## Managing Apps

### Home Row

There is a **home row** along the bottom of the iPad screen. It **stays docked at the bottom**, regardless of what page you are on. The purpose is to providing easy access to those apps that you use frequently. You can have up to 6 apps on your home row. You can add or take away apps by holding down on the app until it wiggles and then either dragging it down to the bar or pulling it out.

Some ideas for apps to dock on your home row may be your email, your web browser (Safari), and your calendar.

### Managing Folders

Creating folders helps keep you organized and makes apps easier to find. Some folder ideas may be Math Games, Spelling Practice, or Science. **To make a folder**, hold down on one app until it wiggles, and then drag it on top of another app. When you let go, a folder will be made and both apps will be inside! To move an app out of a folder, hold down on it until it wiggles and pull it out.

The folder will be named according to its category by default. **To rename the folder**, hold down on it until it wiggles, then tap to open it. Then tap on the name at the top and rename.

### Multitasking

To enable multitasking, open settings, tap general settings. Tap multitasking on. If the background is green, it is on.

With multitasking, you are able to:
- Pinch with 3 fingers to close an app.
- While an app is open, swipe with 4 fingers to go between the open app and other open apps.
- Swipe up with 4 fingers to open the multitasking view that shows all open apps.

### Shutting Down An App

Closing an app and shutting down an app are two different things. When you close out of an app, it is still running in the background until you completely shut it down. If you are having trouble with an app, try shutting it down completely!

**To shut down an app**, double click the home button, and slide up on the picture above the app icon.