

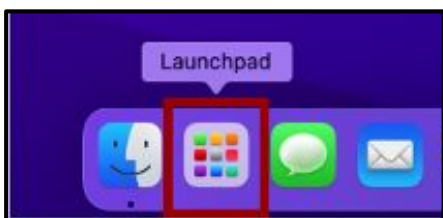
Organizing Apps into Folders in Launchpad

Introduction

The Launchpad houses the applications, or apps, on MacOs. Apps on the Launchpad can be reordered and organized into folders to make them easy to locate. Follow the steps in this Quick Reference Guide to create folders in Launchpad, add apps to folders, and remove apps from folders.

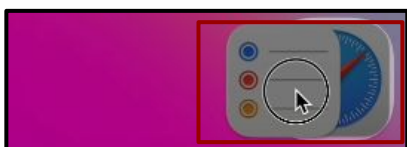
Getting Started

1. Click the **Launchpad icon** in the Dock.

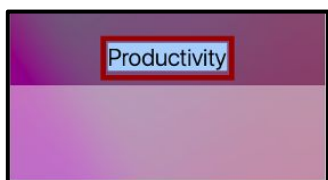


Creating Folders

2. Click and drag **one app onto another** to place both apps in a folder.

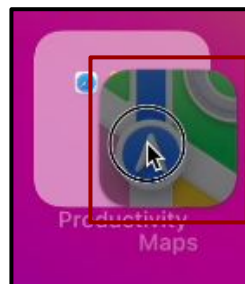


3. Click on the **title** of the folder.



4. Type a new name for the folder; then, click anywhere outside of the folder to close it.

5. To add additional apps to the folder, click and drag the **desired apps** to the folder.



Removing Apps from Folders

6. Click on the **folder**.



7. Click and drag the **app**, and drop it outside of the folder.

