- *Games or Apps:* Explore new releases, see the top charts, or browse by category.
- *Arcade:* Subscribe to Apple Arcade and access new games on your iPhone, iPad, iPod touch, Mac, and Apple TV.
- *Search:* Enter what you're looking for, then tap Search on the keyboard.

Buy and download an app

1. To buy an app, tap the price. If the app is free, tap Get.

   If you see ☁ instead of a price, you already purchased the app, and you can download it again without a charge.

2. If required, authenticate your Apple ID with Face ID, Touch ID, or your passcode to complete your purchase.

While the app is downloading, its icon appears on the Home screen with a progress indicator.

Install fonts

You can get fonts from the App Store to use in documents you create on iPad.

1. After you download an app containing fonts from the App Store, open the app to install the fonts.
2. To manage installed fonts, go to Settings > General > Fonts.

Share or give an app

1. Tap the app to see its details.
2. Tap ⋯, then tap Share or Gift App (not available for all apps).

Give or redeem an App Store & iTunes gift card

1. Tap ◉ or your profile picture at the top right.
2. Tap one of the following:
   - Redeem Gift Card or Code
   - Send Gift Card by Email

Note: You need an Internet connection and an Apple ID to use the App Store. The availability of the App Store and Apple Arcade varies by country or region. Not all Apple Arcade content shown may be available at service availability. See the Apple Support article Availability of Apple Media Services.

Manage your App Store purchases, subscriptions, and settings on iPad

In the App Store app, you can manage subscriptions and review and download purchases made by you or other family members. You can also customize your preferences for the App Store in Settings.

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. See Turn on Ask To Buy on iPad and Set content and privacy restrictions on a family member's device.

View and redownload eligible apps purchased by you or family members

1. Tap or your profile picture at the top right, then tap Purchased.
2. If you set up Family Sharing, tap My Purchases or choose a family member to view their purchases.

   Note: You can see purchases made by family members only if they choose to share their purchases. Purchases made with Family Sharing may not be accessible after the family member leaves the family group.
3. Find the app you want to download, then tap .

Manage your subscriptions

Tap or your profile picture at the top right, then tap Subscriptions.

Change your App Store settings

Go to Settings > [*your name*] > iTunes & App Store, then do any of the following:

- *Automatically download apps purchased on your other Apple devices:* Below Automatic Downloads, turn on Apps.
- *Automatically update apps:* Turn on App Updates.
- *Control the use of cellular data for app downloads:* (Wi-Fi + Cellular models) To allow downloads to use cellular data, turn on Automatic Downloads. To choose whether you want to be asked for permission for downloads over 200 MB or all apps, tap App Downloads.
- *Automatically play app preview videos:* Turn on Video Autoplay.

Books

Find and buy books and audiobooks in Apple Books on iPad

In the Books app, you can purchase books and audiobooks directly from Apple Books, and then read or listen to them right in the app.

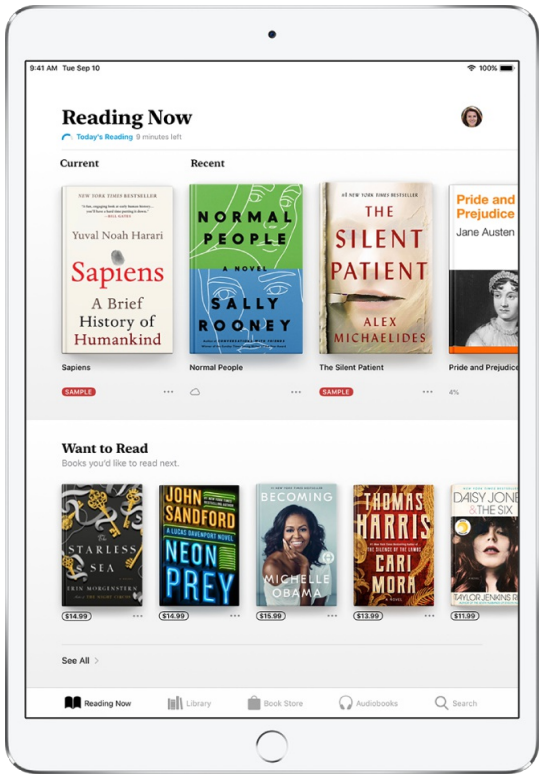
1. Open Books, then tap Book Store or Audiobooks to browse titles, or tap Search to look for a specific title.
2. Tap a book cover to see more details, read a sample, listen to a preview, or mark as Want to Read.
3. Tap Buy to purchase a title, or tap Get to download a free title.

   All purchases are made with the payment method associated with your Apple ID.

Read books in the Books app on iPad

In the Books app, use the Reading Now and Library tabs at the bottom of the screen to see the books you're reading, the books you want to read, your book collections, and more.

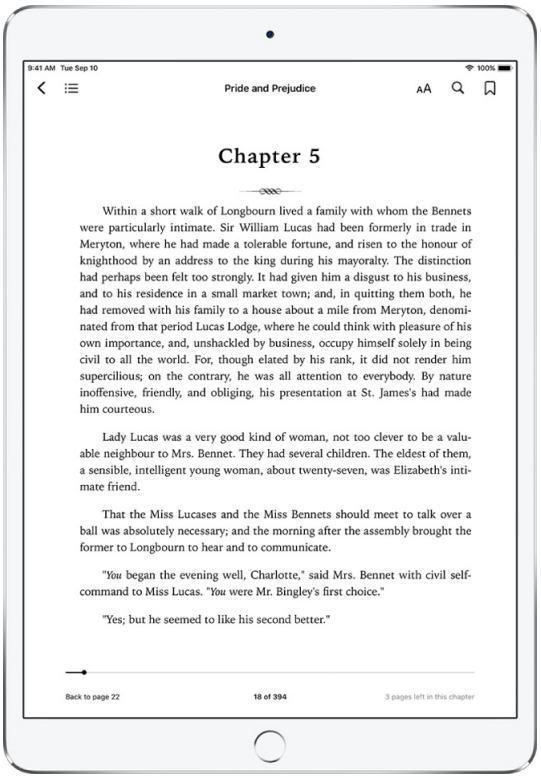
- *Reading Now:* Tap to access the books and audiobooks you're currently reading. Scroll down to see books and audiobooks you've added to your Want To Read collection and books you've sampled. You can also set and keep track of daily and yearly reading goals.
- *Library:* Tap to see all of the books, audiobooks, series, and PDFs you got from the Book Store or manually added to your library. You can tap Collections to view books sorted into collections, such as Want to Read, My Samples, Audiobooks, and Finished.



Read a book

Tap the Reading Now or Library tab, then tap a cover to open a book. Use gestures and controls to navigate as follows:

- *Turn the page:* Tap the right side of the page or swipe right to left.
- *Go back to the previous page:* Tap the left side of the page or swipe left to right.
- *Go to a specific page:* Tap the page and move the slider at the bottom of the screen left or right. Or, tap Search and enter a page number, then tap the page number in the search results.
- *Close a book:* Tap the center of the page to show the controls, then tap Back.

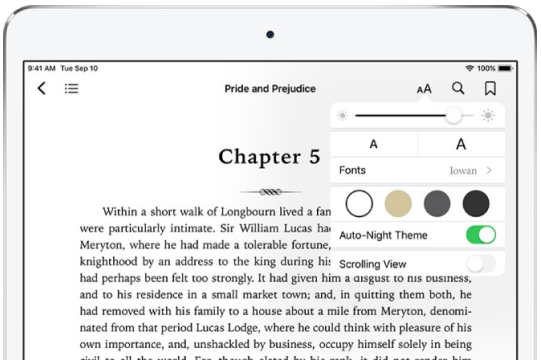


Tip: Turn iPad to landscape orientation to view two pages at once.

Change text and display appearance

Tap the page, tap AA, then do any of the following:

- *Adjust the screen brightness:* Drag the slider left or right.
- *Change the font size:* Tap the large A to increase the font size or tap the small A to decrease it.
- *Change the font:* Tap Fonts to choose a different font.
- *Change the page background color:* Tap a colored circle.
- *Dim the screen when it's dark:* Turn on Auto-Night Theme to automatically change the page color and brightness when using Books in low-light conditions. (Not all books support Auto-Night Theme.)
- *Turn off pagination:* Turn Scrolling View on to scroll continuously through the book.



Bookmark a page

When you close a book, your place is saved automatically—you don't need to add a bookmark. Bookmark pages you want to return to again.

Tap to add a bookmark; tap it again to remove the Bookmark.

To see all your bookmarks, tap , then tap Bookmarks.

Highlight or underline text

1. Touch and hold a word, then move the grab points to adjust the selection.
2. Tap Highlight, then tap to choose a highlight color or underline.

   To remove a highlight or underline, tap the text, then tap .

To see all of your highlights, tap , then tap Notes.

Add a note

1. Touch and hold a word, then move the grab points to adjust the selection.
2. Tap Note, then enter note text.
3. Tap the page to close the note and continue reading.

To see all of your notes, tap , then tap Notes. Swipe left on a note to delete it.

Share a selection

You can send text selections using AirDrop, Mail, or Messages, or you can add the selection to Notes. If the book is from the Book Store, a link to the book is included with the selection. (Sharing may not be available in all countries or regions.)

1. Touch and hold a word, then move the grab points to adjust the selection.
2. Tap Share, then choose a method.

You can also send a link to view the book in the Book Store. Tap a page, tap ☰, then tap ⎙.

Access your books on all your devices

To keep your Books information updated across your iPhone, iPad, and iPod touch, sign in with the same Apple ID on each device, then do the following:

- *Sync Reading position, bookmarks, notes, and highlights:* Go to Settings > [*your name*] > iCloud, then turn on both iCloud Drive and Books.
- *Sync Reading Now, Library, and collections:* Go to Settings > [*your name*] > iCloud, then turn on both iCloud Drive and Books. Then go to Settings > Books, and turn on Reading Now.

See Set up iCloud on your iPhone, iPad, or iPod touch.

Access your books on your Mac

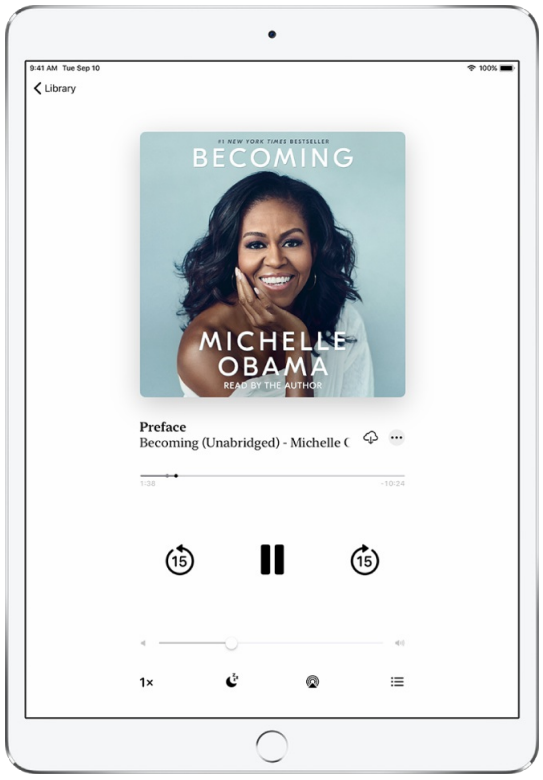
To see your books, audiobooks, and PDFs on your Mac, choose Apple menu > System Preferences, then do one of the following:

- *macOS Catalina*: Click Apple ID, select iCloud in the sidebar, then select iCloud Drive. Click Options, then select Books.
- *macOS 10.14 or earlier*: Click iCloud, then select iCloud Drive. Click Options, then select Books.

To see your collections, bookmarks, notes, and highlights on your Mac, open Books, choose Preferences, click General, then select “Sync collections, bookmarks, and highlights across devices.”

Listen to audiobooks in Books on iPad

Use the Books app to listen to audiobooks on your iPad.



Play an audiobook

In Reading Now or in the Audiobooks collection in your Library, tap the cover, then do any of the following:

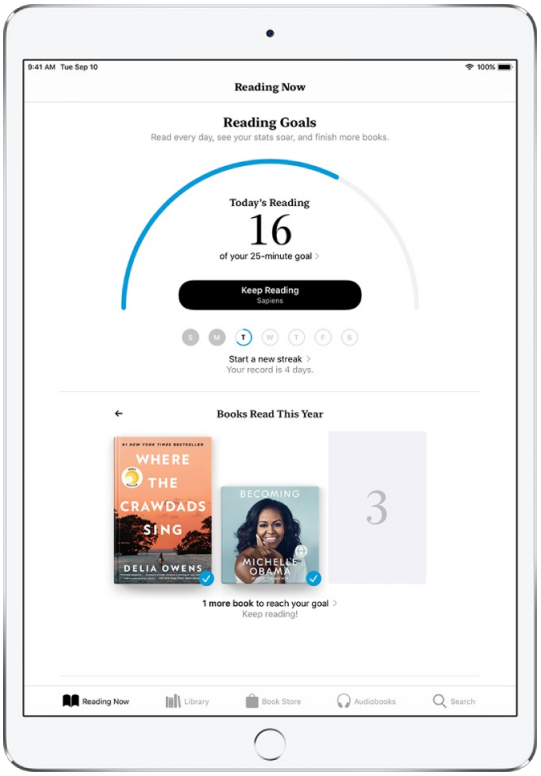
- *Skip forward or back:* Touch and hold the rounded arrows, or slide and hold the book cover. To change the number of seconds that skipping advances, go to Settings > Books.
- *Speed it up, or slow it down:* Tap the playback speed in the lower-left corner to choose a different speed. 1x is normal speed, 0.75x is three-quarters speed, and so on.
- *Set a sleep timer:* Tap , then choose a duration.
- *Go to a chapter:* Tap , then tap a chapter.

  Note: Some audiobooks refer to chapters as *tracks*, or don't define chapters.
- *Go to a specific time:* Drag the playhead, directly below the audiobook cover. The point where you started listening is marked with a gray circle on the timeline. Tap the circle to jump back to that spot.

If a Wi-Fi connection to the Internet isn't available, audiobooks play over your carrier's cellular network, which may result in additional fees. Audiobooks over 200 MB can't be played over cellular (iOS 13.3 or earlier). To manage cellular data usage, see View or change cellular settings on iPad.

Set reading goals in Books on iPad

The Books app helps you keep track of how many minutes you read every day, and how many books and audiobooks you finish each year. You can customize your goals to spend more time reading, set new reading streaks, and share your achievements with friends.



Change your daily reading goal

You can adjust your daily reading goal depending on how many minutes you want to read per day. If you don't customize your daily reading goal, it's set to five minutes per day.

1. Tap the Reading Now tab, then swipe down to Reading Goals.
2. Tap Today's Reading, then tap Adjust Goal.
3. Slide the counter up or down to set the minutes per day that you want to read.

When you reach your daily reading goal, you receive a notification from Books; tap it to get more details about your achievement, or send your achievement to friends.

Note: To count PDFs toward your reading goal, go to Settings > Books, then turn on Include PDFs.

Change your yearly reading goal

After you finish reading a book or audiobook in Books, the Books Read This Year collection appears below Reading Goals. The default yearly reading goal is three books per year, but you can increase or decrease your goal depending on how many books you want to finish.

1. Tap the Reading Now tab, then swipe down to Books Read This Year.
2. Tap a gray placeholder square, or a book cover, then tap Adjust Goal.
3. Slide the counter up or down to set the books per year that you want to read.

When you reach your yearly reading goal, you receive a notification from Books; tap it to get more details about your achievement, or send your achievement to friends.

See your reading streaks and records

Books lets you know how many days in a row you reach your daily reading goal and notifies you when you set a record.

To view your current reading streak and record, tap the Reading Now tab, then swipe down to Reading Goals.

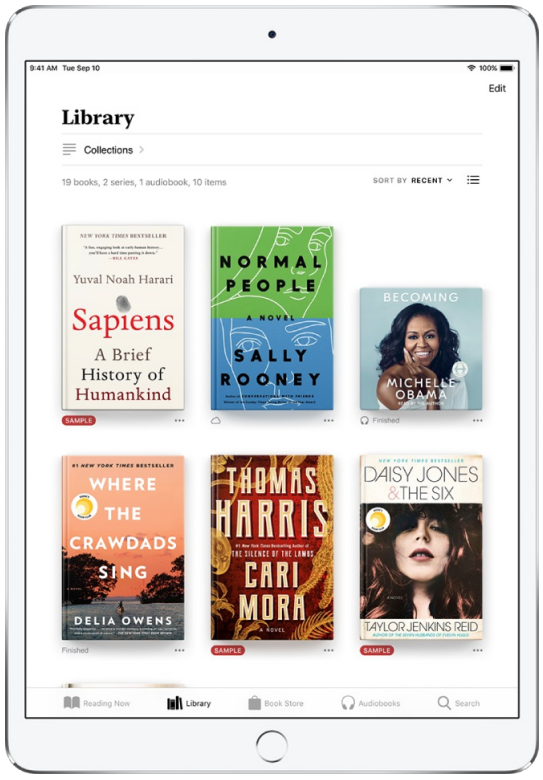
Turn off notifications and Reading Goals

Turn off notifications: To stop receiving notifications when you achieve a reading goal or set a reading streak, tap your account in the top-right corner of the Reading Now tab, tap Notifications, then turn off Reading Goals.

Turn off Reading Goals: Go to Settings > Books > then turn off Reading Goals. When Reading Goals is turned off, the reading indicators in Reading Now are hidden and you don’t receive notifications.

Organize books in the Books app on iPad

In the Books app, the books and audiobooks you purchase are saved in your library and automatically sorted into collections, such as Audiobooks, Want to Read, and Finished.



Create a collection and add books to it

You can create your own collections to personalize your library.

1. Tap Library, tap Collections, then tap New Collection.
2. Name the collection, for example, *Beach Reads* or *Book Club*, then tap Done.
3. To add a book to the collection, tap ••• below the book cover (or on the book's details page in the Book Store), tap Add to Collection, then choose the collection.

   You can add the same book to multiple collections.

Sort books in your library

Choose how the books in your library are sorted and appear.

1. Tap Library, then scroll down and tap the word that appears next to Sort or Sort By.
2. Choose Recent, Title, Author, or Manually.

   If you choose Manually, touch and hold a book cover, then drag it to the position you want.
3. Tap ☰ to view books by title or cover.

Tip: You can sort books in a collection the same way.

Remove books, audiobooks, and PDFs

You can remove books, audiobooks, and PDFs from Reading Now and your library collections, or hide them on your iPad.

1. Tap Library, then tap Edit.

   For audiobooks, tap Library, then go to the Audiobooks collection.

2. Tap the items you want to remove.

3. Tap and select an option.

To unhide books that you have hidden, tap Reading Now, tap your account icon, then tap Manage Hidden Purchases.

To redownload books you have already purchased, see the Apple Support article Redownload apps, music, movies, TV shows, and books from the App Store, iTunes Store, and Apple Books.

Access your library across devices

You can sync your Library and collections across all your devices where you are signed in with the same Apple ID. Go to Settings > [*your name*] > iCloud, turn on iCloud Drive, then turn on Books.

