time.
2. Click the **Tags** button. You can also use the keyboard shortcut **Ctrl-T** (Windows) or **Command-T** (Mac). Existing tags and tag counts for selected photos will be listed in the 'Tags' tab.
3. There are two ways to add tags:
  - o **Type the tag manually:** Use the text box to enter the tag and click the 'Add tag' button.
  - o **Use your 'Quick Tags':** By presetting tags that you frequently use, you can add them with the click of a button. Manage your 'Quick

Tags' by clicking the 'Configure Quick Tags' icon in the 'Tags' tab.

To remove a tag from all selected photos, just hover over the relevant tag in the **Tags** panel and click the 'x' icon that appears.

Once your photos are tagged, you can use the search box in the upper right-hand corner of Picasa to quickly find pictures that you've tagged.

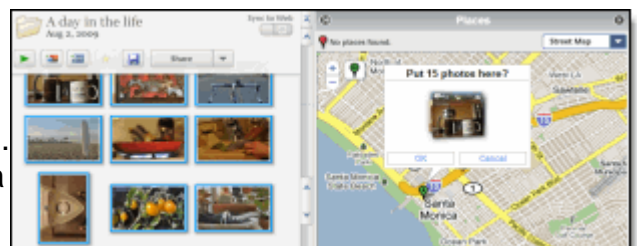
### Geotagging Pictures: Add geotags in Picasa (From Google Help)

<http://picasa.google.com/support/bin/answer.py?answer=161869>

Use Google Maps in Picasa to place your photos on the map. This is good for a collection of photos about a specific region that you are studying or have visited.

To geotag a photo, follow these steps:


1. Select the photos you'd like to geotag.
2. Click the **Places** button in the lower right corner of Picasa.
3. Navigate to or search for your location.
4. Click the green marker button to add a new place for selected photos. Move



the green marker to the spot where you took the photos.

5. Click the **OK** button to finalize the geotag.

You can also drag-and-drop photos directly onto the map. Picasa will write the longitude and latitude to the photo's EXIF metadata. You can view this data (GPS Latitude and Longitude) by right-clicking (Windows) Control-clicking (Mac) a geotagged image in Picasa and selecting **Properties**.

Geotagged photos are marked with a  icon when viewed in Picasa.

## People: Add name tags in Picasa (From Google Help)

<http://picasa.google.com/support/bin/answer.py?answer=156272>

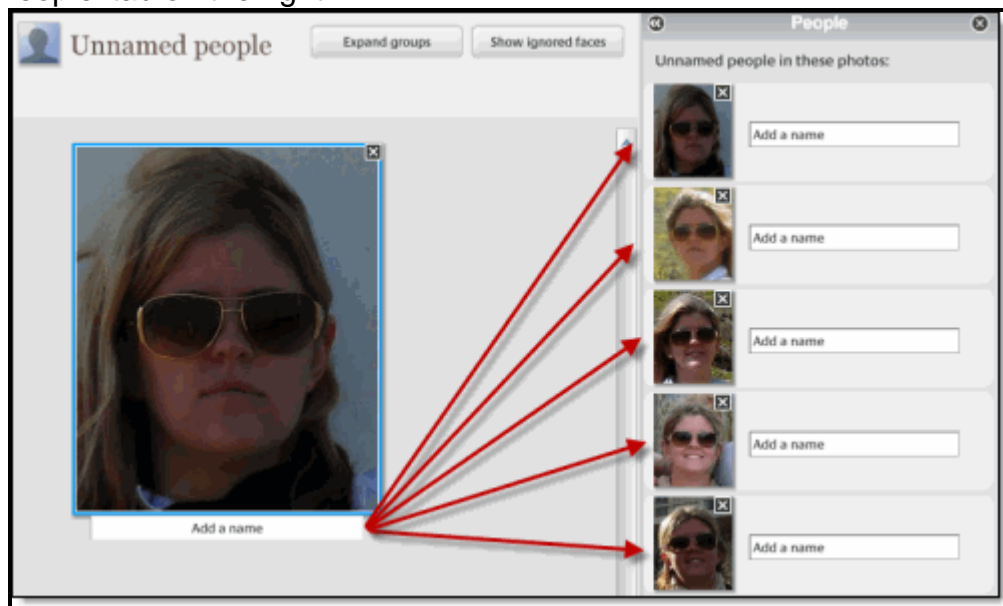
Picasa's face-matching technology lets you organize your photos according to the people in them. The first time you open Picasa, it will scan your photos for new faces, since [name tags are turned on by default](#). It can take some time to scan all your photos, however you can start adding name tags whenever you'd like. Follow these steps:

### 1. Sign in to Picasa Web Albums.

Click **Sign in to Web Albums** in the upper right corner of Picasa. This lets you [use your Google contacts when adding name tags](#).

### 2. Add name tags in bulk or a few photos at a time.

**In bulk:** Click on the 'Unnamed People' album in the 'People' collection. Unnamed faces across all of your photos are grouped here. Each face thumbnail in the album represents a group of similar faces, so adding a name to a face thumbnail applies the same name to all the faces in the group. To see all the faces in a given group, click the **People** button (next to the Photo Tray) to open the 'People' tab on the right.



