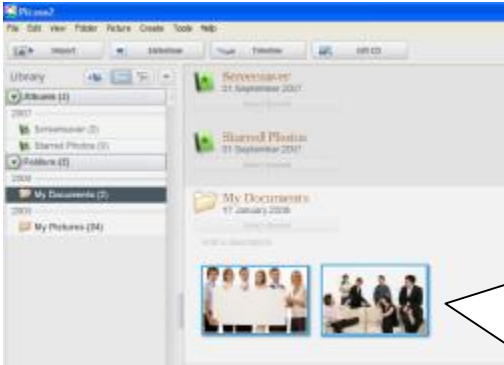


Picasa has its own built in print facility to produce pictures from your own printer.

(You can also order prints online but that's for another guide.)

See Gerry if you want support with this feature.

**1. First open Picasa and select the images you want to print.**



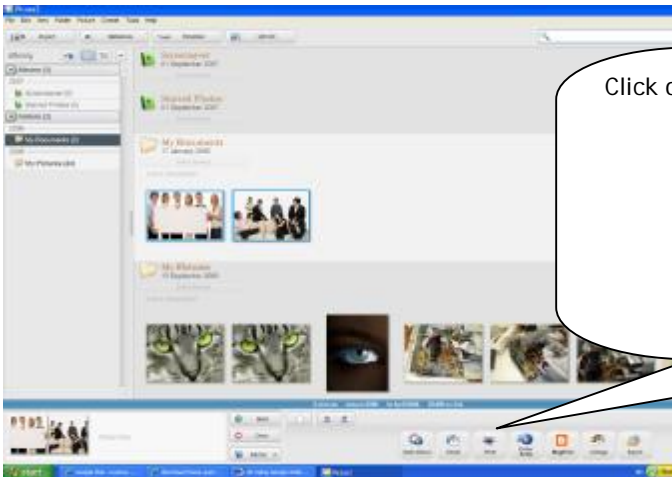
To select a group of pictures:

1. Click once on the first picture
2. Hold down the 'shift' button - the one with the big up arrow.
3. Click once on the last picture in the group

To select several pictures:

1. Click once on the first picture
2. Hold down the [Ctrl] button (Control)
3. Click once on the next picture you want.
4. Repeat until you have selected all the ones you want
5. Clicking on the image a second time will de-select it.

The images you want should be highlighted in blue like this.

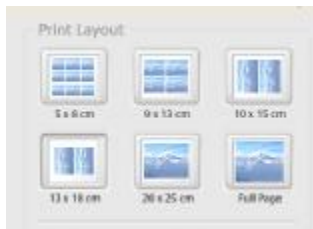


Click on the [Print] button at the bottom of the screen.

Here is the [Print] button

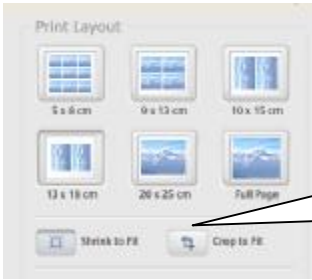


The next screen gives you everything you need to set up your prints.  
Click on these buttons to see a preview of the 6 formats.



See Gerry if you want support with these features

## 2. If you need to change any of the other setups select from the following:



Images often are not exactly the correct shape to print. The [Shrink to Fit] button will print the full picture by making it slightly smaller. The [Crop to Fit] button fills the available space but may crop (cut) the picture. Just click on the buttons and look at the preview.



Your printer should be shown here - e.g. mine is an 'Epson Stylus'. Click on the small black 'down' arrow by the side of the printer icon if you want to use a different printer. Then select the printer you want



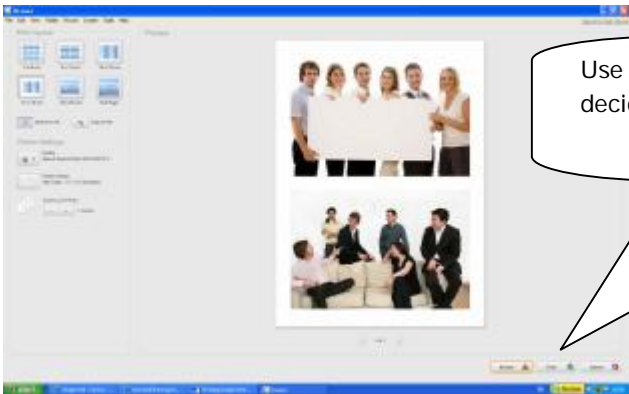
To change the type of paper etc. click on the [Printer Setup] button e.g. 'Glossy Photo' / Best Quality

Your printer control window will open. Make the changes you want and click [OK]. Yours will probably look different to this.



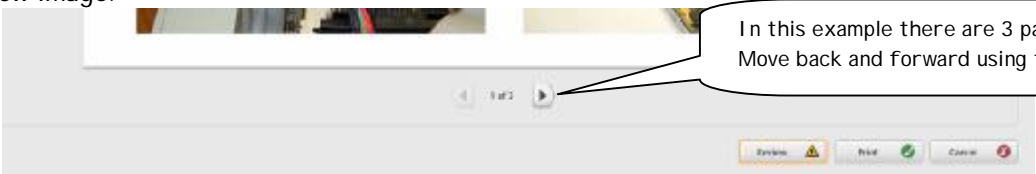
The [-] and [+] buttons here control how many times Picasa will print the same image. Use the Preview to see what difference this makes to your print outs.

## 3. When you are happy with the settings, click the [Print] button.



Use the [Print] button to carry on printing or [Cancel] if you decide not to print the images.

To get used to the different settings just try them out and look at the 'Preview'. You don't have to print these trials just click the [Cancel] button. Don't forget there may be several pages to look at. You can preview these by using the arrows under the preview image.



In this example there are 3 pages to view. Move back and forward using the arrows.

See Gerry if you want support with these features