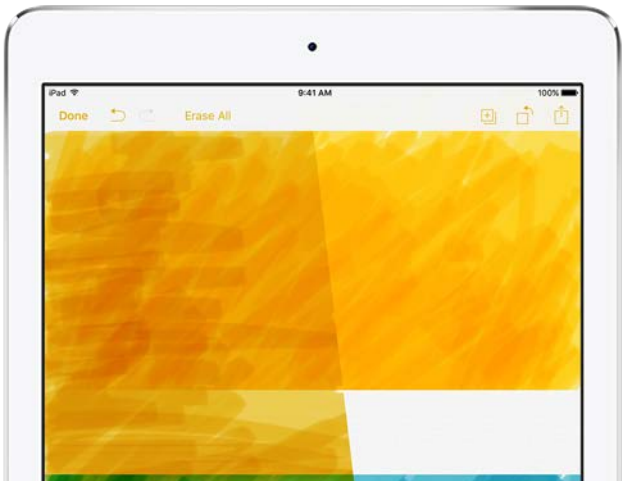
iPad User Guide

Everything you need to know about iPad

The cocktail napkin has met its match

With Notes, your sketchbook is always at your fingertips

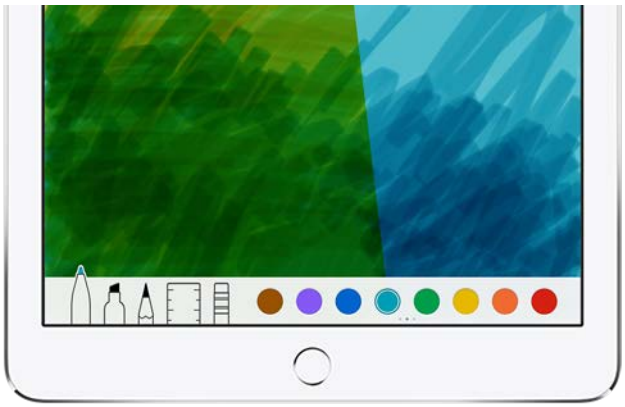
In the Notes app you can use different tools—like colored pencils, markers, and felt tip pens—to doodle to your heart's content. Whether sketching helps you focus, come up with ideas, or just relax and have fun, you never run out of pages with iPad.



Start a sketch

Open a note in the Notes app, then tap .
To see more color choices, swipe the palette left or right.

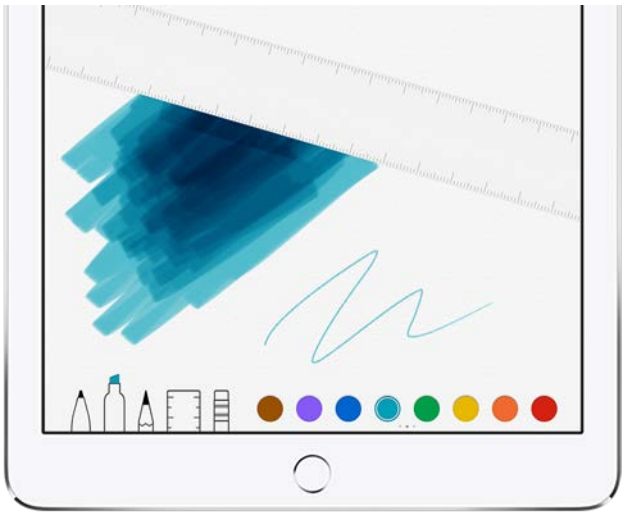
Zoom in on your work to sketch the details. Pinch open to get up close,

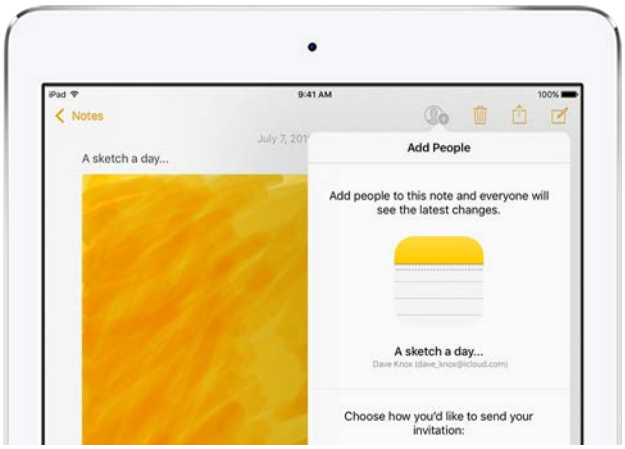


then pinch closed when you're done to zoom back out.

Experiment with the tools

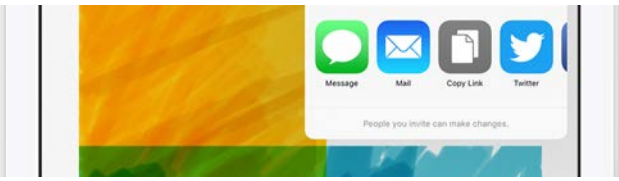
Just like real drawing tools, the marker is translucent so you can layer your strokes to vary the tone, and the pencil is great for subtle shading. To adjust the angle of the ruler, touch and hold it with two fingers, then rotate your fingers.





Collaborate

Whether it's a doodle-filled brainstorm page, a work of art, or something in between, invite a friend to contribute and see what unfolds. Tap to share your note.

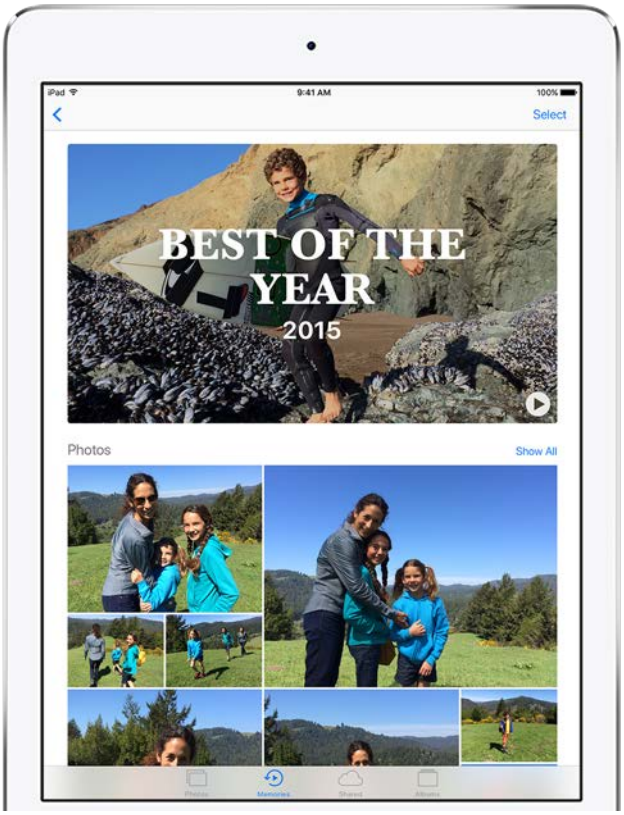


Want to learn more? Check out Create a sketch.

Remember when?

Rediscover special moments with Memories

Memories takes photos and videos from special times in your life—that crazy race with your best friend, the backpacking trip in Colorado, that blurry first year of your son's life—and turns them into short movies.

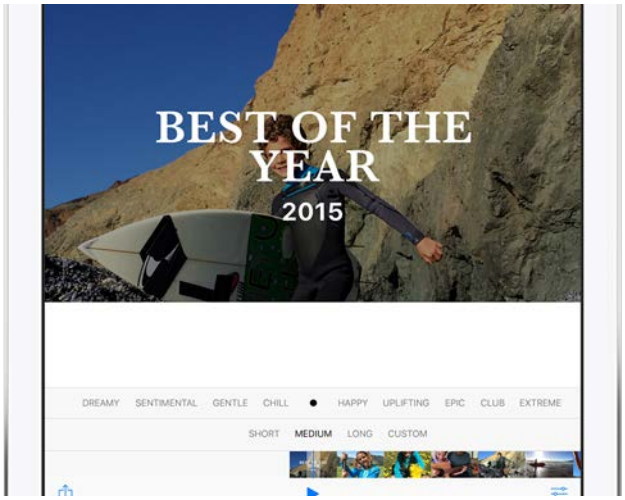


Get started

Tap the Memories tab in the Photos app and choose a memory. Tap ▶ to play the Memory movie, or scroll down below the movie to see people, places, and other related memories.

Make it perfect

You can add or remove specific photos and videos, change the music or title, even adjust the length of the Memory movie. Just tap a movie while it's playing, then tap ⚙.



Remember together

To share your Memory movie, tap the movie while it's playing, tap ⬆, then email it to a friend or send it with Messages. Or, if you have Apple TV, get everyone together and

watch on a big screen. All your memories are available in the Photos app on Apple TV when you use iCloud Photo Library.

Want to learn more? Check out Memories in the Photos chapter.

A quiet Sunday

Take a break with iPad

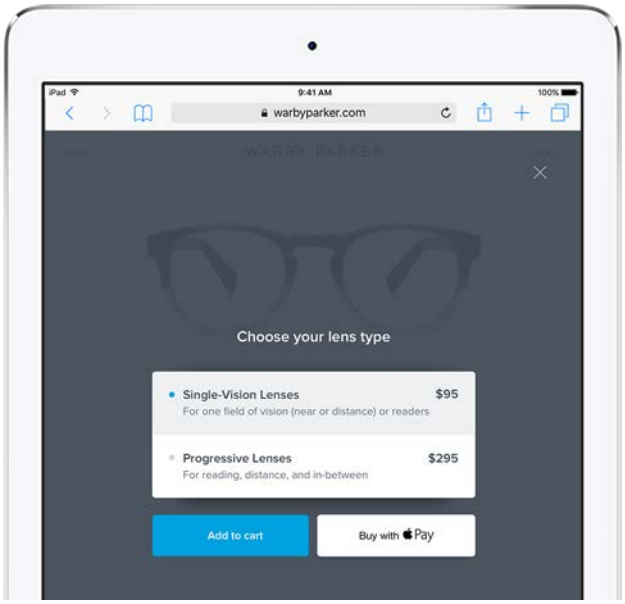
Sometimes after a busy week, you just need some down time. Curl up with iPad to enjoy a good book, watch a TV show, do some shopping, and catch up with friends.

Watch a show while you surf the web

Multitask with Picture in Picture while you watch your favorite show—so you can check your mail, look at something on the web, and more. Tap at the bottom of your video screen. To make the small video screen larger, pinch it open. Pinch closed to shrink it again.

Shop with Apple Pay

Use Safari to visit your favorite store online. When you find that perfect shirt, tap Apple Pay, then follow the instructions to check out with a touch of your finger—no need to hunt for your credit card.



Hang out

Open FaceTime, tap +, then call your friend for a visit. As you chat, you can take a screenshot to capture a photo of the conversation. Press and hold the Sleep/Wake button on the top of your iPad while you press the Home button.

Fall asleep with a book

Reading a book is a great way to wind down as bedtime draws near. Choose a good read in iBooks, then tone down the blue light that may make it harder for you sleep. Swipe up from the bottom of the screen and turn on Night Shift ☾.

To learn more, check out Apple Pay, FaceTime, and Multitasking.

Not all features are available in all areas.

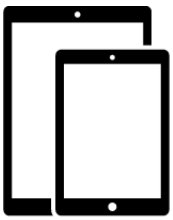
Welcome
Set up and get started
What's new in iOS 10
Basics
Personalize your iPad
Apps
Sharing
iPad and other devices
Privacy and security
Restart, update, reset, and restore
Accessibility
Safety, handling, and support

Set up and get started

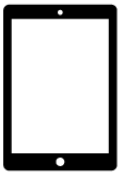
A quick look at iPad

iPad overview

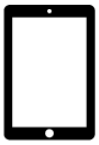
This guide describes iOS 10.3 for:



iPad Pro (9.7-inch)
iPad Pro (12.9-inch)



iPad (5th generation)
iPad Air 2
iPad Air
iPad (4th generation)



iPad mini 4
iPad mini 3
iPad mini 2

iPad Pro (9.7-inch)

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J
K
H
L
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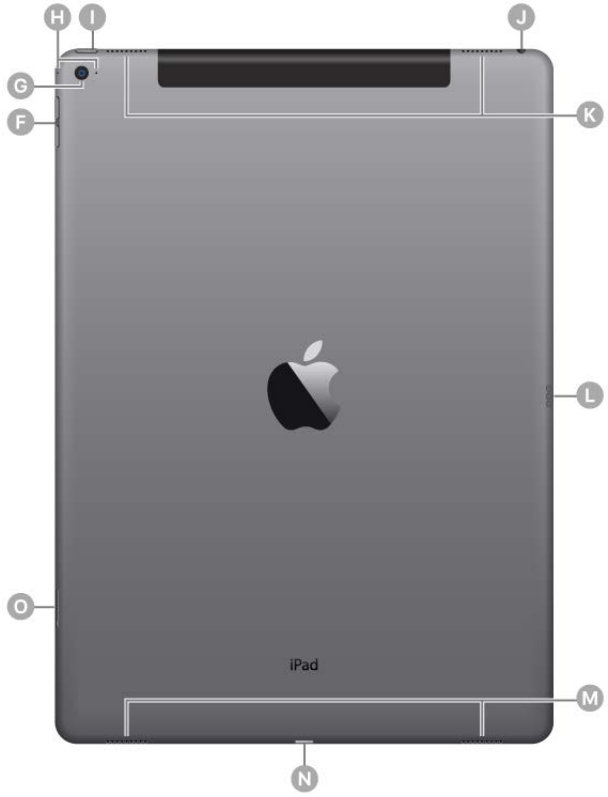
F
M
P
iPad
N
O

iPad Pro (9.7-inch) features

A	App icons
B	Status bar
C	FaceTime HD camera
D	Multi-Touch display
E	Home button/Touch ID sensor
F	True Tone Flash
G	Volume buttons
H	iSight camera
I	Microphones
J	Sleep/Wake button
K	Headset jack
L	Speakers
M	Smart Connector
N	Speakers
O	Lightning connector
P	Nano-SIM tray (cellular models)

iPad Pro (12.9-inch)



iPad Pro (12.9-inch) features

A	App icons
B	Status bar
C	FaceTime HD camera
D	Multi-Touch display
E	Home button/Touch ID sensor
F	Volume buttons
G	iSight camera
H	Microphones
I	Sleep/Wake button
J	Headset jack
K	Speakers
L	Smart Connector
M	Speakers
N	Lightning connector
O	Nano-SIM tray (cellular models)

iPad (5th generation)

	iPad (5th generation) features
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C	FaceTime HD camera
D	Multi-Touch display
E	Home button/Touch ID sensor
F	Volume buttons
G	iSight camera
H	Sleep/Wake button
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iPad mini 4

iPad mini 4 features

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L	Lightning connector
M	Nano-SIM tray (cellular models)

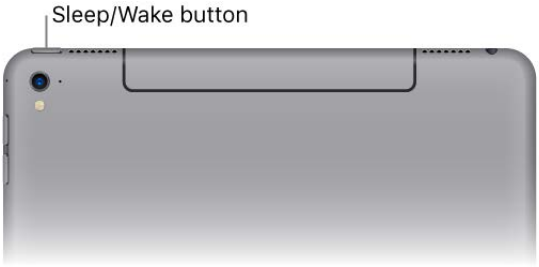
Your features and apps may vary depending on the model of iPad you have, and on your location, language, and carrier. To learn which features are available on your iPad, go to the Compare iPad models website. To find out which features are supported in your area,

go to the iOS Feature Availability website.

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.

Sleep/Wake button

Use the Sleep/Wake button to turn on or wake iPad, lock it, or turn it off. Locking iPad puts the display to sleep, saves the battery, and prevents anything from happening if you touch the screen. You can still listen to music and adjust the volume using the buttons on the side of iPad, and you can receive FaceTime calls, text messages, alarms, notifications, and other updates.



iPad locks itself automatically if you don't touch the screen for a minute or so. To adjust the timing, go to Settings > Display & Brightness > Auto-Lock.

Turn on iPad. Press and hold the Sleep/Wake button until the Apple logo appears.

Turn off iPad. Press and hold the Sleep/Wake button until the slider appears onscreen, then drag the slider.

Wake iPad. Press the Sleep/Wake button. From the wake screen you can check notifications and recent app activity, take photos, and more. For more information, see Lock screen.

Home button

The Home button takes you to the Home screen, where you can tap an app to open it. The Home button also provides other convenient shortcuts.

Unlock iPad. Press the Home button, then enter the passcode if required.

Tip: To unlock iPad by touching instead of pressing the Home button, go to Settings > General > Accessibility > Home Button, then turn on Rest Finger to Open (iPad Pro, iPad 5th generation, iPad Air 2, iPad mini 3 and later).

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.

Set a passcode. For additional security you can require a passcode to unlock iPad. If you didn't create a passcode during setup, go to Settings > Touch ID & Passcode (iPad Pro, iPad 5th generation, iPad Air 2, iPad mini 3 and later) or Settings > Passcode (other models). See Use a passcode with data protection.

Go to the Home screen. Press the Home button.

See apps you've opened. Double-click the Home button when iPad is unlocked to see the app switcher, then swipe left or right. See Switch between apps.

Use Siri. Press and hold the Home button. See Make requests.

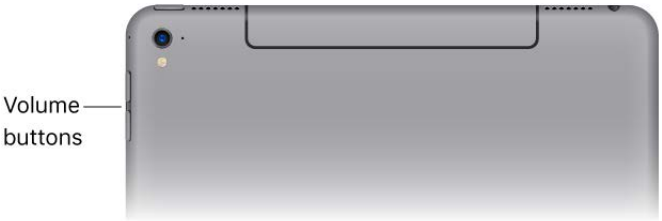
On iPad Pro, iPad (5th generation), iPad Air 2, and iPad mini 3 and later, you can use the sensor in the Home button to unlock iPad or make purchases in the iTunes Store, App Store, and iBooks Store (instead of using your passcode or Apple ID password). See Touch ID. You can also use the Touch ID sensor when using Apple Pay (in countries where Apple Pay is supported) to make a purchase. See Apple Pay.

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

Volume controls

Use the Volume buttons on the side of iPad to adjust the volume of songs and other media, alerts, and sound effects. You can also use Siri to turn the volume up or down. Just say "Turn up the volume" or "Turn down the volume." 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. To prevent changes to the volume limit, go to Settings > General > Restrictions > Volume Limit.

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, swipe left, then adjust the volume.

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

You can also use either volume button to take a photo or record a video.

Use Do Not Disturb. You can silence alerts and notifications using Do Not Disturb. Swipe up from the bottom edge of the screen to open Control Center, then tap ☾.

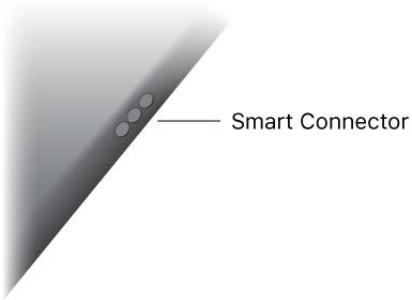
Do Not Disturb and the Side Switch don't mute the audio from music, podcasts, movies, and TV shows.

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 the Apple Support article Use Apple Pencil with iPad Pro.

Smart Connector for iPad Pro

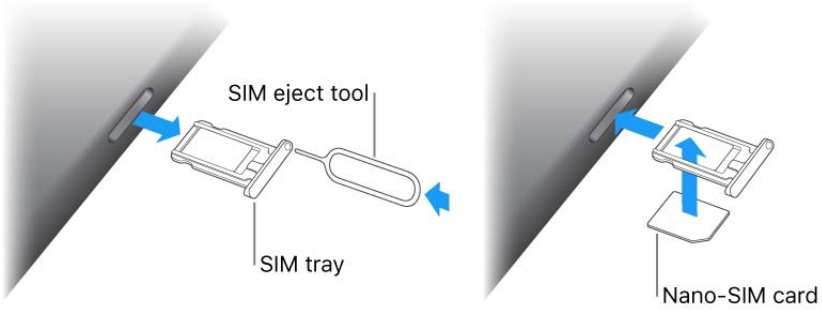


Using the Smart Connector, you magnetically attach an accessory, such as iPad Pro Smart Keyboard, to iPad Pro. For more information about iPad Pro Smart Keyboard, see the Apple Support article Use your Smart Keyboard with iPad Pro.

SIM card

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). In some regions, other iPad Wi-Fi + Cellular models may include a preinstalled Apple SIM card.

If you change carriers or if no SIM card is installed, you may need to install or replace the SIM card. (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.)



Eject the SIM card tray. Insert a paper clip or the SIM eject tool (sold separately) into the small hole of the SIM card tray on the right side of iPad, then press firmly to eject and remove the tray. Place the SIM card in the tray—the angled corner determines the correct orientation—then insert the SIM card tray back into iPad.

Cellular data also requires a wireless data plan. See Sign up for cellular service.

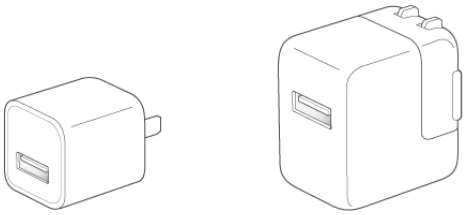
Important: A SIM card or an Apple SIM is required to use cellular services when connecting to GSM networks and some CDMA networks. Your iPad is subject to your wireless service provider's policies, which may include restrictions on switching service providers and roaming, even after conclusion of any 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 the Apple Support article Learn which SIM card your iPad uses.

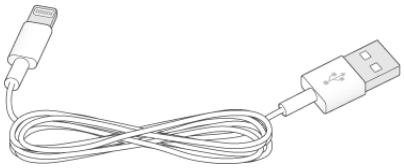
Accessories included with iPad

The following accessories are included with iPad:

USB power adapter. Use with the Lightning 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.



Status icons

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

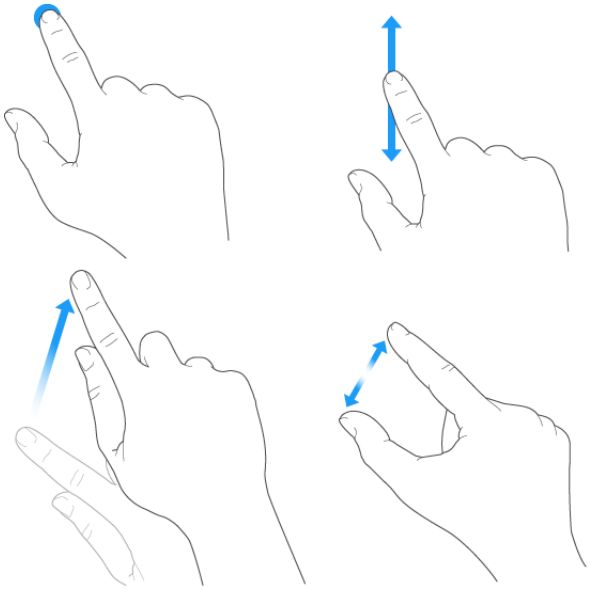
Status icon		What it means
	Wi-Fi	iPad has a Wi-Fi Internet connection. The more bars, the stronger the connection. See Connect to Wi-Fi.
●●●●●	**Cell signal**	

		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 model) is connected to the Internet over a 4G LTE network.
4G	**4G**	iPad (Wi-Fi + Cellular model) is connected to the Internet over a 4G network.
3G	**3G**	iPad (Wi-Fi + Cellular model) is connected to the Internet over a 3G network.
E	**EDGE**	iPad (Wi-Fi + Cellular model) is connected to the Internet over an EDGE network.
GPRS	**GPRS**	iPad (Wi-Fi + Cellular model) is connected to the Internet over a GPRS network.
	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 Lock screen.
	Do Not Disturb	Do Not Disturb is turned on. See Do Not Disturb.
	Orientation lock	Screen orientation is locked. See Change the screen orientation.
	Location Services	An app is using Location Services. See Location Services.
	Alarm	An alarm is set. See Set an alarm or bedtime schedule.