**A few photos at a time:** Click the **People** button next to the Photo Tray when viewing any folder, album, or photo. The resulting 'People' tab on the right


displays all the faces that appear in the selected photos, including those without name tags.







### 3. Click 'Add a name' under any face and type a name.

As you type a name, Picasa searches your Google contacts and displays matches. Select a name from the suggested matches to add it as a name tag. Or type the name and press **Enter** to create a new contact -- this name tag will be added as a new contact in your list of Google contacts.

When you add a new name tag, Picasa creates a corresponding people album in the 'People' collection. Use the  button in the album to zoom in on the faces you've identified or to view the photos in their entirety.

You don't have to name everyone. Deleting an unnamed face or clicking the  icon on a photo will place that photo in the 'Ignored' album. You can view the photos you've ignored at any time by clicking **Show ignored faces** at the top of the 'Unnamed People' album.

### 4. Confirm Picasa face suggestions.

Picasa uses the names you add to automatically add face suggestions to your albums. If you see an orange question mark  next to a people album, go to the album and confirm these suggestions. Click  to keep the photo or  to remove the photo from the album. If there are multiple suggestions, you can click **Confirm all** at the top of the album to mark all the suggestions as correct. Toggle  at the top to see just the suggested faces.

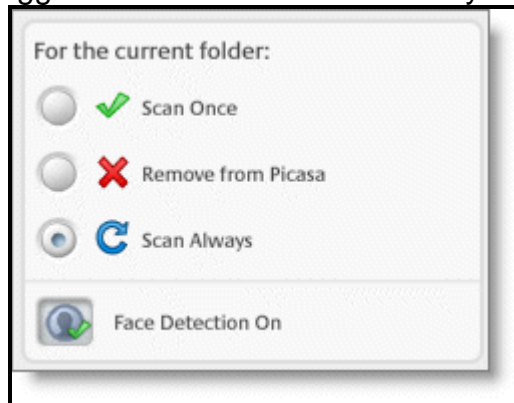
Don't worry if you make a mistake when adding name tags -- if a face winds up in the wrong people album, select the photo and click the **Remove** button at the top (or press the **Delete** key on your keyboard) to send it back to the 'Unnamed People' album. Learn more about [deleting name tags](#).

Tips:

- **Add name tags manually:** If Picasa misses a face in your photo, you can add it by clicking the **Add a person manually** button at the bottom of the 'People' tab when viewing the photo.



- **Change profile photos:** You can change the photo displayed next to each album in the People collection. Just right-click (Windows) or Control-click (Mac) the face you'd like to use and select **Set as Album Thumbnail**.
- **Download name tags from Picasa Web Albums:** In Picasa, go to **Tools > Download Name Tags from Picasa Web Albums** to take advantage of the name tags you've previously added online.
- **Choose which folders to scan for faces:** Just click **Tools > Folder Manager** and toggle face detection on/off for any folder.



## Add a Caption

To add a caption to a picture, double-click an image. Then, at the bottom of the screen, left-click where it says "Make a caption!" You can add a caption, but will only see a limited number of characters (about 10) if you view the pictures in the smallest mode.



(Figure 3- making captions)



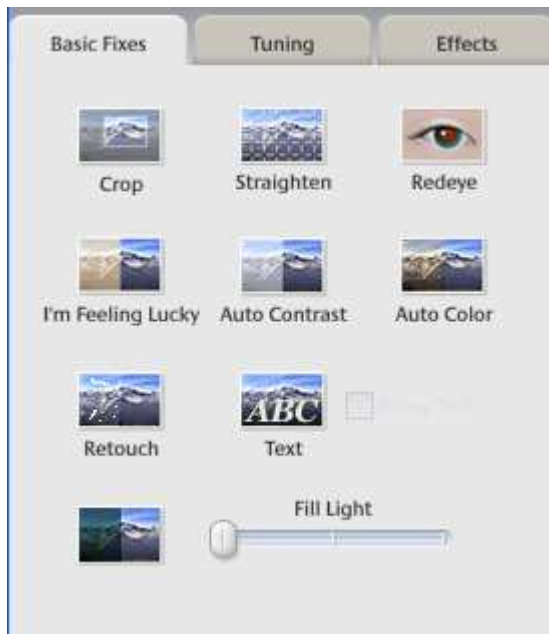
**When you view images in the program, you will now see a caption under each image. This will not rename the file.**

(Figure 4- sample captions under a picture collection)

