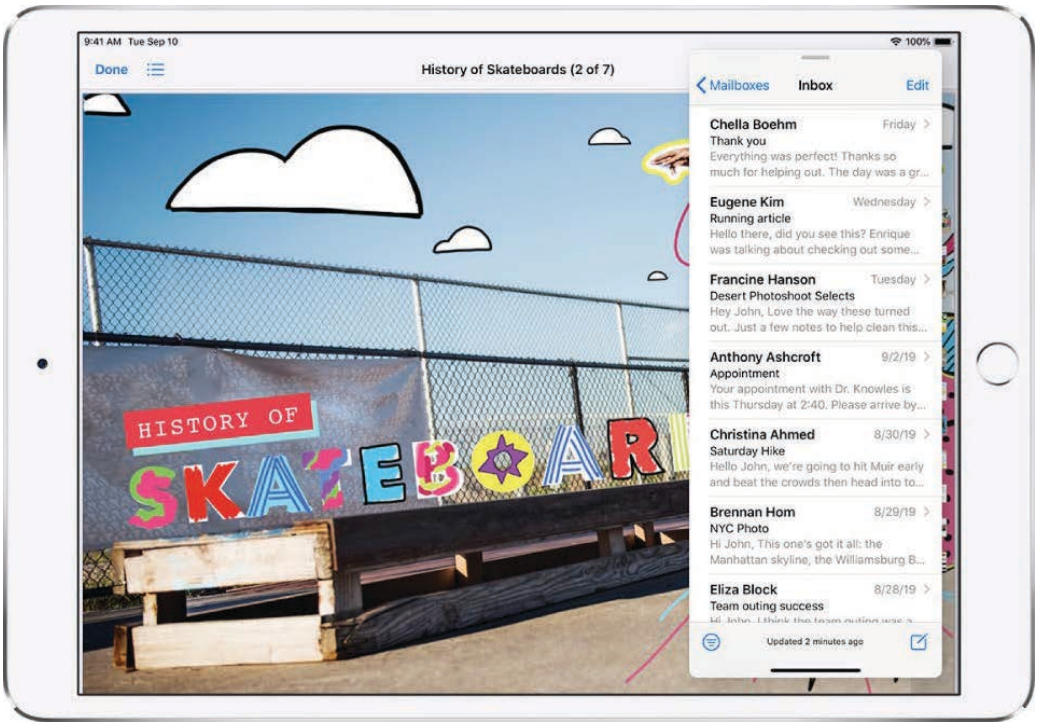
Welcome

# iPad User Guide

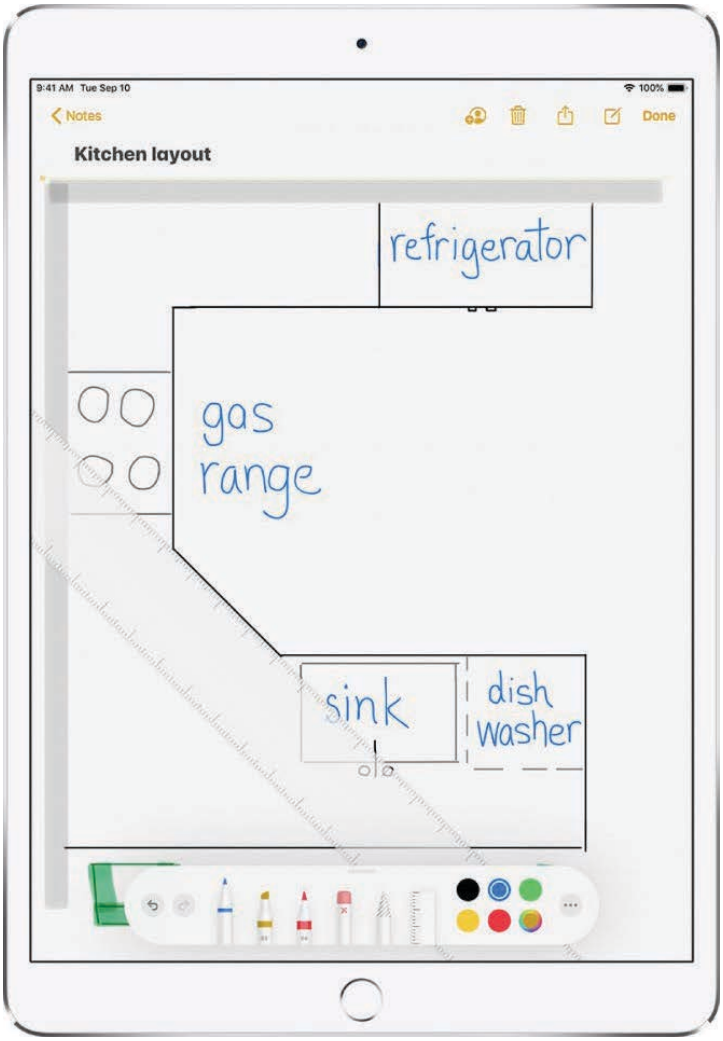
Everything you need to know about iPad




## More information at your fingertips

Pin favorite widgets to the home screen, multitask with Split View and Slide Over.

Multitask on iPad




## Extend your reach with Apple Pencil

Create instant notes from the Lock screen, add your signature, mark up photos and other documents, and give wings to your inner artist.

Create notes, sign documents, and more

### Your ideal travel companion

Use Maps to scout your destination and create a collection of must-see locations, keep the kids occupied, and relive your trip's best moments.

Take your iPad on the road

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.

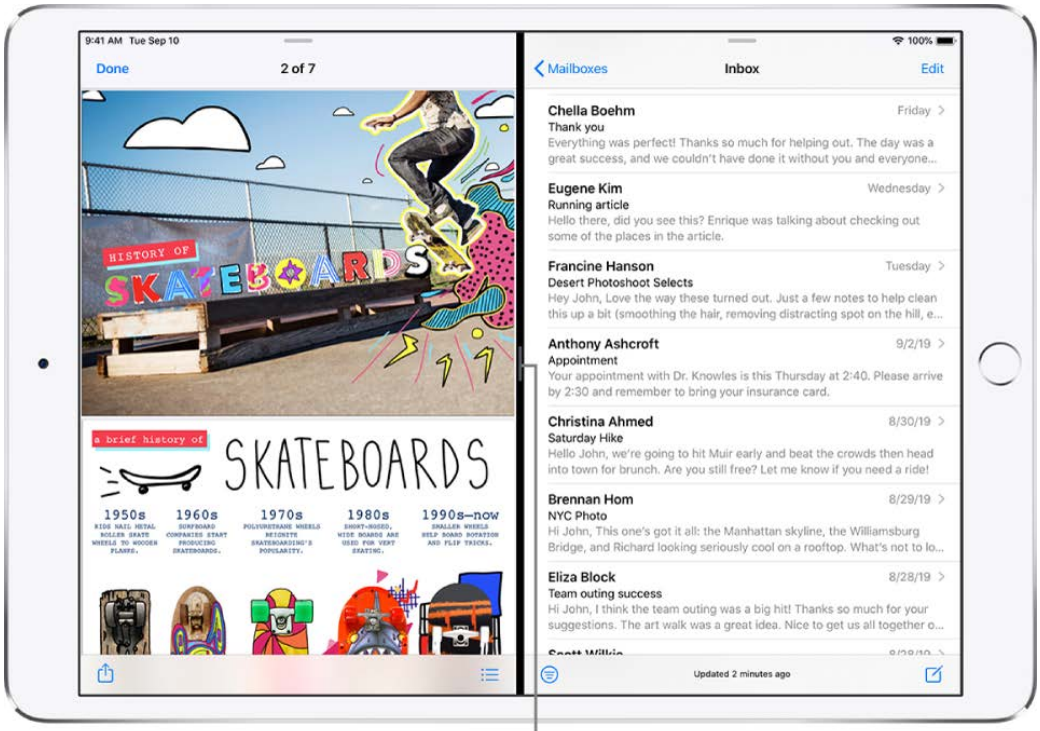
# More information at your fingertips

# Multitask on iPad

Keep useful widgets on the Home screen, work with multiple apps at the same time, and quickly switch between your favorite apps.

### Pin widgets to the Home screen

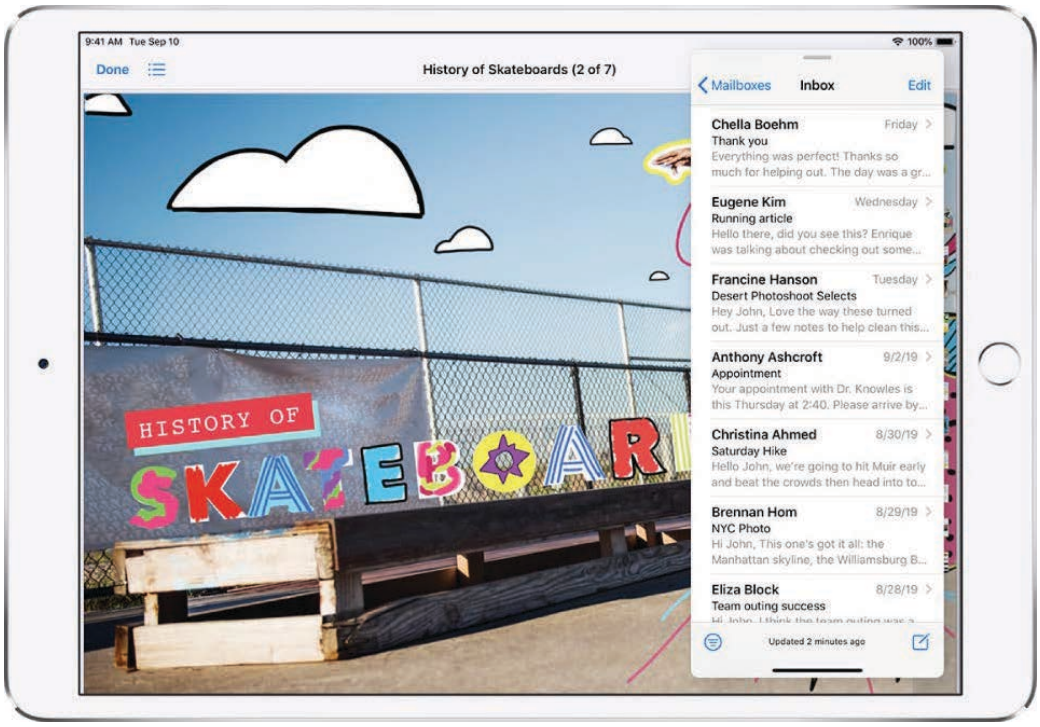
To keep an eye on the information that matters most, pin your favorite widgets to your Home screen. With iPad in landscape orientation, swipe right on the Home screen to see Today View, tap Edit, then turn on Keep on Home Screen. Drag your favorite widgets to Pinned Favorites.




Drag to resize the split.

### Work with two apps at once

Do you routinely browse the web while chatting in Messages? Like to dash off a quick email while reviewing your reminders? Split View makes it possible. With one app open, swipe up from the bottom edge and pause to reveal the Dock, then touch and drag another app to the right or left side of the screen. Drag the divider over an app to close Split View.




### Quickly switch between favorite apps

While using an app, swipe up from the bottom edge and pause to reveal apps in the Dock. Tap an app to open it, or touch and drag another app above the Dock and the app appears in the Slide Over window. To switch to another open app, swipe up from the bottom of the Slide Over window, then tap an app to use it.

Want to switch to another app in the Slide Over window? Swipe up from the bottom of the Slide Over window, then tap an app.

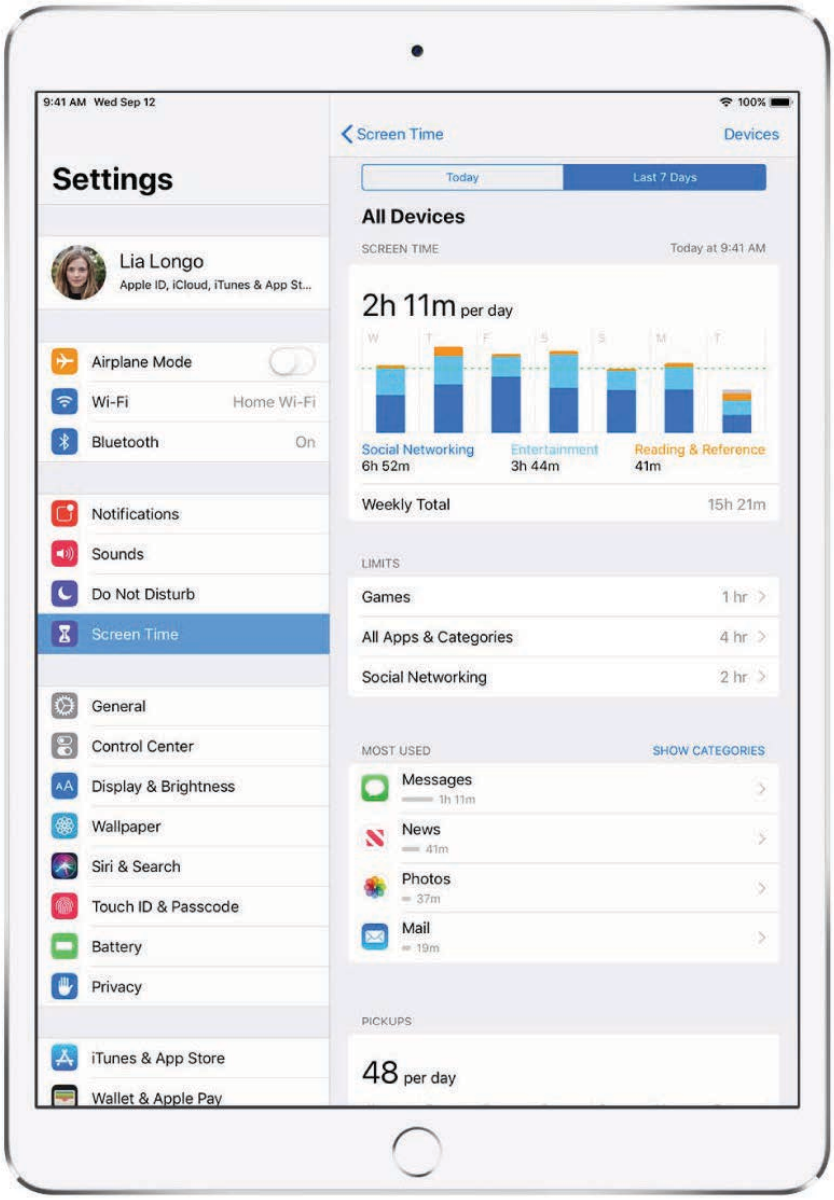
To learn more, check out Explore the Home screen and open apps, Open two items in Split View, and Open an app in Slide Over.

Not all features are available for all iPad models.

# Extend your reach with Apple Pencil

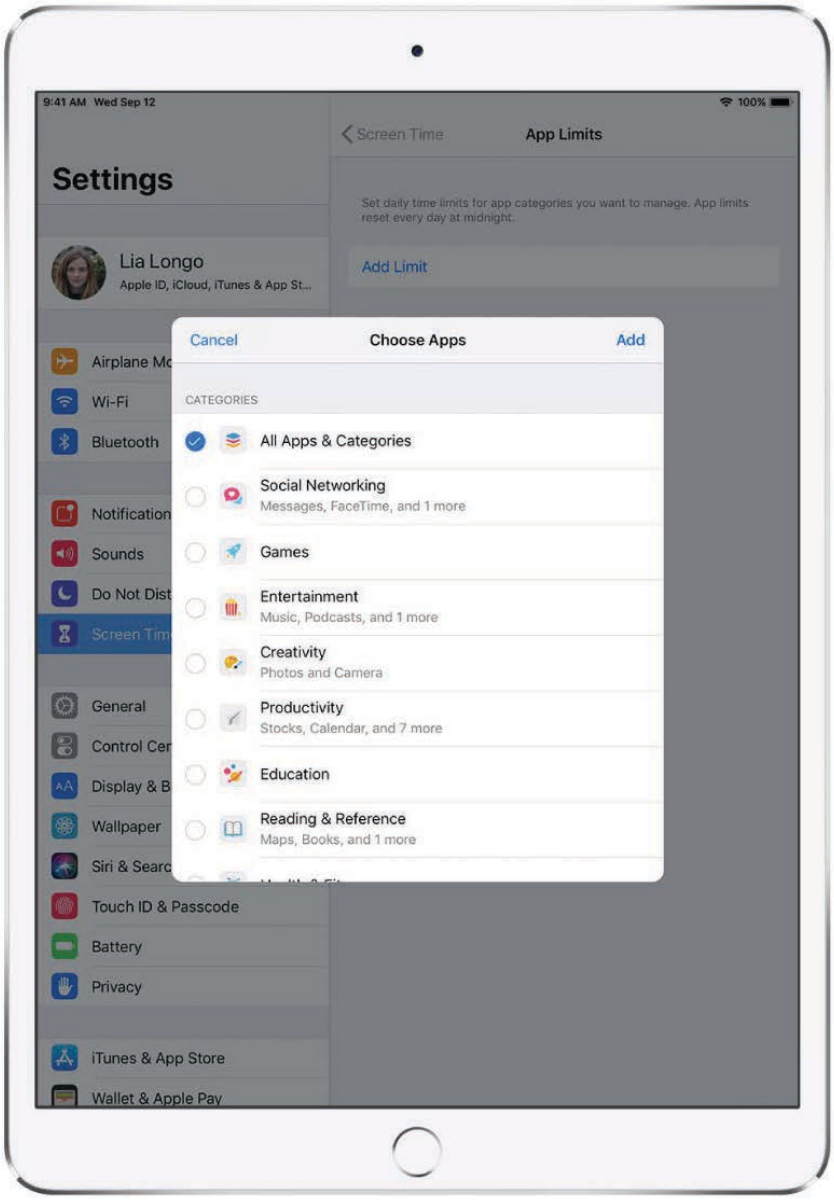
## Extend your reach with Apple Pencil

Whether you want to do something as simple as adding your signature to a PDF, or you’re an artist who needs to draw and sketch, you can use Apple Pencil to take your iPad experience to the next level.




### New note, no waiting

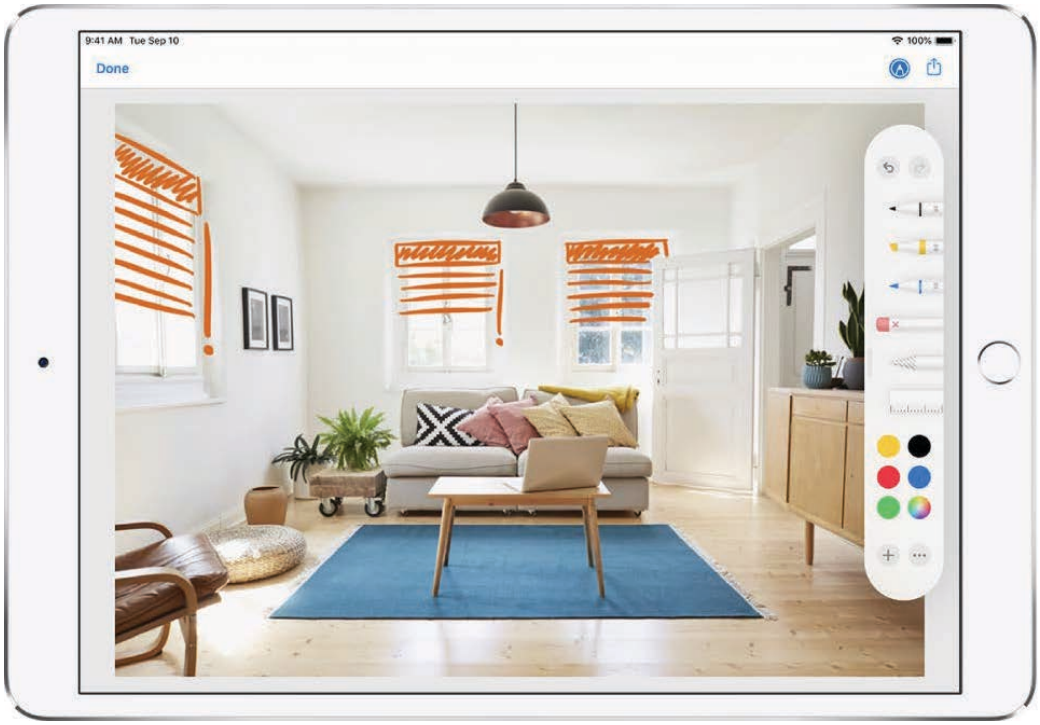
To quickly create a note, wake your iPad, then tap the Lock screen with Apple Pencil. In an instant, a new note appears, ready for your sketches. Easily reposition the Markup toolbar by dragging it to any edge.




### Sign here

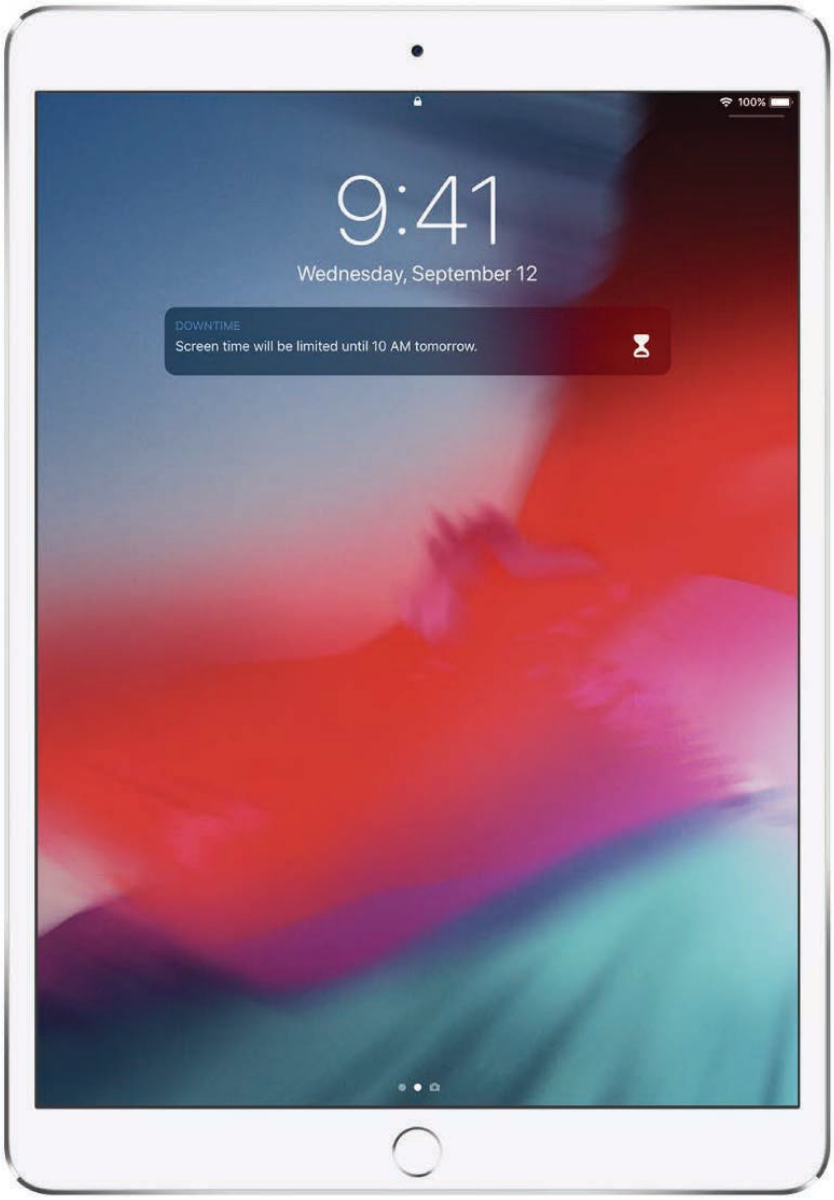
Create a signature with Apple Pencil in a few easy steps. Swipe up from the bottom corner of the screen, tap + in the Markup toolbar, choose Signature, sign your name, then tap Done.

When you next need your signature, you don’t have to sign again. Just tap + in the Markup toolbar of a supported app, then tap Signature.




### Mark up in a moment

Want to call attention to the fine print on a web page? Decorate a portrait of the family cat with hearts and rainbows? Use Apple Pencil to swipe up from the bottom corner to capture the screen, choose a tool from the Markup toolbar, then start writing or sketching.




### Sketch it out

Drawing and writing with Apple Pencil is easy. You can rest your palm on the display without it registering as a mark. And as you draw, increase your pressure for thicker lines, and tilt your pencil to shade.

Want to learn more about Apple Pencil and your iPad? Check out Use Apple Pencil with.

Not all features are available for all iPad models.

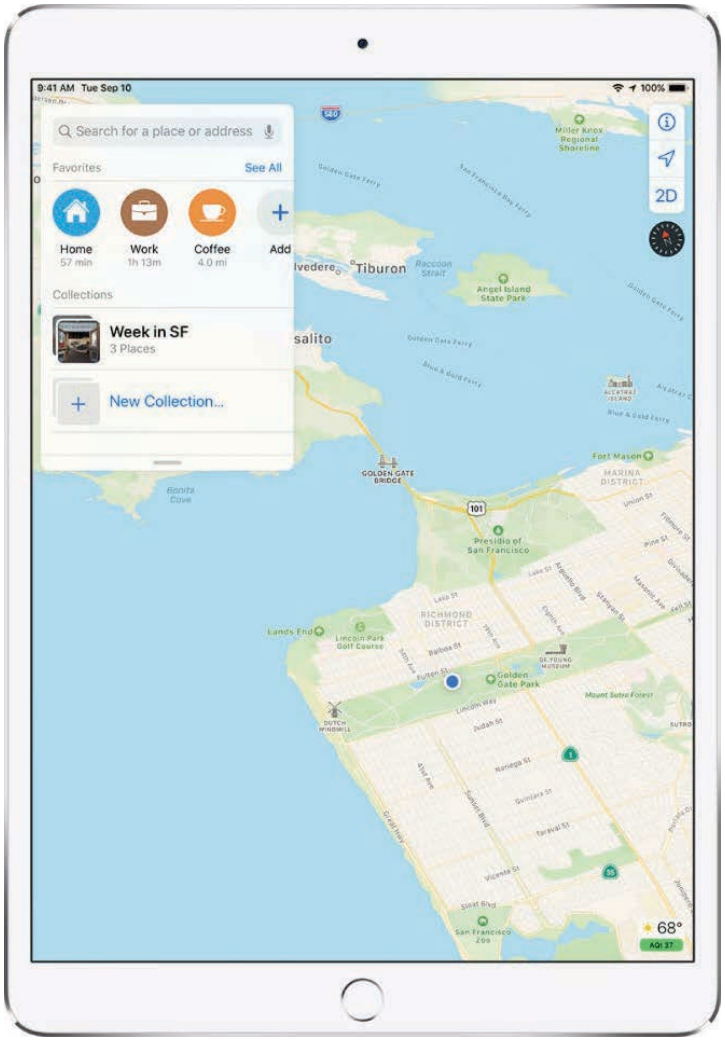
# Your ideal traveling companion

# Take your iPad on the road

Get ready for your next trip with iPad. Use Maps to scout your destination and create a collection of must-see locations, keep the kids occupied with podcasts and books, and relive your trip with Photos.

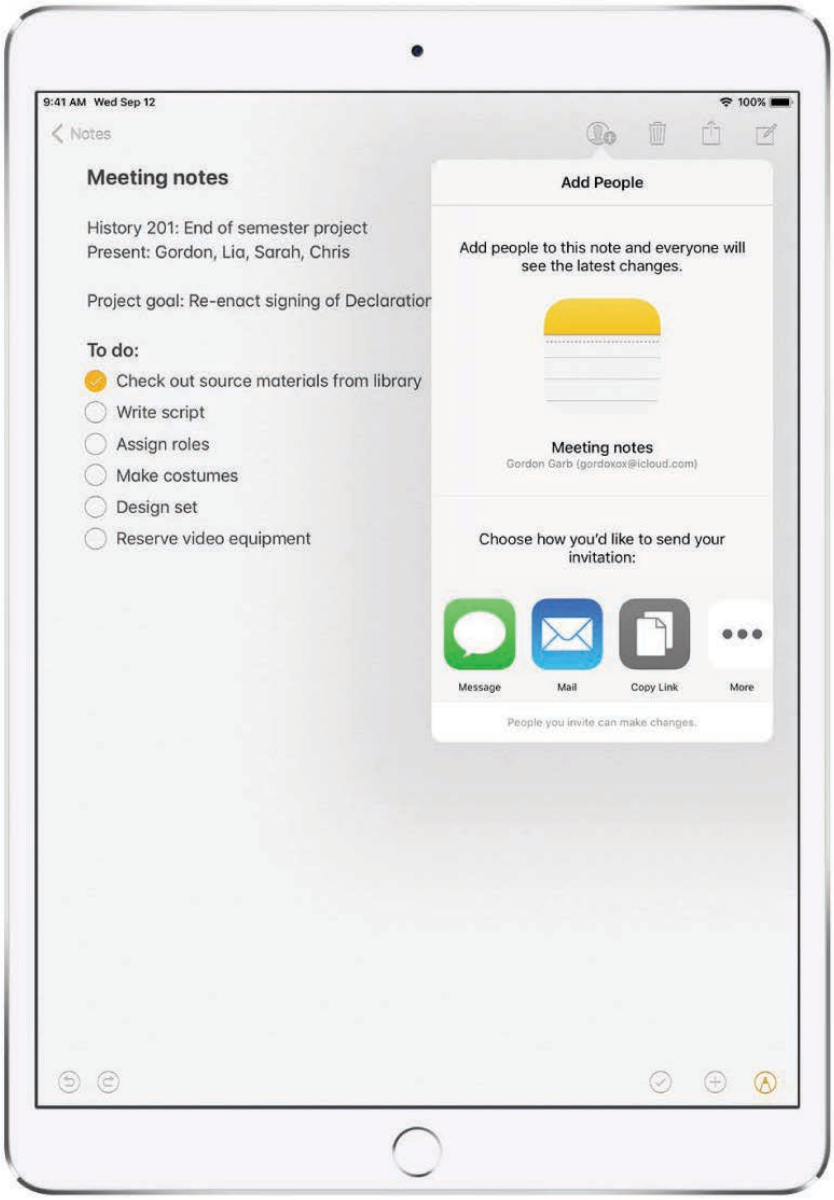
### Scout the sites

Before you take off, explore your travel destination in Maps so you can hit the ground running. To view sites or locations in 3D, type the name in the Maps search field, then tap Look Around. Drag your finger to pan in 360 degrees and move down streets.



