



## 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:

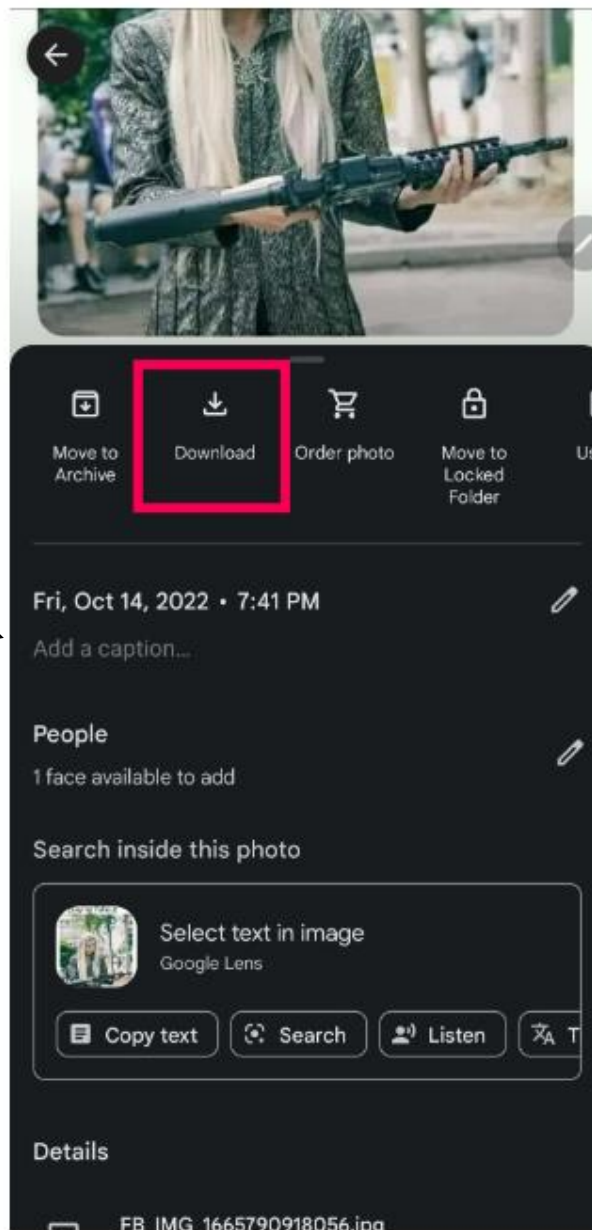
1. Back button
2. Cast to screen
3. Mark as Favorite
4. Menu

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

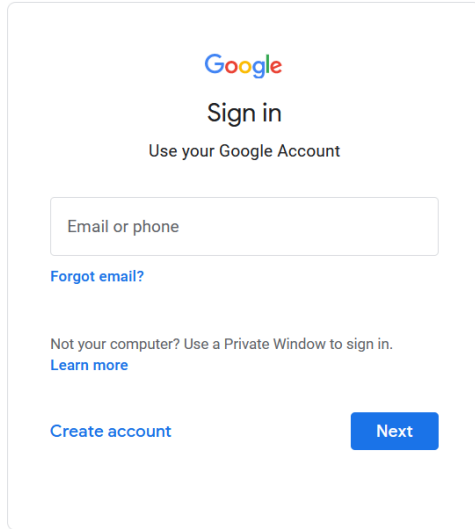
## Example used here: Google Photos (Smartphone Option)

Go to [www.google.com](http://www.google.com) and sign into your account.

