

# Photo Storage for Chapters

Choosing and Managing a Photo Storage Solution

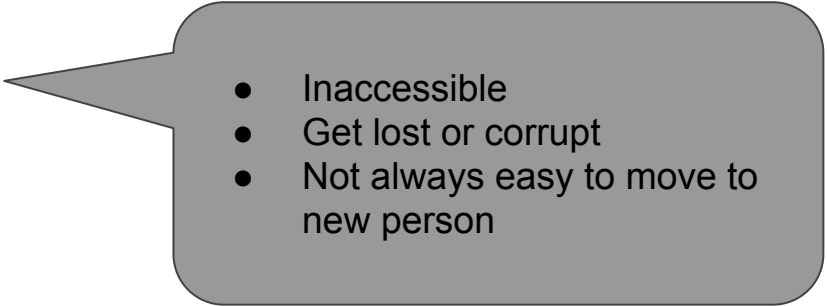
# Who Is This Meeting For?

- Presidents
- Webmaster
- Facebook/Instagram Admins
- Historians
- Newsletter / Corresponding Sec'y
- Anyone interested in photo storage



# Storage Options

- Members' phones
- Members' hard drives
- Thumbdrives / external drives

- 
- Inaccessible
  - Get lost or corrupt
  - Not always easy to move to new person

- Cloud
  - Possibly your website's host (if other than Strikingly)
  - Dropbox, Smugmug, Flickr, etc
  - Google



And the Winner is.....

# Google

- Pro's


- Use Chaper Gmail/Google Account
- Free to low cost
- Accessible
  - Always available
  - Can share photos easily without using email experiencing email limits
- No device crashes
- Can upload directly from Gmail
- Simple photo editing
- Dedicated photo storage unlike Dropbox (Albums, Display, Editing)

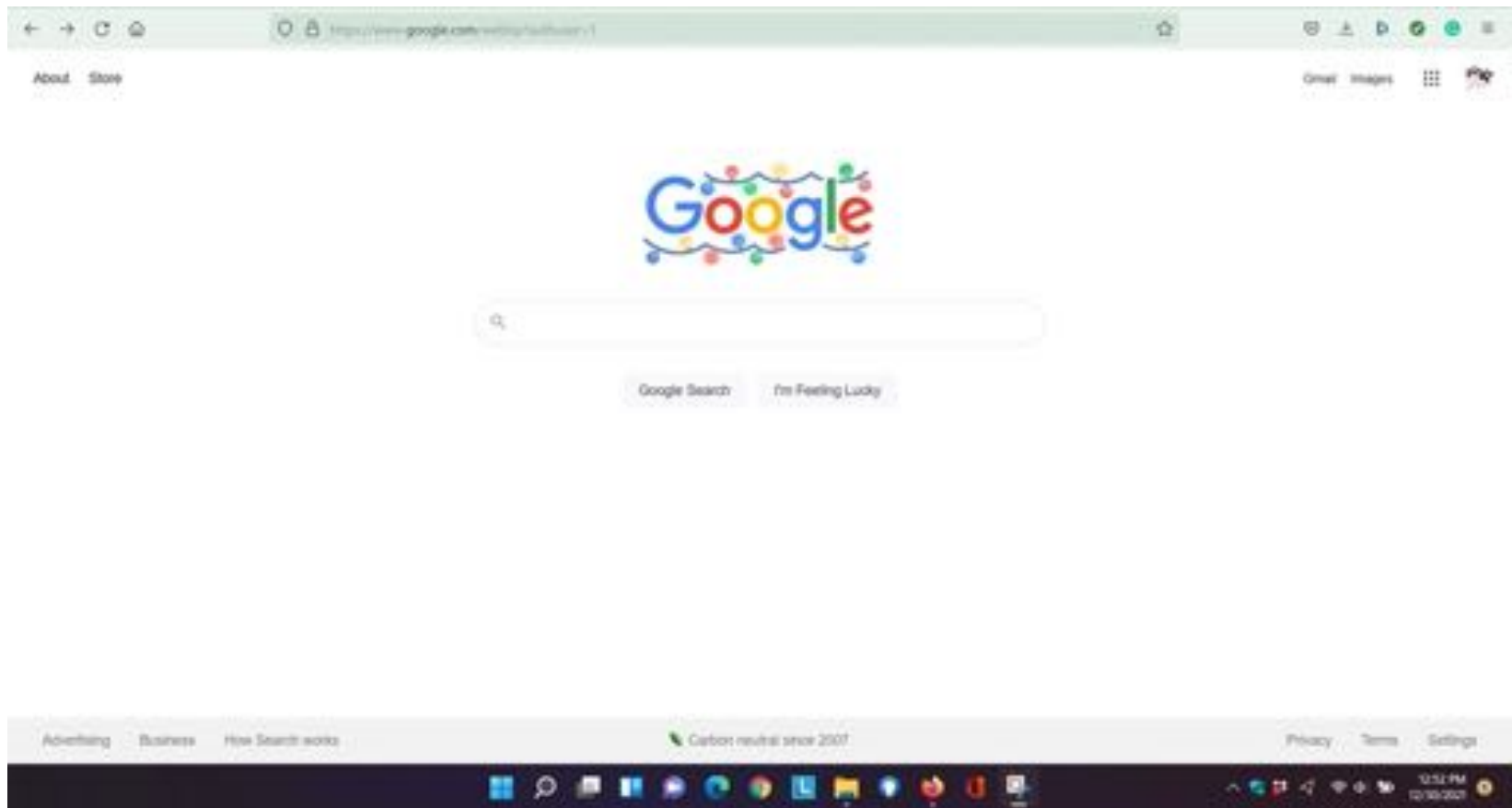
- Cons

- Can't rename file once uploaded
- Emails, documents, etc. count toward Google storage limit

