

Draft



# iPad User Guide

Everything you need to know about iPad



## Say hello to the future

The new iPad Pro is all display—with an edge-to-edge screen you unlock with a glance and navigate with familiar gestures.

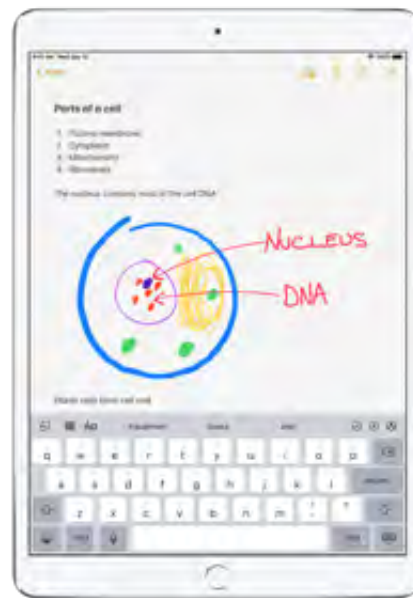
"Get to know the new iPad Pro"

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## Work smart at school

Use iPad at school to collaborate with your classmates, add drawings and sketches to your notes, and multitask in all your favorite apps.

“Stay ahead of the curve”



## Set up Screen Time for your child

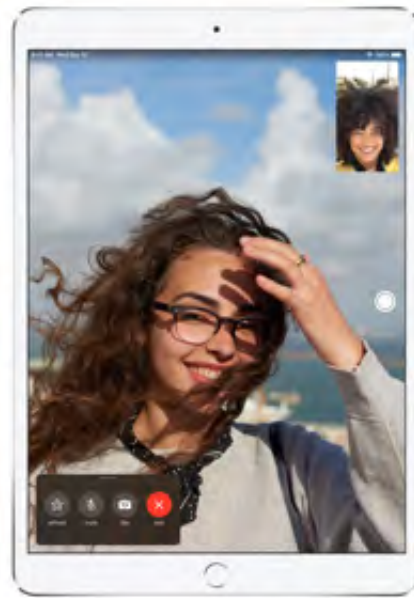
Use Screen Time to gain insight into the time your kids spend on their devices, view activity reports, and set limits.

“See how your child spends time on iPad”

## Relax after a busy day

Use iPad to connect with a friend, get lost in a good book, start a sketchbook, and more.

“Unwind with iPad”



To browse the iPad User Guide, click Table of Contents at the top of the page.

If you need more help, visit the [iPad Support website](#).

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# What's new in iOS 12 <sup>Draft</sup>

**AirPlay 2 and smart TVs.** (iOS 12.2) Share or mirror almost anything from iPad directly to your AirPlay 2-enabled smart TV. See [Stream audio and video to other devices from iPad](#).

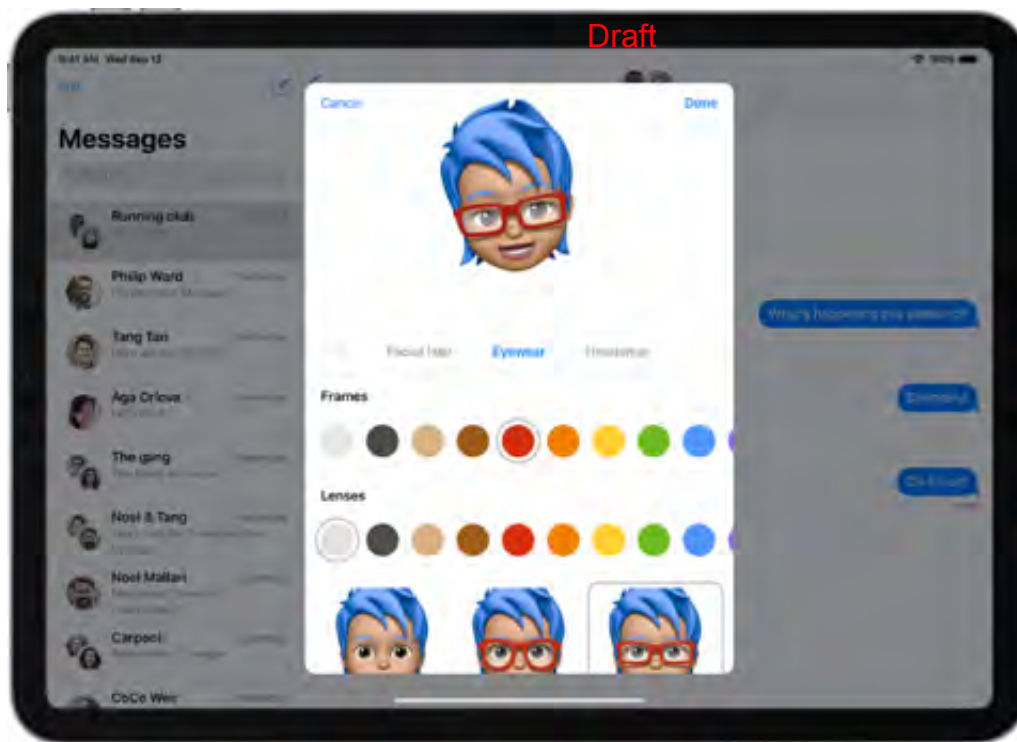
**New Animoji.** (iOS 12.2) Express yourself with new Animoji in Messages and FaceTime. See [Use Animoji and Memoji in Messages on iPad](#) and [Become an Animoji or Memoji](#).

**New iPad Pro models.** (iOS 12.1) iPad Pro (11-inch) and iPad Pro (12.9-inch) (3rd generation) feature an all-screen design, amazing performance, and enhancements like Face ID, USB-C, and support for the new Apple Pencil. See [Supported iPad models](#), [Learn gestures for iPad models with Face ID](#), and [Connect iPad to your computer using USB](#).

**Group FaceTime.** (not available in all regions; iOS 12.1) Use Group FaceTime with up to 32 participants simultaneously. See [Make a Group FaceTime call on iPad](#).



**Animoji and Memoji.** (iOS 12.1) Express yourself in Messages and FaceTime using Animoji or personalized Memoji on iPad Pro (11-inch) and iPad Pro (12.9-inch) (3rd generation). See [Use Animoji and Memoji in Messages on iPad](#).



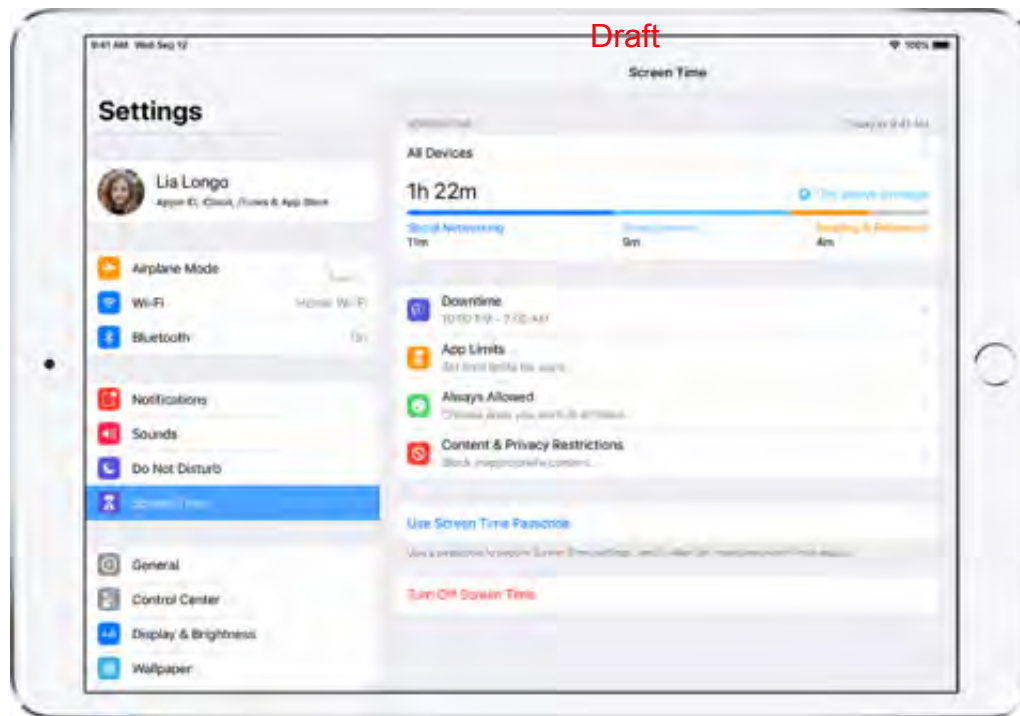
**Apple Music.** (iOS 12.1) It's now easier to browse, discover, and listen to your favorite music. Visit new artist pages, check out the daily top 100 songs around the world, see what your friends are listening to on Friends Mix, and search for songs by lyrics. See [Browse Apple Music](#), [See what others are listening to](#), and [Search Apple Music](#).

**Performance.** iOS has been enhanced for a faster and more responsive experience on devices going all the way back to iPad Air.

**Messages.** Express yourself with new camera effects including filters and stickers. And with the new Photos iMessage app, get photo suggestions based on whom you're messaging with, what you're talking about, and where you've taken photos together. See [Add camera effects to a photo or video](#) and [Send a photo or video](#).

**FaceTime.** Add camera effects like filters, shapes, and stickers. See [Add camera effects in FaceTime calls on iPad](#).

**Screen Time.** Activity reports provide insight into how you and your family members are using iPad, iPhone, and iPod touch. You can set time limits for using certain apps or entire categories of apps, such as games. See [Set screen time, allowances, and limits on iPad](#).



**Notifications.** Grouped notifications make it easy to see more information at a glance. Instant Tuning and Siri suggestions help you get just the notifications you want and need. See [View and respond to notifications on iPad](#).

**Do Not Disturb.** New options automatically end Do Not Disturb based on time or actions. Do Not Disturb during Bedtime dims your display and silences overnight notifications until you unlock your iPad in the morning. See [Set "Do Not Disturb during Bedtime" on iPad](#).

**Measure.** Get the dimensions of real-world objects by pointing your iPad camera at them. See [Measure dimensions with iPad](#).



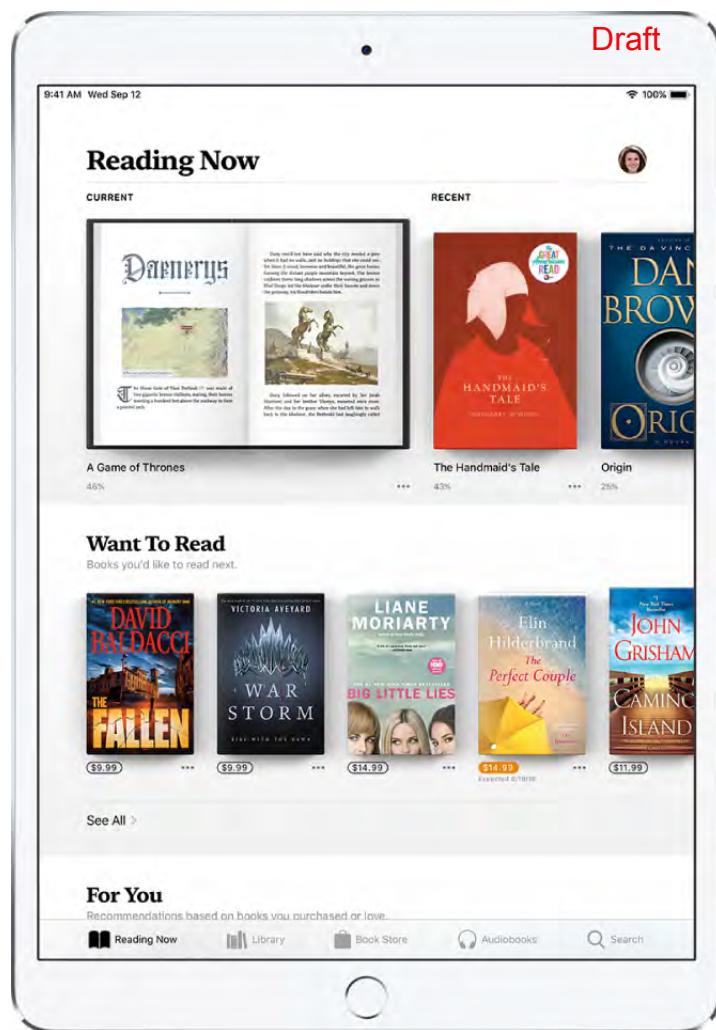
**Photos.** Photos is smarter than ever with an all-new search engine and a personalized For You tab. It can even suggest sharing a collection of photos with the people who are in them. See [View photos, Live Photos, and videos on iPad](#).

**Camera.** Camera now highlights QR codes in the frame, making them easier to scan. See [Take photos with the camera on iPad](#).

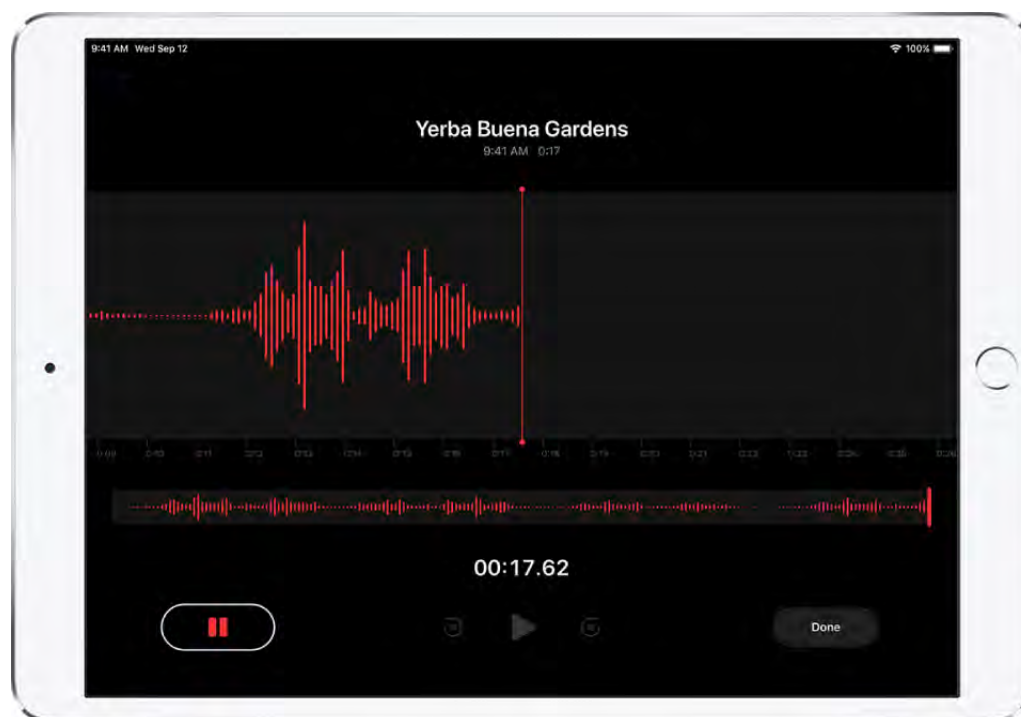
**Siri.** Add shortcuts for things you frequently do so you can ask Siri to do them. See [Add shortcuts to Siri on iPad](#). As Siri learns your routines, you also get suggestions for what you need to do, at just the right time, on the Lock screen and in Search. See [About Siri Suggestions on iPad](#).

**Shortcuts app.** Download this new app from the App Store and automate tasks you do often. Create or customize your own shortcuts to run multiple steps at once. Get started with examples from the gallery and personalize them with steps from multiple apps.

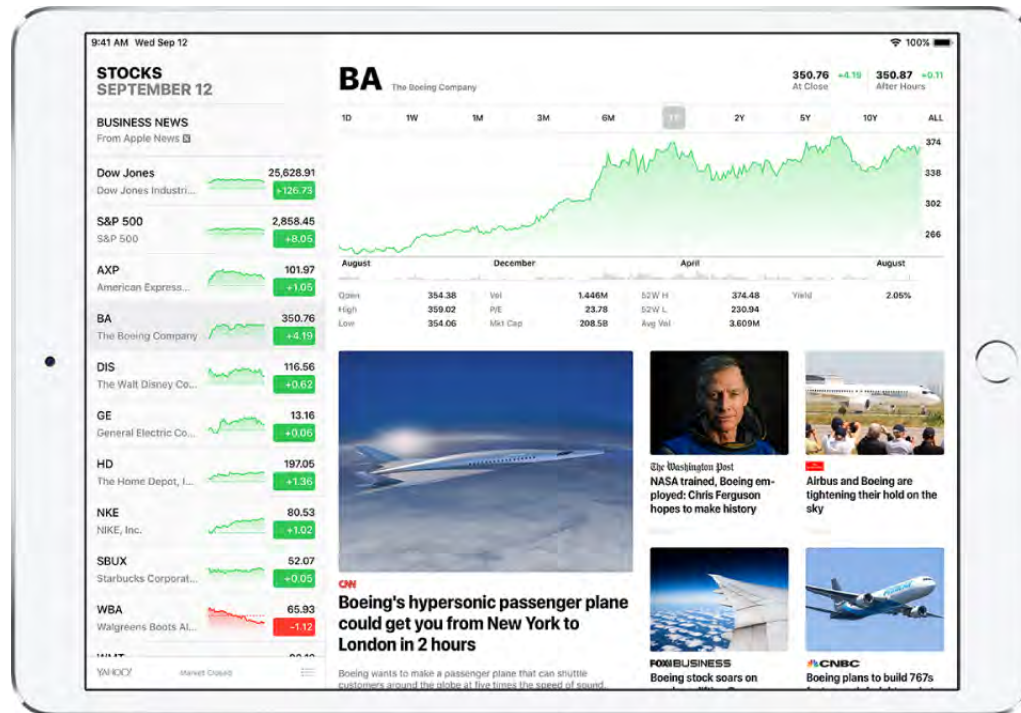
**Apple Books.** Apple Books (not available in all regions) has an all-new design that makes it easier for you to discover, read, and listen to your favorite books and audiobooks. See [Read books in the Books app on iPad](#).



**Voice Memos.** It's even easier to capture and edit your recordings. And with iCloud, you can access your recordings in the new Voice Memos app on your iPad and Mac. See [Make a recording in Voice Memos on iPad](#).



**Stocks.** Stocks has been completely redesigned for iPhone and iPod touch, and it's an all-new app for iPad and Mac. See [Check stocks on iPad](#).

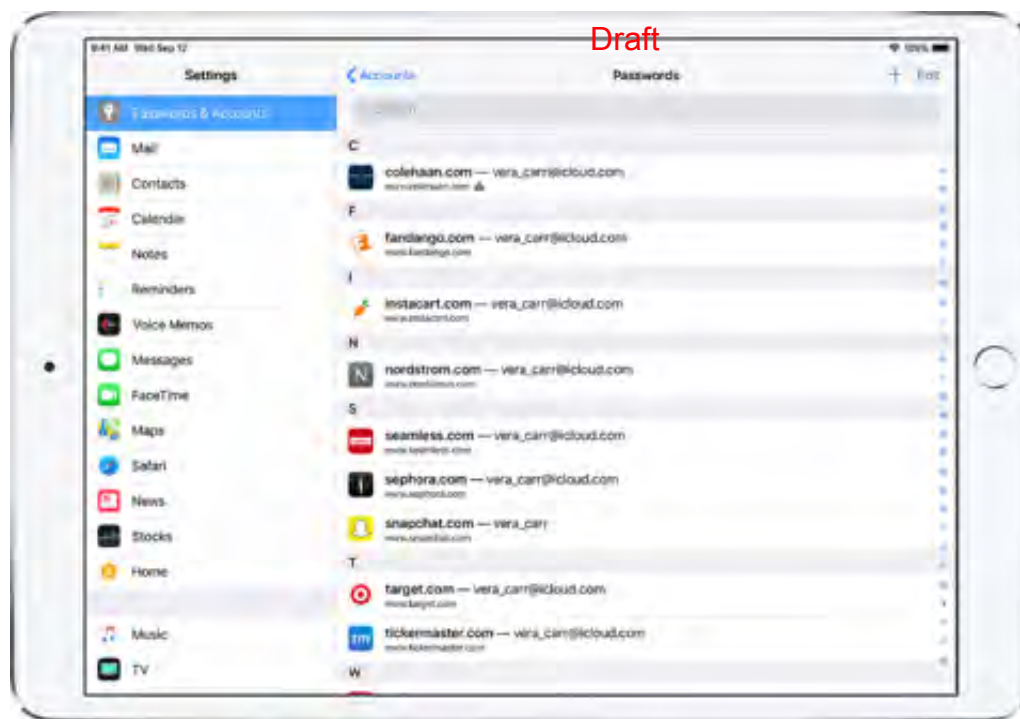


**Apple News.** It's now easier to navigate your news feed using the new sidebar. And you can read News on your Mac, too. See [Get started with News on iPad](#).



**Battery information.** The battery usage chart in Settings now shows your usage for the last 24 hours or 10 days. See [Charge and monitor the iPad battery](#).

**Privacy and security.** Enhanced tracking prevention protects your privacy in Safari. Automatically create, autofill, and store strong passwords in Safari and iOS apps. See [Create website and app passwords on iPad](#).



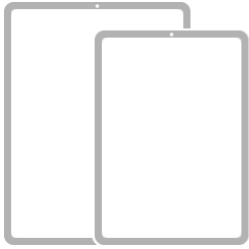
**Learn new tricks for iOS 12.** The Tips app adds new suggestions frequently so you can get the most from your iPad. See [Get tips on iPad](#).

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

# Set up and get started

## Supported iPad models

This guide helps you get started using iPad and discover all the amazing things it can do on iOS 12.2, which is compatible with the following models:



iPad Pro (12.9-inch) (3rd generation)

iPad Pro (11-inch)



iPad Pro (12.9-inch) (1st and 2nd generation)

iPad Pro (10.5-inch)

iPad Pro (9.7-inch)

iPad (5th generation and later)

iPad Air 2

iPad Air

iPad mini 4

iPad mini 3

iPad mini 2

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If you have a supported iPad model with a previous version of iOS, you can [update the iOS software](#).

Your features and apps may vary depending on your iPad model, region, language, and carrier. To find out which features are supported in your region, go to the [iOS Feature Availability website](#).

*Note:* Apps and services that send or receive data over a cellular network may incur additional fees. Contact your carrier for information about your iPad service plan and fees.

# Turn on and set up iPad Draft

Turn on and set up your new iPad over a Wi-Fi network. You can also set up iPad by [connecting it to your computer](#) and using iTunes. If you have another iOS device (with iOS 11 or later) or an Android device, you can copy your data to your new device.

*Note:* If your iPad is deployed or managed by a company, school, or other organization, see an administrator or teacher for setup instructions. For general information, go to the [Apple at Work website](#) or [Education website](#).

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## Prepare for setup

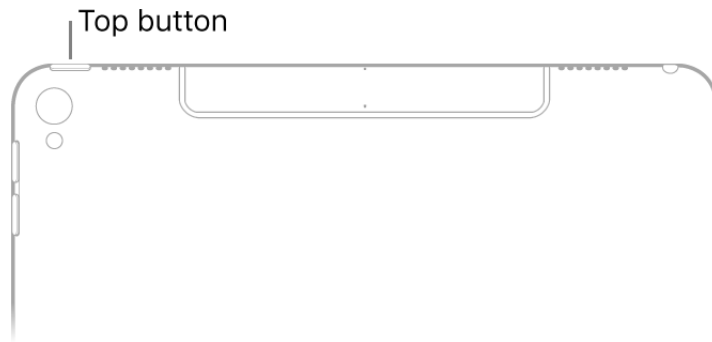
To make setup as smooth as possible, have the following items available:

- An Internet connection through a Wi-Fi network (you may need the name and password of the network) or cellular data service through a carrier (Wi-Fi + Cellular models)
  - Your Apple ID and password; if you don't have an Apple ID, you can create one during setup
  - Your credit or debit card account information, if you want to add a card to Apple Pay during setup on supported models
  - Your previous iPad or its backup data, if you're upgrading to a new device
  - Your Android device, if you want to move from an Android device to iPad
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## Turn on and set up your iPad

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1. Press and hold the top button until the Apple logo appears.



If iPad doesn't turn on, you might need to [charge the battery](#). For more help, see the Apple Support article [If your iPhone, iPad, or iPod touch won't turn on or is frozen](#).

2. Do one of the following:
  - If you have another iPhone, iPad, or iPod touch with iOS 11 or later, you can use it to automatically set up your new device with Quick Start. Bring the two devices close together, then follow the onscreen instructions to securely copy many of your settings, preferences, and iCloud Keychain.
  - If you don't have another iOS device, tap Set Up Manually, then follow the onscreen setup instructions.

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### Move from an Android device to iPad

When you first set up your new iPad, you can automatically and securely move your data from an Android device.

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

1. On your device with Android version 4.0 or later, see the Apple Support article [Move from Android to iPhone, iPad, or iPod touch](#) and download the Move to iOS app.
2. On your iPad:
  - a. Follow the setup assistant.
  - b. On the Apps & Data screen, tap Move Data from Android.
3. On the Android device:
  - a. Turn on Wi-Fi.

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b. Open the Move to iOS app. **Draft**

c. Follow the onscreen instructions.

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

## Set up cellular service on iPad (Wi-Fi + Cellular models)

If you have a Wi-Fi + Cellular model, you can sign up for a cellular data plan. This helps you stay connected when you're away from a Wi-Fi network.

You can set up a cellular data plan with the following:

- eSIM
- Embedded Apple SIM or Apple SIM card
- Third-party nano-SIM (from a cellular provider)

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### Set up cellular service with eSIM

On models that support eSIM, you can activate the cellular service from your iPad. You may also be able to travel abroad with iPad and sign up for cellular service with a carrier in the country you're visiting. This isn't available in all regions, and not all carriers are supported.

1. Go to Settings  > Cellular Data.
2. Tap Add a New Plan.
3. Do one of the following:
  - If you don't have a QR code provided by your carrier, select a carrier, then follow the onscreen instructions.
  - If you have a QR code provided by your carrier, tap Other. Position iPad so that the QR code provided by your carrier appears in the frame, or enter the details manually. You may be asked to enter a confirmation code provided by your carrier.

Alternatively, you can activate your cellular plan through your carrier's app (if supported). Go to the App Store, download your carrier's app, then use the app to purchase a cellular plan.

You can store more than one eSIM on your iPad, but you can use only one eSIM at a time. To switch eSIMs, go to Settings > Cellular Data, then tap the plan you want to use (below Cellular Plans).

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### Set up cellular service with an embedded Apple SIM or Apple SIM card

On models with an embedded Apple SIM or Apple SIM card, you can activate the cellular service from your iPad. Depending on your home carrier and your destination, you may also be able to travel abroad with iPad and sign up for cellular service with a carrier in the country you're visiting. This isn't available in all regions, and not all carriers are supported.

1. Go to Settings  > Cellular Data.
2. Tap Add a New Plan, then follow the onscreen instructions. You can choose a carrier and a plan, or you can add your iPad to an existing plan.

If you're traveling in another country and you want to use a local carrier instead of roaming, go to Settings > Cellular Data > Add a New Plan, then select a plan.

See the Apple Support article [Use Apple SIM with Wi-Fi + Cellular models of iPad](#), or contact your carrier.

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### Install a nano-SIM

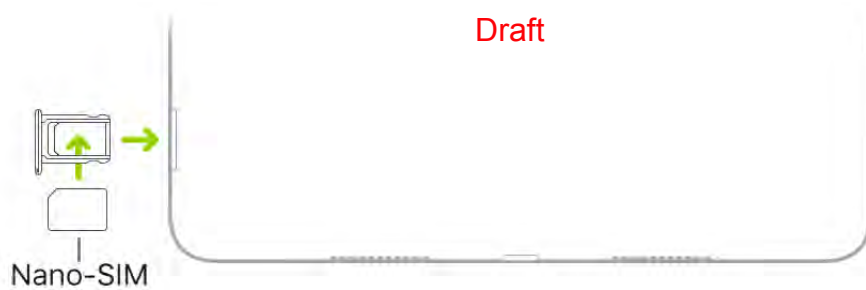
You can install an Apple SIM card or a nano-SIM provided by a carrier.

1. Insert a paper clip or SIM eject tool (not included) into the small hole of the SIM tray, then push in toward iPad to eject the tray.



*Note:* The shape and orientation of the SIM tray depend on the iPad model and your region.

2. Remove the tray from iPad.
3. Place the nano-SIM in the tray. The angled corner determines the correct orientation.



4. Insert the tray back into iPad.
5. If you previously set up a PIN on the nano-SIM, carefully enter the PIN when prompted.

**WARNING:** Never try to guess a SIM PIN. An incorrect guess can permanently lock your SIM, and you won't be able to use cellular data through your carrier until you get a new SIM. See the Apple Support article [Use a SIM PIN for your iPhone or iPad](#).

Cellular data requires a wireless data plan. If you're using a third-party nano-SIM, contact your carrier to set up service.

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### Manage your cellular data service

1. Go to Settings  > Cellular Data.
2. Do any of the following:
  - *Restrict all data to Wi-Fi:* Turn off Cellular Data.
  - *Turn on or off LTE and roaming:* Tap Cellular Data Options.
  - *Turn on Personal Hotspot:* Tap Set Up Personal Hotspot (available from certain carriers), then follow the onscreen instructions.
  - *Manage your cellular account:* Tap Manage [account name] or Carrier Services.

For information about managing your cellular data usage, see [View or change cellular settings on iPad](#).

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**Important:** When using cellular services through GSM networks, you need an eSIM, embedded Apple SIM, Apple SIM card, or third-party nano-SIM. When using cellular services through CDMA networks, you need an embedded Apple SIM, Apple SIM card, or third-party nano-SIM. Your iPad is subject to your wireless service provider's policies, which may include restrictions on switching service providers and roaming, even after the conclusion of any required minimum service contract. Contact your wireless service provider for more details. The availability of cellular capabilities depends on the wireless network, your iPad model, and your location.

# Connect iPad to the Internet <sup>Draft</sup>

Connect your iPad to the Internet by using an available Wi-Fi network. Wi-Fi + Cellular models can also connect to the Internet by using a cellular network.

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## Connect iPad to a Wi-Fi network

1. Go to Settings  > Wi-Fi, then turn on Wi-Fi.
2. Tap one of the following:
  - *A network*: Enter the password, if required.
  - *Other*: Joins a hidden network. Enter the name of the hidden network, security type, and password.

If  appears at the top of the screen, iPad is connected to a Wi-Fi network. (To verify this, open Safari to view a webpage.) iPad reconnects when you return to the same location.

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## Connect iPad to a cellular network (Wi-Fi + Cellular models)

Your iPad automatically connects to your carrier's cellular data network if a Wi-Fi network isn't available. If iPad doesn't connect, check the following:

1. Verify that your SIM is activated and unlocked. See [Set up cellular service on iPad \(Wi-Fi + Cellular models\)](#).
  2. Go to Settings  > Cellular Data.
  3. Verify that Cellular Data is turned on.
- 

When you need an Internet connection, iPad does the following, in order, until the connection is made:

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

*Note:* If a Wi-Fi connection to the Internet isn't available, apps and services may transfer data over your carrier's cellular network, which may result in additional fees. Contact your carrier for information about your cellular data plan rates. To manage cellular data usage, see [View or change cellular settings on iPad](#).

# Manage Apple ID and iCloud settings on iPad <sup>Draft</sup>

Your Apple ID is the account you use for just about everything you do with Apple—including storing your content in iCloud, streaming from Apple Music, and buying content from the iTunes Store, the App Store, and Apple Books. On your iPad, you can sign in to all Apple services with a single Apple ID and password. It's best to have only one Apple ID.

Use iCloud to securely store your photos, videos, documents, music, apps, and more—and keep them updated across all your devices. With iCloud, you can easily share photos, calendars, locations, and more with friends and family. You can even use iCloud to help you find your iPad if you lose it.

iCloud provides you with a free email account and 5 GB of storage for your mail, documents, photos and videos, and backups. Your purchased music, apps, TV shows, and books don't count against your available storage space. You can upgrade your iCloud storage right from iPad.

*Note:* Some iCloud features have [minimum system requirements](#). iCloud may not be available in all regions, and iCloud features may vary by region.

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## Sign in with your Apple ID

If you didn't sign in during setup, do the following:

1. Go to Settings .
2. Tap Sign in to your iPad.
3. Enter your Apple ID and password.
4. If you protect your account with two-factor authentication, enter the six-digit verification code.

If you forgot your Apple ID or password, go to the [Recover your Apple ID website](#).

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## Change your Apple ID settings

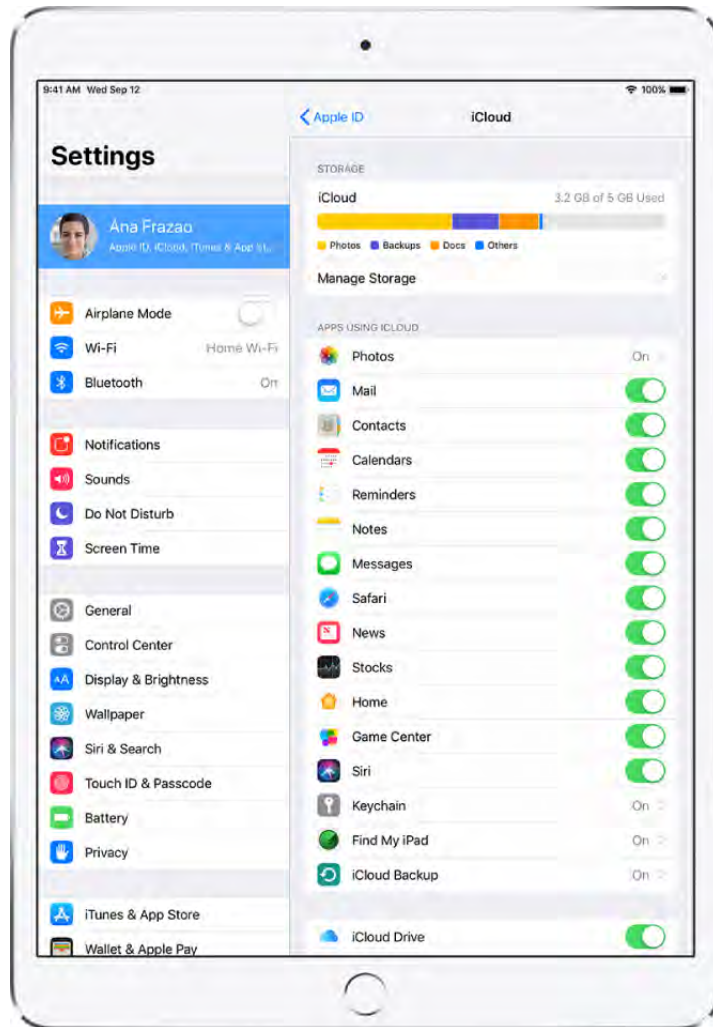
Go to Settings  > [your name], where you can do the following:

- Update your contact information
  - Change your password
  - Manage Family Sharing
-

## Change your iCloud settings

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Go to Settings  > [your name] > iCloud.



Do any of the following:

- See your iCloud storage status.
- Upgrade your iCloud storage—tap Manage Storage > Change Storage Plan.
- Turn on the features you want to use, such as Photos, Mail, Contacts, and Messages.

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## Ways to use iCloud on iPad

Keep the following content up to date:

- Messages, Mail, Contacts, Calendars, Notes, and Reminders
- Photos and videos; see [Use iCloud Photos on iPad](#)
- Music, apps, and books
- Documents; see [Use iCloud Drive on iPad](#)

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- Bookmarks, your reading list, and the web pages you have open in Safari; see [Browse the web using Safari on iPad](#)
- Passwords and credit cards; see [Set up iCloud Keychain on iPad](#)

You can also do the following:

- View your iCloud data on iPhone, iPad, iPod touch, Mac, and [iCloud.com](#) (using a Mac or a Windows PC).
- Share your photos and videos with the people you choose. See [Share photos from iPad with Shared Albums in iCloud](#).
- Share your iCloud storage on plans with 200 GB or more with up to six family members. See [Set up Family Sharing on iPad](#).
- Locate iOS, Apple Watch, or Mac devices that belong to you or your family members. See [Use Find My iPhone to locate your device](#).
- Find your friends and family; you, your friends, and family can share locations, follow each other, and see everyone's location on a map. See [Locate your friends and family from your iPad](#).
- Back up and restore your data. See [Back up iPad using iCloud or iTunes](#).

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

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## Other ways to view the iPad User Guide

You can view the iPad User Guide in the Safari app , or read it in the Books app  when you're offline.

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### View the user guide in Safari

In Safari, go to <https://support.apple.com/guide/ipad>.

To view the user guide in a different language, scroll down to the bottom of the page, tap the region link (United States, for example), then choose a region.

**Tip:** For quick access, add the guide to your Home screen or add a bookmark in Safari. Tap , then choose any of the following:

- *Add to Home Screen:* The shortcut appears as a new icon on the Home screen.
- *Add Bookmark:* The bookmark appears when you tap  in Safari.

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## Download the user guide from Apple Books

If you download the user guide from Apple Books, you can read it even when iPad isn't connected to the Internet.

1. Open the Books app .
2. Tap Search, then enter "iPad User Guide for iOS 12.2."
3. Tap Get, then wait for the book to download.

See [Buy books from Apple Books on iPad](#).

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# Basics

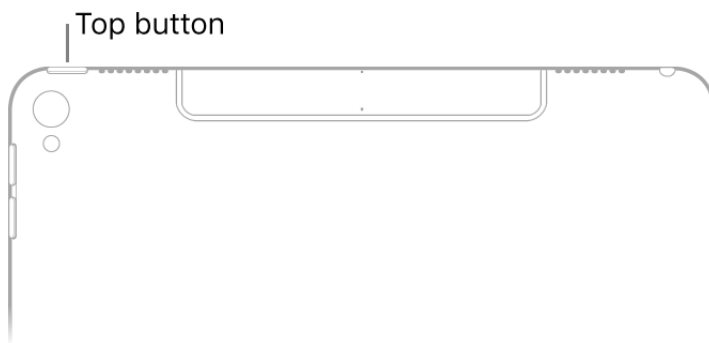
## Wake and unlock iPad

iPad turns off the display to save power, locks for security, and goes to sleep when you're not using it. You can quickly wake and unlock iPad when you want to use it again.

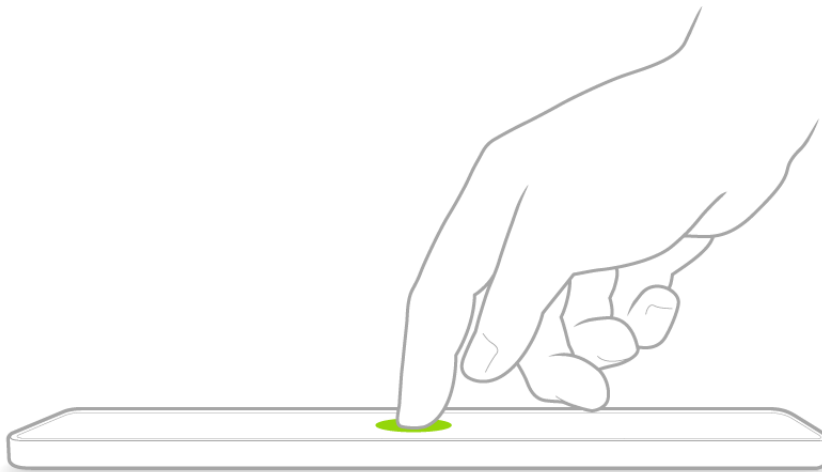
### Wake iPad

To wake iPad, do one of the following:

- Press the top button.



- Tap the screen. Or, on supported models, you can tap the screen with Apple Pencil to wake iPad and open Notes.



### Unlock iPad with Face ID

1. On supported models, tap the screen, then glance at your iPad.

The lock icon animates from closed to open to indicate that iPad is unlocked.

2. Swipe up from the bottom of the screen to view the Home screen.

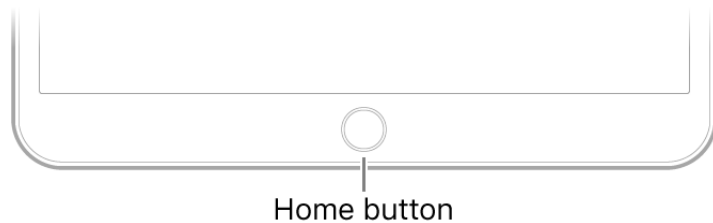
To lock iPad again, press the top button. iPad locks automatically if you don't touch the screen for a minute or so. However, if Attention Aware Features is turned on in Settings  > Face ID & Passcode, iPad won't dim or lock as long as it detects attention.

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### Unlock iPad with Touch ID

On supported models, press the Home button using the finger you registered with Touch ID.

If you didn't set up Touch ID when you set up iPad, see [Set up Touch ID on iPad](#).



To lock iPad again, press the top button. iPad locks automatically if you don't touch the screen for a minute or so.

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### Unlock iPad with a passcode

1. Swipe up from the bottom of the Lock screen or press the Home button.
2. Enter the passcode (if you set up iPad to require a passcode).

If you didn't create a passcode when you set up iPad, see [Set or change the passcode](#).

To lock iPad again, press the top button. iPad locks automatically if you don't touch the screen for a minute or so.

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## Learn basic gestures to interact with iPad

Control iPad and its apps using a few simple gestures—tap, swipe, scroll, and zoom.



**Tap.** Touch one finger lightly on the screen. Draft



**Swipe.** Move one finger across the screen quickly.



**Scroll.** Move one finger across the screen without lifting. For example, in Photos, you can drag a list up or down to see more. Swipe to scroll quickly; touch the screen to stop scrolling.



**Zoom.** Place two fingers on the screen near each other. Spread them apart to zoom in, or move them toward each other to zoom out.

You can also double-tap a photo or webpage to zoom in, and double-tap again to zoom out.

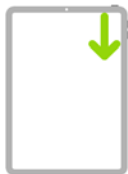
In Maps, double-tap and hold, then drag up to zoom in or drag down to zoom out.

## Learn gestures for iPad models with Face ID

Here's a handy reference to the gestures you use for interacting with iPad Pro (11-inch) and iPad Pro (12.9-inch) (3rd generation).



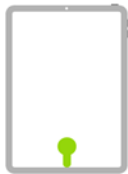
**Go Home.** Swipe up from the bottom edge of the screen to return to the Home screen at any time. See [Explore the iPad Home screen and open apps](#).



**Quickly access controls.** Swipe down from the top-right corner to open Control Center. Touch and hold a control to reveal more options. To add or remove items, go to Settings > Control Center > Customize Controls. See [Use and customize Control Center on iPad](#).



**Switch between open apps.** Swipe up from the bottom edge, pause in the center of the screen, then lift your finger off the screen. From any open app, you can also swipe right along the bottom to quickly switch apps. See [Switch between apps on iPad](#).



**Open the dock within an app.** Swipe up from the bottom edge of the screen and pause to reveal the Dock. To quickly open another app, tap it in the Dock. See [Open an app from the Dock](#).

**Ask Siri.** Just say, "Hey Siri." Or press and hold the top button and make your request. Siri listens until you release the button. See [Ask Siri on iPad](#).



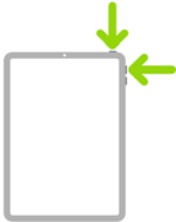
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**Use Accessibility Shortcut.** Triple-click the top button. See [Use accessibility shortcuts on iPad](#).



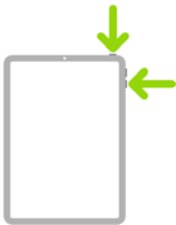
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**Take a screenshot.** Simultaneously press and quickly release the top button and volume up button. See [Take a picture of the screen on iPad](#).



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**Turn off.** Simultaneously press and hold the top button and either volume button until the sliders appear, then drag the top slider to power off. Or go to Settings > General > Shut Down. See [Turn iPad off and on](#).



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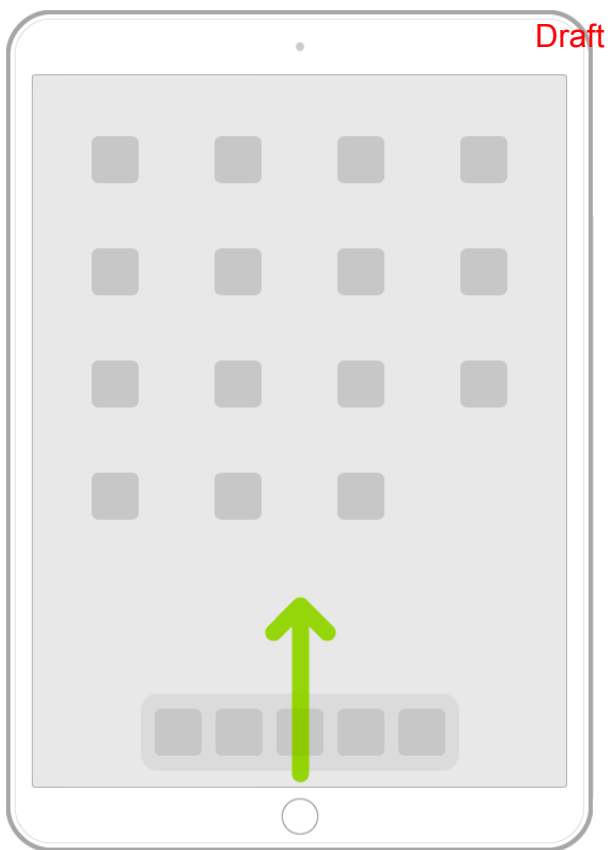
**Force restart.** Press and release the volume up button, press and release the volume down button, then press and hold the top button until the Apple logo appears. See [Force restart iPad](#).



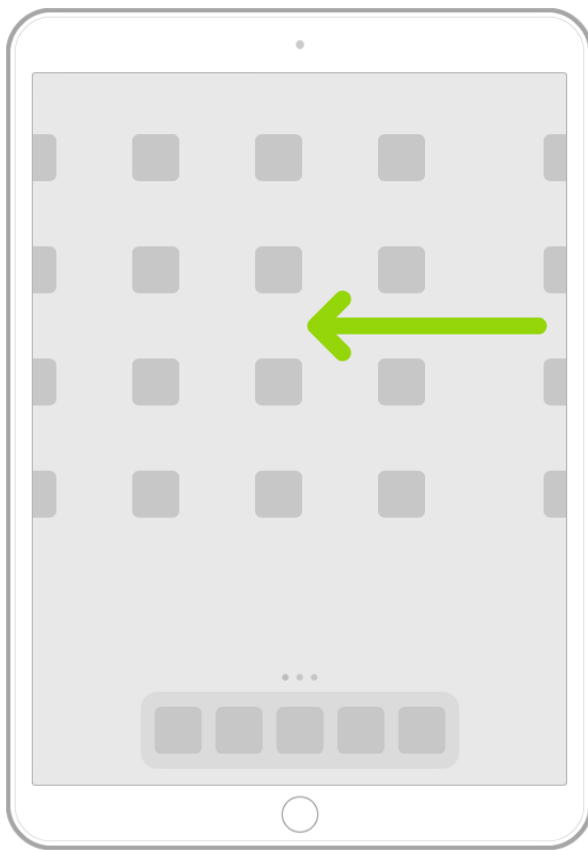
## Explore the iPad Home screen and open apps

Get to know the Home screen and apps on your iPad. The Home screen shows all your apps organized into pages. More pages are added when you need space for apps.

- 
1. To go to the Home screen, swipe up from the bottom edge of the screen or press the Home button.



2. Swipe left or right to browse apps on other Home screen pages.



3. To open an app, tap its icon on the Home screen.

4. To return to the first Home screen page, ~~Draft~~ swipe up from the bottom edge of the screen or press the Home button.
- 

You can also move, organize, or remove apps. See [Move and organize apps on iPad](#) and [Remove apps from iPad](#).

## Change the iPad settings

Use Settings  (located on the Home screen) to configure and customize your iPad settings. Set your language and region, change the name of your iPad, choose different sounds for notifications, and much more. The following sections give some examples.



