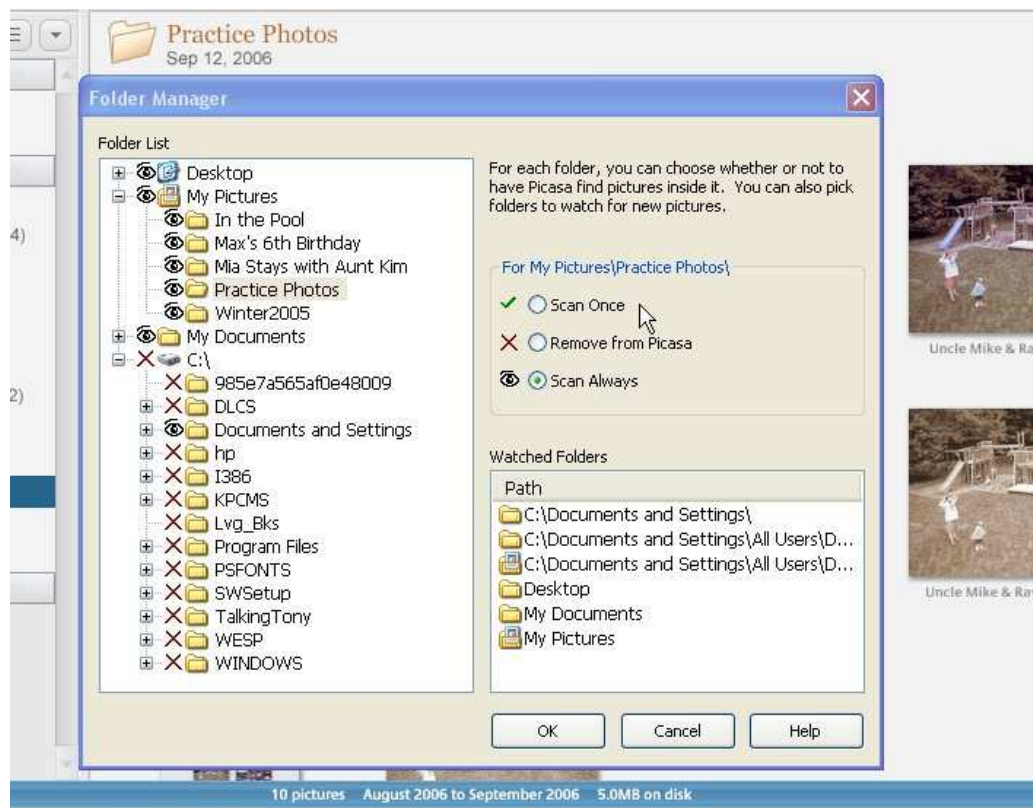


Things to Understand About 'Picasa'

Does Picasa store my photos?

Picasa does not store or keep your photos. When you initially install Picasa, it scans your computer's hard drive to find all applicable photo files. It then **displays** your photos without moving or altering them.

To say it again, Picasa does not save a second copy of your photo files. During installation (and after), Picasa scans your computer to find selected photo file types and then stores these 'instances' in folders. To determine which locations Picasa monitors, go to the Picasa "Folder Manager" (choose "Tools" > "Folder Manager"). For selecting file types, go to "Tools" > "Options".



Uninstalling Picasa will not remove or damage your photos. The photo files will be where they have always been on your hard drive, possibly in the "My Pictures" folder in "My Documents" (if you are using Windows XP).

How do I find my photos on my hard drive?

To find any photo on the hard drive, right click the image and select "Locate on Disk."

What happens if I use “Delete from Disk”? How about “Hide”?

If you wish to permanently delete a photo from your computer using Picasa, right-click on the photo and select "Delete from Disk." Click "Yes" to the "Are you sure?" prompt. This will send the photo file to the Windows recycle bin. Be careful using the "Delete from Disk" option in Picasa, because this will remove the selected photo from its location on your hard drive.

If you just want to “hide” a photo from Picasa or from a particular album, you can use the Hide feature. Right-click the photo and select the "Hide picture" option. The photo is removed from Picasa, but the photo is not removed from your hard drive – safer than “Delete from Disk”.

