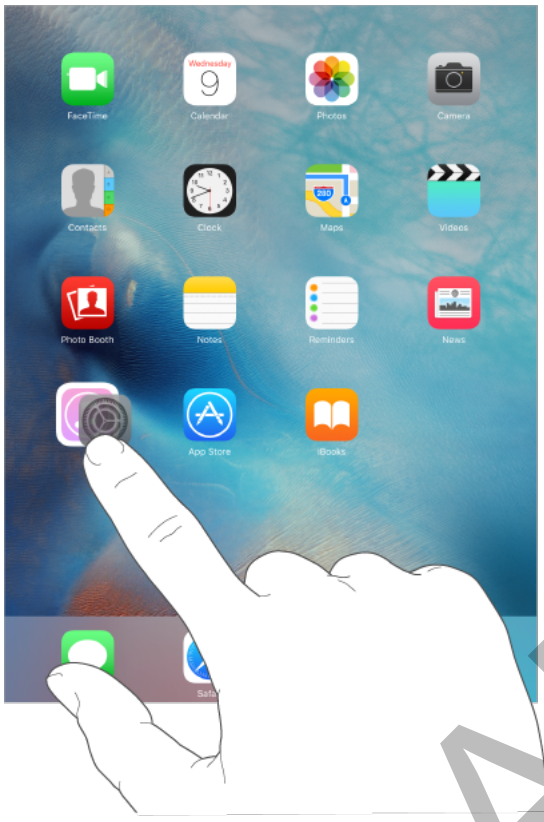

You can have multiple pages of apps in a folder.

Delete a folder.

Drag out all the apps—the folder is deleted automatically.

Change the wallpaper

Wallpaper settings let you set an image or photo as wallpaper for the Lock screen or Home screen. You can choose from dynamic and still images.

Change the wallpaper.

Go to Settings > Wallpaper > Choose a New Wallpaper.

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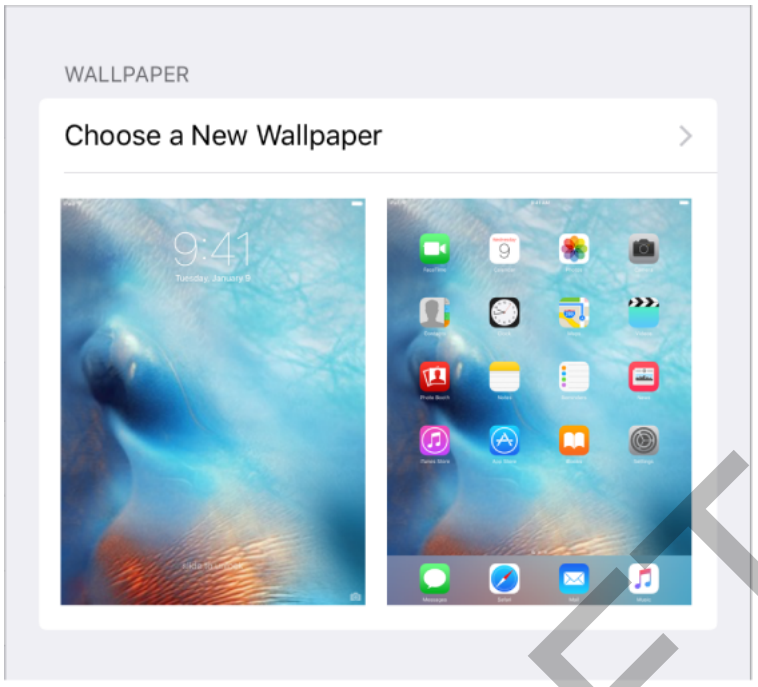
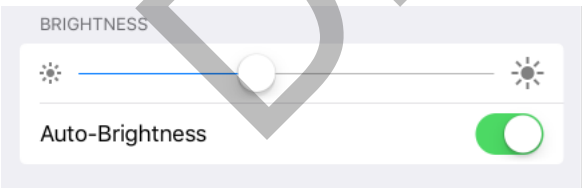


When choosing an image for new wallpaper, the Perspective Zoom button determines whether your selected wallpaper is zoomed. For wallpaper you already set, go to the Wallpaper setting, then tap the image of the Lock screen or Home screen to see the Perspective Zoom button.

Note: The Perspective Zoom button doesn't appear if Reduce Motion (in Accessibility settings) is turned on. See Reduce screen motion (on page) .

Adjust the screen brightness

Dim the screen to extend battery life, or use Auto-Brightness.



Adjust the screen brightness.

Go to Settings > Display & Brightness, then drag the slider. If Auto-Brightness is on, iPad adjusts the screen brightness for current light conditions using the built-in ambient light sensor. You can also adjust the brightness in Control Center.

Type text

Enter text

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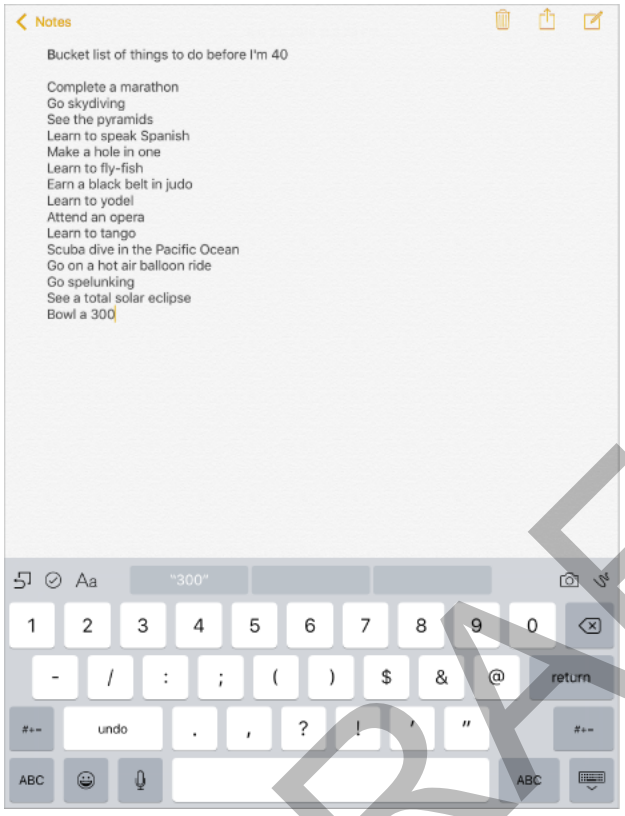
Tap a text field to see the onscreen keyboard, then tap letters to type. If you touch the wrong key, you can slide your finger to the correct key. The letter isn't entered until you release your finger from the key.



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Tap Shift to type uppercase, or touch the Shift key and slide to a letter. Double-tap Shift for caps lock. To enter numbers, punctuation, or symbols, tap the Number key 123 or the Symbol key #+=. If you haven't added any keyboards, tap to switch to the Emoji keyboard. If you have several keyboards, tap to switch to the last one you used. Continue tapping to access other enabled keyboards, or touch and hold , then slide to choose a different keyboard. To quickly end a sentence with a period and a space, just double-tap the space bar.

Enter accented letters or other alternate characters.

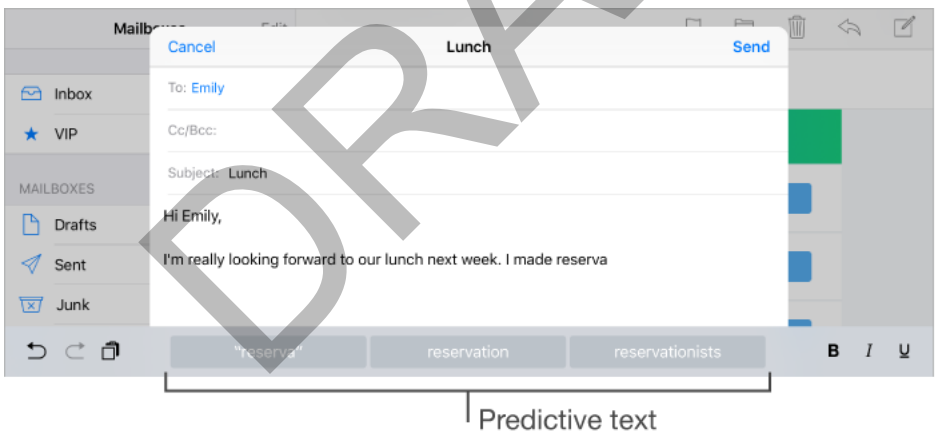
Touch and hold a key, then slide to choose one of the options.

Hide the onscreen keyboard.

Tap the Keyboard key .

If you see a word underlined in red, tap it to see suggested corrections. If the word you want doesn't appear, type the correction.

As you write, the keyboard predicts your next word (not available in all languages). Tap a word to choose it, or accept a highlighted prediction by entering a space or punctuation. When you tap a suggested word, a space appears after the word. If you enter a comma, period, or other punctuation, the space is deleted. Reject a suggestion by tapping your original word (shown as the predictive text option with quotation marks).



Hide predictive text.

Pull down the suggested words. Drag the bar up when you want to see the suggestions again.

Turn off predictive text.

Touch and hold or , then slide to Predictive.

If you turn off predictive text, iPad may still try to suggest corrections for misspelled words. Accept a correction by entering a space or punctuation, or by tapping return. To reject a correction, tap the "x." If you reject the same

DRAFT

suggestion a few times, iPad stops suggesting it.

Set options for typing or add keyboards.

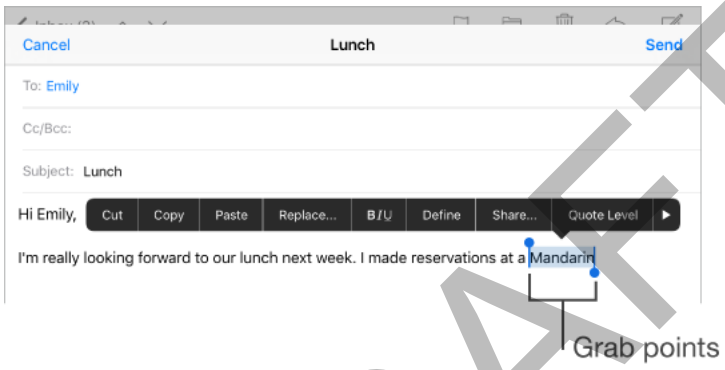
Go to Settings > General > Keyboard.

You can also use an Apple Wireless Keyboard to enter text. See Use an Apple Wireless Keyboard (on page) . To dictate instead of typing, see Dictate (on page) .

Edit text

Select text.

Tap the insertion point to display the selection options. Or double-tap a word to select it. Drag the grab points to select more or less text. In read-only documents, such as webpages, touch and hold to select a word.



You can cut, copy, or paste over selected text. With some apps, you can also get bold, italic, or underlined text (tap B/I/U); get the definition of a word; or have iPad suggest an alternative. You may need to tap ▶ to see all the options.

Place insertion point.

Touch and hold the text to show the magnifying glass, then drag to position the insertion point.

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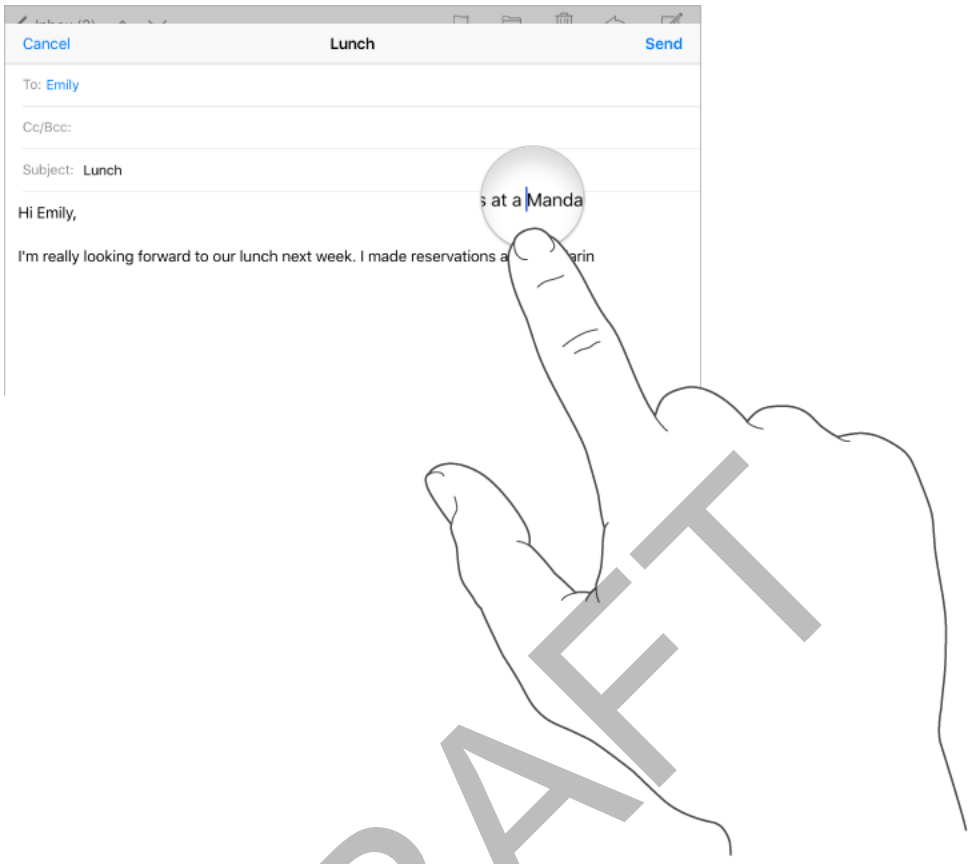

Turn your keyboard into a trackpad.

