



EC

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## Picasa: quick installation guide for our onboarding staff

Use Picasa as your main image library for fast, multilingual image tag searches that automatically looks at the company's wide-spread image folders.

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# 0x. Portfolio Piece Meta-Info



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## Context

This eLearning tool was created to support a multi-lingual crew of lesson designers at a K12 Online ESL Teaching company based in Beijing, China. It was included as a static PDF in the onboarding process for my team of curriculum designers starting in early 2018. Other team leaders used it as well for their onboarding processes. It has been updated to take advantage of Articulate Rise. Images and links have been changed to remove corporate materials.

## Objective and Goal

The user will be able to use Picasa to access the multiple folders of images needed to design eLearning lessons for the company.

The objective is met when the user is able to find their images while building.

## User Profile

- Users are primarily non-native English speakers who should be able to speak, read, and write English at an advanced level.

- Most users have ESL teaching experience, some in brick and mortar classrooms and others in online classrooms.
- Onboarding users are new to the company and are not aware of all available resources. They may also be nervous or stressed about starting their new position.
- Users are familiar with basic designing programs and technology.
- Users use operating systems in various languages. They commonly will be in English or Chinese, but Polish, Russian, and Spanish are also currently used.

## Human-Centered Design Decisions

- The training can be in English at the moment, but a translated version should be pursued.
- The English used should be easily decoded. Use lists and straightforward sentences.
- Images should show the location of menu items to reduce confusion from unaligned translations.
- Users should have basic computer knowledge but explain or define jargon or terms to reduce any mix-ups due to language.
- If something is dependent on another program or skill in onboarding, point that out so that users are reminded or assured that it is covered.

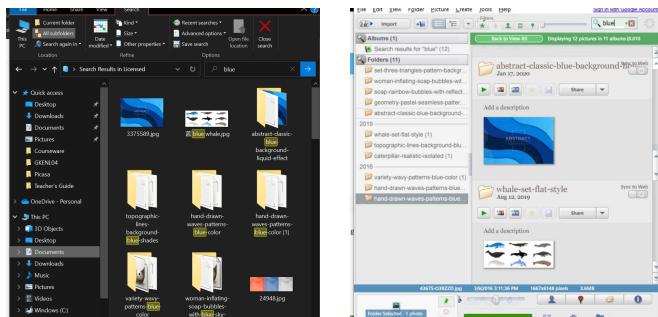
# 01. The Case for Picasa: I use the Windows File Explorer search bar. Why should I change?

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## The Case for Picasa

I use the Windows File Explorer search bar. Why should I change?



This is the Windows File Explorer search for "blue." It brings up not only images with blue in the name and tags, folders with "blue," and other file types with "blue." You can use the advanced features to filter out images, but you will still need to repeat this search in a few different drives and folders.

Picasa's interface already filters out the files that aren't images. It also allows you to select specific folders across multiple drives that will be searched every time you look for a word.

**With our high volume of graphics spread out in different locations, Picasa makes your image searches easier.**

**The company's image bank is huge. In 2018 we had over 40 gigabytes of images spread out on multiple drives.**

You need to search in multiple places and use advanced settings to weed out unwanted file types with the Windows File Explorer search bar. Picasa efficiently searches multiple specified drives and folders with one search, automatically only shows images, and maintains tag catalogs. This makes it faster, more convenient, and easier.

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## 02. Getting Picasa: Where can I find it and how do I install it?

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### Downloading Picasa

Here are two trusted places where you can get Picasa. These installation files are for the Windows version, as we do not use Apple in the office.

#### [Up to Down](#)

- Click the green "Download" button.

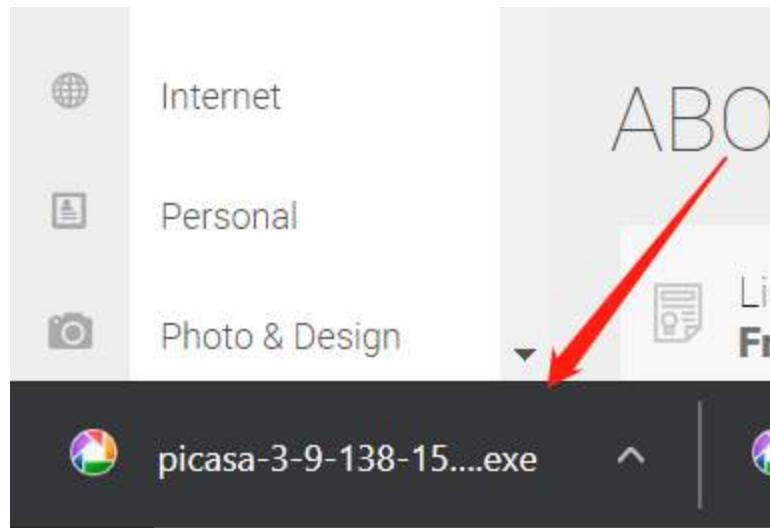
#### [Softonic](#)

- Click the green "Download" button.

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### Installing Picasa

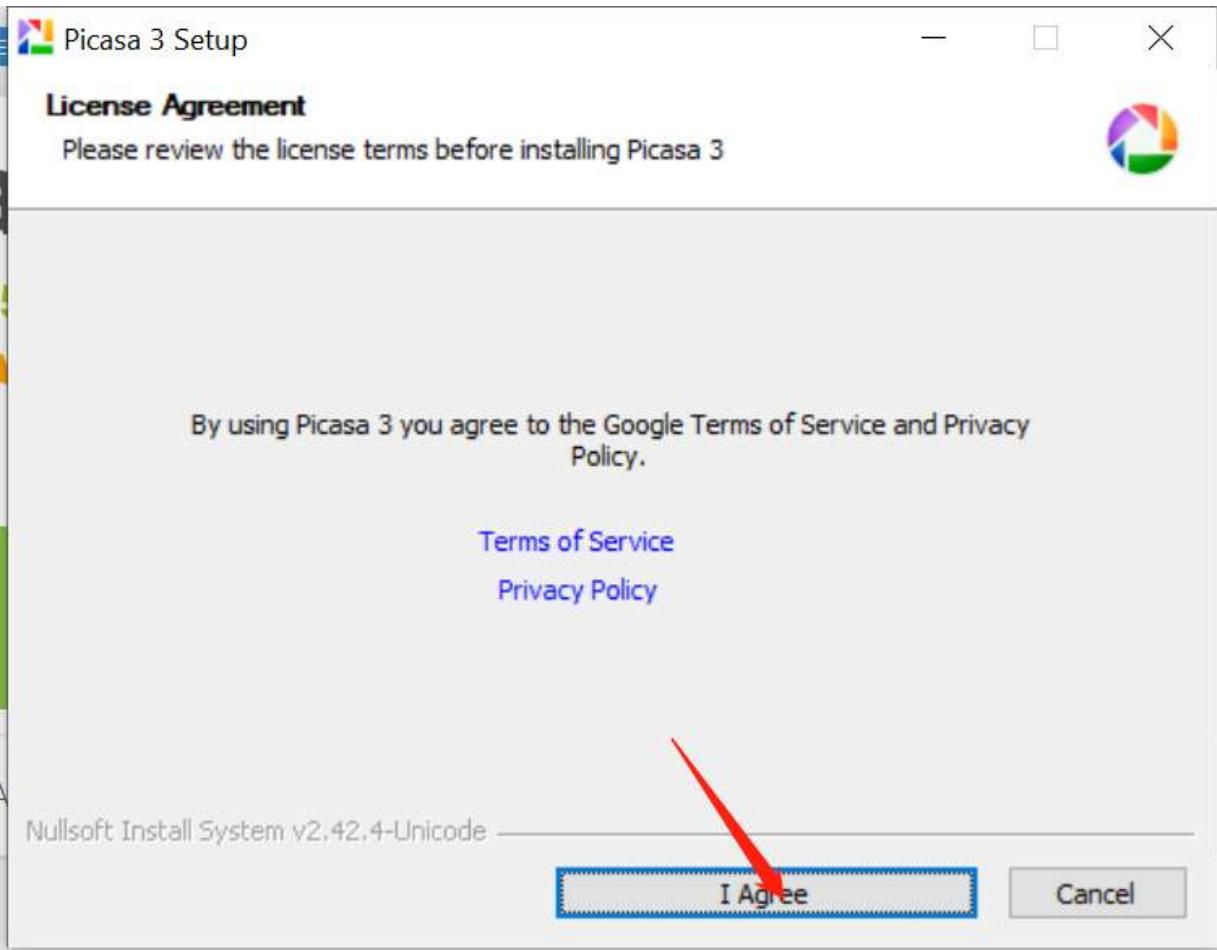
Open the file you just downloaded and follow the directions. Here is a quick guide. These installation directions are for the Windows version, as we do not use Apple in the office.