	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. See Bluetooth devices.
	Headphones connected	iPad is paired with Bluetooth headphones that are turned on and within Bluetooth range. 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.

Gestures

Use a few simple gestures—tap, drag, swipe, and pinch—to control iPad and its apps.



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

Set up

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; buying music, movies, and TV shows from the iTunes Store; and purchasing books from the iBooks Store.

If you already have an Apple ID, use it to sign in when you first set up iPad, and whenever you need to sign in to use an Apple service. If you didn't sign in during setup, go to Settings > Sign in to your iPad.

If you don't have an Apple ID, you can create one anyplace you're asked to sign in—for example, the iTunes Store, the App Store, and the iBooks Store. It's best to have only one Apple ID.

For more information, go to the Apple ID account website.

iCloud

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

Set up iCloud. Go to Settings > Sign in to your iPhone. Create an Apple ID if you don't have one, 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 Mac OS X 10.7.5 or later, and on PCs with iCloud for Windows 5 or later (Windows 7 or later 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 the iCloud website (apple.com/icloud).

With iCloud you can:

- *Access your purchases:* Automatically get iTunes purchases on all your devices set up with iCloud, or download previous purchases from the iTunes Store, App Store, and iBooks Store for free, anytime.
- *Access your music:* With an Apple Music membership, any music you added from Apple Music is accessible from iPad. With an iTunes Match subscription, music from your library, including music you imported from CDs or purchased somewhere other than the iTunes Store, can also be stored in iCloud and played on demand.

- *Store your photos and videos:* Use iCloud Photo Library to store all your photos and videos in iCloud. You can access them from any device with iOS 8.1 or later, a Mac with OS X 10.10.3 or later, a PC with iCloud for Windows 5 or later, and on iCloud.com when you sign in with the same Apple ID. Use iCloud Photo Sharing to share photos and videos with only the people you choose, and let them add photos, videos, and comments.

  Note: If you use iCloud Photo Library to store your photos and videos, you can't use iTunes to sync them with your computer.

- *Share with your family:* With Family Sharing, up to six family members can share their purchases from the iTunes Store, App Store, and iBooks Store. With an optional Apple Music family membership, all family members can use Apple Music. 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.

- *Store and retrieve your documents:* Store PDFs in iCloud and access them in iBooks from your iPhone, iPad, iPod touch, Mac, or PC. With iCloud Drive you can safely store your presentations, spreadsheets, images, and other documents in iCloud, and access them from your iPhone, iPad, iPod touch, Mac, or PC. iCloud Drive is available on any device with iOS 8 or later and on any Mac with OS X 10.10 or later. If you're using an earlier version of iOS, see Set up iCloud Drive.

- *Synchronize mail, contacts, calendars, and more:* Keep your mail, contacts, calendars, notes, and reminders up to date across all your devices.

  Note: If you use iCloud to store your contacts and calendars, you can't use iTunes to sync them with your computer.

- *Keep tabs on your browsing:* With Safari tabs you can see the tabs you have open on your other iOS devices and Mac computers. See Browse the web.

- *Keep News up to date across all your devices:* Access your favorite News sources and topics as well as the saved stories on all your devices with iOS 9 or later that are set up with iCloud. (News isn't available in all areas). See Get started with News.

- *Back up your data:* Back up iPad to iCloud automatically when iPad is connected to power and Wi-Fi. iCloud data and backups sent over the Internet are encrypted. See Back up iPad with iCloud Backup.

- *Find your iPad:* Use the Find My iPhone app on another iOS device—or use the Find My iPhone web app on any Mac or PC—to locate your missing iPad on a map, lock it remotely, suspend or remove the ability to pay using Apple Pay, play a sound, display

a message, or erase all the data on it. Find My iPhone also includes Activation Lock, which requires your Apple ID and password to disable Find My iPhone, erase iPad, or reactivate your device. See Find your iPad.

- *Find your friends:* Use Find My Friends to share your location with friends and family.
- *Store and access your passwords and credit card information:* iCloud Keychain keeps passwords and credit card information up to date across all your designated devices.

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 purchase additional storage right from your device.

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

View and download previous or shared purchases. You can download purchases from the iTunes Store, App Store, and iBooks Store.

- *iTunes Store purchases:* Go to the iTunes Store, then tap Purchased. You can also access your purchased songs and videos in the Music app (see Library), the TV app (see Library), and the Videos app (see Add videos to your library).
- *App Store:* Go to the App Store, then tap Purchased.
- *iBooks Store:* Go to iBooks, then tap Purchased.

If you don't see your previous or shared purchases, make sure you're signed in with your Apple ID in Settings > iTunes & App Store.

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

For more information about iCloud, go to the iCloud website. For support information, go to the iCloud Support website.

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 your computer and using iTunes.

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 aren't available to accounts with Managed Apple IDs. For more information, see the Apple Support article What are Managed Apple IDs?

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

To make setup as smooth as possible, have this information at hand:

- The name and password (if applicable) of your Wi-Fi network
- The email address and password for your Apple ID, to set up iCloud, iTunes, the App Store, and more

  Create an Apple ID if you don't have one, or use your existing one.
- Your credit or debit card account information, if you want to add a card to Apple Pay during setup

  Apple Pay is compatible with iPad Pro, iPad (5th generation), iPad Air 2, iPad mini 3, and later.
- A backup of your data if you're upgrading from another device (see Back up iPad with iCloud Backup and Back up iPad with iTunes)

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

Note: Find My iPhone—a feature you use to locate your iPad, as well as AirPods, Apple Watch, and other iOS devices—is turned on automatically when you sign in with your Apple ID during iPad setup. See Find your iPad. Find My iPhone includes a feature called *Activation Lock* that prevents anyone else from activating and using your iPad, even if it's completely erased. Before you sell or give away iPad, you should erase and unlock iPad so that the next owner can activate it.

Move to iOS from Android

During setup you can migrate your content automatically and securely from your Android device.

Download the Move to iOS app. On your device running Android version 4.0 or later, see the Apple Support article Move from Android to iOS and download the Move to iOS app.

Move your data from Android during setup. When setting up iPad, on the Apps & Data screen, select Move Data from Android, turn on Wi-Fi on the Android device, open the Move to iOS app on the Android device, then follow the steps.

Note: You can use the Move to iOS app only when you first set up iPad. If you've already finished setup and want to use Move to iOS, you must erase your iOS device and start over or move your data manually. See the Apple Support article Move content manually from your Android device to your iOS device.

The Settings app

The Settings app is on the Home screen. You use it to configure many of the settings on iPad. For example, tap Settings, then tap Sounds (Settings > Sounds) to choose the sound that plays when you receive an email message. Among other things, you can also use Settings to:

- Change your device passcode
- Choose a different wallpaper
- Configure privacy controls
- Find out how much free storage remains on iPad
- Enable restrictions

Search for a setting. Open Settings, swipe down to reveal the search field, then enter a term—*alert* or *password*, for example.

Set up other mail, contacts, and calendar accounts

In addition to the apps that come with iPad and that you use with iCloud, iPad works with Microsoft Exchange and many of the most popular Internet-based mail, contacts, and calendar services.

For information about setting up a Microsoft Exchange account in a corporate environment, see the Apple Support article Set up Exchange ActiveSync on your iPhone, iPad, or iPod touch.

Set up an account. Go to Settings, choose a setting to configure (Mail, Contacts, or Calendar), tap Accounts, then tap Add Account.

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

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.

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 (it may not be available in all areas).

Language and region

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
- The temperature unit (Celsius or Fahrenheit)

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

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 for 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.

For more information, see SIM card, Cellular data settings, and the Apple Support article Set up cellular data service on your Wi-Fi + Cellular model iPad.

Connect to the Internet

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

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 data settings.

Connect to Wi-Fi

If appears at the top of the screen, you're connected to a Wi-Fi network. iPad reconnects when 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 required.
- *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.

  Note: Some networks may offer different information.
- *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 an 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 iPad to your computer

By connecting iPad to your computer you can sync content from your computer using iTunes and back up iPad with iTunes. You can also sync with iTunes wirelessly.

To use iPad with your computer, you need:

- 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 10.9 or later with iTunes 12.5 or later
  - Windows 7 or later with iTunes 12.5 or later

- iTunes, available from the iTunes download website

Connect iPad to your computer. Use the included Lightning 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.

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 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 manually manage content from iTunes in the iPad Summary pane. To add songs and videos, choose a song, video, or playlist from your iTunes library then drag it to iPad in the iTunes sidebar. This is useful if your iTunes library contains more items than can fit on iPad. See the Apple Support article Sync your iPhone, iPad, or iPod touch with iTunes using USB.

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

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 wirelessly sync music, videos, photos, and more with Wi-Fi. 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 from the iTunes website.

Note: If features such as iCloud Music Library, iCloud Photo Library, and iCloud calendar and contacts syncing are turned on, you can't use iTunes to sync their associated media and data.

Sync using a USB cable. Connect iPad to your computer using the included cable, open iTunes on your computer, then click the iPad button in the top-left of the iTunes window. Select a setting (Summary, Apps, or Music, for example) to configure it.

Note: If iPad doesn't appear in iTunes, make sure you're using the latest version of iTunes, check that the cable is correctly connected, then try restarting your computer.

To learn more, see the Apple Support article Sync your iPhone, iPad, or iPod touch with iTunes using USB.

Set up wireless syncing. Connect iPad to your computer using the included cable, open iTunes, click the iPad button in the top-left of the iTunes window, click Summary, then select Sync with this iPad over Wi-Fi.

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

To learn more, see the Apple Support article Sync your iPhone, iPad, or iPod touch with iTunes using Wi-Fi.

iTunes provides these syncing options:

- In the Music pane, you can sync your entire music library or just selected playlists, artists, albums, and genres.
- In the Movies, TV Shows, Podcasts, and Books panes, you can choose to sync all the media they contain, or just the media you choose.

- In the Photos pane, you can sync photos and videos from a supported app or a folder on your computer.
- In the Summary pane, you can set iTunes to automatically sync iPad when it's attached to your computer. To temporarily prevent syncing after you attach the device, press and hold Command and Option (Mac) or Shift and Control (PC) until you see iPad appear in the iTunes window.

Back up iPad with 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. (To lock iPad, press the Sleep/Wake button. iPad also locks automatically if you don't touch the screen for a minute or so.)

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 that wasn't purchased in iTunes isn't backed up in iCloud, but it can be restored by syncing with iTunes on your computer. See Sync with iTunes.

When you back up iPad using iCloud, you can't simultaneously use iTunes to automatically back up iPad to your computer. However, you can use iTunes to manually back up iPad to your computer. See Back up iPad with iTunes.

iCloud backups don't include:

- Data that's already stored in iCloud, such as contacts, calendars, notes, iCloud Shared Streams, My Photo Stream, iCloud Photo Library, and the contents of iCloud Drive
- Data stored in other cloud services, such as Gmail and Exchange mail
- Apple Pay information and settings
- Touch ID settings
- Content you didn't get directly from the iTunes Store, App Store, or iBooks Stores, such as imported MP3s, videos, or CDs
- Content from the iTunes Store, App Store, or iBooks Store (if it's still available, you can tap to redownload content you purchased)

Stop or resume iCloud backups. Go to Settings > [*your name*] > iCloud, then turn iCloud Backup off or on.

Back up immediately on iCloud. Go to Settings > [*your name*] > iCloud > iCloud Backup, then tap Back Up Now.

View or remove iCloud backups. Go to Settings > [*your name*] > iCloud > iCloud Storage > Manage Storage.

Important: Backups for music, movies, or TV show purchases aren't available in all countries. Previous purchases may not be restored from iCloud Backup if they're no longer in the iTunes Store, App Store, or iBooks Store.

If you replace your iPad, you can use its backup to transfer your information to a new device. See Back up iPad with iCloud Drive.

For more information, see the Apple Support article About backups for iOS devices.

Back up iPad with iTunes

Connect to iTunes and back up. Open iTunes on your computer, then connect iPad. (See Connect iPad to your computer.) Click the iPad button, then click Summary in the sidebar. To create a manual backup, click Back Up Now (below Backups). To turn on automatic iTunes backups, click "This computer" (below Backups). iTunes automatically backs up iPad when you connect it to your computer.

iTunes backups don't include:

- Content from the iTunes and App Stores, or PDFs downloaded directly to iBooks
- Content synced from iTunes, such as imported MP3s or CDs, videos, books, and photos (see Sync with iTunes)
- Photos already stored in the cloud, such as in iCloud Shared Streams, My Photo Stream, and iCloud Photo Library
- Touch ID settings
- Apple Pay information and settings
- Keychain data

  To back up this content, select "Encrypt local backup" (below Backups) in iTunes.

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.

Encrypt iPad backup. In the Summary pane, select “Encrypt iPad backup” if you want to encrypt the information stored on your computer when iTunes makes a backup. 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 have to reenter them if you use the backup to restore iPad.

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 the Apple Support article About backups for iOS devices.

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 & Device Management. 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 the app, even though your organization purchased it for you. Your organization can also purchase App Store app licenses that the organization retains but assigns to you for a period of time. 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 wirelessly. 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 the iPad in Business website.

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 iPad help.)

- *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 first 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 10

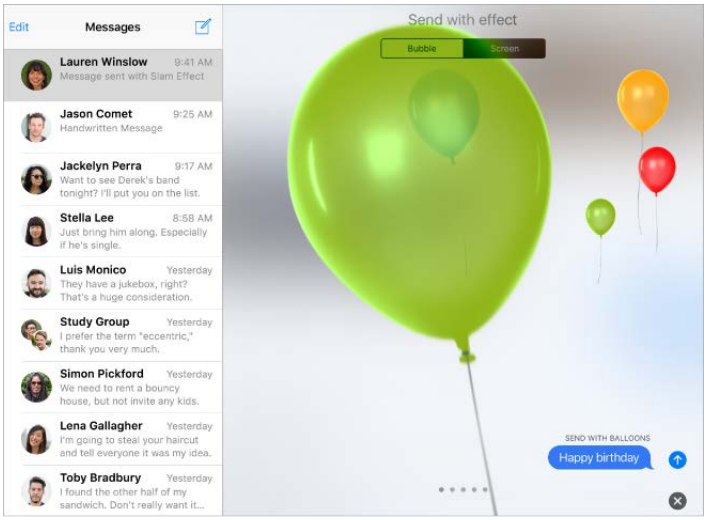
The Tips app helps you get the most from iPad.

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

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

What’s new in iOS 10

Expressive messages. Enhance your messages with bubble effects, invisible ink, full-screen effects, handwritten messages, Digital Touch, larger emoji, iMessage apps (including stickers), and more. See Send and receive messages.

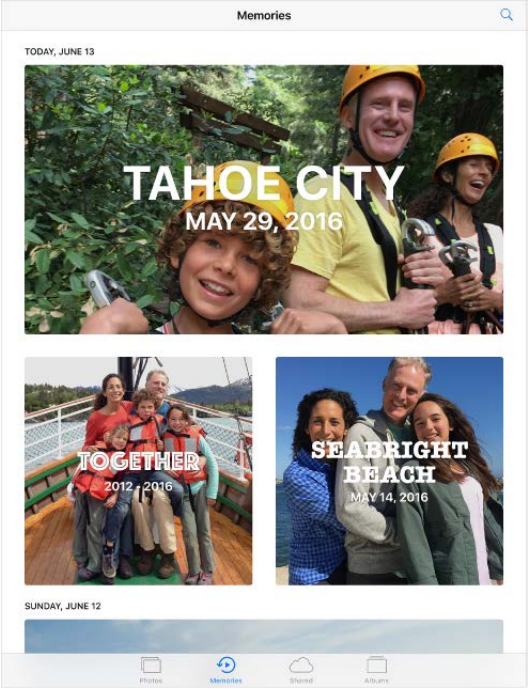


Broader Siri capabilities. Siri works with many of your favorite apps from the App Store. For example, you can use Siri with an app to book a ride or send money to a friend in need. See Siri and apps.

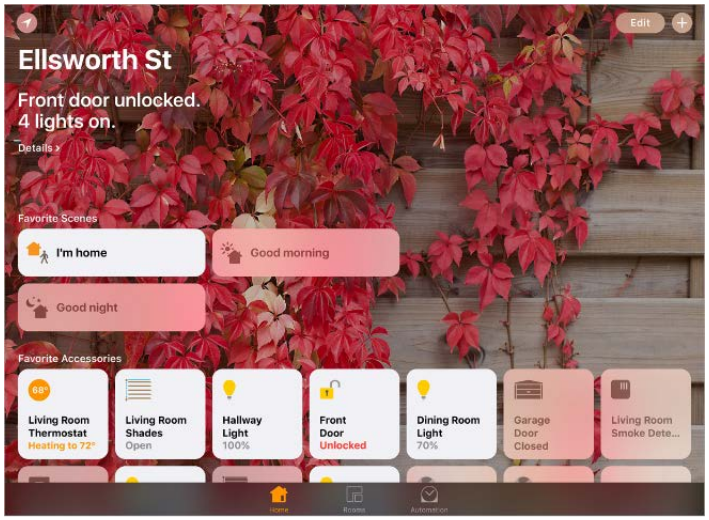
Discover TV. (iOS 10.2) The new TV app is where you can discover and watch movies and TV episodes from your favorite apps in one place. It works with your participating apps to bring together a list of what you’ve been watching so you can continue viewing a movie or TV show, or go to the next episode in a TV series, even when you started watching on another device. Available in the U.S. See TV overview.

More from Maps. Reserve a table at your favorite restaurant, order a ridesharing vehicle for a cross-town trip, search for places along your route, and more. See Find places.

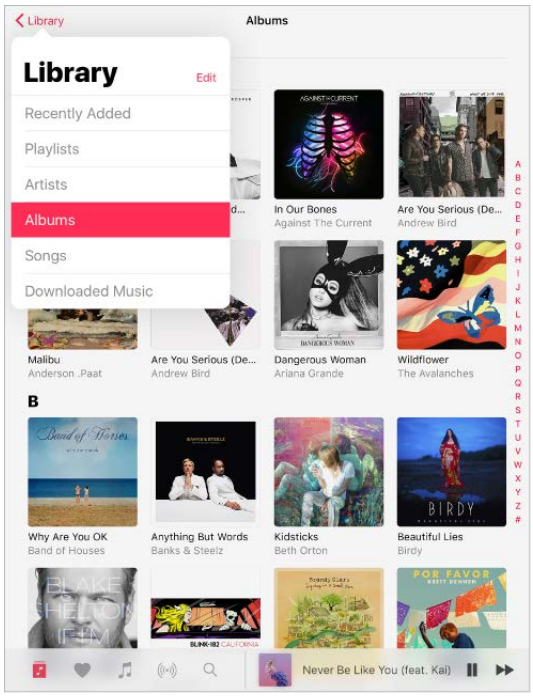
Remember meaningful moments. Memories, a new feature of Photos, takes the photos and videos of special moments, people, and places, and turns them into shareable Memory movies. See Memories.



Control your home. The Home app lets you securely control Works with Apple HomeKit accessories, such as lights, locks, thermostats, smart plugs, and more, even when you're away from home. You can create automations that, for example, turn on the lights at sunset or unlock your door and dial up the heat when you return home. See Home overview.



Quickly find music. Music is now simpler. Enjoy the fresh design that provides greater clarity and simplicity to every aspect of Apple Music. Plus, sing along with your favorite songs with the new lyrics feature. See Apple Music.



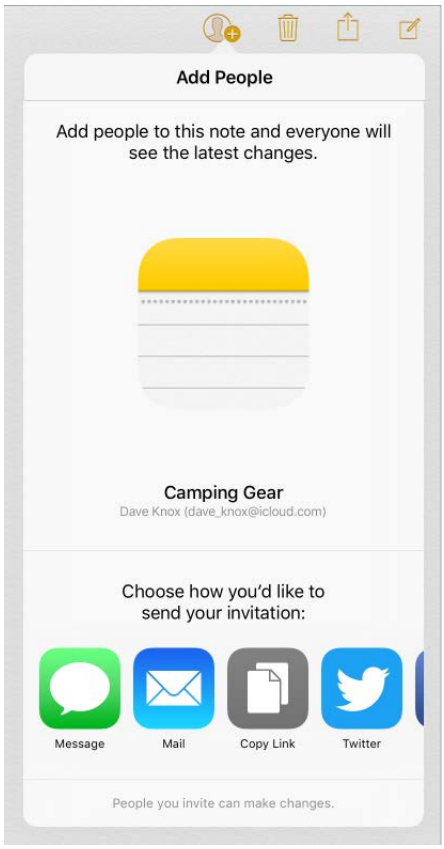
More ways to read News. Easily find interesting stories with the all-new For You design, subscribe to your favorite publications, and get notifications about the day's most important stories, right on your Lock screen. See Get started with News.

A more powerful Lock screen. Interact with notifications and, with an Internet connection, catch up on news, check your reminders, and check your mail—all without unlocking iPad. See Today View and Notifications.

Two tabs are better than one. In Safari, view and interact with two tabs, side-by-side. See Browse the web.

Apple Pay on the web. Shopping online is now faster, safer, and more private than ever. Just pick out the things you want, then pay in your browser. See Apple Pay.

Noteworthy collaboration. Invite people to view and make edits to notes in your iCloud account and everyone will see the latest changes. See Collaborate in Notes.



Apple ID information in Settings. (iOS 10.3) See all your Apple ID information in one location. This includes your contact information, the iCloud services and features you're using, a list of your Apple devices, and more. See Apple ID.

Type in two languages. Add a keyboard in another language, and you can type in two languages at the same time without having to switch between keyboards. See Add or change keyboards.

