

Organizing Your Applications

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Agenda

- ▶ Preloaded Applications on new Apple Devices
- ▶ Downloading Applications
- ▶ Managing Applications in Settings
- ▶ Deleting an Application
- ▶ Moving Applications Around on the Screen
- ▶ Adding Folders
- ▶ App Library
- ▶ Searching for an Application in the App Library
- ▶ Searching for an Application from the Home Screen
- ▶ Closing All Applications
- ▶ Adding Widgets to the Home Screen

Preloaded Apps

- ▶ [Apple Inc.](#) creates numerous apps for **iOS** that come pre-installed or are included through system updates.
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▶ Applications are listed below:

▶ App Store

▶ Books

▶ Calculator

▶ Calendar

▶ Camera

▶ Clock

▶ Compass

▶ Contacts

▶ FaceTime

▶ Files

▶ Find My iPhone

▶ Find My Friend

▶ Fitness

▶ Freeform

▶ Games

▶ Health

▶ Home

▶ Image
Playground

▶ iTunes

▶ Journal

▶ Magnifier

▶ Mail

▶ Maps

▶ Measure

▶ Messages

▶ Music

▶ News

▶ Notes

▶ Passwords

▶ Phone

▶ Photos

▶ Podcasts

▶ Preview

▶ Reminders

▶ Safari

▶ Settings

▶ Shortcuts

▶ Stocks

▶ Tips

▶ Translate

▶ TV

▶ Voice Memos

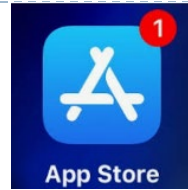
▶ Wallet

▶ Watch

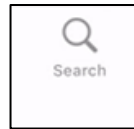
▶ Weather

Downloading Applications

- ▶ Tap the App Store Icon



- ▶ Tap Search

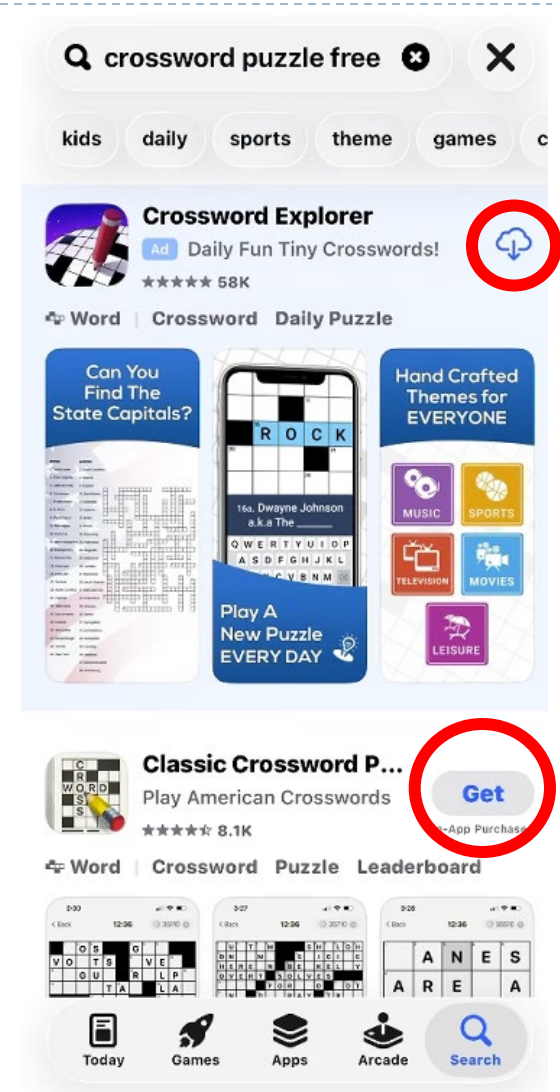


- ▶ Enter Search Criteria


- ▶ Tap on **Down Arrow** or **Get** to download

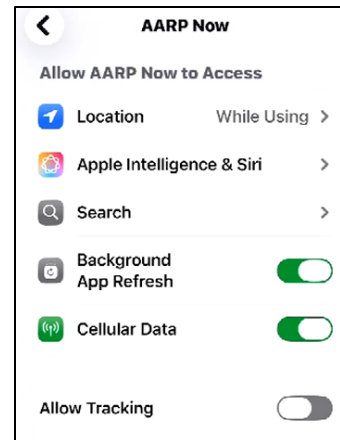
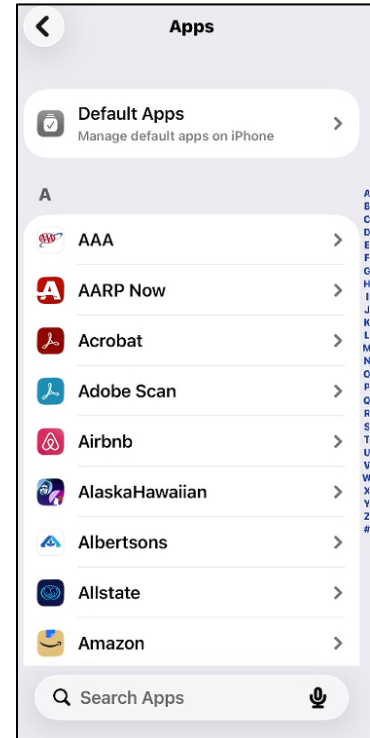
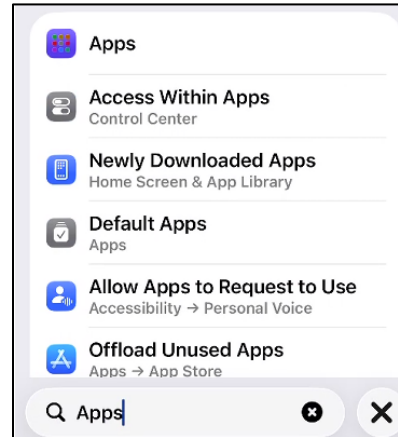
- ▶ Some applications require your Apple ID and password to download

- ▶ Some are free and some require a monthly subscription



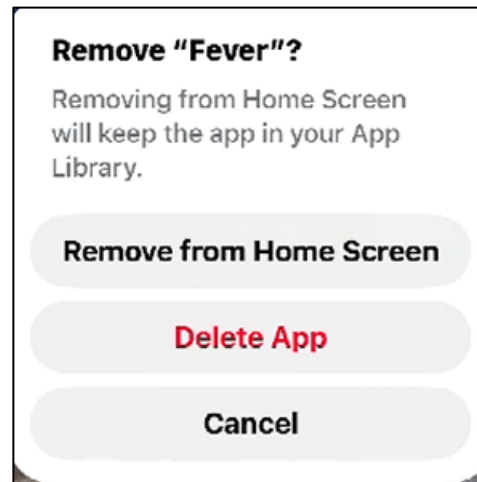
Managing Apps in Settings

- ▶ Tap Settings 
- ▶ Search Apps
- ▶ Tap Apps
- ▶ A list of all your apps will appear
- ▶ Each app will have its own specific settings that you can manage



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:
 - ▶ Tap Delete App
 - ▶ Tap Delete



