Apple Confidential

iPad User Guide

iPad at a glance
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iPad at a glance

iPad overview

This guide describes iOS 9.3 for:

- iPad Pro (9.7-inch), iPad Pro (12.9-inch)
- iPad Air 2, iPad Air, iPad (4th generation), iPad (3rd generation), and iPad 2
- iPad mini 4, iPad mini 3, iPad mini 2, and iPad mini

iPad Pro (9.7-inch)

iPad Pro (12.9-inch)

Microphones
Sleep/Wake button
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Speakers
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iPad mini 4

Status bar
FaceTime HD camera
App icons
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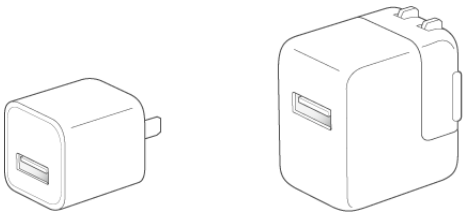
Your features and apps may vary depending on the model of iPad you have, and on your location, language, and carrier. To learn which features are available on your iPad, see www.apple.com/ipad/compare. To find out which features are supported in your area, see www.apple.com/ios/feature-availability.

Note: Apps and services that send or receive data over a cellular network may incur additional fees. Contact your carrier for information about your iPad service plan and fees.

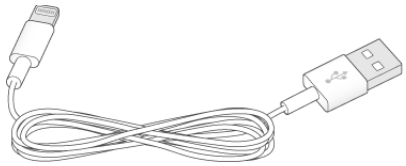
Accessories

The following accessories are included with iPad:

USB power adapter. Use with the Lightning to USB Cable or the 30-pin to USB Cable to charge the iPad battery. The size of your adapter depends on the iPad model and your region.

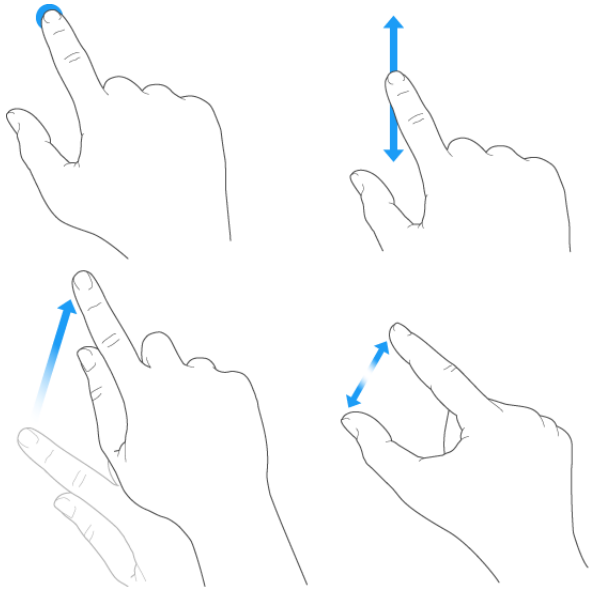


Lightning to USB Cable. Use this to connect iPad to the USB power adapter or to your computer. iPad 2 and iPad (3rd generation) use a 30-pin to USB Cable.



Multi-Touch screen

A few simple gestures—tap, drag, swipe, and pinch—are all you need to use iPad and its apps.

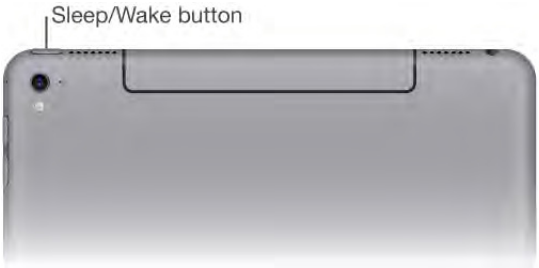


You can also use additional gestures when editing text or navigating between apps and the Home screen. See Edit text and Gestures.

Buttons and connectors

Sleep/Wake button

You can lock iPad and put it to sleep when you're not using it. Locking iPad puts the display to sleep, saves the battery, and prevents anything from happening if you touch the screen. You still get FaceTime calls, text messages, alarms, and notifications, and can listen to music and adjust the volume.



Turn iPad on. Hold down the Sleep/Wake button until the Apple logo appears.

Unlock iPad. Press the Home button or the Sleep/Wake button, then drag the slider that appears onscreen.

You can use iPad Smart Cover, sold separately, to lock or unlock iPad (iPad 2 and later, iPad mini and later). You can use iPad Smart Case, sold separately, to lock or unlock iPad (iPad 2 and later, iPad mini 3, iPad mini 2, iPad mini). You can use iPad Pro Smart Keyboard or iPad Pro Smart Cover, sold separately, to lock or unlock iPad Pro.

Lock iPad. Press the Sleep/Wake button.

If you don't touch the screen for two minutes, iPad locks itself. You can change how long iPad waits to lock itself, or set a passcode to unlock iPad.

Set the auto-lock time. Go to Settings > General > Auto-Lock.

Set a passcode. Go to Settings > Touch ID & Passcode (iPad Pro, iPad Air 2, iPad mini 3 and later) or Settings > Passcode (other models). See Use a passcode with data protection.

Set your iPad Smart Cover, iPad Smart Case, iPad Pro Smart Keyboard, or iPad Pro Smart Cover to lock and unlock iPad. Go to Settings > General, then turn on Lock/Unlock.

Turn iPad off. Hold down the Sleep/Wake button for a few seconds until the slider appears onscreen, then drag the slider.

Home button

The Home button takes you to the Home screen and provides other convenient shortcuts.

Go to the Home screen. Press the Home button.

On the Home screen, tap an app to open it. See Start at home.

See apps you've opened. Double-click the Home button when iPad is unlocked.

Use Siri. (Not available on iPad 2) Press and hold the Home button. See Make requests.

You can also use the Home button to turn accessibility features on or off. See Accessibility Shortcut.

On iPad Pro, iPad Air 2, and iPad mini 3 and later, you can use the sensor in the Home button to unlock iPad or make purchases in the iTunes Store, App Store, and iBooks Store (instead of using your passcode or Apple ID password). See Touch ID. You can also use the Touch ID sensor for authentication when using Apple Pay to make a purchase from within an app. See Apple Pay.

Volume controls

Use the Volume buttons on the side of iPad to adjust the volume of songs and other media, and alerts and sound effects. Use Control Center (or on some iPad models, the Side Switch) to silence audio alerts and notifications.

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

Lock the ringer and alert volumes. Go to Settings > Sounds, then turn off Change with Buttons.

Note: To limit the maximum headset volume, go to Settings > Music > Volume Limit (under Playback). To prevent changes to the volume limit, go to Settings > General > Restrictions > Volume Limit (under Allow Changes).

Use Control Center to adjust the volume. When iPad is locked or when you're using another app, swipe up from the bottom edge of the screen to open Control Center.

Mute the sound. Press and hold the Volume Down button.

You can also use either volume button to take a picture or record a video. See Take photos and videos.

Mute notifications, alerts, and sound effects. Swipe up from the bottom edge of the screen to open Control Center, then tap . For more information, see Do Not Disturb. On iPad models with a side switch, slide the Side Switch toward the volume buttons.

Do Not Disturb and the Side Switch don't mute the audio from music, podcasts, movies, and TV shows.

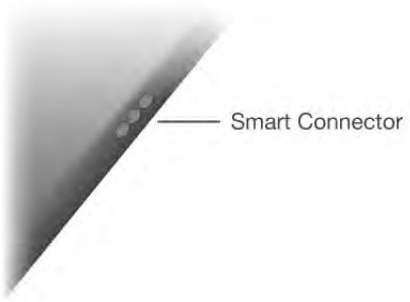
Lightning connector

Connect your Lightning to USB Cable to the Lightning connector to charge or sync your iPad. For more information about charging, see Charge and monitor the battery. For more information about syncing, see Sync with iTunes.

If you have Apple Pencil, plug it into the Lightning connector to pair or charge it with iPad Pro. For more information about Apple Pencil, see support.apple.com/HT205236.

Note: Some iPad models (3rd generation and earlier), have a 30-pin connector instead of a Lightning connector.

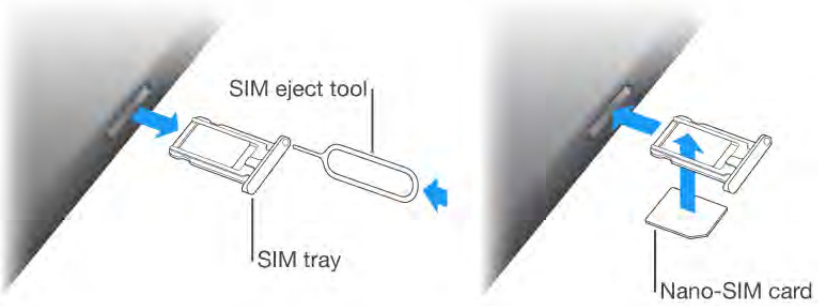
Smart Connector for iPad Pro



Magnetically attach an accessory, such as iPad Pro Smart Keyboard, to iPad Pro with the Smart Connector. For more information about iPad Pro Smart Keyboard, see support.apple.com/HT205237.

SIM card tray

An Apple SIM card or an embedded Apple SIM is used for your cellular data connection. All iPad Wi-Fi + Cellular models include a SIM card tray. iPad Pro (9.7-inch) Wi-Fi + Cellular also includes an embedded Apple SIM (except in China). If you change carriers or if no SIM card is installed, you may need to install or replace the SIM card.



Open the SIM tray. Insert a SIM eject tool (sold separately) into the hole on the SIM tray, then press firmly and push the tool straight in until the tray pops out. Pull out the SIM tray to install or replace the SIM card. If you don't have a SIM eject tool, try the end of a small paper clip.

Important: A SIM card or an Apple SIM is required to use cellular services when connecting to GSM networks and some CDMA networks. Your iPad is subject to your wireless service provider's policies, which may include restrictions on switching service providers and roaming, even after conclusion of any required minimum service contract. Contact your wireless service provider for more details. Availability of cellular capabilities depends on the wireless network.

For more information, see Cellular settings.

Status icons

The icons in the status bar at the top of the screen give information about iPad:

Status icon		What it means
	Wi-Fi	iPad has a Wi-Fi Internet connection. The more bars, the stronger the connection. See Connect to Wi-Fi.
	Cell signal	iPad (Wi-Fi + Cellular models) is in range of the cellular network. If there's no signal, "No service" appears.
	Airplane Mode	Airplane Mode is on—you can't access the Internet, or use Bluetooth® devices. Non-wireless features are available. See Travel with iPad.
LTE	**LTE**	iPad (Wi-Fi + Cellular models) is connected to the Internet over a 4G LTE network.
4G	**4G**	iPad (Wi-Fi + Cellular models) is connected to the Internet over a 4G network.
3G	**3G**	iPad (Wi-Fi + Cellular models) is connected to the Internet over a 3G network.
E	**EDGE**	iPad (Wi-Fi + Cellular models) is connected to the Internet over an EDGE network.
GPRS	**GPRS**	iPad (Wi-Fi + Cellular models) is connected to the Internet over a GPRS network.
	Do Not Disturb	Do Not Disturb is turned on. See Do Not Disturb.
	Personal Hotspot	iPad is providing a Personal Hotspot for other iOS devices. See Personal Hotspot.
	Syncing	iPad is syncing with iTunes. See Sync with iTunes.
	Activity	There is network or other activity. Some third-party apps use this icon to show app activity.
VPN	**VPN**	iPad is connected to a network using VPN. See VPN settings.

	Lock	iPad is locked. See Sleep/Wake button.
	Alarm	An alarm is set. See Clock at a glance.
	Orientation lock	Screen orientation is locked. See Change the screen orientation.
	Location Services	An app is using Location Services. See Privacy.
	Bluetooth	*Blue or White icon:* Bluetooth is on and paired with a device, such as a headset or keyboard. *Gray icon:* Bluetooth is on and paired with a device, but the device is out of range or turned off. *No icon:* Bluetooth is not paired with a device. See Bluetooth devices.
	Bluetooth battery	Shows the battery level of a supported paired Bluetooth device.
	Battery	Shows the battery level or charging status. See Charge and monitor the battery.

Get started

What's new

Apps and app enhancements

More lively photos. Use Live Photos to capture the moments just before and after you take a picture (9.7-inch iPad Pro). Touch and hold the Live Photo to bring it to life. Later, you can duplicate the Live Photo as a still image (iOS 9.3).

Get the news. News makes it easy to follow stories from your favorite newspapers, magazines, and blogs. Pick your favorite topics and sources, and News collects the best stories, personalized just for you. (Not available in all areas.) See News at a glance.

Richer notes. Create drawings, make checklists, take and import pictures, protect your notes with a password (iOS 9.3), add files and links to your notes, and share them with others. See Notes at a glance.

More ways to get around. In select cities, Maps provides public transportation information and details your entire journey, from walking to the bus stop to hopping off at your destination. See Find places.

Edit more easily with the QuickType keyboard. Use two fingers on the keyboard to place the insertion point and make selections. The shortcut bar provides convenient editing tools (see Edit text). On iPad Pro (12.9-inch), access a greater number of options via a more expansive keyboard.

Find your friends or a misplaced iPad. Find My Friends and Find My iPhone apps are now included with every iPad, making it easier than ever to locate friends and family or find a missing device. See Find My Friends and Find My iPad.

Enhanced multitasking

Slide Over. (iPad Pro, iPad Air and later, and iPad mini 2 and later) When you're working in one app, swipe from the right side of the screen to view and work with a second app. Swipe down to pick a different app. See Slide Over.

Split View. (iPad Pro, iPad Air 2, and iPad mini 4) Tap the app divider to keep two apps open and active at the same time. Drag the divider to resize the app panes. See Split View.

Picture in Picture. (iPad Pro, iPad Air and later, and iPad mini 2 and later) As a video plays (or during a FaceTime video call), press the Home button—the video scales down to a corner of your display. See Picture in Picture.

Assistance—when and where you need it

A more understanding Siri. While looking at a webpage, tell Siri, "Remind me about this when I get home." Or "play more songs like this" when you listen to music. With iPad Pro, Siri is always listening, even when iPad isn't connected to a power source. See Make requests.

Smarter search. Type "weather" and get up-to-date forecasts. Enter your favorite team to see sports scores and schedules. Search can even suggest contacts, apps, nearby places, and more that you might find useful, with no typing required. See Search.

Answers before you ask for them. Based on the apps you commonly use and the time of day you use them, proactive assistant suggests things you might want to do next, before you ask. For example, opening the News app first thing in the morning or playing your "Chill Out" playlist before you go to bed. See Proactive assistant.

Under-the-hood improvements

Night reading that's easier on the eyes. (iOS 9.3) Night Shift uses the clock and geolocation features on iPad to determine when it's sunset in your location. Then it automatically shifts the colors on your display to the warmer end of the spectrum. See Adjust the screen brightness and color balance.

Get your home under control. iPad communicates with your home's smart technology. Use iPad to set up your HomeKit accessories, and control them even when you're away from home. See HomeKit basics.

Greater security. The default passcode on iPad models with Touch ID is now six digits instead of four, and encrypts the data on iPad automatically. In addition, two-factor authentication is an extra layer of security for your Apple ID designed to ensure that all the photos, documents, and other important data you store with Apple can be accessed only by you, and only with your devices. It's built into iOS 9 and OS X El Capitan. See Use two-factor authentication for security.

Set up iPad

WARNING: To avoid injury, read Important safety information before using iPad.

With only a Wi-Fi connection, you can easily set up iPad. You can also set up iPad by connecting it to a computer and using iTunes (see Connect iPad to your computer).

Note: If you're using iPad with a company or other organization, see iPad in the enterprise. If the iPad you're using is administered by your school, see your teacher or administrator for setup instructions. Your school may give you a passcode (to turn on or wake up iPad) and a Managed Apple ID (to access features like iCloud Drive). Some standard iPad apps and features are not available to accounts with Managed Apple IDs. See What are Managed Apple IDs? for more information.

Set up iPad. Turn on iPad, then follow the setup assistant.

Setup Assistant guides you through the setup process, including:

- Connecting to a Wi-Fi network
- Enabling location services
- Setting up Touch ID (where applicable) and a passcode
- Restoring data from a backup or another device (if applicable)
- Signing in with your Apple ID to enable iCloud, Apple Music, the App Store, and more
- Enrolling in two-factor authentication (if applicable)
- Setting up iCloud Keychain
- Enabling Siri

You can also restore iPad from an iCloud or iTunes backup or migrate from an Android device during setup. See Back up iPad.

Note: Find My iPad is turned on when you sign in with your Apple ID during setup. Activation Lock is engaged to help prevent anyone else from setting up your iPad, even if it is completely restored. Before you sell or give away your iPad, you should reset it to erase your personal content and turn off Activation Lock. See Sell or give away iPad.

Sign up for cellular service

If your iPad has an embedded Apple SIM (available on 9.7-inch iPad Pro Wi-Fi + Cellular) or an Apple SIM card (available on other iPad Wi-Fi + Cellular models with Touch ID), you can choose a carrier and sign up for cellular service right on iPad. Depending on your home carrier and your destination, you may also be able to travel abroad with iPad and sign up for cellular service with a carrier in the country you're visiting. This isn't available in all areas and not all carriers are supported; contact your carrier for more information.

Sign up for cellular service. Go to Settings > Cellular Data, then tap Set Up Cellular Data and follow the onscreen instructions.

Set up cellular service in another country. When traveling to another country, you can choose a local carrier rather than roaming. Go to Settings > Cellular Data, tap Choose a Data Plan, then select the plan you want to use.

Apple SIM card kits are available for purchase at Apple Retail locations in countries with participating carriers. Except in China, iPad Pro (9.7-inch) Wi-Fi + Cellular has an embedded SIM, so there's no need to purchase a SIM card.

Connect to Wi-Fi

If appears at the top of the screen, you're connected to a Wi-Fi network. iPad reconnects anytime you return to the same location.

Configure Wi-Fi. Go to Settings > Wi-Fi, then turn Wi-Fi on or off. (You can also turn Wi-Fi on or off in Control Center.)

- *Choose a network:* Tap one of the listed networks, then enter the password, if asked.
- *Ask to join networks:* Turn on Ask to Join Networks to be notified when a Wi-Fi network is available. Otherwise, you must manually join a network when a previously used network isn't available.
- *Join a closed network:* Tap Other, then enter the name of the network. You need to know the network name, security type, and password.
- *Adjust the settings for a Wi-Fi network:* Tap ⓘ next to a network. You can set an HTTP proxy, define static network settings, turn on BootP, or renew the settings provided by a DHCP server.
- *Forget a network:* Tap ⓘ next to a network you've joined before, then tap Forget This Network.

Set up your own Wi-Fi network. If you have a new or unconfigured AirPort base station turned on and within range, you can use iPad to set it up. Go to Settings > Wi-Fi, then look for Set up an AirPort base station. Tap your base station and Setup Assistant does the rest.

Manage your AirPort network. If iPad is connected to an AirPort base station, go to Settings > Wi-Fi, tap ⓘ next to the network name, then tap Manage This Network. If you haven't yet downloaded AirPort Utility, tap OK to open the App Store, then download it (this requires an Internet connection).

Connect to the Internet

iPad connects to the Internet whenever necessary, using a Wi-Fi connection (if available) or your carrier's cellular network. For information about connecting to a Wi-Fi network, see Connect to Wi-Fi.

When an app needs to use the Internet, iPad does the following, in order:

- Connects over the most recently used available Wi-Fi network
- Shows a list of Wi-Fi networks in range, and connects using the one you choose
- Connects over the cellular data network, if available

Note: If a Wi-Fi connection to the Internet isn't available, apps and services may transfer data over your carrier's cellular network, which may result in additional fees. Contact your carrier for information about your cellular data plan rates. To manage cellular data usage, see Cellular settings.

Apple ID

Your Apple ID is the account you use for just about everything you do with Apple, including storing your content in iCloud, downloading apps from the App Store, streaming Apple Music content, and buying music, movies, and TV shows from the iTunes Store.

If you already have an Apple ID, use it when you first set up iPad, and whenever you need to sign in to use an Apple service. If you don't already have an Apple ID, you can create one whenever you're asked to sign in. You only need one Apple ID for everything you do with Apple.

For more information, see appleid.apple.com.

iCloud

Safely store your photos and videos, documents, music, calendars, contacts, News favorites and saved stories, and more in iCloud so they're always available—even if you lose your iPad.

Set up iCloud. Go to Settings > iCloud. Create an Apple ID if needed, or use your existing one. Content stored in iCloud is pushed wirelessly to your other devices where you're signed in to iCloud with the same Apple ID.

iCloud is available on devices with iOS 5 or later, on Mac computers with OS X Lion v10.7.5 or later, and on PCs with iCloud for Windows 5 (Windows 10, Windows 8, or Windows 7 is required). You can also sign in to iCloud.com from any Mac or PC to access your iCloud information and features like Photos, Find My iPhone, Mail, Calendar, Contacts, iWork for iCloud, and more.

Note: iCloud may not be available in all areas, and iCloud features may vary by area. For more information, go to www.apple.com/icloud.

iCloud features include:

- *Music, Movies, TV Shows, Apps, and Books:* Automatically get iTunes purchases on all your devices set up with iCloud, or download previous iTunes music and TV show purchases for free, anytime. With an iTunes Match subscription, all your music, including music you imported from CDs or purchased somewhere other than the iTunes Store, can also be stored in iCloud and played on demand. With an Apple Music membership, any music you added from Apple Music is accessible from iPad. See Apple Music. Download previous App Store and iBooks Store purchases to iPad for free, anytime. Store PDFs in iCloud and access them from your iPhone, iPad, iPod touch, Mac, or PC in iBooks.

- *Photos:* Use iCloud Photo Library to store all your photos and videos in iCloud, and access them on any iOS 8.1 or later device, Mac with OS X Yosemite v10.10.3 or later, PC with iCloud for Windows 5, and on iCloud.com when using the same Apple ID. Use iCloud Photo Sharing to share photos and videos with just the people you choose, and let them add photos, videos, and comments. See iCloud Photo Library and iCloud Photo Sharing.

- *Family Sharing:* Up to six family members can share their purchases from the iTunes Store, App Store, and iBooks Store. Pay for family purchases with the same credit card and approve kids' spending right from a parent's device. Plus, share photos, a family calendar, and more. See Family Sharing.

- *iCloud Drive:* Safely store your presentations, spreadsheets, images, and other documents in iCloud, and access them from your iPad, iPhone, iPod touch, Mac, or PC. iCloud Drive is available on any iOS 8 or later device and on any Mac with OS X Yosemite v10.10.0 or later. If you're using an earlier version of iOS, see Set up iCloud Drive.
- *Mail, Contacts, Calendars:* Keep your mail, contacts, calendars, notes, and reminders up to date across all your devices.
- *Safari Tabs:* See the tabs you have open on your other iOS devices and Mac computers. See Browse the web.
- *News:* Access your favorite News sources and topics as well as the saved stories on all your iOS 9 devices set up with iCloud (not available in all areas). See Get started with News.
- *Backup:* Back up iPad to iCloud automatically when connected to power and Wi-Fi. iCloud data and backups sent over the Internet are encrypted. See Back up iPad.
- *Find My iPad:* Locate your missing iPad on a map, lock it remotely, play a sound, display a message, or erase all the data on it. Find My iPad also includes Activation Lock, which requires your Apple ID and password to disable Find My iPad, erase iPad, or re-activate your device. See Find My iPad.
- *Find My Friends:* Share your location with friends and family. See Find My Friends.
- *iCloud Keychain:* Keep your passwords and credit card information up to date across all your designated devices. See iCloud Keychain.

With iCloud, you get a free email account and 5 GB of storage for your mail, documents, photos and videos, and backups. Your purchased music, apps, TV shows, and books don't count against your available storage space. You can optionally increase your iCloud storage by choosing a plan for up to 1 TB of storage. You can purchase additional storage plans right from your device.

Upgrade your iCloud storage. Go to Settings > iCloud > Storage, then tap Change Storage Plan. For information about upgrading your iCloud storage, see iCloud Help.

View and download previous or shared purchases.

- *iTunes Store purchases:* Go to the iTunes Store, then tap Purchased. You can also access your purchased songs and videos in the Music and Videos apps. In Music, tap My Music. In Videos, tap Movies, TV Shows, or Music Videos.

- *App Store:* Go to the App Store, then tap Purchased.
- *iBooks Store:* Go to iBooks, then tap Purchased.

Turn on Automatic Downloads for music, apps, or books. Go to Settings > iTunes & App Store.

For more information about iCloud, see www.apple.com/icloud. For support information, see www.apple.com/support/icloud.

Set up other mail, contacts, and calendar accounts

iPad works with Microsoft Exchange, and many of the most popular Internet-based mail, contacts, and calendar services.

Set up another account. Go to Settings > Mail, Contacts, Calendars > Add Account.

You can add contacts using an LDAP or CardDAV account, if your company or organization supports it. See Add contacts.

You can add calendars using a CalDAV calendar account, and you can subscribe to iCalendar (.ics) calendars or import them from Mail. See Use multiple calendars.

For information about setting up a Microsoft Exchange account in a corporate environment, see iPad in the enterprise.

Manage content on your iOS devices

You can transfer information and files between iPad and your other iOS devices and computers, using either iCloud or iTunes.

- *iCloud* stores your photos and videos, documents, music, calendars, contacts, and more. It all gets pushed wirelessly to your other iOS devices and computers, keeping everything up to date. See iCloud.
- *iTunes* syncs music, videos, photos, and more between your computer and iPad. Changes you make on one device are copied to the other when you sync. You can also use iTunes to copy a file to iPad for use with an app, or to copy a document you've created on iPad to your computer. See Sync with iTunes.

You can use iCloud or iTunes, or both, depending on your needs. For example, you can use iCloud Photo Stream to automatically keep your contacts and calendars up to date on all your devices, and use iTunes to sync music from your computer to iPad.

You can also choose to manually manage content from iTunes by selecting that option in the iPad Summary pane. Then you can drag songs or videos from your iTunes library to iPad in iTunes. This is useful if your iTunes library contains more items than can fit on your iPad.

Note: If you use iTunes Match or have iCloud Music Library turned on, you can manually manage only video.

Connect iPad to your computer

Connecting iPad to your computer lets you sync content using iTunes. You can also sync with iTunes wirelessly. See Sync with iTunes.

To use iPad with your computer, you need:

- An Internet connection for your computer (broadband is recommended)
- A Mac with a USB 2.0 or 3.0 port, or a PC with a USB 2.0 port, and one of the following operating systems:
  - OS X version 10.8 or later with iTunes 12.3 or later
  - Windows 10, Windows 8, or Windows 7 with iTunes 12.3 or later
- iTunes, available at www.apple.com/itunes/download

Connect iPad to your computer. Use the included Lightning to USB Cable or 30-pin to USB Cable.

Unless iPad is actively syncing with your computer, you can disconnect it at any time. Look at the top of the iTunes screen on your computer or on iPad to see if syncing is in progress. If you disconnect iPad while it's syncing, some data may not get synced until the next time you connect iPad to your computer.

Sync with iTunes

Syncing with iTunes copies information from your computer to iPad, and vice versa. You can sync by connecting iPad to your computer, or you can set up iTunes to sync wirelessly using Wi-Fi. You can set iTunes to sync music, videos, photos, and more. For help syncing iPad, open iTunes on your computer, choose Help > iTunes Help, then select Add items to iPod, iPhone, or iPad. iTunes is available at www.apple.com/itunes/download.

Set up wireless syncing. Connect iPad to your computer. In iTunes on your computer, select your iPad, click Summary, then select Sync with this iPad over Wi-Fi.

If Wi-Fi syncing is turned on, iPad syncs when it's connected to a power source, both iPad and your computer are on and connected to the same wireless network, and iTunes is open on your computer.

Ways to sync with iTunes on your computer

Connect iPad to your computer, select it in iTunes, then set options in the different panes.

- If iPad doesn't appear in iTunes, make sure you're using the latest version of iTunes, check that the included cable is correctly connected, then try restarting your computer.
- In the Summary pane, you can set iTunes to sync iPad automatically when it's attached to your computer. To temporarily prevent syncing when you attach the device, hold down Command and Option (Mac) or Shift and Control (PC) until you see iPad appear in the iTunes window.
- If you want to encrypt the information stored on your computer when iTunes makes a backup, select "Encrypt iPad backup" in the Summary pane. Encrypted backups are indicated by a lock icon 🔒, and a password is required to restore the backup. If you don't select this option, other passwords (such as those for mail accounts) aren't included in the backup and you'll have to reenter them if you use the backup to restore iPad.
- In the Info pane, under the Advanced section, select the options you want to overwrite on iPad with the information from your computer during the next sync.
- In the Music pane, you can sync your entire music library or just selected playlists, artists, albums, and genres.

  Note: If you turn on iCloud Music Library, you can't use iTunes to sync music to iPad.

- In the Photos pane, you can sync photos and videos from a supported app or folder on your computer.
- If you have iCloud contacts or iCloud calendars turned on, you can't use iTunes to sync contacts or calendars from your computer.
- If you turn on iCloud Photo Library, you can't use iTunes to sync photos and videos to iPad.

Date and time

The date and time are usually set for you based on your location—take a look at the Lock screen to see if they're correct.

Set whether iPad updates the date and time automatically. Go to Settings > General > Date & Time, then turn Set Automatically on or off. If you set iPad to update the time automatically, it gets the correct time over the network and updates it for the time zone you're in. Some networks don't support network time, so in some areas iPad may not be able to automatically determine the local time.

Set the date and time manually. Go to Settings > General > Date & Time, then turn off Set Automatically.

Set whether iPad shows 24-hour time or 12-hour time. Go to Settings > General > Date & Time, then turn 24-Hour Time on or off. (24-Hour Time may not be available in all areas.)

International settings

Go to Settings > General > Language & Region to set:

- The language for iPad
- The preferred language order for apps and websites
- The region format
- The calendar format
- Advanced settings for dates, times, and numbers

To add a keyboard for another language, go to Settings > General > Keyboard > Keyboards. For more information, see Use international keyboards.

Apple Confidential

Your iPad name

The name of your iPad is used by iTunes and iCloud.

Change the name of your iPad. Go to Settings > General > About > Name.

iPad in the enterprise

To use iPad with your work accounts, you need to know the settings your organization requires. If you received your iPad from your organization, the settings and apps you need might already be installed. If you're using your own iPad, your system administrator may provide you with settings to enter, or have you connect to a mobile device management server that installs the required settings and apps for you.

You may be asked to install a configuration profile, which configures iPad for you, and may define some settings that you can't change. For example, your organization might turn on Auto-Lock and require you to set a passcode to protect the information in the accounts you access. You can see your profiles in Settings > General > Profiles. When you delete a profile, the settings and accounts, and everything else associated with the profile, are also removed.

If your organization wants you to have certain apps, it might provide you with redemption codes to use in the App Store. When you download an app using a redemption code, you own it, even though your organization purchased it for you. Your organization can also purchase App Store app licenses that are assigned to you for a period of time, but that the organization retains. An app you receive this way is removed if the organization assigns it to someone else.

Your organization might also develop custom apps that aren't in the App Store. You install them from a webpage or you may receive a notification from your organization asking you to install them over the air. These apps belong to your organization, and they may be removed or stop working if you delete a configuration profile.

If you have questions about the settings, apps, or other requirements for using iPad in your enterprise environment, contact the system administrator at your organization. For general information about using iPad in business, go to iPad in Business.

View this user guide on iPad

You can view the *iPad User Guide* on iPad in Safari, and in the iBooks app.

View the user guide in Safari. Tap 📖, then tap the iPad User Guide bookmark. (If you don't see a bookmark, go to help.apple.com/ipad.)

- *Add an icon for the user guide to the Home screen:* Tap ⬆, then tap Add to Home Screen.
- *View the user guide in a different language:* Tap the language link (English, for example) at the bottom of the home page, then choose a language.

View the user guide in iBooks. Open iBooks, then search for "iPad user" in the iBooks Store.

For more information about iBooks, see Get books.

Tips for using iOS 9

The Tips app helps you get the most from iPad.

Get Tips. Open the Tips app. New tips are added weekly.

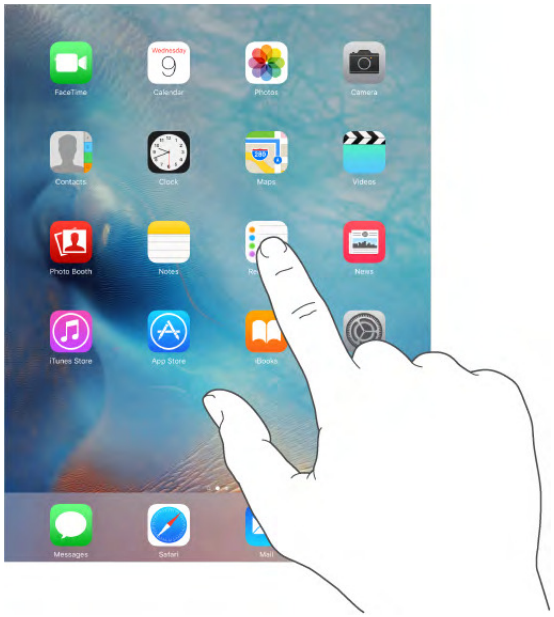
Get notified when new tips arrive. Go to Settings > Notifications > Tips.

Basics

Use apps

Start at home

Tap an app to open it.

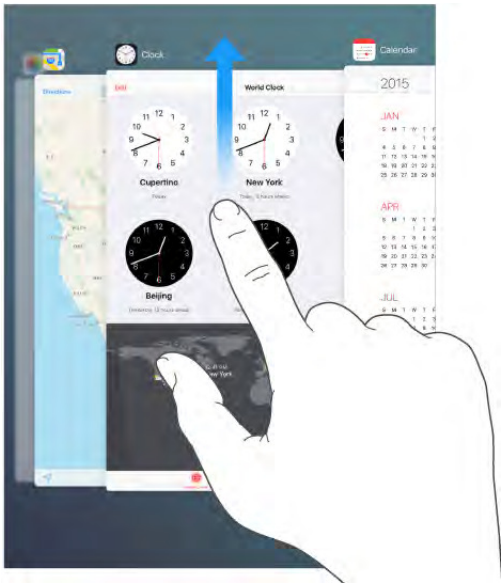


Press the Home button anytime to return to the Home screen. Swipe left or right to see other screens.

Switch between apps

You can easily switch between the apps you're using.

View open apps. Double-click the Home button to reveal your open apps. Swipe sideways to see more. To switch to another app, tap it.



Close an app. If an app isn't working properly, you can force it to quit. Swipe the app up from the app switcher display, then try opening the app again.

Search for apps. If you have lots of apps, you can use Search to find and open them. Drag right from the Home screen to see the Search screen, or drag the center of the Home screen down to see the search field. See Search.

Look around

Drag a list up or down to see more. Swipe to scroll quickly; touch the screen to stop it. Some lists have an index—tap a letter to jump ahead.

Drag a photo, map, or webpage in any direction to see more.

To quickly jump to the top of a page, tap the status bar at the top of the screen.

Zoom in or out

Pinch open on a photo, webpage, or map for a close-up—then pinch closed to zoom back out. In Photos, keep pinching to see the collection or album the photo's in.

Or double-tap a photo or webpage to zoom in, then double-tap again to zoom out. In Maps, double-tap to zoom in, then tap once with two fingers to zoom out.

Gestures

Use multitasking gestures on iPad to return to the Home screen, reveal the app switcher display, or switch to another app.

Return to the Home screen. Pinch four or five fingers together.

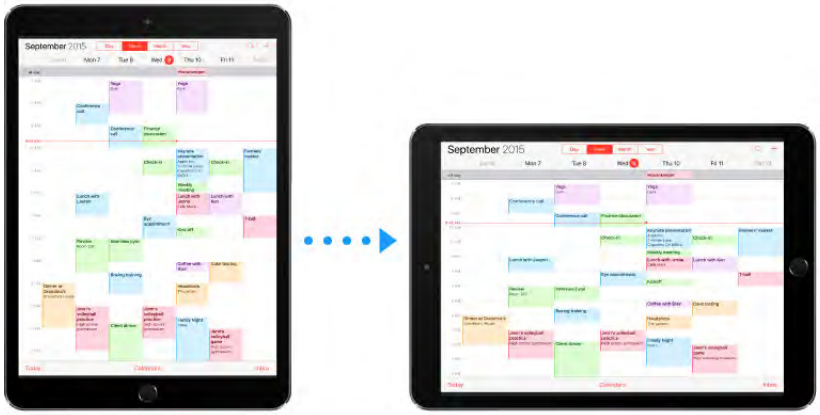
Reveal the app switcher. Swipe up with four or five fingers.

Switch apps. Swipe left or right with four or five fingers.

Turn multitasking gestures on or off. Go to Settings > General.

Change the screen orientation

Many apps give you a different view when you rotate iPad.



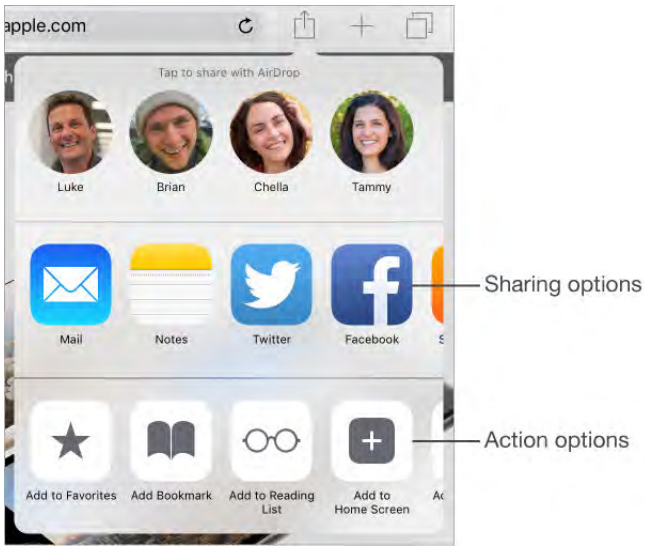
Lock the screen orientation. Swipe up from the bottom edge of the screen to open Control Center, then tap .

The orientation lock icon appears in the status bar when the screen orientation is locked.

On iPad models with a side switch, you can also set the Side Switch to lock the screen orientation instead of silencing sound effects and notifications. Go to Settings > General then, under “Use Side Switch to,” tap Lock Rotation.

App extensions

Some apps let you extend the functionality of your apps on iPad. An app extension may appear as a sharing option, action option, a widget in Notification Center, a file provider, or a custom keyboard. For example, if you download Pinterest to iPad, Pinterest becomes another option for sharing when you click .



App extensions can also help you edit a photo or video in your Photos app. For example, you can download a photo-related app that lets you apply filters to photos from your Photos app.

Install app extensions. Download the app from the App Store, open the app, then follow the onscreen instructions.

Turn sharing or action options on or off. Tap ⬆, then tap More (drag options to the left if necessary). Turn off third-party sharing or action options (they are on by default).

Organize sharing and action options. Tap ⬆, then tap More (drag options to the left if necessary). Touch and drag ☰ to rearrange your options.

For more information about Notification Center widgets, see Notification Center. For more information about Sharing options, see Share from apps.

Multitasking

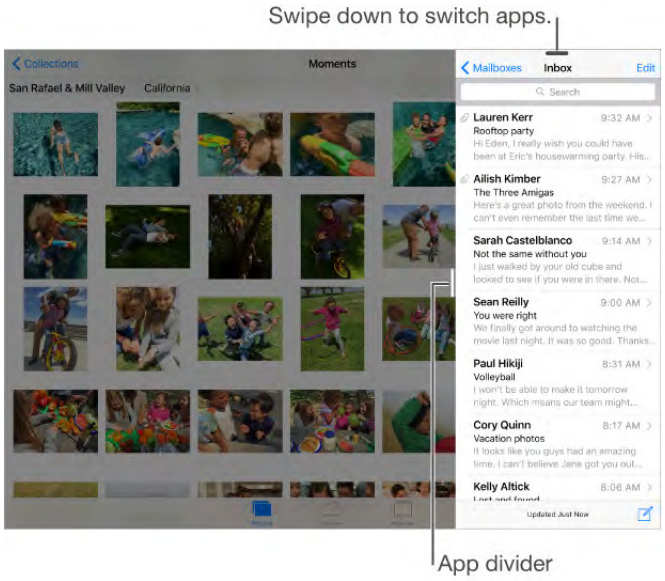
Multitasking at a glance

Work with more than one app at the same time with Slide Over, Split View, and Picture in Picture.

You can use Slide Over and Split View with many apps including Safari, Notes, Photos, Calendar, and more. You can use Picture in Picture with FaceTime, Videos, and more.

Slide Over

With Slide Over, you can open a second app without closing the one you're in. The second app (side app) slides in from the right (iPad Pro, iPad Air and later, iPad mini 2 and later).



Open a side app. When using an app, swipe left from the right-edge of the screen.

Switch to a different side app. Swipe down from the top edge of the screen.

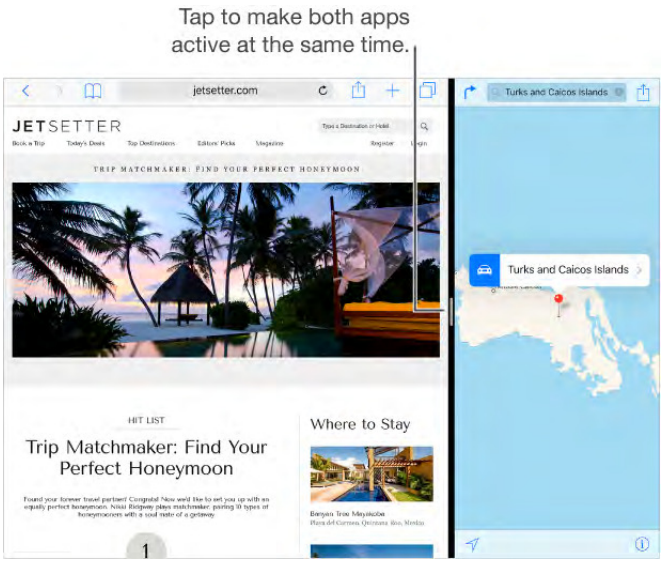
Close the side app. Tap the app on the left, or swipe right from the app divider.

