

Picasa Web Albums- <http://picasaweb.google.com>

Looking for a simple way to get photos from your camera and computer on the web? Picasa Web Albums provides 1 GB of free storage that makes sharing your photos quick and easy. You need a Picasa Web Albums account. If you have a Gmail or Google account, you're all set.

Upload to Picasa Web Albums

1. Click the **UPLOAD** button at <http://picasaweb.google.com> to upload photos from your hard drive to the web. Any browser will work, but use Internet Explorer for larger uploads (greater than five photos). 
2. Now you need a destination album. Choose to create a new album or select an existing one. For new albums, adjust your settings:
 - a. Set your album title, date, privacy, and name tag visibility.
 - b. Share your photos with an existing Google contact group. You can also let those people contribute photos to your albums.
3. Select the photos you'd like to upload. What browser are you using?
 - a. **Firefox, Chrome and Safari:** You can upload a maximum of 5 photos at a time. Just click Browse and select your photos.
 - b. **Internet Explorer:** Upload any number of photos up to your Picasa Web Albums quota. The first time you use this option, click the Upload Control link on the right in the upload dialog. You'll need to install the Active X plug-in when prompted.
4. From the 'Upload Settings' drop-down box, select the size you'd like to upload.
5. Complete the upload.

View your Photos Online

When you sign in to Picasa Web Albums at <http://picasaweb.google.com>, you're taken to your Picasa Web Albums gallery. All of the albums you've uploaded are displayed there. Click an album to see the photos it contains.



Share your Albums

When viewing an album, just click the **SHARE** button to send an email to a friend, inviting them to view your album. Everyone you invite will be added to the 'Shared with' list, located to the right when viewing your album. The Share button is the most direct way to share your photos, but there are several other convenient ways to invite your contact groups to

view your photos. In Picasa Web Albums, you can share with contact groups when creating a new album or editing an existing album.

Share with individual people

Add the email addresses of the people you'd like to share with in the 'To:' field of the sharing dialog. Sending email invitations to group aliases won't add each member of the group to the "Shared with" list. Read on for more information on sharing with Google contact groups.

Share with Google contact groups

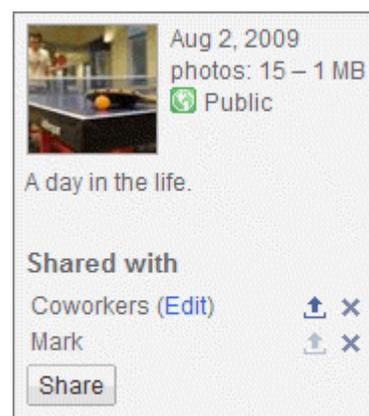
You can also share directly with your Google Account contact groups -- collections of Friends, Family, Coworkers, etc -- rather than with every individual person. This gives access to all members of that group. Don't have any contact groups? Create them in Gmail with a few clicks. In the sharing dialog, check the box next to the contact group and click **Send**.

Manage album access

As the album owner, you decide exactly who has access to your album. In addition to the different levels of album visibility, Picasa Web Albums lets you keep track of the users you've shared an album with. Adding people to the "Shared with" list has the following benefits:

- Easy access. The people on this list are the only ones that can see albums set to the "Sign-in required to view" access level. Plus, everyone on this list can see the album on your public gallery regardless of changes you make to album visibility.
- Email notification. Everyone you invite using the Share button is added to the list and will receive an email invitation to view your photos. They also get notified when new photos are uploaded to the album in the future.
- Collaboration. You can choose to let people on the list add photos to your album.

You can remove an individual or a Google contact group from the "Shared with" list at any time. Just click the  icon next to the email address or contact group to remove album access. Click **Edit** next to the contact group to add and remove users from the group and therefore the 'Shared with' list. Keep in mind that changes made to Google contact groups will affect all products that use your Google contact groups.



Discover More Features

As you become a power user, here are a slew of other features for you to explore:

- **Add captions:** Click **EDIT > CAPTIONS** to add captions to all photos in an album from the same screen.
- **Add tags:** Tags are like keywords. By labeling your photos, you can quickly search and locate them on Picasa Web Albums.
- **Map your photos:** When you upload photos, geographical information in the photo's EXIF data is used to map your photos. You can also drag-and-drop them on the map in Picasa Web Albums.
- **Embed photos on other sites:** Include a Picasa Web Albums slideshow, album, or image on your blog or website. Just copy a small snippet of HTML and paste it in the source code of your site.
- **Try Creative Commons:** Creative Commons is a licensing feature that allows you to specify whether others can reproduce or share your work.
- **Upload on the go:** Browse photos and leave comments -- directly from your mobile device.

Experience Photo Editing Awesomeness in your Browser

When viewing individual photos, click the **Edit** button, or click the **Edit** drop-down menu and select **Edit in Picnik**. On the Picnik **Edit** tab, click **Auto-fix** and Picnik will automatically fix your photo, or choose the **Create** tab to add fun effects, text, stickers, and frames.

If you register for a free Picnik account [☞](#), your five most recently saved photos are stored in your Picnik **History** under the **Library** tab. You can go back to your photos at <http://www.picnik.com> [☞](#) at any time to undo edits, rearrange stickers and text, and add more effects, all without starting from scratch!

Google Storage: How it works

When you run out of free storage for any product, you can purchase additional storage that is shared between products. This shared storage can be used for Picasa Web Albums uploads, Gmail messages, Docs content or a mix of all three - it will be used by any product that's over its free storage quota on a first-come, first-served basis. Some sample plans...

20 GB - \$5/yr

200 GB - \$50/yr

80 GB - \$20/yr

400 GB - \$100/y