

## How to upload pictures for Kiev Multinational Rotary Club

This is a description of how to load pictures to the Kiev multinational rotary club Picasa site. We often want to load pictures after our trips to hospitals, after our events, and so on.

The pictures wind up on your computer, and they are bulky. It is awkward to send them to me (Graham) by e-mail or by CD. It is also awkward for me to download them to my computer and then upload them.

Therefore, I have written this fairly detailed procedure for dealing with pictures. The idea is that you will print this out and you will upload them yourself, with telephone help from me.

The first step is to get the pictures onto your computer in the "My Pictures" folder. Put them in a subfolder with an appropriate name, something like "Thanksgiving 2009".

Edit the pictures. Delete the ones that are out of focus, or just show legs or ceiling, or where the flash did not work, the photo is not flattering to the subjects, or whatever.

If you have photo editing software on your computer, you can use it to crop the pictures, adjust the color balance, and eliminate red-eye. If you do not, load the pictures to a private album on Picasa on the Internet. It is the quickest way to get them to me, after which we can work together to clean them up.

Now you are ready to go.

- 1) Open, a window in your web browser
- 2) Navigate to <http://picasaweb.google.com/kyiv.multinational.rotary>. Yes, I will fix the spelling of Kyiv at some point.
- 3) In the upper right corner of the page, find the box that says "sign in"
- 4) Sign in, using the login and password that I will give you by telephone.
- 5) Click on the upload button. It is on the top line of the Picasa information, to the right of the multi-colored Picasa wheel logo.
- 6) The first time you do it, Picasa will ask if you want to install an ActiveX control. They show you an image of how you need to approve installing ActiveX. It is a decoy – click it and nothing happens. You will actually see, in very small print, a message from Microsoft windows in the line just above Picasa. On my computer it shows up with a yellow background. Click that tiny print -- you need glasses to read it – and then you get the real request for approval. Click it and Microsoft will install the ActiveX that you need.
- 7) Next, Picasa should show you a list of every album in your "My Pictures" folder. Pick the one you want. It will suggest that you use the same name online as you gave it on your own computer, but you can change it if you want.
- 8) Answer whether you want the album to be private or public. If it still needs editing (red eye control, cropping etc.), make it private. Otherwise choose Public.

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- 9) Select the pictures you want to upload. Click on the first one, and hold the control button down as you click on each of the others that you want to upload.
- 10) Tell Picasa to upload the pictures.
- 11) When it is done uploading, click on "my albums" in Picasa within your browser and it will show you the rotary albums. You should see the new one listed. Go there and you will see the pictures.
- 12) Optionally, but highly desirable, you can add captions to the pictures, so members will remember who, what and when.

That's it. Again, be reassured that you have these instructions to follow as you do it, and that I will be available by phone or can come over to your apartment if need be to give you a hand.

Graham