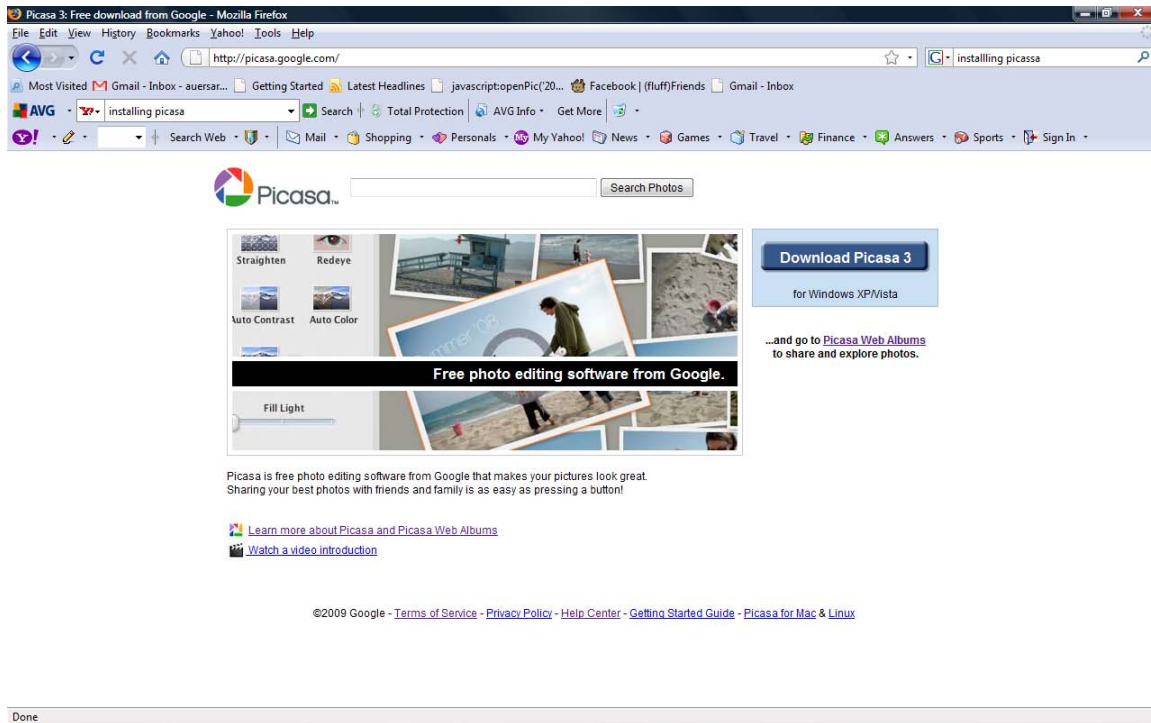
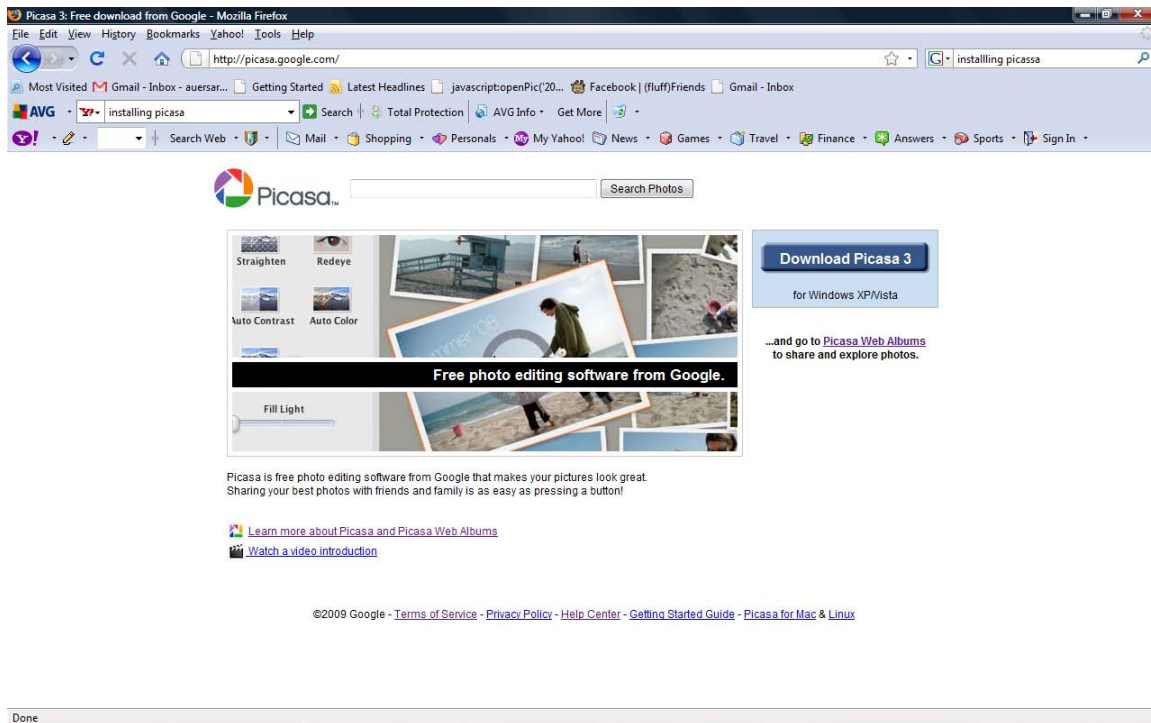


How to download and use Picasa Albums and Picasa Web Albums for PC Users

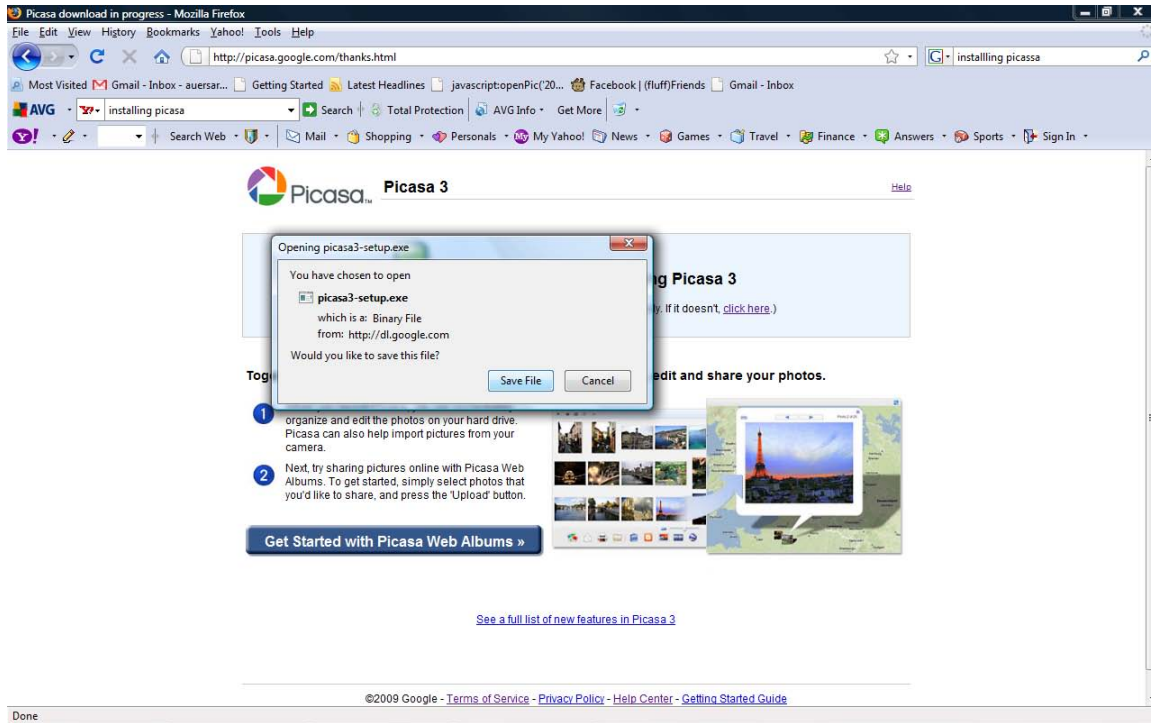
1. Make sure you are connected to the internet and go to:
<http://picasa.google.com/>



