



Organize those Pictures!

Overview: This class focuses on finding and renaming pictures from a camera, smartphone, or cloud storage.

Requirements: Basic mouse skills – ability to move the mouse indicator around on the computer screen, and easily click and double click on items on the screen. LOG IN INFORMATION FOR CLOUD STORAGE

Objectives

- The student will:
 - Use their Android or Apple device to find and label photos
 - Log into personal cloud storage and find photos
 - Add a Description/Caption to images
 - Organize into Albums
 - Understand how to connect a smart phone or camera to a computer to transfer photos
 - Find photos after transfer
 - Rename chosen images



What would you name this photo? Where would you keep it?

Find and label Photos

The following is taken from:

Cassandra. (2022). How To Download Photos From Google Photos. Retrieved from: <https://www.alphr.com/download-photos-from-google-photos/>.

Open the Google Photos app on your Android device and tap the image you want to download. Then, tap the Menu icon in the upper right corner.

There's a ton of important information on this screen. Going from top to bottom and left to right:

Top:

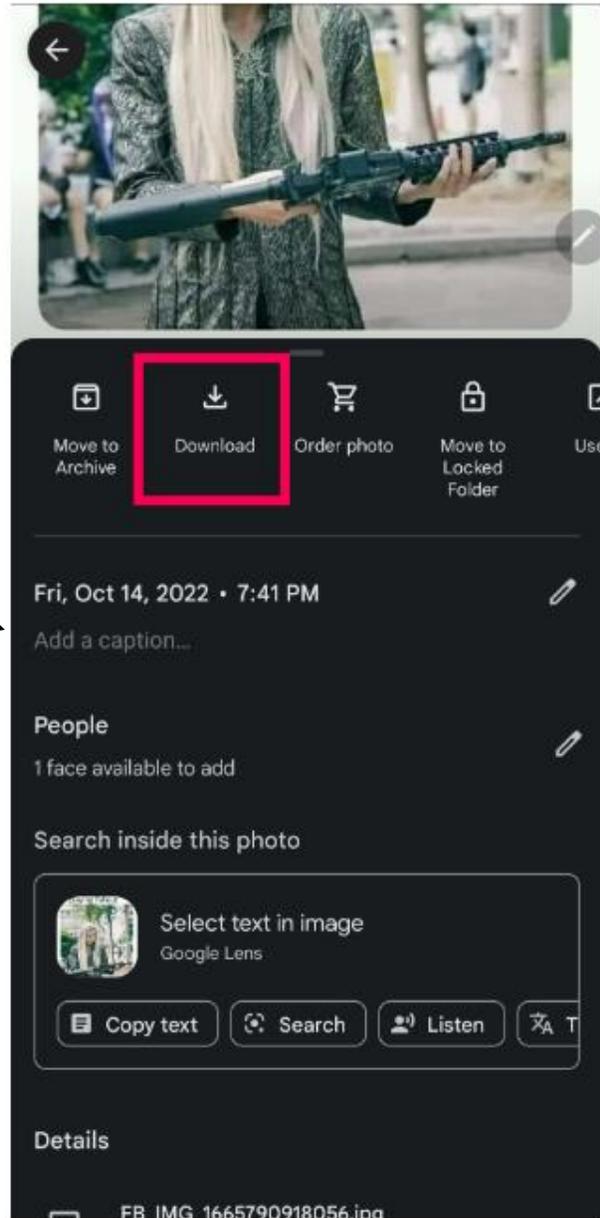
1. Back button
2. Cast to screen
3. Mark as Favorite
4. Menu

Bottom:

1. Share with others
2. Edit the photo
3. Search with Google Lens
4. Delete photo



If you select the **menu** option, you get more options, including captioning the photo (this makes your photos MUCH EASIER to find), moving, downloading, ordering prints, and more.



