



The Tech Club

The computer club for teachers!

Session 2: Fun with Picasa

Picasa is a FREE photo organizer and editor from the makers of Google. It is really easy to use and lots of fun!

Basic Fixes of Photographs:

- Select the photograph(s) that you want to edit or fix and double click on them to open.
- Choose crop to delete areas of the photo and preview it before applying the crop to the photo (I like using manual)
- Picture a little crooked? Use the straightening tool! Move the toggle to straighten or slant your photos
- Redeye? Use the redeye tool to get rid of it. Click and drag your mouse over the eye and click on apply and watch the redeye disappear!
- "I'm Feeling Lucky" is a combination of Auto Contrast and Auto Color. It will automatically "fix" your picture. Choose Auto Contrast and Auto Color or Fill Light to make your own adjustments.

Tuning Tab:

- Fill Light
 - Highlights (for pictures that are too dark)
 - Shadows (for pictures that are too light)
 - Color Temperature (change or adjust color)



Effects Tab:

- Now the fun begins! Sharpen your picture, create a sepia or black and white photo. Exaggerate the color (the kids favorite) with saturation or create a soft focus. There is so much more to create a special effect to your picture!

Creating a Slideshow:

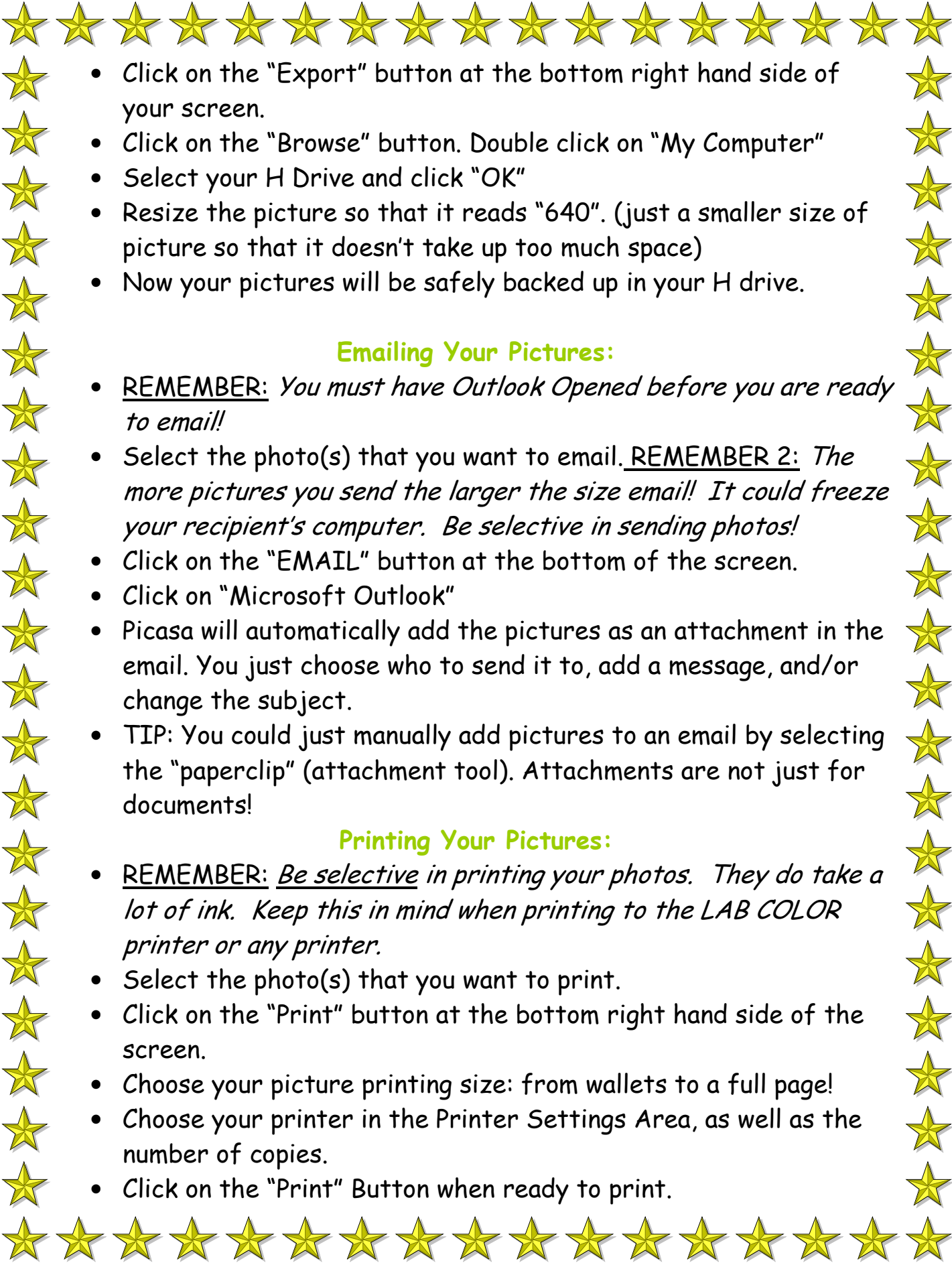
- Select the FOLDER of pictures that you would like to have seen as a slideshow.
- Click on the "Slideshow" button located at the top left hand side of the screen.
- Change the display time and click play to have the slideshow automatically play.
- Looping your slideshow: Click on "Tools". Click on "Options" Click on the "Slideshow" tab. Click on the "Loop Slideshow" box then click "Apply"
- Add MP3 Music to the slideshow: Click on "Tools". Click on "Options" Click on the "Slideshow" tab. Use the "Browse" button to search for your MP3 music.

Moving Pictures, and Deleting Pictures

- Select the picture(s) to delete and hit delete on your keyboard or right click on it and click on "delete from disk".
- Move or rearrange photos by click and dragging within the folder or to other folders.

Exporting Pictures to H Drive:

- REMEMBER: *Picasa automatically saves your downloaded photos to the "My Pictures" part of the computer that you downloaded them to. So, if the computer's motherboard goes, so do your pictures!*
- Select the photos that you want to save to your H Drive.

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- Click on the "Export" button at the bottom right hand side of your screen.
 - Click on the "Browse" button. Double click on "My Computer"
 - Select your H Drive and click "OK"
 - Resize the picture so that it reads "640". (just a smaller size of picture so that it doesn't take up too much space)
 - Now your pictures will be safely backed up in your H drive.

Emailing Your Pictures:

- REMEMBER: *You must have Outlook Opened before you are ready to email!*
- Select the photo(s) that you want to email. REMEMBER 2: *The more pictures you send the larger the size email! It could freeze your recipient's computer. Be selective in sending photos!*
- Click on the "EMAIL" button at the bottom of the screen.
- Click on "Microsoft Outlook"
- Picasa will automatically add the pictures as an attachment in the email. You just choose who to send it to, add a message, and/or change the subject.
- TIP: You could just manually add pictures to an email by selecting the "paperclip" (attachment tool). Attachments are not just for documents!

Printing Your Pictures:

- REMEMBER: *Be selective in printing your photos. They do take a lot of ink. Keep this in mind when printing to the LAB COLOR printer or any printer.*
- Select the photo(s) that you want to print.
- Click on the "Print" button at the bottom right hand side of the screen.
- Choose your picture printing size: from wallets to a full page!
- Choose your printer in the Printer Settings Area, as well as the number of copies.
- Click on the "Print" Button when ready to print.