

Picasa by Google

The Tech Tip should identify the application, how it can be accessed, instructions for using it, and tips for using it in the media center or classroom.

Application:

Google Picasa is a free, open source, software application for organizing and editing digital pictures. Multiple albums can be created and saved by a single user and various ways to share pictures with others.

Access:

Google Picasa can be accessed at <http://picasa.google.com>.

Tips for the media center:

- Sharing photos of top Accelerated Reader point holders
- Sharing photos of students engaged in media activities

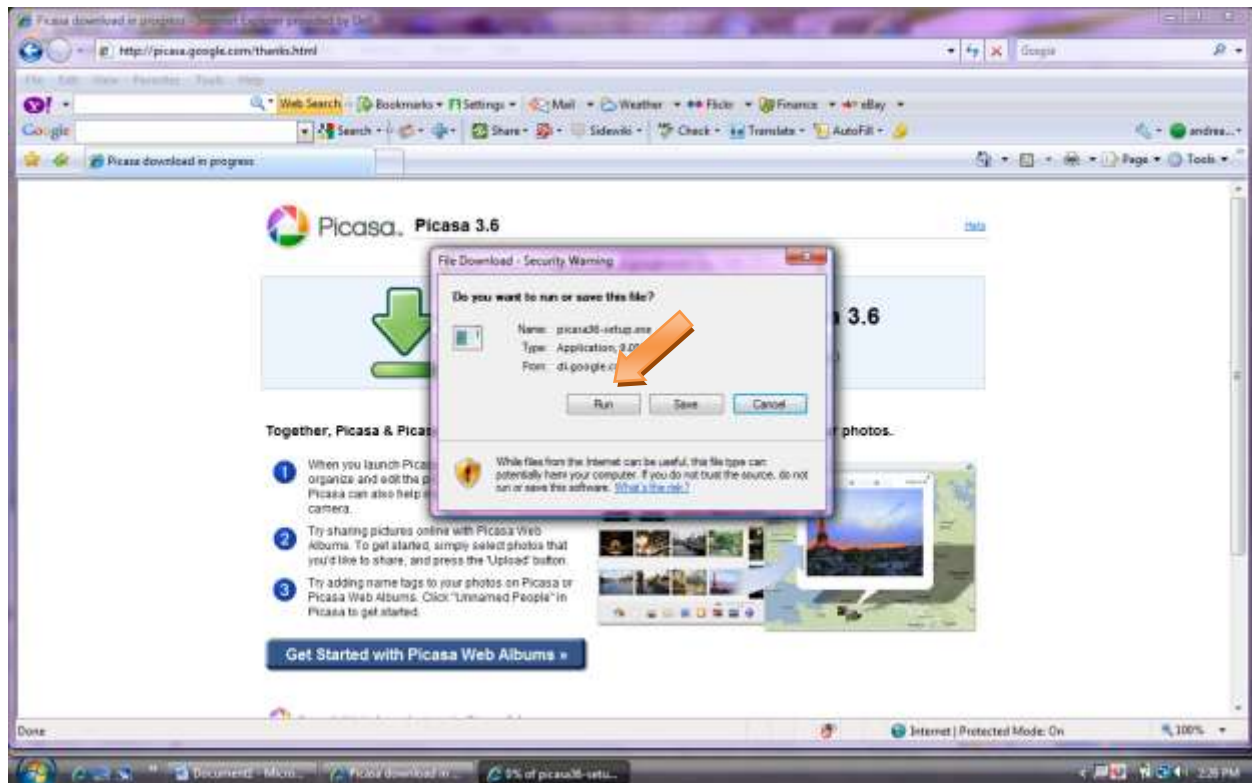
Tips for the classroom:

- Maintaining digital portfolios of students and their work
- Maintaining digital portfolio of teacher's accomplishments
- Maintaining digital portfolio of effective lessons in the classroom

