INTRODUCTION

- Organising and Saving Travel Documents
On your mobile device **What has changed** ?

- **Yesterday** – Paper Copies of Travel Documents

- **Today** – Fill in online Forms and applications
Uploading / Downloading files

Subjects to be discussed

1   Travel Documents
    Essential, Recommended, Miscell

2   Saving Documents on Device
    Locked and Unlocked storage

3   Using - Online Forms and Checkin Apps.
    Attaching, Upload and Download files

Typical Travel Documents

- **Passport**

- **Visas**

- **Driving Licence**

- **Medication Info incl COVID Cert etc**

- **Bank Account & Credit Card (ie details)**

- **Password & Logon List**

- **Flight Itinerary**

- **Holiday & Accommodation - Itinerary Tour, Cruise, etc**

- **Travel Insurance**

- **Other Personal or travel related info eg Email list**

Storing your documents on your device

- Before storing any of the Documents, -
  Decide where to Store them and Create a location which –
  YOU CAN LATER FIND EASILY

Most Documents are delivered as Attachments in an email

Others may need to be:

      Photographed or scanned directly to its selected location

      Some documents are Downloaded to your device
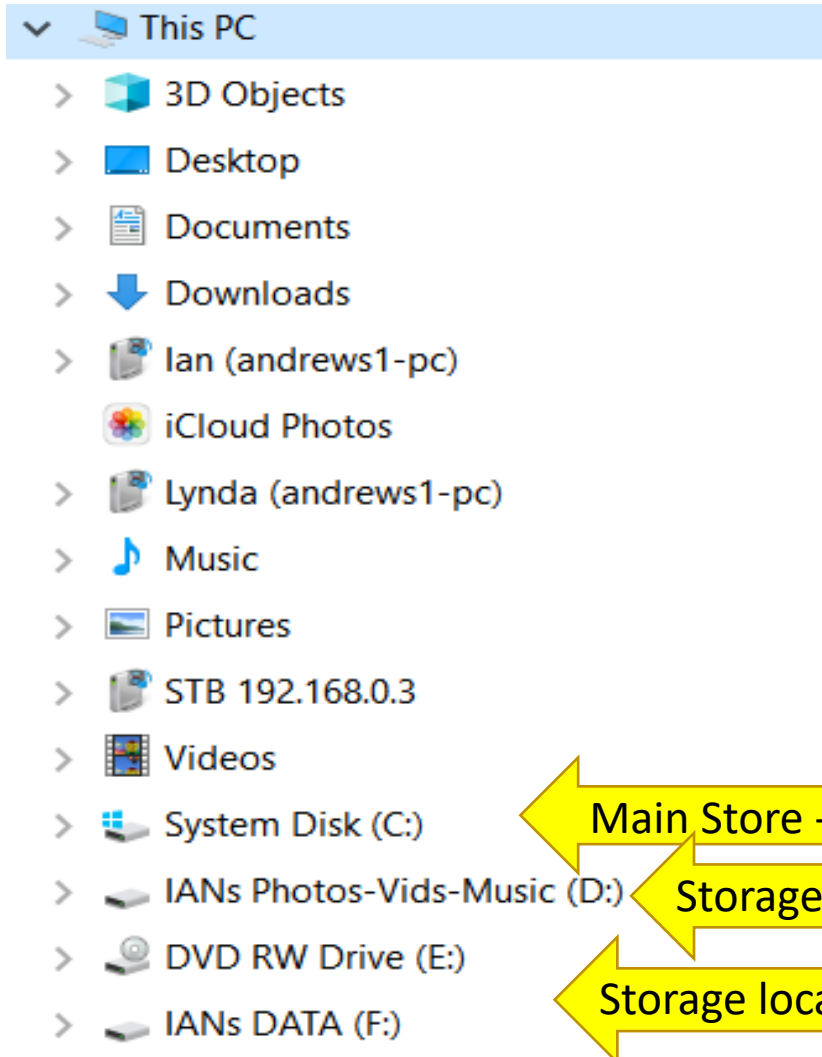
- All Documents need to be saved on your device in the selected location
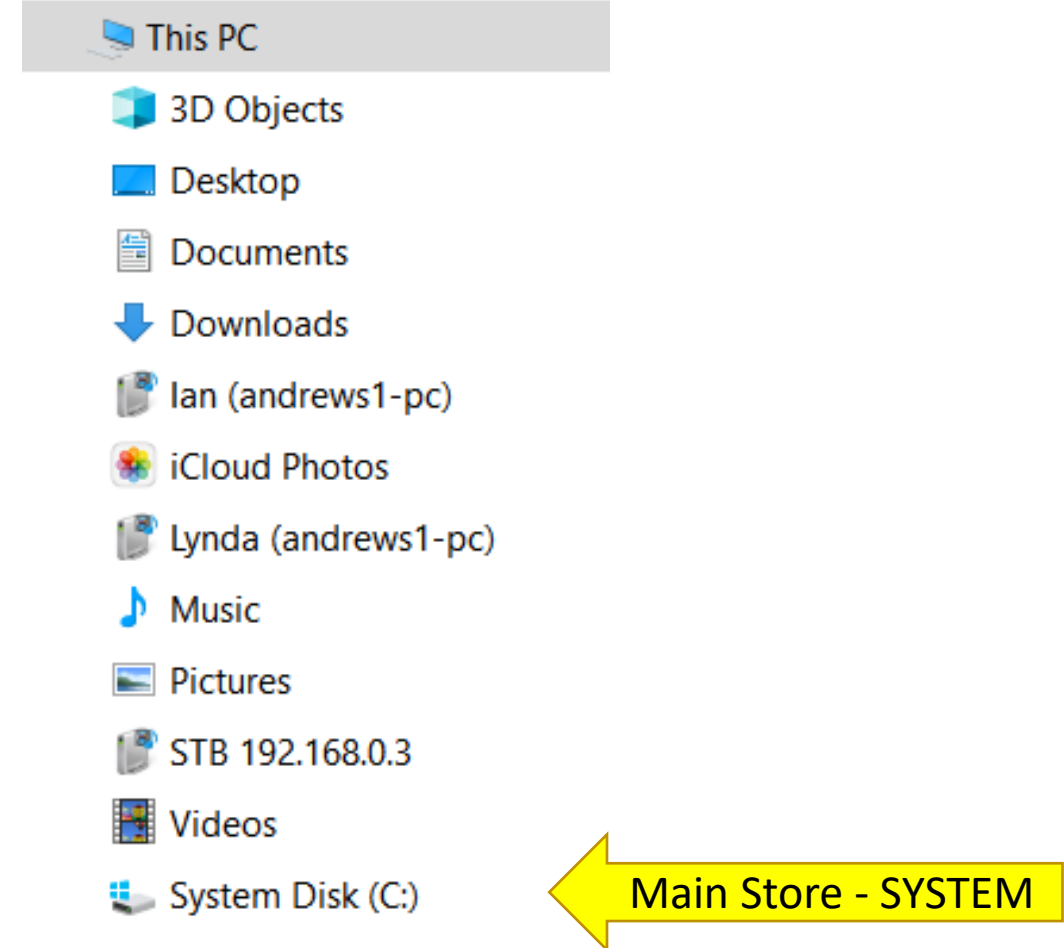
Typical Travel Documents