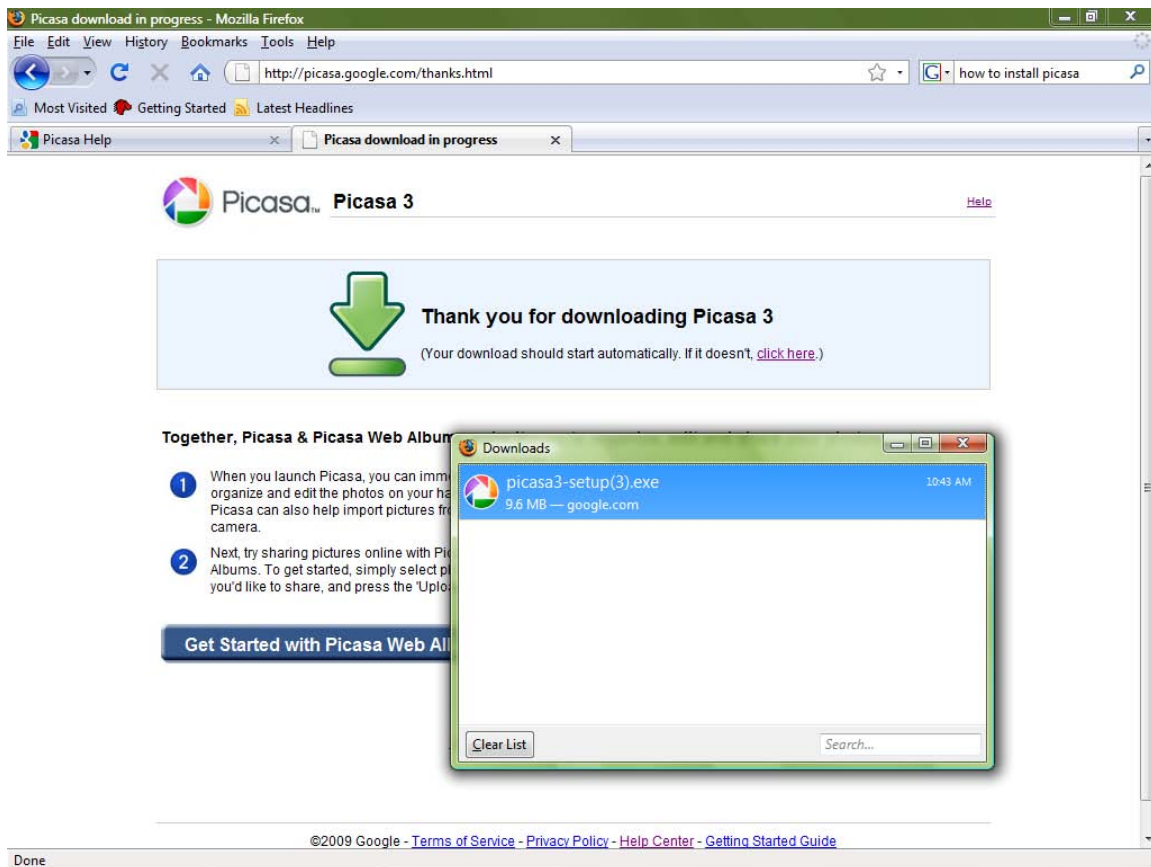
2. Click the blue "Download Picasa 3" button.



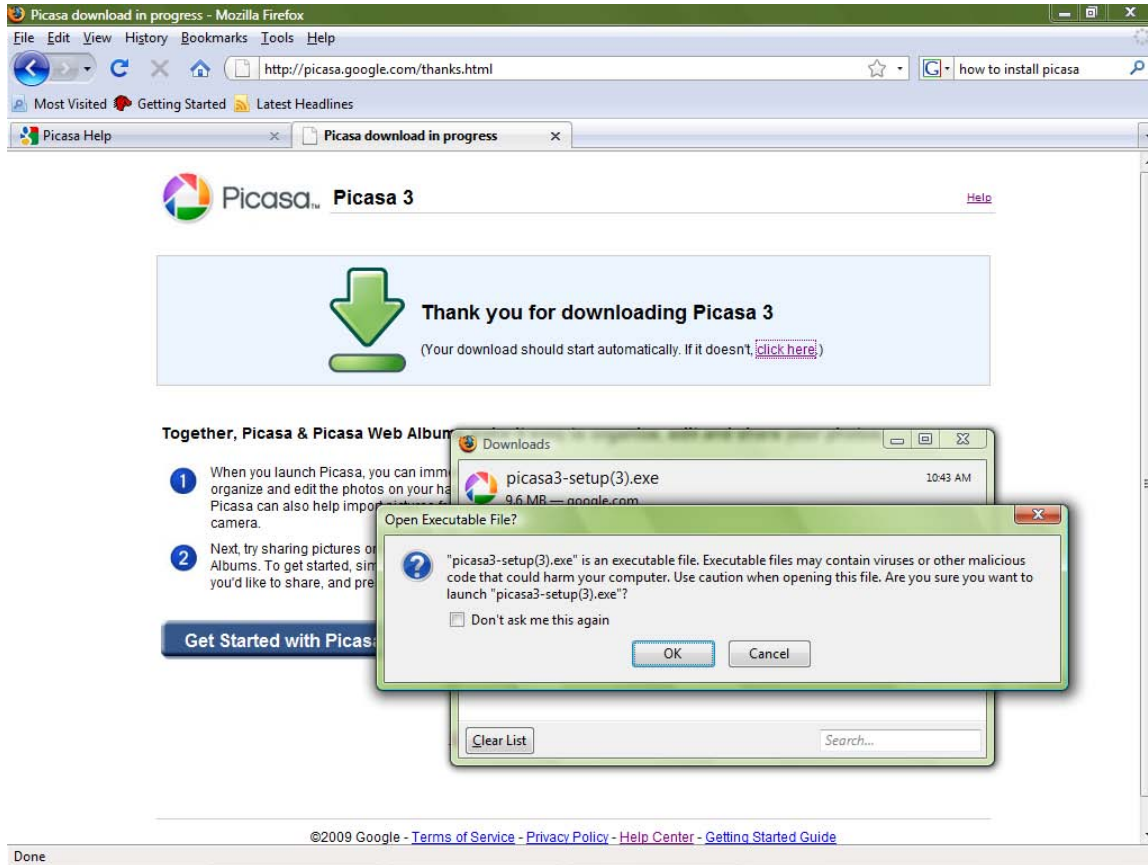
3. A popup box will automatically open. Click on the “Save File” button.



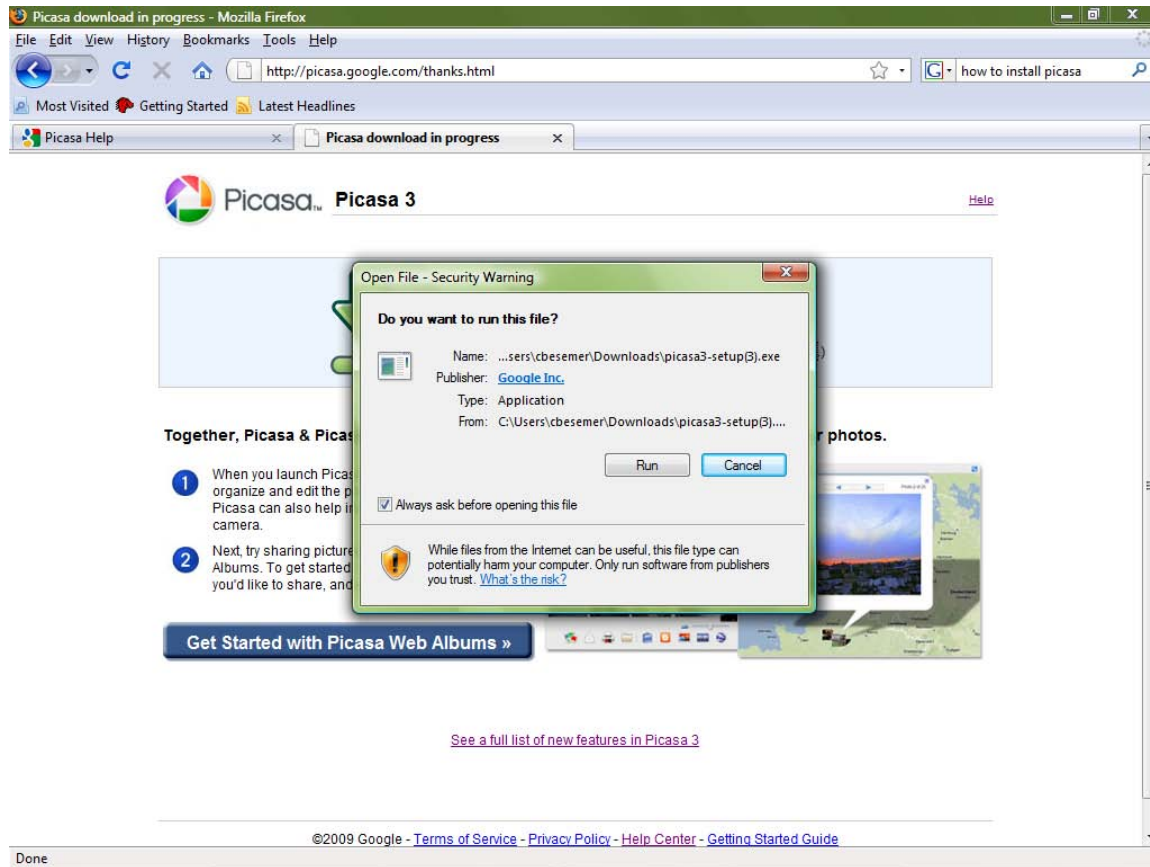
4. A downloads popup window will open. Once it is finished downloading, double click on the “picasa3-setup(3).exe” file.