Tap Settings to change iPad settings (sound volume, display brightness, and more).

---

### Set the date and time

By default, the date and time, visible on the Lock screen, are set automatically based on your location. If they're incorrect, you can adjust them.

1. Go to Settings  > General > Date & Time.

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2. Turn on either of the following: **Draft**

- *Set Automatically*: iPad gets the correct time over the network and updates it for the time zone you're in. Some networks don't support network time, so in some regions iPad may not be able to automatically determine the local time.
- *24-Hour Time*: (not available in all regions) iPad displays the hours from 0 to 23.

---

## Set the language and region

1. Go to Settings  > General > Language & Region.
2. Set the following:
  - The language for iPad
  - The region
  - The calendar format
  - The temperature unit (Celsius or Fahrenheit)
3. To add a keyboard for another language, go to Settings  > General > Keyboard > Keyboards.

See [Add or change keyboards on iPad](#).

---

## Change the name of your iPad

The name of your iPad is used by iTunes, iCloud, AirDrop, and Personal Hotspot.

1. Go to Settings  > General > About > Name.
2. Tap , enter a new name, then tap Done.

---

## Set up mail, contacts, and calendar accounts

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

1. Go to Settings  > Passwords & Accounts > Add Account.
2. To add a mail account, tap an email service—for example, Google, Yahoo, or AOL.com—then enter your email account information.
3. To add a contacts or calendar account, tap Other, then do any of the following:
  - Contacts using an LDAP or CardDAV account, if your company or organization supports it; see [Use other contact accounts on iPad](#)

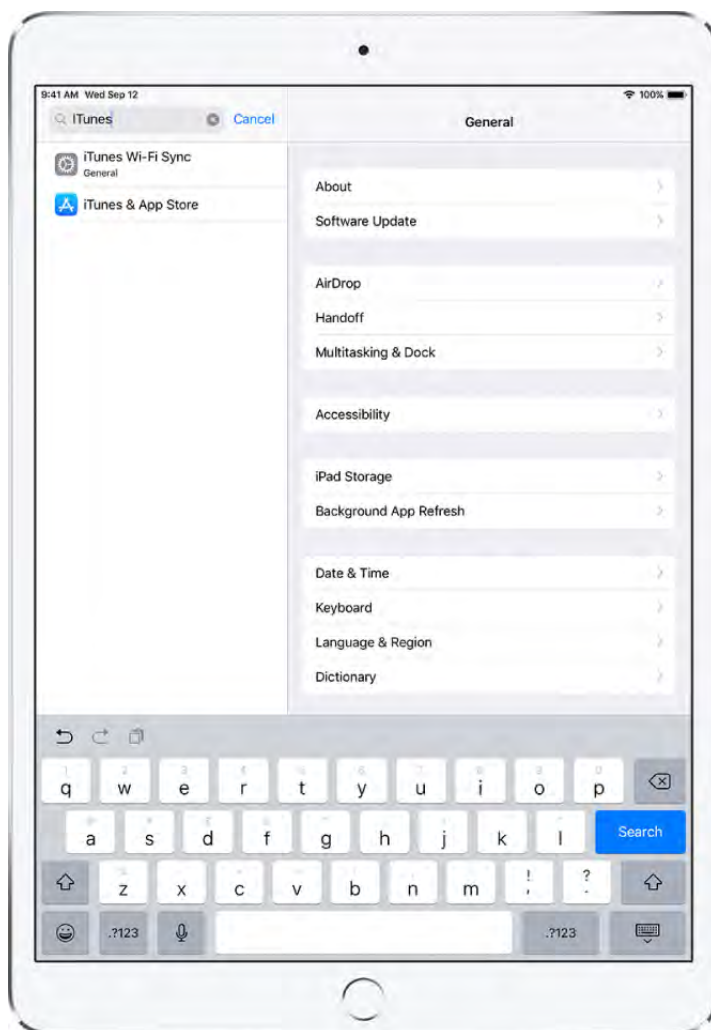
- Calendars using a CalDAV calendar account; you can also subscribe to iCalendar (.ics) calendars or import them from Mail; see [Set up multiple calendars on iPad](#)
- *Add a contacts account:* Tap Add LDAP Account or Add CardDAV Account (if your company or organization supports it), then enter your information; see [Use other contact accounts on iPad](#).
- *Add a calendar account:* Tap Add CalDAV Account, then enter your information; see [Set up multiple calendars on iPad](#).
- *Subscribe to iCal (.ics) calendars:* Tap Add Subscribed Calendar, then enter the URL of the .ics file to subscribe to; or import an .ics file from Mail.

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

---

## Find and change other settings

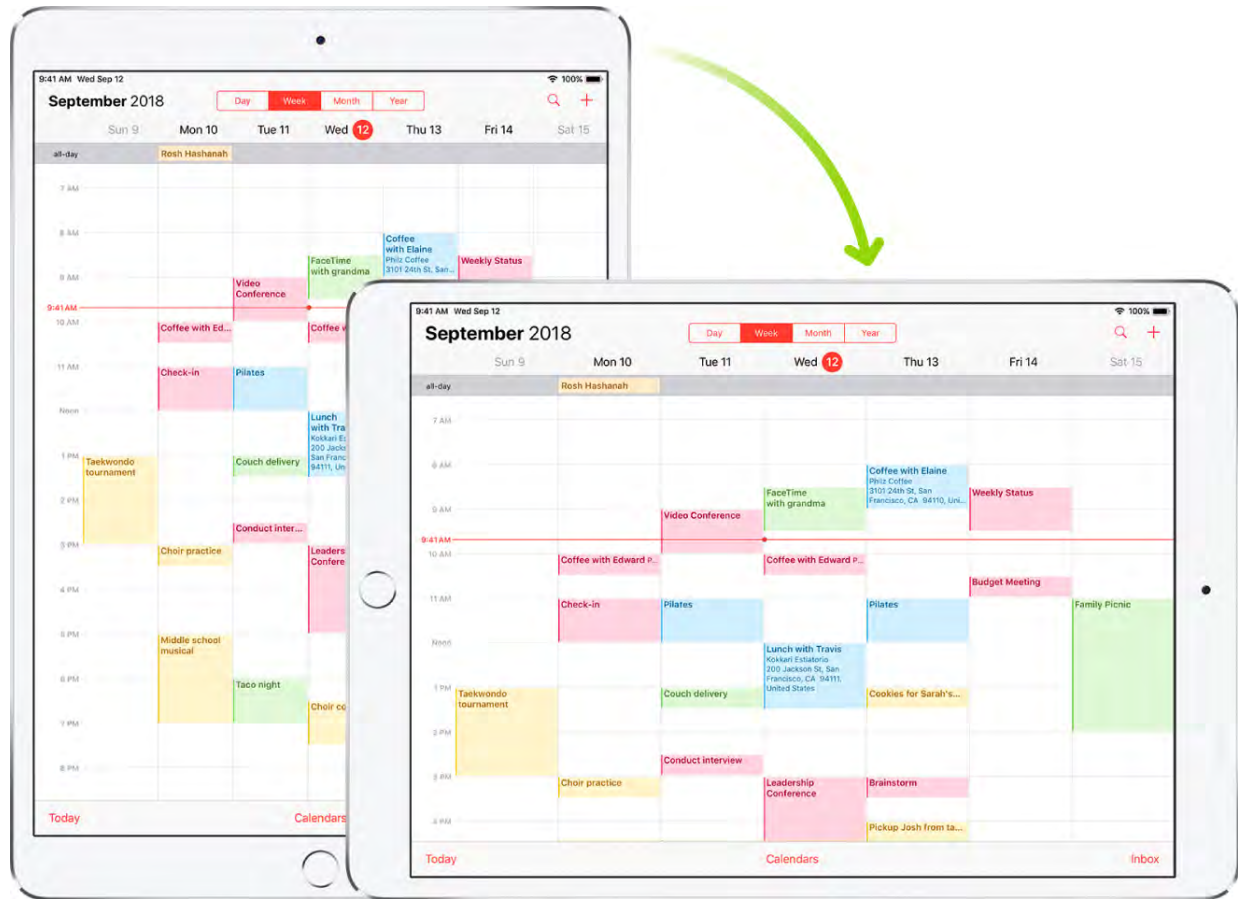
Go to Settings , swipe down from the left side of the screen to reveal the search field, then enter a term—*alert*, *password*, or *iTunes*, for example.



## Change the screen appearance

### Change or lock the iPad screen orientation

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



### Lock or unlock the screen orientation

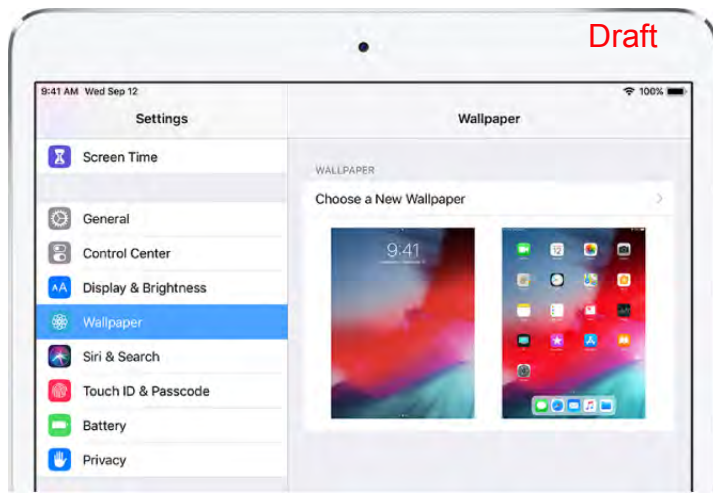
You can lock the screen orientation so that it doesn't change when you rotate iPad.

Open Control Center, then tap .

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

### Change the wallpaper on iPad

On iPad, choose an image or photo as wallpaper for the Lock screen or Home screen. You can choose from dynamic and still images.



---

## Change the wallpaper

1. Go to Settings  > Wallpaper > Choose a New Wallpaper.
2. Do one of the following:
  - Choose a preset image from a group at the top of the screen (Dynamic, Stills, and so on).
  - Select one of your own photos (tap an album, then tap the photo).

To reposition your selected image, pinch open to zoom in on it, then drag the image to move it. Pinch closed to zoom back out.
3. Tap one of the following to choose where you want the new wallpaper to appear:
  - Set Lock Screen
  - Set Home Screen
  - Set Both

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

*Note:* The Perspective Zoom option doesn't appear for all wallpaper choices, and it doesn't appear if Reduce Motion (in Accessibility settings) is turned on. See [Reduce motion](#).

---

# Adjust the iPad screen brightness and color

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On iPad, Dim the screen to extend battery life, and use Night Shift to shift the colors in your display to the warmer end of the spectrum at night and make viewing the screen easier on your eyes. On supported models, use True Tone to automatically adapt the color and intensity of the display to match the light in your environment.

---

## Adjust the screen brightness manually

To make your iPad screen dimmer or brighter, do one of the following:

- Open Control Center, then drag .
- Go to Settings  > Display & Brightness, then drag the slider.

---

## Adjust the screen brightness automatically

iPad adjusts the screen brightness for current light conditions using the built-in ambient light sensor.

1. Go to Settings  > General > Accessibility.
2. Tap Display Accommodations, then turn on Auto-Brightness.

---

## Turn True Tone on or off

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

Do any of the following:

- Open Control Center, touch and hold , then tap  to turn True Tone on or off.
- Go to Settings  > Display & Brightness, then turn True Tone on or off.

---

## Schedule Night Shift to turn off and on automatically

Use Night Shift to shift the colors in your display to the warmer end of the spectrum at night and make viewing the screen easier on your eyes.

1. Go to Settings  > Display & Brightness > Night Shift.
2. Turn on Scheduled.
3. To adjust the color balance for Night Shift, drag the slider below Color Temperature toward the warmer or cooler end of the spectrum.
4. Tap From, then select either Sunset to Sunrise or Custom Schedule.

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If you choose Custom Schedule, tap the  options to schedule the times you want Night Shift to turn on and off.

If you select Sunset to Sunrise, iPad uses the data from your clock and geolocation to determine when it's nighttime for you.

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

---

### Turn Night Shift on or off manually

You can turn on Night Shift manually, which is helpful when you're in a darkened room during the day.

Open Control Center, touch and hold , then tap .

---

## Magnify the iPad screen with Display Zoom

On iPad Pro (12.9-inch), you can magnify the screen display.

- 
1. Go to Settings  > Display & Brightness.
  2. Tap View (below Display Zoom), choose Zoomed, then tap Set.
- 

For additional zoom features, See [Zoom in on the iPad screen](#).

## Take a picture of the screen on iPad

You can take a picture of the screen, just as it appears, to share with others or use in documents.

1. Do one of the following:
  - *Models with the Home button:* Simultaneously press and then release the top button and the Home button.
  - *Other models:* Simultaneously press and then release the top button and the volume up button.
2. Tap the screenshot in the lower-left corner, then tap Done.
3. Choose Save to Photos or Delete Screenshot.

If you save the screenshot, you can view it in the Screenshots album in the Photos app, or in the All Photos album if you're using iCloud Photos.

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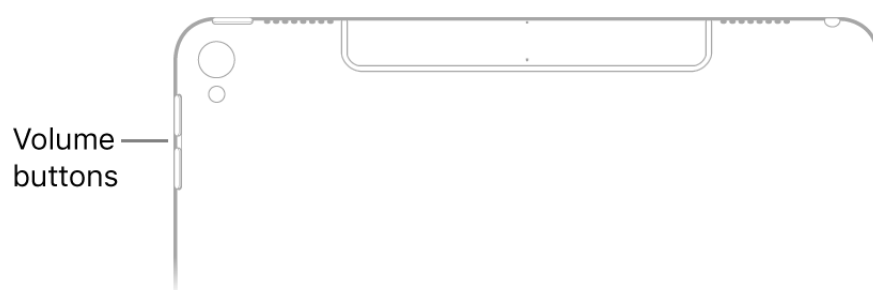
## Adjust the volume on iPad

Use the Volume buttons on the side of iPad to adjust the volume of songs and other media, alerts, and sound effects. You can also use Siri to turn the volume up or down.

**Ask Siri.** Say something like: "Turn up the volume" or "Turn down the volume." [Learn how to ask Siri.](#)

You can use Control Center to silence audio alerts and notifications.

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



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

---

### Lock the ringer and alert volumes

Go to Settings  > Sounds, then turn off Change with Buttons.

*Note:* To limit the maximum headset volume, go to Settings  > Music > Volume Limit, then use the slider to set the maximum volume. To prevent changes to the volume limit, go to Settings  > General > Restrictions > Volume Limit.

## Adjust the volume in Control Center

When iPad is locked or when you're using an app, you can adjust the volume in Control Center.

Open Control Center, then drag .

---

## Mute the sound

Press and hold the Volume Down button.

---

## Temporarily silence calls, alerts, and notifications

Open Control Center, then tap . (See [Set Do Not Disturb on iPad.](#))

---

# Change or turn off iPad sounds

In Settings , change or turn off the sounds iPad plays when you get a call, text message, email, reminder, or other type of notification.

To temporarily silence incoming calls, alerts, and sound effects, [turn on Do Not Disturb.](#)

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

---

## Set sound options

Set options for alert tones and ringtones, and ringer and alert volumes.

1. Go to Settings  > Sounds.
2. Drag the slider to set the volume for the ringer and alerts.
3. Tap Ringtone and other options to select sounds for the ringtone and alert tones.

---

## Silence iPad

To temporarily silence incoming calls, alerts, and sound effects, open Control Center, then tap .

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

# Use notifications

## View and respond to notifications on iPad

Notifications help you keep track of what's new—they let you know if you missed a call, if the date of an event moved, and more. You can customize your notifications so you see only what's important to you. View and respond to notifications on the iPad Lock screen or in Notification Center.

---

### Find all your notifications in one place

iPad displays notifications as they arrive, but if you don't read one right away, it's saved in Notification Center so you can check it later.

To see your notifications in Notification Center, swipe down from the top center of any screen, then scroll up to see older notifications.

To close Notification Center, swipe up.

---

### Respond to a notification

When you have multiple notifications, they're grouped by app, which makes them easier to view and manage. Notifications from some apps may also be grouped by organizing features within the app, such as by topic or thread. Grouped notifications appear as small stacks, with the most recent notification on top.

Do any of the following:

- To expand a group of notifications to see them individually, tap the group. To close the group again, tap Show Less.
- To view a notification, tap it.
- To view and respond to a notification or group of notifications, swipe it to the right, then tap Open.
- To respond when iPad is locked, touch and hold the notification.

---

### Dismiss, clear, and manage notifications

From the Lock screen, do any of the following:

- *Handle a notification you receive while using another app:* Pull it down to view it, then swipe up to dismiss it.

- *Clear notifications:* Swipe left over the **Draft** notification or group, then tap Clear or Clear All.
- *Send notifications directly to Notification Center:* Swipe left over the notification or group of notifications, tap Manage, then tap Deliver Quietly. This prevents these notifications from appearing on the Lock screen, playing a sound, lighting up the screen, or presenting a banner.

To see and hear these notifications again, swipe left on a notification in Notification Center, tap Manage, then tap Deliver Prominently.

- *Turn off notifications for an app or notification group:* Swipe left on the notification or group of notifications, tap Manage, then tap Turn Off.
- *Change how an app displays notifications:* Swipe left on a notification, tap Manage, tap Settings, then choose an option. You can choose whether to allow notifications from the app, where the notifications appear (in Notification Center, for example), whether to play an alert sound, and so on.
- *Clear all your notifications in Notification Center:* Tap , then tap Clear.

When you haven't used an app for a while, Siri suggests that you turn off notifications for that app.

---

## Change notification settings on iPad

In Settings , choose which apps can send notifications, change the alert sound, set up location-based alerts, allow government alerts, and more.

---

### Change notification settings

Turn off notifications from specific apps, have the notification play a sound, choose how and where you want notifications to appear when your device is unlocked, and more.

1. Go to Settings  > Notifications.
2. To choose when notification previews should appear, tap Show Previews, then choose an option.

Previews can include things like text (from Messages and Mail), and invitation details (from Calendar).

3. Tap Back, then tap an app below Notification Style and turn Allow Notifications on or off.

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If you turn on notifications, choose how ~~Draft~~ where you want the notifications to appear for the app—for example, on the Lock screen or in Notification Center.

4. Tap Notification Grouping, then choose how you want the notifications grouped:

- *By App*: All the notifications from the app are grouped together.
- *Automatic*: The notifications from the app are grouped according to organizing criteria within the app, such as by topic or thread.
- *Off*: Turn off grouping.

To turn off notifications selectively for apps, go to Settings  > Notifications > Siri Suggestions, then turn off any app.

---

### Show recent notifications on the Lock screen

You can allow access to Notification Center on the Lock screen.

1. Go to Settings , then, depending on your model, tap one of the following.

- Face ID & Passcode
- Touch ID & Passcode
- Passcode

2. Enter your passcode.

3. Turn on Notification Center (below Allow Access When Locked).

---

### Silence all your notifications

**Ask Siri.** Say something like: “Turn on Do Not Disturb.” [Learn how to ask Siri.](#)

You can also go to Settings  > Do Not Disturb, then turn on Do Not Disturb.

---

### Set up location-based alerts

Some apps use your location to send you relevant alerts based on where you are. For example, you might get a reminder to call someone when you get to a specific place or when you leave for your next location.

If you don't want to see these types of alerts, you can turn them off.

1. Go to Settings  > Privacy > Location Services.

2. Turn on Location Services.

3. Tap an app, then choose whether you want to share your location while using that app.

See the Apple Support article [About privacy and Location Services](#).

---

## Set Do Not Disturb on iPad

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

---

### Turn on Do Not Disturb

**Ask Siri.** Say something like: "Turn on Do Not Disturb." [Learn how to ask Siri](#).

1. You can also open Control Center, then tap  to turn on Do Not Disturb.

When Do Not Disturb is on,  appears in the status bar.

2. To choose an ending time for Do Not Disturb, touch and hold  in Control Center, then tap an option, such as "For 1 hour," or "Until the end of this event."

You can also tap Schedule, turn on Scheduled, then set beginning and ending times.

---

### Allow calls when Do Not Disturb is on

1. Go to Settings  > Do Not Disturb.
  2. Do any of the following:
    - *Tap Allow Calls From:* To allow incoming FaceTime and Wi-Fi calls from selected groups.
    - *Turn on Repeated Calls:* To allow repeated calls from the same caller to come through for emergencies.
- 

### Allow calls from emergency contacts when Do Not Disturb is on

You can allow FaceTime and Wi-Fi calls and messages from emergency contacts when Do Not Disturb is on.

1. Open Contacts .
  2. Select a contact, then tap Edit.
  3. Tap Ringtone or Text Tone, then turn on Emergency Bypass.
-

## Schedule quiet hours

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1. Go to Settings  > Do Not Disturb.
  2. Turn on Scheduled, then set the start time and end time for quiet hours.
- 

## Choose when Do Not Disturb silences iPad

You can choose whether Do Not Disturb silences iPad only when it's locked, or even when it's unlocked.

1. Go to Settings  > Do Not Disturb.
  2. Do one of the following:
    - *Silence iPad any time Do Not Disturb is on:* Tap Always.
    - *Silence iPad only when it's locked:* Tap While iPad is locked.
- 

## Set "Do Not Disturb during Bedtime" on iPad

You can turn on "Do Not Disturb during Bedtime" to help you sleep. It dims your display and silences overnight notifications until you unlock your iPad in the morning.

---

## Turn on "Do Not Disturb during Bedtime"

1. Go to Settings  > Do Not Disturb.
2. Turn on Do Not Disturb, turn on Scheduled, then turn on Bedtime.
3. Tap From, then set the beginning and ending times for Bedtime.

During Bedtime hours,  appears in the status bar.

Bedtime turns off automatically at the end of the quiet hours you specified. To turn off Bedtime sooner, tap the "Do Not Disturb during Bedtime" notification on the Lock screen, then tap Turn Off. When Bedtime is off, notifications can resume.

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# Enter text

## Type and edit text on iPad

iPad has many apps in which you can enter text—for example, Contacts, Messages, Notes, and Mail. Use the onscreen keyboard to type information in text fields. Tap a text field to see the onscreen keyboard, then tap letters to type.

You can also rest your fingers on the onscreen keyboard, then start typing normally. The placement of the keys invisibly adjusts based on where you've rested your fingers. If you stop typing, the placement of the keys resets after two seconds (on supported models).



*Note:* The Shortcut Bar differs from app to app. The features described here may not be available with all apps.



## Enter text using the onscreen keyboard

In any app that allows text editing, open the onscreen keyboard by tapping a text field. Then tap keys to type.

While entering text, you can do any of the following:

- *Type uppercase letters:* Tap Shift, or touch the Shift key and slide to a letter.
- *Turn on Caps Lock:* Double-tap Shift.
- *Quickly end a sentence with a period and a space:* Double-tap the Space bar.
- *Enter numbers, punctuation, or symbols:* Tap the Number key .?123 or the Symbol key #+=.
- *Undo the last edit:* Tap ↶.
- *Enter emoji:* Tap 😊 or 🌐 to switch to the Emoji keyboard.
- *Enter accented letters or other alternate characters:* Touch and hold a key, then slide to choose one of the options.



- *Hide the onscreen keyboard:* Tap the Keyboard key .

For information on using an external keyboard to enter text, see [Use Smart Keyboard and Smart Keyboard Folio with iPad](#) and [Use an Apple Magic Keyboard with iPad](#).

---

## Correct spelling

While entering text, if you see a word underlined in red, you can correct it.

1. Tap the underlined word to see suggested corrections.
2. Tap a suggestion to replace the underlined word.

If the word you want doesn't appear, type the correction.

---

## Set typing options

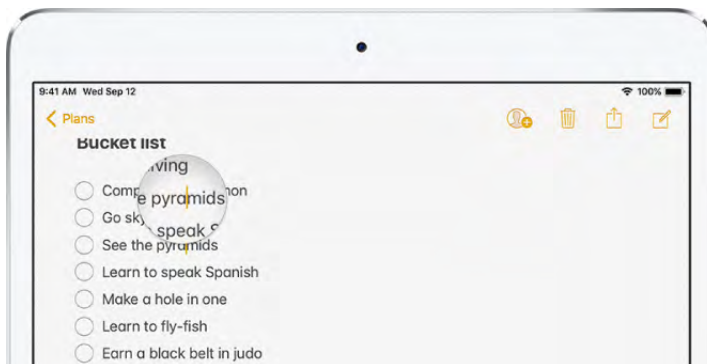
You can turn typing features, such as spell check, on or off.

1. While typing text using the onscreen keyboard, touch and hold  or , then slide to Keyboard Settings, or go to Settings  > General > Keyboard.
  2. Turn on or off typing options—for example, Auto-Capitalization, Auto-Correction, and Check Spelling.
- 

## Select and revise text

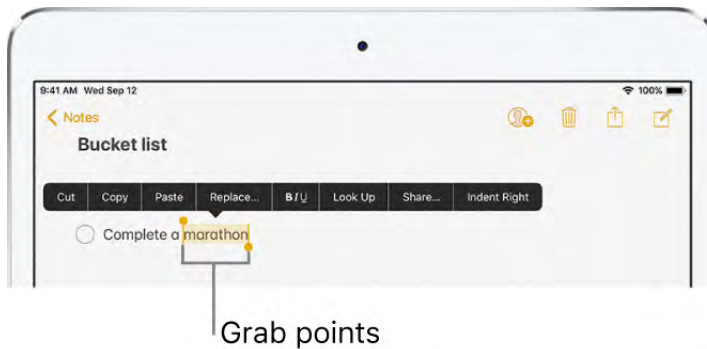
To insert text or replace existing text, do any of the following:

- *Place the insertion point where you want to insert text:* Touch and hold the text to show the magnifying glass, drag to position the insertion point, then start typing (you can ignore the menu that appears).



- *Select text to replace:* Place the insertion point as described above, then lift your finger. In the menu that appears, tap to select the word or all text, then drag the grab points to select more or less text. Type to replace it.
- *Select text to revise:* Tap the insertion point to display the selection options, or double-tap a word to select it; drag the grab points to select more or less text, then tap ► to see all the options:

- Tap Cut, Copy, or Paste. **Draft**
- Tap B/I/U to format selected text.
- Tap Replace to see suggested replacement text; or have Siri suggest alternative text.



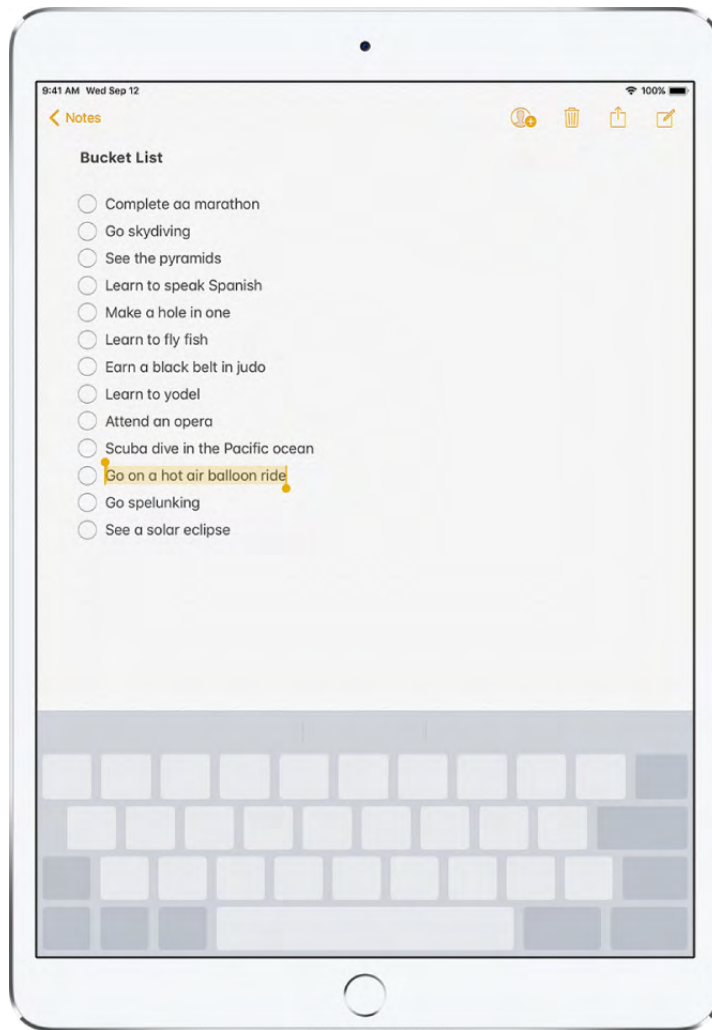
You can [use Universal Clipboard on iPad](#). You can also [use drag and drop](#) to move selected text within an app.

---

## Turn your keyboard into a trackpad Draft

1. Touch and hold the keyboard with two fingers until it turns light gray.
2. Move the insertion point by dragging around the keyboard.
3. To select text with drag points, continue holding the keyboard until drag points appear on the insertion point, then move your fingers.

To use the trackpad to move the insertion point, drag the insertion point to a new location before drag points appear.



## Use predictive text on iPad

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

- "I'm at" followed by a space, your current location appears as an option.

- "My number is" followed by a space, your phone number appears as an option.

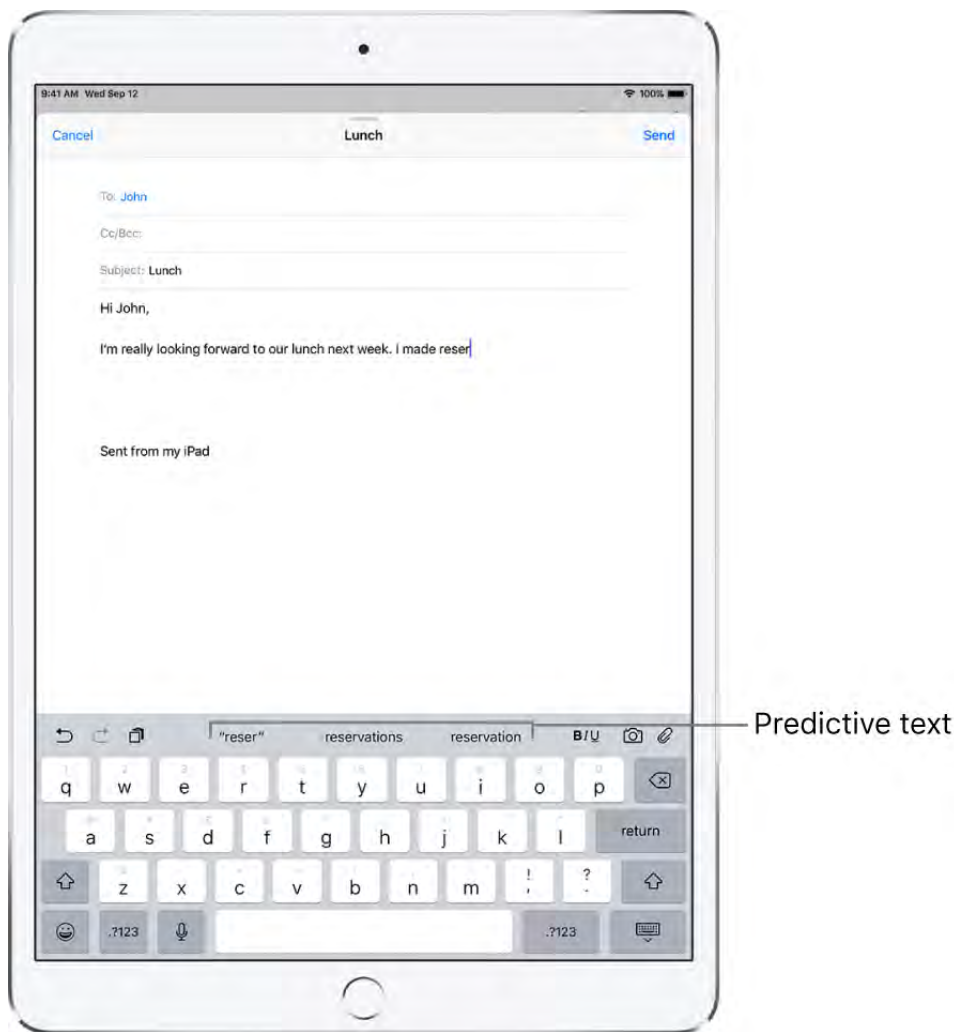
---

## Accept or reject a predictive text suggestion

- To accept a suggested word or emoji while typing, tap it; to accept the highlighted suggestion, enter a space or punctuation.

When you tap a suggested word, a space appears after the word. If you enter a comma, period, or other punctuation, the space is deleted.

- To reject the suggestions, tap your original word (shown as the predictive text option with quotation marks).



---

## Turn off predictive text

1. While editing text, touch and hold 😊 or 🌐.
2. Slide to Keyboard Settings, then turn off Predictive.

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

---

## Dictate text on iPad

On iPad, you can dictate text instead of typing it. Make sure Enable Dictation is turned on. On iPad Pro models, you can use dictation when you're not connected to the Internet.

*Note:* Dictation may not be available in all languages or in all regions, and features may vary. Cellular data charges may apply. See [View or change cellular settings on iPad](#).

---

### Enable Dictation

1. Go to Settings  > General > Keyboard.
2. Turn on Enable Dictation.

On iPad Pro models, you can use dictation even when you're not connected to the Internet.

---

### Dictate text

1. While entering text, tap  in the onscreen keyboard or in the Search field, then speak.
2. When you finish, tap .



To insert text by dictating, tap to place the insertion point, then tap . You can also replace selected text by dictating.

---

### Add punctuation or format text

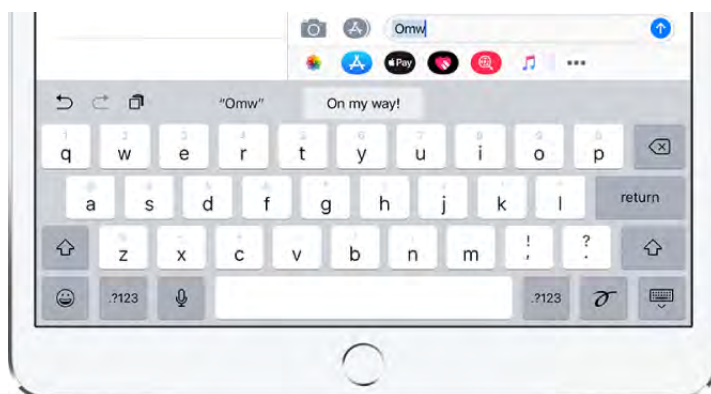
While dictating text, say the punctuation or formatting.

For example, “Dear Mary comma the check is in the mail exclamation mark” becomes “Dear Mary, the check is in the mail!” Punctuation and formatting commands include the following:

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

## Save keystrokes on iPad with text replacements

Set up a text replacement that lets you enter a word or phrase by typing just a few characters. For example, type “omw” to enter “On my way!” That one’s already set up for you, but you can also add your own.



## Create a text replacement

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1. While typing in a text field, touch and hold 😊 or 🌐.
  2. Slide to Keyboard Settings, then tap Text Replacement.
  3. Tap + at the top right.
  4. Type a phrase in the Phrase field and the text shortcut you want to use for it in the Shortcut field.
- 

## Have a word or phrase you use and don't want it corrected?

Tap + to create a text replacement, then enter your word or phrase in the Phrase field, but leave the Shortcut field blank.

---

## Use iCloud to keep your personal dictionary up to date on your other devices

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

---

## Add or change keyboards on iPad

You can turn typing features, such as spell checking, on or off; add keyboards for writing in different languages; and change the layout of your onscreen keyboard or Apple Wireless Keyboard.

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

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

---

## Set typing features

You can turn on and off special typing features—such as spell check, auto-correction, and auto-capitalization—that assist you when you type on iPad.

1. Touch and hold 😊 or 🌐, then slide to Keyboard Settings; or go to Settings  > General > Keyboard.
  2. Turn off the special typing features in the list.
- 

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## Add a keyboard for another language Draft

1. Go to Settings  > General > Keyboard.
  2. Tap Keyboards, tap Add New Keyboard, then choose a keyboard.
- 

### Switch keyboards

1. While typing text, touch and hold  or .
2. Slide your finger to the name of the keyboard you want to switch to.

You can also use Smart Keyboard or Smart Keyboard Folio to switch between keyboard layouts—English, Emoji, and [any keyboards you've added for typing in different languages](#), for example. You can press  to switch from one keyboard to another. Continue tapping to access other enabled keyboards. Alternatively, press and hold Shift-Control, then press the Space bar until you reach the language you want to use.

See the Apple Support article [Use your Smart Keyboard Folio or Smart Keyboard with iPad Pro](#).

---

### Change the keyboard layout

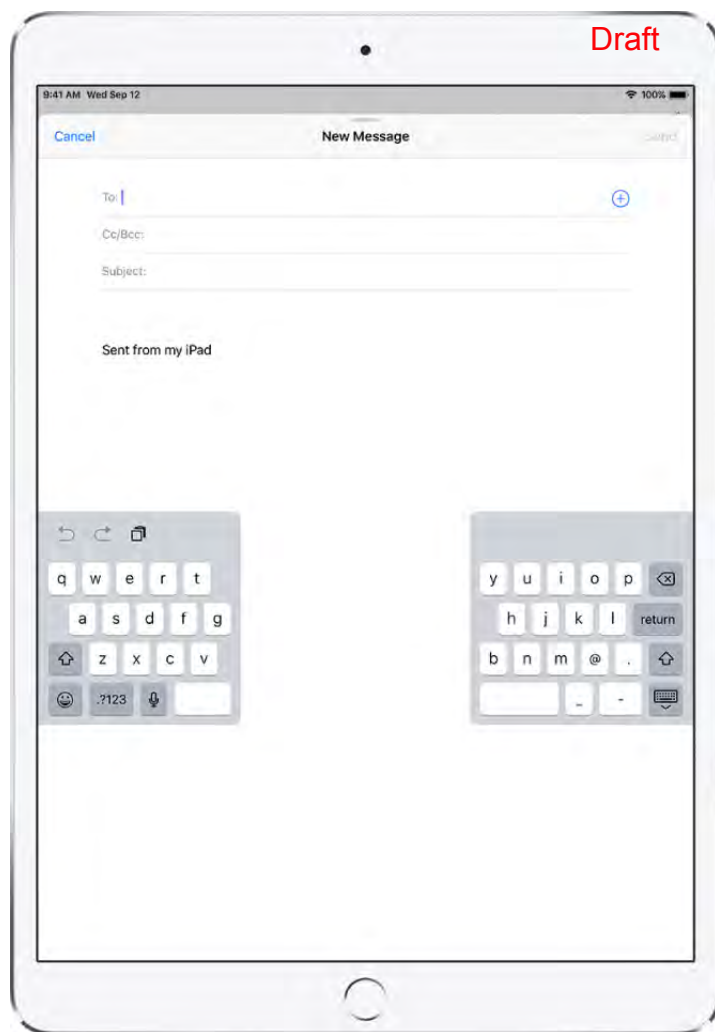
1. Go to Settings  > General > Keyboard.
  2. Tap Keyboards, select a keyboard, then choose a layout.
- 

See the Apple Support article [About the keyboards settings on your iPhone, iPad, or iPod touch](#).

For information about international keyboards, see [Use international keyboards on iPad](#).

## Use a split keyboard on iPad

You can type with a split keyboard that's at the bottom of the screen, or undocked and in the middle of the screen.



---

## Adjust the keyboard

In the onscreen keyboard, touch and hold , then do any of the following:

- *Use a split keyboard:* Slide your finger to Split, then release. Or spread the keyboard apart from the middle using two fingers.
- *Move the keyboard to the middle of the screen:* Slide your finger to Undock, then release.
- *Return to a full keyboard:* Slide your finger to Dock and Merge, then release.
- *Return a full keyboard to the bottom of the screen:* Slide your finger to Dock, then release.

---

## Turn Split Keyboard on or off

1. Touch and hold  or .
2. Slide to Keyboard Settings, then select Split Keyboard; or go to Settings  > General > Keyboard, then turn Split Keyboard on or off.

Note: The split keyboard option is not available on iPad Pro (12.9-inch).

---

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

## Use international keyboards on iPad

With international keyboards you can type text in many different languages, including Asian languages and languages written from right to left. For a list of supported keyboards, go to Apple's [iPad website](#), choose your iPad, click Tech Specs, then scroll to Languages.

---

### Manage keyboards in Settings

1. Go to Settings  > General > Keyboard.
2. Tap Keyboards, then do any of the following:
  - *Add a keyboard:* Tap Add New Keyboard, then choose a keyboard from the list. Repeat to add more keyboards.
  - *Remove a keyboard:* Tap Edit, tap  next to the keyboard you want to remove, tap Delete, then tap Done.
  - *Edit your keyboard list:* Tap Edit, drag  next to a keyboard to a new place in the list, then tap Done.

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

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### Switch keyboards while typing

1. While typing text, touch and hold  on the keyboard.
2. Slide your finger to the name of the keyboard you want to switch to.

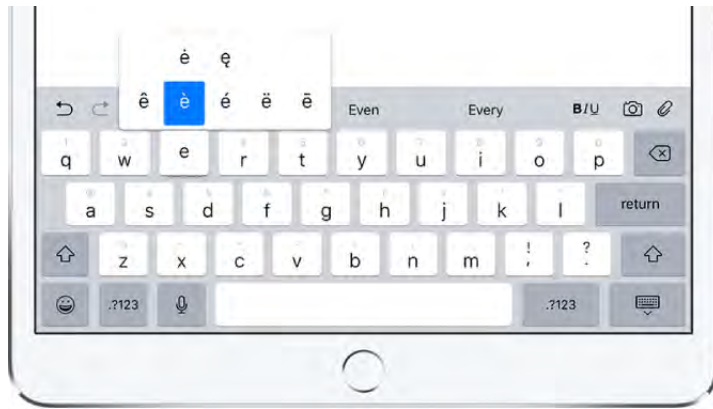
You can also tap  to switch from one keyboard to another. Continue tapping to access other enabled keyboards.

---

### Enter accented letters or other characters while typing

While typing, touch and hold the letter, number, or symbol on the keyboard that's related to the character you want.

For example, to enter é, touch and hold the **e** key, then slide to choose a variant.



You can also do any of the following:

- *On a Thai keyboard:* To choose native numbers, touch and hold the related Arabic number.
- *On a Chinese, Japanese, or Arabic keyboard:* Tap a suggested character or candidate at the top of the keyboard to enter it, or swipe left to see more candidates.

*Note:* To view the full candidate list, tap the up arrow on the right. To return to the short list, tap the down arrow.

---

## Create a text replacement

When using certain Chinese or Japanese keyboards, you can create a text replacement for word and input pairs. The text replacement is added to your personal dictionary. When you type a shortcut while using a supported keyboard, the paired word or input is substituted for the shortcut.

Shortcuts are available for the following:

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

1. Go to Settings  > General > Keyboard.
  2. Tap Text Replacement.
  3. Tap  at the top right.
  4. Type a word or input in the Phrase field and the text shortcut you want to use for it in the Shortcut field.
-

## Reset your personal dictionary

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1. Go to Settings  > General > Reset.
2. Tap Reset Keyboard Dictionary.

All custom words and shortcuts are deleted, and the keyboard dictionary returns to its default state.

---

## Use special input methods on iPad

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

You can type some complex characters, such as 鱻 (part of the name for the Hong Kong International Airport), by writing two or more component characters in sequence. Tap the character to replace the characters you typed. Roman characters are also recognized.

---

### Build Chinese characters from the component Cangjie keys

As you type, suggested characters appear.

Tap a character to choose it, or continue typing up to five components to see more options.

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## Build Chinese Wubihua (stroke) characters

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1. Use the keypad to build Chinese characters using up to five strokes, in the correct writing sequence: horizontal, vertical, left falling, right falling, and hook.

For example, the Chinese character 圈 (circle) should begin with the vertical stroke | .

2. Do any of the following:

- As you type, suggested Chinese characters appear (the most commonly used characters appear first). Tap a character to choose it.
- If you're not sure of the correct stroke, enter an asterisk (\*). To see more character options, type another stroke, or scroll through the character list.
- Tap the match key (匹配) to show only characters that match exactly what you typed.
- You can type some complex characters, such as 鱸 (part of the name for the Hong Kong International Airport), by writing two or more component characters in sequence. Tap the character to replace the characters you typed. Roman characters are also recognized.

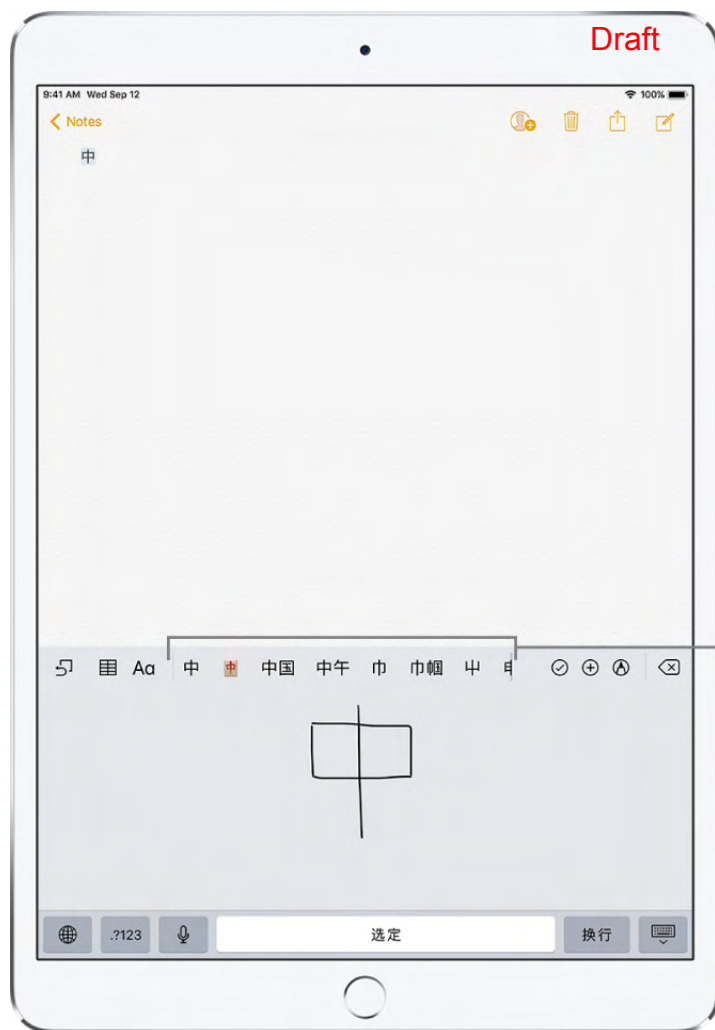
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## Write Chinese characters

Write Chinese characters directly on the screen with your finger when Simplified or Traditional Chinese handwriting input is turned on.

As you write character strokes, iPad recognizes them and shows matching characters in a list, with the closest match at the top. When you choose a character, its likely follow-on characters appear in the list as additional choices.

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Matching Characters.

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### Type Japanese kana

Use the Kana keypad to select syllables; for more syllable options, drag the list to the left or tap the arrow key.

---

### Type Japanese romaji

1. Use the Romaji keyboard to type syllables.

Alternative choices appear along the top of the keyboard.

2. Tap a syllable to type it.

For more syllable options, tap the arrow key and select another syllable or word from the window.

---

### Type facemarks or emoticons

Do one of the following:

- Use the Japanese Kana keyboard: Tap ^\_.
- Use the Japanese Romaji keyboard: Tap .?123, then tap ^\_.

- Use the Chinese (Simplified) Pinyin or ~~Draft~~ Traditional Zhuyin or Pinyin keyboard: Tap .?123, tap #+=, then tap ^.^.
- 

## Use iPad to search for content

When you search on iPad, you get results from the Internet, from media and other content on your iPad, from iTunes and the App Store, and from your apps, like Maps and Contacts. Powered by Siri, Search offers suggestions and updates results as you type. In Settings, you can specify which apps you want to be included in search results.

