INFOCOMM MEDIA DEVELOPMENT AUTHORITY | **DIGITAL SKILLS for LIFE**

Set up and Use Smart Devices

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

Scan the QR code below to learn more about Set up and Use Smart Devices competency:

GO.gov.sg

WIFI AVAILABLE

In support of
DIGITAL FOR LIFE
PLAY IT FORWARD

SMART NATION SINGAPORE

Content

Introduction

The Digital Skills for Life (DSL) guide is a collection of booklets that is designed to help you learn essential digital skills for daily living. It offers step-by-step instructions and quick tips that empowers you to navigate the digital landscape confidently and safely.

It is designed for anyone who wants to pick up essential digital skills for daily living.

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

Learning Outcomes:

This guidebook focuses on the 'Set up and Use Smart Devices' competency, where you will learn:

- To store, retrieve and delete information on the mobile device.

DSL

Be Safe, Smart & Kind Online

Safeguard against cyber threats; Protect personal information; Develop a positive online presence.

Explore Information Online

Search, view and retrieve information online.

Communicate Online

Connect with others online.

Transact Online

Carry out online transactions.

Set up & Use Smart Devices

Set up and operate the basic hardware and software functions of your mobile device.

The guidebook 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:

Face ID

Passcode: ***

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.

Updating...

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

App Store

Google Play Store
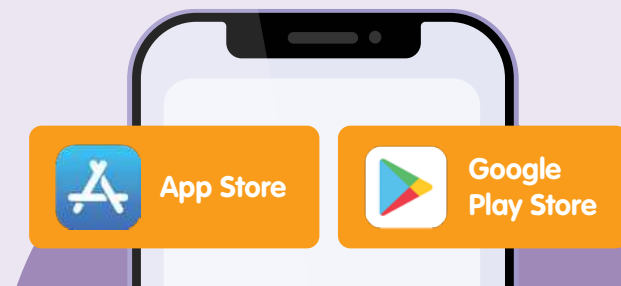
Download apps from **official** sources.

Take a Screenshot

Taking a picture, recording a video, or capturing a screenshot is a common way to store information on your mobile device. Follow these steps to store, retrieve, and delete photos, videos, or screenshots on your mobile device.
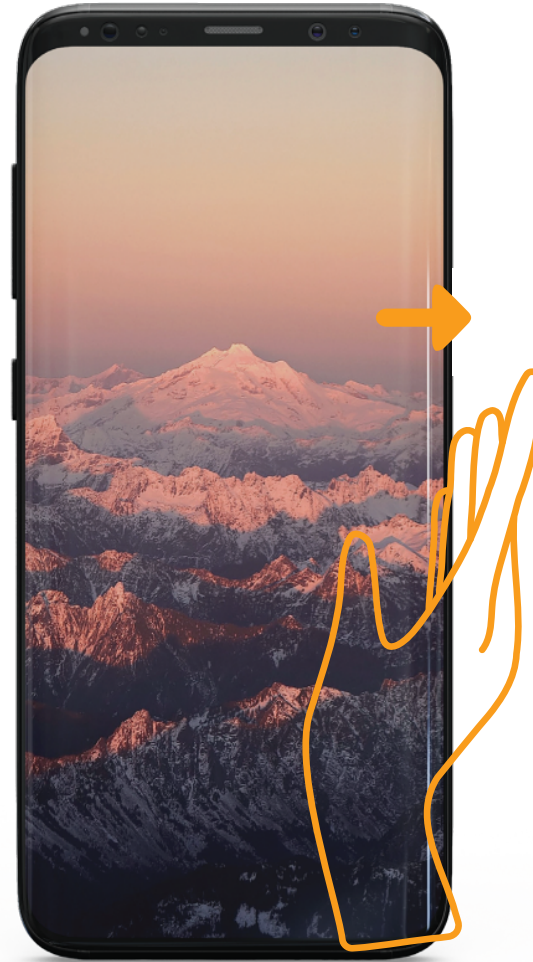
Volume down button

Power button

Or
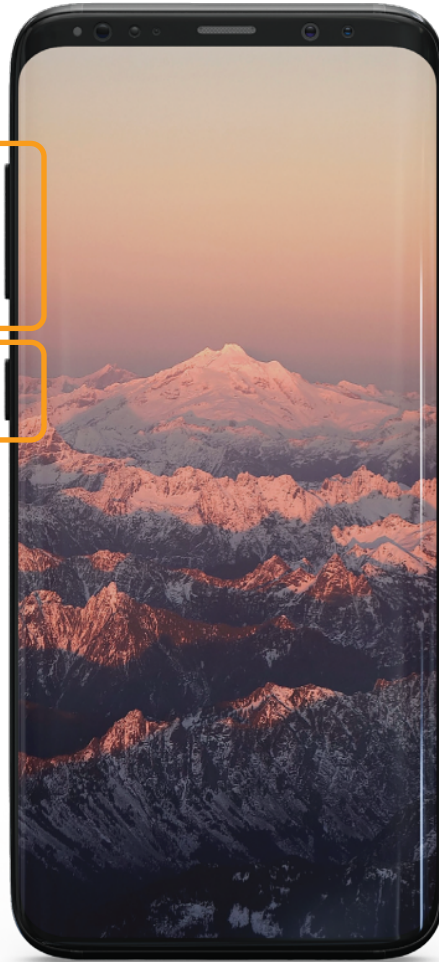
Press the **"Volume down"** and **"Power"** buttons simultaneously to take a screenshot.

Swipe your palm from left to right across the screen to capture a screenshot.