Read PDF documents in Books on iPad

In the Books app, you can open and save PDFs that you receive in Mail, Messages, and other apps.

Open PDFs in Books

Do one of the following:

- Touch and hold the PDF attachment, then tap Copy to Books.
- Tap the PDF attachment to open it, tap, then tap Copy to Books.

Email or print a PDF document

Open the PDF document, tap, then choose Mail or Print.

See About AirPrint.

Mark up a PDF

Open the PDF and tap Ⓐ to use the drawing and annotation tools (tap near the center of a page if you don't see Ⓐ).

See Draw in apps with Markup on iPad.

View PDFs across devices

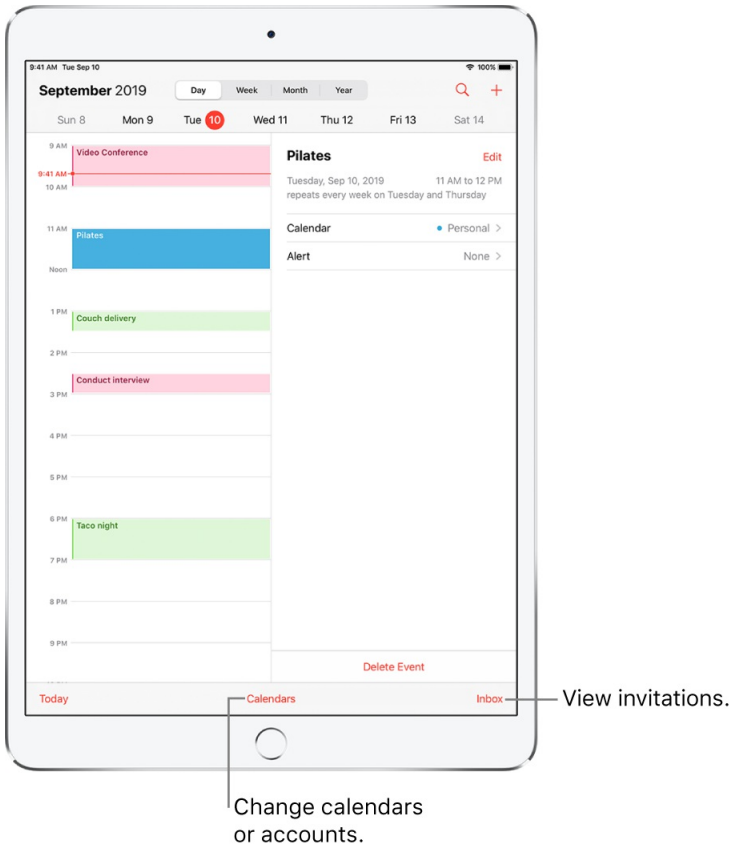
You can see PDFs and books that are not from the Book Store across your iPhone, iPad, iPod touch, and Mac where you're signed in with the same Apple ID.

Go to Settings > [*your name*] > iCloud, turn on iCloud Drive, then turn on Books. Then go to Settings > Books, and turn on iCloud Drive.

Calendar

Create and edit events in Calendar on iPad

Use the Calendar app to create and edit events, appointments, and meetings.



Ask Siri. Say something like:

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

Learn how to ask Siri

Add an event

1. In day view, tap + at the top right.
2. Fill in the event details.

   Enter the name and location of the event, the start and end times, how often it repeats, and so on.
3. Tap Add at the top right.

Add an alert

You can set an alert to be reminded of an event beforehand.

1. Tap the event, then tap Edit at the top right.
2. In the event details, tap Alert.
3. Choose when you want to be reminded.

   For example, “At time of event,” “5 minutes before,” or another choice.

   Note: If you add the address of the event’s location, Calendar uses Apple Maps to look up locations, traffic conditions, and transit options to tell you when it’s time to leave.

Add an attachment

You can add an attachment to a Calendar event to share with invitees.

1. Tap the event, then tap Edit at the top right.
2. In the event details, tap Add attachment.

   The Files app opens, displaying your recently opened files.
3. Locate the file you want to attach.

   To find the file, you can scroll, tap folders to open them, tap Browse to look in other locations (such as iCloud Drive), enter a file name in the search field, and so on. See View files and folders in Files on iPad.
4. Tap Done.

To remove the attachment, tap the event, tap Edit at the top right, swipe left over the attachment, then tap Remove.

Find events in other apps

Siri can suggest events found in Mail, Messages, and Safari—such as flight reservations and hotel bookings—so you can add them easily in Calendar.

1. Go to Settings > Calendar > Siri & Search.
2. Turn on Show Siri Suggestions in App to allow Siri to suggest events found in other apps.

To allow Siri to make suggestions in other apps based on how you use Calendar, turn on Learn from this App.

View events sent to you in Mail or other apps

1. Go to Settings > Calendar > Siri & Search.

2. Turn on Find Events in Other Apps.

Edit an event

You can change the time of an event and any of the other event details.

- *Change the time:* In day view, touch and hold the event, then drag it to a new time, or adjust the grab points.
- *Change event details:* Tap the event, tap Edit at the top right, then in the event details, tap a setting to change it, or tap in a field to type new information.

Delete an event

In day view, tap the event, then tap Delete Event at the bottom of the screen.

Send and receive invitations in Calendar on iPad

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

Invite others to an event

You can invite people to an event, even if you're not the one who scheduled it, with Exchange and some other servers.

1. Tap the event, tap Edit, tap Invitees, then tap Add Invitees.

   Or, if you didn't schedule the event, tap it, tap Invitees, then tap ✉.

2. Type the names or email addresses of invitees, or tap ⊕ to browse your Contacts.
3. Tap Done (or tap Send if you didn't schedule the event).

With Microsoft Exchange, and some other servers, you can invite people to an event even if you're not the one who scheduled it.

If you don't want to be notified when someone declines a meeting, go to Settings > Calendar, then turn off Show Invitee Declines.

Reply to an event invitation

1. To respond to an event notification, tap it.

   Or, in Calendar, tap Inbox, then tap an invitation.

2. Tap your response—Accept, Maybe, or Decline.

To respond to an invitation you receive by email, tap the underlined text in the email, then tap Show in Calendar.

If you add comments to your response (comments may not be available for all calendars), your comments can be seen by the organizer but not by other attendees. To see events you declined, tap Calendars at the bottom of the screen, then turn on Show Declined Events.

Schedule a meeting without blocking your schedule

You can add an event to your calendar without having the timeframe appear as busy to others who send you invitations.

1. Tap the event, then tap Edit.
2. Tap Show As, then tap Free.

Suggest a different meeting time

You can suggest a different time for a meeting invitation you've received.

1. Tap the meeting, then tap Propose New Time.
2. Tap the time, then enter a new one.
3. Tap Done, then tap Send.

Quickly send an email to attendees

1. Tap an event that has attendees.
2. Tap Invitees, then tap ✉.

Change how you view events in Calendar on iPad

In the Calendar app, you can view one day, a week, a month, or a year at a time, or view a list of upcoming events. To change your view of Calendar, do any of the following:

- *Zoom in or out:* Tap Day, Week, Month, or Year at the top of the screen to zoom in or out on your calendar. In week or day view, pinch to zoom in or out.

- *View upcoming events:* Tap Search to view upcoming events as a list.

Search for events in Calendar on iPad

In the Calendar app, you can search for events by title, invitees, location, and notes.

Tap Search, then enter the text you want to find in the search field.

Ask Siri. Say something like: “What’s on my calendar for Friday?” Learn how to ask Siri.

Customize your calendar on iPad

In the Calendar app, you can choose which day of the week Calendar starts with, display week numbers, choose alternate calendars (for example, to display Chinese or Hebrew dates), override the automatic time zone, and more.

Go to Settings > Calendar, then choose the settings and features you want.

Keep track of events in Calendar on iPad

In the Calendar app, you can customize the notifications that let you know about upcoming Calendar events, invitations, and more. You can also make sure your events and other calendar information are kept up to date on all your devices.

Customize Calendar notifications

1. Go to Settings > Notifications > Calendar.
2. Turn on Allow Notifications.
3. Tap a type of event (for example, Upcoming Events), then choose how and where you want the notifications for those events to appear—for example, on the Lock screen, in Notification Center, as banners at the top of the screen, with an alert sound, and so on.

Keep your Calendar up to date across your devices

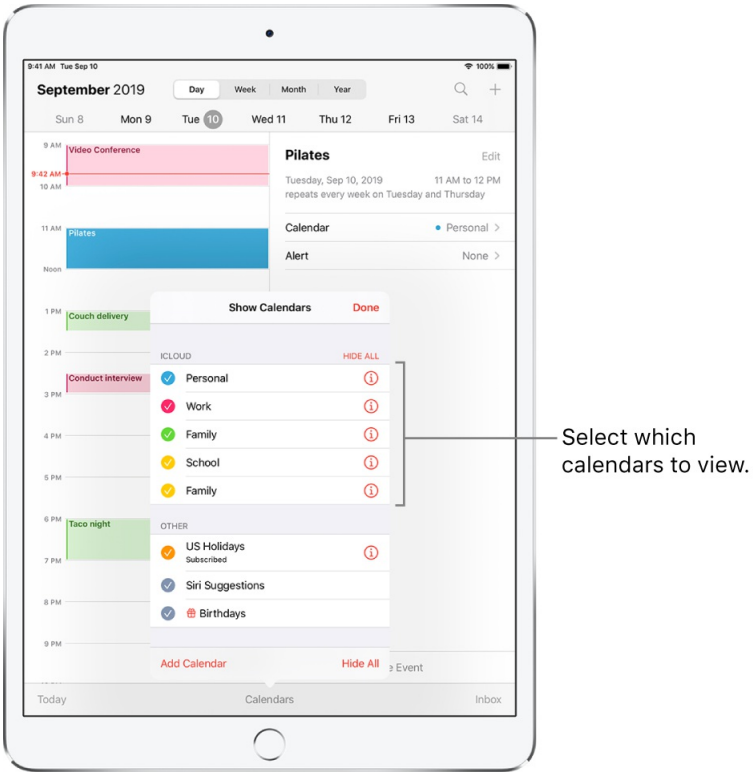
You can use iCloud to keep your Calendar information up to date on all your devices where you’re signed in with the same Apple ID.

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

If you don’t want to use iCloud for your Calendar, you can sync your Calendar information between your iPad and your computer. See Sync iPad with your computer.

Set up multiple calendars on iPad

In the Calendar app, set up multiple calendars to keep track of different kinds of events. Although you can keep track of all your events and appointments in one place, you don't have to. Additional calendars are easy to set up, and a great way to stay organized.



See multiple calendars at once

To view multiple calendars, tap Calendars at the bottom of the screen, then do any of the following:

- Select the calendars you want to view.
- Tap US Holidays to include national holidays with your events.
- Tap Birthdays to include birthdays from Contacts with your events.

Set a default calendar

You can set one of your calendars as the default calendar. When you add an event using Siri or other apps, it's added to your default calendar.

1. Go to Settings > Calendar > Default Calendar.
2. Select the calendar you want to use as your default calendar.

Change a calendar's color

1. Tap Calendars at the bottom of the screen.
2. Tap ⓘ next to the calendar, then choose a color.
3. Tap Done.

For some calendar accounts, such as Google, the color is set by the server.

Turn on iCloud, Google, Exchange, or Yahoo calendars

1. Go to Settings > Passwords & Accounts > Add Account > Other.
2. Tap Add CalDAV Account or Add Subscribed Calendar.
3. Enter the server information.

Subscribe to a calendar

1. Go to Settings > Passwords & Accounts > Add Account > Other.
2. Tap Add Subscribed Calendar.
3. Enter the URL of the .ics file to subscribe to and any other required server information.

You can also subscribe to an iCalendar (.ics) calendar by tapping a link to the calendar.

Add a CalDAV account

1. Go to Settings > Passwords & Accounts > Add Account > Other.
2. Tap Add CalDAV account.
3. Enter the server information.

Move an event to another calendar

Tap the event, tap Calendar, then select a calendar to move the event to.

Share iCloud calendars on iPad

In the Calendar app, you can share an iCloud calendar with other iCloud users. When you share a calendar, others can see it, and you can let them add or change events. You can also share a read-only version that anyone can view but not change. If you set up Family Sharing, a calendar shared with all the members of your family is created automatically. See Share photos, a calendar, and more with family members on iPad.

Create an iCloud calendar

1. Tap Calendars at the bottom of the screen.
2. Tap Add Calendar.
3. Type a name for the new calendar, then tap Done.

Share an iCloud calendar

You can choose to share a calendar with one or more people in iCloud. Those you invite receive an invitation to join the calendar.

1. Tap Calendars at the bottom of the screen.
2. Tap ⓘ next to the iCloud calendar you want to share.
3. Tap Add Person, then enter a name or email address, or tap ⊕ to browse your Contacts.
4. Tap Add.

Change a person's access to a shared calendar

After you invite a person to share your calendar, you can turn on or off their ability to edit the calendar, or stop sharing the calendar with that person.

1. Tap Calendars, tap ⓘ next to the shared calendar, then tap the person.
2. Do any of the following:
   - Turn on or off Allow Editing.
   - Tap Stop Sharing.

Turn off notifications for shared calendars

When someone modifies a calendar you're sharing, you're notified of the change. You can turn off notifications for shared calendars, if you don't want to receive them.

1. Go to Settings > Notifications > Calendar > Shared Calendar Changes.

2. Turn off Allow Notifications.

Share a read-only calendar with anyone

1. Tap Calendars, then tap ⓘ next to the iCloud calendar you want to share.
2. Turn on Public Calendar, then tap Share Link to copy or send the URL for your calendar.
3. Choose a method for sending the URL—Message, Mail, and so on.

Anyone you send the URL to can use it to subscribe to the calendar using a compatible app, such as Calendar for macOS.

Delete a calendar

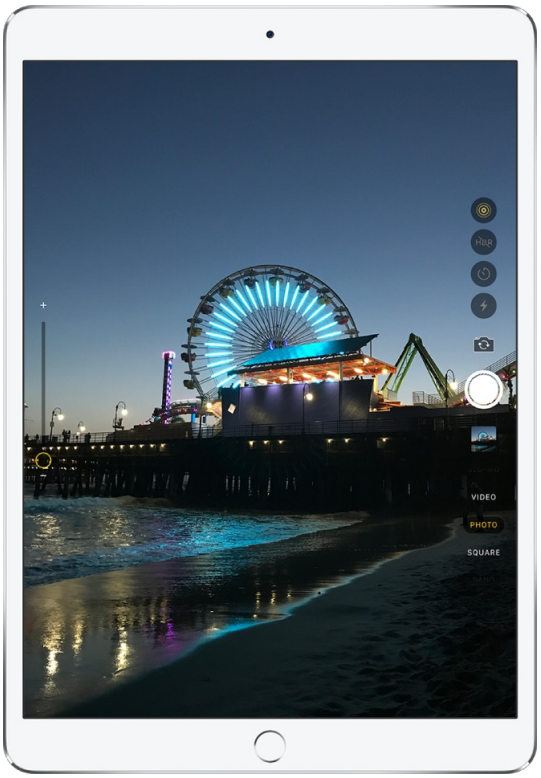
1. Tap Calendars at the bottom of the screen.
2. Tap ⓘ next to the iCloud calendar you want to delete.
3. Tap Delete Calendar at the bottom of the list.

Camera

Take photos with the camera on iPad

Learn how to take great photos with Camera on your iPad. Choose from camera modes such as Photo, Pano, and Square, and use camera features such as Burst and Live Photos.

Ask Siri. Say something like: “Open Camera.” Learn how to ask Siri.



Take a photo

Photo is the standard mode that you see when you open Camera. Use Photo mode to take still photos. Swipe the mode selector up or down to choose a different mode, such as Video, Pano, Time-lapse, Slo-mo, and Portrait (on supported models).

1. Tap on the Home screen or swipe left on the Lock screen to open Camera in Photo mode.
2. Tap the Shutter button or press either volume button to take the photo.

To turn the flash on or off on models that support True Tone Flash or Retina Flash, tap , then choose Auto, On, or Off.

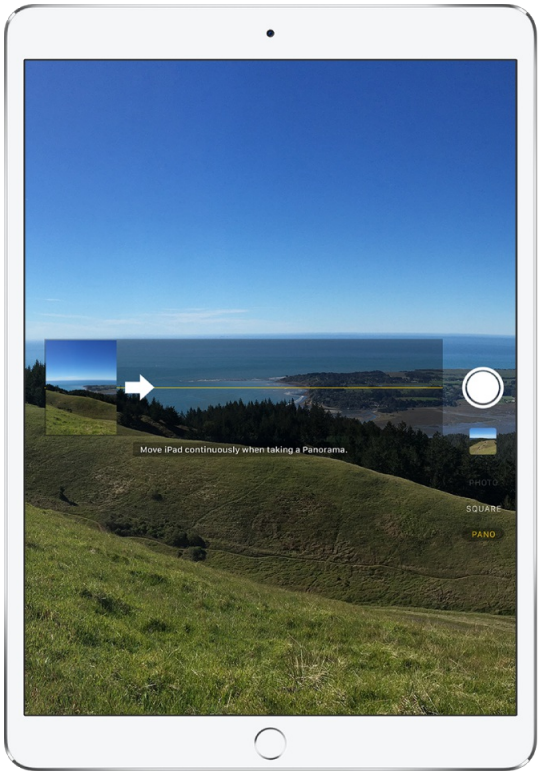
To set a timer, stabilize your iPad and frame your shot. Tap , then tap 3s or 10s.

Zoom in or out

- On all models, open Camera and pinch the screen to zoom in or out.
- On iPad Pro 11-inch (2nd generation) and iPad Pro 12.9-inch (4th generation), tap 1x on the left side of the screen to zoom out and toggle between 1x and 0.5x. To zoom in, touch and hold 1x, then drag the slider up.
- On all other models, drag the slider on the left side of the screen up or down.

Take a panorama photo

1. Choose Pano mode, then tap the Shutter button.
2. Pan slowly in the direction of the arrow, keeping it on the center line.



3. To finish, tap the Shutter button again.

Tap the arrow to pan in the opposite direction. To pan vertically, rotate iPad to landscape orientation. You can reverse the direction of a vertical pan, too.

Take a selfie

1. On iPad Pro 11-inch (2nd generation) and iPad Pro 12.9-inch (4th generation), tap to switch to the front camera. On all other models, tap .
2. Hold your iPad in front of you.
3. Tap the Shutter button or press either volume button to take the shot.

Take a selfie in Portrait mode

On supported models, you can apply a depth-of-field effect to your selfies with the front camera. This effect keeps your face sharp while creating a beautifully blurred background.

1. Choose Portrait mode.

   The front camera is now active.

2. Frame yourself in the yellow portrait box.

3. Tap the Shutter button to take the shot.

Adjust Portrait Lighting in Portrait mode selfies

On models that support Portrait Lighting, you can apply studio-quality lighting effects to your Portrait mode selfies.

