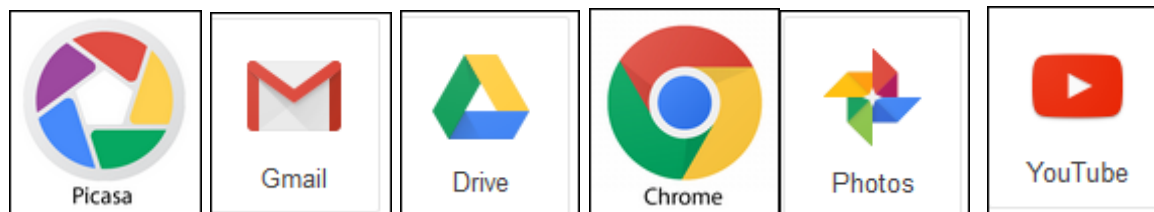


What is Picasa?

Picasa is a free program from Google that you can use to organize and edit your digital photographs. It is available as version 3.9 [here](#).

Picasa was originally created by Lifescape in 2002, acquired by Google in 2004. I had an original, free copy in 2002.

The Google Ecosystem



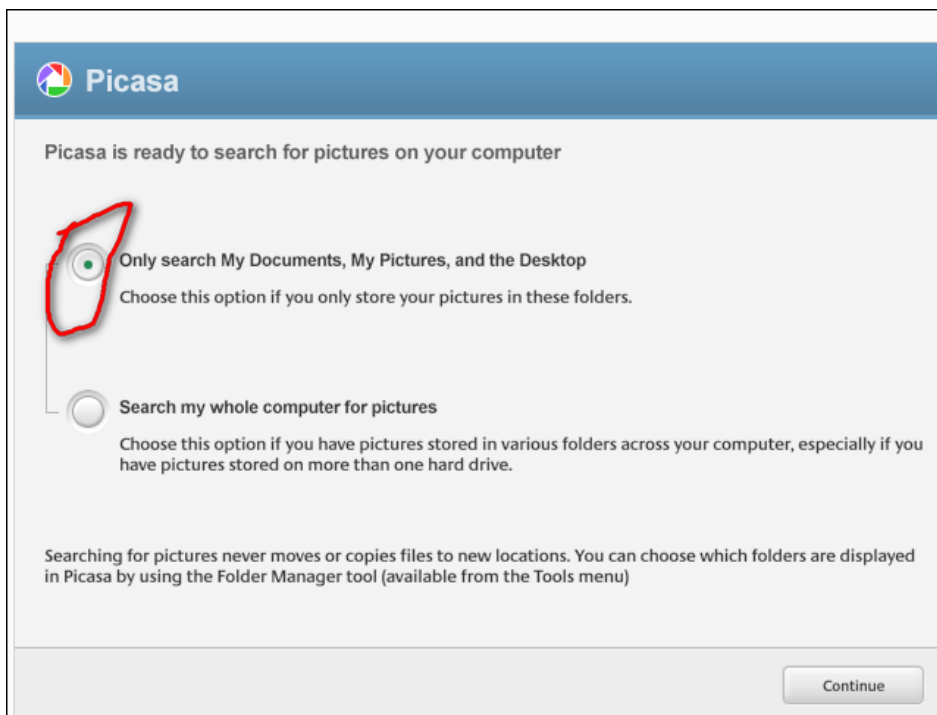
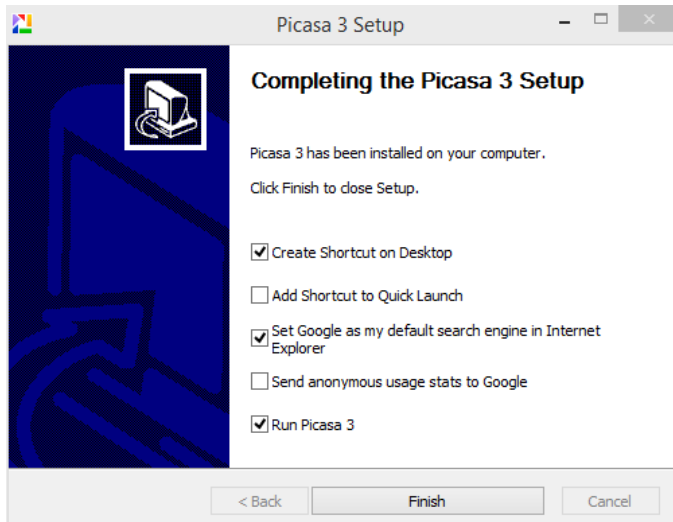
If you have a Gmail account, you have access to all the above free services.