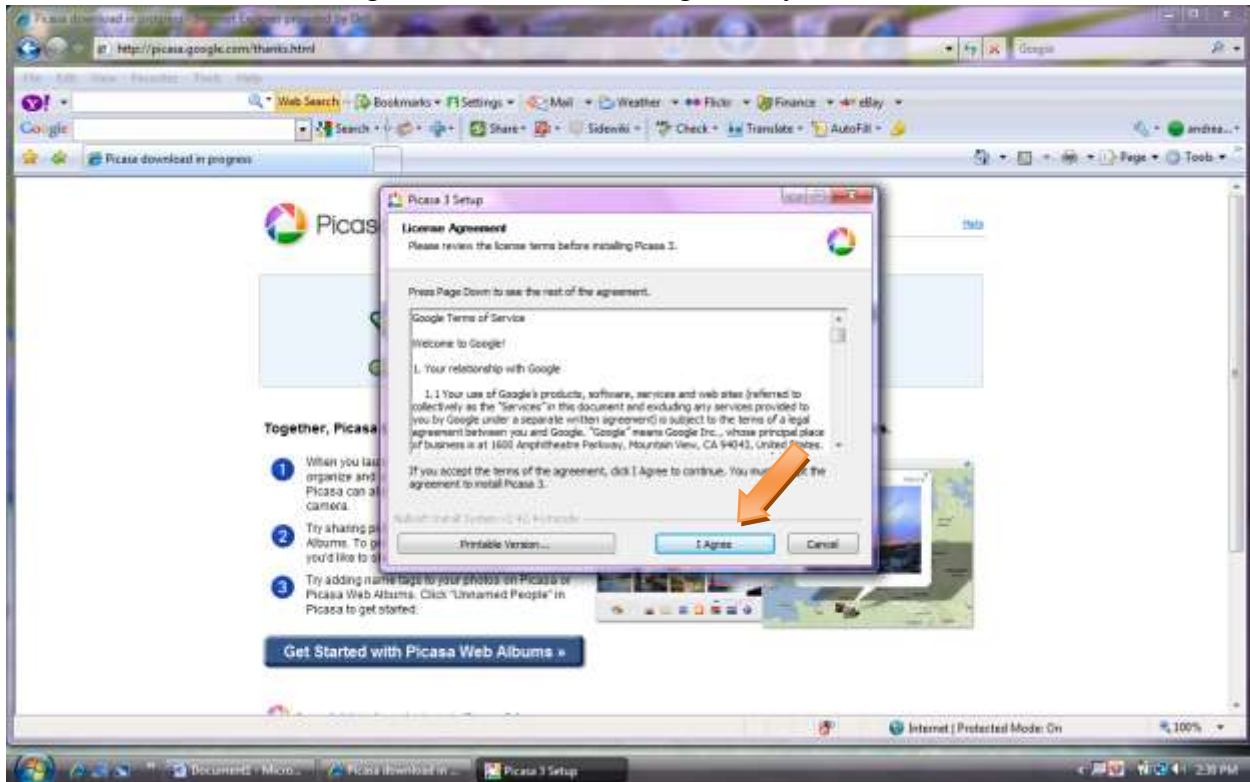
1. Type the web address into your browser: <http://picasa.google.com/>



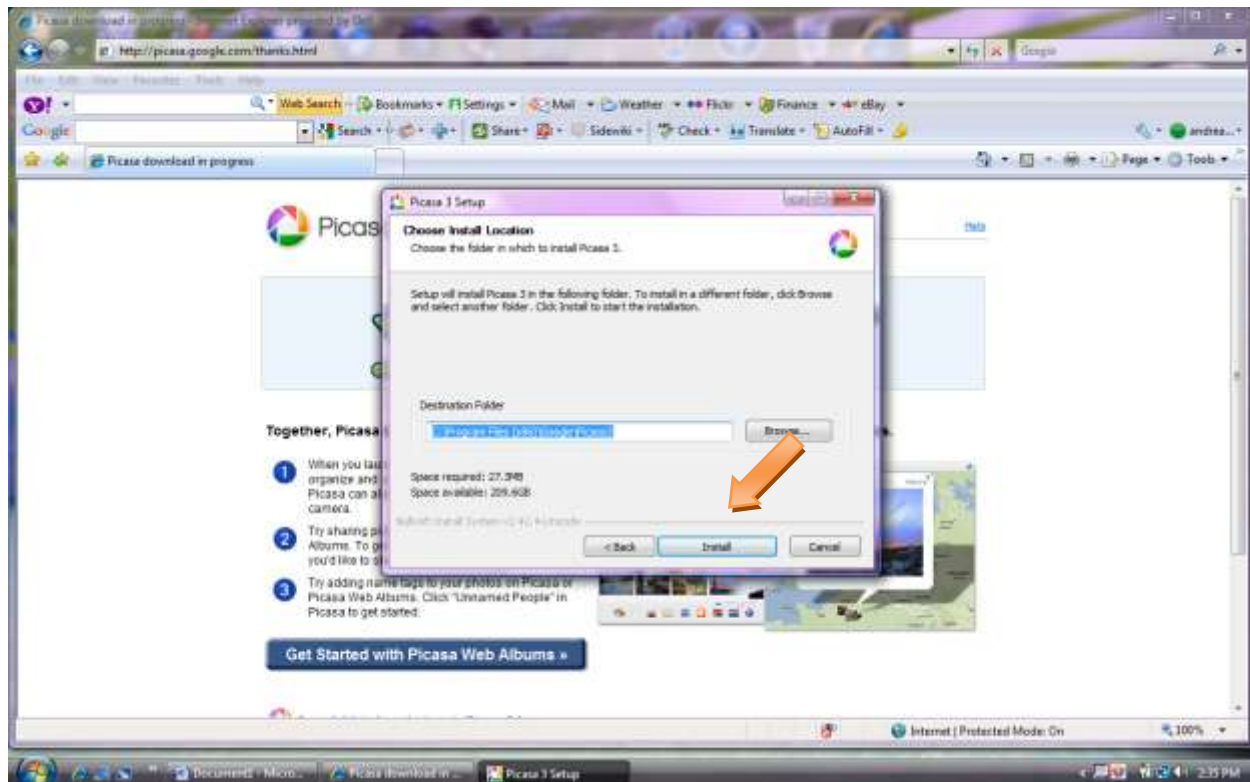
2. Begin the download of Picasa and click “Run”.



