

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

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



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

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

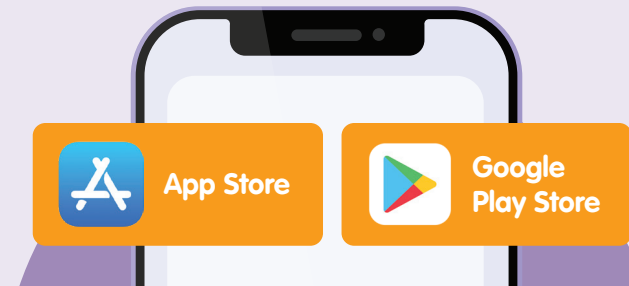
To stay safe while storing, retrieving and deleting information on your mobile device, please keep to the following:



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.



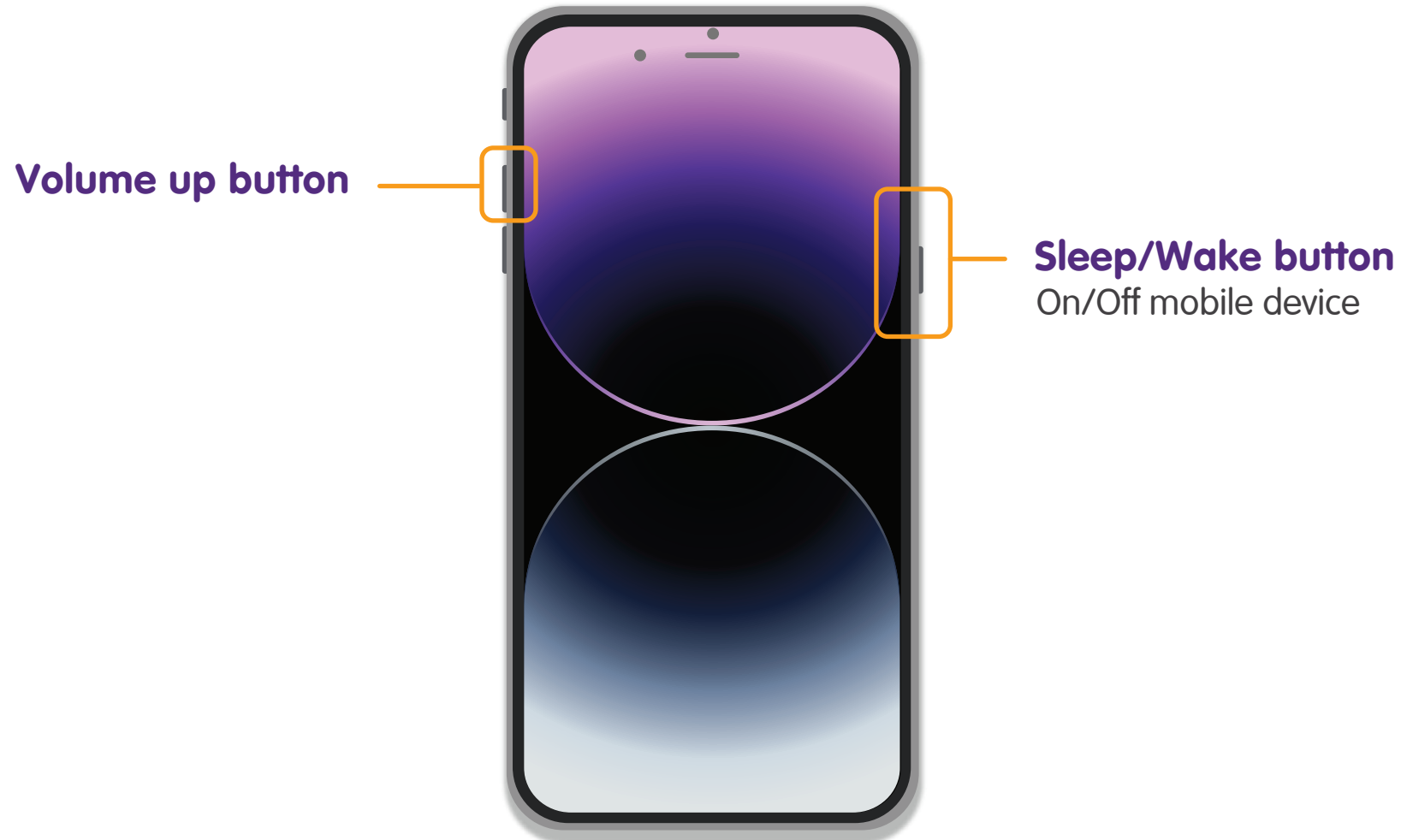
Check for updates and **update your app promptly** to protect your devices from known security vulnerabilities.



Download apps from **official** sources.

Take a Screenshot

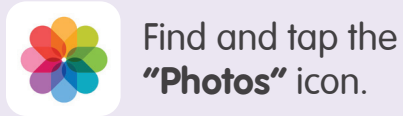
Taking a picture, recording a video, or capturing a screenshot is a common way to store information on your mobile device. Follow these steps to store, retrieve, and delete photos, videos, or screenshots on your mobile device.



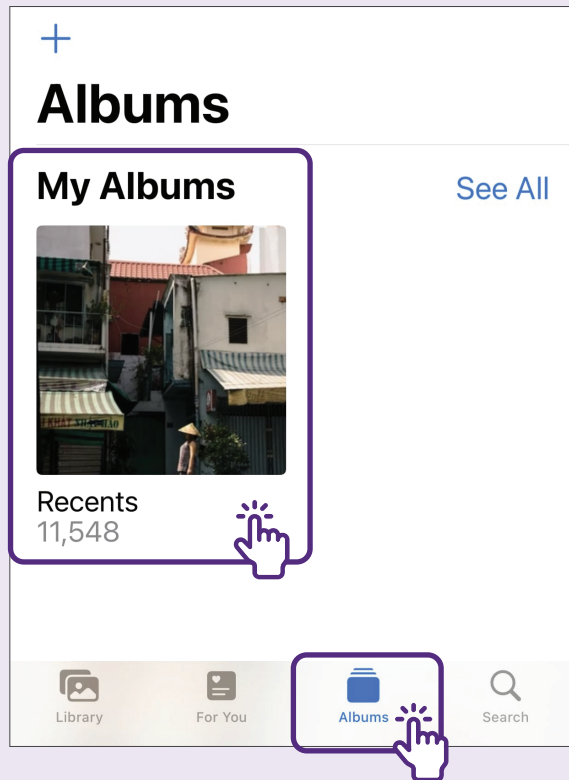
Press the **"Volume up"** and **"Sleep/Wake"** buttons simultaneously to take a screenshot.