4
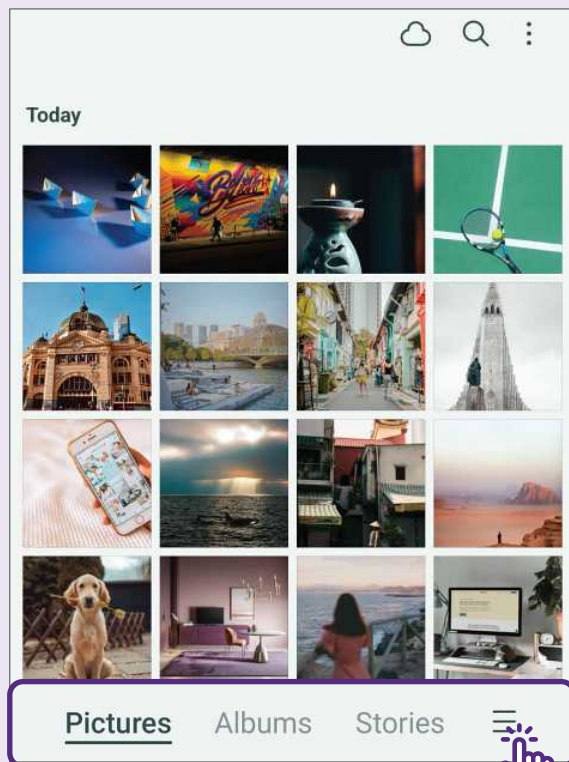
Retrieve a Photo, Video or Screenshot
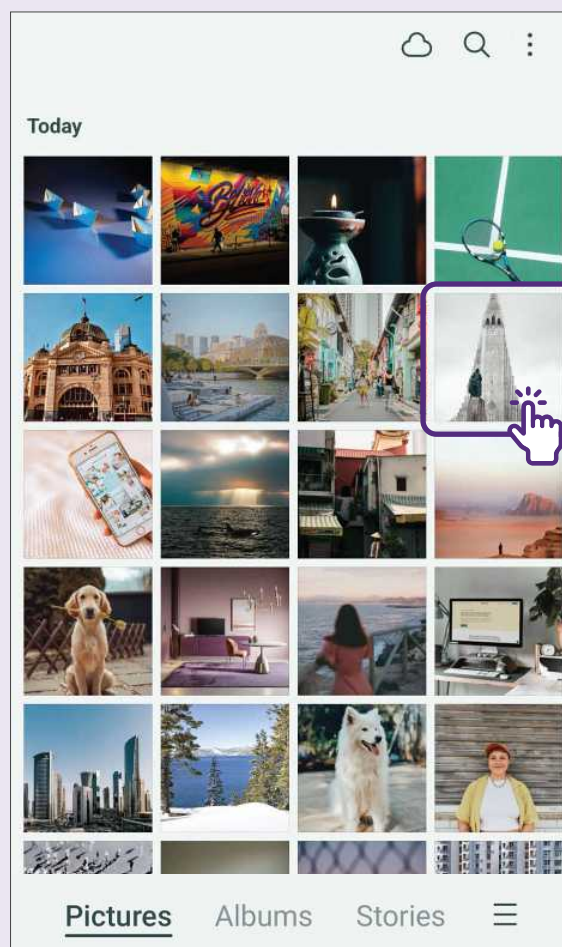
1 **Select Gallery**

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

2 **Select Gallery View**

Tap on the folder/album you wish to view.

3 **Select preferred image or video**

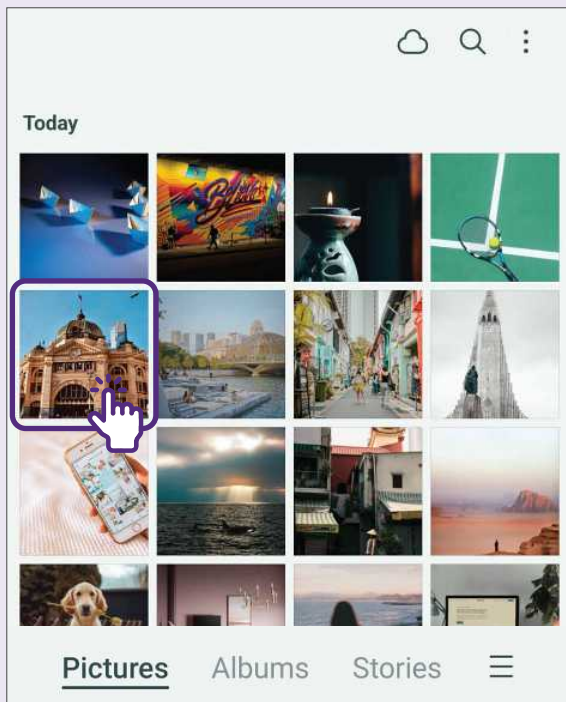Tap on the thumbnail of the image or video you wish to view.

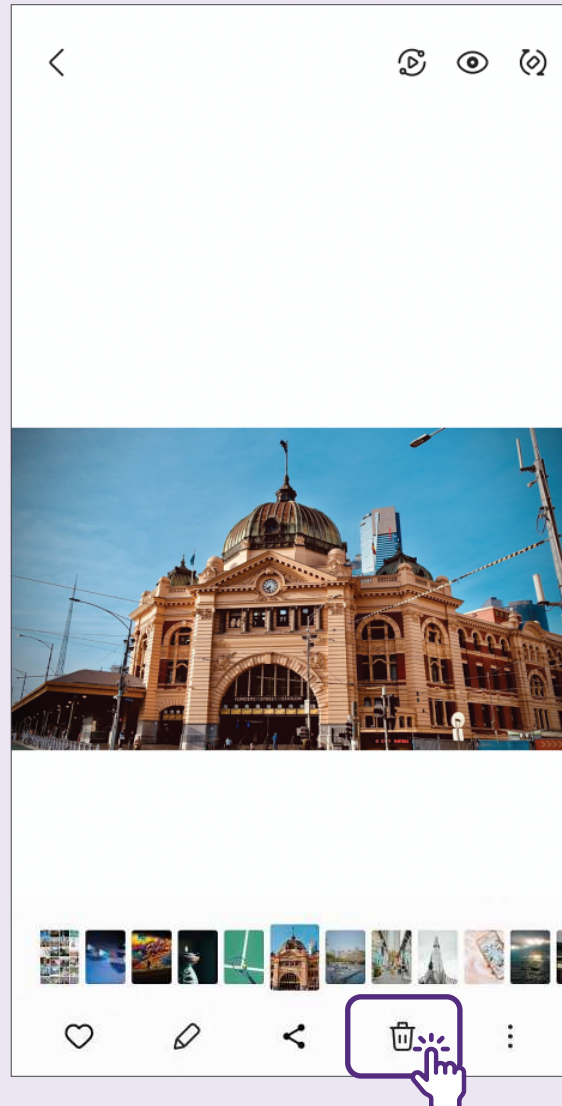# Delete a Photo, Video or Screenshot

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**

To delete a file, tap on the **"trash bin"** icon. To delete multiple files, press and hold to select the ones you wish to remove.

