

# Picasa Dashboard

File Structure

Import from device

Stage, including shortcut buttons

Photo info

The screenshot shows the Picasa 3 interface with several components highlighted by red boxes and labels:

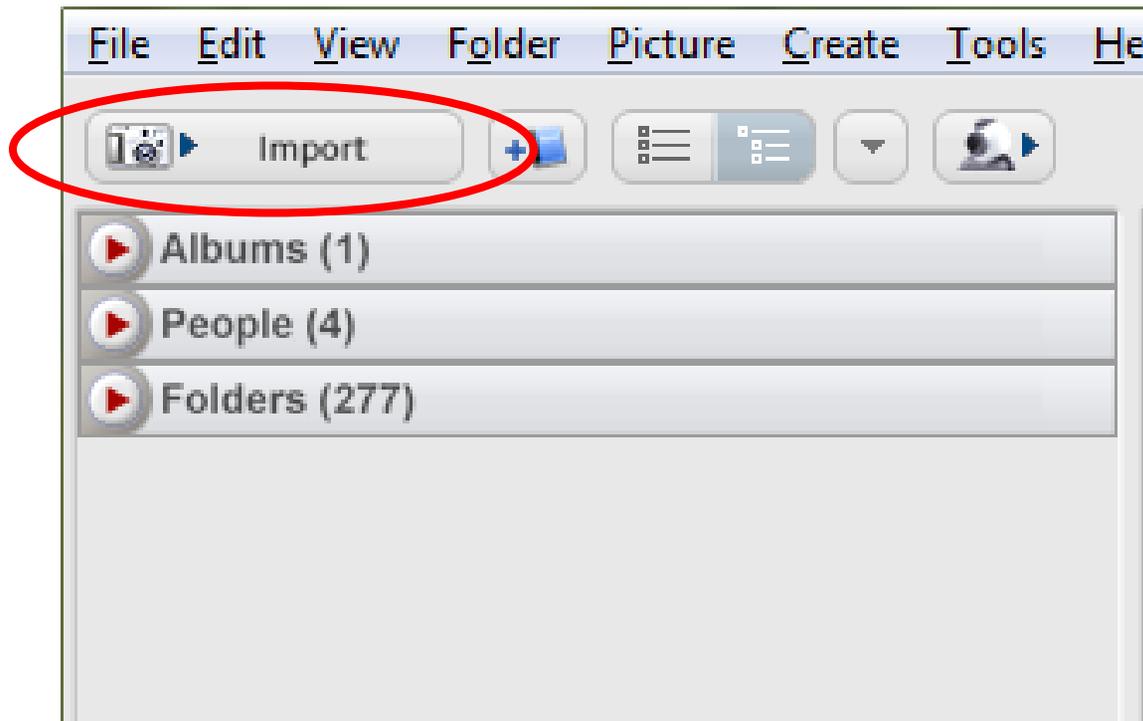
- Import from device:** Points to the 'Import' button in the top-left toolbar.
- File Structure:** Points to the left-hand sidebar containing a tree view of folders and albums.
- Stage, including shortcut buttons:** Points to the main central area displaying a grid of photos from a 'Honeymoon' album.
- Photo info:** Points to the 'Properties' window on the right side, which displays metadata for the selected photo.
- Selected photo tray:** Points to the bottom-left area showing a thumbnail of the currently selected photo.
- Rotate buttons:** Points to the circular arrows icon in the bottom toolbar used for rotating photos.
- Sharing and printing:** Points to the 'Share on Google+', 'Email', 'Print', and 'Export' buttons in the bottom toolbar.

The 'Properties' window displays the following information for 'Photo096.jpg':

- Location: My Pictures\2010\Honeymoon\
- File Size: 199KB
- Dimensions: 1280 x 960 pixels
- Camera Make: Samsung Electronics
- Camera Model: A767
- Camera Date: 2010:11:09 02:47:28
- Digitized Date: 2010:11:09 02:47:28
- File Date: 11/9/2010 1:47:28 AM
- Orientation: Normal
- White Balance: Auto
- Metering Mode: Center Weight
- Exposure Program: Program
- Color Space: sRGB

