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how to make a folder on iphone

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How to Make a Folder on iPhone: A Step by Step Guide

With the ever expanding app ecosystem, keeping an iPhone's home screen tidy can feel like a full time job. Whether you're a power user juggling dozens of productivity tools or a casual phone owner simply trying to find your favorite game, creating folders is one of the most effective ways to declutter your screen and streamline navigation. In this guide we'll walk through the exact steps to make a folder on iPhone, cover variations across iOS versions, share handy tips for managing folders, and troubleshoot common issues. By the end, you'll have a clean, organized home screen that's easier to navigate than ever.

Why Organize Your Apps?

Apple's design philosophy emphasizes simplicity, but even a minimalist interface can become chaotic when you install new apps. Here are a few reasons why creating folders is beneficial:

- Improved Accessibility – Grouping related apps reduces the number of screens you need to swipe through.
- Enhanced Aesthetics – A tidy home screen looks polished and professional.
- Time Savings – Quickly locate the app you need without hunting through a sea of icons.
- Better Battery Management – Some users report slight reductions in background activity when apps are grouped.

Whether you're on an iPhone 8, iPhone 14, or the latest iPhone SE, the folder creation process is the same, with only minor UI differences across iOS releases.

Step by Step: How to Make a Folder on iPhone

Step 1: Choose the Apps You Want to Group

Begin by deciding which apps belong together. Common categories include:

- Productivity (Notes, Calendar, Reminders)
- Social (WhatsApp, Facebook, Instagram)
- Utilities (Calculator, Compass, Weather)
- Entertainment (Netflix, Spotify, YouTube)

Drag your finger over the first app icon, then tap and hold until the icons start to jiggle.

Step 2: Drag an App Over Another

While in jiggle mode, pick up the first app and drag it over the second app you want to include in the folder. The two icons will merge, and a new folder will automatically appear.

Step 3: Name Your Folder

When the folder pops up, you'll see a text field with a default name like "New Folder." Tap it, type a descriptive name (e.g., "Social Media" or "Work Tools"), and tap **Done** on the keyboard.

Step 4: Add More Apps (Optional)

To add additional apps, simply drag them into the folder while it remains in jiggle mode. The folder will expand to

accommodate up to 12 apps in a single page, or more if you use multiple pages inside the folder.

Step 5: Exit Jiggle Mode

Press the **Home** button on older iPhones or tap the **Done** button in the top right corner on newer models (iPhone X and later). Your folder is now ready for use.

Variations Across iOS Versions

iOS 13 and Earlier

On iOS 13 and earlier, the folder creation process is identical, but you'll notice a slightly different icon style and fewer animation options. The default folder color scheme is lighter, and you can't customize the folder icon itself.

iOS 14 and iOS 15

With iOS 14's App Library, you can also create folders directly from the App Library view. Simply tap and hold an app, select "Add to Folder," then choose an existing folder or create a new one. The App Library automatically updates the home screen folder contents.

iOS 16 and iOS 17

Apple introduced more flexible folder management in iOS 16, including the ability to change folder icon colors and add custom icons via the Shortcuts app. iOS 17 further refines the App Library's search capabilities, making it easier to find and organize apps that don't fit neatly into a folder.

iPhone SE (2nd Gen) vs. iPhone 14 Pro Max

Regardless of screen size, the folder creation steps remain consistent. However, the larger display on the iPhone 14 Pro Max offers more space for multiple folders, while the iPhone SE's compact screen may prompt you to use the App Library more extensively.

Tips for Managing Folders Effectively

Keep Your Folder Count Low

While you can create dozens of folders, a cluttered home screen with too many folders can become just as confusing as a screen full of apps. Aim for 4 6 folders per home screen page for optimal usability.

Use Color Coding

Assign a color theme to each folder to make them instantly recognizable. For example, set all productivity folders to blue and all entertainment folders to orange. This visual cue speeds up navigation.

Leverage the App Library

When you're running out of space, move seldom used apps to the App Library. You can still add them to a folder from there, preserving a tidy home screen while keeping apps easily accessible.

