

NCAR Ikebana International NCAR Digital Committee

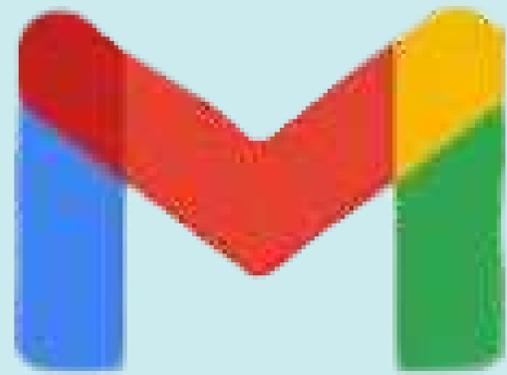
Google Storage and Photos in Google Drive



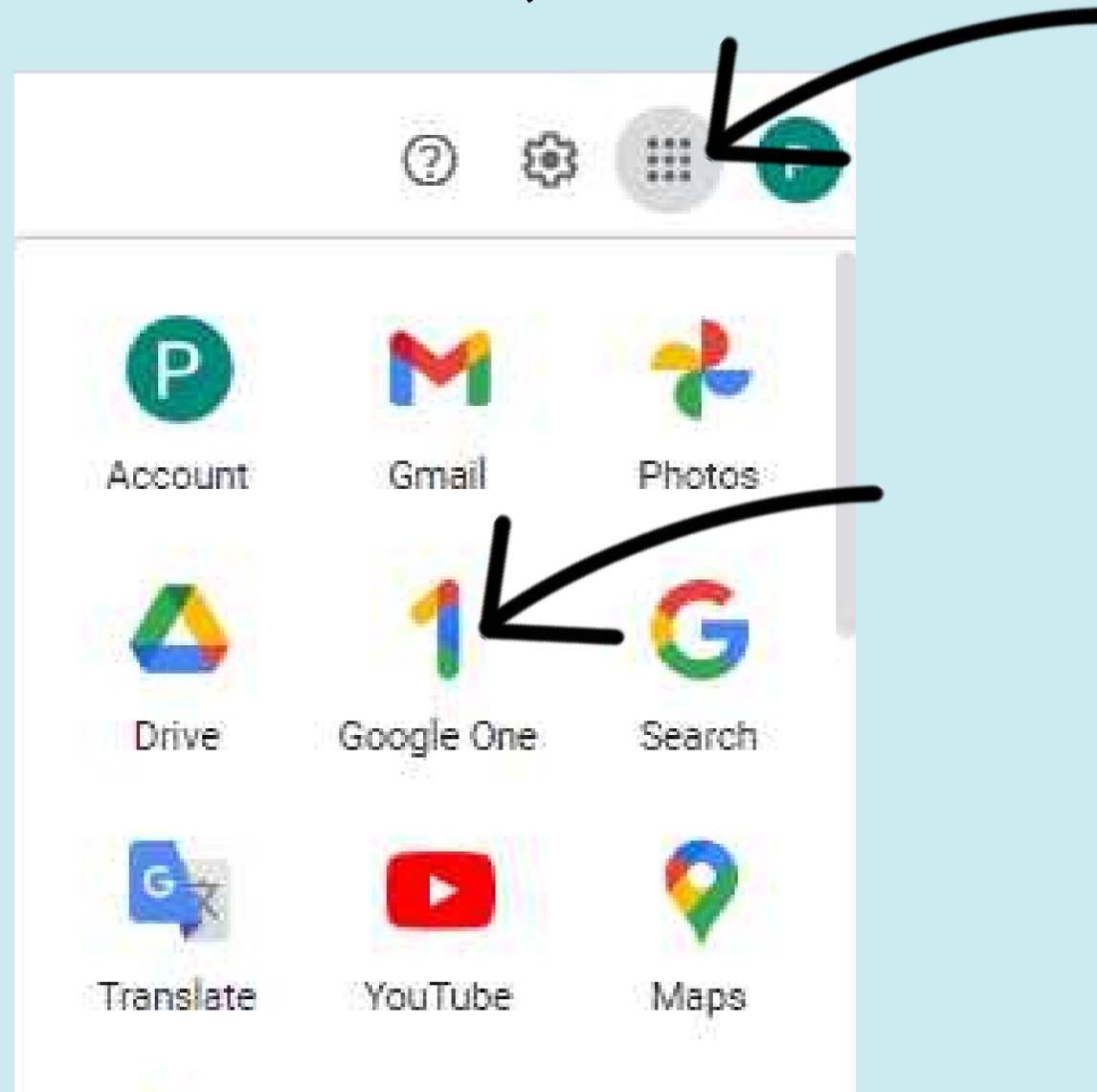
IKEBANA
INTERNATIONAL

2023

Access your Google  Storage by first opening your Gmail email account, then Click on the Waffle



Gmail email



Google One

Note: Rearrange the icons by dragging to desired position

Check Storage & Assess

Before you begin reducing usage click on Storage to assess how many GB are used

The screenshot shows the Google One storage management page. On the left is a navigation sidebar with options: Upgrade, Home, Storage (highlighted), Benefits, and Support. The main content area displays 'You've got 15 GB of storage' and a 'Get more storage' button. Below this, it shows '3.73 GB of 15 GB used' with a progress bar. A 'STORAGE DETAILS' section lists: Google Drive (0.26 GB), Gmail (0.03 GB), and Google Photos (3.43 GB). At the bottom, there is a section titled 'Ways to use your Google Account storage' with the text 'Back up your phone, upload photos, and more'.

Google One

Upgrade

Home

Storage

Benefits

Support

You've got 15 GB of storage

Your storage is shared across Google Drive, Gmail, and Google Photos. Manage your storage by freeing up space – or get more storage with Google One.