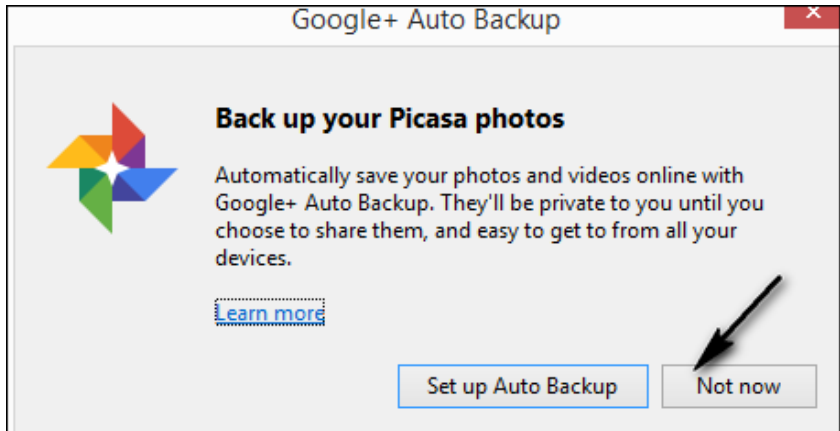
Here's some of the things that you can do from within Picasa:

- Import photos and videos from camera or memory card including RAW format. Not all video formats are supported.
- Organize photos and video folders or internal or external drives
- Create Collections, Albums, Collages, posters, screensaver, slideshow or movies
- Email photos using Gmail
- Upload videos to YouTube
- Capture a video frame or snapshot
- Upload photos to Google+ - photos now are available from plus.google.com
- Print photos
- Export edited or cropped videos
- Add text to a photo
- Add a caption – visible only in Picasa
- Set Desktop background
- View Folder (Tree) View or Flat View
- View the photo properties
- View a Timeline

Installing Picasa

These are the various steps when installing Picasa. I've indicated the choices I made.





Automatically back up photos & videos from your computer or camera

Save all your photos and videos to your Google Account from your Windows or Mac computer and any time you connect a phone, camera, or storage card.

Back up your cameras, phones, & storage cards

If you choose to upload photos from your phone, camera, or storage cards in the set up, then every time you connect that device to your computer, the photos and videos on them will upload automatically (after prompting you the first time). Auto Backup uses your [Google Drive storage](#) and uploads at full size by default. You can change these settings any time in your [Auto Backup Preferences](#).

[Download for Windows](#)

[Download for Mac](#)

I didn't do this.

Supported file types

Photo: .jpg, .webp, .gif, .crw, .cr2, .nef, .dng, .orf, .raf, .arw, .pef, .srw, .rw2

Video: .mpg, .mod, .mmv, .tod, .wmv, .asf, .avi, .divx, .mov, .m4v, .3gp, .3g2, .mp4, .m2t, .m2ts, .mts, .mkv

Using an Android device with Mac

For Auto Backup to work between an Android device and a Mac, you will need to install [Android File Transfer](#).

Organizing your photos

The folder list on the left is the hub for Picasa organization. By scrolling through this list, you can access all photos displayed by Picasa. To understand Picasa organization, you need to understand the following terms:

- **Folders**

Folders in Picasa represent the folders on your computer. You control the folders that are scanned and displayed by Picasa. Changes you make to folders in Picasa affect the corresponding folders on your computer's hard drive. For example, if you delete a photo in a Picasa folder, that photo is also deleted from the computer.

- **Albums**

Unlike folders, albums exist only in Picasa. Albums allow you to create virtual groups of photos taken from multiple folders on your computer. Albums display those photos without actually moving the photo -- it's like a playlist for photos. When you delete or move photos from an album, the original files remain in their original folders on your computer.

- **People**

In this collection, you can organize your photos by what frequently matters most -- the people in them. Picasa uses facial recognition technology (if face recognition is enabled) to find and group similar faces together across your entire collection of photos. By adding name tags to these groups of faces, new people albums are created. These people albums are just like the albums above: when you move or delete faces, the original files stay put.

- **Collections**

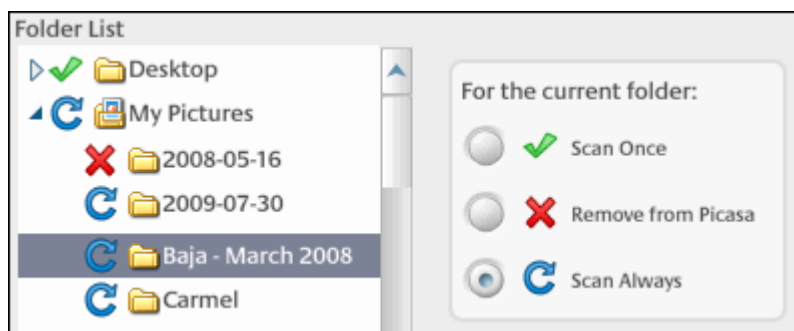
Picasa-only groups of folders

Adding photos already on your computer

You don't need to import photos and videos from a device to Picasa if they are already saved on your computer. Instead, Picasa gives you two tools which let you choose exactly which photos and videos are displayed. Picasa shows you the photo and video file types that you tell it to find, in the folders that you tell it to search.

