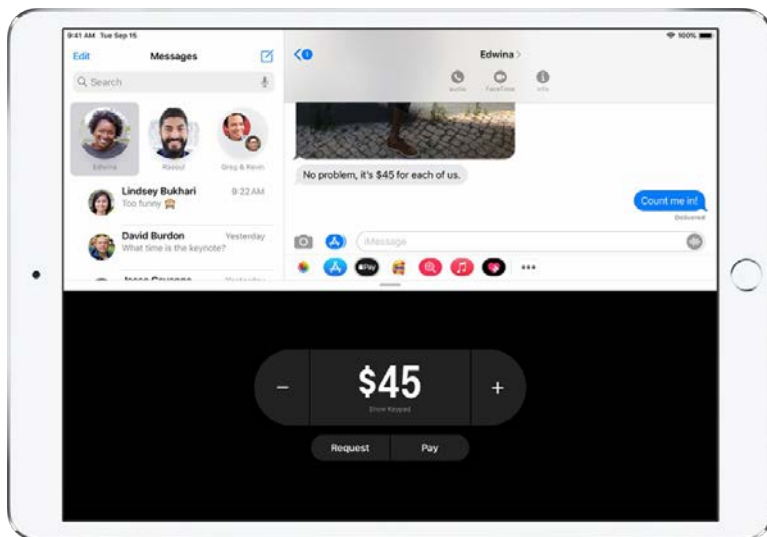




Note: Before you send or receive payments with Apple Pay, you need to agree to the terms and conditions of this service.

Send a payment in Messages

 **Ask Siri.** Say something like: “Apple Pay 75 dollars to Phillip for the zipline tour” or “Send 15 dollars to Kim for lunch with Apple Pay.” [Learn how to ask Siri.](#)

You can also do the following:

1. In an iMessage conversation, tap , then enter the amount.
 **Tip:** If there’s an underlined monetary amount in a message, tap it to preset the payment.
2. Tap Pay, then add a comment if you want.
3. To complete the payment, tap , then authenticate the payment with Face ID (supported models), Touch ID (supported models), or your passcode.

The payment is made with Apple Cash if your balance has sufficient funds.

You can cancel a payment that hasn’t been accepted. Tap the payment bubble, then tap Cancel Payment.

Request a payment

 **Ask Siri.** Say something like: “Ask Kim for 26 dollars with Apple Pay.” [Learn how to ask Siri.](#)

You can also do the following:

1. In an iMessage conversation, tap .

2. Enter the amount, then tap Request.

Apple Cash and sending and receiving payments through Apple Pay are services provided by Green Dot Bank, member FDIC.

Change message notifications on iPad

In Settings , you can set up and manage notifications for the Messages app  and filter unknown senders.

Manage notifications for messages

1. Go to Settings  > Notifications > Messages.
2. Choose options, including the following:
 - Turn Allow Notifications on or off.
 - Set the position and locations of message notifications.
 - Choose the alert sound for message notifications.
 - Choose when message previews should appear.

See [View and respond to notifications on iPad](#).

Set the alert sound for messages

1. Go to Settings  > Sounds.
2. Tap Text Tone, then do one of the following:
 - Tap a sound below Alert Tones.
 - Tap Tone Store to download an alert sound from the iTunes Store.

See [Change or turn off iPad sounds](#).

Assign a different ringtone to a contact

1. Open Contacts, then select a contact.
2. Tap Edit, then tap Text Tone.
3. Choose an option below Alert Tones.

To allow alerts for messages sent by this contact even when Do Not Disturb is on, turn on Emergency Bypass.

Mute notifications for a conversation

1. In the Messages list, swipe left on the conversation.
2. Tap Hide Alerts.

Filter and block messages on iPad

In the Messages app , you can filter messages from unknown senders and block unwanted messages.

Filter iMessage messages from unknown senders

1. Go to Settings  > Messages.
2. Turn on Filter Unknown Senders.

This turns off iMessage notifications from senders who aren't in your contacts and moves the messages to the Unknown Senders tab in the Messages list.

You can't open any links in a message from an unknown sender until you add the sender to your contacts or reply to the message. If the message is spam, tap Report Junk (below the message) to delete and send the message to Apple.

Block messages from a specific person or number

1. In a Messages conversation, tap the name or number at the top of the conversation, then tap  at the top right.
2. Tap the name or phone number to view the contact card.
3. Scroll down, then tap Block this Caller.

To view and manage your list of blocked phone numbers and contacts, go to Settings  > Messages > Blocked Contacts. See the Apple Support article [Block phone numbers, contacts, and emails on your iPhone, iPad, or iPod touch](#).

Delete messages on iPad

In the Messages app , you can delete messages and entire conversations. You can't recover a deleted conversation.

With Messages in iCloud, anything you delete from iPad is also deleted from your other Apple devices where Messages in iCloud is turned on. See [Use Messages in iCloud](#).

Delete a message

1. Touch and hold a message bubble, then tap More.
 2. Select the message bubbles you want to delete, then tap .
-

Delete a conversation

1. In the Messages list, swipe left on the conversation.
 2. Tap Delete.
-

Music

Get music on iPad

Use the Music app  to enjoy music stored on iPad as well as music streamed over the internet. With an optional Apple Music subscription, you can listen to millions of songs ad-free and discover music together with friends.

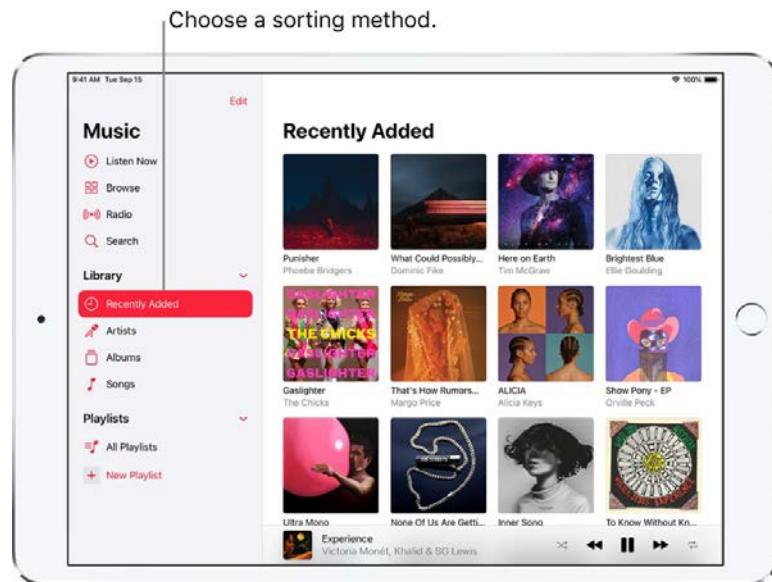
WARNING: For important information about avoiding hearing loss, see [Important safety information for iPad](#).

Get music to play on iPad in the following ways:

- *Become an Apple Music subscriber:* With a subscription and a Wi-Fi or cellular connection, stream as much music as you like from the Apple Music catalog and your music library. You can download songs, albums, and playlists, and share music with your friends. See [Subscribe to Apple Music on iPad](#).
- *Note:* Services and features aren't available in all countries or regions, and features may vary by region. Additional charges may apply when using a cellular connection.
- *Participate in Family Sharing:* Purchase an Apple Music Family membership, and everyone in your Family Sharing group can enjoy Apple Music. See [Share subscriptions and iCloud storage with family members on iPad](#).
- *Purchase music from the iTunes Store:* See [Get music, movies, TV shows, and more in the iTunes Store on iPad](#).
- *Sync music with Music (macOS 10.15 or later) or iTunes (macOS 10.14 or earlier and Windows PCs) on your computer:* See [Sync iPad with your computer](#).
- *Listen to Apple Music radio:* Apple Music radio offers three worldwide radio stations broadcasting live on Apple Music—Apple Music 1, Apple Music Hits, and Apple Music Country. Apple Music radio is available on Apple and Android devices as well as popular web browsers via music.apple.com.

View albums, playlists, and more in Music on iPad

In the Music app , the library includes music you added or downloaded from Apple Music, music and videos you synced to iPad, TV shows and movies you added from Apple Music, and your iTunes Store purchases.



Browse and play your music

1. Under the Library heading in the sidebar, tap a category, such as Albums or Songs; tap Downloaded to view only music stored on iPad.
2. Type in the search field to filter your results and find what you're looking for.
3. Tap an item, then tap Play, or tap Shuffle to shuffle an album or playlist.

You can also touch and hold the album art, then tap Play.

To change the list of categories, tap Edit in the sidebar, then select categories you'd like to add, such as Genres and Compilations. Tap any existing categories to remove them.

Sort your music

1. Under the Library heading in the sidebar, tap Playlists, Albums, Songs, TV & Movies, or Music Videos.
2. Tap Sort, then choose a sorting method, such as title, artist, recently added, or recently played.

Play music shared on a nearby computer

If a computer on your network shares music through Home Sharing, you can stream its music to your iPad.

1. Go to Settings  > Music, tap Sign In below Home Sharing, then sign in with your Apple ID.
2. Open the Music app , tap Edit in the sidebar, select Home Sharing, then tap Done.
3. Tap Home Sharing, then choose a shared library.

Remove Apple Music songs from iPad

Go to Settings  > Music, then turn off Sync Library.

The songs are removed from iPad, but remain in iCloud. Music you purchased or synced also remains.

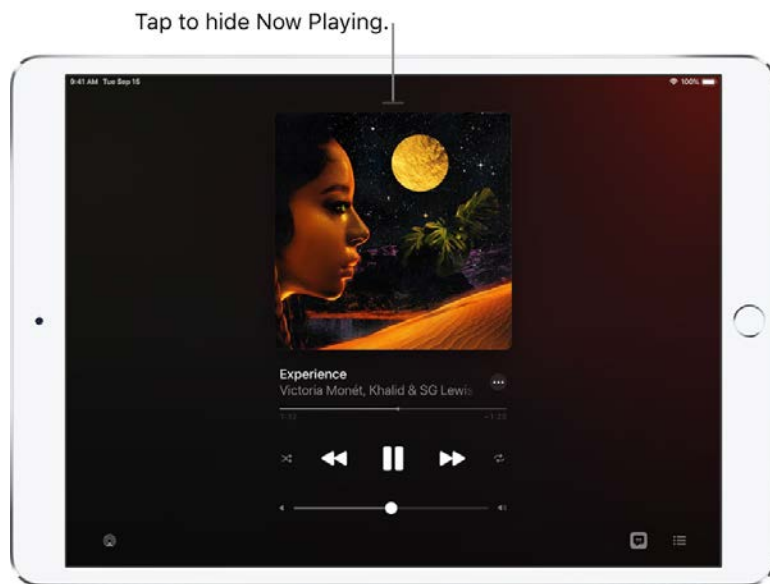
Play music on iPad

Use Now Playing in the Music app  to show lyrics and play, pause, skip, shuffle, and repeat songs. You can also use Now Playing to view album art and choose what plays next in the queue.

Control playback

Tap the player at the bottom right to show the Now Playing screen, where you can use these controls:

Control	Description
	Play the current song.
	Pause playback.
	Skip to the next song. Touch and hold to fast-forward through the current song.
	Return to the song's beginning. Tap again to play the previous song in an album or playlist. Touch and hold to rewind through the current song.
	Hide the Now Playing Screen button.
	Tap for more options.
	Show time-synced lyrics (lyrics not available for all songs).
	Stream music to Bluetooth or AirPlay-enabled devices.
	See the queue.



Adjust the volume, see song details, and more

The Now Playing screen contains additional options for controlling and accessing music.

- *Adjust volume:* Drag the volume slider.

You can also use the volume buttons on the side of iPad.

- *Navigate to the artist, album, or playlist:* Tap the artist name below the song title, then choose to go to the artist, album, or playlist.
- *Scrub to any point in a song:* Drag the playhead.

See time-synced lyrics

Time-synced lyrics appear for many songs in Apple Music.

Tap the player to open Now Playing. Lyrics scroll in time with the music.

To hide lyrics, tap .

 **Tip:** Tap a specific lyric—the first line of the chorus, for example—to go to that part of the song.

To see all of a song's lyrics, tap **...**, then tap View Full Lyrics.

Note: You need an Apple Music subscription to view lyrics.

Get audio controls from the Lock screen or when using another app

Open Control Center, then tap the audio card.

Stream music to Bluetooth or AirPlay-enabled devices

1. Tap the player to open Now Playing.
2. Tap , then choose a device.

See [Play audio on HomePod, Apple TV, or a smart TV](#).

Note: You can play the same music on multiple AirPlay 2-enabled devices, such as two or more HomePod speakers. You can also pair two sets of AirPods to one iPad and enjoy the same song or movie along with a friend. See [Control audio on multiple AirPlay 2-enabled devices](#) and [Share audio with AirPods and Beats headphones](#).

Queue up your music on iPad

Use the queue in the Music app  to see a list of upcoming songs, add songs and videos to the queue, and see what you've recently played.

Use your queue

1. Tap the player to open Now Playing.
2. Tap , then tap a song to play it and the songs that follow.

To reorder the list, drag .
3. Tap  again to hide your queue.

By default, Autoplay adds music similar to what you've last played to the end of the queue. To turn off Autoplay, tap .

Note: When you turn off Autoplay on a device that uses your Apple ID—your iPad, for example—it's turned off for all other devices that use the same Apple ID.

Add music and videos to the queue

When browsing or playing music, touch and hold a song, album, playlist, or video, then choose an option.

- *Add music right after the currently playing item:* Tap Play Next.
- *Add music to the end of the queue:* Tap Play Last.

 **Tip:** If you're using HomePod to stream music and your friends are on the same Wi-Fi network, they can add and reorder items in the queue. To learn more about HomePod speaker access, see the [HomePod User Guide](#).

See what you recently played

1. Tap the player to open Now Playing.
2. Tap , then swipe down to see your playing history.

Tap a song in the history to play it. Tap Clear to remove your playing history.

Listen to broadcast radio on iPad

You can play thousands of broadcast radio stations on iPad.

- *Ask Siri:* Summon Siri, then say something like, "Play Wild 94.9" or "Tune in to ESPN Radio."
- *Search for a station:* Tap Search in the sidebar, enter the station in the search field, then tap a result to play the station.

You can search for stations by name, call sign, frequency, and nickname.

- *Choose a station:* Tap Radio in the sidebar, swipe up, then choose a station below the Broadcast Radio heading.

Note: You don't need a subscription to Apple Music to listen to broadcast radio. Broadcast radio isn't available in all countries or regions and not all stations are available in all countries or regions.

Apple Music

Subscribe to Apple Music on iPad

Apple Music is an ad-free streaming music service that lets you listen to millions of songs and your music library. As a subscriber, you can listen any time—online or off—and create your own playlists, get personalized recommendations, see music your friends are listening to, watch exclusive video content, and more.

Note: Apple Music features may vary by country or region. Learn [what's available in your country or region](#).

Subscribe to Apple Music

You can subscribe to Apple Music when you first open the Music app ; to subscribe later, go to Settings  > Music, then tap Start Free Trial. Subscribers get access to the full Apple Music catalog, expert recommendations, and on-demand radio stations.

You can optionally purchase a [family subscription](#) that lets you and up to five other family members enjoy unlimited access to Apple Music on their devices. Qualified students can purchase a student subscription at a discounted price. See the Apple Support article [Get an Apple Music student subscription](#).

New subscribers can start a trial and cancel at any time. If you end your Apple Music subscription, you can no longer stream Apple Music songs or play Apple Music songs you downloaded.

Show or hide subscription features

Go to Settings  > Music, then turn Show Apple Music on or off.

Choose cellular data options for Music

On iPad (Wi-Fi + Cellular models), go to Settings  > Music > Cellular Data, where you can do the following:

- Turn streaming on or off.
- Choose High Quality Streaming.

High Quality Streaming uses more cellular data and songs may take longer to start playing.

- Allow downloading music over cellular.
-

Edit your subscription

You can change your subscription plan or cancel your subscription.

1. Tap Listen Now in the sidebar, then tap  or your profile picture.
 2. Tap Manage Subscription.
-

If you're not a subscriber, you can use Music to listen to music synced to iPad from a Mac or a Windows PC, play and download previous iTunes Store purchases, and listen to Apple Music 1 for free.

Find new music with Apple Music on iPad

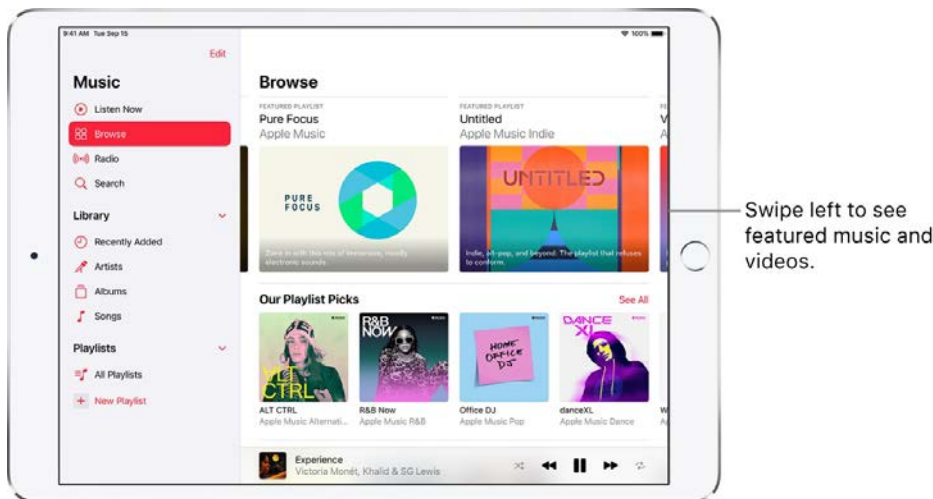
In the Music app , browse new and noteworthy music, music videos, playlists, and more.

Browse Apple Music

Tap Browse in the sidebar, then do any of the following:

- *Explore featured music:* Swipe through featured songs and videos at the top of the Browse screen.

- *Browse playlists created by music experts:* Tap one of the many playlists created by music experts.
- *Listen to the top songs from around the world:* Tap one of the Daily Top 100 playlists. These playlists reflect the day's most popular songs in countries across the globe.
- *Play music that matches your mood:* Tap a mood, such as Feel Good, Romance, or Party, then tap a playlist.
- *See what's hot:* Tap a song under the Hot Tracks heading. Swipe left to see more songs, or tap See All.
- *Explore new music:* Swipe through the songs found under New Music.
- *Listen to tracks from upcoming albums:* Tap an album under Coming Soon, then tap an available song to play it.
- *Browse your favorite genres:* Tap Genres, choose a genre, then tap a featured playlist, song, album, artist, radio station, or music video to enjoy music handpicked by music experts.
- *Play the day's most popular songs:* Tap Top Charts, then tap a song, playlist, album, or music video to play it. Tap All Genres at the top of the screen to see the top songs and music videos in a genre you choose.
- *Watch music videos:* Tap Music Videos, then tap a featured music video or playlist of music videos.



Add music to iPad and listen offline

In the Music app , Apple Music subscribers can add and download songs and videos. Music you add to iPad can be streamed when you have an internet connection. To play music when you're not connected to the internet, you must first download it.

Add music from Apple Music to your library

Do any of the following:

- Touch and hold a song, album, playlist, or video, then tap Add to Library.
- When viewing the contents of an album or playlist, tap Add to add the album or playlist, or tap  to add individual songs.
- When viewing recently searched items, search suggestions, or search results, tap  to add individual songs or music videos.
- On the Now Playing screen, tap , then tap Add to Library.

To delete music from the library, touch and hold the song, album, playlist, or music video, then tap Delete from Library.

Music you add to your iPad is also added to other devices where you're signed in to the iTunes Store and App Store using the same Apple ID and have iCloud Music Library turned on (go to Settings , then tap Music).

Add music to a playlist

1. Touch and hold an album, playlist, song, or music video.
 2. Tap Add to a Playlist, then choose a playlist.
-

Download music from Apple Music to your iPad

- *Download a song, album or playlist:* Tap  after adding music.

Note: You must turn on Sync Library to download music from Apple Music to your library (go to Settings  > Music, then turn on Sync Library).

- *Always download music:* Go to Settings > Music, then turn on Automatic Downloads.

Songs you add are automatically downloaded to iPad.

- *See download progress:* In the Library menu, tap Downloaded Music, then tap Downloading.
-

Manage storage space

- *Free up music storage:* If iPad is low on storage space, you can automatically remove downloaded music that you haven't played in a while. Go to Settings  > Music > Optimize Storage.
- *Remove music and videos stored on iPad:* Touch and hold a song, album, playlist, music video, TV show, or movie that you've downloaded. Tap Remove, then tap Remove Downloads.

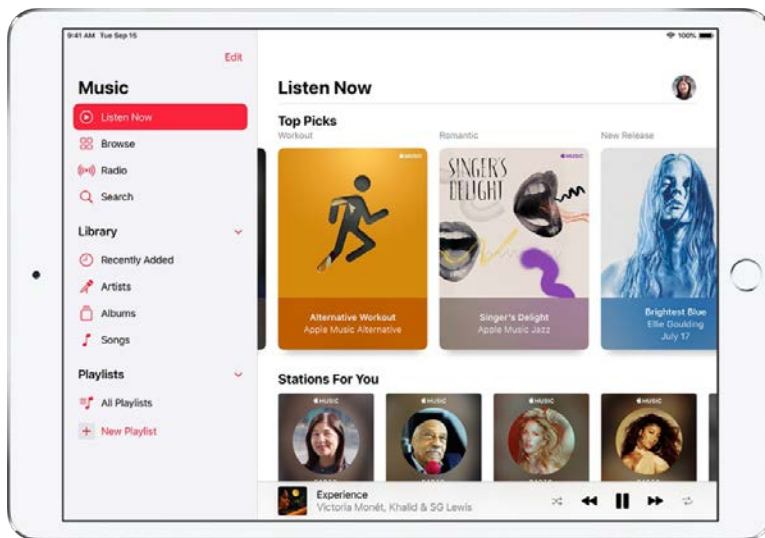
The item is removed from iPad, but not from iCloud Music Library.

- *Remove all songs or certain artists from iPad:* Go to Settings > Music > Downloaded Music, tap Edit, then tap  next to All Songs or the artists whose music you want to delete.

See recommended music on iPad

Apple Music learns the music you like and recommends songs, albums, and playlists based on your tastes.

In the Music app , Listen Now helps you play and discover your favorite albums, playlists, interviews, and personal mixes, based on your taste.



Select your favorite genres and artists

When you first tap Listen Now in the sidebar, you're asked to tell Apple Music about your preferences. Apple Music uses these preferences when recommending music.

1. Tap the genres you like (double-tap those you love, and touch and hold the genres you don't care for).
2. Tap Next, then do the same with the artists that appear.

To add a specific artist who isn't listed, tap Add an Artist, then enter the artist's name.

Play music

1. Tap Listen Now in the sidebar, then tap a playlist or album.
2. Tap Play or tap the Shuffle button to shuffle the playlist or album.

You can also touch and hold a playlist or album, then tap Play.

Play songs from an artist's catalog

Go to an artist page, then tap  near the top of the screen.

Music plays songs from the artist's entire catalog, mixing hits and deep cuts.

Tell Apple Music what you love

Do one of the following:

- Touch and hold an album, playlist, or song, then tap Love or Suggest Less Like This.
- On the Now Playing screen, tap , then tap Love or Suggest Less Like This.

Telling Apple Music what you love and dislike improves future recommendations.

Rate music in your library

1. Go to Settings , then tap Music.
2. Turn on Show Star Ratings.
3. In Music, touch and hold a song in your library, tap Rate Song, then choose a rating from one to five stars.

Song ratings sync to all devices that use the same Apple ID.

This option appears only if you already have star ratings from a synced library on your device.

Tell Music to ignore your listening habits

You can prevent your listening habits from influencing Listen Now recommendations.

1. Go to Settings , then tap Music.
 2. Turn off Use Listening History.
-

Listen to radio on iPad

Radio in the Music app  is the home of Apple Music radio, which features three world-class radio stations (Apple Music 1, Apple Music Hits, and Apple Music Country), the latest music from a variety of genres, and exclusive interviews. You can also listen to featured stations that have been crafted by music experts, and create your own custom stations from songs or artists you choose.

Listen to Apple Music radio

Tap Radio in the sidebar, then tap one of the currently playing Apple Music radio stations—Apple Music 1, Apple Music Hits, or Apple Music Country. No subscription is required to listen to Apple Music 1.

Note: Because Apple Music radio stations are live radio, you can't rewind or skip songs.

Listen to your favorite music genre

1. Tap Radio in the sidebar, then tap a genre listed below Radio by Genre.
 2. Tap a featured station.
-

Create a station

You can create a radio station based on a particular artist or song. Chances are, if you like that artist or song, you'll like the music the station plays.

1. Touch and hold an artist or song.
2. Tap Create Station.

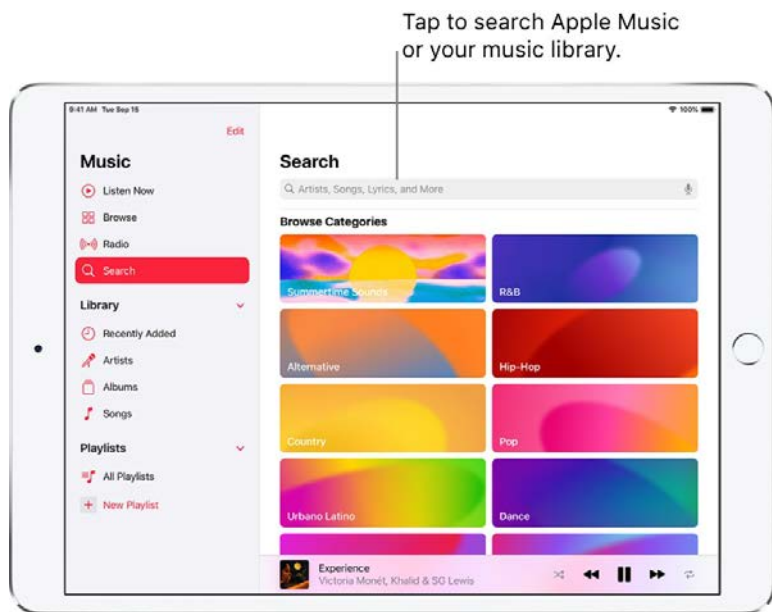
To create a station in Now Playing, tap **...**, then tap Create Station.

Search for music on iPad

Using Search in the Music app , you can quickly browse through music categories, see recent searches, and search Apple Music or your library.

Search for music

1. Tap Search in the sidebar, then do any of the following:
 - Tap a category such as Pop or Fitness.
 - Tap the search field, then tap something you recently chose while searching—a song or artist, for example.
 - Tap the search field, tap Apple Music, then enter a song, artist, album, playlist, radio show or episode, station, video, category, curator, or profile.
 - Tap the search field, tap Your Library, then enter a song, album, playlist, artist, video, compilation, or composer.
 2. Tap a result to play it.
-



You can search for a song in Apple Music based on its lyrics. In the search field, enter a few of the words you remember to find a song.

 **Ask Siri.** Say something like: “Play the song with the lyrics” and then say a key phrase from the lyrics. [Learn how to ask Siri.](#)

Explicit lyrics and lyrics search aren't available in all countries or regions.

Create playlists on iPad

In the Music app , you can organize music into playlists that you can share with your friends.

Create playlists to organize your music

1. Scroll to the bottom of the sidebar, then tap New Playlist.
2. To more easily identify the playlist later, enter a name and description.
3. To give your playlist cover art, tap , then take a photo or choose an image from your photo library.
4. Tap Add Music, then select music to add to the playlist.

You can also tap  in a track list or on the Now Playing screen, tap Add to a Playlist, then tap New Playlist.

To add songs to your library when you add them to a playlist, go to Settings  > Music, then turn on Add Playlist Songs.

Edit a playlist you created on iPad

Tap the playlist, tap , tap Edit, then do any of the following:

- *Add more songs:* Tap Add Music, then choose music.

You can also touch and hold an album, playlist, song, or music video; tap Add to a Playlist; then choose a playlist.

- *Delete a song:* Tap , then tap Delete. Deleting a song from a playlist doesn't delete it from your library.
- *Change the song order:* Drag  next to a song.

Changes you make to your music library are updated across all your devices when Sync Library is turned on in Music settings. If you're not an Apple Music subscriber, the changes appear in your music library the next time you [sync your iPad with your computer](#).

Delete a playlist

Touch and hold the playlist in the sidebar, then tap Delete from Library.

You can also tap the playlist, tap , then tap Delete from Library.

See what your friends are listening to

When you're an Apple Music subscriber, you can see music your friends are listening to by following them. You can also see the playlists they've shared. Likewise, your followers can see your shared playlists and the music you're listening to. You see this information on your profile screen in the Music app .

Create a profile

When you first open Music, you're asked to set up a profile and start following friends. If you skipped this step, you can set up a profile at any time.

1. Tap Listen Now in the sidebar, then tap .
2. Tap Start Sharing with Friends.

Friends can now follow you.

View your profile

1. Tap Listen Now in the sidebar, then tap  or your profile picture.
2. Tap View Profile at the top of the screen.

Follow your friends

There are several ways to follow people:

- Add friends when you set up your profile.
- After you set up your profile, swipe to the bottom of the profile screen, tap Follow More Friends, then tap Follow next to those you want to follow.

You can follow friends who are in your contacts list and who use Apple Music, and Facebook friends who have linked their social media accounts to Apple Music.

- On the profile screen, touch and hold a profile picture, then tap Follow.
- Tap Search, enter a friend's name, tap it in the results, then tap Follow.

Note: Your friends must have a profile for you to find them using search.

To see the people you're following and those who follow you, open the profile screen, then swipe up.

