USING PICASA FOR SHARING AND DOCUMENTATION

A tutorial

Documentation Presentation
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I. GETTING STARTED: CREATING A GOOGLE & GMAIL ACCOUNT
1. Go to google.com in your web browser. (Top left corner) click on +You

2. (Top right corner) click SIGN UP

3. Fill in form. Choose username (which will be your new gmail address).
   *phone no. not required
II. DOWNLOADING PICASA TO YOUR DESKTOP
Online: Click on:

Continue to Google+

On the top tab “MORE” scroll down to “EVEN MORE”.
Click on Picasa

Download Picasa

Click Run/Open
Once Picasa is installed, you can IMPORT photos from your camera

OR (if you already have photos elsewhere) ...

ADD FOLDER (group of photos)
Or FILES (individual photos) from your computer or external drive, CD, memory card, etc.
Select to manage photos and what devices and folders you want Picasa to read.
Organizing folders: Double click to edit folder name/properties.
III. EDITING AND ORGANIZING PHOTOS AND ALBUMS
Organizing & sorting folders: Click VIEW or FOLDER

- Small Thumbnails
- Normal Thumbnails
- Library View
- Edit View
- Properties
- Tags
- People
- Places
- Show Edit Controls
- Slideshow
- Search Options
- Small Pictures
- Hidden Pictures
- Use Color Management
- Display Mode
- Thumbnail Caption
- Folder View
  - Flat Folder View
  - Tree View
  - Sort by Creation Date
  - Sort by Recent Changes
  - Sort by Size
  - Sort by Name
  - Reverse sort
- Sort By
  - Edit Description
  - View Slideshow
  - Refresh Thumbnails
  - Sort By
    - Name
    - Date
    - Size
    - Reverse order
- Hide
- Unhide
- Print Contact Sheet
- Export as HTML Page
- Show in Finder
- Remove from Picasa
- Move
- Delete
Double click photo to:
- Edit
- Caption

Other buttons include:
- rotate
- tag (people, subject)
- email, export
Quick tagging options (with names, etc.)
After rotating, cropping, editing photos, SAVE (individually or all in folder)
IV. UPLOADING PHOTOS AND CREATING ONLINE ALBUMS
After editing (rotating, captioning, etc.) select the photos you want to upload, then click on “TOOLS” and “UPLOAD -> UPLOAD TO PICASA WEB ALBUMS”.
A window showing “Create a new Google+ album” will pop up. *(you can rename album if you wish)*

Select: Image size: Best for web sharing

Sharing: you can share directly via email here or upload, check album online, and share.

When ready, click: “UPLOAD”
Once upload is complete, click on the “view online” window that pops up on your screen. Make sure you’re signed in to your account on your Picasa desktop AND on your web browser. (Go to Google.com and click “SIGN IN” to your Google account. **If already signed in to another gmail account, click on “ADD ACCOUNT” and sign-in with your corresponding Picasa/Google account. (Google allows you to be signed in to multiple gmail accounts. Each account has its own space to upload, store and /or share.
Once signed in to your account, click on the “MORE” tab and then click “PHOTOS”.
Click on “ALBUMS” to view your uploaded photos.
Album SETTINGS option
Under **SETTINGS**, scroll down to **PHOTOS** and check box ✔ “Allow viewers to download my photos” for parents to save.
V. SHARING
Click **SHARE** to share directly through Google+ circles or email from your Google account.

** Click **MORE**, then **SHARE ALBUM VIA LINK** to cut and paste link for yourself/forward to families.
Copy and paste link. Send via email

Locked album = private, no one but you (owner can view)
Unlocked album = only those with the link will be able to view it.
Alternate option: You can also log in online and upload pictures, then share.