---

### Search with iPad

1. Swipe down from the middle of the Home screen.
  2. Tap the search field, then enter what you're looking for.
  3. Do any of the following:
    - *Hide the keyboard and see more results on the screen:* Tap Search.
    - *Open a suggested app:* Tap it.
    - *Get more information about a search suggestion:* Tap it, then tap one of the results to open it.
    - *Start a new search:* Tap  in the search field.
- 

### Choose which apps to include in Search

1. Go to Settings  > Siri & Search.
  2. Scroll down and tap an app.
  3. Turn on or off Search, Lookup & Keyboard or Lock Screen Suggestions.
- 

### Turn off Suggestions in Search

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

---

### Turn off Location Services for suggestions

1. Go to Settings  > Privacy > Location Services.
  2. Tap System Services, then turn off Location-Based Suggestions.
-

## Search in apps

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Many apps include a search field or a search button so you can find something within the app. For example, in the Maps app, you can search for a specific location.

1. In an app, tap the search field or button 🔍 (if there is one).

If you don't see a search field or button, swipe down from the top.

2. Type your search, then tap Search.

---

## Use and customize Control Center on iPad

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



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### Open Control Center

Swipe down from the top-right edge; to close it, swipe up from the bottom.

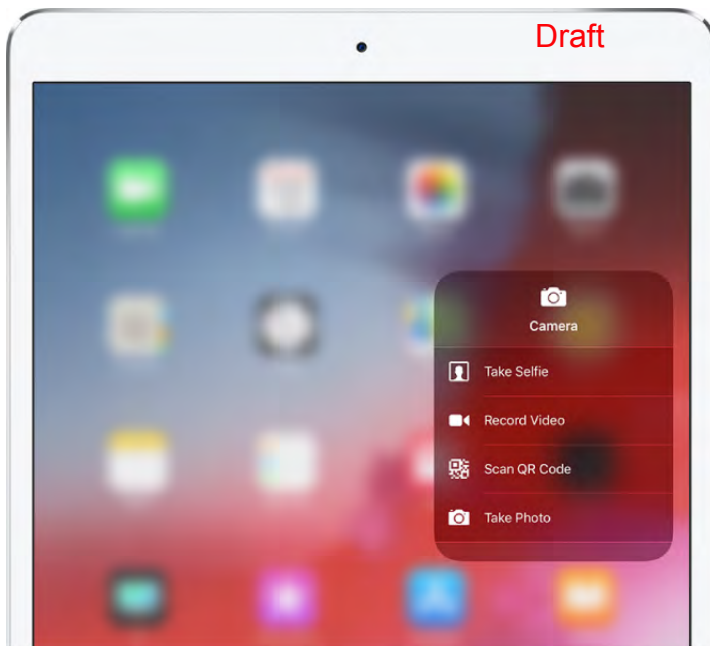
---

### Access more controls in Control Center

Many controls offer additional options. To see available options, touch and hold a control. For example, you can do the following:

- In Control Center, touch and hold the top-left group of controls, then tap 📶 to see the AirDrop options.
- In Control Center, touch and hold 📷 to take a selfie, record a video, scan a QR code, or take a photo.

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### Temporarily disconnect from a Wi-Fi network

In Control Center, tap ; to reconnect, tap it again.

To see the name of the connected Wi-Fi network, touch and hold .

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

---

### Temporarily disconnect from Bluetooth devices

In Control Center, tap ; to allow connections, tap the button again.

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

---

### Add and organize controls

1. Go to Settings  > Control Center > Customize Controls.
  2. To add or remove controls, tap  or .
  3. To rearrange controls, touch  next to a control, then drag it to a new position.
-

# View and organize Today View on iPad Draft

With Today View on iPad, you can get information from your favorite apps, at a glance—see today's headlines, weather, calendar events, Tips, and more.



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## Open Today View

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

---

## Add and organize Today View widgets

1. Open Today View, then tap Edit at the bottom of the screen.
2. To add or remove widgets, tap  or .
3. To change the order of widgets in Today View, touch , then drag to a new position.

---

## Allow access to Today View when iPad is locked

1. Go to Settings , then, depending on your model, tap one of the following:
    - Face ID & Passcode
    - Touch ID & Passcode
    - Passcode
  2. Enter your passcode.
  3. Turn on Today View (below Allow Access When Locked).
-

# Access features from the iPad Lock screen

The Lock screen, which shows the current time and date and your most recent notifications, appears when you turn on or wake iPad. From the Lock screen, you can see notifications, open Camera and Control Center, get information from your favorite apps at a glance, and more.



---

## Access features and information from the Lock screen

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

- *Open Camera:* Swipe left. (See [Take photos with the camera on iPad.](#))
- *Open Control Center:* Swipe down from the top-right corner. (See [Use and customize Control Center on iPad.](#))
- *See earlier notifications:* Swipe up from the center. (See [View and respond to notifications on iPad.](#))
- *See Today View:* Swipe right. (See [View and organize Today View on iPad.](#))

- *Start drawing and taking notes:* (On supported models) Tap Apple Pencil on the Lock screen. Whatever you create is [saved in Notes](#).

To choose what you can access from the Lock screen, see [Change access to items when iPad is locked](#).

---

### Show notification previews on the Lock screen

1. Go to Settings  > Notifications.
2. Tap Show Previews, then tap Always.

Notification previews include text from Messages, lines from Mail messages, and details about Calendar invitations. See [View and respond to notifications on iPad](#).

---

## Choose iPad settings for travel

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

When you travel abroad, you may be able to sign up for cellular service with a carrier in the country you're visiting, right from your iPad (available on iPad models with cellular and Touch ID). See [Connect iPad to a cellular network \(Wi-Fi + Cellular models\)](#).

---

### Turn on airplane mode

Open Control Center, then tap .

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Tap to turn on airplane mode.



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

---

### Turn on Wi-Fi or Bluetooth while in airplane mode

If your airline allows it, you can use Wi-Fi or Bluetooth while in airplane mode.

1. Open Control Center, then turn on airplane mode.
2. Tap  (for Wi-Fi) or  (for Bluetooth).



Tap to turn on Bluetooth.

Tap to turn on Wi-Fi.

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



## Set screen time, allowances, and limits on iPad

In Settings , set allowances and limits on screen time, app use, and content ratings.

Understanding how you and your family use your iOS devices can help you make decisions about managing your time, and which apps and content you want to spend time with. Screen Time on your iPad produces a summary that shows you how much time you spend using various types of apps, which apps send you the most notifications, and so on. You can use that information to set allowances and limits for using certain apps and websites, prevent access to explicit music and web content, specify access and rating limits for movies and TV shows, and more.

### View your Screen Time summary

When you set up Screen Time, it begins building a summary of your device use, including a breakdown of your app use by app and category. You can see your summary and gain insight into how you use your devices and which apps are the most distracting.

To view your Screen Time summary, go to Settings  > Screen Time, then tap your device name or All Devices at the top of the screen (right below Screen Time).

Your summary includes the following information:

- How much time you spend using categories of apps (social networking, entertainment, reading, and so on)
- A breakdown of your app use over the day and night
- How long you spend using each specific app, and which apps you've used beyond your time limit

- An overview of the types of notifications you get, and which apps are sending you the most notifications
- How often you pick up your device and which apps you use—that is, how many times each app was the first one used after picking up the device. You can tap each app in your Screen Time summary to see more information about its use.

Tap Last 7 Days to see a summary of your device use over the past week.



## Set up Screen Time for yourself

With Screen Time, you can set allowances and limits for your app use. You can change these settings at any time.

1. Go to Settings  > Screen Time.
2. Tap Turn On Screen Time, tap Continue, then tap This is My iPad.
3. You can tap Use Screen Time Passcode to set a passcode for changing settings
4. You can turn on Share Across Devices to share your Screen Time settings and reports on all your devices (on which you're signed into iCloud).

5. Do any of the following:

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- Tap Downtime, turn on Downtime, select either Every Day or Customize Days, then set the start and end times. Use this setting to block apps and notifications during periods when you want time away from your devices.
- Tap App Limits, tap Add Limit, then select one or more app categories. Tap Next, set the amount of time you want to allow the use of apps in the selected categories (tap Customize Days to set a specific amount of time for each day), then tap Add.

To add limits for more apps, tap Add Limit, select more app categories, then tap Next.

*Note:* To temporarily turn off all the app limits, turn off App Limits on the App Limits screen. To temporarily turn off the app limit for a specific category, tap the category, then tap App Limit to turn it off.

- Tap Always Allowed, then tap  or  next to an app to add or remove it from the Allowed Apps list. Use this setting to specify which apps you want to be able to use at any time (for example, in the event of an emergency), even during downtime.
- Tap Content & Privacy Restrictions, turn on Content & Privacy Restrictions, then tap options to set content allowances for iTunes Store and App Store purchases, app use, content ratings, and so on. Use this setting to block inappropriate content.



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## Set up Screen Time for a family member **Draft**

You can set up Screen Time on a family member's device (with a parent passcode), so they get a report about their weekly app use, and to set allowances for their app use on iPad and other iOS devices. Alternatively, if you've set up Family Sharing, you can set up Screen Time for a family member through Family Sharing on your device. See [Set up Screen Time for family members](#) and the Apple Support article [Family Sharing and Apple ID for your child](#).

When you set up Screen Time for a family member through Family Sharing, notifications of your family member's weekly report appear on your devices and your family member's. To view the report, tap the notification.

1. On your family member's device, go to Settings  > Screen Time.
2. Tap Turn On Screen Time, tap Continue, then tap This is My Child's iPad.
3. To schedule downtime for your family member (time away from the screen), enter the start and end times, then tap Set Downtime.
4. To set limits for categories of apps you want to manage (for example, social networking and games), select the categories.

To see all the categories, tap Show All Categories.

5. Tap Set, enter an amount of time, then tap Set App Limit.
6. Tap Continue, then enter a parent passcode for managing your family member's Screen Time settings.
7. To allow your family member to use certain apps at any time (FaceTime, for example), tap Always Allowed, enter your parent passcode, then tap  or  to add or remove an app from the list.

*Note:* If your family member needs health or accessibility apps, make sure they're in the Allowed Apps list. If Messages isn't always allowed, your family member may not be able to send or receive messages (including to emergency numbers and contacts) during downtime or after the app limit has expired.

8. To help ensure that content is age-appropriate, tap Content & Privacy Restrictions, enter your parent passcode, then turn on Content & Privacy Restrictions.
9. Choose options to allow or limit iTunes Store and App Store purchases, allow app use, set content ratings, allow location sharing, and so on, then tap .

**Important:** If you've set up Screen Time for a family member on their device (not through Family Sharing), and you forget the Screen Time passcode, you need to erase iPad before restoring from an iCloud or iTunes backup. (See [Restore iPad](#).) However, if you've set up

Screen Time for a family member through Family Sharing and you forget the Screen Time passcode, you can reset it on your device using your device passcode, Touch ID, or Face ID.

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### Get a report of your device use

To view your Screen Time report, follow these steps:

1. Go to Settings  > Screen Time.
2. Tap your device name or All Devices near the top of the screen.

You'll see your summary for today.

3. Tap Last 7 Days to see a summary of your use over the past week.

You can also view your Weekly Activity Summary by tapping a Screen Time Weekly Report notification when it appears. (If the notification disappears from your Lock screen, you can find it in [Notification Center](#). Alternatively, you can add a widget for Screen Time to [Today View](#)).

---

## Sync iPad using iTunes on your computer

With iTunes on your computer, you can sync your music, movies, TV shows, photos and more. After you sync, the content on your iPad matches the content in your iTunes Library on your computer.

Before syncing with iTunes, consider [using iCloud to keep your device up to date](#).

To keep your iPad up to date, you can use iCloud or iTunes, or both, depending on your needs. For example, you can use iCloud to automatically keep your contacts, calendars, email, messages, and more up to date on all your devices, and use iTunes to sync music from your computer to iPad. See [Manage Apple ID and iCloud settings on iPad](#) for information on using iCloud to securely store your data and content.

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

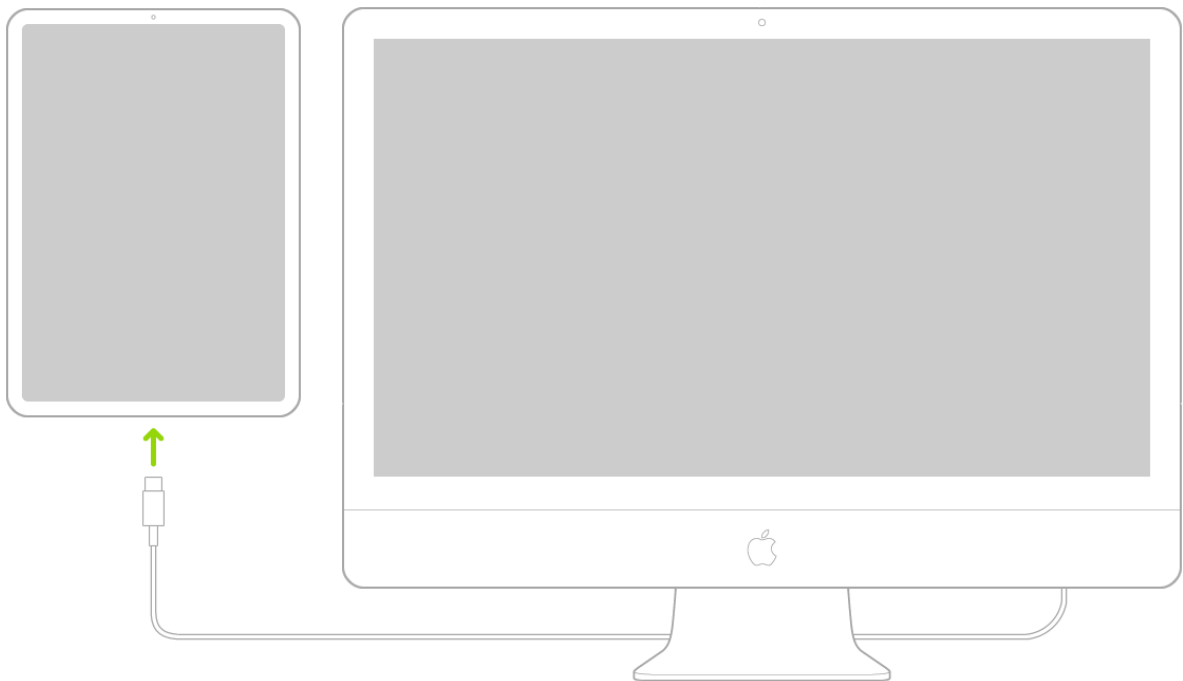
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## Connect iPad to your computer using USB Draft

1. Make sure you have one of the following:
  - Mac with a USB port and OS X 10.9 or later
  - PC with a USB port and Windows 7 or later
2. Connect iPad to the USB port on your computer using an appropriate cable.

Depending on the type of USB port on your computer, the cable included with your iPad may be appropriate.

A USB-C Charge Cable is included with iPad Pro (11-inch) and iPad Pro (12.9-inch) (3rd generation).



A Lightning to USB Cable is included with other models.

Alternatively, you may need one of the following (sold separately):

- A USB-C to Lightning Cable
- A USB-C to USB Adapter, a USB-C Digital AV Multiport Adapter, or a USB-C VGA Multiport Adapter

---

## Sync your iPad content using iTunes

To sync, your computer must have the latest version of iTunes, available from the [iTunes download website](#).

1. On your computer, open iTunes, then click the iPad button.

2. Choose the content types that you want to sync.
3. Click the Apply button in the lower-right corner of the screen to save your sync settings; if syncing doesn't start automatically, click the Sync button.

After you turn on syncing, your content syncs each time you connect your iPad to your computer and have iTunes open.

Unless iPad is actively syncing with your computer, you can disconnect it at any time. Look at the top of the iTunes screen on your computer or on iPad to see if syncing is in progress. If you disconnect iPad while it's syncing, some data may not get synced until the next time you connect iPad to your computer.

---

## Charge and monitor the iPad battery

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

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

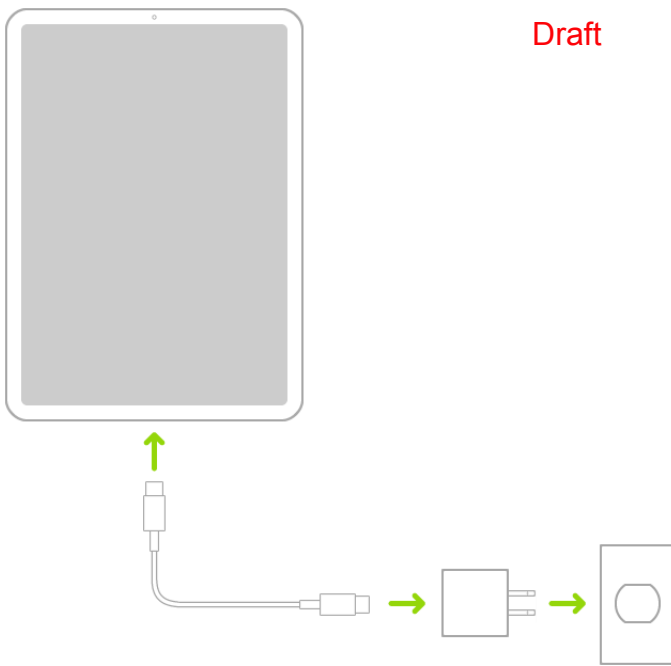
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### Charge the battery

To charge your iPad battery, do one of the following:

- Connect iPad to a power outlet using the included cable and power adapter. See [Accessories included with iPad](#).

A USB-C Charge Cable and USB-C Power Adapter are included with iPad Pro (11-inch) and iPad Pro (12.9-inch) (3rd generation).



A Lightning to USB Cable and USB power adapter are included with other models.

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

- [Connect iPad to your computer using USB.](#)

If your Mac or PC doesn't provide enough power to charge iPad, a Not Charging message appears in the status bar.

*Note:* Don't try to charge your iPad by connecting it to your keyboard, unless your keyboard has a high-power USB port.

The battery icon in the upper-right corner of the status bar shows the battery level or charging status. When you're syncing or using iPad, it may take longer to charge the battery.



**Important:** If iPad is connected to a computer that's turned off, the iPad battery may drain instead of charge. Look for ⚡ next to the battery icon to make sure iPad is charging.

If iPad is very low on power, it may display an image of a nearly depleted battery, indicating that it needs to charge for up to 10 minutes before you can use it. If iPad is extremely low on power, the display may be blank for up to 2 minutes before the low-battery image appears.

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**WARNING:** If you suspect there may be liquid in the Lightning connector or the USB-C connector of iPad, don't use the connector to charge iPad. For information about exposure to liquid, and other important safety information about the battery and charging iPad, see [Important safety information for iPad](#).

---

## Show the percentage of battery remaining in the status bar

Go to Settings  > Battery, then turn on Battery Percentage.

---

## View your battery usage information

Go to Settings  > Battery.

Information about your battery usage and activity appears for the last 24 hours and up to the last 10 days.

- *Insights and suggestions:* You might see insights about conditions or usage patterns that cause iPad to consume energy. You might also see suggestions for lowering energy consumption. If a suggestion appears, you can tap it to go to the related setting.
- *Last Charge Level:* Indicates how fully the battery was last charged and the time it was disconnected.
- *Battery Level graph (in Last 24 Hours):* Shows the battery level, charging intervals, and periods when iPad was in Low Power Mode or the battery was critically low.
- *Battery Usage graph (in Last 10 Days):* Shows the percentage of battery used each day.
- *Activity graph:* Shows activity over time, split by whether the screen was on or off.
- *Screen On and Screen Off:* Shows total activity for the selected time interval, for when the screen was on and when it was off. The Last 10 Days view shows the average per day.
- *Battery Usage by App:* Shows the proportion of the battery used by each app in the selected time interval.
- *Activity by App:* Shows the amount of time each app was used in the selected time interval.

*Note:* To see battery information for a specific hour or day, tap that time interval in the graph. To deselect it, tap outside the graph.

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Rechargeable batteries, like those found in iPad, have a limited number of charge cycles and may eventually need to be replaced. The iPad battery should be replaced by Apple or an authorized service provider. See the [Battery service and recycling website](#).

To understand how your battery works so you can get the most out of it, see the website [Apple Lithium-ion Batteries](#).

## Learn the meaning of the iPad status icons

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

| Status icon                                                                         | What it means                                                                                                                                                                               |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <b>Wi-Fi</b> iPad has a Wi-Fi Internet connection. The more bars, the stronger the connection. See <a href="#">Connect iPad to a Wi-Fi network</a> .                                        |
|    | <b>Cell signal</b> iPad (Wi-Fi + Cellular models) is in range of the cellular network. If there's no signal, "No service" appears.                                                          |
|    | <b>Airplane mode</b> Airplane mode is on. Nonwireless features are available, but wireless functions may be disabled. See <a href="#">Choose iPad settings for travel</a> .                 |
| <b>LTE</b>                                                                          | <b>LTE</b> iPad (Wi-Fi + Cellular models) is connected to the Internet over a 4G LTE network (not available in all regions). See <a href="#">View or change cellular settings on iPad</a> . |
| <b>4G</b>                                                                           | <b>4G</b> iPad (Wi-Fi + Cellular models) is connected to the Internet over a 4G network. (not available in all regions). See <a href="#">View or change cellular settings on iPad</a> .     |
| <b>3G</b>                                                                           | <b>3G</b> iPad (Wi-Fi + Cellular models) is connected to the Internet over a 3G network. See <a href="#">View or change cellular settings on iPad</a> .                                     |
| <b>E</b>                                                                            | <b>EDGE</b> iPad (Wi-Fi + Cellular models) is connected to the Internet over an EDGE network. See <a href="#">View or change cellular settings on iPad</a> .                                |
| <b>GPRS</b>                                                                         | <b>GPRS</b> iPad (Wi-Fi + Cellular models) is connected to the Internet over a GPRS network. See <a href="#">View or change cellular settings on iPad</a> .                                 |
|  | <b>Personal Hotspot</b> iPad is providing a Personal Hotspot for another device. See <a href="#">Share your iPad Internet connection</a> .                                                  |
|  | <b>Syncing</b> iPad is syncing with iTunes. See <a href="#">Sync iPad using iTunes on your computer</a> .                                                                                   |
|  | <b>Activity</b> There is network or other activity. Some third-party apps use this icon to show app activity.                                                                               |
|  | <b>VPN</b> iPad is connected to a network using VPN. See <a href="#">Use VPN on iPad</a> .                                                                                                  |
|  | <b>Lock</b> iPad is locked. See <a href="#">Access features from the iPad Lock screen</a> .                                                                                                 |

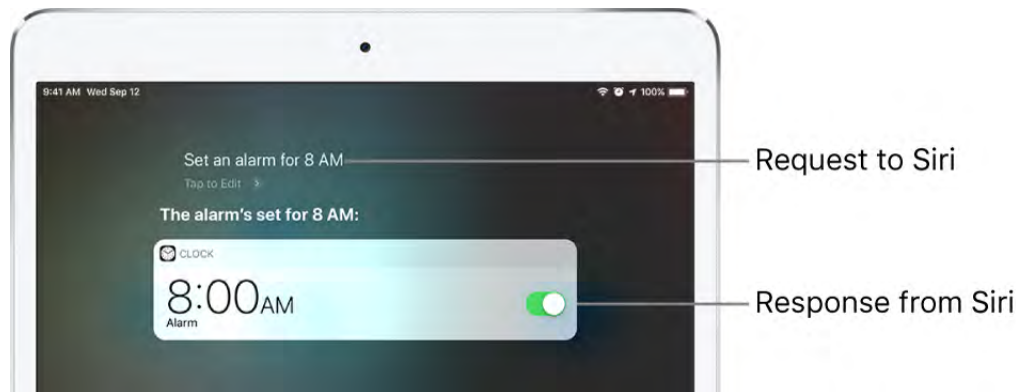
|                                                                                   |                                                                                                                                                                             |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <b>RTT</b> RTT is turned on. See <a href="#">Set up and use RTT on iPad</a> .                                                                                               |
|  | <b>Do Not Disturb</b> Do Not Disturb is turned on. See <a href="#">Set Do Not Disturb on iPad</a> .                                                                         |
|  | <b>Orientation lock</b> Screen orientation is locked. See <a href="#">Change or lock the iPad screen orientation</a> .                                                      |
|  | <b>Location Services</b> An app is using Location Services. See <a href="#">Set which apps know your location on iPad</a> .                                                 |
|  | <b>Alarm</b> An alarm is set. See <a href="#">Set an alarm or bedtime schedule on iPad</a> .                                                                                |
|  | <b>Headphones connected</b> iPad is paired with Bluetooth headphones that are turned on and within Bluetooth range. See <a href="#">Connect Bluetooth devices to iPad</a> . |
|  | <b>Bluetooth battery</b> Shows the battery level of a supported paired Bluetooth device.                                                                                    |
|  | <b>Battery</b> Shows the battery level or charging status. See <a href="#">Charge and monitor the iPad battery</a> .                                                        |

# Siri

## Ask Siri on iPad

Talking to Siri is a quick way to get things done. Ask Siri to translate a phrase, set a timer, find a location, report on the weather, and more. The more you use Siri, the better it knows what you need.

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



### Set up Siri

If you didn't set up Siri when you first set up your iPad, go to Settings  > Siri & Search, then turn on the following:

- Listen for "Hey Siri"
- Press Home for Siri (models with the Home button) or Press Top Button for Siri (other models)

### Summon Siri with your voice

Say "Hey Siri," then ask Siri a question or to do a task for you.

**Ask Siri.** Say something like "Hey Siri, how's the weather today?" or "Hey Siri, set an alarm for 8 a.m."

To ask Siri another question or to do another task, tap .

Some models of iPad must be connected to a power source in order to respond to "Hey Siri."

## Summon Siri with a button

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1. Do one of the following:

- *Models with the Home button:* Press and hold the Home button.
- *Other models:* Press and hold the top button.
- *Headset:* Press and hold the center or call button.

2. When Siri appears, ask Siri a question or to do a task for you.

**Ask Siri.** Say something like "What's 18 percent of 225?" or "Set the timer for 3 minutes."

To ask Siri another question or to do another task, tap .

---

## Follow up with Siri

The onscreen response from Siri often includes information or images that you can tap to get more information or take more actions. For example, when you ask Siri to translate a phrase, Siri speaks the translation out loud and shows the translation onscreen. To play the translation again, tap ►.

**Ask Siri.** Say something like: "How do you say what are the most popular dishes in your restaurant in Chinese?"



*Note:* Siri provides translations for languages including English, Chinese, German, Spanish, Italian, French, Russian, Arabic, Japanese, and Brazilian Portuguese. For translation availability, see the [iOS Feature Availability website](#).

---

## Find out what else Siri can do

**Ask Siri.** Say something like: "What can you do?"

You can also tap  after you summon Siri.

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## Make a correction if Siri misunderstands ~~you~~

- *Rephrase your request:* Tap , then say your request in a different way.
- *Spell out part of your request:* Tap , then repeat your request by spelling out any words that Siri didn't understand. For example, say "Call," then spell the person's name.
- *Edit your request with text:* Above the response from Siri, tap "Tap to Edit," then use the onscreen keyboard.
- *Change a message before sending it:* Say "Change it."

---

## Prevent iPad from responding to "Hey Siri"

Place your iPad face down, or go to Settings  > Siri & Search, then turn off Listen for "Hey Siri."

---

## Tell Siri about yourself on iPad

If you tell Siri about yourself—including things like your home and work addresses, and your relationships—you can get personalized service so you can say things like "Send a message to my husband" and "FaceTime mom."

---

### Tell Siri who you are

1. Open Contacts , then [fill out your contact information](#).
2. Go to Settings  > Siri & Search > My Information, then tap your name.

---

### Tell Siri how to say your name

**Ask Siri.** Say something like: "Learn to pronounce my name."

---

### Tell Siri about a relationship

**Ask Siri.** Say something like: "Eliza Block is my wife" or "Ashley Kamin is my mom."

---

## Keep what Siri knows about you up to date on your Apple devices

On each device, go to Settings , then sign in to iCloud with the same Apple ID.

Your personal information is encrypted and remains private.

To prevent iCloud from updating Siri information between iPad and your other devices, go to Settings  > [your name] > iCloud, then turn off Siri.

*Note:* Siri uses Location Services when you use requests that require knowing your location. See [Set which apps know your location on iPad](#).

---

## Add shortcuts to Siri on iPad

Add shortcuts for things you frequently do so you can get them done by asking Siri. For example, an app might let you place a detailed order just by asking Siri to “Order my coffee.”

---

### Add to Siri

An app may suggest a Siri shortcut by displaying an Add to Siri button.

1. Tap Add to Siri.

The app shows details about the task.

2. Tap , then record any phrase you like.

The recording stops when you stop speaking. To change the phrase, tap Re-Record Phrase.

3. Tap Done.

To use the shortcut, summon Siri, then speak the phrase. [Learn how to ask Siri](#).

---

### Add other suggested shortcuts

Siri learns your routines and can suggest other shortcuts.

1. Go to Settings  > Siri & Search.

Shortcut suggestions appear at the top of the screen for several of your most frequent tasks. To see more suggestions, tap More Shortcuts.

2. To add a shortcut, tap it.

3. Tap , then record any phrase you like.

The recording stops when you stop speaking. To change the phrase, tap Re-Record Phrase.

4. Tap Done.

To use the shortcut, summon Siri, then speak the phrase. [Learn how to ask Siri](#).

---

## Re-record or delete a shortcut

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Go to Settings  > Siri & Search > My Shortcuts, tap the shortcut, then do one of the following:

- *Re-record the shortcut:* Tap Edit, then speak a new phrase.
  - *Delete the shortcut:* Tap Delete Shortcut.
- 

To create shortcuts that run multiple steps across multiple apps, download the Shortcuts app from the App Store.

## About Siri Suggestions on iPad

Siri makes suggestions for what you might want to do next, such as confirm an appointment or send an email, based on your previous requests. For example, Siri might help when you do any of the following:

- *Glance at the Lock screen or start a search:* As Siri learns your routines, you get suggestions for just what you need, at just the right time. For example, if you frequently order coffee mid morning, Siri may suggest your order near the time you normally place it.
- *Create email and events:* When you start adding people to an email or calendar event, Siri suggests the people you included in previous emails or events.
- *Leave for an event:* If your calendar event includes a location, Siri assesses traffic conditions and notifies you when to leave.
- *Type:* As you enter text, Siri can suggest names of movies, places—anything you viewed on iPad recently. If you tell a friend you're on your way, Siri can even suggest your estimated arrival time.
- *Search in Safari:* Siri suggests websites and other information in the search field as you type.

(iPad Air 2 and later) Above the keyboard, Siri also suggests words and phrases based on what you were just reading.

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

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Your personal information—which is encrypted and remains private—stays up to date across all your devices where you're signed in to iCloud using the same Apple ID. As Siri learns about you on one device, your experience with Siri is improved on your other devices.

## Change Siri settings on iPad

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### Change Siri settings

Go to Settings  > Siri & Search, then do any of the following:

- *Change the voice for Siri:* (not available in all languages) Tap Siri Voice, then choose a male or female voice for Siri or change the accent.
  - *Prevent Siri from responding to the voice command "Hey Siri":* Turn off Listen for "Hey Siri."
  - *Prevent Siri from responding to the Home button or the top button:* Turn off Press Home for Siri (models with the Home button) or Press Top Button for Siri (other models).
  - *Change the language Siri responds to:* Tap Language.
  - *Limit when Siri provides voice feedback:* If you don't want Siri to always provide voice feedback, tap Voice Feedback, then choose an option.
  - *Prevent access to Siri when iPad is locked:* Turn off Allow Siri When Locked.
  - *Turn off Search & Siri suggestions:* Turn off any of the following: Suggestions in Search; Suggestions in Lookup; Suggestions on Lock Screen; and for a specific app, tap the app, then turn off Search, Suggestions & Shortcuts.
- 

### Adjust the Siri voice volume

Use the volume buttons. See [Adjust the volume on iPad](#).

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# Apps

## App basics

### Switch between apps on iPad

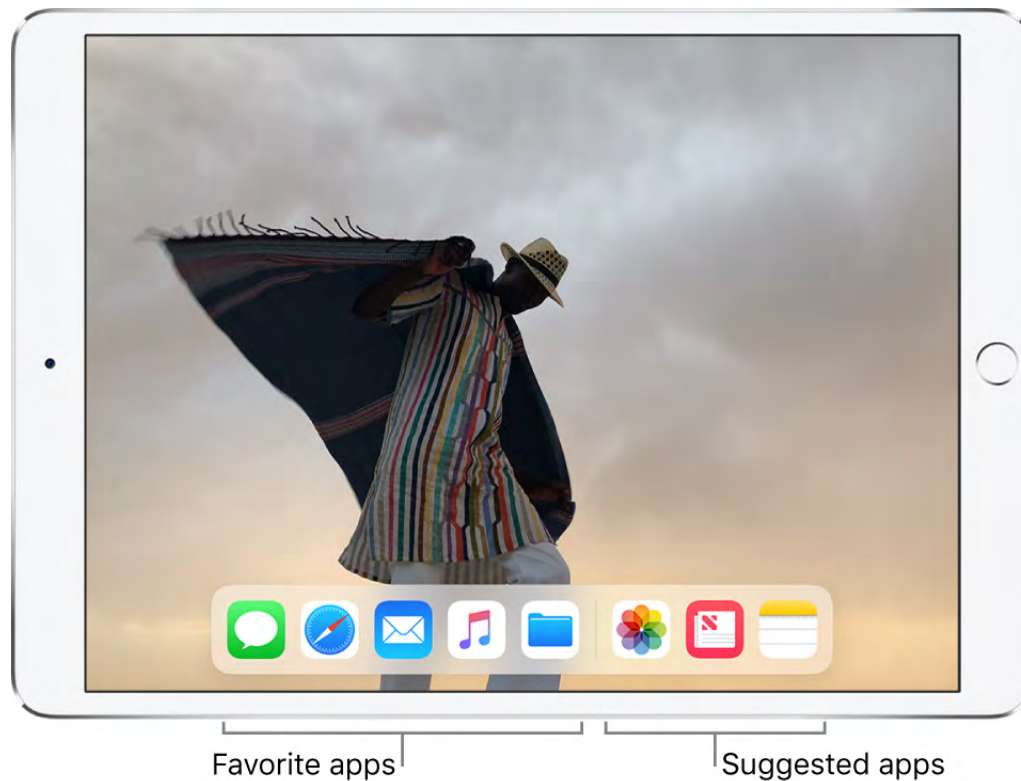
Use the Dock, the App Switcher, or a gesture to quickly switch from one app to another on your iPad. When you switch back, you can pick up right where you left off.

---

#### Open an app from the Dock

From any app, swipe up from the bottom edge of the screen and pause to reveal the Dock, then tap the app you want to use.

Favorite apps are on the left side of the Dock, and suggested apps—like ones you opened recently and ones open on your iPhone or Mac—appear on the right side of the Dock.



## Use the App Switcher

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1. To see all your open apps in the App Switcher, do one of the following:

- Swipe up from the bottom edge and pause in the center of the screen.
- Double-click the Home button (models with the Home button).



2. To browse the open apps, swipe right, then tap the app you want to use.

---

### Swipe between open apps

- Swipe left or right with four or five fingers.
- On iPad Pro (11-inch) and iPad Pro (12.9-inch) (3rd generation), you can also swipe left or right along the bottom of the screen.

To turn off the multifinger swipe gesture, go to Settings  > General > Multitasking & Dock.

---

## Move and organize apps on iPad

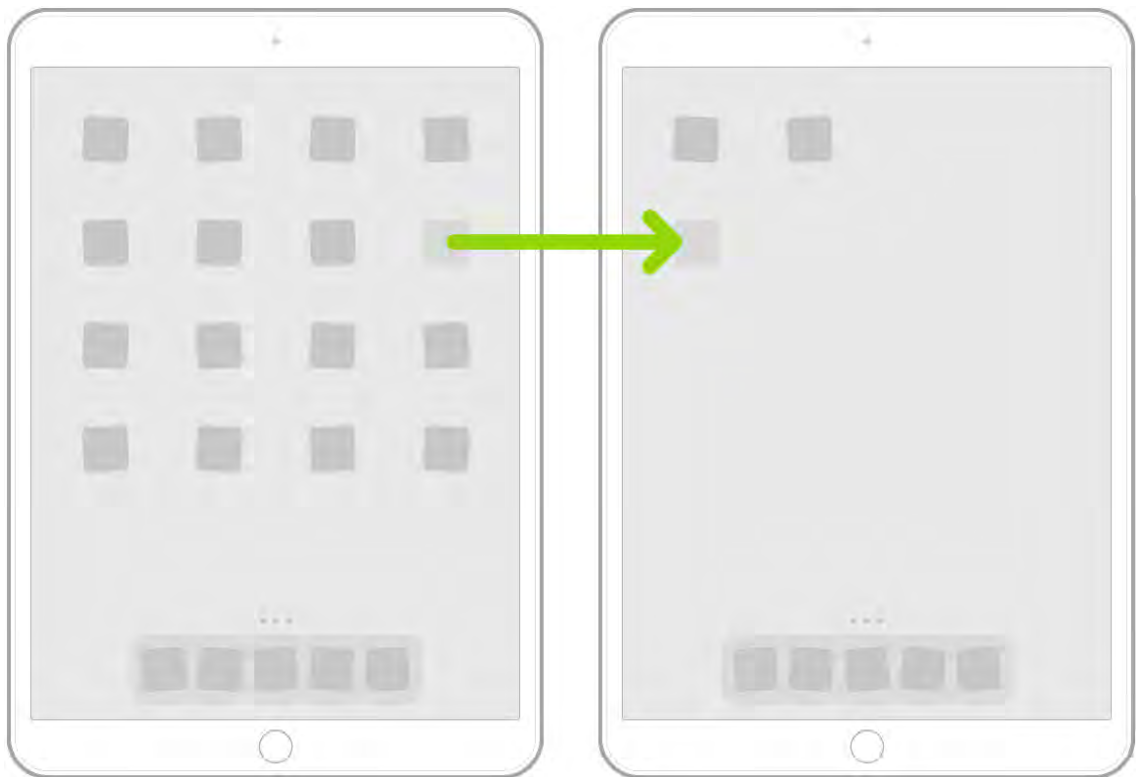
Rearrange the apps on the Home screen, organize them in folders, and move them to other pages (or screens). You can also reorder your pages.

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## Move apps around the Home screen, into the Dock, or to other pages

1. Lightly touch and hold any app on the screen until the app icons jiggle. If the apps don't jiggle, make sure you're not pressing too hard.
2. Drag an app to one of the following locations:
  - Another location on the same page
  - The Dock at the bottom of the screen
  - Another page—drag the app to the right edge of the screen. You might need to wait a second for the new page to appear. The dots above the Dock show how many pages you have, and which one you're viewing.



3. When you're done, swipe up from the bottom edge of the screen or press the Home button (models with the Home button).

---

## Create folders and organize your apps

You can group your apps in folders to help you find them more easily on the Home screen.

1. Lightly touch and hold any app on the screen until the app icons jiggle. If the apps don't jiggle, make sure you're not pressing too hard.
2. To create a folder, drag an app onto another app.
3. Drag other apps into the folder.

You can have multiple pages of apps in the folder. **Draft**

4. To rename the folder, tap the name field, then enter the new name.
5. When you're done, swipe up from the bottom edge of the screen or press the Home button (models with the Home button).

To delete a folder, drag all the apps out of the folder. The folder is automatically deleted.

---

### Reset the Home screen and apps to their original layout

1. Go to Settings  > General > Reset.
2. Tap Reset Home Screen Layout. Any folders you've created are removed, and apps you've downloaded are alphabetically ordered after apps that came with your iPad.

---

## Remove apps from iPad

You can easily remove apps from your iPad. If you change your mind, you can download the apps again later.

---

### Remove apps from the Home screen

1. Touch and hold an app on the Home screen until the app icons jiggle.
2. Tap  on the app you want to remove, then tap Delete.
3. When you're done, swipe up from the bottom edge or press the Home button (models with the Home button).

If you change your mind, you can [redownload apps](#) you've removed.

---

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

- [Books](#)
- [Calendar](#)
- [Contacts](#) (Contact information remains available through Messages, Mail, FaceTime, and other apps. To remove a contact, you must restore Contacts.)
- [FaceTime](#)
- [Files](#)

- [Find Friends](#)
- [Home](#)
- [iTunes Store](#)
- [Mail](#)
- [Maps](#)
- [Measure](#)
- [Music](#)
- [News](#)
- [Notes](#)
- [Photo Booth](#)
- [Podcasts](#)
- [Reminders](#)
- [Stocks](#)
- [Tips](#)
- [TV](#)
- [Videos](#)
- [Voice Memos](#)

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

## Keep your favorite apps readily available on iPad

On iPad, you can keep your favorite apps handy in Control Center or Today View. In Control Center, shortcuts give you quick access to apps like Notes or Voice Memos. In Today View, widgets provide timely information from your favorite apps at a glance.

---

### Customize Control Center to include your favorite apps

Add shortcuts to many apps, such as Notes, Voice Memos, and more.

1. Go to Settings  > Control Center > Customize Controls.

2. Tap  next to each app you want to add.

---

### Add widgets in Today View

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

1. From the Home screen, swipe right to open Today View.

2. Scroll to the bottom, then tap Edit.

3. Tap  next to each app you want to add, then tap Done.

---

## Use Markup in apps on iPad

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



1. In a supported app, tap Markup or .

2. Use your finger to draw; you can do any of the following:

- *Choose a drawing tool:* Tap the pen, marker, or pencil tool. Tap the tool again to adjust the line weight and opacity.

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- *Change the color:* Tap a different color or tap the color picker for more choices.
- *Add text:* Tap ⊕, then tap Text. Tap the text box, tap Edit, then type your text. To change the font or layout, tap **A**. To move the text box, drag it.
- *Add your signature:* Tap ⊕, then tap Signature.
- *Add a magnifying glass effect:* Tap ⊕, then tap Magnifier. To change the magnification level, drag the green dot. To change the size of the magnifier, drag the blue dot.
- *Add a shape:* Tap ⊕, then tap a shape.

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

- *Zoom in:* Pinch open so you can draw the details, then pinch closed to zoom back out. To pan when you're zoomed in, drag two fingers.
- *Move elements of your drawing:* Tap , drag around the elements to make a selection, lift your finger, then drag your selection to a new location.
- *Undo a mistake:* Switch to the eraser or tap .

3. When you're finished, tap Done.

---

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

## Install and manage app extensions on iPad

Some apps let you extend the functionality of your iPad. An app extension may appear as a sharing option, an action option, a widget in Today View, a file provider, or a custom keyboard. For example, if you download Pinterest, Pinterest becomes another option for sharing when you click .

App extensions can also help you edit a photo or video in your Photos app. For example, you can download a photo-related app that lets you apply filters to photos. See the Apple Support article [How to edit with third-party apps and extensions in Photos](#).

---

## Download and install app extensions Draft

1. Download the app from the App Store.
  2. Open the app, then follow the onscreen instructions.
- 

## Manage sharing or action options

1. Tap , then tap More. (You may need to swipe the options left to reveal More.)
  2. Turn the sharing or action options on or off.
  3. To reorder the options, touch and drag .
  4. Tap Done.
- 

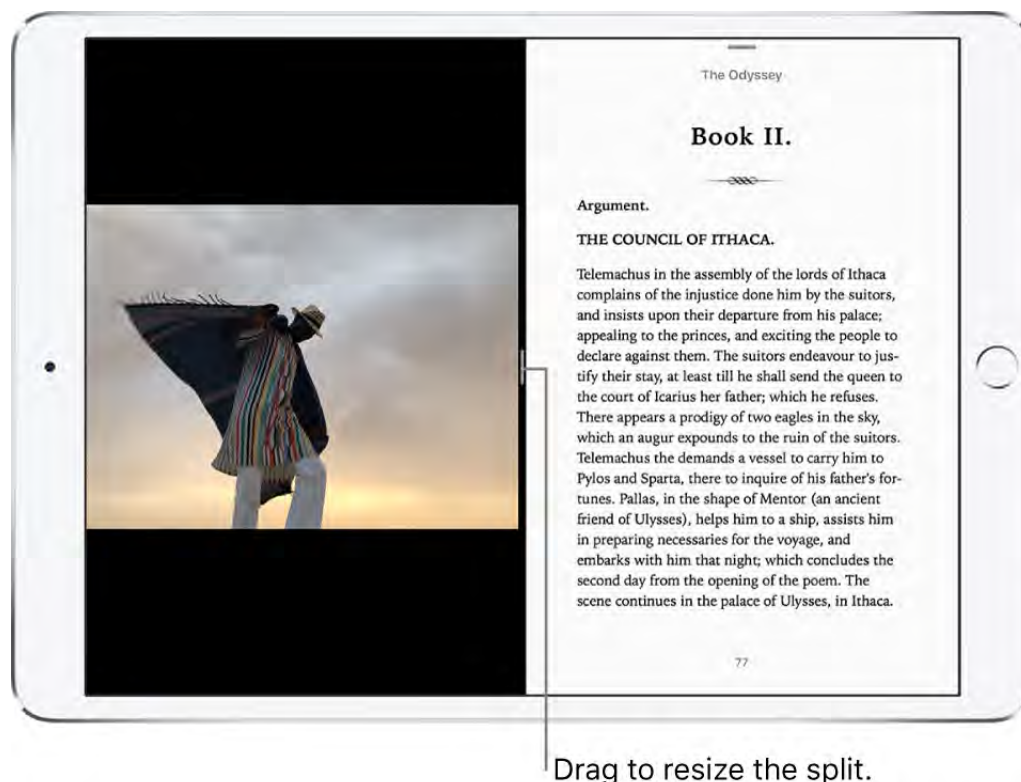
## Use multiple apps at the same time on iPad

On supported models, you can work with more than one app at the same time. You can use Slide Over and Split View with many apps including Safari, Notes, Photos, and Calendar. You can use Picture in Picture with FaceTime, Videos, and more.

---

### Open apps in Split View

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



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

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

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

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

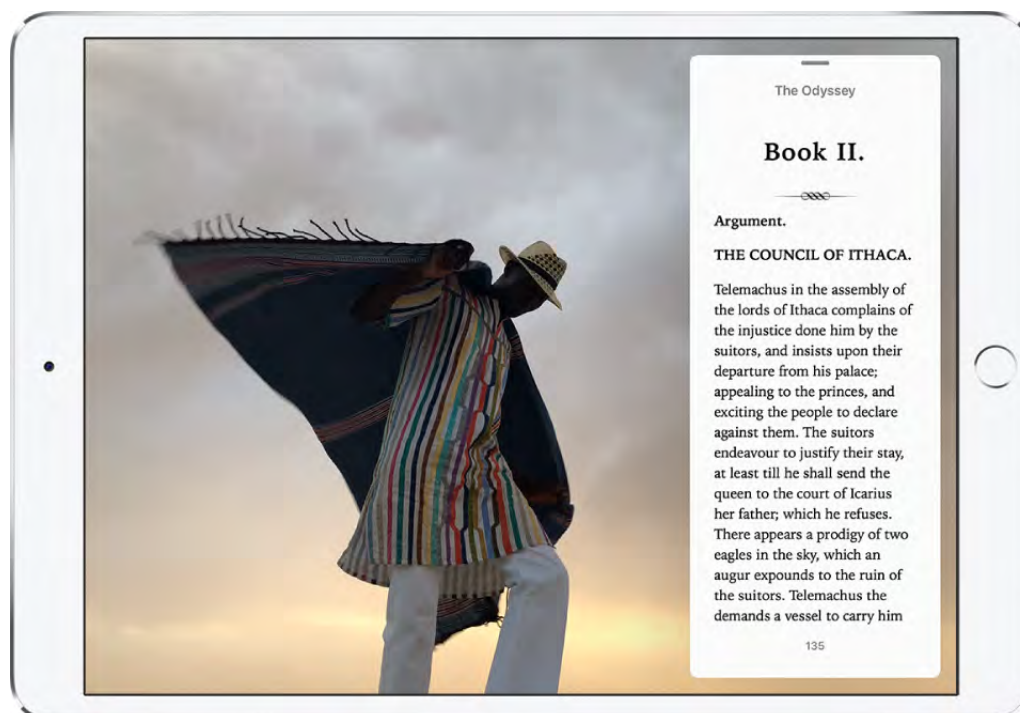
To turn Split View into Slide Over, swipe down from the top of an app in the smaller view. (See [Use Slide Over to slide an app over another open app.](#))

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

---

## Use Slide Over to slide an app over another open app

You can work on an app that slides in front of another open app.



