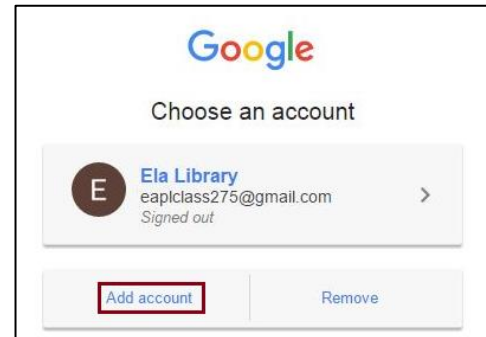**Google Photos**

Google Photos

Google Photos is a photo sharing and storage service. Google Photos includes unlimited photo and video storage, and apps for Android, iOS, and the browser. Google Photos has access to the 15GB of free space that Google Drive offers. In this class, we will focus on the PC version.

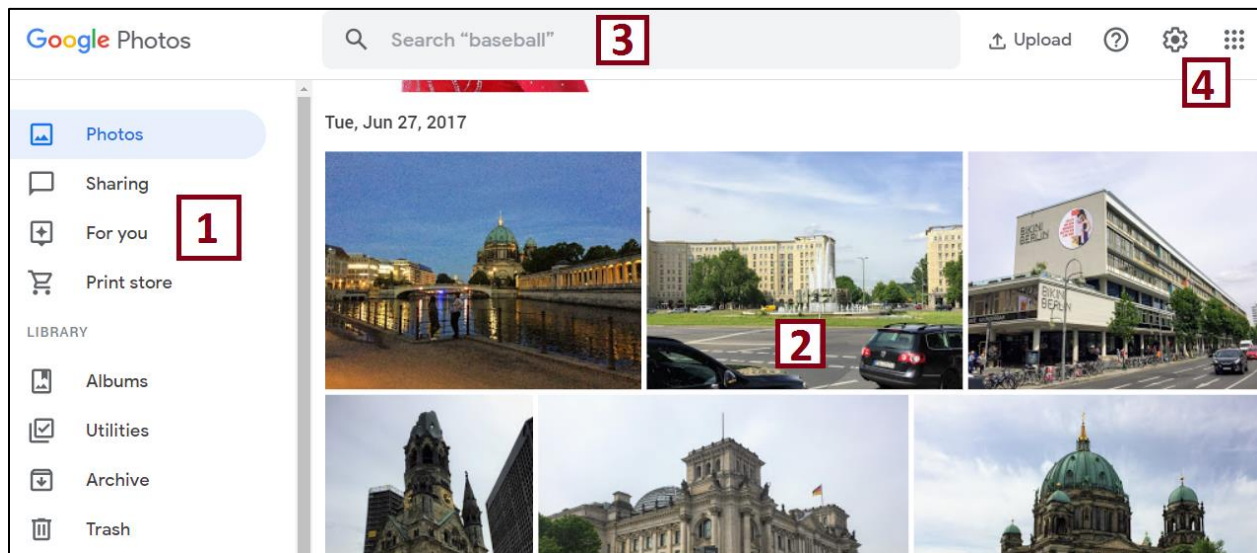Google Photos URL: https://photos.google.com/

Click the blue **GO TO GOOGLE PHOTOS** button.

You will need a Gmail account in order to use Google Photos. Sign into your Gmail account (if you are not already signed in).

If your account does not show, click Add account. Then enter your email account and password.

Main Google Photos Page

1. Tools and Library are on the left
2. Photos display on the right
3. Search feature is on the top
4. Settings (gear icon) and other Google Apps are in the upper right

* This class does not cover the mobile version but if you wish to install the app go to:

Apple App Store: https://apps.apple.com/us/app/google-photos/id962194608
Google Play: https://play.google.com/store/apps/details?id=com.google.android.apps.photos&hl=en

Google Photos

1) Upload Photos

The easiest way to add photos is to drag them from your PC to the main page of Google Photos.

Exercise 1: Drag photos into Google Photos and create an album.

