



# Smartphones - Saving data



# What We Are Going to Cover

## Smartphones - Saving data

- Data Intro
- Where to save data
  - Internal phone
  - Memory card
  - Cloud storage *e.g Google Drive*
  - External storage
- How to save data
  - Email attachments
  - Whatsapp files
  - Downloads
  - Apps
- Save/backup data



# Smartphone - Data Intro

- Smartphones have become an increasing essential tool in our modern lives for taking photos, using Apps e.g. Whatsapp and downloading & sharing information e.g. via email, messaging, online searching
- All this is **data** that is stored on your phone and the **main types of data** are:
  - **Images** e.g. *jpg*
  - **Apps** (*pre installed or downloaded from app store*)
  - **Files/documents**. e.g. *Word, Docs or PDF*
  - **Videos** e.g. *MP4*
- Data/files can be small, medium or large. The largest is GBs, then MBs and smallest is KBs
- Videos/Images & Apps tend to be the largest = GBs. Files/documents = MBs. Emails (without attachments) the smallest = KBs

# Smartphone - Where to Save Data

## Internal Phone Storage:

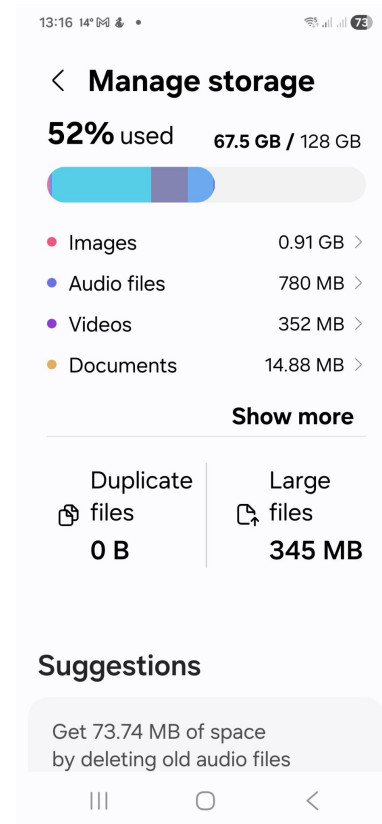
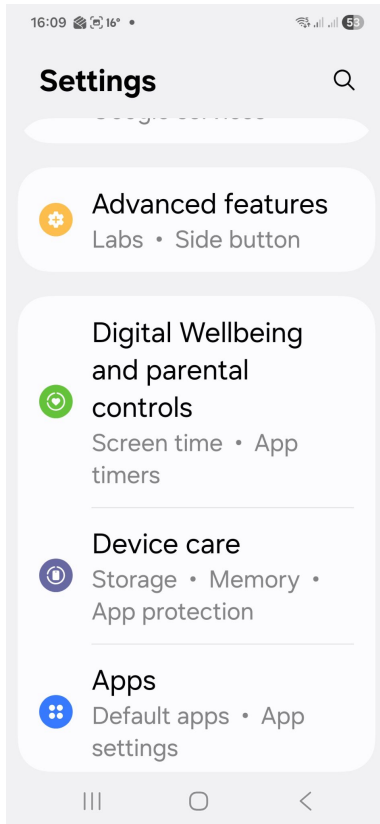
- Your phone will come with 'internal storage' where files/data e.g. photos will be **stored by default**. You can find your 'storage' by going to:
  - **Android:** 'Settings' > 'Device Care' > 'Storage'
  - **iPhone/iPad** 'Settings' > 'General' > 'iPhone storage'