Rename Folders for Clarity

Don't rely on generic names like "Folder 1." Instead, name folders after their purpose: "Finance," "Travel," or "Health." A clear label reduces the cognitive load when searching for an app.

Use Siri Suggestions

Apple's Siri Suggestions will often recommend apps to add to existing folders based on your usage patterns. Enable **Suggestions in Search** and **Suggestions in Look Up** in Settings > Siri & Search to take advantage of this

feature.

Using Siri & Search to Find Apps Inside Folders

Even after organizing your apps into folders, you may forget which folder contains a particular app. Here's how to locate it quickly:

1. Press and hold the Home button (or swipe up on iPhone X and later) to activate Spotlight Search.
2. Type the name of the app you're looking for.
3. If the app is inside a folder, Spotlight will display the folder name as a subtitle. Tap the folder icon to open it directly.

Alternatively, you can use the **App Library**search bar at the top of the screen to find apps instantly, bypassing the need to open a folder.

Troubleshooting Common Folder Issues

Folder Won't Create

If dragging one app over another doesn't produce a folder, ensure you're in jiggle mode. Tap and hold an app until it wiggles, then try again. Also, make sure you're not dragging an app that's already part of a folder—move it out first.

Folder Is Missing After an Update

Occasionally, iOS updates can temporarily remove or hide folders. Re create the folder following the steps above. If the folder reappears after a restart, it's likely a glitch that resolves itself.

Apps Keep Jumping Between Folders

When you open an app from within a folder, iOS may automatically move it to the home screen. This is a known behavior for certain app categories. To prevent this, keep the folder open and avoid dragging the app out of the folder.

Folder Icon Looks Wrong

If you're using a custom icon via the Shortcuts app, double check that the image file is in the correct format (PNG or JPEG) and sized properly. Reset the icon by re applying the shortcut.

Advanced Folder Customization (iOS 16+)

Custom Folder Icons

While iOS doesn't allow native icon changes, you can create a custom icon using the Shortcuts app:

1. Create a new shortcut that opens the desired app.
2. Tap the three dots, then Icon to choose a custom image.
3. Save the shortcut and add it to a folder.

Folder Pages

Folders can contain multiple pages of apps. Swipe left or right inside the folder to access additional pages. This feature is especially useful for power users who want to keep a large number of related apps together.

Automation with Shortcuts

Use the Shortcuts app to automate the organization process. For instance, set a shortcut that moves all newly downloaded productivity apps into a specific folder. While this requires initial setup, it saves time in the long run.

When to Use the App Library vs. Home Screen Folders

The App Library automatically groups apps into categories and offers a search first approach. Use it for:

- Apps you rarely use but want to keep installed.
- Devices with limited screen space.
- Quick access via search without cluttering the home screen.

Conversely, create folders on the home screen for:

- Frequently used apps that you want to access with a single tap.
- Apps that belong to a specific workflow (e.g., editing, communication).
- Custom groups that reflect your personal or professional life.

Best Practices for Long Term Organization

1. Review Your Folders Monthly – Apps you downloaded last year may no longer be relevant. Remove or relocate them.
2. Keep the Same Structure Across Devices – If you own multiple iPhones or an iPad, maintain consistent folder organization for a seamless experience.
3. Use Widgets Wisely – Widgets can replace the need for certain apps on the home screen, freeing up space for essential folders.
4. Leverage Siri Shortcuts – Quick actions can launch apps or perform tasks without leaving the home screen, reducing the need for a folder.

Conclusion

Creating a folder on iPhone is a simple yet powerful way to keep your device organized, efficient, and visually appealing. By following the steps outlined above, you can group apps, customize folder names, and even add custom icons to make your home screen truly yours. Remember to review your folders regularly, use the App Library for infrequently used apps, and take advantage of Siri suggestions and Shortcuts for a smoother experience. Whether you're using an iPhone 12, iPhone 14 Pro, or the latest iPhone SE, these techniques will help you maintain a clutter free interface that adapts to your evolving needs.

Tags: #make #folder #iphone