

Picasa—Agenda (versions 3.8 and 3.9 look a bit different)

Two things to know

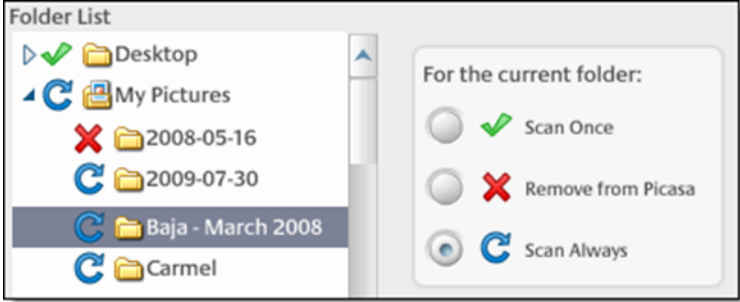
- Picasa does not store the photos on your computer.**
 When you open Picasa, it simply looks at the folders on your computer and displays the photos it finds. It displays the file types that you tell it to find, in the folders that you tell it to search.
- Your original photos are always preserved.**
 When using editing tools in Picasa, your original files are never touched. The photo edits you make are only viewable in Picasa until you decide to save your changes. Even then, Picasa creates a new version of the photo with your edits applied, leaving the original file totally preserved.

1) Launch Picasa

2) Changing the View

Activity:
Control the folders that display

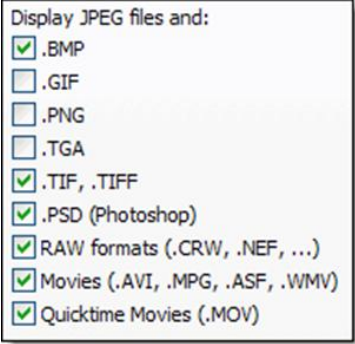
Click **Tools > Folder Manager** to control which folders are displayed



3) File Types

Activity:
Control the file types that display


Click **Tools > Options (PC)** to control which file types are displayed



5) Slideshow

Activity:
Show images in a slideshow

- Above your group of images within a particular folder, you will see several icons.
- Click the first image in the group.
- Click the first icon which contains a green right arrow head.
- Double-click the folder name to add music



5) Edit

Activity:
Double-click a photo to edit
Saving Options

To edit an image, you must be in the editing mode. Double-click an image to enter this mode. In the top left corner of the program, you have three tabs: **Basic fixes, Tuning and Effects.**

6) Movie

Activity:
Create a movie; add music, title

Select photos, add a song, add a title and create a movie. Click the Movie button to open the 'movie maker' tab to edit.