Some profiles may appear with a lock on the profile picture, which means that you need to ask for and receive permission from that person to become a follower. After your request is accepted, you see their shared playlists and the music they're listening to.

Respond to follow requests

You can allow everyone to follow you, or just people you choose. You receive follow requests only if you choose who can follow you.

1. Tap Listen Now in the sidebar, then tap  or your profile picture.
2. Tap View Profile.
3. Tap Edit, then tap People You Approve if you want to be followed only by people you choose.
4. Tap Follow Requests, then accept or decline the requests.

You may receive follow requests in other ways—as a link in an email or a text message, for example. To accept, tap the link.

Stop following and block followers

- *Stop following:* Touch and hold the profile picture of a person you follow, then tap Unfollow.
- *Block followers:* Touch and hold a profile picture, then tap Block.

People you block won't see your music or be able to find your profile. They can still listen to your shared playlists if they've added them to their library.

Share music with followers

By default, your followers see the playlists you create, but you can specify some playlists not to be shared.

1. Tap Listen Now in the sidebar, then tap  or your profile picture.
2. Tap View Profile.
3. Tap Edit, then turn playlists on or off.
4. Drag  to reorder them.

Your followers will see the playlists you create on your profile unless you turn off those playlists you don't want to share. You can turn off this option when you create a playlist or later, when you edit the playlist.

To share playlists with people who don't follow you, touch and hold a playlist, then tap Share Playlist.

Note: If you make changes to music you share—edit or stop sharing a playlist, for example—those changes are reflected on your followers' devices.

Hide music from your followers

1. Tap Listen Now in the sidebar, then tap  or your profile picture.
2. Tap View Profile.
3. Touch and hold the playlist or album (below Listening To).
4. Tap Hide from Profile.

The listening history for this item won't appear in your profile nor be visible to the people who follow you. If you don't want your followers to see any of the music you listen to, tap Edit on the profile screen, then turn off Listening To.

See what others are listening to

Tap Listen Now in the sidebar, then do any of the following:

- *See what your friends are listening to:* Scroll down to Friends Are Listening To. Tap an item to play it.
- *Listen to a mix of songs your friends are listening to:* Scroll down to Made For You, then tap Friends Mix.
- *See what a follower or person you follow is listening to:* Tap  or your profile picture, then tap View Profile. Tap a person's profile picture to see shared playlists and music they're listening to. You also see their followers and the people they follow.

Share your profile

You can share your profile using email, Messages, or another app you choose.

1. Tap Listen Now in the sidebar, then tap  or your profile picture.
2. Tap View Profile.
3. Tap , tap Share, then choose a sharing option.

You can also share the profile of anyone you follow, or who follows you.

Report a concern

If you have a concern about a follower, touch and hold their profile picture, then tap Report a Concern.

Use Siri to play music on iPad

You can use Siri to control music playback in the Music app .

Summon Siri, then make your request. Siri supports a wide variety of commands:

- *Play Apple Music:* You can play any song ("Play 'Experience' by Victoria Monét"), artist ("Play Lianne La Havas"), album, playlist, or station. You can play music on AirPlay 2-enabled devices in a specific room ("Play the latest album by Alicia Keys in the living room"). You can also play popular songs from different years ("Play the top songs from 1990").
 - *Let Siri be your personal DJ:* Say something like "Play my Chill Mix" or "Play something I like."
 - *Add music from Apple Music to your library:* (Apple Music subscription required) Say, for example, "Add 'Gaslighter' by The Chicks to my Library." Or while playing something, say "Add this to my library."
 - *Add a song or album to a playlist:* While playing a song, say something like "Add this song to my Workout playlist" or "Add this album to my Sunday Morning playlist."
 - *Find out more about the current song:* Say "What's playing?", "Who sings this song?", or "Who is this song by?"
 - *Play songs based on their lyrics:* Say "Play the song with the lyrics" and then say a key phrase from the lyrics.
-

[Learn how to ask Siri.](#)

Siri can also help you find music in the iTunes Store. See [Get music, movies, TV shows, and more in the iTunes Store on iPad.](#)

Change the way music sounds on iPad

Change the way music sounds on iPad with EQ, volume limit settings, and Sound Check.

- *Choose an equalization (EQ) setting:* Go to Settings  > Music > EQ.
 - *Normalize the volume level of your audio:* Go to Settings > Music, then turn on Sound Check.
-

News

Get started with News on iPad

The News app  collects all the stories you want to read, from your favorite sources, about the topics that interest you most. To personalize News, you can choose from a selection of publications (called *channels*) and topics such as Entertainment, Food, and Science.

The more you read, the better News understands your interests. Siri learns what's important to you and suggests stories you might like. You can also receive notifications about important stories from channels you follow.

You can also [subscribe to Apple News+](#), which includes hundreds of magazines, popular newspapers, and premium digital publishers.

The News app and Apple News+ aren't available in all countries, regions, or languages.

Note: You need a Wi-Fi or cellular connection to use News.

Personalize your news

When you [follow a channel or topic](#), related stories appear more often in the Today feed, and the channel or topic appears below Following in the sidebar.

1. Open News for the first time, then, in the sidebar, tap  for channels or topics you want to follow.

If there are channels or topics that you don't want to appear in your feed, tap  to block them or to stop News from suggesting them.

When you block a channel or topic, its stories are filtered out of the Today feed and Today widget. However, you may see stories from channels you've blocked in Top Stories and other locations that feature stories chosen by Apple News editors. Tap Following > Blocked Channels & Topics in the sidebar to see the channels and topics you've blocked.

2. Tap Discover Channels & Topics at the bottom of the sidebar, then tap  for each channel you want to follow.

To stop following a channel or topic, swipe it to the left, then tap Unfollow.

To easily follow specific channels and topics, tap the search field at the top of the sidebar, enter the channel or topic's name, then tap  in the results below.

Get notifications

Some channels you follow may send notifications about important stories.

1. At the bottom of the sidebar, tap Notifications & Email below Manage.
2. Turn on notifications for your preferred channels.

If you subscribe to Apple News+, you can get notifications when new issues are available.

Receive Apple News newsletters

You can choose to receive newsletters in your email inbox from Apple News editors highlighting top stories. Newsletters can be personalized based on your interests.

1. Swipe to the bottom of the sidebar, then tap Notifications & Email.
2. Swipe to the bottom of the window, then turn on Apple News Newsletter.

To stop receiving newsletters, return to the Notifications & Email window, then turn off Apple News Newsletter.

Note: Personalized newsletters aren't available in all countries or regions.

See stories only from the channels you follow

Go to Settings , tap News, turn on Restrict Stories in Today, then confirm your choice.

Note: Restricting stories significantly limits the variety of stories that appear in the Today feed and all other feeds. For example, if you restrict stories and follow only one entertainment-related channel, your Entertainment topic feed will contain stories only from that channel. When you restrict stories, you don't see Top Stories and Trending Stories.

See News widgets on iPad

You can easily see the day's top and trending stories, as well as stories about a topic of your choosing, just by tapping the Today or Topic widget.

Access stories from News widgets

In the Today or Topic widget, tap a story headline to open the story.

See [Add widgets to the iPad Home Screen](#).

See news stories chosen just for you on iPad

The Today feed in the News app  presents top stories selected by Apple News editors, the best stories from the channels and topics you follow, and stories and issues from [Apple News+](#). The Today feed also includes stories suggested by Siri, trending stories that are popular with other News readers, and more. Depending on your location, the Today feed can also include local news and weather forecasts.

Note: Local news and weather forecasts aren't available in all locations.

Access stories in the Today feed

- *Read more stories within a group:* Tap the arrow at the bottom of the group.
- *Play a video:* Tap  in the thumbnail.

The associated article opens and the video plays.

- *Get newer stories:* Pull down to refresh the Today feed with the latest stories.
-

Follow, unfollow, block, and unblock channels and topics

You can influence what appears in the Today feed by following and blocking channels and topics.

1. Do any of the following:

- *Open a channel feed:* Touch and hold a story, then tap Go to Channel. Or tap a story in the Today feed, then tap the channel name at the top of the story.
- *Open a topic feed:* Tap the topic title—Movies or Travel, for example.

2. At the top of the feed, do any of the following:

- *Follow:* Tap .
 - *Unfollow:* Tap , then tap Unfollow Channel or Unfollow Topic.
 - *Block:* Tap , then tap Block Channel or Block Topic.
 - *Unblock:* Tap , then tap Unblock Channel or Unblock Topic.
-

Tell News what kind of stories you prefer

1. Tap Today in the sidebar.

2. Touch and hold a headline, then tap Suggest More Like This or Suggest Less Like This.

Stop suggesting specific channels and topic groups in the Today feed

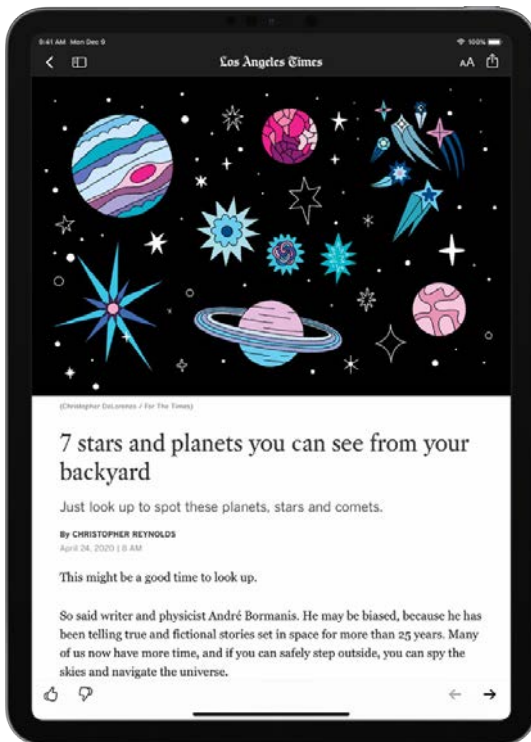
Suggested channels and topic groups may appear in the Today feed, but you can stop suggestions for a group.

1. Tap Today in the sidebar.
2. Tap  in a channel or topic group, then tap Stop Suggesting.

The channel or topic isn't blocked, but News stops displaying the story group in Today.

Read stories in News on iPad

You can read and share the stories in the News app  on iPad.



Read a story

Tap a channel or topic in the sidebar to browse its stories, then tap a story to read it. While viewing a story, you have these options:

- *Read the next story:* Tap  in the lower right of the screen or swipe left.

- *Read the previous story:* Tap  in the lower right of the screen or swipe right.
- *Tell News what stories you prefer:* When viewing a story that's not part of a News+ issue, tap  or  at the bottom of the story. Your feedback is taken into account for future recommendations.

If you're reading a story in a News+ issue, tap , then tap Suggest More Like This or Suggest Less Like This.

- *Change the text size:* Tap , then tap the smaller or larger letter to change the text size in the story and all other stories in the channel. (Not available in all channels.)
- *Share a story:* Tap , then choose a sharing option, such as Messages or Mail.
- *Report a concern:* If you believe that a story you're viewing is mislabeled, inappropriate, offensive, or doesn't display properly, tap , swipe up, then tap Report a Concern.

In Apple News+ issues in PDF format, the Suggest More Like This, Suggest Less Like This, Save Story, and Report a Concern options aren't available. See [Browse and read Apple News+ stories and issues on iPad](#).

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

Apple News+

Subscribe to Apple News+ on iPad

In the News app , you can subscribe to Apple News+, a service that lets you read hundreds of magazines, popular newspapers, and content from premium digital publishers for a single monthly price.

As a subscriber, you have unlimited access to current and available back issues of publications, and you can download content for offline reading and share stories and issues with others. Apple News+ subscribers can also listen to audio versions of select stories on iPhone and iPod touch.

Note: Apple News+ and the audio feature aren't available in all countries or regions.

Start a free trial

The first time you subscribe to Apple News+, you receive a free 1-month trial. After the trial concludes, you pay a monthly subscription fee for continued access to the bundle of Apple News+ publications. To begin, follow these steps:

1. Tap any subscribe or free trial button shown in a magazine or story in News.
2. Follow the onscreen instructions.

You may be asked to sign in with your Apple ID.

You're billed monthly for your subscription until you cancel. If you use [Family Sharing](#), up to five other family members can access your Apple News+ subscription for no additional charge.

If you go to Settings  > [your name] > Media & Purchases, tap , then tap Sign Out of Store, you can only access free stories—you must sign back in to read stories and issues that require an Apple News+ subscription.

Cancel your subscription

Tap Following, swipe up, tap Subscriptions below the Manage heading, then do one of the following:

- *Apple News+ only:* Tap Cancel Subscription.
- *Apple News+ and individual channels:* Select Apple News+, then tap Cancel Subscription.

Browse and read Apple News+ stories and issues on iPad

To get the most out of Apple News+, follow your favorite publications, browse through current and back issues, or download issues to read later (not available in all countries or regions).

Follow and unfollow publications

You follow an Apple News+ publication by following its channel. Do any of the following:

- Tap Today or News+ in the sidebar, tap a story or issue from an Apple News+ publication, tap the publication's name at the top of the screen, then tap .
- Tap the search field at the top of the screen, enter the publication's name, then tap .
- Tap News+ in the sidebar, tap Browse the Catalog or a category at the top of the screen, then tap Follow below the publication's cover.

To unfollow a publication, swipe a publication left in the sidebar, then tap Unfollow.

Browse Apple News+ issues and stories

Stories and issues from Apple News+ appear in the News+ feed, the Today feed, and channel feeds. Stories (but not issues) can also be found in topic feeds and search results. To access entire issues, tap News+ in the sidebar, where you can do any of the following:

- *View all available publications:* Tap Browse the Catalog near the top of the screen.
- *View a specific content category:* Tap a category such as Business & Finance, Entertainment, or Sports near the top of the screen. Tap Featured to view a group of publications chosen by Apple News editors. Swipe left to see more categories.

- *View new and recent issues:* The most recent issue you've read appears below Reading Now. Below Recent you see the newest issue you've most recently read, you've most recently downloaded, or was most recently published from a channel you follow.

Note: If you block an Apple News+ publication, its issues are removed from My Magazines.

- *Browse Apple News+ stories and issues:* On the News+ screen, swipe up, then tap a story or issue to open it.

To open a story or issue, do any of the following:

- Tap an issue cover in the News+ or Today feed.
- Enter the name of the Apple News+ channel in the search field, tap the channel, then tap the issue.
- Follow a link to a story or issue that someone shared with you.

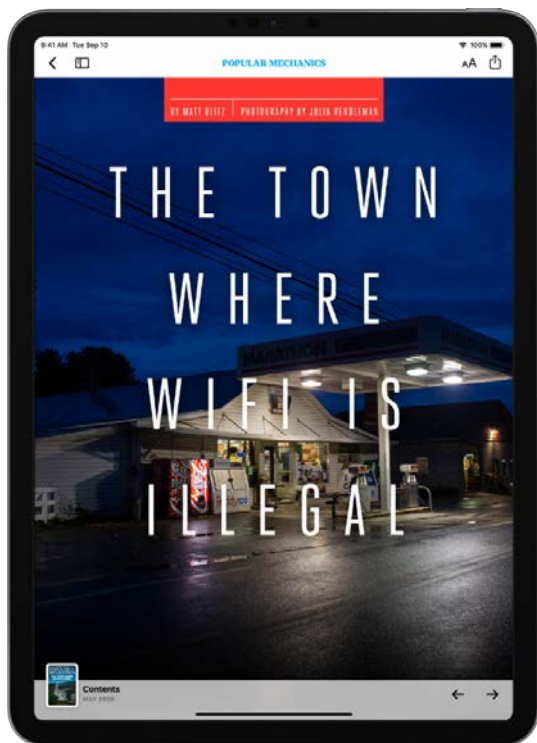
Note: By default, when you follow a link to a publisher's website for a story included in your Apple News+ subscription, the story will open in News instead of on the publisher's website. To turn this feature off, go to Settings  > News, then turn off Open Web Links in News.

Access back issues

1. In the sidebar, tap a channel you follow, or search for a channel, then tap it.
2. Below Recent Issues, swipe to the issue you want to read, then tap to open it.

To browse all of the channel's available back issues, swipe through the issues at the top of the screen.

Read Apple News+ issues



Open the issue, where you can do any of the following:

- *View the table of contents:* Tap the cover thumbnail at the bottom left of the screen.
- *Navigate to a story:* In an issue in Apple News Format, tap the story link in the table of contents. In a PDF issue, tap the thumbnail of the page you want to view.
- *Page through an issue:* Swipe left or tap ➔ to go to the next story, or swipe right or tap ➡ to go to the previous story.
- *Change the text size:* In stories in Apple News Format, tap **A**, then tap the smaller or larger letter to change the text size in the story and all other stories in the channel. In PDF issues, pinch to zoom.

Download an Apple News+ issue

To download issues to read offline, do any of the following:

- Tap News+ in the sidebar. In My Magazines or a category, navigate to the issue, tap ⋮ below the issue cover, then tap Download Issue.
- Tap the magazine channel in the sidebar, tap ⋮ below the issue cover in the Recent Issues group, then tap Download Issue.

News automatically downloads the most recent issue of magazines you follow when iPad has sufficient storage space and is connected to Wi-Fi. You can download issues only if you're a subscriber.

Manually remove an Apple News+ issue

Under most conditions, automatically downloaded issues are removed from iPad after 30 days. To remove them sooner, follow these steps:

1. Tap News+ in the sidebar.
2. In My Magazines, tap **•••** below the issue cover, tap Remove, then do one of the following:
 - *Remove an issue, but leave its cover in My Magazines:* To free up some space on iPad, tap Remove Download. The issue's cover remains so you can easily access it again from My Magazines.
 - *Remove an issue and its cover:* Tap Remove from My Magazines to remove the issue's cover and content from your device and from any other devices where you're signed in with the same Apple ID.

If an issue is in My Magazines, but not downloaded, tap Remove from My Magazines to remove its cover from My Magazines on all the devices where you're signed in with the same Apple ID.

To remove all downloaded issues, tap History, tap Clear, then tap Clear All.

When storage on iPad is limited, issues may be automatically removed sooner than 30 days. See the Apple Support article [Read magazines with Apple News+](#).

Search for stories in News on iPad

The News app  keeps track of a wide variety of channels, topics, and stories, which makes it easy to find content that interests you.

Search for channels, topics, or stories

- Tap the search field, then enter any of the following:
 - The name of a channel, such as CNN or *Washington Post*
 - A topic, such as fashion, business, or politics
 - A story, such as the rescue of a baby elephant

In the results list, tap  to follow the channel or topic.

Save stories in News on iPad

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

Save a story

When reading a story, tap , swipe up, then tap Save Story.

To read a saved story, tap Saved Stories in the sidebar, then tap the story. To delete a saved story, swipe the story left.

Check and edit your reading history

Tap History in the sidebar, then do any of the following:

- *Read a story:* Tap the story.
- *Delete a story:* Swipe the story left.
- *Remove your reading history:* Tap Clear, then tap Clear History.
- *Remove the information used to create recommendations:* Tap Clear, then tap Clear Recommendations.
- *Clear everything:* Tap Clear, then tap Clear All.

Your News history, recommendation information, saved stories, and downloaded issues are removed from all your devices where you're signed in with the same Apple ID.

Note: Story titles remain in Saved Stories, but you must be online to read the stories.

If you clear recommendations, and Show Siri Suggestions in App is on in Settings  > News > Siri & Search, recommendations based on your Safari and app usage and your reading habits in News are cleared. To prevent News from suggesting stories based on your Safari and app usage, turn off Show Siri Suggestions in App.

When you clear your history, the identifier used by Apple News to report statistics to news publishers is also reset. You can reset the identifier at any time by going to Settings > News, then turning on Reset Identifier.

How to subscribe to individual channels on iPad

Subscribe to channels

In the News app , in addition to [subscribing to Apple News+](#), you can subscribe to individual publications from select publishers. There are three ways to access these subscriptions in News:

- *Subscribe within News:* You can purchase a subscription directly in News. In a channel that offers subscriptions, tap the subscription button.

- *Access an existing subscription purchased from the iTunes Store or the App Store:* If subscriptions you've bought in the iTunes Store or App Store as in-app purchases through publishers' apps are also available in News, you're automatically granted access in News. See the [Buy additional app features with in-app purchases and subscriptions website](#).
- *Access an existing subscription purchased from a publisher:* If you've purchased a subscription directly from a publisher's website or from the publisher's app on a non-Apple device, the publisher may allow you to sign in to your account in News to access your subscription there.

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

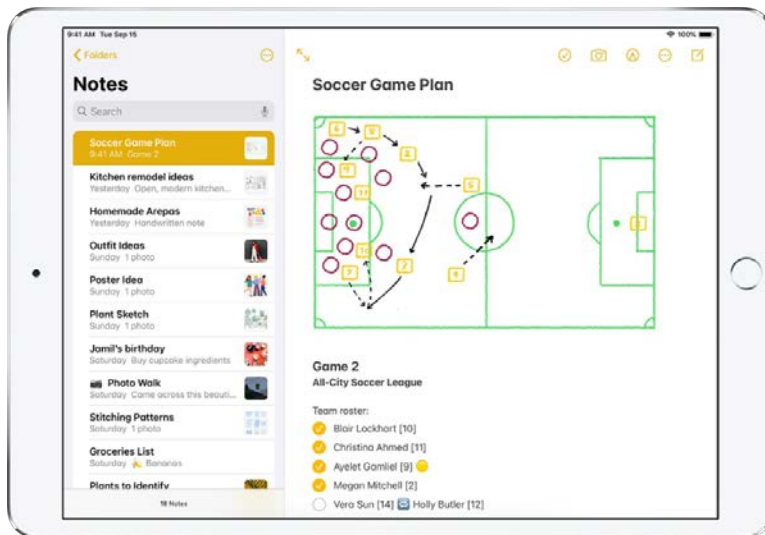
When you subscribe to a channel, you automatically follow it, and stories from the channel appear in the Today feed.

To cancel a subscription, swipe up on the sidebar, tap *Subscriptions* below the *Manage* heading, select the subscription, then tap *Cancel Subscription*.

Notes

Take notes on iPad

Use the Notes app  to jot down quick thoughts or organize detailed information with checklists, images, web links, scanned documents, handwritten notes, and sketches.



Create and format a new note

 **Ask Siri.** Say something like: "Create a new note." [Learn how to ask Siri.](#)

Or do the following:

1. Tap , then enter your text.

The first line of the note becomes the note's title.

2. To change the formatting, tap **Aa**.

You can apply a heading style, bold or italic font, a bulleted or numbered list, and more.

3. To save the note, tap Done.

 **Tip:** To choose a default style for the first line in all new notes, go to Settings  > Notes > New Notes Start With.

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

Add a checklist

In a note, tap , then do any of the following:

- *Add items to the list:* Enter text, then tap return to enter the next item.
- *Increase or decrease the indentation:* Swipe right or left on the item.
- *Mark an item as complete:* Tap the empty circle next to the item to add a checkmark.
- *Reorder an item:* Touch and hold the empty circle or checkmark next to the item, then drag the item to a new position in the list.
- *Manage items in the list:* Tap the list to see the menu, tap , tap Checklist, then tap Check All, Uncheck All, Delete Checked, or Move Checked to Bottom.

To automatically sort checked items to the bottom in all your notes, go to Settings  > Notes > Sort Checked Items, then tap Automatically.

Add or edit a table

In a note, tap , then do any of the following:

- *Enter text:* Tap a cell, then enter your text. To start another line of text in the cell, touch and hold the Shift key and tap next.
- *Move to the next cell:* Tap next. When you reach the last cell, tap next to start a new row.
- *Format a row or column:* Tap a row or column selection handle, then choose a style, such as bold, italic, underline, or strikethrough.

- *Add or delete a row or column:* Tap a row or column selection handle, then choose to add or delete.
- *Move a row or column:* Touch and hold a row or column selection handle, then drag it to a new position.
- *See more columns:* If the table becomes wider than your screen, swipe right or left on the table to see all the columns.

To remove the table and convert its contents to text, tap a cell in the table, tap , then tap Convert to Text.

Change the Notes display on your iPad

- *Make the note fill the screen:* While viewing a note in landscape orientation, tap  or turn iPad to portrait orientation.
 - *See your accounts, notes list, and selected note all at once:* (iPad Pro 12.9-inch) Turn iPad to landscape orientation, then tap .
-

Draw or write in Notes on iPad

Use the Notes app  to draw a sketch or jot a handwritten note with Apple Pencil (on supported models) or your finger. You can choose from a variety of Markup tools and colors and draw straight lines with the ruler.



Draw or write in a note

1. Start drawing or writing in the note with Apple Pencil. Or to draw or write with your finger, tap .
2. [Use the Markup tools](#) to change colors or tools.
3. To adjust the handwriting area, drag the resize handle up or down.

 **Tip:** You can search handwritten text (in supported languages) in Notes. If the note doesn't have a title, the first line of handwritten text becomes the suggested title. To edit the title, scroll to the top of the note, then tap Edit.

Select, edit, and transcribe handwritten text

With Smart Selection, you can select handwritten text using the same gestures you use for typed text. You can move, copy, or delete the selection within the note. You can even paste it as typed text in another note or app.

Note: Smart Selection and handwriting transcription work if the system language of your iPad is set to English, Simplified Chinese, or Traditional Chinese in Settings  > General > Language & Region.

1. In the Markup toolbar, tap the selection tool .

2. Select the handwritten text using any of the following methods with Apple Pencil or your finger:
 - Touch and hold the text, then drag to expand the selection.
 - Double-tap to select a word.
 - Triple-tap to select a sentence.
3. Adjust the selection by dragging the handles if needed.
4. Tap the selection, then choose Cut, Copy, Delete, Duplicate, Copy as Text, or Insert Space Above.

If you choose Copy as Text, you can paste the transcribed text in another note or another app.

Use handwritten addresses, phone numbers, dates, and more

A yellow underline appears below handwritten text that's recognized as a street or email address, phone number, date, or other data. Tap the underlined text to take action on it. For example, you can see a street address in Maps, compose an email, call a phone number, or add a calendar event.

Note: Data detection works if the system language of your iPad is set to English, Simplified Chinese, or Traditional Chinese in Settings  > General > Language & Region.

Show lines or grids in notes

- *In an existing note:* Tap , tap Lines & Grids, then choose a style.
- *Choose the default style for all new notes:* Go to Settings  > Notes > Lines & Grids.

Add attachments to notes on iPad

In the Notes app , you can attach photos, videos, and scanned documents. You can even add info from other apps—maps, links, documents, and more.

Add a photo or video

1. In a note, tap .
2. Choose a photo or video from your photo library, or take a new photo or video.
3. To change the preview size of attachments, touch and hold an attachment, then tap Small Images or Large Images.

 **Tip:** To [draw on a photo](#), tap the photo, then tap .

To save photos and videos taken in Notes to the Photos app, go to Settings  > Notes, then turn on Save to Photos.

Scan a document into a note using the camera

1. In a note, tap , then choose Scan Documents.
2. Position iPad so that the document page appears on the screen; iPad automatically captures the page.

To manually capture the page, tap  or press a volume button. To turn the flash on or off, tap  (on an iPad with a flash).



3. Scan additional pages, then tap Save when you're done.

4. To make changes to the saved document, tap it, then do any of the following:

- *Add more pages:* Tap .
 - *Crop the image:* Tap .
 - *Apply a filter:* Tap , then choose to scan the page as a color, grayscale, or black-and-white document, or as a photo.
 - *Rotate the image:* Tap .
 - *Mark up the document:* Tap , tap , then [use the Markup tools](#) to add annotations or your signature.
 - *Delete the scan:* Tap .
-

Add info from another app to a note

You can add information from another app as an attachment to a note—for example, a location in Maps, a webpage in Safari, a PDF in Files, or a screenshot.

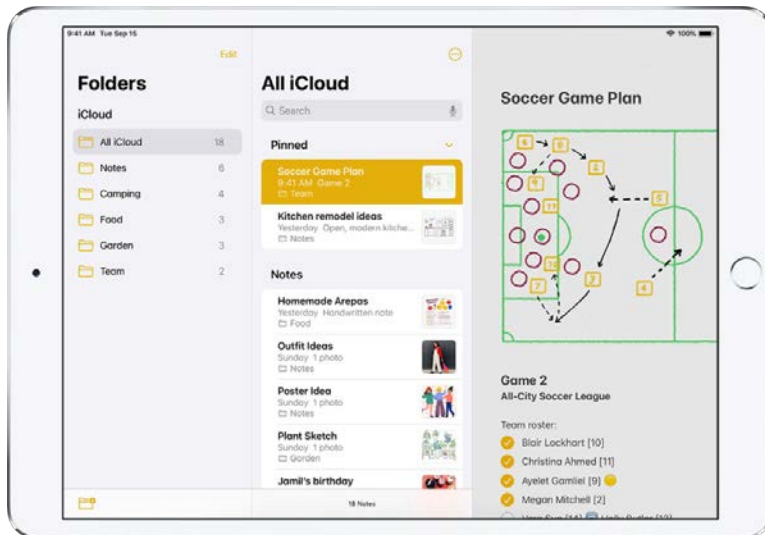
1. In the other app, open the item you want to share (for example, a map or webpage).
 2. Tap Share or , then tap Notes.
 3. Save the item to a new note or choose an existing note.
-

View all attachments in Notes

1. Above the notes list, tap , then tap View Attachments to see thumbnails of drawings, photos, links, documents, and other attachments. (Attachments in locked notes aren't shown.)
 2. To go to a note with a specific attachment, tap the attachment thumbnail, then tap Show in Note.
-

Search and organize your notes in folders on iPad

In the Notes app , you can search all your notes for typed and handwritten text, objects that appear in images, and text in scanned documents. You can also organize your notes into folders and pin the important notes to the top of the list.