1. Choose Portrait mode, then frame your selfie.

2. Drag ⬡ to choose a lighting effect:

   - *Natural Light:* The face is in sharp focus against a blurred background.
   - *Studio Light:* The face is brightly lit, and the photo has an overall clean look.
   - *Contour Light:* The face has dramatic shadows with highlights and lowlights.
   - *Stage Light:* The face is spotlit against a deep black background.
   - *Stage Light Mono:* The effect is similar to Stage Light, but the photo is in classic black and white.
   - *High-Key Light Mono:* Creates a grayscale subject on a white background (iPad Pro 11-inch (2nd generation) and iPad Pro 12.9-inch (4th generation) only).

3. Tap the Shutter button to take the shot.

Adjust Depth Control in Portrait mode selfies

On models that support Depth Control, use the Depth Control slider to adjust the level of background blur in your Portrait mode selfies.

1. Choose Portrait mode, then frame your selfie.

2. Tap ƒ on the right side of the screen.

   The Depth Control slider appears on the right.

3. Drag the slider up or down down to adjust the effect.

4. Tap the Shutter button to take the shot.

After you take a photo in Portrait mode, you can use the Depth Control slider in Photos to further adjust the background blur effect. Open a Portrait mode photo, then tap Edit.

Take Burst shots

Burst takes multiple high-speed photos so that you have a range of photos to choose from. You can take Burst photos with the front and rear cameras.

1. Choose Photo or Square mode.
2. Touch and hold the Shutter button to take rapid-fire photos.

   The counter shows how many shots you took.
3. Lift your finger to stop.
4. To select the photos you want to keep, tap the Burst thumbnail, then tap Select.

   Gray dots below the thumbnails mark the suggested photos to keep.
5. Tap the circle in the lower-right corner of each photo you want to save as an individual photo, then tap Done.

To delete the entire group of Burst photos, tap the thumbnail, then tap .

Take a Live Photo

A Live Photo captures what happens just before and after you take your photo, including the audio.

1. On models that support Live Photos, choose Photo mode.
2. Tap to turn Live Photos on (yellow is on) or off.
3. Tap the Shutter button to take the shot.

You can edit Live Photos in Photos. In your albums, Live Photos are marked with “Live” in the corner.

Take videos with your iPad camera

Use Camera to record videos on your iPad and change modes to take slow-motion and time-lapse videos.

Record a video

1. Choose Video mode.

2. Tap the Record button or press either volume button to start recording.

   Pinch the screen to zoom in and out.

3. Tap the Record button or press either volume button to stop recording.

By default, video records at 30 fps (frames per second). Depending on your model, you can choose other frame rates and video resolution settings in Settings > Camera > Record Video. The faster the frame rate and the higher the resolution, the larger the resulting video file.

Record a slow-motion video

1. Choose Slo-mo mode.
2. Tap the Record button or press either volume button to start and stop recording.

   To set a portion of the video to play in slow motion and the rest at regular speed, tap the video thumbnail, then tap Edit. Slide the vertical bars below the frame viewer to define the section you want to play back in slow motion.

Depending on your model, you can change the frame rate and resolution. The faster the frame rate and the higher the resolution, the larger the resulting video file.

To change Slo-mo recording settings, go to Settings > Camera > Record Slo-mo.

Capture a time-lapse video

1. Choose Time-lapse mode.
2. Set up your iPad where you want to capture a sunset, traffic flowing, or other experience over a period of time.
3. Tap the Record button to start recording; tap it again to stop recording.

On models that support Auto FPS, when you take time-lapse 1080p video at 30 fps under low-light conditions, iPad can automatically reduce the frame rate to 24 fps to improve the video quality. Go to Settings > Camera > Record Video, then turn on Auto Low Light FPS.

Use the camera settings on iPad

Learn how to use the focus, exposure, and other Camera settings on your iPad.

Adjust the focus and exposure

Before you take a photo, the iPad camera automatically sets the focus and exposure, and face detection balances the exposure across many faces. To manually adjust the focus and exposure, follow these steps:

1. Tap the screen to reveal the automatic focus area and exposure setting.
2. Tap where you want to move the focus area.
3. Next to the focus area, drag ☀ up or down to adjust the exposure.

   To lock your manual focus and exposure settings for upcoming shots, touch and hold the focus area until you see AE/AF Lock; tap the screen to unlock settings.

Align your shots

To display a grid on the camera screen that can help you straighten your shots, go to Settings > Camera, then turn on Grid.

Preserve camera settings

You can preserve the last camera mode you used so it's not reset when you next open Camera.

- Go to Settings > Camera > Preserve Settings.
- On supported models, you can also preserve Live Photos settings.

Adjust the shutter sound volume

Adjust the volume of the shutter sound using the volume buttons on the side of your iPad. Or, when Camera is open, swipe down from the top-right corner of the screen to open Control Center, then drag.

Mute the sound using the volume buttons or the Ring/Silent switch, if your iPad has one. (In some countries or regions, muting is disabled.)

Note: The camera shutter doesn't make a sound when Live photo is turned on.

See Adjust the volume on iPad.

Adjust HDR camera settings on iPad

HDR (High Dynamic Range) in Camera helps you get great shots in high-contrast situations. On supported models, the iPad camera takes three photos in rapid succession at different exposures and blends them together. The resulting photo has better detail in the bright and midtone areas.

Take an HDR photo

- On some models, iPad automatically uses HDR when it's most effective.

  To manually control HDR, go to Settings > Camera, then turn off Smart HDR. On the camera screen, tap HDR to turn it on or off.

- On all other models, tap HDR on the camera screen.

By default, the HDR version of the photo is saved in Photos. To save both the HDR and non-HDR version, go to Settings > Camera, then turn on Keep Normal Photo.

View, share, and print photos on iPad

All photos and videos you take with Camera are saved in Photos. With iCloud Photos turned on, all new photos and videos are automatically uploaded and available in Photos on all your devices that are set up with iCloud Photos (with iOS 8.1, iPadOS 13, or later).

Note: If Location Services is turned on in Settings > Privacy, photos and videos are tagged with location data that can be used by apps and photo-sharing websites. See Set which apps can access your location on iPad.

View your photos

1. In Camera, tap the thumbnail image below the Shutter button.
2. Swipe right to see the photos you've taken recently.

   Tap the screen to show or hide the controls.
3. Tap All Photos to see all your photos and videos saved in Photos.

Share and print your photos

1. While viewing an image, tap .
2. Select an option such as AirDrop, Mail, or Messages to share your photo.
3. Swipe up to select Print from the list of options.

See Use AirDrop on iPad to send items to devices near you.

Upload and sync photos across devices

Use iCloud Photos to upload photos and videos from your iPad to iCloud and access them on your iPhone, iPad, or iPod touch where you're signed in using the same Apple ID. To turn on iCloud Photos, go to Settings > Photos. When iCloud Photos is turned off, you can still collect up to 1000 of your most recent photos in the My Photo Stream album on devices set up with iCloud. See Use My Photo Stream on iPad.

Scan a QR code with the iPad camera

You can use the Camera to scan Quick Response (QR) codes for links to websites, apps, coupons, tickets, and more. The camera automatically detects and highlights a QR code.

Use the camera to read a QR code

1. Open Camera, then position iPad so that the code appears on the screen.
2. Tap the notification that appears on the screen to go to the relevant website or app.

Open the QR code reader from Control Center

1. Go to Settings > Control Center > Customize Controls, then tap next to QR Code Reader.
2. Open Control Center, tap the QR code reader, then position iPad so that the code appears on the screen.
3. To add more light, tap the flashlight to turn it on.

Clock

See the time in cities worldwide on iPad

Use the Clock app to see the local time in different time zones around the world.

Ask Siri. Say something like: "What time is it?" or "What time is it in London?" Learn how to ask Siri.

1. Tap World Clock.
2. To manage your list of cities, tap Edit, then do any of the following:
   - *Add a city:* Tap +, then choose a city.
   - *Delete a city:* Tap −.
   - *Reorder the cities:* Touch and hold a clock, then drag it to a new position.

Set an alarm or bedtime schedule on iPad

In the Clock app, you can set an alarm that plays a sound at a specific time. You can also set a bedtime schedule that reminds you when to go to sleep and plays a sound when it's time to wake up.

Ask Siri. Say something like: "Wake me up tomorrow at 7 a.m." or "Set an alarm for 9 a.m. every Friday." Learn how to ask Siri.

Set an alarm

1. Tap Alarm, then tap +.
2. Set the time, then choose any of the following options:
   - *Repeat:* Choose the days of the week.
   - *Label:* Give the alarm a name, like "Water the plants."
   - *Sound:* Choose a tone.
   - *Snooze:* Give yourself nine more minutes.

3. Tap Save.

To change or delete the alarm, tap Edit.

Set a bedtime schedule

Tap Bedtime at the bottom of the screen, tap Set Up, then follow the onscreen instructions.

Change your bedtime schedule

To change your Bedtime schedule, turn on Bedtime, then do any of the following:

- *Adjust your sleep and wake times:* Drag and .
- *Set the alarm days:* Tap Options, then tap the days of the week.
- *Turn off bedtime reminders:* In Bedtime Options, tap Bedtime Reminder, then tap None.

  In Options, you can also turn Do Not Disturb During Bedtime on or off and set your wake-up sound and volume.

Use the timer or stopwatch on iPad

In the Clock app , you can use the timer to count down from a specified time. You can also use the stopwatch to measure the duration of an event.

Ask Siri. Say something like: “Set the timer for 3 minutes” or “Stop the timer.” Learn how to ask Siri.

Set the timer

1. Tap Timer.
2. Set the duration of time and a sound to play when the timer ends.

   Tip: If you want to fall asleep while playing audio or video, you can set the timer to stop the playback. Tap , then tap Stop Playing at the bottom.
3. Tap Start.

The timer continues even if you open another app or if iPad goes to sleep.

Track time with the stopwatch

1. Tap Stopwatch.

   Note: With iPad in portrait orientation, you can switch between the digital and analog faces by swiping the stopwatch.
2. Tap Start.

   The timing continues even if you open another app or if iPad goes to sleep.
3. To record a lap or split, tap Lap.
4. Tap Stop to record the final time.
5. Tap Reset to clear the stopwatch.

Contacts

Add and use contact information on iPad

In the Contacts app , you can view and edit your contacts lists from personal, business, and other accounts. You can also create contacts and set up a contact card with your own information.

Ask Siri. Say something like:

- “What’s my brother’s work address?”
- “Sarah Castelblanco is my sister”
- “Send a message to my sister”

Learn how to ask Siri

Create a contact

Tap +.

Siri also suggests new contacts based on your use of other apps, such as email you receive in Mail and invitations you receive in Calendar. (To turn this feature off, go to Settings > Contacts > Siri & Search, then turn off Show Siri Suggestions for Contacts.)

Based on how you use Contacts, Siri also provides contact information suggestions in other apps. (To turn this feature off, go to Settings > Contacts > Siri & Search, then turn off Learn from this App.) See About Siri Suggestions on iPad.

Find a contact

Tap the search field at the top of the contacts list, then enter a name, address, phone number, or other contact information.

You can also search your contacts using Search (see Use iPad to search).

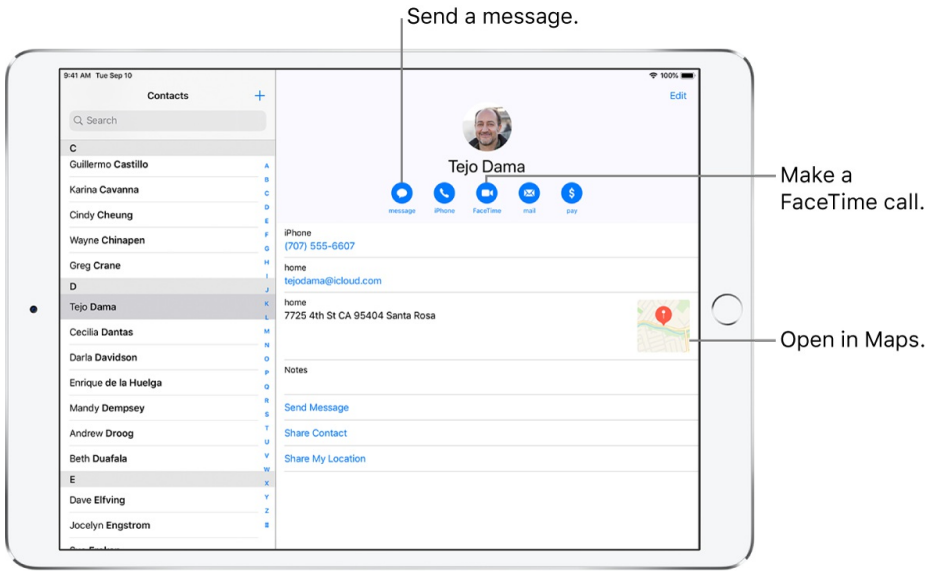
Share a contact

Tap a contact, tap Share Contact, then choose a method for sending the contact information.

Sharing the contact sends all of the info from the contact's card.

Quickly reach a contact

To start a message, make a phone call or a FaceTime call, compose an email, or send money with Apple Pay, tap a button below the contact's name.



To change the default phone number or email address for a contact method, touch and hold the button for that method below the contact's name, then tap a selection in the list.

Delete a contact

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

Edit contacts on iPad

In the Contacts app, assign a photo to a contact, change a label, add a birthday, and more.

1. Tap a contact, then tap Edit.

2. Do any of the following:

   - *Assign a photo to a contact:* Tap “add photo.” You can take a photo or add one from the Photos app.
   - *Change a label:* Tap the label, then select one in the list, or tap Add Custom Label to create one of your own.
   - *Add a birthday, social profile, related name, and more:* Tap ➕ next to the item.
   - *Allow calls or texts from a contact to override Do Not Disturb:* Tap Ringtone or Text Tone, then turn on Emergency Bypass.
   - *Add notes:* Tap the Notes field.
   - *Add a prefix, phonetic name, pronunciation, and more:* Tap “add field,” then select an item in the list.
   - *Delete contact information:* Tap ➖ next to a field.

3. When you’re finished, tap Done.

To change how your contacts are sorted and displayed, go to Settings > Contacts.

Add your contact info on iPad

In the Contacts app, add your information to your contact card. iPad uses your Apple ID to create your contact card, called *My Card,* but you may need to provide your contact information (such as name and address) to complete it.

Complete My Card

Tap My Card at the top of your contacts list, then tap Edit. Contacts suggests addresses and phone numbers to help you set up My Card.

If there is no My Card, tap +, then enter your information. To create My Card with this information, go to Settings > Contacts > My Info, then tap your name in the Contacts list.

Edit My Card

Tap My Card at the top of your contacts list, then tap Edit.

Use other contact accounts on iPad

You can include contacts from other accounts in the Contacts app.

Use your iCloud contacts

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

Use your Google contacts

1. Go to Settings > Passwords & Accounts.
2. Tap Google, sign in to your account, then turn on Contacts.

Add contacts from another account

1. Go to Settings > Passwords & Accounts > Add Account.
2. Choose an account, sign in to it, then turn on Contacts.

Access a Microsoft Exchange Global Address List

1. Go to Settings > Passwords & Accounts.
2. Tap Exchange, sign in to your Exchange account, then turn on Contacts.

Set up an LDAP or CardDAV account to access business or school directories

1. Go to Settings > Passwords & Accounts > Add Account > Other.
2. Tap Add LDAP Account or Add CardDAV Account, then enter the account information.

Keep contacts up to date across devices

To keep your contact information up to date across all your devices where you're signed in with the same Apple ID, you can use iCloud.

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

Alternatively, you can sync the information between iPad and your Mac or Windows PC to keep the information up to date across iPad and your computer. See Sync iPad with your computer.

If you use iCloud for Contacts, your contacts are kept up to date automatically, and no options appear for syncing them with your computer.

Import contacts from a vCard

Tap a .vcf attachment in an email or message.

Add a contact from a directory

1. Tap Groups, then tap the GAL, CardDAV, or LDAP directory you want to search.
2. Tap Done, then enter your search.
3. Tap the person’s name to save their info to your contacts.

Show or hide a group

Tap Groups, then select the groups you want to see.

This button appears only if you have more than one source of contacts.

Hide duplicate contacts on iPad

In the Contacts app, link contact cards for the same person in different accounts so they appear only once in your All Contacts list. When you have contacts from multiple sources, you might have multiple entries for the same person in Contacts. To keep redundant contacts from appearing in your All Contacts list, contacts from different sources with the same name are linked and displayed as a single *unified contact*.

Link contacts

If two entries for the same person aren’t linked automatically, you can unify them manually.

1. Tap one of the contacts, tap Edit, then tap Link Contacts.
2. Choose the other contact entry to link to, then tap Link.

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

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

FaceTime

Set up FaceTime on iPad

In the FaceTime app, you can make video or audio calls to friends and family, whether they're using an iPhone, iPad, iPod touch, or a Mac. With the front camera, you can talk face-to-face; switch to the rear camera to share what you see around you. To capture a moment from your conversation, take a FaceTime Live Photo.

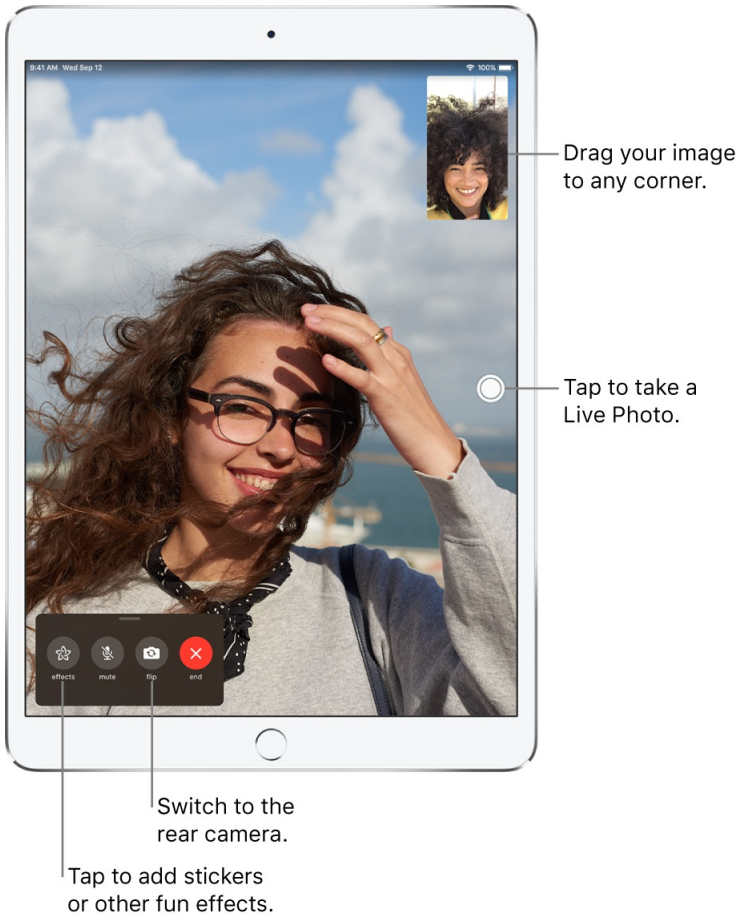
Note: FaceTime, or some FaceTime features, may not be available in all countries or regions.

1. Go to Settings > FaceTime, then turn on FaceTime.
2. If you want to be able to take Live Photos during FaceTime calls, turn on FaceTime Live Photos.
3. Enter your phone number, Apple ID, or email address to use with FaceTime.

