

How to use Picasa Web Albums

Picasa is free photo editing software from Google that makes your pictures look great. Valencia recommends using Picasa to organize and display the photos for your Faculty or Department Webpage. The following guide will help you get started with Picasa.

Step 1 Download and Install Picasa Software:

Navigate to the Picasa [download page](#) to get the software. Once the software is done downloading, double-click on the file and follow the installation instructions. Once the software is installed, it will ask you to sign in to your Google Account. You can use an existing Google account, or [create a new one](#) to use for business purposes.



[Learn more about Picasa and Picasa Web Albums](#)



[Watch a video introduction](#)

Step 2 Import Pictures:

Once you've installed Picasa and signed in, Picasa will ask if you'd like to **scan your computer for pictures**. It is recommended that you let Picasa scan, find and organize the pictures on your computer. This process can take up to an hour, depending on the number of pictures it finds and the amount of data on your computer. You can also import photos from cameras, CDs, scanners and more. Please review the Getting Started with Picasa link below for more information on how to get more out of Picasa.



[Getting Started with Picasa](#)

Step 3 Creating/Uploading a Web Album:

Picasa Web Albums provides 1 GB of free storage that makes sharing your pictures quick and easy. Once you have imported pictures into your Picasa account, you will see lists of folders containing your pictures on the left hand side of Picasa. Before you can use your pictures on your web page, you must **upload them as a Web Album to Picasa**.

If you are **uploading pictures for a slideshow**, make sure all the pictures are in the same folder. The easiest ways to upload pictures is to right-click on the folder on the left hand side, and select "Upload to Web Albums". All pictures in the folder will be uploaded to a Web Album. Once you have uploaded the pictures, you can [sign in](#) to your Picasa account to manage your album.

If you are **uploading single pictures**, simply right-click on the picture (or pictures) and select "Upload to Web Albums". A new Web Album will be created on the Picasa Website, but only the picture (or pictures) you selected will be uploaded.



[Web Albums: Getting Started Guide](#)

Step 4 Using Your Web Album:

Once you have logged into the Picasa Website, you can manage Album Properties and Picture Properties. Please take a look at the Picasa Web Albums Help guide, linked below, for more specific information on the properties and tagging you can do for your pictures.

To make slide shows, or **link to an entire album**, while viewing the Web Album, click on the “Link to this Album” link on the right hand side of the page for linking options. You can link to the entire album using either a simple link (use the “Paste link in email or IM” link) or as a link with a graphic (use the “Paste HTML to embed in website” link).

You can also easily **create a slideshow** of all the pictures in an album. After you click “Link to this Album”, another option will show up – “Embed Slideshow”. When you click on this link, you will get a pop-up with options for how to format your slide show. Choose the size of the slideshow – “Medium” is the recommended size for Valencia Departmental pages. You cannot use anything larger than the “Large” slideshow size on Departmental pages. You can also choose to show the picture captions. It is also recommended that you check “Autoplay”. Once you have all your options selected, copy and paste the code in the yellow box to your website.

Contribute users will have to submit the code to have the webteam post the code for **slideshows** for them. Once you have the slideshow setup the way you would like it, please go to the [Web Services Contact Form](#). Enter your Name & email address, then use the comment box to paste the code you copied from the Embed Slideshow popup along with the Link for the page you’d like it posted on and any special instructions (for example: *“Please place this slideshow after the text reading PICTURES on the webpage <http://www.valenciacc.edu/mydepartment/photos.cfm>”). The web team will verify the slideshow, post it and contact you when it is complete.*

Users with their own **Faculty Site** should paste the Embed Slideshows in as html and upload the page to their site.



[Different Ways to Share: Embedding albums, images & slideshows](#)

Helpful Links:



Videos: [Picasa Community](#) on YouTube is a space for Google to feature user-created videos about Picasa. There are videos about Picasa Basics, Web Albums & Features.



[Picasa & Picasa Web Albums Help](#) – This site links you to help articles and has a search function to help you find what information you are looking for.