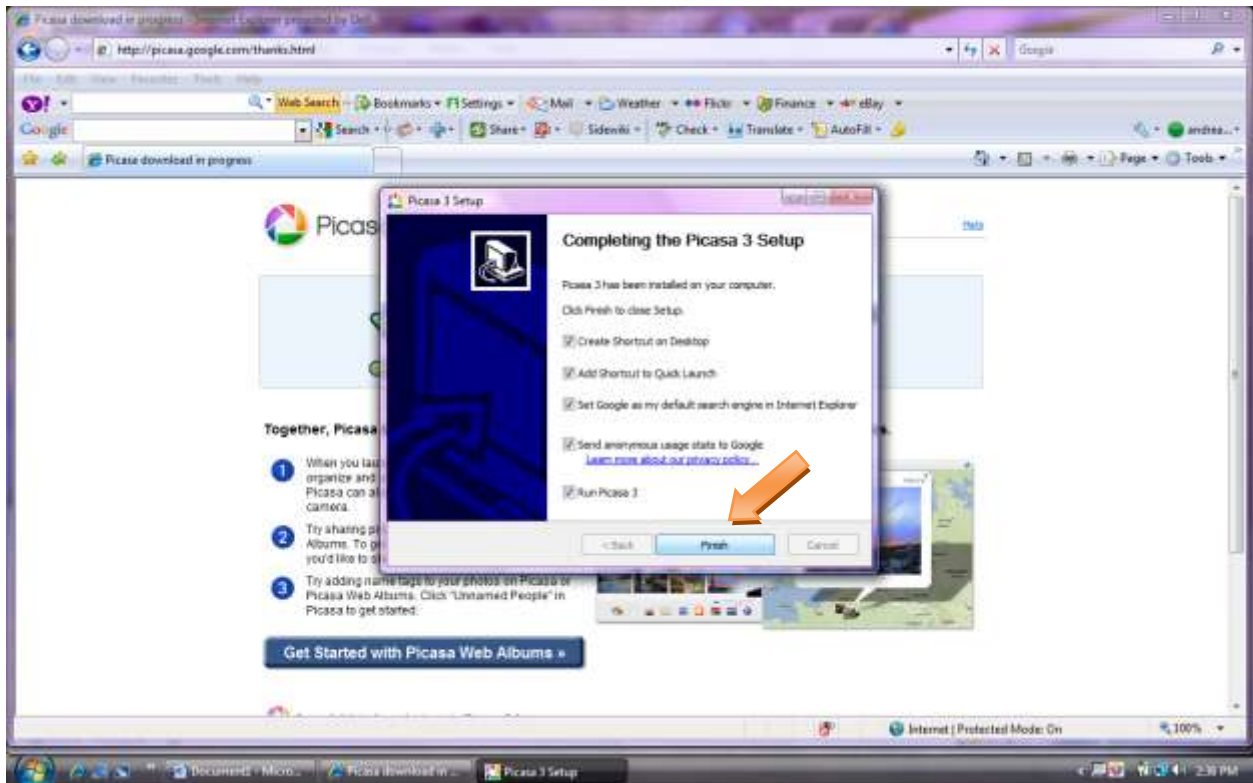
3. Read the “License Agreement” and click “I agree” if you wish to continue.



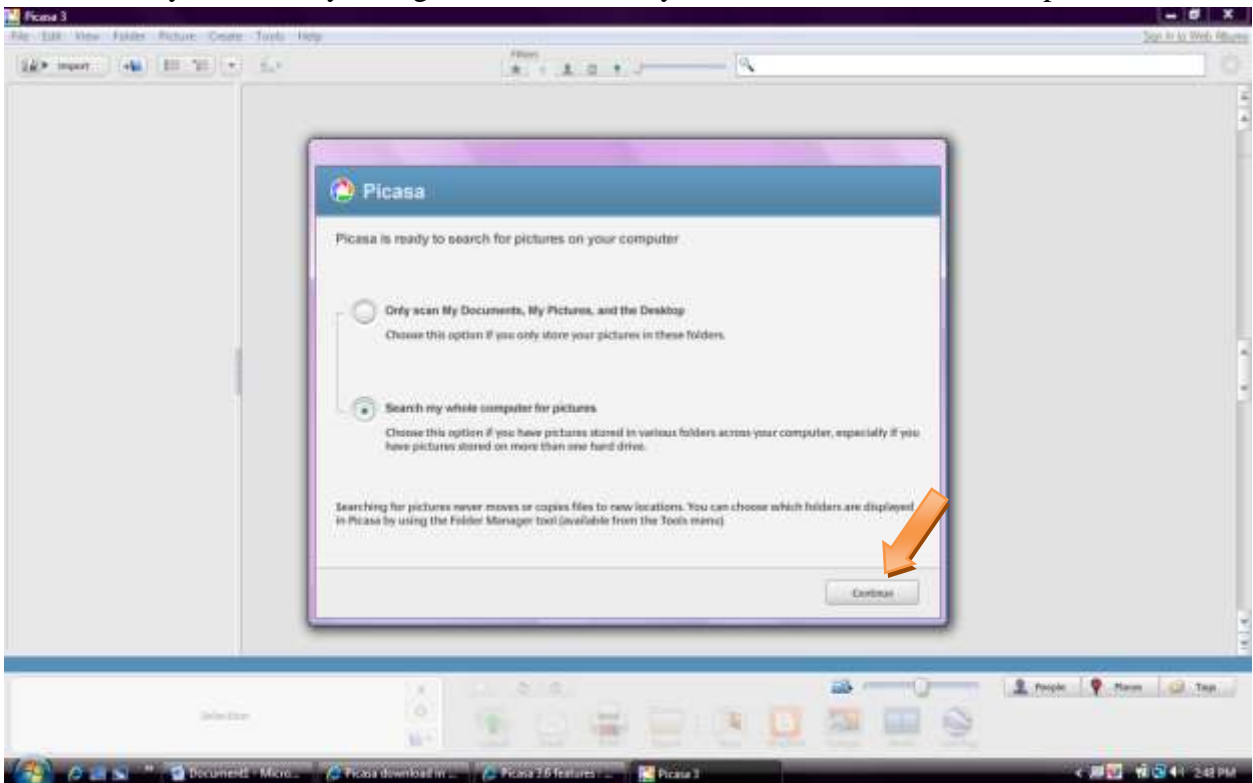
4. Choose “Install Location” and click “Install”.