You can even work on one app in Slide Over while working on two others that are open in Split View.

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

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

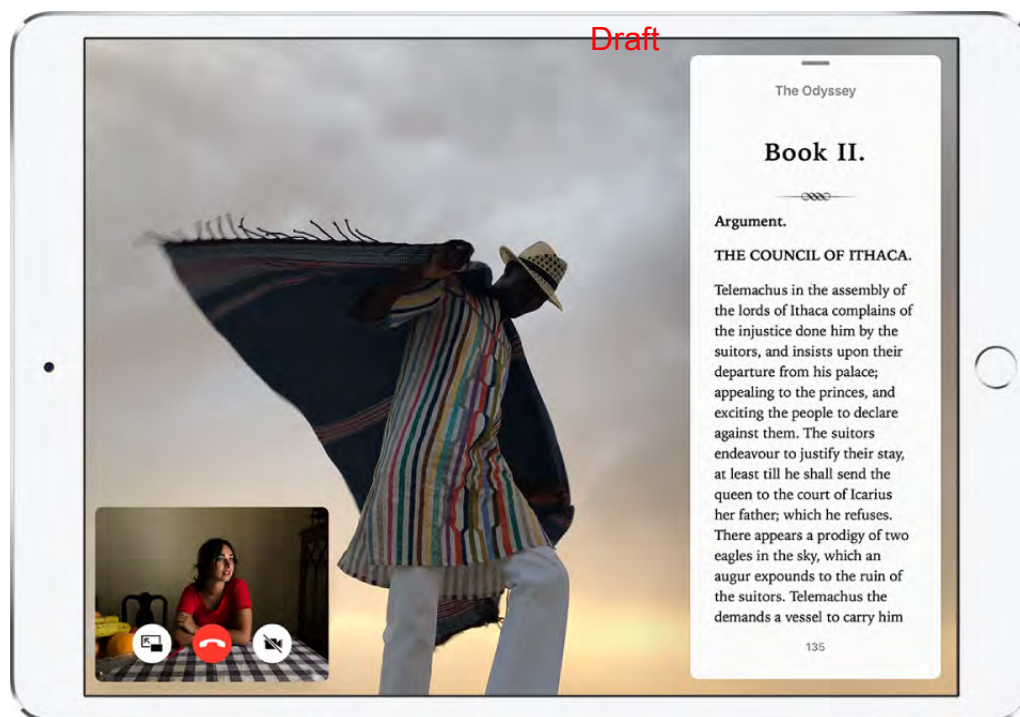
- *Open an app in Slide Over from the Home screen:* Touch and hold an app on the Home screen or in the Dock, drag it a finger's width or more, then continue holding it while you tap a different app with another finger. After the second app opens, lift your finger. (If you don't initially drag the first app far enough, all of the apps on the Home screen begin to jiggle, which allows you to rearrange your Home screen. To start over without rearranging, press the Home button (models with the Home button) or tap Done (other models).)
- *Move an app in Slide Over off and on the screen:* Drag the top of the Slide Over window off the right edge of the screen. To view it again from any other open app, swipe from the right.
- *Move an app in Slide Over to the other side of the screen:* Drag from the top of the Slide Over window.

To turn Slide Over into Split View, swipe down from the top of the Slide Over window. (See [Open apps in Split View](#).)

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## Multitask with Picture in Picture

You can use FaceTime or watch a video while you use other apps.



- *Use Picture in Picture:* When watching a video or using FaceTime, tap  or press the Home button (models with the Home button). The video window scales down to a corner of your display so you can see the Home screen and open other apps.
- *Resize the video window:* Pinch open to make the small video window larger; pinch closed to shrink it again.
- *Show and hide controls:* Tap the FaceTime or video window.
- *Move the video window:* Drag it to a different corner of the screen.
- *Hide the video window:* Drag it off the left or right edge of the screen.
- *Close the video window:* Tap .
- *Return to a full FaceTime or video screen:* Tap  in the small video window.

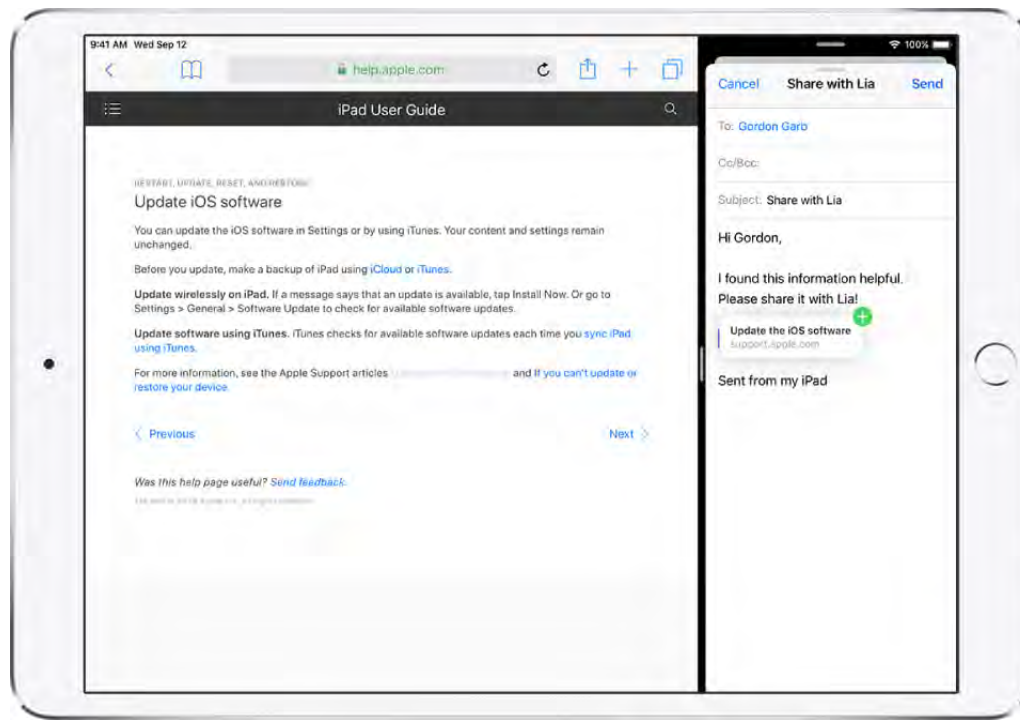
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### Change the settings for multitasking

1. Go to Settings  > General > Multitasking & Dock.
  2. You can change settings such as the following:
    - *Allow Multiple Apps:* Turns Split View and Slide Over on or off.
    - *Persistent Video Overlay:* When this is on, videos continue to play in Picture in Picture, even when you switch to another app or go to the Home screen.
-

# Move items with drag and drop on iPad

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



---

## Move an item

1. Touch and hold the item until it lifts up (if it's text, select it first).
2. Drag it to another location within the app.

If you drag to the bottom or top of a long document, it automatically scrolls.

---

## Copy an item between open apps

1. [Open the two apps](#), then touch and hold the item until it lifts up (if it's text, select it first).
2. Drag it to the other app.

As you drag,  appears wherever you can drop the item. If you drag to the bottom or top of a long document, it automatically scrolls.

**Tip:** If you want to drag the item to a new note or email, for example, open the new note or email first so you can drag the item directly to it.

## Copy an item to an app on the Home screen or in the Dock

1. Touch and hold the item until it lifts up (if it's text, select it first).
2. While you continue to hold the item, use another finger to swipe up from the bottom edge of the screen and pause to reveal the Dock or press the Home button (models with the Home button).
3. Drag the item over the other app to open it (a ghost image of the item appears under your finger as you drag).

You can drag over items in the app to navigate to where you want to drop the item (as you drag,  appears wherever you can drop the item). For example, you can drag over the notes list to open the note where you want to drop the item, or you can use another finger to open a new note where you can drop the item.

---

## Select multiple items to move

1. Touch and hold the first selected item, drag it slightly, and continue holding it.
2. While still holding the first item, tap additional items with another finger. A badge indicates the number of selected items.
3. Drag all of the items together.

---

## If you change your mind

Lift your finger before dragging, or drag the item off the screen.

---

## Quit and restart an app on iPad

If an app isn't working properly, you can quit it and then try to reopen it. Restarting the app may resolve the problem. (Typically, there is no reason to quit an app; quitting it doesn't save battery power, for example.)

1. To quit an app, open the App Switcher, then swipe up on the app from the App Switcher.
2. To restart the app, go to the Home screen, then tap the app.

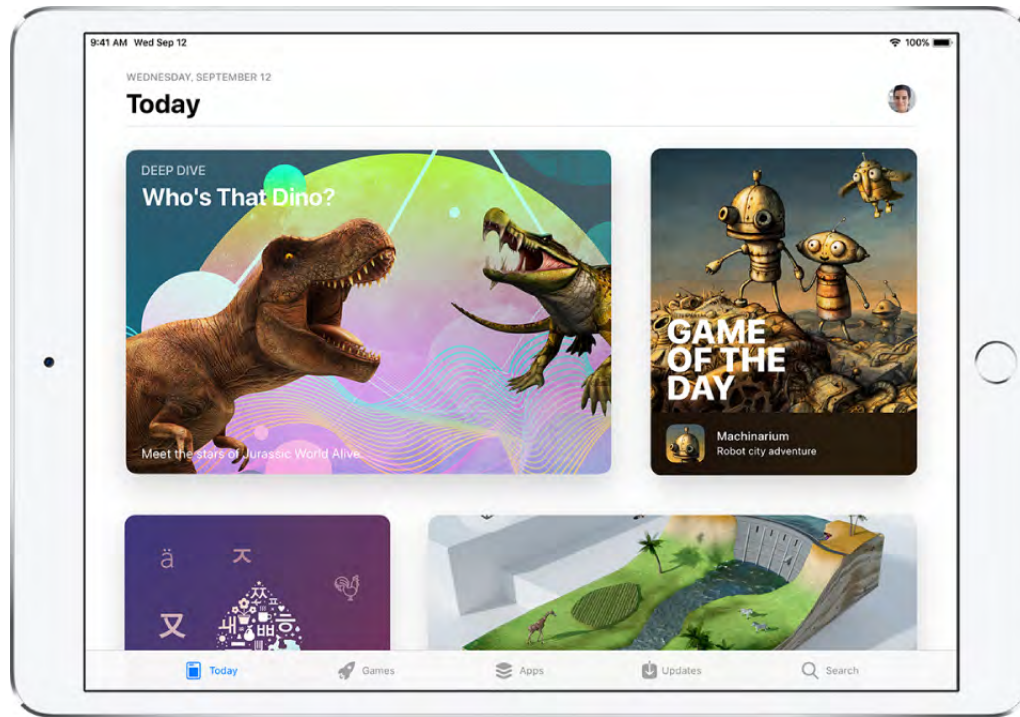
If restarting the app doesn't solve your problem, try [restarting iPad](#).

# App Store

## Get apps and games in the App Store on iPad

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

**Ask Siri.** Say something like: “Find apps by Apple.” [Learn how to ask Siri.](#)



### Sign in with your Apple ID

To do most things in the App Store, you need to sign in with your Apple ID.

1. Tap Today, then tap  at the top right.
2. Enter your Apple ID and password. If you don't have an Apple ID, you can create one.

### Find apps and games

In App Store, tap any of the following:

- *Today*: Discover featured stories and apps.
- *Games or Apps*: Explore new releases, see the top charts, or browse by category.
- *Search*: Enter what you're looking for, then tap Search on the keyboard.

## Buy and download an app

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**Ask Siri.** Say something like: "Get the Minecraft app." [Learn how to ask Siri.](#)

You can also do the following:

1. Navigate to the app you want.
2. To buy an app, tap the price. To get a free app, tap Get.

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

3. If required, authenticate your Apple ID with Face ID (supported models), Touch ID (supported models), or your passcode to complete your purchase.

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## Share or give an app

1. Navigate to the app you want to share or give.
2. Tap , then tap Share App or Gift App (not available for all apps).

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## Give or redeem an App Store & iTunes gift card

1. Tap Today, then 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

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

## Manage your App Store purchases and settings on iPad

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

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## 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.](#)

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## View and redownload apps purchased by you or family members

1. Tap Today, tap your profile picture in the upper 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 .

To see all the items you've bought with your Apple ID, including music and books, [view your purchase history in iTunes](#).

---

## Set restrictions for app purchases

1. Go to Settings  > Screen Time, then tap Content & Privacy Restrictions.
2. Turn on Content & Privacy Restrictions, then do any of the following:
  - *Turn off In-App Purchases:* Tap iTunes & App Store Purchases, then tap In-app Purchases.
  - *Limit app downloads by age ratings:* Tap Content Restrictions, then tap Apps.

See also [Set screen time, allowances, and limits on iPad](#).

---

## Change your App Store settings

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

- *Automatically download purchased apps on your other Apple devices:* Below Automatic Downloads, turn on Apps.
- *Automatic updates:* Your apps update automatically over Wi-Fi, so you can keep up with the latest improvements and features. To turn off automatic updates, turn off Updates.
- *Limit downloads to Wi-Fi connections:* (Wi-Fi + Cellular models) To prevent App Store downloads from using cellular data, turn off Use Cellular Data.
- *Prevent preview videos from playing automatically:* Turn off Video Autoplay.

# Books

## Buy books from Apple Books on iPad

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

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### Buy books and audiobooks

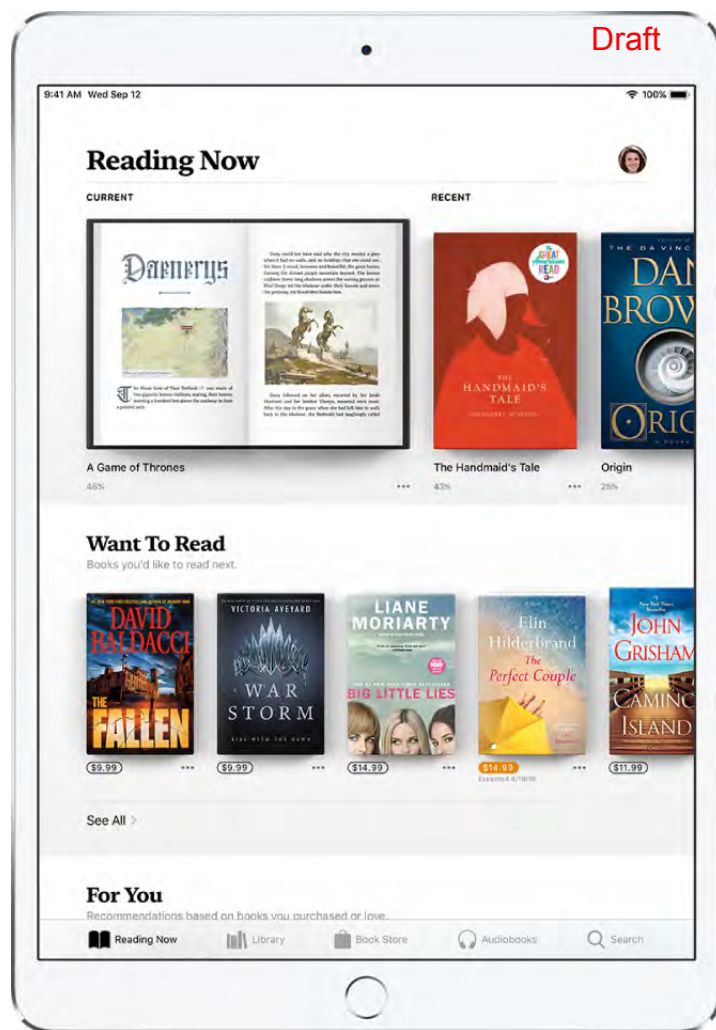
1. Open Books, then tap Book Store or Audiobooks to browse titles, or tap Search to look for a specific title.
2. Tap a book cover to see more details, read a sample, or add it to your Want to Read collection.
3. Tap Buy to purchase a title, or tap Get to download a free title.

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

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## Read books in the Books app on iPad

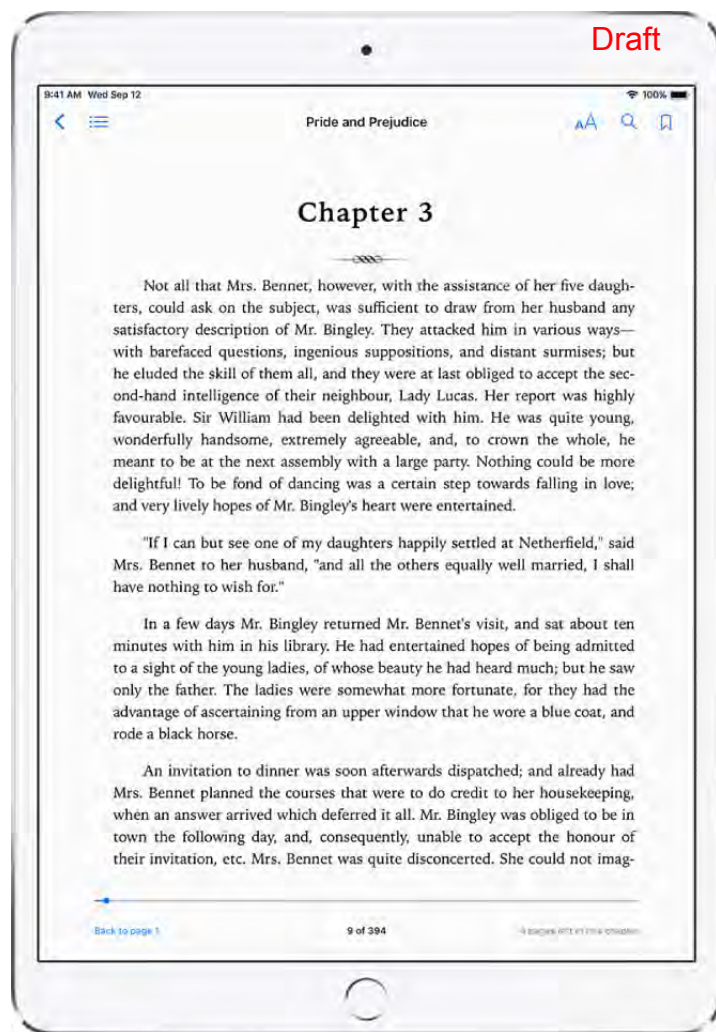
In the Books app , tap Reading Now to see the books you're currently reading, those you recently purchased, and personalized recommendations. Tap Library to see all of your titles.



## 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  and enter a page number, then tap the page number in the search results.
- *Close a book:* Tap the page to show the controls, then tap .

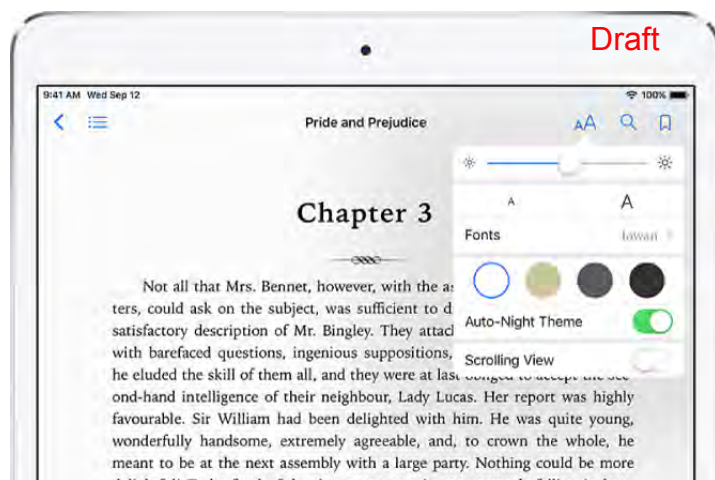


**Tip:** Turn iPad to landscape orientation to view two pages at once.

## Change text and display appearance

Tap the page, tap **A**, 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 share text selections using 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 automatically included. (Sharing may not be available in all regions.)

1. Touch and hold a word, then move the grab points to adjust the selection.

2. Tap Share, then choose a method. **Draft**

To share a link to the Book Store only, tap a page, tap , then tap .

---

## Sync notes and highlights across devices

You can sync your reading position, collections, notes, and highlights across your iOS devices and Mac when you're signed in to iCloud with the same account.

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

---

## Listen to audiobooks in the Books app on iPad

In the Books app , the Reading Now tab shows the audiobooks you're currently listening to and those you recently purchased or marked as Want to Read.

The Audiobooks collection in the Library tab shows all of the audiobooks you've bought.

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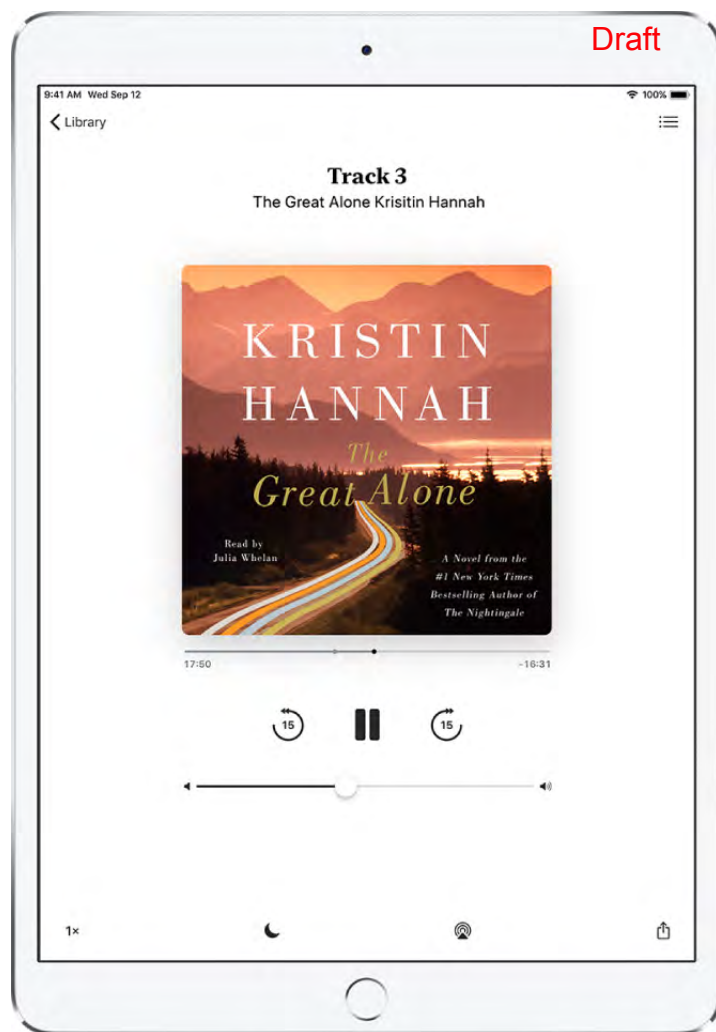
### Play an audiobook

In Reading Now or in the Audiobooks collection in Library, tap the cover, then use the controls as follows:

- *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.



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## 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.

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### 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

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Tap Library, tap Sort, then choose Recent, Title, Author, or Manually.

Tap  to view books by title or cover.

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## 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.

---

## Access your library across devices

You can sync your Library and collections across your iOS devices and your Mac. On each device, sign 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.

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### 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.

For more about printing, see [About AirPrint](#).

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## Mark up a PDF

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

For more information, see [Use Markup in apps](#).

---

## Sync PDFs across devices

You can sync PDFs and books that are not from the Book Store across your iOS 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. Then go to Settings  > Books, and turn on iCloud Drive.

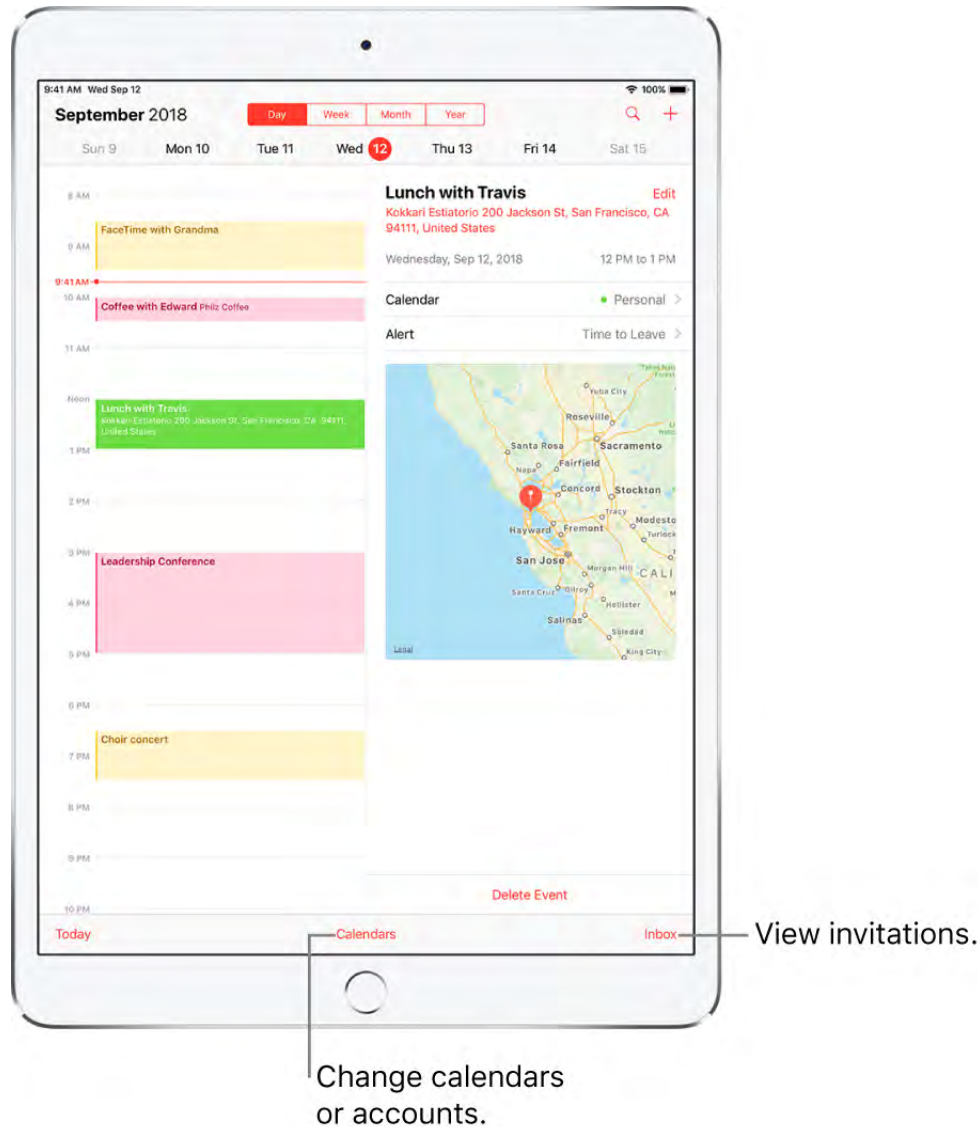
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# Calendar

## 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

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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.

---

## 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, you're reminded in time to leave from your current location, based on traffic conditions.

---

## View events from other apps

1. Go to Settings  > Calendar > Siri & Search.
2. Turn on Find Events in Other Apps.

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## 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.

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# Send and receive invitations in ~~Draft~~ 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.)

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## 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 on iPad

In Calendar on iPad, 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  to view upcoming events as a list.

## Search for events in Calendar on iPad

In the calendars you're viewing, you can search for events by title, invitees, location, and notes.

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Tap , 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

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 ~~Draft~~ settings and features you want.

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## Change how Calendar notifies you on iPad

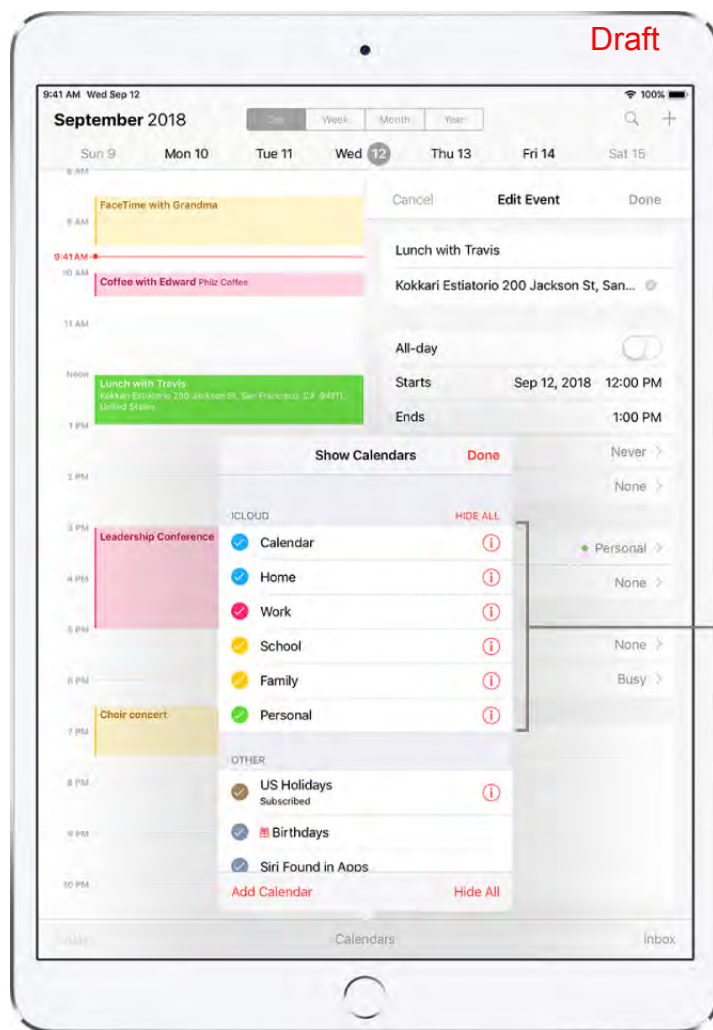
You can change notification styles for invitations, events found in apps, upcoming events, and more.

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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.
- 

## 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.



Select which calendars to view.

---

## 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

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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. 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](#).

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## Create an iCloud calendar

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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.
- 

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## Share a read-only calendar with anyone

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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.

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## Delete a calendar

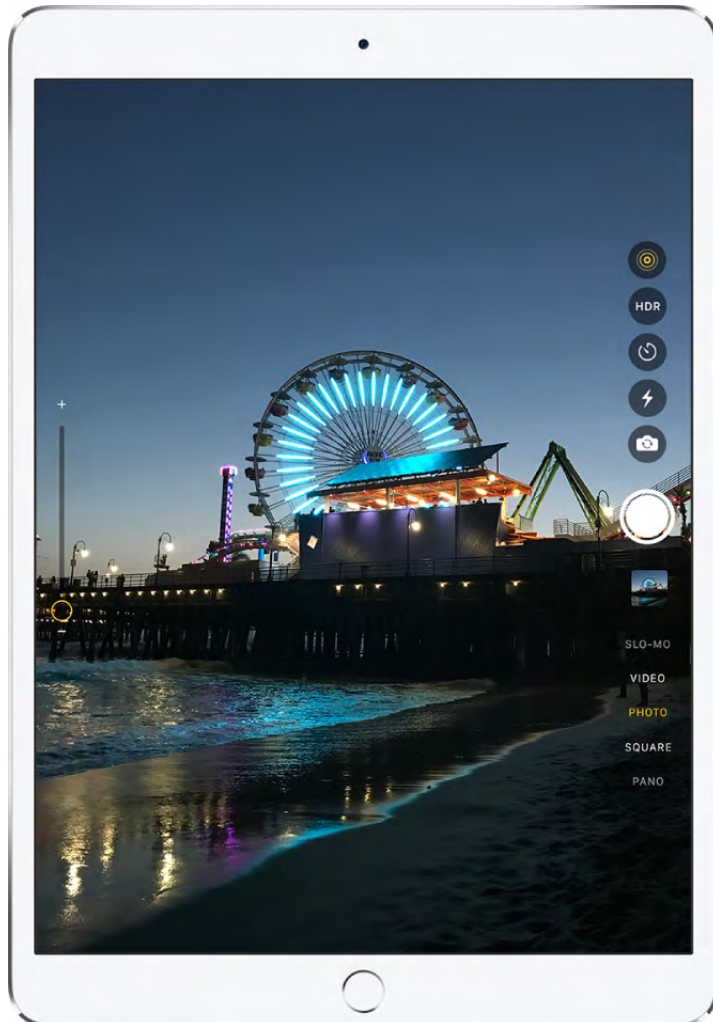
1. Tap Calendars at the bottom of the screen.
  2. Tap ⓘ next to the iCloud calendar you want to delete.
  3. Tap Delete Calendar at the bottom of the list.
-

# 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 Live Photos and Burst.

**Ask Siri.** Say something like: "Open Camera." [Learn how to ask Siri.](#)



1. Tap  on the Home screen or swipe left on the Lock screen to open Camera.
2. To prepare your shot, do any of the following:
  - *Turn the flash on or off:* On models that support True Tone Flash or Retina Flash, tap , then choose Auto, On, or Off.
  - *Zoom in and out:* Pinch the screen or drag the slider on the left-side of the screen.
  - *Choose a photo mode:* Slide the mode selector to choose Photo, Square, Pano, and more.
  - *Take a selfie:* Tap  to switch to the rear-facing camera.
  - *Use the timer:* Stabilize your iPad and frame your shot. Tap , then tap 3s or 10s.
3. Tap the Shutter button or press either volume button to take the photo.

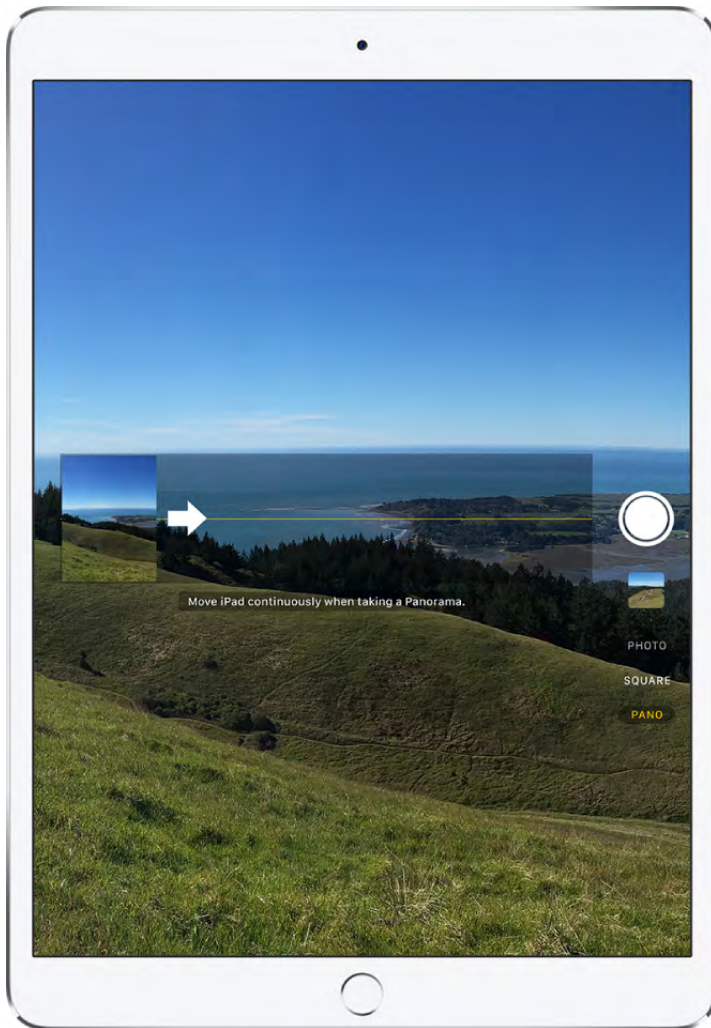
If you started from the Lock screen, return to it by swiping up from the bottom edge of the screen or by pressing the Home button.

---

## Take a panorama photo

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1. Select Pano mode.
2. Tap the Shutter button.
3. Pan slowly in the direction of the arrow, keeping it on the center line.



4. 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 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 rear and front-facing cameras.

1. Select Photo or Square mode.
2. Touch and hold the Shutter button to take rapid-fire photos. Lift your finger to stop.

The counter shows how many shots were taken.

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3. To select the photos you want to keep, ~~Draft~~ tap the Burst thumbnail, then tap Select.

Gray dots below the thumbnails mark the suggested photos to keep.

4. 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 .

Burst shots are available only on supported models.

---

### 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.

You can edit Live Photos in the Photos app. 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, go to 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

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1. Choose Slow-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.

To choose between 1080p at 120 fps (frames per second) video and 720p at 240 fps (default), go to Settings  > Camera > Record Video.

Slow-mo mode is available only on supported models.

---

## 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.
- 

## 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 multiple shots, touch and hold the focus area until it pulses.
    - Tap the screen to unlock—the camera's automatic settings and face detection turns back on.
- 

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## Align your shots

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

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## 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 shutter-sound volume

Adjust the volume of the shutter sound using Ringer and Alerts settings.

Go to Settings  > Sounds, then slide the Ringer and Alerts slider. Or, mute the sound using the volume down button or the Ring/Silent switch, if your iPad has one. (In some countries muting is disabled.)

---

## Read a QR code

The camera automatically detects and highlights a QR code when it's in the picture frame.

1. Open Camera, then point the screen at the QR code until the frame around the QR code is highlighted.
  2. Tap the notification that appears on the screen to go to the relevant website or app.
- 

## HDR camera 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

1. Tap  to turn HDR on (yellow is on).

On some models, you can set HDR to Auto so iPad automatically uses HDR when it's most effective.

2. Tap the Shutter button.

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

**Tip:** In your albums, HDR versions of photos are marked with “HDR” in the corner.

---

## View, share, and print photos on iPad

All photos and videos you take with Camera  are saved in the Photos app. 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 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 know 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 Mail, Messages, or Print. (You may need to swipe left on the bottom row of options to reveal Print.)

See [Share documents from apps on iPad](#).

---

### Upload and sync photos across devices

Use [iCloud Photos](#) to upload photos and videos from your iPad to iCloud and access them on your devices (with iOS 8.1 or later) where you’re signed in to iCloud 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](#).

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# 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

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1. Tap Bedtime, then follow the instructions to set your sleep reminder and wake-up alarm.
2. To change your Bedtime schedule, do any of the following:
  - *Set the alarm days, wake-up sound, and volume:* Tap Options.
  - *Adjust your sleep and wake times:* Slide 🌙 and 🔔.
  - *Turn off Bedtime reminders:* Tap the Bedtime switch.



## 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.](#)

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## Set the timer

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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.
- 

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# 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 .

iPad automatically suggests new contacts from messages you receive in Mail and invitations in Calendar, and from other apps. To turn this feature off, go to Settings  > Contacts > Siri & Search, then turn off Find Contacts in Other Apps.

---

### Find a contact

Tap the search field at the top of the contacts list, then enter your search.

You can also search your contacts using Search (see [Use iPad to search for content](#)).

---

### Share a contact

Tap a contact, then tap Share Contact.

See [Share documents from apps on iPad](#). Sharing a contact shares all the info from the contact's card.

---

### Quickly reach a contact

Tap one of the buttons below the contact's name to start a message, call, video call, or email.

To change the default contact method (for a call, for example), touch and hold the call button, then tap a phone number.

## Delete a contact

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

## Edit contacts on iPad

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In the Contacts app , assign a photo to a contact, change a label, add social profiles, 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 and choose one from the list, or tap Add Field to create one of your own.
  - *Add your friends' social profiles:* Tap "add social profile."
  - *Allow calls or texts from a contact to override Do Not Disturb:* Tap Ringtone or Text Tone, then turn on Emergency Bypass.
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.

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## Edit My Card

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

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## Use other contact accounts on iPad

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

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### 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.
- 

### Sync contacts from your computer

In iTunes on your computer, tap Info in the device info pane, then select Sync Contacts. For information, see the *iTunes User Guide*.

---

### Import contacts from a vCard

Tap a .vcf attachment in an email or message.

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## Add a contact from a directory Draft

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*. When you view a unified contact, the title *Unified Info* appears.

---

### Link contacts

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

1. Select one of the contacts, tap Edit, then tap Link Contacts.
2. Tap 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.

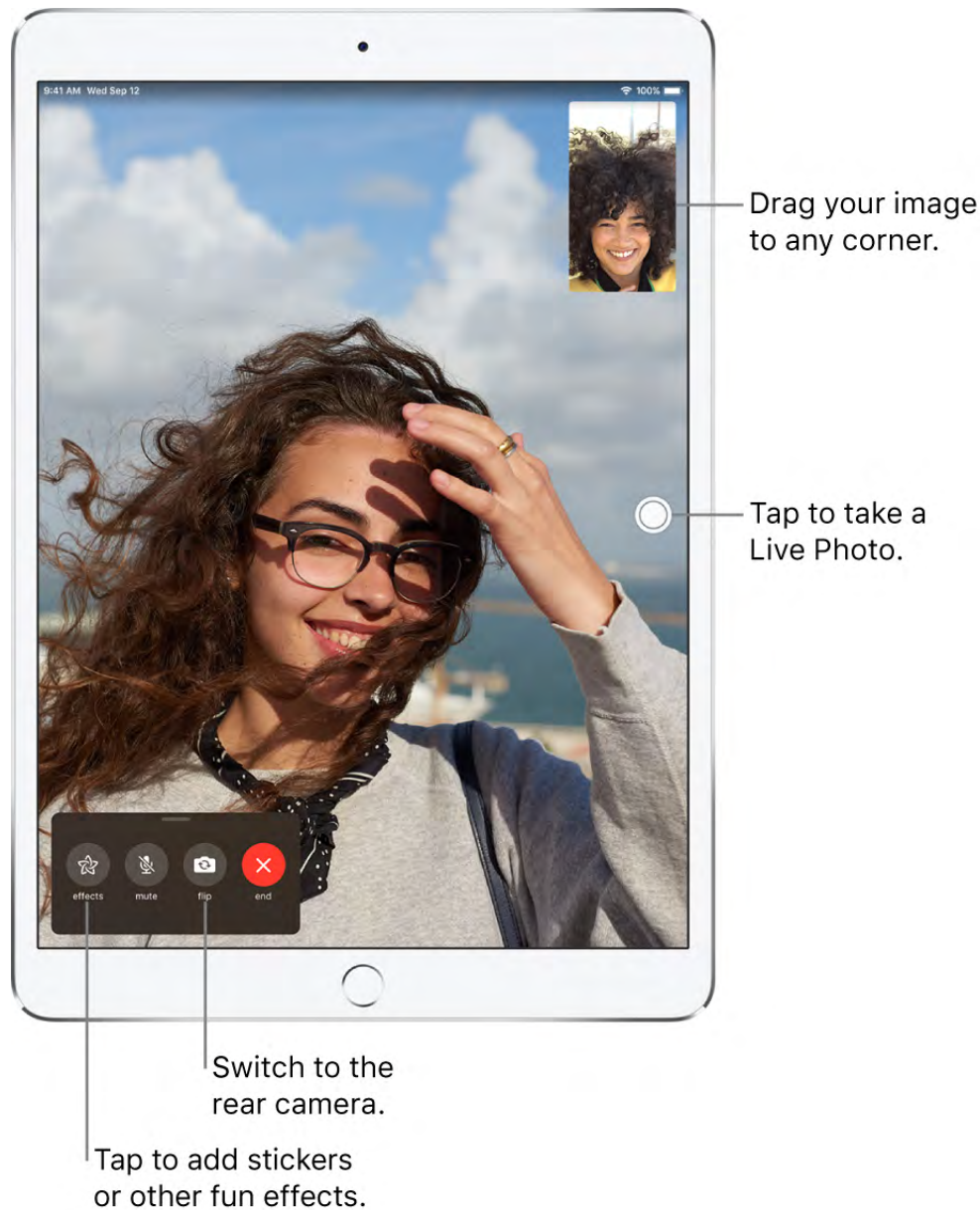
---

# FaceTime

## Make and answer FaceTime calls on iPad

In the FaceTime app , make video or audio calls to someone who's also using an iOS device or a Mac. With the front-facing 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 Live Photo](#).

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



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## Set up FaceTime

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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, then set your caller ID.

---

## Make a FaceTime call

With a Wi-Fi connection and an Apple ID, you can make and receive FaceTime calls (first sign in using your Apple ID, or create a new account). On iPad Wi-Fi + Cellular models, you can also make FaceTime calls over a cellular data connection, which may incur additional charges. To turn this feature off, go to Settings  > Cellular, then turn off FaceTime. See [View or change cellular settings on iPad](#).

**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.

You can also tap  to open Contacts and start your call from there.

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.

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## Call again

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In your call history, tap the name or number.

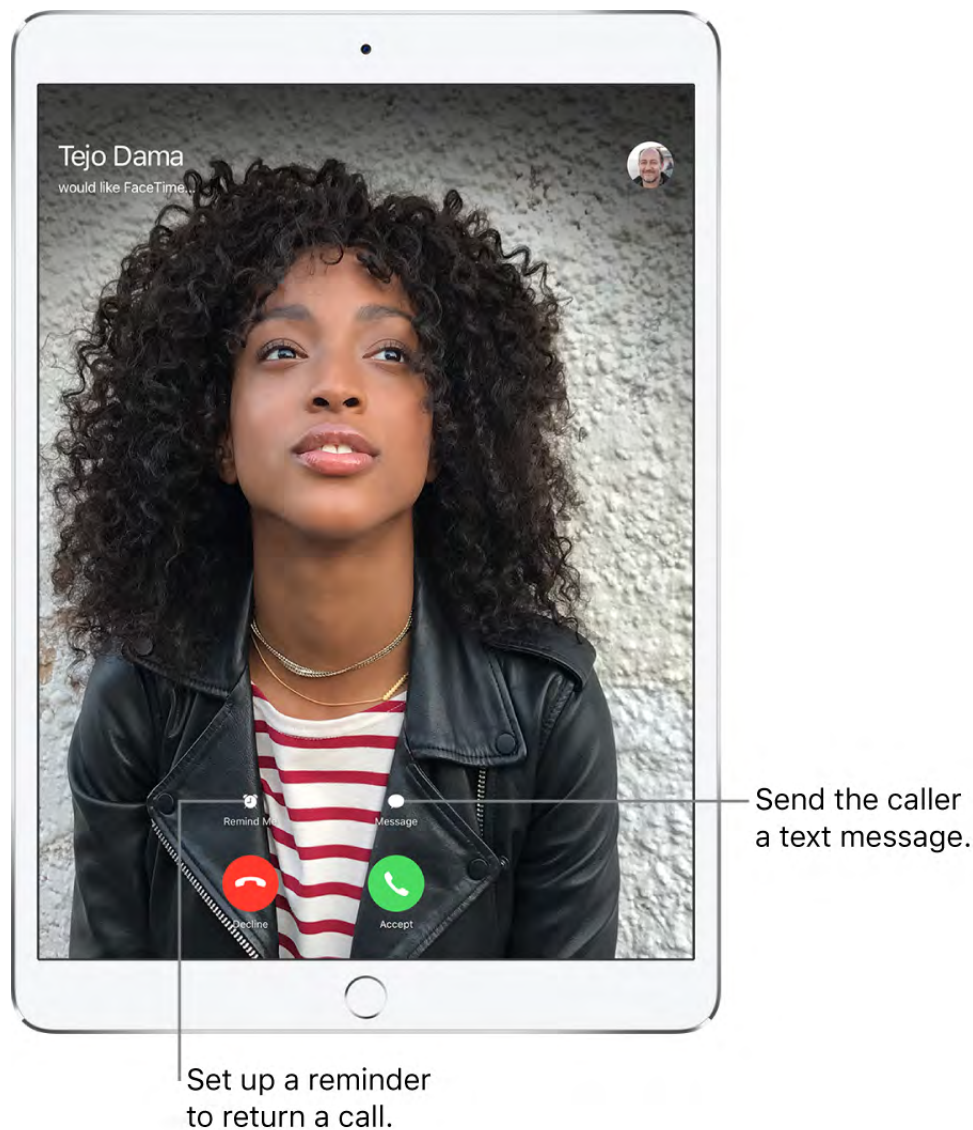
Tap ⓘ to open the name or number in Contacts.

