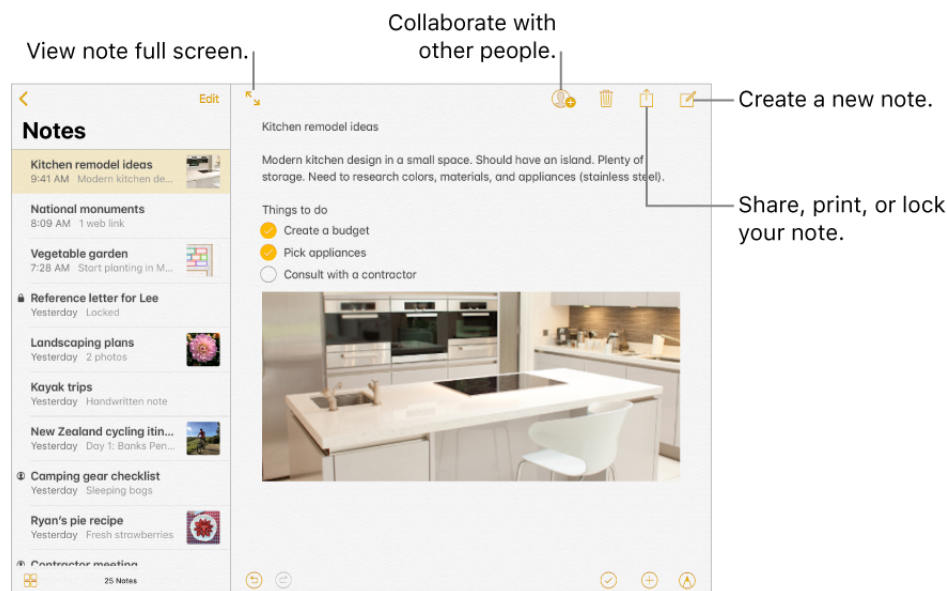


Notes

Take notes

Use Notes to jot down important information, sketch ideas, and keep things organized. You can add attachments—like photos, scanned documents, web links, and maps—to a note, and you can lock a note to keep it private. You can also share a note so others can view and edit it.



Store your notes securely in iCloud. Go to Settings > [your name] > iCloud, then turn on Notes. Your iCloud notes—and any changes you make to them—appear on all your iOS devices and Mac computers where you’re signed in to iCloud with the same Apple ID.

Note: If you’ve been using an earlier version of Notes, you may need to upgrade your iCloud notes to use all the features—sketching, checklists, paragraph styles, password protection, adding people, and more. See the [Upgrade your notes](#) website.

Store certain notes only on your iPad. Go to Settings > Notes, then turn on “On My iPad” Account. Notes in this account appear only on your iPad. Your notes in iCloud won’t be affected.

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

Ask Siri. Say something like: “Create a new note.”

Tip: You can quickly create a note or resume work on your last note by tapping the Lock screen with Apple Pencil (on supported models). On other iPad models, you can do this if you [add the Notes control to Control Center](#). To change the Lock screen behavior, go to Settings > Notes > Access Note from Lock Screen.

Make the note fill the screen. While viewing a note in landscape orientation, tap  or turn iPad to portrait orientation.

Tip: Turn iPad Pro (12.9-inch) to landscape orientation, then tap  to see your accounts, notes list, and selected note all at once.

Set the default account for adding or editing notes using Siri or Today View. Go to Settings > Notes > Default Account.

Tip: If you add the Notes widget to [Today View](#), you can create and view Notes right from there. In Today View, tap Edit at the bottom.

Delete a note. In a note, tap . Or in the notes list, swipe left on the note.

If you change your mind, open the Recently Deleted folder. Tap the note you want to keep, tap in the note, then tap Recover.

Format notes and add attachments

Format text and add tables, lists, scanned documents, photos, videos, and sketches.



Change the text style. Tap , then select the style.

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

Start a checklist. Tap , then enter the first item in the list. To remove the checklist format, tap  again.

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

If you want photos or videos you take in Notes to be automatically added to the Photos app, go to Settings > Notes, then turn on Save to Photos.

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

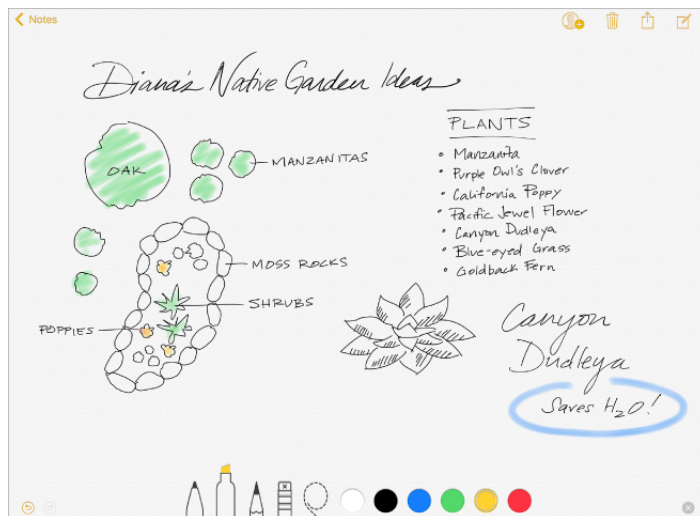
Mark up an image or PDF. Tap the image or PDF in your note, then tap . See [Use Markup](#).

Change the preview size of attachments. Touch and hold an image, sketch, or PDF attachment in a note, then choose a size for the preview.

Write a note by hand

Use the handwriting tools to quickly write or draw with your fingertip or Apple Pencil (on supported models).

Create a handwritten note or drawing. In a note, tap , then start writing or drawing with your finger or Apple Pencil. Change to a different tool by tapping it. Tap the color tool to choose a different color. See [Use Markup](#).



Tip: To insert a drawing within existing text, touch and hold within the text until a magnifying glass appears, drag to position the insertion point where you want it, then tap Insert Drawing. Or touch and hold with Apple Pencil (on supported models), then lift at the insertion point.

Erase a mistake. Tap  to undo your last stroke. Tap the eraser to delete any element in the drawing.

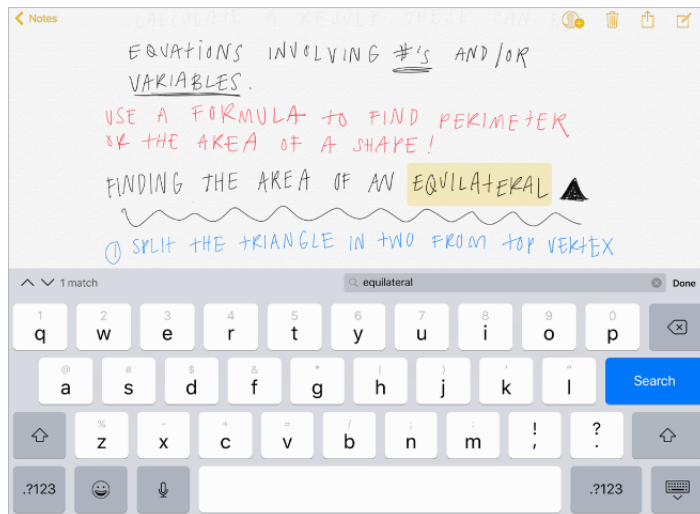
Stop drawing. Tap  to dismiss the handwriting tools. To add more to your note, type on the keyboard or add attachments.

Resume drawing. Tap .

Show lines or grids. In a note, tap , tap Lines & Grids, then choose a line or grid style for the note. To set the default line or grid style for new notes, go to Settings > Notes > Lines & Grids.