How do I save my edited photos?

Saving in Picasa works differently than in other applications because it is specifically designed to keep your original photos safe. Here's a brief overview of the different save options in Picasa.

Save - Select "Save" from the right-click menu when you want to save changes for an individual picture (or a group of selected photos).

Save Changes - The “Save Changes” button appears for folders with edited photos. Clicking “Save Changes” will save all the edits for a particular folder.

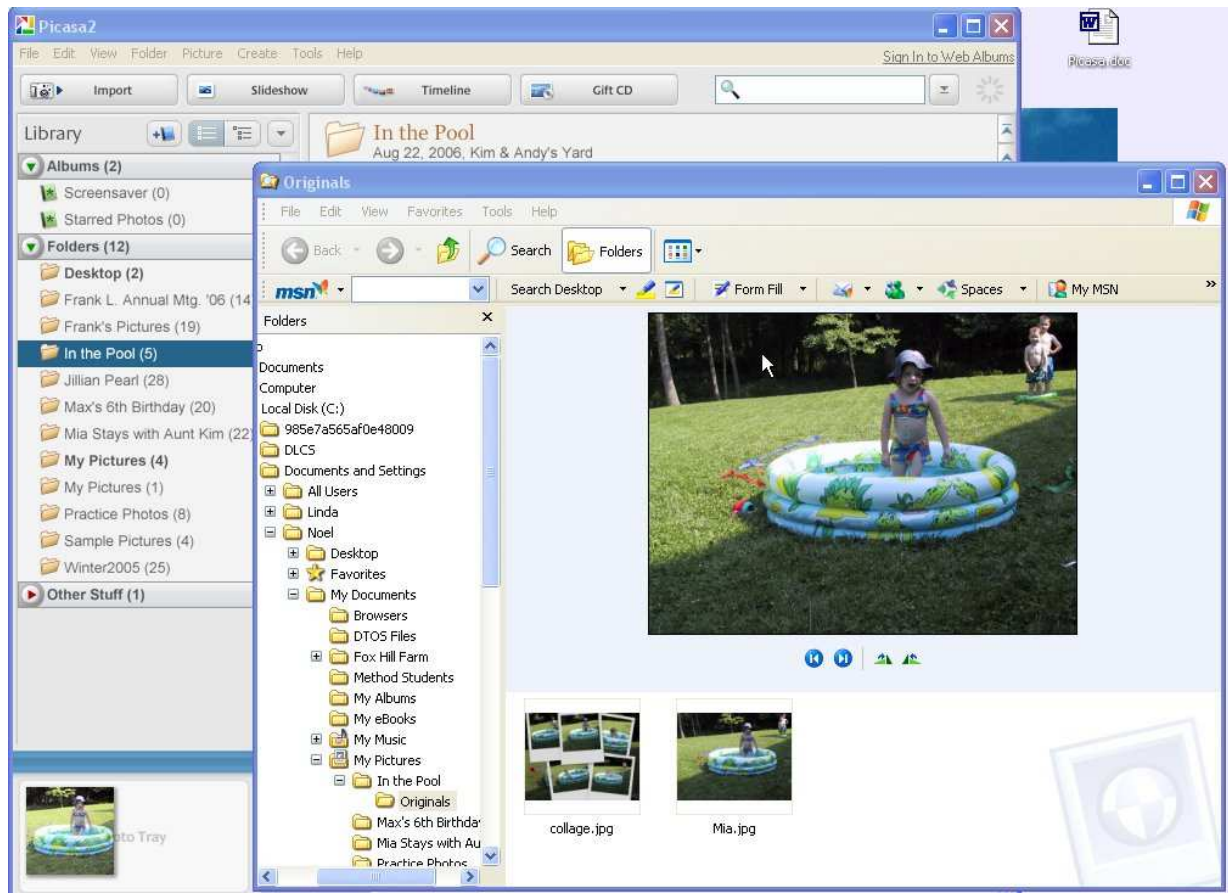
Save a Copy - This is the quickest way to create a copy of a photo. The copy will have the same filename with a “-1” at the end.

Save As - Click "File" > "Save as " when you want to create a copy with a different file name or save your copy to a different location.

