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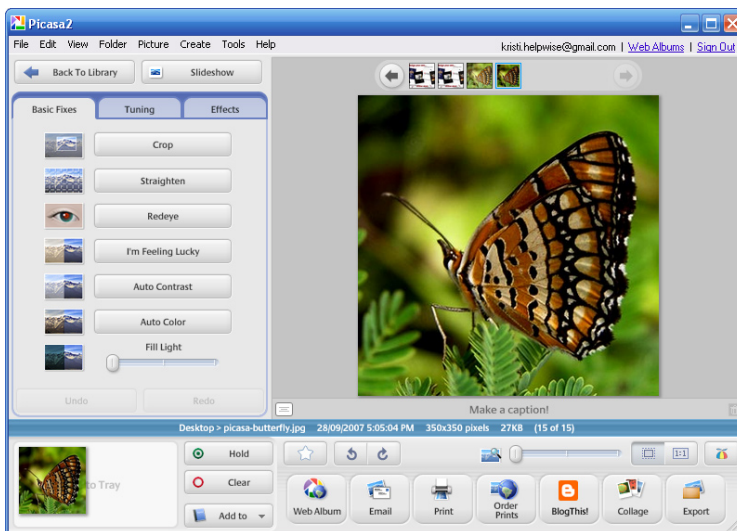
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IMAGE PROCESSING USING PICASA



Editing Images

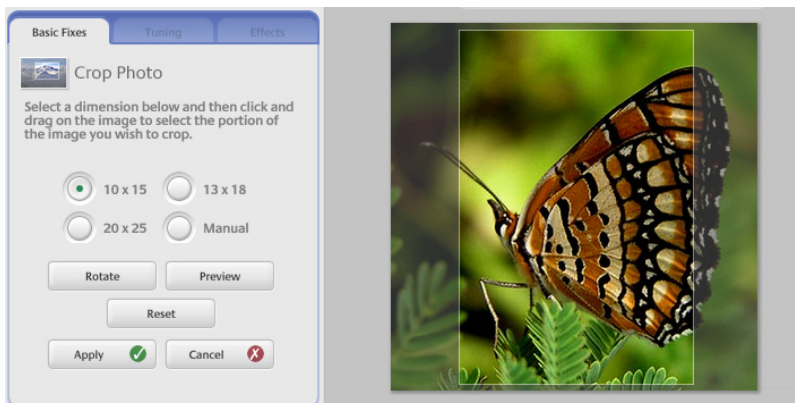
1. Browse for your photos in Google Picasa. Double click on the image.
2. Adjust the image to suit, by using the **Basic Fixes**, **Tuning** and **Effects** tools.



Quick Tip

If your photo is blurred, go to the **Effects** tab and click **Sharpen** once.

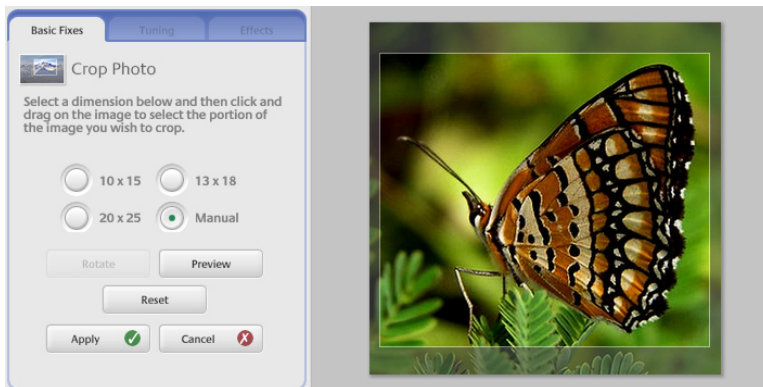
3. To crop an image, click **Crop** from the **Basic Fixes** tab.
Choose the correct crop size. Click on the image, hold down the mouse button, and drag over to form a box.



The greyed out area is going to be cropped off the image.

