



iPad User Guide

Everything you need to know about iPad

Supported iPad models

This guide helps you get started using iPad and discover all the amazing things it can do on iPadOS 14, which is compatible with the following models:



- iPad Pro 12.9-inch (4th generation)
- iPad Pro 12.9-inch (3rd generation)
- iPad Pro 11-inch (2nd generation)
- iPad Pro 11-inch (1st generation)
- iPad Air (4th generation)



- iPad Pro 12.9-inch (1st and 2nd generation)
- iPad Pro 10.5-inch
- iPad Pro 9.7-inch
- iPad Air (3rd generation)
- iPad Air 2
- iPad (8th generation)
- iPad (7th generation)
- iPad (6th generation)
- iPad (5th generation)
- iPad mini (5th generation)
- 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 and iPadOS Feature Availability website](#).

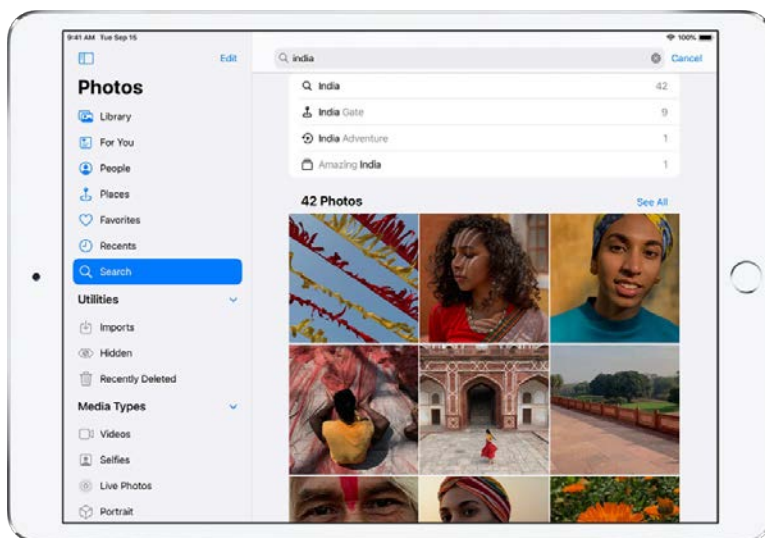
Note: Apps and services that send or receive data over a cellular network may incur additional fees. Contact your carrier for information about your service plan and fees.

What's new in iPadOS 14

Redesigned widgets Today View widgets have been redesigned to show you more information right from the Home Screen. You can choose among different sizes or add a Smart Stack that displays widgets based on factors like your location, an activity, or the time. See [Add widgets to the iPad Home Screen](#).



App design New enhancements like sidebars and pull-down menus let you quickly access more app functions from a single location, without switching views.



App clips An app clip is a small part of an app and is discoverable the moment you need it. Find app clips by scanning QR codes, and in Messages, Maps, and Safari. See [Use app clips](#).

Search Search is now a single destination where you can start all your searches. A new design and as-you-type experience delivers faster, more relevant results across apps, contacts, and web searches. See [Use iPad to search](#).



Compact calls Calls from your iPhone, FaceTime, and supported third-party apps appear in an all-new compact design that doesn't take up the full screen. See [Make and receive phone calls on iPad](#).

Scribble Use Apple Pencil to write in any text field across iPadOS, and your words automatically convert to text. Scratch over a mistake to delete it, and circle words to easily cut and paste. See [Enter text with Scribble](#).

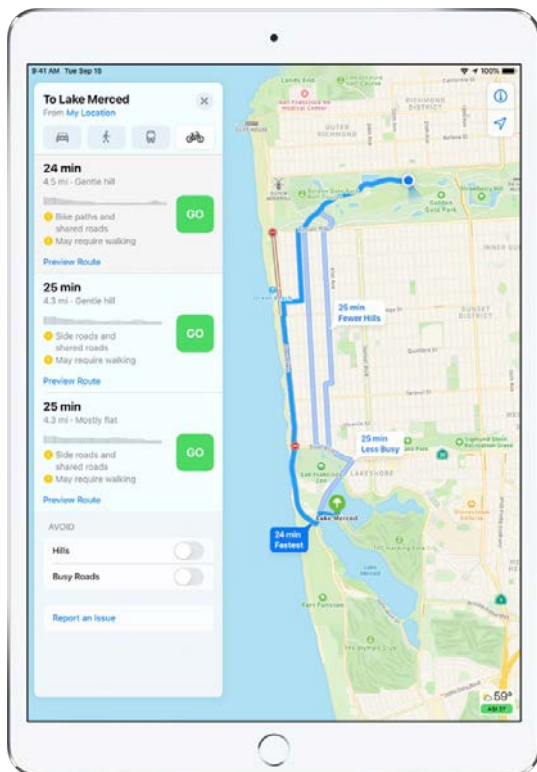
Notes Use Smart Selection to select and format handwritten text the same way you do with typed text. You can also copy handwritten text from Notes into another app and it's converted to typed text. See [Draw or write in Notes](#).



Messages Pin your most important conversations to the top of your conversation list so you can easily get to them. Mention someone in a conversation to direct a message right to them, and use inline replies to reply directly to a specific message in a group conversation. See [Pin a conversation](#), [Mention people in conversations](#), and [Reply to a specific message in a conversation](#).

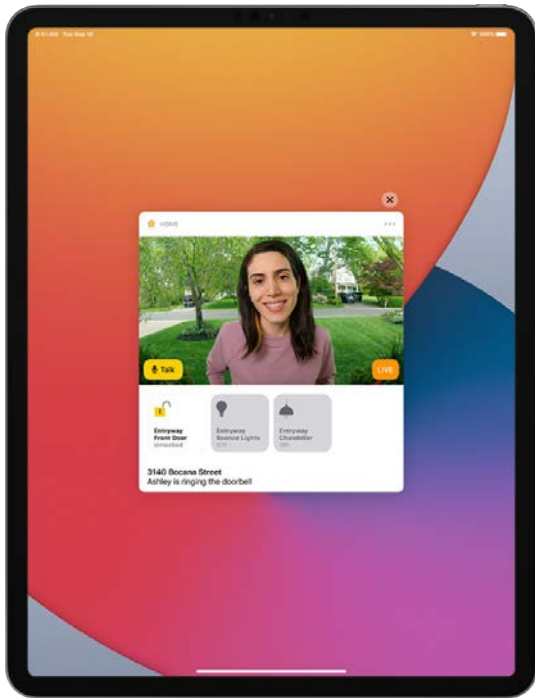
Memoji Along with more age options and face coverings, choose from over 20 new hair and headwear styles to reflect your hobby, profession, and personality. See [Create your own Memoji](#).

Maps Use Maps to get cycling directions using bike lanes, paths, and roads. You can also see elevation, busy streets, and steep hills when planning your trip. Discover great places around you to eat, shop, and explore with Guides. See [Get cycling directions from your current location in Maps](#), and [Explore new destinations with Guides in Maps](#).



Headphone sound level You can check the precise audio level while it plays through your iPad headphones and set maximum volume limits. See [Monitor headphone and environmental sound levels](#) and [Limit the headphone volume](#).

Home Adaptive Lighting lets you change lighting temperature throughout the day. Video cameras and doorbells can identify people you've tagged in the Photos app, and you can be alerted when there's motion in activity zones that you set. See [Turn on Adaptive Lighting](#), [Set up Face Recognition](#), and [Organize rooms into zones](#).

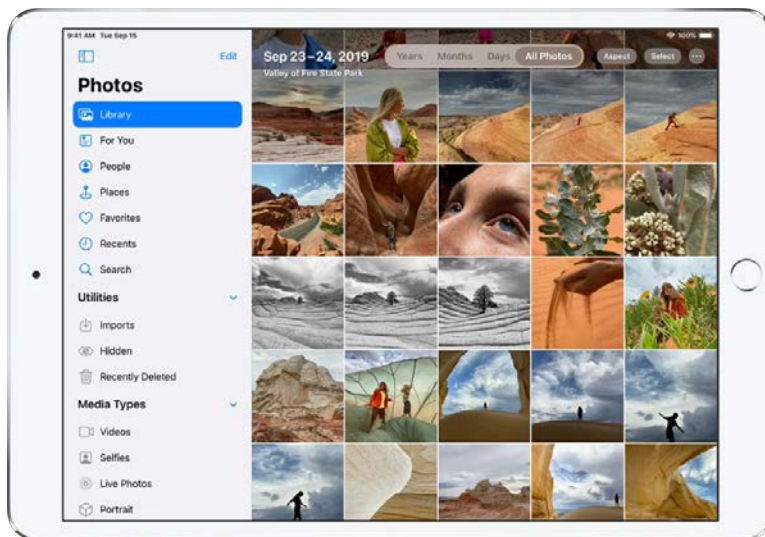


Safari Safari is more secure and helpful than ever. You can view the Privacy Report to understand how websites treat your privacy and Safari may warn you if a password you're using is not secure. If you come across a website in a different language, Safari now provides translations for seven different languages (beta). See [View the Privacy Report](#) and [Translate a webpage](#).

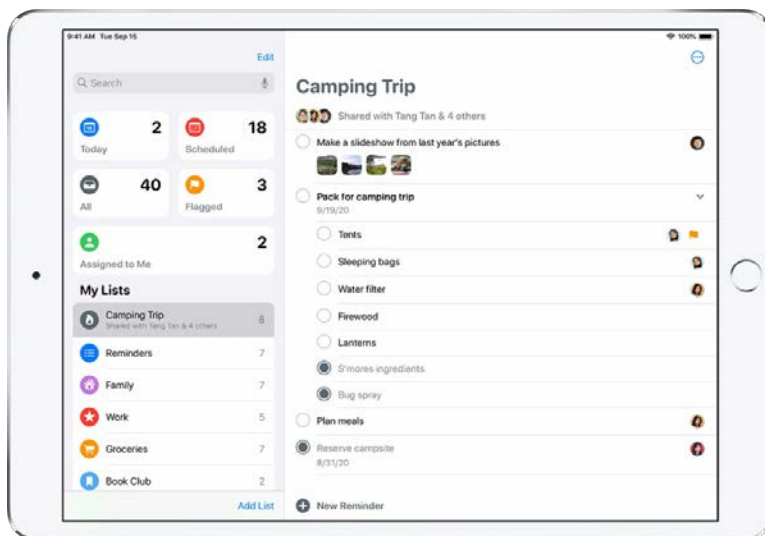
Siri Siri has a new compact design that lets you quickly get information while still focusing on what you're doing. Siri now provides information from across the web to help you find answers and can send audio messages from the Messages app. See [Find out what Siri can do](#).

Camera Quick toggles in Video mode let you easily change video resolution and frame rate. A new option in Settings lets you capture mirrored selfies, which reflect the front camera preview. See [Record a video](#) and [Take a selfie](#).

Photos A new Photos sidebar for iPad gives you quick access to For You, Albums, and Search, as well as Shared Albums and Media Types. Filter your photos in collections and albums by Favorites, Edited, Videos, and Photos and sort photos by oldest or newest first. Add captions to your photos and videos so you can easily find them in Search. See [Filter photos in albums](#), [Sort photos in albums](#), and [Add captions and view photo and video details](#).



Reminders Reminders automatically suggests dates, times, and locations for a reminder based on similar reminders you created in the past. You can also assign reminders to people you share lists with. See [Share reminders and collaborate](#).



FaceTime FaceTime can now detect when a participant is using sign language and make the person prominent in a Group FaceTime call. Video calling is more natural by helping you establish eye contact even when you're looking at the screen instead of the camera. See [Make a Group FaceTime call](#).

Privacy All apps must receive your permission before tracking you across apps and websites owned by other companies. A new setting allows you to share only your approximate location with an app, and an indicator appears at the top of your iPad screen whenever an app is using your microphone or camera. See [Control app tracking permissions on iPad](#), [Control the location information you share on iPad](#), and [Review or change access to the camera, microphone, and other hardware features](#).

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.

Set up and get started

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](#).

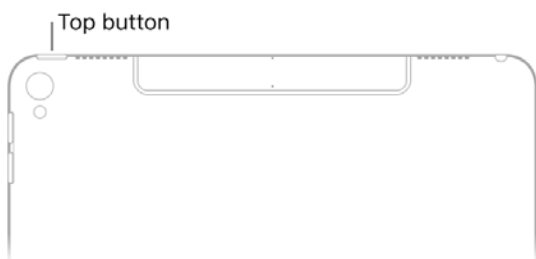
Prepare for setup

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 iPhone, iPad, or iPod touch with iOS 11, iPadOS 13, 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 iOS 12.4, iPadOS 13, or later, 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 (on an iPad with a Home button) or triple-click the top button (on other iPad models) to turn on VoiceOver, the screen reader. You can also double-tap the screen with three fingers to turn on Zoom.

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, do the following:
 - Follow the setup assistant.
 - On the Apps & Data screen, tap Move Data from Android.
3. On the Android device, do the following:
 - Turn on Wi-Fi.
 - Open the Move to iOS app.
 - Follow the onscreen instructions.

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

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

If you have a Wi-Fi + Cellular model, you can sign up for a cellular data plan. This helps you stay connected 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 option isn't available in all countries or 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 option isn't available in all countries or regions, and not all carriers are supported.

1. Go to Settings  > Cellular Data.

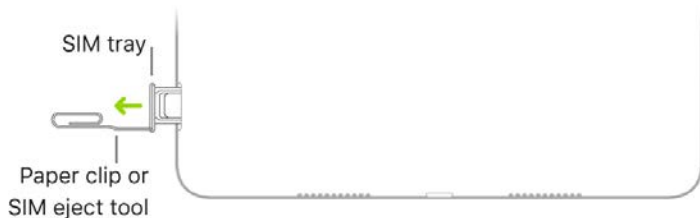
2. Tap Add a New Plan, then follow the onscreen instructions. You can choose a carrier and a plan, or you can add your iPad to an existing plan.

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.

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.

Join a Personal Hotspot

If an iPhone or an iPad (Wi-Fi + cellular) is sharing a Personal Hotspot, you can use its cellular internet connection.

Go to Settings  > Wi-Fi, then choose the name of the device sharing the Personal Hotspot.

If asked for a password on your iPad, enter the password shown in Settings  > Cellular > Personal Hotspot on the device sharing the Personal Hotspot.

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

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

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

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

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

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

Manage Apple ID and iCloud settings on iPad

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 iPad](#)
- Bookmarks, your reading list, and the webpages you have open in Safari; see [Browse the web using Safari on iPad](#)

- Passwords and credit cards; see [From , make your passwords available on all your devices with iCloud Keychain](#)

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 five other family members. See [Share subscriptions and iCloud storage with family members on iPad](#).
- Locate a missing iPhone, iPad, iPod touch, Apple Watch, Mac, or AirPods that belong to you or your family members. See [Add a device to Find My on iPad](#).
- 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 [Add or remove a friend in Find My on iPad](#).
- Back up and restore your data. See [Back up iPad](#).

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 guide](#) from Apple Books (where available), 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."
3. Tap Get, then wait for the book to download.

See [Read books in the Books app on iPad](#).

Basics

Wake and unlock iPad

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

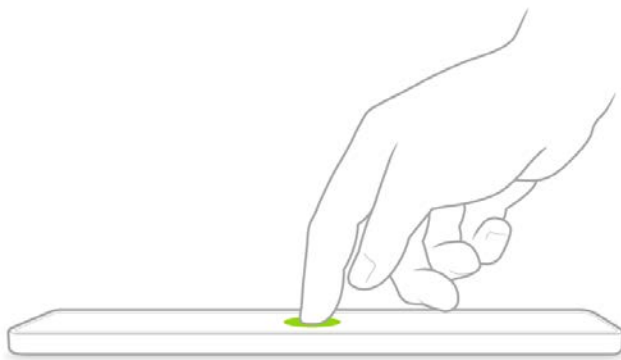
Wake iPad

To wake iPad, do one of the following:

- Press the top button.



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



Unlock iPad with Face ID

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

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.

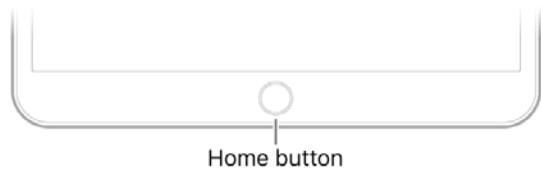
2. Swipe up from the bottom of the screen to view the Home Screen.

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.

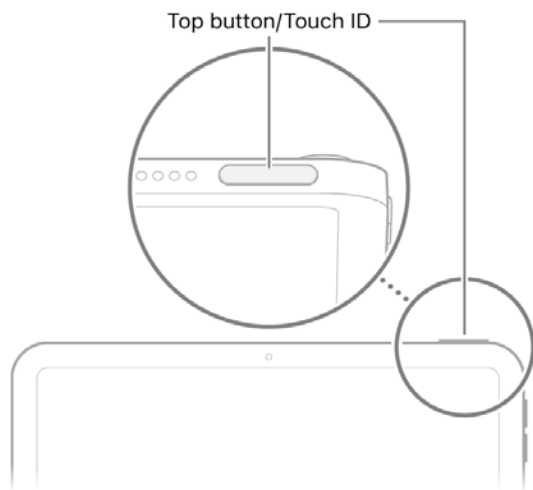
Unlock iPad with Touch ID

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

On an iPad with a Home button, press the Home button using the finger you registered with Touch ID.



On iPad Air (4th generation), press the top button using the finger you registered with Touch ID.



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

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

1. Press the Home button (on an iPad with a Home button) or swipe up from the bottom of the Lock Screen (on other iPad models).
2. Enter the passcode (if you set up iPad to require a passcode).

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

Learn gestures for iPad

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.

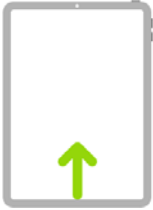
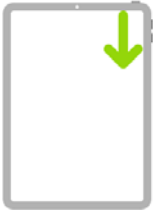
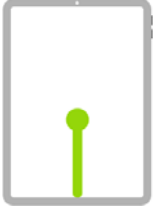
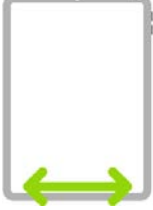
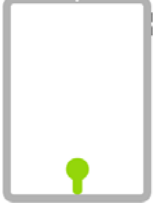
Symbol	Gesture
	Tap. Touch one finger lightly on the screen.
	Touch and hold. Touch and hold items in an app to preview contents and perform quick actions. On the Home Screen, touch and hold an app icon briefly to open a quick actions menu.
	Swipe. Move one finger across the screen quickly.
	Scroll. 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. You can also double-tap a photo or webpage to zoom in, and double-tap again to zoom out. In Maps, double-tap and hold, then drag up to zoom in or drag down to zoom out.

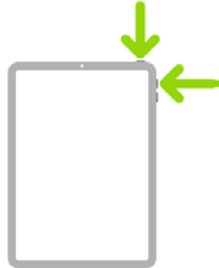
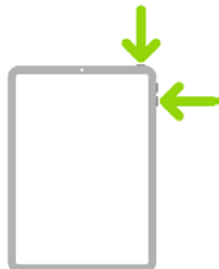
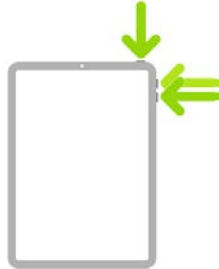
If you're using Magic Trackpad or Magic Mouse, see [Trackpad gestures for iPad](#) or [Mouse actions and gestures for iPad](#) for gestures that work on your trackpad or mouse.

Learn advanced gestures to interact with iPad

Here's a handy reference to the gestures you use on all iPad models to go to the Home Screen, switch between recent apps, access controls, and more. A few gestures are done differently on an iPad with a Home button, as described in the table below.

Gesture	Description
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Gesture	Description
	Go Home. Swipe up from the bottom edge of the screen to return to the Home Screen at any time. See Open apps on the iPad Home Screen.
	Quickly access controls. Swipe down from the top-right corner to open Control Center; touch and hold a control to reveal more options. To add or remove items, go to Settings > Control Center. See Use and customize Control Center on iPad.
	Open the App Switcher. Swipe up from the bottom edge, pause in the center of the screen, then lift your finger. To browse the open apps, swipe right, then tap the app you want to use. See Switch between apps on iPad.
	Switch between open apps. Swipe left or right along the bottom edge of the screen to quickly switch between open apps. (On an iPad with a Home button, swipe with a slight arc.) See Switch between apps on iPad.
	Open the Dock within an app. Swipe up from the bottom edge of the screen and pause to reveal the Dock. To quickly open another app, tap it in the Dock. See Open an app from the Dock.
	Ask Siri. Just say, “Hey Siri.” Or press and hold the top button and make your request. (On an iPad with a Home button, press and hold the Home button and make your request.) Siri listens until you release the button. See Ask Siri on iPad.

Gesture	Description
	Use Accessibility Shortcut. Triple-click the top button. (On an iPad with a Home button, triple-click the Home button.) See Use accessibility shortcuts on iPad.
	Take a screenshot. Simultaneously press and quickly release the top button and volume up button. (On an iPad with a Home button, simultaneously press and quickly release the top button and the Home button.) See Take a screenshot or screen recording on iPad.
	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. (On an iPad with a Home button, press and hold the top button until the sliders appear.) Or go to Settings > General > Shut Down. See Turn iPad off then 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 iPad.

If you're using Magic Trackpad or Magic Mouse, see [Trackpad gestures for iPad](#) or [Mouse actions and gestures for iPad](#) for gestures that work on your trackpad or mouse.

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.

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 .

Limit the headphone volume

You can limit the maximum headphone volume for music and videos.

1. Go to Settings  > Sounds > Reduce Loud Sounds.
2. Turn on Reduce Loud Sounds, then drag the slider to choose the maximum decibel level for headphone audio.

Note: If you have [Screen Time](#) turned on in Settings, you can prevent changes to the maximum headphone volume. Go to Settings > Screen Time > Content & Privacy Restrictions > Reduce Loud Sounds, then select Don't Allow.

Mute the sound

Press and hold the Volume Down button.

Temporarily silence calls, alerts, and notifications

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

Change or turn off iPad sounds

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

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

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

Set sound options

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

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

Silence iPad

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

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

Change common iPad settings

Find settings on iPad

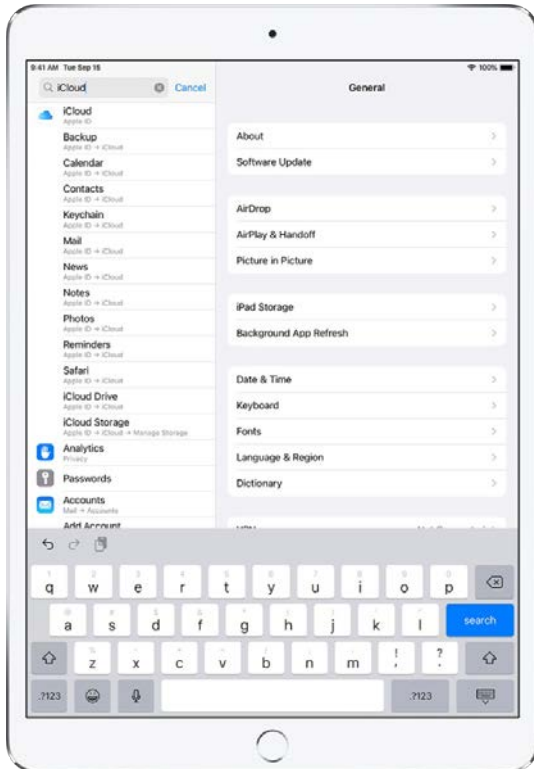
In the Settings app , you can search for iPad settings you want to change, such as your passcode, notification sounds, and more.

1. Tap Settings on the Home Screen.



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

2. Swipe down from the top of the screen to reveal the search field, enter a term—"iCloud," for example—then tap a setting on the left side of the screen.



Adjust the screen brightness and color on iPad

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 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.

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.

Magnify the iPad screen with Display Zoom

On iPad Pro 12.9-inch, you can magnify the screen display with Display Zoom.

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

Change the name of your iPad

You can change the name of your iPad, which is used by iCloud, AirDrop, your Personal Hotspot, and your computer.

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

Set the date and time on iPad

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 countries or regions iPad may not be able to automatically determine the local time.
 - *24-Hour Time*: (not available in all countries or 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 on iPad

You set the language and region of your iPad during setup. If you travel or move, you can change the language or 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 iPad](#).

Set up mail, contacts, and calendar accounts on iPad

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. You can set up accounts for these services.

Set up a mail account

1. Go to Settings  > Mail > Accounts > Add Account.
 2. Do one of the following:
 - Tap an email service—for example, iCloud or Microsoft Exchange—then enter your email account information.
 - Tap Other, tap Add Mail Account, then enter your information to set up a new account.
-

Set up a contacts account

1. Go to Settings  > Contacts > Accounts > Add Account > Other.
 2. Tap Add LDAP Account or Add CardDAV Account (if your organization supports it), then enter your server and account information. (See [Use other contact accounts on iPad](#).)
-

Set up a calendar account

1. Go to Settings  > Calendar > Accounts > Add Account.
 2. Tap Other, then do any of the following:
 - *Add a calendar account:* Tap Add CalDAV Account, then enter your server and account information; see [Set up multiple calendars on iPad](#).
 - *Subscribe to iCal (.ics) calendars:* Tap Add Subscribed Calendar, then enter the URL of the .ics file to subscribe to; or import an .ics file from Mail.
-

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

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 your iPad camera.](#))
- **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 [Add widgets to the iPad Home Screen.](#))
- **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 [Control access to information on the iPad Lock Screen](#).

Show notification previews on the Lock Screen

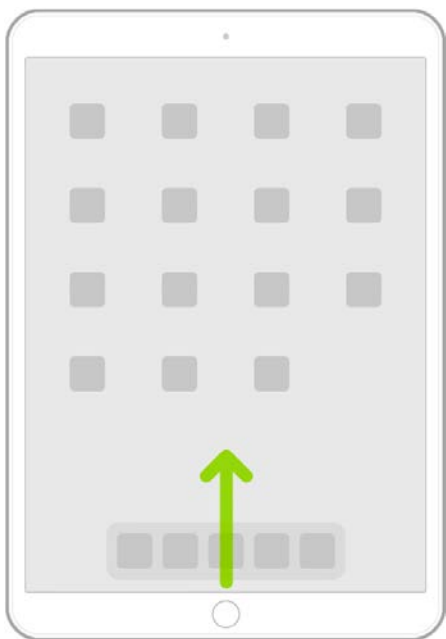
1. Go to Settings  > Notifications.
2. Tap Show Previews, then tap Always.

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

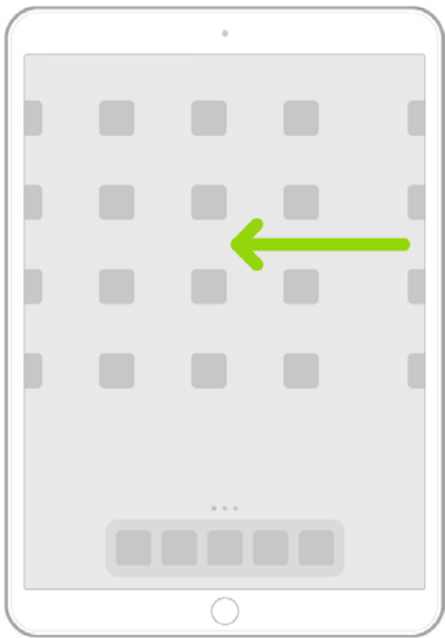
Open apps on the iPad Home Screen

Get to know the Home Screen and apps on your iPad. The Home Screen shows all your apps organized on one or more 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.



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.

You can also move, organize, or delete apps. See [Move and organize apps on](#) and [Delete apps from](#).

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:
 - *On an iPad with a Home button:* Simultaneously press and then release the top button and the Home button.
 - *On other iPad 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, Save to Files, or Delete Screenshot.

If you choose Save to Photos, 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, 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.

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

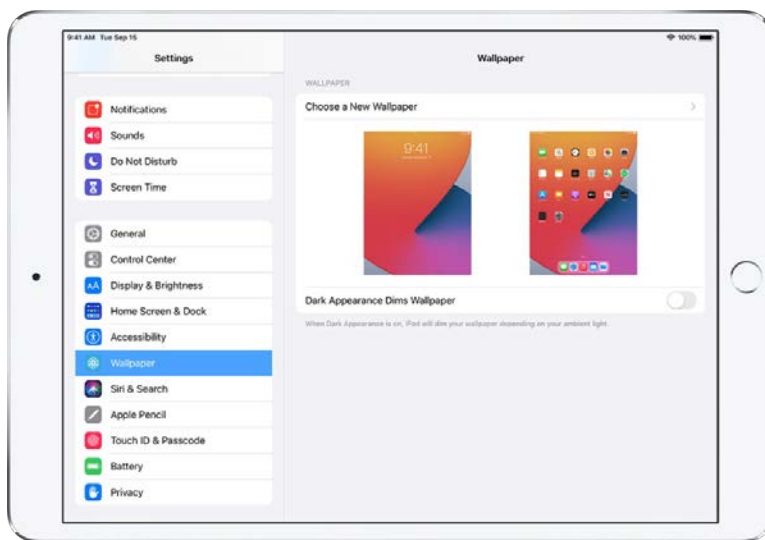
You can lock the screen orientation so that it doesn't change when you rotate iPad.

Open Control Center, then tap .

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

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.



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. For some wallpaper choices, you can tap  to turn on Perspective Zoom, which makes your wallpaper seem to “move” when you change your viewing angle. (This option doesn't appear for all wallpaper choices.)

4. Tap Set, then choose one of the following:

- Set Lock Screen
- Set Home Screen
- Set Both

To turn on Perspective Zoom for wallpaper you've already set, go to Settings > Wallpaper, tap the image of the Lock Screen or Home Screen, then tap Perspective Zoom.

Note: The Perspective Zoom option doesn't appear if Reduce Motion (in Accessibility settings) is turned on. See [Reduce or stop the motion of screen elements on iPad](#).

Zoom an app to fill the screen on iPad

Most apps for iPhone and iPod touch can be used with iPad, but they might not take advantage of the large screen. In this case, tap  to zoom in on the app. Tap  to return to the original size.

Check the App Store to see if there's a version of the app that's optimized for iPad, or a universal version that's optimized for iPhone, iPod touch, and iPad.