Make and receive FaceTime calls on iPad

With an Internet connection and an Apple ID, you can make and receive calls in the FaceTime app (first sign in with your Apple ID, or create an Apple ID, if you don't have one). See Manage Apple ID and iCloud settings on iPad.

On iPad Wi-Fi + Cellular models, you can also make FaceTime calls over a cellular data connection, which may incur additional charges. To turn this feature off, go to Settings > Cellular, then turn off FaceTime. See View or change cellular settings on iPad.



Make a FaceTime call

Ask Siri. Say something like: “Make a FaceTime call” or “Call Eliza’s mobile.” Learn how to ask Siri.

1. In FaceTime, tap + at the top of the screen.
2. Type the name or number you want to call in the entry field at the top, then tap Video to make a video call or tap Audio to make a FaceTime audio call (not available in all countries or regions).

   You can also tap ⊕ to open Contacts and start your call from there, or tap a contact in your list of FaceTime calls to quickly make a call.

Tip: To see more during a FaceTime video call, rotate iPad to use landscape orientation. See Change or lock the screen orientation on iPad.

To call multiple people, see Make a Group FaceTime call on iPad.

Leave a message

If no one answers your FaceTime call, do one of the following:

- Tap Leave a Message.
- Tap Cancel to cancel the call.
- Tap Call Back to try calling back.

Start a FaceTime call from a Messages conversation

In a Messages conversation, you can start a FaceTime call to the person you're chatting with.

1. In the Messages conversation, tap the profile picture, , or the name at the top of the conversation.
2. Tap FaceTime.

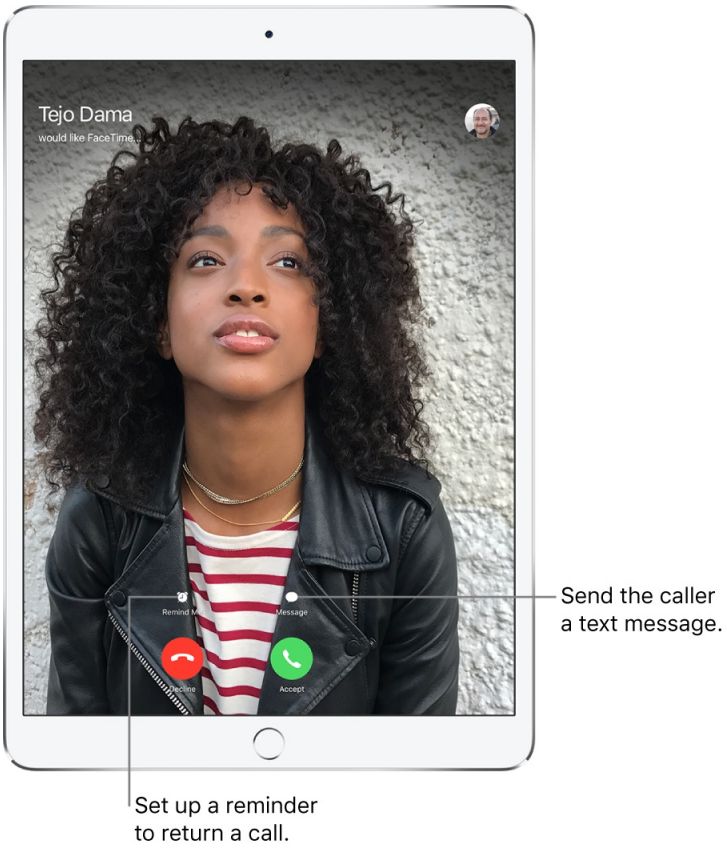
Call again

In your call history, tap the name or number, or tap ⓘ to choose a name or number in Contacts and start your call from there.

Receive a FaceTime call

When a FaceTime call comes in, tap any of the following:

- *Accept:* Take the call.
- *Decline:* Decline the call.
- *Remind Me:* Set a reminder to call back.
- *Message:* Send a text message to the caller.



If you're on a regular call when a FaceTime call comes in, instead of *Accept*, you see the *End & Accept* option, which terminates the previous call and connects you to the incoming call.

Delete a call from your call history

In FaceTime, swipe left over the call in your call history, then tap Delete.

Take a Live Photo in FaceTime on iPad

When you're on a video call in the FaceTime app, you can take a FaceTime Live Photo to capture a moment of your conversation (not available in all countries or regions). The camera captures what happens just before and after you take the photo, including the audio, so you can see and hear it later just the way it happened.

To take a FaceTime Live Photo, first make sure FaceTime Live Photos is turned on in Settings > FaceTime, then do one of the following:

- *On a call with one other person:* Tap ◎.
- *On a Group FaceTime call:* Tap the tile of the person you want to photograph, tap ⤡, then tap ◎.

You both receive a notification that the photo was taken, and the Live Photo is saved in your Photos app.

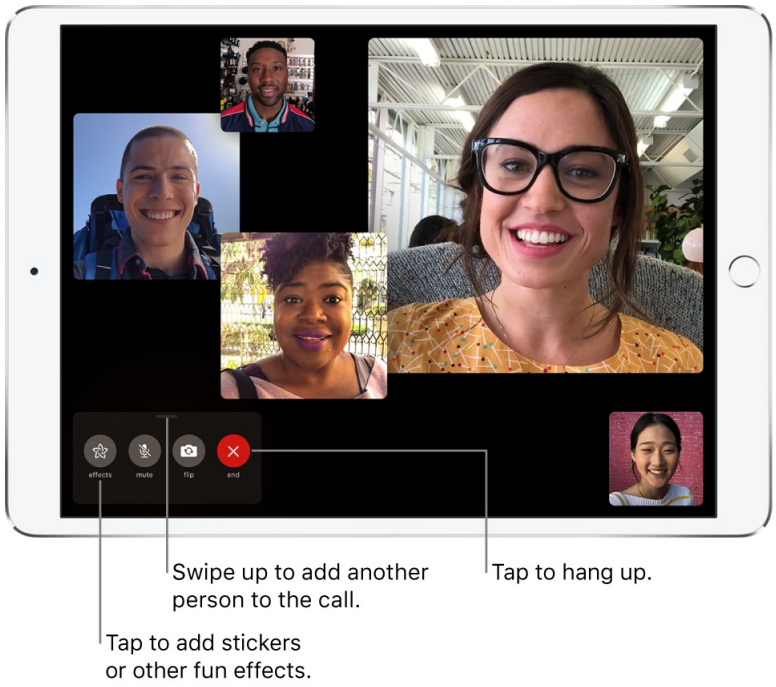
Make a Group FaceTime call on iPad

In the FaceTime app, you can invite up to 32 participants to a Group FaceTime call (not available in all countries or regions).

Start a Group FaceTime call

1. In FaceTime, tap + at the top of the screen.
2. Type the names or numbers of the people you want to call in the entry field at the top.

   You can also tap ⊕ to open Contacts and add people from there.
3. Tap Video to make a video call or tap Audio to make a FaceTime audio call.



Each participant appears in a tile on the screen. When a participant speaks, or you tap a tile, that tile moves to the front and becomes more prominent. Tiles that can't fit on the screen appear in a row at the bottom. To find a participant you don't see, swipe through the row. (The participant's initials may appear in the tile if an image isn't available.)

Start a Group FaceTime call from a group Messages conversation

In a group Messages conversation, you can initiate a Group FaceTime call with all the same people you're chatting with in the Messages conversation.

1. In the Messages conversation, tap the names or profile pictures at the top of the conversation.
2. Tap FaceTime.

Add another person to a call

Any participant can add another person at any time during a call.

1. During a FaceTime call, tap the screen to open the controls (if they aren't visible), swipe up from the top of the controls, then tap Add Person.
2. Type the name, Apple ID, or phone number of the person you want to add in the entry field at the top.

   Or tap + to add someone from Contacts.
3. Tap Add Person to FaceTime.

Join a Group FaceTime call

When someone invites you to join a Group FaceTime call, you see the incoming call. If you decline the call, you receive a notification that you can tap to join the call at any time while it's active.

Leave a Group FaceTime call

To leave a group call at any time, tap ⊗.

The call remains active if two or more participants remain.

Use other apps during a FaceTime call on iPad

While you're on a call using the FaceTime app, you can use other apps.

Go to the Home screen, then tap an app icon to open the app.

To return to the FaceTime screen, tap the green bar (or the FaceTime icon) at the top of the screen.

Add camera effects in FaceTime calls on iPad

On video calls using the FaceTime app, you can become your favorite Animoji or Memoji character (on models with a TrueDepth camera). On supported models, you can use a built-in filter to change your appearance and add stickers, labels, and shapes. You can take screenshots in FaceTime that include the special camera effects you add to a call.

Become an Animoji or Memoji

In Messages, on Pad with a TrueDepth camera, you can create an Animoji or Memoji character to use in your FaceTime calls. iPad captures your movements, facial expressions, and voice, and conveys them through your character. (Your character imitates you even when you stick out your tongue!)

See Use Animoji and Memoji in Messages on iPad.

1. During a FaceTime call, tap ☆. (If you don't see ☆, tap the screen.)
2. Tap 🐵, then choose an Animoji or Memoji (swipe through the characters at the bottom, then tap one).

   The other caller will hear what you say, but see your Animoji or Memoji doing the talking.

Use a filter to change your appearance

1. On supported models, during a FaceTime call, tap ☆. (If you don't see ☆, tap the screen.)
2. Tap ◉ to open the filters.
3. Change your appearance by tapping a filter at the bottom (swipe left or right to preview them).

Add a text label

1. During a call, tap the screen, then tap ☆.
2. Tap Aa, then tap a text label.

   To see more label options, swipe up from the top of the text window.
3. While the label is selected, type the text you want to appear in the label, then tap away from it.
4. Drag the label where you want to place it.

   To delete the label, tap it, then tap ⊗.

Add stickers

1. During a call, tap the screen, tap ☆, then do any of the following:
   - Tap 🐵 to add a Memoji sticker or 😍 to add an Emoji sticker.
   - Tap Aa, swipe up, then tap ☺.
2. Tap a sticker to add it to the call.

   To see more options, swipe left.

3. Drag the sticker to place it where you want.

   To delete the sticker, tap it, then tap ⊗.

Add shapes

1. During a call, tap the screen, then tap ⊛.
2. Tap ▭, then tap a shape to add it to the call.

   To see more options, swipe up from the top of the shapes window.
3. Drag the shape where you want to place it.

   To delete the shape, tap it, then tap ⊗.

Change FaceTime audio and video settings on iPad

You can change the audio and video settings in the FaceTime app at any time during a call.

Change the settings

Tap the screen to open the controls, then do any of the following:

- *Switch to the rear camera:* Tap ⟳ (tap it again to switch back to the front camera).
- *Turn off the sound:* Tap 🎙 (tap again to turn the sound back on).
- *Turn off your camera:* Swipe up from the top of the controls, then tap Camera Off (tap again to turn it back on).

Leave a FaceTime call or switch to Messages on iPad

You can leave a call in the FaceTime app at any time, or continue your conversation in Messages.

Leave a FaceTime call

Tap the screen, then tap ⊗.

Switch to a Messages conversation

To switch your conversation to Messages, tap the screen, swipe up from the top of the controls, then tap ◯.

Block unwanted callers in FaceTime on iPad

In the FaceTime app, you can block voice calls, FaceTime calls, and text messages from unwanted callers.

1. Go to Settings > FaceTime > Blocked Contacts.
2. Scroll down, then tap Add New at the bottom of the list.
3. Select a contact you want to block.

To unblock a contact or phone number, swipe it to the left, then tap Unblock.

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

Files

Connect external devices or servers with Files on iPad

You can use the Files app to access files stored on external devices or servers, such as USB drives and SD cards, file servers, and other cloud storage providers like Box and Dropbox, after you connect them to your iPad.

Connect a USB drive or an SD card

1. Insert a USB camera adapter or an SD card reader into the charging port on iPad.

   Depending on your model, use the Lightning to USB Camera Adapter, Lightning to USB 3 Camera Adapter, USB-C to SD Card Camera Reader, or the Lightning to SD Card Camera Reader (all sold separately).

   Note: The Lightning to USB 3 Camera Adapter can be powered with a USB power adapter. This allows you to connect USB devices with higher power requirements, such as external hard drives, to iPad.

2. Do one of the following:

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

3. To view the contents of the device, tap Browse at the bottom of the screen, then tap the name of the device below Locations. If you don’t see Locations, tap Browse again at the bottom of the screen.

To disconnect the device, simply remove it from the connector on iPad.

Connect to a computer or file server

1. Tap ··· at the top of the Browse sidebar.

   If you don't see the Browse sidebar, tap Browse at the bottom of the screen.

2. Tap Connect to Server.

3. Enter a local hostname or a network address, then tap Connect.

   Tip: After you connect to a computer or file server, it appears in the Recent Servers list on the Connect to Server screen. To connect to a recent server, tap its name.

4. Select how you want to connect:

   - *Guest:* You can connect as a Guest user if the shared computer permits guest access.
   - *Registered User:* If you select Registered User, enter your user name and password.

5. Tap Next, then select the server volume or shared folder in the Browse sidebar (under Shared).

To disconnect from the file server, tap ⏏ next to the server in the Browse sidebar.

For information on how to set up your Mac to share files, see Set up file sharing on Mac in the macOS User Guide.

Add a cloud storage service

1. Download the app from the App Store, then open the app and follow the onscreen instructions.

2. Open Files, tap More Locations (below Locations in the Browse sidebar), then turn on the service.

3. To view your contents, tap Browse at the bottom of the screen, then tap the name of the storage service below Locations. If you don't see Locations, tap Browse again at the bottom of the screen.

View files and folders in Files on iPad

In the Files app, view and open your documents, images, and other files.

View recently opened files

Tap Recents at the bottom of the screen.

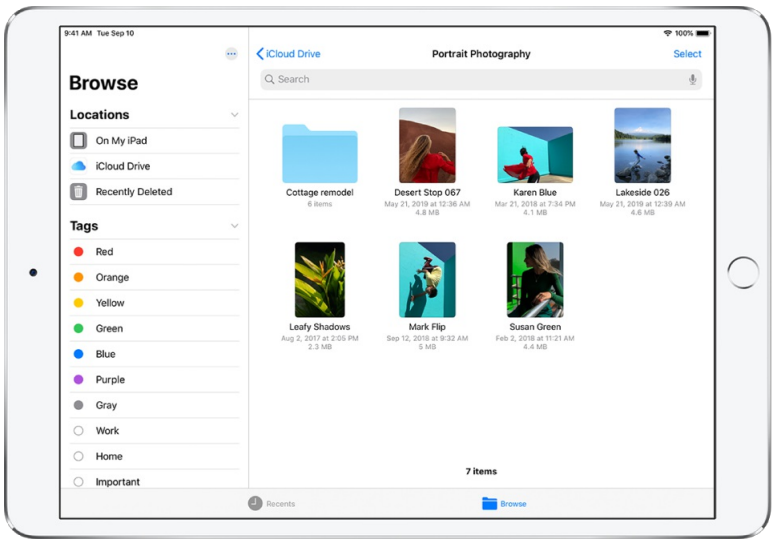
Browse and open files and folders

1. Tap Browse at the bottom of the screen, then tap an item in the Browse sidebar.

   If you don’t see the Browse sidebar, tap Browse again.

2. To open a file, location, or folder, tap it.

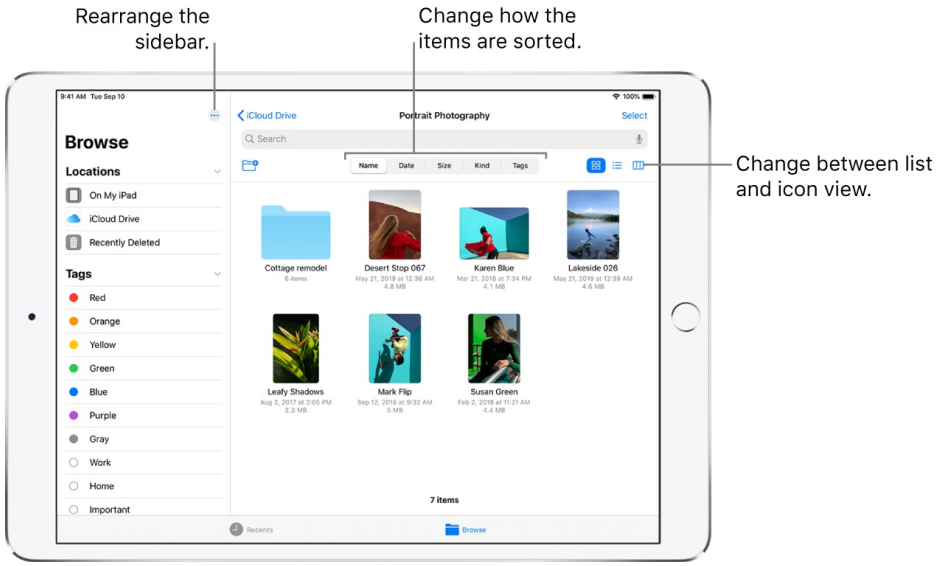
   Note: If you haven’t installed the app that created a file, a preview of the file opens in Quick Look.



For information about marking folders as favorites or adding tags, see Organize files and folders in Files on iPad.

Change how files and folders are sorted

From an open location or folder, drag down from the center of the screen, then tap Name, Date, Size, Kind, or Tags at the top of the screen.



Change to icon, list, or column view

From an open location or folder, drag down from the center of the screen, then do one of the following:

- *View as icons:* Tap .
- *View as a list:* Tap .
- *View as columns:* Tap .

  To look deeper into a folder hierarchy from the column view, tap an item in the rightmost column, then swipe left. To see a preview of a file along with its metadata (such as its kind and size), tap the file. (If the preview doesn't appear in the rightmost column, swipe left.) To view the file and perform various actions on it without leaving Files, tap Open under the file preview.

Find a specific folder or file

Enter a filename, folder name, or document type in the search field.

When you search, you have these options:

- *Focus the scope of your search:* Below the search field, tap Recents or the name of the location or tag.
- *Hide the keyboard and see more results on the screen:* Tap .
- *Start a new search:* Tap ⊗ in the search field.
- *Open a result:* Tap it.

Rearrange the Browse sidebar

Tap at the top of the sidebar, tap Edit, then do any of the following:

- *Hide a location:* Turn the location off.
- *Delete a tag and remove it from all items:* Tap next to the tag. (See Tag a file or folder.)
- *Remove an item from the Favorites list:* Tap next to the item. (See Mark a folder as a favorite.)
- *Change the order of an item:* Touch and hold , then drag it to a new position.

Organize files and folders in Files on iPad

In the Files app, organize documents, images, and other files in folders.

Create a folder

1. Open a location or an existing folder.
2. Drag down from the center of the screen, then tap .

   Note: If you don't see , you can't create a folder in that location.

Rename, compress, and make other changes to a file or a folder

Touch and hold the file or folder, then choose an option: Copy, Duplicate, Move, Delete, Rename, or Compress.

To modify multiple files or folders at the same time, tap Select, tap your selections, then tap an option at the bottom of the screen.