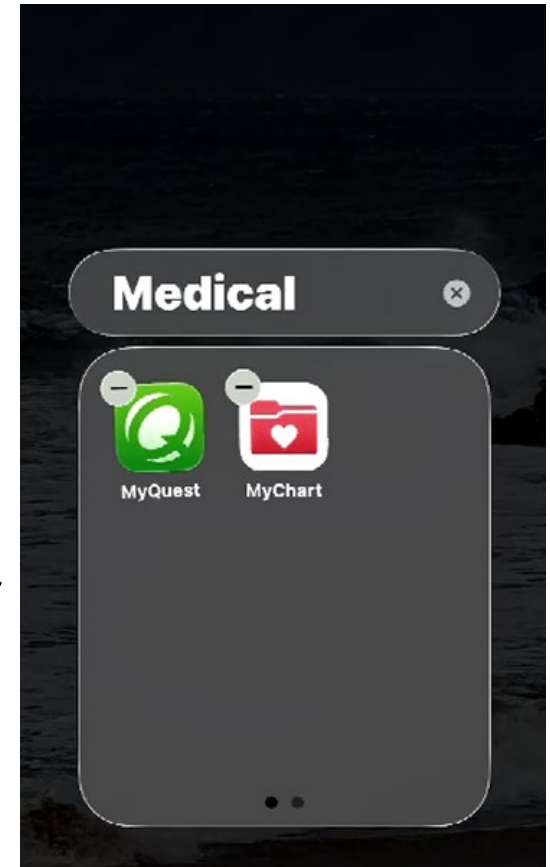
Moving Apps Around on the Screen

- ▶ 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



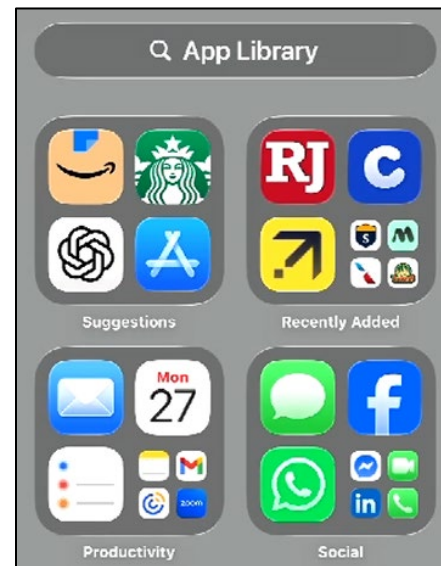
Adding Folders

- ▶ Gently place your finger on an icon and drag and drop it on top of another application
- ▶ A folder will automatically be created containing the two applications
- ▶ A title will be automatically added or you can type in a title for the folder
- ▶ Tap outside



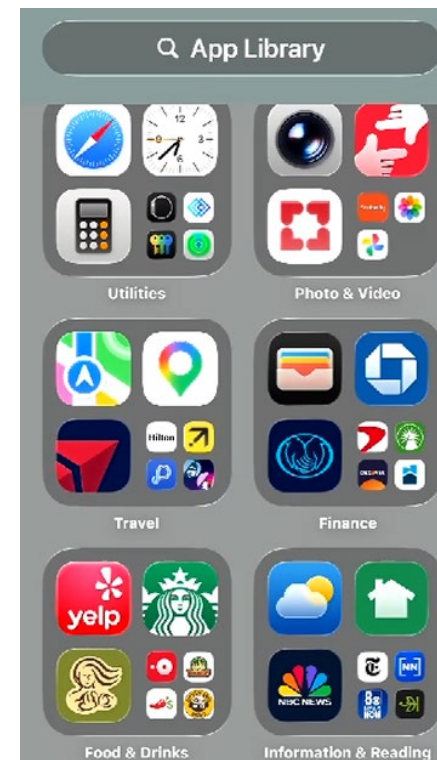
App Library

- ▶ 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.

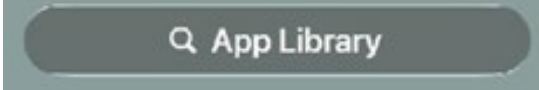


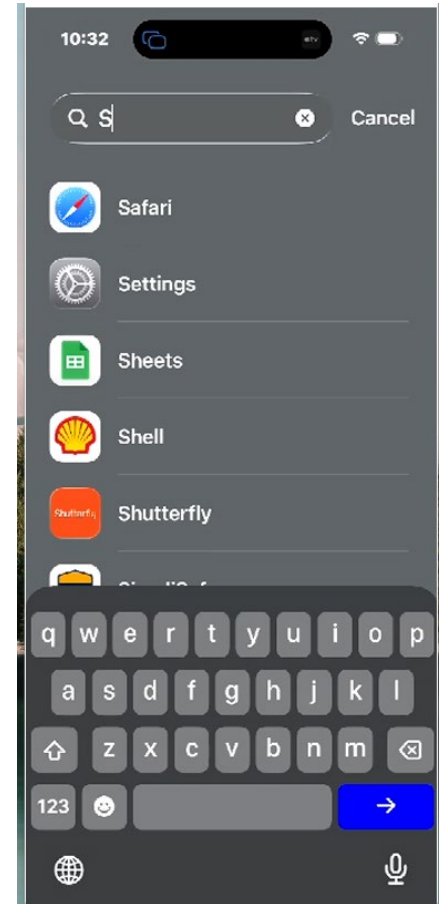
App Library

- ▶ **You will not have the ability 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.