Get more storage

3.73 GB of 15 GB used

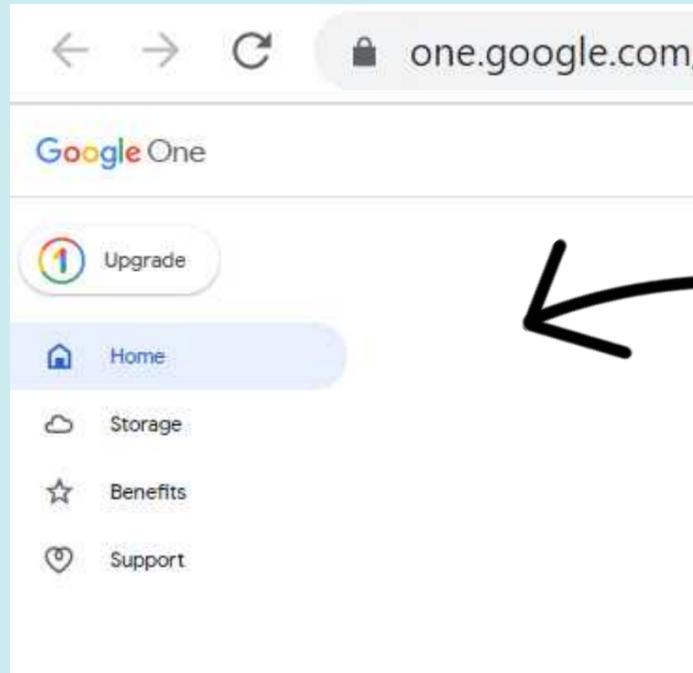
STORAGE DETAILS

Google Drive	0.26 GB
Gmail	0.03 GB
Google Photos	3.43 GB

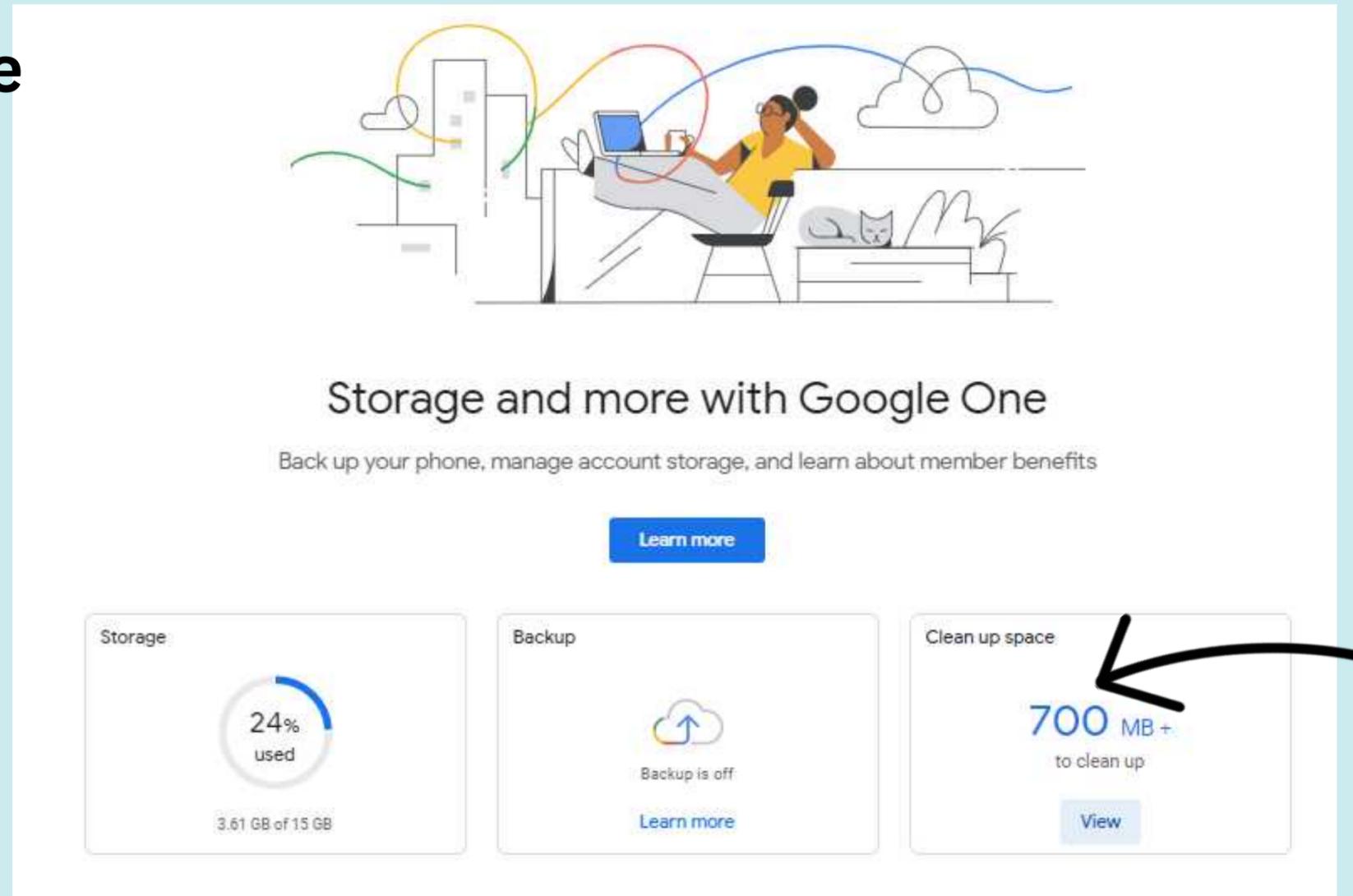
Ways to use your Google Account storage

Back up your phone, upload photos, and more

Goggle Storage Manager



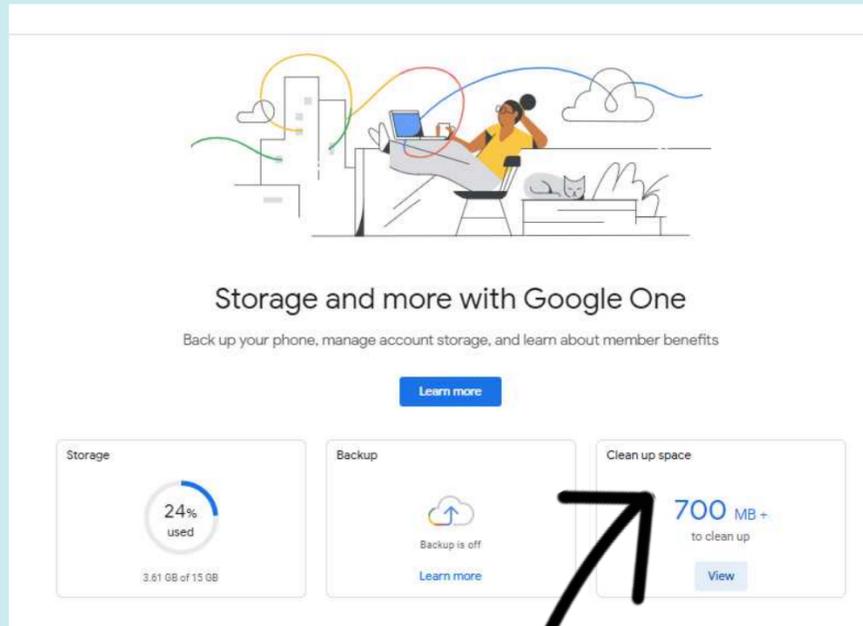
Now click Home



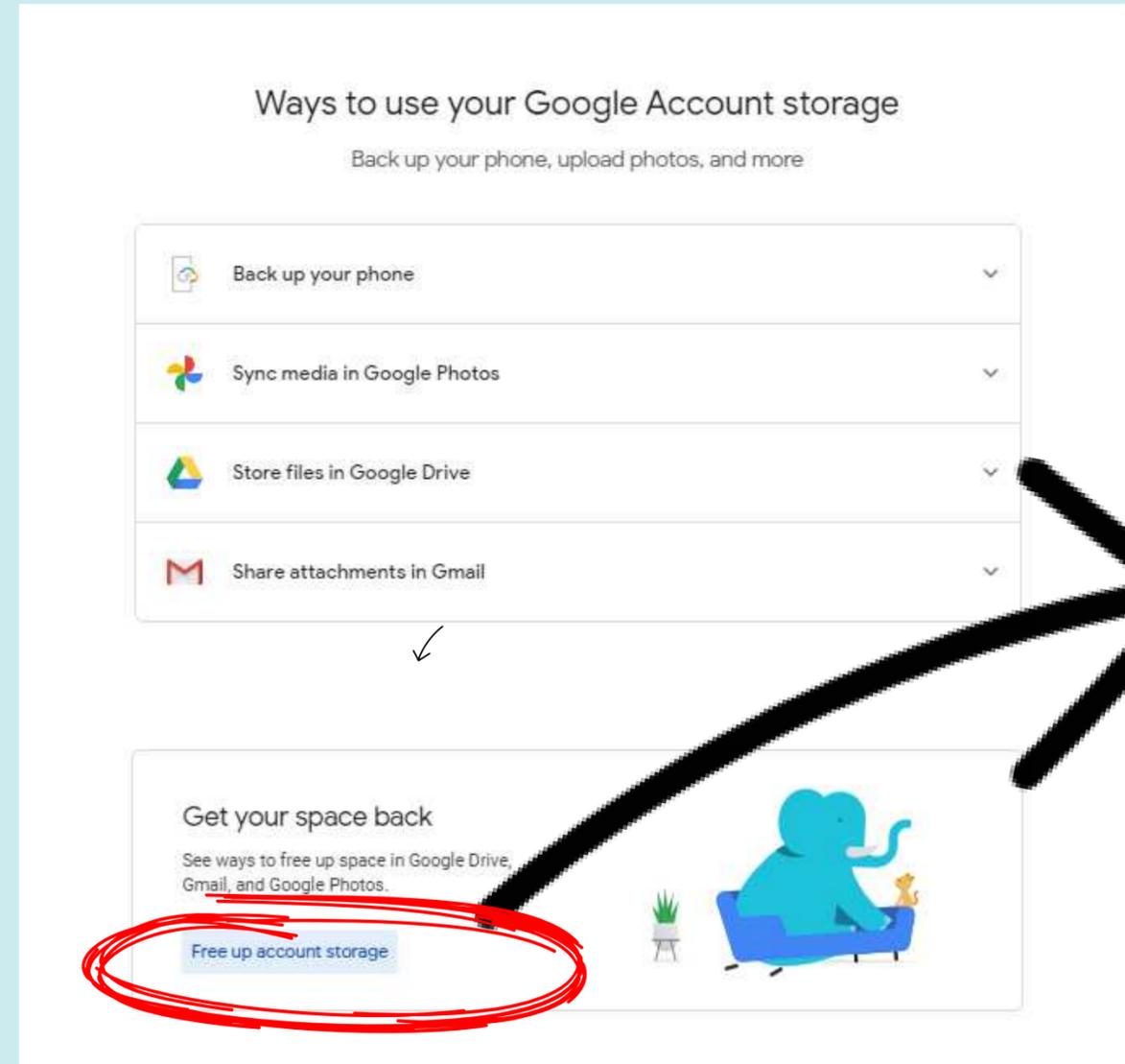
Review and clean up

- Emails
- Spam
- Clean up space

Click Clean up Space

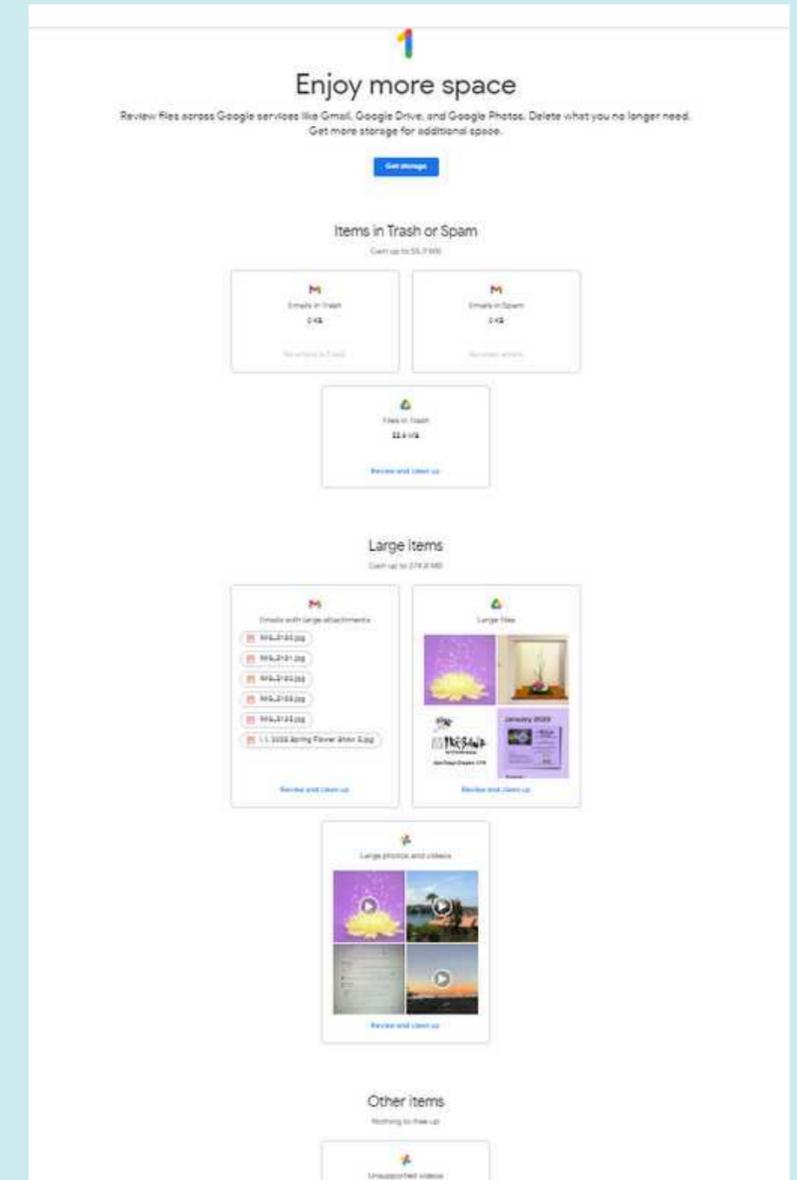


1. Clean up Space

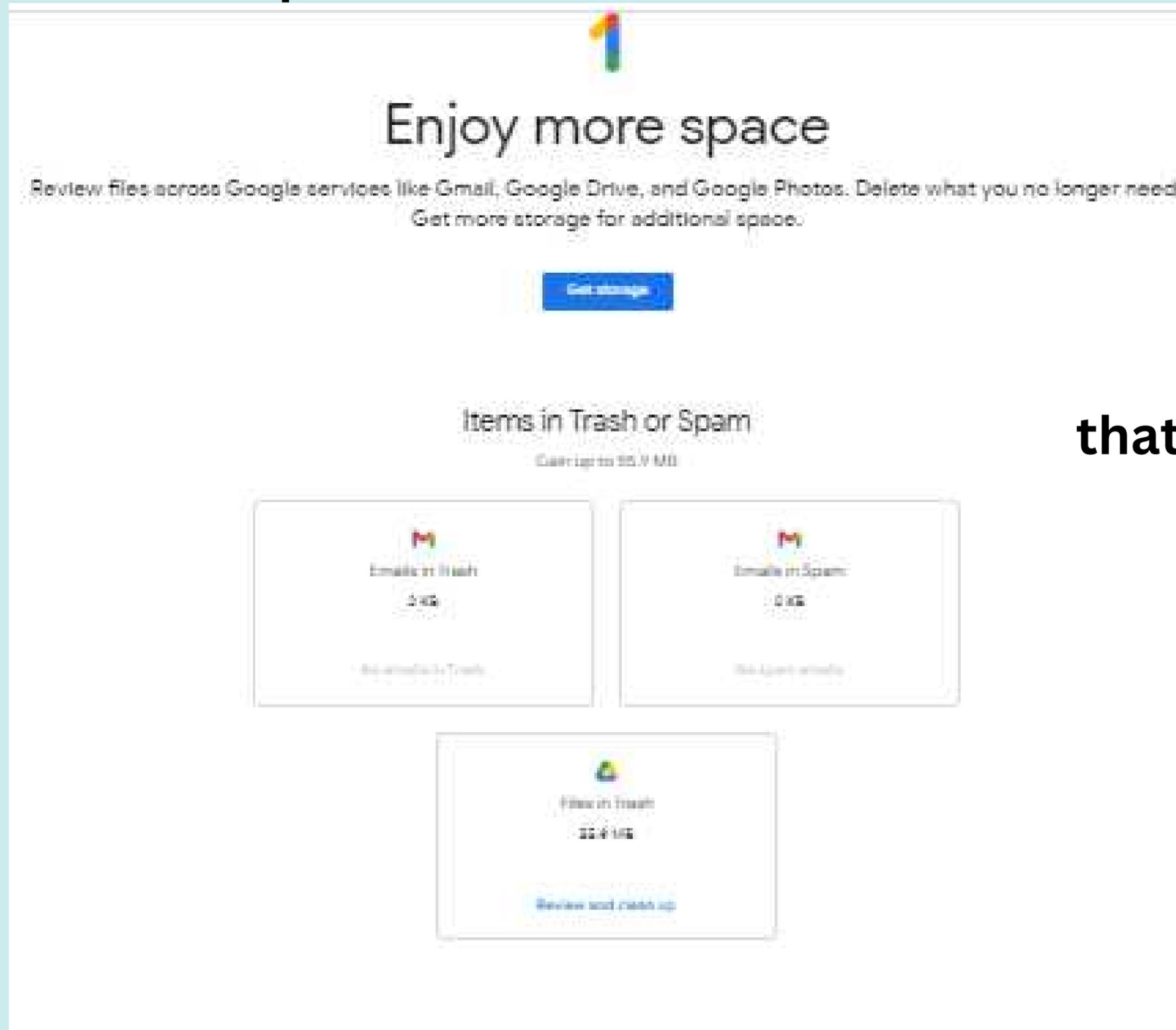


