



## Uploading Picasa Albums to Your Web Site for a Slideshow

If you don't have Picasa on your computer already, you need to download the free software available at <http://picasa.google.com> for these directions to work. These instructions do NOT teach you how to use Picasa; just how to upload Picasa albums or photos in folders created using Picasa to your Google Web site. For help using Picasa, see <https://support.google.com/picasa/?hl=en>.

1. Open Picasa and in the upper right, click "Sign in with Google Account" and log in with the Google e-mail and password connected to your chapter or division Web site.
2. Right click on the album or folder name with the photos you want to upload and select "Upload to Picasa Web Albums."
3. A pop-up box will appear. In the "Album visibility" dropdown box, select "Public on the Web."
4. In the "Image size" dropdown list, select the pixel size you want to use. (800 pixels is the default.)
5. Click the blue text "+Add people to share with ..."
6. Select "All (your name or name of site – whichever appears)."
7. Click the green "Share" button and the photos will upload. (You may get a pop-up "Are you sure you want to post this publicly?" in which you should click the "Upload" button.)
8. After the Upload Manager pop-up box says "Complete," click "View Online" to see the album.

Your pictures are now saved in a location called Picasa Web Albums (<https://picasaweb.google.com>) that can be connected to your Google Web site so you can share them in a slideshow.

9. Go to your Google Web site by typing <http://sites.google.com> and navigate to the page where you want to place the slideshow.
10. Click "Edit page (e)" (the pencil icon) and put the cursor where you want to insert the slideshow.
11. In the upper left, click "Insert" and then in the third column titled "Google," select "Google+" and then "Photo Album."
12. A pop-up box will show all the folders and albums you have uploaded and made public in steps 1-8.
13. If it's not already highlighted in the top bar, find the "Picasa Albums" link and click on it.
14. Select the album or folder you want to upload by clicking on it to highlight it, then click the blue "Select" button at the bottom.
15. In the pop-up box, select the slideshow size you want and type in the title you want on the slideshow. You also have the option to show captions and include a border around your slideshow by checking or unchecking the boxes beside those options.
16. Uncheck "autoplay" if you don't want the slideshow to automatically play when someone navigates to the page with the slideshow on it. (In other words, they'll have to hit the "Play" button before it starts.)
17. After you have set your parameters, click the red "SAVE" button.
18. Align the slideshow to be on the left, right, or in the middle on your page and click the blue "Save" button at the top. The slideshow should now appear on your page with the parameters you've set.
19. To change any of your slideshow settings, click "Edit page (e)" then on the slideshow outline box that appears, click the correct icon at the bottom to make your changes. The settings icon on the bottom left (the wheel icon) controls the items in steps 16 and 17. Alignment and wrap can be changed using the other icons at the bottom of the slideshow outline box. Save the Web page again using the blue "Save" button to see your changes. (Note: As of the time this was written, the black border function wouldn't turn off. Hopefully, this will be corrected soon.)