

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



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Introduction

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.

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.



Cyber Security Tips

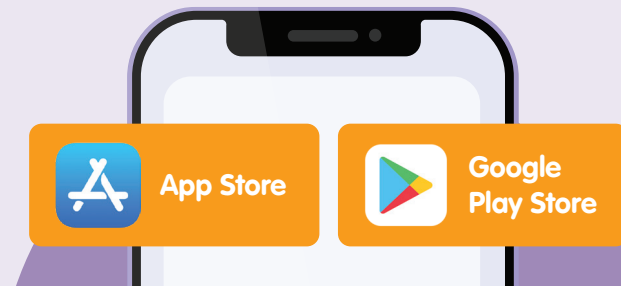
To stay safe while storing, retrieving and deleting information on your mobile device, please keep to the following:



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.



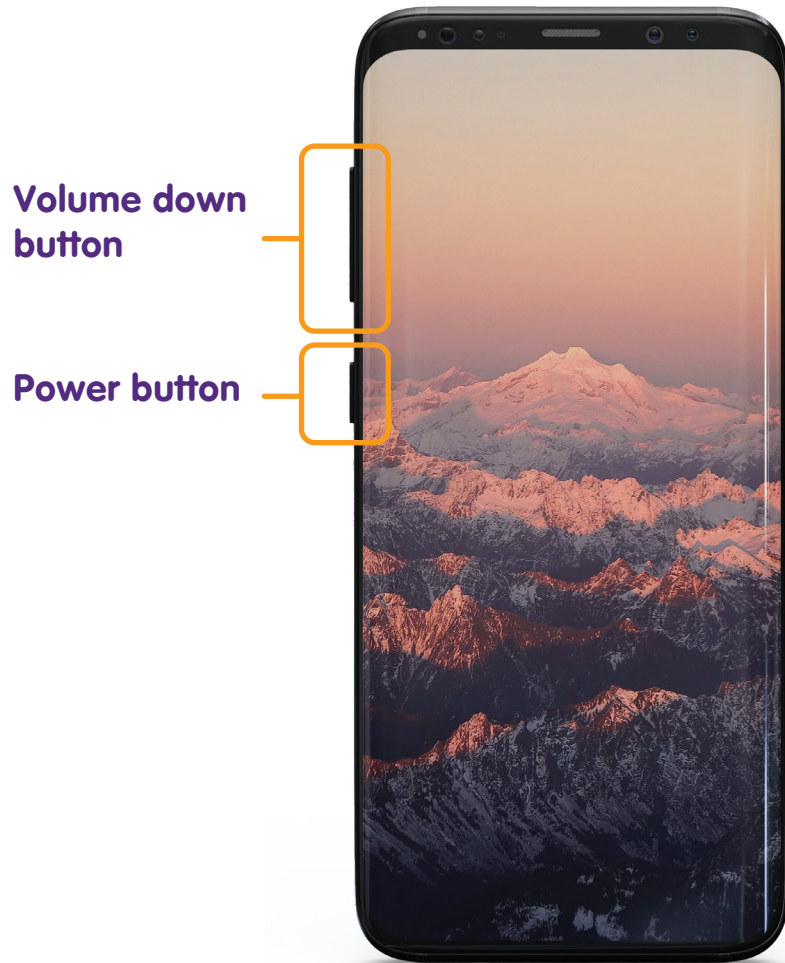
Check for updates and **update your app promptly** to protect your devices from known security vulnerabilities.



Download apps from **official** sources.

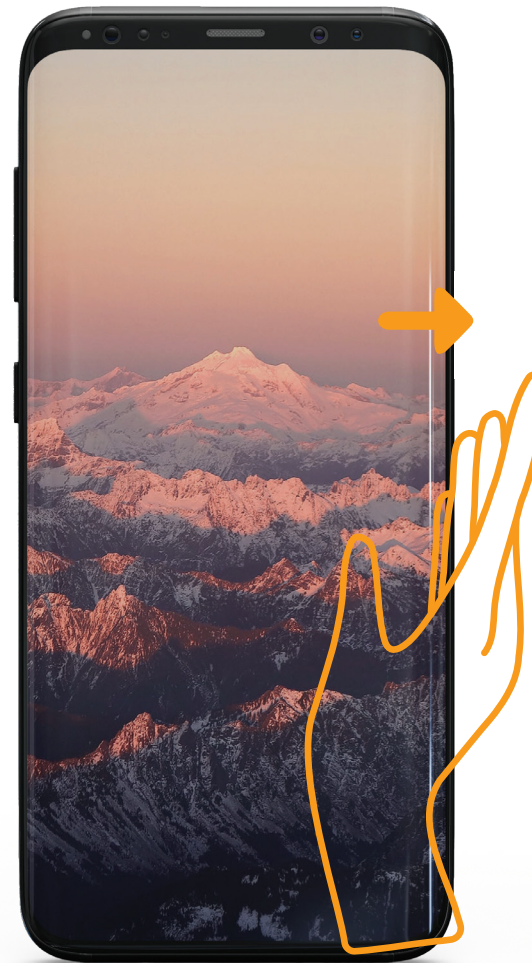
Take a Screenshot

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 **“Volume down”** and **“Power”** buttons simultaneously to take a screenshot.

Or



Palm swipe from left to right to capture a screenshot.

