

Google Photos Online Basics

[Click here to return to the Computer Club's website](#)

Adding new photos to your Google Photos - Three Ways

Google Photos **Uploader**

From Google Photos website click **upload** for individual photos and folders

Use the **Google Photos App** on any smartphone: Android, Apple or Windows phone

You can also use the “Drag and Drop” method described below.

Three Keyboard shortcuts

- Hold the Ctrl key down and tap the letter A to select All
- Hold the Ctrl key down and tap the letter X to cut whatever is selected. X looks like a pair of scissors
- Hold the Ctrl key down and tap the letter C to copy whatever is selected. C is for Copy
- Hold the Ctrl key down and tap the letter V to insert whatever is selected. V is for Arrowhead. You don't want that inserted!

Drag and Drop

- Open Google Photos website.
- Open the Windows File Explorer to the folder where the photos are located.
- Resize the window with the File Explorer.
- Select the image(s) you want to upload.
- Hold the Left Mouse button down and Drag them to the website.

Use the “Upload” method

- In the top bar, click Upload
- A Windows File Explorer window opens
- Click on the photo(s) you want to upload
- Click “Open”
- OR
- Select a photo in the folder, then hold the Ctrl Key and tap the “A” Key - all the photos in that folder will be selected.

What are the icons across the top?

- Menu Bar
- Search Bar
- Create
- Upload

Search Bar - CLICK IN THE SEARCH BAR

<https://support.google.com/photos/answer/6128838?co=GENIE.Platform%3DDesktop&hl=en&oco=0>

- Find a picture of someone. Give that person a label. For example: Mother, Wife, children.
- You will probably have to identify any childhood or baby pictures of a person.
- Notice that there is a strip of faces. These are people YOU have identified.
- Notice there is an arrow at the end of the bar.
- That opens up
- Google also gives you suggestion of things that you can search for.

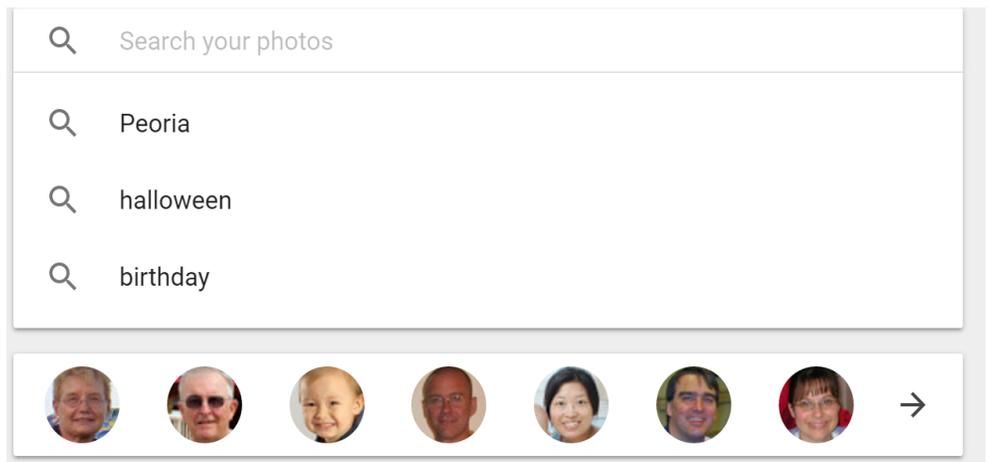
How to label people in your Google Photos.

Step by step instructions on how to set up a face group. You will find a photo that has the person you want to label. That person could be the only person in the photo or one of several or many. It would probably be better if it was a photo of just that person or just a few others. How about your pet?

Log into your Google account and open Google Photos. (photos.google.com)

STEP 1: Find photos of someone

1. Go to photos.google.com/search.
2. At the top, tap the search bar. You'll see a box with faces.
3. On the box with faces, click a person's face to see photos of them. To see more people, click the arrow.
4. (If you don't see this box, that means this feature is not available in your country, you turned it off in settings, or you don't have any groups.)



STEP 2: Apply a label

1. At the top of a person's face group, click **"Who's this?"**
2. Enter a name or nickname. Now you'll be able to search with that label using the search box.
3. Note: Only you will see the private face labels you choose, even if you share those photos.

Merge face groups

If someone's face shows in more than one grouping, you can merge them.

1. Label one of the face groups with a name or nickname.
2. Label the other face group with the same name or nickname, choosing from the suggestions.
3. When you confirm the second name or nickname, Google Photos will ask if you want to merge the face groups.

How to eliminate a photo from a Face Group that does NOT have that person in the photo

1. Click to open the Face Group
2. Locate the photo
3. Click the checkmark in the Top Left to select the photo
4. On the top blue bar, click the menu icon (three stacked dots)
5. Click Remove Results

Turn off face grouping

You can stop getting similar faces grouped together in your photos. Turning it off will delete face groups in your account, the face models used to create those face groups, and any face labels you created.

1. Go to photos.google.com/settings.
2. Next to "Face grouping," turn the switch off.

[Find people, things, & places in your photos](#)

Search your photos for places and things

Open the Google Photos app. In the search box at the top, type what you want to find, for example: Dogs - trees - Cactus - New York - Names of people you've labeled

Change or remove a label

At the top right of someone's face group, tap More , then **Edit name label** or **Remove name label**.