Basics

Use apps

Switch between apps

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

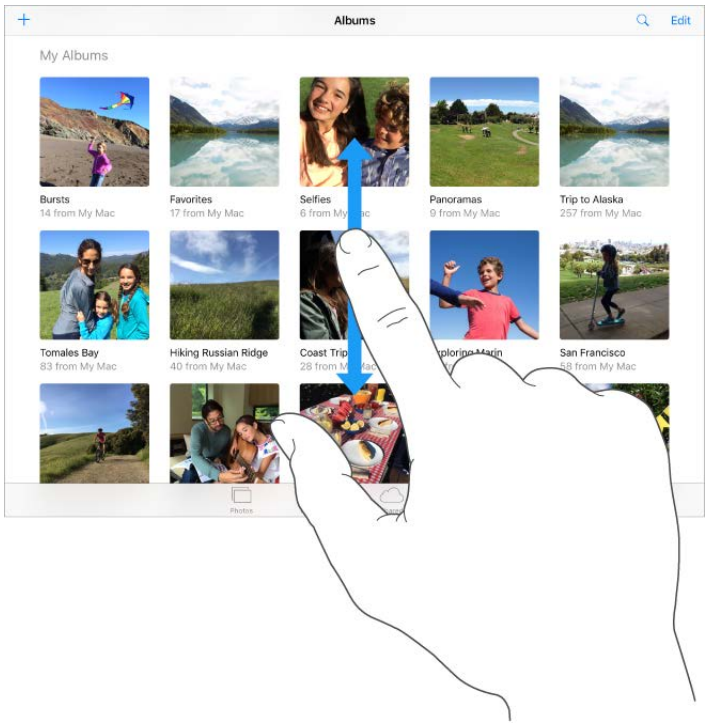
View open apps. Double-click the Home button to reveal your open apps in the app switcher. Swipe sideways to see more. To switch to another app, tap it.

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. Swipe 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 scrolling. 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.

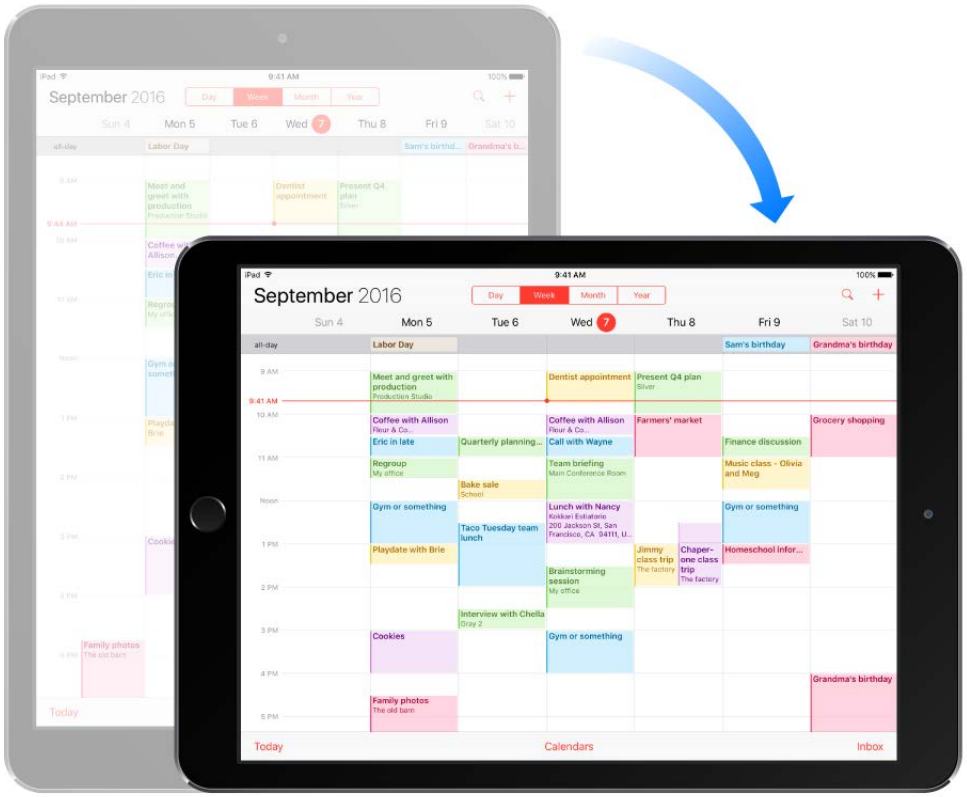
Reveal the app switcher. Swipe up with four or five fingers.

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

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

Change the screen orientation

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



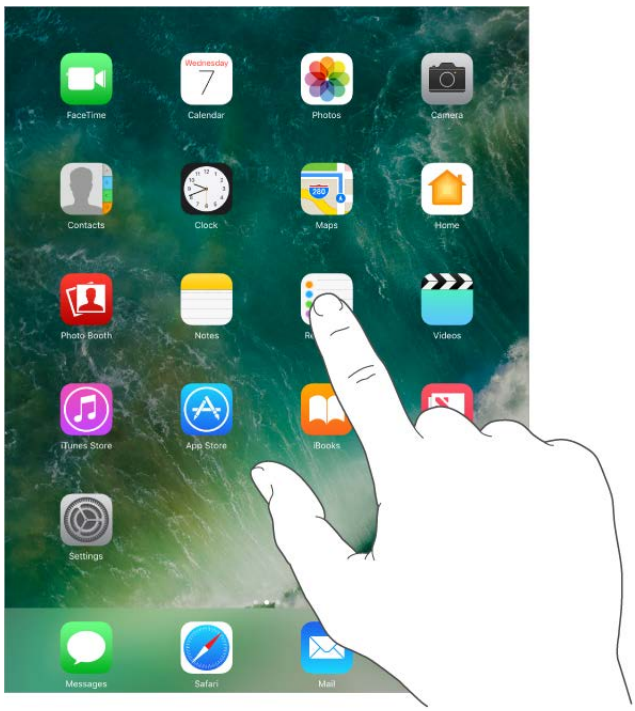
Lock the screen orientation. Swipe up from the bottom edge of the screen to open Control Center, then tap .

The Lock Orientation 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.

Home screen

Tap an app to open it.



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

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.

Lock screen

Press the Sleep/Wake button to see the Lock screen and quickly access the features and information you need most. You can see your most recent notifications without unlocking iPad. You can also:

- Swipe down from the top of the screen to see all your recent notifications at once in Notification Center.
- Swipe up from the bottom of the screen to open Control Center.
- Swipe right to see Today View and get information from your favorite apps.
- Swipe left to open Camera.

Unlock iPad. Press the Home button, then enter the passcode (if required).

Notifications

Notifications help you keep track of what's new. They let you know if you missed a call, if the date of an event moved, and more. You can customize your notifications so you just see what's important to you.

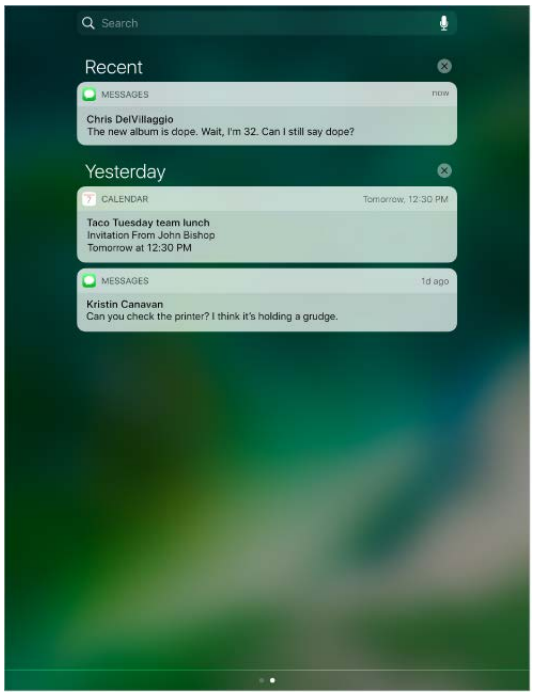
Respond when iPad is locked. Swipe the notification left.

Open the app to respond. Swipe the notification right.

Respond without leaving the current app. Pull the notification down when it appears at the top of your screen.

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

Open Notification Center to view all your notifications at once. Swipe down from the top edge of any screen.



Clear a notification. Swipe the notification left. To clear a group of notifications, tap ⊗.

Set notification preferences. Go to Settings > Notifications. Tap an app to set its notification options. For example, choose whether to allow notifications from a specific app or turn the sound on a notification on or off.

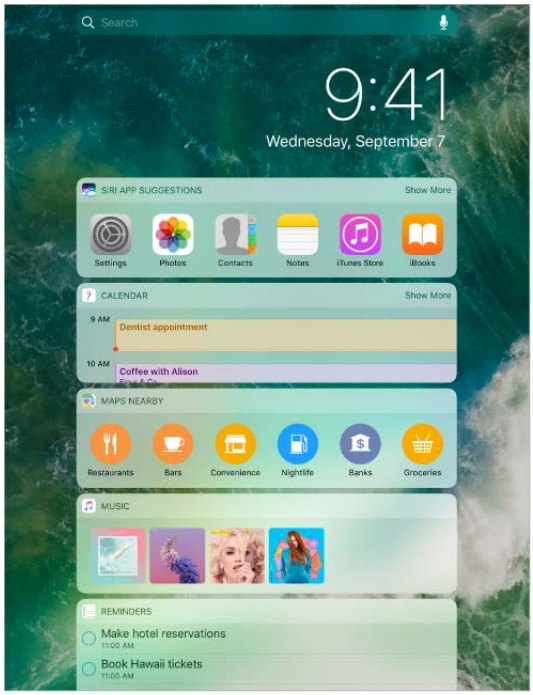
Choose whether to show notifications on the Lock screen. Go to Settings > Touch ID & Passcode (iPad Pro, iPad 5th generation, iPad Air 2, iPad mini 3 and later) or Settings > Passcode (other models), then choose whether to allow access when locked.

Silence all your notifications. 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.”

Close Notification Center. Swipe up, or press the Home button.

Today View

Get information from your favorite apps, at a glance. Choose from Maps Nearby, Calendar, Notes, News, Reminders, and more.



Open Today View. Swipe right from the left edge of the Home screen or Lock screen.

Add and organize Today View widgets. To choose which widgets appear, tap Edit at the bottom of the screen. Tap ⊕ or ⊖ to add or remove widgets. To arrange the order of your widgets, touch ≡, then drag to a new position.

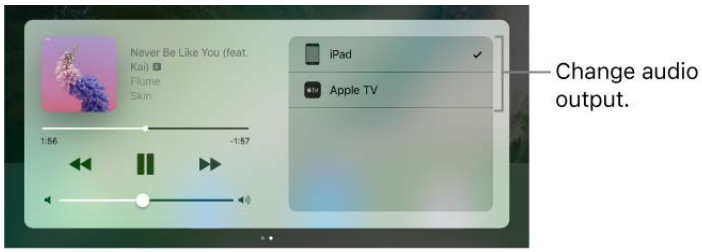
Choose whether to allow access to Today View when iPad is locked. Go to Settings > Touch ID & Passcode (iPad Pro, iPad 5th generation, iPad Air 2, iPad mini 3 and later) or Settings > Passcode (other models).

Control Center

Control Center gives you instant access to the camera, AirPlay Mirroring, control and playback of currently playing audio and video, 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.

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

Control audio. Swipe Control Center left to quickly reach audio controls.



If you set up your iPad with speakers, headphones, or another device, tap the device to switch the output. For information about setting up iPad with devices using Bluetooth, see Bluetooth devices.

Open the currently playing audio app. Tap the song title.

Control home accessories. Swipe Control Center left to reach accessory controls (if you've set up accessories in the Home app).

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.

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. Swipe down from the middle of 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 and Suggestions in Search. 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 Location-Based 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.

Siri

Make requests

Siri (on 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.

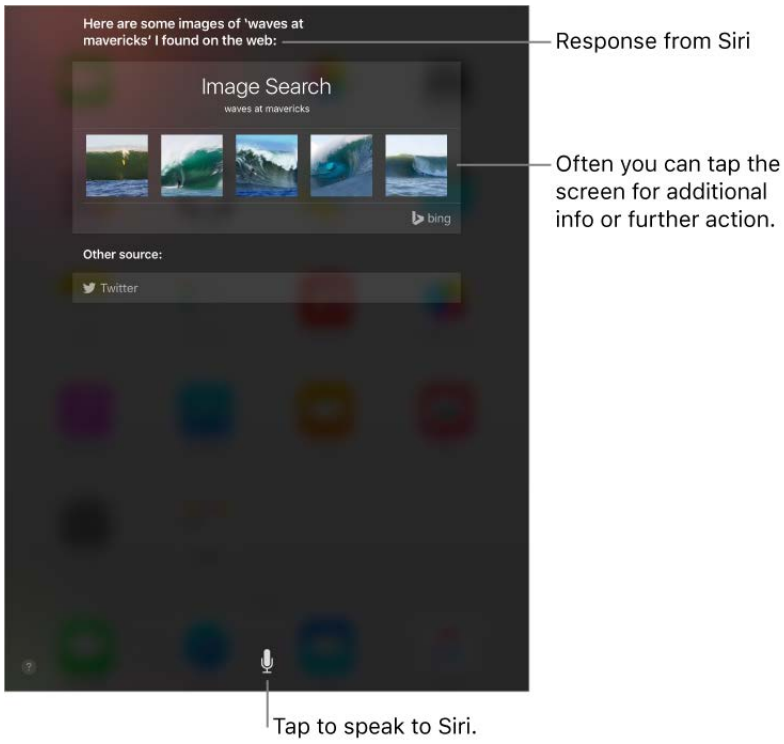
Note: To use Siri, iPad must be connected to the Internet. See Connect to the Internet. Cellular charges may apply.

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

Prevent access to Siri when iPad is locked. Go to Settings > Touch ID & Passcode (iPad models with Touch ID) or Settings > Passcode (other models). You can also disable Siri by turning on restrictions. See Set restrictions.

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 husband when I get home."

Tell Siri who you are. Fill out your contact card in Contacts, go to Settings > 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 Location Services.

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?”
- “Set an alarm for 8 a.m.”

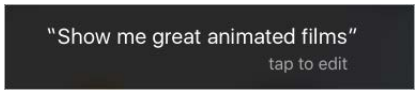
To get personalized service for requests like “FaceTime Mom,” tell Siri about yourself and your relationships. See Siri and apps.

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

Using Siri with third-party apps. Some apps from the App Store also support Siri. These include apps that let you book a ride, send a message, search photos, send payments, place calls, and track your workouts. Look for apps that work with Siri in the App Store.

Make corrections

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



Or tap 🎙 again, then clarify your request verbally.

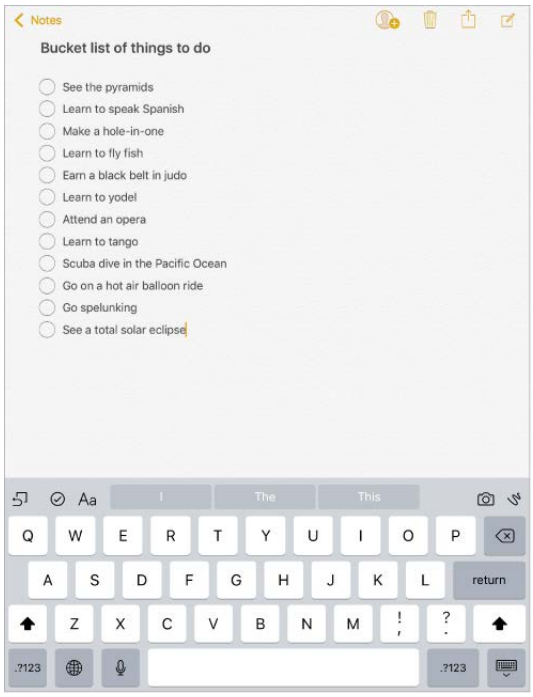
Want to change a message before sending it? Say “Change it.”

Enter text

Type and edit text

Tap a text field to see the onscreen keyboard, then tap letters to type.

You can also rest your fingers on the onscreen keyboard, then start typing normally. The placement of the keys invisibly adjusts based on where you've rested your fingers. If you stop typing, the placement of the keys resets after two seconds (iPad Pro, iPad 5th generation, iPad Air and later).



Type uppercase letters. Tap Shift or touch the Shift key and slide to a letter.

Turn on Caps Lock. Double-tap Shift.

Enter numbers, punctuation, or symbols. Tap the Number key .?123 or the Symbol key #+=.

Enter accented letters or other alternate characters. Touch and hold a key, then slide to choose one of the options.

Quickly end a sentence with a period and a space. Double-tap the space bar.

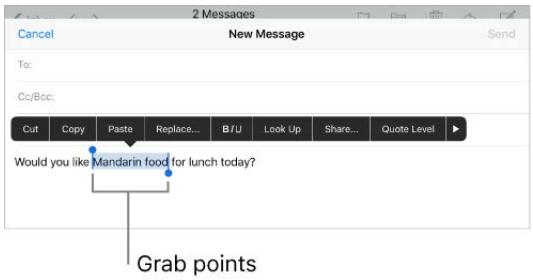
Correct spelling. If you see a word underlined in red, tap it to see suggested corrections. If the word you want doesn't appear, type the correction.

Hide the onscreen keyboard. Tap the Keyboard key ⌨.

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

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

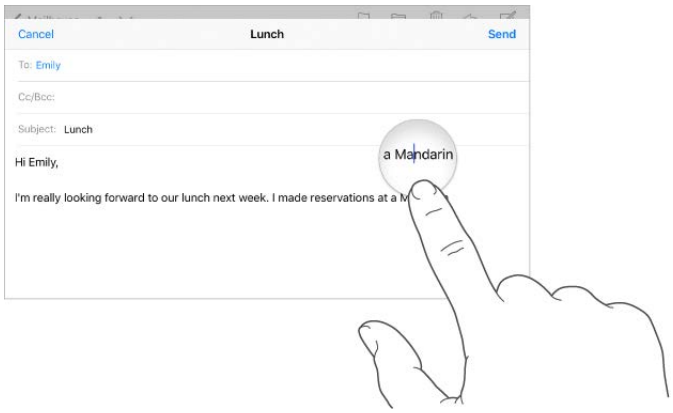
Select text. Tap the insertion point to display the selection options. Or double-tap a word to select it. Drag the grab points to select more or less text. In read-only documents, such as webpages, touch and hold to select a word.



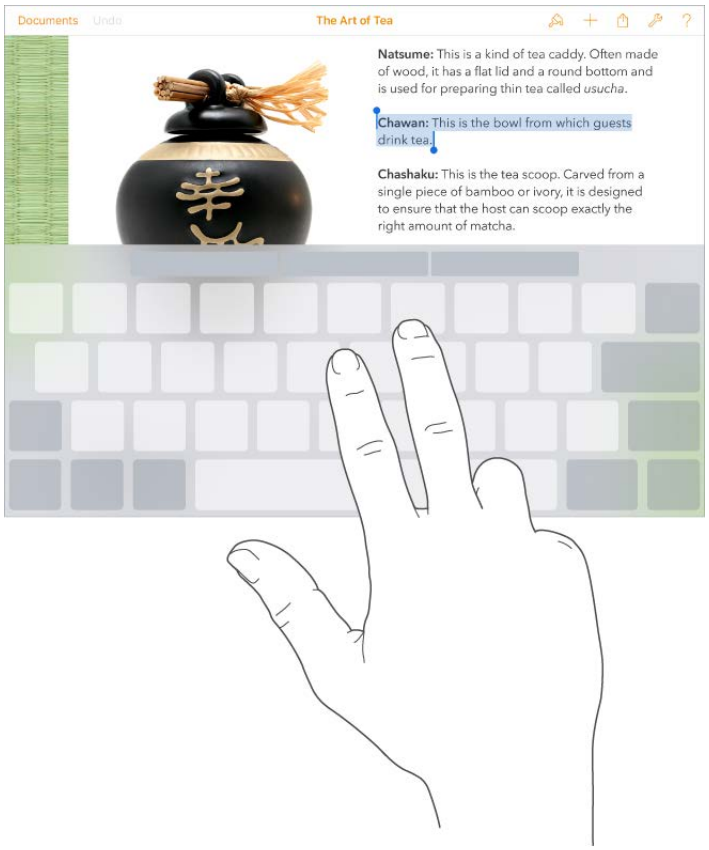
You can cut, copy, or paste over selected text. With Universal Clipboard, you can also cut or copy something on one Apple device, and paste it on another.

With some apps, you can also get bold, italic, or underlined text (tap B/I/U); see suggestions in Look Up; or have iPad suggest an alternative. You may need to tap ▶ to see all the options. If you choose Look Up, you see suggested information from the web and different apps. To turn off Suggestions in Look Up, go to Settings > General > Spotlight Search.

Revise text. 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.

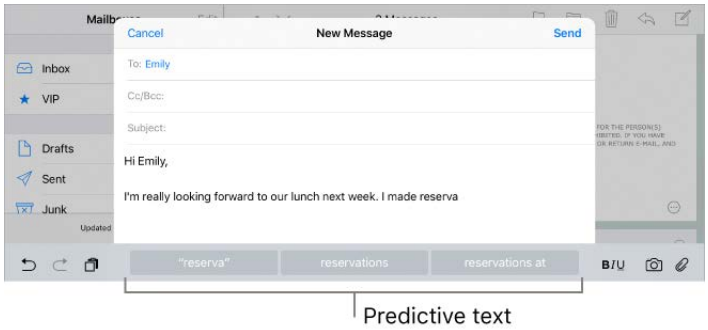
Justify text. Select the text, then tap the left or right arrow (not always available).

Predictive text

As you write, the keyboard predicts your next word, suggests emoji that could take the place of your word, and makes suggestions based on your recent activity and information from your apps (not available in all languages). For example, when you type something like:

- "My number is," your phone number appears as an option.
- "I'm available at," the free time in your calendar pops up as an option.
- "I'm at," your current location appears as an option when you're typing in Messages.

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).



Turn off predictive text. Touch and hold 😀 or 🌐, then slide to Predictive.

Dictate

If you like, you can dictate text instead of typing it. Make sure Enable Dictation is turned on (go to Settings > General > Keyboard). On iPad Pro models, you can use dictation when you're not 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 data settings.

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

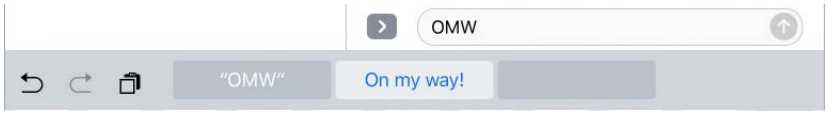
Add text. Tap 🎙 again and continue dictating. To insert text, tap to place the insertion point first. You can also replace selected text by dictating.

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 space—to eliminate the space between two words
- 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 ;-)

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 > [*your name*] > 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.

If you’ve added keyboards in other languages, you can type in two languages without having to switch between keyboards. Your keyboard automatically switches between the two languages you type in most often. (Not available for all languages.)

Tip: On iPad Pro (12.9 inch), if you’ve added a Chinese, Korean, Japanese, or Hebrew keyboard, you can use the Caps Lock key to quickly switch back and forth between Latin script and the other keyboard you’re using.

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. Touch and hold 🌐, then slide your finger to the name of the keyboard.

You can also tap 🌐 to switch from one keyboard to the other. Continue tapping to access other enabled keyboards.

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.

For more information about your keyboard, see the Apple Support article Get help with the keyboard on your iPhone, iPad, or iPod touch.

Keyboard layouts

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 using two fingers.
- *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).

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.

Quickly switch between apps. Press and hold the Command key, then press Tab until you reach the app you want to open.

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

Open Search. Press Command-Space.

