

Google Photos and More

Google Photos Introduction.....	2
So how does Google Photos Work?.....	2
What do you need to use Google Photos?	2
Using Google Photos on a mobile device	2
Using Google Photos online	3
Deleting Photos from an iOS device	3
Deleting Photos from the Desktop	3
Deleting Photos from Google Photos	3
Freeing up space on a mobile device.....	4
Editing Photos.....	4
Resources – please read the information below	4

Google Photos Introduction

What is Google Photos? Google Photos is an App that works on Android, iOS and on the Web. Like Google Drive, you can set the Google Photos mobile app up to back up the photos and videos you take on your phone. And like Google Drive, Google Photos provides free unlimited storage when you opt for the High-quality setting, which means full-res photos up to an ample 16-megapixel limit and HD videos up to 1080p. If you are dead set against any sort of compression, then you can choose Original, which saves full-resolution files that will count against your Google storage plan.

Google Photos can be used to replace or supplement the iCloud photo backup on your iOS devices or just used to store and share photos even without a mobile device.

This document will help you get started but you should read the references at the end of this document and you should practice also – you can't hurt anything.

Remember – Google Photos has three views including **Albums**, **Photos** and the **Assistant** where you can create albums, collages, shared albums and Animations. You can search Google to learn more.

So how does Google Photos Work?

Let's assume you have installed the Google Photos App on your mobile device(s) and then take some photos with a device. Here's what happens:

1. The photo will be saved on your device's native App which is Photos on iOS and Gallery on Android
2. The photo will be saved in the Google App as well.
3. The photos will also be available online at www.photos.google.com.
4. You can upload photos online and they will show up in all your devices.
5. Google Photos works in conjunction with Google Drive depending on some settings. More on this later.

What do you need to use Google Photos?

- A Google account
- Google Drive desktop app available at <https://www.google.com/drive/download/> (optional)
- Google Photos App for your mobile devices
- Google Drive mobile app for your mobile devices

Using Google Photos on a mobile device

- Install the Google Photos App and sign in.
- Open the App Settings and turn on Back up & sync to my online Google Photos web site
- Optionally, in the Google Photos App settings, turn on **Show Google Drive photos & videos in your Photo library**.
- Set the upload size to **High Quality**
- The photo becomes available online on Google Drive if the device you took the photo with has Google Drive installed and the Setting that states **Automatically put your Google Photos into a folder on My Drive** is enabled (this is the default). If you choose this setting photos in the Google Drive folder will count against your quota. To do this, go to Google Drive online at

www.drive.google.com, click the settings gear on the right and check **Create a Google Photos Folder**.

- If the above is true, the photo will appear on any device that has Google Drive installed.

Using Google Photos online

When viewing photos online you can do the following:

- Add photos to an album. To select one or more photos hover over a photo until you see the check box in the upper left corner. Click as many photos as you like.



Next, click the plus (+) sign in the upper right and select album.



- Delete photos. Select one or more photos and click the trash can in the upper right.
- Share photos. Select one or more photos and click the share button at the upper right. From here you have many choices.



- Download photos. Select one or more photos and click the download button at the upper right.



Deleting Photos from an iOS device

If you take a photo, then delete it from the Photos App, it will remain in Google Photos until deleted from there.

Deleting Photos from the Desktop

You can delete photos from the **Google Photos** folder in Google Drive and they will be deleted from all devices.

Deleting Photos from Google Photos

Deleted photos are removed from:

- Your Google Photos account
- All your synced devices
- Content such as albums

- Be sure to go online and check your trash periodically (and even empty it). However, the trash is emptied automatically every 60 days.
- You can restore photos from the trash by selecting them and clicking the Restore button at the upper right.



Freeing up space on a mobile device

From the Google Photos Settings, select **Manage device storage**. From there you can select **Free up space** which removes all original photos and videos from the device that have been backed up. This works on iOS and Android devices. They will remain accessible when connected to Wi-Fi. They can be re-downloaded either singly or in multiples but I haven't found a need to do this. When you free up space, you should close and reopen the App before emailing any photos.

Editing Photos

You can edit Google Photos online or on your mobile device. Tap or click to open a photo and click or tap the edit icon. You may have to hover over the photo to see these icons. Notice that there are other icons including Share, Zoom, Info, Trash and more. The More menu is shown below on the right. It's not much of an editor but the cropping works well.



You can edit a photo from Google Photos by using the Open With menu and choosing **Send to Snapseed**. On Android devices, you can open an image in the Gallery App or Google Photos App and edit with Snapseed.

How to determine which photos on Google Photos are consuming space

Go to <https://drive.google.com/drive/quota>

Download all your photos at once

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

Resources – please read the information below

Google Photos Help Center is at <http://bit.ly/1pWYnUG>

Learn how Google Drive works with Google Photos at <http://bit.ly/1pWYyiZ>

Use Google Photos from the Desktop <http://bit.ly/1VmWZGZ>

Moving from Picasa <https://picasa.google.com/>

Using the Google Drive desktop app to save photos locally <http://bit.ly/1ostdDP>

Apple Photos and Google Photos compared <http://bit.ly/1Ttut6o>