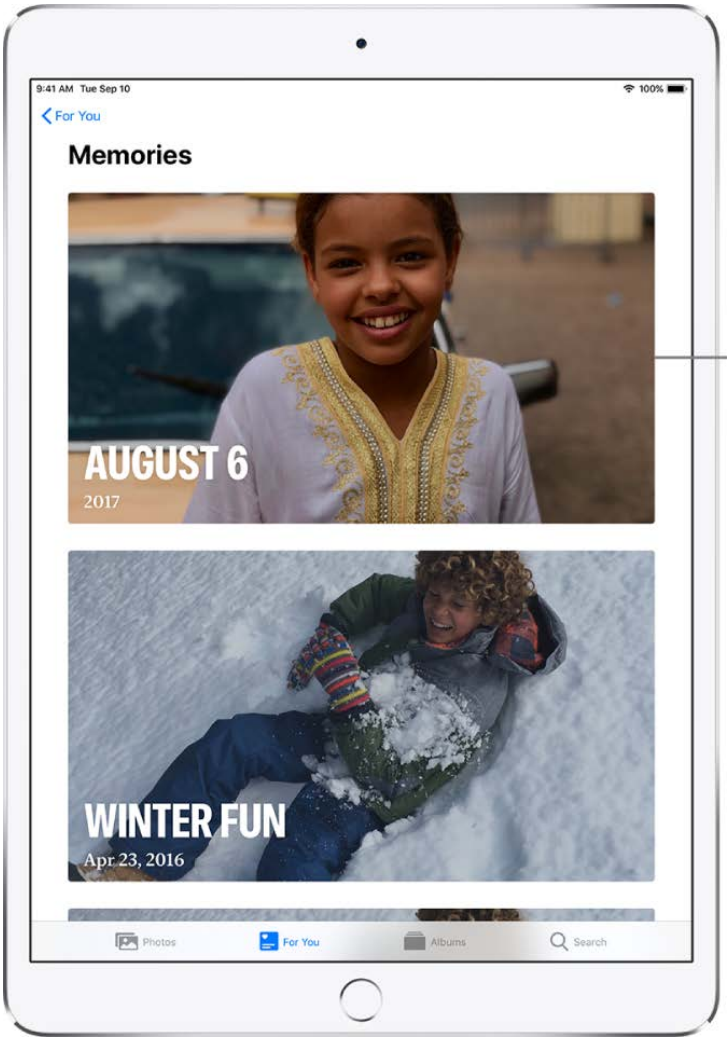

### Make a list of must-see places

Create a collection in Maps to keep track of the places you want to visit on your trip—restaurants, museums, or local attractions. To start a collection, enter a place in Maps, tap Add to, then name the collection. Continue to add places to the collection and then share it with your fellow travelers.




### Occupy the kids

Travel is stressful enough without the constant chants of “when are we going to get there?” from the back seat. iPad is the perfect companion for squirming children and entertaining them needn’t cost a nickel. Open the Podcasts app, tap Search, and enter “stories for kids” to find a wealth of age-appropriate podcasts. Or, open the Books app, tap Search, then enter “children books.”




Tap to see the memory and its contents.

### Relive the memories

After you return home, you can revisit your trip highlights in the Photos app. Tap Photos, then tap Months to see your photos organized by trips and significant events. Tap ⊙ to play a movie of the trip or to share photos and videos with friends and family. You can also quickly search for photos—just tap Search, type something in the search field like “California 2016” or “camping,” then tap a result.

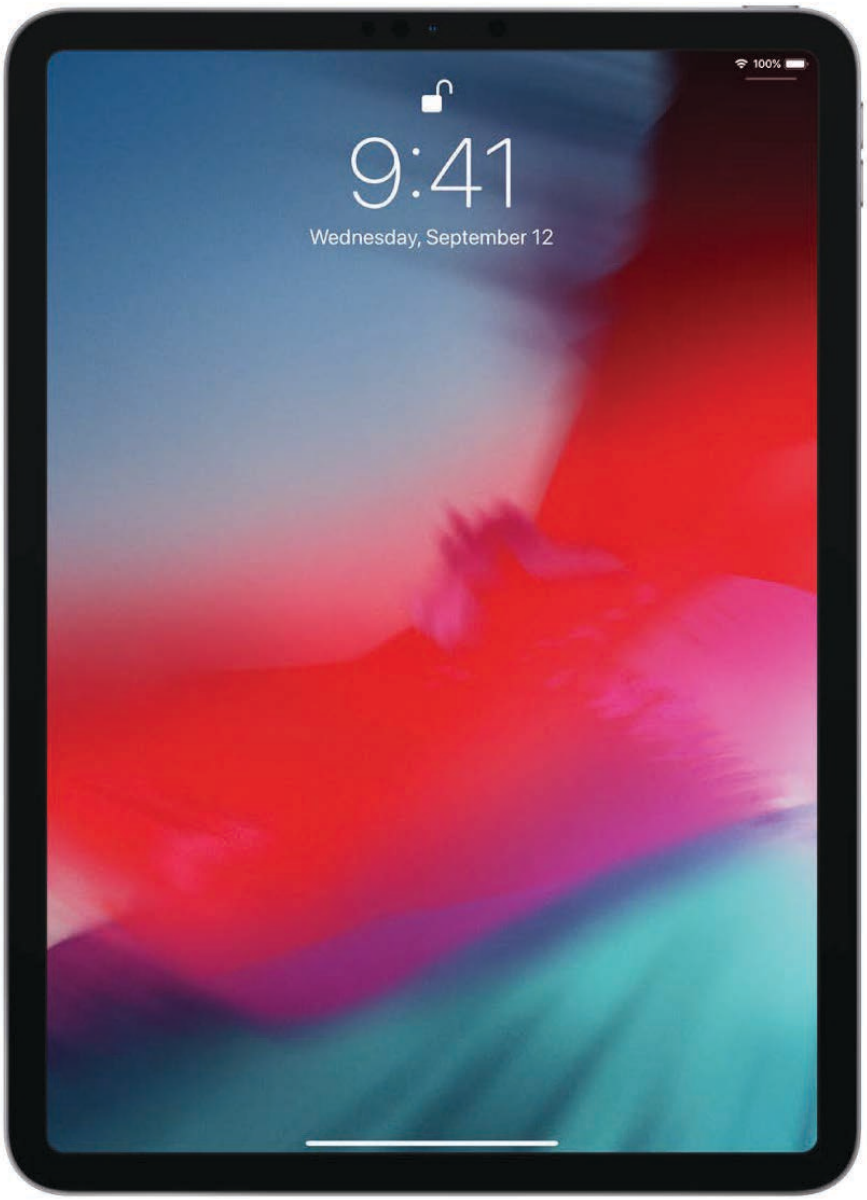
Want to learn more? Check out View a 3D map, Find podcasts on, Read a book, and Search in Photos on iPad.

Not all features are available for all iPad models.

# Say hello to the future

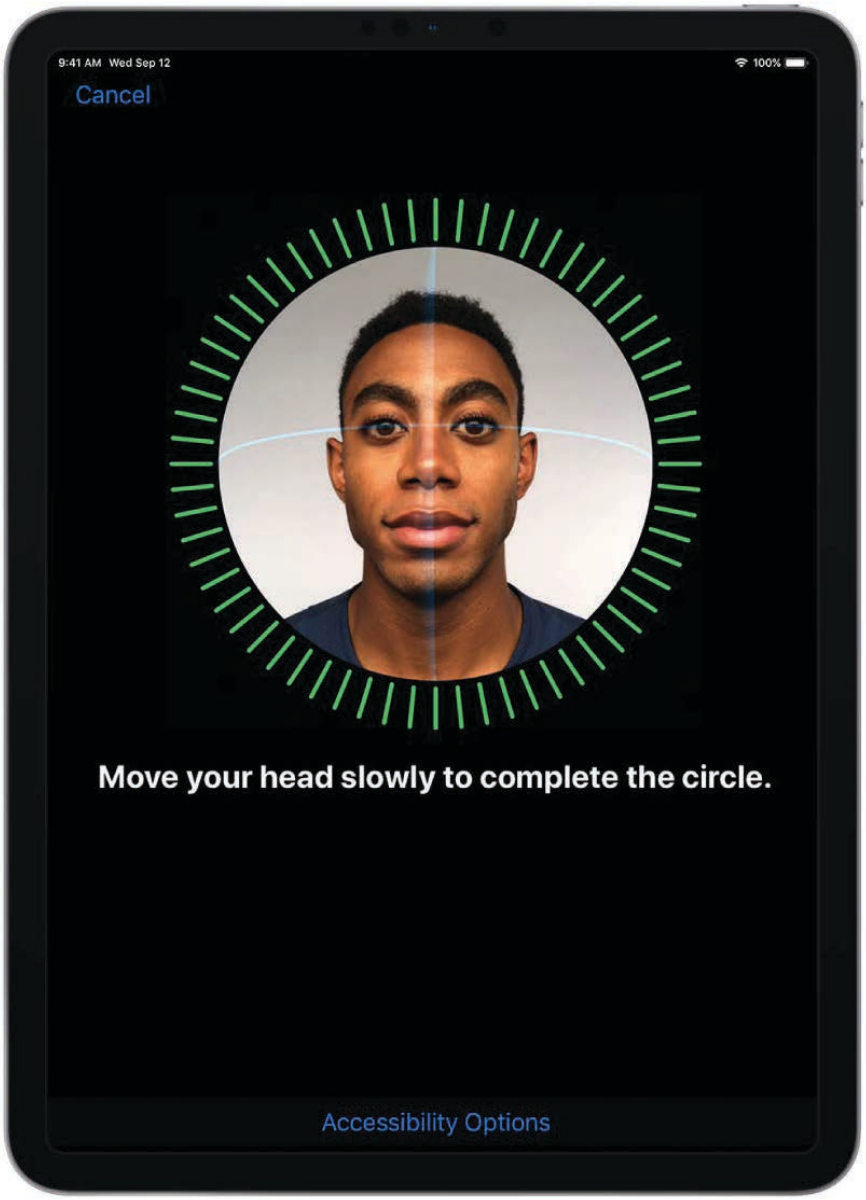
# Get to know the new iPad Pro

Learn intuitive gestures, use your face as your password, and stay connected in new ways with iPad Pro (11-inch) and iPad Pro (12.9-inch) (3rd generation).



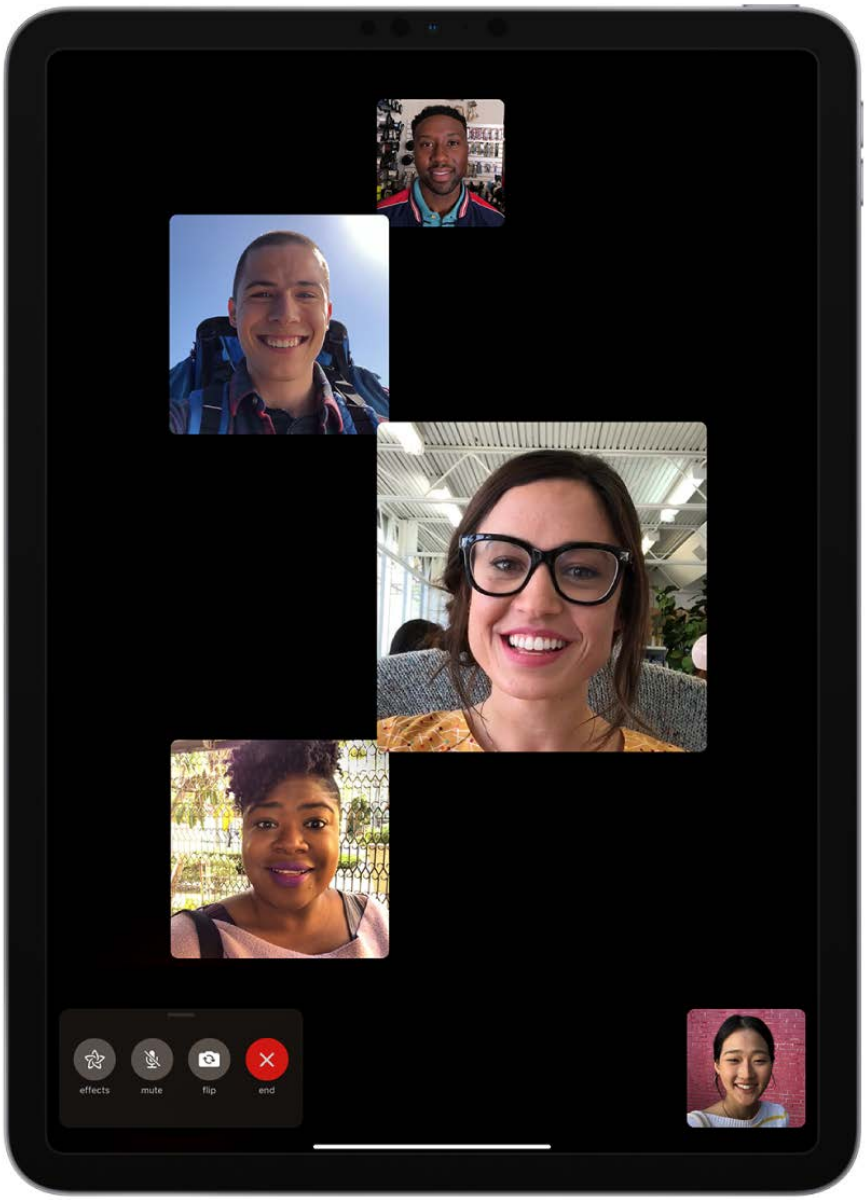

### It's all screen

The new iPad Pro is all display—with an edge-to-edge screen you navigate with familiar gestures. To quickly go to the Home screen at any time, swipe up from the bottom edge of the screen. Swipe up to the middle of the screen and pause to switch between open apps. To open Control Center, swipe down from the top-right edge.




### Unlock with a glance

Face ID is a powerful and secure authentication system. Use Face ID to unlock your iPad Pro (11-inch) and iPad Pro (12.9-inch) (3rd generation), authorize purchases with Apple Pay, and sign in to apps and websites. To set up Face ID, go to Settings > Face ID & Passcode.




### Start a Group FaceTime call

Use Group FaceTime to visit with friends face-to-face, or lead a team meeting with coworkers in different offices. A Group FaceTime call can support up to 32 participants, and organizes the callers on the screen so you can easily tell who is on the call and who is speaking. To start a Group FaceTime call, tap +, then add people to the call.

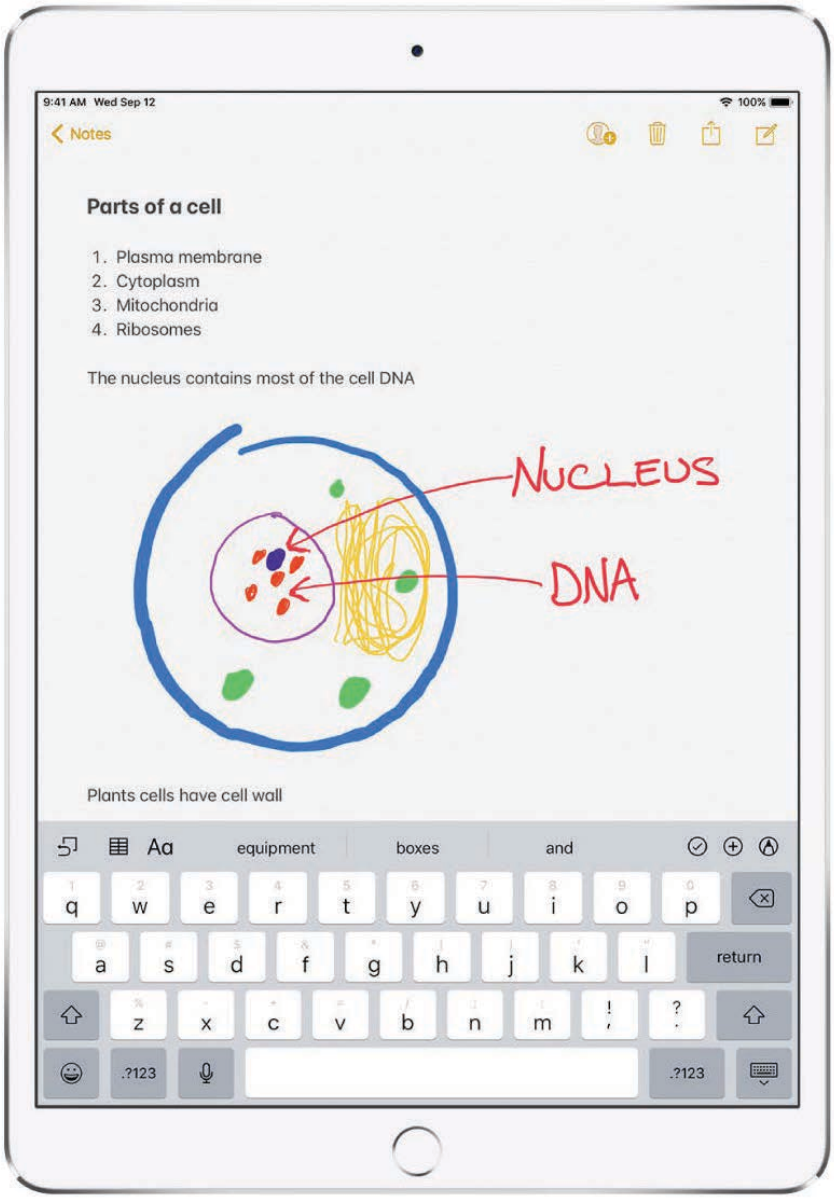
Want to learn more about features on your new iPad? Check out
Learn gestures for iPad models with Face ID and Make a Group FaceTime call on.

Not all features are available for all iPad models.

# Work smart at school

# Stay ahead of the curve

Use iPad at school to get more done—more efficiently. Easily collaborate with your classmates, take great notes with drawings and sketches, and multitask in all your favorite apps.



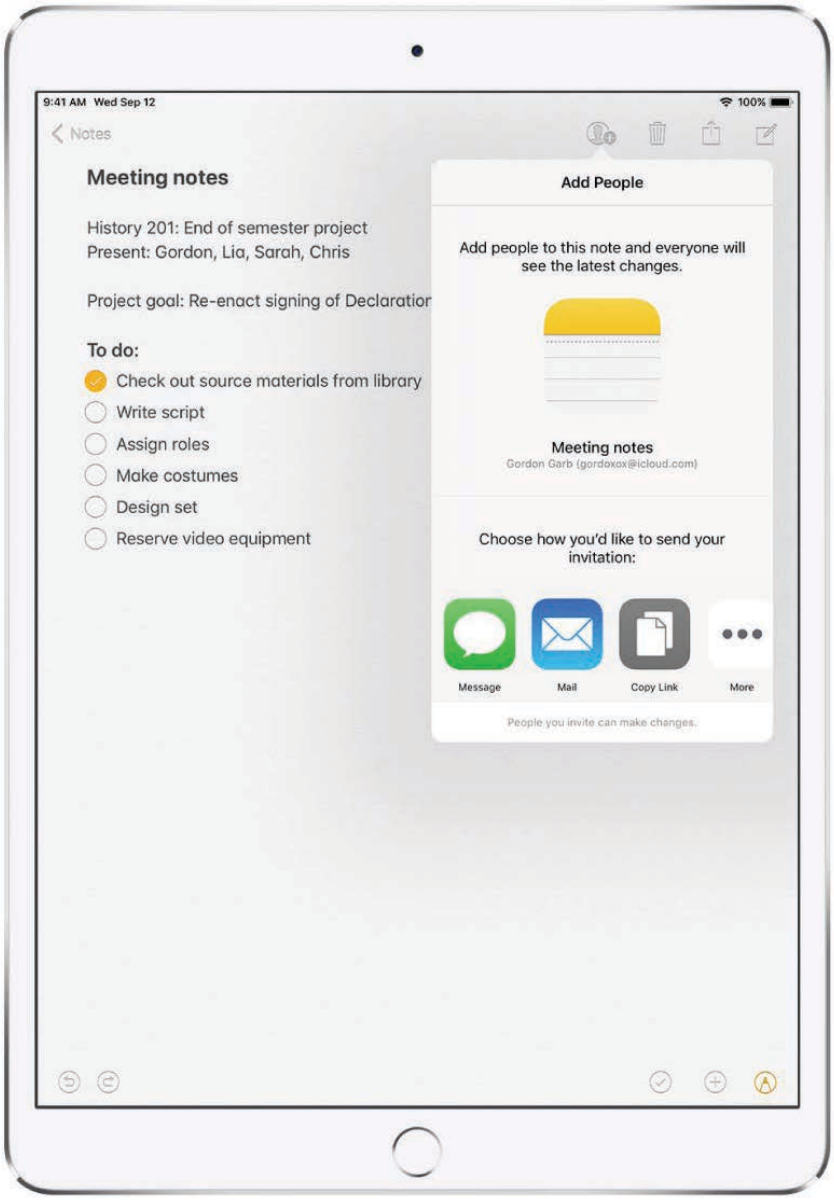

### Add a sketch to your note

Sometimes class notes need more than words. To add a quick sketch or diagram, tap Ⓐ, then touch your finger or Apple Pencil to the screen and start drawing. When you’re done, tap ⊗ to return to the keyboard and continue typing.

### Work in two apps at once

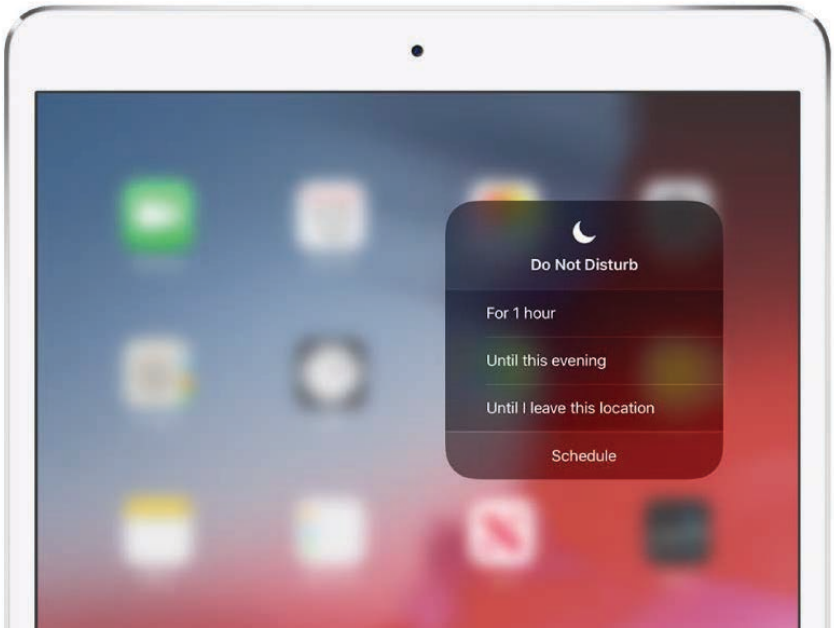
Use Split View to work in two apps side by side—to do things like take notes while researching online, or respond to email while viewing an attachment. Open one app, then swipe up from the bottom of the screen and pause to reveal the Dock. Touch and hold the icon of a second app, then drag it to the right or left edge of the screen.

To stop using Split View, drag the divider over the app you want to close.




### Work together in a shared note

Keep a group project to-do list in a shared note that everyone can update from their own device. In Notes, start a new note, tap ⊘ to make a checklist, then tap to share. When one person updates the note, the whole group will see the change.




**Block distractions while you study**

When you're at the library or in class, you can quickly silence calls, alerts, and notifications on your iPad. Swipe down from the right corner of the screen, then tap to turn on Do Not Disturb.

Touch and hold to schedule Do Not Disturb—so it turns on automatically when you're in a class or meeting.

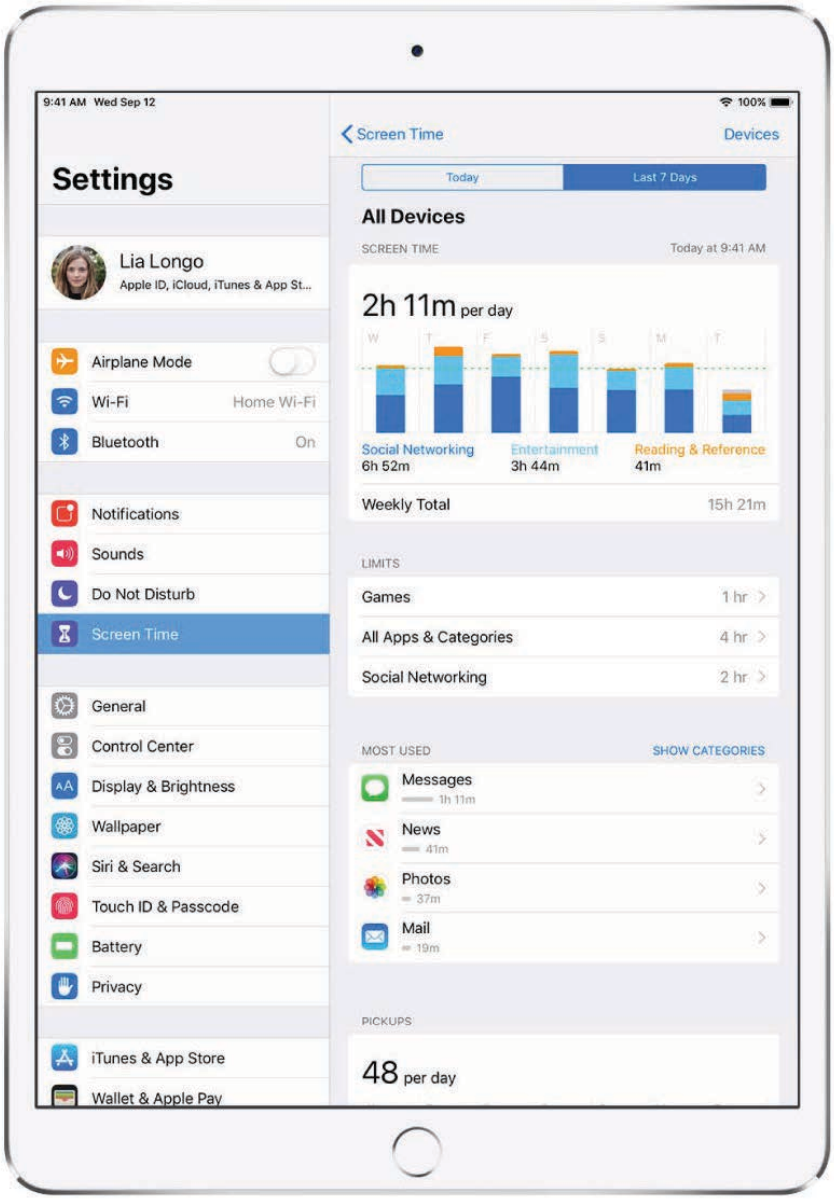
Want to learn more? Check out Draw a sketch in Notes, Open two items in Split View on iPad, Share notes, and Set Do Not Disturb.

Not all features are available for all iPad models.

# Set up Screen Time for your child

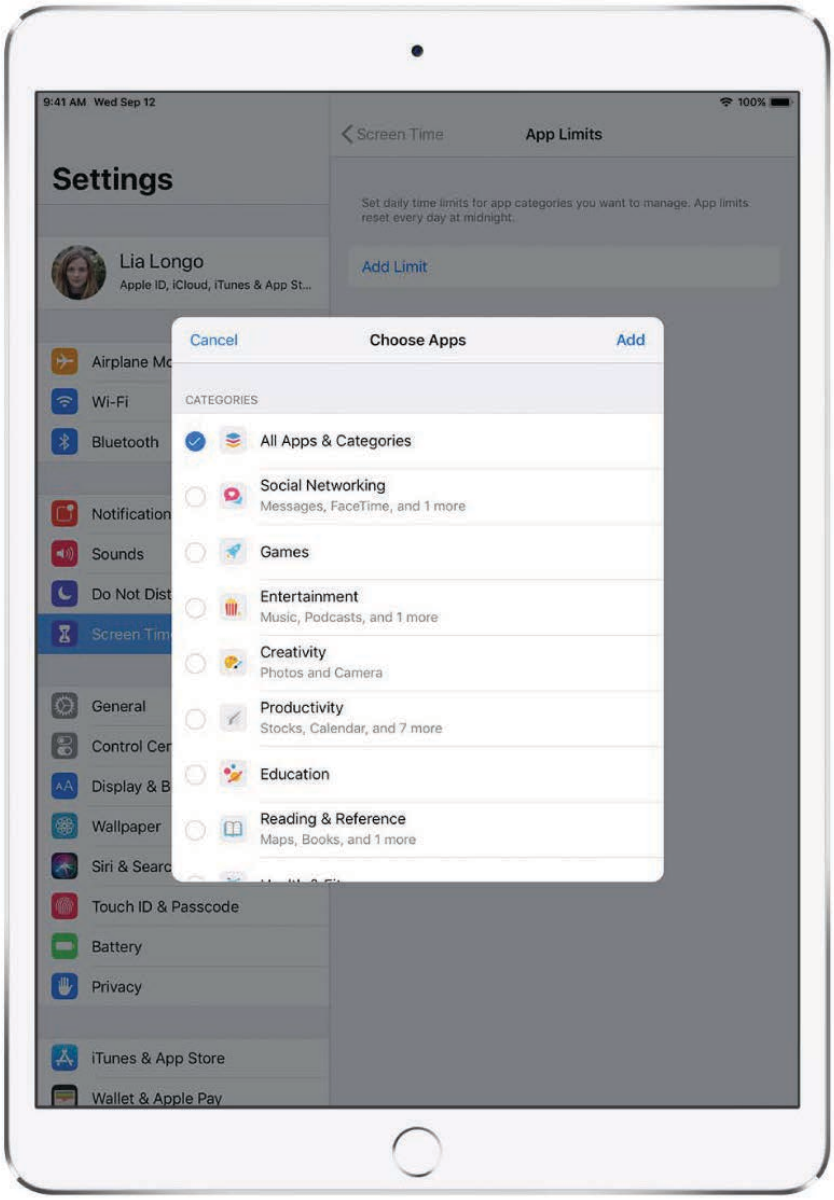
## See how your child spends time on iPad

Use Screen Time to gain insight into the time your kids spend on their devices. You can receive weekly activity reports, set app allowances, and schedule device downtime to help your child find the right screen time balance.