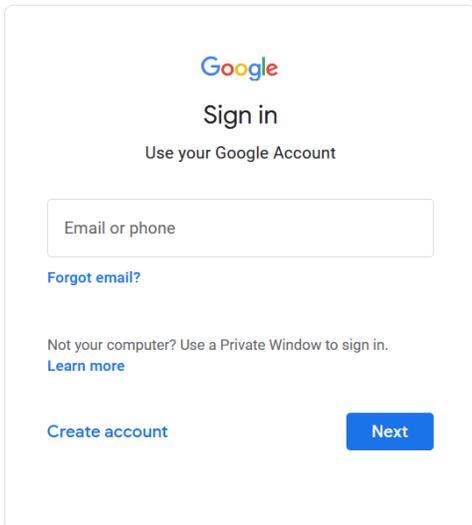
Log into Cloud Storage: Find and Rename Images Example used here: Google Photos (Smartphone Option)

Go to www.google.com and sign into your account.

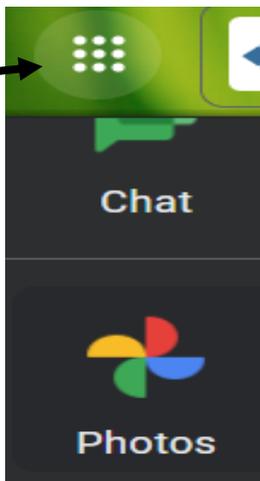
Gmail Images



Sign in

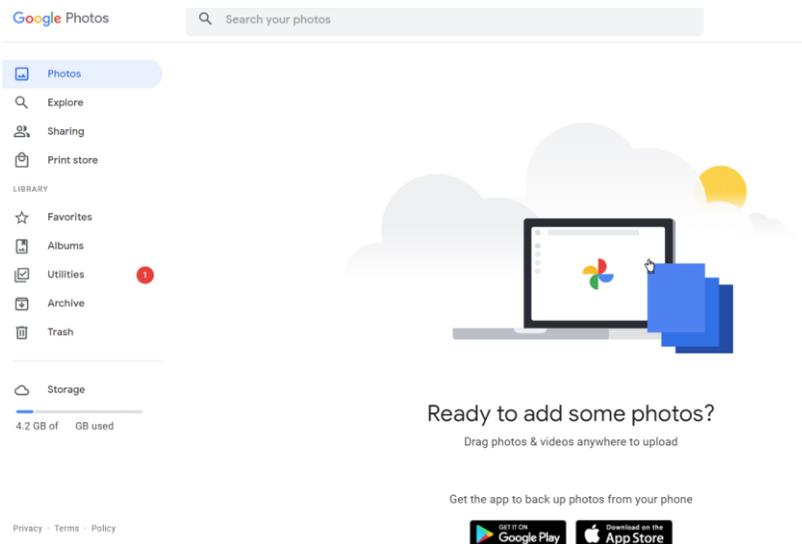


Click the grid to display the menu



Click Photos

If you don't have any, this screen will display



If you choose to drag and drop images, this will pop up. I recommend “Storage Saver.” Here’s what Google Help says, “Choose the upload size of your photos & videos

You can change the backup quality of your photos and videos to fit your preferences, or to clean up your storage space.

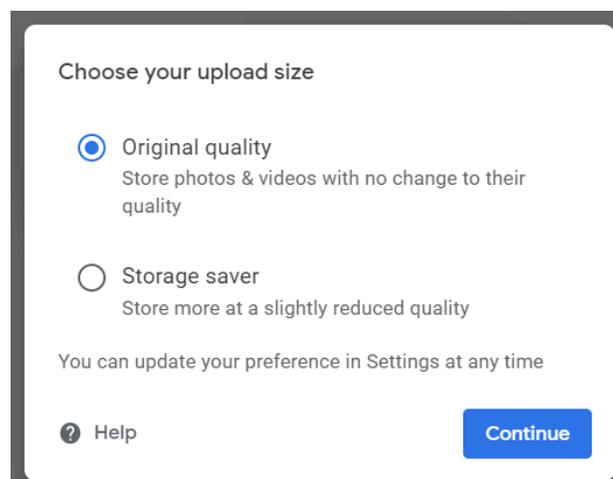
Important:

Each Google Account comes with 15 GB of storage.

You can back up as much as 15 GB each day.

You can get more storage with a Google One plan (where available). You may learn more about buying storage.”

“Slightly reduced quality” is insignificant to the naked eye and to regular-print photos (3x5, 4x6 or 8x10 sizes). “Original quality” is important to professional photographers.



