Folder List Organization: Flat folder display - Collections

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Flat folder display and collections

Using the flat folder structure in Picasa, the folders in your Picasa Folder List will be orgnaized into various collections. Predefined collections include:

- **Projects**: This folder contains the different things that you create in Picasa, such as movies, screen captures, slideshows, and collages.
- **iPhoto Library (Mac only)**: This Mac-only collection contains the most recent version of your iPhoto pictures, displayed as read-only in Picasa.
- **Imported from iPhoto (Mac only)**: If you try to edit iPhoto pictures using Picasa, Picasa will first ask your permission to create new writable copies -- they're placed here.
- **Web albums**: Photos are placed here when you download a web album from your own account that isn't already included in Picasa.
- **Downloaded albums**: When you download an entire album from a friend's Picasa Web Albums gallery, it's placed under your friend's name in this collection.
- **Edited pictures**: When you use Picasa Web Album's 'Edit in Picasa' feature for a photo that isn't present on your hard drive, the photo is placed in this collection.
- **Exported pictures**: Any photos that you've exported are filed here.
- **Hidden folders**: Any [folders you've hidden](#) are displayed in this collection.
- **Other stuff**: Picasa identifies files that are not photographs and places them here.

Creating or moving folders in collections

You can change the collection that a folder appears under when you're using the flat folder display structure. Please follow these steps:

1. Right-click (Windows) or Control-click (Mac) the folder you'd like to move.
2. Select **Move to Collection**.
3. You can either choose an existing collection or create a **New Collection**.

You can rename any collection that you've created. Simply right-click (Windows) or Control-click (Mac) the collection and select **Rename collection**.

Collections

Folders on Disk
This collection displays folders on your computer that contain pictures or films, sorted by date, with the original folder names as they appear on your computer's hard drive. Changes you make to the folders in this collection affect the matching folders on your computer's hard drive. Renaming a folder in Picasa is the same as renaming it in Windows Explorer.

- **Adjust which pictures and folders appear.** Only folders that Picasa is configured to scan appear in this collection. To modify where Picasa scans for pictures, select "Folder Manager" on the "Tools" menu. Use the settings there to select or de-select the folders Picasa scans,

choosing from these options: "Scan Once," "Remove From Picasa" and "Watch For Changes."

- **Move pictures between folders.** Select a picture. With your mouse, drag and drop the picture to its new folder. To select more than one picture, hold down the Shift key on your keyboard as you select pictures. If you move a picture into a different folder on disk, Picasa will remind you that you are about to move the actual file on your computer's hard drive. Click the "OK" button to move the picture to a new location. Note: Moving pictures between folders in the "Folders on Disk" collection will affect their physical location on your hard drive.
- **Edit a folder description.** Double-click on the title of any folder to open the Folder Properties box. Enter the new description. You can also modify the folder's date, place taken, or caption. Any descriptive information you add will be searchable in Picasa. Click the "OK" button. Changing the name of a folder in Picasa will change the name of the actual folder on your computer's hard drive.
- **Delete a picture from a folder**. Select a picture, then go to "File" > "Delete," or just hit the Delete key on your keyboard. Picasa will remind you that you are about to send that file to your computer's wastebasket. Click the "OK" button to remove the picture.

Labels Collection
This collection contains labels that you create in Picasa. Labels are used to group and organise pictures based on your own criteria and identified by a simple word or title. For example, you can create a label called "Flowers" to group all your pictures of flowers, or you might create a label like "Trip to the seaside" to arrange all your latest holiday snaps. Unlike the "Folders on Disk" collection, which matches exactly the folder locationson your computer, labels do not correspond to physical folders on your hard drive. If you delete or move pictures inside the labels collection, the original files stay safe in their original locations on your hard drive. You can even add the same image to multiple labels without creating multiple copies of the same image. Edits you make to a picture will also be applied to every instance of the image, including the original.

- **Create a new label.** First select one or more pictures (you cannot create an empty label). Select "File" > "New Label" to create a new label in Picasa containing the selected picture(s). You can do the same thing by choosing a picture, clicking the "Label" button and selecting "New Label" on the popup list.
- **Add an existing label to a picture.** The same picture can be assigned many labels in Picasa. Select a picture, click the "Label" button, and select an existing label from the list.
- **Change a label description.** Double-click on the title of any label to open the "Label Properties" box. Enter a new description for the label. You can also modify the label's date, place taken, or caption. Any descriptive information you add will be searchable in Picasa. When you have finished, click the "OK" button
- **Delete a picture from a label.** Select a picture. Right-click with your mouse and select "Remove from Label" in the context menu or press the Delete key on your keyboard. Note: Deleting a picture from a label does not delete the original file from your computer's hard drive.
- **Rearrange pictures in a label or between labels.** Click and drag a picture to change its order within a label or drag it into another label to add it to that label. This does not affect the order in which the original files are stored on your computer.