## Editing images in the program

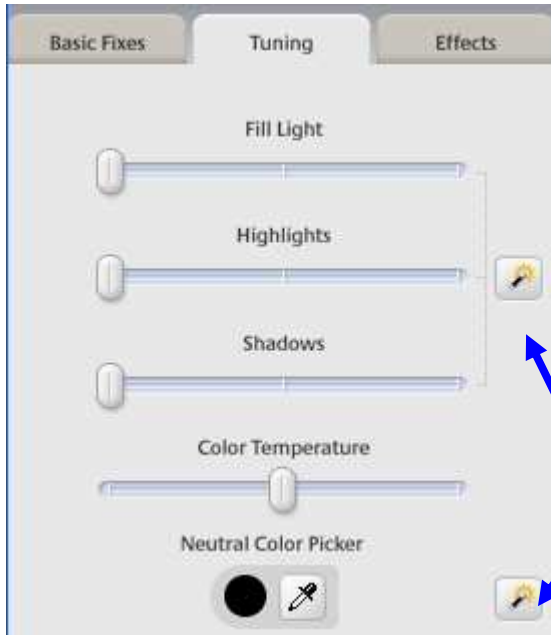
Aside from being a great way to organize and view pictures, Picasa can be used as a basic image editor. While you lack the high-powered tools found in professional editing programs like Adobe Photoshop, the tools offered are easy enough for most students to understand. Students and teachers alike can easily crop and resize images, as well as changing the lighting effects. Picasa has one effect called **I'm feeling lucky** that automatically makes the changes for you. For example, a picture with too much contrast or not enough light is automatically adjusted. Sometimes you won't see much of a difference, but other times the program will make drastic changes to the image. You can always undo the effect or add additional effects if necessary.

To edit an image, you must be in the editing mode. Double-click an image to enter this mode. In the top left corner of the program, you have three tabs: **Basic fixes**, **Tuning** and **Effects**. Next to each screen shot below, you will see a short description of the effects located under each tab:



1. **Crop** – select part of the picture to view; removes excess space in a photo and gives you only the part you want.
2. **Straighten** – straighten a crooked image
3. **Redeye** – removes appearance of red eye created by a flash.
4. **I'm Feeling Lucky** – Have Picasa choose the effects to make the image look better.
5. **Auto Contrast** – Automatically change the contrast of the photo
6. **Auto Color** – Automatically adjust the color levels
7. **Retouch** – Repair blemishes, dust and scratches from a photo
8. **Text** – Add text to a photo

9. **Fill Light** – Manually lighten or darken a photo



1. **Fill Light** – Manually lighten or darken a photo
2. **Highlight** – manually make the lighter pixels in the image brighter
3. **Shadows** – manually make the darker pictures in the image darker
4. **Color Temperature** – manually add a slight blue or red tint to the image

**One Click Fix** – Click this button and Picasa will automatically adjust the tuning properties for you



There are 12 different effects. Click on one of the to see how it changes the image. If you don't like it, click the UNDO button below.

If you want to edit all the pictures in a folder, you can use a feature called **Batch edit**. This simply means that you will add one or more effects to multiple files at the same time. This is a very efficient way to change the naming convention, orientation or contrast of many images.

All changes made in Picasa can easily be undone. Simply click the **Undo** button after changing an image. The **Redo** button allows you to go back to that effect. You can undo and redo multiple effects one at a time.

**NOTE:** Picasa changes how the image looks when viewed in the program. You are not actually making changes to the digital file itself. For example, if you want to email a picture that you modified, the *original* image will be attached. If you want to print or email the *modified* file, you must first **save** the changes to the file in Picasa. To do this, you need to click the **Save Changes** button above the folder in the picture gallery.



Picasa also creates a backup file, so if you double click on a picture (even after exiting the program) you can undo the save, which will return the file to its original condition.

## Publishing and sharing features in Picasa

After you import, edit and save your files, you are ready to publish them. Published files can mean sending them in email, creating a collage, screensaver, or even a basic web page.

Emailing pictures is a simple task. FCPS does not support the use of Gmail (Google's email client) or Picasa's Hello mail service, but users with these accounts can log in and email pictures from Picasa. Outlook client (not OWA) users can also mail pictures from this program. Select the images that you want to email. Hold down the control key to select multiple images. Then, click the **Email** button to begin. Follow



## 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: Creating collages are a great way for you to share images. Collages allow users to view multiple pictures on the same screen. In Picasa, these images can be viewed as a picture pile (unorganized, random array of images) or a contact sheet or picture grid (organized arrangement) and you can even save your collage as your computer's desktop image. To learn more go to the Google Help Topic found at <http://bit.ly/dDz7p3>.

## Creating a Photo Movie

Picasa has added the ability to create a photo movie, similar to a slide show but with more robust.

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.

- o Use the **Movie**, **Slide**, and **Clips** tabs to alter movie settings, add text to slides, or insert new photos respectively. When you are satisfied with your creation, you have a few options:
  - o Click the **Play full screen** button in the lower-right corner of the screen to see a full-screen preview.
  - o Click the **Create Movie** button to begin the creation process.
  - o Click the **YouTube** button to create the movie and automatically upload it to YouTube.

Click the link below to view the full tutorial from Google:

<http://bit.ly/GK5Zu>

## Additional resources

*Article on using Picasa with students from [www.techlearning.com](http://www.techlearning.com):*

<http://www.techlearning.com/story/showArticle.php?articleID=192200105>

*Picasa's web-based help site:* <http://bit.ly/YAMU>

*Wikipedia's Picasa page:* <http://en.wikipedia.org/wiki/Picasa>