Touch and hold the keyboard with two fingers until it turns light gray. Drag around the keyboard to position the insertion point. Lift, then touch and hold with two fingers to reveal the drag points. Move your fingers to select text. Tap with two fingers to select a word. Double-tap with two fingers to select a sentence. Tap three times with two fingers to select a paragraph.

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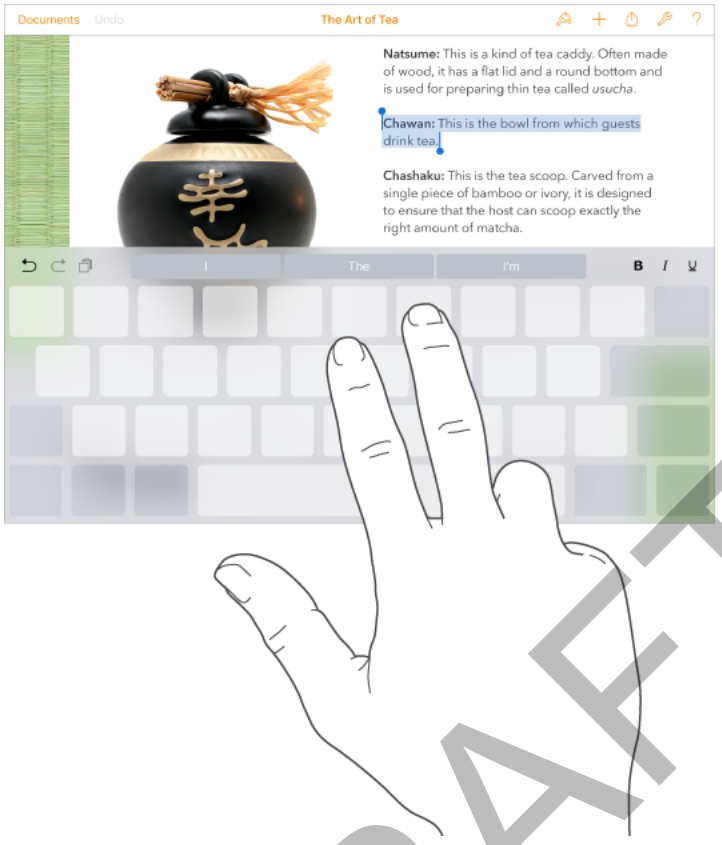

Use the Shortcut Bar.

Copy and paste selected text, or style your text to be bold, italic, or underline—right from the Shortcut Bar at the top of your keyboard.

Note: The Shortcut Bar will differ from app to app. The features described here may not be available with all apps.

Undo the last edit.

Use the Shortcut Bar, or shake iPad, then tap Undo.

Justify text.

Select the text, then tap the left or right arrow (not always available).

Save keystrokes

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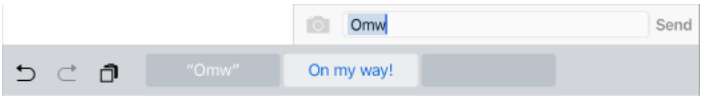
A shortcut lets you enter a word or phrase by typing just a few characters. For example, type “omw” to enter “On my way!” That one’s already set up for you, but you can also add your own.



Create a shortcut.

Go to Settings > General > Keyboard, then tap Text Replacement.

Have a word or phrase you use and don’t want it corrected?

Create a shortcut, but leave the Shortcut field blank.

Use iCloud to keep your personal dictionary up to date on your other devices.

Go to Settings > iCloud, then turn on iCloud Drive or Documents & Data.

Use an Apple Wireless Keyboard

You can use an Apple Wireless Keyboard (available separately) to enter text on your iPad. The keyboard connects via Bluetooth, so you must first pair it with iPad.

Note: The Apple Wireless Keyboard may not support keyboard features that are on your device. For example, it doesn’t anticipate your next word or automatically correct misspelled words.

Pair an Apple Wireless Keyboard with iPad.

Turn on the keyboard, go to Settings > Bluetooth and turn on Bluetooth, then tap the keyboard when it appears in the Devices list.

Once it’s paired, the keyboard reconnects to iPad whenever it’s in range—up to about 33 feet (10 meters). When it’s connected, the onscreen keyboard doesn’t appear.

Save your batteries.

Turn off Bluetooth and the wireless keyboard when not in use. You can turn off Bluetooth in Control Center. To turn off the keyboard, hold down the On/off switch until the green light goes off.

Unpair a wireless keyboard.

Go to Settings > Bluetooth, tap next to the keyboard name, then tap Forget this Device.

See Bluetooth devices (on page) .

Add or change keyboards

You can turn typing features, such as spell checking, on or off; add keyboards for writing in different languages; and change the layout of your onscreen keyboard or Apple Wireless Keyboard.

Set typing features.

DRAFT

Go to Settings > General > Keyboard.

Add a keyboard for another language.

Go to Settings > General > Keyboard > Keyboards > Add New Keyboard.

Switch keyboards.

If you haven't added any keyboards, tap to switch to the Emoji keyboard. If you have several keyboards, tap to switch to the last one you used. Continue tapping to access other enabled keyboards, or touch and hold , then slide to choose a different keyboard.

For information about international keyboards, see Use international keyboards (on page) .

Change the keyboard layout.

Go to Settings > General > Keyboard > Keyboards, select a keyboard, then choose a layout.

Keyboard layouts

On iPad, you can type with a split keyboard that's at the bottom of the screen, or undocked and in the middle of the screen.

Adjust the keyboard.

Touch and hold , then:

- *Use a split keyboard:* Slide your finger to Split, then release. Or spread the keyboard apart from the middle.
- *Move the keyboard to the middle of the screen:* Slide your finger to Undock, then release.
- *Return to a full keyboard:* Slide your finger to Dock and Merge, then release.
- *Return a full keyboard to the bottom of the screen:* Slide your finger to Dock, then release.

Turn Split Keyboard on or off.

Go to Settings > General > Keyboard > Split Keyboard.

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Dictate

If you like, you can dictate instead of typing. Make sure Enable Dictation is turned on (in Settings > General > Keyboard) and iPad is connected to the Internet.

Note: Dictation may not be available in all languages or in all areas, and features may vary. Cellular data charges may apply. See Cellular settings (on page) .

Dictate text.

Tap on the iPad keyboard, then speak. When you finish, tap Done.

Add text.

Tap again and continue dictating. To insert text, tap to place the insertion point first. You can also replace selected text by dictating.

Add punctuation or format text.

Say the punctuation or format. For example, "Dear Mary comma the check is in the mail exclamation mark" becomes "Dear Mary, the check is in the mail!" Punctuation and formatting commands include:

- quote … end quote
- new paragraph
- new line
- cap—to capitalize the next word
- caps on … caps off—to capitalize the first character of each word
- all caps—to make the next word all uppercase
- all caps on … all caps off—to make the enclosed words all uppercase
- no caps on … no caps off—to make the enclosed words all lowercase
- no space on … no space off—to run a series of words together
- smiley—to insert :-)

DRAFT

- frowny—to insert :-(
- winky—to insert ;-)

Search

You can search iPad, the Internet, and apps for useful information, including:

- Sports scores and schedules
- Weather forecasts
- Stock prices
- Quick conversions
- Calculations
- iCloud documents

Siri provides even more information before you start to type.

- Relevant people
- Suggested apps
- Places nearby
- Items in the news

Search with iPad.

Drag right from the Home screen to show Search. Tap an item to get more information, or tap the search field. Results occur as you type; to hide the keyboard and see more results on the screen, tap Search. Tap an item in the list to open it.

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Choose what to search.

Go to Settings > General > Spotlight Search, then tap to deselect apps or content. To change the search order, touch and drag ☰ to a new position.

Turn off Siri Suggestions.

Go to Settings > General > Spotlight Search.

Turn off Location Services for Spotlight Suggestions.

Go to Settings > Privacy > Location Services. Tap System Services, then turn off Safari & Spotlight Suggestions.

Search in apps.

Many apps include a search field where you can type to find something within the app. For example, in the Maps app, you can search for a specific location.

Control Center

Control Center gives you instant access to the camera, AirPlay, control and playback of currently playing audio, and other handy features. You can also adjust the brightness, lock the screen in portrait orientation, turn wireless services on or off, and turn on AirDrop. For more information about AirDrop, see

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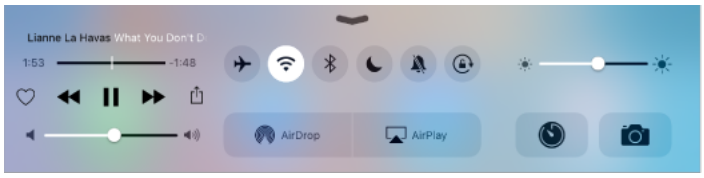
AirDrop (on page) .



Open Control Center.

Swipe up from the bottom edge of any screen (even the Lock screen).

Open the currently playing audio app.

Tap the song title.

Close Control Center.

Swipe down, tap the top of the screen, or press the Home button.

Turn off access to Control Center in apps or on the Lock screen.

Go to Settings > Control Center.

Alerts and Notification Center

Alerts

Alerts let you know about important events. They can appear briefly at the top of the screen, or remain in the center of the screen until you acknowledge them.

Some apps may include a badge on their Home screen icon, to let you know how many new items await—for example, the number of new email messages. If there's a problem—such as a message that couldn't be sent—an exclamation mark appears on the badge. On a folder, a numbered badge indicates the total number of notifications for all the apps inside.

Alerts can also appear on the Lock screen.

Respond to an alert without leaving your current app.

Pull down on the alert when it appears at the top of your screen.

Note: This feature works with text and email messages, calendar invitations, and more.

Respond to an alert when iPad is locked.

Swipe the alert from right to left.

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Silence your alerts.

Go to Settings > Do Not Disturb. You can also use Siri to turn Do Not Disturb on or off. Say “Turn on Do Not Disturb” or “Turn off Do Not Disturb.”

Set sounds.

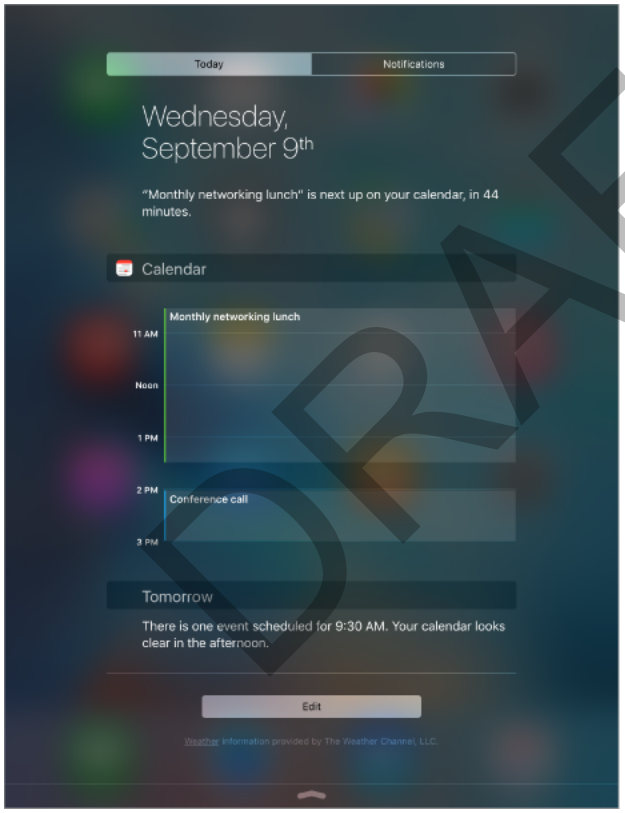
Go to Settings > Sounds.

Notification Center

Notification Center collects your notifications in one place, so you can review them whenever you’re ready. View details about your day—such as the weather forecast, appointments, birthdays, stock quotes, and even a quick summary of what’s coming up tomorrow. Tap the Notifications tab to review all your alerts.

Open Notification Center.

Swipe down from the top edge of the screen.



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Set Today options.

To choose what information appears, tap the Edit key at the end of your information on the Today tab. Tap + or — to add or remove information. To arrange the order of your information, touch ≡, then drag it to a new position.

Set notification options.

Go to Settings > Notifications. Tap an app to set its notification options. For

example, choose to view a notification from the Lock screen. You can also tap Edit to arrange the order of app notifications. Touch , then drag it to a new position.

Choose whether to show Today and Notifications View on a locked screen.

Go to Settings > Touch ID & Passcode (iPad models with Touch ID) or Settings > Passcode (other models), then choose whether to allow access when locked.

Close Notification Center.

Swipe up, or press the Home button.

Sounds and silence

You can change or turn off the sounds iPad plays when you get a FaceTime call, text message, email, tweet, Facebook post, reminder, or other event.

