



iPad User Guide

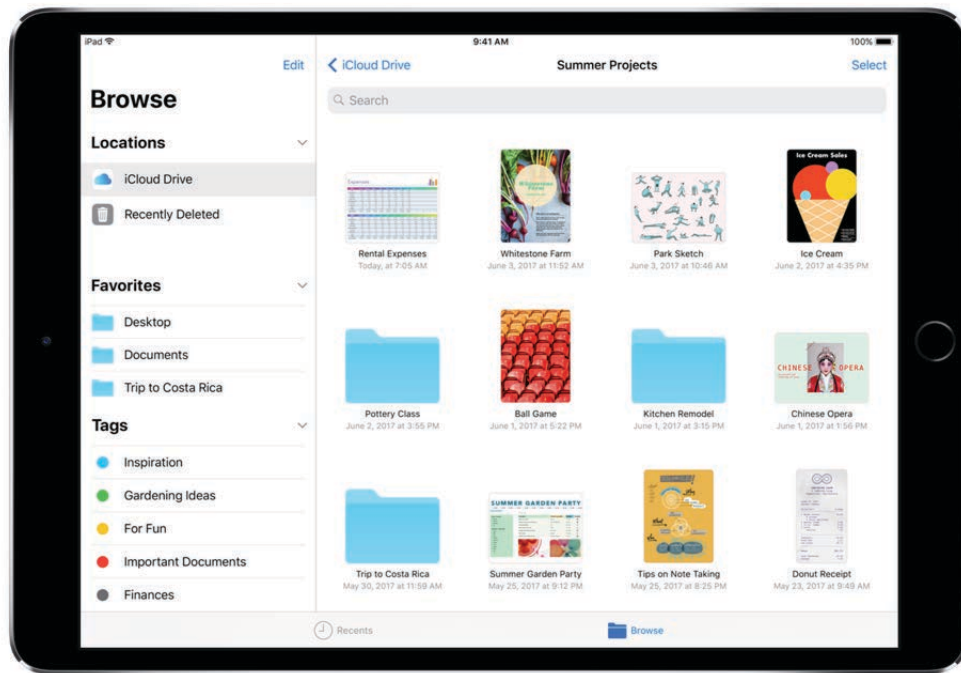
Everything you need to know about iPad



The new tool for school

Stay at the top of the class

Use iPad to stay organized, create amazing projects, share with your classmates, and get things done.



Quickly find and share files

With the Files app, you can browse, search, and organize all your files in one place. To find your latest paper or project, just tap Recents.

If you're working on a team project and want everyone to work in the same document, share a file in iCloud Drive. Touch and hold the file, tap Share, then tap Add People. To move a file to iCloud Drive first, touch and hold the document, then tap Move.



A picture is worth a thousand words

Quickly take and mark up a screenshot—so you can give clear feedback when you're working on a team project. To take a screenshot, press and hold the Sleep/Wake button on the top of your iPad while you press the Home button. Then tap the thumbnail that appears for a few moments in the bottom-left corner of the screen and use the tools to add your thoughts.

Or, in Mail use Instant Markup to add a quick sketch and show your team what you're thinking. Just use Apple Pencil to draw right in the message. No Apple Pencil? No worries. Touch and hold the spot in the message where you want to add a sketch, then tap Insert Drawing.

Want to learn more? Check out the [View files and folders](#), [Use multiple apps at the same time](#), and [Markup](#).

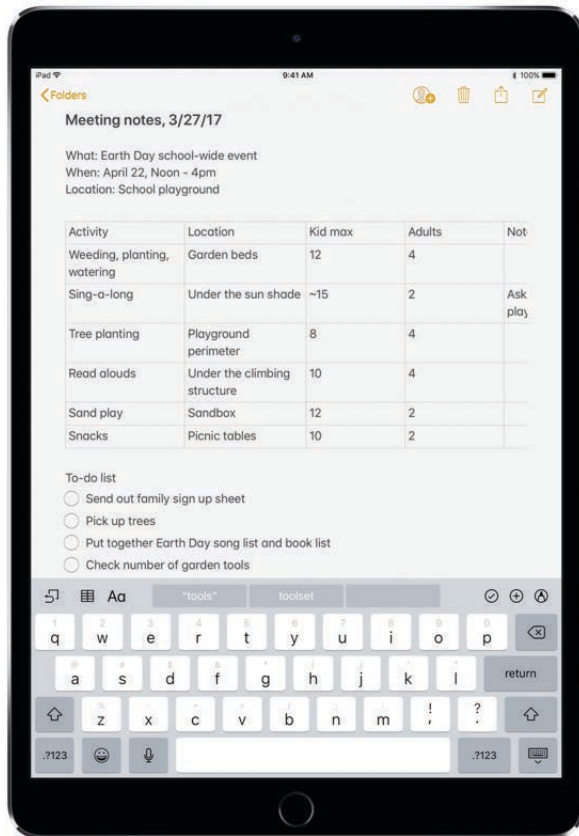
Not all features are available for all iPad models.



Work smart

Maximize your team's productivity

Use Notes to streamline your team's process—keep ongoing to-do lists, plan things out, and collaborate, even when you're not in the same room.



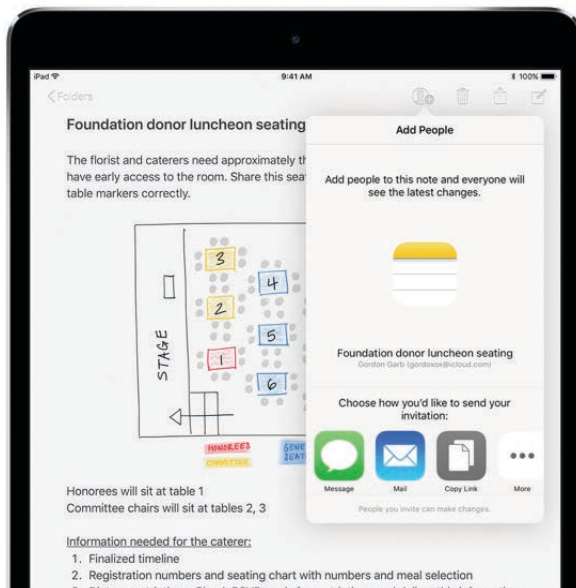
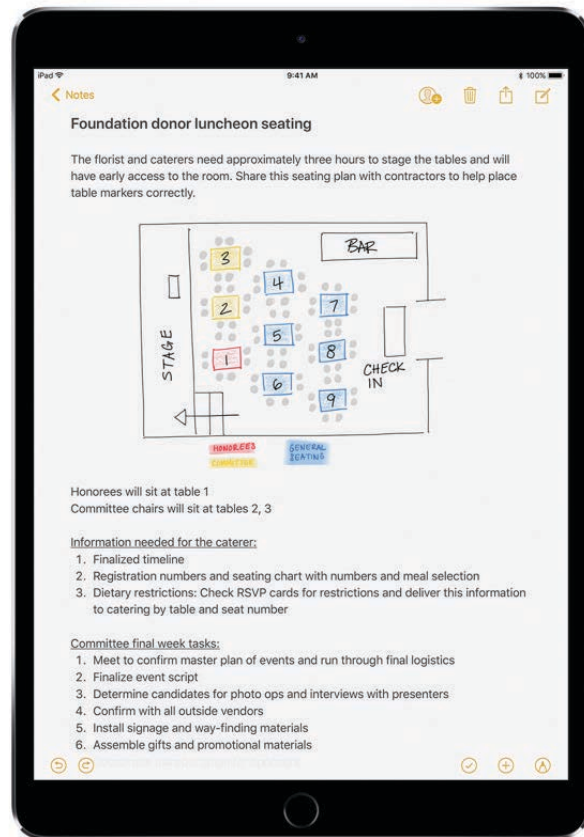
Stay on track

Managing a project? Open a note to review outstanding items and keep track of deadlines and goals when you're in a meeting. Tap  to begin a checklist or  to add a table.

Sketch out a plan

Sometimes bullet points just don't cut it. Tap  to add a quick handwritten note or draw in your note. Or if you have Apple Pencil, just touch it to the note and start drawing.

If you want to use additional drawing tools, more colors, or be able to zoom in and out as you work, tap , then tap Add Sketch.



Work together

When you share a note, you and your team can all work in the same file—so you don't have to wonder who has the latest version. Just tap , then choose how you'd like to invite people.

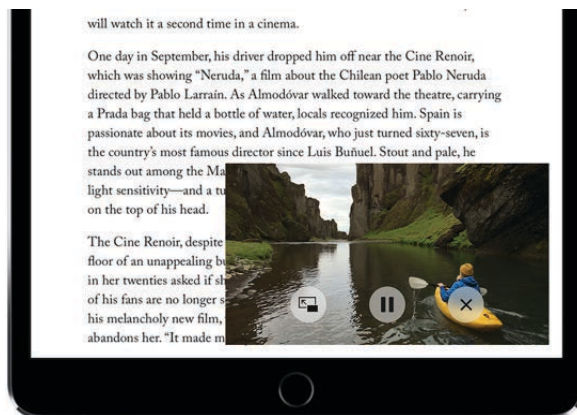
Learn more about what you can do in the [Notes app](#).



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.

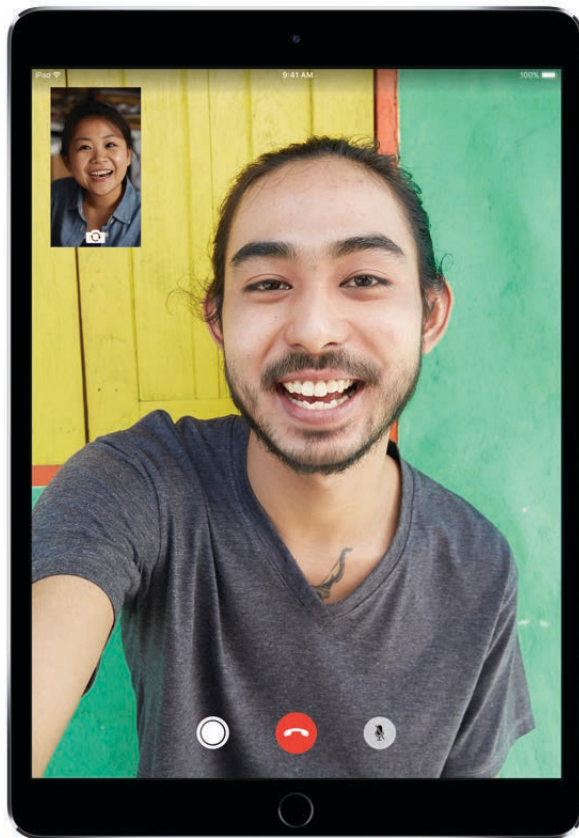
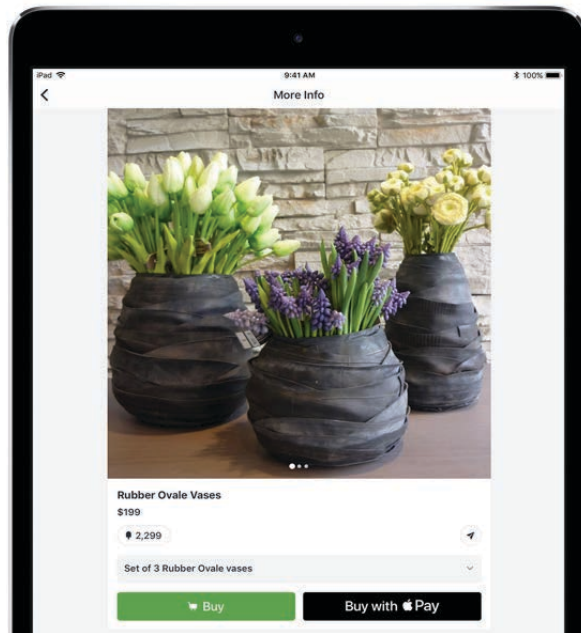


Watch a movie while you surf the web

With Picture in Picture, you can watch your favorite movie while you check your mail or look at something online. 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

Visit your favorite store in an app or online. When you find that perfect shirt, tap Apple Pay to check out easily with Touch ID—no need to hunt for your credit card.

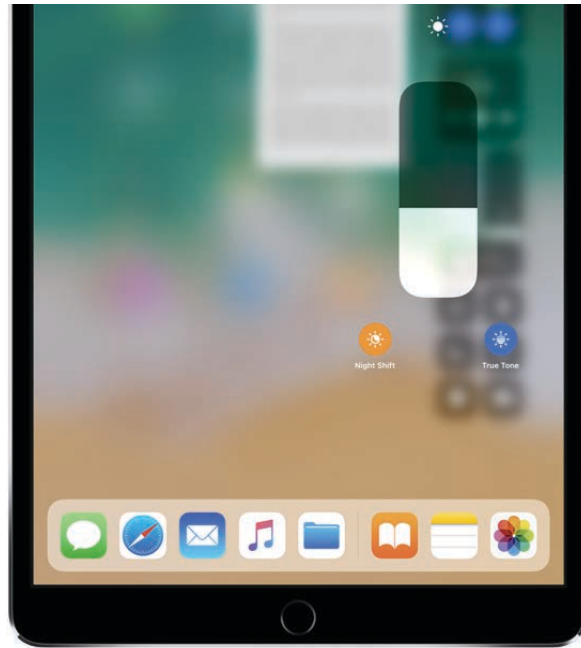


Hang out

Open FaceTime, tap +, then call your friend for a visit. As you chat, tap the Shutter button to take a Live Photo—so you can hold on to the moment long after the call is over.

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 to sleep. Drag up from the bottom of the screen, touch and hold , then tap  to turn on Night Shift.



To learn more, check out [Buy with Apple Pay](#), [FaceTime](#), and [Picture in Picture](#).

Not all features are available in all regions, or for all iPad models.

Welcome

[Say hello to iPad](#)

[Get started](#)

[What's new in iOS 11](#)

[Basics](#)

[Siri](#)

[Personalize your iPad](#)

[Apps](#)

[Apple Pay](#)

[Sharing](#)

[iPad and other devices](#)

[Privacy and security](#)

[Restart, update, reset, and restore](#)

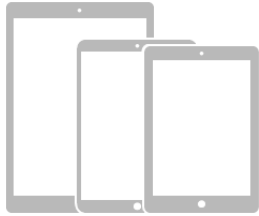
Accessibility

Safety, handling, and support

Say hello to iPad

A quick look at iPad

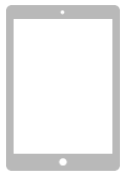
This guide describes iOS 11.3 for:



[iPad Pro \(12.9-inch\)](#)

[iPad Pro \(10.5-inch\)](#)

[iPad Pro \(9.7-inch\)](#)

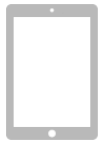


[iPad \(6th generation\)](#)

[iPad \(5th generation\)](#)

[iPad Air 2](#)

[iPad Air](#)



[iPad mini 4](#)

[iPad mini 3](#)

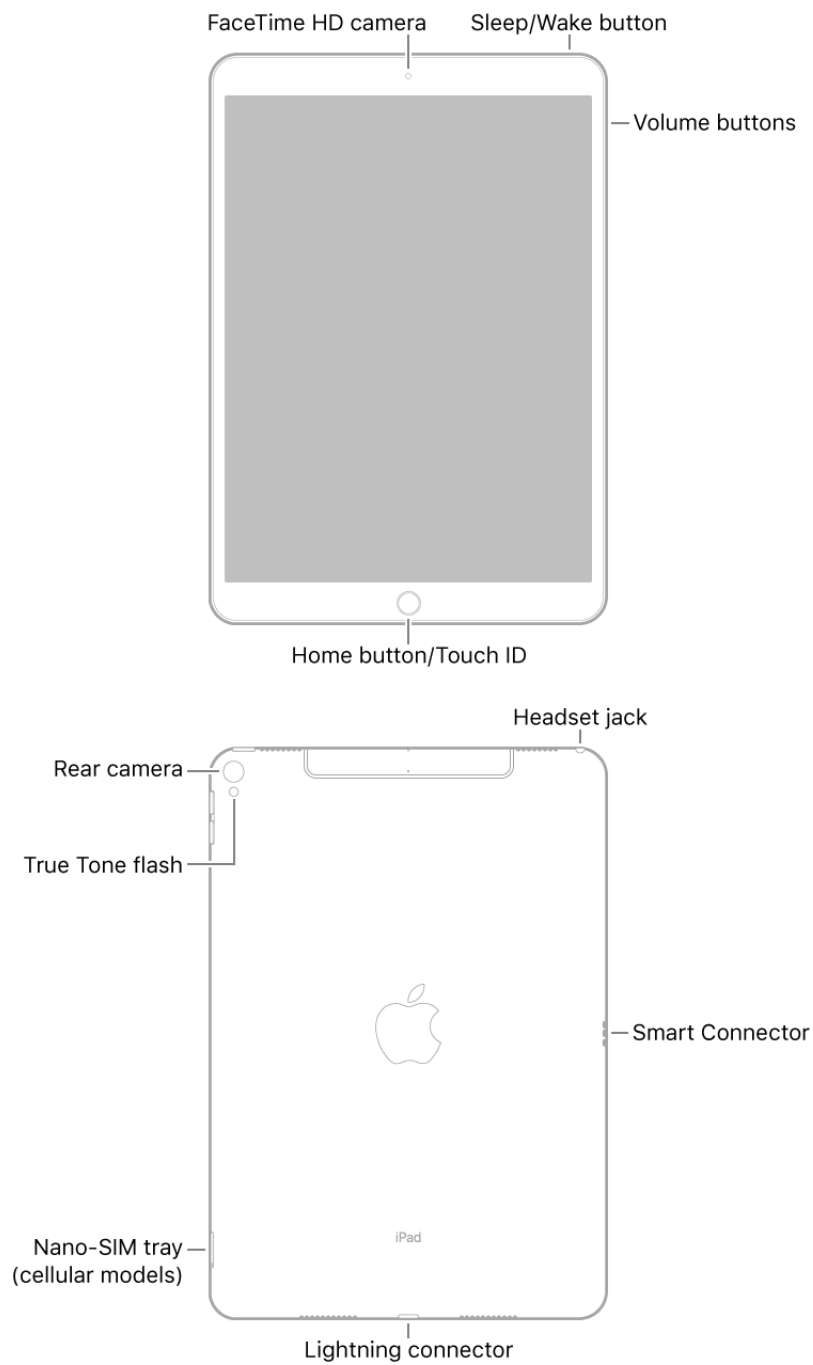
[iPad mini 2](#)

Your features and apps may vary depending on the model of iPad you have, and on your region, language, and carrier. To find out which features are supported in your region, 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.

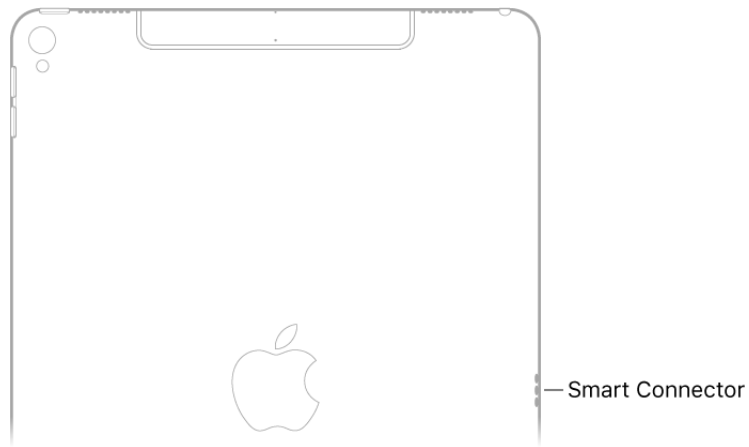
iPad Pro

Take a tour of iPad Pro.



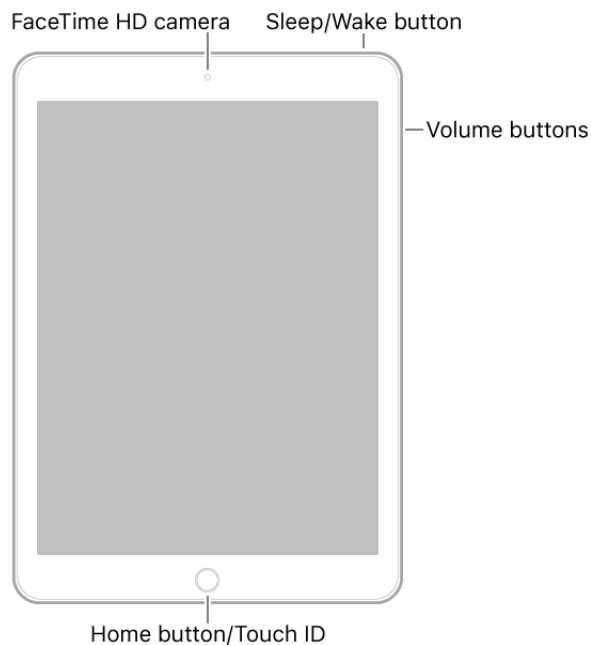
Note: True Tone flash is available only on supported models.

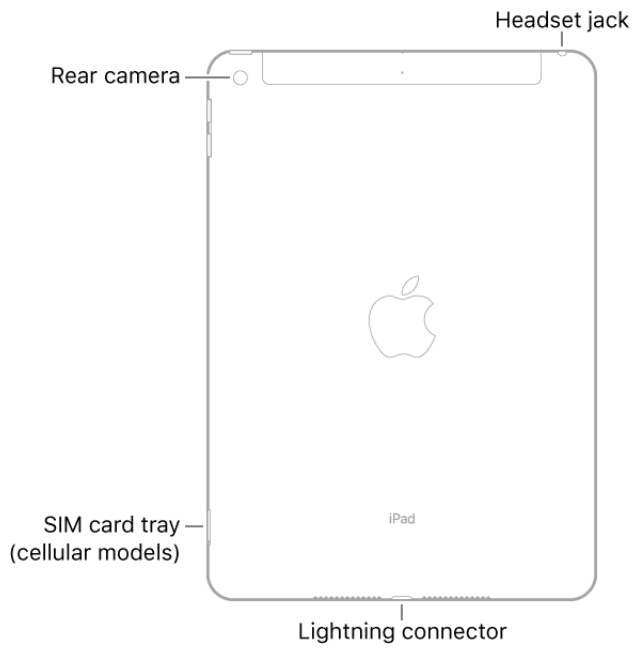
Smart Connector



Using the Smart Connector, you can magnetically attach an accessory, such as iPad Pro Smart Keyboard (available separately), to iPad Pro. For more information about iPad Pro Smart Keyboard, see the Apple Support article [Use your Smart Keyboard with iPad Pro](#).

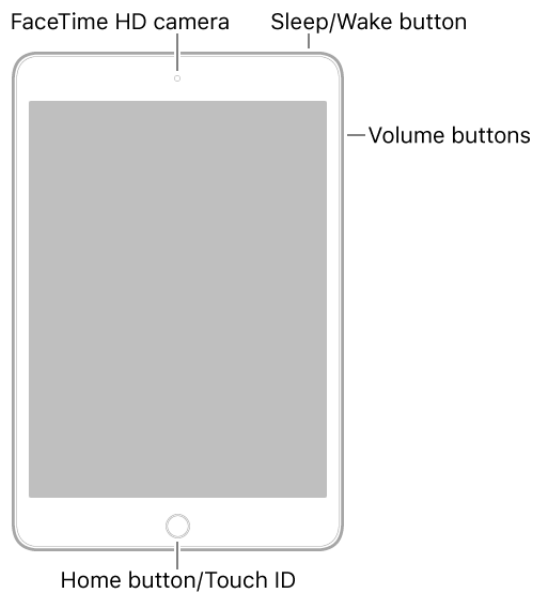
iPad (6th generation), iPad (5th generation), iPad Air 2, iPad Air

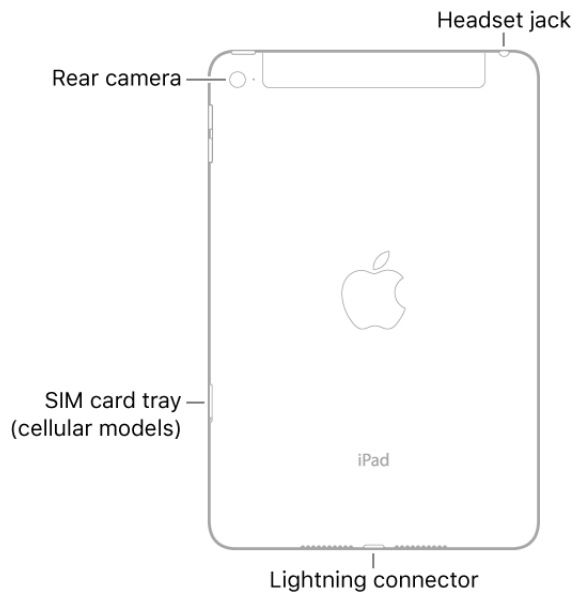




Note: Touch ID is available only on supported models.

iPad mini





Note: Touch ID is available only on supported models.

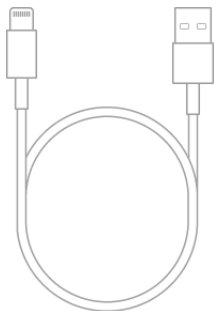
Accessories included with iPad

The following accessories are included with iPad:

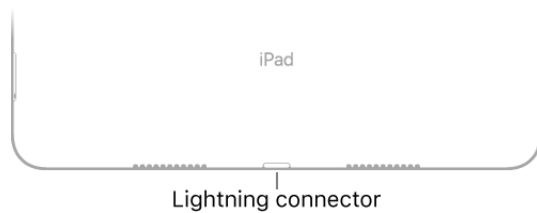
USB power adapter. Use this adapter with the Lightning to USB Cable to charge the iPad battery. The size of your adapter depends on the iPad model and your region.



Lightning to USB Cable. Use this cable to connect iPad to the USB power adapter or to your computer.



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 iPad](#).

If you have Apple Pencil (available separately), plug it into the Lightning connector to pair or charge it with iPad Pro or iPad (6th generation). For more information, see the Apple Support article [Use Apple Pencil with iPad Pro](#).

View this user guide on iPad

View the user guide in Safari. Tap , then tap the iPad User Guide bookmark. If you don't see a bookmark, go to [the iPad User Guide](#).

- *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, tap Search, then enter "iPad user guide." For more information, see [Get books](#).

Get tips on using iOS 11

The Tips app helps you get the most from iPad.

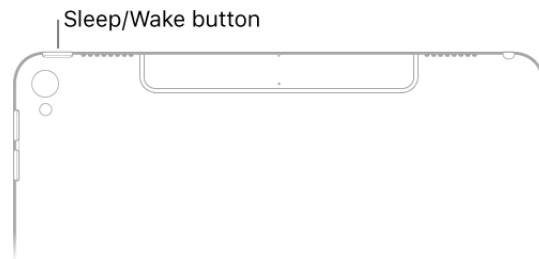
Get Tips. Open the Tips app. New tips are added frequently.

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

Get started

Turn on iPad

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



If iPad doesn't turn on, you might need to [Charge and monitor the battery](#).

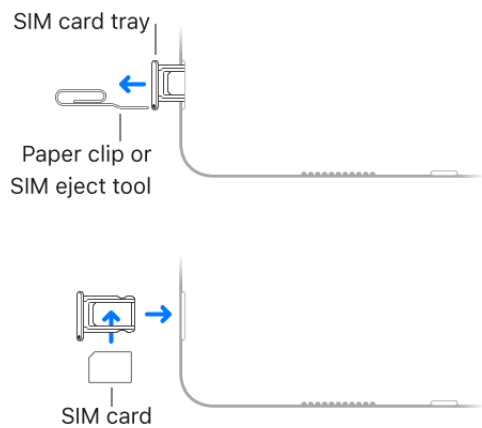
Turn off iPad. Normally, you leave iPad on all of the time, but if you need to turn it off, press and hold the Sleep/Wake button until the slider appears, then drag the slider.

Install the SIM card

An Apple SIM card, an embedded Apple SIM, or a third-party SIM card is used for your cellular data connection. All iPad Wi-Fi + Cellular models include a SIM card tray. Some models also include 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. For more information, see the Apple Support article [Use Apple SIM with Wi-Fi + Cellular models of iPad](#).

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 the conclusion of any required minimum service contract. Contact your wireless service provider for more details. Availability of cellular capabilities depends on the wireless network.

Set up iPad

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

WARNING: To avoid injury, read [Important safety information](#) before using iPad.

Prepare for setup. To make setup as smooth as possible, have the following items available:

- The name and password (if applicable) of your Wi-Fi network
- Your [Apple ID](#) and password; if you don't have an Apple ID, you can create one during setup
- Your credit or debit card account information, if you want to add a card to Apple Pay during setup on supported models
- Your previous iPad or its backup data, if you're upgrading to a new device
- Your Android device, if you want to [Move to iOS from Android](#)

Set up iPad. [Turn on iPad](#), then follow the setup assistant.