Turn Slide Over off. Go to Settings > General > Multitasking, then turn off Allow Multiple Apps.

Split View

Keep two apps open and active at the same time (iPad Pro, iPad Air 2, iPad mini 4).

Make both apps active. When using an app, swipe left from the right edge of the screen, then tap the middle of the app divider.



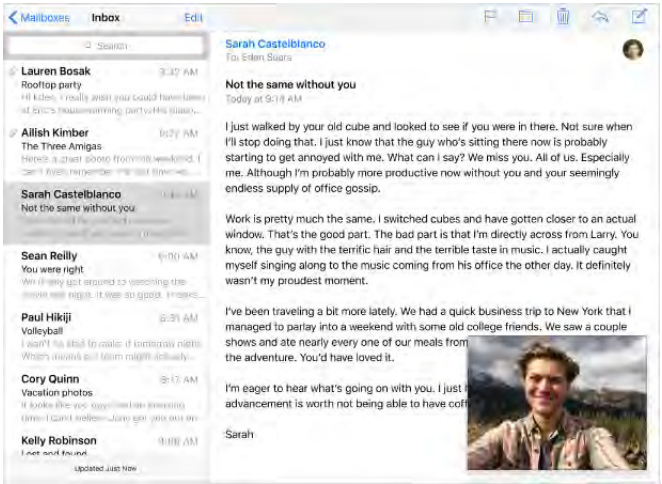
Give both apps equal space. Drag the app divider to the center of the screen.

Close Split View. Drag the app divider to the left or right, depending on which app you want to close.

Turn Split View off. Go to Settings > General > Multitasking, then turn off Allow Multiple Apps.

Picture in Picture

Open and use other apps as you watch a movie or use FaceTime (iPad Pro, iPad Air and later, iPad mini 2 and later).



Use Picture in Picture. When watching a video or using FaceTime, press the Home button or tap . Your video screen scales down to a corner of your display so you can see the Home screen and open other apps.

Resize the video window. Pinch open the small video window to make it larger. Then pinch closed to shrink it again.

Move the video window. Drag the small video window to a different corner of the screen. Drag it off the left or right edge of the screen if you need it out of the way for a bit.

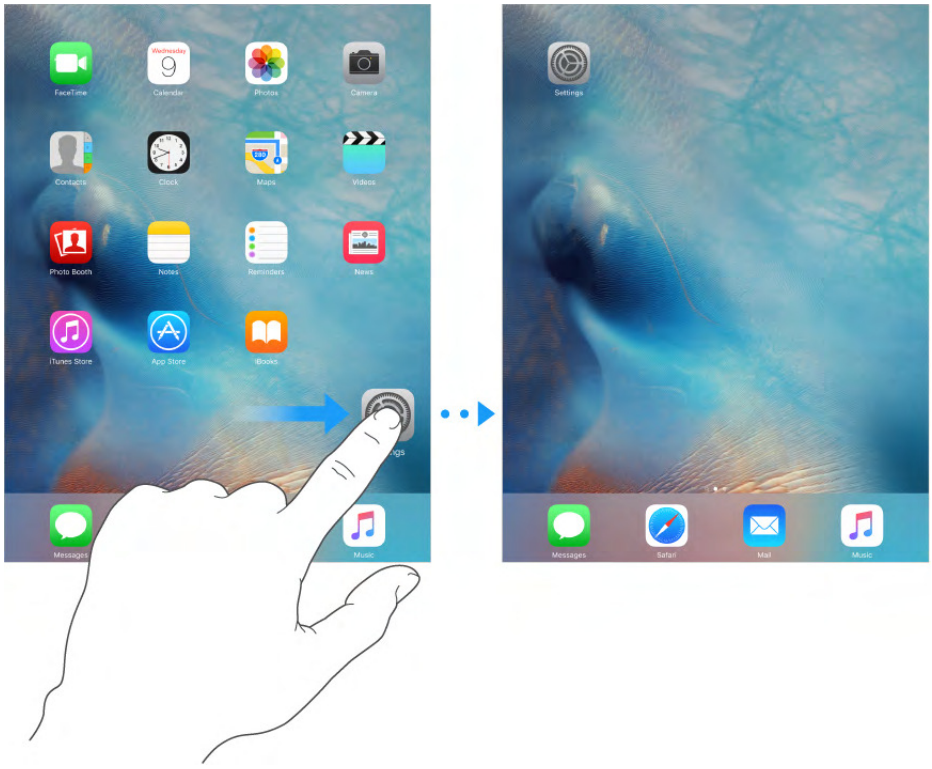
Return FaceTime or video to full screen. Tap in the small video window.

Turn Picture in Picture off. Go to Settings > General > Multitasking, then turn off Persistent Video Overlay.

Customize iPad

Arrange your apps

Arrange apps. Touch and hold any app on the Home screen until you see the app icons jiggle, then drag apps around. Drag an app to the edge of the screen to move it to a different Home screen, or to the Dock at the bottom of the screen (you may need to remove another app first). Press the Home button to save your arrangement.



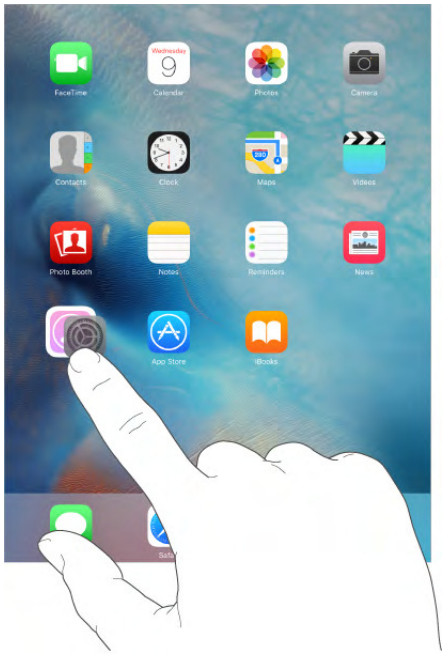
Create a new Home screen. While arranging apps, drag an app to the right edge of the last Home screen. The dots above the Dock show which of your Home screens you're viewing.

When iPad is connected to your computer, you can customize the Home screen using iTunes. In iTunes, select iPad, then click Apps.

Start over. Go to Settings > General > Reset, then tap Reset Home Screen Layout to return the Home screen and apps to their original layout. Folders are removed and the original wallpaper is restored.

Organize with folders

Create a folder. While arranging apps, drag one app onto another. Tap the name of the folder to rename it. Drag apps to add or remove them. Press the Home button when you finish.



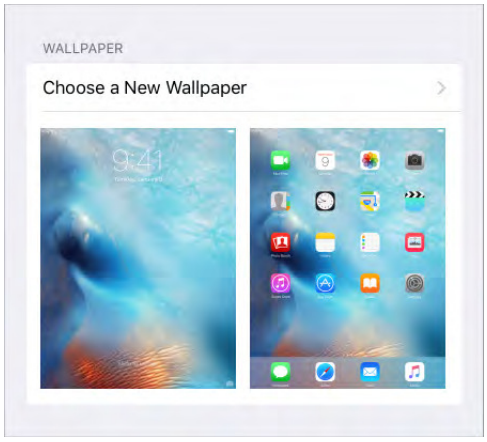
You can have multiple pages of apps in a folder.

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.



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.

Adjust the screen brightness and color balance

Dim the screen or use Auto-Brightness to extend battery life. Turn on True Tone to make colors on the screen appear consistently in different environments. Use Night Shift to shift the colors in your display to the warmer end of the spectrum at night and make viewing the screen easier on your eyes.

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.

Auto-adjust your display colors. (9.7-inch iPad Pro) Go to Settings > Display & Brightness, then turn on True Tone. If True Tone is on, iPad adjusts the display based on ambient lighting conditions to make colors appear consistently in different environments.

Use Night Shift. Go to Settings > Display & Brightness > Night Shift. Night Shift shifts the colors in your display to the warmer end of the spectrum, making viewing the screen easier on your eyes when it's dark.

Turn Night Shift on manually, helpful when you're in a darkened room during the day, for example, or schedule it to turn on automatically. If you schedule Night Shift to turn on from sunset to sunrise, iPad uses the data from your clock and your geolocation to determine when it's nighttime for you.

To adjust the color balance for Night Shift, go to Settings > Display & Brightness > Night Shift, then drag the slider toward the warmer or cooler end of the spectrum.

You can also turn on Night Shift in Control Center. Tap .

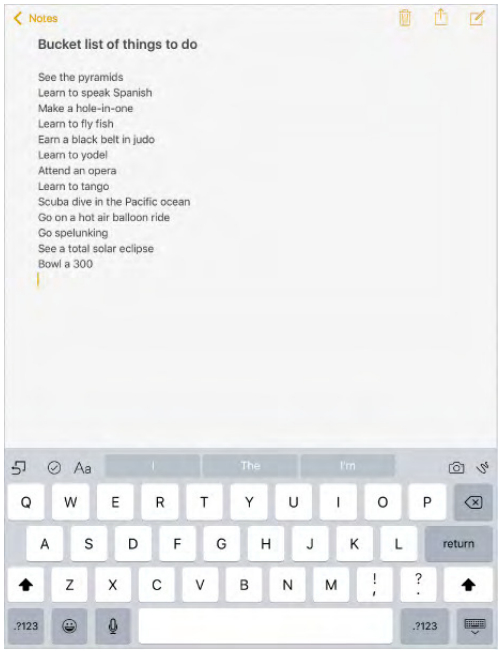
Display Zoom

With iPad Pro (12.9-inch), you can magnify the screen display. Go to Settings > Display & Brightness. Tap View (below Display Zoom), choose Zoomed, then tap Set. For additional zoom features, see Zoom.

Type text

Enter text

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.



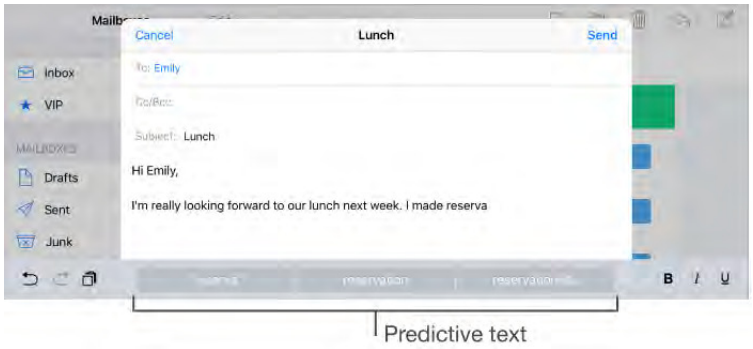
Tap Shift to type uppercase, or touch the Shift key and slide to a letter. Double-tap Shift for caps lock. To enter numbers, punctuation, or symbols, tap the Number key 123 or the Symbol key #+=. If you haven't added any keyboards, tap 😀 to switch to the Emoji keyboard. If you have multiple keyboards, 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.

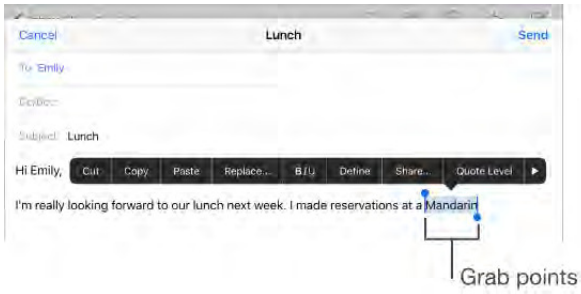
If you turn off predictive text, iPad may still try to suggest corrections for misspelled words. Accept a correction by entering a space or punctuation, or by tapping return. To reject a correction, tap the "x." If you reject the same suggestion a few times, iPad stops suggesting it.

Set options for typing or add keyboards. Go to Settings > General > Keyboard.

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

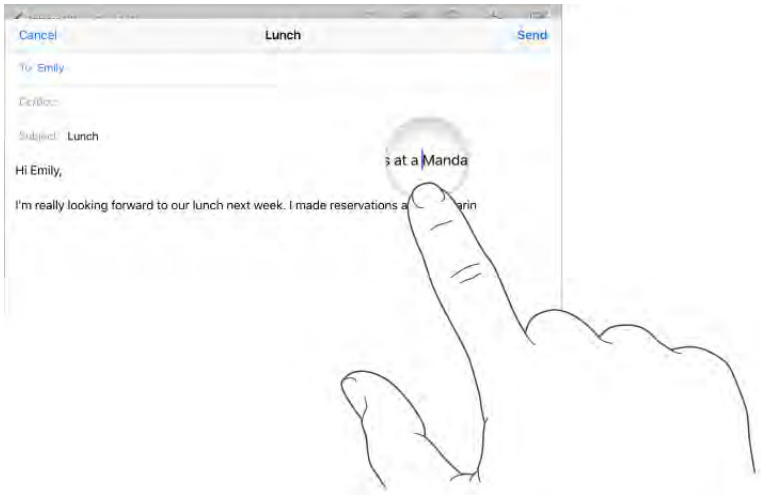
Edit text

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.

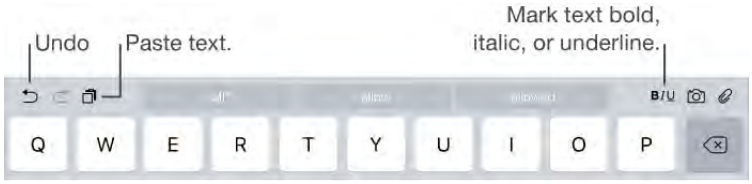
Place insertion point. Touch and hold the text to show the magnifying glass, then drag to position the insertion point.



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.

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 differs from app to app. The features described here may not be available with all apps.

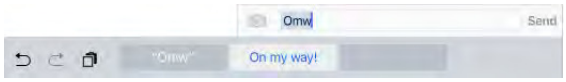


Undo the last edit. Use the Shortcut Bar, or shake iPad, then tap Undo.

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

Save keystrokes

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.

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. 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 multiple 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.

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.

Note: The split keyboard option is not available on iPad Pro (12.9-inch).

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, you can't enable dictation with Apple Wireless Keyboard.

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.

View keyboard shortcuts. Press and hold the Command key to see shortcuts for an app.

Quickly switch between apps. Hold down Command, then press Tab until you reach the app you want to open.

Open Search. Press Command-Space.

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 ᛒ 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.

iPad Pro Smart Keyboard

Use iPad Pro Smart Keyboard to hold your iPad Pro in just the right position—for typing, watching movies, drawing, and more. Attach the keyboard to the Smart Connector on the side.

View keyboard shortcuts. Press and hold the Command key to see shortcuts for an app.

Quickly switch between apps. Hold down Command, then press Tab until you reach the app you want to open.

Open Search. Press Command-Space.

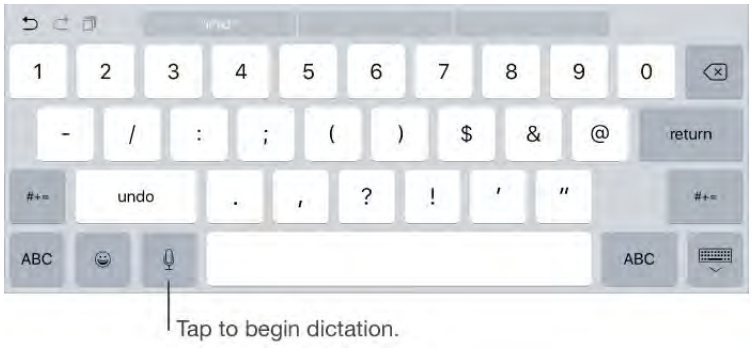
For more information about iPad Pro Smart Keyboard, see support.apple.com/HT205237.

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.

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 :-)
- 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
- Places nearby
- Media, including music, TV shows, movies, and web videos
- Websites
- Content in apps (for supporting apps)

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.

Choose what to search. Go to Settings > General > Spotlight Search, then tap to deselect apps or content.

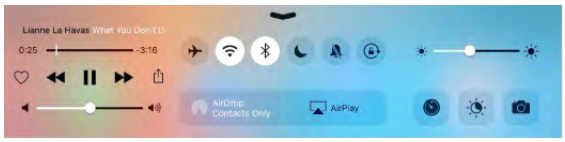
Turn off Siri Suggestions. Go to Settings > General > Spotlight Search.

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 AirDrop.



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.

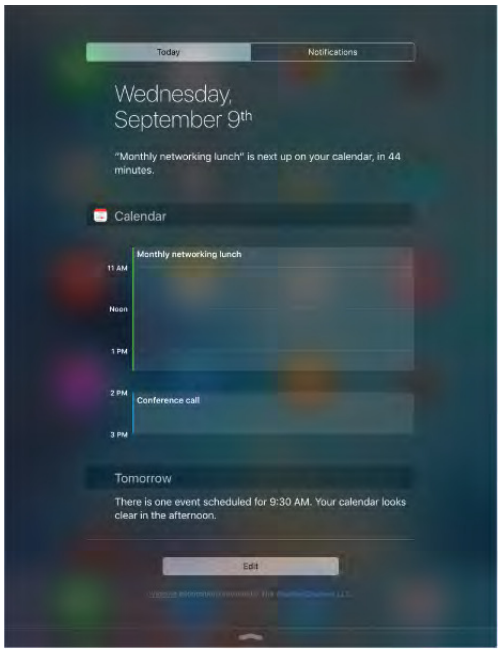
Silence your alerts. Go to Settings > Do Not Disturb. You can also use Siri to turn Do Not Disturb on or off. Say "Turn on Do Not Disturb" or "Turn off Do Not Disturb."

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.



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.

Note: You can't see the Edit key if you access Today View from the Locked screen.

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 the Lock screen. Go to Settings > Touch ID & Passcode (iPad Pro, iPad Air 2, iPad mini 3 and later) 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.

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

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.

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 or later, 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. 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 movies, TV shows, books, eligible apps, and music (for more information about a family subscription to Apple Music, see Access music). 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 5. 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 or later required), Mac (OS X Yosemite or later required), or PC (iCloud for Windows 5 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.

Access shared purchases. Open the iTunes Store, iBooks Store, or App Store, tap Purchased, then choose a family member.

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, purchased items remain with the person who chose to purchase them, 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/HT201322.

Share photos or videos with family members. 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.

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.

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.

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 or later required). For more information about using Messages to share or view locations, see Share photos, videos, your location, and more.

Keep track of your family's devices. If family members enabled Share My Location in iCloud, you can help them locate missing devices. Open Find iPhone on your device or at iCloud.com. For more information, see Find My iPad.

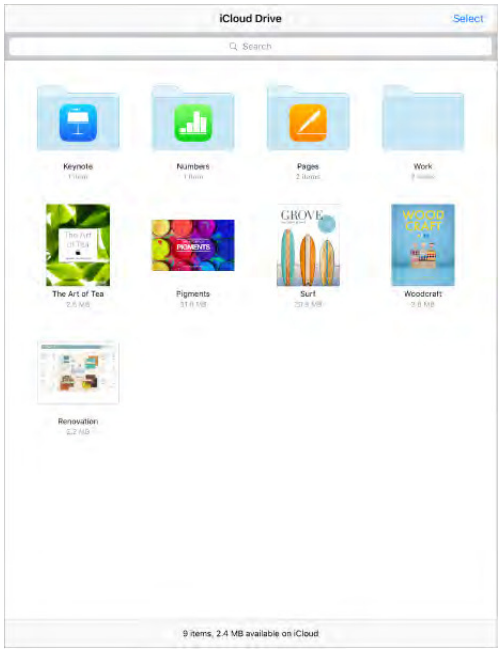
Leave Family Sharing. Go to Settings > iCloud > Family, then tap Leave Family Sharing. If you are the organizer, go to Settings > iCloud > Family, tap your name, then tap Stop Family Sharing. For more information, see support.apple.com/HT201081.

iCloud Drive

About iCloud Drive

iCloud Drive stores your documents—including your presentations, spreadsheets, and images—in iCloud so you can access them from any of your devices set up with iCloud. iCloud Drive 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 5, 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 the iCloud Drive app on your Home screen. Go to Settings > iCloud > iCloud Drive, then turn on Show on Home Screen.

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.

Continuity

About Continuity features

Continuity features connect iPad with your iPhone, iPod touch, and Mac so they can work together as one. You can start an email or document on iPad, for example, then pick up where you left off on your iPod touch or Mac. Or let iPad use iPhone to make phone calls or send SMS or MMS text messages.

Continuity features require iOS 8 or later, or OS X Yosemite or later, and work with the following:

- iPhone 5 and later
- iPod touch (5th generation) and later
- iPad Pro
- iPad (4th generation) and later
- iPad mini and later
- Supported Mac computers

For more information, see support.apple.com/HT204681.

Handoff

Pick up on one device where you left off on another. You can use Handoff with Mail, Safari, Pages, Numbers, Keynote, Maps, Messages, Reminders, Calendar, Contacts, and even some third-party apps. For Handoff to work, you must be signed in to iCloud using the same Apple ID on all your devices, and they must be within Bluetooth range of one another (about 33 feet or 10 meters).

Switch devices. Swipe up from the bottom-left edge of the Lock screen (where you see the app's activity icon), or go to the multitasking screen, then tap the app. On your Mac, open the app you were using on your iOS device.

Disable Handoff on your devices. Go to Settings > General > Handoff & Suggested Apps.

Disable Handoff on your Mac. Go to System Preferences > General, then turn off "Allow Handoff between this Mac and your iCloud devices."

Phone calls

Make and receive phone calls on your iPad, iPod touch, or Mac, as long as you're signed in to iCloud and FaceTime on your iPhone and other devices with the same Apple ID and your devices are connected to the same Wi-Fi network.

Receive a call on your iPad. Swipe the notification to answer, ignore, or respond with a quick message.

Make a phone call on your iPad. Tap a phone number in Contacts, Calendar, FaceTime, Messages, Spotlight, or Safari.

For information on how to use your iPhone to make Wi-Fi calls on iPad or other iOS devices that may not be on the same Wi-Fi network, see Wi-Fi Calling.

Messages

If you're signed in to iMessage on your iPhone (with iOS 8 or later) using the same Apple ID as on your iPad, you can also send and receive SMS and MMS messages on your iPad. Charges may apply to the text messaging service for your iPhone.

Instant Hotspot

You can use Instant Hotspot on your iPhone (with iOS 8 or later) or iPad (cellular models with iOS 8 or later) to provide Internet access to your other iOS devices (iOS 8 or later) and Mac computers (OS X Yosemite or later) where you're signed in to iCloud using the same Apple ID. Instant Hotspot uses your iPhone or iPad Personal Hotspot, without you having to enter a password or even turn on Personal Hotspot.

Use Instant Hotspot. Go to Settings > Wi-Fi on your iOS (models without cellular capabilities). Under Personal Hotspots, choose your iPhone or iPad network. On your Mac, choose your iPhone or iPad network from your Wi-Fi settings.

When you're not using using the hotspot, your devices disconnect to save battery life. For more information about ways to set up a Personal Hotspot see Personal Hotspot.

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

Wi-Fi Calling

With iOS 9, Wi-Fi Calling lets you make and receive phone calls on your iPad, as long as you're signed in to iCloud and FaceTime on your iPhone and iPad with the same Apple ID. Your iPhone doesn't need to be on the same network as your iPad or even turned on.

Note: Wi-Fi Calling for iPad is available with some carriers, and cellular charges may apply.

You must first set up your iPhone (iPhone 5c, iPhone 5s, and later), and then your iPad (iPad Pro, iPad Air and later, or iPad mini and later).

On iPad Wi-Fi + Cellular models, you can also make Wi-Fi calls over a cellular data connection when a Wi-Fi network is not available, which may incur additional charges (available with some carriers). To avoid using your cellular data connection for Wi-Fi Calling, go to Settings > Cellular Data, then turn off FaceTime.

Note: If you turn off FaceTime in Settings > Cellular Data, this keeps your iPad Wi-Fi + Cellular model from using a cellular data connection for FaceTime video or audio calls.

Turn on Wi-Fi Calling on your iPhone. Go to Settings > Phone > Wi-Fi Calling, then turn on Wi-Fi Calling on This iPhone.

If you see Add Wi-Fi Calling For Other Devices, turn it on to allow calls from other devices that aren't on the same Wi-Fi network as your iPhone. Otherwise, you can still use your other devices to make phone calls, but your iPhone must be turned on and on the same network as those devices.

Turn on Wi-Fi Calling on your iPad. Go to Settings > FaceTime, then turn on FaceTime. If asked, turn Wi-Fi calling on.

Receive a call on your iPad. Swipe the notification to answer, ignore, or respond with a quick message.

Make a call from your iPad. Tap a phone number in Contacts, Calendar, FaceTime, Messages, Spotlight, or Safari.

Note: If you enable Wi-Fi Calling, emergency calls may be made over Wi-Fi, and your device's location information may be used for emergency calls to aid response efforts, regardless of whether you enable Location Services. Some carriers may use the address you registered with the carrier when signing up for Wi-Fi Calling as your location.

For more information about Wi-Fi calls, see support.apple.com/HT203032.

For information about using the cellular connection from your iPhone to make calls on your iPad, see Phone calls.

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.

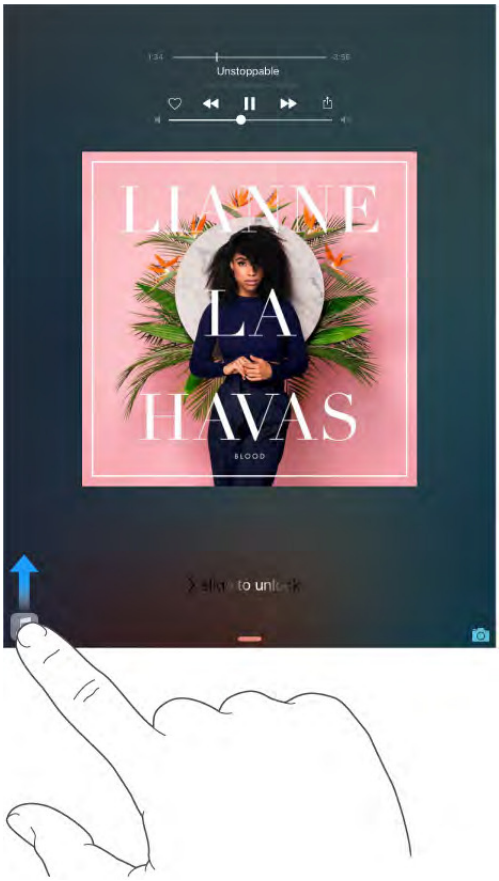
Change the name of your Personal Hotspot. You can change the name of your Personal Hotspot by changing the name of your iPad. Go to Settings > General > About > Name.

Monitor your cellular data network usage. Go to Settings > Cellular. See Cellular settings.

Proactive assistant

Based on how you use your iPad, proactive assistant gives you suggestions for what you might want to do next. Proactive assistant might help when you:

- *Listen to music:* Plug in your headphones, and proactive assistant recognizes that you might want to play an album you started earlier. Your music is ready to play from the Lock screen—or swipe the Music icon up from the lower left and it opens the Music app after you unlock iPad.



- *Create email and events:* When you start adding people to an email or calendar event, proactive assistant suggests the people you included in previous emails or events.
- *Leave for an event:* If your calendar event includes a location, proactive assistant assesses traffic conditions and notifies you when to leave.

Turn off contact suggestions. Go to Settings > Mail, Contacts, Calendars, then turn off Contacts Found in Mail.

Turn off event suggestions. Go to Settings > Mail, Contacts, Calendars, then turn off Events Found in Mail.

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.

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 Pro, iPad Air 2, and iPad mini 3 and later, 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, and tickets; let you make 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 and tapping the card.

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 and removing the ability to pay with your credit and debit cards used for Apple Pay. See Find My iPad. You can log in to your account at iCloud.com and remove the ability to pay with your cards in Settings > My Devices. You can also call the issuers of your cards.

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/HT204387.

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

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 Apple Wireless Keyboard.

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. 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.

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.

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 asked 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/HT203033.

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 Pro, iPad Air 2, iPad mini 3 and later) 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 Pro, iPad Air 2, iPad mini 3 and later) Go to Settings > Touch ID & Passcode. See Touch ID.

Allow access to features when iPad is locked. Go to Settings > Touch ID & Passcode (iPad Pro, iPad Air 2, iPad mini 3 and later) or Settings > Passcode (other models). Optional features include:

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

Allow access to Control Center when iPad is locked. Go to Settings > Control Center. See Control Center.

Erase data after ten failed passcode attempts. Go to Settings > Touch ID & Passcode (iPad Pro, iPad Air 2, iPad mini 3 and later) 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.

Use two-factor authentication for security

Two-factor authentication is an extra layer of security for your Apple ID designed to ensure that all the photos, documents, and other important data you store with Apple can be accessed only by you, and only with your devices. It's built into iOS 9 and OS X El Capitan.

Two-factor authentication is being rolled out gradually. If your account meets all the requirements for two-factor authentication, you are prompted to turn it on when you set up iPad with iOS 9. If you are signed in to iCloud, you can also turn it on by going to Settings > iCloud. Tap your account at the top of the screen, then tap Password & Security. For more information, see support.apple.com/HT205075.

Once enrolled, when you enter your Apple ID and password for the first time on a new device, you're asked to verify your identity with a six-digit verification code. This code is displayed automatically on your other devices or sent to a phone number you trust. Just enter the code to sign in and access your information on your new device.

You won't be asked for a verification code again on that device unless you sign out completely, erase your device, or need to change your password for security reasons.

For more information on two-factor authentication, see support.apple.com/HT204915.

Touch ID

On iPad Pro, iPad Air 2, and iPad mini 3 and later, 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

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.

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.

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 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

If you misplace your iPad, Find My iPhone can help you locate it and protect your data. Use the Find My iPhone app on another iPhone, iPad, iPod touch, or Mac or the web app at www.icloud.com/find to locate your iPad on a map, lock it remotely, play a sound, display a message, or erase all its data.

Note: For more information about Find My iPhone, please refer to the Help in the app.

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 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 display a custom message on the screen with 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 Pro, iPad Air 2, iPad mini 3 and later). See Apple Pay.
- *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 Pro, iPad Air 2, iPad mini 3 and later). See Apple Pay.

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. This ensures that the next owner can activate and use the device normally. Go to Settings > General > Reset > Erase All Content and Settings. See Sell or give away iPad.

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.

Note: For more information about Find My Friends, please refer to the Help in the app.

Turn on Share My Location. Go to Settings > iCloud > Share My Location.

Share your location with a friend. Open Find Friends, 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.

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.

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 and Sync with iTunes.

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.

Show percentage of battery remaining in the status bar. Go to Settings > Battery > Usage, then turn on Battery Percentage.

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. 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.

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.

Siri

Make requests

Siri (iPad Pro, iPad 3rd generation and later, iPad mini and later) lets you speak to your 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.

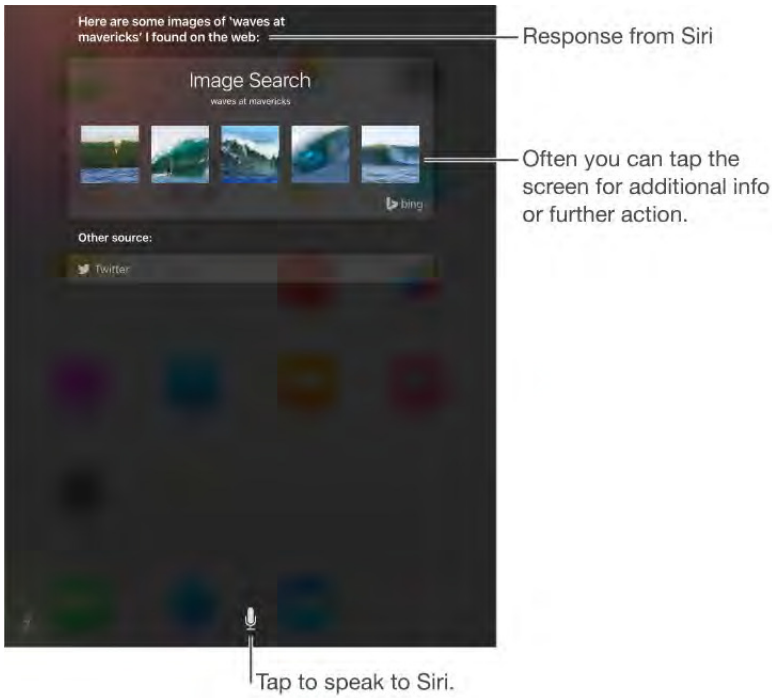
Note: To use Siri, iPad must be connected to the Internet. See Connect to Wi-Fi. Cellular charges may apply.

Summon Siri. Press and hold the Home button, release the button, then make your request. Or, instead of waiting for Siri to notice that you've stopped talking, you can continue to hold down the Home button while you speak, then release it when you finish.

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

Hey Siri. You can use Siri without pressing the Home button. Just say "Hey Siri," then make your request. With iPad Pro, Siri is always listening, even when iPad isn't connected to a power source. Other models require iPad to be plugged in.

To turn Hey Siri on or off, go to Settings > General > Siri > Allow "Hey Siri".



Get Siri hints. Ask Siri "what can you do," or tap ?.

The onscreen response from Siri often includes information or images that you can tap for additional detail, or to perform some other action.

Change the voice gender for Siri. Go to Settings > General > Siri > Siri Voice (may not be available in all areas).

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

Note: For voice feedback options, go to Settings > General > Siri > Voice Feedback.

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" or "Ailish Kimber is my mom."

Note: Siri uses Location Services when your requests require knowing your location. See Privacy.

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:

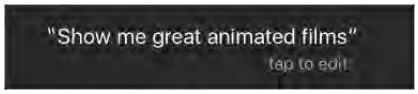
- “FaceTime Mom”
- “Do I have any new texts from Rick?”
- “I’m running low on gas”
- “Set an alarm for 8 a.m.”

To get personalized service for requests like “FaceTime Mom,” tell Siri about yourself and your relationships. See Tell Siri about yourself.

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

Make corrections

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



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.

Want to change a message before sending it? Say “Change it.”

Siri settings

Go to Settings > General > Siri, where you can:

- Turn Siri on or off
- Turn “Hey Siri” on or off
- Specify the language to use
- Set voice accent and gender (may not be available in all areas)
- Specify your My Info card

- Choose a setting for Voice feedback
  - To allow Siri to speak when the sound is muted, choose Always On (see Volume controls).
  - To silence Siri while the sound is muted, except when you're using Hey Siri or when iPad is connected to a Bluetooth device or headphones, choose Control with Mute Setting.
  - To allow Siri to speak only when you're using Hey Siri or when iPad is connected to a Bluetooth device or headphones, choose Hands-Free Only.

Prevent access to Siri when iPad is locked. Go to Settings > Touch ID & Passcode (iPad Pro, iPad Air 2, iPad mini 3 and later) or Settings > Passcode (other models). You can also disable Siri by turning on restrictions. See Restrictions.

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.

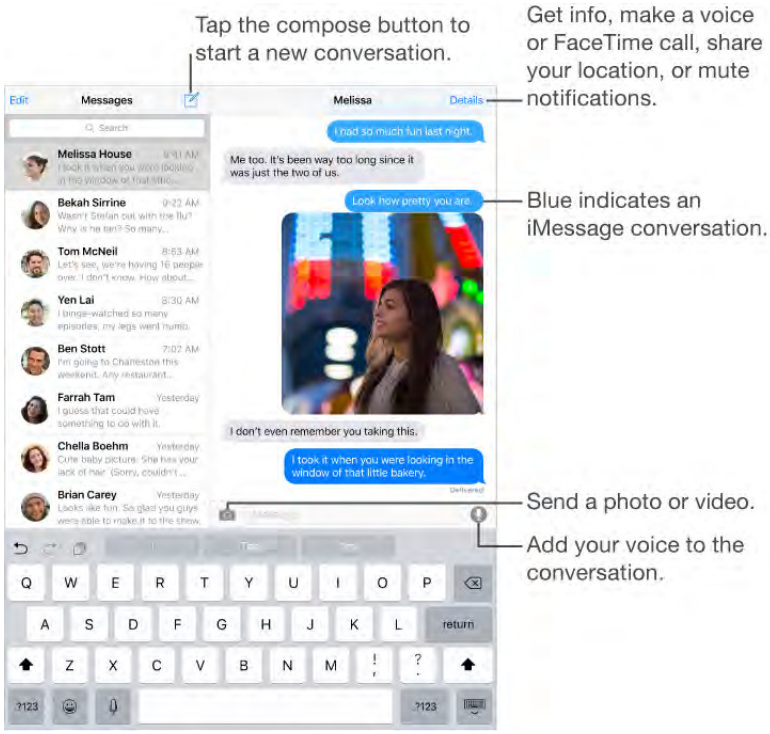
With Continuity (iOS 8 or later), you can also send and receive SMS and MMS messages on your iPad, relayed through your iPhone. You must be signed in to iMessage using the same Apple ID on both iPad and iPhone. Charges may apply to the text messaging service for your iPhone. See About Continuity features.

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.

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



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 touching and holding a phone number in Mail, Calendar, or Safari, then choosing Send Message.

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.

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.

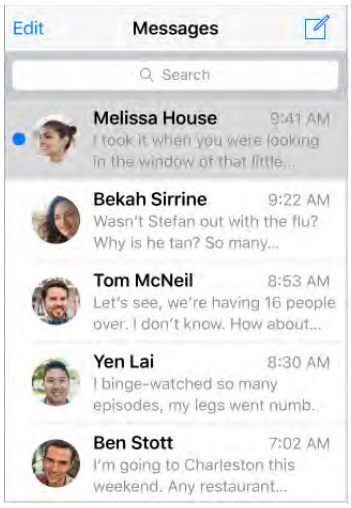
Keep it quiet. Tap Details, then turn on Do Not Disturb to mute notifications for the conversation.

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



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.

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. 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)

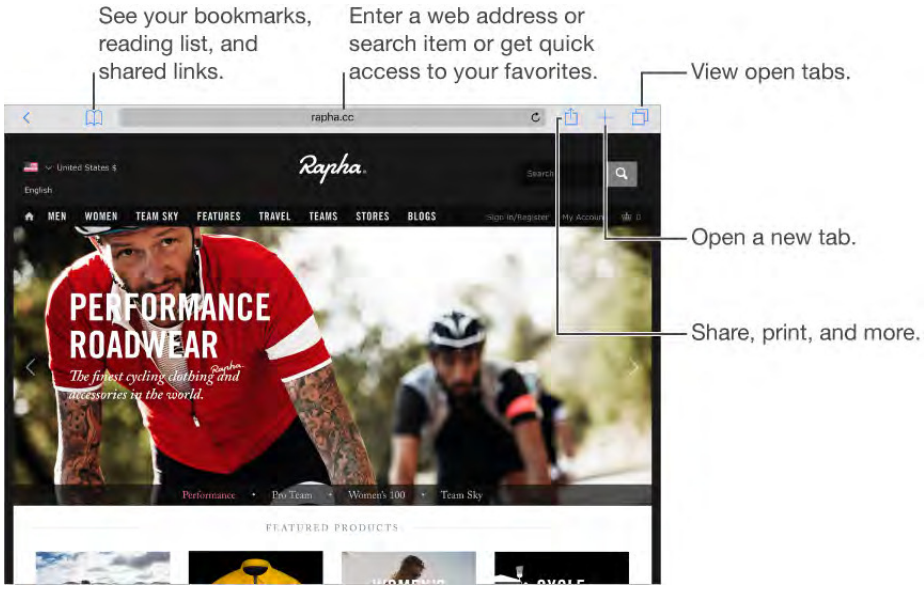
Manage notifications for messages. See Notification Center.

Set the alert sound for incoming text messages. See Sounds and silence.

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.



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.

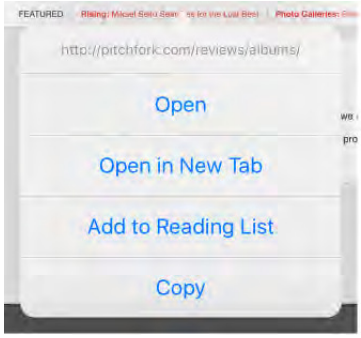
Have your favorites top the list. Select them at Settings > Safari > Favorites.

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.



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.

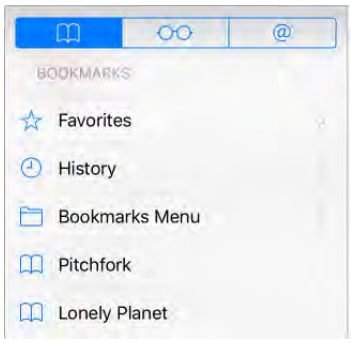
See more. Turn iPad to landscape orientation.

See the latest. 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 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.

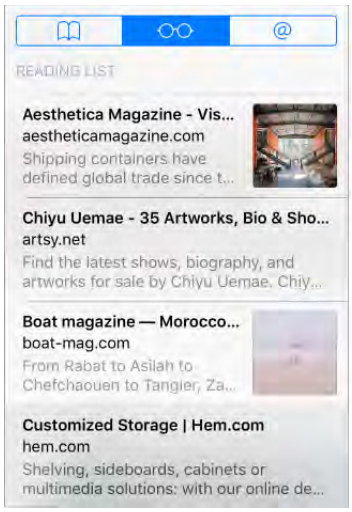
Choose which favorites appear when you tap the search field. Go to Settings > Safari > Favorites.