Set sound options.

Go to Settings > Sounds for options such as alert tones and ringtones, and ringer and alert volumes.

If you want to temporarily silence incoming FaceTime calls, alerts, and sound effects, see Do Not Disturb (on page) .

Do Not Disturb

Do Not Disturb is an easy way to silence iPad, whether you're going to dinner or to sleep. It keeps FaceTime calls and alerts from making any sounds or lighting up the screen.

Turn on Do Not Disturb.

Swipe up from the bottom edge of the screen to open Control Center, then tap . When Do Not Disturb is on, appears in the status bar.

Note: Alarms still sound, even when Do Not Disturb is on. To make sure iPad stays silent, turn it off.

Configure Do Not Disturb.

Go to Settings > Do Not Disturb.

You can schedule quiet hours, allow FaceTime calls from your Favorites or groups of contacts, and allow repeated FaceTime calls to ring through for those emergency situations. You can also set whether Do Not Disturb silences iPad only when it's locked, or even when it's unlocked.

Sharing

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Share from apps

In many apps, you can tap Share or to choose how to share your information. The choices vary depending on the app you're using. Additional options may appear if you've downloaded apps with sharing options. For more information, see App extensions (on page) .

Use Twitter, Facebook, Flickr, Vimeo or other third-party apps with sharing options.

Sign in to your account in Settings. The third-party sharing buttons take you to the appropriate setting if you're not yet signed in.

Customize the different ways you share, view, and organize your information.

Tap the More button, then touch and drag to move items to new positions.

AirDrop

AirDrop lets you share your photos, videos, websites, locations, and other items wirelessly with other nearby devices (iOS 7 or later). With iOS 8, you can share with Mac computers with OS X Yosemite or later. AirDrop transfers information using Wi-Fi and Bluetooth—both must be turned on. To use AirDrop, you need to be signed in to iCloud using your Apple ID. Transfers are encrypted for security.

Tap to share with a nearby friend using AirDrop.

Share an item using AirDrop.

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Tap Share , then tap the name of a nearby AirDrop user.

Receive AirDrop items from others.

Swipe up from the bottom edge of the screen to open Control Center. Tap AirDrop, then choose to receive items from Contacts only or from Everyone. You can accept or decline each request as it arrives.

Family Sharing

With Family Sharing, up to six family members can share their iTunes Store, iBooks Store, and App Store purchases, a family calendar, and family photos, all without sharing accounts.

One adult in your household—the family organizer—invites family members to join the family group and agrees to pay for any iTunes Store, App Store, and iBooks Store purchases those family members initiate while part of the family group. Once set up, family members get immediate access to each other's music, movies, TV shows, books, and eligible apps. In addition, family members can easily share photos in a shared family album, add events to a family calendar, share their location with other family members, and even help locate another family member's missing device.

Children under 13 can participate in Family Sharing, too. As a parent or legal guardian, the family organizer can provide parental consent for a child to have his or her own Apple ID, and create it on the child's behalf. Once the account is created, it's added to the family group automatically.

Family Sharing requires you to sign in to iCloud with your Apple ID. You will also be asked to confirm the Apple ID you use for the iTunes Store, App Store, and iBooks Store. Family Sharing is available on devices with iOS 8 or later, Mac computers with OS X Yosemite or later, and PCs with iCloud for Windows 4.0. You can be part of only one family group at a time.

Set up Family Sharing.

Go to Settings > iCloud > Set Up Family Sharing. Follow the onscreen instructions to set up Family Sharing as the family organizer, then invite family members to join.

Create an Apple ID for a child.

Go to Settings > iCloud > Family, scroll to the bottom of the screen, then tap Create an Apple ID for a child.

Accept an invitation to Family Sharing.

Make sure you are signed in to iCloud, and that you can accept a Family Sharing invitation from your iOS device (iOS 8 required), Mac (OS X Yosemite required), or PC (iCloud for Windows 4.0 required). Or, if the organizer is nearby during the setup process, he or she can simply ask you to enter the Apple ID and password you use for iCloud.

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Access shared purchases.

Open iTunes Store, iBooks Store, or App Store, tap Purchased, then choose a family member from the menu that appears.

When a family member initiates a purchase, it is billed directly to the family organizer's account. Once purchased, the item is added to the initiating family member's account and is shared with the rest of the family. If Family Sharing is ever disabled, each person keeps the items they chose to purchase—even if they were paid for by the family organizer.

Turn on Ask to Buy.

The family organizer can require young family members to request approval for purchases or free downloads. Go to Settings > iCloud > Family, then tap the person's name.

Note: Age restrictions for Ask to Buy vary by area. In the United States, the family organizer can enable Ask to Buy for any family member under age 18; for children under age 13, it's enabled by default.

Hide your iTunes Store, App Store, and iBooks Store purchases.

To hide all your purchases from family members, tap Settings > iCloud > Family > [*your name*], then turn off Share My Purchases. On your computer, you can also hide specific purchases so they aren't available to other family members. See support.apple.com/en-us/HT201322.

Share photos or videos with family members.

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When you set up Family Sharing, a shared album called *Family* is automatically created in the Photos app on all family members' devices. To share a photo or video with family members, open the Photos app, then view a photo or video or select multiple photos or videos. Tap , tap iCloud Photo Sharing, add comments, then share to your shared family album. See iCloud Photo Sharing (on page) .

Add an event to the family calendar.

When you set up Family Sharing, a shared calendar called *Family* is automatically created in the Calendar app on all family members' devices. To add a family event, open the Calendar app, create an event, then choose to add the event to the family calendar. See Share iCloud calendars (on page) .

Set up a family reminder.

When you set up Family Sharing, a shared list is automatically created in the Reminders app on all family members' devices. To add a reminder to the family list, open the Reminders app, tap the family list, then add a reminder to the list. See Reminders at a glance (on page) .

Share your location with family members.

Family members can share their location by tapping Settings > iCloud > Share My Location (under Advanced). To find a family member's location, use the Find My Friends app. Or, use the Messages app (iOS 8 required). For more information about using Messages to share or view locations, see Share photos, videos, your location, and more (on page) .

Keep track of your family's devices.

If family members have enabled Share My Location in iCloud, you can help them locate missing devices. Open Find My iPhone on your device or at iCloud.com. For more information, see Find My iPad (on page) .

Leave Family Sharing.

Go to Settings > iCloud > Family, then tap Leave Family Sharing. If you are the organizer, go to Settings > iCloud > Family, tap your name, then tap Stop Family Sharing. For more information, see support.apple.com/kb/HT201081.

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iCloud Drive

About iCloud Drive

iCloud Drive stores your documents—including your presentations, spreadsheets, PDFs, and images—in iCloud so you can access them from any of your devices set up with iCloud. It allows your apps to share documents so you can work on the same file across multiple apps.

iCloud Drive works with devices with iOS 8 or later, Mac computers with OS X Yosemite or later, PCs with iCloud for Windows 4.0, or on iCloud.com. To access iCloud Drive, you must be signed in to iCloud using your Apple ID. iCloud Drive works with Pages, Numbers, Keynote, GarageBand, and some iCloud-enabled third-party apps. Storage limits are subject to your iCloud

storage plan.

Note: iCloud Drive is automatically turned on for new accounts and users (iOS 8 or later).

Set up iCloud Drive

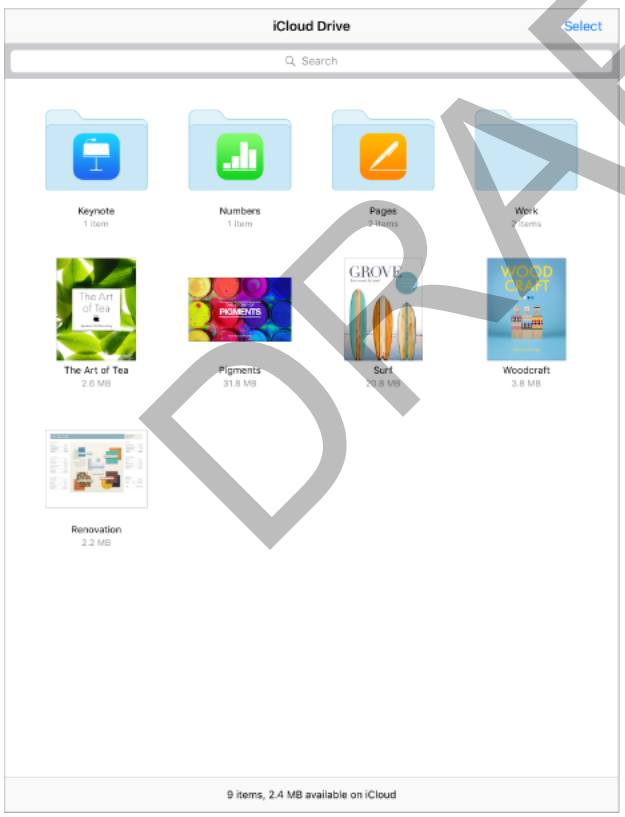
If you didn't set up iCloud Drive when you installed iOS 9, you can set it up in Settings. iCloud Drive is an upgrade to Documents & Data. When you upgrade to iCloud Drive, your documents are copied to iCloud Drive and become available on your devices using iCloud Drive. You won't be able to access the documents stored in iCloud Drive on your other devices until they are also upgraded to iOS 8 or later, or OS X Yosemite or later. For more information about upgrading to iCloud Drive, see support.apple.com/HT201104.

Set up iCloud Drive.

Go to Settings > iCloud > iCloud Drive, turn on iCloud Drive, then follow the onscreen instructions.

Show iCloud Drive on your Home screen.

Go to Settings > iCloud > iCloud Drive, then turn on Show on Home Screen.



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Transfer files

There are several ways to transfer files between iPad and your computer or

other iOS devices.

Transfer files using iTunes.

Connect iPad to your computer using the included cable. In iTunes on your computer, select iPad, then click Apps. Use the File Sharing section to transfer documents between iPad and your computer. Apps that support file sharing appear in the Apps list. To delete a file, select it in the Documents list, then press the Delete key.

You can also view files received as email attachments on iPad.

With some apps, you can transfer files using AirDrop. See AirDrop (on page) .

Personal Hotspot

Use Personal Hotspot to share your iPad (Wi-Fi + Cellular models) Internet connection. Computers can share your Internet connection using Wi-Fi, Bluetooth, or a USB cable. Other iOS devices can share the connection using Wi-Fi. Personal Hotspot works only if iPad is connected to the Internet over the cellular data network.

Note: This feature may not be available with all carriers. Additional fees may apply. Contact your carrier for more information.

Share an Internet connection.

Go to Settings > Cellular Data, then tap Personal Hotspot—if it appears—to set up the service with your carrier.

After you turn on Personal Hotspot, other devices can connect in the following ways:

- *Wi-Fi:* On the device, choose your iPad in the list of available Wi-Fi networks.
- *USB:* Connect your iPad to your computer using the cable that came with it. In your computer's Network preferences, choose iPad, then configure the network settings.
- *Bluetooth:* On iPad, go to Settings > Bluetooth, then turn on Bluetooth. To pair and connect iPad with your device, refer to the documentation that came with your device.

Note: When a device is connected, a blue band appears at the top of the iPad screen. The Personal Hotspot icon appears in the status bar of iOS devices using Personal Hotspot.

Change the Wi-Fi password for iPad.

Go to Settings > Personal Hotspot > Wi-Fi Password, then enter a password of at least eight characters.

Monitor your cellular data network usage.

Go to Settings > Cellular. See Cellular settings (on page) .

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AirPlay

Use AirPlay to stream music, photos, and video wirelessly to Apple TV and other AirPlay-enabled devices. If you don't see your AirPlay-enabled devices when you tap , you may also need to make sure everything is on the same Wi-Fi network.

Display the AirPlay controls.

Swipe up from the bottom edge of the screen to open Control Center, then tap .

Stream content.

Tap , then choose the device you want to stream to.

Switch back to iPad.

Tap , then choose iPad.

Mirror the iPad screen on a TV.

Tap , choose an Apple TV, then tap Mirroring. A blue bar appears at the top of the iPad screen when AirPlay mirroring is turned on.

You can also connect iPad to a TV, projector, or other external display using the appropriate Apple cable or adapter. See support.apple.com/HT202044.

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AirPrint

Use AirPrint to print wirelessly to an AirPrint-enabled printer from apps such as Mail, Photos, and Safari. Many apps available on the App Store also support AirPrint.

iPad and the printer must be on the same Wi-Fi network. For more information about AirPrint, see support.apple.com/HT201311.

Print a document.

Tap or (depending on the app you're using).

See the status of a print job.

Double-click the Home button, then tap Print Center. The badge on the icon shows how many documents are in the queue.

Cancel a job.

Select it in Print Center, then tap Cancel Printing.

Apple Pay

On iPad models with Touch ID, you can use Apple Pay to make payments within supporting apps (not available in all areas). These apps sell physical goods and services such as apparel, electronics, health and beauty products, tickets, reservations, and more.

Set up Apple Pay.

