



Australian Seniors Computer Clubs Association

ASCCA



ASCCA
PO Box 155 | Glen Iris | Victoria | 3146
0434 857 222

www.ascca.org.au
office@ascca.org.au training@ascca.org.au

www.facebook.com/ASCCAau

ASCCA respectfully acknowledges the traditional custodians of Country throughout Australia and recognises Aboriginal and Torres Strait Islanders' continuing connection to land, water and sky. We pay our respects to them, their cultures, and to their elders past, present and emerging.



GOOGLE PHOTOS

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GOOGLE PHOTOS

Features of Google Photos



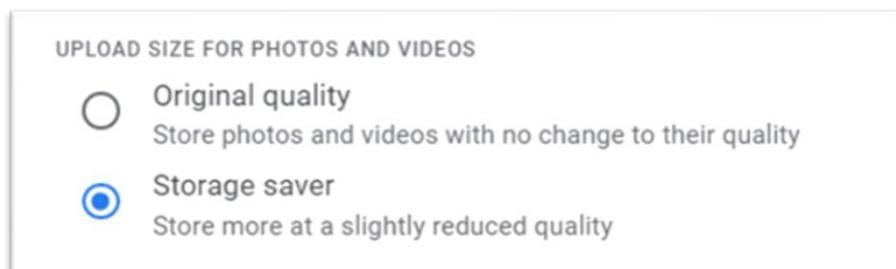
- A Google account (____@gmail.com) provides **15 GB of free online storage**, split between *Gmail*, *Google Drive* and *Google Photos*.
- Sync your photos & videos across your devices (computer and mobile devices), using *Google Photos App* (available for both Android and iOS devices).
- Prevents **duplicate files** in *Photos* library.
- **Time-line** in *Photos* library.
- Create **Albums** to organize your images online.
Add a text narrative to an album.
Custom sort images within an album.
Set an image as the album's cover.
- **Edit** images: exposure; stylize filters; crop (incl. to aspect ratio).
- **Utilities** for collages, presentations with music, animated .gif, etc.
- **Search** using Google's Artificial Intelligence (AI) for *People, Places, Things*.
Also, search by dates, file formats, filenames & album titles.
- **Share** selected images/albums online, via email, sms, etc.
Collaborate to pool photos and videos of an event.
Comment and ♥ on a shared album.
Optional: share **all** your images with a partner.

Accessing Google Photos

- Using any web-browser, type www.photos.google.com into the address bar, then login with your Google (@gmail) credentials. (Chrome is Google's web-browser.)
- Alternatively, use the Google Apps grid (top right)  after checking your gmails.

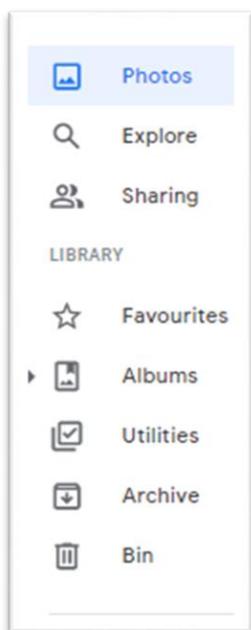
Settings

<https://photos.google.com/settings>



- Recommend: *Upload only over Wi-Fi.*

Upload images - to the Photos library (only!)



1. Create 2 windows. One for your local *Pictures* folder (on hard drive), and the other for *Google Photos* website. Drag & drop an image. After uploading is complete, ignore the prompt re: Albums. Close on ✕.
2. Using either Shift or Ctrl keys, choose multiple images from your local *Pictures* folder. Drag & drop onto the *Google Photos* website. After uploading is complete, ignore the prompt re: Albums. Close on ✕.
3. Alternatively, go to the Google Photos website, choose  **Upload** . Then navigate to where the images are saved on your local computer.
4. Click on *Photos* library icon to inspect how the images are catalogued (i.e. by the date & time metadata from your camera). Move cursor to RHS to see a timeline.
5. Play slideshow: Click on first image then select  *More options* > *Slideshow*. Allow time for image to change. Tap *Esc* key to exit full screen and back arrow to return to *Photos* library.
6. To download an image to your computer's hard drive: Click on the image, then select  *More options* > *Download*

Search field

 Search "football"

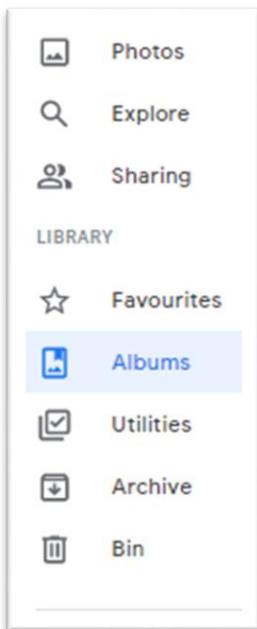
- Google uses *image-analysis technology* to find your search terms within your images. This is not a web search.
- Results are not dependent on the words in your filenames or album titles.