Create, rename, move, or delete a folder or subfolder

In the folders list, do any of the following:

- *Create a folder:* Tap New Folder, then name your folder.
- *Create a subfolder:* Touch and hold a folder, then drag it onto another folder.
- *Rename a folder:* Tap the folder, tap , tap Rename, then enter a new name.
- *Move a folder:* Swipe left on the folder, tap , then choose a new location. Or touch and hold the folder, then drag it to a new location. The folder becomes a subfolder if you drag it onto another folder.
- *Delete a folder:* Swipe left on the folder, then tap . Or touch and hold the folder, then tap Delete.

If you change your mind, open the Recently Deleted folder to recover the notes.

Sort, move, pin, delete, or view notes in the gallery view

In a notes list, do any of the following:

- *Change the folder view:* Tap , then choose View as Gallery or View as List.
- *Change the sort order of a folder:* Tap , tap "Sort by," then choose Date Edited, Date Created, or Title. To choose a default sorting method for all your folders, go to Settings  > Notes > Sort Notes By.
- *Move a note to a different folder:* Swipe left on the note, then tap . Or touch and hold the note, tap Move, then choose a folder.

- *Pin an important note to the top of the list:* Touch and hold the note, then tap Pin Note. Or swipe right on the note, then tap the pin.
- *Delete a note:* Swipe left on the note, then tap . Or touch and hold the note, then tap Delete.

If you change your mind, open the Recently Deleted folder to recover the note.

Search your notes

You can search for typed and handwritten text, objects that appear in images, and text in scanned documents.

1. Swipe down on the notes list to reveal the search field.
2. Tap the search field, then enter what you're looking for. You can also choose a suggested search, such as "Notes with Drawings," then enter additional text to refine your search.

If a note is locked, only its title appears in the search results. The search includes handwritten text (in supported languages), photos, and scanned documents.

Search within a note for typed and handwritten text

1. Open the note you want to search.
 2. Tap , then tap Find in Note.
 3. Type the text you're looking for in the search field.
-

Share notes and collaborate on iPad

In the Notes app , you can send a copy of a note to a friend. You can also invite people to collaborate on a note or on a folder of notes in iCloud, and everyone will see the latest changes.

Send a copy of a note

1. Open the note you want to share.
 2. Tap , then choose how to send your note.
-

Collaborate on a note

When you share a note in iCloud, all the collaborators see everyone's changes. Everyone you share with must be signed in with their Apple ID to edit or view the note.

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

1. Do one of the following:
 - In the notes list, swipe left on the note you want to share, then tap .
 - Open the note you want to share, tap , then tap Share Note.
 2. Tap Share Options, then choose "Can make changes" or "View only."
 3. Choose how to send your invitation (for example, using Mail or Messages).
-

Collaborate on a Notes folder

When you share a folder of notes in iCloud, all the collaborators see everyone's changes. People who are allowed to make changes can create or edit notes, add attachments, and even create subfolders if they're using iCloud.

Note: You can't collaborate on a folder with locked notes.

1. Do one of the following:
 - In the folder list, swipe left on the folder you want to share, then tap .
 - Open the folder you want to share, tap , then tap Share Folder.
 2. Tap Share Options, then choose "Can make changes" or "View only."
 3. Choose how to send your invitation (for example, using Mail or Messages).
-

Add or remove collaborators or stop collaborating

Tap , then do any of the following:

- *Add people:* Choose a sharing option.
 - *Remove people:* Swipe left on the collaborator you want to remove, then tap Remove.
 - *Change permissions:* Tap Share Options, then choose "Can make changes" or "View only."
 - *Stop sharing:* When you choose this option, the shared note or folder is deleted from the devices of the other participants.
-

Lock your notes on iPad

In the Notes app , you can lock notes with a password to protect your sensitive information. Notes uses a single password for all your locked notes in an account (for example, your iCloud account), on all your devices.

You can use Face ID (on an iPad with Face ID) or Touch ID (on other iPad models) as a convenience for accessing your locked notes; however, don't rely on Face ID or Touch ID as the only means of unlocking your notes. If you update your Face ID or Touch ID settings, or want to change your Notes password, you have to reenter your Notes password. For this reason, it is strongly recommended that you add a password hint when you create the password.

Set up your notes password

The password you set applies to all notes you lock from now on.

1. Go to Settings  > Notes > Password.
2. If you have multiple accounts, choose the account you want to set a password for.
3. Enter a password and add a hint to help you remember it.

For added convenience, you can also turn on Face ID or Touch ID.

Important: If you forget your notes password, and you can't use Face ID or Touch ID to unlock your notes, you won't be able to view your locked notes, and Apple can't help you regain access to those locked notes.

You can reset your notes password, but this doesn't give you access to previously locked notes. The new password applies to all notes you lock from now on. Go to Settings > Notes > Password > Reset Password.

See the Apple Support article [Lock notes on your iPhone, iPad, iPod touch, and Mac](#).

Lock a note

You can only lock notes on your device and notes in iCloud. You can't lock notes that have PDFs, audio, video, Keynote, Pages, Numbers documents attached, or notes that sync with other accounts. You can't lock an iCloud note that has collaborators.

1. Open the note, then tap .
2. Tap Lock.

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

To remove a lock from a note, tap , then tap Remove.

Open a locked note

Opening one locked note opens all your locked notes in the same account for several minutes so you can easily jump into another note or copy and paste information from other apps.

1. Tap the locked note, then tap View Note.

2. To open the note, use Face ID, Touch ID, or your Notes password.

To lock your notes again, do one of the following:

- Tap the lock icon at the top of the screen.
- Tap Lock Now at the bottom of the notes list.
- Close the Notes app.
- Lock your iPad.

Change your Notes settings on iPad

Customize your preferences for the Notes app  in Settings. You can store your notes in iCloud, access Notes from the Lock Screen, and more.

Keep your notes up to date on all your devices with iCloud

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

Your iCloud notes—and any changes you make to them—appear on your iPhone, iPad, iPod touch, and Mac where you're signed in with your Apple ID.

Change your Notes settings

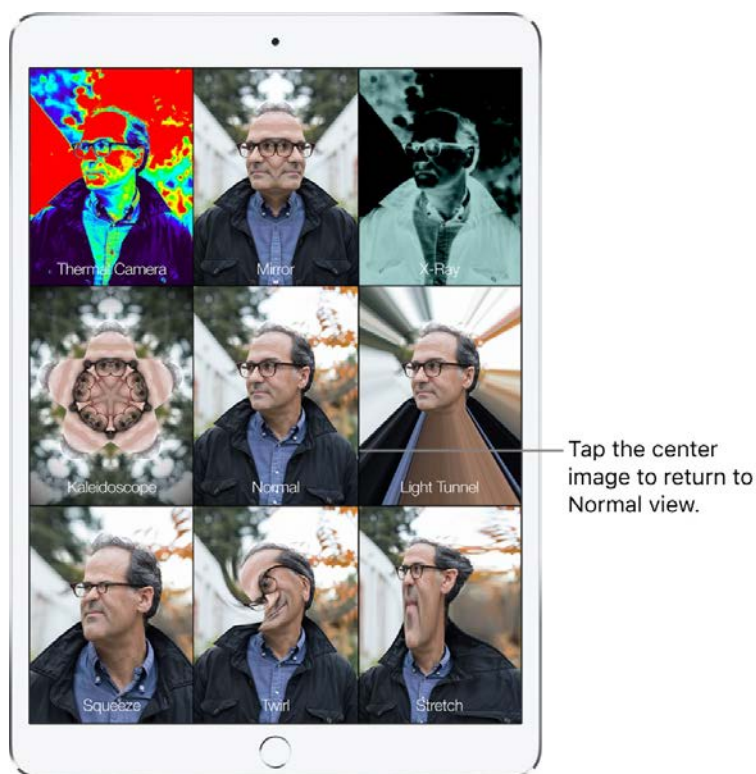
Go to Settings  > Notes, then adjust any of the following:

- *Default Account:* Choose the default account for Siri and the Notes widget.
- *"On My iPad" Account:* Notes in this account appear only on your iPad. Your notes in iCloud aren't affected.
- *Access Notes from Lock Screen:* Choose Always Create New Note or Resume Last Note. Or turn it off to prevent access from the Lock Screen.

Photo Booth

Take photos in Photo Booth on iPad

Use the Photo Booth app  to take selfies and photos with fun effects.



Take a photo

Photo Booth uses the front camera to display the subject in multiple tiles, each with a different effect, on the iPad screen. Effects include Kaleidoscope, Stretch, X-Ray, and more. The tile in the center of the screen displays Normal view.

1. Aim iPad at your subject to frame your shot.
2. Tap the tile of the effect you want to capture, then do any of the following:
 - *Switch between the front and rear-facing cameras:* Tap  at the bottom of the screen.
 - *Change the effect:* Tap  at the bottom left of the screen.

With some effects, you can drag your finger across the screen, or pinch, swipe, or rotate the image to alter the appearance.

3. Tap the shutter button to take the shot.

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

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

Delete, share, or copy a photo in Photo Booth on iPad

You can delete, copy, and share the photos you take in the Photo Booth app .

Delete a photo in Photo Booth

1. Tap a photo thumbnail at the bottom of the screen.
 2. Tap , then tap Delete Photo.
-

Share or copy a photo in Photo Booth

1. Tap a photo thumbnail at the bottom of the screen.
 2. Tap , then choose a share option such as Message or Mail, or choose Copy.
-

Upload photos to your computer

Connect iPad to your computer using the included USB cable.

- *Mac:* Open Photos on your Mac, then select your iPad in the sidebar. Select the photos you want to import, then click Import Selected.

To delete the photos from your iPad after you upload them to your Mac, select Delete items after import.

- *PC:* Follow the instructions that came with your photo app.
-

View and edit photos in the Photos app on iPad

Photos you take in the Photo Booth app  are saved in the Photos app, where you can view and edit them.

View and edit photos in the Photos app

1. In the Photos app, tap the Photos tab, or tap the Albums tab, then tap a thumbnail.

Swipe left or right to see the next or previous photo.
2. Tap Edit, then use the controls at the bottom of the screen to make changes.
3. Tap Done.

See [View photos and videos on iPad](#) and [Edit photos and videos on iPad](#).

View photos on all your devices

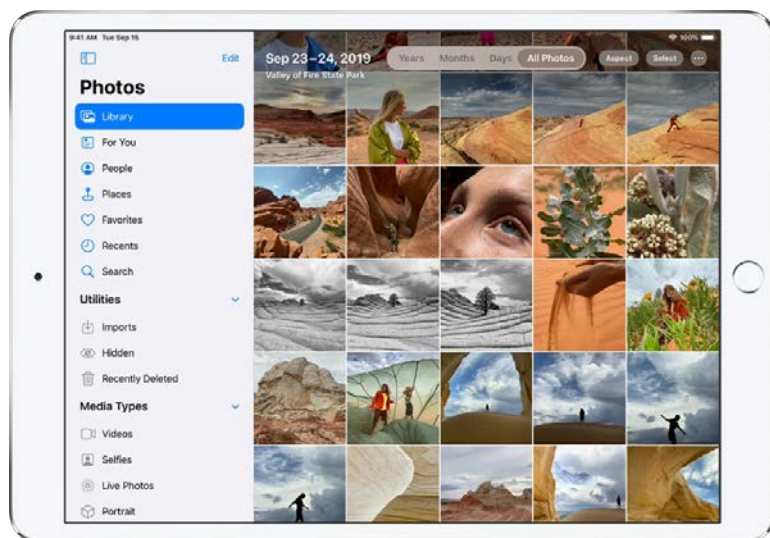
If you use iCloud Photos, you can view your photos on other devices (iOS 8.1, iPadOS 13, or later) and Mac computers (OS X 10.10.3 or later) on [iCloud.com](https://www.icloud.com). You must be signed in with the same Apple ID on all devices.

See [Manage Apple ID and iCloud settings on iPad](#).

Photos

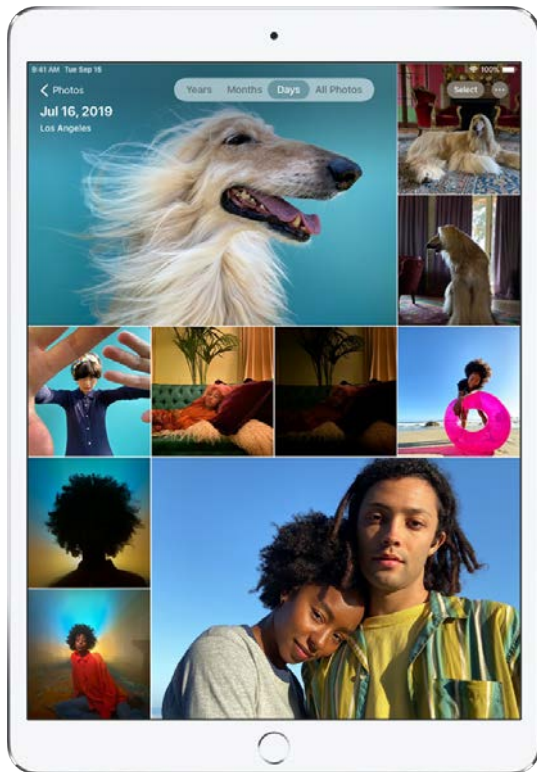
View photos and videos on iPad

Use the Photos app  to view your photos and videos organized by years, months, days, and all photos in your photo library. Swipe from the left edge of the screen, or tap , to open the sidebar and find photos organized by different categories. You can also use Photos to create albums and then share them with friends and family.



Browse your library

The photos and videos on your iPad are organized in your photo library by Years, Months, Days, and All Photos. You can rediscover your best shots in Years, relive significant events in Months, focus on unique photos in Days, and view everything in All Photos.



To browse your photo library, tap the buttons at the top of the screen to choose a view:

- *Years*: Highlights your best shots from a specific year in your photo library.
- *Months*: Presents collections of photos that you took throughout a month, organized by significant events—like a family outing, birthday party, or trip.
- *Days*: Shows your best shots, grouped by the time or place the photos were taken.
- *All Photos*: Displays all of your photos and videos; tap  to zoom in or out, view photos by aspect ratio or square, filter photos, or see photos on a map.

Photos removes duplicate photos and clutter (such as screenshots, whiteboards, and receipts) from Days, Months, and Years views. Every photo is shown in All Photos.

View individual photos

Tap a photo thumbnail to view it in full screen, then do any of the following:

- *Zoom in or out*: Double-tap or pinch out to zoom in—while zoomed in, drag to see other parts of the photo; double-tap or pinch closed to zoom out.
- *Share*: Tap , then choose how you want to share. See [Share photos and videos on iPad](#).
- *Add to favorites*: Tap  to add the photo to your Favorites album.



Tap [←](#) or drag the photo down to continue browsing or return to the search results.

Add captions and view photo and video details

Captions add context to your photos and videos, and you can search for photos and videos by captions when you use Search. Select a photo or video, then swipe up to add a caption or view a caption in the text field below the image.

When you swipe up on a photo or video, you also see the following details:

- Effects you can add to a Live Photo; see [Edit a Live Photo](#).
- People identified in your photo; see [Find people in Photos on iPad](#).
- Where the photo was taken; see [Browse photos by location on iPad](#).
- A link to view other photos taken nearby.

In Shared Albums, you can add comments and likes to photos and videos. Your comments and likes are shared with the album subscribers. See [Share iPad photos with Shared Albums in iCloud](#).

Play a Live Photo

A Live Photo , which can be taken on supported models, is a moving image that captures the moments just before and after a picture is taken.

1. Open a Live Photo.
2. Touch and hold the photo to play it.

 **Tip:** To see all of your Live Photos, swipe from the left edge of the screen or tap  to show the sidebar, then tap Live Photos under Media Types.

See [Take a Live Photo](#).

View photos in a Burst shot

Burst mode in Camera takes multiple high-speed photos so that you have a range of photos to choose from. In Photos, Burst shots are saved together in a single photo thumbnail. You can view each photo in the Burst, then select your favorites to save separately.

1. Open a Burst photo.
2. Tap Select, then swipe through the collection of photos.
3. To save specific photos, tap each photo to select it, then tap Done.
4. Tap Keep Everything to keep the Burst and the photos you selected, or tap Keep Only *[number of]* Favorites to keep only the ones you selected.

 **Tip:** To see all of your Burst shots, swipe from the left edge of the screen or tap  to show the sidebar, then tap Bursts under Media Types.

See [Take Burst shots](#).

Play a video

As you browse your photo library, videos auto-play while you scroll. Tap a video to begin playing it in full screen without sound, then do any of the following:

- Tap the player controls below the video to pause, play, unmute, and mute; tap the screen to hide the player controls.
 - Double-tap the screen to toggle between full screen and fit-to-screen.
-

Play and customize a slideshow

A slideshow is a collection of your photos, formatted and set to music.

1. View photos by All Photos or Days, then tap Select.
2. Tap each photo you want to include in the slideshow, then tap .
3. From the list of options, tap Slideshow.
4. Tap the screen, then tap Options to change the slideshow theme, music, and more.

To stream a slideshow or video to a TV, see [Wirelessly stream videos and photos to Apple TV or a smart TV from iPad](#).

Delete and hide photos and videos on iPad

In the Photos app , you can delete photos and videos from your iPad or hide them in the Hidden album. You can also recover photos you recently deleted. When you use iCloud Photos, any changes you make are saved across all your devices.

See [Use iCloud Photos on iPad](#).

Delete or hide a photo or video

Tap a photo or video, then do either of the following:

- *Delete:* Tap  to delete a photo from your iPad and other devices using the same iCloud Photos account.

Deleted photos and videos are kept in the Recently Deleted album for 30 days, where you can recover or permanently remove them from all devices.

- *Hide:* Tap , then tap Hide in the list of options.

Hidden photos are moved to the Hidden album. You can't view them anywhere else.

Recover or permanently delete deleted photos

To recover deleted photos, or to permanently delete them, do the following:

1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap Recently Deleted under Utilities.
 2. Tap Select, then choose the photos and videos you want to recover or delete.
 3. Choose Recover or Delete at the bottom of the screen.
-

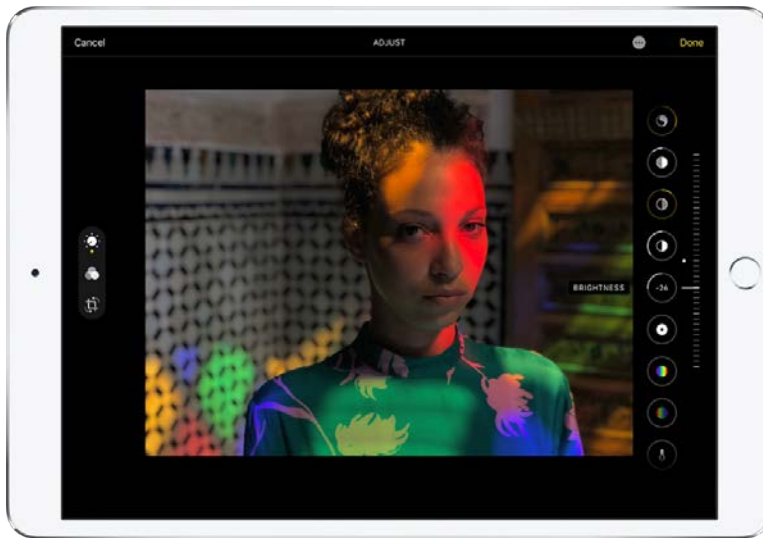
Edit photos and videos on iPad

Use the tools in the Photos app  to edit photos and videos on your iPad. When you use iCloud Photos, any edits you make are saved across all your devices.

See [Use iCloud Photos on iPad](#).

Adjust light and color

1. Tap a photo or video thumbnail to view it in full screen.



2. Tap Edit, then choose an editing effect such as Exposure, Brilliance, or Highlights from the options on the right.
3. Drag the slider to adjust the effect.

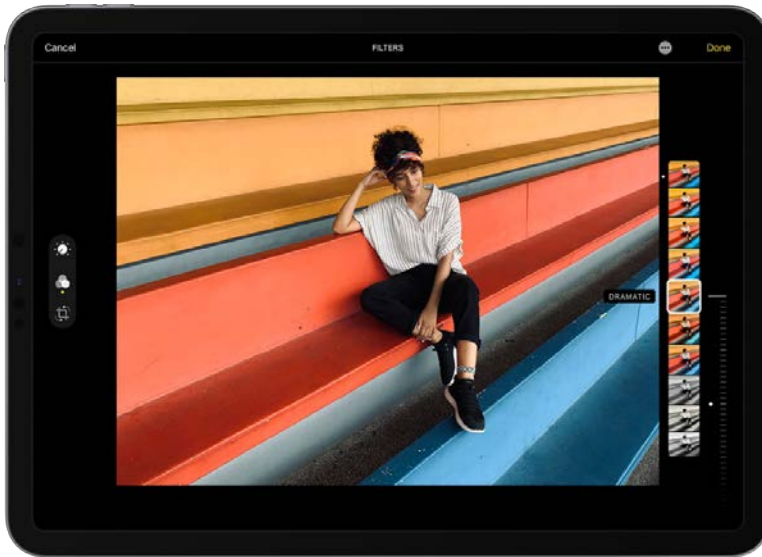
The level of adjustment you make for each effect is displayed by the outline around the button, so you can see at a glance which effects have been increased or decreased.
4. Tap the effect button to see the shot before and after the effect was applied (or tap the photo to toggle between the edited version and the original).
5. Tap Done to save your edits, or if you don't like your changes, tap Cancel, then tap Discard Changes.

 **Tip:** Tap  to automatically edit your photos and videos with effects.

Apply filter effects

1. Tap a photo or video thumbnail to view it in full screen.
2. Tap Edit, then tap  on the left side of the screen.

3. Choose a filter on the right side of the screen, then drag the slider to adjust the effect.



4. To compare the edited photo to the original, tap the photo.
5. Tap Done to save your edits, or if you don't like your changes, tap Cancel, then tap Discard Changes.

Crop, rotate, or flip a photo or video

1. Tap a photo or video thumbnail to view it in full screen.
2. Tap Edit, tap  on the left side of the screen, then do any of the following:
 - *Crop manually:* Drag the rectangle corners to enclose the area you want to keep in the photo, or you can pinch the photo open or closed.
 - *Crop to a standard preset ratio:* Tap , then choose an option at the bottom of the screen.
 - *Rotate:* Tap  to rotate the photo 90 degrees.
 - *Flip:* Tap  to flip the image horizontally.
3. Tap Done to save your edits, or if you don't like your changes, tap Cancel, then tap Discard Changes.

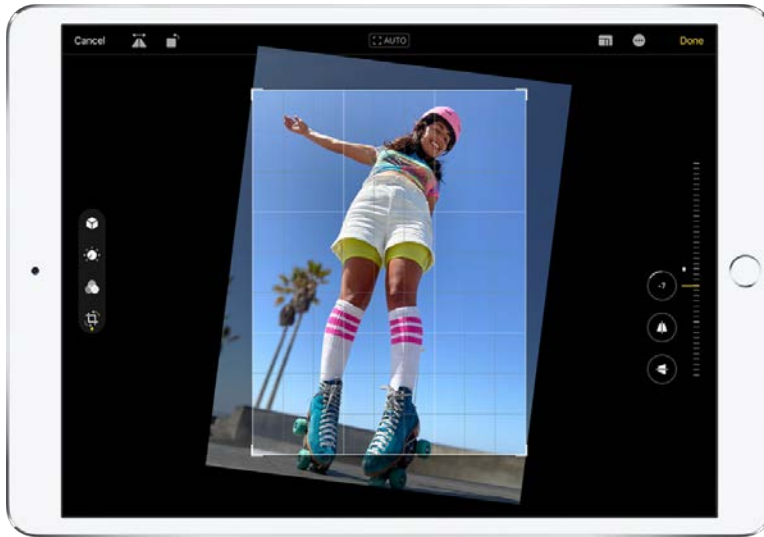
Straighten and adjust perspective

1. Tap a photo or video thumbnail to view it in full screen.
2. Tap Edit, tap  on the left side of the screen, then select an effect button on the right side of the screen.

3. Drag the slider to adjust the effect.

The level of adjustment you make for each effect is displayed by the outline around the button, so you can see at a glance which effects have been increased or decreased. Tap the button to toggle between the edited effect and the original.

4. Tap Done to save your edits, or if you don't like your changes, tap Cancel, then tap Discard Changes.



Revert an edited photo

After you edit a photo and save your changes, you can revert to the original image.

1. Open the edited image, tap Edit, then tap Revert.
2. Tap Revert to Original.

Mark up a photo

1. Tap a photo to view it in full screen.
2. Tap Edit, then tap
3. Tap Markup
4. Annotate the photo using the different drawing tools and colors. Tap to add shapes, text, or even your signature.
5. Tap Done to save your edits, or if you don't like your changes, tap Cancel.

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

Trim a video

1. Open the video, then tap Edit.
2. Drag either end of the frame viewer to adjust the length, then tap Done.
3. Tap Save Video to save only the trimmed video, or Save Video as New Clip to save both versions of the video.

To undo the trim after you save, tap Edit, then tap Revert.

Note: A video saved as a new clip can't be reverted to the original.

Set the slow-motion section of a video shot in Slo-mo

1. Open a video shot in Slo-mo, then tap Edit.
2. Drag the white vertical bars beneath the frame viewer to set where the video is played in slow motion.
3. Tap Done to save your edits, or if you don't like your changes, tap Cancel.

See [Record a slow-motion video](#).

Use other photography apps to edit your photos

Photo app extensions can provide special editing options. See the Apple Support article [How to edit with third-party apps and extensions in Photos](#).

Edit Live Photos on iPad

In the Photos app, , you can edit Live Photos, change the Key Photo, and add fun effects like Bounce and Loop.

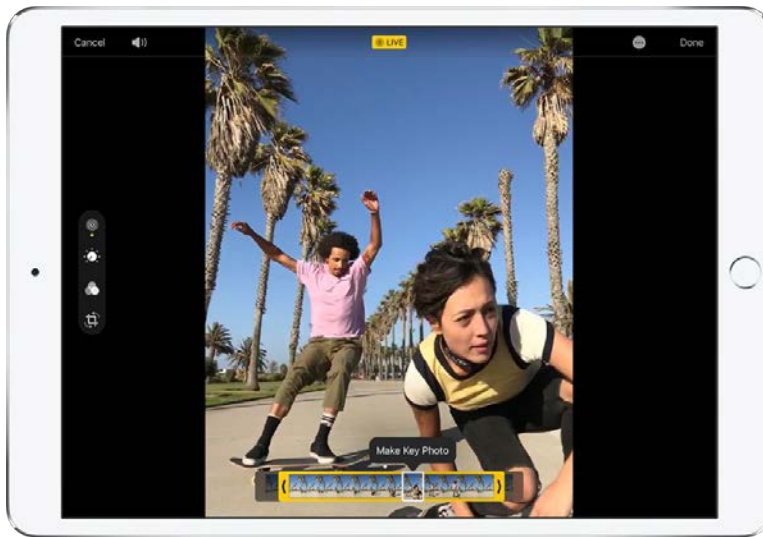
Edit a Live Photo

In addition to using the photo editing tools (like adding filters or cropping a photo), you can also change the Key Photo, trim the length, or mute the sound in your Live Photos (available on supported models).

1. Open the Live Photo and tap Edit.

2. Tap , then do any of the following:

- *Set a key photo:* Move the white frame on the frame viewer, tap Make Key Photo, then tap Done.
- *Trim a Live Photo:* Drag either end of the frame viewer to choose the frames the Live Photo plays.
- *Make a still photo:* Tap the Live button at the top of the screen to turn off the Live feature. The Live Photo becomes a still of its key photo.
- *Mute a Live Photo:* Tap  at the top of the screen. Tap again to unmute.



See [Take a Live Photo](#).

Add effects to a Live Photo

You can add effects to Live Photos to turn them into fun videos (available on supported models).

1. Open the Live Photo.
2. Swipe up to see the effects, then choose one of the following:
 - *Loop:* Repeats the action in a continuous looping video.
 - *Bounce:* Rewinds the action backward and forward.
 - *Long Exposure:* Simulates a DSLR-like long exposure effect by blurring motion.

See [Take a Live Photo](#).

Edit Portrait mode photos on iPad

In the Photos app,  you can change and adjust the lighting effects in Portrait mode photos.

Edit Portrait Lighting effects in Portrait mode photos

You can apply, change, or remove the Portrait Lighting effects in photos you take in Portrait mode. You can also edit Portrait mode photos taken on other devices.

1. Tap any photo taken in Portrait mode to view it in full screen.
2. Tap Edit, touch , then 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 like 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 Done to save your changes.

To undo the Portrait Lighting effect after you save, tap Edit, then tap Revert to go back to the original lighting.

Note: To remove the Portrait effect from a photo, tap Edit, then tap Portrait at the top of the screen.

Adjust Depth Control in Portrait mode photos

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

1. Tap any photo taken in Portrait mode to view it in full screen.
 2. Tap Edit, then tap  at the top of the screen. When the button is yellow, the feature is on.

A slider appears next to the photo on the right side of the screen.
 3. Drag the slider up or down to adjust the effect.

A white dot marks the original depth value for the photo.
 4. Tap Done to save your changes.
-

Adjust Portrait Lighting in Portrait mode photos

On iPad Pro 11-inch (2nd generation) and iPad Pro 12.9-inch (4th generation), use the Portrait Lighting slider to adjust the intensity of the Portrait Lighting effects in your Portrait mode photos.