If you have another iOS device with iOS 11 or later, you can securely copy many of your settings, preferences, and iCloud Keychain to your new iPad. Hold your other device near your new iPad, and wait for automatic setup to begin.

Note: The Find My iPhone app helps you locate and protect your iPad if it's lost or stolen. The app automatically turns on when you sign in with your Apple ID during iPad setup; the app includes a feature called *Activation Lock*, which prevents anyone else from activating and using your iPad, even if it's completely erased. (See [Find your iPad](#).) Before you [sell or give away iPad](#), you should erase and unlock it so that the next owner can activate it.

Use iPad for business. If your iPad is deployed or managed by a company or other organization, see an administrator for setup instructions. For general information, go to the [Business website](#).

Use iPad for education. If your iPad is deployed or managed by a school, see a teacher or administrator for setup instructions. For general information, go to the [Education website](#).

Configure settings

The Settings app

The Settings app is accessible from the Home screen. You use it to configure many of the settings on iPad. For example, to choose a different wallpaper, tap Settings, then tap Wallpaper (Settings > Wallpaper). You can also use Settings to:

- Manage your Apple ID
- Change your device passcode
- Choose different sounds for notifications
- 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.

Sign up for cellular service

If your iPad has an embedded Apple SIM or an Apple SIM card (available on supported models), 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 regions and not all carriers are supported; for more information, see the Apple Support article [Use Apple SIM with Wi-Fi + Cellular models of iPad](#), or contact your carrier.

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.

If you have a third-party SIM card, contact your carrier to set up cellular service.

Connect to the Internet

iPad connects to the Internet whenever necessary by using Wi-Fi or your carrier's cellular network, if available. When an app needs to use the Internet, iPad tries the following, in order:

- Connects to the most recently used available Wi-Fi network
- Shows a list of Wi-Fi networks in range and connects to the one you choose
- Connects over the cellular data network (Wi-Fi + Cellular models)

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 on Wi-Fi.

- *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 Wi-Fi 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.

You can also use Control Center to make changes to your Wi-Fi connection. See [Control Center](#).

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 an 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.)

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.

Update the date and time automatically. Go to Settings > General > Date & Time, then turn on Set Automatically. iPad 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 regions 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.

Change the time format to 24-hour time. (not available in all regions) Go to Settings > General > Date & Time, then turn on 24-Hour Time.

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](#).

Apple ID

Your Apple ID is the account you use for just about everything you do with Apple—including storing your content in iCloud, streaming from Apple Music, and buying content from the App Store, iTunes Store, and iBooks Store. You can sign in to all Apple services with a single Apple ID and password.

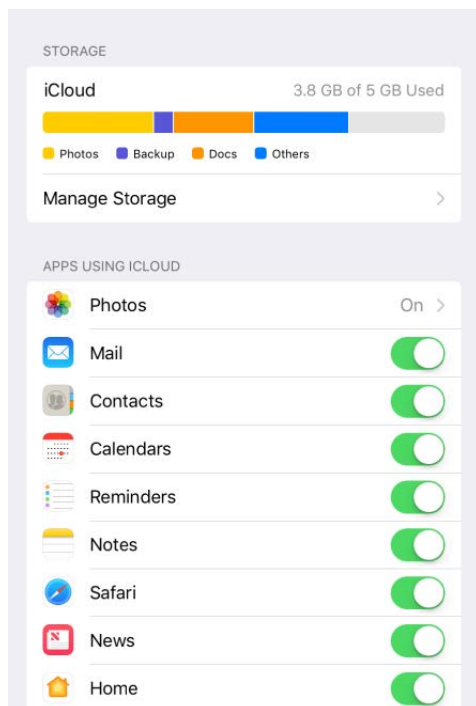
Sign in with your Apple ID. If you already have an Apple ID, use it to sign in when you first set up iPad, and whenever you need to sign in to use an Apple service. If you didn't sign in during setup, go to Settings > Sign in to your iPad.

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

Change your Apple ID settings. Go to Settings > [your name] to update your contact information, change your password, upgrade your iCloud storage, manage Family Sharing and subscriptions, and more.

iCloud

Safely store your photos and videos, documents, and more in iCloud so they're available even if you lose your iPad.



Set up iCloud. If you haven't already signed in with your [Apple ID](#), go to Settings > Sign in to your iPad. If you don't have an Apple ID, you can create 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](https://www.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 regions, and iCloud features may vary by region. For more information, go to the [iCloud website](https://www.icloud.com).

With iCloud, you can:

- *Store your photos and videos:* If you use [iCloud Photo Library](#) to store all your photos and videos, 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](https://www.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.

- *Keep your mail, calendars, notes, contacts, and reminders up to date:* All your info stays up to date everywhere—on your Mac, your iOS devices, and on [iCloud.com](https://www.icloud.com).

Note: If you enable iCloud for apps such as Music, Photos, Calendar, and Contacts on your iPad, you can't use iTunes to sync them with your computer.

- *Store and retrieve your documents:* [Store documents on iCloud Drive](#) in the Files app and access them from your iPhone, iPad, iPod touch, Mac, or PC.
- *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](#).
- *Share with your family:* With [Family Sharing](#), up to six family members can share iCloud storage on plans with 200 GB or more.
- *Keep tabs on your browsing:* See the Safari tabs you have open on your other iOS devices and Mac computers. See [Browse the web](#).
- *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 > Manage Storage > Change Storage Plan. For information about upgrading your iCloud storage, see [iCloud Help](#).

For more information about iCloud, go to the [iCloud website](#). For support information, go to the [iCloud Support website](#).

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 > Accounts & Passwords, 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](#).

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. On the Android device, turn on Wi-Fi, open the Move to iOS app, 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](#).

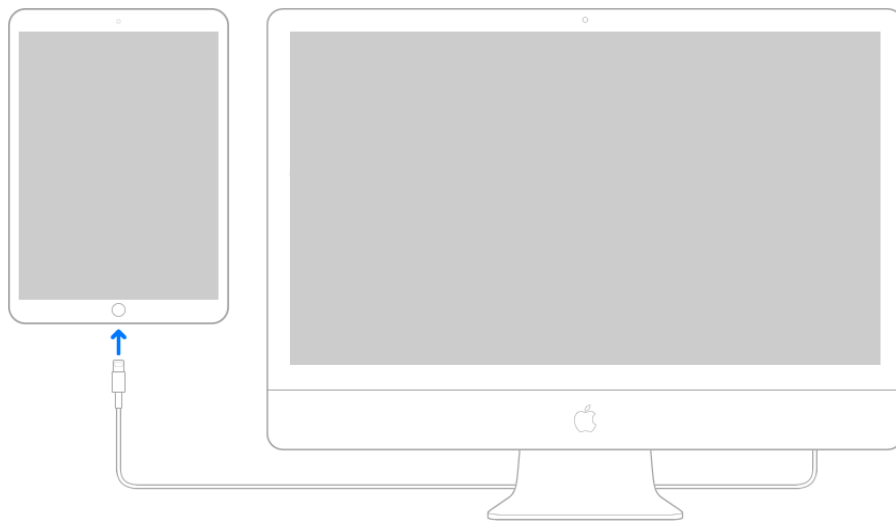
Connect iPad to your computer

By connecting iPad to your computer, you can [sync content from your computer using iTunes](#) and [back up 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.

Sync iPad

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

- iCloud stores your photos and videos, documents, music, calendars, contacts, and more and keeps them up to date on all your iOS devices and Mac computers where you're signed in with the same Apple ID. See [iCloud](#).
- With iTunes, you can sync music, videos, photos, and more between your computer and iPad. After you sync, the content on your iPad matches the content in your iTunes Library on your computer. iTunes is available from the [iTunes website](#). For more information, see the Apple Support article [Sync your iPhone, iPad, or iPod touch with iTunes using USB](#).

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.

Note: If you use iCloud for features such as music, photos, calendar, and contacts, you can't use iTunes to sync their associated media and data.

Back up iPad

You can back up iPad using iCloud or iTunes. To decide which method is best for you, see [About backups for iOS devices](#).

Tip: If you replace your iPad, you can use its backup to transfer your information to the new device. See [Restore iPad](#).

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 iPad is connected to a power source and 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.

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, such as imported MP3s, videos, or CDs
- Content from the iTunes Store, App Store, or iBooks (if it's still available, you can tap to redownload content you purchased)

Stop or resume iCloud backups. Go to Settings > [your name] > iCloud > iCloud Backup, 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 > Manage Storage > Backup, then select a backup from the list.

Important: Previous purchases may not be restored from iCloud Backup if they're no longer in the iTunes Store, App Store, or iBooks.

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 Store and App Store, or PDFs downloaded directly to iBooks
- Content synced from iTunes, such as imported MP3s or CDs, videos, books, and photos (see [Sync iPad](#))
- 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" in iTunes

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 , 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.

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.

What’s new in iOS 11

Use Apple Pencil on iPad (6th generation). (iOS 11.3) Use Apple Pencil (available separately) to write, mark up, and draw in built-in apps and apps from the App Store. See [Apple Pencil](#).

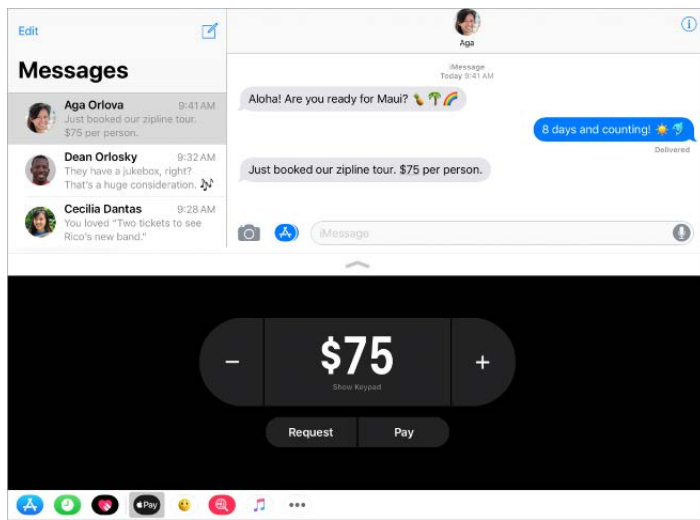
Use Messages in iCloud. (iOS 11.3) Using Messages in iCloud frees up space on your iPad by storing your messages, and the accompanying photos and other attachments, in iCloud. All the messages you send and receive on iPad appear on your other Apple devices where you’re signed in to iMessage with the same Apple ID. Messages you delete from iPad are removed from your other Apple devices. See [Set up iMessage and SMS/MMS](#).

Use Business Chat in Messages. (not available in all regions; beta, iOS 11.3) Using Business Chat, you can communicate with some businesses in Messages. You can get answers to questions, resolve issues, get advice on what to buy, make purchases with Apple Pay, and more. See [Send and receive messages](#).

Enjoy more music videos. (iOS 11.3) Apple Music is the new home for music videos. Stream all the music videos you want ad-free—including playlists with the most popular videos, classic videos, and videos from your favorite artists. See [Discover new music](#).

Watch live sports and news. (U.S. only; from certain providers; iOS 11.2) Stream a live game or watch the latest news in the Apple TV App. Sports events are displayed in Watch Now with up-to-the-minute scores so you won’t miss any dramatic endings. See [Discover movies, shows, sports, and news](#).

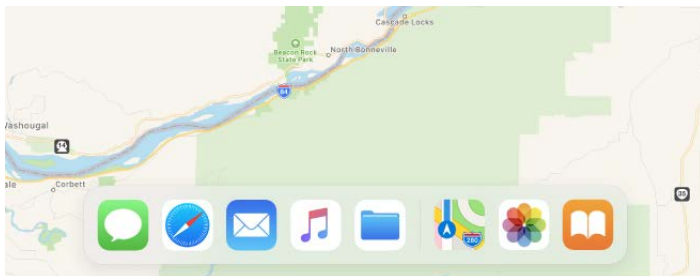
Pay friends with a message. (U.S. only; iOS 11.2) Use Apple Pay to send and receive money quickly and easily in Messages. There’s no app to download, and you can use the cards you already have with Apple Pay. See [Send and receive money \(U.S. only\)](#).



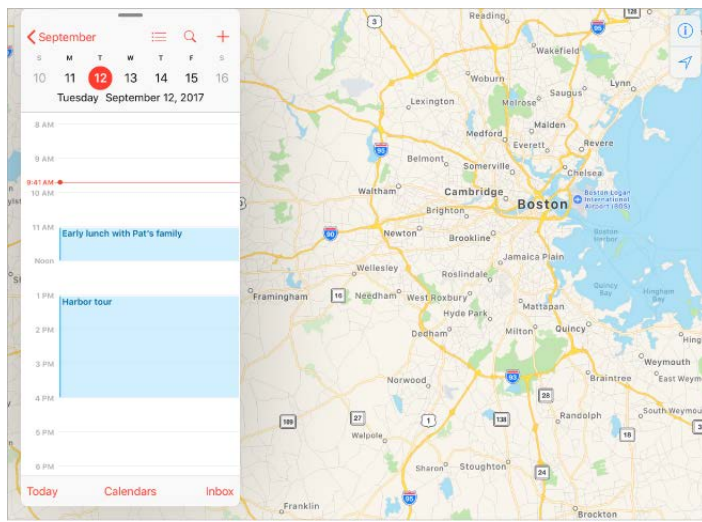
Apple Pay Cash. (U.S. only; iOS 11.2) When you receive money in Messages, it's added to your Apple Pay Cash card. You can use Apple Pay Cash right away to make purchases using Apple Pay in stores, in apps, and on the web. See [Set up and manage Apple Pay Cash \(U.S. only\)](#).

Listen to the latest news. (iOS 11.2) Say something like, "Hey Siri, play some news." You can also ask for business, sports, or music news. (Not available in all regions.)

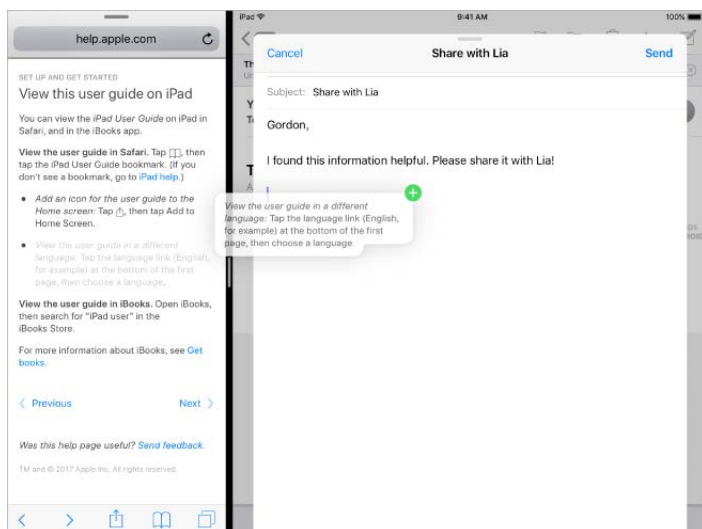
Use the Dock any time. With a swipe up from the bottom of the screen, the Dock is available while you're using any app. And you can customize it with more of your favorite apps. Favorite apps appear on the left side of the Dock, and suggested apps—like ones you opened recently and ones open on your iPhone or Mac—are on the right side. See [Switch between apps](#).



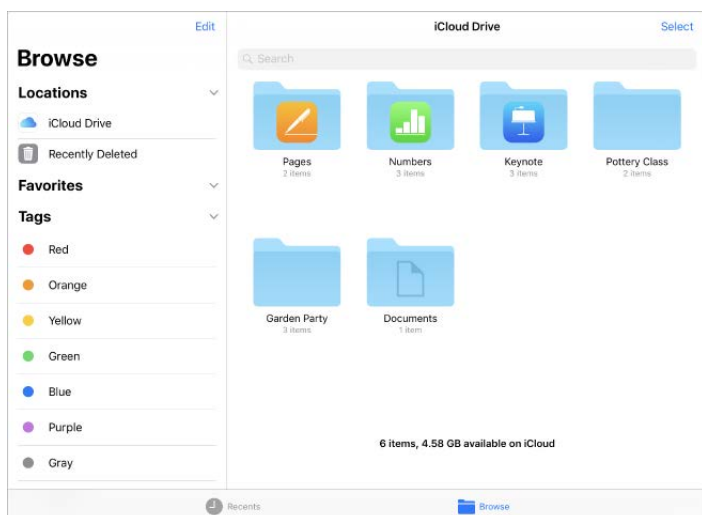
Work with more apps simultaneously. The Dock makes it easy to work with multiple apps at the same time. Drag an app out of the Dock to make a Slide Over, or drag it to the right or left edge of the screen to make a Split View. You can even work on one app in Slide Over, view two apps in Split View, and watch a movie or use FaceTime in Picture in Picture, all on the same screen. See [Use multiple apps at the same time](#).



Drag and drop between apps. Move text, photos, and files from one app to another. You can touch and move just about anything—or things—anywhere on the screen. See [Drag and drop items](#).



Find all your files in one place. In the new Files app, you can easily browse, search, and organize all your files. There's even a dedicated place for your recent files. See [View files and folders](#).

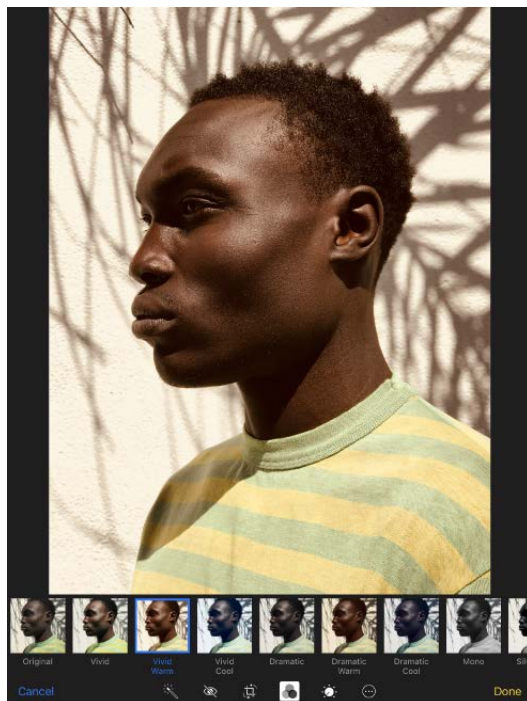


Enter numbers, punctuation, and symbols more quickly. Swipe down on a key without switching back and forth between keyboards. See [Type and edit text](#).

New Live Photo effects. Turn a Live Photo you love into a continuous video loop, play it back and forth, or simulate a long exposure that blurs movement. See [Edit photos and trim videos](#).



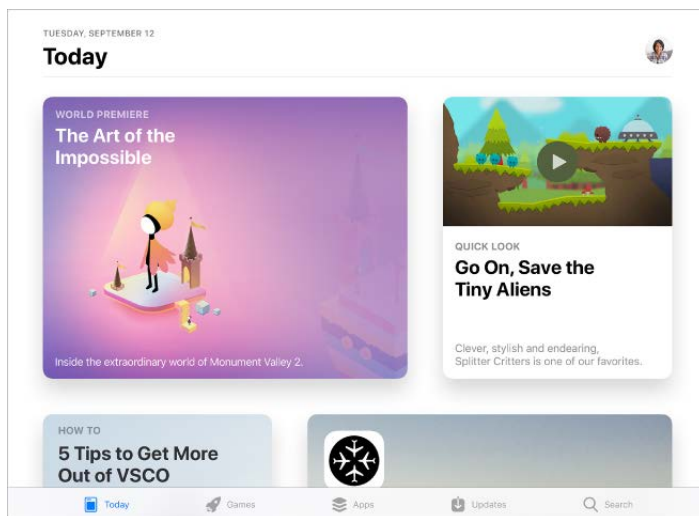
See your photos in a whole new light. Use new filters to make photos more expressive and skin tones more natural. Take great photos at a smaller file size using next-generation compression technology. See [Edit photos and trim videos](#).



Take a FaceTime Live Photo. During a FaceTime call, capture a special moment of your conversation. See [Make and answer calls](#).

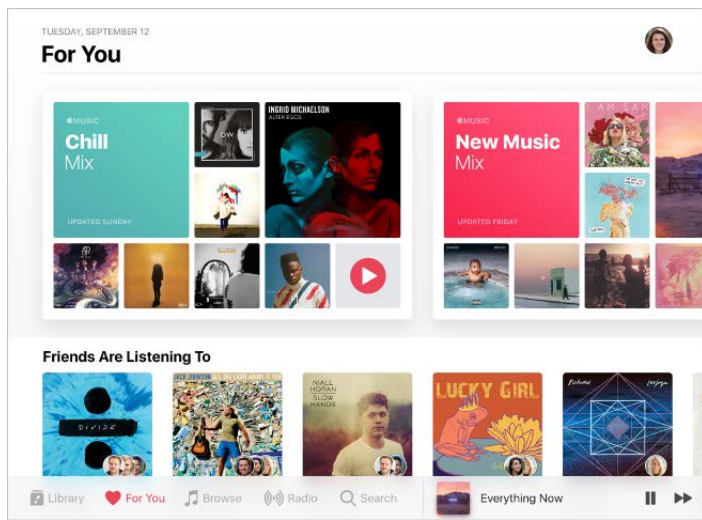


A redesigned App Store. See daily stories by experts, a dedicated Games tab, lists for all kinds of apps, and much more in the redesigned App Store. See [Find apps and games](#).

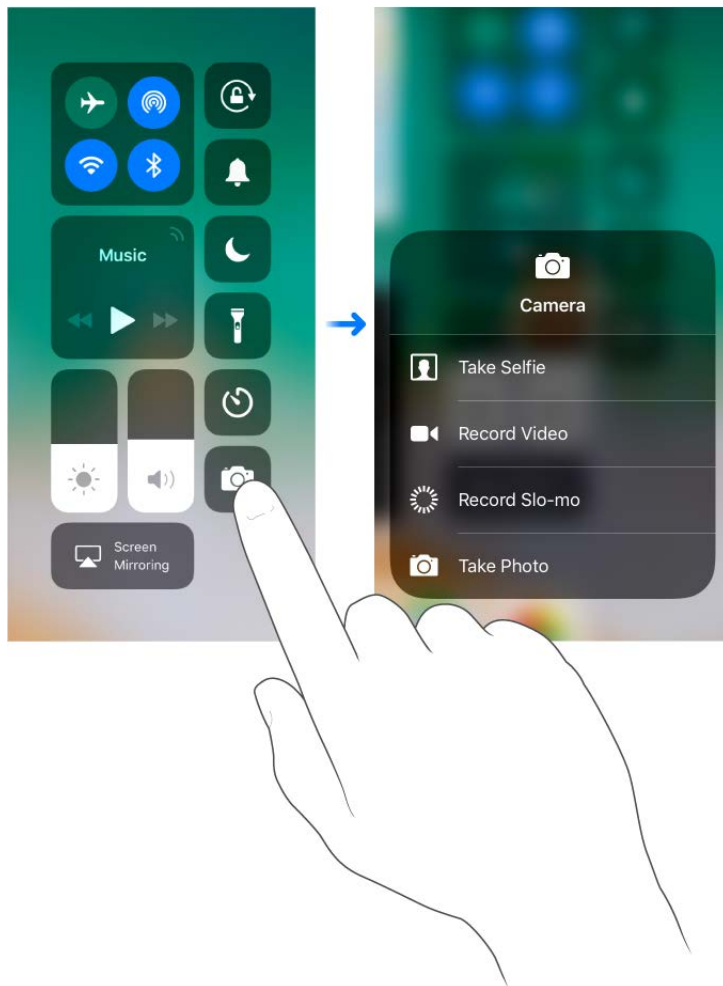


Ask Siri to do more. Siri is more expressive, with a new, more natural voice. With Apple Music, Siri can be your personal DJ. And Siri now translates phrases from English to Chinese, Spanish, French, German, and Italian (beta). See [Make requests](#).

Discover music with a little help from your friends. Your friends can now help you discover new songs and artists. Each of you can have your own profile on Apple Music, where you can see playlists your friends have shared as well as albums and stations they frequently listen to. (Apple Music subscription required.) See [what your friends are listening to](#).



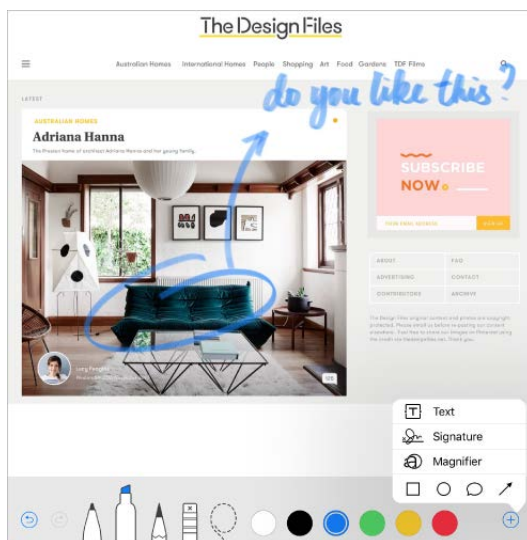
Take control of Control Center. Customize Control Center so you have instant access to the things you do most. You can add the Apple TV Remote, accessibility shortcuts, and more. To unlock even more commands, touch and hold items in Control Center. See [Control Center](#).



Scan and sign documents in Notes. The Document Scanner automatically senses and scans a document in the Notes app, crops the edges, and removes any tilt or glare. On supported models, you can use Apple Pencil to fill in the blanks or sign the document. See [Scan a document](#).



Mark it up. Annotate images, notes, PDFs, screenshots, and more with built-in drawing tools. In some apps, you can also add text, signatures, and speech bubbles and other shapes. On supported models, you can draw with Apple Pencil. See [Use Markup](#).



Use indoor maps to find your way around an airport or mall. Whether you're going on a shopping adventure or just searching for the nearest coffee shop, Maps makes your journey smoother. See [Find places](#).

News is even more personal. News now shows top stories that are more relevant to you. Siri learns what interests you and suggests stories you might like. And a new Spotlight tab features stories related to a timely topic, chosen by Apple News editors. See [For You](#).

Pencil that in. On supported models, tap Apple Pencil on the Lock screen to start taking notes immediately. See [Lock screen](#). And use Apple Pencil to draw and annotate directly in mail messages and notes. See [Use Markup](#).

Quickly set up your new iPad. Hold your new iPad near a device with iOS 11 or later to quickly and securely import many of your personal settings and iCloud Keychain passwords. See [Set up iPad](#).

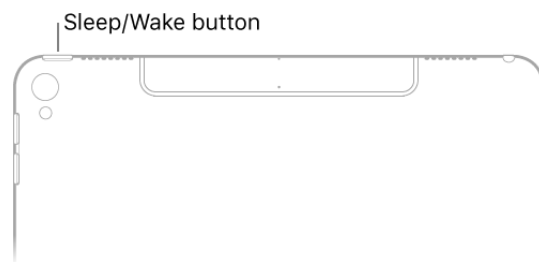
Learn new tricks for iOS 11. The Tips app adds new suggestions frequently so you can get the most from your iPad. See [Get tips on using iOS 11](#).

Note: New features and apps may vary depending on the model of your iPad, your region, language, and carrier.

Basics

Wake and unlock iPad

Wake iPad. Press the Sleep/Wake button. When you wake iPad, the Lock screen appears. From there, you can check notifications and recent app activity, take photos, and more. For more information, see [Lock screen](#).



Unlock iPad. Press the Home button, then enter the passcode (if you set up iPad to require a passcode). On supported models, you can also use the Touch ID sensor in the Home button to unlock iPad. If you didn't create a passcode or set up Touch ID when you set up iPad, go to Settings > Touch ID & Passcode (models with Touch ID) or Settings > Passcode (other models). For more information, see [Passcode](#) and [Touch ID](#).

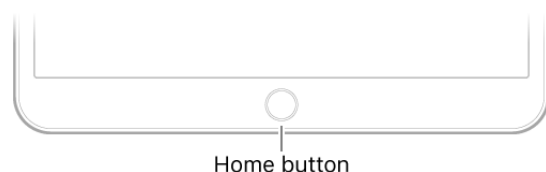
Tip: On models with Touch ID, you can unlock iPad by touching instead of pressing the Home button. Go to Settings > General > Accessibility > Home Button, then turn on Rest Finger to Open.

Lock iPad. Press the Sleep/Wake button. iPad locks automatically if you don't touch the screen for a minute or so.

Home screen

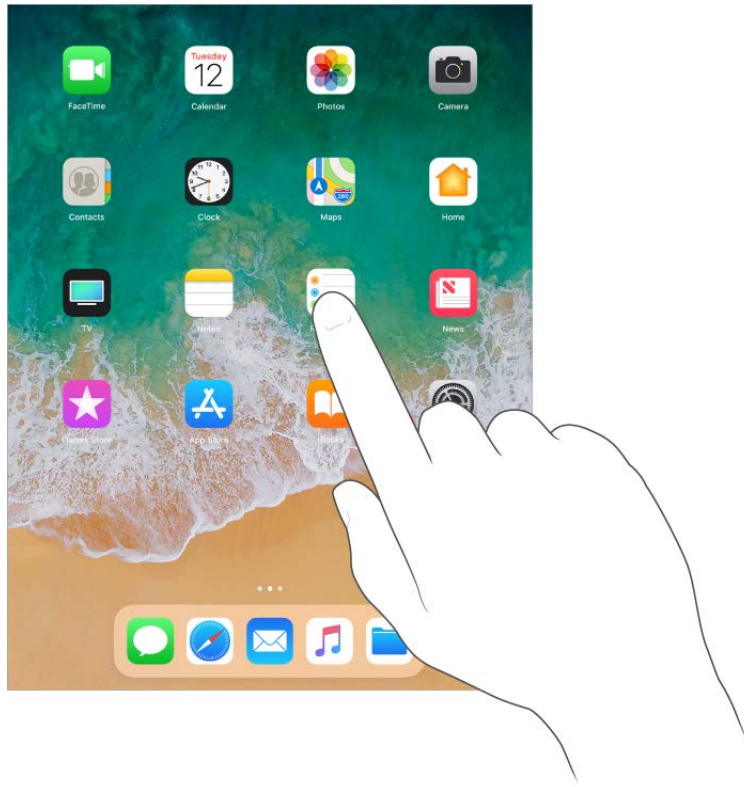
The Home screen shows all the apps on your iPad. It consists of multiple pages, added as necessary when you need space for apps.

Go to the Home screen. Press the Home button at any time.



You can also pinch four or five fingers together. To turn off the multifinger pinch gesture, go to Settings > General > Multitasking & Dock.

Open an app. Tap the app icon.



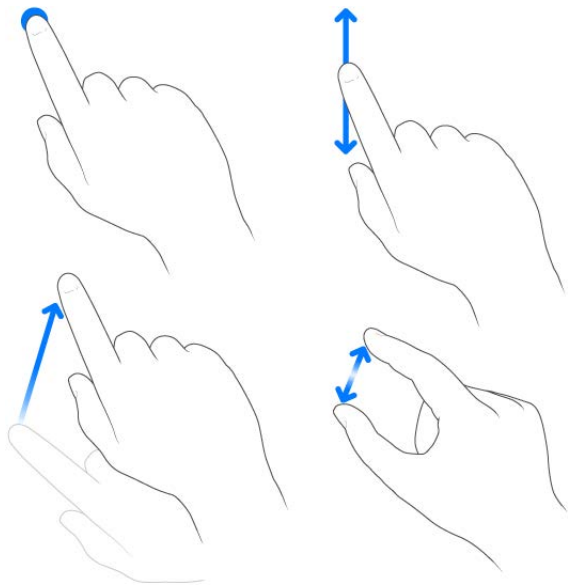
See more of your apps. Swipe left or right for additional Home screen pages.

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 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.)

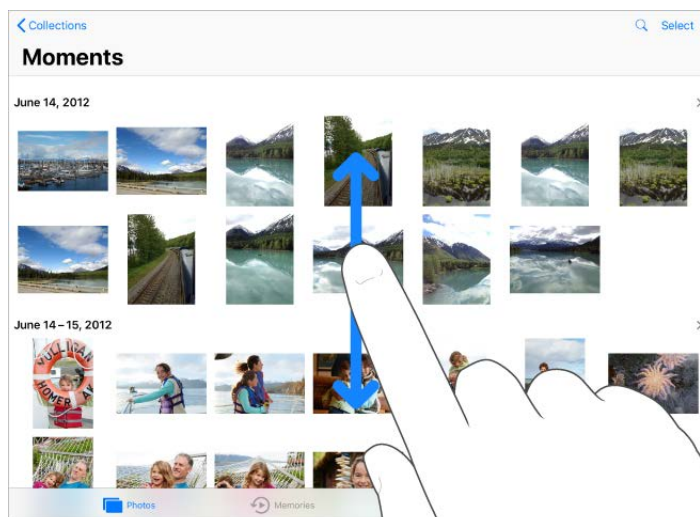


Gestures

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



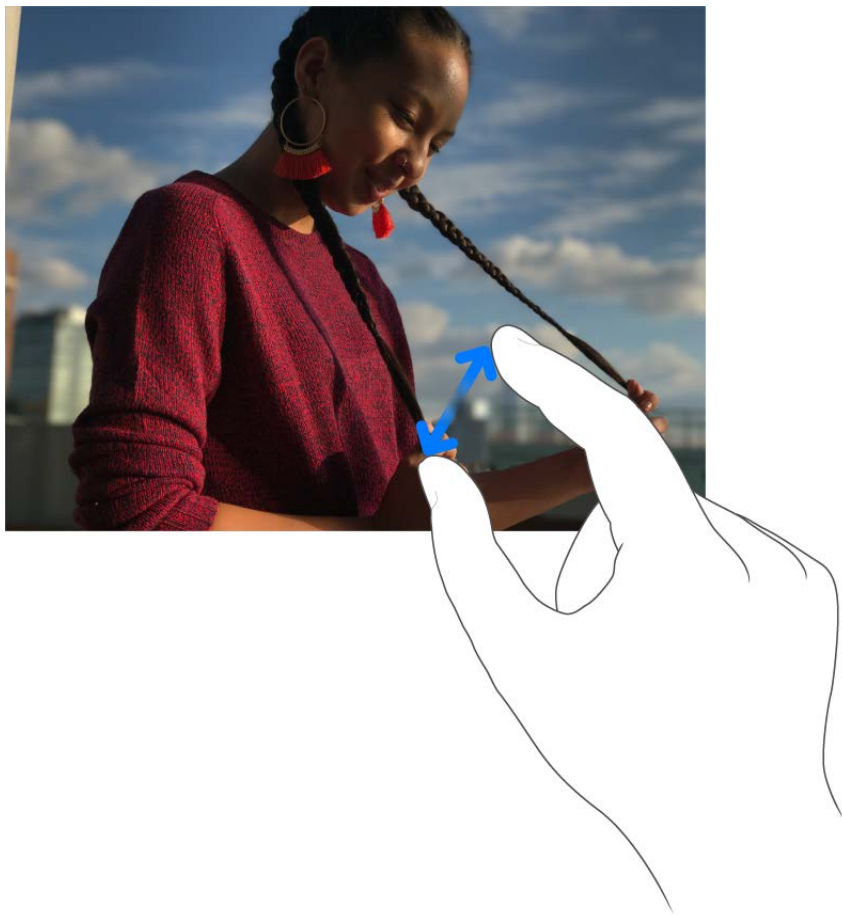
Look around. In an open app, drag a list up or down to see more. Swipe to scroll quickly; touch the screen to stop scrolling. Some lists have an index—tap a letter to jump ahead.



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 and 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 that contains the photo.

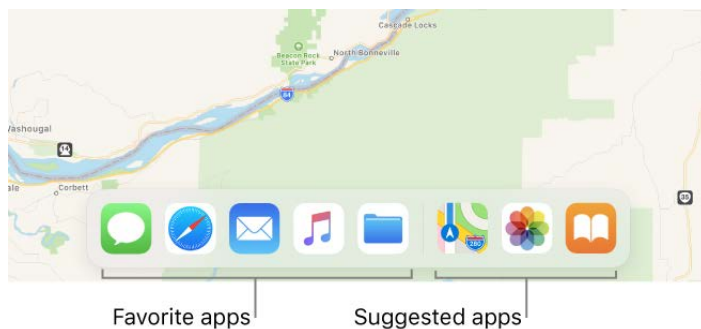


You can also double-tap a photo or webpage to zoom in, and double-tap again to zoom out. In Maps, double-tap and hold, then drag up to zoom in or drag down to zoom out.

Switch between apps

While using one app, you can easily switch to another.

Open an app from the Dock. Swipe up from the bottom to reveal the Dock, then tap an app. Favorite apps are on the left side of the Dock, and suggested apps—like ones you opened recently and ones open on your iPhone or Mac—appear on the right side of the Dock.



Use the App Switcher. To reveal all your open apps, swipe up from the bottom edge. If the Dock isn't already showing when you begin to swipe, swipe long enough to display the Dock then the App Switcher. You can also double-click the Home button. To see more apps, swipe right. To switch to another app, tap it.

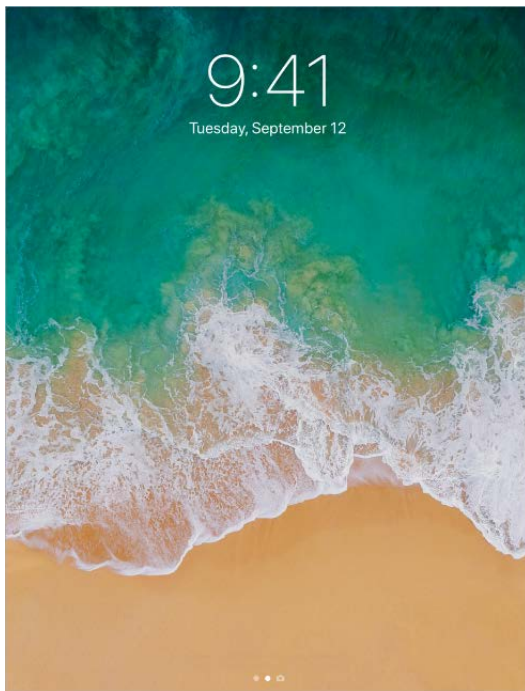


Swipe between open apps. Swipe right or left with four or five fingers. To turn off the multifinger swipe gesture, go to Settings > General > Multitasking & Dock.

Close an app. If an app isn't working properly, you can force it to close. (Typically, there is no reason to close an app; closing it doesn't save battery power, for example.) In the App Switcher, swipe up on the app. Then try opening the app again.

Lock screen

The Lock screen, which shows the current time and date and your most recent notifications, appears when you turn on or wake iPad.



You can quickly access the features and information you need most from the Lock screen, even while iPad is locked:

- *Open Camera:* Swipe left. (See [Take photos.](#))
- *Open Control Center:* Swipe up from the bottom edge. (See [Control Center.](#))
- *See earlier notifications:* Swipe up from the center. (See [Notifications.](#))
- *See Today View:* Swipe right. (See [Today View.](#))
- *Start drawing and taking notes:* (On supported models) Tap Apple Pencil on the Lock screen. Whatever you create is [saved in Notes.](#)

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

Choose what you can access from the Lock screen. Go to Settings > Touch ID & Passcode (supported models) or Settings > Passcode (other models). You can change access to Today View, Recent Notifications, Control Center, and more.

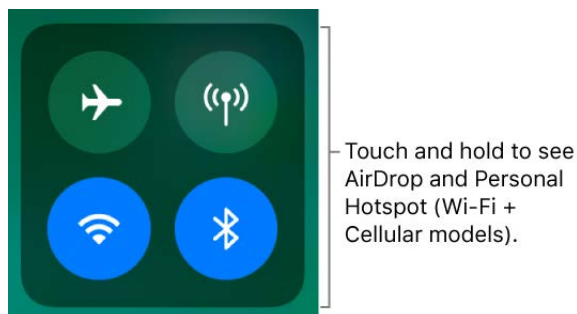
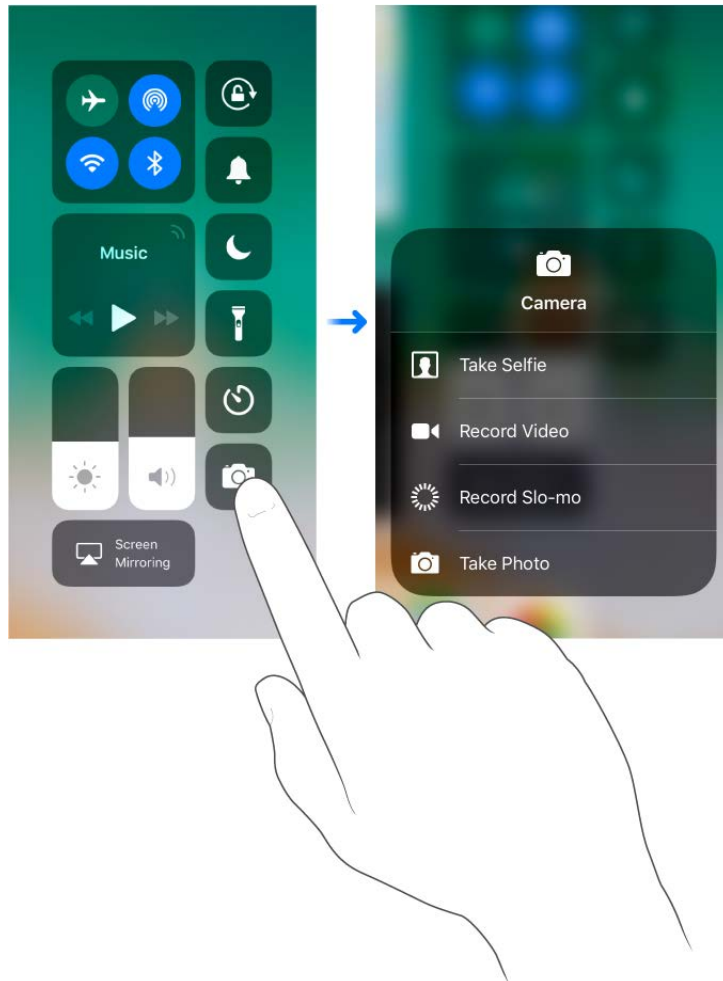
Show notification previews on the Lock screen. Go to Settings > Notifications > Show Previews, then tap Always. (Notification previews include text from Messages, lines from Mail messages, and details about Calendar invitations. See [Notifications.](#))

Control Center

Control Center gives you instant access to airplane mode, Do Not Disturb, a flashlight, and other handy features.

Open Control Center. Swipe up from the bottom edge. If the Dock isn't already showing when you begin to swipe, swipe long enough to display the Dock then Control Center. When iPad is unlocked, you can also open Control Center by double-clicking the Home button.

Access more controls. Many controls offer additional options. To see available options, touch and hold a control. For example, AirDrop options are available when you touch and hold the top-left group of controls, then tap ⓘ. Options to take a selfie, take a photo, or record a video are available when you touch and hold 📷.



Temporarily disconnect from a Wi-Fi network. Tap 📶. To reconnect, tap it again. To see the name of the connected Wi-Fi network, touch and hold 📶.

Because Wi-Fi isn't turned off when you disconnect from a network, AirPlay and AirDrop still work, and iPad joins known networks when you change locations or restart iPad. To turn off Wi-Fi, go to Settings > Wi-Fi. (To turn on Wi-Fi again in Control Center, tap ) For information about turning Wi-Fi on or off in Control Center while in airplane mode, see [Travel with iPad](#).

Temporarily disconnect from Bluetooth devices. Tap . To allow connections, tap the button again.

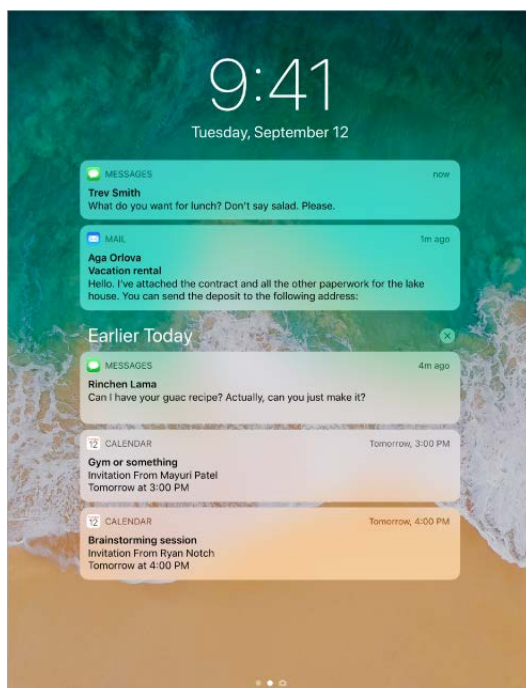
Because Bluetooth isn't turned off when you disconnect from devices, location accuracy and other services are still enabled. To turn off Bluetooth, go to Settings > Bluetooth. To turn on Bluetooth again in Control Center, tap . For information about turning Bluetooth on or off in Control Center while in airplane mode, see [Travel with iPad](#).

Close Control Center. Tap the screen or press the Home button. You can also tap an app in the App Switcher.

Add and organize controls. Go to Settings > Control Center > Customize Controls. Tap  or  to add or remove controls. To rearrange controls, touch  next to a control, then drag it to a new position.

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 see only what's important to you.



Respond when iPad is locked. Touch and hold the notification.

Respond when iPad is unlocked. Tap the notification to open the app.

Respond without leaving the current app. Pull down on the notification when it appears at the top of your screen. To dismiss it without responding, swipe it up. This feature works with text and email messages, calendar invitations, and more.

See recent and earlier notifications from any screen. Swipe down from the top to see recent notifications, then scroll up to see older notifications. From the notifications screen, you can also do the following:

- *Respond to a notification:* Tap it.
- *Open Camera:* Swipe left. (To avoid removing a notification, swipe from the right edge.)
- *See Today View:* Swipe right. (To avoid opening a notification, swipe from the left edge.)
- *Start drawing and taking notes:* (On supported models) Tap the screen with Apple Pencil.
- *Return to where you left off:* Swipe up from the bottom edge, or press the Home button.

Remove a notification. Swipe it left. Or, touch and hold the notification, then tap ✕. To remove a group of notifications, tap ✕.

Set notification preferences. Go to Settings > Notifications.

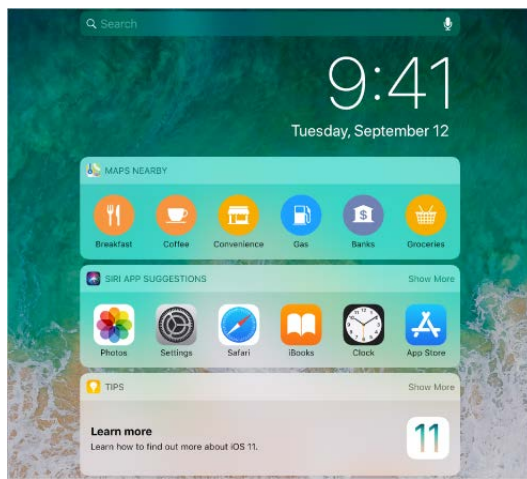
- *Choose when to show notification previews:* Tap Show Previews, then choose an option. When you select When Unlocked, previews also appear on the Lock screen. Previews include text from Messages, lines from Mail messages, and details about Calendar invitations.
- *Set the notification style for an app:* Tap the app, then choose options.

Choose whether to show recent notifications on the Lock screen. Go to Settings > Touch ID & Passcode (supported models) or Settings > Passcode (other models), then below Allow Access When Locked, turn on Recent Notifications.

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.”

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 the Lock screen.

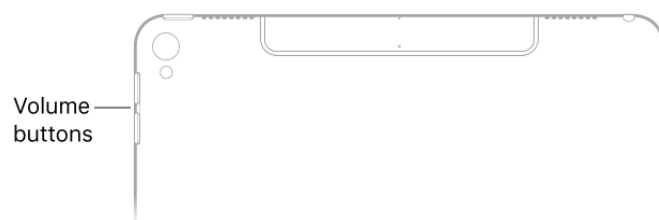
Add and organize Today View widgets. To choose which widgets appear, tap Edit at the bottom of the screen. Tap or to add or remove widgets. To arrange the order of your widgets, touch , then drag to a new position.

Choose whether to allow access to Today View when iPad is locked. Go to Settings > Touch ID & Passcode (supported models) or Settings > Passcode (other models).

Control the volume

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, open Control Center, then drag .

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](#).

Put iPad in ring or silent mode. Open Control Center, then tap .

Use Do Not Disturb. [Turn on Do Not Disturb](#) to temporarily silence alerts and notifications. Open Control Center, then tap  to turn Do Not Disturb on or off.

Do Not Disturb, and the Side Switch (available on some models) set to silent, don't mute the audio from music, podcasts, movies, and TV shows.

Sounds and silence

You can change or turn off the sounds iPad plays when you get a FaceTime or Wi-Fi call, text message, email, reminder, or other type of notification.

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

To temporarily silence incoming calls, alerts, and sound effects, [turn on Do Not Disturb](#). To put iPad in ring or silent mode, open Control Center, then tap .

Tip: If you're not hearing or seeing incoming calls and notifications when you expect, open Control Center, then check whether Do Not Disturb is on. If  is highlighted, tap it to turn off Do Not Disturb. (When Do Not Disturb is on,  also appears in the status bar.)

Do Not Disturb

To quickly silence iPad, whether you're going to dinner or going to sleep, turn on Do Not Disturb. It silences notifications and FaceTime and Wi-Fi calls and prevents them from lighting up the screen.

Turn on Do Not Disturb. Open Control Center, then tap . 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." When Do Not Disturb is on,  appears in the status bar.

Allow FaceTime and Wi-Fi calls when Do Not Disturb is on. Go to Settings > Do Not Disturb. To allow incoming calls from selected groups, tap Allow Calls From. To allow repeated calls to come through for emergency situations, turn on Repeated Calls.

Allow FaceTime and Wi-Fi calls and messages from emergency contacts when Do Not Disturb is on. Go to Contacts, select a contact, tap Edit, tap Text Tone or Ringtone, then turn on Emergency Bypass.

Schedule quiet hours. Go to Settings > Do Not Disturb, turn on Scheduled, then set the start time and end time for your quiet hours.

Set when to silence iPad. To set whether Do Not Disturb silences iPad only when it's locked, or even when it's unlocked, go to Settings > Do Not Disturb.

Status icons

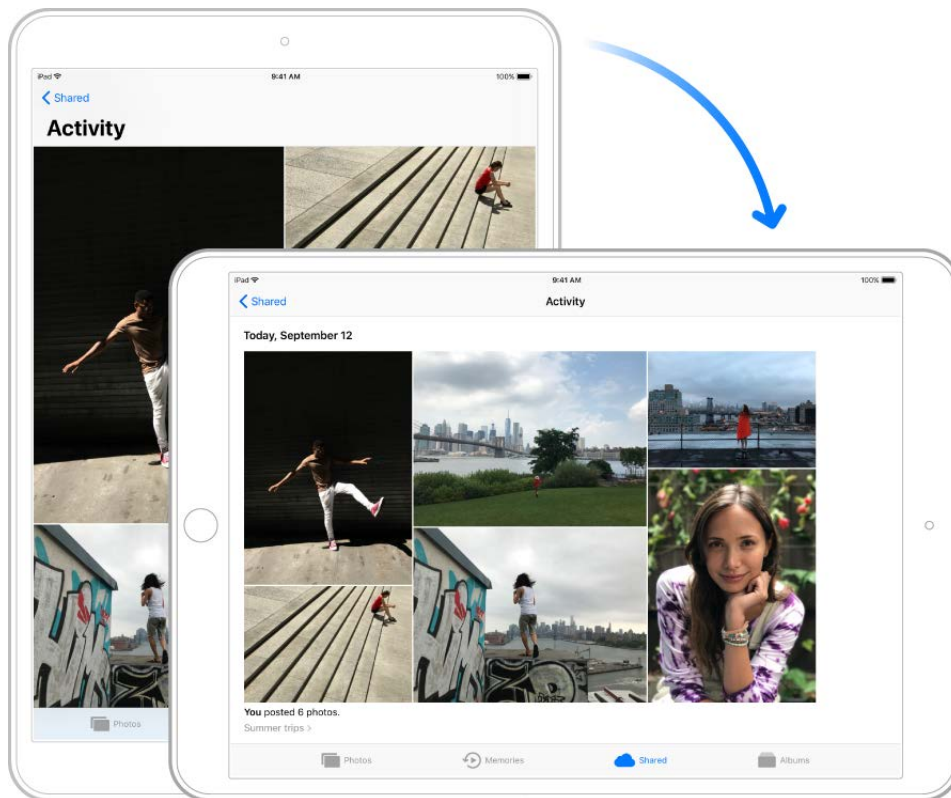
The icons in the status bar at the top of the screen provide information about iPad:

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. Nonwireless features are available, but wireless functions may be disabled. See Travel with iPad .
LTE	LTE iPad (Wi-Fi + Cellular model) is connected to the Internet over a 4G LTE network (not available in all regions). See Cellular data settings .
4G	4G iPad (Wi-Fi + Cellular model) is connected to the Internet over a 4G network. (not available in all regions). See Cellular data settings .
3G	3G iPad (Wi-Fi + Cellular model) is connected to the Internet over a 3G network. See Cellular data settings .
E	EDGE iPad (Wi-Fi + Cellular model) is connected to the Internet over an EDGE network. See Cellular data settings .
GPRS	GPRS iPad (Wi-Fi + Cellular model) is connected to the Internet over a GPRS network. See Cellular data settings .
	Personal Hotspot iPad is providing a Personal Hotspot for another device. See Personal Hotspot .
	Syncing iPad is syncing with iTunes. See Sync iPad .
	Activity There is network or other activity. Some third-party apps use this icon to show app activity.
	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® Bluetooth is on and connectable. See Connect Bluetooth devices .
	Headphones connected iPad is paired with Bluetooth headphones that are turned on and within Bluetooth range. See Connect 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 .

Change the screen orientation

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



Lock the screen orientation. Open Control Center, then tap .

When the screen orientation is locked,  appears in the status bar.

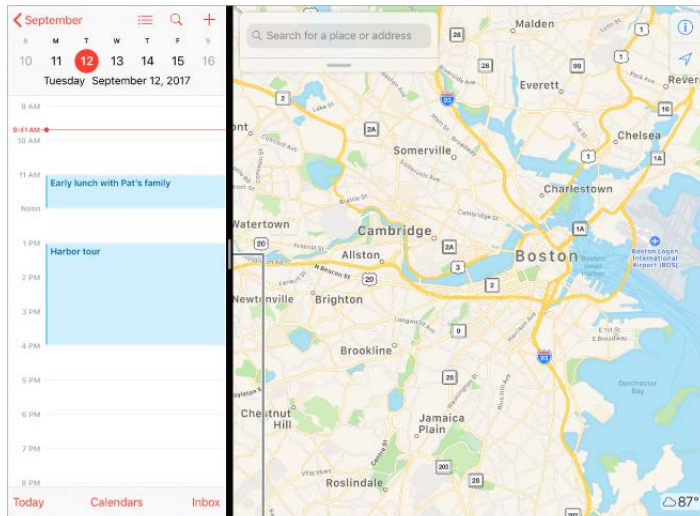
On iPad models with a side switch, you can also set the side switch to lock the screen orientation instead of silencing sound effects and notifications. Go to Settings > General. Below "Use Side Switch to," tap Lock Rotation.

Multitask

Use multiple apps at the same time

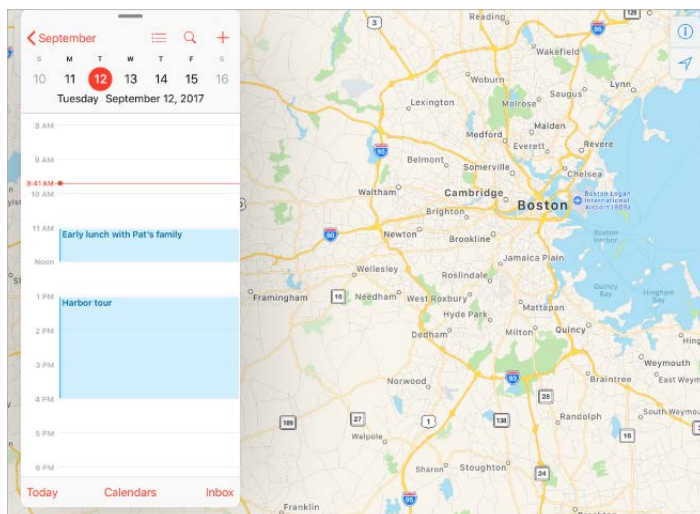
On supported models, you can work with more than one app at the same time.

Use Split View to keep two apps open in resizable views.

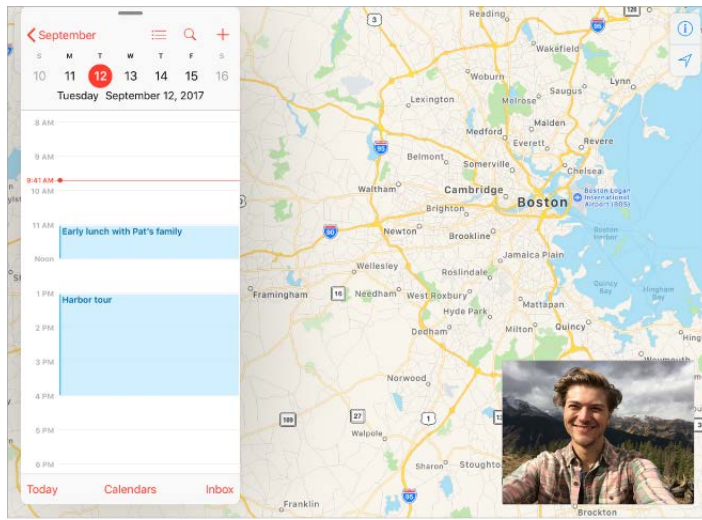


Drag to resize the split.

Use Slide Over to slide an app over another open app. On supported models, you can even work on one app in Slide Over while working on two others that are open in Split View.



Use Picture in Picture to watch a movie or use FaceTime while working with other apps.



You can use Slide Over and Split View with many apps including Safari, Notes, Photos, and Calendar. You can use Picture in Picture with FaceTime, Videos, and more. For more information, see [Split View](#), [Slide Over](#), and [Picture in Picture](#).

Turn off Split View and Slide Over. Go to Settings > General > Multitasking & Dock, then turn off Allow Multiple Apps.

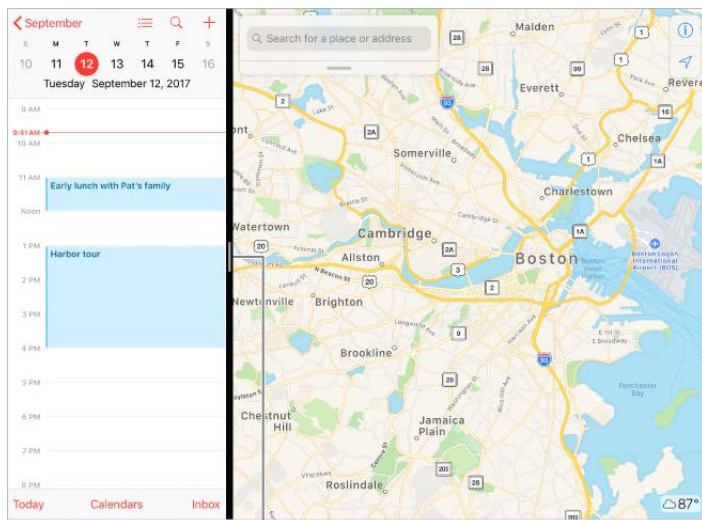
Split View

On supported models, Split View keeps two apps open in resizable views.

Open a second app in Split View. While using an app, swipe up from the bottom to reveal the Dock. Touch and hold an app in the Dock, drag it to the right or left edge of the screen, then lift your finger. If two apps are already open, drag over the app you want to replace.

To give both apps equal space, drag the app divider to the center of the screen.

Apps that you use together in a Split View are *paired*, so they both open when you select either from the App Switcher or from the Dock.



Drag to resize the split.

Open Split View from the Home screen. Touch and hold an app on the Home screen or in the Dock, drag it a finger's width or more, then continue holding it while you tap a different app with another finger. After the second app opens, drag the app you're holding to the left or right edge of the screen, then lift your finger. (If you don't initially drag the first app far enough, all of the apps on the Home screen begin to jiggle, which allows you to rearrange your Home screen. To start over without rearranging, press the Home button.)

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

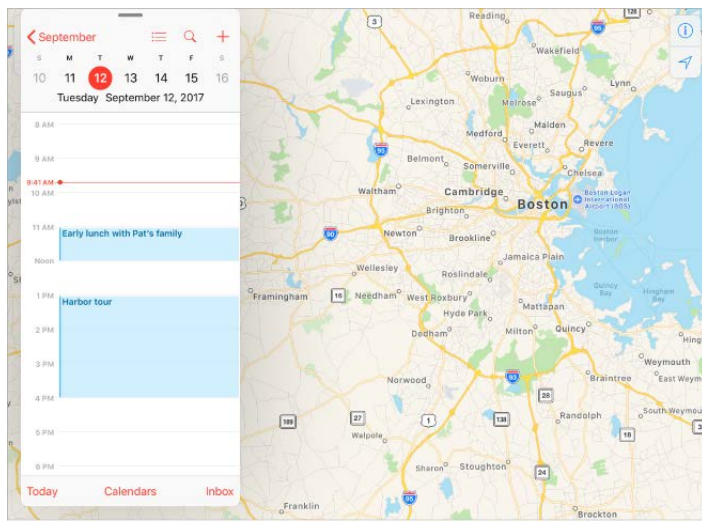
Turn Split View into Slide Over. Swipe down from the top of an app in the smaller view. (See [Slide Over](#).)

Slide Over

On supported models, you can work on an app that slides in front of another open app.

Open an app in Slide Over. While using an app, swipe up from the bottom to reveal the Dock. Touch and hold an app in the Dock, then drag it above the Dock.

If an app is already open in Slide Over, it's replaced by the app you drag from the Dock. To open a third app in Slide Over when the screen is in Split View, drag the app from the Dock to the Split View app divider. (See [Split View](#).) On supported models, you can work on all three apps simultaneously.



Open an app in Slide Over from the Home screen. Touch and hold an app on the Home screen or in the Dock, drag it a finger's width or more, then continue holding it while you tap a different app with another finger. After the second app opens, lift your finger. (If you don't initially drag the first app far enough, all of the apps on the Home screen begin to jiggle, which allows you to rearrange your Home screen. To start over without rearranging, press the Home button.)

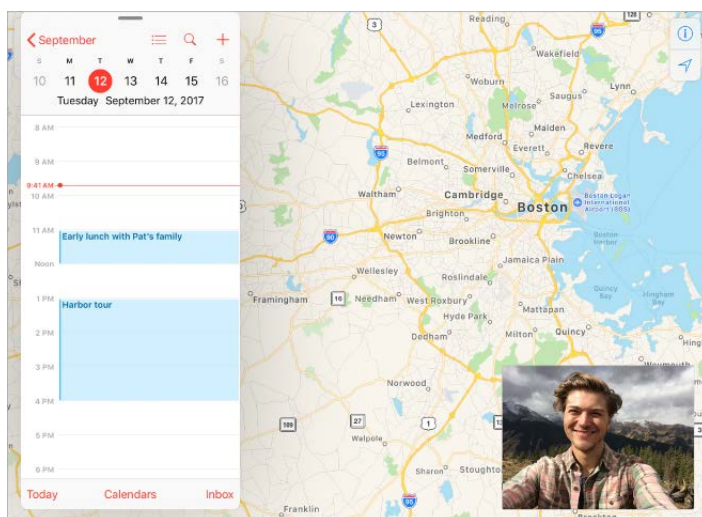
Move an app in Slide Over off and on the screen. Drag the top of the Slide Over window off the right edge of the screen. To view it again from any other open app, swipe from the right.

Move an app in Slide Over to the other side of the screen. Drag from the top of the Slide Over window.

Turn Slide Over into Split View. Swipe down from the top of the Slide Over window. (See [Split View](#).)

Picture in Picture

On supported models, you can watch a movie or use FaceTime while you use other apps.



Use Picture in Picture. When watching a video or using FaceTime, press the Home button or tap . The 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 to make the small video window larger; pinch closed to shrink it again.

Show and hide controls. Tap the video window.

Pause and resume play. To pause, tap  in the video window. To play again, tap .

Move the video window. Drag it to a different corner of the screen.

Hide the video window. Drag it off the left or right edge of the screen.

Close the video window. Tap .

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

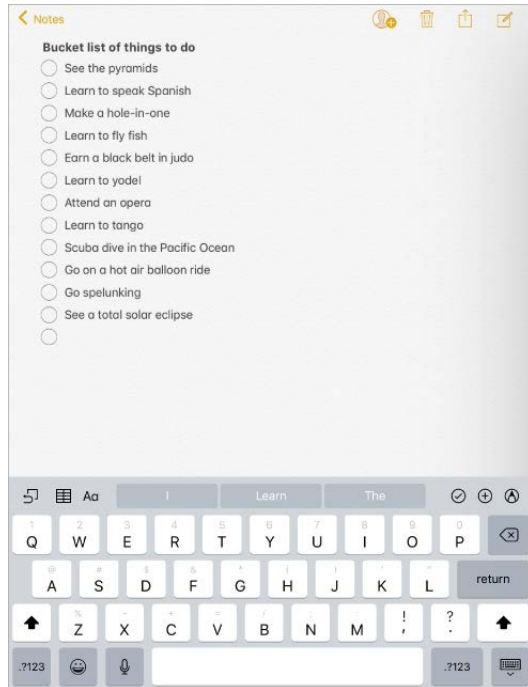
Turn Picture in Picture off. Go to Settings > General > Multitasking & Dock, then turn off Persistent Video Overlay.

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 (on supported models).

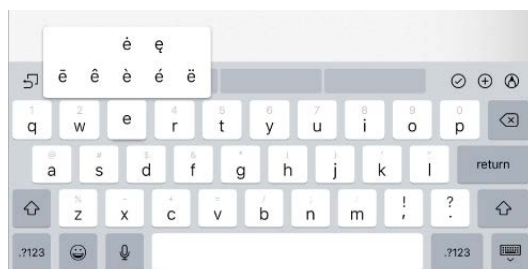


Type uppercase letters. Tap Shift or touch the Shift key and slide to a letter.

Turn on Caps Lock. Double-tap Shift.

Enter numbers, punctuation, or symbols. To enter the character from the top of a key, swipe down on the key. Or tap the Number key **.?123** or the Symbol key **#+=**, then type.

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.

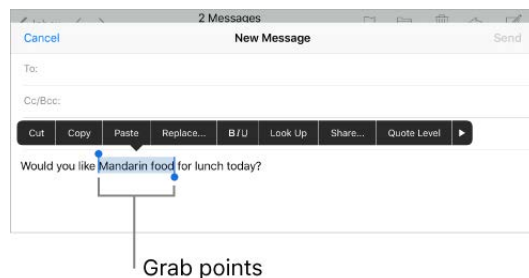
Correct spelling. If you see a word underlined in red, tap it to see suggested corrections. If the word you want doesn't appear, type the correction.

Hide the onscreen keyboard. Tap the Keyboard key .

Set options for typing or add keyboards. Touch and hold  or , then slide to Keyboard settings. Or go to Settings > General > Keyboard.

You can also [use an iPad Pro Smart Keyboard](#) or [an Apple Wireless Keyboard](#) to enter text. 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.

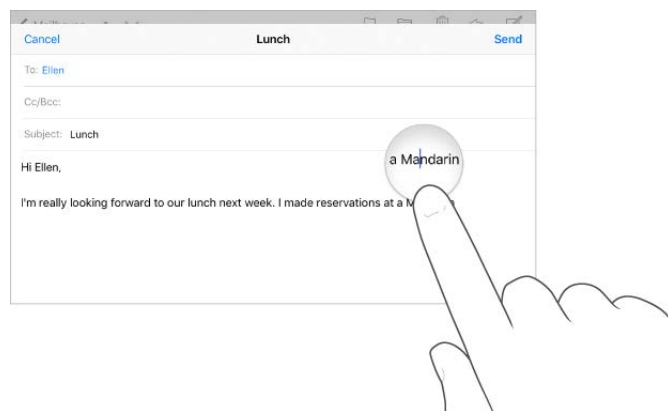


You can cut, copy, or paste over selected text. With Universal Clipboard, you can also [cut or copy something on one Apple device, and paste it to another](#).

You can [use drag and drop](#) to move selected text within an app and to copy and paste it to other apps.

With some apps, you can also make text bold, italic, and underlined (tap B/I/U); see suggestions in Look Up; or have Siri suggest alternative text. You may need to tap ► to see all the app's options. When you choose Look Up, you see suggested information from the web and other apps. To turn off Suggestions in Look Up, go to Settings > Siri & 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. To select text with drag points, continue holding the keyboard until drag points appear on the insertion point, then move your fingers.

To use the trackpad to move the insertion point, touch and hold the keyboard with two fingers until it turns light gray, then—before drag points appear on the insertion point—drag the insertion point to a new location.



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.

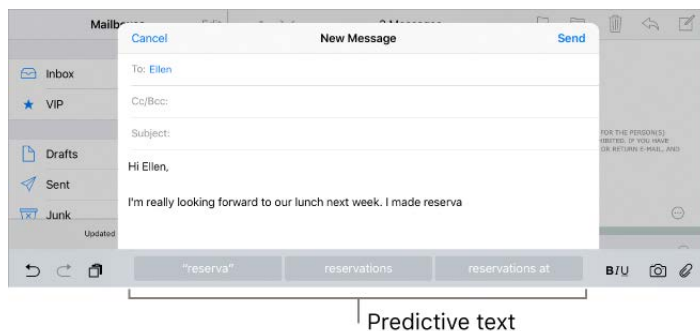
Justify text. Select the text, then tap the left or right arrow (not always available).

Predictive text

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

- “My number is ,” your phone number appears as an option.
- “I’m at ,” your current location appears as an option.

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 🌐, slide to Keyboard settings, then turn off Predictive.

When you turn off predictive text, iPad may still try to suggest corrections for misspelled words. To accept a correction, enter a space or punctuation, or tap return. To reject a correction, tap the “x.” If you reject the same suggestion a few times, iPad stops suggesting it.

Dictate

You can dictate text instead of typing it. Make sure Enable Dictation is turned on (go to Settings > General > Keyboard, then turn on Enable Dictation). 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 regions, 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 📄. To insert dictated text, tap to place the insertion point, then tap 🗣️. You can also replace selected text by dictating.



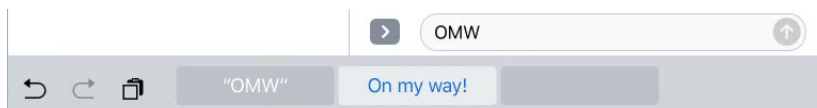
Tap to begin dictation.

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

- quote ... end quote
- new paragraph
- new line
- cap—to capitalize the next word
- caps on ... caps off—to capitalize the first character of each word
- all caps—to make the next word all uppercase
- all caps on ... all caps off—to make the enclosed words all uppercase
- no caps on ... no caps off—to make the enclosed words all lowercase
- no space—to eliminate the space between two words (not available for all languages)
- no space on ... no space off—to run a series of words together (not available for all languages)
- 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.



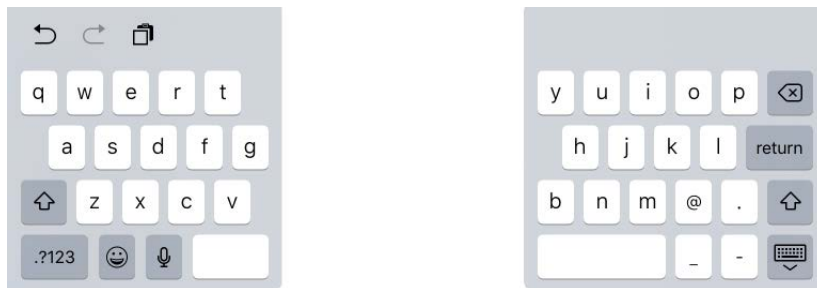
Create a shortcut. Touch and hold 😊 or 🌐, slide to Keyboard settings, then tap Text Replacement.

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.

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. Touch and hold 😊 or 🌐, slide to Keyboard settings, then select Split Keyboard. Or go to Settings > General > Keyboard, then turn Split Keyboard on or off.

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.

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. Touch and hold  or , then slide to Keyboard settings. Or 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  or , then slide to the name of the keyboard.

You can also tap  or  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](#).

Search

When you search on iPad, you get results from the Internet, from media and other content on your iPad, from iTunes and the App Store, and from your apps, like Maps and Contacts. In Settings, you can specify which apps you want to be included in search results.

Search with iPad. To show Search from the Home screen, swipe down from the center. To show Search from an app, swipe down from the top, then swipe from the left edge of the screen.

- *Hide the keyboard and see more results on the screen:* Tap .

- *Open a suggested app:* Tap it.
- *Get more information about a search suggestion:* Tap it, then tap one of the results to open it.
- *Start a new search:* Tap  in the search field.



Choose which apps to include in search. Go to Settings > Siri & Search, tap an app, then turn Search & Siri Suggestions off or on.

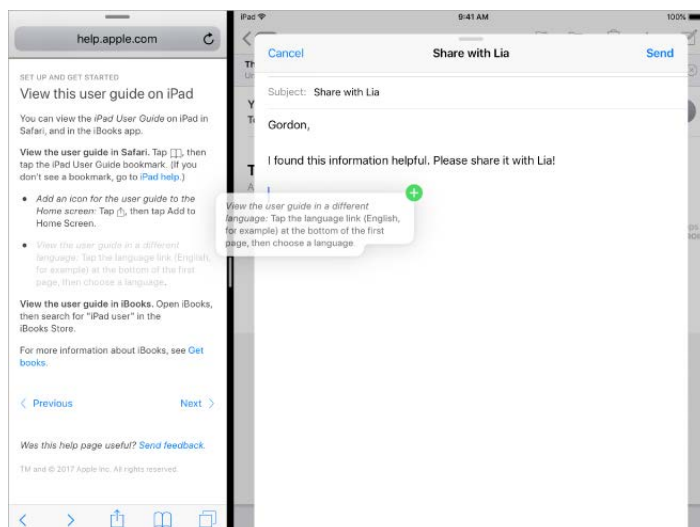
Turn off Suggestions in Search. Go to Settings > Siri & Search, then turn off Suggestions in Search.

Turn off Location Services for 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 so you can find something within the app. For example, in the Maps app, you can search for a specific location. Tap the search field and type your search.

Drag and drop items

With drag and drop, you can use a finger to copy items from one app to another, or move items within an app. For example, you can drag text from Safari into an email, an image from Photos into a note, or a calendar event into a text message. (Not all third-party apps support drag and drop.)



Move an item. Touch and hold the item until it lifts up (if it's text, select it first), then drag it to another location within the app. If you drag to the bottom or top of a long document, it automatically scrolls.

Copy an item between open apps. [Open the two apps](#), then touch and hold the item until it lifts up (if it's text, select it first). Drag it to the other app. As you drag,  appears wherever you can drop the item. If you drag to the bottom or top of a long document, it automatically scrolls. If you want to drag the item to a new note or email message, for example, open the new note or email message first so you can drag the item directly to it.

Copy an item to an app on the Home screen or in the Dock. Touch and hold the item until it lifts up (if it's text, select it first). While you continue to hold the item, use another finger to click the Home button, or swipe up from the bottom to display the Dock. Drag the item over the other app to open it (a ghost image of the item appears under your finger as you drag). You can drag over items in the app to navigate to where you want to drop the item (as you drag,  appears wherever you can drop the item). For example, you can drag over the notes list to open the note where you want to drop the item, or you can use another finger to open a new note where you can drop the item.

Select multiple items to drag and drop. Touch and hold an item, drag it slightly, then continue holding it while you tap additional items with another finger. A badge indicates the number of selected items. You can then drag all of the items together.

If you change your mind. Lift your finger before dragging, or drag the item off the screen.

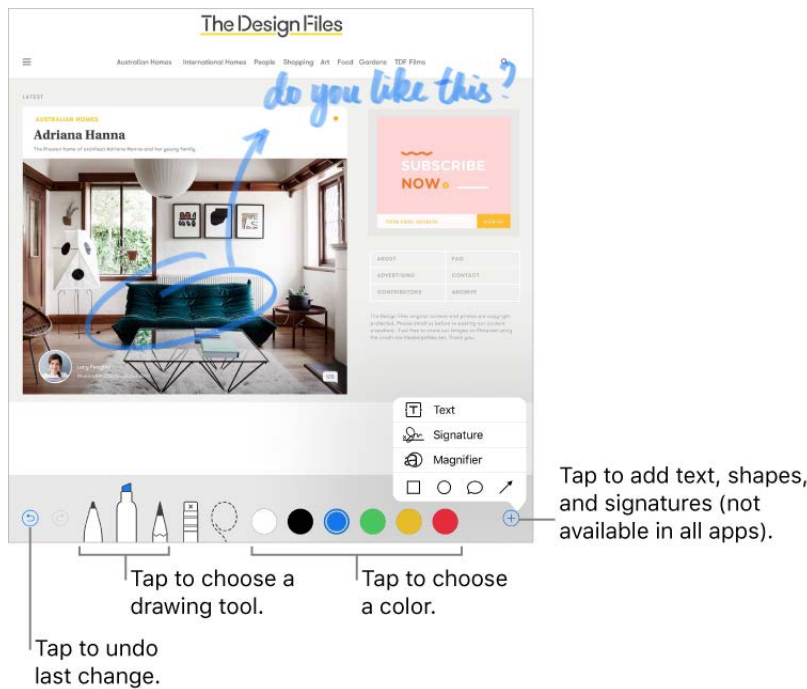
Use Markup

In apps including Notes, Mail, and iBooks, you can annotate images, notes, PDFs, screenshots, and more with built-in drawing tools. In some apps, you can also add text, speech bubbles and other shapes, and signatures.

Mark it up. Tap , then use your finger to draw. Or on supported models, touch Apple Pencil to the screen. (With Apple Pencil, there's no need to tap )

To mark up a screenshot right after you take it, tap the thumbnail that appears for a few moments in the bottom-left corner of the screen. (To share a screenshot after you mark it up, tap )

Choose a markup tool. Tap the pencil, marker, or pen tool. Switch to the eraser—or tap —if you make a mistake.



Move your drawings. Tap , drag around one or more drawings to make a selection, lift your finger, then drag your selection to a new location.

Zoom in. Pinch open so you can draw the details, then pinch closed to zoom back out. To navigate when you're zoomed in, drag two fingers.

Add text. Tap , then tap Text. Tap the text box, tap Edit, then type your text. To change the font or layout, tap . To move the text box, drag it.

Add your signature. Tap , then tap Signature.

Add a shape. Tap , then tap a shape. To move the shape, drag it. To resize it, drag any blue dot.

To fill the shape with color or change the line thickness, tap . To adjust the form of a shape that has a green dot, drag the dot. To delete or duplicate a shape, tap it then choose an option.

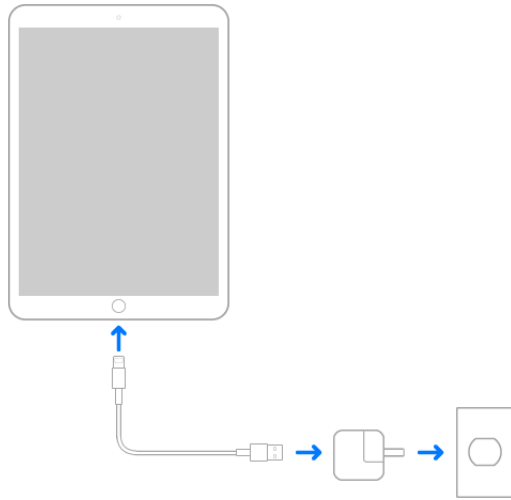
Magnify a portion of the screen. Tap , then tap Magnifier. To change the magnification level, drag the green dot. To change the size of the magnifier, drag the blue dot.

Charge and monitor the battery

iPad has an internal, lithium-ion rechargeable battery. Lithium-ion technology currently provides the best performance for your device. Compared with traditional battery technology, lithium-ion batteries are lighter, charge faster, last longer, and have a higher power density for more battery life. To understand how your battery works so you can get the most out of it, see the website [Apple Lithium-ion Batteries](#).

WARNING: For important safety information about the battery and charging iPad, see [Important safety information](#).

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



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 20 minutes before you can use it. If iPad is extremely low on power, the display may be blank for up to 2 minutes before the low-battery image appears.

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

You can also charge the battery by connecting iPad to your computer. However, iPad may 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: If iPad is connected to a computer that's turned off, the iPad battery may drain instead of charge. Look for ⚡ next to the battery icon to make sure iPad is charging.

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 usage information for each app appears after using iPad for a while—in some cases, up to an hour, depending on the type of use.

Rechargeable batteries, like those found in iPad, 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](#).

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.

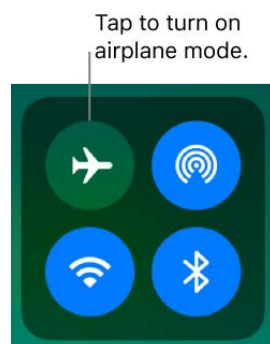
Share your location using AirDrop. Tap Add, then select a friend who appears in AirDrop. Choose how long you want to share your location.

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

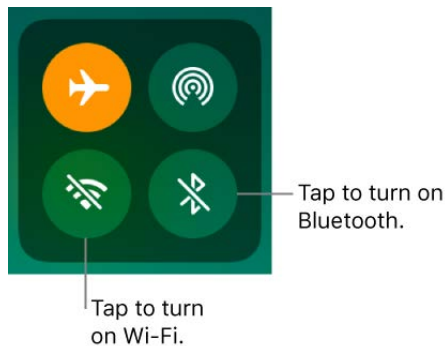
Some airlines let you keep your iPad turned on if you switch to airplane mode. Wi-Fi and Bluetooth are disabled so you can't make or receive FaceTime calls or use features that require wireless communication, but you can listen to music, play games, watch videos, or use other apps that don't require Internet access.

Turn on airplane mode. Open Control Center, then tap ✈️.

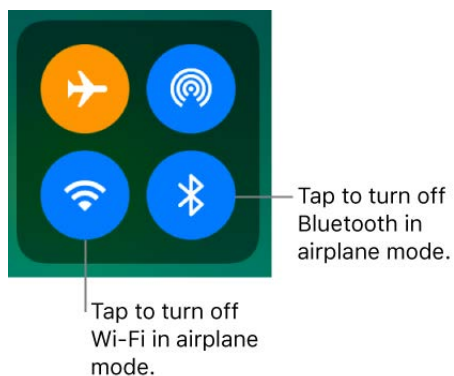


You can also turn airplane mode on or off in Settings. When airplane mode is on, ✈️ appears in the status bar at the top of the screen.

Turn on Wi-Fi or Bluetooth while in airplane mode. If your airline allows it, you can use Wi-Fi or Bluetooth while in airplane mode. Open Control Center, turn on airplane mode, then tap 📶 (for Wi-Fi) or 🔵 (for Bluetooth).



If you turn on Wi-Fi or Bluetooth while in airplane mode, it will be on the next time you return to airplane mode. To turn off Wi-Fi or Bluetooth while in airplane mode, open Control Center, then tap 📶 or 🔵.



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

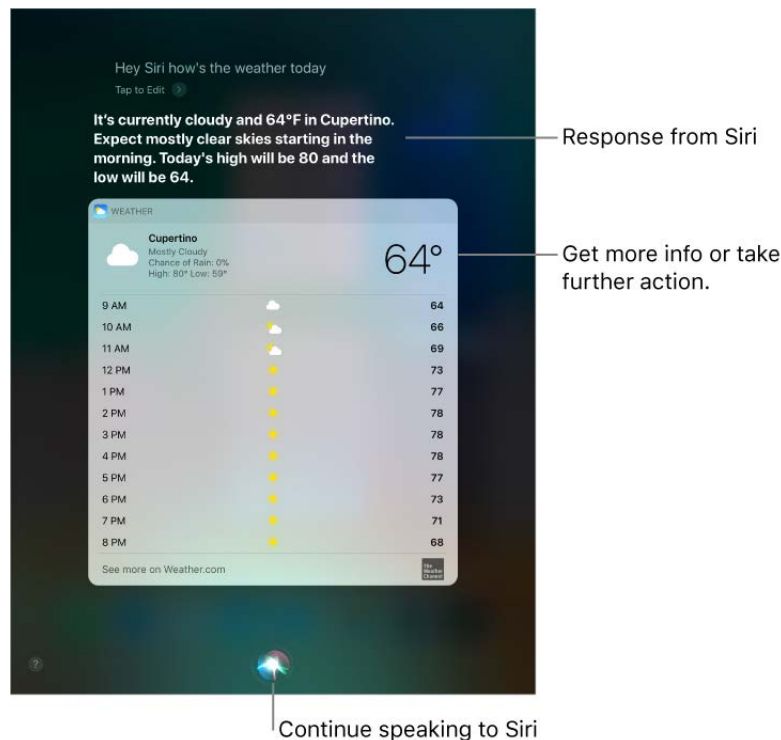
Siri

Make requests

Talking to Siri is a quick way to get things done. Ask Siri to set an alarm, find a destination, book a ride or a table, or send a love note. Siri can even change the lighting in a room with HomeKit-controlled lights. And the more you use Siri, the better it knows what you need.

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

Hey Siri. To summon Siri, simply say “Hey Siri,” then make your request. For example, say “Hey Siri, how’s the weather today?”