- **Passport**   **- photograph or scan**
- **Visas**   **- email attachment NOTE: refer Note 1 Digital Visa**
- **Driving Licence**   **- photograph or scan : Note: both sides**
- **Medication Info incl COVID Cert etc   - scan doc directly to location**
- **Bank Account & Credit Card details ie details   - photo or scan**
- **Password & Logon List - scan document**
- **Flight Itinerary   - save a copy directly to its location**
- **Holiday & Accommodation - Itinerary Tour, Cruise, etc   - save a copy**
- **Travel Insurance   - save a copy**
- **Other Personal or travel related info eg Email list, Birth/Marriage certificates.**

Storing files on a Desktop and Laptop
eg Windows

- **Desktop** Storage options

- **Laptop** Storage options (single only)

Desktop:

∨ 💻 This PC
- 〉 3D Objects
- 〉 🖥 Desktop
- 〉 📄 Documents
- 〉 ⬇ Downloads
- 〉 Ian (andrews1-pc)
- 🌈 iCloud Photos
- 〉 Lynda (andrews1-pc)
- 〉 🎵 Music
- 〉 🖼 Pictures
- 〉 STB 192.168.0.3
- 〉 🎞 Videos
- 〉 System Disk (C:) ⬅ Main Store - SYSTEM
- 〉 IANs Photos-Vids-Music (D:) ⬅ Storage location 2 - USER
- 〉 DVD RW Drive (E:)
- 〉 IANs DATA (F:) ⬅ Storage location 3 - USER

Laptop:

💻 This PC
- 🖥 3D Objects
- 🖥 Desktop
- 📄 Documents
- ⬇ Downloads
- Ian (andrews1-pc)
- 🌈 iCloud Photos
- Lynda (andrews1-pc)
- 🎵 Music
- 🖼 Pictures
- STB 192.168.0.3
- 🎞 Videos
- System Disk (C:) ⬅ Main Store - SYSTEM

Storage on different devices
Laptop

Laptop (eg Windows 10)

