



# P is for Photo: Picasa Web Albums

*For Mac AND Windows computers*

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

Locate a folder of images that you want to put on the Internet.

At the bottom of the **Library** view, click on **Web Album.**

You can **Create a new web album** or **Add to an existing web album**

Give your new web album a **Title**

You can jot down a brief **description** if you want.

You'll have to decide if you want this album **Public** (anyone can search and see your photos) or **Unlisted** (only people that you invite will be able to see your photos)

Click **OK** and Picasa will upload your selected folder.

Click the **View Online** button to see your online Web Album.

- **Slideshow** to view your photos.
- **Organize** to rearrange your photos.
- **Edit Captions** to add labels to each photo
- **Order Prints** to get printed copies of selected photos from Shutterfly or PhotoWorks
- **Share Album** sends an email to a friend, allowing them to see your Web Album

On the left, you can:

- **Choose Album cover** – select which image will represent your web album
- **Embed slideshow** – allow you to put your slideshow into your website, blog, Myspace page, etc.
- **Link to this Album** gives you the web address for your online photos
- **Download Album** allows your friends to download your pictures to their computers

Remember – you can always:

- Add or delete photos from your Web album
- Change from Public to Unlisted and vice versa
- Invite anyone you want to view your pix