

Store, Retrieve and Delete Information on the Mobile Device (Apple iOS)



Content

Introduction	2	Delete a Bookmark	9
Cyber Security Tips	3	Save a Document	11
Take a Screenshot	4	Retrieve a Document	13
Retrieve a Photo, Video or Screenshot	5	Delete a Document	14
Delete a Photo, Video or Screenshot	6		
Bookmark a Website	7		
Retrieve a Bookmark	8		



Introduction

It is meant for everyone with or without any digital experience but is interested in finding out more about essential digital skills for daily living.

The essential skills are grouped into 5 competency areas as shown in the diagram.

Learning outcome of Explore Information Online competency:

Able to store, retrieve and delete information on the mobile device.

DSL

The following guide is based on common software icons and mobile device settings. Please note that certain features may differ across different mobile devices and models.

The Digital Skills for Life (DSL) Guide is a series of booklets which comprise of:

- step-by-step instructions and
- quick tips

to help you get online confidently and safely.



Cyber Security Tips

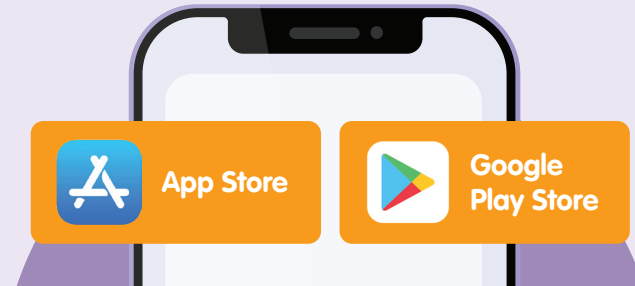
To stay safe while storing, retrieving and deleting information on your mobile device, please keep to the following:



Secure your mobile device by locking it with either a Passcode, Face ID or Pattern (only applicable for Android devices) to prevent unauthorized access to your personal information.



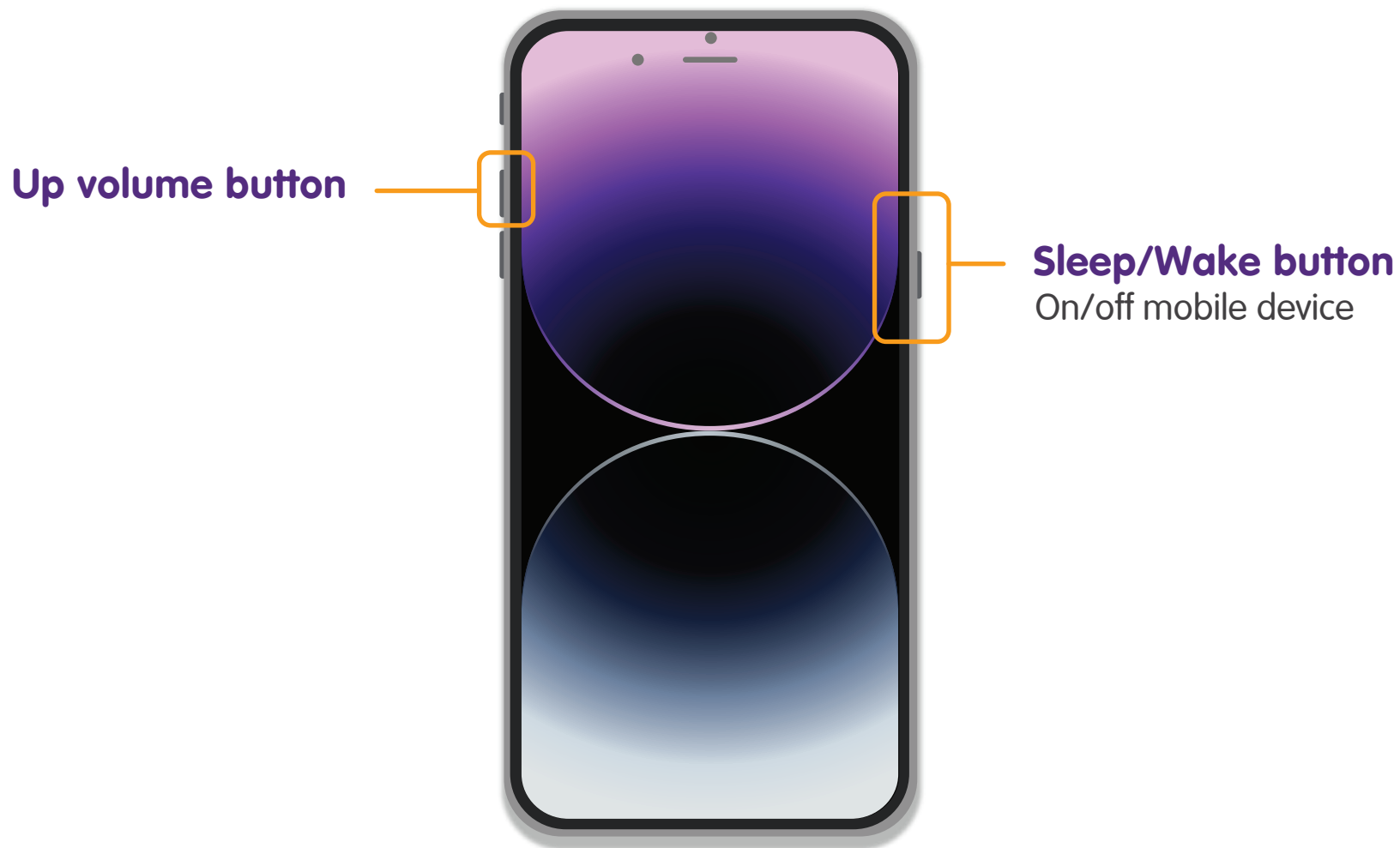
Check for updates and **update your app promptly** to protect your devices from known security vulnerabilities.



Download apps from **official** sources.

Take a Screenshot

Taking a photo, video or screenshot is one of the methods to store information on your mobile device. The following steps will guide you to store, retrieve and delete photo, video or screenshot on your mobile device.



Press the "**Up volume button**" on the left and "**Sleep/Wake button**" on the right simultaneously to take a screenshot.