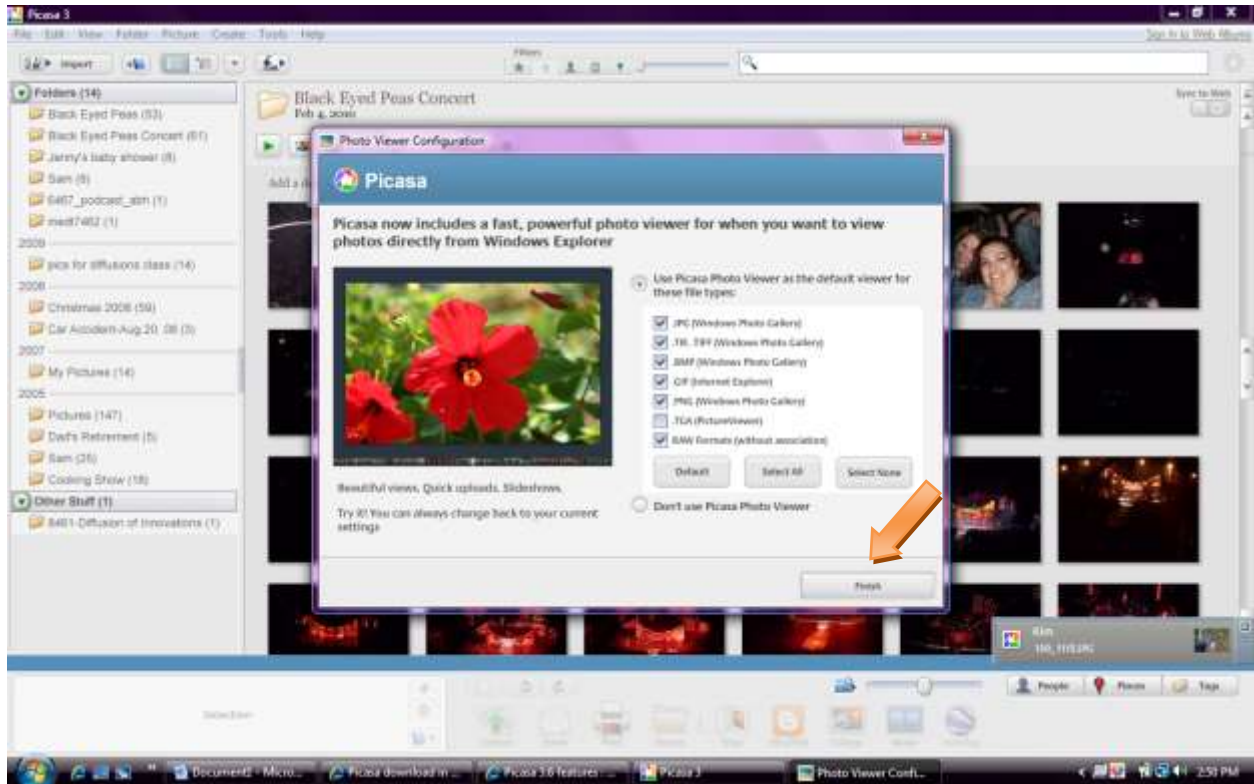
5. Click “Finish” to complete download. Be sure to check if you want to install a quick start, add a toolbar, or other choices.



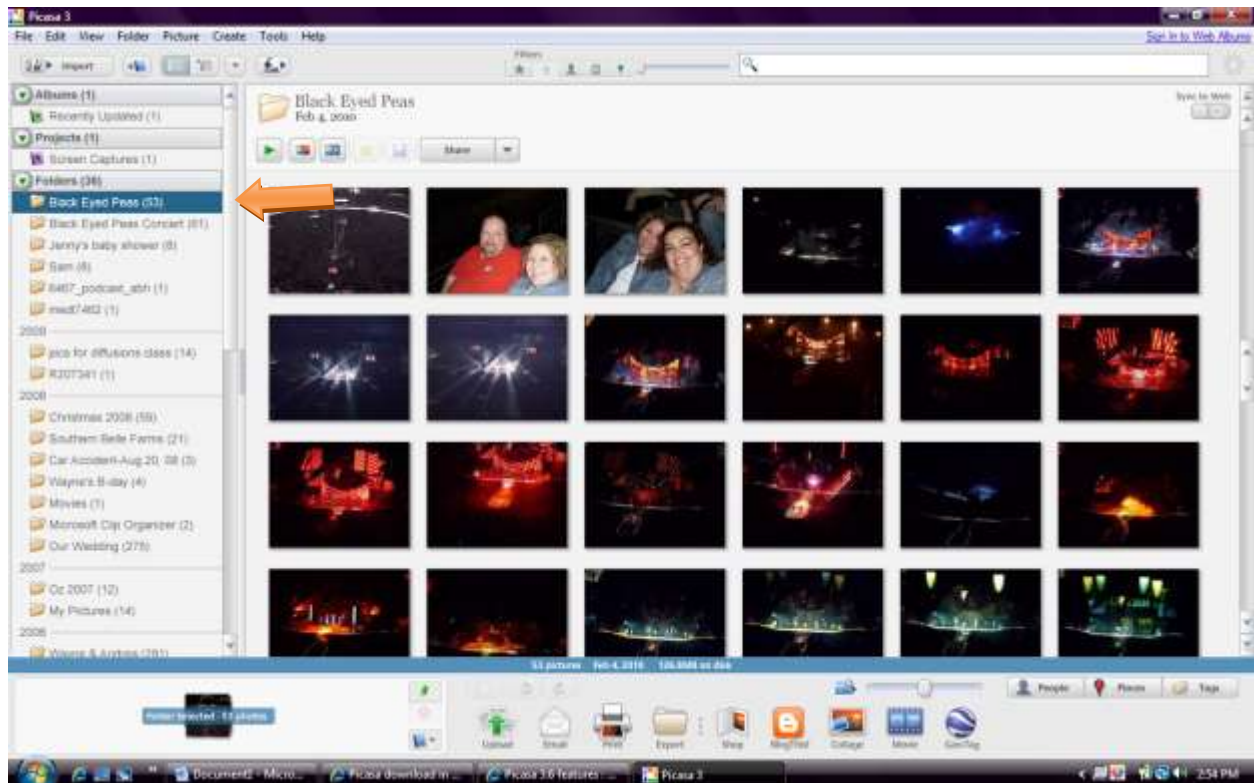
6. Now you are ready to begin. Choose where you want Picasa to search for pictures.