Use your 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

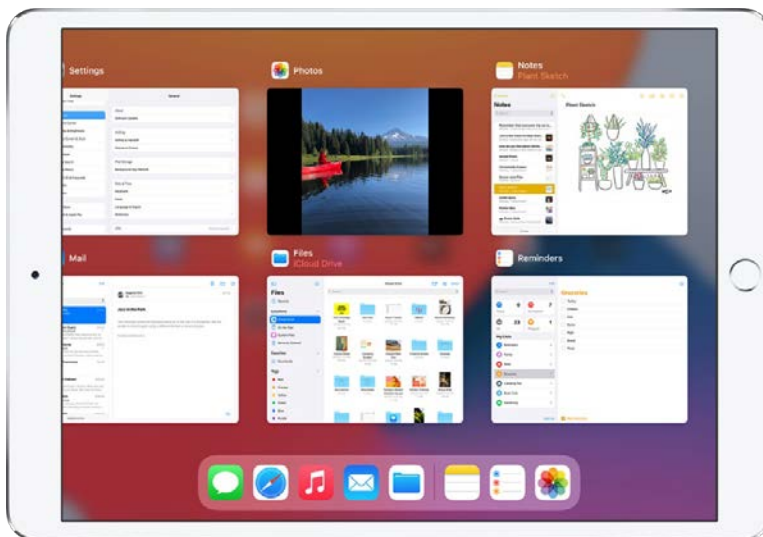
From any app, swipe up from the bottom edge of the screen and pause to reveal the Dock, then tap the app you want to use.

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:
 - *On all iPad models:* Swipe up from the bottom edge and pause in the center of the screen.
 - *On an iPad with a Home button:* Double-click 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 an iPad with a Home button, perform this gesture with a slight arc.)

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

Move and organize apps on iPad

You can move apps around the Home Screen, organize them in folders, move them to other Home Screen pages, and reset the original layout.

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

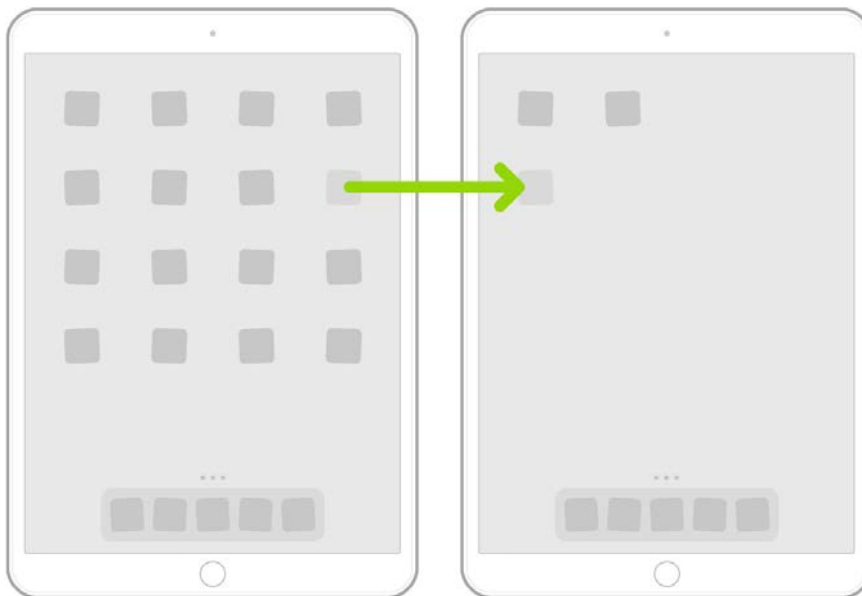
1. Touch and hold any app on the Home Screen, then tap Edit Home Screen.

The apps begin to 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 Home Screen 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 finished, tap Done at the top right.
-

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 Home Screen, then tap Edit Home Screen.

The apps begin to 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 finished, tap Done at the top right.

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.
-

Quit and reopen an app on iPad

If an app isn't working properly, you can quit it and then try to reopen it. Quitting and reopening the app may resolve the problem. (Typically, there's 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 reopen the app, go to the Home Screen, then tap the app.
-

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

Delete apps from iPad

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

Delete apps from the Home Screen

1. Touch and hold an app you want to delete to open a quick actions menu, then tap Delete App.

If the apps begin to jiggle, tap  on the app you want to delete.

2. Tap Delete.

If the apps are jiggling, tap Done at the top right.

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

In addition to deleting third-party apps, you can delete 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](#)
- [Home](#)
- [iTunes Store](#)
- [Mail](#)
- [Maps](#)
- [Measure](#)
- [Music](#)
- [News](#)
- [Notes](#)
- [Photo Booth](#)
- [Podcasts](#)
- [Reminders](#)
- [Shortcuts](#)
- [Stocks](#)
- [Tips](#)

- TV
- Voice Memos

Note: When you delete a built-in app from your Home Screen, you also delete 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 [Delete built-in Apple apps on your iOS 12, iOS 13, or iPadOS device or Apple Watch](#).

Use multiple apps simultaneously

Open two items in Split View on iPad

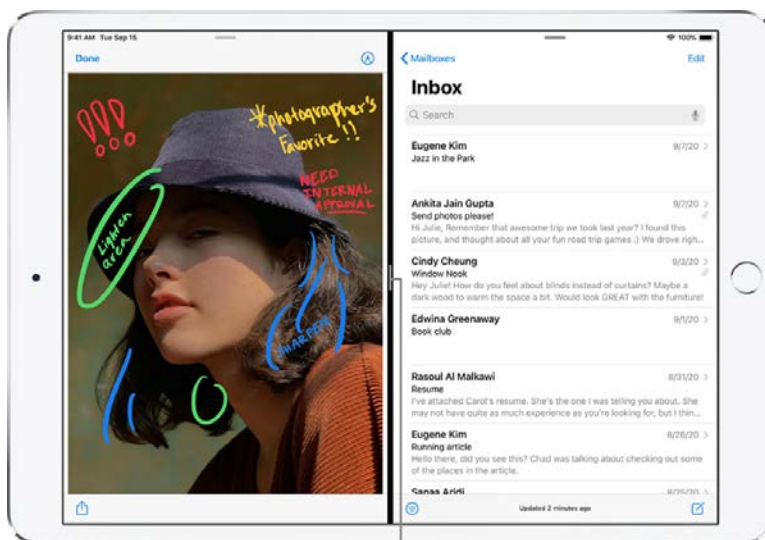
Open two different apps, or two windows from the same app, by splitting the screen into resizable views. For example, open Messages and Maps at the same time in Split View. Or open two Messages windows in Split View and manage two conversations at the same time.

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

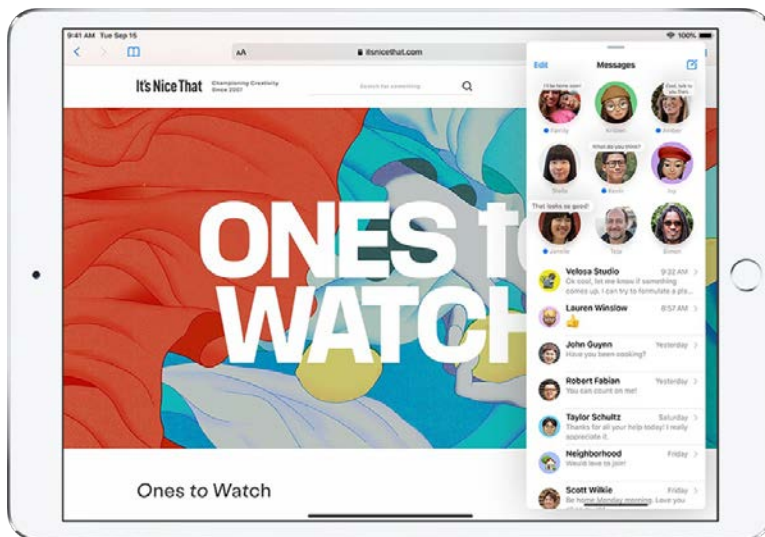
Swipe down from the top of the smaller view.

See [Open an app in Slide Over](#). On supported models, you can use Split View and Slide Over simultaneously.

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 conversation while using Maps.

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

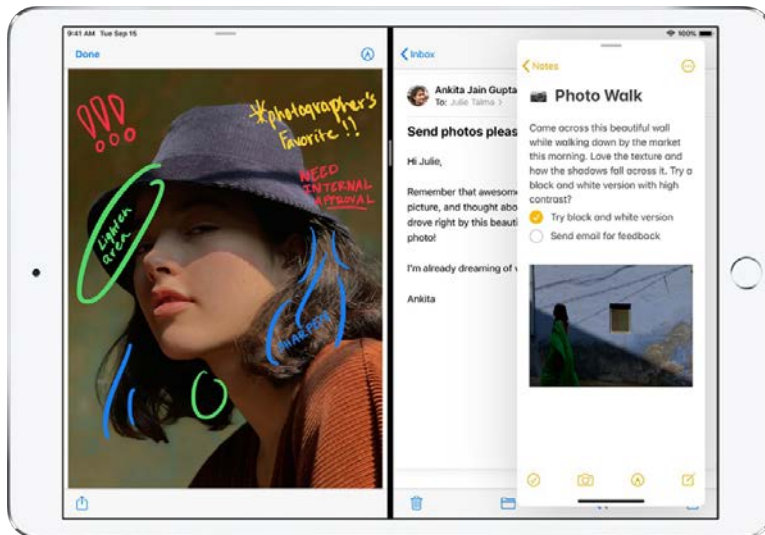


Open another app in Slide Over

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.](#))

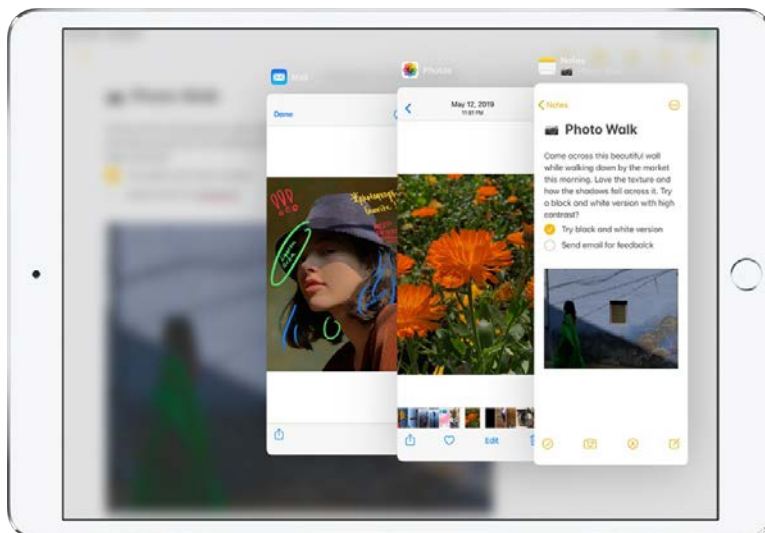


Switch between apps in Slide Over

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. Tap the app you want to view, if it's visible.

If you don't see it, swipe right through the apps.



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](#).

View all of an app's workspaces

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

- *From an open app:* In the Dock, tap the app you want to view.

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

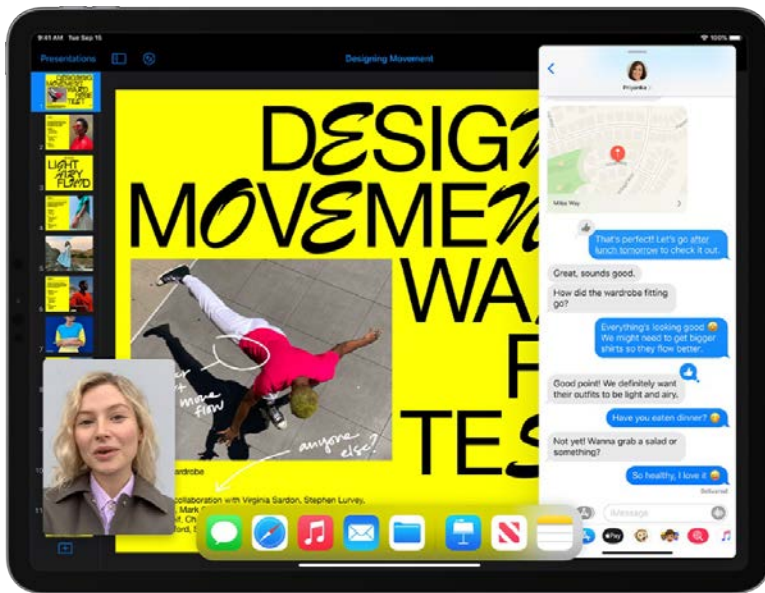
- *From the Home Screen:* Touch and hold the app you want to view, then tap Show All Windows.

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 for too long, all of the apps begin to jiggle. Tap Done or press the Home button (on an iPad with a Home button), then try again.

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 (on an iPad with a Home button).

The video window scales down to a corner of your screen 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 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 items 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, the document 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 or 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 (on an iPad with a 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

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.

Enter, select, and revise text

Type with the onscreen keyboard on iPad

On iPad, you can use the onscreen keyboard to enter and edit text.

You can also use an [external keyboard](#), [Apple Pencil](#), and [dictation](#) to enter text.

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 tap individual keys to type, or use QuickPath to type by sliding from one letter to the next without lifting your finger (not available for all languages). 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).

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.
- *Correct spelling:* Tap a misspelled word (underlined in red) to see suggested corrections, then tap a suggestion to replace the word, or type the correction.
- *Enter numbers, punctuation, or symbols:* Tap  or .
- *Undo the last edit:* Swipe left with three fingers or tap  or .
- *Redo the last edit:* Swipe right with three fingers or tap .

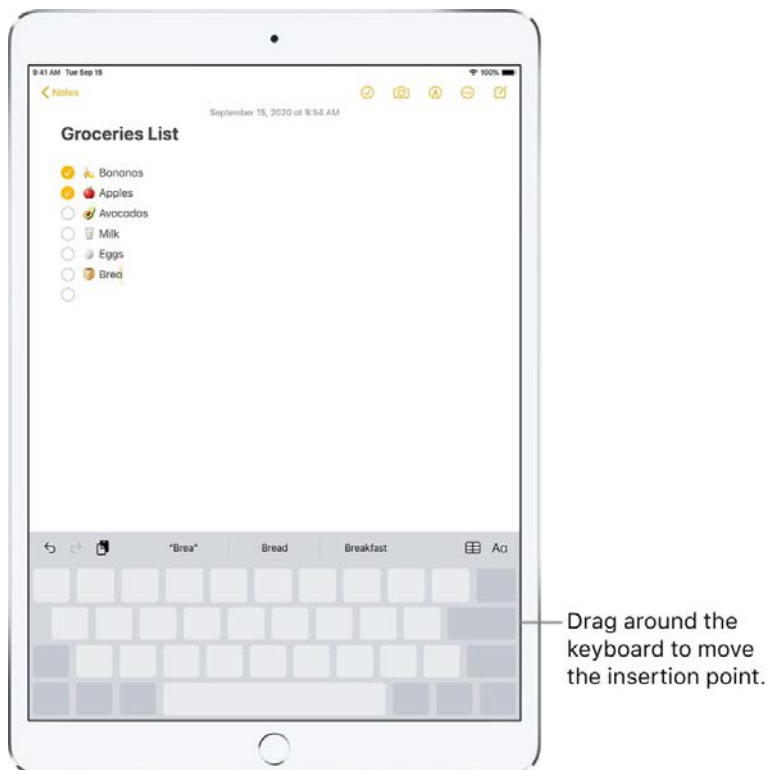
- *Enter emoji:* Tap 😊 or 🌐 to switch to the emoji keyboard. To dismiss the emoji keyboard, tap 📄.
- *Hide the onscreen keyboard:* Tap 📄.

See [Select and edit text on iPad](#)

Turn the onscreen keyboard into a trackpad

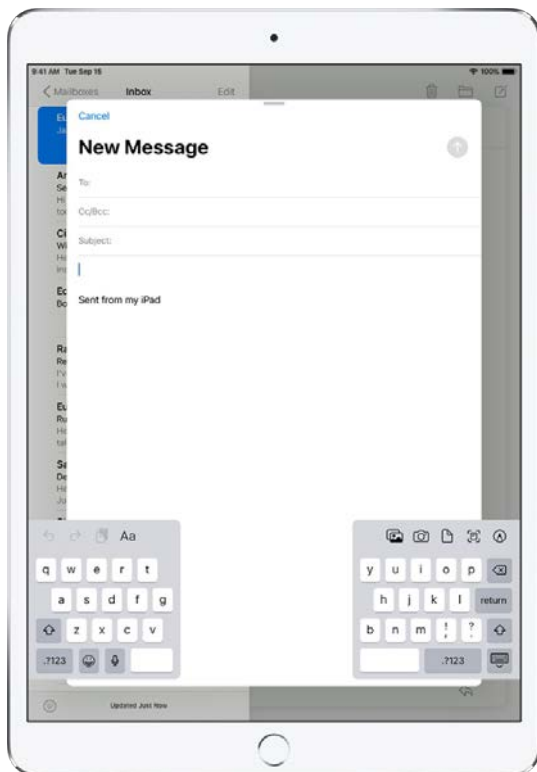
1. Touch and hold the Space bar with one finger until the keyboard turns light gray.
2. Move the insertion point by dragging around the keyboard.
3. To select text with handles, continue holding the keyboard until handles appear on the insertion point, then move your fingers.

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



Use a split keyboard

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



To turn Split Keyboard on or off, touch and hold  or , tap Keyboard Settings, then select Split Keyboard; or go to Settings  > General > Keyboard, then turn Split Keyboard on or off.

When Split Keyboard is turned on in Settings, 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.

Note: The Split Keyboard option is not available on iPad Pro 11-inch and iPad Pro 12.9-inch (3rd generation and later).

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.

Set typing options

You can turn on special typing features—such as predictive text and auto-correction—that assist you when you type on iPad.

While typing using the onscreen keyboard, touch and hold 😊 or 🌐, tap Keyboard Settings, then turn typing features (below All Keyboards) on or off.

Dictate text on iPad

On iPad, you can dictate text instead of typing it. (If you're using an external keyboard, see [Dictate text while using an Apple external keyboard](#).)

Make sure Enable Dictation is turned on in Settings > General > Keyboard.

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

Turn on Dictation

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

Dictate text

1. Tap  on the onscreen keyboard, then speak.

If you don't see , make sure Enable Dictation is turned on in Settings  > General > Keyboard.

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:

- period
- comma
- exclamation point
- question mark
- dollar sign
- open parenthesis ... close parenthesis
- quote ... end quote
- new paragraph
- new line
- colon
- semicolon
- 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 ;-)
 - hash tag
-

Select and edit text on iPad

In apps on iPad, you can use the onscreen keyboard to select and edit text in text fields. You can also use an external keyboard, Apple Pencil, or your finger.

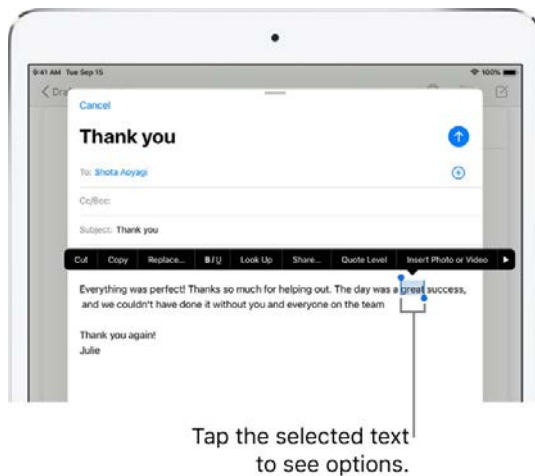
Select and edit text

1. To select text, do any of the following:

- *Select a word:* Double-tap with one finger.
- *Select a line or sentence:* Triple-tap 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.

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

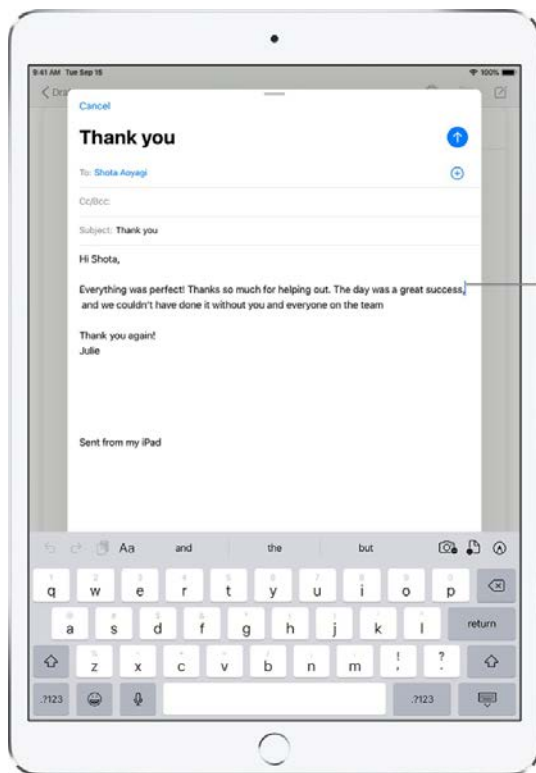
- *Cut*: Tap Cut or pinch closed with three fingers two times.
- *Copy*: Tap Copy or pinch closed with three fingers.
- *Paste*: Tap Paste or pinch open with three fingers.
- *Replace*: View suggested replacement text, or have Siri suggest alternative text.
- *B/I/U*: Format the selected text.
- ► View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



Insert text by typing

1. Place the insertion point where you want to insert text by doing any of the following:

- Tap where you want to add text.
- Move the insertion point by dragging it.



Tap to place the insertion point, or move the insertion point by dragging it.

Note: To 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.

2. Type the text you want to insert.

You can also insert text you cut or copied from another place in the document. See [Select and edit text](#), above.

With [Universal Clipboard](#), you can cut or copy something on one Apple device and paste it to another. You can also [move text within an app](#).

Use predictive text on iPad

As you type text on the iPad keyboard, you see predictions for your next word, emoji that could take the place of your word, and 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:

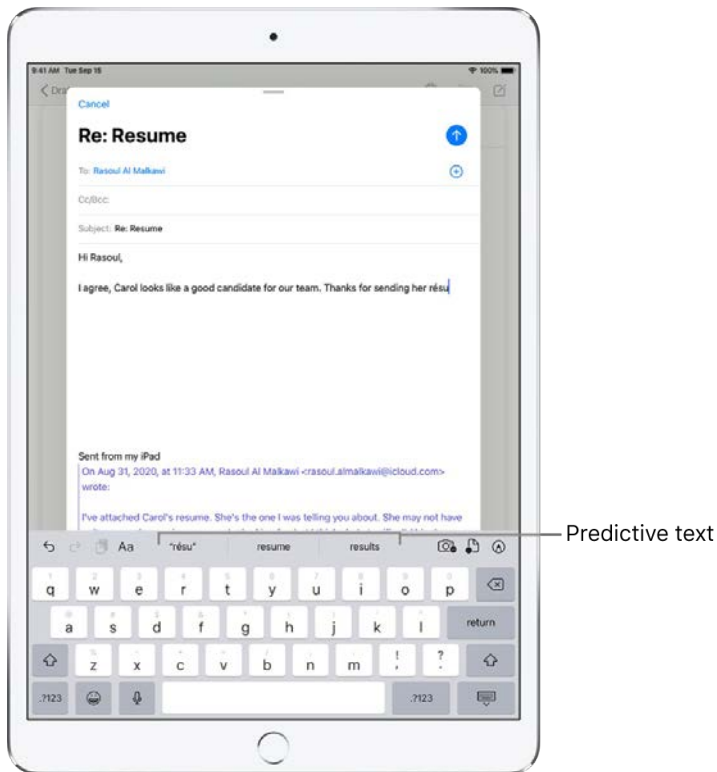
- “I’m at” followed by a space, your current location appears as an option
- “My number is” followed by a space, your phone number appears as an option

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

- *With an onscreen keyboard:* Touch and hold 😊 or 🌐, tap Keyboard Settings, then turn off Predictive.
- *With an external keyboard:* Go to Settings 🌐 > General > Keyboard, 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.

Save keystrokes with text replacements on iPad

On iPad, 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. Do one of the following:
 - *With an onscreen keyboard:* Touch and hold 😊 or 🌐, tap Keyboard Settings, then tap Text Replacement.
 - *With an external keyboard:* Go to Settings 📱 > General > Keyboard, then tap Text Replacement.
2. Tap + at the top right.
3. 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?

1. Go to Settings 📱 > General > Keyboard, then tap Text Replacement.
2. Tap + at the top right, then enter your word or phrase in the Phrase field, but leave the Shortcut field blank.

Create a text replacement for word and input pairs

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 the text shortcut for a word or input 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
-

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.

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.

Add or change keyboards on iPad

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 or 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.)

Add or remove a keyboard for another language

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.
 - *Reorder your keyboard list*: Tap Edit, drag  next to a keyboard to a new place in the list, then tap Done.

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

Switch to another keyboard

- *On the onscreen keyboard:* Touch and hold  or , then tap 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.

- *On an external keyboard:* Press and hold Control, then press the Space bar to cycle between English and [other keyboards you add for different languages](#).

With Magic Keyboard for iPad and Smart Keyboard, you can also press  to switch from one keyboard to another.

Assign an alternative layout to a keyboard

You can use an alternative keyboard layout that doesn't match the keys on your keyboard.

1. Go to Settings  > General > Keyboard > Keyboards.
2. Tap a language at the top of the screen, then select an alternative layout from the list.

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

Use iPad to search

Search on iPad is the best place to start all your searches. Search can help you find apps and contacts, search inside of apps like Mail and Messages, find and open webpages, and quickly start a web search.

You can choose which apps you want to be included in search results. Search offers suggestions and updates results as you type.

Choose which apps to include in Search

1. Go to Settings  > Siri & Search.
2. Scroll down, tap an app, then turn Show in Search on or off.

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 Go.
- *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.



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.

Add a dictionary

On iPad, you can add dictionaries, which can be used in searches.

1. Go to Settings  > General > Dictionary.
 2. Select a dictionary.
-

Use AirDrop on iPad to send items to nearby devices

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. Tap  in the row of share options, then tap the profile picture of a nearby AirDrop user.

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 a method other than AirDrop, choose the method—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.

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

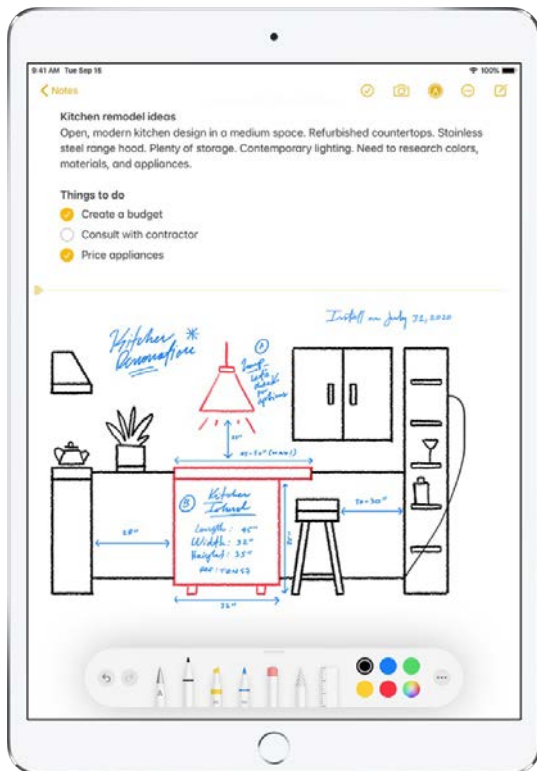
2. Tap Contacts Only or Everyone to choose who you want to receive items from.

You can accept or decline each request as it arrives.

Mark up files and photos

Draw in apps with Markup on iPad

In supported apps on iPad, such as Messages, Mail, Notes, and Books, you can annotate photos, screenshots, and PDFs, sketch ideas, write notes, 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-minimize.

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

- **Hide the toolbar:** Tap  or Done.

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Draw or write in apps 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 in a supported app, tap  or Markup. If the toolbar is minimized, tap its minimized version.

While writing or 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.

In the Notes app, you can write text with Apple Pencil and have it immediately converted to typed text. See [Select, edit, and transcribe handwritten text](#).

Draw a shape

You can use Markup to draw geometrically perfect shapes—lines, arcs, and more—to use in diagrams and sketches.

1. In the Markup toolbar in a supported app, tap the pen, marker, or pencil tool.

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. Draw a shape in one stroke with your finger or Apple Pencil (supported models), then pause.

A perfect version of the shape snaps into place, replacing the drawing. (If you prefer to keep the freehand shape, tap )

The shapes you can draw include straight lines, arrows, arcs, continuous lines with 90-degree turns, squares, circles, rectangles, hearts, triangles, stars, clouds, and hexagons.

Change your handwritten text or drawings

1. Choose  in the Markup toolbar (between the eraser and ruler tools), then do any of the following to select the content you want to change:

- *Select a word or drawn object:* Double-tap it.
- *Select a line or sentence:* Triple-tap it.
- *Select a paragraph:* Touch and hold the first word, then drag to the last word. To select more precisely, drag slowly.

In the Notes app, Markup recognizes handwritten text separately from drawn objects, so you can select handwriting alone. If you want to include drawings in your selection, you can drag over them, too.

- *Select multiple drawn objects:* With  selected, draw around the objects with your finger or Apple Pencil, then tap the selection.

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

2. After selecting the content you want to revise, tap it, then do any of the following:

- *Cut, copy, delete, or duplicate:* Tap an option.
- *Copy your handwriting as typed text:* Tap Copy as Text, then tap in a text field and choose Paste. (In the Notes app on supported models; for U.S. English and Simplified and Traditional Chinese only.)
- *Move your content down:* Tap Insert Space Above. (In the Notes app on supported models.)

 **Tip:** After selecting handwritten text and drawings, you can change their color by tapping a color in the Markup toolbar, or move them by dragging them to a new location.

Communicate from your handwritten notes

The Notes app recognizes handwritten phone numbers, email addresses, and street addresses, and distinguishes them from other handwriting and drawing. You can tap them to initiate communication. (Available only in English and Simplified and Traditional Chinese.)

1. Tap  to hide the Markup toolbar.

An underline appears below recognized contact information (phone numbers, email addresses, and so on).

2. Tap a phone number to call it, tap an email address to compose an email, or tap a street address to open it in Maps.

Erase a mistake

Double-tap the eraser tool in the Markup toolbar, then do one of the following:

- *Erase pixels:* Choose Pixel Eraser, then scrub over the mistake with your finger or Apple Pencil.
- *Erase an object:* Choose Object Eraser, then 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.

 **Tip:** You can take a screenshot by swiping up from the bottom-left corner of the screen with Apple Pencil and immediately begin marking it up. If you don't have Apple Pencil, you can [take a screenshot](#), then tap the thumbnail that appears for a few moments in the bottom-left corner of the screen.

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

In Notes and other supported apps, you can use Markup to add text, shapes, and more.

Add and edit typed text in Notes

To add typed text in the Notes app, you can type or write directly in a note without opening the Markup toolbar.

1. If the Markup toolbar is open, close it by tapping .
 2. Do any of the following:
 - Tap in the note, then type using the onscreen or wireless keyboard. See [Take notes on iPad](#).
 - Use Apple Pencil and Scribble to enter text. See [Enter text with Scribble on iPad](#).
-

Add and edit typed text in other supported apps

1. In the Markup toolbar, tap , then tap Text.

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

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

- *Change the font, size, or layout:* Tap  in the toolbar, then choose an option.