Retrieve a Photo, Video or Screenshot

1 Select Photos

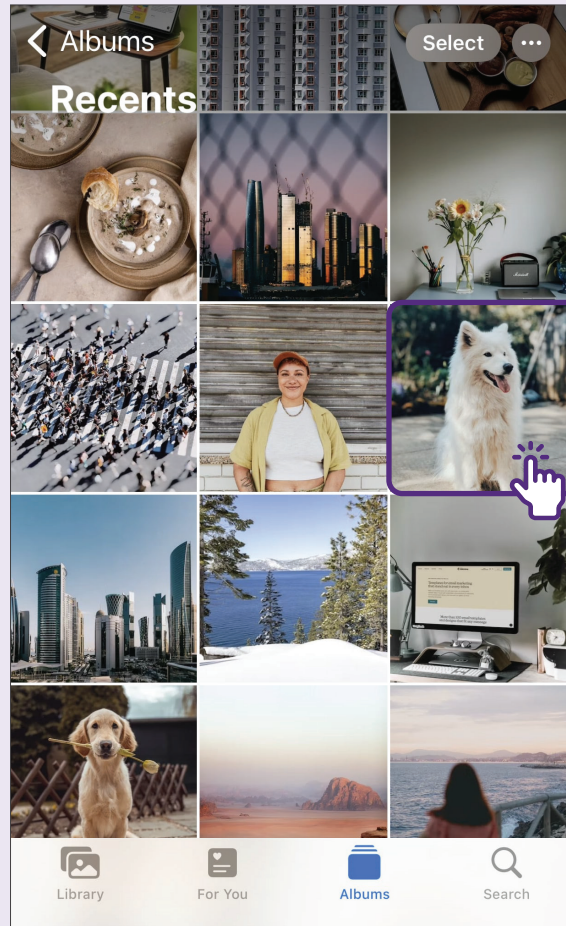


2 Select Gallery View



Tap on the folder you wish to view.

3 Select preferred image or video




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

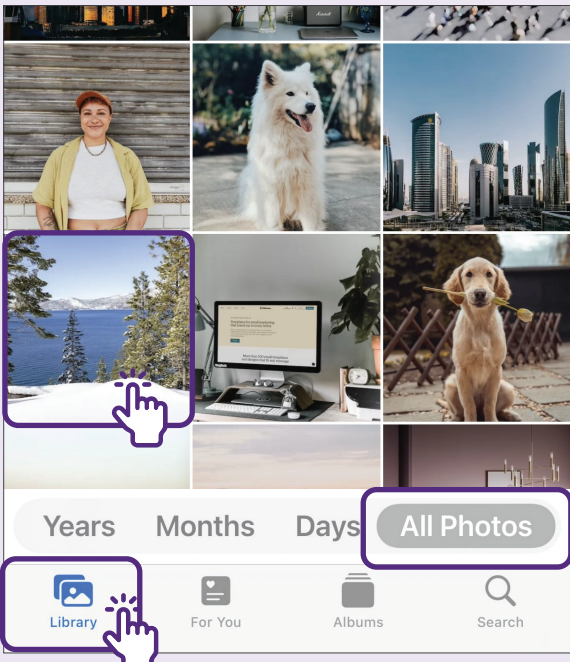


Delete a Photo, Video or Screenshot

1 Select Photos

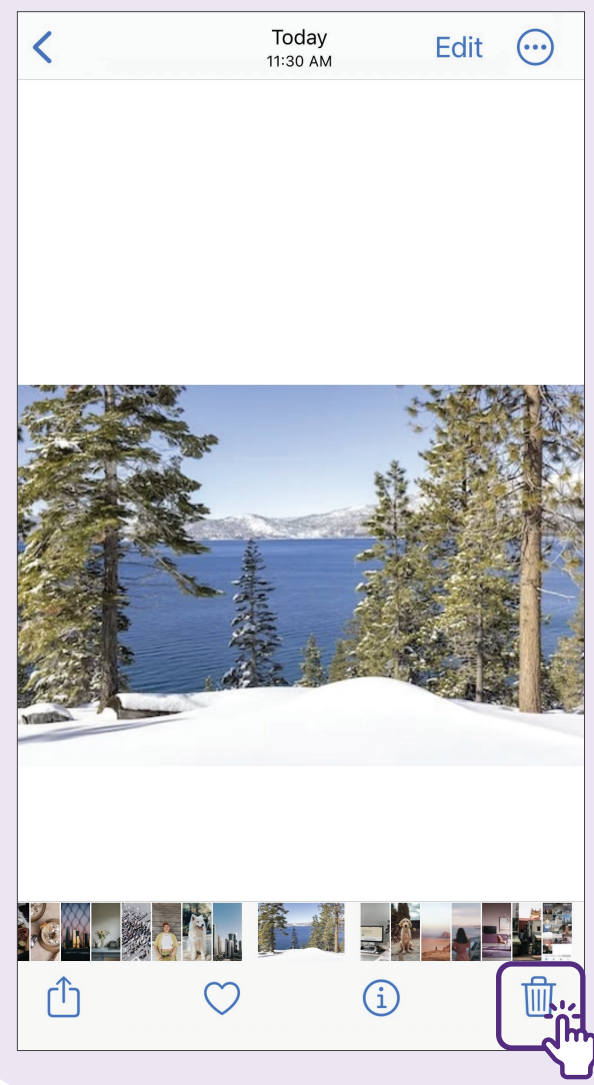
 Find and tap the "Photos" icon.