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.

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. In your reading list, swipe the item to the left.

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

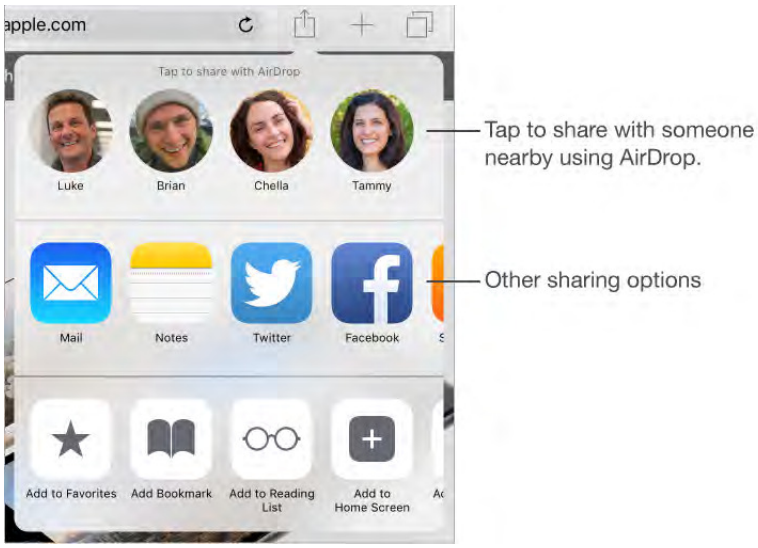
You can view links shared from social media, such as Twitter, or feeds from your subscriptions.

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 ⬆.



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. 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.

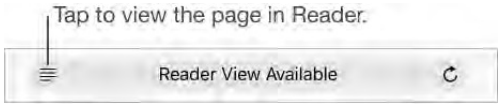
Add a credit card for purchases. Go to Settings > Safari > AutoFill > Saved Credit Cards > Add Credit Card. To enter the information without typing it, tap Use Camera, then hold iPad above the card so that the image of the card fits in the frame. You can also add a credit card by accepting when Safari 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.

Submit a form. Tap Go, Search, or the link on the webpage.

Use Reader for distraction-free reading

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.

View your saved passwords. Go to Settings > Safari > Passwords, then enter your iPad passcode or use Touch ID.

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)

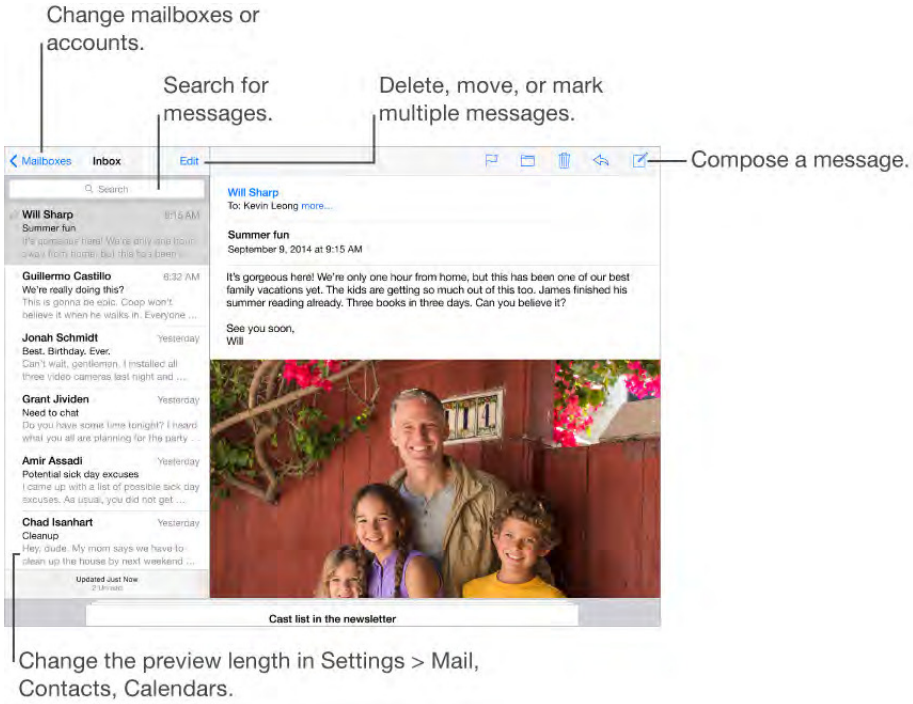
Apple Confidential

- Configure advanced settings and more

Mail

Write messages

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



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

Insert a photo or video. Double-tap, then tap Insert Photo or Video. Also see Edit text.

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"

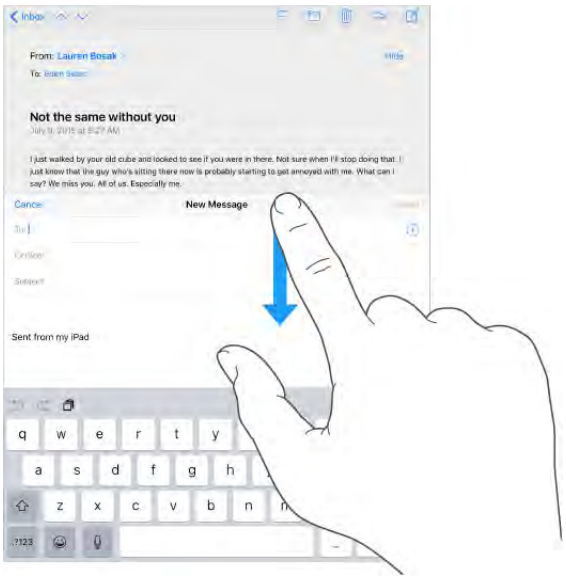
Get a sneak peek

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.



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 ✎.

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

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.

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?”

Delete messages

View then delete a message. Tap a message to open it. When you’re ready to delete it, tap 🗑.

Delete a message with a swipe. While viewing a list of messages, swipe a message to the left to reveal a menu of actions, then tap Trash. Or, to delete a message in a single gesture, swipe it all the way to the left.

Delete multiple messages at once. While viewing a list of messages, tap Edit, select some messages, then tap Trash. If you change your mind, shake iPad immediately to undo.

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.

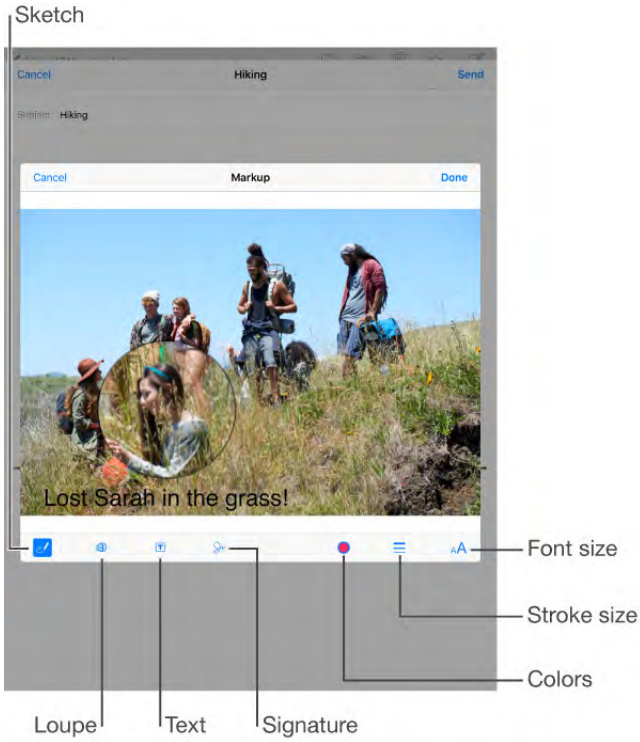
Archive instead of delete. Instead of deleting messages, you can archive them so they’re still around, in the Archive mailbox, if you need them. To turn this option on, select Archive Mailbox in Settings > Mail, Contacts, Calendars > *account name* > Account > Advanced. To delete a message instead of 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*]. Then, for an iCloud account, go to Mail > Advanced > Remove. For other accounts, tap Account (at the top of the screen), then go to Advanced > Remove. Some email services might override your selection; for example, iCloud doesn't keep mail messages any longer than 30 days, even if you select Never. Contact your email provider for more information.

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). If you have iPad Pro, you can annotate with Apple Pencil.



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.

Send large attachments. Mail Drop lets you send files that exceed the maximum size allowed by your email account. Tap Send when you're ready to send a message with large attachments, then follow the onscreen instructions to use Mail Drop.

Work with multiple messages

Move or mark multiple messages. While viewing a list of messages, tap Edit. Select some messages, then choose an action. If you change your mind, shake iPad immediately to undo.

Manage a message with a swipe. 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.

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.

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.

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

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.

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

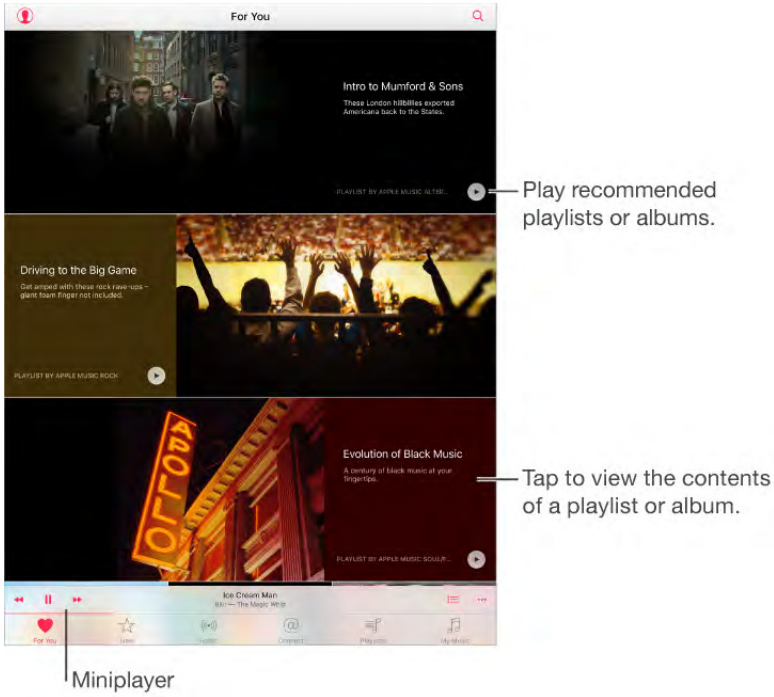
Apple Music can suggest songs you might enjoy, with a little guidance from you about your genre and artist preferences.

Select your favorite genres and artists. When you first tap For You, you're asked 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.



View music tweaked to your taste. Tap ▶ to play an album or playlist. Tap an album or a playlist's album art to view its contents. If you find an album recommendation you don't care for, touch and hold it, then tap I Don't Like This Suggestion. To get more recommendations, pull down to refresh the list.

Tell Music what you love. Tap ♡ when viewing an album's contents or an artist's screen, or from Now Playing to help improve future recommendations

Reorder a For You playlist. Play the playlist, tap the Miniplayer to show the Now Playing screen, then tap ☰. Drag ☰ to rearrange the song order.

Quickly identify an album's most-played tracks. Some albums have a ★ next to the most popular tracks.

Add For You playlists. Tap the playlist, then tap +. The playlist remains in your music library and updates automatically if the playlist changes. (Go to Settings > Music, then turn on iCloud Music Library to display these playlists.)

Do more with your music. When viewing the contents of an album, tap ••• to add the album to your library, mark the album as a favorite, create a station based on that album, share the album, and much more. Tap ••• next to a playlist to see similar options.

Search for and add music

Find your music. Tap 🔍, tap My Music, then enter a song, album, playlist, artist, compilation, or genre. Results include music on iPad as well as music in your iCloud Music Library. Tap a result to play it.

Search Apple Music. Tap 🔍, tap All Apple Music, then select a trending search or enter a song, album, playlist, artist, curator, music video, activity, radio station, or genre. Tap a result to play it.

Add Apple Music. To add music, tap ＋, where available (when viewing an album or playlist, for example). To add a track from a list of tracks or the Now Playing screen, tap •••, then tap ＋. To stream an added song to iPad, tap it within My Music.

Save Apple Music. To save music to iPad so that you can play it when you don't have a Wi-Fi or cellular connection, tap ＋ to add it to My Music, then tap ☁ to download it. Downloaded tracks, playlists, and albums display ☑.

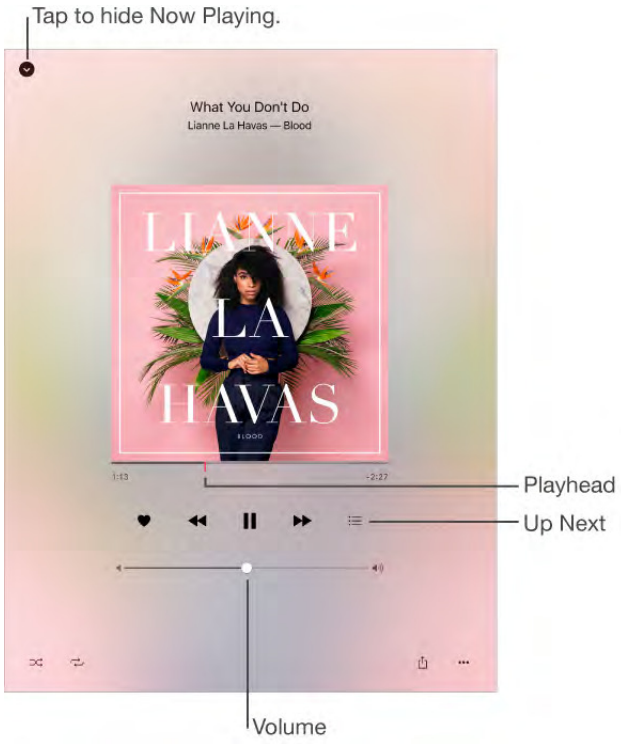
A progress indicator appears next to each track as it downloads.You can also see the progress of tracks being saved to iPad—and access options for pausing tracks or removing them from the Downloads list—by tapping the Downloads bar, which appears near the top of the screen when you save tracks.

Note: Settings > Music > iCloud Music Library must be turned on to add and save Apple Music to your library.

Play music

Control playback. Tap a song to play it and show the Miniplayer. Tap the Miniplayer to show the Now Playing screen, where you can do the following:

- Tap ▶▶ to skip to the next song.
- Tap ◀◀ to return to the song's beginning.
- Double-tap ◀◀ to play the previous song in an album or playlist.



Skip to any point in a song. Drag the playhead. Decrease the scrubbing speed by sliding your finger down the screen.

Share music. Tap ⬆, then choose a sharing option.

Shuffle. Tap ⤮ to play your songs in random order.

Repeat. Tap ⟲ to repeat an album or playlist. Double-tap ⟲ to repeat a single song.

More. Tap ••• for additional options.

See what's up next. Tap ☰. Tap a song to play it and the songs that follow. Drag ≡ to reorder the list.

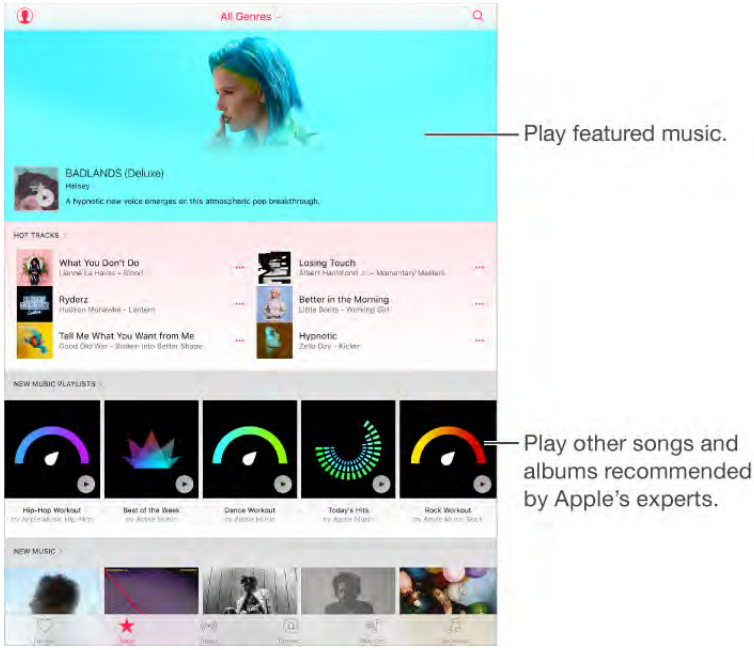
Stream music to an AirPlay-enabled device. Tap ⊡ in Now Playing, then choose a device. See AirPlay.

Quickly navigate to the album. Tap the track, artist, or album name in Now Playing.

Hide Now Playing. Swipe down the album art or tap ⌄.

New

Music experts pick today's best music. Tap New to browse their recommendations.



Browse expert recommendations. Tap New, then tap a featured album, song, artist, or playlist.

Browse your favorite genres. Tap All Genres, choose a genre, then tap a featured album, song, artist, or playlist to hear music handpicked by music experts.

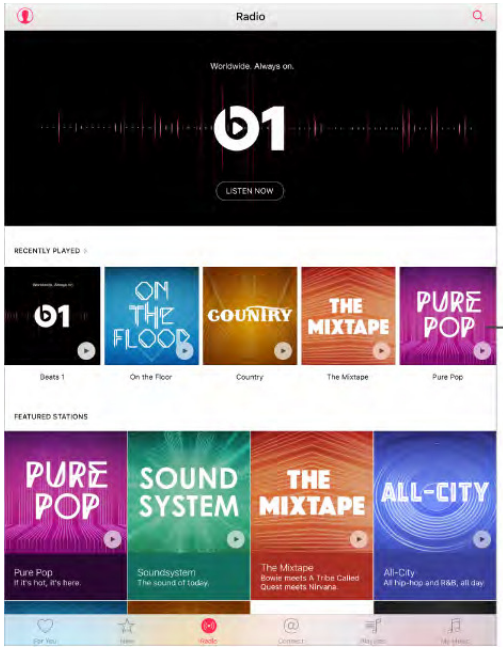
Fit the music to the mood. Scroll down, then tap Activity Playlists to play music that fits with what you're doing (or how you're feeling).

Get expert advice. Scroll down, then tap Apple Editors Playlists or Curator Playlists to discover music recommended by music experts. Tap Follow to keep up with your favorite experts.

See what's hot. Scroll down to Top Songs, then tap More Top Charts to view top songs, top albums, and other popular content.

Radio

Radio offers the always-on Beats 1, featuring top DJs playing today's best music. The featured stations created by experts provide a great way to explore and enjoy new music in a variety of genres. You can also create your own custom stations, based on your pick of artist, song, or genre.



Tap to play the station.

Listen to live radio. Tap Listen Now to tune in to Beats 1.

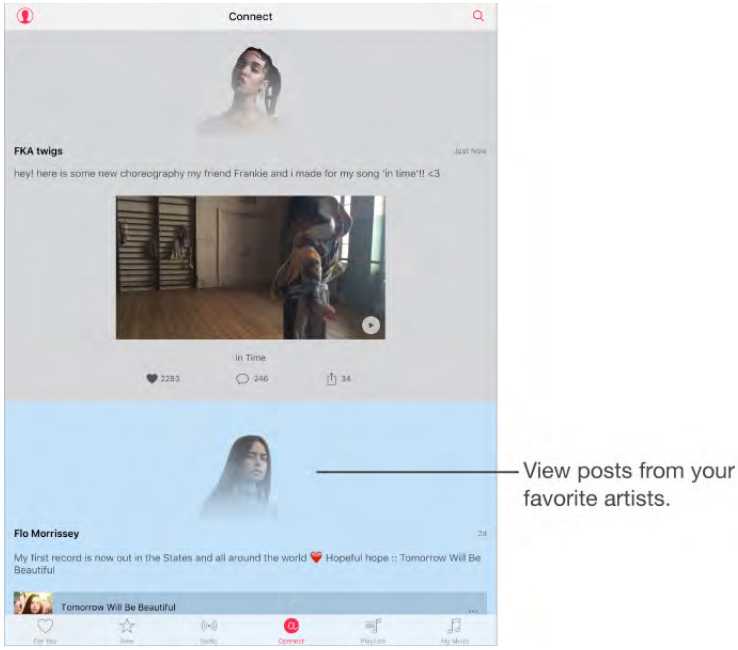
Note: Because Beats 1 is live radio, you can't pause, rewind, or skip tracks.

Listen to your favorite music genre. Tap a station or, if you already listened to a station, tap a recently played station.

Create a station. When browsing an artist, song, or genre, tap •••, then tap ((•)).

Connect

Even if you're not an Apple Music member you can follow your favorite artists, learn more about them, read their recent posts, and comment on what you find.



Follow an artist. Music automatically follows the artists found in your music library. To follow other artists, search for an artist, then tap Follow on the artist's page. To stop following an artist, go to the artist's page, then tap Following. Or tap 👤, tap Following, then tap Unfollow next to the artist's name.

View an artist's content. Tap Connect to view the content shared by artists you follow. You can also navigate to any artist's page to see what that artist is sharing.

Make a comment. Tap 💬, type in the comment field, then tap Post. Create a nickname the first time you make a comment.

Share an artist post. Tap ⬆, then choose a sharing option.

Playlists

Create playlists to organize your music. Tap Playlists, then tap New Playlist. Enter a title and description, tap Add Songs, then select songs and albums to add to the playlist. The most recently changed playlist appears as the first choice when you add songs to a playlist.

You can also tap ••• next to a song or album, tap Add to a Playlist, then tap New Playlist.

To customize your playlist's artwork, tap 📷, then take a photo or choose an image from your photo library.

Share a playlist. To share a playlist you created on iPad, tap •••, tap ⬆, then choose a sharing option.

View particular playlists. In addition to playlists you create, Playlists includes playlists you added from Apple Music, as well as those shared with you. To view just the playlists you created, tap All Playlists, then tap My Playlists. You can also choose to see just Apple Music Playlists or only the playlists saved on iPad.

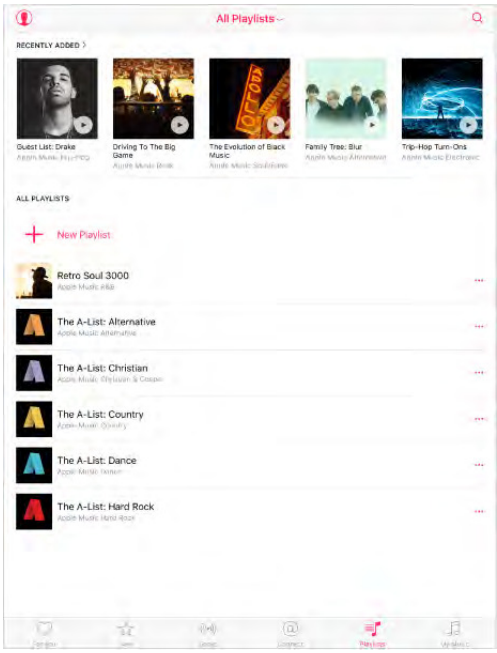
Create a Genius playlist. In My Music tap ••• next to a song, then tap Create Genius Playlist.

Edit a playlist you created on iPad. Select the playlist, then tap Edit.

- *Add more songs:* Tap Add Songs.
- *Delete a song:* Tap ⊖, then tap Delete. Deleting a song from a playlist doesn't delete it from iPad.
- *Change the song order:* Drag ≡.

New and changed playlists are added to iCloud Music Library and appear on all your devices if you're an Apple Music member or iTunes Match subscriber. If you're not a member or subscriber, they're copied to your music library the next time you sync iPad with your computer.

Delete a playlist you created on iPad. Tap ••• next to the playlist, then tap Delete from My Music.



iTunes Match

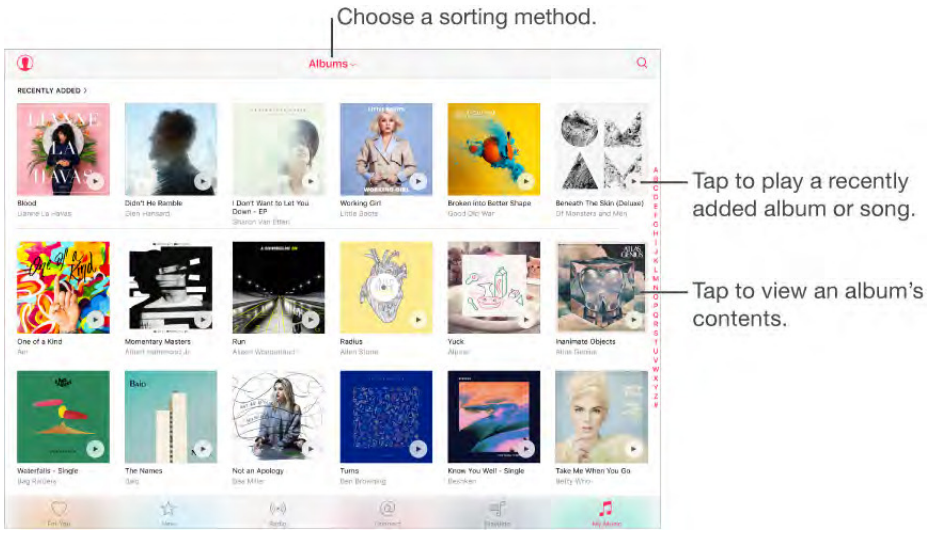
If you have an iTunes Match subscription, your iTunes Match library is accessible in iCloud Music Library. To learn more about iTunes Match, see support.apple.com/HT204146.

Subscribe to iTunes Match. Go to Settings > Music > Subscribe to iTunes Match.

Turn on iTunes Match. Go to Settings > iTunes & App Store. Sign in if you haven't already. Go to Settings > Music, then turn on iCloud Music Library.

My Music

My Music includes any Apple Music content you added, music and music videos synced to iPad, iTunes purchases, and the music you make available through iTunes Match.



Browse and play your music. Tap the sorting menu to display your music by Artists, Albums, Songs, and more. Tap the album art to play a song or album. Tap the Miniplayer to display the Now Playing screen.

Save music to iPad. Tap ••• next to an album, playlist, or track in My Music, then tap ☁.

View only music stored on iPad. Tap My Music, tap the sorting menu, then turn on Only Downloaded Music.

Delete a song or album from My Music. Tap ••• next to the song or album, then tap Delete from My Music. The item is deleted from your iCloud Music Library.

Remove a song or album stored on iPad. Tap ••• next to the song or album, tap ☑, then tap Remove Downloads. The item is removed from iPad, but not from iCloud Music Library.

To manage music storage on iPad, go to Settings > General > Storage & iCloud Usage > Manage Storage > Music.

Add music to a playlist. Tap ••• next to an album or track, tap Add to a Playlist, then choose a playlist.

Note: The first time you tap Add to Playlist, you can choose to automatically add songs to your library when you add them to a playlist. If you do this, the songs are also added automatically to your library on devices where you're signed in with the same Apple ID. Go to Settings > Music > Add Playlist Songs to My Music to turn this setting on or off.

Siri

You can use Siri to control music playback. To activate Siri, press and hold the Home button. See Make requests.

Use Siri. Siri supports a wide variety of commands, which you can use to do the following:

- *Play or pause music:* Say "play," "play music," or "play radio." To pause, say "pause," "pause music," or "stop." You can also say "next song" or "previous song."
- *Play a specific album, artist, song, playlist, or radio station:* Say "play" followed by the name of the artist, album, song, playlist, or station that you want to play. If Siri doesn't find what you asked for, be more specific. For example, say "play the radio station 'Pure Pop'" rather than saying "play 'Pure Pop.'"
- *Find out more about the current song:* Say "what's playing," "who sings this song," or "who is this song by."
- *Play music in random order:* Say "play (artist or album) shuffled."
- *Play similar music:* While music is playing, say "play more songs like this one" or "create a radio station based on this song."
- *Browse Apple Music:* You can play any Apple Music track by title ("play 'Happy' by Pharrell Williams"), by artist ("play Echosmith"), by chart ("play the top song from March 1991"), and change versions ("play the live version of it").

- *Add music from Apple Music to your collection (Apple Music membership required):* Say, for example, "add 'Lifted Up' by Passion Pit to My Music" or, while playing something, say "add this to my collection."

Siri can also help you find music in the iTunes Store. See "Find it with Siri" in Browse or search.

Music settings

Go to Settings > Music to set options for Music. The options you see depend on your membership status.

- *Join Apple Music:* If you're not currently an Apple Music member, you can show Apple Music features as well as become a member.
- *Show Apple Music:* Apple Music members can show or hide Apple Music content. To hide the For You and New buttons, turn off Show Apple Music.
- *Use Cellular Data:* Allow Apple Music to stream over a cellular connection. Turn this option on to stream high-quality music over cellular. Turning on High Quality on Cellular uses more cellular data, and songs may take longer to start playing.
- *Sort Albums:* You can sort by artist or title.
- *iCloud Music Library:* With this option off, all Apple Music content is removed from iPad. Music you purchased or synced, and music identified by iTunes Match that you added for offline play remains.
- *Add Playlist Songs to My Music:* Turn this on to automatically add songs to your library when you add them to playlists. Turn it off, and songs you add to playlists are not also added to your library.
- *Equalization (EQ):* EQ settings generally apply only to music played from the Music app, but they affect all sound output, including the headset jack, AirPlay, and Bluetooth audio connections.

  Note: The Late Night setting compresses the dynamic range of the audio output, reducing the volume of loud passages and increasing the volume of quiet passages. You might want to use this setting when listening to music on an airplane or in some other noisy environment. (The Late Night setting applies to all audio output—video as well as music.)

- *Volume Limit:* In some European Union (EU) countries, iPad may indicate when you're setting the volume above the EU-recommended level for hearing safety. To increase the volume beyond this level, you may need to briefly release the volume control. To limit the maximum headset volume to this level, go to Settings > Music > Volume Limit, then turn on EU Volume Limit.

  Note: To prevent changes to the volume limit, go to Settings > General > Restrictions > Volume Limit, then tap Don't Allow Changes.

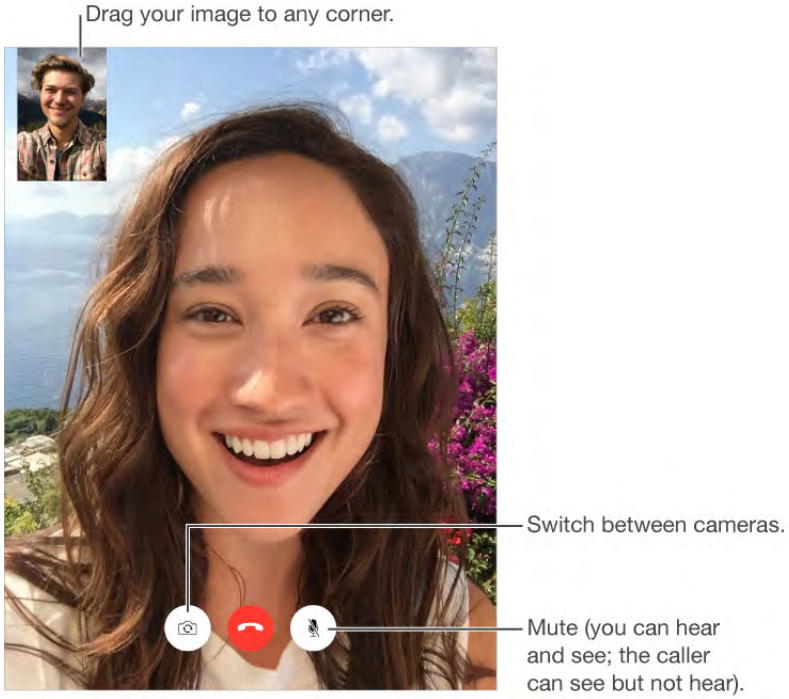
- *Sound Check:* Sound Check normalizes the volume level of your audio content.

FaceTime

FaceTime at a glance

Use FaceTime to make video or audio calls to other iOS devices or computers that support FaceTime. The FaceTime camera lets you talk face-to-face; switch to the rear iSight camera (not available on all models) to share what you see around you.

Note: FaceTime may not be available in all areas.



With a Wi-Fi connection and an Apple ID, you can make and receive FaceTime calls (first sign in using your Apple ID, or create a new account). On iPad Wi-Fi + Cellular models, you can also make FaceTime calls over a cellular data connection, which may incur additional charges (FaceTime over cellular data or LTE isn't available on iPad 2). See Cellular settings.

Make and answer calls

Make a FaceTime call. Make sure FaceTime is turned on in Settings > FaceTime. Tap FaceTime, then type the name or number you want to call in the entry field at the top left. Tap to make a video call, or tap to make a FaceTime audio call. Or tap to open Contacts and start your call from there.

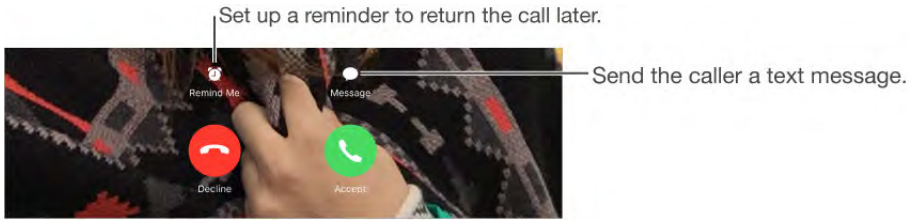
Leave a message. If no one answers your call, tap Leave a Message. You can also choose to cancel the call or try calling back.

Want to call again? Tap FaceTime to see your call history in the left panel. Tap Audio or Video to refine your search, then tap a name or number to call again. Tap ⓘ to open the name or number in Contacts.

Delete a call from call history. Tap FaceTime to see your call history on the screen. Swipe to the left, then tap Delete to delete the name or number from your call history.

Can't take a call right now? When a FaceTime call comes in, you can answer, decline, or choose another option.

Ask Siri. Say something like: "Make a FaceTime call."



See the whole gang. Rotate iPad to use FaceTime in landscape orientation. To avoid unwanted orientation changes, lock iPad in portrait orientation. See Change the screen orientation.

Manage calls

Multitask with Picture in Picture. (iPad Pro, iPad Air and later, iPad mini 2 and later) When using FaceTime, press the Home button or tap ⧉. Your video screen scales down to a corner of your display so you can see the Home screen and open other apps. To return to the video, tap ⧉ in the small video window. For more information, see Picture in Picture.

Juggle calls. FaceTime calls aren't forwarded. If another call comes in while you're on a FaceTime call, you can either end the FaceTime call and answer the incoming call, decline the incoming call, or reply with a text message. You can use call waiting with FaceTime audio calls only.

Use call waiting for audio calls. If you're on a FaceTime audio call and another call comes in, you can decline the call, end the first call and accept the new one, or put the first call on hold and respond to the new call.

Block unwanted callers. Go to Settings > FaceTime > Blocked > Add New. You won't receive FaceTime calls or text messages from blocked callers. For more information about blocking calls, see support.apple.com/HT201229.

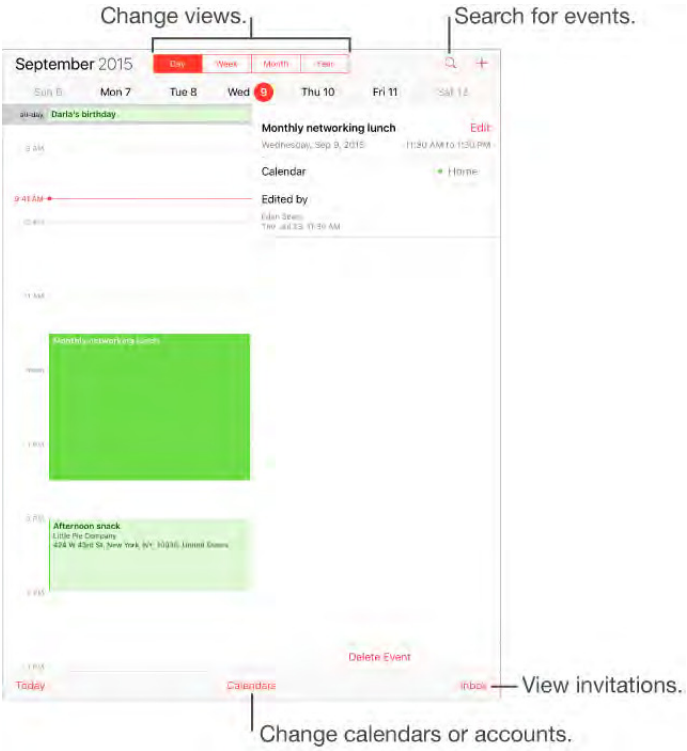
FaceTime Settings

Go to Settings > FaceTime, where you can:

- Turn FaceTime on or off
- Specify a phone number, Apple ID, or email address to use with FaceTime
- Set quick responses for when you respond to an incoming call with a text
- Set your caller ID

Calendar

Calendar at a glance



Ask Siri. Say something like:

- "Set up a meeting with Barry at 9."
- "Do I have a meeting at 10?"
- "Where is my 3:30 meeting?"

Add an event. In day view, touch and hold a time until a new event appears, then fill in the event details. If you add the address of the event's location, you're reminded in time to leave from your current location, based on traffic conditions.

Search for events. Tap 🔍, then enter text in the search field. The titles, invitees, locations, and notes for the calendars you're viewing are searched.

Ask Siri. Say something like: "What's on my calendar for Friday?"

Change your view. Tap Day, Week, Month, or Year. Tap 🔍 to view upcoming events as a list. In week or day view, pinch to zoom in or out.

Change the color of a calendar. Tap Calendars, tap ⓘ next to the calendar, then choose a color from the list. For some calendar accounts, such as Google, the color is set by the server.

Adjust an event. Touch and hold the event, then drag it to a new time, or adjust the grab points.

Ask Siri. Say something like: “Reschedule my appointment with Barry to next Monday at 9 a.m.”

Invitations

iCloud, Microsoft Exchange, and some CalDAV servers let you send and receive meeting invitations.

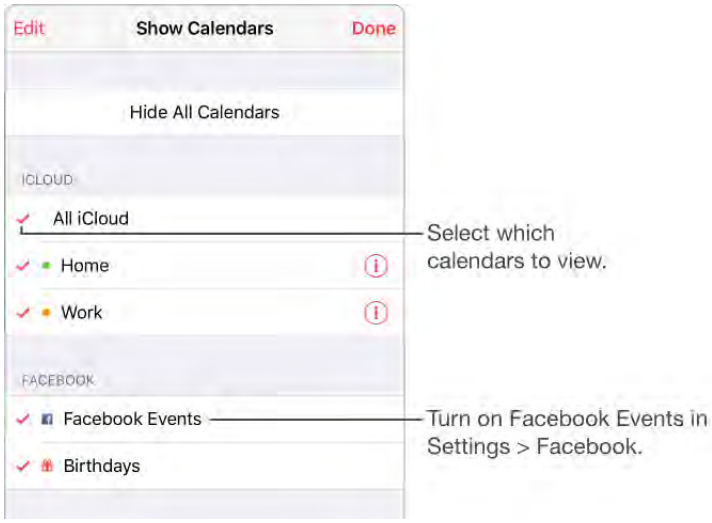
Invite others to an event. Tap an event, tap Edit, then tap Invitees. Type names, or tap ⊕ to pick people from Contacts. If you don’t want to be notified when someone declines a meeting, go to Settings > Mail, Contacts, Calendar, then turn off Show Invitee Declines.

RSVP. Tap an event you’ve been invited to, or tap Inbox, then tap an invitation. If you add comments (which may not be available for all calendars), your comments can be seen by the organizer but not by other attendees. To see events you declined, tap Calendars, then turn on Show Declined Events.

Schedule a meeting without blocking your schedule. Tap the event, tap Availability, then tap “free.” If it’s an event you created, tap “Show As,” then tap “free.” The event stays on your calendar, but it doesn’t appear as busy to others who send you invitations.

Quickly send an email to attendees. Tap the event, tap Invitees, then tap ✉.

Use multiple calendars



Turn on iCloud, Google, Exchange, or Yahoo! calendars. Go to Settings > Mail, Contacts, Calendars, tap an account, then turn on Calendar.

Subscribe to a calendar. Go to Settings > Mail, Contacts, Calendars, then tap Add Account. Tap Other, then tap Add Subscribed Calendar. Enter the URL of the .ics file to subscribe to. You can also subscribe to an iCalendar (.ics) calendar by tapping a link to the calendar.

Add a CalDAV account. Go to Settings > Mail, Contacts, Calendars, tap Add Account, then tap Other. Under Calendars, tap Add CalDAV Account.

Add an OS X Server account. Go to Settings > Mail, Contacts, Calendars, tap Add Account, then tap Other. Under Servers, tap Add OS X Server Account.

View the Birthdays calendar. Tap Calendars, then tap Birthdays to include birthdays from Contacts with your events. If you set up a Facebook account, you can also include your Facebook friends' birthdays.

View the Holidays calendar. Tap Calendars, then tap Holidays to include national holidays with your events.

View events sent to you in Mail messages. Tap Calendars, then tap Events Found in Mail. To turn off notifications for these events, go to Settings > Notifications > Calendar > Events Found in Mail.

See multiple calendars at once. Tap Calendars, then select the calendars you want to view.

Move an event to another calendar. Tap the event, tap Edit, tap Calendars, then select a calendar to move it to.

Share iCloud calendars

With Family Sharing, a calendar shared with all the members of your family is created automatically. See Family Sharing. You can also share an iCloud calendar with other iCloud users. When you share a calendar, others can see it, and you can let them add or change events. You can also share a read-only version that anyone can view.

Create an iCloud calendar. Tap Calendars, tap Edit, then tap Add Calendar in the iCloud section.

Share an iCloud calendar. Tap Calendars, tap Edit, then tap the iCloud calendar you want to share. Tap Add Person, then enter a name, or tap ⊕ to browse your Contacts. Those you invite receive an email invitation to join the calendar, but they need an iCloud account to accept.

