

# Smartphone Tips and Tricks

## Add, Remove and Arrange Apps on Android Phones

### Adding an App

To add an App go to the app store for your operating system, Google Play Store. Find the App you want and click on install. Before installing any app be sure to read the permissions and decide if you want to give the app that access to your device. It is usually a good idea to look at the reviews to see what others think of it. It is also possible to get apps from other sources but that is frequently a bad idea. An exception to this might be something like the Amazon store. Just be sure you feel trust in the provider before installing an app from somewhere other than the official app store for your system. Google does its best to vet apps in their stores but with millions of apps available sometimes a bad one can slip through.

### Deleting an App

Go to Settings and Application manager. Find the app you want to remove and click on it. You will be asked if you want to remove it and answer in the affirmative. Be aware that there will be some apps on your device that cannot be removed as they were installed by the manufacturer or your carrier. They have a financial relationship with the vendor of the app to install it and make it non-removable.

### Arranging Apps

To arrange your apps touch and hold the app icon. You will see the screen change to show you boxes where each app can be placed. While continuing to hold the app icon drag it to a new location. You can drag it to a different or new screen by dragging past the edge of the screen.

Depending on your version of Android and your phone manufacturer you may be able to remove or delete the icon/app from the screen by dragging it up to the wastebasket at the top of the screen.

In addition to regular icons there are widgets which are an oversized apps such as a calendar, music player or other informational screen. These are included when you install an app where they would be useful. Assuming you have enough space on the screen for it tap and hold an empty space on a screen and then select widgets. Find the widget you want and tap and hold it then drag it to the location on the screen you want.

### Grouping Apps

You can group your apps in a folder to free up screen real estate and to put things together that you feel belong together. Simply drag an icon and drop it on top of another icon. The first time you do this you will be prompted to name the folder. Give it a name that will let you know what the folder contains. After that just drag additional icons to the folder. You can rearrange the icons in a folder just as you do on a screen by dragging them around.

# Smartphone Tips and Tricks

## Add, Remove and Arrange Apps on iPhones

### Adding an App

- To add an App go to the app store for your operating system, Apple Store (App Store). Find the App you want and click on install.
- Before installing any app be sure to read the permissions and decide if you want to give the app that access to your device. It is usually a good idea to look at the reviews to see what others think of it.
- It is also possible to get apps from other sources but that is frequently a bad idea. Just be sure you trust the provider before installing an app from somewhere other than the official app store for your system.
- Apple does its best to vet apps in their stores but with millions of apps available sometimes a bad one can slip through.
- You may need your Apple ID and Password for installing apps, even 'free' ones.

### Deleting an App

- Touch and hold your finger on the **app icon** until you enter edit mode (the icons begin to jiggle). (If you have a device with 3D Touch enabled, press lightly to avoid enabling a 3D Touch gesture.)
- Tap the **Delete** button (looks like an X) at the top left of the app icon.
- Tap **Delete** to confirm the removal.
- Click the **Home button** to exit edit mode.

### Arranging Apps

- Touch and hold your finger on the **app icon** until you enter edit mode (the icons begin to jiggle).
- Drag the **app icon** you want to move to its new location.
- Let go of the **app icon(s)** to drop them into place.
- You can drag it to a different or new screen by using a secondary finger to **swipe** to the left until you reach the screen you want or a blank screen.
- Click the **Home button** to exit edit mode.

### Grouping Apps

You can place apps into a folder:

- Touch and hold your finger on the **app icon** until you enter edit mode (the icons begin to jiggle).
- Drag the **app icon** you want to move.
- Drag the app icons on top of the last app icon you wish to move and hold until the folder interface appears.
- Tap on the **folder name** to change it, if you don't like the suggestion iOS comes up with.
- Click the **Home button** to exit edit mode.
- Click the **Home button** again — or tap outside the folder — to return to the Home screen.