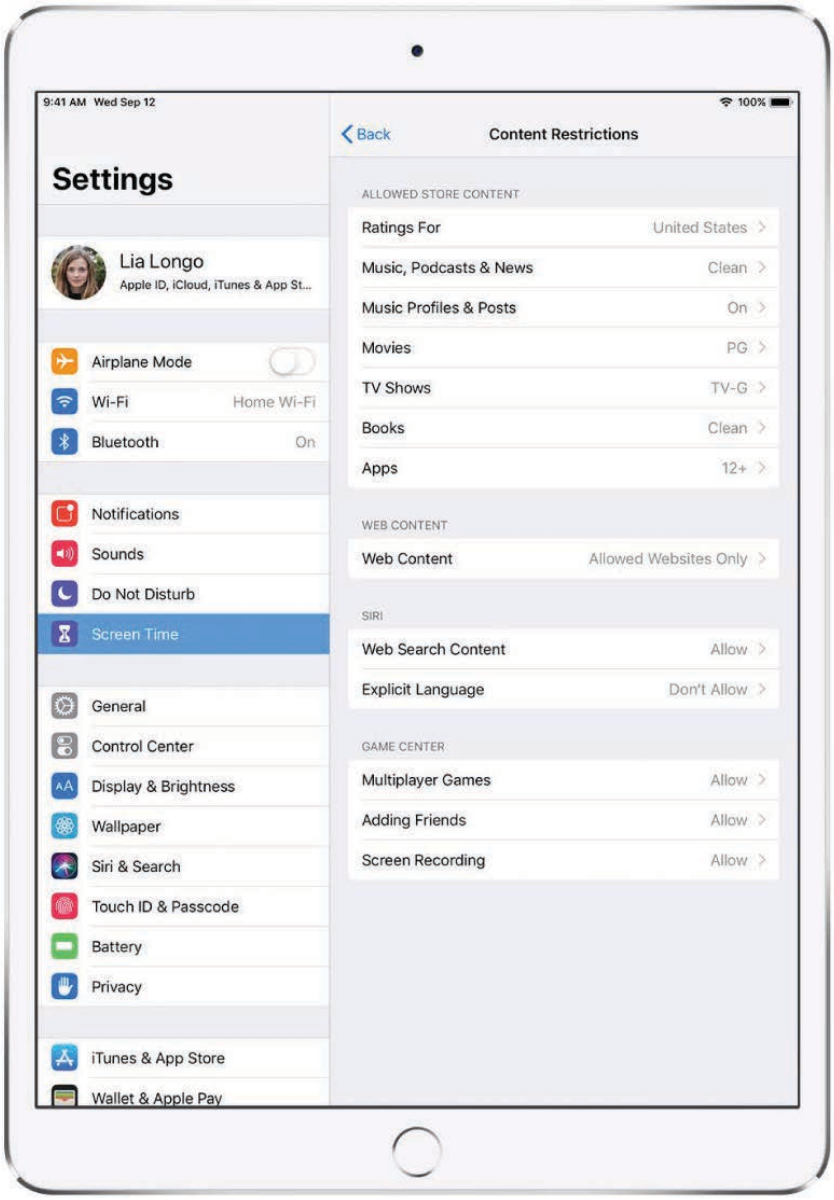

## Find out what's happening

With Screen Time, you can access real-time and weekly activity reports that detail how your child uses iPad. You can see how much time is spent using certain apps, when those apps are used, how often your child picks up iPad during the day, and more.



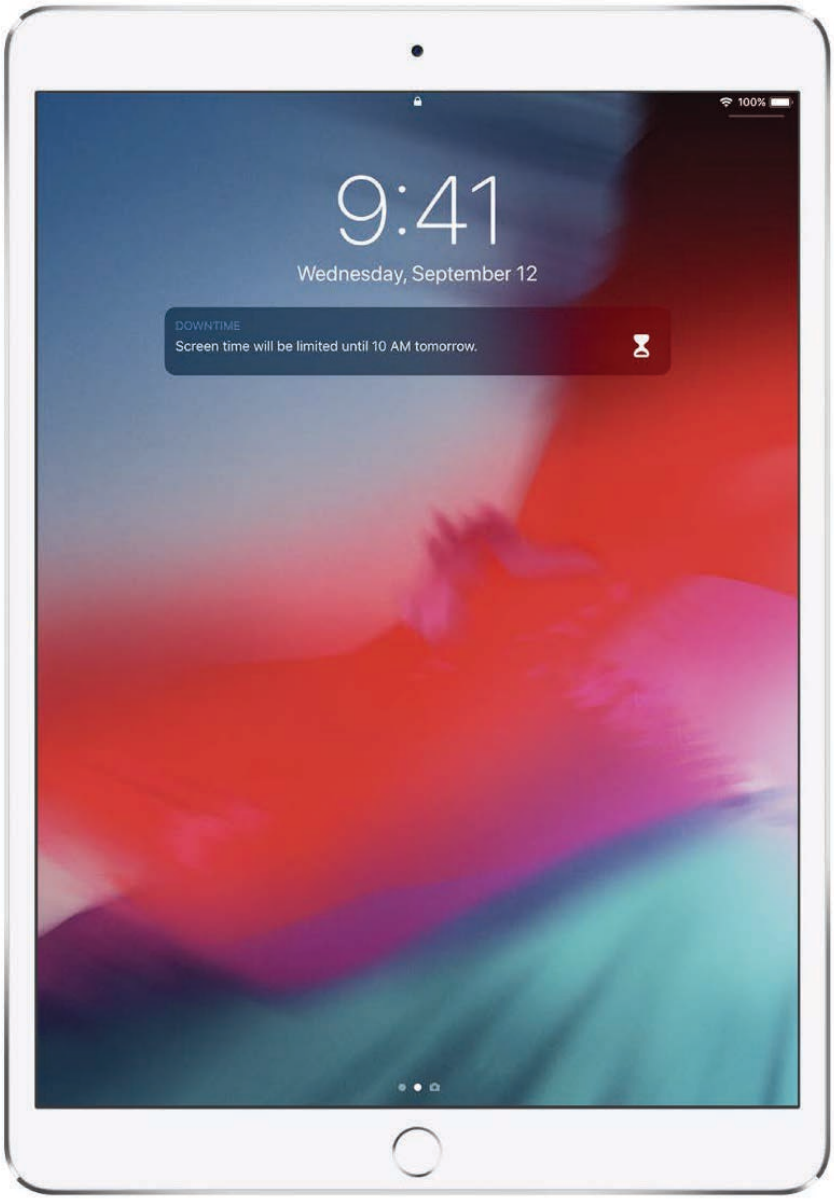

## Set app limits

Based on your child's activity report, you can set daily time limits for specific apps or app categories like games or social media. When the allotted time is almost up, your child receives a notification and can ask you to approve more time.



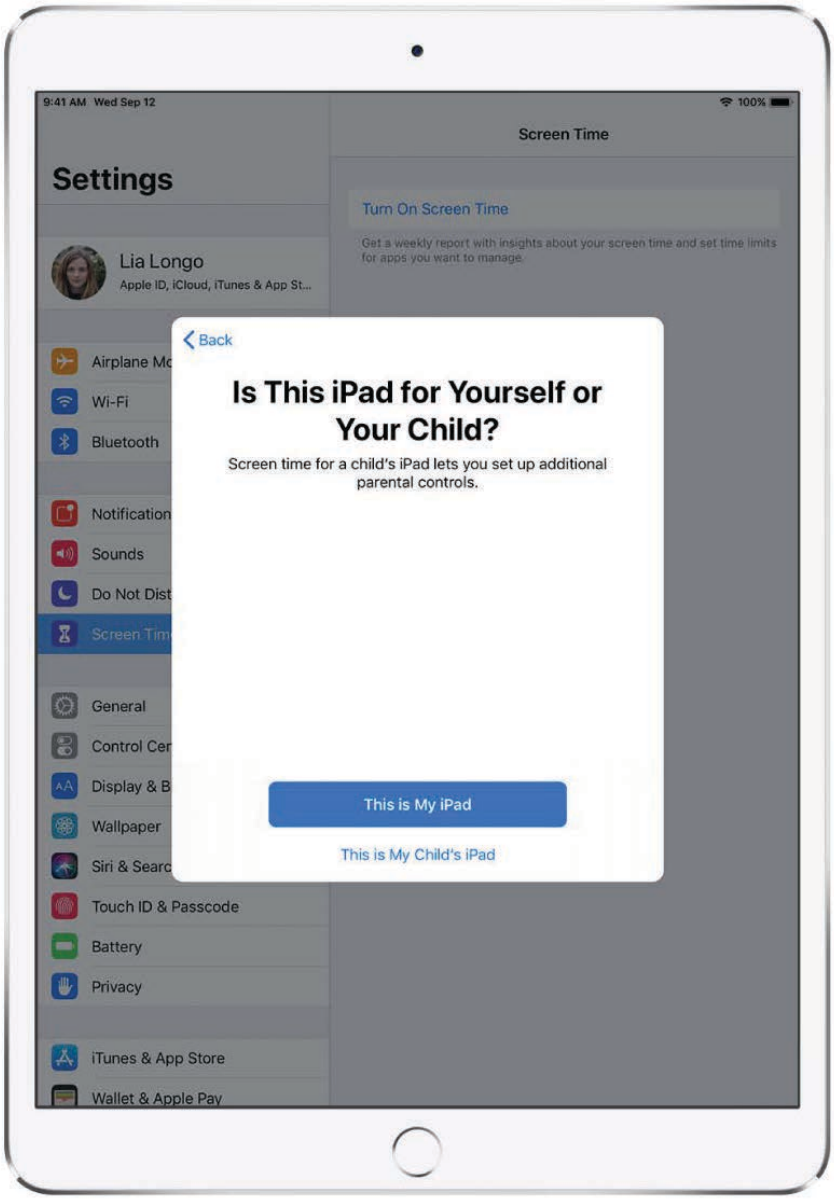

### Block inappropriate content

Adjust the content and privacy restrictions in Screen Time to limit what your child can view and download on iPad. You can change the settings to ensure content is age appropriate, allow or disable in-app purchases, and more.




### Help them unplug

Schedule Downtime to help your child take a break from certain apps in order to focus on homework or ease into bedtime. You can customize Downtime for each day of the week depending on your child's schedule.




### Set up from your device—or theirs

To manage your child's screen time from your own device, set up a Family Sharing account in Settings > [*your name*] > Set Up Family Sharing, then add your child to it. Open Screen Time on your device, then tap your child's name.

You can also manage your child's screen time settings from their iPad. Go to Settings > Screen Time, then tap "This is My Child's iPad."

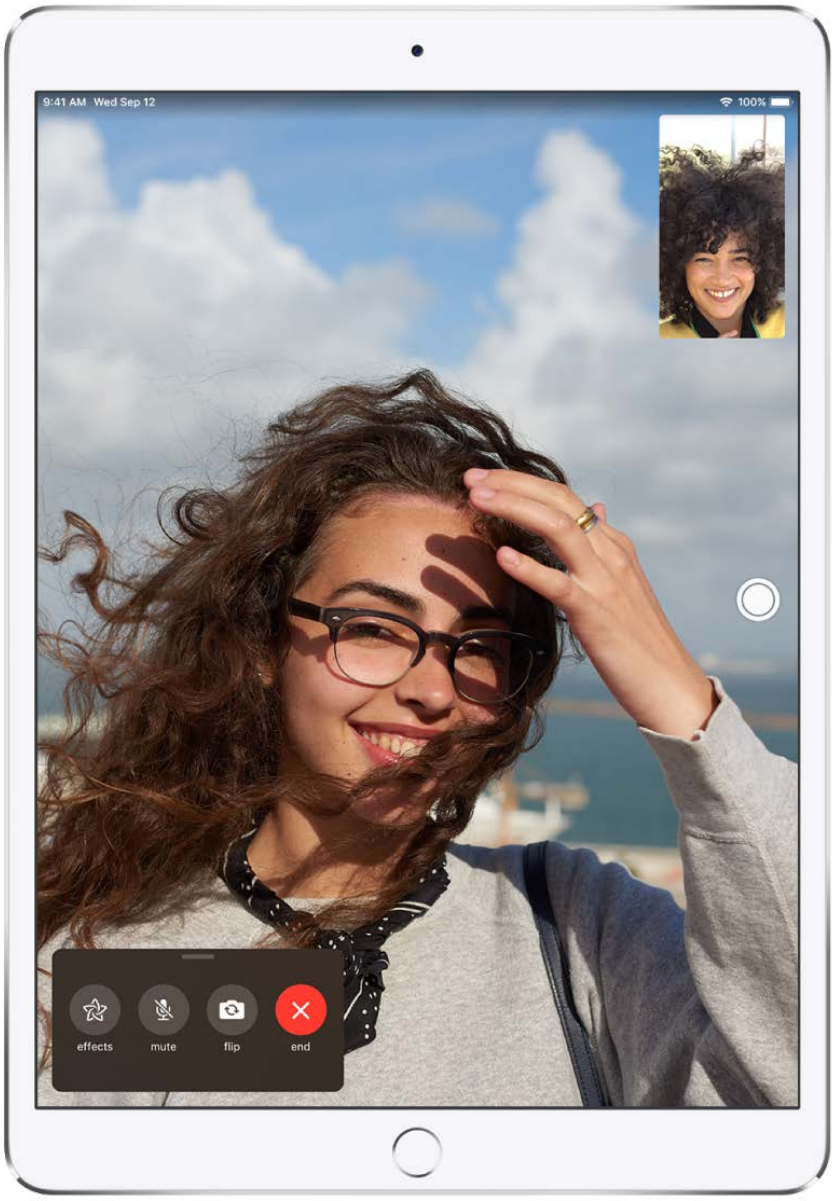
Want to learn more about the Screen Time features that you can use to customize iPad for your child? Check out Set up Screen Time for a family member on.

Not all features are available for all iPad models.

# Relax after a busy day

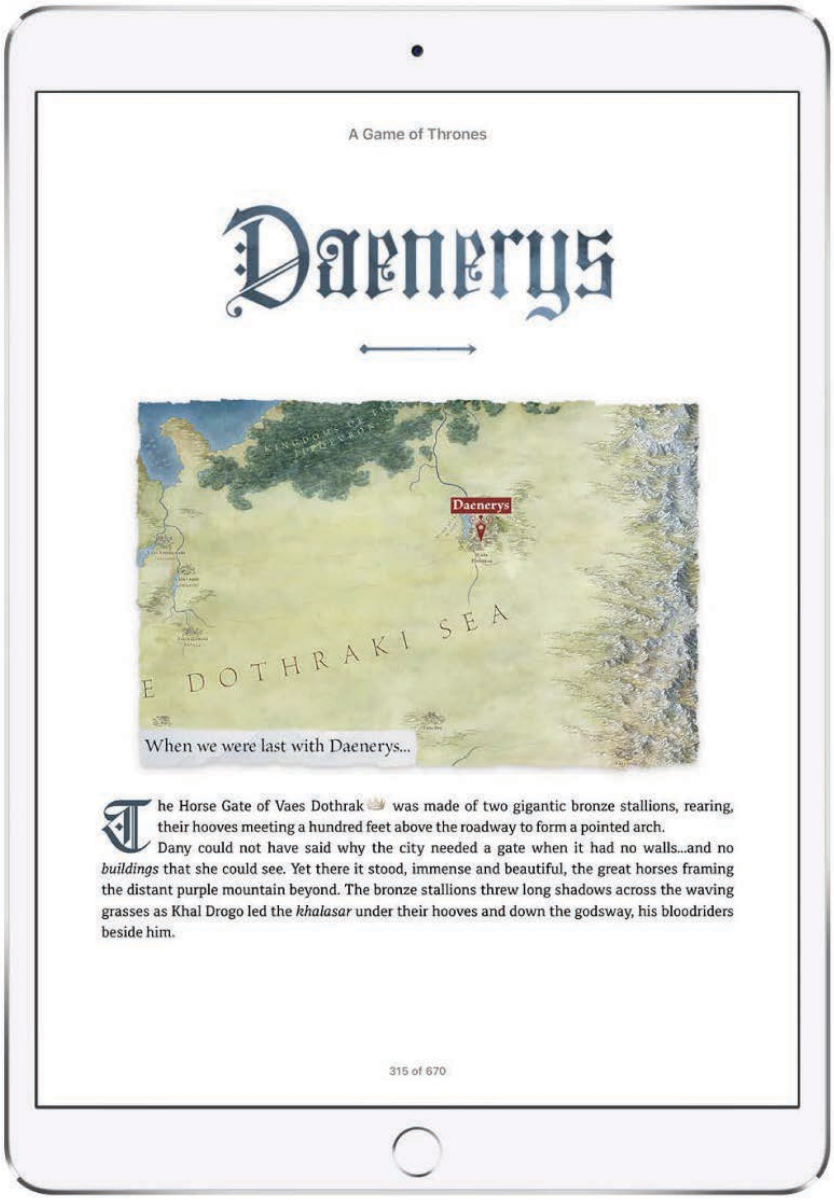
## Unwind with iPad

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




### Hang out with a friend

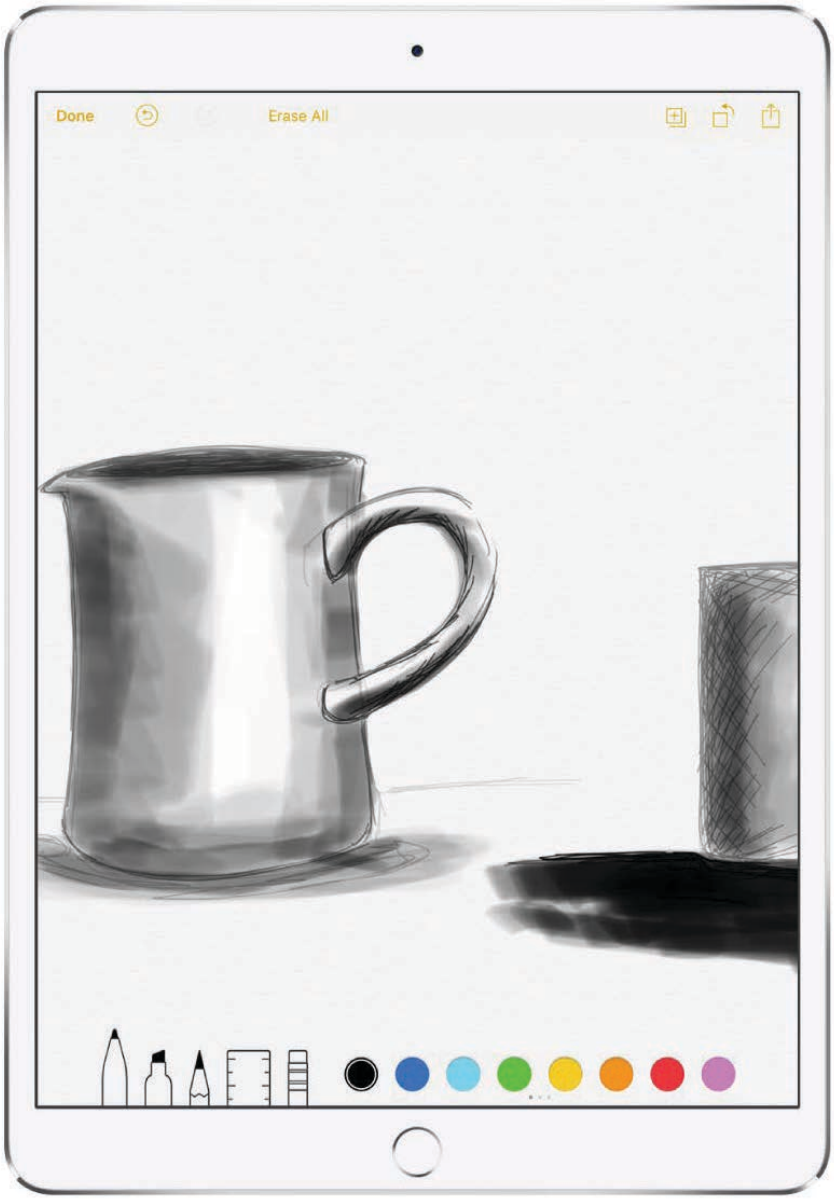
Open FaceTime, tap +, then call a friend. As you chat, you can tap ☆ to add fun effects like stickers, labels, filters, or use Animoji and Memoji on iPad Pro 11-inch or iPad Pro 12.9-inch (3rd generation).




### Escape with a great read

Discover a new book or revisit a favorite classic. Open the Books app, then tap Book Store to browse bestsellers, staff picks, and other collections.

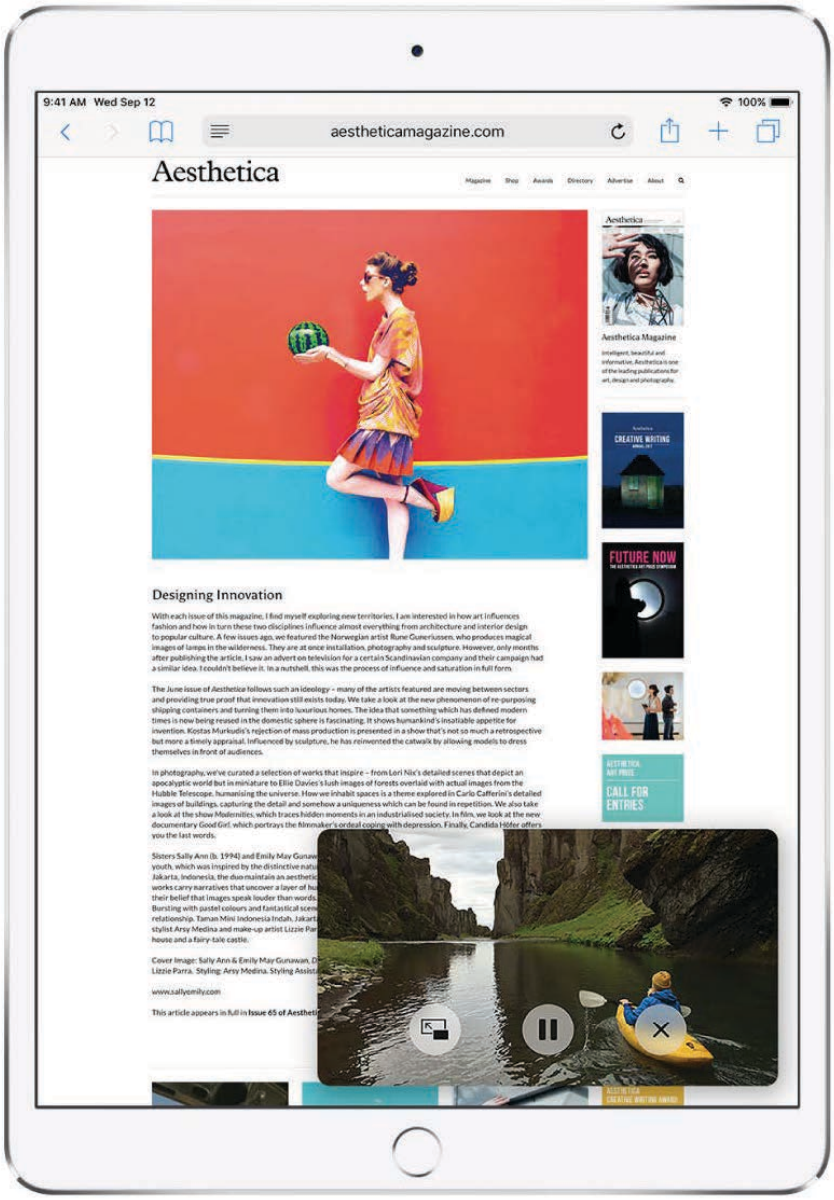
If you feel like listening to a story instead, tap Audiobooks to find books narrated by your favorite authors and celebrities.




### Start a sketchbook

Use the drawing tools in the Notes app to doodle, draw, or anything in between. To get started, tap ⊕, tap Add Sketch, then start drawing. If you have an Apple Pencil, you can change the line weight of the pencil and marker tools by adjusting the angle of Apple Pencil on the screen.

Need a fresh page? Swipe left with two fingers. To add details to your drawing, pinch the screen open for a closer look, then pinch closed to zoom back out.




### Watch a video while you surf the web

With Picture in Picture, you can watch your favorite TV show while you browse the web, or keep an eye on the game while you play a game yourself. Tap ⧉ at the bottom of your video player to make the screen shrink so you can use other apps while you watch.

To learn more, check out Make and answer FaceTime calls, Buy books from Apple Books, Draw a sketch in Notes, and Multitask with Picture in Picture on iPad.

Not all features are available for all iPad models.

# What’s new

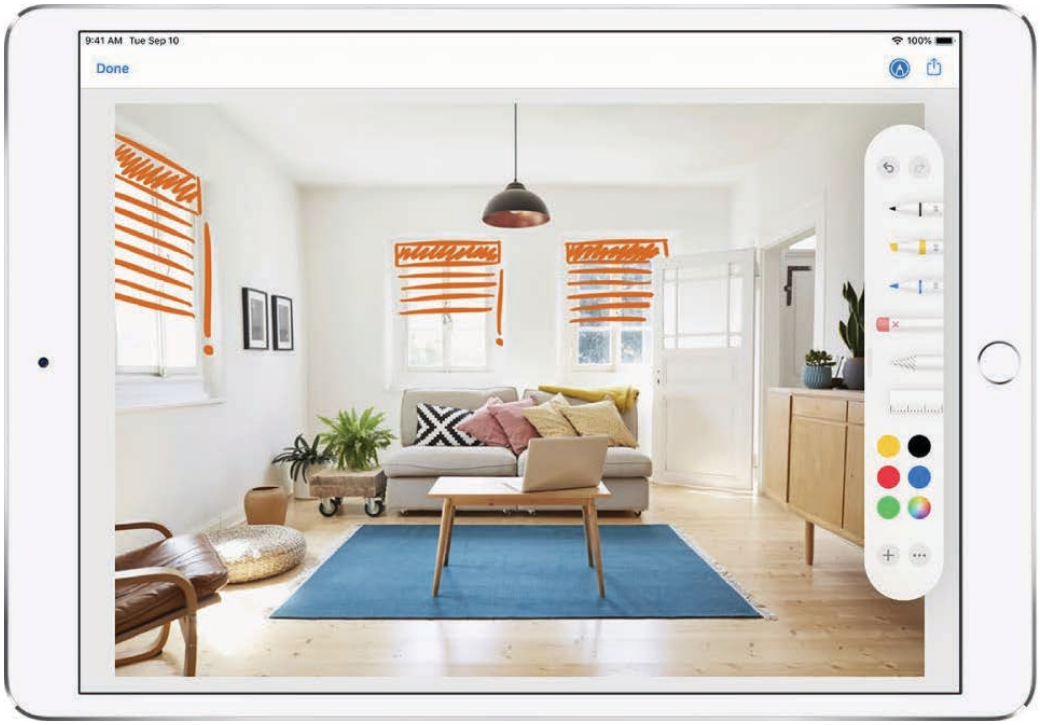
# What's new in iPadOS

**New Home screen** The Home screen has been redesigned to take advantage of the large iPad display. A refined layout lets you see more apps, and you can pin useful widgets on the Home screen. See Explore the Home screen and open apps.

**Dark Mode** A new Dark Mode option gives the entire iPadOS experience a beautiful dark color scheme that is perfect for low-light environments. Quickly turn on Dark Mode from Control Center, or set to automatically turn on at night. When Dark Mode is turned on, the light from your device won't disturb the people around you. See Adjust the screen brightness and color.

**Slide Over and Split View** Keep multiple apps at the ready in Slide Over and quickly access your favorites with just a swipe. Open multiple windows from the same app in Split View—perfect for working on two documents side by side. See Open an app in Slide Over and Open two items in Split View.

**Tool palette and Markup** Use a new set of tools in a redesigned palette that you can move to any side of the screen. Capture a screenshot of an entire webpage, document, or email, and mark it up. See Draw in apps with Markup.




**Files** Easily browse and access files in nested deep in folders in the new Column View. See high-resolution previews of selected files in the Preview pane that let you perform Quick Actions like markup and rotate. Use On My iPad to create folders and store files that reside only on the local drive. See View files and folders in Files.

**Text editing** iPadOS makes it easier to precisely select and edit text using just your fingers. See Select and revise text.

**Keyboard** Pinch to shrink the keyboard and move it wherever you want for one-handed typing, then use QuickPath to enter a word by sliding your finger from one letter to the next. See Enter text using the onscreen keyboard.

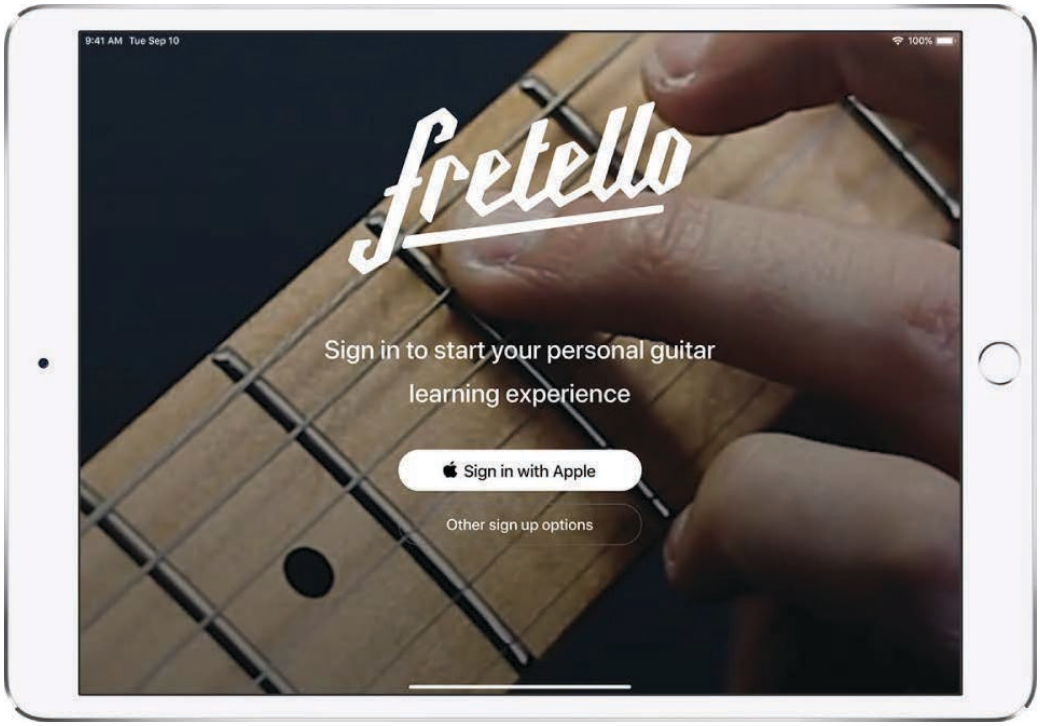
**Photos** The re-designed Photos apps displays your photo library by days, months, and years so it's easier to browse and share your photos and videos. As you scroll, Live Photos and videos play, bringing your photo library to life. All new editing tools make it easy for you to make changes to your photos and videos and see at a glance where those changes were made. See View photos and videos on iPad and Edit photos and videos on iPad.