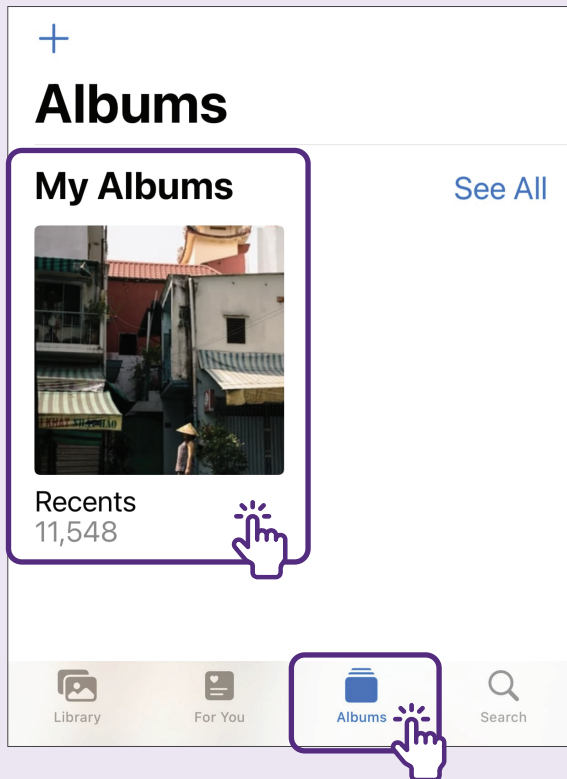
Retrieve a Photo, Video or Screenshot

1 Select Photos



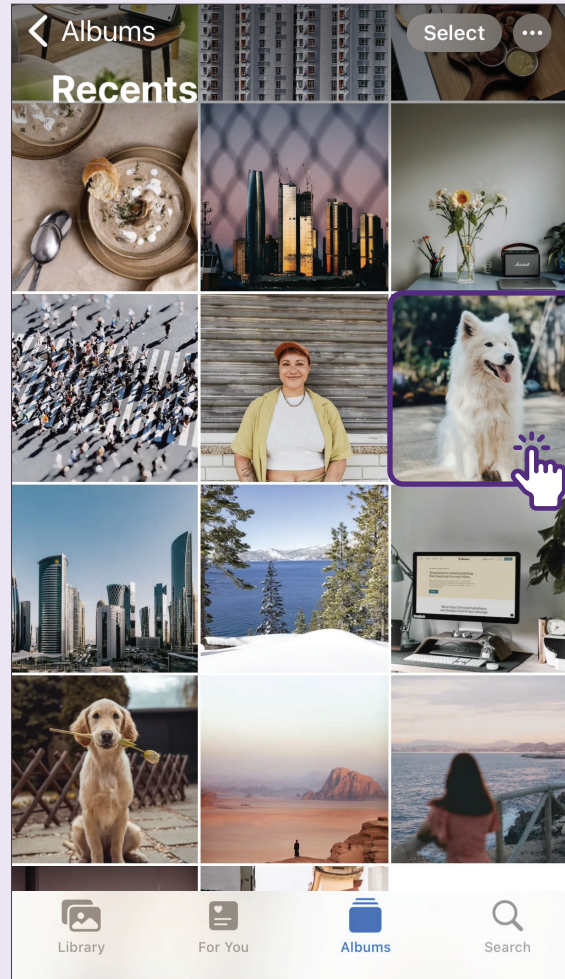
Find and tap the "Photos" icon.

2 Select Gallery View



Tap on the folder you wish to view.

3 Select Image/Video



Tap on the photo or video thumbnail you wish to view.

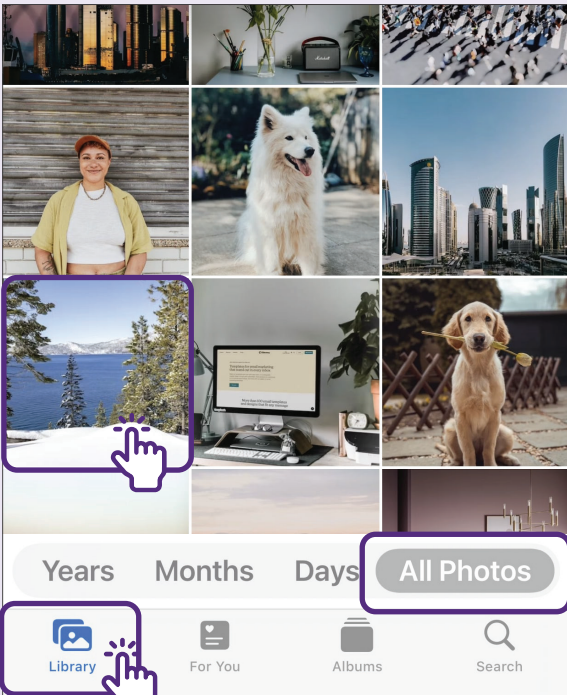
Delete a Photo, Video or Screenshot

1 Select Photos



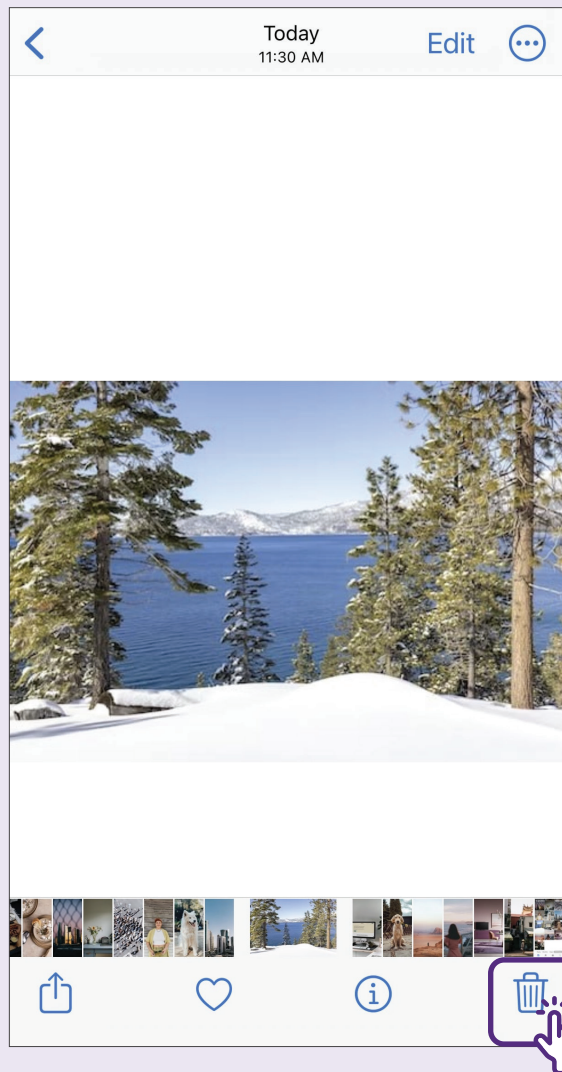
Find and tap the "Photos" icon.

