



HOW TO BACK UP YOUR IMAGES TO GOOGLE PHOTOS

Simple steps to get you started
backing up your smart phone
photos to Google Photos

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How to Back Up Your Images to Google Photos

OVERVIEW

They say insurance is the best policy. Our images are precious and something we would never want to lose. But technology can fail or we might accidentally damage or lose our smart phone cameras. For this reason, backing up your images is essential. In this document you will learn how to continuously back up your images to Google photos so they are safe and sound.

How this process works:

- You take images with your smart phone application. Those images are stored on your phone.
- The Google Photo app connects to your smart phone photo app and copies the images to the “cloud” which is really just a computer managed by Google.
- When you have access to the internet you can view your images in the cloud and upload more images.
- You will then have 2 copies of your images: one on your phone and one in the cloud.
- You can view your images through either application on your phone. Or, you can view and edit your images in the cloud through a browser at <http://photos.google.com>.
- If you need to free up space on your phone and delete certain images, the images will still be stored in the cloud.

In order to get started, you need to have a Google Account. If you have already set this up, you can skip to Step 2.

STEP 1

Setting up a Google Account

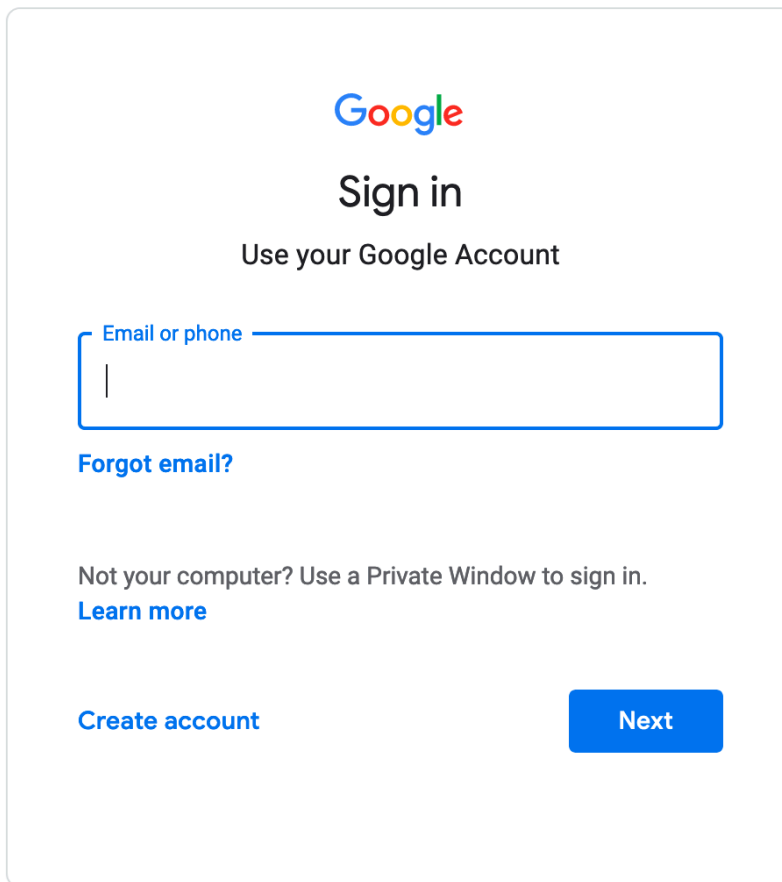
- If you have a Gmail email address then you already have a Google Account. You can skip to Step 2.
- Go to www.google.com.
- Click the Sign In button in the upper right.

Gmail Images



Sign in

- Click the Create Account at the bottom of the pop up.



Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use a Private Window to sign in.
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[Create account](#) [Next](#)

English (United States) ▾

[Help](#)

[Privacy](#)

[Terms](#)

- Use a strong password that includes numbers and capitals.
- Google asks you to enter in a birth date to ensure you are over 18 as some of their apps like AdSense require an age minimum.
- Google uses your information in many ways. It is a good idea to read their Terms of Service and Privacy Policy. For a breakdown see this document.
- You don't have to upload a profile image if you don't want to.
- Google automatically creates a Gmail account once you have created an account. You can ignore this email address if you already have a different email.