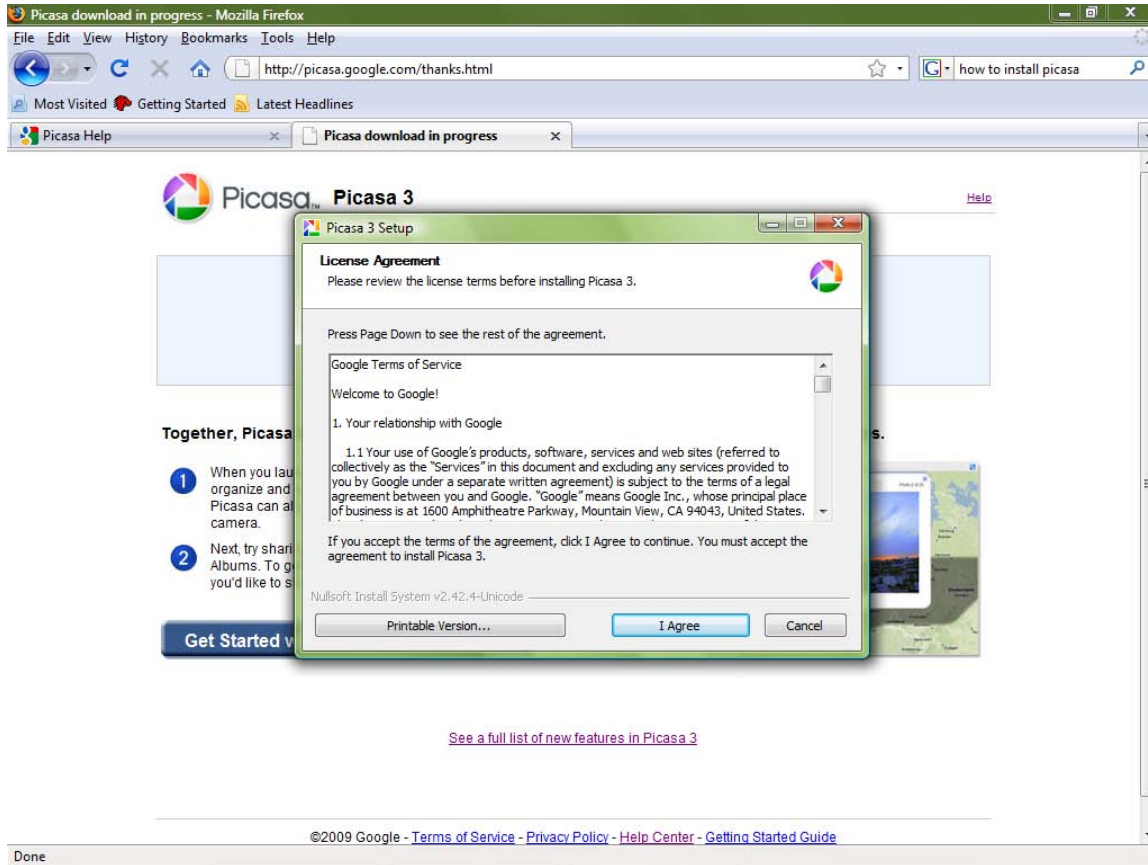
5. Another popup window may open and you just need to confirm that you want to open this file.



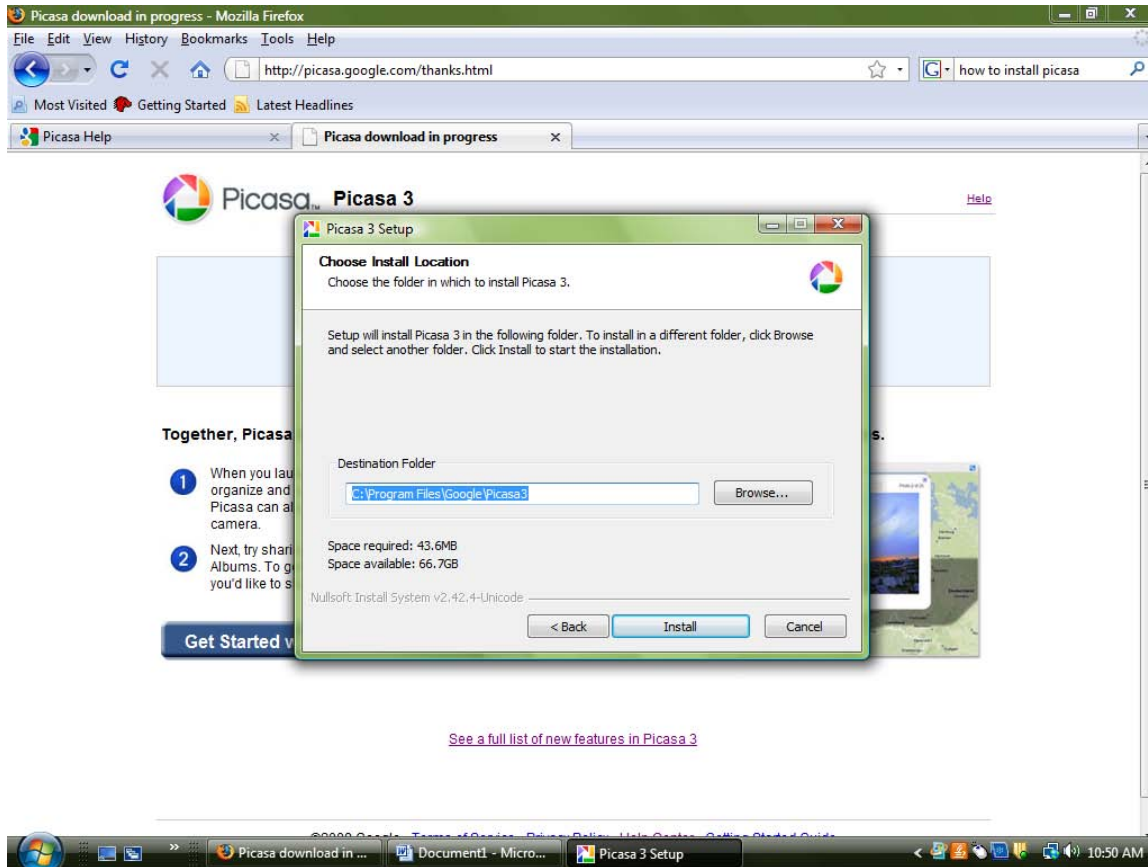
6. If you get another popup window (Vista) acknowledge the Security warning and click “Run”.