Change a person's access to a shared calendar. Tap Calendars, tap Edit, tap the shared calendar, then tap the person. You can turn off his or her ability to edit the calendar, resend the invitation to join the calendar, or stop sharing the calendar with that person.

Turn off notifications for shared calendars. When someone modifies a shared calendar, you're notified of the change. To turn off notifications for shared calendars, go to Settings > Notifications > Calendar > Shared Calendar Changes.

Share a read-only calendar with anyone. Tap Calendars, tap Edit, then tap the iCloud calendar you want to share. Turn on Public Calendar, then tap Share Link to copy or send the URL for your calendar. Anyone can use the URL to subscribe to the calendar using a compatible app, such as Calendar for OS X.

Calendar settings

Several settings in Settings > Mail, Contacts, Calendars affect Calendar and your calendar accounts. These include:

- Syncing of past events (future events are always synced)
- Display of events found in Mail messages
- Alert tone played for new meeting invitations

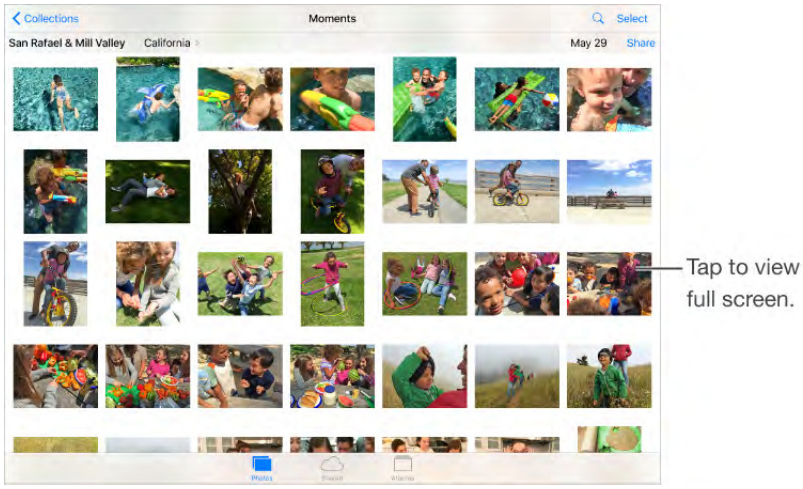
- Default calendar for new events
- Default time for alerts
- Time zone override, to show dates and times using a different time zone
- Which day starts the week
- Display of week numbers in the monthly calendar
- Display of Chinese, Hebrew, or Islamic dates

Photos

View photos and videos

The Photos app lets you view the photos and videos:

- Taken with Camera on iPad
- Stored in iCloud (see iCloud Photo Library)
- Shared from others (see iCloud Photo Sharing)
- Synced from your computer (see Sync with iTunes)
- Saved from an email, text message, webpage, or screenshot
- Imported from your camera

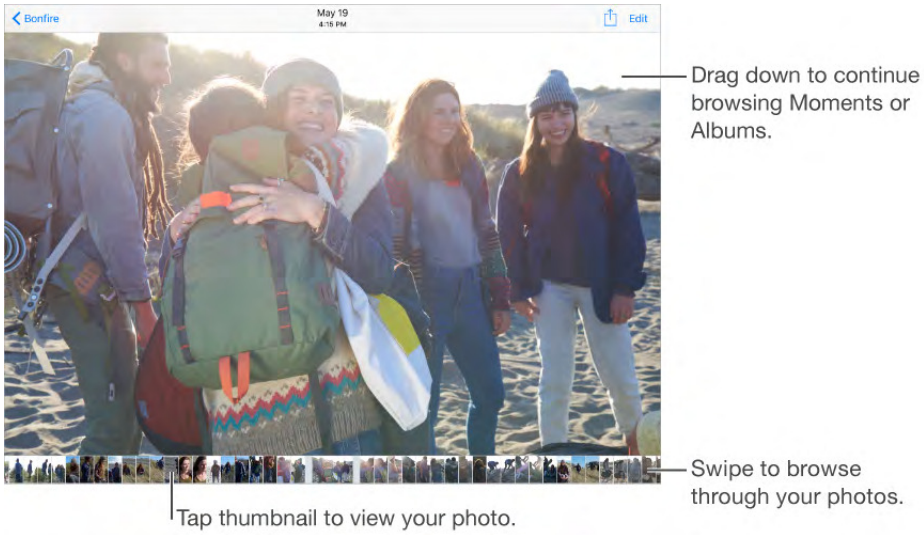


The Photos app includes tabs for Photos, Shared, and Albums.

- Tap Photos to see all your photos and videos, organized by Years, Collections, and Moments. To quickly browse the photos in a collection or year, touch and hold a thumbnail, then drag.
- Tap Shared to see photos and videos you shared with others or that others shared with you. See iCloud Photo Sharing.
- Tap Albums to see your photos and videos organized by albums. See Organize photos and videos.

View all your photos and videos. By default, Photos displays a representative subset of your photos when you view by year or by collection. To see all your photos, go to Settings > Photos & Camera, then turn off Summarize Photos.

Browse through your photos and videos. While viewing a photo, swipe the thumbnails to browse through your photos. Tap a thumbnail to view a photo. Drag the photo down to continue browsing Moments or Albums.



Play a Live Photo. If you take a Live Photo on iPad Pro (9.7-inch), or if you receive a Live Photo via iMessage, iCloud Photo Sharing, or AirDrop, you can bring it to life on your iPad (iOS 9 required). Touch and hold the Live Photo to play it. If someone shares a Live Photo with you via email, you receive it as a 12 MP still image.

Make a still photo from a Live Photo. View the Live Photo, tap , tap , then tap Duplicate as Still Photo.

View by location. While viewing by year or by collection, tap >. Photos and videos that include location information appear on a map, showing where they were taken.

Search photos. From Albums or Photos, tap to search by date (month and year), or place (city and state). Search also keeps your Recent Searches on hand and gives you a list of suggested searches.

While viewing a photo or video, tap to show and hide the controls. Swipe left or right to go forward or backward.

Ask Siri. Say something like:

- “Show me photos from July”
- “Show me photos of California”

- “Show me photos from my Vacation album”

Zoom in or out. Double-tap, or pinch a photo. When you zoom in, you can drag to see other parts of the photo.

Play a video. Tap ▶. To toggle between full screen and fit-to-screen, double-tap the screen.

Play a slideshow. While viewing a photo, tap ⬆, then tap Slideshow. Select options, then tap Start Slideshow. To stop the slideshow, tap the screen. To set other slideshow options, go to Settings > Photos & Camera.

To stream a slideshow or video to a TV, see AirPlay.

Organize photos and videos

The Albums tab includes albums you create yourself and some albums that are created for you, depending on how you use Photos. For example, videos are automatically added to the Videos album. All your photos in iCloud are in the All Photos album if you use iCloud Photo Library (see iCloud Photo Library). If you don’t use iCloud Photo Library, you see the Camera Roll album instead, which includes photos and videos you took with iPad and from other sources.

Note: If you use iCloud Photo Library, albums are stored in iCloud and are up to date and accessible on any iOS 8.1 or later device, Mac with OS X Yosemite v10.10.3 or later, and on iCloud.com using the same Apple ID. See iCloud Photo Library.

Create a new album. Tap Albums, tap +, enter a name, then tap Save. Select photos and videos to add to the album, then tap Done.

Add items to an existing album. While viewing thumbnails, tap Select, select items, tap Add To, then select the album.

Manage albums. While viewing your album list, tap Edit.

- *Rename an album:* Select the album, then enter a new name.
- *Rearrange albums:* Touch, then drag the album to another location.
- *Delete an album:* Tap ⊗.

With iCloud Photo Library, you can manage all your albums from any iOS 8.1 or later device set up with iCloud Photo Library.

Mark your favorites. While viewing a photo or video, tap ♡ to automatically add it to the Favorites album. A photo or video can be part of another album as well as Favorites.

Hide photos or videos you want to keep but not show. While viewing thumbnails, tap Select, then select the photos or videos you want to hide. Tap ⬆, then tap Hide. The photos or videos are moved to the Hidden album.

Note: Photos or videos are hidden from Moments, Collections, and Years, but are still visible in Albums.

Remove a photo or video from an album. Tap the photo or video, tap 🗑, then tap Delete Photo. The photo or video is removed from the album and from the Photos tab.

Delete a photo or video from Photos. Tap the Photos tab, tap the photo or video, tap 🗑, then tap Delete Photo or Delete Video. Deleted photos and videos are kept in the Recently Deleted album on iPad, with a badge showing the remaining days until the item is permanently removed from iPad. To delete the photo or video permanently before the days expire, tap the item, tap Delete, then tap Delete Photo or Delete Video. If you use iCloud Photo Library, deleted photos and videos are permanently removed from all your devices using iCloud Photo Library with the same Apple ID.

Recover a deleted photo or video. In the Recently Deleted album, tap the photo or video, tap Recover, then tap Recover Photo or Recover Video to move the item to the Camera Roll or, if you use iCloud Photo Library, the All Photos album.

iCloud Photo Library

iCloud Photo Library automatically uploads the photos and videos you take and stores them in full resolution in iCloud. You can access your photos and videos in iCloud Photo Library from any device where you're signed in using the same Apple ID.

Use the Photos app on iOS devices and Mac computers to open and edit your photos and videos. Any changes you make are updated on all your devices. See Edit photos and trim videos.

To use iCloud Photo Library, you need iOS 8.1 or later, OS X Yosemite v10.10.3 or later, or iCloud for Windows 5.

Note: If you turn on iCloud Photo Library, you can't use iTunes to sync photos and videos to iPad.

Turn on iCloud Photo Library. Go to Settings > iCloud > Photos, or Settings > Photos & Camera.

Optimize your storage or keep all your photos and videos in full-resolution on iPad. If your iCloud storage plan is over 5 GB, Optimize iPad Storage is on by default. It manages space on your iPad by automatically keeping your full-resolution photos and videos in iCloud and lightweight versions on your iPad, as needed. To keep the full-resolution originals on your iPad, go to Settings > iCloud > Photos, then tap Download and Keep Originals. Your originals are always stored in iCloud.

Download a full-resolution photo or video. If you're not storing original versions on iPad, simply pinch to zoom in to 100%, or tap Edit.

Note: To upload photos and videos to iCloud Photo Library, iPad must be connected to the Internet. Using a cellular connection on iPad cellular models, you can download up to 100 MB at a time.

If your uploaded photos and videos exceed your storage plan, you can upgrade your iCloud storage. Go to Settings > iCloud > Storage > Change Storage Plan to learn about the available options.

My Photo Stream

My Photo Stream automatically uploads your most recent photos to iCloud, so you can import them to devices that aren't using iCloud Photo Library. (My Photo Stream does not upload Live Photos or videos.)

Photos in My Photo Stream do not count against your iCloud storage, and are kept for 30 days in iCloud (up to 1000 photos).

Turn My Photo Stream on or off. Go to Settings > iCloud > Photos, or Settings > Photos & Camera.

Use My Photo Stream without iCloud Photo Library. Photos you take with iPad are added to the My Photo Stream album when you leave the Camera app and iPad is connected to Wi-Fi. Any photos you add—including screenshots and photos saved from email, for example—also appear in your My Photo Stream album.

Photos added to My Photo Stream on your other devices appear in your My Photo Stream album on iPad. iOS devices can keep up to 1000 of your most recent photos in iCloud for 30 days; download photos to your computer or iOS device if you want to keep them permanently. For more information, see support.apple.com/HT201317.

Manage My Photo Stream contents. In the My Photo Stream album, tap Select.

- *Save your best shots on iPad:* Select the photos, then tap Add To.

- *Share, print, or copy:* Select the photos, then tap ⬆.
- *Delete photos:* Select the photos, then tap 🗑.

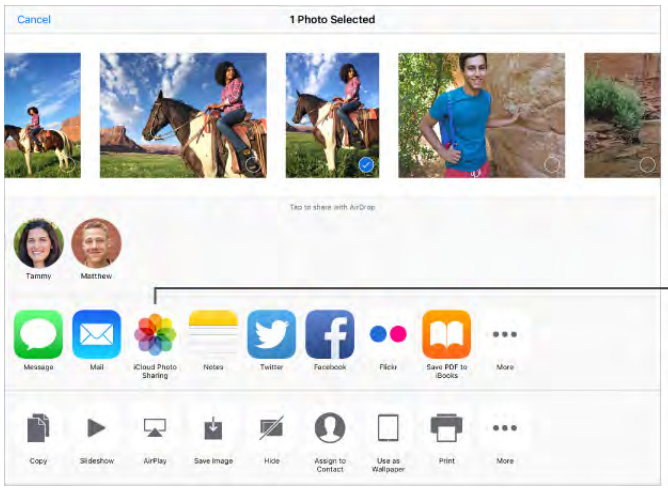
Note: Although deleted photos are removed from My Photo Stream on all your devices, the original photos remain in Photos on the device on which they were originally taken. Photos that you save to another album on a device or computer are also not deleted. See support.apple.com/HT201317.

Use My Photo Stream with iCloud Photo Library. If you use iCloud Photo Library on iPad, you can use My Photo Stream to upload recent photos and videos and view them on other devices that do not have iCloud Photo Library enabled.

iCloud Photo Sharing

With iCloud Photo Sharing, you can create albums of photos and videos to share, and subscribe to other people's shared albums. You can invite others using iCloud Photo Sharing (iOS 6 or later or OS X Mountain Lion or later) to view your albums, and they can leave comments if they wish. If they're using iOS 7 or OS X Mavericks or later, they can add their own photos and videos. You can also publish your album to a website for anyone to view. iCloud Photo Sharing works with or without iCloud Photo Library and My Photo Stream.

Note: To use iCloud Photo Sharing, iPad must be connected to Wi-Fi. iCloud Photo Sharing works over both Wi-Fi and cellular networks. Cellular data charges may apply. See Usage information.



Create new shared albums or add photos to existing ones.

Turn on iCloud Photo Sharing. Go to Settings > iCloud > Photos. Or go to Settings > Photos & Camera.

Share photos and videos. While viewing a photo or video, or when you've selected multiple photos or videos, tap ⬆, tap iCloud Photo Sharing, add comments, then share to an existing shared album or select a new one. You can invite people to view your shared album using their email address or the mobile phone number they use for iMessage.

Enable a public website. Select the shared album, tap People, then turn on Public Website. Tap Share Link if you want to announce the site.

Add items to a shared album. View a shared album, tap +, select items, then tap Done. You can add a comment, then tap Post.

Delete photos from a shared album. Select the shared album, tap Select, select the photos or videos you want to delete, then tap 🗑. You must be the owner of the shared album, or the owner of the photo.

Delete comments from a shared album. Select the photo or video that contains the comment. Touch and hold the comment, then tap Delete. You must be the owner of the shared album, or the owner of the comment.

Rename a shared album. Tap Shared, tap Edit, then tap the name and enter a new one.

Add or remove subscribers, or turn Notifications on or off. Select the shared album, then tap People.

Subscribe to a shared album. When you receive an invitation, tap the Shared tab ☁1, then tap Accept. You can also accept an invitation in an email.

Add items to a shared album you subscribed to. View the shared album, then tap +. Select items, then tap Done. You can add a comment, then tap Post.

See your Family album. When Family Sharing is set up, a shared album called "Family" is automatically created in Photos on all family members' devices. Everyone in the family can contribute photos, videos, and comments to the album, and be notified whenever something new is added. For more information about setting up Family Sharing, see Family Sharing.

Other ways to share photos and videos

You can share photos and videos in Mail or Messages, or through other apps you install.

Share or copy a photo or video. View a photo or video, then tap ⬆. If you don't see ⬆, tap the screen to show the controls.

Tap More in Sharing to turn on the apps you want to use for sharing.

You can share a Live Photo using iMessage, iCloud Photo Sharing, AirDrop, and more. A shared Live Photo plays in Photos on any iOS device with iOS 9 or Mac with OS X El Capitan. For devices or services that don't support Live Photos, a Live Photo is shared as a still photo.

The size limit of attachments is determined by your service provider. iPad may compress photo and video attachments, if necessary.

You can also copy a photo or video, then paste it into an email or text message (MMS or iMessage).

Share or copy multiple photos and videos. While viewing by moment, tap Share.

Save or share a photo or video you receive.

- *Email:* Tap to download it if necessary, then touch and hold the item to see sharing and other options.
- *Text message:* Tap the item in the conversation, then tap ⬆.

Photos and videos that you receive in messages or save from a webpage are saved to your Photos tab. They can also be viewed in the Camera Roll or, if you're using iCloud Photo Library, the All Photos album.

Edit photos and trim videos

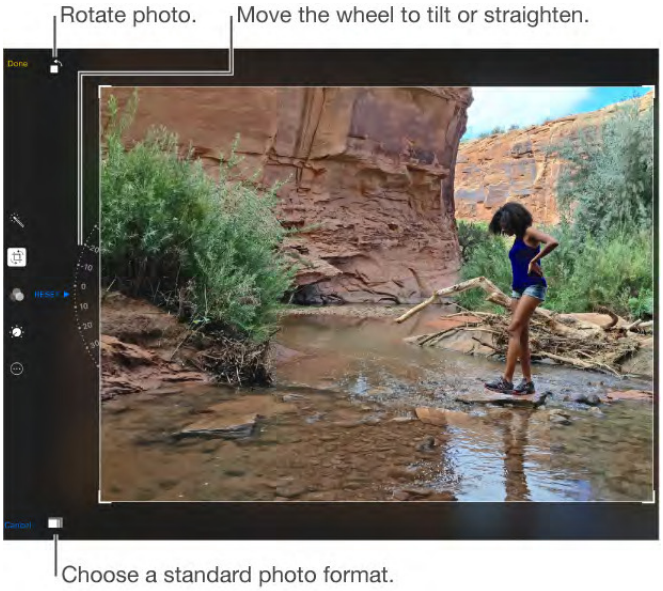
You can edit photos right on iPad. If your photos are stored in iCloud, your edits are updated across all your devices set up with iCloud, and both your original and edited versions are saved. If you delete a photo, it's deleted from all your devices and iCloud. Photo app extensions can provide special editing options. See App extensions.

Note: When you edit a Live Photo, Photos turns it into a still image (except when using auto enhance or the Remove Red-eye tool). To restore the Live Photo, tap the image, tap Edit, then tap Revert.

Edit a photo. View the photo full screen, tap Edit, then tap one of the tools. To edit a photo not taken with iPad, tap the photo, tap Edit, then tap Duplicate and Edit.

- Auto-enhance 🪄 improves a photo's exposure, contrast, saturation, and other qualities.
- With the Remove Red-eye tool 👁, tap each eye that needs correcting.

- Tap , and Photos suggests an optimal crop, but you can drag the corners of the grid tool to set your own crop. Move the wheel to tilt or straighten the photo. Tap Auto to align the photo with the horizon, and tap Reset to undo alignment changes. Tap to rotate the photo 90 degrees. Tap to choose a standard crop ratio, such as 2:3 or Square.



- Photo filters let you apply different color effects, such as Mono or Chrome.
- Tap Adjustments to set Light, Color, and B&W (black & white) options. Tap the down arrow, then tap next to Light, Color, or B&W to choose the element you want to adjust. Move the slider to the desired effect.

Compare the edited version to the original. Touch and hold the photo to view the original. Release to see your edits.

Don't like the results? Tap Cancel, then tap Discard Changes. Tap Done to save changes.

Revert to original. After you edit a photo and save your edits, you can revert to the original image. Tap the image, tap Edit, then tap Revert.

Trim a video. Tap Edit to display the controls, drag either end of the frame viewer, then tap Done. Tap Save as New Clip to save a new trimmed video clip in your Videos album.

Print photos

Print to an AirPrint-enabled printer.

- *Print a single photo:* Tap ⬆, then tap Print.
- *Print multiple photos:* While viewing a photo album, tap Select, select the photos, tap ⬆, then tap Print.

See AirPrint.

Import photos and videos

You can import photos and videos directly from a digital camera, an SD memory card, or another iOS device that has a camera. With iPad (4th generation and later), iPad Pro, and iPad mini and later, use the Lightning to USB Camera Adapter or the Lightning to SD Card Camera Reader (both sold separately). For earlier iPad models, use the iPad Camera Connection Kit (sold separately), which includes both a camera adapter and a card reader.

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1. Insert the camera adapter or card reader into the Lightning connector or 30-pin dock connector on iPad.
2. Do one of the following:
   - *Connect a camera:* Use the USB cable that came with the camera to connect the camera to the camera adapter. Turn the camera on, then make sure it's in transfer mode. For more information, see the documentation that came with the camera.

- *Insert an SD memory card into the card reader:* Don’t force the card into the slot on the reader; it fits only one way.
- *Connect an iOS device:* Use the USB cable that came with the iOS device to connect it to the camera adapter. Turn on and unlock the iOS device.

3. Unlock iPad.
4. The Photos app opens and displays the photos and videos available for importing.
5. Select the photos and videos to import.
   - *Import all items:* Tap Import All.
   - *Import just some items:* Tap the items you want to import (a checkmark appears for each), tap Import, then tap Import Selected.
6. After the photos and videos are imported, keep or delete them on the camera, card, or iOS device.
7. Disconnect the camera adapter or card reader.

   A new event in the Last Import album contains all the photos you just imported.

   To transfer the photos to your computer, connect iPad to your computer and import the images with a photo app such as Photos or Adobe Elements.

Photos settings

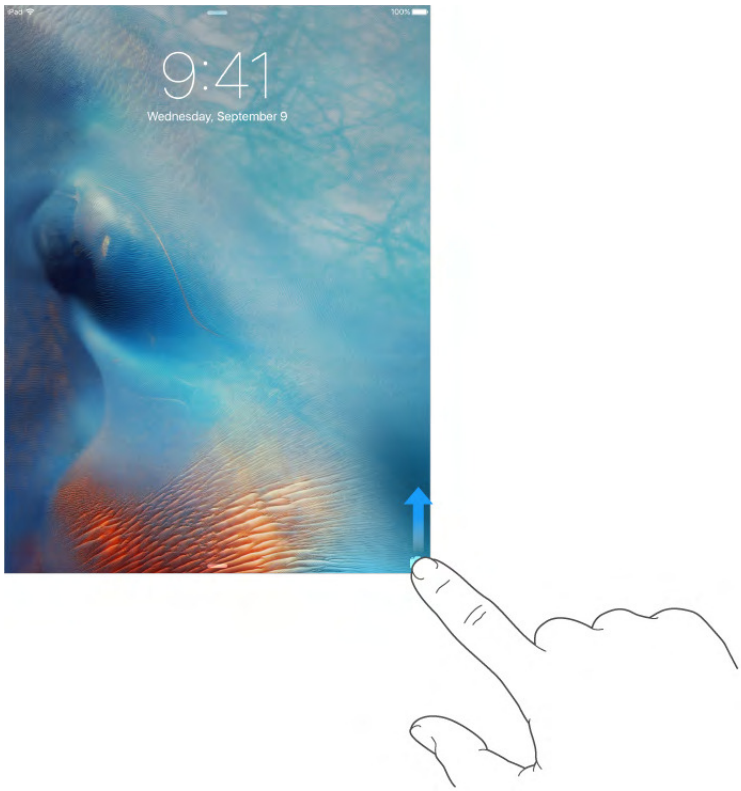
Settings for Photos are in Settings > Photos & Camera. These include:

- iCloud Photo Library, My Photo Stream, iCloud Photo Sharing, and Upload Burst Photos
- Photos Tab
- Slideshow
- Camera Grid
- HDR (High Dynamic Range)

Camera

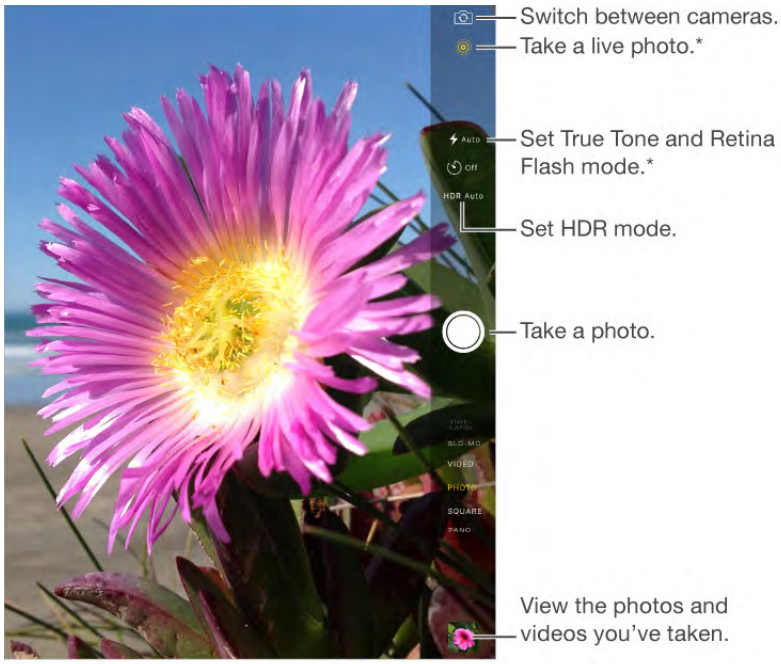
Camera at a glance

Quick! Get the camera! From the Lock screen, just swipe 📷 up. Or swipe up from the bottom edge of the screen to open Control Center, then tap 📷.



With iPad, you can take still photos and videos with the iSight camera on the back of iPad and the FaceTime camera on the front.

With iPad Pro (9.7-inch), you can take Live Photos. Live Photos goes beyond snapshots to capture life the way it happens—in movement and sound. With iPad Pro (9.7-inch), you can use the True Tone flash with the iSight camera and the Retina flash with the FaceTime camera.



*iPad Pro (9.7-inch)

Take photos and videos

Camera offers several modes, which let you shoot stills, square-format photos, time-lapse, videos, and panoramas.

Choose a mode. Drag up or down, or tap the camera mode labels to choose Time-Lapse, Video, Photo, Square, or Pano.

Turn the flash on or off. (9.7-inch iPad Pro) Tap ⚡. The True Tone flash on the back also provides extra light when you need it—even as a flashlight, just a swipe away in Control Center. See Control Center.

Take a photo. Choose Photo, then tap the Shutter button or press either volume button.

A rectangle may briefly appear to indicate where the automatic exposure is set. When you photograph people, face detection balances the exposure across up to 10 faces. A rectangle appears for each face detected.

Exposure is automatic, but you can set the exposure manually for the next shot by tapping an object or area on the screen. With an iSight camera, tapping the screen sets the focus and the exposure, and face detection is temporarily turned off. To lock the exposure and focus, touch and hold until the rectangle pulses. The screen indicates when exposure and focus are locked. Take as many photos as you want. When you tap the screen again, exposure and focus unlock, and the automatic settings and face detection turn back on.

Take Burst shots. (iPad Pro, iPad Air 2, iPad mini 4) Touch and hold the Shutter button to take rapid-fire photos in bursts (available while in Square or Photo mode). The shutter sound is different, and the counter shows how many shots you've taken, until you lift your finger. To see the suggested shots and select the photos you want to keep, tap the thumbnail, then tap Select. The gray dot(s) under the thumbnails mark the suggested photos. To copy a photo from the burst as a separate photo in Photos, tap the circle in the lower-right corner of the photo. To delete the burst of photos, tap it, then tap 🗑.

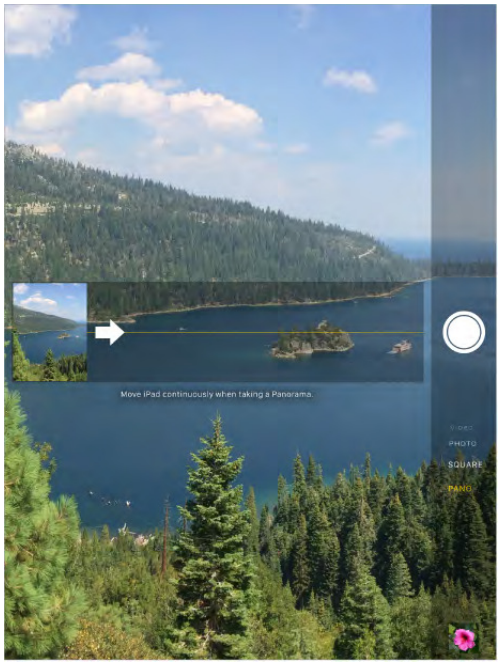
Take a Live Photo. (9.7-inch iPad Pro) With Live Photos turned on, tap the Shutter button. You record what happens just before and after you take your photo, along with the audio. The screen indicates the duration of the Live Photo exposure.

Live Photos is on by default. To turn it on or off, tap ◎. (Yellow is on.)

Adjust the exposure. Tap to see ☀ next to the exposure rectangle, then slide up or down to adjust the exposure.

Take a selfie with Retina Flash. (9.7-inch iPad Pro) Use the Retina HD display as a True Tone flash for your selfies. Turn the flash on, switch to the FaceTime camera, then tap the Shutter button (the display flashes upon exposure).

Take a panorama photo. (iSight camera) Choose Pano, tap the Shutter button, then pan slowly in the direction of the arrow. To stop the pan, tap the button again. To pan in the other direction, first tap the arrow. To pan vertically, rotate iPad to landscape orientation. You can reverse the direction of a vertical pan, too.



Capture an experience with time-lapse. Choose Time-Lapse, set up iPad where you want, then tap the Record button to start capturing a sunset, a flower opening, or other experiences over a period of time. Tap the Record button again to stop. The time-lapse photos are compiled into a short video that you can watch and share.

Note: With iOS 9, time-lapse videos have video stabilization, which minimizes the effect of camera movement during capture.

Zoom in or out. (iSight camera) Pinch the image on the screen.

If Location Services is turned on, photos and videos are tagged with location data that can be used by apps and photo-sharing websites. See Privacy.

Use the capture timer to put yourself in the shot. Avoid "camera shake" or add yourself to a picture by using the capture timer. To include yourself, first stabilize iPad, then frame your shot. Tap ⏲, tap 3s (seconds) or 10s, then tap the Shutter button.

Want to capture what's displayed on your screen? Simultaneously press and release the Sleep/Wake and Home buttons. The screenshot is added to the Photos tab in Photos and can also be viewed in the Camera Roll album or All Photos album (if you're using iCloud Photo Library).

Make it better. You can edit photos and trim videos, right on iPad. See Edit photos and trim videos.

Ask Siri. Say something like:

- "Open Camera"
- "Take a picture"

Shoot some video

Make a video. Choose Video, then tap the Record button, or press either volume button, to start and stop recording. Video records at 30 fps (frames per second).

Take it slow. (iPad Pro, iPad Air 2, iPad mini 4) Choose Slo-Mo to shoot slow motion video at 120 fps. You can set which section to play back in slow-motion when you edit the video. On iPad Pro (9.7-inch), you can choose between 120 fps and 240 fps. Go to Settings > Photos & Camera > Record Slo-mo.

Set the slow-motion section of a video. Tap the thumbnail, then tap Edit. Use the vertical bars beneath the frame viewer to set the section you want to play back in slow motion.

Zoom in or out for video. (iSight camera) Pinch the image on the screen. With iPad Pro, iPad Air and later, iPad mini 2 and later, zooming works in video mode as well as photo mode.

HDR

HDR (High Dynamic Range) helps you get great shots in high-contrast situations. iPad takes multiple photos in rapid succession, at different exposure settings—and blends them together. The resulting photo has better detail in the bright and mid-tone areas.

Use HDR. (iSight camera on iPad 3rd generation and later) Tap HDR. For best results, keep iPad steady and avoid subject motion.

Keep the normal photo and the HDR version. Go to Settings > Photos & Camera > Keep Normal Photo. Both the normal and HDR versions of the photo appear in Photos. HDR versions of photos in your albums are marked with "HDR" in the corner.

View, share, and print

Photos and videos you take on iPad are saved in Photos. With iCloud Photo Library enabled, all new photos and videos are automatically uploaded and available in Photos on all your iOS 8.1 or later devices set up with iCloud Photo Library. See iCloud Photo Library. When iCloud Photo Library is turned off, you can still collect up to 1,000 of your most recent photos in the My Photo Stream album from your devices set up with iCloud. See My Photo Stream.

View your photos. Tap the thumbnail image, then swipe left or right to see the photos you've taken recently. Tap All Photos to see everything in the Photos app.

Tap the screen to show or hide the controls.

Get sharing and printing options. Tap ⬆. See Share from apps.

Upload photos and videos. Use iCloud Photo Library to upload photos and videos from your iPad to iCloud and access them on your iOS 8.1 or later devices where you're signed in to iCloud using the same Apple ID. You can also upload and download your photos and videos from the Photos app on iCloud.com. See iCloud Photo Library.

Sync photos and videos to iPad from your Mac. Use the Photos settings pane in iTunes. See Sync with iTunes.

Apple Confidential

Camera settings

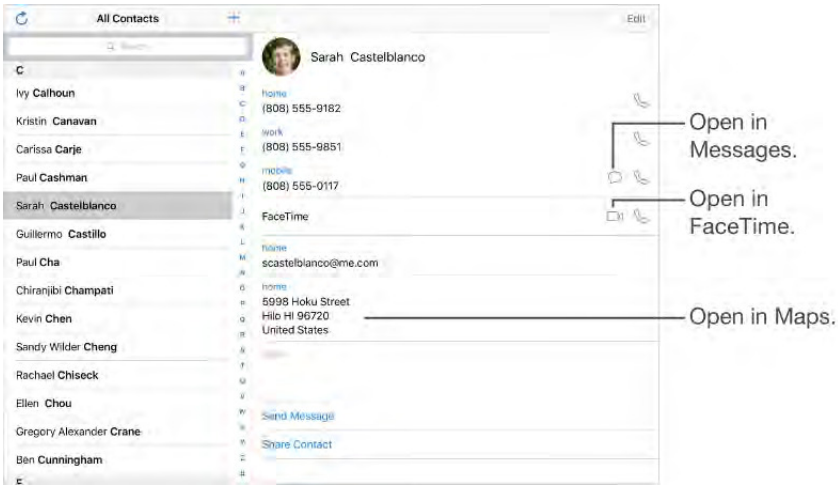
Go to Settings > Photos & Camera for camera options, which include:

- iCloud Photo Library, My Photo Stream, and iCloud Photo Sharing
- Grid
- HDR
- Video

Adjust the volume of the shutter sound with the Ringer and Alerts settings in Settings > Sounds. Or mute the sound using the Ring/Silent switch. (In some countries muting is disabled.)

Contacts

Contacts at a glance



Set your My Info card for Safari, Siri, and other apps. Go to Settings > Mail, Contacts, Calendars, tap My Info, then select the contact card with your name and information.

Ask Siri. Say something like:

- "Sarah Castelblanco is my sister"
- "Send a message to my sister"
- "What's my brother's work address?"

Find a contact. Tap the search field at the top of the contacts list, then enter your search. You can also search your contacts using Search (see Search).

Share a contact. Tap a contact, then tap Share Contact. See Share from apps. Sharing a contact shares all the info from the contact's card.

Change a label. If a field has the wrong label, such as Home instead of Work, tap Edit. Then tap the label and choose one from the list, or tap Custom Field to create one of your own.

Add your friends' social profiles. While viewing a contact, tap Edit, then tap "add social profile." You can add Twitter, Facebook, Flickr, LinkedIn, Myspace, and Sina Weibo accounts, or create a custom entry.

Delete a contact. Go to the contact's card, then tap Edit. Scroll down, then tap Delete Contact.

Add contacts

Besides entering contacts, you can:

- *Use your iCloud contacts:* Go to Settings > iCloud, then turn on Contacts.
- *Import your Facebook Friends:* Go to Settings > Facebook, then turn on Contacts in the "Allow These Apps to Use Your Accounts" list. This creates a Facebook group in Contacts.
- *Use your Google contacts:* Go to Settings > Mail, Contacts, Calendars, tap your Google account, then turn on Contacts.
- *Access a Microsoft Exchange Global Address List:* Go to Settings > Mail, Contacts, Calendars, tap your Exchange account, then turn on Contacts.
- *Set up an LDAP or CardDAV account to access business or school directories:* Go to Settings > Mail, Contacts, Calendars > Add Account > Other. Tap Add LDAP account or Add CardDAV account, then enter the account information.
- *Sync contacts from your computer:* In iTunes on your computer, turn on contact syncing in the device info pane. For information, see iTunes Help.
- *Import contacts from a vCard:* Tap a .vcf attachment in an email or message.

Search a directory. Tap Groups, tap the GAL, CardDAV, or LDAP directory you want to search, then enter your search. To save a person's info to your contacts, tap Add Contact.

Show or hide a group. Tap Groups, then select the groups you want to see. This button appears only if you have more than one source of contacts.

Update your contacts using Twitter, Facebook, and Sina Weibo. Go to Settings > Twitter, Settings > Facebook, or Settings > Sina Weibo, then tap Update Contacts. This updates contact photos and social media account names in Contacts.

Unify contacts

When you have contacts from multiple sources, you might have multiple entries for the same person. To keep redundant contacts from appearing in your All Contacts list, contacts from different sources that have the same name are linked and displayed as a single *unified contact*. When you view a unified contact, the title Unified Info appears.

Link contacts. If two entries for the same person aren't linked automatically, you can unify them manually. Tap one of the contacts, tap Edit, tap Link Contacts, choose the other contact entry to link to, then tap Link.

When you link contacts with different first or last names, the names on the individual cards don't change, but only one name appears on the unified card. To choose which name appears on the unified card, tap one of the linked cards, tap the contact's name on that card, then tap Use This Name For Unified Card.

Note: When you link contacts, those contacts aren't merged. If you change or add information in a unified contact, the changes are copied to each source account where that information already exists.

Contacts settings

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

- Change how contacts are sorted
- Display contacts by first or last name
- Change how long names are shortened in lists
- Set a default account for new contacts
- Set your My Info card
- Set if new contacts and updates are automatically derived from mail you receive

Clock

Clock at a glance

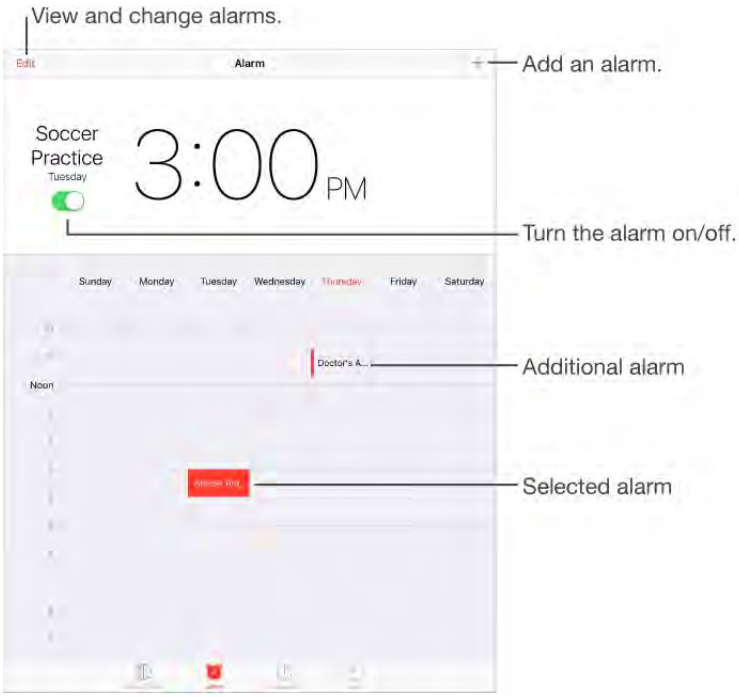
The first clock displays the time based on your location when you set up iPad. Add other clocks to show the time in other major cities and time zones.

Ask Siri. Say something like:

- “What time is it?”
- “What time is it in London?”

Alarms and timers

Want iPad to wake you? Tap Alarm, then tap +. Set your wake-up time and other options, then give the alarm a name (like “Good morning”).



Keep track of time. Use the stopwatch to keep time, record lap times, or set a timer to alert you when time's up.

Want to fall asleep to music or a podcast? Tap Timer, tap When Timer Ends, then choose Stop Playing at the bottom.

Get quick access to clock features. Swipe up from the bottom edge of the screen to open Control Center, then tap ⏲. You can access Timer from Control Center even when iPad is locked. You can also navigate to the other clock features.

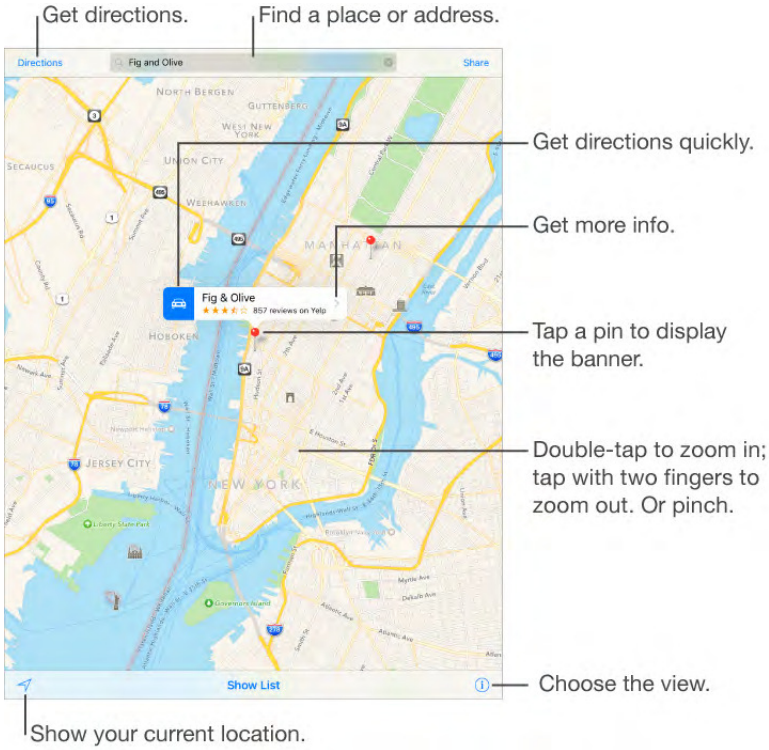
Ask Siri. Say something like:

- "Set the timer for 3 minutes"
- "Wake me up tomorrow at 7 a.m."
- "What alarms do I have set?"

