

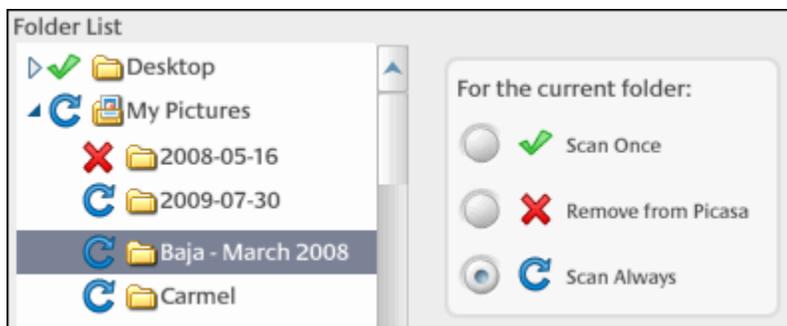
Picasa and Picasa Web Albums: Control *Folders* and *File Types* that Display

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](#).

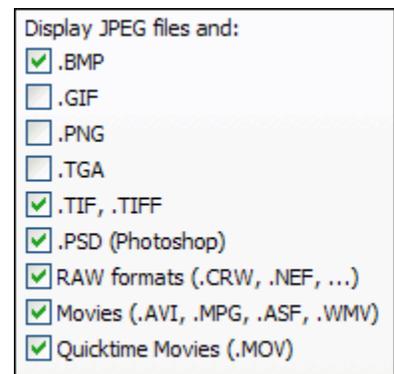
Control the *folders* that display

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



Selecting displayed file types

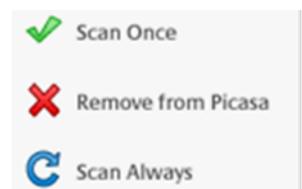
You have total control over which image file types are displayed in Picasa. To modify which file types are displayed in Picasa, please follow these steps:

1. In Picasa, click **Tools > Options** (Windows) or **Picasa > Preferences** (Mac).
2. Select the **File Types** tab.
3. Select the checkboxes for the file types you want Picasa to detect and display.
4. Click **OK**.

Controlling how folders are monitored

Picasa scans your computer to find folders containing compatible photo file types, and then displays photos from these folders. The photos stay in their original folder locations. You can use the Folder Manager to control the folder locations on your hard drive that the Picasa monitors. Follow these steps:

1. Click the **Tools** menu in Picasa.
2. Select **Folder Manager**.
3. Select a folder from the folder list on the left that you want to add or remove from Picasa's watch list.
4. Select one of the following monitoring options on the right:
 - **'Scan Once'**: Picasa accesses all compatible image types in these folders only once. It doesn't detect new photos added to folders with this setting.
 - **'Remove from Picasa'**: Picasa doesn't look in folders that are marked with this status.
 - **'Scan Always'**: Picasa views all compatible image types in these folders, and it automatically adds new photos. Picasa actively scans this folder for changes.
5. Click the **OK** button to save your changes.



The folders that you've set Picasa to continuously scan are listed in the 'Watched Folders' section.