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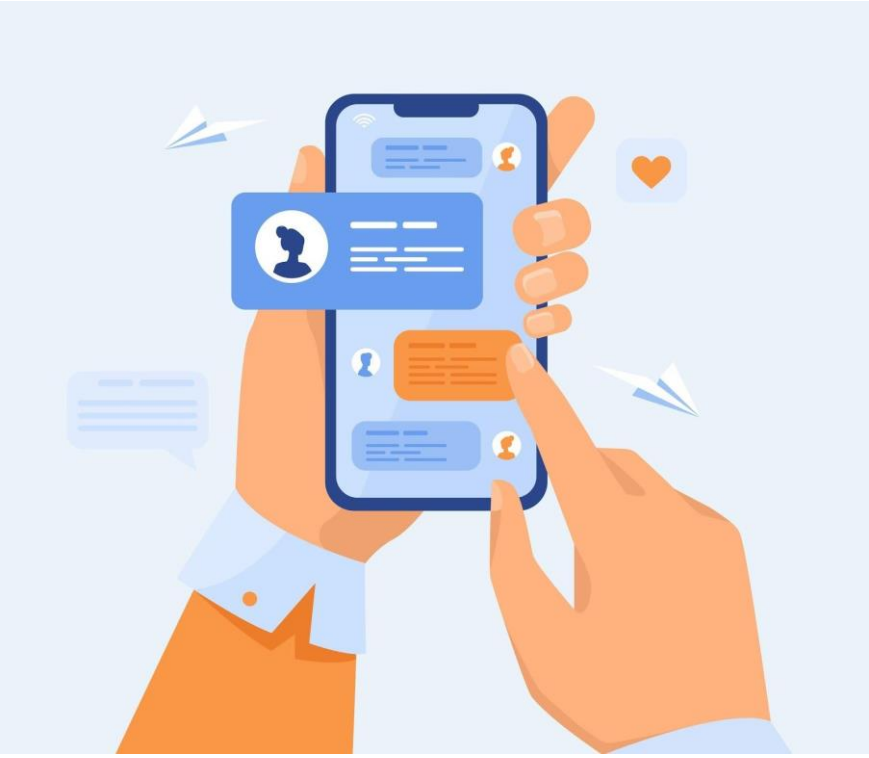
GUIDE 3

CLEANING SMARTPHONE AND TABLET



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NB: Before starting your CleanUp, you will need to have the **Quantitative Grid** within reach.

There, you will have to remember to **mark the number of deleted items** (e.g., 50 emails) and the **deleted memory volume** (e.g., 50 megabytes), this last step is the subtraction between the memory before and after deleting the data.

Without this information it won't be possible to calculate your positive impact.

1. UNDERSTAND

Understand data impact on my smartphone

Apps that you are not using anymore still consume memory, power and bandwidth. By removing them you can give your smartphone or tablet more performance. It is also advisable to have at least 1GB of free space to ensure the proper functioning of your phone' system.