Edit the suggested note title. (not available in all languages) If your note starts with handwritten text, scroll to the top of the note to reveal the suggested title, then tap Edit.

Search for typed and handwritten text within a note. Tap , tap Find in Note, then type the text you're looking for in the search field.



Search for typed and handwritten text in all your notes. Scroll to the top of the notes list to reveal the search field, then enter the text you're looking for.

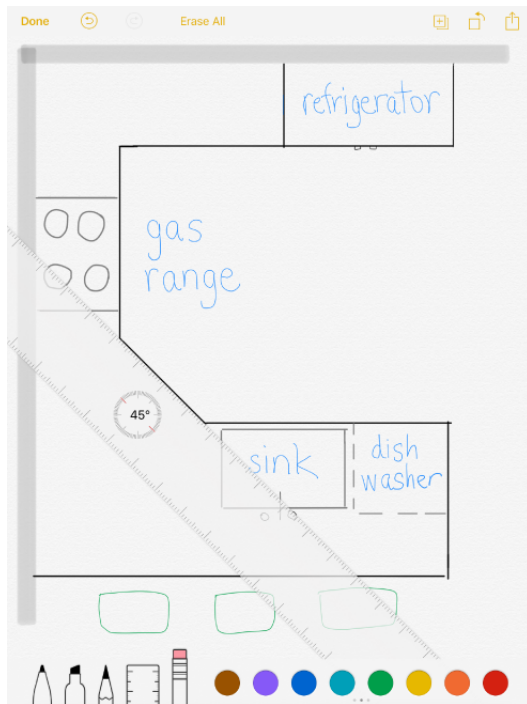
Note: The ability to search for handwritten isn't available in all languages.

Create a detailed sketch

Although you can create a drawing directly in a note using the handwriting tools, sometimes you may need a detailed sketch to help you capture an idea or plan. In sketching mode, which provides a ruler and additional colors, you can enlarge the drawing for more precise control.

Start a sketch using the pencil, marker, or pen tool. Switch to the eraser if you make a mistake. On supported models, you can sketch with Apple Pencil.

Sketch in your note. Tap , tap Add Sketch, use your finger or Apple Pencil to sketch, then tap Done. To edit the sketch, tap it.



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

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

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

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

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

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

Zoom in. Pinch open so you can sketch the details. To zoom back out, pinch closed.

Tip: To navigate when you're zoomed in, drag with two fingers.

Add another sketch to your note. Tap . Or on your last sketch, swipe left with two fingers.

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

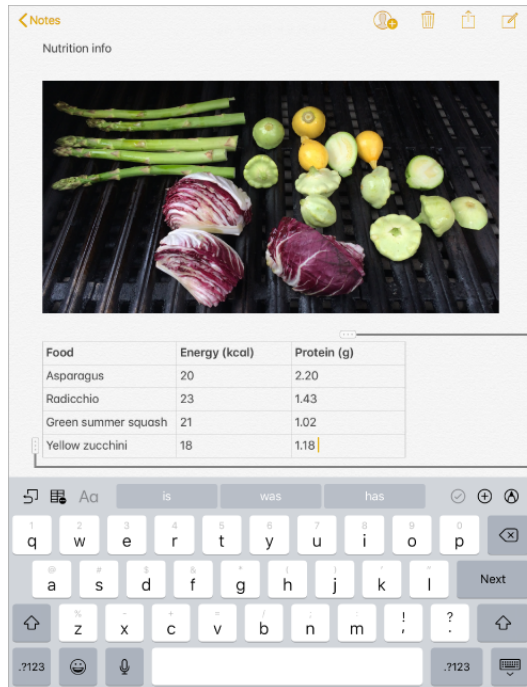
Start over. Tap Erase All.

Edit a sketch. Open the note that contains the sketch, then tap the sketch.

Add a table

You can organize information into a simple table.

Create a table. Tap . Tap a cell to enter text, then tap Next or the press Tab to move to the next cell. If you reach the last cell and tap Next, a new row is automatically added.



Format, add, delete, or reorder a column.

Format, add, delete, or reorder a row.

Add or delete a row or column. Tap a row or column handle, then choose to add or delete. Column widths automatically adjust to fit the text. To see more columns, scroll the table left or right.

Reorder a row or column. Touch and hold a row or column handle, then drag it to a new position.

Convert the table to text. Tap a cell in the table, tap , then tap Convert to Text.

Scan a document

You can use the camera to scan documents into Notes, then add markup or signatures.

Scan documents. Tap , then choose Scan Documents. When you position iPad so that the document page appears on the screen, iPad automatically captures the page.

Continue to scan more pages or tap Save when you're done.



Tip: To manually capture a page, tap . Tap Keep Scan to save the page or tap Retake to try again.

Turn the flash on or off. Tap .

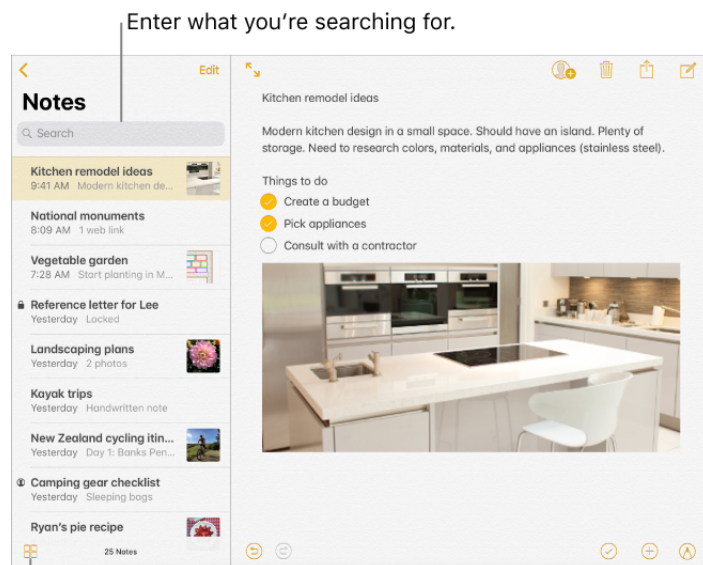
Apply a filter. Tap , then choose to scan the page as a color, grayscale, or black and white document, or as a photo.

Manually adjust a scan. Before you save a scan, you can tap the thumbnail to show tools to adjust the crop, rotation, or filter of the scan. After you save the scan, you can tap the scanned document in the note to make adjustments or capture more pages.

Mark up a saved scan. Tap the scanned document, tap , then tap . To add your signature, tap , then tap Signature. See [Use Markup](#).

Organize your notes

Search for a note. Scroll to the top of the notes list to reveal the search field, then enter the text you're looking for. If a note is locked, only its title appears in the search results.



Browse attachments.

Ask Siri. Say something like: "Show notes from today."

Pin an important note. To keep a note at the top of the notes list, swipe right on the note in the list, then tap the pin. Your pinned notes show up on all your Apple devices where you're signed in to iCloud using the same Apple ID.

Sort your notes. Go to Settings > Notes > Sort Notes By, then choose Date Edited, Date Created, or Title.

Search for a specific attachment. Tap  in the lower-left corner of the notes list to see thumbnails of sketches, photos, links, documents, and other attachments. (Attachments in locked notes aren't shown.) To go to a note with a specific attachment, tap the attachment thumbnail, then tap Show in Note.

Create a folder to organize your Notes. From the notes list, tap < to view your folders. Tap New Folder (at the bottom of the folders list), then name your folder.