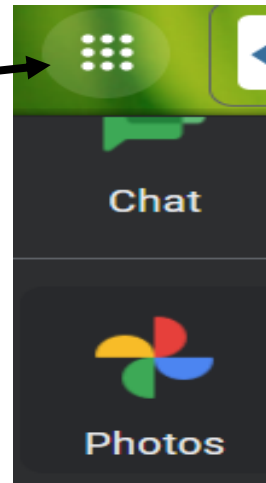
Gmail Images



Sign in

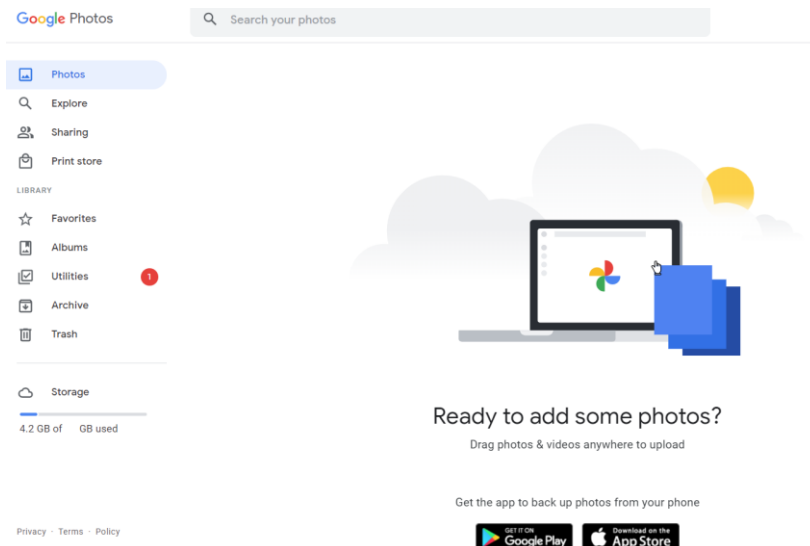


Click the grid to display the menu



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.

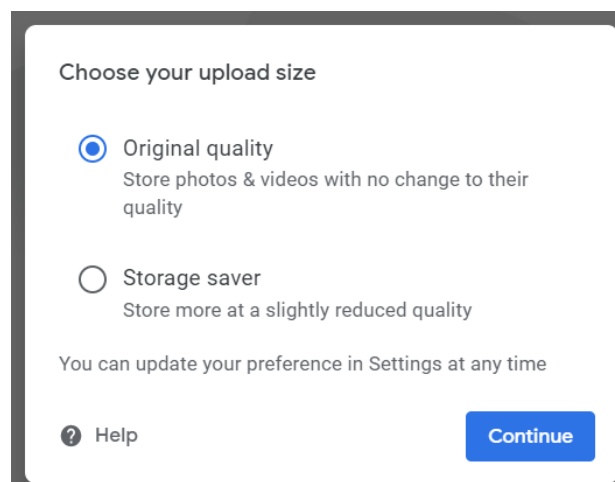
Important:

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.

