



Picasa 3 -- Picasa is an image organizer and image viewer for organizing and editing digital photos, plus an integrated photo-sharing website. Google acquired Picasa from its original author and began offering it as freeware.

Picasa can be downloaded at: <http://picasa.google.com/> Currently, the latest major version of Picasa is 3.9, which supports Windows XP, Windows Vista and Windows 7, and has Google+ integration for users of that service.

Picasa Web Albums (PWA) is a photo sharing web site from Google, often compared to Flickr and similar sites. It allows users with accounts at Google to store and share 1 GB of large photos for free. Storage is unlimited for photos 2048x2048 pixels or smaller for Google+ users, and for photos 800x800 for everyone else. Videos less than 15 minutes long also don't count towards the limit. After the limit is reached, photos are automatically resized.

Editing images in Picasa: Images are brought into Picasa as thumbnails and are shown in the various folders of your "My Pictures" file on your computer's hard drive. After opening Picasa, click on an image to bring it up in the Picasa editor. There are five tabs that can be selected. They are COMMONLY NEEDED FIXES, LIGHTING AND COLOR FIXES, FUN AND USEFUL IMAGE PROCESSING, MORE, and EVEN MORE. It is fun to experiment with the various fixes and conversions. They are non-destructive -- your original image will not be changed.

Step by Step Procedure for Conversion to Black & White (B & W) for the Sample Image Using Picasa

The following procedure is written specifically for Picasa 3, but will be very similar for other versions of the software.

1. After making general adjustments to your image using the tools contained in the COMMONLY NEEDED FIXES tab and the LIGHTING AND COLOR FIXES TAB --
2. Open the tab titled FUN AND USEFUL IMAGE PROCESSING. There are 12 choices available to convert your image to monochrome styles. Start with "B&W". You might also like "Sepia". Or, try "Focal B&W".
3. When you are satisfied with the look of your image, go to the "File" menu at the upper left and drag down to "Save As". Name your new image. For starters, we suggest that you keep your original image file name and add to it such as IMG_3829-BW. The BW would indicate that the image is the black & white version of the original image.

Note: Picasa will save the new modified image in the same folder as your original image. Be sure to double check that the folder of the original image is selected at the top of the "Save As" window in the "Save In" box.