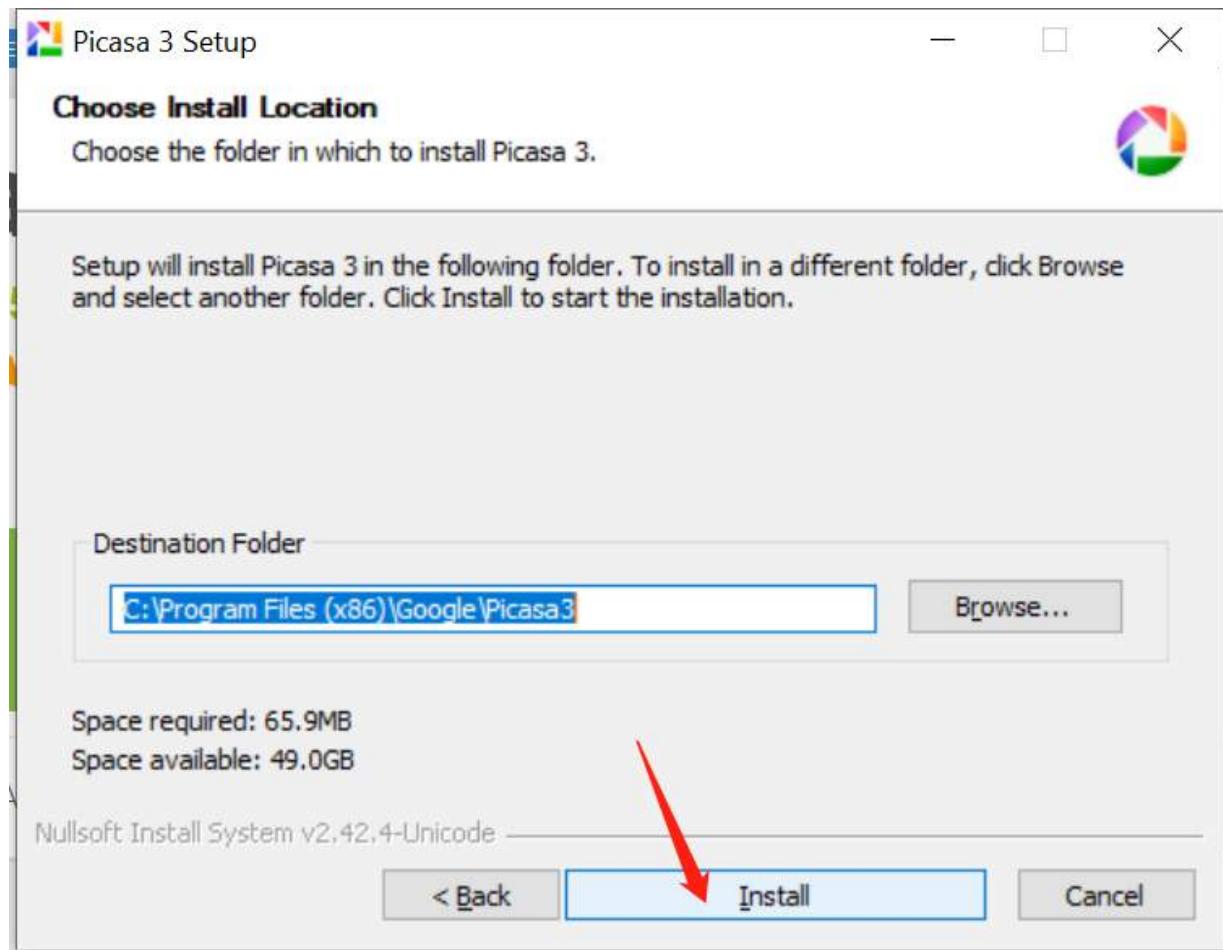
You should have already installed Chrome because it is on your onboarding task list. If you haven't already, go back and do it.

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Click on the downloaded installation file to activate it. I downloaded it on Chrome, so it shows up on the bottom of my screen. If you cannot find it, go to the folder where your downloads are stored and click (or double click) the installation file there.

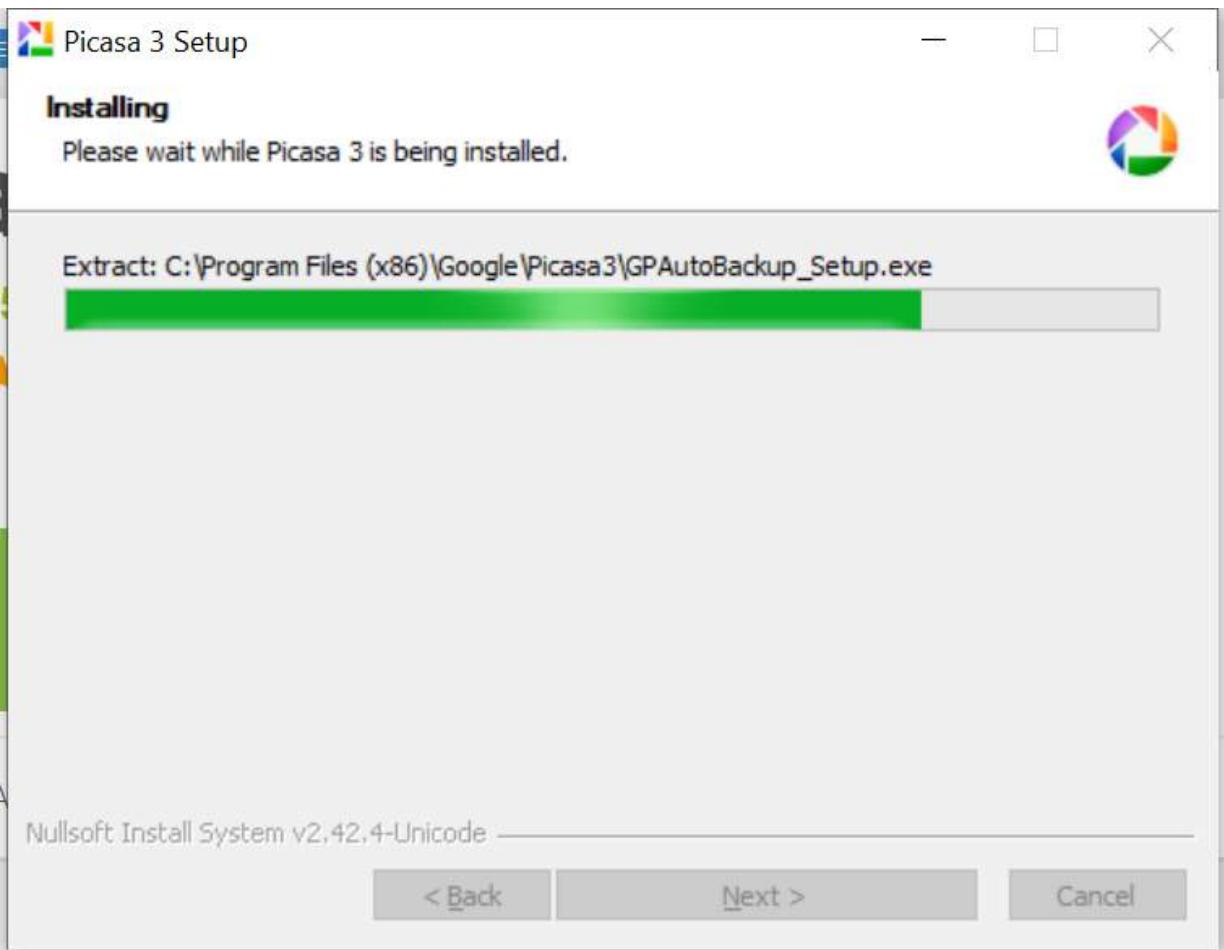


Picasa wants you to agree to use it. You technically should read the Terms of Service and Privacy Policy by clicking the links. If you agree to the Terms of Service and the Privacy Policy, click "I agree."

