

**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.

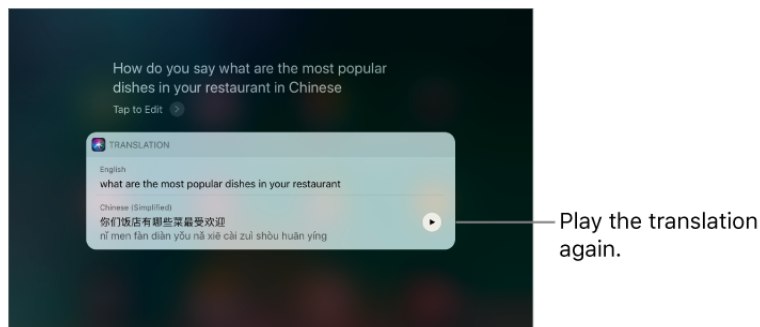
If you're using a headset, you can use the center or call button in place of the Home button. If you're using AirPods, double-tap an AirPods until Siri appears.

**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.

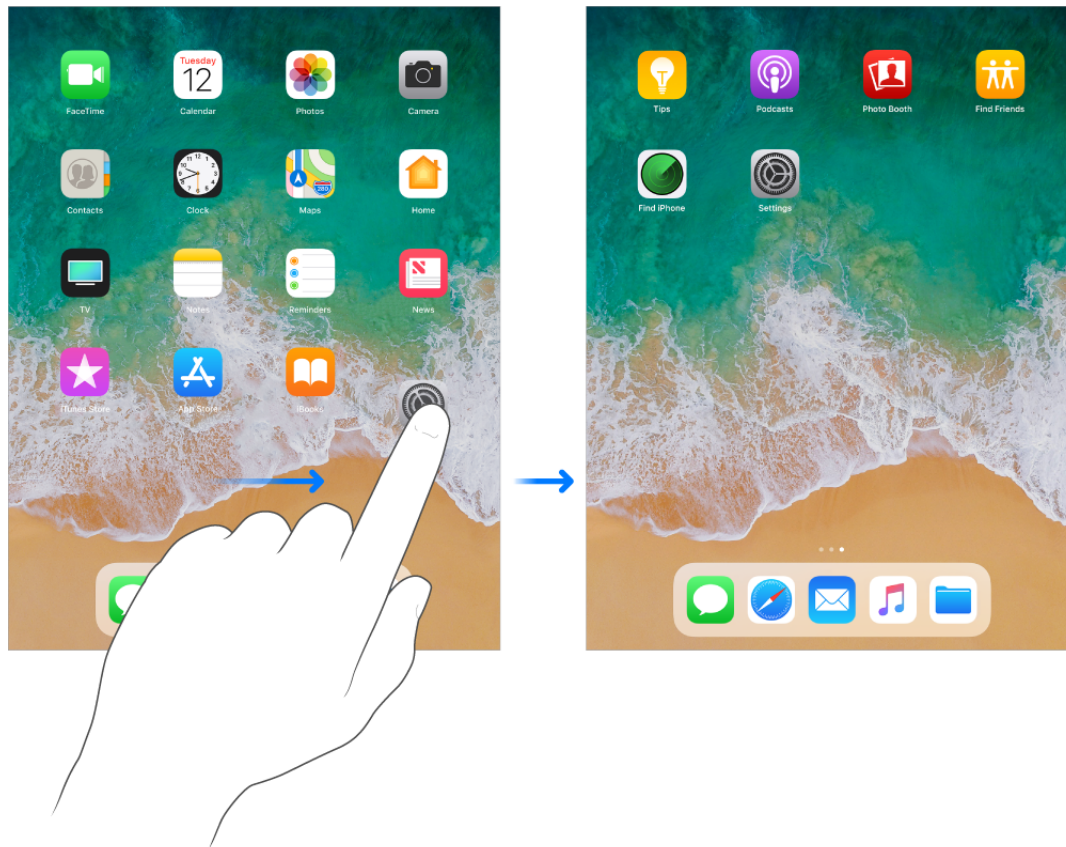
# Personalize your iPad

## 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](#)

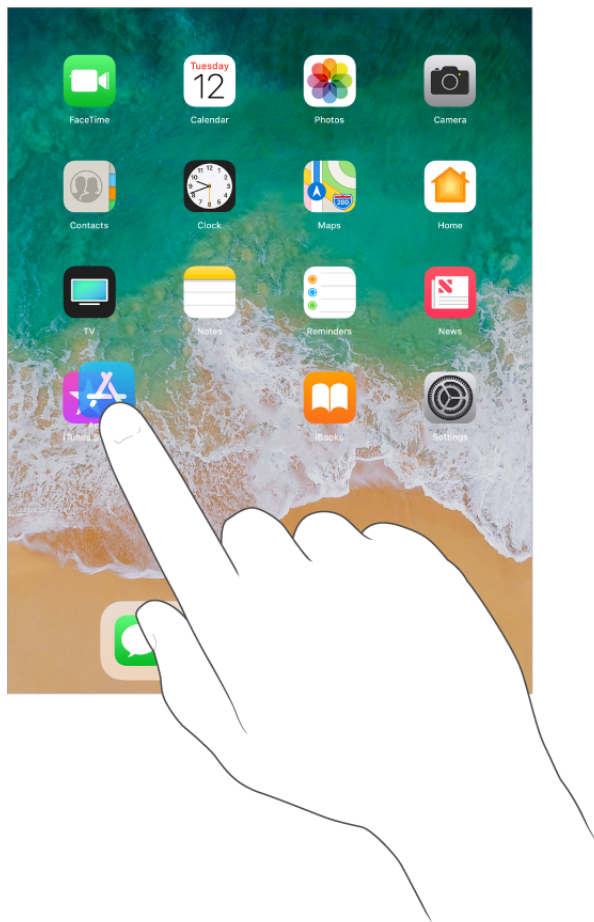
*Note:* When you remove a built-in app from your Home screen, you also remove any related user data and configuration files. Removing built-in apps from your Home screen can affect other system functionality. For more