2. Free Up Account Storage

For better viewing, this screen is explained on the next two slides >>>

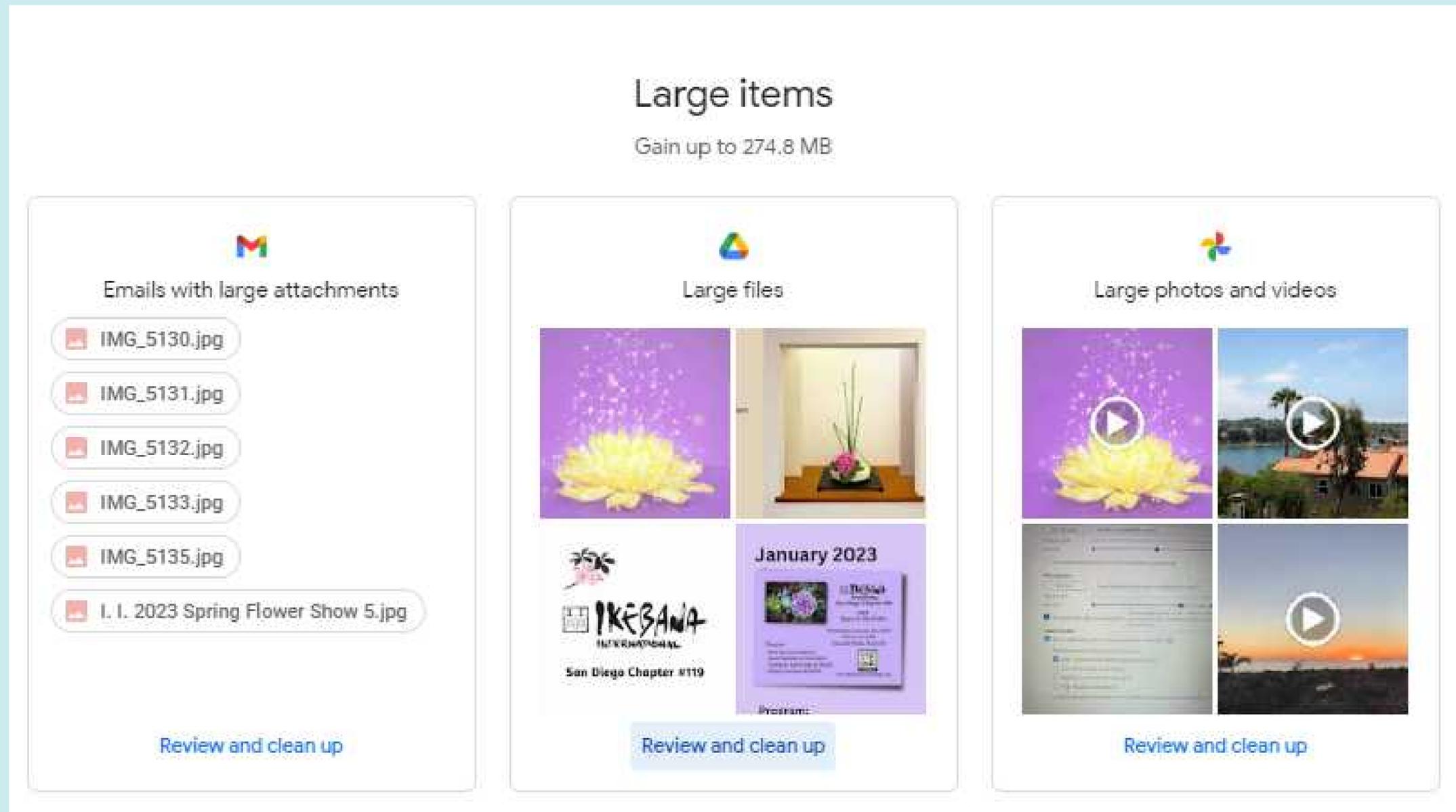


Top half of the previous screen



**Displays items in Trash
or Spam
that can be permanently erased**

Bottom half of the previous screen



**Google storage combines Photos and Documents.
Always check your Gmail & Drive for large attachments
or unwanted emails that take up storage.**

Enjoy more space by cleaning up

Notice above each section of Large Files it tells you where these are located and stored.



