

Digital Photography

a workshop for those
wanting to get more from
their digital camera

Quick Guide for

- Picasa and Picasa Web Albums

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Note: For Picasa and flickr to operate as demonstrated,
your browser must be able to store cookies!

Google Picasa

Picasa and Picasa Web Albums are tightly coupled.

1. select the folder(s) you want to use with Picasa,
2. set folder and album properties,
3. edit the folders images as desired, and
4. sync the folder to a Web Album

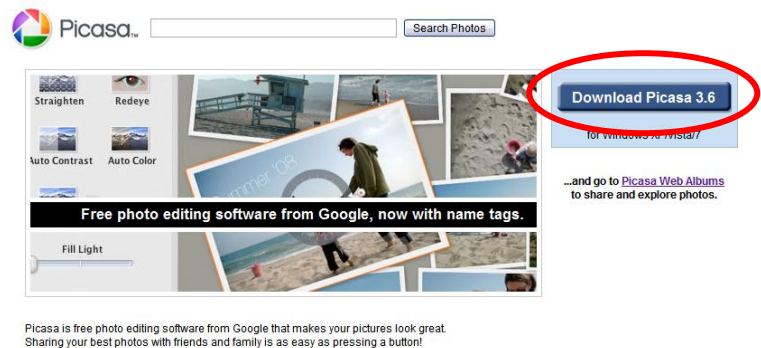
Once synchronized, all changes made to an image in that folder are reflected in the online Web Album.

Getting started

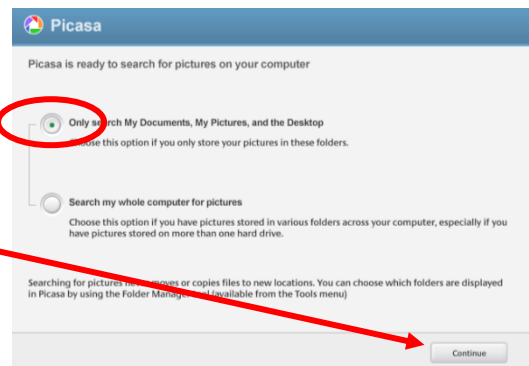
Follow steps 1 thru 6 to install Picasa and create a Picasa Web Albums account.

Steps 7 thru 11 make Picasa and Picasa Web Albums easier to use; they are optional but highly recommended.

1. Install Picasa from picasa.google.com

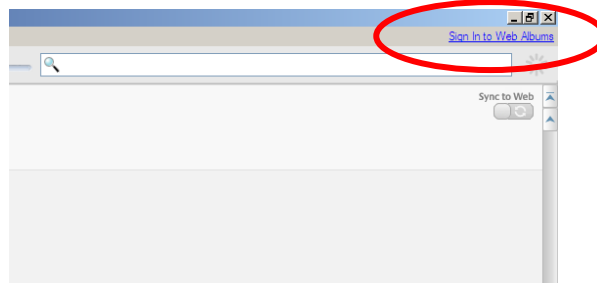


2. Launch Picasa
select folders to scan
Click **Continue**



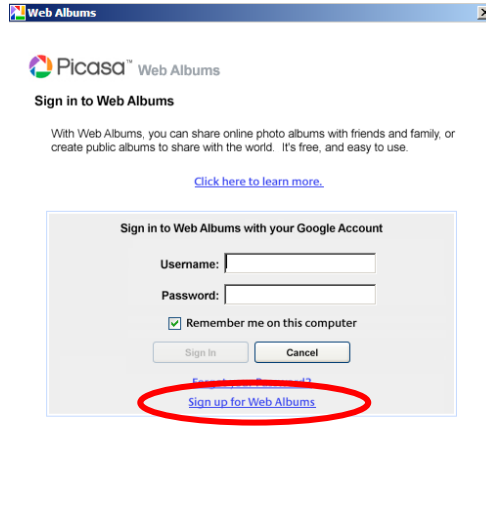
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3. Click on **Sign in to Web Albums** to connect to a Picasa web account