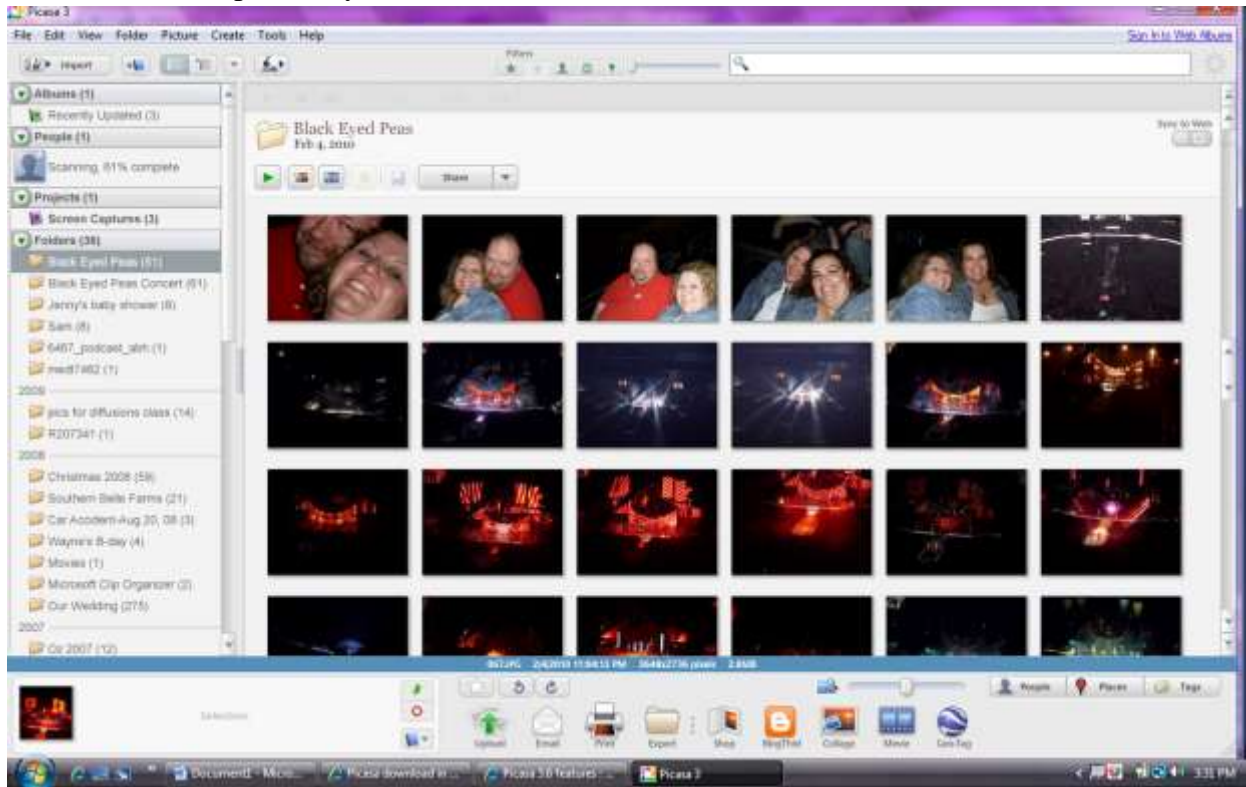
7. Click “Finish” for Picasa to begin importing all pictures.