1. Tap any photo taken in Portrait mode to view it in full screen.
2. Tap Edit.

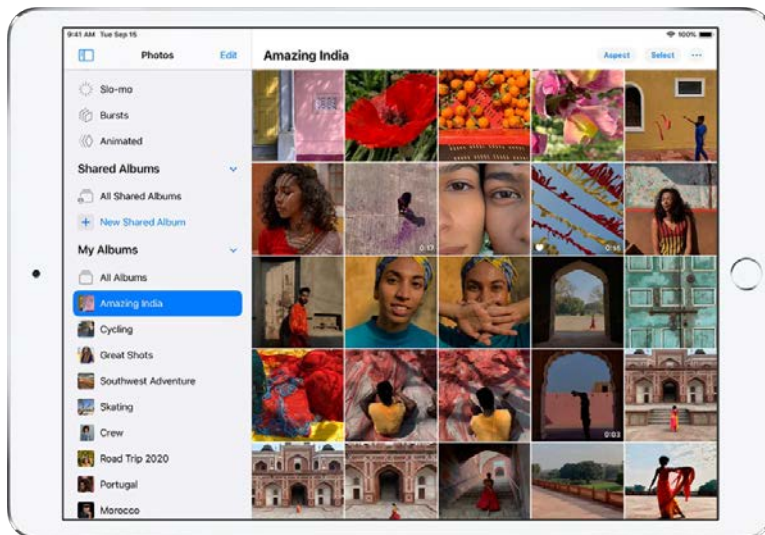
If  isn't yellow, tap it to turn the feature on.

3. Touch and drag  to change the Portrait Lighting effect, then drag the slider to adjust the effect.
4. Tap Done to save your changes.

Organize photos in albums on iPad

Use the Photos app  to organize your pictures with albums—create new ones, or add pictures to existing albums.

If you use iCloud Photos, albums are stored in iCloud. They're up to date and accessible on devices where you're signed in with the same Apple ID. See [Use iCloud Photos on iPad](#).



Create an album

Use albums to organize your photos.

1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap New Album below My Albums.
2. Name the album, then tap Save.

3. Choose the photos you want to add, then tap Done.

To create a shared album, see [Share photos with Shared Albums in iCloud](#).

Add photos and videos to existing albums

1. View your library by Days or All Photos, then tap Select.
 2. Tap the photo and video thumbnails that you want to add, then tap .
 3. Tap Add to Album from the list of options.
 4. Tap the album you want to add it to.
-

Remove photos and videos from existing albums

1. While viewing the album, tap Select.
 2. Tap the photos or videos you want to remove, then tap .
 3. Remove your selections from just the album or delete them from iCloud Photos on all your devices.
-

Rename, rearrange, and delete existing albums

1. Swipe from the left edge of the screen or tap  to show the sidebar.
 2. Tap Edit, then do any of the following:
 - *Rename*: Touch and hold the album name until a cursor appears, then enter a new name.
 - *Rearrange*: Touch and hold , then drag to a new location.
 - *Delete*: Tap .
 3. Tap Done.
-

Sort photos in albums

You can sort photos and videos in an album by newest to oldest, or oldest to newest.

1. Tap , then tap Sort.
2. Choose to view by newest first or oldest first.

To move an individual photo, touch and hold the thumbnail, then drag it to a new location.

Filter photos in albums

You can filter photos and videos in an album by favorites, edited, photos, and videos.

1. Tap , then tap Filter.
2. Choose how you want to filter the photos and videos in the album, then tap Done.

To remove a filter from an album, tap , tap All Items, then tap Done.

Organize albums in folders

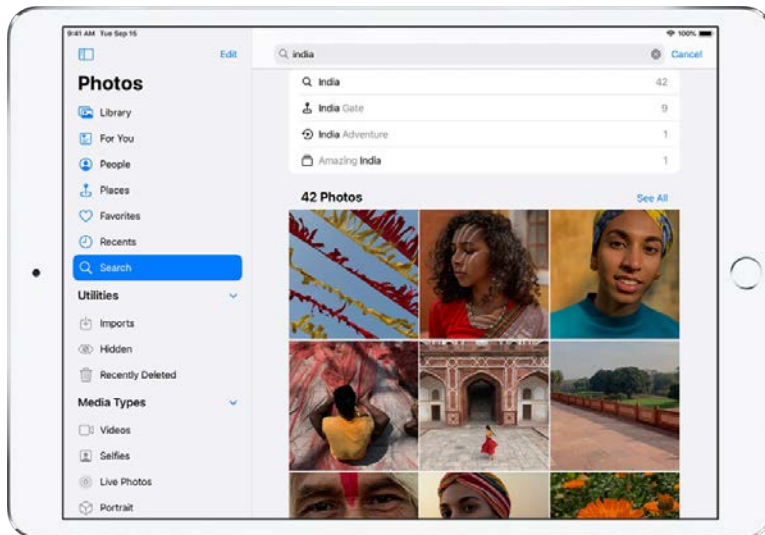
You can create folders to contain multiple albums. For example, you could create a folder named “Vacations” and then create multiple albums within the folder of all your vacations. You can also create folders inside folders.

1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap All Albums below My Albums.
 2. Tap , then tap New Folder.
 3. Name the folder, then tap Save.
 4. Open the folder, then tap  to create new albums inside the folder.
-

Search in Photos on iPad

When you search in the Photos app , you see suggestions for people, places, and photo categories to help you find what you’re looking for, or rediscover a moment you forgot about. You can also type a keyword into the search field—for example, a person’s name, date, or location—to help you find a specific photo.

 **Ask Siri.** Say something like: “Show me photos from January 2010.” [Learn how to ask Siri.](#)



Swipe from the left edge of the screen or tap  to show the sidebar, then tap Search. View photos in the suggested categories, or use the search field at the top of the screen to search by the following:

- Date (month or year)
- Place (city or state)
- Business names (museums or restaurants, for example)
- Category (beach or sunset, for example)
- Events (sports games or concerts, for example)
- Person (Lia or Gordon, for example)
- Caption (see [Add captions and view photo and video details](#))

Looking for something more specific? Refine your search with multiple keywords—simply keep adding keywords until you find the photo you want. Search also suggests keywords to add to your search.

Share photos and videos on iPad

Share photos and videos from the Photos app  in Mail or Messages, or other apps you install. Photos even selects your best photos from an event and recommends people you may want to share them with.

Share photos and videos

- *Share a single photo or video:* Open the photo or video, tap , then choose how you want to share.

- *Share multiple photos or videos in All Photos or Days:* While viewing photos in the All Photos or Days tab, tap Select, then tap the photos you want to share. Tap , then choose a share option.

When [iCloud Photos](#) is turned on, multiple photos may be shared with an iCloud link. iCloud links remain available for 30 days, can be viewed by anyone, and can be shared using any app.

- *Share multiple photos or videos in Months:* While viewing events in the Months tab, tap , then tap Share Photos to send all the photos from that event.



You can also use Shared Albums to share photos and videos with just the people you choose. See [Share iPad photos with Shared Albums in iCloud](#).

Note: The size limit of attachments is determined by your service provider. For devices or services that don't support Live Photos, a Live Photo is shared as a still photo.

Share photos with Sharing Suggestions

Sharing Suggestions recommends a set of photos from an event that you may want to share, and based on the people in the photos, who you may want to share the photos with. After you share your photos, the recipients are prompted to share their photos from the event with you. Sharing Suggestions requires [iCloud Photos](#) to share, but can be viewed by anyone.

1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap For You.
2. Choose a photo collection from Sharing Suggestions.

3. Tap Share in Messages.

- To send the link to more friends, or to stop sharing it, tap the collection, tap , then choose Copy iCloud Link or Stop Sharing.
- To remove a photo collection from Sharing Suggestions, tap , then tap Remove Sharing Suggestion.

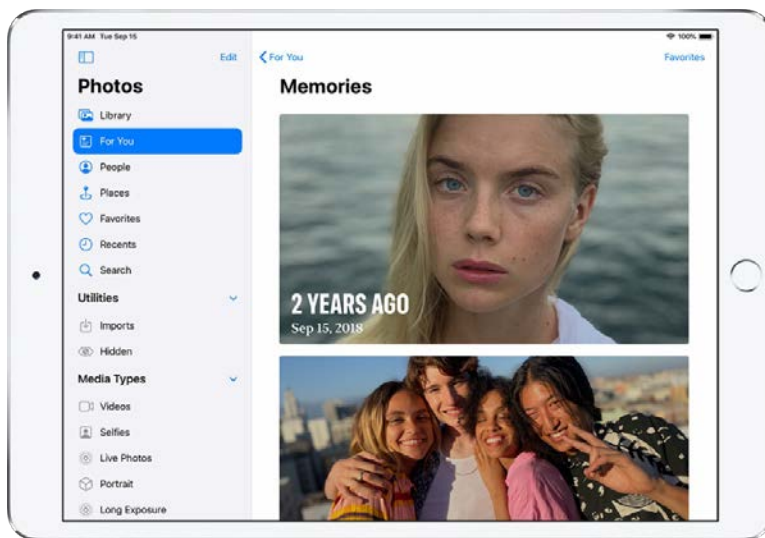
Need more help? See the Apple Support article [Use Sharing Suggestions in Photos](#).

Save or share a photo or video you receive

- *From email:* Tap to download the item if necessary, then tap . Or, touch and hold the item, then choose a sharing or saving option.
- *From a text message:* Tap the photo or video in the conversation, tap , then choose a sharing or saving option.

View Memories in Photos on iPad

The Photos app  scans your library to automatically create collections of photos and videos called *Memories*. Memories include Memory movies, which are automatically edited for you and set to music. You can edit Memories and share them with others. You can also make a Memory movie from an album you create.



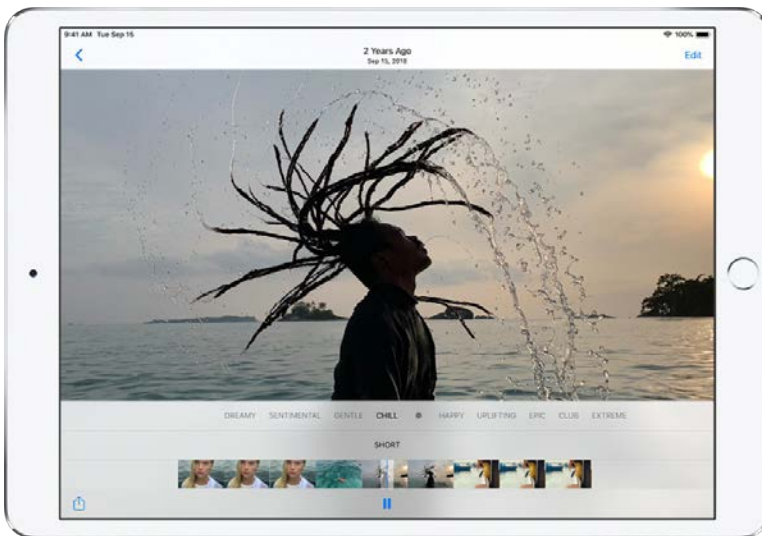
Play a Memory movie

1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap For You.

2. Choose a Memory, then tap the image at the top of the screen to play it.
 3. To pause, tap the movie, then tap **II**.
 4. To go forward or backward in the movie, tap the movie, then slide the frames at the bottom of the screen left or right.
-

Edit a Memory movie

1. While a Memory is playing, tap the screen to show customization options.
2. Do any of the following:
 - *Change the mood:* Swipe left or right through the moods to change the music and editing style.
 - *Change the length:* Swipe to change to short, medium, or long depending on the number of photos in the Memory.
 - *Personalize the movie:* Tap Edit at the top of the screen to add or delete specific photos, change the music, edit the title, and more.
3. Tap **▶**.



Create a Memory

You can create your own Memory from an event or a specific day in your library.

1. View photos in your library by Days or Months.
2. Tap **⋮**, then tap Play Memory Movie.

3. While the movie plays, tap the screen, then tap Edit.
 4. Tap OK to add the movie to Memories, then make edits such as adding or deleting specific photos, changing the music, and editing the title.
 5. Tap Done.
-

Delete a Memory movie

1. Select the Memory you want to delete.
 2. Tap , then tap Delete Memory or Suggest Fewer Memories Like This.
-

Share a Memory

1. Play the Memory you want to share.
 2. While the movie plays, tap the screen, tap , then choose how you want to share.
-

Add a Memory to Favorites

1. Select the Memory you want to mark as a favorite.
2. Tap , then tap Add to Favorite Memories.

To view your favorite Memories, tap For You, tap See All, then tap Favorites.

Share photos from a Memory

Photos identifies the people in a Memory and makes it easy to share the photos in that Memory with them.

1. Tap a Memory with photos you want to share.
 2. Tap Select, then tap the photos you want to share.
 3. Tap , then choose how you want to share them.
-

Find people in Photos on iPad

The Photos app  scans your photo library for people's faces and adds the most frequently found faces to the People album. When you add names to the faces, you can search for photos by name.

Note: With iCloud Photos, your People album is kept up to date on all your devices that meet these minimum system requirements: iOS 11, iPadOS 13, and macOS 10.13. (You must be signed in with the same Apple ID on all the devices.)

Find photos of a specific person

To find photos of a specific person, swipe from the left edge of the screen or tap  to show the sidebar, then do either of the following:

- Tap the People album, then tap a person to see all of the photos they're in.
 - Tap Search, then enter a person's name in the search field.
-

Add a person to your People album

1. Open a photo of the person you want to add, then swipe up to see the photo details.
 2. Tap a face under People, then tap Add Name.
 3. Enter the person's name or select it from the list.
 4. Tap Next, then tap Done.
-

Name a person in your People album

1. Tap the People album in the sidebar.
2. Tap the face of the person whose name you want to add.
3. Tap Add Name at the top of the screen, then enter the person's name.
4. Tap Next, then tap Done.

If there's a face identified as two or more people in the People album, tap Select, tap each instance of the person, then tap Merge.

Set a person's key photo

1. Tap the People album in the sidebar, then tap a person.
 2. Tap Select, then tap Show Faces.
 3. Choose the photo you want to set as the key photo.
 4. Tap , then tap Make Key Photo.
-

Fix misidentifications

1. Tap the People album in the sidebar, then tap a person.
 2. Tap Select, then tap Show Faces.
 3. Tap the misidentified face.
 4. Tap , then tap Not This Person.
-

Browse photos by location on iPad

The Photos app  creates collections of your photos and videos in the Places album based on where they were taken. View photos taken in a specific location, or look for photos taken nearby. See a collection of all your places on a map, or even watch a Memory movie of a certain place.

Browse photos by location

1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap Places.
2. Select Map or Grid view.

Only pictures and videos that have embedded location information (GPS data) are included.

 **Tip:** Pinch to zoom in and out, or drag the map to see more locations.

See where a photo was taken

1. Open a photo, then swipe up to see the photo details.
 2. Tap the map or address link to see more details.
-

Look for photos taken nearby

1. Tap a photo to view it in full screen. (The photo must contain location information.)
 2. Swipe up, then tap Nearby Photos.
-

Watch a location-based Memory movie

1. In the sidebar, tap Places, then tap Grid.
 2. Find a location with several images, then tap the location heading.
 3. Tap  to play the Memory.
-

Use iCloud Photos on iPad

iCloud Photos automatically uploads the photos and videos you take and stores them in their original format at full resolution. You can access your photos and videos in iCloud Photos from any device where you're signed in using the same Apple ID.

To use iCloud Photos, you need a device that meets these minimum system requirements: iOS 8.1, iPadOS 13, OS X 10.10.3, or a PC with iCloud for Windows 7.

Turn on iCloud Photos

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

Save space on your iPad

iCloud Photos keeps all your photos and videos in their original, high-resolution version. You can optimize storage to save space on your iPad.

Go to Settings  > [your name] > iCloud > Photos, then tap Optimize iPad Storage.

View and share a full-resolution photo or video

1. Select a photo or video from your Library, then tap Edit.

The full-resolution photo or video downloads automatically.

2. Tap , then choose the device that you want to share it with.
-

Upgrade your iCloud storage to store more photos

If your uploaded photos and videos exceed your storage plan, you can upgrade your iCloud storage.

Go to Settings  > [your name] > iCloud > Manage Storage > Change Storage Plan.

Need more help? See the Apple Support article [Set up and use iCloud Photos](#).

Share iPad photos with Shared Albums in iCloud

With Shared Albums in the Photos app , you can share photos and videos with just the people you choose. They can also add their own photos, videos, and comments. Shared Albums works with or without iCloud Photos and My Photo Stream.

Turn on Shared Albums

Go to Settings  > [your name] > iCloud > Photos, then turn on Shared Albums.

Create a new shared album

1. Swipe from the left edge of the screen or tap  to show the sidebar.
 2. Tap New Shared Album under Shared Albums.
 3. Give the album a name, then tap Next.
 4. Choose people to invite, or type an email address or phone number, then tap Create.
-

Turn on public viewing in iCloud

1. Select a shared album in the sidebar.
 2. Tap .
 3. Turn on Public Website.
-

Add photos and videos to a shared album

1. Select a shared album in the sidebar, then tap .
2. Select all the items you want to add, then tap Done.
3. Add a comment if you want, then tap Post.

When Public Website is turned on, anyone with the iCloud URL can view the album.

Add or remove subscribers, or turn Notifications on or off

Select the shared album, tap , then do any of the following:

- *Add subscribers:* Tap Invite People, then enter the names of the subscribers you want to add.

Subscribers can add photos and videos to the album. Tap the Subscribers Can Post button so only you can add photos and videos. Tap again to allow subscribers to post.
 - *Remove subscribers:* Tap the name of the subscriber, then tap Remove Subscriber.
 - *Turn Notifications off:* Tap the Notifications button. Tap again to turn Notifications on.
-

Delete photos, videos, and comments from a shared album

You must be the owner of the shared album to delete photos or videos.

- *Delete photos and videos:* In a shared album, tap Select. Select the photos or videos you want to delete, then tap .
 - *Delete comments:* While viewing the comment in a shared photo, touch and hold, then tap Delete.
-

Rename a shared album

1. Tap Edit at the top of the sidebar.
 2. Touch and hold the album name until a cursor appears, then enter a new name.
-

Subscribe to a shared album

When you receive an invitation, tap , tap Accept. You can also accept an invitation in an email.

Note: To use Shared Albums, your iPad must be connected to Wi-Fi. Shared Albums works over both Wi-Fi and cellular networks. Cellular data charges may apply. See [Connect to the internet](#).

Use My Photo Stream on iPad

Use My Photo Stream with the Photos app  to access recent photos on any iPhone, iPad, or iPod touch. Up to 1000 images are stored automatically for 30 days without using iCloud storage space or iCloud Photos.

My Photo Stream automatically uploads your most recent photos to iCloud; you can even see them on devices that aren't using iCloud Photos. (My Photo Stream doesn't upload Live Photos or videos.) You must be signed in on all devices using the same Apple ID.

Turn on My Photo Stream

My Photo Stream doesn't count against your iCloud storage and only saves still photos. Your photos automatically upload when you leave the Camera app and are connected to Wi-Fi, but edits aren't updated across all devices.

Go to Settings  > [your name] > iCloud > Photos, then turn on Upload to My Photo Stream.

If you recently created your Apple ID, My Photo Stream might not be available. If My Photo Stream isn't available, use [iCloud Photos](#) to keep your photos and videos in iCloud.

Note: My Photo Stream is automatically turned off if you use iCloud Photos.

Save photos from My Photo Stream to your iPad

Images in My Photo Stream remain in iCloud for 30 days—after that, they’re removed. To keep these photos, you must save them from My Photo Stream to your iPhone, iPad, or iPod touch.

1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap My Photo Stream.
 2. Tap Select, then select all photos you want to save.
 3. Tap , then tap Save Image.
-

Manage photos in My Photo Stream

Tap the My Photo Stream album, tap Select, then do any of the following:

- *Save your best shots to iCloud or your device:* Select the photos, then tap Add To.
- *Share, print, or copy:* Select the photos, then tap .
- *Delete photos:* Select the photos, then tap .

Although deleted photos are removed from My Photo Stream on all your devices, the original photos remain in Photos on the device on which they were taken. Photos that you save to another album on a device or computer also aren’t deleted.

Photos in My Photo Stream don’t count against your iCloud storage, and they’re kept for 30 days in iCloud (up to 1000 photos). Download photos to your iPhone, iPad, iPod touch, or computer if you want to keep them permanently. See the Apple Support article [My Photo Stream](#).

Import photos and videos to iPad

You can import photos and videos directly to the Photos app  from a digital camera, an SD memory card, or another iPhone, iPad, or iPod touch that has a camera. Depending on your model, use the Lightning to USB Camera Adapter, the USB-C to SD Card Camera Reader, or the Lightning to SD Card Camera Reader (sold separately).

1. Insert the camera adapter or card reader into the Lightning or USB-C connector on iPad.

2. Do one of the following:

- *Connect a camera:* Use the USB cable that came with the camera to connect the camera to the camera adapter. Turn on the camera, then make sure it's in transfer mode. For more information, see the documentation that came with the camera.
- *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.
- *Connect an iPhone, iPad, or iPod touch:* Use the USB cable that came with the device to connect it to the camera adapter. Turn on and unlock the device.

3. Open Photos on your iPad, then tap Import.

4. Select the photos and videos you want to import, then select your import destination.

- *Import all items:* Tap Import All.
- *Import just some items:* Tap the items you want to import (a checkmark appears for each), tap Import, then tap Import Selected.

5. After the photos and videos have been imported, keep or delete them on the camera, card, iPhone, iPad, or iPod touch.

6. Disconnect the camera adapter or card reader.

Need more help? See the Apple Support article [Import photos using Apple camera adapters](#).

Print photos on iPad to an AirPrint-enabled printer

Print your photos directly from the Photos app on your iPad with any AirPrint-enabled device.

- *Print a single photo:* While viewing the photo, tap , then tap Print.
- *Print multiple photos:* While viewing photos, tap Select, select each photo you want to print, tap , then tap Print.

See [Print from iPad](#).

Podcasts

Find podcasts on iPad

Use the Podcasts app  to find and play free shows—similar to radio or TV shows—about science, news, politics, comedy, and more. If you subscribe to a show, iPad automatically downloads new episodes as they're released.

 **Ask Siri.** Say something like: "Find Voyage To The Stars podcast." [Learn how to ask Siri.](#)

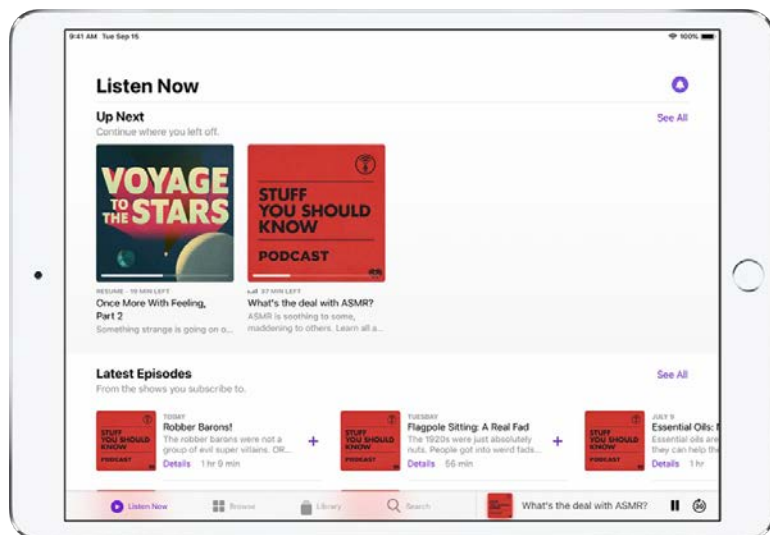
Find and subscribe to shows

- *Discover shows:* Tap Browse to see Featured shows, or Top Charts. You can also browse by categories or content providers.
- *Search by title, person, or topic:* Tap Search, then enter what you're looking for.
- *Subscribe to a show:* Tap the show to see its information page, then tap Subscribe.

Listen to your subscribed shows

Tap Listen Now, then select an episode from one of the following:

- *Up Next:* Pick up where you left off in a show, including resuming a previous episode.
- *Latest Episodes:* Find new episodes from shows you're already subscribed to.
- *Notifications:* To get notifications whenever a new episode is available, tap .



Play podcasts on iPad

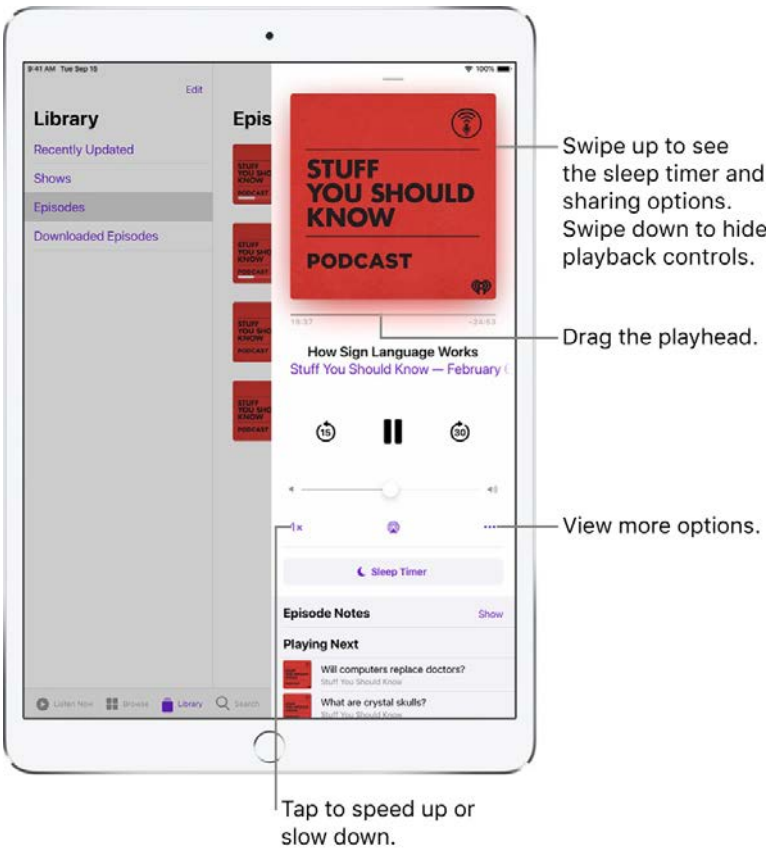
In the Podcasts app , you can play, pause, or skip ahead using the playback controls, set a sleep timer, and stream content to another device.

 **Ask Siri.** Say something like: “Play the newest episode of ‘The Daily’ podcast.” [Learn how to ask Siri.](#)

Play a podcast

1. Tap an episode.

2. For more playback controls, tap the player to open the Now Playing screen.



Use any of the following controls:

Control	Description
	Play
	Pause
	Jump back 15 seconds
	Jump forward 30 seconds
	Choose a faster or slower playback speed
	Stream the audio to other devices
	Choose more actions such as sharing the episode or adding it to your queue.

 **Tip:** To jump to a specific time in the episode, drag the track position slider below the podcast artwork.

 **Ask Siri.** Say something like: “Skip ahead 3 minutes.” [Learn how to ask Siri.](#)

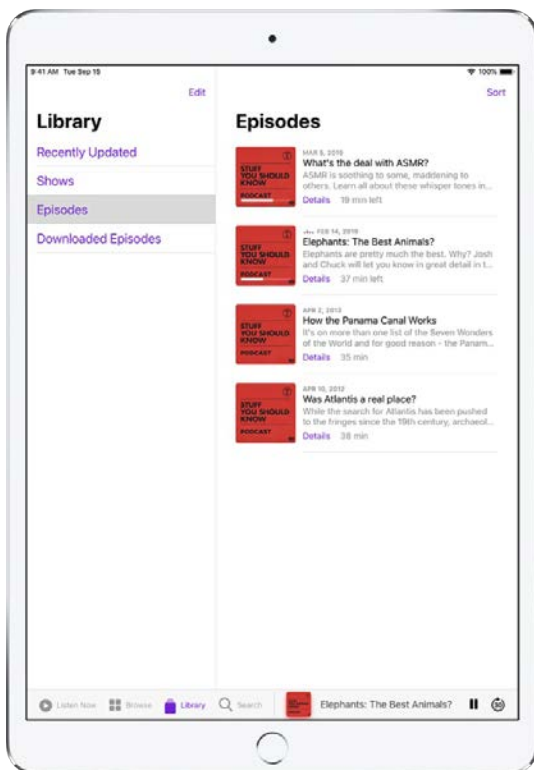
3. Swipe up on the Now Playing screen to see the sleep timer, episode notes, and your Up Next queue.

Manage your podcast subscriptions and library on iPad

In the Podcasts app , you can add or remove subscriptions and episodes in your library.

Manage your subscriptions

1. Tap Library.



2. Tap a show to see its information page, tap , then do any of the following:
 - *Change the sequence of episode playback, disable notifications, and manage episode downloads:* Tap Settings.
 - *Stop downloading new episodes:* Tap Unsubscribe.
 - *Remove all the episodes:* Tap Delete from Library.