The onscreen response from Siri often includes information or images that you can tap to get more info or take further action.

To turn Hey Siri on or off, go to Settings > Siri & Search > Listen for “Hey Siri.”

Note: On some models, Hey Siri is recognized only when iPad is connected to a power source.

Summon Siri with the Home button. 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, continue to hold down the Home button while you speak, then release it when you finish.

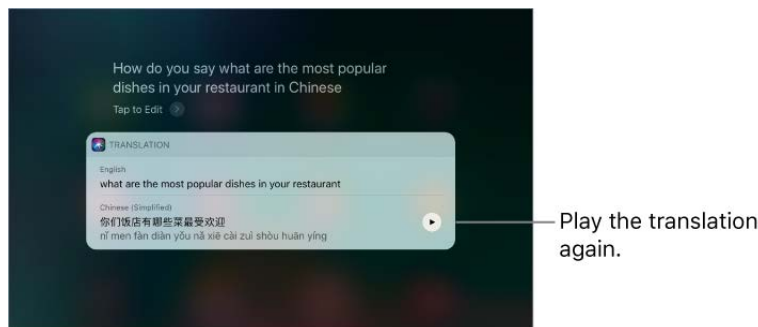
If you're using a headset, you can use the center or call button in place of the Home button. If you're using AirPods, double-tap an AirPods until Siri appears.

Find out what Siri can do. Ask Siri "What can you do?" or tap .

Make corrections. If Siri misunderstands you:

- *Clarify your request:* Tap , then rephrase your request.
- *Edit your request with text:* Above the response from Siri, tap "Tap to Edit," then use the onscreen keyboard.
- *Change a message before sending it:* Say "Change it."

Ask Siri to translate. (beta) Siri can translate a phrase from English to Chinese, Spanish, French, German, or Italian. Ask Siri "How do you say" followed by the phrase and language to which you want to translate. Siri speaks the translation out loud, which can help you with pronunciation.



Change the voice for Siri. (not available in all languages) Go to Settings > Siri & Search > Siri Voice. Choose a male or female voice for Siri or even change the accent.

Adjust the volume for Siri. Use the volume buttons while you're interacting with Siri. For voice feedback options, go to Settings > Siri & Search > Voice Feedback.

Prevent access to Siri when iPad is locked. Go to Settings > Siri & Search > Allow Siri When Locked.

Prevent Siri from responding when you don't want it to. Place your device face down.

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 so you can say things like, “Send a message to my husband.”

Tell Siri who you are. Fill out your info card in Contacts, then go to Settings > Siri & Search > My Information and tap your name.

Tell Siri how to say your name. Say something like “Learn to pronounce my name.”

Tell Siri about a relationship. Say something like “Eliza Block is my wife” or “Ashley Kamin is my mom.”

Keep what Siri knows about you up to date on your Apple devices. Go to Settings, then sign in to iCloud with the same [Apple ID](#) on all your devices. Everything about you is encrypted, so your personal information remains private.

Note: Siri uses Location Services when your requests require knowing your location. See [Location Services](#).

Proactive intelligence

Siri learns from you, and can sometimes anticipate what you want and make suggestions before you make a request or ask a question. Your personal information—which is encrypted and remains private—stays up to date across all your devices where you’re signed in to iCloud using the same Apple ID. As Siri learns about you on one device, your experience with Siri is improved on your other devices.

Based on how you use your iPad, Siri makes suggestions for what you might want to do next. Siri might help when you:

- *Create email and events:* When you start adding people to an email or calendar event, Siri suggests the people you included in previous emails or events.
- *Leave for an event:* If your calendar event includes a location, Siri assesses traffic conditions and notifies you when to leave.
- *Type:* As you enter text, Siri can suggest names of movies, places—anything you viewed recently. If you tell a friend you’re on your way, Siri can even suggest your estimated arrival time.
- *Search in Safari:* (iPad Air 2 and later) Siri makes suggestions based on what you were just reading.

- *Confirm an appointment or a book flight on a travel website:* (iPad Air 2 and later) Siri asks if you want to add it to your calendar.
- *Read News stories:* As Siri learns which topics you're interested in, they'll be suggested in News.

Siri and apps

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

- "FaceTime Mom"
- "Do I have any new texts from Rico?"
- "Set an alarm for 8 a.m."

To get personalized service for requests like "FaceTime Mom," tell Siri about yourself and your relationships. See [Tell Siri about yourself](#).

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

Use Siri as your personal DJ. Apple Music knows your tastes. So when you tell Siri to play some music, you'll hear a song you love. Siri can also answer music trivia questions like "Who's the drummer in this song?" See [Start Apple Music trial](#).

Listen to the latest news. (not available in all regions) Say something like, "Hey Siri, play some news." You can also ask for business, sports, or music news.

Use 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, place calls, and track your workouts. Look for apps that support Siri in the App Store.

Turn off Search & Siri suggestions. Go to Settings > Siri & Search, then turn off Search & Siri suggestions for specific apps.

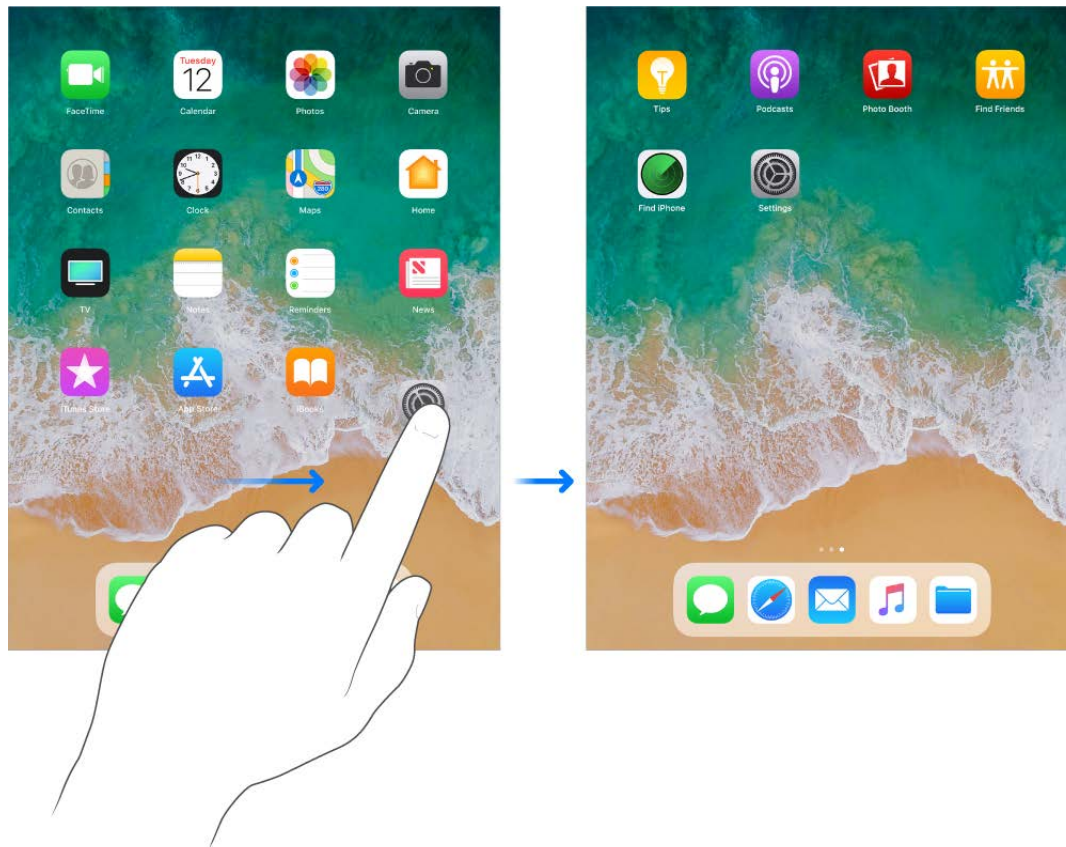
Personalize your iPad

Arrange your apps

Rearrange the Home screen and customize the Dock. Touch and hold any app on the Home screen, then drag it to where you want it (wait until the apps rearrange to lift your finger).

- *Move the app to a different Home screen:* Drag it to the edge of the screen.
- *Move the app to the Dock:* Drag it to the left side of the Dock at the bottom of the screen.

You can also touch and hold an app until the app icons jiggle, drag the app to where you want it, then press the Home button to save your arrangement. To select multiple apps to move at once, touch and hold an app until the app icons jiggle, drag the app slightly, then tap additional apps with another finger.



Create an additional page for the Home screen. While arranging apps, drag an app to the right edge of the last page. The dots above the Dock show how many pages you have and which one 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, 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 the app icons jiggle, then tap  on the apps you want to remove. 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](#)
- [Contacts](#) (Contact information remains available through Messages, Mail, FaceTime, and other apps. To remove a contact, you must restore Contacts.)
- [FaceTime](#)
- [Files](#)
- [Find My Friends](#)
- [Home](#)
- [iBooks](#)
- [iTunes Store](#)
- [Mail](#)
- [Maps](#)
- [Music](#)
- [News](#)
- [Notes](#)
- [Photo Booth](#)
- [Podcasts](#)
- [Reminders](#)
- [Tips](#)
- [TV](#)

- [Videos](#)

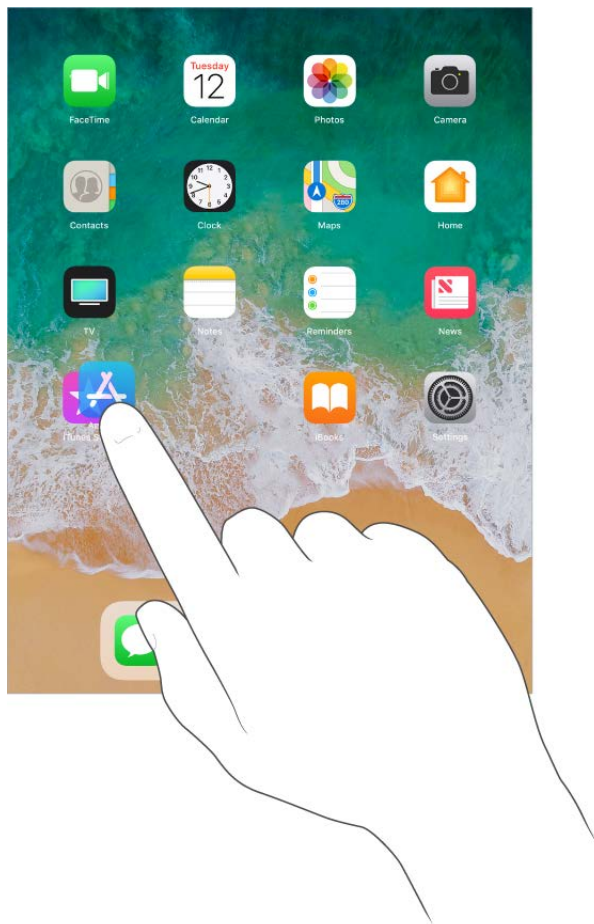
Note: When you remove a built-in app from your Home screen, you also remove any related user data and configuration files. Removing built-in apps from your Home screen can affect other system functionality. For more information, see the Apple Support article [Remove built-in Apple apps from the Home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

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

Organize with folders

Create a folder. Touch and hold an app on the Home screen, drag it onto another app you want in the same folder, then lift your finger. Tap the name of the folder to rename it. Drag apps into or out of the folder.

To quickly create a folder with multiple apps, touch and hold an app until the app icons jiggle, drag the app slightly, then tap additional apps with another finger. While holding the selected apps with one finger, use another finger to press the Home to stop the icons from jiggling. Drag your selection onto another app you want in the same folder, then lift your finger.



You can have multiple pages of apps in a folder.

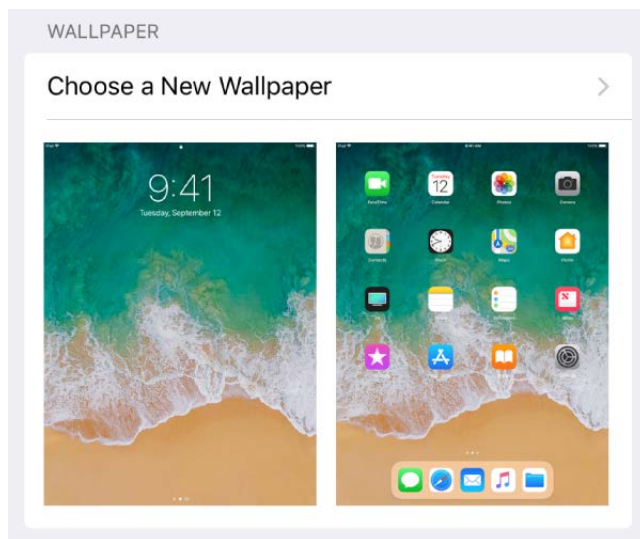
Delete a folder. Tap a folder, then drag out all the apps—the folder is deleted automatically.

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 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. On supported models, use True Tone to automatically adapt the color and intensity of the display to match the light in your environment.

Adjust the screen brightness. Open Control Center, then drag . Or go to Settings > Display & Brightness, then drag the slider.

Automatically adjust the screen brightness. Go to Settings > General > Accessibility > Display Accommodations, then turn on Auto-Brightness. iPad adjusts the screen brightness for current light conditions using the built-in ambient light sensor.

Use True Tone. (On supported models) Open Control Center, touch and hold , then tap  to turn True Tone off or on. Or go to Settings > Display & Brightness, then turn on True Tone.

Turn Night Shift on or off. Open Control Center, touch and hold , then tap . Or 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 go to Settings > Display & Brightness > Night Shift to 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.

Magnify the screen with 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

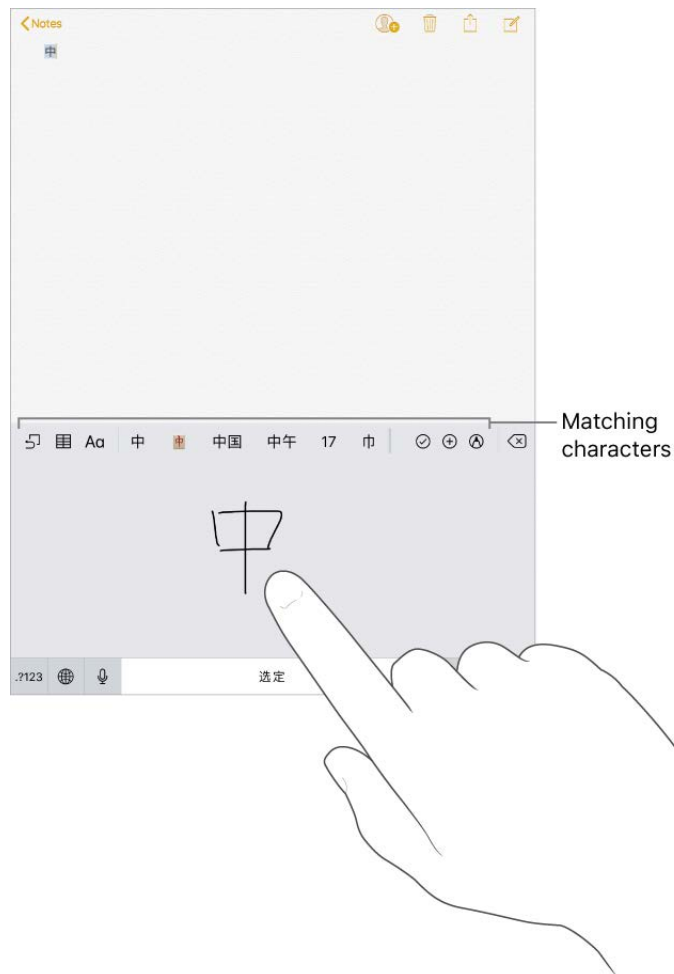
You can use keyboards to enter some languages in different ways. A few examples are Chinese Cangjie and Wubihua, Japanese Kana, and Facemarks. You can also use your finger or a stylus to write Chinese characters on the screen.

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 𪛗 (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:

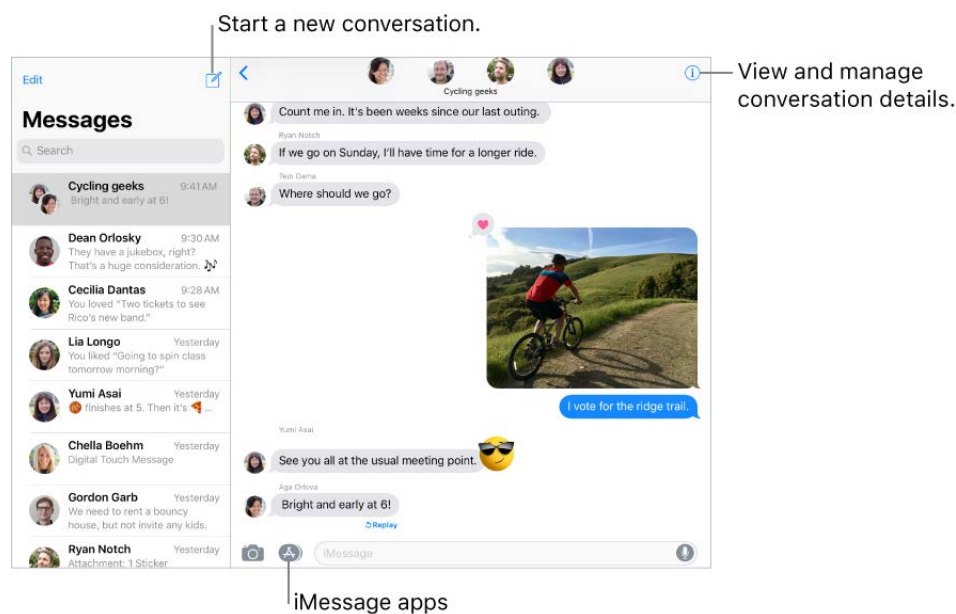
- *Use the Japanese Kana keyboard:* Tap ☆123, then tap ^_^.
- *Use the Japanese Romaji keyboard:* Tap .?123, then tap ^_^.
- *Use the Chinese (Simplified) Pinyin or Chinese (Traditional) Zhuyin or Pinyin keyboard:* Tap .?123, tap #+=, then tap ^_^.

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 , then choose a contact. Tap the text field, then enter your message. Tap to send.

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

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

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

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

Manage a group conversation. Tap . You can name the conversation, add someone to the conversation, or leave the conversation.

Use Business Chat in Messages. (not available in all regions; beta) In Messages, you can communicate with businesses that offer Business Chat. You can get answers to questions, resolve issues, get advice on what to buy, make purchases with Apple Pay, and more. Use Siri, Safari, Search, or Maps on iPad to find a business you want to start a conversation with. Then tap a text link or a button—for example, , , or the company logo—to start a conversation (the appearance of the link varies with the context). You can also initiate a chat with some businesses from their website or iOS app.

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

Ask Siri. Say something like:

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

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.

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 call.
- Send your current location or share your location for a specified length of time.
- Hide alerts.
- Send read receipts.
- View images and attachments.

Search conversations. Scroll to the top of the Messages list 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. Send a message from whichever device is closest to you, or [use Handoff](#) to start a conversation on one device and continue it on another.

Sign in to iMessage on your Mac and other Apple devices using the same Apple ID.

- *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](#).

Use Messages in iCloud. Go to Settings > [your name] > iCloud, then turn on Messages (if it's not already turned on).

Using Messages in iCloud frees up space on your iPad by storing your messages in iCloud, along with the accompanying photos and other attachments. With Messages in iCloud turned on, all the messages you send and receive on iPad appear on your other Apple devices where you're signed in to iMessage with the same Apple ID. Messages you delete from iPad are removed from your other Apple devices.

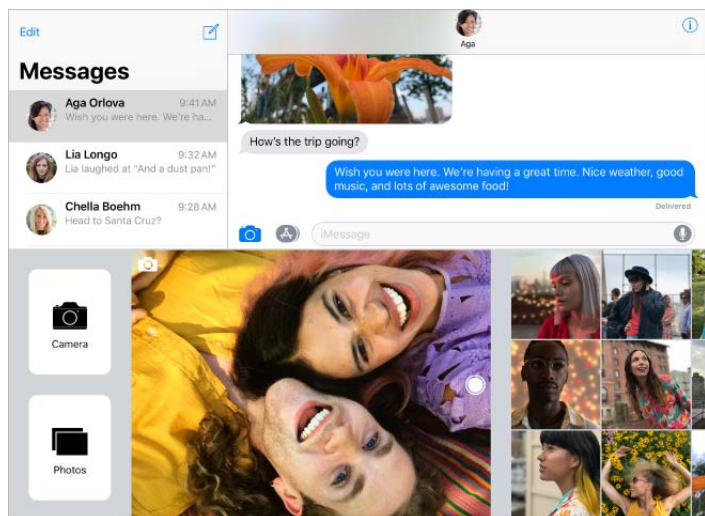
Share photos, videos, and audio

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:

- *Take a photo 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 Photos.

Then, tap  to send or  to cancel.



Mark up a photo. Tap the photo in the message bubble, then tap Markup. Draw on the photo with the Markup tools. See [Use Markup](#).

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 .

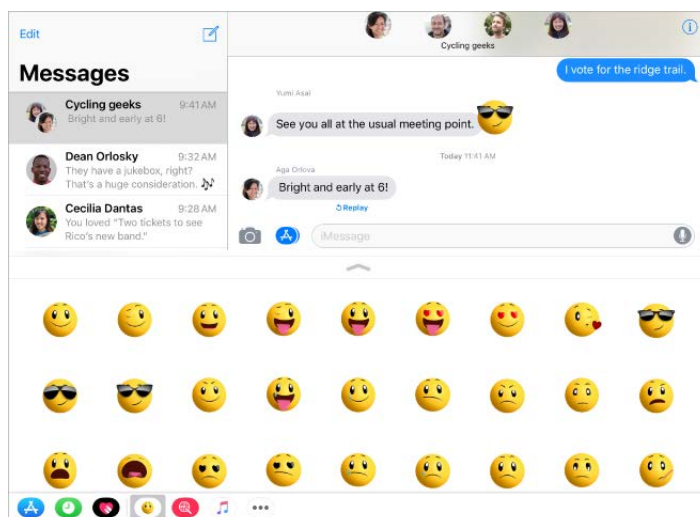
Copy an attachment. Touch and hold the attachment, then tap Copy.

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 .

iMessage apps

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



Browse iMessage apps.

Browse and download iMessage apps. Tap , then tap .

Use an iMessage app. Tap an app to open it, then tap an item to add it to the message bubble. Add a comment if you want, then tap  to send or  to cancel.

Decorate with stickers. Tap a stickers app to open it, 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 the iMessage app that sent the sticker.
- Delete the sticker—swipe left, then tap Delete.

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

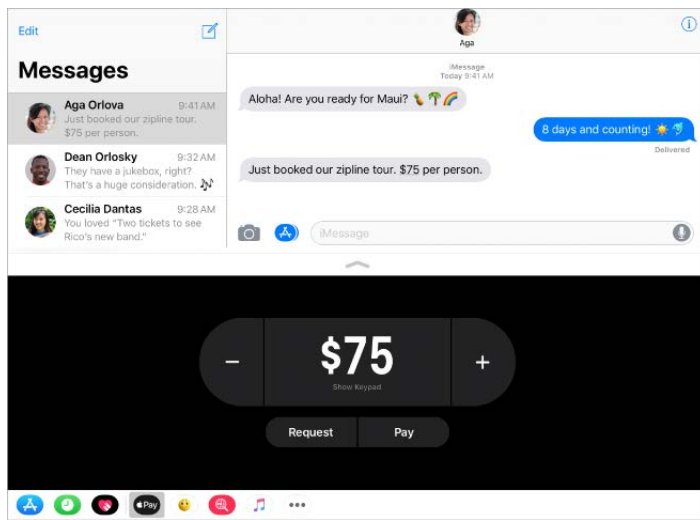
- *Reorder apps:* Drag .
- *Add an app to your Favorites:* Tap .
- *Remove an app from your Favorites:* Tap .
- *Hide an app:* Turn the app off.

Delete an iMessage app. Tap , swipe left on the iMessage app, then tap Delete.

Pay friends with Apple Pay (U.S. only)

Use Apple Pay to send and receive money quickly and easily in Messages. There's no app to download, and you can use the cards you already have with Apple Pay.

When you receive money in Messages, it's added to your Apple Pay Cash card. See [Send and receive money \(U.S. only\)](#).



Before you send or receive payments with Apple Pay, you need to agree to the terms and conditions of this service.

Send a payment. In an iMessage conversation, tap , then tap . Enter the amount, tap Pay, then add a comment if you want.

Tip: If there's an underlined monetary amount in a message, tap it to preset the payment.

To complete the payment, tap , then authenticate with Touch ID or enter your passcode.

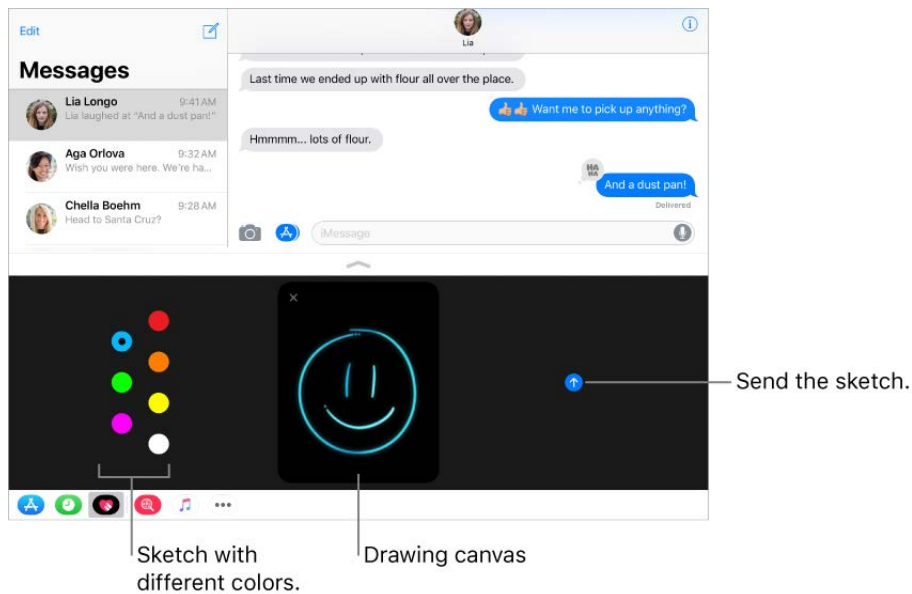
Request a payment. Tap , enter the amount, then tap Request.

Apple Pay Cash and sending and receiving payments through Apple Pay are services provided by Green Dot Bank, member FDIC.

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.

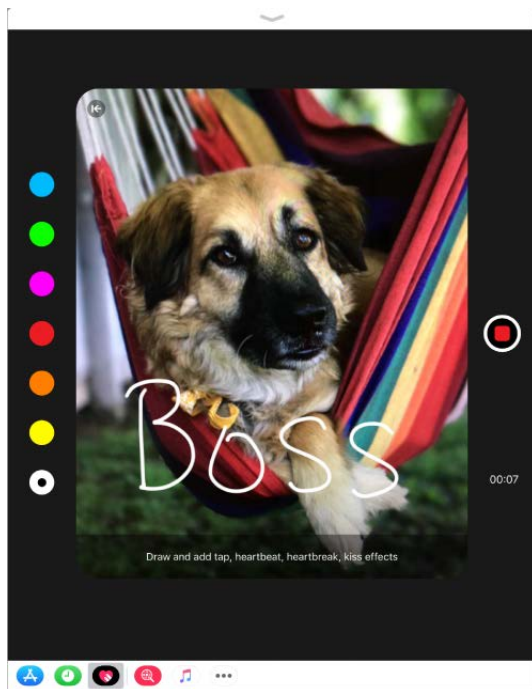
Sketch. Tap , tap , then draw with one finger. You can change the color, then start drawing again. Tap  to send.



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, 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 or Apple Pencil (on supported models). 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. Tap any saved message when you're done.