For Non-Secure Storage –

1   Create a Folder under the existing
     Folder "Documents"
      and call it   eg MY TRAVELS
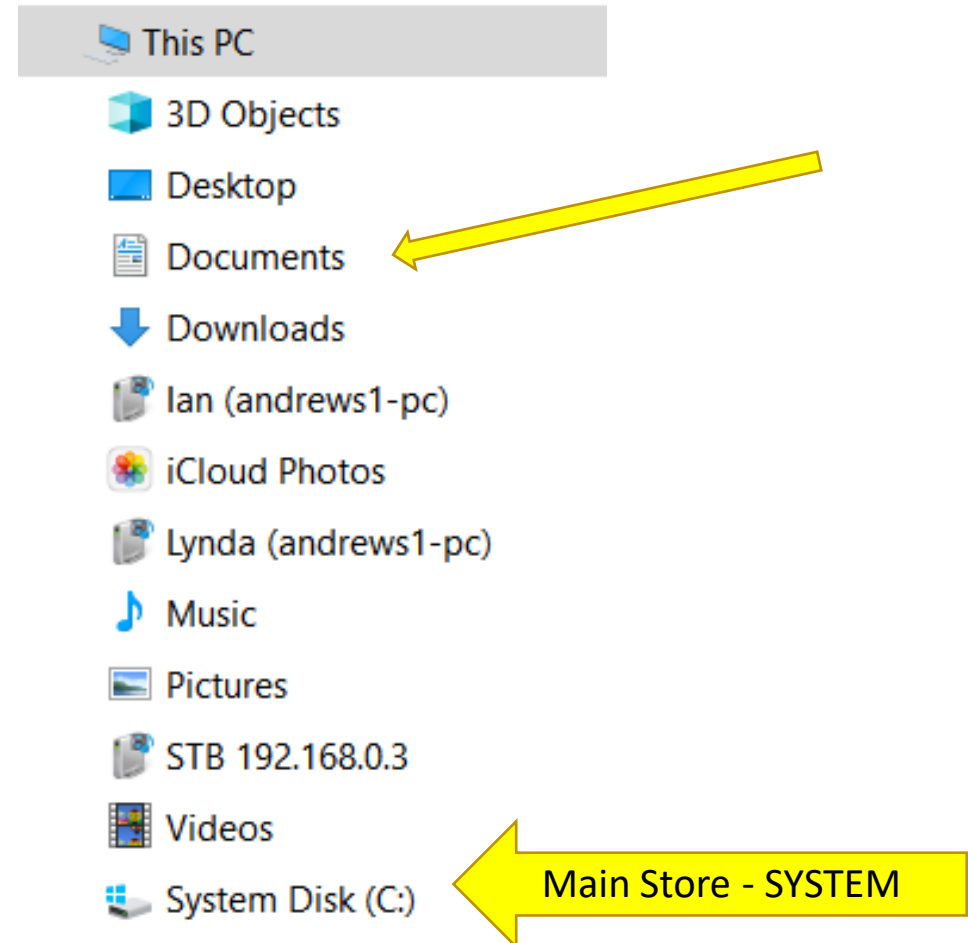
2   Copy all Travel docs to this folder.

 For Secure Storage

Password Protect Folder "My Travels"
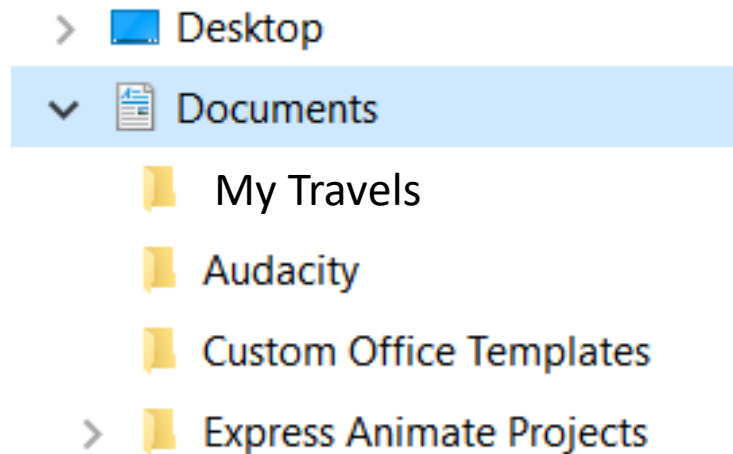
NOTE: There are several methods of Protecting
files placed in a Folder

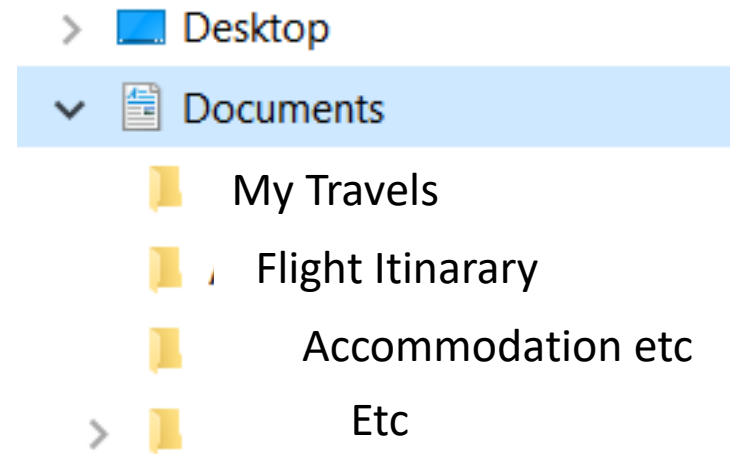**Display using File Explorer On Desktop or Laptop**