information, see the Apple Support article [Remove built-in Apple apps from the Home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

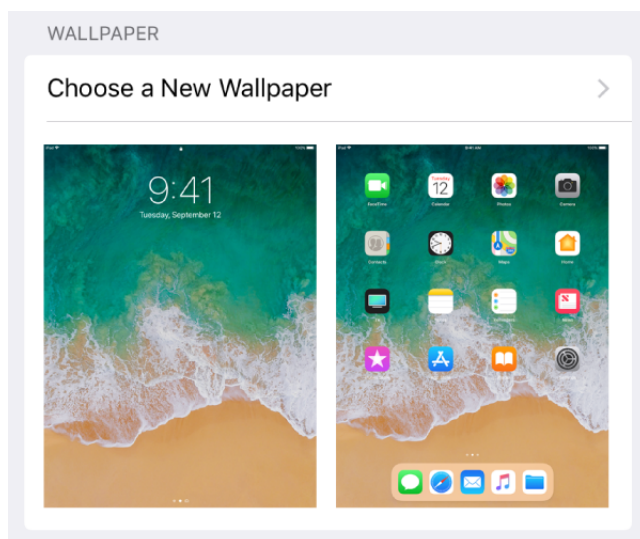
**Delete a folder.** Tap a folder, then drag out all the apps—the folder is deleted automatically.

## 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](#).

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# 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

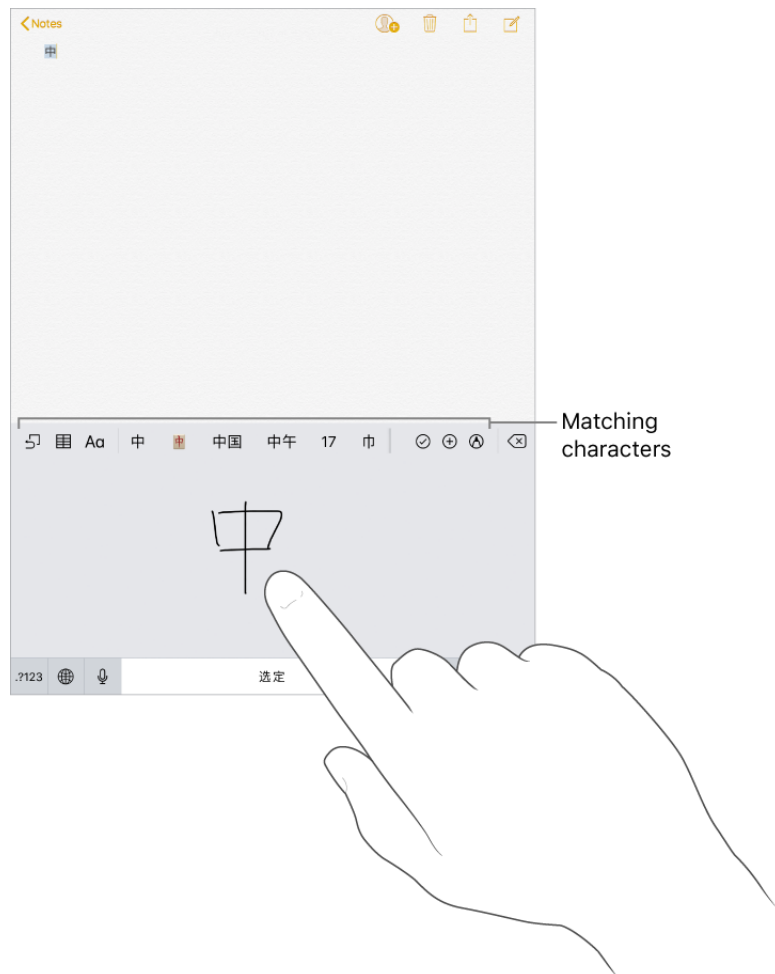
You can use keyboards to enter some languages in different ways. A few examples are Chinese Cangjie and Wubihua, Japanese Kana, and Facemarks. You can also use your finger or a stylus to write Chinese characters on the screen.