---

## 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.

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## Manage FaceTime calls on iPad

During a call in the FaceTime app , you can use other apps, and more. You can also block unwanted callers and delete a call from your call history.

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### Multitask during a call

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

You can still talk with your friend while you're using another app. To return to the FaceTime app, tap the green bar (or the FaceTime icon) at the top of the screen.

---

### See more during a video call

To see more during a FaceTime video call, rotate iPad to use landscape orientation.

*Note:* To avoid unwanted orientation changes, lock the iPad screen orientation. See [Change or lock the iPad screen orientation](#).

---

### Take a Live Photo

When you're on a FaceTime video call with one other person, you can take a FaceTime Live Photo to capture a moment of your conversation. 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 Live Photo of your call, tap  (make sure FaceTime Live Photos is turned on in Settings  > FaceTime).

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

---

### Block unwanted callers

You can block voice calls, FaceTime calls, and text messages from unwanted contacts.

1. Go to Settings  > FaceTime > Call Blocking & Identification.
2. Tap Block Contact 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](#).

## Delete a call from call history

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

---

## Make a Group FaceTime call on iPad

In the FaceTime app , you can invite up to 32 participants to a Group FaceTime call.

*Note:* iPad mini 2, iPad mini 3, and iPad Air support only audio Group FaceTime calls. Group FaceTime may not be available in all 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.



Swipe up to add another person to the call.

Tap to hang up.

Tap to add stickers or other fun effects.

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

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the row. (The participant's initials may appear in the tile if an image isn't available.)

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### 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.

---

## 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.

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In Messages, on models 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!)

For information about creating Animoji and Memoji, 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 , 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

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1. During a call, tap the screen, then tap .
2. Tap , then scroll down and tap .
3. Tap a sticker to add it to the call.

To see more options, swipe left; to see other sticker collections, tap the buttons at the bottom.

4. 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-facing camera).
- *Turn off the sound:* Tap  (tap again to turn the sound back on).
- *Turn your camera off:* Swipe up from the top of the controls, then tap Camera Off (tap again to turn it back on).

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# 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.

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## 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 .

---

# Files

## View files and folders in Files on iPad

In the Files app , view and open your documents, images, and other files that are stored in iCloud Drive and in other cloud storage providers like Box and Dropbox.

### View recent files and folders

Tap Recents at the bottom of the screen.

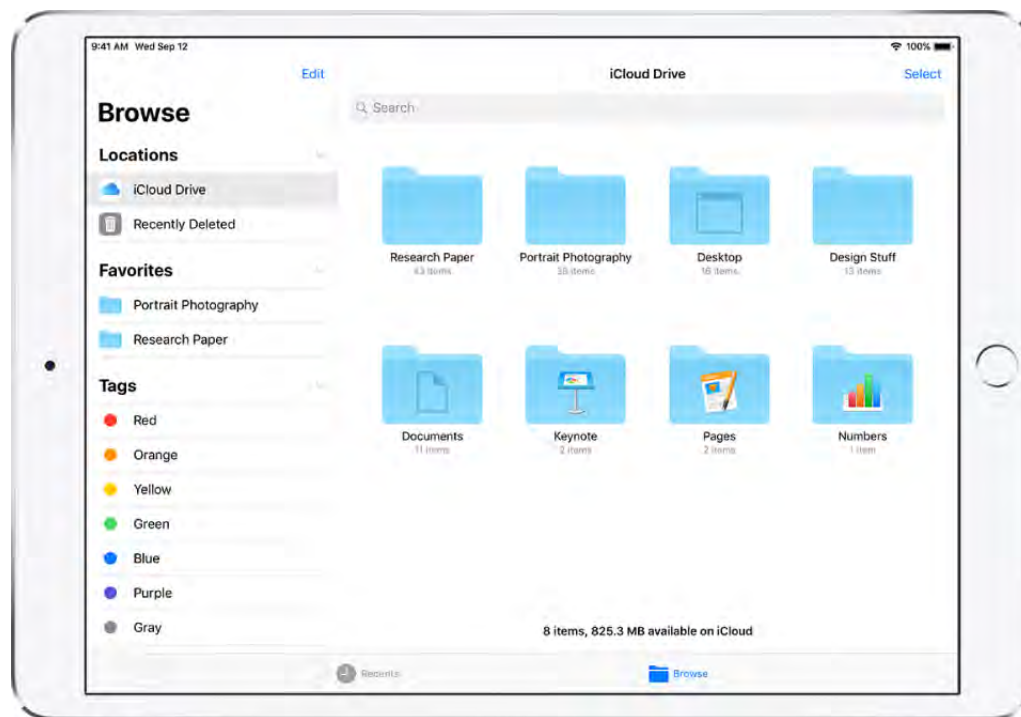
### Browse and open files and folders

1. Tap Browse at the bottom of the screen, then tap an item below Locations, Favorites, or Tags.

If you don't see Locations, Favorites, and Tags, tap Browse again.

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

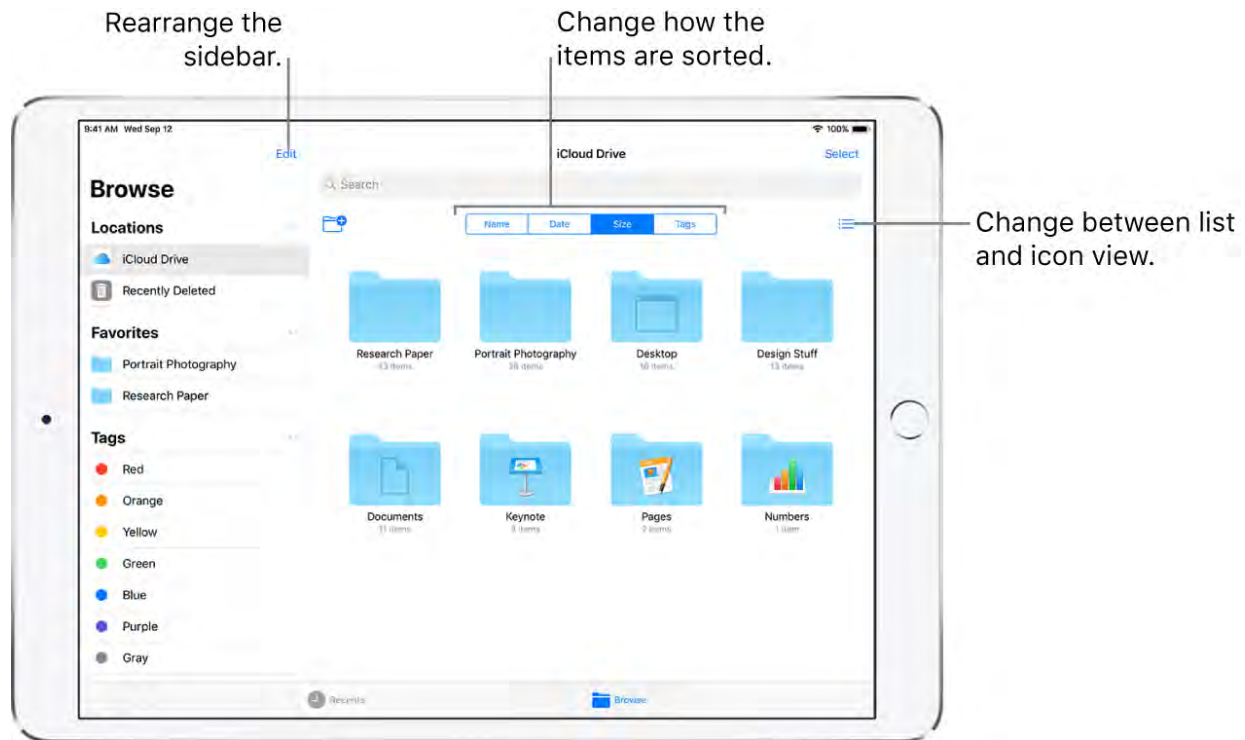
*Note:* If you haven't installed the app that created a file, a preview of the file opens in Quick Look.



For information about marking folders and files as favorites or adding tags, see [Mark a folder as a favorite](#).

## Change how files and folders are sorted **Draft**

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



## Change to list view or icon view

From an open location or folder, drag down from the center of the screen, then tap .

## Find a specific file or folder

Enter the name in the search field. When you search you have these options:

- *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.

## 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.

## Rearrange the Browse sidebar

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

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

## Organize files in folders 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 the New Folder button, you can't create a folder in that location.

---

### Copy, duplicate, rename, move, or delete a file or a folder

Touch and hold the file or folder, then choose an option.

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

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

---

### Share a file

Touch and hold the file, then tap Share to do things like send a copy of the file.

With iCloud Drive, you can allow others to [view](#) or [edit](#) the file.

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

---

### Tag a file or folder

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

---

## Use iCloud Drive on iPad

Use the Files app  to store files in iCloud Drive, which you can access from your other devices as well as your iPad. You can also invite others to view and edit your files—you don't need to send them copies of the files.

iCloud Drive is built into the Files app on iOS devices (iOS 11 or later). You can also use iCloud Drive on Mac computers (OS X 10.10 or later) and PCs (iCloud for Windows 5 or later or Windows 7 or later). To access iCloud Drive, you must be signed in to iCloud using your Apple ID. Storage limits are subject to your iCloud storage plan.

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### 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 listed apps on or off.

---

### Browse iCloud Drive

1. Tap Browse at the bottom of the screen, then tap Locations.

If you don't see Locations, tap Browse again.

2. Under Locations, tap iCloud Drive.

If you don't see iCloud Drive under Locations, tap Locations.

3. To open a folder, tap it.
- 

### Open a file in another app

1. Touch and hold a file in iCloud Drive.
  2. Tap Share, then choose an option.
- 

### Allow others to view or edit a file

See [Invite others to open files in iCloud Drive on iPad](#).

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# Invite others to open files in iCloud Drive on iPad

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When you use iCloud Drive in the Files app , you can invite others to view or edit a file by sending them a link.

Files shared in iCloud Drive have these important characteristics:

- The links to shared files include their filenames; if the name or content of the file is confidential, be sure to ask recipients not to forward the link to anyone else.
- If you move shared files to other folders or locations, links to them no longer work and people lose access to the files.
- When shared files are editable, everyone's changes are updated automatically.

For information about setting up iCloud Drive, see [Use iCloud Drive on iPad](#). For information about viewing and organizing files in iCloud Drive, see [View files and folders in Files on iPad](#) and [Organize files in folders on iPad](#).

---

## Invite people with Apple IDs to edit a file

If you own a file, you can let people who have an Apple ID open, view, and edit the file in iCloud Drive.

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

To open the file, the people you invite must sign in to iCloud with an Apple ID.

---

## Invite anyone to open a file

If you own a file in iCloud Drive, you can share it with others—including people who don't have an Apple ID.

1. Touch and hold the file.
2. Tap Share, then tap .
3. Tap Share Options.
4. Tap "Anyone with the link."

This setting allows anyone with the link to open the file. No one is required to sign in to iCloud.

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5. To restrict anyone from editing the file, tap **Draft** "View only." To allow everyone to edit the file, tap "Can make changes."
6. Tap Add People (at the top of the screen).
7. Choose a method for sending the links to the file, enter any other requested information, then send or post the invitation.

---

### **Invite more people to view or edit a file**

If you've already shared a file in iCloud Drive, and the file's access is set to "Only people you invite," you can invite more people to share the file.

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

---

### **Change access and permission settings for a file**

If you're the owner of a file shared in iCloud Drive, you can change file access at any time. However, everyone you shared the link with is affected.

1. Touch and hold the file.
2. Tap Share, then tap Share Options.
3. Do any of the following:
  - *Change access:* If you change the setting from "Anyone with the link" to "Only people you invite," the original link no longer works for anyone, and only people who received an invitation from you can open the file. They must sign in to iCloud with an Apple ID.
  - *Change permissions:* Choose the permission setting you want. When you change the permission setting, anyone who has the file open when you change the permission sees an alert. New settings take effect when they dismiss the alert.

---

### **Change a file's permission or remove access for one participant**

If you're the owner of a file shared in iCloud Drive, and the file access is set to "Only people you invite," you can change file permission for an individual without affecting the permission of others. You can also remove the individual's access to the file.

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

### Stop sharing a file

If you're the owner of a file shared in iCloud Drive, you can stop sharing it.

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

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

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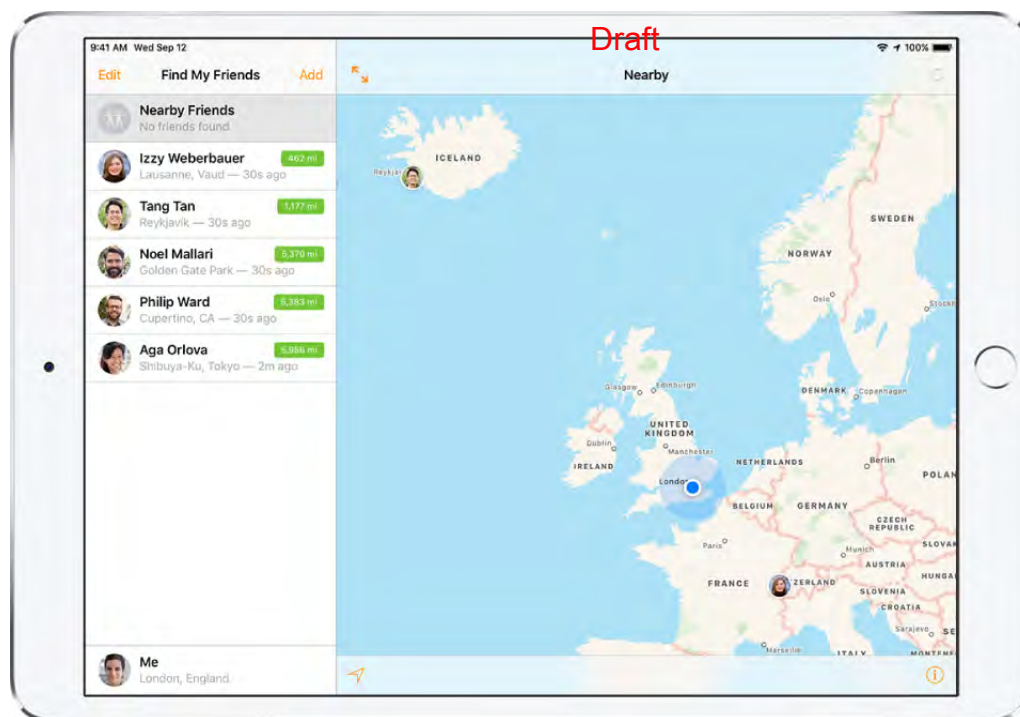
### Send a file link to more people

If your access to a file in iCloud Drive is set to "Anyone with the link," you can give new people access to the file by sending them the file link.

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

## Locate your friends and family from your iPad

The Find My Friends app  is a great way to find people who are important to you and share your location with them. Friends and family members who use iPhone, iPad, iPod touch, or Apple Watch Series 3 and later and share their locations with you appear on a map, so you can quickly see where they are. You can set notifications to alert you when friends or family members leave from or arrive at various locations.



---

## Set up location sharing

1. Go to Settings  > [your name] > Share My Location, then turn on Share My Location.
2. Tap From, then select the device you want to share your location from.

---

## Share your location with a friend

1. On iPad, open Find My Friends, then tap Add.
2. Do one of the following:
  - In the To field, type the name of a friend you want to share your location with (or tap , and select a contact), then tap Send and choose how long you want to share your location.
  - Select a friend who appears in AirDrop and choose how long you want to share your location.

Your friend receives a notification that you want to share your location and can either accept or decline.

---

## Set up notifications about a friend's arrival

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1. Select a friend, then tap Notify Me.
2. Choose whether you want to be notified when a friend leaves from or arrives at a location.
3. Choose the friend's current location, or tap Other to create a new location for the notification.

You can 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.](#)

---

## Use Find My iPhone to locate your device

The Find My iPhone app  helps you locate and protect your lost or stolen iPhone, iPad, iPod touch, Apple Watch, AirPods, or Mac. If you lose your device, use the Find My iPhone app on another device, or use the [Find My iPhone web app](#) on any Mac or PC, to locate your device on a map, lock it remotely, play a sound, display a message, or erase all its data. Find My iPhone includes a feature called *Activation Lock* that prevents anyone else from activating and using your device, even if it's completely erased.

**Important:** To use these features, you need to set up and turn on Find My [device] on each device *before* it's lost. Also, your device must be able to connect to the Internet. (Find My iPhone is automatically turned on for AirPods you're using with a device that has Find My [device] turned on.)

---

### Set up Find My iPhone

1. Go to Settings  > [your name] > iCloud > Find My iPad.
  2. Turn on Find My iPad.
  3. To have your device send its last location prior to the battery running out, turn on Send Last Location.
- 

Draft

1. On iPad or another iOS device, open Find My iPhone.

Or on a computer, go to the Find My iPhone web app on [iCloud](#). Sign in with your Apple ID, then select the device you want to locate.

2. Do any of the following:

- *Play Sound:* Play a sound at full volume for 2 minutes, even if the ringer is set to silent.
- *Lost Mode:* Immediately lock your missing device with a passcode and display a custom message on the screen with a contact number. Find My iPhone tracks and reports the location of your device, so you can see where it's been.

When a device that supports Apple Pay is in Lost Mode, Find My iPhone immediately suspends your credit, debit, and student ID cards and disables Apple Pay, even if the device is offline. See [Remove your cards from Apple Pay if your iPad is lost or stolen](#).

- *Erase your missing device:* Protect your privacy by erasing all the information and media on your missing device and restoring it to its original factory settings. Activation Lock prevents anyone else from activating and using your device, even after you erase it with Find My iPhone. On models that support Apple Pay, erasing iPad immediately suspends your credit, debit, and student ID cards and disables Apple Pay, even if the device is offline.

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

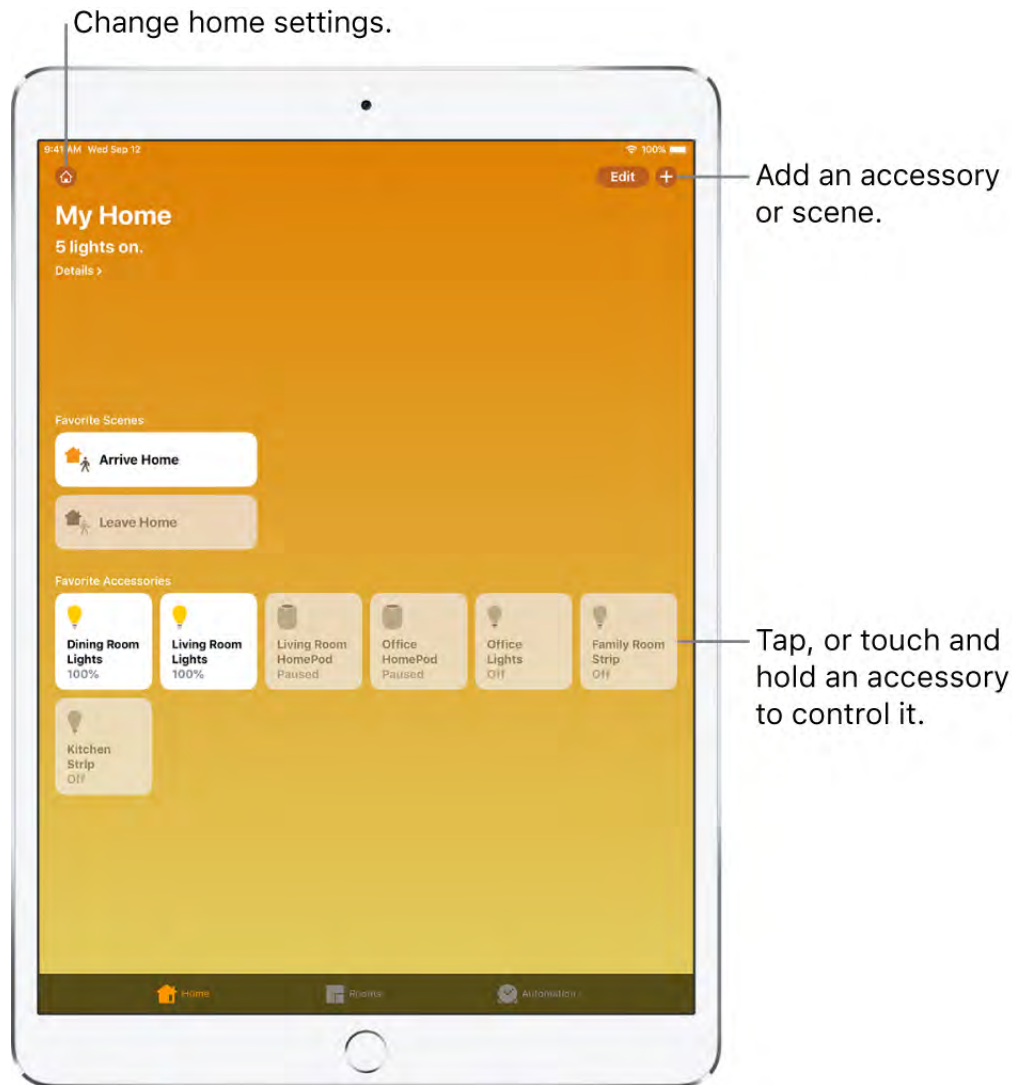
---

Before you sell or give away your iPad, you should [completely erase it](#) in Settings , which removes Activation Lock. The next owner can then activate and use the device normally.

# 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. 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 “going to bed” that turns off the lights around the house, dims the lights in the room “master bedroom” to 30 percent, then locks the front door and lowers the thermostat.

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 allows you, and others you invite, to securely control your home while you’re away. To control your

home remotely, you must have an Apple TV (4th generation or later), HomePod, or iPad (with iOS 10.3 or later) that you leave at home.

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

---

### Assign an 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 in the Home tab until the controls appear, then tap Settings.
3. Tap Room, then choose a room.

---

### Control an accessory

Tap the Home 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 it is. For example, with some lightbulbs, you can change colors. With your smart TV you can choose an input source. You can also control accessories using [Use and customize Control Center on iPad](#).

---

## Organize rooms into zones

Draft

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.

---

## Edit accessories

To edit accessory settings, do any of the following:

- *Rename or edit an accessory:* Touch and hold the accessory’s button in the Home tab until its controls appear, then tap Settings.
- *Make an accessory a favorite:* Touch and hold an accessory’s button in the Home tab until its controls appear, tap Settings, then turn on “Include in Favorites.” You can access your favorite accessories from the Home tab.

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

- *Change an accessory’s icon:* Touch and hold an accessory’s button in the Home tab until its controls appear, then tap Settings. 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.

---

## Add more homes

If you have more than one physical space—a home and a small office, for example—you may want to create a home for each in the Home app.

1. Tap the Home tab, tap , then tap Home Settings.

Draft

2. Tap Add Home, name the home, then tap **Draft** Save.

3. To switch to another home, tap the Home tab, tap , then tap the home you want.

You can access your favorite accessories from the Home tab.

---

## Configure HomePod with Home on iPad

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

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### Use Home to add and edit HomePod alarms

In the Home app , tap the Home tab, press the HomePod button, then tap Alarms and do any of the following:

- *Add an alarm:* Tap , then create the alarm.
  - *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.
- 

### Change HomePod settings

1. Tap the Home tab, then press the HomePod button.
  2. Tap Settings, then configure the HomePod settings—for example, 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.
- 

## 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, closes the drapes, and adjusts the thermostat.

---

## Create a scene

Draft

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 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 the Reading scene, you could set the bedroom lights to 100 percent and 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, then tap Settings.

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, depending on your accessories, and what you named them:

- "Turn off the lights" or "Turn on the lights"
- "Dim the lights" or "Set brightness to 55 percent"
- "Is the hallway light on?"
- "Set the temperature to 68 degrees"
- "Did I lock the front door?"
- "Close the garage door"

Draft

- "Show me the entryway camera" **Draft**
- "What is the air quality indoors?"

If you set up rooms, scenes, or more than one home, you can say things like:

- "I'm home" or "I'm leaving"
- "Turn down the kitchen lights"
- "Turn on the fan in the office"
- "Set my reading scene"
- "Turn off the lights in the Chicago house"

## 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), a HomePod, or an iPad (with iOS 10.3 or later) that you leave at home. You must be signed in to iCloud using the same Apple ID on your home hub device and your iPad.

---

### 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 , tap [your name], tap iCloud, then turn on Home.

Make sure you're signed in using the same Apple ID on all the devices.

---

## Automate a scene with 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. Follow these steps to create automations.

- 
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~~ 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, the time will 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, then tap Next and 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, then tap Next and 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.

When iPad is in your home, it will run your Home automations even when your iPhone or iPod touch isn't present. If you have an Apple TV and you're signed in using the same Apple ID as your iPad, it will be paired automatically and enabled for automation.

## Allow others to control accessories in your home

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

- 
1. Tap the Home tab, then tap .
  2. Tap Invite.

If you have more than one home in the Home app, tap Home Settings, then tap a home.

3. Tap  to choose people from your contacts list, or enter their email addresses in the To field.
- 

Your recipient gets a notification in the Home app on their iOS device.

To let others control speakers and TV, tap Allow Speaker & TV Access.

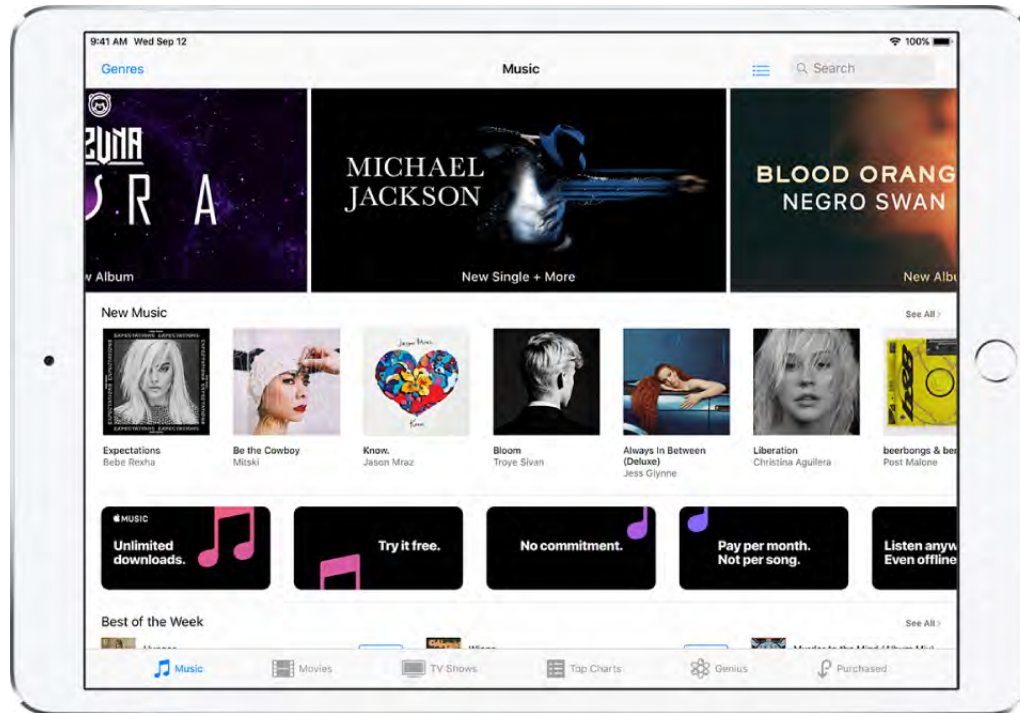
When sharing control of speakers and TV, you can allow everyone, anyone on the same network, or only people you've invited to share the home. You can also require a password that allows speaker access. To learn more about HomePod speaker and Apple TV access, see the *HomePod User Guide* and *Apple TV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

# iTunes Store

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

Use the iTunes Store app  to add music, movies, TV shows, and ringtones to iPad. You can even rent certain movies in some regions.

**Ask Siri.** Say something like: “Look for kids’ shows in iTunes” or “Buy the latest season of Game of Thrones.” [Learn how to ask Siri.](#)



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

## Sign in with your Apple ID

To do most things in the iTunes Store, you need to sign in with your Apple ID.

1. In the iTunes Store, scroll to the bottom, then tap Sign In.
2. Enter your Apple ID and password. If you don’t have an Apple ID, you can create one.

## Find music, movies, TV shows, and more **Draft**

1. Tap any of the following:

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

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

- *Share or give the item as a gift:* Tap , then choose a sharing option or tap Gift.
- *Add to your Wish List:* Tap , then tap Add to Wish List. To view your Wish List, tap , then tap Wish List.

**Ask Siri.** When you hear music playing around you, say something like: "What song is playing?" [Learn how to ask Siri.](#)

Siri tells you the name and artist and tags the song. To see your list of tagged songs in the iTunes Store, tap , then tap Siri.

---

### Buy and download content

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

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

2. To see the progress of a download, tap Downloads at the bottom of the screen.

---

### Rent a movie

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

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

*Note:* Movie rentals and streaming aren't available in all regions or for all movies. See the Apple Support article [App Store, iTunes Store, and Apple Books availability](#)

## Redeem or give an App Store & iTunes gift card

Draft

1. Tap Music, then scroll to the bottom.
  2. Tap Redeem or Send Gift.
- 

## Manage your iTunes Store purchases and settings on iPad

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

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### 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](#).

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

1. 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 purchase history in iTunes

To see a chronological list of the apps, songs, movies, TV shows, books, and other items you bought with your Apple ID, [view your purchase history in iTunes](#).

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.

Draft

You can see subscription payments in this ~~Draft~~ list, but you can't [change or cancel a subscription](#) from your purchase history.

---

### **Change or cancel a subscription**

To change or cancel a paid subscription, [manage your subscriptions in iTunes](#) or do the following:

1. Go to Settings > iTunes & App Store, then tap your Apple ID.
2. Tap View Apple ID.
3. In Account Settings, tap Subscriptions, then tap a subscribed service.
4. Choose a different subscription option or tap Cancel Subscription.

---

### **Change your iTunes Store settings**

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

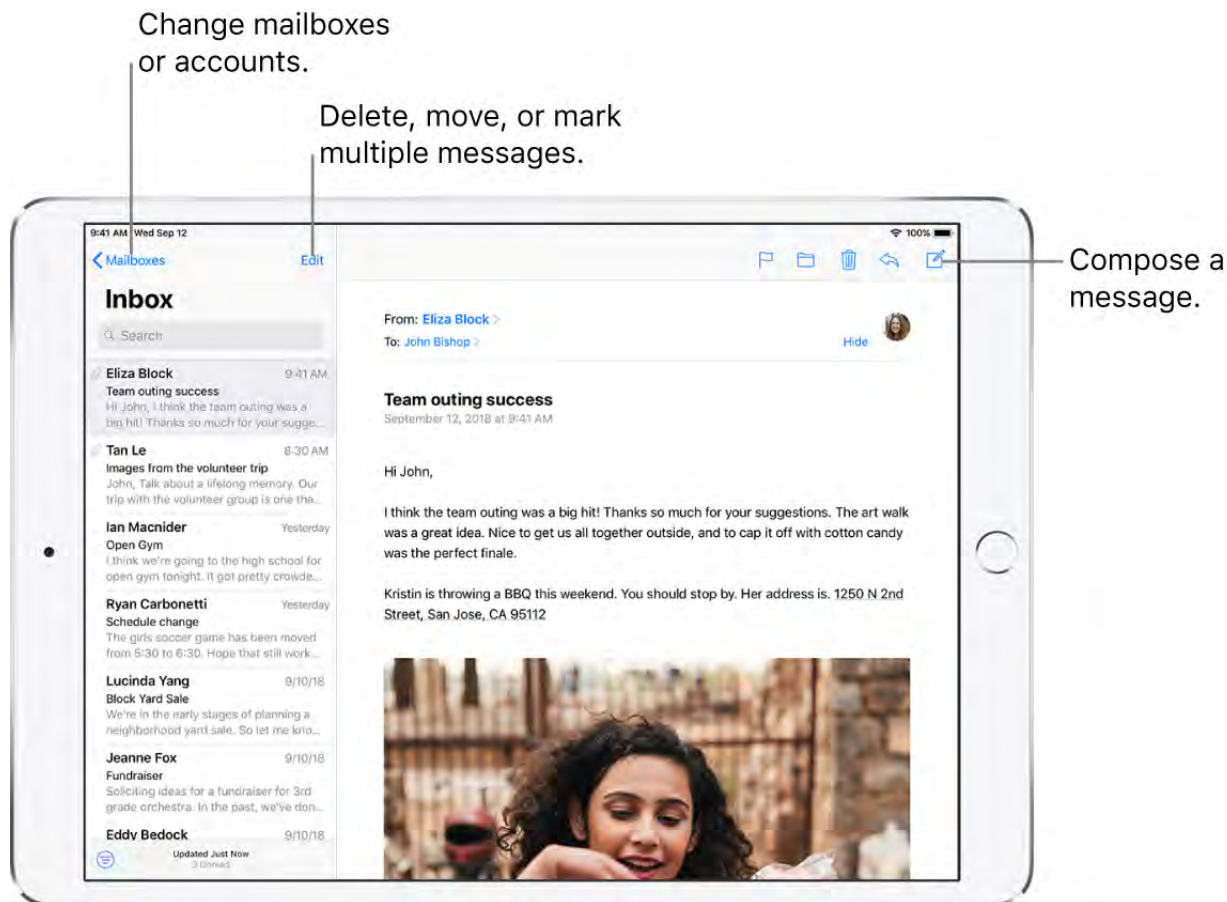
- *Automatically download purchased music on your other Apple devices:* Below Automatic Downloads, turn on Music.
  - *Limit downloads to Wi-Fi connections:* (Wi-Fi + Cellular models) To prevent iTunes Store downloads from using cellular data, turn off Use Cellular Data.
-

# Mail

## Write an email in Mail on iPad

Use the Mail app  to keep in touch with friends, family, and colleagues. You can send and receive photos, videos, drawings, documents, and more.

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



## Add additional mail accounts

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

## Create an email message

Tap . Touch and hold to view draft emails you've saved.

**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](#).

## Add attachments to an email

Draft

Double-tap in the email body, tap Add Attachment, then select a document in [Files](#).

You can also use drag and drop to attach a file to your email. See [Move items with drag and drop on iPad](#).

---

## Quote some text when you reply to an email

1. Touch and hold in the body of the email, then select the text you want to include.
2. Tap , then tap Reply.

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

---

## Insert a photo or video

Double-tap in the email body, then tap Insert Photo or Video.

You can also use drag and drop to insert a photo or video. See [Move items with drag and drop on iPad](#).

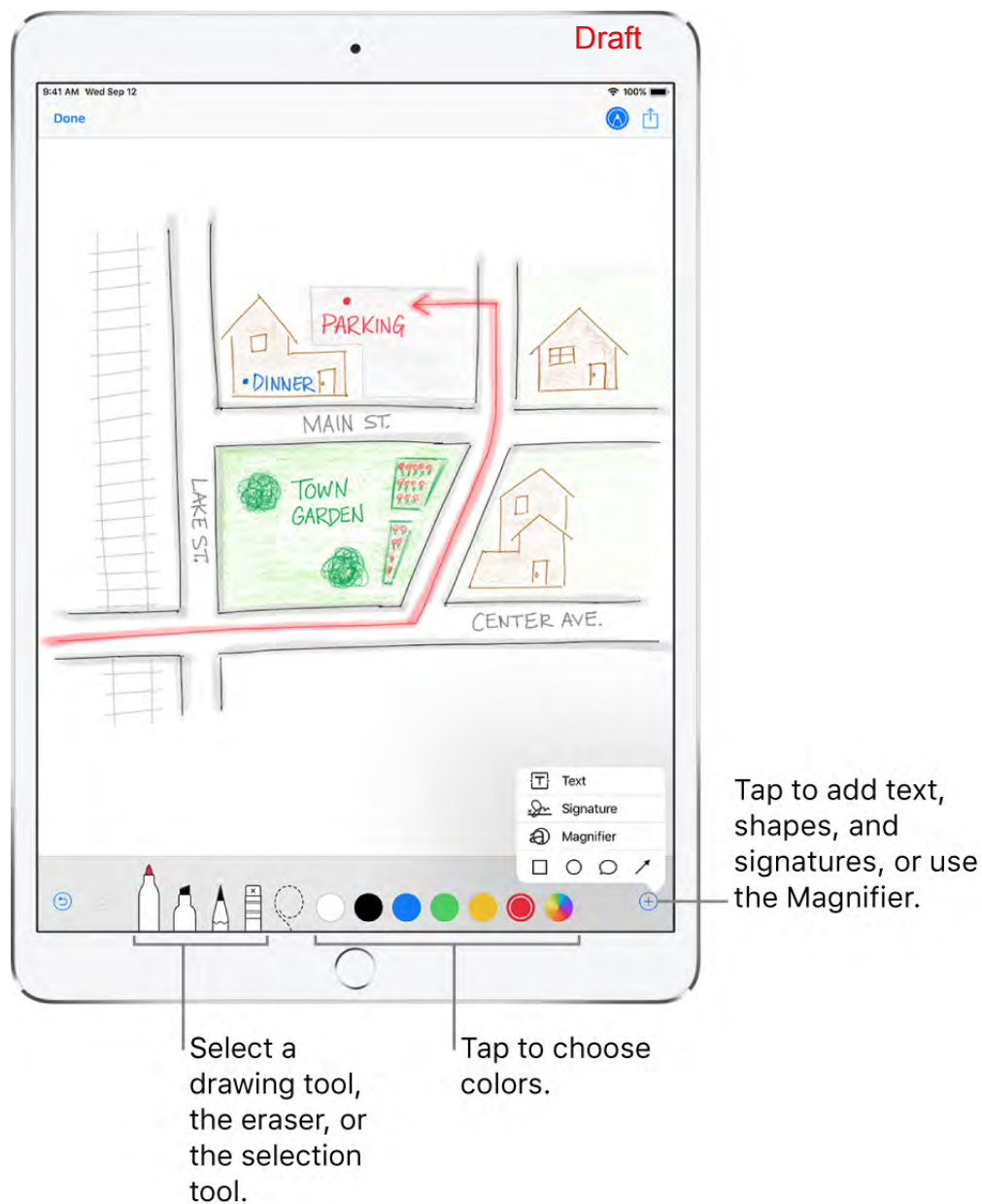
---

## Draw in your email

1. Double-tap in the email body, then tap Insert Drawing.
2. Use the drawing and annotation tools.
3. Tap Done to insert the drawing into your email.

See [Use Markup in apps on iPad](#).

Draft



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## Change your email signature

Go to Settings  > Mail > Signature.

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

---

## Address and send email in Mail on iPad

In the Mail app , you can send email from different accounts, mark addresses from outside certain domains, and more.

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### Send an email from a different account

Tap the From field to choose an account.

Draft

## 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 colored in red to alert you.

Go to Settings  > Mail > Mark Addresses, then enter the domains that you don't want marked.

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

## Change a recipient from Cc to Bcc

After you enter recipients, you can drag them from one field to another or change their order.

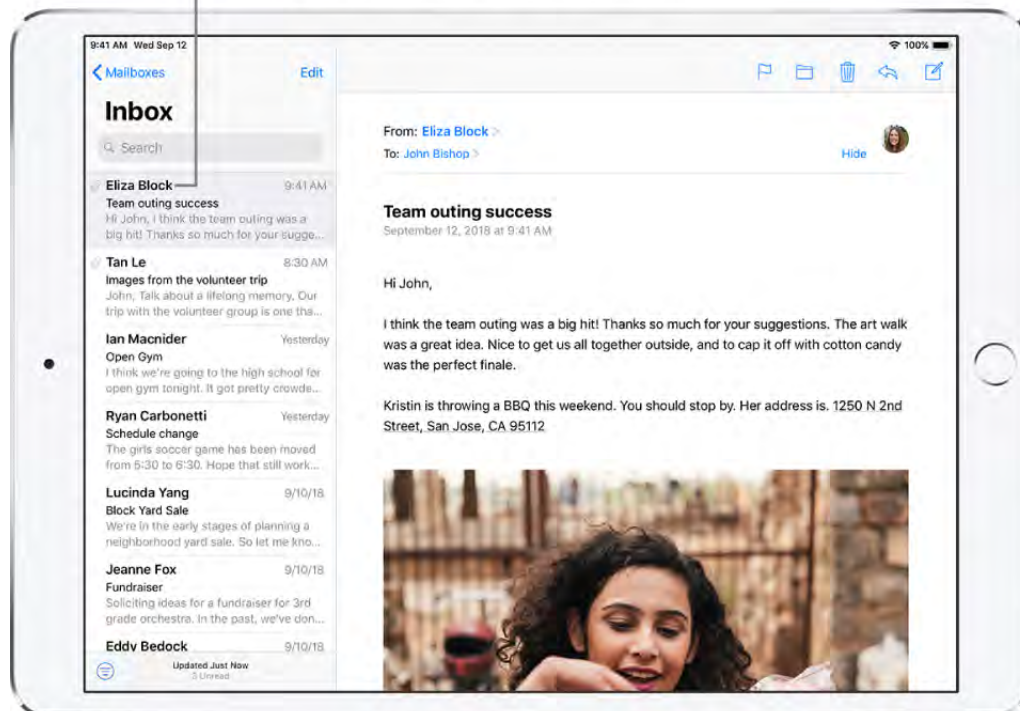
## Automatically send a copy to yourself

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

## View an email in Mail on iPad

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

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



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## Show a longer preview

Draft

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

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## Show the whole email

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

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## Show the whole conversation

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

To change settings for how threads are displayed—such as Collapse Read Messages, Most Recent Message on Top—go to Settings  > Mail. You can swipe an email left or right in a thread to reveal actions, such as Reply, Flag, and Trash. To change the swipe settings, go to Settings  > Mail > Swipe Options.

---

## Show who else received an email

While viewing the email, tap Details at the top of the email.

If you don't see Details, tap Hide to show it.

---

## Show To and Cc labels in your Inbox

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

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

---

## Add someone to Contacts or make them a VIP

Tap the person's name or email address, then tap Add to VIP. You can also add their address to a new or existing contact.

---

## 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 .

With OS X 10.10 or later, you can also hand off unfinished emails with your Mac. See [Use Handoff with iPad](#).

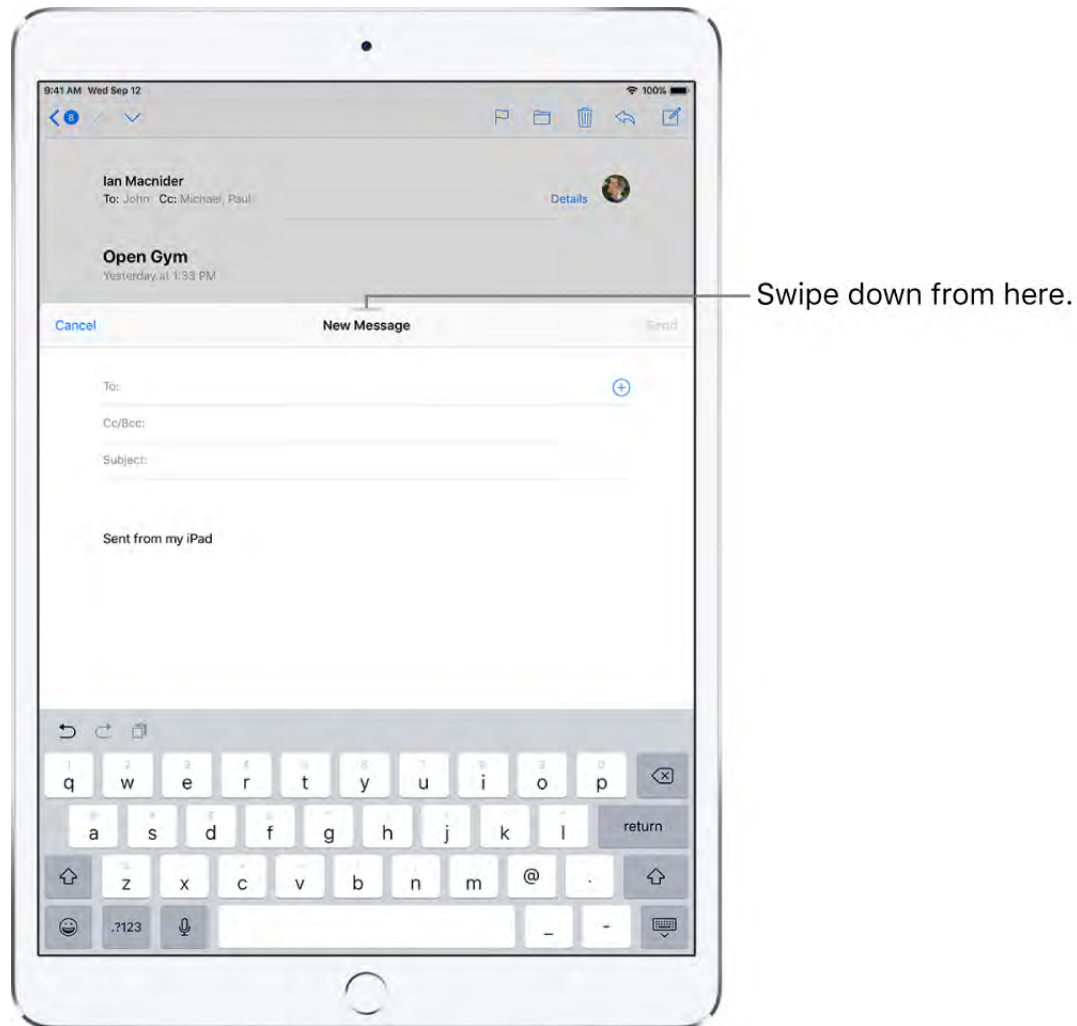
---

Draft

## 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

Email you flag remains in your Inbox, but also appears in the Flagged mailbox, making it easier to find later.

Tap  while reading the email.

To change the color or shape of the flagged  mail indicator, go to Settings  > Mail > Flag Style. To see the Flagged mailbox, tap Edit at the top of the Mailboxes list, then tap Flagged.

---

## Flag emails from your VIPs

Add important people to your VIP list, so all their emails appear in the VIP mailbox.

1. When viewing an email, tap Details.

If you don't see Details, tap Hide to show it.

2. Tap the sender's name to display the contact info, then tap Add to VIP.

To change how notifications of emails from your VIPs appear, go to Settings  > Notifications > Mail > VIP—you can choose an alert sound, badge, and banner style for notifications of incoming VIP emails.

**Ask Siri.** Say something like: "Any new mail from Nanditha today?" [Learn how to ask Siri.](#)

---

## 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.

To change how notifications appear, go to Settings  > Notifications > Mail > Thread Notifications.

**Tip:** Notifications can let you know when you receive emails in favorite mailboxes or emails from your VIPs. Go to Settings > Notifications > Mail.

---

## Manage junk mail

Tap  while you're reading an email, then tap Move to Junk to file it in the Junk folder.

**Tip:** If you accidentally move an email, shake iPad immediately to undo.

---

## Filter emails

Tap  (in the bottom-left corner) to hide emails that don't match the current filter. Tap again to turn the filter off.

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

To set up the filter, tap  to turn on filtering, then tap “Filtered by.” You can filter by read or flagged status, by emails addressed to you, emails from VIPs, and other criteria.

---

## Organize email in Mail on iPad

In the Mail app , use mailboxes to manage your email.

---

### Manage an email with a swipe

While viewing your 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 first 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

Tap Edit in the mailboxes list to create a new one, or rename or delete one. (Some mailboxes can’t be changed.)

There are several smart mailboxes, such as Unread, that show emails from all your accounts. Tap the ones you want to use.