Tip: If you've added a Chinese, Korean, Japanese, or Hebrew keyboard, you can use the Caps Lock key to quickly switch back and forth between Latin script and the other keyboard you're using.

For more information about iPad Pro Smart Keyboard, see the Apple Support article Use your Smart Keyboard with iPad Pro.

Use an Apple Wireless Keyboard

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

Note: The Apple Wireless Keyboard may not support keyboard features that are on your device. For example, you can't enable dictation with Apple Wireless Keyboard.

Pair an Apple Wireless Keyboard with iPad. Turn the keyboard on. On iPad, go to Settings > Bluetooth and turn on Bluetooth, then tap the keyboard when it appears in the Devices list.

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

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

Quickly switch between apps. Press and hold the Command key, then press Tab until you reach the app you want to open.

Open Search. Press Command-Space.

Tip: If you've added a Chinese, Korean, Japanese, or Hebrew keyboard, you can use the Caps Lock key to quickly switch back and forth between latin script and the other keyboard you're using.

Save your batteries. Turn off the wireless keyboard when not in use. To turn off the keyboard, press and hold the On/Off switch until the green light goes off.

Multitasking

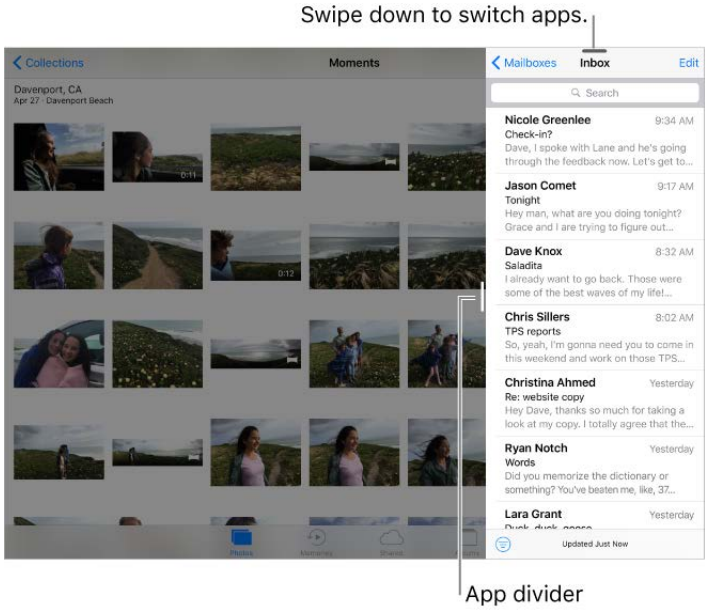
Multitasking with iPad

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 5th generation, 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.

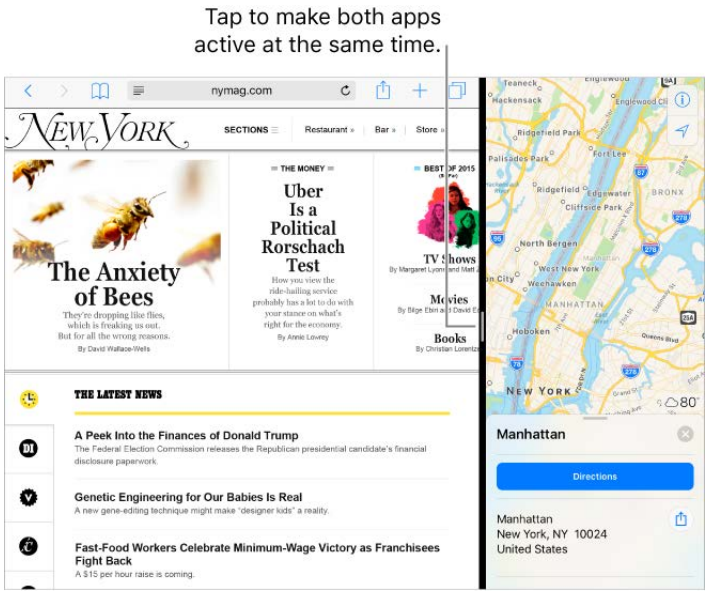
Close the side app. Tap the app on the left, or swipe right from the app divider.

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 5th generation, 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.



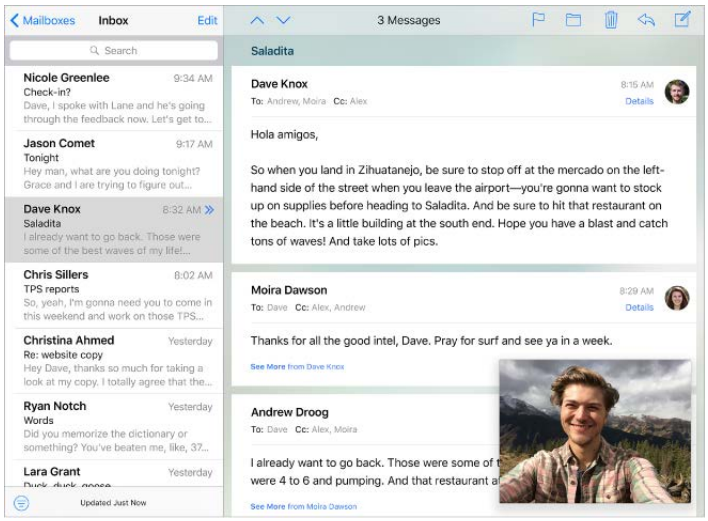
Give both apps equal space. Drag the app divider to the center of the screen.

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 5th generation, 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.

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.

Tip: If you're not hearing or seeing incoming calls and alerts when you expect, swipe up from the bottom edge of the screen to open Control Center, then check to see if Do Not Disturb is on.

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.

Even if Do Not Disturb is on, calls and messages from your emergency contacts in Medical ID still come through as usual, and Alarms still sound. If you turned on Emergency Bypass for texts or calls from a contact, those sounds come through, too.

Schedule Do Not Disturb. Go to Settings > Do Not Disturb.

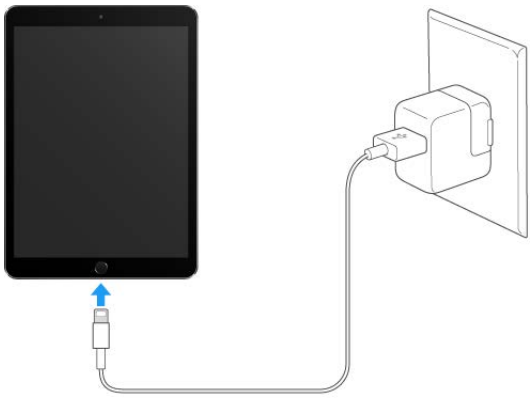
You can schedule quiet hours, allow FaceTime calls from your Favorites, and allow repeated FaceTime calls to ring through for those emergency situations. You can also set whether Do Not Disturb silences iPad only when it's locked, or even when it's unlocked.

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—go to the Apple Lithium-ion Batteries website.

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 with iCloud Backup 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, then turn on Battery Percentage.

See proportion of battery used by each app. Go to Settings > Battery.

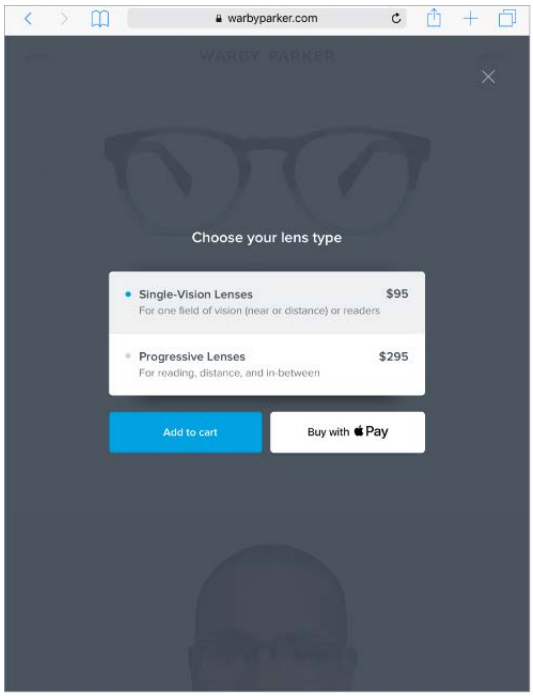
The battery icon in the upper-right corner of the status bar shows the battery level or charging status.

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 should be replaced by Apple or an authorized service provider. For more information, go to the Battery service and recycling website.

Apple Pay

On devices that support Apple Pay, you can use Apple Pay to buy goods and services within supporting apps and on supporting websites (not available in all areas). Look for the Apple Pay payment option.



Set up Apple Pay. Go to Settings > Wallet & Apple Pay, then tap Add Credit or Debit Card. The first time you add a card to Apple Pay, you may be prompted to use the card you use with iTunes. Then tap Next on the following screen, and position iPad so that your card appears in the frame.

The card issuer determines if your card is eligible for Apple Pay, and may ask you for additional information to complete the verification process. See the Apple Support article Apple Pay participating banks.

You can add up to eight credit and debit cards, including store cards.

Note: If you sign out of iCloud (in Settings > [*your name*]), all the credit and debit cards you added to Apple Pay on iPad are removed. You can add the cards again the next time you sign in to iCloud.

Manage Apple Pay settings. Go to Settings > Wallet & Apple Pay. You can:

- Set your default card.
- Specify the shipping address and contact information for purchases.

Pay within an app or on a website. During checkout, tap the Apple Pay or Buy with Apple Pay button, then review the payment information. Make any changes to the shipping and billing information, or choose a different card. Then, use 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 merchant 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 merchant once you authorize the payment with Touch ID or a passcode.

View and manage the card information. Go to Settings > Wallet & Apple Pay, then tap a card. You can:

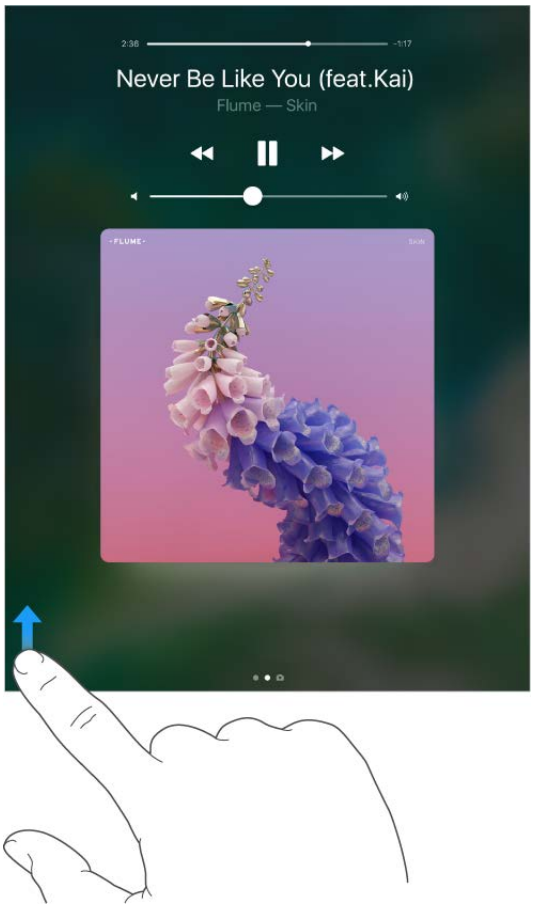
- Tap Transactions to view transactions made on this iPad. To hide this information, turn off Transaction History. To view all your Apple Pay activity, see the statement from your card issuer.
- View the last four digits of the card number and Device Account Number—the number transmitted to the merchant.
- Change the billing address.
- Remove the card from Apple Pay.

If your iPad is lost or stolen. If you enabled Find your iPad, you can use it to help locate and secure your iPad—including suspending or removing the ability to make purchases using your cards in Apple Pay. To do this, sign in to iCloud.com using your Apple ID on a Mac or PC, click Settings, then select a device with Apple Pay in the My Devices section. You can also call the issuers of your cards.

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 > Contacts, then turn off Contacts Found in Apps.

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

Find My Friends

Find My Friends 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, refer to the Help in the app.

Turn on Share My Location. Go to Settings > [*your name*] > 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.

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.

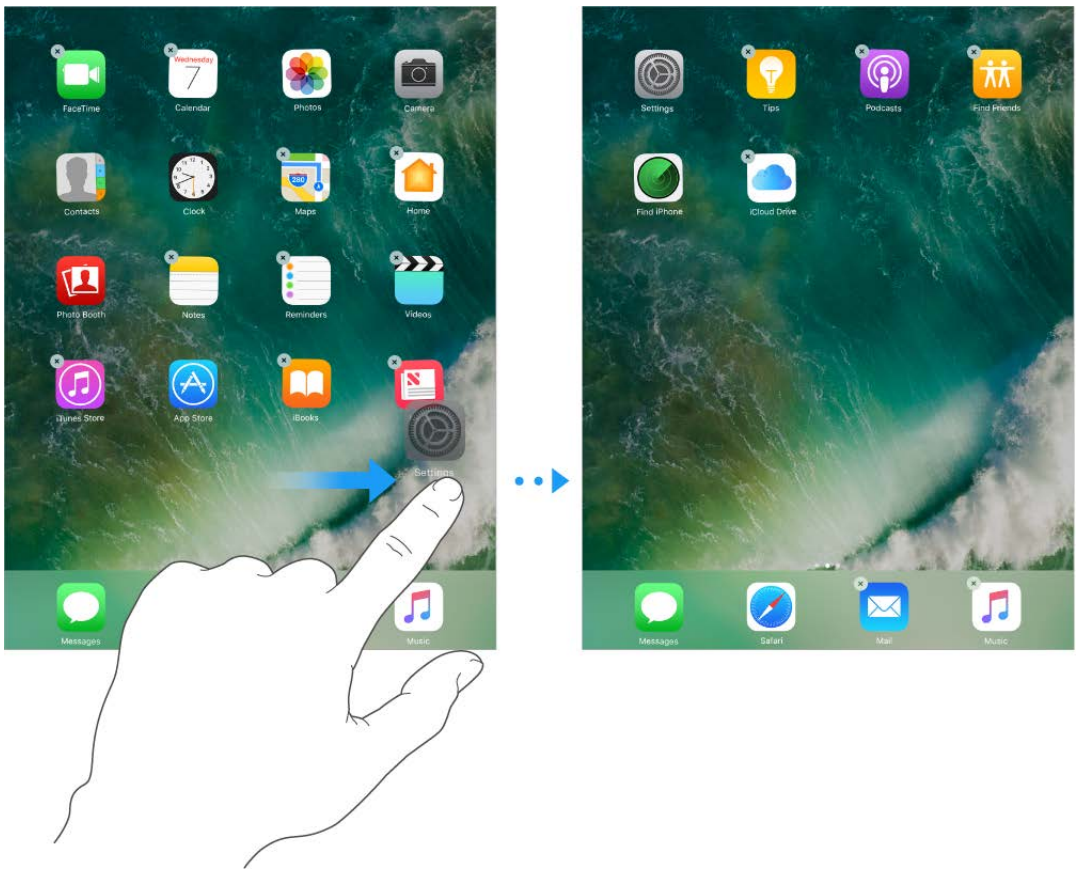
You can also turn Wi-Fi and Bluetooth on or off in Control Center. See Control Center.

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.

Personalize your 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 drag it 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.

Start over. Go to Settings > General > Reset, then tap Reset Home Screen Layout to return the Home screen and apps to their original layout. Any folders you've created are removed, the original wallpaper is restored, and apps you've downloaded are placed after apps that came with your iPad.

Remove apps

Remove apps from the Home screen. Touch and hold an app on the Home screen until you see the app icons jiggle, then tap ⊗ in the upper-left corner. When you finish, press the Home button.

In addition to removing third-party apps, you can remove some built-in Apple apps that come with your iPad:

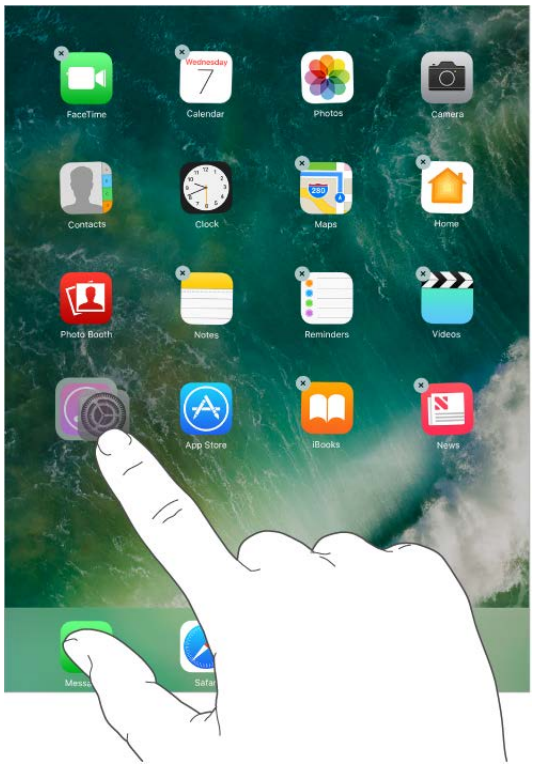
- Calendar
- FaceTime
- Find My Friends
- Home
- iBooks
- iCloud Drive
- iTunes Store
- Mail
- Maps
- Music (also removes the Music app from CarPlay)
- News
- Notes
- Podcasts
- Reminders
- Tips
- TV
- Videos

Note: When you remove a built-in app from your Home screen, you also remove any related user data and configuration files. Removing built-in apps from your Home screen can affect other system functionality. For more information, see the Apple Support article Remove built-in apps from the Home screen on your iOS device with iOS 10.

Restore an app you removed. Go to the App Store, search for the app, then tap ☁.

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 into or out of the folder. Press the Home button when you finish.



You can have multiple pages of apps in a folder.

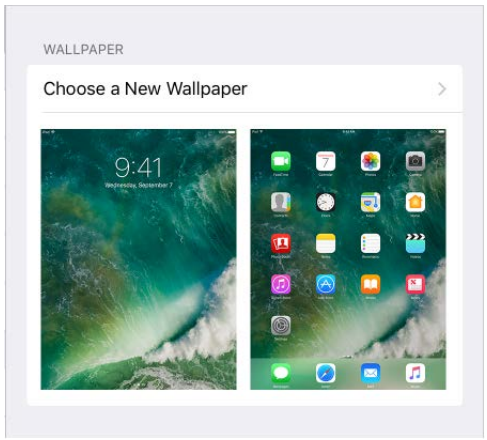
Delete a folder. Drag out all the apps—the folder is deleted automatically.

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.

Tip: If you choose your own image as wallpaper, you can pinch open to zoom in on your selected image, then drag your finger to move the image. Pinch closed to zoom back out.

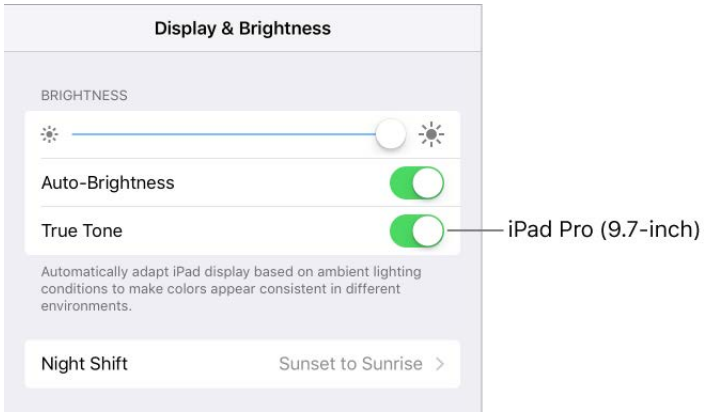


When choosing an image for new wallpaper, you may be able to tap Perspective Zoom to make your wallpaper move when you change the angle you view the screen. To turn on the Perspective Zoom option for wallpaper you've already set, go to Settings > Wallpaper, then tap the image of the Lock screen or Home screen.

Note: Perspective Zoom doesn't work if Reduce Motion (in Accessibility settings) is turned on. See Reduce motion.

Adjust the screen brightness and color balance

Dim the screen or use Auto-Brightness to extend battery life. 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. Turn on True Tone, and iPad automatically adapts the color and intensity of the display to match the light in your environment.



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.

Use Night Shift. Go to Settings > Display & Brightness > Night Shift.

Turn on Night Shift 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.

Note: You won't see the option to turn on Night Shift from sunset to sunrise if you've turned off Location Services in Settings > Privacy, or if you've turned off Setting Time Zone in Settings > Privacy > Location Services > System Services.

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 .

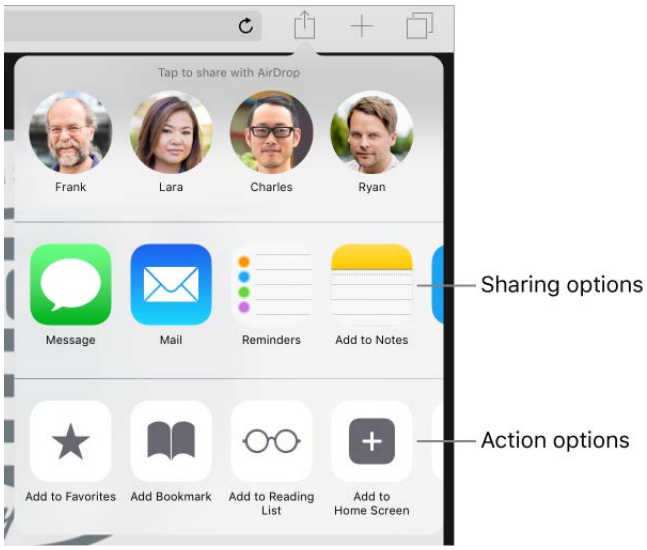
Use True Tone. (9.7-inch iPad Pro) Go to Settings > Display & Brightness, then turn on True Tone.

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.

App extensions

Some apps let you extend the functionality of your apps on iPad. An app extension may appear as a sharing option, an action option, a widget in Today View, 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.

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're 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 Today widgets, see Today View. For more information about Sharing options, see Share from apps.

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.

Set 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.

International keyboards

Use international keyboards

With international keyboards you can type text in many different languages, including Asian languages and languages written from right to left. For a list of supported keyboards, go to Apple's iPad website, 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.

If you've added keyboards in other languages, you can type in two languages without having to switch between keyboards. Your keyboard automatically switches between the two languages you type in most often. (Not available for all languages).

Switch keyboards. Touch and hold 🌐, then slide your finger to the name of the keyboard.

You can also tap 🌐 to switch from one keyboard to the other. Continue tapping to access other enabled keyboards.

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. To 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.

Create shortcuts. Go to Settings > General > Keyboard > Text Replacement. Shortcuts are available for:

- *Simplified Chinese:* Pinyin
- *Traditional Chinese:* Pinyin and Zhuyin
- *Japanese:* Romaji and Kana

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.

