

# 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:



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# 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.



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

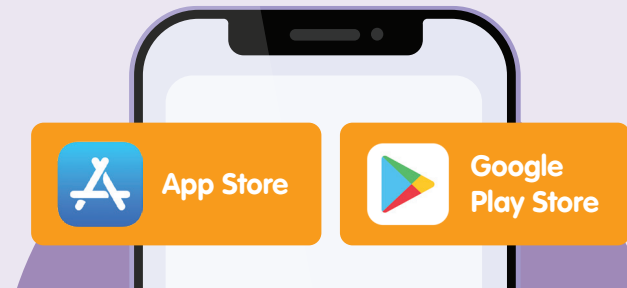
To stay safe while storing, retrieving and deleting information on your mobile device, please keep to the following:



**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.



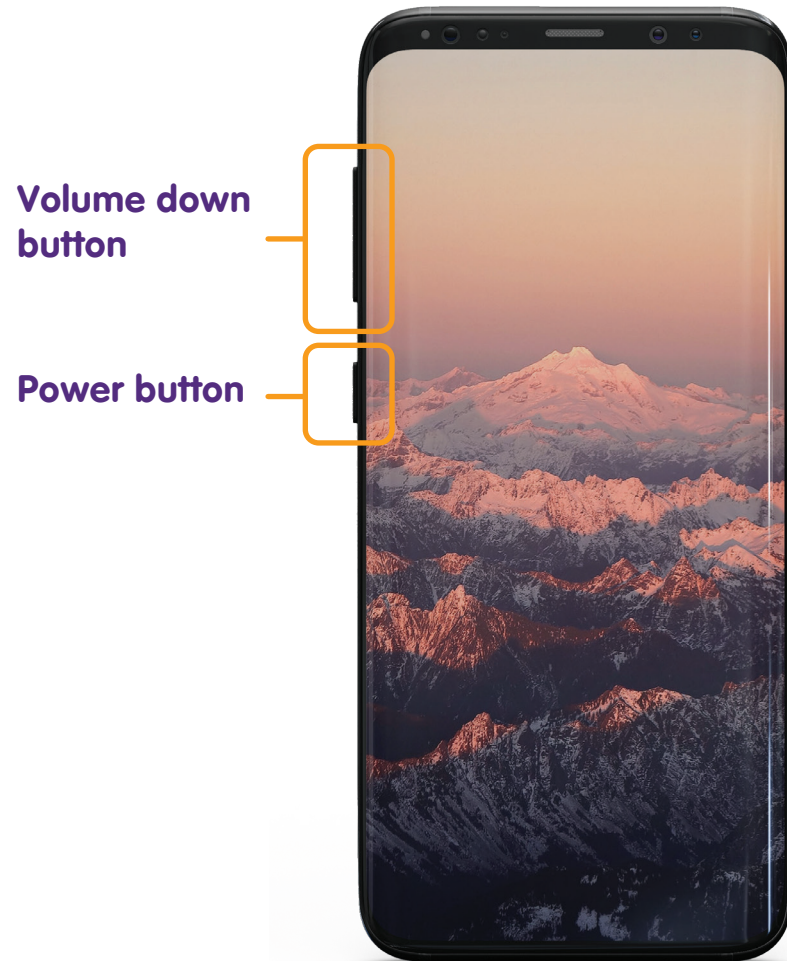
Check for updates and **update your app promptly** to protect your devices from known security vulnerabilities.



Download apps from **official** sources.

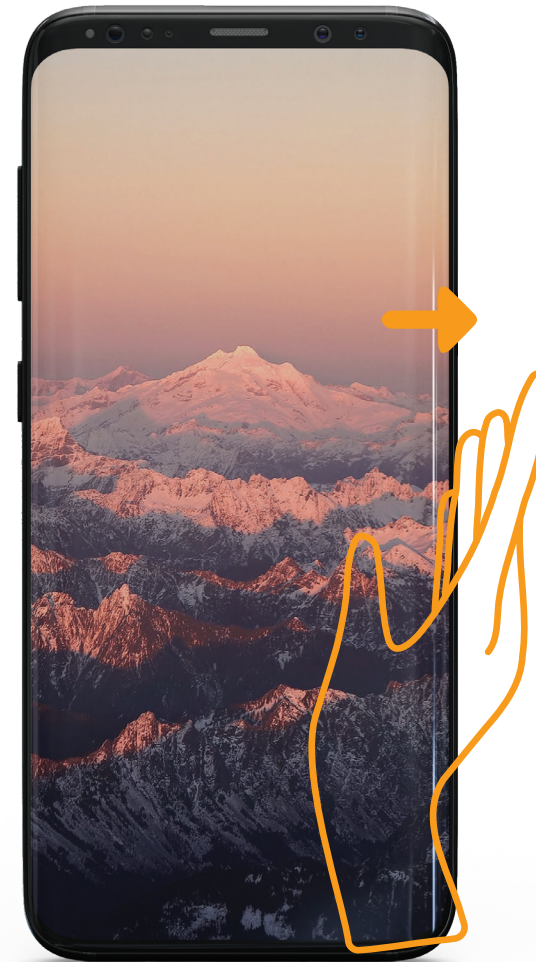
## Take a Screenshot

Taking a 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.