Go to Settings > Wallet & Apple Pay, then enter information for up to eight supported credit or debit cards, your shipping and billing details, and your contact information. When you add a card to use with Apple Pay, the card issuer determines if your card is eligible to be added and may ask you to provide additional information to complete the verification process.

Note: Many credit and debit cards can be used with Apple Pay (not available in all areas). For information about Apple Pay availability and current card issuers, go to support.apple.com/HT204916.

Set your default card.

Go to Settings > Wallet & Apple Pay, tap Default Card, then select the card you want to use as your default card.

Modify your shipping address.

Go to Settings > Wallet & Apple Pay, then tap Shipping Address. Select a shipping address or enter a new one.

Pay within an app.

Tap the Apple Pay button, then review the information that appears (for example, the card you're using for the payment, your email, and the shipping method). Make any changes before using Touch ID or your passcode to complete the payment.

You may receive a notification with the merchant name, and the amount authorized for the purchase. Your zip or postal code may be provided to the app to calculate tax and shipping costs. Payment information—such as billing and shipping addresses, email address, and phone number—may also be provided to the app once you authorize the payment with Touch ID or a passcode.

View Apple Pay activity.

Your Apple Pay activity will appear on the statement you receive from your card issuer. You may also be able to view Apple Pay activity on supported credit and debit cards by going to Settings > Wallet & Apple Pay.

Suspend and remove cards.

You have several options for removing or suspending credit and debit cards. To remove the ability to pay using your cards in Apple Pay, go to Settings > Wallet & Apple Pay, tap an existing credit or debit card, then scroll to the bottom and tap Remove. If your iPad is lost or stolen, and you have enabled Find My iPad, you can use it to help you locate and secure your iPad—including suspending the use of, or removing, your credit and debit cards used for Apple Pay. See Find My iPad (on page) . You can log in to your account at iCloud.com and remove your cards in Settings > My Devices. You can also call the issuers of your cards.

DRAFT

Bluetooth devices

You can use Bluetooth devices with iPad, such as stereo headphones or an Apple Wireless Keyboard. For supported Bluetooth profiles, go to support.apple.com/kb/HT3647.

WARNING: For important information about avoiding hearing loss and avoiding distractions that could lead to dangerous situations, see Important safety information (on page) .

Note: The use of certain accessories with iPad may affect wireless performance. Not all iPhone and iPod touch accessories are fully compatible with iPad. Turning on Airplane Mode may eliminate audio interference between iPad and an accessory. Reorienting or relocating iPad and the connected accessory may improve wireless performance.

Turn Bluetooth on or off.

Go to Settings > Bluetooth. You can also turn Bluetooth on or off in Control Center.

Connect to a Bluetooth device.

Tap the device in the Devices list, then follow the onscreen instructions to connect to it. See the documentation that came with the device for information about Bluetooth pairing. For information about using an Apple Wireless Keyboard, see Use an Apple Wireless Keyboard (on page) .

iPad must be within about 33 feet (10 meters) of the Bluetooth device.

Return audio output to iPad.

Turn off or unpair the device, turn off Bluetooth in Settings > Bluetooth, or use AirPlay to switch audio output to iPad. See AirPlay (on page) . Audio output returns to iPad if the Bluetooth device moves out of range.

Unpair a device.

Go to Settings > Bluetooth, tap next to the device, then tap Forget this Device. If you don't see the Devices list, make sure Bluetooth is on.

DRAFT

Restrictions

You can set restrictions for some apps, and for purchased content. For example, parents can restrict explicit music from appearing in playlists, or disallow changes to certain settings. Use restrictions to prevent the use of certain apps, the installation of new apps, or changes to accounts or the volume limit.

Turn on restrictions.

Go to Settings > General > Restrictions, then tap Enable Restrictions. You'll be asked to define a restrictions passcode that's necessary to change the settings you make. This can be different from the passcode for unlocking iPad.

Important: If you forget your restrictions passcode, you must restore the iPad software. See Restore iPad (on page) .

Privacy

Privacy settings let you see and control which apps and system services have access to Location Services, and to contacts, calendars, reminders, and photos.

Location Services lets location-based apps such as Reminders, Maps, and Camera gather and use data indicating your location. Your approximate location is determined using available information from local Wi-Fi networks, if you have Wi-Fi turned on. The location data collected by Apple isn't collected in a form that personally identifies you. When an app is using Location Services, appears in the status bar.

Turn Location Services on or off.

Go to Settings > Privacy > Location Services. You can turn it off for some or for all apps and services. If you turn off Location Services, you're prompted to turn it on again the next time an app or service tries to use it.

Turn Location Services off for system services.

Several system services, such as location-based ads, use Location Services. To see their status, turn them on or off, or show in the status bar when these services use your location, go to Settings > Privacy > Location Services > System Services.

Turn off access to private information.

Go to Settings > Privacy. You can see which apps and features have requested and been granted access to the following information:

- Contacts
- Calendar
- Reminders
- Photos
- Bluetooth Sharing
- Microphone
- Camera
- HomeKit
- Motion & Fitness
- Twitter
- Facebook

You can turn off each app's access to each category of information. Review the terms and privacy policy for each third-party app to understand how it uses the data it's requesting. For more information, see support.apple.com/kb/HT6338.

DRAFT

Security

Use a passcode with data protection

For better security, you can set a passcode that must be entered each time you turn on or wake up iPad.

Set a passcode.

Go to Settings > Touch ID & Passcode (iPad models with Touch ID) or Settings > Passcode (other models), then set a 6-digit passcode.

Setting a passcode turns on data protection, using your passcode as a key to encrypt Mail messages and attachments stored on iPad, using 256-bit AES encryption. (Other apps may also use data protection.)

Increase security.

Turn off Simple Passcode and use a longer passcode. To enter a passcode that's a combination of numbers and letters, you use the keyboard. If you prefer to unlock iPad using the numeric keypad, set up a longer passcode using numbers only.

Add fingerprints and set options for the Touch ID sensor.

(iPad models with Touch ID) Go to Settings > Touch ID & Passcode. See Touch ID (none) .See Touch ID (none) , below.

Allow access to features when iPad is locked.

Go to Settings > Touch ID & Passcode (iPad models with Touch ID) or Settings > Passcode (other models). Optional features include:

- Today (see Notification Center (on page))
- Notifications View (see Notification Center (on page))
- Siri (if enabled, see Siri settings (on page))

Allow access to Control Center when iPad is locked.

Go to Settings > Control Center. See Control Center (on page) .

Erase data after ten failed passcode attempts.

Go to Settings > Touch ID & Passcode (iPad models with Touch ID) or Settings > Passcode (other models), then tap Erase Data. After ten failed passcode attempts, all settings are reset, and all your information and media are erased by removing the encryption key to the data.

If you forget your passcode, you must restore the iPad software. See Restore iPad (on page) .

Touch ID

On iPad models with Touch ID, you can unlock iPad by placing a finger on the Home button. Touch ID also lets you:

- Use your Apple ID password to make purchases in the iTunes Store, App Store, or iBooks Store
- Provide debit and credit card info, billing and shipping addresses, and contact info when paying in an app that offers Apple Pay as a method of payment

DRAFT

Set up the Touch ID sensor.

Go to Settings > Touch ID & Passcode. Set whether you want to use a fingerprint to unlock iPad, and to make purchases. Tap Add a Fingerprint, then follow the onscreen instructions. You can add more than one fingerprint (your thumb and forefinger, for example, or one for your spouse).

Note: If you turn iPad off after setting up the Touch ID sensor, you'll be asked to confirm your passcode when you turn iPad back on and unlock it the first time. You'll also be asked for your Apple ID password for the first purchase you make in the iTunes Store, App Store, or iBooks Store.

Delete a fingerprint.

Tap the fingerprint, then tap Delete Fingerprint. If you have more than one fingerprint, place a finger on the Home button to find out which fingerprint it is.

Name a fingerprint.

Tap the fingerprint, then enter a name, such as "Thumb."

Use the Touch ID sensor to make a payment in the iTunes Store, App Store, or iBooks Store.

When purchasing from the iTunes Store, App Store, or iBooks Store, follow the prompts to enable purchases with your fingerprint. Or go to Settings > Touch ID & Passcode, then turn on iTunes & App Store.

Use Touch ID to make a payment within an app that supports Apple Pay.

Go to Settings > Touch ID & Passcode to ensure that Apple Pay is enabled with your Touch ID. For more information, see Apple Pay (on page) .

iCloud Keychain

iCloud Keychain keeps your Safari website user names and passwords, credit card information, and Wi-Fi network information up to date. iCloud Keychain works on all your approved devices (iOS 7 or later) and Mac computers (OS X Mavericks or later).

iCloud Keychain works with Safari Password Generator and AutoFill. When you're setting up a new account, Safari Password Generator suggests unique, hard-to-guess passwords. You can use AutoFill to have iPad enter your user name and password info, making login easy. See Fill in forms (on page) .

Note: Some websites do not support AutoFill.

iCloud Keychain is secured with 256-bit AES encryption during storage and transmission, and cannot be read by Apple.

Set up iCloud Keychain.

Go to Settings > iCloud > Keychain. Turn on iCloud Keychain, then follow the onscreen instructions. If you set up iCloud Keychain on other devices, you need to approve use of iCloud Keychain from one of those devices, or use your iCloud Security Code.

Important: Your iCloud Security Code cannot be retrieved by Apple. If you forget your security code, you have to start over and set up your iCloud Keychain again.

Set up AutoFill.

Go to Settings > Safari > Passwords & AutoFill. Make sure Names and

DRAFT

Passwords, and Credit Cards, are turned on (they're on by default). To add credit card info, tap Saved Credit Cards.

The security code for your credit card is not saved—you have to enter that manually.

To automatically fill in names, passwords, or credit card info on sites that support it, tap a text field, then tap AutoFill.

To protect your personal information, set a passcode if you turn on iCloud Keychain and AutoFill.

Limit Ad Tracking

Restrict or reset Ad Tracking.

Go to Settings > Privacy > Advertising. Turn on Limit Ad Tracking to prevent apps from accessing your iPad advertising identifier. For more information, tap About Advertising & Privacy.

Find My iPad

Locate and secure your lost iPad using the Find My iPhone app on another iPhone, iPad, or iPod touch, or using a web browser on a Mac or PC signed in to www.icloud.com/find. Find My iPhone includes Activation Lock, which is designed to prevent anyone else from using your iPad if you lose it. Your Apple ID and password are required to turn off Find My iPad or to erase and reactivate your iPad.

Turn on Find My iPad.

Go to Settings > iCloud > Find My iPad.

Important: To use these features, Find My iPad must be turned on *before* your iPad is lost. iPad must be able to connect to the Internet for you to locate and secure the device. iPad sends its last location prior to the battery running out when Send Last Location in Settings is turned on.

Use Find My iPhone.

Open the Find My iPhone app on an iOS device, or go to www.icloud.com/find on your computer. Sign in, then select your device.

- *Play Sound:* Play a sound at full volume for two minutes, even if the ringer is set to silent.
- *Lost Mode:* Immediately lock your missing iPad with a passcode and send it a message displaying a contact number. Find My iPhone tracks and reports the location of your iPad, so you can see where it's been. When your iPad is in Lost Mode, Find My iPhone attempts to suspend or remove the ability to pay with credit and debit cards used for Apple Pay (iPad models with Touch ID). See Apple Pay (on page) .
- *Erase iPad:* Protect your privacy by erasing all the information and media on your iPad and restoring it to its original factory settings. Erasing iPad also removes your ability to make payments using your credit and debit cards used for Apple Pay (iPad models with Touch ID). See Apple Pay (on page) .

Note: Before selling or giving away your iPad, you should erase it completely to remove all of your personal data, and turn off Find My iPad to ensure the next owner can activate and use the device normally. Go to Settings >

DRAFT

General > Reset > Erase All Content and Settings. See Sell or give away iPad (on page) .

Find My Friends

The Find My Friends app is a great way to share your location with people who are important to you. Friends and family members who share their locations with you appear on a map, so you can quickly see where they are. You can set notifications for friends and family members to alert you when they leave from or arrive at various locations.

Turn on Share My Location.

Go to Settings > iCloud > Share My Location.

Share your location with a friend.

Open Find My Friends on iPad and then tap Add. Select a contact's name, or type a name in the To field. Choose how long you want to share your location.

Share your location using AirDrop.

Tap Add, then select a friend who appears in AirDrop. Choose how long you want to share your location.

Set a notification.

Select a friend, then tap Notify Me. Choose whether you want to be notified when a friend leaves from or arrives at a location. Choose the friend's current location, or tap Other to create a new location for the notification.

DRAFT

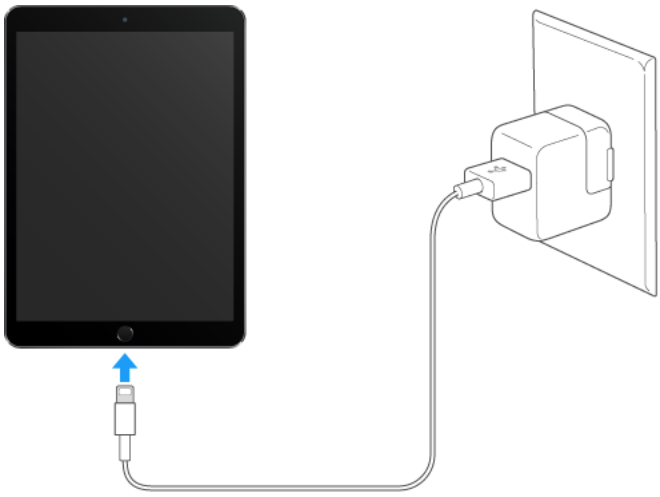
Charge and monitor the battery

iPad has an internal, lithium-ion rechargeable battery. For more information about the battery—including tips for maximizing battery life—see www.apple.com/batteries/.

