

# REFERENCE GUIDE: *Picasa* and *Windows Live Photo Gallery*

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*WLPG = Windows Live Photo Gallery*

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# REFERENCE GUIDE: *Picasa* and *Windows Live Photo Gallery*

## Introduction

These notes include descriptions and instructions for many of the features of *Google Picasa* and *Windows Live Photo Gallery*.

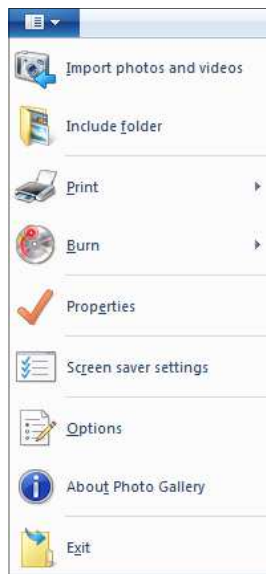
These programs may be downloaded from websites.

*Windows Live Photo Gallery 2011* may be installed in *Windows Vista* and *Windows 7*. Earlier versions are available for *Windows XP*.

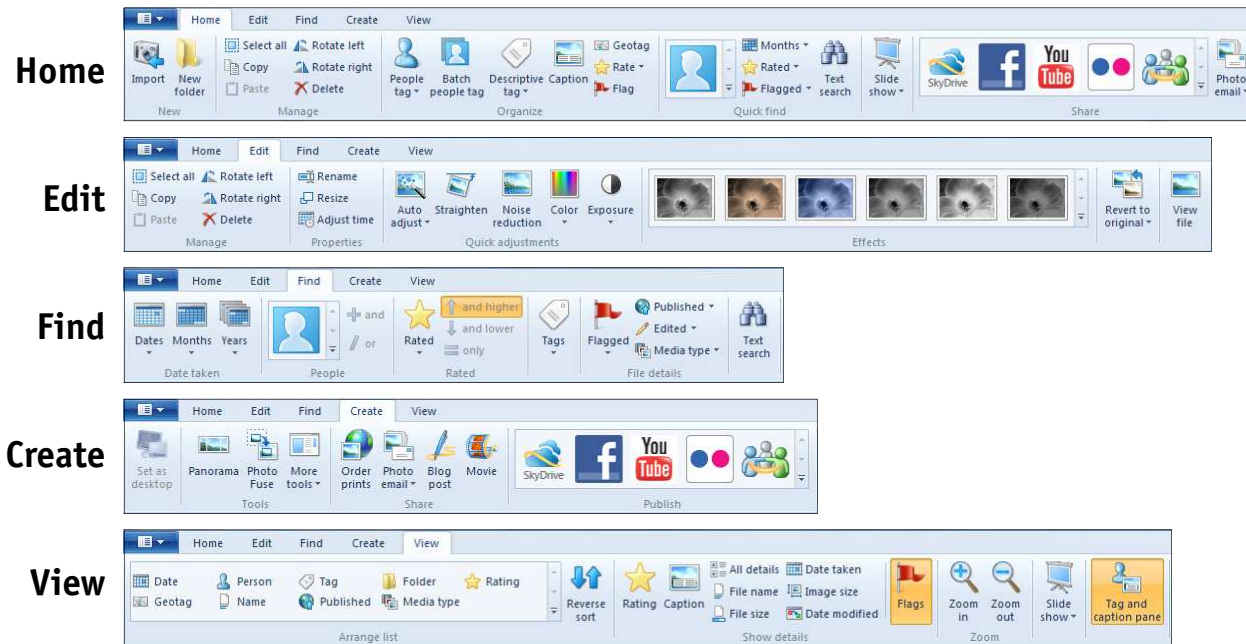
Instructions and illustrations for *Windows Live Photo Gallery* are generally for version 2011. Differences when using *XP* versions are noted in the text.

For some features I prefer one program or the other. The preferred sections are highlighted in yellow. Also highlighted are features which are available in only one of the programs.

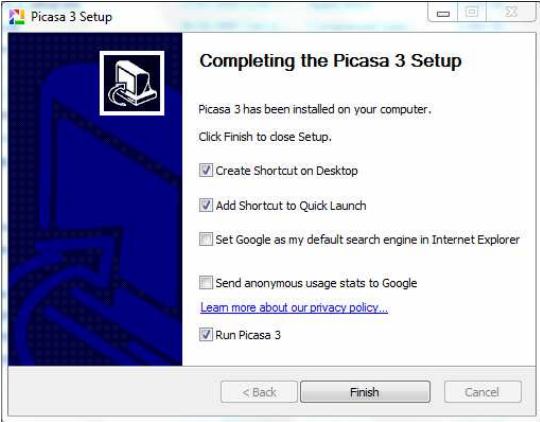
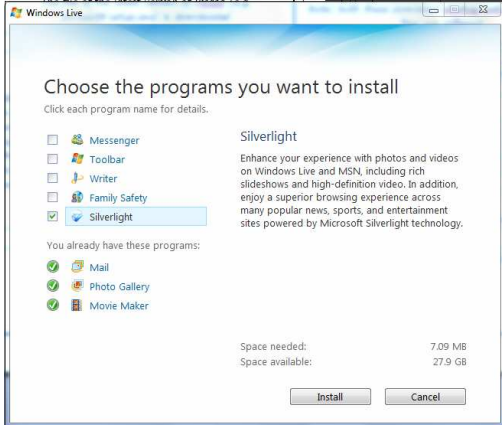
## Toolbars in Windows Live Photo Gallery