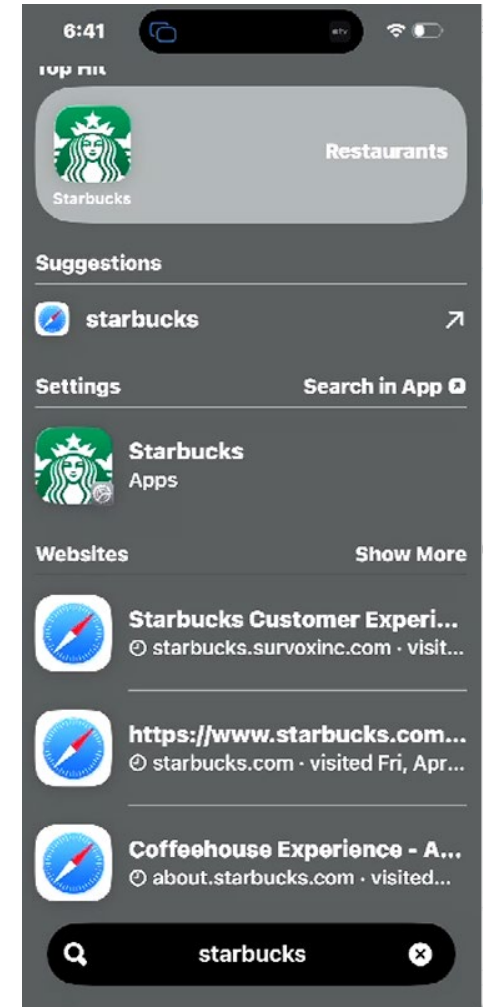
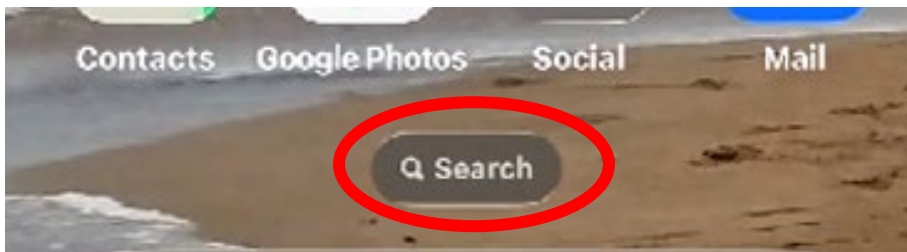
Searching for An App in the Library

- ▶ In the App Library 
- ▶ Start typing the name of the application
- ▶ A list of all the applications that start with that letter will appear
- ▶ Continue typing the name of the application
- ▶ When the application appears, tap to open it



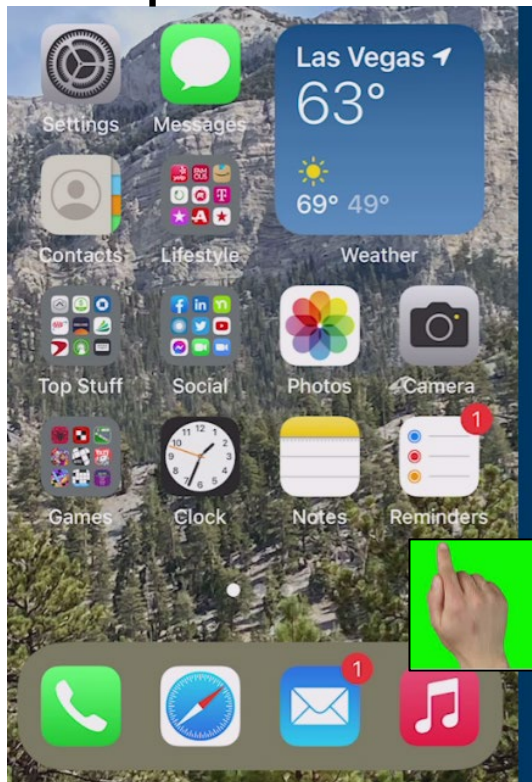
Searching for An App from the Home Screen

- ▶ On the Home Screen, tap Search
- ▶ The Search Bar will appear
- ▶ Type your search phrase
- ▶ Every app, internet site, location, etc. that has that phrase will appear



Closing All Applications

- ▶ Press up with your finger in the lower right corner of the screen
- ▶ Swipe **UP** to close each application



Adding Widgets to the Home Screen

- ▶ Press down firmly on the screen
- ▶ All the apps will appear to jiggle
- ▶ Tap Edit
- ▶ Tap Add Widget
- ▶ Search Widgets
- ▶ Tap Add Widget

