

Digital Photography – managing your photos

Move and re-name pictures from inside Picasa.

Want to clean up messy folders and move pictures around on your computer's hard drive? Simply drag and drop pictures from one folder in Picasa to another. Picasa will make the change permanent after double-checking with you. Want to change a picture's filename from 671056398a.jpg to Lisa.jpg? In Picasa, it only takes seconds to re-name one picture or a group of pictures.

Make a label.

Use labels to tag your photos into quick groupings inside Picasa. Viewing and sharing the pictures you grouped under a label is easy – they make great slide shows and movies or you can email them to friends.



Add a star rating.

Give a gold star to any photo you love: it turns your favourites into visual standouts at a glance. Picasa even has a star search that reduces your entire photo collection to the best of the best in less than a second.



Keep one picture in multiple albums.

Picasa creates a new "instance" of each photo you label without taking up more space on your computer, so you can put the same picture into multiple albums.

Password-protect collections.

Have photos you want to keep to yourself? You can add passwords to any of your Picasa collections (this does not affect which pictures you and others can see on your computer's hard drive).

Picasa helps you find and organize all your pictures:

- When you start Picasa, it scans your hard drive to find and automatically organize all your pictures. Picasa finds the following image and movie file types:
- Image file types: JPG, GIF, TIF, PSD, PNG, BMP, RAW (including NEF and CRW). GIF and PNG files are not scanned by default, but you can enable them in the options dialogue.
- Film file types: MPG, AVI, ASF, WMV, and MOV.

Folders on Disk

This collection displays folders on your computer that contain pictures or films, sorted by date, with the original folder names as they appear on your computer's hard drive. Changes you make to the folders in this collection affect the matching folders on your computer's hard drive. Renaming a folder in Picasa is the same as renaming it in Windows Explorer.

Library View

Picasa automatically organizes all your image and film files into collections of folders inside its main Library view.

Adjust which pictures and folders appear.

Only folders that Picasa is configured to scan appear in this collection. You can modify where Picasa scans for pictures, do to this select "Folder Manager" in the "Tools" menu. Use the settings there to select or deselect the folders Picasa scans, choosing from these options: "Scan once," "Remove From Picasa" and "Watch For Changes."

Move pictures between folders.

Select a picture. With your mouse, drag and drop the picture to its new folder. To select more than one picture, hold down the Shift key on your keyboard as you select pictures. If you move a picture into a different folder on disk, Picasa will remind you that you are about to move the actual file on your computer's hard drive. Click the "OK" button to move the picture to a new location

Edit a folder description.

Double-click on the title of any folder to open the Folder Properties box. Enter the new description. You can also modify the folder's date, place taken, or caption. Any descriptive information you add will be searchable in Picasa. Click the "OK" button. Changing the name of a folder in Picasa will change the name of the actual folder on your computer's hard drive.

Delete a picture from a folder.

Select a picture, then go to "File" > "Delete," or just hit the Delete key on your keyboard. Picasa will remind you that you are about to send that file to your computer's wastebasket. Click the "OK" button to remove the picture.

Labels Collection

This collection contains labels that you create in Picasa. Labels are used to group and organize pictures based on your own criteria and identified by a simple word or title. For example, you can create a label called "Flowers" to group all your pictures of flowers. Unlike the "Folders on Disk" collection, which matches exactly the folder locations on your computer, labels do not correspond to physical folders on your hard drive. If you delete or move pictures inside the labels collection, the original files stay safe in their original locations on your hard drive. You can even add the same image to multiple labels without creating multiple copies of the same image. Edits you make to a picture will also be applied to every instance of the image, including the original.

Create a new label.

First select one or more pictures (you cannot create an empty label). Select "File" > "New Label" to create a new label in Picasa containing the selected picture(s). You can do the same thing by choosing a picture, clicking the "Label" button and selecting "New Label" on the popup list.

Add an existing label to a picture.

The same picture can be assigned many labels in Picasa. Select a picture, click the "Label" button, and select an existing label from the list.

Change a label description.

Double-click on the title of any label to open the "Label Properties" box. Enter a new description for the label. You can also modify the label's date, place taken, or caption. Any descriptive information you add will be searchable in Picasa. When you have finished, click the "OK" button

Delete a picture from a label.

Select a picture. Right-click with your mouse and select "Remove from Label" in the context menu or press the Delete key on your keyboard. Note: Deleting a picture from a label does not delete the original file from your computer's hard drive.

Rearrange pictures in a label or between labels.

Click and drag a picture to change its order within a label or drag it into another label to add it to that label. This does not affect the order in which the original files are stored on your computer.

Library tools:

At the top of the Picasa main library screen are several buttons that help you add pictures to the library, view and find pictures in additional ways, and burn pictures to a CD.

Import

To import pictures from a digital camera, plug the hardware into your computer using its usual connection device, such as a USB cable or your camera cradle. Open Picasa. Click the "Import" button and select your device or folder from the dropdown menu (your camera should automatically be detected). Your pictures will automatically begin to appear in the "Import Tray." After your pictures have finished loading, click the "Finish" button. Picasa will save the folders on your computer and display them in the "Folders on Disk" collection.

Slideshow

Select a folder or label and click the "Slideshow" button. This will open the slideshow player. Click the onscreen "Play" button to start the slideshow and make the player's controls disappear. You can hit the spacebar key on your keyboard or simply move your mouse to make the slideshow controls reappear at any time while your slideshow is playing. You can rotate pictures in the slideshow mode, add a star rating, and change the time duration that each slide is displayed. Hit the Escape key on your keyboard to stop the slideshow and return to the Picasa main library screen.

Timeline

The timeline view in Picasa is another way to look at the pictures in your collections. Just click the "Timeline" button and sweep back and forth through your photos using your mouse to navigate. Double-clicking on any album will start a slideshow.

Gift CD

Insert a blank CD into the writeable drive on your computer, select pictures or an album and click the "Gift CD" button. On the "Create a Gift CD" screen, photos with a checkmark will be included on your gift CD. De-select any pictures you do not want included. Under Step 1, click the "Add More" button if you would like to add pictures to the CD. If you would like your pictures displayed as a slideshow on the CD, tick that box. Finally, choose a size for your pictures. Under Step 2, name your CD. (Note: by default, a copy of Picasa software will be included on the CD.) Click the "Burn Disc" button to create your CD

Backup CD

Insert a blank CD into the writeable drive on your computer, select pictures you want to save, and click the "Backup" button. You can choose what folders will be backed up to a recordable CD or DVD (the kind you use on your computer, not your TV). You can create multiple backup sets, which makes it easy to keep all your pictures safe.

Search

If you type any text into the search box at the top right corner of the main Picasa library screen, Picasa will search your picture files' EXIF/camera data, keywords, labels, and any additional properties or captions you have entered inside the program.

- Starred button. Use this button to find only pictures that you have tagged with a star rating.
- Films button. Use this to find only film file types in your library.
- Date slider. Move this slider left and right to quickly reduce the number of search results based on the date of the picture.