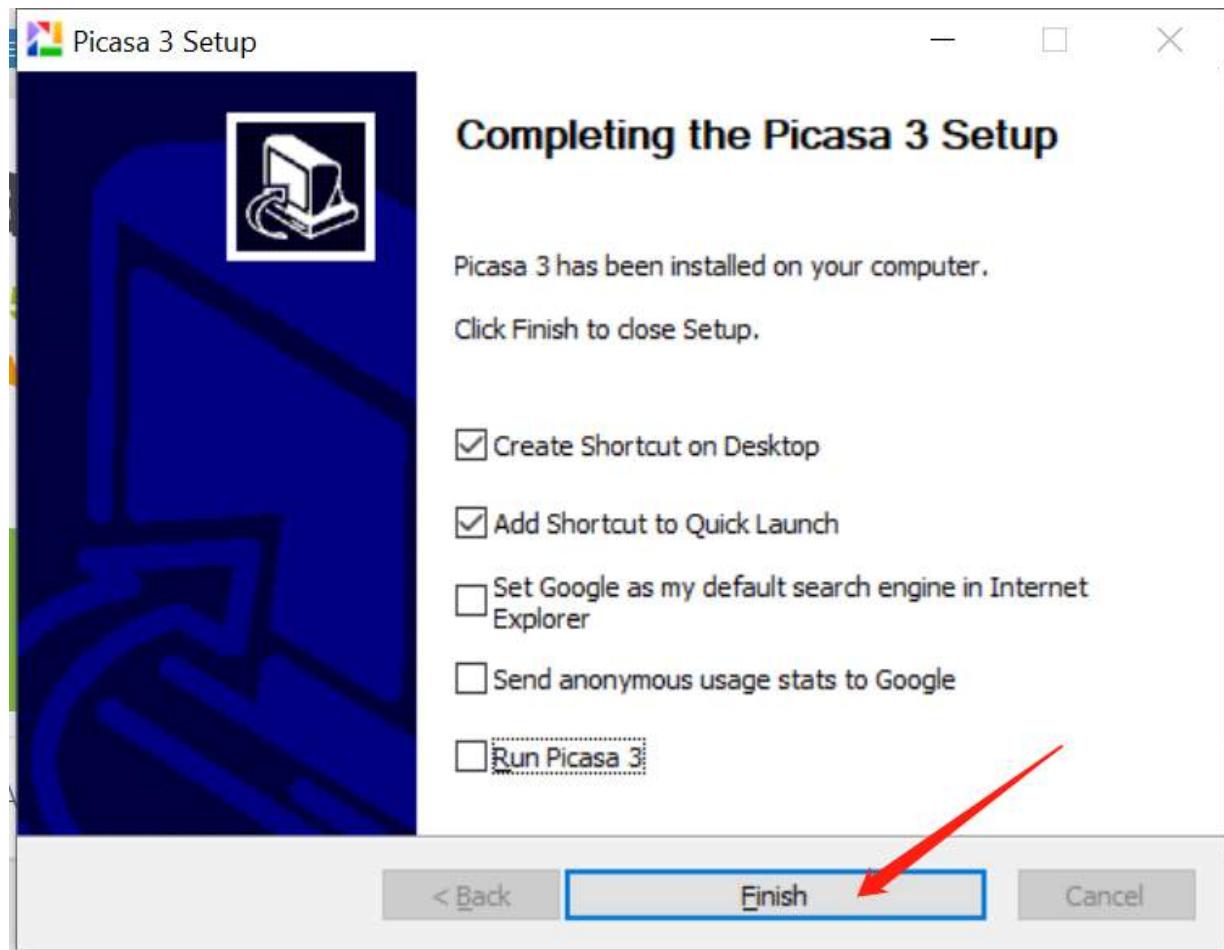


Choose where you want to install the Picasa program files. This folder is not related to where your pictures are kept.\* This is where the Picasa application files will be stored. Keep the folder that it automatically picked or click "Browse" to choose a new location. When you are satisfied, click "Install."

\* You will tell Picasa where to find your pictures after you open Picasa for the first time.



Wait a minute for it to install. You don't need to do anything here. It will progress to the next screen automatically.

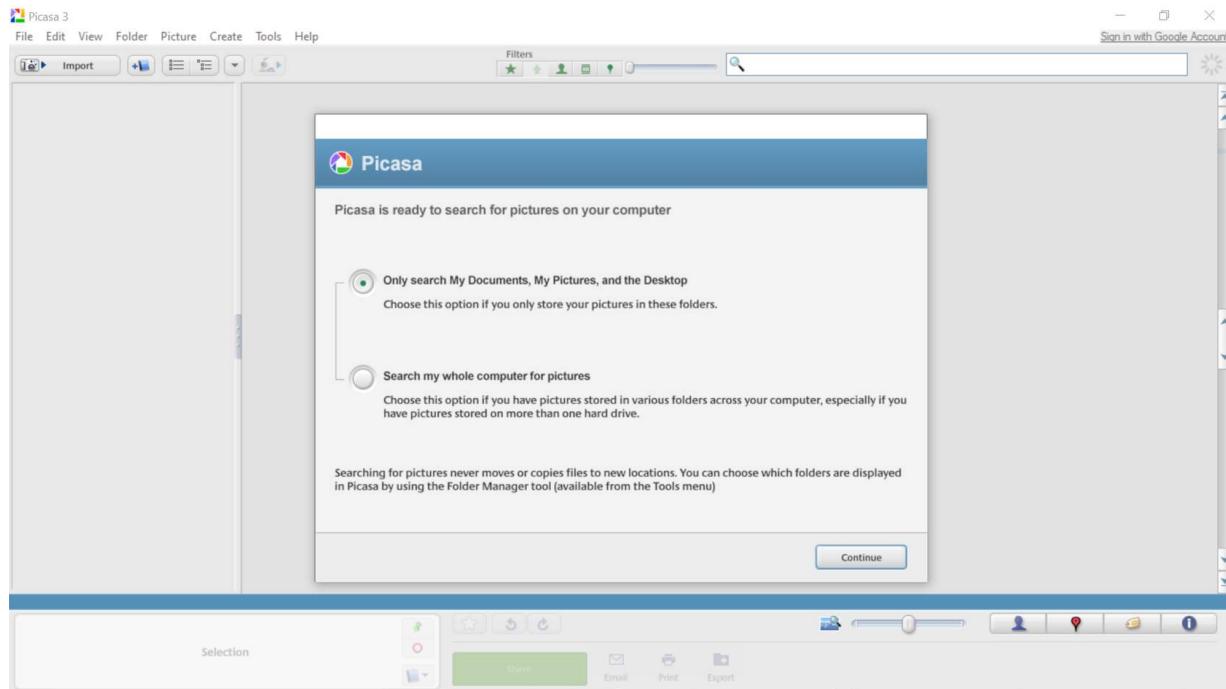


Some of the boxes may be checked when you see them. I prefer to check the two shortcut choices. Once you make your decision, click "Finish." Picasa is installed and ready for you to use it.

