Google Photos

*Google Photos is a photo sharing and storage service by Google. The new 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 mainly focus on the PC version.*

Google Photos URL: [https://photos.google.com/](https://photos.google.com/)

**Install the Photos app on your devices**

Although the focus of this class is on the desktop computer version on Google Photos, here is how to install the App: You can install the **Google Photos App** on Apple or Android devices. Instead of downloading full copies of your photos from other devices, the app simply provides online previews of what you've stored in Google's cloud. As a result, your smartphone's storage won't be swamped if you have thousands of photos and videos on your home PC.

**To Install the App go to:**


**Desktop Version: Sign into your account**

If you go to the direct link to Google Photos, you will first need to click the **GO TO GOOGLE PHOTOS** button.

You will then need to **login**. You will need a Gmail account in order to use Google Photos. Sign into Google Photos just as you would with your Gmail. If your account does not show, click **Add account**. Then enter your email account (if necessary) and password.
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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 put them into albums.

- From Pictures folder, highlight the three pictures marked Cubs.
- Drag them over the image that reads: *Ready to add some photos?* Then let go of the mouse button.
- After the photos upload, click *Add to Album*.
- Select the option *New Album* and then name the album (over the word “Untitled”).
- Click the blue checkmark at the top left after you’ve named the album.
- Click the back arrow. Then drag the 8 photos marked KC and create a new album for those photos as well.
- Do the same for the photos marked Washington (6). Name it DC.
- Open the “Others” folder and create another new album which we’ll call “Random.”

**Exercise 2:** Drag a photo into an existing album. (2 Ways).

- From documents, select the photo World Series and drag into photos.
- When it finishes uploading, click *Add to Album* and this time choose the “Cubs” 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 it into the album. It will automatically be placed in that album upon upload.

**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 DC 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 such as viewing 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 picture. An arrow pointing to the right will appear. Click to move to the next picture.
- You can click the left arrow to go back to a previous photo.
- Click to the last photo of the album. Now click the “I” inside the circle on the upper right.
- Specific information of that photo will appear on the right (date, name, estimated location).
- To go back to all your albums, click the left arrow in the upper left (2X).
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*Albums is one of the 3 Icons in the Upper Left:*

1. **Assistant:** Provides options such as creating a new album, shared album, collage, or animation.
2. **Photos:** View all of your individual photos based on when they were uploaded. (The newer photos will appear at the top).
3. **Albums:** Shows all the albums you have created. Click once on a given album to open all the photos in that respective album.

2) **Search Your Photos**

You can find people, things, and places in your photos. You can also search for a specific type of photo - a person, dogs, or photos from your vacation to Washington D.C.

**Exercise 1:** Search your photos. Look for specific types of photos and then search by time taken.

- Click **Photos** on the upper left. *All of your photos will display together in the order they were taken.*
- In the search box at the top, type “Birds” and then hit the **Enter** key.
- Google Photos should access all of your photos related to birds. *This feature may not be available right away - It takes a brief period time for Google to recognize photo type. Therefore, you can observe the instructor’s computer.*
- Now type “City” in the search box and hit **Enter.** Do the same for “Church.” We will also search “Planets.” (All are on the instructor’s computer).
- Type the month of December in the search box and hit **Enter.** Google will pull up all the photos that were taken in December. You could also specify the year if you wish (for example, December 2015).
- Now try searching the year 2014.

**Exercise 2:** Add the names of people into your photos

- Click on albums. On top of the page are those albums that are part of 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. Class instructor will have three 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:

```
Who's this?
Add a private label to search by name
```

- Apply a label to this person. **Type** Simone Biles over the blue text (Who’s this?) and then click **done**.
- Go back to the **Photos** view and now search “Simone Biles” at the top.
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**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. In that case 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.

**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 estimate the location (especially if it is common).

**3) Share Your Photos**

**Exercise 1:** Share an individual photo with someone. (It is not necessary that they have Google Photos).

- 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.
- Click **Share** in the upper right. The entire album will share.
- 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.”
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**Exercise 2:** Move the photos around in an album and delete photos.

- Open up the “KC” 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.

**Exercise 3:** Add a location to an album and then add text.

- Re-open the KC album. Then click “Edit Album.”
- Click *Add Location*: the icon that resembles an upside-down teardrop.
- Click “Add Location” and then type “Kansas City”.
- You can also click “Map” and then enter a starting point and an end point. This will place a map in the album.
- If you choose “All suggested locations,” Google Photos will suggest location names for photos it recognizes.
- 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 “November 2015.”
- 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’ll 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 (it looks like a pencil).
- 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).

Exercise 3: For practice, let’s edit the fifth picture (large stained glass window) in the “Washington” Album.

- Click Edit and then go into crop and rotate. This time use the “Square” aspect ratio.
- Look through filters and choose one you like.

Exercise 4: Change date and time stamps on a group of photos.

- Go into the Photos view. Then check all pictures pertaining to the Cubs. (Checkmark appears when you put cursor over the upper left of a photo).
- Click More Options. Then choose “Edit date & time.”
- We will give the same date to all photos. Click “Set one date & time.” Change the date to: 2016 11 02 (November 2, 2016). Then change the time to evening. Click Save.

Exercise 5: If you want to use your Google Photos elsewhere, you can download them to your computer.

- If you want to download a single photo, click More Options and then choose “download.” This will open File Explorer and allow you to choose the download location on your computer.
- Click Save in the lower right.
- If you want to download an album, open the album, click More Options and then “Download All.” The album will download as a Zip file.

6) Create Photo Projects with the Assistant

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.
**Exercise 2:** Create an animation with some of your photos.

- From the Assistant, click the *Animation* icon at the top.
- Check photos of a similar type (planets, birds, or one of the people). Then click *Create* in the upper right.
- An animation will display with all photos you checked. You will then be able to access your animations from *Albums*.
- To make a *Collage* of photos works the same way as animations.

**Exercise 3:** Create an animation that makes an object appear to move.

- First, go into the *Pictures* folder and open the folder called “Nickel.” Download each picture into Google Photos and create a new album for it.
- Click *Animation* from the Assistant and then add all of the photos from the new album you just created (with the nickel pictures). Then click *Create* on the upper right.
- (In each photo, the nickel was moved slightly so that it gives the appearance of moving when combined into an animation).