Maps

Find places

WARNING: For important information about navigation and avoiding distractions that could lead to dangerous situations, see Important safety information.



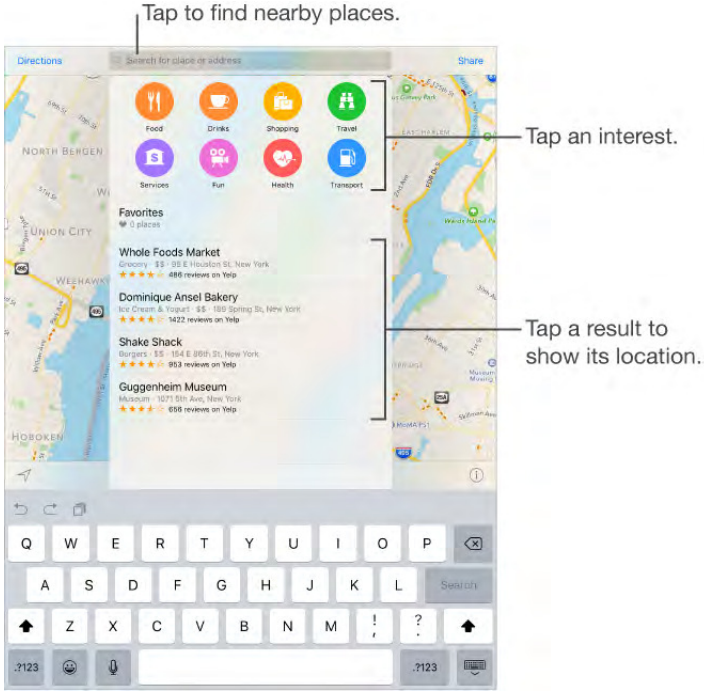
Move around Maps by dragging the screen. To face a different direction, rotate with two fingers. To return to north, tap the compass in the upper right.

Ask Siri. Say something like:

- "Find coffee near me"
- "Show me the Golden Gate Bridge"

Zoom in or out. Double-tap with one finger to zoom in; tap with two fingers to zoom out—or pinch open or closed. The scale appears in the upper left while zooming and when you continue touching the screen with two fingers. To change how distance is shown (in miles or kilometers), go to Settings > Maps.

Find nearby attractions, services, and more. Tap the search field, tap a category such as Food or Shopping, then tap a result. (For availability, see www.apple.com/ios/feature-availability/#maps-nearby.)



Search for a location. Tap the search field. You can search for a location in different ways. For example:

- Intersection (“8th and Market”)
- Area (“Greenwich Village”)
- Landmark (“Guggenheim”)
- Zip code
- Business (“movies,” “restaurants San Francisco CA,” “Apple Inc New York”)

Maps may also list recent locations, searches, or directions that you can choose from.

Expand or change the search area. To expand the area, tap with two fingers or pinch closed. To search in a different area, drag the screen to that area, or type the name of the area in the search field.

Find a favorite location. Tap the search field, tap Favorites, then tap Favorites.

If you tap the search field but don’t see Favorites, tap Cancel, Clear, or ⊗ to dismiss directions, routes, or nearby places, then tap the search field again.

Find the location of a contact. Tap the search field, tap Favorites, tap Contacts, then tap the name of a contact.

Choose your view. Tap ⓘ, then choose Map, Transit, or Satellite.

If transit information is unavailable, tap View Routing Apps to use an app for public or other modes of transportation. (Not available on iPad 2, iPad 3, or the original iPad mini.)

Mark a location. Touch and hold the map until a dropped pin appears.

Share a location

Tap a pin or other location (such as a restaurant or museum) to display its banner, tap ❯, tap ⎙, then choose an option such as Mail or AirDrop. See Share from apps.

Get more info

Get info about a location. Tap a location to display its banner, then tap ❯. Info might include Yelp reviews and photos, a phone number, a webpage link, directions, and more.

- *Add the location to your Favorites:* Tap ♡.
- *Add the contact information to Contacts:* Tap Create New Contact or Add to Existing Contact.

Find out about traffic conditions. Tap ⓘ, tap Map or Satellite, then tap Show Traffic. Orange dots show slowdowns, and red dots show stop-and-go traffic. To see an incident report, tap a marker.

Help improve Maps. To report an incorrect label, a missing location, or other issue, tap ⓘ, then tap Report an Issue.

Get directions

Note: To get directions, iPad must be connected to the Internet. To get directions involving your current location, Location Services must also be on. (See also Privacy.)

Ask Siri. Say something like:

- “Give me directions home”
- “Transit directions to my dad’s work”
- “What’s my ETA?”

- “Find a gas station”

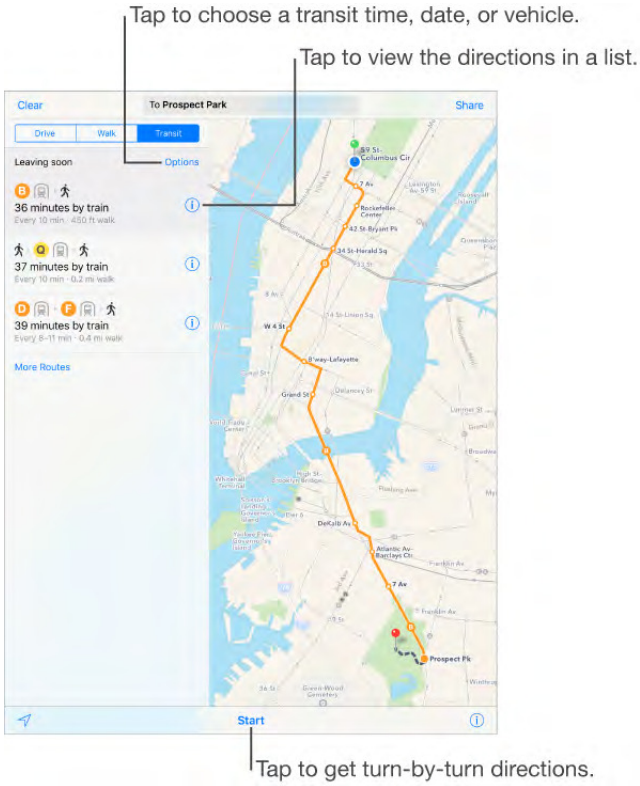
Find a route to a location. Tap the location, then tap the icon in the banner. Directions are from your current location. To get other directions, tap the search field.

Find a route between any two locations. Tap Directions, enter the starting and ending locations, then tap Route. Or, choose a location or a route from the list, if available.

Choose an alternate route. If multiple routes appear, tap the one you want to take.

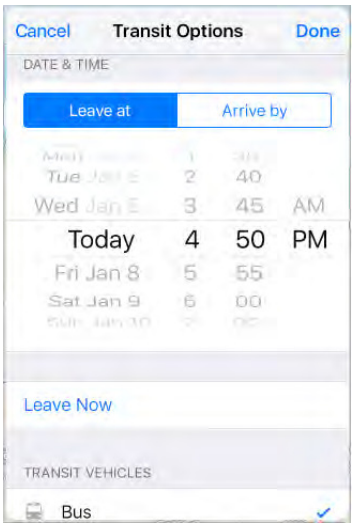
Change the view to show a driving, walking, or transit route. Tap Drive, Walk, or Transit.

In select cities, Maps provides public transportation information and multi-modal routing, from walking to a bus stop or train station to hopping off at your destination.



If transit routes are unavailable in your area, tap View Routing Apps to use an app for other modes of transportation. (On iPad 2, iPad 3, and the original iPad mini, tap Apps for other modes of transportation.)

Choose a transit time or date. Find a transit route, tap Options, then select a time or date for departure or arrival. You can also swipe up to choose which transit vehicles to consider.



Share a route. Find a route, tap Share, then choose an option like Mail or AirDrop. See Share from apps.

Get turn-by-turn directions. Find a route, then tap Start.

- *Hear directions (iPad Wi-Fi + Cellular):* Maps follows your progress and speaks turn-by-turn directions to your destination. If iPad auto-locks, Maps stays onscreen and continues to announce directions.

  Even if you open another app, Maps continues to give you turn-by-turn directions. To return to Maps, tap the banner across the top of the screen. To automatically pause spoken audio (such as a podcast or an audio book) when Maps speaks a turn-by-turn instruction, go to Settings > Maps, then turn on Pause Spoken Audio.

- *View directions (iPad Wi-Fi only):* Swipe each instruction left.

- *See the route overview:* Tap Overview. To return to turn-by-turn directions, tap Resume.

- *View directions as a list:* Tap ☰. To view transit details, tap Details or Stops. To return to turn-by-turn directions, tap anywhere outside the list.

- *Choose a faster route (iPad Wi-Fi + Cellular):* If you get an alert that suggests a faster route, tap Go to use that route. Or ask Siri something like “Take the faster route” or “Don’t change my route.”

  Maps may reroute you automatically in case of road closure. Maps may also alert you to heavy traffic, construction, an accident, or other incidents ahead.

Stop turn-by-turn directions. Tap End.

Ask Siri. Say something like: “Stop navigating.”

Use Maps on your Mac to get directions. Open Maps on your Mac (OS X Mavericks or later), get directions for your trip, then choose File > Share > Send to [*your device*]. Your Mac and iPad must both be set up with iCloud to use the same Apple ID.

You can also use Handoff to pick up directions on one device where you left off on another. See Handoff.

Remove pins or routes

Delete a dropped pin. Tap the location to display its banner, tap >, then tap Remove Pin.

Delete past routes. Tap the search field, tap Favorites, tap Recents, then tap Clear. (If you tap the search field but don't see Favorites, tap Cancel, Clear, or ⊗ to dismiss directions, routes, or nearby places, then tap the search field again.)

Delete or rename a favorite route or destination. Tap the search field, tap Favorites, tap Favorites, then tap Edit. (If you tap the search field but don't see Favorites, tap Cancel, Clear, or ⊗, then tap the search field again.) To remove the entry from your favorites list, tap ⊖. Or, to change the name in your favorites list, tap the name.

3D and Flyover

With 3D and Flyover (not available on iPad 2), you can see three-dimensional views of, and even fly over, many of the world's major cities.

View a 3D map. Tap ⓘ, then tap 3D Map. Or, drag two fingers up. (Zoom in for a closer look if the 3D map doesn't appear.) For best effect, use the satellite view. Tap ⓘ, then tap Satellite.

Adjust the angle. Drag two fingers up or down.

Take a 3D tour with Flyover. An aerial tour is available for select cities, indicated by 3D next to the city name. (Zoom out if you don't see any 3D markers.) Tap the name of the city to display its banner, then tap Tour to begin the tour.

Aerial tours are also available for selected locations. Tap Flyover Tour in their banners.

To stop the tour, tap End Flyover Tour. To return to standard view, tap ⓘ, then tap Map.

Maps settings

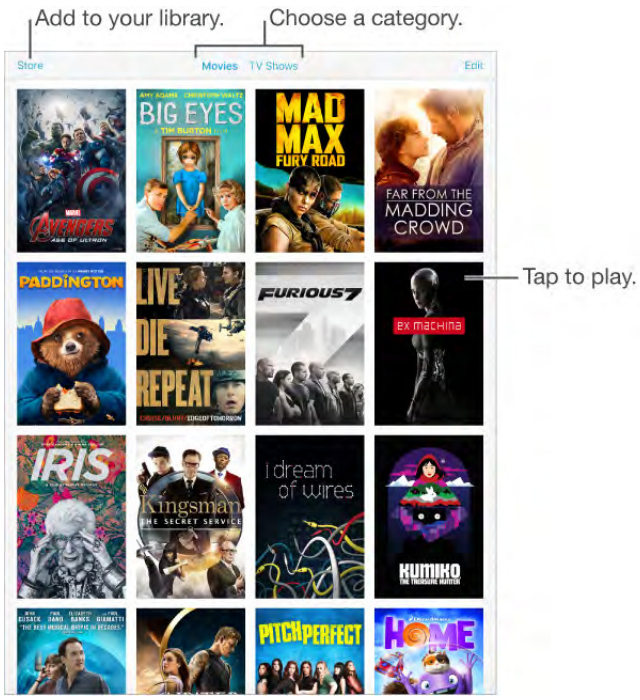
Go to Settings > Maps, where you can:

- Change the navigation voice volume, or choose no voice
- Turn Pause Spoken Audio on (iPad Wi-Fi + Cellular), so that spoken audio, such as a podcast or an audio book, automatically pauses when Maps speaks a turn-by-turn instruction. This setting is enabled only when the navigation voice volume is set to Normal Volume or Loud Volume.
- Set distances to appear in miles or kilometers
- Choose whether all map labels appear in your regional language (as specified in Settings > General > Language & Region > iPad Language)

Videos

Videos at a glance

Open the Videos app to watch movies, TV shows, and music videos. To watch video podcasts, open the Podcasts app—see Podcasts at a glance. To watch videos you record using Camera on iPad, open the Photos app.



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

Watch a video. Tap the video in the list of videos.

What about videos you shot with iPad? Open the Photos app.

Stream or download? If ☁ appears on a video thumbnail, you can watch it without downloading it to iPad, if you have an Internet connection. To download the video to iPad so you can watch without using a Wi-Fi or cellular connection, tap ☁ in the video details.

Looking for podcasts or iTunes U videos? Open the Podcasts app or download the free iTunes U app from the App Store.

Set a sleep timer. Open the Clock app and tap Timer, then swipe to set the number of hours and minutes. Tap When Timer Ends and choose Stop Playing, tap Set, then tap Start.

Add videos to your library

Buy or rent videos from the iTunes Store. Tap Store in the Videos app, or open the iTunes Store app on iPad, then tap Movies or TV Shows. The iTunes Store is not available in all areas. See iTunes Store at a glance.

Transfer videos from your computer. Connect iPad, then sync videos from iTunes on your computer. See Sync with iTunes.

Stream videos from your computer. Turn on Home Sharing in iTunes on your computer. Then, on iPad, go to Settings > Videos and enter the Apple ID and password you use for Home Sharing on your computer. Then open Videos on iPad, and tap Shared at the top of the list of videos.

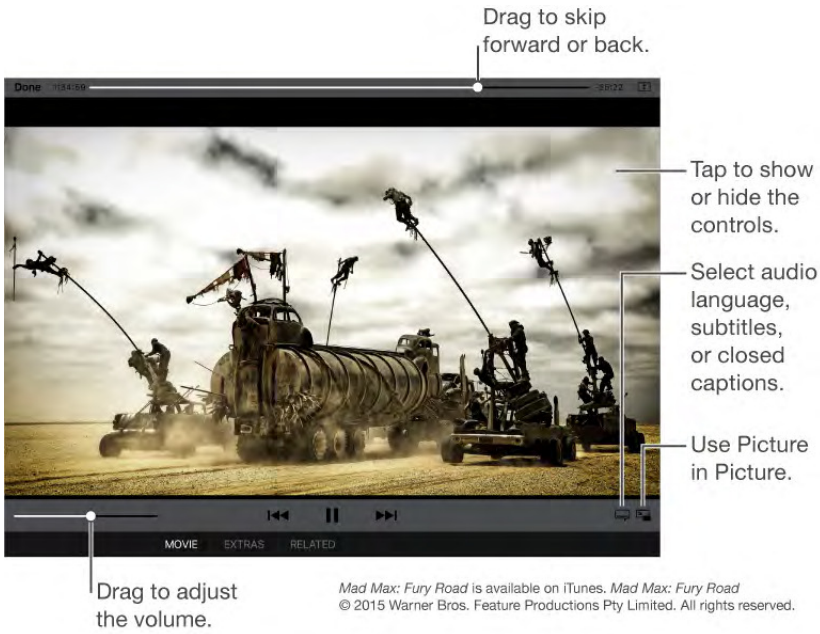
Convert a video for iPad. If you try to sync a video from iTunes and a message says the video can't play on iPad, try converting the video. Select the video in iTunes on your computer, then choose File > Create New Version > Create iPad or Apple TV Version. Then sync the converted video to iPad.

Delete a video. Tap Edit in the upper right of your collection, then tap ⊗ on the video thumbnail. If you don't see the Edit button, look for ☁ on your video thumbnails—those videos haven't been downloaded to iPad, so you can't delete them. To delete an individual episode of a series, tap the series, then swipe left on the episode in the Episodes list.

Deleting a video (other than a rented movie) from iPad doesn't delete it from the iTunes library on your computer or from your purchased videos in iCloud, and you can sync the video or download it to iPad again later. If you don't want to sync a deleted video back to iPad, set iTunes to not sync the video. See Sync with iTunes.

Important: If you delete a rented movie from iPad, it's deleted permanently and cannot be transferred back to your computer.

Control playback



Mad Max: Fury Road is available on iTunes. *Mad Max: Fury Road* © 2015 Warner Bros. Feature Productions Pty Limited. All rights reserved.

Scale the video to fill the screen or fit to the screen. Tap ⇕ or ▭. Or double-tap the video. If you don't see the scaling controls, your video already fits the screen perfectly.

Start over from the beginning. If the video contains chapters, drag the playhead along the scrubber bar all the way to the left. If there are no chapters, tap ⏮.

Skip to the next or previous chapter. Tap ⏭ or ⏮. You can also press the center button or equivalent on a compatible headset two times (skip to next) or three times (skip to previous).

Rewind or fast-forward. Touch and hold ⏮ or ⏭. Or drag the playhead left or right. Move your finger toward the bottom of the screen as you drag for finer control.

Select a different audio language. If the video offers other languages, tap 💬, then choose a language from the Audio list.

Show subtitles or closed captions. Tap 💬. Not all videos offer subtitles or closed captions.

Customize the appearance of closed captions. Go to Settings > General > Accessibility > Subtitles & Captioning.

See closed captions and subtitles for the deaf and hard of hearing. Go to Settings > General > Accessibility > Subtitles & Captioning, then turn on Closed Captions + SDH.

Watch the video on a TV. Tap . For more about AirPlay and other ways to connect, see AirPlay.

Multitask with Picture in Picture. (iPad Pro, iPad Air and later, iPad mini 2 and later) When watching a video, press the Home button or tap . Your video screen scales down to a corner of your display so you can see the Home screen and open other apps. To return to the video, tap in the small video window. For more information, see Picture in Picture.

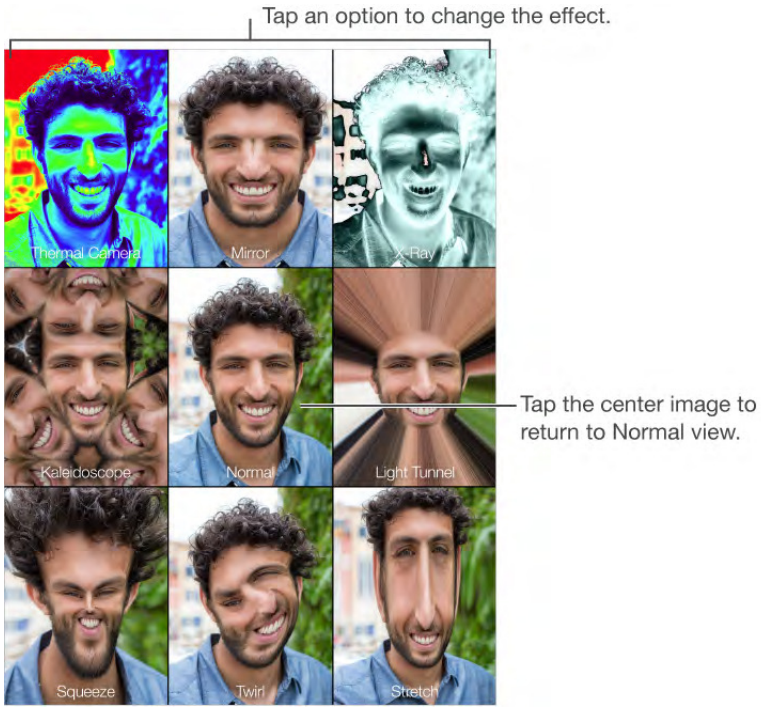
Videos settings

Go to Settings > Videos, where you can:

- Choose where to resume playback the next time you open a video
- Choose to show only videos that are downloaded to this device
- Log in to Home Sharing

Photo Booth

Take photos



When you take a photo, iPad makes a shutter sound. You can use the volume buttons on the side of iPad to control the volume of the shutter sound. See Volume controls.

Note: In some regions, sound effects are played even if the Side Switch (available on some models) is set to silent.

Take a photo. Aim iPad and tap the shutter button.

Select an effect. Tap , then tap the effect you want.

- *Change a distortion effect:* Drag your finger across the screen.
- *Alter a distortion:* Pinch, swipe, or rotate the image.

What have you done? Tap the thumbnail of your last shot. To display the controls again, tap the screen.

Switch between cameras. Tap at the bottom of the screen.

Manage photos

The photos you take with Photo Booth are saved to your Recently Added album in the Photos app on iPad.

Delete a photo. Select a thumbnail, then tap 🗑.

Share or copy a photo. Tap a thumbnail, tap ⬆, then tap a share option (Message, Mail, iCloud, Twitter, or Facebook) or Copy.

View photos in the Photos app. In Photos, tap Photos, then tap Today, or tap Albums, then Recently Added, then tap a thumbnail. To see the next or previous photo, swipe left or right. See View photos and videos.

Share photos on all your devices. If you use iCloud Photo Library, you can share your photos with any iOS 8.1 or later device, Mac with OS X Yosemite v10.10.3 or later, and on iCloud.com using the same Apple ID. See iCloud Photo Library.

Upload photos to your computer. Connect iPad to your computer using the included USB cable.

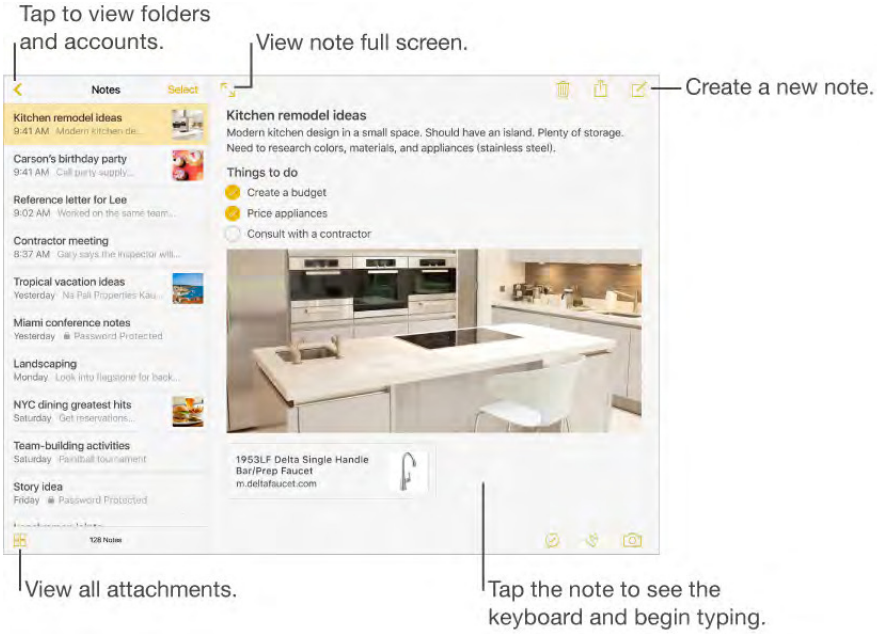
- *Mac:* Select the photos to upload, then click the Import or Download button in Photos or other supported photo app on your computer.
- *PC:* Follow the instructions that came with your photo app.

If you delete the photos from iPad when you upload them to your computer, they're removed from Photos. You can use the Photos settings pane in iTunes to sync photos to the Photos app on iPad.

Notes

Notes at a glance

With Notes you can jot down important information, add attachments—like photos, web links, or maps—sketch ideas, and keep things organized. When you create notes in your iCloud account, they're available on your other iOS devices, Mac computers, and iCloud.com.



Set up notes. Go to Settings > iCloud, then turn on Notes. Your iCloud notes appear on all your iOS devices and Mac computers that use the same Apple ID.

Note: If you've been using an earlier version of Notes, you may need to upgrade your iCloud notes to use all the new features—sketching, checklists, paragraph styles, password protection, and more. To upgrade, tap the Upgrade button (next to your iCloud notes account in the upper-left corner of Notes). For more information about upgrading notes in your iCloud account, including how it affects using Notes on your other devices, see support.apple.com/HT204987.

Create a new note. Tap . The first line of the note becomes the note's title.

> **Ask Siri.** Say something like: "Create a new note."

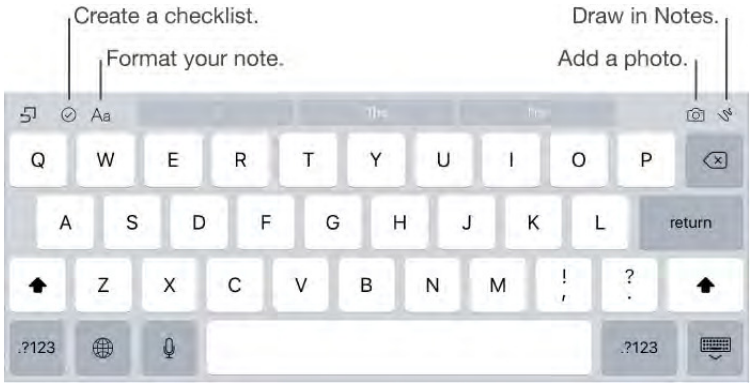
See just the note. Tap or turn iPad to portrait orientation.

Add a photo or video to your note. Tap . Take a new photo or video, or tap Photo Library to select and add existing photos and videos.

If you want a photo or video you take in Notes automatically added to the Photos app, go to Settings > Notes, then turn on Save Media to Photos.

Format notes

With upgraded notes, you can create checklists, change paragraph styles, and add attachments.



Start a checklist. Tap a line in your note, then tap . Tap again to remove the checklist format. Type the task. Tap the empty checklist circle to mark your task complete.

Change the paragraph style of a line. Tap a line in your note, tap Aa, then select the style.

Set a default formatting style for the first paragraph. Go to Settings > Notes, then tap New Notes Start With.

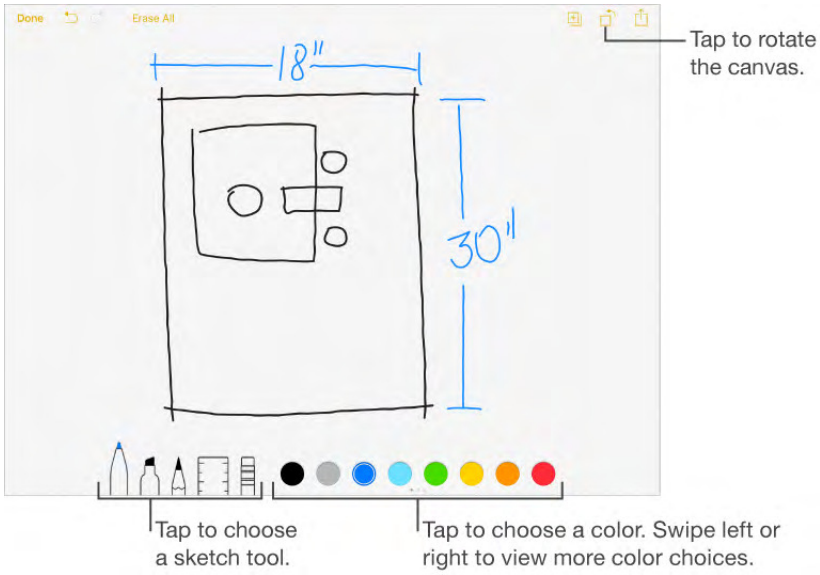
Add an attachment. When you're in another app and find something (like a location in Maps or a webpage in Safari) that you want to add to one of your notes, tap Share or , then tap Add to Notes. You can create a new note, or add the attachment to an existing one.

Change the preview size of attachments. Touch and hold an image, sketch, or PDF attachment in a note, then choose Small Images or Large Images (depending on your current preview size).

Create a sketch

Sometimes you may want a sketch to help you capture an idea or plan. Start a sketch using the pencil, marker, or pen tool. Switch to the eraser if you make a mistake.

Note: The sketching feature is available with upgraded notes on iPad Pro, iPad (4th generation and later), and iPad mini 2 and later. If you have iPad Pro, you can sketch with Apple Pencil.



Sketch in your note. Tap , use your finger to sketch, then tap Done. Your sketch appears in your note. Tap the sketch to edit it.

View more color choices. Swipe the color palette left or right to see more colors.

Draw straight lines. Tap the ruler tool to make it appear on your canvas. Draw a line along the edge of the ruler. Tap the ruler tool again to make it disappear.

Move the ruler without changing its angle. Drag the ruler with one finger.

Adjust the angle of the ruler. Touch and hold the ruler with two fingers, then rotate your fingers.

Mask a part of your sketch. Place the ruler along the edge of the area you want to cover, then start your sketch. Draw lines that start away from the ruler's edge, then come toward it.

Hide the toolbar. Swipe the toolbar down to hide it and see just the tool you're using. Tap the tool you're using to see the entire toolbar again.

Zoom in. Pinch open so you can sketch the details—then pinch closed to zoom back out. Drag two fingers to navigate after you've zoomed in.

Scroll through all your sketches in a note. Swipe a sketch left or right with two fingers.

Add another sketch to your note. Tap . Or, if you already have multiple sketches, swipe your last sketch left with two fingers.

Start over. Touch and hold the eraser tool, then tap Erase All.

Organize and share notes

Share or print a note. Tap at the top of the note. For more information about sharing, see Share from apps. For more information about printing, see AirPrint.

Search for a note. Scroll to the top of a list of notes to reveal the search field, then tap the field and type what you're looking for. With locked notes, only the titles appear in the search results.

Sort your notes. Go to Settings > Notes, then choose whether to sort notes by date edited, date created, or title.

Search for a note. Scroll to the top of a list of notes to reveal the search field, then tap the field and type what you're looking for.

Delete a note. Tap , or swipe left over the note in the notes list.

Recover deleted notes. (Upgraded notes only) Open the Recently Deleted folder. Tap the note you want to keep, tap in the note, then tap Recover.

Search for a specific attachment. (Upgraded notes only) Tap in the lower-left corner of the notes list to see sketches, photos, links, documents, and other attachments you've added to your notes. To go to the note with the attachment, touch and hold the thumbnail of the attachment, then tap Go to Note.

Note: You don't see attachments from notes that you've locked.

Create a folder to organize your notes. (Upgraded notes only) Tap New Folder (at the bottom of the folders list), then name your folder.

Move notes from one folder or account to another. Swipe the note left in the notes list, tap Move, then choose the folder or account. Or, tap Edit in the upper-right corner of the notes list, select the notes you want to move, tap Move, then choose the folder or account.

To move all your notes from one folder or account to another, tap Edit in the upper-right corner of the notes list, then tap Move All.

Use notes in multiple accounts

View and edit notes from other accounts (such as Google, Yahoo!, or AOL). Go to Settings > Mail, Contacts, Calendars, then turn on Notes for the account. These notes appear in Notes on all your other iOS devices and Mac computers where you're also signed in to that account.

Note: Notes from these accounts can't use many of the features in upgraded notes.

Turn on an On My iPad account. Go to Settings > Notes, then turn on On My iPad. Notes in this account appear only on your iPad.

Choose the default account for new notes you create with Siri. Go to Settings > Notes.

See all folders in an account. Tap < at the top of a list of notes.

Lock your notes

Use a password to lock and unlock updated notes in your iCloud account or in your On My iPad account. On iPad Pro, iPad Air 2, iPad mini 3 and later you can also unlock your notes with Touch ID (if enabled).

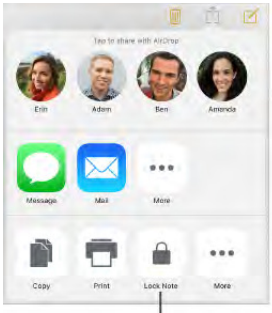
You can view locked notes that are in your iCloud account on your iOS devices with iOS 9.3 and Mac computers with OS X v10.11.4.

You can lock notes that include images, sketches, maps, and web attachments, but not notes that include other types of attachments like PDFs or iWork documents.

Set a password. Go to Settings > Notes > Password.

Set Touch ID to unlock your notes. Go to Settings > Notes > Password, then turn on Use Touch ID (iPad Pro, iPad Air 2, and iPad mini 3 and later).

Lock a note. Tap ⬆, then tap Lock Note.



Tap to lock your note.

Note: When a note is locked, the first line remains visible in the notes list.

View a locked note. Tap a locked note, tap View Note, then follow the onscreen instructions.

Note: Unlocking one note unlocks all of your notes until your session times out, you tap the lock icon at the top of the screen, or you lock your iPad.

Remove a lock from a note. Tap ⬆, then tap Remove Lock.

Change your password. Go to Settings > Notes > Password, then tap Change Password.

Forgot your password? Go to Settings > Notes > Password, then tap Reset Password. You can't access your locked notes if you forget your password and haven't turned on Touch ID. However, you can set a new password for any notes you want to protect going forward. For more information, see support.apple.com/HT205794.

Import notes from another app to Notes

Import notes from another app. (Upgraded notes only) Export the notes from a supported app. Then, with an Evernote file, for example, touch and hold the exported file attachment (.enex) in Mail, then choose Add to Notes.

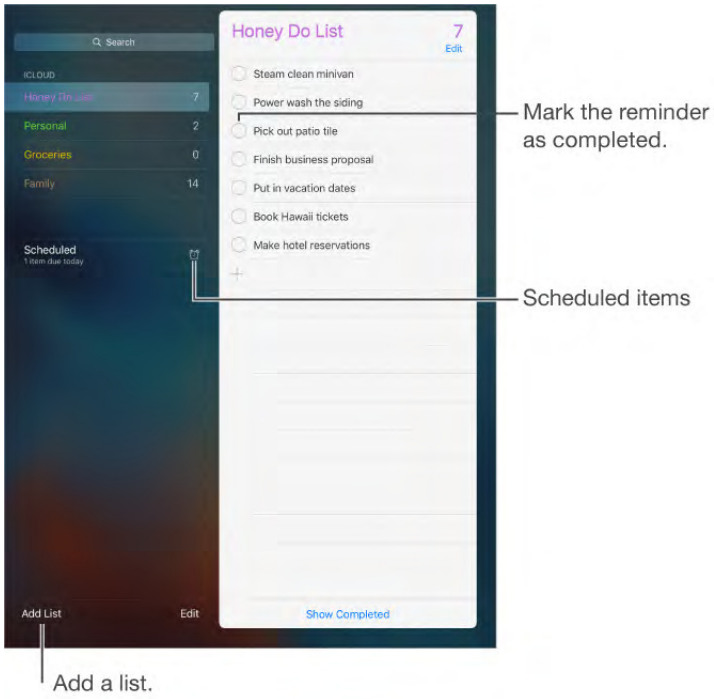
After you import notes, you can find them in the Imported Notes folder. You can rename the folder or reorganize the notes as needed.

If you have a Mac, you can use it to import notes from additional apps and in additional formats, such as text and HTML files, to Notes in your iCloud account (OS X El Capitan v10.11.4). For more information, see support.apple.com/HT205793.

Reminders

Reminders at a glance

Reminders lets you keep track of all the things you need to do.



Add a reminder. Tap a list, then tap a blank line.

Share a list. Tap a list, then tap Edit. Tap Sharing, then tap Add Person. The people you share with also need to be iCloud users. After they accept your invitation to share the list, you'll all be able to add, delete, and mark items as completed. Family members can also share a list. See Family Sharing.

Ask Siri. Say something like:

- "Remember to take an umbrella"
- "Add artichokes to my groceries list"
- "Read my work to-do list"
- "Remind me to call my mom at 5"

Delete a list. While viewing a list, tap Edit, then tap Delete List. All of the reminders in the list are also deleted.

Delete a reminder. Swipe the reminder left, then tap Delete.

Change the order of lists or reminders. Tap Edit, then touch ≡ and move the item.

What list was that in? When you enter text in the search field, reminders in all lists are searched by the reminder's name.

With OS X Yosemite or later, you can hand off reminders you're editing between your Mac and iPad. See About Continuity features.

Scheduled reminders

Scheduled reminders notify you when they're due.

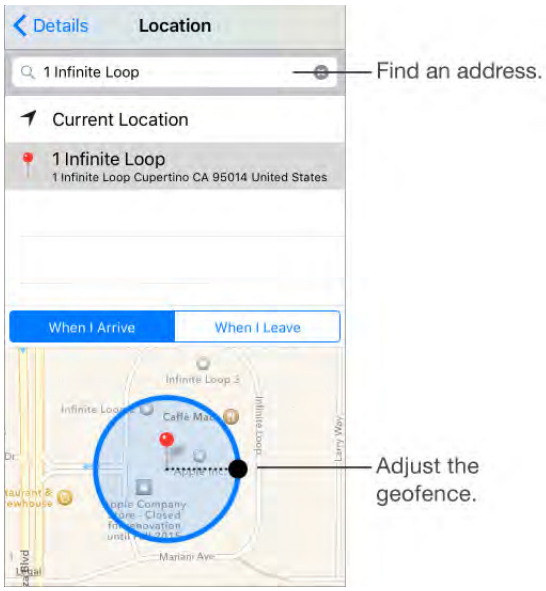
Ask Siri. Say something like: "Remind me to take my medicine at 6 a.m. tomorrow."

Schedule a reminder. Swipe a reminder to the left, tap More, then turn on "Remind me on a day." Tap Alarm to set the date and time. Tap Repeat to schedule the reminder for regularly occurring intervals.

Don't bother me now. You can turn off Reminders notifications in Settings > Notifications. To silence notifications temporarily, turn on Do Not Disturb.

Location reminders

On iPad Wi-Fi + Cellular models, Reminders can alert you when you arrive at or leave a location.



Be reminded when you arrive at or leave a location. Swipe a reminder to the left, tap More, then turn on "Remind me at a location." Tap Location, then choose a location from the list or enter an address. After you define a location, you can drag to change the size of the geofence on the map, which sets the approximate distance at which you want reminded. You can't save a location reminder in Outlook or Microsoft Exchange accounts.

Ask Siri. Say something like: "Remind me to stop at the grocery store when I leave here."

Add common locations to your My Info card. When you set a location reminder, locations in the list include addresses from your My Info card in Contacts. Add your work, home, and other favorite addresses to your card for easy access in Reminders.

Reminders settings

Go to Settings > Reminders, where you can:

- Set a default list for new reminders
- Sync past reminders

Keep your reminders up to date on other devices. Go to Settings > iCloud, then turn on Reminders. To keep up to date with Reminders on OS X, turn on iCloud on your Mac, too. Some other types of accounts, such as Exchange, also support Reminders. Go to Settings > Mail, Contacts, Calendars, then turn on Reminders for the accounts you want to use.

News

News at a glance

News collects all the stories you want to read, from your favorite sources, based on the topics that interest you most. You can also explore recommended channels, search for specific channels or topics, and save and share your favorite stories.

Note: You need a Wi-Fi or cellular connection to read News. News is not available in all areas.

Get started with News

The first time you open News, you can personalize it based on your interests.

Add channels and topics. Open News, then add your preferred channels (or publications) and topics to your favorites. The stories that appear in your For You feed (your list of stories) are influenced by your choices.

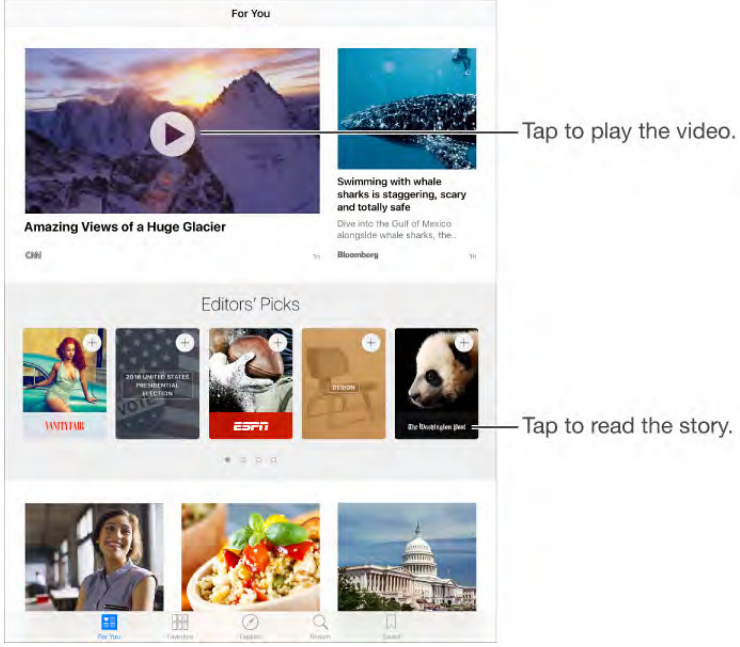
Seek out additional channels and topics. Tap Explore to browse suggested channels and topics. Or browse a topic such as Travel, Arts, or Sports by tapping it. To add a channel or topic to your favorites, tap ⊕.

Mute channels. To prevent a channel's stories from appearing in your For You feed or topic feeds, touch and hold a story from the channel, tap More, then tap Mute Channel. To see content from that channel again, tap the channel in Favorites, then tap Don't Mute near the top of the screen.