Google Help states the following:

Storage saver (previously named High quality): Photos and videos are stored at a slightly reduced quality.

We **renamed** our High quality storage tier to Storage saver. While we’ve updated the name, your photos and videos will continue to be stored at the same quality.

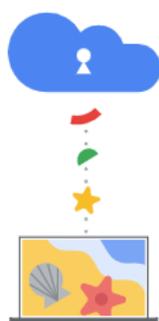
Photos and videos backed up in Storage saver quality count toward your Google Account storage. Photos are compressed to save space. If a photo is larger than 16 MP, it will be resized to 16 MP. You can print good quality 16 MP photos in sizes up to 24 inches x 16 inches.

Videos higher than 1080p will be resized to high-definition 1080p. A video with 1080p or less will look close to the original. Some information, like closed captions, might be lost.

In some circumstances, certain photos and videos may not be able to be compressed and will be stored at their original file size.

Important: Any photos or videos you’ve backed up in High quality before June 1, 2021 won't count toward your Google Account storage.

You may have Google Photos as an automatic backup. This is, generally, a good thing to do.



Automatically back up photos from your computer

Download Google Drive to automatically back up photos from your computer to Google Photos

No thanks

Get started

Photos display by date. This makes it fairly easy to find images – they are grouped together already.

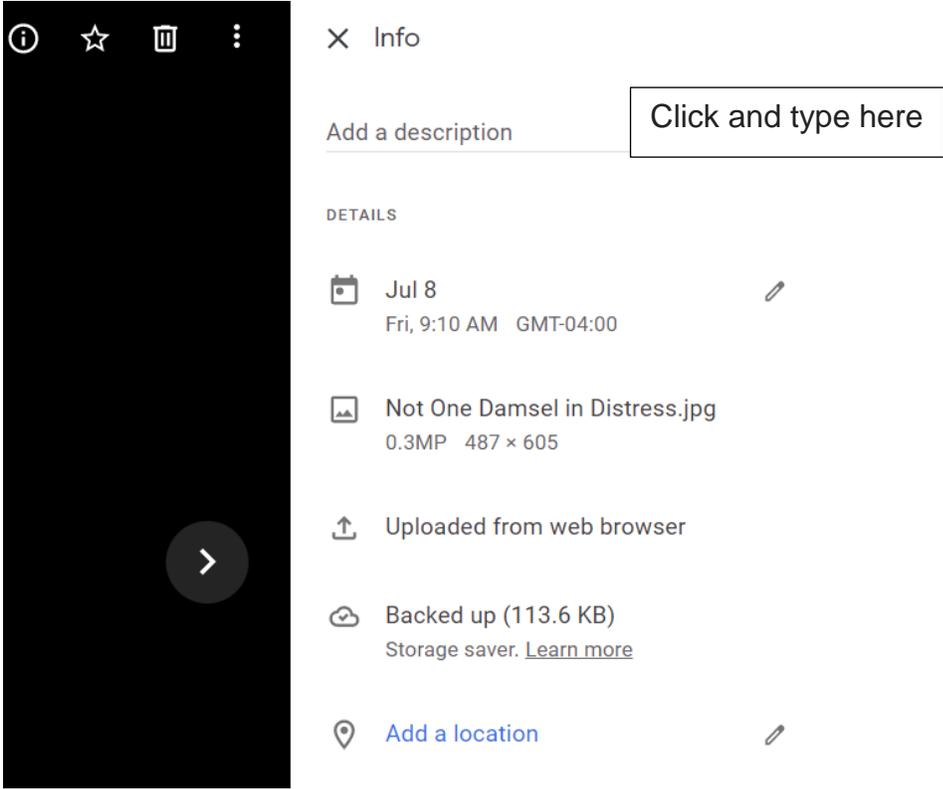


Click on an image to see more information about it. This toolbar shows on the right side of the screen. Mouse over each to see what it does.