- *Delete, edit, or duplicate the text:* Tap the text, then choose an option.
- *Move the text:* Drag it.

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

Add and adjust a shape in other supported apps

1. In the Markup toolbar, 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.

2. 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 and a color.
- *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 other supported apps

1. In the Markup toolbar, 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.

2. Do one of the following:

- *Add a new signature:* Tap Add or Remove Signature, tap , then use Apple Pencil or your finger to sign your name.

To use the signature, tap Done, or to draw a new one, tap Clear.

- *Add an existing signature:* Tap the one you want.

To see all of your signatures, scroll down the list.

3. Drag your signature where you want it.

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

In iPad apps that support Markup, you can write text in any field and have it immediately converted to typed text. See [Enter text with Scribble on iPad](#).

Zoom in or magnify in Markup on iPad

In Markup in 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 other than Notes, 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.

Perform quick actions on iPad

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

- 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 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 or press the Home button (on an iPad with a Home button), 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 a notification briefly to respond to it.
 - When typing, touch and hold the Space bar with one finger to [turn your keyboard into a trackpad](#).
-

Use and customize Control Center on iPad

Control Center on iPad gives you instant access to useful controls—including airplane mode, Do Not Disturb, a flashlight, volume, screen brightness—and apps.



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 iPad settings for travel](#).

Temporarily disconnect from Bluetooth devices

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

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

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.
 2. To add or remove controls, tap  or  next to a control.
 3. To rearrange controls, touch  next to a control, then drag it to a new position.
-

Use notifications and Do Not Disturb

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, do any of the following:

- *On the Lock Screen:* Swipe up from the middle of the screen.
- *On other screens:* Swipe down from the top center. Then you can scroll up to see older notifications, if there are any.

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 in Notification Center or on the Lock Screen, 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.
- Tap a notification to open the app that it's from and respond.
- Touch and hold a notification to view it and perform quick actions if the app offers them. Or swipe the notification left, then tap View.

- To respond when iPad is locked, touch and hold the notification.
-

Dismiss, clear, and manage notifications

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.

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

Most notification settings can be customized for each app. You can turn app notifications on or off, have notifications play a sound, choose how and where you want app notifications to appear when your device is unlocked, and more.

1. Go to Settings  > Notifications.
2. To choose when you want most notification previews to appear, tap Show Previews, then select an option—Always, When Unlocked, or Never. (You can override this setting for individual apps.)

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

3. Tap Back, tap an app below Notification Style, then 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.

You can also set a notification banner style, sound, and badges for many apps.

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

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

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

Show recent notifications on the Lock Screen

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

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

Silence all your notifications

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

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

Set up location-based alerts

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

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

1. Go to Settings  > Privacy > Location Services.
2. Turn on Location Services.
3. Tap an app, then choose whether you want to share your location while using that app.

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

Set Do Not Disturb on iPad

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

Turn on Do Not Disturb

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

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

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

2. To choose an ending time for Do Not Disturb, touch and hold  in Control Center, then 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.

 **Tip:** To dim your display during quiet hours, turn on Dim Lock Screen.

Do Not Disturb 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 Do Not Disturb is off, notifications resume.

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.
-

Add widgets to the iPad Home Screen

Today View widgets show you current information from your favorite apps at a glance—today's headlines, weather, calendar events, and more. You can add these widgets to your Home Screen to keep this information at your fingertips.

You can keep Today View widgets on your Home Screen.



Open Today View

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

Keep Today View widgets on your Home Screen

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

1. With iPad in landscape orientation, open Today View, then touch and hold the Home Screen background until the apps jiggle.
2. Turn on Keep On Home Screen, then tap Done.

 **Tip:** A widget called Smart Stack (one with dots next to it) is a set of several widgets that uses information such as the time, your location, and activity to display the most relevant widget at the appropriate time in your day. You can swipe through a Smart Stack to see the widgets it contains.

Add widgets from the widget gallery

1. Open Today View, then touch and hold the Home Screen background until the apps begin to jiggle.

2. Tap  at the top of the screen to open the widget gallery.



3. Scroll or search to find the widget you want, tap it, then swipe through the size options.

The different sizes display different information.

4. When you see the size you want, tap Add Widget, then tap Done.

 **Tip:** A widget called Smart Stack (one with dots next to it) is a set of several widgets that uses information such as the time, your location, and activity to display the most relevant widget at the appropriate time in your day. You can swipe through a Smart Stack to see the widgets it contains.

Remove or rearrange widgets

1. In landscape orientation, [open Today View](#) on the Home Screen.
2. Touch and hold the Home Screen background until the apps begin to jiggle, then do any of the following:
 - *Remove a widget:* Tap  on the widget, then tap Remove.
 - *Rearrange the widgets:* Drag a widget to a new location in Today View.

Edit a widget

You can customize widgets so they display the information you want. For example, you can edit a Weather widget to display the forecast for your location or a different place. Or you can customize a Smart Stack to rotate automatically through its widgets based on factors like your activity, the time of day, and so on.

1. On your Home Screen, touch and hold a widget to open a quick actions menu.

2. Tap Edit Widget (or Edit Stack, if it's a Smart Stack), then choose options.

For example, for a Weather widget, you can tap Location, then select a location for your forecast.

For a Smart Stack, you can turn Smart Rotate off or on and reorder the widgets in the stack by dragging  next to them.

3. Tap the Home Screen background.
-

Remove Today View from your Home Screen

1. Touch and hold the Home Screen background until the apps jiggle.
2. Turn off Keep On Home Screen, then tap Done.

When you swipe left on your Home Screen, Today View will move off the screen.

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).
-

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.

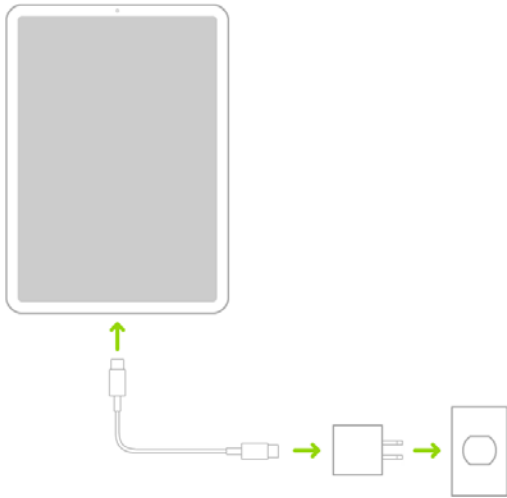
To understand how your battery works so you can get the most out of it, see the [Apple Lithium-ion Batteries website](#).

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 iPad](#).



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

- [Connect iPad 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 when you begin to charge it, the display may be blank for up to 2 minutes before the low-battery image appears. See the Apple Support article [If your iPad won't charge](#).

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.

Learn the meaning of the iPad status icons

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

Status icon	What it means
	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 countries or 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 countries or 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 Join a Personal Hotspot .
	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 from iPad (Wi-Fi + cellular) .
	Call Indicator A green bubble or bar indicates that iPad is on a call. See Make and receive phone calls on iPad .
	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 iPad .
	Camera In Use Indicator A green indicator appears at the top of your screen whenever an app is using your camera. View and save measurements on iPad .
	Microphone In Use Indicator An orange indicator appears at the top of your screen whenever an app is using your microphone. Make a recording in Voice Memos on iPad .
	Syncing iPad is syncing with your computer. Sync iPad with your computer .

Status icon	What it means
	Activity There is network or other activity. Some third-party apps use this icon to show app activity.
	VPN iPad is connected to a network using VPN.
	Lock iPad is locked. See Access features from the iPad Lock Screen .
	RTT RTT is turned on. See Set up and use RTT on iPad .
	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 Control the location information you share on iPad .
	Alarm An alarm is set. See Set an alarm on iPad .
	Headphones connected iPad is paired with Bluetooth headphones that are turned on and within Bluetooth range. See Set up and listen to Bluetooth headphones .
	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 .
	AirPlay AirPlay is on. See Wirelessly stream videos and photos to Apple TV or a smart TV from iPad .
	Voice Control Voice Control is turned on in Settings > Accessibility, and Siri is ready for your requests. See Control iPad with your voice .

Choose iPad settings for travel

When you travel with iPad, choose settings that minimize cellular charges and 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 in airplane mode 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 .



App Store

Get apps in the App Store on iPad

In the App Store app , you can discover new apps, read featured stories, and learn tips and tricks.

Find apps

 **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.
 - *Apps:* Explore new releases, see the top charts, or browse by category.
 - *Search:* Enter what you’re looking for, then tap Search on the keyboard.
-

Get more info about an app

Tap an app to see the following information and more:

- Supported languages
 - Compatibility with other Apple devices
 - File size
 - Screenshots or previews
 - Game Center and Family Sharing support
 - Ratings and reviews
 - Privacy information
-

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.

Share or give an app

1. Tap the app to see its details.
 2. Tap , then choose a sharing option or tap Gift App (not available for all apps).
-

Redeem or send an App Store & iTunes gift card

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

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

Use app clips on iPad

An app clip is a small part of an app that lets you do a task quickly, without downloading and installing the full app. You can discover app clips in Safari, Maps, Messages, or in the real world when you rent a bike, pay for parking, or order food.

Get an app clip

When you discover an app clip, open it in one of the following ways:

- Tap the app clip link in Safari, Maps, or Messages.
- Using the iPad camera, scan the QR code shown at the physical location, such as a restaurant or payment terminal.

The app clip card appears at the bottom of the screen.

In supported app clips, you can [use Sign in with Apple](#).

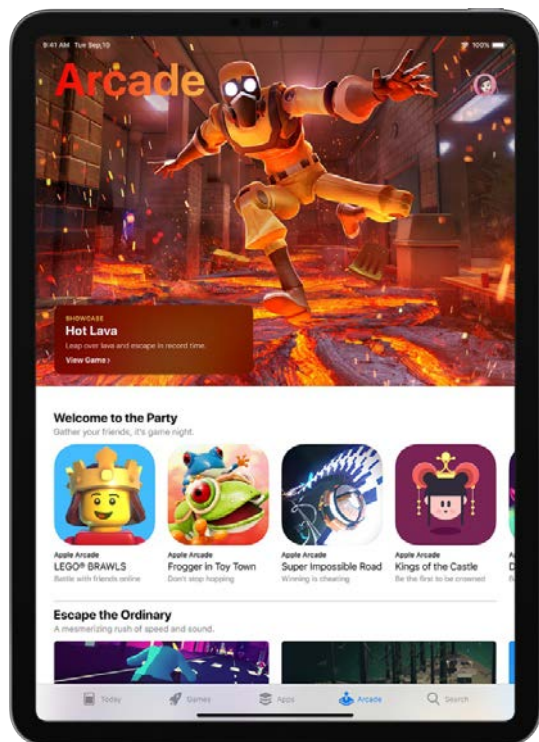
Remove app clips

Go to Settings  > App Clips, then tap Remove All App Clips.

Subscribe to Apple Arcade on iPad

In the App Store app , you can subscribe to Apple Arcade to enjoy unlimited access to a curated collection of games on iPhone, iPad, iPod touch, Mac, and Apple TV.

If you use Family Sharing, up to five other family members can [share the subscription](#) for no additional charge.



Note: Apple Arcade isn't available in all countries or regions.

Get Apple Arcade

1. In the App Store, tap **Arcade**, then do one of the following:
 - *Start a free one-month subscription (if eligible):* Tap **Try It Free**.
 - *Start a monthly subscription:* Tap **Subscribe**.
 2. Review the subscription details, then confirm with Face ID, Touch ID, or your Apple ID.
-

Cancel your Apple Arcade subscription

1. In the App Store, tap  or your profile picture at the top right, then tap **Subscriptions**.
2. Tap **Apple Arcade**, then tap **Cancel Subscription**.

After you cancel your subscription, you won't be able to play any Apple Arcade games, even if you downloaded them to your device. Delete the apps if you don't need them anymore.

You can resubscribe to play Apple Arcade games again and regain access to your gameplay data. If you wait too long, some of your gameplay data might not be supported after you resubscribe.

Play games on iPad

In the App Store app , you can discover new games and play with your friends using Game Center.

Find and download games

1. Tap any of the following tabs:

- *Games*: Explore new releases, see the top charts, or browse by category.
- *Arcade*: See the games available in Apple Arcade.
- *Search*: Enter what you're looking for, then tap Search on the keyboard.

2. To buy a game, tap the price or, if the game is free, tap Get. If the game is included with your Apple Arcade subscription, tap Play.

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

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

Play Apple Arcade games on your other Apple devices

All of the games in Apple Arcade on iPad are also available in Apple Arcade on other devices. If you subscribe to Apple Arcade, you can access your game progress on devices where you're signed in with your Apple ID.

See the Apple Support article [Access your Apple Arcade gameplay data on all of your devices](#).

Connect a wireless game controller to iPad

See the Apple Support article [Connect a wireless game controller to your Apple device](#).

Play with your friends on Game Center

You can send friend requests, manage your public profile, and track your high scores across your Apple devices using Game Center.

1. Go to Settings  > Game Center, then sign in with your Apple ID.
2. To create a Game Center profile, do any of the following:
 - *Choose a nickname:* Tap Nickname, then enter a name or choose one of the suggestions. Your friends see your nickname when you play games together.
 - *Personalize your profile picture:* Tap Edit at the top, then create a new Memoji, use an existing Memoji, or customize how your initials appear.
3. To add friends, tap Friends, tap Add Friends, then enter their phone number or Apple ID, or tap  to invite someone in your Contacts list.

To accept a friend request, the recipient must click the link in the text message on their iPhone, iPad, iPod touch, or Mac that meets the minimum system requirements for Apple Arcade.

In your list of friends, tap a friend to see games they recently played and their achievements. You can also report a user for cheating, an inappropriate picture or nickname, or another problem. To remove a friend, tap Remove Friend.

Set Game Center restrictions

You can set restrictions for multiplayer games, adding friends, private messaging, and more.

1. Go to Settings  > Screen Time > Content & Privacy Restrictions, then turn on Content & Privacy Restrictions.
2. Tap Content Restrictions, scroll down to Game Center, then set restrictions.

Install and manage fonts on iPad

You can download fonts from the App Store app , then use them 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, then tap Fonts.

Manage App Store purchases, subscriptions, settings, and restrictions 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 set restrictions and customize your preferences for the App Store in Settings .

Approve purchases with Family Sharing

With Family Sharing set up, the family organizer can review and approve purchases made by other family members under a certain age. See [Turn on Ask To Buy for children on iPad](#).

Find and download 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 (if it's still available in the App Store), 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  > 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 (below Cellular Data). 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.
 - *Automatically remove unused apps:* Turn on Offload Unused Apps. You can reinstall an app at any time if it's still available in the App Store.
-

Set content restrictions and prevent in-app purchases

After you [turn on content and privacy restrictions](#), do the following.

1. Go to Settings  > Screen Time > Content & Privacy Restrictions > Content Restrictions.

2. Set restrictions such as the following:

- *iTunes & App Store Purchases*: Control app installations, app deletions, and in-app purchases.
 - *Apps*: Restrict apps by age ratings.
 - *App Clips*: Prevent app clips from opening.
-

Books

Find and buy books and audiobooks in Apple Books on iPad

In the Books app , you can find today's bestsellers, view top charts, or browse lists curated by Apple Books editors. After you select a book or audiobook, you can read or listen to it 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 or author.
2. Tap a book cover to see more details, read a sample, listen to a preview, or mark as Want to Read.
3. Tap Buy to purchase a title, or tap Get to download a free title.

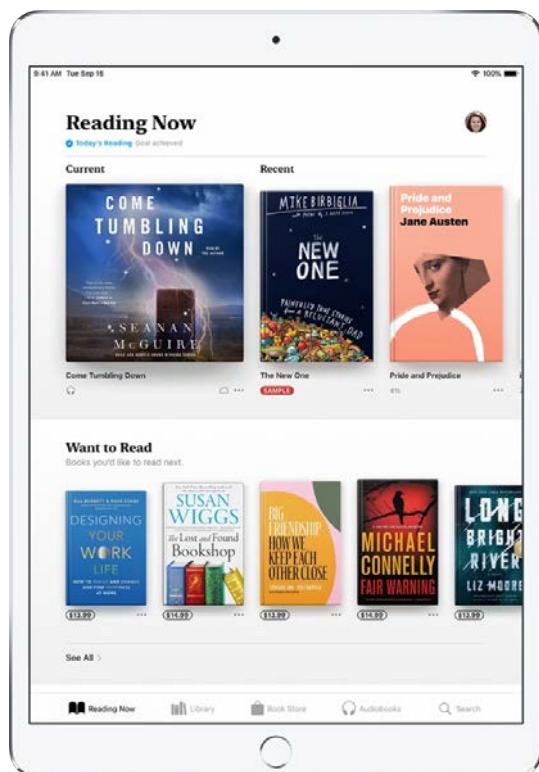
All purchases are made with the payment method associated with your Apple ID.

On iPad models that connect to a cellular network, you can allow books and audiobooks to be downloaded automatically over your cellular network when you aren't connected to Wi-Fi. Go to Settings  > Books, scroll to Cellular Data, tap Downloads, then tap Always Allow.

Read books in the Books app on iPad

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

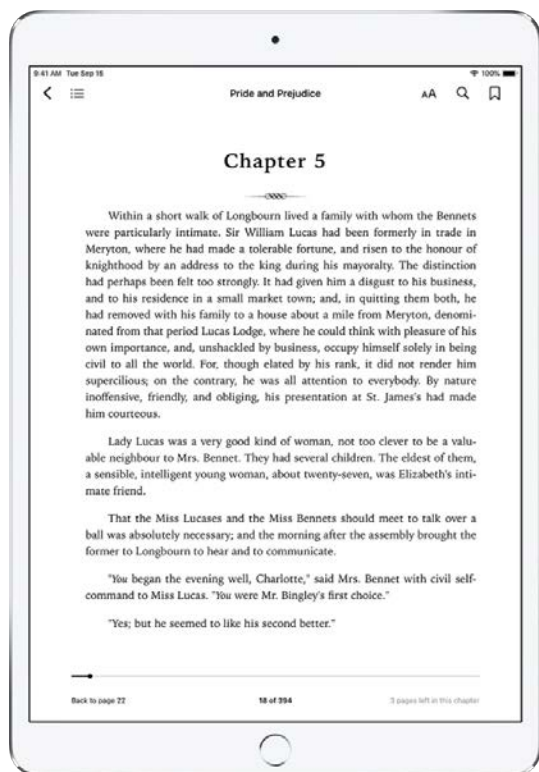
- *Reading Now*: Tap to access the books and audiobooks you're currently reading. Scroll down to see books and audiobooks you've added to your Want To Read collection and books you've sampled. You can also set daily reading goals and keep track of the books you finish throughout the year.
- *Library*: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



Read a book

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

- *Turn the page:* Tap the right side of the page or swipe right to left.
- *Go back to the previous page:* Tap the left side of the page or swipe left to right.
- *Go to a specific page:* Tap the page and move the slider at the bottom of the screen left or right. Or, tap  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 .



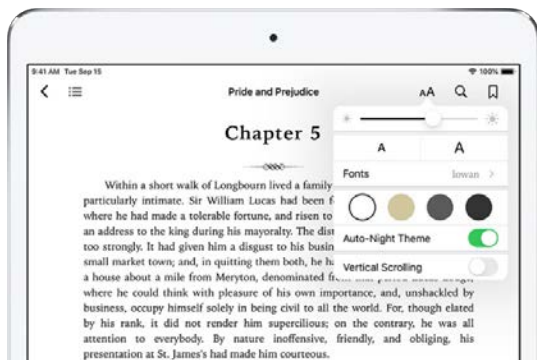
 **Tip:** Turn iPad to landscape orientation to view two pages at once.

When you finish a book, personalized recommendations appear to help you discover your next read.

Change text and display appearance

Tap the page, tap , 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 Vertical Scrolling on to scroll continuously through a book or PDF.



Bookmark a page

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

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

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

Highlight or underline text

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

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

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

Add a note

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

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

Share a selection

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

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

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

Access your books on all your devices

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

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

See [Set up iCloud on your iPhone, iPad, or iPod touch](#).

Access your books on your Mac

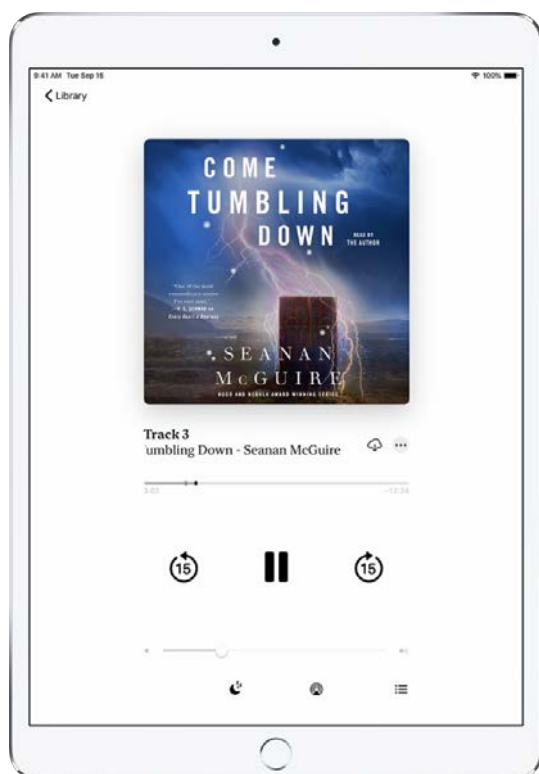
To see your books, audiobooks, and PDFs on your Mac, choose Apple menu  > System Preferences, then do one of the following:

- *macOS 10.15 or later:* Click Apple ID, select iCloud in the sidebar, then select iCloud Drive. Click Options, then select Books.
- *macOS 10.14 or earlier:* Click iCloud, then select iCloud Drive. Click Options, then select Books.

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

Listen to audiobooks in Books on iPad

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



Play an audiobook

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

- *Skip forward or back:* Touch and hold the rounded arrows, slide and hold the book cover, or use external controls such as headphones or car controls.

Note: To change the number of seconds that skipping advances, go to Settings  > Books, then scroll down to Audiobooks.

- *Speed it up, or slow it down:* Tap the playback speed in the lower-left corner to choose a different speed.
- *Set a sleep timer:* Tap , then choose a duration.
- *Go to a chapter:* Tap , then tap a chapter.

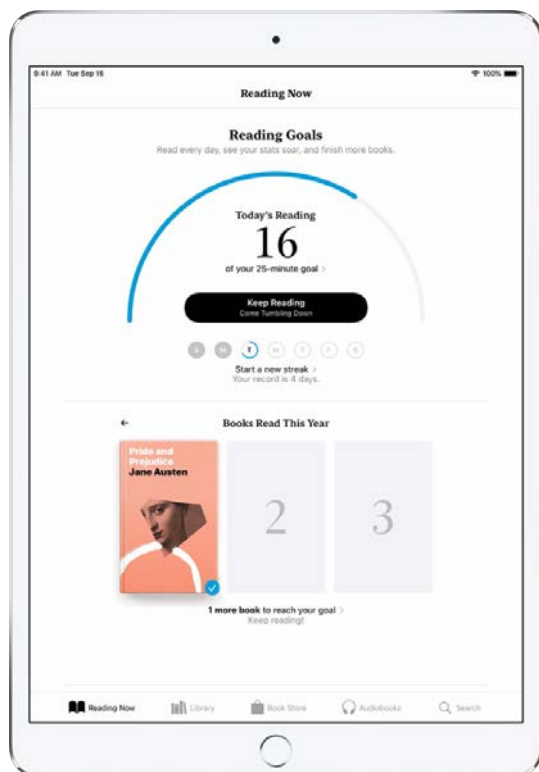
Note: Some audiobooks refer to chapters as *tracks*, or don't define chapters.

- *Go to a specific time:* Drag the playhead, directly below the audiobook cover. The point where you started listening is marked with a gray circle on the timeline. Tap the circle to jump back to that spot.

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

Set reading goals in Books on iPad

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



Change your daily reading goal

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

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

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

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

Change your yearly reading goal

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

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

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

See your reading streaks and records

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

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

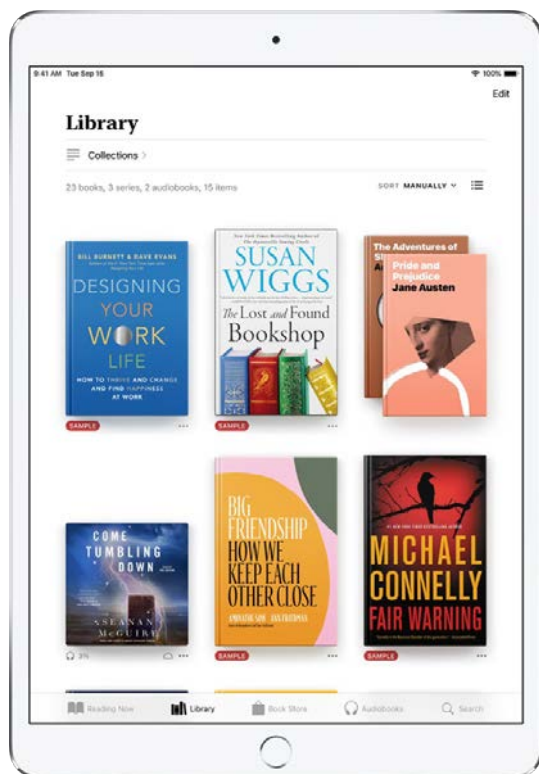
Turn off notifications and Reading Goals

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

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

Organize books in the Books app on iPad

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



Create a collection and add books to it

You can create your own collections to personalize your library.

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

You can add the same book to multiple collections.

Sort books in your library

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

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

If you choose Manually, touch and hold a book cover, then drag it to the position you want.

3. Tap ≡ to view books by title or cover.

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

Remove books, audiobooks, and PDFs

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

1. Tap Library, then tap Edit.

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

2. Tap the items you want to remove.

3. Tap  and select an option.

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

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

Access your library across devices

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

Read PDF documents in Books on iPad

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

Open PDFs in Books

Tap the PDF attachment to open it, tap , then tap Books.

Share or print a PDF document

Open the PDF document, tap , then choose a share option such as AirDrop, Mail, or Messages, or tap Print.

See [About AirPrint](#).

Mark up a PDF

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

See [Draw in apps with Markup on iPad](#).

View PDFs across devices

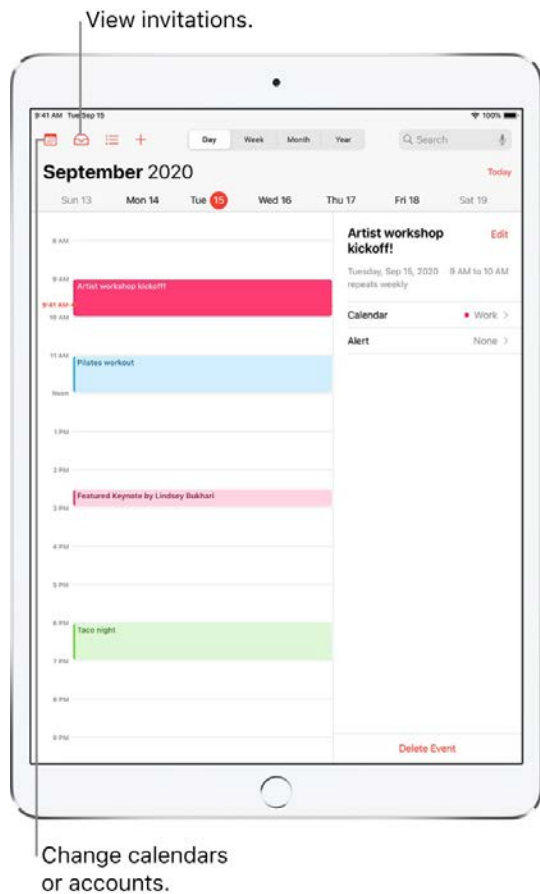
You can see PDFs and books that are not from the Book Store across your iPhone, iPad, iPod touch, and Mac where you're signed in with the same Apple ID.

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

Calendar

Create and edit events in Calendar on iPad

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



 **Ask Siri.** Say something like:

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

[Learn how to ask Siri](#)

Add an event

1. In day view, tap  near the top left.
2. Fill in the event details.

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

3. Tap Add.

Add an alert

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

1. Tap the event, then tap Edit near 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 near 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 enter its name in the search field, scroll, tap folders to open them, tap Browse to look in other locations (such as iCloud Drive), and so on. See [View files and folders in Files on iPad](#).

4. Tap Done.

To remove the attachment, tap the event, tap Edit near 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.

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 near the top right, then in the event details, tap a setting to change it, or tap in a field to type new information.
-

Delete an event

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

Send and receive invitations in Calendar on iPad

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

Invite others to an event

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

1. Tap the event, tap Edit, then tap 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 , 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 , then turn on Show Declined Events.

Schedule a meeting without blocking your schedule

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

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

Suggest a different meeting time

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

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

Quickly send an email to attendees

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

Change how you view events in Calendar on iPad

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

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

Search for events in Calendar on iPad

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

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

 **Ask Siri.** Say something like: “What’s on my calendar for Friday?” [Learn how to ask Siri.](#)

Customize your calendar on iPad

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

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

Keep track of events in Calendar on iPad

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

Customize Calendar notifications

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

Keep your Calendar up to date across your devices

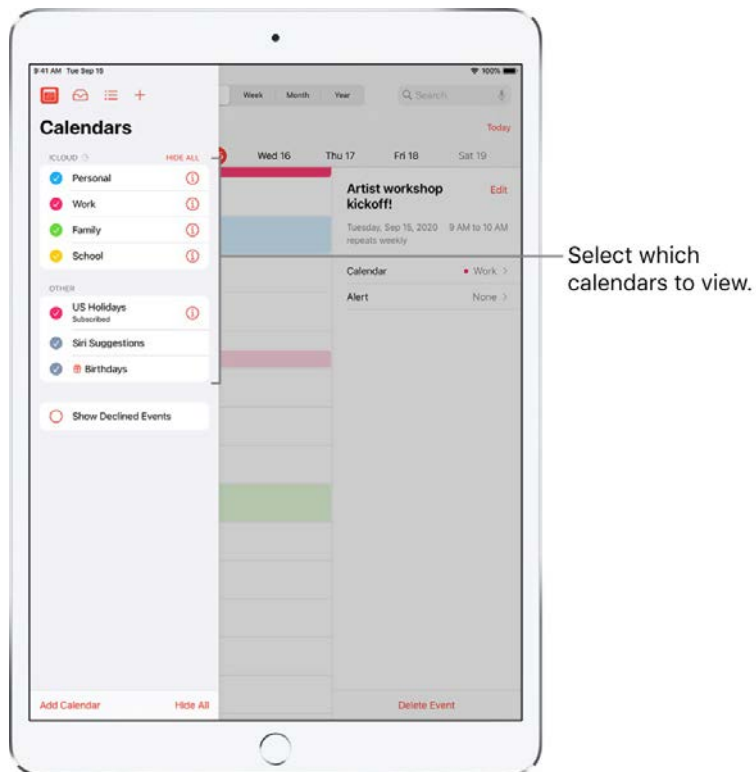
You can use iCloud to keep your Calendar information up to date on all your devices where you’re signed in with the same Apple ID.