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


Or



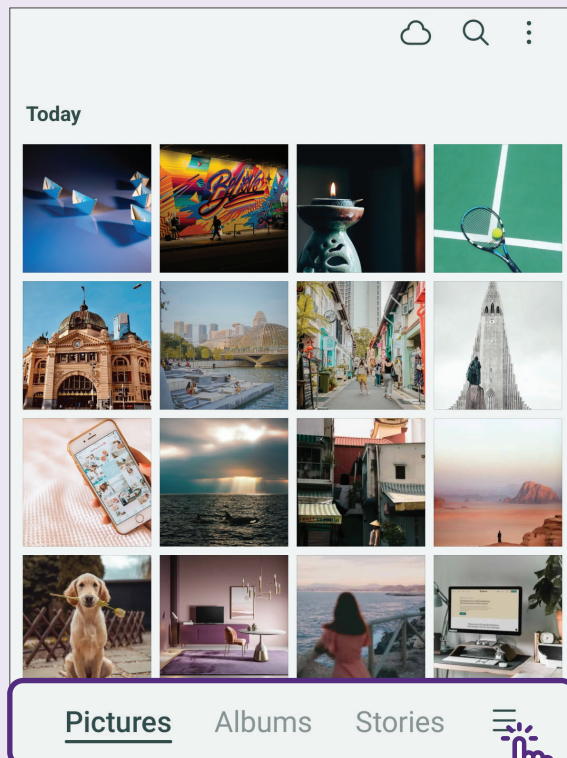
Swipe your palm from left to right across the screen to capture a screenshot.

# Retrieve a Photo, Video or Screenshot

## 1 Select Gallery

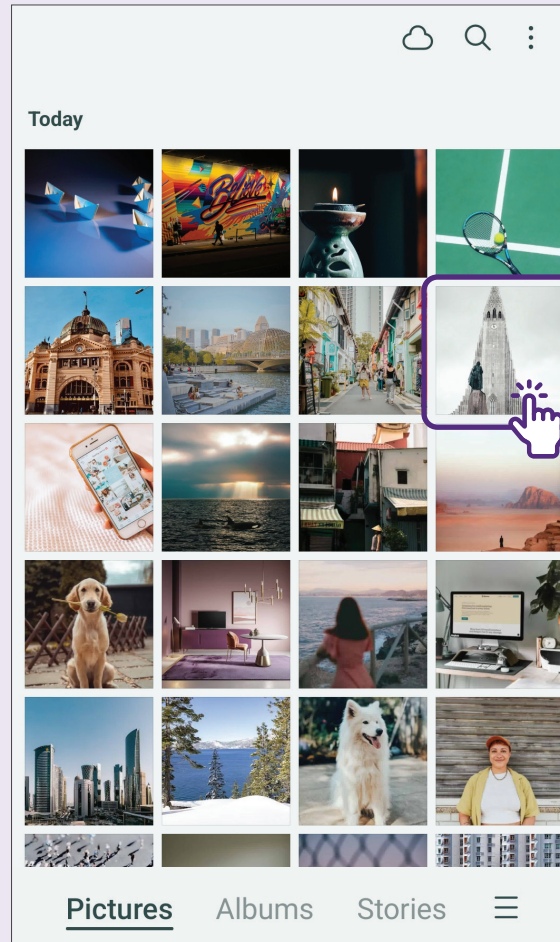
 Find and tap the "Gallery" icon.

## 2 Select Gallery View



Tap on the folder/album you wish to view.