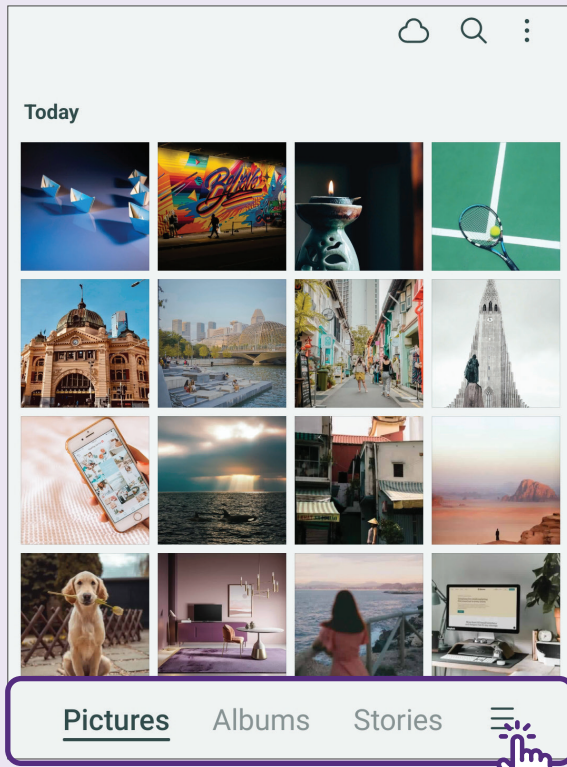
Retrieve a Photo, Video or Screenshot

1 Select Gallery



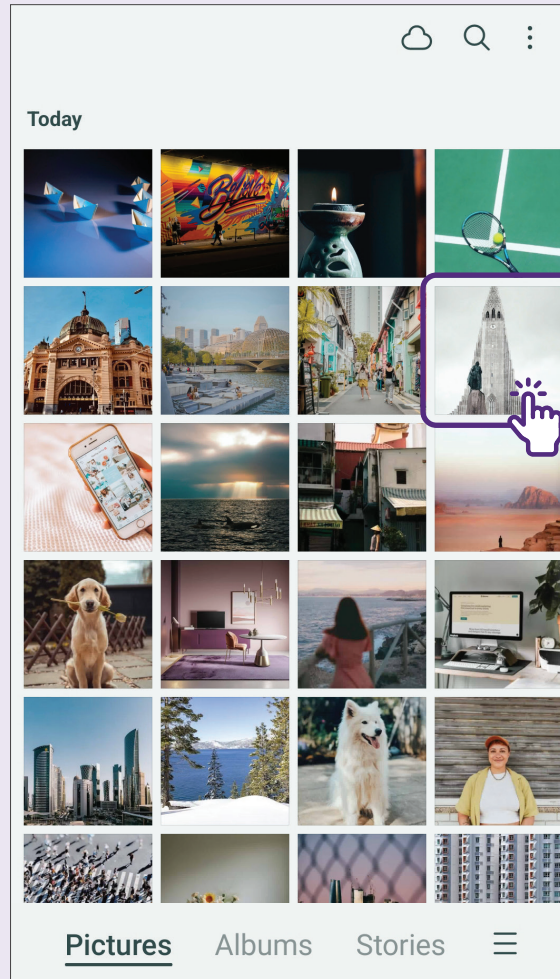
Find and tap the "Gallery" icon.

2 Select Gallery View



Tap on the folder/album you wish to view.


3 Select Image/Video



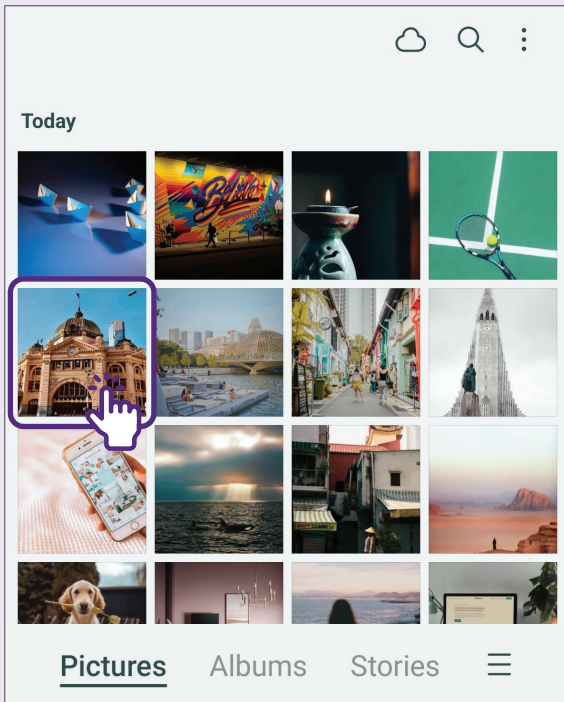
Tap on the photo or video thumbnail you wish to view.

Delete a Photo, Video or Screenshot

1 Select Gallery

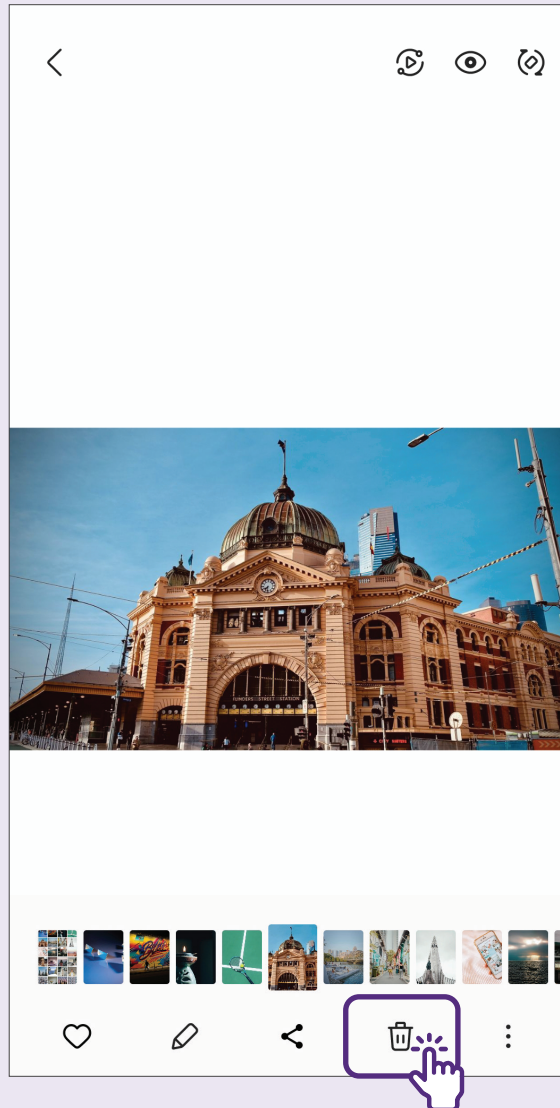
 Find and tap the "Gallery" icon.

