

# Understanding different digital storage types and how to use them.

## What is digital storage?

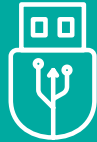
Digital storage, or just storage, allows devices to keep digital information, such as photos, apps and documents, so that they can be accessed and used later.

There are a few different places that you can store digital information:



### Internal storage:

Phones, tablets, and laptops all come with their own storage, built in.



### External storage:

This includes USB sticks, external hard drives or SD cards. These can be used in several ways, such as to help free up internal storage on your device, to move files from one device to another, or to keep a backup of important documents.



### Cloud storage:

Google Drive, iCloud and DropBox are all examples of cloud storage. They store your information online, in your own password protected account, and can be accessed, at anytime and anywhere, by using the internet.

## How much storage does my device have?

Most phones, tablets and laptops have internal storage built into them. All devices typically have different storage levels to choose from, and they usually become more expensive as the storage capacity increases.

To check how much storage your device has and how much you've used, you generally need to go to your device's 'Settings' and select 'Storage'.



## How do I increase the storage on my device?

If you are running low on storage or just want to have more available, there are a few ways that you can free up storage on your device:

- Delete photos, apps, downloads or documents that you don't want or no longer use anymore. These all take up space in your storage.
- If you don't want to delete anything you can move photos, documents etc., onto external storage, (such as a USB), or into cloud storage, (such as Google Drive).

Unfortunately, many phones, tablets, or laptops, don't allow you to purchase additional internal storage. This means if you want to increase your storage levels you'll need to either free up space on the internal storage or purchase a new device, which comes with more built in storage.

To check whether you can increase your devices storage, you can search online, visit a computer shop, such as Currys, or speak to your device manufacturer to find out more.

## How do I use external storage?

To use external storage, such as a USB or hard drive, typically you need to plug these into your device and then manually move files over. Usually, you plug them into your device's USB-A or USB-C ports - these are the slots found on the sides of your device. You will need to make sure that the external storage you use is compatible with your

device, as otherwise you may not be able to plug it in. To check this, you can search online, speak to your device manufacturer, or refer to your device user manual. If they are not compatible, you may be able to purchase an adapter which attaches to your external storage device to make the plug the correct size and shape.



USB Type A



Modem Ethernet



USB Micro B



Thunderbolt



USB Mini B



USB Type C



HDMI

## How do I use cloud storage?

To use cloud storage, you will need to have access to the internet and an email address or phone number, so that you can create your own secure account. There are several different providers to choose from, so you will need to decide which you want to use. They all generally have the same offerings, and have free tiers for basic use.

If you have lots of information that you want to store, then you may need to pay for more space. The prices vary depending on the provider but 200GB on iCloud costs £2.99 per month and on OneDrive 100GB is £1.99 per month.

- Apple devices come with iCloud.
- Samsung devices come with Samsung Cloud, which is powered by Microsoft OneDrive.
- Android devices come with Google One, which includes Google Drive and Google Photos.
- Microsoft also provides their own portal for their OneDrive Service, which can be downloaded on Apple and Android Devices.