---

### Make a mailbox a favorite

Favorite mailboxes appear at the top of the Mailboxes list so you can access them easily. To designate a mailbox as a favorite, follow these steps:

1. Tap Edit while viewing the Mailboxes list.
  2. Tap Add Mailbox, then select the mailbox to add.
- 

### Move or mark multiple emails

1. While viewing a list of emails, tap Edit.
2. Select some emails, then choose an action.

If you change your mind, shake iPad immediately to undo.

---

## Show draft emails from all of your accounts **Draft**

1. While viewing the Mailboxes list, tap Edit.
  2. 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. Scroll to the top of the email list to reveal the search field, then type the text you're looking for.
2. Choose between searching all mailboxes or the current mailbox above the results list.
3. Tap an email in the results list to see it. When iPad is in portrait mode, you can tap the up and down arrows to scroll through the other emails.

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

Scroll to the top of the emails list to reveal 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.
  - *Find all emails from people in your VIP list:* Type "vip" in the search field.
  - *Find all unread emails:* Type "unread" in the search field.
  - *Find all email with attachments:* Type "attachment" in the search field.
- 

## Delete and recover emails in Mail on iPad

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

---

## Delete emails

Draft

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.

- *To delete multiple emails at once while viewing a list of emails:* Tap Edit, select some emails, then tap Trash.

If you change your mind, shake iPad immediately to undo.

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

---

## Recover a deleted email

1. Go to the account's Trash mailbox, then open the email.
2. Tap , then move the email.

If you change your mind, shake iPad immediately to undo.

**Tip:** To see deleted emails across all your accounts, add the All Trash mailbox. To add it, tap Edit in the mailboxes list, then select it in the list.

---

## Archive instead of delete

Instead of deleting 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.

Draft

2. Tap your email account, tap Mail (below **Draft**), 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, then tap Quick Look.

---

### Save a photo or video attachment to Photos

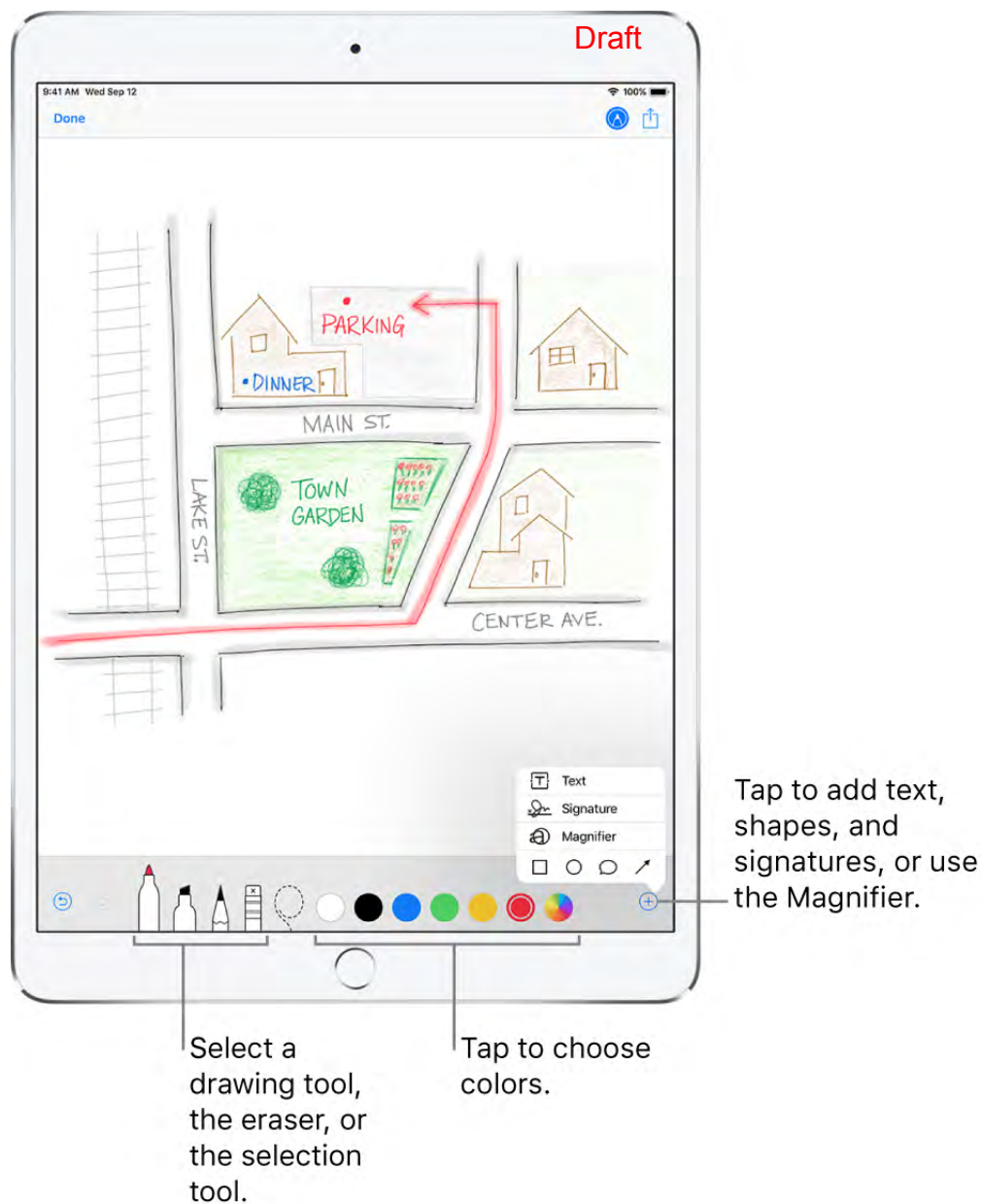
Touch and hold the photo or video until a menu appears, then tap Save Image.

---

### Mark up attachments

Use Markup to annotate an image or a PDF attachment.

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 [Use Markup in apps 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 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 add it, tap Edit while viewing the Mailboxes list.

---

## Send large attachments

Draft

Mail Drop is an iCloud feature that lets you 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](#).

---

## Print an email or attachment in Mail on iPad

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

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### Print an email

Tap , then tap Print.

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### Print an attachment or picture

Tap to view it, tap , then choose Print.

See [Print from iPad](#).

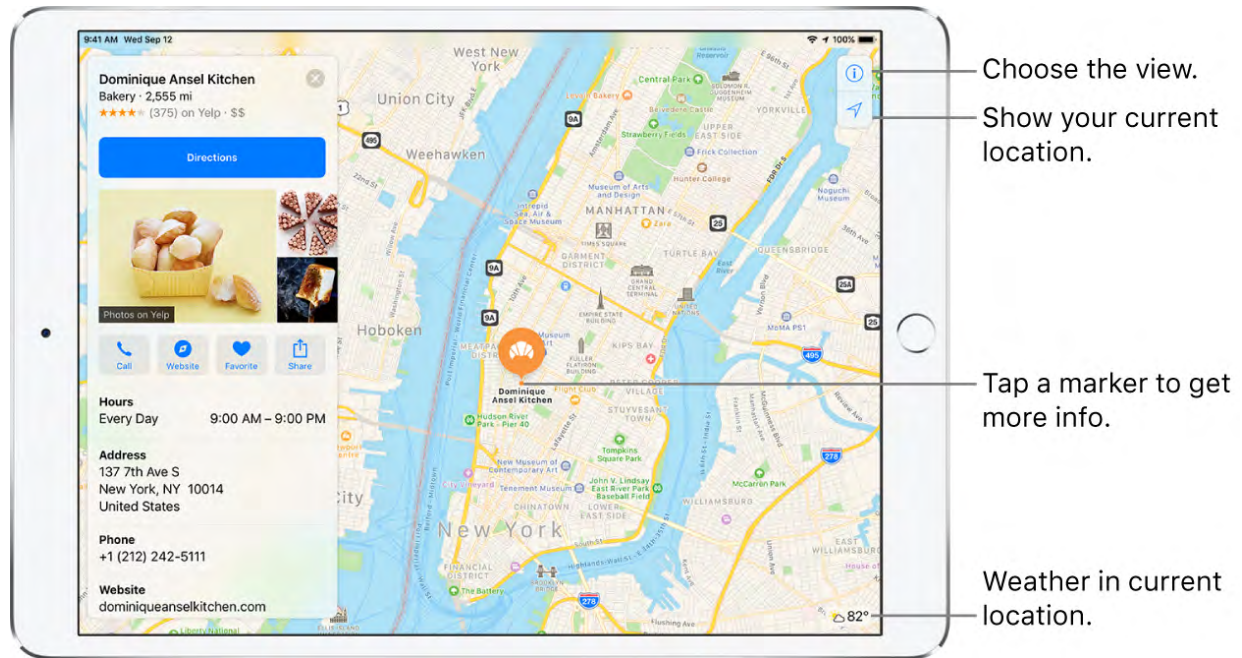
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# Maps

## 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.



**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 at the top, tap  or .

### Choose between road, transit, and satellite views

Tap , then choose Map, Transit, or Satellite.

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

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- *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 locations, attractions, and services.

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

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## Search for a location

**Ask Siri.** Say something like: "Show me the Golden Gate Bridge." [Learn how to ask Siri.](#)

Without asking Siri, you can also tap the search field, then begin typing the location.

You can search for a location 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. To see more information about a location, tap it. To [get a driving, transit, or walking route](#), tap Directions in the info display for the location.

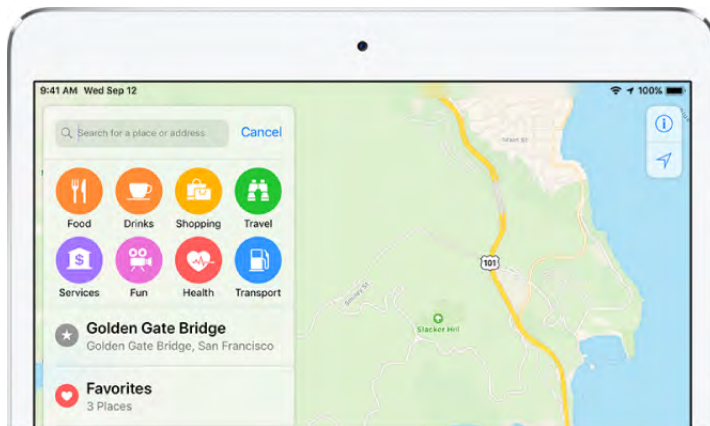
To get a route to a location, tap Directions. See [Find routes in Maps on iPad](#).

---

## 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.](#)

Without asking Siri, you can also tap the search field, then tap a category such as Food or Shopping.



To see all results, swipe up. To see more information about a result, tap it. To [get a driving, transit, or walking route](#), tap Directions in the info display for the result.

Nearby suggestions may not be available in all locations. See the [iOS Feature Availability website](#).

---

### Change the nearby search area

If you search for nearby attractions, services, and products, you can change the search area.

Drag the map to another area or zoom in or out, then tap Search Here near the top or bottom of the screen (depending on screen size and orientation).

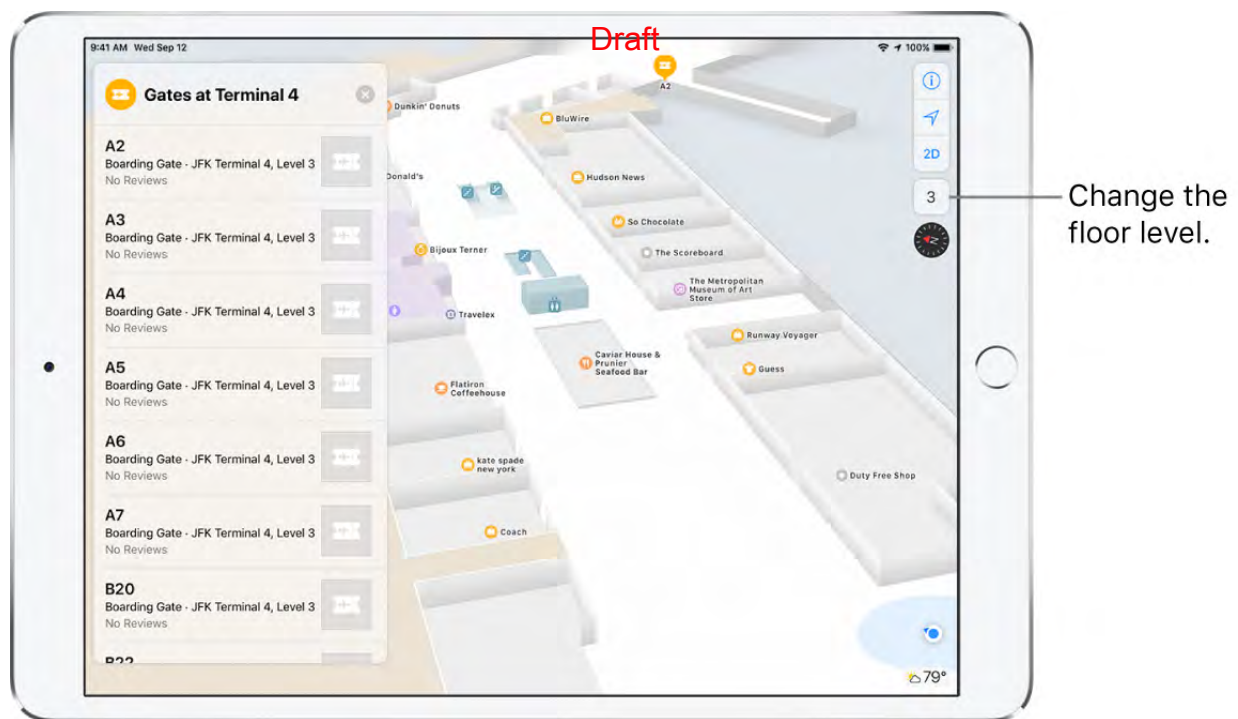
---

### Find your way around an airport or shopping mall

1. When you're at the airport or shopping mall, open Maps.
2. Tap  to show your current location.
3. Tap Look Inside.
4. To find nearby services, tap a category (like Food, Restrooms, or Clothes) on the left, then swipe up to see all results, listed alphabetically.

To see more information about a result, tap it.

5. To see a map of a different floor, tap the button showing the floor level (zoom in if you don't see the button).



---

## Help improve Maps

To report an incorrect label, a missing location, or other issue in Maps, tap ⓘ, then tap Report an Issue.

---

## Mark and share locations in Maps on iPad

In the Maps app , mark locations for yourself and share them with others using Messages and Mail.

---

### Mark a spot

Touch and hold the map until a pin marker appears.

---

### Delete a pin marker

Tap the marker, tap Edit Location, then tap Remove Marker.

See also [Delete significant locations.](#)

---

### Share a location

You can share a location—such as a landmark, a business, or a spot that you marked with a pin—to show someone where to meet, for example.

1. On the map, tap the location you want to share.
2. Tap , then choose an option such as Messages or Mail.

---

## Add a location to your Favorites list Draft

You can add a location—such as a landmark, a business, or a spot that you marked with a pin—to your Favorites list.

1. On the map, tap the location.
2. Tap  in the location card.

---

## Add a transit stop to your Favorites list

1. [Find a transit route](#), then tap Go.
2. Tap a transit stop or station.
3. Scroll to the bottom of the location card, then tap .

To add the transit line to the Maps Transit widget in Today View, tap Add Line when you add the transit stop to your Favorites list. Use the widget to quickly check the line's operating status. (For more information on widgets, see [View and organize Today View on iPad](#).)

---

## View and delete items from your Favorites list

- *View your Favorites list:* Scroll to the bottom of the suggestions list below the Search field, then tap Favorites.
- *Delete an item from the Favorites list:* Swipe left on the item.

---

## Get traffic and other info in Maps on iPad

In the Maps app , view traffic conditions, find out about the weather, see reviews for businesses and attractions, and more.

---

### Find out about traffic conditions

1. From map or satellite view, tap .

If you're not in map or satellite view, tap , then choose Map or Satellite.

2. Turn on Traffic.

Orange shows slowdowns, and red shows stop-and-go traffic.

3. To see an incident report, tap an incident marker.

Incident markers show lane closures , road closures , road construction , accidents , and more.

## Find out about the weather

Zoom in on a map until the weather icon appears in the lower-right corner; the icon shows the current conditions for that area.

In some regions, the air quality index also appears in the lower-right corner.

---

## Get info about a location

Tap a location to display basic information, then swipe up to view all of the information about it, or tap  to close the info display.

The information might include things like Yelp reviews, a phone number, and a webpage link.

---

## Find routes in Maps on iPad

Get driving, transit, and walking routes in the Maps app .

**Tip:** Add your home and work addresses to your My Info card in Contacts, then you can use “work” or “home” when searching in Maps or asking Siri. See [Add your contact info on iPad](#).

To get routes, iPad must be connected to the Internet. To get routes involving your current location, Location Services must be on. (See [Set which apps know your location on iPad](#).)

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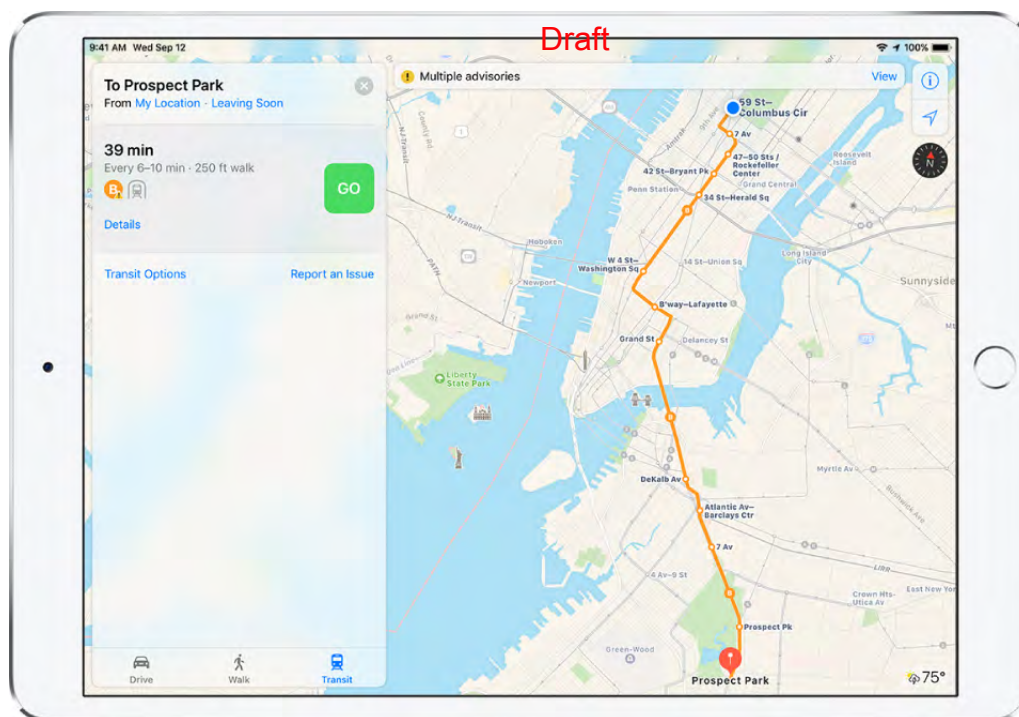
## Find a route

**Ask Siri.** Say something like: “Give me directions home” or “Transit directions to my dad’s work,” then [follow the turn-by-turn directions](#).

Without asking Siri, you can also find a route by doing the following:

1. Tap the location you want directions to (for example, a landmark on a map, a spot that you marked with a pin, or a search result), then tap Directions.

Maps shows directions from your current location. If multiple routes appear, tap the one you prefer.



2. To see detailed directions for the route, tap Go. (See [Get turn-by-turn directions in Maps on iPad.](#)) Or, to change the route, do any of the following:

- *See a driving, walking, or transit route:* Tap Drive, Walk, or Transit.

In select cities, Maps provides public transportation information, which includes walking directions to a bus stop or train station. If transit route information is unavailable, tap View Routing Apps to use an app for other modes of transportation.

- *Reverse the starting point and destination:* Tap My Location (near the top of the route card), then tap .
- *Choose a different starting point or destination:* Tap My Location, tap either the From or To field, then enter a different location.
- *Avoid tolls or highways:* With a driving route showing, swipe up on the route card, scroll to the bottom of the list, tap Driving Options, then tap Tolls or Highways.
- *Choose a transit time or date:* With a transit route showing, tap Leaving Soon (near the top of the route card) to select a time or date for departure or arrival. To choose which transit vehicles to consider, swipe to the bottom of the route card, then tap Transit Options.

---

## Delete a route

Past routes are listed below the Search field. To remove one, swipe it left.

See also [Delete significant locations.](#)

---

## Use Maps on your Mac to get a route **Draft**

You can look up a route on a Mac (OS X 10.9 or later) and send the route to your iPad. You must be signed in to iCloud using the same Apple ID on both your Mac and your iPad.

1. In Maps on your Mac, find a route for your trip.
2. Choose File > Share > Send to [*your device*].

You can also use Handoff to send directions from iPad to Mac. See [Use Handoff with iPad](#).

---

## Get turn-by-turn directions in Maps on iPad

In the Maps app , get detailed, turn-by-turn directions for driving, transit, and walking routes.

To get directions, iPad must be connected to the Internet. To get directions involving your current location, Location Services must be on. (See [Set which apps know your location on iPad](#).)

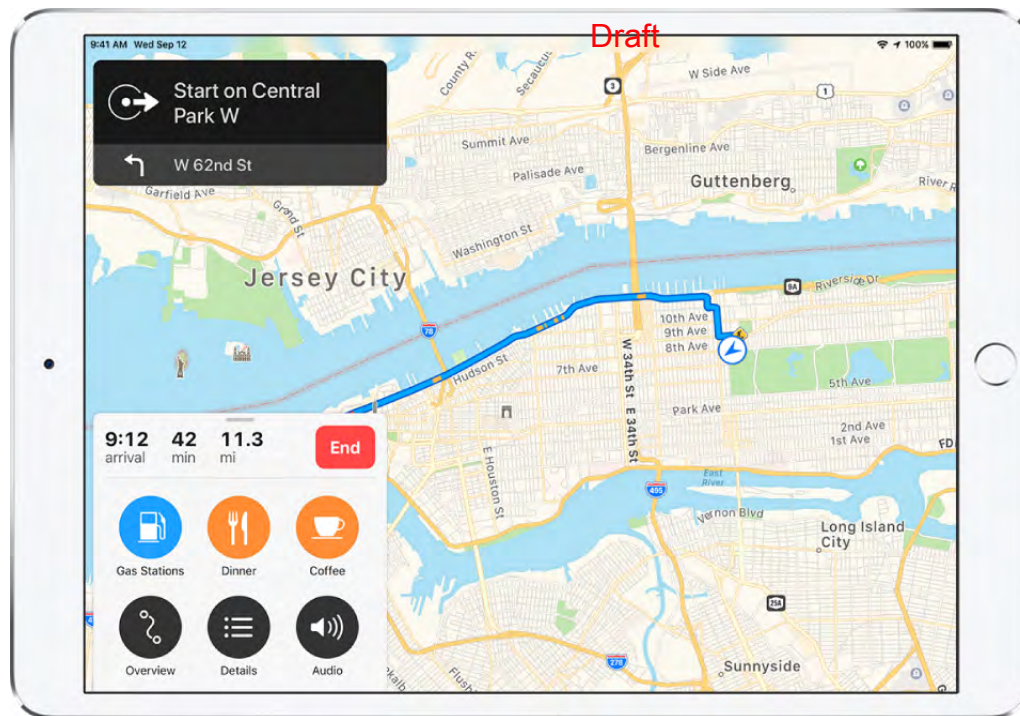
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### Hear turn-by-turn driving directions (Wi-Fi + Cellular models)

**Ask Siri.** Say something like: "Give me directions home." [Learn how to ask Siri](#).

Without asking Siri, you can also [find a driving route](#), then tap Go.

As Maps follows your progress, it speaks turn-by-turn directions to your destination. To end directions at any time, tap End, or say something to Siri like "Stop navigating."



Do any of the following at any time during your trip:

- *View turn-by-turn directions in a list:* Tap the route card, then tap Details.
- *Make a stop along your route:* Say something to Siri like “Find a gas station.” Or tap the route card, tap one of the suggested services (such as gas stations), then tap Go to add one to your route.
- *See the route overview:* Tap the route card, then tap Overview.

To change the orientation of the overview map (so that the destination, instead of north, shows at the top of the screen), tap the map, then tap 🗺️. To resume showing north at the top of the screen, tap the map, then tap 🗺️ again.

To return to turn-by-turn directions, tap the turn direction in the upper-left corner of the screen.

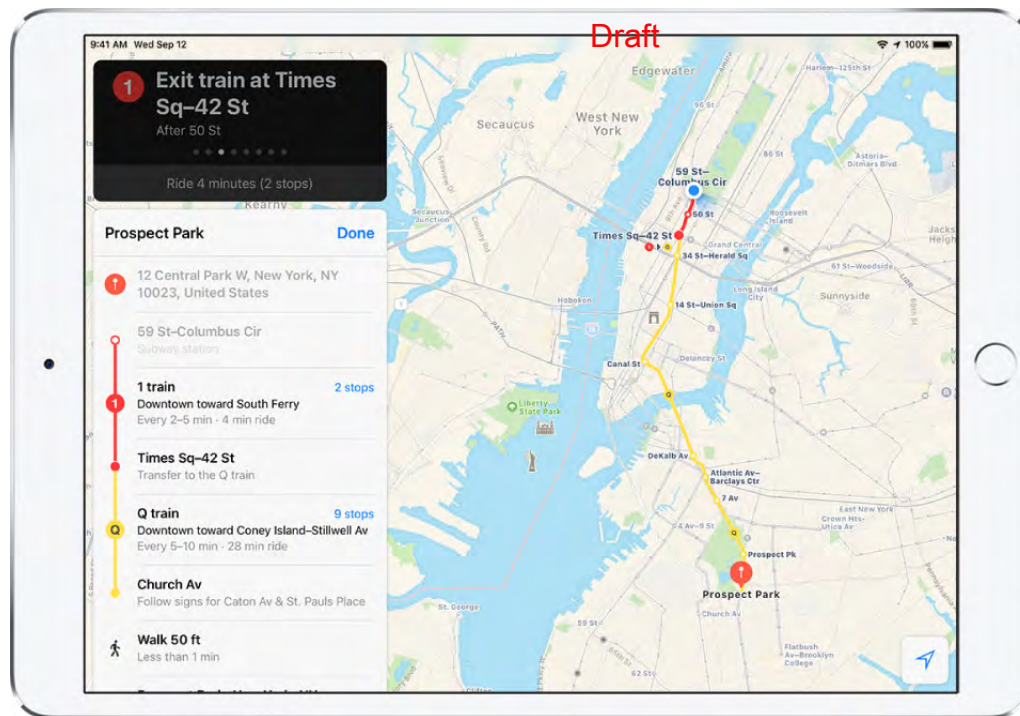
---

## View turn-by-turn or stop-by-stop directions

**Ask Siri.** Say something like: “Transit directions to my dad’s work,” then tap Go.  
[Learn how to ask Siri.](#)

Without asking Siri, you can also [find a transit, walk, or \(on Wi-Fi-only models\) driving route](#), then tap Go.

To end directions at any time, tap End, or say something to Siri like “Stop navigating.”



Do any of the following at any time during your trip:

- *See the next instruction:* Swipe left on the instruction at the top of the screen.
- *View the directions in a list:* Tap the route card, then tap Details.
- *See the route overview:* Tap the route card, then tap Overview. To see more detail, tap the route card, then tap Zoom In.
- *Add a transit stop to your Favorites list and the transit line to the Maps Transit widget:* See [Add a transit stop to your Favorites list](#).

## Take Flyover tours in Maps on iPad

In the Maps app , you can fly over many of the world's major landmarks and cities. Flyover landmarks are identified by the Flyover button in their banners. Flyover cities are indicated by  next to their names in map view.

### View a city or landmark from above

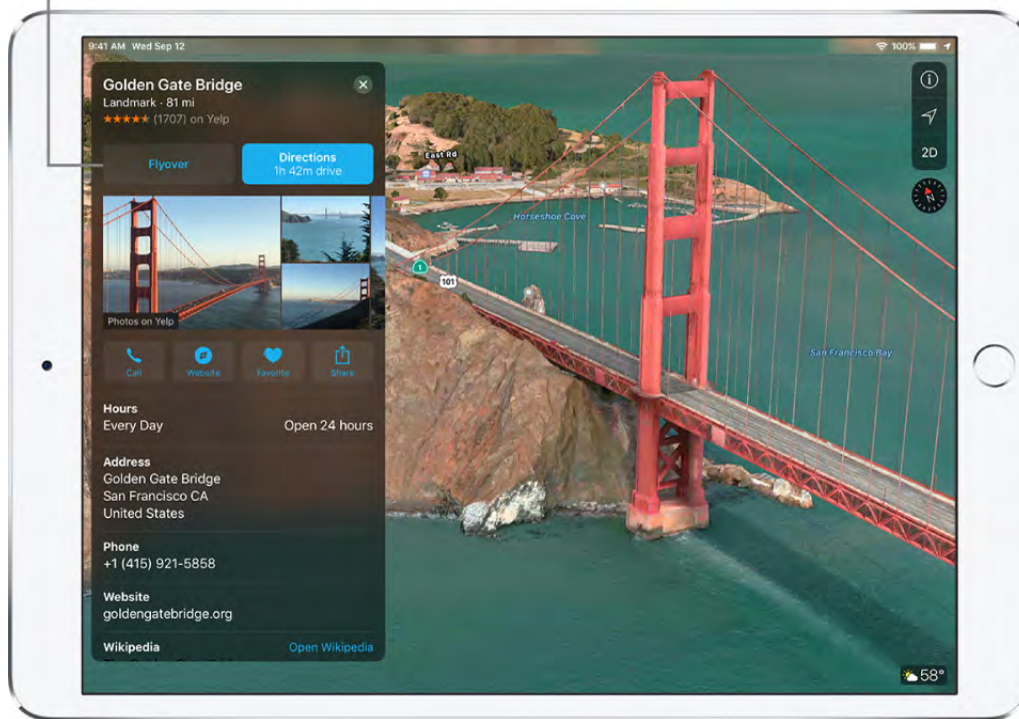
On supported models, move the iPad screen to seemingly fly over a city or landmark.

1. Tap the name of a city (in map or satellite view) or the name of a landmark.

If you don't see  markers for cities, zoom out, or if you're using transit or satellite view, tap , then choose Map.

2. Tap Flyover in the information card.

View a city or landmark from above **Draft**



3. Do any of the following:

- *Change viewing direction:* Point or tilt iPad in the direction you want to view.
- *Move around:* Drag a finger in any direction. To rotate perspective, touch and hold the screen with one finger, then continue holding it in place while you drag another finger around it.
- *Watch an aerial 3D tour:* Tap Start Tour or Start City Tour in the card at the bottom of the screen. (If you don't see the card, tap anywhere on the screen.)

4. To return to the map, tap  (tap anywhere on the screen if you don't see ).

---

### Watch an aerial 3D tour

On iPad mini, take a Flyover tour of a city or landmark.

1. Tap the name of a city (in map or satellite view) or the name of a landmark.
  2. Tap Flyover Tour in the information card.
  3. To return to the map, tap .
-

# Measure dimensions with iPad <sup>Draft</sup>

On supported models, use the Measure app  and your iPad camera to measure nearby objects and surfaces. iPad automatically detects the dimensions of rectangular objects, or you can manually set the start and end points of a measurement.



For best results, use Measure on well-defined objects located 0.5 to 3 meters (2 to 10 feet) from iPad.

*Note:* Measurements are approximate.

---

## Start a measurement

1. Open Measure , then use the iPad camera to slowly scan nearby objects.
  2. Position iPad so that the object you want to measure appears on the screen.
-

### Take an automatic rectangle measurement

Draft

1. When iPad detects the edges of the rectangular object, a yellow box frames the object; tap the yellow box to see the dimensions.
  2. To take a photo of your measurement, tap .
- 

### Take a manual measurement

1. Align the center of the screen with the start point, then tap .
  2. Slowly pan iPad to the end point, then tap  to see the measured length.
  3. To take a photo of your measurement, tap .
  4. Take another measurement, or tap Clear to start over.
-

# Messages

## Set up iMessage on iPad

In the Messages app , you can exchange text messages with other iOS devices and Mac computers using iMessage.

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

iMessage texts appear in blue bubbles. See the Apple Support article [Use Messages on your iPhone, iPad, or iPod touch](#).

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### Sign in to iMessage

Go to Settings  > Messages, then turn on iMessage.

---

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

If you sign in to iMessage with the same Apple ID on all your devices, all the messages that you send and receive on iPad also appear on your other Apple devices. Send a message from whichever device is closest to you, or [use Handoff](#) to start a conversation on one device and continue it on another.

1. On each iOS device, go to Settings  > Messages, then turn on iMessage.
2. On your Mac, open Messages, then do one of the following:
  - If you're signing in for the first time, enter your Apple ID and password, then click Sign In.
  - If you signed in before and want to use a different Apple ID, choose Messages > Preferences, click Accounts, then select iMessage in the Accounts list.

With Continuity, you can send and receive SMS/MMS messages on iPad using the cellular connection on your iPhone. See the Apple Support article [Use Continuity to connect your Mac, iPhone, iPad, iPod touch, and Apple Watch](#).

## Use Messages in iCloud

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

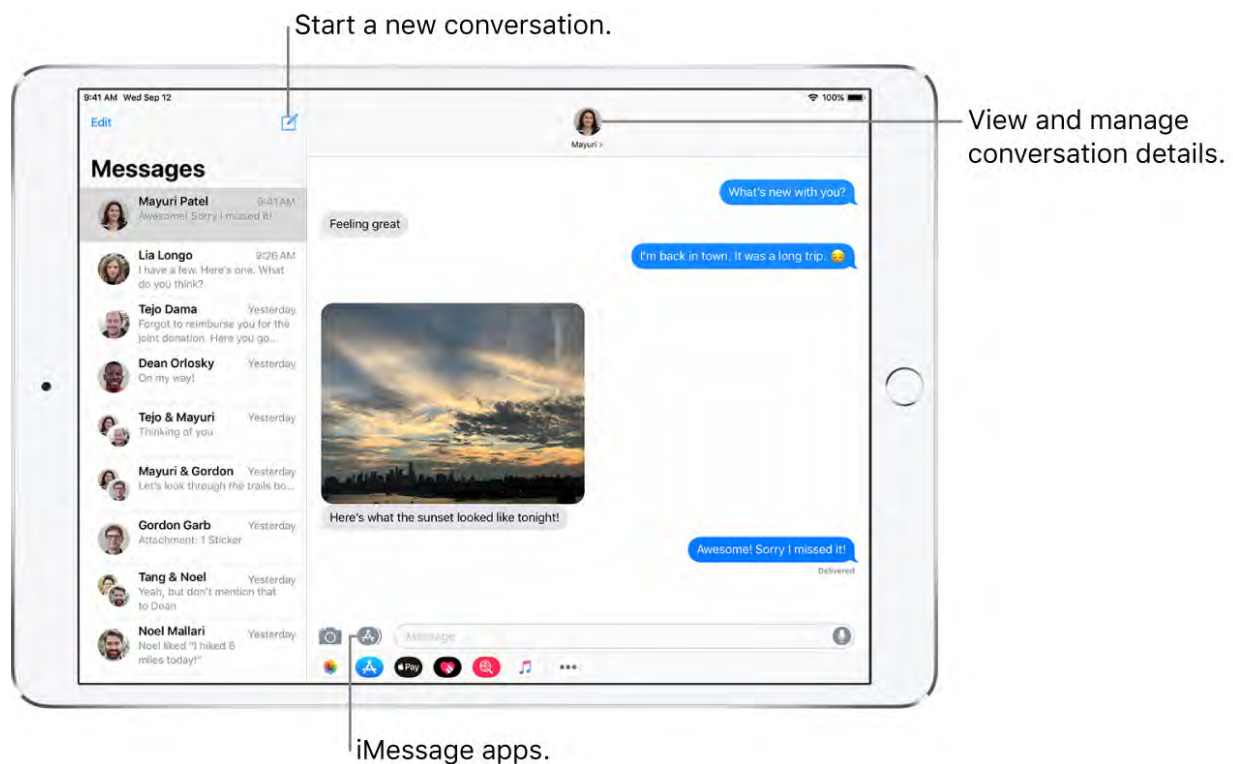
Every message you send and receive on your iPad is saved in iCloud. And, when you sign in to iCloud on a new device that also has Messages in iCloud turned on, all your conversations show up there automatically. Because your messages and any attachments are stored in iCloud, you may have more free space on your iPad when you need it.

Message bubbles, whole conversations, and attachments you delete from iPad are also deleted from your other Apple devices (iOS 11.4 and later and macOS High Sierra 10.13.5 and later) where Messages in iCloud is turned on. See the Apple Support article [Keep all your messages in iCloud](#).

**Note:** Messages in iCloud uses iCloud storage. See [Manage Apple ID and iCloud settings on iPad](#) for information about iCloud storage.

## Send and receive text messages on iPad

Use the Messages app  to send and receive texts, photos, videos, and more using the iMessage or SMS/MMS service. With iMessage, you can enhance your messages with bubble effects, invisible ink, full-screen effects, and more.



### Start a conversation

In Messages, you can have a conversation with one or more people.

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1. In your Messages list, tap . **Draft**
2. Enter the phone number or Apple ID of each recipient, or tap , then choose contacts.
3. Tap the text field, type your message, then tap  to send it.

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

---

## Resume a conversation

**Ask Siri.** Say something like:

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

[Learn how to ask Siri](#)

Or do the following:

1. In the Messages list, tap the conversation.

**Tip:** To search for contacts and content in conversations, pull down the Messages list, tap the search field, then enter what you're looking for.

2. Tap the text field, then type your message.

**Tip:** To replace text with emoji, tap  or  to switch to the Emoji keyboard, then tap each highlighted word.

You can quickly reply to a message with a Tapback, like a thumbs up or a heart. Double-tap the message bubble that you want to respond to, then choose your response.

---

## Switch from a Messages conversation to a FaceTime call

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

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

## Use Business Chat

Draft

(U.S. only; beta) In Messages, you can communicate with businesses that offer Business Chat. You can get answers to questions, resolve issues, get advice on what to buy, make purchases with Apple Pay, and more.

1. Search for the business you want to chat with using Maps, Safari, Search, or Siri.
2. Start a conversation by tapping a chat link in the search results—for example, , the company logo, or a text link (the appearance of the chat link varies with the context).

You can also initiate a chat with some businesses from their website or iOS app. See the Apple Support article [How to use Business Chat](#).

*Note:* Business Chat messages you send appear in dark gray, to distinguish them from iMessages (in blue) and SMS/MMS messages (in green).

---

## Send animated effects in Messages on iPad

In the Messages app , you can animate a single message with a bubble effect or fill the entire message screen with a full-screen effect (for example, balloons or confetti). You can even send a personal message with invisible ink that remains blurred until the recipient swipes to reveal it.

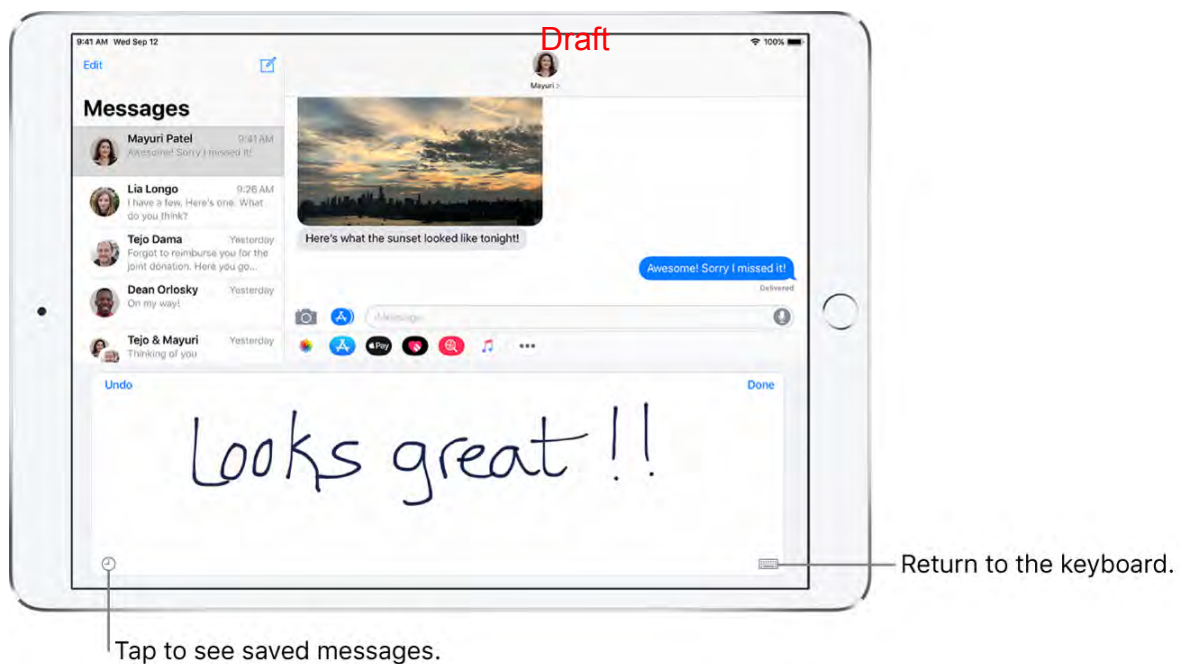
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### Create and send a handwritten message

Use your finger to write a message. The recipient sees the message animate, just as ink flows on paper.

1. In a conversation, rotate iPad to landscape orientation, then tap the text field.
2. Tap  on the keyboard.
3. Write a message with your finger or tap  to choose a saved message, then tap Done.
4. Tap  to send your message or  to cancel.

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After you create and send a handwritten message, the message is saved. To see your saved messages, tap ⌚. Tap the message to use it again. To delete the saved message, touch and hold it until the messages jiggle, then tap ✕.

## Use a bubble effect

1. After you type a message, touch and hold ⬆.
2. Tap the choices to preview different bubble effects.
3. Choose the effect you want, then tap ⬆ to send.



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

## Use a full-screen effect

1. After you type a message, touch and hold .
2. Tap Screen, then swipe left or right to preview different screen effects.
3. Choose the effect you want, then tap  to send the message or  to cancel.



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

- Balloons for "Happy birthday"
- Confetti for "Congratulations"
- Fireworks for "Happy New Year"

## Send photos, videos, and audio messages on iPad

In the Messages app , you can send messages with photos, videos, and audio, using the iMessage or SMS/MMS service (WiFi + Cellular models). The Photos iMessage app suggests photos to share based on who you're messaging with, what you're talking about, and where you've taken photos together. Your carrier determines the size limit of attachments; iPad may compress photo and video attachments when necessary.

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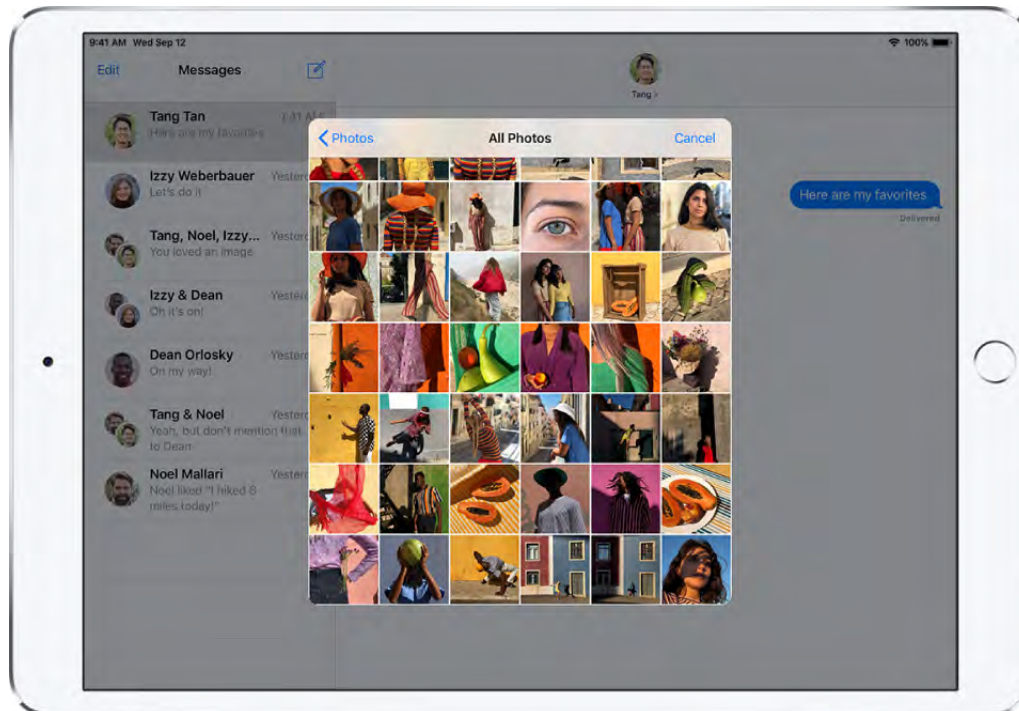
## Send a photo or video

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1. In Messages, do any of the following while writing a message:

- *Take a photo within Messages:* Tap , frame the shot in the viewfinder, then tap .
- *Take a video within Messages:* Tap , choose Video mode, then tap .
- *Choose a photo or video:* Tap  in the app drawer, then swipe left to browse through recent shots, or tap All Photos.

2. Tap  to send your message or  to cancel.



---

## Edit or mark up a photo

You can edit or mark up a photo to send in a Messages conversation.

1. Tap  in the app drawer, then choose a photo.
  2. Tap the photo in the message bubble, then do any of the following:
    - Tap Markup, [use the Markup tools](#) to draw on the photo, then tap Save.
    - Tap Edit, [use the photo editing tools](#) to edit the photo, then tap Done.
  3. Add a message, then tap  to send the photo, or tap  to remove the photo from the message bubble.
- 

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## Add camera effects to a photo or video **Draft**

On supported models, when you take a photo or video in a conversation, you can add camera effects to it—including filters, stickers, labels, and shapes.

1. Tap , then choose a camera mode, such as Photo or Video.
2. Tap , then do any of the following:
  - (Supported models) Tap , choose an Animoji, then tap  to close the Animoji window.
  - Tap , then choose a filter to apply to your picture.
  - Tap  to add a text label, or  to add a shape.
  - If you have stickers, you can tap them to add them to your picture
3. Tap  to close the window.
4. Tap  to take a photo or  to record video.
5. Tap Done to add the photo to the message bubble, where you can add a message, or tap  to send just the photo or video directly.

---

## Send an audio message

1. In a conversation, touch and hold  to record an audio message.
2. Tap  to listen to your message before you send it.
3. Tap  to send the message or  to cancel.

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

---

## Share, save, print, copy, or delete a message or attachment

In a conversation, do any of the following with attachments:

- *Share, save, or print an attachment:* Tap the attachment, then tap .
- *Copy an attachment:* Touch and hold the attachment, then tap Copy.
- *Share items from another app:* In the other app, tap Share or , then tap Message.
- *Forward a message or attachment:* Touch and hold a message or attachment, tap More, select additional items if desired, then tap .



## Decorate with stickers

If you've downloaded a sticker app from the App Store, you can enhance your photos and videos with stickers in Messages.

1. In a conversation, tap a sticker app in the app drawer.
2. Touch and hold a sticker, then drag it anywhere in the conversation. Before you release it, you can do any of the following:
  - *Adjust the angle:* Rotate a second finger around the finger dragging the sticker.
  - *Adjust the size:* Move a second finger closer to or away from the finger dragging the sticker.

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

To see text that's covered by a sticker, double-tap the sticker.

To see more information about the sticker, touch and hold the sticker, then tap Sticker Details. You can do the following:

- See who sent the sticker.
- View the iMessage app that sent the sticker.
- Delete the sticker—swipe left, then tap Delete.

---

## Manage iMessage apps

1. Tap  in the app drawer.
2. Tap Edit, then do any of the following with your iMessage apps:
  - *Reorder apps:* Drag .
  - *Add an app to your Favorites:* Tap .
  - *Remove an app from your Favorites:* Tap .
  - *Hide an app:* Turn the app off.
  - *Delete an app:* Swipe left on the app, then tap Delete.

