Apple iPhone: Saving and sharing

Using the Files app to organise your files and documents, and share them.

You can save a file to your iPhone and find it using the **Files** app. You can also delete files you don't want anymore, and share files with a friend using email.

What you will need

Before you begin the course, check your iPhone is charged up, switched on, and showing the **Home** screen. Your iPhone operating software should also be up to date, and your iPhone should be connected to your home Wi-Fi and internet. You should also have an email account set up on your iPhone.

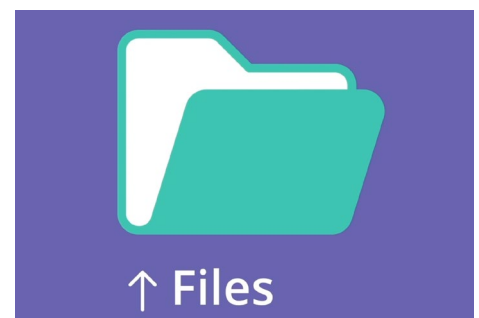## Using email to look at files

Your iPhone can receive and read files using an **email** app. For instance, if your travel agent might email you an itinerary, and you can tap on it in your email app to read it.

Saving files to your iPhone instead

Instead of searching your email each time you need to view the itinerary, you can save it to your iPhone and access it quickly and easily using the **Files** app.

You can read saved documents in **Files** even when you don't have access to Wi-Fi or mobile data, which is great when travelling.

To see how this works, follow along with our demonstration of the steps to save our travel itinerary to the **Files** app. Remember, while you won't have your own email with a travel itinerary to hand, the following steps will work with any kind of file you receive as an email attachment.

↑ Files

The Files app stores documents and other files you might need to access on your iPhone

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Opening the email in Mail

We'll use **Mail** as our email app for this demonstration. If you have a different type of email account, you should still be able to follow the steps below, but they may look a little different.

1. You can find the **Mail** app on the **Home** screen. Tap it to open **Mail**.

2. The **Inbox** shows a list of recent emails. Our travel agent has just sent us an itinerary for our trip, so it appears as a new email at the top.

Most emails are safe, but never click on a link or open an attachment you're unsure about. A link or file inside an email may contain viruses or other unwanted software
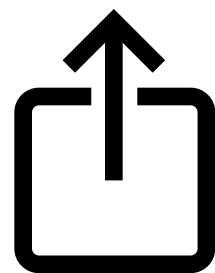
3. Tap on the email to open and read it.

4. Now the email is open, we can see the attachment at the bottom in the form of an icon. The file name tells you it's an itinerary.

Saving the file to your iPhone

To save the itinerary on your iPhone, tap the file icon to preview it on the screen.

1. Tap on the preview image to open the itinerary.

2. Find the **Share** icon at the bottom of the screen.

3. The **Share options** panel appears. Scroll to find **Save to Files** and tap it.

4. The **On My iPhone** option is highlighted in grey. If it's not, tap it to select it. When you're done, tap **Save** in the top right corner.

5. The **Share options** panel will slide away, and that means the itinerary has been saved onto your iPhone.

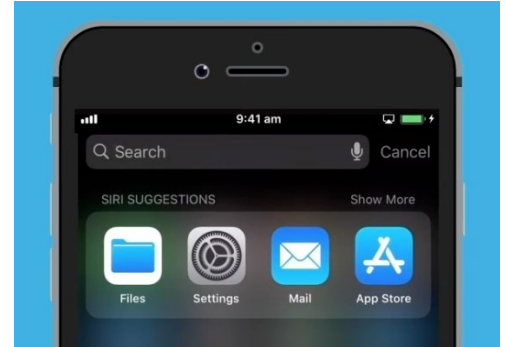The Share icon provides options for how to send files and photos to others

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Finding the Files app

The **Files** app will let you find and then read the itinerary you just saved. First tap the **Home** button to go back to the Home screen.

Here's a handy shortcut to find the **Files** app:

1. Swipe down from the middle of the **Home** screen, so that the **Search bar** and keyboard appear.

2. Type in **Files**.

3. The Files app icon will appear as a suggestion in **Applications**. Tap the icon and the Files app will open, ready to use.

Swiping down will reveal the Search bar

Reading the itinerary using Files

Files has lots of features to help you keep files on your iPhone organised, but for now we're going to open the travel itinerary we just downloaded.

1. Find **On My iPhone** on this screen, and tap it to continue.

2. If you don't have many files saved on your phone, it will be easy to see any file you're looking for. But you can also use the **Search bar**, to find a file you've saved.

3. Tap the itinerary, to open and read it.

It's very handy to be able to check your itinerary in **Files** even when you don't have access to Wi-Fi or mobile data, especially when you're overseas!

When you've finished, tap **Done** in the top left corner to see the **On My iPhone** screen again.

Sharing files with a friend

In this example, we're going to send the itinerary to a friend as an email attachment.

1. Tap and hold on the itinerary until a row of icons appear at the bottom of the screen.

2. Find the **Share** option, which looks like a box with an arrow pointing up out of it, and tap on it. The **Share menu** appears and shows different ways you can share files and other content from your iPhone.

3. Find and tap on the **Mail** icon. It looks like an envelope on a blue background. Mail will open, with the itinerary already included as an email attachment.

4. Enter your friend's email address in the **To** box.

5. Tap the **Subject** box and type in the subject of the email. Then you can tap just above the attachment and type a short message, if you want.

6. Tap the **Send** arrow in the top right of the screen to send the itinerary. The **Mail** app will close automatically, and the screen will return to the list of files in the **On My iPhone** folder.

Deleting a file from your iPhone

Now, we're going to delete a file about gardening because we don't need it anymore. The file is in the **On My iPhone** folder.

1. Tap and hold on the gardening file to bring up an options menu.

2. Tap on the **Delete** icon. It looks like a small red bin. The file will be deleted immediately.

If you decide too late that you want to keep the file, don't worry! Provided you still have the email with the gardening attachment, or know the website you downloaded it from, you can save it to **Files** again later.

You should only delete files that you saved onto your iPhone. It's not recommended to delete any other files as it might cause your iPhone to stop working properly.