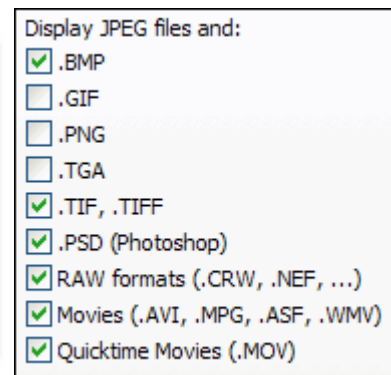
Control the folders that display

Click **Tools > Folder Manager** to control which folders are displayed:



Control the file types that display

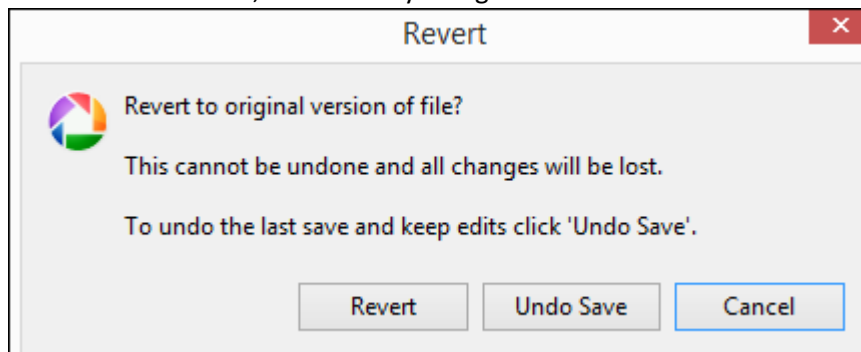
Click **Tools > Options** (PC) or **Picasa > Preferences** (Mac) to control which file types are displayed



If you'd like to add a single photo rather than an entire folder, Picasa lets you add one at a time.

How editing works

- When you edit a photo, the changes will be visible until you click the Undo button.
- You can export the photo with the changes and then Undo the changes if you wish
- You can use File, Save to save the changes. You can use the Unsave button to revert to the previous version. After saving the original, the photo is saved in a hidden folder named. picasaoriginals.
- You can also use File, Revert and you'll get the choices as shown below.



- Note: when you want to undo changes you must undo them in the order that you made them.

How saving files works

Picasa is a little unusual in the way it saves pictures. First, if you double click a photo in Picasa and make a change in the Editor, you have several choices. You can export the photo with the changes and then undo the changes you made to the original. The other choice is to click File, Save. With this choice a message pops up informing you that "A backup of the file will be made". It's not obvious where the original is saved but the location is a hidden folder named. picasaoriginals. If you click Undo Save. The original in that location will be deleted and the only way to restore the original is to undo the last edit you performed.

Should you ever want to uninstall Picasa you need to remember where the originals are located. The backed-up photo has the same filename as the originals but the modified photos will have a more recent date associated with them and are located in a special place.

You can also click File, Revert to restore your photo to the original state. This opens a warning message that the action cannot be undone and the original backup is deleted also.

After you modify a photo and choose to export it, you can select a folder of your choice or create a new one. You have a choice of reducing the size of the photo or using the original size.

For more information on this see the info [here](#).

My favorite method is to make a change and then export it to my Pictures folder or external hard drive. I can also email or print it. I then follow up with an Undo to keep my originals intact and the modified ones somewhere else. In my case I created a folder named Exports and this folder is now in Picasa. This allows me to quickly view my modified photos.

Importing from a memory card, external drive or camera

- 1.** Insert a memory card, flash drive, external hard drive or connect a camera using a USB port
- 2.** Click the import button
- 3.** Make the following choices:
 - a.** Where to save them including the folder name
 - b.** Which ones to import
 - c.** Import All or Selected photos

Shortcuts

- Ctrl-A: Select all photos in album
- Ctrl-1: View your photos as small thumbnails
- Ctrl-2: View your photos as large thumbnails
- F11: Use Picasa in full-screen mode
- Ctrl-4: Start a slideshow
- Ctrl-3: Open an image in “Edit Mode”
- Ctrl-Shift-H: Flip image horizontally
- Ctrl-Shift-V: Flip image vertically
- Ctrl-Shift-B: Add black and white effect