Note: Some options may not be available, depending on the item you select; for example, you can't delete or move an app library (a folder labeled with the app name).

Tag a file or folder

1. Touch and hold the file or folder, tap Tags, then tap one or more tags.
2. Tap Done.

Tagged items appear below Tags in the Browse sidebar.

To remove a tag, tap it again.

Mark a folder as a favorite

Touch and hold the folder, then tap Favorite.

Favorites appear in the Browse sidebar.

Send files from Files on iPad

You can send a copy of any file in the Files app to others. If you have a document you want to send that isn't digitized, you can scan it with Files first.

1. Touch and hold the file, then tap Share.

   Tip: To send a smaller version of the file, tap Compress before you tap Share. Then touch and hold the compressed version of the file (identified as a zip file), and tap Share.

2. Choose an option for sending (for example, AirDrop, Messages, or Mail), then tap Send.

To send files from Files, you can also use Split View or Slide Over to open Mail or Messages, select one or more items in Files, then drag your selection into a message.

Tip: If the folder or files you want to share are stored in iCloud Drive, you can invite others to view or edit their contents—you don't need to send them copies.

Set up iCloud Drive on iPad

Use the Files app to store folders and files in iCloud Drive. You can access them from all your devices where you're signed in with the same Apple ID. Any changes you make appear on all your devices set up with iCloud Drive.

iCloud Drive is built into the Files app on devices with iOS 11, iPadOS 13, or later. You can also use iCloud Drive on Mac computers (OS X 10.10 or later) and PCs (iCloud for Windows 7 or later). Storage limits depend on your iCloud storage plan.

Turn on iCloud Drive

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

Choose which apps use iCloud Drive

Go to Settings > [*your name*] > iCloud, then turn each of the apps listed under iCloud Drive on or off.

Browse iCloud Drive

1. Tap Browse at the bottom of the screen.
2. Under Locations, tap iCloud Drive.

   If you don't see Locations, tap Browse again. If you don't see iCloud Drive under Locations, tap Locations.
3. To open a folder, tap it.

   See View files and folders in Files on iPad.

Share folders and files in iCloud Drive on iPad

After you Set up iCloud Drive, you can use the Files app to share folders (iPadOS 13.4 or later) and individual files with friends and colleagues. When you share a folder or file with iCloud Drive, you are sending a link to the item, not a copy. That way when you make changes to the contents of a folder or edits to an individual file, others see your changes automatically. If you allow your invitees to make edits their changes will appear automatically as well.

Folders and files shared in iCloud Drive have these important characteristics:

- If you share a folder, all items added to that folder by you or other participants are automatically shared.
- The link to a shared file includes its name. If the name or content is confidential, be sure to ask recipients not to forward the link to anyone else.
- If you move a shared file to another folder or location, the link no longer works, and people lose access to the item.
- Depending on the app, users might need to reopen a file or tap the original link to see the latest changes.

Share a folder or file

If you own a folder (iPadOS 13.4 or later) or file in iCloud Drive, you can invite others to view or change its contents.

You can share a folder or file with "Only people you invite," and only the people you specify can open it. With "Anyone with the link," anyone who has the link to the folder or file can open it.

You can allow the contents of a folder or file to be changed, or you can restrict access so that the contents can only be viewed.

When you share a folder, only the invitees can access the files in the shared folder. To invite more people to access the files, you must change the settings of the shared folder to add more participants. You can't select an individual file within the shared folder and add participants to it.

1. Touch and hold the folder or file.

2. Tap Share, then tap Add People.
3. Do one of the following:
    - *Allow only invitees to view and edit the contents:* Choose a method—such as Messages or Mail—for sending people a link to the folder or file.
    - *Allow only invitees to view the contents:* Tap Share Options, tap “View only,” tap Add People (at the top of the screen), then choose a method—such as Message or Mail—for sending the link.
    - *Allow anyone with the link to view and edit the contents:* Tap Share Options, tap “Anyone with the link,” tap “Can make changes,” tap Add People (at the top of the screen), then choose a method for sending the link.
    - *Allow anyone with the link to view the contents:* Tap Share Options, tap “Anyone with the link,” tap “View only,” tap Add People (at the top of the screen), then choose a method for sending the link.
4. Choose how you want to send your invitation, then tap Send.

Share a folder or file with more invitees

If you already shared a folder (iPadOS 13.4 or later) or file and its access is set to “Only people you invite,” you can share it with more people.

1. Touch and hold the folder or file.
2. Tap Share, then tap Show People.
3. Tap Add People and choose a method for sending the link.
4. Enter any other requested information, then send or post the invitation.

Share a folder or file with more people using a link

If you set the access to a shared folder (iPadOS 13.4 or later) or file to “Anyone with the link,” anyone with the link can share it with others.

1. Touch and hold the folder or file.
2. Tap Share, tap Show People, then tap Send Link.
3. Choose a method for sending the link, enter any other requested information, then send or post the invitation.

Change access and permission settings for everyone

If you're the owner of a shared folder (iPadOS 13.4 or later) or file, you can change its access at any time. However, everyone you shared the link with is affected.

1. Touch and hold the folder or file.
2. Tap Share, tap Show People, then tap Share Options.
3. Change either or both of the options.
    - *Access option:* When you change the access option from "Anyone with the link" to "Only people you invite," the original link no longer works for anyone, and only people who receive a new invitation from you can open the folder or file.
    - *Permission option:* When you change the permission option, everyone who has the file open when you change the permission sees an alert. New settings take effect when the alert is dismissed.

Change access and permission settings for one person

If you're the owner of a shared folder (iPadOS 13.4 or later) or file and its access is set to "Only people you invite," you can change the permission for one person without affecting the permission of others. You can also remove the person's access.

1. Touch and hold the folder or file.
2. Tap Share, then tap Show People.
3. Tap the person's name, then select an option.

Stop sharing a folder or file

If you're the owner of a shared folder (iPadOS 13.4 or later) or file, you can stop sharing it.

1. Touch and hold the folder or file.
2. Tap Share, then tap Show People.
3. Tap Stop Sharing.

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

Find My

Find people

Share your location in Find My on iPad

Before you can use the Find My app to share your location with friends, you need to set up location sharing.

Set up location sharing

1. Tap Me, then turn on Share My Location.

   The device sharing your location appears below My Location.

2. If your iPad isn't currently sharing your location, tap Use This iPad as My Location.

Note: You can share your location from an iPhone, iPad, or iPod touch. To share your location from another device, open Find My on the device and change your location to that device. If the device has iOS 12 or earlier, see the Apple Support article Set up and use Find My Friends. If you share your location from an iPhone that's paired with Apple Watch (GPS + Cellular models), your location is shared from your Apple Watch when you're out of range of your iPhone and Apple Watch is on your wrist.

You can also change your location sharing settings in Settings > [*your name*] > Find My.

Set a label for your location

You can set a label for your current location to make it more meaningful (like Home or Work). When you tap Me, you see the label in addition to your location.

1. Tap Me, then tap Edit Location Name.

2. Select a label.

   To add a new label, tap Add Custom Label, enter a name, then tap Done.

Share your location with a friend

1. Scroll to the bottom of the People list, then tap Share My Location.

2. In the To field, type the name of a friend you want to share your location with (or tap ⊕ and select a contact).

3. Tap Send and choose how long you want to share your location.

See Share your location with family members.

Stop sharing your location

You can stop sharing your location with a specific friend or hide your location from everyone.

- *Stop sharing with a friend:* In the People list, tap the person you don't want to share your location with. Tap Stop Sharing My Location, then tap Stop Sharing Location.
- *Hide your location from everyone:* Tap Me, then turn off Share My Location.

Respond to a location sharing request

In the People list, tap Share below the friend who sent the request and choose how long you want to share your location. If you don't want to share your location, tap Cancel.

Stop receiving new friend requests

Tap Me, then turn off Allow Friend Requests.

Add or remove a friend in Find My on iPad

In the Find My app, you can add friends to see their locations on a map.

Ask to follow a friend

After you share your location with friends, you can ask to see their locations.

1. In the People list, tap the name of the person you want to follow.
2. Tap Ask To Follow Location.

After your friends receive and accept your request, you can see their locations.

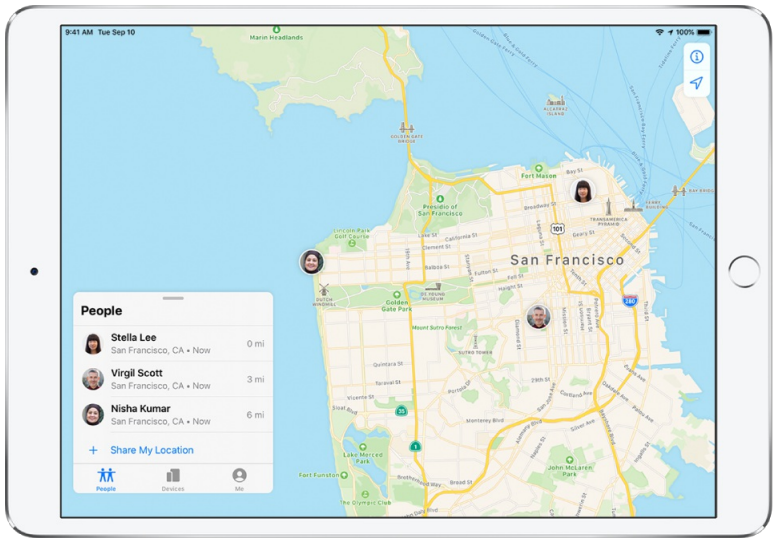
Remove a friend

When you remove a friend, that person is removed from your People list and you are removed from theirs.

1. In the People list, tap the name of the person you want to remove.
2. Tap Remove [*name*], then tap Remove.

Locate a friend in Find My on iPad

Use the Find My app to see the locations of your friends.



See the location of a friend

In the People list, tap the person you want to locate.

- *If your friend can be located:* They appear on a map so you can see where they are.
- *If your friend can't be located:* You see "No location found" under their name.
- *If you aren't following your friend:* You see "Can see your location" under their name. Ask to follow a friend to see their location.

You can also ask Siri to locate a friend who has shared their location with you.

Ask Siri. Say something like: "Where's Gordon?" Learn how to ask Siri.

Contact a friend

1. In the People list, tap the name of the person you want to contact.
2. Tap Contact and choose how you want to contact your friend. See Add and use contact information on iPad.

Get directions to a friend

You can get directions to a friend's current location in the Maps app.

1. In the People list, tap the name of the person you want to get directions to.
2. Tap Directions to open Maps.

3. Tap the route to get directions from your current location to your friend's location. See Follow turn-by-turn directions in Maps on iPad.

Set a label for a friend's location

You can set a label for a friend's current location to make it more meaningful (like Home or Work). The label appears below your friend's name when they're at that location.

1. In the People list, tap the name of the person you want to set a location label for.
2. Tap Edit Location Name, then select a label.

   To add a new label, tap Add Custom Label, enter a name, then tap Done.

Mark favorite friends

Favorite friends appear at the top of the People list and are marked by a star.

1. In the People list, find the person you want to mark as a favorite.
2. Do one of the following:
   - Tap the name of the person, then tap Add [*name*] to Favorites.
   - Swipe left across the person's name, then tap the star.

To remove a friend from your Favorites, swipe left and tap the star, or tap the friend, then tap Remove [*name*] from Favorites.

Set location notifications for friends in Find My on iPad

Use the Find My app to let a friend know when your location changes. You can also get a notification when your friend's location changes.

Notify a friend when your location changes

1. In the People list, tap the name of the person you want to notify.
2. Under Notifications, tap Add, then tap Notify [*your friend's name*].
3. Choose whether you want to notify your friend when you arrive at or leave a location.
4. Choose a location, or tap Add Location to create a new location and set a location radius.

   With a larger radius, your friend is notified when you're close to the location instead of right at the location.

5. Choose whether you want your friend to be notified only once or every time.
6. Tap Add.

Get notified when your friend's location changes

1. In the People list, tap the name of the person you want to be notified about.
2. Under Notifications, tap Add, then tap Notify Me.
3. Choose whether you want to be notified when a friend arrives at or leaves a location.
4. Choose a location, or tap Add Location to create a new location and set a location radius.

   With a larger radius, you're notified when your friend is close to the location instead of right at the location.
5. Tap Add, then tap Create Notification.

Your friend gets an alert after you set the notification.

You can set up to 25 Notify Me notifications across all your friends.

See all notifications about you

1. Tap Me.

   Under Notifications About You, you see a list of people who are notified when your location changes.
2. Select a name to see more details.

To turn off a notification, tap the notification, tap Delete Notification, then tap Delete Notification again.

Change or turn off a notification you set

1. In the People list, tap the name of the person whose notification you want to change or turn off.

   This could be a notification you receive about a friend, or a notification your friend receives about you.
2. Under Notifications, tap the notification.
3. Do either of the following:
   - *Change a notification:* Change any details, then tap Done.
   - *Turn off a notification:* Tap Delete Notification, then tap Delete Notification again.

Choose who you receive location updates from

You can choose whether you want to receive location notifications from everyone or only from friends you share your location with.

1. Tap Me, then tap Receive Location Updates.
2. Select People You Share With or Everyone.

Find devices

Add or remove a device in Find My on iPad

Before you can use the Find My app to locate a lost iPhone, iPad, iPod touch, Apple Watch, or AirPods, you need to add them to Find My.

For your iPhone, iPad, iPod touch, Mac (with macOS Catalina), and Apple Watch, Find My also includes a feature called Activation Lock that prevents anyone else from activating and using your device, even if it's completely erased. See the Apple Support articles Activation Lock for iPhone, iPad, and iPod touch, About Activation Lock on your Mac, and About Activation Lock on your Apple Watch.

Add an iPhone, iPad, or iPod touch

For a device with iOS 13, iPadOS 13, or later, follow the instructions below. For a device with iOS 12 or earlier, see the Apple Support article Set up Find My iPhone on all of your devices.

1. On your iPhone, iPad, or iPod touch, go to Settings > [*your name*] > Find My.

   If you're asked to sign in, enter your Apple ID. If you don't have one, tap "Don't have an Apple ID or forgot it?" then follow the instructions.

2. Tap Find My [*device*], then turn on Find My [*device*].
3. Turn on any of the following:

   - *Enable Offline Finding:* When your device isn't connected to Wi-Fi or cellular, Find My can locate it using Bluetooth.
   - *Send Last Location:* If your device's battery charge level becomes critically low, its location is sent to Apple automatically.

Add a Mac

1. On your Mac, choose Apple menu > System Preferences.

2. Do one of the following:

   - *With macOS Catalina:* Click Apple ID, then click iCloud.
   - *With macOS 10.14 or earlier:* Click iCloud.

   If you're asked to sign in, enter your Apple ID. If you don't have one, click "Don't have an Apple ID or forgot it?" then follow the instructions.

3. Select Find My Mac, then click Allow.

   When you select Find My Mac on a Mac with macOS Catalina, Offline Finding is turned on. Offline Finding allows your Mac to be located using Bluetooth when your Mac isn't connected to Wi-Fi. To turn off this option, click Options, then click Turn Off next to Offline Finding.

Add Apple Watch or AirPods

- *Apple Watch:* Pair your watch with an iPhone on which you're signed in with your Apple ID.
- *AirPods:* Pair your AirPods with an iPhone, iPad, or iPod touch on which you're signed in with your Apple ID.

Add a family member's device

You can see your family members' devices in Find My if you set up Family Sharing first. See Set up Family Sharing on iPad. Their devices appear below yours in the Devices list.

You can't add friends' devices to Find My. Friends who lose a device can go to icloud.com/find and sign in with their Apple ID.

Remove a device

When you remove a device, Activation Lock is turned off.

- *Remove an iPhone, iPad, or iPod touch:* On the device, go to Settings > [*your name*] > Find My, then turn off Find My [*device*]. Enter your Apple ID password, then tap Turn Off. (On iOS 12 or earlier, go to Settings > [*your name*] > iCloud.)
- *Remove a Mac:* On the Mac, choose Apple menu > System Preferences. Click Apple ID, click iCloud (or just click iCloud on macOS 10.14 or earlier), then deselect Find My Mac. Enter your Apple ID password, then click Continue.
- *Remove an Apple Watch or AirPods:* Turn off Apple Watch or put AirPods in their case. Then, in Find My on your iPad, select the offline device and tap Remove This Device, then tap Remove.

  To prevent an Apple Watch or AirPods from reappearing, unpair them in Bluetooth Settings on all your devices.

Note: You can also remove your iPhone, iPad, iPod touch, or Mac by signing out completely on that device in Settings or System Preferences. Signing out turns off all iCloud features on the device. See the Apple Support article Sign out of iCloud on your iPhone, iPad, iPod touch, Apple TV, or Mac.

Remove a device you no longer have

If you no longer have a device because you gave it away or sold it, you need to remotely erase it before you can remove it.

1. In the Devices list, tap the device you want to remove.
2. Erase the device.

   Because the device isn't lost, don't enter a phone number or message.

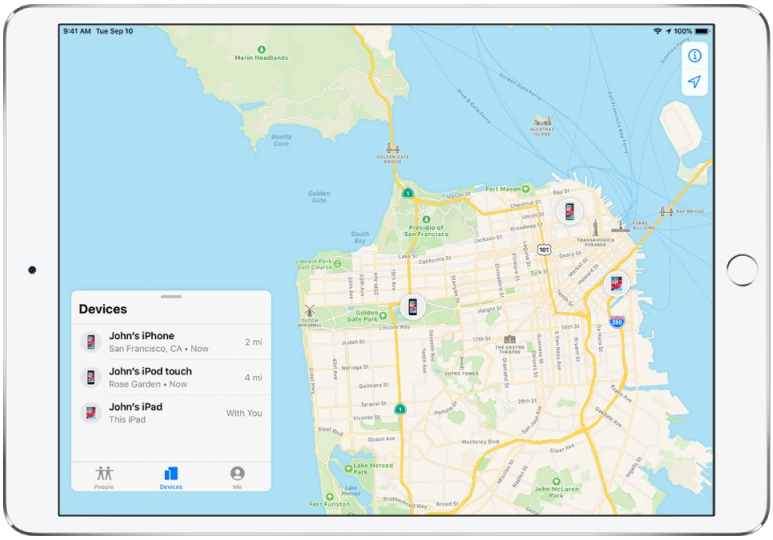
   If the device is offline, the remote erase begins the next time it connects to a Wi-Fi or cellular network. You receive an email when the device is erased.
3. When the device is erased, tap Remove This Device, then tap Remove.

   All your content is erased, Activation Lock is turned off, and someone else can now activate the device.

Locate a device in Find My on iPad

Use the Find My app to locate and play a sound on a missing iPhone, iPad, iPod touch, Mac, Apple Watch, or AirPods. In order to locate a device, you must turn on Find My [device] *before* it's lost.

If you lose your iPad and don't have access to the Find My app, you can locate or play a sound on your device using Find My iPhone on iCloud.com.



See the location of a device

In the Devices list, tap the device you want to locate.

- *If the device can be located:* It appears on the map so you can see where it is.
- *If the device can't be located:* You see "No location found" under the device's name. Under Notifications, turn on Notify When Found. You receive a notification once it's located.