## 03. Setting up Picasa: I have the program, now what?

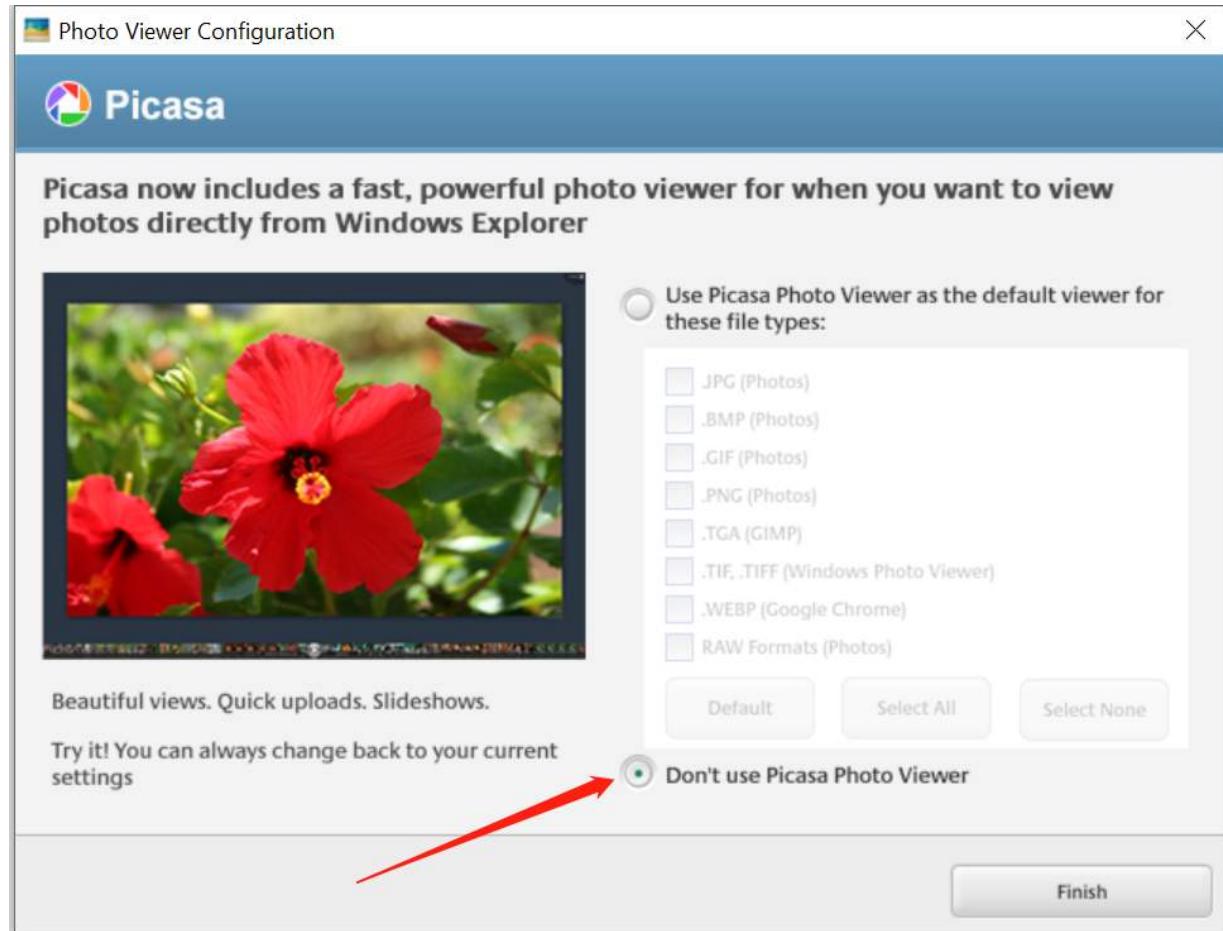
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We will un-do this forced decision in Step 6. Out of the only choices here, however, it temporarily catalogs the fewest images.

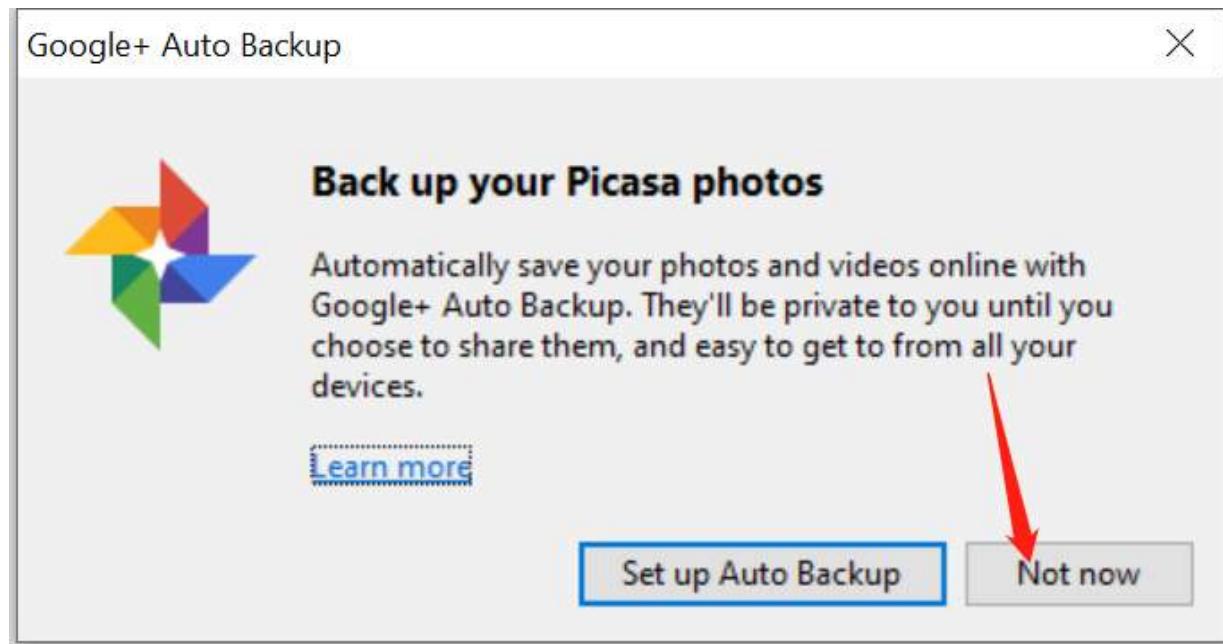
**Step 1:** When you open Picasa for the first time, you will see this. Keep the first option (Only search My Documents....) selected.



This really is a personal choice. I personally do not like the Viewer.

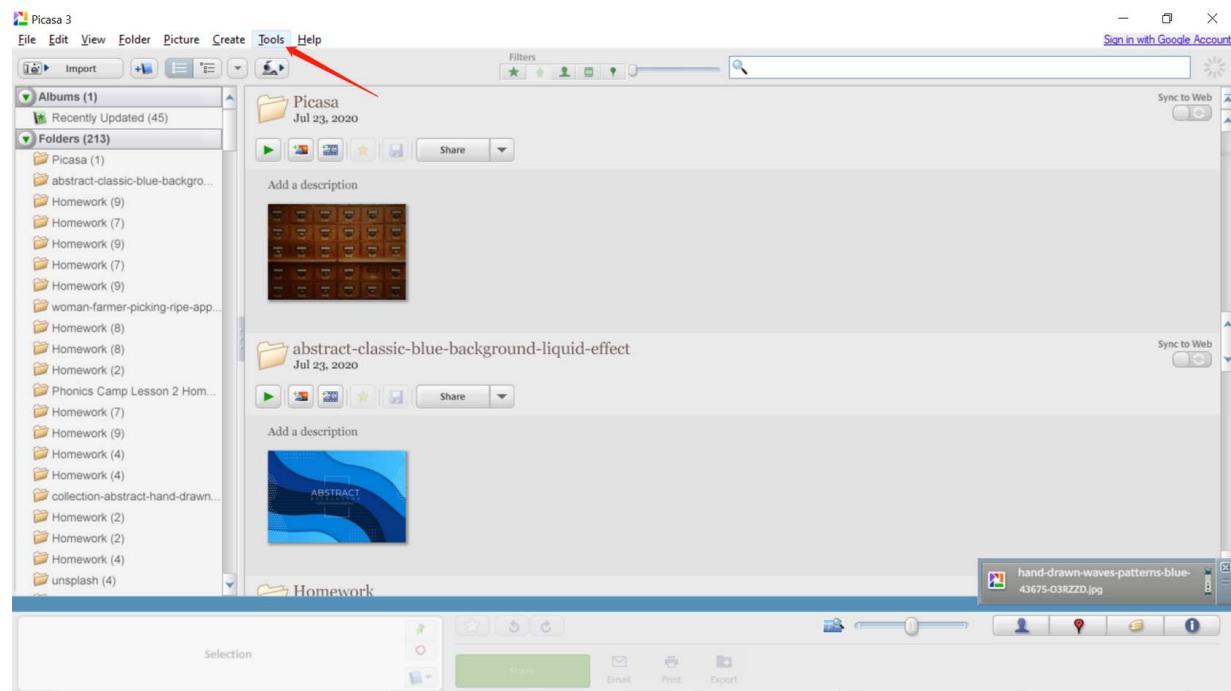
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**Step 2:** Change this setting so that Picasa Photo Viewer doesn't override your current photo viewer by clicking "Don't use Picasa Photo Viewer."