2 Select Photo/Video/ Screenshot

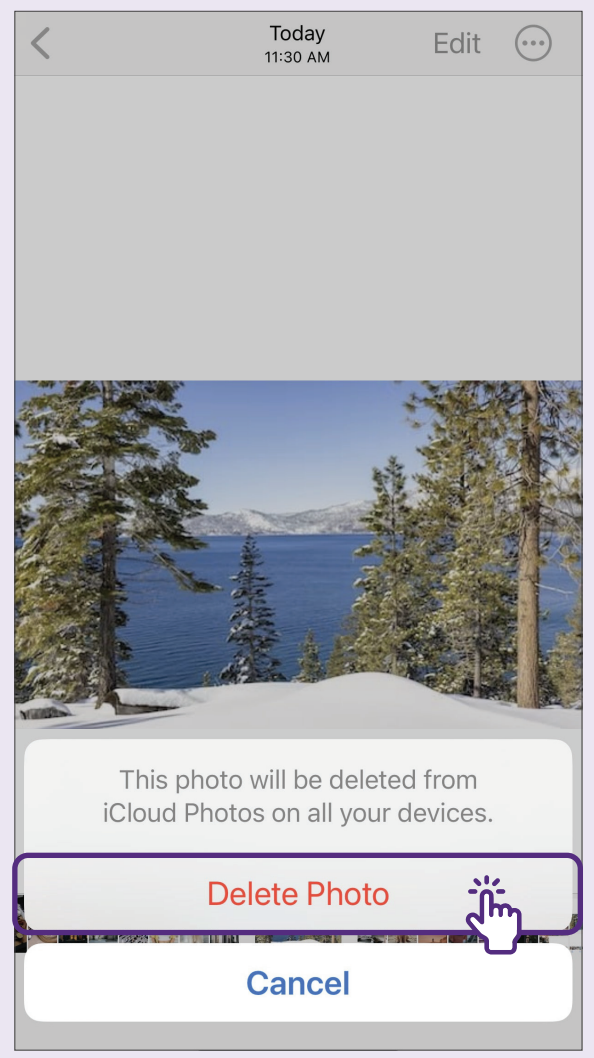


Select "**Library**" and tap on the photo/video/screenshot you wish to delete.

3 Delete Photo/Video/ Screenshot



4 Select Delete Photo



Bookmark a Website

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

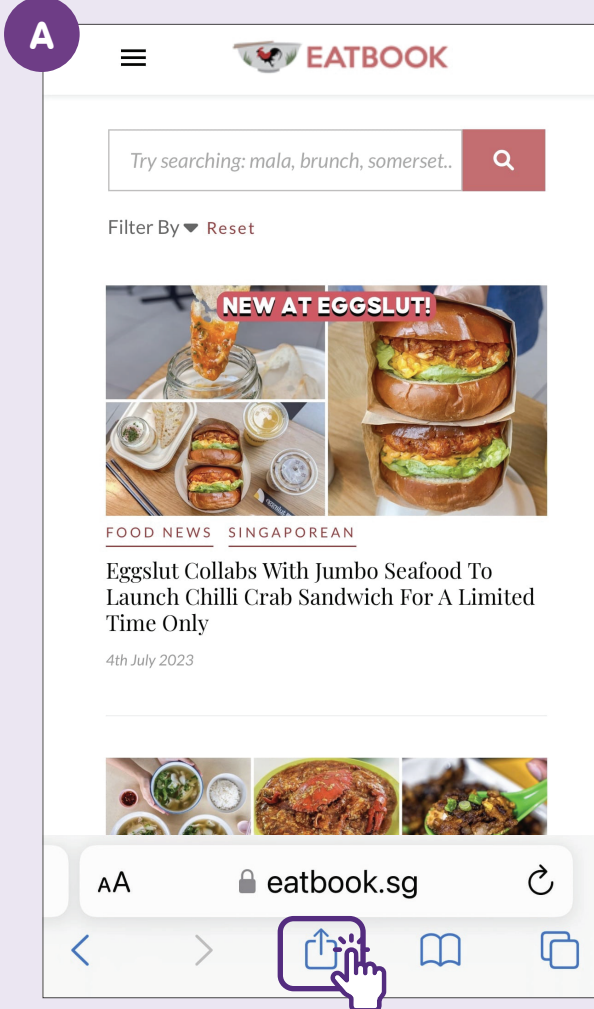
Follow these steps to bookmark a website, retrieve the bookmark, and delete it if you no longer need it.

1 Select Safari

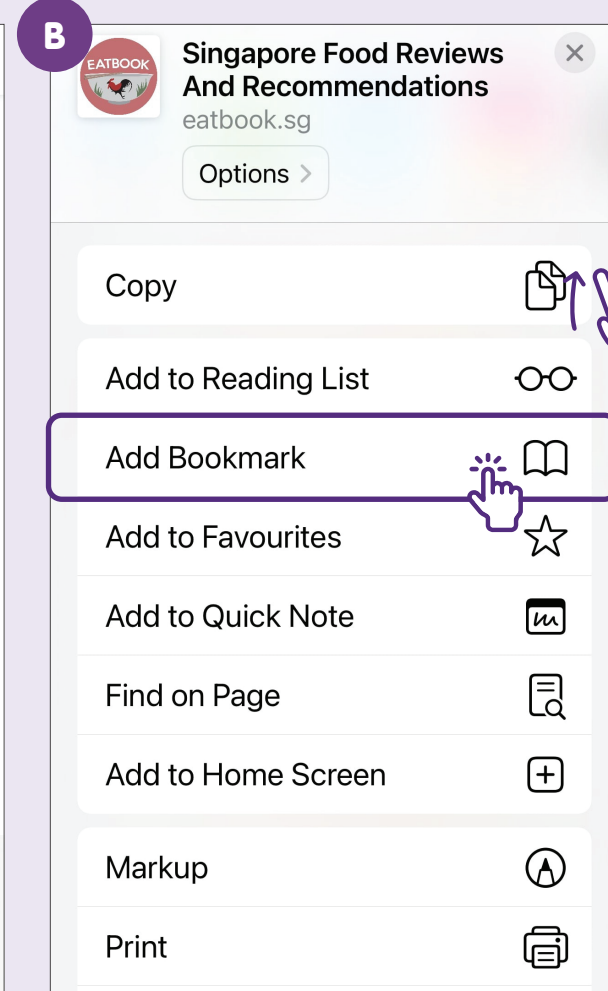


Find and tap the "Safari" icon.

2 Add Bookmark



Visit your desired website, then tap on the "Share" icon.



Select "Add Bookmark", then tap "Save".



