

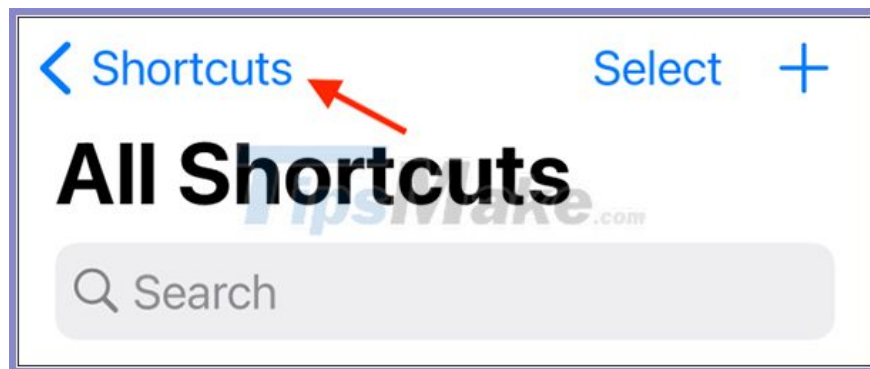
# How to arrange shortcuts into folders on iPhone

If you're an iPhone user of the Shortcut feature, there are two main reasons you should organize them into folders. The first reason is for convenience, the second is to make the home screen widget cleaner. Here's how to organize the shortcuts into folders on iPhone.

If your iPhone is running iOS 14, you can organize the shortcut into different folders.

By default, the Shortcut home screen widget will show all of your shortcuts. But it's best to create another folder just for home screen shortcuts. In fact, you can create multiple folders, each for a different version of the widget. You can then stack the Shortcut widgets on top of each other.

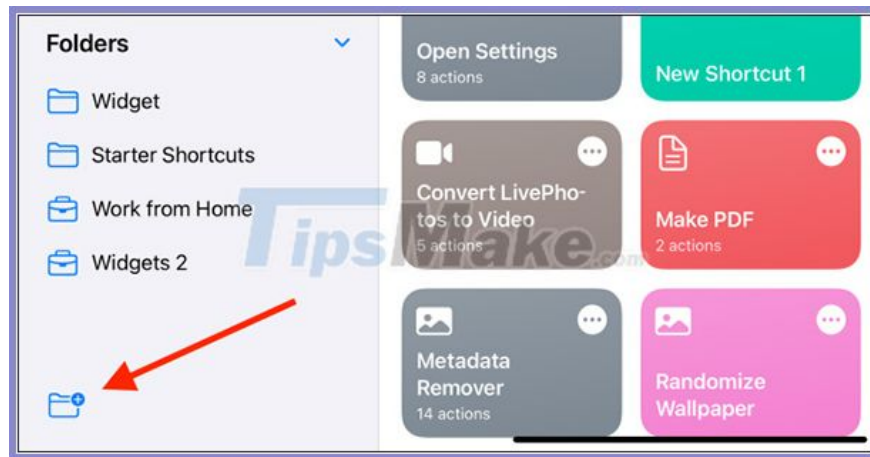
Let's start by creating a new directory. Open the Shortcuts app on the device. Go to the My Shortcuts tab and from the top of the screen select the Shortcuts button with the arrow back icon.