6

Bookmark a Website

When you encounter a website you wish to revisit while browsing the internet, you can bookmark it.
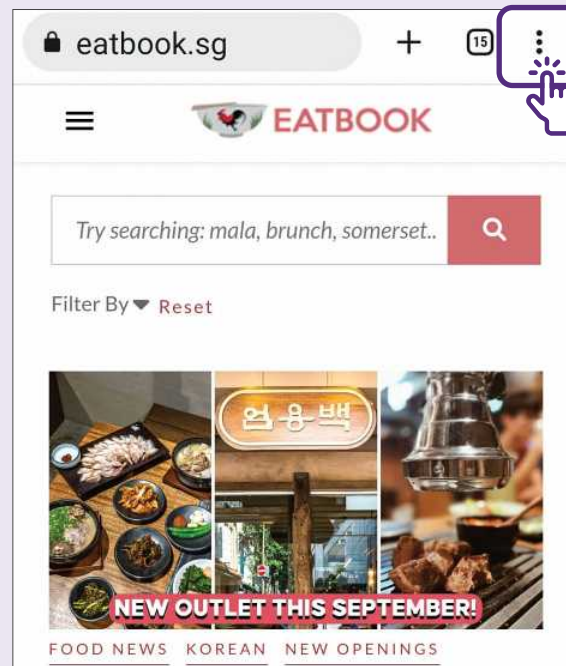
Follow these steps to bookmark a website, retrieve the bookmark, and delete it if you no longer need it.
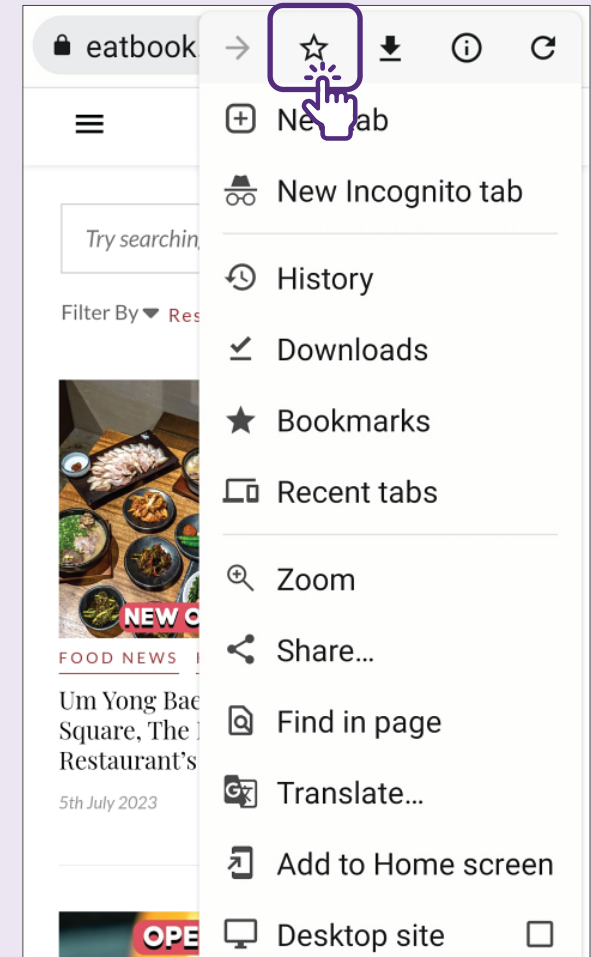
1 **Select Google Chrome**
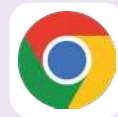
Find and tap the **"Google Chrome browser"** icon.

2 **Tap on the Three-dot Menu**

Visit your desired website, then tap on the three-dot menu.

3 **Bookmark the Website**

New tab

New Incognito tab

History

Downloads

Bookmarks

Recent tabs

Zoom

Share...

Find in page

Translate...

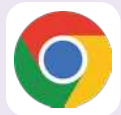Add to Home screen

Desktop site

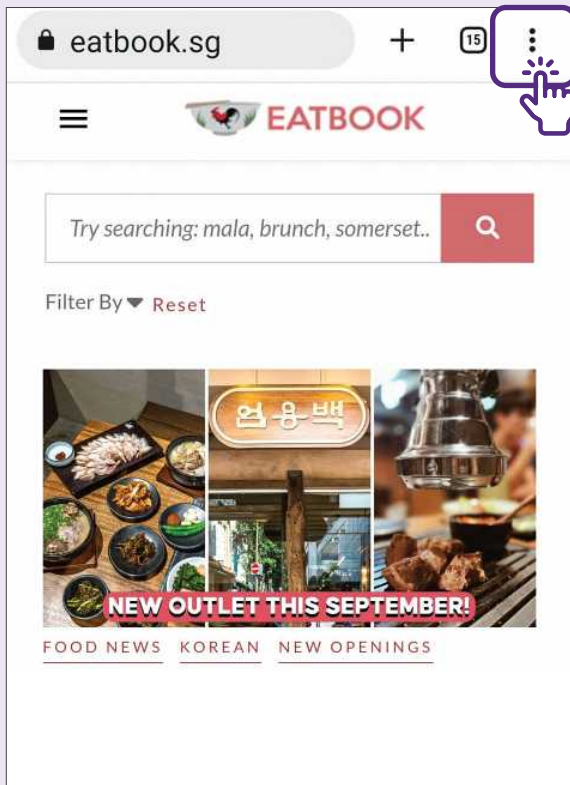Tap on the star to bookmark the website.