2 Select Photo/Video/ Screenshot

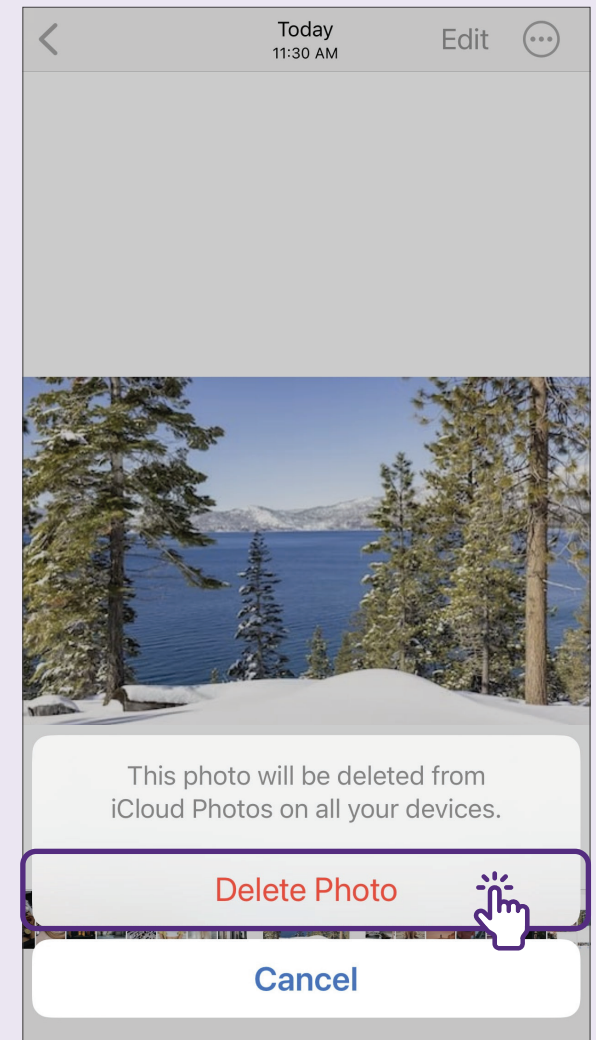


Tap on "Library" and select the photo or video to delete.

3 Delete Photo/Video/ Screenshot



4 Select Delete Photo



Bookmark a Website

When you come across a website that you wish to revisit while browsing the Internet, you can bookmark it.

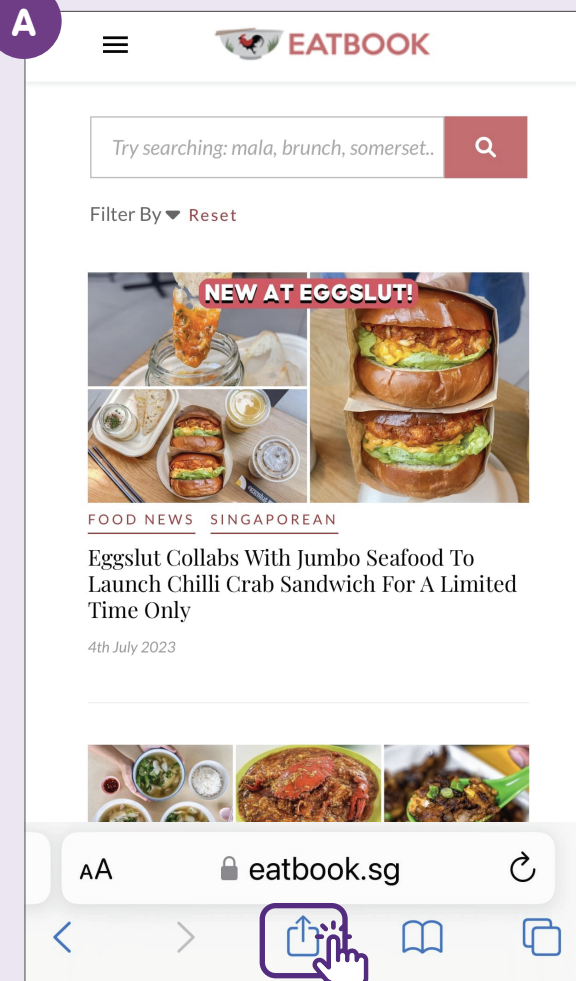
The following steps will guide you to bookmark a website, retrieve the bookmark and delete it if you no longer need it.

1 Select Safari

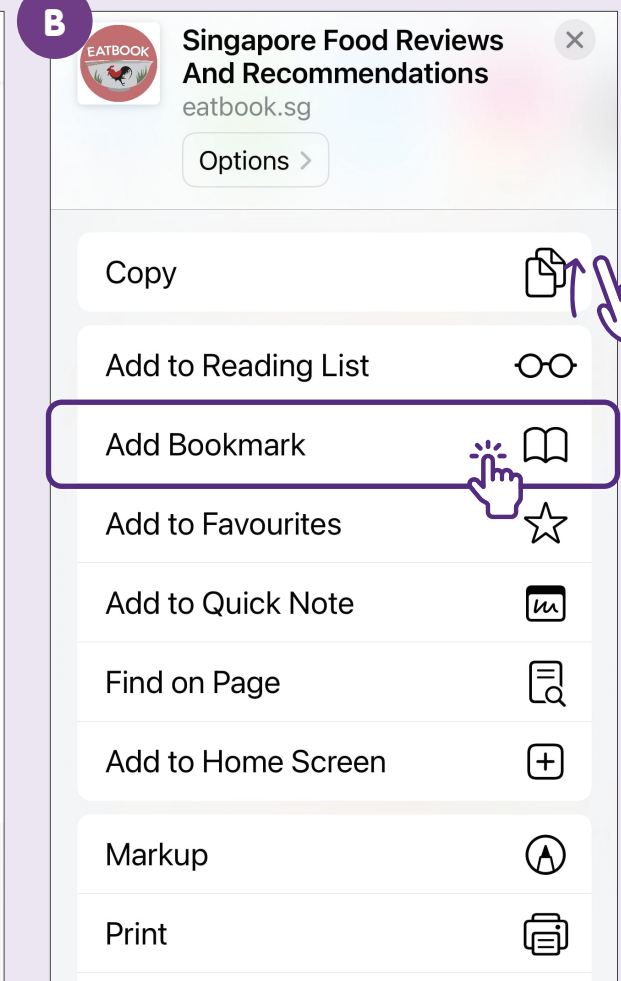


Find and tap the "Safari" icon.

2 Add Bookmark



Go to your desired website and tap on "Share" icon.



Tap "Add Bookmark" and tap "Save".