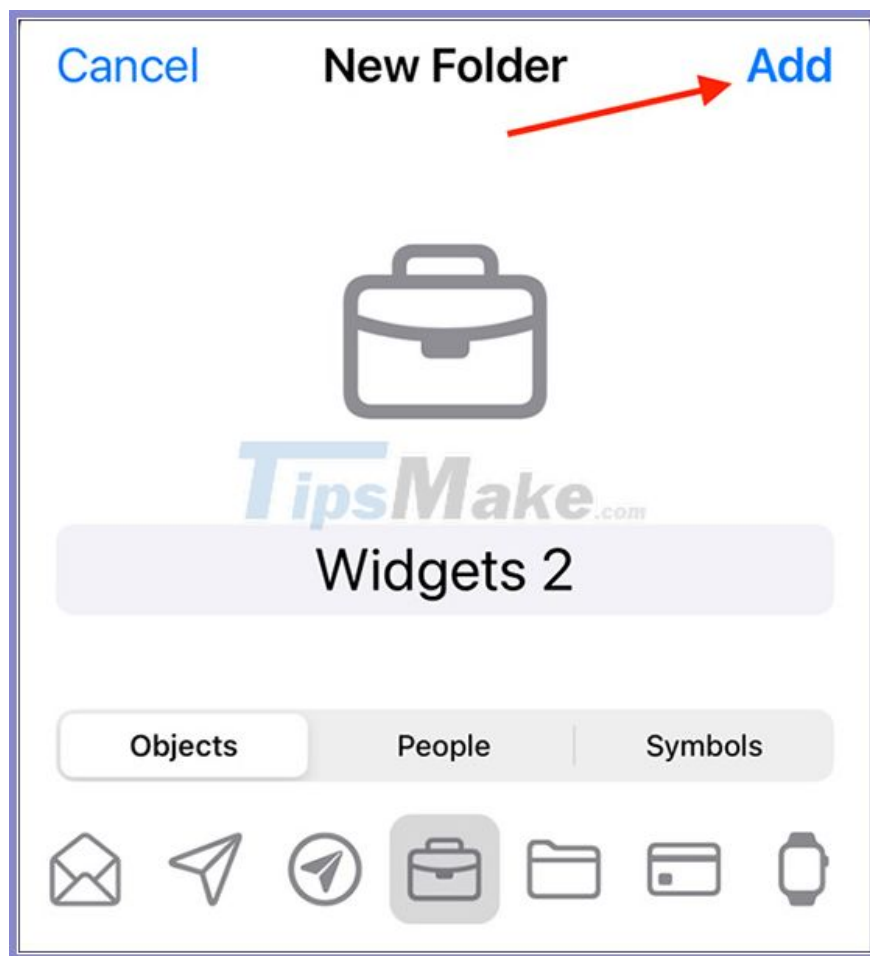
You will see a new screen, showing a list of shortcut types and a section for folders.



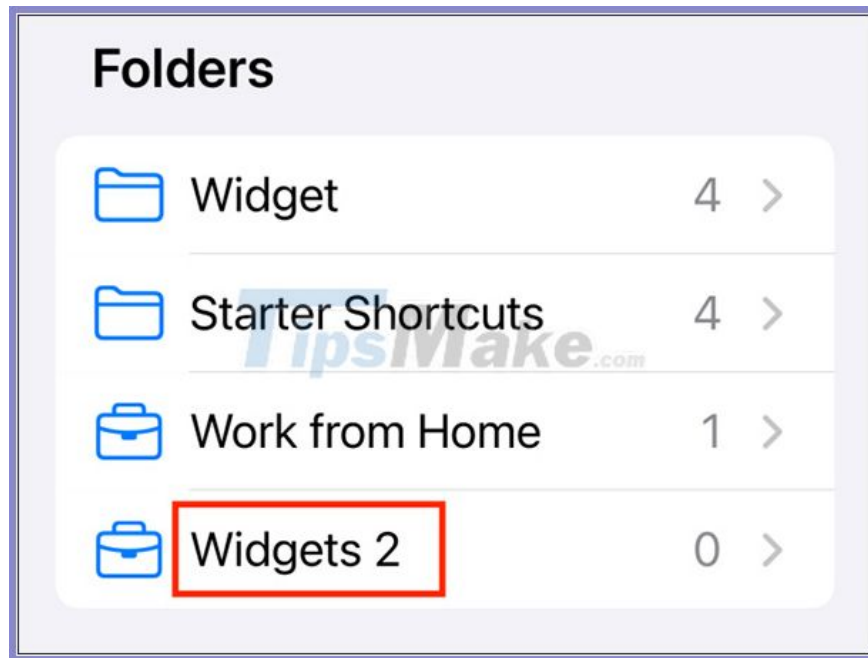
If you're on an iPad, you'll see the New Folder icon on the left sidebar.



Now name the folder and select the icon. Then click the Add button .



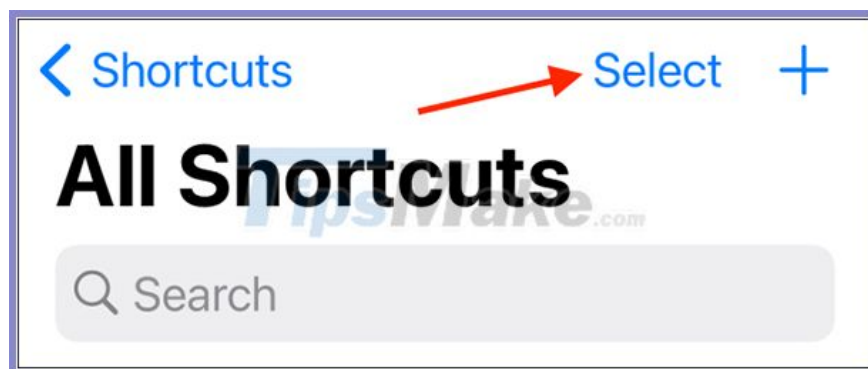
You will find the folder at the end of Folders section .