# Use Animoji and Memoji in Messages on iPad

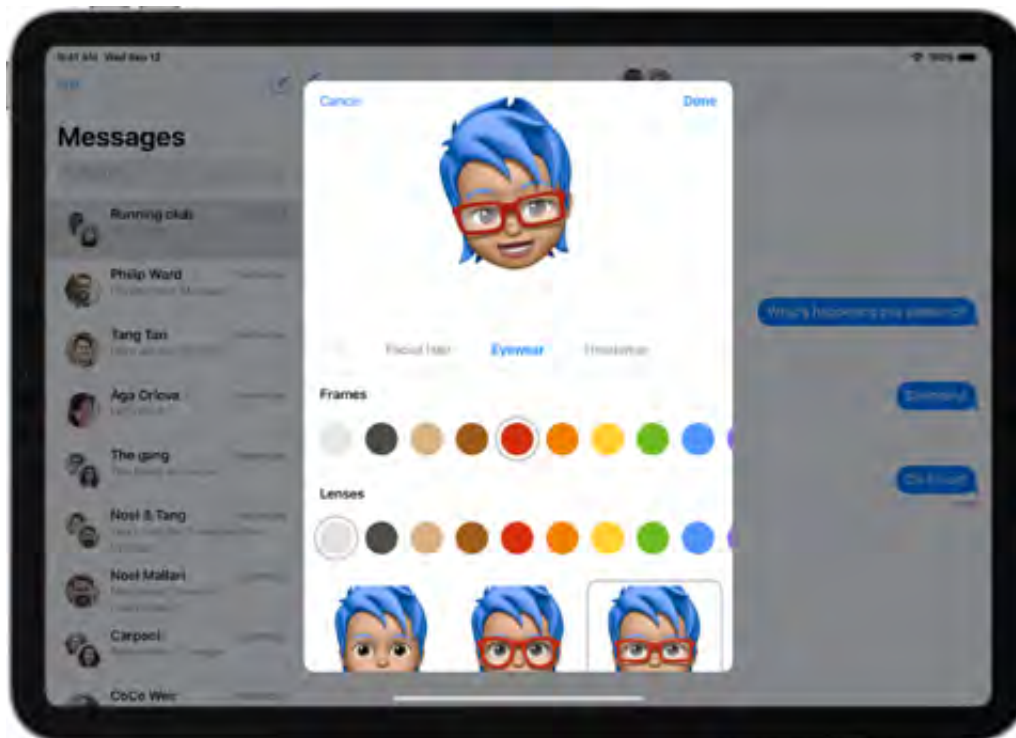
In the Messages app  on models with a TrueDepth camera, you can express yourself with Animoji that mirror your facial expressions. Or create a Memoji, a personalized Animoji, to match your personality and mood. You can use Animoji and Memoji in Messages conversations and FaceTime calls.

---

## Create your own Memoji

You can design your personalized Memoji—choose a skin color and freckles, hairstyle, head shape, eye color, and more.

1. In a conversation, tap , swipe right, then tap .
2. Tap each feature and choose the options you want. As you add features to your Memoji, your character comes to life.



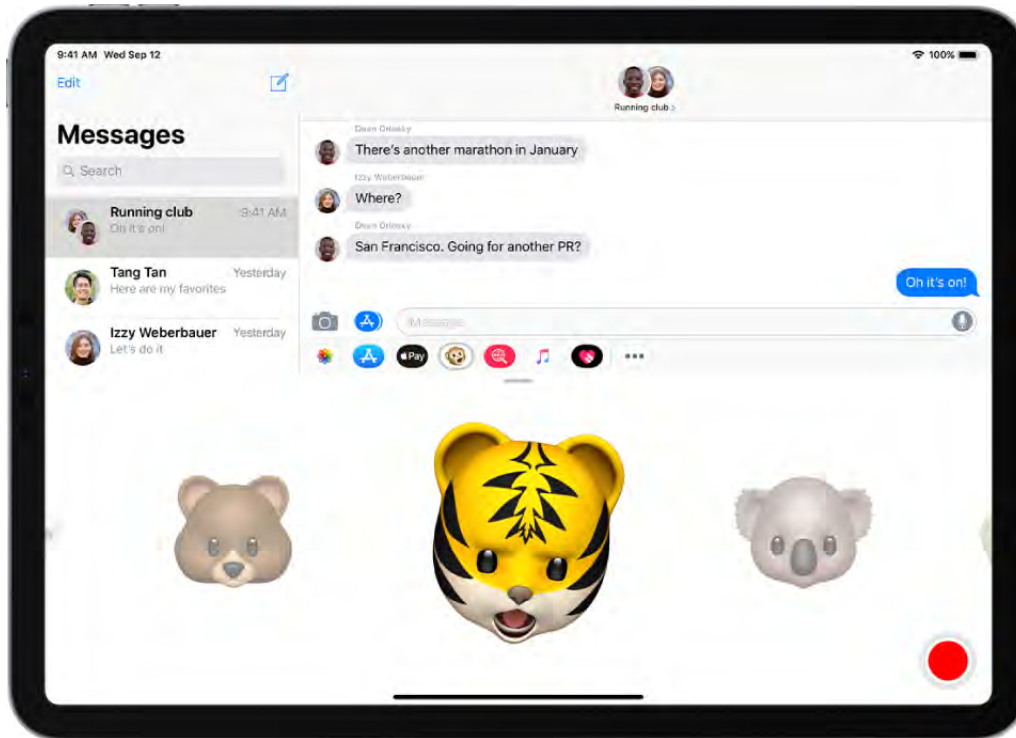
3. Tap Done to add your Memoji to your Animoji collection.

You can create more Memoji to match different moods.

---

## Express yourself with Animoji or Memoji **Draft**

1. In a conversation, tap 🐵, then choose an Animoji or Memoji.



2. Tap 📷 to record your facial expressions and voice.

Tap ↺ to review your message.

3. Tap ⬆ to send your message or 🗑 to cancel.

You can also take a picture or video of yourself as an Animoji or Memoji, decorate it with stickers, then send it; see [Add camera effects to a photo or video](#). Or you can [become an Animoji or Memoji](#) in a FaceTime conversation.

---

## Send a Digital Touch effect in Messages on iPad

In an iMessage conversation in the Messages app 📧, you can use Digital Touch to send animated sketches, taps, kisses, heartbeats, and more. You can even add a Digital Touch effect to a photo or video.

---

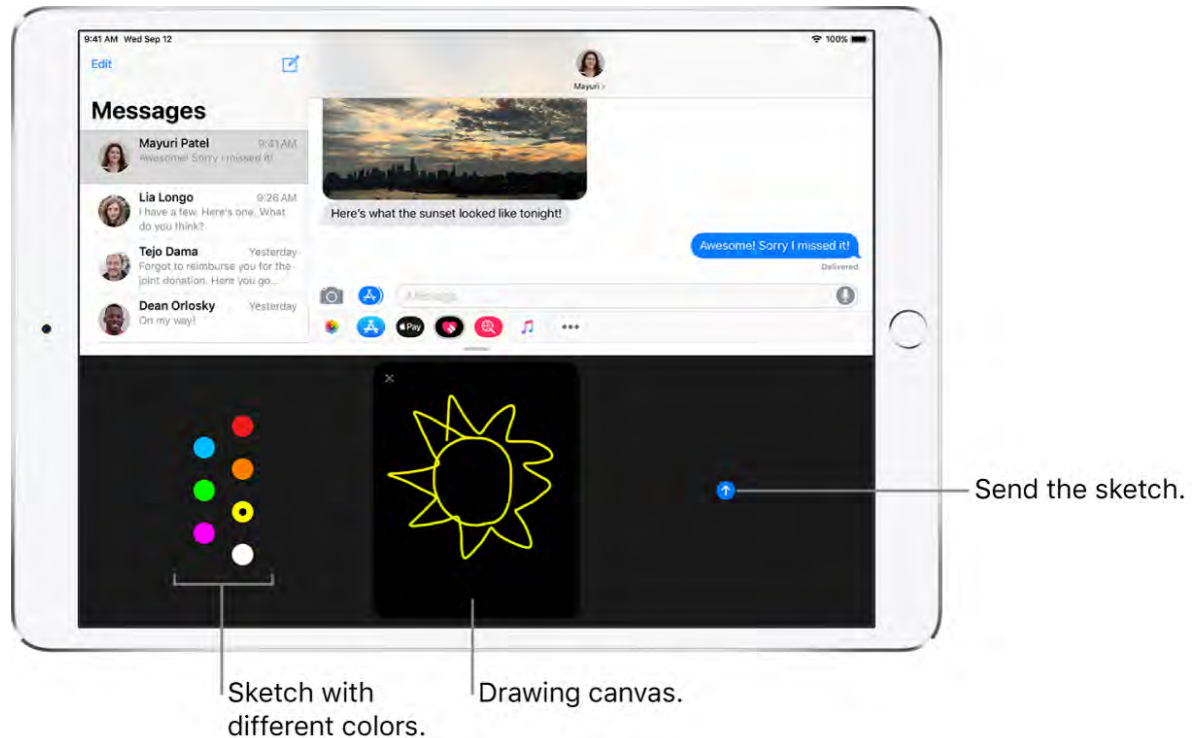
## Send a sketch

Draft

1. Tap  in the app drawer.
2. Tap the color dot to choose a color, then draw with one finger.

You can change the color, then start drawing again.

3. Tap  to send your sketch, or tap  to delete it.



---

## Express your feelings

1. Tap  in the app drawer.
2. Send one of the following animations using gestures on the canvas. Your feelings are sent automatically when you finish the gesture:
  - *Tap*: Tap with one finger to create a burst of color. You can change the color, then tap again.
  - *Fireball*: Touch and hold with one finger.
  - *Kiss*: Tap with two fingers.
  - *Heartbeat*: Touch and hold with two fingers.
  - *Heartbreak*: Touch and hold with two fingers until you see a heartbeat, then drag down to break the heart.

---

Draft

## Add a Digital Touch effect to a photo or video

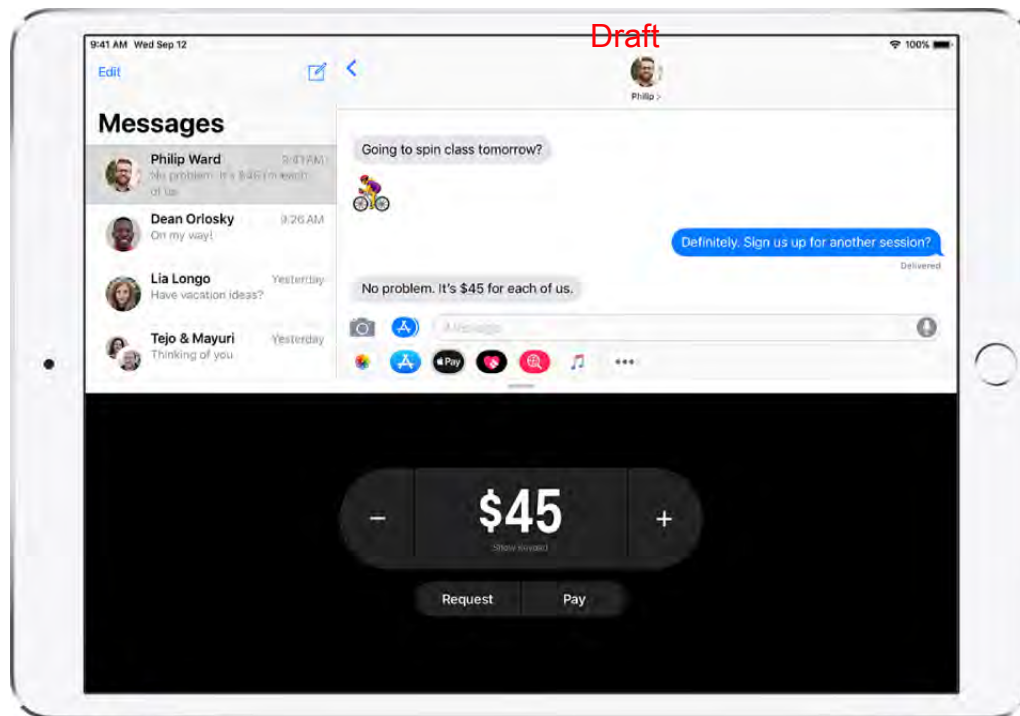
1. Tap  in the app drawer.
2. Tap .
3. Tap  to take a photo or  to record a video.
4. Add a Digital Touch effect, such as a sketch or kiss.
5. Tap  to send your message, or tap  to delete it.



## Send and receive money with Apple Pay on iPad (U.S. only)

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

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



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

---

## Send a payment in Messages

**Ask Siri.** Say something like: “Apple Pay 75 dollars to Phillip for the zipline tour” or “Send 15 dollars to Kim for lunch with Apple Pay.” [Learn how to ask Siri.](#)

You can also do the following:

1. In an iMessage conversation, tap , then enter the amount.
2. Tap Pay, then add a comment if you want.

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

3. To complete the payment, tap , then authenticate the payment with Face ID (supported models), Touch ID (supported models), or your passcode.

The payment is made with Apple Pay Cash if your balance has sufficient funds. Otherwise, you can choose a credit, debit, or eligible prepaid card. Credit card payments incur a 3 percent transaction fee.

You can cancel a payment that hasn’t been accepted. Tap the payment bubble, then tap Cancel Payment.

---

**Ask Siri.** Say something like: "Ask Kim for 26 dollars with Apple Pay." [Learn how to ask Siri.](#)

You can also do the following:

1. In an iMessage conversation, tap .
2. Enter the amount, then tap Request.

---

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

## Change message notifications on iPad

In Settings , you can set up and manage notifications for the Messages app  and filter unknown senders.

---

### Manage notifications for messages

1. Go to Settings  > Notifications > Messages.
2. Choose options, including the following:
  - Turn Allow Notifications on or off.
  - Set the position and locations of message notifications.
  - Choose the alert sound for message notifications.
  - Choose when message previews should appear.

See [View and respond to notifications on iPad.](#)

---

### Set the alert sound for messages

1. Go to Settings  > Sounds > Text Tone.
2. Select a sound under Alert Tones, or tap Tone Store to download an alert sound from the iTunes Store.

See [Change or turn off iPad sounds.](#)

---

## Assign a different ringtone to a contact **Draft**

1. Open Contacts, then select a contact.
2. Tap Edit, then tap Text Tone.
3. Choose an option under Alert Tones.

To allow alerts for messages sent by this contact even when Do Not Disturb is on, turn on Emergency Bypass.

---

## Mute notifications for a conversation

1. In the Messages list, swipe left on the conversation.
2. Tap Hide Alerts

---

## Filter, block, and delete messages on iPad

In the Messages app , you can filter messages from unknown senders and block unwanted messages. You can also delete messages and entire conversations.

---

### Filter iMessage messages from unknown senders

1. Go to Settings  > Messages.
2. Turn on Filter Unknown Senders.

This turns off iMessage notifications from senders who aren't in your contacts and moves the messages to the Unknown Senders tab in the Messages list.

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

---

### Block messages from a specific person

1. In a Messages conversation, tap the name at the top of the conversation, then tap ⓘ at the top right.
2. Tap the name or phone number to view the contact card.
3. Scroll down, then tap Block this Caller.

To view and manage your list of blocked phone numbers and contacts, go to Settings  > Messages > Blocked. See the Apple Support article [Block phone numbers and contacts on your iPhone, iPad, or iPod touch](#).

## Delete a message

Draft

1. Touch and hold a message bubble, then tap More.
  2. Select the message bubbles you want to delete, then tap .
- 

## Delete a conversation

1. In the Messages list, swipe left on the conversation.
2. Tap Delete.

With Messages in iCloud, conversations you delete from iPad are also deleted from your other Apple devices where Messages in iCloud is turned on. See [Use Messages in iCloud](#).

*Note:* You can't recover a deleted conversation.

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Draft

# Music

## Get music on iPad

Use the Music app  to enjoy music stored on iPad as well as music streamed over the Internet. With an optional Apple Music subscription, you can listen to millions of songs ad-free and discover music together with friends.

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

Get music to play on iPad in the following ways:

- *Become an Apple Music subscriber:* With a subscription and a Wi-Fi or cellular connection, stream as much music as you like from the Apple Music catalog and your iTunes library. Download songs, albums, and playlists, and share music with your friends. See [Subscribe to Apple Music on iPad](#).

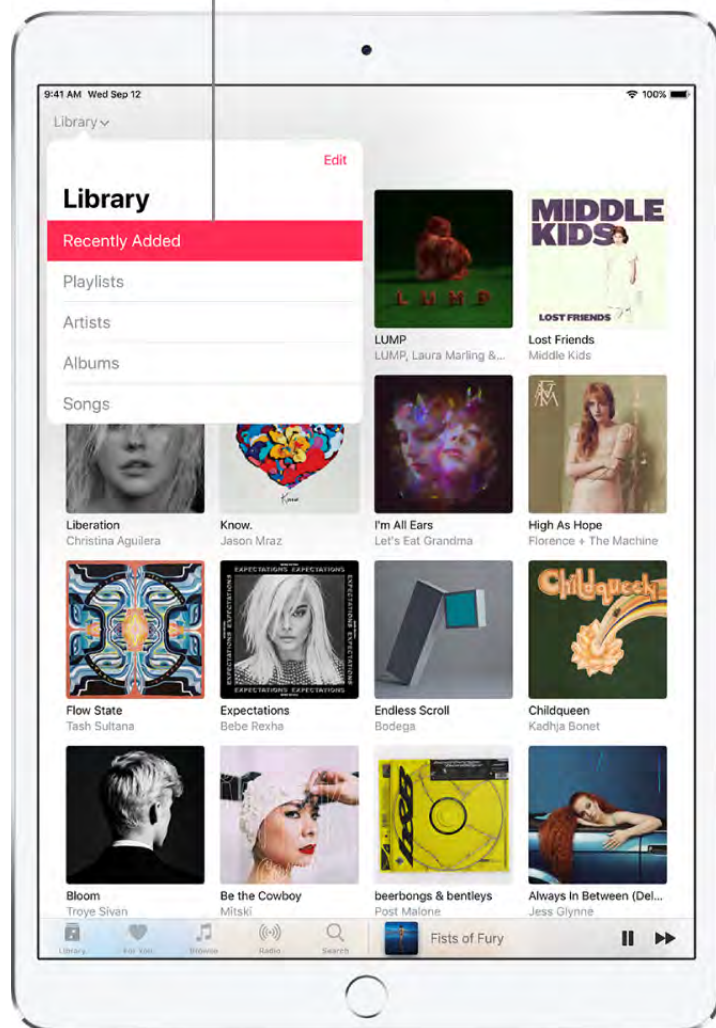
*Note:* You need a Wi-Fi or cellular connection to stream music. Services and features aren't available in all regions, and features may vary by region. Additional charges may apply when using a cellular connection.

- *Participate in Family Sharing:* Purchase an Apple Music Family membership, and everyone in your Family Sharing group can enjoy Apple Music. See [Set up Family Sharing on iPad](#).
- *Purchase music from the iTunes Store:* See [Get music, movies, TV shows, and more in the iTunes Store on iPad](#).
- *Sync music with iTunes on your computer:* See [Sync iPad using iTunes on your computer](#).
- *Listen to Beats 1:* Beats 1 is a worldwide radio station broadcasting live on Apple Music. No subscription is required to listen to Beats 1.

## View albums, playlists, and more on iPad

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

Choose a sorting method. Draft



## Browse and play your music

1. Tap Library, tap the Library menu, then tap a category, such as Albums, Songs; tap Downloaded Music to view only music stored on iPad.
2. Tap an item, then tap Play, or tap Shuffle to shuffle an album or playlist.

To add other categories to the library, tap Edit, then select additional categories such as Genres and Compilations.

## Sort your music

1. Tap Library, tap the Library menu, then tap Playlists, Albums, Songs, TV & Movies, or Music Videos.
2. Tap Sort, then choose a sorting method such as title or artist.

## Play music shared on a nearby computer **Draft**

If a computer on your network shares music through iTunes Home Sharing, you can stream its music to your iPad.

1. Go to Settings , tap Music, tap Sign In below Home Sharing, then sign in with your Apple ID.
2. Open the Music app , go to Library, tap the Library menu, tap Home Sharing, then choose a shared library.

---

## Remove Apple Music songs from iPad

1. Go to Settings , then tap Music.
2. Turn off iCloud Music Library.

The songs are removed from iPad, but remain in iCloud. Music you purchased or synced also remains.

---

## Play music on iPad

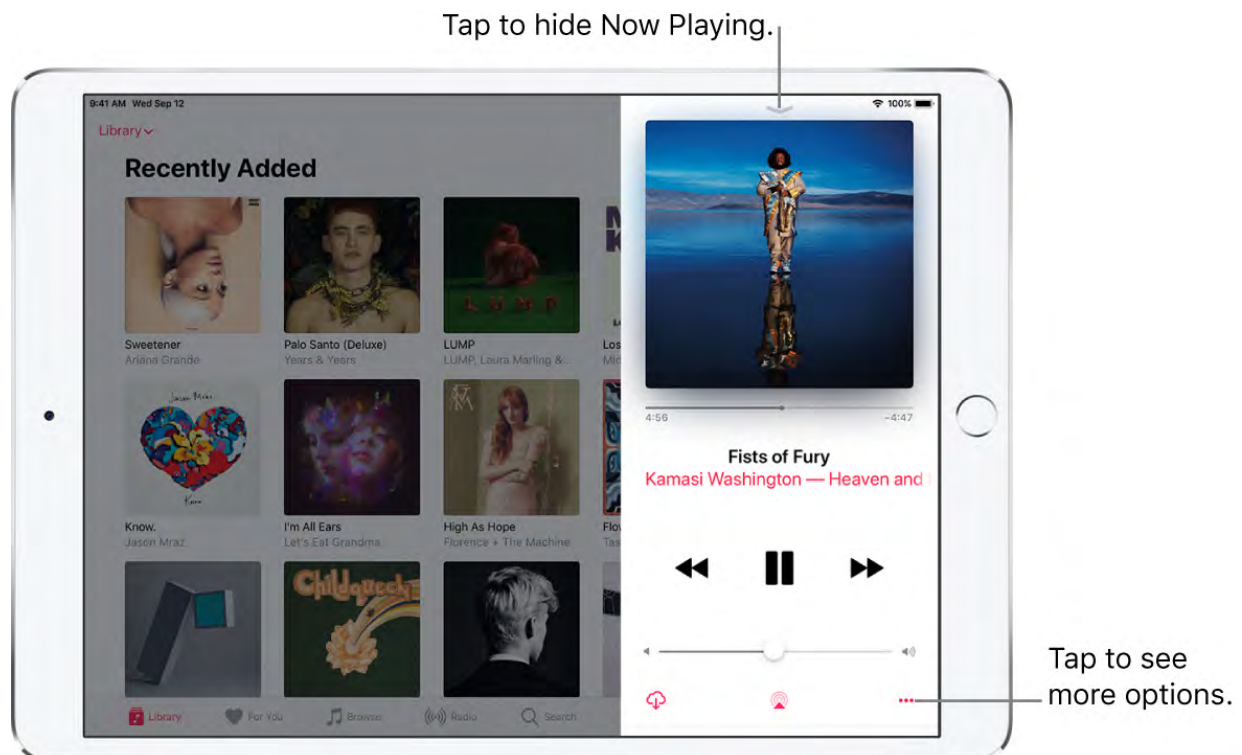
Use Now Playing in the Music app  to play, pause, skip, shuffle, and repeat songs.

---

## Control playback

Tap the player to show the Now Playing screen, where you can use these controls:

|                                                                                     |                                                                                                                                                 |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
|     | Play the current song. <b>Draft</b>                                                                                                             |
|    | Pause playback.                                                                                                                                 |
|    | Skip to the next song. Touch and hold to fast forward through the current song.                                                                 |
|    | Return to the song's beginning. Tap again to play the previous song in an album or playlist. Touch and hold to rewind through the current song. |
|    | Hide Now Playing.                                                                                                                               |
|    | Add the song to your library.                                                                                                                   |
|    | Download the song to iPad. See <a href="#">Download music from Apple Music to your iPad</a> .                                                   |
|    | Stream music to Bluetooth or AirPlay-enabled devices.                                                                                           |
|    | See additional options such as Add to a Playlist, Share Song, Lyrics, and more.                                                                 |
|    | Tap to play your songs in random order. Tap again to turn off shuffle.                                                                          |
|  | Tap to repeat an album or playlist. Double-tap to repeat a single song.                                                                         |



## Adjust volume, see lyrics, and more Draft

The Now Playing screen contains additional options for controlling and accessing music.

- *Adjust volume:* Drag the volume slider.

You can also use the volume buttons on the side of iPad.

- *Navigate to the artist, album, or playlist:* Tap the artist, album name, or playlist name below the song title, then choose to go to the artist, album, or playlist.
- *Scrub to any point in a song:* Drag the playhead.
- *See lyrics:* In landscape orientation, swipe up to see Lyrics, then tap Show; tap Hide to hide them.

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

You can also use the volume buttons on the side of iPad.

---

### Use the Up Next queue

1. Tap the player to open Now Playing.
2. Swipe up, then tap a song to play it and the songs that follow.

To reorder the list, drag .

To add music and videos to the Up Next queue when browsing music, tap , then tap Play Next to play the music or video right after the currently playing item. Tap Play Later to add the item to the end of the queue.

**Tip:** If you're using HomePod to stream music, and your friends are on the same Wi-Fi network, they can add and reorder items in the Up Next queue. To learn more about HomePod speaker access, see *HomePod User Guide*.

---

### Get audio controls from the Lock screen or when using another app

Open Control Center, then tap the audio card.

---

### Stream music to Bluetooth or AirPlay-enabled devices

1. Tap the player to open Now Playing.
2. Tap , then choose a device.

To get audio controls on the Lock screen or when using another app, open Control Center, then tap the audio card.

See [Connect Bluetooth devices to iPad](#) and [Stream audio and video to other devices from iPad](#).

*Note:* You can play the same music on multiple AirPlay 2-enabled devices, such as two or more HomePod speakers. See [Control audio on devices with iPad](#).

---

# Apple Music

## Subscribe to Apple Music on iPad

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

---

### Join Apple Music

Join Apple Music when you first open the Music app ; to join later, go to Settings  > Music, then tap Start Free Trial. There are three subscription plans:

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

If you're a student at a qualifying school, you can join Apple Music for a discounted subscription price for up to 48 months (4 years). The time needn't be continuous. Student subscriptions aren't available in all locations ([see where they're available](#)).

New subscribers can start a trial and cancel at any time. If you end your Apple Music subscription, you can no longer stream Apple Music songs or play Apple Music songs you downloaded.

---

### Show or hide subscription features

1. On your iPad, go to Settings , then tap Music.
2. Turn Show Apple Music on or off.

---

### Choose cellular data options for Music

On iPad (Wi-Fi + Cellular models), go to Settings  > Music > Cellular Data, where you can do the following:

- Turn streaming on or off.
- Choose High Quality Streaming.

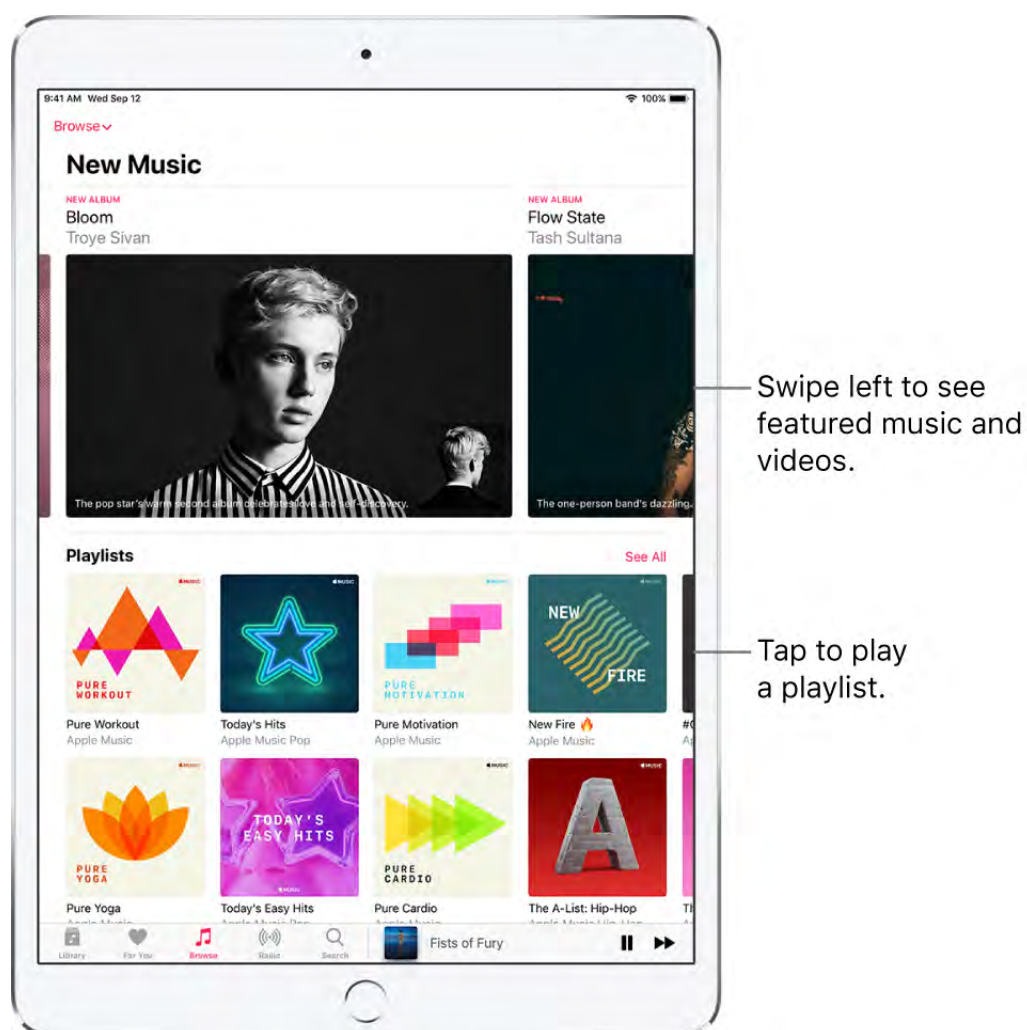
High Quality Streaming uses more cellular data and songs may take longer to start playing.

- Allow downloading music over cellular.

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

## Find new music with Apple Music on iPad

In the Music app 🎵, browse new and noteworthy music, music videos, playlists, and more.



## Browse Apple Music

Tap Browse, where you can:

- *Explore new music:* Tap Browse, then tap New Music.

- *Browse playlists created by music experts:* Tap Playlists, then choose a playlist, activity or mood, curator, or genre.
- *Watch music videos:* Tap Music Videos, then tap a featured music video or playlist of music videos.
- *See what's popular:* Tap Top Charts, then tap a daily top 100 playlist, or choose a song, playlist, album, or music video.
- *Browse your favorite genres:* Tap Genres, choose a genre, then tap a featured song, album, artist, or music video to enjoy music handpicked by music experts.
- *Watch select TV shows and movies:* Tap TV & Movies, tap a show or movie, then tap an episode or movie to play it.

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

**Tip:** To quickly identify an album's most popular songs, look for a ★ next to a song.

---

## Add music to iPad and listen offline

Apple Music subscribers can add and download songs and videos with the Music app . Music you add to iPad can be streamed when you have an Internet connection. To play music when you're not connected to the Internet, you must first download it.

---

### Add music from Apple Music to your library

Do one of the following:

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

To delete music from the library, touch and hold the song, album, playlist, or music video, then tap Delete from Library.

Music you add to your iPad is also added to other devices where you're signed in to the iTunes Store and App Store using the same Apple ID and have iCloud Music Library turned on (go to Settings , then tap Music).

---

## Add music to a playlist

Draft

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

## Download music from Apple Music to your iPad

- *Download a song, album or playlist:* Tap  after adding music.

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

- *Always download music:* Go to Settings , tap Music, then turn on Automatic Downloads.

Songs you add are automatically downloaded to iPad.

- *See download progress:* In the Library menu, tap Downloaded Music, then tap Downloading.
- 

## Manage storage space

- *Free up music storage:* If iPad is low on storage space, you can automatically remove downloaded music that you haven't played in a while. Go to Settings  > Music > Optimize Storage.
- *Remove music and videos stored on iPad:* Touch and hold a song, album, playlist, music video, TV show, or movie that you've downloaded. Tap Remove, then tap Remove Downloads.

The item is removed from iPad, but not from iCloud Music Library.

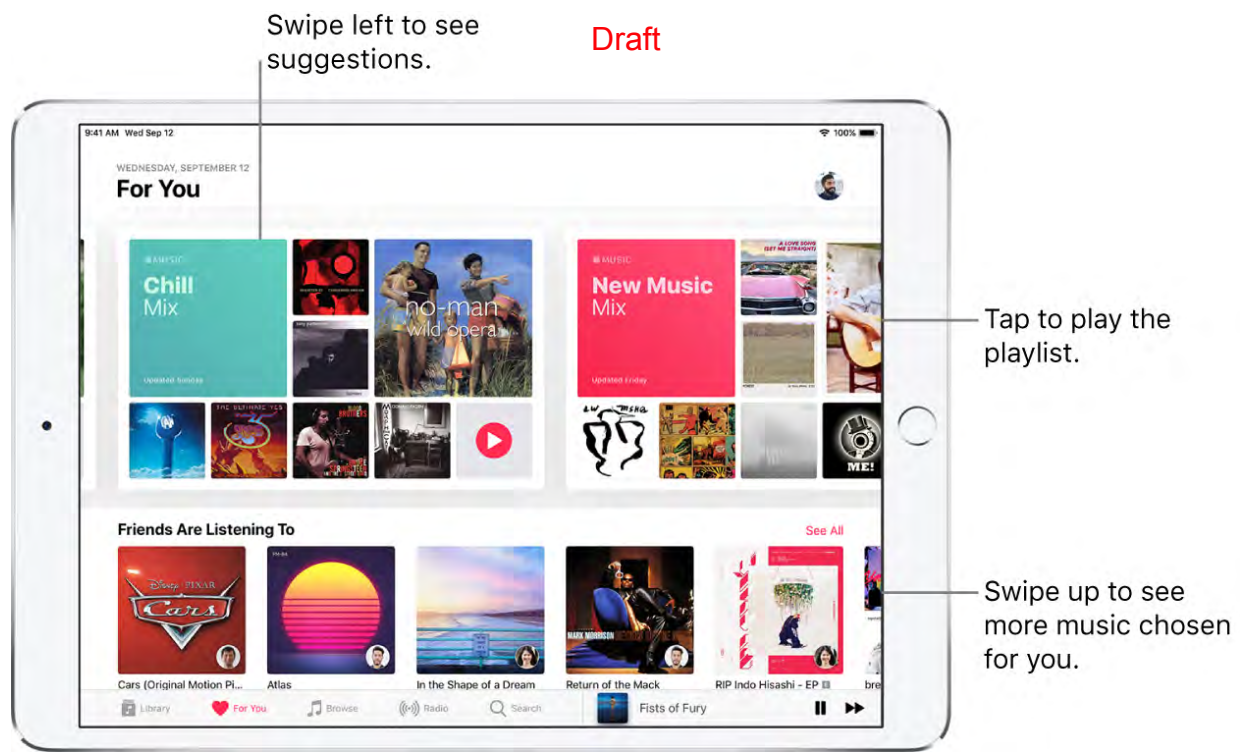
- *Remove all songs or certain artists from iPad:* Go to Settings  > Music > Downloaded Music, tap Edit, then tap  next to All Songs or the artists whose music you want to delete.
- 

## See recommended music on iPad

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

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

Draft



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## Select your favorite genres and artists

When you first tap For You, you're asked to tell Apple Music about your preferences. Apple Music uses these preferences when recommending music.

1. Tap the genres you like (double-tap those you love, and touch and hold the genres you don't care for).
2. Tap Next, then do the same with the artists that appear.

To add a specific artist who isn't listed, tap Add an Artist, then enter the artist's name.

---

## Play music

1. Tap For You, then tap a playlist or album.
2. Tap Play or tap the Shuffle button to shuffle the playlist or album.

Tap the Shuffle button to shuffle the playlist or album.

---

## Play songs from an artist's catalog

Go to an artist page, then tap  near the top of the screen.

Music plays songs from the artist's entire catalog, mixing hits and deep cuts.

---

## Tell Apple Music what you love

Do one of the following:

- Touch and hold an album, playlist, or song, then tap Love or Dislike.
- On the Now Playing screen, tap •••, then tap Love or Dislike.

Telling Apple Music what you love and dislike improves future recommendations.

---

### **Rate music in your library**

1. Go to Settings , then tap Music.
2. Turn on Show Star Ratings.
3. In Music, touch and hold a song in your library, tap Rate Song, then choose a rating from one to five stars.

Song ratings sync to all devices that use the same Apple ID.

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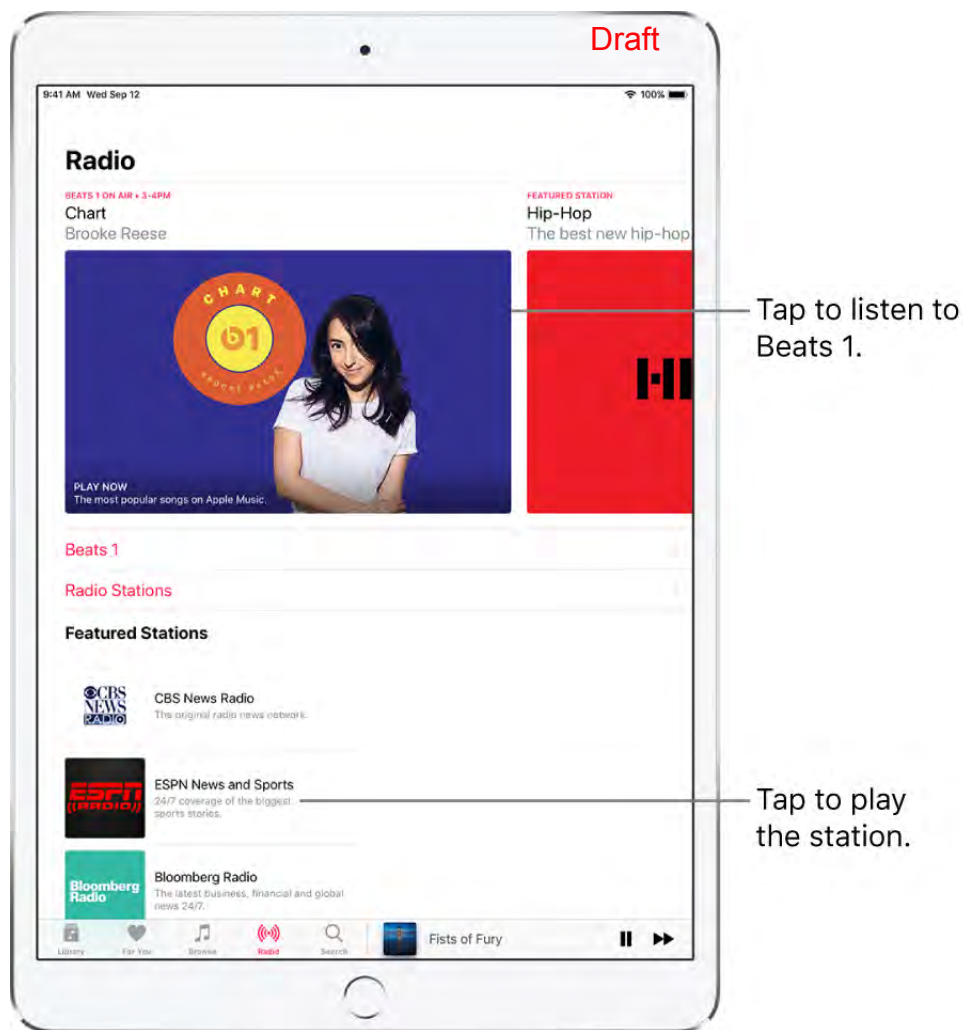
### **Tell Music to ignore your listening habits**

You can prevent listening habits on your device from influencing For You recommendations.

1. Go to Settings , then tap Music.
  2. Turn off Use Listening History.
- 

### **Listen to Radio on iPad**

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



---

## Listen to live radio

- Tap Radio, then tap the currently playing Beats 1 program.

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

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

---

## Listen to your favorite music genre

1. Tap Radio, then tap Radio Stations, or scroll through Recently Played.
2. Tap a genre or featured station.

---

## Create a station

You can create a radio station based on a particular artist or song. Chances are, if you like that artist or song, you'll like the music the station plays.

1. Touch and hold an artist or song.

## 2. Tap Create Station.

Draft

To create a station in Now Playing, tap ●●●, then tap Create Station.

---

## Search for music on iPad

In the Music app , you can search Apple Music, see recent and trending searches, and search your library.

---

### Search Apple Music

Tap Search to easily access music you recently searched for or see currently trending search terms.

1. Tap Search, tap Apple Music, then do any of the following:
    - Tap something you recently searched for—a song or artist, for example.
    - Tap a trending search term, such as a popular new artist that other Apple Music subscribers have searched for.
    - Tap the Search field, then enter a song, album, playlist, artist, compilation, genre, TV show, or movie.
  2. Tap a result to play it.
- 

### Search your library

1. Tap Search, tap the search field, then tap Your Library.
  2. Enter a song, album, playlist, or artist.
  3. Tap a result to play it.
- 

**Tip:** You can also search for a song based on its lyrics. In the Search field, enter a few of the words you remember to find a song. Or ask Siri—say “Play the song with the lyrics...” then say a key phrase from the lyrics.

## Create playlists on iPad

In the Music app , you can organize music into playlists that you can later share with your friends.

Draft

---

## Create playlists to organize your music **Draft**

1. Tap Library, tap the Library menu, tap Playlists, then tap New.
2. Enter a title and description.
3. Tap , then take a photo or choose an image from your photo library.

The image is used for the playlist's cover art.

4. Tap Add Music, then select music to add to the playlist.

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

---

## Customize your playlist's artwork

1. Open a playlist you created, tap Edit, then tap .
2. Take a photo or choose an image from your photo library.

---

## Edit a playlist you created on iPad

Select the playlist, tap Edit, then do any of the following:

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

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

---

## Delete a playlist

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

---

## See what your friends are listening to

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



---

## Create a profile

Draft

When you first open Music, you're asked to set up a profile and start following friends. If you skipped that step, you can set up a profile at any time later.

1. Tap For You, then tap .
2. Tap Start Sharing with Friends.

Friends can now follow you.

---

## View your profile

1. Tap For You, then tap  or your profile picture.
2. Tap View Profile at the top of the screen.

---

## Follow your friends

There are several ways to follow people:

- Add friends when you set up your profile.
- After you set up your profile, swipe to the bottom of the profile screen, tap Follow More Friends, then tap Follow next to those you want to follow.

You can follow friends who are in your contacts list and who use Apple Music, and Facebook friends who have linked their social media accounts to Apple Music.

- On the profile screen, tap a profile picture, then tap Follow.
- Tap Search, enter a friend's name, tap it in the results, then tap Follow.

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

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

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

---

## Respond to follow requests

You can allow everyone to follow you, or just people you choose. You receive follow requests only if you choose who can follow you.

1. Tap For You, then tap  or your profile picture.
2. Tap View Profile.

Draft

3. Tap Follow Requests, then accept or decline the requests.

You receive follow requests only if you decide to choose who can follow you.

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

---

### Stop following and block followers

- *Stop following:* Touch and hold the profile picture of a person you follow, then tap Unfollow.
- *Block followers:* Touch and hold a profile picture, then choose Block.

People you block won't see your music or be able to find your profile. They can still listen to your shared playlists if they added them to their library.

---

### Share music with followers

By default, your followers see the playlists you create, but you can specify some playlists not to be shared.

1. Tap For You, then tap  or your profile picture.
2. Tap View Profile.
3. Tap Edit, then turn playlists on or off.
4. Drag  to reorder them.

Your followers will see the playlists you create on your profile unless you turn off "Show on My Profile and in Search" for those playlists you don't want to share. You can turn off this option when you create a playlist or later, when you edit the playlist.

To share playlists with people who don't follow you, touch and hold a playlist, then tap Share Playlist.

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

---

### Hide your guilty pleasures

Because no one is proud of all the music they listen to, you can hide playlists and albums from your followers.

1. Tap For You, then tap  or your profile picture.
2. Tap View Profile.
3. Touch and hold the playlist or album (below Listening To).

#### 4. Tap Hide from Profile.

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The listening history for this item doesn't appear in your profile and isn't visible to the people who follow you. If you don't want your followers to see any of the music you listen to, tap Edit on the profile screen, then turn off Listening To.

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### See what others are listening to

- *See what your friends are listening to:* Tap For You, then scroll down to Friends Are Listening To. Tap an item to play it.
  - *Listen to a mix of songs your friends are listening to:* Tap For You, then tap Friends Mix.
  - *See what a follower or person you follow is listening to:* Tap For You, tap  or your profile picture, then tap View Profile. Tap a person's profile picture to see shared playlists and music they frequently listen to. You also see their followers and the people they follow.
- 

### Share your profile

You can share your profile using email, Messages, or another app you choose.

1. Tap For You, then tap  or your profile picture.
2. Tap View Profile.
3. Tap , tap Share Profile, then choose a sharing option.

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

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### Report a concern

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

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### Use Siri to play music on iPad

You can use Siri to control music playback in the Music app . See [Ask Siri on iPad](#).

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### Use Siri

Summon Siri, then [make your request](#). Siri supports a wide variety of commands:

- *Play Apple Music:* You can play any song ("Play 'I'm a Mess' by Bebe Rexha"), artist ("Play Ariana Grande"), album, playlist, or station. You can play music on AirPlay 2-enabled devices in a specific rooms ("Play the latest album by Christina Aguilera in

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the living room.") You can also play popular songs from different years ("Play the top songs from 1990").

- *Let Siri be your personal DJ:* Say something like "Play my Chill Mix" or "Play something I like."
- *Add music from Apple Music to your library (Apple Music subscription required):* Say, for example, "Add 'Nobody' by Mitski to my Library." Or while playing something, say "Add this to my library."
- *Add a song or album to a playlist:* While playing a song, say something like "Add this song to my Workout playlist" or "Add this album to my Sunday Morning playlist."
- *Find out more about the current song:* Say "What's playing?", "Who sings this song?", or "Who is this song by?"
- *Play songs based on their lyrics:* Say "Play the song with the lyrics" and then say a key phrase from the lyrics.

Siri can also help you find music in the iTunes Store. See [Get music, movies, TV shows, and more in the iTunes Store on iPad](#).

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## Sound Check, EQ, and volume limit settings on iPad

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### Change the way music sounds on iPad

- *Choose an equalization (EQ) setting:* Go to Settings  > Music > EQ.

EQ settings generally apply only to music played from Music, but they affect all sound output.

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

To prevent changes to the volume limit, go to Settings  > Screen Time > Content & Privacy Restrictions. Turn on Content & Privacy, tap Volume Limit, then tap Don't Allow.

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

# News

## Get started with News on iPad

The News app  collects all the stories you want to read, from your favorite sources, about the topics that interest you most. To personalize News, you can choose from a selection of publications (called *channels*) and topics such as Entertainment, Food, and Science. The Today feed collects the best stories from the channels and topics you follow.

The more you read, the better News understands your interests. Siri learns what's important to you and suggests stories you might like. You can also receive notifications about important stories from channels you follow.

*Note:* You need a Wi-Fi or cellular connection to use News. News is currently available in the U.S., Canada, the U.K., and Australia. In the U.S., U.K., and Australia, News offers content only in English. In Canada, News supports both English and Canadian French publications.

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### Personalize your news feed

When you follow a channel or topic, related stories appear more often in the Today feed, and the channel or topic appears under Following in the sidebar. When you block a channel or topic, its stories won't appear in the Today feed or the News widget, and it will appear among your blocked channels and topics when you tap Blocked Channels & Topics in the sidebar.