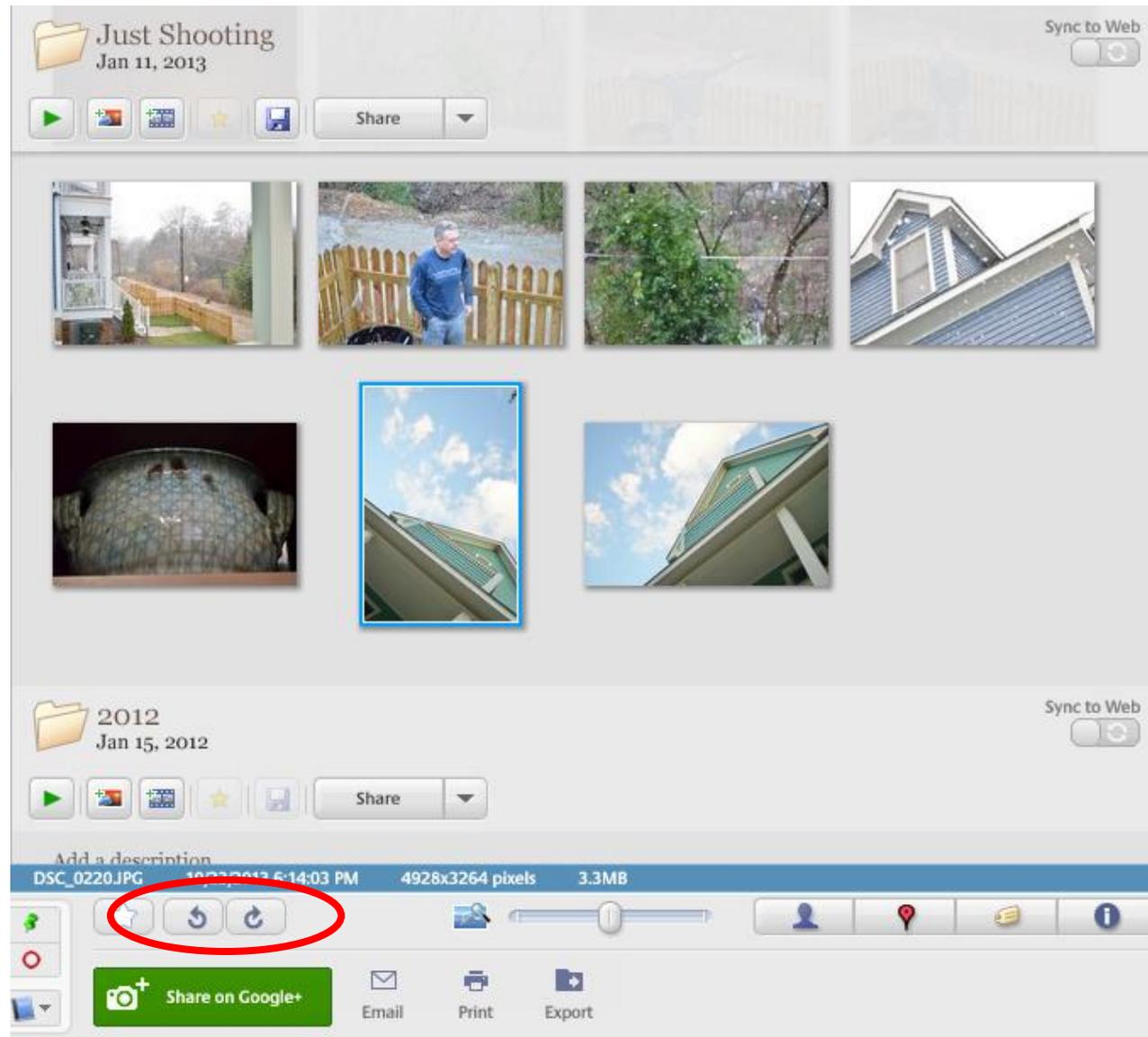
# Importing Photos

- Connect the camera to the computer using USB cord or insert SD card into a card reader.
- Click the **Import** button.



# Rotating Existing Photos

- From the main dashboard, select the photos you want to rotate.
- Click the rotate buttons. 
- Save your photo.



# Importing Photos

File Edit View Folder Picture Create Tools Help

deblsiegel@gmail.com | [Google+ Photos](#) | [Sign Out](#)

Library Import

Import from: H:\

Exclude Duplicates Acquired 7 files DSC\_0226.JPG 4/19

1. Rotate photos as needed using the rotate buttons.

2. Select the photos you want to import.

3. Choose the location on your hard drive you want to copy your photos to from the **Import to** menu.

4. Choose an option from the **After copying** menu.

5. Click **Import Selected** to copy photos.

Import to: 2014 Folder title: After Copying: Leave card alone

Click Import All or Import Selected

Import All Import Selected (1) Cancel

# Photo Editing

Double click a photo to open editing options.