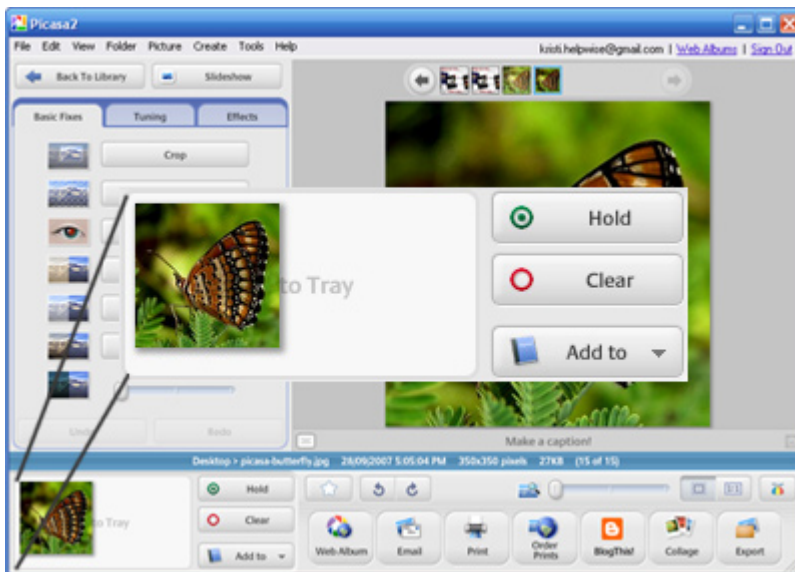
Manual Crop


Hold down the shift key while dragging the mouse over the area you wish to keep to form a square.



Click **Apply** to confirm the crop.

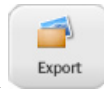
- Once you are happy with the editing of the image, click **Hold** in the bottom panel to keep the image in the tray. This will make it easier to export all held items in one go.

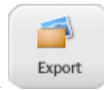


When an Image is held in the tray, the  icon will appear on the image.

- Repeat all of the above for **all Product Images**.

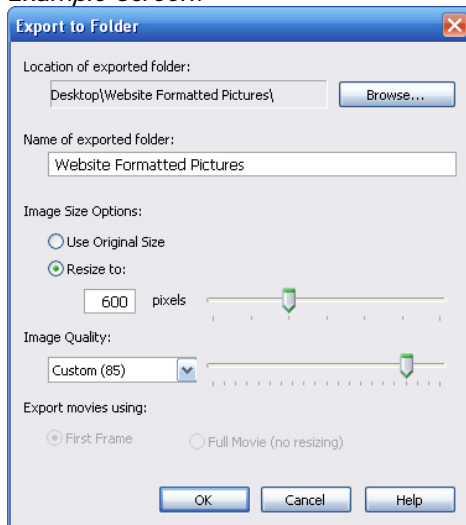
Exporting Images




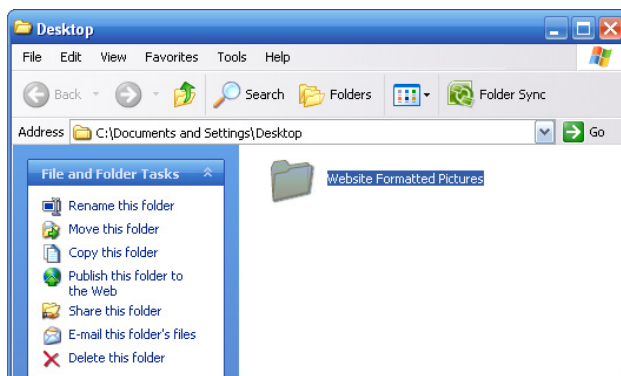
1. Once all images in holding tray are edited, click .
2. Choose the following settings for the export.

Location of exported folder:	Desktop (change this if needed).
Name of exported folder:	Website formatted pictures.
Image size options:	500 pixels (or as specified by Helpwise). Note: the size entered here will be the size of the longest side of the photo. Example: Horizontal image will be 500pixels wide Vertical image will be 500pixels high. Square image will be 500pixels wide x 500pixels high
Image quality:	Custom - 85%.

Example Screen:



3. Click .
4. The folder will open with the exported pictures. Double click the highlighted folder to view all the files.