WARNING: For important safety information about the battery and charging iPad, see Important safety information (on page) .

Charge the battery.

The best way to charge the iPad battery is to connect iPad to a power outlet using the included cable and USB power adapter.



Note: Connecting iPad to a power outlet can start an iCloud backup or wireless iTunes syncing. See Back up iPad (on page) and Sync with iTunes (on page) .

iPad may also charge slowly when you connect it to a USB 2.0 port on your computer. If your Mac or PC doesn't provide enough power to charge iPad, a "Not Charging" message appears in the status bar.

Important: The iPad battery may drain instead of charge if iPad is connected to a computer that's turned off or is in sleep or standby mode, to a USB hub, or to the USB port on a keyboard.

See proportion of battery used by each app.

Go to Settings > Battery > Usage, then tap Battery Usage.

The battery icon in the upper-right corner of the status bar shows the battery level or charging status.

Display the percentage of battery charge.

Go to Settings > Battery > Usage, then turn on Battery Percentage.

Important: If iPad is very low on power, it may display an image of a nearly depleted battery, indicating that iPad needs to charge for up to twenty minutes before you can use it. If iPad is extremely low on power, the display may be blank for up to two minutes before the low-battery image appears.

Rechargeable batteries have a limited number of charge cycles and may eventually need to be replaced. The iPad battery isn't user replaceable; it should be replaced by Apple or an authorized service provider. See www.apple.com/batteries/service-and-recycling/.

Travel with iPad

Some airlines let you keep your iPad turned on if you switch to Airplane Mode.

DRAFT

Wi-Fi and Bluetooth are disabled so you can't make or receive FaceTime calls or use features that require wireless communication, but you can listen to music, play games, watch videos, or use other apps that don't require Internet access. If your airline allows it, you can turn Wi-Fi or Bluetooth back on to enable those services, even while in Airplane Mode.

Turn on Airplane Mode.

Swipe up from the bottom edge of the screen to open Control Center, then tap . You can also turn Airplane Mode on or off in Settings. When Airplane Mode is on, appears in the status bar at the top of the screen.

You can also turn Wi-Fi and Bluetooth on or off in Control Center. See Control Center (on page) .

When you travel abroad, you may be able to sign up for cellular service with a carrier in the country you're visiting, right from your iPad (available on iPad models with cellular and Touch ID). For more information see Sign up for cellular service (on page) .

DRAFT

Siri

Use Siri

Siri (iPad 3rd generation or later) lets you speak to iPad to send messages, schedule meetings, make FaceTime calls, and much more. Siri understands natural speech, so you don't have to learn special commands or keywords. Ask Siri anything, from "set the timer for 3 minutes" to "what movies are showing tonight?" Open apps, and turn features like Airplane Mode, Bluetooth, Do Not

Disturb, and VoiceOver on or off. Siri is great for keeping you updated with the latest sports info, helping you decide on a restaurant, and searching the iTunes Store or App Store.

Note: To use Siri, iPad must be connected to the Internet. See Connect to Wi-Fi (on page) . Cellular charges may apply.

Summon Siri.

Press and hold the Home button until Siri beeps, then make your request.

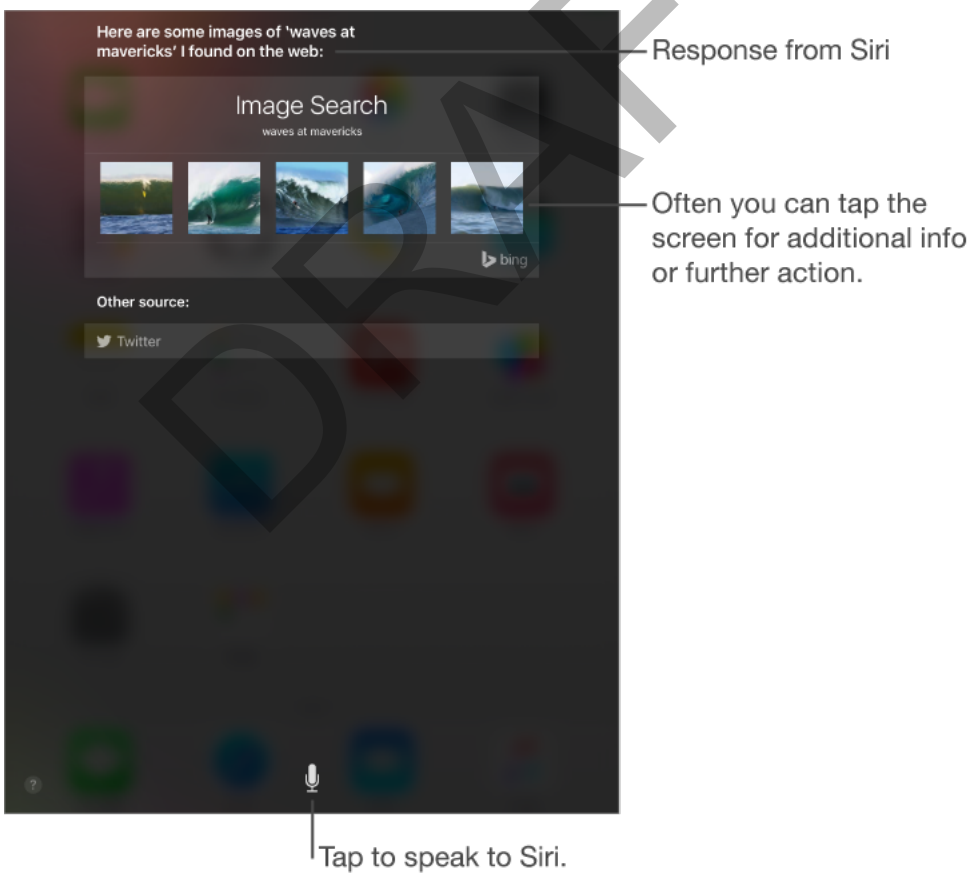
Control when Siri listens.

Instead of letting Siri notice when you stop talking, you can continue to hold down the Home button while you speak, then release it when you finish.

Hey Siri.

With iPad connected to a power source (or if you've already started a conversation with Siri), you can use Siri without even pressing the Home button. Just say "Hey Siri," then make your request. To turn Hey Siri on or off, go to Settings > General > Siri > Allow "Hey Siri".

If you're using a headset, you can use the center or call button in place of the Home button.



For hints, ask Siri "what can you do," or tap ? .

DRAFT

Depending on your request, the onscreen response from Siri often includes information or images that you can tap for additional detail, or to perform some other action like searching the web or opening a related app.

Change the voice gender for Siri.

Go to Settings > General > Siri (may not be available in all areas).

Adjust the volume for Siri.

Use the volume buttons while you're interacting with Siri.

Siri and apps

Siri works with many of the apps on iPad, including FaceTime, Messages, Maps, Clock, Calendar, and more. For example, you can say things like:

- "FaceTime Mom"
- "Do I have any new texts from Rick?"
- "I'm running low on gas"
- "Set an alarm for 8 a.m."
- "Cancel all my meetings on Friday"

More examples of how you can use Siri with apps appear throughout this guide.

Tell Siri about yourself

If you tell Siri about yourself—including things like your home and work addresses, and your relationships—you can get personalized service like, "remind me to call my wife when I get home."

Tell Siri who you are.

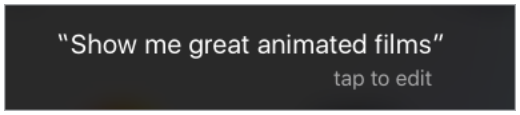
Fill out your contact card in Contacts, go to Settings > General > Siri > My Info, then tap your contact card.

To let Siri know about a relationship, say something like "Emily Parker is my wife."

Note: Siri uses Location Services when your requests require knowing your location. See Privacy (on page) .

Make corrections

If Siri doesn't get something right, you can tap to edit your request.



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Or tap again, then clarify your request verbally.

Want to cancel that last command?

Say “cancel,” tap the Siri icon, or press the Home button.

Siri settings

To set options for Siri, go to Settings > General > Siri. Options include:

- Turning Siri on or off
- Turning Allow “Hey Siri” on or off
- Language
- Voice gender (may not be available in all areas)
- Voice feedback
- My Info card

Prevent access to Siri when iPad is locked.

Go to Settings > Touch ID & Passcode (iPad models with Touch ID) or Settings > Passcode (other models). You can also disable Siri by turning on restrictions. See Restrictions (on page) .

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Messages

iMessage service

With the Messages app and the built-in iMessage feature, you can send text messages over Wi-Fi to others using iOS 5 or later, or OS X Mountain Lion or later. Messages can include photos, videos, and other info. You can see when people are typing, and let them know when you've read their messages. If you're signed in to iMessage using the same Apple ID on other iOS devices or a Mac (OS X Mavericks or later), you can start a conversation on one device and continue it on another. For security, messages you send with iMessage are encrypted before they're sent.

With Continuity (iOS 8 or later), you can also send and receive SMS and MMS messages on your iPad, relayed through your iPhone. Both your iPad and iPhone must be signed in to iMessage using the same Apple ID. Charges may apply to the text messaging service for your iPhone. See About Continuity features (on page) .

Sign in to iMessage.

Go to Settings > Messages, then turn on iMessage.

WARNING: For important information about avoiding distractions that could lead to dangerous situations, see Important safety information (on page) .

Note: Cellular data charges or additional fees may apply for you, and for the iPhone and iPad users you exchange messages with over their cellular data network.

Send and receive messages

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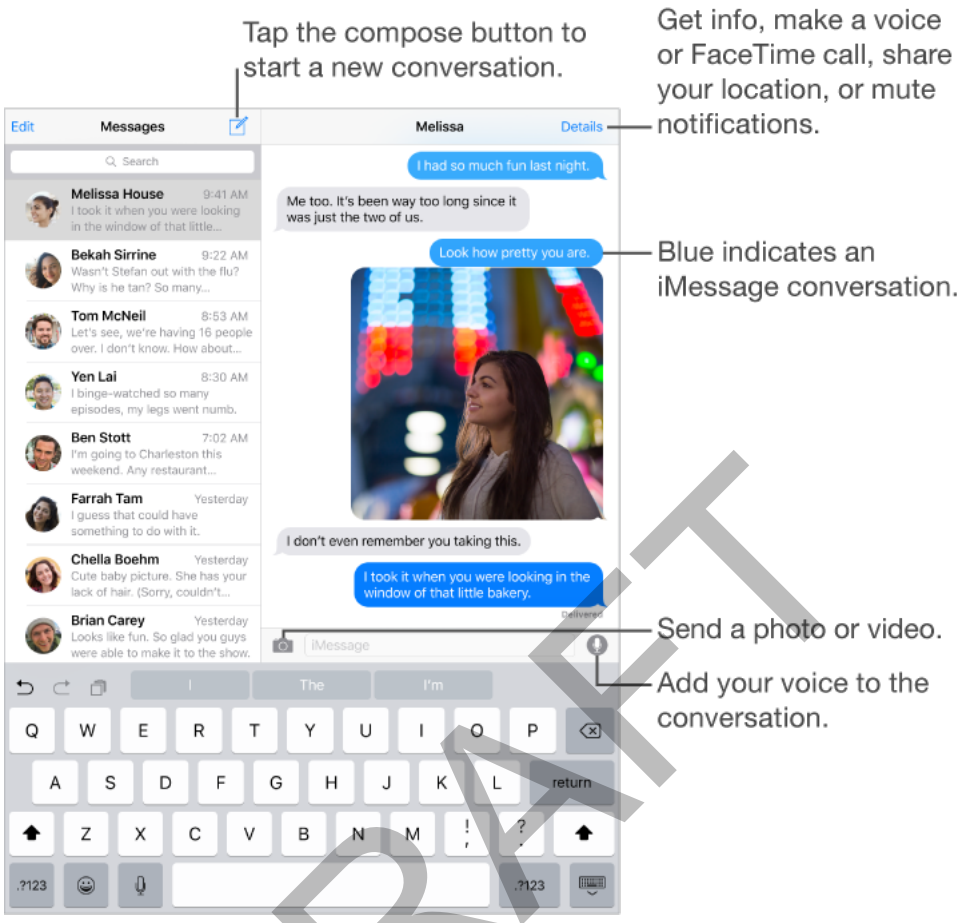

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Start a conversation.

Tap , then enter a phone number or email address, or tap , then choose a contact. You can also start a conversation by tapping a phone number in Contacts, Calendar, or Safari.

Note: An alert appears if a message can't be sent. Tap the alert in a conversation to try sending the message again.

