

Picasa - Rename Photo Files for Photo Sharing

With Picasa open.....

Right Click on the file you want to rename

Left Click on the menu option "locate on disk"

This will cause your computer to locate the file and open another window

Right Click on the photo file

Left Click on "rename"

This causes your computer to highlight the existing name of the file and when you start typing the new name will replace the old name

Type your name followed by a number. Typically the first file to send for Photo Sharing would have *your name 1* as the file name

Press "Enter" to have the computer record the new file name

Close the file window

This will return you to the Picasa screen where you can e-mail your photo