The “How To” Guide to Google Photos

Go to **photos.google.com** and sign in with ASI account or your personal account

(if using your personal account, please share photos/albums with ASI account: ASIatUCDavis)

**Uploading Photos**

*Option 1:*

Select the cloud icon on the right side of the search bar

In the File Upload window, select the file or folder you wish to upload

Select Open

*Option 2:*

Make sure you are in the main webpage of google photos (photos.google.com)

Drag the file or folder into the main window

Tip: Dragging files and the cloud upload icon are not available when viewing albums

**Adding Descriptions**

Select an individual photo

Select the information button (small ‘i’ icon)

Click on “Add a description” to begin adding information

If possible, add who the photographer was, what the event was if not listed in album, and permissions for use.

**Save Photos to Existing Album**

*To Save a Photo to a Shared Album:*

Select the individual photo

Click the Share button on the far right (three connected dots icon)

Select “Add to shared album”

*Or:*

Select the individual photo

Click on the additional options icon (three dots in one line) on the far right

Select “Add to shared album” or “Add to album”

**Create a New Album**

Select the “+” icon on the right side of the search bar

Select the album option

Select individual photos to add to album

Name new album – be specific, list your program name, event name or description of album, and year

Albums can be for specific events, or for general use (i.e. “farms”)

**Share and Download Photos**

*To Share an Individual Photo:*

Select the individual photo

Click the Share button on the far right (three connected dots icon)

Select the method you wish to share the album as

*To Download an Individual Photo*

Select the individual photo

Click on the additional options icon (three dots in one line) on the far right

Select Download

**Share Albums or Collaborate Albums**

*To Share an Album:*

Select the album

Click the Share button on the far right (three connected dots icon)

Select the method you wish to share the album as

Or:

Select the album

Click on the additional options icon (three dots in one line) on the far right

Select “Share Album”

Google will then create a link to share

Copy the link to then share

To allow others to add to the album, select “let others add their photos”

*To Download all photos of an Album:*

Select the album

Click on the additional options icon (three dots in one line) on the far right

Select “Download All”

**Search Photos and People**

Click the search bar and type in search term, person, or place.

Search terms can be for anything IN the photo (e.g. ‘tractor’) or a relevant subject (e.g. ‘teaching’)