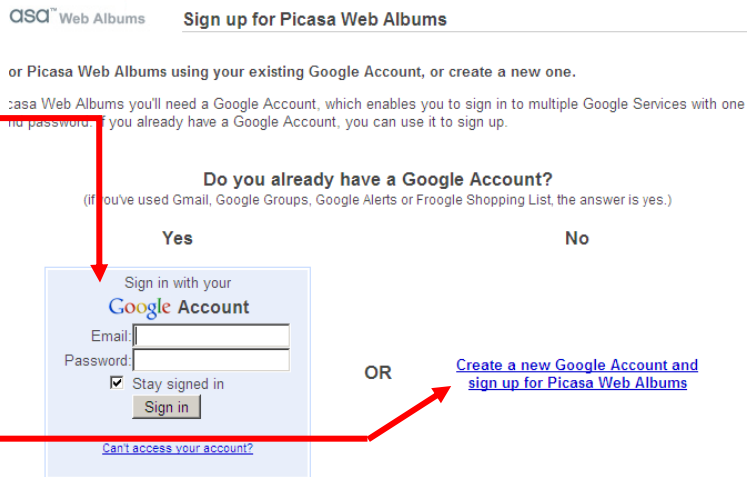
4. This brings up the **Sign in to Web Albums** dialog

Clicking on **Sign up for Web Albums** opens a browser window to Sign up for Picasa Web Albums



5. Use the **Sign in** dialog box if you already have a Google account

Otherwise create a new Google Account



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Google accounts

Create an Account

Your Google Account gives you access to Picasa Web Albums and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

Required information for Google account

Your current email address:
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password: [Password strength:](#) Good

1. your relationship with Google

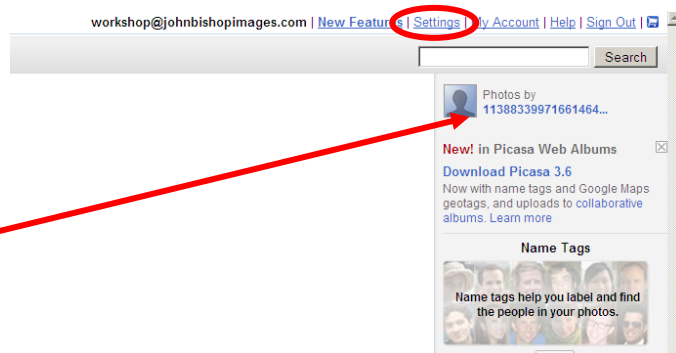
By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and the [Privacy Policy](#).

6. Complete the account signup page and click **I accept. Create my account**

You should use a valid email address as a confirmation email is sent to this address

7. This brings you to the main Picasa Web Albums page for your account

By default you get this very long string of numbers for a Google username – click **Settings** to change

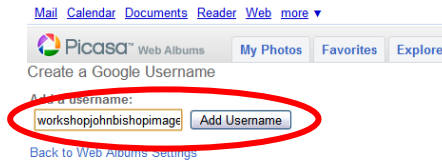


8. Click on the **Want to add a new Google username?** link

Settings			
General	Email notification	Privacy and Permissions	Storage
Your nickname:	<input type="text" value="101377631606366507761"/>		
Your profile picture:	<input type="button" value="Change Picture"/>		
Your gallery URL:	<input type="text" value="http://picasaweb.google.com/101377631606366507761"/>		
Language preference:	<input type="text" value="English (United States)"/>		
Upload photos by email:	<input type="checkbox"/> Allow me to upload photos by email.		
Comment translation:	<input checked="" type="checkbox"/> Automatically translate comments into my language		
<input type="button" value="Save changes"/> <input type="button" value="Cancel"/>			

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9. Fill in the **Add a username** field and click **Add Username**