To unmute a channel that isn't a favorite, tap Search, search for the channel, tap the channel in the search results, then tap Don't Mute near the top of the screen.

For You

For You presents the best stories from the channels and topics you added to Favorites, as well as Top Stories—Apple-curated stories that appear at the top of the For You feed.



Play a video in the story feed. Tap ▶ to play videos in your feed.

Get newer stories. Pull down to refresh the For You feed.

Quickly save, share, or like a story. Touch and hold a story in your feed, then choose Save, Share, or Like. Tap More to choose Report, Mute Channel, and Dislike commands.

Read stories

Read a story. Tap a story to read it. Web stories delivered through an RSS feed show a preview. To view an RSS story in full, swipe up. To always view the full story, go to Settings > News, then turn off Show Story Previews.

Read the next story. Swipe left to read the next story, swipe right to read the previous story. Swipe from the left edge to return to the story feed.

Tell News what you do and don't like. When viewing a story, tap ♡ to like the story; tap it again to dislike the story. Tap it once more to return to a neutral setting, where you neither like nor dislike the story. News takes your feedback into account for future recommendations.

Change the text size. Tap AA, then tap the smaller or larger letter to change the size.

Note: This option is available only for stories in Apple News Format (not RSS stories). When you resize text, all Apple News Format stories use the new text size. The new text size is also applied to the channel's Apple News Format stories on iOS devices where you're signed in to iCloud using the same Apple ID, and News is turned on for iCloud.

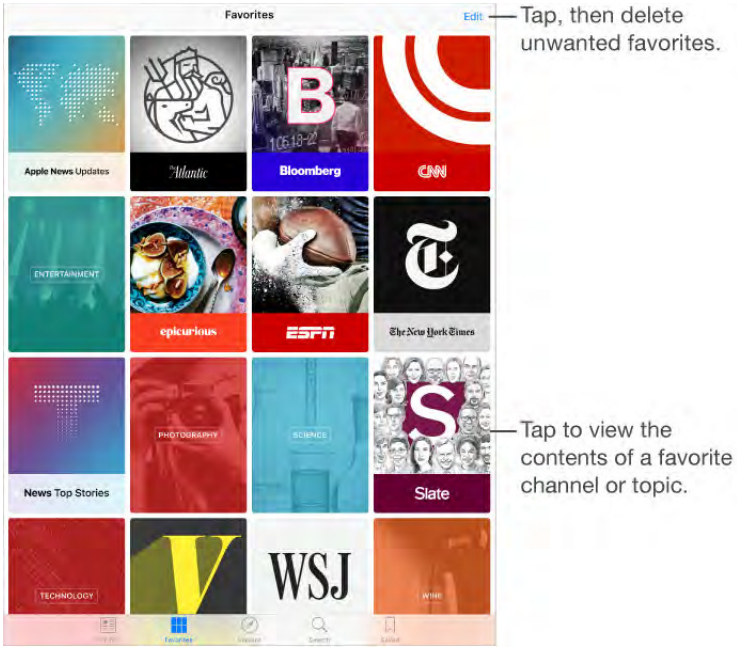
Share stories. When viewing a story, tap ⬆, then choose a sharing option such as Message or Twitter. To share a story in your feed, tap the story, tap Share, then choose a sharing option.

Report a concern. If, while viewing a story, you believe it's mislabeled or inappropriate, tap ⬆, then tap Report a Concern.

Find related stories. Tap the topic tag to see a list of related stories.

Favorites

The channels and topics you select when you first open News appear in Favorites. Favorites also includes channels and topics you add later.



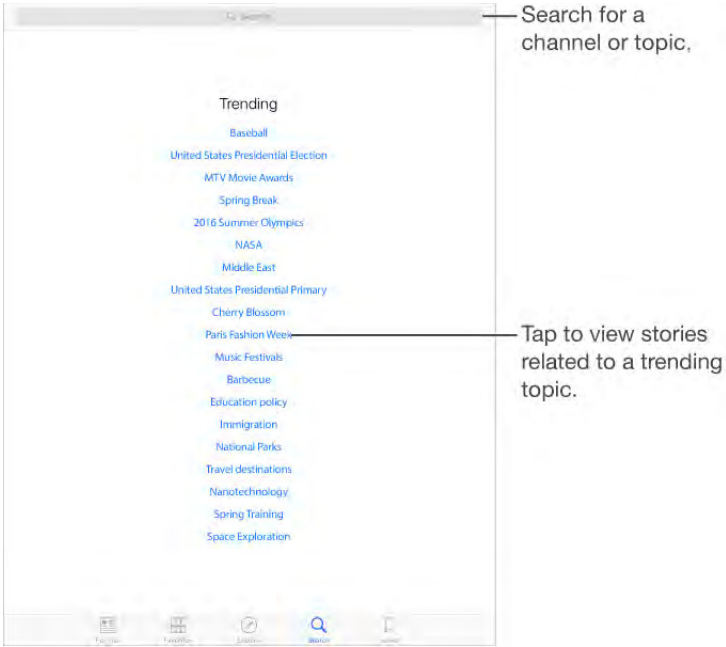
Browse a channel's stories. Tap a channel or publication to see the most recent published stories. Some publishers also let you browse sections, such as political stories or stories about food.

Dig deeper into a topic. Tap a topic to see recent related stories.

Edit your favorites. Tap Edit, then tap ⊗ to delete a channel or topic that you no longer wish to follow.

Search

News keeps track of a wide variety of topics, which makes it easy to find the stories that interest you.

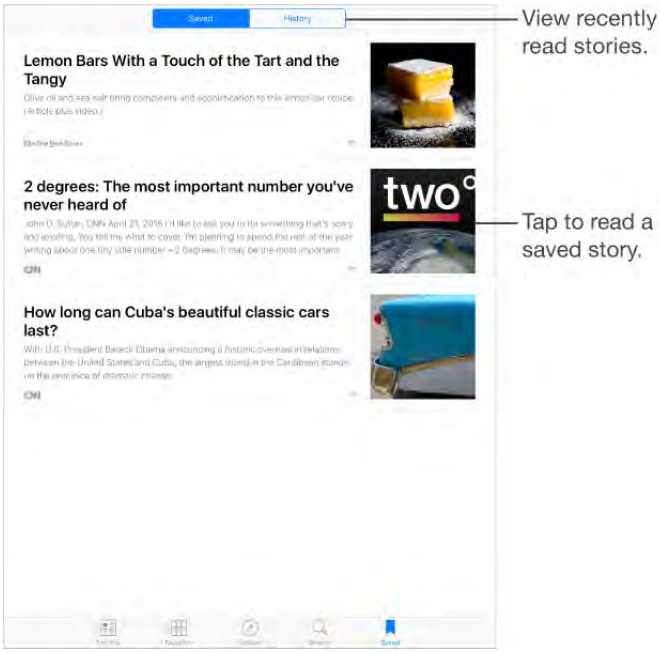


Search for channels and topics. Tap Search, then enter the name of a channel (*CNN* or *Wired*, for example) or a topic (*fashion, business,* or *politics*, for example). Tap ⊕ to add an item to your favorites.

View trending topics. Search offers trending topics to get you started. Tap a topic to see related stories. Tap ⊕ to add a topic to your favorites.

Save stories

News lets you save stories to read later. You can even read them offline.



Save and delete stories. When viewing your story feed, tap a story, then tap Save. When reading a story, tap to save it. To read a saved story, tap Saved, then tap the story. Stories that display are not currently saved to iPad. Tap to save them to iPad for offline reading. Swipe a story left to delete it.

Check your reading history. Tap the History tab to see what you've read. In History, you can also swipe a story to the left to delete it. To clear your News history or clear the information used to create recommendations, or to clear both, tap Clear, then choose an option.

News settings

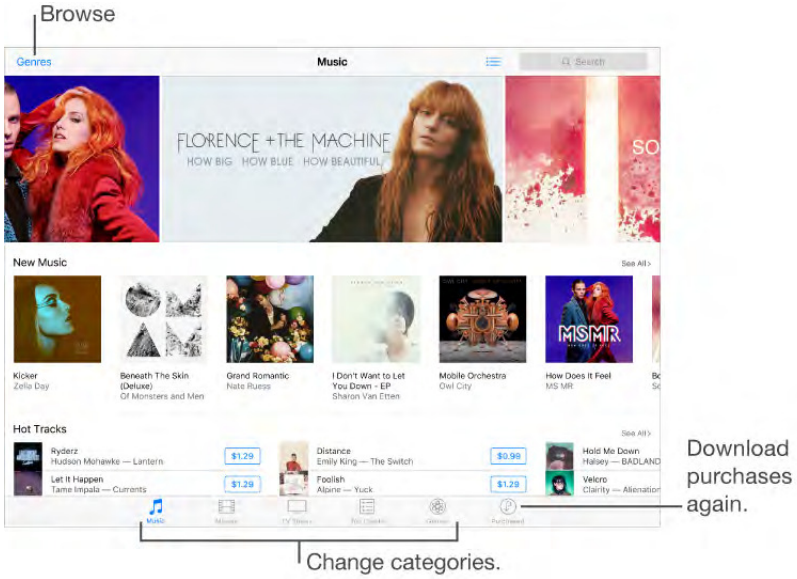
Go to Settings > News to set options for News, including:

- Refreshing the story list even when you're not using News
- Allowing News to be used over a cellular connection
- Displaying stories from RSS feeds as previews or full stories

iTunes Store

iTunes Store at a glance

Use the iTunes Store to add music, movies, TV shows, and more to iPad.



Note: You need an Internet connection and an Apple ID to use the iTunes Store. The iTunes Store is not available in all areas.

Browse or search

Browse by category or genre. Tap one of the categories (Music, Movies, TV Shows). Tap Genres to see a list of genres to choose from.

Ask Siri. Say something like:

- "Look for kids' shows in iTunes"
- "Purchase *song name* by *band name*"
- "Redeem an iTunes Store gift card"

If you know what you're looking for, tap Search. You can tap a search term that's trending among other iTunes users, or enter info in the search field, then tap Search on the keyboard.

Access family members' purchases. With Family Sharing turned on, you can view and download songs, TV shows, and movies purchased by other family members. Tap Purchased, tap your name or My Purchases, then select a family member from the menu.

Ask Siri to tag it. When you hear music playing around you, ask Siri "What song is playing?" Siri tells you what the song is and gives you an easy way to purchase it. It also saves it to the Siri tab in the iTunes Store so you can buy it later. Tap Music, tap ☰, then tap the Siri tab to see a list of tagged songs available for preview or purchase.

Discover great new music. When you listen to Radio, songs you play appear in the Radio tab in the iTunes Store so you can preview or purchase them. Tap Music, tap ☰, then tap Radio.

Preview a song or video. Tap it.

Add to your Wish List. When you hear something you hope to buy from the iTunes Store, tap ⬆, then tap Add to Wish List. To view your Wish List in the iTunes Store, tap ☰, then tap Wish List.

Purchase, rent, or redeem

Tap an item's price (or tap Free), then tap again to buy it. If you see ☁ instead of a price, you've already purchased the item and you can download it again without a charge.

Approve purchases with Family Sharing. With Family Sharing set up, the family organizer can review and approve purchases made by family members under a certain age. For more information, see Family Sharing.

Hide individual purchases. Using iTunes on a computer, family members can hide any of their purchases so other family members can't view or download them. For more information, see Family Sharing.

Use a gift card or code. Tap a category (for example, Music), scroll to the bottom, then tap Redeem.

Send a gift. View the item you want to give, tap ⬆, then tap Gift. Or tap one of the categories (Music, Movies, or TV Shows), scroll to the bottom, then tap Send Gift to send an iTunes gift certificate to someone.

Bought something on another device? Go to Settings > iTunes & App Store to set up automatic downloads on your iPad. You can always view your purchased music, movies, and TV shows in the iTunes Store (just tap Purchased).

Watch your time with rentals. In some areas, you can rent movies. You have 30 days to begin watching a rented movie. After you start watching it, you can play it as many times as you want in the allotted time (24 hours in the U.S. iTunes Store; 48 hours in other countries). Once your time's up, the movie is deleted. Rentals can't be transferred to another device; however, you can use AirPlay and Apple TV to view a rental on your television.

iTunes Store settings

To set options for the iTunes Store, go to Settings > iTunes & App Store.

View or edit your account. Tap your Apple ID, then tap View Apple ID. To change your password, tap the Apple ID field, then tap Password.

Sign in using a different Apple ID. Tap your account name, then tap Sign Out. You can then enter a different Apple ID.

Subscribe to or turn on iTunes Match. You can subscribe to iTunes Match, a service that stores your music and more in iCloud. See iTunes Match. If you're a subscriber, turn on iTunes Match to access your music on iPad from anywhere.

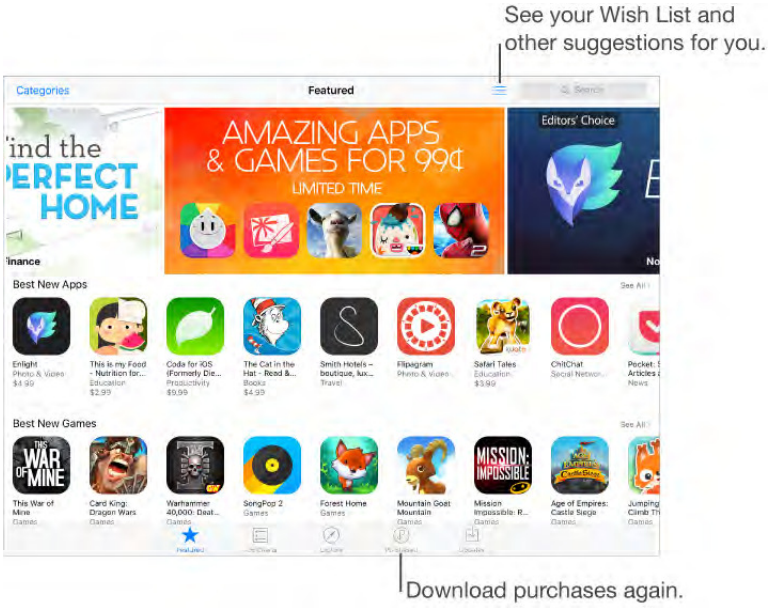
Turn on automatic downloads. Tap Music, Books, or Updates. Content updates automatically over Wi-Fi, unless you turn off the option in Automatic Downloads.

Download purchases over the cellular network. On iPad Wi-Fi + Cellular models, you can turn on Use Cellular Data. Downloading purchases, using iTunes Match, or listening to Apple Music over the cellular network may incur carrier charges.

App Store

App Store at a glance

Use the App Store to browse, purchase, and download apps specifically designed for iPad, or for iPhone and iPod touch. Your apps update automatically over Wi-Fi (unless you turn off this feature), so you can keep up with the latest improvements and features.



Note: You need an Internet connection and an Apple ID to use the App Store. The App Store is not available in all areas.

Find apps

Ask Siri. Say something like:

- "Find apps by Apple"
- "Purchase *app name*"
- "Redeem an iTunes Store gift card"

If you know what you're looking for, tap Search. Or tap Categories to browse by type of app.

Access family members' apps. With Family Sharing turned on, you can view and download apps purchased by other family members. Tap Purchased, tap your name or My Purchases, then select a family member from the menu. For more information, see Family Sharing.

Tell a friend about an app. Find the app, tap ⬆, then choose an option. See Share from apps.

Use Wish List. To track an app you might want to purchase later, tap ⬆ on the app page, then tap Add to Wish List.

See your Wish List. After you add items to your Wish List, tap ☰ on the Purchased screen.

Search apps by category. Tap Explore, then tap Categories to focus on the apps you want, for example, Education, Medical, or Sports.

What apps are being used nearby? Tap Explore to find out the most popular apps others around you are using (Location Services must be on in Settings > Privacy > Location Services). Try this at a museum, sporting event, or when you're traveling.

Delete an app. Touch and hold the app icon on the Home screen until the icons jiggle, then tap ⊗. You can't delete built-in apps. When you finish, press the Home button. Deleting an app also deletes its data. You can download apps you purchased from the App Store again, free of charge, subject to their availability.

For information about erasing all of your apps, data, and settings, see Restart an app or iPad.

Purchase, redeem, and download

Tap the app's price, then tap Buy to purchase it. If it's free, tap Free, then tap Install.

If you see ☁ instead of a price, you've already purchased the app and you can download it again, free of charge. While the app is downloading or updating, its icon appears on the Home screen with a progress indicator.

Approve purchases with Family Sharing. With Family Sharing set up, the family organizer can review and approve purchases made by other family members, under a certain age. For more information see Family Sharing.

Hide individual purchases. Using iTunes on a computer, family members can hide any of their purchases so other family members can't view or download them. For more information, see Family Sharing.

Use a gift card or code. Tap Featured, scroll to the bottom, then tap Redeem.

Send a gift. View the item you want to give, tap ⬆, then tap Gift. Or tap Featured, scroll to the bottom, then tap Send Gift to send an iTunes gift certificate to someone.

Restrict in-app purchases. Many apps provide extra content or enhancements for a fee. To limit purchases that can be made from within an app, go to Settings > General > Restrictions (make sure Restrictions is enabled), then set options (for example, restrict by age rating or require a password immediately or every 15 minutes). You can turn off In-App Purchases to prevent all purchases. See Restrictions.

Delete an app. Touch and hold the app icon on the Home screen until the icon jiggles, then tap ⊗. When you finish, press the Home button. You can't delete built-in apps. Deleting an app also deletes its data. You can download any app you've purchased from the App Store again, free of charge.

For information about erasing all of your apps, data, and settings, see Reset iPad.

App Store settings

To set options for App Store, go to Settings > iTunes & App Store.

View or edit your account. Tap your Apple ID, then tap View Apple ID. To change your password, tap the Apple ID field, then tap the Password field.

Sign in using a different Apple ID. Tap your account name, then tap Sign Out. Then enter the other Apple ID.

Turn off automatic downloads. Tap Apps in Automatic Downloads. Apps update automatically over Wi-Fi, unless you turn off the option.

Download apps using the cellular network (Wi-Fi + Cellular models). Turn on Use Cellular Data. Downloading apps over the cellular network may incur carrier charges. See Cellular settings. Newsstand apps update only over Wi-Fi.

Get app suggestions. Turn on "Apps on the App Store" to show suggestions relevant to your current location on the Lock screen and in the app switcher. Turn on Installed Apps to show suggested apps that are already installed.

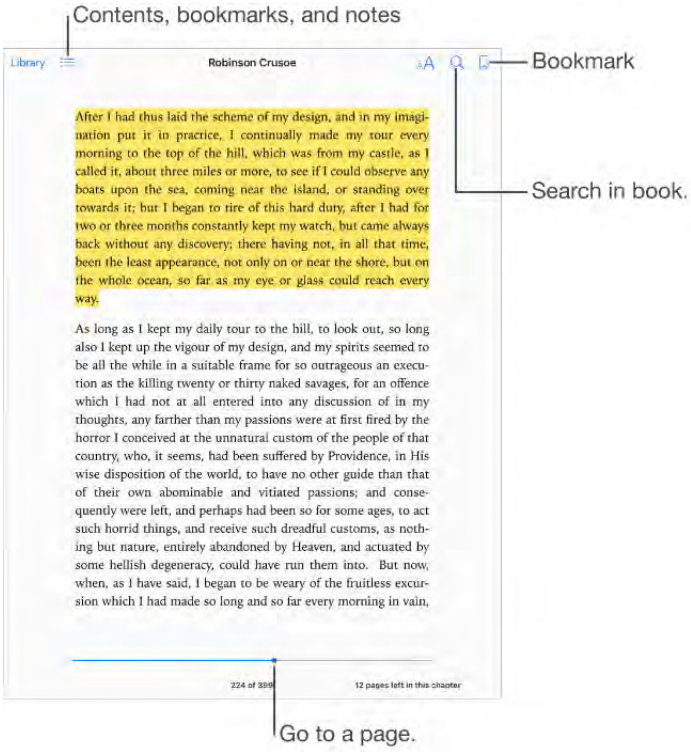
iBooks

Get books

Get books from the iBooks Store. In iBooks, use the buttons at the bottom of the screen to access the iBooks Store. Tap Featured to browse the latest releases, or Top Charts to view the most popular. To find a specific book, tap the Search field that appears after you access the iBooks Store.

Ask Siri. Say something like: "Find books by *author name*."

Read a book



Open a book. Tap the book you want to read. If you don't see it in on the bookshelf, swipe left or right to see other collections.

Show the controls. Tap near the center of a page. Not all books have the same controls, but some of the things you can do include searching, viewing the table of contents, and sharing what you're reading.

Close a book. Tap Library, or pinch the page.

Enlarge an image. Tap, or with some books double-tap, the image.

Read by columns. In books that support it, double-tap a column of text to zoom in, then swipe up or to the left to move to the next column.

Go to a specific page. Use the page navigation controls at the bottom of the screen. Or tap 🔍 and enter a page number, then tap the page number in the search results.

Get a definition. Double-tap a word, then tap Define in the menu that appears. Definitions aren't available for all languages.

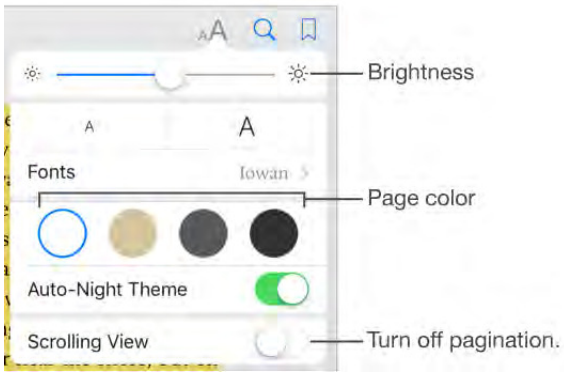
Remember your place. Tap 🔖 to add a bookmark, or tap again to remove it. You can have multiple bookmarks—to see them all, tap ☰, then tap Bookmarks. You don't need to add a bookmark when you close the book, because iBooks remembers where you left off.

Remember the good parts. Some books let you add notes and highlights. To add a highlight, touch and hold a word, then move your finger to draw the highlight. To add a note, double-tap a word to select it, move the grab points to adjust the selection, then tap Note or Highlight in the menu that appears. To see all the notes and highlights you've made, tap ☰, then tap Notes.

Share the good parts. Tap some highlighted text, then, in the menu that appears, tap ⬆. If the book is from the iBooks Store, a link to the book is included automatically. (Sharing may not be available in all regions.)

Share a link to a book. Tap near the center of a page to display the controls, tap ☰, then tap ⬆.

Change the way a book looks. Some books let you change the font, font size, and color of the page. (Tap AA.) You can change justification and hyphenation in Settings > iBooks. These settings apply to all books that support them.



Change the brightness. Tap ☼. If you don't see ☼, tap AA first.

Dim the screen when it's dark. Turn on Auto-Night Theme to automatically change the bookshelf, page color, and brightness when using iBooks in low-light conditions. (Not all books support Auto-Night Theme.)

Interact with multimedia

Some books have interactive elements, such as movies, diagrams, presentations, galleries, and 3D objects. To interact with a multimedia object, tap, swipe, or pinch it. To view an element full screen, pinch open with two fingers. When you finish, pinch it closed.

Study notes and glossary terms

In books that support it, you can review all of your highlights and notes as study cards.

See all your notes. Tap . You can search your notes, or tap a chapter to see notes you made in that chapter.

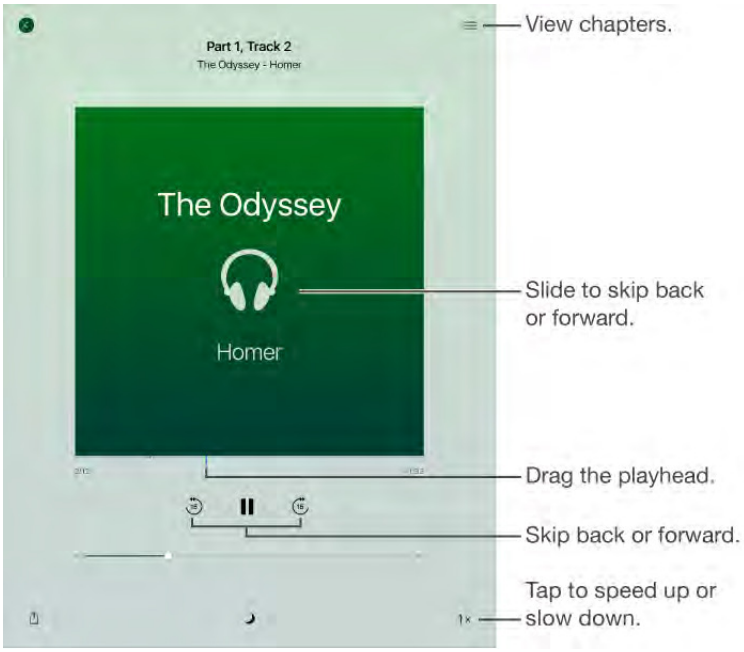
Delete notes. Tap , select some notes, then tap Delete.

Review your notes as study cards. Tap Study Cards. Swipe to move between cards. Tap Flip Card to see its back.

Shuffle your study cards. Tap , then turn on Shuffle.

Study glossary terms. If a book includes a glossary, tap to include those words in your study cards.

Listen to an audiobook



Open an audiobook. Audiobooks are identified by a 🎧 on the cover. Tap the book you want to listen to. If you don't see it in the library, swipe left or right to view other collections.

Skip farther forward or back. Touch and hold the arrows, or slide and hold the cover. To change the number of seconds that skipping moves, go to Settings > iBooks.

Speed it up, or slow it down. Tap the playback speed in the lower-right corner, then choose a different speed. 1x is normal speed, 0.75x is three-quarters speed, and so on.

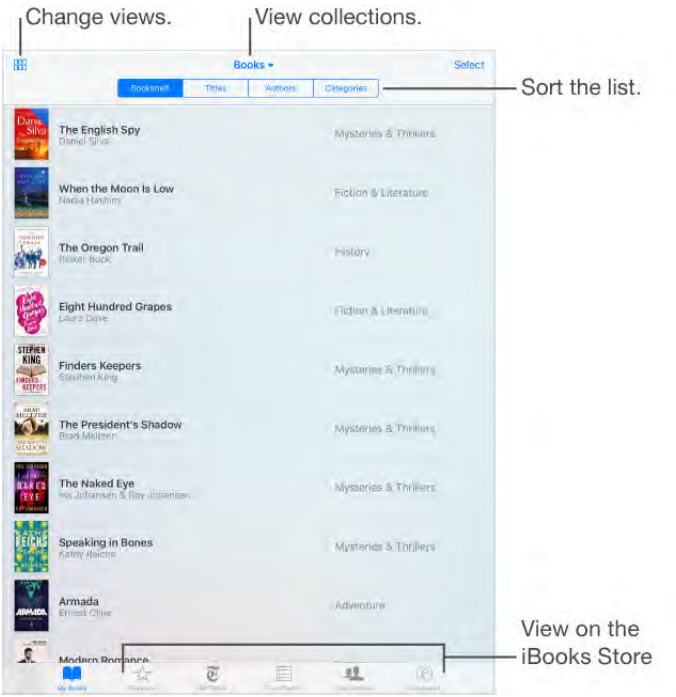
Go to a chapter. Tap ☰, then tap a chapter. Some books don't define chapter markers

Go to a specific time. Drag the playhead, located underneath the book cover. Where you started listening during this session is marked with a small circle on the timeline. Tap the mark to jump to that spot.

Set a sleep timer. Before starting playback, tap 🌙, then choose a duration until the audio automatically stops.

Download an audiobook previously purchased from the iBooks Store. You can download an audiobook again from the Purchased list in the iBooks Store anytime, free of charge.

Organize books



View books by title or cover. Tap ⊞ or ☰.

View only audiobooks or PDFs. Tap the name of the current collection (at the top of the screen) then choose PDFs or Audiobooks.

Organize your books with collections. Tap Select, then select some books to add them into a collection. To edit or create collections, tap the name of the current collection (at the top of the screen). Some built-in collections, such as PDFs, can't be renamed or deleted.

Rearrange books. While viewing books by cover, touch and hold a cover then drag it to a new location. While viewing books by title, sort the list using the buttons at the top of the screen. The All Books collection is automatically arranged for you; switch to another collection if you want to manually arrange your books.

Search for a book. Pull down to reveal the Search field at the top of the screen. Searching looks for the title and the author's name.

Remove books. Tap Select, select some books, tap Delete, then choose an option.

Hide books you haven't downloaded. If you see ☁ on a cover or next to a title, you can download the book again without charge. To remove from view the books that aren't downloaded, tap the name of the current collection (at the top of the screen), then turn on Hide iCloud Books.

Read PDFs

Add a PDF email attachment to iBooks. Open the email message, touch and hold its PDF attachment, then tap Copy to iBooks. Or, tap the PDF attachment to open it, tap any page, tap ⎙, then tap Copy to iBooks.

Print a PDF document. With the document open, tap ⎙, then choose Print (you need an AirPrint-compatible printer). For more about AirPrint, see AirPrint.

Email a PDF document. With the document open, tap ⎙, then choose Email.

Access your entire library in iCloud

You can store your PDF files and other books in iCloud and access them on your other devices.

Turn on iCloud for iBooks. Tap Use iCloud when asked after you open iBooks (you see this only when you're signed in to iCloud).

When you add a PDF file (or a book that doesn't come from the iBooks Store) to iBooks, the document is uploaded to iCloud. The document is also added to your other devices where you've turned on iCloud for iBooks and you're signed in to iCloud with the same Apple ID.

To change whether to use iCloud for iBooks, go to Settings > iCloud > iCloud Drive, then turn iBooks on or off.

Note: The books in your Purchased list in the iBooks Store are available anytime and don't count against your available iCloud storage space.

iBooks settings

Restrict access to books and audiobooks with explicit content. Go to Settings > General > Restrictions then select an option for Books.

Go to Settings > iBooks, where you can:

- Sync collections and bookmarks (including notes and current page information) with your other devices.
- Display online content within a book. Some books might access video or audio that's stored on the web.

Apple Confidential

- Use the cellular network (Wi-Fi + Cellular models). Downloading books and audiobooks from the iBooks Store and displaying online content within a book over the cellular network may incur carrier charges.
- Change the direction pages turn when you tap in the left margin.
- Turn full justification on or off.
- Turn auto-hyphenation on or off.
- Set the number of seconds to skip within an audiobook when you swipe the book cover or tap the skip button.

Game Center

Game Center at a glance

Game Center lets you play your favorite games with friends who have an iOS device or a Mac (OS X Mountain Lion or later). You must be connected to the Internet to use Game Center.

WARNING: For important information about avoiding repetitive motion injuries, see Important safety information.

Get started. Open Game Center. If you see your nickname at the top of the screen, you're already signed in. Otherwise, you'll be asked for your Apple ID and password.

Get some games. Tap Games, then tap a recommended game, browse for games in the App Store (look for Supports Game Center in the game details), or get a game one of your friends has. See Play games with friends.

Play! Tap Games, choose a game, tap ••• in the upper right, then tap Play. (If Play doesn't appear, the game is not currently installed.)

Sign out? No need to sign out when you quit Game Center, but if you want to, go to Settings > Game Center, then tap your Apple ID.

Play games with friends

Invite friends to a multiplayer game. Tap Friends, choose a friend, choose a game, then tap ••• in the upper right. If the game allows or requires additional players, choose the players to invite, then tap Next. Send your invitation, then wait for the others to accept. When everyone is ready, start the game. If a friend isn't available or doesn't respond, you can tap Auto-Match to have Game Center find another player for you, or tap Invite Friend to invite someone else.

Send a friend request. Tap Friends, tap +, then enter your friend's email address or Game Center nickname. To browse your contacts, tap ⊕. (To add several friends with one request, type Return after each address.) Or, tap any player you see anywhere in Game Center.

Challenge someone to outdo you. Tap one of your scores or achievements, then tap Challenge Friends.

What are your friends playing and how are they doing? Tap Friends, tap your friend's name, then tap the Games or Points bubble.

Want to purchase a game your friend has? Tap Friends, then tap your friend's name. Tap his or her Games bubble, tap the game in the list, then tap ••• in the upper right.

Make new friends. To see a list of your friend's friends, tap Friends, tap your friend's name, then tap his or her Friends bubble.

Unfriend a friend. Tap Friends, tap the friend's name, then tap ••• in the upper right.

Keep your email address private. Turn off Public Profile in your Game Center account settings. See Game Center settings.

Turn off multiplayer activity or friend requests. Go to Settings > General > Restrictions, then turn off Multiplayer Games or Adding Friends. If the switches are dimmed, tap Enable Restrictions at the top first.

Keep it friendly. To report offensive or inappropriate behavior, tap Friends, tap the person's name, tap ••• in the upper right, then tap Report a Problem.

Game Center settings

Go to Settings > Game Center, where you can:

- Sign out (tap your Apple ID)

Apple Confidential

- Allow invites
- Let nearby players find you
- Edit your Game Center profile (tap your nickname)
- Get friend recommendations from Contacts or Facebook

Specify which notifications you want for Game Center. Go to Settings > Notifications > Game Center. If Game Center doesn’t appear, turn on Notifications.

Change restrictions for Game Center. Go to Settings > General > Restrictions.

Podcasts

Podcasts at a glance

Open Podcasts, then browse, subscribe to, and play your favorite audio or video podcasts on iPad.

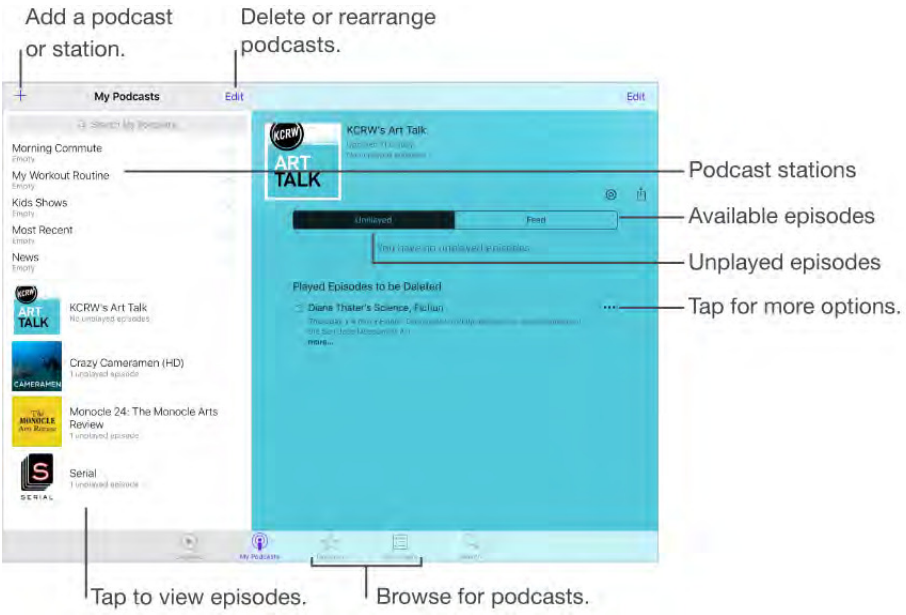
Get podcasts and episodes

Discover more podcasts. Tap Featured or Top Charts at the bottom of the screen.

Search for new podcasts. Tap Search at the bottom of the screen.

Search your library. Tap My Podcasts, then drag down the left side of the screen to reveal the search field.

Preview or stream an episode. Tap the podcast, then tap an episode.



Get more info. Tap •••, then tap View Full Description to get episode details. Tap any links in podcast or episode descriptions to open them in Safari.

Find new episodes. Tap Unplayed to find episodes you haven't yet heard.

Browse episodes. Tap Feed to see episodes available to download or stream.

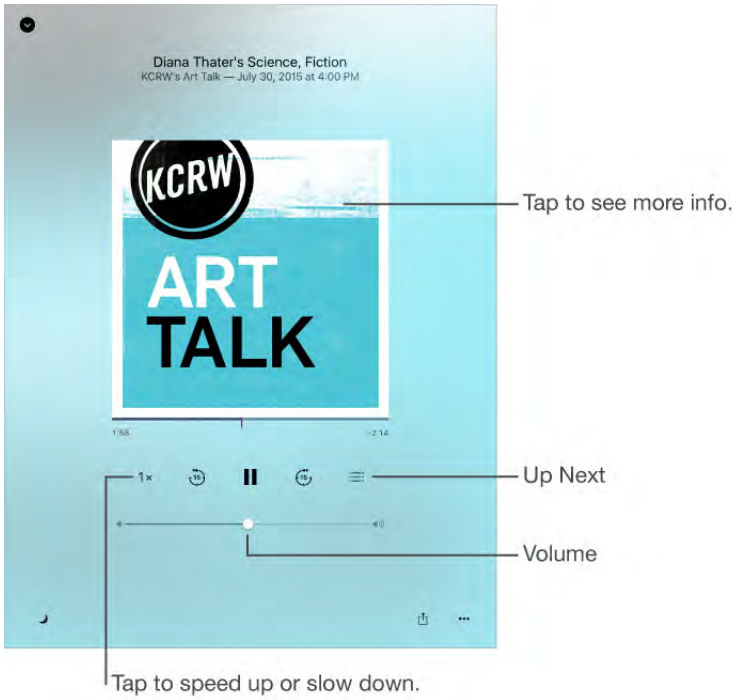
Download an episode to iPad. Tap •••, then tap Download Episode.

Get new episodes as they're released. Subscribe to the podcast. If you're browsing Featured podcasts or Top Charts, tap the podcast, then tap Subscribe. If you've already downloaded episodes, tap My Podcasts, tap a podcast that appears under Not Subscribed, tap ⚙, then turn on Subscribed.

Save or delete unplayed episodes. Tap Unplayed, tap Edit, select individual episodes, then tap Save or Delete.

Control playback

Use the playback controls to go forward and back in a podcast, set the speed, skip episodes, and more.



See podcast info while you listen. Tap the podcast image on the Now Playing screen.

Skip forward or back with greater accuracy. Move your finger toward the top of the screen as you drag the playhead left or right. When you're close to the playback controls, you can scan quickly through the entire episode. When you're close to the top of the screen, you can scan one second at a time.

Ask Siri. Say something like:

- "Play podcasts"
- "Play it twice as fast"

- “Play ‘Freakonomics Radio’ podcast”

Organize your favorites into stations

Organize your favorite podcasts into custom stations, and update episodes automatically across all your devices.

Create a station. Tap My Podcasts, tap +, then tap Add Station. Name your station, tap Save, then add podcasts. To play the podcasts in your station, tap My Podcasts, then tap ▶ next to the station.

Change the order of the station list. Tap My Podcasts, tap Edit above the station list, then drag ≡ up or down.

Change the playback order of shows in a station. Tap a station, tap Edit at the top-right of the screen, then drag ≡ up or down.

Delete stations. Tap My Podcasts, tap Edit above the station list, then tap ⊖.

List oldest episodes first. Tap My Podcasts, tap a podcast, tap ⚙, then tap Sort Order.

Podcasts settings

Go to Settings > Podcasts, where you can:

- Choose to keep your podcast subscriptions up to date on all your devices
- Choose how frequently Podcasts checks your subscriptions for new episodes
- Have episodes downloaded automatically
- Limit the number of podcasts that are downloaded
- Choose whether to keep episodes after you finish them

Accessibility

Accessibility features

iPad offers many accessibility features:

Vision

- VoiceOver
- Support for braille displays
- Zoom
- Invert Colors and Grayscale
- Speak Selection
- Speak Screen
- Speak Auto-Text
- Large, bold, and high-contrast text
- Button Shapes
- Reduce screen motion
- On/off switch labels
- Assignable tones
- Audio Descriptions

Hearing

- Hearing aids
- Mono audio and balance
- Subtitles and closed captions

Interaction

- Siri

- Widescreen keyboards
- Guided Access
- Switch Control
- AssistiveTouch
- Touch Accommodations
- Software and hardware keyboards

Turn on accessibility features. You can turn on many accessibility features just by asking Siri ("turn on VoiceOver," for example). See Siri and Make requests. Or go to Settings > General > Accessibility, or use the Accessibility Shortcut. See Accessibility Shortcut.

Use iTunes on your computer to configure accessibility on iPad. In iTunes you can enable a limited number of accessibility features, including VoiceOver, zoom, invert colors, speak auto-text, mono audio, and show closed captions where available. Click Summary, then click Configure Accessibility at the bottom of the Summary screen.

For more information about iPad accessibility features, go to www.apple.com/accessibility.

Accessibility Shortcut

Use the Accessibility Shortcut. Go to Settings > General > Accessibility, tap Accessibility Shortcut, then choose a shortcut.

After setting up an accessibility shortcut, triple-click the Home button to engage the associated feature. Features include:

- Touch Accommodations
- VoiceOver
- Invert Colors
- Grayscale
- Zoom
- Switch Control
- AssistiveTouch
- Guided Access (The shortcut starts Guided Access if it's already turned on. See Guided Access.)
- Hearing Aid Control (if you have paired Made for iPhone hearing aids)

Not so fast. To slow down the speed required to triple-click the home button, go to Settings > General > Accessibility > Home Button. (This also slows down double-clicks.)

VoiceOver

VoiceOver

VoiceOver describes aloud what appears onscreen, so that you can use iPad without seeing its screen.

VoiceOver tells you about each item you select. The VoiceOver cursor (a black outline) encloses the item and VoiceOver speaks its name or describes it.

Touch the screen or drag your finger over it to hear the items on the screen. When you select text, VoiceOver reads the text. If you turn on Speak Hints, VoiceOver may tell you the name of the item and provide instructions—for example, “double-tap to open.” To interact with items on the screen, such as buttons and links, use the gestures described in Learn VoiceOver gestures.