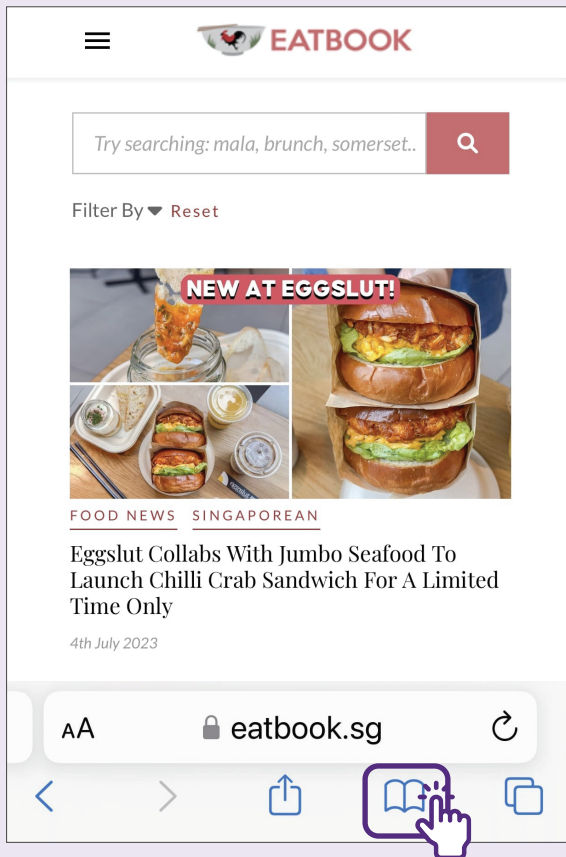
Retrieve a Bookmark

1 Select Safari

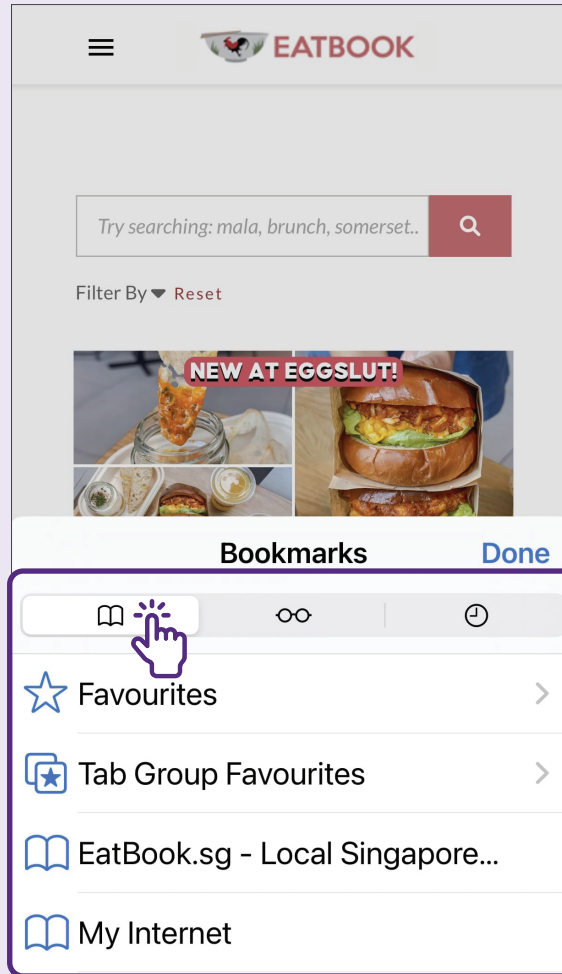


Find and tap the "Safari" icon.

2 Tap on Bookmark icon



3 Select Website



From the bookmarks tab, tap a bookmark to go to the website.

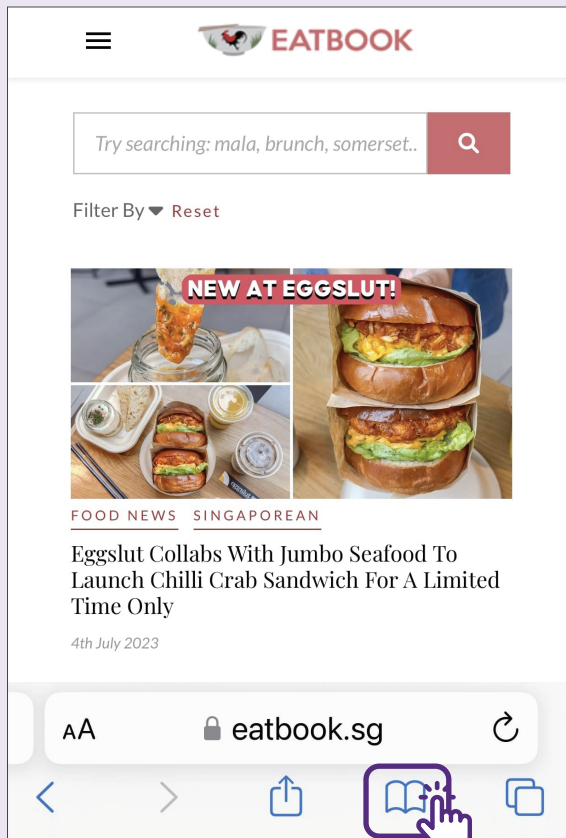
Delete a Bookmark

1 Select Safari

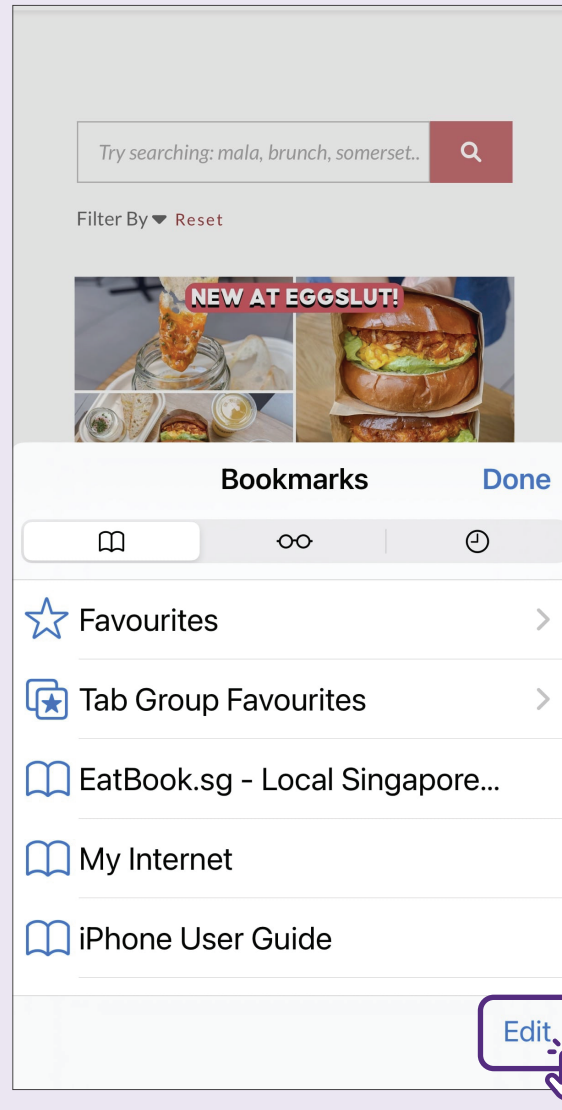


Find and tap the "Safari" icon.

