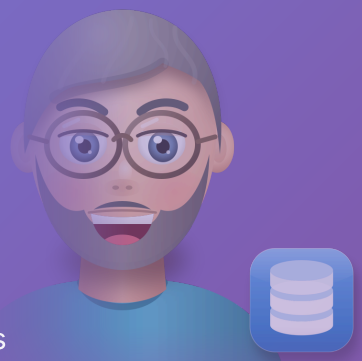
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Tech Atelier

IPHONE TIPS · NO. 01 | UPDATED FOR IOS 27

iPhone storage full

How to free up space without losing photos, videos or chats



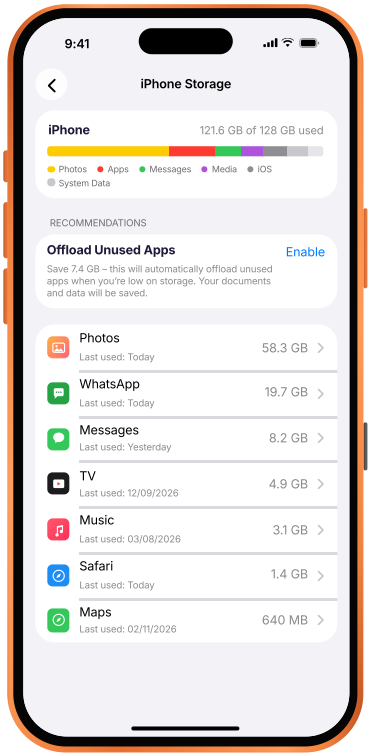
1 See what is taking up space

Before deleting anything, find out where the problem is. On most iPhones we see in our shop, the culprits are **photos and videos**, **WhatsApp** and **Messages**.

Settings › General › iPhone Storage

1. Wait a few seconds: the iPhone works out the space used and shows a coloured bar by category.
2. Read the **Recommendations**. **Offload Unused Apps** removes the apps you don't use but keeps your data.
3. Scroll down to the list: apps are sorted from largest to smallest. Tap one to see the details.
4. Look at **System Data**: this is cache and temporary files. It goes down by itself over time and after a restart.

Golden rule: always keep **at least 10% of storage free**. When the iPhone is full, updates fail, the camera won't record and everything slows down.



Settings › General › iPhone Storage

iCloud does not add memory to your iPhone

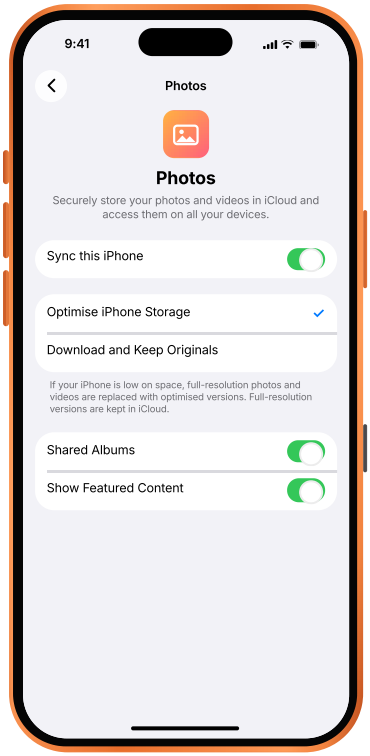
This is the most common misunderstanding we hear at the counter. A 128 GB iPhone still has 128 GB, even if you buy 2 TB of iCloud. iCloud is **space in the cloud**, on Apple's servers, not an extension of the phone.

What iCloud lets you do is **keep the originals** of your photos and videos there and leave lighter versions on the iPhone. That is how you gain space: by changing where things are stored, not by adding memory.

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Settings › [your name] › iCloud › Photos

2 Move your photos to iCloud

Settings › [your name] › iCloud › Photos

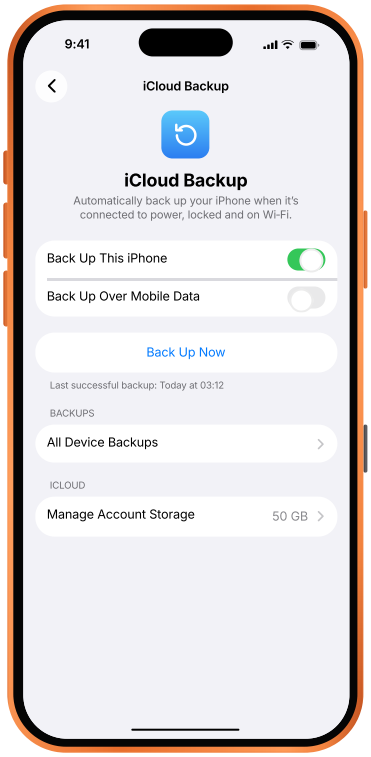
1. Turn on **Sync this iPhone**. The first sync can take hours: leave the iPhone charging and on Wi-Fi overnight.
2. Choose **Optimise iPhone Storage**. The originals stay in iCloud and the phone keeps light versions, downloading full quality when you open a photo.
3. Check you have enough space. The free account only includes **5 GB**, which is rarely enough for a photo library. For more space you need an **iCloud+** plan, under *Manage Account Storage*.

3 Back up your iPhone

Settings › [your name] › iCloud › iCloud Backup

A backup is what saves you if your iPhone is lost, stolen or stops working: with it, a new iPhone ends up just like the old one.

- Turn on **Back Up This iPhone**: it runs by itself at night while the iPhone is charging and on Wi-Fi. Before a repair, tap **Back Up Now**.
- The backup uses space **in iCloud**, not on the iPhone: it does not free up memory on the phone.
- No space in iCloud? You can also back up to a computer: on a Mac with the Finder; on Windows with the Apple Devices app.



Settings › [your name] › iCloud › iCloud Backup

Before deleting: iCloud syncs, it does not archive

With sync turned on, a photo deleted on your iPhone is also deleted from iCloud and from all your devices. If you want to keep photos and remove them from the phone, copy them to a computer or external drive first.

4 Cleaning up storage, step by step

Once your backup is done, follow this list in order. The first three points are usually enough.

Photos and videos

1. **Empty "Recently Deleted".** Anything you delete stays there for 30 days and still takes up space.

   Photos › Collections › Utilities › Recently Deleted

   Tap **Select** and then **Delete All**.

2. **Remove duplicates.** In *Collections › Utilities › Duplicates*, merge the copies and keep only the best version.

3. **Review your videos.** *Collections › Media Types › Videos* holds the largest files. One minute of 4K video can exceed 400 MB.

4. **Adjust the camera.** In *Settings › Camera › Formats*, choose **High Efficiency**. In *Record Video*, 1080p at 30 fps is enough for everyday use.

Messages and apps

5. **Message attachments.** In *iPhone Storage › Messages*, open **Review Large Attachments** and swipe left to delete.

6. **Old messages.**

   Settings › Apps › Messages › Keep Messages

   Choose **1 Year** instead of *Forever*.

7. **WhatsApp.** It is often the second-largest app. See our **guide No. 02**.

8. **Apps you don't use.** Tap the app and choose **Offload App** (keeps the data) or **Delete App** (removes everything).

9. **Restart the iPhone** at the end. It helps clear temporary files and reduce "System Data".

Avoid

"Cleaner" or "optimiser" apps from the App Store: they have no access to system files and many exist only to sell subscriptions.

For the future

With photo sync and iCloud Backup turned on, the iPhone manages its space by itself and your data stays protected.

Need help? PAULO VASCONCELOS FREITAS – Tech Atelier, in Funchal and Horta: we help you set up iCloud and free up space without losing what matters.