



Using “Google Photos” “Photo Albums”

(V5 – with post-March 2021 meeting updates)

March 2021

John Allen

Hillingdon u3a Digital Photo Group

(Visit our webpages <https://u3asites.org.uk/hillingdon/page/61662>)

So, what are “Google Photos” & “Photo Albums”?

- “**Google Photos**” is part of Google’s suite of cloud-based Apps, available to anyone with a google account.
- “**Photo Albums**” is part of that where you save & group photos in “albums” to be shared with others via web links / URLs.
- Thus this presentation is to help you understand and use it to create albums to share with u3a members & families & friends.
- It covers the “basics” and should get you going - but there are other features (*and a few “gotchas”!*) that you only find out by actual experience with it (*as we well know!*)
- *NB: “Google Photos” is obviously available on phones & tablets, but it will be easier to build Photo Albums using a PC or Mac!*

How does the Photo Group use Photo Albums?

- The Group runs 2 monthly competitions:
A targetted “**Themed**” one, and “**Your Shot of the Month**” for members’ “best” / “amusing” shots from the previous month (*but now a “bit longer” during the lockdowns!*).
- For example: Dec 2020 “Christmas & Seasonal” (*& here’s the demo I created for this presentation*).
- Last year, we tried several ways to put shots on-line & found Google Photos to be *probably* the “easiest & best” (*& free!*)
- Members send their **shots** to a Committee member (*filenames to include the members’ initials & photo titles!*)
- He/she creates the albums, uploads the shots, & sends out the weblinks and lists of shots/photographers to the members.
- They nominate the 3 “best” (*not their own!*) shots in each album, votes are counted to determine “winners” & then announced.

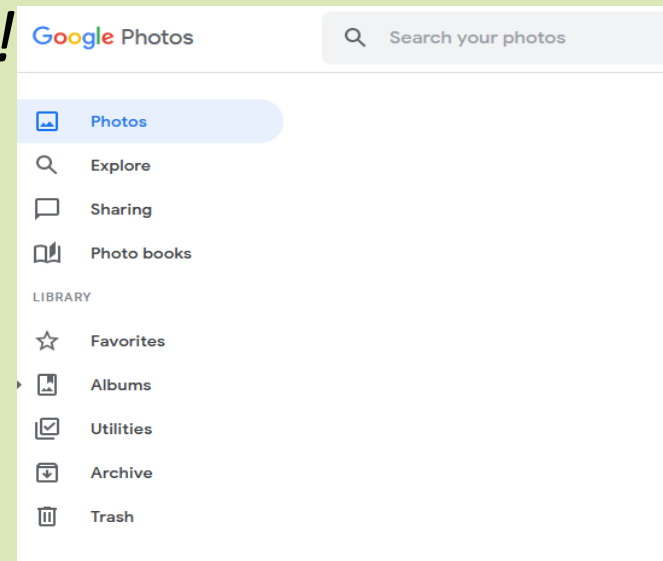
How do I get started with Photos Albums?

- You need a Google account, but not necessarily a gmail email address, (i.e. *["yourname"@gmail.co.uk](mailto:yourname@gmail.co.uk)*) as you can sign up using an existing email address like "yourname@xyz.com" (BTW you can have more than 1 gmail address, & many people do do that so they can use different ones for various accounts!)
- If you want a gmail address, go to https://www.google.co.uk/_&:
 - If it's for your 1st gmail account click **"Sign in"** & then **"Create account"**
- or
- For a 2nd (etc.) a/c, click **"Use another account"** & then **"Create account"**
- After the normal exchange of automated emails to confirm who you are, then the a/c should be "live" .

How do I set up a Photo Album? – Part 1

To start creating and using Photos Albums, you:

- “Sign in” to your own “home page” in Google
-> at the top right corner you then see “”.
- Click that to drop down a “list” of all the Google Apps, scroll down to, and click on, “ Photos”.
- That takes you to a page like <https://photos.google.com/albums> - *but there’ll be no photos in yours as you haven’t created any albums yet, - so it’ll look like this!*



How do I set up a Photo Album? – Part 2

- To create a new album, click on “**Albums**” & then on “**Create album**” *(on the left side)->*
- Type/“copy & paste” a title *(e.g., as in earlier links)*
- Below, you see “**Album is empty**” -> click “**Add Photos**”,
- The album is empty, thus the next page will be blank & so you need to import your shots.
- But, before you do, be aware that:
 - Anything stored in Google Photos & Albums forms part of your Google’s TOTAL of 15Gb of *free* file storage.
 - “High definition” files are large, but there is 16 Mb size limit -> *keep photo files as small, or resize before uploading!*
 - Video files will be even larger but the format limit is 1080p

How do I upload shots to Photo Album?

