

How to move apps



Once you have downloaded an app from the App Store, the iPad may put it on a second screen. You can switch between screens by swiping your finger across the iPad, but you may want to move the app to the first screen so you can get at it quicker.

You can move an iPad app by placing your finger on the app's icon and holding it down until all of the icons on the screen start jiggling. (Some icons will also show a black circle with an x in the middle.)

We'll call this the "move state". While your iPad is in the move state, you can move icons by holding your finger down on top of them and simply moving your finger. The icon will move with your finger so long as you keep your finger on the screen.

To move the iPad app to another screen, hold your finger down on the icon to initiate the move, and then slide your finger to the edge of the screen. You will want to stop at the spot on the screen where the display gives way to the black edge of the iPad. (If you move your finger onto that black edge, the iPad will not recognize where your finger is placed.)

If you move the app's icon to the left side of the display, the iPad will shift to the screen to the left. If you move the icon to the right side of the display, it will shift to the screen to the right.

To place the app's icon, simply lift up your finger.

When you are finished moving iPad apps, you can leave the "move state" by clicking the home button. Remember, this button is one of the few physical buttons on the iPad and is used to let you exit from what you are doing on the iPad.

How to Delete Apps



You can delete an iPad app similar to how you would move the icon for an iPad app. First, tap and hold the icon until all of the icons on the screen are jiggling. This is the "move state" from the Moving Apps tutorial. When in this state, some of the icons will have a black circle at the top with an "x" in the middle.

Simply tap the "x" button to delete an app. Don't worry about accidentally deleting an app. The iPad will confirm your choice before the app is actually deleted.

What about apps that do not have an "x" button?

You are not allowed to delete the default applications that came installed on your iPad. These include the Calendar, Contacts, iTunes, App Store, Game Center, etc. You can delete the icons for these applications by enabling parental controls on your iPad.

How to Create Folders and Organize iPad Apps



You can create a folder by 'dropping' an app on top of another app. Notice that when you move an application's icon on top of another app, that app is highlighted by a dark square. This indicates that you can create a folder by lifting your finger, thereby dropping the icon on it. And you can put other icons in the folder by dragging them to the folder and dropping them on it.

When you create a folder, you will see a title bar with the name of the folder on it and all of the contents below it. If you want to rename the folder, simply touch the title area and type in a new name using the on-screen keyboard. (The iPad will try to give the folder a smart name based on the functionality of the apps you have combined.)

In the future, you can just tap the folder icon to get access to those apps. When you are in the folder and want to exit out of it, simply press the iPad Home Button.

Hint: When you are moving an app from one screen to the next, it can be difficult to create a folder. This is because the iPad wants to rearrange the icons on the new screen to fit your new app onto it. So it is easiest to just drop the icon on its new screen, and then pick it up again to create a new folder.