Retrieve a Bookmark

1 **Select Google Chrome**
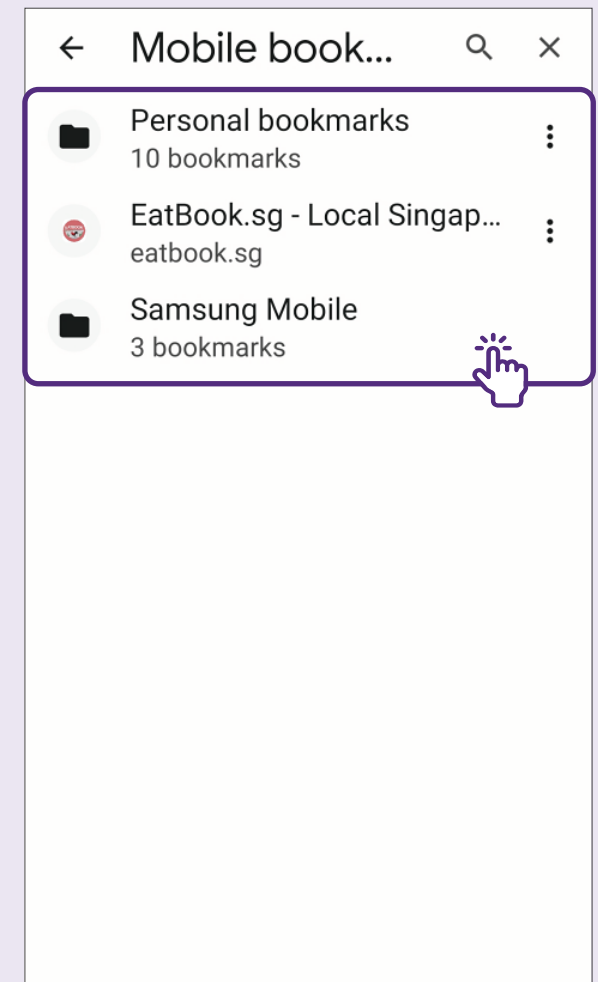
Find and tap the **"Google Chrome browser"** icon.

2 **Tap on the Three-dot Menu**

🔒 eatbook.sg   +   🔲   ⋮

≡   🐓 EATBOOK

Try searching: mala, brunch, somerset..   🔍

Filter By ▾ Reset

NEW OUTLET THIS SEPTEMBER!

FOOD NEWS   KOREAN   NEW OPENINGS

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3 **Select Bookmarks**

🔒 eatbook

≡

Try searchin,

Filter By ▾ Res

→   ☆   ⬇   ⓘ   ↻

⊞   New tab

🕶   New Incognito tab

🕘   History

↙   Downloads

★   Bookmarks

🖵   Recent tabs

🔍   Zoom

◁   Share...

🔍   Find in page

🔤   Translate...

⬀   Add to Home screen

🖥   Desktop site   ☐

⚙   Settings

FOOD NEWS

Um Yong Bae
Square, The
Restaurant's

5th July 2023

OPE

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4 **Select Website**

←   Mobile book...   🔍   ✕

📁   **Personal bookmarks**   ⋮
    10 bookmarks

🔴   **EatBook.sg - Local Singap...**   ⋮
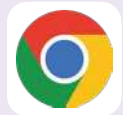   eatbook.sg

📁   **Samsung Mobile**
    3 bookmarks
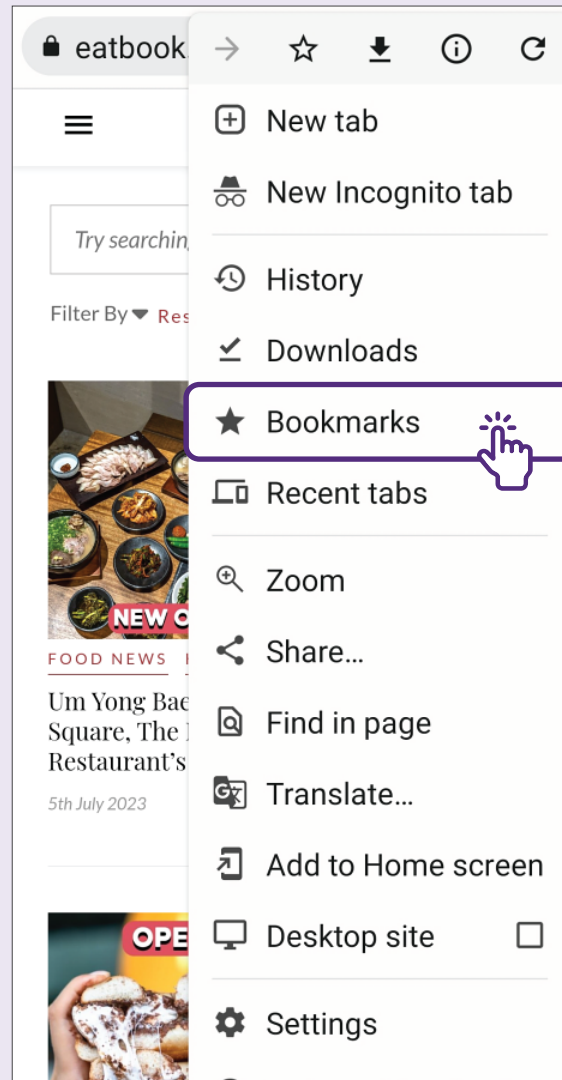
Select the website you wish to retrieve.