- From **Pictures** folder, highlight all three photos named "football" (Hold Ctrl key and click all "football" photos).
- Drag the photos anywhere over the Google Photos webpage. Let go of the mouse button to upload into Google Photos.
- After the photos upload, click *Add to Album*.
- Select the option *New Album* and then name the album "**Football**" (type over word "Untitled").
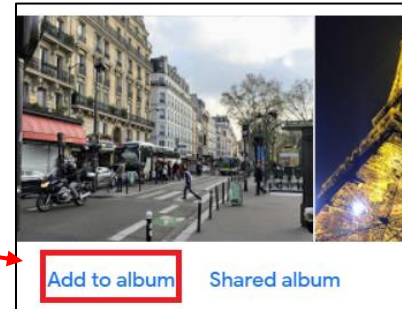
- Click the blue checkmark at the top left after you have named the album.
- Click the back arrow. Then drag the 8 photos marked "Paris" and create a new album for those photos as well (**Paris**).
- Do the same for the photos marked "Washington**"** (7). Name it "**DC"**.

Exercise 2: Drag a photo into an existing album.

- From documents, select the photo "ZBears" and drag into photos.
- After it uploads, click *Add to Album* and select the "Football" album.
- Click view and you will see the new photo in that album.
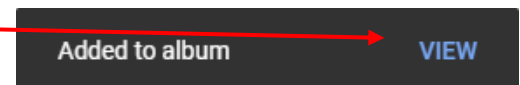
- Another way to add a photo to an existing album is to open the album **first** and then drag the photo into the album.

Exercise 3: Open an album and go through each photo one-by-one.

- Click the icon for **Albums** in the upper left.
- All of your named albums will appear in the middle of the page. Click the **Washington** album to open all of its photos.
- Click on the first photo to open.
- Click the "3 dot" icon on the upper right.
- A list will appear with options, including view the album in a slideshow, downloading, or deleting a photo. Click anywhere on the photo to dismiss.
- Move the cursor over to the middle right of the photo. A right-pointing arrow will appear. Click to go to the next photo in the album. Click the left arrow to go back to a previous photo.
- Click right to last photo of the album. Click the "I" inside the circle on the upper right.
- This will provide specific information on that photo (date, name, estimated location).
- To go back to **Albums**, click the left arrow in the upper left twice.

Google Photos

2) Search Your Photos

You can find people, things, and places in your photos; for example, a specific person, animals, or photos from your vacation to Washington D.C.

Exercise 1: First, Upload the folders called **Simone Biles** and **Other**. No need to *Add to* Album – just click the **X.** Now we can do a Photo search in a number of ways.

- Click **Photos** on the upper left. **All** of your photos will display in the order they were taken.
- In the search box at the top, type "Birds" and then hit **Enter**.
- Google Photos should access all of your photos related to birds.
    - *○ Most likely, this feature will not be available right away* - It *takes a brief period time for Google to recognize photo type. You can observe the search feature on the instructor's computer.*
- Now type "City" in the search box and hit **Enter**. Do the same for "Church." We will also search "Planets."
- Type the month of December in the search box and hit **Enter**. Google will pull up all the photos taken in December. You could also specify the year if you wish (for example, December 2015).
- Now try a search for the year **2015**.

Exercise 2: Add the names of people into your photos

- Click on albums. On top of the page are those albums included in Google Photos.
- Click the album for people. Google has **Face Grouping** software that should be able to distinguish between different individuals.
- New pictures will not immediately recognize the same person (it takes about an hour). Class instructor will display people recognized in Google Photos.
- Clicking the first person will show all photos of that person. There will be a message on the top of the page:

Add a name
Find them fast by name with search

- Apply a label to this person. **Type** Simone Biles over the blue text (Add a name) and then click **done**.
- Go back to the **Photos** view and now search "Simone Biles" at the top.

Exercise 3: Turn off Face Grouping (if you don't want to group people).

- Go to the **Main Menu** (three horizontal lines at upper left) and then choose *Settings*.
- Then simply click to turn off the *Group Similar Faces* switch.
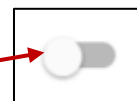
*Exercise 4:* Search for a place (or city) in your photos.