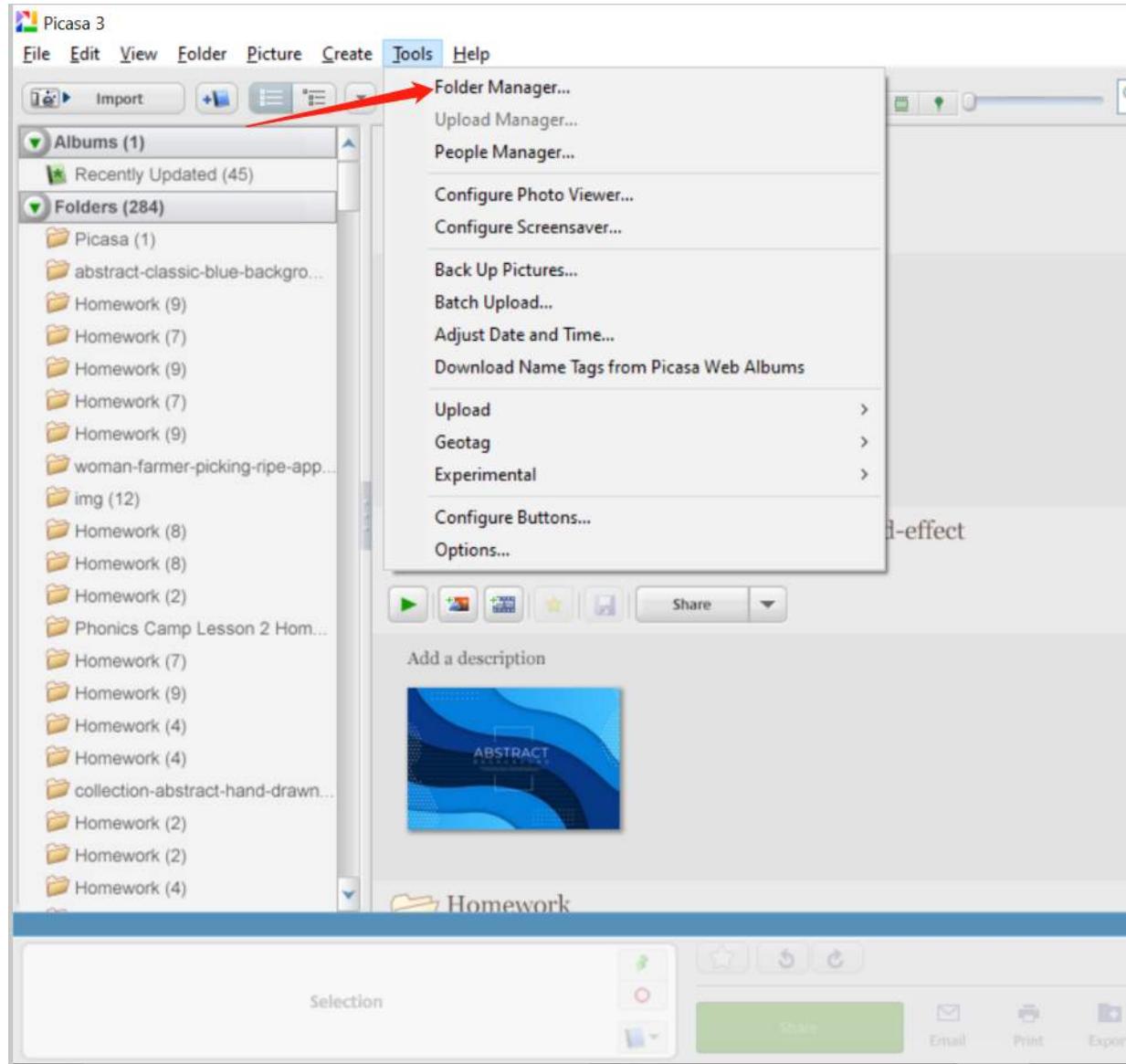
If in China, you wouldn't even have access to Google+ unless you're using a VPN.

**Step 3:** Do not backup images from the office to Google+. Select "Not now."

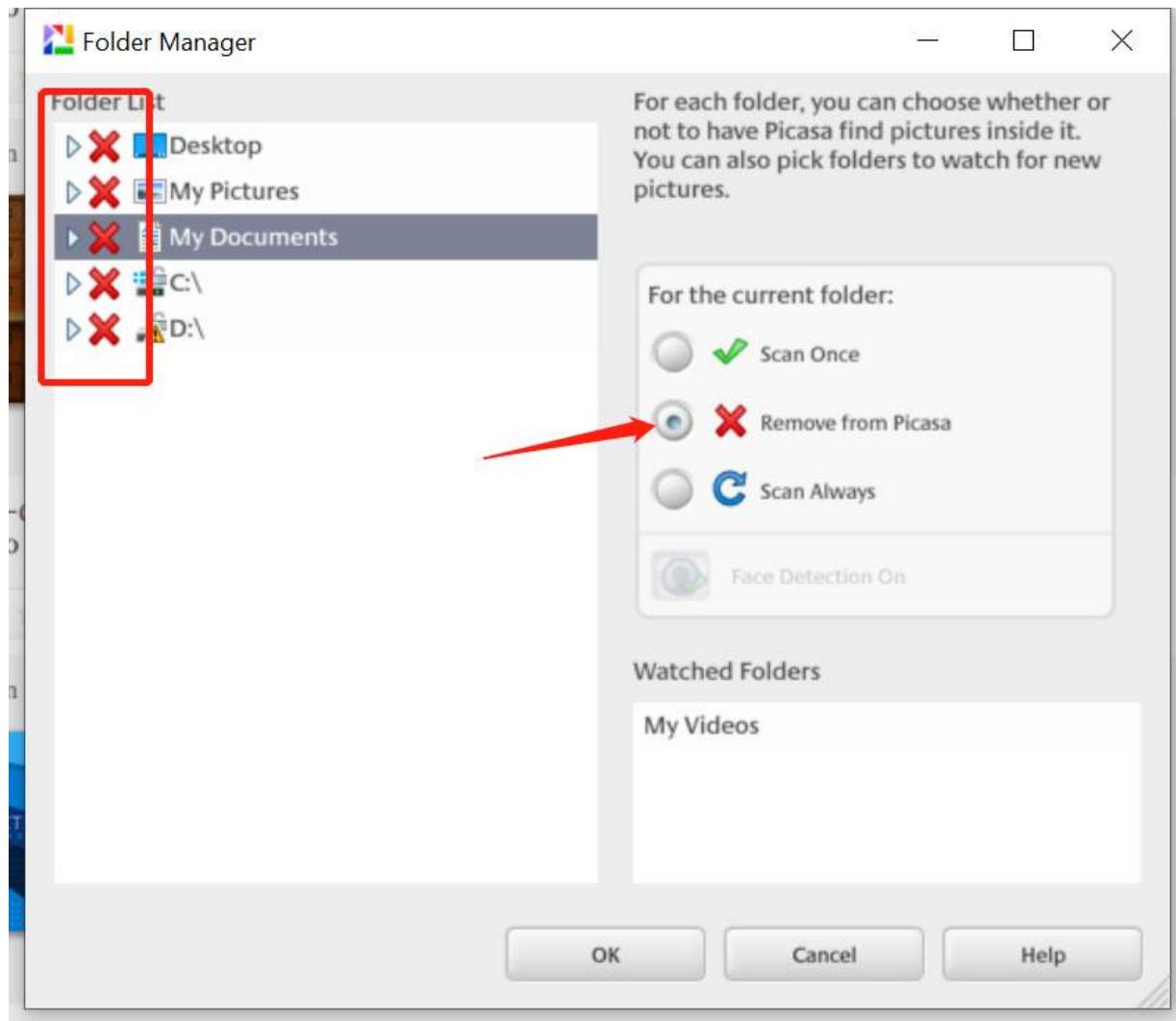


Picasa might still be cataloging images. That's ok. We're putting a stop to that right now.