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

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

Set up multiple calendars on iPad

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



See multiple calendars at once

To view multiple calendars, tap , 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 .
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  > Calendar > Accounts > Add Account.
 2. Do any of the following:
 - Tap a mail service (iCloud or Microsoft Exchange, for example), then sign in to your account.
 - Tap Other, tap Add CalDAV Account or Add Subscribed Calendar, then enter your server and account information.
-

Subscribe to a calendar

1. Go to Settings  > Calendar > 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  > Calendar > Accounts > Add Account > Other.
 2. Tap Add CalDAV Account.
 3. Enter your server and account information.
-

Move an event to another calendar

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

Share iCloud calendars on iPad

In the Calendar app , you can share an iCloud calendar with other iCloud users. When you share a calendar, others can see it, and you can let them add or change events. You can also share a read-only version that anyone can view but not change.

Create an iCloud calendar

1. Tap .
 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 .
 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 , 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 , 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

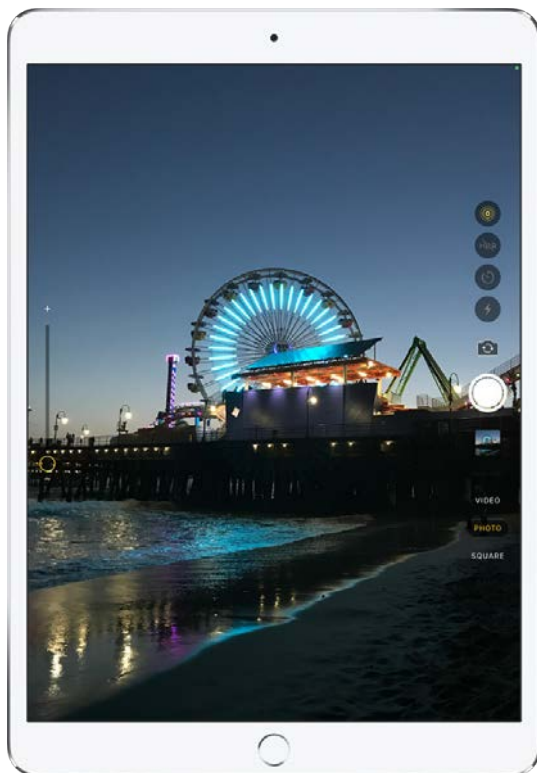
1. Tap  at the top left of the screen.
 2. Tap  next to the iCloud calendar you want to delete.
 3. Tap Delete Calendar at the bottom of the list.
-

Camera

Take photos with your iPad camera

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

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



Take a photo

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

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

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

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

Note: For your security, a green dot appears at the top of the screen when Camera is in use. See [Control access to hardware features](#).

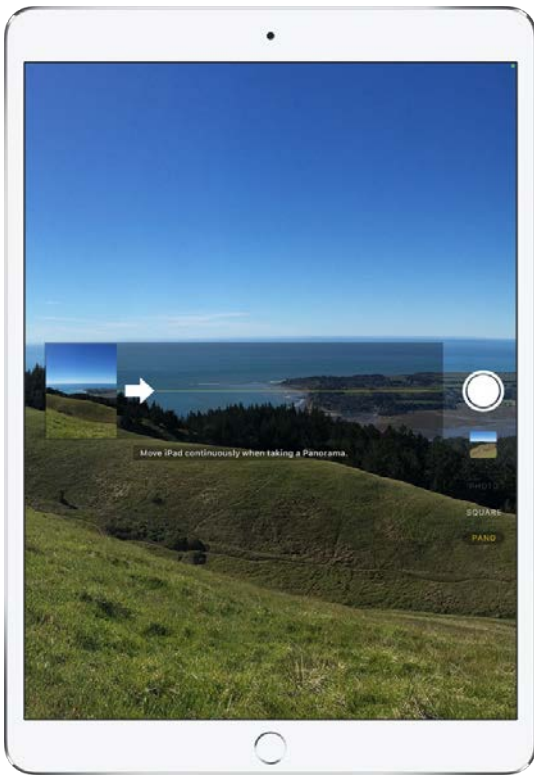
Zoom in or out

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

Take a panorama photo

1. Choose Pano mode, then tap the Shutter button.

2. Pan slowly in the direction of the arrow, keeping it on the center line.



3. To finish, tap the Shutter button again.

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

Take a selfie

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

To take a mirrored selfie that captures the shot as you see it in the camera frame, go to Settings  > Camera, then turn on Mirror Front Camera (on supported models).

Take a selfie in Portrait mode

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

1. Choose Portrait mode.

The front camera is now active.

2. Frame yourself in the yellow portrait box.
 3. Tap the Shutter button to take the shot.
-

Adjust Portrait Lighting in Portrait mode selfies

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

1. Choose Portrait mode, then frame your selfie.
 2. Drag  to choose a lighting effect:
 - *Natural Light*: The face is in sharp focus against a blurred background.
 - *Studio Light*: The face is brightly lit, and the photo has an overall clean look.
 - *Contour Light*: The face has dramatic shadows with highlights and lowlights.
 - *Stage Light*: The face is spotlighted against a deep black background.
 - *Stage Light Mono*: The effect is similar to Stage Light, but the photo is in classic black and white.
 - *High-Key Light Mono*: Creates a grayscale subject on a white background—iPad Pro 11-inch (2nd generation) and iPad Pro 12.9-inch (4th generation) only.
 3. Tap the Shutter button to take the shot.
-

Adjust Depth Control in Portrait mode selfies

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

1. Choose Portrait mode, then frame your selfie.
2. Tap  on the right side of the screen.

The Depth Control slider appears on the right.
3. Drag the slider up or down to adjust the effect.
4. Tap the Shutter button to take the shot.

After you take a photo in Portrait mode, you can use the Depth Control slider in Photos to further adjust the background blur effect. See [Adjust Depth Control in Portrait mode photos](#).

Take Burst shots

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

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

The counter shows how many shots you took.

3. Lift your finger to stop.
4. To select the photos you want to keep, tap the Burst thumbnail, then tap Select.

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

5. Tap the circle in the lower-right corner of each photo you want to save as an individual photo, then tap Done.

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

Take a Live Photo

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

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

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

Take videos with your iPad camera

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

Record a video

1. Choose Video mode.
2. Tap the Record button or press either volume button to start recording.

Pinch the screen to zoom in and out.

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

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

Note: For your security, a green dot appears at the top of the screen when Camera is in use. See [Control access to hardware features](#).

Use quick toggles to change video resolution and frame rate

In Video mode, you can display quick toggles to change the video resolution and frame rates available on your iPad. To display quick toggles in Video mode, go to Settings  > Camera > Record Video, then turn on Video Format Control.

Record a slow-motion video

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

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

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

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

Capture a time-lapse video

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

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

Use the Camera settings on iPad

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

Adjust the focus and exposure

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

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

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

Align your shots

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

Preserve camera settings

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

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

Adjust the shutter sound volume

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

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

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

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

Adjust HDR camera settings on iPad

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

Take an HDR photo

- On models that take Auto HDR photos and models that take Smart HDR photos, iPad automatically uses HDR when it's most effective.

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

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

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

View, share, and print photos on iPad

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

Note: If Location Services is turned on in Settings  > Privacy, photos and videos are tagged with location data that can be used by apps and photo-sharing websites. See [Control the location information you share on iPad](#).

View your photos

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

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

Share and print your photos

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

See [Use AirDrop on iPad to send items to nearby devices](#).

Upload and sync photos across devices

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

Scan a QR code with the iPad camera

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

Use the camera to read a QR code

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

Open the QR code reader from Control Center

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

Clock

See the time in cities worldwide on iPad

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

 **Ask Siri.** Say something like: "What time is it?" or "What time is it in London?" [Learn how to ask Siri.](#)



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

Set an alarm on iPad

In the Clock app , you can set an alarm that plays a sound at a specific time.

 **Ask Siri.** Say something like: “Wake me up tomorrow at 7 a.m.” or “Set an alarm for 9 a.m. every Friday.” [Learn how to ask Siri.](#)

Set an alarm

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

To change or delete the alarm, tap Edit.

Use the timer or stopwatch on iPad

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

 **Ask Siri.** Say something like: “Set the timer for 3 minutes” or “Stop the timer.” [Learn how to ask Siri.](#)

Track time with the stopwatch

1. Tap Stopwatch.

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

2. Tap Start.

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

3. To record a lap or split, tap Lap.
 4. Tap Stop to record the final time.
 5. Tap Reset to clear the stopwatch.
-

Set the timer

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

 **Tip:** If you want to fall asleep while playing audio or video, you can set the timer to stop the playback. Tap Stop Playing at the bottom of the list.

3. To start the timer, tap Start.

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

Contacts

Add and use contact information on iPad

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

 **Ask Siri.** Say something like:

- "What's my brother's work address?"
- "Sarah Milos is my sister"
- "Send a message to my sister"

[Learn how to ask Siri](#)

Create a contact

Tap .

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

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

Find a contact

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

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

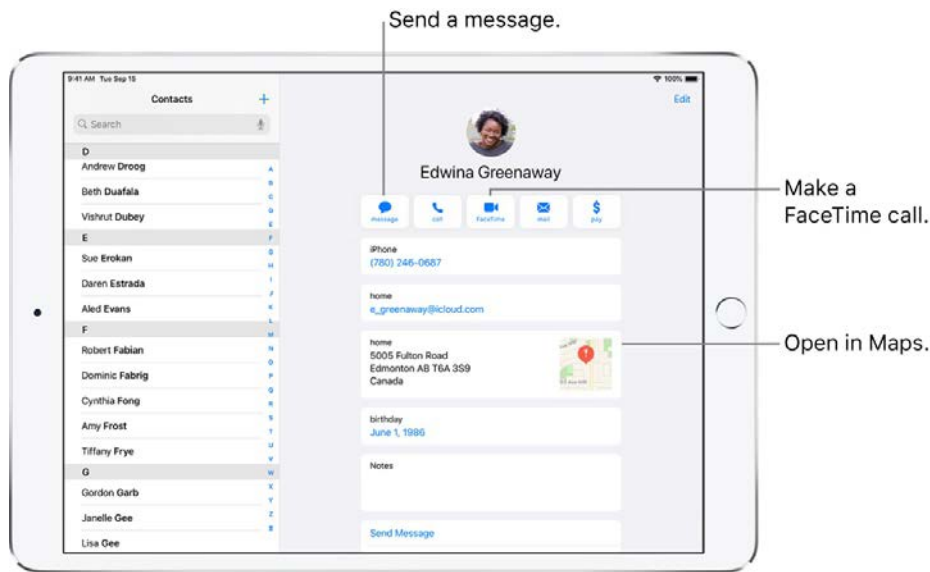
Share a contact

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

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

Quickly reach a contact

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



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

Delete a contact

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

Edit contacts on iPad

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

1. Tap a contact, then tap Edit.

2. Do any of the following:

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

3. When you’re finished, tap Done.

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

Add your contact info on iPad

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

Complete My Card

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

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

Edit My Card

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

Use other contact accounts on iPad

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

Use your iCloud contacts

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

Use your Google contacts

1. Go to Settings  > Contacts > Accounts, then tap Google.
 2. Sign in to your account, then turn on Contacts.
-

Add contacts from another account

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

Access a Microsoft Exchange Global Address List

1. Go to Settings  > Contacts > Accounts, then tap Exchange.
 2. Sign in to your Exchange account, then turn on Contacts.
-

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

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

Keep contacts up to date across devices

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

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

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

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

Import contacts from a vCard

Tap a .vcf attachment in an email or message.

Add a contact from a directory

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

Show or hide a group

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

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

Hide duplicate contacts on iPad

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

Link contacts

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

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

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

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

FaceTime

Set up FaceTime on iPad

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

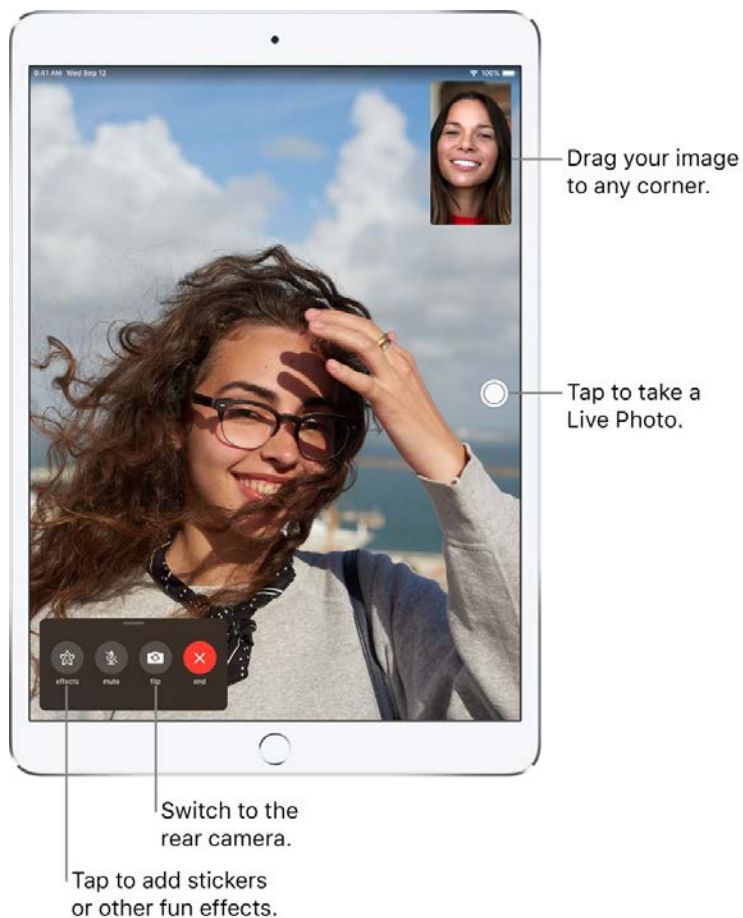
Note: FaceTime, or some FaceTime features, may not be available in all countries or regions.

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

Make and receive FaceTime calls on iPad

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

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



Make a FaceTime call

 **Ask Siri.** Say something like: “Make a FaceTime call” or “Call Eliza’s mobile.” [Learn how to ask Siri.](#)

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

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

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

To call multiple people, see [Make a Group FaceTime call on iPad.](#)

Leave a message

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

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

Start a FaceTime call from a Messages conversation

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

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

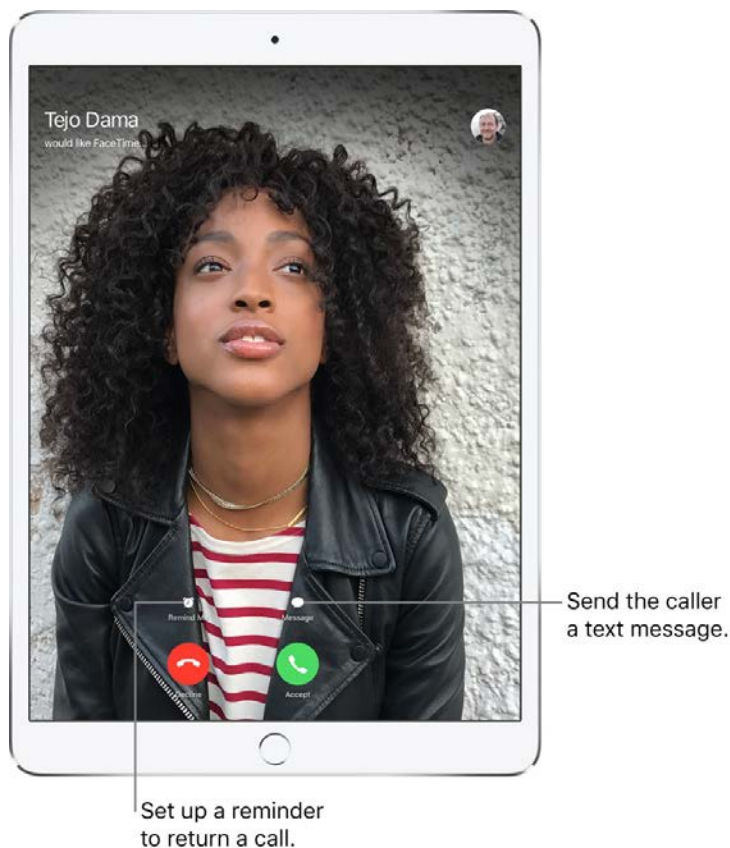
Call again

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

Receive a FaceTime call

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

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



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

Delete a call from your call history

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

Take a Live Photo in FaceTime on iPad

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

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

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

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

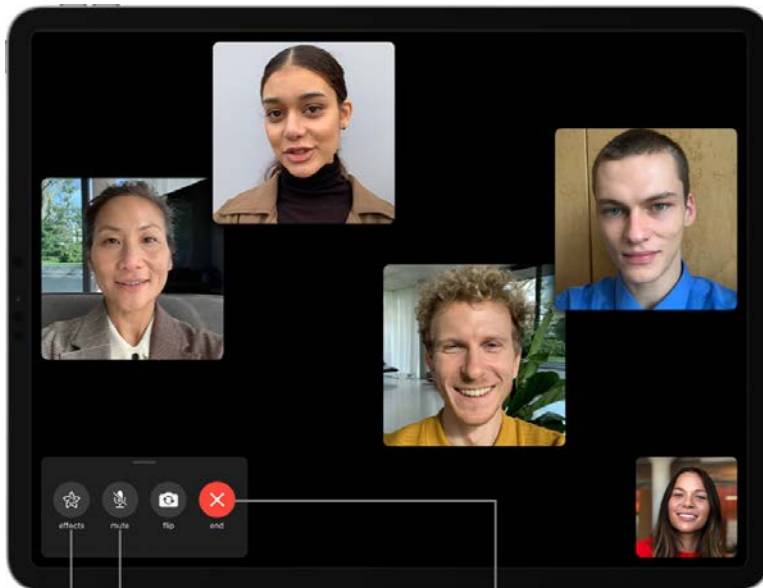
Make a Group FaceTime call on iPad

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

Start a Group FaceTime call

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

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



Tap to add stickers or other fun effects.

Swipe up to add another person to the call.

Tap to hang up.

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

To prevent the tile of the person speaking from becoming larger during a Group FaceTime call, go to Settings > FaceTime, then turn off Speaking below Automatic Prominence (iPadOS 13.5 or later required).

Note: Sign language detection requires a supported model for the presenter. In addition, both the presenter and participants need iOS 14, iPadOS 14, macOS 11.0, or later.

Start a Group FaceTime call from a group Messages conversation

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

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

Add another person to a call

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

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

Or tap  to add someone from Contacts.

3. Tap Add Person to FaceTime.
-

Join a Group FaceTime call

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

Leave a Group FaceTime call

To leave a group call at any time, tap .

The call remains active if two or more participants remain.

Use other apps during a FaceTime call on iPad

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

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

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

Add camera effects in FaceTime calls on iPad

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

Become a Memoji

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

See [Use Memoji in Messages on iPad](#).

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

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

Use a filter to change your appearance

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

Add a text label

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

To see more label options, swipe up from the top of the text window.

3. While the label is selected, type the text you want to appear in the label, then tap away from it.
4. Drag the label where you want to place it.

To delete the label, tap it, then tap .

Add stickers

1. During a call, tap the screen, tap , then do any of the following:

- Tap  to add a Memoji sticker or  to add an Emoji sticker.
- Tap , swipe up, then tap .

2. Tap a sticker to add it to the call.

To see more options, swipe left.

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

To delete the sticker, tap it, then tap .

Add shapes

1. During a call, tap the screen, then tap .

2. Tap , then tap a shape to add it to the call.

To see more options, swipe up from the top of the shapes window.

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

To delete the shape, tap it, then tap .

Change FaceTime audio and video settings on iPad

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

Change the settings

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

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

Leave a FaceTime call or switch to Messages on iPad

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

Leave a FaceTime call

Tap the screen, then tap .

Switch to a Messages conversation

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

Block unwanted callers in FaceTime on iPad

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

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

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

See the Apple Support article [Block phone numbers and contacts on your iPhone, iPad, or iPod touch](#).

Files

Connect external devices or servers with Files on iPad

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

Connect a USB drive or an SD card

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

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

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

2. Do one of the following:

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

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

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

Connect to a computer or file server

1. Tap  at the top of the Browse sidebar.

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

2. Tap Connect to Server.

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

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

4. Select how you want to connect:

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

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

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

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

Add a cloud storage service

1. Download the app from the App Store, then open the app and follow the onscreen instructions.
2. Open Files, tap More Locations (below Locations in the Browse sidebar), then turn on the service.
3. To view your contents, tap Browse at the bottom of the screen, then tap the name of the storage service below Locations. If you don't see Locations, tap Browse again at the bottom of the screen.

View files and folders in Files on iPad

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

View recently opened files

Tap Recents at the bottom of the screen.

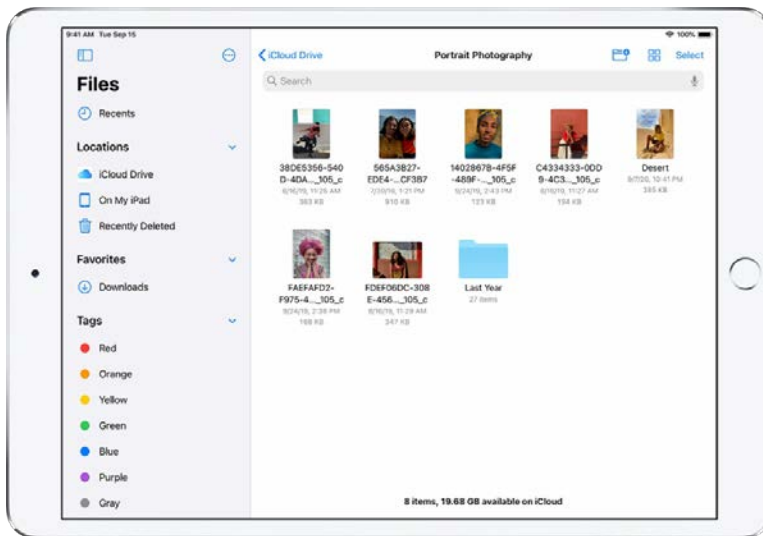
Browse and open files and folders

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

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

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

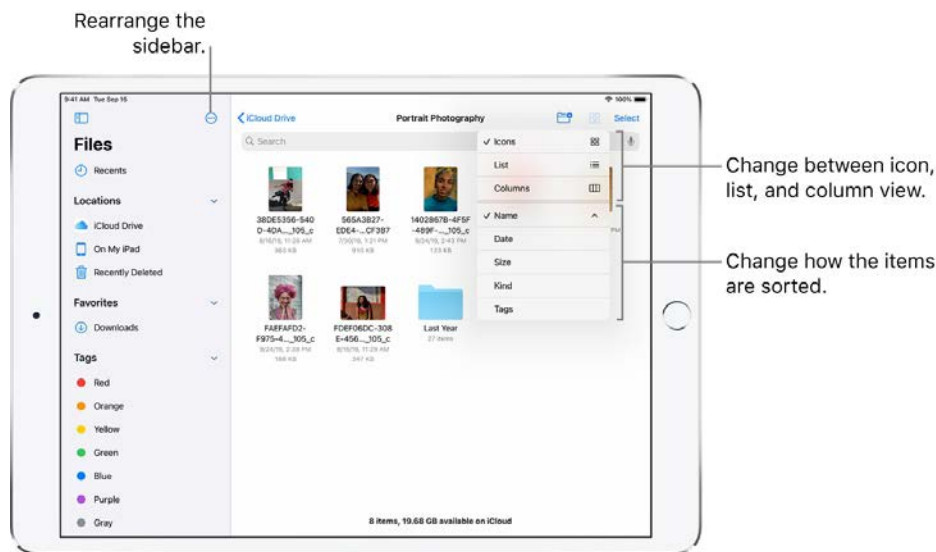
Note: If you haven't installed the app that created a file, a preview of the file opens in Quick Look.



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

Change how files and folders are sorted

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



Change to icon, list, or column view

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

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

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

Find a specific file or folder

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

When you search, you have these options:

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

Rearrange the Browse sidebar

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

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

Organize files and folders in Files on iPad

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

Create a folder

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

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

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

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

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

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

Tag a file or folder

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

Tagged items appear below Tags in the Browse sidebar.

To remove a tag, tap it again.

Mark a folder as a favorite

Touch and hold the folder, then tap Favorite.

Favorites appear in the Browse sidebar.

Send files from Files on iPad

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

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

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

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

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

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

Set up iCloud Drive on iPad

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

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

Turn on iCloud Drive

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

Choose which apps use iCloud Drive

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

Browse iCloud Drive

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

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

3. To open a folder, tap it.

See [View files and folders in Files on iPad](#).

Share files and folders in iCloud Drive on iPad

After you [Set up iCloud Drive](#), you can use the Files app  to share folders (iPadOS 13.4 or later) and individual files with friends and colleagues. When you share a folder or file with iCloud Drive, you send a link to the item, not a copy. When you make changes to a folder or file, others see your changes automatically. If you allow people to make edits, their changes appear automatically as well.

Files and folders shared in iCloud Drive have these important characteristics:

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

Share a folder or file

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

You can share a folder and file so that only people you invite can open it, or anyone with the link can open it.

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

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

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

Invite more people to share a folder or file

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

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

Share a folder or file with more people using a link

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

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

Change access and permission settings for everyone

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

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

Change access and permission settings for one person

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

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

Stop sharing a folder or file

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

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

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

Find people

Share your location in Find My on iPad

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

Set up location sharing

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

The device sharing your location appears below My Location.

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

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

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

Set a label for your location

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

1. Tap Me, then tap Edit Location Name.
2. Select a label.

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

Share your location with a friend

1. Tap People.
2. Scroll to the bottom of the People list, then tap Share My Location.
3. In the To field, type the name of a friend you want to share your location with (or tap  and select a contact).
4. Tap Send and choose how long you want to share your location.

You can also [notify a friend or family member when your location changes](#).

If you're a member of a Family Sharing group, see [Share your location with family members](#).

Stop sharing your location

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

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

Respond to a location sharing request

1. Tap People.
2. Tap Share below the name of the friend who sent the request and choose how long you want to share your location.

If you don't want to share your location, tap Cancel.

Stop receiving new location sharing requests

Tap Me, then turn off Allow Friend Requests.

Add or remove a friend in Find My on iPad

In the Find My app , once you share your location with a friend, you can ask to see their location on a map.

Ask to see a friend's location

1. Tap People, then tap the name of the person whose location you want to see.

If you don't see a person's name, make sure you're [sharing your location](#) with them.

2. Tap Ask To Follow Location.

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

Remove a friend

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

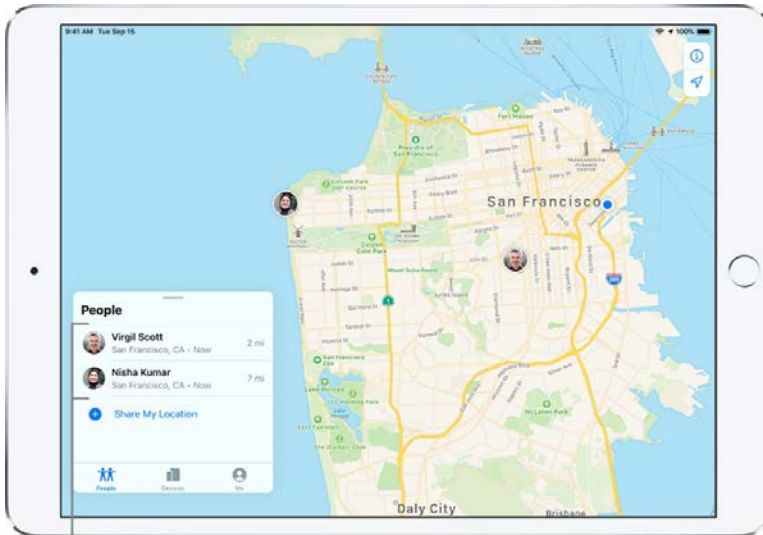
1. Tap People, then tap the name of the person you want to remove.
-

2. Tap Remove [name], then tap Remove.

Locate a friend in Find My on iPad

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

Note: If you want to see how far away your friends are from you, make sure you turn on Precise Location for the Find My app. See [Control the location information you share on iPad](#).



Tap a friend to see contact information, get directions, and more.

See the location of a friend

Tap People, then tap the name of the person you want to locate.

- *If your friend can be located:* They appear on a map so you can see where they are.
- *If your friend can't be located:* You see "No location found" under their name.
- *If you aren't following your friend:* You see "Can see your location" under their name. You can [ask to see a friend's location](#).

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

 **Ask Siri.** Say something like: "Where's Gordon?" [Learn how to ask Siri.](#)

Contact a friend

1. Tap People, then tap the name of the person you want to contact.

2. Tap Contact and choose how you want to contact your friend. See [Add and use contact information on iPad](#).
-

Get directions to a friend

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

1. Tap People, then tap the name of the person you want to get directions to.
 2. Tap Directions to open Maps.
 3. Tap the route to get directions from your current location to your friend's location. See [Get driving directions from your current location in Maps on iPad](#).
-

Set a label for a friend's location

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

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

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

Mark favorite friends

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

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

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

Get notified when a friend's location changes in Find My on iPad

Use the Find My app  to get a notification when your friend's location changes. You can get notified when a friend arrives at a location, leaves a location, or is not at a location.

Note: You can only create recurring notifications for friends who have two-factor authentication turned on. See the Apple Support article [Two-factor authentication for Apple ID](#).

You can also let friends know when your location changes. See [Notify a friend when your location changes in Find My on iPad](#).

Get notified when your friend arrives at or leaves a location

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

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

5. Choose whether you want to be notified only once or every time.
6. Tap Add, then tap OK.

Your friend gets an alert after you set the notification. If you set a recurring notification, your friend must approve it before it's set.

Get notified when your friend is not at a location

You can receive a notification if your friend or family member is not at a specific location during a set schedule. For example, you can be notified if your child isn't at school during school hours.

1. Tap People, then tap the name of the person you want to be notified about.
2. Under Notifications, tap Add, then tap Notify Me.
3. Under When, tap *[your friend's name]* Is Not At.
4. Choose a location, or tap New Location to create a new location and set a location radius.

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

5. Select when you want to be notified.
 - *Time*: Select a start and end time.
 - *Days*: Select the days of the week.

6. Tap Add, then tap OK.

Your friend must approve the notification before it's set.

Change or turn off a notification you set

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

This could be a notification you receive about a friend, or a notification your friend receives about you.