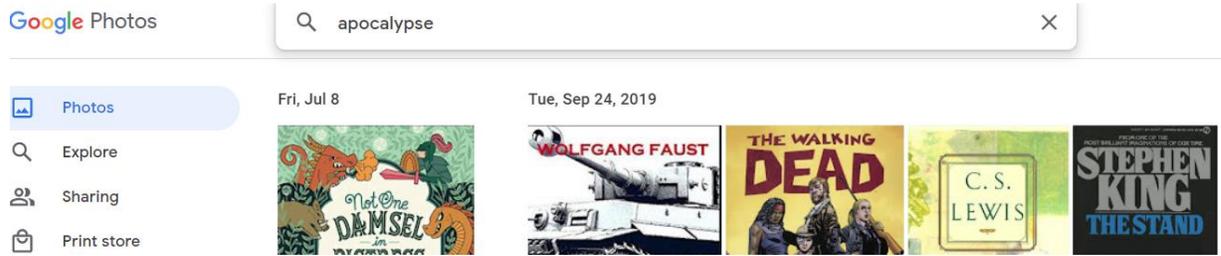
Share Edit Info Fave Delete More

Right now we're interested in **Info**. This is where we can type our own description that is searchable. This makes finding and grouping pictures much easier.



Use the back button when you're finished!

Now, I have two books that deal with the end of the world – an apocalypse. Therefore, I clicked the pictures and added that as the description. Use your description to search for pictures.



They appear immediately!



apocalypse

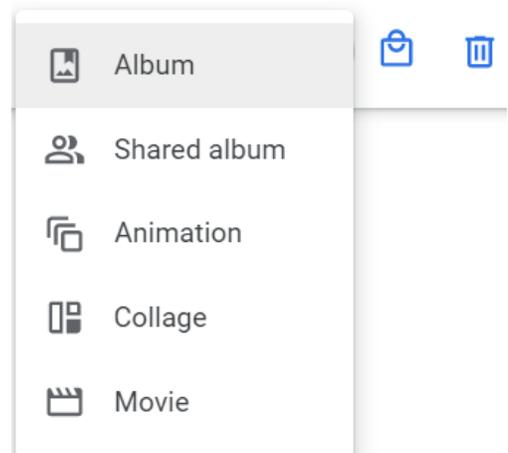
Tue, Sep 24, 2019



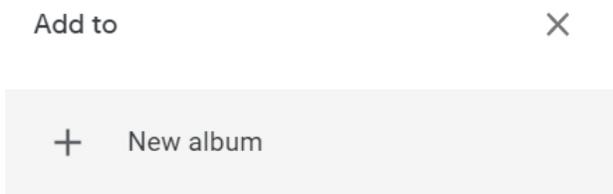
Of course, you may choose to click on pictures to select them and move them into a single album. I'm going to click on the two apocalypse book covers, then click the plus in the upper right corner.



I'm going to add them to an album



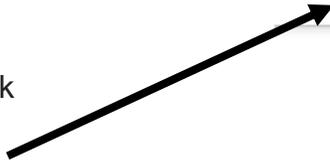
Click **New Album**



Add the **Title**

✓ Edit album

Click the blue checkmark when you're done!