2 Select Photo/Video/Screenshot



Tap on the photo/video/screenshot you wish to delete.

3 Delete Photo/Video/Screenshot



Tap on the "trash bin" icon to delete. To delete multiple files, press and hold to select those you want to delete.

Bookmark a Website

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

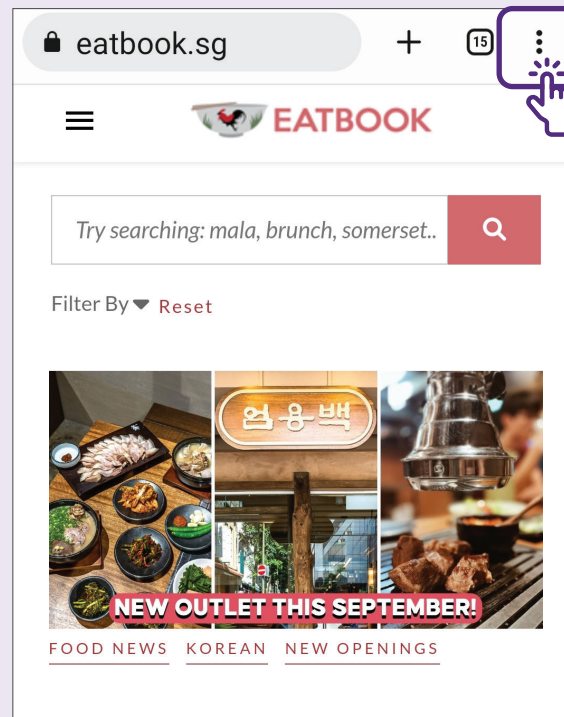
The following steps will guide you to bookmark a website, retrieve the bookmark and delete it if you no longer need it.

1 Select Google Chrome



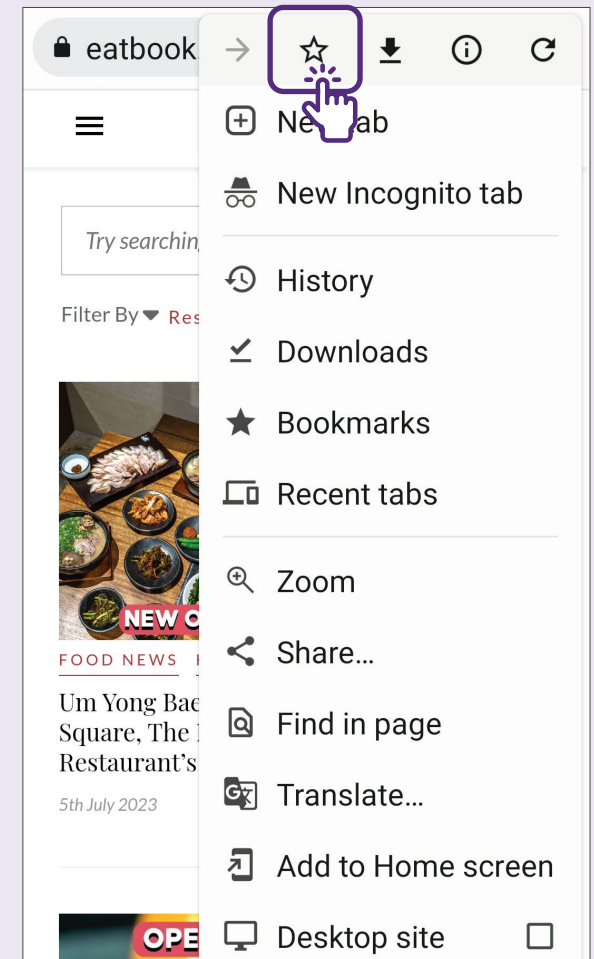
Find and tap the "Google Chrome browser" icon.

2 Tap on 3-dots Menu



Go to your desired website and tap the 3-dots menu.

3 Bookmark the Website



Tap on the star to bookmark the website.