2. Under Notifications, tap the notification.

3. Do either of the following:

- *Change a notification:* Change any details, then tap Done.
- *Turn off a notification:* Tap Delete Notification, then tap Delete Notification again.

Choose who you receive location updates from

Anyone with an Apple ID can send you notifications when they arrive at or leave a location. You can choose whether you want to receive these notifications from everyone or only from people you [share your location](#) with.

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

You can create up to 25 Notify Me notifications.

Notify a friend when your location changes in Find My on iPad

Use the Find My app  to let a friend know when your location changes.

You can also get a notification when your friend's location changes. See [Get notified when a friend's location changes in Find My on iPad](#).

Notify a friend when your location changes

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

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

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

You can stop notifying friends when your location changes at any time. See [Change or turn off a notification you set](#).

See all notifications about you

1. Tap Me.

Under Notifications About You, you see a list of people who are notified when your location changes.

2. Select a name to see more details.
-

Turn off notifications about you

You can turn off any location notification about you. This includes notifications you set and notifications your friends create.

1. Tap Me.

Under Notifications About You, you see a list of people who are notified when your location changes.

If you don't see the Notifications About You section, you aren't notifying any friends when your location changes.

2. Select a name, then tap a notification.
 3. Tap Delete Notification, then tap Delete Notification again.
-

Find devices

Add a device to Find My on iPad

Before you can use the Find My app  to locate a lost iPhone, iPad, iPod touch, Apple Watch, or AirPods, you need to connect the device to your Apple ID.

For your iPhone, iPad, iPod touch, Mac (with macOS 10.15 or later), and Apple Watch, Find My also includes a feature called Activation Lock that prevents anyone else from activating and using your device, even if it's completely erased. See the Apple Support articles [Activation Lock for iPhone, iPad, and iPod touch](#), [About Activation Lock on your Mac](#), and [About Activation Lock on your Apple Watch](#).

Add an iPhone, iPad, or iPod touch

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

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

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

2. Tap Find My [device], then turn on Find My [device].

3. Turn on any of the following:

- *Find My network*: If your device is offline (not connected to Wi-Fi or cellular), Find My can locate it using the Find My network.
- *Send Last Location*: If your device's battery charge level becomes critically low, its location is sent to Apple automatically.

Add a Mac

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

2. Do one of the following:

- *With macOS 10.15 or later*: Click Apple ID, then click iCloud.
- *With macOS 10.14 or earlier*: Click iCloud.

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

3. Select Find My Mac, then click Allow.

When you select Find My Mac on a Mac with macOS 10.15 or later, Offline Finding is turned on. Offline Finding allows your Mac to be located using Bluetooth when your Mac isn't connected to Wi-Fi. To turn off this option, click Options, then click Turn Off next to Offline Finding.

Add Apple Watch or AirPods

- *Apple Watch*: Pair your watch with an iPhone on which you're signed in with your Apple ID or set up a watch for a family member. See the [Apple Watch User Guide](#).
- *AirPods*: Pair your AirPods with an iPhone, iPad, or iPod touch on which you're signed in with your Apple ID. See [Set up AirPods with iPad](#).

Add a family member's device

You can see your family members' devices in Find My if you [set up Family Sharing first](#). Their devices appear below yours in the Devices list. See [Locate a family member's missing device on iPad](#).

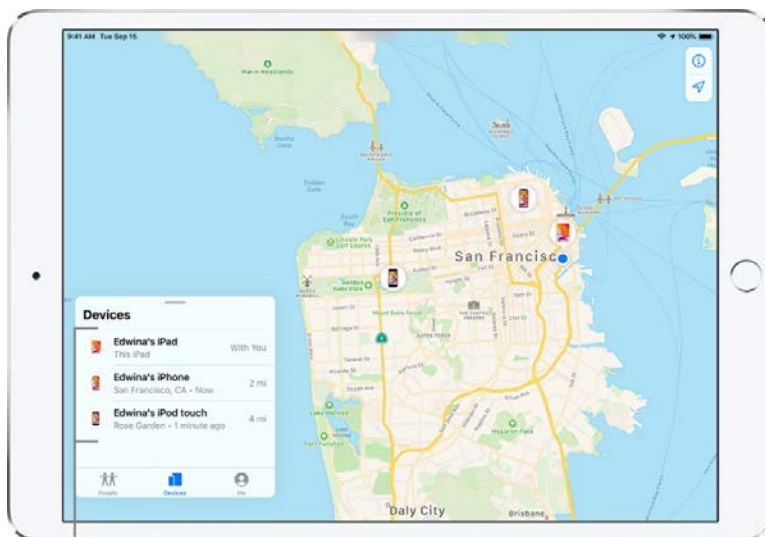
You can't add friends' devices to Find My. Friends who lose a device can go to icloud.com/find and sign in with their Apple ID.

Locate a device in Find My on iPad

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

Note: If you want to see how far away your devices are from you, make sure you turn on Precise Location for the Find My app. See [Control the location information you share on iPad](#).

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



Tap a device to play a sound, get directions, and more.

See the location of a device

Tap Devices, then tap the name of the device you want to locate.

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

For troubleshooting steps, see the Apple Support article [If Find My iPhone is offline or not working](#).

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

1. Tap Devices, then tap the name of the device you want to play a sound on.

2. Tap Play Sound.

- *If the device is online:* A sound starts after a short delay and gradually increases in volume, then plays for about two minutes. The device vibrates (if applicable). A Find My [device] alert appears on the device's screen.

A confirmation email is also sent to your Apple ID email address.

- *If the device is offline:* You see Sound Pending. The sound plays the next time the device connects to a Wi-Fi or cellular network.



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

Play a sound on your AirPods

1. Tap Devices, then tap the name of the AirPods you want to play a sound on.
2. Tap Play Sound. If your AirPods are separated, you can mute one by tapping Left or Right to find them one at a time.

- *If your AirPods are online:* They play a sound immediately (for two minutes).

A confirmation email is also sent to your Apple ID email address.

- *If your AirPods are offline:* You receive a notification the next time your AirPods are out of their case and in range of your iPhone, iPad, or iPod touch.

Note: If your AirPods are in their case, they won't play a sound.

Stop playing a sound on a device

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

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

Get directions to a device

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

1. Tap Devices, then tap the name of the device you want to get directions to.
2. Tap Directions to open Maps.
3. Tap the route to get directions from your current location to the device's location. See [Use Siri, Maps, and the Maps widget to get directions on iPad](#).

Locate or play a sound on a friend's device

If your friend loses a device, they can locate it or play a sound on it by going to icloud.com/find and signing in with their Apple ID and password. To learn more, see [Locate a device in Find My iPhone on iCloud.com](#) in the iCloud User Guide.

If you set up Family Sharing, you can use Find My to [locate a family member's missing device](#).

Mark a device as lost in Find My on iPad

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



What happens when you mark a device as lost?

- A confirmation email is sent to your Apple ID email address.
- You can display a custom message on the device's Lock Screen. For example, you may want to indicate that the device is lost or how to contact you.
- Your device doesn't display alerts or make noise when you receive messages or notifications, or if any alarms go off. Your device can still receive phone calls and FaceTime calls.

- Apple Pay is disabled for your device. Any credit or debit cards set up for Apple Pay, student ID cards, and Express Transit cards are removed from your device. Credit, debit, and student ID cards are removed even if your device is offline. Express Transit cards are removed the next time your device goes online. See the Apple Support article [Manage the cards that you use with Apple Pay](#).
 - For an iPhone, iPad, iPod touch, or Apple Watch, you see your device's current location on the map as well as any changes in its location.
-

Mark a device as lost

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

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

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

Change the Lost Mode message or email notifications for a lost device

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

1. Tap Devices, then tap the name of the lost device.
2. Under Mark As Lost, tap Pending or Activated.
3. Do any of the following:
 - *Change Lost Mode message:* Make any changes to the phone number or message.
 - *Get email updates:* Turn on Receive Email Updates if it's not already on.

4. Tap Done.

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

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

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

Unlock a Mac

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

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

If you lose your iPad, you can turn on Lost Mode using [Find My iPhone on iCloud.com](#).

Erase a device in Find My on iPad

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

What happens when you erase a device in Find My?

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

Erase a device

1. Tap Devices, then tap the name of the device you want to erase.

2. Tap Erase This Device, then tap Erase This [device].

If the device is a Mac, enter a passcode to lock it (you need to use the passcode to unlock it).

3. If the device is lost and you're asked to enter a phone number or message, you may want to indicate that the device is lost or how to contact you. The number and message appear on the device's Lock Screen.
4. Tap Erase.
5. Enter your Apple ID password, then tap Erase again.

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

Cancel an erase

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

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

If you lose your iPad, you can erase it using [Find My iPhone on iCloud.com](https://www.icloud.com/find).

Remove a device from Find My on iPad

You can use the Find My app  to remove a device from your devices list or turn off Activation Lock on a device you already sold or gave away.

If you still have the device, you can turn off Activation Lock and remove the device from your account by turning off the Find My [device] setting on the device.

Remove a device from your devices list

If you're not planning on using a device, you can remove it from your devices list. If the device still has Activation Lock turned on, it will appear in your devices list the next time it comes online.

1. Do one of the following:
 - *For an iPhone, iPad, iPod touch, Mac, or Apple Watch:* Turn off the device.
 - *For AirPods:* Put AirPods in their case and close the lid.
 2. In Find My, tap Devices, then tap the name of the offline device.
 3. Remove This Device, then tap Remove.
-

Turn off Activation Lock on a device you have

Before you sell, give away, or trade in a device, you should remove Activation Lock so the device is no longer associated with your Apple ID.

See the Apple Support articles:

- [What to do before you sell, give away, or trade in your iPhone, iPad, or iPod touch](#)
 - [What to do before you sell, give away, or trade in your Mac](#)
 - [What to do before you sell, give away, or trade in your Apple Watch, or buy one from someone else](#)
-

Turn off Activation Lock on a device you no longer have

If you sold or gave away your iPhone, iPad, iPod touch, Mac, or Apple Watch and you forgot to turn off Find My [device], you can still remove Activation Lock using the Find My app.

1. Tap Devices, then tap the name of the device you want to remove.
2. [Erase the device.](#)

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

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

3. When the device is erased, tap Remove This Device, then tap Remove.

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

You can also remove a device online using iCloud.com. For instructions, see [Remove a device from Find My iPhone on iCloud.com](#) in the iCloud User Guide.

Find My

Adjust map settings in Find My on iPad

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

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

Change the map view

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

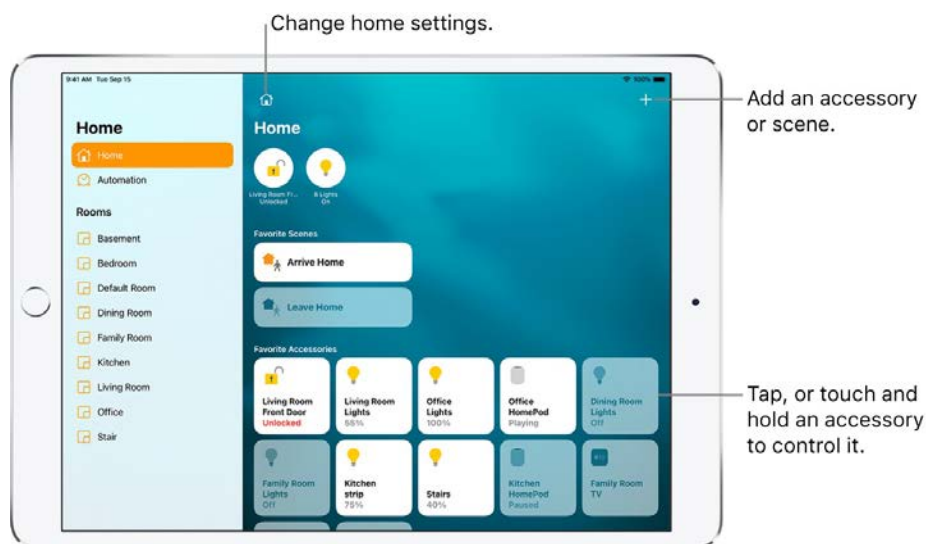
Change distance units

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

Home

Intro to Home on iPad

The Home app 🏠 provides a secure way to control and automate HomeKit-enabled accessories, such as lights, locks, smart TVs, thermostats, window shades, smart plugs, and cameras. You can also view and capture video from supported security cameras, receive a notification when a supported doorbell camera recognizes someone at your door, and group multiple speakers to play the same audio. With Home, you can control any Works with Apple HomeKit accessory using iPad.



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

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

Set up accessories with Home on iPad

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

Add an accessory to Home

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

1. Tap Home in the sidebar, then tap .
2. Tap Add Accessory, then follow the onscreen instructions.

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

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

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

Change an accessory's room assignment

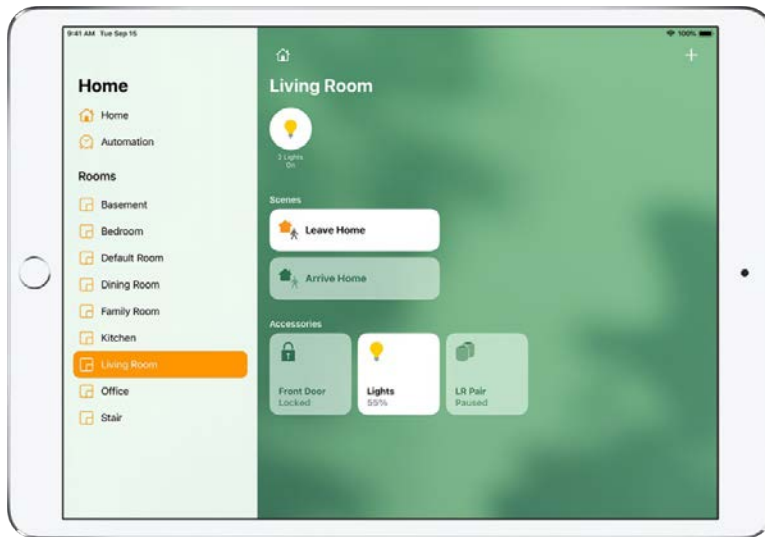
1. In the sidebar, choose the room the accessory is currently assigned to.

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

2. Touch and hold the accessory's button, then swipe up or tap .
3. Tap Room, then choose a room.

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

To rearrange your favorites, tap , tap Edit Screen, then drag the accessory buttons into the arrangement you want. Tap Done when you're finished.



Organize rooms into zones

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

1. Tap , then tap Home Settings.
2. Tap Zone, then tap an existing zone, or tap Create New to add the room to a new zone..

Edit a room

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

1. Tap , then tap Room Settings.
2. Tap a room, then make your changes.

Control accessories with Home on iPad

Use the Home app  and Control Center to control accessories in your home.

Control accessories in the Home app

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

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

Control accessories in Control Center

When you're home with your iPad and you open Control Center, you see the relevant scenes and accessories for that moment. For example, a coffee maker may appear in the morning and be replaced by your bedside lamp at night.

Just tap a button to turn an accessory or scene on or off, or touch and hold the button until controls appear. To quickly see your favorite home accessories, open Control Center, then tap .

If you don't want accessories to appear in Control Center, go to Settings  > Control Center, then turn off Show Home Controls.

Edit home accessories

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

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

Group accessories

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

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

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

View your home status

The Home app shows you issues that might need your attention—for example, your front door is unlocked, an accessory's battery is running low, or a light is on during the day. You can often address the issue with just a tap.

1. Open the Home app , then tap Home in the sidebar.
2. Tap any of the round buttons that appear just below your home's name.

Touch and hold a button that represents a group of accessories—three lights that are switched on in two rooms, for example—and you can separately control the accessories for each room. In this case, you can turn off the two lights in the living room but leave the kitchen light on. Tapping the button controls all the accessories in the group—turns all the lights on or off, for example.

Turn on Adaptive Lighting

Some lights let you adjust their color temperature, from cool blue to warm yellow. You can set supported lights to automatically adjust the color temperature throughout the day. Wake up to warm colors, stay alert and focused mid-day with cooler ones, and wind down at night by removing blue light.

1. Touch and hold a lighting accessory that supports Adaptive Lighting.
 2. Tap .
-

Add more homes with iPad

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

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

Set up HomePod in Home on iPad

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

Use Home to add and edit HomePod alarms

In the Home app, touch and hold the HomePod button, then do any of the following:

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

Change HomePod settings

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

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

Set up security cameras in Home on iPad

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

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

Camera options

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

- **Room:** A camera can be located in a room inside your home, or you can create a room for an outside location such as your front porch or back yard.
- **Notifications:** Tap Notifications to choose when you'll receive a notification (at any time when you're not home, for example), when motion is detected, or when a clip is recorded. You can also choose to allow snapshots in notifications.
- **Streaming & Recording:** Options include Off, Detect Activity, Stream, and Stream & Allow Recording.

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

Note: The Home app uses the location of devices belonging to members of the home to switch between Home and Away modes. For example, when you leave for work with your iPhone, the camera switches from the When Home settings to the When Away settings.

- **Recording Options:** Your camera can record when any motion is detected or when specific motion is detected. When you choose Specific Motion, video recording is triggered by the motion of people, animals, or vehicles.

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

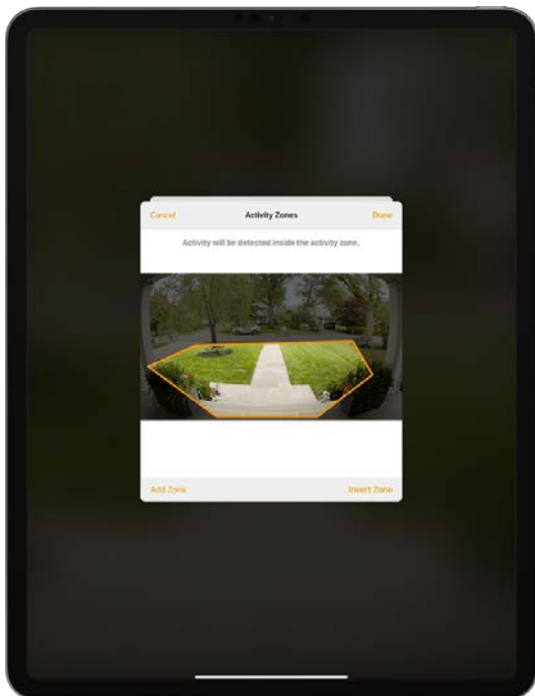
Create activity zones

You can create zones that focus your camera on the most important areas within its view—your front walkway but not the sidewalk behind it, for example. You can then be alerted when motion is detected in these zones.

1. Tap Home in the sidebar, touch and hold the camera, then tap .
2. Tap Activity Zones, tap or draw on the video to create a zone, then tap Add Zone.

To have your camera detect motion only outside the zone you defined, tap Invert Zone.

3. Create any additional zones you want within the camera's view—one for the driveway and another for the mailbox, for example.
4. Tap Add Zone for each zone you create, then tap Done.



View video

1. Tap Home in the sidebar, then tap the camera.

Live video should play automatically.

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

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

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

Choose access options

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

1. Tap , then tap Home Settings.

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

2. Below the People heading, tap a person.
3. Tap Cameras, then choose an option.

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

Use Face Recognition in Home on iPad

With a compatible camera or doorbell, you can use the Home app  to be notified when people you've tagged in the Photos app come to your door.

Set up Face Recognition

Face Recognition identifies people by the faces that appear in your photo library or pictures of recent visitors captured by your camera or doorbell.

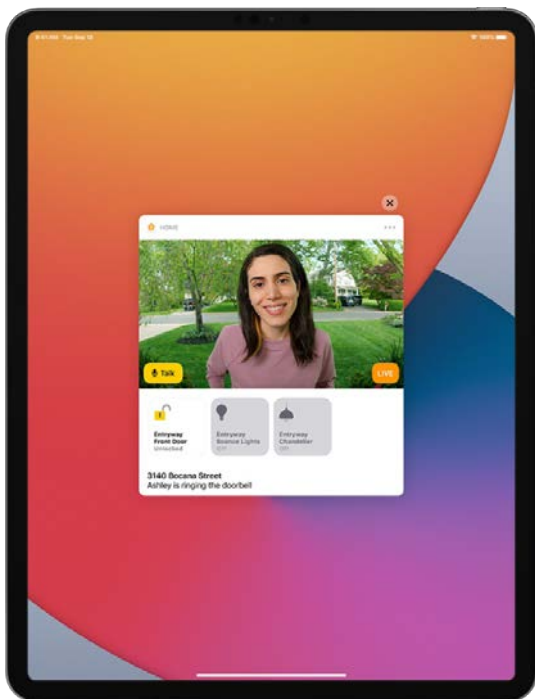
If you're setting up a camera or doorbell for the first time, do the following:

1. [Add the accessory](#) to the Home app.
2. In the Recognize Familiar Faces card, turn on Face Recognition, then tap Continue.

3. Choose who can access your photo library—Never, Only Me, or Everyone in this Home.
 - *Never*: Only faces you've added from clips in the Home app are recognized.
 - *Only Me*: Only your notifications have the names of people in your photo library.
 - *Everyone in this Home*: The notifications for everyone in your home have the names of people in your photo library.
4. Tap Continue, then finish setting up the camera or doorbell.

If you have an existing doorbell or camera and want to use it to identify visitors, tap it in the Home tab, tap , tap Face Recognition, then turn on Face Recognition. Tap your photo library, then choose who can access it.

Note: Notifications can appear on any of the devices associated with your Apple ID.



Identify recent visitors

You can use Face Recognition to help identify people not in your photos library, using a picture captured by your camera or doorbell.

1. With Face Recognition turned on, open the Home app , then tap Home in the sidebar.
2. Tap the camera or doorbell, then tap .
3. Tap Face Recognition, tap an unidentified person listed under Recent, then tap Add Name.

4. Add the person's name or their relationship to you—Mom or Mail Carrier, for example.
 5. Choose whether to be notified when they're seen by your camera or doorbell.
-

Set up notifications

1. Open the Home app , tap , then tap Home Settings.
2. Tap Cameras & Doorbells, then tap Face Recognition.
3. Turn on Face Recognition, then tap your photo library.
4. Choose who can [access your photo library](#).

You can also set up notifications for a particular camera or doorbell. Tap Home in the sidebar, tap the device in the Home tab, tap , tap Face Recognition, turn on Face Recognition, then tap your photo library. Choose who can access your photo library.

Share faces with your household

You can allow the members of your household to see the names of visitors identified in your photo library.

1. With Face Recognition turned on, open the Home app , tap , then tap Home Settings.
 2. Tap Cameras & Doorbells, then tap Face Recognition.
 3. Tap your photo library, then tap Everyone in this Home.
-

Configure a router in Home on iPad

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

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

1. Set up the router with the manufacturer's app on an iOS device.
2. Open the Home app , then tap .
3. Tap Home Settings, then tap Wi-Fi Network & Routers.

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

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

This provides the lowest level of security.

- *Automatic*: The router allows the accessory to connect to an automatically updated list of manufacturer approved internet services and local devices.
- *Restrict to Home*: The router only allows the accessory to connect to your home hub.

This option may prevent firmware updates or other services.

Create and use scenes in Home on iPad

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

Create a scene

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

The first accessory you select determines the room the scene is assigned to. If you first select your bedroom lamp, for example, the scene is assigned to your bedroom.

4. Set each accessory to the state you want it in when you run the scene.

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

Use scenes

In the sidebar, choose the room the scene is assigned to, then do one of the following:

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

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

Favorite scenes appear in the Home tab.

Control your home using Siri on iPad

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

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

[Learn how to ask Siri.](#)

Control your home remotely with iPad

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

Set up iPad as a home hub

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

Remotely control your home

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

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

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

Use automations in Home on iPad

In the Home app , you can run automations based on the time of day, your location, the activation of a sensor, or the action of an accessory. You can use preconfigured automations included with the Home app, or create automations of your own.

Use a preconfigured automation

1. Touch and hold an accessory, then swipe up or tap .
2. Turn on an automation.

To disable an automation, return to the accessory's setting screen, then turn it off.

Create an automation

1. Tap Automation in the sidebar.
2. Tap , then choose one of the following automation triggers:
 - *When arriving at or leaving a location:* Tap People Arrive or People Leave. Choose when the automation is activated by people arriving or leaving, the location, and the time the automation works.
 - *At a time of day:* Tap A Time of Day Occurs, then choose when you want this automation to run.

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

You can also set an automation to only occur after sunset, which is useful for turning on lights just when they're needed.

- *When an accessory changes:* Tap An Accessory is Controlled, select an accessory, tap Next, then follow the onscreen instructions.

You might use this, for example, to run a scene when you unlock the front door.

- *A sensor detects something:* Tap A Sensor Detects Something, select an accessory, tap Next, then follow the onscreen instructions.

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

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

You can also touch and hold an accessory, tap , then add, enable, or disable automations.

Add a Siri shortcut

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

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

See the [Shortcuts User Guide](#).

Allow others to control accessories in your home

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

Invite others to control accessories

1. Tap , then tap Home Settings.
2. Tap Invite.

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

3. Tap  to choose people with an Apple ID from your contacts list, or enter their Apple ID email addresses in the To field.
 4. Tap Send Invite.
 5. Ask the invitee to do one of the following:
 - *In the notification:* (iOS or iPadOS device) Tap Accept.
 - *In the Home app:* (iOS or iPadOS device) Tap , tap Home Settings, then tap their name.
 - *On Apple TV:* Tap Show Me on Apple TV, then turn on one or more Apple TVs.
-

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

1. Tap , then tap Home Settings.
2. Tap Allow Speaker & TV Access, then choose an option.

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

iTunes Store

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

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

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

Find music, movies, and TV shows

1. In the iTunes Store, tap any of the following:
 - *Music, Movies, or TV Shows:* Browse by category. To refine your browsing, tap Genres at the top of the screen.
 - *Top Charts:* See what's popular on iTunes.
 - *Genius:* Browse recommendations based on what you bought from iTunes.
 - *Search:* Enter what you're looking for, then tap Search on the keyboard.
2. Tap an item to see more information about it. You can preview songs, watch trailers for movies and TV shows, or tap  to do any of the following:
 - *Share a link to the item:* Choose a sharing option.
 - *Give the item as a gift:* Tap Gift.
 - *Add the item to your wish list:* Tap Add to Wish List.

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

Buy and download content

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

If you see  instead of a price, you already purchased the item, and you can download it again without a charge.
2. If required, authenticate your Apple ID with Face ID, Touch ID, or your passcode to complete the purchase.
3. To see the progress of a download, tap Downloads.

Get ringtones

1. Tap Music, tap Genres, scroll to the bottom, then tap Tones.
2. Browse by category or tap Top Charts to see what's popular.
3. Tap a ringtone to see more information or play a preview.
4. To buy a ringtone, tap the price.

Redeem or send an App Store & iTunes Gift Card

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

Get ringtones, text tones, and alert tones in the iTunes Store on iPad

In the iTunes Store app , you can purchase ringtones, text tones, and other alert tones for clock alarms and more.

Buy new tones

1. In the iTunes Store, tap Genres, then tap Tones.
 2. Browse by category or tap Search to find a specific song or artist.
 3. Tap a tone to see more information or play a preview.
 4. To buy a tone, tap the price.
-

Redownload tones purchased with your Apple ID

If you bought tones on another device, you can download them again.

1. Go to Settings  > Sounds.
 2. Below Sounds and Vibration Patterns, tap any sound.
 3. Tap Download All Purchased Tones. You might not see this option if you already downloaded all the tones that you purchased or if you haven't purchased any tones.
-

Manage your iTunes Store purchases and settings on iPad

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

Approve purchases with Family Sharing

With Family Sharing set up, the family organizer can review and approve purchases made by other family members under a certain age. See [Turn on Ask To Buy for children on iPad](#).

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

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

Note: You can see purchases made by family members only if they choose to share their purchases.

3. Tap Music, Movies, or TV Shows.
 4. Find the item you want to download, then tap .
-

View your entire iTunes Store purchase history

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

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

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

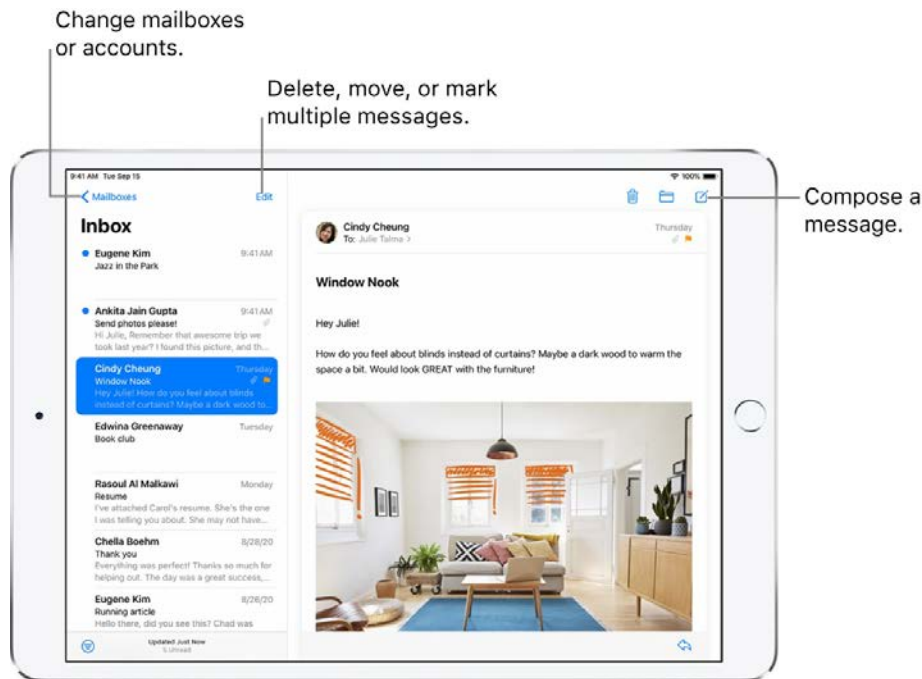
Set content restrictions

After you [turn on content and privacy restrictions](#), go to Settings  > Screen Time > Content & Privacy Restrictions > Content Restrictions, then set any of the available restrictions. You can block explicit content, turn off music videos, restrict content by age-appropriate ratings, and more.

Mail

Write an email in Mail on iPad

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



Create an email message

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

Or do the following:

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

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

3. To change the formatting, tap **Aa**.

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

Reply to an email

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

2. Type your response.

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

Quote some text when you reply to an email

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

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

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

Add attachments to an email on iPad

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

Attach a document to an email

You can attach a saved document to an email.

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

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

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

Insert a saved photo or video

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

You can swipe up to see more images.

3. Tap the photo or video to insert it into your email.
-

Take a photo or video to insert into an email

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

Scan a document into an email

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

To capture the page manually, tap  or press a volume button. To turn the flash on or off, tap .

3. Scan additional pages, then tap Save when you're done.
 4. To make changes to the saved scan, tap it, then do any of the following:
 - *Crop the image:* Tap .
 - *Apply a filter:* Tap .
 - *Rotate the image:* Tap .
 - *Delete the scan:* Tap .
-

Mark up an attachment

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

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

See [Draw in apps with Markup on iPad](#).