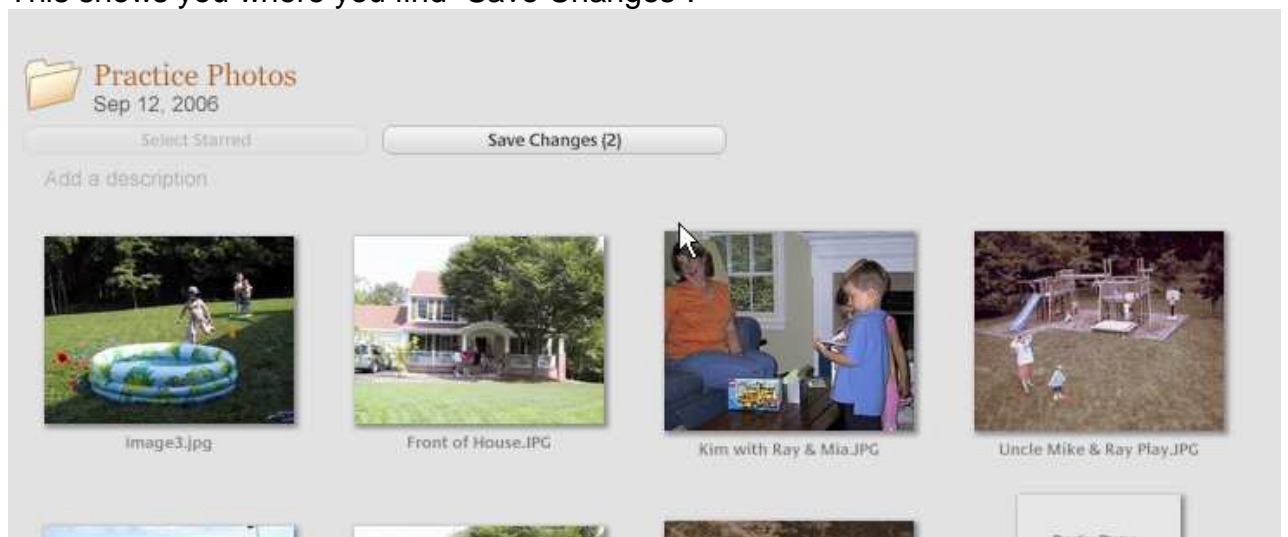
Export - When you want to resize, and/or change the image quality of the photo you're saving.

Save Changes and **Save** both create copies of your originals in a folder named **Originals**. **Export** creates an edited copy in a folder named **Picasa Exports** in **My Pictures**.

In other words, when you **save** an edited photo in Picasa, it actually copies the original version into a hidden subfolder called "Originals." The saved photo is really a copy of the original, with the edits applied. This subfolder will not be visible in Picasa, but it will be accessible on your computer.



This shows you where you find "Save Changes":



Explain and tell me how to export in Picasa?

You can use Picasa's 'Export' feature to save copies of your edited photos. Unlike 'Save,' exporting allows you to choose a different location to export to, and allows you to select the image size and quality of the exported copy.

1. Select the photos you want to export. Click 'Hold' to select photos from different folders.
2. Click 'Export' at the bottom right of the screen.
3. In the 'Export to Folder' screen, you'll see the option to change the folder name and location of your exported photos, as well as image size and quality options.
4. Click 'OK.'

Your exported images will now be saved on your hard drive and be visible in Picasa. By default, the copied images will be in My Pictures\Picasa Exports on your computer. In Picasa, you can find the exported photos under 'Exported Photos.'

How do I add a keyword to a photo?

You can label photos in Picasa with a keyword that will allow you to easily search for that photo. To add a keyword to your photo click on "View" > "Keywords" or use the keyboard shortcut CTRL-K.

To search for a photo with a keyword simply type the keyword in the search box that appears in the upper right-hand corner of the Picasa screen. This will trigger only photos with that keyword to appear.

Where can I get more information on how to use Picasa?

<http://picasa.google.com/support/>

Other Picasa topics of interest: CD's, 'Movies' (Picasa Slideshows), and Screensavers

Almost all of the information presented is from the above website and has been compiled by Linda Bryson.

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