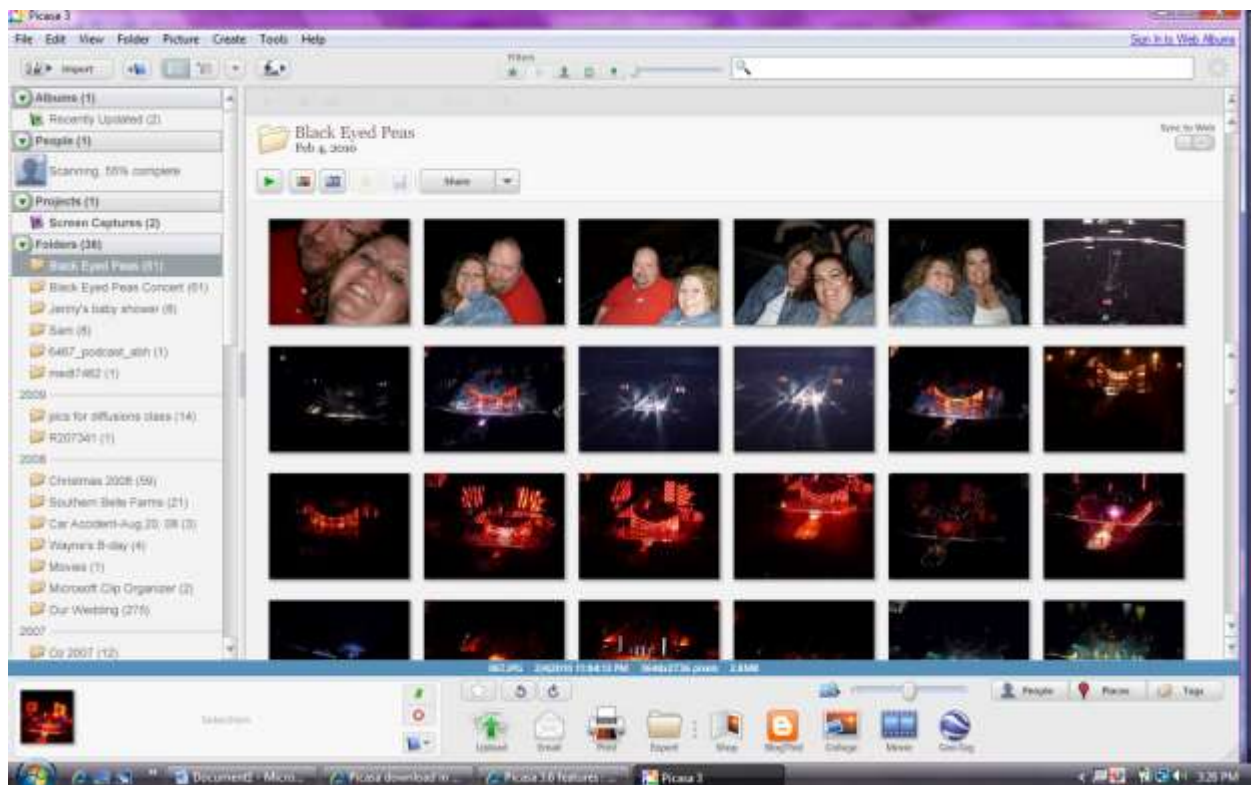
8. Now all your picture files will be on the left side of the screen. Choose the folder you want to use for your first slideshow. (I will be using the first folder “Black Eyed Peas”)



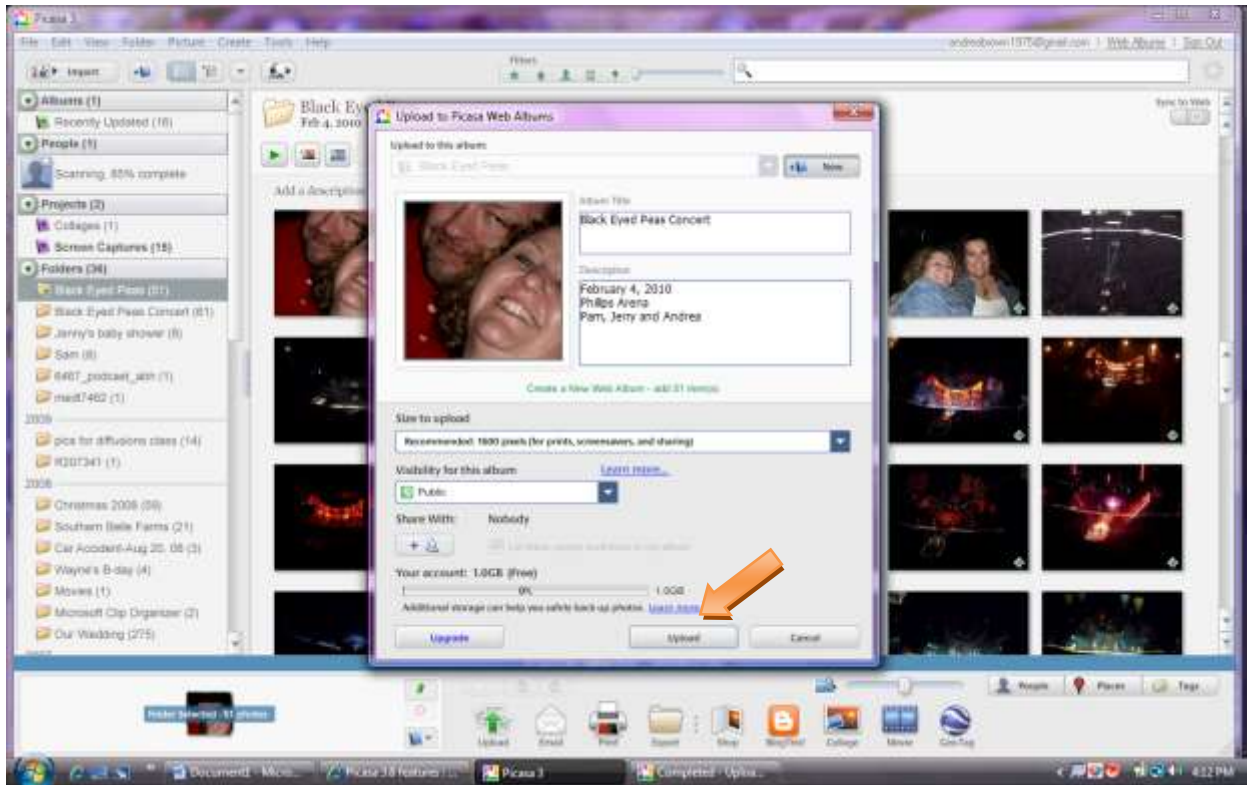
9. At this screen, you can move pictures around and change the order of them. You may also clear pictures you do not want to include.