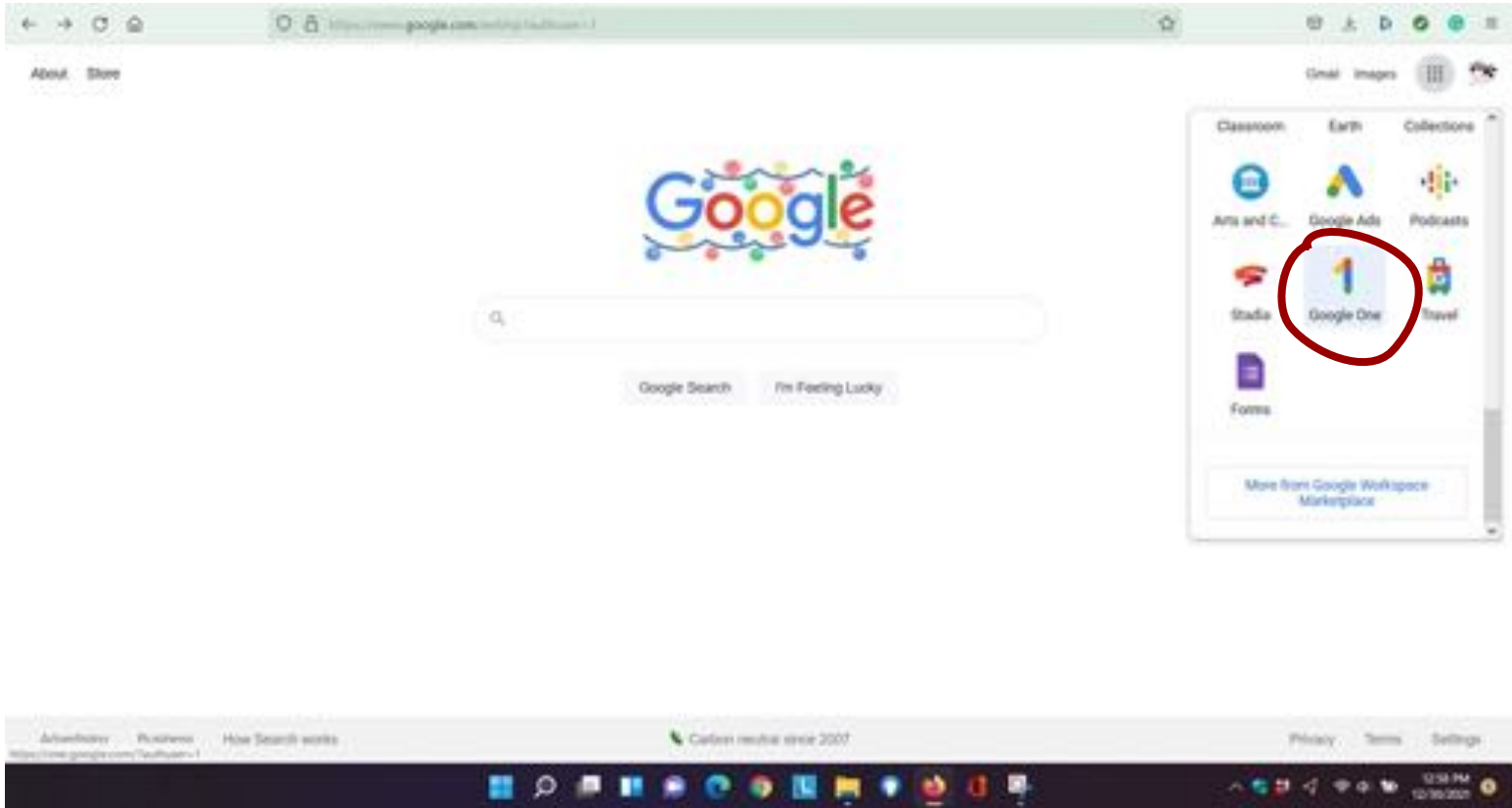


# Managing Storage

- Limits
    - Free - 15 GB
    - 100 GB - \$24 yearly (\$20 if subscribed yearly)
  - What counts in Google storage
    - Gmail including trash and spam
    - Files in Google Drive, which includes PDFs, images, and videos.
    - Files created or edited in collaborative content creation apps like Google Docs, Sheets, Slides, Drawings, Forms, Recorder, and Jamboard.
    - Others files shared with chapter account DO NOT count unless you copy them to chapter account
  - How to check storage
- 