Naming Images

1. You **MUST** name the images according to Helpwise's specifications.

HW.MODELNUMBER.01.Product_Description_Here.jpg

HW = Brand / Manufacturer / Differentiator

MODELNUMBER = Can be Numbers or Letters (same as the Model Number of product).

01 = Used for sequencing images per product. Type 01 if only one.

Product_Description_Here = Example: Black_Leather_Bag

For more information on the naming conventions and troubleshooting, please see the [Product Image Manual](#).

GOOGLE PICASA WEB ALBUMS




Creating a Picasa Web Album

1. Go to: <http://picasaweb.google.com/>
2. Sign up for a new account, or login using your Google account.



Adding Images to Web Album Using Picasa


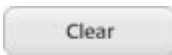
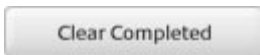
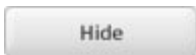
1. In Picasa, select the photo(s) to upload by placing them in the holding tray.

2. Click  and the following screen will appear.





Web Album:	Select "Create a new web album" if you want the photo/s to upload into a new album. Select "Add to an existing web album" if you want the photo/s to upload into an existing album.
Album Title:	Give the album a title.
Description (optional):	Give a brief description of the album.
Place Taken (optional):	Where the photo/s were taken.
Uploading Setting:	Select the setting you wish to upload your photo/s with.
Visibility:	Select "Public" if you want anyone viewing your album. Select "Unlisted" for albums that you only want to share with selected people.


3. Click  or .
4. When the upload is finished, click either of the following...

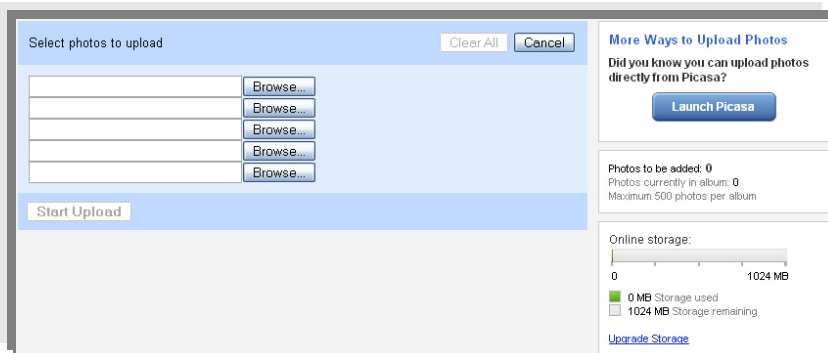
			
This will take you to your online web album.	This will clear your recent uploads.	This will clear your recent completed.	This will hide the pop-up.


Adding Images to Web Album Using Picasa Web

1. Click on  on your home page. The following will appear...



	Title:	Insert a title for the new album.
	Date:	Insert a chosen date.
	Description (optional):	This is where you can give a brief description of your new album.
	Place Taken (optional):	Insert the name of the place the photos in this new album have been taken at. The map below will update, showing the location.
	Visibility:	Select "Public" if you want anyone viewing your new album. Select "Unlisted" if you only want to share with selected people.




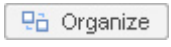


2. Click .
3. The following screen will appear...



4. Click on  and the following will appear...



- Select the file you wish to upload and click . This will take you back to the upload page, where you can upload more files if you wish.
- Once your files are being held in the uploading boxes, click . This will start the uploading process.
- Once your files have been uploaded, the album page to view your uploaded files will appear...

Edit Album Properties	This will take you to a page where you can edit the album's properties.
Choose Album Cover	This will take you to a page where you can choose the album cover from a selection of files.
Upload Photos	This will take you to the uploading page.
Embed Slideshow	This will allow you to create slideshow settings of the files in the chosen album you wish to display.
Link to this Album ▶	This will give you a link and a HTML code of the album's page.
Download Album 	This allows you to download the album onto your computer.
Delete Album	Clicking this will delete your album.
	This will automatically start your embedded slideshow.
	This will show you a larger version of the map.
	This will allow you to organize all the files in the album.
	This allows you to edit/add captions to your file/s.
	This allows you to order prints of your files.