Play a sound on your iPhone, iPad, iPod touch, Mac, or Apple Watch

1. In the Devices list, tap the device you want to play a sound on.
2. Tap Play Sound.
   - *If the device is online:* A sound starts after a short delay and gradually increases in volume, then plays for about two minutes. The device vibrates (if applicable). A Find My [*device*] alert also appears on the device's screen.

     A confirmation email is also sent to your Apple ID email address.
   - *If the device is offline:* You see Pending under Play Sound. The sound plays the next time it connects to a Wi-Fi or cellular network.

Ask Siri. Say something like: "Help me find my iPad" or "Play a sound on my iPod touch." Learn how to ask Siri.

Play a sound on your AirPods

1. In the Devices list, tap the AirPods you want to play a sound on.
2. Tap Play Sound. If your AirPods are separated, you can mute one by tapping Left or Right to find them one at a time.
   - *If your AirPods are online:* They play a sound immediately (for two minutes).

     A confirmation email is also sent to your Apple ID email address.
   - *If your AirPods are offline:* You receive a notification the next time your AirPods are in range of your iPhone, iPad, or iPod touch.

Stop playing a sound on a device

If you find your device and want to turn off the sound before it stops automatically, do one of the following:

- *iPhone, iPad, or iPod touch:* Press the power button or a volume button, or flip the Ring/Silent switch. If the device is locked, you can also unlock it, or swipe to dismiss the Find My [*device*] alert. If the device is unlocked, you can also tap OK in the Find My [*device*] alert.
- *Apple Watch:* Tap Dismiss in the Find My Watch alert, or press the Digital Crown or side button.
- *Mac:* Click OK in the Find My Mac alert.
- *AirPods:* Put your AirPods in their case and close the lid, or tap Stop in Find My.

Get directions to a device

You can get directions to a device's current location in the Maps app.

1. In the Devices list, tap the device you want to get directions to.
2. Tap Directions to open Maps.
3. Tap the route to get directions from your current location to the device's location. See Follow turn-by-turn directions in Maps on iPad.

Locate or play a sound on a friend's device

If your friend loses a device, they can locate it or play a sound on it by going to icloud.com/find and signing in with their Apple ID and password.

To learn more, see Locate a device in Find My iPhone on iCloud.com in the iCloud User Guide.

Mark a device as lost in Find My on iPad

Use the Find My app to mark a missing iPhone, iPad, iPod touch, Apple Watch, or Mac as lost so that others can't access your personal information. In order to mark a device as lost, you must turn on Find My [device]*before* it's lost.

What happens when you mark a device as lost?

- A confirmation email is sent to your Apple ID email address.
- You can display a custom message on the screen. For example, you may want to indicate that the device is lost or how to contact you.
- Your device doesn't display alerts or make noise when you receive messages or notifications, or if any alarms go off. Your device can still receive phone calls and FaceTime calls.
- Apple Pay is disabled for your device. Any credit or debit cards set up for Apple Pay, student ID cards, and Express Transit cards are removed from your device. Credit, debit, and student ID cards are removed even if your device is offline. Express Transit cards are removed the next time your device goes online. See the Apple Support article Manage the cards that you use with Apple Pay.
- For an iPhone, iPad, iPod touch, or Apple Watch, you see your device's current location on the map as well as any changes in its location.

Mark a device as lost

If your device is lost or stolen, you can turn on Lost Mode for your iPhone, iPad, iPod touch, or Apple Watch, or lock your Mac.

1. In the Devices list, tap the lost device.
2. Under Mark As Lost, tap Activate.

3. Follow the onscreen instructions, keeping the following in mind:
    - *Passcode:* If your iPhone, iPad, iPod touch, or Apple Watch doesn't have a passcode, you're asked to create one now. For a Mac, you must create a numerical passcode, even if you already have a password set up on your Mac. This passcode is distinct from your password and is only used when you mark your device as lost.
    - *Contact Information:* If you're asked to enter a phone number, enter a number where you can be reached. If you're asked to enter a message, you may want to indicate that the device is lost or how to contact you. The number and message appear on the device's Lock screen.
4. Tap Activate (for an iPhone, iPad, iPod touch, or Apple Watch) or Lock (for a Mac).

When the device has been marked as lost, you see Activated under the Mark As Lost section. If the device isn't connected to a Wi-Fi or cellular network when you mark it as lost, you see Pending until the device goes online again.

Change contact information or email notifications for a lost device

After you mark your iPhone, iPad, iPod touch, or Apple Watch as lost, you can update your contact information or email notification settings.

1. In the Devices list, tap the lost device.
2. Under Mark As Lost, tap Pending or Activated.
3. Do any of the following:
    - *Change contact information:* Make any changes.
    - *Get email updates:* Turn on Receive Email Updates if it's not already on.
4. Tap Done.

Turn off Lost Mode for an iPhone, iPad, iPod touch, or Apple Watch

When you find your lost device, do either of the following to turn off Lost Mode:

- Enter your passcode on the device.
- In Find My, tap the device, tap Pending or Activated under Mark as Lost, tap Turn Off Mark As Lost, then tap Turn Off.

Unlock a Mac

When you find your lost Mac, enter the numeric passcode on the device to unlock it (the one you set up when you marked your Mac as lost).

If you forget your passcode, you can recover it using Find My iPhone on iCloud.com. For more information, see Use Lost Mode in Find My iPhone on iCloud.com in the iCloud User Guide.

If you lose your iPad, you can turn on Lost Mode using Find My iPhone on iCloud.com.

Erase a device in Find My on iPad

Use the Find My app to erase an iPhone, iPad, iPod touch, Apple Watch, or Mac. In order to remotely erase a device, you must turn on Find My [device]*before* it's lost.

What happens when you erase a device in Find My?

- A confirmation email is sent to your Apple ID email address.
- When you erase a device remotely using Find My, Activation Lock remains on to protect it. Your Apple ID and password are required to reactivate it.
- After you erase a device, you can't use Find My to locate the device or play a sound on it. However, you may still be able to locate your Mac or Apple Watch if it's near a previously used Wi-Fi network.
- Apple Pay is disabled for your device. Any credit or debit cards set up for Apple Pay, student ID cards, and Express Transit cards are removed from your device. Credit, debit, and student ID cards are removed even if your device is offline. Express Transit cards are removed the next time your device goes online. See the Apple Support article Manage the cards that you use with Apple Pay.

Erase a device

1. In the Devices list, tap the device you want to erase.
2. Tap Erase This Device, then tap Erase This [*device*].

   If the device is a Mac, enter a passcode to lock it (you need to use the passcode to unlock it).
3. If the device is lost and you're asked to enter a phone number or message, you may want to indicate that the device is lost or how to contact you. The number and message appear on the device's Lock screen.
4. Tap Erase.
5. Enter your Apple ID password, then tap Erase again.

If your device is offline, the remote erase begins the next time it connects to a Wi-Fi or cellular network.

Cancel an erase

If you erase an offline device and find it before it comes online again, you can cancel the erase request.

1. In the Devices list, tap the device whose erase you want to cancel.
2. Tap Cancel Erase, then enter your Apple ID password.

If you lose your iPad, you can erase it using Find My iPhone on iCloud.com.

Adjust map settings in Find My on iPad

In the Find My app, you can change the map view or distance units.

Note: These settings only affect maps in the Find My app on the device. They don't affect maps in other apps or on other devices.

Change map view

1. Tap ⓘ in the top-right corner of the map.
2. Under Map View, select Map, Hybrid, or Satellite.

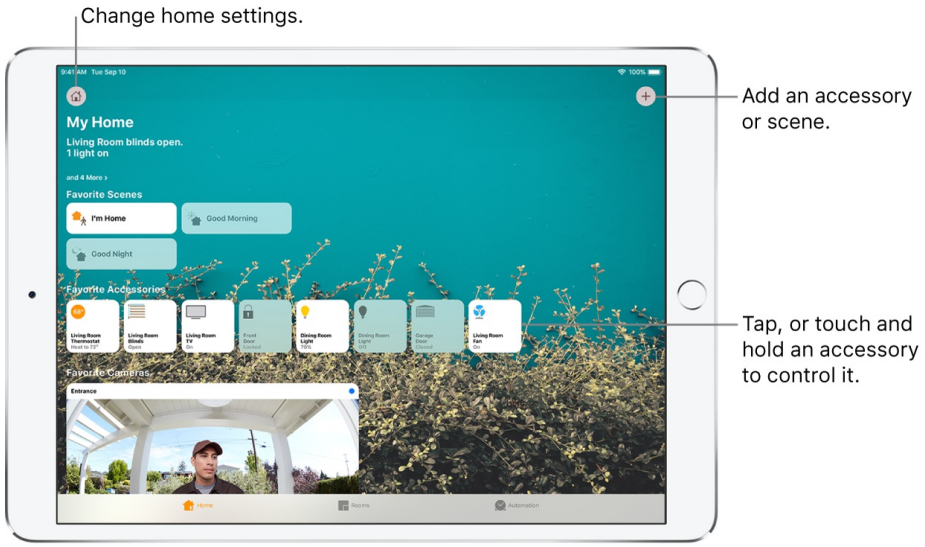
Change distance units

1. Tap ⓘ in the top-right corner of the map.
2. Under Distance, select Miles or Kilometers.

Home

A look at Home on iPad

The Home app provides a secure way to control and automate HomeKit-enabled accessories, such as lights, locks, smart TVs, thermostats, window shades, smart plugs, and cameras. In iOS 13.2, iPadOS 13.2, or later, you can also use Home to view and capture video from supported security cameras. With Home, you can control any Works with Apple HomeKit accessory using iPad.



After you set up your home and its rooms, you can control accessories individually, or use scenes to control multiple accessories with one command. For example, you might create a scene called “wake up” that turns on lights in the kitchen, raises the thermostat, plays your morning playlist on the kitchen HomePod, and unlocks the front door.

To control your home automatically and remotely, you must have Apple TV (4th generation or later), HomePod, or iPad (with iOS 10.3, iPadOS 13, or later) that you leave at home. You can schedule scenes to run automatically at certain times, or when you activate a particular accessory (for example, when you unlock the front door). This also lets you, and others you invite, securely control your home while you’re away.

Set up accessories with Home on iPad

The first time you open the Home app, the setup assistant helps you create a home, where you can add accessories and define rooms. If you already created a home using another HomeKit-enabled app, you’ll skip this step.

Add an accessory to Home

Before you add an accessory such as a light or camera, be sure that it’s connected to a power source, is turned on, and is using your Wi-Fi network.

1. Tap the Home tab, then tap ⊕.
2. Tap Add Accessory, then follow the onscreen instructions.

   When you add an accessory, it’s assigned to a default room, or a room you choose.

You may need to scan a QR code or enter an 8-digit HomeKit setup code found on the accessory itself (or its box or documentation). A supported smart TV displays a QR code for you to scan. You can assign the accessory to a room, and give it a name, and then use this name when controlling the accessory with Siri.

When you set up Apple TV in tvOS and assign it to a room, it automatically appears in that room in the Home app on iPad.

Assign a home accessory to a room

1. Tap Rooms, tap ☰, then choose the room the accessory is currently assigned to.

   If it's not already assigned, look in Default Room.

2. Touch and hold the accessory's button, then swipe up on the screen or tap ⚙.

3. Tap Room, then choose a room.

Turn on Include in Favorites to add the accessory to the Home tab.

To rearrange your favorites, tap the Home tab, tap Edit, then drag the buttons into the arrangement you want.

Organize rooms into zones

Group rooms together into a zone to easily control different areas of your home with Siri. For example, if you have a two-story home, you can assign the rooms on the first floor to a downstairs zone. Then you can say something to Siri like "Turn off the lights downstairs."

1. Tap Rooms, then tap ☰.

2. Tap Room Settings, then tap a room.

3. Tap Zone, then tap an existing zone, or tap Create New to add the room to a new zone.

Edit a room

You can change a room's name and wallpaper, add the room to a zone, or remove the room. When you remove the room, the accessories assigned to it move to Default Room.

1. Tap Rooms, then tap ☰.

2. Tap Room Settings, then tap a room.

Control accessories with Home on iPad

Use the Home app to control accessories in your home.

Control an accessory

Tap the Home or Rooms tab, then tap the button for the accessory—a light, for example—to quickly turn the accessory on or off, or touch and hold the button until controls appear.

The available controls depend on the type of accessory. For example, with some lightbulbs, there are controls for changing colors. With your smart TV, you can choose an input source. You can also control accessories using Control Center.

Edit home accessories

To edit accessory settings, touch and hold the accessory's button, swipe up on the screen or tap , then do any of the following:

- *Rename an accessory:* Tap to delete the old name, then type a new one.
- *Change an accessory's icon:* Tap the icon next to the accessory's name, then select a new icon. If you don't get a choice of other icons, it means the icon can't be changed for this accessory.

Group accessories

You can control multiple accessories with the tap of a button by grouping them.

1. Touch and hold an accessory, swipe up on the screen or tap , then tap Group with Other Accessories.
2. Tap the accessory you want to group with this accessory—another light in the room, for example.
3. In the Group Name field, type a name for the group.
4. Tap Done.

   If you want the group to appear in the Home tab, turn on Include in Favorites.

Add more homes with iPad

In the Home app you can add more than one physical space—a home and a small office, for example.

1. Tap the Home tab, then tap .
2. Tap Add Home, name the home, then tap Save.
3. To switch to another home, tap the Home tab, tap , then tap the home you want.

Set up HomePod in Home on iPad

You can use the Home app to add and edit alarms on HomePod and control many of its settings.

Use Home to add and edit HomePod alarms

In the Home app, touch and hold the HomePod button, swipe up or tap ⚙, then tap Alarms and do any of the following:

- *Add an alarm:* Tap +, create the alarm, then tap Save.
- *Edit an alarm:* Tap Edit, tap the alarm time, change the time, then tap Save.
- *Turn alarms on or off:* Tap the switch next to an alarm.
- *Delete an alarm:* Tap Edit, tap ⛔ next to the alarm, then tap Delete.

Change HomePod settings

1. In the Home app, touch and hold the HomePod button.
2. Swipe up on the screen or tap ⚙, then configure the HomePod settings.

   You can assign HomePod to a different room, create a stereo pair with two HomePod speakers in the same room, rename HomePod, turn on accessibility features, and more.

Set up security cameras in Home on iPad

In iPadOS 13.2 or later, you can use the Home app 🏠 to view video activity captured from your home's security cameras when a person, animal, or vehicle is detected. The video captured by your cameras is analyzed and encrypted on your home hub device (HomePod, Apple TV, or iPad) and securely uploaded to iCloud so that only you and those you share it with can view it. See the Home accessories website for a list of compatible security cameras.

With a 200-GB iCloud storage plan, you can view the last 10 days of activity from a single camera at no additional cost. You can switch to a different camera at any time, but to stream and record from more than one camera, you must have a 2-TB plan, which lets you view activity from up to five cameras. Video content doesn't count against your iCloud data limit.

Camera options

When you add a compatible camera to the Home app, you're asked to choose streaming and recording options and assign the camera to a room. By default, the camera is marked as a favorite and appears on the Home screen. To edit those settings later, touch and hold the camera button, then tap ⚙ to see these options:

- *Room:* A camera can be located in a room inside your home, or you can create a room for an outside location such as your front porch or back yard.

- *Notifications:* Tap Notifications to choose when you'll receive a notification (at any time when you're not home, for example), when motion is detected, or when a clip is recorded. You can also choose to allow snapshots in notifications.
- *Streaming & Recording:* Options include Off, Detect Activity, Stream, and Stream & Allow Recording.

  You can create separate settings for when you're home and when you're away. For example, when you're home, you might choose to stop streaming and recording for a camera inside your home, but continue to stream and record from an outdoor camera.

  Note: The Home app uses the location of devices belonging to members of the home to switch between Home and Away modes. For example, when you leave for work with your iPhone, the camera switches from the When Home settings to the When Away settings.
- *Recording Options:* Your camera can record when any motion is detected or when specific motion is detected. Choose Specific Motion and video recording is triggered by the motion of people, animals, or vehicles.

  Tip: Choosing a specific motion, rather than any motion, results in fewer clips (and fewer clip notifications) and less video to review. For example, choose People, and your camera won't capture the movement of leaves on a tree or a squirrel leaping from branch to branch.

View video

1. Tap the camera on the Home screen.

   Live video should play automatically.
2. Swipe through the timeline at the bottom of the screen to browse recorded clips.
3. Tap a clip to play it.
4. Pinch the clip open left and right to show the timeline, then drag to go forward or back through the video.
5. Tap Live to switch back to live video.

When you set up the camera to detect specific motion, the timeline displays unique symbols for people, animals, and vehicles.

You can also view live and recorded video in the Home app on your Mac with macOS 10.15.1.

Choose access options

To allow other people to view video from your cameras, follow these steps:

1. Tap the Home tab, then tap .

   If you have more than one home, tap the name of the home you want to grant access to.

2. Below the People heading, tap a person.

3. Tap Cameras, then choose an option.

To learn how to allow other people to view video from your cameras, see Allow others to control accessories in your home.

Configure a router in Home on iPad

In iPadOS 13.2 or later, you can use the Home app to make your smart home more secure by allowing a compatible router to control which services your HomeKit accessories can communicate with on your home Wi-Fi network and on the Internet. HomeKit-enabled routers require that you have a HomePod, Apple TV, or iPad set up as a home hub. See the Home accessories website for a list of compatible routers.

To configure the router's settings, follow these steps:

1. Set up the router with the manufacturer's app on an iOS device.

2. Open the Home app, tap the Home tab, then tap .

3. Tap Wi-Fi Network & Routers.

4. Tap an accessory, then choose one of these settings:

   - *No Restriction:* The router allows the accessory to connect to any Internet service or local device.

     This provides the lowest level of security.

   - *Automatic:* The router allows the accessory to connect to an automatically updated list of manufacturer approved Internet services and local devices.

   - *Restrict to Home:* The router only allows the accessory to connect to your home hub.

     This option may prevent firmware updates or other services.

Create and use scenes in Home on iPad

In the Home app, you can create scenes that allow you to control multiple accessories at once. For example, you might define a "Reading" scene that adjusts the lights, plays soft music on HomePod, closes the drapes, and adjusts the thermostat.

Create a scene

1. Tap the Home tab, tap ⊕, then tap Add Scene.
2. Tap Custom, enter a name for the scene (such as “Dinner Party” or “Watching TV”), then tap Add Accessories.
3. Select the accessories you want this scene to include, then tap Done.

   The first accessory you select determines the room the scene is assigned to. If you first select your bedroom lamp, for example, the scene is assigned to your bedroom.
4. Set each accessory to the state you want it in when you run the scene.

   For example, for a Reading scene, you could set the bedroom lights to 100 percent, close the drapes, choose a low volume for the HomePod, and set the thermostat to 68 degrees.

Use scenes

Tap the Rooms tab, tap ☰, choose the room the scene is assigned to, then do one of the following:

- *Run a scene:* Tap the scene.
- *Change a scene:* Touch and hold a scene.

  You can change the scene’s name, test the scene, add or remove accessories, and include the scene in Favorites.

  Favorite scenes appear in the Home tab.