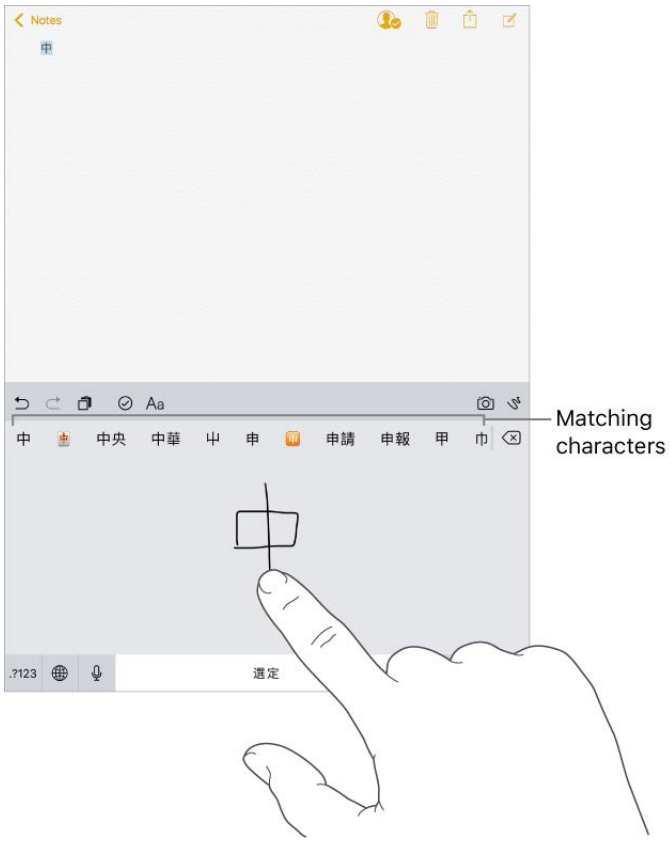
Build Chinese characters from the component Cangjie keys. As you type, suggested characters appear. Tap a character to choose it, or continue typing up to five components to see more options.

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. Do one of the following:

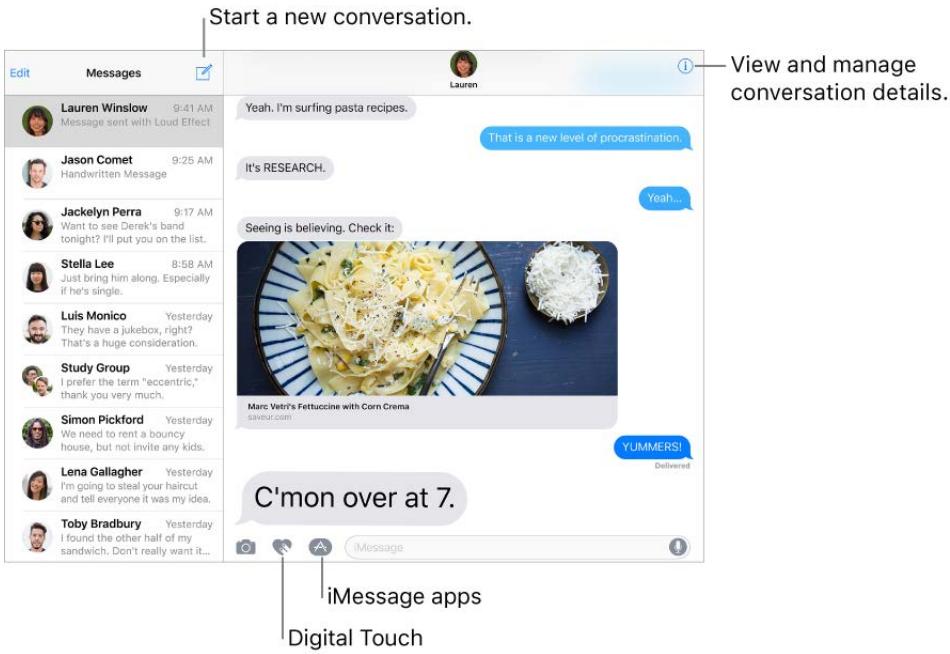
- *Use the Japanese Kana keyboard:* Tap ☆123, then tap ^_^.
- *Use the Japanese Romaji keyboard:* Tap .?123, then tap ^_^.
- *Use the Chinese (Simplified) Pinyin or Chinese (Traditional) Zhuyin or Pinyin keyboard:* Tap .?123, tap #+=, then tap ^_^.

Apps

Messages

Send and receive messages

Use Messages to send and receive texts, photos, videos, and more through iMessage or SMS/MMS services. With the iMessage service, you can enhance your messages with bubble effects, invisible ink, full-screen effects, your own handwriting, Digital Touch, iMessage apps, stickers, and more.



Start a conversation. Tap ✎. Enter the recipient's phone number or email address, or tap ⊕ and choose a contact. Tap the text field, then enter your message. Tap ↑ to send.

Alternatively, to start a conversation from Mail, Calendar, or Safari, touch and hold a phone number, then tap Send Message.

> **Tip:** To see what time a message was sent or received, drag a bubble to the left.

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

Send a message to a group. Tap ✎, then enter multiple recipients.

To manage a group conversation, tap ⓘ. You can name the conversation, add someone to the conversation, or leave the conversation.

Use emoji. When typing a message, tap 😀 or 🌐 to switch to the Emoji keyboard. To automatically replace text with emoji, tap the highlighted words.

Hide the keyboard. Tap ⌨ in the lower-right corner.

Resume a conversation. Tap the conversation in the Messages list.

Ask Siri. Say something like:

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

Respond with a Tapback. To send a quick response that lets people know what you're thinking, double-tap a message, then choose your response.

View and manage conversation details. Tap ⓘ. You can:

- Tap a contact to view the contact card.
- Perform quick actions such as making a FaceTime call.
- Send your current location or share your location for a specified length of time.
- Send read receipts.
- View images and attachments.

Search conversations. In the Messages list, swipe down to reveal the search field, then enter the text you're looking for. You can also search conversations from the Home screen. See Search.

Delete a conversation. In the Messages list, swipe left on the conversation, then tap Delete.

Note: You can't recover a deleted conversation.

Set up iMessage and SMS/MMS

With the Messages app, you can exchange messages with other SMS and MMS devices using your cellular connection, and with other iOS devices and Mac computers using iMessage.

iMessage is an Apple service that sends messages over Wi-Fi or cellular connections to other iOS devices (with iOS 5 or later) and Mac computers (with OS X 10.8 or later). These messages don't count against your messaging plan. Messages sent via iMessage can include photos, videos, and other info. You can see when other people are typing, and send read receipts to let them know when you've read their messages. For security, messages sent via iMessage are encrypted before they're sent.

iMessage texts appear in blue bubbles, and SMS/MMS texts appear in green bubbles. For more information about SMS/MMS and iMessage, see the Apple Support article Use Messages with your iPhone, iPad, or iPod touch.

Sign in to iMessage. Go to Settings > Messages, then turn on iMessage.

If you're signed in to iMessage with the same Apple ID on all your devices, all the messages that you send and receive on iPad can also appear on your other Apple devices. You can send a message from whichever device is closest to you. You can even start a conversation on one device and continue it on another with Handoff.

Sign in to iMessage with the same Apple ID on your other Apple devices.

- *iOS devices:* Go to Settings > Messages, then turn on iMessage.
- *Mac:* Open Messages. If you're signing in for the first time, enter your Apple ID and password, then click Sign In. If you signed in before and want to use a different Apple ID, choose Messages > Preferences, click Accounts, then select iMessage in the Accounts list.

With Continuity, all the SMS/MMS messages that you send and receive on your iPhone can also appear on iPad. For more information, see the Apple Support article Use Continuity to connect your iPhone, iPad, iPod touch, and Mac.

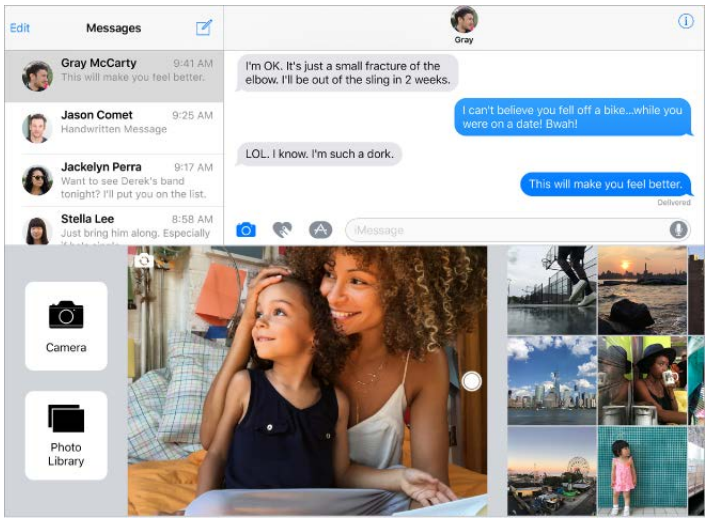
Share photos, videos, and audio

With iMessage or MMS, you can send messages with photos, videos, and audio. Your carrier determines the size limit of attachments; iPad may compress photo and video attachments when necessary.

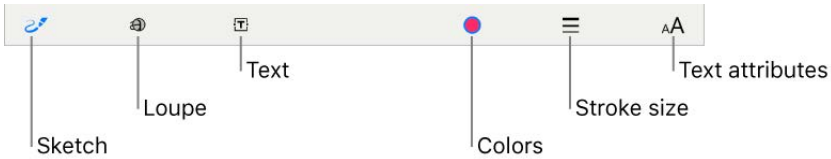
Send a photo or video. Tap . You can:

- *Quickly take a photo from within Messages:* Frame the shot in the viewfinder, then tap .
- *Choose a recent photo or video:* Swipe left to browse through recent shots.
- *Take a photo or video using Camera:* Tap Camera.
- *Choose a photo or video from your Photo Library:* Tap Photo Library.

Then, tap to send or to cancel.



Mark up a photo. Tap the photo in the message bubble, then tap Markup. Annotate the photo with the Markup tools.



Find and share trending photos and videos from the web. See iMessage apps.

Send an audio message. Touch and hold to record an audio message, then lift your finger to stop recording. Tap to listen to your message before you send it. Tap to send or to cancel.

Note: To save space, iPad automatically deletes audio messages two minutes after you listen to them, unless you tap Keep. To always keep them, go to Settings > Messages > Expire (below Audio Messages), then tap Never.

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

Share, save, or print an attachment. Tap the attachment, then tap .

Copy an attachment. Touch and hold the attachment, then tap Copy.

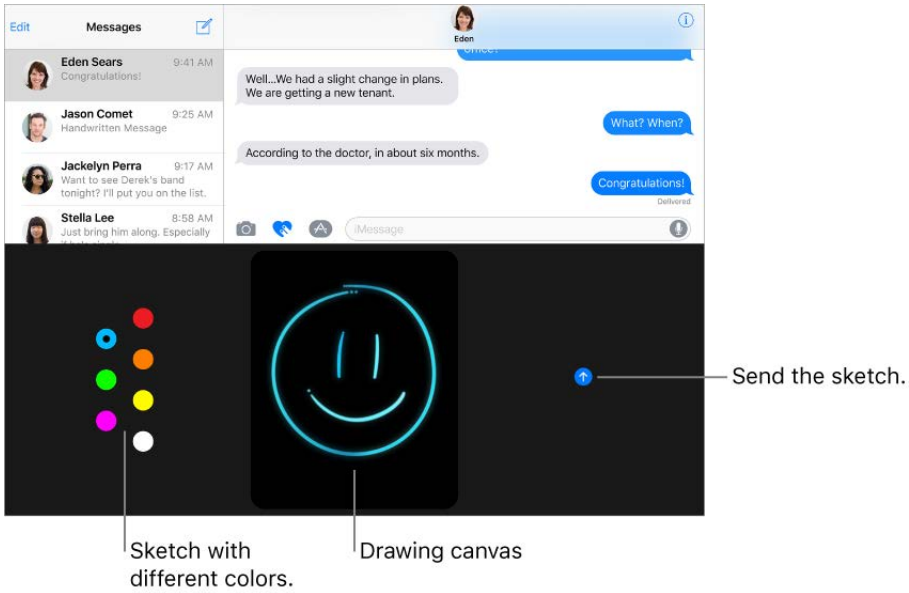
Share items from another app. In the other app, tap Share or , then tap Message.

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

Digital Touch

With iMessage, you can use Digital Touch to send sketches, taps, kisses, heartbeats, and more. You can even add a Digital Touch effect to a photo or video.

Sketch. Tap , then draw with one finger. You can change the color, then start drawing again. Tap to send.

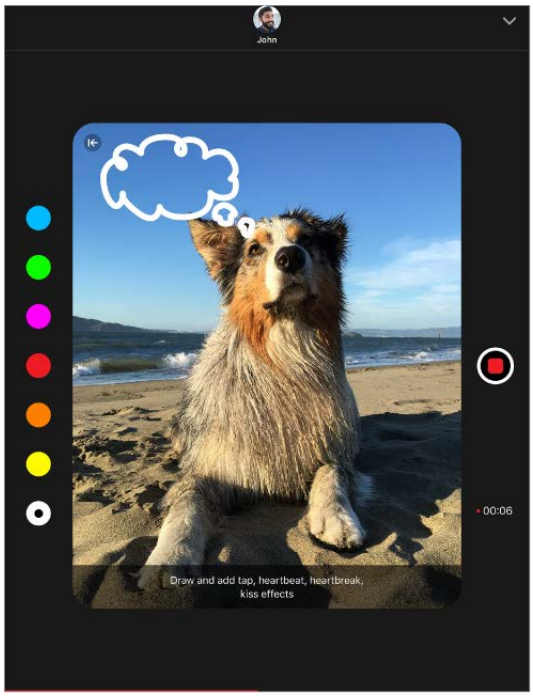


Express your feelings. Tap , then use gestures on the canvas to send a Digital Touch effect. Your feelings are sent automatically when you finish the gesture:

- *Tap:* Tap with one finger to create a burst of color. You can change the color, then tap again.

- *Fireball:* Touch and hold with one finger.
- *Kiss:* Tap with two fingers.
- *Heartbeat:* Touch and hold with two fingers.
- *Heartbreak:* Touch and hold with two fingers until you see a heartbeat, then drag down to break the heart.

Add a Digital Touch effect to a photo or video. Tap , then tap . Tap to take a photo or to record a video. Add a Digital Touch effect, such as a sketch or kiss, to the photo or video, then tap to send.



Handwritten messages

With iMessage, you can send a handwritten message. The recipient sees the message animate, just as ink flows on paper.

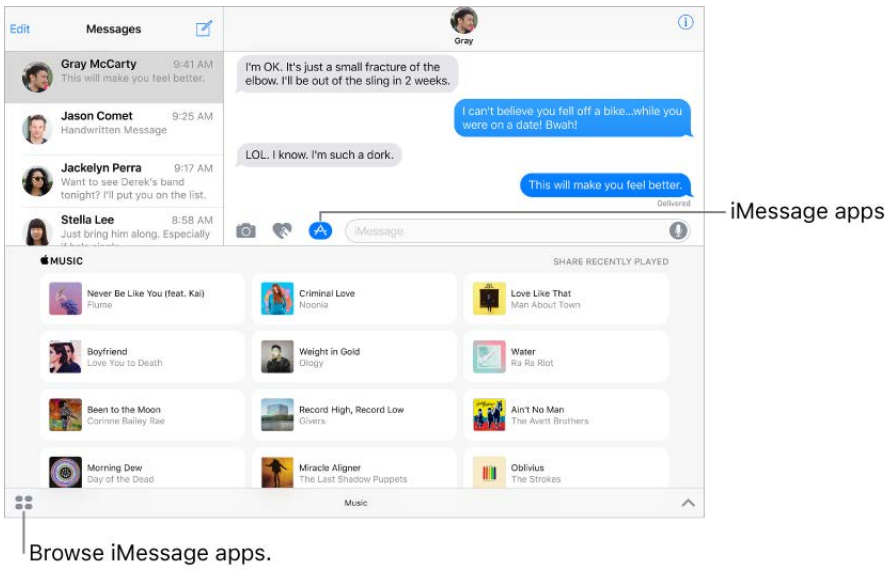
Create and send a handwritten message. Tap the text field to see the onscreen keyboard, then tap . Write a message with your finger. Tap Done, then tap to send or to cancel.

Send a saved message. After you create and send a handwritten message, the message is saved so you can use it again. Tap ⏲, then choose a saved message.

Remove a saved message. Touch and hold a handwritten message until the messages jiggle, then tap ⊗ in the top-left corner. When you finish, press the Home button.

iMessage apps

With iMessage apps, you can decorate a conversation with stickers, schedule dinner and a movie, send payments, share a song, and more—all without leaving Messages. Expand your options by downloading more iMessage apps from the App Store.



Download iMessage apps. Tap Ⓐ, tap ⠿, then tap Store.

Use an iMessage app. Tap Ⓐ, then swipe left or right to browse. Tap an app to add it to the conversation. Add a comment if you want, then tap ↑ to send or ⊗ to cancel.

Decorate with stickers. Tap Ⓐ to open the app drawer, then swipe left or right to navigate to a stickers app. Touch and hold a sticker, then drag it anywhere in the conversation. Before you release, you can:

- *Adjust the angle:* Rotate a second finger around the finger dragging the sticker.
- *Adjust the size:* Move a second finger closer to or away from the finger dragging the sticker.

You can place the sticker on top of a message bubble, put it on another sticker, or even dress up a photo.

See text covered by a sticker. Double tap the sticker.

See sticker details. Touch and hold a sticker, then tap Sticker Details. You can:

- See who sent the sticker.
- View which iMessage app was used to send the sticker.
- Delete the sticker—swipe left, then tap Delete.

Manage iMessage apps. Tap , tap , tap Store, then tap Manage. You can:

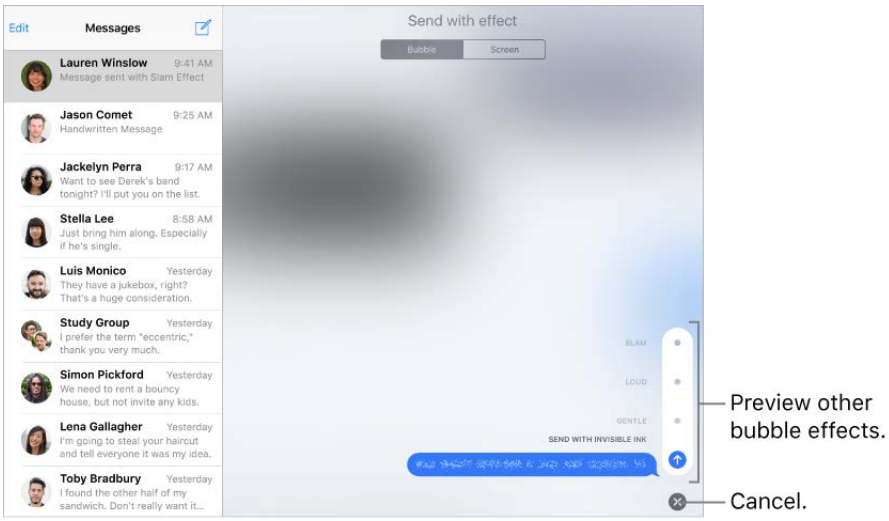
- Automatically add iMessage apps to the app drawer.
- Turn iMessage apps on or off.

Remove an iMessage app. Tap , tap , touch and hold an app until you see the app icons jiggle, then tap in the top-right corner. When you finish, press the Home button.

Animate messages

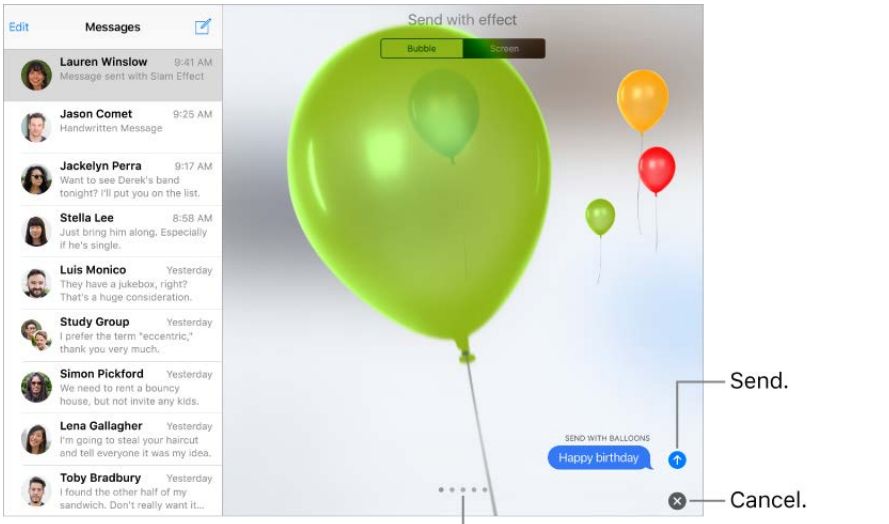
With iMessage, you can animate a single message with a bubble effect or fill the entire message screen with a full-screen effect. You can even send a personal message with invisible ink.

Use a bubble effect. After you type a message, touch and hold . Tap the choices to preview different bubble effects. Tap to send.



Tip: Want to send a personal message? When you use invisible ink, the message remains blurred until the recipient swipes to reveal it.

Use a full-screen effect. After you type a message, touch and hold ↑, then tap Screen. Swipe left or right to preview different screen effects. Tap ↑ to send.



iMessage automatically uses the following screen effects for specific text strings:

- Balloons for “Happy birthday”
- Confetti for “Congratulations”
- Fireworks for “Happy New Year”

Manage message notifications and privacy

Manage notifications for messages. Go to Settings > Notifications > Messages. See Notifications.

Set the alert sound for messages. Go to Settings > Sounds > Text Tone. See Sounds and silence.

Assign different text tones for the special people in your life. Go to Contacts, select a contact, tap Edit, then tap Text Tone. To allow alerts for messages sent by this contact even when Do Not Disturb is on, turn on Emergency Bypass.

Mute notifications for a conversation. View the conversation, tap ⓘ, then turn on Do Not Disturb.

Block unwanted messages and FaceTime calls. View the conversation, tap ⓘ, tap the phone number or name to view the contact card, then scroll down and tap Block this Caller. To view and manage your list of blocked phone numbers and contacts, go to Settings > Messages > Blocked. For more information, see the Apple Support article Block phone numbers and contacts or filter messages on your iPhone, iPad or iPod touch.