Delete a folder. From the notes list, tap < to view your folders. Swipe a folder left, then tap Delete.

Print a note. Tap  at the top of the note, then tap Print. For more information about printing, see [AirPrint](#).

View and edit notes from other accounts (such as Google, Yahoo!, or AOL). Go to Settings > Accounts & Passwords > Add Account, then choose an account. These notes appear in Notes on all your other iOS devices and Mac computers where you're also signed in to that account.

Many Notes features aren't available in these third-party accounts.

Move a note to a different folder or account. In the notes list, swipe left on the note, tap , then choose the folder or account.

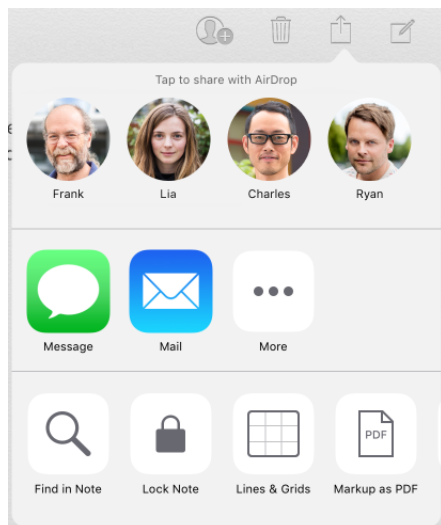
To move several notes from one folder or account to another, tap Edit in the upper-right corner of the notes list, tap the notes you want to move, then tap Move To.

Share notes

You can send a copy of a note to a friend. Or, you can invite people to collaborate on a note in your iCloud account, and everyone will see the latest changes.

Note: You can't collaborate on a locked note.

Send a copy of a note. In the note, tap , then choose how to send your note. After you send the note, your friend won't see any changes you make to the note unless you send it again.



Invite friends to collaborate on a note. Tap , then choose how to send your invitation.

Add people, remove them, or stop collaborating on a note. In a note with collaborators, tap .

Lock notes

Lock notes that contain sensitive information with a password or Touch ID (on supported models). You can lock notes that you want to keep private from anyone who might use your device. Notes uses a single password for all your locked notes, on all of your devices.

You can view locked notes that are in your iCloud account on your iOS devices with iOS 9.3 or later and Mac computers with OS X 10.11.4 or later.

You can lock notes that include images, sketches, maps, and web attachments, but not other types of attachments like video, PDFs, and iWork documents. You can't lock notes that you've shared.

Set or change your notes password. Go to Settings > Notes > Password. This password applies to all your locked notes.

Set Touch ID to unlock your notes. Go to Settings > Notes > Password, then turn on Use Touch ID.

Add a lock to a note. In the note, tap , then tap Lock Note.

When a note is locked, the title remains visible in the notes list.

Unlock your notes. Tap a locked note, tap View Note, then follow the instructions.

Unlocking one note unlocks all of your notes until one of the following happens: your session times out, you tap the lock icon at the top of the screen, you tap Lock Now at the bottom of the notes list, or you lock your iPad.

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

Forgot your notes password? Go to Settings > Notes > Password, then tap Reset Password. The new password applies to notes you lock from now on. Notes that already have a password aren't affected.

Import notes from another app to Notes

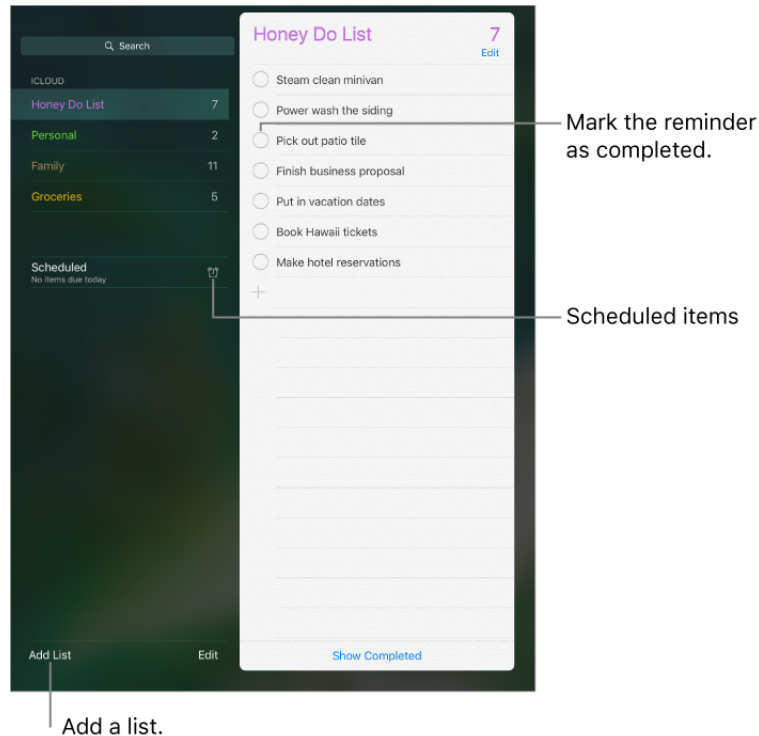
Import notes from another app. (Upgraded notes only) Export the notes from a supported app. Then, with an Evernote file for example, touch and hold the exported file attachment (it has a .enex filename extension) in Mail, then choose Add to Notes. After you import notes, you can find them in the Imported Notes folder.

For more information, see the Apple Support article [Import your notes and files to the Notes app](#).

Reminders

Reminder lists

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



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

Share a list using iCloud. Tap a list, then tap Edit. Tap Sharing, then tap Add person. Anyone you share with also needs to be an iCloud user. Those who accept the invitation can add, delete, and mark items as completed. Family members can also share a list. See [Family Sharing](#).

Ask Siri. Say something like:

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

Delete a list. While viewing a list, tap Edit, then tap Delete List.

Set a default list for new reminders. Go to Settings > Reminders.

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

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

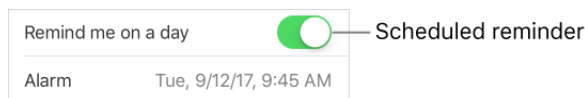
Search for a reminder. In the search field, enter the name of the reminder you're looking for.

Keep your reminders up to date on other devices. Go to Settings > [your name] > iCloud, then turn on Reminders. Some other types of accounts, such as Exchange, also support Reminders. You can change how reminders in the past are synced in Settings > Reminders.

With OS X 10.10 or later, you can hand off reminders you're editing between your Mac and iPad. See [Handoff](#).

Scheduled reminders

Scheduled reminders notify you when they're due.



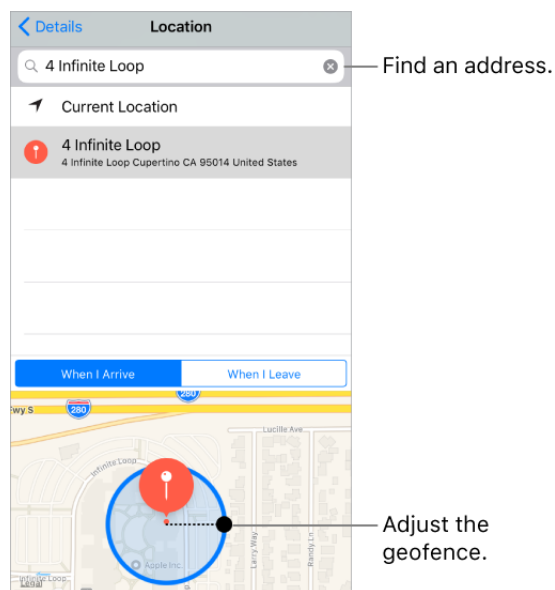
Ask Siri. Say something like: "Remind me to take my medicine at 6 a.m. tomorrow."