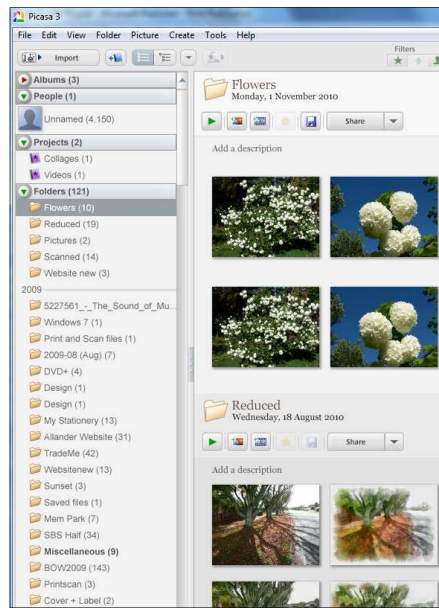
File Menu



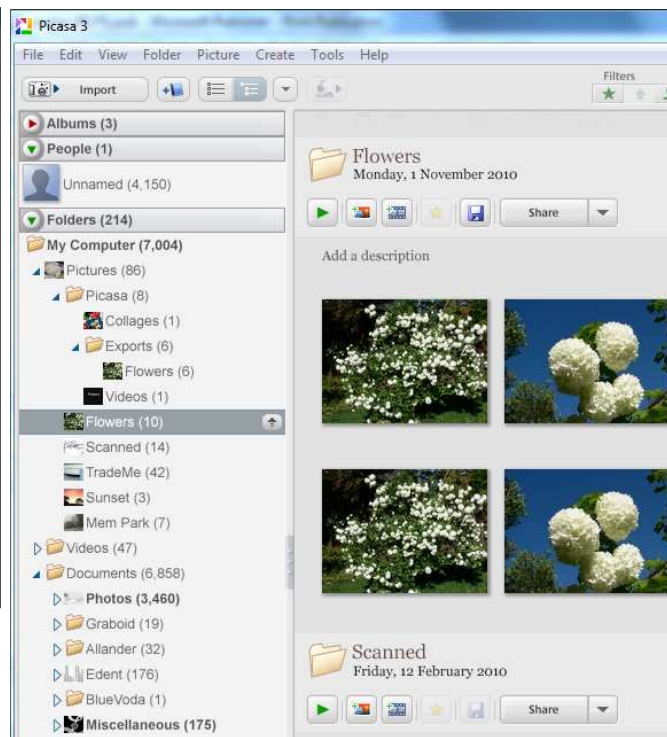
## REFERENCE GUIDE: *Picasa 3.8* and *Windows Live Photo Gallery 2011*

	<b>Picasa 3.8</b>	<b>Windows Live Photo Gallery</b>
<b>Obtain Program</b>	<p><i>XP, Vista, Windows 7:</i>  Download the file of the latest version of Picasa (e.g. <i>picasa38-setup.exe</i> for version 3.8) from <a href="http://picasa.google.com/">http://picasa.google.com/</a></p>	<p>Version 2011 (for <i>Vista</i> or <i>Windows 7</i> only):  <a href="http://www.microsoft.com/downloads/en/default.aspx">http://www.microsoft.com/downloads/en/default.aspx</a>  For <i>XP*</i>, earlier versions are available:  <a href="http://explore.live.com/windows-live-essentials-xp">http://explore.live.com/windows-live-essentials-xp</a> (2009)  or if that doesn't load: <a href="http://en.kioskea.net/download/download-1972-windows-live-photo-gallery">http://en.kioskea.net/download/download-1972-windows-live-photo-gallery</a> (2008)</p>
<b>Install</b>	<p style="text-align: center;">Double-click on the saved downloaded file and follow the instructions in the windows</p> <p>When installation is completed the window at right opens. Remove ticks from boxes you don't want. Click on "Finish".</p> 	<p>In the window which opens, tick <b>Photo Gallery</b>. You may also want <b>Mail</b> (especially for <i>Windows 7</i>), <b>Silverlight</b> (required for viewing some emails), and <b>Movie Maker</b> (required for making videos of slide shows)</p> <p>Ticked applications will be downloaded (you need to be online) and installed — this takes some time. Click on the "Install" button.</p> 
<b>Open the Program</b>	<p>Locate the program's icon (this could be on the Desktop, or the Quick Launch toolbar at the bottom)  If not, click on the Start button; it could be listed there  If not, click on the Start button, click on "All Programs"; it should be listed there  Click on the program's icon (double-click if it's on the Desktop)</p>	

**The Opening Window**





Picasa may open with the “Flat Folder View” (above).



Generally the “Tree View” (at right) is more useful and easier to use, as the folders on the computer are shown in the left panel.

**Folders and Files**

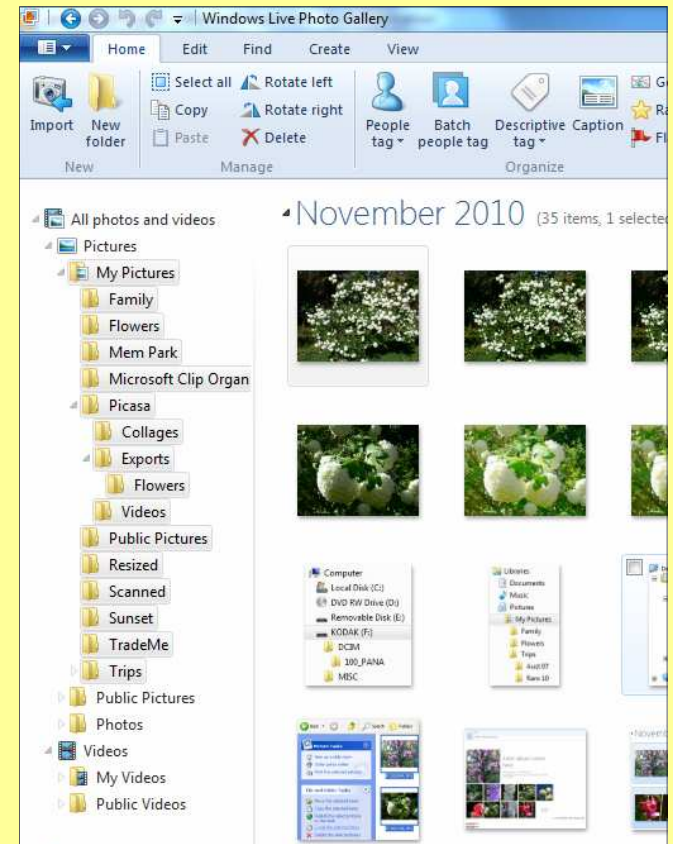
To change from one to the other: either click on  (for Flat Folder View) or  (for Tree View); or click on “View > Folder View”, and either “Flat Folder View” or “Tree View”.