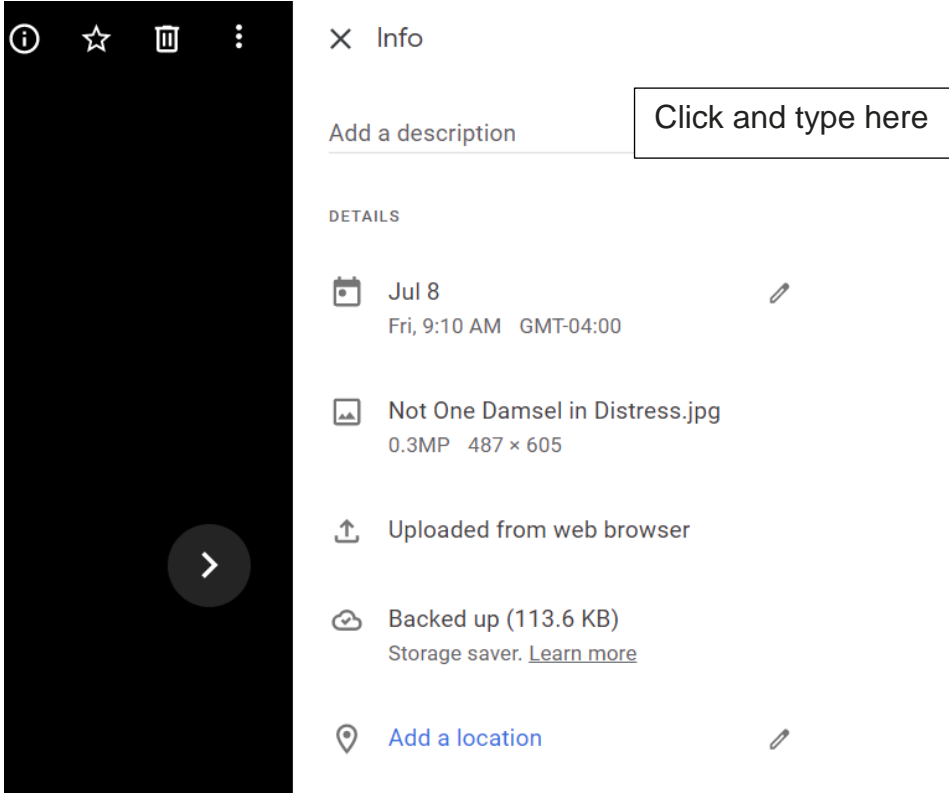


Click on an image to see more information about it. This toolbar shows on the right side of the screen. Mouse over each to see what it does.



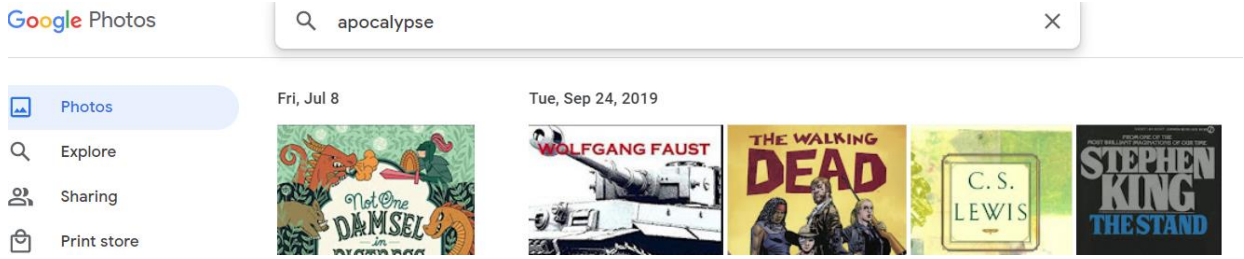
Share Edit Info Fave Delete More

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.

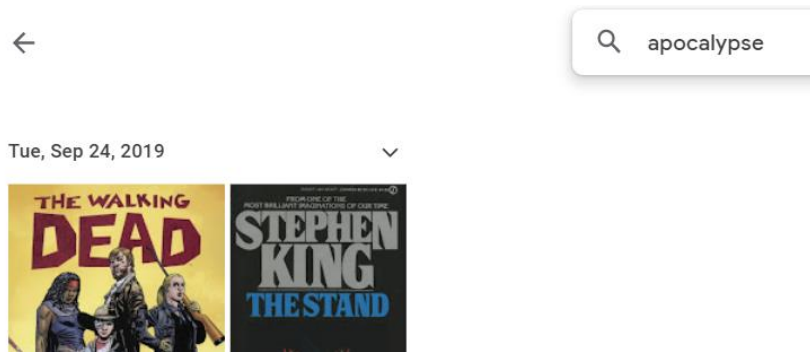


Use the back button when you're finished!

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.



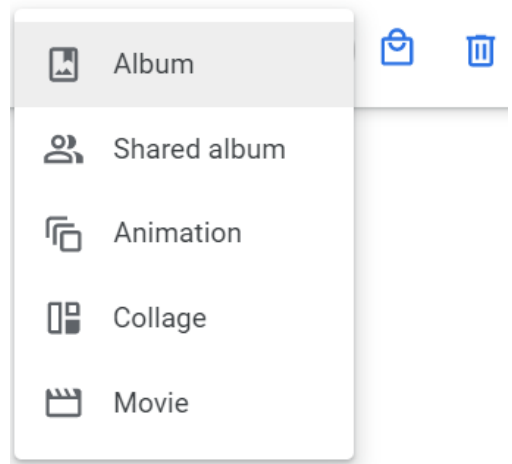
They appear immediately!



