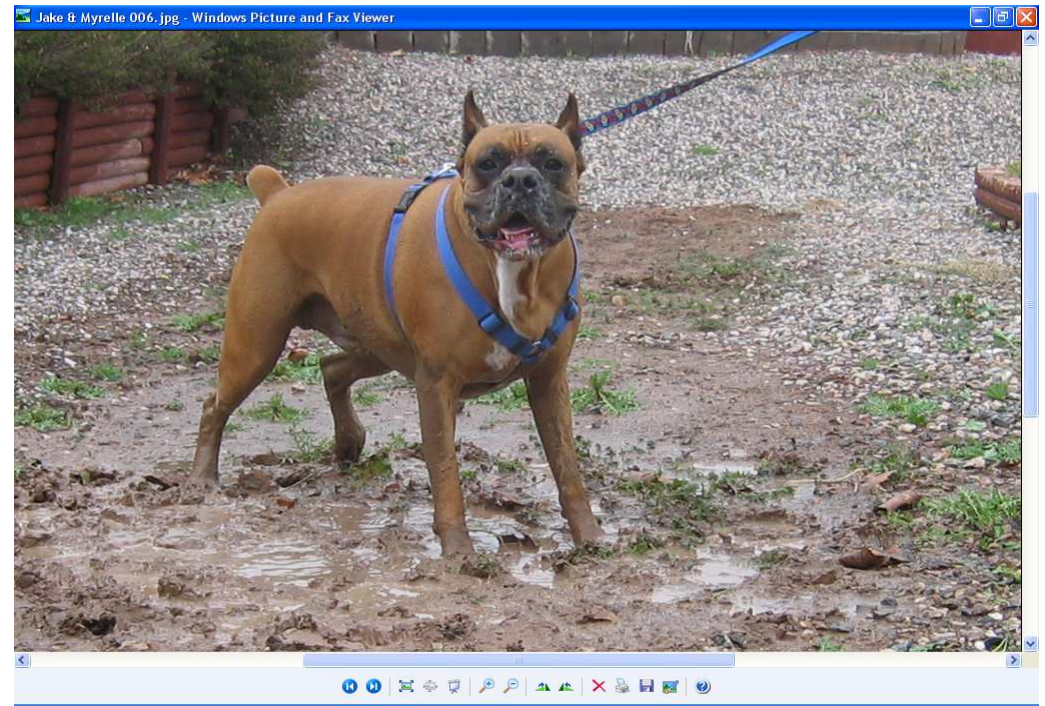
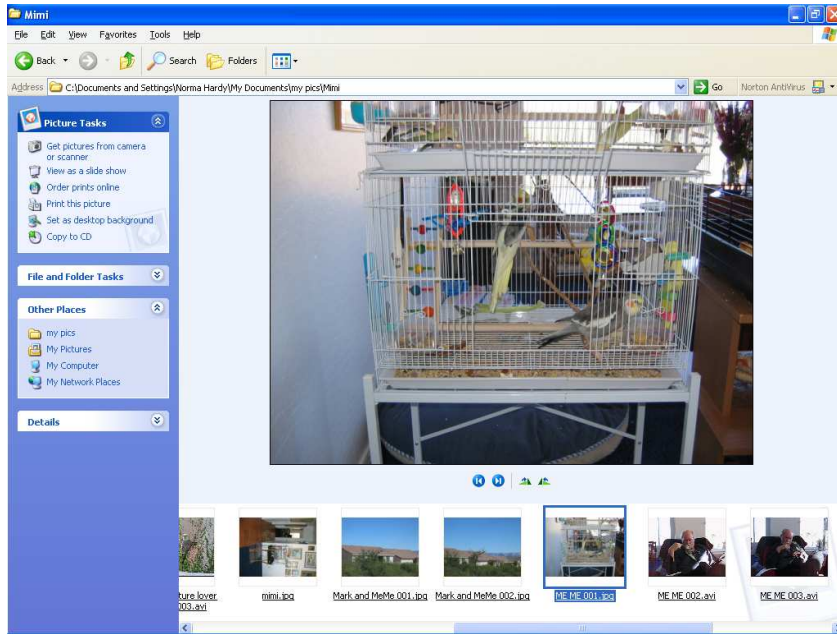


Working with pictures in Windows XP

If you **DOUBLE CLICK** on one of the pictures then the **Windows Picture and Fax Viewer** will open to display it.