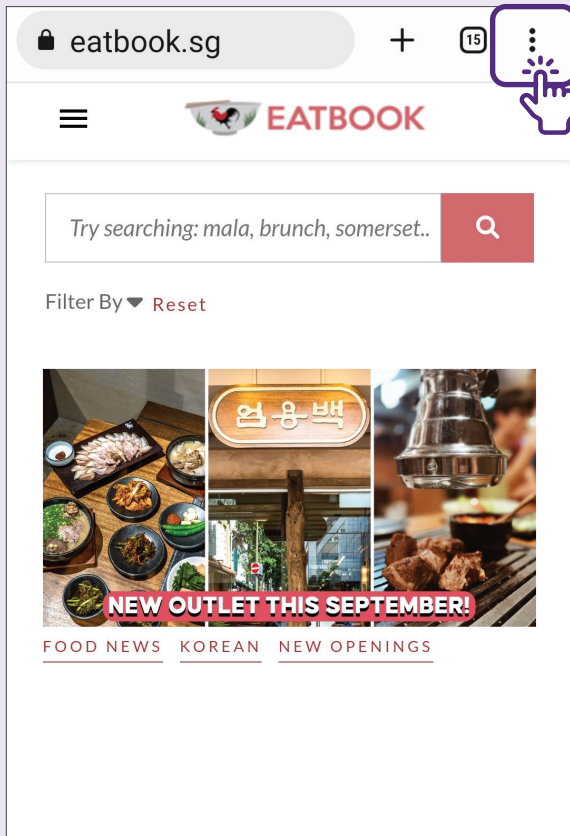
Retrieve a Bookmark

1 Select Google Chrome

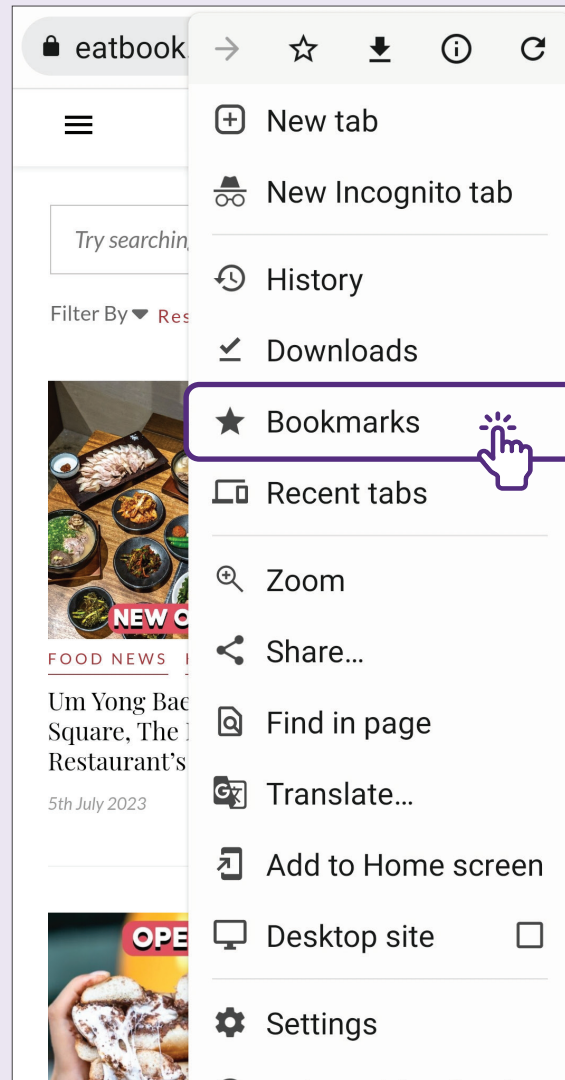


Find and tap the "Google Chrome browser" icon.

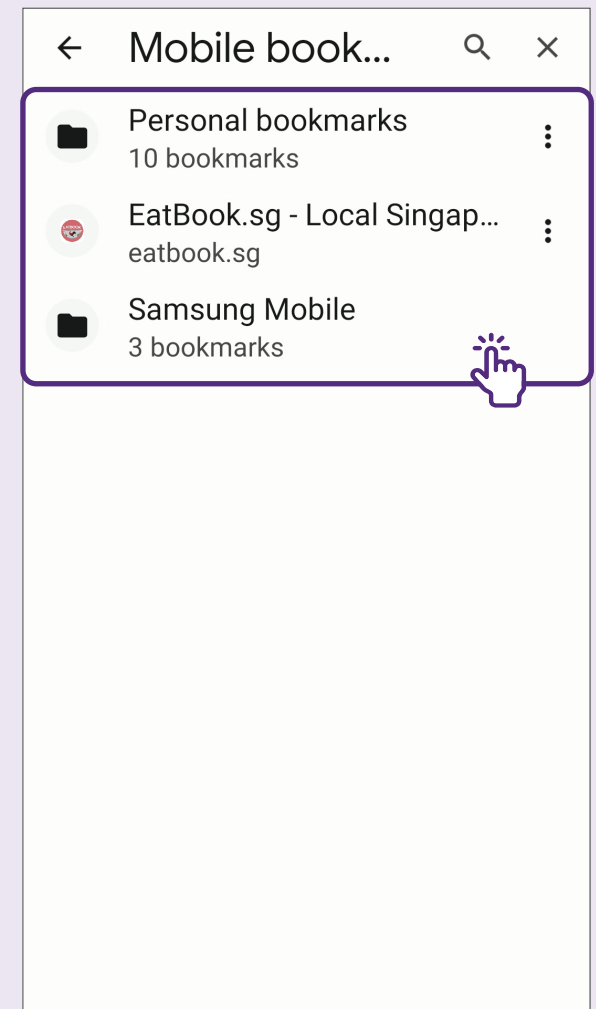
2 Tap on 3-dots Menu



3 Select Bookmarks



4 Select Website



Select the website you wish to retrieve.

