WordPress Image Storage and Backup: Drop Box, Google Photos, iCloud

Image Storage Strategies and Backup Best Practices

Backup Options and Locations

1. Dropbox

Dropbox is a storage site for all kinds of files, including images. You can create folders and upload your images to them. There is no tagging options for Dropbox currently. We recommend changing the name of your images to search for them easily.

2. Google Photos

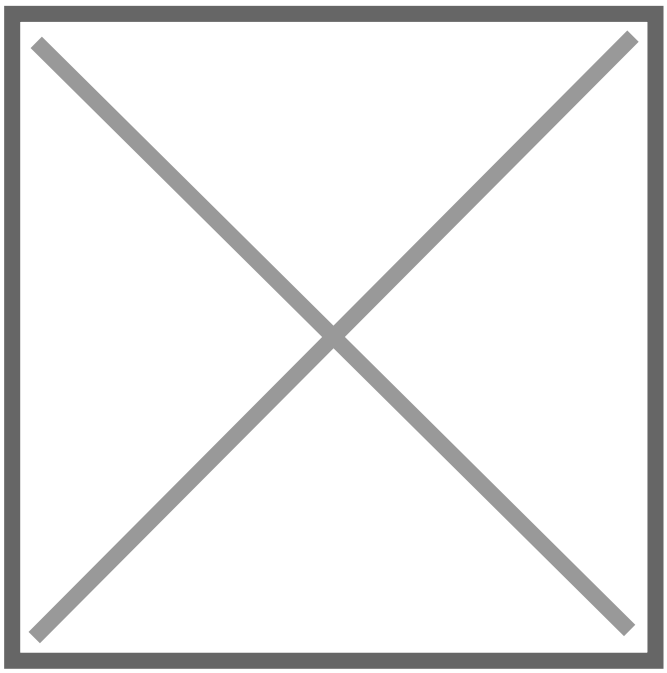
Google Photos is an online service that is similar to Google Drive. You can upload your photos, videos, animations, and movies onto Google Photos and store them into albums. You are also capable of adding a single image to multiple albums for organizational purposes (See our **How to add a single image to multiple albums** section below). Google will auto-tag your images which you can use to find specific images (Also see our **How to add your own tags** section below).

MLML students, staff, and faculty have unlimited storage space with Google (See G Suite for more information).

- **How to upload images:**
  - Option 1:
    - Select Upload
    - Select images and click Open

    - You have the option to upload your images as high quality at a reduced size or keep your images in its original resolution
  - Option 2:
    - Drag and drop your images onto the screen
  - Option 3:
    - Download the Backup and Sync application to **automatically** backup photos from your Mac or PC, phones, connected cameras, and SD cards
- **How to import photos from Google Drive:**
  - Check out this link to learn how to import your photos from Google Drive
- **How to add your own tags:**
  1. Select and open your image
  2. Select the info icon in the upper right corner and add tags through 'Add a description'
     You can now search through your images with those tags

     Example:



- **How to tag people or pets in your photos:**
  - Click on this link to learn how to tag people/pets
- **How to add a location to photos:**
  - Click on this link to learn how to edit the location of your photos
- **How to create an album:**
  - Click on this link to learn how to create albums
- **How to add a single image to multiple albums**
  - Scroll down to the "Add, upload, or remove photos and videos" sections under "Change items in your album" on Google's Support Page
- **How to transfer your images from one account to another?**

- If you have all of your personal photos linked to one account, but would like to separate them into another account here's how you can change the ownership of those photos

3. iCloud

iCloud is an iOS based cloud storage system that lets you store your photos, videos, documents, notes, contacts, and more. You can sync multiple Apple products together for easy access and automatic backup.

- **How to sync with Mac:**
  - Click on this link to sync your Mac to iCloud
- **How to sync with Windows**
  - Click on the following link to sync your Windows to iCloud

4. Other Options

For more options, please see our OneDrive and Flickr KB Posts.

Backing Up Photos On Your Phone

For computer backup, see our Computer Backup & Storage Page.

1. iOS

- **Syncing your iPhone/iPad to iCloud:**
  1. Tap **Settings**
  2. Tap on the **Apple ID banner** at the top of the screen
     1. Make sure you're using the same apple ID as your other Apple products
  3. Select **iCloud**
  4. Tap **Photos**
  5. Tap **iCloud Photo Library** to enable it
  6. Enable **Upload to My Photo Stream** to enable instant photo and video sync over Wi-Fi
     1. Save memory on your iPhone by selecting **Optimize Storage** or **Download and Keep Originals** options
        1. Optimize Storage will store your original photos onto iCloud, but keep low resolution versions of your photos on your iPhone

- **Other options:**
  - You can always download other applications onto your phone to connect it online or with other products

2. Android

- **Syncing your phone to Google Photos**
  1. Make sure to download the **Google Photos app**, if needed
  2. Open the app and sign into your **Google Account**
  3. At the top, tap **Menu**
  4. Select Settings and then **Back up & sync**
  5. Tap "**Back up & sync**" on or off
     1. Changing backup settings will affect all apps that use Back up & sync, such as Google Drive
     2. If you have Back up & sync on, deleting the Google Photos app from your device will not turn it off. To turn off Back up & sync, follow the instructions above.
- **Syncing your phone to Google Drive:**
  1. Open the **Google Drive app**
  2. Tap **Menu**
  3. Tap **Backups**
  4. Tap on the backup you want to manage
     1. If you are using multiple Google accounts, you can choose which account you want to upload your images to
- **Other options:**
  - You can always download other applications onto your phone to connect it online or with other products

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