**How to check storage: Go to Google and sign in**

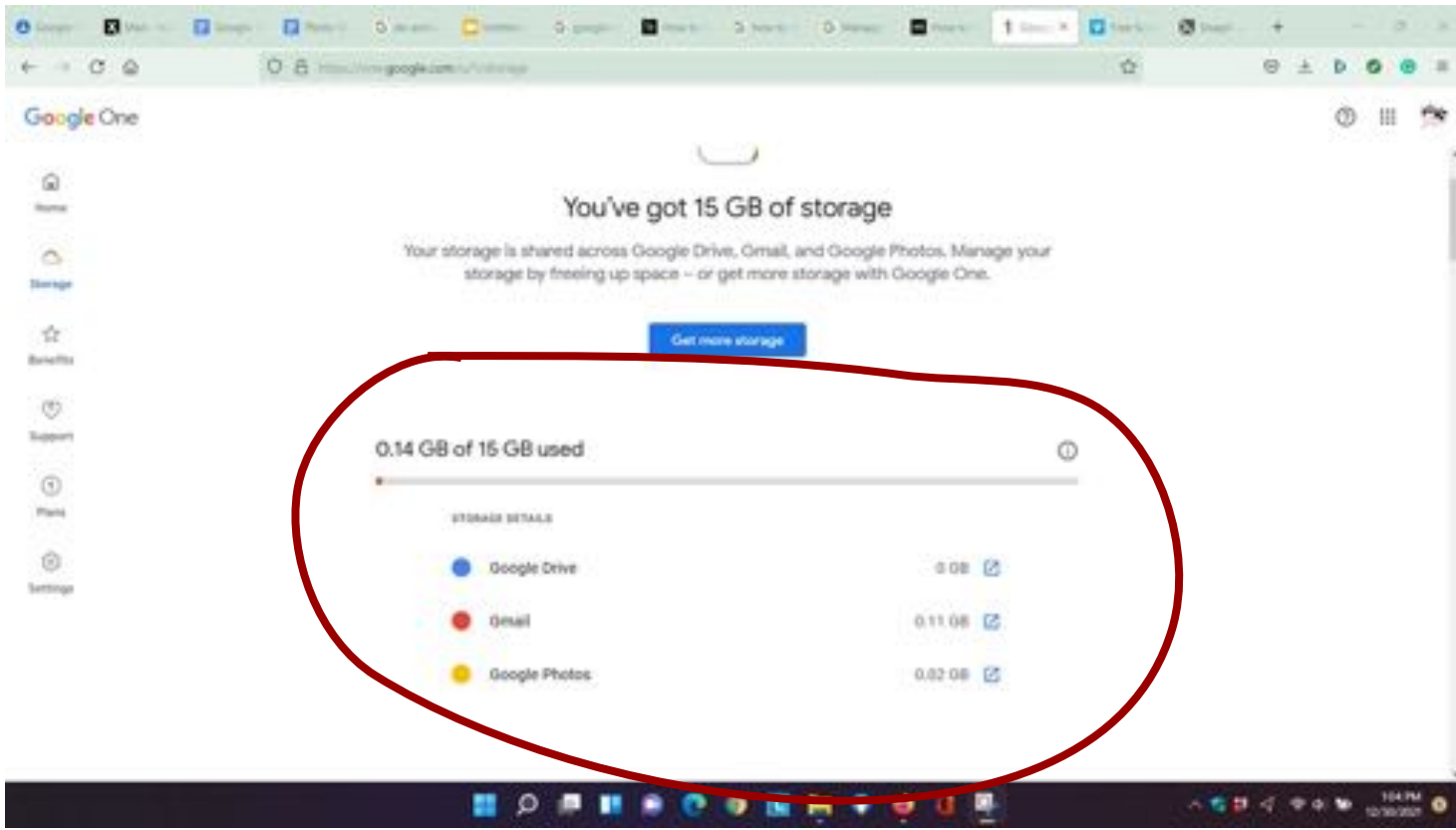


**Open the Google One app**

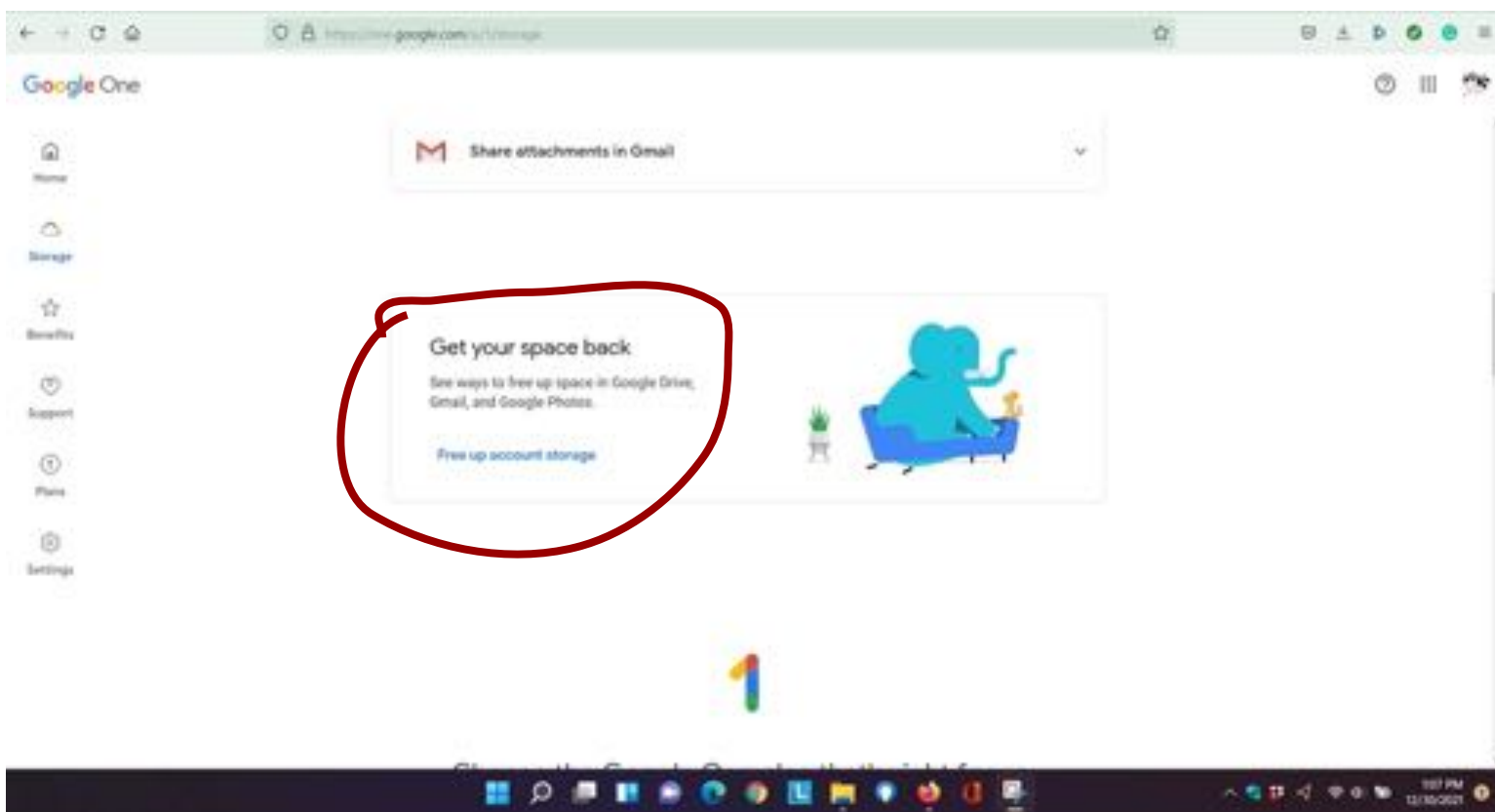
The image shows a browser window displaying the Google One website. The address bar shows the URL <https://www.google.com/one/>. The page features a navigation sidebar on the left with icons for Home, Storage, Benefits, Support, Plans, and Settings. A red arrow points to the 'Storage' icon. The main content area has a 'hello' greeting, the heading 'Storage and more with Google One', and a sub-heading 'Back up data, manage account storage, and learn about member benefits'. Below this is a blue 'Upgrade' button. The section 'What you can do' contains two cards: 'Get your space back' (Clean up files you don't need across Google Drive, Gmail, and Google Photos) and 'Get the most out of Google One' (Get email with feature updates, exclusive offers and invites to give feedback).

