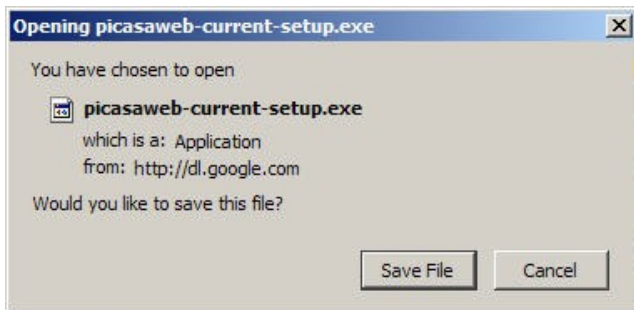


Making Web Albums with Picasa 2

Picasa is a free photo organizer and photo editor that is owned and distributed by Google. I wrote an overview of how to use Picasa to edit your photos in 2005. You can find it in the Computer Booters web site (<http://www.computerbooters.com>), under the Photoshop notes section. It was published as *"Editing with Picasa 2", September 14, 2005.*

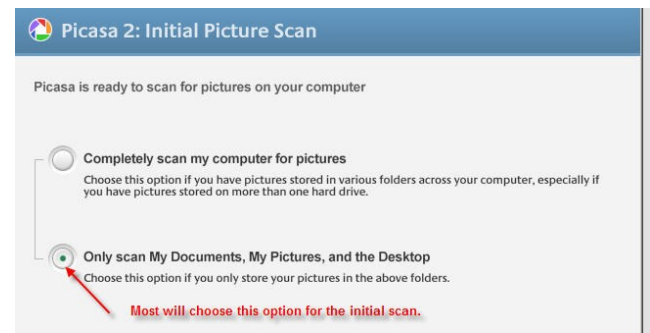
To obtain the latest version of Picasa, go to <http://picasa.google.com/download/>. Download the program and allow it to install on your computer. If you have trouble finding it, just Google "picasa download" in your search engine. After you request the download, you will see a screen like this.



Select **Save File**, and save the file to your hard drive. NOTE: be sure you see where you

are saving it. When in doubt, save it to your desktop. Google will download the Picasa installation file. Find the file, *picasaweb-current-setup.exe*, on your computer and double-click it to **install the file**. Google also gives you instructions for how to download and install it directly. I, however, recommend saving it to your hard drive before you initiate the install.

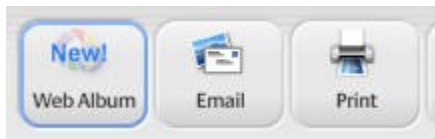
After the file is installed, Picasa will open and offer to scan your computer for images. It will give you a choice.



Most people keep their pictures on their computer in their My Pictures folder, and will select **Only scan My Documents, My Pictures and the Desktop**. Note that if you had a prior version of Picasa, the install will find your old catalog and show that, as well as scan My Documents.

Web Album

After you have installed Picasa, the Picasa Organizer software will open. If you want to make a web album and post it on the Internet, you first must **select a folder from the Organizer** that contains the photos you want. Then you need to click on the **Web Album icon**, at the bottom of the Organizer.



You will get a screen that asks you to either *Sign In as an Existing User*, or *Sign Up as a new User*. For this write-up, we will go through the **New User procedure**. First, be sure your Internet connection is active! Then click on the **Sign Up** icon. You will be taken to a Google Web Page that will ask you to either

1. Enter your existing Google Account's email address and password, or
2. Create a New Google Account to access the Web Albums capability.

Do you already have a Google Account?

(if you've used Gmail, Google Groups, Google Alerts or Froogle Shopping List, the answer is yes.)

Yes

No

A screenshot of the Google sign-in page for existing users. It features the text 'Sign in with your Google Account' at the top. Below this are two input fields: 'Email:' and 'Password:'. There is a checked checkbox labeled 'Remember me on this computer.' and a 'Sign in' button. At the bottom, there is a link that says 'I cannot access my account'.

OR

[Create a new Google Account and sign up for Picasa Web Albums](#)

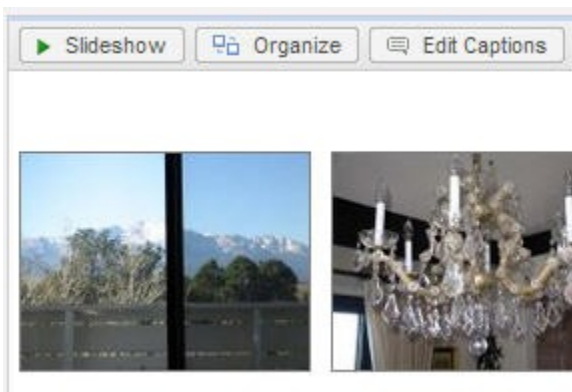
We will **Create a New Google Account**. You are next asked to **enter a working email address** (like your Western Broadband email address), a **password** that you pick to sign in to Google's site, a **user name for your Web Album**, and **your name**. Complete the sign up process, and you will be sent an email from Google to your sign-up email address to

complete the verification process. *Find the email to you and **click the link to the Google page** to complete the process.* Your account is activated. Now you need to sign in to your account. Click on the **Sign In** link in the upper right corner of the web page. Sign in with your **new password**, and you can now access your Picasa Web Albums. Go through these steps to **create your first Web Album**.

1. Make sure all the **photos** you want to include in an album are in the **same folder**
2. **Open Picasa**
3. **Select folder to upload** as an album
4. Click on **Web Albums**
5. **Log In** with your new username and password
6. Follow the process to **upload the photos**
7. **View your album online**

If You Lose It, How Do You Find It?