STEP 2

Downloading the Google Photos app

- Go to the app store on your smart phone

- Download the Google Photos app – *insert images here*

STEP 3

Setting up Google Photos

- Make sure Google Photos has access to Photos:
 - Go to Settings and scroll down to the Google Photos app, select it.
 - Click on Photos
 - Under ALLOW PHOTOS ACCESS, select Read and Write
- Open the Google Photos app on your phone
- Click on the 3 bars icon in the top left of the screen
- Click on Settings
- Select Back up & Sync, tap the circle to turn it on
- Choose your upload quality, click on Upload Size
 - For unlimited uploads choose High Quality. Google will only compress the size of the image if it is over 16MP. Almost no smart phones shoot images higher than 16MP.
 - For video, Google will allow up to 1080p resolution video before they compress it
 - If you think you will be uploading other higher resolution images and video, choose Original. However, you will be charged for storage after 15Gs.
- If you have a lot of images on your phone, the uploading process will take a while. Make sure you are on fast wifi the first time you do this.
- Make sure you set it up that it **only** backs up with wifi otherwise you could eat into your data plan.
 - Un toggle the settings under “When to back up”
- From that point on, any time you are using wifi and the Google Photos app is open, your latest images will automatically upload to the cloud.

BONUS TIP

HOW TO FREE UP SPACE AND DELETE IMAGES OFF YOUR PHONE

There will be times when you want to remove images off your phone. It could be that you have run out of space on your phone and can't take any more images or you it could be that you want to delete a bad image. Sometimes you delete an image by mistake and you want to retrieve it.

How to free up space on your iPhone (steps are similar on android)

- Open Google Photos
- Click on the three bar icon in the upper left
- Select Free up space
 - Google will delete any images on your phone older than 30 days that have already been backed up to the cloud
 - You will still be able to see the image through the Google Photos app on your phone when you are connected to the Internet
 - The images will be placed in the Deleted Photos section of your iPhone for 30 days
- If you want to delete the images right away,
 - Click on Albums (bottom of screen)
 - Scroll down to the bottom and choose Recently Deleted
 - Click on Select in the upper right
 - Select the image again and choose Delete

How to delete an image off your iPhone

- On your phone, simply go into your photos app
- Click on the word Select in the upper right corner
- Click on the image you want to delete, you will see a check mark on the image
- Click on the trash symbol – bottom right.
- The image will be sent to the Recently Deleted album where it will sit for 30 days.
- After 30 days it will be permanently deleted. If you want to delete it right away or restore it,
 - Click on Albums (bottom of screen)
 - Scroll down to the bottom and choose Recently Deleted
 - Click on Select in the upper right
 - Select the image again and choose Delete or Restore

How to delete images off Google Photos on your phone

- Open the Google Photos app
- Click on the image
- Select trash symbol, bottom right
- Image will be removed from gallery but will be put in the Bin. It will stay there for 60 days unless you go into the Bin and delete it manually.
- To find the Bin, make sure you are in the main gallery, click on the 3 bar icon in the upper left
- Click on Bin, select the image, choose Delete or Restore

How to delete images off both your phone and Google Photos

With unlimited storage, some people won't mind all sorts of images being stored in the cloud. However, if you do want an image deleted off both your phone and the cloud there are only two options:

1. Manually delete the images in both apps.
 - For Google Photos, it is easier to do this through a browser at <http://photos.google.com>
 - On the phone it can be easier to do it through either through software like Image Capture on the Mac or through File Manager on a PC.
2. Edit your images before you upload them to the cloud.
 - Turn off your wifi setting and or make sure Google Photos app is not open on your phone.
 - Remove all unwanted images.
 - Turn back on wifi or open Google Photos.