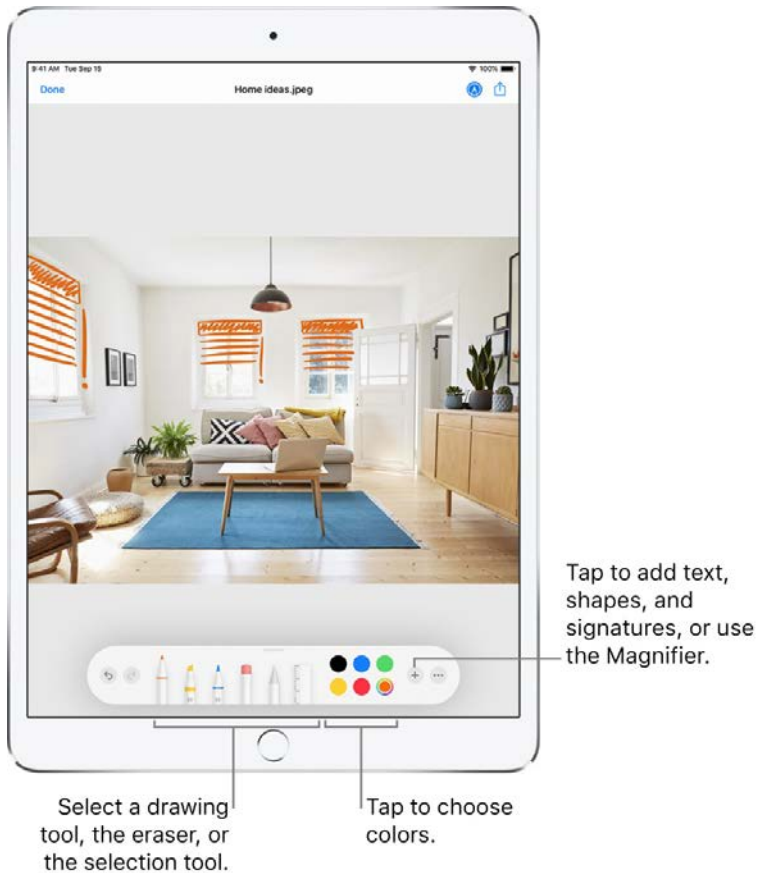
Draw in your email

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

See [Draw in apps with Markup on iPad](#).

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

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



Address and send email in Mail on iPad

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

Add recipients

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

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

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

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

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

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

Automatically send a copy to yourself

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

Change a recipient from Cc to Bcc

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

Add additional mail accounts

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

Customize your email signature

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

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

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

Send an email from a different account

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

Tap the From field to choose an account.

Mark addresses outside certain domains

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

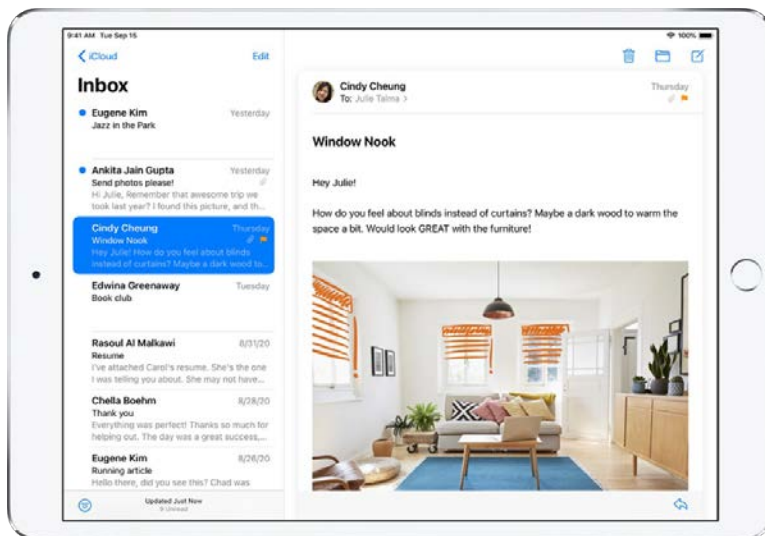
1. Go to Settings  > Mail > Mark Addresses.
2. Enter the domains that are in your organization—ones that you don't want marked in red.

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

Any email sent to or from other domains is marked.

View an email in Mail on iPad

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



Preview an email and a list of options

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

Show a longer preview

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

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

Show the whole email

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

Show the whole conversation

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

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

Show To and Cc labels in your Inbox

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

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

Add someone to your contacts or make them a VIP

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

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

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

Save a draft in Mail on iPad

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

Save a draft for later

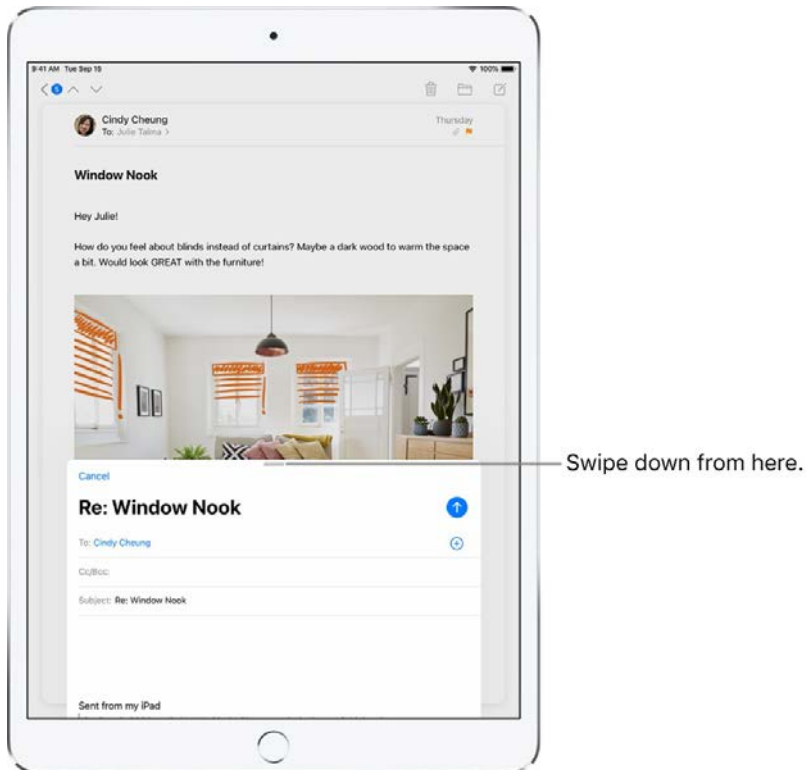
If you’re writing an email and want to finish it later, tap Cancel, then tap Save Draft. To get it back, touch and hold , then tap the draft in the list.

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

Look at another email while you’re writing one

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

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



Flag and filter emails on iPad

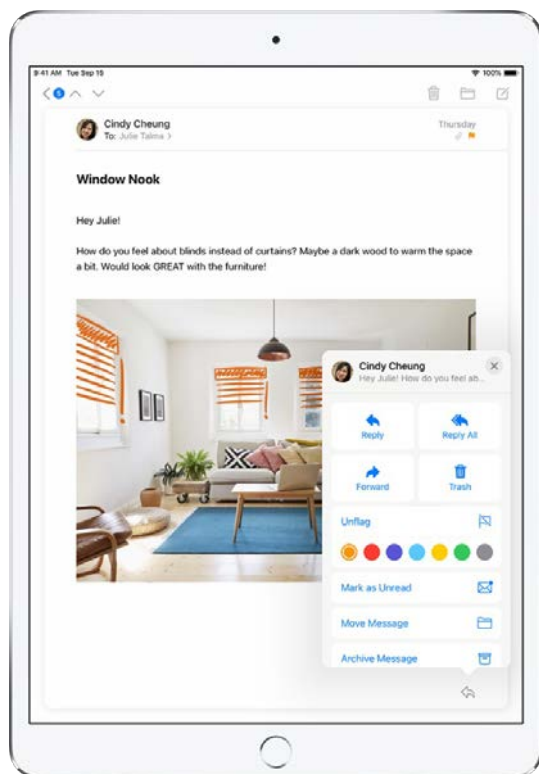
In the Mail app , you can flag and filter your emails.

Flag an email

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

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

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



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

Flag emails from your VIPs

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

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

Get notified of replies to an email or thread

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

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

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

 **Ask Siri.** Say something like: "Any new mail from Nanditha today?" [Learn how to ask Siri.](#)

Mute email notifications

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

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

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

Block email from specified senders

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

Manage junk mail

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

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

Filter emails

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

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

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

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

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

Organize email in Mail on iPad

In the Mail app , manage your email in mailboxes.

Manage an email with a swipe

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

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

Swipe right to reveal one other action.

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

Organize your mail with mailboxes

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

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

There are several smart mailboxes, such as Unread, that show emails from all your accounts. Tap the ones you want to view.

4. To add a mailbox, tap New Mailbox at the bottom of the list.
 5. Enter a name and specify a location, then tap Save.
-

Reorder your mailboxes

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

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

Move or mark multiple emails

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

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

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

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

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

Show draft emails from all of your accounts

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

Search for email in Mail on iPad

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

Search for text in an email

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

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

Search by timeframe

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

Search by email state

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

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

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

Delete and recover emails in Mail on iPad

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

Delete emails

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

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

To delete the email in a single gesture, swipe it all the way to the left.

- *Delete multiple emails at once:* While viewing a list of emails, tap Edit, select the emails you want to delete, then tap Trash.

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

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

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

Recover a deleted email

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

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

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

Archive instead of delete

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

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

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

Decide how long to keep deleted emails

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

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

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

Work with email attachments on iPad

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

Preview an attachment

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

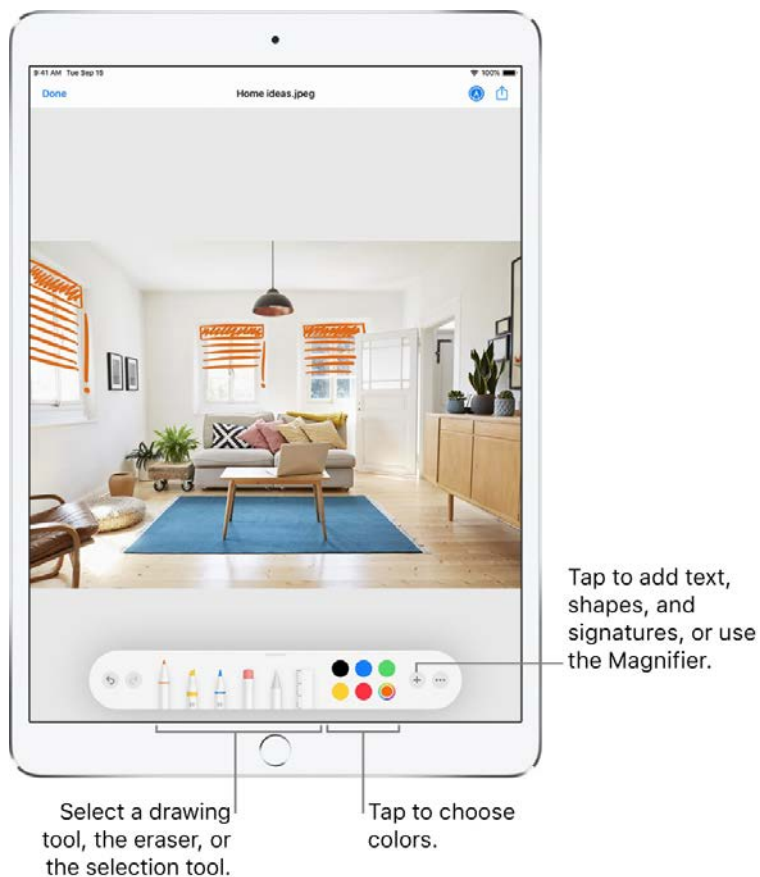
Save a photo or video attachment to Photos

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

Mark up attachments

Use Markup to annotate an image or a PDF attachment.

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



Open an attachment with another app

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

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

See emails with attachments

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

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

Send large attachments

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

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

To learn how to send any attachment, see [Add attachments to an email on iPad](#).

Print an email or attachment in Mail on iPad

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

Print an email

Tap , then tap Print.

Print an attachment or picture

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

See [Print from iPad](#).

Maps

View maps on iPad

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

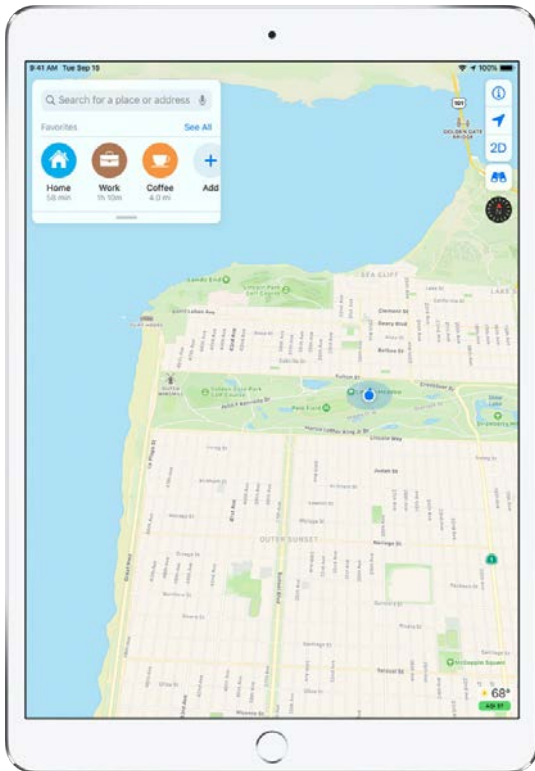
To find your location, iPad must be connected to the internet, and Location Services must be on. (See [Control the location information you share on iPad](#).) On Wi-Fi + Cellular models, cellular data rates may apply. (See [View or change cellular settings on iPad](#).)

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

Show your current location

Tap .

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



Choose between road, transit, and satellite views

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

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

Move, zoom, and rotate a map

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

The scale appears in the upper left while you're zooming. To change the unit of distance, go to Settings  > Maps, then select In Miles or In Kilometers.

- *Rotate the map:* Touch and hold the map with two fingers, then rotate your fingers.

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

View a 3D map

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

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

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

Allow Maps to use Precise Location

To figure out where you are and provide accurate directions to your destinations, Maps works best when Precise Location is always turned on.

If Maps asks you to turn on Precise Location, do the following:

1. Go to Settings  > Privacy > Location Services.
2. Tap Maps, then turn on Precise Location.

See [Control the location information you share on iPad](#).

Find and save destinations

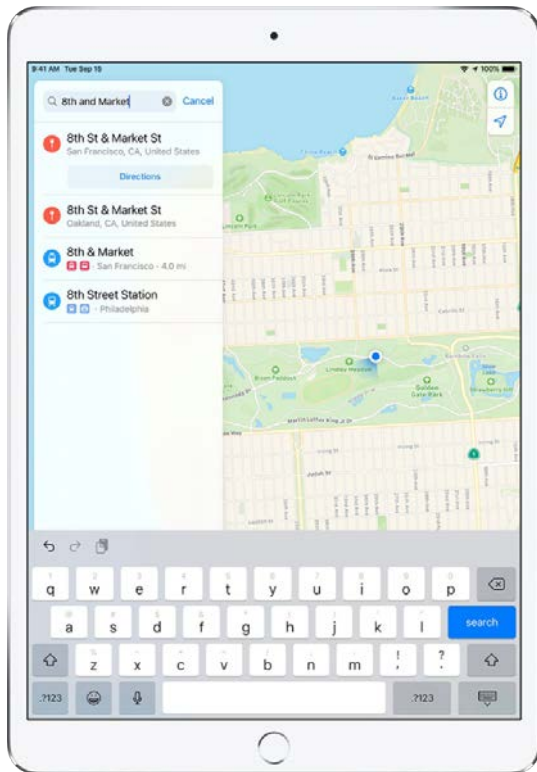
Search for places in Maps on iPad

You can use the Maps app  to search for addresses, landmarks, services, and more.

Search for a place

 **Ask Siri.** Say something like: “Show me the Golden Gate Bridge.” [Learn how to ask Siri.](#)

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



You can search in different ways. For example:

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

To see all results, swipe up on the search card. To get directions to a result, tap it.

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

Quickly find or delete recent searches

To see a list of recently viewed search results, swipe down from the bottom of the search card.

To delete an item from the list, swipe the item left. Or tap See All directly above the list, then do one of the following:

- *Delete a group:* Tap Clear above the group.
- *Delete a single item:* Swipe the item left.

See also [Delete significant locations on iPad](#).

Find nearby attractions and services in Maps on iPad

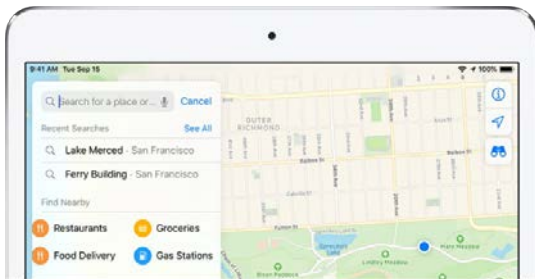
You can use the Maps app  to find nearby attractions, services, and more.

Find a nearby service

 **Ask Siri.** Say something like: “Find a gas station” or “Find coffee near me.” [Learn how to ask Siri.](#)

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

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



Nearby suggestions aren't available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).

Find your way around an airport or shopping mall

1. Do one of the following:

- *When you're at the airport or mall:* Open Maps, tap , then tap Look Inside—or zoom in, then tap the Browse button in the upper right.
- *Before you get there:* Search for the airport or mall in Maps, or drag the map to show it. Zoom in, then tap the Browse button.

2. To find nearby services, tap a category (like Food, Restrooms, or Gates) on the information card, then swipe up to see all results, listed alphabetically.

To see more information about a result, tap it.

3. To see a map of a different floor, tap the button showing the floor level (zoom in if you don't see the button).



Note: Indoor maps are available for select airports and shopping malls. See the [iOS and iPadOS Feature Availability website](#).

Get information about places in Maps on iPad

You can find street addresses and other information about places that appear in the Maps app .

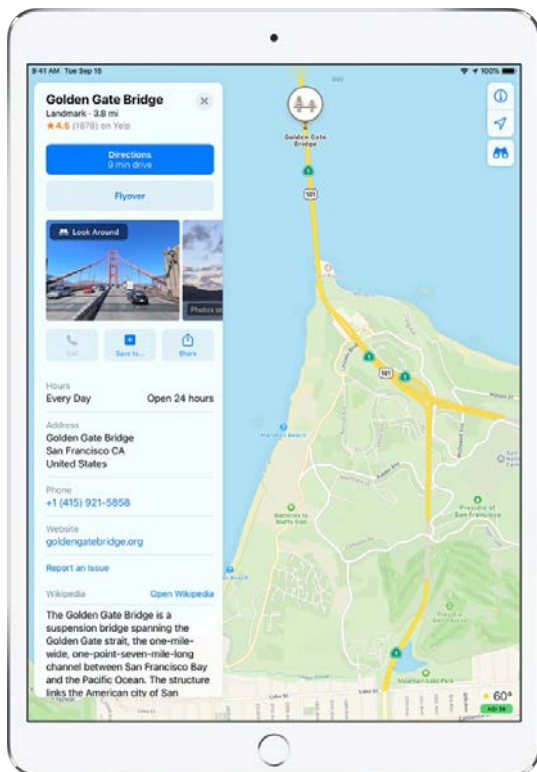
See information about a place

Tap the place (for example, a landmark on a map, a spot that you marked with a pin, or a search result), then do any of the following:

- *Get a route to the location:* Tap Directions.
- *View more information:* Swipe up on the information card.

The information might include the street address, a phone number, a webpage link, business hours, and customer reviews.

- *Close the information card:* Tap .



Save information about a place

Tap a location on a map or an item in a list of search results, then do any of the following:

- *Add the place to a guide:* Tap "Save to."
Scroll part way down the information card if you don't see "Save to."
- *Add the place to your favorites:* Scroll to the bottom of the information card, then tap Add to Favorites.
- *Add the place to Contacts:* Scroll to the bottom of the information card, then tap Create New Contact or Add to Existing Contact.

See [Save favorite places in Maps on iPad](#) and [Organize places in My Guides in Maps on iPad](#).

Mark places in Maps on iPad

You can mark places in the Maps app  with pins to help you find those places later.

 **Tip:** To quickly mark your location so you can find your way back later, touch and hold the Maps icon on the Home Screen, then choose Mark My Location. See [Perform quick actions on iPad](#).

Mark an unlabeled location on the map

1. Touch and hold the map until a pin marker appears.
 2. To help you find the location later, you can save it to your favorites, to a guide, or to Contacts. Swipe up on the information card, then choose an option.
 3. To close the information card, tap ✕.
-

Delete a pin marker

1. Tap the marker.
2. On the information card, tap Remove Marker.

You can also touch and hold the marker, then tap Remove Marker.

Share places in Maps on iPad

In the Maps app , you can share places with others. For example, you can send a message or email to show people where to meet you.

1. Tap a place on the map.
 2. Tap  on the information card, then choose an option.
-

You can also touch and hold the place, then tap Share Location.

 **Tip:** To quickly share your current location, touch and hold Maps on the Home Screen, then choose Send My Location. See [Perform quick actions on iPad](#).

Save favorite places in Maps on iPad

In the Maps app , you can save places—such as your home, your work, and where you go for coffee—to your favorites list. You can quickly find your favorites on the search card.



Add a place to your favorites

1. Swipe down from the bottom of the search card to show Favorites.
2. Tap  on the right side of the row.

If you don't see , swipe the Favorites row left.

3. Do one of the following:
 - Choose a suggestion below the search field.
 - Enter a place or address in the search field, then choose a search result.
4. To rename the favorite, tap the title, then enter a new name.
5. Tap Done.

You can also tap a location on a map or choose an item in a list of search results, then tap Add to Favorites (at the bottom of the information card).

Add a transit stop to your favorites

1. [Get transit directions](#), then tap a transit stop or station.
 2. Scroll to the bottom of the information card, tap Add to Favorites, then tap .
-

Quickly find your favorites

Swipe down from the bottom of the search card to see several favorites.

To see more, swipe the row of favorites left or tap See All above the row.

Edit a favorite

1. Swipe down from the bottom of the search card to show Favorites, then tap See All above the row of favorites.
2. Tap  next to the favorite.

3. Depending on the location, you may be able to make the following changes:

- *Rename the favorite:* Tap the title, then enter a new name.
- *Change the address:* Tap the address, then tap Open Contact Card.
- *Change the label:* Tap a label type.
- *Delete the location from your favorites list:* Tap Remove Favorite.
- *Tell someone your ETA:* (Wi-Fi + Cellular models) Tap Add Person, then choose one or more suggested contacts, or search for a contact. Whenever you start turn-by-turn navigation to this location, the person automatically receives a notification about your estimated time of arrival (ETA). See [Share your ETA \(Wi-Fi + Cellular models\)](#).

4. Tap Done.

Delete a place from your favorites

Swipe down from the bottom of the search card to show Favorites, tap See All above the row of favorites, then swipe the item left.

Explore new places with Guides in Maps on iPad

Guides from trusted brands and partners are available in the Maps app  to help you discover great places around the world to eat, shop, and explore. Guides are automatically updated when new places are added, so you always have the latest recommendations.

1. To open a Guide, tap the search field, then do one of the following:

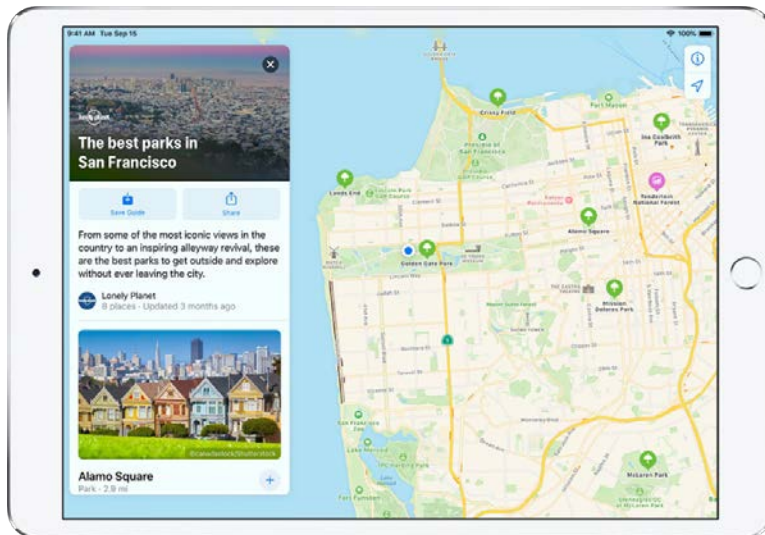
- Tap a cover that appears below Editors' Picks.
- Tap See All, select an option at the top of the All Guides card, then tap a cover.
- Swipe down, choose a publisher, then tap a cover.

2. With a Guide open, do any of the following:

- *Save it:* Tap .

The Guide is saved in your collection of My Guides. See [Organize places in My Guides in Maps on iPad](#).

- *Share it:* Tap .
- *Add one of its destinations to My Guides:* Tap , then select one of your guides.
- *Return to the search field:* Tap .



Note: Guides are available for select cities including San Francisco, New York, London, and Los Angeles, with many more cities coming. See the [iOS and iPadOS Feature Availability website](#).

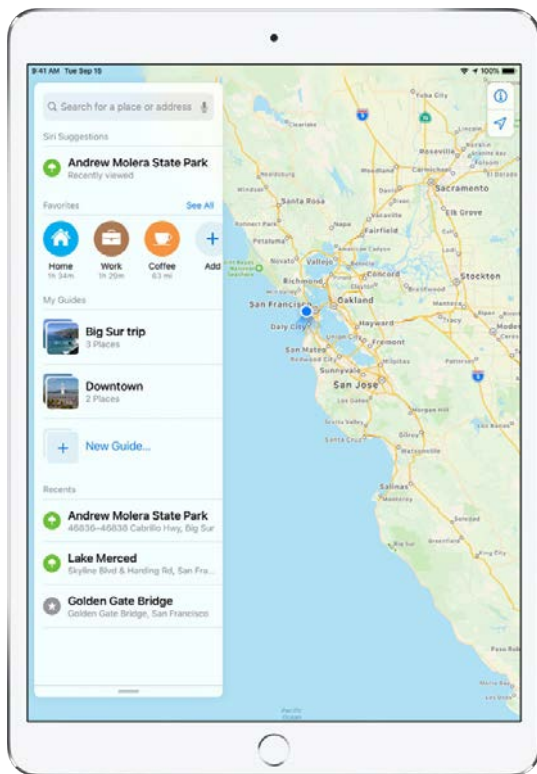
Organize places in My Guides in Maps on iPad

In the Maps app , you can organize places into your own guides for easy reference. For example, you can add destinations for an upcoming vacation into a guide named *Summer Road Trip*. You can quickly get to your guides from the search card, below Favorites, and you can share your guides with others.

Create a guide

Swipe down from the bottom of the search card, then do one of the following:

- Tap New Guide, enter a name, then tap Create.
- When the New Guide button no longer appears, tap See All for the list of My Guides, tap  at the bottom of the list, enter a name, tap Create, then tap .



Add a place to a guide

1. Tap a location on a map or an item in a list of search results.
2. Tap “Save to,” then choose one of your guides.

You can also add Editors’ Picks and other Guides to My Guides, and you can add destinations from these to My Guides. See [Explore new places with Guides in Maps on iPad](#).

Share a guide

1. Swipe down from the bottom of the search card to show My Guides, then choose a guide.
2. Tap , then choose an option.

Edit a guide

1. Swipe down from the bottom of the search card to show My Guides, then choose a guide.
2. Tap Edit.

3. Do any of the following:

- *Select your own cover image:* Tap , then choose a photo from your library.
- *Rename the guide:* Tap the title.
- *Delete a place from the guide:* Tap the place, then tap Delete.
- *Add a place to another guide:* Tap the place, then tap Add To.
- *Change the sort order:* Tap Date Added, Name, or Distance, then choose an option.

4. Tap .

Get traffic and weather info in Maps on iPad

In the Maps app , you can view traffic conditions and find out about the weather.

Find out about traffic conditions

1. From map or satellite view, tap .

If you're in transit view, tap , then choose Map or Satellite.

2. Turn on Traffic, then tap .

Orange indicates slowdowns, and red indicates stop-and-go traffic.

3. To see an incident report, tap an incident marker (not available in all countries or regions).

Incident markers show information such as lane closures , road closures , road construction , accidents , and more.

Note: Traffic information is not available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).

Find out about the weather

Zoom in on a map until the weather icon appears in the lower-right corner; the icon shows the current conditions for that area. In some regions, the air quality index also appears in the lower-right corner.

To see the hourly forecast, touch and hold the weather icon. Tap the hourly forecast to see a multiday forecast in Safari.

If you don't want to see the weather information or the air quality index in Maps, go to Settings  > Maps, then turn off Weather Conditions or Air Quality Index.

Delete significant locations on iPad

The Maps app 🗺️ keeps track of the places you recently visited, as well as when and how often you visited them. Maps uses this information to provide you with personalized services like predictive traffic routing. You can delete this information.

Note: Significant locations are end-to-end encrypted and cannot be read by Apple.

-
1. Go to Settings  > Privacy > Location Services > System Services, then tap Significant Locations.
 2. Do one of the following:
 - *Delete a single location:* Tap the location, tap Edit, then tap .
 - *Delete all locations:* Tap Clear History. This action clears all your significant locations on any devices that are signed in with the same Apple ID.
-

Take tours

Look around streets in Maps on iPad

You can view cities in the Maps app 🗺️ in an interactive 3D experience that lets you pan 360 degrees and move through the streets.

-
1. In select cities, tap  on a map or information card.
 2. To change the view, do any of the following:
 - *Pan:* Drag a finger left or right.
 - *Move forward:* Tap the scene.
 - *Zoom in or out:* Pinch open or closed.
 - *View another point of interest:* Tap elsewhere on the map.
 - *Switch to or from full-screen view:* Tap  or .
 - *Hide labels in full-screen view:* Tap the address card at the upper left, then tap .

If an information card appears in the upper left, tap  to show the address card.

3. When finished, tap Done.



Note: Look Around is available in select cities. See the [iOS and iPadOS Feature Availability website](#).

Take Flyover tours in Maps on iPad

In the Maps app , you can fly over many of the world's major landmarks and cities. Flyover landmarks are identified by the Flyover button on their information cards. Flyover cities are indicated by  next to their names in map view.