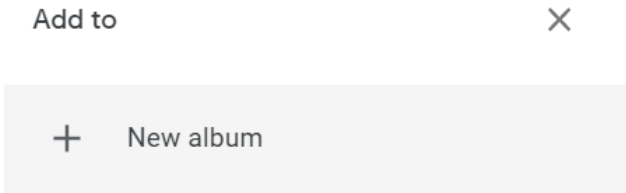
Of course, you may choose to click on pictures to select them and move them into a single album. I'm going to click on the two apocalypse book covers, then click the plus in the upper right corner.



I'm going to add them to an album



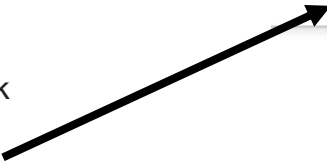
Click **New Album**



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!



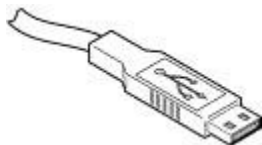
## Import Pictures from Camera to Computer with a Cable

See: Rathbone, A. (2018). How to Import Photos with Windows 10. Retrieved from Dummies Web Site: <https://www.dummies.com/computers/operating-systems/windows-10/how-to-import-photos-with-windows-10/>.

To import photos from your camera or smartphone into your computer, follow these steps:

1. Plug the phone or camera's cable into your computer.

Most cameras come with two cables: one that plugs into your TV set for viewing, and another that plugs into your computer. You need to find the one that plugs into your computer for transferring photos. (With smart phones, your USB charging cable handles the job.)



Plug the transfer cable's small end into your camera or smartphone, and plug the larger end (shown here) into your computer's *USB port*, a rectangular-looking hole about 1/2-inch long and 1/4-inch high. USB ports live on the back of the older computers, along the front of newer computers, and along the sides of laptops and tablets.

If the USB plug doesn't want to fit into the port, turn over the plug and try again. (It fits only one way.)

2. Turn on your phone or camera (if it's not already turned on) and wait for File Explorer to recognize it.



Open File Explorer from the taskbar along the bottom of your screen and click the This PC icon from the program's left edge. File Explorer lists all of the storage devices available to your PC, including your camera or phone.



When recognized, your camera appears as an icon (shown in the margin) in File Explorer's This PC section.

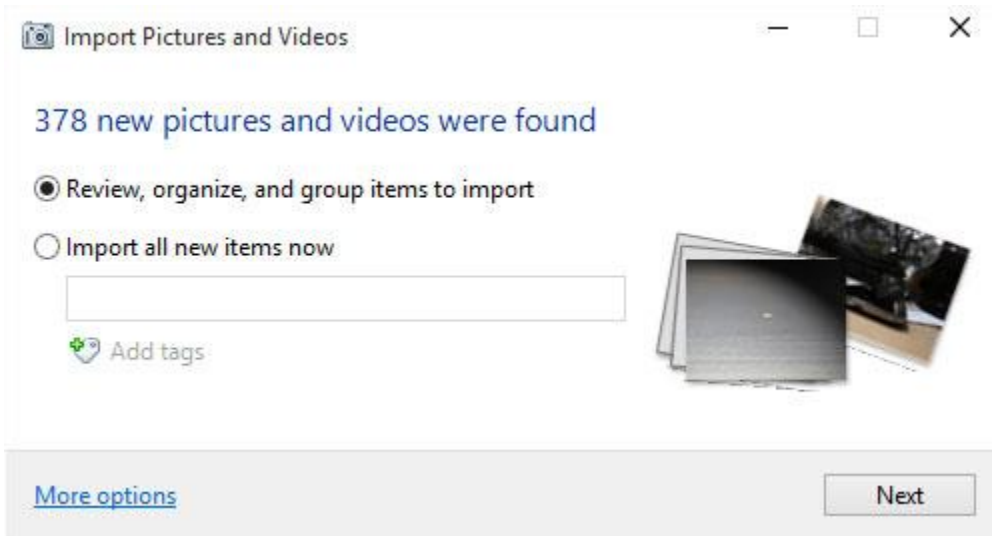


If you plug in an Android smartphone, be sure to tell it to connect in "Camera Mode" mode rather than "Media Device" mode. Your phone appears as an icon (shown here).