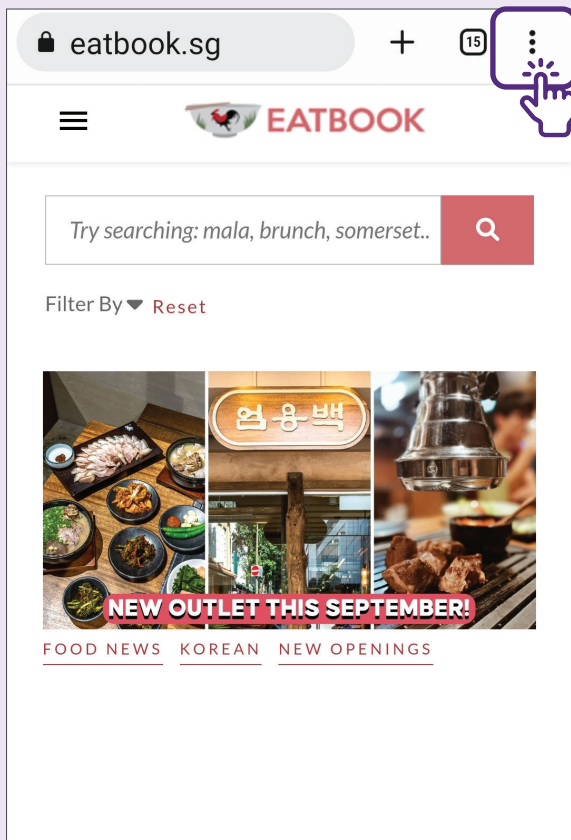
Delete a Bookmark

1 Select Google Chrome

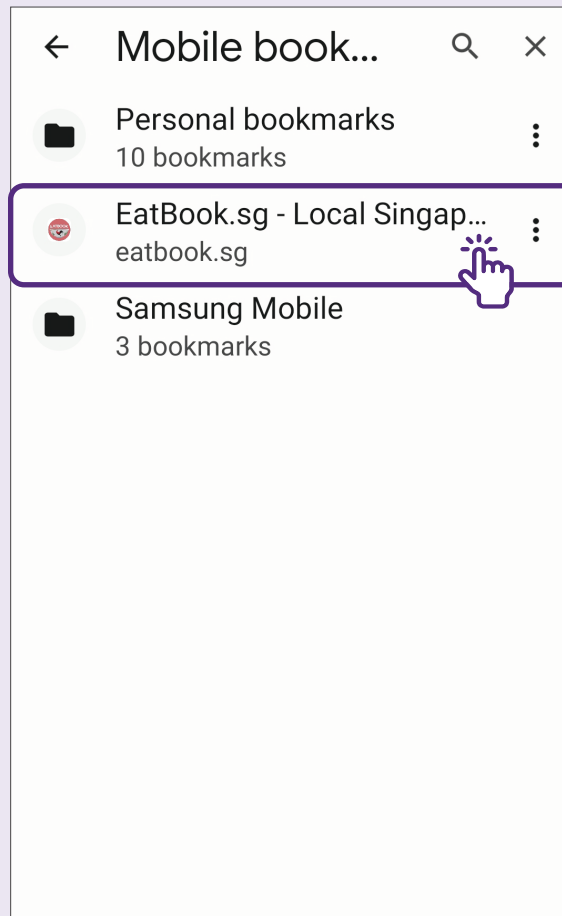


Find and tap the "Google Chrome browser" icon.

2 Tap on 3-dots Menu

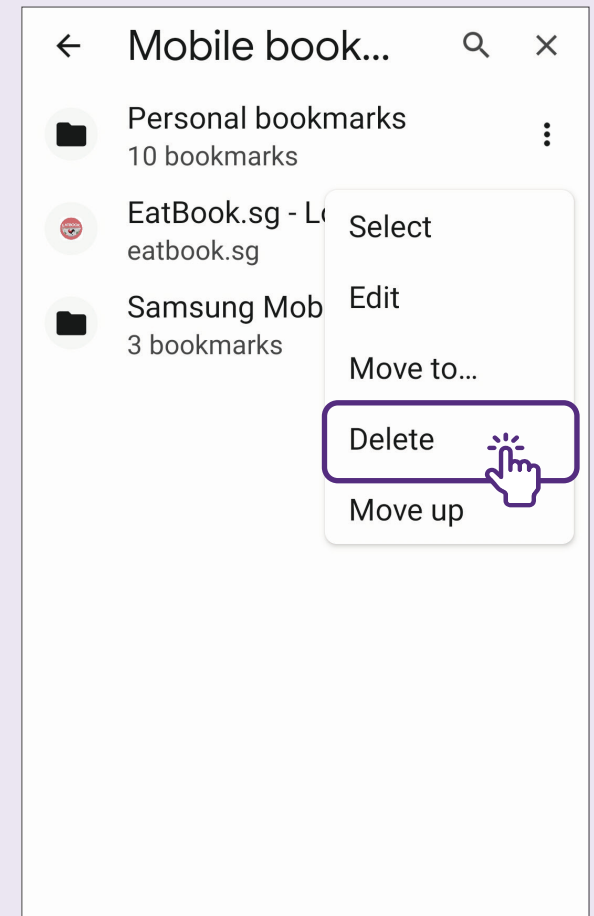


3 Choose Bookmarked Website



Tap on the 3-dots menu beside the bookmark you wish to delete.

4 Delete Bookmark



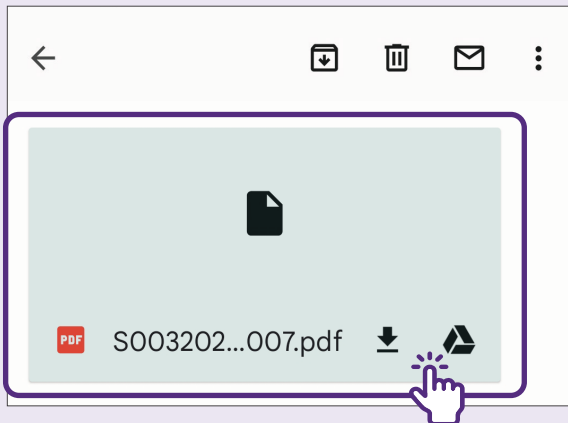
Tap "Delete".

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.