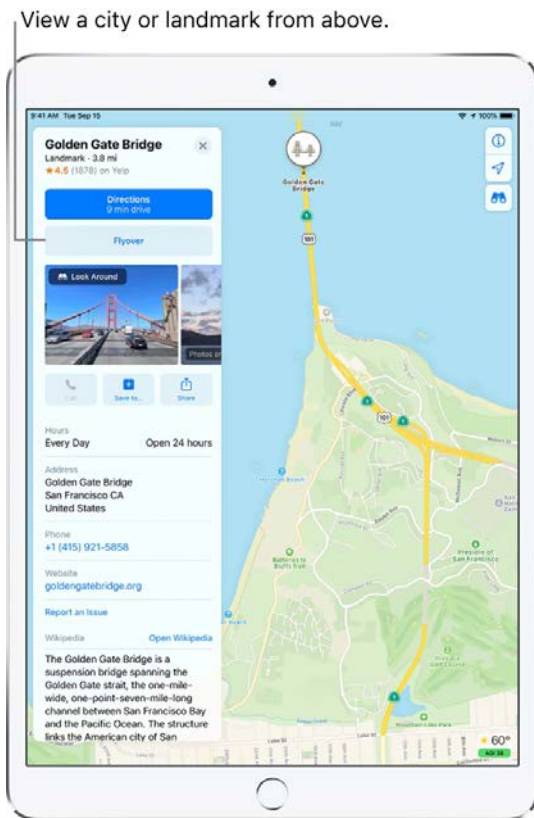
View a city or landmark from above

On supported models, move the iPad screen to seemingly fly over a city or landmark.

1. Tap the name of a city (in map or satellite view) or the name of a landmark.

If you don't see  markers for cities, zoom out, or if you're using transit view, tap , then choose Map or Satellite.

2. Tap Flyover on the information card.



3. Do any of the following:
 - *Change viewing direction:* Point or tilt iPad in the direction you want to view.
 - *Move around:* Drag a finger in any direction. To rotate perspective, touch and hold the screen with one finger, then continue holding it in place while you drag another finger around it.
 - *Watch an aerial 3D tour:* Tap Start Tour or Start City Tour in the card at the bottom of the screen. (If you don't see the card, tap anywhere on the screen.)
4. To return to the map, tap  in the card at the bottom of the screen (tap anywhere on the screen if you don't see .

Watch an aerial 3D tour

On iPad mini 4, take a Flyover tour of a city or landmark.

1. Tap the name of a city (in map or satellite view) or the name of a landmark.
 2. Tap Flyover Tour on the information card.
 3. To return to the map, tap .
-

Note: For a list of sites with Flyover, see the [iOS and iPadOS Feature Availability website](#).

Get directions

Use Siri, Maps, and the Maps widget to get directions on iPad

You can get travel directions in the Maps  app in several ways.

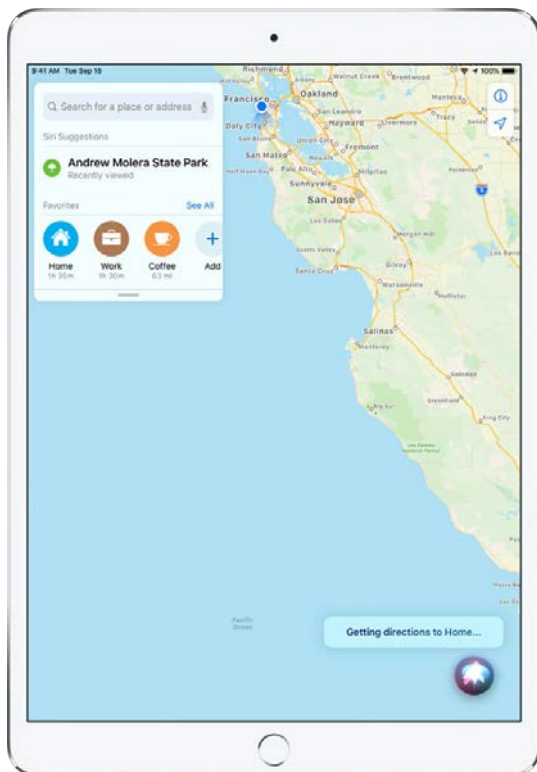
Ask Siri for directions

 Ask Siri. Say something like:

- “Get directions to the nearest coffee shop”
- “Find a charging station”
- “Give me directions home”

[Learn how to ask Siri](#)

 **Tip:** To use “home” or “work” when searching in Maps or asking Siri, add your home and work addresses to your My Info card in Contacts. See [Add your contact info on iPad](#).

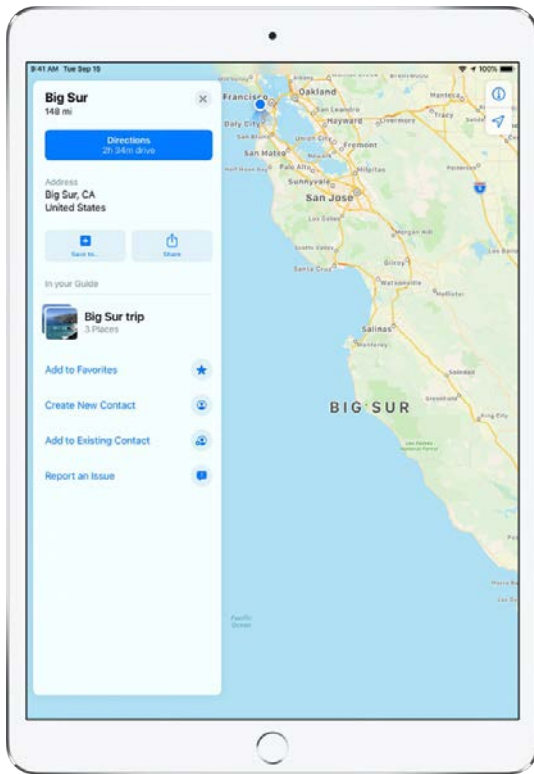


Tap for directions in Maps

1. Do one of the following:

- Tap a destination (for example, a landmark on a map, a spot that you marked with a pin, or a search result in Maps).
- Touch and hold any spot on the map.

2. Tap Directions on the information card.



Use the Maps widget

To quickly get directions to a likely destination from the Home screen or Today View, use the Maps widget.



See [Add widgets to the iPad Home Screen](#).

To get directions, iPad must be connected to the internet. (On Wi-Fi + Cellular models, cellular data rates may apply. See [View or change cellular settings on iPad](#).) To get directions involving your current location, Location Services must be on. (See [Control the location information you share on iPad](#).)

Choose your preferred type of travel in Maps on iPad

You can choose the default mode of transportation for getting directions in the Maps app .

-
1. Go to Settings  > Maps.
 2. Tap Driving, Walking, Transit, or Cycling (below Preferred Type of Travel).
-

Get driving directions from your current location in Maps on iPad

In the Maps app , you can get detailed driving directions to your destination.

Get directions for driving

 **Ask Siri.** Say something like: “Give me driving directions home.” If multiple routes appear, tap Go for the route you want. [Learn how to ask Siri](#).

Or without asking Siri, you can do the following:

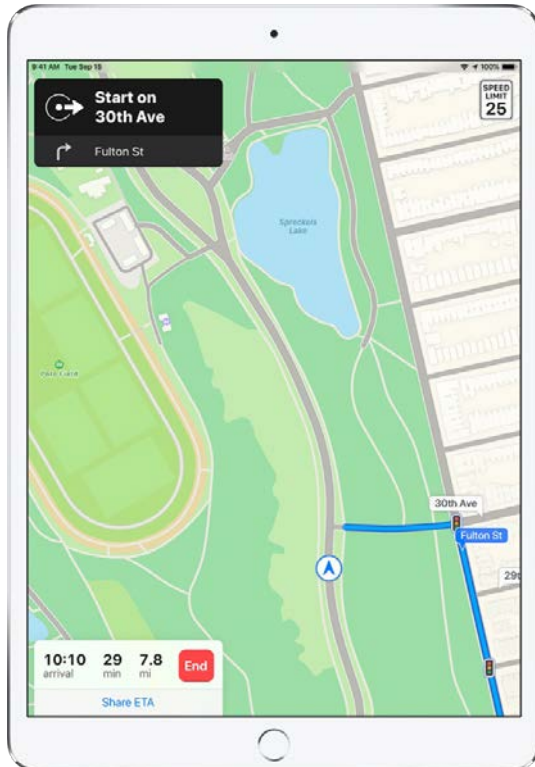
1. Tap your destination, such as a landmark on a map, or touch and hold any spot on the map.

2. Tap Directions, tap , then tap Go for the route you want.

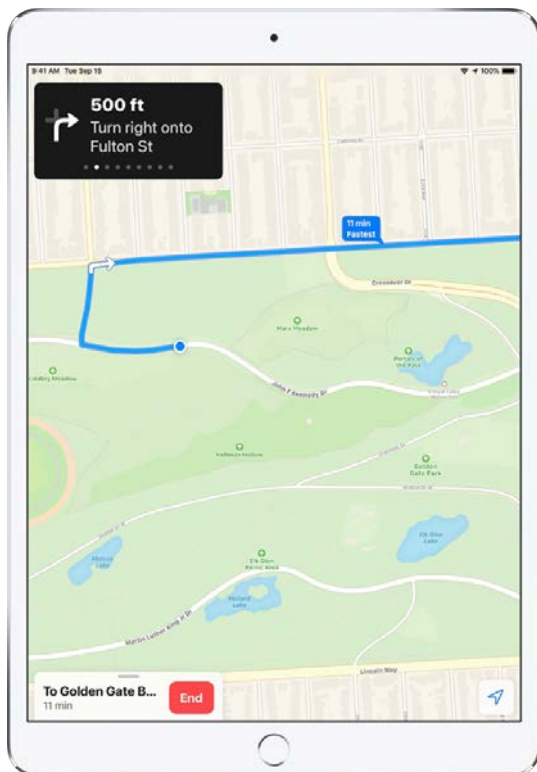
Note: Before you tap Go, you can [select other route options](#). For example, you can choose to avoid tolls or highways.

On Wi-Fi + Cellular models (with a cellular data plan and cellular data turned on in Settings  > Maps), Maps speaks turn-by-turn directions to your destination. You can [turn off voice directions](#) or change the volume.

Note: Turn-by-turn voice navigation is not available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).



On other iPad models, Maps shows turn directions in a banner at the top left. To see the next direction, swipe left on the banner.



To end directions at any time, tap End, or say something to Siri like “Stop navigating.”

Note: You can also see an overview map of your route or the entire list of driving directions. See [See an overview of your route or its directions in a list in Maps on iPad](#).

Share your ETA (Wi-Fi + Cellular models)

As you follow turn-by-turn driving directions, you can let others know your estimated time of arrival (ETA).

 **Ask Siri.** Say something like: “Share my ETA.” [Learn how to ask Siri.](#)

Or without asking Siri, you can do the following:

1. With turn-by-turn directions showing, tap the route card, then tap Share ETA.
2. Choose one or more suggested contacts, or tap Contacts to find a contact.
3. You can do the following during your trip:
 - *Stop sending ETA information:* Tap Sharing ETA at the bottom of the screen, then choose a contact.
 - *Replace the Sharing ETA card with the route card:* Tap  on the Sharing ETA card.

People using devices with iOS 13.1, iPadOS 13.1, or later receive a Maps notification with your ETA, and they can track your progress in Maps. People using devices with earlier versions receive the notification through iMessage. People using other mobile devices receive an SMS message.

Note: Standard carrier data and text rates may apply.

To disable Share ETA, go to Settings  > Maps > Navigation & Guidance, then turn off Share ETA.

Show or hide the compass or the speed limit (Wi-Fi + Cellular models)

Go to Settings  > Maps, tap Driving (below Directions), then turn Compass or Speed Limit on or off.

Get cycling directions from your current location in Maps on iPad

In the Maps app , you can get detailed cycling directions. Maps offers routes on bike paths, bike lanes, and bike-friendly roads when they're available. You can preview the elevation for your ride, check how busy a road is, and choose a route that best avoids hills.

On Wi-Fi + Cellular models, Maps speaks cycling-specific directions for turns and maneuvers. If you use AirPods Pro, you can [turn on transparency mode](#) to hear sounds around you even while wearing both earphones. (AirPods Pro are available separately.)

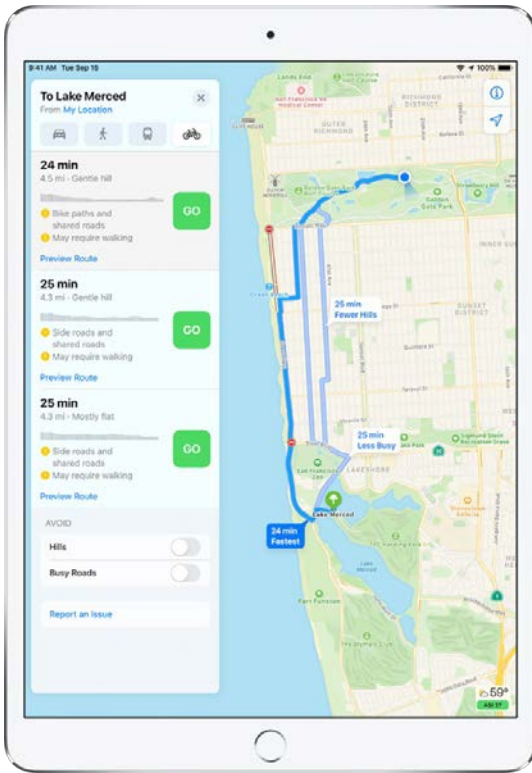
Note: Cycling directions are available in select areas, including the San Francisco Bay Area, Los Angeles, New York City, and multiple cities in China. Features vary by country and region. See the [iOS and iPadOS Feature Availability website](#).

1. Do one of the following:

- Say something like “Hey Siri, give me cycling directions home.” [Learn how to ask Siri](#).
- Tap your destination (such as a landmark on a map), tap Directions, then tap .
- Touch and hold any spot on the map, tap Directions, then tap .

2. Tap Go for the route you want.

Note: Before you tap Go, you can [select other route options](#). For example, you can choose to avoid hills or busy roads.



To see upcoming directions (Wi-Fi only models), swipe left on the banner at the top of the screen.

To end the directions at any time, tap End, or say something like “Hey Siri, stop navigating.”

Note: You can also [see an overview map of your route](#) or all of its directions in a list.

Find places to stop in Maps on iPad (Cellular models)

You can get directions to food, services, and more while following your driving or cycling route in the Maps app  (Cellular models).

1. With turn-by-turn directions showing, tap the route card at the bottom of the screen.
2. Tap one of the nearby suggestions (such as Charging Stations or Breakfast), then tap Go.
3. To get directions again to your original destination, tap Resume Route at the top of the screen.

Get walking directions from your current location in Maps on iPad

In the Maps app , you can get detailed walking directions to your destination.

To hear turn-by-turn directions (Wi-Fi + Cellular models), place an earphone connected to your iPad into your ear. If you use AirPods Pro, you can [turn on transparency mode](#) to hear sounds around you even while wearing both earphones. (AirPods Pro are available separately.)

1. Do one of the following:

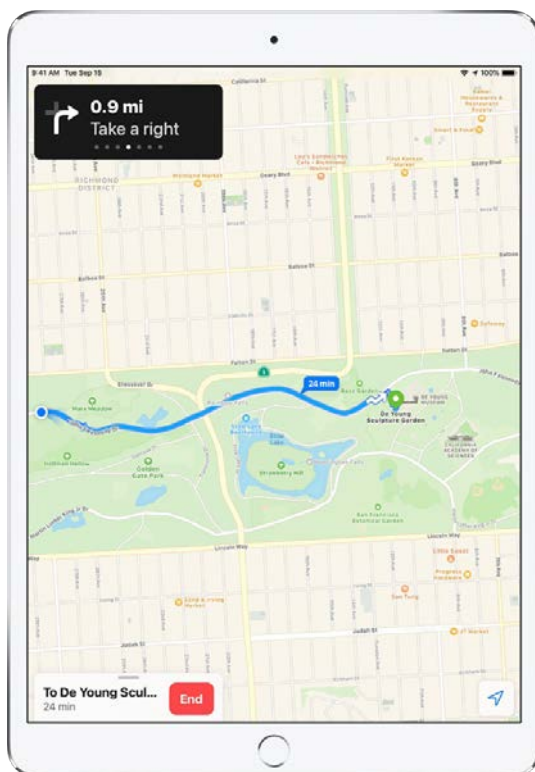
- Say something like “Hey Siri, give me walking directions home.” [Learn how to ask Siri.](#)
- Tap your destination (such as a landmark on a map), tap Directions, then tap .
- Touch and hold any spot on the map, tap Directions, then tap .

2. Tap Go for the route you want.

Note: Before you tap Go, you can [select other route options](#). For example, you can get transit or cycling directions.

3. To see upcoming directions, swipe left on the banner at the top of the screen.

To end the directions at any time, tap End, or say something like “Hey Siri, stop navigating.”



Note: You can also [see an overview map of your route](#) or a list of all of its directions.

Get transit directions from your current location in Maps on iPad

In the Maps app 🗺️, you can get detailed transit directions to your destination.

1. Do one of the following:

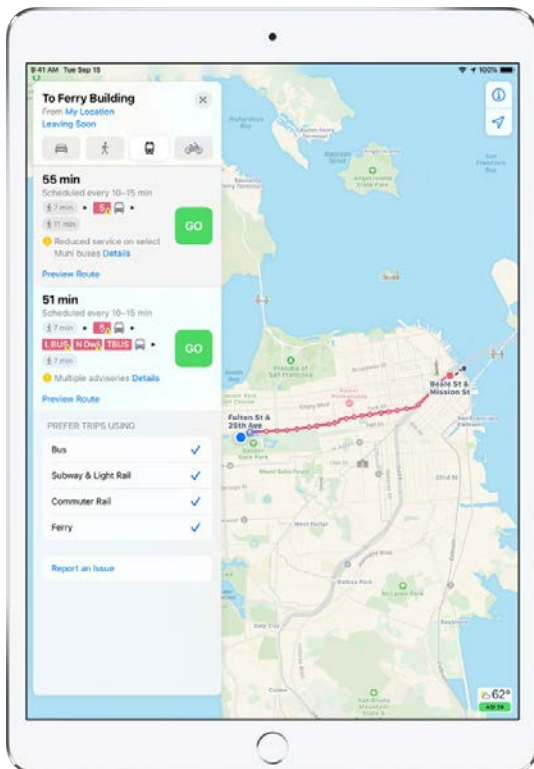
- Say something like “Hey Siri, give me transit directions to Twin Lakes Beach.” [Learn how to ask Siri.](#)
- Tap your destination (such as a landmark on a map), tap Directions, then tap 🚗.
- Touch and hold any spot on the map, tap Directions, then tap 🚗.

2. To choose a transit time or date, tap Leaving Soon (near the top of the route card), then select a time or date for departure or arrival.

3. To select which transit vehicles you prefer, tap the route card, scroll to the bottom, then choose an option.

4. Tap Go for the route you want.

Note: Before you tap Go, you can [select other route options](#). For example, you can get walking or cycling directions.



Do any of the following during your trip:

- *See upcoming directions:* Swipe left on the banner at the top of the screen.
- *View and share the directions in a list:* Tap the route card at the bottom of the screen, then tap Details. To share the list of directions, scroll to the bottom of the route card, then tap Share.
- *See the route overview:* Tap the route card at the bottom of the screen, then tap Overview. To see more detail, tap the route card, then tap Zoom In.
- *Add a stop to Favorites:* See [Add a place to your favorites](#).
- *End directions at any time:* Tap End, or say something like “Hey Siri, stop navigating.”

Note: In select cities, Maps provides public transportation information, which includes walking directions to a bus stop or train station. See the [iOS and iPadOS Feature Availability website](#). If transit route information is unavailable, tap View Routing Apps to use an app for other modes of transportation.

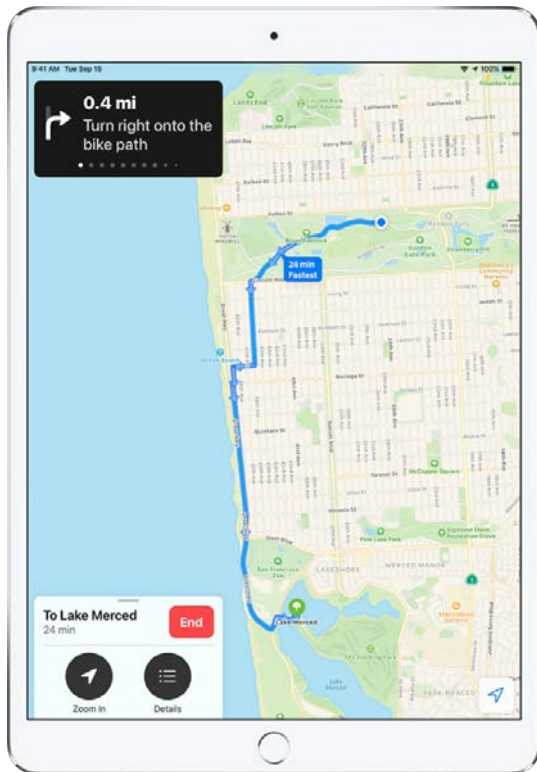
See an overview of your route or its directions in a list in Maps on iPad

You can see an overview map of your route or a list of its detailed directions in the Maps app .

See an overview of your route (Wi-Fi only models)

1. Tap the route card at the bottom of the screen.
2. Tap Overview.

To see more detail, tap the route card, then tap Zoom In.



See an overview of your walking or transit route (Wi-Fi + Cellular models)

With walking or transit directions showing, tap the route card at the bottom of the screen, then tap Overview.

To return to turn-by-turn directions, tap the route card, then tap “Turn-by-turn” (for a walking route) or Zoom In (for a transit route).

See an overview of your driving or cycling route (Wi-Fi + Cellular models)

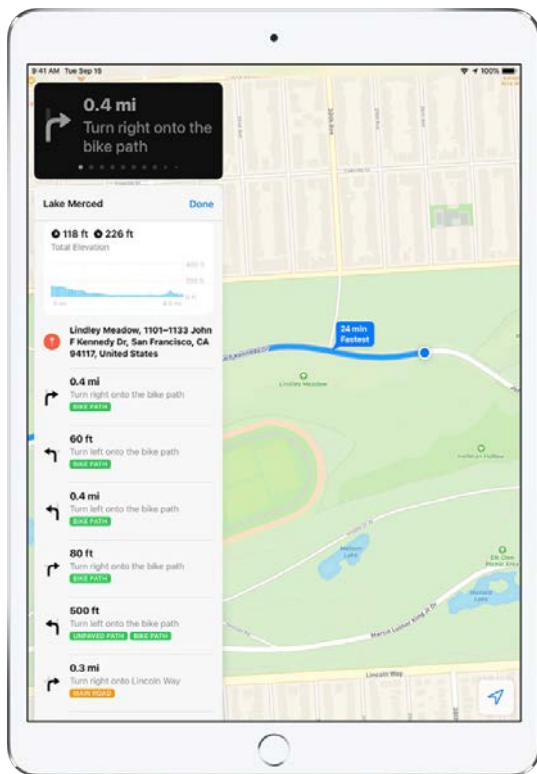
With turn-by-turn driving or cycling directions showing, tap the banner at the top of the screen, then do either of the following:

- *Switch between showing north or your destination at the top of the screen.* Tap the map, then tap .
 - *Return to turn-by-turn directions:* Tap the turn direction in the upper-left corner of the screen.
-

See all directions in a list

Tap the route card at the bottom of the screen, then tap Details.

To view the map again, tap Done.



Change audio settings for turn-by-turn directions in Maps on iPad (Wi-Fi + Cellular models)

For driving, walking, and cycling routes, you can turn off the voice for spoken directions or change its volume in the Maps app . You can also change whether to automatically pause spoken audio, like podcasts and audio books, when directions are spoken (Wi-Fi + Cellular models).

Turn off voice directions or change the volume

Go to Settings  > Maps > Navigation & Guidance, then choose an option (below Navigation Voice Volume).

Change whether to pause spoken audio for voice directions

Go to Settings  > Maps > Navigation & Guidance, then turn Pause Spoken Audio on or off.

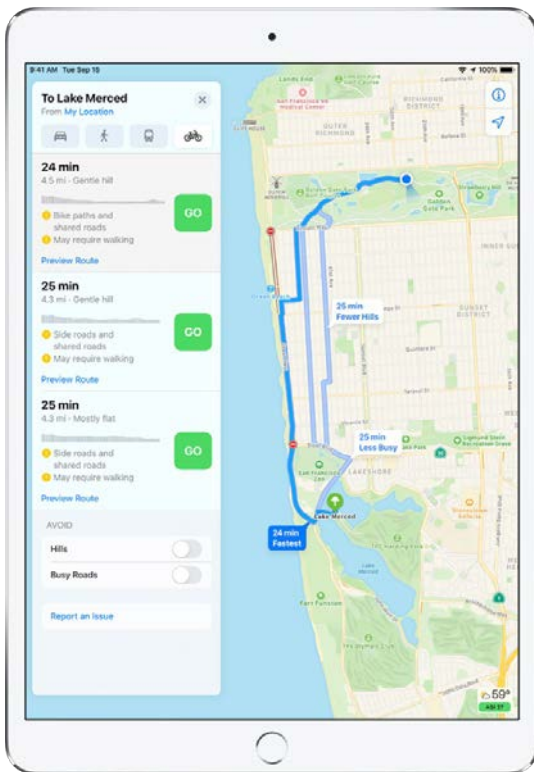
Select other route options in Maps on iPad

With a route showing in the Maps app , you can select various options before you tap Go.

- *Choose an alternate route:* If alternate routes appear, you can tap one on the map to take it (or tap Go next to its description in the route card).

For example, you might be able to choose an alternate driving route that avoids tolls or restrictions or a cycling route that avoids hills.

- *Switch to a driving, walking, cycling, or transit route:* Tap , , , or .
- *Avoid tolls or highways:* With a driving route showing, tap the route card, scroll to the bottom of the route card, then turn on an option.
- *Avoid hills or busy roads:* With a cycling route showing, swipe the route card up, scroll to the bottom of the list, then turn on an option.



- *Reverse the starting point and destination:* Tap My Location (near the top of the route card), then tap .
- *Choose a different starting point or destination:* Tap My Location, tap either the From or To field, then enter a different location.

Get directions between any two locations in Maps on iPad

You can get directions and estimated travel times between locations other than your current location in the Maps app .

-
1. Do one of the following:
 - Tap your destination (such as a landmark on a map), then tap Directions.
 - Touch and hold any spot on the map, then tap Directions.
 2. To choose your mode of travel, tap a button, such as  or .
 3. To reverse the starting point and destination, tap My Location (near the top of the route card), tap , then tap Route.
 4. To choose a different starting point or destination, tap My Location, tap either the From or To field, enter a different location, then tap Route.
 5. Tap Go for the route you want.
 6. Do any of the following:
 - *See upcoming directions:* Swipe left on the banner at the top of the screen.
 - *View and share the directions in a list:* Tap the route card at the bottom of the screen, then tap Details. To share the list of directions, scroll to the bottom of the route card, then tap Share.
 - *See the route overview:* Tap the route card, then tap Overview. To see more detail again, tap the route card, then tap Zoom In.
 7. When you're finished, tap End, or say something like "Hey Siri, Stop navigating."
-

Delete recently viewed directions in Maps on iPad

You can delete directions that you recently viewed in the Maps app .

Swipe up from the top of the search card to see Recently Viewed, then swipe a recent route left. Or tap See All directly above the list, then do one of the following:

- *Delete a group of routes:* Tap Clear above the group.
- *Delete a single route:* Swipe the route left.

See also [Delete significant locations on iPad](#).

Use Maps on your Mac to get directions for iPad

You can get directions on a Mac (OS X 10.9 or later) and send them to your iPad. You must be signed in with the same Apple ID on both your Mac and your iPad.

Note: Maps on your Mac doesn't support EV routing.

-
1. In Maps on your Mac, find a route for your trip.

2. Choose File > Share > Send to [your device].

You can also use Handoff to send directions from iPad to Mac. See [Hand off tasks between iPad and your Mac](#).

Help improve Maps on iPad

To report a missing location, an incorrect label, or other issue in the Maps app 🗺️, tap ⓘ in the upper-right corner of the map, then tap Report an Issue.

Measure

Measure dimensions with iPad

On supported models, use the Measure app 📏 and your iPad camera to measure nearby objects and surfaces—you can manually set the start and end points of a measurement, have iPad automatically detect the dimensions of rectangular objects, and more.



For best results, use Measure on well-defined objects located 0.5 to 3 meters (2 to 10 feet) from iPad.

Note: Measurements are approximate.

Start a measurement

1. Open Measure , then use the iPad camera to slowly scan nearby objects.
2. Position iPad so that the object you want to measure appears on the screen.

Note: For your privacy, when you use Measure to take measurements, a green dot appears at the top of the screen to indicate your camera is in use.

Take an automatic rectangle measurement

1. When iPad detects the edges of a rectangular object, a box frames the object; tap the box to see the dimensions.
 2. To take a photo of your measurement, tap .
-

Take a manual measurement

1. Align the dot at the center of the screen with the point where you want to start measuring, then tap .
 2. Slowly pan iPad to the end point, then tap  to see the measured length.
 3. To take a photo of your measurement, tap .
 4. Take another measurement, or tap Clear to start over.
-

Use edge guides

On iPad Pro 11-inch (2nd generation) and iPad Pro 12.9-inch (4th generation), you can easily and precisely measure the heights and straight edges of furniture, countertops, and other objects using guide lines that appear automatically.

1. Position the dot at the center of the screen along the straight edge of an object until a guide appears.
 2. Tap  where you want to begin measuring.
 3. Slowly pan along the guide, then tap  at the endpoint to see the measured length.
 4. To take a photo of your measurement, tap .
-

Use Ruler view

On iPad Pro 11-inch (2nd generation) and iPad Pro 12.9-inch (4th generation), you can see more detail in your measurements with ruler view.

1. After measuring the distance between two points, move iPad closer to the measurement line until it transforms into a ruler, showing incremental inches and feet.
 2. To take a photo of your measurement, tap .
-

View and save measurements on iPad

In the Measure app  on iPad Pro 11-inch (2nd generation) and iPad Pro 12.9-inch (4th generation), you can save a list of all the measurements you take in a single session, complete with screen shots, so you can easily share and access them whenever you need them.

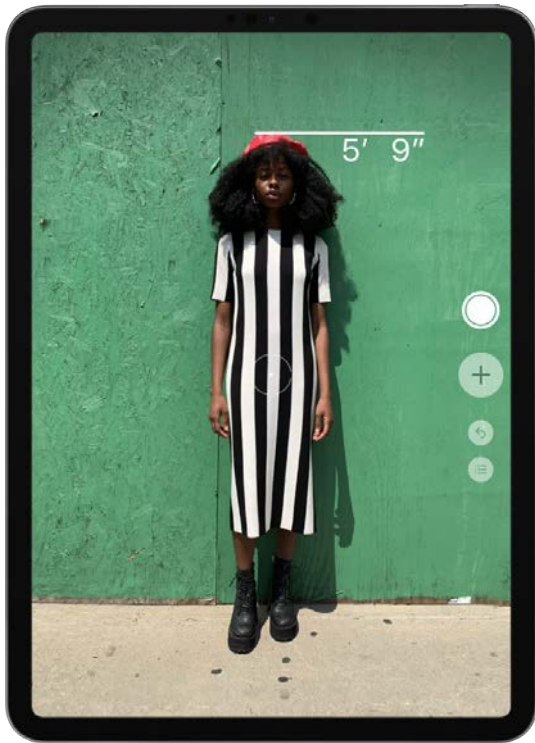
1. Tap  to see a list of your recent measurements.