- This PC
  - 3D Objects
  - Desktop
  - Documents
  - Downloads
  - Ian (andrews1-pc)
  - iCloud Photos
  - Lynda (andrews1-pc)
  - Music
  - Pictures
  - STB 192.168.0.3
  - Videos
  - System Disk (C:)

Main Store - SYSTEM

Example of Stored Travel Files

- Creating the Main Folder

- Adding Travel docs to Main Folder

> 🖥 Desktop

∨ 📄 Documents
    📁 My Travels
    📁 Audacity
    📁 Custom Office Templates
> 📁 Express Animate Projects

> 🖥 Desktop

∨ 📄 Documents
    📁 My Travels
    📁 Flight Itinarary
    📁 Accommodation etc
> 📁 Etc

Store Files on other devices
IPad - Mobile

- On a Mobile, Files are stored in "Internal" memory.
- New Folders eg (My Travels) can be created under this Folder

- **Mobiles** Note that mobiles also store files in internal memory and under several different categories as listed below

- Images
- Videos
- Audio Files
- Documents
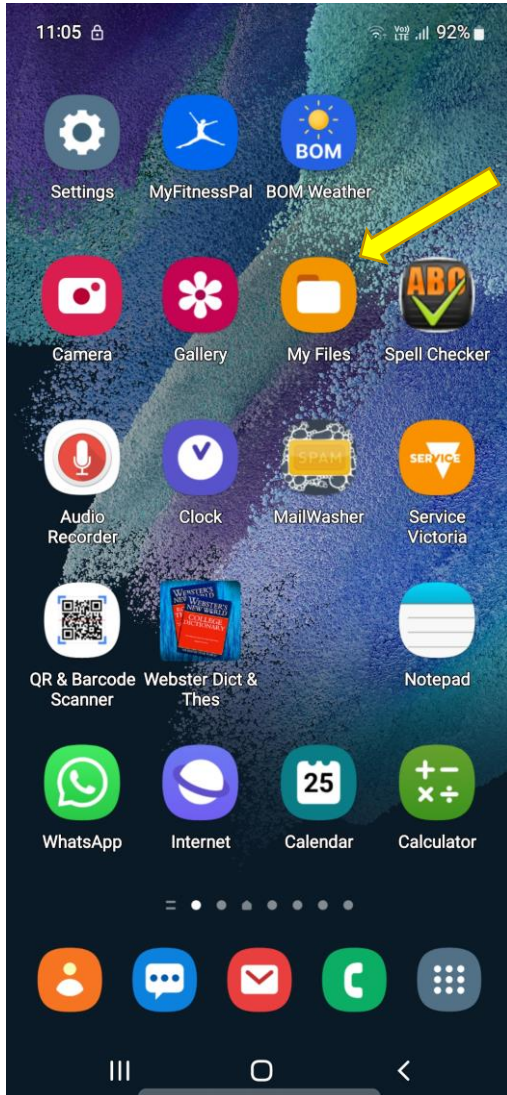- Downloads
- Installation Files