If Windows doesn't recognize your camera, make sure that the camera is set to *display mode* — the mode where you can see your photos on the camera's display. If you still have problems, unplug the cable from your computer, wait a few seconds, and then plug it back in.

- Right-click your camera or phone, choose Import Pictures and Videos from the pop-up menu, and choose how to import your photos.

The Import Pictures and Videos window, shown in the following figure, offers two options for handling your newly recognized digital camera or smartphone:



The Import Pictures and Videos window offers to copy your camera's files to your computer.

- Review, Organize, and Group Items to Import:** Designed for cameras holding photos from several sessions, this option lets you sort your photos into groups, copying each group to a different folder. It takes more time, but it's a handy way to separate your Hawaiian vacation photos into folders named after each island. If you prefer this option, move to Step 5.
- Import All New Items Now:** Designed for cameras holding only one photo session, this much simpler approach copies every photo into one folder. If you choose this option, move to Step 4.

Clicking the words More Options, shown in the bottom left of the figure, lets you change where Windows places your imported photos, as well as whether Windows should delete them from the camera after importing them. It's worth a look-see because it lets you undo any options you've mistakenly chosen when importing your previous batch of photos.

- Select the Import All New Items Now option, type a short description into the Add Tags box, and click Next.

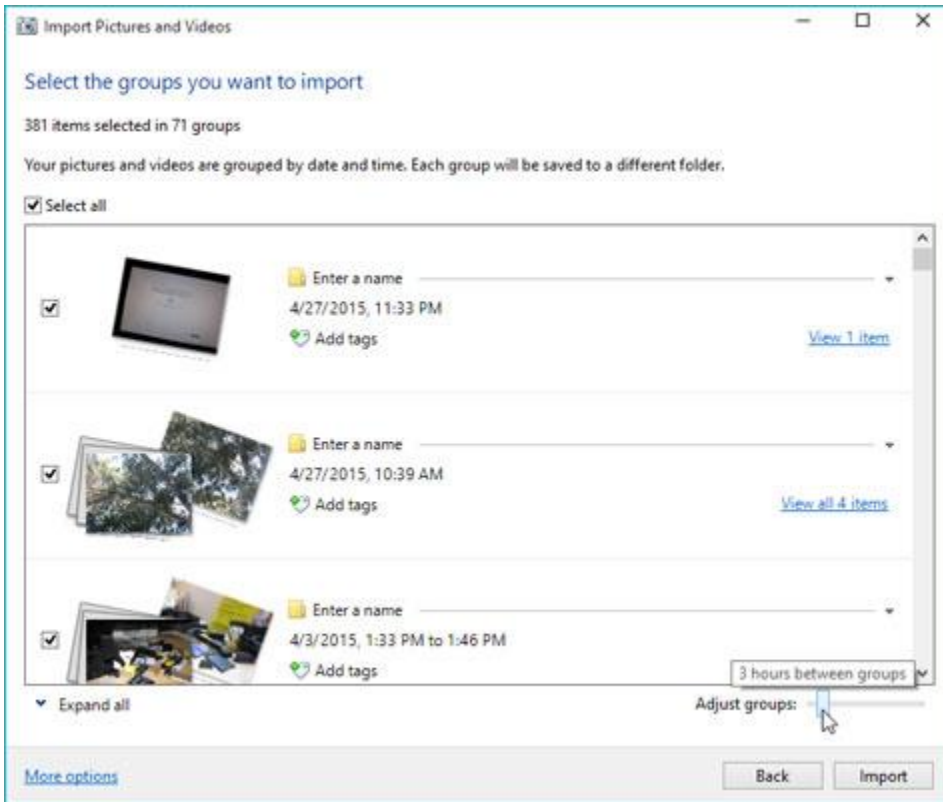
Type a descriptive word into the Add Tags box — **Hawaii Trip**, for example — and click Next.