**Step 4:** Click "Tools"...



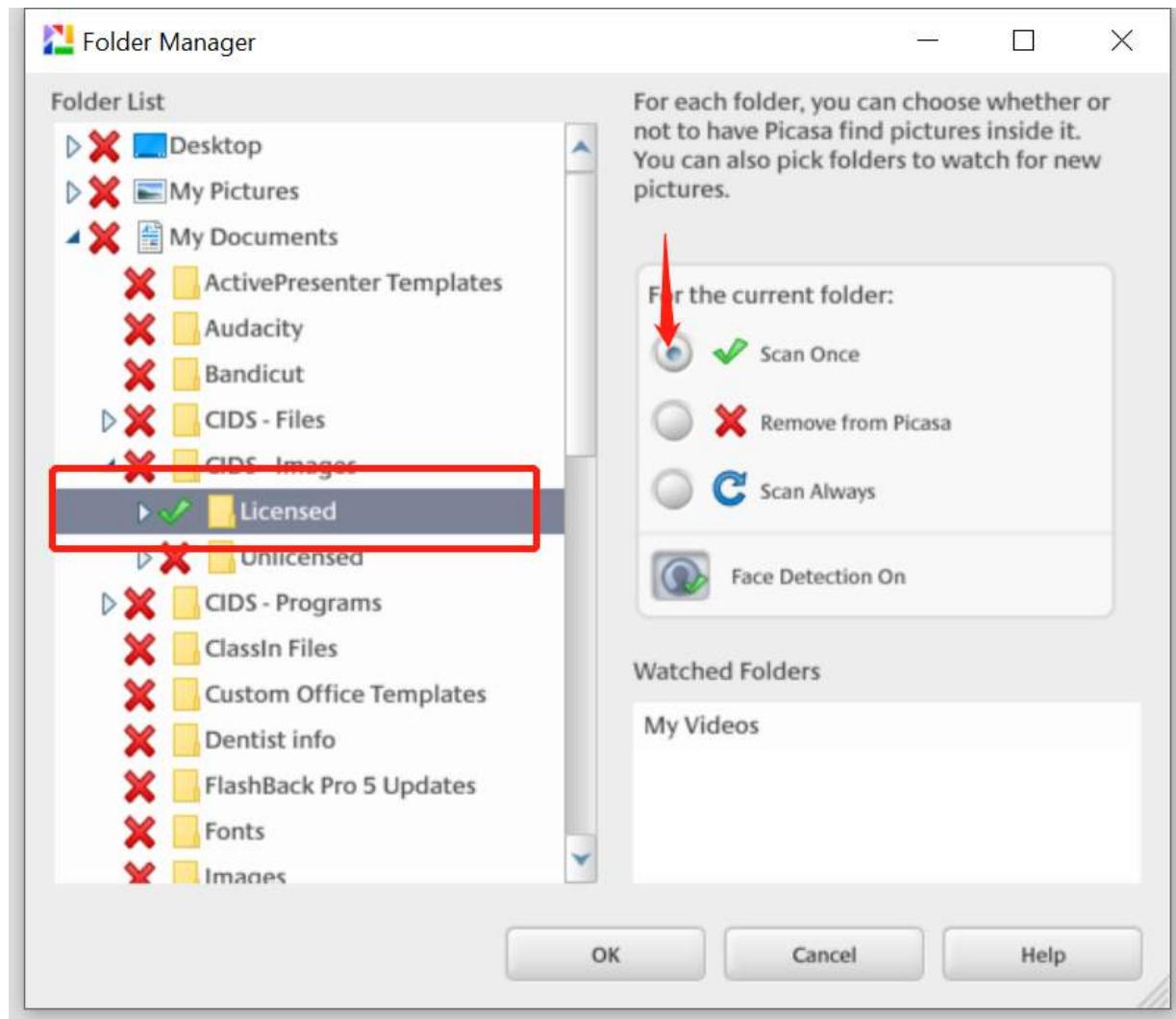
**Step 5:** ... and then Folder Manager.



We just undid the decision we were forced to make in Step 1 and all of that cataloging we saw in Step 4 should have stopped.

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**Step 6:** Change each of these to show a red X by selecting a folder and then selecting "Remove from Picasa."

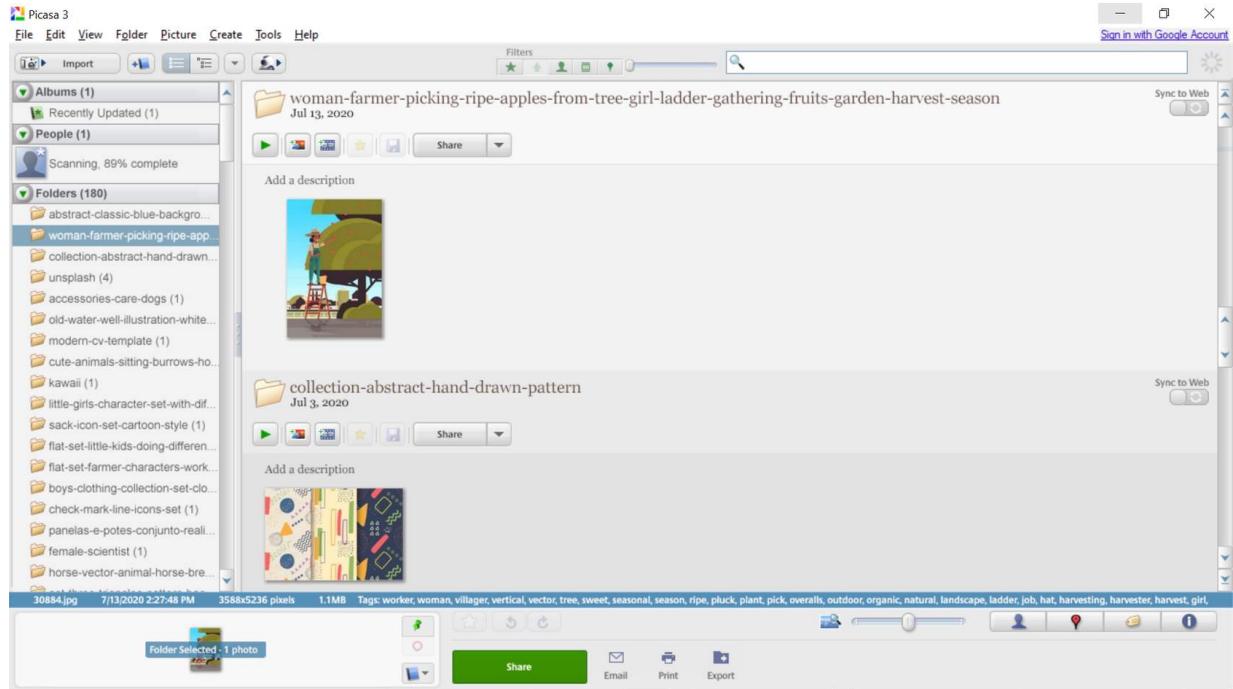


But what if I need to add images to the folder later? How will they be cataloged?

Easy! Come back, mark the folder as "Remove from Picasa" and then re-select it as "Scan Once." You should do this every two weeks or so to get access to all of the new images.

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**Step 7:** Look for a folder that contains your work images. Select it and then select "Scan Once." Repeat for all folders. Click OK. You can come back later and add or remove folders as needed.



Yay! Your pictures are in the library!