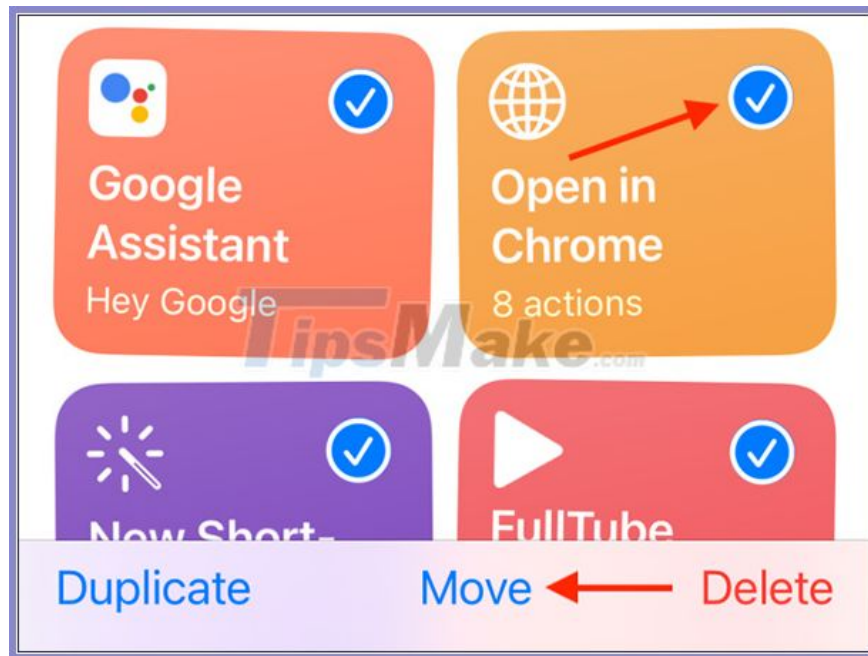
Now, select All Shortcuts to see the Shortcuts Library.



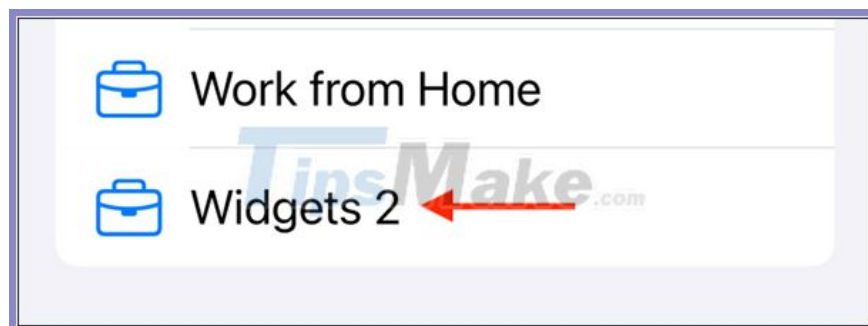
Here, click on Select from the top right corner of the screen.



Highlight all the shortcuts you want to move to the new folder and select Move .



Select the folder you want to move the shortcuts to.



The shortcuts are immediately added to the folder. The All Shortcuts section displays a folder at the bottom of the page.

As mentioned above, you can access folders by selecting the Shortcuts button from the My Shortcuts tab .