Delete a Bookmark

1 **Select Google Chrome**

Find and tap the **"Google Chrome browser"** icon.
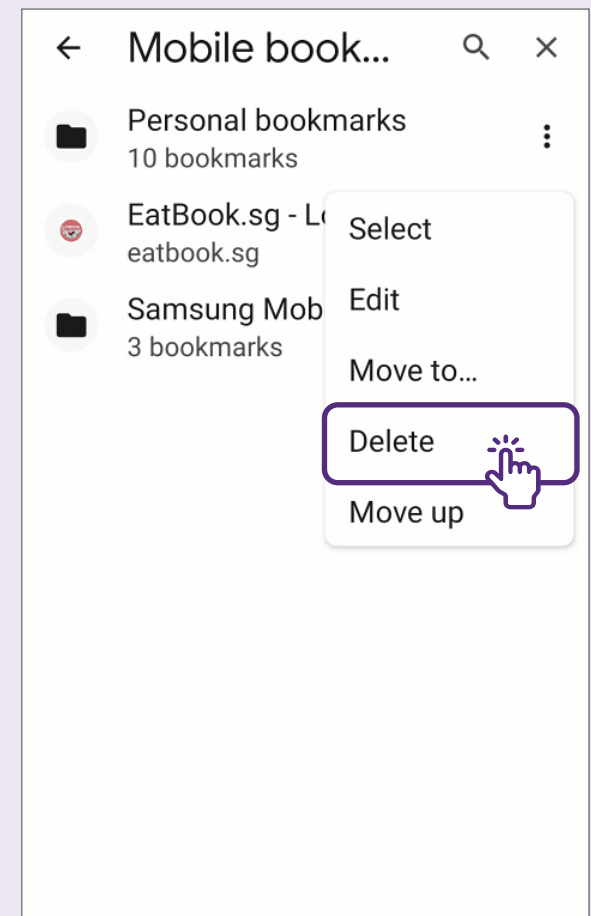
2 **Tap on the Three-dot Menu**

eatbook.sg

≡ EATBOOK

Try searching: mala, brunch, somerset..

Filter By ▼ Reset

NEW OUTLET THIS SEPTEMBER!

FOOD NEWS   KOREAN   NEW OPENINGS
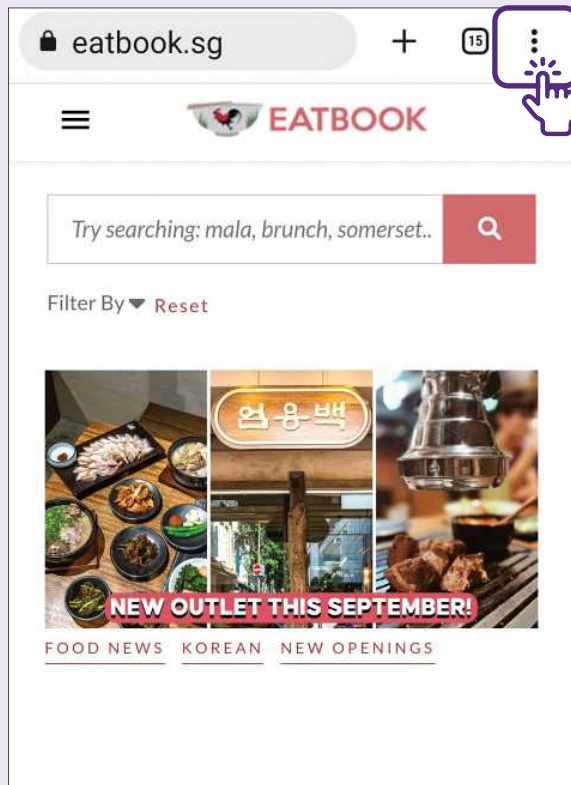
3 **Choose Bookmarked Website**

← Mobile book...

Personal bookmarks
10 bookmarks

EatBook.sg - Local Singap...
eatbook.sg

Samsung Mobile
3 bookmarks
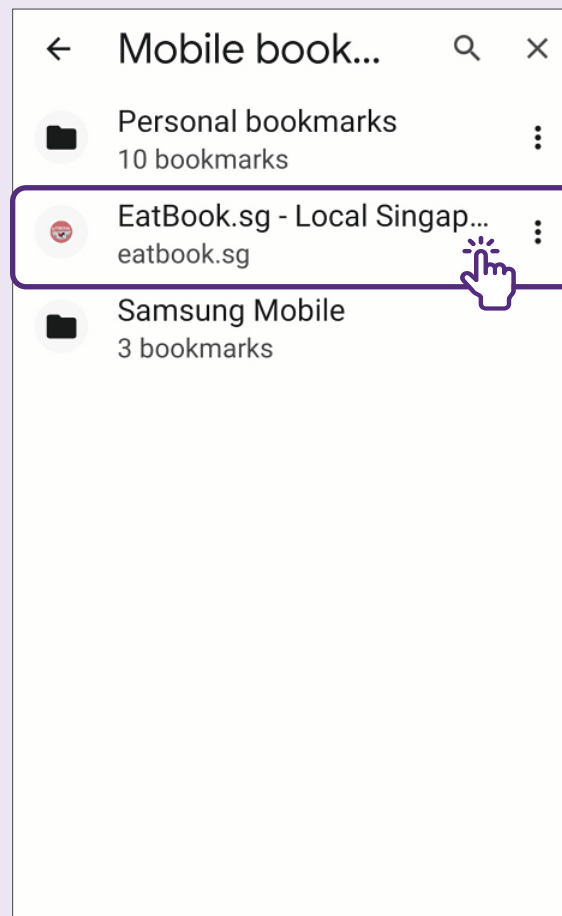
Tap on the three-dot menu beside the bookmark you wish to delete.

4 **Delete Bookmark**

← Mobile book...

Personal bookmarks
10 bookmarks

EatBook.sg - L
eatbook.sg

Samsung Mob
3 bookmarks

Select

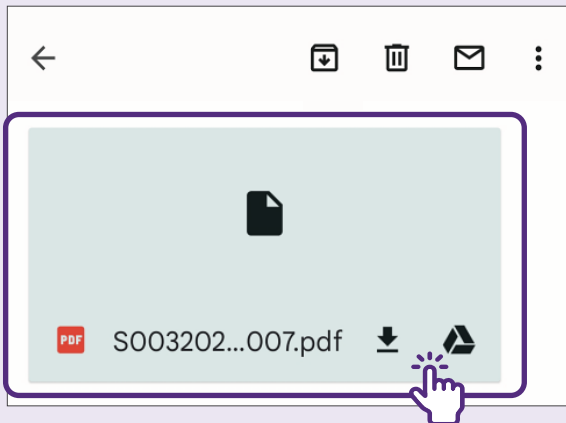Edit

Move to...

