

## Using Picasa to Resize Photos for Use in Pow-Pak

Picasa is a free download available at: <http://picasa.google.com/>

Picasa is software that helps you instantly find, edit and share all the pictures on your PC. Every time you open Picasa, it automatically locates all your pictures (even ones you forgot you had) and sorts them into visual albums organized by date with folder names you will recognize. You can drag and drop to arrange your albums and make labels to create new groups.

The following directions are for a quick and easy method of resizing many digital photos at one time via Picasa and uploading them to your homepage with Pow-Pak.

### STEP ONE: Begin by opening PICASA

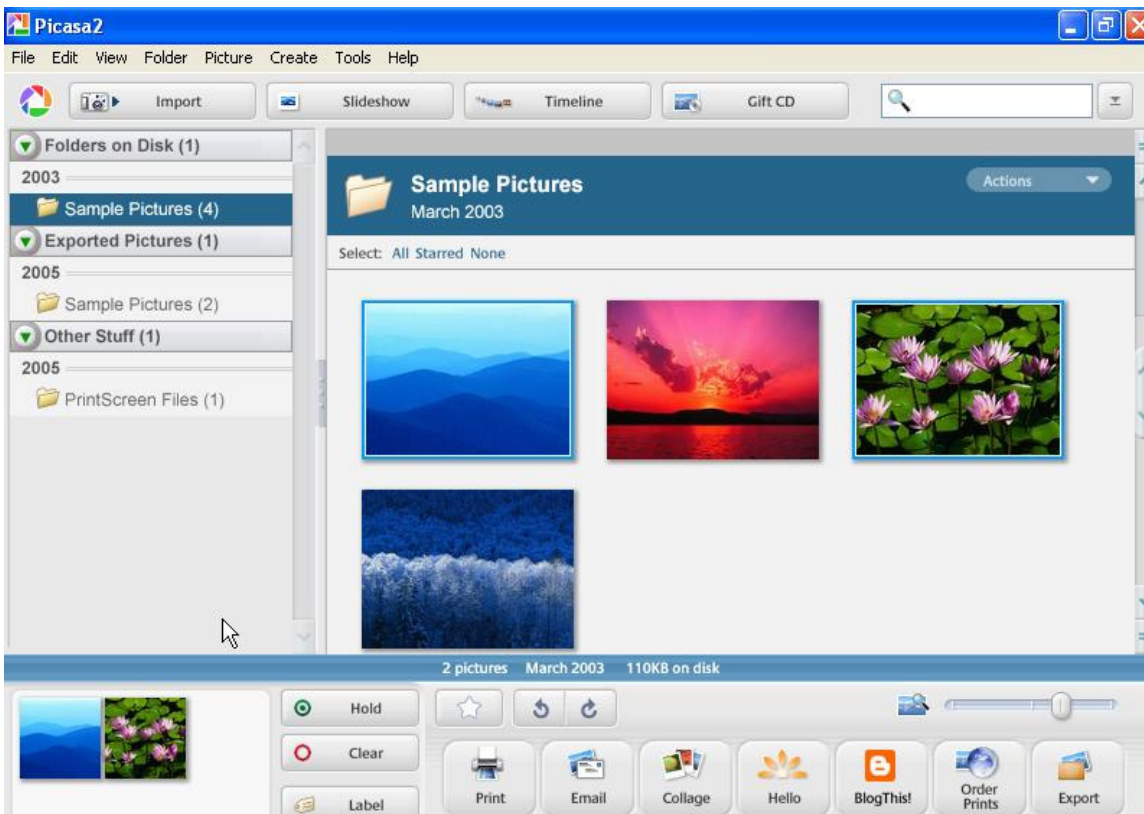
First you will need to SELECT the photos you want to resize before uploading them to your Homepage.

Any picture you select in Picasa's folder list appears as an active selection in your picture tray on the lower left corner of the main library screen. Pictures in the "Picture Tray" are affected by the buttons to the right of the tray.