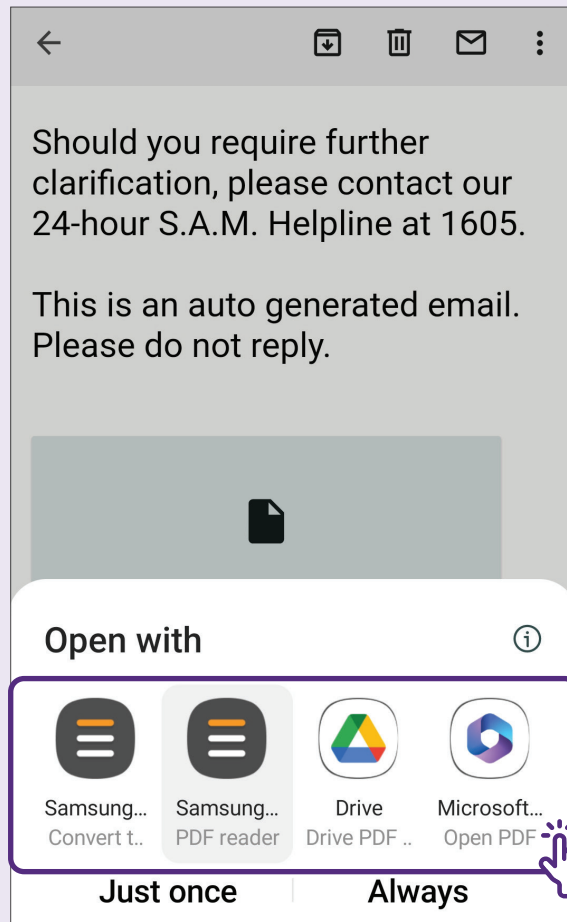
The following steps will guide you to save, retrieve and delete a document on your mobile device.

1 Open Document



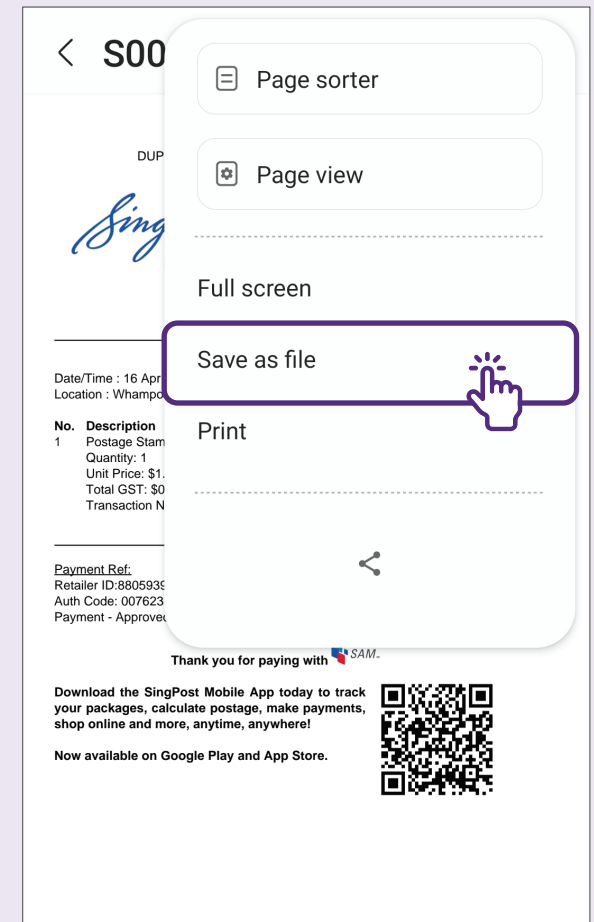
Open the document you want to save.

2 Select App to Open the Document



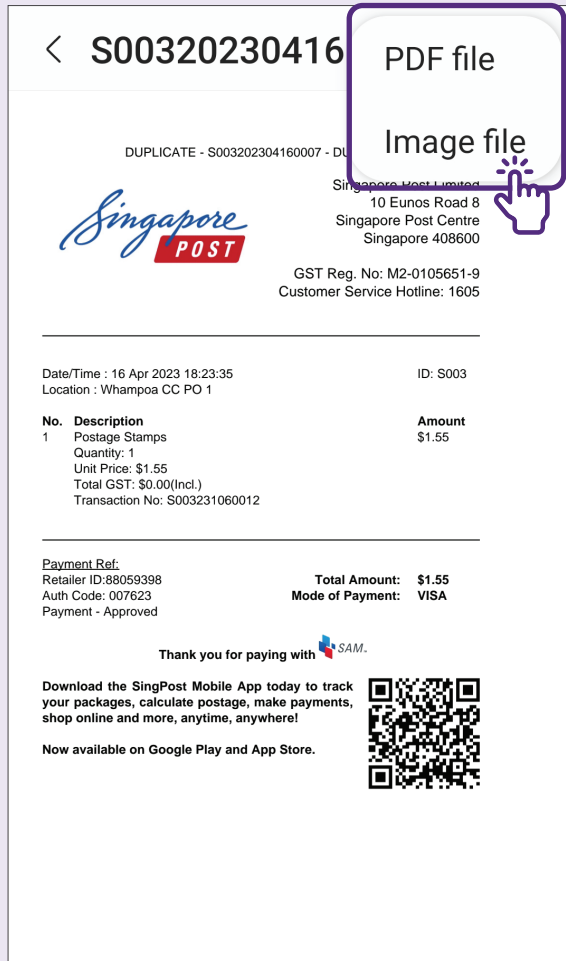
Select the app you want to open the document with.