- Click on “**Select from computer**” (*top right corner of screen*) and navigate to the file location on your PC or device
- Select 1+ shots – OTOH, I advise a max of ~6 at a time (*some may “go missing” if you try to upload more at once!*)
- Click “**Open**” to upload, *or simply “Drag & drop”,* them onto the Album page
- It can take several minutes to upload the files, but then you should see those pictures in your new album!
- Click on “  ” (*top right corner of screen*) to add more shots – *and then “rinse & repeat” as required!*
- If you upload the wrong shots, delete them by clicking on the small “**X**” at the top-left corner of each one.
- To “finalise” an Album, click on “  ” (*top left corner of screen*)

Can other people add/delete shots from the Album?

- Yes, they can do both IF the album is set up to allow that (*as seems to be the default!*) & here's how to check the situation:
- From the main screen, open the album to get the mosaic, look just below the title and at the left hand end

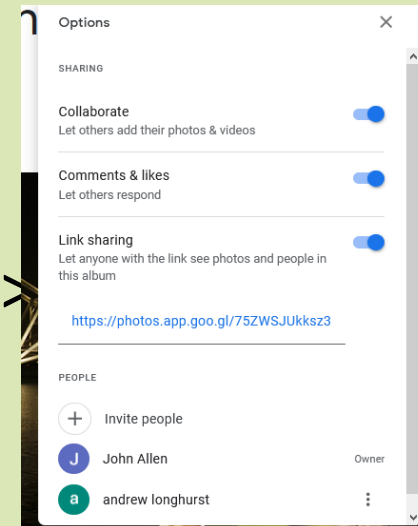
Hillingdon u3a Digital Photo Group - John Allen "Creating & Using Albums with Google Photos"

Sep 11, 2016–Sep 20, 2020



- Click on “  ” to go the “Options” list

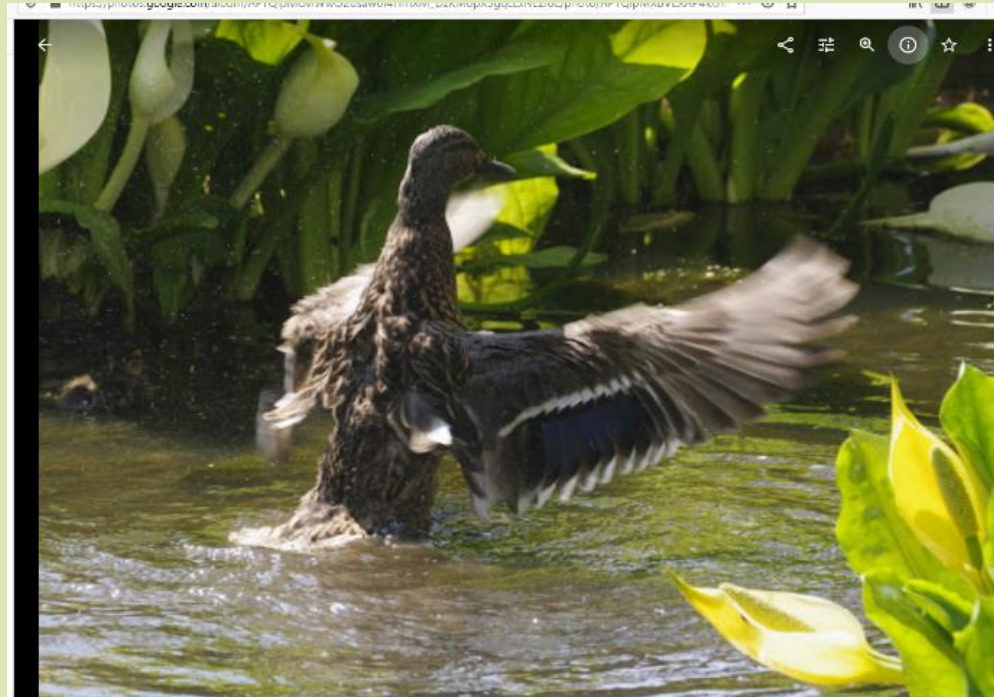
->>>



- If it's like mine, all the options “sliders” are set to the Right, and thus other people can add/delete photos, make Comments & share links to that album;
OTOH, move a slider to the left to turn it OFF if so desired!