Swipe up from the top of the list to see more measurements.

2. To save the measurements, tap Copy, open another app (for example, Notes), tap in a document, then tap Paste.
-

Measure a person's height with iPad

On iPad Pro 11-inch (2nd generation) and iPad Pro 12.9-inch (4th generation), you can use the Measure app  to instantly measure a person's height from the floor to the top of their head, hair, or hat.



1. Position iPad so that the person you want to measure appears on the screen from head to toe.

A line appears at the top of the person's head (or hair, or hat), with the height measurement showing just below the line.

2. To take a photo of your measurement, tap .
3. To save the photo, tap the screenshot in the lower-left corner, tap Done, then choose Save to Photos or Save to Files.

Messages

Set up Messages on iPad

In the Messages app , you can send text messages as SMS/MMS messages through your cellular service, or with iMessage over Wi-Fi or cellular service to people who use iPhone, iPad, iPod touch, or a Mac. Texts you send and receive using iMessage don't count against your SMS/MMS allowances in your cellular messaging plan, but cellular data rates may apply.

iMessage texts can include photos, videos, and other info. You can see when other people are typing, and send read receipts to let them know when you've read their messages. For security, messages sent using iMessage are encrypted before they're sent.

iMessage texts appear in blue bubbles, and SMS/MMS texts appear in green bubbles. See the Apple Support article [About iMessage and SMS/MMS](#).

Sign in to iMessage

1. Go to Settings  > Messages.
 2. Turn on iMessage.
-

Sign in to iMessage on your Mac and other Apple devices using the same Apple ID

If you sign in to iMessage with the same Apple ID on all your devices, all the messages that you send and receive on iPad also appear on your other Apple devices. Send a message from whichever device is closest to you, or [use Handoff](#) to start a conversation on one device and continue it on another.

1. On iPhone, iPad, or iPod touch, go to Settings  > Messages, then turn on iMessage.
2. On your Mac, open Messages, then do one of the following:
 - If you're signing in for the first time, enter your Apple ID and password, then click Sign In.
 - If you signed in before and want to use a different Apple ID, choose Messages > Preferences, click iMessage, then click Sign Out.

With Continuity, you can send and receive SMS/MMS messages on iPad using the cellular connection on your iPhone. See the Apple Support article [Use Continuity to connect your Mac, iPhone, iPad, iPod touch, and Apple Watch](#).

Use Messages in iCloud

Go to Settings  > [your name] > iCloud, then turn on Messages (if it's not already turned on).

Every message you send and receive on your iPad is saved in iCloud. And, when you sign in with the same Apple ID on a new device that also has Messages in iCloud turned on, all your conversations show up there automatically.

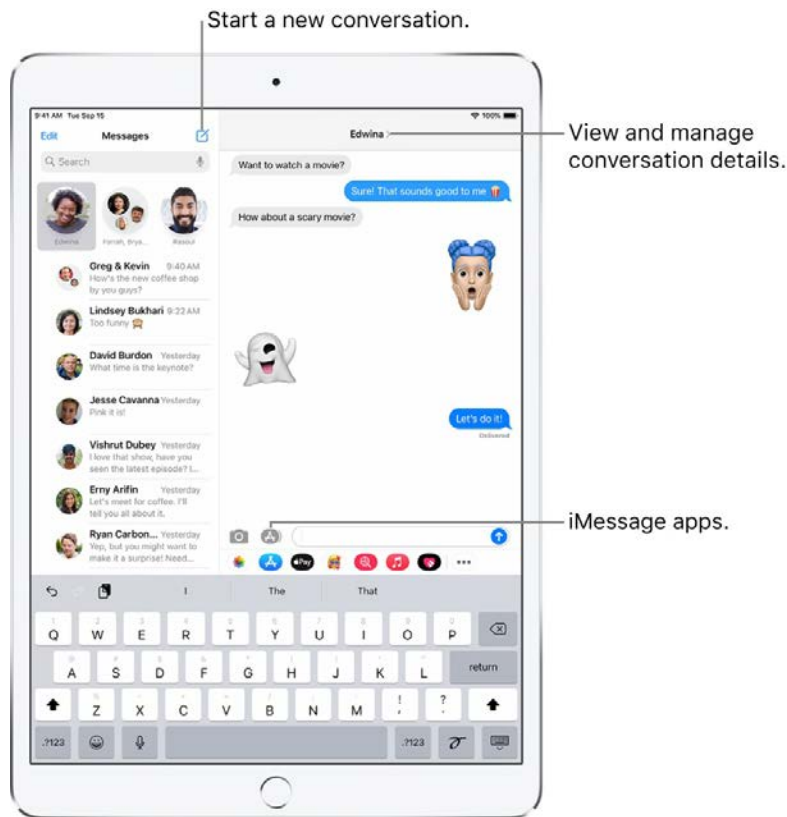
Because your messages and any attachments are stored in iCloud, you may have more free space on your iPad when you need it. Message bubbles, whole conversations, and attachments you delete from iPad are also deleted from your other Apple devices (iOS 11.4, iPadOS 13, macOS 10.13.5, or later) where Messages in iCloud is turned on.

See the Apple Support article [Keep all your messages in iCloud](#).

Note: Messages in iCloud uses iCloud storage. See [Manage Apple ID and iCloud settings on iPad](#) for information about iCloud storage.

Send and receive text messages on iPad

Use the Messages app  to send and receive texts, photos, videos, and audio messages. You can also personalize your messages with animated effects, Memoji stickers, iMessage apps, and more.



Send a message

You can send a text message to one or more people.

1. Tap  at the top of the screen to start a new message, or tap an existing message.
2. Enter the phone number, contact name, or Apple ID of each recipient. Or, tap , then choose contacts.
3. Tap the text field, type your message, then tap  to send.
 - A blue send button indicates the message will be sent with iMessage; a green send button indicates the message will be sent with SMS/MMS, or your cellular service.
 - An alert  appears if a message can't be sent. Tap the alert to try sending the message again.

 **Tip:** To see what time a message was sent or received, drag the message bubble to the left.

To view conversation details, tap the name or phone number at the top of the screen, then tap ⓘ. You can tap the contact to edit the contact card, share your location, view attachments, leave a group conversation, and more.

Reply to a message

 **Ask Siri.** Say something like:

- “Send a message to Eliza saying how about tomorrow”
- “Read my last message from Bob”
- “Reply that’s great news”

[Learn how to ask Siri](#)

 **Tip:** When you wear AirPods Pro, AirPods (2nd generation), or other supported headphones, Siri can read your incoming messages, and you can speak a reply for Siri to send (iPadOS 13.2 or later). See [Listen and respond to messages](#).

Or do the following:

1. In the Messages list, tap the conversation that you want to reply to.

To search for contacts and content in conversations, pull down the Messages list and enter what you’re looking for in the search field. Or, choose from the suggested contacts, links, photos, and more.

2. Tap the text field, then type your message.

 **Tip:** To replace text with emoji, tap 😊 or 🌐, then tap each highlighted word.

3. Tap ➦ to send your message.

You can quickly reply to a messages with a Tapback expression (for example, a thumbs up or a heart). Double-tap the message bubble that you want to respond to, then select a Tapback.

Pin a conversation

You can pin specific conversations to the top of the Messages list so the people you contact most always come first in the list.

To pin a conversation in the Messages list:

- Swipe right on a conversation and tap 📌.
 - You can also touch and hold a conversation, then drag it to the top of the list.
-

Unpin a conversation

You can unpin specific conversations at the top of the Messages list.

To unpin a conversation in the Messages list:

- Touch and hold a conversation, then drag the message to the bottom of the list.
 - You can also touch and hold a conversation, then tap .
-

Share your name and photo

In Messages, you can share your name and photo when you start or respond to a new message. Your photo can be a Memoji or custom image. When you open Messages for the first time, follow the instructions on your iPad to choose your name and photo.

To change your name, photo, or sharing options, open Messages, tap , tap Edit Name and Photo, then do any of the following:

- *Change your profile image:* Tap Edit, then choose an option.
- *Change your name:* Tap the text fields where your name appears.
- *Turn sharing on or off:* Tap the button next to Name and Photo Sharing (green indicates that it's on).
- *Change who can see your profile:* Tap an option below Share Automatically (Name and Photo Sharing must be turned on).

Your Messages name and photo can also be used for your Apple ID and My Card in Contacts.

Switch from a Messages conversation to a FaceTime or audio call

In a Messages conversation, you can initiate a FaceTime or audio call with the person you're chatting with in Messages.

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

Send messages a group or business on iPad

Use the Messages app  to send photos, videos, and audio messages to groups of people. You can also send a message to a business using business chat.

Reply to a specific message in a conversation

You can respond to a specific message inline to improve clarity and help keep conversations organized.

1. In a conversation, double tap (or touch and hold) a message, then tap .
2. Write your response, then tap .

Mention people in conversations

You can mention other people in a conversation to call their attention to a specific message. Depending on their settings, this can notify them even if they have muted the conversation.

1. In a conversation, begin typing a contact's name in the text field.
2. Tap the contact's name when it appears.

You can also mention a contact in Messages by typing @ followed by the contact's name.

To change your notification settings when you're mentioned in Messages, go to Settings  > Messages > Notify Me.

Note: To change your notification settings for when you're mentioned in Messages, go to Settings  > Messages > Notify Me.

Change a group name and photo

The photo used for group conversations includes all participants and changes based on who was recently active. You can also assign a personalized photo to the group conversation.

Tap the name or number at the top of the conversation, tap  at the top right, select Change Name and Photo, then choose an option.

Use Business Chat

In Messages, you can communicate with businesses that offer Business Chat. You can get answers to questions, resolve issues, get advice on what to buy, make purchases with Apple Pay, and more.

1. Search for the business you want to chat with using Maps, Safari, Search, or Siri.
2. Start a conversation by tapping a chat link in the search results—for example, , the company logo, or a text link (the appearance of the chat link varies with the context).

You can also initiate a chat with some businesses from their website or app. See the Apple Support article [How to use Business Chat](#).

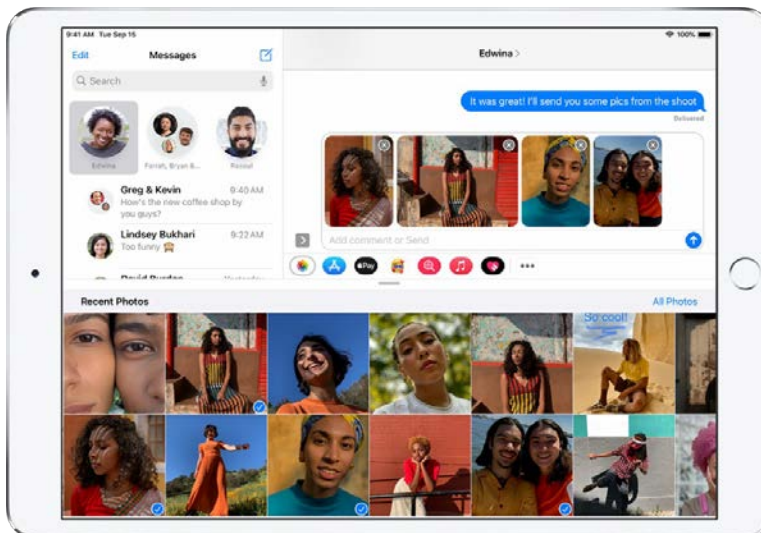
Note: Business Chat messages you send appear in dark gray, to distinguish them from messages sent using iMessage (in blue) and SMS/MMS messages (in green).

Send photos, videos, and audio messages on iPad

In the Messages app , you can send messages with photos, videos, and audio using the iMessage or SMS/MMS service (WiFi + Cellular models). You can also share, save, or print attachments. Your carrier may set size limits for attachments; iPad may compress photo and video attachments when necessary.

Send a photo or video

1. In Messages, do any of the following while writing a message:
 - *Take a photo within Messages:* Tap , frame the shot in the viewfinder, then tap .
 - *Take a video within Messages:* Tap , choose Video mode, then tap .
 - *Choose an existing photo or video:* Tap  in the app drawer, then swipe left to browse through recent shots, or tap All Photos.
2. Tap  to send your message or  to cancel.



Mark up or edit a photo

You can mark up or edit a photo before you send it in a Messages conversation.

1. Tap  in the app drawer, then choose a photo.

2. Tap the photo in the message bubble, then do any of the following:
 - Tap Markup, [use the markup tools](#) to draw on the photo, then tap Save.
 - Tap Edit, [use the photo editing tools](#) to edit the photo, then tap Done.
 3. Tap Done, add a message, then tap  to send the photo, or tap  to remove the photo from the message bubble.
-

Add camera effects to a photo or video

On supported models, when you take a photo or video in a conversation, you can add camera effects to it—such as filters, stickers, labels, and shapes.

1. Tap , then choose Photo or Video mode.
 2. Tap , then do any of the following:
 - Tap , then choose a filter to apply to your picture.
 - Tap  to add a text label, or  to add a shape.
 - Tap  to add a Memoji, or  to add an Emoji sticker.
 3. Tap  to close the effect window.
 4. Tap  to take a photo or  to record video.
 5. Tap Done to add the photo or video to the message bubble, where you can add a message, or tap  to send the photo or video directly.
-

Send an audio message

1. In a conversation, touch and hold  to record an audio message.
2. Tap  to listen to your message before you send it.
3. Tap  to send the message or  to cancel.

Note: To save space, iPad automatically deletes audio messages two minutes after you listen to them, unless you tap Keep. To always keep audio messages, go to Settings  > Messages > Expire (below Audio Messages), then tap Never.

Share, save, print, copy, or delete a message or attachment

In a conversation, do any of the following with attachments:

- *Share, save, or print an attachment:* Tap the attachment, then tap .

- *Copy an attachment:* Touch and hold the attachment, then tap Copy.
- *Share items from another app:* In the other app, tap Share or , then tap Messages.
- *Forward a message or attachment:* Touch and hold a message or attachment, tap More, select additional items if desired, then tap .
- *Delete a message or attachment:* Touch and hold a message or attachment, tap More, select additional items if desired, then tap .

Note: Attachments you send over iMessage (such as photos or videos) may be uploaded to Apple and encrypted so that no one but the sender and receiver can access them. To improve performance, your device may automatically upload attachments to Apple while you are composing an iMessage. If your message isn't sent, the attachments are deleted from the server after several days.

Send animated effects in Messages on iPad

In the Messages app , you can animate a single message with a bubble effect or fill the entire message screen with a full-screen effect (for example, balloons or confetti). You can even send a personal message with invisible ink that remains blurred until the recipient swipes to reveal it.

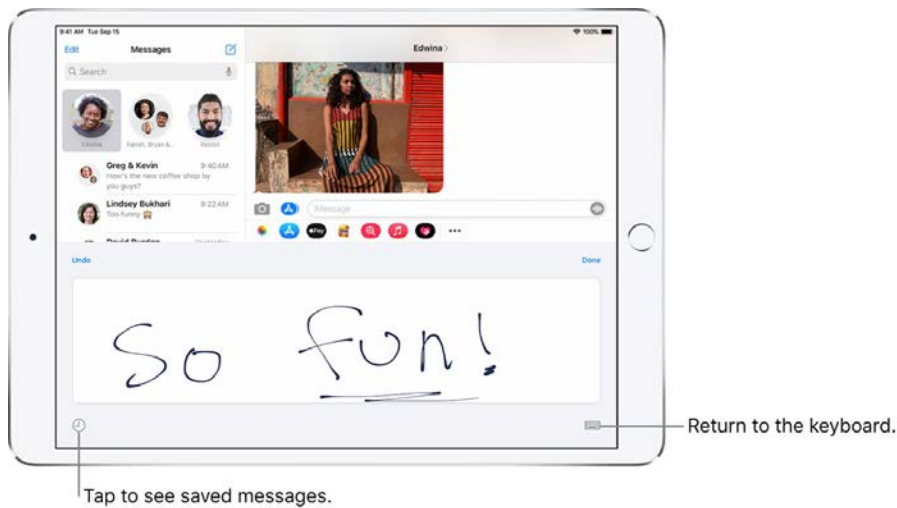
You need iMessage to send and receive message effects. See [About iMessage and SMS/MMS](#).

Create and send a handwritten message

Use your finger to write a message. The recipient sees the message animate, just as ink flows on paper.

1. In a conversation, rotate iPad to landscape orientation, then tap the text field.
2. Tap  on the keyboard.
3. Write a message with your finger or tap  to choose a saved message, then tap Done.

4. Tap  to send your message or  to cancel.



After you create and send a handwritten message, the message is saved. To see your saved messages, tap . Tap the message to use it again. To delete the saved message, touch and hold it until the messages jiggle, then tap .

Use a bubble effect

Use bubble effects to animate the message bubble.

1. In a new or existing conversation, type a message or insert a photo or Memoji.
2. Touch and hold , then tap the gray dots to preview different bubble effects.

 **Tip:** Want to send a personal message? When you use invisible ink, the message remains blurred until the recipient swipes to reveal it.

3. Tap  to send the message or  to cancel.



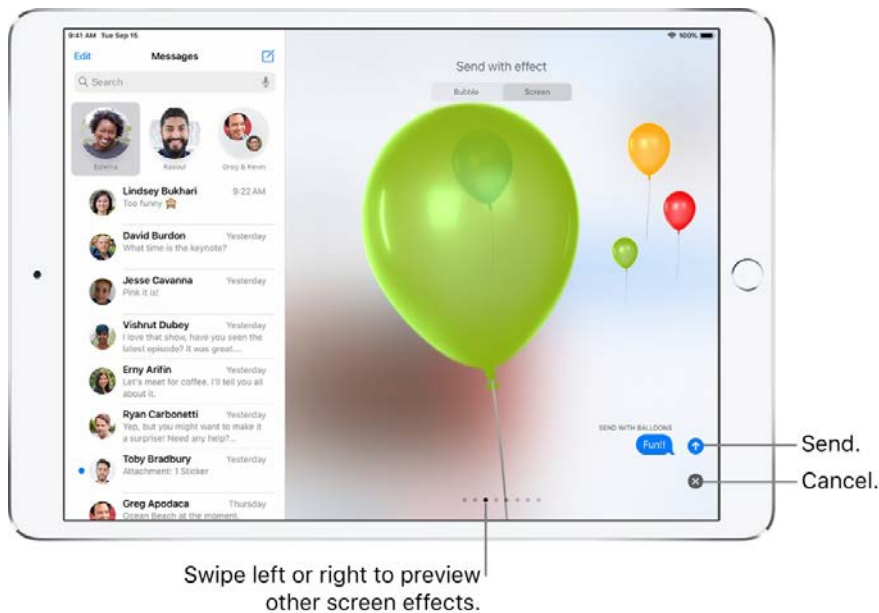
 **Tip:** Want to send a personal message? When you use invisible ink, the message remains blurred until the recipient swipes to reveal it.

Use a full-screen effect

Use full-screen effects to animate the message screen.

1. In a new or existing conversation, type a message or insert a photo or Memoji.
2. Touch and hold , then tap Screen.
3. Swipe left to preview different screen effects.

4. Tap  to send the message or  to cancel.

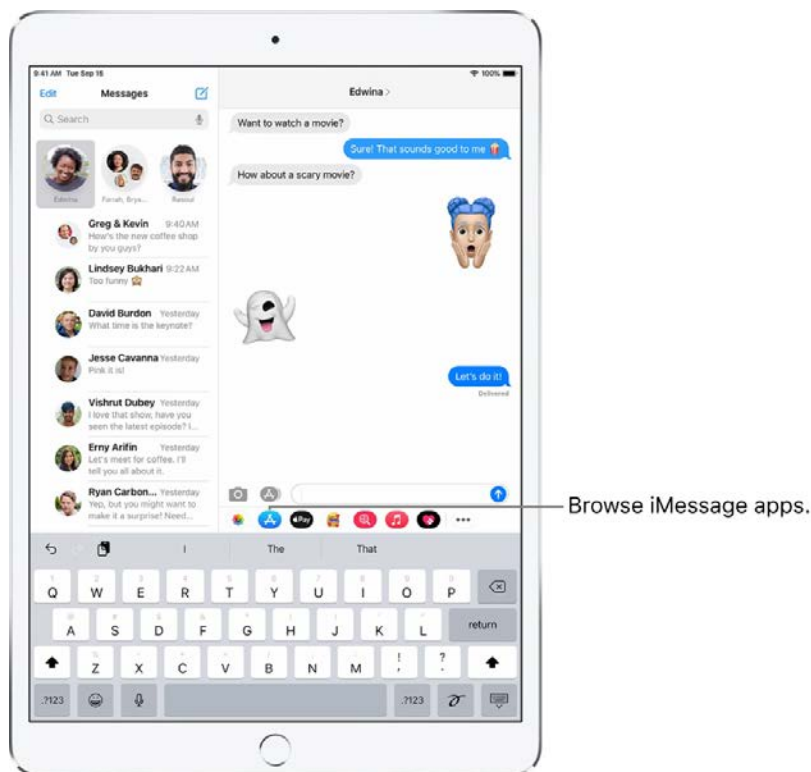


Messages automatically uses the following screen effects for specific text strings:

- Balloons for "Happy birthday"
- Confetti for "Congratulations"
- Fireworks for "Happy New Year"

Use iMessage apps in Messages on iPad

In the Messages app , you can decorate a conversation with stickers, play a game, share songs, and more—all through iMessage apps—without leaving Messages. You can expand your message options by downloading more iMessage apps from the App Store.



Browse and download iMessage apps

1. In a Messages conversation, tap  to open the iMessages App Store.
2. Tap an app to see more details and reviews, then tap the price to purchase an app or tap Get to download a free app.

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

Use an iMessage app

1. In a conversation, tap an iMessage app in the app drawer.
 2. Tap an item in the iMessage app to add it to a message bubble.
 3. Add a comment if you want, then tap  to send your message or  to cancel.
-

Decorate with stickers

If you've downloaded a sticker app from the App Store, you can enhance your photos and videos with stickers in Messages.

1. In a conversation, tap a sticker app in the app drawer.

2. Touch and hold a sticker, then drag it on top of a message in the conversation. Before you release it, you can do any of the following:
 - *Adjust the angle:* Rotate a second finger around the finger dragging the sticker.
 - *Adjust the size:* Move a second finger closer to or away from the finger dragging the sticker.

You can also place the sticker on top of another sticker, or on a photo.

To see text that's covered by a sticker, double-tap the sticker.

To see more information about the sticker, touch and hold the sticker, then tap Sticker Details. You can do the following:

- See who sent the sticker.
- View the iMessage app that sent the sticker.
- Delete the sticker—swipe left, then tap Delete.

Manage iMessage apps

1. Tap  in the app drawer.
2. Tap Edit, then do any of the following with your iMessage apps:
 - *Reorder apps:* Drag .
 - *Add an app to your Favorites:* Tap .
 - *Remove an app from your Favorites:* Tap .
 - *Hide an app:* Turn the app off.
 - *Delete an app:* Swipe left on the app, then tap Delete.

Use Memoji in Messages on iPad

Use the Messages app  to express yourself with personalized Memoji sticker packs that match your personality and mood. On models with a TrueDepth camera, you can send animated Memoji messages that record your voice and mirror your facial expressions.

Create your own Memoji

You can design your own personalized Memoji—choose skin color and freckles, hairstyle and color, facial features, headwear, glasses, and more. You can create multiple Memoji for different moods.

1. In a conversation, tap , then tap .

2. Tap each feature and choose the options you want. As you add features to your Memoji, your character comes to life.



3. Tap Done to add the Memoji to your collection.

To edit, duplicate, or delete a Memoji, tap , tap the Memoji, then tap .

Send Memoji and Memoji stickers

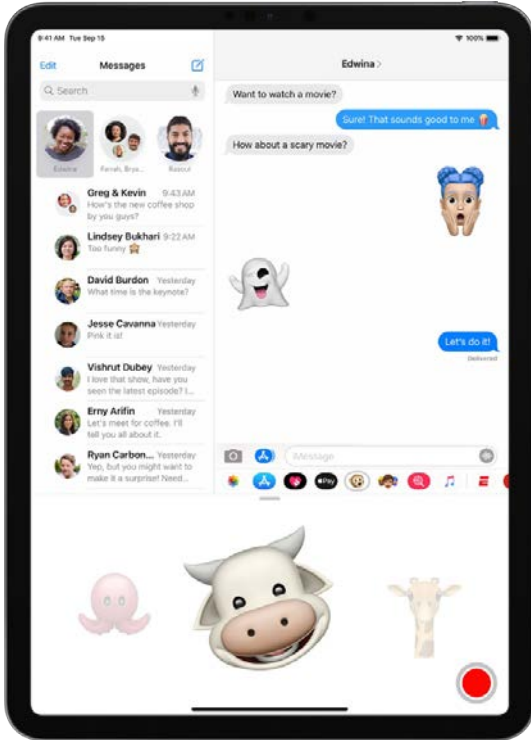
Messages automatically generates sticker packs based on your Memoji and Memoji characters. You can use stickers to express a range of emotions in new ways.

1. In a conversation, tap .
 2. Tap a Memoji in the top row to view the stickers in the sticker pack.
 3. To send a sticker do one of the following:
 - Tap the sticker to add it to the message bubble. Add a comment if you want, then tap  to send.
 - Touch and hold a sticker, then drag it on top of a message in the conversation. The sticker is sent automatically when you add it to the message.
-

Send animated Memoji or Memoji recordings

On models with a TrueDepth camera you can send Memoji messages that use your voice and mirror your facial expressions.

1. In a conversation, tap , then choose a Memoji.



2. Tap  to record your facial expressions and voice.

Tap Replay to review your message.

3. Tap  to send your message or  to cancel.

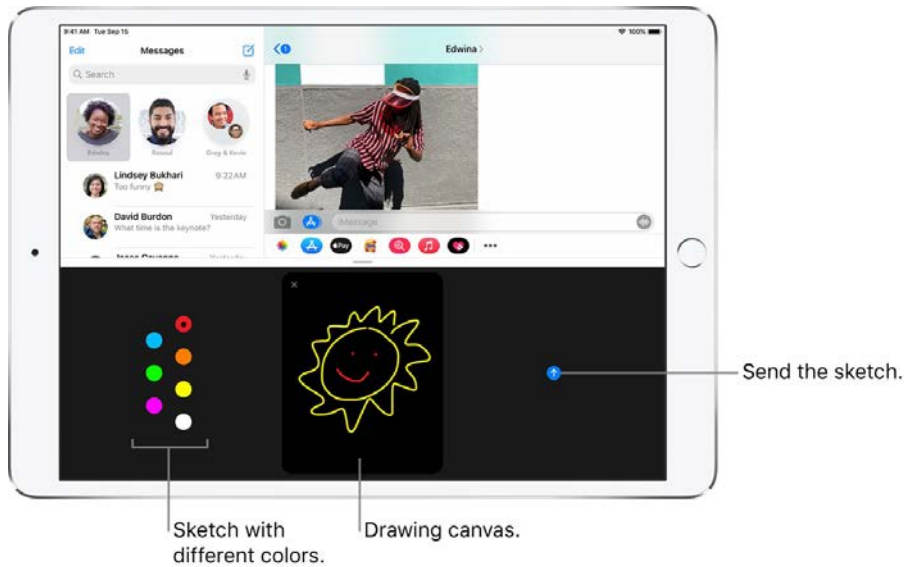
You can also take a picture or video of yourself as a Memoji, decorate it with stickers, then send it; see [Add camera effects to a photo or video](#). Or you can [become a Memoji](#) in a FaceTime conversation.

Send a Digital Touch effect in Messages on iPad

In an iMessage conversation in the Messages app , you can use Digital Touch to send animated sketches, taps, kisses, heartbeats, and more. You can even add a Digital Touch effect to a photo or video.

Send a sketch

1. Tap  in the app drawer.
2. Tap the color dot to choose a color, then draw with one finger.
You can change the color, then start drawing again.
3. Tap  to send your sketch, or tap  to delete it.



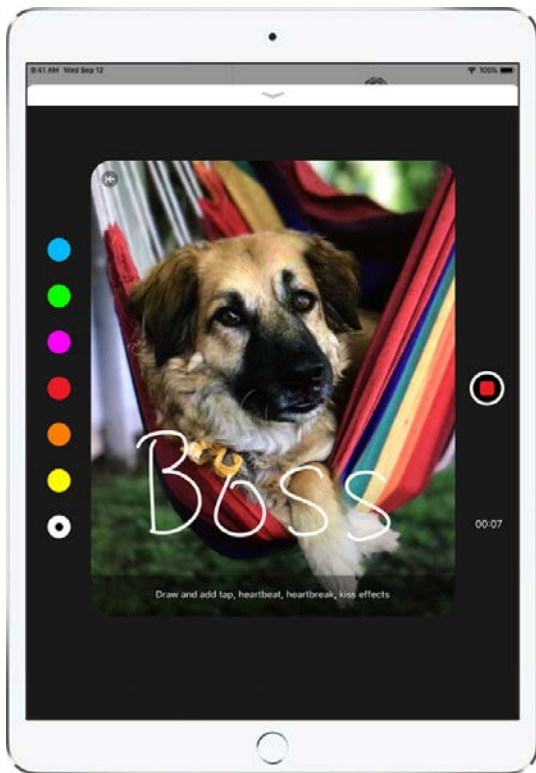
Express your feelings

1. Tap  in the app drawer.
2. Send one of the following animations using gestures on the canvas. Your feelings are sent automatically when you finish the gesture:
 - *Tap*: Tap with one finger to create a burst of color. You can change the color, then tap again.
 - *Fireball*: Touch and hold with one finger.
 - *Kiss*: Tap with two fingers.
 - *Heartbeat*: Touch and hold with two fingers.
 - *Heartbreak*: Touch and hold with two fingers until you see a heartbeat, then drag down to break the heart.

Add a Digital Touch effect to a photo or video

1. Tap  in the app drawer.
2. Tap .

3. Tap  to take a photo or  to record a video.
4. Add a Digital Touch effect, such as a sketch or kiss.
5. Tap  to send your message, or tap  to delete it.



Send and receive money with Apple Pay on iPad (U.S. only)

In the Messages app , you can use Apple Pay to send and receive money quickly and easily. There's no app to download, and you can use the cards you already have with Apple Pay.

When you receive money in Messages, it's added to your Apple Cash card. See [Set up and use Apple Cash on iPad \(U.S. only\)](#).