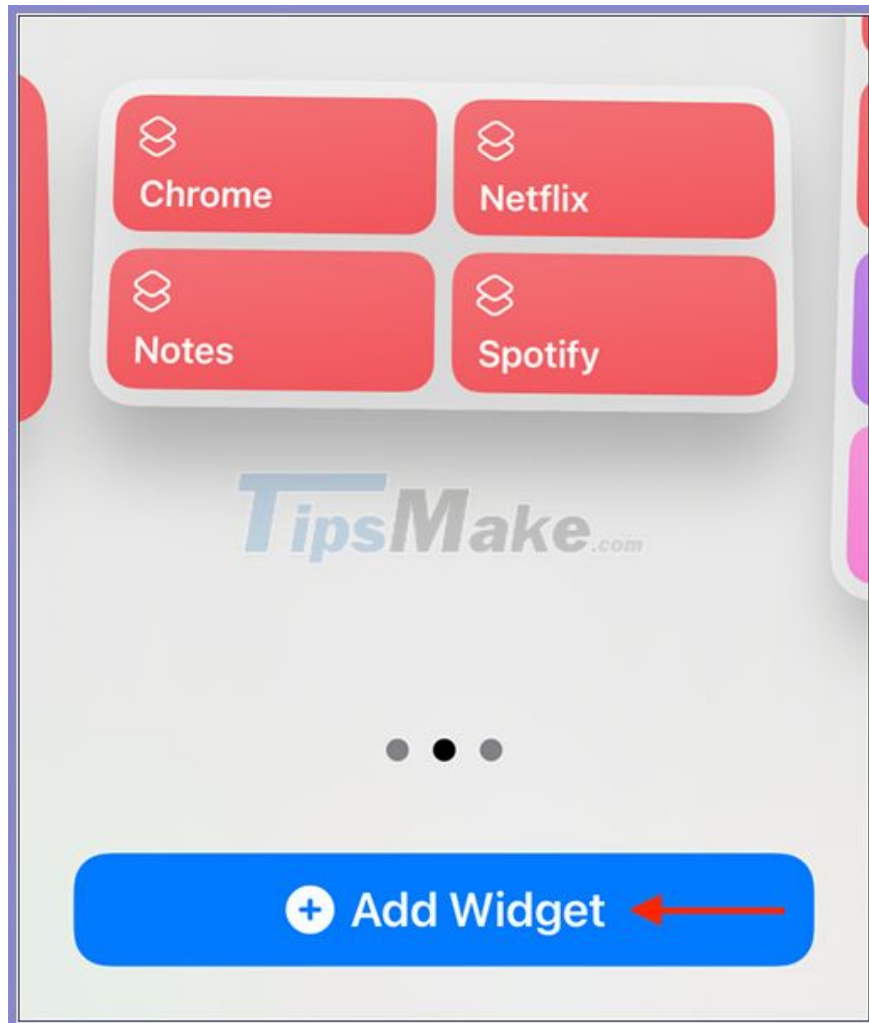
Once you've created a folder, you may want to create a widget. Go to the iPhone home screen, select and hold an empty part of the screen to enter edit mode. Here, click on the plus sign '+' on the left corner.



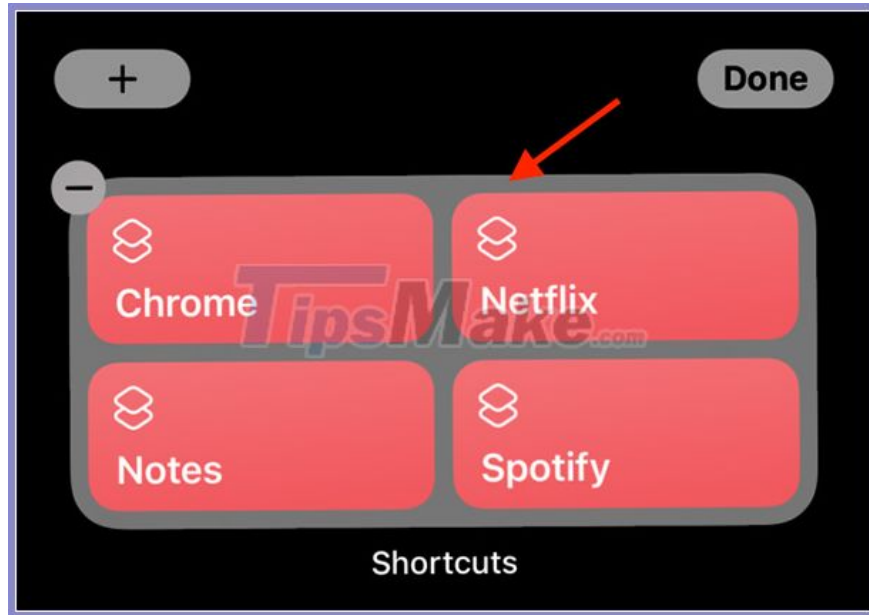
You will see a list of widgets. Scroll down and select the Shortcuts app.