The screenshot shows a photo editing application window. The main area displays a photo of two people at a table. A red box highlights the left sidebar, which contains various editing tools and panels. A red arrow points from a text box to the 'Main panel' icon in the sidebar.

**Editing panels:**

1. Main panel 
2. Lighting and color tuning 
3. Common processing options 
4. Stylized filters 
5. More stylized filters 

The interface includes a menu bar (File, Edit, View, Folder, Picture, Create, Tools, Help), a toolbar with navigation and zoom controls, and a 'Properties' panel on the right showing metadata for 'Dom & Deb.jpg'. The bottom of the window features a status bar with file name, date, dimensions, and size, along with a selection tool and sharing options like 'Share on Google+', 'Email', 'Print', and 'Export'.

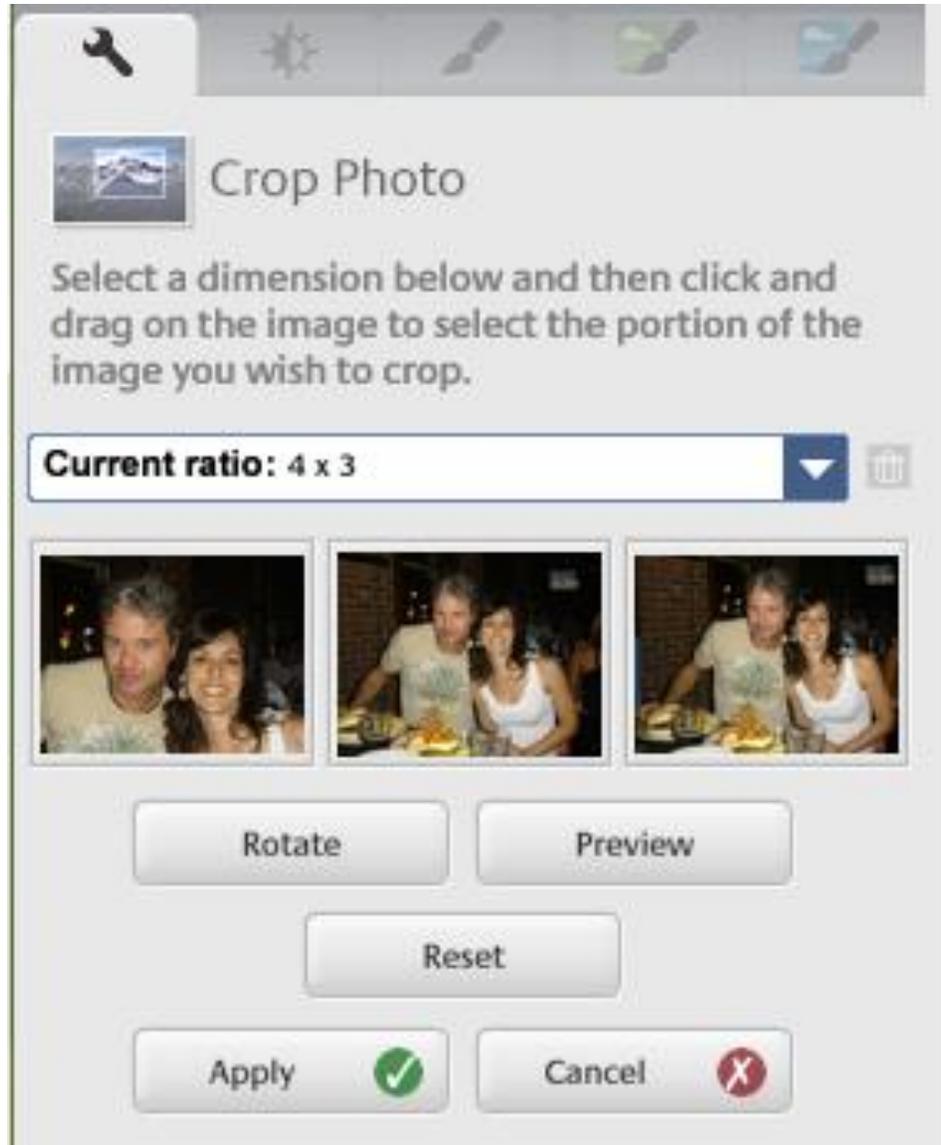
# Photo Editing: One-click Fix

1. Simply click the **I'm Feeling Lucky** button on the main editing panel.
2. Save to commit changes. Undo and Redo buttons are easily accessible.
3. Further retouching and adjustments are possible after using this option.