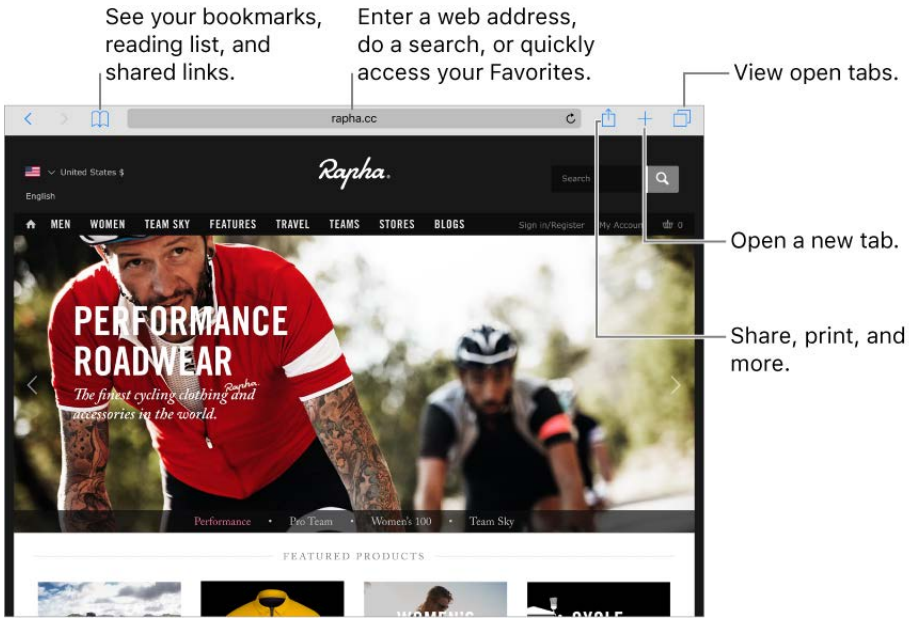
Filter iMessage messages from unknown senders. Go to Settings > Messages, then turn on Filter Unknown Senders. This turns off iMessage notifications from senders who aren't in your contacts and moves the messages to the Unknown Senders tab in the Messages list.

You can’t open any links in a message from an unknown sender until you add the sender to your contacts or reply to the message. If the message is spam, tap Report Junk (below the message) to delete and send the message to Apple.

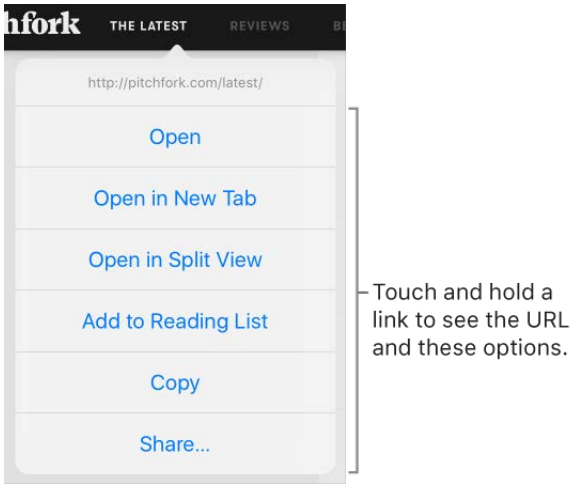
Safari

Browse the web

With Safari on iPad, you can browse the web, add webpages to your reading list to read later, and add page icons to the Home screen for quick access. If you sign in to iCloud with the same Apple ID on all your devices, you can see pages you have open on other devices, and keep your bookmarks, history, and reading list up to date on your other devices.



Look before you leap. To see the URL of a link before you go there, touch and hold the link.



Open a link in a new tab. Touch and hold the link, then tap Open in New Tab. To automatically switch to the new tab whenever you open a link in a new tab, go to Settings > Safari, then turn off Open New Tabs In Background.

View two pages side-by-side. Turn iPad to landscape orientation, then do one of the following:

- *Open a link in Split View:* Touch and hold the link, then tap Open in Split View.
- *Open a blank page in Split View:* Touch and hold ⧉, then tap Open Split View.
- *Open a link on the other side of Split View:* Tap with two fingers on the link.
- *Move a tab to the other side of Split View:* Drag the tab left or right from the tab bar.
- *Merge or close all tabs:* Touch and hold ⧉ again.

Browse open tabs. Tap ⧉, or pinch closed with three fingers to view all your open tabs. If you have several open tabs, tabs for the same site are stacked.

- *Close a tab:* Tap ✕ in the upper-left corner, or swipe the tab to the left.
- *Return to viewing a single tab:* Tap a tab, tap Done, or pinch open with three fingers.

View tabs that are open on your other devices. If you sign in to iCloud with the same Apple ID on all your devices, and you turn on Safari in Settings > [*your name*] > iCloud on iPad, you can view tabs that are open on your other devices. Tap ⧉, then scroll to the list at the bottom. To close a tab, swipe left, then tap Close.

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 of the page. Turn iPad to landscape orientation.

Refresh the page. Tap ↻ next to the address in the search field.

See a tab's history. Touch and hold 〈 or 〉.

View the desktop version of a site. To see the full desktop version of a site instead of the mobile version, tap ⬆, then tap Request Desktop Site.

Show or hide the tab bar. Go to Settings > Safari, then turn Show Tab Bar on or off.

Block pop-ups. Go to Settings > Safari, then turn Block Pop-ups on or off.

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 turn off Search Engine Suggestions (below Search).

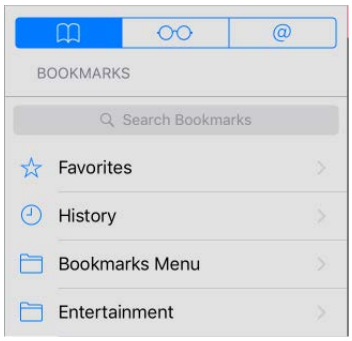
Quickly search a site you've visited before. Enter the name of the site, followed by your search term. For example, enter "wiki einstein" to search Wikipedia for "einstein." Go to Settings > Safari > Quick Website Search to turn this feature on or off.

See your favorites when you enter an address, search, or create a new tab. Go to Settings > Safari > Favorites, then select the folder containing your 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 engine. Go to Settings > Safari > Search Engine.

Add bookmarks and favorites



Bookmark the current page. Tap ⬆ (or touch and hold 📖), then tap Add Bookmark.

View and organize your bookmarks. Tap 📖, then tap the Bookmarks tab. To create a folder for bookmarks, tap Edit.

Add a webpage to your favorites. Open the page, tap ⬆, then tap Add to Favorites.

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 these sites, go to Settings > Safari, then turn off Frequently Visited Sites.)

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

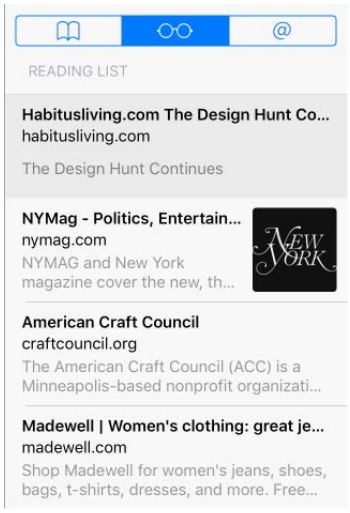
Choose which favorites appear when you tap the search field. Go to Settings > Safari > Favorites.

See your Mac bookmarks on iPad. Go to Settings > [*your name*] > iCloud, then turn on Safari. Bookmarks on your Mac appear in Favorites on iPad.

Add an icon for the current page to your Home screen. To quickly access the page from your Home screen, tap ⎙, then tap Add to Home Screen. The icon appears only on the device where you add 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.

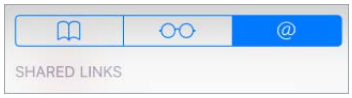
View your reading list. Tap 📖, then tap 👓.

Delete an item from your reading list. In your reading list, swipe the item to the left.

Limit downloads to Wi-Fi connections (Wi-Fi + Cellular models). To prevent reading list downloads from using cellular data, go to Settings > Safari, then turn off Use Cellular Data (below Reading List).

Shared links and subscriptions

You can view links shared from social media, such as Twitter, and feeds you've subscribed to.

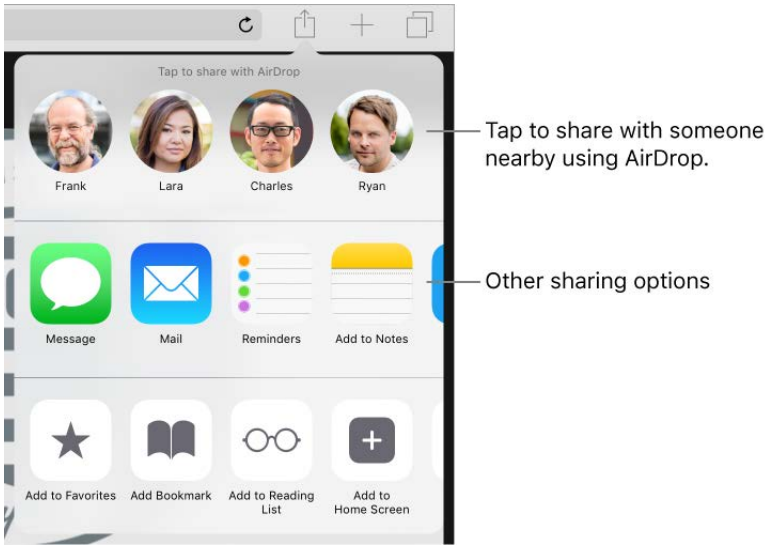


View shared links and subscriptions. Tap 📖, then tap @.

Subscribe to a feed. On a site that provides a subscription feed, tap ⬆, then tap Add to Shared Links.

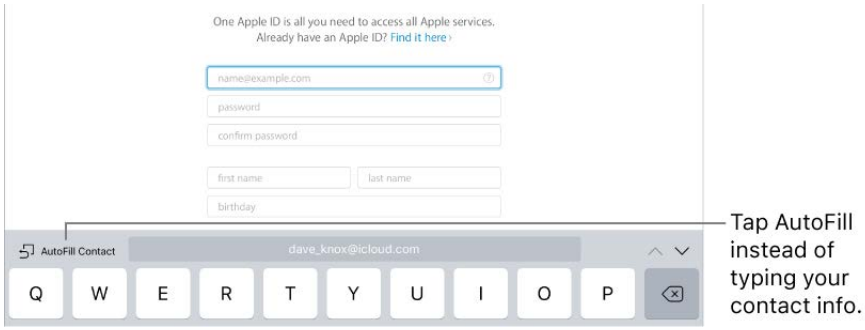
Delete a subscription. Tap 📖, tap @, tap Subscriptions below the list of your shared links, then tap ⊖ next to the subscription you want to delete.

Share links. Tap ⬆.



Fill in forms

When you sign in to a website, sign up for a service, or make a purchase, you can fill in a web form using the onscreen keyboard, or have Safari fill it in for you using AutoFill.



Turn on AutoFill. Go to Settings > Safari > AutoFill.

Tired of always having to sign 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 are filled in for you.

Choose a different identity. If you use multiple identities with a site and an incorrect identity is filled in, tap Passwords above the keyboard, then select the identity you prefer.

Fill in a form. Tap a field to bring up the keyboard. Tap ⌃ or ⌄ above the keyboard to move from field to field.

Fill it in automatically. When you fill in contact information on a website that supports AutoFill, tap AutoFill Contact above the keyboard. Tap Customize to edit and store your information for next time. Or, tap Other Contact to fill in someone else's information.

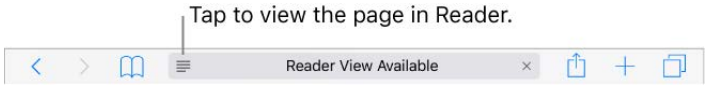
Add a credit card for purchases. Go to Settings > Safari > AutoFill > Saved Credit Cards > Add Credit Card. To enter the information without typing, tap Use Camera, then position iPad so that your card appears in the frame. Also, when you make an online purchase, you can allow Safari to save the credit card information. See iCloud Keychain.

Use your credit card information. When you fill in credit card information, tap AutoFill Credit Card above the keyboard. Enter your card's security code, which isn't stored. For greater security of your credit card information, use a passcode for iPad.

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

Use Reader for distraction-free reading

Use Safari Reader to view a page without ads, navigation, or other distracting items.



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 ☰ in the address field again.

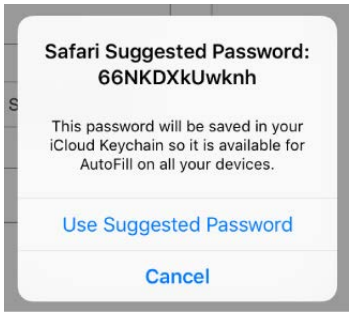
Privacy and security

Adjust Safari settings to keep your browsing activities to yourself and protect yourself from malicious websites.

Keep a low profile. Go to Settings > Safari, then turn on Do Not Track. Safari asks 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 and store secure passwords for you. When creating a new account, tap the password field, tap Suggest Password, then tap Use Suggested Password.



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 Website Data.

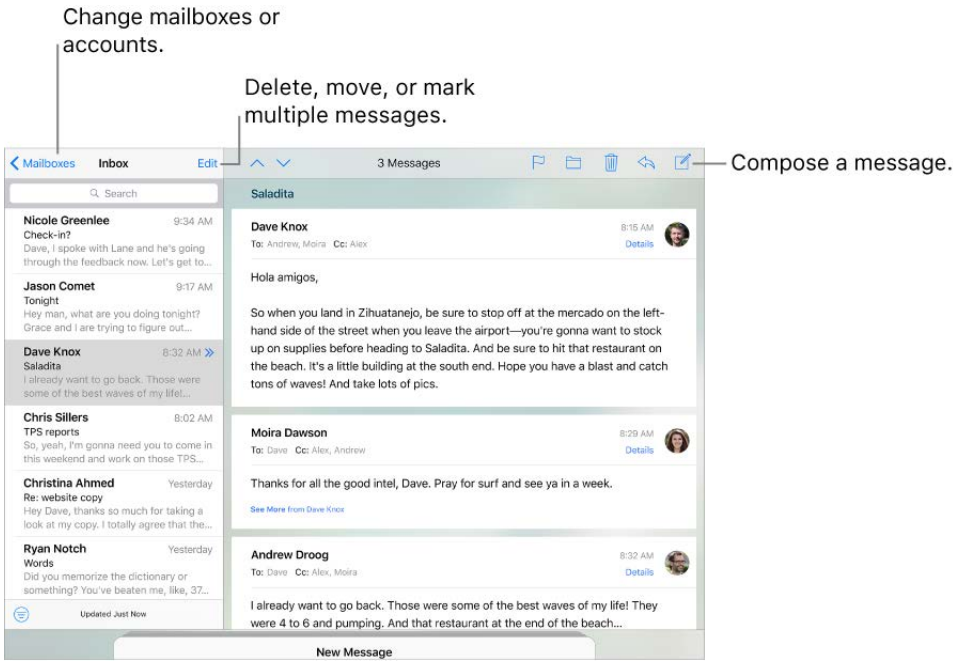
Visit sites without making history. Tap ⧉, then tap Private. Sites you visit aren't added to History on iPad and don't appear in the list of tabs on your other devices. To hide the sites and exit Private Browsing Mode, tap ⧉, then tap Private again. The sites reappear the next time you use Private Browsing Mode.

Watch for suspicious websites. Go to Settings > Safari, then turn on Fraudulent Website Warning.

Mail

Write messages

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



Create a message. Tap . Touch and hold to view draft messages you've saved.

Ask Siri. Say something like:

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

Add attachments. Double-tap in the message body, tap Add Attachment, then select files from iCloud Drive.

Insert a photo or video. Double-tap in the message body, then tap Insert Photo or Video. Also see Type and edit text.

Quote some text when you reply. Touch and hold in the message body, then select the text you want to include. Tap , then tap Reply. To turn off the indentation of the quoted text, go to Settings > Mail > 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 > 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."

Change a recipient from Cc to Bcc. After you enter recipients, you can drag them from one field to another or change their order.

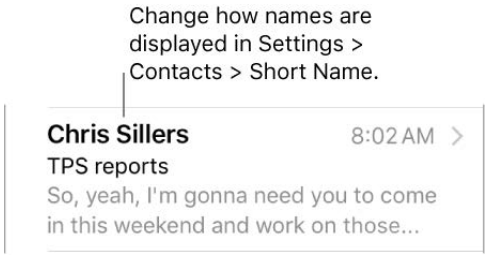
Mark addresses outside certain domains. When you're addressing a message to a recipient that's not in your organization's domain, Mail can color the recipient's name red to alert you. Go to Settings > Mail > Mark Addresses, then define the domains that you don't want marked. You can enter multiple domains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

Add additional mail accounts. Go to Settings > Mail > Accounts, then tap Add Account.

Change your mail signature. Go to Settings > Mail > Signature. If you have more than one mail account, tap Per Account to set a different signature for each of them.

Automatically send a copy to yourself. Turn on Settings > Mail > Always Bcc Myself.

Preview your messages

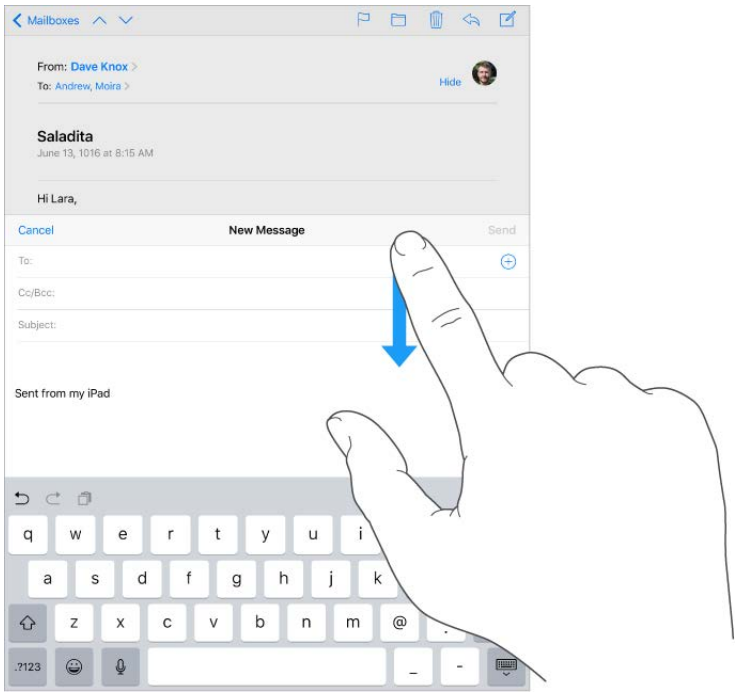


See a longer preview. Go to Settings > Mail > Preview. You can show up to five lines.

Is this message for me? Go to Settings > Mail, then turn on Show To/Cc Labels. In the message list, a label next to your name indicates how it was addressed to you. You can also use the To/Cc mailbox, which gathers all mail addressed to you. To show or hide it, tap Mailboxes, then tap Edit.

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 10.10 or later, you can also hand off unfinished messages with your Mac. See Continuity.

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. When viewing a message, tap Details, tap the sender's name to display their contact info, 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.

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

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 > Flag Style. To see the Flagged smart mailbox, tap Edit while viewing the Mailboxes list, then tap Flagged.

Search for a message. Scroll to the top of the message list to reveal the search field. Searching looks at the address fields, the subject, and the message body. Choose between searching all mailboxes or the current mailbox at the top of the results list.

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.

Delete messages

View then delete a message. Tap a message to open it. When you’re ready to delete it, tap 🗑. To turn the confirmation of deletion on or off, go to Settings > Mail > Ask Before Deleting.

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 All 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. How you turn this option on varies by the type of mail account you have configured. Go to Settings > Mail > Accounts > [*account name*]. Then, in the Advanced settings, change the destination mailbox for discarded messages to Archive. After you've turned this option on, to delete a message instead of archiving it, touch and hold , then tap Trash Message.

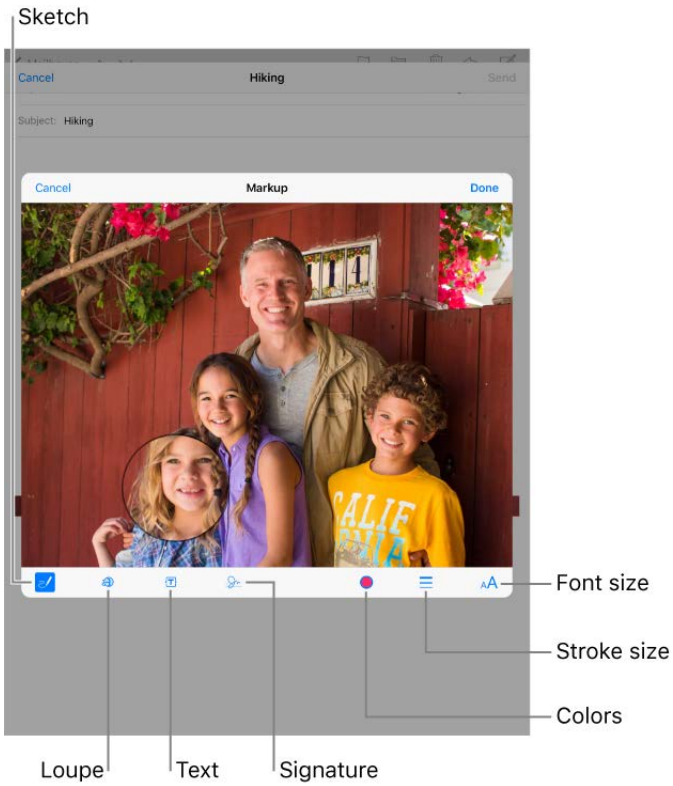
Stash your trash. You can set how long deleted messages stay in the Trash mailbox. Go to Settings > Mail > Accounts > [*account name*] > Advanced > Remove. Some email services might override your selection; for example, iCloud doesn't keep mail messages longer than 30 days, even if you select Never.

Attachments

Preview an attachment. Touch and hold an attachment, then tap Quick Look.

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. Tap to turn on filtering, then tap "Filtered by" and turn on "Only Mail with Attachments." You can also use the Attachments mailbox, which 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 > 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 the whole conversation. Go to Settings > Mail, then turn on Organize by Thread. Swipe left or right on a message in a thread to reveal actions. To change how threads are displayed, go to Settings > Mail. To change the swipe settings, go to Settings > Mail > Swipe Options.

Filter messages. Tap to hide messages that don't match the current filter. Tap again to turn the filter off. To set up the filter, tap to turn on filtering, then tap "Filtered by." You can filter by read or flagged status, by messages addressed to you, messages from VIPs, and other criteria.

See and save addresses

See who else received a message. While viewing the message, tap Details at the top of the message.

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.

Music

Music overview

Use the Music app to enjoy music stored on iPad as well as music streamed over the Internet. You can also listen to Beats 1 radio, which broadcasts all day, every day from studios in Los Angeles, New York, and London. With an optional Apple Music membership, you can listen to millions of tracks, recommended by music experts.

Note: You need a Wi-Fi or cellular connection to stream music from Apple Music and Radio. 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 on iPad in the following ways:

- *Become an Apple Music member:* With a membership and a Wi-Fi or cellular connection, stream as much music as you like from the Apple Music catalog and download songs, albums, and playlists. See Apple Music.
- *Listen to Beats 1:* Beats 1 is a worldwide radio station broadcasting live on Apple Music. No membership is required to listen to Beats 1.
- *Purchase music from the iTunes Store:* Go to iTunes Store. See Find music, movies, TV shows, and more.
- *Use iCloud Music Library:* Listen to your music on any of your devices. iCloud Music Library contains your imported and purchased music, and music you added and downloaded from Apple Music. iCloud Music Library is available to Apple Music members and iTunes Match subscribers. Find this music in Library. See Library.
- *Participate in Family Sharing:* Purchase an Apple Music Family Membership, and everyone in your Family Sharing group can enjoy Apple Music. See Family Sharing.
- *Sync music with iTunes on your computer:* See Sync with iTunes.