**Select the 'Storage' option**

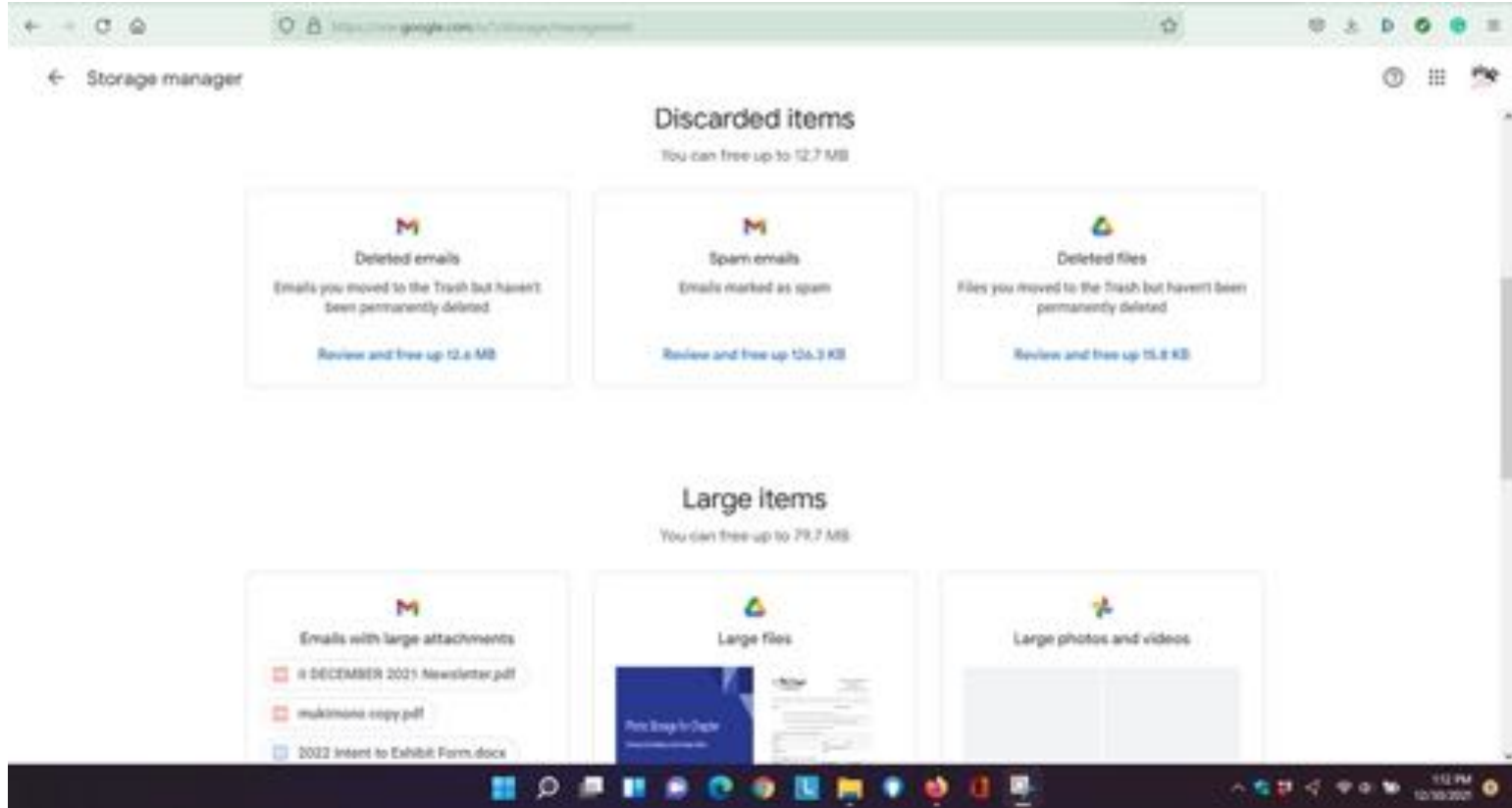




**Review results**



**Look into freeing up storage if necessary**



**Consider deleting items if storage is limited**

# If you go over the limit

When you're over quota, it means you use more storage space than you have available. If you go over your storage quota:

- You can't upload new files or images to Google Drive.
- You can't back up any photos and videos to Google Photos.
- Your ability to send and receive email in Gmail can be impacted.
- You can't create new files in collaborative content creation apps like Google Docs, Sheets, Slides, Drawings, Forms, and Jamboard. Until you reduce your storage usage, nobody can edit or copy your affected files.
- You can't back up new Recorder files.
- **Note:** You can still sign into and access your Google Account.

**If you're over your quota for 2 years or longer:** If you don't free up or purchase more space to get back under quota, all of your content may be removed from Gmail, Google Photos, and Google Drive (this includes Google Docs, Sheets, Slides, Drawings, Forms, and Jamboard files).

Before your content is removed, we:


- **Give you notice using email and notifications** within the Google products. We will contact you at least three months before content is eligible for deletion.

# What to save in Google besides photos

Save Important documents that can be reused, such as:

- Membership form,
- Newsletter templates
- Meeting minutes?