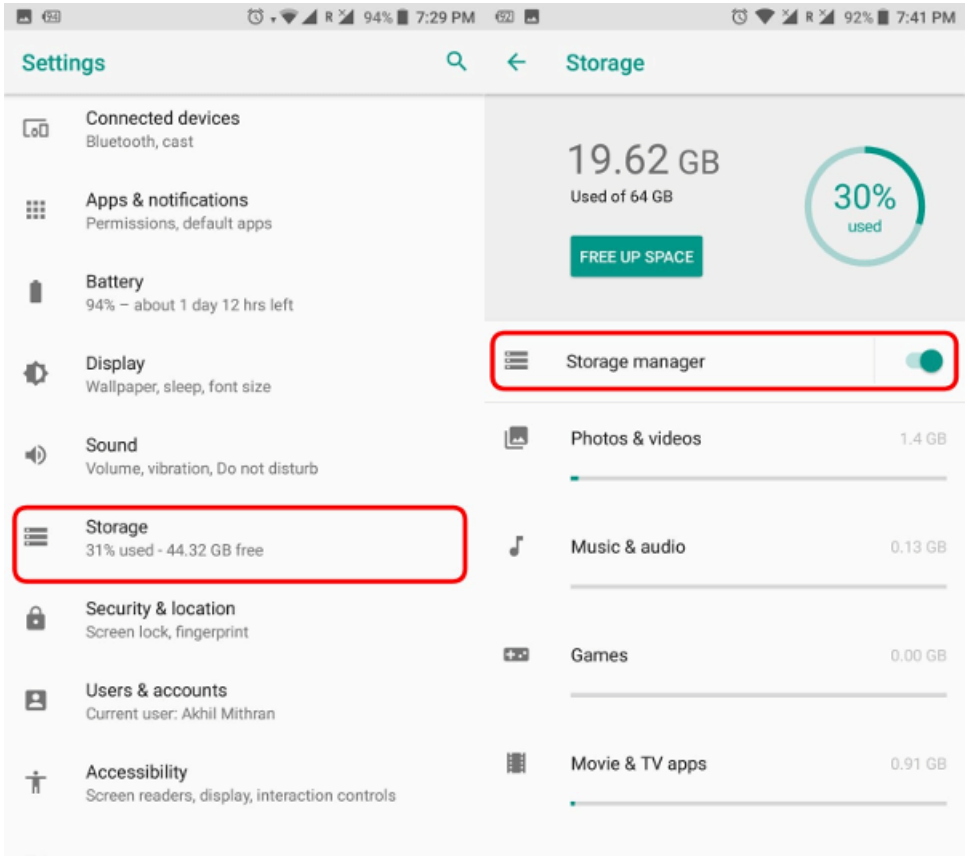
Instant messaging applications - such as Messenger or Whatsapp – have become essentials in our smartphone. But they take space. And they also take up more space if the messages contain attachments. It is therefore not necessary to keep all the history of conversations, sponsored messages, spam, etc…

How many messages per day do you think are exchanged around the world via Whatsapp?
Almost 100 billion a day.
That is as many messages recorded on the application during the 2019 New Year.
Source: https://www.presse-citron.net/whatsapp-et-messenger-cest-maintenant-60-milliards-de-messages-par-jour/

Measure your impact

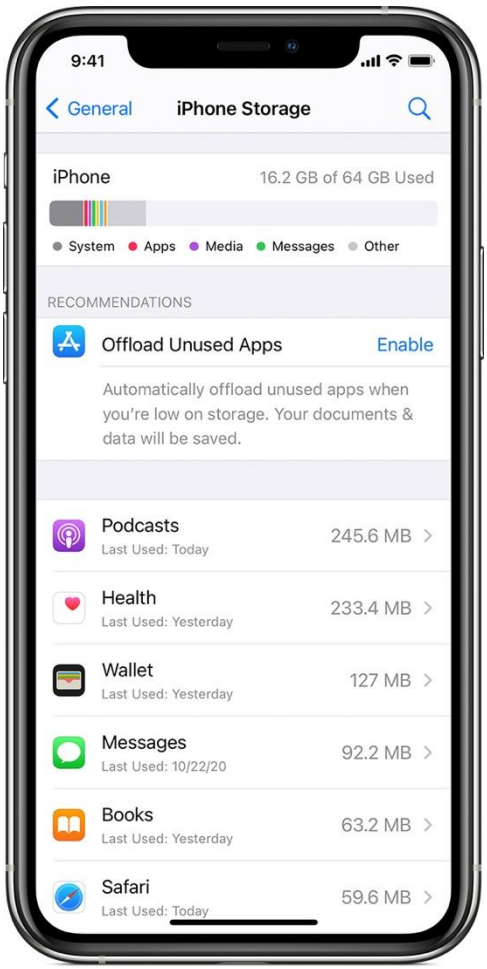
To measure the current size of the data stored in your smartphone go to "*Settings*" > "*Storage*". Write it down so you can measure the impact of your cleaning and share your effort with us later!

