



P is for Photo: Picasa Photo Editing

<http://picasa.google.com>

Open Picasa: **Start, All Programs, Picasa 2.**

Once you start Picasa, it scans your hard drive to find and automatically organize all your photos and movie files into collections of folders inside its main Library view.

Open a folder on the left and locate a picture you want to work with.

Double click on the Thumbnail to open the **Edit Photo** screen.

1. The Basic Fixes tab

Use this tab to **crop** your image (remove edges of your photo)

Straighten will fix a crooked picture

Red eye will remove those glowing eyes

You can always click the **Undo** button to go back to your original picture.

2. The Tuning tab

Highlights slider will brighten the image

Shadows slider will adjust the darkest tones in your image

Fill Light slider will tweak the midtones in your image.

Sliding the **Color Temperature** slider left makes the image cooler (bluer)

Sliding the **Color Temperature** slider right makes the image warmer (yellow)

The **Color Picker** dropper will balance all the colors surrounding that selection according to the selected color.

3. The Effects tab

A dozen different effects (such as sepia, saturation, etc).

Click on **Make a Caption!** beneath your photo and label your picture.

You can **Star** a photo which will place it in a special Starred folder at the top of your Library.

You can also rotate your photos.

Click **Back to Library.**

The buttons at the top of the screen will allow you to

- **Import** photos from your camera, scanner, flash drive, etc.
- Show you all the slides in a folder in a **slideshow**
- **Timeline** view gives you another way to look at your photos.
- Create a cd with a built-in slideshow for friends and family. Just insert a blank cd into the writeable drive on your computer, select the photos or an album and click the **Gift CD** button.

The buttons at the bottom of your screen will allow you to

- Create a **web album** – put a folder of your photos online for others to view and download
- **Email** your photos
- **Print** selected photos
- **Order prints**
- Add photos to your **blog**
- Create a **collage** of selected photos

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