**Safari** New features make Safari on iPadOS a desktop-class browsing experience. Safari now automatically shows you a website's desktop version so you can use web apps like Google Docs, Squarespace, and Wordpress. See Change text size, display, and website settings.

**Fonts** You can now get custom fonts from the App Store to use in documents you create on iPad. See Install fonts.

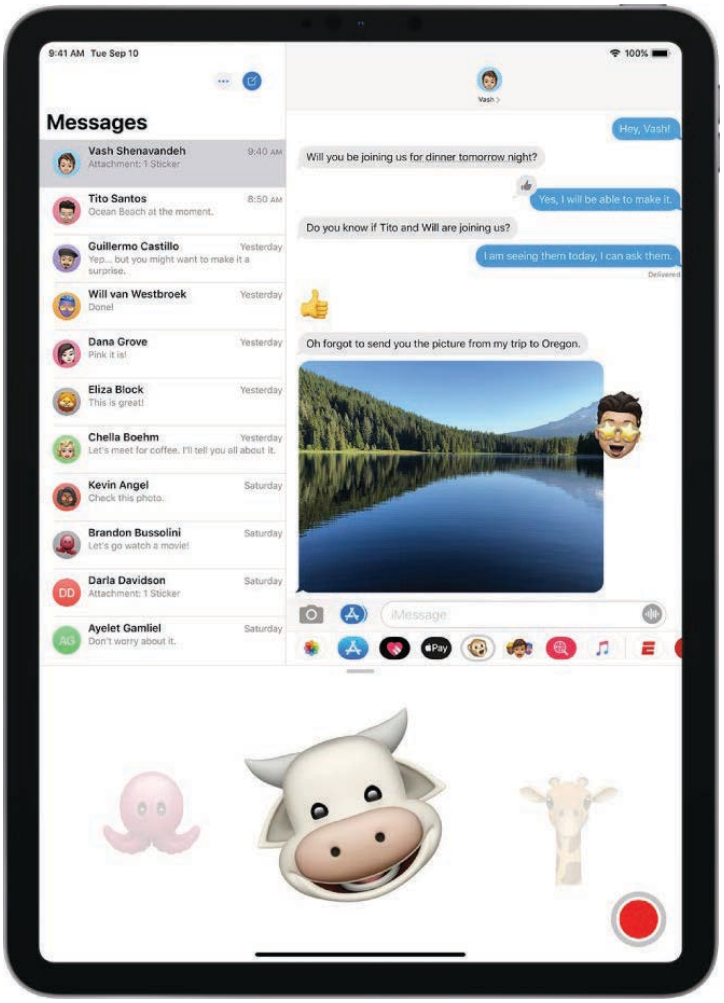
**Maps** Rebuilt from the ground up, Maps features more realistic details for roads, beaches, parks, and buildings. Explore where you're going before you get there with Look Around, build collections of your favorite locations, share your ETA, and more. See Look around in Maps on and Create a collection.

**Sign in with Apple ID** Sign in to apps and websites quickly and easily using the Apple ID you already have—no filling out forms or creating new passwords—just tap Sign in with Apple, use Face ID or Touch ID, and you're all set. See Sign in with Apple on.



**Siri** The new Siri voice sounds incredibly natural, particularly when speaking longer phrases. Siri offers personalized suggestions when you search in Podcasts, Safari, and Maps, and can detect reminders in Messages. See Find out what Siri can do on.

**Animoji and Memoji** Three new Animoji characters—mouse, octopus, and cow—give you more options to express yourself. Make your Memoji one in a trillion with new hairstyles, headwear, makeup, and piercings. Automatically generate sticker packs based on your Animoji and Memoji characters that allow you to express a range of emotions in Messages. See Use Animoji and Memoji in Messages on.



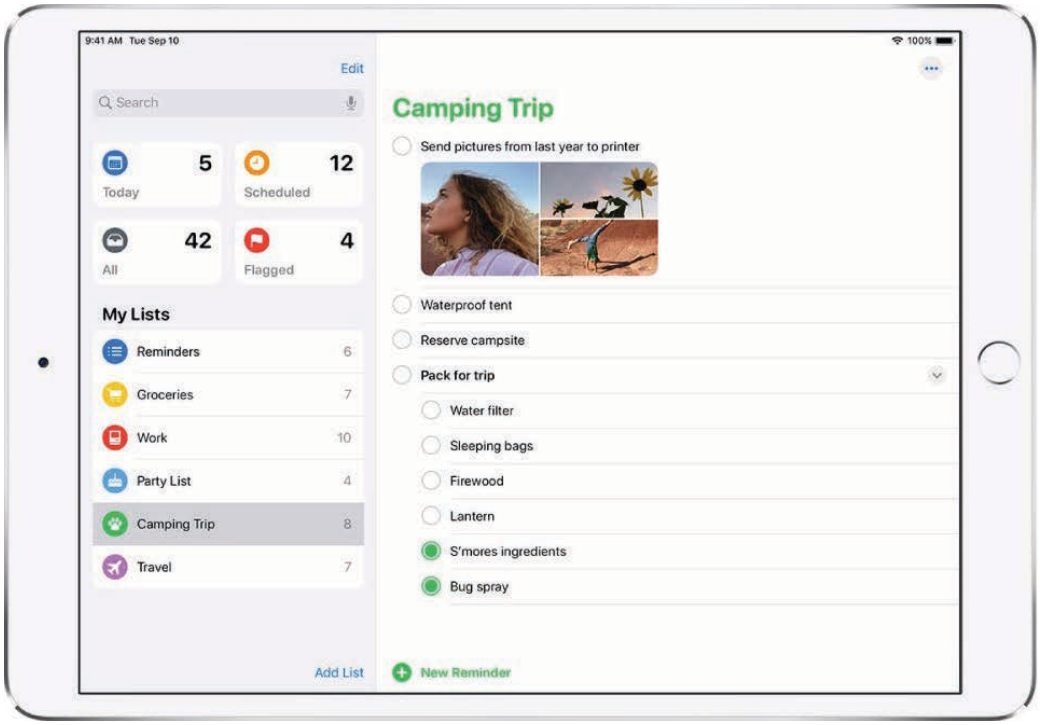

**Messages** Automatically share your name and photo when you start a conversation. You can use an Animoji, an image, or a monogram for your photo. See Send and receive text messages on.

**Audio Sharing with AirPods** Pair two sets of AirPods to one iPad and enjoy the same song or movie along with a friend. See Share audio with another pair of AirPods from.

**App Store** Subscribe to Apple Arcade (not available in all countries or regions), a game service with over 100 amazing new games, all with no ads or additional purchases. A single subscription lets you download and play any Apple Arcade game from the App Store. See Get apps, games, and fonts in the App Store on.

**Reminders** The all-new Reminders app makes it easier than ever to create and organize reminders. Use the quick toolbar to add dates, times, locations, flags, photos, and even

scanned documents to your reminders. See Set reminders on.




**Shortcuts** The Shortcuts app is now built into iPadOS and is the home for all your shortcuts. Get started with the Shortcuts app by adding a personalized daily routine to help streamline your day. See Use Shortcuts to automate tasks on.

**Performance** FaceID unlocks iPadOS up to 30 percent faster and apps launch up to 2 times faster. Apps from the App Store are packaged in a new way that makes them up to 50 percent smaller in download size.

**Privacy and security** Control the location data that you share with apps. You can choose to grant an app access to your location once or anytime you use it. When you receive alerts about an app that is using your location in the background, you can decide whether to update your permissions. See Set which apps can access your location on iPad

**Learn tricks for iPadOS** The Tips app adds new suggestions frequently, so you can get the most from your iPad. See Get tips.

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

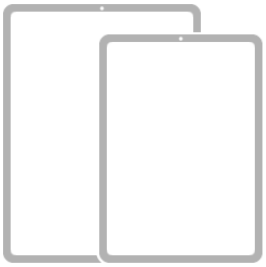
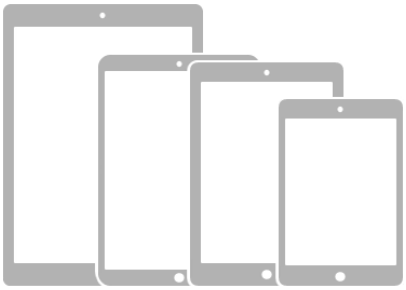
# Supported models

NAV TITLE: Supported models

## Supported iPad models

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

(table aria-label=iPad models)

| | |
|---|---|
|  | iPad Pro (12.9-inch) (3rd generation)<br>iPad Pro (11-inch) |
|  | iPad Pro (12.9-inch) (1st and 2nd generation)<br>iPad Pro (10.5-inch)<br>iPad Pro (9.7-inch)<br>iPad Air (3rd generation)<br>iPad Air 2<br>iPad (7th generation)<br>iPad (6th generation)<br>iPad (5th generation)<br>iPad mini (5th generation)<br>iPad mini 4 |

You can update to the latest iPadOS software if your model supports it. To see the model and software version of your iPad, go to Settings > General > About. See Get information about your iPad.

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, see 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 service plan and fees.

### See also

Apple Support article: Identify your iPad model

# Set up and get started

NAV TITLE: Turn on and set up

# Turn on and set up iPad

Turn on and set up your new iPad over an Internet connection. You can also set up iPad by connecting it to your computer. If you have another iPhone, iPad, iPod touch, or an Android device, you can transfer your data to your new iPad.

***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, see the Apple at Work website or Education website.

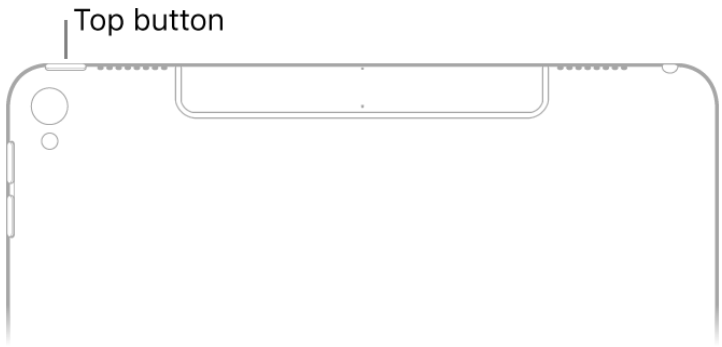
### Prepare for setup

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
- Your previous iPad or a backup of your device, if you're transferring your data to your new device
- Your Android device, if you're transferring your Android content

### Turn on and set up your iPad

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:
   - Tap Set Up Manually, then follow the onscreen setup instructions.

- If you have another iPad, iPhone, or iPod touch with iPadOS 13 or iOS 11 or later, you can use Quick Start to automatically set up your new device. Bring the two devices close together, then follow the onscreen instructions to securely copy many of your settings, preferences, and iCloud Keychain. You can then restore the rest of your data and content to your new device from your iCloud backup.

  Or, if both devices have iPadOS 13 or iOS 12.4 or later installed, you can transfer all your data wirelessly from your previous device to your new one. Keep your devices near each other and plugged into power until the migration process is complete.

  You can also transfer your data using a wired connection between your devices. See Use Quick Start to transfer data from your previous iOS device to your new iPhone, iPad, or iPod touch.

- If you're blind or have low vision, triple-click the Home button to turn on VoiceOver, the screen reader.

### 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 already finished setup and want to use Move to iOS, you must erase your iPad 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.
   b. Open the Move to iOS app.
   c. Follow the onscreen instructions.

***WARNING:*** To avoid injury, read Important safety information for iPad before using iPad.

### See also

Connect and your computer using USB
Apple Support article: Turn off Find My iPhone Activation Lock
Apple Support article: Help your child set up an iPhone, iPad, or iPod touch

# 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 to the Internet when you're away from a Wi-Fi network.

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

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

### Set up your cellular plan 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 local carrier in the region you're visiting. This isn't available in all regions, and not all carriers are supported.

1. Go to Settings > Cellular Data.
2. Do one of the following:
   - To set up the first cellular plan on your iPad, select a carrier, then follow the onscreen instructions.
   - To add another cellular plan to your iPad, tap Add a New Plan.
   - To scan 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).

### Set up your cellular plan 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. You may also be able to travel abroad with iPad and sign up for cellular service with a local carrier in the region you're visiting. This isn't available in all regions, and not all carriers are supported.

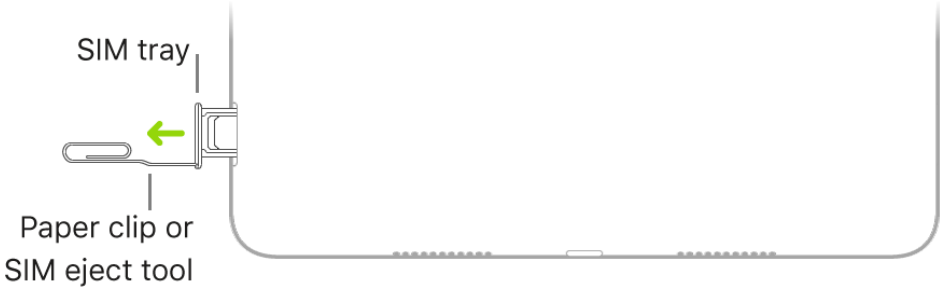
1. Go to Settings > Cellular Data.
2. Tap Add a New Plan, then follow the onscreen instructions. You can choose a carrier and a plan, or you can add your iPad to an existing plan.

See the Apple Support article Set up cellular data service on your Wi-Fi + Cellular model iPad, or contact your carrier.

### Install a nano-SIM

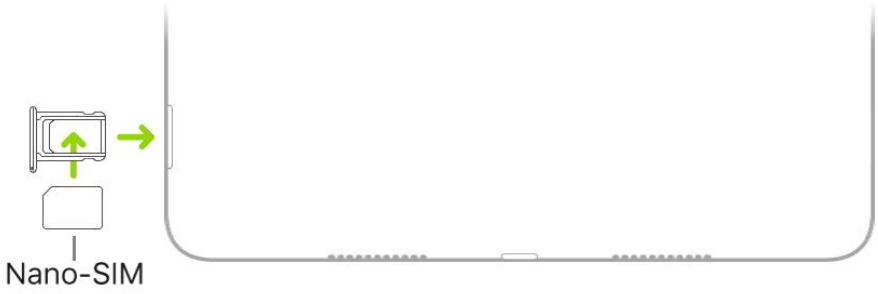
You can install an Apple SIM card or a nano-SIM provided by a carrier.

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.

### 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.

***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.

**See also**

Connect to a cellular network ( models)

NAV TITLE: Connect to the Internet

# Connect iPad to the Internet

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.

### 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.

### 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.

**See also**

Apple Support article: Set up cellular data service on your Wi-Fi + Cellular model iPad

NAV TITLE: Apple ID and iCloud settings

# Manage Apple ID and iCloud settings on iPad

Your Apple ID is the account you use to access Apple services such as the App Store, the iTunes Store, Apple Books, Apple Music, FaceTime, iCloud, iMessage, and more.

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. The availability of iCloud and its features varies by country or region.

### 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.

If you don't have an Apple ID, you can create one.

4. If you protect your account with two-factor authentication, enter the six-digit verification code.

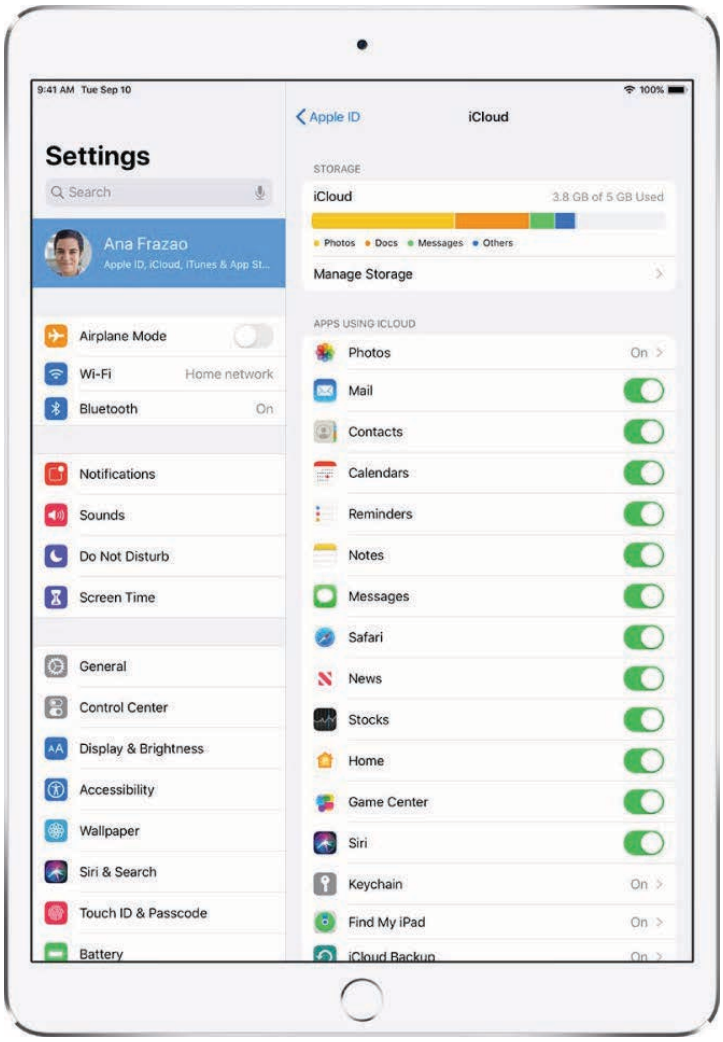
If you forgot your Apple ID or password, see the Recover your Apple ID website.

### Change your Apple ID settings

1. Go to Settings > [*your name*].
2. Do any of the following:
   - Update your contact information
   - Change your password
   - Manage Family Sharing

### Change your iCloud settings

1. Go to Settings > [*your name*] > iCloud.




2. 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.

### 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 Set up iCloud Drive on
- Bookmarks, your reading list, and the webpages you have open in Safari; see Browse the web using Safari on
- 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, Apple Watch, Mac, and iCloud.com (using a Mac or a Windows PC).
- Share your photos and videos with the people you choose. See Share iPad photos 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.
- Locate a missing iPhone, iPad, iPod touch, Apple Watch, Mac, or AirPods that belong to you or your family members. See Locate a device in Find My on.
- 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 a friend in Find My on.
- Back up and restore your data. See Back up 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.

### See also

Apple Support article: Create and start using an Apple ID
Apple ID account website
iCloud Help

NAV TITLE: Download or bookmark the user guide

## Download or bookmark the iPad User Guide

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

### 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 as a shortcut on your Home screen or as 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.

### 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 iPadOS."
3. Tap Get, then wait for the book to download.

See Buy books from Apple Books on iPad.

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# Basics

NAV TITLE: Wake and unlock

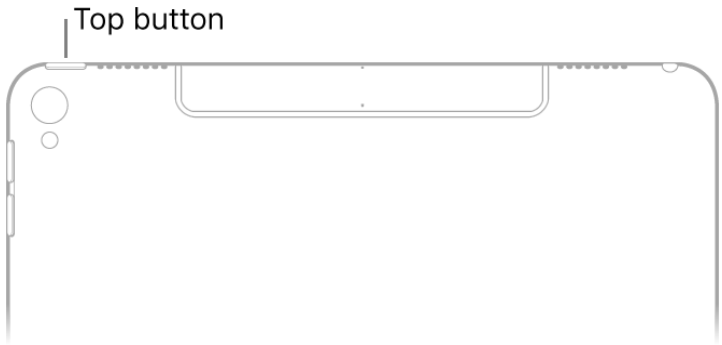
## Wake and unlock iPad

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.

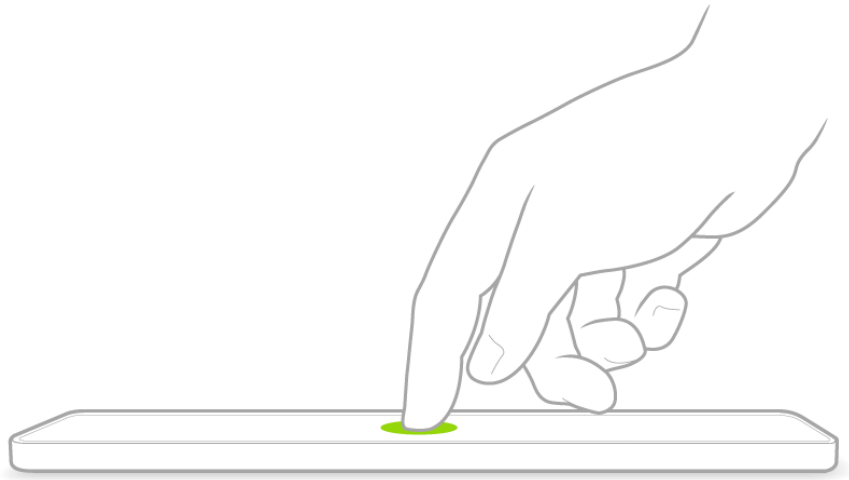
### Wake iPad

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.

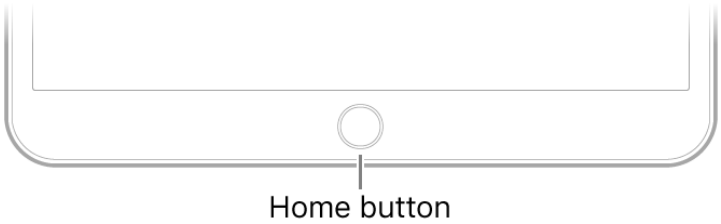
2. Swipe up from the bottom of the screen to view the Home screen.

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.

### 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.

### 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.

NAV TITLE: Learn basic gestures

# Learn basic gestures to interact with iPad

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

(table aria-label=Basic gestures)

| | |
|---|---|
| | **Tap.** Touch one finger lightly on the screen. |
| | **Touch and hold.** Touch and hold items in an app to preview contents and perform quick actions. On the Home screen, touch and hold an app icon briefly to open a quick actions menu. |
| | **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.<br>You can also double-tap a photo or webpage to zoom in, and double-tap again to zoom out.<br>In Maps, double-tap and hold, then drag up to zoom in or drag down to zoom out. |

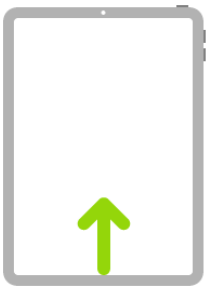
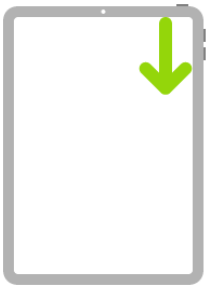
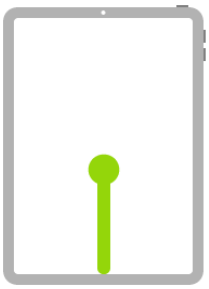
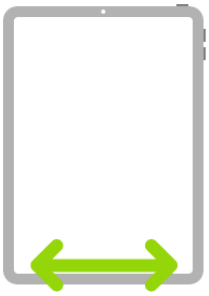
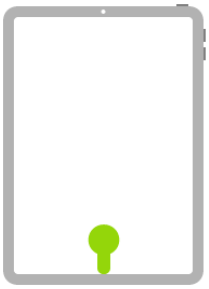
NAV TITLE: Learn gestures for models with Face ID

# 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).

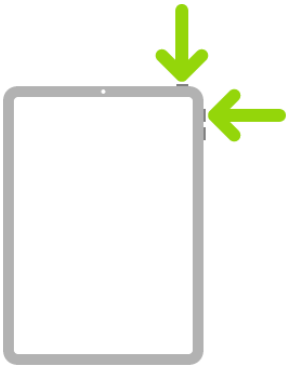
***Note:*** Many of these gestures also work on models with a Home button, as indicated below.

(table aria-label=Intuitive gestures)

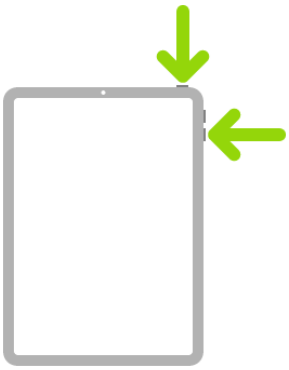
| | |
|---|---|
|  | **Go Home.** Swipe up from the bottom edge of the screen to return to the Home screen at any time (works on all iPad models). See Explore the Home screen and open apps. |
|  | **Quickly access controls.** Swipe down from the top-right corner to open Control Center; touch and hold a control to reveal more options (works on all iPad models). To add or remove items, go to Settings > Control Center > Customize Controls. See Use and customize Control Center on. |
|  | **Open the App Switcher.** Swipe up from the bottom edge, pause in the center of the screen, then lift your finger (works on all iPad models). To browse the open apps, swipe right, then tap the app you want to use. See Switch between apps on. |
|  | **Switch between open apps.** Swipe left or right along the bottom edge of the screen to quickly switch between open apps. (On models with a Home button, swipe with a slight arc.) See Switch between apps on. |
|  | **Open the dock within an app.** Swipe up from the bottom edge of the screen and pause to reveal the Dock (works on all iPad models). 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.

**Use Accessibility Shortcut.** Triple-click the top button. See Use accessibility shortcuts on.

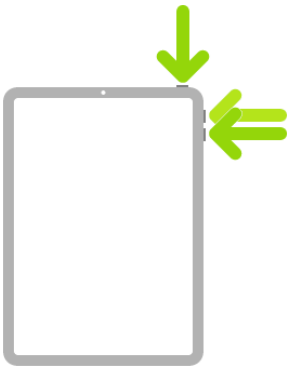


**Take a screenshot.** Simultaneously press and quickly release the top button and volume up button. See Take a screenshot or screen recording on.



**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 off and on.

**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.



NAV TITLE: View previews and quick actions menus

# View previews and quick actions menus on iPad

On the Home screen, in Control Center, and in apps, you can see previews, open quick actions menus, and more.

### See previews and quick actions menus

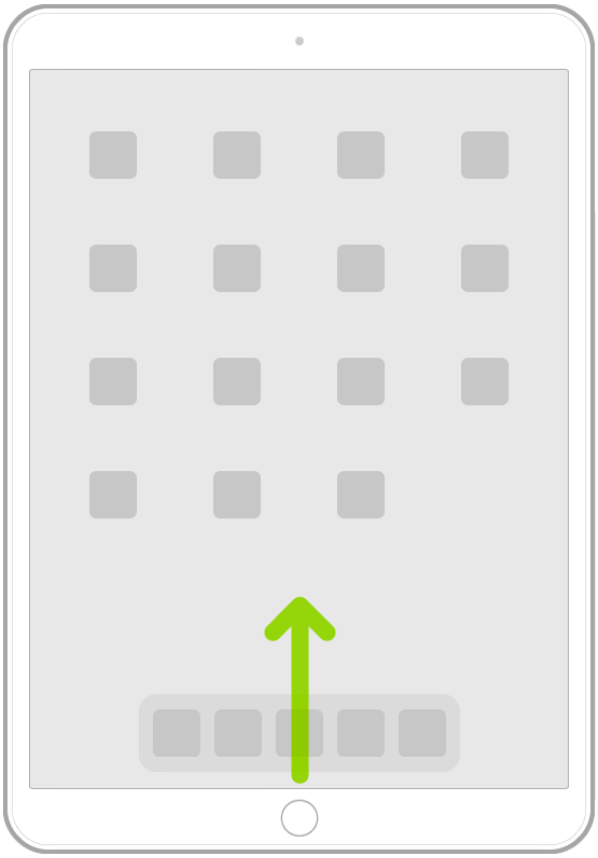
- In Photos, touch and hold an image to preview it and see a list of options.
- In Mail, touch and hold a message in a mailbox list to preview the message contents and see a list of options.
- On the Home screen, touch and hold an app icon briefly to open a quick actions menu. (If the icons start to jiggle, tap Done at the top right, then try again.)
- Open Control Center, then touch and hold an item like Camera or the brightness control to see options.
- On the Lock screen, touch and hold briefly a notification to respond to it.
- When typing, touch and hold the Space bar with one finger to turn your keyboard into a trackpad.

NAV TITLE: Explore the Home screen and apps

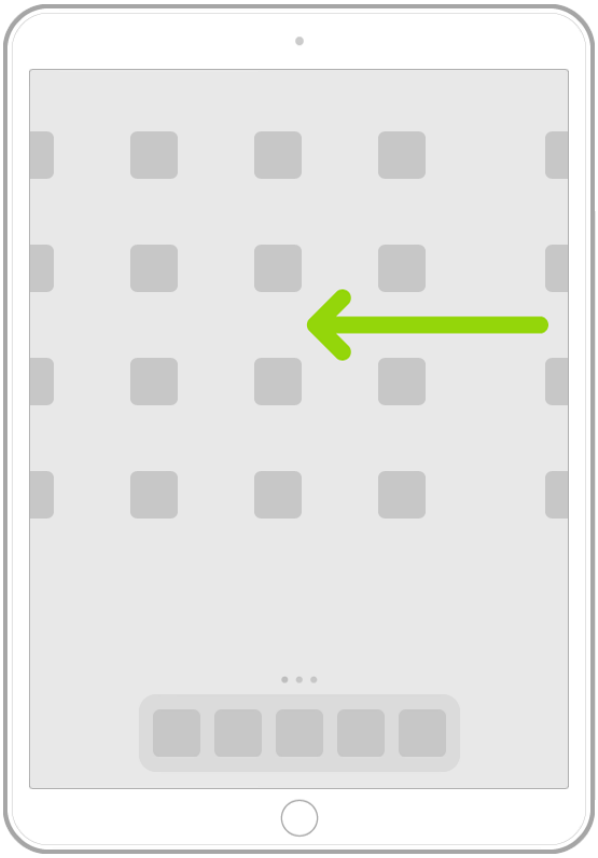
# Explore the iPad Home screen and open apps

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, swipe up from the bottom edge of the screen or press the Home button.