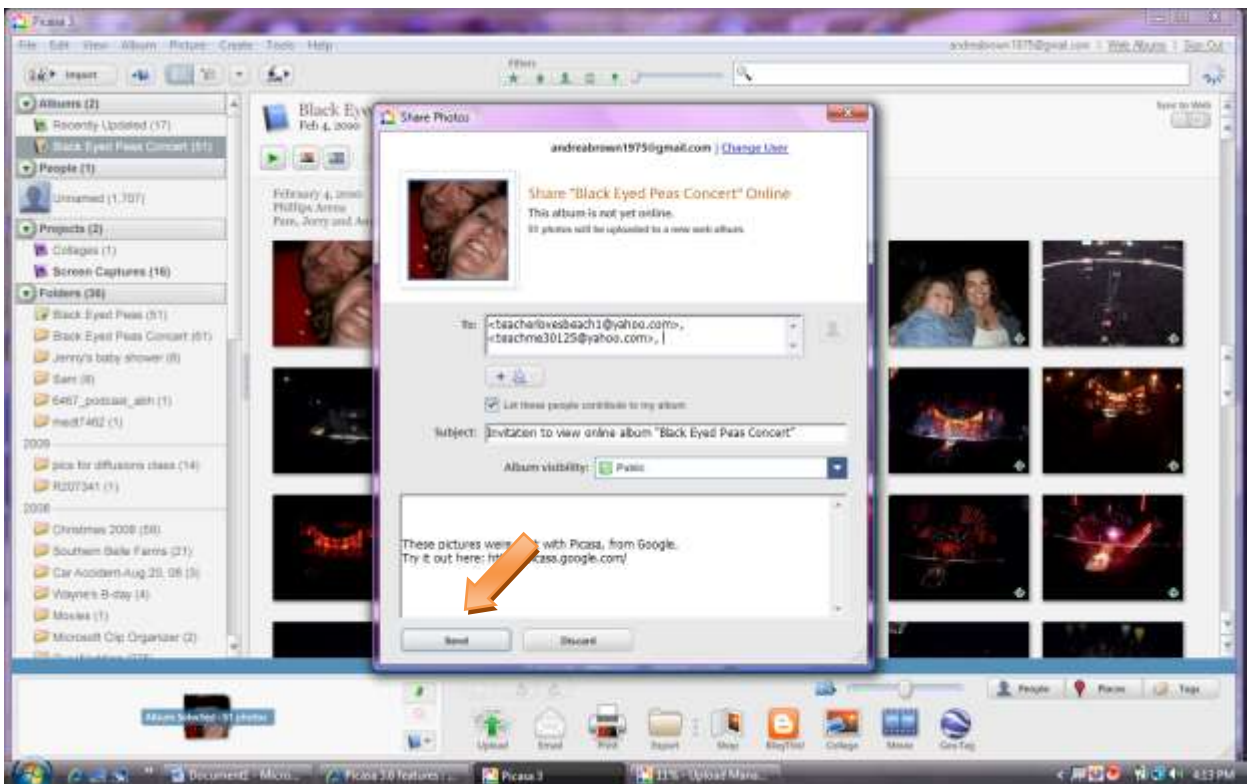
10. Once you have chosen and arranged your pictures you can preview the slideshow by clicking the green arrow at the top.



