

# *Picasa SIG*

*October 13, 2011*

## *Importing Images and Filing Photos*

Goal:

- ✓ Using Picasa to Import Photos
- ✓ Choosing your folder
- ✓ Folder Display – Flat file structure vs. Tree file structure

### **Importing photos to your hard drive**

Import ANY WAY you can. - Camera software, windows software, Or PICASA.

### **PICASA Import Screen**

1. In the IMPORT FROM box, drop down the menu of drives and select active drive
2. Wait until all photos have been acquired. (Easier to do final import)
3. Select photos. Clocks represent photos taken at the same time. Each clock will be stored in a different folder named by date UNLESS you change this.
4. Click a clock to select all photos in that time frame
5. Select any other photos.
6. Check Exclude Duplicates (Duplicate photos will be marked with a red circle)

### **Folder Names**

7. **IMPORT TO** Default folder is Pictures. Use drop down button here to import to an existing folder. Leave Folder Title blank.
8. **FOLDER TITLE** if using a subfolder of Pictures. (dropdown menu and select)
  - Enter Folder Title
  - Date Taken
  - Today
9. Import buttons will be grayed out unless this info is given.
10. Click IMPORT ALL or IMPORT SELECTED.
11. New folders will appear in the Picasa folder list (default list sort is by date)

### **Folder Organization**

12. Flat File Structure – default by date newest first – no subfolders -
13. Tree Structure – Alphabetical order with subfolders indicated

### **Folder Sort Options** (in flat file or tree view)

14. By Name, by date, by people

### **Folders Visible** (Tools>Folder Manager)

15. Determines which folders are
  - Scanned Always – updated every time Picasa is opened (recommended)
  - Scanned Once – scanned once but any pictures added are not shown in library
  - Never Scanned – not visible in Picasa folder list

### **Quirks**

An empty folder (photos deleted or moved in Picasa) will not show up in folder bar BUT will not be deleted from Windows. Check Explorer