New folders cannot be created.

Files may be moved (drag, or Cut & Paste), and copied (Copy & Paste)

Pictures in all folders are shown in the right panel. Clicking on a folder in the left panel displays the pictures in that folder.

**Windows Live Photo Gallery**





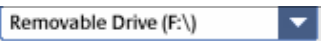

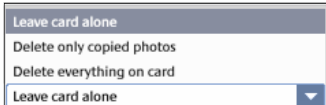



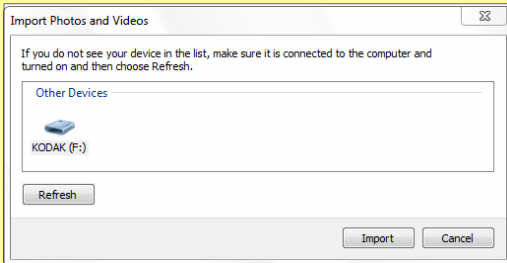
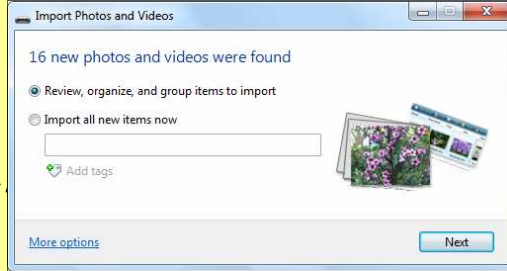
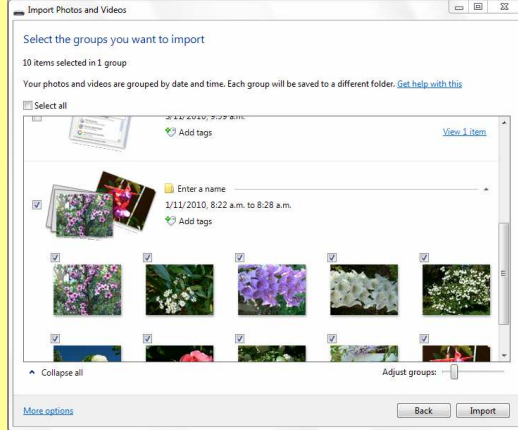
The left panel displays folders as they are in *Windows Explorer*.

New folders and sub-folders may be created (“New Folder” button in *WLPG 2011*; right-click on folder, “Create new folder”, in *XP*).

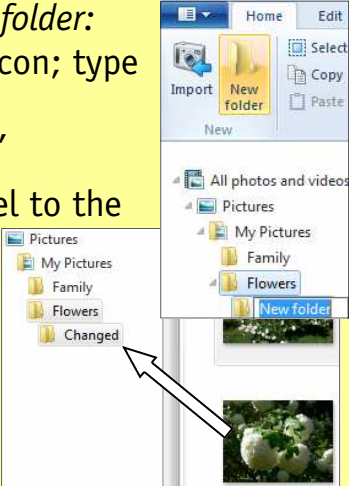
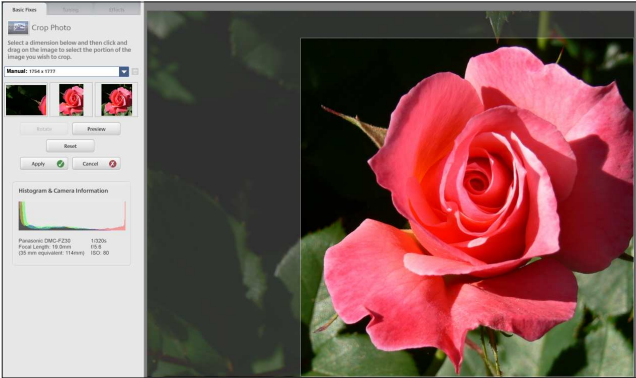
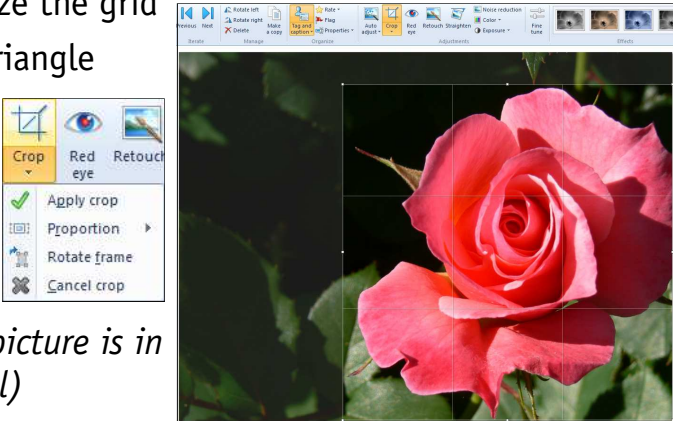
Folders and files may be moved and copied as in *Windows Explorer*.

Clicking on a folder in the left panel displays pictures in the folder and its sub-folders.