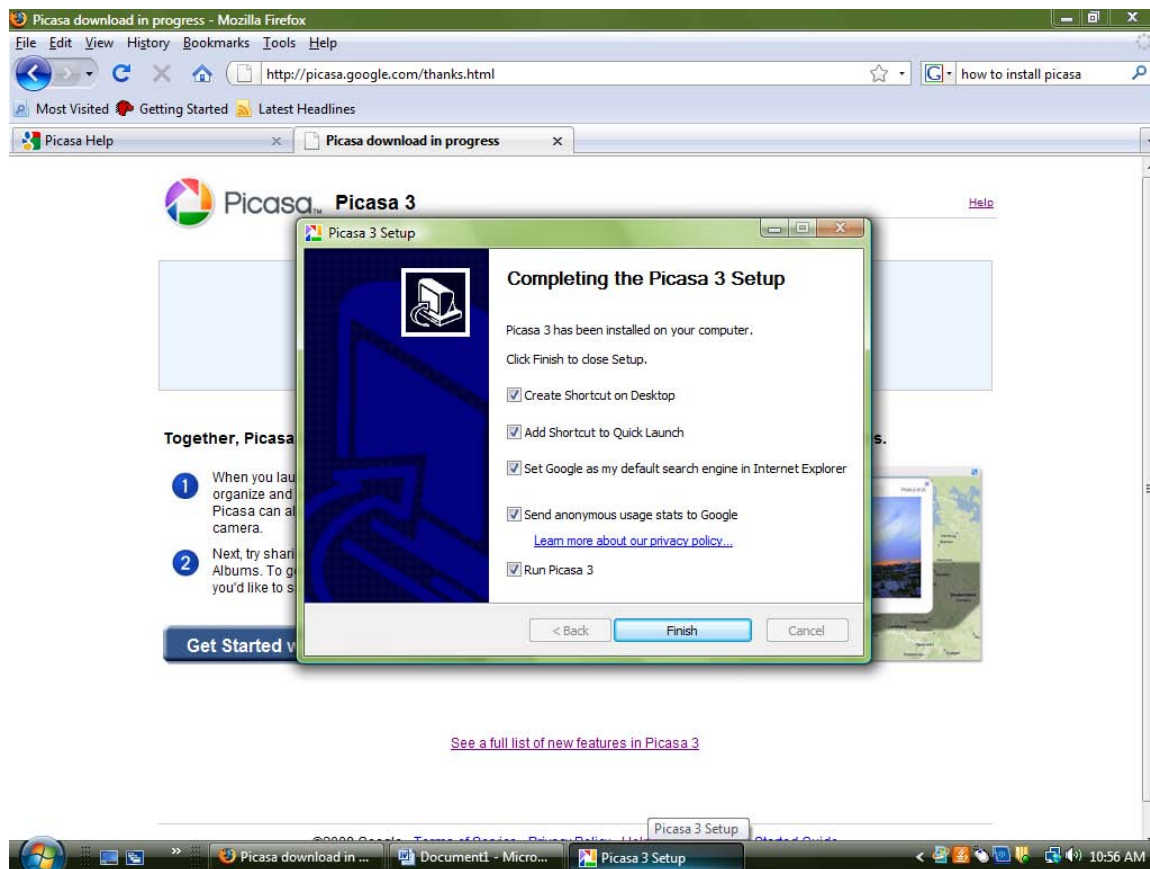
7. Accept their License Agreement by clicking the “I Agree” button.



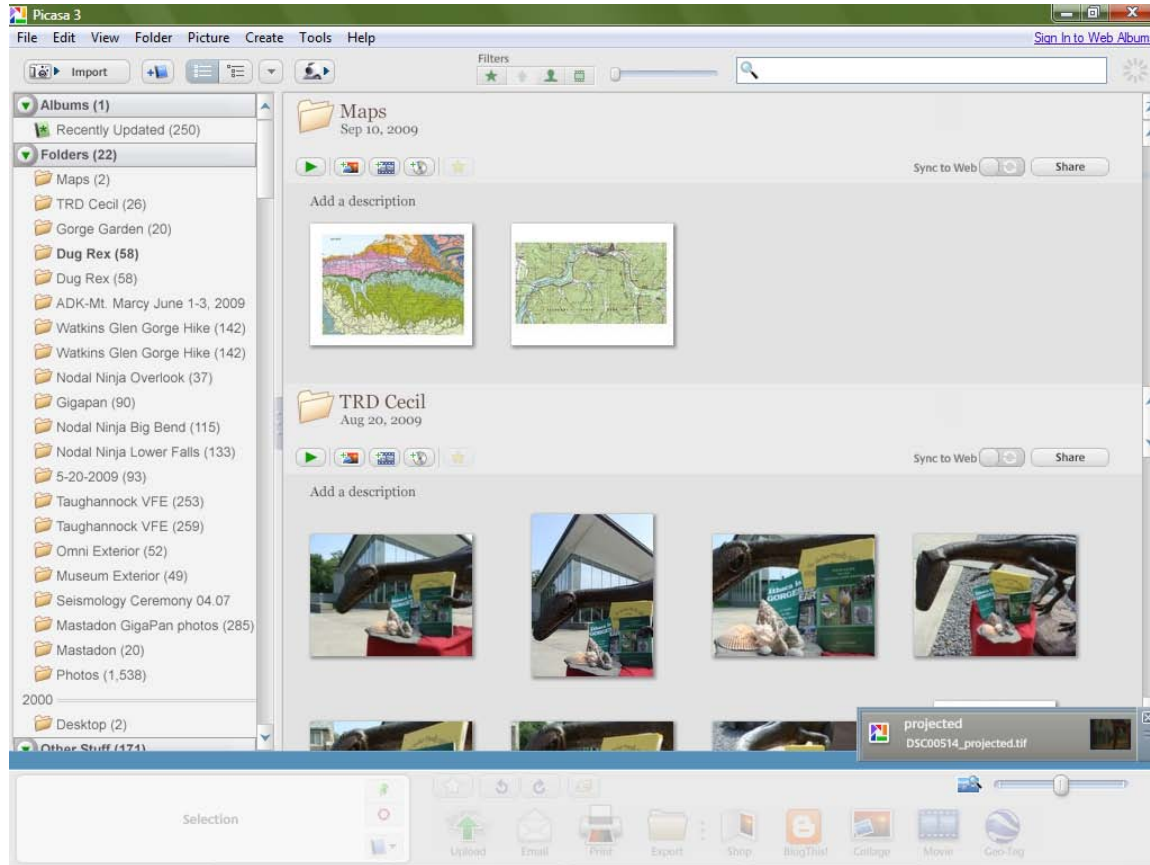
8. You will then be given the option to choose an install location for the program. It will automatically generate a file name/install location you can use (or create your own by typing in your desired installation location) by clicking the “Install” button.



9. Once you install the program a “Completing the Picasa 3 Setup” box will popup. Click the “Finish” button (you may uncheck any of the boxes if you, for example, don’t want to make Google your default search engine. However, for ease of use we recommend that you keep the “Create Shortcut on Desktop” box checked and the “Run Picasa 3 button”).



10. Once you click the “Run” button, Picasa will automatically open and start searching for pictures to upload to itself (this will be any pictures it can find your computer’s hard drive. Note: pictures will not be moved from their original location, just copied into Picasa). It will undertake this process each time the Picasa is opened so it will always be up to date with your most recent pictures. It will automatically organize pictures for you based on the year taken, and the folders they are organized in on your computer.