Animate messages

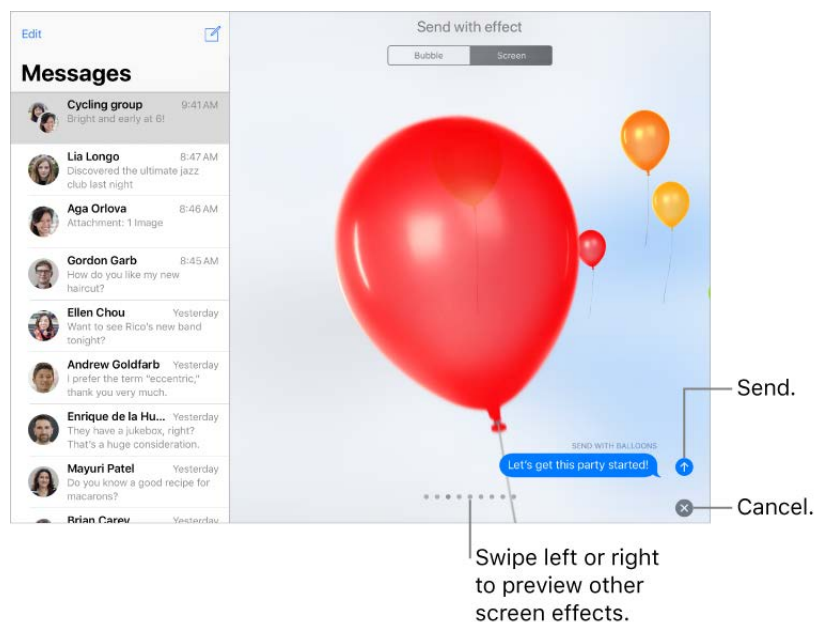
With iMessage, you can animate a single message with a bubble effect or fill the entire message screen with a full-screen effect. You can even send a personal message with invisible ink.

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 a different ringtone to a contact. 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. In the Messages list, swipe left on the conversation, then tap Hide Alerts.

Block unwanted messages and 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](#).

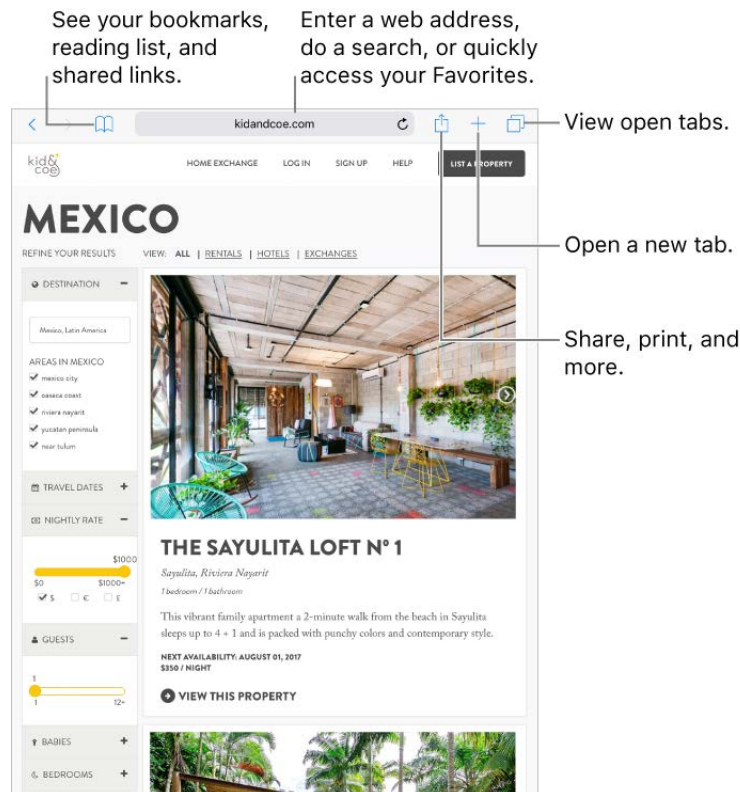
Filter iMessage messages from unknown senders. Go to Settings > Messages, then turn on Filter Unknown Senders. This turns off iMessage notifications from senders who aren't in your contacts and moves the messages to the Unknown Senders tab in the Messages list.

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.

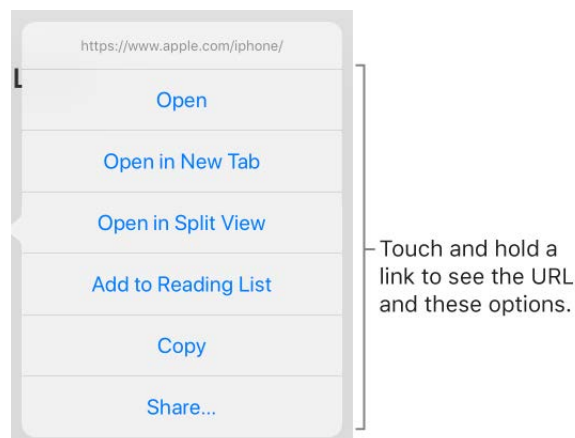
Safari

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 all your 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. Or, tap the link with two fingers. 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. You can:

- *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.
- *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 .

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 left on the tab.
- *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.

Reopen a recently closed tab. Touch and hold , then choose from the list of recently closed tabs.

Get back to the top. Double-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 >.

Share links. Tap .

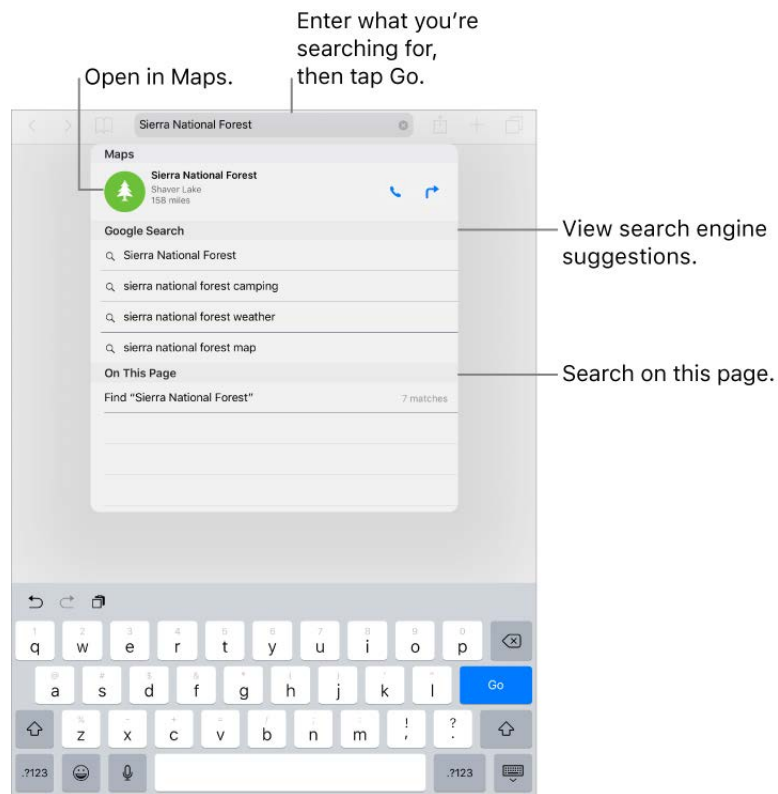
View the desktop version of a site. To see the full desktop version of a site instead of the mobile version, tap , then tap Request Desktop Site.

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 on Block Pop-ups.

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).



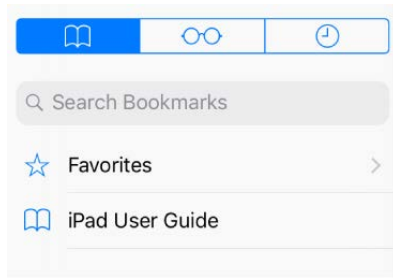
Quickly search a site you've visited before. Enter the name of the site, followed by your search term. For example, enter "wiki einstein" to search Wikipedia for "einstein." Go to Settings > Safari > Quick Website Search to turn this feature on or off.

See your favorites when you enter an address, search, or create a new tab. Go to Settings > Safari > Favorites, then select the folder with the favorites you want to see.

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. Tap  to find other instances.

Choose your search engine. Go to Settings > Safari > Search Engine.

Add bookmarks and favorites



Bookmark the current page. Touch and hold , then tap Add Bookmark.

View and organize your bookmarks. Tap , then tap the Bookmarks tab. To create a new folder or delete, rename, or reorder 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.)

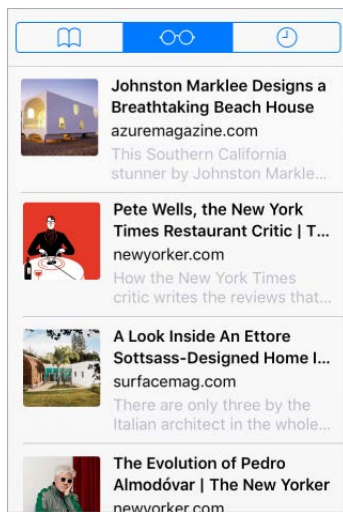
Edit your favorites. Tap , tap the Bookmarks tab, tap Favorites, then tap Edit to delete, rename, or rearrange your favorites.

See your Mac bookmarks on iPad. Go to Settings > [your name] > iCloud, then turn on Safari.

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 even save the items in your reading list to iCloud and read them later 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.

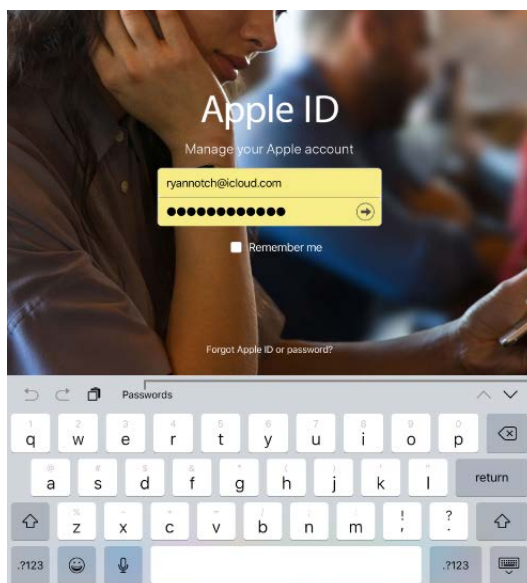
View your reading list. Tap , then tap .

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

Automatically save all reading list items to iCloud for offline reading. Go to Settings > Safari, then turn on Automatically Save Offline (below Reading List).

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.

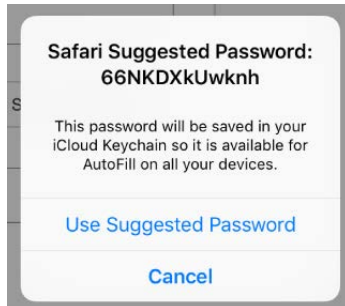


Sign in with a different identity.

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

Save and use passwords with AutoFill.

- *Save your password:* Enter your password. When you're asked if you want to save the password for the site, tap Yes.
- *Let Safari suggest a password for a new account:* Tap the password field, tap Suggest Password, then tap Use Suggested Password.



- *Use a saved password:* Safari automatically fills in your user name and password if you've previously saved them for a site. 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.

View your saved passwords. Go to Settings > Accounts & Passwords > App & Website Passwords, then use Touch ID or enter your passcode.

Fill in a form. Tap a field to bring up the keyboard. Tap ^ or v 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.

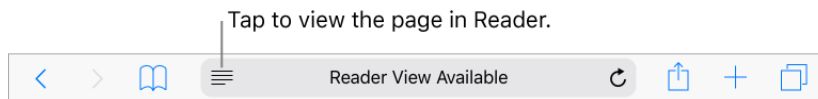
Add a credit card for purchases. Go to Settings > Safari > AutoFill > Saved Credit Cards > Add Credit Card. To enter the information without typing, tap Use Camera, then position iPad so that your card appears in the frame. Also, when you make an online purchase, you can allow Safari to save the credit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

Use Reader automatically. On a supported website, touch and hold , then choose to use Reader automatically on the current website or on all websites.

Privacy and security

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

Control privacy and security settings for Safari. Go to Settings > Safari. Below Privacy & Security, you can:

- *Prevent cross-site tracking:* Safari limits third-party cookies and data by default. Turn it off to allow cross-site tracking.
- *Block all cookies:* To remove cookies already on iPad, go to Settings > Safari > Clear History and Website Data.
- *Ask websites not to track you:* But beware—a website can choose not to honor the request.
- *Get warnings about fraudulent websites:* Safari displays a warning if you're visiting a suspected phishing website.

Tip: Safari displays a warning in the search field when you visit a website that is insecure.

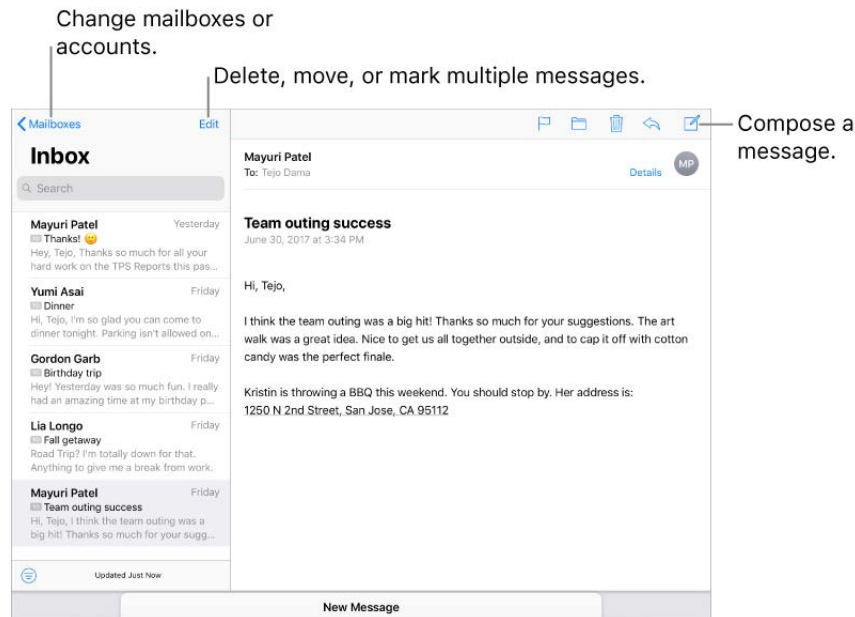
Erase your browsing history and data from iPad. Go to Settings > Safari > Clear History and Website Data.

Visit sites without making history. Tap , then tap Private. While Private Browsing Mode is on, the Safari background is black instead of white, and sites you visit don't appear in History on iPad or 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.

Mail

Write messages

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

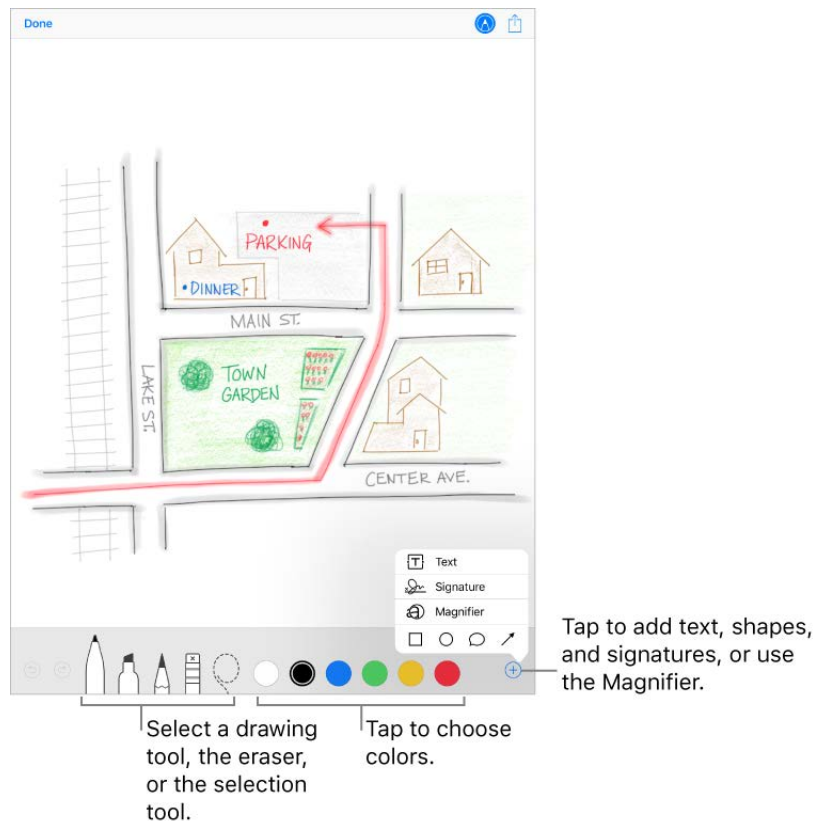


Create a message. Tap . Touch and hold to view draft messages you've saved.

Ask Siri. Say something like:

- "New email to John Bishop"
- "Email Simon and say I got the forms, thanks"

Draw in your message. Double-tap in the message body, tap Insert Drawing, then use the drawing and annotation tools. Tap Done to insert the drawing into your message. See [Use Markup](#).



Add attachments. Double-tap in the message body, tap Add Attachment, then select a document in [Files](#). You can also drag and drop to attach a file to your message. See [Drag and drop items](#).

Insert a photo or video. Double-tap in the message body, then tap Insert Photo or Video. You can also drag and drop to insert a photo or video. See [Drag and drop items](#).

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 who's not in your organization's domain, you can have the recipient's name colored in 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."

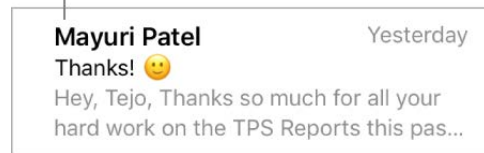
Add additional mail accounts. Go to Settings > Accounts & Passwords > Add Account > Other > Add Mail Account.

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

Change how names are displayed in Settings > Contacts > Short Name.

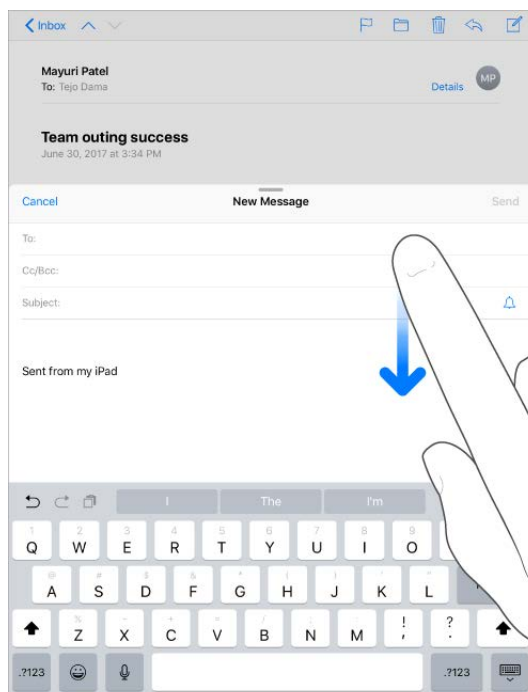


See a longer preview. Go to Settings > Mail > Preview. You can show up to five lines.

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 [Handoff](#).

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. Notifications can let 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 Nanditha 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, then type the text you're looking for. Choose between searching all mailboxes or the current mailbox above the results list. Tap a message in the results list to see it, then tap the up and down arrows to scroll through the other messages. Searching looks at the address fields, the subject, and the message body. The most relevant messages appear in Top Hits above the search suggestions as you type.

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 > Accounts & Passwords. Tap your email account, tap Mail (below Advanced), then tap Advanced. In the Advanced settings, change the destination mailbox for discarded messages to Archive Mailbox. After you've turned this option on, to delete a message instead of archiving it, touch and hold , then tap Trash Message.

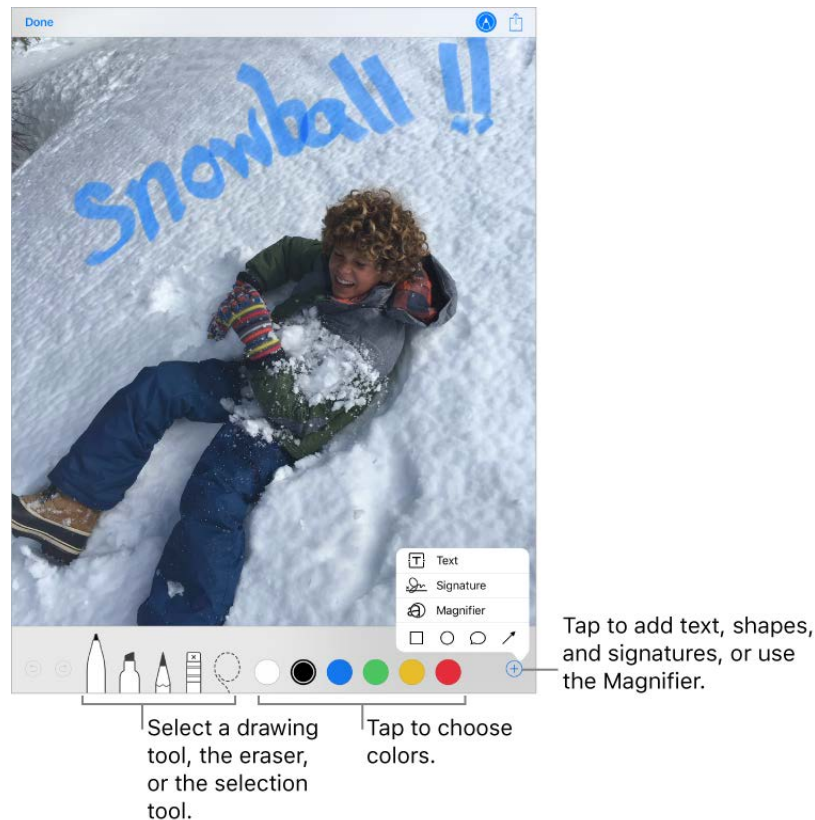
Stash your trash. You can set how long deleted messages stay in the Trash mailbox. Go to Settings > Accounts & Passwords. Tap your email account, tap Mail (below Advanced), then tap Advanced. In the Advanced settings, tap Remove, then select a time interval. Some email services might override your selection; for example, iCloud doesn't keep deleted 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. Use Markup to annotate an image or a 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), then use the drawing and annotation tools. See [Use Markup](#). On supported models, 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. With an optional Apple Music subscription, you can listen to millions of songs ad-free and discover music together with friends.

Note: You need a Wi-Fi or cellular connection to stream music. Services and features aren't available in all regions, and features may vary by region. Additional charges may apply when using a cellular connection.

WARNING: For important information about avoiding hearing loss, see [Important safety information](#).

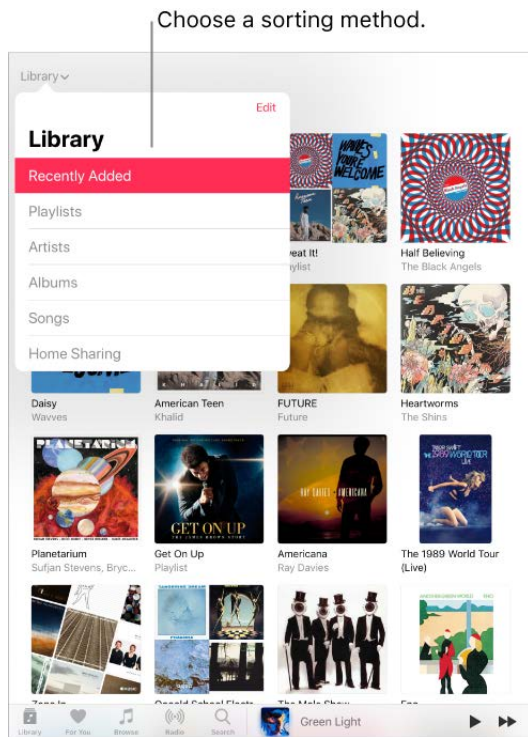
Get music

Get music to play on iPad in the following ways:

- *Become an Apple Music subscriber:* With a subscription and a Wi-Fi or cellular connection, stream as much music as you like from the Apple Music catalog and your iTunes library. Download songs, albums, and playlists, and share music with your friends. See [Start Apple Music trial](#).
- *Participate in Family Sharing:* Purchase an Apple Music Family membership, and everyone in your Family Sharing group can enjoy Apple Music. See [Family Sharing](#).
- *Purchase music from the iTunes Store:* See [Find music, movies, TV shows, and more](#).
- *Sync music with iTunes on your computer:* See [Sync iPad](#).
- *Listen to Beats 1:* Beats 1 is a worldwide radio station broadcasting live on Apple Music. No subscription is required to listen to Beats 1.

Library

Library includes music you added or downloaded from Apple Music, music and videos you synced to iPad, TV shows and movies you added from Apple Music, and your iTunes purchases.



Browse and play your music. Tap the Library menu, choose a category, such as Albums, Songs, or Music Videos, then tap Play. Tap the Shuffle button to shuffle music in the category. Tap the player to show the Now Playing screen.

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

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

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

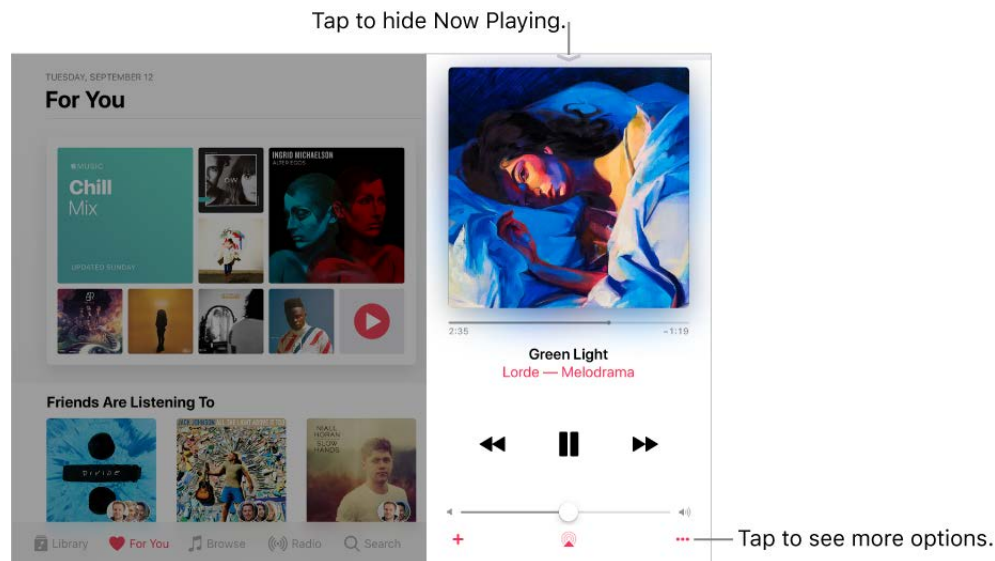
Play music shared on a nearby computer. If a computer on your network shares music through iTunes Home Sharing, go to Settings > Music, then tap Sign In below Home Sharing. Return to the Music app, tap Library, tap the Library menu, tap Home Sharing, then choose a shared library.

Remove Apple Music songs from iPad. Go to Settings > Music, then turn off iCloud Music Library. The songs are removed from iPad, but remain in iCloud. Music you purchased or synced also remains.

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 play the song; tap || to pause it.
- 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 artist, album, or playlist. Tap the artist, album name, or playlist name below the song title 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.

Note: Lyrics aren't available for all songs. Viewing lyrics requires Apple Music.

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. Open Control Center.

Stream music to a Bluetooth or AirPlay-enabled device. Tap  in Now Playing, then choose a device. See [Connect Bluetooth devices](#), [Stream audio and video to other devices](#), and [Control audio on multiple devices](#).

Apple Music

Start Apple Music trial

Apple Music is an ad-free streaming music service that lets you listen to millions of songs and your iTunes library. As a subscriber, you can listen any time—online or off—and create your own playlists, get personalized recommendations, see music your friends are listening to, watch exclusive video content, and more.

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

Note: New subscribers can start a trial and cancel at any time.

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

If you're a student at a qualifying school, you can join Apple Music for a discounted subscription price for up to 48 months (4 years). The time needn't be continuous.

[Student subscriptions aren't available in all locations.](#)

Note: If you end your Apple Music subscription, you can no longer stream Apple Music songs or play Apple Music songs you downloaded.

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

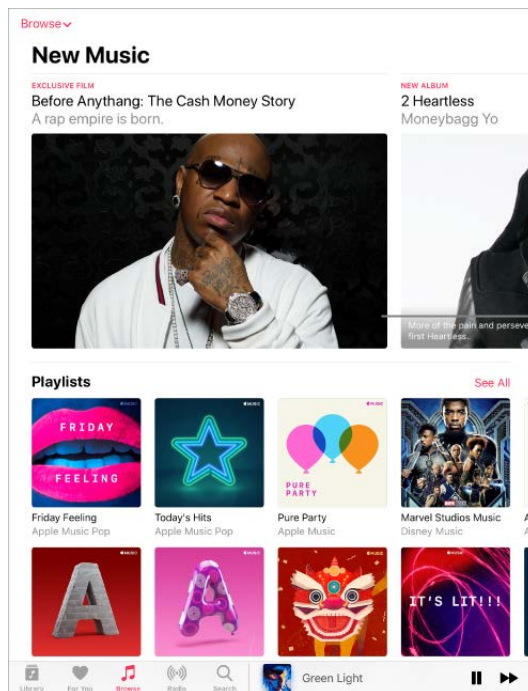
Use cellular data. On iPad (Wi-Fi + Cellular models), go to Settings > Music > Cellular Data, where you can choose to stream and download music over a cellular connection. Turn on High Quality Streaming to always stream music at the highest quality.