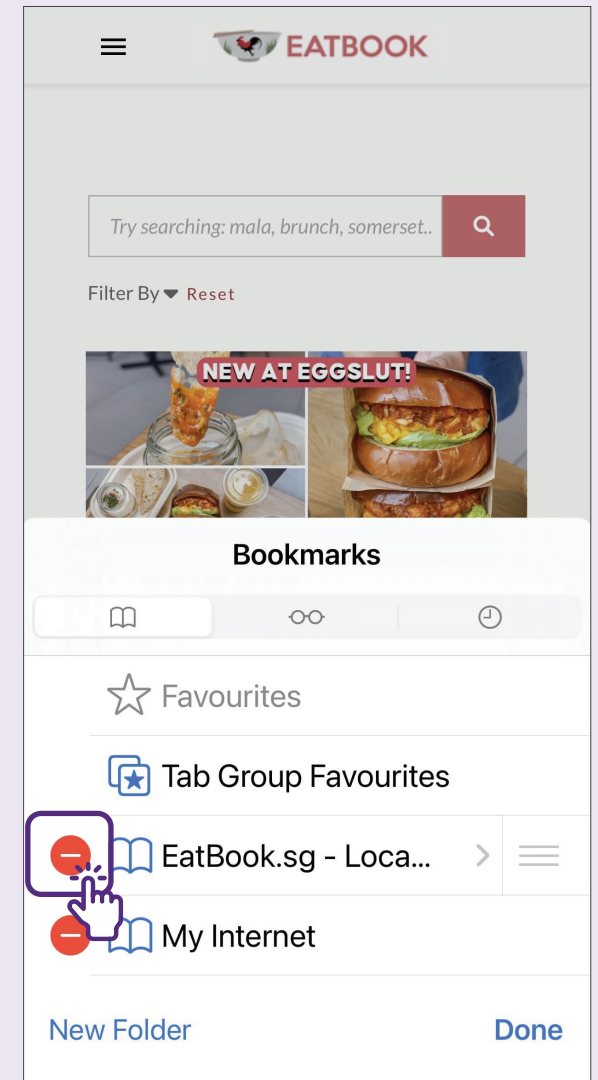
2 Tap on Bookmark icon



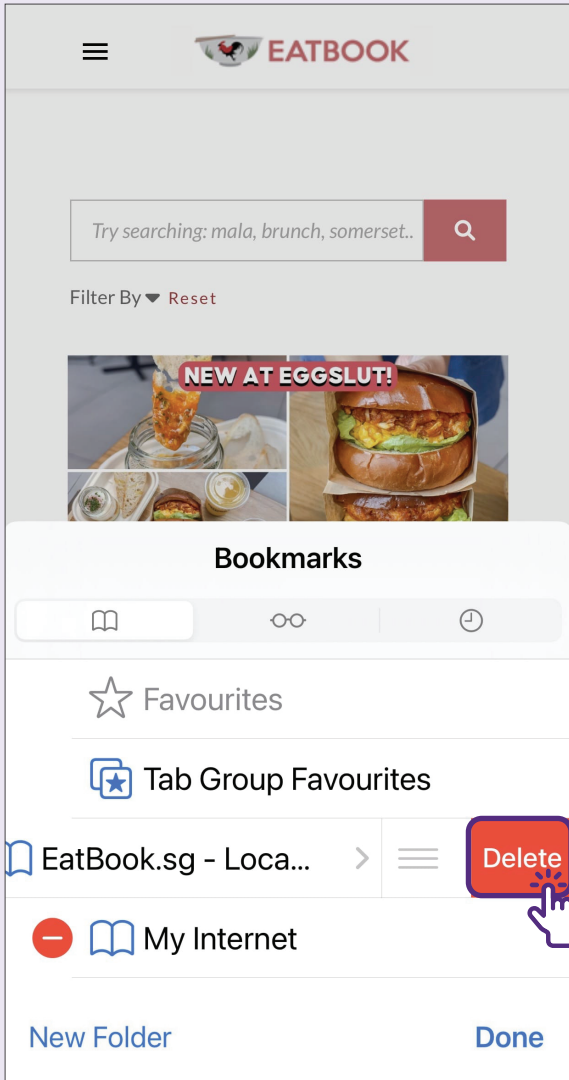
3 Tap on Edit



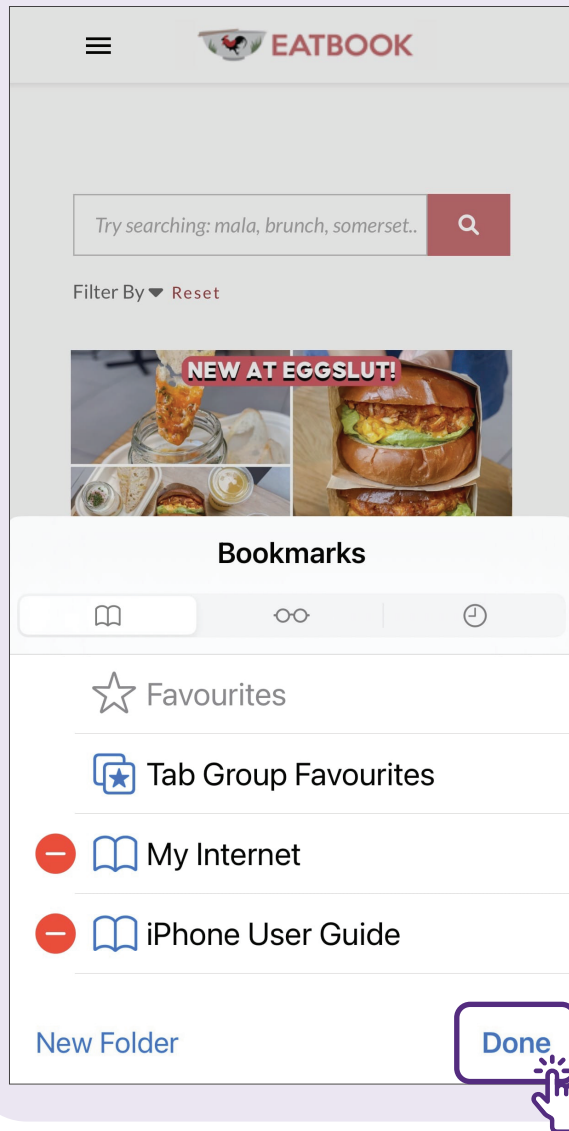
4 Tap on Minus icon



5 Tap on Delete



6 Tap on Done

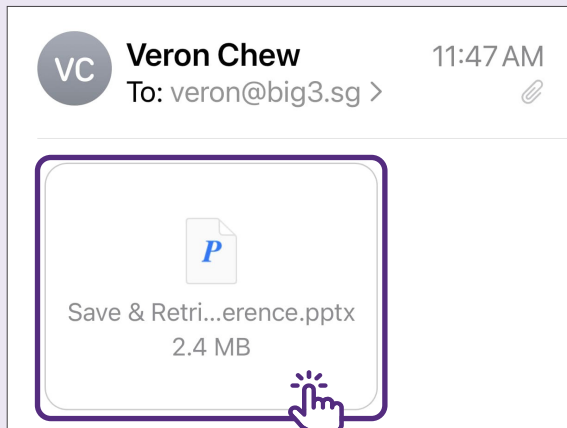


Save a Document

When you receive documents as attachments through emails or instant messages, you can save them in your mobile device for easy retrieval without the need to search through your emails or instant messages to find them.