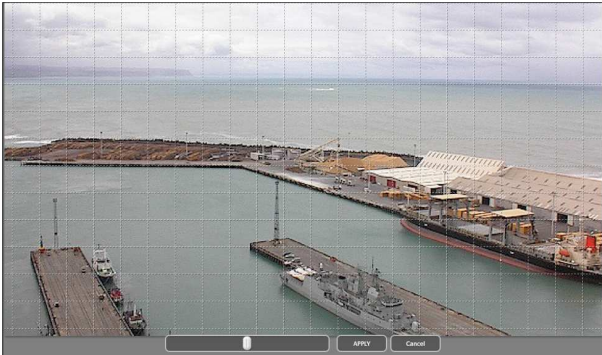
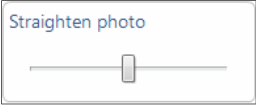




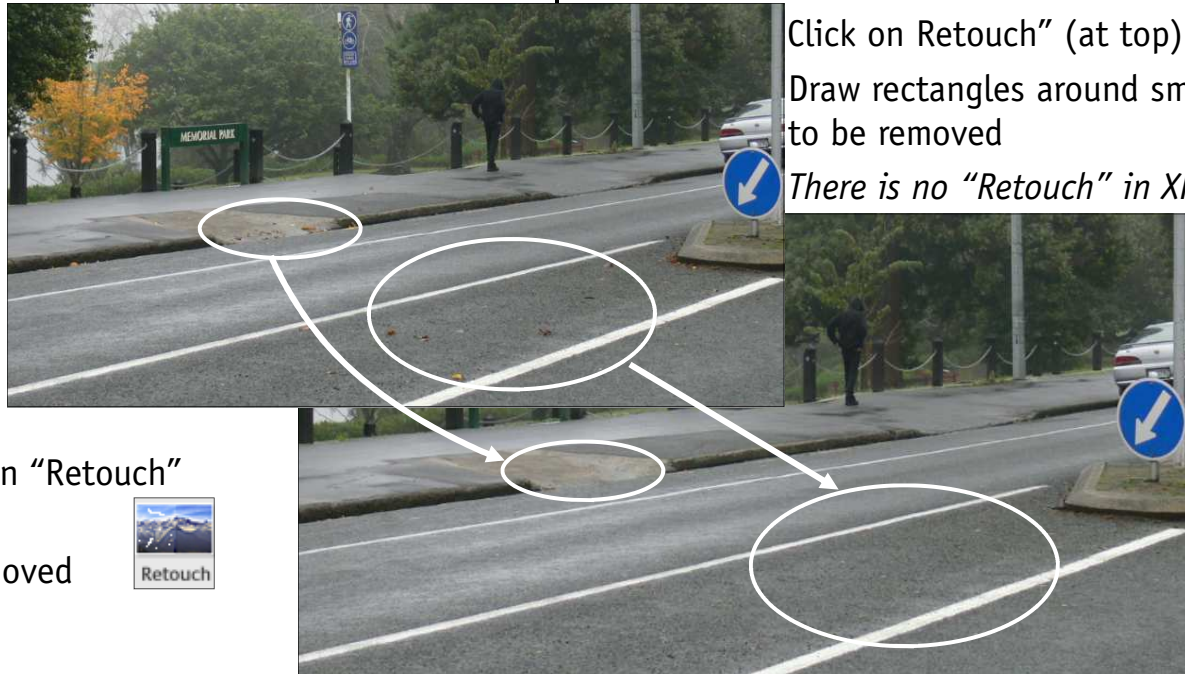
	Picasa	Windows Live Photo Gallery
<p><b>Import Pictures from your Camera</b></p>	<p>Connect camera to computer, or plug in card reader with memory card (USB port)</p> <p>If <i>Picasa</i> is not open: in “Auto-Play”, click on “Import Pictures and Videos using W LPG”  Copy pictures to your computer and view them</p> <p>If <i>Picasa</i> is open: click on “Import” </p> <p>Check the drive: <b>Import from:</b> Removable Drive (F:\) </p> <p>If only some are to be imported, select these (if they are consecutive, click on the first, hold down Shift, click on the last; if not consecutive, hold down Ctrl and click on each)</p> <p>Type a name for the folder (this will be created in “My Pictures” folder, or will be added to if it already exists). </p> <p>Select option “Leave card alone” (no files are deleted), or “Delete only copied files” or “Delete everything on card”. </p> <p>Click on “Import Selected” or “Import All”. </p> <p><i>Note: Files are NOT renamed and numbered with the name of the folder; their original filenames are retained.</i></p> <p><i>To rename and renumber files with the name of the folder, select the folder in the left panel, then click on File &gt; Rename</i></p>	<p>Connect camera to computer, or plug in card reader with memory card (USB port)</p> <p>If <i>WLPG</i> is not open: in “Auto-Play”, click on “Import Pictures and Videos using W LPG”  Import pictures and videos using Windows Live Photo Gallery</p> <p>If <i>WLPG</i> is open: click on “Import” </p> <p><i>(In XP, click on “File &gt; Import &gt; Import from a Camera or Scanner”)</i></p> <p>Click on the memory card listed; click on the “Import” button </p> <p>With the “Review, organise...” button selected, click on “Next” </p> <p>Remove ticks from groups you don’t want. For each group remaining, click “View x items” to see photos; remove ticks from photos you don’t want; click on “Enter a name”; type a name for the folder and files. Click on “Import”. </p> <p><i>Note: Files are renamed and numbered with the name of the folder</i></p>