## Cloud Storage:

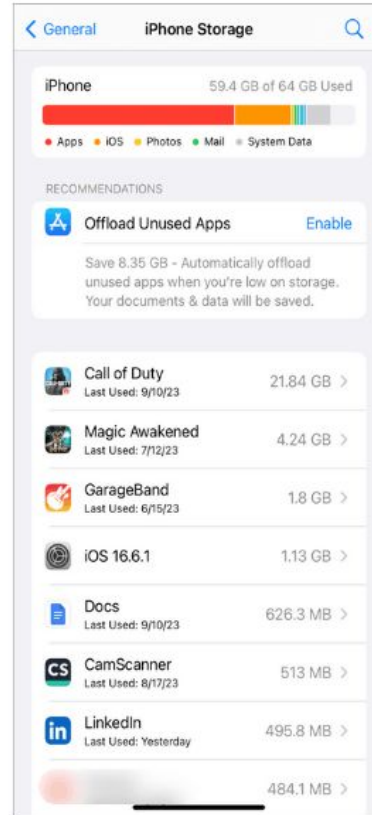
- Whether your phone is Android or iPhone *when you first set up the account on your phone e.g. Gmail account or iCloud* you will get access to '**free cloud storage**' where data can be saved/backed up e.g. **Google One/Drive** (Android) or **Apple Cloud** (iPhone) **To access** your 'cloud storage':
  - **Android:** Open the '**My Files**' app on your phone, **scroll down** to 'Storage'.
  - **iPhone:** Go to: 'Settings' > 'Your Name' > 'iCloud'.

**(Note:** If you use 'Outlook' or 'Hotmail' email: **download** the '**Microsoft OneDrive**' app from your app store to access the 'OneDrive cloud storage'. **Remember**, you need to be signed into Google Drive, iCloud, Outlook etc.)

# Smartphone- Phone Storage: Android



# Smartphone- Phone Storage: iPhone





## You've got 200 GB of storage

Storage in Google Drive, Gmail, & Google Photos

[Get more storage](#)

102.58 GB of 200 GB used



### STORAGE DETAILS

|  |          |                   |
|--|----------|-------------------|
| Google Drive   | 8.62 GB  | <a href="#">↗</a> |
| Gmail  | 14.05 GB | <a href="#">↗</a> |
| Google Photos  | 79.89 GB | <a href="#">↗</a> |
| Family storage <span>2 members</span> <span>▼</span> | 0 GB     | <a href="#">↗</a> |

< iCloud

## iCloud Storage

iCloud

42 GB of 50 GB Used



Backup Photos Docs

[Change Storage Plan](#)

50 GB >

|                    |            |
|--------------------|------------|
| Backup             | 22.8 GB >  |
| Photos             | 14.3 GB >  |
| iBooks             | 4.5 GB >   |
| WhatsApp Messenger | 250.2 MB > |
| Notes              | 67 MB >    |
| iCloud Drive       | 4.5 MB >   |

# Smartphone - Where to Save Data (cont)

## Memory Card:

- Some **Android phones** will come with the option to install a 'Memory card'. This usually goes in a slot in the 'SIM' tray on the side of your phone. This **increases the size** of the 'storage' on your phone. To **access this** go to '**My Files**' or '**Files**' app on your phone and **select** under 'Storage'

## *External Storage:*

- This a **portable external storage** device that can be connected to your phone (by cable attached to charging port) and allows you to **store/back up data** from your phone so you can **free up space!**

# Smartphone- How To Save Data

- **Data** (i.e. files, images etc) is saved in your 'Internal Storage' on your phone:
- **How to save data** depends on how you **receive/obtain it** e.g via: 'Email', 'Whatsapp', 'Download' (e.g. *Internet search*), App store etc.

## Email (Android):

- Data e.g. Files/documents & images that you receive via email are in the form of 'Attachments/Files'
- To 'Save an Email Attachment/File' **tap** on the email, then **tap** on the 'Attachment' or 'Paperclip icon'. **Tap** 'the menu' (3 dots) > **Tap** 'Save as file' > **Select** 'file type' e.g. *PDF, Image etc* > **Select** folder e.g. *Documents* > **Tap** 'Done'
- The files/attachments are 'saved' and 'can be accessed' in the 'My Files' or 'Files app'. To access 'the file' select the folder where it was saved e.g. Documents