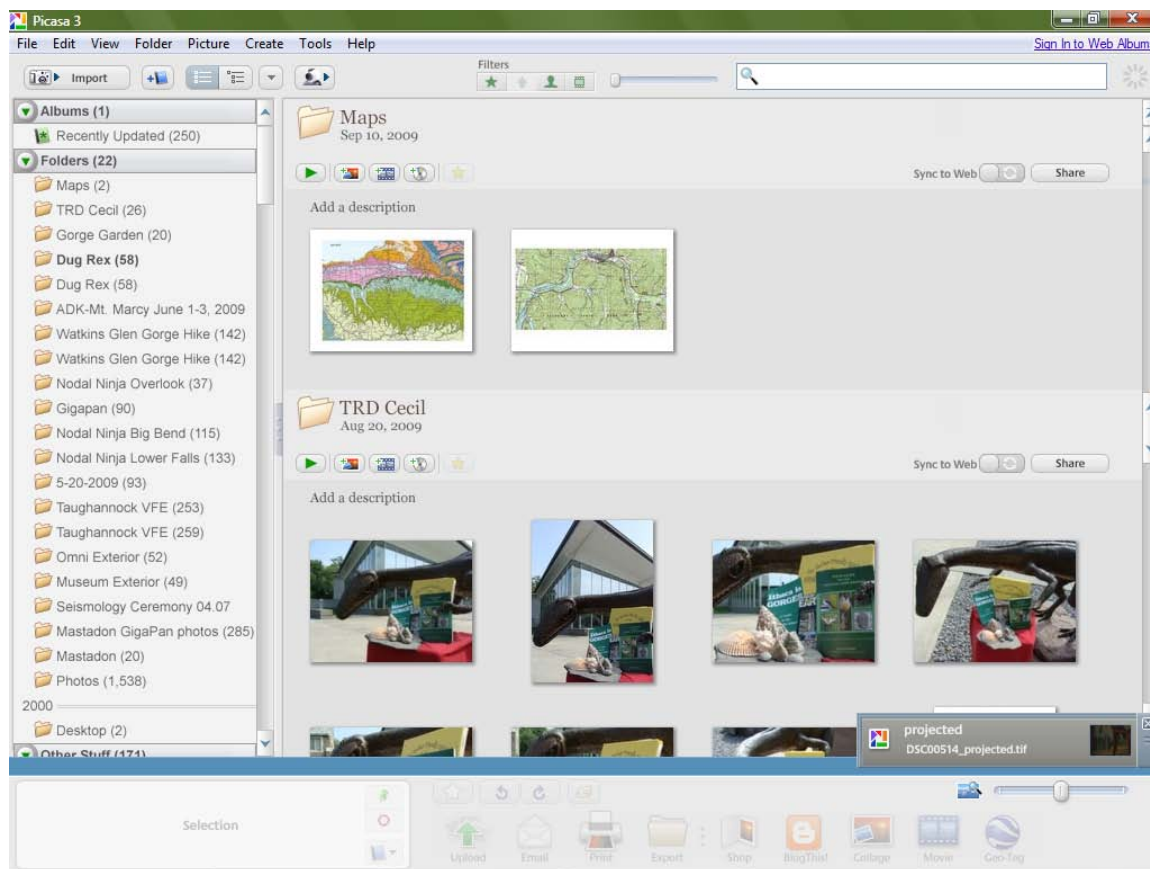


Picasa Web Albums

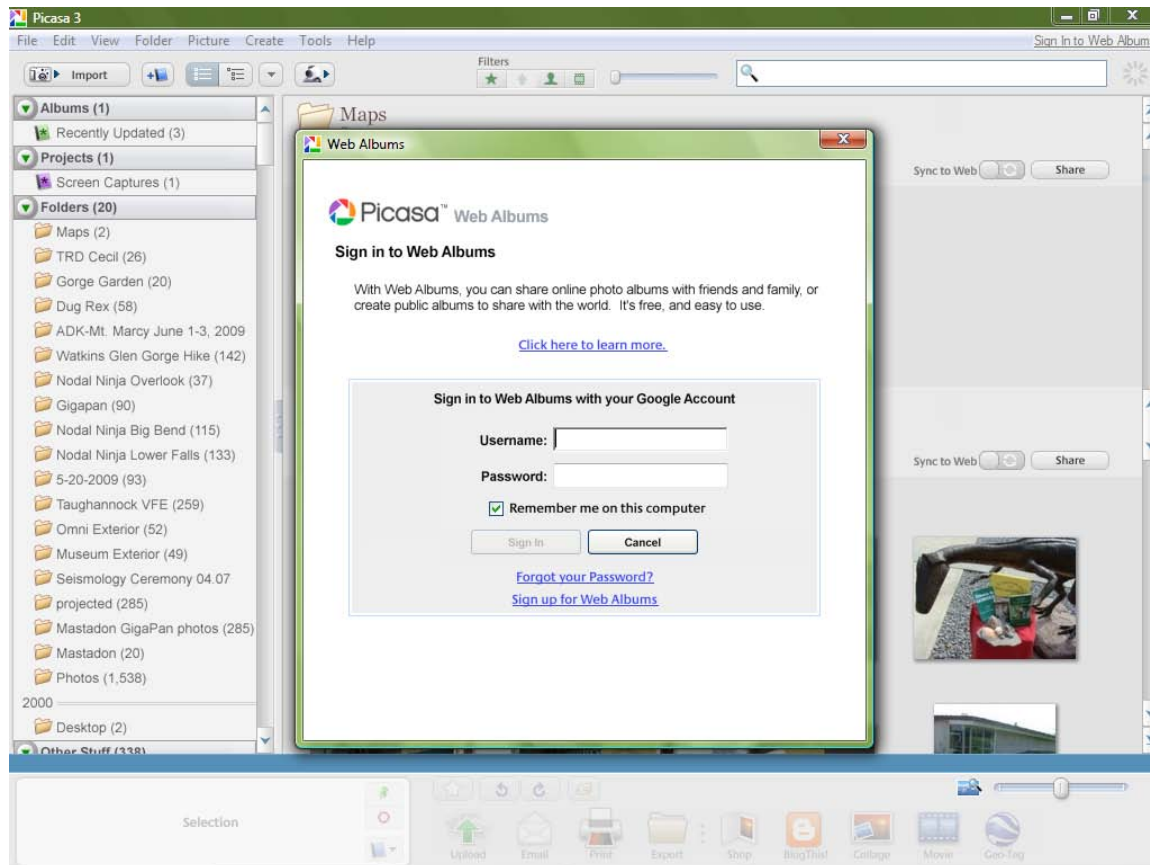
Once you have Picasa installed on your computer the upper right hand corner should have text in blue that reads Sign in to Web Albums.

Picasa Web Albums is online storage for photos you intend on using for internet-based programs such as Google Earth or for sharing via the web. It will not automatically import all your pictures, but will require you to choose which ones to upload. Note: there is 1 gigabyte of free storage (equivalent to ~1,000 or so photographs depending on the file size of the picture).

1. To access Picasa Web Albums, click on “Sign in to Web Album” text in the upper right hand corner of the Picasa 3 intro screen. You will be asked to sign in. If you have a Google account (i.e. Gmail or anything Google related) you can use that login. If you do not, you will have to create one.



2. Sign in here if you have a login and jump to #6. Or, to create a Google login, click the “Sign up for Web Albums” text on the bottom of the “Sign in to Web Albums” popup box.



3. Click the “Create a new Google Account and sign up for Picasa Web Albums” text on the right of the screen.

Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.google.com/accounts/ServiceLogin?hl=en_US&continue=http%3A%2F%2Fpicasaweb.c

picasa web albums

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Picasa™ Web Albums **Sign up for Picasa Web Albums**

Sign up for Picasa Web Albums using your existing Google Account, or create a new one.

To use Picasa Web Albums you'll need a Google Account, which enables you to sign in to multiple Google Services with one email address and password. If you already have a Google Account, you can use it to sign up.

Do you already have a Google Account?
(if you've used Gmail, Google Groups, Google Alerts or Froogle Shopping List, the answer is yes.)

Yes **No**

Sign in with your **Google Account**

Email:

Password:

Stay signed in

[Can't access your account?](#)

OR [Create a new Google Account and sign up for Picasa Web Albums](#)

©2007 Google - [Google Home](#) - [Privacy Policy](#) - [Help](#)

Done www.google.com

4. Fill out the Google Form to receive your login. Follow the instructions and click the “I Accept Create my account” button at the bottom of the page.

The screenshot shows a Mozilla Firefox browser window with the Google Accounts creation page. The address bar shows the URL: https://www.google.com/accounts/NewAccount?hl=en_US&continue=http%3A%2F%2Fpicasaweb.com. The page title is "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:](#)
Minimum of 8 characters in length.