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

If you're not a subscriber, you can use the Music app to listen to music synced to your iPad from iTunes, play and download previous iTunes Store purchases, and listen to Beats 1 for free.

Discover new music

Browse new and noteworthy music, music videos, playlists, and more.



Swipe left to see featured music and video.

Tap to play a playlist.

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

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

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

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

Watch music videos. Tap the Browse menu, then tap a featured music video or playlist of music videos.

Watch select TV shows and movies. Tap the Browse menu, tap TV & Movies, tap a show or movie, then tap an episode or movie to play it.

Note: TV shows and movies aren't available in all regions.

Add music and listen offline

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 the album or playlist, or tap  to add individual songs.
- 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 (go to Settings > Music).

Note: To play music when you're not connected to the Internet, you must first download it.

Download music from Apple Music. After adding a song, album, or playlist, tap .

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

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

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

Free up 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 and videos stored on iPad. Touch and hold a song, album, playlist, music video, TV show, or movie. 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.

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

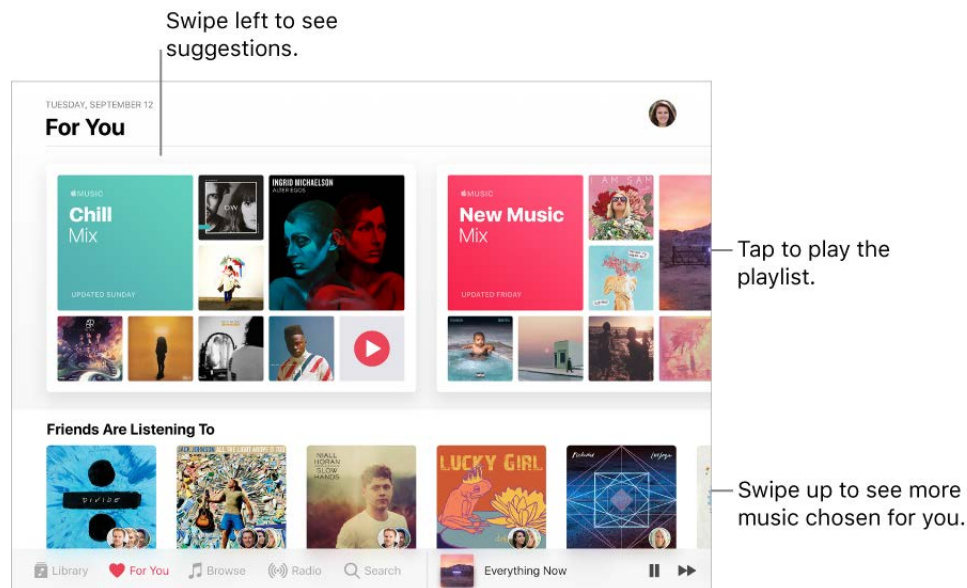
The first time you tap Add to Playlist, you can choose to automatically add songs to your library when you add them to a playlist. If you do this, those songs are also browsable in your Library. Go to Settings > Music > Add Playlist Songs to turn this setting on or off.

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

Get personalized recommendations

Apple Music learns the music you like and recommends songs, albums, and playlists based on your tastes.

In For You, discover playlists created by Apple Music experts, albums based on your tastes, and music your friends are listening to.



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.

Play music. Tap a playlist or album, then tap the Play button. Tap the Shuffle button to shuffle the playlist or album.

Tell Apple Music what you love. Touch and hold an album, playlist, or song, then tap Love or Dislike. On the Now Playing screen, 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.

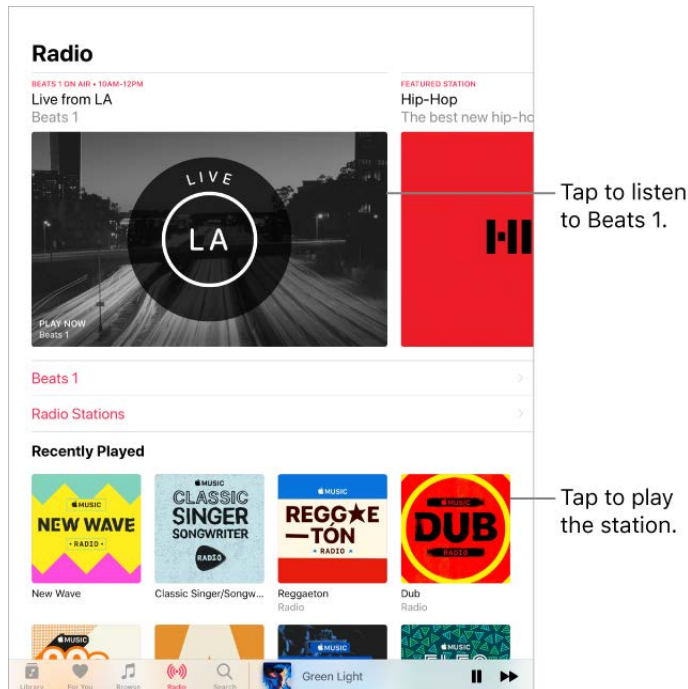
Quickly identify an album's most-played songs. Some albums have a ★ next to the most popular songs.

Ignore listening. To prevent listening habits on your device from influencing For You recommendations, go to Settings > Music, then turn off Use Listening History.

Update genre and artist preferences. Tap For You, tap , swipe up, tap View Account, then tap Choose Artists For You.

Tune in to Radio

Radio is the home of Beats 1, which features world-class radio shows, the latest music, and exclusive interviews. You can listen to featured stations that have been crafted by music experts, and create your own 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 songs.

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

Listen to your favorite music genre. On the Radio screen, tap Radio Stations, or scroll through Recently Played, then tap a genre or featured station.

Create a station. Touch and hold an artist or song, then tap Create Station. To create a station in Now Playing, tap , then tap Create Station.

Search for music

Search Apple Music. Tap Search, then tap a recent or trending search term. To search for specific music, tap the search field, tap Apple Music, then enter a song, album, playlist, artist, compilation, genre, TV show, or movie. 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.

Create 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 with people who don't follow you. Touch and hold a playlist, then tap Share 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 .

Changes you make to your music library are updated across all your devices when iCloud Music Library is enabled in Music settings. If you're not an Apple Music subscriber, the changes appear in your music library the next time you sync your iPad with iTunes on your computer.

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

See what your friends are listening to

When you're an Apple Music subscriber, you can see music your friends are listening to by following them. You can also see the playlists they've shared and the music they listen to most often. Likewise, your followers can see your shared playlists and the music you often listen to.

Create a profile. When you open Music, you're asked to set up a profile. Tap Get Started to begin.

If you don't want to set up a profile now, you can do it later. Just tap For You, tap , then tap Start Sharing with Friends.

Follow your friends. There are several ways to follow people:

- Add friends when you set up your profile.

- After you set up your profile, swipe to the bottom of the profile screen, tap Find More Friends, then tap Follow next to those you want to follow.
- On the profile screen, tap a profile picture, then tap Follow.
- Tap Search, enter a friend's name, tap it in the results, then tap Follow.

Note: Your friends must have a profile for you to find them using search.

- Tap a recommended friend in For You, then tap Follow.

Some profiles may appear with a lock on the profile picture, which means that you need to ask for and receive permission from that person to become a follower. After your request is accepted, you see their shared playlists and the music they're listening to.

Respond to follow requests. On the profile screen, tap Follow Requests, then accept or decline the requests. You receive follow requests only if you decide to choose who can follow you.

You may receive follow requests in other ways—as a link in mail or a text message, for example. To accept, tap the link.

Stop following. Touch and hold the profile picture of a person you follow, then tap Unfollow.

Block followers. Touch and hold a profile picture, then choose Block. People you block won't see your music or be able to find your profile. They can still listen to your shared playlists if they added them to their library.

Share music with followers. Create a playlist. Your followers will see the playlist on your profile unless you turn off "Show on My Profile and in Search."

Note: If you make changes to music you share—edit or stop sharing a playlist, for example—those changes are reflected on your followers' devices.

Change your shared playlists. On the profile screen tap Edit, then turn playlists on or off. Drag  to reorder them.

Hide your guilty pleasures. No one is proud of every song they listen to. On the profile screen, touch and hold a playlist or album that appears below Listening To, then tap Hide from Profile. The listening history for this item doesn't appear in your profile and isn't visible to the people who follow you.

If you don't want your followers to see any of the music you listen to, tap Edit on the profile screen, then turn off Listening To.

See what your friends are listening to. Tap For You, then scroll down to Friends Are Listening To.

See what a follower or person you follow is listening to. Tap For You, then tap a person's profile picture to see shared playlists and frequently listened to music. You also see their followers and the people they follow.

Tip: Find related people to follow. For example, if you follow Erin because she likes hip-hop, and she follows Molly for her taste in electronica, you may also want to follow Molly.

Share your profile. On the profile screen tap ●●●, tap Share Profile, then choose a sharing option.

You can also share the profile of anyone you follow, or who follows you.

See who you're following. On the profile screen, swipe up to see the people you're following and those who follow you.

Report a concern. If you have a concern about a follower, touch and hold their profile picture, then tap Report a Concern.

Siri

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

Use Siri. Summon Siri, then [make your request](#). Siri supports a wide variety of commands, which you can use to do the following:

- *Play Apple Music:* You can play any song ("Play 'Old Friends' by Jasmine Thompson"), artist ("Play Daye Jack"), album, playlist, or station. You can also play popular songs from different years ("Play the top songs from 1990").
- *Let Siri be your personal DJ:* Say something like "Play my Chill Mix" or "Play something I like."
- *Add music from Apple Music to your library (Apple Music subscription required):* Say, for example, "Add 'Bad Boy' by Dan Croll to my Library" or, while playing something, say "Add this to my library."
- *Add a song or album to a playlist:* While playing a song, say something like "Add this song to my Workout playlist" or "Add this album to my Sunday Morning playlist."
- *Find out more about the current song:* Say "What's playing?" "Who sings this song?" or "Who is this song by?"

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

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.

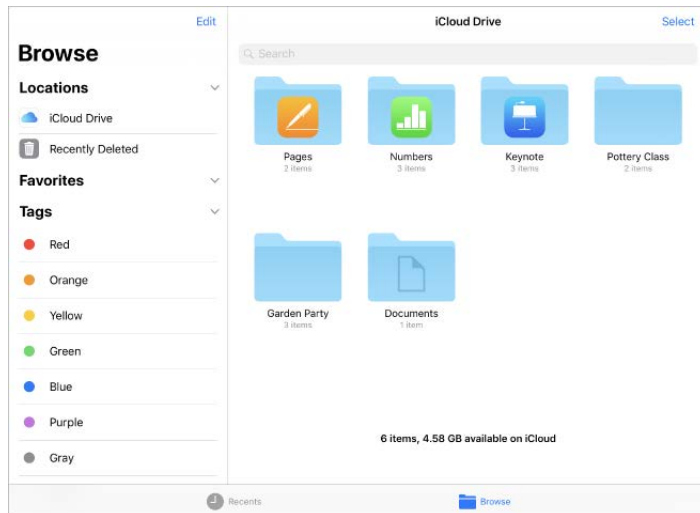
Normalize the volume level of your audio. Go to Settings > Music, then turn on Sound Check.

Files

View files and folders

Files brings all your documents, presentations, spreadsheets, images, and other files together so that you can browse, search, and organize them in one place, including files in iCloud Drive and other cloud storage providers like Box and Dropbox.

View recent files and folders. Tap Recents at the bottom of the screen.



Tip: To see recent files from the Dock, touch and hold the Files icon.

Browse files and folders. Tap Browse at the bottom of the screen, then tap an item below Locations, Favorites, or Tags. To open a folder, tap it. (For information about marking folders and files as favorites or adding tags, see [Organize files and folders.](#))

Open a file. Tap it. If you haven't installed the app that created the file, a preview of the file opens in Quick Look.

Change how files and folders are sorted. From an open location or folder, drag down from the center of the screen and tap the Name, Date, Size, or Tags button.



Change to list view or icon view. From an open location or folder, drag down from the center of the screen, then tap .

Find a specific file or folder. Enter the name in the search field.

- *Hide the keyboard and see more results on the screen:* Tap the Keyboard key .
- *Start a new search:* Tap  in the search field.
- *Open a result:* Tap it.

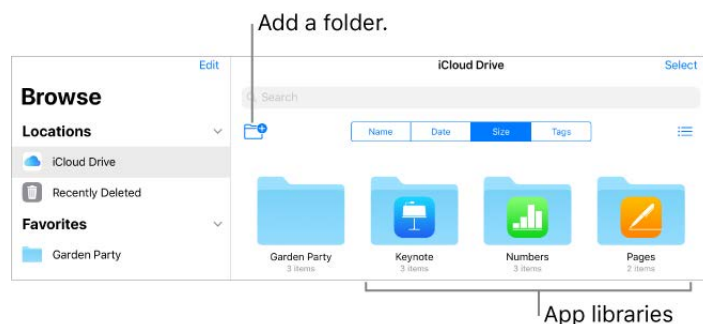
Add a cloud storage service. Download the app from the App Store, then open the app and follow the onscreen instructions. Open Files, tap More Locations (below Locations in the Browse sidebar), then turn on the service.

Rearrange the Browse sidebar. Tap Edit at the top of the sidebar.

- *Hide a location:* Turn it off.
- *Remove an item from the Favorites list:* Tap  next to the item.
- *Delete a tag and remove it from all items:* Tap  next to the tag.
- *Change the order of an item:* Touch , then drag it to a new position.

Organize files and folders

To keep yourself better organized, use Files to create folders and move files between them.



Create a folder. Open a folder, drag down from the center of the screen, then tap . (If you don't see the New Folder button, you can't create a folder in that location.)

Copy, duplicate, rename, move, or delete a file or a folder. Touch and hold the file or folder, then choose an option.

To duplicate, move, or delete multiple files or folders, tap Select, tap your selections, then tap an option at the bottom of the screen.

Some options may not be available depending on what's selected; for example, you can't delete an app library (a folder labeled with the app name).

Move a file or a folder with drag and drop. Touch and hold an item until it lifts up, then drag and drop it into a different folder or location. As you drag,  appears wherever you can drop the selection. To move multiple items, touch and hold an item, drag it slightly, then continue holding it while you tap additional items with another finger. To open a folder or location while touching and holding a selection, tap the folder or location with another finger.

Note: You can't move an app library, which is a folder labeled with the app name.

Share a file. Touch and hold the file, then tap Share to do things like send a copy of a file or, with iCloud Drive, allow others to [view or edit it](#).

To send a copy of a file, you can also open Mail or Messages in Split View or Slide Over, select one or more items in Files, then [drag and drop](#) your selection into a message.

Tag a file or folder. Touch and hold the file or folder, tap Tags, then tap one or more tags. To remove a tag, tap it again. When finished, tap Done. You can [locate tagged items](#) quickly in the Browse sidebar.

Mark a folder as a Favorite. Touch and hold the folder, then tap Favorite. You can [locate favorite folders](#) quickly in the Browse sidebar.

Use iCloud Drive

Set up iCloud Drive

iCloud Drive is built into the Files app, so you can easily store files there and access them from all your devices. You can use iCloud Drive on iOS devices (iOS 8 or later), Mac computers (OS X 10.10 or later), and PCs (iCloud for Windows 5 or later or Windows 7 or later). To access iCloud Drive, you must be signed in to iCloud using your Apple ID. Storage limits are subject to your iCloud storage plan.

Turn on iCloud Drive. Go to Settings > *[your name]* > iCloud, then turn on iCloud Drive.

Choose which apps use iCloud Drive. Go to Settings > *[your name]* > iCloud. Below the control showing that iCloud Drive is turned on, a list shows which apps support iCloud Drive. Turn each app on or off.

Open a file in another app. Touch and hold a file in iCloud Drive, tap Share, then choose an option.

Share files on iCloud Drive with others

You can invite others to view and edit files in iCloud Drive. Others can access a shared file by tapping a link you send—you don't need to send them a copy of the file. When you invite others to share a file, you can specify who can view it and who can edit it. When you allow people to edit a file, everyone's changes are updated automatically.

Invite others to edit or view a file. Touch and hold a file in iCloud Drive, tap Share, tap , then do one of the following:

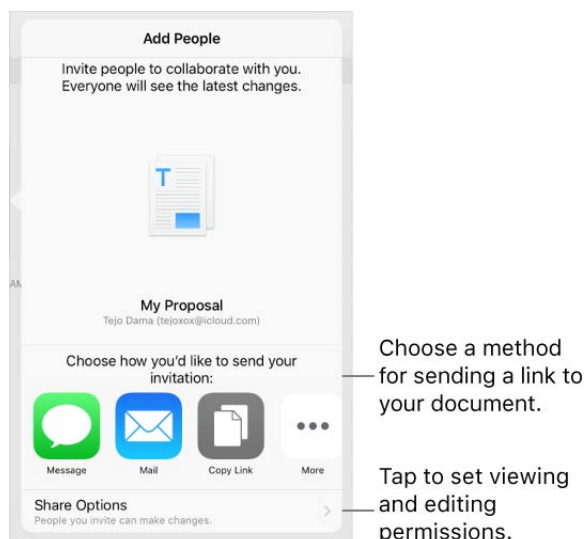
- *Allow only the people you invite to view and edit the file:* Tap a method for sending a link to the file, enter any other requested information, then send or post the invitation. People need an Apple ID to open the file.
- *Choose other permission and access options:* Tap Share Options, make any access and permission changes, then tap Add People (at the top of the screen). Tap a method for sending a link to the file, enter any other requested information, then send or post the invitation.

Share Options allow you to grant access to:

- *Only people you invite:* Only people who sign in to iCloud with an Apple ID can open the file.
- *Anyone with the link:* Anyone who has the link can open the file.

You can also set what others can do:

- *Can make changes:* People can edit and print the shared file.
- *View only:* People can view and print the shared file but not edit it.



If you don't see , the document may be owned by someone else who shared it with you. Tap  to see the owner's name.

Important: When you share a file that you have on iCloud Drive, a link to the file (which includes its name) is sent in your invitation. If the name or content of the file is confidential, be sure to ask recipients not to forward the link to anyone else.

Invite more people to view or edit a file. If you're the owner of a shared file whose access is set to "Only people you invite," you can invite more people. Touch and hold the file, tap Share, tap , then tap Add People. Tap a method for sending a link to the file, enter any other requested information, then send or post the invitation.

Note: If you're the owner of the shared file and you [move it](#) to another folder or location, the link is broken and people lose access to the file.

Send a link to more people. If your file access is set to "Anyone with the link," you can give new people access to the file by sending them the file link. Touch and hold the file, tap Share, tap , then tap Send Link. Tap a method for sending the link, enter any other requested information, then send or post the invitation.

Change access for everyone. If you're the owner of the file, you can change its access at any time, but anyone you shared the link with is affected. Touch and hold the file, tap Share, tap Share Options, then tap the access setting you want.

If you change the setting from "Anyone with the link" to "Only people you invite," the original link no longer works for anyone. Only people who receive an invitation from you can open the file, and they must sign in to iCloud with an Apple ID.

Change permission for everyone. If you're the owner of a shared file with access set to "Only people you invite," you can quickly change everyone's permission. Touch and hold the file, tap Share, tap Share Options, then tap the permission setting you want.

Anyone who has the file open when you change the permission sees an alert. New settings take effect when they dismiss the alert.

Change permission or remove access for one participant. If you're the owner of a shared file with access set to "Only people you invite," you can change the permission for an individual without affecting the permission of others. You can also remove their access to the file. Touch and hold the file, tap Share, tap , tap the person's name, then tap an option.

Stop sharing a file. If you're the owner of a shared file, you can stop sharing it. Touch and hold the file, tap Share, tap , then tap Stop Sharing.

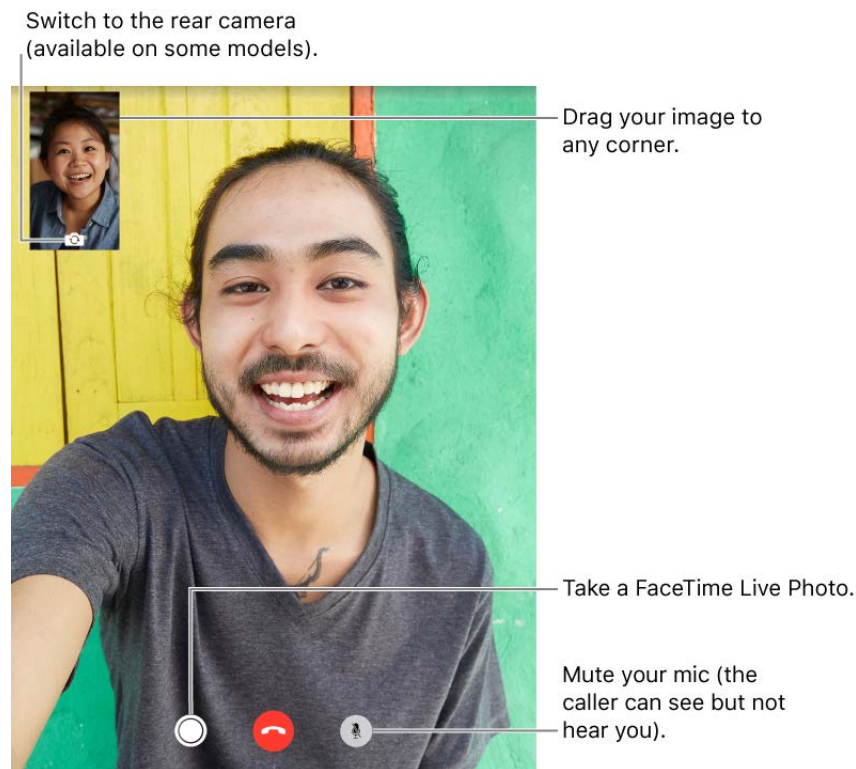
Anyone who has the file open when you stop sharing sees an alert. The file closes when the alert is dismissed, and the file is removed from the participant's iCloud Drive. The link to the file no longer works. If you later share the file again and set the access to "Anyone with the link," the original link will work. If the access is set to "Only people you invite," the original link will work again only for people you reinvite to share the file.

FaceTime

Make and answer calls

Use FaceTime to make video or audio calls to someone who's also using an iOS device or a Mac. With the FaceTime HD Camera, you can talk face-to-face; switch to the rear camera to share what you see around you. To capture a special moment of your conversation, take a FaceTime Live Photo (on supported models), which takes a still image and records a brief video of the moment.

Note: FaceTime may not be available in all regions.



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.

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

Take a FaceTime Live Photo. (On supported models) To capture a moment of your call, tap  (make sure FaceTime Live Photos is turned on in Settings > FaceTime). The camera captures what happens just before and after you take the photo, including the audio, so you can see and hear it later just the way it happened. The photo is added to your Camera Roll. See [Take photos](#).

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.

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



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. (On supported models) 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. If another call comes in while you're on a FaceTime call, you can 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](#)

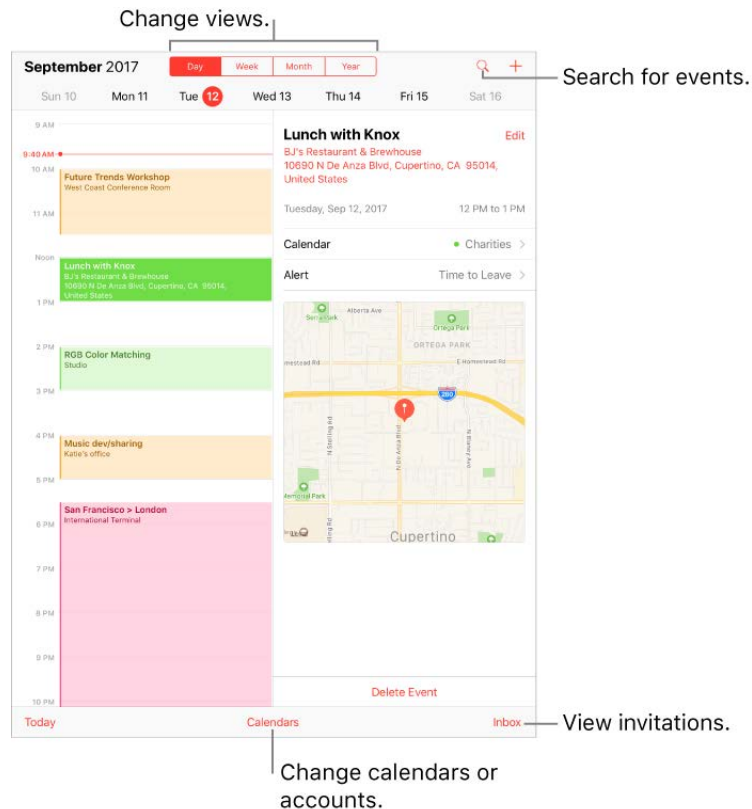
messages on your iPhone, iPad, or iPod touch.

Delete a call from call history. Tap FaceTime to see your call history. Swipe a call to the left, then tap Delete.

Calendar

Manage your calendar

Use the Calendar app to keep track of all your appointments and events.



Ask Siri. Say something like:

- "Set up a meeting with Gordon 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.

View events sent to you in Mail messages. Tap Settings > Calendar > Siri & Search, then turn on Find Events in Other Apps.

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 Chris to next Monday at 9 a.m.”

Fine-tune Calendar. Go to Settings > Calendar to set which day of the week calendar starts with, display week numbers, choose alternate calendars (for example, to display Chinese or Hebrew dates), override the automatic time zone, and more.

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.

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.

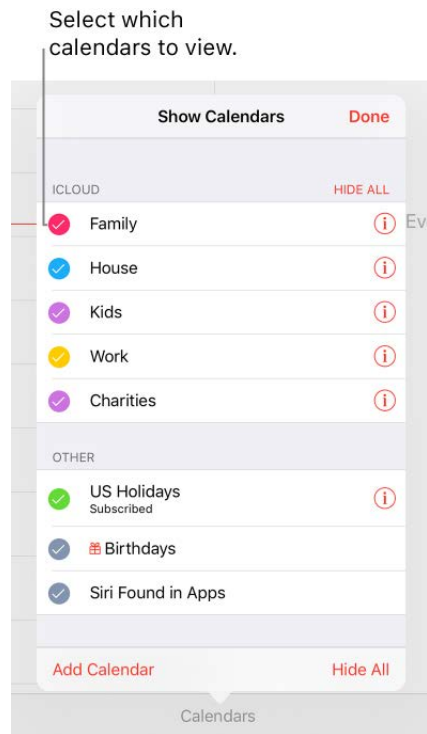
Schedule a meeting without blocking your schedule. Tap the event, tap Availability, then tap “free.” If it’s an event you created, tap Show As, then tap “free.” The event stays on your calendar, but the timeframe doesn’t appear as busy to others who send you invitations.

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

You can keep track of all your events and appointments in one place—but you don't have to. Additional calendars are easy to set up and a great way to stay organized.



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

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

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

Turn on iCloud, Google, Exchange, or Yahoo! calendars. Go to Settings > Accounts & Passwords > Add Account > Other, tap Add CalDAV Account or Add Subscribed Calendar, then enter a server address.

Subscribe to a calendar. Go to Settings > Accounts & Passwords > 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 > Accounts & Passwords > 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.

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

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

Share iCloud calendars

You can 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. If you set up Family Sharing, a calendar shared with all the members of your family is created automatically. See [Family Sharing](#).

Create an iCloud calendar. Tap Calendars, tap Add Calendar, then type a calendar name.

Share an iCloud calendar. Tap Calendars, then tap ⓘ next to 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 invitation to join the calendar.

Change a person's access to a shared calendar. Tap Calendars, tap ⓘ next to the shared calendar, then tap the person. You can turn on or off 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.

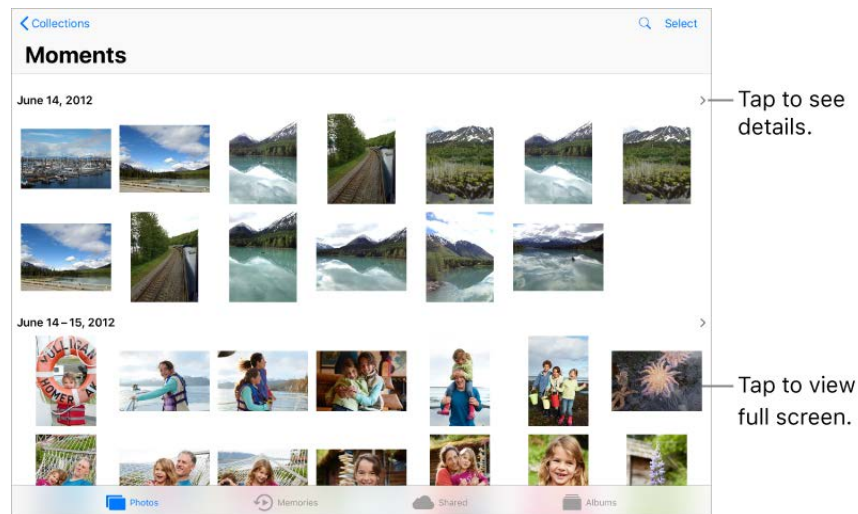
Share a read-only calendar with anyone. Tap Calendars, then tap ⓘ next to the iCloud calendar you want to share. Turn on Public Calendar, then tap Share Link to copy or send the URL for your calendar. Anyone can use the URL to subscribe to the calendar using a compatible app, such as Calendar for macOS.