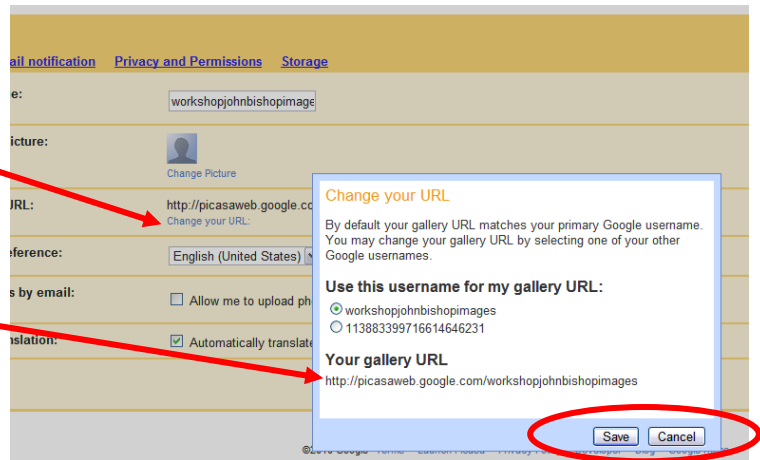


If the name is already in use, try a different name

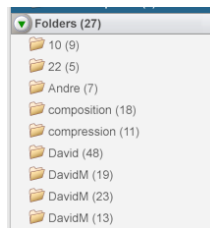
10. Back at the **Settings** page, click **Change your URL**

Select the username you just created and click **Save**

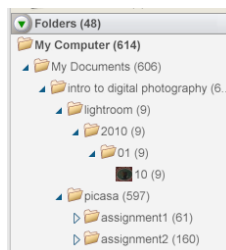
This URL can be used to access your Picasa Web Albums



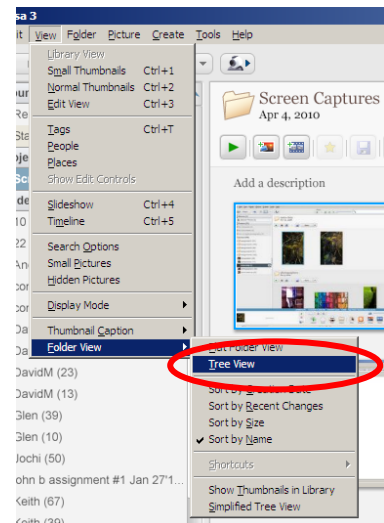
11. Under the **View** menu, change Picasa's **Folder View** from **Flat Folder View** to **Tree View**



Flat Folder View



Tree View

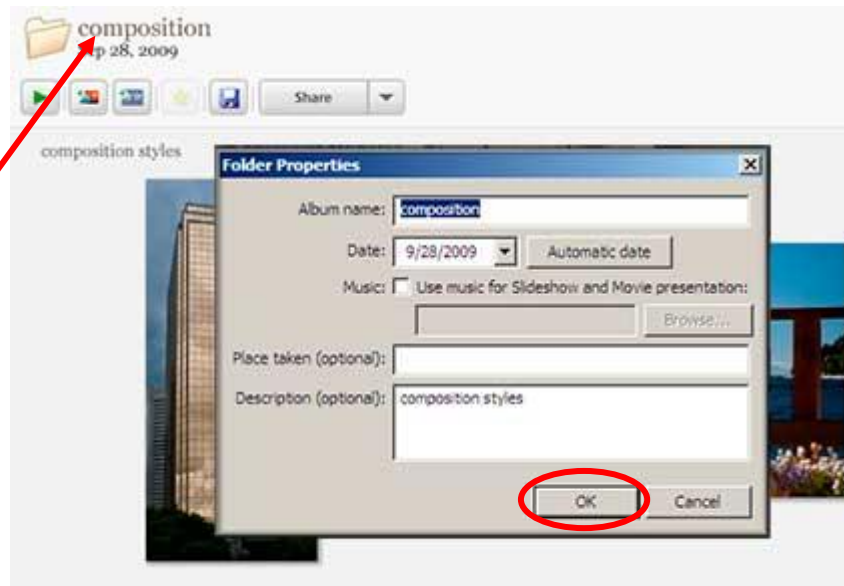


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Picasa and Picasa Web Albums are now ready for your pictures!

1. To set Picasa's folder and album properties, click on the folder name

Complete the dialog box as needed and click **OK**



2. To upload a folder to an album click **Sync to Web**, then click **Sync**

Any changes you make within Picasa are uploaded to Picasa Web Albums