Gmail

Emails with large attachments

- IMG_5130.jpg
- IMG_5131.jpg
- IMG_5132.jpg
- IMG_5133.jpg
- IMG_5135.jpg
- I. I. 2023 Spring Flower Show 5.jpg

[Review and clean up](#)

Google Drive

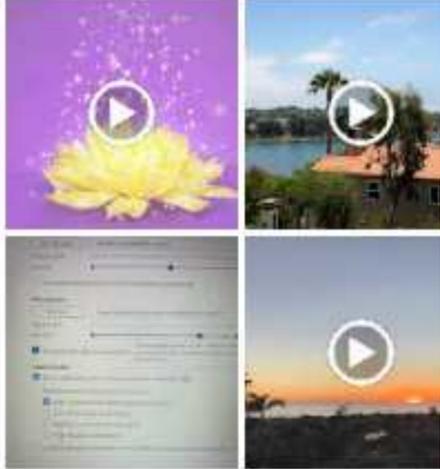
Large files



[Review and clean up](#)

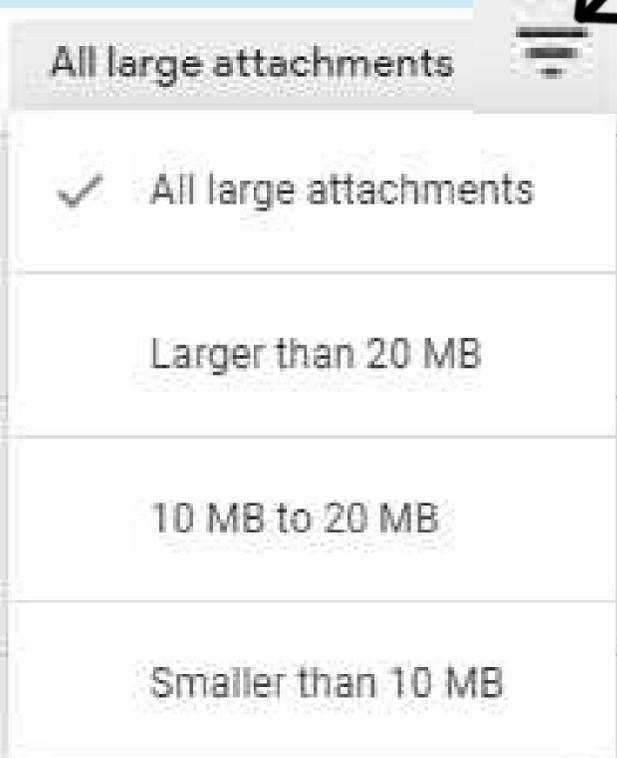
Google Photos

Large photos and videos



[Review and clean up](#)

Click this symbol to see attachments by size



All large attachments

- All large attachments
- Larger than 20 MB
- 10 MB to 20 MB
- Smaller than 10 MB

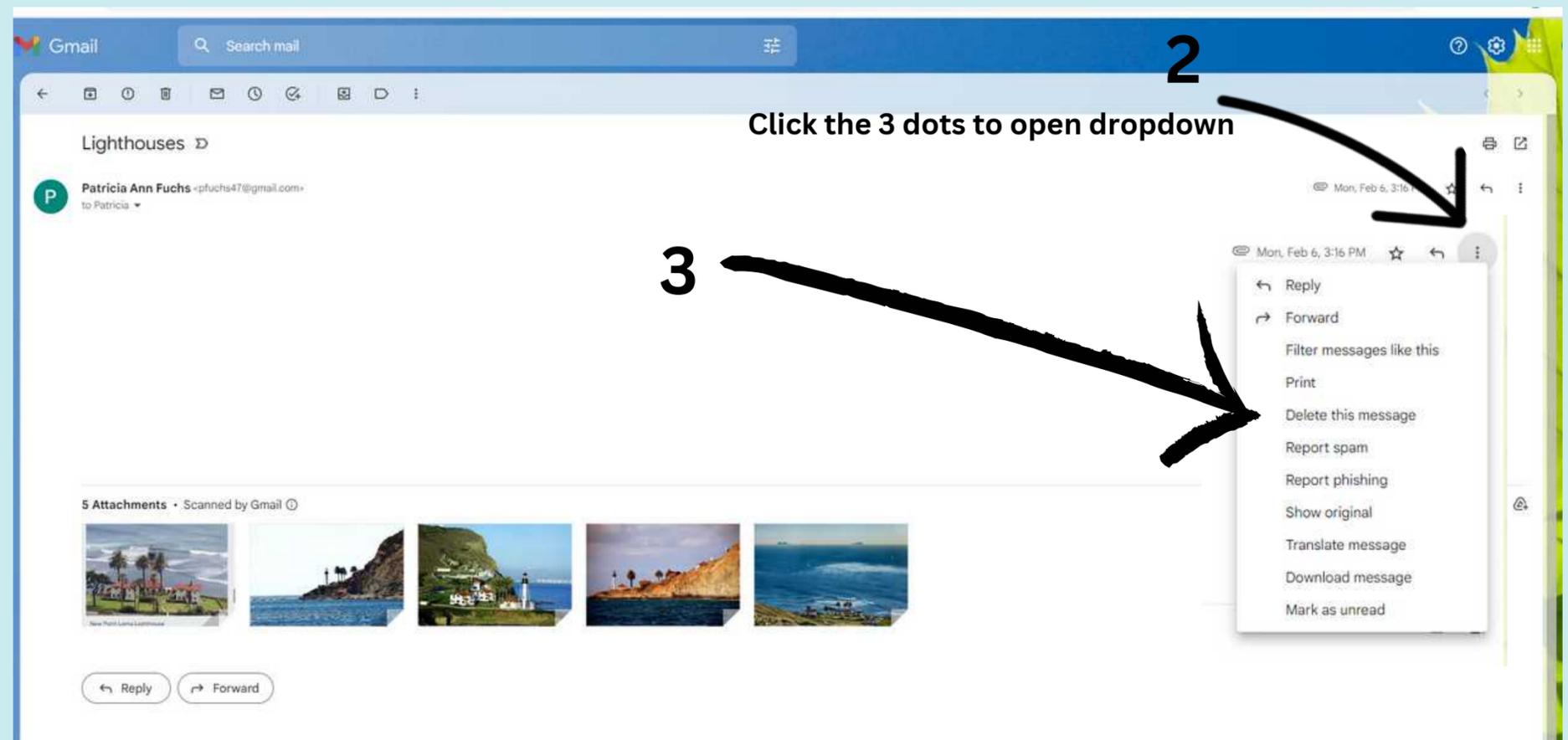
Review and clean up emails with large attachments.

Screen showing emails with large attachments and how to delete



1. Select an email and review

Example: The first email contains photo attachments.
Click on the 3 dots to open the dropdown