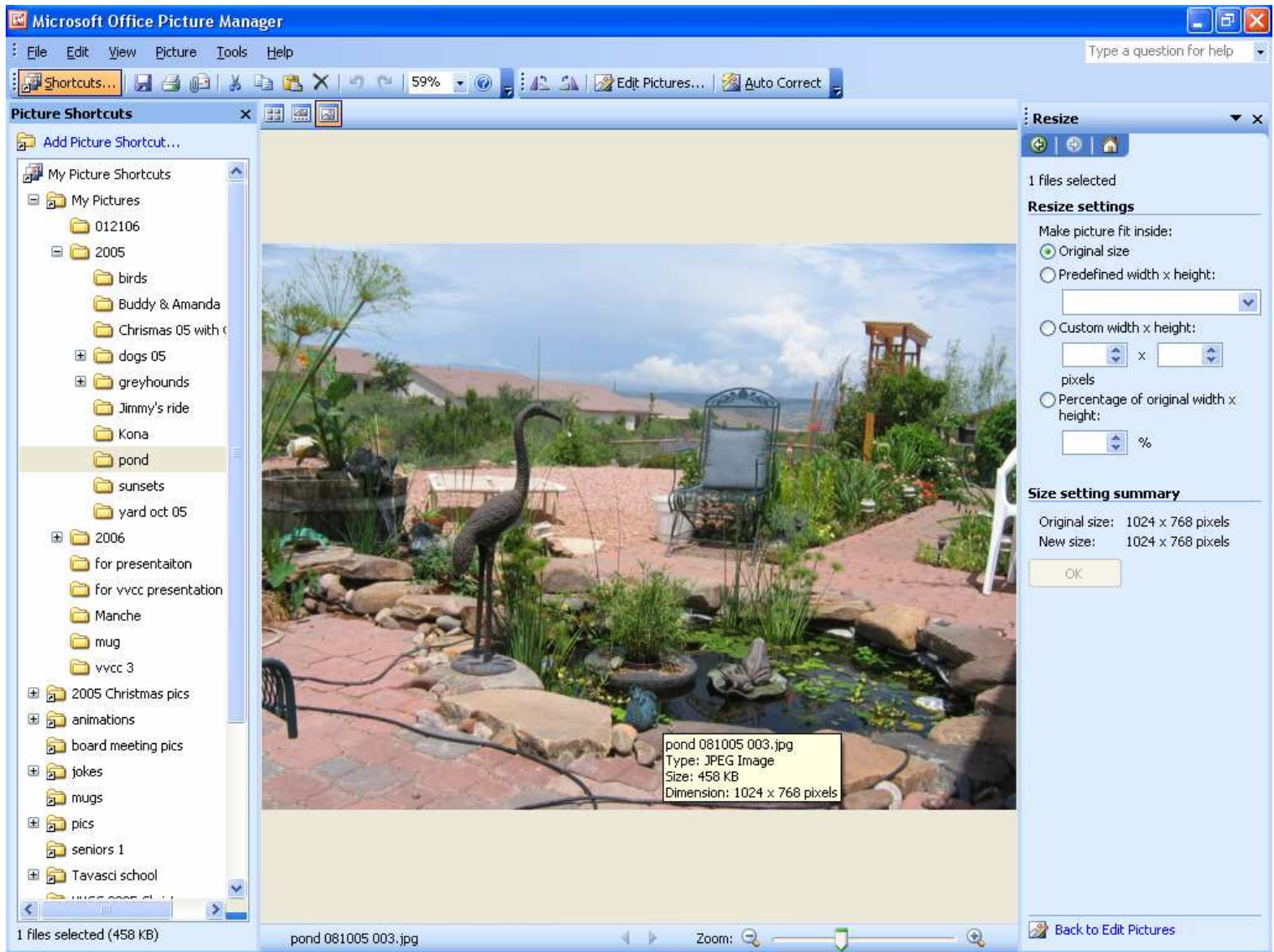


The toolbar buttons on the bottom of the screen allow you to:

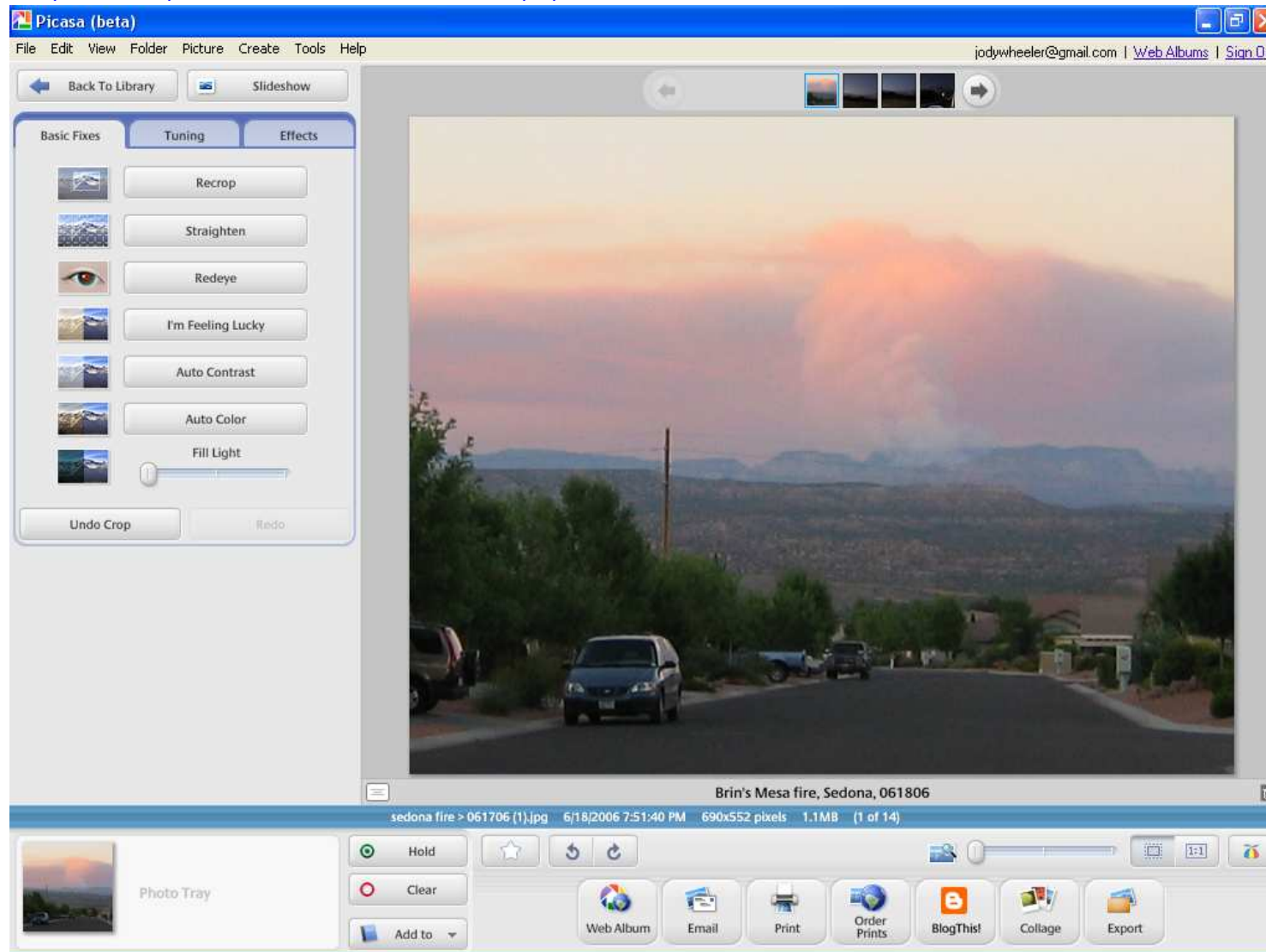
- ✓ scroll through all pictures in the current folder
- ✓ display the Best Fit or Actual Size of the picture
- ✓ show all in the folder as a Slide Show
- ✓ Zoom In or Out
- ✓ Rotate clockwise or counterclockwise
- ✓ Delete
- ✓ Print
- ✓ Save with the same or another name
- ✓ Close the Viewer and open the MS Photo Editor
- ✓ Help

