How to Organize Your Apps
This guide will teach you how to organize your Apps by creating folders and then how to rename folders.

Organize Apps on the iPad into folders:

**Step 1**
Touch and hold an App until it jiggles.

**Step 2**
Drag it onto another App, a folder will then be created. You can repeat the process with more apps.

**NOTE:** Each folder can hold up to 12 Apps

**Step 3**
Press the Home button to finish and stop the Apps from jiggling.

Rename a Folder of Apps:
The iPad automatically assigns a name to your folder based on the category of the Apps inside it: Games, News, Sports, etc. You can change the folder name to whatever you wish.

**Step 1**
Touch and hold a Folder until it jiggles then tap the folder to open it.

**Step 2**
Tap the white bar at the top, delete the current name, and enter the new name.

**Step 3**
Press the Home button to finish and stop the Apps from jiggling.
More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, [http://www.butler.edu/it/cat](http://www.butler.edu/it/cat), contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

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