Ask Siri Say something like:

- "Send a message to Emily saying how about tomorrow"
- "Read my messages"
- "Read my last message from Bob"
- "Reply that's great news"

Resume a conversation.

Tap the conversation in the Messages list.

Hide the keyboard.

Tap in the lower-right corner.

Use picture characters.

While typing a message, tap or to bring up the Emoji keyboard. See Special input methods (on page) .

Tap to Talk.

Touch and hold to record a message, then swipe up to send it immediately. Lift your finger, then tap to listen to your message before you send it, or tap to delete it.

To save space, Tap to Talk audio messages that you receive are deleted automatically two minutes after you listen to them, unless you tap Keep. To keep them automatically, go to Settings > Messages > Expire (under Audio Messages), then tap Never.

See what time a message was sent or received.

Drag any bubble to the left.

See a person's contact info.

In a conversation, tap Details, then tap . Tap the info items to perform actions, such as making a FaceTime call.

Send messages to a group.

Tap , then enter multiple recipients.

Give a group a name.

While viewing the conversation, tap Details, drag down, then enter the name in the Subject line.

Add someone to a group.

While viewing the conversation, tap Details, then tap Add Contact. The person you add doesn't see messages sent within the group prior to you adding him or her.

Leave a group.

Tap Details, then tap Leave this Conversation.

Keep it quiet.

Tap Details, then turn on Do Not Disturb to mute notifications for the conversation.

Block unwanted messages.

On a contact card, tap Block this Caller. You can see someone's contact card

DRAFT

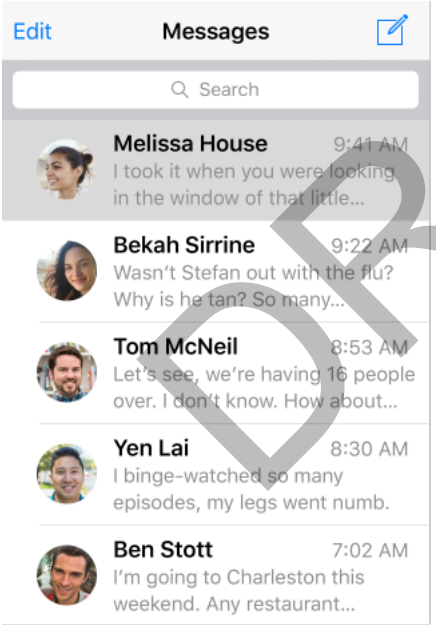
while viewing a message by tapping Details, then tapping . You can also block callers in Settings > Messages > Blocked. You won't receive FaceTime calls or text messages from blocked callers. For more information about blocking calls, see support.apple.com/HT201229.

Filter unknown senders.

Go to Settings > Messages, then turn on Filter Unknown Senders. This turns off notifications for iMessages from people who are not in your contacts and sorts them into a separate Messages list. When you view a message from an unknown sender, tap Report Junk (below the message) to delete it and send it to Apple.

Manage conversations

Conversations are saved in the Messages list. A blue dot indicates unread messages. Tap a conversation to view or continue it.



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Forward a message or attachment.

Touch and hold a message or attachment, tap More, select additional items if desired, then tap .

Delete a message or attachment.

Touch and hold a message or attachment, tap More, select additional items if

desired, then tap .

Delete a conversation.

In the Messages list, swipe the conversation from right to left, then tap Delete.

Search conversations.

In the Messages list, tap the top of the screen to display the search field, then enter the text you're looking for. You can also search conversations from the Home screen. See Search (on page) .

Share photos, videos, your location, and more

You can send photos, videos, locations, contact info, and voice memos. The size limit of attachments is determined by your service provider—iPad may compress photo and video attachments when necessary.

Quickly take and send a photo or video.

Touch and hold . Then slide to or to take a photo or video. Tap to preview your video.

To save space, Video Messages that you receive are deleted automatically two minutes after you view them, unless you tap Keep. To keep them automatically, go to Settings > Messages > Expire (under Video Messages), then tap Never.

Send photos and videos from your Photos library.

Tap . Recent shots are right there; tap Photo Library for older ones. Select the items you want to send.

View attachments.

While viewing a conversation, tap Details. Attachments are shown in reverse chronological order at the bottom of the screen. Tap an attachment to see it in full screen. In full-screen mode, tap to view the attachments as a list.

Send your current location.

Tap Details, then tap Send My Current Location to send a map that shows where you are.

Share your location.

Tap Details, tap Share My Location, then specify the length of time. The person you're texting can see your location by tapping Details. To turn Share My Location on or off, or to select the device that determines your location, go to Settings > iCloud > Share My Location (under Advanced).

Send items from another app.

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In the other app, tap Share or , then tap Message.

Share, save, or print an attachment.

Tap the attachment, then tap .

Copy a photo or video.

Touch and hold the attachment, then tap Copy.

Messages settings

Go to Settings > Messages, where you can:

- Turn iMessage on or off
- Notify others when you've read their messages
- Specify phone numbers, Apple IDs, and email addresses to use with Messages
- Show the Subject field
- Block unwanted messages
- Set how long to keep messages
- Filter unknown senders
- Manage the expiration of audio messages and video messages created within Messages (audio or video attachments created outside of Messages are kept until you delete them manually)

Manage notifications for messages.

See Notification Center (on page) .

Set the alert sound for incoming text messages.

See Sounds and silence (on page) .

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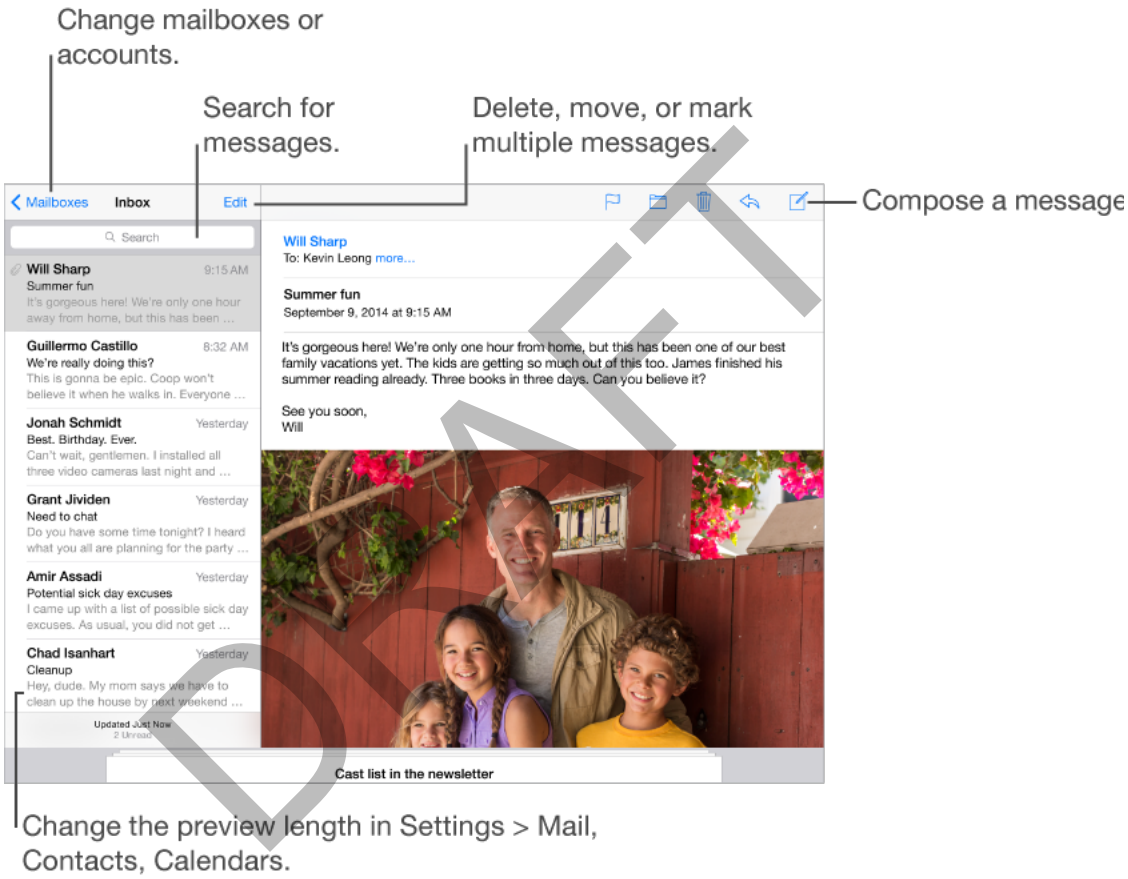
Mail

Write messages

WARNING: For important information about avoiding distractions that could lead to dangerous situations, see Important safety information (on page) .



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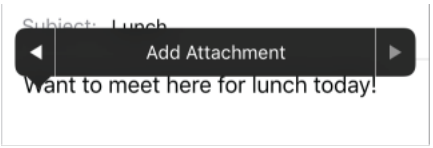
Insert a photo or video.

Double-tap, then tap Insert Photo or Video. Also see Edit text (on page) .

Add attachments.

Double-tap, tap Add Attachment, then select files from iCloud Drive.



Quote some text when you reply.

Tap the insertion point, then select the text you want to include. Tap , then tap Reply. You can turn off the indentation of the quoted text in Settings > Mail, Contacts, Calendars > Increase Quote Level.

Send a message from a different account.

Tap the From field to choose an account.

Change a recipient from Cc to Bcc.

After you enter recipients, you can drag them from one field to another or change their order.

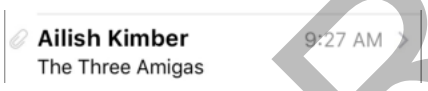
Mark addresses outside certain domains.

When you're addressing a message to a recipient that's not in your organization's domain, Mail can color the recipient's name red to alert you. Go to Settings > Mail, Contacts, Calendars > Mark Addresses, then define the domains that you don't want marked. You can enter multiple domains separated by commas, such as "apple.com, example.org."

Ask Siri Say something like:

- "New email to Jonah Schmidt"
- "Email Simon and say I got the forms, thanks"

Get a sneak peek



See a longer preview.

Go to Settings > Mail, Contacts, Calendars > Preview. You can show up to five lines.

Is this message for me?

Go to Settings > Mail, Contacts, Calendars, then turn on Show To/Cc Label. If the label says Cc instead of To, you were just copied. You can also use the To/Cc mailbox, which gathers all mail addressed to you. To show it, tap Edit while viewing the Mailboxes list.

Finish a message later

Look at another message while you're writing one.

Swipe down on the title bar of a message you're writing. When you're ready to return to your message, tap its title at the bottom of the screen. If you have more than one message waiting to be finished, tap the bottom of the screen to see them all.

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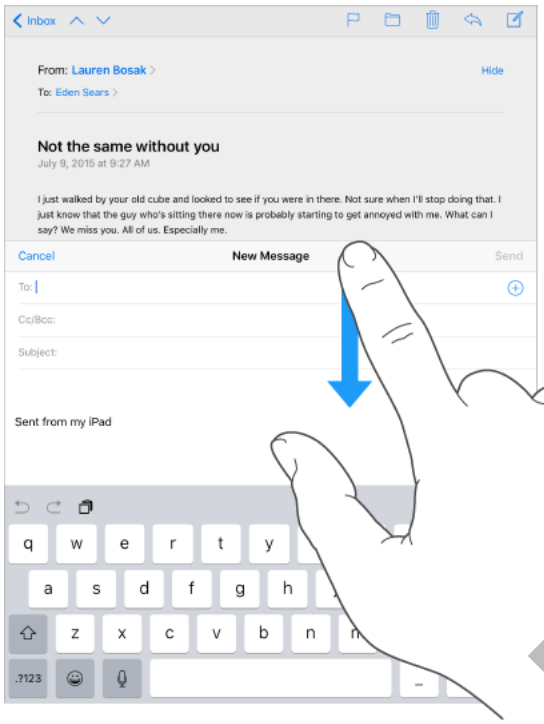

Save a draft for later.

If you're writing a message and want to finish it later, tap Cancel, then tap Save Draft. To get it back, touch and hold Compose.

With OS X Yosemite or later, you can also hand off unfinished messages with your Mac. See About Continuity features (on page) .

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See important messages

Get notified of replies to a message or thread.

Tap , then tap Notify Me. While you're writing a message, you can also tap in the Subject field. To change how notifications appear, go to Settings > Notifications > Mail > Thread Notifications.

Gather important messages.

Add important people to your VIP list, so all their messages appear in the VIP mailbox. Tap the sender's name in a message, then tap Add to VIP. To change how notifications appear, go to Settings > Notifications > Mail > VIP.

Get notified of important messages.

Notification Center lets you know when you receive messages in favorite mailboxes or messages from your VIPs. Go to Settings > Notifications > Mail.

Flag a message so you can find it later.

Tap while reading the message. To change the appearance of the flagged message indicator, go to Settings > Mail, Contacts, Calendars > Flag Style. To see the Flagged smart mailbox, tap Edit while viewing the Mailboxes list, then tap Flagged.

Search for a message.

Scroll to or tap the top of the message list to reveal the search field. Searching looks at the address fields, the subject, and the message body. To search multiple accounts at once, search from a smart mailbox, such as All Sent.

Search by timeframe.