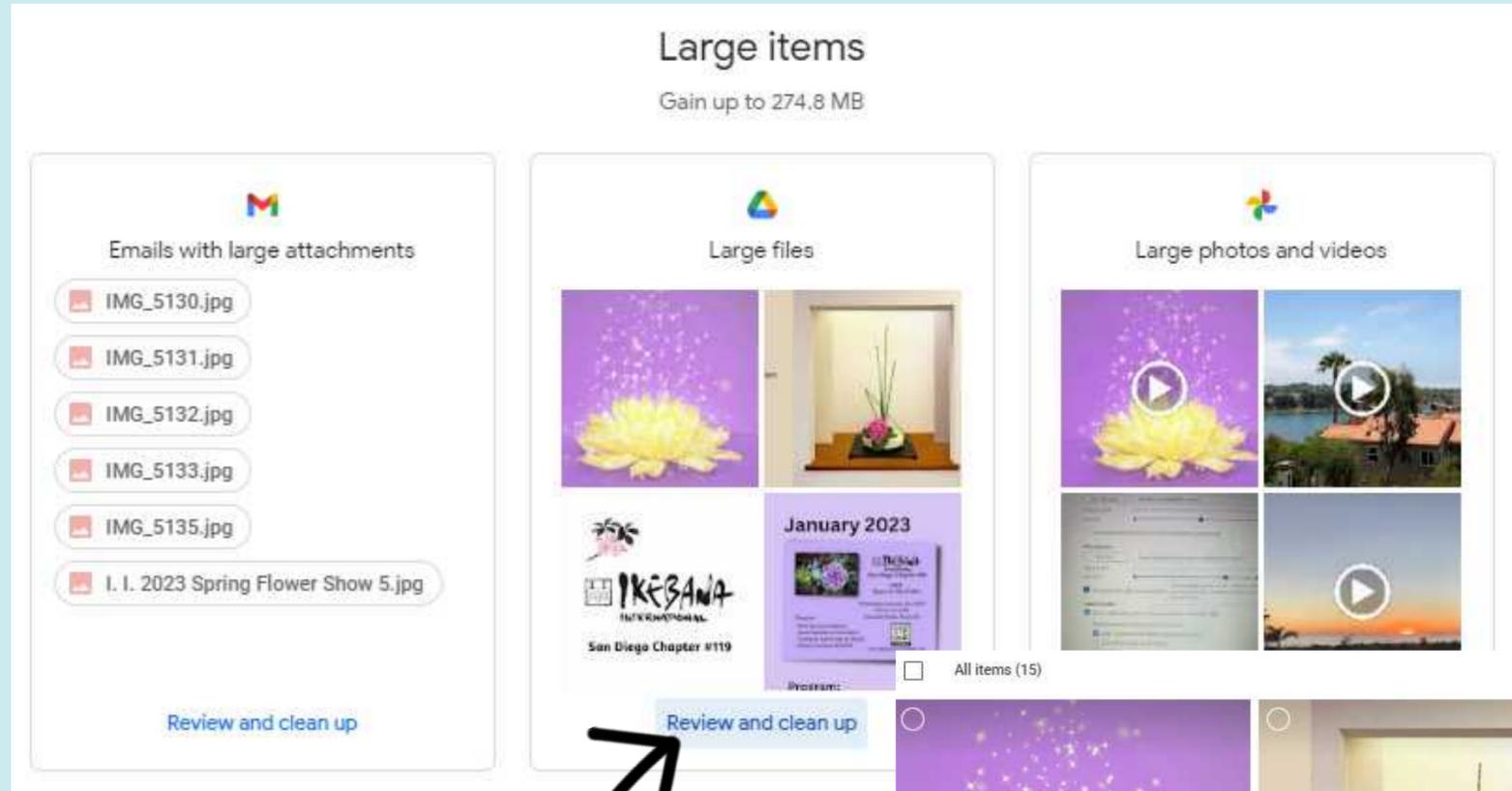


Click the 3 dots to open dropdown

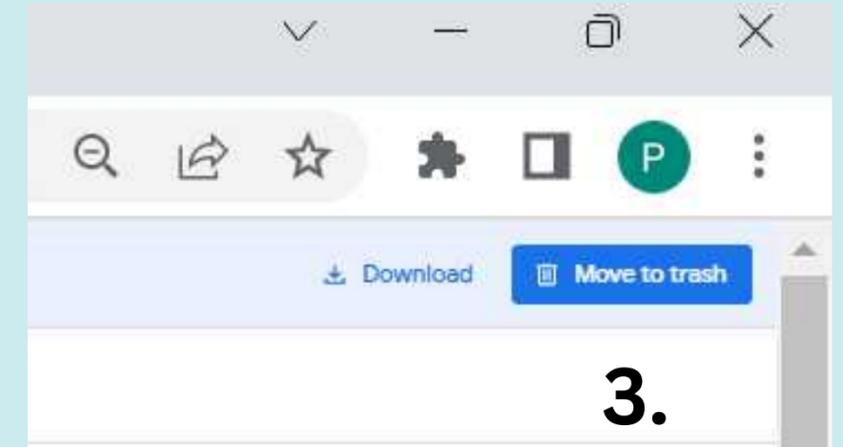
3

Large Items: Large Photos and Videos

Review and delete

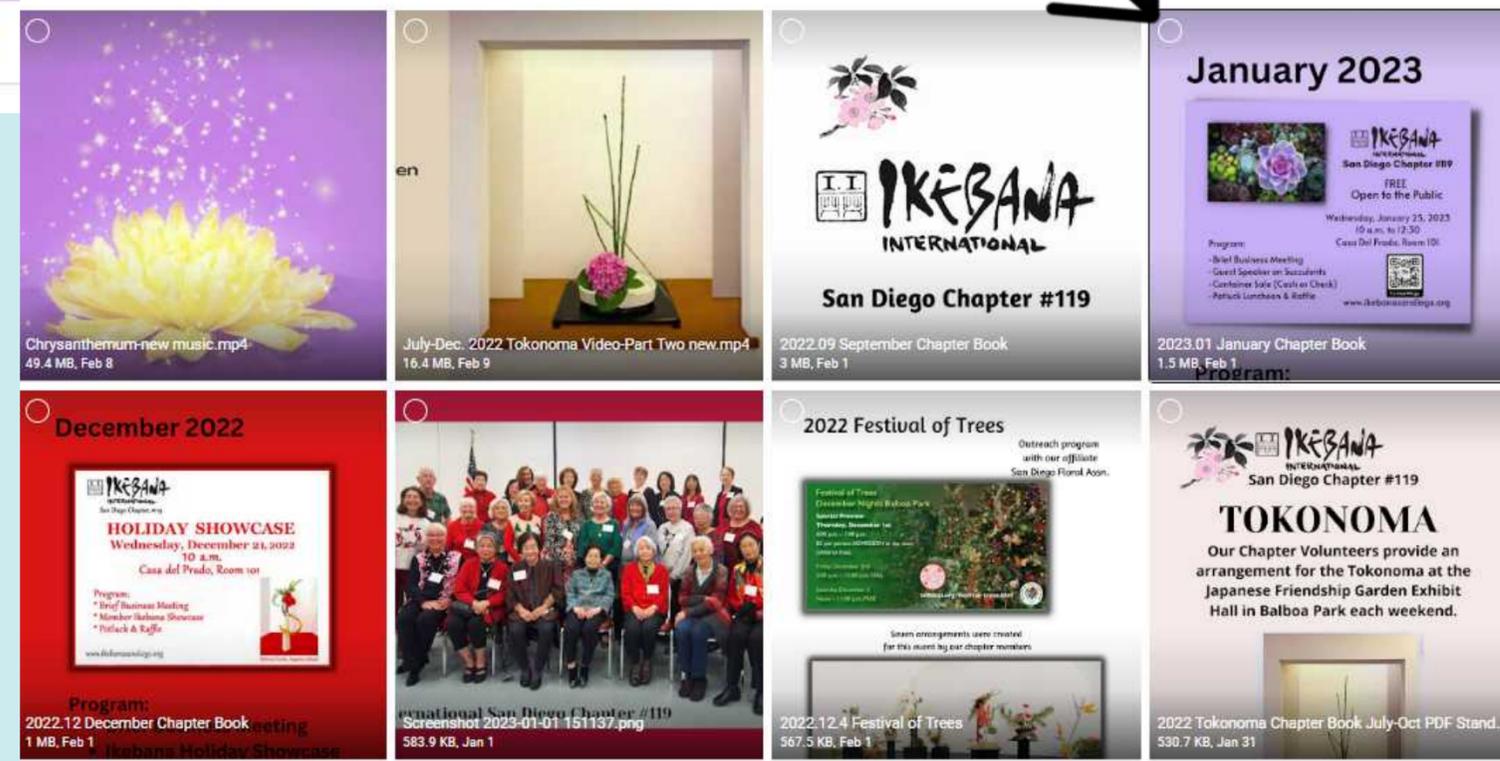


1.



3.
Trash can

Click the small circle,
2. upper left corner
of the item to delete,



Check Storage again after deleting unwanted items

Google One

You've got 15 GB of storage

Your storage is shared across Google Drive, Gmail, and Google Photos. Manage your storage by freeing up space – or get more storage with Google One.

[Get more storage](#)

3.73 GB of 15 GB used

STORAGE DETAILS

Google Drive	0.26 GB	↗
Gmail	0.03 GB	↗
Google Photos	3.43 GB	↗

Ways to use your Google Account storage

Back up your phone, upload photos, and more

Keep your storage within 15 GB and it will remain FREE

Manage Storage

Manage storage

▶ Unsupported videos

Recover storage

📄 Convert existing photos & videos to Storage saver

Other suggestions

📌 Clean up Gmail & Drive
Review and delete large attachments, files, and items with Google One

🔍 Find out more about how storage works

Other ways

Ways to use your Google Account storage

Back up your phone, upload photos, and more

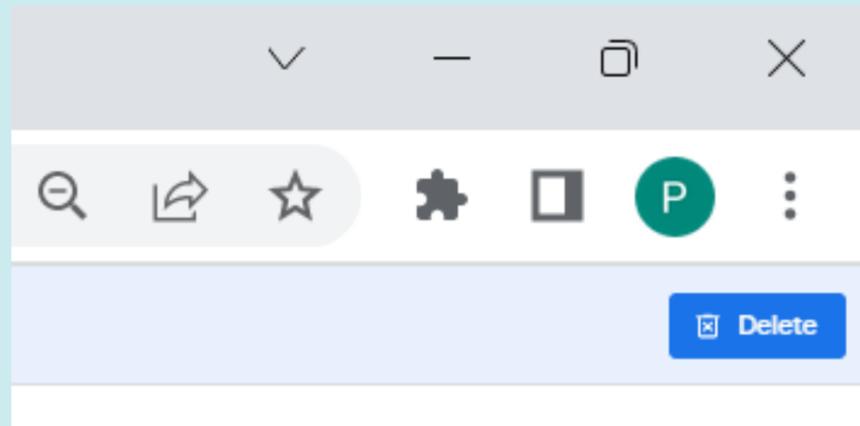
- 📱 Back up your phone
- 🌈 Sync media in Google Photos
- 📁 Store files in Google Drive**
- ✉️ Share attachments in Gmail

You can store files securely in the cloud on Google Drive. Your 15 GB of storage is used when you create or upload files to Google Drive, Docs, Sheets, Slides, Forms, or Sites.