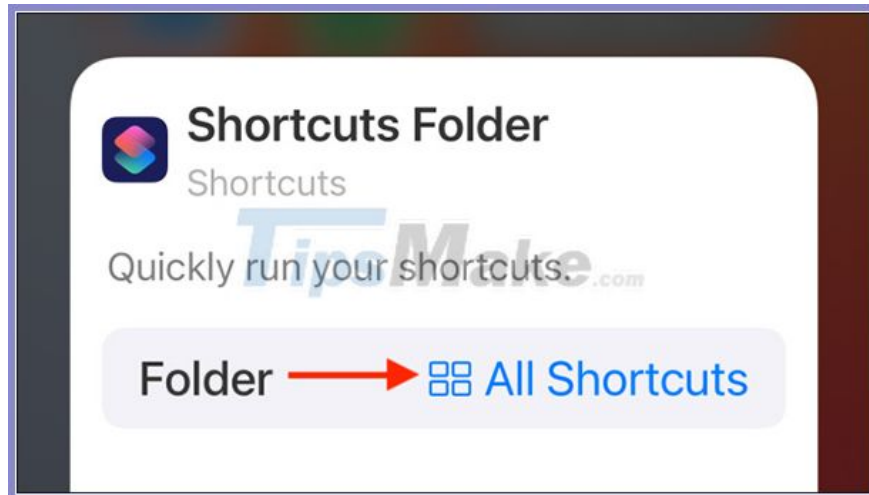
You can drag over and choose the size of the widget. Small size widget shows only one shortcut, medium size will show 4, and large version will show up to 8 shortcuts. After selecting the size, click Add Widget .



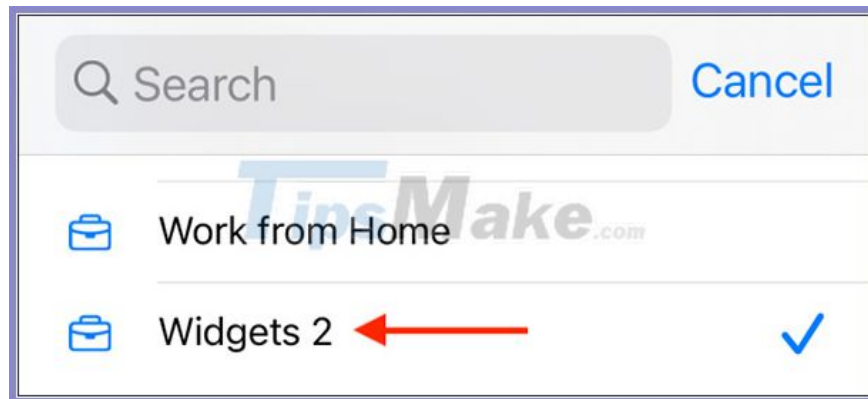
The widget will now show up on the home screen. You can press and hold the widget and select Edit Widget if you want to edit.



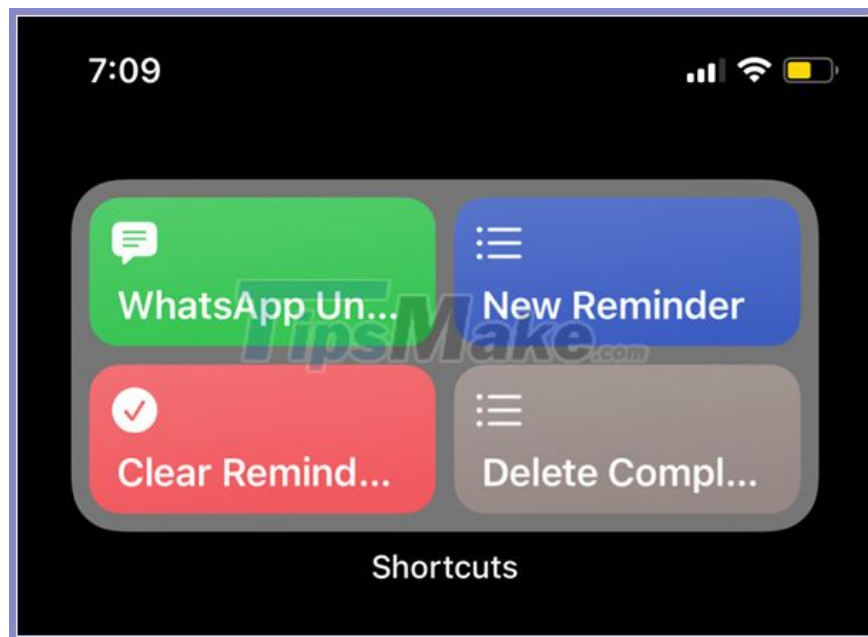
Click on Folders section .



Here, choose a directory.



Now, back to the widget, you will see the shortcuts from the newly selected folder.



You finished reading the article "**How to arrange shortcuts into folders on iPhone**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.