## 3 Select preferred image or video



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

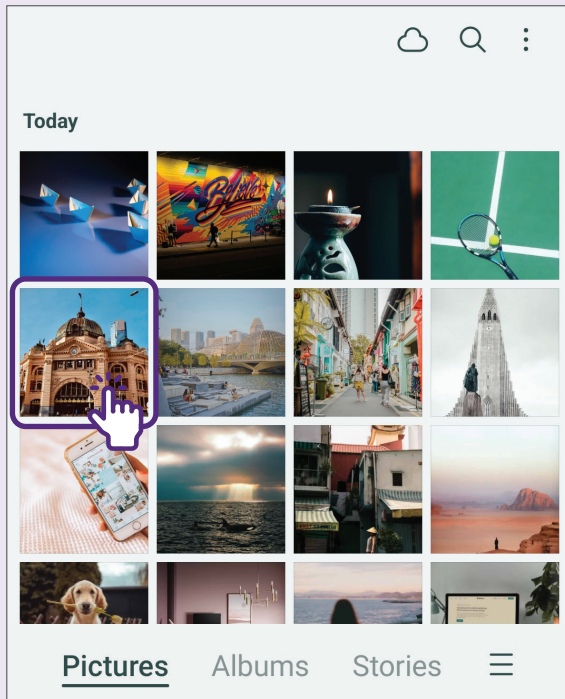
# Delete a Photo, Video or Screenshot

## 1 Select Gallery



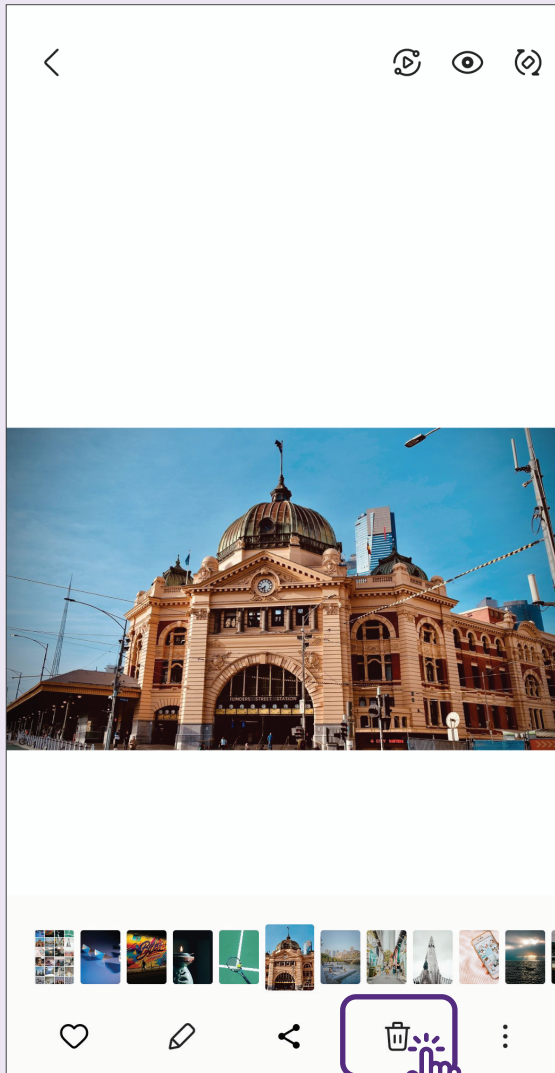
Find and tap the "Gallery" icon.

## 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.

# Bookmark a Website

When you encounter a website you wish to revisit while browsing the internet, you can bookmark it.

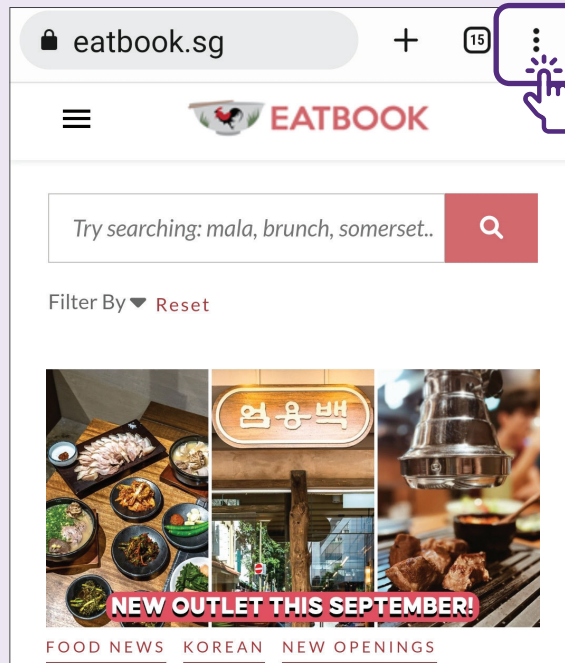
Follow these steps to bookmark a website, retrieve the bookmark, and delete it if you no longer need it.

## 1 Select Google Chrome



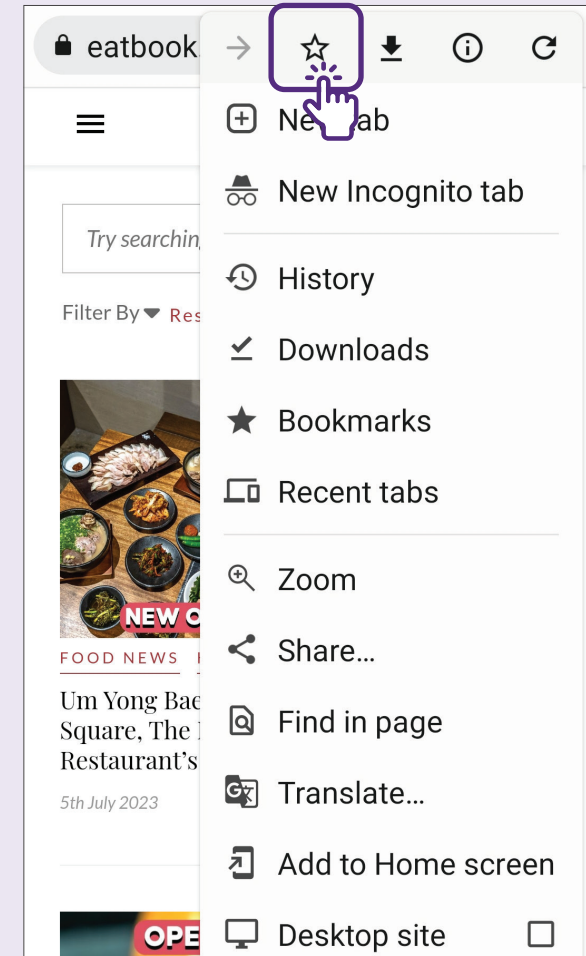
Find and tap the "Google Chrome browser" icon.

## 2 Tap on the Three-dot Menu



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

## 3 Bookmark the Website



Tap on the star to bookmark the website.