Photos

Photos overview

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

There are many ways to get photos and videos on iPad: take them with Camera, turn on iCloud Photo Library to sync all your photos on all your Mac and iOS devices, sync them with iTunes from your computer, import them from a camera, save them from an email or a webpage, and more. You can also use Photos to store and view your favorite animated GIFs, which appear in the Animated album.



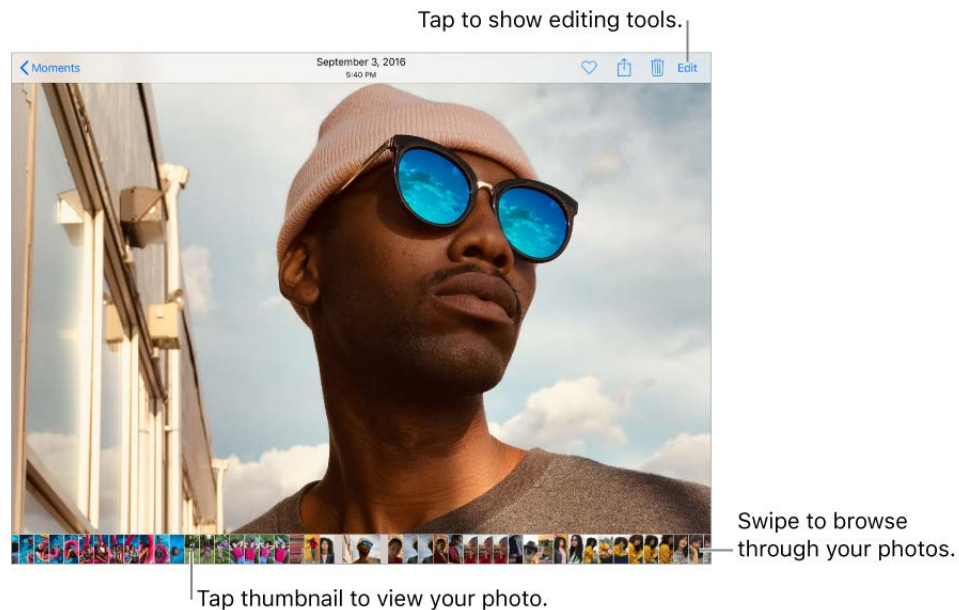
View and work with your photos in the Photos, Memories, Shared, and Albums tabs at the bottom of Photos.

- Tap Photos to see all your photos and videos, organized by Moments, Collections, and Years. To quickly browse the photos in a collection or year, touch and hold a thumbnail, then drag. Tap a thumbnail to view the photo.
- Tap Memories to view Memory movies and photos 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, then turn off Summarize Photos.



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 [Stream audio and video to other devices](#).

Play a Live Photo. A Live Photo, which can be taken on some models, is a moving image that captures the moments just before and after a picture is taken. In full screen, touch and hold the Live Photo to see its movement (iOS 9 or later required).

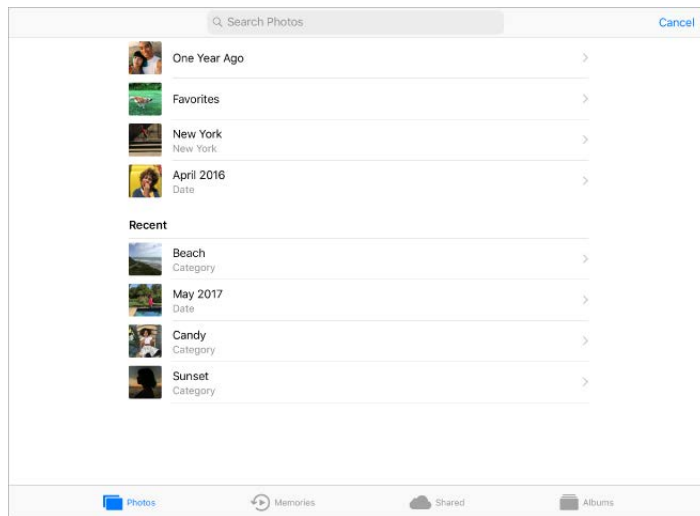
If someone shares a Live Photo with you via AirDrop, iMessage, or iCloud Photo Sharing, you can swipe up on the image (on supported models) to add a Live Photo effect—Loop, Bounce, or Long Exposure. See [Take photos](#) for information about taking Live Photos.

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](#).

Note: If the image is a Live Photo, you can swipe up to add a Live Photo effect (Loop, Bounce, or Long Exposure).

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 a person you named (Kim or Duncan, 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 Gordon"

Organize photos and videos

The Albums tab includes albums you create yourself and some albums that Photos creates for you, based on photo or video type. For example, photos you take with the FaceTime HD Camera are automatically added to the Selfies album. Other albums that Photos creates include People, Places, Live Photos, Videos, Panoramas, Slo-mo, Bursts, and Screenshots.

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 the Photos tab, tap a photo or video, tap , then tap Delete Photo or Delete Video. Deleted photos and videos are kept in the Recently Deleted album for 30 days before they're permanently removed. You can see how many days remain until the item is permanently removed from iPad. To delete a 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.

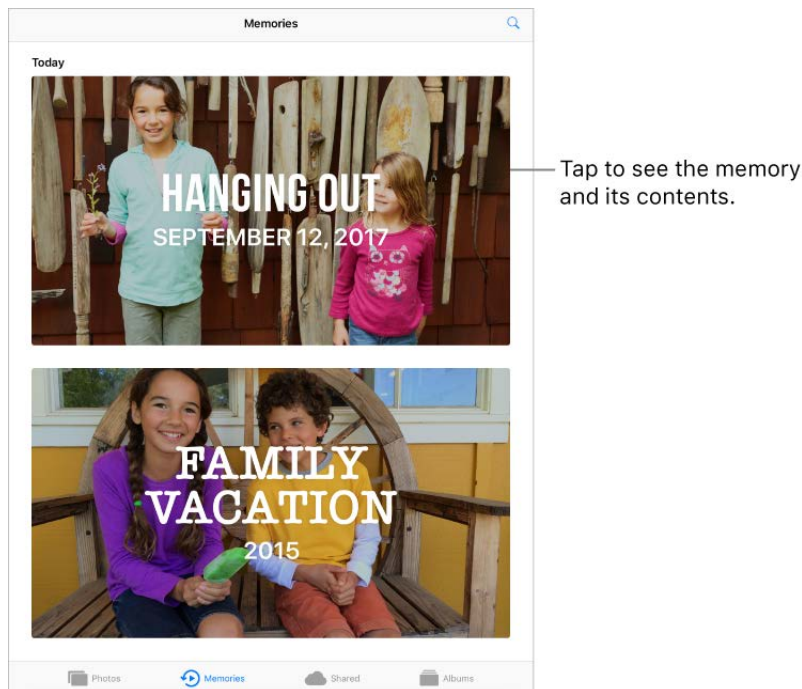
To recover multiple photos and videos, tap the Recently Deleted album, tap Select, tap the photos and videos you want to recover, then tap Recover.

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 automatically create collections of photos and videos called *memories*. Memories also include Memory movies, which are automatically edited for you and set to music. You can edit 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, holidays, weddings, and performances
- Activities, such as hiking, skiing, and diving
- Pictures of family, friends, young kids, and pets



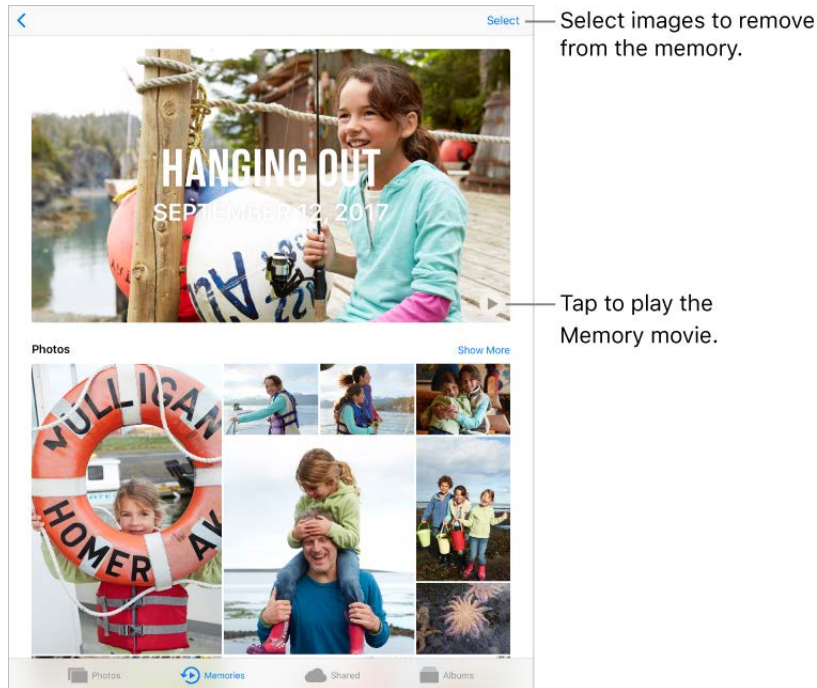
Play a Memory movie. Tap Memories, tap a Memory movie, then tap ►. To pause, tap the movie, then tap ||. To switch between portrait and landscape orientation while viewing the movie, rotate your iPad.

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, then turn on Show Holiday Events.



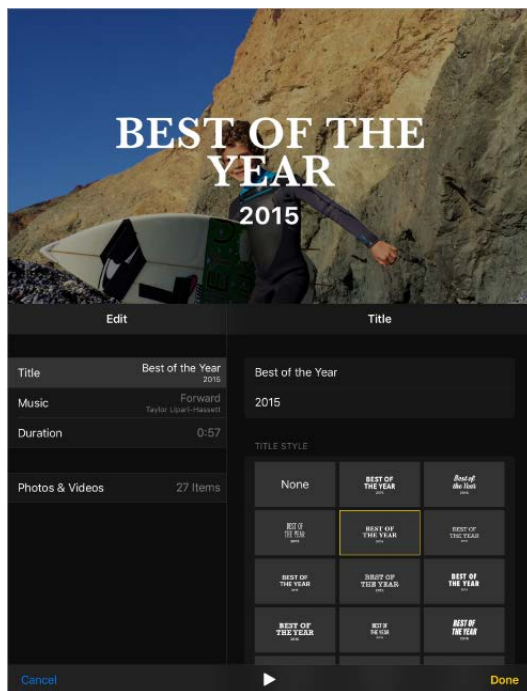
Change the mood. Tap a Memory movie while it's playing, then tap a mood, or swipe the moods left or right to choose a new one. (Each mood includes a distinct title, music, and editing style.)

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 movie. Tap a Memory movie while it's playing, then tap Edit 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 a title image:* Tap Title Image, then tap the photo or video you want to use.
- *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 $\oplus$, 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 $\otimes$ 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: With iCloud Photo Library, your People album is kept up to date on all your devices with iOS 11 and later, and Mac computers with macOS High Sierra 10.13 and later. (You must be signed in with the same Apple ID on all the devices.)

Name a person. Tap Albums, tap People, then tap a person. Tap the name at the top of the screen, then enter the name, or tap it in the list if you see it. Tap Next, then tap Done.

Mark people as favorites. In the People album, tap ♥ on the person's key photo. Tap ♥ again to remove the favorite. You can also drag a person to the Favorites area.

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

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.

Set a person's key photo. Tap the person's album, tap Select, then choose the photo you want as the key photo. Tap , then tap Make Key Photo.

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

Add more people. On a photo of someone you want to add, swipe up to see a thumbnail of that person (below People). Tap the thumbnail, 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). Tap Next, then tap Done.

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

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. While viewing a photo or video that contains location information, swipe up to view Places, then tap the location's name or address.

View a location-based Memory movie. Tap Albums, tap Places, tap Grid, find a location that has several images, tap ➤, then tap ▶ in the lower-right corner of the memory.

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.

Optimize your storage or keep all your photos and videos in full-resolution on iPad.

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 smaller versions optimized

for 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 full-resolution versions on iPad, pinch to zoom in to 100%, or tap Edit. The full-resolution photo or video downloads automatically.

Note: To always use your cellular connection (on iPad cellular models) to upload and download from iCloud Photo Library, go to Settings > Photos > Cellular Data, then turn on Unlimited Updates. Models without a cellular connection must be connected to Wi-Fi to upload photos and videos to iCloud Photo Library

If your uploaded photos and videos exceed your storage plan, you can upgrade your iCloud storage. Go to Settings > [your name] > iCloud. Tap Manage Storage, then tap Change Storage Plan.

My Photo Stream

My Photo Stream automatically uploads your most recent photos to iCloud, so you can see them on devices that aren't using iCloud Photo Library. (My Photo Stream doesn't upload Live Photos or videos.) You must be signed in on all devices using the same Apple ID.

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.

Note: My Photo Stream is automatically turned off if you use iCloud Photo Library.

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.

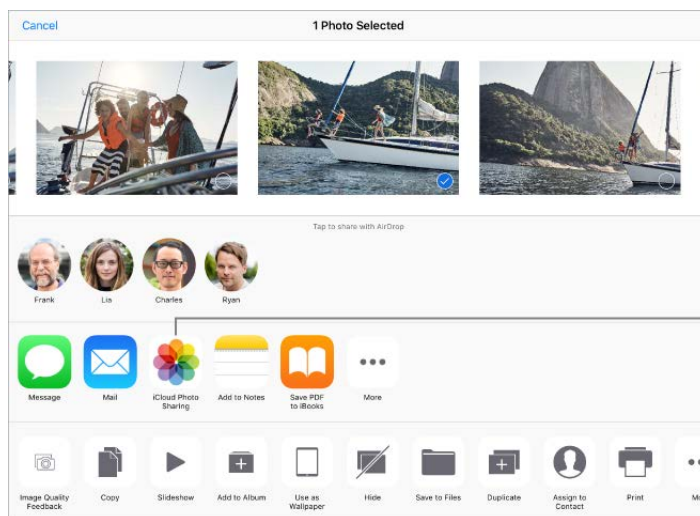
- *Save your best shots on iPad:* Select the photos, then tap Add To.
- *Share, print, or copy:* Select the photos, then tap .
- *Delete photos:* Select the photos, then tap .

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.

Note: To use iCloud Photo Sharing, iPad must be connected to Wi-Fi. iCloud Photo Sharing works over both Wi-Fi and cellular networks. Cellular data charges may apply. See [Cellular data settings](#).



Create new shared albums or add photos to existing ones.

Turn on iCloud Photo Sharing. Go to Settings > [your name] > iCloud > Photos, or go to Settings > Photos.

Share photos and videos. While viewing a photo or video, or after selecting multiple photos or videos, tap , tap iCloud Photo Sharing, add comments, then share to an existing shared album or select a new one. You can invite people to view your shared album using their email address or the mobile phone number they use to receive text messages.

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

Add items to a shared album. Tap Shared, tap an album, tap , select items, then tap Done. You can add a comment, then tap Post.

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

Delete comments from a shared album. Tap the photo or video that contains the comment. Tap the comment area at the bottom of the screen, touch and hold the comment, then tap Delete. You must be the owner of the shared album or the comment.

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

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

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

Add items to a shared album you subscribed to. Tap Shared, tap an album, then tap . Select items, then tap Done. You can add a comment, then tap Post.

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

Other ways to share photos and videos

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

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

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

You can share a Live Photo using iMessage, iCloud Photo Sharing, AirDrop, and more. A shared Live Photo plays in Photos on any iOS device with iOS 9 or later, a Mac with OS X 10.11 or later, or on iCloud.com. For devices or services that don’t support Live Photos, a Live Photo is shared as a still photo.

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

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

Share a Memory movie. Tap a Memory movie that’s playing, tap , then choose a share option. See [Memories](#).

Tip: To change the orientation of the movie before sharing, tap  or .

Share or copy multiple photos and videos. While viewing by Moment, tap Select. Select the photos you want to share, tap , then choose a share option.

Save or share a photo or video you receive.

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

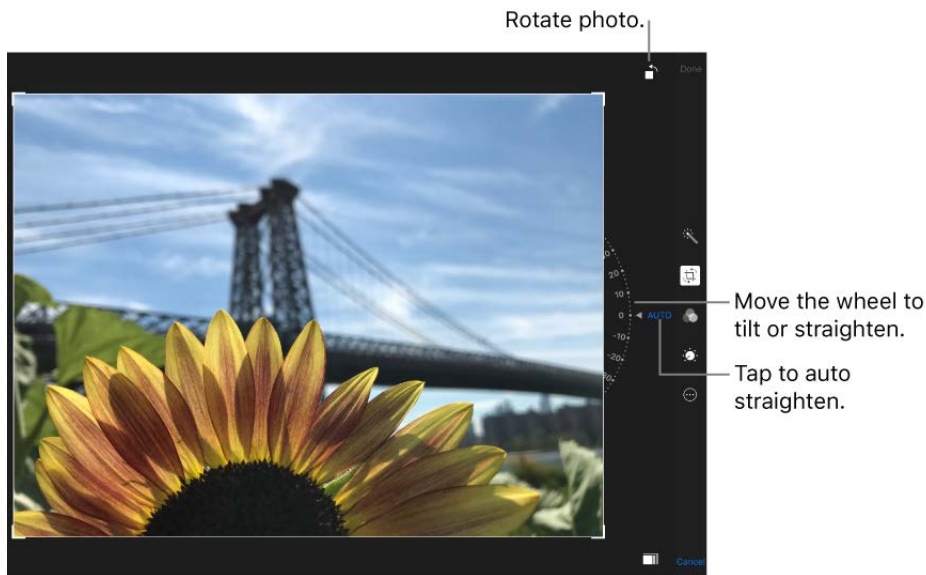
Photos and videos that you save in Messages or from a webpage are saved to your Photos tab. They can also be viewed in the Camera Roll or, if you're using iCloud Photo Library, the All Photos album.

Edit photos and trim videos

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

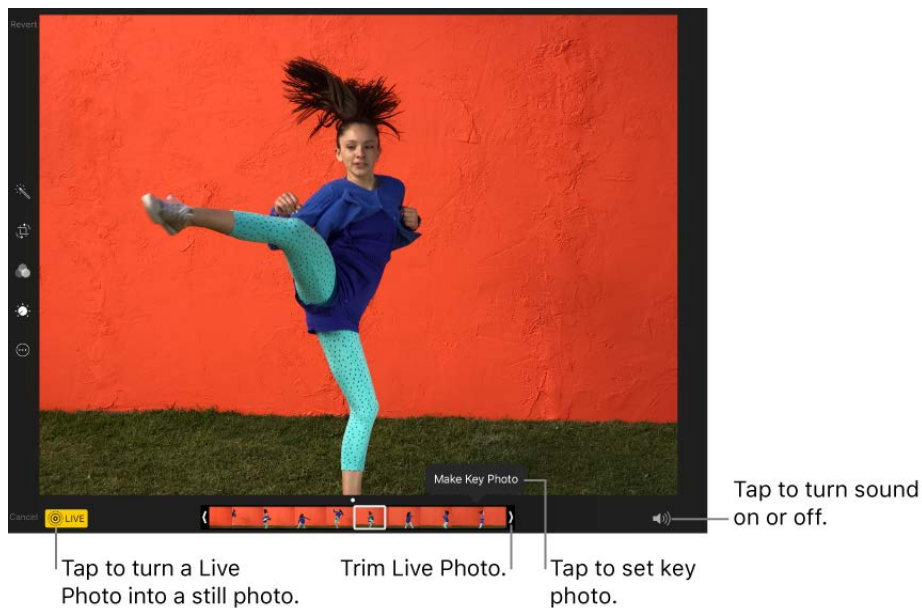
Edit a photo or Live Photo. View the photo full screen, tap Edit, then tap a tool. When you're finished, tap Done.

- Auto-enhance  improves a photo's exposure, contrast, saturation, and other qualities.
- When a photo is taken with flash, use the Remove Red-eye tool , by tapping each eye that needs correcting.
- To crop the photo, tap . Photos suggests an optimal crop, but you can drag the corners of the grid tool to set your own crop. Move the wheel to tilt or straighten the photo; tap Reset to undo these changes. Tap  to rotate the photo 90 degrees. Tap  to choose a standard crop ratio, such as 2:3 or Square.



- With photo filters 🎨, you can apply different effects to modify the colors and tones of the photo.
- Tap 🌞 to make adjustments to light, color, and black and white. Tap an option, then move the slider to the desired effect. Tap ≡ for fine adjustments.

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



Add a Live Photo effect. Swipe up on a Live Photo and tap an effect. Loop repeats the action in a continuous looping video. Bounce rewinds the action backwards and forward. Long Exposure simulates a DSLR-like long exposure effect by blurring motion.

Make a still photo from a Live Photo. View the Live Photo, tap Edit, then tap the Live button in the lower left.

Set a key photo for a Live Photo. View the Live Photo, tap Edit, then drag the small square in the frame viewer until you find a still photo you like. Tap Make Key Photo.

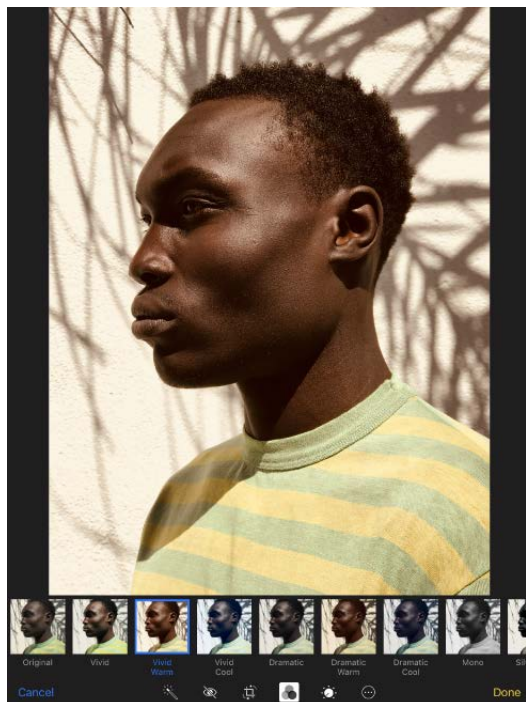
Trim or mute a Live Photo. View the Live Photo, tap Edit, then drag either end of the frame viewer. To mute, tap 🔊.

Compare the edited version to the original. Tap Edit, then tap the photo to view the original. The edited version reappears automatically after a second or two.

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

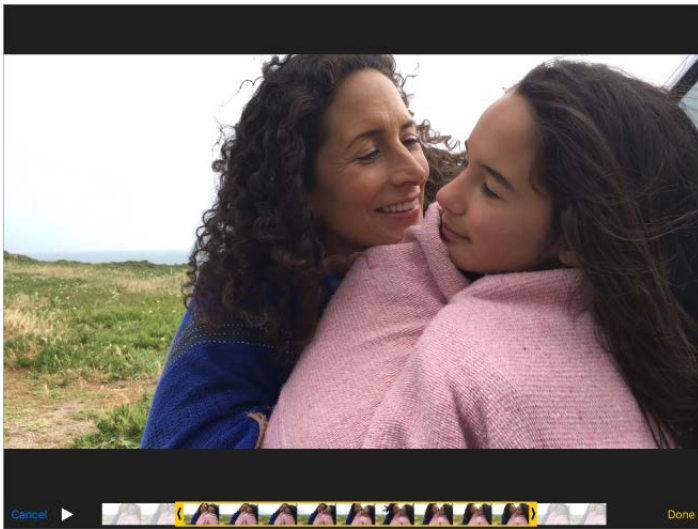
Mark up a photo. View the photo, tap Edit, tap ⋯, then tap Markup. Annotate the photo with the Markup tools (pen, pencil, and marker). Erase your marks with the eraser. (If it's a Live photo, Markup turns it into a still image.) See [Use Markup](#).

Add a photo filter. Tap 🎨, then below the viewer, swipe the filters left or right to preview and choose a filter. You can remove or change filters that were applied in either Camera or Photos.



Swipe to choose a filter.

Trim a video. Tap Edit, drag either end of the frame viewer, tap Done, then tap Save as New Clip. The new video clip is saved in your Videos album (the original video remains unchanged).



Set the slow-motion section of a video shot in Slo-mo. Tap Edit, then use the vertical bars beneath the frame viewer. (See [Shoot video](#) for information about Slo-mo.)

Print to an AirPrint-enabled printer

Print photos: Tap , then tap Print.

To print multiple photos while viewing a photo album, tap Select, select the photos, tap , then tap Print. See [AirPrint](#).

Import photos and videos

You can import photos and videos directly from a digital camera, an SD memory card, or another iOS device that has a camera. Use the Lightning to USB Camera Adapter or the Lightning to SD Card Camera Reader (both sold separately).

-
1. Insert the camera adapter or card reader into the Lightning connector or 30-pin dock connector on iPad.
 2. Do one of the following:
 - *Connect a camera:* Use the USB cable that came with the camera to connect the camera to the camera adapter. Turn on the camera, then make sure it's in transfer mode. For more information, see the documentation that came with the camera.
 - *Insert an SD memory card into the card reader:* Don't force the card into the slot on the reader; it fits only one way.
 - *Connect an iOS device:* Use the USB cable that came with the iOS device to connect it to the camera adapter. Turn on and unlock the iOS device.

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

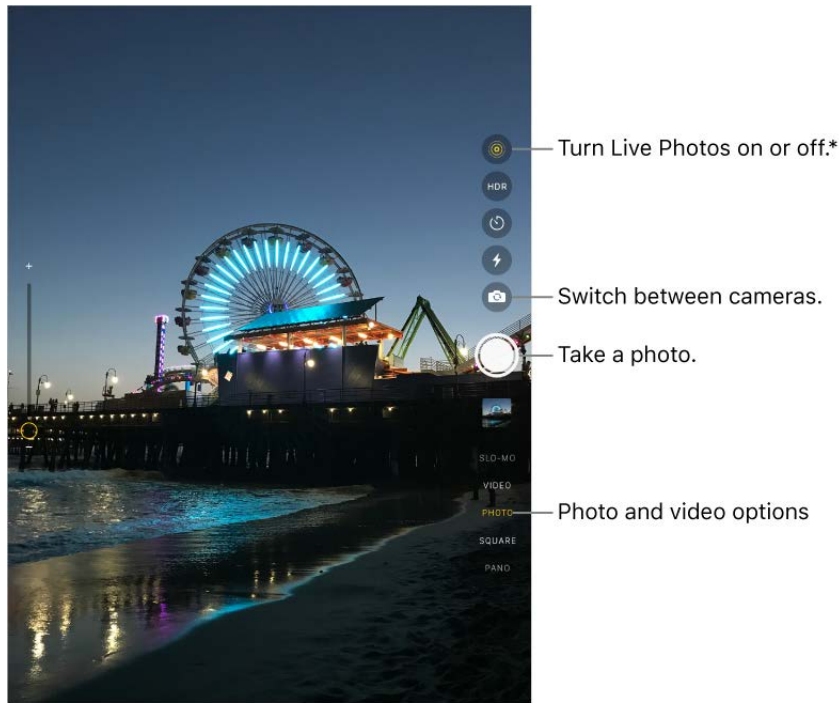
A new event in the Last Import album contains all the photos you just imported.

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

Camera

Take photos

You can take photos and videos with the iPad's rear camera and the FaceTime HD Camera on the front.



*Some models

Choose a photo mode. Camera has several photo modes so you can shoot standard and square-format photos, and panoramas. To choose a mode, tap Photo, Square, or Pano, or drag the labels up or down.

Take a photo. To open Camera, swipe left from the Lock screen, or tap Camera. Choose Photo, Square, or Pano, then tap the Shutter button, or press either volume button.

If you started from the Lock screen, return to it by pressing the Home button.

Ask Siri. Say something like:

- "Open Camera"
- "Take a photo"

Keep it straight. To display a grid that can help you align shots, go to Settings > Camera, then turn on Grid.

Zoom in or out. (rear camera) Pinch the screen open to zoom in, and pinch closed to zoom out.