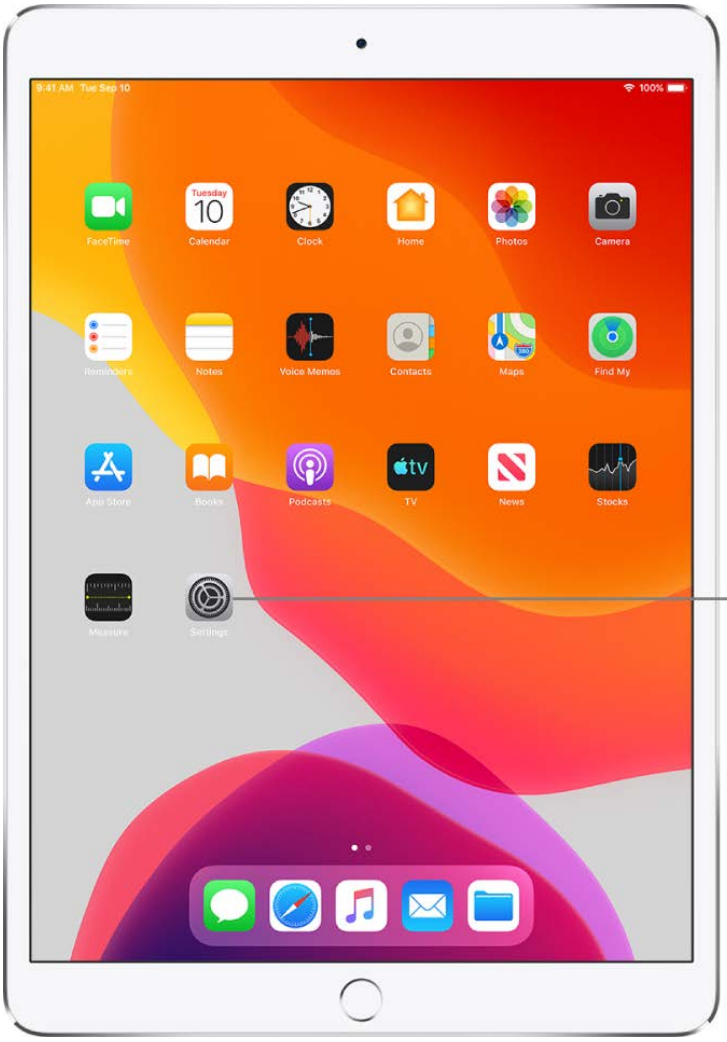
You can also move, organize, or remove apps. See Move and organize apps on and Remove apps from.

NAV TITLE: Change common settings

# Change common iPad settings

Use Settings (located on the Home screen) to configure and customize your iPad settings. You can set your language and region, change the name of your iPad, choose different sounds for notifications, and much more.

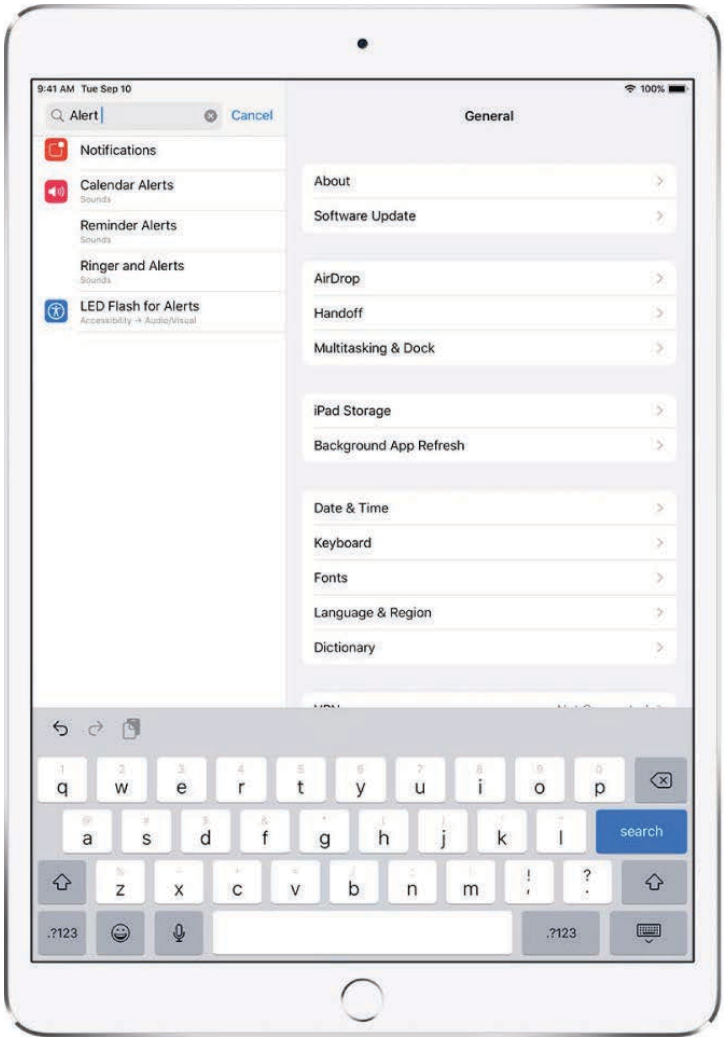
The settings for specific apps are explained in the chapters for those apps. The following sections give some examples of common settings, including how to find them.




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

### Find settings

Go to Settings, swipe down from the left side of the screen to reveal the search field, enter a term—“alert” or “password,” for example—then tap a setting on the left side of the screen.




### 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.
2. Turn on either of the following:
   - *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.

To change the default date and time, turn off Set Automatically, then change the date and time displayed.

### 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, then tap Add New Keyboard.

   See Add or change keyboards on.

### 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
   - *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.
   - *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.

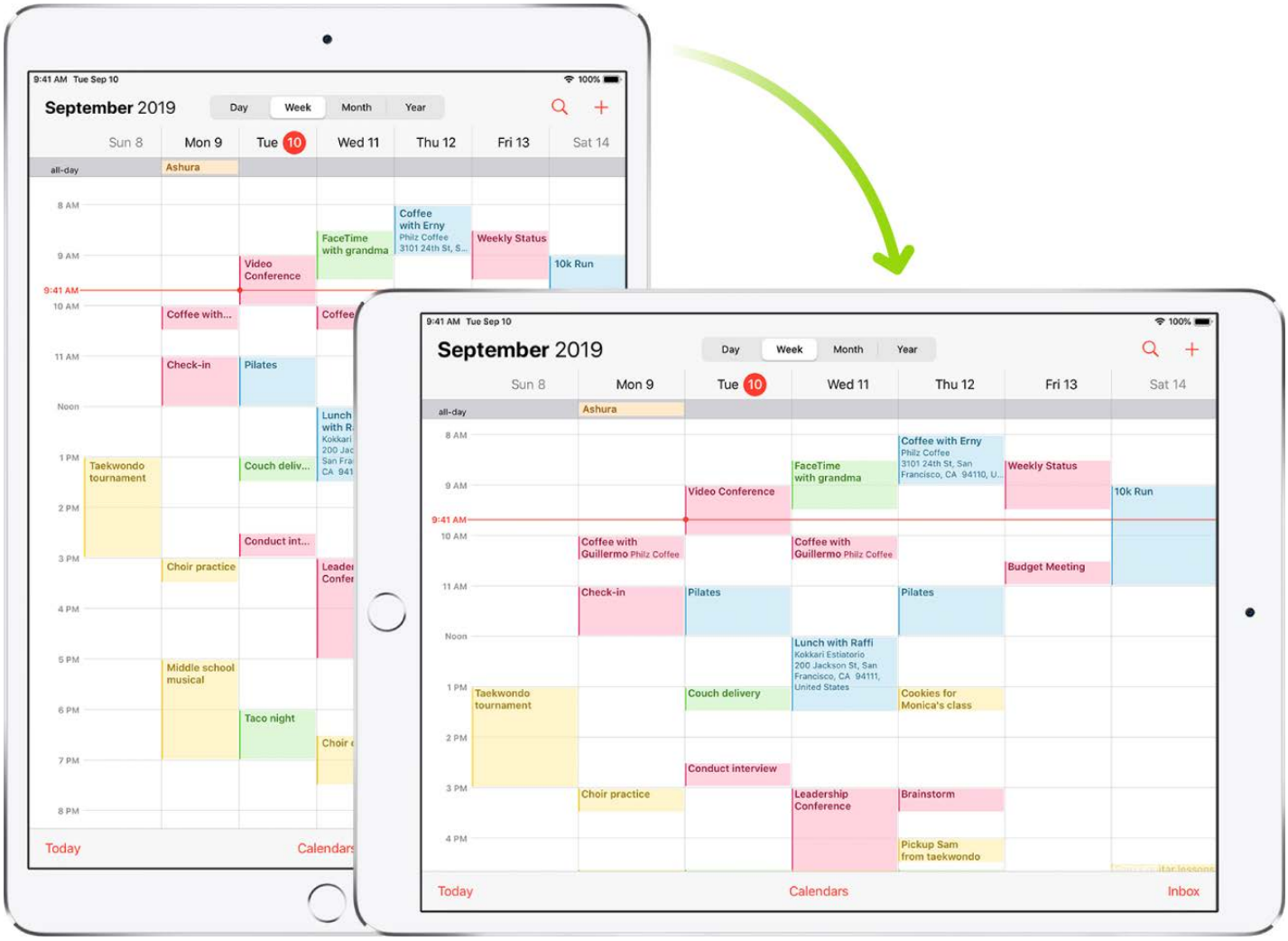
For information about setting up a Microsoft Exchange account in a corporate environment, see the Apple Support article Set up Exchange ActiveSync on your iPhone, iPad, or iPod touch.

# Change the screen appearance

NAV TITLE: Change or lock the screen orientation

## Change or lock the screen orientation on iPad

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.

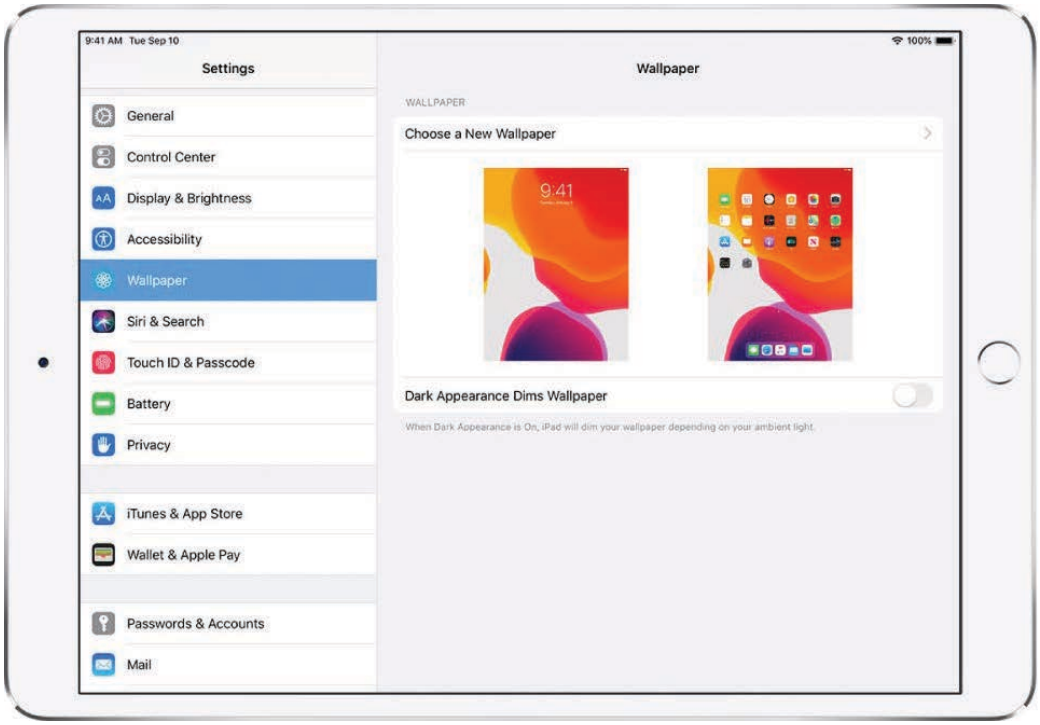
Open Control Center, then tap .

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

NAV TITLE: Change the wallpaper

## 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).

     Wallpaper marked with changes appearance when Dark Mode is turned 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 Set, then choose one of the following:
   - 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 or stop the motion of screen elements on.

NAV TITLE: Adjust the screen brightness and color balance

## Adjust the iPad screen brightness and color

On iPad, dim the screen to extend battery life, set Dark Mode, and use Night Shift. On supported models, use True Tone to automatically adapt the color and intensity of the display to match the light in your environment.

### Turn Dark Mode on or off

Dark Mode gives the entire iPad experience with a dark color scheme that's perfect for low-light environments. You can turn on Dark Mode from Control Center or set it to turn on automatically at night (or on a custom schedule) in Settings. With Dark Mode turned on, you can use your iPad while, for example reading in bed, without disturbing the person next to you.

Do any of the following:

- Open Control Center, touch and hold ☼, then tap ◐ to turn Dark Mode on or off.
- Go to Settings ⚙ > Display & Brightness, then select Dark to turn on Dark Mode or select Light to turn it off.

### Schedule Dark Mode to turn on and off automatically

1. Go to Settings ⚙ > Display & Brightness.

2. Turn on Automatic, then tap Options.
3. Select either Sunset to Sunrise or Custom Schedule.

   If you choose Custom Schedule, tap the options to schedule the times you want Dark Mode 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:*** The Sunset to Sunrise option isn't available if you turned off Location Services in Settings > Privacy, or if you turned off Setting Time Zone in Settings > Privacy > Location Services > System Services.

### 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 > Accessibility.
2. Tap Display & Text Size, 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.

### Turn Night Shift on or off

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 .

### Schedule Night Shift to turn on and off 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.

   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:*** The Sunset to Sunrise option isn't available if you turned off Location Services in Settings > Privacy, or if you turned off Setting Time Zone in Settings > Privacy > Location Services > System Services.

NAV TITLE: Magnify the screen

## 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 screen.

NAV TITLE: Take a screenshot or screen recording

# Take a screenshot or screen recording on iPad

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

### Take a screenshot

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.

***Tip:*** To quickly create a PDF of a webpage, document, or email, take a screenshot, tap the thumbnail, then tap Full Page.

### Create a screen recording

You can create a screen recording and capture sound on your iPad.

1. Go to Settings > Control Center > Customize Controls, then tap next to Screen Recording.
2. Open Control Center, tap, then wait for the three-second countdown.
3. To stop recording, open Control Center, tap or the red status bar at the top of the screen, then tap Stop.

Go to Photos, then select your screen recording.

NAV TITLE: Adjust the volume

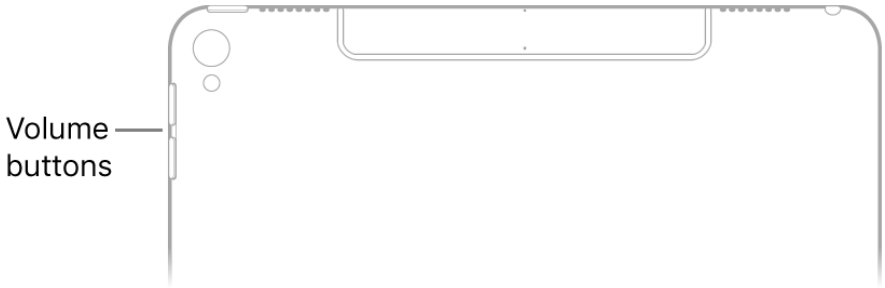
## Adjust the volume on iPad

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.)

NAV TITLE: Change or turn off the sounds

## 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

NAV TITLE: View and respond to 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; scroll up to see older notifications.

To close Notification Center, swipe up from the bottom, or press the Home button (on supported models).

### Respond to notifications

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 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 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.

NAV TITLE: Change notification settings

## 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.

   If you turn on notifications, choose how and 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.

NAV TITLE: Set Do Not Disturb

## 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 choose 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

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.

To dim your display and silence notifications while you sleep, turn on Do Not Disturb During Bedtime.

NAV TITLE: Set Do Not Disturb During Bedtime

## 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 specify. To turn it off sooner, tap the Do Not Disturb notification on the Lock screen, then tap Turn Off. When Bedtime is off, notifications resume.

# Enter text

NAV TITLE: Type and edit text

## Type and edit text on iPad

You can use the onscreen or an external keyboard, a stylus, or your finger to add and edit text in iPad apps.

### Enter text using the onscreen keyboard

In any app that allows text editing, open the onscreen keyboard by tapping a text field. You can pinch closed to shrink the keyboard, then use QuickPath to type by sliding from one letter to the next without lifting your finger. To end a word, lift your finger. (If you tap after sliding to type a word, it deletes the whole word.)

You can drag the smaller keyboard from the bottom to move it wherever you want for easy one-handed typing.

To return to the full-size keyboard, pinch open. On the full-size keyboard, you tap keys to type (rather than slide). You can also use external keyboards to enter text on iPad. See Use Smart Keyboard and Smart Keyboard Folio with and Use Magic Keyboard with.

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:* Swipe left with three fingers or tap or .
- *Redo the last edit:* Swipe right with three fingers or 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 ⌨.

You can also dictate text or use Magic Keyboard or Smart Keyboard (available separately) to enter text.

### 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

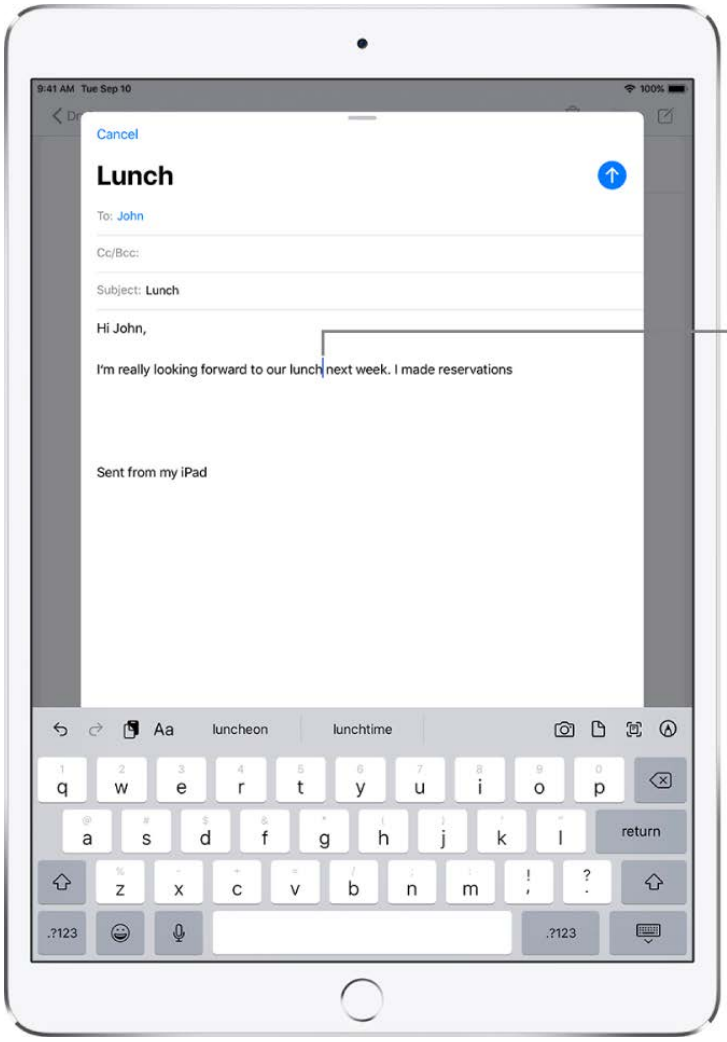
You can turn typing features, such as spell check and auto-correction, on or off.

1. While typing text, touch and hold ☺ or 🌐, then slide to Keyboard Settings, or go to Settings ⚙ > General > Keyboard.
2. In the list, turn special typing features on or off.

### Select and revise text

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

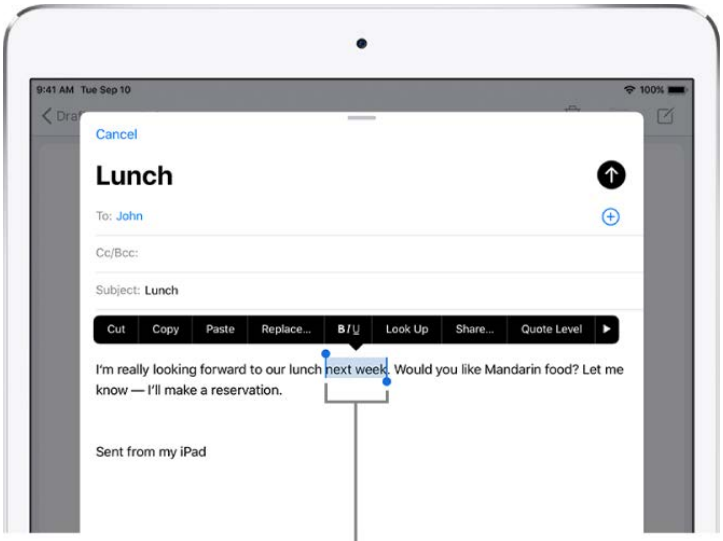
- *Navigate a long document:* Touch and hold the right edge of the document, then drag the scroller to locate the text you want to revise.
- *Insert text:* Tap to place the insertion point where you want to insert text. You can also move the insertion point precisely by dragging it. Then start typing.




- *Select a word:* Double-tap the word with one finger.
- *Select a sentence:* Triple-tap the sentence with one finger.
- *Select a paragraph:* Quadruple-tap with one finger.
- *Select a block of text:* Touch and hold the first word in the block, then drag to the last word.

  After selecting the text you want to revise, you can type, or tap the selection to see options.

  - *Copy:* Tap Copy or pinch closed with three fingers.
  - *Cut:* Tap Cut or pinch closed with three fingers two times.
  - *Paste:* Tap Paste or pinch open with three fingers.
  - *B/I/U:* Format the selected text.
  - *Replace:* View suggested replacement text, or have Siri suggest alternative text.
  - ▶ View more options.



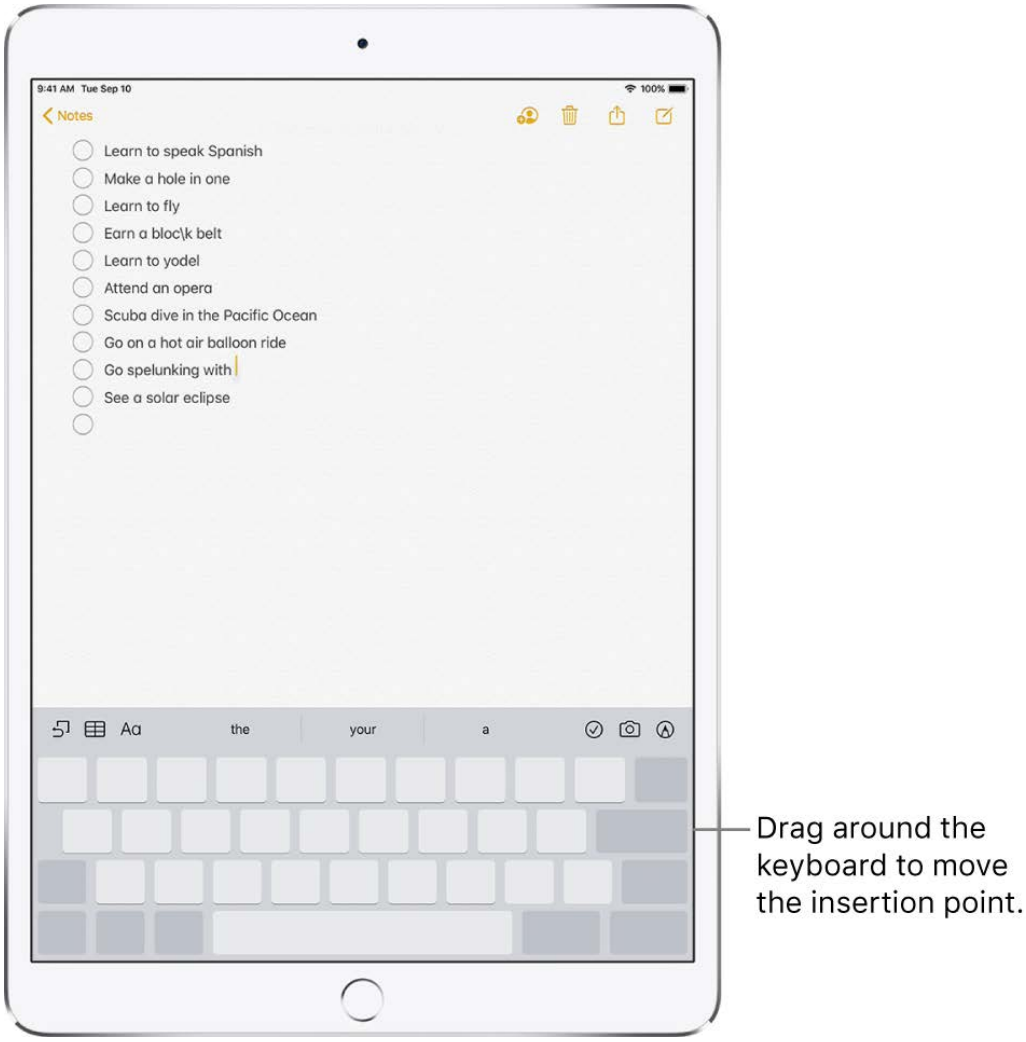

Tap the selected text to see options.

With Universal Clipboard, you can cut or copy something on one Apple device and paste it to another. You can also use drag and drop to move selected text within an app.

### Turn your keyboard into a trackpad

1. Touch and hold the Space bar with one finger until the keyboard 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.




**See also**

Use the onscreen keyboard with VoiceOver on

NAV TITLE: Use predictive text

## 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:

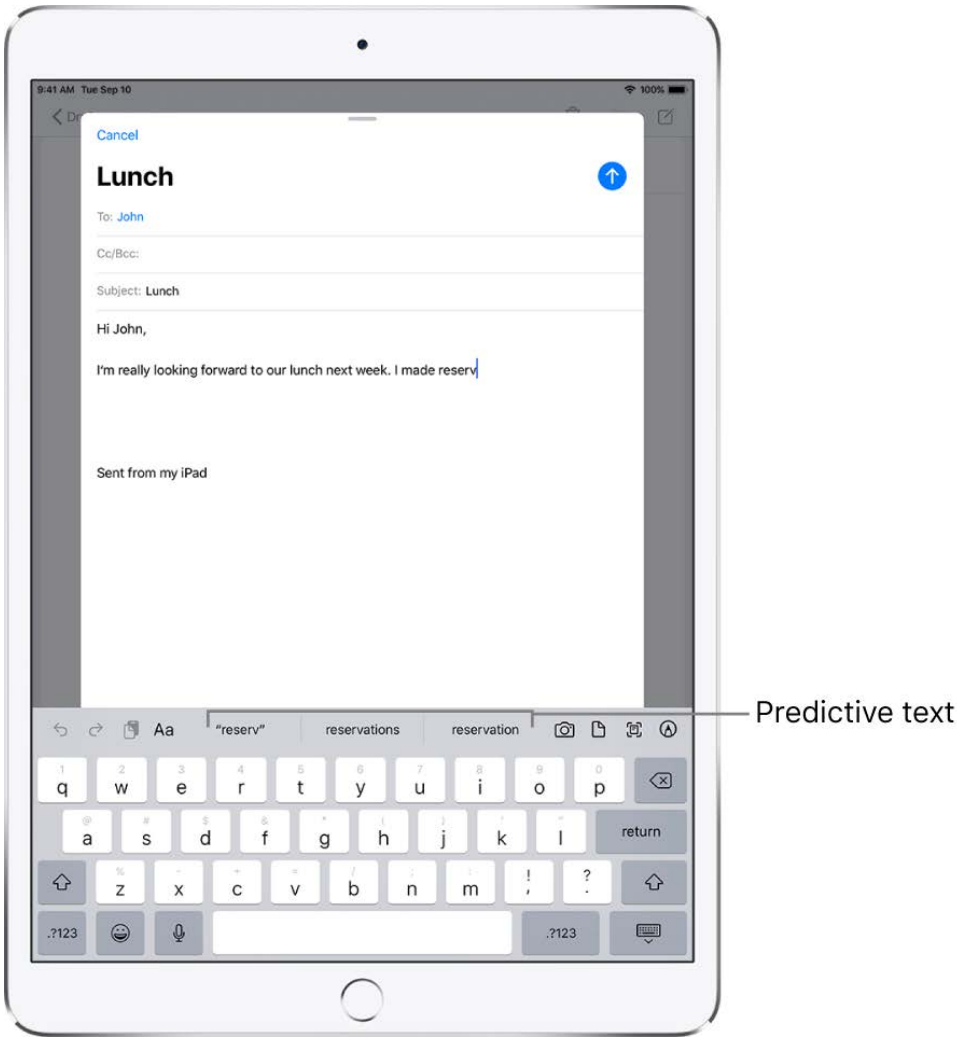
- “I’m at” followed by a space, your current location appears as an option.
- “My number is” followed by a space, your phone number appears as an option.

### 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.

NAV TITLE: Dictate text

## 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. Tap on the onscreen keyboard, 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:

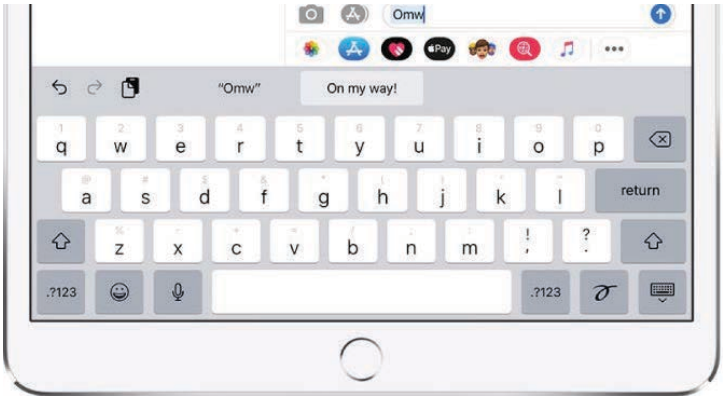
- quote … end quote
- new paragraph
- new line
- cap—to capitalize the next word
- caps on … caps off—to capitalize the first character of each word
- all caps—to make the next word all uppercase
- all caps on … all caps off—to make the enclosed words all uppercase
- no caps on … no caps off—to make 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 ;-)

NAV TITLE: Use text replacements

## Save keystrokes on iPad with text replacements

Set up a text replacement you can use to 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

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.