## 04. Using Picasa: How do I get these pictures into my course?

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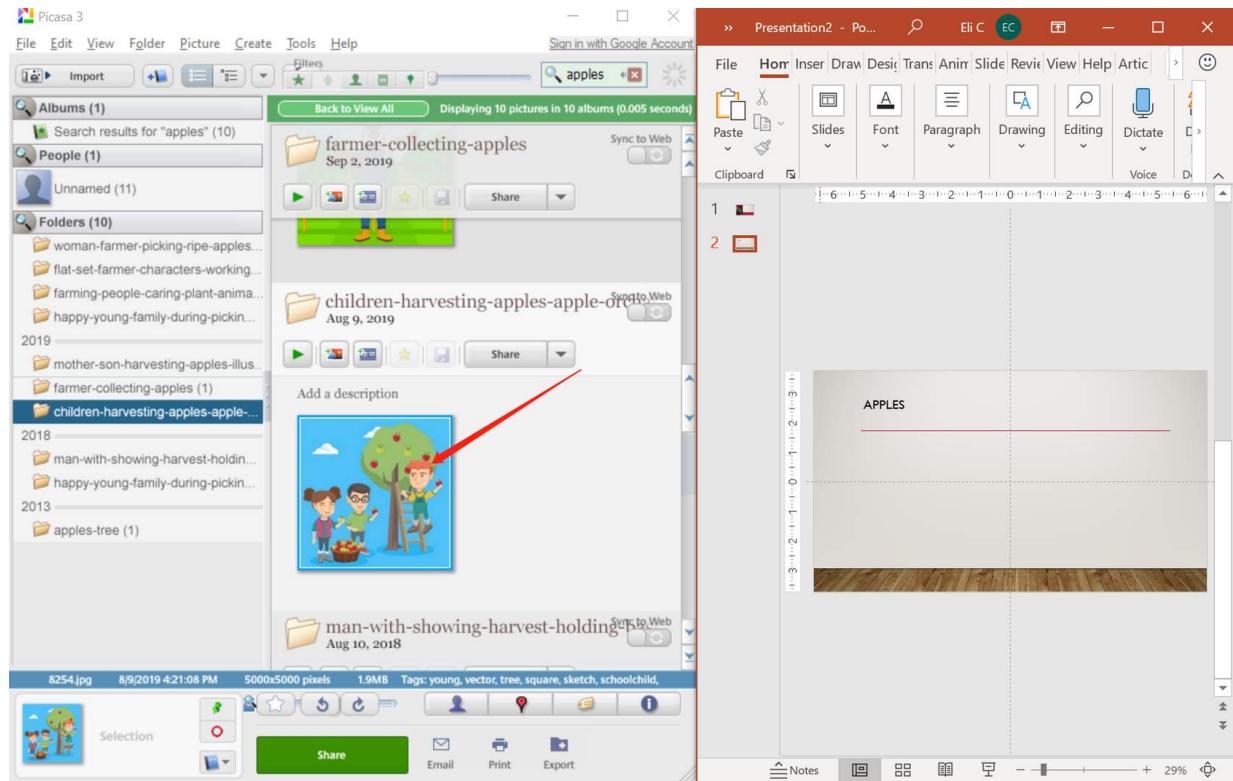
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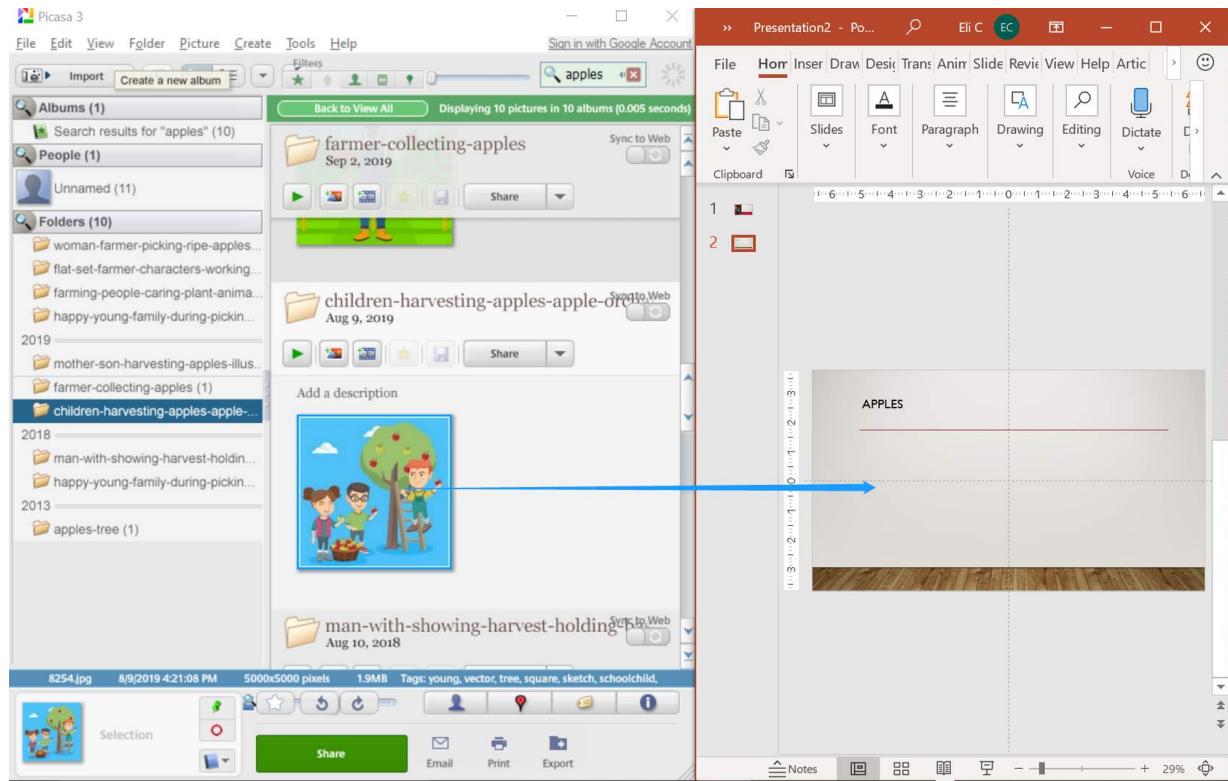
- Part 1: How to drag images directly into your working file
- Part 2: How to access the image's parent folder to find \*.eps, \*.ai, and other types of editable files

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### Part 1: How to drag images directly into your working file



Let's move this image of people picking apples to the Powerpoint presentation we're working on.

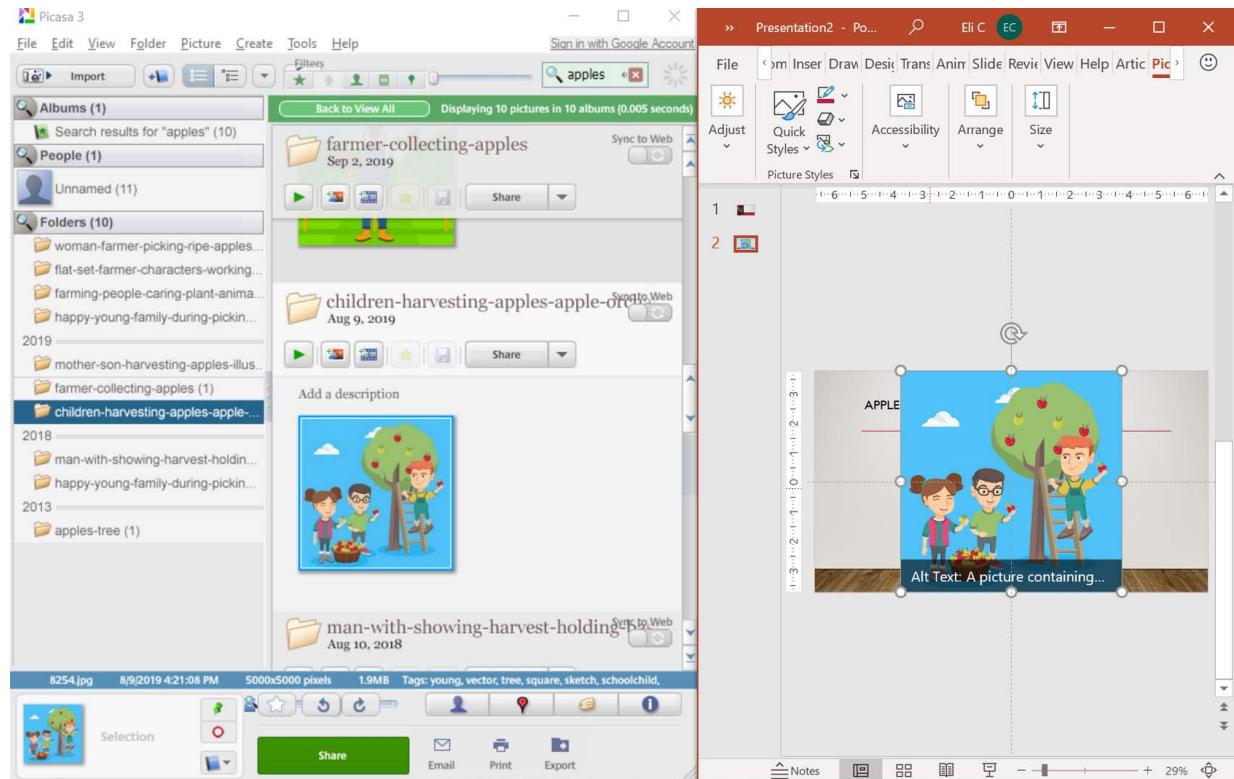


The arrow is blue because you're dragging the picture rather than just clicking.

Dragging is when you hold down your (left) mouse button while moving the mouse.