Microsoft Office
Photo Manager

This program
comes with
Microsoft Office.
Lots of useful
editing tools here.
My favorite utility



Working with picture files in Picasa: Picasa is a freeware program provided by Google at <http://www.picasa.com/download/index.php>



You'll find all of the tools easy to find and to use. But be sure to read about the many additional program features in the Help/Contents in the HELP menu. Also be sure to investigate all of the drop-down menu's on the top of the main window. There are many great things you can do in here!

Right click on a photo for this menu:

Picasa's editing tools are very handy and easy to use.

Basic Fixes include:

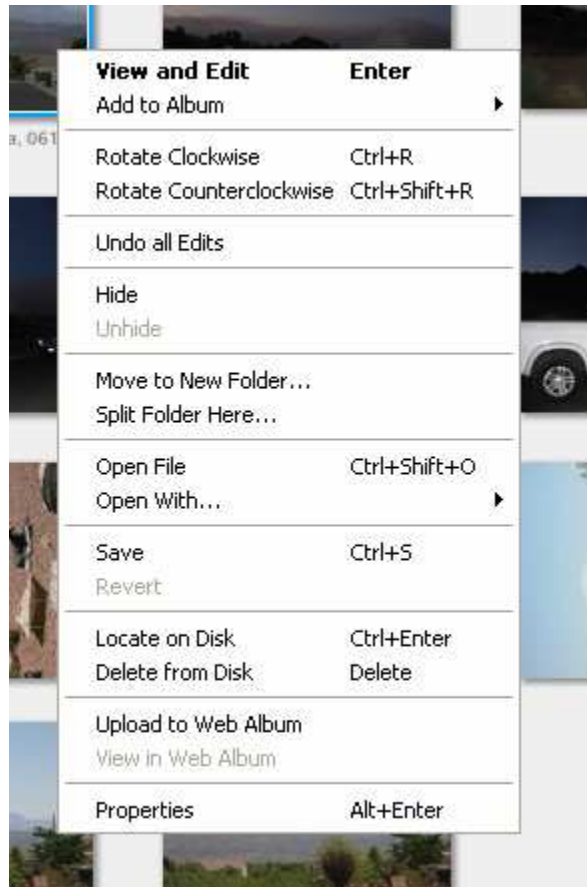
Crop
Straighten
Redeye
I'm feeling Lucky
Auto Contrast
Atuo Color

Tuning tools include:

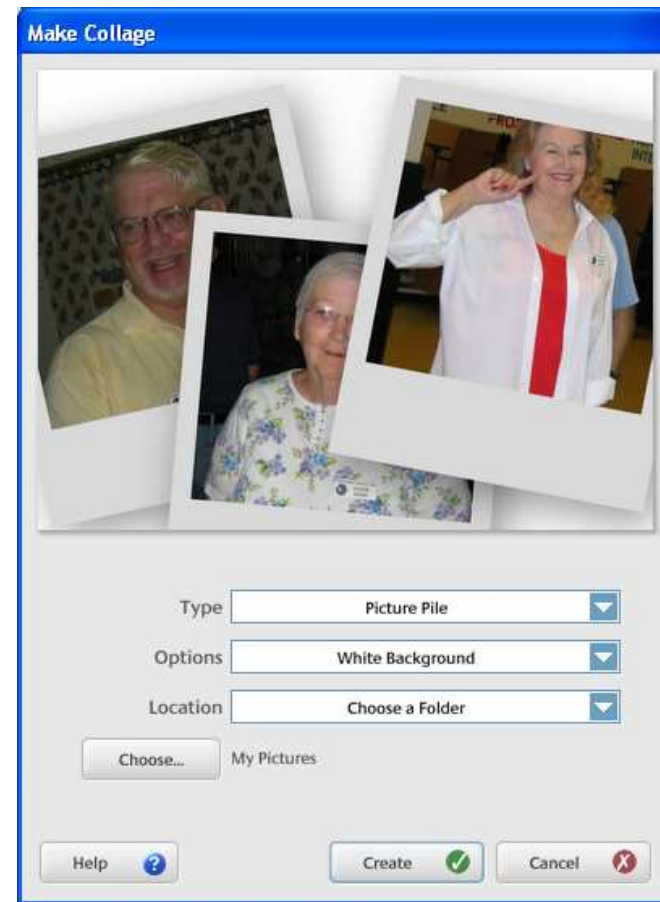
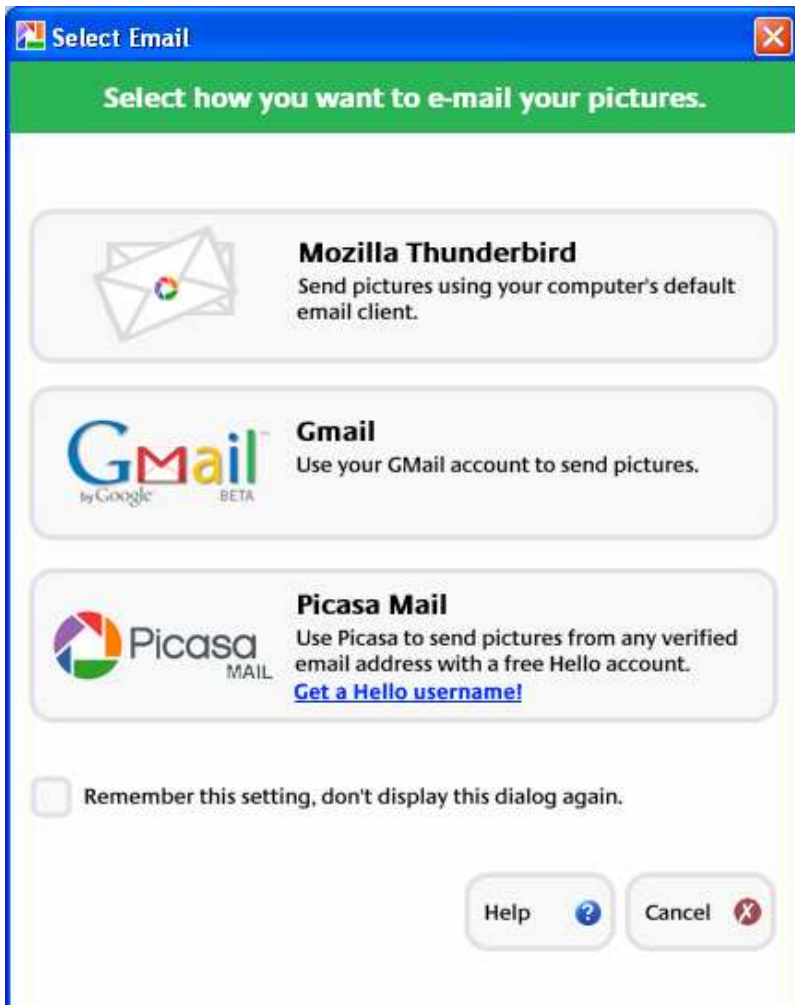
Fill Light
Contrast
Highlights
Shadows