Scroll to or tap the top of the message list to reveal the search field, then type something like “February meeting” to find all messages from February with the word “meeting.”

Search by message state.

To find all flagged, unread messages from people in your VIP list, type “flag unread vip.” You can also search for other message attributes, such as “attachment.”

Junk be gone!

Tap while you’re reading a message, then tap Move to Junk to file it in the Junk folder. If you accidentally move a message, shake iPad immediately to undo.

Use Siri.

Say, for example, “Any new mail from Jonah today?”

Make a favorite mailbox.

Favorite mailboxes appear at the top of the Mailboxes list so you can access them easily. To designate a favorite, tap Edit while viewing the Mailboxes list. Tap Add Mailbox, then select the mailbox to add.

Show draft messages from all of your accounts.

While viewing the Mailboxes list, tap Edit, tap Add Mailbox, then turn on the All Drafts mailbox.

Ask Siri Say something like: “Any new mail from Natalia today?”

Attachments

Save a photo or video to Photos.

Touch and hold the photo or video until a menu appears, then tap Save Image.

Mark up attachments.

You can use Markup to annotate an image or PDF attachment. Touch and hold the attachment, then tap Markup (if it’s an attachment you’re sending) or “Markup and Reply” if it’s an attachment you’ve received.

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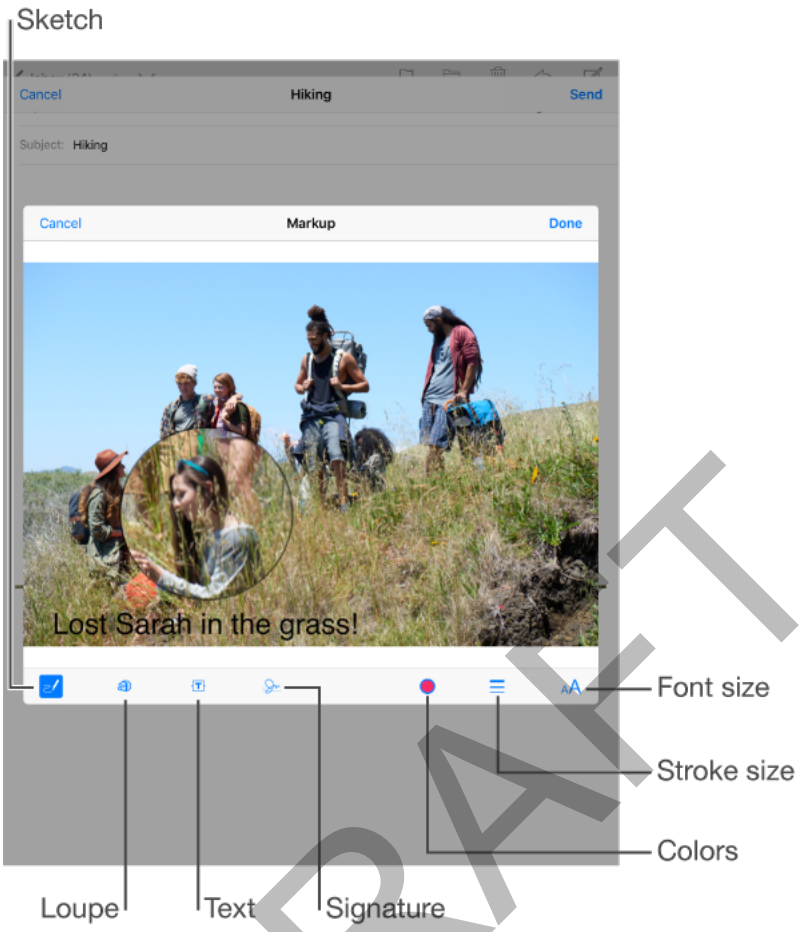

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Open an attachment with another app.

Touch and hold the attachment until a menu appears, then tap the app you want to use to open the attachment. Some attachments automatically show a banner with buttons you can use to open other apps.

See messages with attachments.

The Attachments mailbox shows messages with attachments from all accounts. To add it, tap Edit while viewing the Mailboxes list.

Add an attachment.

See Write messages (on page) .

Work with multiple messages

Delete, move, or mark a message.

While viewing a list of messages, swipe a message to the left to reveal a menu of actions. Swipe all the way to the left to select the first action. You can also swipe a message to the right to reveal another action. Choose the actions you want to appear in Settings > Mail, Contacts, Calendars > Swipe Options.

Delete, move, or mark multiple messages.

While viewing a list of messages, tap Edit. Select some messages, then choose an action. If you make a mistake, shake iPad immediately to undo.

Organize your mail with mailboxes.

Tap Edit in the mailboxes list to create a new one, or rename or delete one. (Some built-in mailboxes can't be changed.) There are several smart mailboxes, such as Unread, that show messages from all your accounts. Tap the ones you want to use.

Recover a deleted message.

Go to the account's Trash mailbox, open the message, then tap and move the message. Or, if you just deleted it, shake iPad to undo. To see deleted messages across all your accounts, add the Trash mailbox. To add it, tap Edit in the mailboxes list, then select it in the list.

Archive instead of delete.

Instead of deleting messages, you can archive them so they're still around, in the Archive mailbox, if you need them. To turn this option on, select Archive Mailbox in Settings > Mail, Contacts, Calendars > *account name* > Account > Advanced. To delete a message instead of archiving it, touch and hold , then tap Delete.

Stash your trash.

You can set how long deleted messages stay in the Trash mailbox. Go to Settings > Mail, Contacts, Calendars > [*account name*] > Account > Advanced.

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See and save addresses

See who received a message.

While viewing the message, tap More in the To field.

Add someone to Contacts or make them a VIP.

Tap the person's name or email address, then tap Add to VIP. You can also add their address to a new or existing contact.

Print messages

Print a message.

Tap , then tap Print.

Print an attachment or picture.

Tap to view it, tap , then choose Print.

See AirPrint (on page) .

Mail settings

Go to Settings > Mail, Contacts, Calendars, where you can:

- Create a different mail signature for each account
- Add mail accounts
- Set Out of Office replies for Exchange email accounts
- Bcc yourself on every message you send
- Turn on Organize by Thread to group related messages together
- Turn off confirmation for deleting a message
- Turn off Push delivery of new messages, to save on battery power
- Temporarily turn off an account

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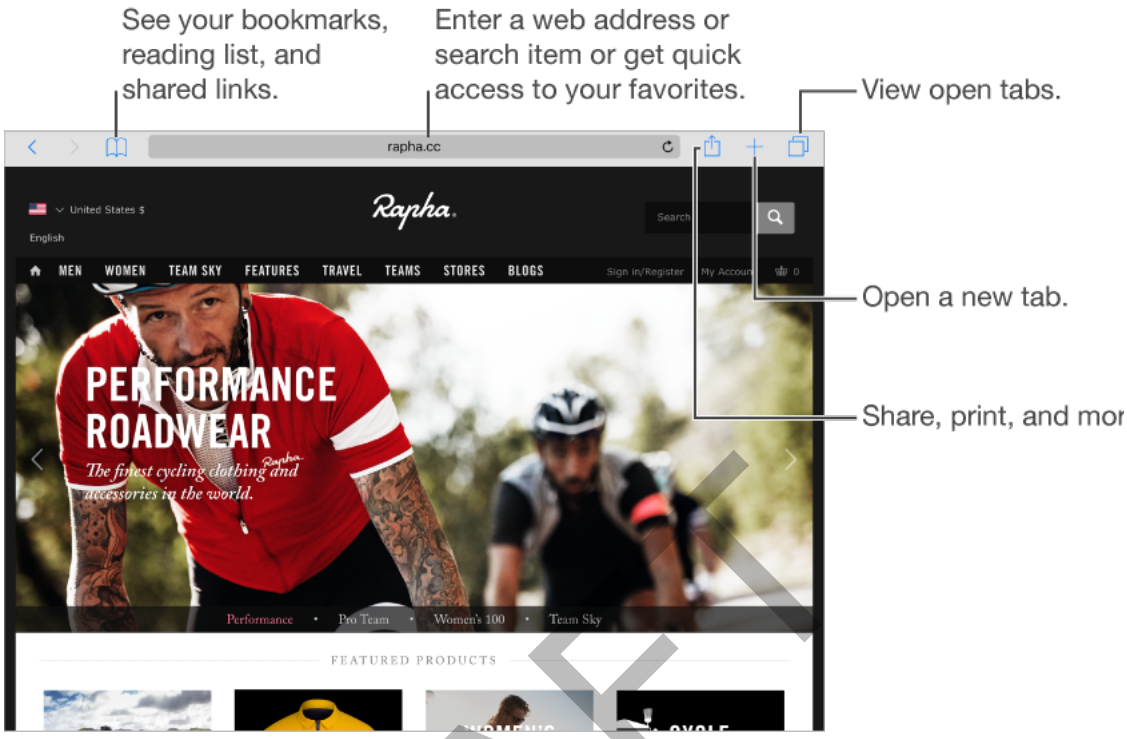
Safari

Safari at a glance

Use Safari on iPad to browse the web, use Reading List to collect webpages to read later, and add page icons to the Home screen for quick access. Use iCloud to see pages you have open on other devices, and to keep your bookmarks, history, and reading list up to date on your other devices.



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Search the web

Search the web.

Enter a URL or search term in the search field at the top of the page, then tap a search suggestion, or tap Go on the keyboard to search for exactly what you typed. If you don't want to see suggested search terms, go to Settings > Safari, then (under Search) turn off Search Engine Suggestions.

Quickly search a site you've visited before.

Enter the name of the site, followed by your search term. For example, enter "wiki einstein" to search Wikipedia for "einstein." Go to Settings > Safari > Quick Website Search to turn this feature on or off.

Have your favorites top the list.

Select them at Settings > Safari > Favorites.

Search the page.

To find a specific word or phrase on the current page, tap , then tap Find on Page. Enter the word or phrase in the search field to search. Tap to find other instances.

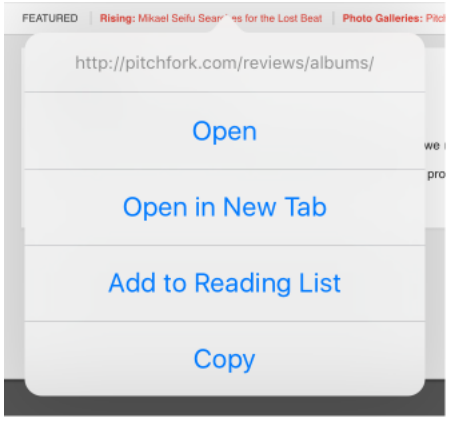
Choose your search tool.

Go to Settings > Safari > Search Engine.

Browse the web

Look before you leap.

To see the URL of a link before you go there, touch and hold the link. Open, Open in New Tab, Add to Reading List, and Copy also appear.



Touch and hold a link to see these options.

Open a link in a new tab.

Touch and hold the link, then tap Open in New Tab. If you'd like to switch to a new tab when you open it, go to Settings > Safari, then turn off Open New Tabs in Background.

Browse open tabs.

Tap , or pinch with three fingers to view all your open tabs. If you have several open tabs, tabs for the same site are stacked. To close a tab, tap in the upper-left corner, or swipe the tab to the left. To return to a single tab, tap a tab, tap Done, or spread three fingers.

View tabs open on your other devices.

If you turn on Safari in Settings > iCloud, you can view open tabs on your other devices. Tap , then scroll to the lists at the bottom of the page. To close the tab on another device, swipe left, then tap Delete.

View recently closed tabs.

Touch and hold .

Get back to the top.

Tap the top edge of the screen to quickly return to the top of a long page.

See more.

Turn iPad to landscape orientation.

See the latest.

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Tap next to the address in the search field to update the page.

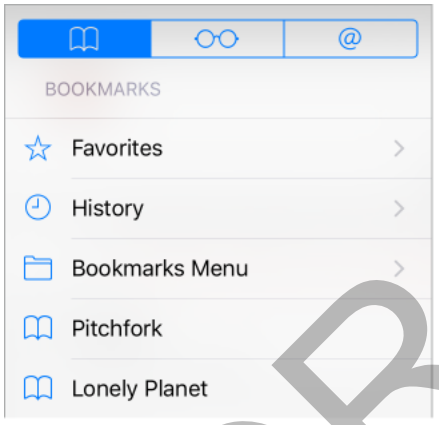
See a tab's history.

Touch and hold or .

View the desktop version of a site.

If you want to see the full desktop version of a site instead of the mobile version, tap , then tap Request Desktop Site.

Keep bookmarks



Bookmark the current page.

Tap (or touch and hold), then tap Add Bookmark.

View your bookmarks.

Tap , then tap .

Get organized.

To create a folder for bookmarks, tap , then tap Edit.

Add a webpage to your favorites.

Open the page, tap , then tap Add to Favorites.

Add a site to your News favorites.

On a website that offers an RSS feed, open the page, tap , then tap Add

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to News.

Quickly see your favorite and frequently visited sites.

Tap the search field to see your favorites. Scroll down to see frequently visited sites. (To avoid seeing a list of such sites, go to Settings > Safari, then turn off Frequently Visited Sites.)

Edit your favorites.

