

# Using Picasa



## Basic Edits to Photos

**Crop:** Frames or cuts parts of a photo.

**Straighten:** Straightens photos taken with an off-kilter camera.

**Redeye:** Corrects red eyes.

**Auto contrast:** Sets brightness and contrast to optimal levels.

**Auto color:** Removes color cast and restores balance.

**Text:** Adds or edits text.

**Fill Light:** Adds light to the foreground of photos.

**Undo and redo:** Deletes or restores changes.

**Retouch:** Removes blemishes and improves photo quality.

**I'm feeling lucky:** Adjusts the photo's color and contrast.

**Adjust color & lighting**

Use the sliders to adjust the color and lighting aspects of your photo. To use this tool, click Tuning.

Use "Rotate" to turn your photos by 90 degree increments. To use, click Rotate.

To select multiple photos and add photos to the photo tray to make changes to multiple photos at once. Here's how: Press and hold Ctrl (Command on Mac) while selecting multiple photos.

To select all photos in a folder or album, click Edit > Select all or Ctrl+A (Command+A on Mac).

To keep your selected photos in the photo tray, use Hold.

To remove all photos from the photo tray, click Clear.

When you save your photo, its location on your hard drive may change. Find your original photo

Picasa creates a copy of your photo with all edits and moves the original to a hidden subfolder called '.picasaoriginals'. Use File > Save for individual pictures (or a group of pictures that you select).

You can make a copy of a photo and save it where you want. To create edited copies of a large number of pictures, export your photos. Use File > Save a Copy to export a copy of the photo with all edits, into the same folder. The new version will have "-1" added to its original name. To specify the filename and location, use File > Save As. Photos are saved as JPEG files.