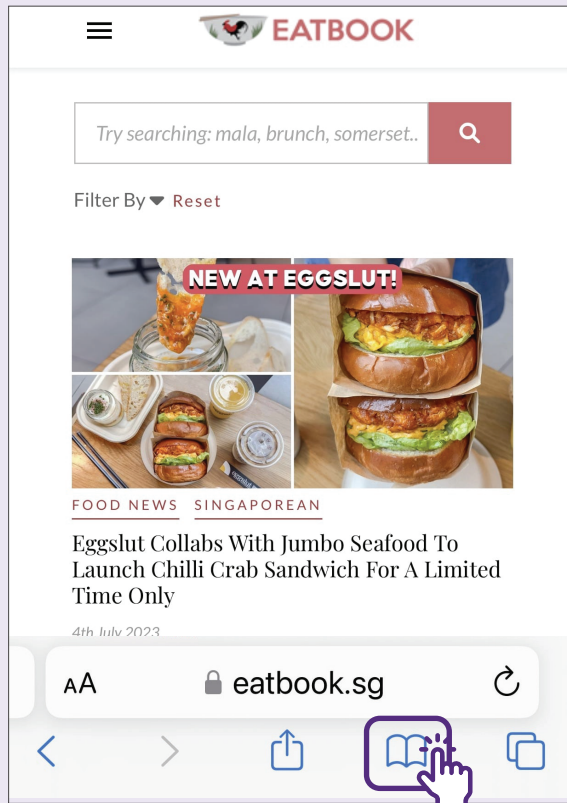
Retrieve a Bookmark

1 Select Safari

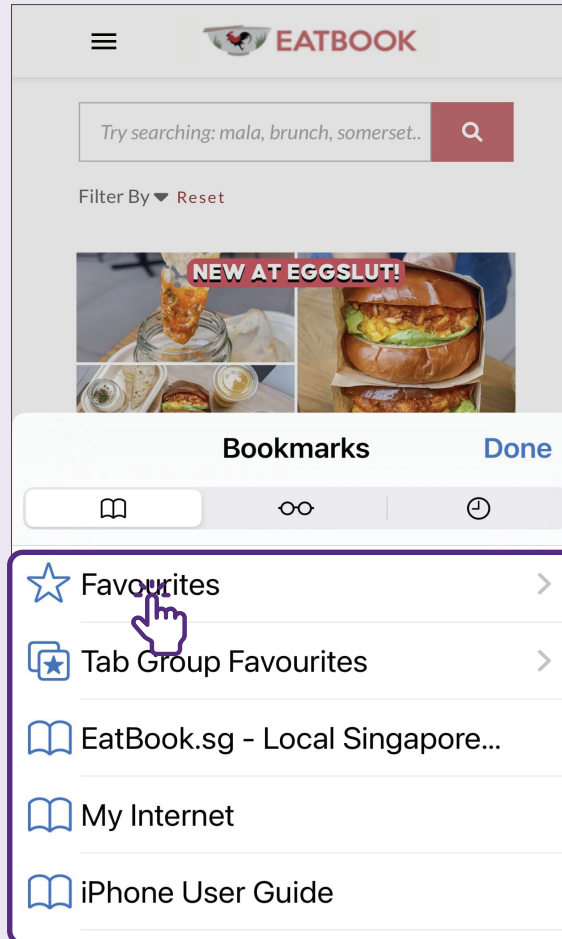


Find and tap the "Safari" icon.

2 Tap on the Bookmark icon



3 Select Website



From the Bookmarks tab, tap on a bookmark to access the corresponding website.

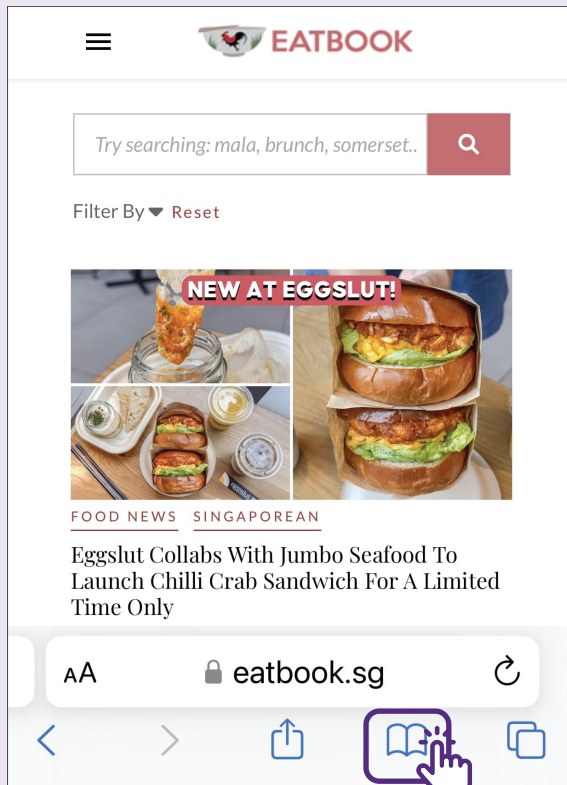
Delete a Bookmark

1 Select Safari

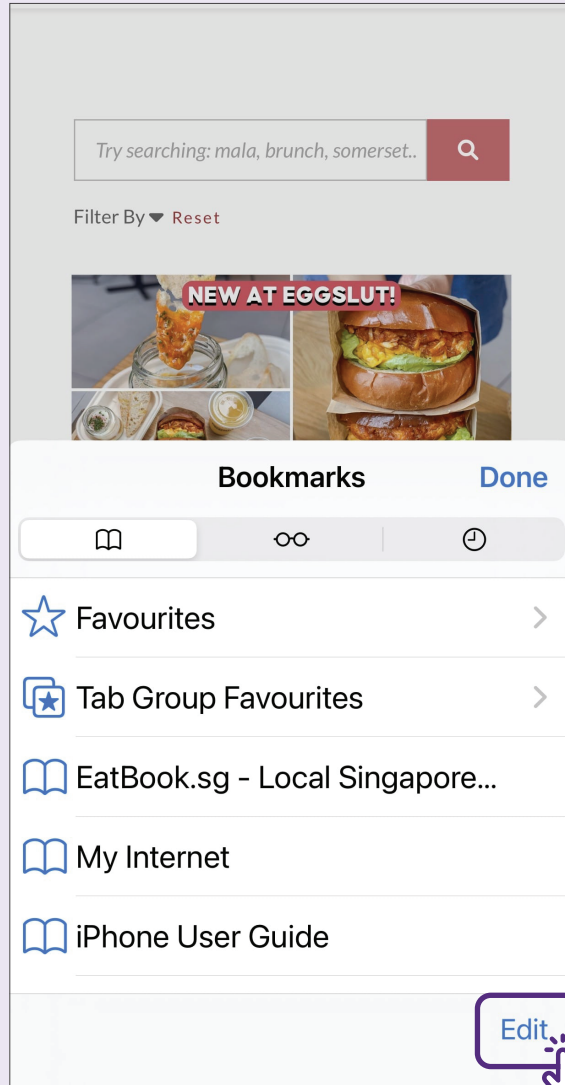


Find and tap the "Safari" icon.