For Non-Secure Storage –

1   Create a Folder under
     ¨internal" memory and
     call it eg MY TRAVELS

2   Copy all Travel docs to this
    folder.

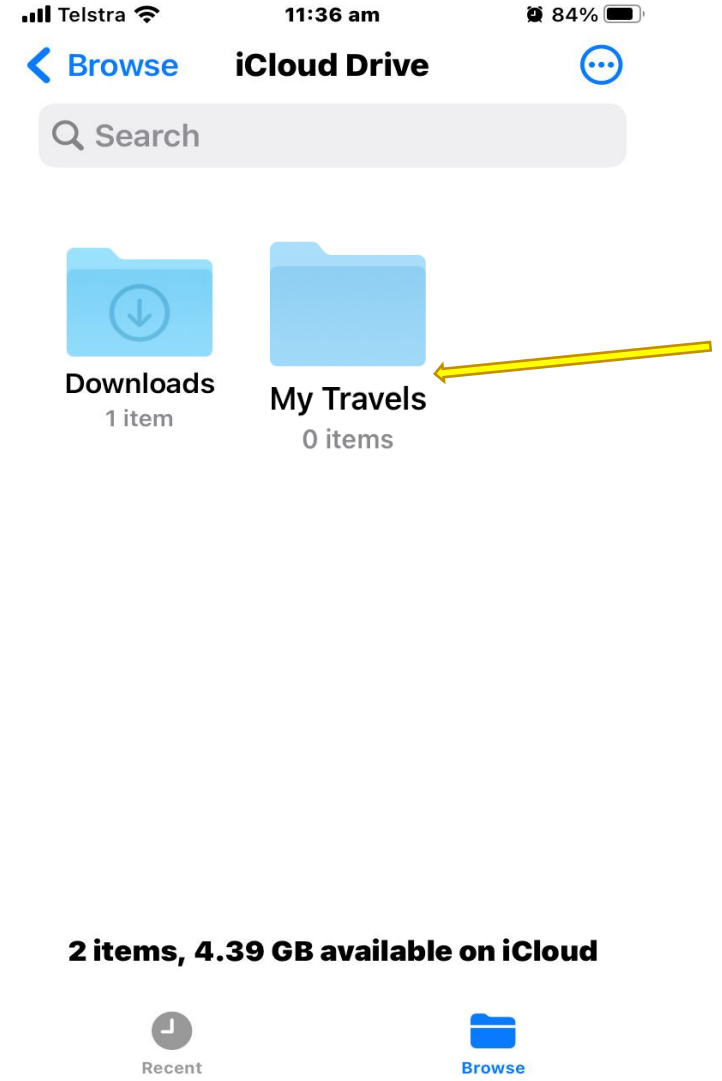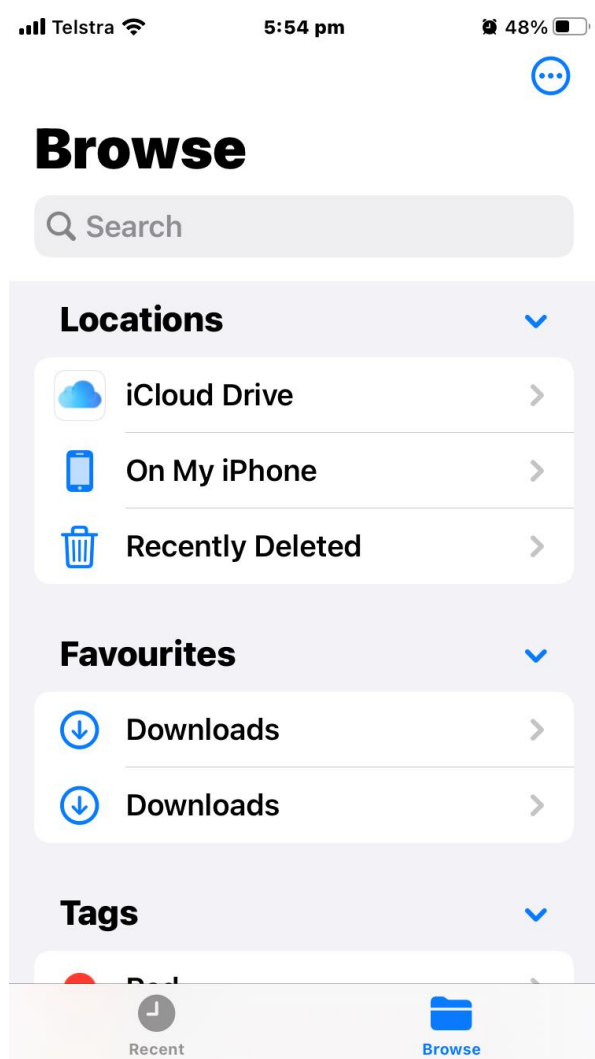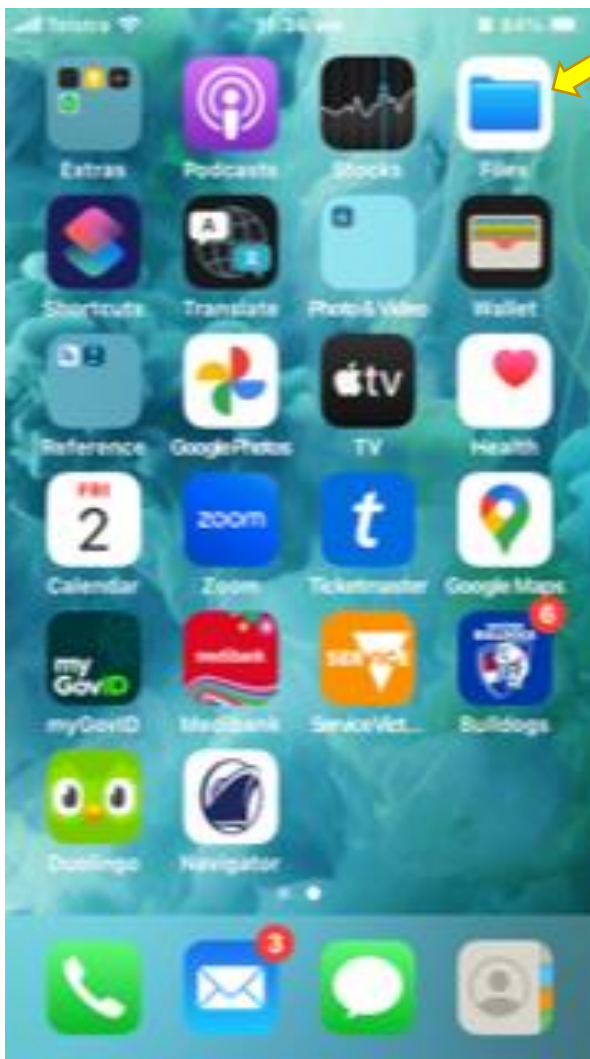, For Documents requiring Secure Storage

Store them either for Iphones to - **WALLET** or
 for Samaung's to the **SECURE FOLDER.**