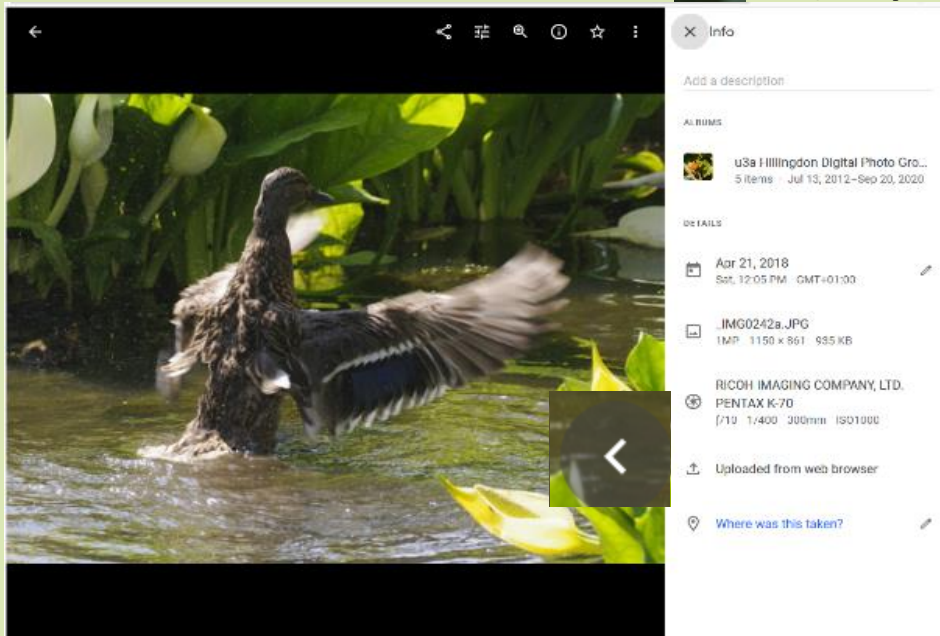
My Album is complete – how do I view my shots? Pt1

- Click “**Albums**” (*left side of screen*) to select your new Album
- The shots will display as a “mosaic”, as you saw earlier.
(the mosaic layout is determined by Google’s algorithms - how you see it depends on the PC, Mac or other device that you are using!)
- To view an individual image, click on it to open, and thus:

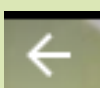


My Album is complete – how do I view my shots? Pt2

- For more information, click on “” (top right corner) & thus:

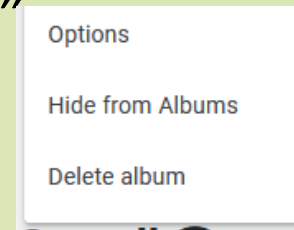


- To progress forward, or backwards, in the Album, click on the “” or “” arrows at the sides of the image

Exit the mosaic, by clicking on the “” arrow at the top left-hand corner of any image

My Album is complete – But how do I delete shots?

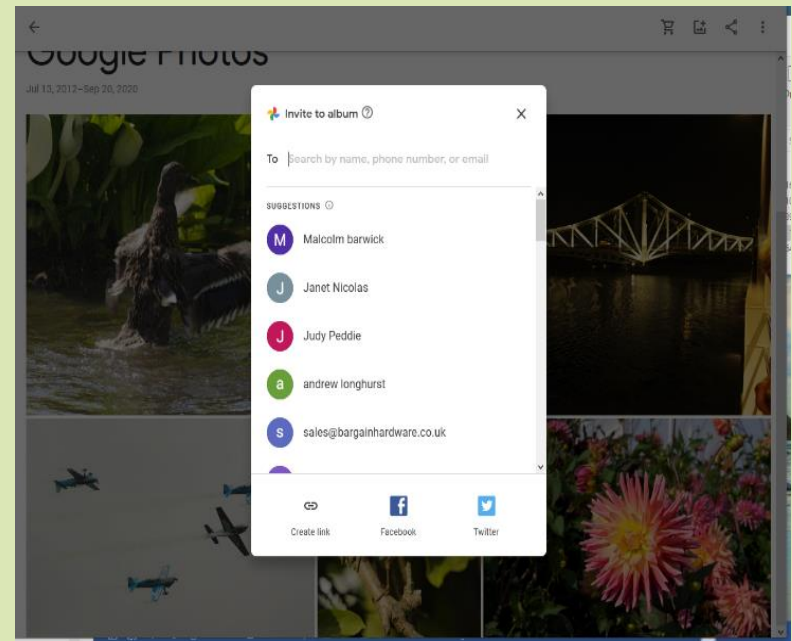
- You have completed the album but decide you want to delete a shot, or even the whole album; so here's how:
To delete
 - A single shot from the album that you have viewing on-screen:- click on "⋮", then on "Move to trash", and finally on "Confirm"
 - A complete album: Select the album on the main list and open it, click on "⋮" (top Right corner) to get the drop-down list, click on "Delete album" and then on "Confirm"
- To delete shots from your main "Photos" library: Select "Photos" at the top of the main screen, to display all the shots that you have ever uploaded.