# Smartphone- How To Save Data

## Email (iPhone):

- To 'Save an Email Attachment/file' **Open** your Mail app>**Tap** on the email> **Tap and hold** (*a menu will appear*)> **Select** 'Save to Files' to select location for 'Files' on the phone or **Select** 'Save Image' for photos.
- Files (i.e. documents) are 'saved' (by default) on your iPhone and 'can be accessed' in the 'Files app'
- Images (i.e photos) are saved on your iPhone in the 'Photos app'

# Smartphone- How To Save Data (cont)

## Whatsapp - Android:

- Data e.g. files/ images received via Whatsapp are in the form of 'Attachments/media files'
- **Attachments/media files** are usually saved automatically in your Whatsapp folder' located in your 'Internal storage'.
- If auto saving not set up, **Open** Whatsapp, then:
  - **Tap** Menu (three vertical dots) > **Settings** > **Storage and data**
  - **Scroll down** to 'Media auto-download' and **tap**:
    - **'When using mobile data'**: **Select** 'check boxes; next to type of media e.g. photos
    - **'When connected on Wi-Fi'**: **Select** 'check boxes; next to type of media e.g. photos

# Smartphone- How To Save Data (cont)

## Whatsapp - iPhone:

- **Attachments/media files** can be saved automatically in your iPhone Internal storage'. To set up, **Open** Whatsapp, then:
  - **Tap** 'WhatsApp Settings' or 'your 'profile picture', then **Tap** 'Storage and data'
  - In the 'Media auto-download section', **Tap** the 'type of media' you'd like to set your auto-download settings for and **Select** the options:
    - **Never:** *Media not automatically downloaded. Need to manually download*
    - **Wifi:** *Media automatically downloaded when connected to Wifi only*
    - **Wifi and cellular:** *Media automatically downloaded via Wifi/mobile data*

# Smartphone- How To Save Data (cont)

## Downloads/Internet:

**Files/images** can be downloaded and saved in your 'downloads folder' in your 'Internal storage' on the phone.

**Android:** To download and save a file:

- **Open** browser (e.g. Chrome)
- **Go to** the site where you want to download a file.
- **Tap and hold** on 'image/link' you want to download
- **Tap** 'Download link' or 'Download image'

**Note:** Downloaded 'files/images' are saved in the: **Downloads folder** in the 'My Files' or 'Files' App on your phone

# Smartphone- How To Save Data (cont)

## Downloads/Internet (cont):

**iPhone:** To download and save a file:

- **Open** browser (e.g. Safari)
- **Go to** the website where you want to download a 'file/image'.
  - **Images:** *Tap and hold on the 'image' > Select 'Save to Photos'*
  - **Files:** *Tap 'Download link' and if prompted Select a location e.g On My iPhone*

**Note:** *Downloaded 'Images' are usually saved in 'Photos' and Files e.g PDFs in the **Files app** on your iPhone*

# Smartphone- How To Save Data (cont)

## Apps:

- **Apps** are either 'pre installed' or **New Apps** 'installed' using the 'App store' on your phone:
  - **Android** - Play Store
  - **iPhone** - App Store
- **To install/download an App: go to** your app store> **search** for the app>**Tap** on 'Install' (Android) or 'Get' (iPhone)>**Tap** on 'Open' once installed
- **Apps are saved on your phone** and can be 'Viewed/Opened' in your 'Home Screen', 'Apps Library' or **go to** 'Settings'

# Smartphone- Saving/backing up Data

**You can save/backup data to your cloud storage**

**Android:** To save/backup your data to your **Google cloud storage** use '**Google One/Drive**' which has **15GB of free storage**.

**Go to:** Settings > Google >Backup > **Tap** 'Manage backup'

*(Note: You will need to be signed into your Google account. You can purchase more storage if required).*

**iPhone:** To save/backup your data use '**iCloud**' which has **5 GB of free storage**

**Go to:** Settings > Your Name > iCloud> iCloud Backup.

*(Note: You will need to be signed into your iCloud/Apple account. You can purchase more space if required).*

**Thank You**

**Any Questions?**