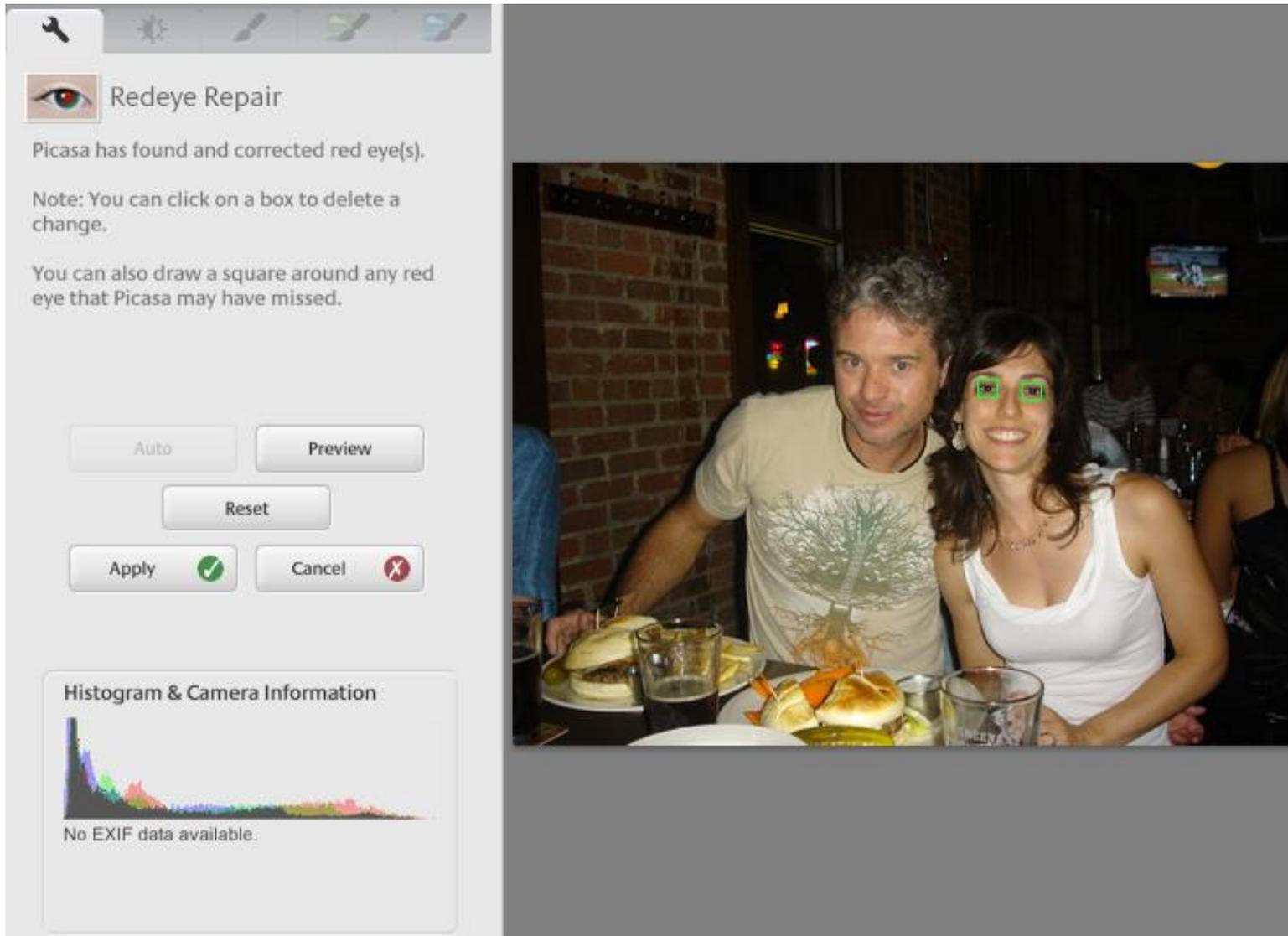
# Photo Editing: Cropping

1. Click the **Crop** button from the main editing panel. 
2. Select an aspect ratio/size from the dropdown menu in the Crop Photo panel. Move the frame to crop desired area. Can manually adjust frame by dragging lines to create custom size.
3. Click **Apply** and save.



