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Google Photos

Google Photos is a photo-sharing and cloud storage service developed by Google. Google Photos gives users free storage for photos up to 16 megapixels and videos up to 1080p resolution which would save on a user's allotted 15 GB of free storage. In today's class, you are going to learn how to do the basic functions in Google Photos.

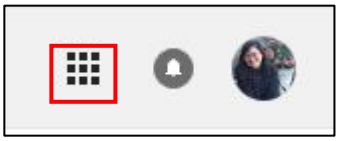
Only users with Gmail accounts can access Google Photos

By the end of today's lesson, you will be able to:

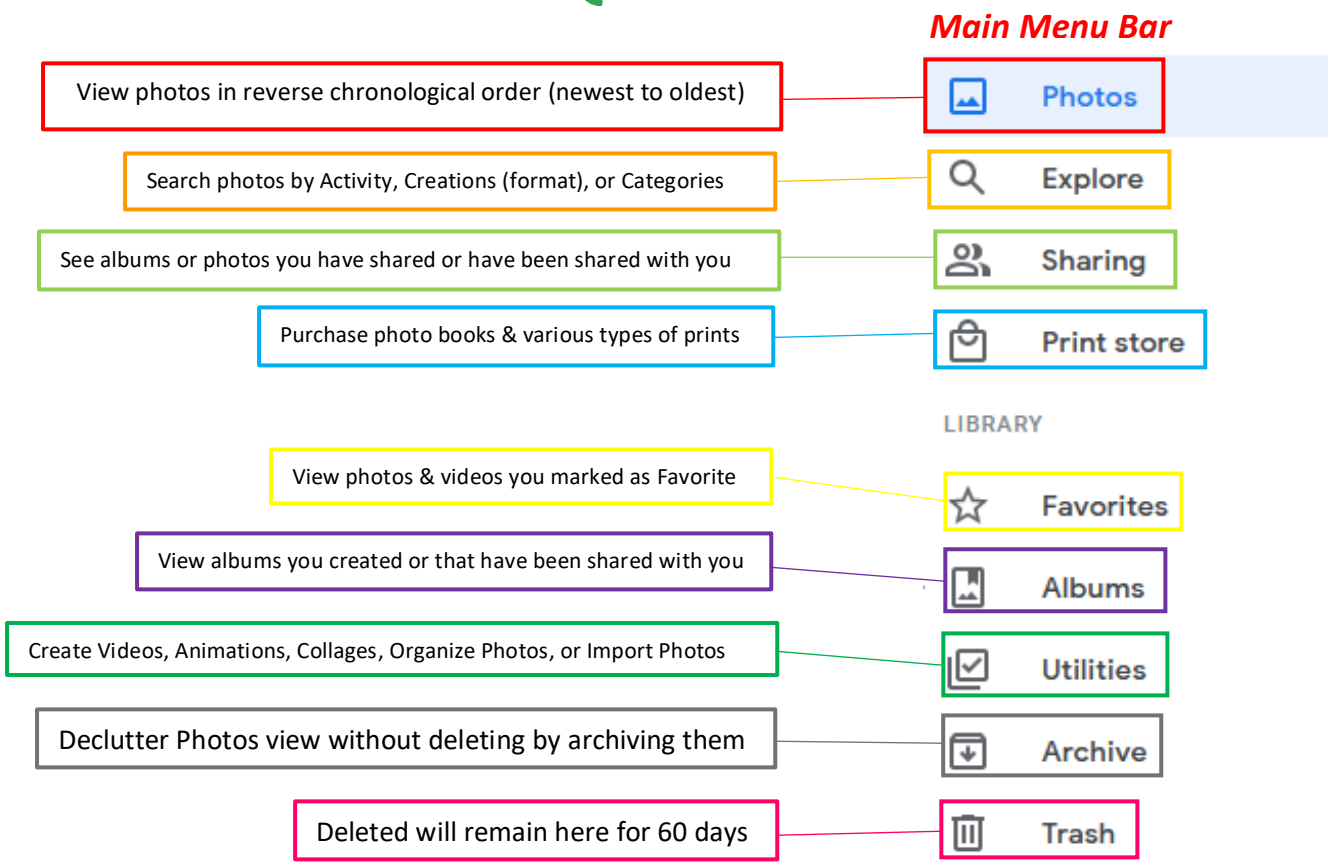
- Access Google Photos
- Upload photos
- Organize photos
- Read photo menu
- Edit photos
- Share photos

Access Google Photos

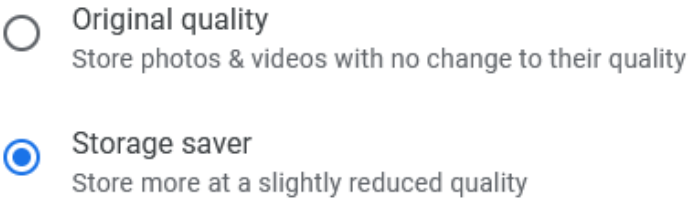
1. Log in to your Gmail account and click on the **overflow** icon in the top right-hand corner. A drop-down menu should appear.