Google Photos app for smartphones/tablets



- Check if your device (smartphone or tablet) already has the *Google Photos* app. If not, download from *Google Play* (for Android devices) or *App Store* (for Apple devices).
- After installing the app, you'll be prompted about *Settings*. If you wish every photo you take on your phone to be backed up on *Google Photos'* cloud storage, choose *Back up & sync*. To avoid 'bill shock' for mobile data, it's advisable to then choose *Back up & sync **only** when wi-fi is available*.
- If you've set the app on your phone to automatically upload every photo you shoot, why also keep them on your device's *Gallery*? With *back up and sync* turned ON, you can manually delete local originals saved on the device's storage. Go to *Settings*. Tap *Free up device storage* to remove original images from your device that have already been backed up.
- As well as previewing the images you shoot on your phone, the app will preview any images you've uploaded from your computer. To view them, you are not downloading full-resolution copies.
- This was the previous icon for *Google Photos* app.





Features

- Albums are virtual collections, linked to the files stored in your *Photos* library.
- Any uploaded image can be used in multiple albums, or not in any album at all.
- When image/s are removed from an album, they still remain in your *Photos* library.
- Google Photos automatically gathers other virtual collections: *Favorites; People; Places; Things; Videos; Collages; Animations*.
Face matching is ON by default but will *not* happen as soon as images are uploaded.

Folders into Albums

1. From your local *Pictures* folder, choose a folder you've already created there. Drag & drop this whole folder onto your *Google Photos* website. After uploading is complete, *Add to Album > New Album > name it (probably you'll use the name of your folder) > confirm by clicking on the blue tick (top left)*.
2. Click on the *Albums* icon to view your newly-named albums.
3. Click on the *Photos* library icon. Notice that all these images you uploaded into *Albums* also appear there.

From within an Album

Click *Albums* icon then on one your albums' titles. Note the tiny icons, top right. You will need to confirm each of the following tasks by clicking the blue tick at top left, then using the back arrow.



Add more images to the album. Defaults to *Photos* library OR *Select from your computer*. (Newly-uploaded image/s from your hard-drive will also appear in *Photos* library.)



Type a descriptive narrative for the album. Move this text-box within the album by dragging it.



Add location. Also, *From* and *To* for a road trip.

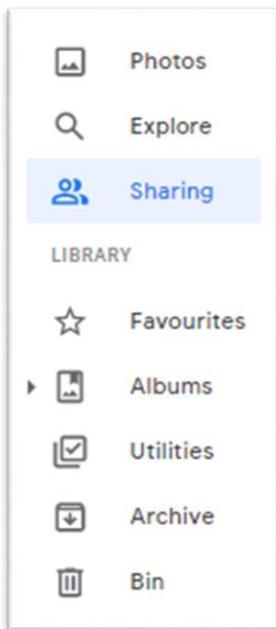


Use *Oldest first*, etc to sort the images in the album. Also, change the order of the images by dragging.

Open an album *without* clicking on its title. Click on the middle of the thumbnail image you wish to set as the cover image (a larger version will appear). Note the different options to before. Under the *More options* ellipsis  > *Use as album cover*.

Explore the other options under *More options*.

Sharing



Features

- Images are shared by copying & pasting the link into an email, sms, Facebook, etc.
- Images can be shared with *all* email accounts (not only Gmail accounts). Recipients can both *view* and *download* images, including from their mobile's browser. Sharing an Album allows sharing of 100s of images in one action.
- The default setting for *Sharing* allows collaborative albums. Only recipients with a gmail account can add images to the album they have received. If you are the owner of a collaborative album, you can later block recipients from adding images and/or making comments.
- 'Likes'  & Comments are applied to the entire album, rather than a specific image.
- To share *all* images with a partner, click *Settings* (gears icon) > *Partner Sharing*.

How to Share

- To share multiple images with an individual or a group, begin by creating an album. Open the album by clicking on the album's cover image. Click the Share  icon.
For non-gmail recipients:
Copy link  then *Copy*. Open a new email or SMS. *Paste*. *Send*.
- You can change your mind about whom you share the album with. Check your Shared albums. Open the particular album. Note recipients in circles above the images. Click on a recipient. Turn *Collaborate* and/or *Comment & likes* ON or OFF.
- You will need a Google account to collaborate with others on a communal album. After receiving an album, to collaborate:
click  *Add to album* (top) > Select image/s either from your *Photos* library of Google Photos OR from your local drive > *Done*.
Add a comment about the album or  > *Send*.

Image editing



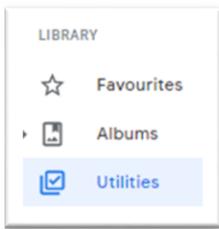
Google Photos' image editing is 'non-destructive', meaning that whatever wild editing you do, you will still be able to return to your original image at any time in the future by clicking *Undo edits*.