Re-enter password:

Stay signed in

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

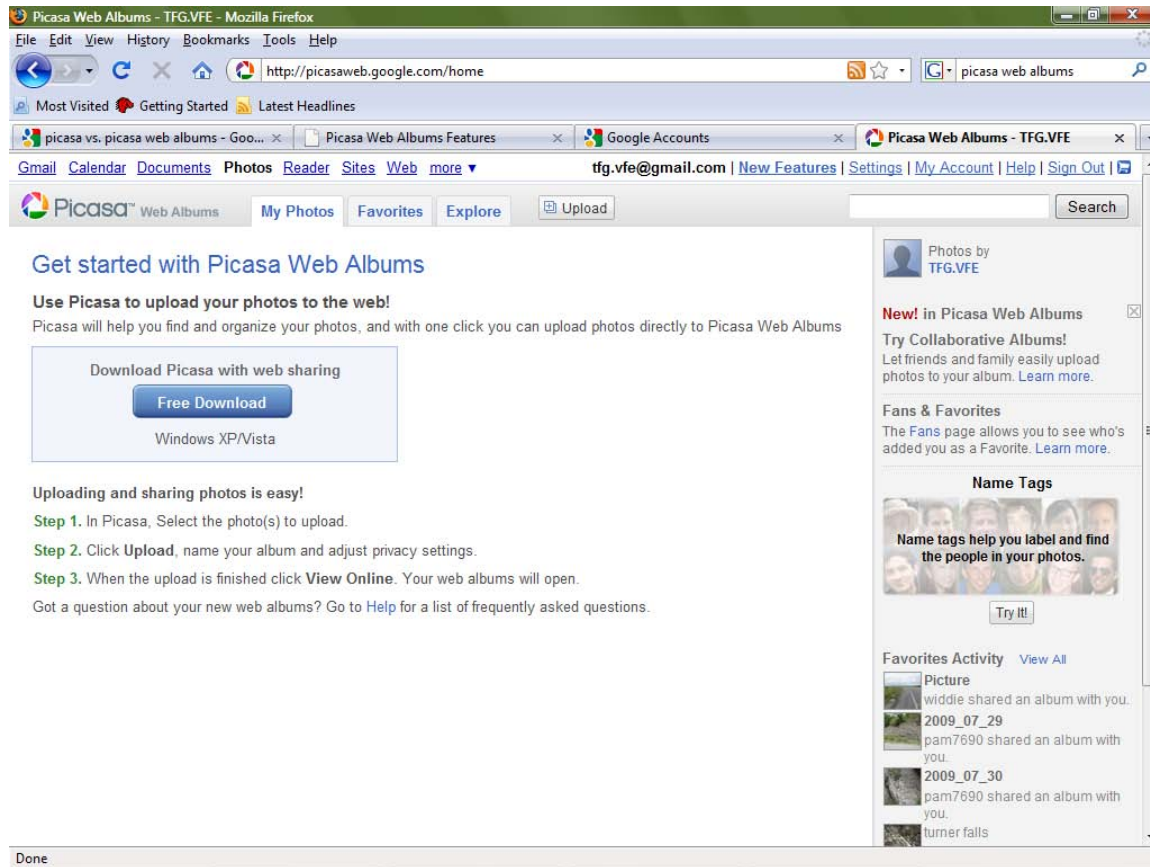
Enable Web History.

Get started with Picasa Web Albums

Desired username:

Done www.google.com

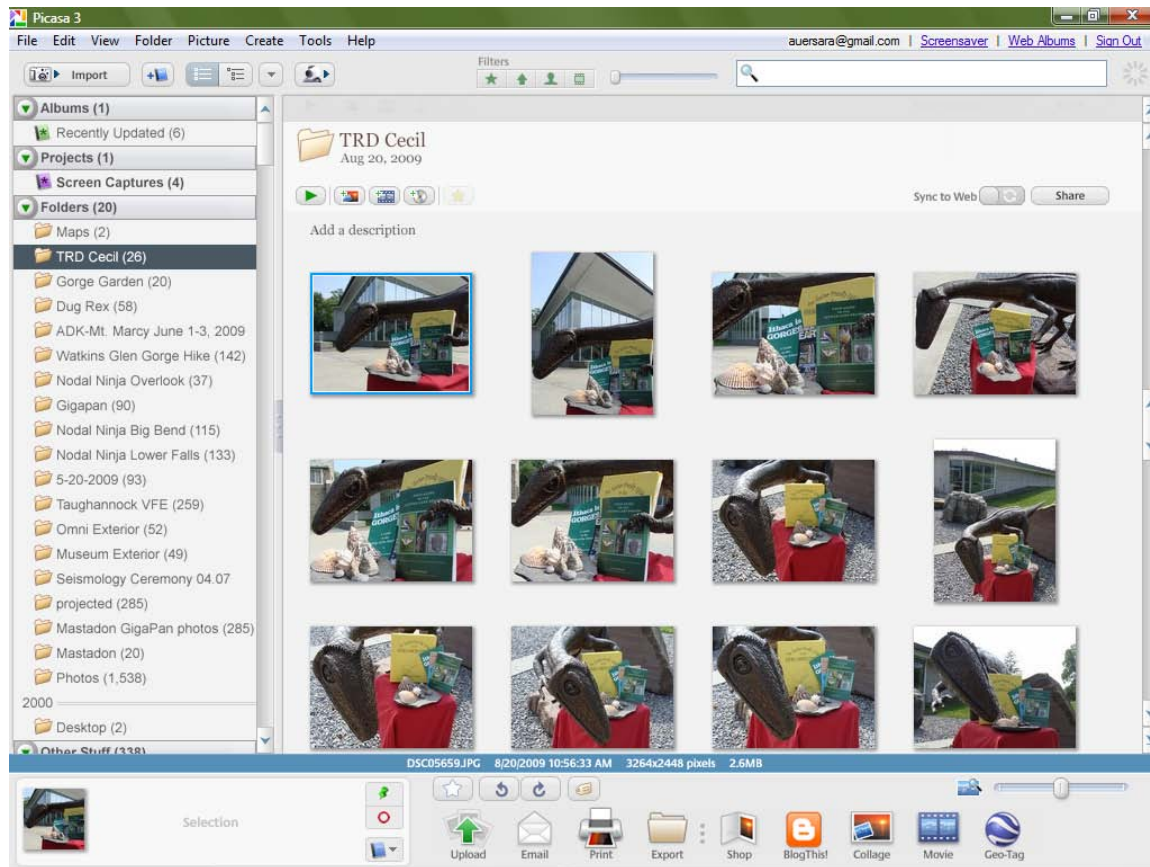
Step 5: Log in to Picasa Web Albums.



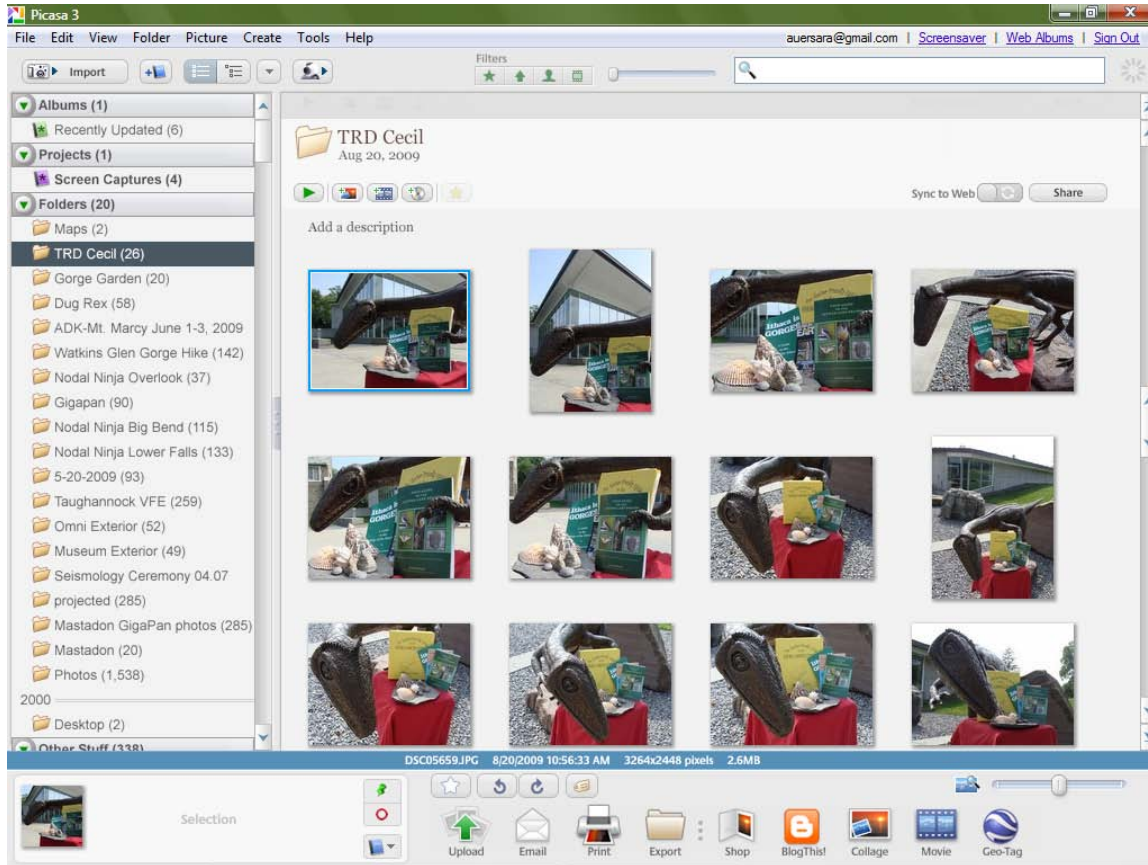
The screenshot shows the Picasa Web Albums homepage in a Mozilla Firefox browser window. The address bar shows the URL <http://picasaweb.google.com/home>. The page features a navigation bar with links for [Gmail](#), [Calendar](#), [Documents](#), [Photos](#), [Reader](#), [Sites](#), [Web](#), and [more](#). The user's email address, tfg.vfe@gmail.com, is displayed along with links for [New Features](#), [Settings](#), [My Account](#), [Help](#), and [Sign Out](#). The main content area is titled "Get started with Picasa Web Albums" and includes a "Use Picasa to upload your photos to the web!" section. A prominent "Free Download" button is available for Windows XP/Vista. Below this, three steps are listed: **Step 1.** In Picasa, Select the photo(s) to upload. **Step 2.** Click **Upload**, name your album and adjust privacy settings. **Step 3.** When the upload is finished click **View Online**. Your web albums will open. A "Got a question about your new web albums? Go to [Help](#) for a list of frequently asked questions." is also present. The right sidebar contains a "Photos by TFG.VFE" section, a "New! in Picasa Web Albums" section promoting Collaborative Albums, a "Fans & Favorites" section, a "Name Tags" section with a "Try It!" button, and a "Favorites Activity" section listing recent album shares.