When you go to a new screen, VoiceOver plays a sound, then selects and speaks the first item on the screen (typically in the upper-left corner). It lets you know when the display changes to landscape or portrait orientation, when the screen becomes dimmed or locked, and is active on the Lock screen when you wake iPad.

Note: VoiceOver is available in many languages. Go to Settings > General > Language & Region to choose a language.

Use iPad with VoiceOver

Turn VoiceOver on or off. Press and hold the Home button and tell Siri “turn VoiceOver on.” To turn VoiceOver off, tell Siri “turn VoiceOver off.” You can also go to Settings > General > Accessibility > VoiceOver, or use the Accessibility Shortcut. See Accessibility Shortcut.

Unlock iPad. Press either the Sleep/Wake or Home button, tap the slider to focus on it, then double-tap the screen. On iPad models with Touch ID, you can unlock iPad by placing your finger on the Home button. See Touch ID.

Enter your passcode silently. To avoid having your passcode spoken as you enter it, use handwriting; see Write with your finger.

Open an app, toggle a switch, or tap an item. Select the item, then double-tap the screen.

Double-tap the selected item. To invoke a command normally executed by tapping twice on the screen—selecting a word or zooming an image, for example—tap three times.

Adjust a slider. Select the slider, then swipe up or down with one finger.

Use a standard gesture. Double-tap and hold your finger on the screen until you hear three rising tones, then make the gesture. When you lift your finger, VoiceOver gestures resume. For example, to drag a volume slider with your finger instead of swiping up and down, select the slider, double-tap and hold, wait for the three tones, then slide left or right.

Scroll a list or area of the screen. Swipe up or down with three fingers.

- *Scroll continuously through a list:* Double-tap and hold until you hear three rising tones, then drag up or down.
- *Use the list index:* Some lists have an alphabetical table index along the right side. Select the index, then swipe up or down to move through the index. You can also double-tap, hold, then slide your finger up or down.
- *Reorder a list:* You can change the order of items in some lists, such as the Rotor items in Accessibility settings. Select the reorder icon (≡) to the right of an item, double-tap and hold until you hear three rising tones, then drag up or down.

Reveal the sidebar. Touch the status bar clock icon, then swipe left with three fingers.

- *Select the side app divider:* Touch the divider to activate it.
- *Pin the side app divider:* Double-tap the divider.
- *Resize the side app divider:* Double-tap and hold, then drag the divider.

Open Notification Center. Select any item in the status bar, then swipe down with three fingers. To dismiss Notification Center, do a two-finger scrub (move two fingers back and forth three times quickly, making a “z”) or press the Home button.

Open Control Center. Select any item in the status bar, then swipe up with three fingers. To dismiss Control Center, do a two-finger scrub or press the Home button.

Switch apps. Double-click the Home button to display open apps, swipe left or right with one finger to select an app, then double-tap to switch to it. Or, set the rotor to Actions while viewing open apps, then swipe up or down.

Rearrange your Home screen. Select an icon on the Home screen, double-tap and hold your finger on the screen until you hear three rising tones. The item's relative location is described as you drag. Lift your finger when the icon is in its new location. Drag an icon to the edge of the screen to move it to another Home screen. You can continue to select and move items until you press the Home button.

Speak iPad status information. Tap the status bar at the top of the screen, then swipe left or right to hear information about the time, battery state, Wi-Fi signal strength, and more.

Speak notifications. Go to Settings > General > Accessibility > VoiceOver, then turn on Always Speak Notifications. Notifications, including the text of incoming text messages, are spoken as they occur, even if iPad is locked. Unacknowledged notifications are repeated when you unlock iPad.

Turn the screen curtain on or off. Triple-tap with three fingers. When the screen curtain is on, the screen contents are active even though the display is turned off.

Learn VoiceOver gestures

When VoiceOver is on, standard touchscreen gestures have different effects, and additional gestures let you move around the screen and control individual items. VoiceOver gestures include two-, three-, and four-finger taps and swipes. For best results using multifinger gestures, let your fingers touch the screen with some space between them.

You can use different techniques to enter a particular VoiceOver gesture. For example, you can perform a two-finger tap using two fingers on one hand, or one finger on each hand. You can even use your thumbs. Some people use a split-tap gesture: instead of selecting an item and double-tapping, touch and hold an item with one finger, then tap the screen with another finger.

Try different techniques to discover which works best for you. If a gesture doesn't work, try a quicker movement, especially for a double-tap or swipe gesture. To swipe, try brushing the screen quickly with your finger or fingers.

In VoiceOver settings, you can enter a special area where you can practice VoiceOver gestures without affecting iPad or its settings.

Practice VoiceOver gestures. Go to Settings > General > Accessibility > VoiceOver, then tap VoiceOver Practice. When you finish practicing, tap Done. If you don't see the VoiceOver Practice button, make sure VoiceOver is turned on.

Here are some key VoiceOver gestures:

Navigate and read

- *Tap:* Select and speak the item.
- *Swipe right or left:* Select the next or previous item.
- *Swipe up or down:* Depends on the rotor setting. See Use the VoiceOver rotor.
- *Two-finger swipe up:* Read all from the top of the screen.
- *Two-finger swipe down:* Read all from the current position.
- *Two-finger tap:* Stop or resume speaking.
- *Two-finger scrub:* Move two fingers back and forth three times quickly (making a “z”) to dismiss an alert or go back to the previous screen.
- *Three-finger swipe up or down:* Scroll one page at a time.
- *Three-finger swipe right or left:* Go to the next or previous page (on the Home screen, for example).
- *Three-finger tap:* Speak additional information, such as position within a list or whether text is selected.
- *Four-finger tap at top of screen:* Select the first item on the page.
- *Four-finger tap at bottom of screen:* Select the last item on the page.

Activate

- *Double-tap:* Activate the selected item.
- *Triple-tap:* Double-tap an item.
- *Split-tap:* As an alternative to selecting an item and double-tapping to activate it, touch and hold an item with one finger, then tap the screen with another.
- *Double-tap and hold (1 second) + standard gesture:* Use a standard gesture. The double-tap and hold gesture tells iPad to interpret the next gesture as standard. For example, you can double-tap and hold your finger on the screen until you hear three rising tones, and then without lifting your finger, drag your finger to slide a switch.
- *Two-finger double-tap:* This gesture initiates an action or halts or pauses an action in progress. For example, you can:

  - Play or pause in Music, Videos, or Photos (slideshows).
  - Take a photo or start or pause recording in Camera.
  - Start or stop the stopwatch.
- *Two-finger double-tap and hold:* Change an item's label to make it easier to find.
- *Two-finger triple-tap:* Open the Item Chooser.
- *Three-finger double-tap:* Mute or unmute VoiceOver.
- *Three-finger triple-tap:* Turn the screen curtain on or off.

Use the VoiceOver rotor

Use the rotor to choose what happens when you swipe up or down with VoiceOver turned on, or to select special input methods such as Braille Screen Input or Handwriting.

Operate the rotor. Rotate two fingers on the screen around a point between them.

Choose your rotor options. Go to Settings > General > Accessibility > VoiceOver > Rotor, then select the options you want to include in the rotor.

The available rotor options and their effects depend on what you're doing. For example, if you're reading an email, you can use the rotor to switch between hearing text spoken word-by-word or character-by-character when you swipe up or down. If you're browsing a webpage, you can set the rotor to speak all the text (either word-by-word or character-by-character), or to jump from one item to another of a certain type, such as headers or links.

When you use an Apple Wireless Keyboard to control VoiceOver, the rotor lets you adjust settings such as volume, speech rate, use of pitch or phonetics, typing echo, and reading of punctuation. See Use VoiceOver with an Apple Wireless Keyboard.

VoiceOver basics

Important: VoiceOver changes the gestures you use to control iPad. When VoiceOver is on, you must use VoiceOver gestures—even to turn VoiceOver off.

Explore. Drag your finger over the screen. VoiceOver speaks each item you touch. Lift your finger to leave an item selected.

- *Select an item:* Tap once to select an item, double-tap to invoke it.
- *Select the next or previous item:* Swipe right or left with one finger. Item order is left-to-right, top-to-bottom.
- *Select the item above or below:* Set the rotor to Vertical Navigation, then swipe up or down with one finger. If you don't find Vertical Navigation in the rotor, you can add it; see Use the VoiceOver rotor.
- *Select the first or last item on the screen:* Tap with four fingers at the top or bottom of the screen.
- *Select an item by name:* Triple-tap with two fingers anywhere on the screen to open the Item Chooser. Then type a name in the search field, or swipe right or left to move through the list alphabetically, or tap the table index to the right of the list and swipe up or down to move quickly through the list of items. You can also use handwriting to select an item by writing its name; see Write with your finger. To dismiss the Item Chooser without making a selection, double-tap.
- *Change an item's name so it's easier to find:* Select the item, then double-tap and hold with two fingers anywhere on the screen.
- *Speak the text of the selected item:* Set the rotor to characters or words, then swipe down or up with one finger. See Use the VoiceOver rotor.
- *Hear additional detail about using a button or feature:* Go to Settings > General > Accessibility > VoiceOver, then turn Speak Hints on or off.
- *Use phonetic spelling:* Go to Settings > General > Accessibility > VoiceOver > Phonetic Feedback.
- *Speak the entire screen, from the top:* Swipe up with two fingers.
- *Speak from the current item to the bottom of the screen:* Swipe down with two fingers.
- *Pause speaking:* Tap once with two fingers. Tap again with two fingers to resume, or select another item.
- *Mute VoiceOver:* Double-tap with three fingers; repeat to unmute. If you're using an external keyboard, press the Control key.

- *Silence sound effects:* Go to Settings > General > Accessibility > VoiceOver, then turn off Use Sound Effects.

Use a larger VoiceOver cursor. Go to Settings > General > Accessibility > VoiceOver, then turn on Large Cursor.

Adjust the speaking voice. You can adjust the VoiceOver speaking voice:

- *Change the volume:* Use the volume buttons on iPad. You can also add volume to the rotor, then swipe up and down to adjust; see Use the VoiceOver rotor.
- *Change the speech rate:* Go to Settings > General > Accessibility > VoiceOver, then drag the Speaking Rate slider. You can also set the rotor to Speech Rate, then swipe up or down to adjust.
- *Use pitch change:* VoiceOver uses a higher pitch when speaking the first item of a group (such as a list or table) and a lower pitch when speaking the last item of a group. Go to Settings > General > Accessibility > VoiceOver.
- *Speak punctuation:* Set the rotor to Punctuation, then swipe up or down to select how much you want to hear.
- *Control audio ducking:* To choose whether audio that's playing is turned down while VoiceOver speaks, set the rotor to Audio Ducking, then swipe up or down.
- *Change the language for iPad:* Go to Settings > General > Language & Region. VoiceOver pronunciation of some languages is affected by the Region Format you choose there.
- *Change pronunciation:* Set the rotor to Language, then swipe up or down. Language is available in the rotor only if you add a language at Settings > General > Accessibility > VoiceOver > Speech > Rotor Languages.
- *Choose which dialects are available in the rotor:* Go to Settings > General > Accessibility > VoiceOver > Speech > Rotor Languages. To adjust voice quality or speaking rate, tap ⓘ next to the language. To remove languages from the rotor or change their order, tap Edit, tap the delete button or drag the reorder icon (≡) up or down, then tap Done.
- *Set the default dialect for the current iPad language:* Go to Settings > General > Accessibility > VoiceOver > Speech.

- *Download an enhanced quality reading voice:* Go to Settings > General > Accessibility > VoiceOver > Speech, tap a language, then choose an enhanced voice. By default, VoiceOver uses the Siri voice. If you're using English, you can choose to download Alex (869 MB), the same high-quality U.S. English voice used for VoiceOver on Mac computers.

Use the onscreen keyboard

When you activate an editable text field, the onscreen keyboard appears (unless you have an Apple Wireless Keyboard attached).

Activate a text field. Select the text field, then double-tap. The insertion point and the onscreen keyboard appear.

Choose a typing style. Go to Settings > General > Accessibility > VoiceOver > Typing Style. Or, set the rotor to Typing Mode, then swipe up or down.

Enter text. Type characters using the onscreen keyboard:

- *Standard typing:* Select a key on the keyboard by swiping left or right, then double-tap to enter the character. Or move your finger around the keyboard to select a key and, while continuing to touch the key with one finger, tap the screen with another finger. VoiceOver speaks the key when it's selected, and again when the character is entered.
- *Touch typing:* Touch a key on the keyboard to select it, then lift your finger to enter the character. If you touch the wrong key, slide your finger to the key you want. VoiceOver speaks the character for each key as you touch it, but doesn't enter a character until you lift your finger.
- *Direct Touch typing:* VoiceOver is disabled for the keyboard only, so you can type just as you do when VoiceOver is off.

Move the insertion point. Swipe up or down to move the insertion point forward or backward in the text. Use the rotor to choose whether you want to move the insertion point by character, by word, or by line. To jump to the beginning or end, double-tap the text.

VoiceOver makes a sound when the insertion point moves, and speaks the character, word, or line that the insertion point moves across. When moving forward by words, the insertion point is placed at the end of each word, before the space or punctuation that follows. When moving backward, the insertion point is placed at the end of the preceding word, before the space or punctuation that follows it.

Move the insertion point past the punctuation at the end of a word or sentence. Use the rotor to switch back to character mode.

When moving the insertion point by line, VoiceOver speaks each line as you move across it. When moving forward, the insertion point is placed at the beginning of the next line (except when you reach the last line of a paragraph, when the insertion point is moved to the end of the line just spoken). When moving backward, the insertion point is placed at the beginning of the line that's spoken.

Change typing feedback. By default, VoiceOver speaks characters as well as words when you type. To hear no feedback, hear characters only, or hear words only, go to Settings > General > Accessibility > VoiceOver > Typing Feedback, then choose an option.

Use phonetics in typing feedback. Go to Settings > General > Accessibility > VoiceOver > Phonetic Feedback. Text is read character by character. VoiceOver first speaks the character, then its phonetic equivalent—for example, "f" and then "foxtrot."

Delete a character. Use ⌫ with any of the VoiceOver typing styles. VoiceOver speaks each character as it's deleted. If Use Pitch Change is turned on, VoiceOver speaks deleted characters in a lower pitch.

Select text. Set the rotor to Edit, swipe up or down to choose Select or Select All, then double-tap. If you choose Select, the word closest to the insertion point is selected when you double-tap. To increase or decrease the selection, do a two-finger scrub to dismiss the pop-up menu, then pinch.

Cut, copy, or paste. Set the rotor to Edit, select the text, swipe up or down to choose Cut, Copy, or Paste, then double-tap.

Undo. Shake iPad, swipe left or right to choose the action to undo, then double-tap.

Enter an accented character. In standard typing style, select the plain character, then double-tap and hold until you hear a sound indicating alternate characters have appeared. Drag left or right to select and hear the choices. Release your finger to enter the current selection. In touch typing style, touch and hold a character until the alternate characters appear.

Change the keyboard language. Set the rotor to Language, then swipe up or down. Choose "default language" to use the language specified in Language & Region settings. The Language rotor item appears only if you select more than one language in Settings > General > Accessibility > VoiceOver > Speech.

Write with your finger

Handwriting mode lets you enter text by writing characters on the screen with your finger. In addition to normal text entry, use handwriting mode to enter your iPad passcode silently or open apps from the Home screen.

Enter handwriting mode. Use the rotor to select Handwriting. If Handwriting isn't in the rotor, go to Settings > General > Accessibility > VoiceOver > Rotor, then add it.

Choose a character type. Swipe up or down with three fingers to choose lowercase, numbers, uppercase, or punctuation.

Hear the currently selected character type. Tap with three fingers.

Enter a character. Trace the character on the screen with your finger.

Enter an alternate character. To use an alternate character (a character with an accent or umlaut, for example), write the character, then swipe up or down with two fingers until you hear the type of character you want.

Enter a space. Swipe right with two fingers.

Go to a new line. Swipe right with three fingers.

Delete the character before the insertion point. Swipe left with two fingers.

Select an item on the Home screen. Start writing the name of the item. If there are multiple matches, continue to spell the name until it's unique, or swipe up or down with two fingers to choose from the current matches.

Enter your passcode silently. Set the rotor to Handwriting on the passcode screen, then write the characters of your passcode.

Use a table index to skip through a long list. Select the table index to the right of the table (for example, next to your Contacts list or in the VoiceOver Item Chooser), then write the letter.

Set the rotor to a web browsing element type. Write the first letter of a page element type. For example, write "l" to have up or down swipes skip to links, or "h" to skip to headings.

Exit handwriting mode. Do a two-finger scrub, or set the rotor to a different selection.

Type onscreen braille

With Braille Screen Input enabled, you can use your fingers to enter 6-dot, 8-dot, or contracted braille directly on the iPad screen. Enter braille with iPad laying flat in front of you (tabletop mode), or hold iPad with the screen facing away so your fingers curl back to tap the screen (screen away mode).

Turn on Braille Screen Input. Use the rotor to select Braille Screen Input. If you don't find it in the rotor, go to Settings > General > Accessibility > VoiceOver > Rotor, then add it.

Enter braille. Place iPad flat in front of you or hold it with the screen facing away, then tap the screen with one or several fingers at the same time.

Adjust entry dot positions. To move the entry dots to match your natural finger positions, double-tap six or eight fingers at the same time.

Switch between 6-dot, 8-dot, and contracted braille. Swipe to the right with three fingers. To set the default, go to Settings > General > Accessibility > VoiceOver > Braille > Braille Screen Input.

Enter a space. Swipe right with one finger. (In screen away mode, swipe to *your* right.)

Delete the previous character. Swipe left with one finger.

Move to a new line (typing). Swipe right with two fingers.

Cycle through spelling suggestions. Swipe up or down with one finger.

Select an item on the Home screen. Start entering the name of the item. If there are multiple matches, continue to spell the name until it is unique, or swipe up or down with one finger to select a partial match.

Open the selected app. Swipe right with two fingers.

Turn braille contractions on or off. Swipe to the right with three fingers.

Translate immediately (when contractions are enabled). Swipe down with two fingers.

Stop entering braille. Do a two-finger scrub, or set the rotor to another setting.

Use VoiceOver with an Apple Wireless Keyboard

You can control VoiceOver using an Apple Wireless Keyboard paired with iPad. See Bluetooth devices.

Use the following VoiceOver keyboard commands to navigate the screen, select items, read screen contents, adjust the rotor, and perform other VoiceOver actions. For the commands, you can use the Control-Option key combination or the Caps Lock key, abbreviated in the list that follows as “VO.” (To choose a modifier key, go to Settings > General > Accessibility > VoiceOver > Modifier Keys.)

You can use VoiceOver Help to learn the keyboard layout and the actions associated with various key combinations. VoiceOver Help speaks keys and keyboard commands as you type them, without performing the associated action.

VoiceOver keyboard commands

VO = Control-Option

- *Turn on VoiceOver Help:* VO–K
- *Turn off VoiceOver Help:* Escape
- *Select the next or previous item:* VO–Right Arrow or VO–Left Arrow
- *Double-tap to activate the selected item:* VO–Space bar
- *Press the Home button:* VO–H
- *Touch and hold the selected item:* VO–Shift–M
- *Move to the status bar:* VO–M
- *Read from the current position:* VO–A
- *Read from the top:* VO–B
- *Pause or resume reading:* Control
- *Copy the last spoken text to the clipboard:* VO–Shift–C
- *Search for text:* VO–F
- *Mute or unmute VoiceOver:* VO–S
- *Open Notification Center:* Fn–VO–Up Arrow
- *Open Control Center:* Fn–VO–Down Arrow
- *Open the Item Chooser:* VO–I
- *Change the label of the selected item:* VO–/

- *Double-tap with two fingers:* VO–"-"
- *Adjust the rotor:* Use Quick Nav (see below)
- *Swipe up or down:* VO–Up Arrow or VO–Down Arrow
- *Adjust the speech rotor:* VO–Command–Left Arrow or VO–Command–Right Arrow
- *Adjust the setting specified by the speech rotor:* VO–Command–Up Arrow or VO–Command–Down Arrow
- *Turn the screen curtain on or off:* VO–Shift–S
- *Return to the previous screen:* Escape
- *Switch apps:* Command–Tab or Command–Shift–Tab

Quick Nav

Turn on Quick Nav to control VoiceOver using the arrow keys.

- *Turn Quick Nav on or off:* Left Arrow–Right Arrow
- *Select the next or previous item:* Right Arrow or Left Arrow
- *Select the next or previous item specified by the rotor:* Up Arrow or Down Arrow
- *Select the first or last item:* Control–Up Arrow or Control–Down Arrow
- *Tap an item:* Up Arrow–Down Arrow
- *Scroll up, down, left, or right:* Option–Up Arrow, Option–Down Arrow, Option–Left Arrow, or Option–Right Arrow
- *Adjust the rotor:* Up Arrow–Left Arrow or Up Arrow–Right Arrow

Single-key Quick Nav for web browsing

When you view a webpage with Quick Nav enabled, you can use the following keys on the keyboard to navigate the page quickly. Typing the key moves to the next item of the indicated type. To move to the previous item, hold the Shift key as you type the letter.

- *Turn on Single-key Quick Nav:* VO-Q
- *Heading:* H
- *Link:* L

- *Text field:* R
- *Button:* B
- *Form control:* C
- *Image:* I
- *Table:* T
- *Static text:* S
- *ARIA landmark:* W
- *List:* X
- *Item of the same type:* M
- *Level 1 heading:* 1
- *Level 2 heading:* 2
- *Level 3 heading:* 3
- *Level 4 heading:* 4
- *Level 5 heading:* 5
- *Level 6 heading:* 6

Text editing

Use these commands (with Quick Nav turned off) to work with text. VoiceOver reads the text as you move the insertion point.

- *Go forward or back one character:* Right Arrow or Left Arrow
- *Go forward or back one word:* Option–Right Arrow or Option–Left Arrow
- *Go up or down one line:* Up Arrow or Down Arrow
- *Go to the beginning or end of the line:* Command–Left Arrow or Command–Down Arrow
- *Go to the beginning or end of the paragraph:* Option–Up Arrow or Option–Down Arrow
- *Go to the previous or next paragraph:* Option–Up Arrow or Option–Down Arrow

- *Go to the top or bottom of the text field:* Command–Up Arrow or Command–Down Arrow
- *Select text as you move:* Shift + any of the insertion point movement commands above
- *Select all text:* Command–A
- *Copy, cut, or paste the selected text:* Command–C, Command–X, or Command–V
- *Undo or redo last change:* Command–Z or Shift–Command–Z

Support for braille displays

You can use a Bluetooth braille display to read VoiceOver output, and you can use a braille display with input keys and other controls to control iPad when VoiceOver is turned on. For a list of supported braille displays, go to www.apple.com/accessibility/ios/braille-display.html.

Connect a braille display. Turn on the display, then go to Settings > Bluetooth and turn on Bluetooth. Then go to Settings > General > Accessibility > VoiceOver > Braille and choose the display.

Adjust Braille settings. Go to Settings > General > Accessibility > VoiceOver > Braille, where you can:

- Choose contracted, uncontracted 8-dot, or uncontracted 6-dot braille input or output
- Turn on the status cell and choose its location
- Turn on Nemeth code for equations
- Display the onscreen keyboard
- Choose to have the page turned automatically when panning
- Change the braille translation from Unified English
- Change the alert display duration

For information about common braille commands for VoiceOver navigation, and for information specific to certain displays, go to support.apple.com/HT4400.

Set the language for VoiceOver. Go to Settings > General > Language & Region.

If you change the language for iPad, you may need to reset the language for VoiceOver and your braille display.

You can set the leftmost or rightmost cell of your braille display to provide system status and other information:

- Announcement History contains an unread message
- The current Announcement History message hasn't been read
- VoiceOver speech is muted
- The iPad battery is low (less than 20% charge)
- iPad is in landscape orientation
- The screen display is turned off
- The current line contains additional text to the left
- The current line contains additional text to the right

Set the leftmost or rightmost cell to display status information. Go to Settings > General > Accessibility > VoiceOver > Braille > Status Cell, then tap Left or Right.

See an expanded description of the status cell. On your braille display, press the status cell's router button.

Read math equations

VoiceOver can read aloud math equations encoded using:

- MathML on the web
- MathML or LaTeX in iBooks Author

Hear an equation. Have VoiceOver read the text as usual. VoiceOver says "math" before it starts reading an equation.

Explore the equation. Double-tap the selected equation to display it full screen and move through it one element at a time. Swipe left or right to read elements of the equation. Use the rotor to select Symbols, Small Expressions, Medium Expressions, or Large Expressions, then swipe up or down to hear the next element of that size. You can continue to double-tap the selected element to "drill down" into the equation to focus on the selected element, then swipe left or right, up or down to read one part at a time.

Equations read by VoiceOver can also be output to a braille device using Nemeth code, as well as the codes used by Unified English Braille, British English, French, and Greek. See Support for braille displays.

Use VoiceOver with Safari

Search the web. Select the search field, double-tap to invoke the keyboard, enter your search, then swipe right or left to move down or up the list of suggested search phrases. Then double-tap the screen to search the web using the selected phrase.

Skip to the next page element of a particular type. Set the rotor to the element type, then swipe up or down.

Set the rotor options for web browsing. Go to Settings > General > Accessibility > VoiceOver > Rotor. Tap to select or deselect options, or drag the reorder icon (≡) up to reposition an item.

Skip images while navigating. Go to Settings > General > Accessibility > VoiceOver > Navigate Images. You can choose to skip all images or only those without descriptions.

Reduce page clutter for easier reading and navigation. Select the Reader item in the Safari address field (not available for all pages).

If you pair an Apple Wireless Keyboard with iPad, you can use single-key Quick Nav commands to navigate webpages. See Use VoiceOver with an Apple Wireless Keyboard.

Use VoiceOver with Maps

With VoiceOver, you can zoom in or out, select a pin, or get information about a location.

Explore the map. Drag your finger around the screen, or swipe left or right to move to another item.

Zoom in or out. Select the map, set the rotor to Zoom, then swipe down or up with one finger.

Pan the map. Swipe with three fingers.

Browse visible points of interest. Set the rotor to Points of Interest, then swipe up or down with one finger.

Follow a road. Hold your finger down on the road, wait until you hear “pause to follow,” then move your finger along the road while listening to the guide tone. The pitch increases when you stray from the road.

Select a pin. Touch a pin, or swipe left or right to select the pin.

Get information about a location. With a pin selected, double-tap to display the information flag. Swipe left or right to select the More Info button, then double-tap to display the information page.

Hear location cues as you move about. Turn on Tracking With Heading in Maps to hear street names and points of interest as you approach them.

Edit videos with VoiceOver

You can use VoiceOver gestures to trim Camera videos.

Trim a video. While viewing a video in Photos, double-tap the screen to display the video controls, then select the beginning or end of the trim tool. Then swipe up to drag to the right, or swipe down to drag to the left. VoiceOver announces the amount of time the current position will trim from the recording. To complete the trim, select Trim, then double-tap.

Zoom

Many apps let you zoom in or out on specific items. For example, you can double-tap or pinch to look closer in Photos or expand webpage columns in Safari. There's also a general Zoom feature that lets you magnify the screen no matter what you're doing. You can zoom the entire screen (Full Screen Zoom) or zoom part of the screen in a resizable window and leave the rest of the screen unmagnified (Window Zoom). And, you can use Zoom together with VoiceOver.

Turn Zoom on or off. Go to Settings > General > Accessibility, then turn Zoom on or off. Or use the Accessibility Shortcut. See Accessibility Shortcut.

Zoom in or out. With Zoom turned on, double-tap the screen with three fingers.

Adjust the magnification. Double-tap with three fingers, then drag up or down. This gesture is similar to a double-tap, except you don't lift your fingers after the second tap—instead, drag your fingers on the screen. You can also triple-tap with three fingers, then drag the Zoom Level slider in the zoom controls that appear. To limit the maximum magnification, go to Settings > General > Accessibility > Zoom, then drag the Maximum Zoom Level slider all the way to the left.

Pan to see more. Drag the screen with three fingers. Or hold your finger near the edge of the screen to pan to that side. Move your finger closer to the edge to pan more quickly. Or, if you have detached the Zoom Controller, drag it.

Switch between Full Screen Zoom and Window Zoom. Triple-tap with three fingers, then tap Window Zoom or Full Screen Zoom in the zoom controls that appear. To choose the mode that's used when you turn on Zoom, go to Settings > General > Accessibility > Zoom > Zoom Region.

Resize the zoom window (Window Zoom). Triple-tap with three fingers, tap Resize Lens, then drag any of the round handles that appear.

Move the zoom window (Window Zoom). Drag the handle at the bottom of the zoom window.

Show the zoom controller. Go to Settings > General > Accessibility > Zoom, then turn on Show Controller, or triple-tap with three fingers, then choose Show Controller. Then you can double-tap the floating Zoom Controls button to zoom in or out, single-tap the button to display the zoom controls, or drag it to pan. To move the Zoom Controls button, touch and hold the button, then drag it to a new location. To adjust the transparency of the zoom controller, go to Settings > General > Accessibility > Zoom > Idle Visibility.

Have Zoom track your selections or the text insertion point. Go to Settings > General > Accessibility > Zoom, then turn on Follow Focus. Then, for example, if you use VoiceOver, the zoom window magnifies each element on the screen as you select it.

Zoom in on your typing without magnifying the keyboard. Go to Settings > General > Accessibility > Zoom, then turn on Follow Focus. When you zoom in while typing (in Messages or Notes, for example), the area immediately around the text you type is magnified while all of the keyboard remains visible. Turn on Smart Typing, and the entire window (except the keyboard) is magnified.

Display the magnified part of the screen in grayscale or inverted color. Go to Settings > General > Accessibility > Zoom > Zoom Filter, then choose an option. Or triple-tap with three fingers, then tap Choose Filter in the zoom controls that appear.

While using Zoom with an Apple Wireless Keyboard, the screen image follows the insertion point, keeping it in the center of the display. See Apple Wireless Keyboard.

Invert Colors and Grayscale

Sometimes, inverting the colors or changing to grayscale on the iPad screen makes it easier to read.

Invert the screen colors. Go to Settings > General > Accessibility, then turn on Invert Colors.

See the screen in grayscale. Go to Settings > General > Accessibility, then turn on Grayscale.

Turn on both effects to see inverted grayscale. You can also apply these effects to just the contents of the zoom window—see Zoom.

Speak Selection

Even with VoiceOver turned off, you can have iPad read aloud any text you select.

Turn on Speak Selection. Go to Settings > General > Accessibility > Speech. There you can also:

- Adjust the speaking rate
- Choose to have individual words highlighted as they're read

Have text read to you. Select the text, then tap Speak.

You can also have iPad read the entire screen to you. See Speak Screen.

Speak Screen

iPad can read the contents of the screen to you, even if you don't use VoiceOver.

Turn on Speak Screen. Go to Settings > General > Accessibility > Speech.

Have iPad speak the screen. Swipe down from the top of the screen with two fingers. Use the controls that appear to pause speaking or adjust the rate.

Highlight what's being spoken. Turn on Highlight Content (a command that appears when you turn on Speak Screen), and the current word is highlighted as it's spoken.

Ask Siri. Say "speak screen."

You can also have iPad read just text you select—see Speak Selection.

Speak Auto-Text

Speak Auto-text speaks the text corrections and suggestions iPad makes when you type.

Turn on Speak Auto-text. Go to Settings > General > Accessibility > Speech.

Speak Auto-text also works with VoiceOver and Zoom.

Large, bold, and high-contrast text

Display larger text in apps such as Settings, Calendar, Contacts, Mail, Messages, and Notes. Go to Settings > General > Accessibility > Larger Text, then turn on Larger Accessibility Sizes.

Display bolder text on iPad. Go to Settings > General > Accessibility, then turn on Bold Text.

Increase text contrast where possible. Go to Settings > General > Accessibility, then turn on Increase Contrast.

Button Shapes

iPad can add a colored background shape or an underline to buttons so they're easier to see.

Emphasize buttons. Go to Settings > General > Accessibility, then turn on Button Shapes.

Reduce screen motion

You can stop the movement of some screen elements, for example, the parallax effect of icons and alerts against the wallpaper, or motion transitions.

Reduce motion. Go to Settings > General > Accessibility, then turn on Reduce Motion.

On/off switch labels

To make it easier to distinguish whether a setting is on or off, you can have iPad show an additional label on on/off switches.

Add switch-setting labels. Go to Settings > General > Accessibility, then turn on the On/Off Labels switch.

Assignable tones

You can assign distinctive ringtones to people in your contacts list for audible FaceTime caller ID. You can also assign distinct tones to alert you of a variety of other events, including new voicemail, new mail, sent mail, Tweet, Facebook Post, and reminders. See Sounds and silence.

You can purchase ringtones from the iTunes Store on iPad. See iTunes Store at a glance.

Audio Descriptions

Audio Descriptions provides an audible description of video scenes. If you have a video that includes audio descriptions, iPad can play them for you.

Hear audio descriptions. Go to Settings > General > Accessibility > Audio Descriptions, then turn on Prefer Audio Descriptions.

Hearing aids

If you have Made for iPhone hearing aids (compatible with iPad Pro, iPad 4th generation and later, and iPad mini), you can use iPad to adjust their settings, stream audio, or use iPad as a remote mic.

Pair with iPad. If your hearing aids aren't listed in Settings > General > Accessibility > Hearing Aids, you need to pair them with iPad. To start, open the battery door on each hearing aid. Next, on iPad, go to Settings > Bluetooth and make sure Bluetooth is turned on. Then go to Settings > General > Accessibility > Hearing Aids. Close the battery doors on your hearing aids and wait until their name appears in the list of devices (this could take a minute). When the name appears, tap it and respond to the pairing request.

When pairing is finished, you hear a series of beeps and a tone, and a checkmark appears next to the hearing aids in the Devices list. Pairing can take as long as 60 seconds—don't try to stream audio or otherwise use the hearing aids until pairing is finished.

You should only need to pair once (and your audiologist might do it for you). After that, each time you turn your hearing aids back on, they reconnect to iPad.

Adjust hearing aid settings and view status. Go to Settings > General > Accessibility > Hearing Aids, or choose Hearing Aids from the Accessibility Shortcut. See Accessibility Shortcut. Hearing aid settings appear only after you pair your hearing aids with iPad.

For shortcut access from the Lock screen, go to Settings > General > Accessibility > Hearing Aids, then turn on Control on Lock Screen. Use the settings to:

- Check hearing aid battery status.
- Adjust ambient microphone volume and equalization.
- Choose which hearing aids (left, right, or both) receive streaming audio.

- Control Live Listen.

Stream audio to your hearing aids. Stream audio from Siri, Music, Videos, and more by choosing your hearing aids from the AirPlay menu .

Use iPad as a remote microphone. You can use Live Listen to stream sound from the microphone in iPad to your hearing aids. This can help you hear better in some situations by positioning iPad nearer the sound source. Triple-click the Home button, choose Hearing Aids, then tap Start Live Listen.

Use your hearing aids with more than one iOS device. If you pair your hearing aids with more than one iOS device (both iPhone and iPad, for example), the connection for your hearing aids automatically switches from one to the other when you do something that generates audio on the other device, or when you receive a phone call on iPhone. Changes you make to hearing aid settings on one device are automatically sent to your other iOS devices. To take advantage of this, you must be signed in to iCloud using the same Apple ID on all of the devices, and they must be on the same Wi-Fi network.

Mono audio and balance

Mono Audio combines the sound from the left and right channels into a mono signal played on both channels. This way you can hear everything with either ear, or through both ears with one channel set louder.

Turn on Mono Audio. Go to Settings > General > Accessibility > Mono Audio.

Adjust the balance. Go to Settings > General > Accessibility, then drag the Left Right Stereo Balance slider.

Subtitles and closed captions

The Videos app includes an Alternate Track button you can tap to choose subtitles and captions offered by the video you're watching. Standard subtitles and captions are usually listed, but if you prefer special accessible captions, such as subtitles for the deaf and hard of hearing (SDH), you can set iPad to list them instead, if they're available.

Prefer accessible subtitles and closed captions for SDH. Go to Settings > General > Accessibility > Subtitles & Captioning, then turn on Closed Captions + SDH. This also turns on subtitles and captions in the Videos app.

Choose from available subtitles and captions. Tap while watching a video.

Customize your subtitles and captions. Go to Settings > General > Accessibility > Subtitles & Captioning > Style, where you can choose an existing caption style or create a new style based on your choice of:

- Font, size, and color
- Background color and opacity
- Text opacity, edge style, and highlight

Note: Not all videos include subtitles or closed captions.

Siri

Siri is often the easiest way to start using accessibility features with iPad. With Siri, you can open apps, turn many settings on or off (for example, VoiceOver), or use Siri for what it does best—acting as your assistant. Siri knows when VoiceOver is on, so will often read more information back to you than appears on the screen. You can also use VoiceOver to read what Siri shows on the screen. See Make requests.

Widescreen keyboards

All built-in iPad apps show a larger onscreen keyboard when you rotate iPad to landscape view. You can also type using an Apple Wireless Keyboard.

Guided Access

Guided Access helps an iPad user stay focused on a task. Guided Access dedicates iPad to a single app, and lets you control which app features are available. Use Guided Access to:

- Temporarily restrict iPad to a particular app
- Disable areas of the screen that aren't relevant to a task, or areas where an accidental gesture might cause a distraction
- Limit how long someone can use an app
- Disable the iPad hardware buttons

Use Guided Access. While using an app, tell Siri "turn on Guided Access" or go to Settings > General > Accessibility > Guided Access, then turn on Guided Access. Within the Guided Access screen you can:

- Turn Guided Access on or off
- Tap Passcode Settings to set a passcode that controls the use of Guided Access (preventing someone from leaving a session), and turn on Touch ID (as a way to end Guided Access)
- Tap Time Limits to set a sound or have the remaining Guided Access time spoken before time ends
- Set whether other accessibility shortcuts are available during a session

Start a Guided Access session. After turning on Guided Access, open the app, then triple-click the Home button. Adjust settings for the session, then tap Start.

- *Disable app controls and areas of the app screen:* Draw a circle or rectangle around any part of the screen you want to disable. Drag the mask into position or use the handles to adjust its size.
- *Enable the Sleep/Wake button and Volume buttons:* Tap Options below Hardware Buttons.
- *Keep iPad from switching from portrait to landscape or from responding to other motions:* Tap Options, then turn off Motion.
- *Prevent typing:* Tap Options, then turn off Keyboards.
- *Ignore all screen touches:* Turn off Touch at the bottom of the screen.
- *Set a session time limit:* Tap Time Limit Options at the bottom of the screen.

End the session. Triple-click the Home button, then enter the Guided Access passcode, or use Touch ID (if enabled).

Switch Control

Switch Control

Switch Control lets you control iPad using your touchscreen as a switch or using a connected single switch or multiple switches. Use any of several methods to perform actions such as selecting, tapping, dragging, typing, invoking multitasking options on devices that support them, and even free-hand drawing. Basically, you use a switch to select an item or location on the screen, and then use the same (or different) switch to choose an action to perform on that item or location. Three basic methods are:

- *Item scanning (default),* which highlights different items on the screen until you select one.
- *Point scanning,* which lets you use scanning crosshairs to pick a screen location.
- *Manual selection,* which lets you move from item to item on demand (requires multiple switches).

Whichever method you use, when you select an individual item (rather than a group), a menu appears so you can choose how to act on the selected item (tap, drag, or pinch, for example).

If you use multiple switches, you can set up each switch to perform a specific action and customize your item selection method. For example, instead of automatically scanning screen items, you can set up switches to move to the next or previous item on demand.

You can adjust the behavior of Switch Control in a variety of ways, to suit your specific needs and style.

Add a switch and turn on Switch Control

You can use any of these as a switch:

- *An external adaptive switch:* Choose from a variety of popular USB or Bluetooth switches.
- *The iPad screen:* Tap the screen to trigger the switch.
- *The iPad FaceTime camera:* Move your head to trigger the switch. You can use the camera as two switches: one switch triggers when you move your head to the left, and the other when you move your head to the right.

Add a switch and choose its action. Go to Settings > General > Accessibility > Switch Control > Switches. If you use only one switch, it is your Select Item switch by default.

If you're adding an external switch, you need to connect it to iPad before it will appear in the list of available switches. Follow the instructions that came with the switch. If it connects using Bluetooth, you need to pair it with iPad—turn on the switch, go to Settings > Bluetooth, tap the switch, then follow the onscreen instructions. For more information, see Bluetooth devices.

Turn on Switch Control. Go to Settings > General > Accessibility > Switch Control, then turn on Switch Control. Or triple-click the Home button. See Accessibility Shortcut.

Turn off Switch Control. Use any scanning method to select and tap Settings > General > Accessibility > Switch Control, then turn off Switch Control. Or triple-click the Home button.

Basic techniques

Whether you use item scanning or point scanning, the Switch Control basics are the same.

Select an item. Trigger your Select Item switch when the item is highlighted (item scanning) or under the crosshairs (point scanning).

Perform an action on the selected item. Choose a command from the control menu that appears when you select the item. The layout of the menu depends on how you configure tap behavior. (To choose an option, go to Settings > General > Accessibility > Switch Control > Tap Behavior.)

- *With Default on:* The control menu usually includes only the Tap button and the More button (two dots at the bottom). If you're in a scrollable area of the screen, a Scroll button also appears. To tap the highlighted item, trigger your Select Item button when Tap is highlighted. To see additional action buttons, choose More at the bottom of the menu. If you have multiple switches, you can set one up specifically for tapping.
- *With Auto Tap on:* To tap the item, do nothing—the item is automatically tapped when the Auto Tap interval expires (0.75 seconds if you haven't changed it). To see the control menu, trigger your Select Item button before the Auto Tap interval expires. The control menu skips the Tap button and goes right to the full set of action buttons.