NAV TITLE: Add or change keyboards

# 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 your 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 or off special typing features—such as spell check, auto-correction, and auto-capitalization—that assist you when you type on iPad.

1. While typing text, touch and hold ☺ or 🌐, then slide to Keyboard Settings; or go to Settings ⚙ > General > Keyboard.
2. In the list, turn special typing features on or off.

## Add a keyboard for another language

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

See Use international keyboards on.

## Switch to another keyboard

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 tap ☺ or 🌐 to switch from one keyboard to another. Continue tapping to access other enabled keyboards.

To switch between keyboards on a Smart Keyboard or Smart Keyboard Folio, see Switch keyboard layouts. To switch between keyboards on Magic Keyboard, see Switch keyboards.

See the Apple Support article Use your Smart Keyboard Folio or Smart Keyboard with iPad Pro.

## Change the keyboard layout

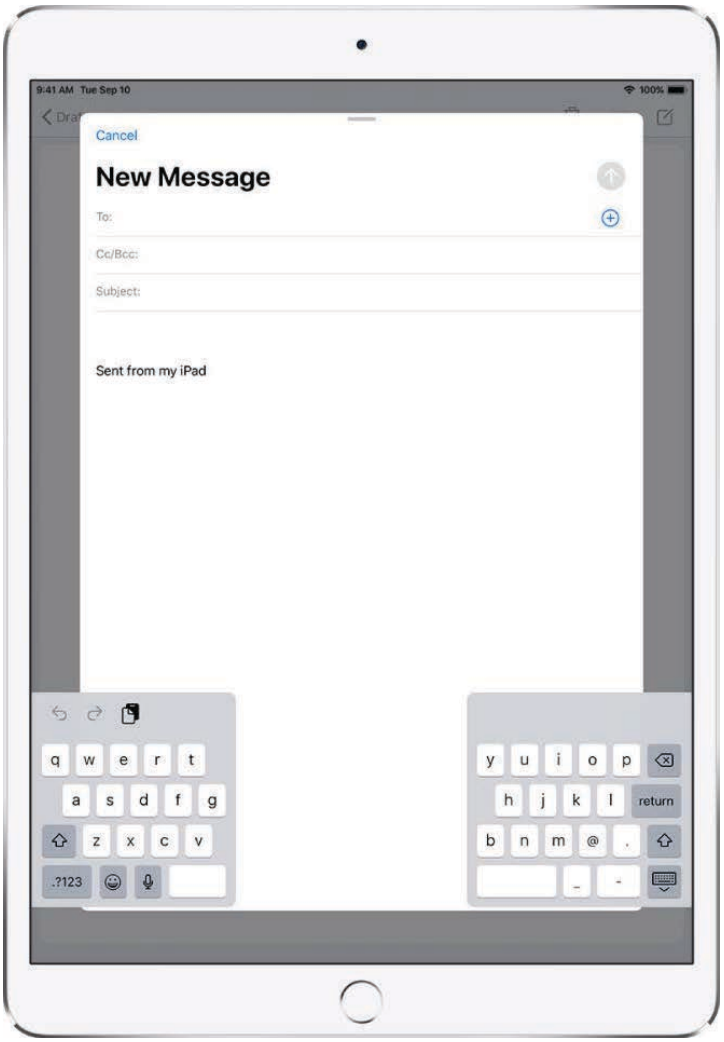
1. Go to Settings ⚙ > General > Keyboard.
2. Tap Keyboards, select a keyboard, then choose a layout.

See the Apple Support article About the keyboards settings on your iPhone, iPad, and iPod touch.

NAV TITLE: Use a split keyboard

## 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) or iPad Pro 11-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.

NAV TITLE: Use international keyboards

## 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 add an international keyboard, the corresponding language is automatically added to the Preferred Language Order list. You can view this list and add languages directly to it in Settings > General > Language & Region. You can also reorder the list to change how apps and websites display text.

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

### Switch keyboards while typing

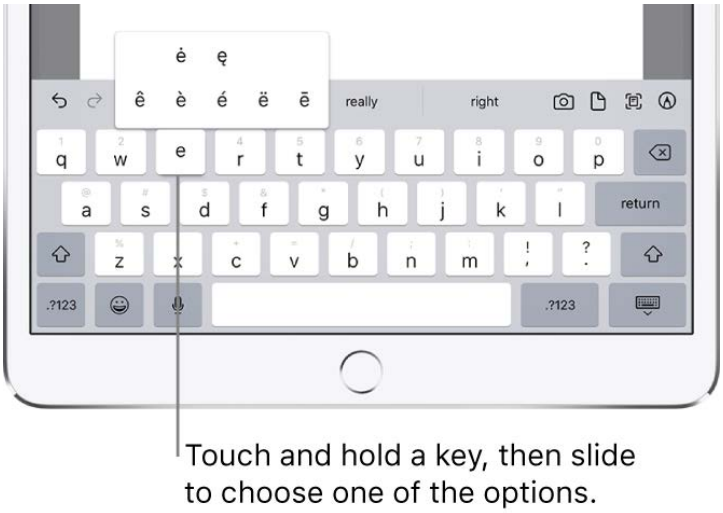
1. While typing text, touch and hold 🌐 on the keyboard.
2. Slide your finger to the name of the keyboard you want to switch to.

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

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.

NAV TITLE: Use special input methods

## 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.

### Build Chinese characters from the component Cangjie keys

As you type, suggested characters appear.

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

### Build Chinese Wubihua (stroke) characters

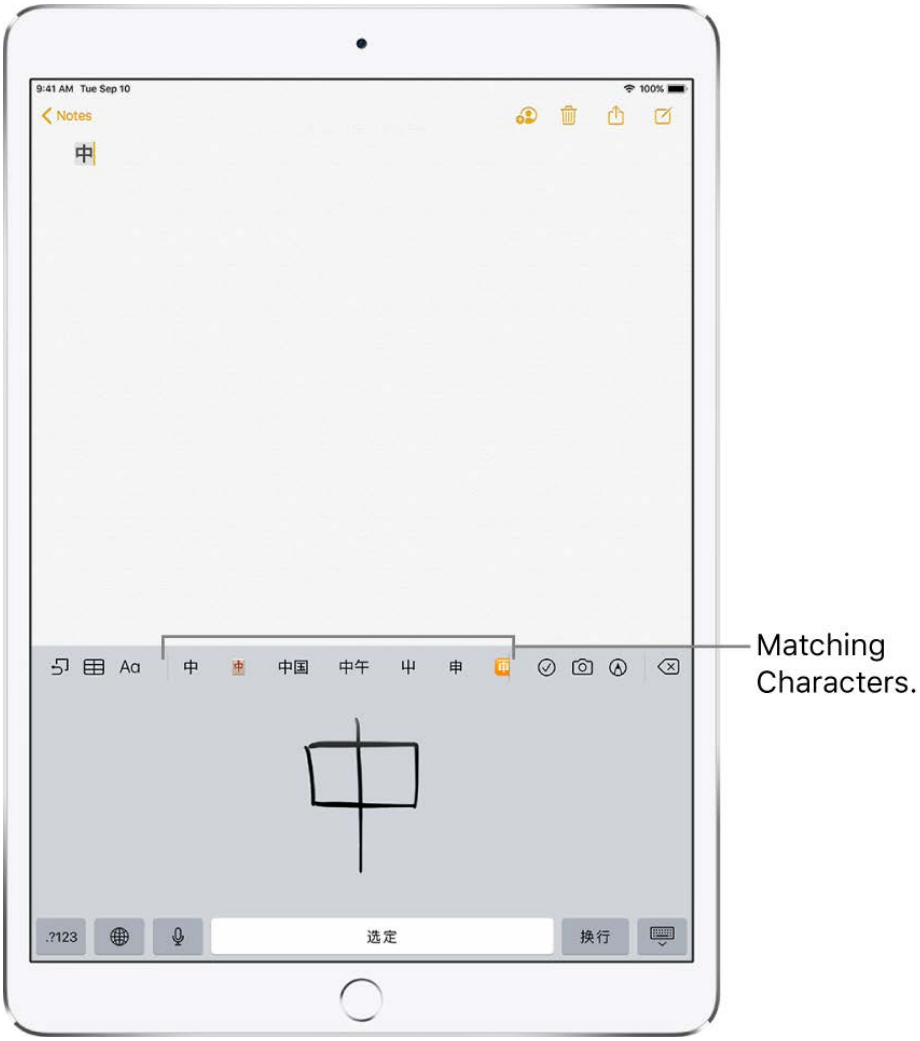
1. Use the keypad to build Chinese characters using up to five strokes, in the correct writing sequence: horizontal, vertical, left falling, right falling, and hook.

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

### Write Chinese characters

Write Chinese characters directly on the screen with your finger when Simplified or Traditional Chinese handwriting input is turned on (go to Settings > General > Keyboard > Keyboards > Add New Keyboard).

As you write character strokes, iPad recognizes them and shows matching characters and predictions above the handwriting area. Tap a suggestion to use it.




### 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 (Traditional) Zhuyin or Pinyin keyboard:* Tap .?123, tap #+=, then tap ^_^.

NAV TITLE: Search for content

# 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, then turn Show in Search on or off.

### 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

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).

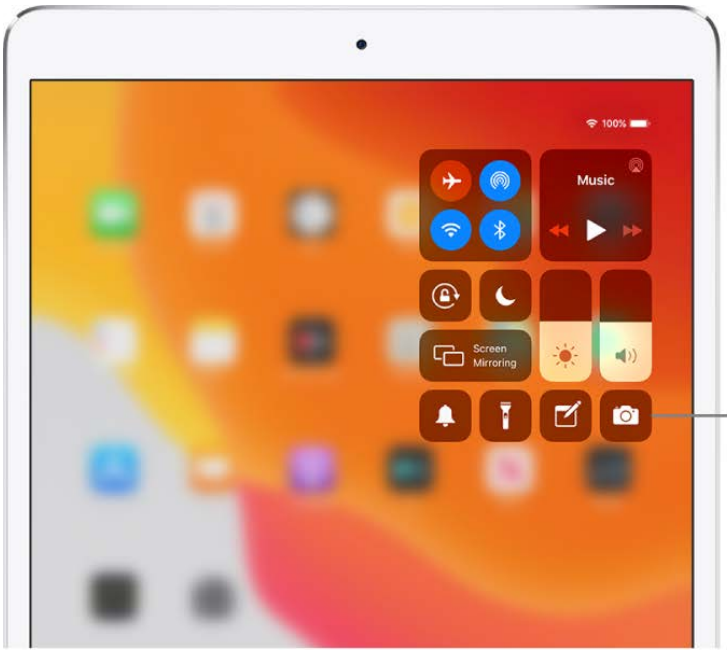
   If you don't see a search field or button, swipe down from the top.

2. Type your search, then tap Search.

Control CenterNAV TITLE: Use and customize Control Center

# 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.




Touch and hold to see Camera options.

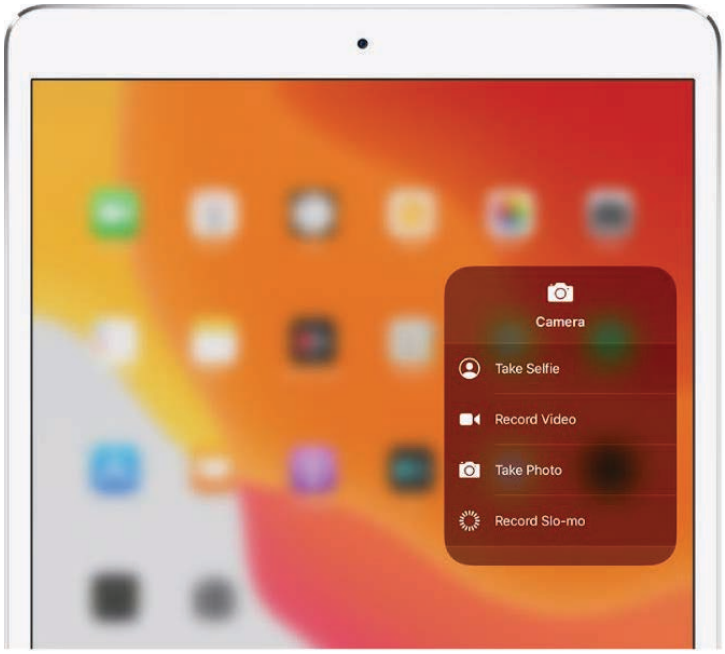
### Open Control Center

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 open the AirDrop options.
- Touch and hold to take a selfie, record a video, scan a QR code, or take a photo.




### 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 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 settings for travel.

### Turn off access to Control Center in apps

Go to Settings > Control Center, then turn off Access Within Apps.

### 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.

NAV TITLE: View and organize Today View

# View and organize Today View on iPad

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.

### 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, swipe up, then tap Edit below the Today View widgets.
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.

### Keep Today View on your Home screen

You can keep Today View on your Home screen next to your apps when iPad is in landscape orientation.

1. Open Today View, swipe up, then tap Edit below the Today View widgets.
2. Turn on Keep on Home Screen, then tap Done.

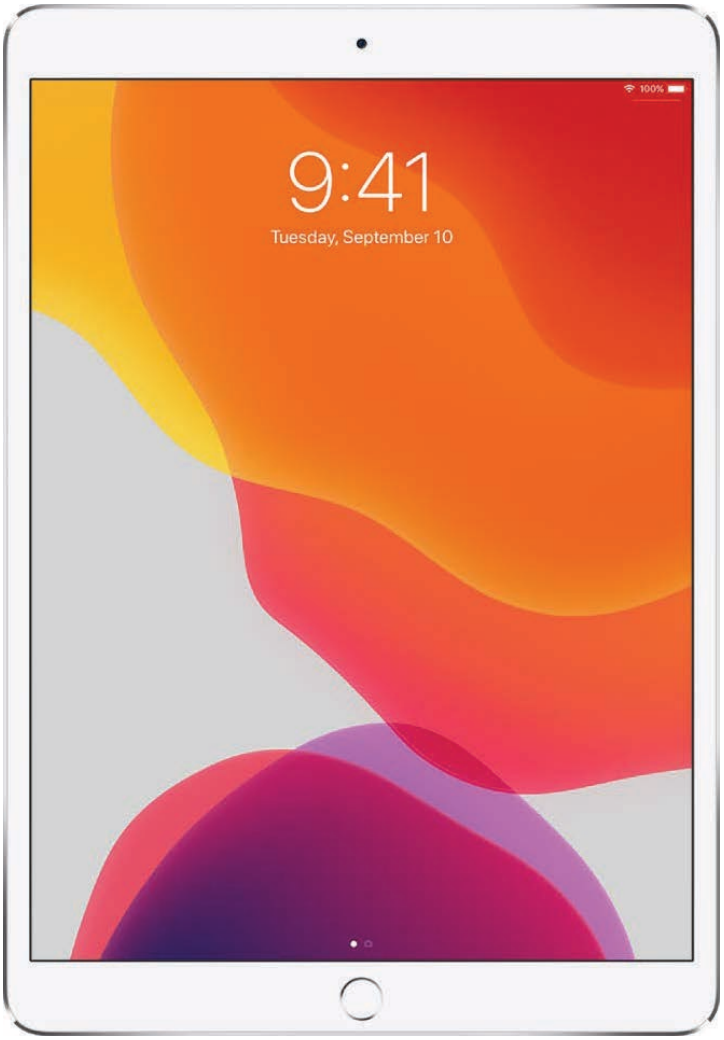
### Allow access to Today View when iPad is locked

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).

NAV TITLE: Access features from the Lock screen

# 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.

NAV TITLE: Travel with iPad

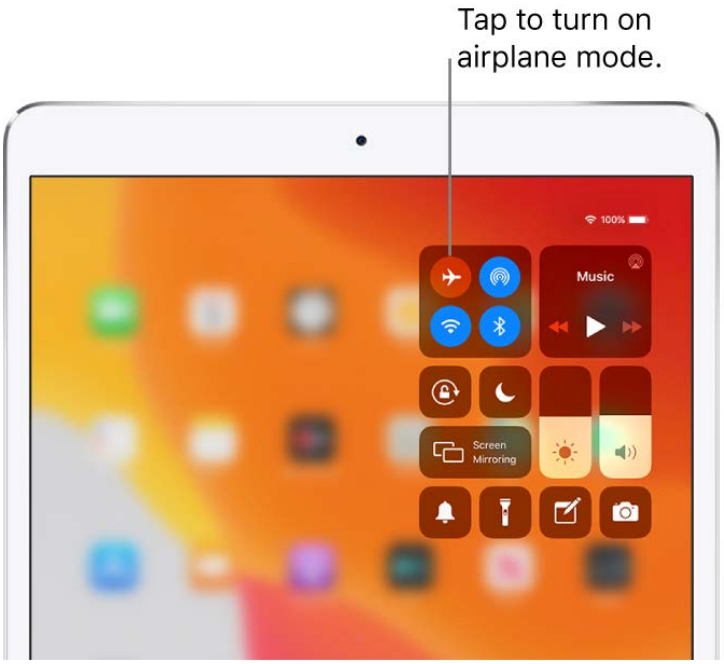
## Choose iPad settings for travel

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 region you’re visiting, right from your iPad (available on iPad Wi-Fi + cellular models with either Touch ID or Face ID). See Connect iPad to a cellular network (Wi-Fi + Cellular models).

### Turn on airplane mode

Open Control Center, then tap ✈.



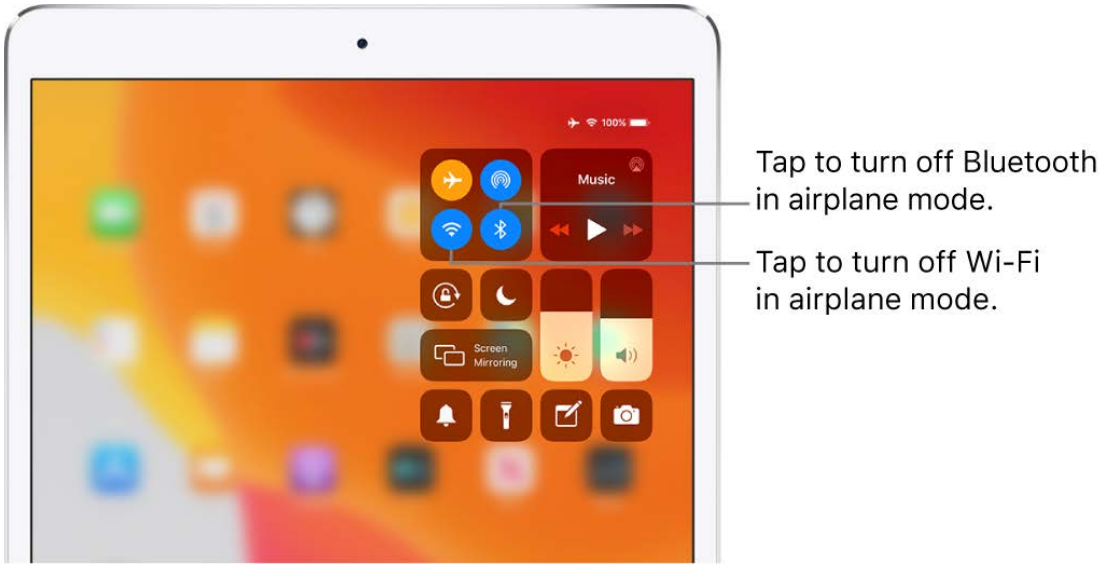

You can also turn airplane mode on or off in Settings . When airplane mode is on, appears in the status bar at the top of the screen.

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

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

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

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




# Set Screen Time allowances and limits

NAV TITLE: View your Screen Time summary

## View your Screen Time summary on iPad

Screen Time shows you how you use your iPhone, iPad, iPod touch, and Mac—including which apps and websites you spend time with, how often you pick up your iPad, and so on. You can use this information to help you make decisions about managing the time you spend on your devices. You can set allowances and limits for using certain apps and websites, prevent access to explicit music and web content, and more.

When you set up Screen Time, it begins building a description of your device use, including:

- How much time you spend using apps by category (social networking, entertainment, reading, and so on)
- A breakdown of your app use by time of day
- How long you spend using each app, and which apps you 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.

When Screen Time is set up, you can view your summary in Settings > Screen Time > See All Activity. You can see a summary of your device use for the current day or the past week.

NAV TITLE: Set up Screen Time for yourself

# Set up Screen Time for yourself on iPad

With Screen Time, you can set allowances and limits for your app use, schedule downtime, and more. You can change or turn off any of these settings at any time.

## Set downtime

You can block apps and notifications during periods when you want time away from your devices.

1. Go to Settings > Screen Time.
2. Tap Turn On Screen Time, tap Continue, then tap “This is My iPad.”
3. Tap Downtime, then turn on Downtime.
4. Select Every Day or Customize Days, then set the start and end times.

## Set app limits

You can set a time limit for a category of apps (for example, Games or Social Networking) and for individual apps.

1. Go to Settings > Screen Time.
2. If you haven't already turned on Screen Time, tap Turn On Screen Time, tap Continue, then tap "This is My iPad."
3. Tap App Limits, then tap Add Limit.
4. Select one or more app categories.

   To set limits for individual apps, tap the category name to see all the apps in that category, then select the apps you want to limit. If you select multiple categories or apps, the time limit you set applies to all of them.
5. Tap Next, then set the amount of time allowed.

   To set an amount of time for each day, tap Customize Days, then set limits for specific days.
6. To set a limit for more apps or categories, tap Choose Apps, then repeat step 5.
7. When you finish setting limits, tap Add to return to the App Limits screen.

To temporarily turn off all app limits, tap App Limits on the App Limits screen. To temporarily turn off a limit for a specific category, tap the category, then tap App Limit. To remove a limit for a category, tap the category, then tap Delete Limit.

### Choose apps you want to allow at all times

You can specify apps that you want to be able to use at any time (for example, in the event of an emergency), even during downtime.

1. Go to Settings > Screen Time.
2. If you haven't already turned on Screen Time, tap Turn On Screen Time, tap Continue, then tap "This is My iPad."
3. Tap Always Allowed, then tap ⊕ or ⊖ next to an app to add or remove it from the Allowed Apps list.

### Set content and privacy restrictions

You can block inappropriate content and set restrictions for iTunes Store and App Store purchases.

1. Go to Settings > Screen Time.
2. If you haven't already turned on Screen Time, tap Turn On Screen Time, tap Continue, then tap "This is My iPad."
3. 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.

You can also set a passcode that's required before changing settings.

To share your Screen Time settings and reports across all your devices, make you're signed in with the same Apple ID and Share Across Devices is turned on.

NAV TITLE: Set up Screen Time for a family member

## Set up Screen Time for a family member on iPad

Screen Time lets you and your family members see how they're using their devices and use that information to structure the time they spend on them. You can set up Screen Time for a family member on their device, or, if you've set up Family Sharing, you can set up Screen Time for a family member on your device. See Set up Screen Time for family members on and the Apple Support article Family Sharing and Apple ID for your child.

### Set downtime and app limits on a family member's device

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, Games or Social Networking), 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 Screen Time passcode for managing your family member's Screen Time settings.

### Choose which apps to allow at all times on a family member's device

You can set which apps you want your family member to be able to use at any time.

1. On your family member's device, go to Settings > Screen Time.
2. Tap Always Allowed, 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.

### Set content and privacy restrictions on a family member's device

You can help ensure that the content on your family member's device is age appropriate by limiting the explicitness ratings in Content & Privacy Restrictions.

1. On your family member's device, go to Settings > Screen Time.
2. Tap Content & Privacy Restrictions, then turn on Content & Privacy Restrictions.
3. Choose specific content and privacy options, then tap <.

### Add or change Screen Time settings for a family member later

To add or change Screen Time settings later, follow the steps described in Set up Screen Time for yourself on iPad.

***Important:*** If you 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 all content to iPad from a backup.) However, if you set up Screen Time for a family member on your device through Family Sharing and you forget your Screen Time passcode, you can reset it on your device using your device passcode, Touch ID, or Face ID.

NAV TITLE: Get a report of your device use

## Get a report of your device use on iPad

When you have Screen Time set up, you can get a report of your device use.

1. Go to Settings > Screen Time.
2. Do one of the following:
   - Tap See All Activity to see a summary of your weekly use.
   - Tap Day to see a summary of your daily use.

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

NAV TITLE: Charge and monitor the battery

# 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 Apple Lithium-ion Batteries website.

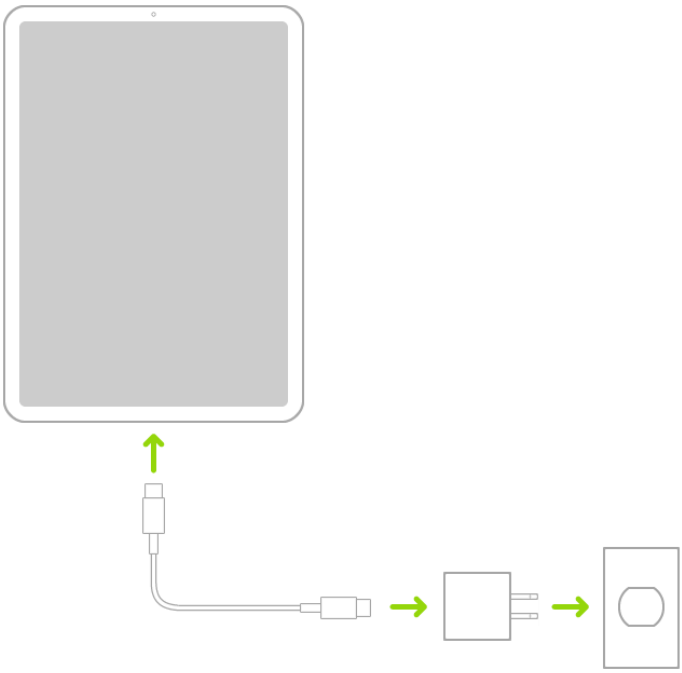
***WARNING:*** For important safety information about the battery and charging iPad, see Important safety information for iPad.

### 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.

  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 Connect and your computer using USB and Sync with your computer using iTunes.

- Connect and 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 ⚡ on 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.

***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.

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 Apple 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 Apple Lithium-ion Batteries website.

NAV TITLE: Learn the meaning of the status icons

# Learn the meaning of the iPad status icons

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

(table aria-label=Status icon meanings)

| Status icon | What it means |
|---|---|
| | **Wi-Fi** iPad has a Wi-Fi Internet connection. The more bars, the stronger the connection. See Connect iPad to a Wi-Fi network. |
| | **Cell signal** iPad (Wi-Fi + Cellular models) is in range of the cellular network. If there's no signal, "No service" appears. |
| | **Airplane mode** Airplane mode is on. Nonwireless features are available, but wireless functions may be disabled. See Choose iPad settings for travel . |
| LTE | **LTE** iPad (Wi-Fi + Cellular models) is connected to the Internet over a 4G LTE network (not available in all regions). See View or change cellular settings on iPad. |
| 5G E | **5G E** Your carrier's 5G E network is available, and supported models can connect to the Internet over that network (not available in all regions). See View or change cellular settings on iPad. |
| 4G | **4G** iPad (Wi-Fi + Cellular models) is connected to the Internet over a 4G network. (not available in all regions). See View or change cellular settings on iPad. |
| 3G | **3G** iPad (Wi-Fi + Cellular models) is connected to the Internet over a 3G network. See View or change cellular settings on iPad. |
| E | **EDGE** iPad (Wi-Fi + Cellular models) is connected to the Internet over an EDGE network. See View or change cellular settings on iPad. |
| GPRS | **GPRS** iPad (Wi-Fi + Cellular models) is connected to the Internet over a GPRS network. See View or change cellular settings on iPad. |
| | **Personal Hotspot** iPad is connected to the Internet through the Personal Hotspot of another device. See Use Instant Hotspot. |
| 9:41 | **Personal Hotspot Indicator** A blue bubble or bar indicates that iPad is either providing a Personal Hotspot or Screen Mirroring, or an app is actively using your location. See Share your Internet connection. |

| | |
|---|---|
| 9:41 | **Call Indicator** A green bubble or bar indicates that iPad is on a call. See Make and receive Wi-Fi calls on. |
| 9:41 | **Recording Indicator** A red bubble or bar indicates that iPad is either recording sound or recording your screen. See Make a recording in Voice Memos on. |
| | **Syncing** iPad is syncing with iTunes. Sync with your computer using iTunes. |
| | **Activity** There is network or other activity. Some third-party apps use this icon to show app activity. |
| VPN | **VPN** iPad is connected to a network using VPN. See Use VPN on iPad. |
| | **Lock** iPad is locked. See Access features from the iPad Lock screen. |
| | **RTT** RTT is turned on. See Set up and use RTT on. |
| | **Do Not Disturb** Do Not Disturb is turned on. See Set Do Not Disturb on iPad. |
| | **Orientation lock** Screen orientation is locked. See Change or lock the screen orientation on iPad. |
| | **Location Services** An app is using Location Services. See Set which apps can access your location on iPad. |
| | **Alarm** An alarm is set. See Set an alarm or bedtime schedule on. |
| | **Headphones connected** iPad is paired with Bluetooth headphones that are turned on and within Bluetooth range. See Connect Bluetooth devices to. |
| | **Bluetooth battery** Shows the battery level of a supported paired Bluetooth device. |
| | **Battery** Shows the battery level or charging status. See Charge and monitor the iPad battery. |
| | **Battery Charging** Shows the iPad battery is charging. See Charge and monitor the iPad battery. |

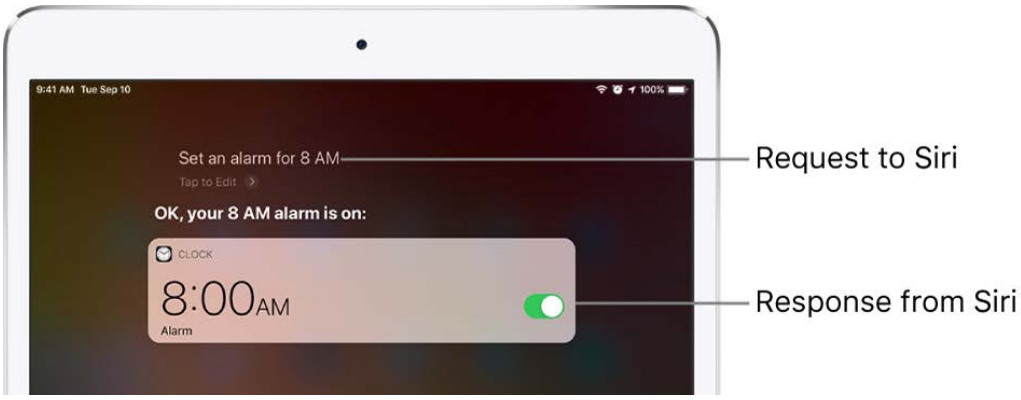
# Siri

## Ask SiriNAV TITLE: Ask 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

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

   For example, say something like "Hey Siri, how's the weather today?" or "Hey Siri, set an alarm for 8 a.m."