[Remove a face group from the search page](#)

If you don't want to see a certain person's face group on your search page, you can remove it.

1. Open the Google Photos app.
2. At the top, tap the search bar.
3. On the box with faces, tap the arrow.
4. At the top right, tap More , then **Hide & show people**.
5. Tap the people you want to hide.
6. (To unhide someone, tap the box again.)
7. At the top right, tap **DONE**.

Remove an item from a group

If you see a photo that's in the wrong group, you can take it out.

1. Open the group you want to remove something from.
2. Touch and hold a photo to select it.
3. At the top right, tap More , then **Remove results**.

Note: This will not [delete the photo](#) or video from your Google Photos library.

Face models

Google Photos creates models of the faces in your photos in order to group similar faces together.

Face groups & labels are private

Face groups and face labels are private to each account and are not shared across accounts.

Face groups and face labels in your account are only visible to you.

Face groups are not shared when you share photos.

When face grouping is on:

You're letting us know that it's OK for us to use face models of people in your photos, including you, and that you have the approval of everyone featured in your photos.

If you delete the Google Photos app, the face models and your photos will not be deleted.

Move photos to archive

You can hide photos from your Photos view and move them to archive. This can help you organize your photos and hide any photo that you don't want to see often.

Any photos that you archive:

Will still be in any albums that they were added to, search results, and folders on your device.
Won't be used to create movies or animations.

If you have a document, receipt or photo that doesn't look like it should be in your Photos library, you might get an assistant card to move it to archive.

Move images to archive

1. On your computer, open photos.google.com.
2. Sign in to your Google Account.
3. Select a photo.
4. Click More  > **Archive**.
5. **Optional:** To see any photos that you've archived from your Photos view, click Menu  > **Archive**.

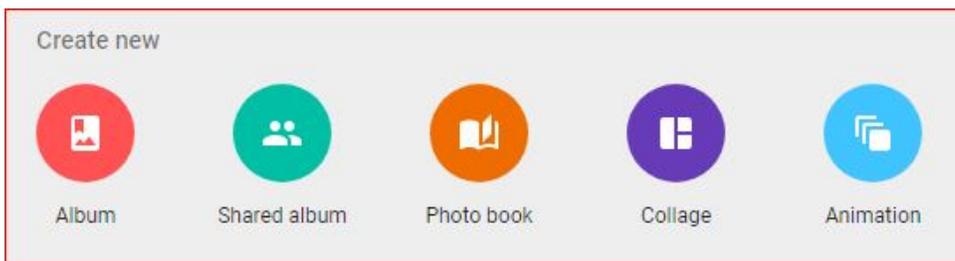
Show archived images in your Photos view

1. On your computer, open photos.google.com.
2. Click Menu  > **Archive**.
3. Select a photo. To select multiple photos, point to each photo and click .
4. Click More  > **Unarchive**.

[Click for more information and to see how to use Archive on Android and Apple devices](#)

The Assistant

To get to the Assistant, click on the square below the menu with the four pointed star. Click on this square and a new page will open with five icons across the top:



You can click on any of these icons to create a new Album, shared album, collage or animation.

How to Create a new album

1. On your computer, open photos.google.com.
2. Sign in to your Google Account.
3. On a photo, click Select .
4. Choose other photos that you want in your album.

5. At the top, click Add  .
6. Select **Album**  **New album**
7. Optional: Add a title to your new album.
8. Click Done  .

[Click for more info on albums](#)



THE GOOGLE PHOTOS ASSISTANT.

Google will often make Albums, animations and collages for you. **Google will take photos that are related in time and place and turn them into Albums.** Usually, this is done when you are in a place beyond your home, such as on a vacation. But, it might also create an album when you take many pictures at a party, baseball game, visit the zoo, or some other occasion. You can add more photos to an Album.

From the main Photos page, click on **Albums** in the left column. This will open a page with your albums, but you will see a list of topics across the top row. The topics of People, Places and Things will have many photos that you can use to create an Album.

The Assistant will also make new Animations.

[Or, you can wait for Google to create for you!](#)

Animations

If you take 3 or more photos in a burst of an action scene, Google will make an **Animation**. These are sometimes called an animated GIF.

When I am taking photographs, I try to look for action shots. Then, I will take between 3 to 5 photos in rapid succession. When these are uploaded to Google Photos, I wait two or three days and Google will put them together as an animation.

You can, of course, skip the wait and make your own!

Another way to make animations is to use a series of photos that tell a story. You can use any amount of photo between 2 to 50. The results are like a fast moving slide show. Almost like a video of your trip or special occasion.

How to make a Collage

- Just past the Search Bar, tap the word **CREATE** and choose collage. Or, you can click the Assistant, the purple icon for Collage.

- Choose a group of images
- Click Create on the top Right
- You are asked to select the photos you want in the collage.
- When finished, click “Finish.”

How to make an Albums

Quick Method: Immediately after you upload manually, you get a pop-up window asking whether you want to add the photos to an album.