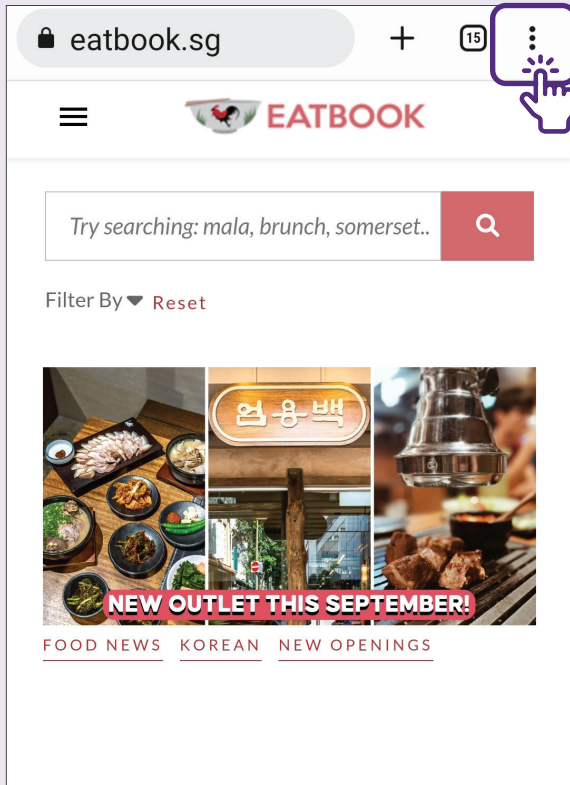
# Retrieve a Bookmark

## 1 Select Google Chrome

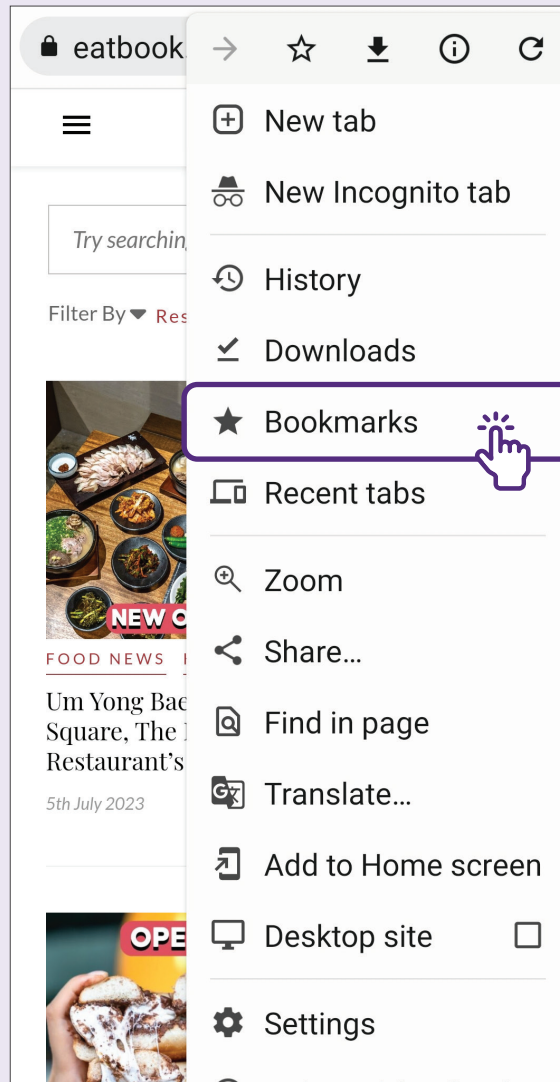


Find and tap the "Google Chrome browser" icon.

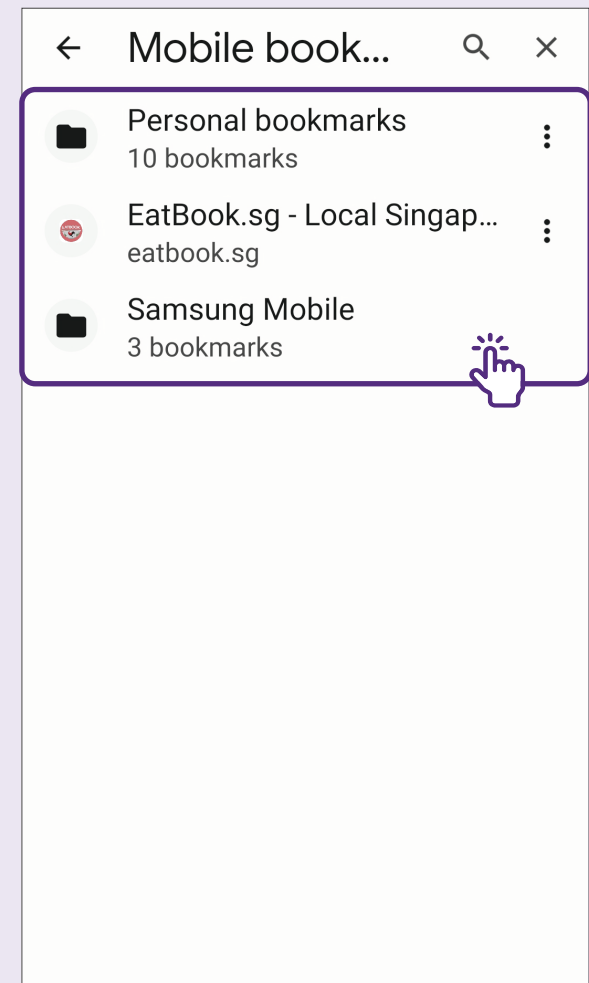
## 2 Tap on the Three-dot Menu



## 3 Select Bookmarks



## 4 Select Website



Select the website you wish to retrieve.

