

# Organize Your Apps in Easy-to-Read Language

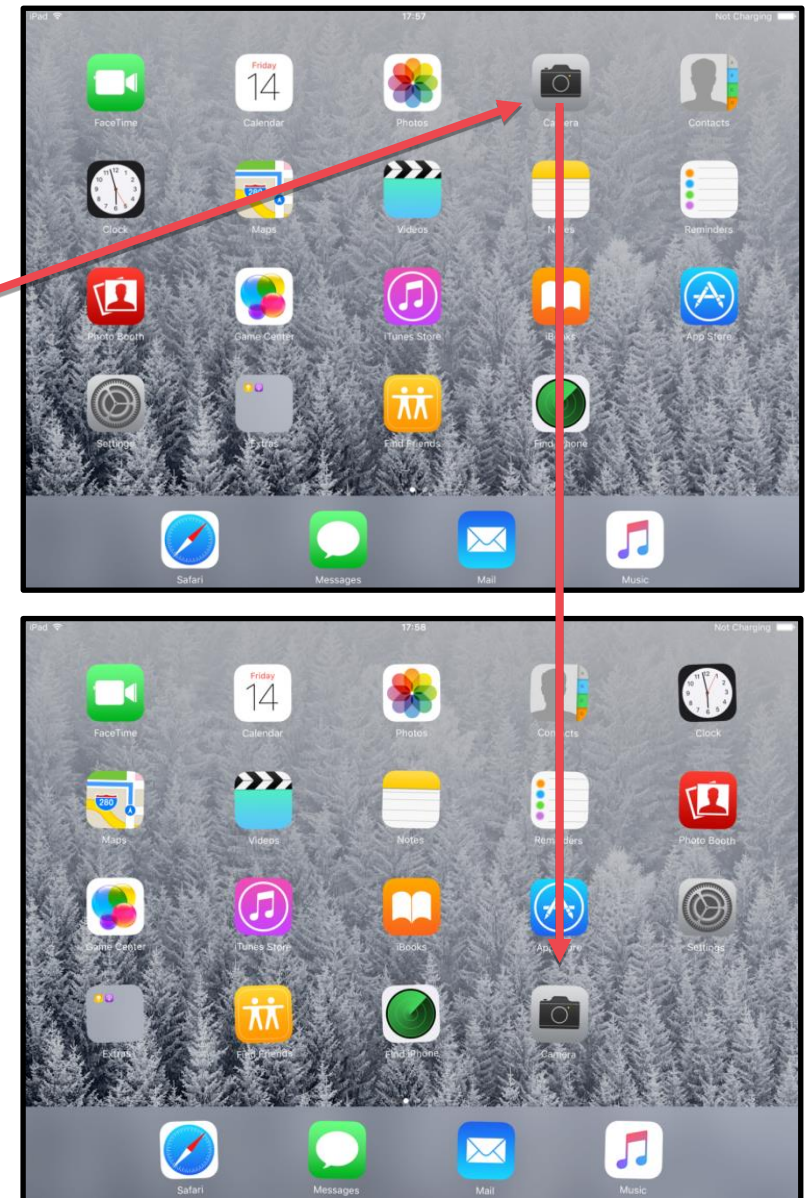
Learn how to use your iPad, part II

Karl Bäck & Petri Ilmonen

# Organize apps - Moving them

On your iPad's Home screen you have different apps. You can change the order by moving an app to a different place. This might help you to find your favourite apps more easily.

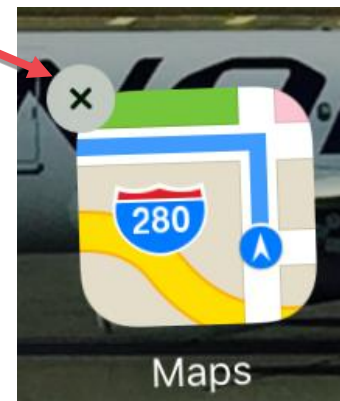
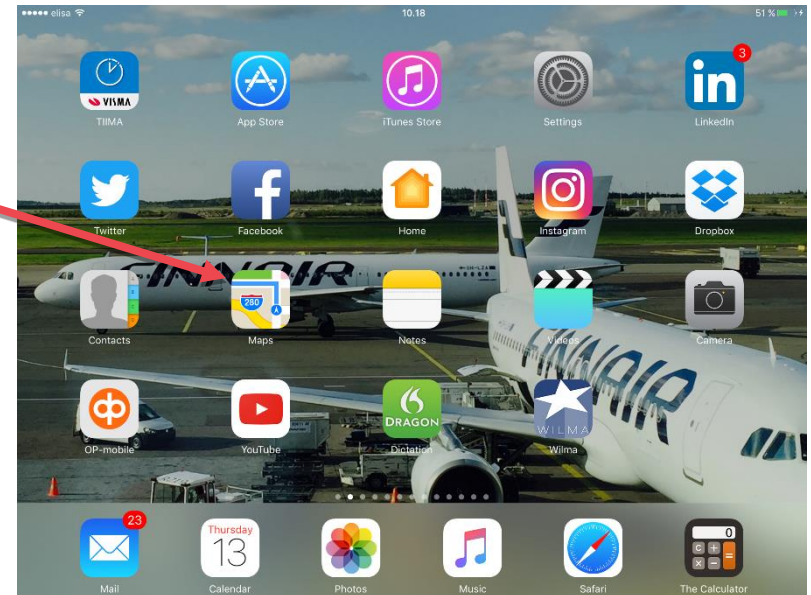
This is a useful feature when you want to organize same kind of apps close to each other, for example Music and Video apps.



# Organize apps - Move them

1. Tap on the app you want to move and hold your finger down until the apps start shaking.

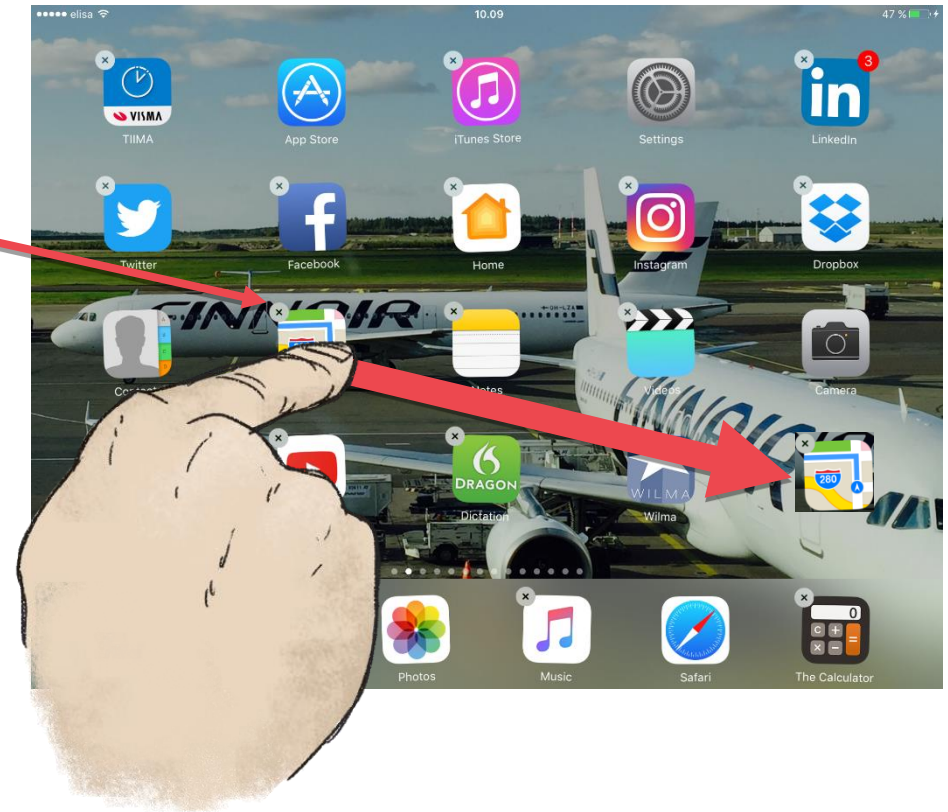
You will also see X-button on the top left corner.



2. Tap on the app you want to move again, hold your finger down and move it where you want it to be.

3. Release your finger.

Now the app is in a different place.





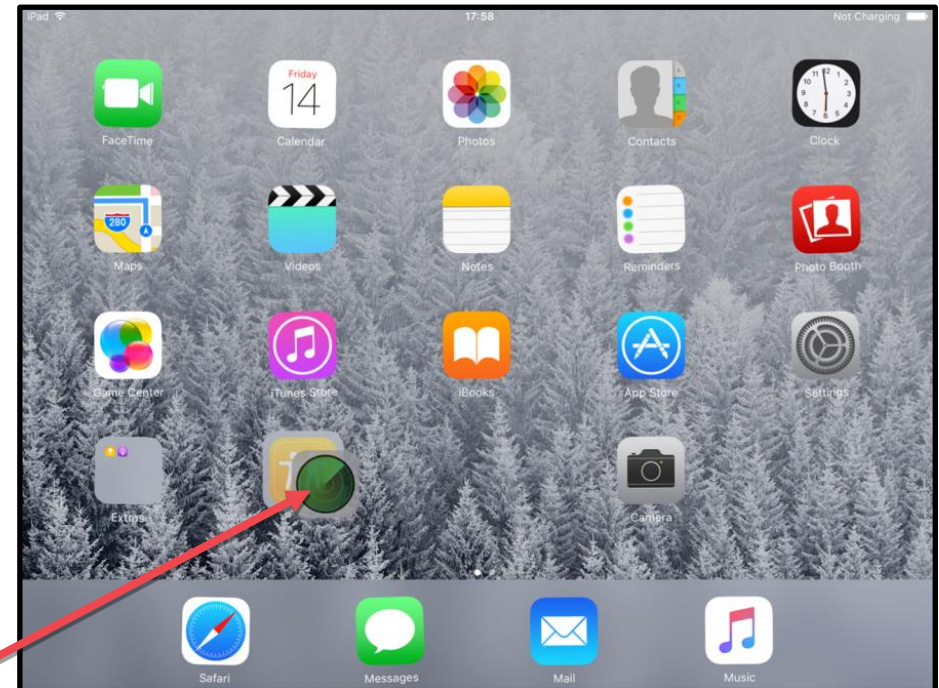
# Organize Apps - Make Folders

If you have lot of apps on your iPad,  
you can make App-folders.

You can also name them.

This will save screen space  
and make apps easier to find.

1. Find two apps that you want  
to be in the same folder.
2. Tap on one of the apps,  
hold your finger down  
and move it  
directly above the app  
you want to have  
in the same folder with it.



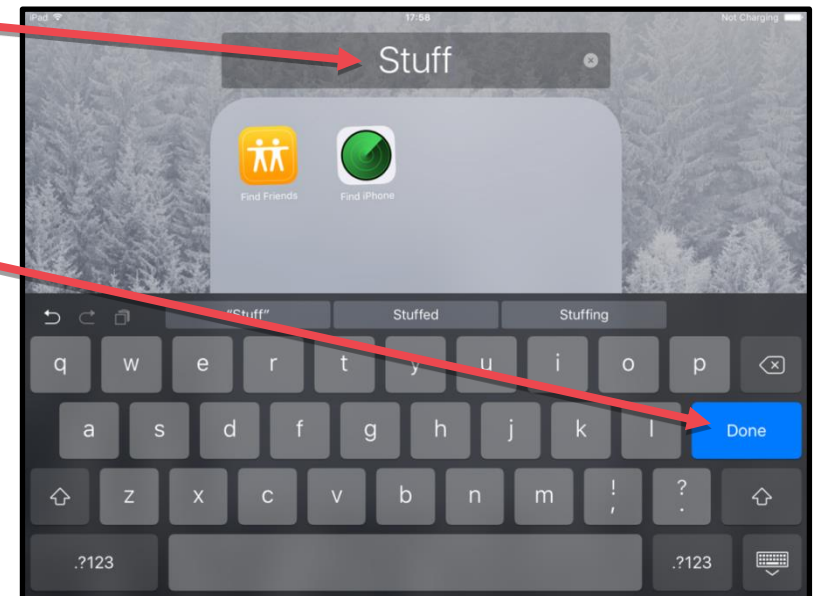
Now you will see these two apps  
in the same folder.

3. Tap on the Folder-text.

4. Write a better name  
for the folder  
for example "Stuff".

5. Tap on **Done**-key.

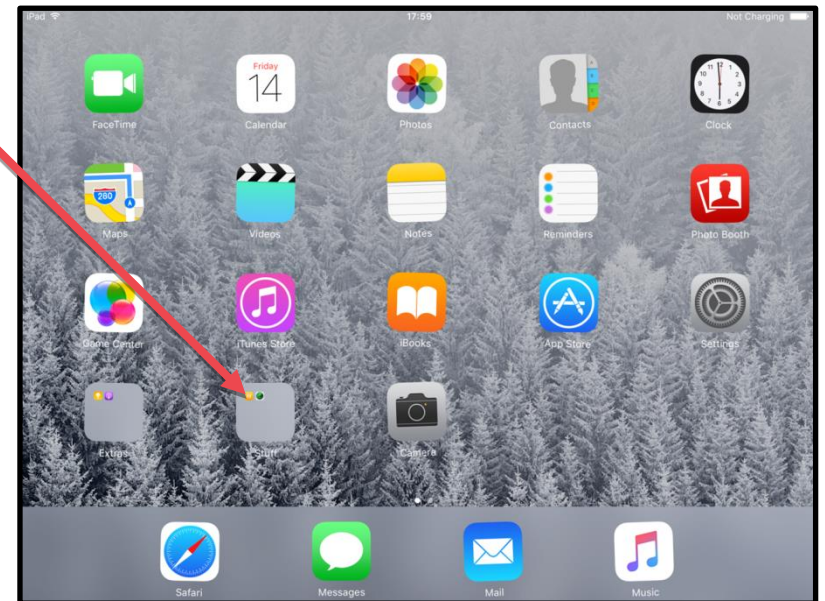
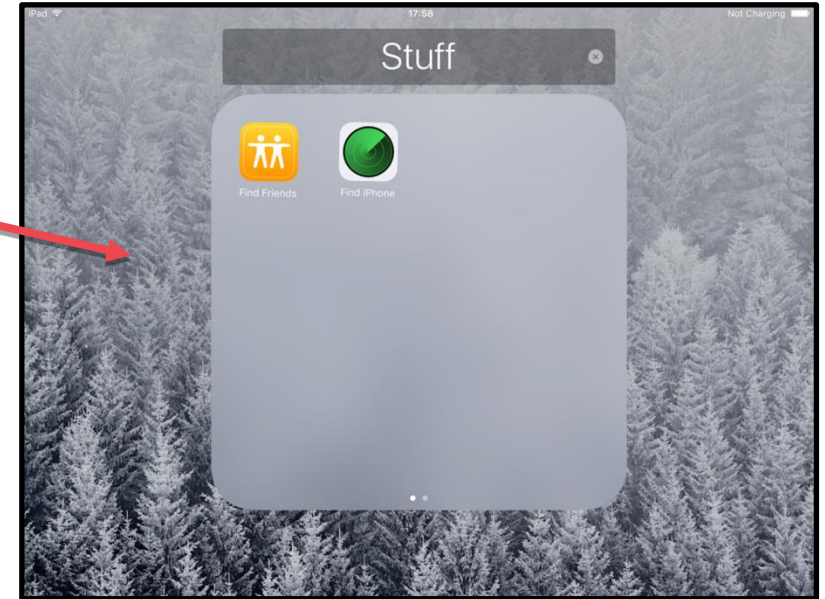
6. The name is now saved.



7. To exit the folder, tap on the **Home** screen outside the folder.

Now you can add more apps into your folder.

You can add as many as you wish.



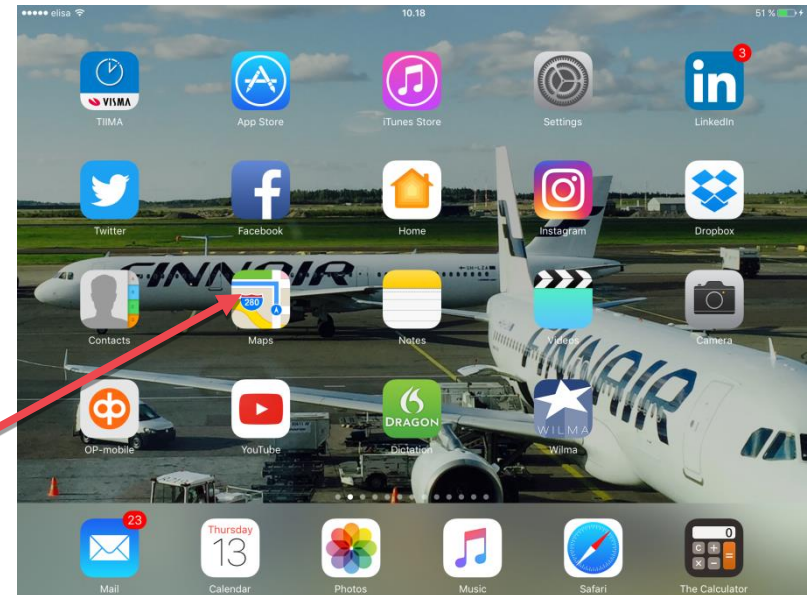
# Organize Apps - Move Them

You can delete apps that you don't use or like from your iPad.

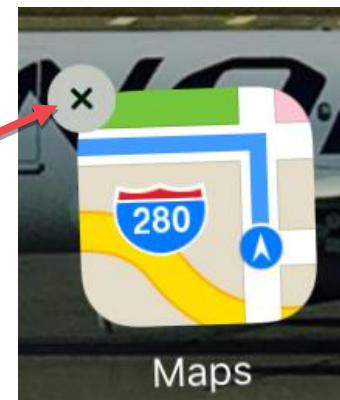
This saves space.

The apps are removed from your iPad, but it will stay in your iTunes-account.

1. Tap on the app you want to delete and hold your finger down until the apps start shaking.



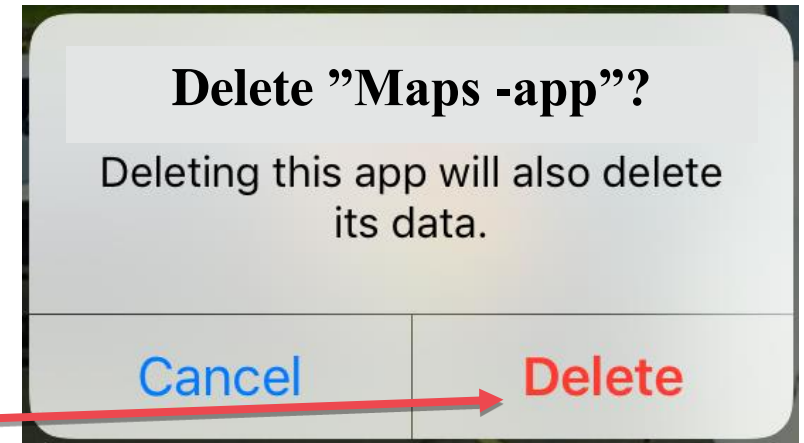
2. Tap on the apps' **X**-button.





Now you see a Delete-window.

3. If you are sure,  
you want to delete  
this app,  
tap on **Delete**-button.



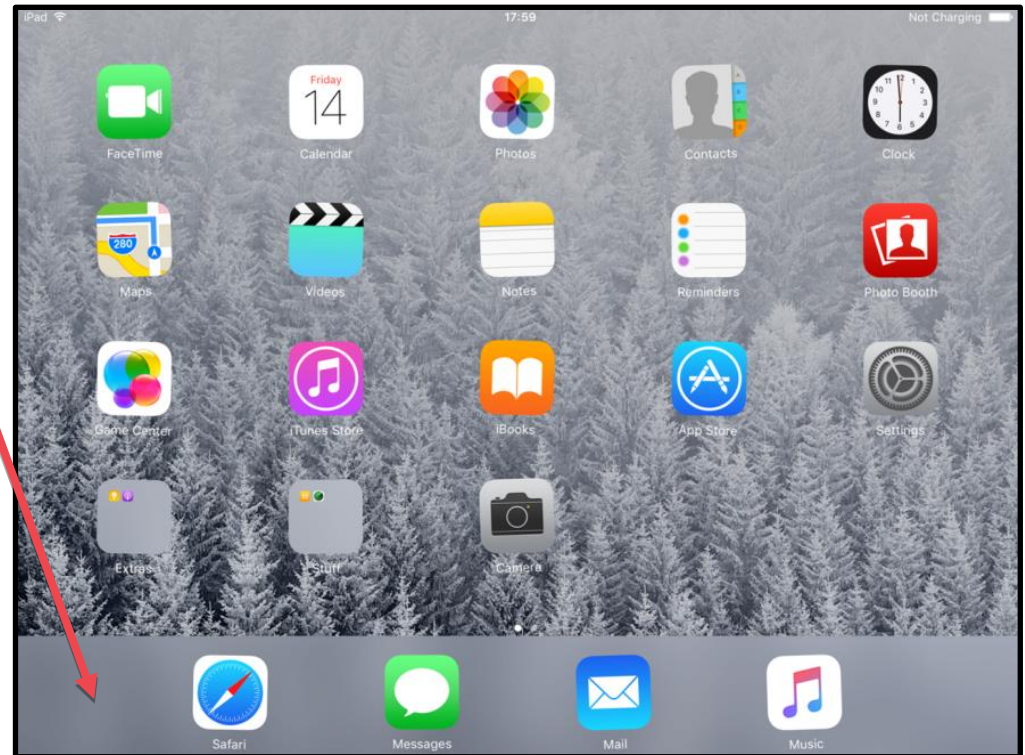
Now the app gone.

4. Then press the **Home**-button  
to stop the apps shaking.

# The Home Screen Dock

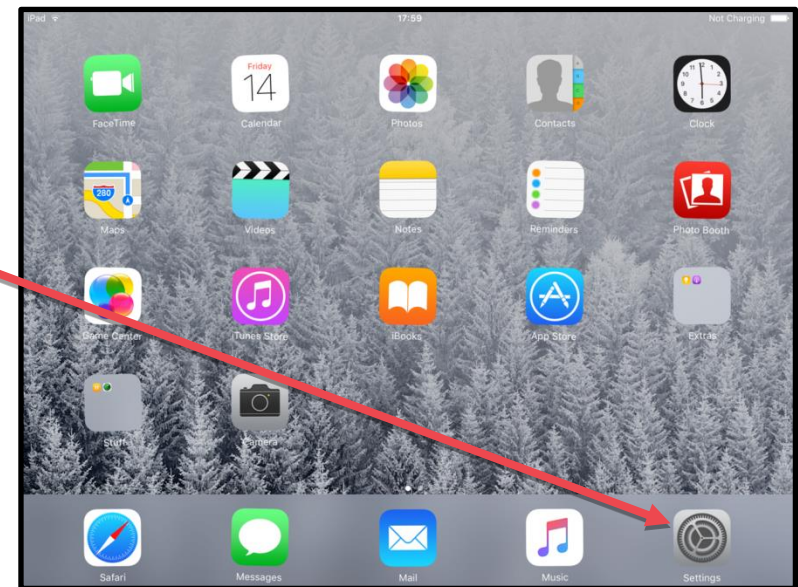
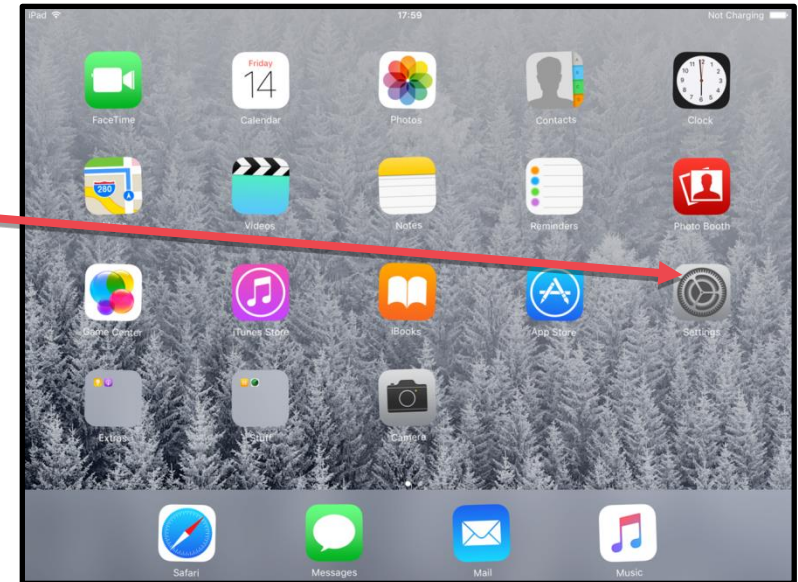
You can see a gray area at the bottom of your iPad's screen. This area is called the dock.

You see the dock on every home screen. It is very useful to have your most used apps in the dock.



# Add an App to the dock

1. Tap on the app  
you want to move to the dock  
and hold your finger down  
until the apps start shaking.
2. Tap on the app again,  
hold your finger down  
and move it to the dock.
3. Release your finger.  
Now the app is on the dock.
4. Then press the Home button  
to stop the apps shaking.



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