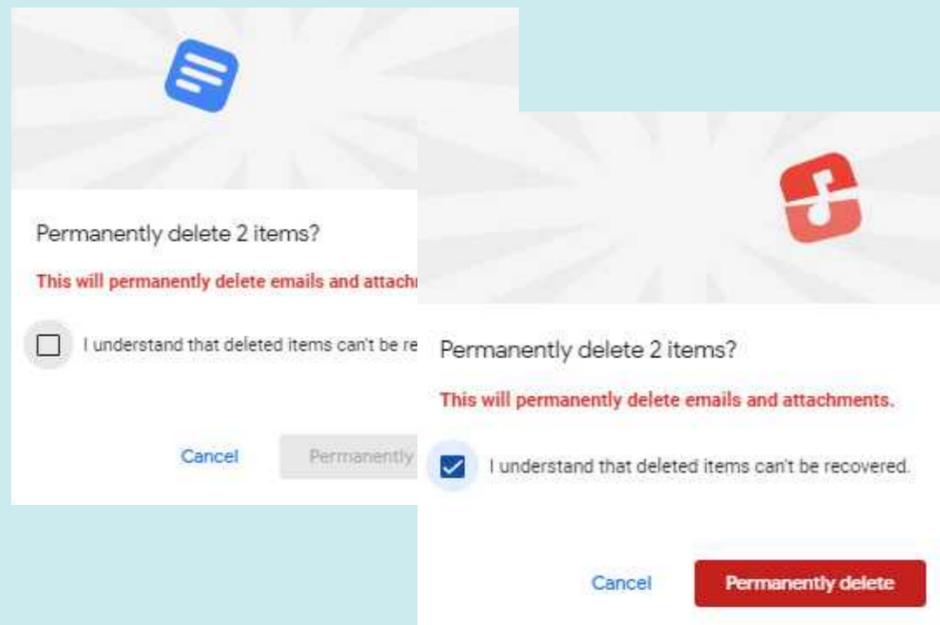


How to delete

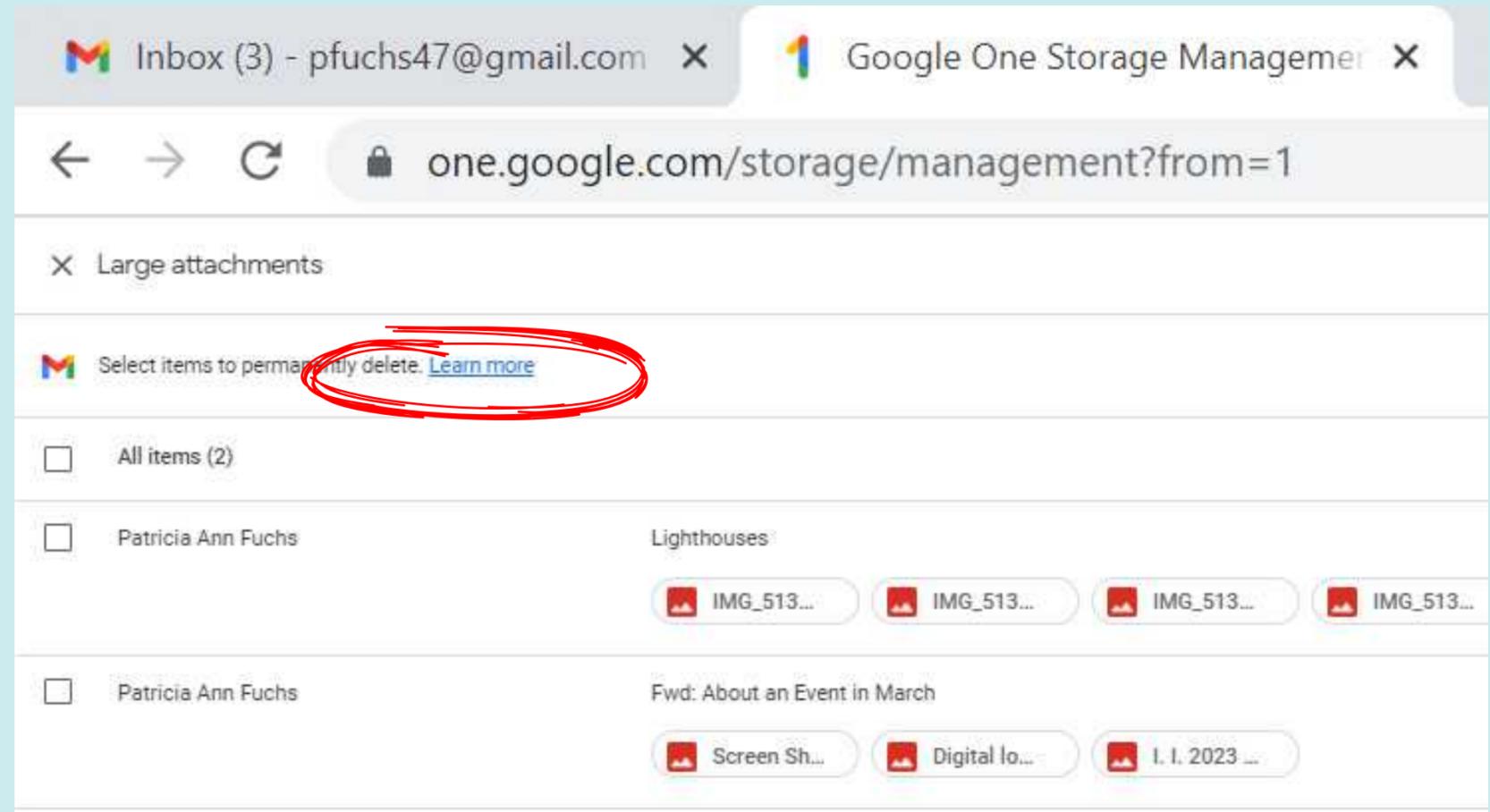
The process of deleting can take several quick steps, there is always a recovery option.



Locate the trash can



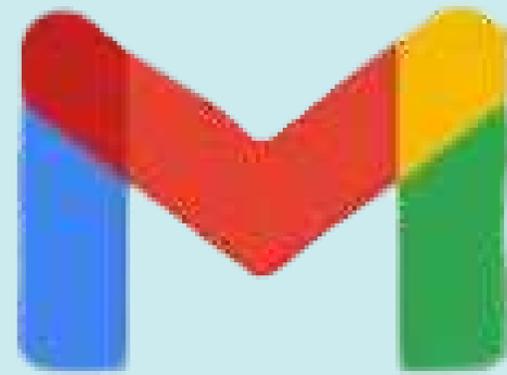
Follow the prompts



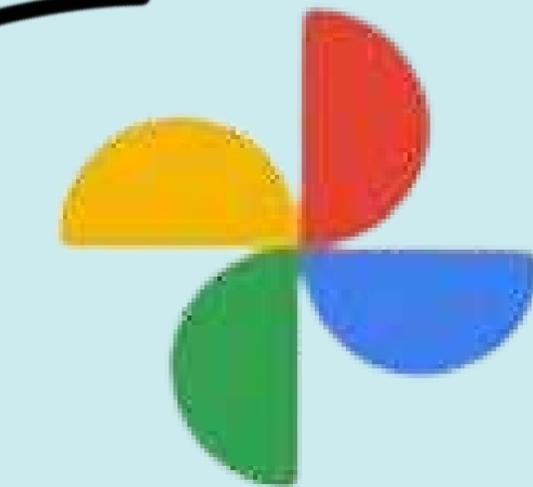
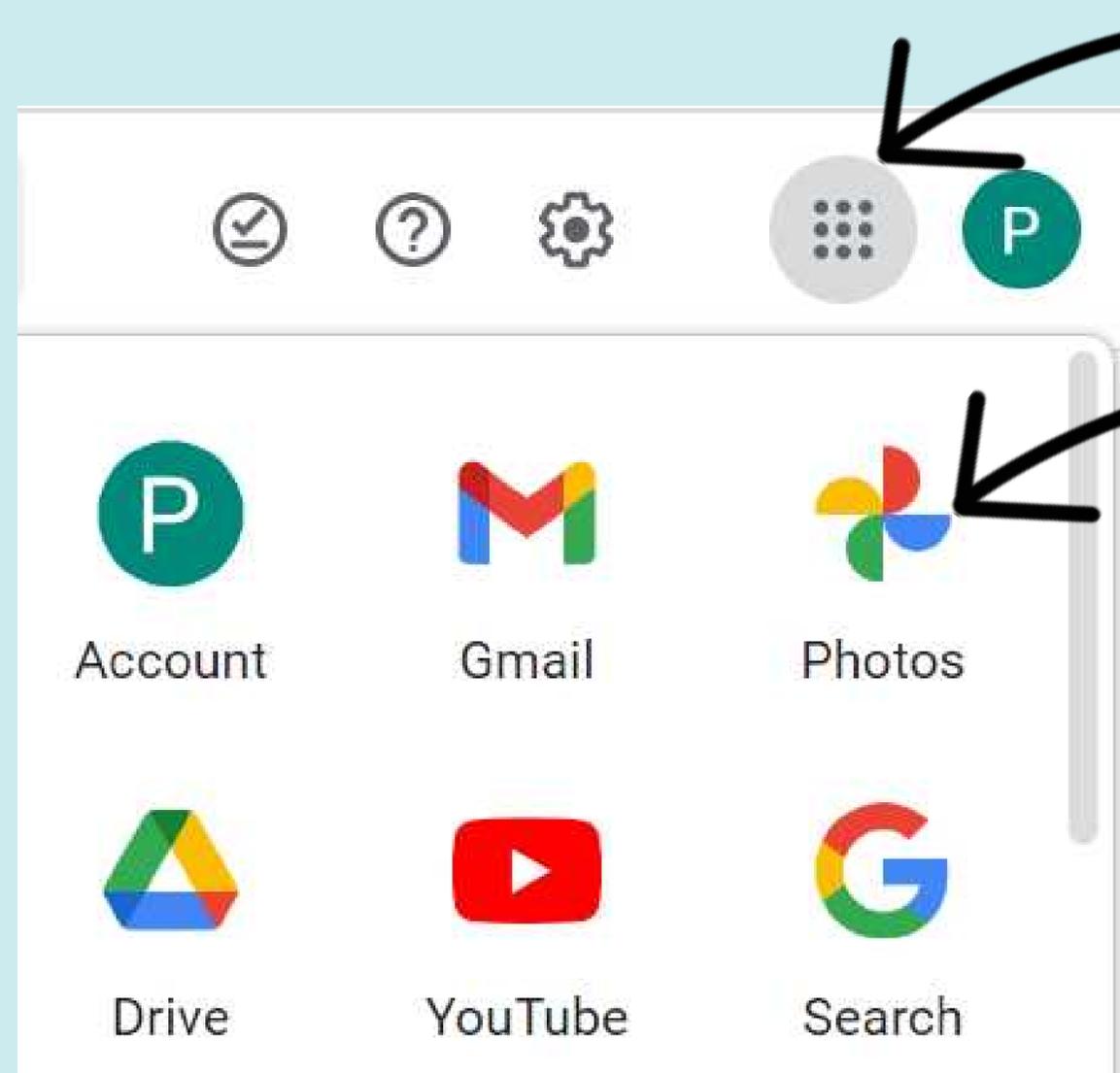
Google offers tutorials by clicking

[Learn more](#)