Before you can use Picasa Web Albums, you need to upload pictures from Picasa on your computer to your Web Albums.

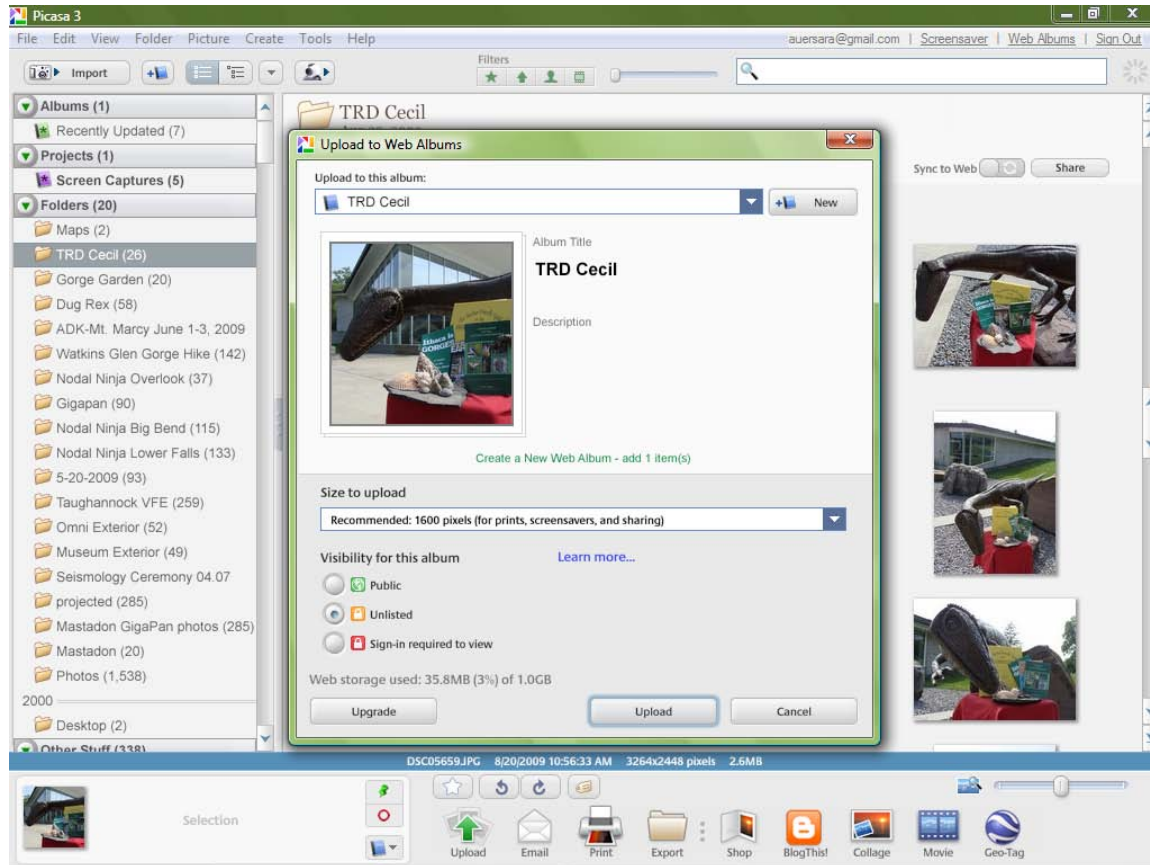
6. To upload pictures to Picasa Web Albums, get into Picasa on your computer. Select a picture you'd like to upload by clicking on it. Once the picture is selected it will have a blue border around it.



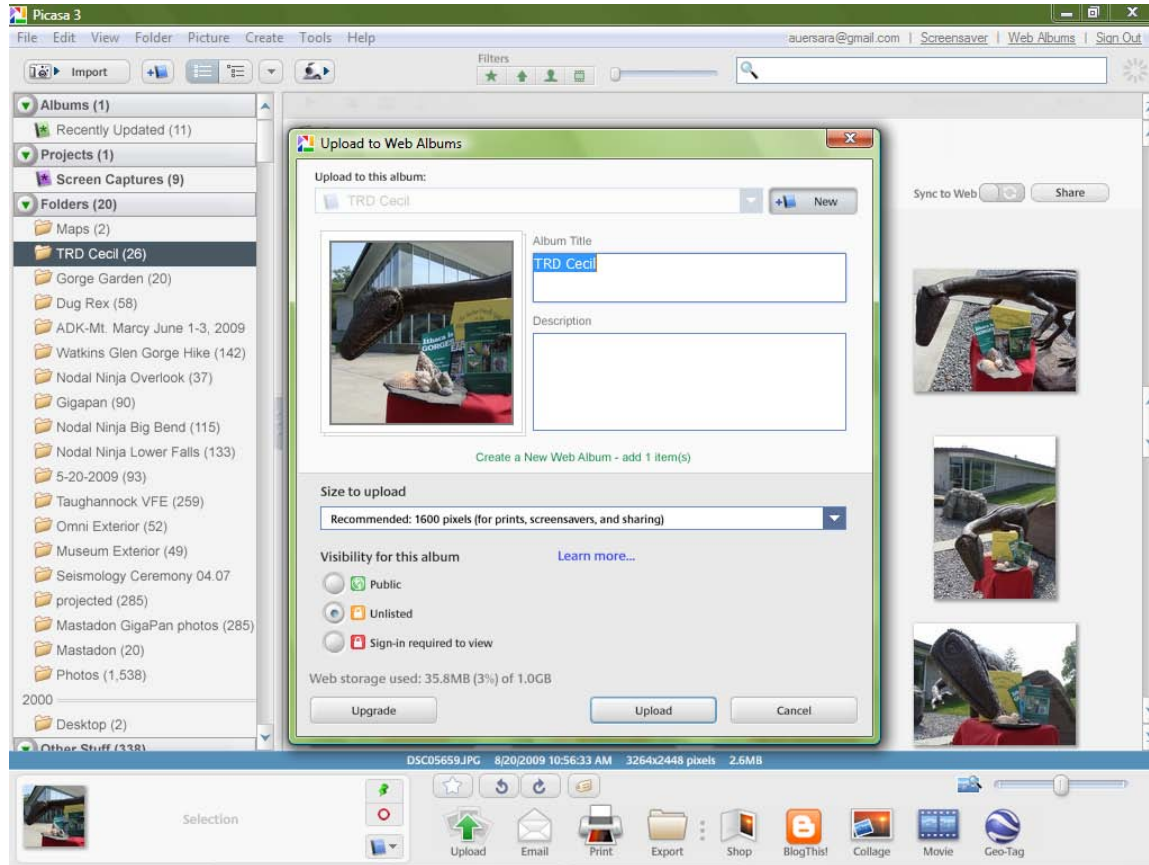
7. At the bottom of the screen is a “green arrow” pointing up titled upload. Click this.



