

## ADDING YOUR APPS/FOLDERS TO THE HOME SCREEN 'DOCK'

THE FOLLOWING DETAILS HOW TO ADD/REMOVE APPS OR FOLDERS TO THE IPAD DOCK. THE DOCK IS THE TASKBAR AT THE BOTTOM OF THE HOME SCREEN. APPS ADDED TO THIS WILL ALWAYS BE VISIBLE SO THIS IS IDEAL FOR USERS WITH MANY PAGES OF APPS, BUT WANT EASY ACCESS TO THOSE APPS USED MOST OFTEN.

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### STEP 1:

THE HOME SCREEN CAN BECOME 'SCREENS' VERY QUICKLY. IT IS EASY TO SEE HOW MANY SCREENS ARE BEING USED BY THE DOTS THAT ARE VISIBLE IN THE MIDDLE OF THE HOME SCREEN JUST ABOVE THE DOCK. THE HIGHLIGHTED DOT SHOWS THE POSITION OF THE CURRENTLY DISPLAYED SCREEN.



TO ACCESS HOME SCREEN 2 AND ABOVE SIMPLY SWIPE THE SCREEN RIGHT TO LEFT.



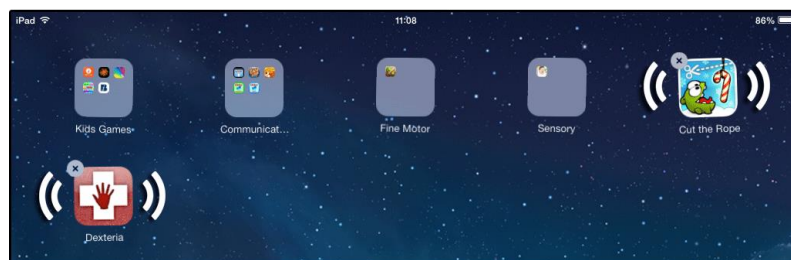
YOU WILL NOTICE THAT THE DOCK AT THE BOTTOM OF THE SCREEN REMAINS. NO MATTER WHAT SCREEN YOU ARE ON.

**Note:** THE DOCK BAR HAS A LIMIT OF 6 ITEMS, HOWEVER IF YOU PLACE A FOLDER HERE MORE ITEMS CAN BE HELD WITHIN THE FOLDER

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### STEP 2: ADDING TO THE DOCK

TO MOVE AN APP/FOLDER TO THE DOCK BAR SIMPLY TOUCH AND HOLD THE APP UNTIL IT 'SHAKES' AND AN 'X' APPEARS ON THE TOP LEFT SIDE OF IT



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### STEP 2.1:

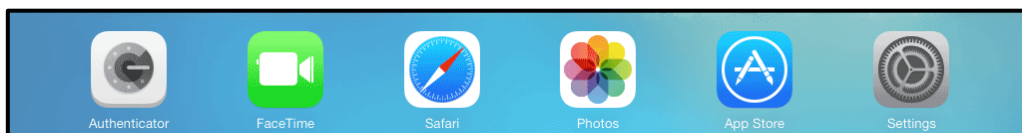
WHILST STILL HOLDING THE APP, DRAG IT DOWN TO THE DOCK BAR WITH YOUR FINGER.



WHEN THE APP/FOLDER IS OVER THE DOCK, REMOVE YOUR FINGER AND THE APP WILL BE HELD WITHIN THE DOCK.



TO FINALISE THE PROCESS PRESS THE **HOME BUTTON**



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### STEP 3: REMOVING FROM THE DOCK

TO REMOVE ITEMS FROM THE DOCK, THE SAME PROCESS AS DETAILED ABOVE IS USED