To access your Google Photos go back to the Waffle, then Click on the Photos



Gmail email

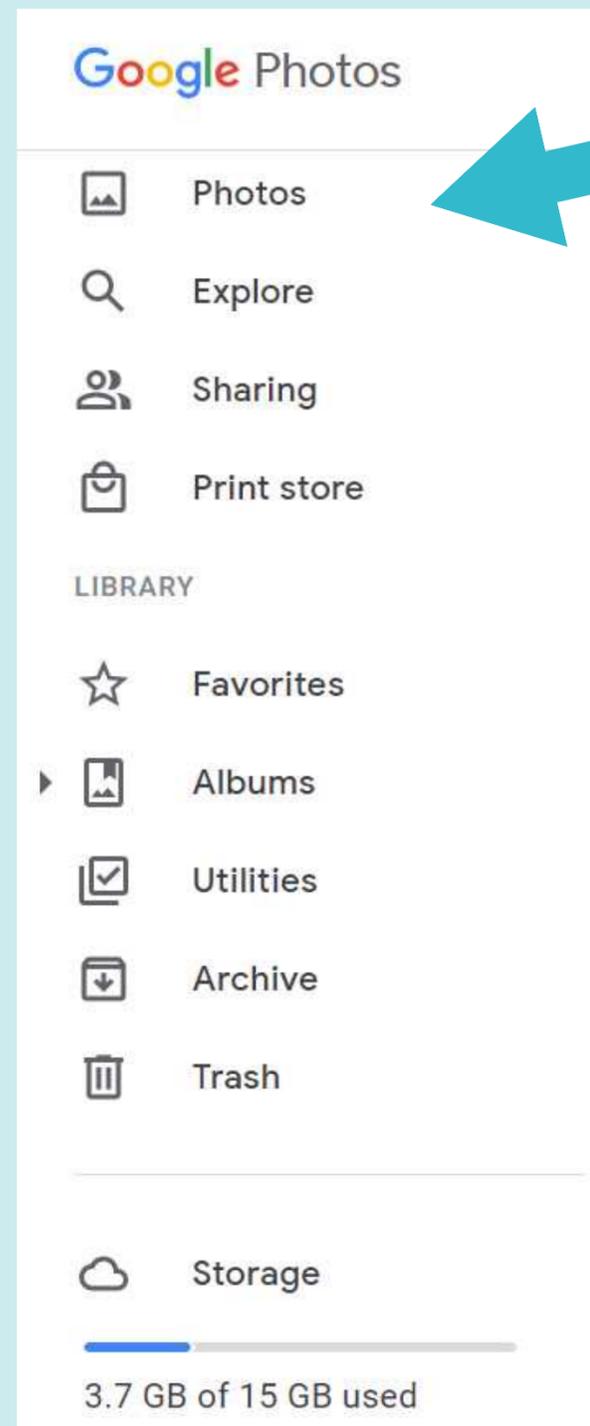


Google Photos

Note: Rearrange the icons by dragging to the desired position



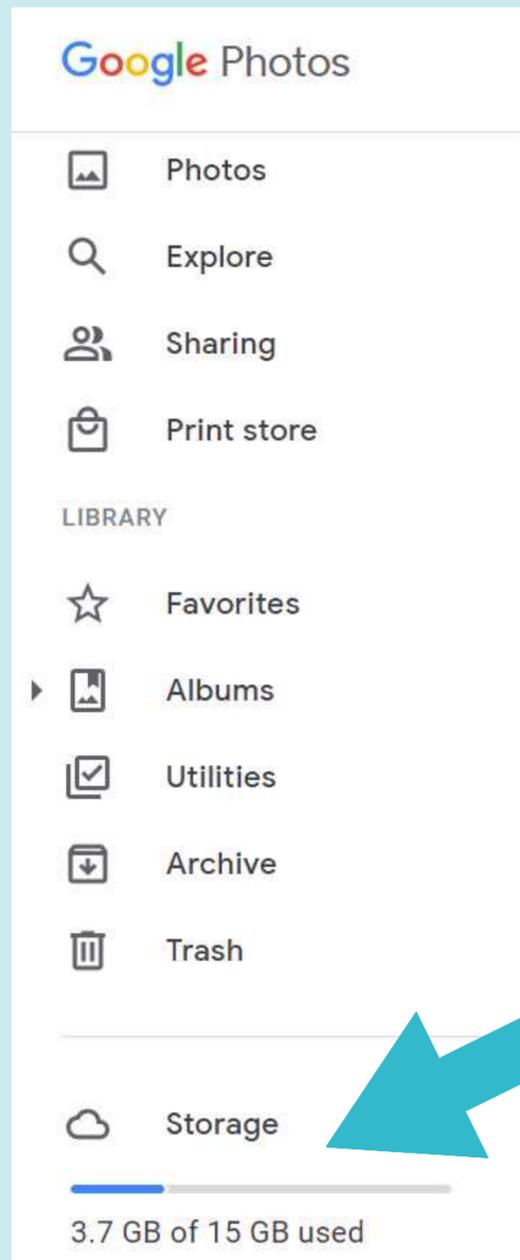
Google Photos



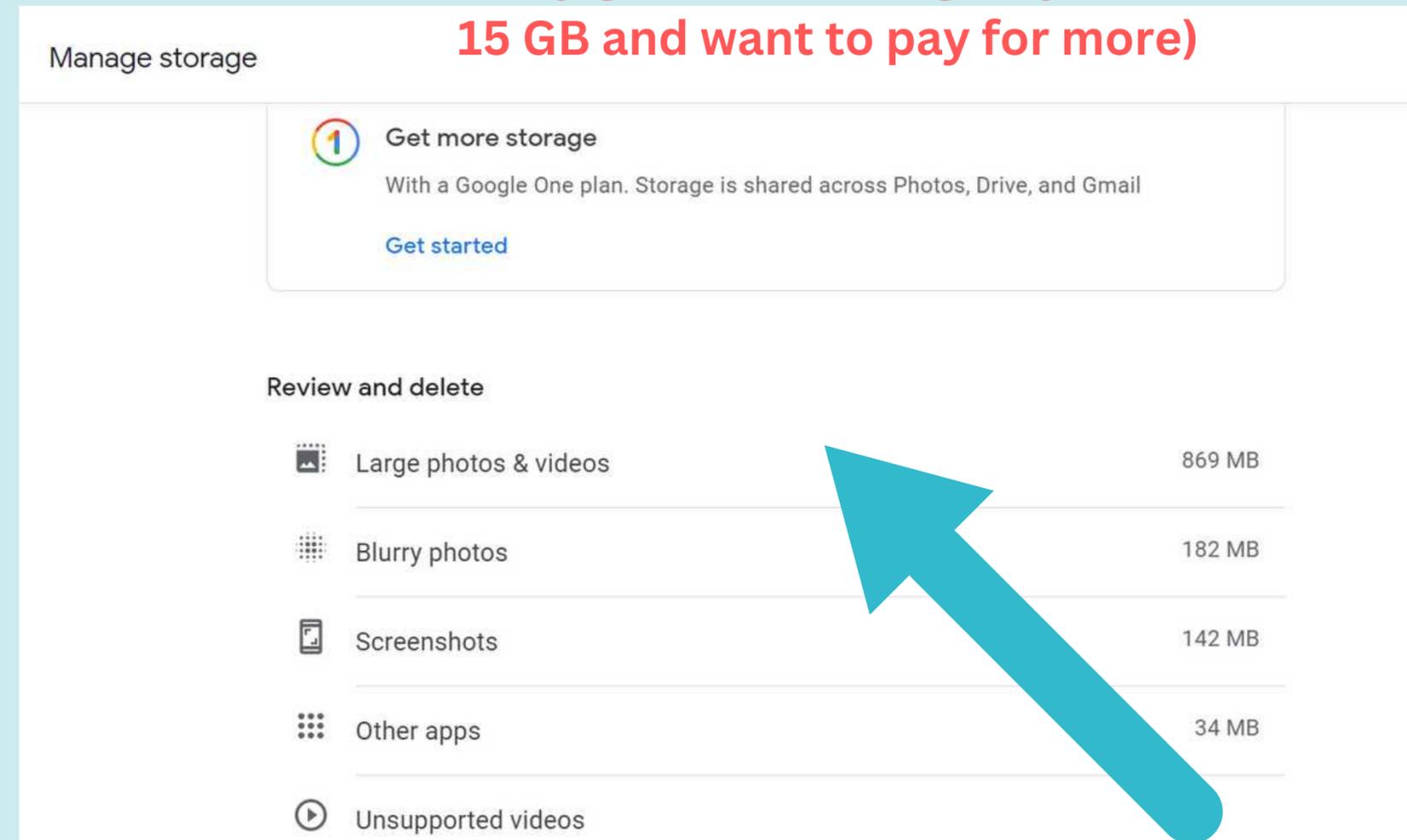
It's a good idea to Click and Explore by going down this list to get familiar with available options

Storage in Google Photos

Another option to access storage is in Google Photos



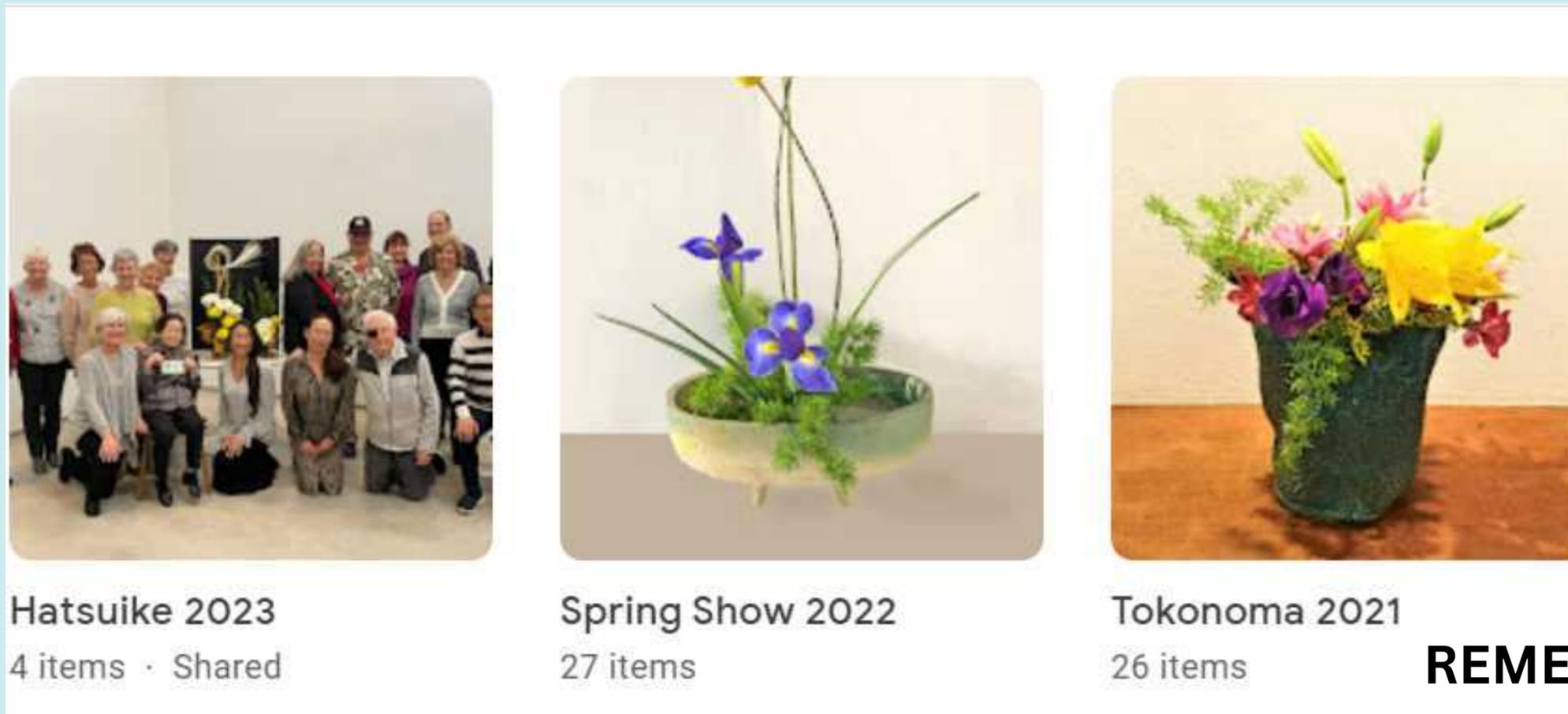
(Only get more storage if you run out of 15 GB and want to pay for more)