3 Save File



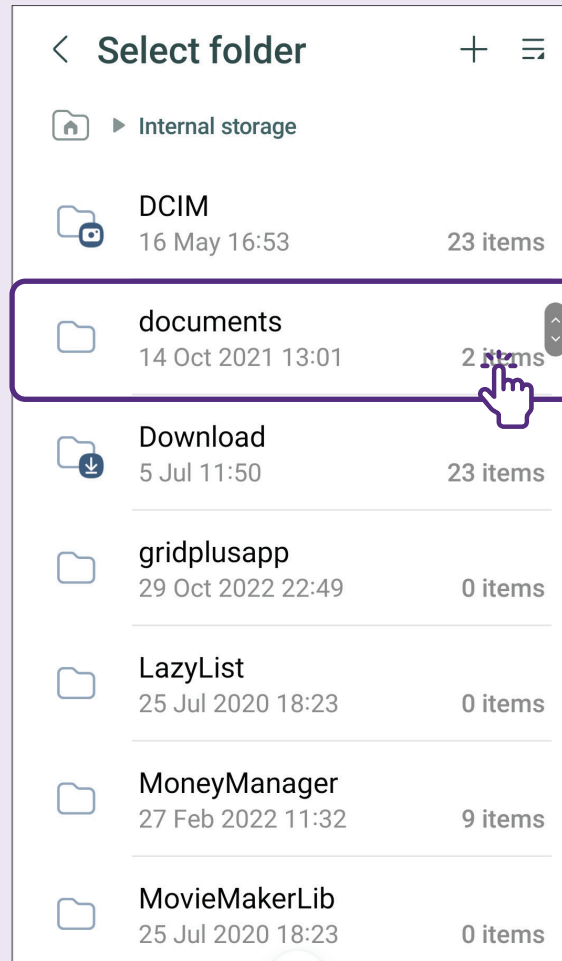
Tap "Save as file".

4 Select File Type



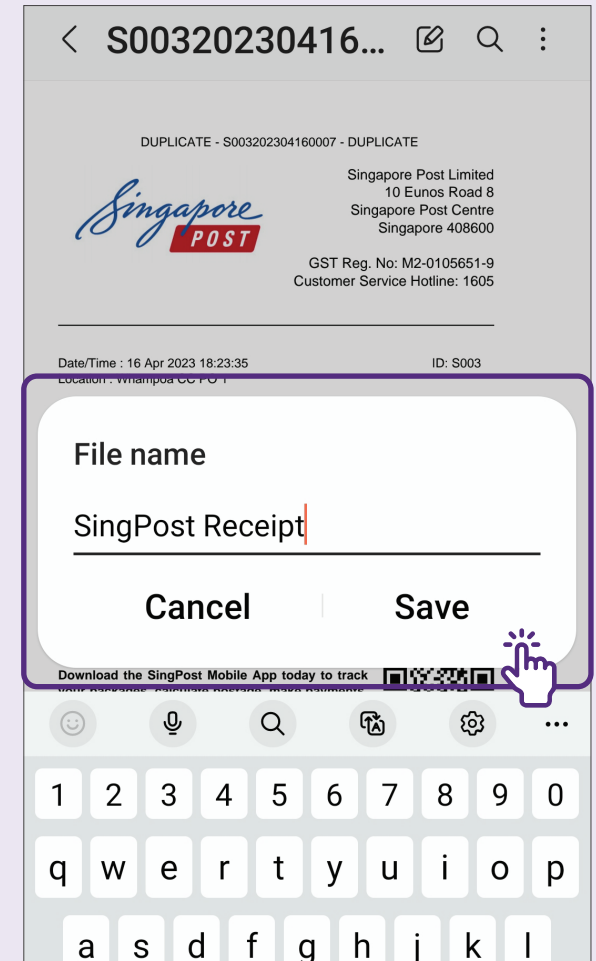
Select if you want to save as **"PDF file"** or **"Image file"**.

5 Select Folder



Select the folder you wish to save the document in.

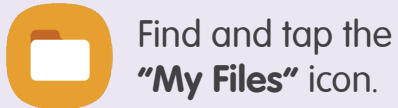
6 Rename File



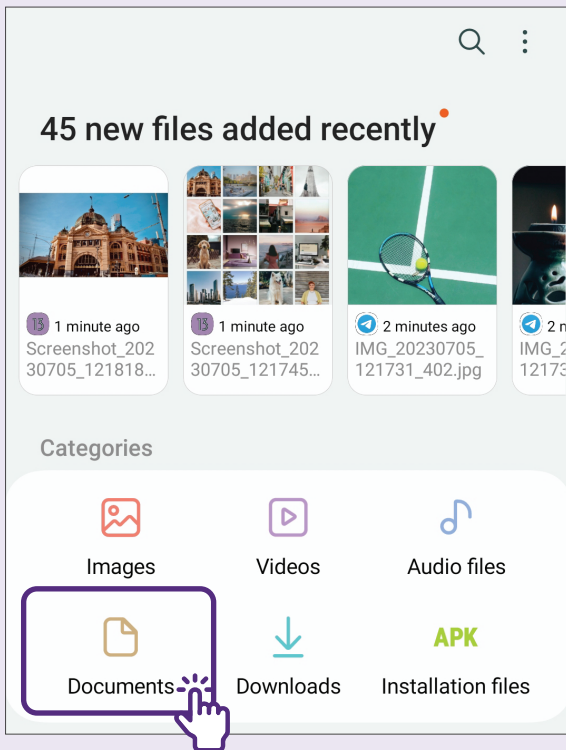
Rename the file name (optional) and tap **"Save"**.