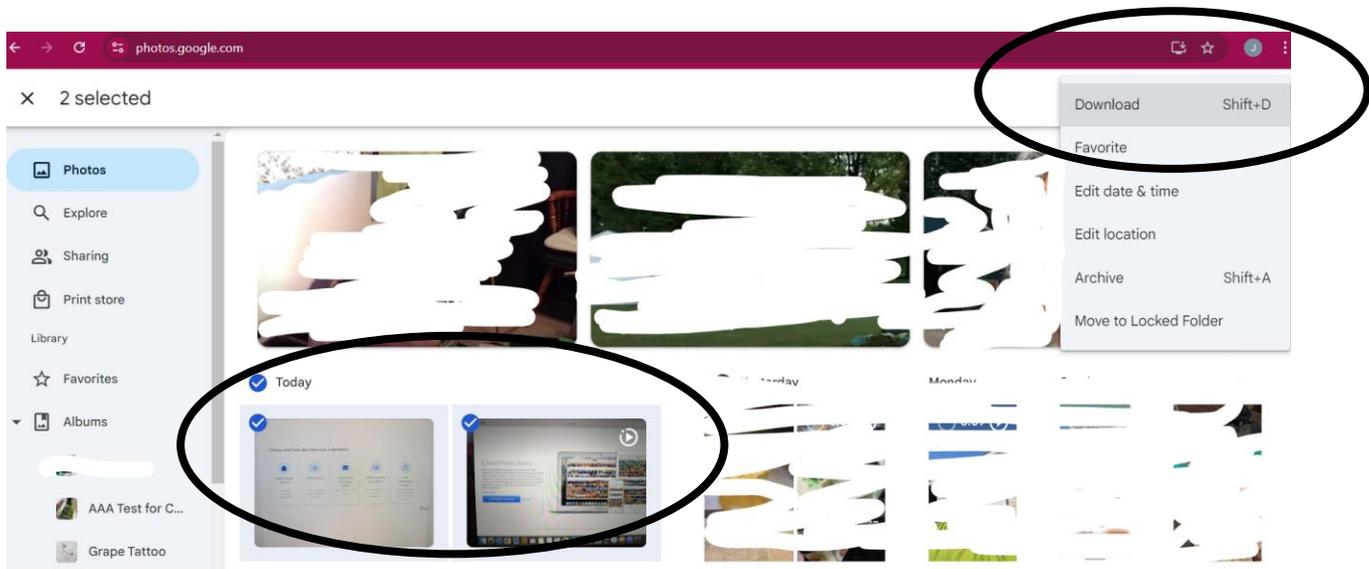
Add a title

Sep 24, 2019

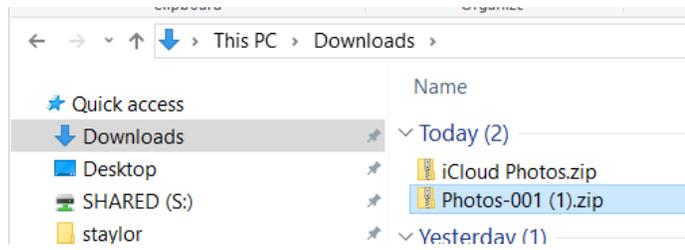
This is one of the fastest and easiest ways to group all pictures together. Once they are in an album, you may add a description to each. Future genealogists will thank you!



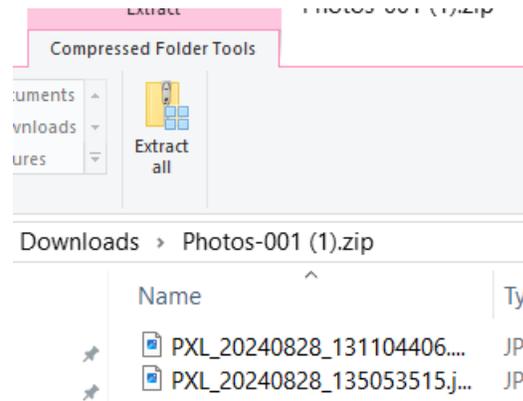
NOTE: If you'd like to download pictures from Google Photos to your current device, just select the ones you want and click the hamburger menu on the top right. Select Download



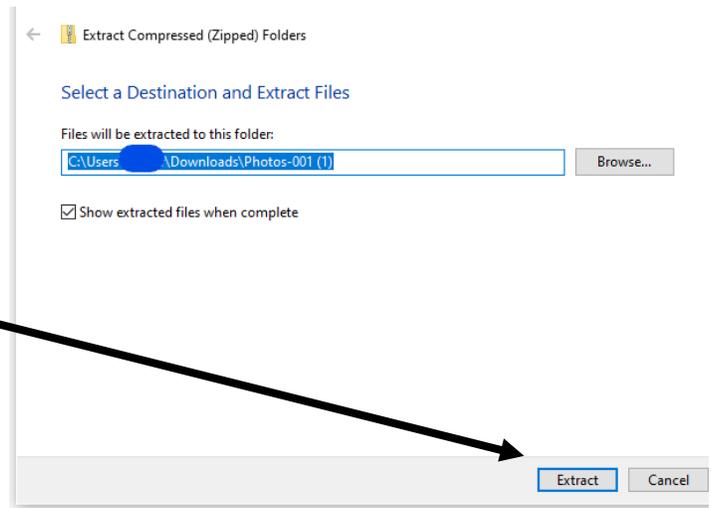
The pictures will download to the Downloads folder on a Windows machine. Open File Explorer, open Downloads, and double click the zipped folder (pictured here as Photos-001 (1).zip)