Manage episodes and downloads

- *Add an episode to your library:* For podcasts that you haven't subscribed to, tap  next to an episode. To download the episode so you can play it when you're offline, tap .
 - *Delete an episode:* Tap Library, tap Episodes, swipe left on the episode, then tap Delete.
 - *Remove a download:* Tap Library, tap Downloaded Episodes, swipe left on the episode, then tap Remove.
-

Change your Podcasts settings

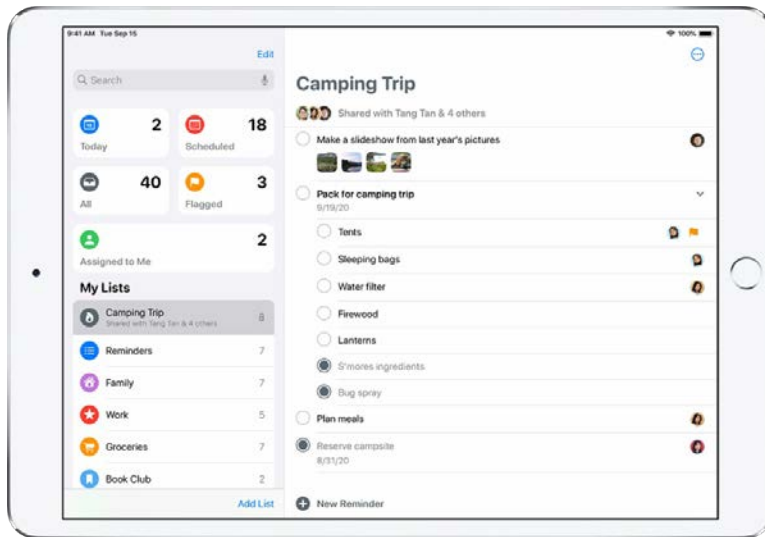
Go to Settings  > Podcasts, then do any of the following:

- *Prevent downloads from using cellular data (Wi-Fi + Cellular models):* Turn on Block Downloads Over Cellular.
 - *Keep your subscriptions up to date on all your devices where you're signed in with the same Apple ID:* Turn on Sync Podcasts.
 - *Change the download settings for all your subscriptions:* Change the settings below Episode Downloads.
-

Reminders

Set reminders on iPad

In the Reminders app , you can easily create and organize reminders to keep track of all of life's to-dos. Use it for shopping lists, projects at work, tasks around the house, and anything else you want to track. Create subtasks, set flags, add attachments, and choose when and where to receive reminders. You can also use smart lists to automatically organize your reminders.



Keep your reminders up to date on all your devices with iCloud

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

Your iCloud reminders—and any changes you make to them—appear on your iPhone, iPad, iPod touch, Apple Watch, and Mac where you're signed in with your Apple ID.

Note: If you've been using Reminders on iOS 12 or earlier, you may need to upgrade your iCloud reminders to use features such as attachments, flags, subtasks, grouped lists, list colors and icons, and more. To upgrade, tap the Upgrade button next to your iCloud account in Reminders. (You may need to tap Lists at the top left to see your iCloud account.)

Upgraded reminders are not backward compatible with the Reminders app in earlier versions of iOS and macOS. See [Upgrading the Reminders app in iOS 13](#).

Add a reminder

 **Ask Siri.** Say something like: "Add artichokes to my groceries list." [Learn how to ask Siri.](#)

Or do the following in a list:

1. Tap New Reminder, then enter text. Or if you have Apple Pencil, write in the text field.

2. Use the quick toolbar above the keyboard to do any of the following:

- *Schedule a date and time:* Tap , then choose when you want to be reminded.
- *Add a location:* Tap , then choose where you want to be reminded—for example, when you arrive home or get into a car with a Bluetooth connection to your iPad.

Note: To receive location-based reminders, you must allow Reminders to use your precise location. Go to Settings  > Privacy > Location Services, turn on Location Services, tap Reminders, choose While Using the App, then turn on Precise Location.
- *Assign the reminder:* (Available in shared lists) Tap , then choose a person on the shared list (including yourself).
- *Set a flag:* Tap  to mark an important reminder.
- *Attach a photo or scanned document:* Tap , then take a new photo, choose an existing photo from your photo library, or scan a document.

3. To add more details to the reminder, tap , then do any of the following:

- *Add notes:* In the Notes field, enter more info about the reminder.
- *Add a web link:* In the URL field, enter a web address. Reminders displays the link as a thumbnail that you can tap to go to the website.
- *Get a reminder when chatting with someone in Messages:* Turn on “When messaging,” then choose someone from your contacts list. The reminder appears the next time you chat with that person in Messages.
- *Set a priority:* Tap Priority, then choose an option.

4. Tap Done.

 **Tip:** With OS X 10.10 or later, you can [hand off reminders](#) you’re editing between your Mac and iPad.

Mark a reminder as complete

Tap the empty circle next to a reminder to mark it as complete and hide it.

To unhide completed reminders, tap , then tap Show Completed.

Edit multiple reminders all at once

1. Tap , tap Select Reminders, then select the reminders you want to edit. Or drag two fingers over the reminders you want to edit.

2. Use the buttons at the bottom of the screen to complete, flag, add a date and time, move, assign, or delete the selected reminders.
-

Move or delete reminders

- *Reorder reminders in a list:* Touch and hold a reminder you want to move, then drag it to a new location.
- *Make a subtask:* Swipe right on the reminder, then tap Indent. Or drag a reminder onto another reminder.

If you delete or move a parent task, the subtasks are also deleted or moved. If you complete a parent task, the subtasks are also completed.

- *Move a reminder to a different list:* Tap the reminder, tap ⓘ, tap List, then choose a list.
- *Delete a reminder:* Swipe left on the reminder, then tap Delete.

 **Tip:** To delete a reminder with Apple Pencil, just scribble over the reminder.

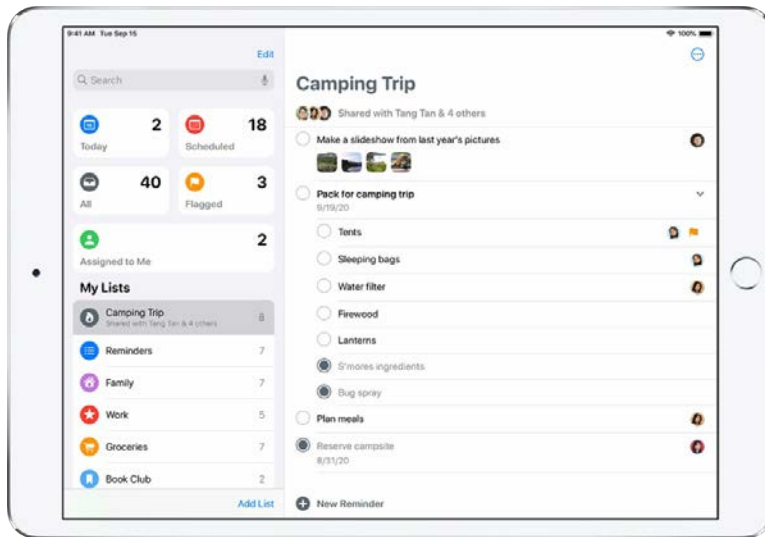
To recover a deleted reminder, shake to undo or double-tap with three fingers.

Change your Reminders settings

1. Go to Settings  > Reminders.
 2. Choose options such as the following:
 - *Accounts:* Add an account such as iCloud, Microsoft Exchange, or Yahoo.
 - *Default List:* Choose the list for new reminders you create outside of a specific list, such as reminders you create using Siri.
 - *Today Notification:* Set a time to show notifications for all-day reminders that have been assigned a date without a time.
 - *Show as Overdue:* The scheduled date turns red for overdue all-day reminders.
 - *Mute Notifications:* Turn off notifications for assigned reminders.
-

Organize reminders in lists on iPad

In the Reminders app , you can search your reminders and organize them in lists and groups.



Search reminders

In the search field above the reminder lists, enter what you're looking for.

Use smart lists

You can automatically track and organize upcoming reminders with smart lists. Tap any of the following:

- *Today*: See reminders scheduled for today and overdue reminders.
- *Scheduled*: See reminders scheduled by date or time.
- *Flagged*: See reminders flagged as important.
- *Assigned to Me*: See reminders assigned to you.
- *Siri Suggestions*: See suggested reminders detected in Mail and Messages.
- *All*: See all your reminders across every list.

To show, hide, or rearrange the smart lists, tap Edit.

Create reminder lists and groups

You can organize your reminders into lists and groups of lists such as work, school, or shopping. Do any of the following:

- *Create and customize a new list*: Tap Add List, enter a name, then choose a color and symbol for the list.

- *Create a group of lists:* Tap Edit, tap Add Group, enter a name, then tap Create. Or drag a list onto another list.
 - *Move and reorder lists:* Touch and hold a list, then drag it to a new location. You can even move it to a different group.
 - *Edit a list or group:* Swipe left on the list or group, then tap ⓘ. You can change the color and symbol of a list.
 - *Delete a list or group and their reminders:* Swipe left on the list or group, then tap 🗑️.
-

Share reminders and collaborate on iPad

In the Reminders app , use iCloud to share reminder lists and collaborate with anyone who is also using iCloud.

Share a list using iCloud

You can share a list and collaborate with people who use iCloud. People who accept the invitation can add and edit reminders, and mark reminders as completed.

1. While viewing a list, tap , then tap Share List.
 2. Choose how to send your invitation (for example, using Mail or Messages).
-

Assign reminders in a shared list

You can assign a reminder to any person on the list, including yourself.

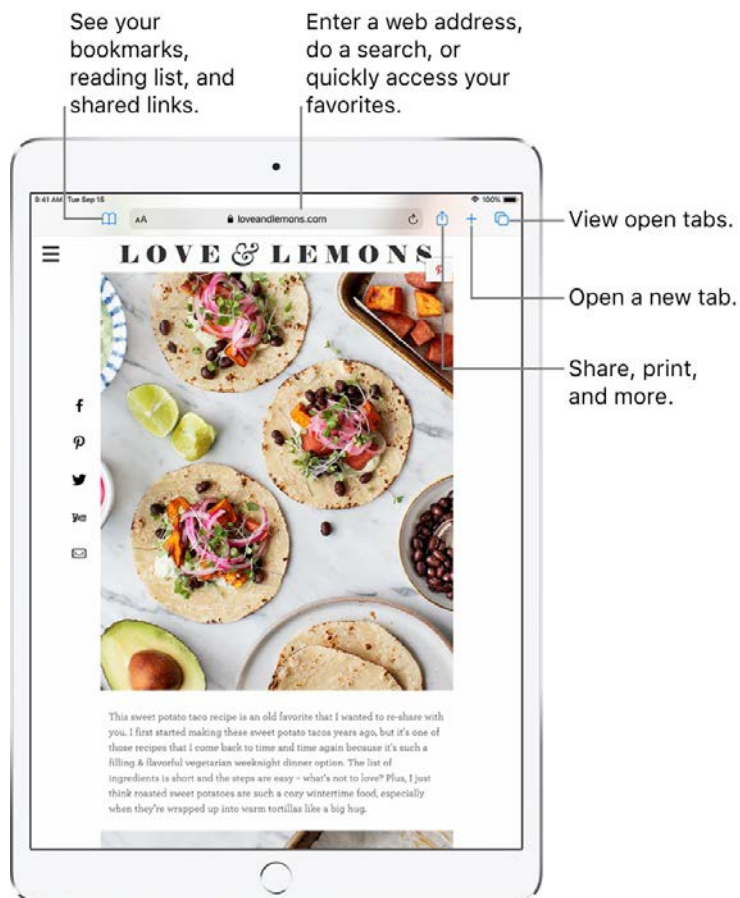
1. Tap the reminder you want to assign, then tap .
2. Choose a person on the shared list.

To quickly see all reminders assigned to you, tap the Assigned to Me smart list.

Safari

Browse the web using Safari on iPad

With the Safari app , you can browse the web, add webpages to your reading list to read later, and add page icons to the Home screen for quick access. If you sign in to iCloud with the same Apple ID on all your devices, you can see pages you have open on other devices, and keep your bookmarks, history, and reading list up to date on all your devices.



View websites with Safari

You can easily navigate a webpage with a few taps.

- *Get back to the top:* Double-tap the top edge of the screen to quickly return to the top of a long page.
- *See more of the page:* Turn iPad to landscape orientation.
- *Refresh the page:* Tap  next to the address in the search field.
- *Share links:* Tap 

Change text size, display, and website settings

On iPad, Safari shows a website's desktop version that's automatically scaled for the iPad display and optimized for touch input.

Use the View menu to increase or decrease the text size, switch to Reader view, specify privacy restrictions, and more.

To open the View menu, tap **AA** on the left side of the search field, then do any of the following:

- *Change the font size:* Tap the large A to increase the font size or tap the small A to decrease it.
 - *View the webpage without ads or navigation menus:* Tap Show Reader View (if available).
 - *Hide the search field:* Tap Hide Toolbar (tap the top of the screen to get it back).
 - *View the mobile version of the webpage:* Tap Request Mobile Website (if available).
 - *Set display and privacy controls for each time you visit this website:* Tap Website Settings.
-

View two pages side-by-side in Split View

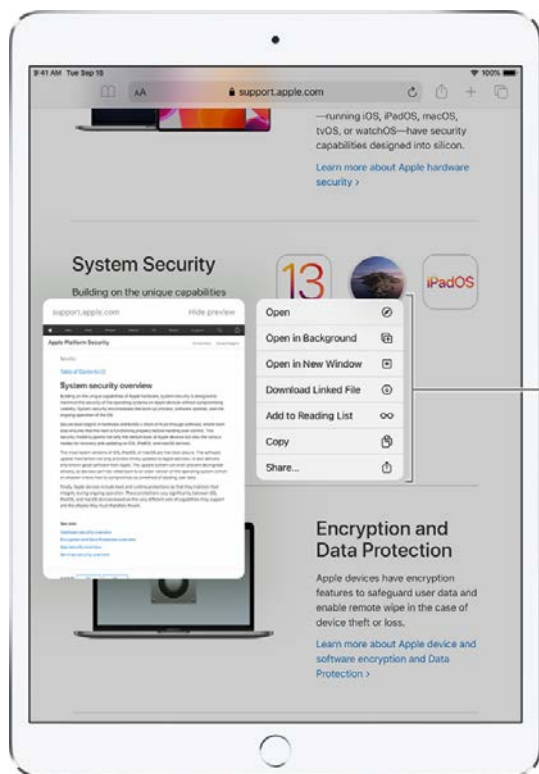
Use Split View to open two Safari pages side-by side.

- *Open a blank page in Split View:* Touch and hold , then tap Open New Window.
 - *Open a link in Split View:* Touch and hold the link, then tap Open in New Window.
 - *Move a window to the other side of Split View:* Touch and hold the top of the window, then drag left or right.
 - *Close tabs in a Split View window:* Touch and hold .
 - *Leave Split View:* Drag the divider over the window you want to close.
-

Preview website links

Touch and hold a link in Safari to see a preview of the link without opening the page. To open the link, tap the preview, or choose another option.

To close the preview and stay on the current page, tap anywhere outside the preview.



Touch and hold a link to see the URL and these options.

Translate a webpage

(Beta) When you encounter a webpage that's in another language, you can use Safari to translate the text.

When viewing a webpage in another language, tap **AA**, then tap .

Manage downloads

Tap  to check the status of a file you're downloading, to access downloaded files quickly, or to drag a downloaded file onto another file or into an email you're working on.

You can download files in the background while you continue to use Safari.

Use keyboard shortcuts

You can navigate in Safari using keyboard shortcuts on an external keyboard.

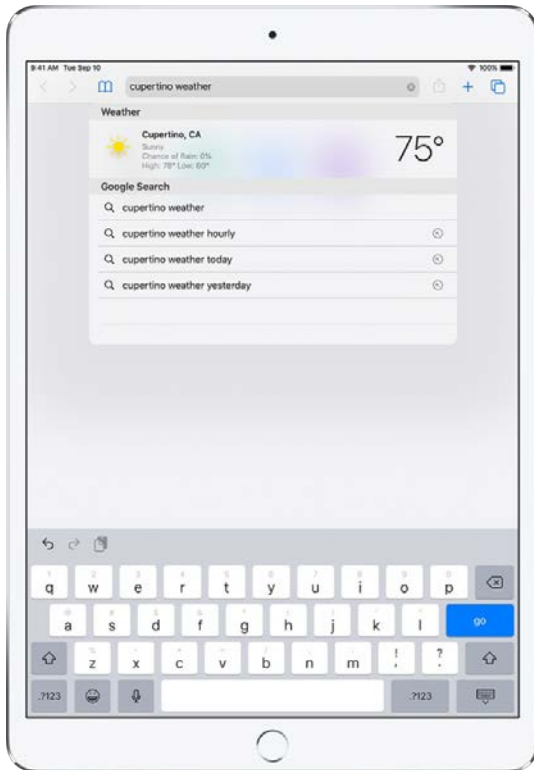
To view available keyboard shortcuts, press and hold the Command key.

Search for websites using Safari on iPad

In the Safari app , enter a URL or a search term to find websites or specific information.

Search the web

1. Enter a search term, phrase, or URL in the search field at the top of the page.
2. Tap a search suggestion, or tap Go on the keyboard to search for exactly what you typed.



If you don't want to see suggested search terms, go to Settings  > Safari, then turn off Search Engine Suggestions (below Search).

Find websites you visited before

Safari search suggestions include your open tabs, bookmarks, and pages you recently visited. For example, if you search for "iPad," the search suggestions under Switch to Tab include your open tabs related to "iPad." Websites related to "iPad" that you bookmarked or recently visited appear under Bookmarks and History.

Search within websites

To search within a website, enter a website followed by a search term in the search field. For example, enter “wiki einstein” to search Wikipedia for “einstein.”

To turn this feature on or off, go to Settings >  > Safari > Quick Website Search.

See your favorites when you enter an address, search, or create a new tab

Go to Settings  > Safari > Favorites, then select the folder with the favorites you want to see.

Search the page

You can find a specific word or phrase on a page.

1. Tap , then tap Find on Page.
 2. Enter the word or phrase in the search field.
 3. Tap  to find other instances.
-

Choose a search engine

Go to Settings  > Safari > Search Engine.

Use tabs in Safari on iPad

In the Safari app , use tabs to help you navigate between multiple open webpages.

Open a link in a new tab

Touch and hold the link, then tap Open in New Tab. Or, tap the link with two fingers.

To automatically switch to the new tab whenever you open a link in a new tab, go to Settings  > Safari > Open Links, then tap In Background.

Browse open tabs

Tap —or pinch closed with three fingers—to view all your open tabs. (If you have several open tabs, tabs for the same site are stacked.) Then do any of the following:

- *Close a tab:* Tap  in the upper-left corner, or swipe left on the tab.

- *View a single tab again:* Tap a tab, or tap Done, or pinch open with three fingers.

 **Tip:** To see a tab's history, touch and hold < or >.

Reopen a recently closed tab

Touch and hold , then choose from the list of recently closed tabs.

Show or hide the tab bar

Go to Settings  > Safari, then turn Show Tab Bar on or off.

View tabs that are open on your other devices

1. Sign in to iCloud with the same Apple ID on all your devices.
2. Go to Settings  > [your name] > iCloud, then turn on Safari.

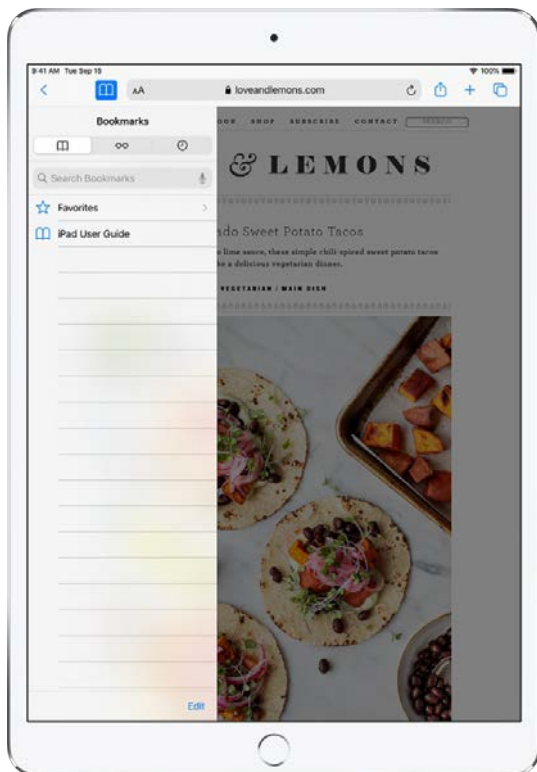
Note: To also see tabs open on your Mac, you must have Safari selected in iCloud preferences on your Mac and be signed in with the same Apple ID.

3. Tap , then scroll to the list at the bottom.

To close a tab in the list, swipe left, then tap Close.

Bookmark favorite webpages in Safari on iPad

In the Safari app , bookmark websites and add them to Favorites to easily revisit later.



Bookmark the current page

Touch and hold , then tap Add Bookmark.

Bookmark open tabs

Touch and hold , then tap Add Bookmarks for [number of] Tabs.

View and organize your bookmarks

Tap , then tap the Bookmarks tab.

To create a new folder or to delete, rename, or reorder bookmarks, tap Edit.

See your Mac bookmarks on iPad

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

Note: You must also have Safari selected in Cloud preferences on your Mac and be signed in with the same Apple ID.

Add a webpage to your favorites

Open the page, tap , then tap Add to Favorites.

To edit your favorites, tap , tap the Bookmarks tab, tap Favorites, then tap Edit to delete, rename, or rearrange your favorites.

Quickly see your favorite and frequently visited sites

Tap the search field to see your favorites. Scroll down to see frequently visited sites.

Note: To avoid seeing a list of these sites, go to Settings  > Safari, then turn off Frequently Visited Sites.

Add a website icon to your iPad Home screen

You can add a website icon to your iPad Home screen for quick access to that site.

From the website, tap , then tap Add to Home Screen.

The icon appears only on the device where you add it.

Save pages to a reading list in Safari on iPad

In the Safari app , save interesting items in your reading list so you can revisit them later. You can even save the items in your reading list to iCloud and read them later when you're not connected to the internet.

Add the current page to your reading list

Tap , then tap Add to Reading List.

 **Tip:** To add a linked page without opening it, touch and hold the link, then tap Add to Reading List.

View your reading list

Tap , then tap .

To delete an item from your reading list, swipe the item to the left.

Automatically save all reading list items to iCloud for offline reading

Go to Settings  > Safari, then turn on Automatically Save Offline (below Reading List).

Automatically fill in forms in Safari on iPad

In the Safari app , use AutoFill to automatically fill in credit card information, contact information, and user names and passwords.

Fill in a form

1. Tap a field to bring up the keyboard.
 2. Tap  or  above the keyboard to move from field to field.
-

Fill in your contact information automatically

When you fill in contact information on a website that supports AutoFill, tap AutoFill Contact above the keyboard.

Tap Customize to edit and store your information for next time. Or, tap Other Contact to fill in someone else's information.

Add a credit card for purchases

1. Go to Settings  > Safari > AutoFill > Saved Credit Cards > Add Credit Card.
2. To enter the information without typing, tap Use Camera, then position iPad so that your card appears in the frame.

You can also save the credit card information when you make an online purchase. See [From , make your passwords available on all your devices with iCloud Keychain](#).

Use your credit card information

1. When you fill in credit card information, tap AutoFill Credit Card above the keyboard.
2. Enter your card's security code (for security purposes, this code isn't stored—you must enter it manually each time you use a card).

For greater security of your credit card information, [use a passcode](#) for iPad.

Submit a form

Tap Go, Search, or the link on the webpage.

— 6 of 11 —

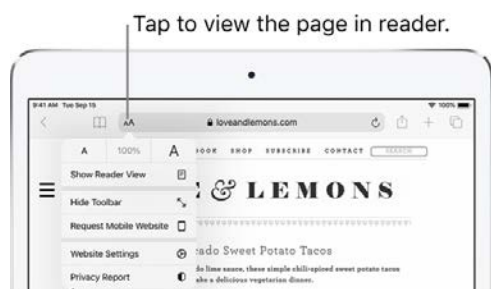
Turn off AutoFill

You can turn off AutoFill for your contact or credit card information, and for passwords.

- *Turn off AutoFill for your contact or credit card information:* Go to Settings  > Safari > AutoFill, then turn off either option.
- *Turn off AutoFill for passwords:* Go to Settings > Passwords, then turn off AutoFill Passwords.

Hide ads and distractions in Safari on iPad

In the Safari app , use Safari Reader to view a page without ads, navigation menus, or other distracting items.



Show Reader view

Reader view formats a webpage to show just the relevant text and images.

Tap **AA** at the left end of the address field, then tap Show Reader View.

To return to the full page, tap **AA**, then tap Hide Reader View.

Note: If Show Reader View is dimmed **AA**, Reader view isn't available for the page you're looking at.

Automatically use Reader view for a website

1. On a supported website, tap **AA**, then tap Website Settings.
2. Turn on Use Reader Automatically.

Block pop-ups

Go to Settings  > Safari, then turn on Block Pop-ups.

Browse privately in Safari on iPad

You can view the Privacy Report and adjust settings in the Safari app  to keep your browsing activities private and protect yourself from malicious websites.

View the Privacy Report

Safari prevents trackers from following you across websites. The Privacy Report provides an overview of privacy tracking objects that have been encountered while browsing the current webpage.

To view the Privacy Report, tap **AA** on the left side of the search field, then tap Privacy Report .

Control privacy and security settings for Safari

Go to Settings  > Safari, then below Privacy & Security, turn any of the following on or off:

- *Prevent Cross-Site Tracking*: Safari limits third-party cookies and data by default. Turn this option off to allow cross-site tracking.
- *Block All Cookies*: Turn this option on to prevent websites from adding cookies to your iPad. (To remove cookies already on iPad, go to Settings > Safari > Clear History and Website Data.)
- *Fraudulent Website Warning*: Safari displays a warning if you're visiting a suspected phishing website. Turn this option off if you don't want to be warned of fraudulent websites.
- *Check for Apple Pay*: Websites that use Apple Pay can check to see if you have Apple Pay enabled on your device. Turn this option off to prevent websites from checking if you have Apple Pay.

When you visit a website using Safari that isn't secure, a warning appears in the Safari search field.

Erase your browsing history and data

Go to Settings  > Safari > Clear History and Website Data.

Visit sites without making history

Tap , then tap Private.

While Private Browsing Mode is on, the Safari background is black instead of white, and sites you visit don't appear in History on iPad or in the list of tabs on your other devices.

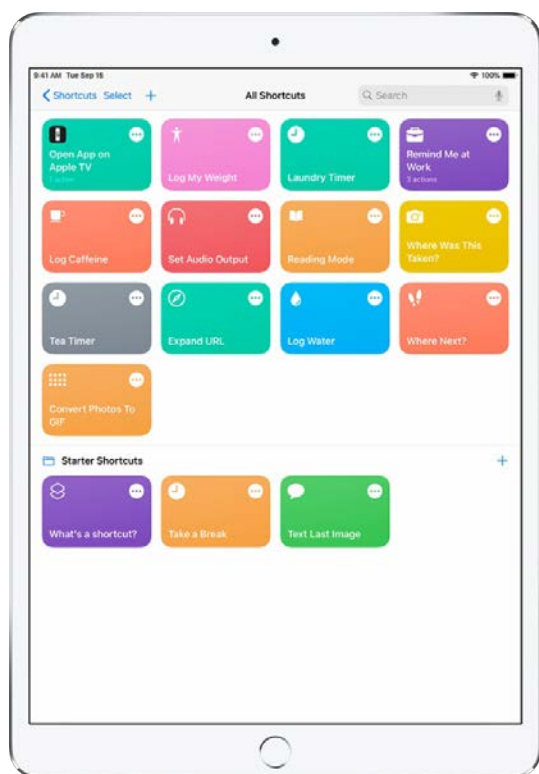
To hide the sites and exit Private Browsing Mode, tap , then tap Private again. The sites reappear the next time you use Private Browsing Mode.

Apps

Use Shortcuts to automate tasks on iPad

The Shortcuts app  lets you automate tasks you do often with just a tap or by asking Siri. Create shortcuts to get directions to the next event in your Calendar, move text from one app to another, and more. Choose ready-made shortcuts from the Gallery or build your own using different apps to run multiple steps in a task.

To learn how to automate the best features of your apps, see the [Shortcuts User Guide](#).



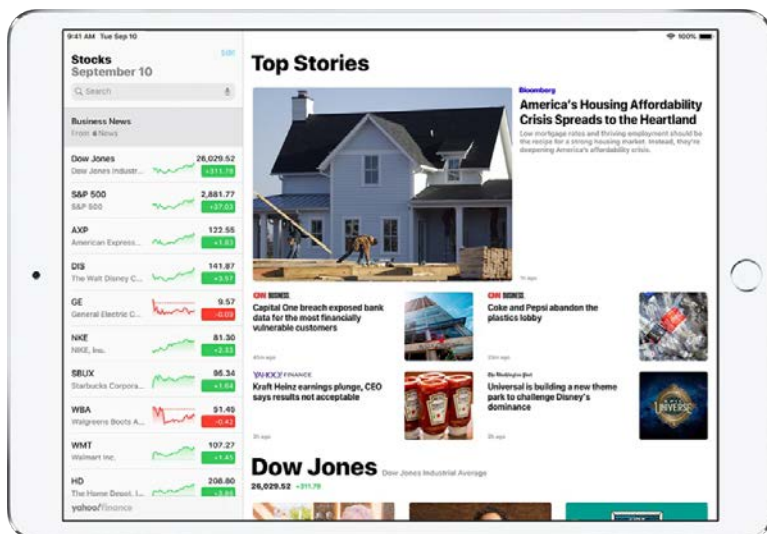
Check stocks on iPad

Use the Stocks app  on iPad to track market activity, view the performance of stocks you follow, and get the latest business news.

