




GOOGLE PHOTOS

FOR DIGITAL SCRAPBOOKERS

Google Photos is the perfect home for all your photos and videos, searchable and organized by the people, places, and things that matter. It provides free automatic backup to keep all your photos and videos safe and accessible from any device.

- 1. GET GOOGLE PHOTOS APP** If you already have Google Photos click  or download the app. Windows: download app from the Google Play Store  Mac: download app from the Apple App Store  Select Back Up & Sync. Select High Quality.
- 2. MAKE IT EASY TO LOCATE** Go to your Chrome Browser type `googlephotos.com` in the omni bar, press enter; click the favorites star and add as a favorite to your bookmarks .bar Go to your phone or device settings and put your Google apps in one folder (your choice) TIP: Using the back arrow and the search bar makes getting around in Google Photos easier.
- 3. USE ONLY WHEN ON WI-FI** (unless you have an unlimited data plan) Go to settings on your phone or other device and deselect data use for Google Photos.
- 4. ADD PHOTOS FROM PC OR MAC** Select images and either copy or drag to Google Photos. For a camera or SD card load onto your computer drive first then import by copying or dragging.
- 5. DELETE PHOTOS** Select the photo, click trash can. When you put photos in the trash they are removed from any album, movie, collage, or animation. They are not removed from Gmail or your PC/Laptop. If you have enabled Back Up & Sync, items will be moved to the trash and stored for 60 days, then deleted permanently. You can restore trashed items within the 60 days.
- 6. DOWNLOAD A PHOTO** Select photo. Go to the 3 dots select download.
- 7. SAFELY SHARE WITH FAMILY AND FRIENDS** All photos in Google photos are private until you decide to share with others or not. The share option appears on the upper right menu and you can choose social media email or "Get Link" Example: You simply select the photos, click share get link, and paste the link in a text or email. The link can be sent to multiple family and friends. You can remove the link or cut off views at any time. This is an excellent way to share photos or large files that exceed the data limits of some email servers.

I recommend that you take the Google Photos Class at Grand Computers Club that is offered in the Winter Semester to discover all the features this program has to offer. You will be amazed!