Retrieve a Document

1 Select My Files

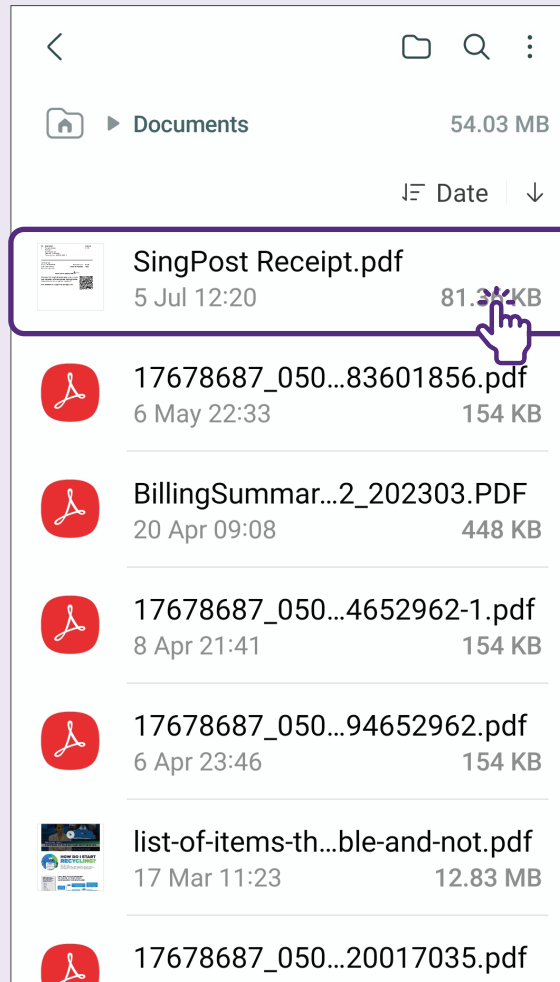


2 Select Category



e.g. "Documents".

3 Select Document



Tap on the file you wish to retrieve.

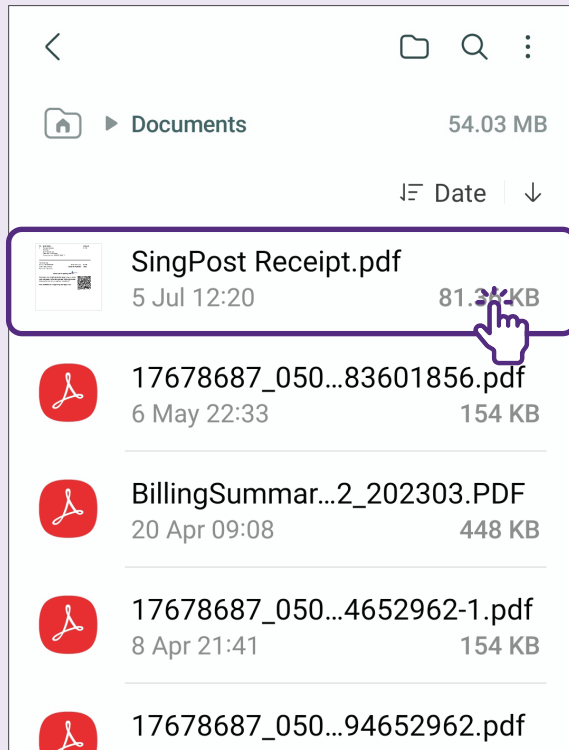
Delete a Document

1 Select My Files



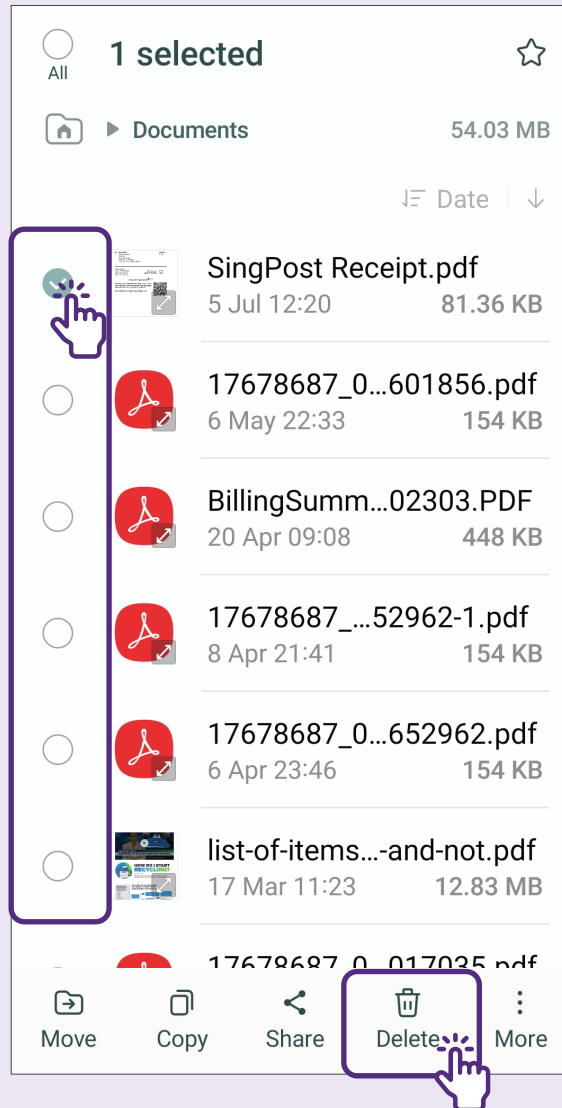
Find and tap the "My Files" icon.

2 Search for a File



Tap and hold on the file you wish to delete.

3 Select Files to Delete



Select the file(s) you wish to delete by tapping on the radio button(s) and tap the "trash bin" icon.

Notes



A large, light purple rounded rectangle containing 18 horizontal lines for writing notes.

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

IMDA Contact Centre

+65 6377 3800
info@imda.gov.sg

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