Delete

Move up

Tap **"Delete"**.

Save a Document

When you receive documents as attachments in emails or instant messages, you can save them on your mobile device for easy access.
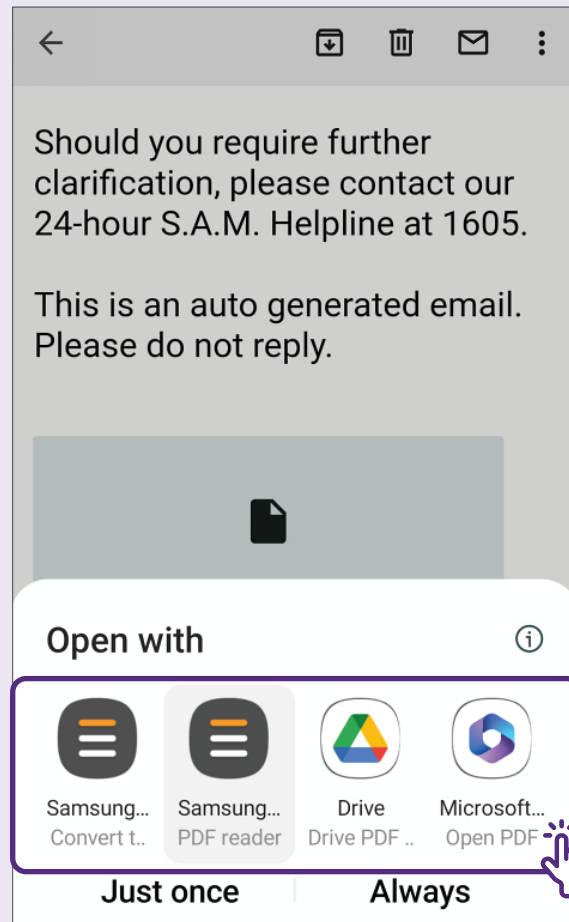
Follow these steps to save, retrieve, and delete a document on your mobile device.
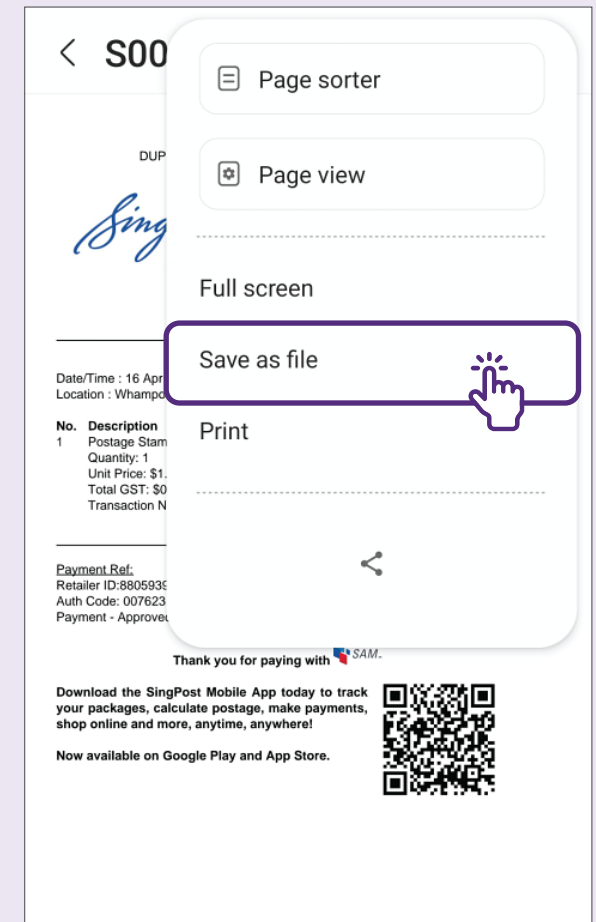
1 **Open a Document**

Open the document you want to save.
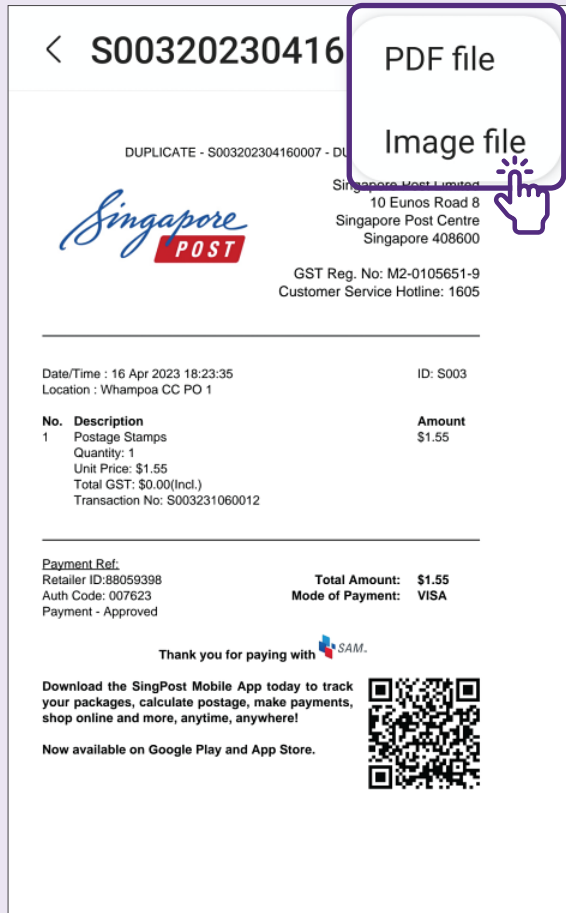
2 **Select App to Open the Document**

Select the app you would like to use to open the document.