# Photo Editing: Red Eye Correction

1. Click the **Red Eye** button on the main editing panel. 
2. Follow instructions on Redeye Repair panel. You can easily preview, add and remove correction areas.
3. Click **Apply** and save.



The screenshot shows the Picasa Redeye Repair panel on the left and a photo of a man and a woman at a restaurant on the right. The panel includes a toolbar with various editing tools, a 'Redeye Repair' section with instructions, and a 'Histogram & Camera Information' section.

**Redeye Repair**

Picasa has found and corrected red eye(s).

Note: You can click on a box to delete a change.

You can also draw a square around any red eye that Picasa may have missed.

Buttons: Auto, Preview, Reset, Apply (checked), Cancel (X)

**Histogram & Camera Information**

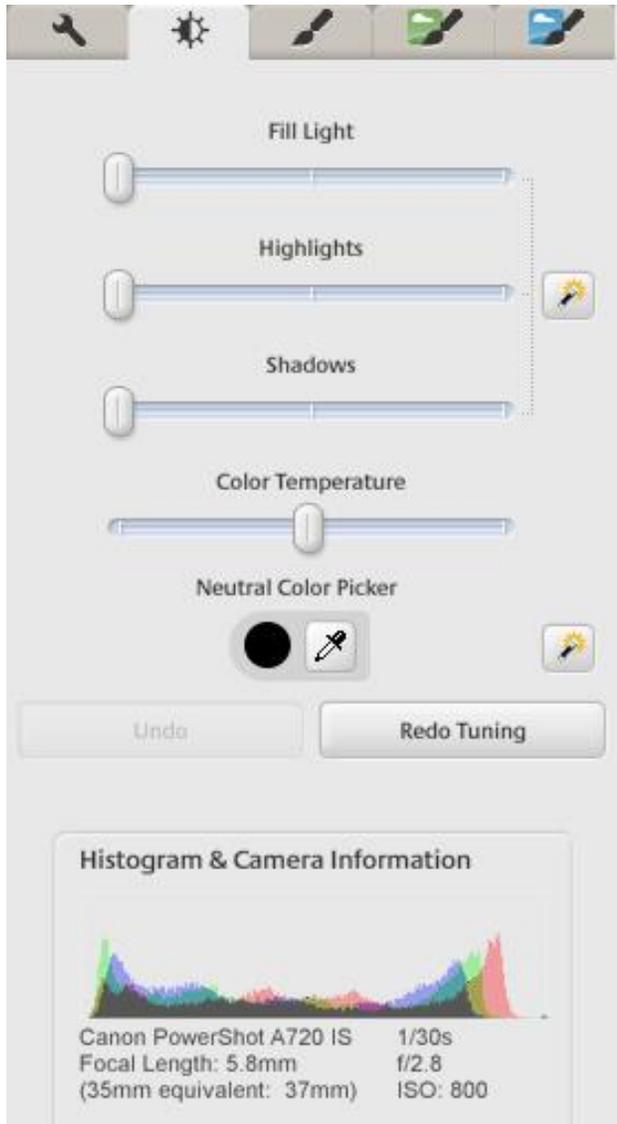
No EXIF data available.

The photo on the right shows a man and a woman sitting at a table in a restaurant. The woman's eyes are highlighted with green boxes, indicating they have been detected for red eye correction.