	Picasa	Windows Live Photo Gallery
<p><b>Adjust Pictures</b></p>	<p>Options are at the left (tabs)  <u>Basic Fixes</u>  Crop, Straighten, Redeye, I'm Feeling Lucky, Auto Contrast*, Auto Colour*, Retouch, Text*, Edit in Piknik* (online), Fill Light</p> <p><u>Tuning</u>  Fill Light, Highlights, Shadows, Colour Temperature, Neutral Colour Picker*</p> <p><u>Effects</u>  Sharpen, Sepia, B&amp;W, Warmify*, Film Grain*, Tint, Saturation, Soft Focus*, Glow*, Filtered B&amp;W, Focal B&amp;W*, Graduated Tint*</p> <p><i>*These or equivalent are not in WLPG</i></p>	<p>Adjustments are listed at right of the screen.  If not showing, click on "Fine Tune" (2011) or "Fix" (XP). 2011 options are shown in boxes at far right: (XP options) →</p> <ul style="list-style-type: none"> <li>Adjust exposure</li> <li>Adjust color</li> <li>Straighten photo</li> <li>Adjust detail</li> </ul> <p>Further options are in the toolbars</p> <p>← 2011  ↘ (XP)</p> <p><u>Effects</u>  Black and White, Sepia tone, Cyan tone, Orange filter, Yellow filter, Red filter</p>
	<p><b>Undo Changes</b></p> <p>Undo changes: click on "Undo [change]" This must be done for each change made</p> <p>Return to Home page: click on "Back to Library"</p>	<p>Undo changes: click on "Revert to original" (undoes all changes) (XP: "Revert" button is at bottom right)</p> <p>Return to Home page: click on "Close file"</p> <p>(XP: "Back to Gallery" )</p>

	Picasa	Windows Live Photo Gallery
<p><b>Save Both the Original and Changed Pictures</b></p>	<p>After making changes, and before returning to the Library:</p> <p>Click on "File &gt; Save as"</p> <p>Give an alternative name (e.g. add an "a" after the filename, and before ".jpg")</p> <p>Click on "Save"</p> <p><i>The changed picture is saved in the original folder</i></p> <p>Undo all changes to the changed picture and "Return to Library"</p>	<p>Create a sub-folder "Changed" in the original folder:</p> <p>Select the folder; click on the "New Folder" icon; type "Changed" in the bar with "New folder"</p> <p>After changing a picture, click on "Close file"</p> <p>Drag the changed picture from the right panel to the "Changed" folder</p> <p>Double-click on the changed picture</p> <p>Click on "Revert to original"</p> <p>Click on "Close file"</p> <p><i>The original picture will be in the original folder, and the changed picture will be in the "Changed" sub-folder</i></p> 
<p><b>Crop</b></p>	<p>In "Basic Fixes", click on "Crop"</p> <p>With cursor, draw a rectangle around area</p> <p>Resize by clicking and dragging borders</p> <p>Click on "Apply"; click on "Back to Library"</p> <p><i>(the cropped picture is in the right panel)</i></p> 	<p>Click on "Crop" (at top) - a rectangle appears</p> <p>Move and resize the grid</p> <p>Click on the triangle below "Crop"</p> <p>Click on "Apply Crop"</p> <p>Click on "Close File"</p> <p><i>(the cropped picture is in the right panel)</i></p> 
<p><b>Undo Crop</b></p>	<p>Double-click on the cropped picture in the right panel</p> <p>Click on "Recrop"</p> <p>Click on "Reset"; click on "Back to Library"</p>	<p>Double-click on the cropped picture in the right panel</p> <p>Click on "Revert to original"</p> <p>Click on "Close File"</p>



	Picasa 3.8	Windows Live Photo Gallery 2011
<b>Straighten</b>	<p>Click on "Straighten" in "Basic Fixes"</p> <p>Drag the slider to straighten the grid lines</p> 	<p>Click on "Straighten" (at right of picture, or at the top)</p> <p>Drag the slider to straighten the grid lines</p> <p>In some cases straightening is automatic</p> 
<b>Red Eye</b>	<p>Click on "Red eye" in "Basic Fixes"</p> <p>Redeye removal is automatic</p> <p>Draw a square around any red eye that may have been missed</p>	<p>Click on "Red eye" (at top)</p> <p>Draw a rectangle around any red eye</p>
<b>Retouch</b>	<p>In "Basic Fixes", click on "Retouch"</p> <p>Adjust "Brush Size"</p> <p>Click on parts to be removed</p> 	<p>Click on Retouch" (at top)</p> <p>Draw rectangles around small parts to be removed</p> <p>There is no "Retouch" in XP)</p> 





**Picasa**

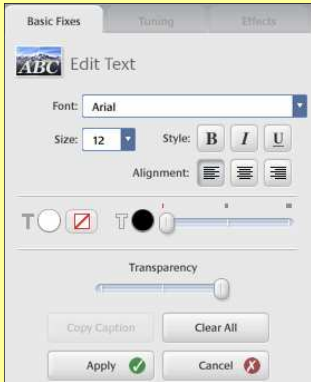
**Focal B&W (Picasa only)**

In "Effects", click on "Focal B&W"  
Adjust size of colour area, and sharpness of the transition



**Text (Picasa only)**

In "Basic Fixes", click on "Edit Text"  
"Type anywhere to add text" appears  
Click the cursor where text is to be placed, and type text  
The Font, and Size, Style, Alignment, Colour and Transparency of text can be changed

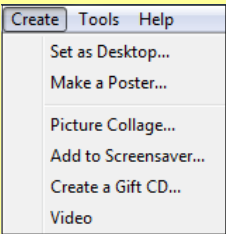
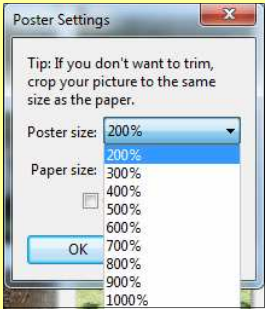


Click on the text (a border, and circle with pointer with red dot, appear).  
Move text by dragging the border.  
Rotate and resize by dragging the red dot