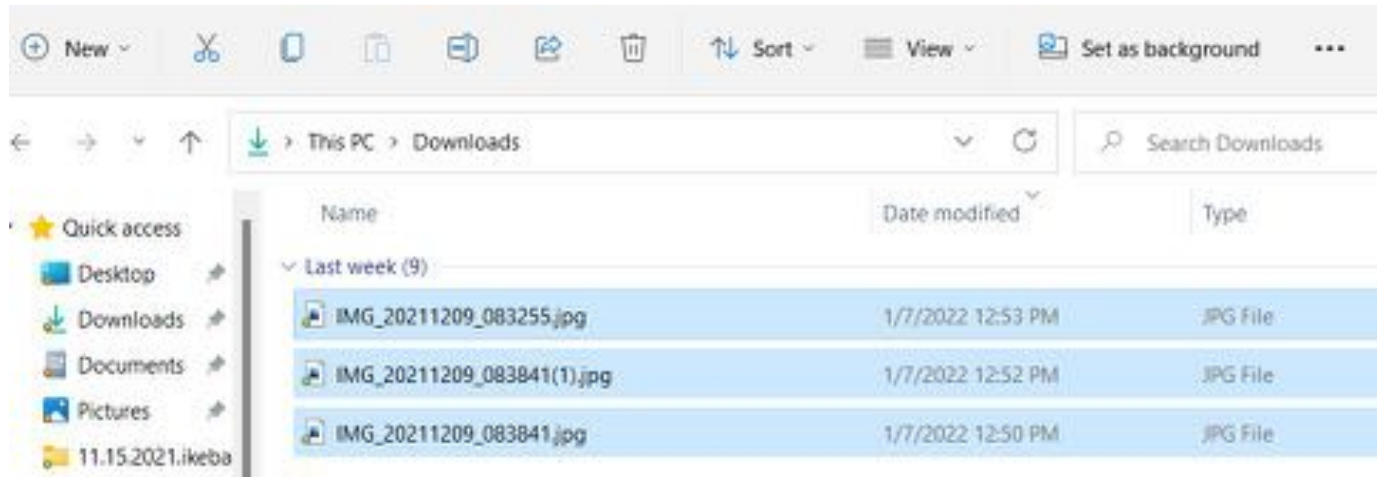
In Google Drive /Google Docs

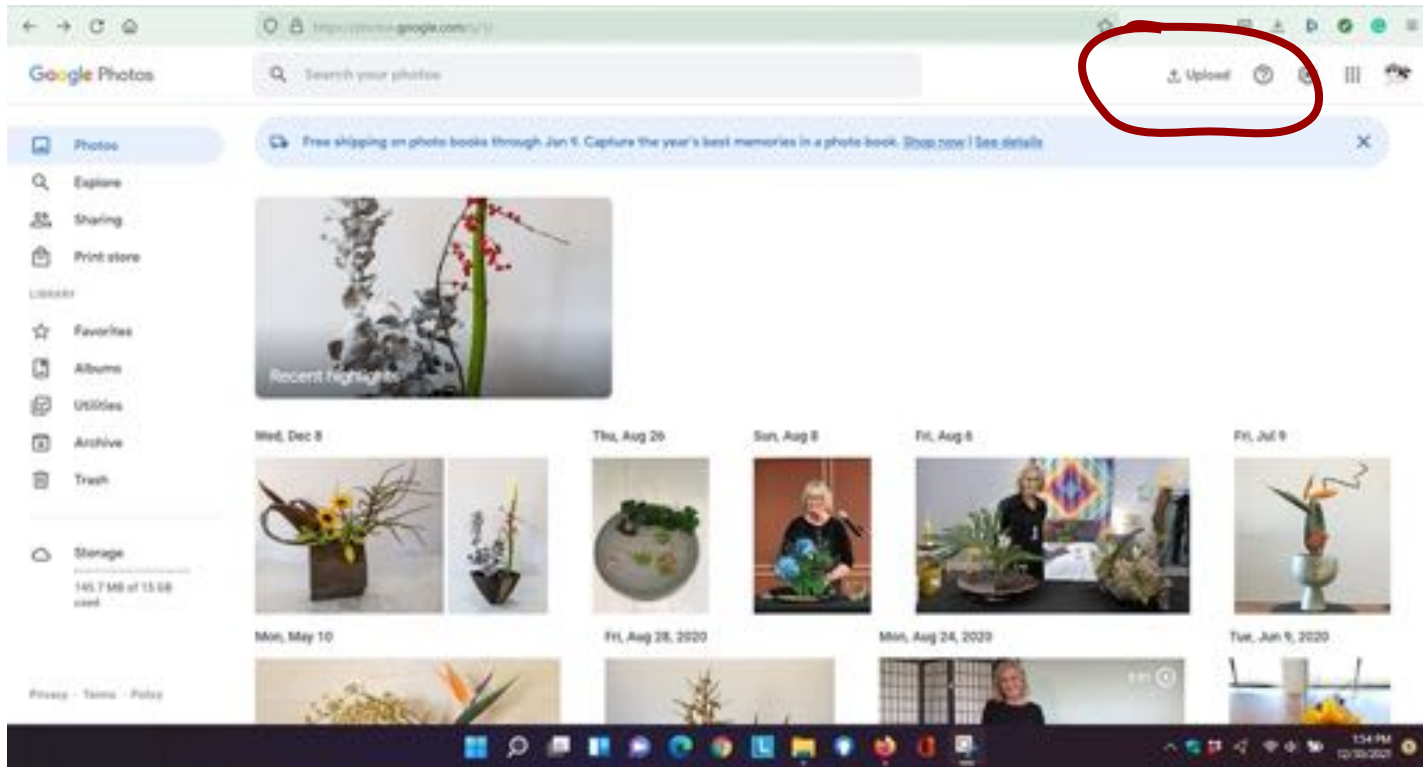
- Drive is like a cloud-based hard drive to save all your file types (Docs, Sheets, Slides etc.)
  - Docs is like Word, Slides-Powerpoint, Sheets - Excel
  - Can upload/download these Microsoft applications into their equivalent Google Applications
  - This presentation is a Google Slides presentation
- 