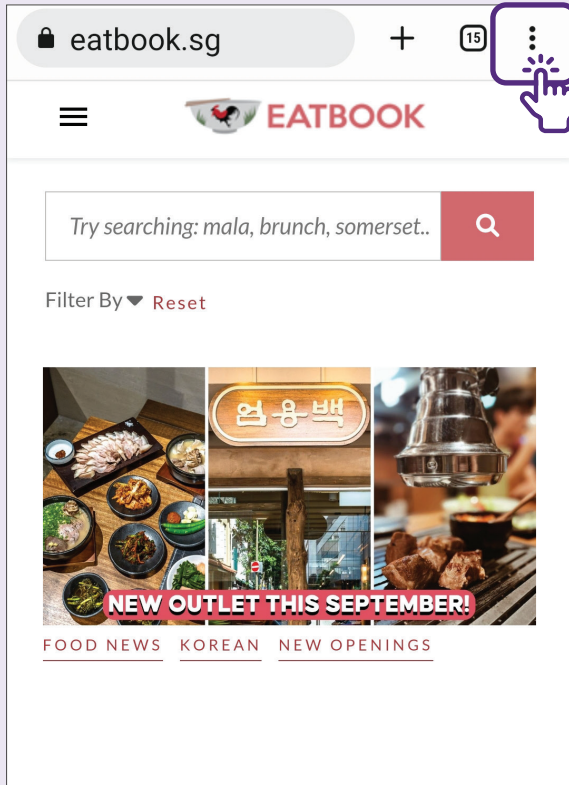
# Delete a Bookmark

## 1 Select Google Chrome

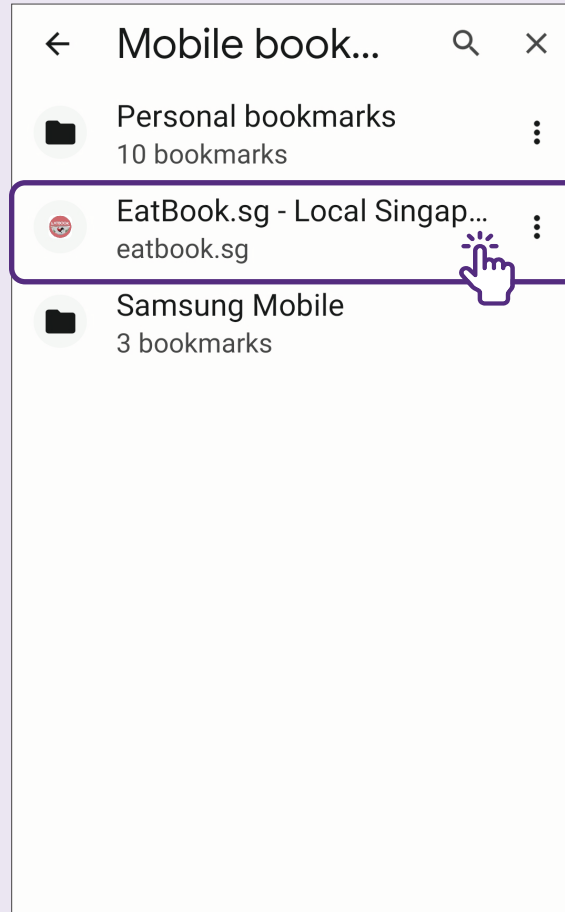


Find and tap the "Google Chrome browser" icon.

## 2 Tap on the Three-dot Menu

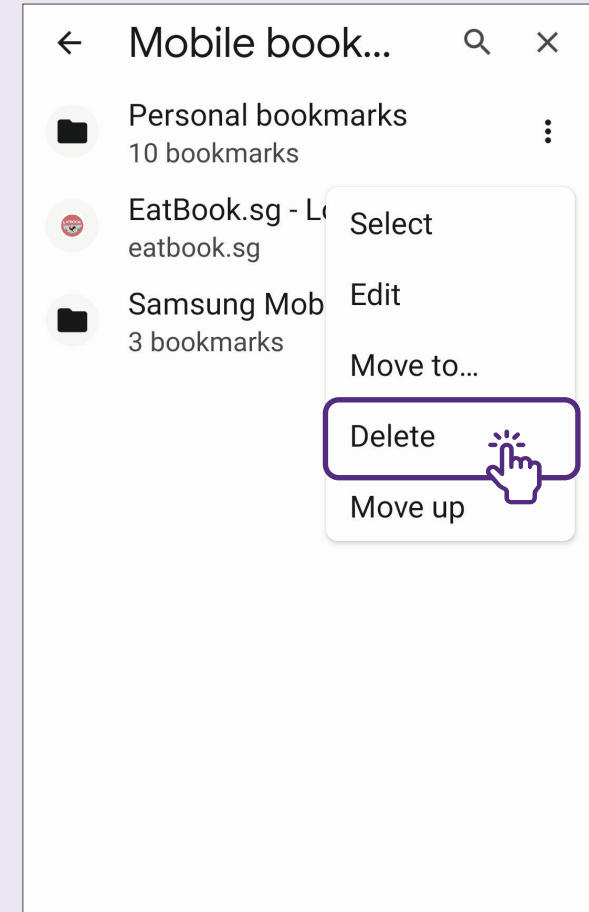


## 3 Choose Bookmarked Website



Tap on the three-dot menu beside the bookmark you wish to delete.

## 4 Delete Bookmark



Tap "Delete".

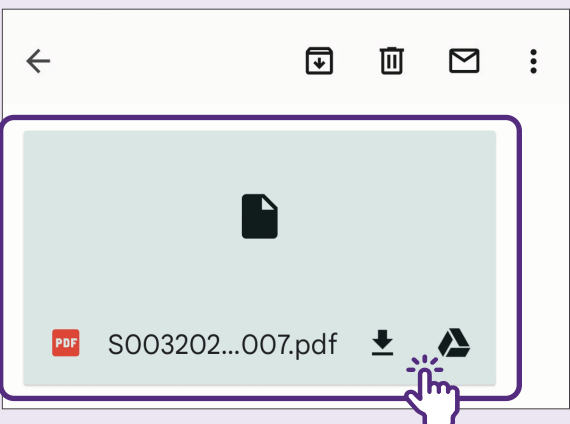


# Save a Document

When you receive documents as attachments in emails or instant messages, you can save them on your mobile device for easy access.