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

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

Location-based reminders

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



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

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

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

News

Get started with News

News collects all the stories you want to read, from your favorite sources, about the topics that interest you most. To personalize News, you can choose from a selection of publications (called *channels* in News) and topics such as Entertainment, Food, and Science. For You collects the best stories from the channels and topics you follow. The more you read, the better News understands your interests. Siri learns what's important to you and suggests stories you might like. You can also receive notifications about important stories from channels you follow.

Note: You need a Wi-Fi or cellular connection to read News. News isn't available in all regions.

Personalize your news. When you open News and follow only a few channels or topics, a "Personalize your News" message appears at the top of For You and Following. Tap Browse Channels and Topics, then tap the channels and topics you want to follow. At any time, you can search for specific channels or topics in the Search tab or discover more channels and topics to follow by tapping the Browse button in the Following tab.

Note: Visit the Following tab to see a list of all of Siri's suggestions. If Siri has nothing to suggest, you don't see a Suggestions section in Following.

Follow or block topics or channels. When you follow a topic or channel, related stories appear more often in For You and the topic or channel appears in Following. When you block a topic or channel, its stories won't appear in For You and the topic or channel appears among the blocked topics and channels in Following.

- *Follow or block topics or channels in a feed:* Tap  or  at the top of the screen.
- *Follow or block suggested topics or channels:* Tap  or  next to a topic or channel in For You.

Add notifications. Some channels you follow may send notifications about important stories. To receive notifications, tap Following, then tap  next to a channel.

See stories only from the channels you follow. Go to Settings > News, then turn on Restrict Stories in For You.

Note: Restricting stories significantly limits the variety of stories that appear in For You. When you restrict stories, you won't see Top Stories, Trending Stories, and Featured Stories.

Access News stories and videos from Today View. From the left edge of the Home screen or Lock screen, swipe right to open Today View. In the News section, tap a story headline to open the story in News.

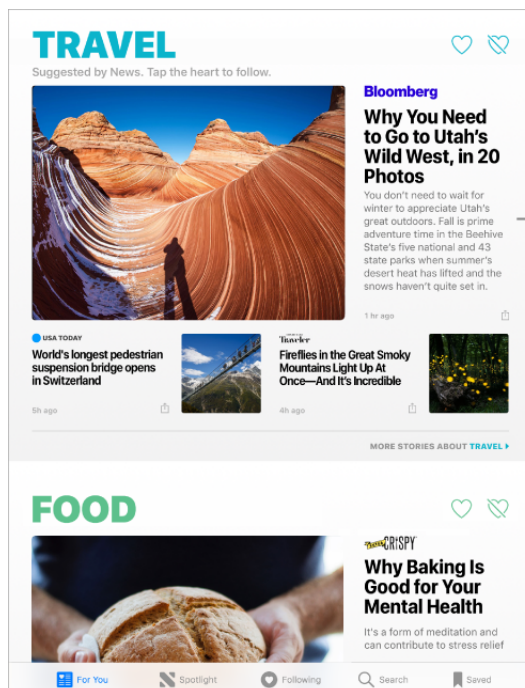
Tap the videos section in the News widget to view the first available video, where you can:

- Tap  to turn the sound back on.
- Tap the right side of the video to view the next video; tap the left side to view the previous video.
- Tap  to share the video.
- Tap  to close the video.

Tip: If you don't see the video controls, tap the screen.

For You

For You presents top stories selected by Apple News editors and the best stories from the channels and topics you follow. For You also includes stories suggested by Siri, trending stories that are popular with other News readers, videos, and more.



Stop suggesting specific topics and channels in For You. Tap  on a suggested topic or channel, then tap Stop Suggesting.

Read more stories within a group. Tap the arrow at the bottom of the group.

Play a video in the story list. Tap .

Get newer stories. Pull down to refresh For You with the latest stories.

Love, dislike, save, or share a story. When viewing a story, tap , then choose Love Story, Dislike Story, or Save, or select a sharing option. You can also report a story, open it in Safari, and more.

To remove a dislike or love, tap , then tap Remove Dislike from Story or Remove Love from Story.

Read stories



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

Read the next story. Tap the arrow on the top-right of the screen. You can also swipe left to read the next story or right to read the previous story. Swipe from the left edge to return to the list of stories.

Tell News what stories you love and dislike. When viewing a story, tap  or . News takes your feedback into account for future recommendations.

Change the text size. Tap , then tap the smaller or larger letter to change the size. (Not available in all stories.)

Share stories. When viewing a story, tap , then choose a sharing option such as Message or Mail.

Report a concern. If you believe that a story you’re viewing is mislabeled, inappropriate, offensive, or doesn’t display properly, tap , then tap Report a Concern.

Spotlight

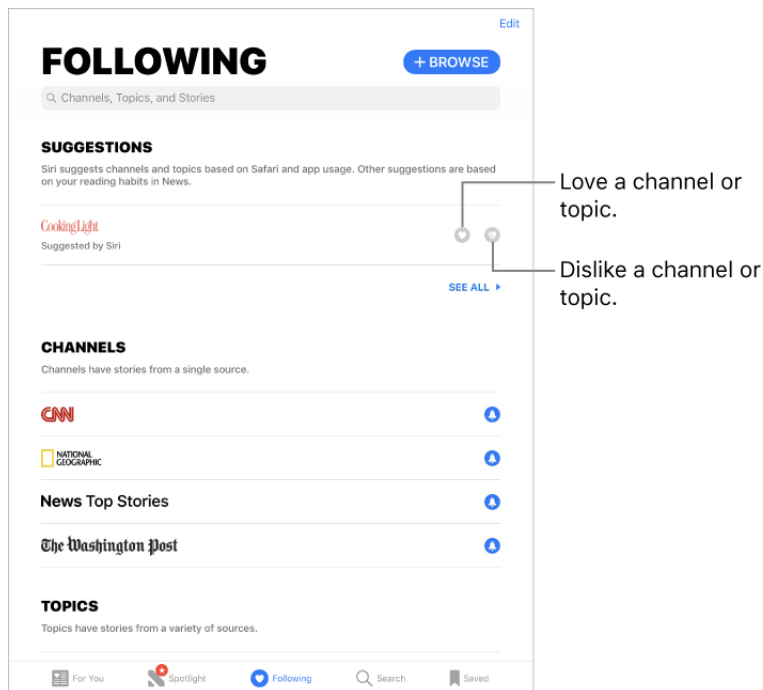
In Spotlight, Apple News editors go deep into a topic that’s of interest at the moment, curating the best content from sources you can trust. Here you’ll find compelling video, audio, photo essays, and featured stories focusing on culture, wellness, lifestyle, tech, and more.

Read Spotlight stories. Tap Spotlight to read stories related to popular and timely topics—award shows, sports championships, or holiday events, for example.

Note: The Spotlight tab’s name and icon may temporarily change to reflect the topic’s theme.

Following

The channels and topics you follow appear in the Following screen. Following also includes channels and topics that Siri and News suggest.



Explore suggestions. On the Following screen, tap a channel or topic under Suggestions to browse its contents. Tap See All for more suggestions. Tap  next to a suggestion to follow it. Tap  next to a suggestion to block it.