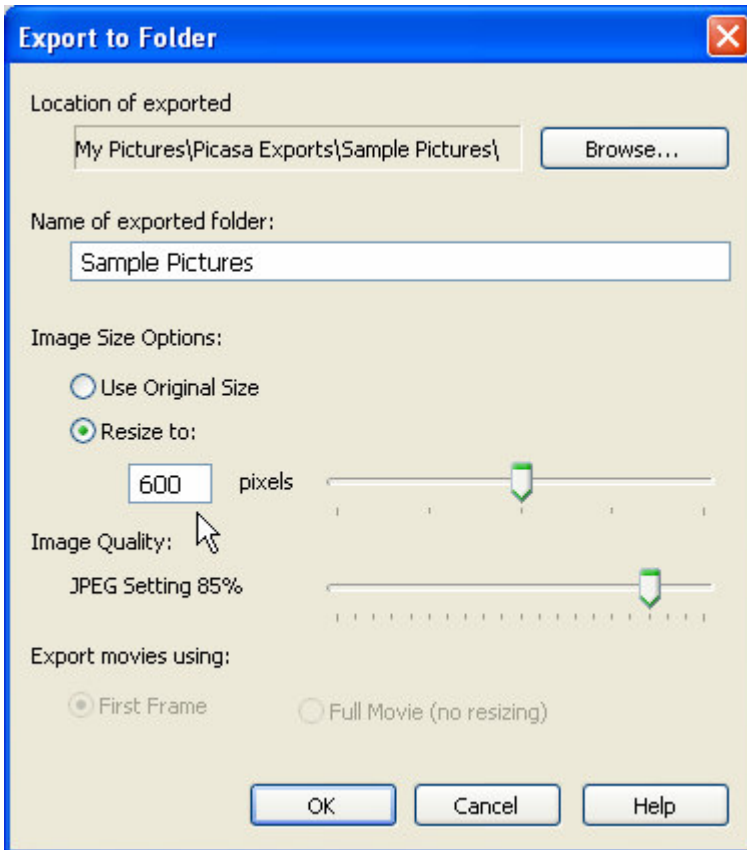
### Hold

Use the "Hold" button to keep a picture in the tray as you add more pictures. You can **add multiple pictures to the tray by holding down the Shift key** as you click on pictures.



## Export

Use the “Export” button to automatically resize the whole folder of photos and compress them in .jpeg format for use on your NCCS homepage. The following screen will appear when you click on the “Export” button in Picasa:



1. Take note of the “Location of exported” box. This is where you will find the photos that have been resized when the export procedure is complete. It will usually be something like this: MyDocuments\My Pictures\Picasa Exports\ (and the name of the directory your photos are originally located in....in this example the directory is “Sample Pictures”
2. Click on the “Resize to” radio button and type in 600 pixels (the width I suggest for saving photos to post via Pow Pack.)
3. Leave the “Image Quality” percentage at 85%.
4. Click on “OK.”

## CLOSE THE PICASA PROGRAM

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## STEP TWO: OPEN INTERNET EXPLORER

1. Choose Technology > Homepage Construction from the drop down menu.



2. Scroll down and click on “Edit My Home Page.”
3. Scroll down and click on the blue “Edit” button on the “Pictures page” line as shown below:



4. On the next screen click the “Add” button to add a new picture.
5. After adding the title, description, etc. you will click on the “Browse” button as shown below to locate the resized photo that Picasa stored on your hard drive.

Picture 1

Title

Description

Category

Picture File

Active Yes:  - No:

6. Clicking on the “Browse” button will bring up the following screen. Navigate to the directory you stored the photos in (in this example it MyDocuments\My Pictures\Picasa Exports\SamplePictures

NOTE: Make sure that either “All Files” or “Picture Files” is chosen in the “File Type” dialog box if you can’t see any photos at this stage.

7. Double click on the name or thumbnail of the photo you want to upload. The path name will be filled in for you automatically as shown:

Picture File

Active Yes:  - No:

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8. When you are done entering photos scroll to the bottom of the webpage and click on “Upload” to add your newly sized photos to your Homepage.