

iPad Basics: Icon Management

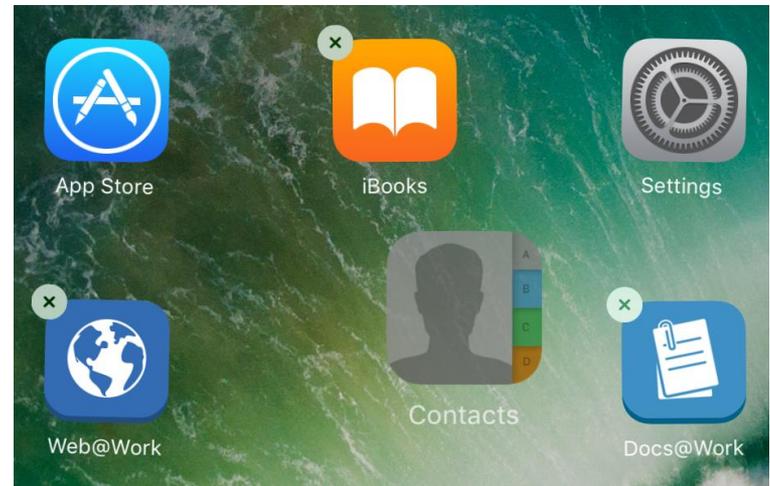
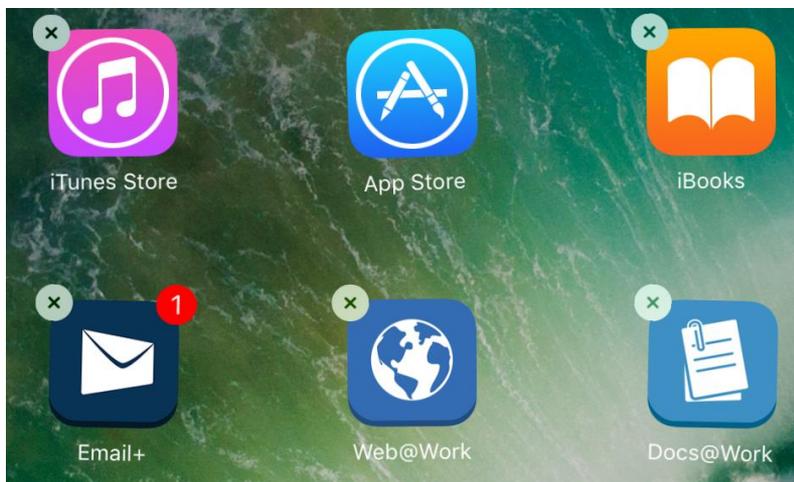
Moving/Deleting Icons

Creating Icon Folders

Navigating Screens

Moving Icons on the Home Screen

Holding your finger down on any icon on your home screen will cause the icons to start shaking and, in some cases, for X's to appear in the corner. Once your icons are shaking, hold your finger on any of them and drag it across the screen. This will allow you to rearrange your icons. Notice how icons will part to make room for the icon you are trying to move. Once you have moved the icons you wish to move, press the home button to end the shaking and resume working with the apps.



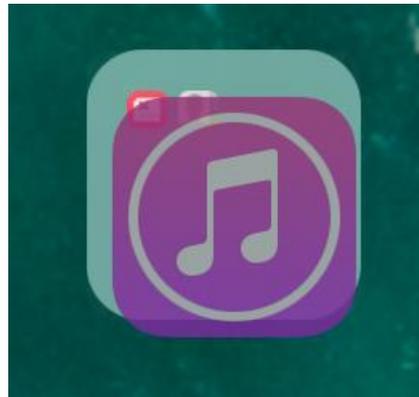
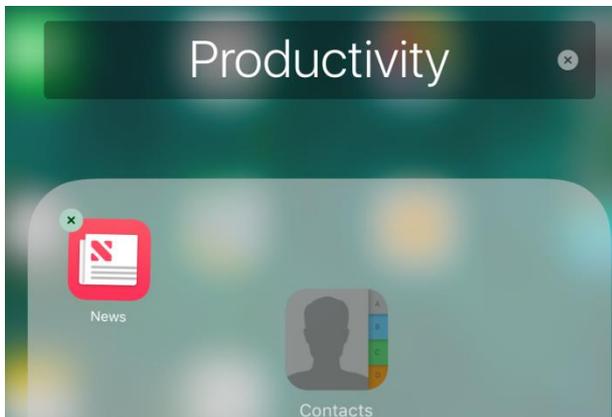
Deleting Icons

Any of the icons with an X in the corner can be deleted by simply tapping that X. Please note that this will delete the underlying app and any associated app data. **You should not delete MobileIron Go, Email+, Web@Work, or Docs@Work – deleting these may result in important data loss.** The rest, however, can be deleted as you see fit.

Some of Apple's native apps (Contacts, Photos, Clock, etc.) are not deletable – they will not have the X in the corner for deletion. The best way to handle these icons are to group them together into folders.

Creating Icon Folders

An icon folder takes up the space of a single icon but can contain many. In order to create one, hold down on an icon you want to put into a folder until the icons begin to shake, then hold that icon above another icon until the folder is created. You can rename the folder and press the home button to go back to your home screen. To continue adding to this folder, repeat this process by holding another icon above the folder until it opens. Now, you can move around this folder and free up space on your home screen.



Moving Icons Onto Another Screen

As your iPad's first screen only has room for so many icons, you'll likely want to be able to move icons between screens to stay organized. Press and hold the icon until they all begin to shake, then drag the icon to the side and hold it there halfway between screens until the screen shifts to the next screen over. Once on the desired screen you can release the icon, rearrange as you see fit, then press the home button to end the icon shaking.



Questions or Problems?

Please contact Leg Council IT by sending an email to eHelpdesk@leg.state.vt.us with a description of the issue as well as the best way to contact you. If you are unable to email, feel free to call Brandon Dyer at 828-0291.