

Using Digital Technology to Scrapbook Events In Your Chapter

You may already have a picture file that you use. If not you may want to install Picasa Picture File. This is the easiest way to send pictures, since Picasa and g-mail are both owned by Google, and having a g-mail account makes things much easier.

To install Picasa: get on the internet, type in picasa.com on the browser (in the top gray box) **then** hit enter

1. Download Picasa 3.8 located on the right side
2. Click on.....File download security warning then hit **RUN**
3. Next box....Run
4. User account control box will appear Make changes? **YES**
- 5.close out
- 6.License Agreement hit **I agree** new box..... **Continue**
- 7.**Install** 8. **Finish**

Now that have installed the Picasa Picture File...its main purpose is as a **photo editing program**
{only PICASA CAN SEND or EMAIL pictures using A GMAIL email ACCOUNT}

If you have your own picture file, attach pictures to an e-mail and send it to me lindaevans2343@gmail.com

Photo Editing with Picasa { same applies to other photo editing files}:

Click on picture Basic fixes box will appear; Crop Red eye Text Rotate Zoom Fill Light Hit **APPLY** when finished with a task

When cropping pictures send in the **4x6** format only

HINT: Do not take photos with a window in the background

To include text with your pictures, do so in a separate email and I will add to the pictures **OR** select picture from file...hit ABC box under the basic fixes section type on the picture....letters will be in a box...a new basic fixes box at the left will let you enlarge text or change the color, or use the eye in the text box to resize the letters. Hit **Apply** whenever you are done with a task.

With a g-mail account, select pictures you want to send...hit e-mail envelop at the bottom of screen...a box will appear choose the Google mail box send to my e-mail lindaevans2343@gmail.com

No g-mail account? Go to **gmail.com**, follow the instructions to sign up for a gmail email address and then use g-mail to send pictures to me.

To send without g-mail click on the pictures,,,choose export at the bottom of screen { send in original size for best quality} hit export remember the folder name go to your e-mail account and attach the pictures one at a time

To run a slide show from Picasa choose a folder of pictures click on green arrow.... will play a slide show when into slide show..... on bottom tool bar you can rotate pictures and change the viewing format and the time each slide is on screen OR put selected pictures in tray, click blue folder at bottom, add new folder, name folder , click ok. Then select folder on left of screen and hit green arrow. Your slide show will play.

To put pictures on your computer, use the USB port cord,...,one end to camera.... USB port to computer {or use digital camera memory card reader}.

All your pictures will come up choose a folder title then click on **IMPORT ALL** at the bottom right

If you have any other questions, e-mail them to me lindaevans2343@gmail.com Have Fun going Digital!!