1. Open News for the first time, then, in the sidebar, tap  next to topics you want to follow.

If there are topics that you don't want to appear in your feed, tap .

2. Tap Discover Channels & Topics at the bottom of the sidebar, then tap  for each channel you want to follow.

To easily follow specific channels and topics, pull down on the sidebar, tap the Search field at the top of the sidebar, enter the channel or topic's name, then tap  in the results below.

To stop following a channel or topic, tap Edit at the top of the sidebar, tap  next to the channel or topic, then tap Remove.

---

### Add notifications

Some channels you follow may send notifications about important stories.

1. At the bottom of the sidebar, tap Manage Notifications.
2. Turn on notifications for your preferred channels.

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### See stories only from the channels you follow

Go to Settings , tap News, turn on Restrict Stories in Today, then confirm your choice.

*Note:* Restricting stories significantly limits the variety of stories that appear in the Today feed and all other feeds. For example, if you restrict stories and follow only one entertainment-related channel, your Entertainment topic feed will contain stories only from that channel. When you restrict stories, you won't see Top Stories, Trending Stories, and Featured Stories.

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## See news stories in Today View on iPad

Today View lets you see the top stories and videos of the day, just by swiping right on the Home screen or Lock screen.

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### Access stories from Today View

1. Swipe left on the Home screen or Lock screen to open Today View.
  2. In the News section, tap a story headline to open the story in News.
- 

### Access videos from Today View

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

- Tap  to mute the sound.
- Tap  to view the next video; tap  to restart the video, double tap  to view the previous video.
- Tap  to close the video.

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

---

## View news stories chosen just for you on iPad

The Today feed in the News app  presents top stories selected by Apple News editors, the best stories from the channels and topics you follow, and, in the U.S. and Canada, [select magazine stories](#). The Today feed also includes stories suggested by Siri, trending stories that are popular with other News readers, videos, and more.

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## Access stories in the Today feed

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- *Read more stories within a group:* Tap the arrow at the bottom of the group.
  - *Play a video:* Tap ► in the thumbnail.
  - *Get newer stories:* Pull down to refresh the Today feed with the latest stories.
- 

## Follow, unfollow, block, and unblock channels and topics

You can influence what appears in the Today feed by following and blocking channels and topics.

1. Do any of the following:
    - *Open a channel feed:* Tap a story in the Today feed, then tap the channel name at the top of the story.
    - *Open a topic feed:* Tap the topic title—Movies or Travel, for example.
  2. At the top of the feed, do any of the following:
    - *Follow:* Tap .
    - *Unfollow:* Tap .
    - *Block:* Tap .
    - *Unblock:* Tap .
- 

## Block specific channel and topic groups in the Today feed

Suggested channel and topic groups may appear in the Today feed, but you can stop suggestions for a group.

1. Tap Today in the sidebar.
2. Tap  in a channel or topic group, then tap Block Channel or Block Topic.

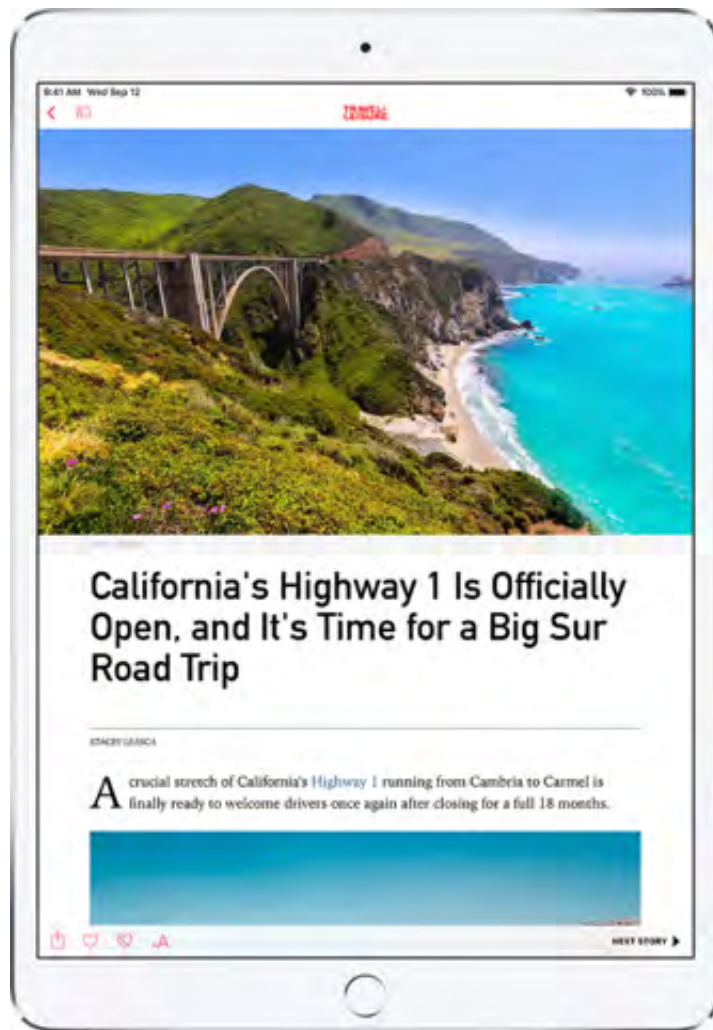
News stops showing stories from this channel or about the topic.

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## Read stories in News on iPad

You can read and share the stories in the News app  on iPad.

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Tap a channel or topic in the sidebar to browse its stories, then tap a story to read it. While viewing a story, you have these options:

- *Read the next story:* Tap the arrow in the lower right of the screen or swipe left.
- *Read the previous story:* Swipe right.
- *Tell News what stories you love and dislike:* When viewing a story, tap , then tap Love Story or Dislike Story. News takes your feedback into account for future recommendations.
- *Change the text size:* Tap , then tap the smaller or larger letter to change the text size in the story and all other stories in the channel. (Not available in all channels.)
- *Share a story:* Tap , then choose a sharing option, such as Message or Mail.
- *Report a concern:* If you believe that a story you're viewing is mislabeled, inappropriate, offensive, or doesn't display properly, tap , then tap Report a Concern.

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

---

## Read daily digests in News on iPad



The News app  includes a digest of the day's best journalism, chosen by Apple News editors.

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### Open the digest

Tap the digest in the sidebar to read stories related to popular and timely topics such as award shows, sports championships, or holiday events.

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# Search for stories in News on iPad Draft

The News app  keeps track of a wide variety of channels, topics, and stories, which makes it easy to find content that interests you.

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## Search for channels, topics, or stories

1. Pull down on the sidebar to show the search field.
2. Tap the Search field, then enter any of the following:
  - The name of a channel, such as CNN or *Washington Post*
  - A topic, such as fashion, business, or politics
  - A story, such as the rescue of a baby elephant

In the results list, tap  to follow the channel or topic.

---

## Save stories in News on iPad

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

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### Save a story

1. When reading a story, tap .
2. Tap Save.

To read a saved story, swipe up on the sidebar, tap Saved Stories, then tap the story. To delete a saved story, swipe the story left.

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### Check and edit your reading history

To see the stories you've previously read, swipe up in the sidebar, then tap History. There you can do any of the following:

- *Read a story:* Tap the story.
- *Delete a story:* Swipe the story left.
- *Remove your reading history:* Tap Clear, then tap Clear History.
- *Remove the information used to create recommendations:* Tap Clear, then tap Clear Recommendations.

- *Clear your News history and recommendation information:* Tap Clear, then tap Clear All.

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

When you clear your history, the identifier used by Apple News to report statistics to news publishers is also reset. You can reset the identifier at any time by going to Settings > News, then turning on Reset Identifier.

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## Subscribe to individual channels on iPad

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### Subscribe to channels

In the News app , you can subscribe to individual publications, including newspapers, from select publishers. There are three ways to access these subscriptions in News:

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

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

When you subscribe to a channel, you automatically follow it and stories from the channel appear in the Today feed.

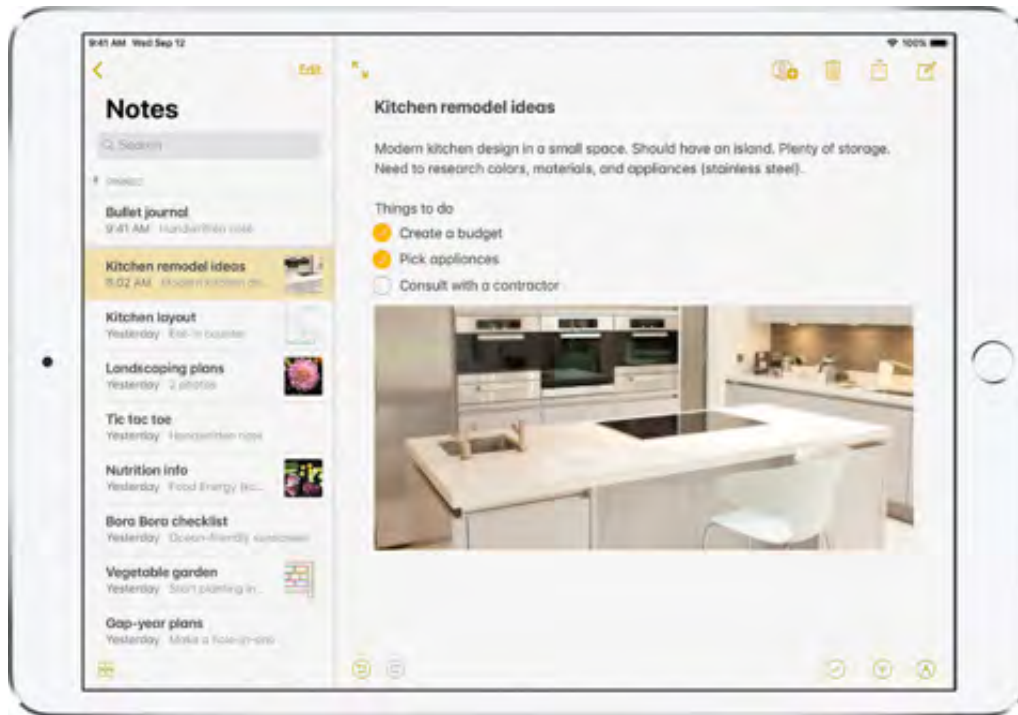
See the Apple Support article [View, change, or cancel your subscription](#).

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# Notes

## Write notes on iPad

Use the Notes app  to jot down quick thoughts or organize detailed information in checklists, tables, and more.



## Create and format a new note

**Ask Siri.** Say something like: “Create a new note.” [Learn how to ask Siri.](#)

1. Tap , then enter your text.

The first line of the note becomes the note’s title.

2. To change the formatting, tap **Aa**.

You can apply a heading style, bold or italic font, a bulleted or numbered list, and more.

3. To save the note, tap Done.

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

## Add a checklist

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1. In a note, tap .
2. Enter the items in the list.
3. When you complete an item, tap the empty circle to add a checkmark.

To return to standard formatting, tap  again.

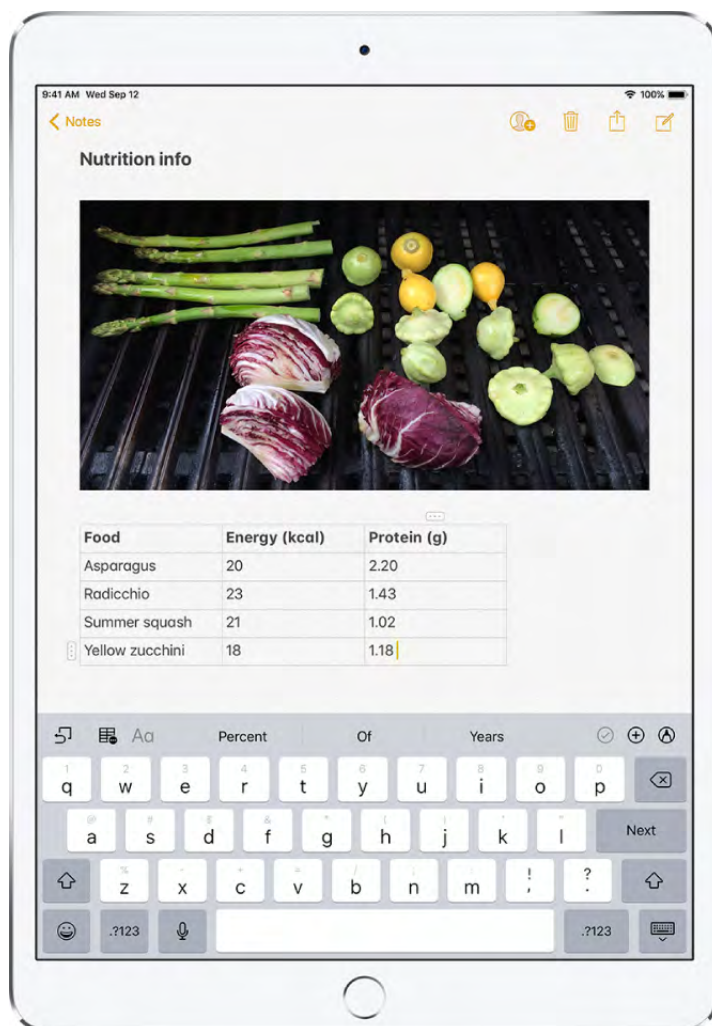
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## Add or edit a table

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1. In a note, tap .
2. Do any of the following:
  - *Enter text:* Tap a cell, then enter your text.
  - *Move to the next cell:* Tap Next. When you reach the last cell, tap Next to start a new row.
  - *Format a row or column:* Tap a row or column selection handle, then choose a style such as bold, italic, underline, or strikethrough.
  - *Add or delete a row or column:* Tap a row or column selection handle, then choose to add or delete.
  - *Move a row or column:* Touch and hold a row or column selection handle, then drag it to a new position.
  - *See more columns:* If the table becomes wider than your screen, scroll the table right or left to see all the columns.



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To remove the table and convert its content to text, tap a cell in the table, tap , then tap Convert to Text.

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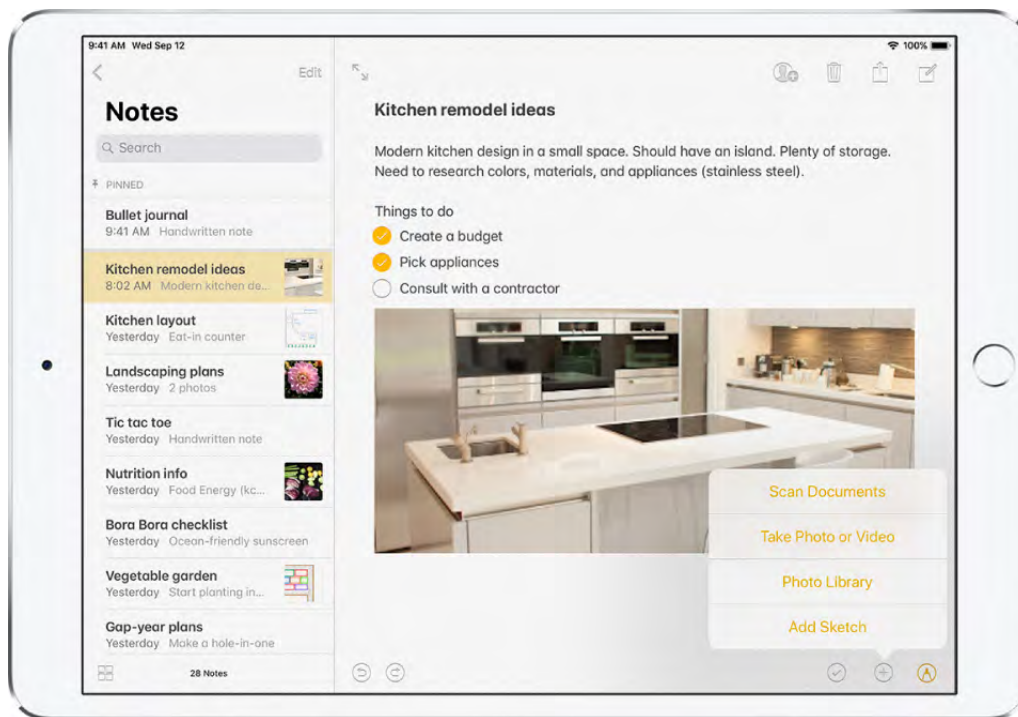
## Change the Notes display on your iPad

- *Make the note fill the screen:* While viewing a note in landscape orientation, tap  or turn iPad to portrait orientation.
- *See your accounts, notes list, and selected note all at once:* (12.9-inch iPad Pro) Turn iPad to landscape orientation, then tap .

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## Add attachments to notes on iPad

In the Notes app , you can attach photos, videos, and scanned documents. You can even add info from other apps—maps, links, documents, and more.



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## Add a photo or video

1. In a note, tap .
2. Take a new photo or video, or tap Photo Library to add existing photos and videos.
3. To change the preview size of attachments, touch and hold an attachment, then choose Small Images or Large Images.

To automatically save photos or videos you take in Notes to the Photos app, go to Settings  > Notes, then turn on Save to Photos.

## Mark up a photo

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You can use Markup to write or draw on a photo.

1. In a note, tap the photo, then tap .
2. Using the sketching tools, draw with your finger or Apple Pencil (on supported models).
3. When you're finished, tap Done.

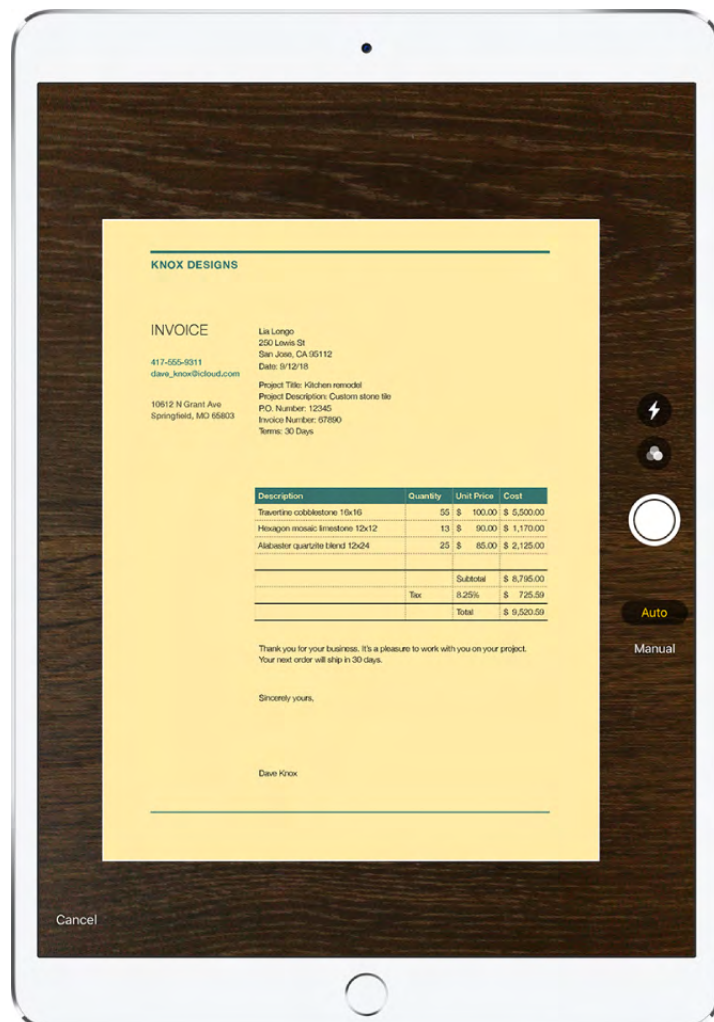
See [Use Markup in apps on iPad](#).

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## Scan a document into a note using the camera

1. In a note, tap , then choose Scan Documents.
2. Position iPad so that the document page appears on the screen; iPad automatically captures the page.

To manually capture the page, tap  or press a volume button. To turn the flash on or off, tap .



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3. Scan additional pages, then tap Save when you're done.

4. To make changes to the saved document, tap it, then do any of the following:

- *Add more pages:* Tap .
- *Crop the image:* Tap .
- *Apply a filter:* Tap , then choose to scan the page as a color, grayscale, or black and white document, or as a photo.
- *Rotate the image:* Tap .
- *Add markup:* Tap , tap , then draw with your finger. To add a signature, tap , then tap Signature.
- *Delete the scan:* Tap .

---

### Add info from another app to a note

You can add information from another app as an attachment to a note—for example, a location in Maps, a webpage in Safari, or a PDF in Files.

1. In the other app, open the item you want to share (for example, a map or webpage).
2. Tap Share or , then tap Add to Notes.
3. Tap Choose Note, then add the attachment to a new note or an existing note.

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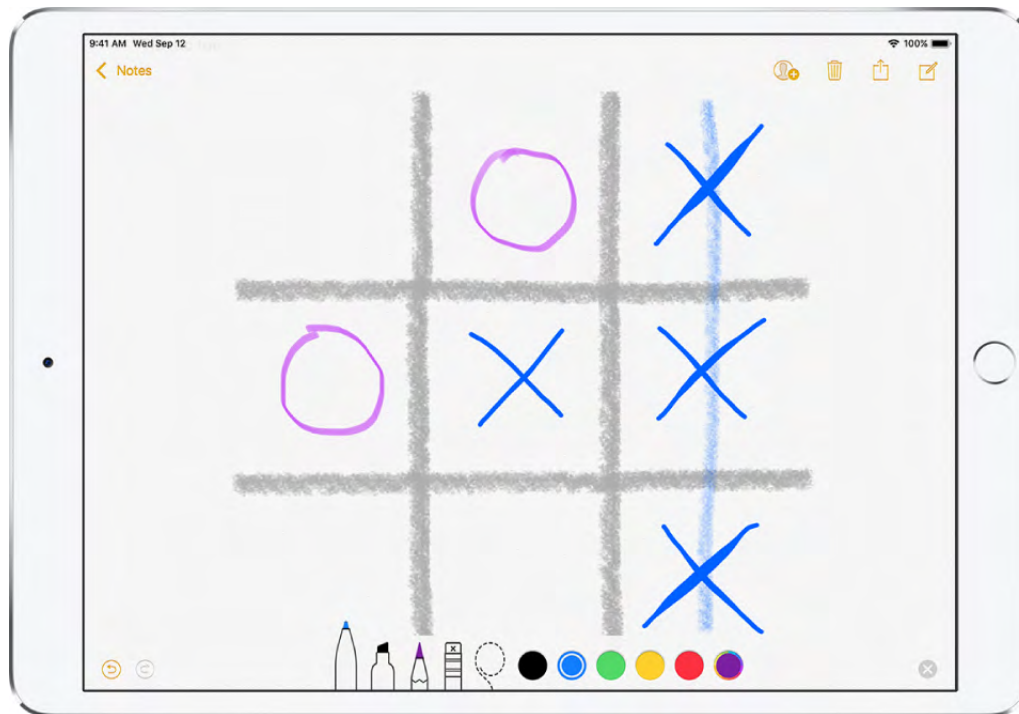
## Draw a sketch in Notes on iPad

Use the Notes app  to sketch an idea or jot a handwritten note with your finger or Apple Pencil (on supported models). You can choose from a variety of drawing tools and colors.

1. In a note, tap .

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

2. Choose a sketching tool and color, then write or draw with your finger or Apple Pencil (see [Use Markup in apps on iPad](#)).



3. Do any of the following:
  - *Erase a mistake:* Tap  to undo your last stroke. Tap the eraser to delete any element in the drawing.
  - *Add a title:* The first line of handwritten text becomes the suggested title. To edit the title, scroll to the top of the note, then tap Edit.
  - *Show lines or grids:* In the note, tap , tap Lines & Grids, then choose a line or grid style for the note.
4. When you're finished, tap  to dismiss the handwriting tools.

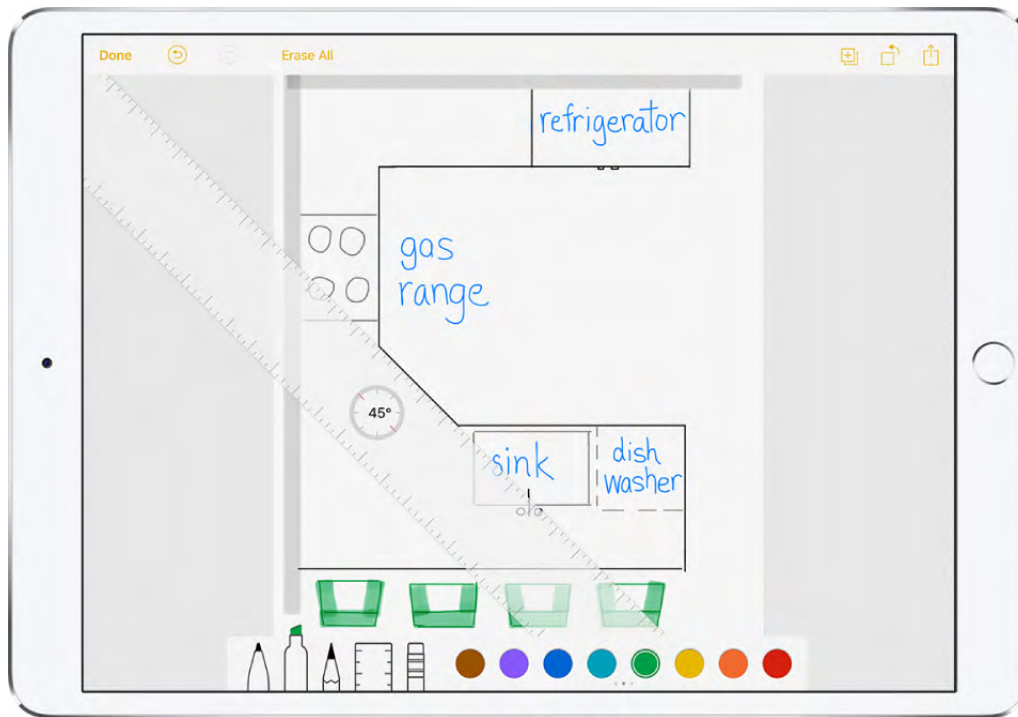
To resume work on an inline sketch, tap .

## Add a sketch as an attachment

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If you need a detailed sketch to capture an idea or plan, create a sketch attachment. You can enlarge the sketch for more precise control, and use the ruler to draw straight lines or mask part of your sketch.

1. In a note, tap , then tap Add Sketch.
2. Choose a sketching tool and color, then write or draw with your finger (see [Use Markup in apps on iPad](#)).



3. Do any of the following:
  - *View the color palette:* Swipe the palette left or right to see more colors.
  - *Draw straight lines:* Tap the ruler to make it appear, then draw a line along the edge of the ruler. To adjust the angle, touch and hold the ruler with two fingers, then rotate your fingers. To move the ruler without changing its angle, drag it with one finger. Tap the ruler again to make it disappear.
  - *Mask part of your sketch:* Place the ruler over the area you want to protect, then start drawing or erasing.
  - *Zoom and pan:* Pinch open to zoom in on the details. To pan, drag with two fingers. To zoom back out, pinch closed.
  - *Erase a mistake or start over:* Tap  to undo your last stroke, or tap the eraser to erase. To start over, tap Erase All.

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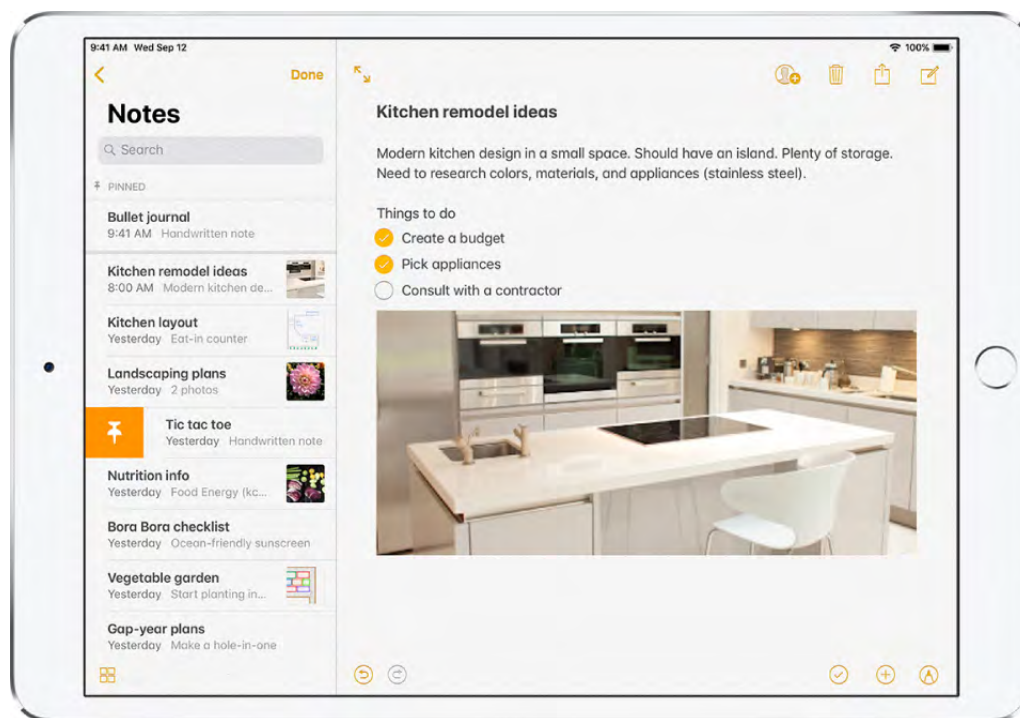
- **Hide the toolbar:** Swipe the toolbar **Draft** to hide it and see just the tool you're using. Tap the tool to see the toolbar again.
4. To add another sketch to your note, tap . To browse all your sketches, swipe a sketch left or right with two fingers.
  5. When you're finished, tap Done.

To resume work on a sketch, open the note, then tap the sketch.

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## Search and organize your notes on iPad

In the Notes app , you can search for typed or handwritten text. You can also organize your notes into folders and pin the important notes to the top of the list.



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### Search your notes

**Ask Siri.** Say something like: "Show notes from today." [Learn how to ask Siri.](#)

In the notes list, do any of the following:

- **Search for typed or handwritten text:** Scroll to the top to reveal the search field, then enter the text you're looking for. If a note is locked, only its title appears in the search results.

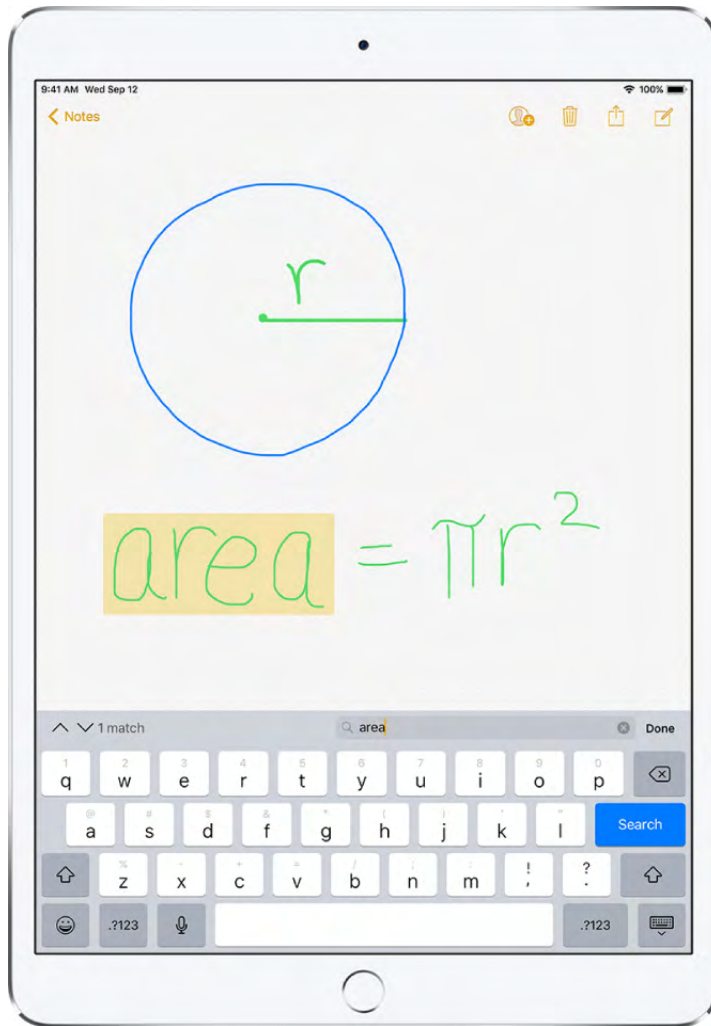
**Note:** The ability to search for handwritten text isn't available in all languages.

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

---

### Search within a note for typed and handwritten text

1. Open the note you want to search.
2. Tap , then tap Find in Note.
3. Type the text you're looking for in the search field.



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### Organize your notes in folders

- **Create a folder:** At the bottom of the folders list, tap New Folder, then name your folder.
- **Move notes to a different folder:** In the notes list, tap Edit, select the notes you want to move, tap Move To, then choose a folder.

## Sort and pin notes

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- *Sort notes in all folders:* Go to Settings  > Notes, then choose Date Edited, Date Created, or Title.
- *Pin an important note to the top of the notes list:* In the notes list, swipe right on the note, then tap the pin. Your pins show up on all your Apple devices where you're signed in to iCloud using the same Apple ID.

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## Delete a note or folder

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

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

- *Delete a folder:* In the folders list, swipe a folder left, then tap Delete.

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## Share notes on iPad

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

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### Send a copy of a note

1. Open the note you want to share.
2. Tap , then choose how to send your note.



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## Collaborate on a note

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When you share a note in your iCloud account, all the collaborators see everyone's changes. Everyone you share with must be signed in to iCloud to edit the note.

1. Open the note you want to share.

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

2. Tap  to invite people to collaborate.
3. Choose how to send your invitation (for example, using Mail or Messages).

To add or remove collaborators, or stop collaborating on a note, tap .

---

## Print a note

1. Open the note you want to print.
2. Tap  at the top of the note, then tap Print.

See [Print from iPad](#).

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## Lock your notes on iPad

In the Notes app , you can lock notes to protect your sensitive information with Face ID (supported models), Touch ID (supported models), or a password. Notes uses a single password for all your locked notes, on all of your devices.

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## Set Face ID, Touch ID, or a password to unlock your notes

The password you set applies to all notes you lock from now on. Notes that already have a password aren't affected.

1. Go to Settings  > Notes > Password.
2. Turn on Face ID or Touch ID, or enter a password.

**Important:** If you don't turn on Face ID or Touch ID, you won't be able to access your locked notes if you reset your password later.

If you forget your notes password, you can reset it. Go to Settings > Notes > Password > Reset Password. The new password applies to all notes you lock from now on, but it doesn't give you access to your previously locked notes.

Also, if you didn't activate Face ID or Touch ID when you set the original password, you won't be able to access notes locked before you reset the password.

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See the Apple Support article [Lock notes on your iPhone, iPad, iPod touch, and Mac](#).

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## Lock a note

You can only lock notes on your device and notes in iCloud. You can't lock notes that have PDFs, audio, video, Keynote, Pages, Numbers documents attached, or notes that sync with other accounts. You can't lock an iCloud note that has collaborators.

1. Open the note you want to lock.
2. Tap , then tap Lock Note.

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

To remove a lock from a note, tap , then tap Remove Lock.

---

## Open a locked note

Unlocking one note unlocks all your notes for several minutes so you can easily jump into another note or copy and paste information from other apps.

1. Tap the locked note, then tap View Note.
2. Unlock it with Face ID, Touch ID, or your Notes password.

To lock your notes again, do one of the following:

- Tap the lock icon at the top of the screen.
- Tap Lock Now at the bottom of the notes list.
- Close the Notes app.
- Lock your iPad.

---

## Change Notes settings on iPad

Customize your preferences for the Notes app  in Settings. You can store your notes in iCloud, access Notes from the Lock screen, and more.

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## Keep your notes up to date on all your devices with iCloud

1. Go to Settings  > [your name] > iCloud.
2. Turn on Notes.

Your iCloud notes—and any changes you make to them—appear on all your iOS devices and Mac computers where you're signed in to iCloud with the same Apple ID.

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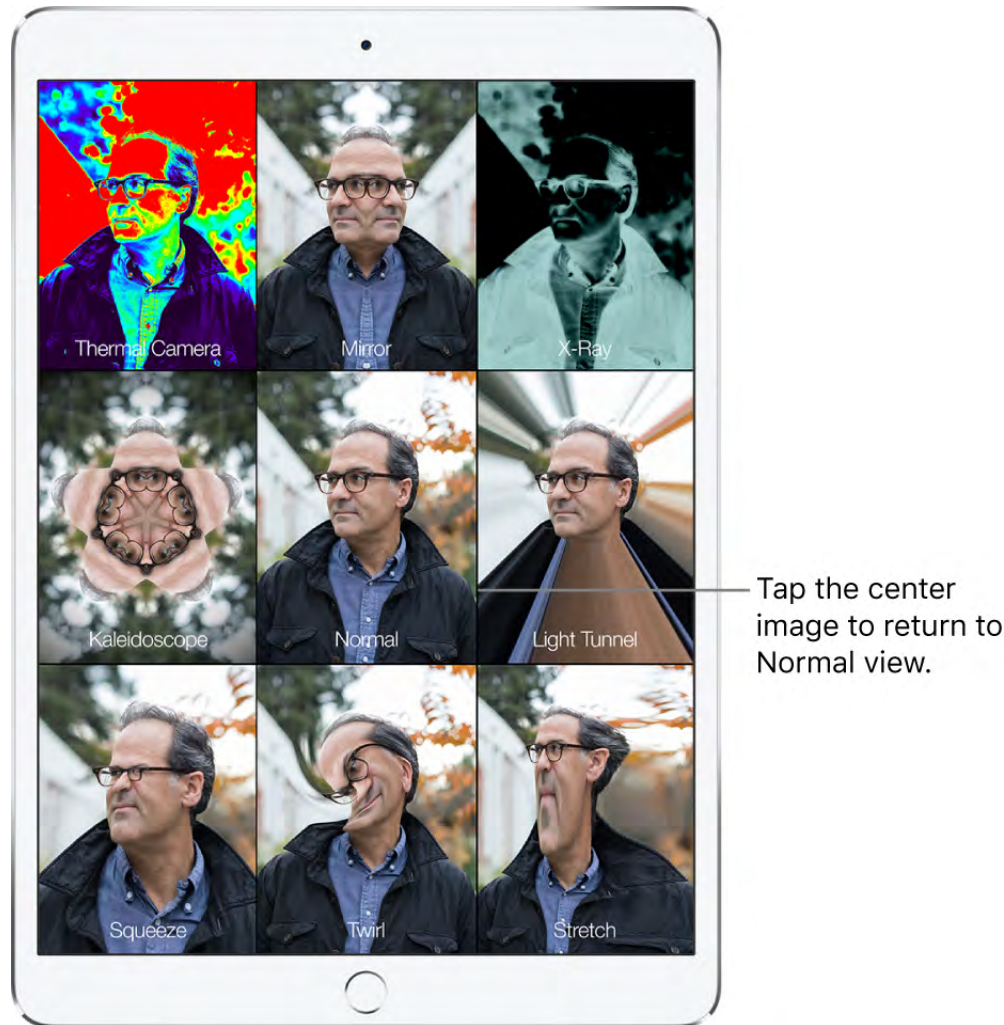
## Change your Notes settings

1. Go to Settings  > Notes.
  2. Choose options such as the following:
    - *Default Account*: Choose the default account for Siri and the Notes widget in Today view.
    - *"On My iPad" Account*: Notes in this account appear only on your iPad. Your notes in iCloud aren't affected.
    - *Lines & Grids*: Set the default line or grid style for new notes.
    - *Access Notes from Lock Screen*: Choose Always Create New Note or Resume Last Note. Or turn it off to prevent access from the Lock screen.
-

# Photo Booth

## Take photos in Photo Booth on iPad

Use the Photo Booth app  to take selfies and photos with fun effects.



### Take a photo

Photo Booth uses the front-facing camera to display the subject in multiple tiles, each with a different effect, on the iPad screen. Effects include Kaleidoscope, Stretch, X-Ray, and more. The tile in the center of the screen displays Normal view.

1. Aim iPad at your subject to frame your shot.
2. Tap the tile of the effect you want to capture, then do any of the following:
  - *Switch between the front and rear-facing cameras:* Tap  at the bottom of the screen.

- *Change the effect:* Tap  at the bottom left of the screen.

With some effects, you can drag your finger across the screen, or pinch, swipe, or rotate the image to alter the appearance.

3. Tap the shutter button to take the shot.

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

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

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## Delete, share, or copy a photo in Photo Booth on iPad

You can delete, copy, and share the photos you take in the Photo Booth app .

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### Delete a photo in Photo Booth

1. Tap a photo thumbnail at the bottom of the screen.
  2. Tap , then tap Delete Photo.
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### Share or copy a photo in Photo Booth

1. Tap a photo thumbnail at the bottom of the screen.
  2. Tap , then choose a share option such as Message or Mail, or choose Copy.
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### Upload photos to your computer

Connect iPad to your computer using the included USB cable.

- *Mac:* Select the photos to upload, then click the Import or Download button in Photos or other supported photo app on your computer.
- *PC:* Follow the instructions that came with your photo app.

If you delete the photos from iPad when you upload them to your computer, they're removed from Photos. You can use the Photos settings pane in iTunes to sync photos to the Photos app on iPad.

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# View and edit photos in the Photos app on iPad

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Photos you take in the Photo Booth app  are saved in the Photos app, where you can view and edit them.

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## View and edit photos in the Photos app

1. In the Photos app, tap the Photos tab, or tap the Albums tab, then tap a thumbnail.

Swipe left or right to see the next or previous photo.

2. Tap Edit, then use the controls at the bottom of the screen to make changes.
3. Tap Done.

See [View photos, Live Photos, and videos on iPad](#) and [Edit photos and videos on iPad](#).

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## View photos on all your devices

If you use iCloud Photos, you can share your photos with other devices (iOS 8.1 or later), Mac computers (OS X 10.10.3 or later), and on [iCloud.com](#). You must be signed in using the same Apple ID.

See [Manage Apple ID and iCloud settings on iPad](#).

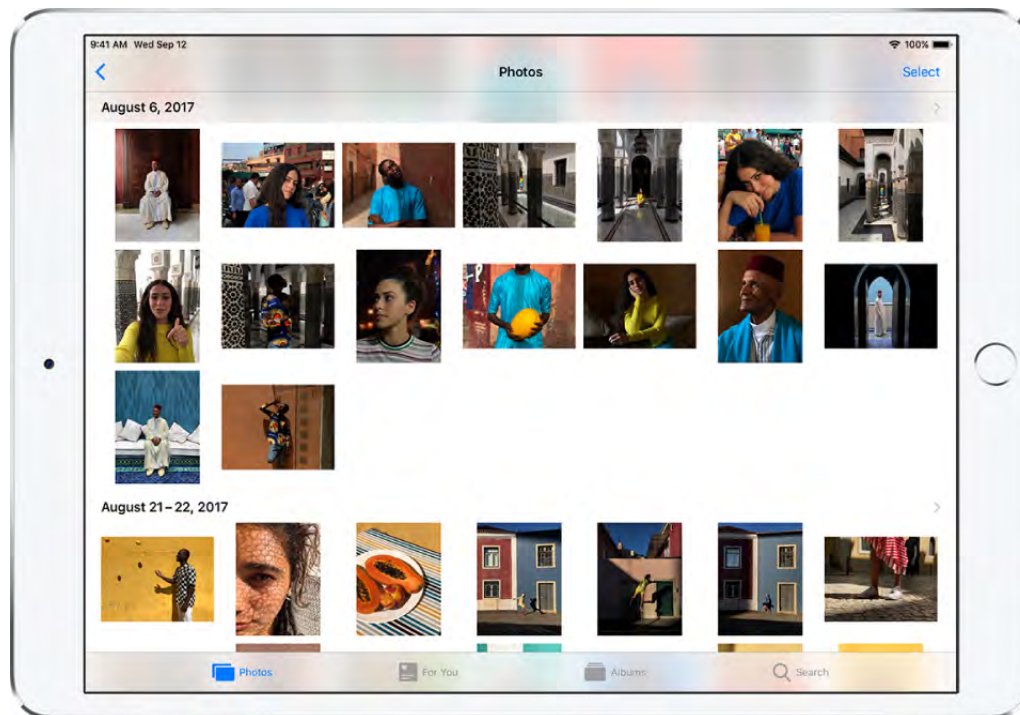
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# Photos

## View photos, Live Photos, and videos on iPad

Use the Photos app  to view photos and videos you take on iPad. Browse your photos, albums, memories, and more using the Photos, For You, Albums, and Search tabs.

- *Photos*: Browse your photos and videos organized by moments, collections, and years.
- *For You*: A personalized feed of your Memories, Albums, Featured Photos, and more.
- *Albums*: View albums you created or shared, and your photos organized by album categories—for example, People & Places and Media Types.
- *Search*: Type in the search field to search for photos by date, place, location, or keyword. Or, browse photos already grouped by important people, places, and events to help you find the photo you're looking for.



### Browse photos by moment, collection, or year

Photos organizes the photos and videos on your iPad by moments, collections, and years. A *moment* is a group of photos and videos taken around the same time and in the same place. A *collection* is a group of related moments, and the years view groups all photos taken in the same year together.

1. Tap the Photos tab to view your photos organized by moments.

2. Tap < to view photos organized by collections; tap < again to zoom out further and view photos by years.

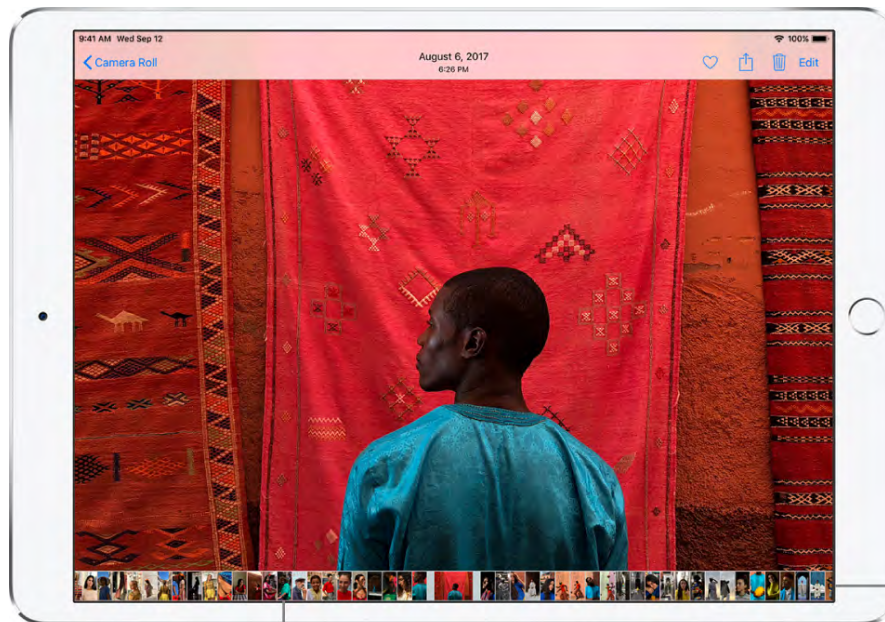
Tap a photo thumbnail to zoom in and return to viewing by collections and moments.

You can combine all your photos in the Photos tab into a single set instead of viewing them by moments, collections, and years. Go to Settings > Photos, then turn off Summarize Photos.

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## View individual photos

1. In an album or moment, select a photo, then do any of the following:
  - *Zoom in or out:* Double tap or pinch out to zoom in—while zoomed in, drag to see other parts of the photo; double tap or pinch closed to zoom out.
  - *Share:* Tap , then choose how you want to share; for more information see [Share photos and videos on iPad](#).
  - *Add to favorites:* Tap  to add the photo to your Favorites album in the Albums tab.
2. Tap <, or drag the photo down to continue browsing the moment or album.



Swipe to browse through your photos.

Tap a thumbnail to view a photo.