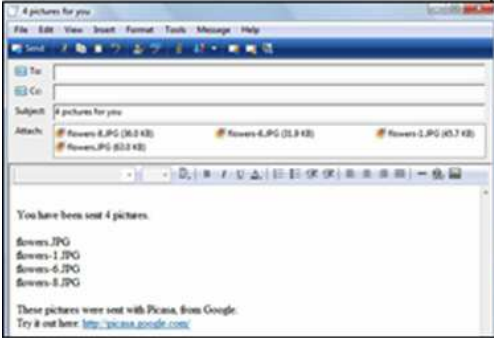
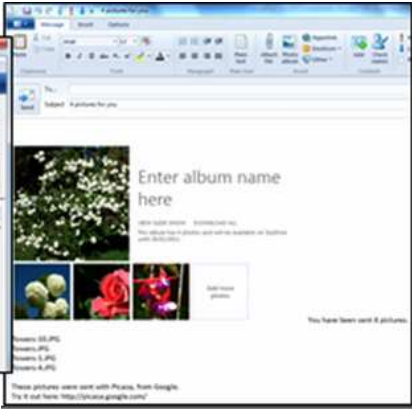

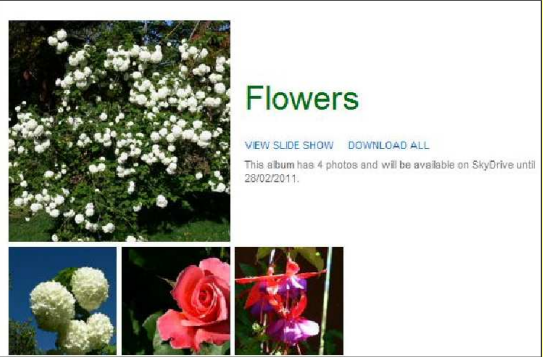







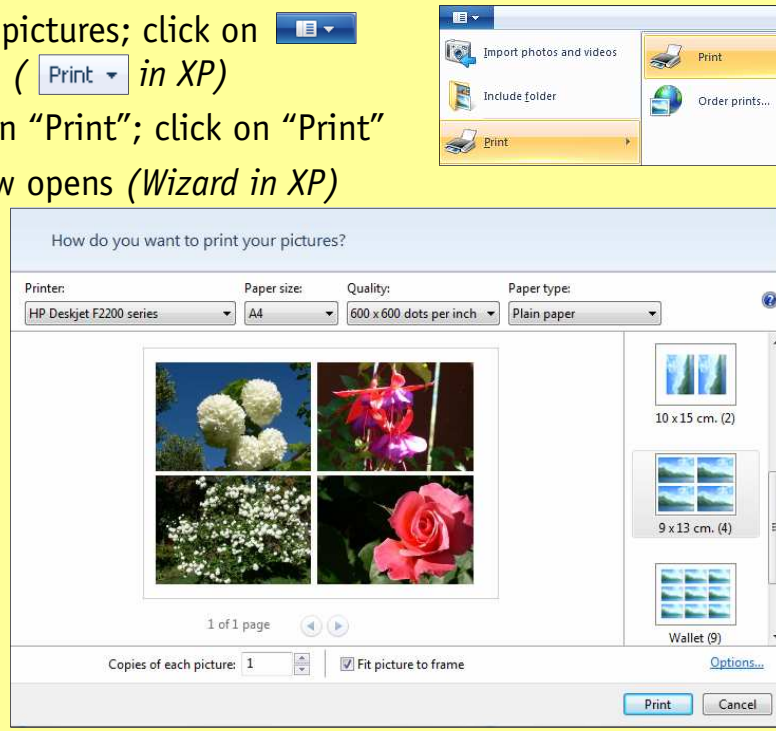
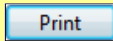

**Poster (Picasa only)**

Select a picture; click on Create > Make a Poster  
Select the "Poster size"  
200% = 4 pages  
300% = 9 pages  
400% = 16 pages, etc.  
Printing pictures uses a lot of ink  
Leave paper size as "10 x 15"  
Click "OK"; click "Back to Library"  
Select the pictures for the poster; click on File > Print  
Click on "Full Page"; click on "Shrink to Fit"; click on "Print" (at bottom left)


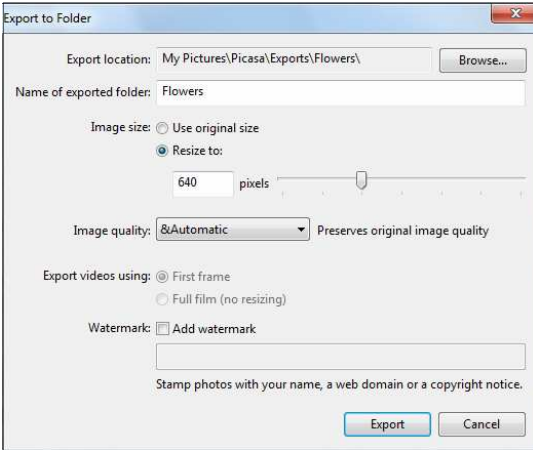
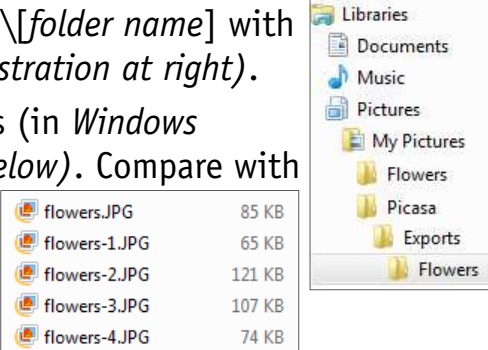
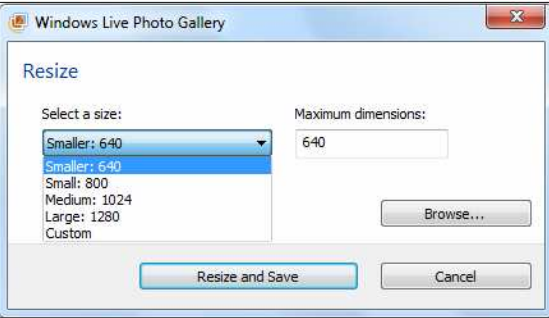
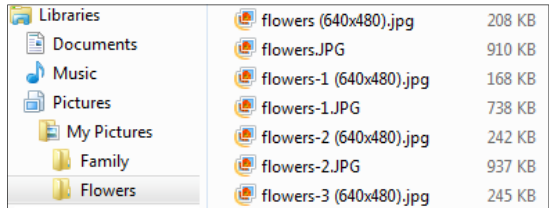