Browse a channel’s stories. Tap a channel or topic to see the most recently published stories. In some channels you can browse sections, such as Politics, Sports, and Entertainment.

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

Stop following channels and topics. Tap Edit, tap , then tap Remove.

Follow a channel or topic. Tap  next to a channel, topic, or search result. Or tap the Follow button at the end of a story. To follow a trending topic, tap Search, tap a topic, then tap .

Manage notifications. Tap  to turn notifications on or off for the channels you follow and the channels recommended by Apple News editors.

Show blocked channels and topics. Tap Blocked Channels and Topics at the bottom of the Following screen to show the channels and topics you've blocked. For stories from that channel or topic to appear again in For You, tap the channel or topic, then tap .

Search

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

Search for channels, topics, or stories. Tap Search, then enter the name of a channel (CNN or WIRED, for example), a topic (fashion, business, or politics, for example), or a story (music awards or stock markets, for example). In the results list, tap  to follow the channel or topic.

View trending topics. Search shows trending topics to get you started. Tap a topic to see search results for that topic, then tap  to follow the specific topic or a related topic or channel.

Save stories

In News you can save stories to read later, online or offline.

Save a story. When viewing a list of stories or reading a story, tap , then tap Save. To read a saved story, tap Saved, then tap the story.

Delete a saved story. Tap Saved, then swipe a story left.

Check your reading history. Tap the History tab to see what you've read. Swipe a story left to delete it.

Clear your reading history. Tap the History tab, tap Clear, then choose an option:

- Tap Clear History to remove your reading history.
- Tap Clear Recommendations to remove the information used to create recommendations.

- Tap Clear All to clear your News history and recommendation information.

Note: If you clear recommendations, and the Find Content in Other Apps switch is on in Settings > News > Siri & Search, recommendations based on your Safari and app usage and your reading habits in News are cleared. To prevent News from suggesting stories based on your Safari and app usage, turn off Find Content in Other Apps.

Subscriptions in News

Subscribe to channels. With News you can read premium stories from select publishers. There are three ways to access subscriptions in News:

- *Subscribe within News:* You can purchase a subscription directly in News. In a channel that offers subscriptions, tap the subscription button.
- *Access an existing subscription purchased from iTunes or the App Store:* News checks your iTunes Store account for subscriptions you bought as in-app purchases in publishers' apps. If any subscriptions you've purchased are also available in News, you're automatically granted access in News. See the [About in-app purchases website](#).
- *Access an existing subscription purchased from a publisher:* If you've purchased a subscription directly from a publisher's ecosystem, the publisher may allow you to sign in to your account in News to access your subscription there.

To sign in, tap a story that requires a subscription to read, then tap Already a Subscriber? Enter the user name and password for your existing subscription.

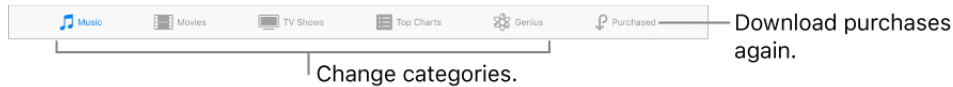
When you subscribe to a channel, it's automatically added to Following and stories from the channel appear in For You.

For more information, see the [About subscriptions in Apple News website](#).

iTunes Store

Find music, movies, TV shows, and more

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



Note: You need an Internet connection and an Apple ID to use the iTunes Store. The iTunes Store isn't available in all regions.

Browse by category or genre. Tap a category (Music, Movies, or TV Shows). To refine the list, tap Genres.

Ask Siri. Say something like: "Look for kids' shows in iTunes."

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

Ask Siri to tag it. When you hear music playing around you, ask Siri "What song is playing?" Siri tells you the name and artist of the song and gives you an easy way to purchase it. The song is also tagged so you can preview or buy it later. To see your list of tagged songs, tap Music, tap , then tap Siri.

Preview a song or video. Tap it.

Add to your Wish List. To track a song you might want to buy later, add it to your Wish List. View the song, tap , then tap Add to Wish List. To view your Wish List, tap , then tap Wish List.

Purchase, rent, or redeem

Sign in with your Apple ID. If you aren't signed in with your Apple ID, the iTunes Store asks you to do so before you make a purchase. To view or edit your Apple ID, go to Settings > [your name] > iTunes & App Store, then tap your Apple ID. If you don't have an Apple ID, you can create one at the time of purchase.

Buy and download an item. Tap the item's price, then tap Buy. If the item is free, tap Get.

If you see  instead of a price, you've already purchased the item, and you can download it again without a charge.

Ask Siri. Say something like: "Purchase [song title] by [artist]."

View and download your previous purchases. Tap Purchased. To automatically download items that you purchased on other Apple devices, go to Settings > [your name] > iTunes & App Store, then turn on Automatic Downloads.

Limit downloads to Wi-Fi connections (Wi-Fi + Cellular models). To prevent downloads from using cellular data, go to Settings > [your name] > iTunes & App Store, then turn off Use Cellular Data.

See the progress of a download. Tap Downloads.

Rent a movie. Tap the movie's rental price, then tap Rent. You can stream the movie to iPad or download the movie to play when you're offline. To start or continue the movie on another iOS device (iOS 10.3 or later), Apple TV (tvOS 10.3 or later), or Mac (with iTunes 12.6 or later), make sure you're signed in to the iTunes Store with the same Apple ID on each device.

When you rent a movie, you have 30 days to start watching it. After you start watching the movie, you can play it as many times as you want for 48 hours, after which the rental period ends. When the rental period ends, the movie is deleted.

Note: Movie rentals and streaming aren't available in all regions or for all movies. See the Apple Support article [What can I buy from the iTunes Store in my country or region?](#)

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

View and download family members' purchases. With Family Sharing set up, you can view and download songs, TV shows, and movies purchased by your family members. Tap Purchased, tap My Purchases, then choose a family member.

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

See your purchase history. To get a list of apps, songs, movies, TV shows, books, or other items you bought with your Apple ID, go to Settings > [your name] > iTunes & App Store. Tap your Apple ID, then tap View Apple ID; you might be asked to authenticate your Apple ID. Scroll down, then tap Purchase History.

Send a gift. To give an item, view it, tap , then tap Gift. To give an iTunes gift certificate, tap a category (Music, Movies, or TV Shows), scroll to the bottom, then tap Send Gift.

Redeem a gift card or code. Tap Music, scroll to the bottom, then tap Redeem.

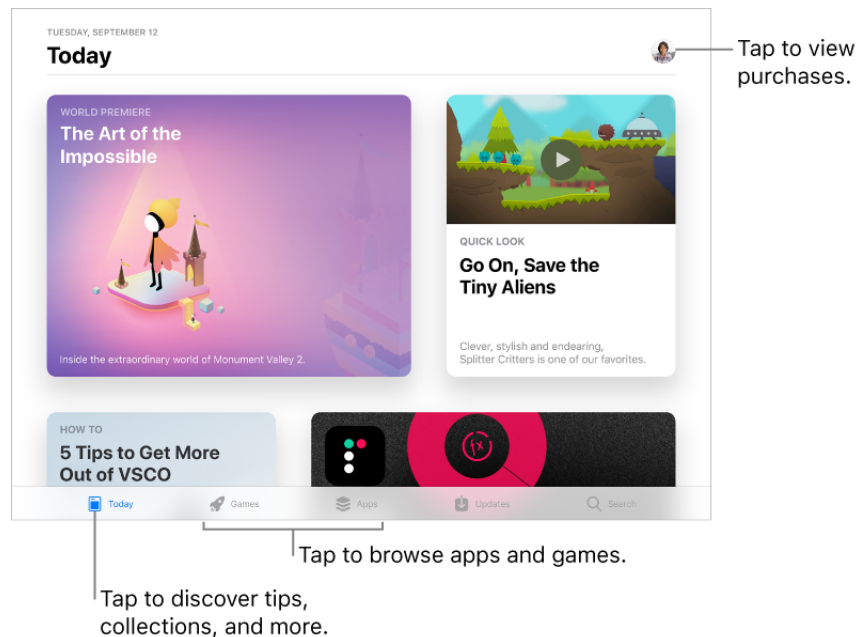
Ask Siri. Say something like: "Redeem an iTunes Store gift card."