Windows copies everything into a folder named after the date and the word "Hawaii Trip." It also names every file "Hawaii Trip 001," "Hawaii Trip 002," and so on. You're done! To see your photos, open your Pictures folder and look for your newly named folder.

Adding a descriptive word or phrase makes your photos *much* easier to find later. To fetch them, type their tag into the Start menu's Search box, and Windows lists them all.

- Click the Review, Organize, and Group items to Import button, and click the Next button.

Windows examines the time and date you snapped each of your photos. Then the program tentatively separates your photos into groups for your approval, as shown here.



Windows offers groups of pictures based on the time and date you took them. You can review and modify the groups before importing.

- Adjust the time grouping, if necessary, to keep related photos in the same place.

Don't like the Windows choice of groups? Then change them by sliding the Adjust Groups bar to the left or right. Slide to the left for *lots* of small groups, sorted by every half-hour you snapped a photo. Keep sliding to the right for *fewer* groups. Slide to the farthest right, and Windows places everything into one group, meaning they all go into one folder.

Can't remember what's in a group of photos? Click the words View All Items to the left of each group. That lets you view the photos and decide whether they're important enough to warrant their own folder.

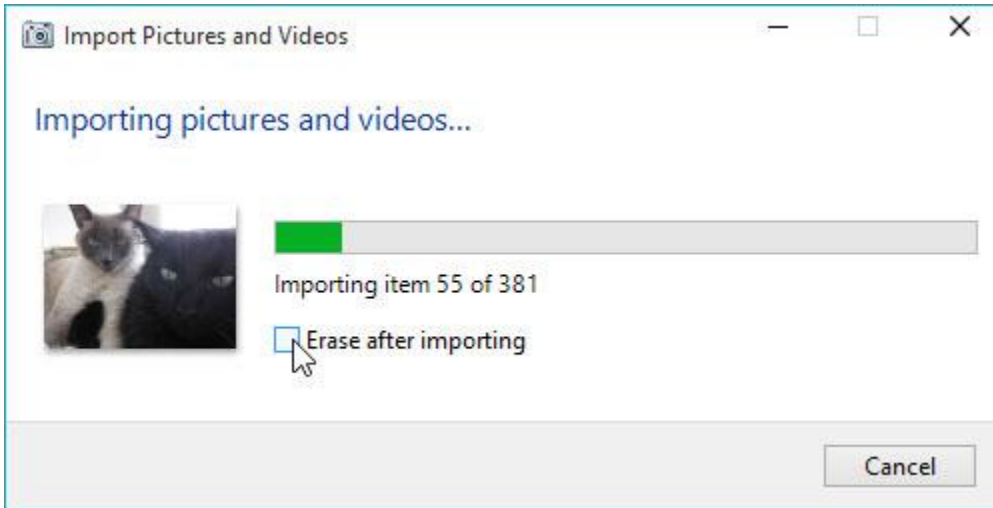
- Approve the chosen groups, name the groups' folders, add descriptive tags, and then click the Import button.

Name each group by clicking the words Enter a Name and then typing a descriptive title. The title becomes the new folder's name.

In the Add Tags area for each group, type in descriptive words about the photo session, separating each word with a semicolon. By tagging your photos, you can easily find them later with the Windows Search program.

After you've named the groups and added tags, click the Import button to finish the job.

If you don't delete your camera's photos after Windows copies them into your computer, you won't have room to take more photos. As Windows begins grabbing your photos, you can select the Erase after Importing check box, shown here. That tells Windows to erase the camera's photos, saving you the trouble of manually deleting them with your camera's awkward menus.



If desired, select the Erase after Importing check box to free up space on your camera for more photos.

When Windows finishes importing your photos, it displays the folder containing your new pictures.

#### 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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