

# Picasa 2.7 For Windows

## Export a Photo Album as HTML Web Pages & Post to Blackboard

\* Download the free software from: <http://picasa.google.com/>

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### Sharing and Publishing Your Pictures

#### HTML Web Pages with Thumbnails

1. Start with a single click on an image. It will appear in the **Image Tray**.

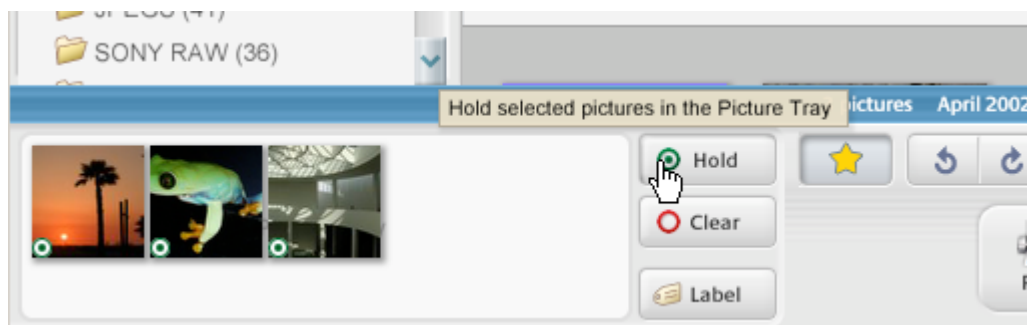


Figure 1: Image Tray

2. Click on the **Hold** button to keep the image in place. Repeat this for all the images you want to appear in your web photo gallery.
3. Click on the **Add to → Album** button (to the immediate right of the image tray).
4. Click on **New Album**. Fill in the blanks of the dialog box.
5. Click **OK**.
6. The new album containing your selected photos will appear at the top of the Library view. All albums have a blue album icon displayed in the header area to differentiate them from folders (which look similar to manila folders).
7. At this point, you may want to add captions because they will show up on the photos in the HTML web album.
8. Click on the **album header area** and then from the top menu select **Album → Export as HTML Page...**
9. A dialog box will appear. Choose the size that you want to export the pictures as. Click the **Browse** button to determine where all the resultant web files will be saved.