Example of Samsung Mob: MY FILES STORAGE
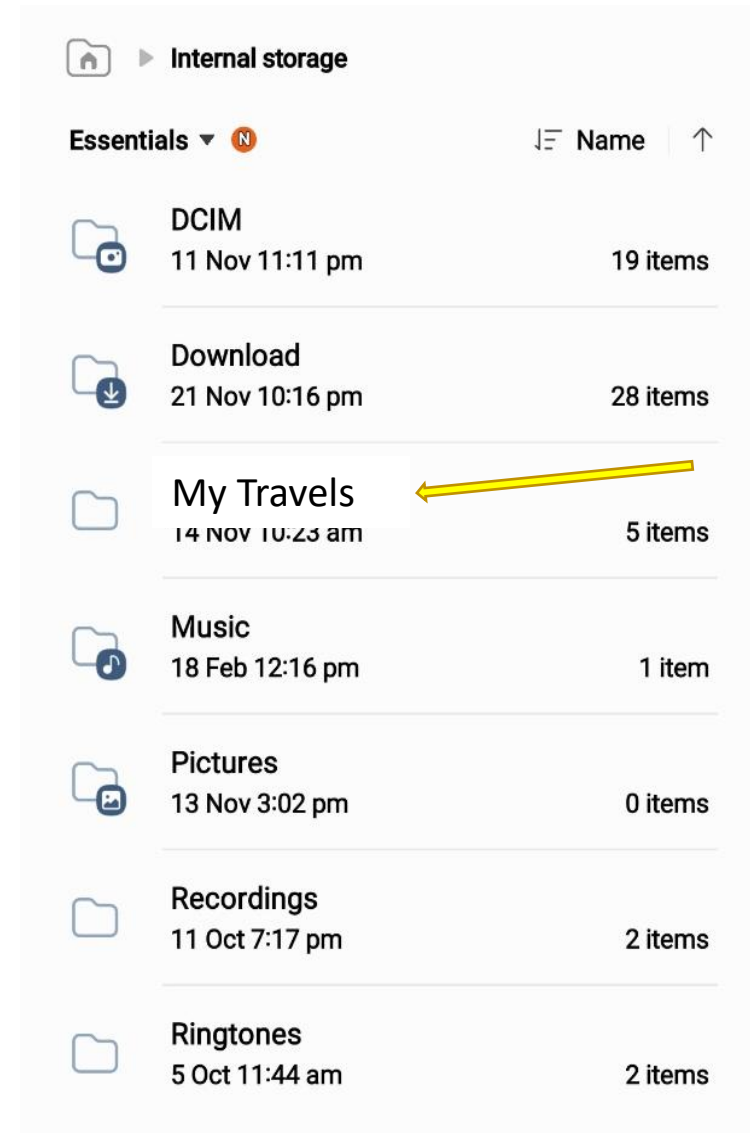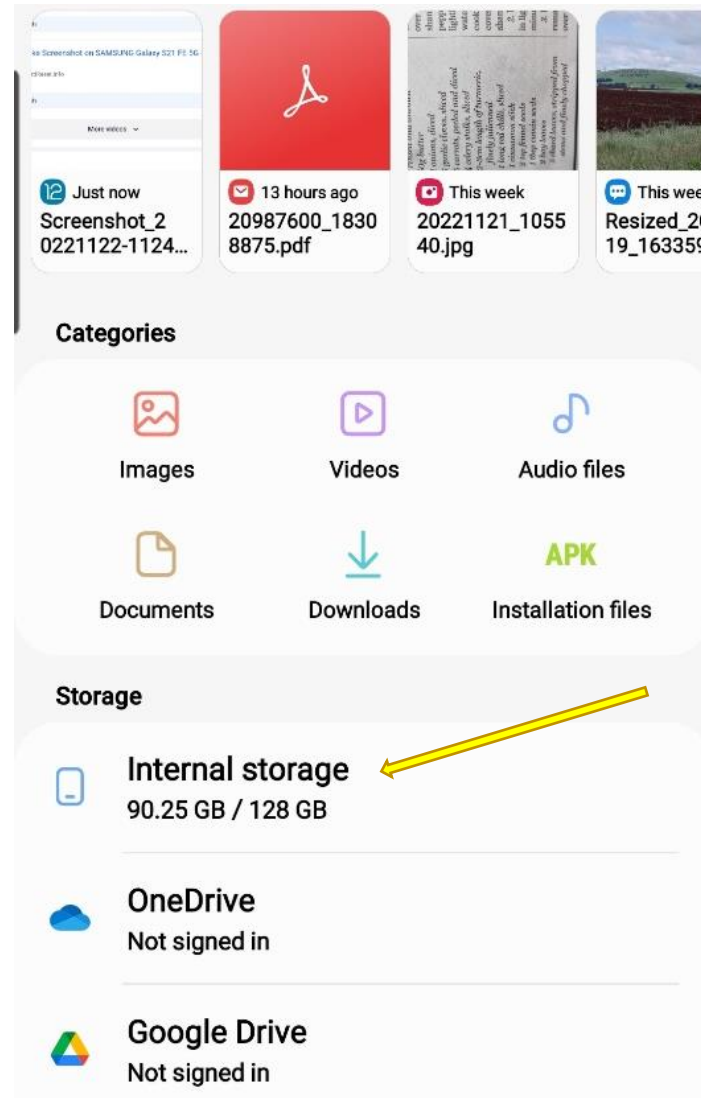
My Travels