2. Click on the **Google Photos** icon.



Upload Photos



1. Click on

at the top of the page. You will be given access to your computers files.
2. Choose the photo(s) would like to upload then click **Open**.
3. A window will appear giving you two photo options – **Original Quality** or **Storage Saver**. Choose the option that best suits your needs. The photo(s) will be uploaded to Google Photos in reverse chronological order (newest to oldest).

Organize Photos

Albums

1. Click on **Album** in the Main Menu Bar then click **Create Album** at the top.
2. Type in a title for the album. (e.g. Thanksgiving 2018)
3. Click on **Select Photos** and you will see a page with all the photos that were previously uploaded to your Google Photos account.
4. Choose all the photos you would like to add to the album. If there are photos on your computer that have yet to be uploaded, click on

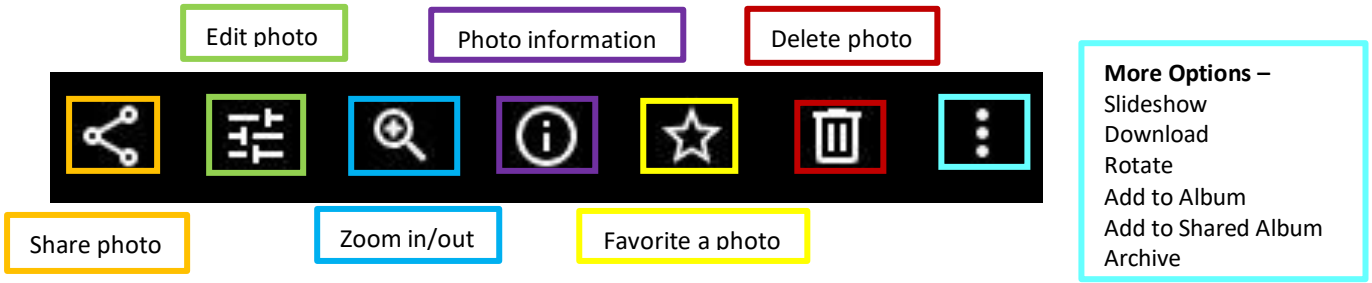
in the top right-hand corner of the page.
5. Once you have chosen all the photos you would like to add to the album, click on

Jump Through Time

Note: When photos are added to Google Photos through a mobile device, they are timestamped based on when the photo was taken. If the photos are added through a computer, they are timestamped based on the day of the upload.

1. Bring your cursor to the right side of your screen; a timeline will appear.
2. To access older photos quickly, click on the year from the photos were created. (e.g. 2003)
3. If you have uploaded multiple times during a year, hover your cursor over the year and scroll down to see which months photos were added. (e.g. April 2010)

Photo Menu



Edit Photos

1. Click on the photo you would like to edit.
2. Click on the edit icon

Create Movie, Animation, Collage

1. Click on **Utilities** in the Main Menu Bar.
2. Choose **Movie, Animation**, or **Collage**
3. For Movie, you are given several movie types such as In Loving Memory, Selfie Movie, and Mother's Day Movie. *Note*: The Movie options only works if you have many photos of the same safe. It does not allow you to create Movies with non-people photos.
4. For Animation, choose the photos you would like to turn into an animation. You are able to choose up to 50 pictures. Note: There is no way to control the speed of the animation. The more pictures you have, the better the animation.
5. For Collage, choose the photos you would like to add to a collage. You are able to choose up to 9 photos.

Share Photos

Sharing photos allows other users to download the photos. Sharing albums allows other users to add more photos to the album.

Share Individual Photos

1. Click on the photo you would like to share
2. Click the share icon
3. Type in the name or email address of the person or people with whom you would like to share
4. When you are ready to share, click on the send icon
5. Alternatively, you can send a link for the photo. Click on

and copy the link provided. You can then paste the link into an email

Share Albums

1. Click on Albums in the main menu.
2. Click on the album you would like to share.
3. Click on the share icon
4. Type in the name or email address of the person or people with whom you would like to share
5. When you are ready to share, click on the send icon