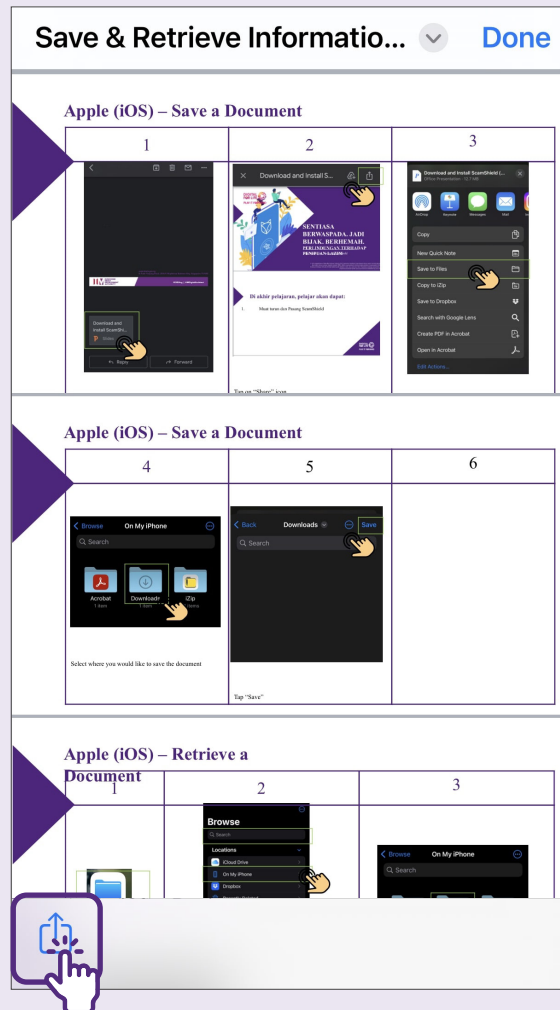
The following steps will guide you to save, retrieve and delete a document on your mobile device.

1 Open a Document

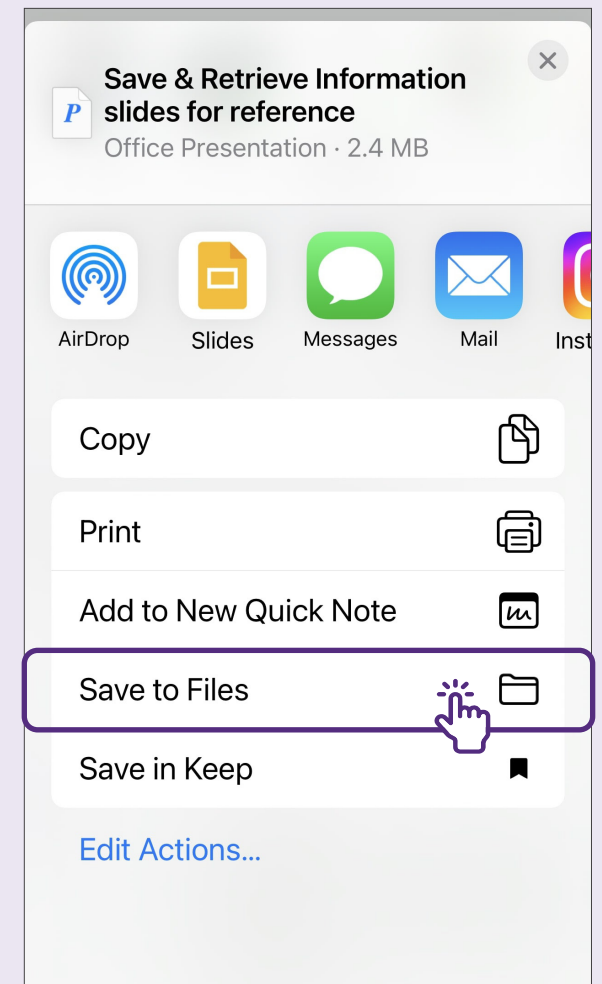


Open the document you want to save.