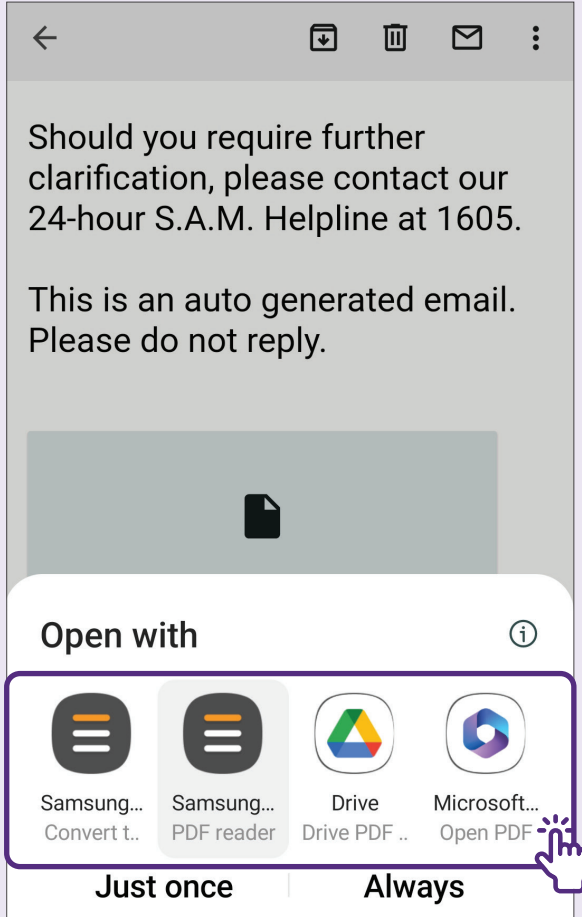
Follow these steps to save, retrieve, and delete a document on your mobile device.

## 1 Open a Document



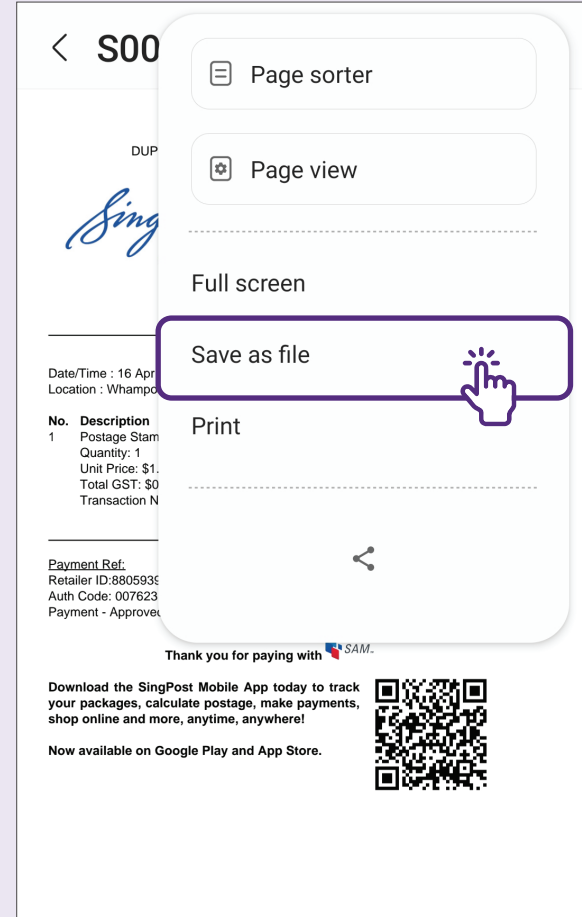
Open the document you want to save.

## 2 Select App to Open the Document



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

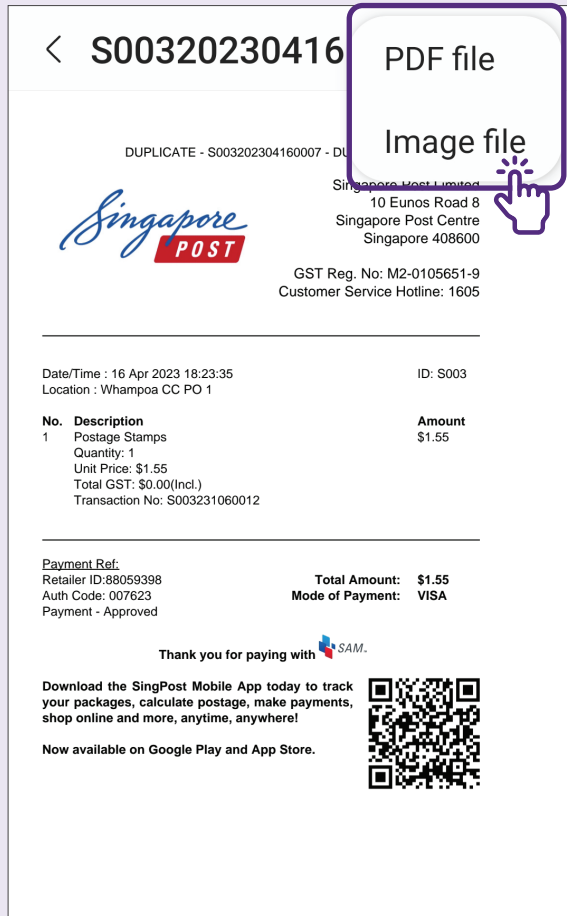
## 3 Save File



Tap "Save as file".