Tap , tap Favorites, then tap Edit to delete, rename, or change the order of favorites.

Choose which favorites appear when you tap the search field.

Go to Settings > Safari > Favorites.

Bookmarks bar on your Mac?

Go to Settings > iCloud, then turn on Safari if you want items from the bookmarks bar in Safari on your Mac to appear in Favorites on iPad.

Save an icon for the current page on your Home screen.

Tap , then tap Add to Home Screen. The icon appears only on the device where you create it.

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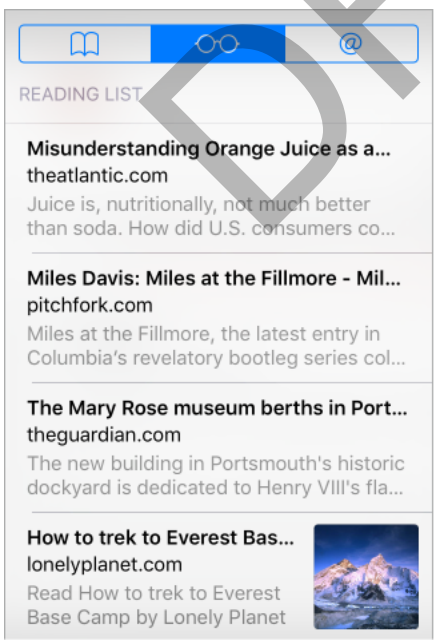
Save a reading list for later

Save interesting items in your reading list so you can revisit them later. You can read pages in your reading list even when you're not connected to the Internet.



Add the current page to your reading list.

Tap , then tap Add to Reading List.

Add a linked page without opening it.

Touch and hold the link, then tap Add to Reading List.

View your reading list.

Tap , then tap .

Delete something from your reading list.

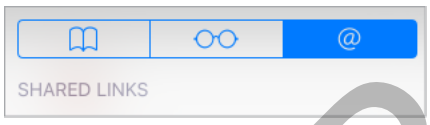
Swipe left on the item in your reading list.

Don't want to use cellular data to download reading list items?

Go to Settings > Safari, then turn off Use Cellular Data.

Shared links and subscriptions

You can view links shared from social media, such as Twitter, or feeds from your subscriptions.



View shared links and subscriptions.

Tap , then tap .

Subscribe to a feed.

Go to a site that provides a subscription feed, tap , tap Add to Shared Links, then confirm by tapping Add to Shared Links.

Delete a subscription.

Tap , tap , tap Subscriptions below the list of your shared links, then tap next to the subscription you want to delete.

Share links.

Tap .

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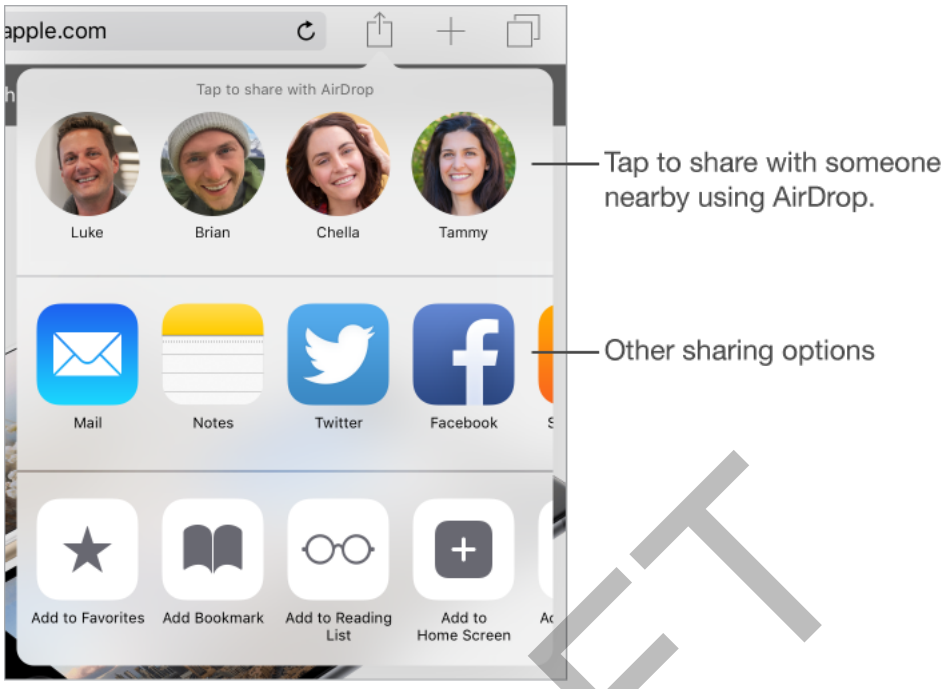
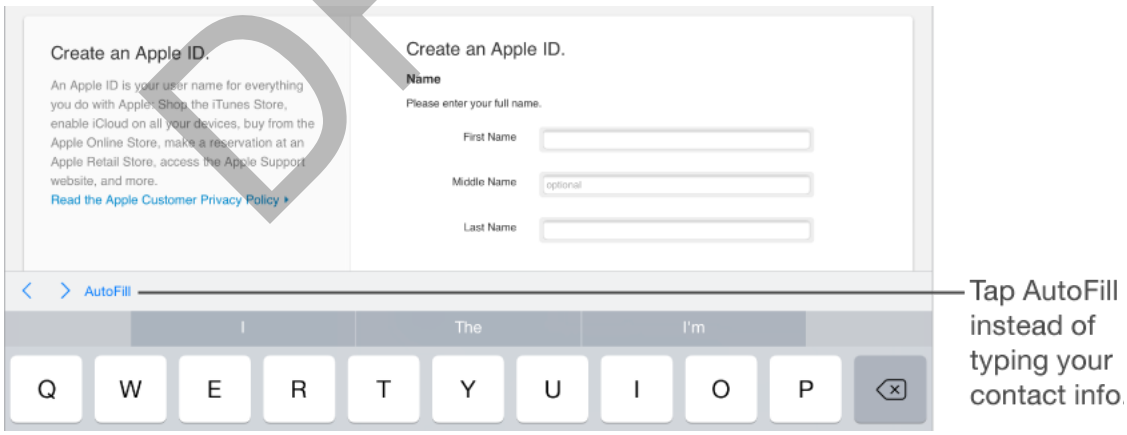


Fill in forms

Whether you're logging in to a website, signing up for a service, or making a purchase, you can fill in a web form using the onscreen keyboard or have Safari fill it in for you using AutoFill.



Tired of always having to log in?

When you're asked if you want to save the password for the site, tap Yes. The next time you visit, your user name and password will be filled in for you.

Fill in a form.

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Tap any field to bring up the onscreen keyboard. Tap < or > above the keyboard to move from field to field.

Fill it in automatically.

Go to Settings > Safari > AutoFill, then turn on Use Contact Info. Then, tap AutoFill above the onscreen keyboard when you're filling in the form. Not all websites support AutoFill.

Choose a different identity.

If you use multiple identities with a site and an unwanted identity is filled in, tap Passwords, then select the identity you prefer.

Add a credit card for purchases.

Go to Settings > Safari > AutoFill > Saved Credit Cards > Add Credit Card. To enter the information without typing it, tap Use Camera, then hold iPad above the card so that the image of the card fits in the frame. You can also add a credit card by accepting when Safari offers to save it when you make an online purchase. See iCloud Keychain.

Use your credit card information.

Look for the AutoFill Credit Card button above the onscreen keyboard whenever you're in a credit card field. Your card's security code isn't stored, so you still enter that yourself. If you're not using a passcode for iPad, you might want to start; see Use a passcode with data protection (on page) .

Submit a form.

Tap Go, Search, or the link on the webpage.

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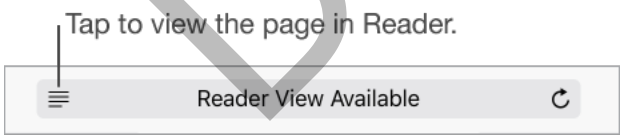
Avoid clutter with Reader

Use Safari Reader to focus on a page's primary content.



Focus on content.

Tap ≡ at the left end of the address field. If you don't see the icon, Reader isn't available for the page you're looking at.

Share just the good stuff.

To share just the article text and a link to it, tap ⬆ while viewing the page in Reader.

Return to the full page.

Tap the Reader icon in the address field again.

Privacy and security

You can adjust Safari settings to keep your browsing activities to yourself and protect yourself from malicious websites.

Want to keep a low profile?

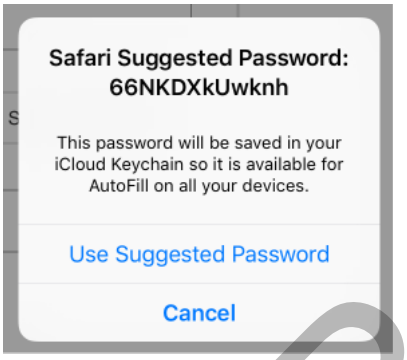
Go to Settings > Safari, then turn on Do Not Track. Safari will ask websites you visit not to track your browsing, but beware—a website can choose not to honor the request.

Control cookies.

Go to Settings > Safari > Block Cookies. To remove cookies already on iPad, go to Settings > Safari > Clear History and Website Data.

Let Safari create secure passwords and store them for you.

Tap the password field when creating a new account, tap Suggest Password, then Safari will suggest a password for you to use.



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View your saved passwords.

Go to Settings > Safari > Passwords, then enter your iPad passcode.

Erase your browsing history and data from iPad.

Go to Settings > Safari > Clear History, and Settings > Safari > Clear History and Website Data.

Visit sites without making history.

Tap , then tap Private. Sites you visit won't appear in iCloud Tabs or be added to History on your iPad. To put away your private sites, tap , then tap Private again. You can close the pages, or keep them for viewing the next time you use Private Browsing Mode.

Watch for suspicious websites.

Go to Settings > Safari, then turn on Fraudulent Website Warning.

Safari settings

Go to Settings > Safari, where you can:

- Choose your search engine and configure search results
- Provide AutoFill information
- Choose which favorites are displayed when you search
- Have new tabs open in the background
- Display your Favorites at the top of the page
- Show or hide the tab bar
- Block pop-ups
- Tighten privacy and security
- Clear your history and website data
- Choose whether to use cellular data for Reading List items (Wi-Fi + Cellular models)
- Configure advanced settings and more

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Music

Music at a glance

Use Music to enjoy music stored on iPad as well as music streamed over the Internet, including the live worldwide station Beats 1. With an optional Apple Music membership, listen to millions of tracks, recommended by music experts.

Note: You need a Wi-Fi or cellular connection to stream Apple Music, Radio, and Connect content. In some cases an Apple ID is also required. Services and features are not available in all areas, and features may vary by area. Additional charges may apply when using a cellular connection.

WARNING: For important information about avoiding hearing loss, see Important safety information.

Access music

Play music and other audio content on iPad in the following ways:

- *Become an Apple Music member:* With a membership and Wi-Fi or cellular connection, stream as much music as you like from the Apple Music catalog and make songs, albums, and playlists available for offline play. See Apple Music.
- *Listen to Beats 1:* Tune in to Beats 1 radio for free.
- *Purchase music from the iTunes Store:* Go to iTunes Store. See iTunes Store at a glance.
- *iCloud Music Library:* iCloud Music Library includes all your music from Apple Music, your iTunes purchases, and songs uploaded from your computer, along with your iTunes Match library. Find this music in My Music. See My Music.
- *Family Sharing:* Purchase an Apple Music Family Membership and everyone in your Family Sharing group can enjoy Apple Music. If you aren't an Apple Music member, you can still listen to songs purchased by other members of your family who have chosen to share their purchases. Go to iTunes Store, tap More, tap Purchased, then choose a family member. See Family Sharing.
- *Sync content with iTunes on your computer:* See Sync with iTunes.

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Apple Music

As an Apple Music member you can listen to dozens of hand-curated ad-free radio stations and create your own stations, all with unlimited skips. You can also access millions of songs for streaming and offline play, receive recommendations from music experts and artists, and share playlists among friends.

Members and nonmembers alike can also listen to music stored on iPad, access iTunes purchases available through Family Sharing, stream previous iTunes purchases to iPad, enjoy content posted directly by artists, and listen to Beats 1 radio. You can also play tracks identified by iTunes Match, if you have an iTunes Match subscription.

Join Apple Music

You can join Apple Music when you first open Music, or later in Settings > Music > Join Apple Music.

Note: You can play Apple Music and Radio tracks on only one device at a time unless you have an Apple Music Family Membership, which lets you play music on multiple devices. If you end your Apple Music membership, you can no

longer stream Apple Music tracks or play Apple Music tracks saved for offline play.

Get personalized recommendations

Apple Music can suggest songs you might enjoy, with a little guidance from you about your genre and artist preferences.

Select your favorite genres and artists.

When you first tap For You, you are prompted to tell Music about your preferences. Tap the genres you like. (Double-tap those you love, and touch and hold the genres you don't care for.) Tap Next, then do the same with the artist names that appear. Apple Music uses these preferences when recommending music to you.

Update genre and artist preferences.

Tap , then tap Choose Artists For You.

For You

Discover expertly selected playlists and albums based on your tastes.

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