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

***Note:*** To 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."

### Summon Siri with a button

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.
   - *AirPods:* (Available separately) Double-tap an AirPod.
   - *EarPods with Remote and Mic:* (Available separately) Press and hold the center or call button.

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

   For example, say something like “What’s 18 percent of 225?” or “Set the timer for 3 minutes.”

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

### 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.”

### Type instead of speaking to Siri

1. Go to Settings > Accessibility > Siri, then turn on Type to Siri.
2. To make a request, summon Siri, then use the keyboard and text field to ask Siri a question or to do a task for you.

Siri is designed to protect your information, and you can choose what you share. To learn more, go to Settings > Siri & Search > About Ask Siri & Privacy.

NAV TITLE: Find out what else Siri can do

## Find out what Siri can do on iPad

Use Siri on iPad to get information and perform tasks.

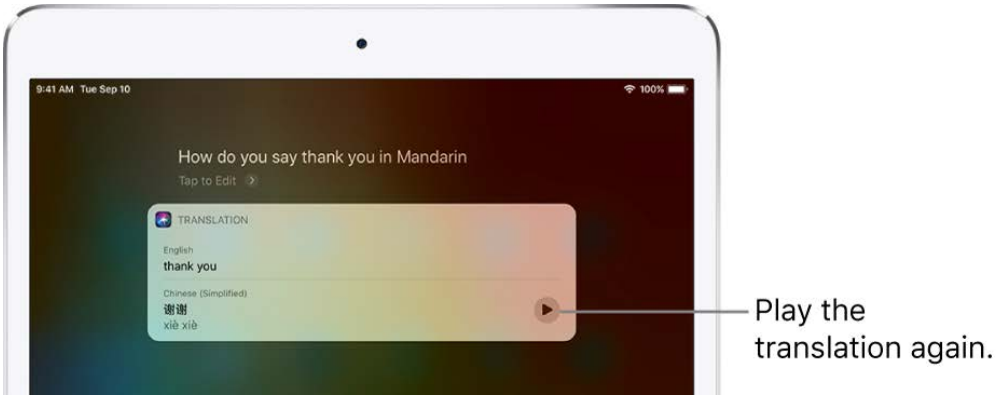
- *Find answers to your questions:* Find information from the web, get sports scores, get arithmetic calculations, and more. Say something like “Hey Siri, what causes a rainbow,” “Hey Siri, what was the score of the Orioles game yesterday,” or “Hey Siri, what’s the derivative of cosine x?”

  When Siri displays a web link, you can tap it to see more information in Safari.

- *Perform tasks with apps on iPad:* Use Siri to control apps with your voice. For example, to create an event in Calendar, say something like “Hey Siri, set up a meeting with Gordon at 9,” or to add an item to Reminders, say something like “Hey Siri, add artichokes to my groceries list.”

  When the onscreen response from Siri includes buttons or controls, you can tap them to take further action.

- *Translate languages:* Say something like “Hey Siri, how do you say Thank You in Mandarin?” or “Hey Siri, what languages can you translate?”




- *Play a radio station:* Say something like “Hey Siri, play Wild 94.9” or “Hey Siri, tune into ESPN Radio.”
- *Let Siri show you more examples:* Say something like “Hey Siri, what can you do?” You can also tap ? after you summon Siri.

Additional examples appear throughout this guide. To learn more about Siri, go to the Siri website.

NAV TITLE: Tell Siri about yourself

# 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

Say something like “Hey Siri, learn to pronounce my name.”

### Tell Siri about a relationship

Say something like “Hey Siri, Eliza Block is my wife” or “Hey Siri, 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 with the same Apple ID.

Your personal information is encrypted and remains private.

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

***Note:*** Siri uses Location Services when your requests require knowing your location. When Location Services is turned on, the location of your device at the time you make a request is sent to Apple to improve the accuracy of responses from Siri. See Set which apps can access your location on iPad.

NAV TITLE: Add Siri Shortcuts

# Add Siri Shortcuts on iPad

Some apps offer shortcuts for things you do frequently, so you can ask Siri to do them for you. For example, a travel app might let you view your upcoming trip event just by asking Siri “Where am I going next?”

- *Add a shortcut:* Tap Add to Siri, then follow the onscreen instructions to record a phrase of your choice that performs the shortcut.
- *Use the shortcut:* Summon Siri, then speak your phrase for the shortcut. See Ask Siri on iPad.

Based on your routines and how you use your apps, Siri also suggests shortcuts on the Lock screen and when you start a search. To turn off shortcut suggestions for an app, go to Settings > Siri & Search, tap the app, then turn off Suggest Shortcuts.

For information about how to manage, re-record, and delete shortcuts, see the Shortcuts User Guide.

NAV TITLE: About Siri Suggestions

# 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 routines and how you use your apps. 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.
- *See your flight status:* If you have a boarding pass in Mail, Siri shows your flight status in Maps. You can tap the suggestion when you’re ready to get directions to the airport.

- *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.

To turn off Siri Suggestions, go to Settings > Siri & Search, then turn off any of the following:

- Suggestions in Search
- Suggestions in Lookup
- Suggestions on Lock Screen

For a specific app, tap the app, then turn off Show Siri Suggestions.

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

Siri is designed to protect your information, and you can choose what you share. To learn more, go to Settings > Siri & Search > About Search Suggestions & Privacy.

NAV TITLE: Change Siri settings

# Change Siri settings on iPad

You can change the voice for Siri, prevent access to Siri when your device is locked, and more.

### 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.

### Adjust the Siri voice volume

Use the volume buttons. See Adjust the volume on iPad.

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# App basics

NAV TITLE: Switch between apps

## 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

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 or Split View workspace you want to use.

### Switch between open apps

- Swipe left or right with four or five fingers.
- Swipe left or right with one finger along the bottom edge of the screen. (On models with a Home button, perform this gesture with a slight arc.)

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

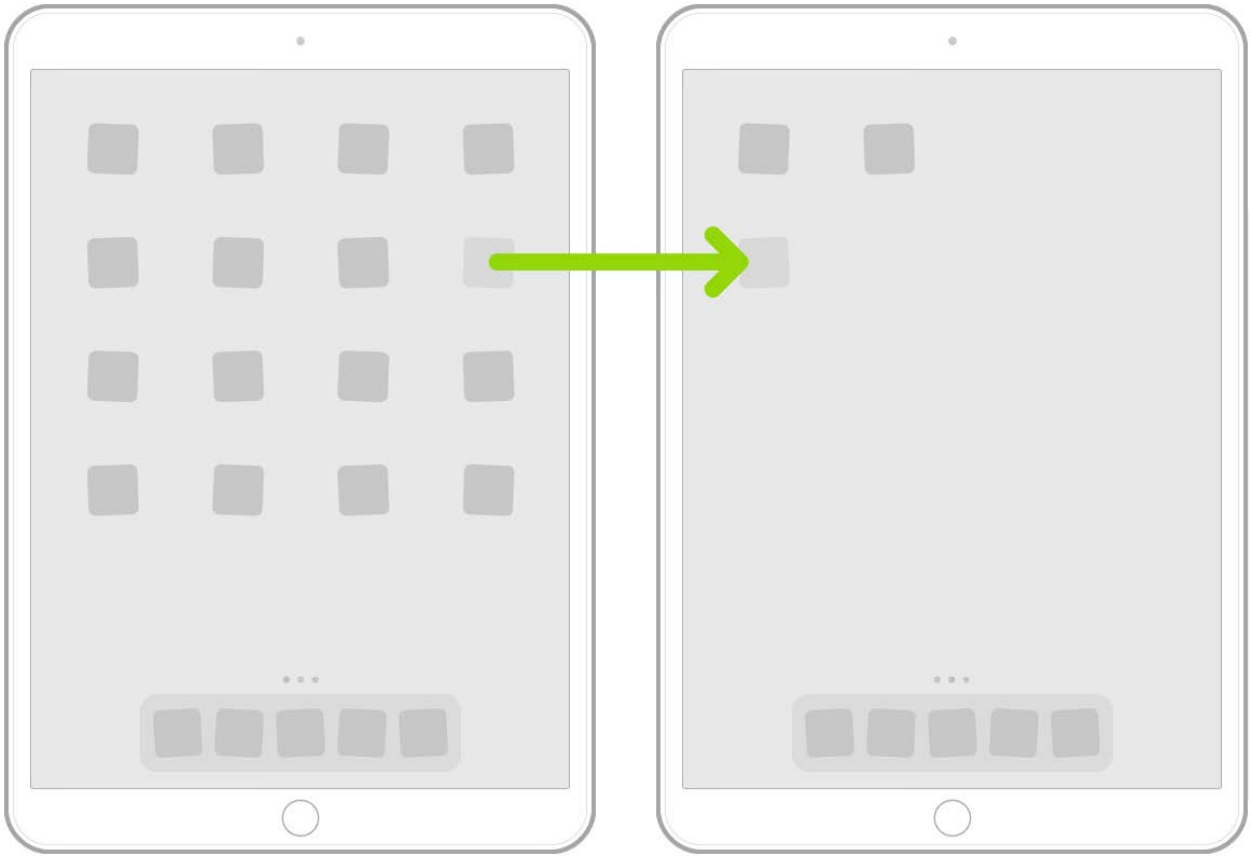
NAV TITLE: Move and organize apps

# 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.

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

1. Touch and hold any app on the screen until the app icons jiggle.
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. Touch and hold any app on the screen until the app icons jiggle.
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.
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 My
- Home
- iTunes Store
- Mail
- Maps
- Measure
- Music
- News
- Notes
- Photo Booth
- Podcasts
- Reminders

- Shortcuts
- Stocks
- Tips
- TV
- 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.

NAV TITLE: Keep apps handy

# 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.

You can also perform common app functions from the Home screen. On the Home screen, touch and hold an app icon to open a quick actions menu.

### Customize Control Center to include your favorite apps

You can 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.

### Perform quick actions from the Home screen

On the Home screen, touch and hold app icons to open quick actions menus.

For example:

- Touch and hold Camera, then choose Take Selfie.

- Touch and hold Maps, then choose Send My Location.
- Touch and hold Notes, then choose New Note.

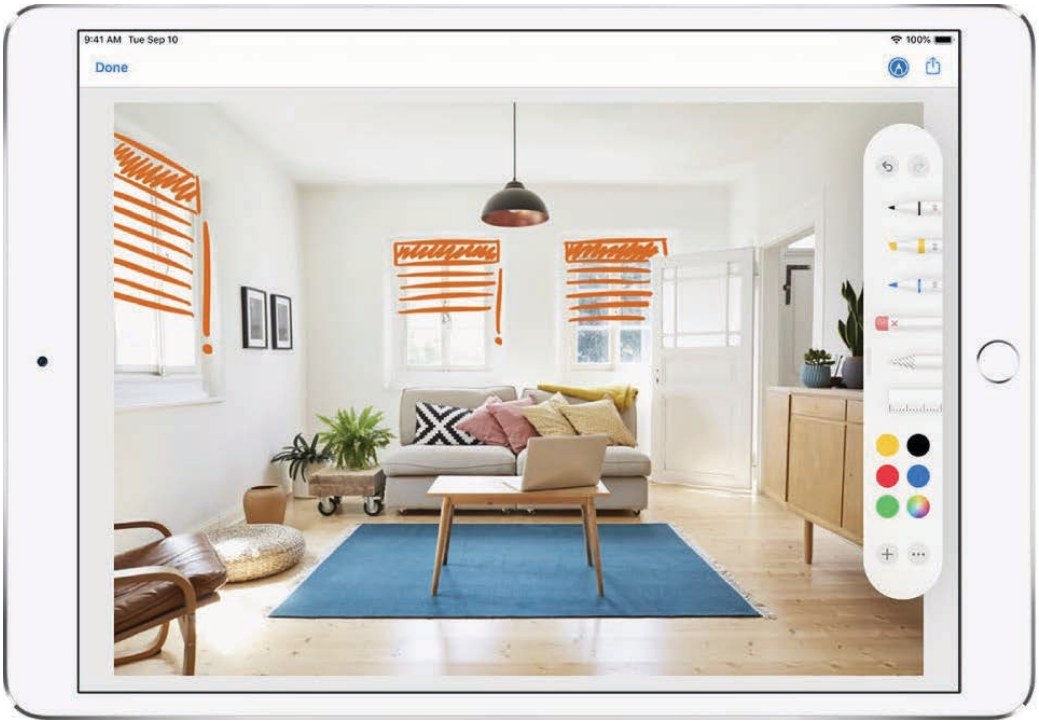
***Note:*** If you touch and hold an app icon for too long before choosing a quick action, the icons begin to jiggle. Tap Done or press the Home button (models with a Home button), then try again.

# Use Markup

NAV TITLE: Draw in apps

## Draw in apps with Markup on iPad

In supported apps such as Messages, Mail, Notes, and Books, you can annotate photos, screenshots, PDFs, and more using built-in drawing tools.



### Show, move, and hide the Markup toolbar

To show the Markup toolbar in a supported app, tap or Markup, then do any of the following:

- *Move the Markup toolbar:* Drag the toolbar to any edge of the screen.

  (Drag from the middle edge of the toolbar closest to the center of the screen.)

- *Automatically minimize the toolbar when you're drawing or entering text:* Tap , then turn on Auto-minize.

  To show the full toolbar again, tap the minimized version.

- *Hide the toolbar:* Tap or Done.

### Draw with Markup

In the Markup toolbar, tap the pen, marker, or pencil tool, then write or draw with your finger or Apple Pencil (supported models).

***Note:*** If you don't see the Markup toolbar on supported app, tap or Markup. If the toolbar is minimized, tap its minimized version.

While drawing, do any of the following:

- *Change the line weight:* Tap the drawing tool in the toolbar, then choose an option.
- *Change the opacity:* Tap the drawing tool in the toolbar, then drag the slider.
- *Change the color:* Choose a color from the color picker in the toolbar.
- *Undo a mistake:* Tap .
- *Draw a straight line:* Tap the ruler tool in the toolbar, then draw a line along the edge of the ruler.
  - To change the angle of the ruler, 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.
  - To make the ruler disappear, tap the ruler tool again.

### Erase a mistake

Tap the eraser tool in the Markup toolbar in a supported app, then do one of the following:

- *Erase with the pixel eraser:* Scrub over the mistake with your finger or Apple Pencil.
- *Erase with the object eraser:* Touch the object with your finger or Apple Pencil.
- *Switch between the pixel and the object erasers:* Tap the eraser tool again, then choose Pixel Eraser or Object Eraser.

***Note:*** If you don't see the Markup toolbar, tap or Markup. If the toolbar is minimized, tap its minimized version.

### Move elements of your drawing

1. In the Markup toolbar, tap the lasso tool (between the erasure and ruler tools), then drag around the elements to make a selection.

   ***Note:*** If you don't see the Markup toolbar in a supported app, tap or Markup. If the toolbar is minimized, tap its minimized version.

2. Lift your finger or Apple Pencil, then drag your selection to a new location.

***Tip:*** You can take a screenshot and immediately begin marking it up with Apple Pencil by swiping up from the bottom-left corner of the screen. To mark up a screenshot right after you take it if you don't have Apple Pencil, tap the thumbnail that appears for a few moments in the bottom-left corner of the screen.

NAV TITLE: Add text, shapes, and signatures

## Add text, shapes, and signatures with Markup on iPad

In supported apps, you can use Markup to add text, speech bubbles, shapes, and signatures.

### Add text

1. In the Markup toolbar in a supported app, tap , then tap Text.

   ***Note:*** If you don't see the Markup toolbar, tap or Markup. If the toolbar is minimized, tap its minimized version.

2. Double-tap the text box.
3. Use the keyboard to enter text.

To change text after you add it, tap the text to select it, then do any of the following:

- *Change the font, size, or layout:* Tap AA in the toolbar, then choose an option.
- *Delete, edit, or duplicate the text:* Tap Edit, then choose an option.
- *Move the text:* Drag it.

To hide the Markup toolbar when you finish, tap or Done.

### Add a shape

1. In the Markup toolbar in a supported app, tap , then choose a shape.

   ***Note:*** If you don't see the Markup toolbar, tap or Markup. If the toolbar is minimized, tap its minimized version.

   To adjust the shape, do any of the following:

   - *Move the shape:* Drag it.

- *Resize the shape:* Drag any blue dot along the shape's outline.
- *Change the outline color:* Tap a color in the color picker.
- *Fill the shape with color or change the line thickness:* Tap , then choose an option.
- *Adjust the form of an arrow or speech bubble shape:* Drag a green dot.
- *Delete or duplicate a shape:* Tap it, then choose an option.

To hide the Markup toolbar when you finish, tap or Done.

### Add your signature

In the Markup toolbar in a supported app, tap , then choose Signature.

***Note:*** If you don't see the Markup toolbar, tap or Markup. If the toolbar is minimized, tap its minimized version.

To hide the Markup toolbar when you finish, tap or Done.

## Zoom in or magnify in Markup on iPad

In Markup on supported apps, zoom in to draw the details. Use the magnifier when you only need to see the details.

### Zoom in

While using Markup in a supported app, pinch open so you can draw, adjust shapes, and more, up close.

To pan when you're zoomed in, drag two fingers. To zoom back out, pinch closed.

### Magnify

In the Markup toolbar in a supported app, tap , then tap Magnifier.

***Note:*** If you don't see the Markup toolbar, tap or Markup. If the toolbar is minimized, tap its minimized version.

To change the magnifier's characteristics, do any of the following:

- *Change the magnification level:* Drag the green dot on the magnifier.
- *Change the size of the magnifier:* Drag the blue dot on the magnifier.
- *Move the magnifier:* Drag it.
- *Change the outline thickness of the magnifier:* Tap , then choose an option.
- *Change the outline color of the magnifier:* Choose an option from the color picker.
- *Remove or duplicate the magnifier:* Tap its outline, then tap Delete or Duplicate.

To hide the Markup toolbar when you finish, tap or Done.

NAV TITLE: Install app extensions

# 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

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 simultaneously

NAV TITLE: Open two items in Split View

## Open two items in Split View on iPad

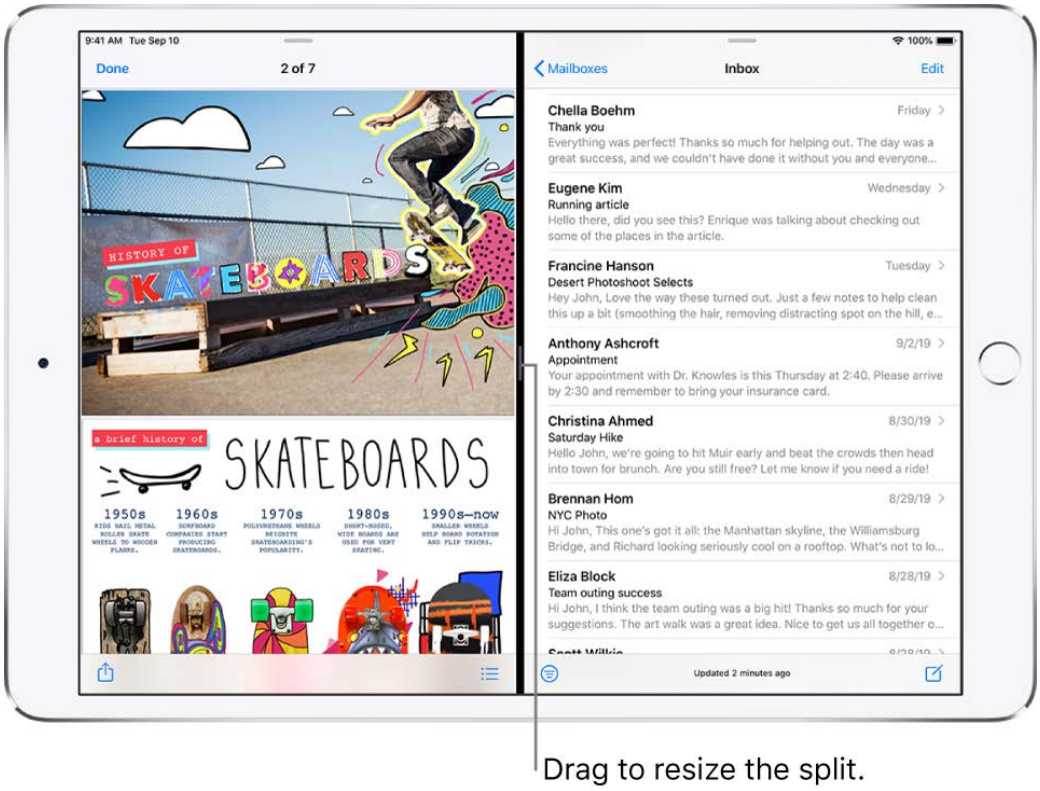
Open two different apps, or two windows from the same app, by splitting the screen into resizable views. For example, open Messages and Maps at the same time in Split View. Or open two Messages windows in Split View and manage two conversations at the same time.

### Open a second item in Split View

1. While using an app, swipe up from the bottom edge and pause to reveal the Dock.
2. 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 items are already open in Split View, drag over the item you want to replace.

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




Drag to resize the split.

### Close Split View

Drag the app divider to the left or right edge of the screen, depending on which app you want to close.

### Turn Split View into Slide Over

Swipe down from the top of the smaller view.

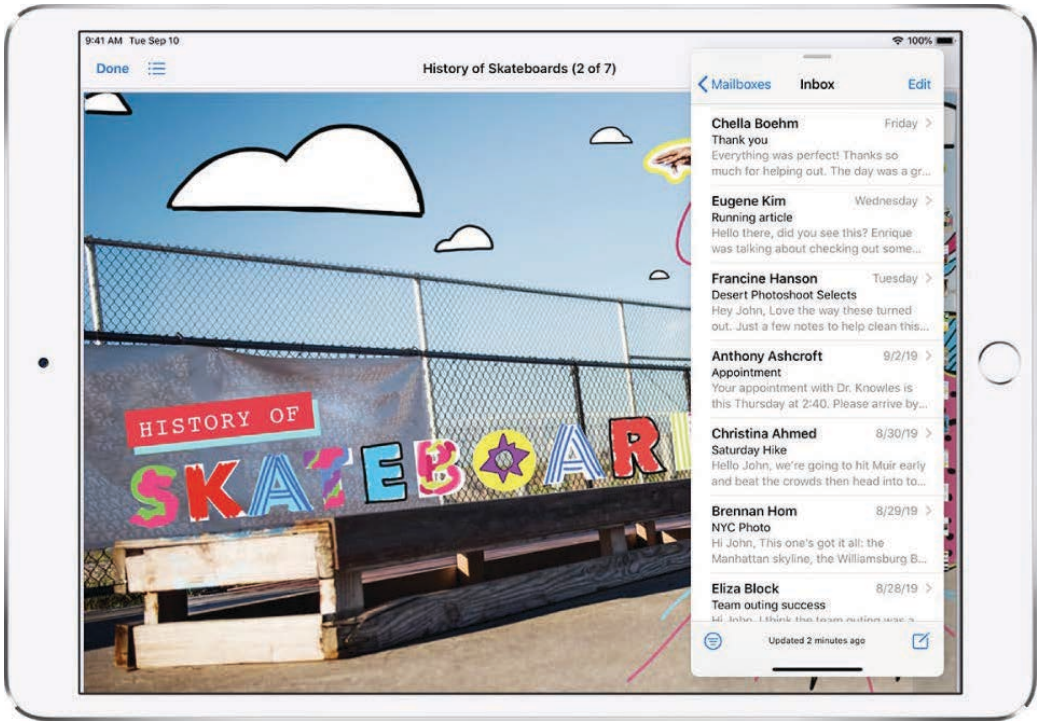
See Open an app in Slide Over on iPad. On supported models, you can use Split View and Slide Over simultaneously.

NAV TITLE: Open an app in Slide Over

## Open an app in Slide Over on iPad

You can use an app that slides in front of another app or in front of itself. For example, open Messages in Slide Over to carry on a conversion while using Maps.

iPad keeps track of the apps you open in Slide Over so that you can switch between them easily.

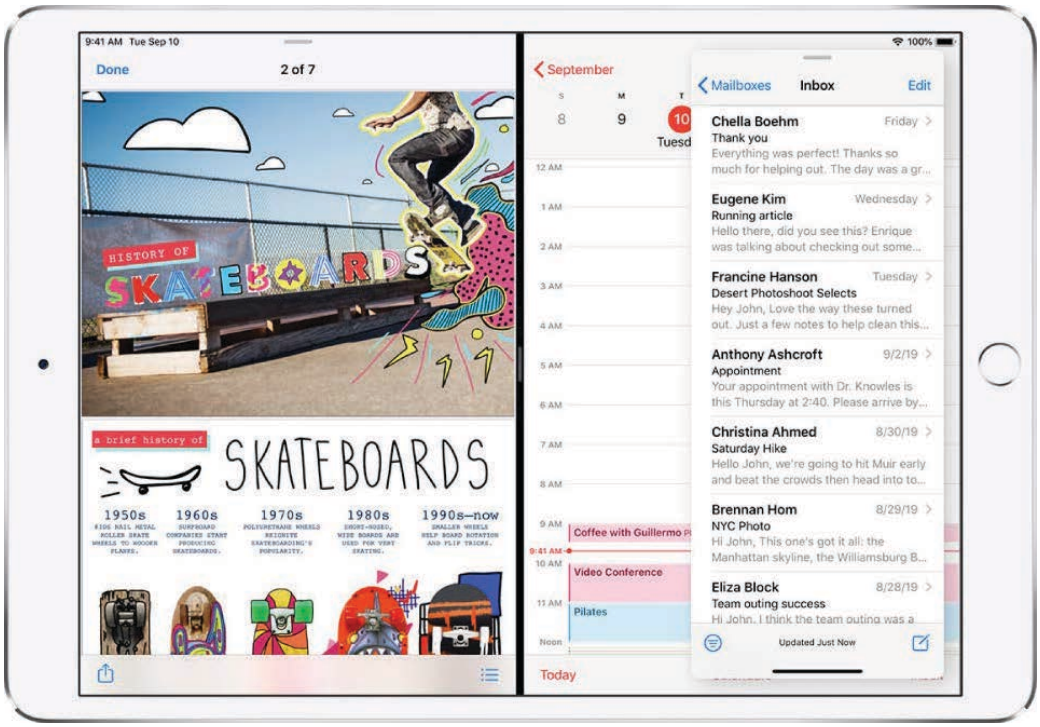



### Open another app in Slide Over

1. While using an app, swipe up from the bottom edge and pause to reveal the Dock.
2. 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.

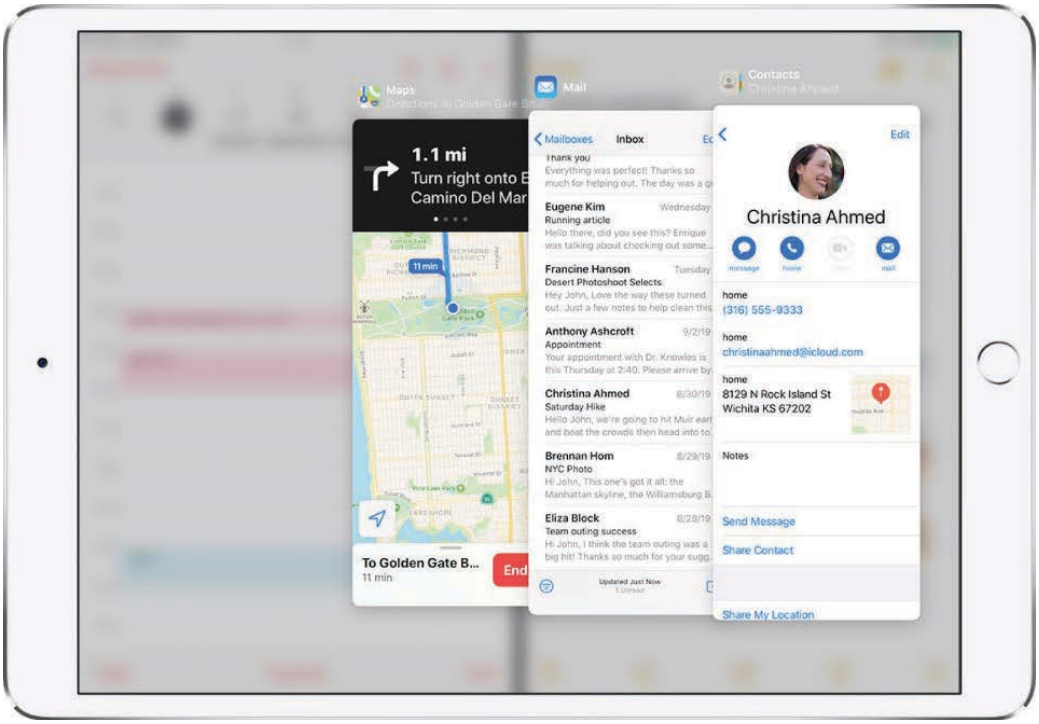
To open a third app in Slide Over when the screen is in Split View (on supported models), drag the app from the Dock to the Split View divider. (See Open two items in Split View on iPad.)




