

# Quick How-To:

## How to Free Up Storage on Your Phone or Computer

---

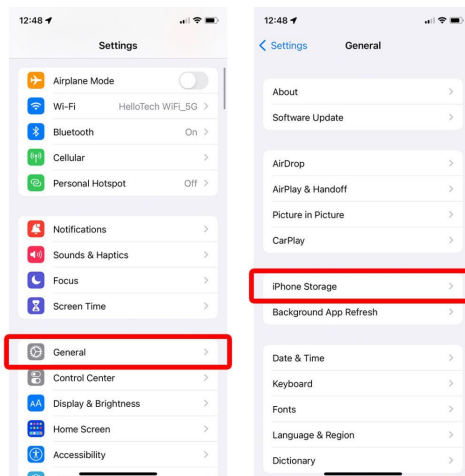
### Who is this for?

This guide is for learners who want to make space on their device by deleting unused files, photos, videos, or apps that take up too much room.

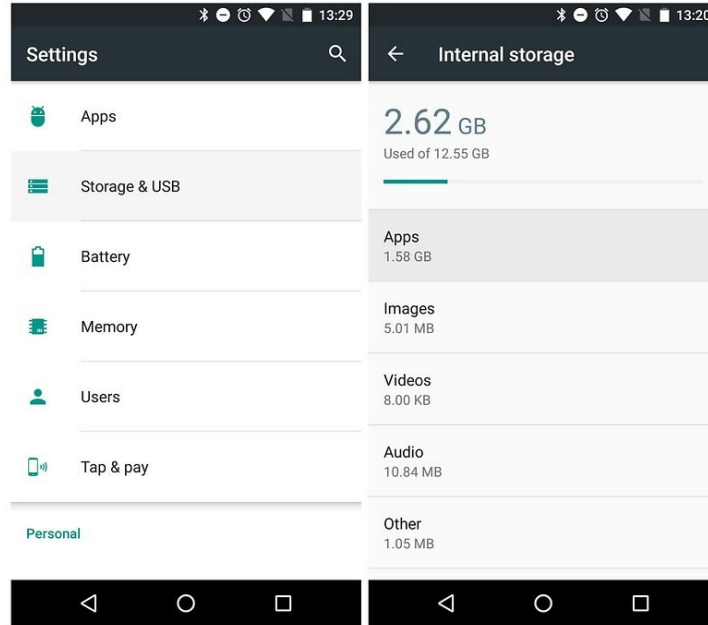
### Step-by-Step Instructions

#### Step 1: Open Storage Settings

- On iPhone: Go to **Settings > General > iPhone Storage**.



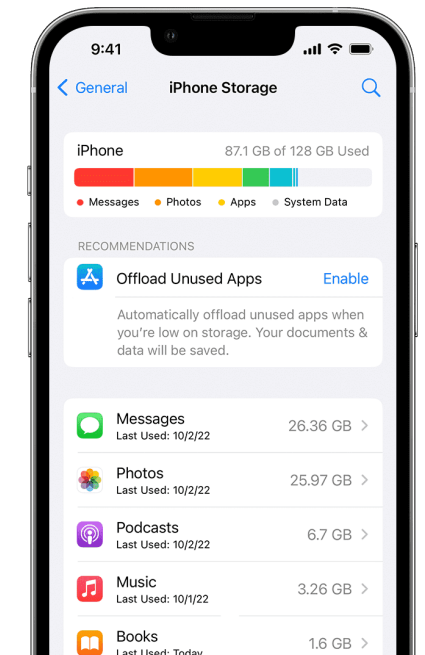
- On Android: Go to **Settings > Storage**.



- On a computer: Look in **Settings > Storage** or **System > Storage**.

## Step 2: Review What's Taking Up Space

- Look at apps, photos, videos, downloads, and system files.
- See which ones are large or unused.

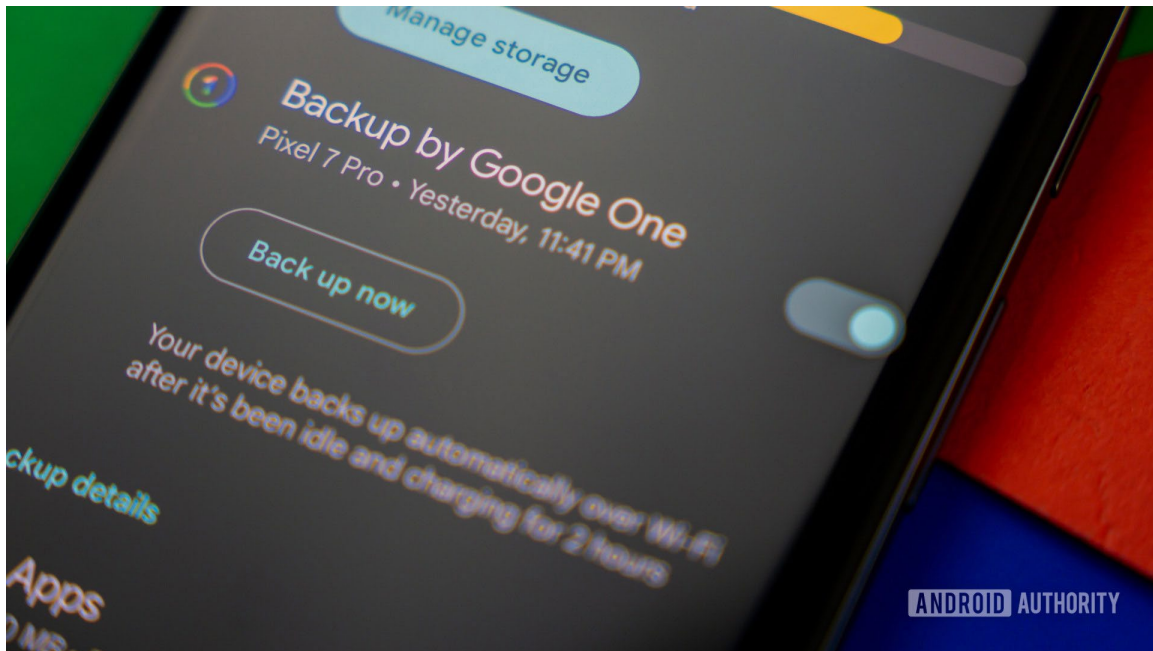


### Step 3: Delete What You Don't Need

- Tap on old apps, large videos, or duplicate photos to delete.
- Be careful not to remove things you want to keep.

### Step 4: Back Up to Cloud (Optional)

- Use iCloud, Google Drive, or OneDrive to save photos and documents online before deleting them from your device.



### You Did It!

Now your device has more room to work better — and you've kept only what's meaningful.