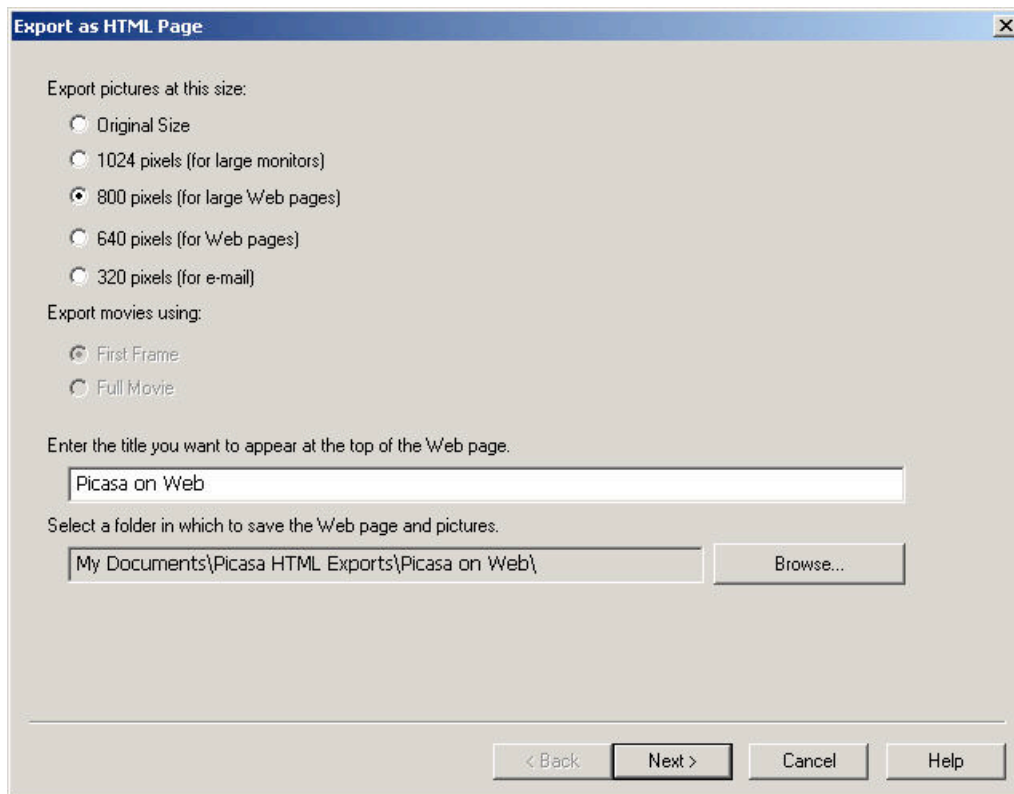


Figure 2: Export as HTML Page

10. Click the **Next>** button.
11. Select a template.
12. Click the **Finish** button.
13. After viewing your new web photo gallery on your local PC, you can move the entire new folder and all its contents to your web server for the world to see. This can be done with an FTP program like **WS\_FTP** or from within any web authoring program, such as Dreamweaver, that has a built in file transfer utility.

**Tips & Tricks:** To eliminate the **Picasa** logo from your web pages and move the rest of the material closer to the top margin, do the following before uploading the web pages to your web server:

1. Minimize the browser that previously displayed your HTML web album.
2. Find the file called **Style.css** and right-click upon it. Choose **Open With → Notepad**

3. Now edit the file in the following way with any text editor (e.g. **Word Pad** or **Notepad**):
4. Change the "MARGIN-TOP: 70px" to read "MARGINE-TOP: 10px"
5. Delete the entry that reads "BACKGROUND-IMAGE: url ('logo.gif');"
6. Save the newly edited style.css file as a .txt file in the same folder as before.
7. Maximize your browser page where the web album appeared previously and hit the **Refresh** button on your browser.

When you drag the index.html page into any browser, you should notice that the Picasa logo is gone from your web photo gallery and you can now upload the resultant web files folder to your web server or into Blackboard.

## Placing the Exported HTML Web Page into Blackboard

It is simple to place this exported HTML version for viewing from Blackboard. Here are the steps:

1. Locate the Exported HTML folder on your computer and right-click on the folder. Select **Send to → Compressed (zipped) file**. This will create a zipped version of your folder. The zipped version is the one you will use in Blackboard.
2. Open the Blackboard course where you wish to place the web page.
3. Click on the **Control Panel** link.
4. Select the link for the area in which you wish to place the web page (e.g., Course Materials, Assignments, etc.)
5. Click on the **Item** button.
6. Type a "**Name**" for this item. Provide a description as well if you wish in the "**Text**" box.
7. Scroll down to the "**Content**" section of the page. Next to **attach local file**, select the **Choose File** or the **Browse** button and navigate to the zipped version you created in Step 1 above.
8. Where it says "**Name of Link to File,**" type in a name for the link. This is the link that students will click on to see the file.
9. Where it says "**Special Action,**" select **Unpackage this file**.

10. Scroll down to the **"Options"** section of the page and select the following:

**Make the content available – Yes**

**Track number of views – Yes**

**Choose date and time restrictions if you wish (Leaving this alone will cause it to display from now until the time that the course is unavailable to students)**

11. Click on the **Submit** button.

12. Another page will follow asking you to select the starting point for the web page. (If you don't see this page it is because you didn't choose **"Unpackage this file"** in Step #9 above.) Scroll down the list until you find the **index.html** file and highlight it by clicking upon it.

13. If you wish, select for it to **Launch in a new window**.

14. Click **OK**.

15. Follow the breadcrumbs at the top of your Blackboard window to return to the student view of your course by clicking on the name of your course.

16. Navigate to the area where you placed the file and click on its link to test it. If you were successful, you should see your web page with all the images there.