

## PRINTABLE GUIDE

# Put a useful app on your Home Screen

Work with one app at a time. Moving its icon normally changes only where you find it.

iPhone or Android | 2 min read | 5 steps

## Before you start

- ☐ An unlocked phone
- ☐ An app already installed
- ☐ A clear space on the Home Screen

### 1. Find the installed app

iPhone: swipe past your Home pages to App Library and search if needed.

Android: open the app list, often by swiping up from Home. The app can remain installed without a Home shortcut.

- ☐ Done this step

### 2. Add it to Home

iPhone: touch and hold the App Library icon and choose Add to Home Screen if offered, or drag it towards Home. Android: touch and drag the icon from the app list onto a Home page. Phone launchers differ.

- ☐ Done this step

### 3. Choose a clear position

Keep holding as you move the icon, then lift your finger over an empty spot. On iPhone, finish editing with Done or the relevant Home action. Avoid the Delete or Uninstall option when you only mean to move it.

- ☐ Done this step

#### 4. Test the shortcut

Return Home and tap the icon once. The correct app should open. Go Home again and make sure you can recognise its label and position. If you added a duplicate shortcut, check which copy you want to keep.

☐ Done this step

#### 5. Group only if it helps

Dragging one app onto another can create a folder on many phones. Give it a short name such as Travel. If folders make finding things harder, keep a few important apps visible instead of filling every screen.

☐ Done this step

### Try it for yourself

Place one useful app where you can find it and open it from that spot.

☐ I tried the task.

### My notes

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#### Does removing an icon delete the app?

Remove from Home usually removes only the shortcut. Delete App or Uninstall removes the app; read the confirmation before proceeding.

### Official help and the online guide

Google: add and organise apps - <https://support.google.com/android/answer/9450271?hl=en>

Apple: organise apps - <https://support.apple.com/en-gb/guide/iphone/iphhd2fc8ce30/26/ios/26>

Read online: <https://plaintech-guides.pages.dev/guides/organise-home-apps/>