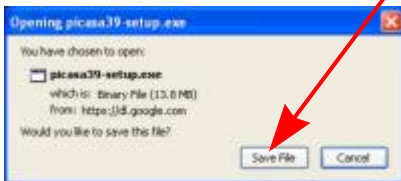# Picasa

Go to **http://picasa.google.co.uk/**
(or simply type Picasa into Google)
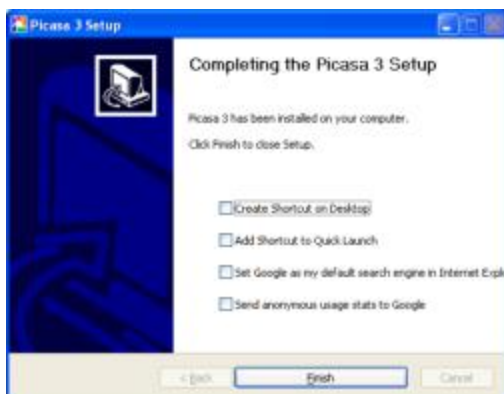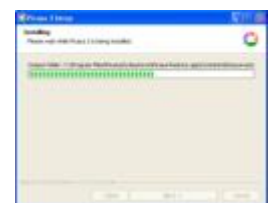
Click on Download now

Choose the option to Save the file
*(it will probably go into a folder in Documents
called Downloads unless you have set things
up differently)*

Click on the Icon in your Downloads Folder and
 Run the file

As with many downloads, you will be offered several additional
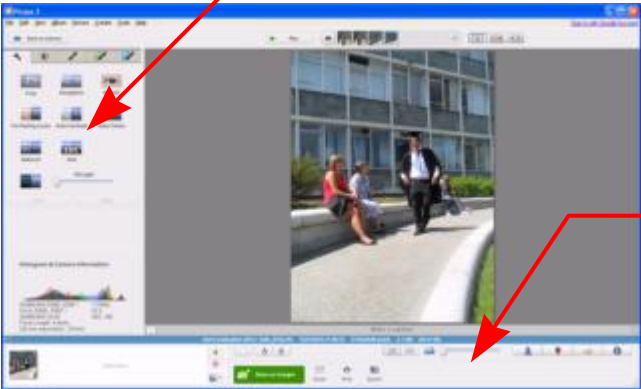items - and these may be ticked by default.

ALWAYS check what is ticked and untick anything you are either
not sure about or just don't want - you will always have other
opportunities to download later if you change your mind but once
you have accepted one of these 'extras' it is much more difficult
to remove it.

On this basis, you will
probably wish to choose
 Not now when offered
the Google Back-up

On start up, Picasa will catalogue all photos and images on your computer and sort them into Albums which are then listed down the left of the screen

Individual images can be selected and this automatically reveals a comprehensive set of Tools which are available for use to Crop or Straighten the photos or take out Red Eye for example.

There are also several automatic options for colour, contrast or eveything together.

The slider at the bottom can be used to Zoom in and there are various other display, print and save options
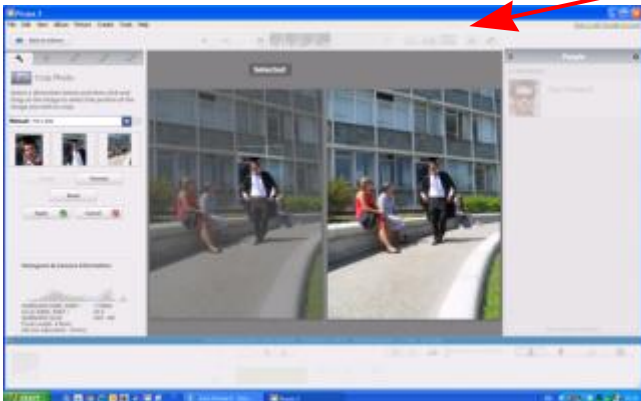
The Email option will place the chosen photo directly into your default email program and will re-size it to make sure it is not too large to send.

There are various 'fun' options in the Tool Set and these should just be experimented with to see what they do - everything can be undone after!

Photos can be 'tagged' with peoples' names and Picasa wil then search all other photos to try and indentify them - with some interesting results at times!

(There is a display option at the top of the Library View to show only images with peoples' faces)

Photos can be duplicated and shown side by side. Only one of the duplicates is Selected and can be modified at any one time. This can be useful when experimenting to see the effects of 'before and after'

Alternatively, two different photos can be shown side by side. This can be helpful when trying to choose the 'best shot' to use.

In addition to tagging peopls' names, Picasa has provision to associate each photo with a geographic location or to include other tags to classify them.