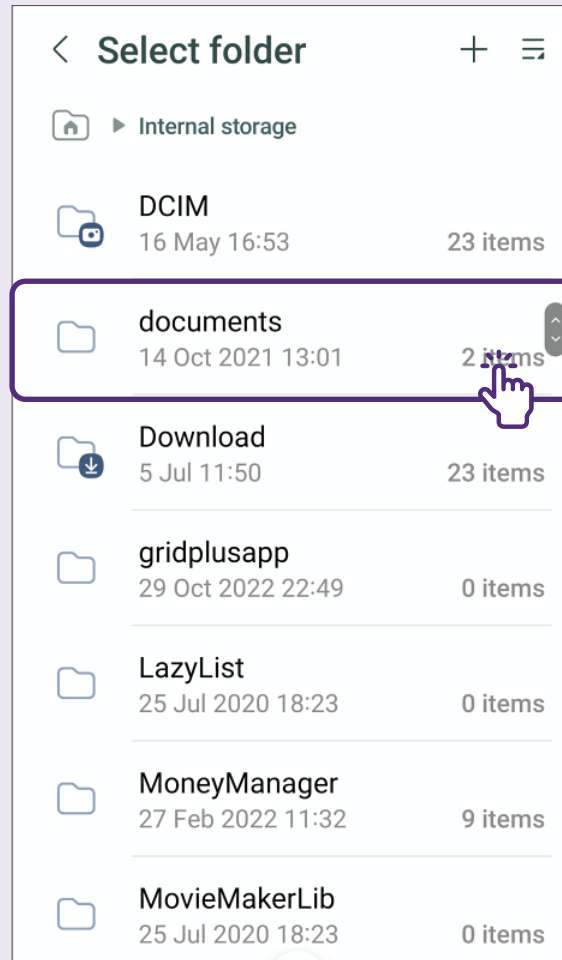**3** **Save File**
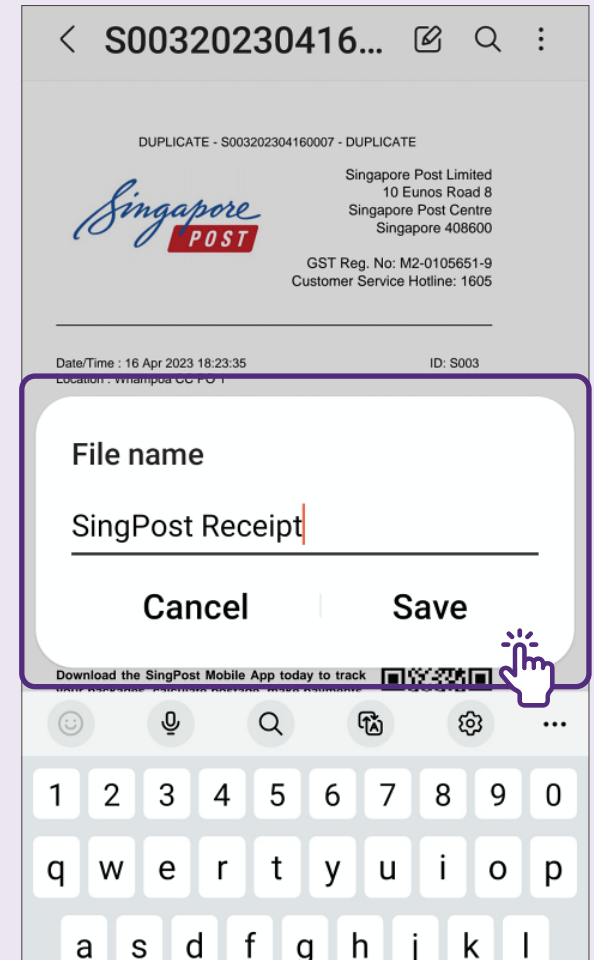

Tap **"Save as file"**.
.

4   Select File Type

<   S00320230416

PDF file

Image file

Choose whether you want to save the document as a **"PDF file"** or an **"Image file"**.

5   Select Folder

<   **Select folder**   +   ≡

🏠   ▶   Internal storage

DCIM
16 May 16:53   23 items

documents
14 Oct 2021 13:01   2 items

Download
5 Jul 11:50   23 items

gridplusapp
29 Oct 2022 22:49   0 items

LazyList
25 Jul 2020 18:23   0 items

MoneyManager
27 Feb 2022 11:32   9 items

MovieMakerLib
25 Jul 2020 18:23   0 items

Select the folder where you would like to save the document.

6   Rename File

<   S00320230416...   ✎   🔍   ⋮

File name

SingPost Receipt

Cancel | Save

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

Retrieve a Document

1 Select My Files

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

2 Select Category

45 new files added recently

1 minute ago
Screenshot_202
30705_121818...

1 minute ago
Screenshot_202
30705_121745...

2 minutes ago
IMG_20230705_
121731_402.jpg

2 m
IMG_2
12173

Categories

Images   Videos   Audio files

Documents   Downloads   APK
Installation files
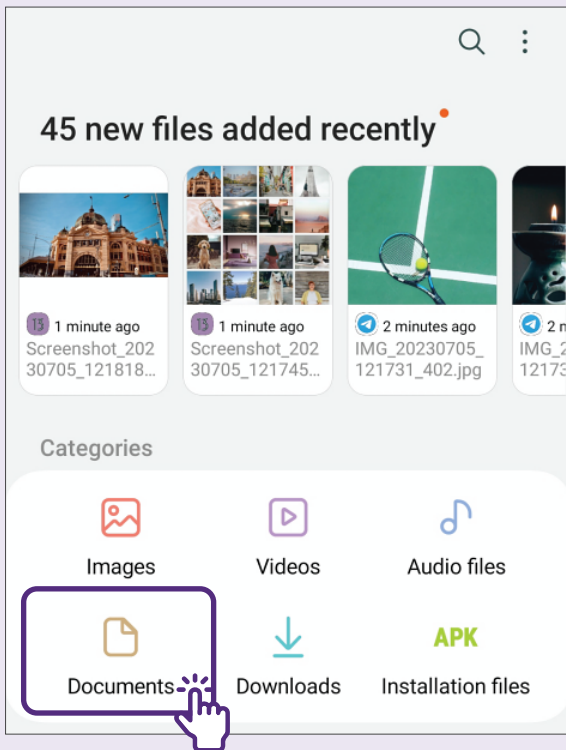
e.g. **"Documents"**.

