

Picasa Workflow

Workflow is defined as the most efficient way to accomplish a process – from beginning to end.

1.Loading photos – There are many ways to load (or transfer) photos from your camera to your computer. I found, that when you open up Picasa, you go to the IMPORT button, and, if your camera is attached or if you have inserted the memory card, the pictures will appear on the page. Down at the bottom there will be a blank line that says “folder title” You can type in whatever you feel appropriate, but I have found that just typing in the DATE is the easiest and most efficient. When you are finished, click on the “Select All” button. Your screen will revert back to the “Folder” mode and your folder (and the included photos) will appear.

2.Batch Edit – Batch editing is doing an action on an entire group of pictures. The most common function is to “Enhance” all the photos which is to make them their optimum contrast and brightness. This can be done “Right clicking” anywhere in the Folder and choosing “Select All Photos”! You will notice that all of the pictures in the photo are now highlighted in Blue and you can then select an action by going to PICTURE, “Batch Edit” and (I usually) select “I’m feeling Lucky” – Picasa’s command to “Enhance” Within moments, all of the pictures in the folder are now at their best contrast and color.

3.Edit Photos – by clicking on anyone photo, you can then Crop, Highlight, Change the Color or about thirty other choices. Each photo must be done individually.

4.Save a Copy - When you are finished and want to select a particular photo for your final group (to slideshow, email, print, etc.) you click on FILE and choose “Save a Copy” “Save a Copy” makes a copy of the edited photo and ALWAYS places it at the end of the folder. If you “Save” it overwrites the original, and if you “save As” it saves the photo with a different name. The main advantage to “Save a Copy” is that when you are finished working on all your photos, you will have your “Copies” at the end of the folder together in one group. This makes selecting them for email, printing, etc. easier because they will be all together.

5.Email or Print – With your finished photos at the end of the folder, just put them in the work tray (lower left hand corner of the screen), “lock” them in (green mark) and print, email, or make a gift CD!

Using this system makes Picasa an easy and very organized program. Enjoy.

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