Example of Iphone MY FILES STORAGE

Related information

- **Saving Files in iphone**
- **Save Files to the Files App on Your iPhone**
- When you want to save an item to the Files App, tap the Share icon (which looks like a box with an arrow on top).
- This opens the Share tab, next select **Save to Files.** You may have to tap the More icon (which has three dots on it) to select Save to Files
- If you tap **On This iPhone**, you'll only be able to save the files to any folders already available
- Use the icon tab to create "My Travel
- Now you can save notes, documents, and photos to this folder.

- **Download Int Covid Certificate**

1. Sign in to your myGov account using a browser on your device.
2. Select **Medicare**.
3. Select **View proof** in Proof of vaccinations.
4. Select **Request a certificate**.
5. Select your **name**, then **Next**.
6. Follow the steps to verify your vaccinations and passport details.
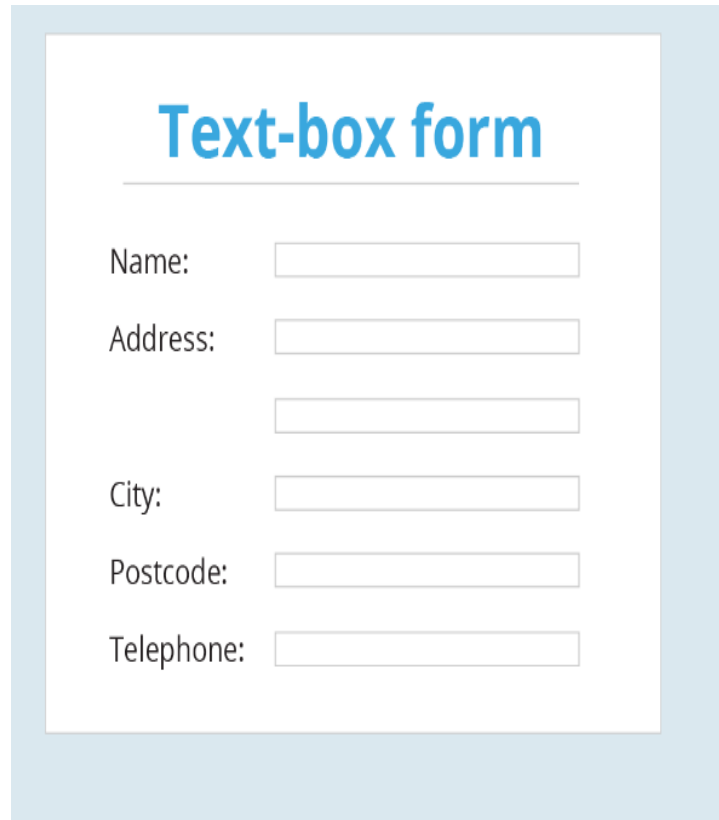7. Select either Add to Apple Wallet or **Save to phone**

Related information

- NOTE 1 Digital Visas –

- Some types of Visas do noy have a physical presence, ie they are imbedded in a Passport and are not visible. To view the visa details, it is necessary to check online and locate the application VEVO

- (Visa Entitlement Verification Online system)

- VEVO is used to check your visa details and conditions. Use VEVO to send proof of your visa conditions to others, for example, employers, landlords or the government of a country you would like to visit

Online forms, Checkin appls uploads & Downloads

- Online Forms - Forms usually contain spaces into which you can either type text or select an answer from a choice of options.

Text boxes
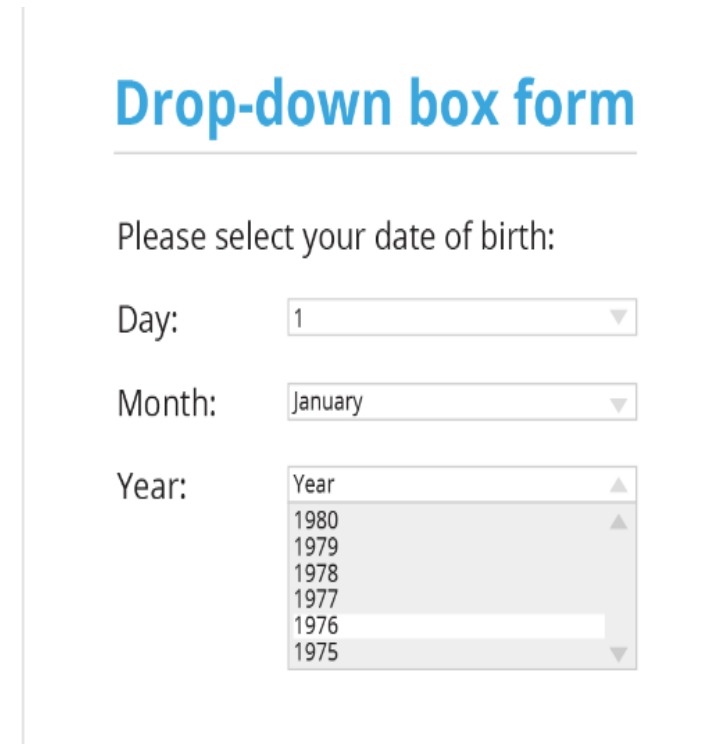A text box is a blank field where you type details like your name, address, or password.

