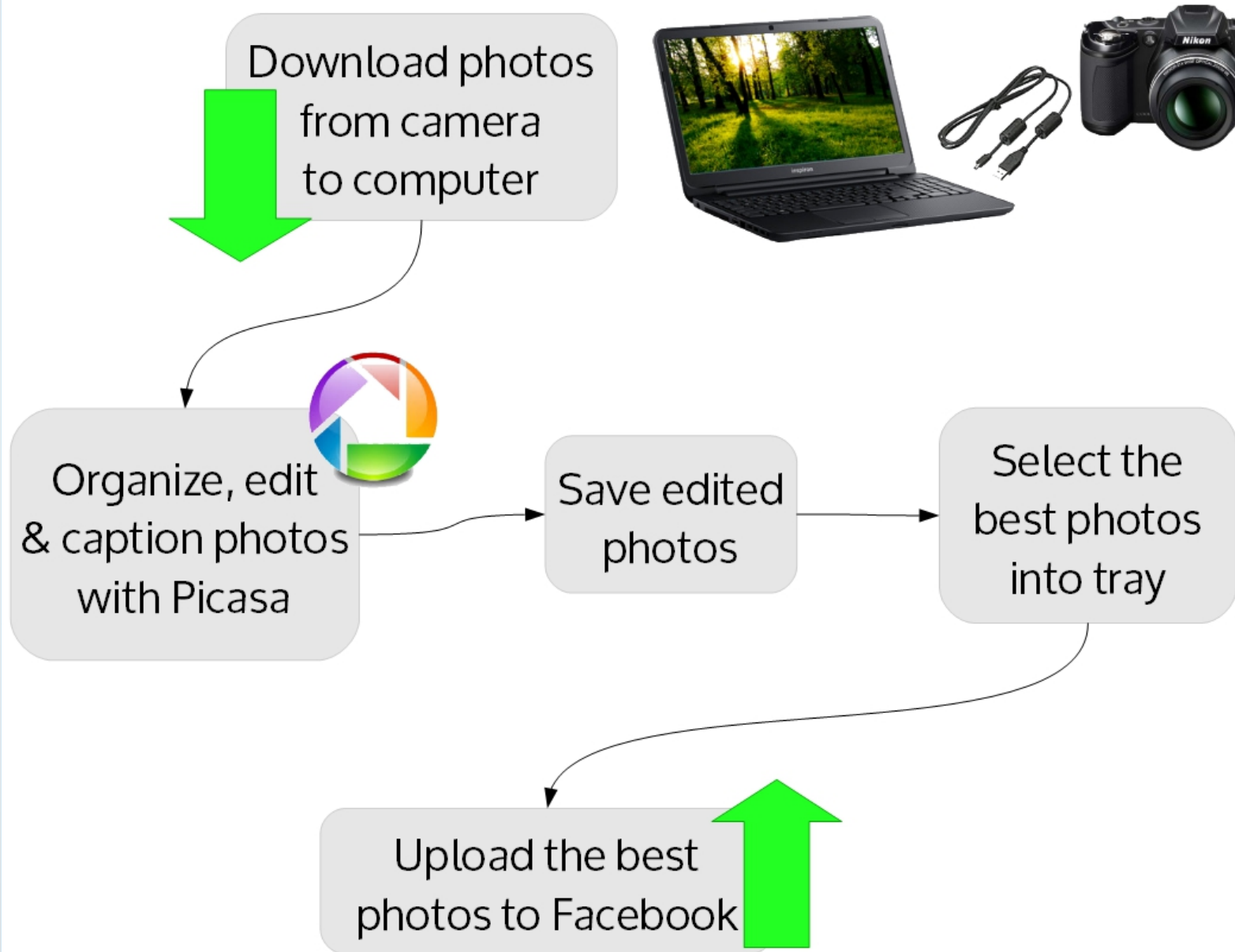


Using Picasa to Organize, Edit & Upload Your Photos to Facebook and Google Plus

Workflow



First Time Only – Install Programs

Install these three, free programs:

- Picasa

<http://picasa.google.com/>

- Adobe AIR

<http://get.adobe.com/air/>

- Picasa Uploader for Facebook

<https://apps.facebook.com/picasauploader/desktop.php>

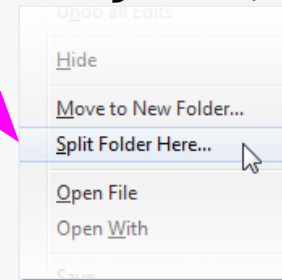
Installation Notes

- When you install **Picasa**, it will offer to scan your computer and find image files for you. If you have existing folders of photos, it will likely find them for you.
- Use the **Picasa Uploader for Facebook** program to add a button to Picasa (in the share area). This provides an easy way to upload to Facebook.
- If you need help with this, there is information on this page:

<http://www.globalcraze.com/2013/11/29/upload-photos-to-facebook-using-picasa-photo-uploader/>

Using Picasa

- Screenshots on the next two pages illustrate Picasa's photo library and the photo editing screen
- Use Picasa to navigate and **find** your folders, view **info**, **split folders** (*right-click*), and **organize** your photos
- **Edit** your photos as needed – crop, straighten, etc.
- To upload: **1 Save**, **2 Select**, **3 Share**
- Using the **share** buttons at the bottom will automatically **shrink** your files for you before emailing or uploading them
- Easy **upload** – Click one of the buttons share on Facebook or Google+. The uploader will let you add a **new album**, choose **who to share with**, and include your **captions** for you automatically.



Toggle between tree/flat folder navigation



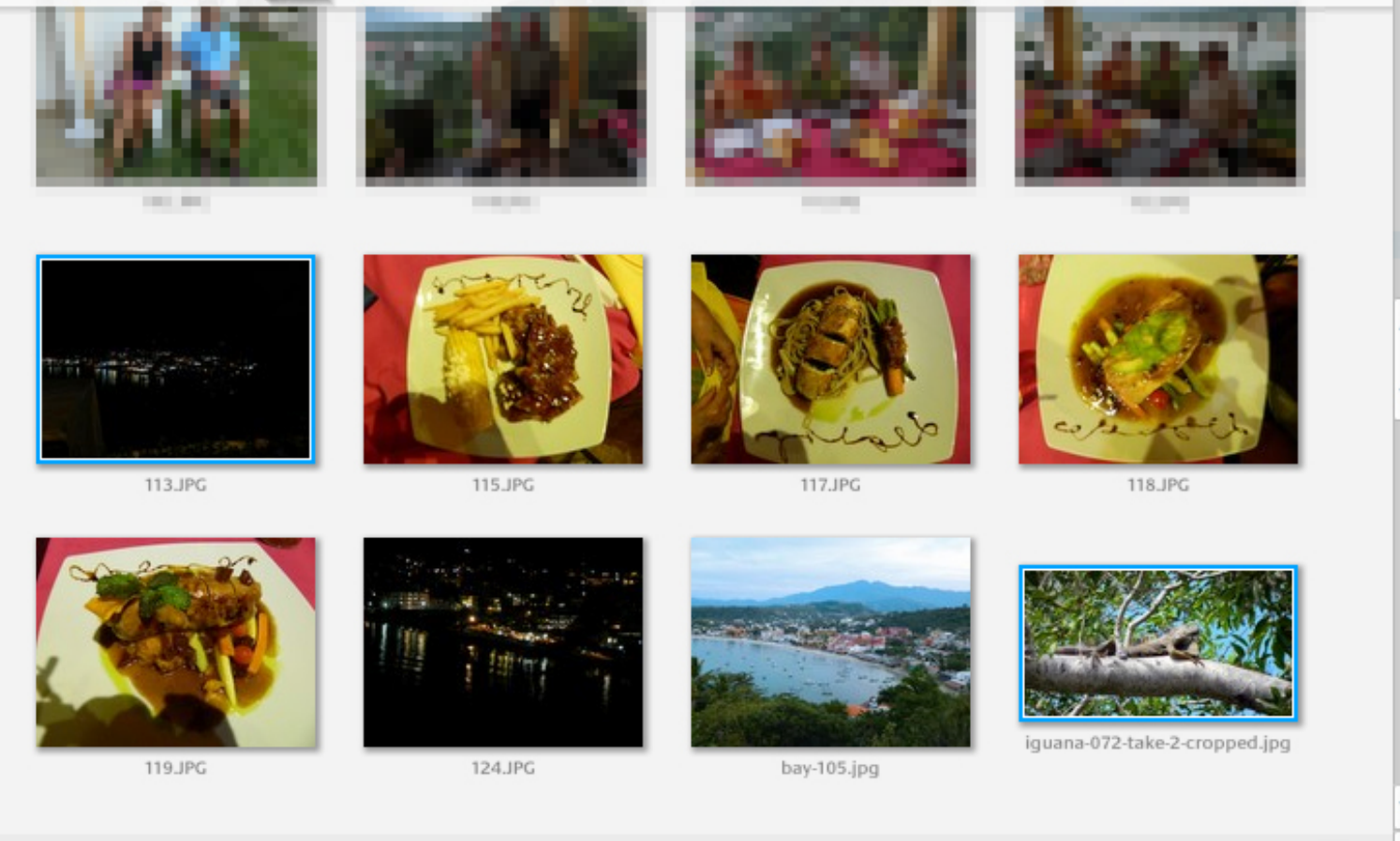
Navigation Panel - Folders

- ▼ Folders (178)
 - My Computer (12,637)
 - C: (117)
 - data (117)
 - People (117)
 - 2007oct25 salt issue (1)
 - Mexico 2014 (114)
 - Mexico 2014 Finals
 - Mexico 2014 Movies (2)
 - Mexico 2014 other p...
 - Mexico 2014 rejects (...)
 - Mexico 2014 working ...
- M: (12,512)
 - photos (12,512)
 - Pictures (8)
 - Picasa (8)
 - Screen Captures (8)