Control your home using Siri on iPad

In addition to using the Home app, you can use Siri to control your accessories and scenes. Here are some of the things you can say to Siri for the accessories you add and the scenes, rooms, or homes you set up:

- “Turn off the lights” or “Turn on the lights”
- “Set the temperature to 68 degrees”
- “Did I lock the front door?”
- “Show me the entryway camera”
- “Turn down the kitchen lights”
- “Set my reading scene”
- “Turn off the lights in the Chicago house”

Learn how to ask Siri.

Control your home remotely with iPad

In the Home app, you can control your accessories even when you're away from home. To do so, you need a *home hub*, a device such as Apple TV (4th generation or later), HomePod, or iPad (with iOS 10.3, iPadOS 13, or later) that you leave at home.

Set up iPad as a home hub

Go to Settings, tap Home, then turn on "Use this iPad as a Home Hub."

Remotely control your home

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

You must be signed in with the same Apple ID on your home hub device and your iPad.

If you have an Apple TV or HomePod and you're signed in with the same Apple ID as your iPad, it's set up automatically as a home hub.

Automate a scene in Home on iPad

In the Home app, you can automate scenes based on the time of day, your location, the activation of a sensor, or the action of an accessory.

Create an automation

1. Tap the Automation tab.

2. Tap Create New Automation, then choose one of the following automation triggers:

   - *When arriving or leaving a location:* Tap People Arrive or People Leave, tap Location, then choose a location. Tap Time to specify when the automation works—during the day, at night, or at times that you set.
   - *At a time of day:* Tap A Time of Day Occurs, then choose when you want this automation to run.

     If you choose Sunset or Sunrise, times vary as the season changes.

     You can also set an automation to only occur after sunset, which is useful for turning on lights just when they're needed.
   - *When an accessory changes:* Tap An Accessory is Controlled, select an accessory, tap Next, then follow the onscreen instructions.

     You might use this, for example, to run a scene when you unlock the front door.
   - *A sensor detects something:* Tap A Sensor Detects Something, select an accessory, tap Next, then follow the onscreen instructions.

     You might use this, for example, to turn on lights in a stairway when motion is detected nearby.

To disable an automation, tap the Automation tab, tap the automation, then turn off Enable This Automation.

Add a Siri shortcut

To make your automation even more efficient, you can add a Siri Shortcut to it.

1. When choosing accessories to control with an automation, swipe up, then tap Convert To Shortcut.
2. Tap ⊕, then choose a shortcut.

See the Shortcuts User Guide.

Allow others to control accessories in your home

In the Home app, you can invite other people to control your smart accessories. You and the people you invite need to be using iCloud and have iOS 11.2.5, iPadOS 13, or later. You also need to be at your home or have a home hub set up in your home.

Invite others to control accessories

1. Tap the Home tab, then tap in the top-left corner of the screen.

2. Tap Invite.

   If you set up more than one home, tap Home Settings, then tap a home.

3. Tap ⊕ to choose people with an Apple ID from your contacts list, or enter their Apple ID email addresses in the To field.

4. Tap Send Invite.

5. Ask the invitee to do one of the following:

   - *In the notification:* (iOS or iPadOS device) Tap Accept.
   - *In the Home app:* (iOS or iPadOS device) Tap, then tap their name.
   - *On Apple TV:* Tap Show Me on Apple TV, then turn on one or more Apple TVs.

Allow others to access your AirPlay 2-enabled speakers and TVs

1. Tap the Home tab, then tap .

2. Tap Allow Speaker & TV Access, then choose an option.

You can allow everyone, anyone on the same network, or only people you've invited to share the home. You can also require a password that allows speaker access. To learn more about HomePod speaker and Apple TV access, see the HomePod User Guide and Apple TV User Guide.

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iTunes Store

Get music, movies, TV shows, and more in the iTunes Store on iPad

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

Find music, movies, TV shows, and more

1. In the iTunes Store, tap any of the following:

   - *Music, Movies, or TV Shows:* Browse by category. To refine your browsing, tap Genres at the top of the screen.
   - *Top Charts:* See what's popular on iTunes.
   - *Genius:* Browse recommendations based on what you bought from iTunes.
   - *Search:* Enter what you're looking for, then tap Search on the keyboard.

2. Tap an item to see more information about it. You can preview songs, watch trailers for movies and TV shows, or tap to do any of the following:

   - *Share a link to the item:* Choose a sharing option.
   - *Give the item as a gift:* Tap Gift.
   - *Add the item to your wish list:* Tap Add to Wish List.

     To view your wish list, tap , then tap Wish List.

Buy and download content

1. To buy an item, tap the price. If the item is free, tap Get.

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

2. If required, authenticate your Apple ID with Face ID, Touch ID, or your passcode to complete the purchase.

3. To see the progress of a download, tap Downloads.

Redeem or give an App Store & iTunes Gift Card

1. Tap Music, then scroll to the bottom.

2. Tap Redeem or Send Gift.

Note: You need an Internet connection to use the iTunes Store. The availability of the iTunes Store and its features varies by country or region. See the Apple Support article Availability of Apple Media Services.

Manage your iTunes Store purchases and settings on iPad

In the iTunes Store app , you can review and download music, movies, and TV shows purchased by you or other family members. You can also customize your preferences for the iTunes Store in Settings.

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. See Set up Family Sharing on iPad.

View and download music, movies, or TV shows purchased by you or family members

1. In the iTunes Store, tap Purchased.
2. If you set up Family Sharing, tap My Purchases, then choose a family member to view their purchases.

   Note: You can see purchases made by family members only if they choose to share their purchases.
3. Tap Music, Movies, or TV Shows.
4. Find the item you want to download, then tap .

View your entire iTunes Store purchase history

To see a chronological list of the apps, songs, movies, TV shows, books, and other items purchased with your Apple ID, view your iTunes Store purchase history.

In your purchase history, you can do any of the following:

- View when an order was billed to your account.
- View the date of a purchase.
- Resend email receipts.
- Report a problem with purchased content.

Change your iTunes Store settings

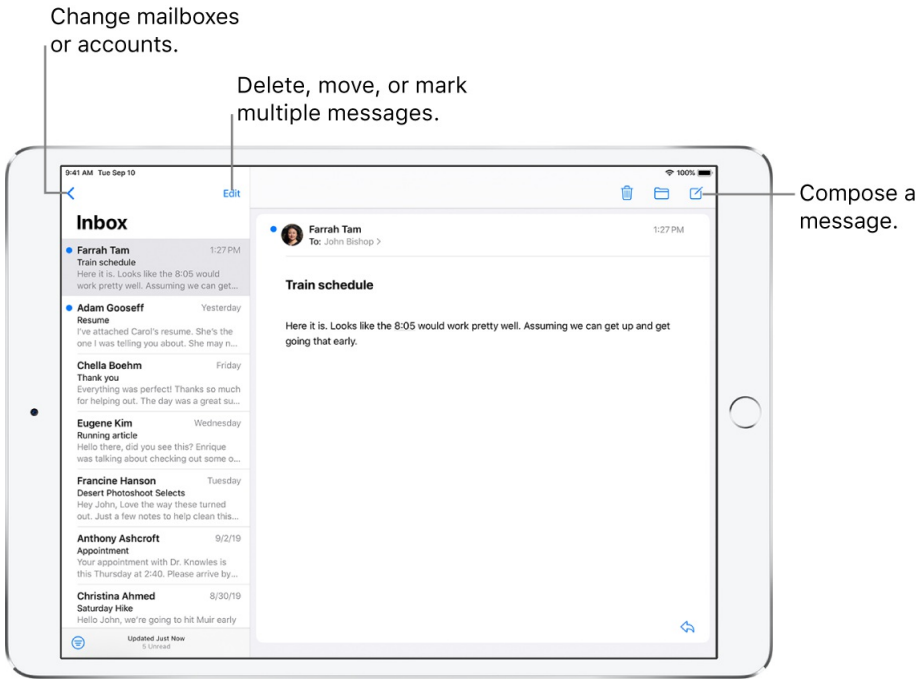
Go to Settings > [*your name*] > iTunes & App Store, then do any of the following:

- *Automatically download music purchased on your other Apple devices:* Below Automatic Downloads, turn on Music.
- *Limit iTunes Store downloads to Wi-Fi connections:* (Wi-Fi + Cellular models) Below Cellular Data, turn off Automatic Downloads.

Mail

Write an email in Mail on iPad

With the Mail app , you can write and edit emails, and send and receive photos, videos, drawings, documents, and more.



Create an email message

Ask Siri. Say something like: “New email to John Bishop” or “Email Simon and say I got the forms, thanks.” Learn how to ask Siri.

Or do the following:

1. Tap .
2. Tap in the email, then type your message.

   With the onscreen keyboard, you can tap individual keys. Or pinch closed to use the smaller QuickType keyboard, then slide your finger from one letter to the next without lifting your finger. (See Enter text using the onscreen keyboard.)
3. To change the formatting, tap Aa.

   You can change the font style, change the color of text, use a bold or italic stye, add a bulleted or numbered list, and more.

Reply to an email

1. Tap in the email, tap , then tap Reply.

2. Type your response.

   With the onscreen keyboard, you can tap individual keys. Or pinch closed to use the smaller QuickType keyboard, then slide your finger from one letter to the next without lifting your finger. (See Enter text using the onscreen keyboard.)

Quote some text when you reply to an email

When you reply to an email, you can include text from the sender to clarify what you're responding to.

1. In the sender's email, touch and hold the first word of the text, then drag to the last word. (See Select and revise text.)
2. Tap, then tap Reply, then type your message.

To turn off the indentation of quoted text, go to Settings > Mail > Increase Quote Level.

Add attachments to an email on iPad

In the Mail app, you can attach photos, videos, scanned documents, and more to an email.

Attach a document to an email

You can attach a saved document to an email.

1. Tap in the email where you want to insert the document, then tap above the keyboard.
2. Locate the document in Files, then tap it to insert it.

   In Files, tap Browse or Recent at the bottom of the screen, then tap a file, location, or folder to open it.

You can also drag a file to your email to attach it to the email.

Insert a saved photo or video

1. Tap in the email where you want to insert the photo or video, tap above the keyboard, then tap.
2. Locate the photo or video in the photo selector.

   You can swipe up to see more images.
3. Tap the photo or video to insert it into your email.

Take a photo or video to insert into an email

1. Tap in the email where you want to insert the photo or video, then tap above the keyboard.
2. Take a new photo or video.
3. Tap Use Photo or Use Video to insert it into your email, or tap Retake if you want to reshoot it.

Scan a document into an email

1. Tap in the email where you want to insert the scanned document, then tap above the keyboard.
2. Position iPad so that the document page appears on the screen—iPad automatically captures the page.

   To capture the page manually, tap or press a volume button. To turn the flash on or off, tap .
3. Scan additional pages, then tap Save when you're done.
4. To make changes to the saved scan, tap it, then do any of the following:
   - *Crop the image:* Tap .
   - *Apply a filter:* Tap .
   - *Rotate the image:* Tap .
   - *Delete the scan:* Tap .

Mark up an attachment

You can use Markup to write or draw on a photo, video, or PDF attachment.

1. In the email, tap the attachment, then tap .
2. Using the drawing tools, draw with your finger or Apple Pencil.
3. When you're finished, tap Done.

See Draw in apps with Markup on iPad.

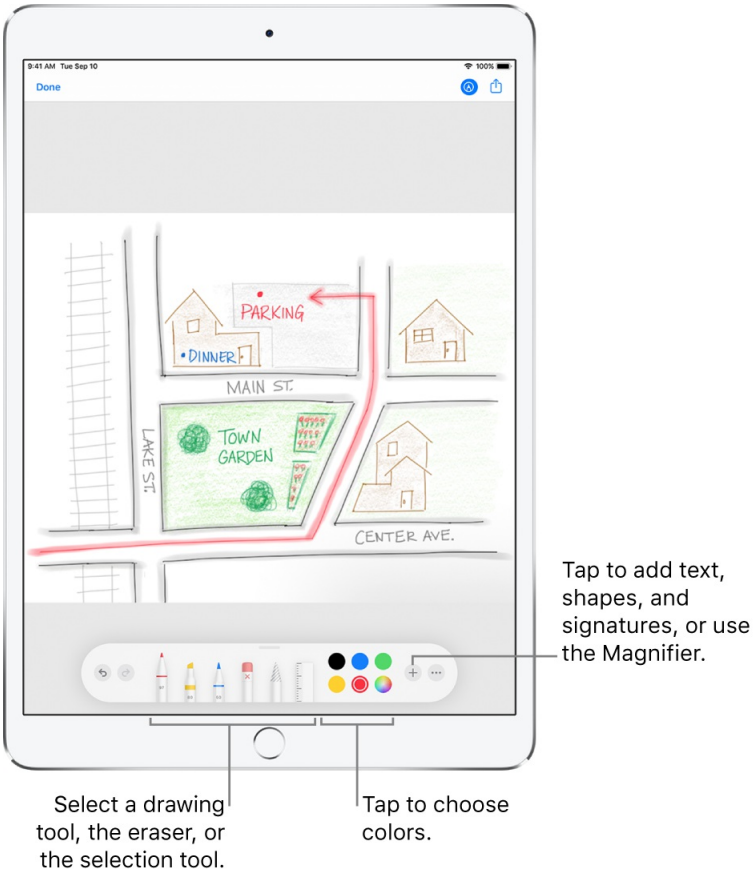
Draw in your email

1. Tap in the email where you want to insert a drawing, then tap above the keyboard.
2. Choose a drawing tool and color, then write or draw with your finger.

   See Draw in apps with Markup on iPad.

3. When you're finished, tap Done, then tap Insert Drawing.

To resume work on a drawing, tap the drawing in the email, then tap Ⓐ.



Address and send email in Mail on iPad

In the Mail app ✉, you can send email from any of your email accounts, mark addresses from outside certain domains, and more.

Add recipients

1. Tap in the To field, then type the names of recipients.

   As you type, Mail automatically suggests people from your Contacts, along with email addresses for the people who have more than one email address.

   You can also tap ⊕ to open Contacts and add recipients from there.

2. If you're sending a copy, tap the Cc/Bcc field.

3. Tap in the Cc field, then enter the names of people you're sending a copy to.

4. Tap in the Bcc field, then enter the names of people whose names you don't want other recipients to see.

Automatically send a copy to yourself

Go to Settings > Mail, then turn on Always Bcc Myself.

Change a recipient from Cc to Bcc

After you enter recipients, you can reorder their names in the address fields, or drag them from one address field to another—for example, to the Bcc field if you decide you don't want their names to appear.

Add additional mail accounts

1. Go to Settings > Passwords & Accounts > Add Account > Other.
2. Tap Add Mail Account.
3. Enter your name, email address, and password, then tap Next.
4. Enter the names of the incoming and outgoing mail servers for your account and any other requested information.
5. Tap Save.

Customize your email signature

You can customize the email signature that appears automatically at the bottom of every email you send.

1. Go to Settings > Mail > Signature.
2. Tap in the text field at the top of the screen, then edit your signature.

Tip: If you have more than one email account, tap Per Account to set a different signature for each account.

Send an email from a different account

If you have more than one email account, you can specify which account to send email from.

Tap the From field to choose an account.

Mark addresses outside certain domains

When you're addressing an email to a recipient who's not in your organization's domain, you can have the recipient's name appear in red to alert you.

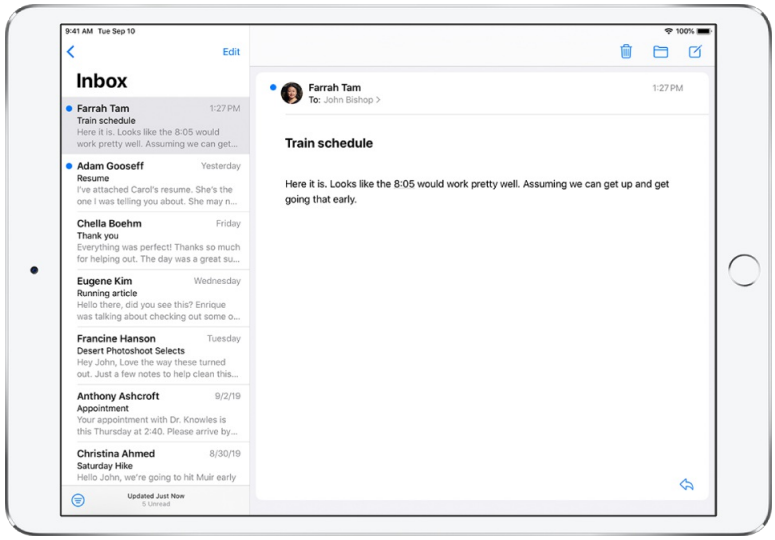
1. Go to Settings > Mail > Mark Addresses.
2. Enter the domains that are in your organization—ones that you don't want marked in red.

   You can enter multiple domains separated by commas (for example, "apple.com, example.org").

   Any email sent to or from other domains is marked.

View an email in Mail on iPad

In the Mail app, you can preview the contents of an email without opening it.



Preview an email and a list of options

In a mailbox list, touch and hold an email to preview its contents and see a list of options for replying, filing it, and more. See Perform quick actions on iPad.

Show a longer preview

In your mailbox lists, Mail displays two lines of text for each email by default. You can choose to see more lines of text without opening the email.

Go to Settings > Mail > Preview, then choose up to five lines.

Show the whole email

In the list of emails, tap the one you want to read.

Show the whole conversation

Go to Settings > Mail, then turn on Organize by Thread.

To change how threads are displayed, you can also change other settings in Settings > Mail—such as Collapse Read Messages or Most Recent Message on Top.

Show To and Cc labels in your Inbox

Go to Settings > Mail, then turn on Show To/Cc Labels.

You can also view the To/Cc mailbox, which gathers all mail addressed to you. To show or hide it, tap Mailboxes, tap Edit, then select "To or Cc."

Add someone to your contacts or make them a VIP

In an email, tap a person's name or email address, then do one of the following:

- To add them to your VIP list, tap Add to VIP.
- To add them to your contacts, tap Create New Contact or Add to Existing Contact.

  You can add a phone number, other email addresses, and more information

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Save a draft in Mail on iPad

In the Mail app, you can save a draft to finish later, or look at existing emails while you're writing a new one.

Save a draft for later

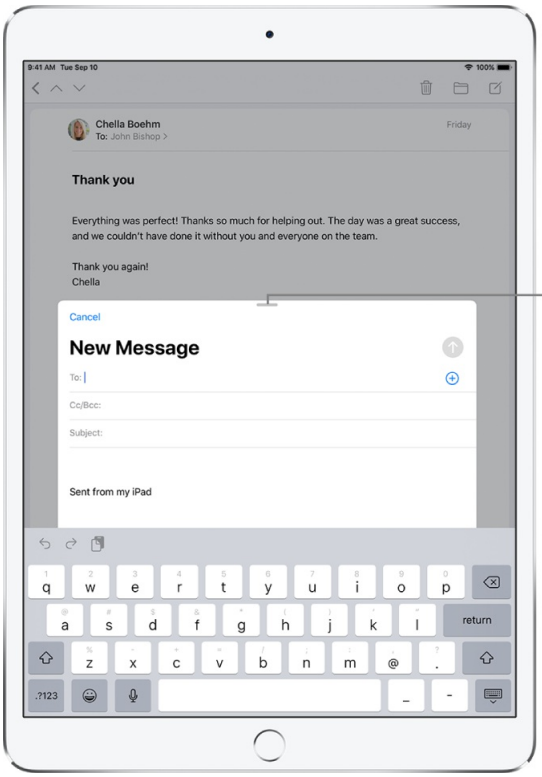
If you're writing an email and want to finish it later, tap Cancel, then tap Save Draft. To get it back, touch and hold, then tap the draft in the list.