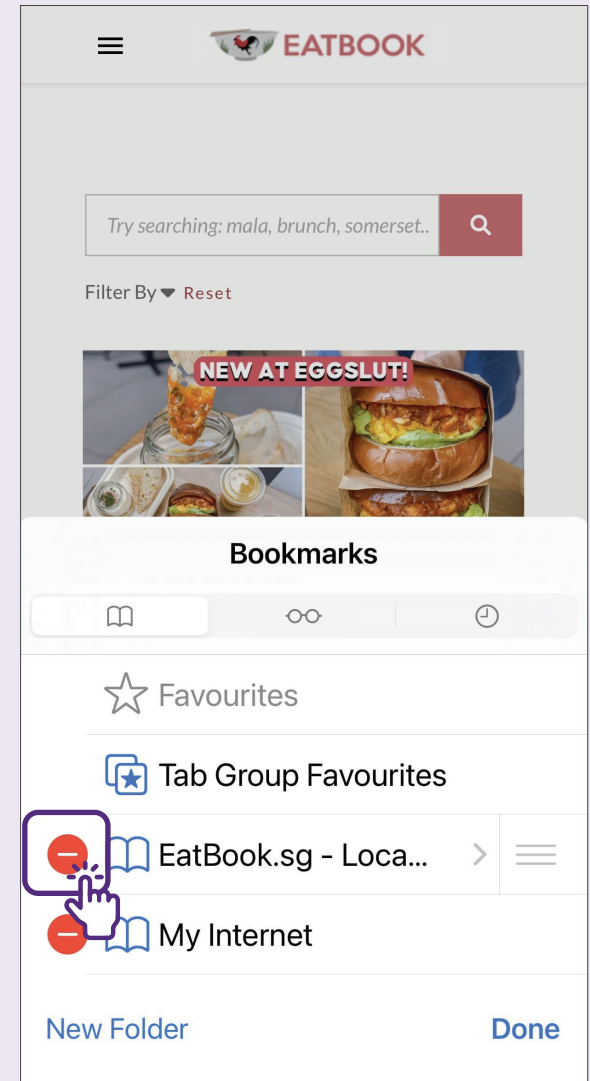
2 Tap on the Bookmark icon



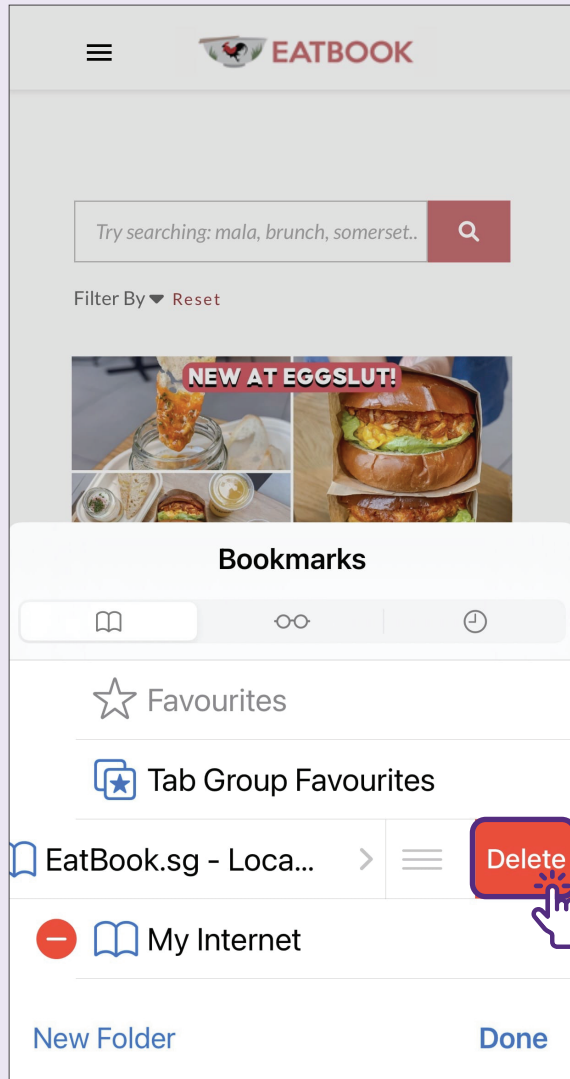
3 Tap on Edit



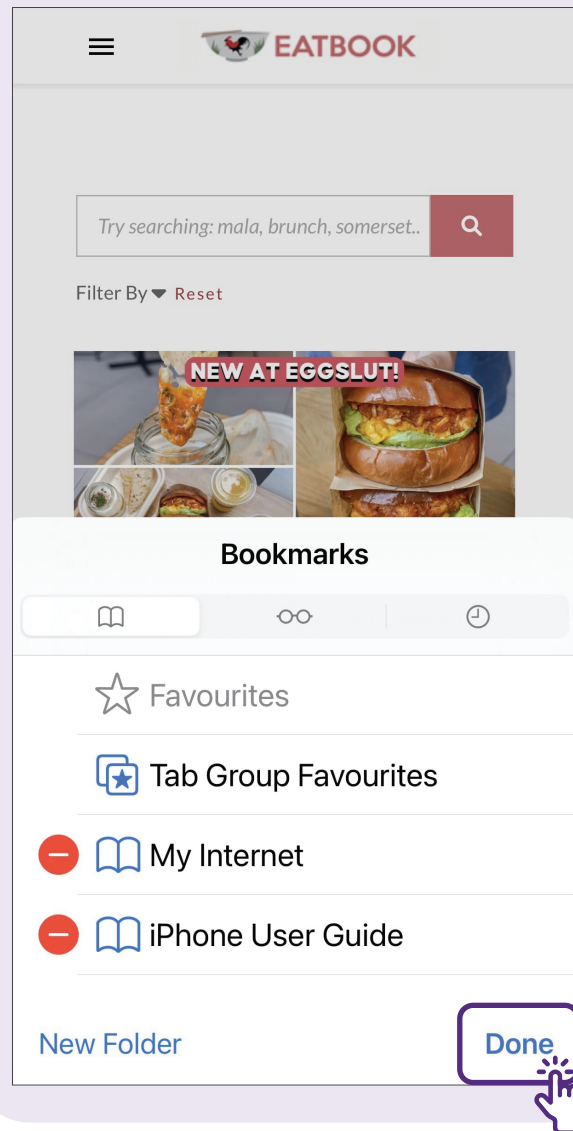
4 Tap on the Minus Icon



5 Tap on Delete



6 Tap on Done

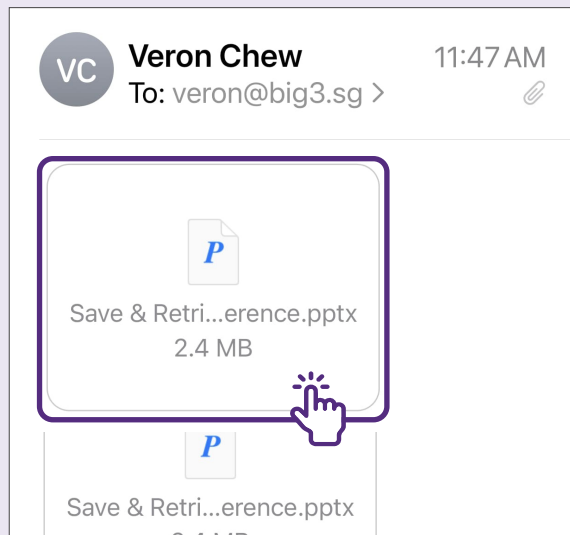


Save a Document