Posters with text  
Type your poster on a single page  
In *Word*: print, scan, save as JPEG (".jpg" file)  
In *Publisher*: Group (if it includes pictures)  
Right-click on a border, picture, etc.  
Click on "Save as picture..."  
Select "Save as JPEG ... (\*.jpg)"  
Use the saved ".jpg" file to make your poster








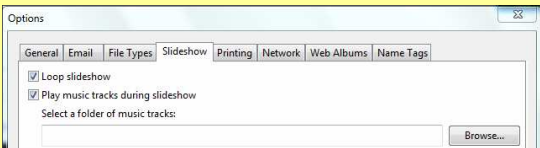


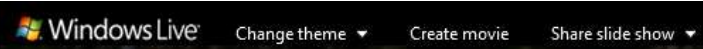



	Picasa	Windows Live Photo Gallery
<p><b>Email Pictures</b></p>	<p>Select pictures; click on “Email” </p> <p>Your email program opens</p> <p>Delete parts you don’t want, change the Subject, add your message, etc. and send</p>  <p style="text-align: center;"><i>Internet Explorer (XP) or Windows Mail (Vista)</i></p>  <p style="text-align: center;"><i>Windows Live Mail</i></p> <p>Note: <i>If your email program is Windows Live Mail (illustration at right), the recipient will not be able to see the pictures larger or as a Slide Show, or download them.</i></p>	<p>Select pictures; click on “Photo email” (“Email” in XP) </p> <p></p> <p>Your email program opens (as for Picasa)</p> <p>If sent from Windows Live Mail, options for the recipient to “View Slide Show” or “Download All” are in blue (<i>i.e. active Internet links for this to be done</i>). Downloaded pictures are in a zip file.</p> <p>The recipient may need <i>Windows Live</i> registration and <i>SilverLight</i> installed for these.</p>
	<p><b>An alternative method to send pictures by email</b> (<i>recipients can view and print pictures</i>)</p> <p>Install a program to create PDF files (e.g. PDFCreator, which is free from <a href="http://sourceforge.net/projects/pdfcreator">sourceforge.net/projects/pdfcreator</a>)</p> <p>Select pictures to print in either Picasa or WLPG</p> <p>(see section “Print Pictures”); change printer to “PDFCreator” (<i>this will be listed when installed</i>)</p> <p>Click “Print”; type a “Document Title”; click on “Save”; select folder to be saved in (<i>simplest if it’s the folder the pictures are in</i>); click on “Save” (<i>pages will appear in Adobe Reader</i>)</p> <p>Attach file to email for sending (<i>recipient can open file in Adobe Reader, and view and print pictures</i>)</p> <p>To copy pictures in <i>Adobe Reader</i> to Clipboard: click on Tools &gt; Select &amp; Zoom &gt; Snapshot tool; draw a rectangle around all or part of a picture (<i>can be pasted into Word, etc.</i>)</p>	

	Picasa	Windows Live Photo Gallery
<p><b>Print Pictures</b></p>	<p>Select pictures; click on "Print" </p> <p>Choose the number and size of pictures from "Print Layout"  <i>Note: 5 x 8 cm is not satisfactory</i></p> <p>Border width and colour, and caption text colour and position, can be set if desired: click on "Border and Text Options"</p>  <p>Use "Printer Setup" to select paper size and quality and print quality</p> <p>Set number of copies; click on "Print" </p>	<p>Select pictures; click on  button (  in XP)</p> <p>Click on "Print"; click on "Print" Window opens (<i>Wizard in XP</i>)</p>  <p>Choose the number and size of pictures in the right panel      Select Paper size, Quality, and Paper type from the drop-down menus</p> <p>Set number of copies; click on "Print" </p>
<p><b>Gift CD (Picasa only)</b></p>	<p>Select folders/pictures for the CD</p> <p>Click on "Create &gt; Create a Gift CD", follow the instructions</p> 	<p><i>Not available in W LPG</i></p>