# Uploading

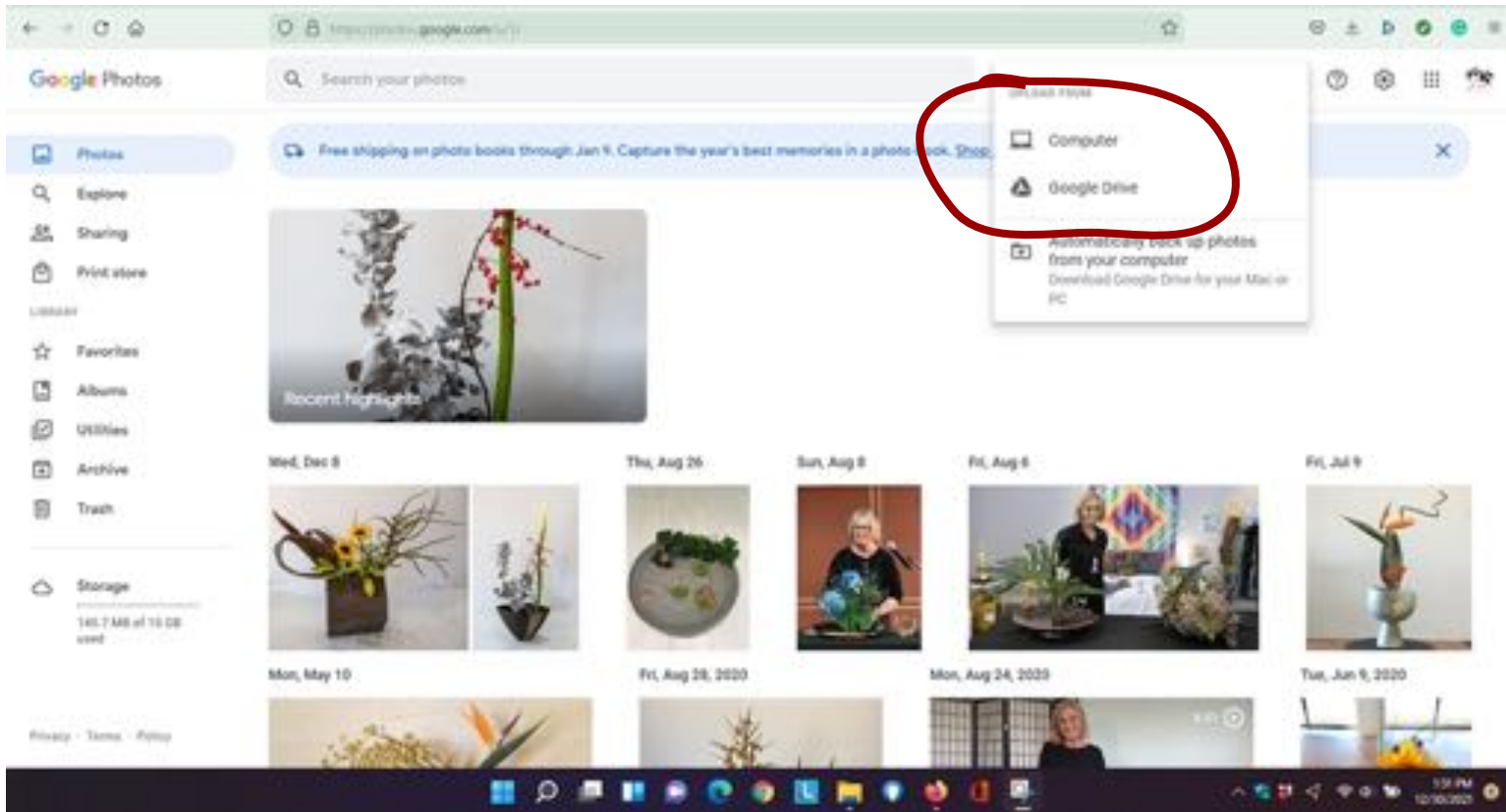
Many photos to upload at once

- Batch rename photos on your computer





**Upload by selecting from computer**

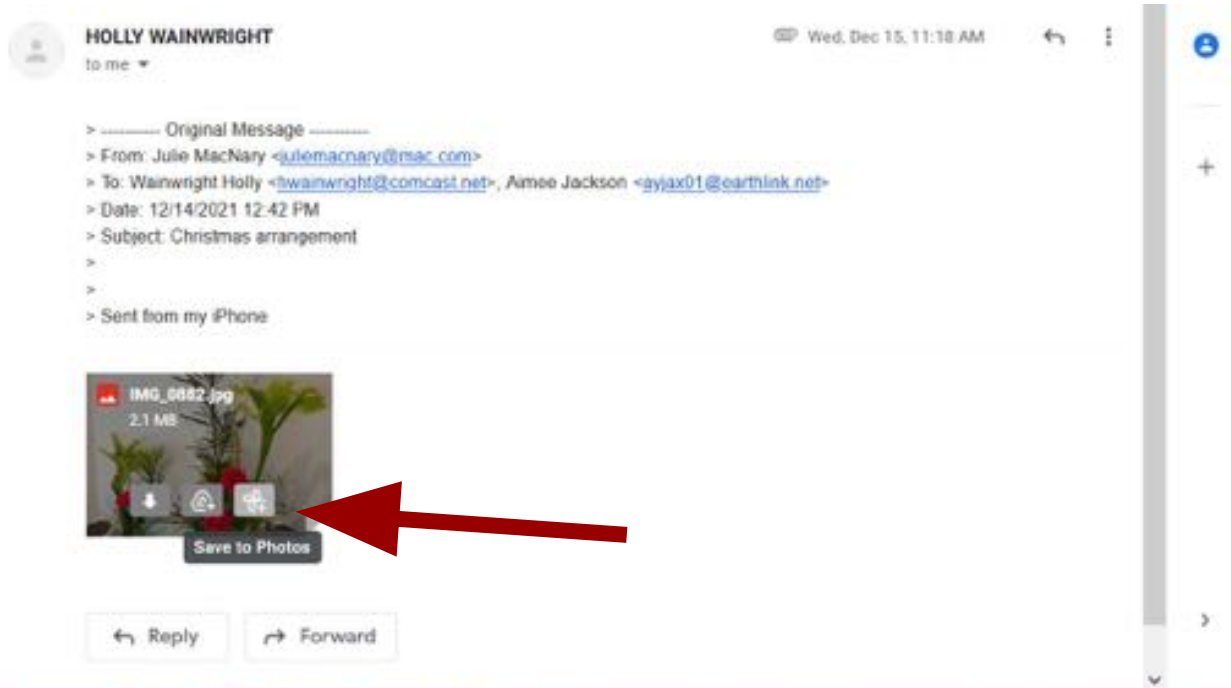


**Upload by selecting from computer**



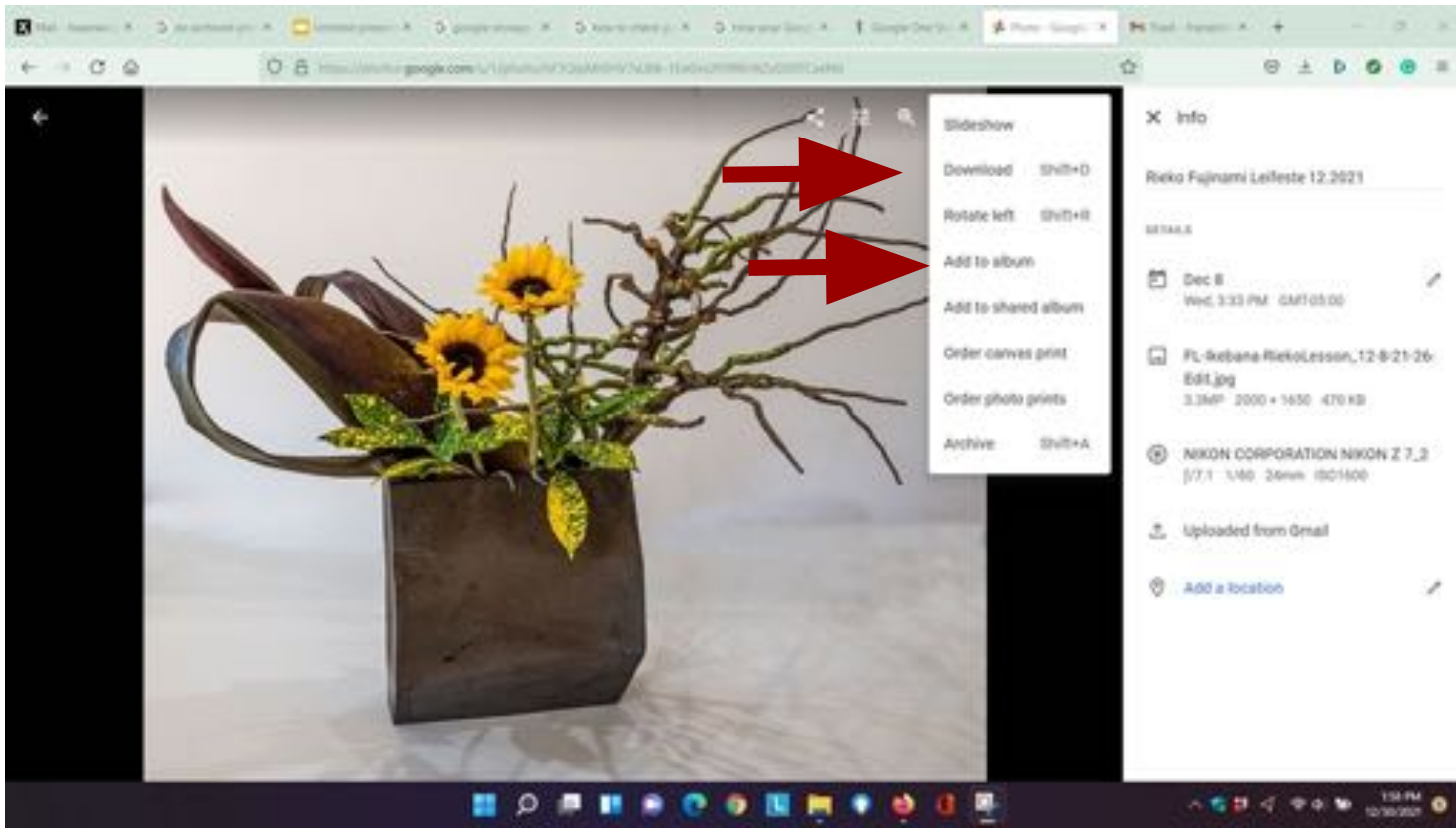
# Uploading

- One step directly from Gmail (hover over photo or right click)





Downloading-Select photo and the three dots at left



Downloading-Select photo and the three dots at left

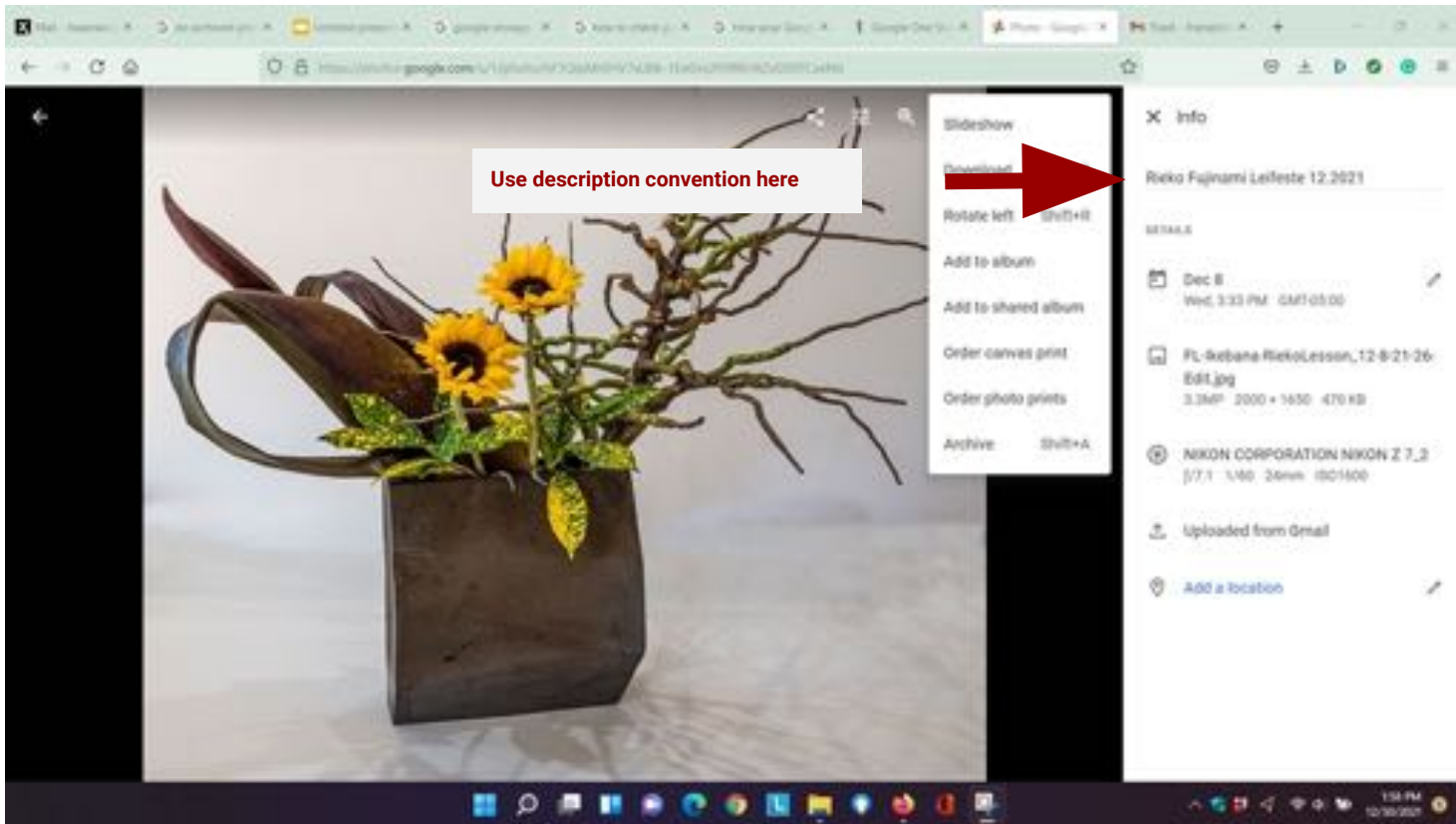
# Making photos searchable

- Use a standard convention to name or describe the photos
  - For instance
    - Event-arrangename-month-yr.jpg
      - Exhibition-Holly-Wainwright-12-2021.jpg
    - School-event-arranger-mon-yr.jpg
      - Sogetsu-program-holly-wainwright-01-2022.jpg
      - sogetsu-class-holly-wainwright-01-2022.jpg
- Either rename the photo before uploading or
- Upload then add a description
- Both are used in searches





Selecting the 'i' in the circle after selecting the photo opens the info panel which can be edited by using the description convention if you haven't renamed the photo



Use description convention here

Selecting the 'i' in the circle after selecting the photo opens the info panel which can be edited by using the description convention if you haven't renamed the photo



Photos can also be edited in Google photos

 Photos Explore Sharing Print store

LIBRARY

 Favorites Albums Utilities Archive Trash Storage

116.4 MB of 15 GB used

[Privacy](#) - [Terms](#) - [Policy](#)

Albums

 Create album  Most recent photo[Create album](#)

The albums you create are shown here.