Android
Go to "*Settings*" > "*Storage*"



Iphone

Go to "*Settings*" > "*General*" > "*Iphone Storage*"



Now that you know the weight of your files, you are ready to take action!

2. TAKE ACTION

Clean your data: step by step

#1 Sort and delete apps

Identify the apps you don't use – the ones you forgot, which you only opened a few times… You are unlikely to use them in the future, so delete them. You may also have several applications with the same utility: ask yourself if one of them is not enough.

On **Android** and **Iphone** go to "*Settings*" > "*Applications*", to access the list of installed applications. Click on the application of your choice and then on "Uninstall".

#2 Clear cache

Cache memory is made up of temporary files or data stored to make your applications run faster, but they can quickly take up space and slow the system down. Consider empty the cache of your applications.

On **Android** and **Iphone** go to "*Settings*" > "*Applications*", to access the list of installed applications. Click on the application of your choice and then on "*Clear cache*".

To delete all temporary files go to "*Settings*" > "*Storage*" > "*Free up space*" and select "*Delete junk files*" or any other desired category. Depending on the model of your smartphone, you can find this same information by following "*Settings*" > "*Storage*" > "*Cleaner*" > Click on the button "*Clean xxx MB*".

#3 Sort and delete files

By having your smartphone often by your side, it is certainly your ally to immortalize moments through photos and videos – and often several shots of the same moment, more or less blurry. But if taken in high definition, they can quickly take up space in your storage. **You can store in the Cloud the ones you want to keep and delete them from your smartphone**.
Secondly, you can also **choose to store these same photos and videos on an external hard drive and delete their online version**.

In addition to photos, videos or recordings captured by your smartphone, you may have downloaded other files such as documents, movies, music, podcasts or books. If you want to see more in the future, delete them.

#4 Sort and delete conversations

In your **Messages** (SMS and MMS) select and delete conversations that have become obsolete such as sponsored messages, spam, “Ok”, “Happy New Year” messages, etc. You can also automate the deletion of old messages by setting a threshold at which messages are automatically deleted.

On **Whatsapp**, go to “*Settings*” > “*Chat*” > “*History*” > “*Delete all*”.
In your thread of discussions, you can also manually select the chat and click on the trash can icon. Don’t forget your archived discussions: you can access them at the bottom of your discussion thread. Also remember to leave groups that have become inactive.

On **Messenger**, as on **Signal** or **Telegram**, in your discussion thread, you can press a chat and click “*Delete*”. Telegram also allow deleting all unsent drafts in “*Parameters*” > “*Data and storage*” > “*Delete all drafts*”.

Checklist

- Delete unused apps
- Clear the cache
- Delete files you don’t need from photos, videos, documents, audios and temporary files
- Delete conversation history

Well done!
You have cleaned your smartphone!

Now you can go to your settings to measure your impact.

3. GO FURTHER

Now that you have done the cleaning on your smartphone would you like it to stay clean all year round? Here are some tips to help you better manage your data.

- When they exist, **choose the light version of the most consuming applications**.
- **Write lighter messages**: just as with emails, be careful to reduce as much as possible the size of the files you send.
- **Take care of your smartphone**: acting as a phone, as a music player, as a game console or even as a GPS, your smartphone needs a break.
- **Update applications regularly**: when developers update applications, they often add new functionalities, protect against security threats but also reduce resource usage. Regular updating will be beneficial. However, prefer the manual update to keep control of your application. This is also a chance to see which ones you no longer use, and which continue to consume data and space on your phone.

4. SOURCES

Cover image: https://fr.freepik.com

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https://www.blogdumoderateur.com/liberer-espace-stockage-android/

CYBER
WORLD CLEANUP DAY