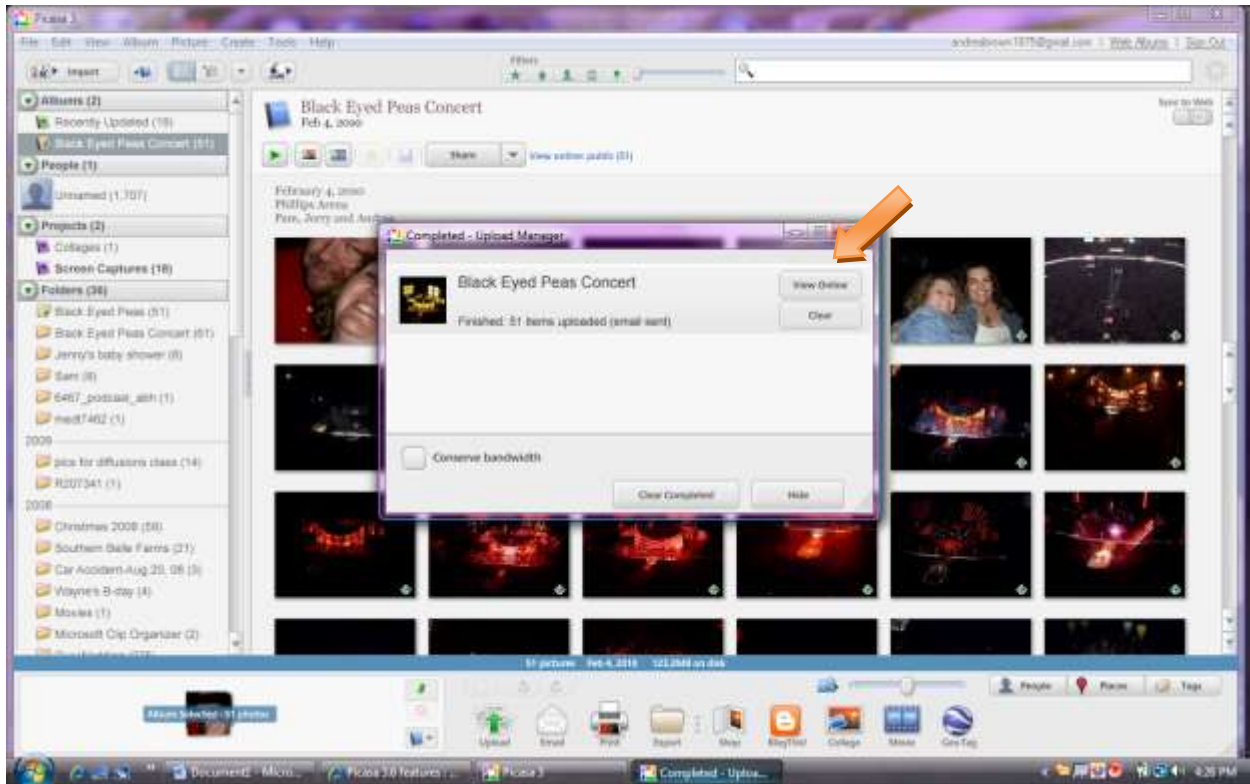
11. To upload, you will need to sign-in, add a description if you choose and click “Upload” again.



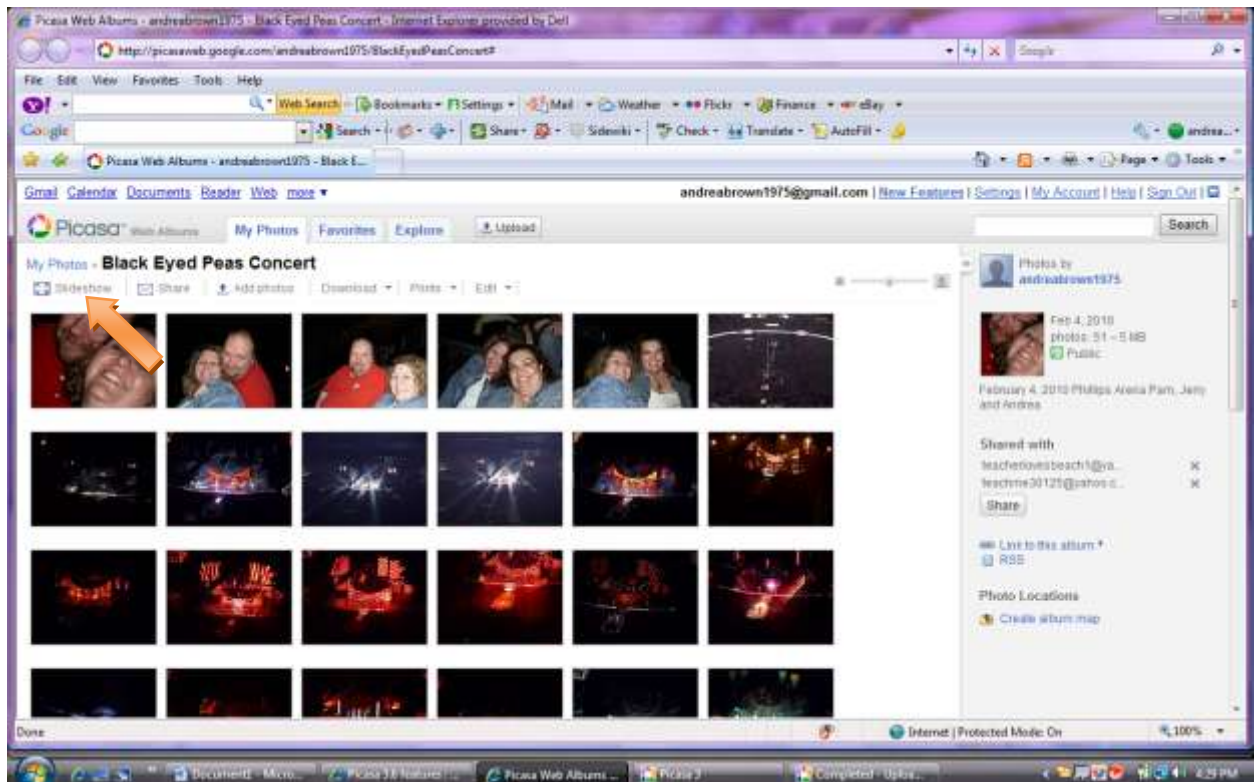
12. Now you can share the slideshow with others by clicking “Share” and entering email addresses to those you want to see the slideshow and click “Send”.



13. Once you have sent the invitation to view, you may choose to “View Online”.



14. One final step, click “slideshow” at the top to view as a slideshow.



15. Congratulations!!!! You completed your first slideshow using Google Picasa.