# Photo Editing: Tuning

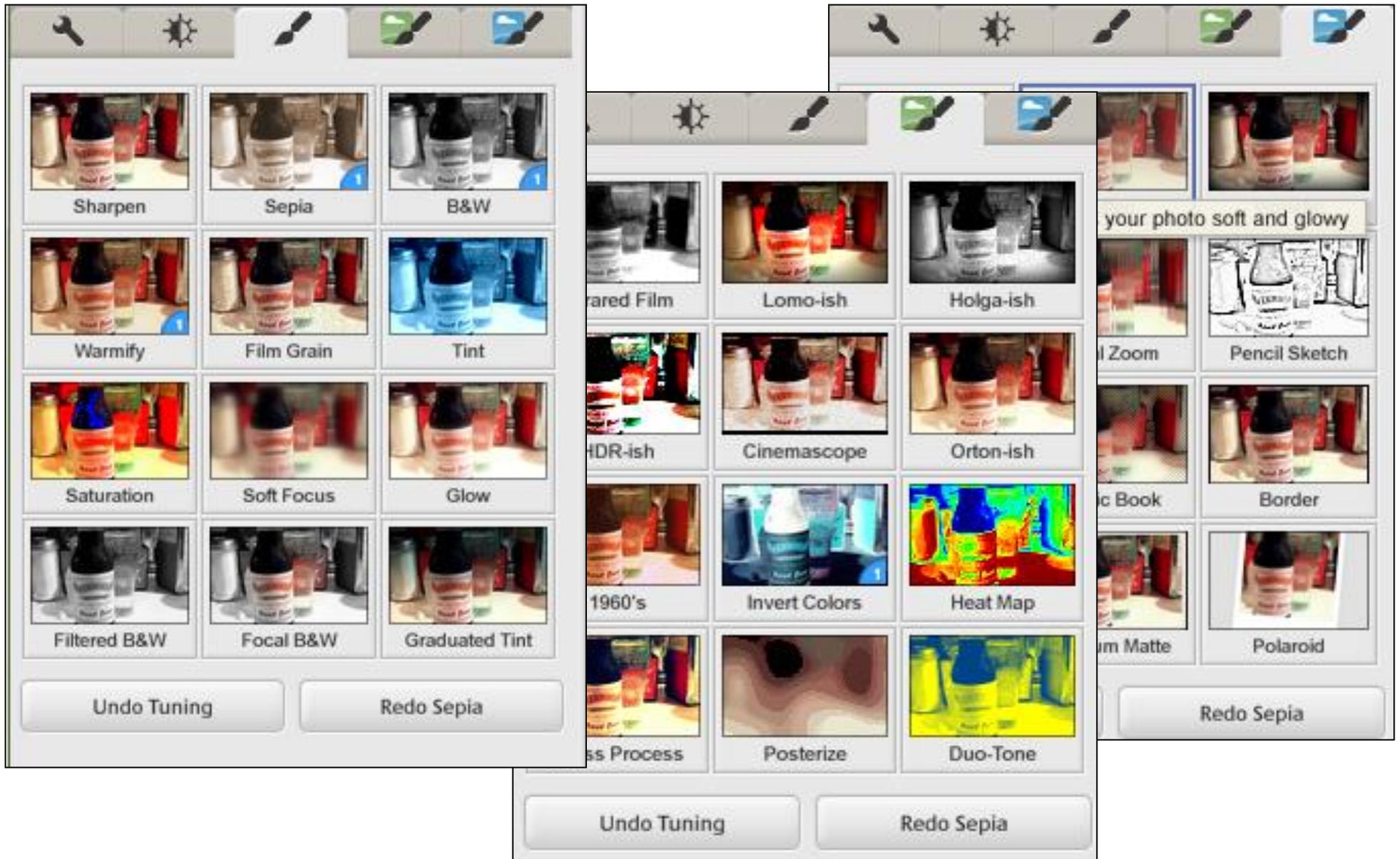
Adjust fill light, highlights, shadows, and color temperature.

1. Click on tuning tab from the main editing panel. 
2. Adjust sliders as needed. One-click fixes available for lighting and color.
3. Save.