- Again, Google Photos might not recognize the photos just yet. You can observe the instructor do the search.
- From **Photos,** do a search for the city of "Stockholm." This will bring up pictures from that city.

Google Photos

*** How does Google know where your photos come from?**

- Your camera's GPS might record the location information directly on to photos and videos. (To turn this off, you'll need to consult the instructions for that camera or app.)
- Google Photos might also be able to estimate the location.

3) Share Your Photos

Exercise 1: Share an individual photo with someone.
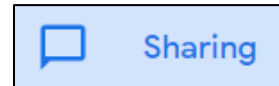
- In the **Photos** view, open the first photo.
- Click *Share* in the upper right.
- Enter or select a name or email address. Then click the arrow.
- You can also click *Get Link* and then copy and send someone.
- If you click *Add to Shared Album,* you can create an album that anyone can add to. When someone shares to your album, you may receive an email, or and in-app notification, depending on the way it was shared.

Exercise 2: Share an entire album.

- Go to the **Albums** view. Then click the album you wish to share.
- Chick *Share* in the upper right.
- If you want to see the albums that you've shared or joined, go to the **Main Menu** and then click *Shared*.

4) Edit Your Photo Albums

Exercise 1: Change the album cover picture and change the album name.

- Google Photos will choose one of your photos in each album to serve as the cover photo.
- Open the "DC" album. Then open the photograph of the Washington Monument.
- Click *More Option* (3 dots) on the upper right and then click "Use as Album Cover." Go back into the **Albums** view and you'll see the change in the cover photo of that album.
- Now open the "DC" album again. Click directly on the title, delete DC, and rename to "Washington."

Exercise 2: Move the photos around in an album and delete photos.

- Open up the "Paris" album. Then click *More Options* and choose "Edit Album."
- You can now drag the photos to change the order.
- While still in "Edit Albums" move over the burnt tires photo and then click the "X" in the upper left corner to remove from the album. (Photos and videos removed from albums will still be in your Google Photos library unless you delete them from the main "Photos" section).
- Click the checkmark in the upper left when done.
- Go to **Photos**. Open the tires photo and click the garbage can in upper right to remove for good.

Google Photos

Exercise 3: Add text to an album.

- Re-open the Paris album. Then click "Edit Album."
- Go into the "Edit Album" option. Click the icon that looks like two "T"s. A box will appear in the album where you can add text. Type something like a date range (For example, April 9 – April 12, 2018).
- You can move the text box when you are in "Edit Album" by dragging.

To delete an **Entire** photo album: Open the photo album you wish to delete. Then click "More Options" in the upper right. The photos from this album will remain in your Photos library. To get rid of photos for good, you will need to delete directly from the **Photos** library.

5) Edit Your Photos

**Exercise 1:** Rotate and Crop the last photo in the "Washington" album.

- Open the "Washington" album and then open the last photo (it should be of the Lincoln Memorial).
- Click the *Edit* command.
- Click the "Crop and Rotate" command – it is the third one on top of the task pane on the right.
- Click "Aspect Ratio" and then choose original (this will keep the same ratio as the original picture).

- You can rotate the picture by quarter turns with this icon.
- Notice the scroll bar on the right. Click and hold the arrow at the 0 ° point. (We will need to rotate counter-clockwise). Pull up until you get the desired result.
- To crop photo, click and hold one of the corners and move inwards.
- You can center the Lincoln Memorial by clicking and holding, and then moving it to the middle. You will have graph lines as a guide to help you center.
- When you are happy with the cropping and rotation, click **Done** in the upper right. (Or you can click **Reset** to go back to the original). Remain in the edit mode.

Exercise 2: Enhance your photo with Photo Filters.