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

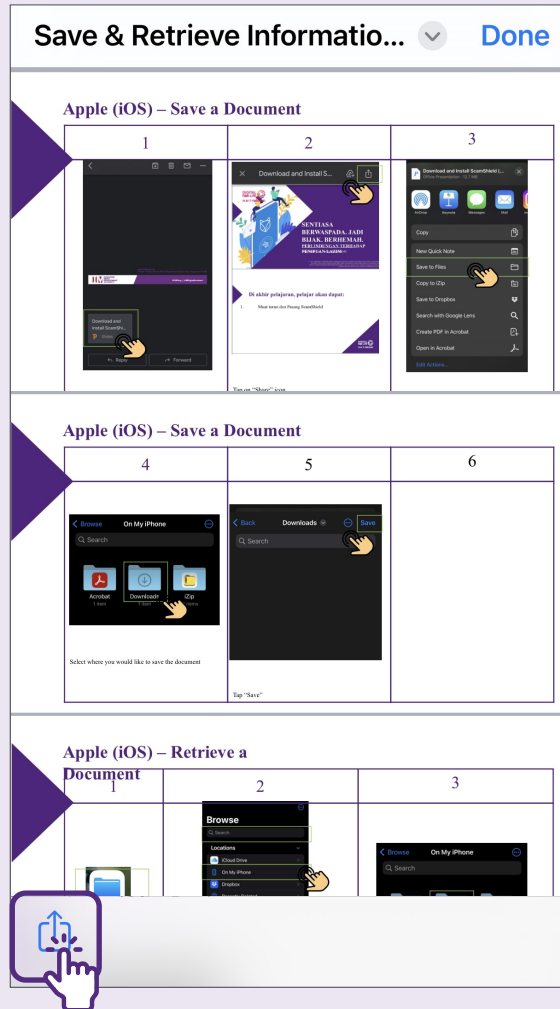
Follow these steps to save, retrieve, and delete a document on your mobile device.

1 Open a Document

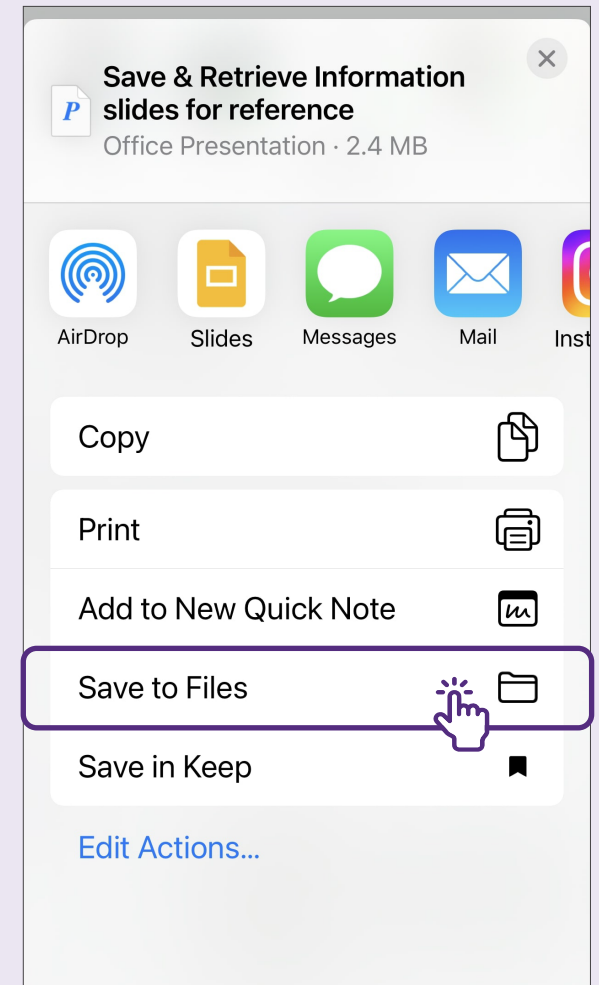


Open the document you want to save.