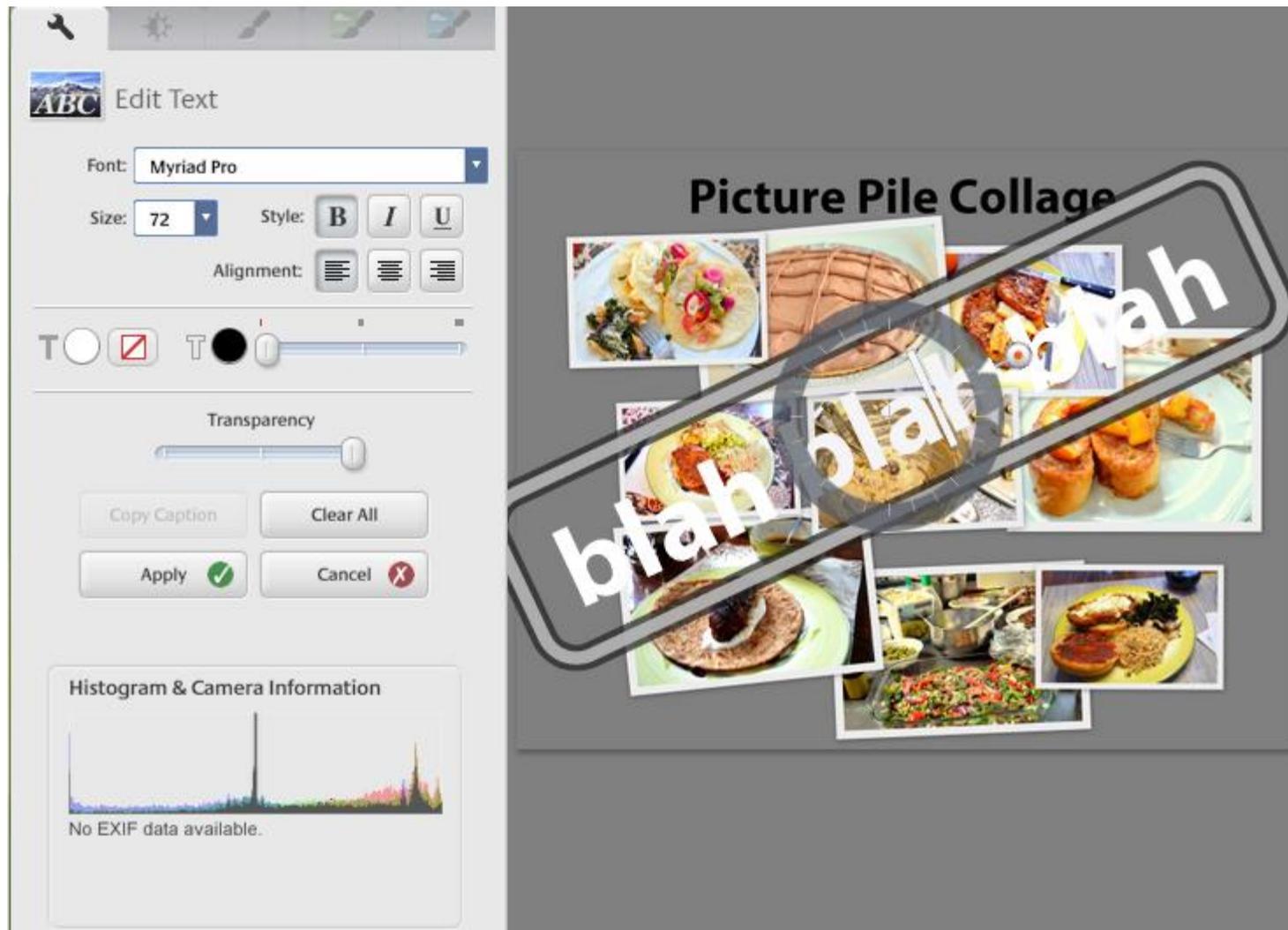
# Photo Editing: Processing Options

- Three image processing panels available for effects such as B&W, sepia, color filtering, and stylized filters for cross-process, vintage and other effects.



# Photo Editing: Text

1. Click the **Text** icon on the main editing panel. 
2. Select font, size, style, alignment, fill/stroke colors, transparency on the Edit Text panel.
3. Click anywhere on the image to add text. Easily move, rotate, scale text by clicking and dragging selection box or rotation handle.