Apple Music

Apple Music is a streaming music service that lets you listen to millions of songs and your personal music library. As a member, you can listen any time—online or off—and get handpicked playlists, new music first, ad-free radio, and more.

If you're not a member, you can use the Music app to listen to music stored on iPad, play and download previous iTunes purchases, and listen to Beats 1 for free.

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

- *Individual membership:* Get access to the full Apple Music catalog, expert recommendations, and on-demand radio stations.
- *Family membership:* Up to six people can enjoy unlimited access to Apple Music on their devices.
- *Student membership:* Have complete access to Apple Music, with personalized recommendations, the best new music, and more—at a price designed for students.

  If you're a student at a qualifying school, you can join Apple Music for a discounted membership price for up to 48 months (4 years). The time needn't be continuous. Student memberships aren't available in all locations.

Note: If you end your Apple Music membership, you can no longer stream Apple Music tracks or play Apple Music tracks you've downloaded.

Show or hide Apple Music. Go to Settings > Music, then turn Show Apple Music on or off.

Use cellular data. On iPad (Wi-Fi + Cellular models), go to Settings > Music > Cellular Data, where you can choose to stream and download music over a cellular connection. Turn on High Quality Streaming to always stream music at the highest quality.

Note: High Quality Streaming uses more cellular data, and songs may take longer to start playing.

Get personalized recommendations

Apple Music offers a personalized listening experience based on your tastes and suggests songs you might enjoy.

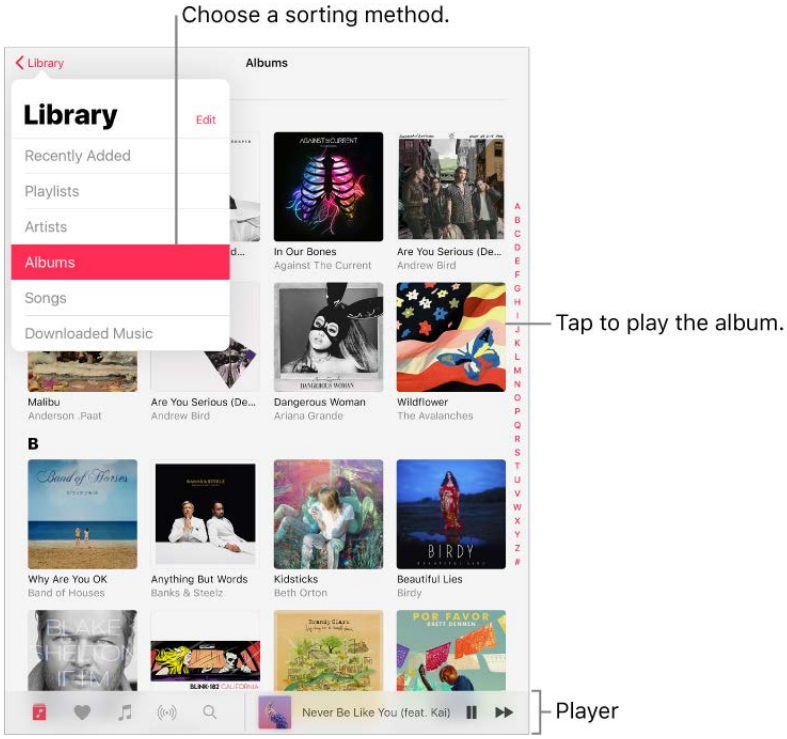
Select your favorite genres and artists. When you first tap For You, you're asked to tell Apple Music about your preferences. Tap the genres you like. (Double-tap those you love, and touch and hold the genres you don't care for.) Tap Next, then do the same with the artists that appear.

To add a specific artist who isn't listed, tap Add an Artist, then enter the artist's name. Apple Music uses these preferences when recommending music to you.

Update genre and artist preferences. Tap For You, tap , then tap Choose Artists For You.

Library

The Library tab includes any added or downloaded music from Apple Music, 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 Library menu, choose a category, touch and hold the album art, then tap ▶. Tap the player to show the Now Playing screen.

Sort your music. Tap the Library menu, choose Playlists, Albums, or Songs, then tap Sort.

View more categories. Tap the Library menu, tap Edit, then select additional categories.

View only music stored on iPad. Tap the Library menu, then tap Downloaded Music.

Play music shared on a nearby computer. If a computer on your network shares music through iTunes Home Sharing, go to Settings > Music, then tap Sign In under Home Sharing. Return to the Music app, tap the Library tab, tap the Library menu, tap Home Sharing, then choose a shared library.

Remove music from iPad. Go to Settings > Music, then turn off iCloud Music Library. The tracks are removed from iPad, but remain in iCloud. Music you purchased or synced, and music identified by iTunes Match that you downloaded, also remains.

Add Apple Music

Add music from Apple Music to your library. Do one of the following:

- Touch and hold a song, album, playlist, or video, then tap Add to Library.
- When viewing the contents of an album or playlist, tap Add to add it, or tap + to add individual tracks.
- On the Now Playing screen, tap +.

Music you add to iPad is also added to other devices where you're signed in to the iTunes Store and App Store using the same Apple ID and have iCloud Music Library turned on.

Note: You must turn on iCloud Music Library (go to Settings > Music) to add Apple Music to your library. Songs from Apple Music that you add to your library play only when you have a Wi-Fi or cellular connection. To play music when you're not connected to the Internet, you must download it to iPad. See Download music.

Add music to a playlist. Touch and hold an album, playlist, track, or music video. Tap Add to a Playlist, then choose a playlist.

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, those songs are also browsable in your Library. Go to Settings > Music > Add Playlist Songs to turn this setting on or off.

Delete music from Library. Touch and hold the song, album, playlist, or music video, then tap Delete from Library.

Download music

To play music when iPad isn't connected to the Internet, you must first download it.

Download music from Apple Music. After adding a track, album, or playlist, tap ☁. See Add Apple Music.

Note: You must turn on iCloud Music Library to download music from Apple Music to your library (go to Settings > Music > iCloud Music Library).

Always download Apple Music. Go to Settings > Music, then turn on Automatic Downloads. Songs you add are automatically downloaded to iPad.

Download iTunes Match music. Music that you have in iTunes Match appears automatically in iCloud Music Library. To download it, tap Library, choose a category, select an album, playlist or song, then tap ☁.

See download progress. In the Library menu, tap Downloaded Music > Downloading.

Limit music storage. If iPad is low on storage space, you can automatically remove downloaded music that you haven't played in a while. Go to Settings > Music > Optimize Storage.

Remove music stored on iPad. Touch and hold a song, album, playlist, or music video. Tap Remove, then tap Remove Downloads. The item is removed from iPad, but not from iCloud Music Library.

To remove all songs or certain artists from iPad, go to Settings > Music > Downloaded Music, tap Edit, then tap ⊖ next to All Songs or the artists whose music you want to delete.

Search for music

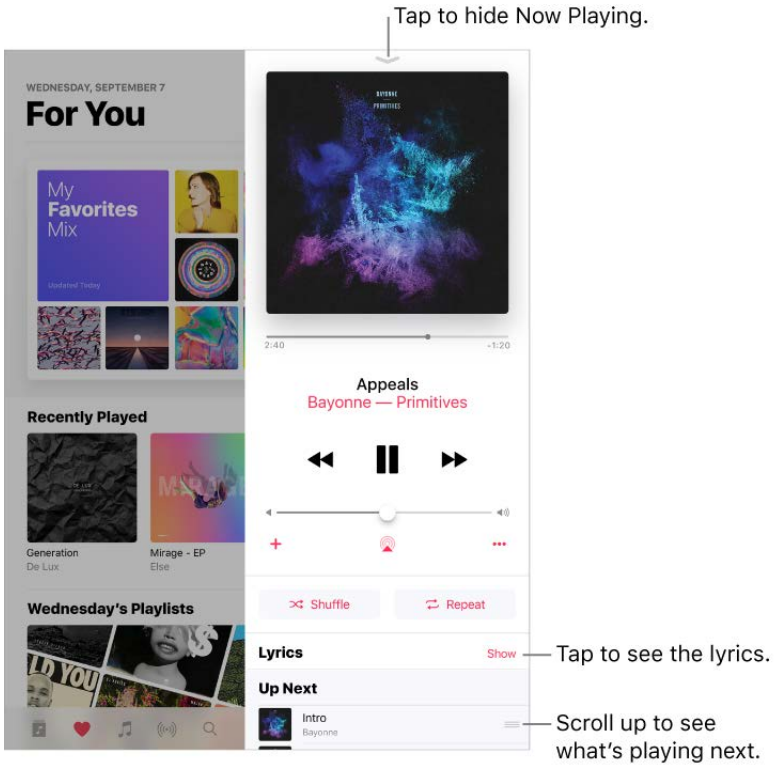
Search Apple Music. Tap Search, then tap a recent or trending search. To search for specific music, tap the search field, tap Apple Music, then enter a song, album, playlist, artist, compilation, or genre. Tap a result to play it.

Search your library. Tap Search, tap the search field, tap Your Library, then enter a song, album, playlist, or artist. Tap a result to play it.

Play music

Control playback. Tap a song to play it and show the player. Tap the player 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.

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

Hide Now Playing. Tap ⌄ at the top of the Now Playing screen.

Share music. Tap •••, then tap Share Song.

Shuffle. Tap ⤮ to play your songs in random order. Tap again to turn off shuffle. If iPad is in landscape orientation, swipe up, then tap ⤮.

When viewing the contents of a playlist or album, tap Shuffle All.

Repeat. Tap ⟲ to repeat an album or playlist. Double-tap ⟲ to repeat a single song. If iPad is in landscape orientation, swipe up, then tap ⟲

Add a song to your library. Tap +.

See lyrics. Tap Show next to Lyrics; tap Hide to hide them. If iPad is in landscape orientation, swipe up to see Lyrics, then tap Show.

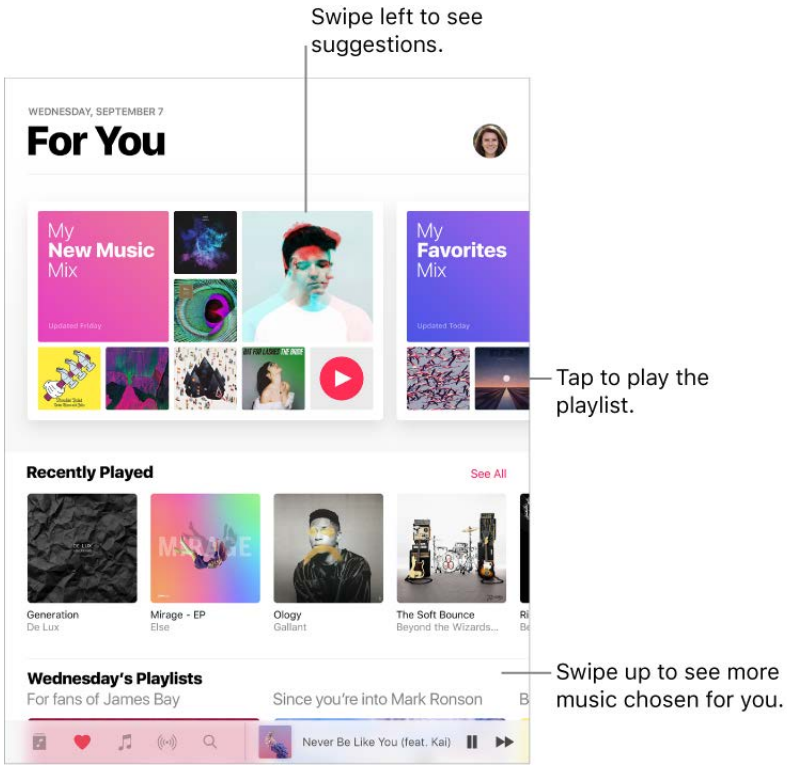
Access additional options. Tap •••.

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

Get audio controls from the Lock screen or when using another app. Swipe up from the bottom edge of the screen to open Control Center, then swipe left. See Control Center.

Stream music to a Bluetooth or AirPlay-enabled device. Tap in Now Playing, then choose a device. See Bluetooth devices and AirPlay Mirroring.

For You



In For You, discover playlists from Apple Music experts and albums based on your tastes.

Play music. Tap For You, touch and hold a playlist or album, then tap ▶. Tap an album or a playlist's album art to view its contents.

Tell Apple Music what you love. Touch and hold an album or playlist, then tap Love or Dislike. On the Now Playing screen, or when viewing the contents of an album or playlist, tap •••, then tap Love or Dislike. Telling Apple Music what you love and dislike improves future recommendations.

Reorder a playlist. Play the playlist, tap the player to show the Now Playing screen, swipe up to show Up Next, then drag ≡ to rearrange the song order.

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

Playlists

Create playlists to organize your music. Tap Library, tap the Library menu, tap Playlists, then tap New. Enter a title and description, tap Add Music, then select music to add to the playlist.

You can also tap ••• in a track list or, on the Now Playing screen, tap Add to a Playlist, then tap New Playlist.

Customize your playlist's artwork. Tap Edit, tap 📷, then take a photo or choose an image from your photo library.

Share a playlist. Touch and hold a playlist, then tap Share Playlist.

Create a public playlist. Select a playlist, tap Edit, then turn on Public Playlist.

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

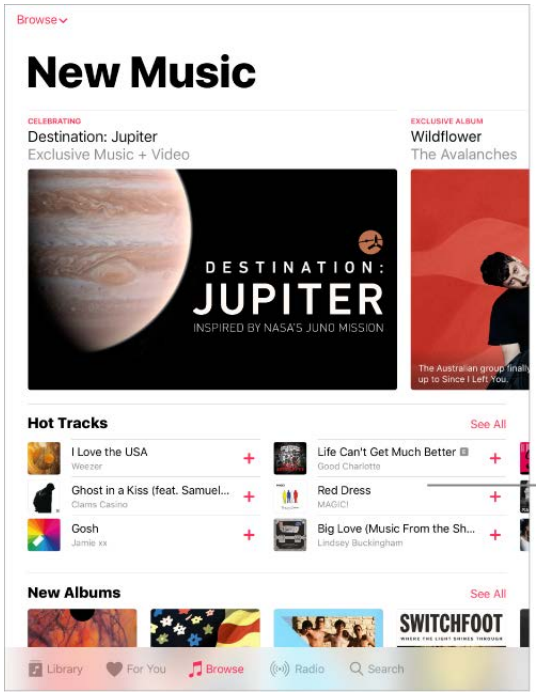
- *Add more songs:* Tap a playlist, tap Edit, tap Add Music, then choose music from your library.
- *Delete a song:* Tap a playlist, tap Edit, tap ⊖, then tap Delete. Deleting a song from a playlist doesn't delete it from iPad.
- *Change the song order:* Drag ≡.

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. Touch and hold the playlist, then tap Delete from Library.

Browse

Get recommendations for great music, music videos, playlists, and more—all tailored for your tastes.



Tap to play a popular new track.

Explore new music. Tap the Browse tab, tap the Browse menu, then tap New Music.

Browse playlists created by music experts. Tap the Browse menu, tap Curated Playlists, then choose a playlist, activity or mood, curator, or genre.

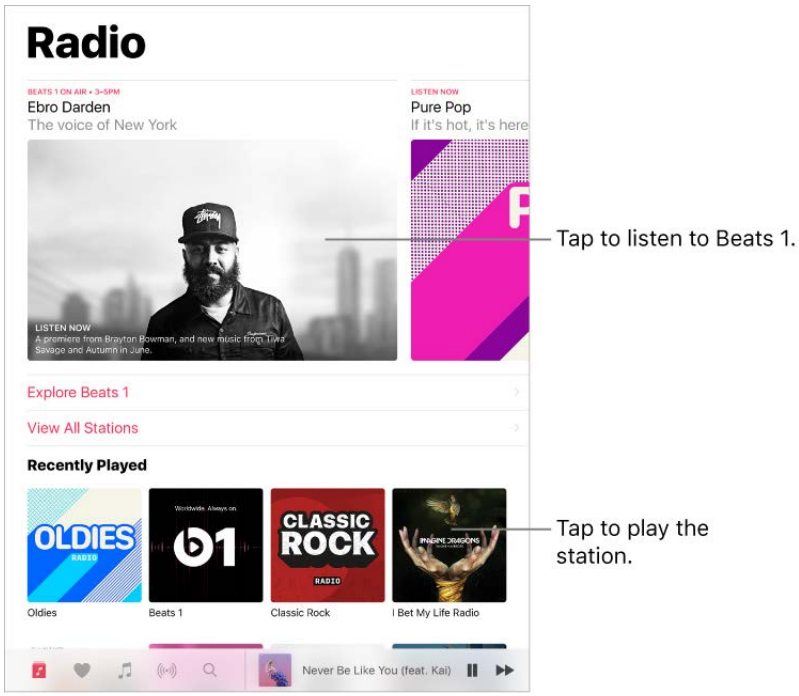
View music videos. Tap Music Videos, then tap a video to play it.

See what's trending. Tap the Browse menu, tap Top Charts, then choose a song, album, or music video.

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

Radio

Radio is the home of Beats 1, which features world-class radio shows, the latest music, and exclusive interviews. You can also listen to featured stations that have been crafted by music experts. And you can create custom stations from songs or artists you choose.



Listen to live radio. Tap the currently playing Beats 1 program.

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

Listen to past shows and find out when your favorite shows are on. Tap Beats 1 Shows, then tap a show or DJ.

Listen to your favorite music genre. Tap Radio Stations, then tap a genre or featured station. If you already listened to a station, tap a recently played station on the Radio screen.

Create a station. Touch and hold an artist or song, then tap Create Station.

Fine-tune the stations you create. While playing a station you created from an artist or song, tap the player to show the Now Playing screen, tap ☆, then choose Play More Like This or Play Less Like This.

iTunes Match

With an iTunes Match subscription, all your music can be stored in iCloud—even songs you've imported from CDs. You can access your music from all your devices and listen to your entire library wherever you are. To learn more about iTunes Match, see the Apple Support article 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.

Siri

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

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

- *Play an 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.’”
- *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 ‘Smooth Sailin’ by Leon Bridges”), by artist (“play M. Ward”), and by chart (“play the top song from March 1991”).
- *Choose music by mood:* Say something like “play something happy” or “play some upbeat music.”
- *Make personalized requests:* Say something like “be my DJ,” “play something that I would like,” “play recommended music,” “play a Mutemath album that I’d love,” or “play my daily playlist.”
- *Ask for more information:* Ask something like “when was this album released,” “what is Santigold’s most popular album” or “who sings ‘Used To’.”
- *Add music from Apple Music to your collection (Apple Music membership required):* Say, for example, “add ‘This is Acting’ by Sia to my Library” or, while playing something, say “add this to my collection.”
- *Correct Siri:* If Siri doesn’t play what you expect to hear, say something like “no, the album” or “no, the version by David Bowie.”

Siri can also help you find music in the iTunes Store. See Find music, movies, TV shows, and more.

Sound Check, EQ, and volume limit settings

Turn Sound Check on or off. Go to Settings > Music > Sound Check. Sound Check normalizes the volume level of your audio.

Choose an equalization (EQ) setting. Go to Settings > Music > EQ. EQ settings generally apply only to music played from the Music app, but they affect all sound output.

Set a volume limit. Go to Settings > Music > Volume Limit.

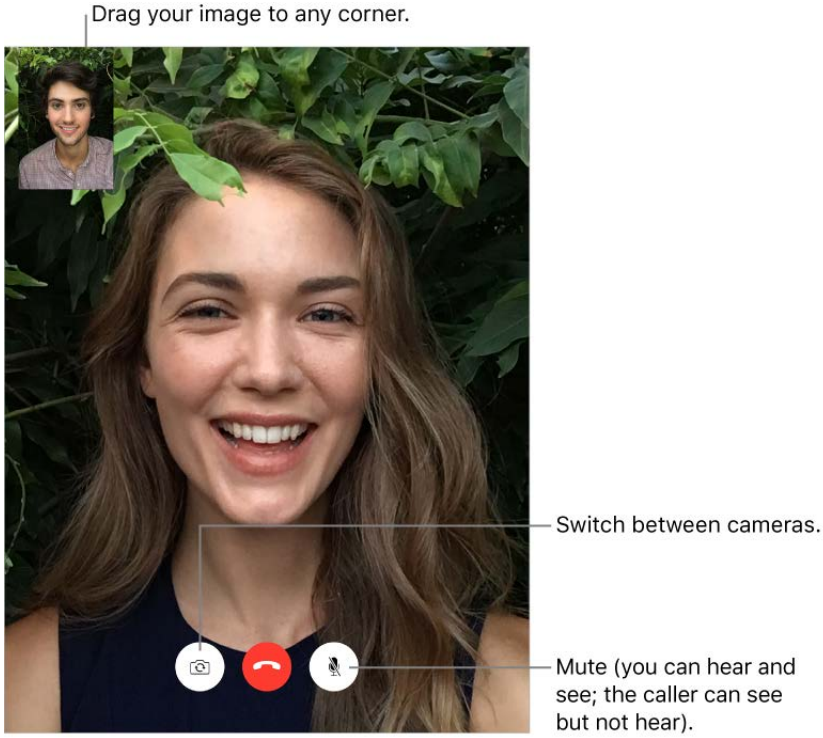
Note: To prevent changes to the volume limit, go to Settings > General > Restrictions > Volume Limit, then tap Don’t Allow Changes.

FaceTime

Make and answer calls with FaceTime

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. See Cellular data settings.

Set up FaceTime. Make sure FaceTime is turned on in Settings > FaceTime. You can also specify a phone number, Apple ID, or email address to use with FaceTime and set your caller ID.

Make a FaceTime call. 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, 6th generation iPad, 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.

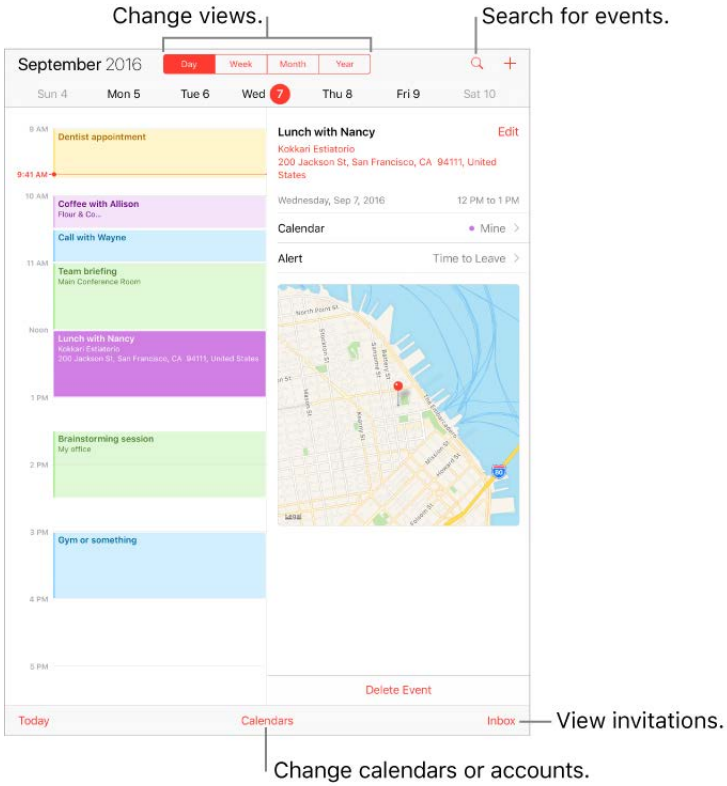
Juggle calls. FaceTime calls aren't forwarded. If another call comes in while you're on a FaceTime call, you can either end the FaceTime call and answer the incoming call, decline the incoming call, or reply with a text message. You can use call waiting with FaceTime audio calls only.