 **Ask Siri.** Say something like: “How are the markets doing?” or “How’s Apple stock today?” [Learn how to ask Siri.](#)

Manage your watchlist

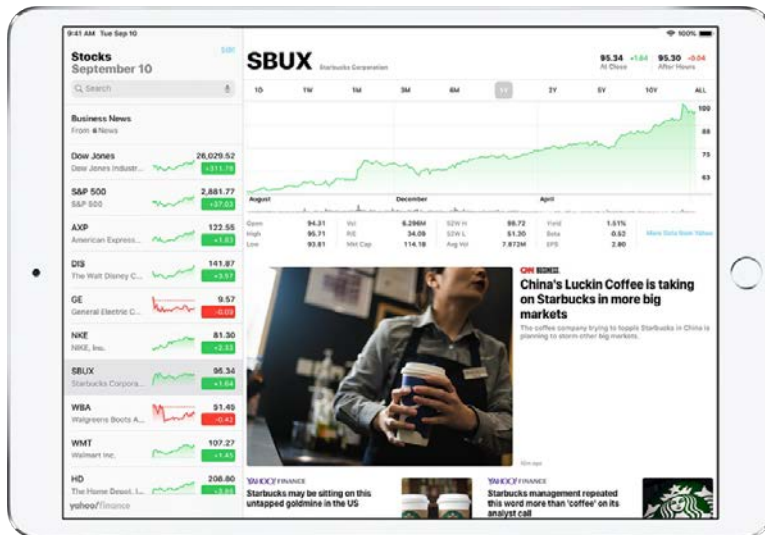
Add the stocks you follow to your watchlist to quickly view price, price change, percentage change, and market capitalization values.



- **Add a symbol to your watchlist:** In the search field, enter a stock symbol, company name, fund name, or index. Tap the symbol you want to add in the search results, then tap Add to Watchlist.
- **Delete a symbol:** Swipe left on the symbol in your watchlist, then tap Remove.
- **Reorder symbols:** Tap Edit at the top of the watchlist. Touch and hold  to drag a symbol up or down, then tap Done.

View stock charts, details, and news

Tap a stock symbol in your watchlist to view an interactive chart, additional details, and related news stories.



- *See the performance of a stock over time:* Tap an option from the time range selections at the top of the chart.
- *See the value for a specific date or time:* Touch and hold the chart with one finger.
- *See the difference in value over time:* Touch and hold the chart with two fingers.
- *See more details:* Below the chart, view additional stock details like 52-week high and low, Beta, EPS, and average trading volume.
- *Read news:* Swipe up to see additional news stories, then tap a story.

View your watchlist across devices

You can view your watchlist on your iPhone, iPad, iPod touch, and Mac when you're signed in with the same Apple ID.

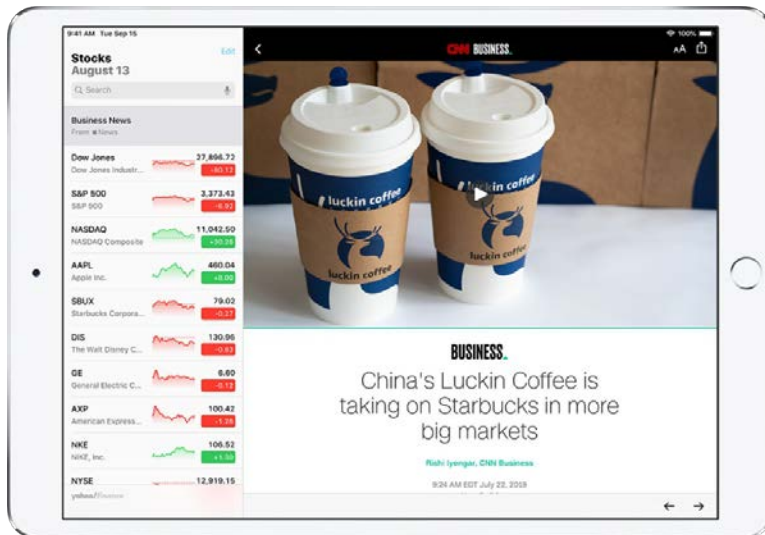
On your iPhone, iPad, and iPod touch, go to Settings  > [your name] > iCloud, then turn on Stocks.

On your Mac, choose Apple menu  > System Preferences, then do one of the following:

- *macOS 10.15 or later:* Click Apple ID, select iCloud, then turn on Stocks.
- *macOS 10.14 or earlier:* Select iCloud, then turn on Stocks.

Read business news

Tap Business News above the watchlist, then swipe up on Top Stories to view stories selected by Apple News editors that highlight the current news driving the market and stories about companies in your watchlist grouped by ticker symbol, including Apple News+ content for subscribers (Apple News and Apple News+ are not available in all countries or regions).



Stories from publications you have blocked in Apple News don't appear in the news feed. See [See news stories chosen just for you on iPad](#).

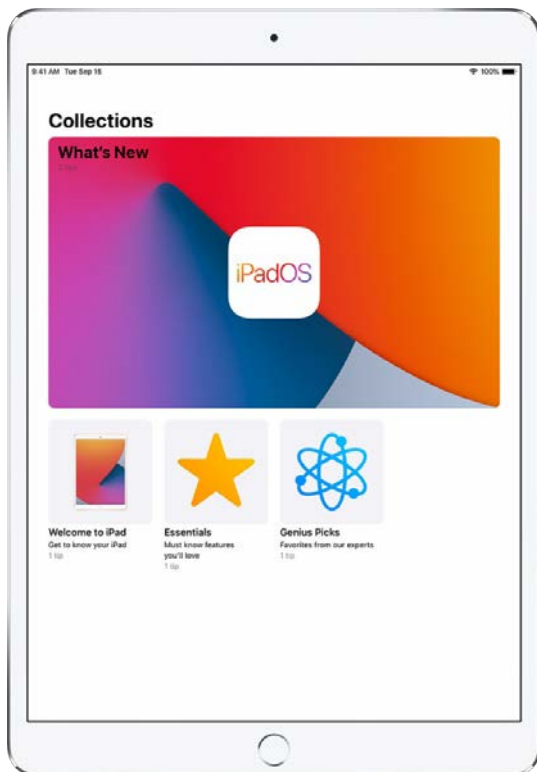
Add a Stocks widget to your iPad Home Screen

Add a Stocks widget to Today View on your iPad Home Screen to check stocks at a glance. Choose Watchlist to monitor several symbols from your watchlist on your Home Screen, or Symbol to monitor the performance of a single symbol.

See [Add widgets to the iPad Home Screen](#).

Get tips on iPad

In the Tips app , see collections of tips that help you get the most from iPad.



Get Tips

In the Tips app, tap a collection to learn how to take better photos, use dictation, create a custom radio station, and much more.

New tips are added frequently.

Get notified when new tips arrive

1. Go to Settings , then tap Notifications.
2. Tap Tips below Notification Style, then turn on Allow Notifications.
3. Choose options for the location and style of tip notifications, when they should appear, and so on.

TV

Set up the Apple TV app on iPad

With the Apple TV app , you can watch Apple TV+ originals as well as your other favorite shows, movies, sports, and live news. Subscribe to Apple TV channels such as CBS All Access and Showtime, watch titles from streaming services and cable providers, and purchase or rent movies and TV shows. The Apple TV app is on your iPhone, iPad, iPod touch, Mac, Apple TV, and supported smart TVs and streaming devices, so you can watch at home or wherever you go.

Note: The availability of the Apple TV app and its features and services (such as Apple TV+, Apple TV channels, sports, news, and supported apps) varies by country or region. See the Apple Support articles [Availability of Apple Media Services](#) and [Availability of supported apps in the Apple TV app](#).

Subscribe to Apple TV+

You can subscribe to Apple TV+ (not available in all countries or regions) and watch new, exclusive Apple Originals without ads. Stream Apple TV+ on demand on iPhone, iPad, iPod touch, Mac, Apple TV, and supported smart TVs and streaming devices, or download Apple Originals to watch offline on iPad, iPhone, iPod touch, and Mac. If you use Family Sharing, up to five other family members can [share the subscription](#) for no additional charge.

1. Tap Watch Now, scroll down to the Apple TV+ row, then do one of the following:
 - *Start a free trial:* Tap the button to start your free trial (available for eligible Apple ID accounts). Apple TV+ provides one free trial per subscriber or family.
 - *Start a monthly subscription:* Tap Subscribe.
2. Review the subscription details, then confirm with Face ID, Touch ID, or your Apple ID.

For more information about current offers related to Apple TV+, see the [Current Offers website](#).

Subscribe to Apple TV channels

If you subscribe to Apple TV channels (such as CBS All Access and Showtime), you can stream the ad-free content on demand or download it to watch offline. If you use Family Sharing, up to five other family members can [share the subscription](#) for no additional charge.

1. Tap Watch Now, then scroll down to browse the available channels.

2. To watch a channel, do one of the following:

- *Start a free trial:* Tap the button to start your free trial (available for eligible Apple ID accounts). Each Apple TV channel provides one free trial per subscriber or family. The length of the trial may vary.
- *Start a monthly subscription:* Tap Subscribe.

3. Review the subscription details, then confirm with Face ID, Touch ID, or your Apple ID.

Add your cable or satellite service to the Apple TV app

Single sign-on provides immediate access to all the supported video apps in your subscription package.

1. Go to Settings  > TV Provider.
2. Choose your TV provider, then sign in with your provider credentials.

If your TV provider isn't listed, sign in directly from the app you want to use.

Connect supported apps to the Apple TV app

The Apple TV app recommends new content or the next episode in a series you watched. The first time you play from a supported app, tap Connect to allow the connection to the Apple TV app.

Manage your connected apps and subscriptions

1. Tap Watch Now, then tap  or your profile picture at the top right.
2. Tap any of the following:

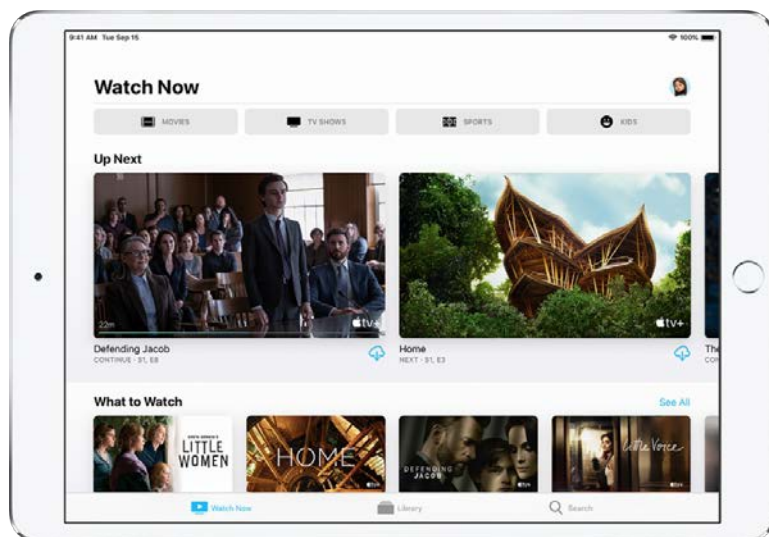
- *Connected Apps:* Turn apps on or off.

Connected apps appear in the Apple TV app on all your devices where you're signed in with your Apple ID.

- *Manage Subscriptions:* Tap a subscription to change or cancel it.
 - *Clear Play History:* Remove your viewing history from all your Apple devices.
-

Find shows, movies, and more in the Apple TV app on iPad

The Apple TV app  brings your favorite shows, movies, sports, and live news together in one place. Quickly find and watch your favorites, pick up where you left off with Up Next, or discover something new—personalized just for you.



[Watch *Defending Jacob* on the Apple TV app](#); [Home](#) is also available on the Apple TV app ↗

Discover shows and movies

In the Apple TV app, tap Watch Now, then do any of the following:

- *See what's up next:* In the Up Next row, find titles you recently added, rented, or purchased, catch the next episode in a series you've been watching, or resume what you're watching from the moment you left off.
- *Browse by category:* Tap a category such as Movies, TV Shows, Sports, or Kids.
- *Get recommendations:* Browse the What to Watch row for editorial recommendations that are personalized for you. Many rows throughout the app feature personalized recommendations based on your channel subscriptions, supported apps, purchases, and viewing interests.
- *Browse Apple TV+:* In the Apple TV+ row, tap a title to see more information or play a trailer.
- *Browse Apple TV channels:* Scroll down to browse channels you subscribe to. In the Apple TV channels row, browse other available channels, then tap a channel to explore its titles.
- *Watch live news:* (available in select countries or regions) Tap TV shows at the top, scroll down to the News row, then choose a news channel.

Search for a title, sport, team, cast member, or Apple TV channel

Tap Search, then enter what you're looking for in the search field.

Explore sports (U.S. and Canada only)

You can browse by sport or league, watch games, and get live scores and notifications for close games.

1. Tap Watch Now, then tap Sports at the top.
2. Do any of the following:
 - *Browse by sport:* Scroll down to browse the events of many sports, such as football, baseball, and basketball. To narrow your browsing, scroll down, then choose a sport.
 - *Watch a game:* Tap the game.
 - *Choose your favorite teams:* Scroll to the bottom, then tap Your Favorite Teams.

Their games automatically appear in Up Next, and you'll receive notifications about your favorite teams.

To hide the scores of live games, go to Settings  > TV, then turn off Show Sports Scores.

Use the Up Next queue

- *Add an item to Up Next:* Tap the item to see its details, then tap Add.
 - *Remove an item from Up Next:* Touch and hold the item, then tap Remove from Up Next.
 - *Continue watching on another device:* You can see your Up Next queue in Watch Now on your iPhone, iPad, iPod touch, Mac, Apple TV, or supported smart TV where you're signed in with your Apple ID.
-

Watch shows and movies in the Apple TV app on iPad

Play shows and movies from the Apple TV app  on iPad. Purchases, rentals, Apple TV+, and Apple TV channels play in the Apple TV app, while content from other providers plays in their video app.

Buy, rent, stream, or download shows and movies

1. Tap an item to see its details.

2. Choose any of the following options (not all options are available for all titles):

- *Watch Apple TV+ or Apple TV channels:* Tap Play. If you're not a current subscriber, tap Try It Free (available for eligible Apple ID accounts) or Subscribe.
- *Choose a different video app:* If the title is available from multiple apps, scroll down to How To Watch, then choose an app.
- *Buy or rent:* Confirm your selection, then complete the payment.

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

- *Download:* Tap . You can find the download in Library and watch it even when iPad isn't connected to the internet.
- *Pre-order:* Review the details, then tap Pre-Order.

When the pre-ordered item becomes available, your payment method is billed, and you receive an email notification. If you turned on automatic downloads, the item is automatically downloaded to your iPad.

Note: The availability of Apple Media Services varies by country or region. See the Apple Support article [Availability of Apple Media Services](#).

Control playback in the Apple TV app

During playback, tap the screen to show the controls.



The LEGO Movie 2: The Second Part is available on the [Apple TV app](#) ↗

Control	Description
	Play
	Pause
	Skip backward 15 seconds; touch and hold to rewind
	Skip forward 15 seconds; touch and hold to fast-forward
	Change the aspect ratio; if you don't see the scaling control, the video already fits the screen perfectly
	Display subtitles and closed captions (if available)
	Stream the video to other devices
	Multitask with Picture in Picture ; you can continue to watch the video while you use another app
	Stop playback

Change the Apple TV app settings

1. Go to Settings  > TV.
2. Choose streaming options:
 - *Use Cellular Data:* (Wi-Fi + Cellular models) Turn off to limit streaming to Wi-Fi connections.
 - *Cellular:* (Wi-Fi + Cellular models) Choose High Quality or Automatic.
 - *Wi-Fi:* Choose High Quality or Data Saver.

High Quality requires a faster internet connection and uses more data.

3. Choose download options:

- *Use Cellular Data:* (Wi-Fi + Cellular models) Turn off to limit downloads to Wi-Fi connections.
- *Cellular:* (Wi-Fi + Cellular models) Choose High Quality or Fast Downloads.
- *Wi-Fi:* Choose High Quality or Fast Downloads.

High Quality results in slower downloads and uses more data.

- *Languages:* Choose a language. Each added audio language increases the download size. To remove a language, swipe left on the language you want to remove, then tap Delete.

The default language is the primary language for your country or region. If you turned on Audio Descriptions in Settings > Accessibility, audio descriptions are also downloaded.

4. To update your recommendations and Up Next queue based on what you watch on your iPad, turn on Use Play History.

What you watch on your iPad affects your personalized recommendations and Up Next on all your devices where you're signed in with your Apple ID.

Remove a download

1. Tap Library, then tap Downloaded.
2. Tap Edit, select the item you want to remove, then tap Delete.

Removing an item from iPad doesn't delete it from your purchases in iCloud. You can download the item to iPad again later.

The LEGO Movie 2: The Second Part © 2019 Warner Bros. Entertainment Inc. LEGO, the LEGO logo, the minifigure, and the brick and knob configuration are trademarks of The LEGO Group. © 2019 The LEGO Group. All rights reserved.

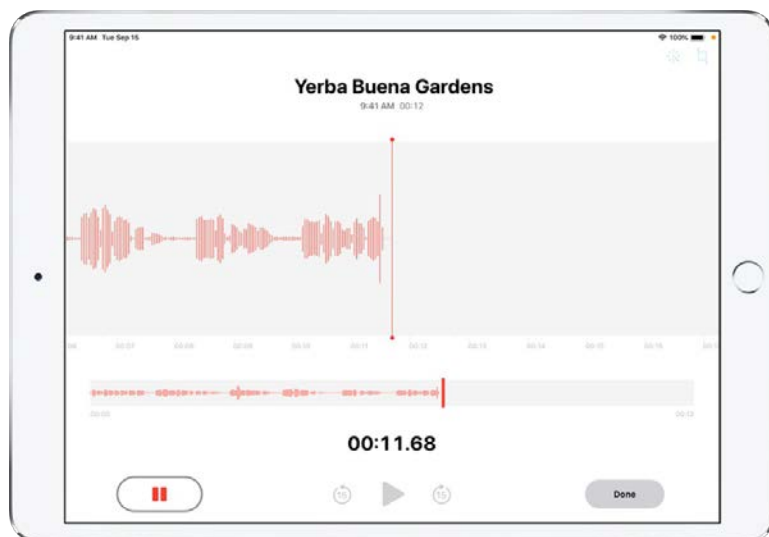
Voice Memos

Make a recording in Voice Memos on iPad

With the Voice Memos app , you can use iPad as a portable recording device to record personal notes, classroom lectures, musical ideas, and more. You can fine-tune your recordings with editing tools like trim, replace, and resume.

Record voice memos using the built-in microphone, a supported headset, or an external microphone.

When Voice Memos is turned on in iCloud settings or preferences, your recordings [appear and update automatically](#) on all your devices where you're signed in with the same Apple ID.



Make a basic recording

1. To begin recording, tap .

To adjust the recording level, move the microphone closer to or farther from what you're recording.

2. Tap Done to finish recording.

Your recording is saved with the name New Recording or the name of your location, if [Location Services](#) is turned on in Settings  > Privacy. To change the name, tap the recording, then tap the name and type a new one.

To fine-tune your recording, see [Edit a recording in Voice Memos](#).

Note: For your privacy, when you use Voice Memos to make recordings, an orange dot appears at the top of your screen to indicate your microphone is in use.

Use the advanced recording features

You can make a recording in parts, pausing and resuming as you record.

1. To begin recording, tap .

To adjust the recording level, move the microphone closer to or farther away from what you're recording.

To see more details while you're recording, swipe up from the top of the waveform.

2. Tap  to stop recording; tap Resume to continue.

3. To review your recording, tap ►.

To change where playback begins, drag the playhead right or left across the small waveform at the bottom of the screen before you tap ►.

4. To save the recording, tap Done.

Your recording is saved with the name New Recording or the name of your location, if [Location Services](#) is turned on in Settings ⓘ > Privacy. To change the name, tap the recording, then tap the name and type a new one.

To fine-tune your recording, see [Edit a recording in Voice Memos](#).

Mute the start and stop tones

While recording, use the iPad volume down button to turn the volume all the way down.

Use another app while recording

While you're recording, you can use another app, as long as it doesn't play audio on your device. If the app starts playing or recording sound, Voice Memos stops recording.

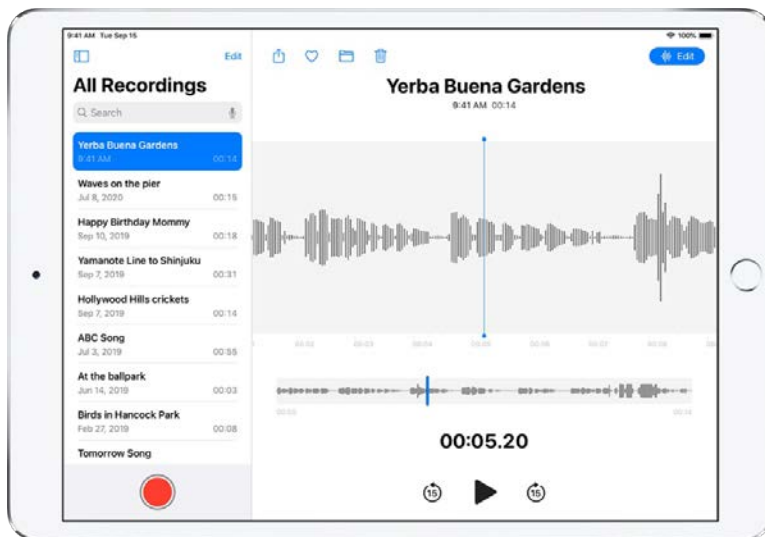
1. While recording, you can go to the Home screen and open another app.
2. To return to Voice Memos, tap the red bar at the top of the screen.

If Voice Memos is turned on in iCloud settings or preferences, your recording is saved in iCloud and appears automatically on all your devices where you're signed in with the same Apple ID.

Recordings using the built-in microphone are mono, but you can record stereo using an external stereo microphone that works with iPad. Look for accessories marked with the Apple "Made for iPad" or "Works with iPad" logo.

Play a recording in Voice Memos on iPad

In the Voice Memos app , tap a recording and use the playback controls to listen to it.



Control	Description
	Play
	Pause
	Skip backward 15 seconds
	Skip forward 15 seconds

 **Tip:** While the recording is open, you can tap its name to rename it.

Edit or delete a recording in Voice Memos on iPad

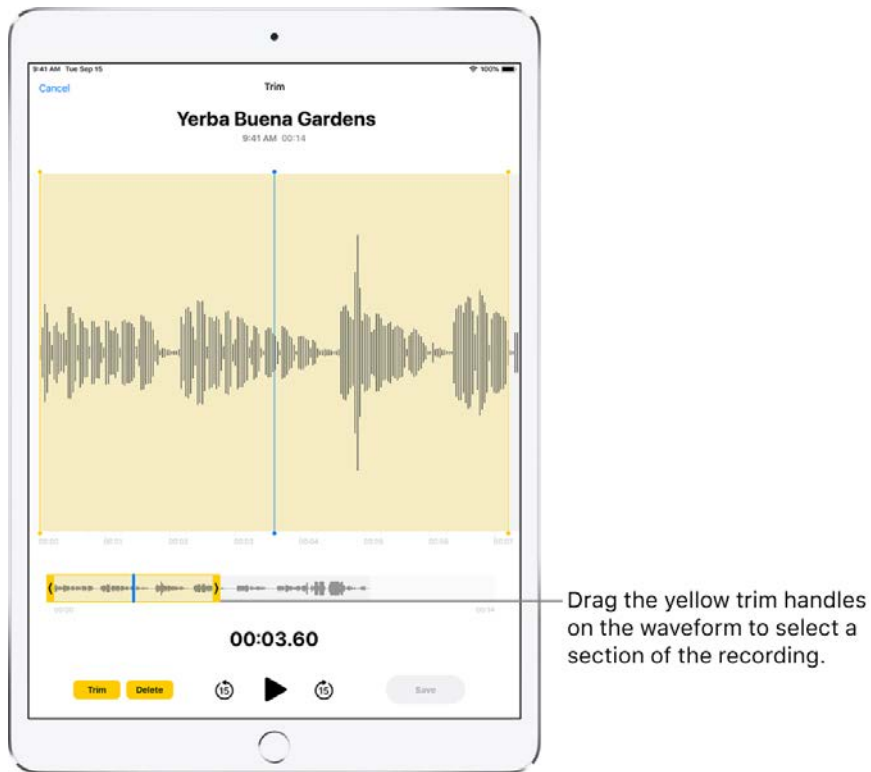
In the Voice Memos app , you can use the editing tools to fine-tune your recordings. You can remove parts you don't want, record over parts, or replace an entire recording.

Trim the excess

1. In the list of recordings, tap the recording you want to edit, then tap Edit at the top right.

2. Tap  at the top right, then drag the yellow trim handles to enclose the section you want to keep or delete.

You can pinch open to zoom in on the waveform for more precise editing.



To check your selection, tap .

3. To keep the selection (and delete the rest of the recording), tap Trim, or to delete the selection, tap Delete.
4. Tap Save, then tap Done.

Enhance a recording

You can enhance a recording to reduce background noise and echo.

1. In the list of recordings, tap the recording you want to enhance, then tap Edit at the top right.
2. Tap , then tap Done.

Replace a recording

1. In the list of recordings, tap the recording you want to replace, then tap Edit at the top right.

2. Drag the waveform to position the playhead where you want to start recording new audio.

You can pinch open to zoom in on the waveform for more precise placement.

3. Tap Replace to begin recording (the waveform turns red as you record).

Tap  to pause; tap Resume to continue.

4. To check your recording, tap .

5. Tap Done to save the changes.
-

Delete a recording

Do one of the following:

- In the list of recordings, tap the recording you want to delete, then tap .
- Tap Edit above the list of recordings, select one or more recordings, then tap Delete.

Deleted recordings move to the Recently Deleted folder, where they're kept for 30 days by default. To change how long deleted recordings are kept, go to Settings  > Voice Memos > Clear Deleted, then select an option.

Recover or erase a deleted recording

1. Tap the Recently Deleted folder, then tap the recording you want to recover or erase.
 2. Do any of the following:
 - *Recover the selected recording:* Tap Recover.
 - *Recover everything in the Recently Deleted folder:* Tap Edit above the Recently Deleted list, then tap Recover All.
 - *Delete everything in the Recently Deleted folder:* Tap Edit above the Recently Deleted list, then tap Delete All.
-

Keep recordings up to date in Voice Memos on iPad

With the Voice Memos app  and iCloud, your audio recordings appear and are kept up to date automatically on all your devices (where you're signed in with the same Apple ID and Voice Memos is turned on in iCloud settings or preferences).

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

Organize recordings in Voice Memos on iPad

In the Voice Memos app , you can mark recordings as favorites and organize your recordings into folders.

Note: Apple Watch recordings, recently deleted recordings, and favorites are grouped into Smart Folders—folders that automatically gather files by type and subject matter.

Mark recordings as favorites

Do one of the following:

- In the list of recordings, tap the recording you want to mark as a favorite, then tap  above the waveform on the right.
- Tap Edit above the list of recordings, select one or more recordings, tap Move, then tap favorites.

Recordings marked as favorites automatically appear in the Favorites folder.

Organize recordings into folders

You can group related recordings together into folders so you can locate them easily.

1. Tap Edit above the list of recordings.
2. Select one or more recordings, then tap Move.
3. If you want to create a new folder for the recordings, tap , then type a name for the folder.
4. Tap the folder where you want to store the selected recordings.

To view your folders, tap ; tap a folder to check its contents.

To return to the list of recordings, tap All Recordings above the folders.

Delete or reorder folders

1. Tap  to go to the list of folders.
 2. Tap Edit above the folders, then do any of the following:
 - *Delete a folder:* Tap  next to the folder, then tap .
 - *Change the order of the folders:* Drag  next to any folder.
 3. Tap Done.
-

Search for or rename a recording in Voice Memos on iPad

You can search for your recordings in the Voice Memos app , and rename any recording.

Search for a recording

1. Swipe down from the middle of the list of recordings to reveal the search field.
 2. Tap the search field, enter part or all of the recording name, then tap Search.
-

Rename a recording

A recording is initially saved with the name New Recording or the name of your location, if [Location Services](#) is turned on in Settings  > Privacy.

To change the name, tap the recording, tap the name, then type a new one.

Share a recording in Voice Memos on iPad

In the Voice Memos app , you can share a recording with others (or send it to your Mac or another device) via AirDrop, Messages, Mail, and more.

1. Tap the recording you want to share, then tap .
 2. Choose a sharing option, select or enter a recipient, then tap Done or .
-

Duplicate a recording in Voice Memos on iPad

In the Voice Memos app , you can duplicate a recording, which is useful when you need another version of it. You can make changes to the copy, save it, and [give it a new name](#).

Tap a recording, tap  above the waveform, then tap Duplicate.

The duplicate appears right below the original version in the list and has “copy” added to its name. You can tap the name, then type a new one.

Siri

Ask Siri on iPad

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

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



Set up Siri

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

- *If you want to summon Siri with your voice:* Turn on Listen for "Hey Siri."
- *If you want to summon Siri with a button:* Turn on Press Home for Siri (on an iPad with a Home button) or Press Top Button for Siri (on other iPad models).

To change additional Siri settings, see [Change Siri settings on iPad](#).

Summon Siri with your voice

When you summon Siri with your voice, Siri responds out loud.

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

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

2. To ask Siri another question or to do another task, say "Hey Siri" again or tap .

Note: To prevent iPad from responding to "Hey Siri," place your iPad face down, or go to Settings  > Siri & Search, then turn off Listen for "Hey Siri."

You can also say "Hey Siri" to summon Siri while wearing AirPods Pro or AirPods (2nd generation). See [Use Siri with AirPods on iPad](#).

Summon Siri with a button

When you summon Siri with a button and iPad is muted, Siri responds silently. To change this, see [Change how Siri responds](#).

1. Do one of the following:

- *On an iPad with a Home button:* Press and hold the Home button.
- *On other iPad models:* Press and hold the top button.
- *EarPods with Remote and Mic:* (Available separately) Press and hold the center or call button.

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

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

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

You can also summon Siri with a press and hold or a double tap on AirPods. See [Use Siri with AirPods on iPad](#).