App Store

Find apps and games

Use the App Store to find, purchase, and download apps and games.

Note: You need an Internet connection and an Apple ID to use the App Store. The App Store isn't available in all regions.



Keep up with the latest. Tap Today in the lower-left corner to discover what's happening in the world of apps. The Today screen features tips and tricks, collections, exclusive premieres, and original stories from App Store editors around the world.

Browse apps by category. Tap Apps, then scroll down to Top Categories and choose a category—for example, Photo & Video, Entertainment, or Kids.

Browse games by category. Tap Games, then scroll down to Top Categories and choose a category—for example, Action, Arcade, or Kids.

Find a specific app. Tap Search, enter the name in the search field, then tap Search on the keyboard.

Ask Siri. Say something like: "Find apps by Apple."

Tell a friend about an app. View the app in the App Store, tap , then choose an option—for example, Mail or Message. See [Share from apps](#).

Purchase, redeem, and download

Sign in with your Apple ID. If you aren't signed in with your Apple ID, the App Store asks you to do so before you make a purchase. To view or edit your Apple ID, go to Settings > [your name] > iTunes & App Store, then tap your Apple ID. If you don't have an Apple ID, you can create one at the time of purchase.

Buy and download an app. Tap the app's price, then follow the instructions. If the app is free, tap Get.

If you see  instead of a price, you've already purchased the app and you can download it again without a charge. While the app is downloading or updating, its icon appears on the Home screen with a progress indicator.

Your app updates automatically over Wi-Fi, so you can keep up with the latest improvements and features. (To turn off automatic updates, go to Settings > [your name] > iTunes & App Store, then turn off Updates.)

Ask Siri. Say something like: "Purchase [app name]."

View and download your previous purchases. Tap Updates, tap your profile picture in the upper right, then tap Purchased. To automatically download apps that you purchase on other Apple devices, go to Settings > [your name] > iTunes & App Store, then turn on Apps (below Automatic Downloads).

Limit downloads to Wi-Fi connections (Wi-Fi + Cellular models). To prevent App Store downloads from using cellular data, go to Settings > [your name] > iTunes & App Store, then turn off Use Cellular Data.

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

View and download family members' app purchases. With Family Sharing set up, you can view and download apps purchased by your family members who choose to share their purchases. Tap Updates, tap your profile picture in the upper right, then choose a family member to see their purchases. (Purchases made in an app shared with Family Sharing may not be accessible after the family member leaves the family group.)

Restrict in-app purchases. Many apps provide extra content or enhancements for a fee. To prevent in-app purchases, go to Settings > General > Restrictions, make sure Restrictions is enabled, then turn off In-App Purchases. You can also [set other restrictions](#), such as limiting app downloads by age ratings.

Give an app. View the app, tap , then tap Gift (not available for all apps).

Give an iTunes gift certificate. Tap Updates, tap your profile picture in the upper right, then tap Send Gift Card by Email.

Redeem a gift card or code. Tap Updates, tap your profile picture in the upper right, then tap Redeem.

Ask Siri. Say something like: "Redeem an iTunes Store gift card."

iBooks

Get books

Get books from the iBooks Store. In iBooks, use the buttons at the bottom of the screen to access the iBooks Store. Tap Featured to browse the latest releases, or Top Charts to view the most popular. To find a specific book, tap the Search field that appears after you access the iBooks Store.

Ask Siri. Say something like:

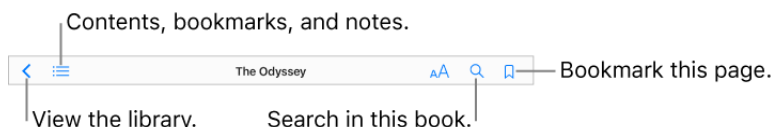
- "Find books by Jane Austen"
- "Find the Odyssey in iBooks"



Read a book

Open a book. Tap My Books at the bottom of the screen, then tap the book you want to read. If you don't see it in on the bookshelf, swipe left or right to see other collections.

Show the controls. Tap near the center of a page. Not all books have the same controls, but some of the things you can do include searching, viewing the table of contents, and bookmarking the page.



Close a book. Pinch the page, or tap <.

Enlarge an image. Tap, or with some books double-tap, the image.

Read by columns. In books that support it, double-tap a column of text to zoom in, then swipe up or to the left to move to the next column.

Go to a specific page. Use the slider at the edge of the screen or the page navigation controls at the bottom. Or tap Q, enter a page number, then tap the page number in the search results.

Get a definition. Touch and hold a word, then tap Look Up. (Definitions aren't available for all languages.)

Interact with multimedia. If a book has interactive elements, such as movies, presentations, or 3D objects, you can interact with them by tapping, swiping, or pinching. To view an element full screen, pinch open with two fingers; pinch closed to go back to the page.

Bookmark a page of interest. Tap  to add a bookmark; tap  again to remove it. To see all your bookmarks, tap , then tap Bookmarks.

Note: You don't need to add a bookmark to mark your place when you close a book—your place is saved automatically.

See your bookmarks on all your devices. Go to Settings > iBooks, then turn on Sync Bookmarks and Notes.

Remember the good parts. You can [drag and drop](#) a text selection into another app like Notes or Reminders. If the book is from the iBooks Store, a link to the book is included automatically.

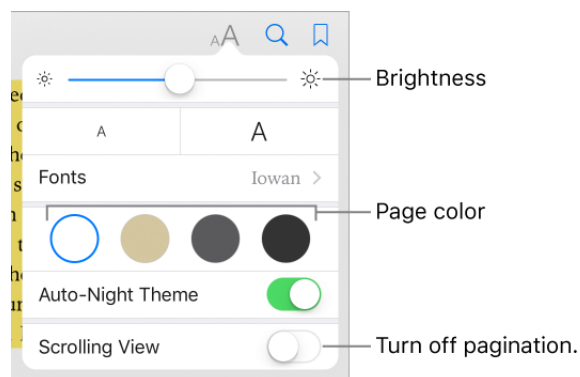
With some books you can add notes and highlights. To add a highlight, touch and hold a word, then move your finger to draw the highlight. To add a note, double-tap a word to select it, move the grab points to adjust the selection, then tap Note or Highlight.

To review your notes, tap  for books that [support study notes](#) or tap , then tap Notes.

Share the good parts. Select text, then tap Share. Or [drag and drop](#) a text selection or a note to add it to a message in Messages or Mail. If the book is from the iBooks Store, a link to the book is included automatically. (Sharing may not be available in all regions.)

Share a link to a book. Tap near the center of a page to display the controls, tap , then tap .

Change the way a book looks. With some books you can change the font, font size, and color of the page. (Tap ) You can change justification and hyphenation in Settings > iBooks. These settings apply to all books that support them.



Change the brightness. Tap . If you don't see , tap  first.

