When you open Picasa, it will find and import pictures automatically from your computer and connected devices.

To change where photos are automatically uploaded from, go to tools > Folder Manager to adjust automatic imports.
Select import to import more photos from a specific folder or device.

Select a place to import from.

Name the saving location, the title of the folder, and an action after copying specific pictures and click import, or click.
To edit photos, simply double click the photo and this editing window should appear.

Other photos are shown in this area for easy access. Select play to view a slide show.

Click back to library when done editing.

Select an editing option.

Add effects and tune photos with these options.
select a picture or album and select an option on the bottom panel to share your photos

To upload or email, you need to sign in to a google account

Sign in to your google account here
you can easily sync specific albums to your web picasa albums by clicking the sync to web button

Get familiar with Web Picasa, the application and web app are meant to be used in Unison for simple global photo sharing

People, places, and tags lets you add information to your photos or albums