2 Tap on Share icon

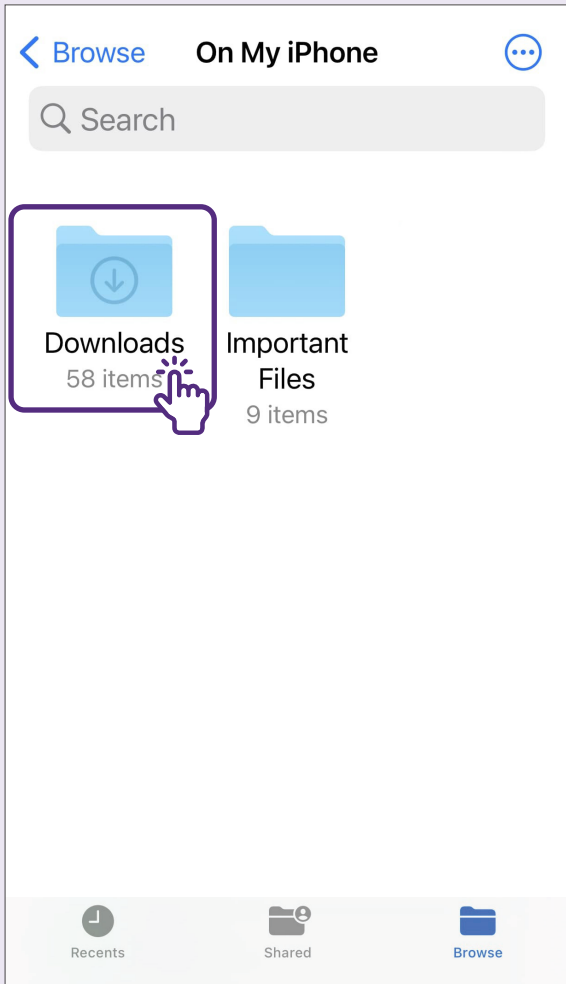


3 Save to Files



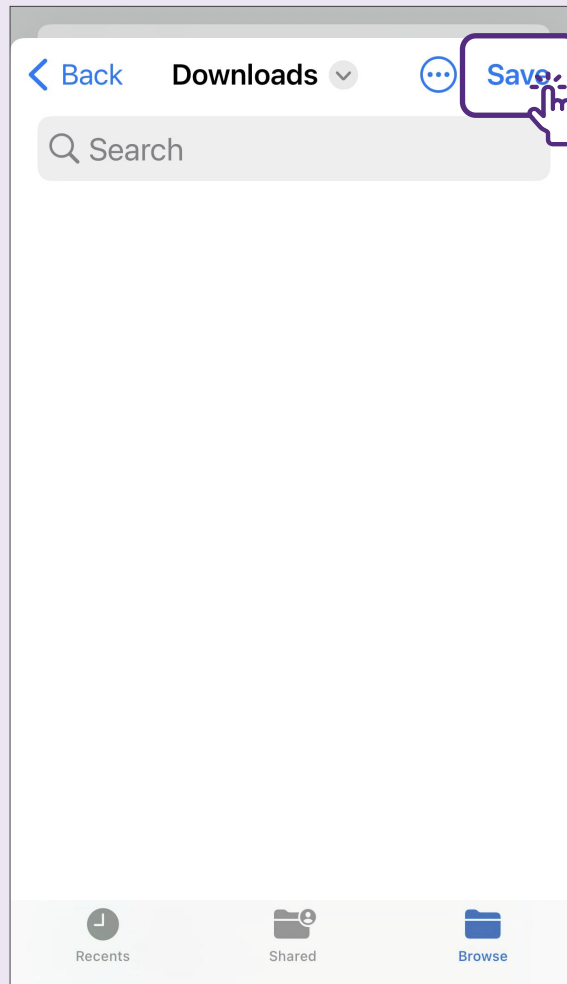
Select "Save to Files".

4 Select Save Location



Select where you would like to save the document.

5 Save File



Tap **"Save"**.

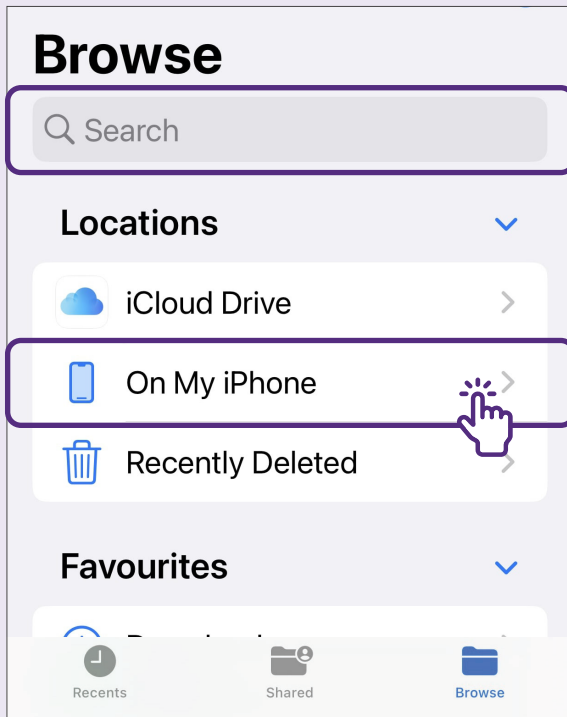
Retrieve a Document

1 Select Files



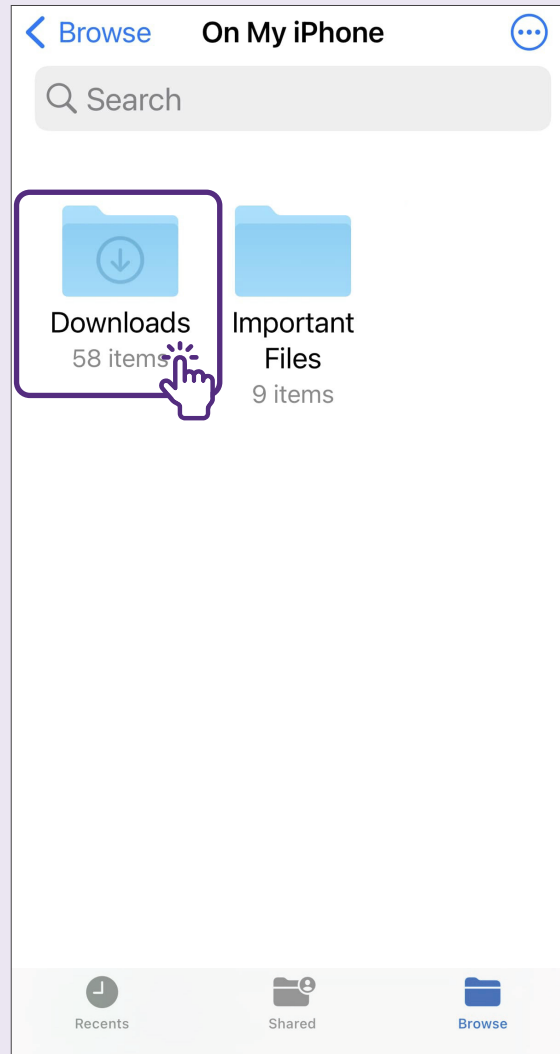
Find and tap the **"Files"** icon.

2 Search for a File

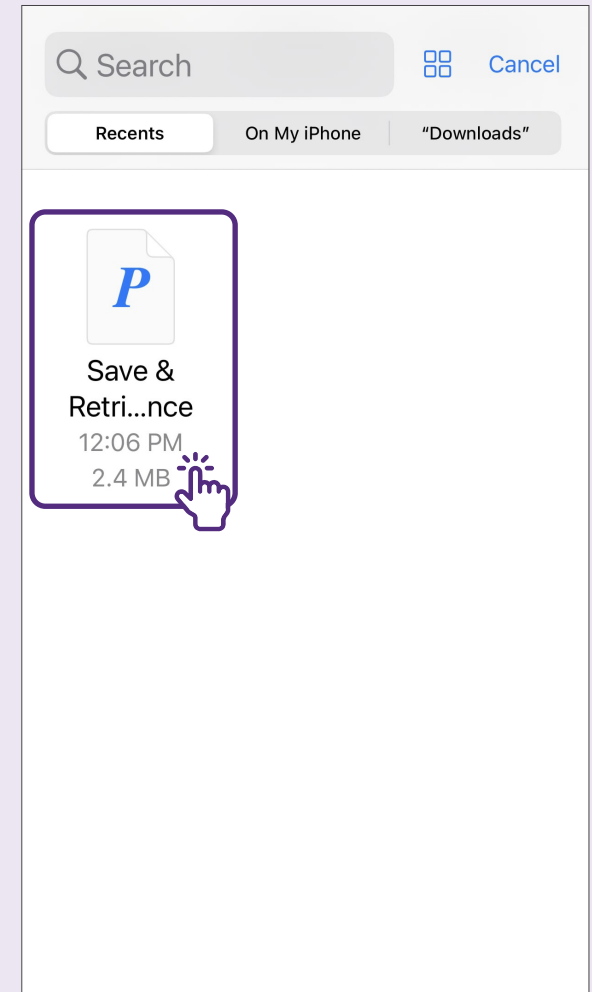


Tap on **"Browse"**, then either do a search in the search bar or tap on one of the **"Locations"** to find the file.