Dim the screen when it's dark. Turn on Auto-Night Theme to automatically change the bookshelf, page color, and brightness when using iBooks in low-light conditions. (Not all books support Auto-Night Theme.)

Use study notes and glossary terms

In books that support it, you can review all of your highlights and notes as study cards.

See all your study cards. Tap . Search your notes, or tap a chapter to see notes you made in that chapter. To see your notes on your other devices, go to Settings > iBooks, then turn on Sync Bookmarks and Notes.

Delete notes. Tap Select, select some notes, then tap .

Share notes. Tap Select, select some notes, then tap . Or [drag and drop](#) notes into another app like Messages, Mail, or Notes.

Review your notes as study cards. Tap Study Cards. Swipe to move between cards. Tap Flip Card to see its back.

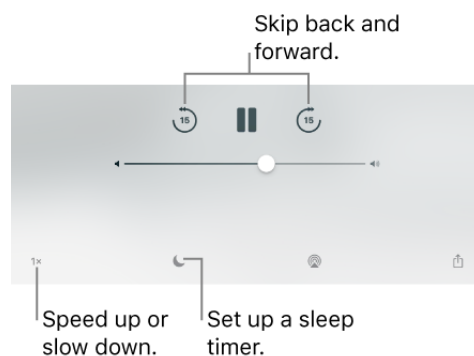
Shuffle your study cards. Tap Study Cards, tap Options, then turn on Shuffle.

Add glossary terms to your study cards. If a book includes a glossary, tap Study Cards, tap Options, then select Glossary Terms to include those words in your study cards.

Listen to an audiobook

Open an audiobook. Audiobooks are identified by  on the cover. Tap the book you want to listen to. If you don't see it in the library, swipe left or right to view other collections.

Skip farther forward or back. Touch and hold the arrows, or slide and hold the book cover. To change the number of seconds that skipping moves, go to Settings > iBooks.

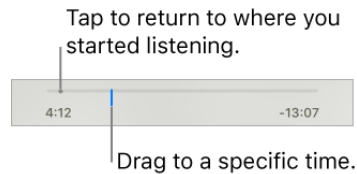


Speed it up, or slow it down. Tap the playback speed in the lower-right corner, then choose a different speed. 1x is normal speed, 0.75x is three-quarters speed, and so on.

Go to a chapter. Tap , then tap a chapter. (Some books don't define chapter markers.)

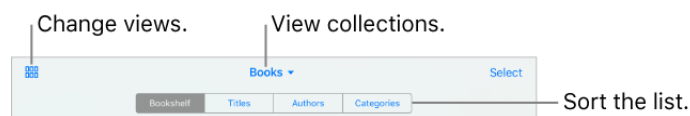
Set a sleep timer. Before starting playback, tap , then choose a duration.

Go to a specific time. Drag the playhead, located below the book cover. Where you started listening during this session is marked with a small circle on the timeline. Tap the mark to jump to that spot.



Download an audiobook previously purchased from the iBooks Store. You can download an audiobook again from the Purchased list in the iBooks Store anytime, free of charge.

Organize books



View books by title or cover. Tap  or .

View only audiobooks or PDFs. Tap the name of the current collection (at the top of the screen) then choose PDFs or Audiobooks.

Organize your books with collections. Tap Select, then select some books and tap Move.

Create or edit collections. Tap the name of the current collection (at the top of the screen). Some built-in collections, such as PDFs, can't be renamed or deleted. You can sync your collections with your other devices in Settings > iBooks.

Rearrange books. While viewing books by cover, touch and hold a cover then drag it to a new location. While viewing books by title, sort the list using the buttons at the top of the screen. The All Books collection is automatically arranged for you; switch to another collection if you want to manually arrange your books.

Search for a book. Pull down to reveal the Search field at the top of the screen. Searching looks for the title and the author's name.

Remove books. Tap Select, select some books, tap Delete, then choose an option.

Hide books you haven't downloaded. If you see  on a cover or next to a title, you can download the book again without charge. To remove from view the books that aren't downloaded, tap the name of the current collection (at the top of the screen), then turn on Hide iCloud Books.

Cite a book in another app. [Drag and drop](#) the book from your library to add its citation to a document in another app. In most apps, the citation for a book from the iBooks Store includes a link to the book.

Note: When you drag and drop a PDF document from your library, the entire document—not a citation—is copied into the app.

Read PDF documents

Add a PDF email attachment to iBooks. Open the email message, touch and hold the PDF attachment in the message, then tap Copy to iBooks. Or, tap the PDF attachment to open it, tap any page, tap , then tap Copy to iBooks.

Print a PDF document. With the document open, tap , then choose Print (you need an AirPrint-compatible printer). For more about AirPrint, see [AirPrint](#).

Mark up a PDF document. Tap , then use the drawing and annotation tools. (Tap near the center of a page if you don't see ) For more information, see [Use Markup](#).

Email a PDF document. [Drag and drop](#) the document from your library into a message. Or, with the document open, tap , then choose Mail.

Copy a PDF document into another app. [Drag and drop](#) the document from your library to add it to another app, such as Notes or Reminders.

Access your entire library in iCloud

You can store your PDF files and other books in iCloud and access them on your other devices.

Turn on iCloud for iBooks. Go to Settings > [your name] > iCloud > iCloud Drive > iBooks.

After you turn on iCloud for iBooks, whenever you add a PDF file (or a book that doesn't come from the iBooks Store) to iBooks, the document is uploaded to iCloud. The document is also added to your other devices where you've turned on iCloud for iBooks and you're signed in to iCloud with the same Apple ID.

To change whether to use iCloud for iBooks, go to Settings > iCloud > iCloud Drive, then turn iBooks on or off.

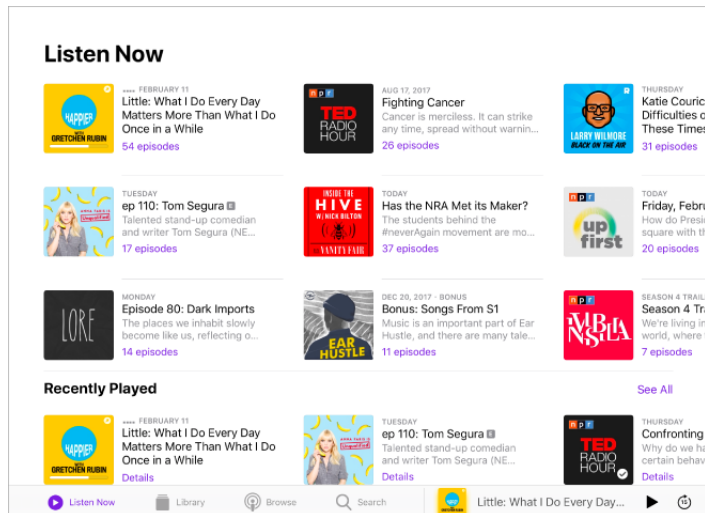
Note: The books in your Purchased list in the iBooks Store don't count against your available iCloud storage space.

Podcasts

Get podcasts

Use the Podcasts app to find and listen to your favorite podcasts.

Podcasts are free shows that are similar to radio or TV shows. Some podcasts are individual episodes; some are series. You can stream a podcast over your Internet connection, or you can download it to iPad to play when you're offline.



Discover podcasts. Tap Browse to see Featured podcasts or Top Charts. You can also browse by content providers or categories.

Search for podcasts and episodes. Tap Search, then type the name of a podcast or episode.

Ask Siri. Say something like: "Play 'The Daily' podcast."

