






Store and Print Tablet Photos

Google Photos can be used to store and print photos from a tablet (e.g. iPad, Android device) in an Aberdeen City school. Google for Education accounts are available to staff and learners in Aberdeen City. Staff accounts can be requested by emailing: **learntechteam@aberdeencity.gov.uk**

1. Download and open the Google Photos mobile app.
2. Select **Get Started**.
3. When you see '*Google Photos Would Like to Access Your Photos*' select **OK**.
4. Log in with your Google account.

If you are the only person who uses the device, you can choose to '**Backup & sync**' which will automatically backup all of your photos to your unlimited Google storage. If the device is shared (or if you would prefer to select which photos are uploaded), turn off *Backup & sync*. You can use Google Photos to delete already backed-up photos to free up storage.

How to upload photos and videos:

5. Select **CONTINUE**.
6. Choose if you want to be notified when someone shares a photo with you or not, then select  
7. Press and hold on the first photo or video you wish to add to Google Photos. Next, select any other photos or videos to be uploaded.
8. Select  in the top right-hand side of the app then select **Back up**.

How to print:

9. On a Windows PC or laptop, use Google Chrome to navigate to **<https://photos.google.com>** then sign in with your Google account.
10. Hover your mouse over each photo you want to print on a single page and select the circular tick box.
11. Select **+** in the top right-hand corner then **Collage**.
12. Select **File** then **Print** to finish. Repeat for each page you wish to print.

You can organise and download your files using **Google Drive**. This can be accessed via the Google Drive mobile app or by navigating to: **<https://drive.google.com/drive/my-drive>**