2 Tap on the Share icon

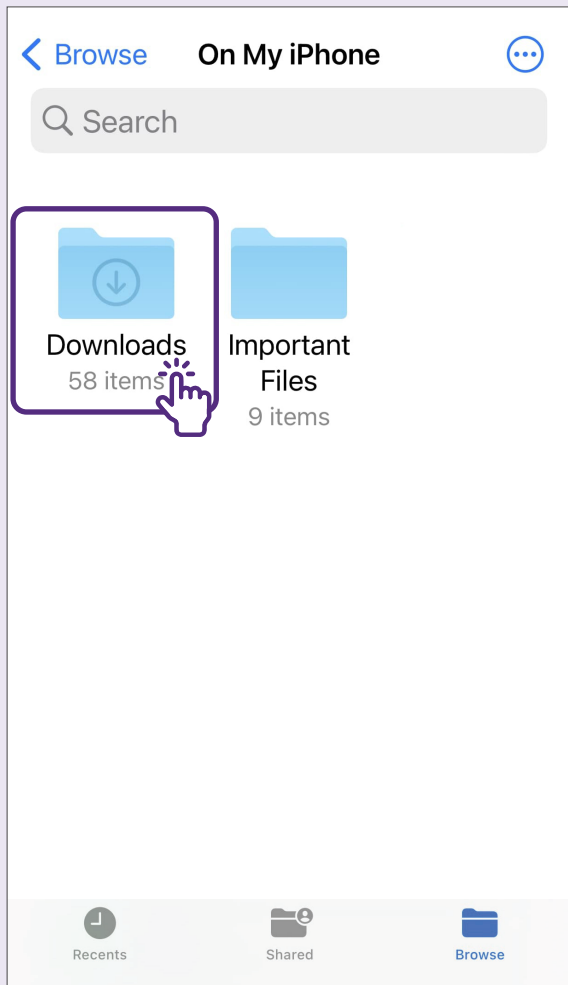


3 Save to Files



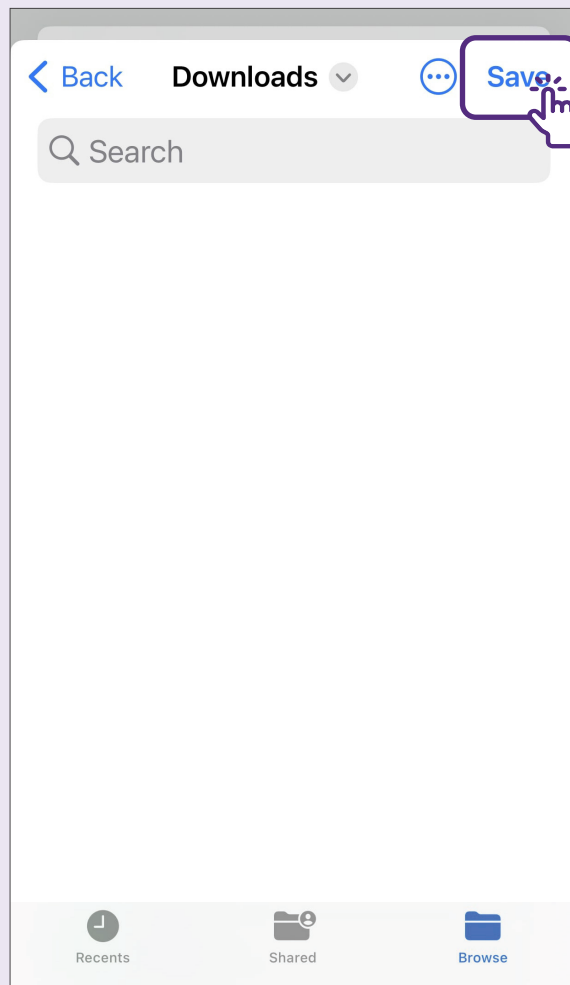
Select "Save to Files".

4 Select Save Location



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

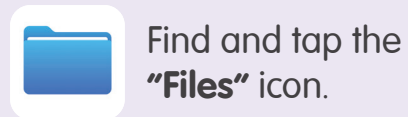
5 Save File



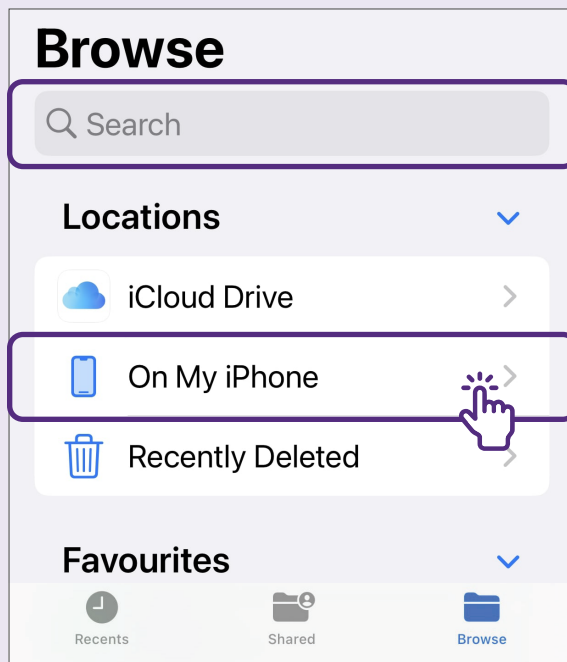
Tap **"Save"**.

Retrieve a Document

1 Select Files

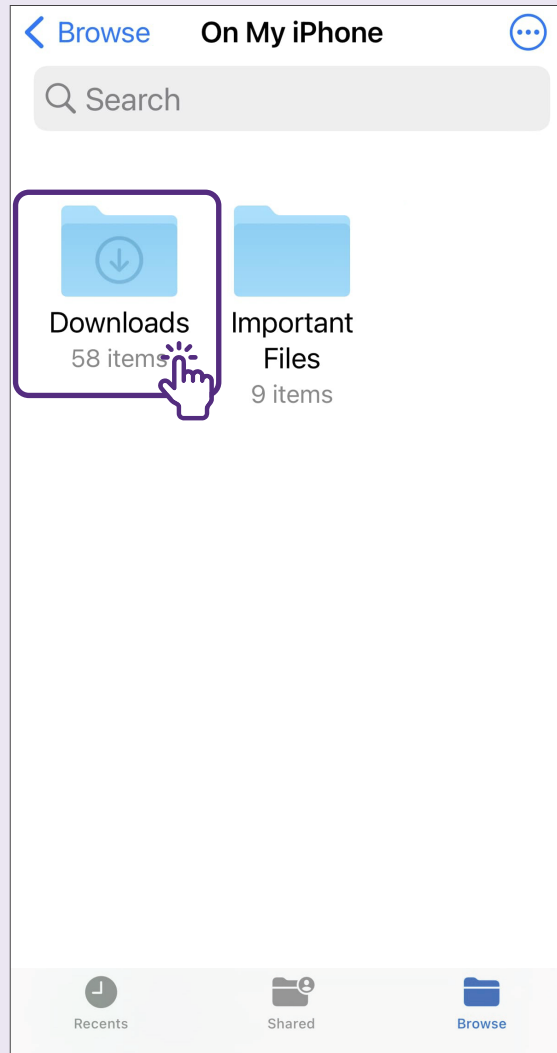


2 Search for a File

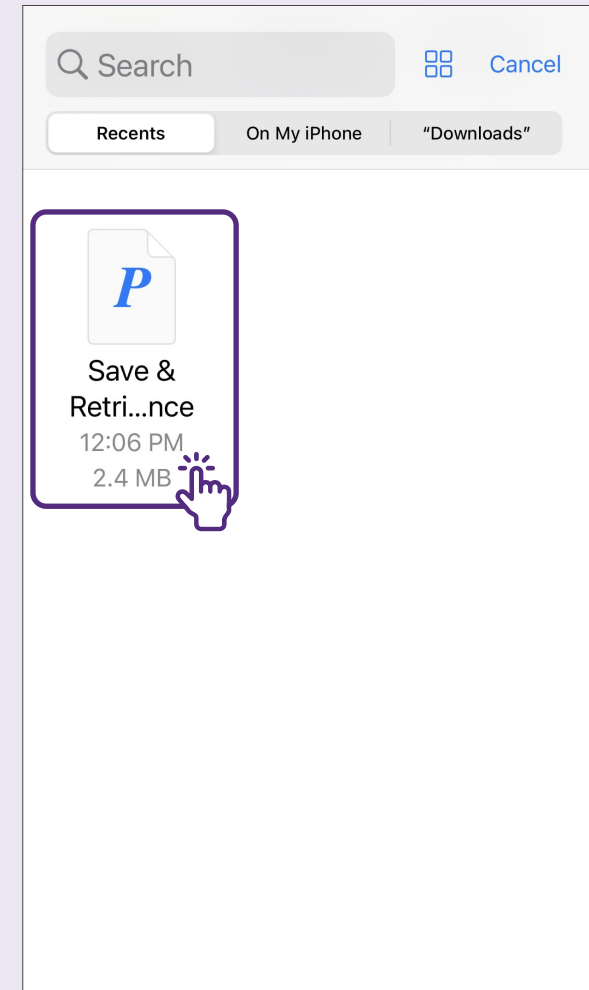


Tap on "**Browse**", then either conduct a search in the search bar or select one of the "**Locations**" to locate the file.