**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 鱸 (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:

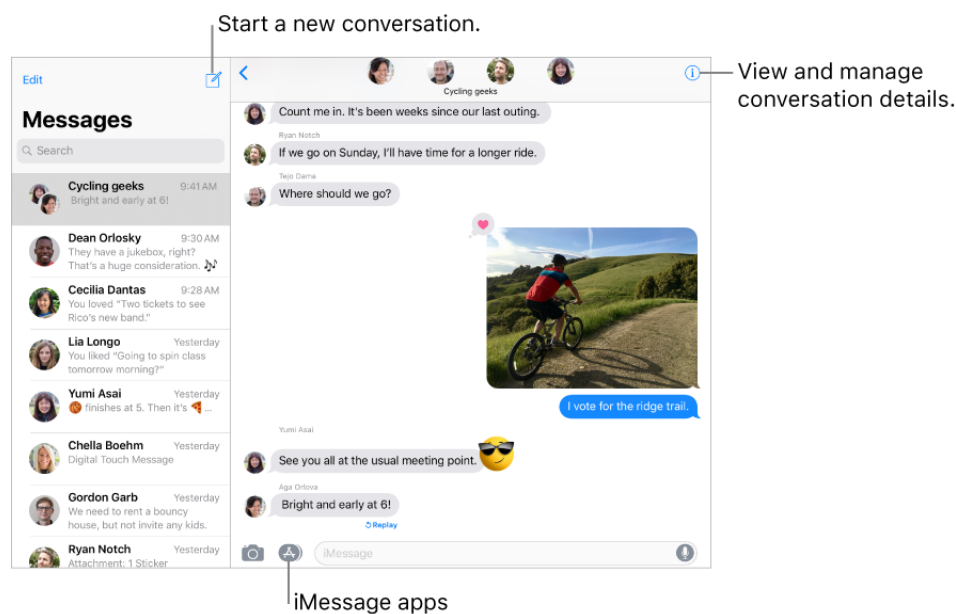
- *Use the Japanese Kana keyboard:* Tap ☆123, then tap ^\_^.
- *Use the Japanese Romaji keyboard:* Tap .?123, then tap ^\_^.
- *Use the Chinese (Simplified) Pinyin or Chinese (Traditional) Zhuyin or Pinyin keyboard:* Tap .?123, tap #+=, then tap ^\_^.

# 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.

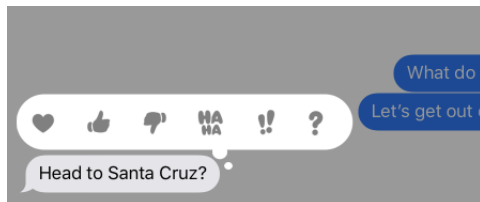
**Ask Siri.** Say something like:

- "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.

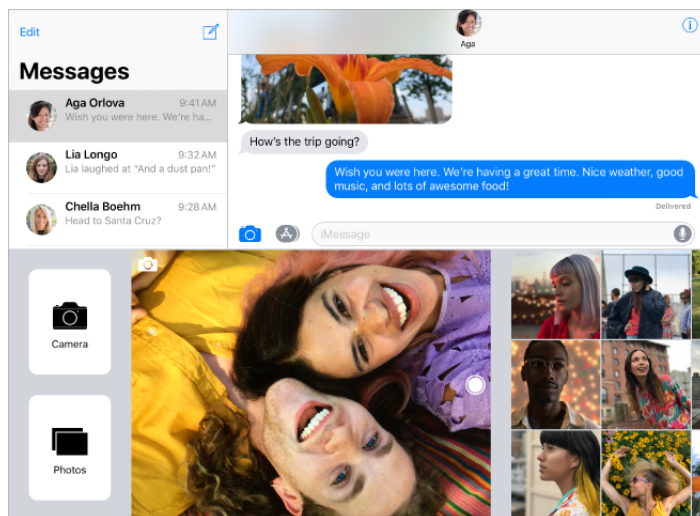
## Share photos, videos, and audio

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 .

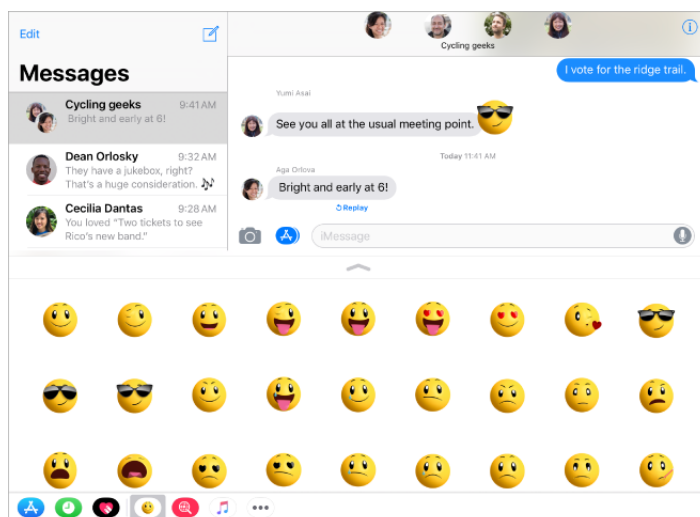
**Copy an attachment.** Touch and hold the attachment, then tap Copy.

**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:

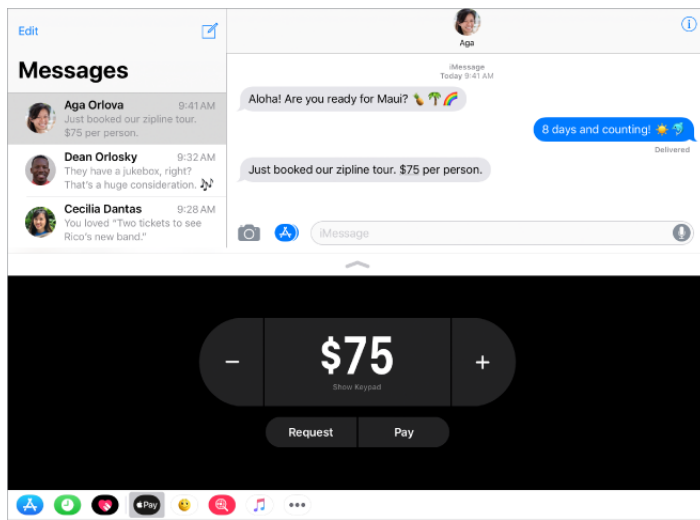
- *Reorder apps:* Drag **≡**.
- *Add an app to your Favorites:* Tap **+**.
- *Remove an app from your Favorites:* Tap **−**.
- *Hide an app:* Turn the app off.

**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.

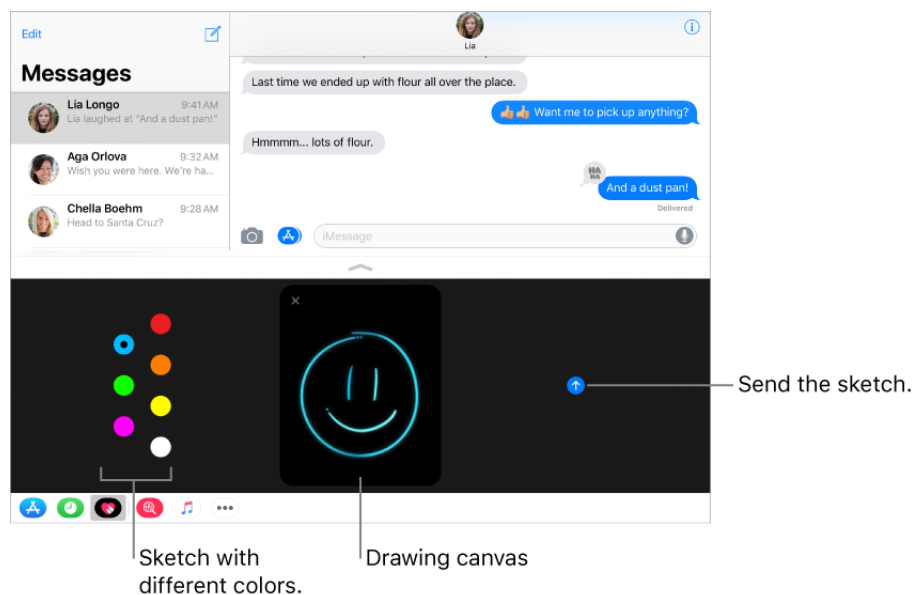
**Request a payment.** Tap , enter the amount, then tap Request.

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.

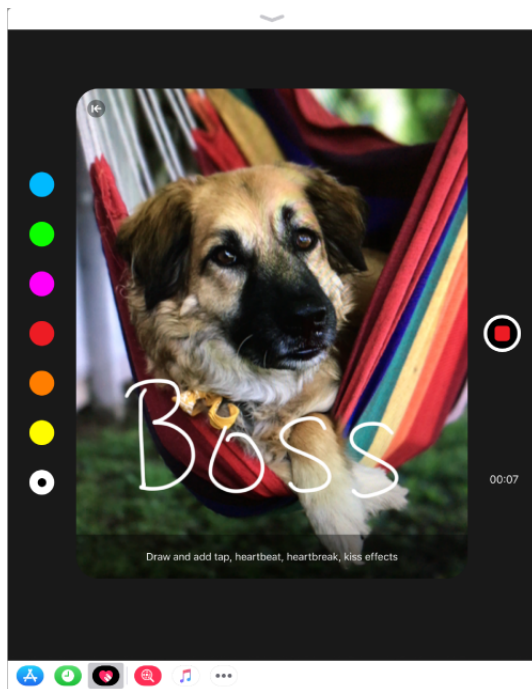
**Sketch.** Tap , tap , then draw with one finger. You can change the color, then start drawing again. Tap  to send.



**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

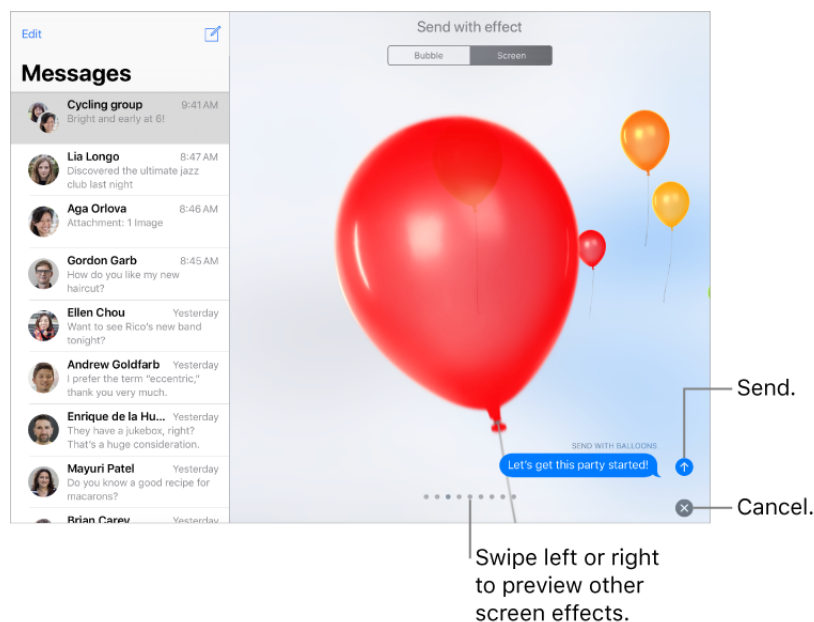
With iMessage, you can animate a single message with a bubble effect or fill the entire message screen with a full-screen effect. You can even send a personal message with invisible ink.

**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](#).

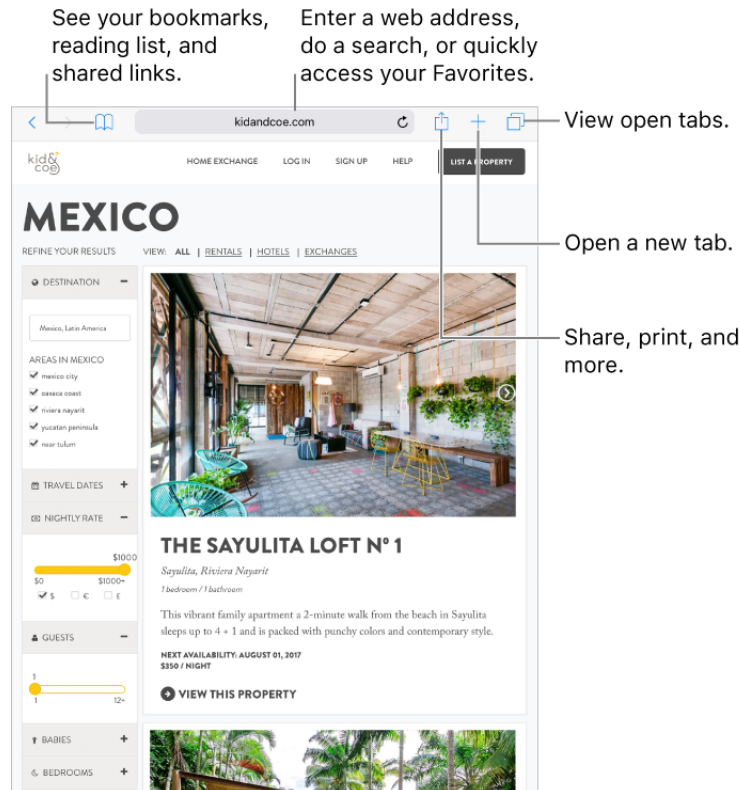
**Filter iMessage messages from unknown senders.** Go to Settings > Messages, then turn on Filter Unknown Senders. This turns off iMessage notifications from senders who aren't in your contacts and moves the messages to the Unknown Senders tab in the Messages list.

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.

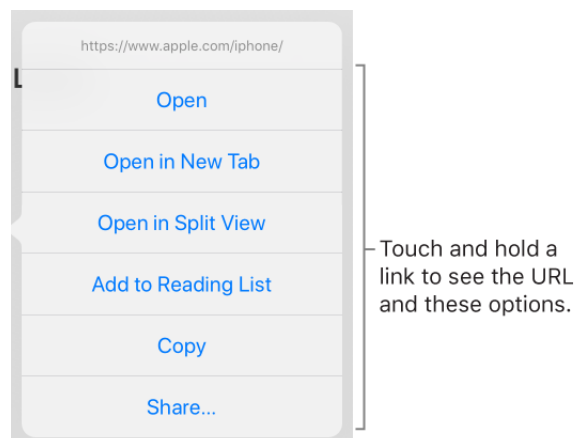
# Safari

## 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 X 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 .

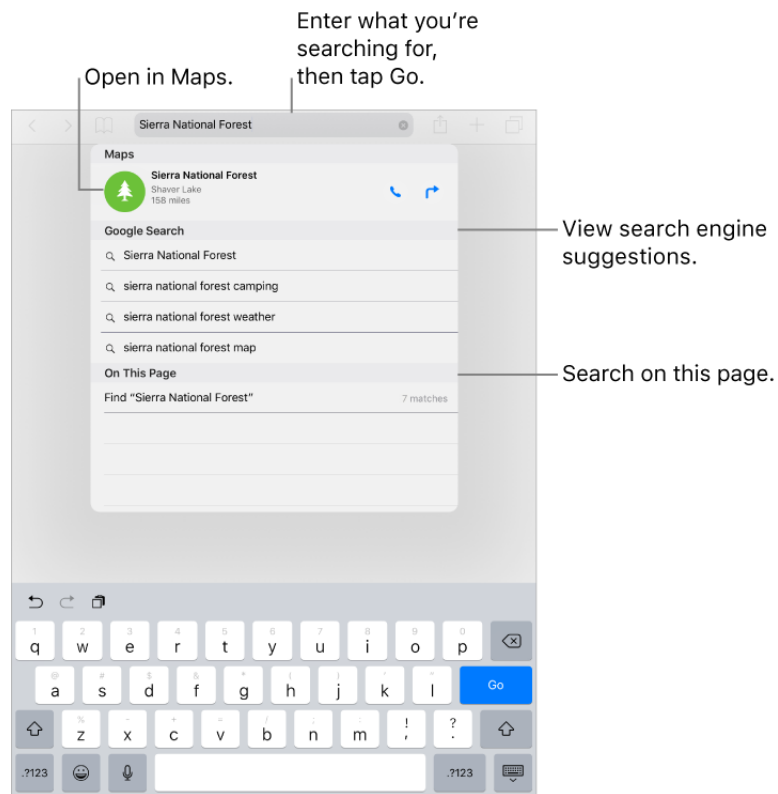
**View the desktop version of a site.** To see the full desktop version of a site instead of the mobile version, tap , then tap Request Desktop Site.