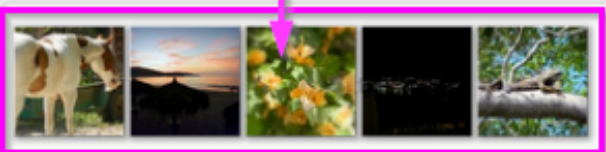
Mexico 2014 Finals
Feb 14, 2014

Filters: [Icons]

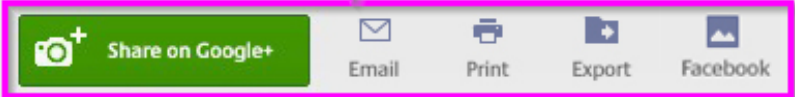
Save all edits to folder before uploading



Selection Tray (Select individual files or whole folders)



Share area - Email, Facebook or Google+



Back to Library **Return to Library when done editing**

A A B A A

Editing - Crop, Straighten, Adjust Colour/Contrast/Lighting, or add fancy effects here

Crop Straighten Redeye

Fix a crooked Photo

I'm Feeling Lucky Auto Contrast Auto Color

Retouch Text

Fill Light

Editing - Crop, Straighten, Adjust Colour/Contrast/Lighting, or add fancy effects here

Toggle the view between "A" and "A|A" to compare your edits with the original

Undo Redo

After edits are applied you can Undo or Redo, so try things out!



Add Captions - Just click in the text area and start typing. These captions will upload with your pictures

"Favourite" photos so you can find them easily

Make a caption!

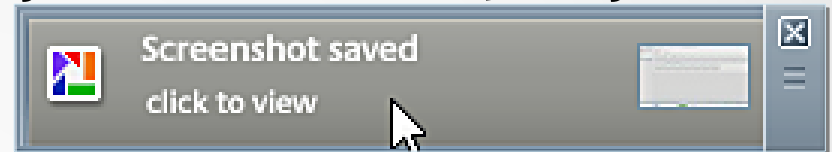
NIKON COOLPIX L310 1/125s

Focal Length: 83.7mm 1/5.7




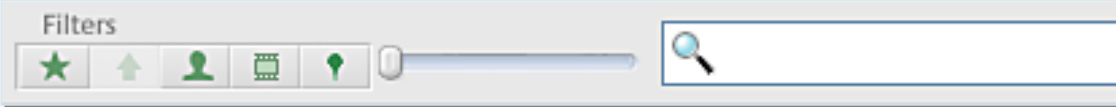
(35mm equivalent: 465mm) ISO: 80

Picasa Bonuses!

- If you have Picasa open when you press "**Print Screen**" to take a screen captures, you'll be able to find and crop your screenshots quickly in Picasa
- If you're quick, you can click the notification box that pops up as the screenshot is being saved, and go straight to your new screenshot!
- **Downloaded photos** from emails, or **scanned documents** and photo can also be easily found in Picasa. (If they don't show up automatically, just go to **Tools**→**Folder Options**, and make sure your scan and download folders are being "Watched" by Picasa.)



Advanced Picasa & Beyond

- In Picasa, it is also easy to choose one of your photos or a collage as your **desktop wallpaper**, and to create & share **slideshow movies**
- You can use face detection (people), geotag/GPS data (places), and tagging to add more data to your photos   
- Picasa has **filters** to help you quickly find your photos (and movies) that can make use of this extra data too 
- For more advanced editing, the free applications on the Pixlr website are recommended. **Pixlr Express** is easy to use and has many fancy filters and effects, whereas the **Pixlr Editor** is advanced and looks a lot like Photoshop!
 - (Using Pixlr, work with one photo at a time: upload, edit, save back to your computer)

Pixlr Has Cool, Easy-to-Add Effects



Additional Resources & Links

- Pixlr <http://pixlr.com/>
 - <http://pixlr.com/express/> Pixlr Express
 - <http://pixlr.com/editor/> Pixlr Editor
 - You can also get Pixlr apps for your Android or iOS mobile devices
- Picasa help from **Google**:
<https://support.google.com/picasa/?#topic=4538690>