# **Use Google Photo To Manage Your Digital Pictures**

Google Photos is free and has no storage limits. It automatically backs up all your smartphone images with the free Photos app, and with <u>Desktop Uploader</u>, will do the same on your computer as well.

When you're ready to share, Google gives you a link to download, and you just pass it on via an e-mail. Videos, as you know, are big files, and can either clog up an e-mail box, or be so big the e-mail provider will reject it altogether.

In the background, Google also does fun stuff with your photos, turning them into animations, making collages, panoramic stitches and the like.

The biggest issue we face when we snap hundreds and hundreds of photos is finding them. Google does a pretty great job on smartphone snapped images, since they're contain information about where you shot them and include dates. Finding images snapped with the camera aren't as easy. So make sure to either title your photos with tag, like New Mexico, 2015, or create albums on Google Photos to bring simular themed photos together.

**Backup** – Computer, Android & IOS phones and tablets.

Free up storage on your Android device by deleting photos and videos on it that are already backed up

Organize – Manage your photos in one place, search your photos, and find photos you forgot you had.

**Edit** – Rotate, crop, adjust color and more.

Create - Turn photos into movies, collages, slideshows...

**Share** – You can share photos, videos, albums, movies, and stories with anyone, even if they don't use the Google Photos app.

#### **Get started with Google Photos on phone or tablet**

Download the app, then take a photo

If you haven't already, download the Google Photos app on your phone or tablet:

iOS iPhone or iPad Google Photos app

Android phone or tablet Google Photos app

After installing the app, take a photo using the mobile device and camera app you normally use. Try taking a photo of yourself or the setting around you.

### **Back up photos from your computer**

Back up photos and videos from your Windows or Mac computer and any time you connect a phone, camera, or storage card using the Google Photos Backup install the <u>Desktop Uploader</u>, it will auto upload photos from your Mac or Windows computer, camera, or storage cards.

#### Setting it up

When you set up Google Photos Backup on your computer, you can choose to upload photos and videos from a phone, camera, or storage card. After prompting you the first time, every time you connect that phone, camera, or storage card to your computer, the photos and videos on it will back up automatically (if you set it to do so).

#### Back up photos & videos from a mobile device

Save your device's photos and videos to your Google Photos library. This can include photos you take with your device's camera and photos saved on your phone.

Your device's photos and videos will save to your Google Photos library, including ones you capture in the future.

Privately stored: Photos and videos backed up from your device are private unless you decide to share them.

Syncing: Changes you make to photos and videos, like deleting or editing, will be reflected across all of your synced devices.

#### Turn back up & sync on or off

#### **Android app**

- 1. Open the Google Photos app on your mobile device.
- 2. At the top left, touch the menu icon .
- 3. Select Settings > Back up & sync.
- 4. At the top, switch it on or off.

Things to keep in mind about this setting: Optional: Check what's backed up! At the top left of the Google Photos app, touch the menu icon .Select Photos. Photos and videos that are not backed up will have the "circle arrow icon".

#### iOS iPhone and iPad app

- 1. Open the Google Photos app.
- 2. At the top left, touch the menu icon .
- 3. Select **Settings**.
- 4. Touch Back up & sync.
- 5. Switch on or off.

## Turning it on

If you see a message asking to allow the app to access your photos:

- 1. Open the iOS settings app > touch **Privacy > Photos**.
- 2. Switch **Google Photos** on.

Optional: Check what's backed up. At the top left of the Google Photos app, touch the menu icon . Select Photos. Photos and videos that are not backed up will have will have the cloud icon with a "\" (slash through it).

To free up storage on your Android device by deleting photos and videos on it that are already backed up, do the following:

- 1. Open the Google Photos application on your device.
- 2. Tap on menu, and select Settings
- 3. Tap on "free up device storage".
- 4. A prompt is displayed after some scanning that reveals how much storage space you will recover when you proceed.
- 5. Select delete, and then delete again.

This removes the photos and videos from the device. Note that some may still be cached by the Photos application afterwards, but that the majority won't show up anymore in the app.

#### **Search your photos**

<u>Find people, things, & places in your photos.</u> Search your photos for anything – a wedding you attended last summer, your best friend, or even New York City.

Find & label people. Search for people in your photos by seeing similar faces grouped together. Note that this feature is not available in certain countries.

#### **Share photos & videos**

You can <u>share photos</u>, <u>videos</u>, <u>albums</u>, <u>movies</u>, <u>and stories with anyone</u>, even if they don't use the Google Photos app

#### Manage photos & videos

<u>Collections: Albums, stories, & movies.</u> Go to the Collections section of Google Photos to see a mix of things you created or that were made for you.

What are collections?

Albums are groups of photos and videos.

Stories are visual timelines of photos and videos.

Movies are video montages of photos and videos.

## See your collections

- 1. Open the Google Photos app or go to photos.google.com.
- 2. At the top left, touch or click the menu icon > **Collections**.
- 3. Optional: Touch or click the drop-down menu to only see one type of collection.

#### Edit photos, movies, & stories

<u>Edit photos</u>, add filters, crop photos, and more on your mobile device or computer. Tip: If you have back up & sync turned on, your edits will sync to your Google Photos library.

- 1. Adjust, crop, or rotate a photo
- 2. Undo edits
- 3. Change the date & time stamp. You can change the date or time stamp for a photo or video using a computer.

## **Settings**

Change "Back up & sync" settings. Change how and when your photos and videos are saved to your Google Account.

- 1. Open the **Google Photos app** on your mobile device .
- 2. At the top left, touch the menu icon .
- 3. Select **Settings > Back up & sync.**
- 4. If "Back up & sync" is on, you can change the settings below:

### Settings on Android & iOS

Choose a Google Account

Upload size

"Back up photos" or "Photos back up using cellular data"

"Back up videos" or "Videos back up using cellular data"

#### Settings only on Android

Choose folders to back up...

Roaming

While charging only

Back up all

#### **Photo editor apps for Android**

<u>Autodesk Pixl</u>r – photo editor (Free)

<u>Lightroom Mobile</u> (Free with subscription options)

PicSay (Free)

PicSay Pro (\$3.99) This is my favorite!

#### Transfer photos

Google Photos is a great way to have all your pics – past and future – in one place, with unlimited private storage and accessible from any internet connected device. There are always lots more choices on Google Play to find the photo app that works perfectly for you.

- 1. On your iPhone, download the Google Photos app from the App Store.
- 2. Open Google Photos and sign in using your Google account (i.e., your Gmail address and password).
- 3. Select "Back up & sync" for your photos by selecting the menu icon, followed by the gear icon at the top right. Now go to "Camera and Photos", touch "Back up & sync" and switch it on.
- 4. Sit back as all your photos are being saved to the cloud.
- 5. Open the Photos app on your new Android device to see all of your photos from your iPhone or iPad.

For more help with setting up Back up & sync, see <u>here</u>. If you use iPhoto on your Mac, please note that any new photos taken with your Android phone or tablet won't be automatically uploaded to iPhoto.