**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).



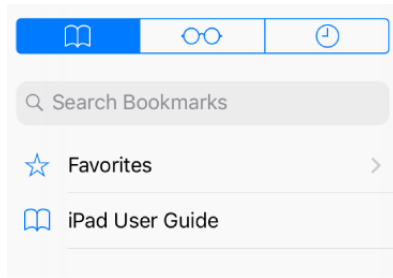
**Quickly search a site you've visited before.** Enter the name of the site, followed by your search term. For example, enter "wiki einstein" to search Wikipedia for "einstein." Go to Settings > Safari > Quick Website Search to turn this feature on or off.

**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.)

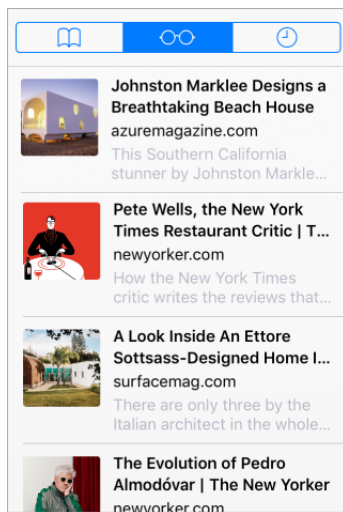
**Edit your favorites.** Tap , tap the Bookmarks tab, tap Favorites, then tap Edit to delete, rename, or rearrange your favorites.

**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.

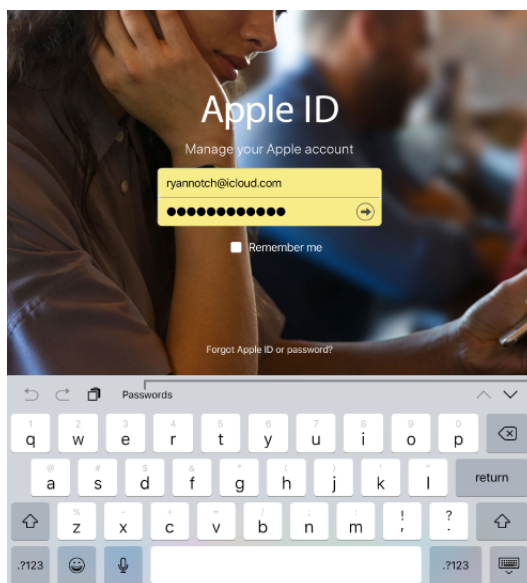
**View your reading list.** Tap , then tap .

**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.

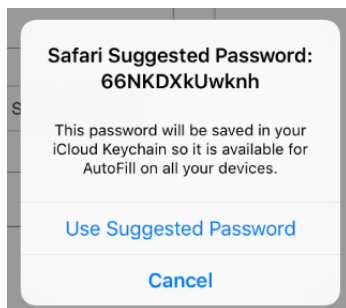


Sign in with a different identity.

**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  $\wedge$  or  $\vee$  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.

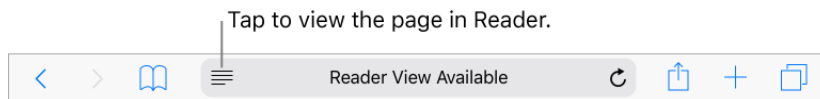
**Add a credit card for purchases.** Go to Settings > Safari > AutoFill > Saved Credit Cards > Add Credit Card. To enter the information without typing, tap Use Camera, then position iPad so that your card appears in the frame. Also, when you make an online purchase, you can allow Safari to save the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

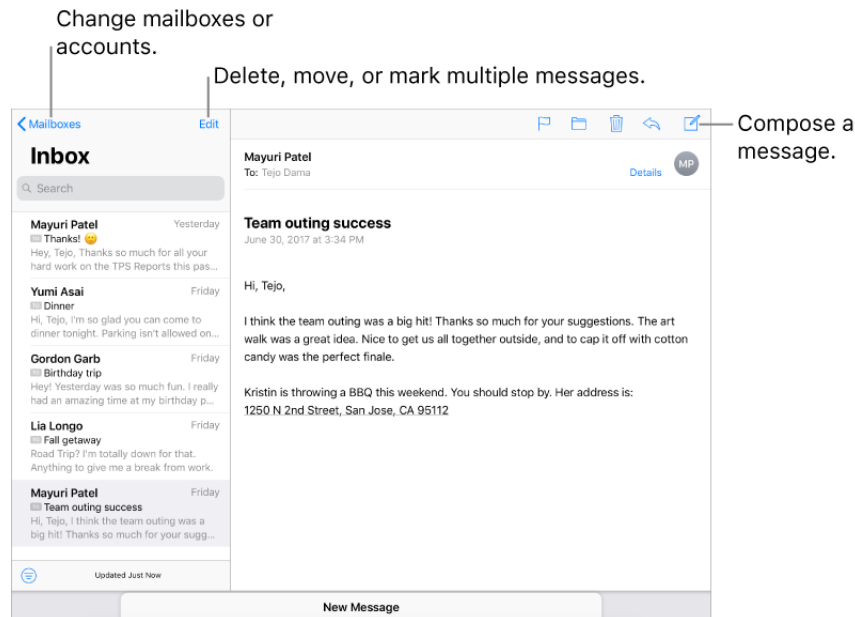
**Erase your browsing history and data from iPad.** Go to Settings > Safari > Clear History and Website Data.