With OS X 10.10 or later, you can also hand off unfinished emails with your Mac. See Hand off tasks between iPad and your Mac.

Look at another email while you're writing one

1. Swipe down on the title bar of an email you're writing.
2. When you're ready to return to your email, tap its title at the bottom of the screen.

If you have more than one email waiting to be finished, tap the bottom of the screen to see them all.



Flag and filter emails on iPad

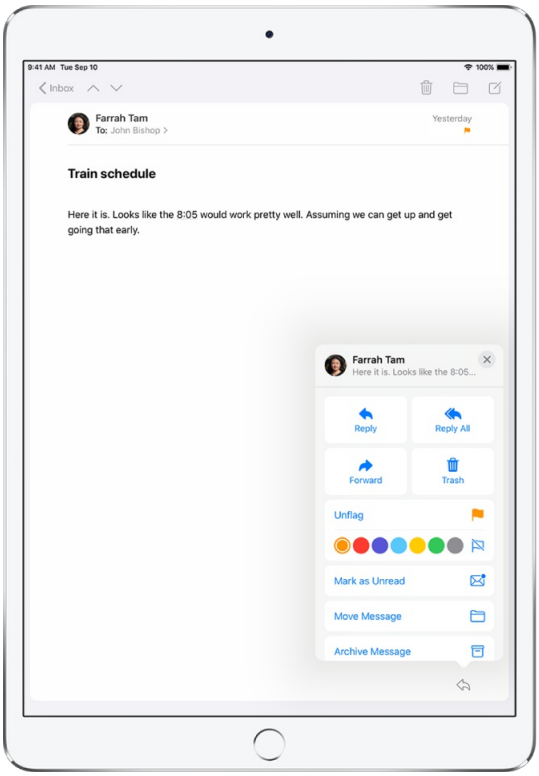
In the Mail app, you can flag and filter your emails.

Flag an email

You can flag an email to make it easier to find later. An email you flag remains in your Inbox, but also appears in the Flagged mailbox. To see the Flagged mailbox, tap Mailboxes at the top left, tap Edit, then select Flagged.

1. Open the email, tap, then tap Flag.
2. To choose a color for the flag, tap a colored dot.

   To change or remove a flag, open the email, tap, then tap another color, or tap.



Flags you add to an email appear on that email in Mail on all your Apple devices where you're signed in with the same Apple ID.

Flag emails from your VIPs

Add important people to your VIP list, so their emails appear with a VIP flag and in the VIP mailbox.

1. While viewing an email, tap the name or email address of a person in the email.
2. Tap Add to VIP.

Get notified of replies to an email or thread

You can create mail notifications when reading or writing an email.

- *When reading an email:* Tap , then tap Notify Me.
- *When writing an email:* Tap the Subject field, tap in the Subject field, then tap Notify Me.

You can create mail notifications that let you know when you receive emails in favorite mailboxes or from your VIPs. To change how notifications appear, go to Settings > Notifications > Mail, then turn on Allow Notifications.

Ask Siri. Say something like: "Any new mail from Nanditha today?" Learn how to ask Siri.

Mute email notifications

To reduce interruptions from busy email threads, you can mute notifications of the messages in the conversations.

1. Open an email in the conversation.
2. Tap ↩, then tap Mute.

To specify what you want done with emails you muted, go to Settings > Mail > Muted Thread Action, then select an option.

Block email from specified senders

To block a sender, tap their email address and select “Block this Contact”.

Manage junk mail

To move an email to the Junk folder, open it, tap ↩, then tap Move to Junk.

Tip: If you move an email accidentally, immediately swipe left with three fingers to undo.

Filter emails

You can use filters to temporarily show only certain messages—the ones that meet all the criteria you select in the filter list. For example, if you select “Unread and “Only Mail with Attachments,” you see only unread emails that have attachments.

1. Tap ⊜ in the bottom-left corner of a mailbox list.

   Note: When reading an email on iPad in Portrait orientation, tap ‹ to display the email list with ⊜ at the bottom.

2. Tap “Filtered by.”
3. Select or turn on the criteria for emails you want to view.
4. Tap ⊜ in the bottom-left corner to hide emails that don’t match the current filters. Tap again to turn the filter off.

To turn off an active filter, deselect it or turn it off. To turn off all filters, tap the Filter button.

Organize email in Mail on iPad

In the Mail app ✉, manage your email in mailboxes.

Manage an email with a swipe

While viewing an email list you can use a simple swipe to move individual emails to the trash, mark them as read, and more.

To reveal a list of actions, slowly swipe an email to the left until you see the menu, then tap an item. To use the rightmost action, quickly swipe all the way to the left.

Swipe right to reveal one other action.

To choose the actions you want to appear in the menus, go to Settings > Mail > Swipe Options.

Organize your mail with mailboxes

In the Mailboxes list, you can view all your mailboxes, create a new one, or rename or delete one. (Some mailboxes can't be changed.)

1. Tap Mailboxes in the upper-left corner.
2. Tap Edit at the top of the list.
3. Select the checkbox next to a mailbox you want to view.

   There are several smart mailboxes, such as Unread, that show emails from all your accounts. Tap the ones you want to view.
4. To add a mailbox, tap New Mailbox at the bottom of the list.
5. Enter a name and specify a location, then tap Save.

Reorder your mailboxes

You can reorder your mailboxes so that the ones you use most often appear at the top of the Mailboxes list.

1. Tap Mailboxes in the upper-left corner.
2. Tap Edit at the top of the list.
3. Touch and hold next to a mailbox until it lifts up, then drag it to the position you want.

Move or mark multiple emails

1. While viewing a list of emails, tap Edit.

2. Select the emails you want to move or mark by tapping their checkboxes.

   To select multiple emails quickly, swipe down through the checkboxes.

3. Choose the action you want to perform on all the selected emails.

   If you change your mind, immediately swipe left with three fingers to undo.

Show draft emails from all of your accounts

1. Tap Mailboxes in the upper-left corner.
2. Tap Edit at the top of the list.
3. Tap Add Mailbox, then turn on the All Drafts mailbox.

Search for email in Mail on iPad

In the Mail app, you can search for emails using different criteria.

Search for text in an email

1. Swipe down from the middle of a mailbox list to reveal the search field.
2. Tap in the search field and type the text you're looking for.
3. Choose between searching all mailboxes or the current mailbox above the results list.
4. Tap an email in the results list to see it.

Searching looks at the address fields, the subject, and the email body. The most relevant emails appear in Top Hits above the search suggestions as you type.

Search by timeframe

Swipe down from the middle of a mailbox list to reveal the search field, tap in the search field, then type something like "February meeting" to find all emails from February with the word "meeting."

Search by email state

You can search for emails by various attributes. For example, you can do any of the following:

- *Find all flagged emails:* Type "flag" in the search field, then tap "Flagged Messages" below Other.
- *Find all emails from people in your VIP list:* Type "vip" in the search field, then tap "Messages from VIPs" below Other.

- *Find all unread emails:* Type “unread” in the search field, then tap “Unread Messages” below Other.
- *Find all email with attachments:* Type “attachment” in the search field, then tap “Messages with Attachments” below Other.

Delete and recover emails in Mail on iPad

In the Mail app, delete emails you no longer need.

Delete emails

There are multiple ways to delete emails. Do any of the following:

- *While viewing an email:* Tap (either at the top or bottom of the screen, depending on screen size and orientation).
- *While viewing the email list:* Swipe an email left, then choose Trash.

  To delete the email in a single gesture, swipe it all the way to the left.
- *Delete multiple emails at once:* While viewing a list of emails, tap Edit, select the emails you want to delete, then tap Trash.

  To select multiple emails quickly, swipe down through the checkboxes.

To turn the confirmation of deletion on or off, go to Settings > Mail, then turn on or off Ask Before Deleting.

If you change your mind, immediately swipe left with three fingers to undo.

Recover a deleted email

1. Go to the account’s Trash mailbox, then open the email.
2. Tap, then select a mailbox.

If you change your mind, immediately swipe left with three fingers to undo.

Tip: To see deleted emails across all your accounts, tap Mailboxes at the top left, tap Edit at the top of the list, then select the All Trash mailbox.

Archive instead of delete

Instead of deleting emails, you can archive them in the Archive mailbox. (You can still delete emails, even if you set up an Archive mailbox.)

1. Go to Settings > Passwords & Accounts.
2. Tap your email account, tap Mail (below Advanced), then tap Advanced.
3. In the Advanced settings, change the destination mailbox for discarded emails to Archive Mailbox.

When this option is turned on, to delete an email instead of archiving it, touch and hold, then tap Trash Message.

Decide how long to keep deleted emails

You can set how long deleted emails stay in the Trash mailbox.

1. Go to Settings > Passwords & Accounts.
2. Tap your email account, tap Mail (below Advanced), then tap Advanced.
3. In the Advanced settings, tap Remove, then select a time interval.

Note: Some email services might override your selection; for example, iCloud doesn't keep deleted emails longer than 30 days, even if you select Never.

Work with email attachments on iPad

In the Mail app, preview, save, open, and annotate email attachments.

Preview an attachment

Touch and hold an attachment to preview it and see a list of actions you can perform.

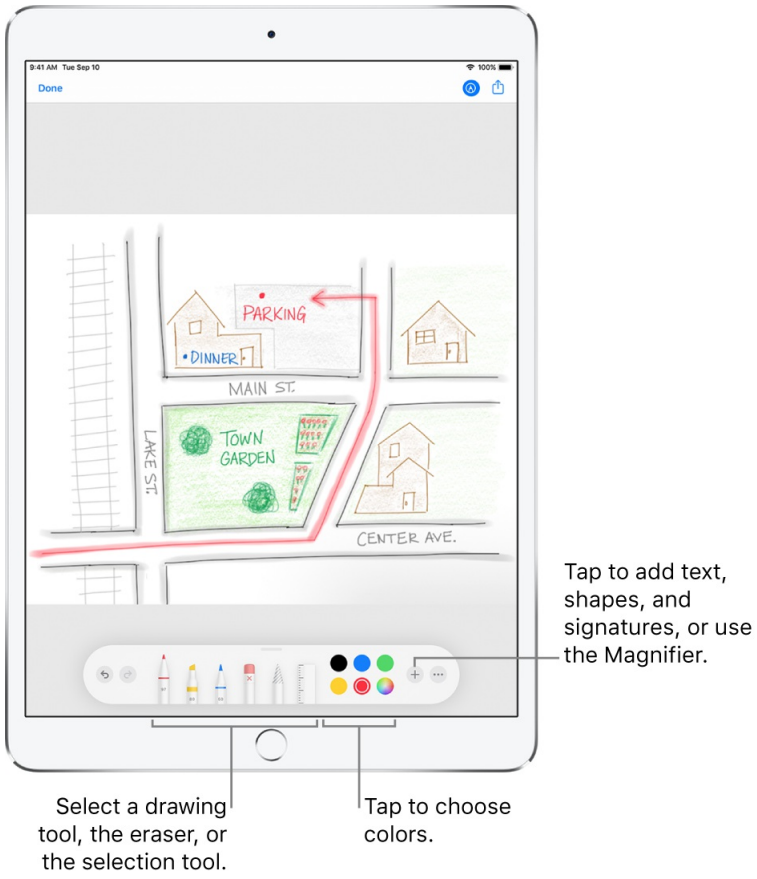
Save a photo or video attachment to Photos

Touch and hold the photo or video, then tap Add to Photos.

Mark up attachments

Use Markup to annotate an image or a PDF attachment.

1. Touch and hold the attachment, then tap Markup (if it's an attachment you're sending) or "Markup and Reply" (if it's an attachment you've received).
2. Use the drawing and annotation tools. See Draw in apps with Markup on iPad. On supported models, you can annotate with Apple Pencil.



Open an attachment with another app

1. Touch and hold the attachment until a menu appears.
2. Tap , then choose the app you want to use to open the attachment.

Note: Some attachments automatically show a banner with buttons you can use to open other apps.

See emails with attachments

1. Tap to turn on filtering.
2. Tap “Filtered by,” then turn on “Only Mail with Attachments.”

You can also use the Attachments mailbox, which shows emails with attachments from all accounts. To view it, tap Mailboxes at the top left, tap Edit above the Mailboxes list, then select Attachments.

Send large attachments

Mail Drop is an iCloud feature you can use to send files exceeding the maximum size allowed by your email account. To use Mail Drop, tap Send when you're ready to send an email with large attachments, then follow the onscreen instructions.

Mail must be turned on in Settings > [*your name*] > iCloud. See the Apple Support article Mail Drop limits.

To learn how to send any attachment, see Add attachments to an email on iPad.

Print an email or attachment in Mail on iPad

In the Mail app, print an email or an attachment.

Print an email

Tap, then tap Print.

Print an attachment or picture

Tap an attachment to view it, tap, then choose Print.

See Print from iPad.

Maps

View maps on iPad

In the Maps app, find your location on a map and zoom in and out to see the detail you need.

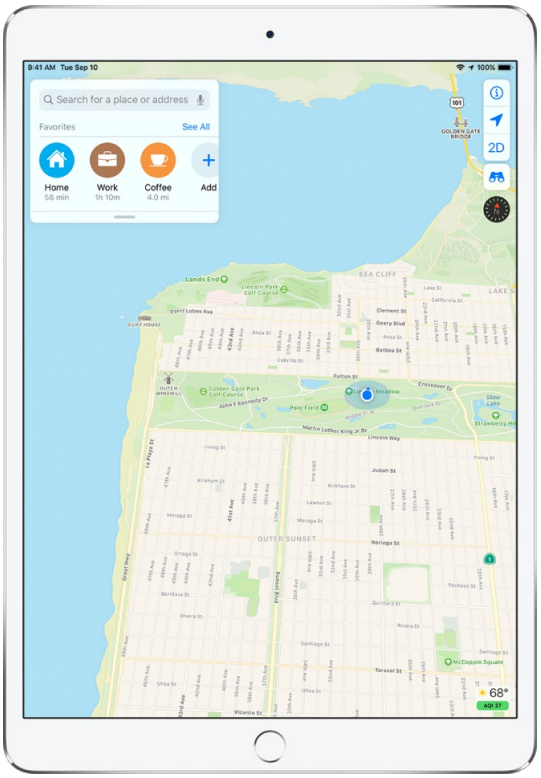
To find your location, iPad must be connected to the Internet, and Location Services must be on. (See Set which apps can access your location on iPad.) On Wi-Fi + Cellular models, cellular data rates may apply. (See View or change cellular settings on iPad.)

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

Show your current location

Tap.

Your position is marked in the middle of the map. The top of the map is north. To show your heading instead of north at the top, tap. To resume showing north, tap or.



Choose between road, transit, and satellite views

Tap ⓘ, choose Map, Transit, or Satellite, then tap ✕.

If transit information is unavailable, tap View Routing Apps to use an app for public or other modes of transportation.

Move, zoom, and rotate a map

- *Move around in a map:* Drag the map.
- *Zoom in or out:* Double-tap and hold your finger to the screen, then drag up to zoom in or drag down to zoom out. Or, pinch open or closed on the map.

  The scale appears in the upper left while you're zooming. To change the unit of distance, go to Settings > Maps, then select In Miles or In Kilometers.
- *Rotate the map:* Touch and hold the map with two fingers, then rotate your fingers.

  To show north at the top of the screen after you rotate the map, tap .

View a 3D map

- *On a 2D road or transit map:* Drag two fingers up.
- *On a 2D satellite map:* Tap 3D near the upper right.

While viewing a 3D map, you can do the following:

- *Adjust the angle:* Drag two fingers up or down.
- *See buildings and other small features in 3D:* Zoom in.
- *Return to a 2D map:* Tap 2D near the upper right.

Find places in Maps on iPad

Use the Maps app to find attractions, services, and more.

If you install apps that have map extensions, you may be able to do things like make a reservation at a restaurant and order a ridesharing vehicle to take you there. Visit the App Store to find apps that work with Maps.

Search for a place

Ask Siri. Say something like: “Show me the Golden Gate Bridge.” Learn how to ask Siri.

Or you can tap the search field, then begin typing.

You can search in different ways. For example:

- Intersection (“8th and Market”)
- Area (“Greenwich Village”)
- Landmark (“Guggenheim”)
- Zip code (“60622”)
- Business (“movies,” “restaurants San Francisco CA,” “Apple Inc New York”)

To see all results, swipe up on the search card.

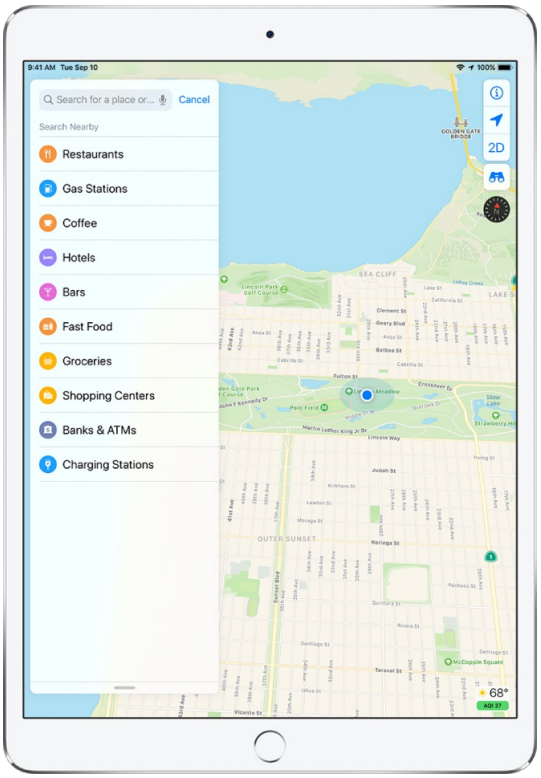
Note: If you see an information card instead of the search field, tap in the top right of the information card.

Find nearby attractions, services, and more

Ask Siri. Say something like: “Find a gas station” or “Find coffee near me.” Learn how to ask Siri.

Or you can tap the search field, tap a category such as Groceries or Hotels, then do any of the following:

- *See all results for the category:* Swipe up on the information card.
- *Change the search area:* Drag the map to another area or zoom in or out, then tap Search Here near the top of the screen.
- *See more information about a result:* Tap the item on the information card.



Tip: Use the Maps Nearby widget to quickly find nearby attractions and services. See Add and organize Today View widgets.

Nearby suggestions are not available in all regions. See the iOS and iPadOS Feature Availability website.

Find your way around an airport, transit station, or shopping mall

1. Do one of the following:
   - *When you're at the location:* Open Maps, tap to show your current location, then tap Look Inside—or zoom in, then tap the Browse button in the upper right.
   - *Before you get to the location:* Search for the location in Maps or drag the map to show the location. Zoom in, then tap the Browse button.