Effects menu includes:

Shadows
Sepia
B & W
Warmify
Fill Grain
Tint
Saturation
Soft Focus
Glow
Filtered B & W
Focused B & W
Gradual Tint



You can also make slide shows of your photos, or screensavers, posters and collages!



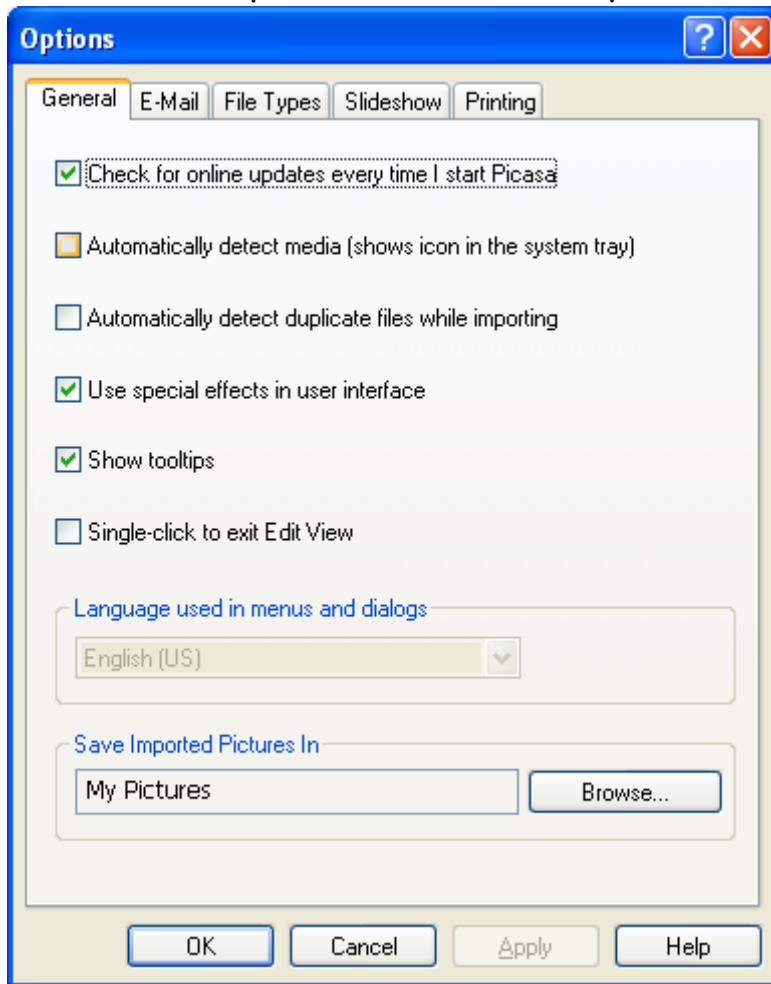
Emailing your pictures is a simple process. Picasa detects your default email programs or your Gmail account if you have one.



I selected to send the picture via my Gmail account and it automatically reduced the size of the original picture for me from 1.3 megabytes (1300 kb) to 88 kilobytes and attached it to a new email!! It even estimates the time it will take to receive this picture for folks still on a 56K dialup connection.

Picasa does not import your photo's but simply builds an index of the photos on your computer and then it displays them in their folders for you.

It is not necessary for Picasa to re-index photos each time Windows boots so you can go into tools/options and uncheck the option to automatically detect media.



On the EMAIL tab you can specify your default email program and modify the settings for how Picasa will reduce the size of photos before emailing them.