Subscribe to a podcast. Get new episodes as they're released. Tap the podcast, then tap Subscribe.

See your subscribed podcasts.

- *Podcasts with new episodes and episodes you haven't finished:* Tap Listen Now.
- *All podcasts:* Tap Library.

Add an episode to your library. For podcasts that you haven't subscribed to, tap + next to an episode.

Play an episode. Tap the episode to start playing. If there are additional episodes, they will automatically play in order. If the episode isn't downloaded, it's streamed to iPad. To download the episode so you can play it when you're offline, tap .

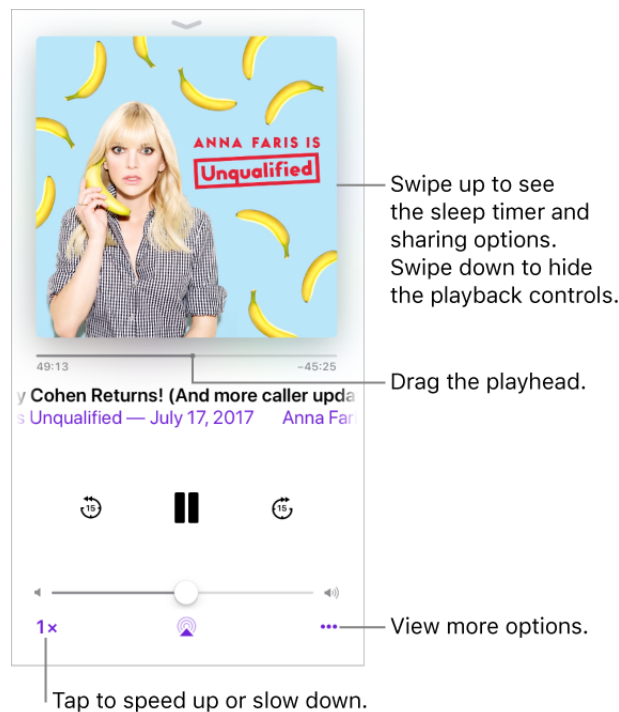
Ask Siri. Say something like: "Play podcasts."

Resume playing an episode. Tap Listen now. Episodes you haven't finished are near the top of the list.

Keep your podcast subscriptions up to date on all your devices. Go to Settings > Podcasts, then turn on Sync Podcasts.

Control playback

Show the playback controls. While playing an episode, tap the player near the bottom of the screen. Swipe up to see the sleep timer and sharing options. Swipe down to hide the playback controls.



Play. Tap ►.

Pause. Tap II.

Skip 15 seconds forward or back within the episode. Tap a circular arrow.

Skip forward or back with greater accuracy. Drag the playhead forward or back. To control the scrubbing speed, move your finger vertically as you drag the playhead.

Ask Siri. Say something like:

- "Skip back 15 seconds"
- "Skip to the next episode"

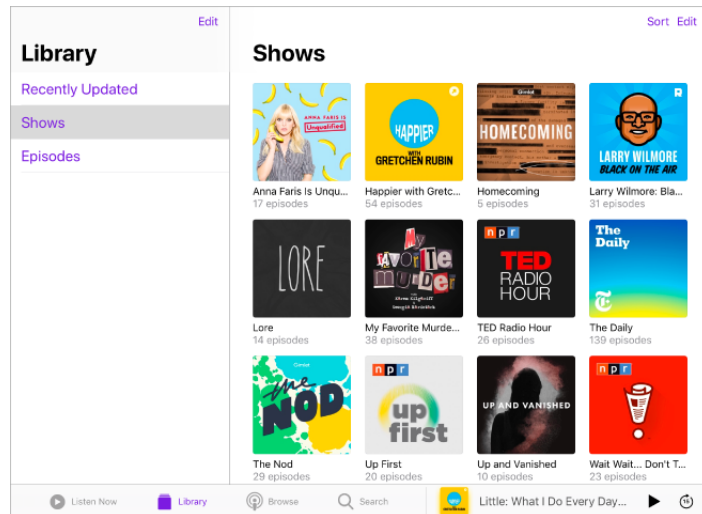
Add the episode to the Up Next queue. Tap ●●●, then tap Play Next or Play Later. To see the Up Next Queue, swipe up.

Get more info about an episode. Swipe up, then tap Episode Notes.

Stream the podcast to another device. Tap , then choose a device. For more information, see [Stream audio and video to other devices](#).

Manage your library

Tap Library to see your subscribed podcasts and downloaded episodes.



Search your library. In the Search tab, type the name of a podcast or episode, tap Your Library, then tap Search.

Browse for more episodes of a podcast. Tap Library, tap the podcast, then tap Available Episodes.

Share an episode or a podcast. Tap the episode or podcast, tap ●●●, tap , then [choose a sharing option](#).

Change the settings of a subscribed podcast. Tap the podcast, tap ●●●, then tap Settings. You can set options for notifications, the order in which episodes are played, downloading episodes, and more.

Change the default download settings for all subscribed podcasts. Go to Settings > Podcasts > Download Episodes.

Choose how frequently Podcasts checks your subscriptions for new episodes. Go to Settings > Podcasts > Refresh Every, then choose an option.

Delete an episode. Tap Library, tap Episodes, swipe left on the episode, then tap Delete.

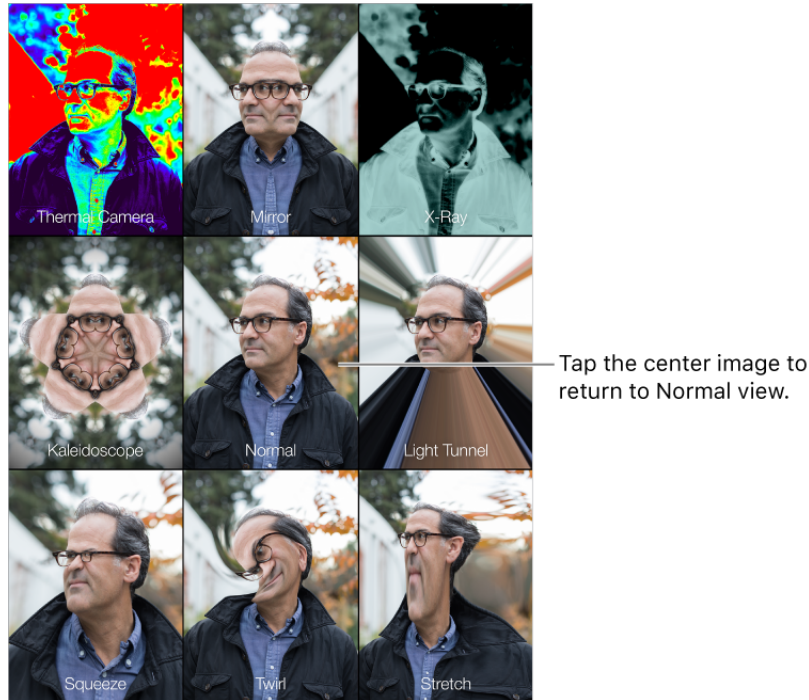
Remove a download. Tap Library, tap Downloaded, swipe left on an episode, then tap Remove.

Unsubscribe from a podcast. Tap the podcast, tap •••, then tap Unsubscribe.

Photo Booth

Take photos

Use Photo Booth to take photos with fun effects.



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

When you take a photo, iPad makes a shutter sound. You can use the volume buttons on the side of iPad to control the volume of the shutter sound. See [Control the volume](#).

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

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

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

See recent shots. Tap the thumbnail of one of your shots. To display the controls, tap the thumbnail again.

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