### Switch between apps in Slide Over

Swipe right along the bottom of the Slide Over window, or do the following:

1. Swipe up from the bottom of the Slide Over window.
2. Swipe right, then tap the window you want to view.




### Move the Slide Over window

Do one of the following:

- *Move the Slide Over window to the other side of the screen:* Drag from the top of the Slide Over window.
- *Remove the Slide Over window:* Drag the top of the window off the right edge of the screen.
- *Move the Slide Over window back onto the screen:* From any open app, swipe left from the right edge of the screen.

### Turn Slide Over into Split View

Drag the top of the Slide Over window to the lower right or lower left of the screen.

On supported models, you can use Slide Over and Split View simultaneously. See Open two items in Split View on iPad.

NAV TITLE: View all of an app's workspaces

## View all of an app's workspaces

You can view all windows from an app, including those in Split View and Slide Over.

- *From an open app:* Tap the app icon in the Dock.

Swipe up from the bottom edge of the screen if you don't see the Dock.

- *From the Home screen:* Touch and hold an app icon, then choose the Show All Windows quick action.

  For an app in the Dock, swipe up from the bottom edge of the screen if you don't see the Dock.

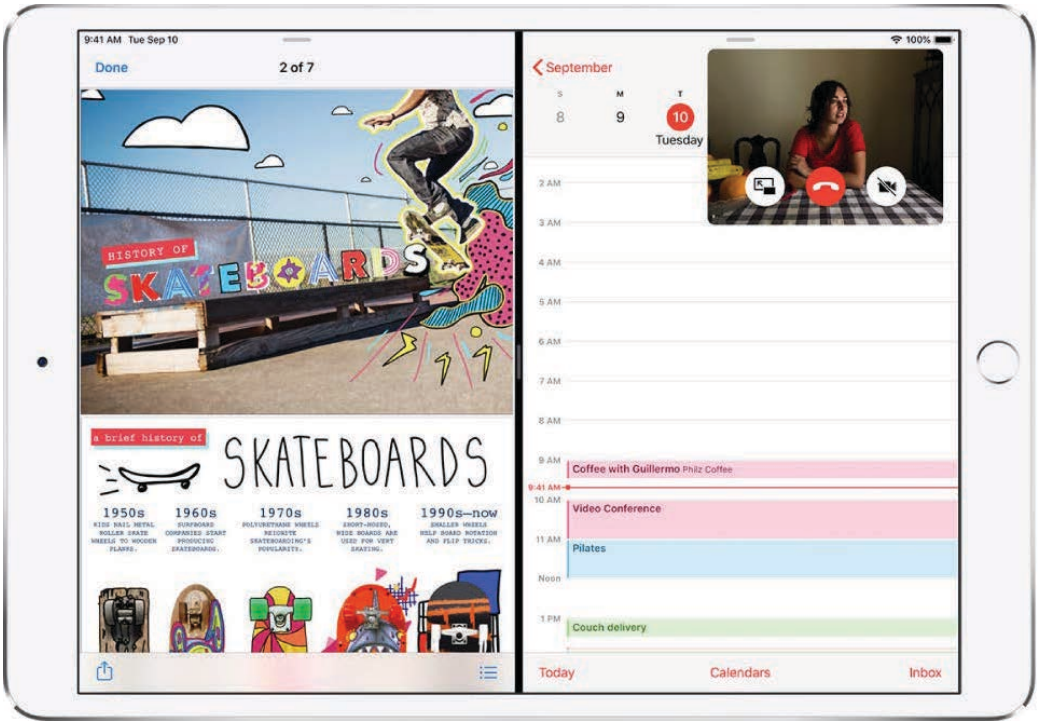
***Note:*** If you touch and hold an app icon for too long before choosing a quick action, the icons begin to jiggle. Tap Done or press the Home button (models with a Home button), then try again.

NAV TITLE: Multitask with Picture in Picture

## Multitask with Picture in Picture on iPad

With Picture in Picture, you can use FaceTime or watch a video while you use other apps.

When using FaceTime or watching a video, 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. With the video window showing, you can do any of the following:

- *Resize the video window:* To make the small video window larger, pinch open. To shrink it again, pinch closed.
- *Show and hide controls:* Tap the 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.

Move items with drag and dropNAV TITLE: Drag and drop

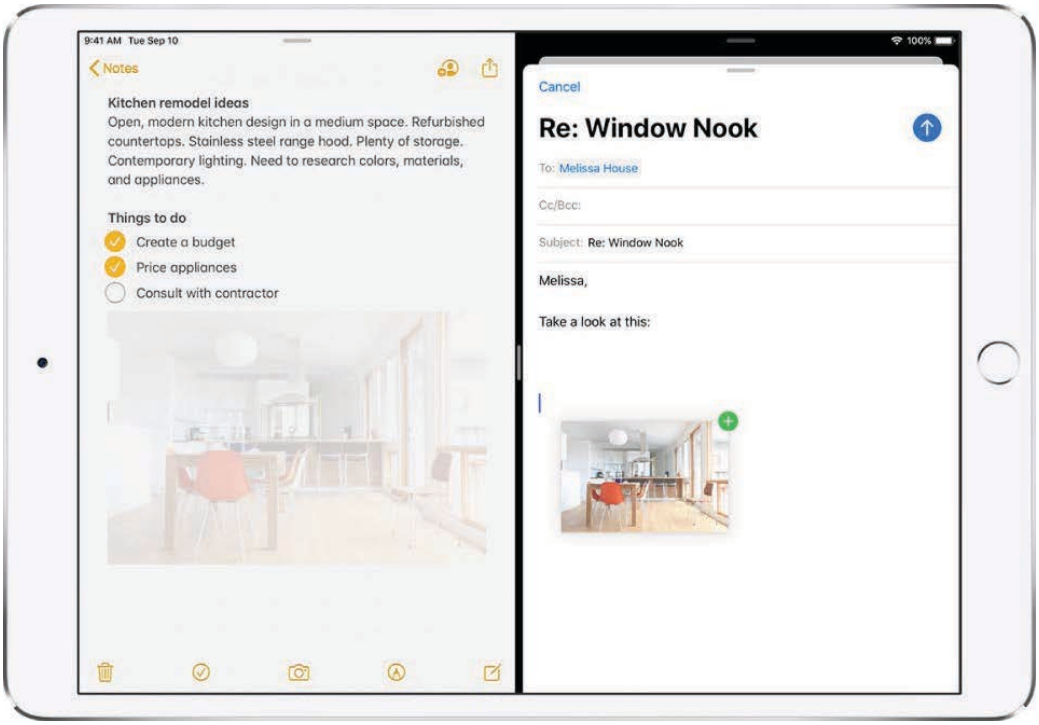
# Move items with drag and drop on iPad

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 an image from Notes into an email. (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 two apps in Split View or in Slide Over, 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.

### Drag a link to a Split View or Slide Over window

Touch and hold the link until it lifts up, then do one of the following:

- *Replace a Split View or Slide Over window with the link's destination:* Drag the link to the window.
- *Open the link's destination in a Split View of Slide Over window:* When there is no Split View or Slide Over window showing, drag the link to the left or right edge of the screen to open the destination in Split View, or drag the link close to the edge to open in Slide Over.

### 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.

If you change your mind about moving an item, lift your finger before dragging, or drag the item off the screen.

### 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 about moving items, lift your finger before dragging, or drag the items off the screen.

NAV TITLE: Use AirDrop to send items

# Use AirDrop on iPad to send items to devices near you

With AirDrop you can wirelessly send your photos, videos, websites, locations, and more to other nearby devices and Mac computers (iOS 7, iPadOS 13, OS X 10.10, or later required). AirDrop transfers information using Wi-Fi and Bluetooth—both must be turned on. To use AirDrop, you need to be signed in with your Apple ID. Transfers are encrypted for security.

### Send an item using AirDrop

1. Open the item, then tap ⬆, Share, AirDrop, •••, or another button that displays the app's sharing options.
2. Do one of the following:
   - Tap ◎ in the row of share options, then tap the profile picture of a nearby AirDrop user.
   - Above the row of share options, choose one of the people you know who have nearby devices available for AirDrop. Their profile pictures appear with ◎.

If the person doesn't appear as a nearby AirDrop user, ask them to open Control Center on iPhone, iPad, or iPod touch and allow AirDrop to receive items. To send to someone on a Mac, ask them to allow themselves to be discovered in AirDrop in the Finder.

To send an item using an option other than AirDrop, choose the option—for example, Messages or Mail—from the row of sharing options (options vary by app). Siri may also suggest ways to share with the people you know by displaying their profile pictures and icons representing sharing methods, such as Messages or Mail.

You can also use AirDrop to securely share app and website passwords with with someone using an iPhone, iPad, iPod touch, or a Mac. See
Share website and app passwords with AirDrop on iPad.

### Allow others to send items to your iPad using AirDrop

1. Open Control Center, then tap ◎.

   If you don't see ◎, touch and hold the top-left group of controls.
2. Tap Contacts Only or Everyone to choose who you want to receive items from.

   You can accept or decline each request as it arrives.

NAV TITLE: Quit and restart an app

# 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.

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.

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# App Store

NAV TITLE: Get apps, games, and fonts

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

In the App Store app, you can discover new apps and games, download custom fonts, and learn tips and tricks. You can also subscribe to Apple Arcade (not available in all regions), a gaming service that gives you access to over 100 games on iPhone, iPad, iPod touch, Mac, and Apple TV.

### Find apps, games, and fonts

**Ask Siri.** Say something like: "Search the App Store for cooking apps" or "Get the Minecraft app." Learn how to ask Siri.

You can also 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.
- *Arcade:* Subscribe to Apple Arcade and access over 100 games on your iPhone, iPad, iPod touch, Mac, and Apple TV.
- *Search:* Enter what you're looking for, then tap Search on the keyboard.

### Buy and download an app

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

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

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

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

### Install fonts

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

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

### Share or give an app

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

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

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

***Note:*** You need an Internet connection and an Apple ID to use the App Store. The availability of the App Store and its features (such as Apple Arcade) varies by country or region. See the Apple Support article Availability of Apple Media Services.

NAV TITLE: Manage purchases, subscriptions, and settings

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

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

### Approve purchases with Family Sharing

With Family Sharing set up, the family organizer can review and approve purchases made by other family members under a certain age. See Set up Family Sharing on and Set content and privacy restrictions.

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

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

***Note:*** You can see purchases made by family members only if they choose to share their purchases. Purchases made with Family Sharing may not be accessible after the family member leaves the family group.

3. Find the app you want to download, then tap .

### Manage your subscriptions

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

### Change your App Store settings

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

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

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# Books

NAV TITLE: Find and download books

## Buy books from Apple Books on iPad

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

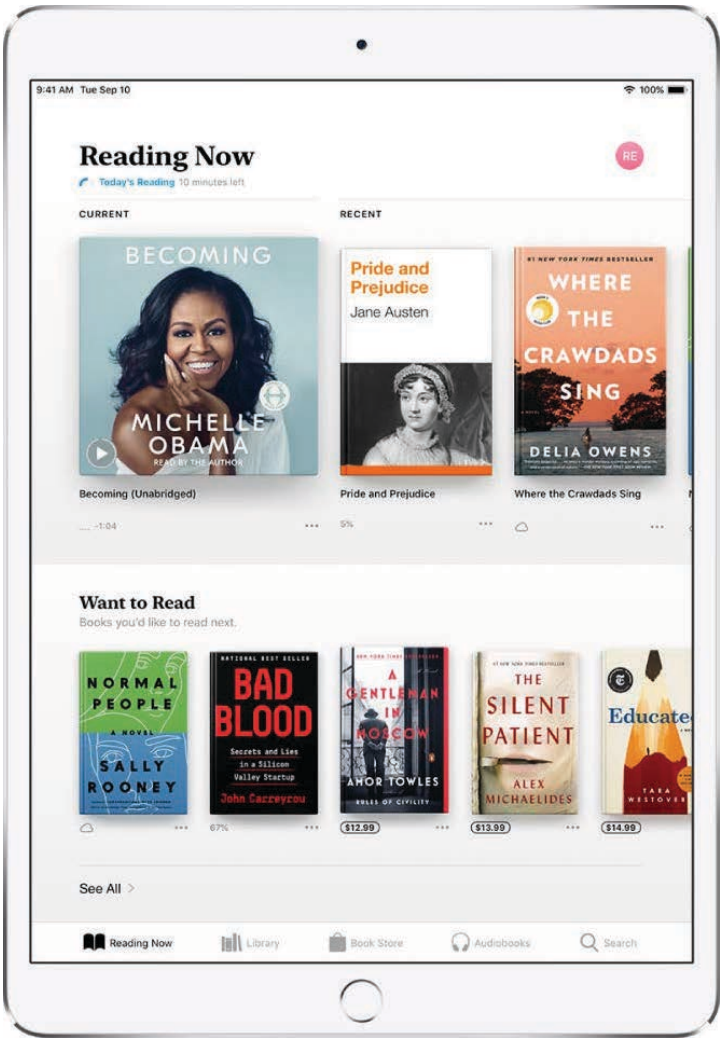
1. Open Books, then tap Book Store or Audiobooks to browse titles, or tap Search to look for a specific title.
2. Tap a book cover to see more details, read or listen to a sample, or add the book to your Want to Read collection.
3. Tap Buy to purchase a title, or tap Get to download a free title.

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

# Read books in the Books app on iPad

In the Books app, use the Reading Now and Library tabs at the bottom of the screen to see the books you're currently reading, get personalized recommendations, learn about new releases, and keep track of the books you want to read.

- *Reading Now:* Tap to access the last book or audiobook that you were reading. You can also see items that you added to your Want To Read list and recommendations based on books you've purchased.
- *Library:* Tap to see all of the books, audiobooks, series, and PDFs that you got from the Book Store or manually added to your library.

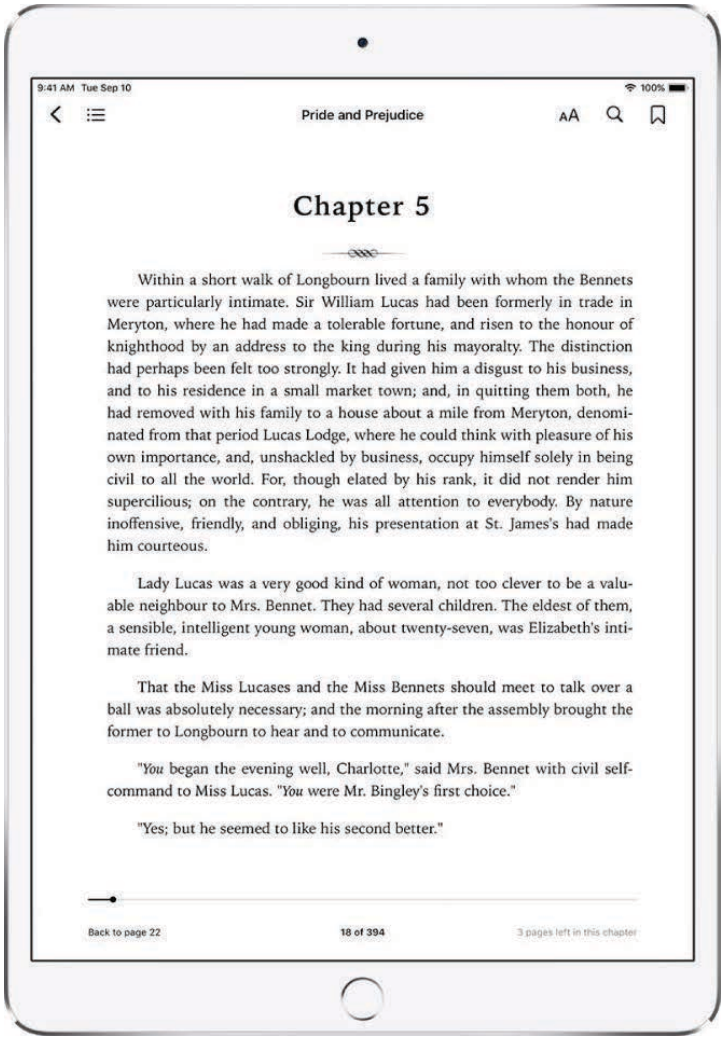



### Read a book

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 center of the page to show the controls, then tap ‹.

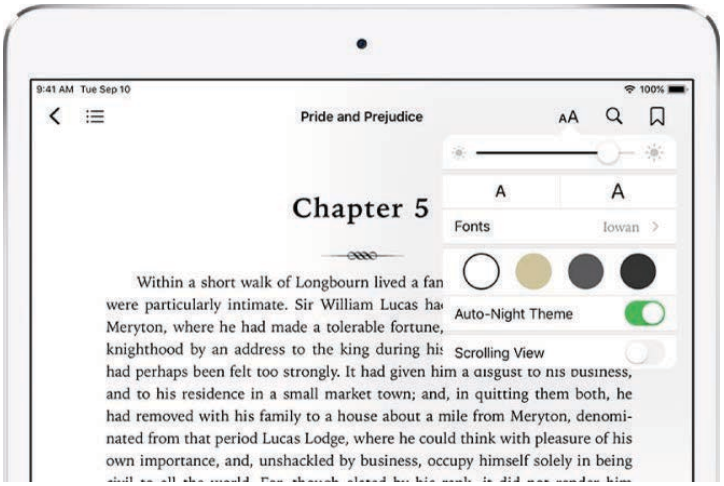



***Tip:*** Turn iPad to landscape orientation to view two pages at once.

### Change text and display appearance

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

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




### Bookmark a page

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

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

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

### Highlight or underline text

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

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

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

### Add a note

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

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

### Share a selection

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

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

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

### Access your books on all your devices

You can keep your Books information up to date across all your devices where you're signed in to iCloud using the same Apple ID.

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

NAV TITLE: Listen to audiobooks

# Listen to audiobooks in Books on iPad

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

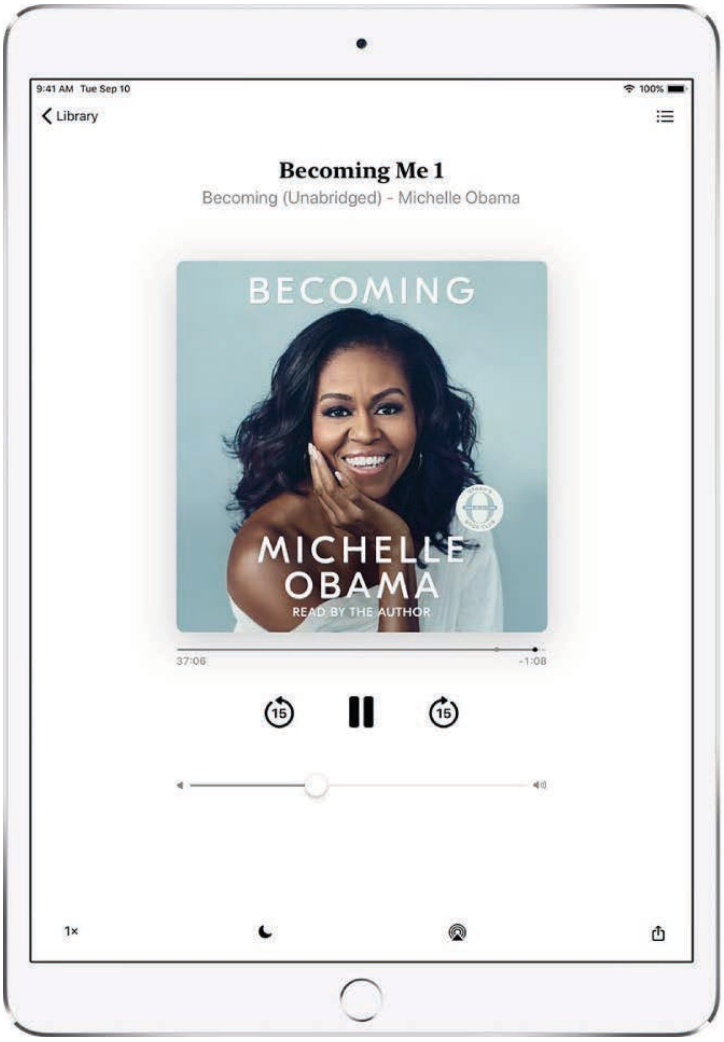
The Audiobooks collection in the Library tab shows all of the audiobooks you've bought.

### Play an audiobook

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

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

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




NAV TITLE: Set Reading Goals

# Set Reading Goals in Books on iPad

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

### Change your daily reading goal

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

1. Tap the Reading Now tab, then swipe down to Reading Goals.
2. Tap the reading indicator, then tap Adjust Goal.
3. Set the minutes per day, then tap Done.

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

### Change your yearly reading goal

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

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

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

### See your reading streaks and records

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

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

### Turn off notifications and Reading Goals

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

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

NAV TITLE: Organize books

## Organize books in the Books app on iPad

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

### Create a collection and add books to it

You can create your own collections to personalize your library.

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

You can add the same book to multiple collections.

### Sort books in your library

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

Tap ☰ to view books by title or cover.

### Remove books, audiobooks, and PDFs

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

1. Tap Library, then tap Edit.

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

2. Tap the items you want to remove.
3. Tap 🗑 and select an option.

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

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

### Access your library across devices

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

NAV TITLE: Read PDFs

## Read PDF documents in Books on iPad

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

### Open PDFs in Books

Do one of the following:

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

### Email or print a PDF document

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

See About AirPrint.

### Mark up a PDF

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

See Use Markup in apps.

### View PDFs across devices

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

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

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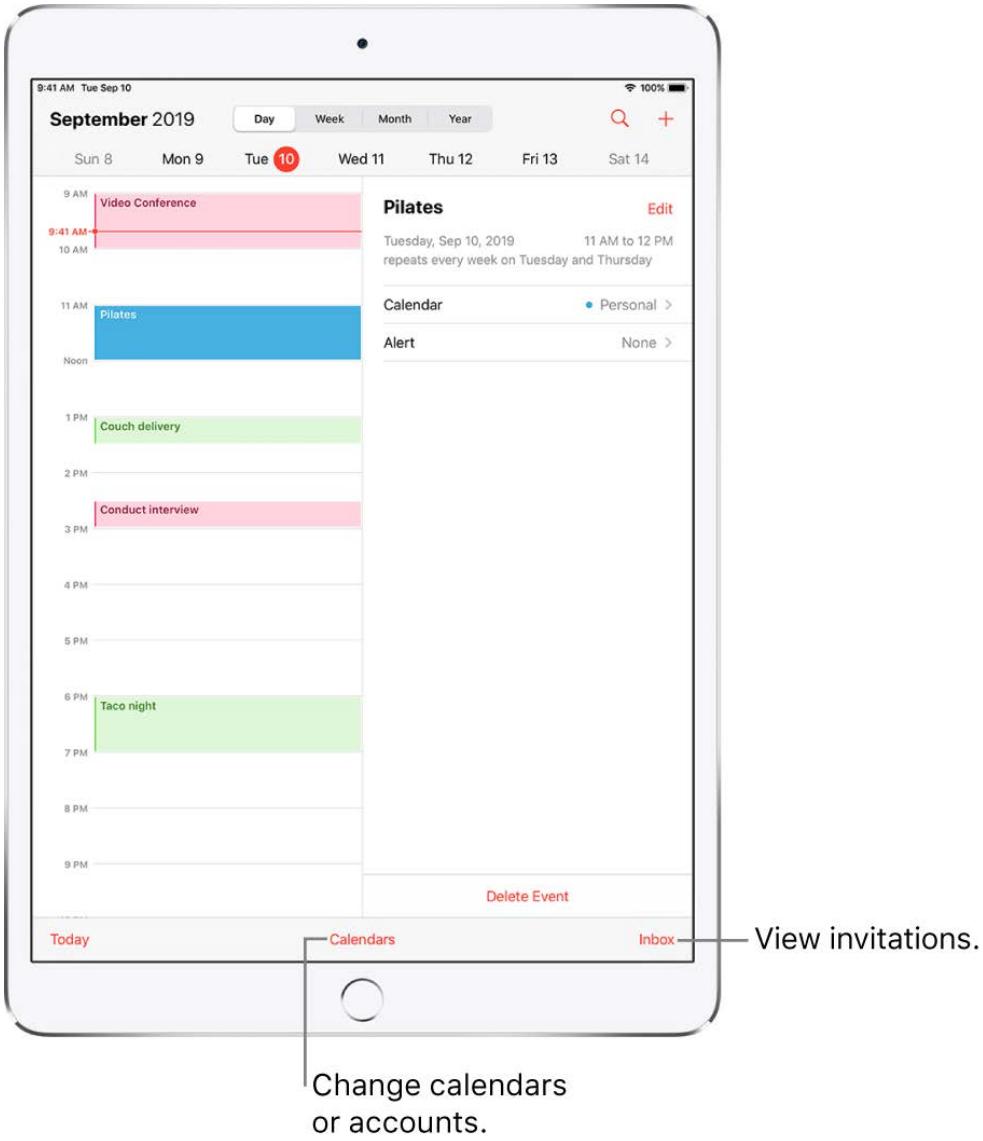
# Calendar

NAV TITLE: Create and edit events in Calendar

## Create and edit events in Calendar on iPad

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




**Ask Siri.** Say something like:

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

Learn how to ask Siri

### Add an event

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

   Enter the name and location of the event, the start and end times, how often it repeats, and so on.

### Add an alert

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

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

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

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

### Add an attachment

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

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

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

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

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

### Find events in other apps

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

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

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

### View events sent to you in Mail or other apps

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

### Edit an event

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

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

### Delete an event

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

NAV TITLE: Send and receive invitations

## Send and receive invitations in Calendar on iPad

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

### Invite others to an event

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

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

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

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

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

### Reply to an event invitation

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

   Or, in Calendar, tap Inbox, then tap an invitation.
2. Tap your response—Accept, Maybe, or Decline.

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

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

### Schedule a meeting without blocking your schedule

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

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

### Suggest a different meeting time

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

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

### Quickly send an email to attendees

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

NAV TITLE: Change how you view events

## 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.

NAV TITLE: Search for events

## Search for events in Calendar on iPad

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

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.

NAV TITLE: Customize your calendar

# 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 the settings and features you want.

NAV TITLE: Change how Calendar notifies you

# Change how Calendar notifies you on iPad

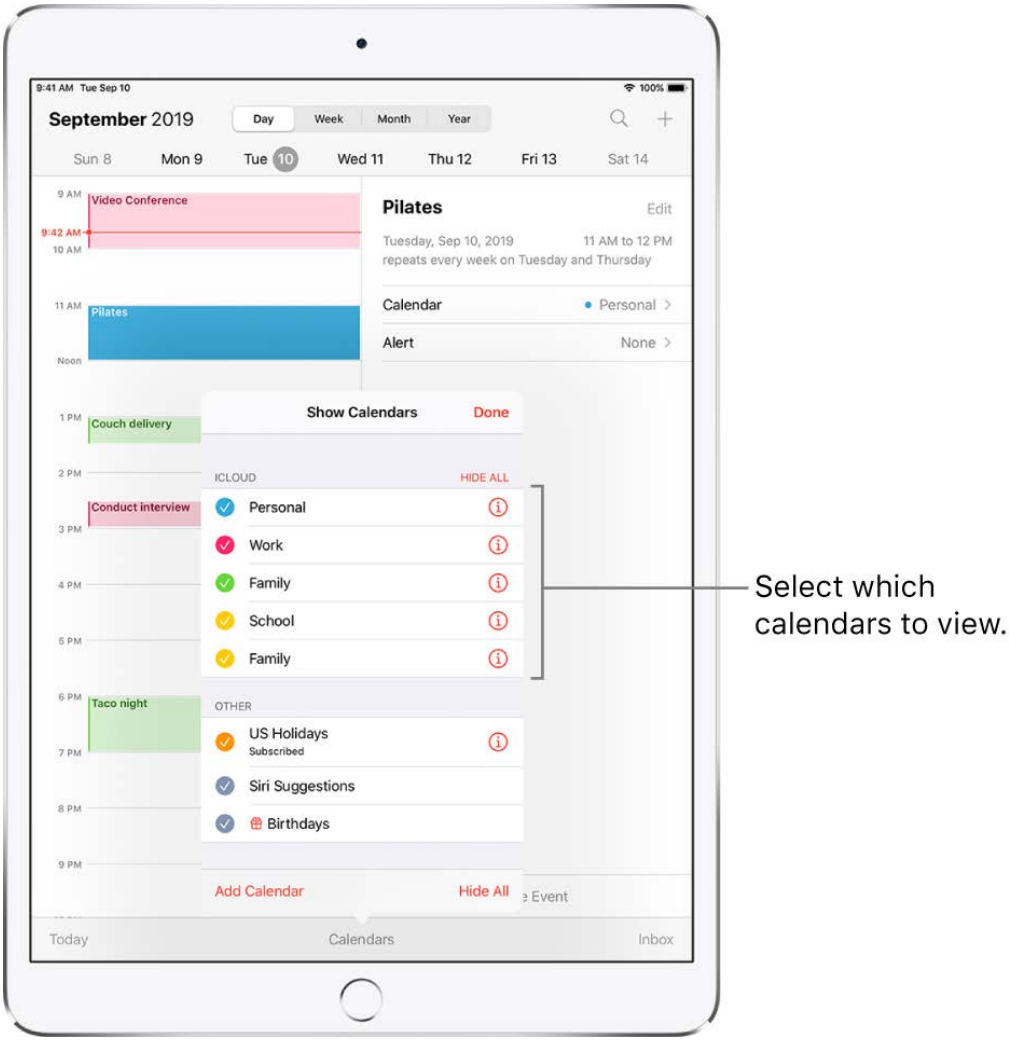
You can change notification styles for invitations, events found in apps, upcoming events, and more.

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.

NAV TITLE: Use multiple calendars

# Set up multiple calendars on iPad

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




### See multiple calendars at once

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

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

### Set a default calendar

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

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

### Change a calendar's color

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

3. Tap Done.

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

### Turn on iCloud, Google, Exchange, or Yahoo calendars

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

### Subscribe to a calendar

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

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

### Add a CalDAV account

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

### Move an event to another calendar

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

NAV TITLE: Share iCloud calendars

## 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.

### Create an iCloud calendar

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

### Share an iCloud calendar

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

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

### Change a person's access to a shared calendar

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

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

### Turn off notifications for shared calendars

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

1. Go to Settings ⚙ > Notifications > Calendar > Shared Calendar Changes.
2. Turn off Allow Notifications.

### Share a read-only calendar with anyone

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

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

### Delete a calendar

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