Open each shot in turn and delete them one-by-one as outlined by the "single shot" method above – *might take a "long time"!!*

My Album is complete – how do I share it? Pt 1

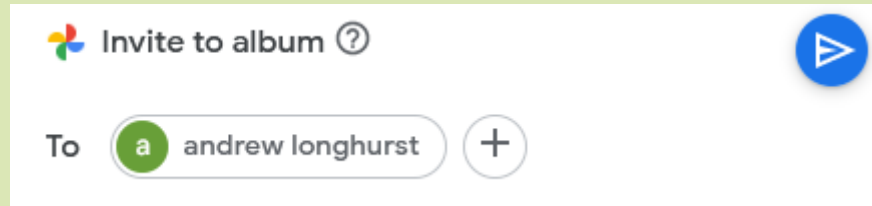
- This can be “tricky” & result in non-functioning weblinks when shared -> **work slowly and carefully!**
- Go to the mosaic & click on “” (top right corner)
-> the “Invite to album” page



- You then decide to share with either selected people (*from my Outlook Contacts in my case*), or to create a copyable “Share” link

My Album is complete – how do I share it? Pt 2

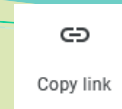
- To share the album with specific people selected from your Contacts lists:
 - Clicking on the 1st name which then shows against “To” at the top, e.g.:



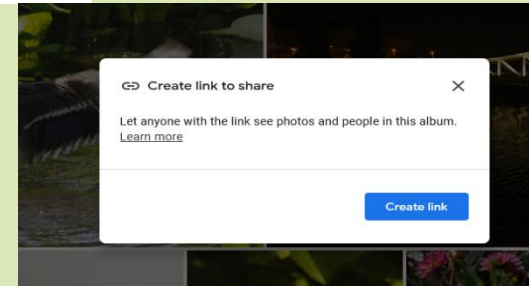
- To add another one, click the “” symbol and then click the next name (& so on)
- When you have added all the names then click on “” to send the Invitation to the album
- However, **BEWARE** and do **NOT** click on that until you are *absolutely* sure your list of names is complete and correct!
 - Why? Because it then **immediately** sends the “Invitation” to all those people to view the Album → *no “second chance” to decide if you did actually want to send it or not!*

My Album is complete – how do I share it? Pt 3

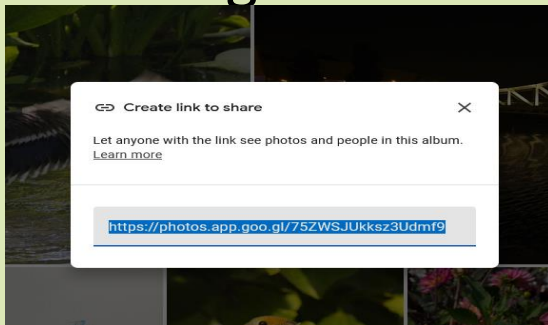
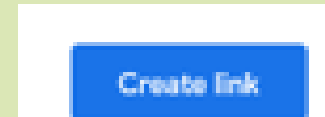
- To create a link to share later, click
->



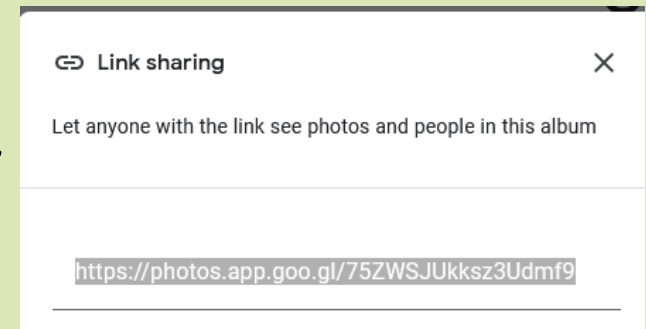
(lower left corner)



- To create the shareable link, click
- That will generate a link like this one



or this one ->



- “Right click” on/”Select” the displayed address link, e.g.
“https://photos.app.goo.gl/75ZWSJUkksz3Udmf9”
- Copy & save the link, & paste into emails etc., for distribution.

My Album is complete & I can share it! – Is that all?

- So, that is how you create & use Google Photos Albums?
- Well, “more or less” as there are inevitably “wrinkles” e.g.:
 - A clear way is needed to identify authors & titles of shots – we tried several methods but now we use file naming like this:
“YOUR initials – title.jpg/png” (e.g., one of mine **“JEA - VE 75 Flypast!.JPG”**)
 - Don’t use “RAW” files if possible – they can be very large!
 - Image size & “pixel count” can be problematic
→ Brian will discuss that after this presentation!
 - Routinely creating large albums eats away at your 15Gb of “free” Google cloud storage → regular “spring cleaning” is essential!
 - Simply deleting a photo from an album may still leave it in your main “Photos” storage, so you need to clean that out as well!
 - Members complain (*regularly!*) that shared weblinks don’t work
→ so check them carefully yourself BEFORE sharing!
 - And so here again is the “one I prepared earlier” 😊