3 Select Folder



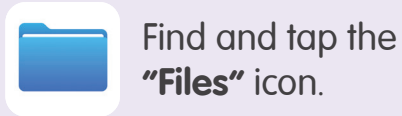
4 Retrieve File



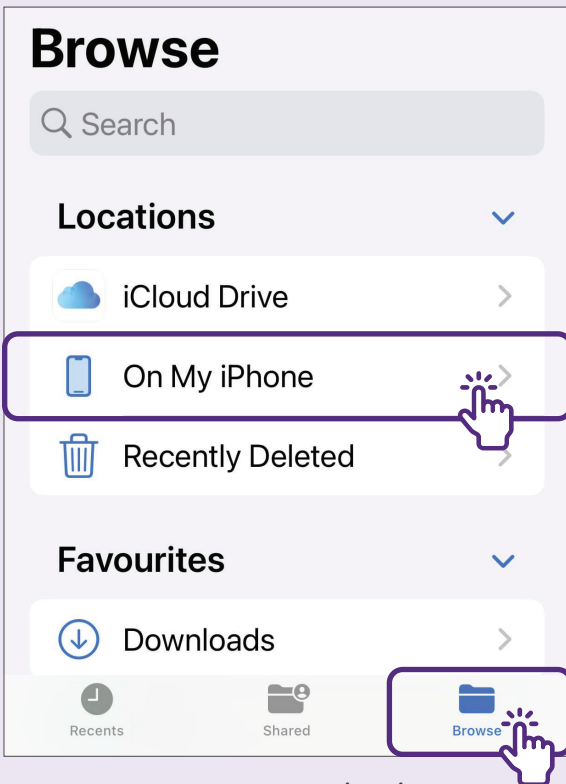
Select the file you want to view.

Delete a Document

1 Select Files

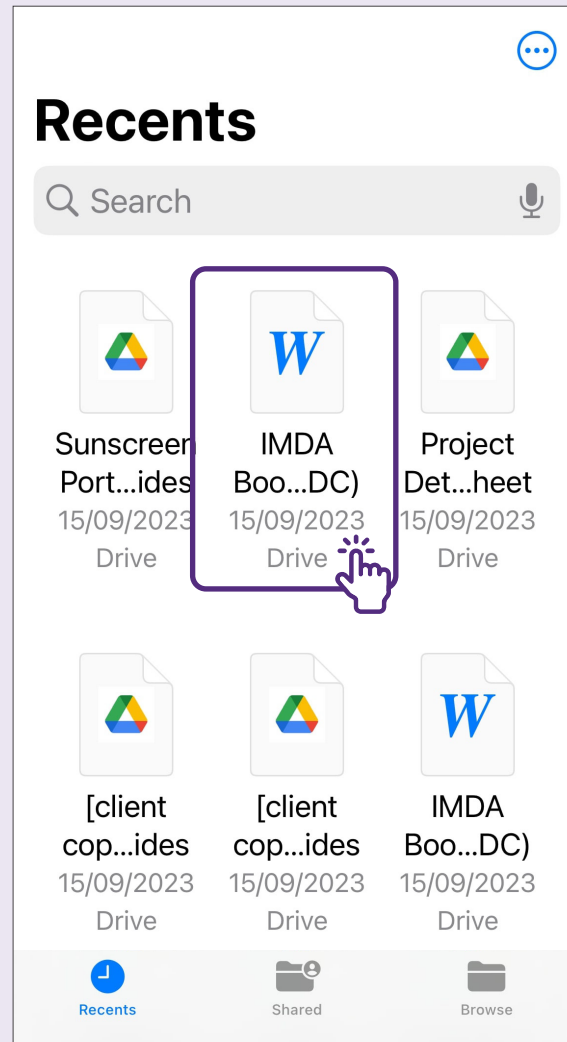


2 Search for a File

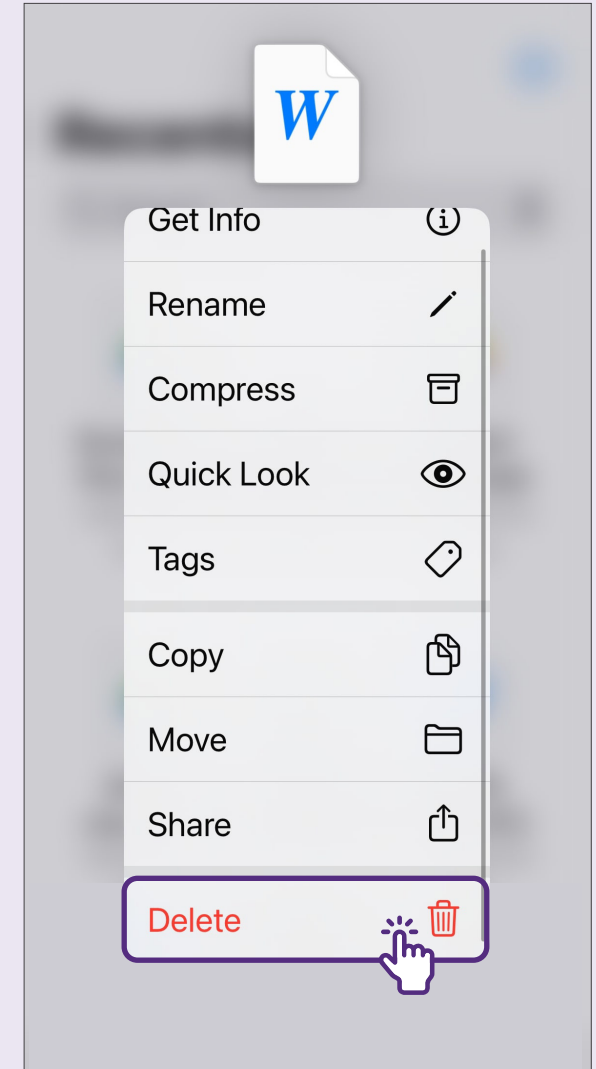


Tap on "Browse" and select "On My iPhone".

2 Tap and Hold on the File to Delete



3 Select Delete



**For more information and
to find your nearest SG
Digital community hubs:**

IMDA Contact Centre

+65 6377 3800
info@imda.gov.sg

© 2023 Info-communications Media Development Authority. All rights reserved.
No part of this resource may be used or copied without explicit consent from IMDA.
Materials used in connection with this guide may also be subject to copyright protection.
These are not limited to: documents, slides, images, audio, and video. Unauthorized retention,
duplication, distribution, or modification of copyrighted materials is strictly prohibited.