3 Select Document

Documents   54.03 MB

Date

SingPost Receipt.pdf
5 Jul 12:20   81.3? KB

17678687_050...83601856.pdf
6 May 22:33   154 KB

BillingSummar...2_202303.PDF
20 Apr 09:08   448 KB

17678687_050...4652962-1.pdf
8 Apr 21:41   154 KB

17678687_050...94652962.pdf
6 Apr 23:46   154 KB

list-of-items-th...ble-and-not.pdf
17 Mar 11:23   12.83 MB

17678687_050...20017035.pdf
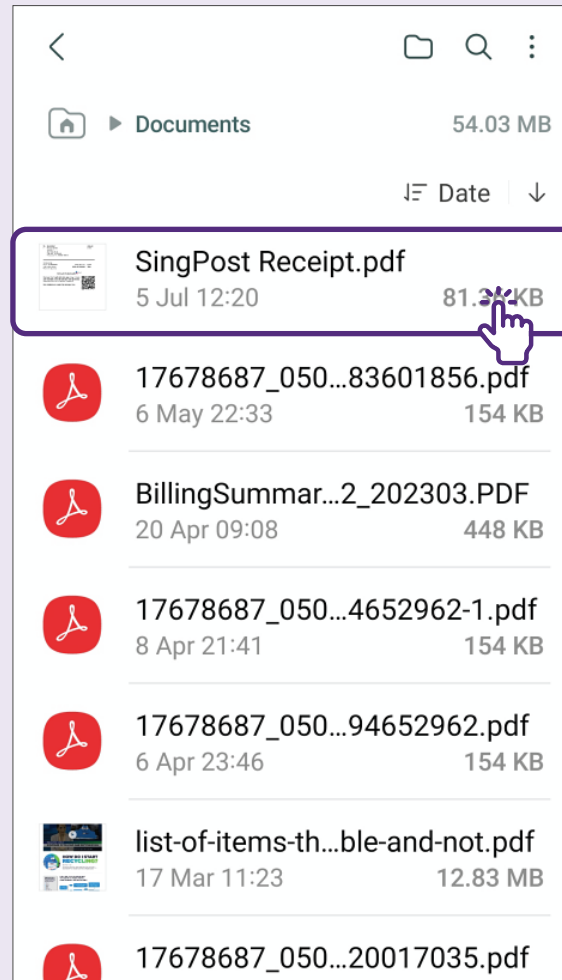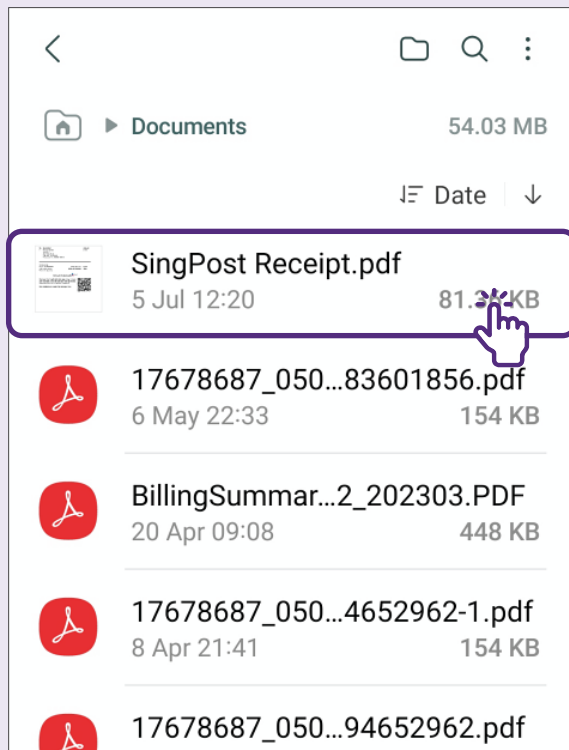
Tap on the file you wish to retrieve.

Delete a Document
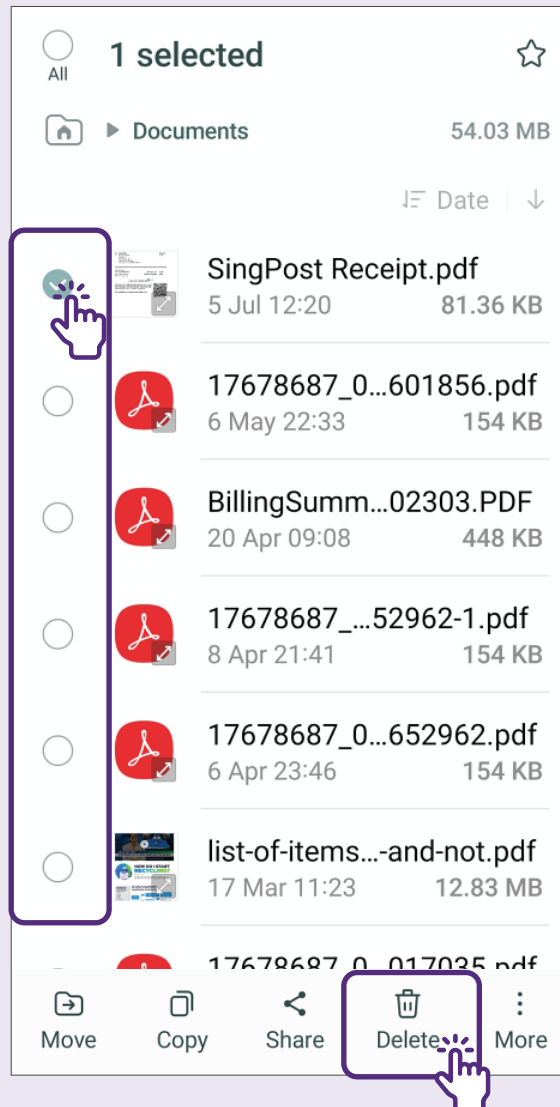
1 Select My Files

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 the radio button(s), then tap the **"trash bin"** icon.

Notes

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

IMDA Contact Centre

Hotline: +65 6377 3800
Email: info@imda.gov.sg
Website: digitalforlife.gov.sg

Scan QR code to
visit the Digital for
Life Portal.