Regular Method:

1. In Google Photos, click the word **CREATE** the next to the search bar.
2. Choose Album or Shared Album
3. Select the photos for the album
4. Click “Create” in the right side of the top blue bar

If you chose to make an Album into a Shared Album add these steps

Share to your contacts

1. On your computer, open photos.google.com.
2. Sign in to your Google Account.
3. On the left, tap **Sharing**.
4. Click **Start a new share**.
5. Choose photos to share, then click **Next**.
6. Click **To** and select people to share with. If you're part of a [family on Google](#) with at least 2 other people, select **Family group** to share with your family members.
7. Click **Done**.
8. You can add a title or message, then tap **Send**.

Send a link or share to other apps

1. On your computer, open photos.google.com.
2. Place your cursor over a photo or video and click the check mark . You can also select other items, or open an album or movie.
3. Click Share .
4. Send a link or select an app to share. You can also enter or select a name or email address.
5. Optional: You can also add a message when you share. To manage these messages, go to the [activity log](#). (More on next page)

1. When they see the album, you'll get an in-app notification. Anyone that has the shared link will be able to see the album. [Learn how to change your sharing options.](#)

[For Instructions on how to Edit an album click here.](#)

[Google's New Slideshow Feature](#)

<https://www.youtube.com/watch?v=OAmy4lpzjc4>

The Google Photos team, steadily improving its service for saving and sharing pictures and videos, has added a new ability to show slideshows.

It's now possible to play a slideshow from any album. Just open the album, click on a photo and select Slideshow from the dropdown menu. It'll automatically advance through the photos, though tapping the photo stops the show. The service is available on the **Android app** and the **website**, but not the **iOS app for Google Photos**

Google Photo Books

There are many companies that will make a Photo Book:

Snapfish Walgreens Shutterfly Costco Walmart and many more.

Google now offers a photo books. They are quick and easy to prepare. In fact, they are almost effortless and very affordable. Made in the USA. You have a choice between a soft cover or hard cover book. Soft cover books start at \$9.99 for 20 pages, hard cover books start at \$19.99 for 20 pages.

There are several ways to quickly make a Photo Book.

1. Click the Photo Book icon on the left column . . . OR
2. Click "Create" at the top to the right of the search bar
3. Start with an **Album** . . . OR
4. Start with a **Person Search** . . . OR
5. Start by **simply selecting photos**
6. Choose the type of book - Soft Cover or Hard Cover
7. If you choose an album, Google will make a book by choosing all the photos in that album. You will have to choose up to 20 photos. You can have over 20, but there is a charge for each photo over 20.
8. If you want to delete some, hover over that photo. An "X" will appear letting you delete that photo.
9. Now, review your Photo Book. You can add a title to the first photo. You can even change the way that photo looks OR you change change the cover photo.

10. You also have the opportunity to fine tune your selections. If you hover over a photo and you will see three views for the photo. Try each one to see which is best.
11. Some photos might have a Red Exclamation point ! That means that it might not print well.
12. To delete a photo, simply click the X in the upper left corner
13. Also, in the upper right you will see an icon to add more photos to your book
14. When finished, click the shopping cart icon
15. Choose how many books you want to order. You might want one for yourself and others for your friends or family
16. Add the shipping addresses.
17. Choose your payment method.
18. YOU ARE FINISHED!

Google Photos Web Now Lets You Adjust The Date And Time Of Multiple Photos

Google Photos is constantly improving and quickly becoming one of my favorite Google services. From shared albums to automatic labeling of people and things, to an exhaustive search function, it's so easy to just upload thousands of photos and let Google take care of managing and organizing them for me.

The big annoyance that I was facing was that plenty of my old photos were tagged with the wrong date and time because they were taken with a standalone camera that you might not have bothered to adjust the time settings. *Or, your scanned old slides and prints. This can result in photos showing up in a mixed up order.*

For example: I scanned some old prints of my Mother and Father's wedding at the Computer Club using our scanner. On the same day, I scanned some of my son's baby pictures and his high school graduation. All of these pictures show up on Google Photos for the same date.

Google Photos previously added the option to manually change the date and time of a photo, but you could only do it one image at a time. Now multiple selection is possible and, even better, you can either assign a specific time to all photos or just shift their time range so you don't lose their chronological order. That's so smart, I love it.

A Stroll down memory lane

After you have used Google Photos for awhile, you will appreciate this next feature. I don't think it has a name, but I'm calling it: A Stroll down Memory Lane.

From the main Google Photos page, on the left hand side, click on Albums. This opens a page with all of your albums. But, at the top, you can also browse all of your Peeps, Places, things, videos, collages, animations and movies. You will find yourself scrolling the years of memories. And, that is what photos are for!

Google Photos Settings

- To find the settings, click on the “Hamburger” menu in the top left.
- First, choose “High Quality” (Free unlimited storage)
- Assistant Cards: I suggest checking all of the choices!
- Face Grouping: I suggest checking all of the choices!
- Google Drive: I have this turned off. Your choice!
- Remove geo location in items shared by link. I turn this off, so that I can tell where the photo was taken
- Activity Log: I don’t have any!

