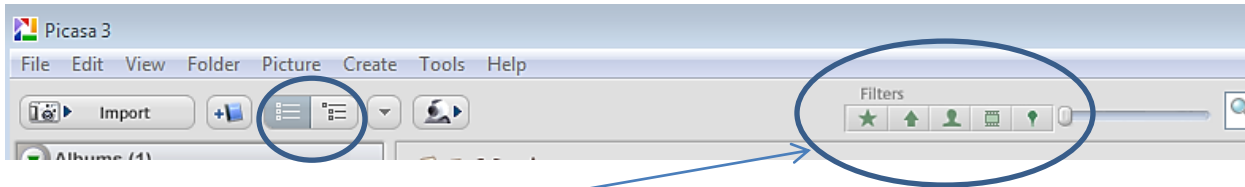


Using Picasa 3 to Manage Your Photos

Launch Picasa--you will now be able to see all of your images in your My Documents, My Pictures, and Desktop.

Changing the View:

1. Currently the view is set to "Set view to show flat folder structure".
Check out the "Set view to show folder tree structure" button and use the one you like best.

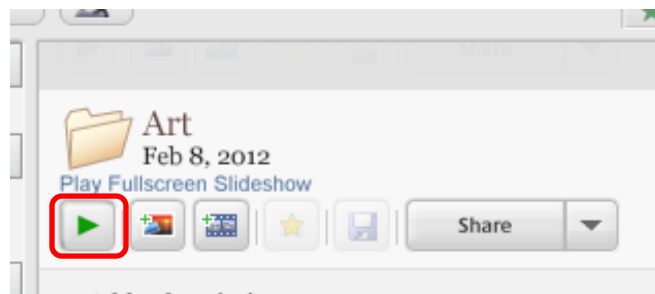


Changing the Filters:

- At the top of the window, you should see four buttons with icons such as a 5 star.
- Click the button with a head on it which will filter out all of your images and only show you photos with faces.
- If you want to display photos no earlier than a particular day then drag the slider over to the right.
The closer you get to the right, the closer you get to the current date.

Show Images in a Slideshow:

1. Above your group of images within a particular folder, you will see several icons.
2. Click the first image in the group.
3. Click the first icon which contains a green right arrow head.



4. The slideshow will open and you will find your controls by moving your mouse over the bottom of your screen. There you will find a play and pause button to control your slide show.



Edit your Photo in Picasa

To edit an image, you must be in the editing mode.

Double-click an image to enter this mode.

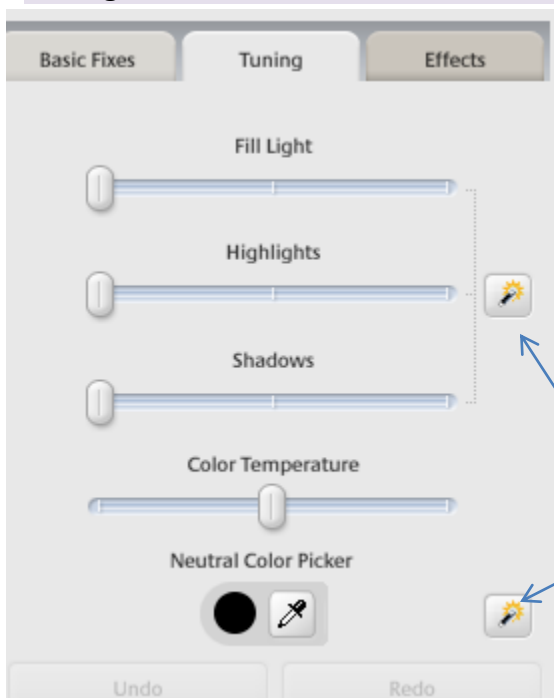
In the top left corner of the program, you have three tabs: **Basic fixes**, **Tuning** and **Effects**.

Basic Fixes



1. **Crop** – select part of the picture to view; removes excess space in a photo and gives you only the part you want.
2. **Straighten** – straighten a crooked image
3. **Redeye** – removes appearance of red eye created by a flash.
4. **I'm Feeling Lucky** – Have Picasa choose the effects to make the image look better.
5. **Auto Contrast** – Automatically change the contrast of the photo
6. **Auto Color** – Automatically adjust the color levels
7. **Retouch** – Repair blemishes, dust and scratches from a photo
8. **Text** – Add text to a photo
9. **Fill Light** – Manually lighten or darken a photo

Tuning



1. **Fill Light** – Manually lighten or darken a photo
2. **Highlight** – manually make the lighter pixels in the image brighter
3. **Shadows** – manually make the darker pictures in the image darker
4. **Color Temperature** – manually add a slight blue or red tint to the image

One Click Fix – Click this button and Picasa will automatically adjust the tuning properties for you

Effects



There are 12 different *effects*. Click on one of the to see how it changes the image. If you don't like it, click the UNDO button below.

If you want to edit all the pictures in a folder, you can use a feature called **Batch edit**. This simply means that you will add one or more effects to multiple files at the same time. This is a very efficient way to change the naming convention, orientation or contrast of many images.

All changes made in Picasa can easily be undone. Simply click the **Undo** button after changing an image.

The **Redo** button allows you to go back to that effect.

You can undo and redo multiple effects one at a time.

NOTE: Picasa changes how the image looks when viewed in the program. You are not actually making changes to the digital file itself. For example, if you want to email a picture that you modified, the *original* image will be attached. If you want to print or email the *modified* file, you must first *save* the changes to the file in Picasa. To do this, you need to click the **Save Changes** button above the folder in the picture gallery.