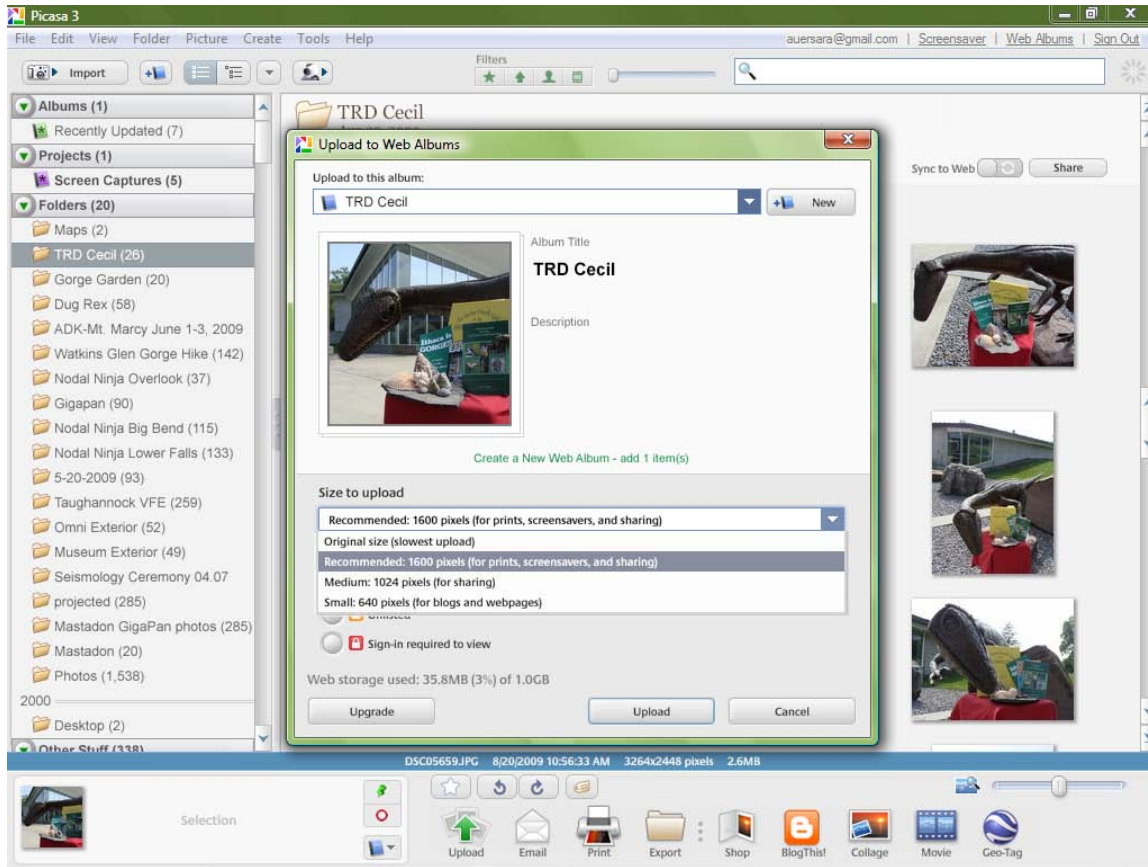
8. Once you click “upload” a popup window will show you the picture you selected to upload and you can choose what album to put it in, what size of picture, and how publicly accessible it is.



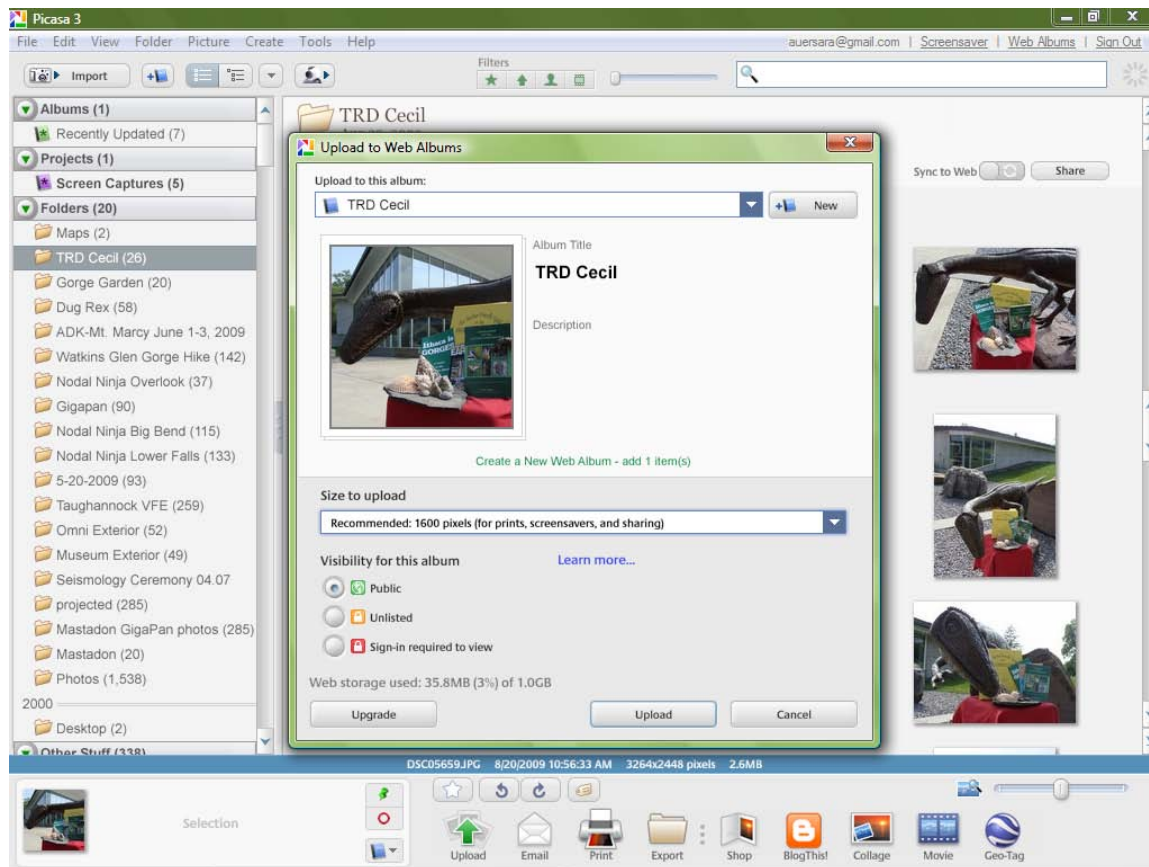
9. First, you need to create an album to put your picture in. This can be done by selecting the “New” button in the top right corner of the popup window (if you have already created an album you can choose to put a picture in a pre-existing album by clicking in the “Upload to this album” box). Once you click “new”, it will give you two boxes to fill in one called “Album Title” (choose a title that represents your photograph category) and “Description” (describe the category for future reference).



10. Next, you need to decide what size picture to upload (the larger the size, the better the resolution, but the longer it takes to upload, so look at their recommendations in the pull down menu and chose the one that best suits your use).



11. Finally, you can also choose the visibility for this album (public-anyone search for it and view it; unlisted-it could be viewed if found but will not show up in a search; or sign-in required for more privacy). If you are planning on sharing the pictures or uploading them to Google Earth or a similar program and the pictures are not proprietary, it is suggested that you select “Public” visibility for ease of use.



12. Once you've selected your options and are ready to upload, click "upload" in the popup window. Once it is uploaded it will say "Finished". Then you can continue to upload more pictures following the same process or to view your uploaded picture you can click "View Online" button in the upper right hand corner of the "Completed-Upload Manager" box.