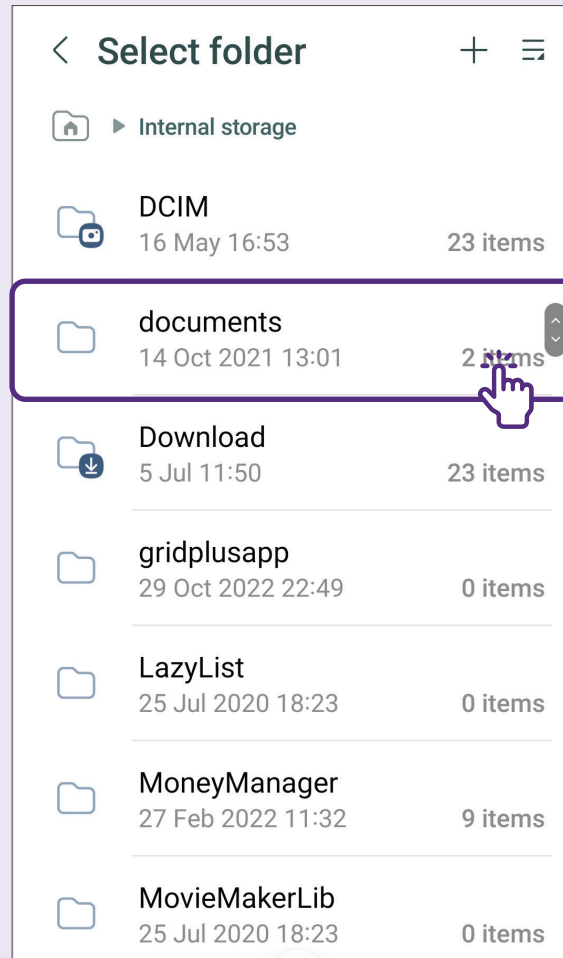
Save a Document

#### 4 Select File Type



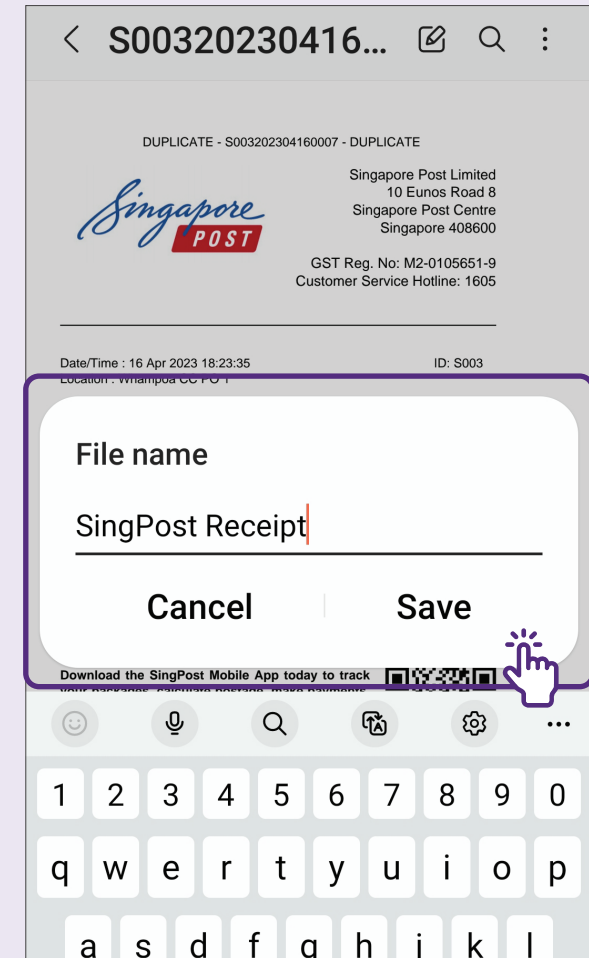
Choose whether you want to save the document as a **"PDF file"** or an **"Image file"**.