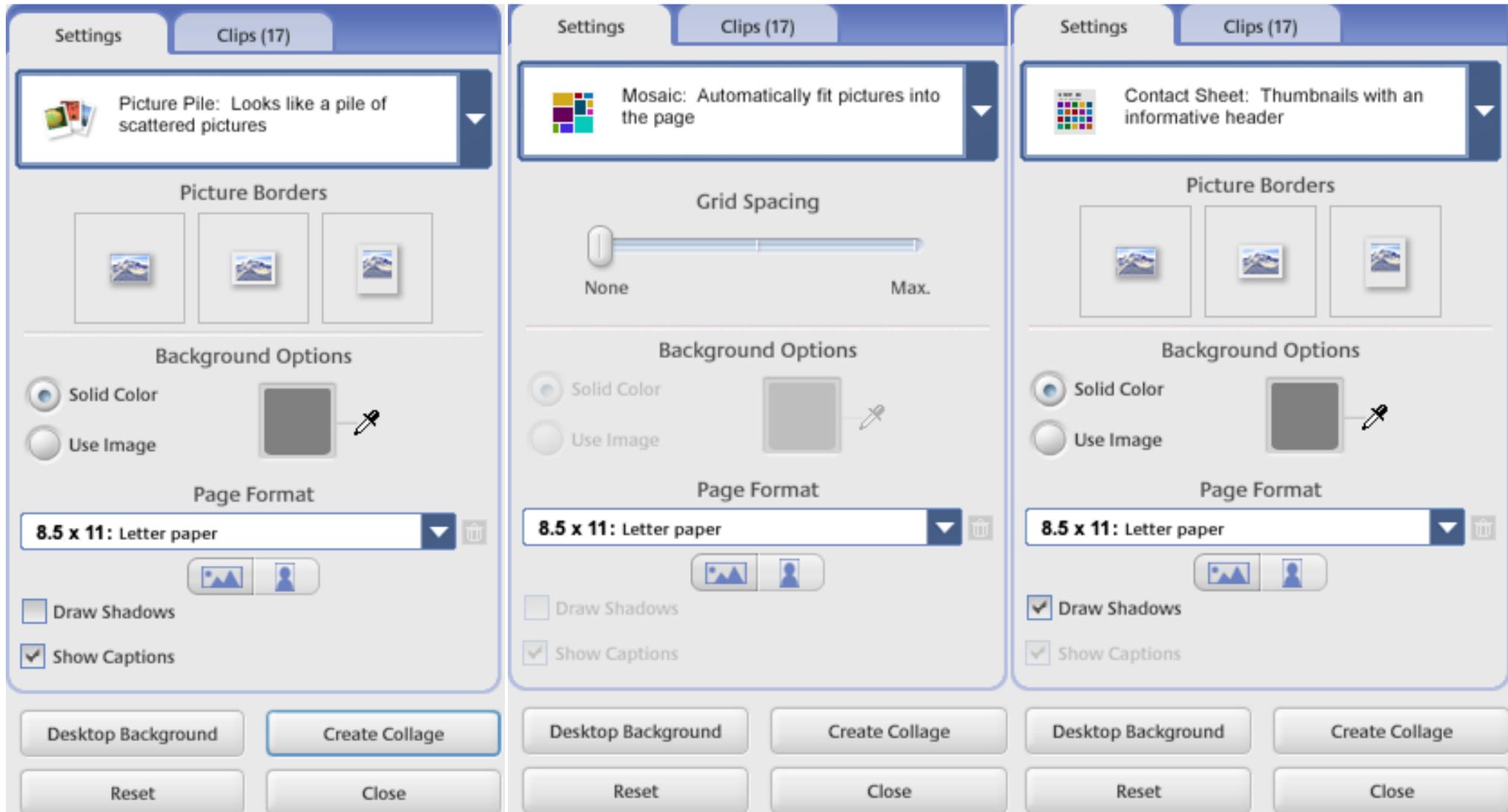


# Photo Editing: Text Limitations

- No background color option for text to make labels.
- No drawing capabilities to add arrows, lines or shapes.
- Simply text on the image.

# Collages: Setup

1. From the main dashboard, select multiple photos to include in a collage.
2. Click **Create > Picture Collage...** The collage editing screen opens.
3. Select options from the collage editing panel, such as collage layout, grid spacing, background color, page layout, drop shadow, border styles, etc.

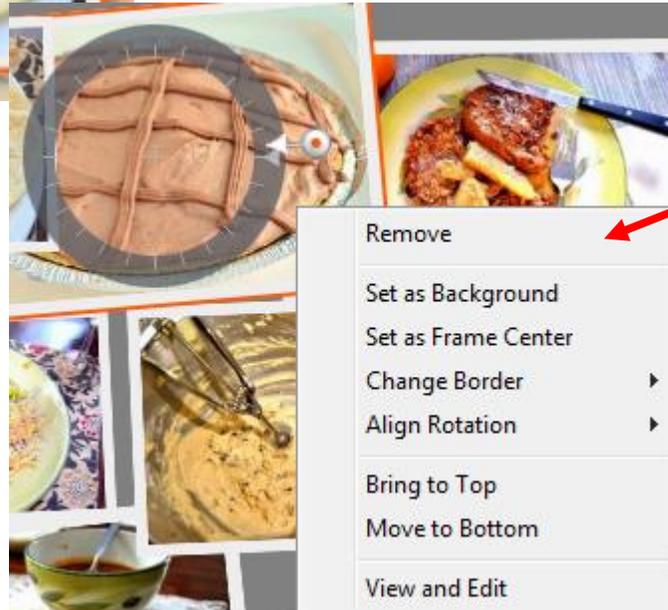


# Collages: Details

- You can adjust photo layout and positioning, shuffle photos, add and remove photos, etc. from the collage editing screen.
- Click on individual photos to change size, move, or rotate.
- Click **Create Collage** on the editing panel to save a JPEG image of the collage.



Rotate and scale individual images by clicking and dragging rotation handle.



Right-click on individual photos to display contextual menu for rearranging, removing, etc.