To edit an image, click on the image > click on *Edit* icon (top right).

Note three tabs:

1. *Colour Filters*. Apply chosen filter. *Done* to keep.
2. *Basic Adjustments*. *Pop* increases sharpness. *Done* to keep.
3. *Crop & Rotate*.
 - ~ Use *Rotate* to correct a crooked sea horizon. Slide the vertical scale of degrees to straighten. *Done* to keep.
 - ~ Set correct Aspect ratio prior to printing to ensure that your print captures the pixels you wish to capture. e.g. Crop to square aspect ratio for a CD cover. Crop to 3:2 for a 6" x 4" print. *Done*. *Done* to keep. Download the cropped image onto a USB flash drive to take to a printing kiosk.

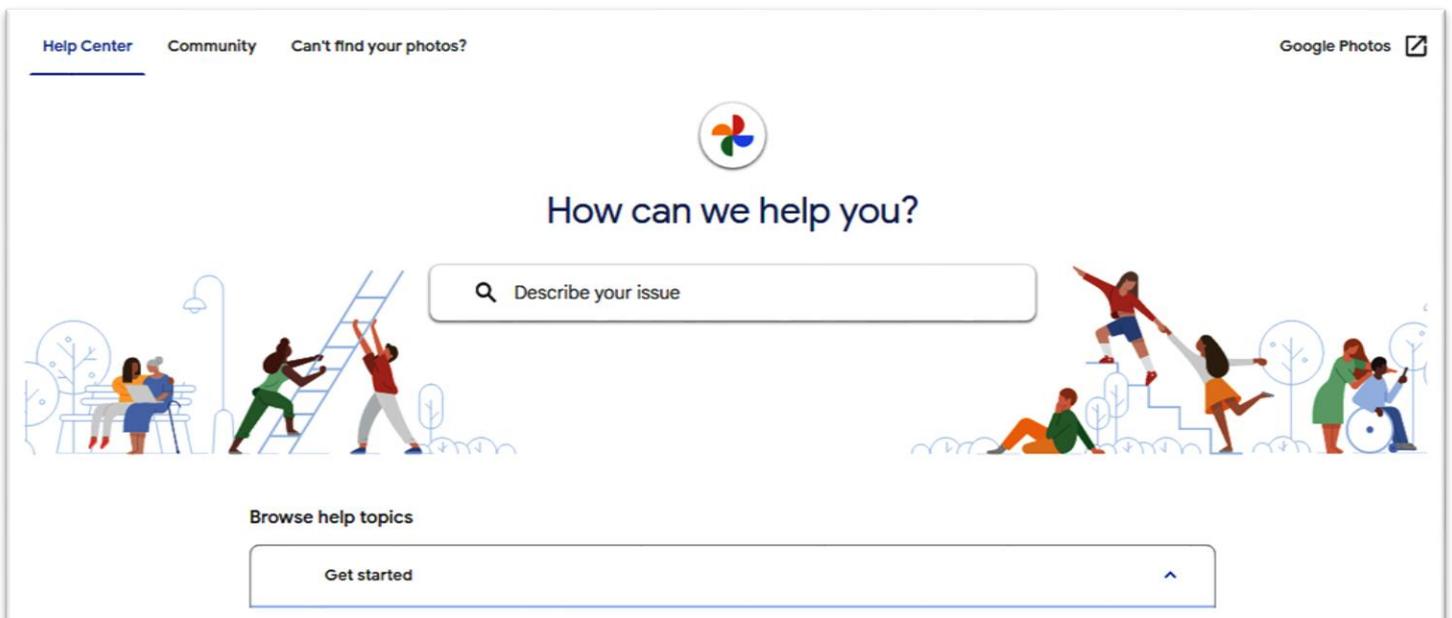
Utilities



- *Utilities* will automatically create collages, presentations with music, and some animations.
- You can also create an animated .gif from a 'burst' of still images.

More information

- For more help: support.google.com/photos/?hl=en.
Scroll down for instructions for Getting Started and other topics.
Use the search field for explanations of terms, how-tos, etc



- A Google account offers you 15 GB of free storage, shared between Gmail, Google Drive and Google Photos. *Original saver* setting will allow more images to be stored online. This means images up to a 16 MP (megapixels) limit and 1080p, (that is, Full HD, high-definition video) are stored without compression. These articles, re: *Google Photos'* compression, demonstrates how the compression works:
 1. ['High quality' vs 'Original' settings](#)
 2. ['High quality' vs 'Original' settings](#)
- To change from iCloud to Google Photos
<https://learngooglephotos.blogspot.com/2017/06/my-iphone-is-full-of-photos-can-google.html>