#### 5 Select Folder



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

#### 6 Rename File



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



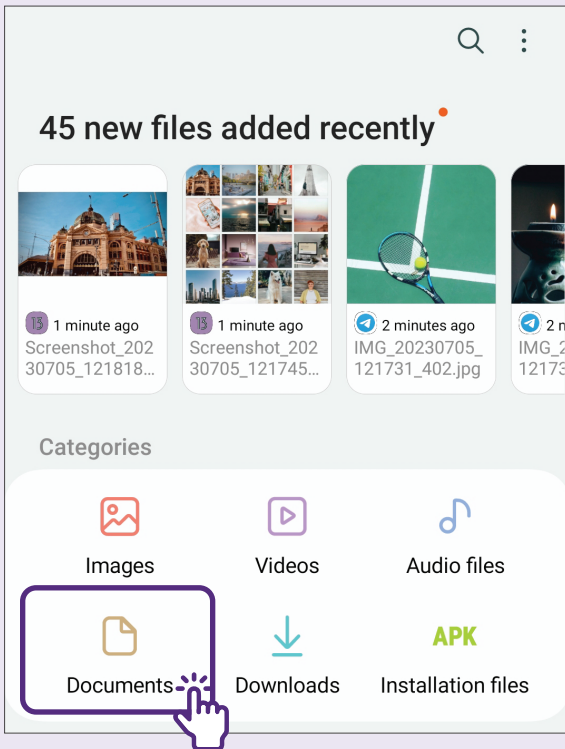
# Retrieve a Document

## 1 Select My Files



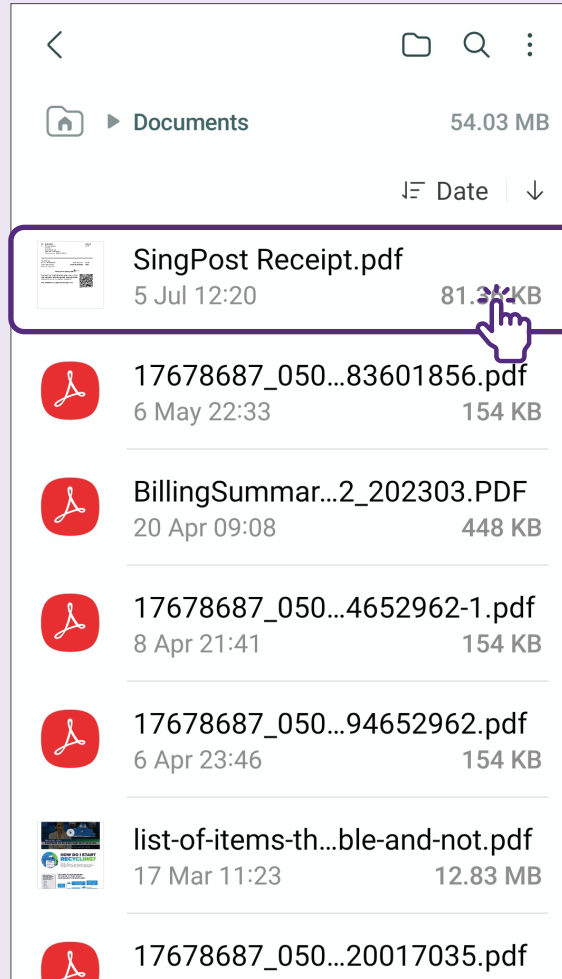
Find and tap the "My Files" icon.

## 2 Select Category



e.g. "Documents".


## 3 Select Document



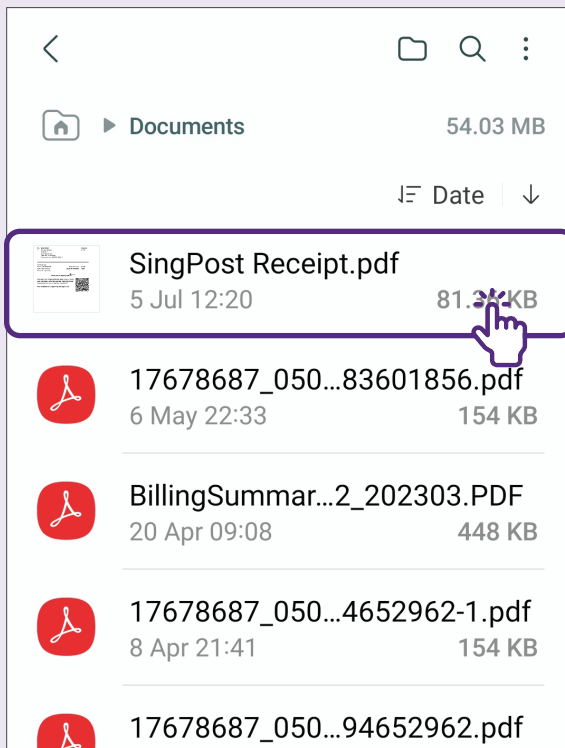
Tap on the file you wish to retrieve.

# Delete a Document

## 1 Select My Files

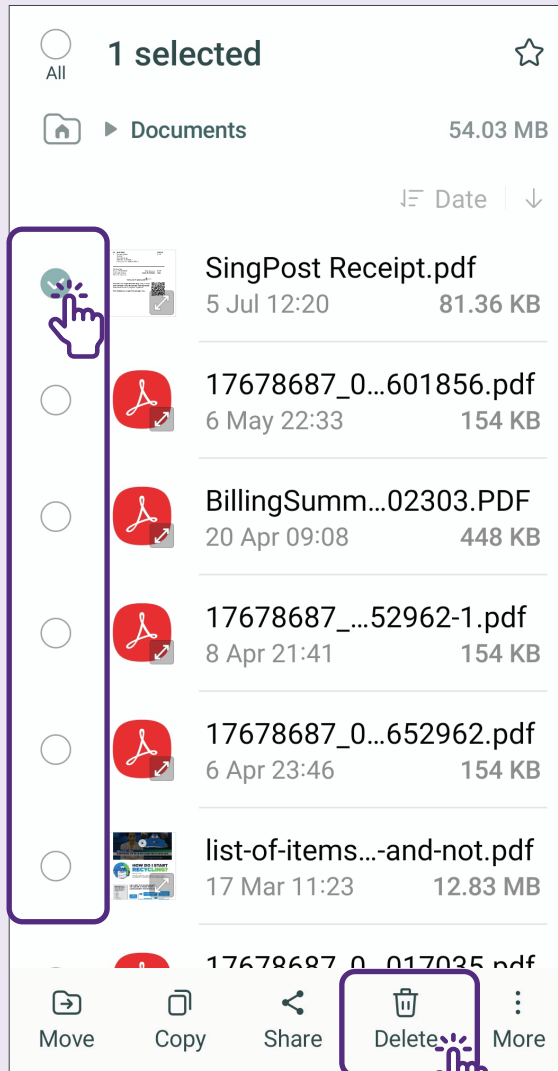
 Find and tap the "My Files" icon.

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



**For more information and  
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Digital community hubs:**

**IMDA Contact Centre**

**Hotline:** +65 6377 3800

**Feedback:** [go.gov.sg/imda-feedback](https://go.gov.sg/imda-feedback)

**Website:** [digitalforlife.gov.sg](https://digitalforlife.gov.sg)



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