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 the Apple Support article Block phone numbers and contacts or filter messages on your iPhone, iPad, or iPod touch.

Calendar

Manage calendars



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."

Set a default calendar. Go to Settings > Calendar > Default Calendar. When you add an event using Siri or using other apps, it's added to your default calendar.

Fine-tune Calendar. Go to Settings > Calendar where you can set which day of the week calendar starts with, display week numbers, use Hebrew dates, override the automatic time zone, and more.

Invitations

iCloud, Microsoft Exchange, and some CalDAV servers let you send and receive meeting invitations. (Not all calendar servers support every feature.)

Invite others to an event. You can invite people to an event, even if you're not the one who scheduled it, with Exchange and some other servers. 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 > Calendar, then turn off Show Invitee Declines.

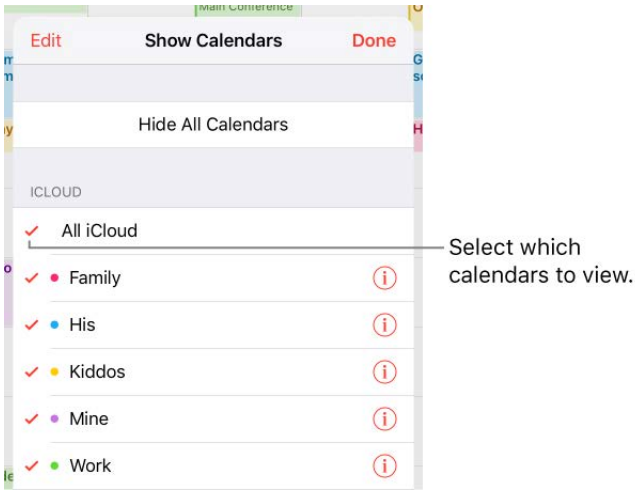
RSVP. Tap an event you've been invited to, or tap Inbox, then tap an invitation. If you add comments (which may not be available for all calendars), your comments can be seen by the organizer but not by other attendees. To see events you declined, tap Calendars, then turn on Show Declined Events.

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 the timeframe doesn't appear as busy to others who send you invitations.

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

Suggest a different meeting time. You can suggest a different time for a meeting invitation you've received. Tap the meeting, then tap Propose New Time. Depending on the capabilities of your calendar server, the organizer will receive either a counter-proposal or an email with your suggestion.

Use multiple calendars



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

Subscribe to a calendar. Go to Settings > Calendars > Accounts > Add Account > 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 > Calendar > Accounts > Add Account > Other, then tap Add CalDAV account.

Add a macOS Server account. Go to Settings > Calendar > Accounts > Add Account > Other, then tap Add macOS 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.

Change how Calendar notifies you. Go to Settings > Notifications > Calendar. You can change notification styles for invitations, events found in apps, upcoming events, and more.

View events sent to you in Mail messages. Tap Calendars, then tap Events Found in Apps.

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.

Change a person's access to a shared calendar. Tap Calendars, tap Edit, tap the shared calendar, then tap the person. You can turn their 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 macOS.

Photos

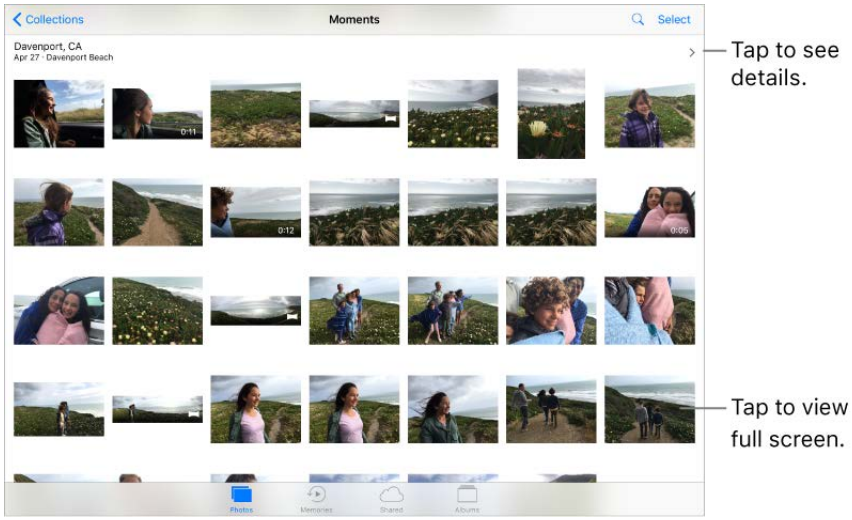
Photos overview

With the Photos app you can view, organize, share, and edit photos and videos:

- Taken with Camera on iPad
- Stored in iCloud (see iCloud Photo Library)
- Shared by 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

You can also have Photos create quick movies from the photos and videos in your library (see Memories).

Memories is available on iPad Air and later.



The Photos app includes Photos, Memories, Shared, and Albums. Use the tabs at the bottom of Photos to view and work with your photos:

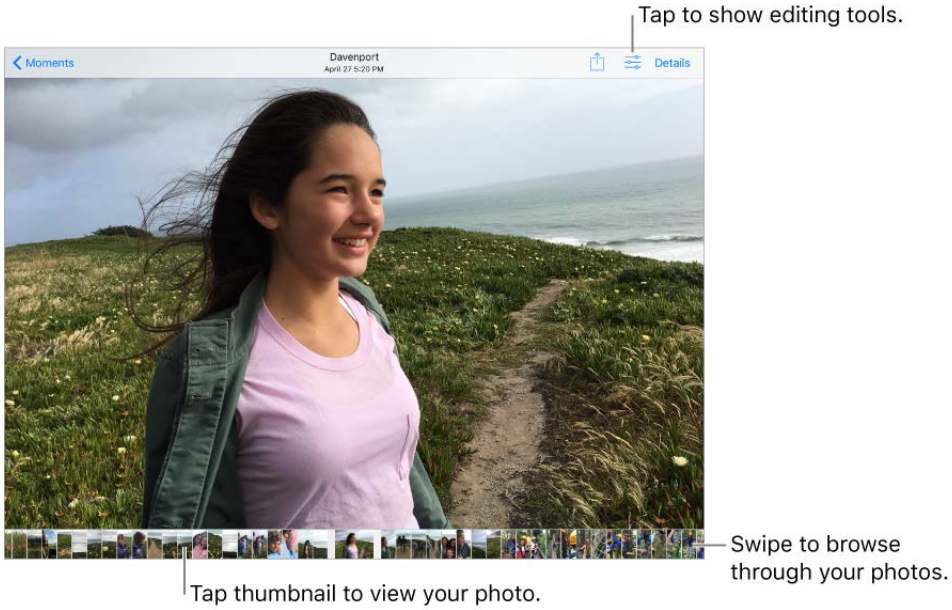
- Tap Photos to see all your photos and videos, organized by Years, Collections, and Moments. To quickly browse the photos in a collection or year, touch and hold a thumbnail, then drag.

- Tap Memories to view photos and videos based on related dates, places, people, and more. See Memories.
- Tap Shared to see photos and videos you shared with others or that others shared with you. See iCloud Photo Sharing.
- Tap Albums to create and view your albums. See Organize photos and videos.

View photos and videos

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

Note: 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.



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 or later required). Touch and hold the Live Photo to play it.

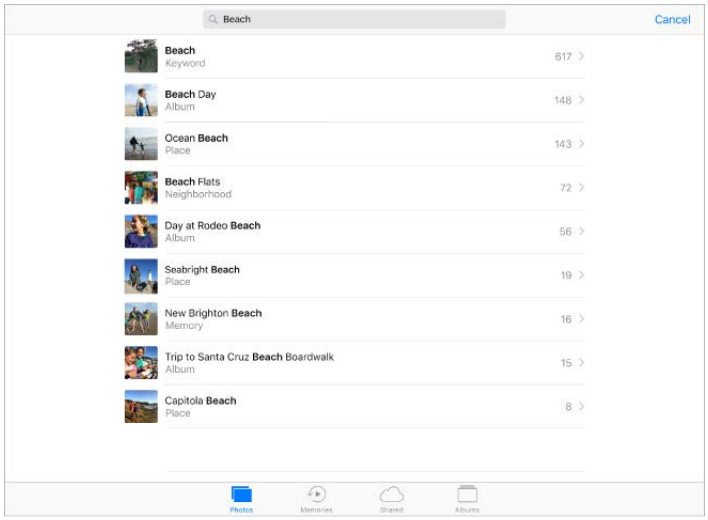
If someone shares a Live Photo with you via email, you receive it as a 12 MP still image. (A Live Photo, which can be taken on some models of iPhone and iPad, captures the moments just before and after a picture is taken.)

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

View photo and video details. Tap a photo or video, then tap Details, or swipe up, to see:

- Related memories. See Memories.
- People identified by Photos. See People.
- If available, the location where the photo or video was taken and a link to photos and videos taken nearby. See Places.

Search photos. From Photos, Memories, or Albums, tap 🔍 to search by date (month and year), place (city and state), category (beach or sunset, for example), or person (Addie or Jules, for example).



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 of the beach”
- “Show me photos of Alex”

Zoom in or out. Double-tap or pinch a photo open or closed. 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 or video, tap ⬆, then tap Slideshow. To stop the slideshow, tap the screen, then tap ❚❚. Tap Options to choose a slideshow theme, music, and more.

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

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, photos you take with the FaceTime camera are automatically added to the Selfies album.

If you use iCloud Photo Library, all your photos in iCloud are in the All Photos album (see iCloud Photo Library). Otherwise, you see the Camera Roll album, which includes photos and videos you took with iPad and from other sources.

If you use iCloud Photo Library, albums are stored in iCloud. They're up to date and accessible on devices where you're signed in to iCloud with the same Apple ID—iOS devices with 8.1 or later, Mac computers with OS X 10.10.3 or later, and on iCloud.com.

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

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

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

- *Rename an album:* Tap the album name, then enter a new name.
- *Rearrange albums:* Touch to enlarge the album's thumbnail, then drag the album to another location.
- *Delete an album:* Tap ⊖.

  Note: You can't delete albums that Photos creates for you, such as People, Places, and Selfies.

Mark your favorites. While viewing a photo or video, tap ♡ to 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, Years, and Memories, but are still visible in Albums.

Delete a photo or video from Photos. Tap Photos, 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, to the All Photos album.

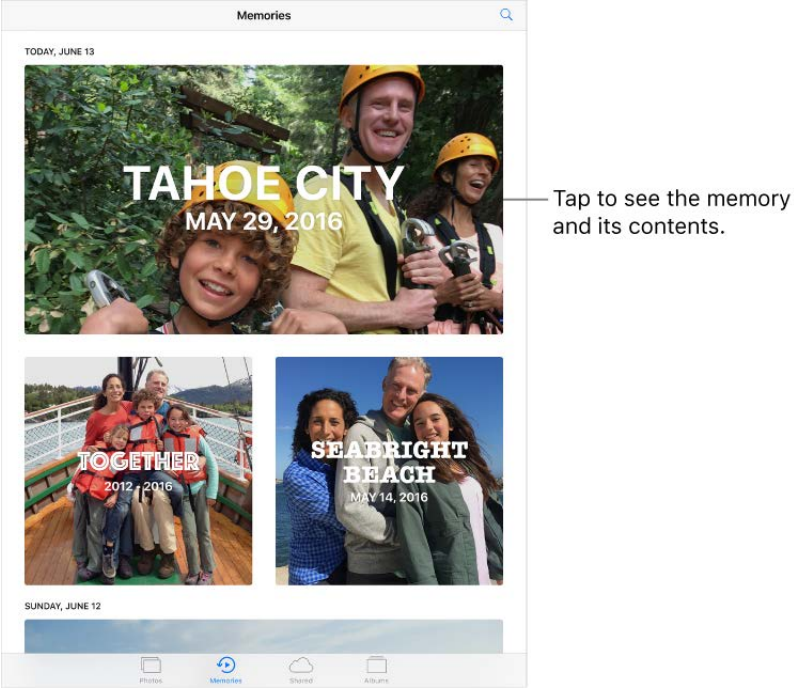
To recover multiple photos and videos, tap the Recently Deleted album, tap Select, tap the photos and videos you want to recover, then tap Recover.

Remove a photo or video from an album. Tap the photo or video, then tap 🗑. You can choose to remove it from the album or delete it from your iCloud Photo Library on all your devices.

Memories

Photos scans your library to create collections of photos and videos called *memories*. Memories also include Memory movies, which are set to music. You can keep them and share them with others. (Memories created from albums that don’t have enough photos and videos won’t generate a Memory movie.) You can also make a Memory movie from albums you create. Memories can focus on:

- Locations, such as a favorite vacation spot or your neighborhood
- Special events, such as birthdays and holidays
- Scenes, such as the beach or forest
- Pictures of family and friends



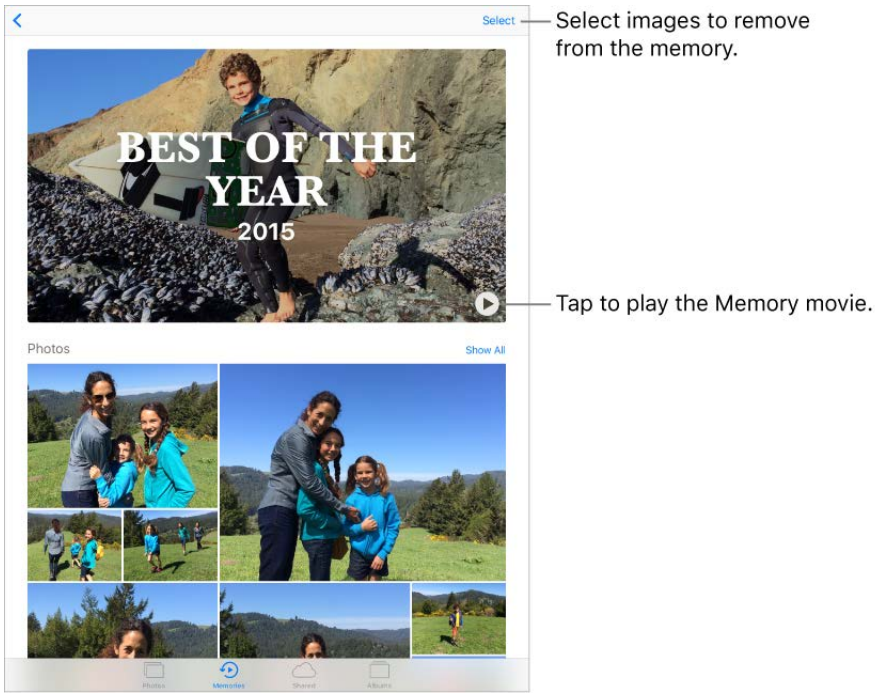
Play a Memory movie. Tap Memories, tap a memory, then tap ▶. To pause, tap the Memory movie, then tap ❚❚.

Scrub through a Memory movie. Tap a Memory movie while it's playing to show the controls, then swipe left or right through the scrubber.

View an album's memory. Tap an album you created, then tap ❯. To add it to Memories, swipe up, then tap Add to Memories.

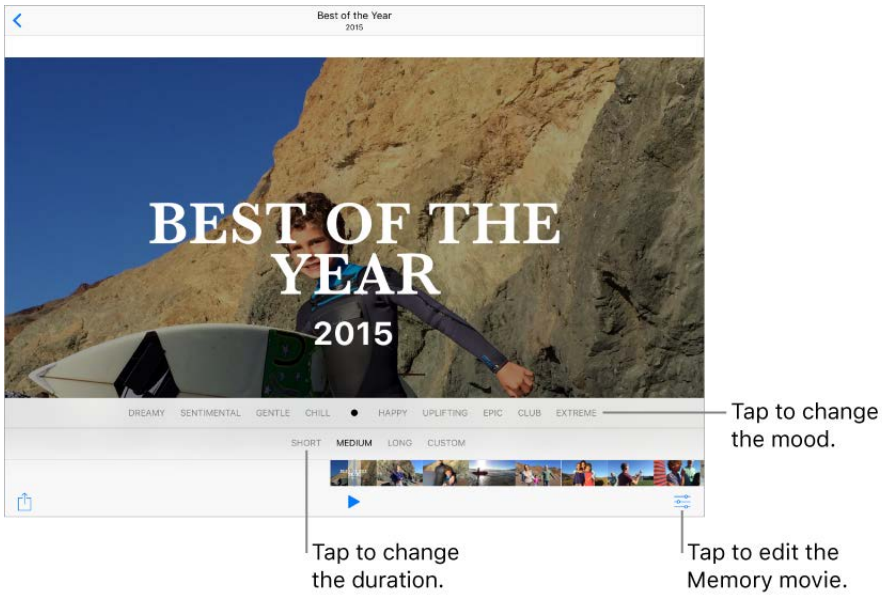
Save a memory to the Favorite Memories album. Touch and hold a memory, then tap Add to Favorite Memories.

Create memories from holiday events. Go to Settings > Photos & Camera, then turn on Show Holiday Events.



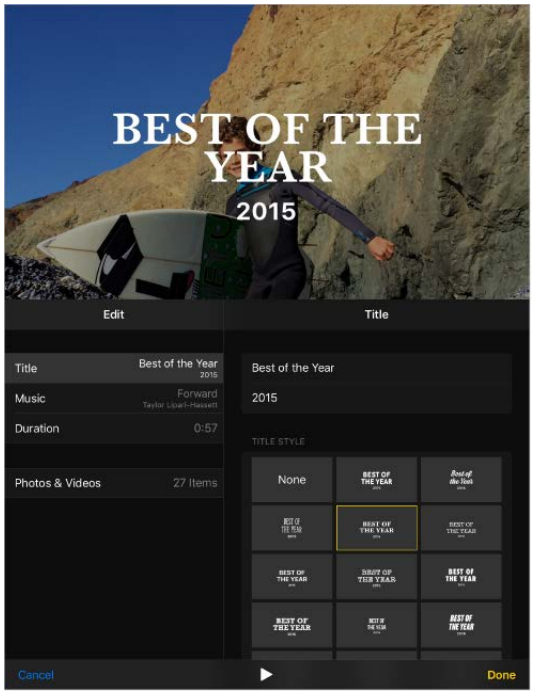
Change the mood. Tap a Memory movie while it's playing, then tap a mood, or swipe the moods left or right to choose a new one. (Each mood includes a distinct title, music, and editing style.)

Change the duration. Tap a Memory movie while it's playing, then tap a duration, or swipe to choose short, medium, or long. All durations may not be available for every movie.



Customize a memory. Tap a Memory movie while it's playing, then tap ⚙ to do one of the following:

- *Edit the title:* Tap Title, tap the title and subtitle to edit them, then choose a title style.
- *Choose different music:* Tap Music, then choose music from a soundtrack or from your music library (only music you own that's stored on iPad is available).
- *Choose a custom duration:* Tap Duration.
- *Choose photos and videos:* Tap Photos & Videos, tap +, then tap the photos and videos you want in the movie. Deselect photos and videos currently in the Memory movie to remove them.
- *Delete a photo or video from the Memory movie:* Tap Photos & Videos, tap a photo or video in the timeline, then tap 🗑 to remove it from the movie.
- *Trim a video in the Memory movie:* Tap Photos & Videos, tap a video in the timeline, then trim the video. See Edit photos and trim videos.



People

Photos scans your photo library for people's faces and adds the most frequently found faces to the People album. You can assign names to the people Photos finds, add people who appear less frequently, mark people as favorites, and view memories that contain specific people. The more photos you have, the longer the first scan takes.

Note: People identified in the People album aren't synced across devices. The People feature is available on iPad Air and later.

Add more people. Tap Albums, tap People, tap Add People, select people to add, then tap Add.

Merge people. If the People album shows one person identified as two or more people, tap Select, tap each instance of the person, then tap Merge.

Remove misidentified people. Tap a person in the Photos album, then tap Show All to see all photos they appear in. Tap Select, tap Show Faces, tap the misidentified face, tap ⬆, then tap Not This Person.

View photos that contain a person. Tap Albums, tap People, then tap the person.

Name a person. Tap Albums, tap People, tap a person, tap Add Name, then enter the name, or tap it in the list if you see it (names in the list are from your Contacts app).

Mark people as favorites. In the People album tap Select, tap one or more people, then tap Favorite. You can also drag a person to the Favorites area.

To remove favorites, tap Select, tap the people who you want to remove, then tap Unfavorite.

Hide and unhide people. Tap Albums, tap People, tap Select, tap the people you want to hide, then tap Hide. To unhide people, tap Show Hidden People, tap Select, tap people, then tap Unhide. Photos that contain hidden people don’t appear in Moments, Collections, Years, and Memories but are visible in albums.

Show hidden people. Tap Albums, tap People, swipe up, then tap Show Hidden People. To view all photos with hidden people, tap Albums, then tap Hidden.

Places

The Places album creates collections of your photos and videos based on where they were taken. Collections are displayed on a map within the album. Only pictures and videos that have embedded location information (GPS data) are included.

View by location. Tap Albums, tap Places, then tap a collection. Zoom in on the map to see more specific locations.

See a list of locations. While looking at the map, tap Grid.

View a location in the Maps app. On the Details screen, tap the location’s name or address.

View a location-based Memory movie. Tap Albums, tap Places, tap a location that has several images, tap ❯, then tap ▶.

iCloud Photo Library

iCloud Photo Library automatically uploads the photos and videos you take and stores them in their original format at full resolution. 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 a device with iOS 8.1 or later, a Mac with OS X 10.10.3 or later, or a PC with iCloud for Windows 5 or later.

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 > [*your name*] > iCloud > Photos, or go to 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 > [*your name*] > iCloud > Photos, then select 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, pinch to zoom in to 100%, or tap ⚟.

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 > [*your name*] > iCloud > iCloud Storage > Change Storage Plan to learn about the 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 doesn't upload Live Photos or videos.)

Photos in My Photo Stream don't count against your iCloud storage, and they're kept for 30 days in iCloud (up to 1000 photos). Download photos to your computer or iOS device if you want to keep them permanently. For more information, see the Apple Support article My Photo Stream FAQ.

Turn My Photo Stream on or off. Go to Settings > [*your name*] > iCloud > Photos, or go to 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.

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 taken. Photos that you save to another album on a device or computer also aren't deleted. See the Apple Support article My Photo Stream FAQ.

iCloud Photo Sharing

With iCloud Photo Sharing, you can invite others who are using iCloud Photo Sharing to view your photos and videos. If they're using iCloud Photo Sharing on a device with iOS 6 or later or on a Mac with OS X 10.8 or later, they can view your albums and leave comments. If they're using iOS 7 or later or OS X 10.9 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.