Picasa™

QUICK START GUIDE

Start using Picasa

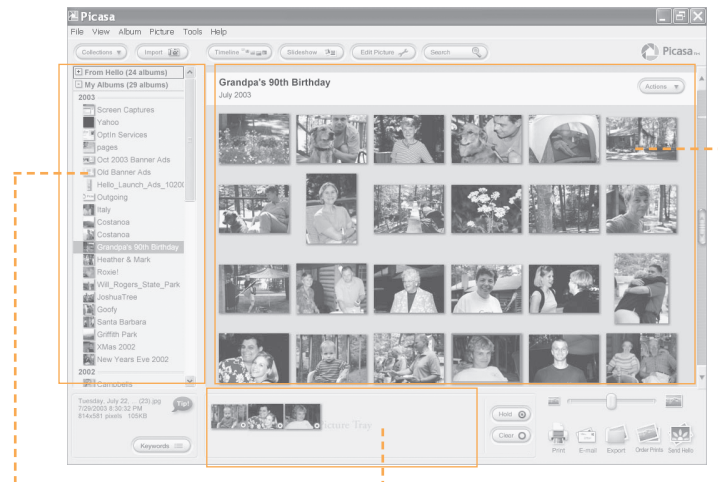**If this is the first time you have installed Picasa 1.6:**

1. Download Picasa 1.6 from the www.picasa.com Web site.
2. Picasa's installation program should automatically start, and lead you through the steps, which will install Picasa on your computer.
3. When installation is finished, you can select one or more of the installation options not checked by default. You may choose to open and display the "Read Me" file, which contains the latest information about your copy of Picasa. You may also choose to launch the program immediately.
4. The Picasa program will start, and you can choose to have your whole hard drive scanned for pictures, or you can select specific folders for scanning.
5. While Picasa scans your computer and finds all your pictures, a tutorial will appear to help you get started. The scanning process could take a few minutes.

Picasa helps you find all your pictures

The first time you use Picasa, it will scan your hard drive, find all of your digital images and movie files (JPEG, BMP, PSD, TIFF, MPG, AVI, WMV, and ASF formats), and automatically organize them into albums. The albums are displayed and sorted by date, in a list on the left side of the screen. Each folder on your computer that contains pictures will be listed as an album. Picasa makes it easy for you to move your pictures into new albums or to combine albums by clicking and dragging.

Layout of the Main Album screen

The Main Album screen allows you to easily find pictures, import new pictures, organize, e-mail, and print.

Collection Pane
A list of your albums, which you can sort by album date, album name, or date changed. To sort an album, right-click on an album title and select "Sort By".

Picture Tray
Drag pictures to the Picture Tray and click e-mail, print, export, or order prints. Click "Hold" to hold pictures in the picture tray and "Clear" to empty it.

Album Pane
See the contents of your albums. Change the picture size by clicking the buttons at the top of the pane.

Tips for the Main Album screen
- Double-click on the album title to edit the album title, date, or caption.
- Click and drag a picture to change its order with the album, or move it to a new album.
- Press the up and down arrow keys on your keyboard to scroll through your albums in the album pane.
- Click on the browse control (at the right side of the album pane) and drag it up or down to move through your albums.
- PLEASE NOTE: Moving pictures between albums in Picasa will not affect their location on your hard drive.

Editing pictures with Picasa

With Picasa picture editing, you can easily crop pictures, remove red-eye, and improve a picture's color and contrast.

Red-Eye Repair
Inside the Red-Eye View, click, hold, and drag your mouse around each eye to correct red-eye in a picture.

Crop
Use the Crop feature to cut out parts of a picture that you don't want. In the Crop Picture View, you can select a predetermined picture size, or manually select the part of the picture you would like to keep.

Enhance
Enhance the color and contrast of your picture by clicking the "Enhance" button. You will see a change only if your picture is not color balanced. A check mark next to the "Enhance" button confirms that the enhancement is complete.

Rotating Pictures
Use the "Rotate Picture" button to rotate your picture clockwise or counter-clockwise.

Tips for the Edit screen

• Double-click on a thumbnail in the Album pane to use the Edit Picture feature.
• Use the thumbnail arrow buttons to navigate through the pictures in your album.
• To reverse edits in the Red-Eye, Crop, or Enhance view, click "Undo".
• If you'd like to remove all the edits to a picture at once, click "Undo all Edits".
• For more information about the Edit screen, refer to the Picasa Help menu.

Finally, software that makes it easy to organize all your digital pictures!

Features that require Internet access

You will need an Internet connection to e-mail pictures, order prints, and get updates. Please make a connection prior to using these functions.

Need more help?

The Help system with the Picasa application should help you to answer most of your questions. To access the Help, press F1, use the Help menu, or click the Help button in a dialog box.

If you do not find what you need in the Help system, please visit Support at our Web site http://www.picasa.com.

Import	Print	E-mail	Export	Order Prints

System Requirements
- Available in U.S. English version ONLY.
- PC with 300MHz Pentium® processor and MMX® technology.
- 64 MB RAM (128MB Recommended)
- 50 MB available hard disk space.
- 800 x 600 pixels, 16 bit color monitor.
- Microsoft® Windows 98, Microsoft® Windows Me, Microsoft® Windows 2000, or Microsoft® Windows XP.
- Microsoft® Internet Explorer 5.01 (6.0 recommended). If at any time you get an "unable to authenticate" error, you should upgrade to IE 6.0.
- Microsoft® DirectX 7.0 or higher (8.1 ships with XP, 9.0b recommended).
- Optional: 56K Internet connection speed (for access to any online services and picture sharing via Hello).
- Works with JPEG, TIFF, GIF, BMP, PSD, AVI, MPG, ASF, and WMV files.

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