3 Select Folder



4 Retrieve File



Select the file you wish to view.

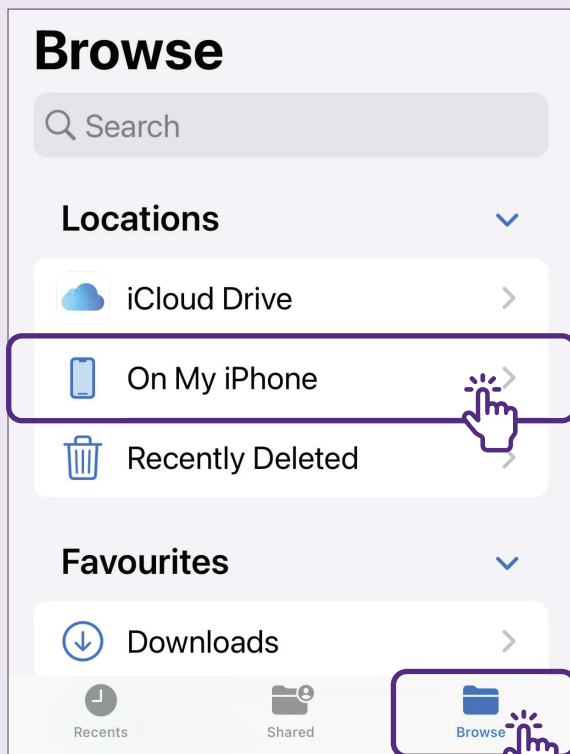
Delete a Document

1 Select Files



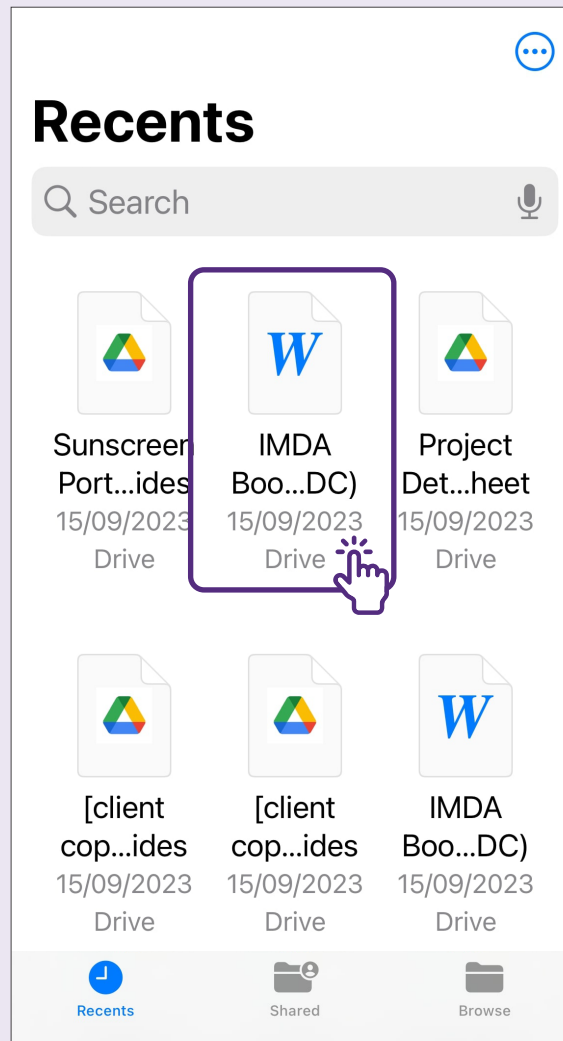
Find and tap the "Files" icon.

2 Search for a File

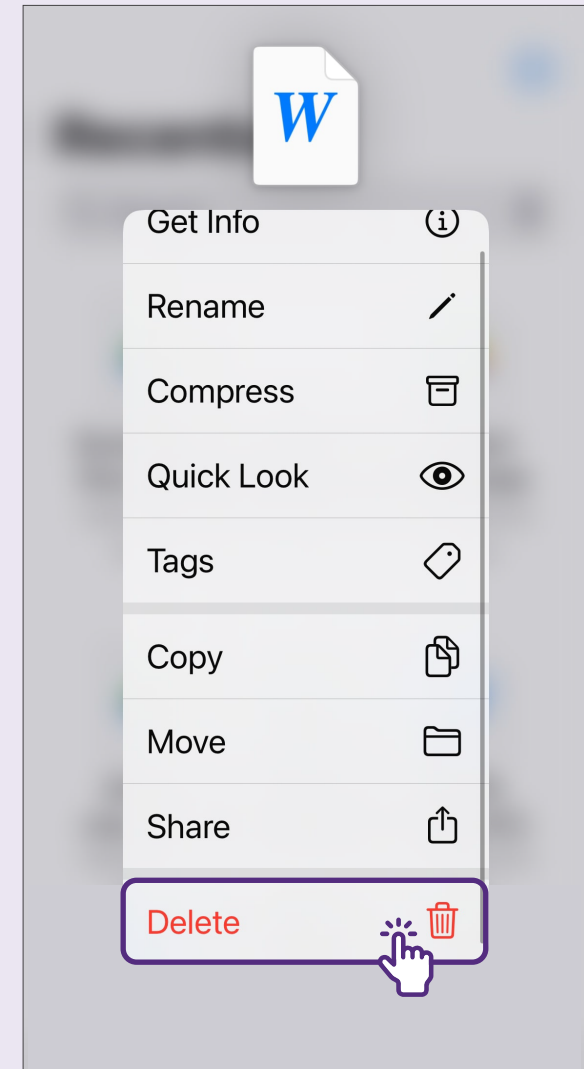


Tap on "Browse", then select "On My iPhone".

3 Tap and Hold on the File to Delete it



4 Select Delete



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

IMDA Contact Centre

Hotline: +65 6377 3800

Feedback: go.gov.sg/imda-feedback

Website: digitalforlife.gov.sg



**Scan QR code to
visit the Digital for
Life Portal.**

© 2026 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.