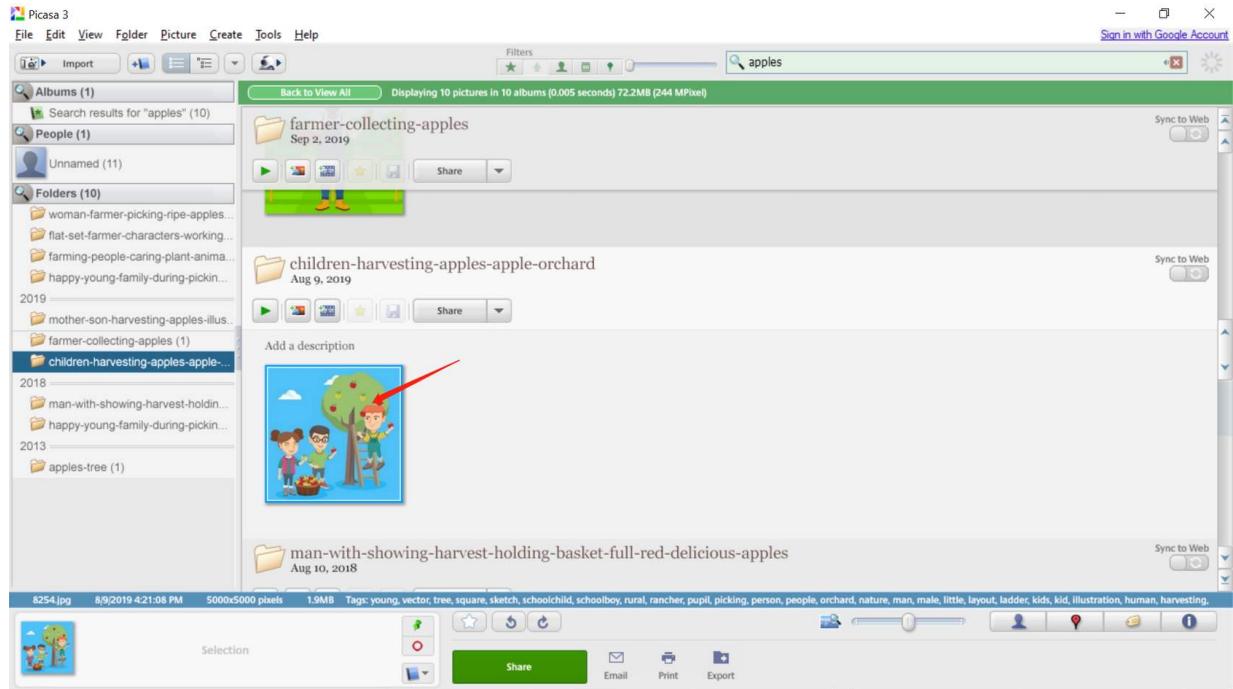
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Drag the image from the Picasa window to the Powerpoint slide.



There you go! The \*.jpg version of the image is in your presentation and is ready to be edited.

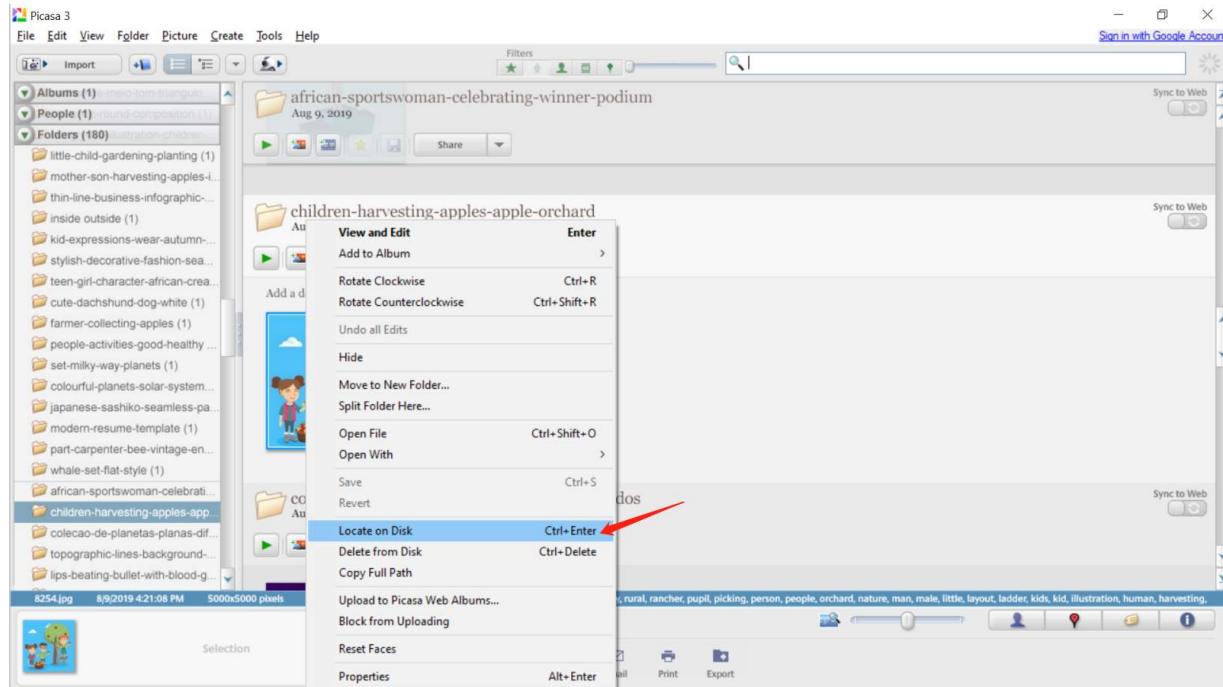
## Part 2: How to access the image's parent folder to find \*.eps, \*.ai, and other types of editable files



If you're onboarding and don't have Adobe Photoshop, Adobe Illustrator, GIMP, or Inkscape yet, that's ok. They show up in a later task.

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Let's edit this image in an Adobe editor, GIMP or Inkscape. You could follow the steps above and drag the \*.jpg or \*.png version into those editors, but you know you have an \*.eps, \*.ai, or another lossless file in the image's folder. Let's go there.



If you prefer keyboard shortcuts, you can also click once on the image and hit **Ctrl+Enter**.

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Right click on the image and choose "Locate on Disk."

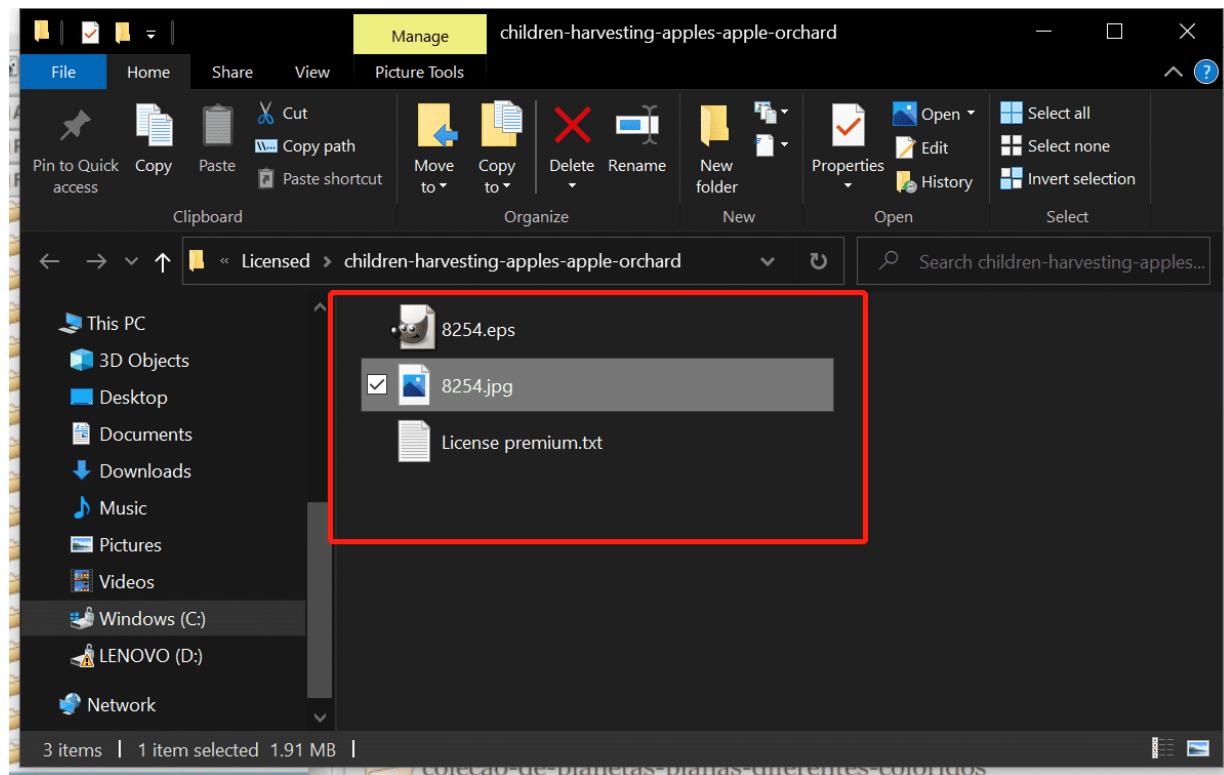


Image licenses are also kept in the folder. If you have questions about licenses and copyright, then I have good news. You have a brief training about that coming up. You should be able to find it in your onboarding tasks.

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The folder opens up in Windows File Explorer with the initial image highlighted. There's our \*.eps. Go edit that image!