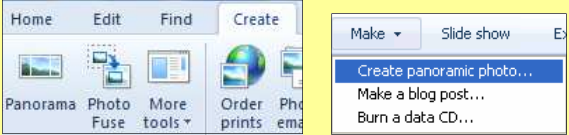




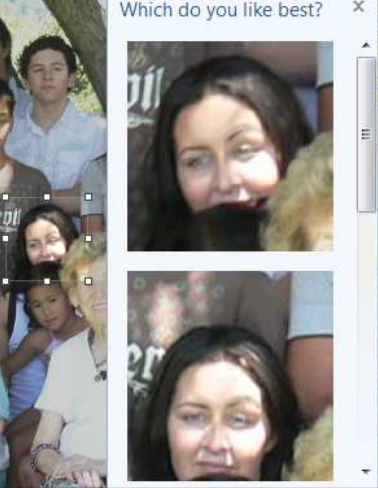


	Picasa	Windows Live Photo Gallery																								
<p><b>Resize/ Export Files</b></p>	<p>Click on “Export” </p> <p>Select a size; options are (pixels): 320, 480, 640, 800 1024, 1200, 1600</p> <p>Click on “Export”</p> <p>If the folder name has not been changed, pictures are saved in My Pictures\Picasa\Exports\[folder name] with the same filename (see illustration at right).</p> <p>For sizes of resized pictures (in Windows Explorer), see illustration below). Compare with sizes shown in the W LPG column at right.</p>   <table border="1" data-bbox="719 842 1014 1002"> <tr><td>flowers.JPG</td><td>85 KB</td></tr> <tr><td>flowers-1.JPG</td><td>65 KB</td></tr> <tr><td>flowers-2.JPG</td><td>121 KB</td></tr> <tr><td>flowers-3.JPG</td><td>107 KB</td></tr> <tr><td>flowers-4.JPG</td><td>74 KB</td></tr> </table>	flowers.JPG	85 KB	flowers-1.JPG	65 KB	flowers-2.JPG	121 KB	flowers-3.JPG	107 KB	flowers-4.JPG	74 KB	<p>Click on “Edit” tab (“File” in XP), click on “Resize”</p> <p>Select a size; options are (pixels): Smaller (640) Small (800) Medium (1024) Large (1280) Custom</p> <p>They will be saved in the same folder (with the size added).</p> <p>If you want them in a different folder, click on Browse” (a new folder, e.g. “Reduced”, can be created).</p> <p>Click on “Resize and Save”</p> <p>Sizes of original and resized pictures are at right (in Windows Explorer).</p>   <table border="1" data-bbox="1570 799 2116 1007"> <tr><td>flowers (640x480).jpg</td><td>208 KB</td></tr> <tr><td>flowers.JPG</td><td>910 KB</td></tr> <tr><td>flowers-1 (640x480).jpg</td><td>168 KB</td></tr> <tr><td>flowers-1.JPG</td><td>738 KB</td></tr> <tr><td>flowers-2 (640x480).jpg</td><td>242 KB</td></tr> <tr><td>flowers-2.JPG</td><td>937 KB</td></tr> <tr><td>flowers-3 (640x480).jpg</td><td>245 KB</td></tr> </table>	flowers (640x480).jpg	208 KB	flowers.JPG	910 KB	flowers-1 (640x480).jpg	168 KB	flowers-1.JPG	738 KB	flowers-2 (640x480).jpg	242 KB	flowers-2.JPG	937 KB	flowers-3 (640x480).jpg	245 KB
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<p><b>Collage (Picasa only)</b></p>	<p>Select pictures; click on “Collage” </p> <p>(“pile of scattered pictures” appears)</p> <p>Move pictures by dragging. Click on a picture (a circle, with a pointer with red dot, appears); resize and rotate by dragging the red dot</p>    <p>Complete by clicking on “Create Collage” </p> <p>“Pile of scattered pictures”</p> <p>Collage</p>																									



	Picasa	Windows Live Photo Gallery
<p><b>Slide Show</b></p>	<p>Click on a folder <i>(all pictures in the folder will be included in the Slideshow)</i></p> <p>Click on the "Play Fullscreen Sideshow" button </p> <p><i>The Slideshow opens, with the first picture</i> </p> <p>Click at the bottom of the screen <i>(the Slideshow toolbar appears)</i> </p> <p>Set the Transition (Cut, Pan and Zoom, Dissolve, Wipe, Circle, Push, Rectangle) and the time for each slide</p> <p>Press the Start button  <i>(the Slideshow will end with the last picture in the folder)</i></p> <p>Press "Exit" button  to exit</p> <p>To prepare a video slideshow, click on the "Create Video Clip Presentation" button  above the folder (right panel)</p> <p>Click on "Create Video" </p> <p>Set Transition and Dimensions in the "Video" tab <i>(these can increase the size of the file considerably)</i></p> <p>Click on the "Slide" tab to edit the Title slide</p> <p>Click on "Create Video"</p> <p>Video is saved in the folder <b>My Pictures\Picasa\Videos</b></p> <p><u>To add music to a slideshow:</u> Click on "Tools &gt; Options &gt; Slideshow" Click on "Browse" to select a music file</p> 	<p>Click on the "Slide Show" button or icon </p> <p><i>The Slideshow opens, with the first picture</i> </p> <p>Click on the triangle on the "Slide Show" button to select the Transition (Pan and Zoom, Contemporary, Cinematic, Fade) or Appearance (Black and White, Sepia) <i>(Transitions are not available in XP)</i></p> <p>Click at the top of the screen <i>(the Slideshow toolbar appears)</i></p>  <p><i>This allows you to change to another theme, create a movie (Windows Movie Maker opens for this), or share the Slide Show on SkyDrive, FaceBook, YouTube, Windows Live Group, or Flickr (these options for sharing pictures are also on the Home ribbon).</i> </p> <p><i>The Slide Show loops until stopped.</i></p> <p>To exit the Slide Show, click on "Back to Photo Gallery" at the right of the Toolbar </p> <p>Movies can also be created (in <i>Windows Movie Maker</i>) by clicking the "Movie" button in the "Create" ribbon </p> <p>Music cannot be added to a slide show <i>(In XP, slide shows cannot be saved or movies created)</i></p>

## Windows Live Photo Gallery 2011

<p><b>Panorama (W LPG only)</b></p>	<p>Select pictures which overlap</p>  <p>Click on "Panorama" in the "Create" ribbon <i>(in XP, click on "Make &gt; Create panoramic photo...")</i></p>  <p>Crop</p>  
<p><b>Photo Fuse (W LPG only)</b></p>	<p>Select "similar photos taken with the same subjects, lighting, and vantage point"</p>  <p>Click on "Photo Fuse" in the "Create" ribbon <i>(not available in XP)</i>  <i>W LPG identifies faces which have different expressions, and shows alternatives to be selected from ("Which do you like best?")</i>          Click on "Save" <i>(with option to change filename and location)</i></p>  
<p><b>Collage</b></p>	<p>W LPG does not include Collage, but <i>MS AutoCollage 2008</i> is available (AU\$25) from <a href="http://www.microsoftstore.com.au">http://www.microsoftstore.com.au</a></p>