- A drop-down field lets you choose an answer from a list of options rather than typing your own text.

Text-box form

Name:

Address:

City:

Postcode:

Telephone:

Drop-down box form

Please select your date of birth:

Day: 1

Month: January

Year: Year
1980
1979
1978
1977
1976
1975

Text boxes

A text box is a blank field where you type details like your name, address, or password.

Online forms, Checkin appls uploads /Downloads - contd

Radio buttons are another way of choosing from a list of options.You can only select one answer from the options provided.

Checkboxes, you can choose more than one option.

Radio button form

Please select your gender:

○ Male ● Female

Please select your age range:

○ 0-25 ● 26+

Do you wish to receive email updates?:

● Yes ○ No

Check-box form

What hobbies/activities do you enjoy?

☐ Reading Books ☑ Baking

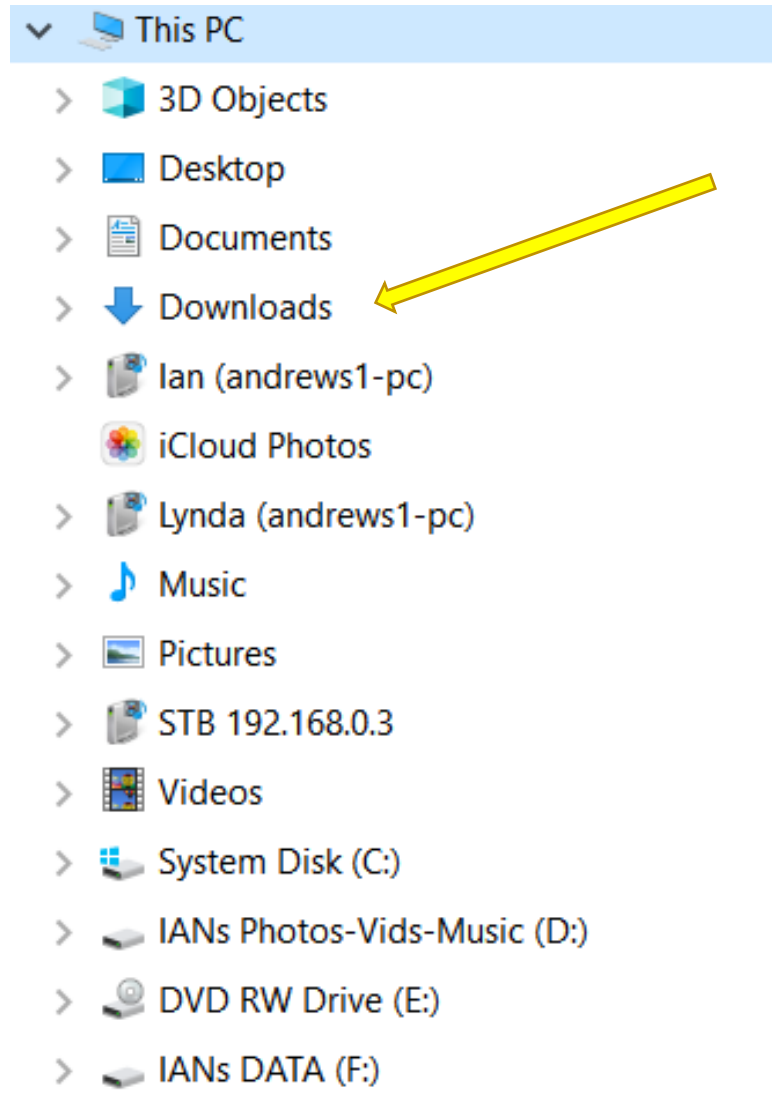☑ Craft making ☐ Sport

☐ Outdoor Activities ☐ Art

☐ Photography ☑ Travelling

What colours do you like?:

☐ Red ☑ Blue ☐ Green ☑ Yellow

DOWNLOAD AND UPLOAD FILES

- ## **Download Files**

- ## **Upload Files**

Copying vs. Uploading

Many new computer users inappropriately refer to [copying](#) or [moving](#) files as uploading. When copying a file from your computer to another drive or folder on the same computer, you're copying that file and not uploading the file. If you're sending a file to a *different* computer from your computer, you're uploading the file.

Freehand Entry

If the Text required is long, ie more than 10 words, its better to write it as a note or small Word file and save it temporarily then copy / paste it into the area on the form where it is required.

Signatures

It is very difficult to sign ones name online, better to either simply use three initials or copy and paste a pre written Signature which has be scanned and saved in a Secure Folder.

End