- *With Always Tap on:* Tap to select the highlighted item rather than display the control menu. Wait until the end of the scan cycle, then tap a button to display the control menu.

  Note: Always Tap applies only when you choose item scanning. When point scanning, the default behavior applies.

Work with recipes. A recipe lets you temporarily assign a special action to a switch. For example, you can choose a recipe to turn pages in iBooks or control a game. To use a recipe, go to Settings > General > Accessibility > Switch Control > Recipes, then choose a recipe.

Dismiss the control menu without choosing an action. Tap while the original item is highlighted and all the icons in the control menu are dimmed. Or choose Escape from the control menu. The menu goes away after cycling the number of times you specify at Settings > General > Accessibility > Switch Control > Loops.

Perform screen gestures. Choose Gestures from the control menu.

Scroll the screen. Select an item in a scrollable part of the screen, then:

- *With Auto Tap off:* Choose the Scroll Down button (next to the Tap button) in the control menu. Or, for more scrolling options, choose More, then choose Scroll.
- *With Auto Tap on:* Choose Scroll from the control menu. If many actions are available, you might have to choose More first.

Tap the Home button. Choose Home in the control menu.

Perform other hardware actions. Select any item, then choose Device from the menu that appears. Use the menu to mimic these actions:

- Double-click the Home button for multitasking
- Open Notification Center or Control Center
- Press the Sleep/Wake button to lock iPad
- Rotate iPad
- On iPad models with a side switch, flip the Side Switch to mute iPad volume
- Press the volume buttons
- Show the Search screen

- Hold down the Home button to open Siri
- Triple-click the Home button
- Shake iPad
- Press the Home and Sleep/Wake buttons simultaneously to take a screenshot
- Swipe down from the top with two fingers to speak the screen (if you have Speak Screen turned on)

Item scanning

Item scanning alternately highlights each item or group of items on the entire screen until you trigger your Select Item switch. If there are many items, Switch Control highlights them in groups. When you select a group, highlighting continues with the items in the group. When you select a unique item, scanning stops and the control menu appears. Item scanning is the default when you first turn on Switch Control.

You can choose from three scanning styles—auto scanning, manual scanning, and single-switch step scanning. Auto scanning automatically highlights items, one after the other. With manual scanning, you use one switch to highlight an item and another to activate it. Single-switch step scanning uses a switch to move the highlight from item to item. If you take no action after a period of time, the highlighted item activates.

Select an item or enter a group. Watch (or listen) as items are highlighted. When the item you want to control (or the group containing the item) is highlighted, trigger your Select Item switch. Work your way down the hierarchy of items until you select the individual item you want to control.

Back out of a group. Trigger your Select Item switch when the dashed highlight around the group or item appears.

Dismiss the control menu without performing an action. Trigger your Select Item switch when the item itself is highlighted. Or choose Escape from the control menu.

Hear the names of items as they are highlighted. Go to Settings > General > Accessibility > Switch Control, then turn on Speech. Or choose Settings from the control menu, then choose Speech On.

Slow down the scanning. Go to Settings > General > Accessibility > Switch Control > Auto Scanning Time.

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Point scanning

Point scanning lets you select an item on the screen by pinpointing it with scanning crosshairs.

Switch to point scanning. Use item scanning to choose Point Mode from the control menu. The vertical crosshair appears when you close the menu.

Select an item. Trigger your Select Item switch when the item you want is within the broad, horizontal scanning band, then trigger again when the fine scanning line is on the item. Repeat for vertical scanning.

Refine your selection point. Choose Refine Selection from the control menu.

Return to item scanning. Choose Item Mode from the control menu.

Settings and adjustments

Adjust basic settings. Go to Settings > General > Accessibility > Switch Control, where you can:

- Add switches and specify their function
- Choose, create, and edit recipes
- Choose a scanning style
- Adjust how rapidly items are scanned
- Set scanning to pause on the first item in a group
- Choose how many times to cycle through the screen before hiding Switch Control
- Choose a tap behavior and set the interval for performing a second switch action to show the control menu
- Set whether a movement action is repeated when you hold down a switch, and how long to wait before repeating
- Add another action to a switch by holding down the switch for a long duration
- Choose which items appear in menus and the order in which they appear
- Set whether and how long you need to hold a switch down before it’s accepted as a switch action
- Have Switch Control ignore accidental repeated switch triggers
- Adjust the point scanning speed
- Turn on sound effects or have items read aloud as they are scanned
- Choose what to include in the Switch Control menu
- Set whether items should be grouped while item scanning
- Make the selection cursor larger or a different color
- Save custom gestures to the control menu (in Gestures > Saved)

Fine-tune Switch Control. Choose Settings from the control menu to:

- Adjust scanning speed

- Change the location of the control menu
- Turn sound or speech accompaniment on or off
- Turn off groups to scan items one at a time

AssistiveTouch

AssistiveTouch helps you use iPad if you have difficulty touching the screen or pressing the buttons. You can use AssistiveTouch without any accessory to perform gestures that are difficult for you. You also can use a compatible adaptive accessory (such as a joystick) together with AssistiveTouch to control iPad. To configure the AssistiveTouch menu, go to Settings > General > Accessibility > AssistiveTouch.

The AssistiveTouch menu lets you perform actions such as these by just tapping (or the equivalent on your accessory):

- Press the Home button
- Summon Siri
- Perform multifinger gestures
- Access Control Center or Notification Center
- Adjust iPad volume
- Shake iPad
- Capture a screenshot
- Add more actions (for a total of eight)
- Double-tap

Turn on AssistiveTouch. Tell Siri “turn on AssistiveTouch,” go to Settings > General > Accessibility > AssistiveTouch, or use the Accessibility Shortcut. See Accessibility Shortcut. When AssistiveTouch is on, the floating menu button appears on the screen.

Show or hide the menu. Tap the floating menu button, or click the secondary button on your accessory.

Simulate pressing the Home button. Tap the menu button, then tap Home.

Lock or rotate the screen, adjust iPad volume, or simulate shaking iPad. Tap the menu button, then tap Device.

Perform a swipe or drag that uses 2, 3, 4, or 5 fingers. Tap the menu button, tap Device > More > Gestures, then tap the number of digits needed for the gesture. When the corresponding circles appear on the screen, swipe or drag in the direction required by the gesture. When you finish, tap the menu button.

Perform a pinch gesture. Tap the menu button, tap Custom, then tap Pinch. When the pinch circles appear, touch anywhere on the screen to move the pinch circles, then drag them in or out to perform a pinch gesture. When you finish, tap the menu button.

Create your own gesture. You can add your own favorite gestures to the control menu (for example, touch and hold or two-finger rotation). Tap the menu button, tap Custom, then tap an empty gesture placeholder. Or go to Settings > General > Accessibility > AssistiveTouch > Create New Gesture.

Example 1: To create the rotation gesture, go to Settings > General > Accessibility > AssistiveTouch > Create New Gesture. On the gesture recording screen that asks you to touch to create a gesture, rotate two fingers on the iPad screen around a point between them. (You can do this with a single finger or stylus—just create each arc separately, one after the other.) If it doesn't turn out quite right, tap Cancel, then try again. When it looks right, tap Save, then give the gesture a name—maybe "Rotate 90." Then, to rotate the view in Maps, for example, open Maps, tap the AssistiveTouch menu button, and choose Rotate 90 from Custom. When the blue circles representing the starting finger positions appear, drag them to the point around which you want to rotate the map, then release. You might want to create several gestures with different degrees of rotation.

Example 2: Let's create the touch-and-hold gesture that you use to start rearranging icons on your Home screen. This time, on the gesture recording screen, hold down your finger in one spot until the recording progress bar reaches halfway, then lift your finger. Be careful not to move your finger while recording, or the gesture will be recorded as a drag. Tap Save, then name the gesture. To use the gesture, tap the AssistiveTouch menu button, then choose your gesture from Custom. When the blue circle representing your touch appears, drag it over a Home screen icon and release.

If you record a sequence of taps or drags, they're all played back at the same time. For example, using one finger or a stylus to record four separate, sequential taps at four locations on the screen creates a simultaneous four-finger tap.

Exit a menu without performing a gesture. Tap anywhere outside the menu. To return to the previous menu, tap the arrow in the middle of the menu.

Move the menu button. Drag it anywhere along the edge of the screen.

Touch Accommodations

If you have trouble using the touchscreen, use Touch Accommodations to change how the screen responds to touches.

Choose how long you must touch the screen before a touch is recognized. You can configure iPad to respond only to touches of a certain duration. Go to Settings > General > Accessibility > Touch Accommodations, turn on Hold Duration, then use the Gesture Delay plus and minus buttons to choose a duration (the default is 0.10 seconds).

Choose the duration in which multiple touches are treated as a single touch. If you have trouble touching the screen just once, turn on Ignore Repeat. Then, if you touch the screen several times quickly, iPad treats the touches as one. To change the amount of time between touches before iPad treats them as one, go to Settings > General > Accessibility > Touch Accommodations, turn on Ignore Repeat, then use the Gesture Delay plus and minus buttons to adjust the timing.

Choose the location where iPad responds to the first or the last place you touch. Go to Settings > General > Accessibility > Touch Accommodations, then choose a Tap Assistance option (Use Initial Touch Location or Use Final Touch Location).

When you choose Use Initial Touch Location, iPad uses the location of your first tap—when you tap an app on the Home screen, for example. Choose Use Final Touch Location, and iPad registers the tap where you lift your finger. iPad responds to a tap when you lift your finger within a certain period of time. Use the Gesture Delay plus and minus buttons to adjust the timing. Your device can respond to other gestures, such as drags, if you wait longer than the gesture delay.

Software and hardware keyboards

If you have difficulty distinguishing characters on the iPad keyboard or manipulating a hardware keyboard, find help by going to Settings > General > Accessibility > Keyboard. You can adjust settings to:

- Show only uppercase keys on the iPad keyboard.
- Adjust the key repeat rate on hardware keyboards.
- Use the Sticky Keys feature to hold down modifier keys, such as Command and Option, as you press another key.

- Use Slow Keys to adjust the time between when a key is pressed and when it's activated.

Accessibility in OS X

Take advantage of the accessibility features in OS X when you use iTunes to sync information and content from your iTunes library to iPad. In the Finder, choose Help > Help Center (or Help > Mac Help in OS X El Capitan), then search for "accessibility."

For more information about iPad and OS X accessibility features, go to www.apple.com/accessibility.

International Keyboards

Use international keyboards

International keyboards let you type text in many different languages, including Asian languages and languages written from right to left. For a list of supported keyboards, go to www.apple.com/ipad, choose your iPad, click Tech Specs, then scroll to Languages.

Manage keyboards. Go to Settings > General > Keyboard > Keyboards.

- *Add a keyboard:* Tap Add New Keyboard, then choose a keyboard from the list. Repeat to add more keyboards.
- *Remove a keyboard:* Tap Edit, tap ⊖ next to the keyboard you want to remove, tap Delete, then tap Done.
- *Edit your keyboard list:* Tap Edit, drag ☰ next to a keyboard to a new place in the list, then tap Done.

To enter text in a different language, switch keyboards.

Switch keyboards while typing. Touch and hold 🌐 to show all your enabled keyboards. To choose a keyboard, slide your finger to the name of the keyboard. The Globe key 🌐 appears only if you enable more than one keyboard.

You can also just tap 🌐. When you tap 🌐, the name of the newly activated keyboard appears briefly. Continue tapping to access other enabled keyboards.

Many keyboards provide letters, numbers, and symbols that aren't visible on the keyboard.

Enter accented letters or other characters. Touch and hold the related letter, number, or symbol, then slide to choose a variant. For example:

- *On a Thai keyboard:* Choose native numbers by touching and holding the related Arabic number.
- *On a Chinese, Japanese, or Arabic keyboard:* Suggested characters or candidates appear at the top of the keyboard. Tap a candidate to enter it, or swipe left to see more candidates.

Use the extended suggested candidate list. Tap the up arrow on the right to view the full candidate list.

- *Scroll the list:* Swipe up or down.
- *Return to the short list:* Tap the down arrow.

When using certain Chinese or Japanese keyboards, you can create a shortcut for word and input pairs. The shortcut is added to your personal dictionary. When you type a shortcut while using a supported keyboard, the paired word or input is substituted for the shortcut.

Reset your personal dictionary. Go to Settings > General > Reset > Reset Keyboard Dictionary. All custom words and shortcuts are deleted, and the keyboard dictionary returns to its default state.

Special input methods

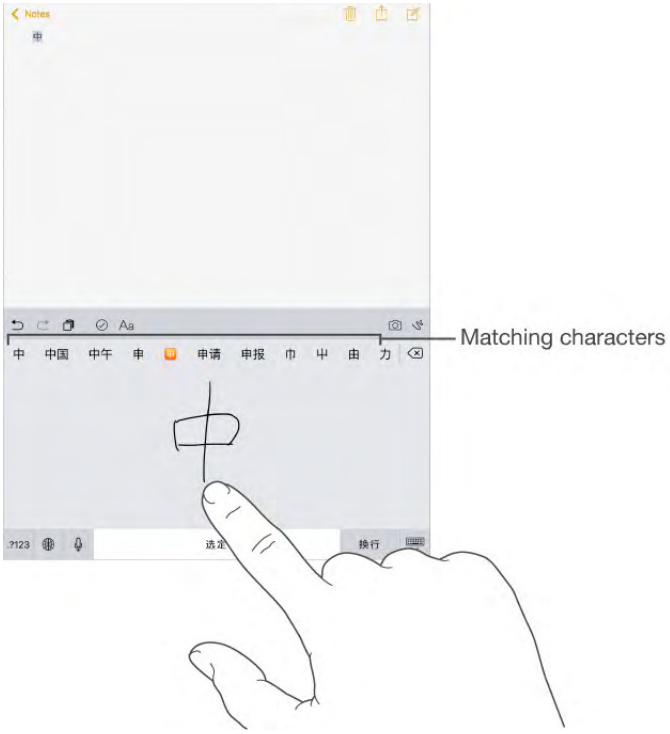
You can use keyboards to enter some languages in different ways. A few examples are Chinese Cangjie and Wubihua, Japanese Kana, and Facemarks. You can also use your finger or a stylus to write Chinese characters on the screen.

Build Chinese characters from the component Cangjie keys. As you type, suggested characters appear. Tap a character to choose it, or continue typing up to five components to see more options.

Build Chinese Wubihua (stroke) characters. Use the keypad to build Chinese characters using up to five strokes, in the correct writing sequence: horizontal, vertical, left falling, right falling, and hook. For example, the Chinese character 圈 (circle) should begin with the vertical stroke ｜.

- As you type, suggested Chinese characters appear (the most commonly used characters appear first). Tap a character to choose it.
- If you're not sure of the correct stroke, enter an asterisk (*). To see more character options, type another stroke, or scroll through the character list.
- Tap the match key (匹配) to show only characters that match exactly what you typed.

Write Chinese characters. Write Chinese characters directly on the screen with your finger when Simplified or Traditional Chinese handwriting input is turned on. As you write character strokes, iPad recognizes them and shows matching characters in a list, with the closest match at the top. When you choose a character, its likely follow-on characters appear in the list as additional choices.



You can type some complex characters, such as 鱲 (part of the name for the Hong Kong International Airport), by writing two or more component characters in sequence. Tap the character to replace the characters you typed. Roman characters are also recognized.

Type Japanese kana. Use the Kana keypad to select syllables. For more syllable options, tap the arrow key and select another syllable or word from the window.

Type Japanese romaji. Use the Romaji keyboard to type syllables. Alternative choices appear along the top of the keyboard; tap one to type it. For more syllable options, drag the list to the left or tap the arrow key.

Type facemarks or emoticons. Use the Japanese Kana keyboard and tap the ^_^ key. Or you can:

- *Use the Japanese Romaji keyboard (QWERTY-Japanese layout):* Tap 123, then tap the ^_^ key.
- *Use the Chinese (Simplified or Traditional) Pinyin or (Traditional) Zhuyin keyboard:* Tap #+=, then tap the ^_^ key.

HomeKit

HomeKit basics

With HomeKit, you can use iPad to control any “Works with Apple HomeKit” accessory that you have in your home, such as lights, locks, thermostats, smart plugs, and more.

HomeKit allows you to create commands or scenes to control home settings. For example, you can create a scene to turn off the lights, lock the doors, close the garage door, and set the thermostat to the desired temperature, all with one command. HomeKit also provides an easy, secure way to control HomeKit-enabled accessories using Siri.

HomeKit is organized around three types of locations: homes, rooms, and zones. Each home contains rooms, such as “bedroom,” and you can group rooms into zones, such as “upstairs.”

Set up a home and users

Defining a home allows HomeKit-enabled apps and accessories from different manufacturers to work together. It’s the first thing you should do when getting started with HomeKit.

Define a home. Use the app that works with your HomeKit-enabled accessory to define a home. The process varies, depending on the app and accessory, but generally you will pair the accessory with iPad by entering the accessory’s HomeKit setup code in the accessory’s app. If this is your first accessory, a Home is created for you.

Add a second home. As described above, use a HomeKit-enabled app to define an additional home.

Give others control. To let others control your accessories using their iOS devices, go to Settings > Home, then tap Invite People. They need an iCloud account to join your home. People you invite can control your accessories, but they can’t add new ones.

Control your home away from home. If you have an Apple TV (3rd generation and later) with software version 7.0 or later, or a HomeKit accessory that supports iCloud Remote Access, this allows you to securely control your home when you’re away. Go to Settings > Home, then turn on Allow Remote Access. Make sure you’re signed in with the same iCloud account on both iPad and Apple TV.

Define rooms, zones and scenes. Use your HomeKit-enabled apps to assign accessories to rooms, and rooms to zones. Many apps also allow you to define scenes. Once these items are defined, you can control with them Siri, as described below.

Reset your home data. To delete all of your home data from iPad and iCloud, go to Settings > Privacy > HomeKit, then tap Reset HomeKit Configuration.

For more information about HomeKit-enabled accessories and other info, see support.apple.com/HT204893

Control HomeKit accessories using Siri

You can use Siri to control the HomeKit-enabled accessories you have configured. Here are some of the things you might be able to say to Siri, depending on your accessories:

- “Turn off the lights” or “Turn on the lights”
- “Dim the lights” or “Set brightness to 55%”
- “Turn on the coffee maker”
- “Set the temperature to 68 degrees”

If you’ve set up rooms, zones, scenes, or homes you can say things like:

- “Turn down the kitchen lights”
- “Turn on the printer in the office”
- “Turn off the upstairs lights”
- “Set my reading scene”
- “Set the temperature in the Chicago house to 72 degrees”

Safety, handling, and support

Important safety information

WARNING: Failure to follow these safety instructions could result in fire, electric shock, injury, or damage to iPad or other property. Read all the safety information below before using iPad.

Handling Handle iPad with care. It is made of metal, glass, and plastic and has sensitive electronic components inside. iPad can be damaged if dropped, burned, punctured, or crushed, or if it comes in contact with liquid. Don't use a damaged iPad, such as one with a cracked screen, as it may cause injury. If you're concerned about scratching, consider using a case or cover.

Repairing Don't open iPad and don't attempt to repair iPad yourself. Disassembling iPad may damage it or may cause injury to you. If iPad is damaged, malfunctions, or comes in contact with liquid, contact Apple or an Apple Authorized Service Provider. You can find more information about getting service at www.apple.com/support/ipad/repair.

Battery Don't attempt to replace the iPad battery yourself—you may damage the battery, which could cause overheating and injury. The lithium-ion battery in iPad should be replaced by Apple or an authorized service provider, and must be recycled or disposed of separately from household waste. Don't incinerate the battery. For information about battery services and recycling, go to www.apple.com/batteries/service-and-recycling.

Distraction Using iPad in some circumstances may distract you and might cause a dangerous situation (for example, avoid using headphones while riding a bicycle and avoid typing a text message while driving a car). Observe rules that prohibit or restrict the use of mobile devices or headphones.

Navigation Maps depends on data services. These data services are subject to change and may not be available in all areas, resulting in maps and location-based information that may be unavailable, inaccurate, or incomplete. Compare the information provided in Maps to your surroundings. Use common sense when navigating. Always observe current road conditions and posted signs to resolve any discrepancies. Some Maps features require Location Services.

Charging Charge iPad with the included USB cable and power adapter, or with other third-party "Made for iPad" cables and power adapters that are compatible with USB 2.0 or later, or power adapters compliant with applicable country regulations and with one or

more of the following standards: EN 301489-34, IEC 62684, YD/T 1591-2009, CNS 15285, ITU L.1000, or another applicable mobile phone power adapter interoperability standard.

Using damaged cables or chargers, or charging when moisture is present, can cause fire, electric shock, injury, or damage to iPad or other property. When you use the Apple USB Power Adapter to charge iPad, make sure the USB cable is fully inserted into the power adapter before you plug the adapter into a power outlet.

Lightning cable and connector Avoid prolonged skin contact with the connector when the Lightning to USB Cable is plugged into a power source because it may cause discomfort or injury. Sleeping or sitting on the Lightning connector should be avoided.

Prolonged heat exposure iPad and its power adapter comply with applicable surface temperature standards and limits. However, even within these limits, sustained contact with warm surfaces for long periods of time may cause discomfort or injury. Use common sense to avoid situations where your skin is in contact with a device or its power adapter when it’s operating or plugged into a power source for long periods of time. For example, don’t sleep on a device or power adapter, or place them under a blanket, pillow, or your body, when it’s plugged into a power source. It’s important to keep iPad and its power adapter in a well-ventilated area when in use or charging. Take special care if you have a physical condition that affects your ability to detect heat against the body.

Hearing loss Listening to sound at high volumes may damage your hearing. Background noise, as well as continued exposure to high volume levels, can make sounds seem quieter than they actually are. Turn on audio playback and check the volume before inserting anything in your ear. For more information about hearing loss, see www.apple.com/sound. For information about how to set a maximum volume limit on iPad, see Music settings.

To avoid hearing damage, use only compatible receivers, earbuds, headphones, speakerphones, or earpieces with iPad. The headsets sold with iPhone 4s or later in China (identifiable by dark insulating rings on the plug) are designed to comply with Chinese standards and are only compatible with iPhone 4s and later, iPad 2 and later, iPad Pro, iPad mini and later, and iPod touch 5th generation and later.

WARNING: To prevent possible hearing damage, do not listen at high volume levels for long periods.

Radio frequency exposure iPad uses radio signals to connect to wireless networks. For information about radio frequency (RF) energy resulting from radio signals and steps you can take to minimize exposure, go to Settings > General > About > Legal > RF Exposure or visit www.apple.com/legal/rfexposure.

Radio frequency interference Observe signs and notices that prohibit or restrict the use of mobile devices (for example, in healthcare facilities or blasting areas). Although iPad is designed, tested, and manufactured to comply with regulations governing radio frequency emissions, such emissions from iPad can negatively affect the operation of other electronic equipment, causing them to malfunction. Turn off iPad or use Airplane Mode to turn off the iPad wireless transmitters when use is prohibited, such as while traveling in aircraft, or when asked to do so by authorities.

Medical device interference iPad contains components and radios that emit electromagnetic fields. iPad also contains magnets along the left edge of the device and on the right side of the front glass, which may interfere with pacemakers, defibrillators, or other medical devices. The iPad Smart Cover, iPad Smart Case, iPad Pro Smart Cover, and iPad Pro Smart Keyboard also contain magnets. These electromagnetic fields and magnets may interfere with pacemakers, defibrillators, or other medical devices. Maintain a safe distance of separation between your medical device and iPad, the iPad Smart Cover, the iPad Smart Case, the iPad Pro Smart Cover, and the iPad Pro Smart Keyboard. Consult your physician and medical device manufacturer for information specific to your medical device. If you suspect iPad is interfering with your pacemaker, defibrillator, or any other medical device, stop using iPad.

Not a medical device iPad is not designed or intended for use in the diagnosis of disease or other conditions, or in the cure, mitigation, treatment, or prevention of disease.

Medical conditions If you have any medical condition that you believe could be affected by iPad (for example, seizures, blackouts, eyestrain, or headaches), consult with your physician prior to using iPad.

Explosive atmospheres Charging or using iPad in any area with a potentially explosive atmosphere, such as areas where the air contains high levels of flammable chemicals, vapors, or particles (such as grain, dust, or metal powders), may be hazardous. Obey all signs and instructions.

Repetitive motion When you perform repetitive activities such as typing or playing games on iPad, you may experience discomfort in your hands, arms, wrists, shoulders, neck, or other parts of your body. If you experience discomfort, stop using iPad and consult a physician.

High-consequence activities This device is not intended for use where the failure of the device could lead to death, personal injury, or severe environmental damage.

Choking hazard Some iPad accessories may present a choking hazard to small children. Keep these accessories away from small children.

Important handling information

Cleaning Clean iPad immediately if it comes in contact with anything that may cause stains—such as dirt, ink, makeup, or lotions. To clean:

- Disconnect all cables and turn iPad off (press and hold the Sleep/Wake button, then slide the onscreen slider).
- Use a soft, lint-free cloth.
- Avoid getting moisture in openings.
- Don’t use cleaning products or compressed air.

The front of iPad is made of glass with a fingerprint-resistant oleophobic (oil repellant) coating. This coating wears over time with normal usage. Cleaning products and abrasive materials will further diminish the coating, and may scratch the glass.

Using connectors, ports, and buttons Never force a connector into a port or apply excessive pressure to a button, because this may cause damage that is not covered under the warranty. If the connector and port don’t join with reasonable ease, they probably don’t match. Check for obstructions and make sure that the connector matches the port and that you have positioned the connector correctly in relation to the port.

Lightning to USB Cable Discoloration of the Lightning connector after regular use is normal. Dirt, debris, and exposure to moisture may cause discoloration. If your Lightning cable or connector become warm during use or your iPad won’t charge or sync, disconnect it from your computer or power adapter and clean the Lightning connector with a soft, dry, lint-free cloth. Do not use liquids or cleaning products when cleaning the Lightning connector.

Certain usage patterns can contribute to the fraying or breaking of cables. The Lightning to USB Cable, like any other metal wire or cable, is subject to becoming weak or brittle if repeatedly bent in the same spot. Aim for gentle curves instead of angles in the cable. Regularly inspect the cable and connector for any kinks, breaks, bends, or other damage. Should you find any such damage, discontinue use of the Lightning to USB Cable.

Operating temperature iPad is designed to work in ambient temperatures between 32° and 95° F (0° and 35° C) and stored in temperatures between -4° and 113° F (-20° and 45° C). iPad can be damaged and battery life shortened if stored or operated outside of these temperature ranges. Avoid exposing iPad to dramatic changes in temperature or humidity. When you’re using iPad or charging the battery, it is normal for iPad to get warm.

If the interior temperature of iPad exceeds normal operating temperatures (for example, in a hot car or in direct sunlight for extended periods of time), you may experience the following as it attempts to regulate its temperature:

- iPad stops charging.
- The screen dims.
- A temperature warning screen appears.
- Some apps may close.

Important: You may not be able to use iPad while the temperature warning screen is displayed. If iPad can't regulate its internal temperature, it goes into deep sleep mode until it cools. Move iPad to a cooler location out of direct sunlight and wait a few minutes before trying to use iPad again.

For more information, see support.apple.com/HT201678.

iPad Support site

Comprehensive support information is available online at www.apple.com/support/ipad. To contact Apple for personalized support (not available in all areas), see www.apple.com/support/contact.

Restart an app or iPad

If something isn't working right, try restarting the problem app or iPad.

Restart an app. If an app isn't working properly, you can force it to quit, then try reopening it. Double-click the Home button, then drag the app up from the app switcher display to quit the app. Opening it again may resolve the problem.

Restart iPad. Hold down the Sleep/Wake button until the slider appears. Slide your finger across the slider to turn off iPad. To turn iPad back on, hold down the Sleep/Wake button until the Apple logo appears.

Force restart iPad. If iPad isn't responding, hold down the Sleep/Wake button and the Home button at the same time for at least ten seconds, until the Apple logo appears.

If iPad still doesn't respond or turn on, see support.apple.com/HT201412.

Reset iPad

If you're having issues with iPad, you can reset the network settings, keyboard dictionary, home screen layout, and location and privacy settings. You can also erase all of your content and settings.

Reset iPad settings. Go to Settings > General > Reset, then choose an option:

- *Reset All Settings:* All your preferences and settings are reset.
- *Erase All Content and Settings:* Your information and settings are removed. iPad cannot be used until it's set up again.
- *Reset Network Settings:* When you reset network settings, previously used networks and VPN settings that weren't installed by a configuration profile are removed. (To remove VPN settings installed by a configuration profile, go to Settings > General > Profile, select the profile, then tap Remove. This also removes other settings or accounts provided by the profile.) Wi-Fi is turned off and then back on, disconnecting you from any network you're on. The Wi-Fi and "Ask to Join Networks" settings remain turned on.
- *Reset Keyboard Dictionary:* You add words to the keyboard dictionary by rejecting words iPad suggests as you type. Resetting the keyboard dictionary erases all words you've added.
- *Reset Home Screen Layout:* Returns the built-in apps to their original layout on the Home screen.
- *Reset Location & Privacy:* Resets the location services and privacy settings to their defaults.

An app doesn't fill the screen

Most apps for iPhone and iPod touch can be used with iPad, but they might not take advantage of the large screen. In this case, tap 2x to zoom in on the app. Tap 1x to return to the original size.

Check the App Store to see if there's a version of the app that's optimized for iPad, or a universal version that's optimized for iPhone, iPod touch, and iPad.

Onscreen keyboard doesn’t appear

If iPad is paired with a Bluetooth keyboard, the onscreen keyboard doesn’t appear. To make the onscreen keyboard appear, press the Eject key on a Bluetooth keyboard. You can also make the onscreen keyboard appear by moving the Bluetooth keyboard out of range or turning it off.

Get information about your iPad

See information about iPad. Go to Settings > General > About. The items you can view include:

- Name
- Network
- Number of songs, videos, photos, and apps
- Capacity and available storage space
- iOS version
- (Cellular models) Carrier
- Model number
- Serial number
- (Cellular models) Cellular Data Number
- Wi-Fi and Bluetooth addresses
- (Cellular models) IMEI (International Mobile Equipment Identity)
- (Cellular models) ICCID (Integrated Circuit Card Identifier, or Smart Card) for GSM networks
- (Cellular models) MEID (Mobile Equipment Identifier) for CDMA networks
- Modem firmware
- Legal (including legal notices, and license, warranty, and RF exposure information)

To copy the serial number and other identifiers, touch and hold the identifier until Copy appears.

To see regulatory marks, go to Settings > General > Regulatory.

View or turn off diagnostic information. Go to Settings > Privacy > Diagnostics & Usage.

To help Apple improve products and services, iPad sends diagnostic and usage data. This data doesn't personally identify you, but may include location information.

Usage information

View cellular usage. Go to Settings > Cellular. See Cellular settings.

View overall storage availability and storage used per app. Go to Settings > General > Storage & iCloud Usage, where you can additionally manage iCloud storage.

See Battery Usage. Go to Settings > Battery to see the elapsed time since iPad has been charged. You can also display battery level as a percentage. See Charge and monitor the battery.

Disabled iPad

If iPad is disabled because you forgot your passcode or entered an incorrect passcode too many times, you can restore iPad from an iTunes or iCloud backup and reset the passcode. For more information, see Restore iPad.

If you get a message in iTunes that your iPad is locked and you must enter a passcode, see support.apple.com/HT204306.

VPN settings

A VPN (virtual private network) provides secure access over the Internet to private networks, such as the network at your organization. You may need to install a VPN app from the App Store that configures iPad to access a network. Contact your system administrator for information about the app and settings you need.

Profiles settings

Configuration profiles define settings for using iPad with corporate or school networks or accounts. You might be asked to install a configuration profile that was sent to you in an email, or one that is downloaded from a webpage. iPad asks for your permission to install the profile, and displays information about what it contains, when you open the file. You can see the profiles you have installed in Settings > General > Profiles. If you delete a profile, all of the settings, apps, and data associated with the profile are also deleted.

Back up iPad

You can use iCloud or iTunes to automatically back up iPad.

Important: Backups for music, movies, or TV show purchases are not available in all countries. Previous purchases may not be restored from iCloud Backup if they are no longer in the iTunes Store, App Store, or iBooks Store.

Use iCloud Backup. When you first sign in with your Apple ID, iCloud Backup turns on automatically. iCloud backs up iPad daily over Wi-Fi, when it's connected to a power source and is locked. iCloud backups are encrypted automatically so that your data is protected from unauthorized access both while it's transmitted to your devices and when it's stored in iCloud. Purchased content, iCloud Photo Sharing, and My Photo Stream content don't count against your 5 GB of free iCloud storage.

Music not purchased in iTunes isn't backed up in iCloud, but can be restored by syncing with iTunes on your computer. See Sync with iTunes.

When you back up using iCloud, you can't simultaneously use iTunes to automatically back up to your computer, but you can use iTunes to manually back up to your computer.

Stop or resume iCloud backups. Go to Settings > iCloud > Backup, then turn iCloud Backup off or on.

Back up immediately on iCloud. Go to Settings > iCloud > Backup, then tap Back Up Now.

Back up with iTunes. Open iTunes on your computer, then connect iPad. (See Connect iPad to your computer.) Click the iPad button in the upper-left corner of iTunes, then click Summary in the sidebar. To make a manual backup, click Back Up Now (below Backups). To turn on automatic iTunes backups, click "This computer" (below Backups). Automatic backups are made whenever you connect iPad to your computer.

To encrypt your backups, select “Encrypt local backup” (below Backups). You need to select this to back up Keychain data.

Some media files (such as songs, videos, and some photos) aren’t backed up, but can be restored by syncing with iTunes. See Sync with iTunes.

View or remove iCloud backups. Go to Settings > iCloud > Storage > Manage Storage.

View or remove iTunes backups. Open iTunes on your computer, choose iTunes > Preferences, then click Devices. Encrypted backups have a lock icon in the list of backups.

If you replace your iPad, you can use its backup to transfer your information to a new device. See Restore iPad.

For more information, see support.apple.com/HT204136.

Update and restore iPad software

About update and restore

You can update iPad software in Settings, or by using iTunes. You can also erase iPad or restore iPad, and then use iCloud or iTunes to restore from a backup.

Deleted data is no longer accessible through the iPad user interface, but it isn't erased from iPad. For information about erasing all content and settings, see Reset iPad.

Update iPad

You can update iPad software in Settings or by using iTunes.

Update wirelessly on iPad. Go to Settings > General > Software Update. iPad checks for available software updates.

Update software in iTunes. iTunes checks for available software updates each time you sync iPad using iTunes. See Sync with iTunes.

For more information about updating iPad software, see support.apple.com/HT204204.

Restore iPad

You can use iCloud or iTunes to restore iPad from a backup.

Restore from an iCloud backup. Reset iPad to erase all content and settings, then choose Restore from a Backup and sign in to iCloud in Setup Assistant. See Reset iPad.

Restore from an iTunes backup. Connect iPad to the computer you normally sync with, select iPad in the iTunes window, then click Restore in the Summary pane.

When the iPad software is restored, you can either set it up as a new iPad, or restore your music, videos, app data, and other content from a backup.

For more information about restoring iPad software, see support.apple.com/HT201252.

Cellular settings

Use Cellular Data settings on iPad (Wi-Fi + Cellular models) to activate cellular data service, turn cellular use on or off, or add a Personal Identification Number (PIN) to lock the SIM card. With some carriers, you can also change your data plan.

If Cellular Data is off, all data services will use only Wi-Fi—including email, web browsing, push notifications, and other services. If Cellular Data is on, carrier charges may be incurred. For example, using certain features and services that transfer data, such as Messages, could result in charges to your data plan.

Turn Cellular Data on or off. Go to Settings > Cellular Data, then turn Cellular Data on or off. The following options may also be available:

- *Monitor and manage your cellular data network usage:* You can see which apps use cellular data and turn off the option, if you want.
- *Turn LTE on or off:* Turning on LTE loads data faster.
- *Turn Data Roaming on or off:* Turning off Data Roaming avoids carrier charges when using a network provided by a different carrier.
- *Set up Personal Hotspot:* Personal Hotspot shares the Internet connection on iPad with your computer and other iOS devices. See Personal Hotspot.
- *Turn Wi-Fi Assist on or off:* If Wi-Fi connectivity is poor, Wi-Fi Assist uses cellular data to boost the signal.

Set whether cellular data is used for apps and services. Go to Settings > Cellular Data, then turn cellular data on or off for any app that can use cellular data. If a setting is off, iPad uses only Wi-Fi for that service. The iTunes setting includes both iTunes Match and automatic downloads from the iTunes Store and the App Store.

Activate, view, or change your cellular data account. Go to Settings > Cellular Data, tap View Account, then follow the onscreen instructions.

Lock the SIM card. Go to Settings > Cellular Data > SIM PIN. Locking the SIM card with a PIN means you need to enter the PIN to use a cellular connection on iPad.

Sell or give away iPad

Before you sell or give away your iPad, be sure to back it up (see Back up iPad), then erase all content and settings, including your personal information.

Erase iPad. Go to Settings > General > Reset > Erase All Content and Settings. If you turned on Find My iPad, you might need to enter your Apple ID and password.

See support.apple.com/HT201351.

Learn more, service, and support

Refer to the following resources to get more iPad-related safety, software, service, and support information.

To learn about	Do this
Using iPad safely	See Important safety information.
iPad service and support, tips, forums, and Apple software downloads	Go to www.apple.com/support/ipad.
The latest information about iPad	Go to www.apple.com/ipad.
Managing your Apple ID account	Go to appleid.apple.com.
Using iCloud	Go to help.apple.com/icloud.
Using iTunes	Open iTunes, then choose Help > iTunes Help. For an online iTunes tutorial (not available in all areas), go to www.apple.com/support/itunes.
Using other Apple iOS apps	Go to www.apple.com/support/ios.
Finding your iPad serial number or IMEI	You can find your iPad serial number or International Mobile Equipment Identity (IMEI) on the iPad packaging. Or, on iPad, choose Settings > General > About. For more information, go to support.apple.com/HT204073.
Obtaining warranty service	First follow the advice in this guide. Then go to www.apple.com/support/ipad.
Viewing iPad regulatory information	On iPad, go to Settings > General > Regulatory.
Battery service	Go to www.apple.com/batteries/service-and-recycling.
Using iPad in an enterprise environment	Go to www.apple.com/ipad/business.

FCC compliance statement

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Important: Changes or modifications to this product not authorized by Apple could void the electromagnetic compatibility (EMC) and wireless compliance and negate your authority to operate the product. This product has demonstrated EMC compliance under conditions that included the use of compliant peripheral devices and shielded cables between system components. It is important that you use compliant peripheral devices and shielded cables between system components to reduce the possibility of causing interference to radios, televisions, and other electronic devices.

Canadian regulatory statement

This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Operation in the band 5150–5250 MHz is only for indoor use to reduce the potential for harmful interference to co-channel mobile satellite systems.

Users are advised that high-power radars are allocated as primary users (i.e., priority users) of the bands 5250–5350 MHz and 5650–5850 MHz and that these radars could cause interference and/or damage to LE-LAN devices.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

La bande 5 150 – 5 250 MHz est réservée uniquement pour une utilisation à l'intérieur afin de réduire les risques de brouillage préjudiciable aux systèmes de satellites mobiles utilisant les mêmes canaux.

Les utilisateurs êtes avisés que les utilisateurs de radars de haute puissance sont désignés utilisateurs principaux (c.-à-d., qu'ils ont la priorité) pour les bandes 5 250 – 5 350 MHz et 5 650 – 5 850 MHz et que ces radars pourraient causer du brouillage et/ou des dommages aux dispositifs LAN-EL.

CAN ICES-3 (B)/NMB-3(B)

Apple and the environment

At Apple, we recognize our responsibility to minimize the environmental impacts of our operations and products. For more information, go to www.apple.com/environment.

Disposal and recycling information

Apple Recycling Program (available in some areas): For free recycling of your old iPad, a prepaid shipping label, and instructions, see www.apple.com/recycling.

iPad disposal and recycling: You must dispose of iPad properly according to local laws and regulations. Because iPad contains electronic components and a battery, iPad must be disposed of separately from household waste. When iPad reaches its end of life, contact local authorities to learn about disposal and recycling options, or simply drop it off at your local Apple retail store or return it to Apple. The battery will be removed and recycled in an environmentally friendly manner. For more information, see www.apple.com/recycling.

Battery service: The lithium-ion battery in iPad should be serviced by Apple or an authorized service provider. For more information about battery services and recycling, go to www.apple.com/batteries/service-and-recycling.

Dispose of batteries according to your local environmental laws and guidelines.

Brasil—Informações sobre descarte e reciclagem

O símbolo indica que este produto e/ou sua bateria não devem ser descartadas no lixo doméstico. Quando decidir descartar este produto e/ou sua bateria, faça-o de acordo com as leis e diretrizes ambientais locais. Para informações sobre o programa de reciclagem da Apple, pontos de coleta e telefone de informações, visite www.apple.com/br/environment.

Información sobre eliminación de residuos y reciclaje

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California battery charger energy efficiency

Turkey environmental information

Türkiye Cumhuriyeti: AEEE Yönetmeliğine Uygundur.

Taiwan battery statement

廢電池請回收

警告：請勿戳刺或焚燒。此電池不含汞。

China battery statement

警告：不要刺破或焚烧。该电池不含水银。

ENERGY STAR® compliance statement

To save energy, iPad is set to lock after two minutes of user inactivity. To change this setting, go to Settings > General > Auto-Lock. To unlock iPad, press the Sleep/Wake button or the Home button.

iPad meets the ENERGY STAR guidelines for energy efficiency. Reducing energy consumption saves money and helps conserve valuable resources. For more information about ENERGY STAR, go to www.energystar.gov.

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Some apps are not available in all areas. App availability is subject to change.