Ok, so everything went well, but you shut down your computer and after you started it again, you have no idea how to find your Web Albums site. There are two ways. You can either open Picasa and click on the Web Albums icon or open your **browser** and go to <http://picasaweb.google.com> . You will get redirected to a longer named URL, but that's fine. Look for the *sign in screen on the right* and **sign in with your email address and password** (the password for your Web Albums). You will get linked to your own Web Albums home page for your photo albums. Your first album will show up there. **To see the album, click on the album's icon.** You will see a filmstrip of the first photos in the album. To view the album as a slideshow, click on the **Slideshow icon**.



Sharing the Album with Friends

This is all good, but how do you let your friends know the album is online and they can go and look at it? Look for the Share Album on the right side, just above the filmstrip of your album photos and click on the **Share Album icon**.



You will get a new screen where you can fill in the email addresses of those you want to notify. Give them a little personal description of the album you are inviting them to see, and **Send the Invitation**.



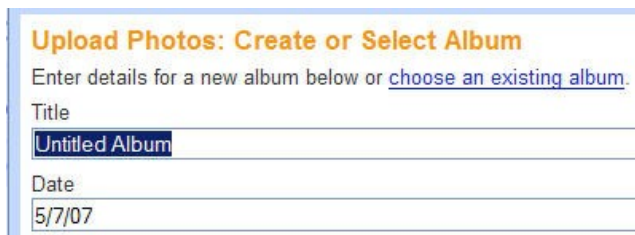
Now your friends can link directly to your new album and view it online.

New Album or Upload Photos

Once you are signed in, you can either add new photos to any of your existing albums or create brand new albums.



Let's add some photos to our existing album. Click on the **Upload Photos** icon. In the next screen, you can either start a new album or select an existing album.



Since we want to add photos, we click on the link for **choose an existing album**. Then click on the album's icon and click on **Select Album**, at the bottom. Google gives you a way to browse for individual photo files directly from your computer. When you have them selected, click **Start Upload**. Your files are uploaded and Google opens to the modified Album, where you can reorganize the photos if desired. If you want to **reorder your pictures**, click on the **Organize** icon and just **click and drag the photo thumbnails** to reorder your album shots. It's that easy!

Picasa Organizer - How to Manage It

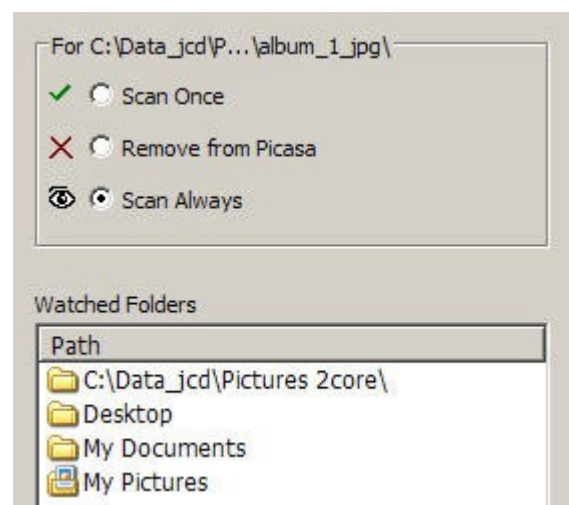
The most critical thing to understand about Picasa, in my opinion, is how to manage the Organizer. You need to be sure that the Organizer is tracking the folders on your

computer where you actually keep your pictures, and having Picasa update its Organizer with thumbnails of **ONLY** those images. You definitely do not want Picasa to keep track of your entire C:\ drive and all your external hard drives. That would be too much extraneous garbage. So one of the first things I recommend doing with Picasa is resetting the defaults for tracking the folders.

- Open Picasa.
 - Select **File > Add folder to Picasa**
- This opens the Folder Manager. In most cases you want to be sure you're My Pictures folder has an eye beside it, as in this shot.



If you also want Picasa to keep track of pictures you might put elsewhere on your



computer, be sure to click the plus sign by the C:\ drive and mark the right folder. Check your Watcher Folders list to be sure you are tracking what you want. In the above screen shot, you can see that I am tracking my Pictures 2core folder within my Data_jcd folder on my C:\ hard drive. Picasa is always scanning them to add any new pictures I store there to its Picasa Organizer.

Creating a New Album from within Picasa

Ok, you have registered at google.com for your Web Album site. And you have uploaded your first album; and added more photos. Now we look at **how to add more Web Albums from within Picasa.**

- **Open Picasa.**
- Click on the **folder** where you want to upload all the images as a new album.
- Then click on the **Web Album icon** at the bottom of the screen.

You will get a new sign in screen where you need to

- Enter your **email address** and your Web Albums **password.**
- Then click **Sign In.**

Next you have to

- **name** your new album
- add **optional information** (or not)
- identify an **upload speed** (try the default)
- choose whether you will make the album **public or unlisted** (to be shared by invitation only).
- click **Ok** to upload the photos.

After the uploading is finished by the Upload Manager, you can click the icon to **View Online.**

Now, if you went through all this effort and only saw one picture in your album, then you need to go back and click on the folder in the left hand side of Picasa Organizer. Make sure that you have NOT clicked on any individual picture within the folder on the right side. If you have clicked on one picture, then only one picture will upload to the album. Either don't click on any pictures or select them all to get the whole folder uploaded into an album.

One More Thing

Picasa can upload a large variety of graphics. To see what it can upload, select Tools > Options and then the File Type tab. You can even upload Raw files without having to process them! Just remember that the files are very large. Have fun with Picasa.

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