Options for reviewing photos to help keep your account FREE - 15 GB

Share a Photo or Album

Select what you want to share

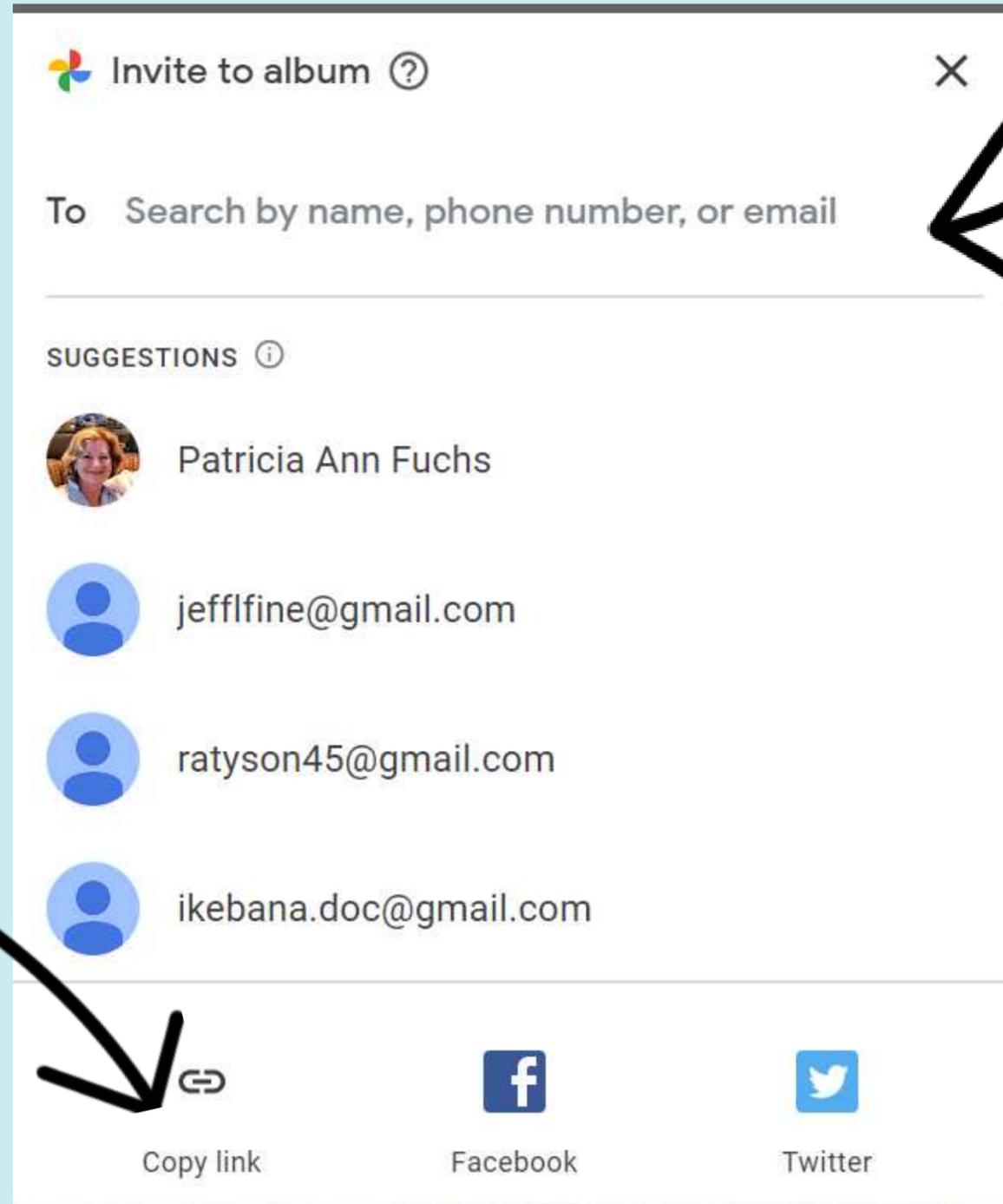
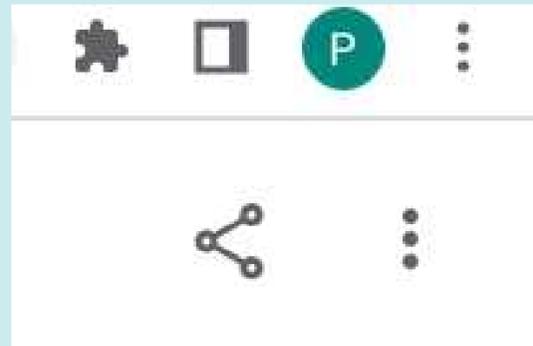


Share symbol

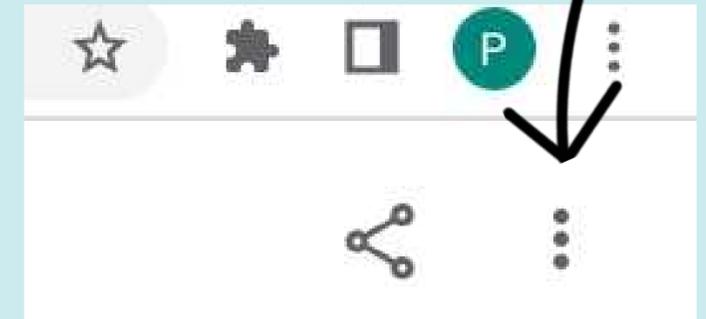
REMEMBER: When you share with someone they can also edit and that may be good for sharing with your board members

Share/invite a photo or album

Invite to album or photo name, phone or email



Delete here



Top right corner

Copy/paste link to email the album

NOTE:
It allows you to include a message describing what you're sharing (or any other info) to your email.

Compress PDF Files for optimizing storage space
This link allows one PDF document compression per hour
for FREE:

<https://www.freepdfconvert.com/compress-pdf>

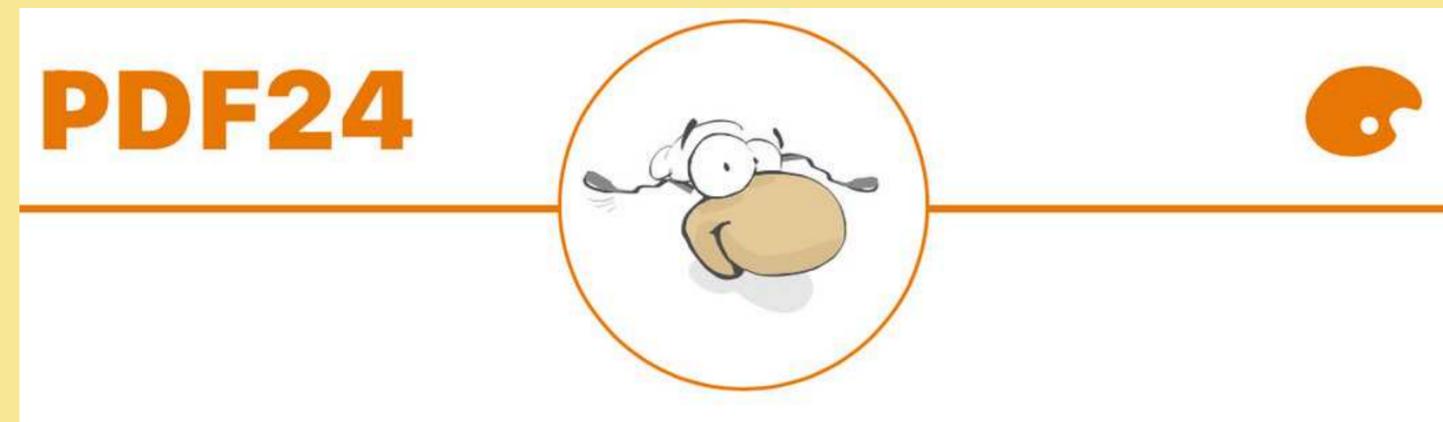


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If you Google COMPRESS PDF FREE you get tons of options. There are always new ones cropping up.

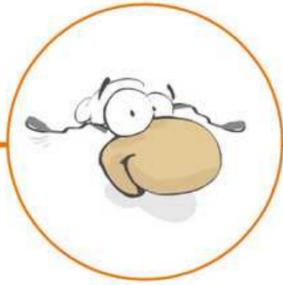
This one seems as though there is no limit or time constraint:

<https://tools.pdf24.org/en/all-tools>



Note: A 39MB PDF document will compress to about 1MB

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Homework Assignment:

- Check/assess your storage at the start
- Reduce storage by cleaning up, compare to before
- Upload Photos or Create an Album
- Share Photos or Album

Thank you.