**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](#).

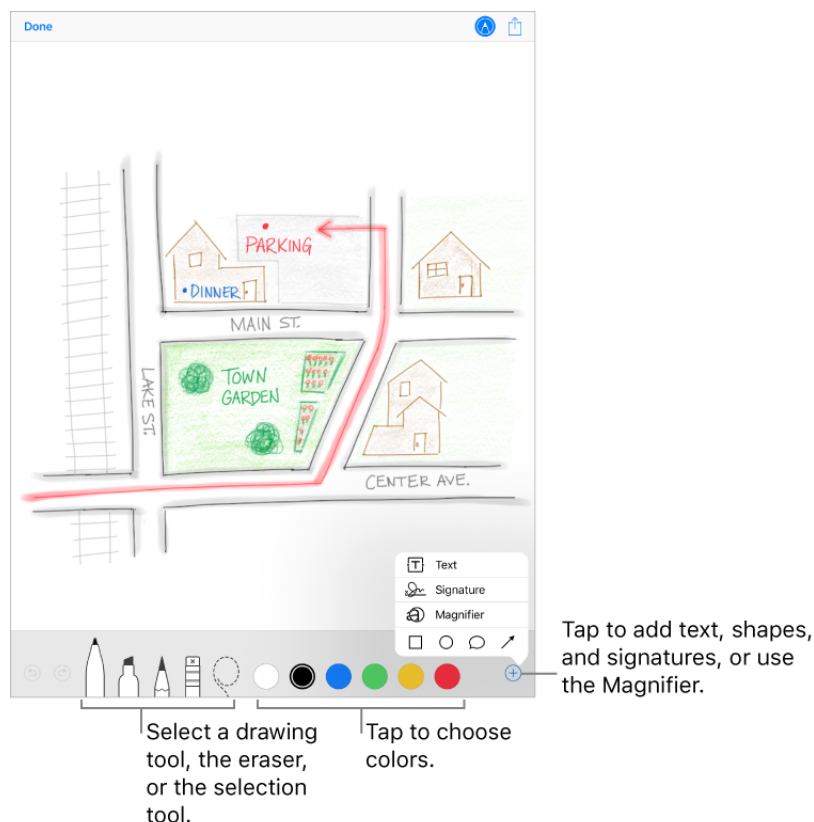


**Create a message.** Tap . Touch and hold to view draft messages you've saved.

**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."

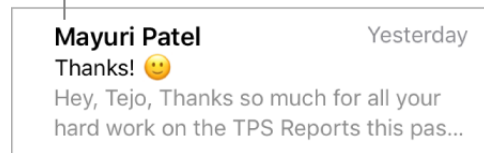
**Add additional mail accounts.** Go to Settings > Accounts & Passwords > Add Account > Other > Add Mail Account.

**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.

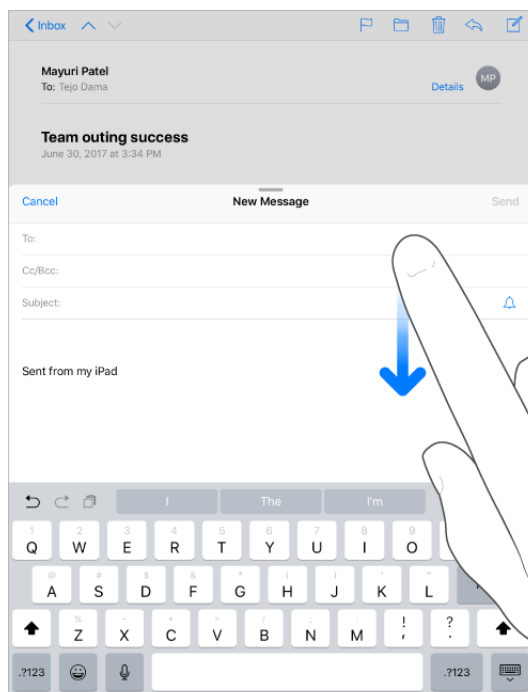


**See a longer preview.** Go to Settings > Mail > Preview. You can show up to five lines.

**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.