Make a correction if Siri misunderstands you

- *Rephrase your request:* Tap , then say your request in a different way.
 - *Spell out part of your request:* Tap , then repeat your request by spelling out any words that Siri didn’t understand. For example, say “Call,” then spell the person’s name.
 - *Change a message before sending it:* Say “Change it.”
 - *Edit your request with text:* If you see your request onscreen, you can edit it. Tap the request, then use the onscreen keyboard.
-

Type instead of speaking to Siri

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

If Siri doesn’t work as expected on your iPad, see the Apple Support article [If Siri or “Hey Siri” isn’t working](#).

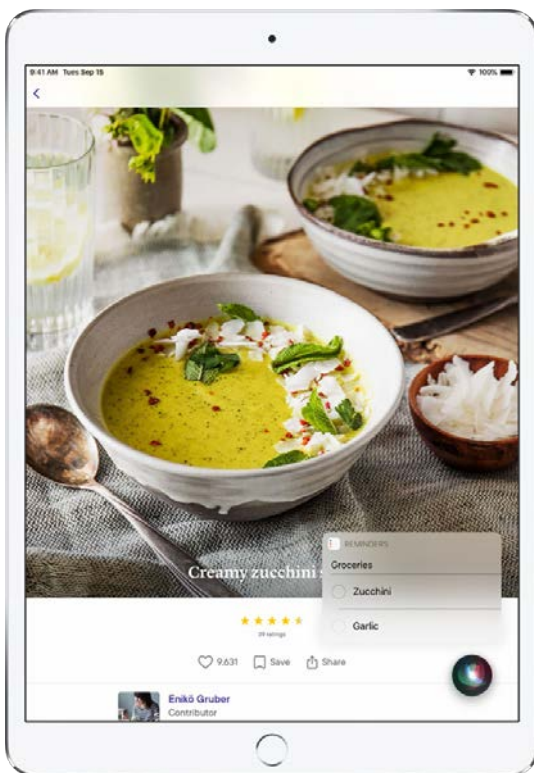
Siri is designed to protect your information, and you can choose what you share. To learn more, see the Apple Support article [Ask Siri, Dictation & Privacy](#).

Find out what Siri can do on iPad

Use Siri on iPad to get information and perform tasks. Siri and its response appear on top of what you're currently doing, allowing you to refer to information onscreen.

Siri is interactive. When Siri displays a web link, you can tap it to see more information in your default web browser. When the onscreen response from Siri includes buttons or controls, you can tap them to take further action. And you can tap Siri again to ask another question or do an additional task for you.

- *Find answers to your questions:* Find information from the web, get sports scores, get arithmetic calculations, and more. Say something like "Hey Siri, what causes a rainbow," "Hey Siri, what was the score of the Orioles game yesterday," or "Hey Siri, what's the derivative of cosine x?"
- *Perform tasks with apps on iPad:* Use Siri to control apps with your voice. For example, to create an event in Calendar, say something like "Hey Siri, set up a meeting with Gordon at 9," or to add an item to Reminders, say something like "Hey Siri, add zucchini and garlic to my groceries list."



- *Send and reply to messages:* Say something like “Hey Siri, send a message to Eliza saying how about tomorrow” or “Hey Siri, reply that’s great news.” You can even use Siri to send audio messages.

If you connect your AirPods (AirPods Pro and AirPods 2nd generation) to your iPad and a message arrives, Siri can read out the message to you, even if your iPad is locked. Siri listens after reading messages so you can reply without saying “Hey Siri.” See [Use Siri with AirPods on iPad](#).

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



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

Additional examples appear throughout this guide. To learn more about Siri, go to the [Siri website](#).

Tell Siri about yourself on iPad

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

Tell Siri who you are

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

Tell Siri how to say your name

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

Tell Siri about a relationship

Say something like “Hey Siri, Eliza Block is my wife” or “Hey Siri, Ashley Kamin is my mom.”

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

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

Your Siri settings sync across your Apple devices using end-to-end encryption if you use iCloud. If you set up Hey Siri, a small sample of your requests also sync using end-to-end encryption to improve personalized Hey Siri recognition on each device.

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

Note: Siri uses Location Services when your requests require knowing your location. When Location Services is turned on, the location of your device at the time you make a request is sent to Apple to improve the accuracy of responses from Siri and Dictation. See [Control the location information you share on iPad](#).

Add Siri Shortcuts on iPad

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

Add a suggested shortcut

Tap Add to Siri when you see a suggestion for a shortcut, then follow the onscreen instructions to record a phrase of your choice that performs the shortcut.

You can also use the Shortcuts app to create a new shortcut that uses Siri, or to manage, re-record, and delete existing Siri shortcuts. See the [Shortcuts User Guide](#).

Use a shortcut

Summon Siri, then speak your phrase for the shortcut. See [Ask Siri on iPad](#).

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

About Siri Suggestions on iPad

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

- *Glance at the Lock Screen or start a search:* As Siri learns your routines, you get suggestions for just what you need, at just the right time.
- *Create email and events:* When you start adding people to an email or calendar event, Siri suggests the people you included in previous emails or events.
- *Leave for an event:* If your calendar event includes a location, Siri assesses traffic conditions and notifies you when to leave.
- *See your flight status:* If you have a boarding pass in Mail, Siri shows your flight status in Maps. You can tap the suggestion when you're ready to get directions to the airport.
- *Type:* As you enter text, Siri can suggest names of movies, places—anything you viewed on iPad recently. If you tell a friend you're on your way, Siri can even suggest your estimated arrival time.
- *Search in Safari:* Siri suggests websites and other information in the search field as you type.

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

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

To change the settings for Siri Suggestions, see [Change Siri settings on iPad](#).

Your personal information—which is encrypted and remains private—stays up to date across all your devices where you're signed in with the same Apple ID. As Siri learns about you on one device, your experience with Siri is improved on your other devices. If you don't want Siri personalization to update across your devices, you can disable Siri in iCloud settings. See [Keep what Siri knows about you up to date on your Apple devices](#).

Siri is designed to protect your information, and you can choose what you share. To learn more, see the Apple Support article [Siri Suggestions, Search & Privacy](#).

Change Siri settings on iPad

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

For information about how to set up and use Siri, see [Ask Siri on iPad](#).

Change when Siri responds

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

- *Prevent Siri from responding to the voice command “Hey Siri”:* Turn off Listen for “Hey Siri.”
- *Prevent Siri from responding to the Home button or the top button:* Turn off Press Home for Siri (on an iPad with a Home button) or Press Top Button for Siri (on other iPad models).
- *Prevent access to Siri when iPad is locked:* Turn off Allow Siri When Locked.
- *Change the language Siri responds to:* Tap Language, then select a new language.

You can also summon Siri by typing. See [Type instead of speaking to Siri](#).

Change how Siri responds

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

- *Change the voice for Siri:* (not available in all languages) Tap Siri Voice, then choose a male or female voice for Siri or change the accent.
 - *Change when Siri provides voice responses:* Tap Siri Responses, then choose an option below Spoken Responses.
 - *Always see the response from Siri onscreen:* Tap Siri Responses, then turn on Always Show Siri Captions.
 - *See your request onscreen:* Tap Siri Responses, then turn on Always Show Speech.
-

Hide apps when you summon Siri

If you don’t want the active app to remain visible behind Siri, go to Settings  > Accessibility > Siri, then turn off Show Apps Behind Siri.

Change where Siri Suggestions appear

Go to Settings  > Siri & Search, then turn on or off any of the following:

- Suggestions while Searching
- Suggestions on Lock Screen
- Suggestions on Home Screen
- Suggestions when Sharing

See [About Siri Suggestions on iPad](#).

Change Siri settings for a specific app

You can change the [Siri Suggestions](#) and [Siri Shortcuts](#) settings for any app.

Go to Settings  > Siri & Search, then select an app.

Adjust the Siri voice volume

You can say something like, “Turn up the volume” or “Turn down the volume.”

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

Retrain Siri with your voice

Go to Settings  > Siri & Search, turn off Listen for “Hey Siri,” then turn on Listen for “Hey Siri” again.

To change Siri accessibility settings, see [Use accessibility features with Siri on iPad](#).

If Siri doesn’t work as expected on your iPad, see the Apple Support article [If Siri or “Hey Siri” isn’t working](#).

Family Sharing

Set up Family Sharing on iPad

With Family Sharing, family members can share purchases, subscriptions, an iCloud storage plan, Screen Time information, and more, all without sharing accounts.

To use Family Sharing, one adult family member (the *organizer*) chooses features for the family to share and invites up to five other family members to participate. When family members join, Family Sharing is set up on their devices automatically. You can be part of only one family group at a time.

Family Sharing is available on eligible devices. See the Apple Support article [System requirements for iCloud](#).

Set up Family Sharing

Family Sharing requires you (the organizer) to sign in with your Apple ID and to confirm the Apple ID you use for the iTunes Store, the App Store, and Apple Books (you usually use the same Apple ID for everything).

1. Go to Settings  > [your name] > Family Sharing, then follow the onscreen instructions to set up your family group.

You can add family members or create an account for a child.

2. Tap a feature you want to share, then follow the onscreen instructions.

To learn more about Family Sharing features, see the following:

- *Subscriptions and iCloud Storage:* You can share subscriptions to Apple Music, Apple News+, Apple Arcade, Apple TV+, and Apple TV channels. You can also share an iCloud storage plan. See [Share subscriptions and iCloud storage with family members](#).
- *Purchases:* You can share iTunes Store, App Store, Apple Books, and Apple TV purchases. See [Download family members' purchases](#).
- *Locations:* When you share your location with family members, they can use the Find My app  to see your location and help locate a missing device. See [Share your location with family members](#) and [Locate a family member's missing device](#).
- *Features for children:* You can manage your children's spending and how they use their Apple devices. See [Turn on Ask To Buy for children](#), [Set up Apple Cash Family](#), and [Set up Screen Time through Family Sharing](#).

Depending on the features you choose, you may be asked to set up a subscription. If you choose to share App Store, music, movie, TV, and book purchases with your family members, you agree to pay for any purchases they initiate while part of the family group. Adult and teen family members can [turn off purchase sharing for themselves](#).

You can also [share photos, a calendar, and more with family members](#).

Add a family member

The organizer of the family group can add a family member.

1. Go to Settings  > [your name] > Family Sharing, then tap Add Member.
2. Tap Invite People, then follow the onscreen instructions.

You can send the invitation using AirDrop, Messages, or Mail. If you're near the family member, you can also tap Invite in Person and ask the family member to enter their Apple ID and password on the screen called "Family Member's Apple ID."

Create an Apple ID for a child

The organizer, a parent, or a guardian can create an Apple ID for a child in a Family group.

1. Go to Settings  > [your name] > Family Sharing.
2. Do one of the following:
 - *If you're the organizer:* Tap Add Member, tap Create an Account for a Child, then follow the onscreen instructions.
 - *If you're a parent or guardian:* Tap Add Child, then follow the onscreen instructions.

For more information about child accounts, see the Apple Support article [Family Sharing and Apple ID for your child](#).

See what you're sharing with your family

You can see what you're sharing with your family and adjust sharing settings at any time. Features you share with your family appear above those you haven't shared.

1. Go to Settings  > [your name] > Family Sharing.
 2. Tap a feature, then do any of the following:
 - *If you haven't set up the feature:* Follow the onscreen instructions to set it up.
 - *If you have set up the feature:* Review and adjust sharing settings.
-

Leave or turn off Family Sharing

1. Go to Settings  > [your name] > Family Sharing > [your name].

2. Do one of the following:

- *Disband the family group:* Tap Stop Using Family. Only the organizer can disband the family group.
- *Leave family sharing:* Tap Stop Using Family Sharing.

Young children cannot remove themselves from a family group, and they must be moved to another family before you disband yours. See the Apple Support article [Leave Family Sharing](#).

Download family members' purchases on iPad

When you [set up Family Sharing](#), you and up to five family members can share iTunes Store, App Store, Apple Books, and Apple TV purchases.

When your family shares App Store, music, movie, TV, and book purchases, all items are billed directly to the family organizer's Apple ID account. Adult and teen family members can [turn off purchase sharing for themselves](#). The family organizer can also require that children in the family group request approval for purchases or free downloads. See [Turn on Ask To Buy for children on iPad](#).

Once purchased, an item is added to the initiating family member's account and eligible purchases are shared with the rest of the family.

Download shared purchases from the iTunes Store

1. Open the iTunes Store , then tap Purchased.
 2. Tap My Purchases at the top left.
 3. Choose a family member.
 4. Tap a category (for example, Music) at the top of the screen, tap a purchased item, then tap  to download it.
-

Download shared purchases from the App Store

1. Open the App Store .
 2. Tap —or your profile picture—at the top right.
 3. Tap Purchased, choose a family member, then tap  next to a purchased item to download it.
-

Download shared purchases from Apple Books

1. Open the Books app .
 2. Tap , or your profile picture, at the top right.
 3. Tap the name of a family member under Family Purchases, then tap a category (for example, Books or Audiobooks).
 4. Tap All, Recent Purchases, or a genre, then tap  next to a purchased item to download it.
-

Download shared purchases from the Apple TV app

1. Open the Apple TV app .
 2. Tap Library, tap Family Sharing, then choose a family member.
 3. Tap a category (for example, TV Shows or Movies) or a genre, tap a purchased item, then tap  to download it.
-

If you don't want to share a specific item with your family members, see the Apple Support article [Hide and unhide music, movies, TV shows, audiobooks, and books](#).

You can also [share subscriptions and iCloud storage with family members](#).

Stop sharing purchases with your family members on iPad

With [Family Sharing](#), the organizer can turn on purchase sharing. Any purchases family members make from the iTunes Store, the App Store, Apple Books, and Apple TV are billed directly to the organizer's Apple ID account.

If adult and teen family members don't want to share purchases and billing information with family members, they can turn off purchase sharing for themselves.

Note: The family organizer can also require that children in the family group request approval for purchases or free downloads. See [Turn on Ask To Buy for children on iPad](#).

1. Go to Settings  > [your name] > Family Sharing.
2. Tap Purchase Sharing, then turn off Share Purchases with Family.

If the organizer wants to turn off purchase sharing entirely, they can tap Stop Purchase Sharing.

If you don't want to share a specific item with your family members, see the Apple Support article [Hide and unhide music, movies, TV shows, audiobooks, and books](#).

Turn on Ask To Buy for children on iPad

When you set up [Family Sharing](#), the family organizer can require that children in the family group request approval for purchases or free downloads. Purchases can be approved by the organizer or a parent or guardian in the family group.

1. Go to Settings  > [your name] > Family Sharing.
 2. Tap Ask To Buy, then do one of the following:
 - *If there isn't a child in your family group:* Tap Add Child or Create A Child Account, then follow the onscreen instructions.
 - *If there is a child in your family group:* Tap the child's name, then turn on Ask To Buy.
-

Note: Age restrictions for Ask To Buy vary by region. In the United States, the family organizer can turn on Ask To Buy for any family member under age 18; for children under age 13, it's turned on by default.

Set up Apple Cash Family on iPad

With [Family Sharing](#), the organizer can set up an Apple Cash account for a child in your family group, and use the Wallet app on iPhone to see the card balance, monitor transactions, and limit who the child can send money to.

1. Go to Settings  > [your name] > Family Sharing.
 2. Tap Apple Cash, then do one of the following:
 - *If there isn't a child in your family group:* Tap Add Child or Create A Child Account, then follow the onscreen instructions.
 - *If there is a child in your family group:* Tap the child's name, tap Set Up Apple Cash, then follow the onscreen instructions.
-

See the [Apple Cash Support website](#).

Share subscriptions and iCloud storage with family members on iPad

When you're in a [Family Sharing group](#), you can share subscriptions to Apple Arcade, Apple News+, Apple TV+, and Apple TV channels with other family members. You can also share an iCloud storage plan.

Not all services are available in all countries or regions, and some selections are subject to content restrictions set in [Screen Time](#).

1. Go to Settings  > [your name] > Family Sharing.
2. Tap a subscription, then follow the onscreen instructions to sign up.

See any of the following to learn more.

- *Apple Arcade*: See [Get apps in the App Store on iPad](#). All members of your family can download and play Apple Arcade games from the App Store. Each player gets a personalized account—your progress is carried over between devices.
- *Apple Music*: See [Subscribe to Apple Music on iPad](#). Each family member gets their own music library and personal recommendations.
- *Apple News+*: See [Subscribe to Apple News+ on iPad](#). All members of your family can read Apple News+ publications for no additional charge.
- *Apple TV+ and Apple TV channels*: See [Set up the Apple TV app on iPad](#). Each family member can watch on their iPhone, iPad, iPod touch, Mac, Apple TV, and supported smart TVs and streaming devices, using their own Apple ID and password.
- *iCloud storage*: See the Apple Support article [Share an iCloud storage plan with your family](#). Your family can share an iCloud storage plan of 200 GB or more. When you share a storage plan, you simply share the available storage space. Your photos and documents stay private and everyone keeps using their own accounts with iCloud.

You can also share iTunes Store, App Store, Apple Books, and Apple TV purchases with family. See [Download family members' purchases on iPad](#).

Share photos, a calendar, and more with family members on iPad

With [Family Sharing](#) on iPad, you can share a family photo album, a family calendar, your location, and more.

Share photos, calendars, reminders, and files

You can use iCloud to keep your family members connected.

Share any of the following:

- *Photos and videos*: See [Share iPad photos with Shared Albums in iCloud](#).
- *Calendars*: See [Share iCloud calendars on iPad](#).

- *Reminder list:* See [Share reminders and collaborate on iPad](#).
 - *Documents and files:* See [Share files and folders in iCloud Drive on iPad](#).
-

Share your location with family members

With Family Sharing, you can share your location with members of your family group. When the family organizer sets up location sharing in [Family Sharing settings](#), the organizer's location is automatically shared with everyone in the family. Then, family members can choose whether or not to share their location.

When you share your location, your family members can [see your location in Find My](#) and, if your device is lost, they can [help you locate it](#). You can also [get notified when family member change their locations](#)—for example, if a child leaves school during school hours.

Note: To share your location, you must have Location Services turned on in Settings  > Privacy.

1. Go to Settings > [your name] > Family Sharing > Location Sharing, then turn on Share My Location.
2. If your iPad isn't currently sharing your location, tap Use This iPad as My Location.
3. Tap the name of a family member you want to share your location with, then tap Share My Location.

You can repeat this step for each family member you want to share your location with. Each family member receives a message that you're sharing your location and can choose to share their location with you.

4. To stop sharing your location with a family member, tap the name of the family member, then tap Stop Sharing My Location.

You can also send or share your location from the Messages app . Tap your family member's profile picture or name at the top of the conversation, tap , then tap Send My Current Location or Share My Location.

Share a Personal Hotspot

With Family Sharing, you can share an internet connection through a Personal Hotspot with members of your family group. When a member of your family group sets up a Personal Hotspot, other family members can use it without having to enter the password. See [Share your internet connection from iPad \(Wi-Fi + cellular\)](#).

Locate a family member's missing device on iPad

When you're in a [Family Sharing group](#) and family members share their locations with you, you can use the Find My app  on your iPhone, iPad, iPod touch, or Mac, or Find My iPhone on iCloud.com to help a family member find a lost device.

Set up your iPad to be found by a family member

A family member can help locate your missing iPad if you do the following on the device *before* it's lost:

- **Turn on Location Services:** Go to Settings  > Privacy, then turn on Location Services.
- **Turn on Find My iPad:** Go to Settings > [your name] > Find My > Find My iPad, then turn on Find My iPad, Find My network, and Send Last Location.

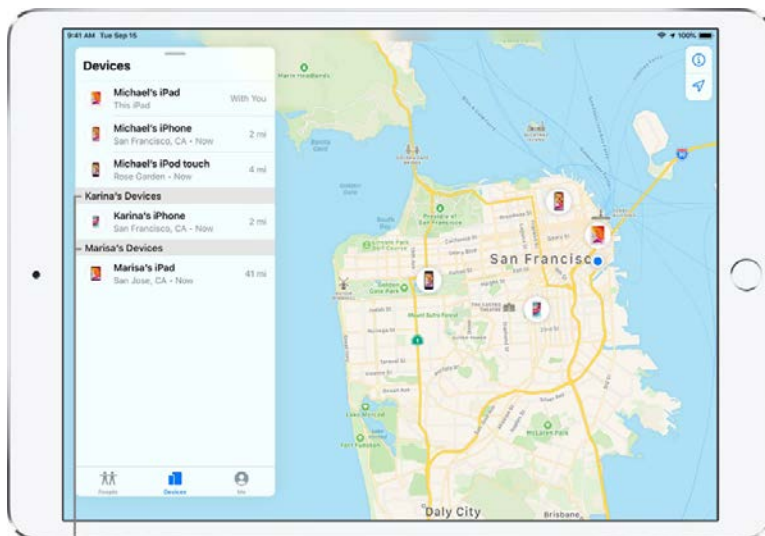
To set up other devices, see [Add a device to Find My on iPad](#).

- **Share your location with family members:** Go to Settings > [your name] > Family Sharing > Location Sharing, then turn on Share My Location.
-

Locate a family member's device

See [Locate a device in Find My on iPad](#).

Your devices are at the top of the list, and your family members' devices are below yours.



Family members' devices appear below yours.

You can also use [Find My iPhone on iCloud.com](#) to locate a family member's missing device. See [Locate a device in Find My iPhone on iCloud.com](#) in the iCloud User Guide.

Set up Screen Time through Family Sharing on iPad

You can set up Screen Time for your child through [Family Sharing](#). This includes downtime, allowances for app use, the contacts your child communicates with, content ratings, and more. Screen Time also lets you and your child see how they're using their devices and use that information to structure their device use. To use Screen Time, your child must be using an eligible device. See the Screen Time section in the Apple Support article [System Requirements for iCloud](#).

-
1. Go to Settings  > [your name] > Family Sharing > Screen Time.
 2. Tap the name of a family member, tap Turn on Screen Time, then follow the onscreen instructions.

For information about Screen Time settings, see [Set up Screen Time for a family member on iPad](#).

Important: If you set up Screen Time for a child through Family Sharing and you forget the family Screen Time passcode, you can reset it. See the Apple Support article [If you forgot your Screen Time passcode](#).

For information about child accounts in Family Sharing, see the Apple Support article [Family Sharing and Apple ID for your child](#).

Screen Time

View your Screen Time summary on iPad

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

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

- How much time you spend using apps by category (social networking, entertainment, reading, and so on)
- A breakdown of your app use by time of day
- How long you spend using each app, and which apps you used beyond your time limit
- An overview of the types of notifications you get, and which apps are sending you the most notifications
- How often you pick up your device and which apps you use—that is, how many times each app was the first one used after picking up the device. You can tap each app in your Screen Time summary to see more information about its use.

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



Set up Screen Time for yourself on iPad

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

Set downtime

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

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

Set app limits

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

1. Go to Settings  > Screen Time.

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

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

5. Tap Next, then set the amount of time allowed.

To set an amount of time for each day, tap Customize Days, then set limits for specific days.

6. To set a limit for more apps or categories, tap Choose Apps, then repeat step 5.
7. When you finish setting limits, tap Add to return to the App Limits screen.

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

Set communication limits

You can block incoming and outgoing communication—including phone calls, FaceTime calls, and messages—from specific contacts in iCloud, either at all times or during certain periods.

1. If you haven't already turned on Contacts in iCloud, go to Settings  > [your name] > iCloud, then turn on Contacts.
2. Go to Settings  > Screen Time.
3. If you haven't already turned on Screen Time, tap Turn On Screen Time, tap Continue, then tap This is My iPad.
4. Tap Communication Limits, then do any of the following:
 - *Limit communication at any time:* Tap During Screen Time, then select Contacts Only, Contacts & Groups with at Least One Contact, or Everyone.
 - *Limit communication during downtime:* Tap During Downtime. The option you selected for During Screen Time is already set here. You can change this setting to Specific Contacts.

If you select Specific Contacts, tap either Choose From My Contacts or Add New Contact to select people you want to allow communication with during downtime.

If someone who's currently blocked by your Communication Limit settings tries to call you (by phone or FaceTime), or send you a message, their communication won't go through.

If you try to call or send a message to someone who's currently blocked by your Communication Limit settings, their name or number appears in red with a Screen Time hourglass icon, and your communication won't go through. If the limit applies only to downtime, you receive a Time Limit message. You can resume communication with the contact when downtime is over.

To resume communication with contacts who are blocked by your Communication Limit settings, change the settings by following the steps above.

Choose apps you want to allow at all times

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

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

Set content and privacy restrictions

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

1. Go to Settings  > Screen Time.
2. If you haven't already turned on Screen Time, tap Turn On Screen Time, tap Continue, then tap This is My iPad.
3. Tap Content & Privacy Restrictions, turn on Content & Privacy Restrictions, then tap options to set content allowances for iTunes Store and App Store purchases, app use, content ratings, and so on.

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

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

Set up Screen Time for a family member on iPad

Screen Time lets you see how family members are using their devices, so you can structure the time they spend on them. You can set up Screen Time for a family member on their device or, if you've set up Family Sharing, you can set up Screen Time for a family member on your device. See [Set up Screen Time through Family Sharing on iPad](#) and the Apple Support article [Family Sharing and Apple ID for your child](#).

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

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

To see all the categories, tap Show All Categories.

5. Tap Set, enter an amount of time, then tap Set App Limit.
 6. Tap Continue, then enter a Screen Time passcode for managing your family member's Screen Time settings.
-

Set communication limits on a family member's device

You can block incoming and outgoing communication on your family member's device—including phone calls, FaceTime calls, and messages—from specific contacts, either at all times or during certain periods.

1. If you haven't already turned on Contacts in iCloud on your family member's device, go to Settings  > [child's name] > iCloud, then turn on Contacts.

Note: You can only manage your family member's communication if they're using Contacts in iCloud.

2. On your family member's device, go to Settings  > Screen Time.
3. If you haven't already turned on Screen Time, tap Turn On Screen Time, tap Continue, then tap This is My Child's iPad.

4. Tap Communication Limits, then do any of the following:

- *Limit communication at any time:* Tap During Screen Time, then select Contacts Only, Contacts & Groups with at Least One Contact, or Everyone.
- *Limit communication during downtime:* Tap During Downtime. The option you selected for During Screen Time is already set here. You can change this setting to Specific Contacts.

If you select Specific Contacts, tap either Choose From My Contacts or Add New Contact to select people you want to allow communication with during downtime.

- *Manage a child's contacts:* If you're using Family Sharing, you can manage your child's contacts. Tap Manage [child's name] Contacts.

If your child already has contacts in iCloud, they receive a notification on their device asking them to approve the request to manage them. If they don't have contacts, they don't get a notification and you can immediately add contacts.

When you manage your child's contacts, a new row appears beneath Manage [child's name] Contacts to show how many contacts they have. You can view and edit those contacts by tapping that row.

- *Allow contact editing:* Tap Allow Contact Editing to turn off this option and prevent your child from editing their contacts.

Turning off contact editing and limiting communication at any time to Contacts Only is a good way to control who your child can communicate with and when they can be contacted.

If someone who's currently blocked by the Communication Limit settings tries to call your family member (by phone or FaceTime), or send them a message, their communication won't go through.

If your family member tries to call or send a message to someone who's currently blocked by the Communication Limit settings, the recipient's name or number appears in red with a Screen Time hourglass icon, and the communication won't go through. If the limit applies only to downtime, your family member receives a Time Limit message and can resume communication with the contact when downtime is over.

To allow your family member to communicate with contacts who are blocked by the Communication Limit settings, change the settings by following the steps above.

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

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

1. On your family member's device, go to Settings > Screen Time.
2. If you haven't already turned on Screen Time, tap Turn On Screen Time, tap Continue, then tap This is My Child's iPad.

3. Tap Always Allowed, then tap  or  next to an app to add or remove it from the list.

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

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

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

1. On your family member's device, go to Settings  > Screen Time.
2. If you haven't already turned on Screen Time, tap Turn On Screen Time, tap Continue, then tap This is My Child's iPad.
3. Tap Content & Privacy Restrictions, then turn on Content & Privacy Restrictions.
4. Choose specific content and privacy options, then tap .

Note: To prevent changes to the maximum headphone volume, tap Reduce Loud Sounds, then select Don't Allow. See [Limit the headphone volume](#).

Add or change Screen Time settings for a family member later

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

Important: If you set up Screen Time for a family member on their device (not through Family Sharing), and you forget the Screen Time passcode, you can use your Apple ID to reset it. However, if you set up Screen Time for a family member on your device through Family Sharing and you forget your Screen Time passcode, you can reset it on your device using your device passcode, Touch ID, or Face ID.

Get a report of your device use on iPad

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



1. Go to Settings  > Screen Time.
2. Tap See All Activity, then do any of the following:
 - Tap Week to see a summary of your weekly use.
 - Tap Day to see a summary of your daily use.

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

Apple Pay

Set up Apple Pay on iPad

Set up Apple Pay to make secure payments in apps and on websites that support Apple Pay. In Messages, you can send and receive money from friends and family or make purchases using Business Chat.

Add a credit or debit card

1. Go to Settings  > Wallet & Apple Pay.
2. Tap Add Cards. You may be asked to sign in with your Apple ID.
3. Do one of the following:
 - *Add a new card:* Position iPad so that your card appears in the frame, or enter the card details manually.
 - *Add your previous cards:* Select the card associated with your Apple ID, cards you use with Apple Pay on your other devices, or cards that you removed. Tap Continue, then enter the CVV number of each card.

Alternatively, you may be able to add your card from the app of the bank or card issuer.

The card issuer determines whether your card is eligible for Apple Pay, and may ask you for additional information to complete the verification process.