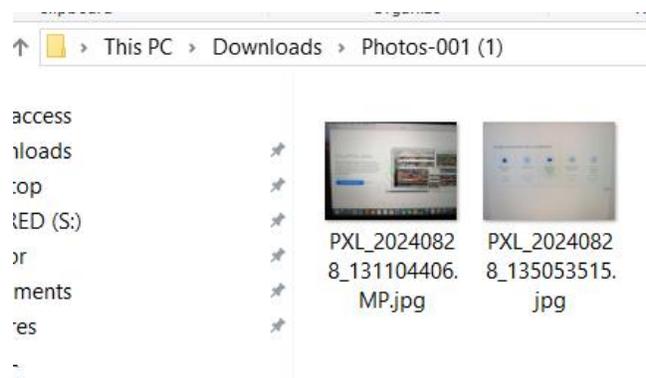
Click Extract All



Let Windows select the destination and click the Extract button



You may now rename the photos and move them to the Pictures folder (drag and drop) in the current window

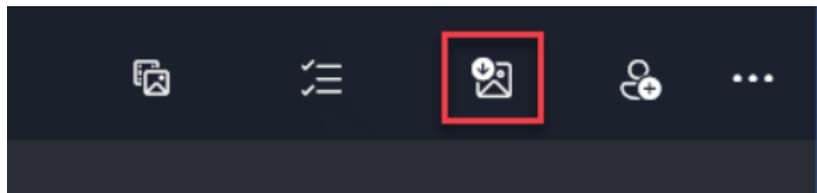


Import Pictures from Camera to Computer with a Cable

WINDOWS 10: (https://support.microsoft.com/en-us/windows/import-photos-and-videos-aed09800-f826-4d40-a243-7640de229d9d#ID0EFD=Windows_10)

First, connect your phone to a PC with a USB cable that can transfer files.

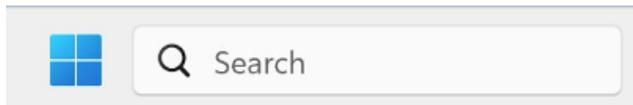
1. Turn your phone on and unlock it. Your PC can't find the device if the device is locked.
2. On your PC, select the **Start**  button and then select **Photos** to open the Photos app.
3. Select **Import > From a connected device**, then follow the instructions. You can pick the items you want to import and select where to save them. Allow a few moments for detection and transfer.



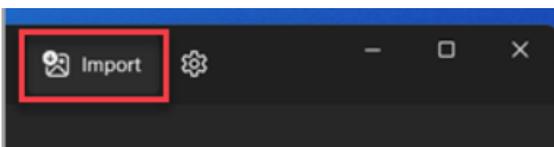
WINDOWS 11: (https://support.microsoft.com/en-us/windows/import-photos-and-videos-aed09800-f826-4d40-a243-7640de229d9d#ID0EFD=Windows_11)

You can import photos and videos you have stored on a camera's SD card, a USB drive, a phone, or on another device. Here's how:

1. Use a USB cable to connect your device to the PC.
2. In the search box on the taskbar, type **photos** and then select the **Photos** app from the results.



3. Select **Import** from the app bar.
4. Your devices will automatically show under Import.



5. Choose your device from the list of connected devices.
6. Wait for the content to load from your device.
7. Select the photos and videos you would like to import.
8. Choose the location of the destination folder for import.
9. Select Confirm to move the photos and videos.

Note for iPhone: If you are having trouble with your iPhone import, make sure your device is unlocked and you've accepted the permissions.

Note for Android and other devices: If you're using an Android phone or other device and import isn't working, you might need to change your phone's USB settings from Charging over USB to Transfer Files or Transfer Photos.

References

Google Help. (2023). Choose the upload size of your photos & videos (Storage Saver). Retrieved from Google Help in Photos. Click the question mark. No Web Reference.

Resources

****These items are available in the NIOGA Library System!****
****Contact your local library for assistance!****

Author	Title
McFedries, P	Windows 11 Simplified
McFedries, P	Teach Yourself Visually: Windows 11
Reed, J	Microsoft 365 for Dummies
Wang, W	Office 2016 for Dummies

Computer Training Program is provided by:



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