- Click the *Photo Filters* command. A group of filters will appear below.
- Click "Auto" to see what kind of a difference it makes in the photo. Try some of the other filters to see how it makes the photo look.
- For *Basic Adjustments* choose the middle command.
- From here you can make adjustments such as light, color and pop. The top two adjustments contain many more options. Click the down arrow next to light and color.
- Make some adjustments and then click **Done** (at upper right of picture).
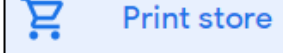
Google Photos

**6) Create a Photo Projects with the "For You"**

Exercise 1: Create a new album out of your existing pictures
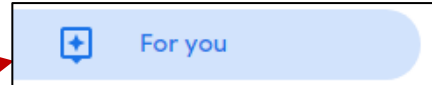
- First, access the Google Photos Assistant.
- Click Album at the top of the page. This will open all of your photos. Check each that you'd like to add to the album.
- Click **Create** at the upper right, name your album, and then click the checkmark at the top when done.

7) The Print Store

- Click the Print Store icon on the left.

- Then click ***Make a Photo Book***.
- Check the photos you wish to use and then click DONE.
- You can add a title under the top photo.
- Note that on the Preview at the right, you can change the arrangement of the photos by dragging them.
- Each page provides 3 editing options at the right or left of each page. Click each template next to one of the photos to see the difference.
- Click the **Cart** button when you are ready to purchase the book.

Add a title
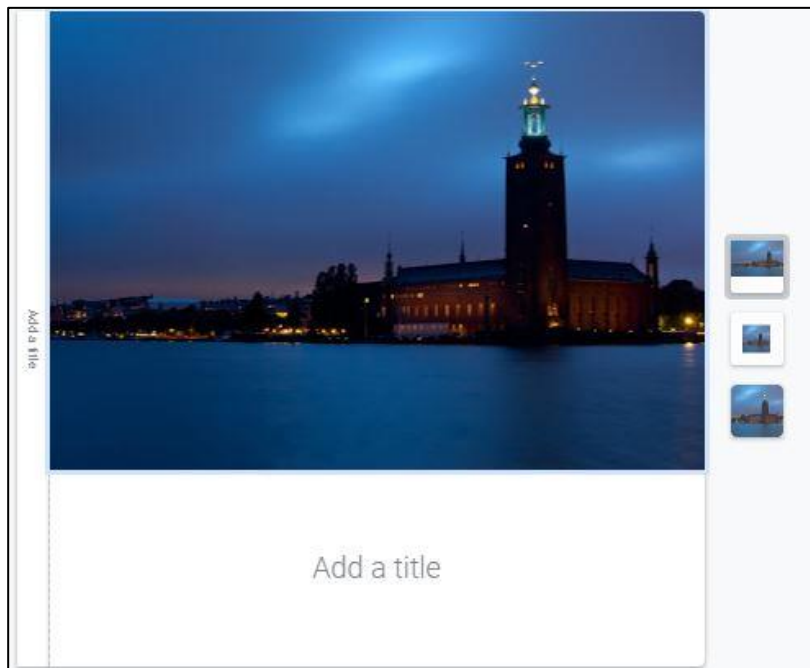
Google Photos

Computer Class Evaluation

Class Title: **Google Photos**

Date: **_August 19, 2021_**

In terms of your skill with computers, how do you consider yourself?

□ Absolute Beginner (no or little experience with computers, *NOT* yet comfortable using a mouse and keyboard)
□ Beginner
□ Intermediate
□ Advanced

In terms of your skill using *[class name]*, how do you consider yourself?

□ Absolute Beginner (no experience)
□ Beginner (some experience, but not comfortable using)
□ Intermediate (some experience, comfortable with the basics)
□ Intermediate/Advanced (experienced with basic and intermediate functions, but require training on advanced functions)

How much do you feel that you learned?

□ I learned a lot
□ I learned some
□ I didn't learn much
□ I learned nothing

How did you perceive the pace of the class?

□ Too Fast
□ Just Right
□ Too Slow

Were the handouts helpful?

□ Yes   □ No   If no, why not?

What did you like most about the class?

What did you like least about the class?

What other topics would you like to see in a future computer class?

How do you normally find out about library computer classes?

□ Footnotes (Library Newsletter)
□ Library Website
□ Other _____

If you are not an Ela Area Public Library card holder, where is your home library?

Any additional comments: