Organizing Your Applications
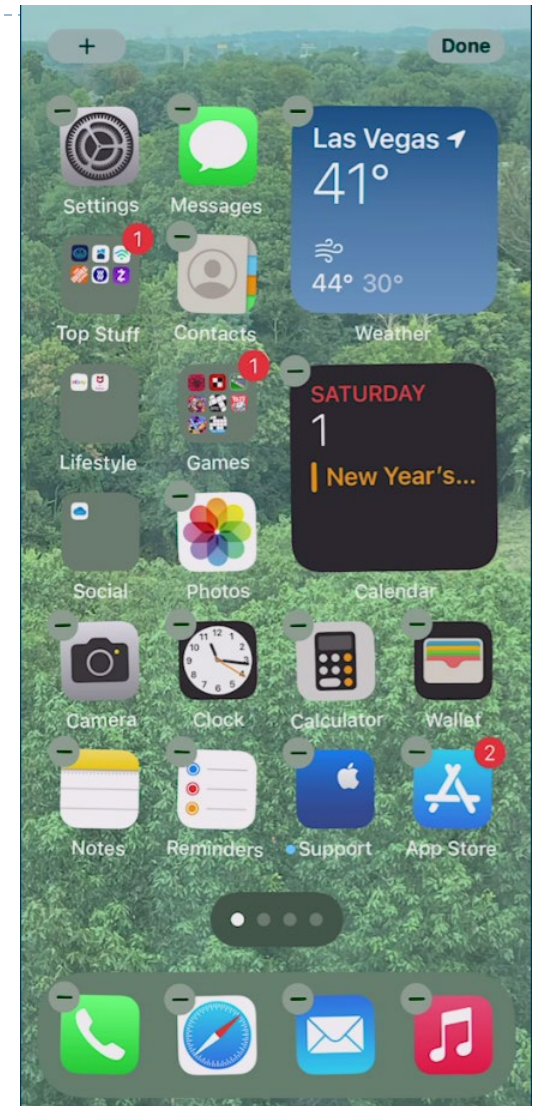
Monday, 1/17/22

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Agenda

- Moving Apps Around on the Screen
- Adding Folders
- Deleting Apps
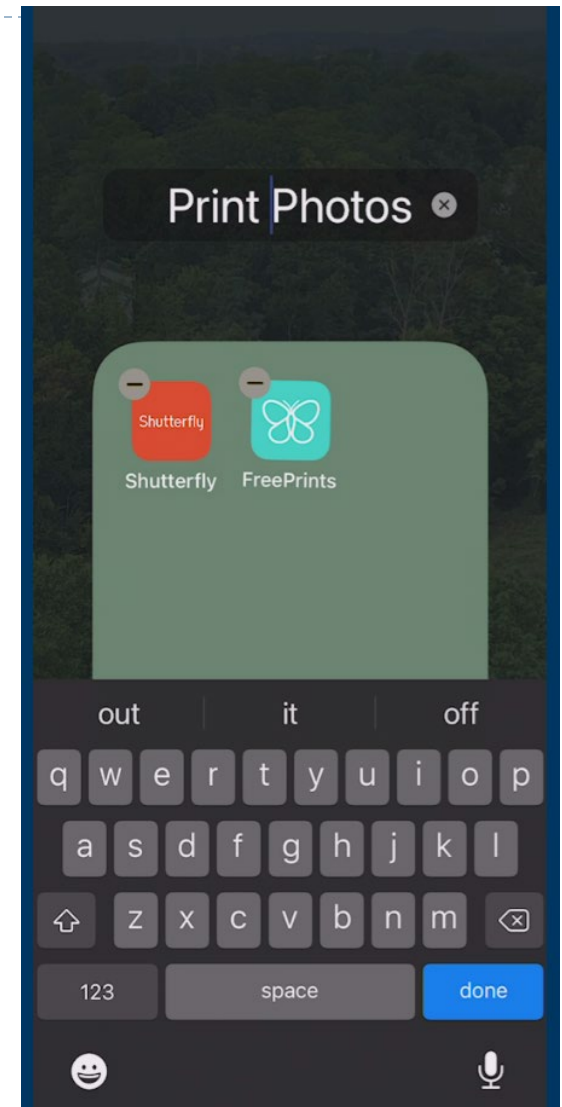- App Library with IOS14+
- Searching for Apps
- Using Siri

Moving Apps Around on the Screen

▸ Press down firmly on the Home Screen

▸ All the apps will appear to jiggle

▸ Drag and Drop app where you want it

▸ Existing apps will jump around to make room

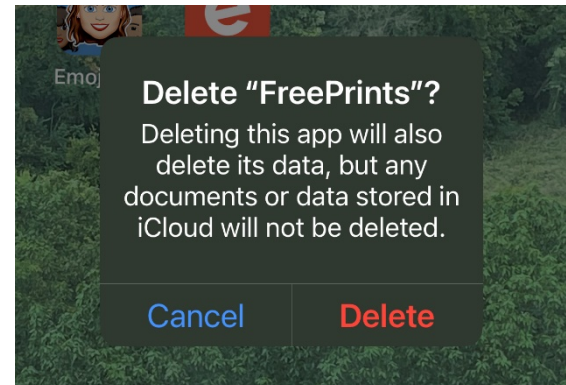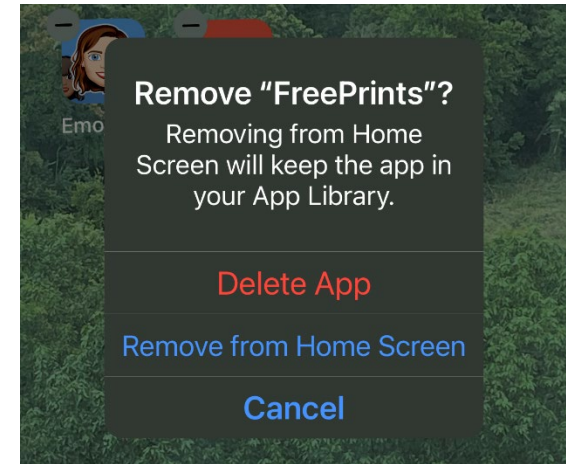▸ To move an app from one screen to another drag it to the right or left edge until the next screen appears

Adding Folders

▸ Gently place your finger on an icon and drag and drop it on top of another app

▸ A folder will automatically be created containing the two apps
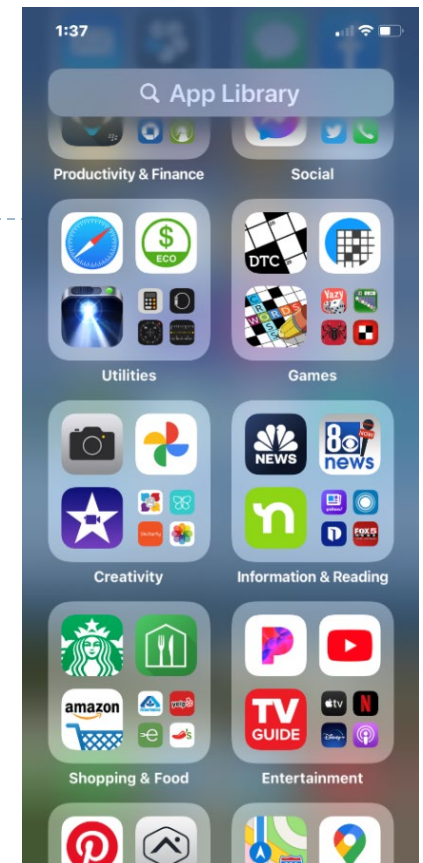
▸ Type in a name for the folder

▸ Tap Done

Deleting an Application

▸ Press down firmly on the screen

▸ All the apps will appear to jiggle

▸ Click the minus sign on the left of the app

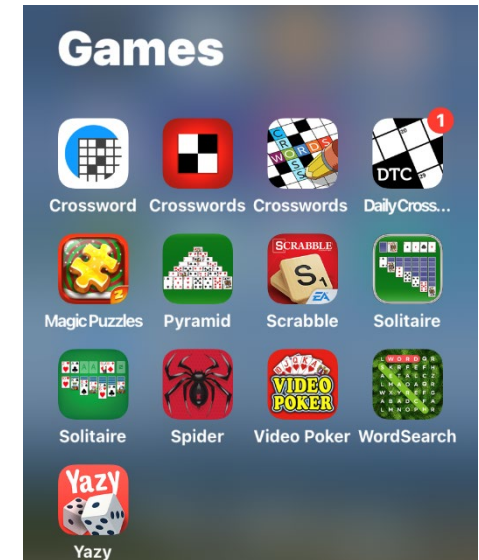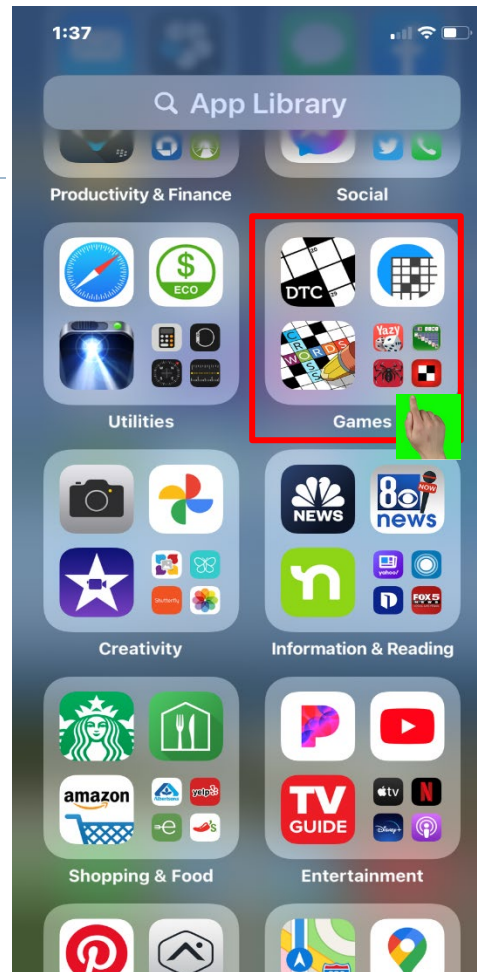▸ The prompts will appear:

  ▸ Select Delete App

  ▸ Click Delete

App Library

▸ Apple added an **App Library with iOS 14+**, designed to let you see all of the apps that you have in one easy to access place.

▸ App Library can be accessed by swiping from right to left through all of the Home Screen app pages until you get to the **end**.

▸ The App Library features smart organization, and all of the apps installed on your iPhone are separated into smart folders. Some of the folder options include Productivity, Utilities, Social, Creativity, Reference & Reading, Health & Fitness, Entertainment, Lifestyle, Games, and Education.

App Library

> ▸ **There is no way to change the organization of the folders because it's automatic.**

> ▸ Each folder displays your top three most used apps along with a collection of four app icons that you can tap on to see all of the other apps in that particular folder.

Searching for An App

▸ Swipe Right from the Home Screen

▸ The Search Bar will appear

▸ Type your search phrase

▸ Every app, internet site, location, etc. that has that phrase will appear