

Staying tidy

The best way to keep your tablet tidy and to be able to find apps easily, is to put them into folders on your home screen. This is a very easy thing to do. You will need to start by getting used to moving the apps around the screen.

Moving apps around

In order to move apps around you need to tap and hold the app you are wanting to move, you will then see the home screen will change allowing you to move the app around to where you want it. By moving your finger. **Taking your finger off the screen will place the app.**



When moving an app you will see a outline shown where the app will be placed as shown to the left.

You can have more than one home screen you will see all your home pages at the bottom as shown left.



When pressing and holding an app it allows you to enter a sort of editing mode so you can also create folders, go to the app info or remove the app from the home screen. These options shown below will be at the top of the screen when you select an app.

Create folder

App info

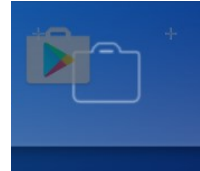
Remove

64% 14:01

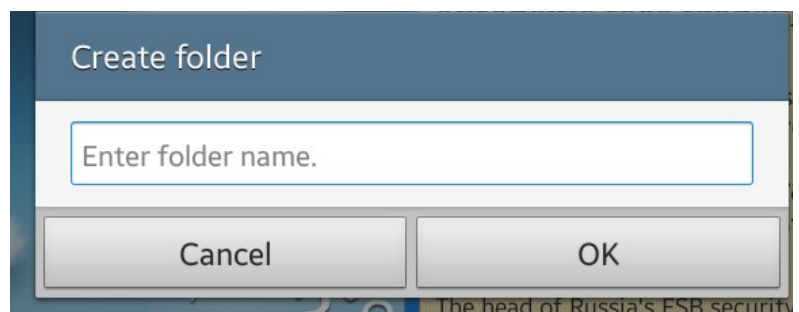
Creating a folder

Creating a folder is a good way to keep all the same type of apps together, such as all the shopping app, games, ect. Creating a folder is easy if you follow the step below.

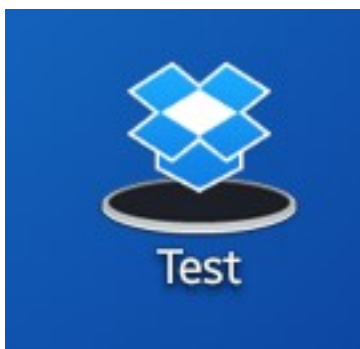
1. click and hold a app which you want to create a folder for.
2. Drag the app up to the create folder option at the top.



3. Enter the what you want to call the folder



You will then see it has put this app into a folder for you this will look like the image below.



If you are wanting to take a app out the folder simple click on the folder to open it, click and hold the app you want to remove and drag it out the folder.