

# Importing pictures in Google Picasa

## Dedication

*This short guide is dedicated to Sue Wood, or her memory. I was writing it for her but she'll never get a chance to use it. Bless you Sue.*

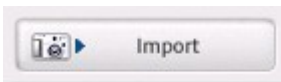
## Requirements

This guide assumes that you have *Google Picasa* installed and you have a working card reader / photos to import.



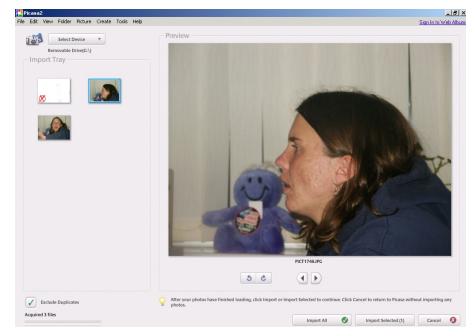
## Here we go!

First, we must launch Picasa, double click it's icon to get started. You'll see the Picasa splash screen briefly and the main page will load with any existing pictures.



To the top left of the screen you'll find the *import* button. Click that now.

The next screen you see will be similar to the one shown here (right). Click the button at the top (*Select device*) and choose the relevant camera or camera card in your computer. Picasa will begin building small versions of your pictures (thumbnails).



It is important to note the *exclude duplicates* tickbox at the bottom of the thumbnails. Ticking this means Picasa won't import any photos that you've imported before. Duplicates will now be marked with a red cross on the thumbnails. Click each picture you want to import (hold *ctrl* and click to select more than one).



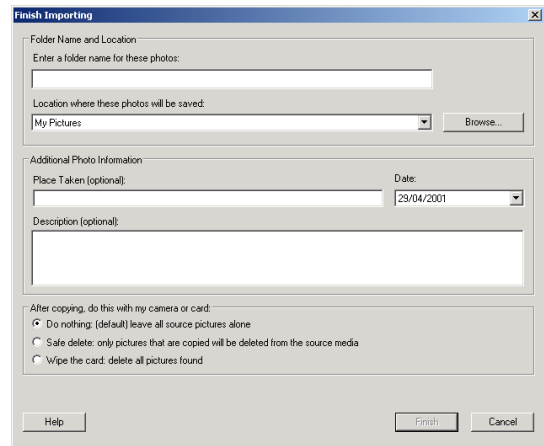
Once you have selected all the pictures you want to import, in the bottom right you'll find 3 buttons. *Import all*, *Import selected* and *Cancel*.

- Clicking *import all* will import all photos on the card – except the duplicates
- Clicking *Import selected* will import only the photos you've highlighted. The number of photos is shown in brackets.
- *Cancel* will abort the process completely.

## Finish importing

Once you've clicked one of the import buttons from above you'll be shown a small window that asks some questions about the photos you're importing.

*Folder name* is the first box. Give your folder a sensible name. In this example we have some bad pictures of my sister in law so we'll call the folder *NaomiBad*.



Next we choose the location for the pictures to be stored. This can be anywhere you like but *My Pictures* makes the most sense.

In the *additional photo information* boxes you can type any additional information you think will be helpful to you later – where you took the photo, the date or a description.

Finally, choose what you want to happen to the originals. You can either:

- *Do nothing* leaves a copy of the pictures on the camera or card
- *Safe delete* will only delete the pictures you just imported
- *Wipe the card* will erase the entire card – **use with caution!**

When you've made all your choices click *finish*.

Your pictures will now be shown on the Picasa main screen.