## Using Albums



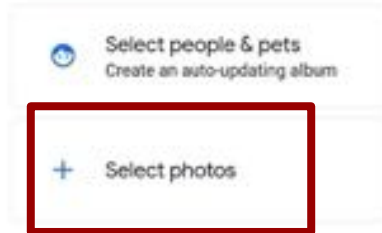


Example Album



Give Album  
A Title

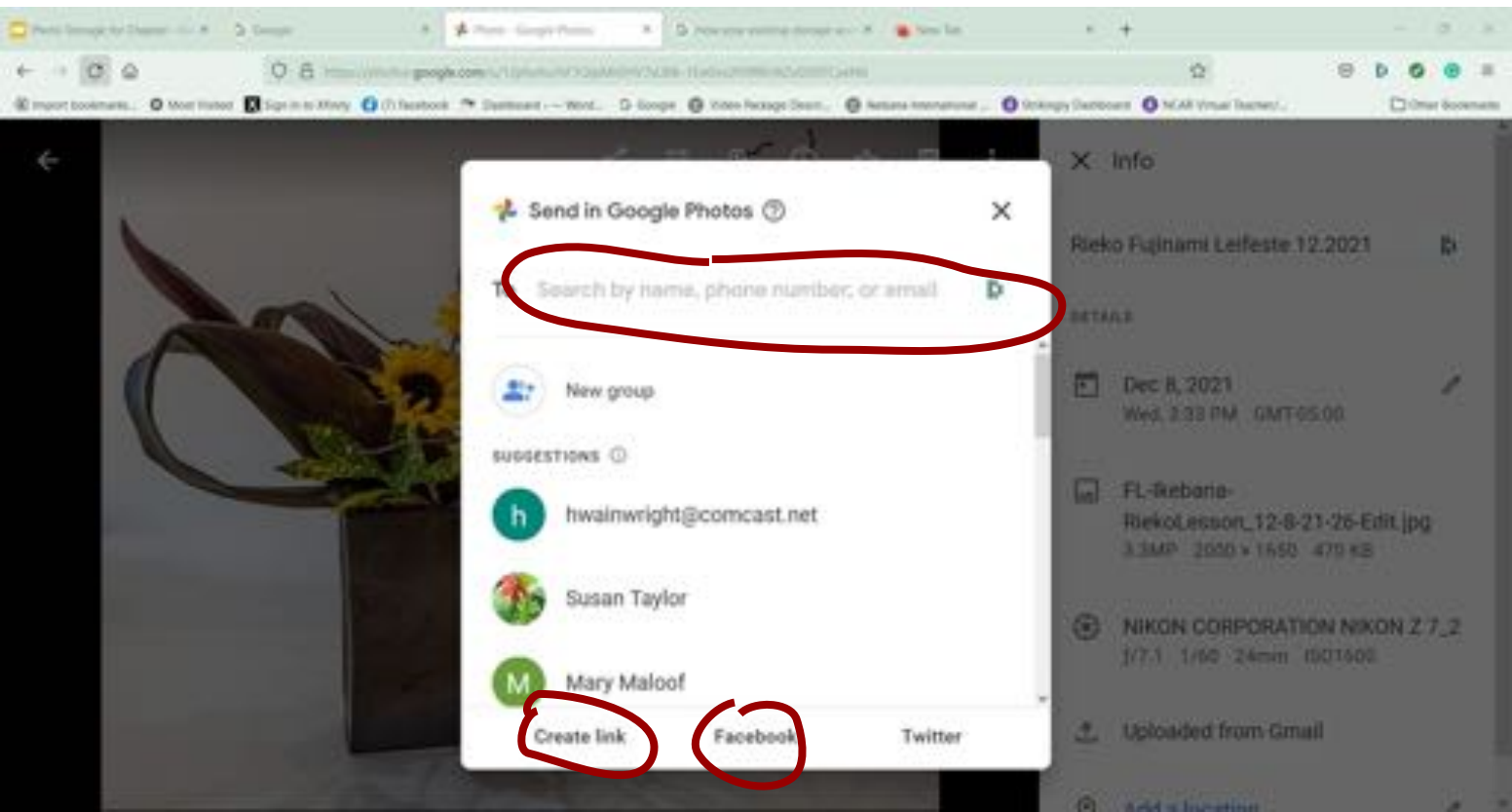
ADD PHOTOS



**Using Albums**



**Sharing Photos or Albums**



**Share with a gmail, or a link or on FB**

# Utilities -

Collage - <https://photos.app.goo.gl/iPVqfo6vggnfERiM8>

Animation - <https://photos.app.goo.gl/fLoGYyvgy9CkJ9v77>

Movie - <https://photos.app.goo.gl/65R7YxwFziJfMy3J7>



- Photos
- Explore
- Sharing
- Print store
- LIBRARY
- Favorites
- Albums
- Example Album
- Utilities**
- Archive
- Trash
- Storage
- 158.1 MB of 15 GB used

## Utilities

## CREATE NEW

Movie

Animation

Collage

## ORGANIZE YOUR LIBRARY

Move photos to archive

## IMPORT PHOTOS

Back up photos from your computer

## Share photos



## Add partner account

Select a partner and choose what you want to share

[Get started](#)

**Create a Movie/ Animation / Collage to post on FB or on website**

# How Many Photos Can Be Saved in 15 GB

If the average file size is ~5 MB, you can save ~3000 photos

You can set up Google to save storage for uploaded photos under Photos, /  
Settings

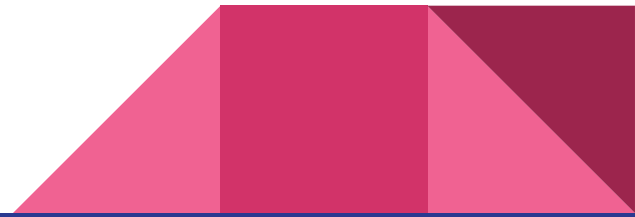


- Photos
- Explore
- Sharing
- Print store
- LIBRARY
- Favorites
- Albums

### Settings

#### UPLOAD SIZE FOR PHOTOS & VIDEOS

- Original quality  
Store photos & videos with no change to their quality
- Storage saver  
Store more at a slightly reduced quality



# Decisions Only You Can Make

- What to save
- How long to save
- To compress or not before uploading
  - + Compression saves storage room
  - - Requires an additional 1-2 steps
  - + Websites does better with smaller file sizes
  - - Photos compressed by texting apps are poor quality, use free online compression tools to compress original size photos such as
    - <https://tinypng.com>







Questions?