View the information for a card and change its settings

1. Go to Settings  > Wallet & Apple Pay.
 2. Tap a card, then do any of the following:
 - Tap Transactions to view your recent history. To hide this information, turn off Transaction History. To view all your Apple Pay activity, see the statement from your card issuer.
 - View the last four digits of the card number and Device Account Number—the number transmitted to the merchant.
 - Change the billing address.
 - Remove the card from Apple Pay.
-

Change your Apple Pay settings

1. Go to Settings  > Wallet & Apple Pay.
 2. Do any of the following:
 - Set your default card.
 - Add the shipping address and contact information for purchases.
-

Remove your cards from Apple Pay if your iPad is lost or stolen

If you enabled [Find My iPhone](#), you can use it to help locate and secure your iPad.

To remove your cards from Apple Pay, do any of the following:

- *On a Mac or PC:* Sign in to your [Apple ID account](#). In the Devices section, click the lost iPad. Below the list of cards, click Remove all.
- *On another iPhone, iPad, or iPod touch:* Go to Settings  > [your name], tap the lost iPad, then tap Remove All Cards (below Apple Pay).
- Call the issuers of your cards.

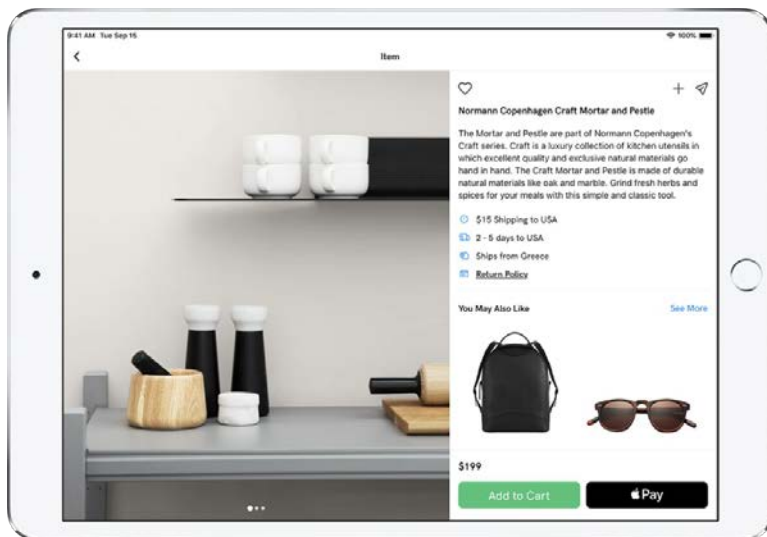
If you remove cards, you can add them again later.

If you sign out of iCloud in Settings > [your name], all your credit and debit cards for Apple Pay are removed from iPad. You can add the cards again the next time you sign in.

Note: The availability of Apple Pay and its features varies by country or region. See the Apple Support article [Countries and regions that support Apple Pay](#).

Use Apple Pay in apps, app clips, and Safari on iPad

You can make purchases using Apple Pay in apps, in app clips, and on the web using Safari wherever you see the Apple Pay button.



Pay in an app, in an app clip, or on the web

1. During checkout, tap the Apple Pay button.
2. Review the payment information.

You can change the credit card, shipping address, and contact information.

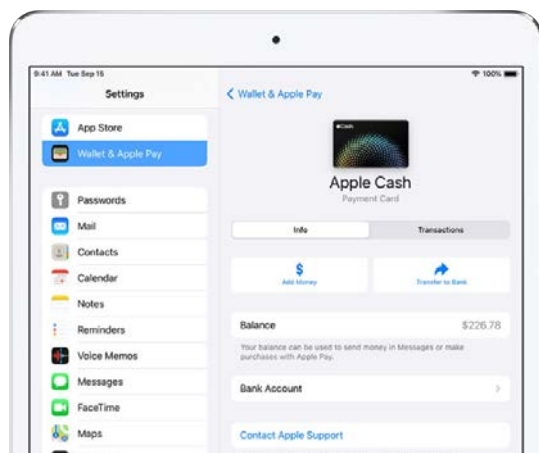
3. Complete the payment:
 - *On an iPad with Touch ID:* Authenticate with Touch ID or enter your passcode.
 - *On an iPad with Face ID:* Double-click the top button, then glance at iPad to authenticate with Face ID, or enter your passcode.

Change your default shipping and contact information

1. Go to Settings  > Wallet & Apple Pay.
2. Set any of the following:
 - Shipping address
 - Email
 - Phone

Set up and use Apple Cash on iPad (U.S. only)

When you [receive money in Messages](#), it's added to your Apple Cash. You can use Apple Cash right away wherever you would use Apple Pay. You can also transfer your Apple Cash balance to your bank account.



Set up Apple Cash

Do any of the following:

- Go to Settings  > Wallet & Apple Pay, then turn on Apple Cash.
- In Messages, send or accept a payment. See [Pay in apps or on the web using Apple Pay](#).

Use Apple Cash

You can use Apple Cash wherever you use Apple Pay:

- [Send and receive money with Apple Pay \(U.S. only\)](#)
- [Pay in apps or on the web using Apple Pay](#)

Manage your Apple Cash

1. Go to Settings  > Wallet & Apple Pay, then tap Apple Cash.

2. Do any of the following:

- Add money from a debit card.
- Transfer money to your bank. See the Apple Support article [Transfer money from Apple Cash to your debit card or bank account](#).
- Update your bank account information.
- Tap Transactions to view your history and details (including comments sent with payments), manually accept or reject individual payments, and request a statement.
- Choose to manually or automatically accept all payments. You have 7 days to manually accept a payment before it's returned to the sender.
- Verify your identity for account servicing and to increase your transaction limits.
- Contact Apple Support.

Apple Cash and sending and receiving payments through Apple Pay are services provided by Green Dot Bank, member FDIC.

Set up and use Apple Card on iPad (U.S. only)

Apple Card is a credit card created by Apple and designed to help you lead a healthier financial life. You can sign up for Apple Card on iPad in minutes and start using it with Apple Pay right away in stores, in apps, or online worldwide. Apple Card gives you easy-to-understand, real-time views of your latest transactions and balance, and Apple Card support is available anytime by simply sending a text from Messages.



Get Apple Card

1. Go to Settings  > Wallet & Apple Pay, tap Add Card, then tap Apply for Apple Card.

2. Enter your information, then agree to the terms and conditions to submit your application.
 3. Review the details of your Apple Card offer, including the credit limit and APR, then accept Apple Card or tap No Thanks to decline.
 4. If you accept the terms, you can do any of the following:
 - Set Apple Card as your default card for Apple Pay transactions.
 - Get a physical Apple Card to use where Apple Pay isn't accepted.
-

Use Apple Card

On iPad, you can use Apple Card to [make Apple Pay purchases in apps or on the web](#).

You can also use Apple Card at locations where Apple Pay isn't accepted:

- *In apps, on the web, or over the phone:* Go to Settings  > Wallet & Apple Pay, tap Apple Card, then tap Card Information to see the card number, expiration date, and security code. Use this information to make your purchase.
 - *In stores, restaurants, and other locations:* Use the physical card.
-

View transactions and statements

Go to Settings  > Wallet & Apple Pay, tap Apple Card, then do any of the following:

- *Review your transactions:* Tap Transactions, then review your latest transactions, or scroll down to see all your transactions grouped by year.
 - *Get monthly statements:* Tap Card Balance to see last month's balance, new spending, and payments and credits. Scroll down to see your monthly statements. Tap a statement to see the summary for that month, download a PDF statement, or export transactions to a CSV or OFX file.
-

Make payments

Go to Settings  > Wallet & Apple Pay, tap Apple Card, then do any of the following:

- *Schedule payments:* Tap Scheduled Payments, choose Pay My Bill or Pay Different Amount, enter the payment details (such as the account and date), then authenticate with Face ID, Touch ID, or your passcode.
 - *Make a one-time payment:* Tap Make a Payment, drag the checkmark to adjust the payment amount or tap Show Keypad to enter an amount, tap Pay Now or Pay Later, review the payment details (such as the payment account), then authenticate with Face ID, Touch ID, or your passcode.
-

View Apple Card details, change settings, contact support, and more

Go to Settings  > Wallet & Apple Pay, tap Apple Card, then do any of the following:

- View card information.
 - View credit details.
 - Add or remove linked bank accounts.
 - Lock your physical card and request a replacement card.
 - Get support through Messages, by phone, or on the [Apple Card Support website](#).
-

Accessories

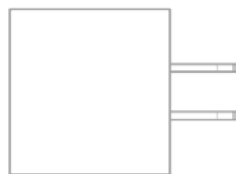
Accessories included with iPad

The following accessories are included with iPad:

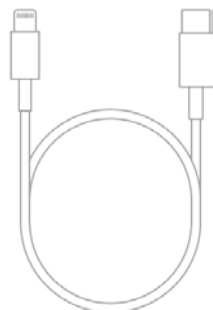
USB power adapter Use the adapter with the Lightning to USB Cable to [charge the iPad battery](#). The size and type of the adapter depends on your iPad model and your country or region.



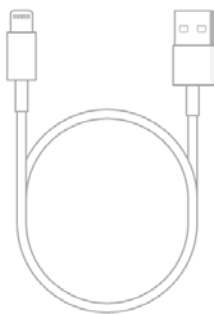
USB-C Power Adapter (iPad (8th generation), iPad Air (4th generation), iPad Pro 11-inch, and iPad Pro 12.9-inch (3rd generation and later) only) Use the adapter with the USB-C Cable to [charge the iPad battery](#).



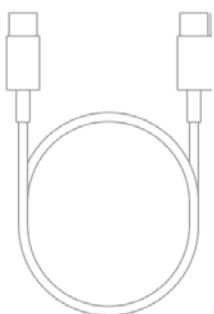
Lightning to USB-C Cable (iPad (8th generation) only) Use the cable to connect iPad to the USB-C power adapter or [to your computer](#).



Lightning to USB Cable Use the cable to connect iPad to the USB power adapter or [to your computer](#).



USB-C Charge Cable (iPad Air (4th generation), iPad Pro 11-inch, and iPad Pro 12.9-inch (3rd generation and later)) Use the cable to connect iPad to the USB-C power adapter or [to your computer](#).



SIM eject tool (cellular models only) (not included in all countries or regions) Insert the SIM eject tool into the small hole of the SIM card tray, then push in toward iPad to eject the tray. See [Set up cellular service on iPad \(Wi-Fi + Cellular models\)](#).



AirPods and other headphones

Set up AirPods with iPad

Set up AirPods to listen to music, movies, text messages, and more. You can also use AirPods to make and answer FaceTime calls with your iPad.

Pair AirPods with your iPad

1. Go to the Home Screen on your iPad.
2. Open the case with your AirPods inside, then hold it next to your iPad.
3. Follow the onscreen instructions, then tap Done.

Your AirPods are automatically paired with all of your supported devices where you're signed in with the same Apple ID (iOS 10, iPadOS 13, macOS 10.12, watchOS 3, or later required).

To unpair AirPods, see [Unpair a Bluetooth device](#).

Note: If you can't pair your AirPods, see the Apple Support article [If your AirPods won't connect](#).

Find the best fit (AirPods Pro)

To see which of the included ear tips provide the best seal, run the fit detection test.

1. Open the AirPods case.
 2. On iPad, go to Settings  > Bluetooth.
 3. Tap ⓘ next to your AirPods in the list of devices.
 4. Tap Ear Tip Fit Test, tap Continue, then follow the onscreen instructions.
-

Charge AirPods

Put them in the case and close the lid.

AirPods shut down and charge whenever they're in the case. You can charge the case by connecting it to a power outlet using an Apple Lightning to USB cable and an Apple USB power adapter. If you have the Wireless Charging Case, you can charge the case wirelessly with a Qi-certified charger.

See the Apple Support article [Charge your AirPods with charging case and learn about battery life](#).

Note: With supported Apple and Beats headphones, you can tune the audio for your hearing needs. See [Set headphone accommodations](#).

Control audio playback on AirPods with iPad

Use AirPods to hear, pause, and skip the audio playing on your iPad.

Hear what's playing on your iPad

Put one or both AirPods in your ears.

Stop the audio

Remove both AirPods from your ears, or if you're wearing just one, remove it.

If you return one to your ear within 15 seconds, play resumes automatically.

Pause the audio

- *All models:* While listening with both AirPods, remove one. When you return it to your ear, playback resumes automatically.
- *AirPods Pro:* Press the Force Sensor on either of your AirPods. To resume playback, press again.



Note: If you press the Force Sensor for too long, a chime sounds, and the noise control mode changes. Press and hold the Force Sensor to return to the mode you want, then try to pause or resume the playback again.

- *AirPods:* (2nd generation) Double-tap either of your AirPods. To resume play, double-tap it again.
- *AirPods:* (1st generation) You can set either of your AirPods to pause when you double-tap it, then resume play when you double-tap it again. See [Adjust AirPods settings with iPad](#).

Skip tracks

- *AirPods Pro:* To skip forward, double-press the Force Sensor on either of your AirPods. To skip back, triple-press the sensor.
- *AirPods:* (2nd generation) To skip forward, double-tap either of your AirPods. You can set either of them to skip back when you double-tap it. See [Adjust AirPods settings with iPad](#).
- *AirPods:* (1st generation) You can set either of your AirPods to skip forward or back when you double-tap it. See [Adjust AirPods settings with iPad](#).

Note: With supported Apple and Beats headphones, you can tune the audio for your hearing needs. See [Set headphone accommodations](#).

For more information about AirPods, including how to clean them and how to use them with Macs and other Bluetooth devices, see the [AirPods Support website](#).

Change the volume on AirPods with iPad

Use iPad to control the volume on your AirPods.

Change the volume

Do one of the following:

- [Summon Siri](#), then say something like “Turn down the volume.”

- Use either volume button on the side of iPad.
 - Drag the volume slider in an app's playback controls.
 - Open Control Center, then drag the volume slider.
 - Drag the volume slider on the Lock Screen.
-

Monitor or limit the volume

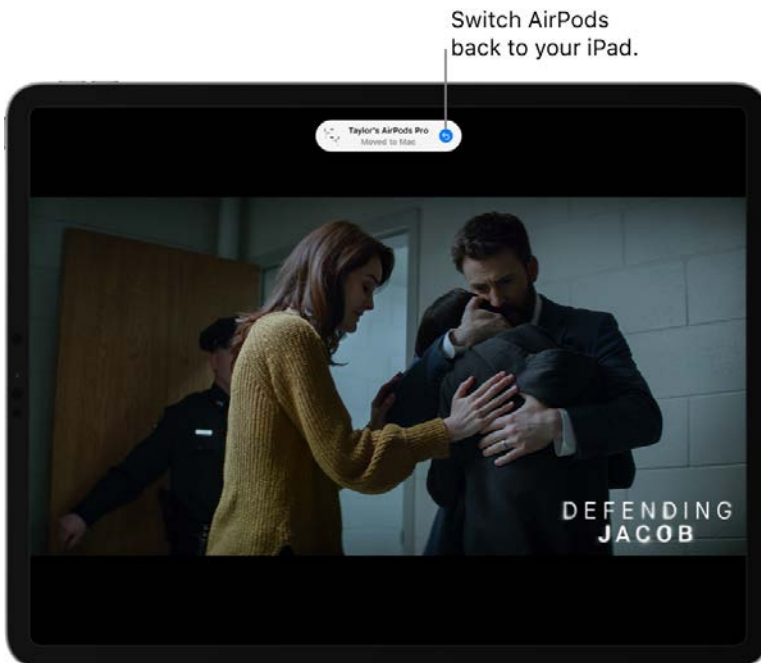
You can use the Hearing control in Control Center to monitor the audio levels from your AirPods. See [Check headphone and environmental sound levels on iPad](#).

You can also limit the maximum volume for your AirPods. See [Limit the headphone volume](#).

Manage connections between AirPods and multiple devices on iPad

When your other devices are signed in with the same Apple ID as your iPad, AirPods automatically switch between your iPad, iPhone, iPod touch, and Mac. If your AirPods automatically connect to another device, but you want them connected to your iPad, you can change the connection.

- *If your AirPods automatically switch from your iPad to another device when you don't want them to:* Tap  to switch AirPods back to your iPad.



[Watch *Defending Jacob* on the Apple TV app](#) ↗

- *If your AirPods are connected a nearby device, but you want them connected to your iPad:* Tap Use (in the AirPods Nearby notice at the top of the iPad screen).
- *If you want to turn off automatic switching:* Go to Settings  > Bluetooth, tap ⓘ next to the name of your AirPods, tap Connect to This iPad, then tap When Last Connected to This iPad.

Note: Automatic switching works on supported models of AirPods and Beats products and requires iOS 14, iPadOS 14, macOS Big Sur, or later.

Use Siri with AirPods on iPad

You can use Siri with your AirPods to [ask questions and do tasks](#).

Summon Siri with your voice (AirPods Pro and AirPods 2nd generation)

While wearing one or both AirPods, say “Hey Siri,” then ask Siri a question or to do a task for you.

For example, say something like “Hey Siri, how’s the weather today?” or “Hey Siri, let’s hear the Acoustic playlist.”

Note: If you didn’t set up “Hey Siri,” go to Settings  > Siri & Search, then turn on Listen for “Hey Siri.”

Summon Siri with your touch

You can set AirPods Pro to summon Siri when you press and hold the Force Sensor, and you can set your AirPods (2nd generation) to summon Siri when you double-tap one of your AirPods. By default, a double tap summons Siri on AirPods (1st generation), but you can change this behavior.

1. Open the AirPods case.
2. On iPad, go to Settings  > Bluetooth.
3. Tap ⓘ next to your AirPods in the list of devices.
4. Select Left or Right, then choose Siri. (Or to change the default behavior of AirPods (1st generation), choose a different option.)

Note: If you haven’t turned on Siri, go to Settings > Siri & Search, then turn on Press Home for Siri (on an iPad with a Home button) or Press Top Button for Siri (on other iPad models).

Listen and respond to messages (AirPods Pro and AirPods 2nd generation)

With Announce Messages, you can hear your messages over your AirPods. When your iPad is locked, your AirPods are connected to it, and a message arrives, a chime sounds and Siri begins to read the message.

To stop Siri from reading, you can do any of the following:

- Remove one of your AirPods.
- Say something like “Stop” or “Cancel.”
- Press the Force Sensor on either of your AirPods Pro, or double-tap either of your AirPods (2nd generation).

To reply to the message, say something like “Reply that’s great news.”

Siri repeats what you said, then asks for confirmation before sending your reply. To send replies without waiting for confirmation, go to Settings  > Siri & Search > Announce Messages, then turn on Reply without Confirmation.

Note: If you didn’t turn on Announce Messages when you set up your AirPods, go to Settings > Siri & Search > Announce Messages, then turn on Announce Messages with Siri.

Share audio with AirPods and Beats products from iPad

While you wear AirPods or compatible Beats earphones or headphones, you can share what you’re listening to with a friend who’s also wearing AirPods or a compatible Beats product. Both sets of audio devices must be paired with iPhone, iPad, or iPod touch. (On supported models; iOS 13.1, iPadOS 13.1, or later required.)

Start sharing audio when your friend’s AirPods or Beats earphones are in the charging case

Your AirPods or Beats product should be connected to your iPad, and your friend’s AirPods or Beats earphones should be inside their case.

1. While you’re wearing your AirPods or a Beats product, move your iPad close to your friend’s open charging case.
2. On your iPad, tap Temporarily Share Audio.
3. Follow the onscreen instructions, then your friend can remove the AirPods or Beats earphones from their case.

Share audio with your friend’s Beats headphones

Your AirPods or a Beats product should be connected to your iPad, and your friend’s Beats headphones should be turned on.

1. Ask your friend to briefly press (for less than 1 second) the power button on their headphones.
2. While you’re wearing your AirPods or a Beats product, move your iPad close to your friend’s headphones.

3. On your iPad, tap Temporarily Share Audio, then follow the onscreen instructions.

Share audio when your friend is wearing AirPods or a Beats product

If your friend is wearing AirPods or a Beats product connected to their iPhone, iPad, or iPod touch, you can share the audio that's playing on your iPad.

1. Wear your AirPods or a Beats product.
2. On your iPad, tap  in the Now Playing controls, either in the app you're listening to or on the Lock Screen.

Or open Control Center, touch and hold the Now Playing controls at the top right, then tap .

3. Tap Share Audio (below the name of your earphones or headphones).
4. Bring your iPad close to your friend's iPhone, iPad, or iPod touch.
5. Tap Share Audio on your iPad.



6. Ask your friend to tap Join on their device.

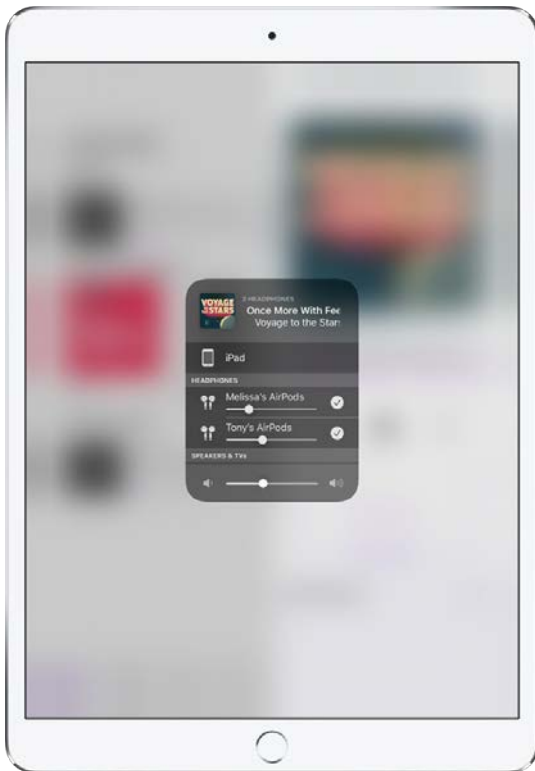
Control the volume of each set of devices

If you and a friend use AirPods or a Beats product to share audio from your iPad, you can set a different volume level for each device.

1. On your iPad, open Control Center, then touch and hold the volume control.
 2. Drag the separate volume sliders.
-

Stop sharing audio

On your iPad, tap  on the Now Playing screen, on the Lock Screen, or in Control Center, then tap the name of your friend's AirPods or Beats product to turn off the connection.



Make and answer calls with AirPods on iPad

You can make and answer FaceTime calls with AirPods that are paired with your iPad.

Make calls with AirPods

While wearing AirPods, do the following:

- *AirPods*: (Pro and 2nd generation) Say “Hey Siri,” then say something like “Make a FaceTime call.” (You can also set either of your AirPods to summon Siri with your touch. See [Adjust AirPods settings with iPad](#).)
- *AirPods*: (1st generation) Double-tap either of your AirPods to summon Siri, wait for a chime, then make your request. (By default, a double tap summons Siri, but you can change this behavior in Settings. See [Adjust AirPods settings with iPad](#).)

See [Use Siri with AirPods on iPad](#).

Answer calls with AirPods

Do the following to answer a call; do the same to hang up or switch calls:

- *AirPods Pro*: Press the Force Sensor on either of your AirPods.
 - *AirPods*: (2nd generation) Tap either of your AirPods.
 - *AirPods*: (1st generation) Double-tap either of your AirPods.
-

Change noise control modes on AirPods Pro with iPad

Switch between noise cancellation and transparency modes while listening to AirPods Pro from your iPad.

 **Tip:** To quickly change modes, press and hold the Force Sensor on either of your AirPods Pro until you hear a chime. (In Settings, you can choose which modes are available. See [Adjust AirPods settings with iPad](#).)

1. Open Control Center, then press and hold the volume control.
 2. Tap the Noise Control button at the bottom left.
 3. Choose one of these settings:
 - *Noise Cancellation*: Blocks out external sounds.
 - *Transparency*: Lets you hear the sounds around you.
 - *Off*: Turns off both noise cancellation and transparency.
-

Control spatial audio on AirPods Pro with iPad

When you watch a supported show or movie, AirPods Pro uses spatial audio with dynamic head tracking to create an immersive surround sound experience. You hear the surround sound channels in the right place, even as you turn your head or move your iPad.

Learn how spatial audio works

1. Place both AirPods Pro in your ears, then go to Settings  > Bluetooth.
 2. Tap  next to your AirPods Pro, then tap See & Hear How It Works.
-

Turn spatial audio on or off while watching a show or movie

Open Control Center, press and hold the volume control, then tap Spatial Audio at the lower right.

Turn spatial audio off or on for all shows and movies

1. Go to Settings  > Bluetooth, then tap  next to your AirPods in the list of devices.
 2. Turn Spatial Audio on or off.
-

Note: By default, spatial audio makes it sound like the audio is coming from your iPad, even when your head moves. You can change this behavior so that the audio sounds like it's following your head movement. Go to Settings > Accessibility > Headphones, tap the name of your headphones, then turn Follow iPad off.

Adjust AirPods settings with iPad

You can change various settings, including the name of your AirPods and how each of them responds when you press or tap it.

1. Open the AirPods case.
2. On iPad, go to Settings  > Bluetooth.
3. Tap  next to your AirPods in the list of devices.

4. Do any of the following:

- *Change the name of your AirPods:* Tap the current name, enter a new name, then tap Done.
- *Change what happens when you press and hold the Force Sensor:* (AirPods Pro) Select Left or Right, then choose whether to summon Siri or change the noise control mode. To select which modes to use, tap a mode to turn it on or off.
- *Change what a double tap does:* (AirPods 1st and 2nd generation) Select Left or Right, then choose an option.
- *Turn Automatic Ear Detection off or on:* Tap Automatic Ear Detection.

When Automatic Ear Detection is turned on, AirPods sense when they're in your ears and automatically play the audio from your iPad. Playback is paused when you remove one of your AirPods. When you remove both, playback stops. When you have Automatic Ear Detection on and you're not wearing your AirPods, audio plays through the iPad speakers.

When Automatic Ear Detection is turned off, all audio from your iPad plays to your AirPods even when you're not wearing them.

- *Set Microphone to left, right, or automatic:* Tap Microphone, then choose an option.

When Microphone is set to Automatic, either of your AirPods can act as the microphone. If you use only one of them, it acts as the microphone.

When you choose Always Left or Always Right, the one you choose becomes the microphone even if you remove it from your ear or put it in the case.

Note: With supported Apple and Beats headphones, you can tune the audio for your hearing needs. See [Set headphone accommodations](#).

Set up and listen to Bluetooth devices on iPad

Using a Bluetooth connection, you can listen to iPad on wireless headphones, speakers, and more.

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

Pair a Bluetooth device

1. Follow the instructions that came with the device to put it in discovery mode.

Note: To pair AirPods, see [Set up AirPods with iPad](#).

2. On iPad, go to Settings  > Bluetooth, turn on Bluetooth, then tap the name of the device.

iPad must be within about 33 feet (10 meters) of the Bluetooth device.

Play audio from iPad on a Bluetooth audio device

1. On your iPad, open an audio app, such as Music, then choose an item to play.
2. Tap , then choose your Bluetooth device.

While audio is playing, you can change the playback destination from the Lock Screen or Control Center.

The playback destination returns to iPad if you move the device out of Bluetooth range.

Unpair a Bluetooth device

Go to Settings  > Bluetooth, tap  next to the name of the device, then tap Forget This Device.

If you don't see the Devices list, make sure Bluetooth is on.

If you have AirPods and you tap Forget This Device, they're automatically removed from other devices where you're signed in with the same Apple ID.

Disconnect from Bluetooth devices

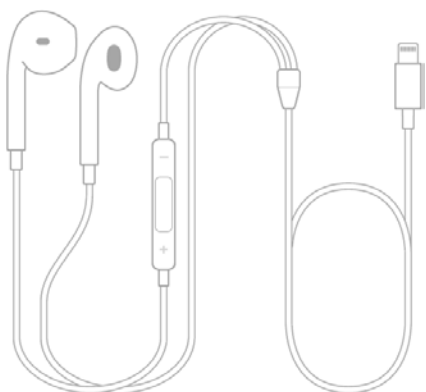
To quickly disconnect from all Bluetooth devices without turning Bluetooth off, open Control Center, then tap .

To learn about Bluetooth privacy settings on iPad, see the Apple Support article [If an app would like to use Bluetooth on your device](#). If you have trouble connecting a Bluetooth device, see the Apple Support article [If you can't connect a Bluetooth accessory to your iPhone, iPad, or iPod touch](#).

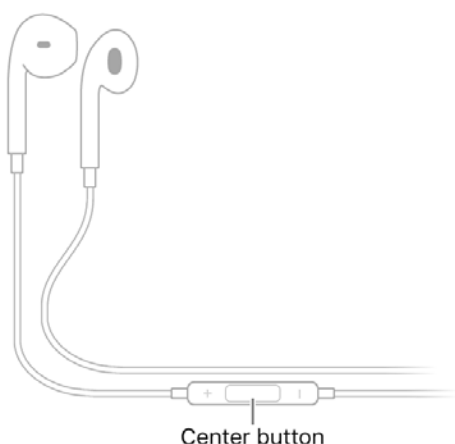
Note: The use of certain accessories with iPad may affect wireless performance. Not all iOS or iPadOS accessories are fully compatible with iPad. Turning on airplane mode may eliminate audio interference between iPad and an accessory. Reorienting or relocating iPad and the connected accessory may improve wireless performance.

Use EarPods with Lightning Connector on iPad

You can use EarPods with Lightning Connector (available separately) to listen to music and videos, and make calls on iPad models with the Lightning Connector. EarPods feature a microphone, volume buttons, and the center button.



Use the center button to answer and end calls, control audio and video playback, and use Siri, even when iPad is locked.



Control audio with your EarPods

- *Pause a song or video:* Press the center button. Press again to resume playback.
- *Skip to the next song:* Press the center button twice quickly.
- *Return to the beginning of the song or to the previous song:* To return to the beginning of the song, press the center button three times quickly. To return to the previous song, again press the center button three times quickly.
- *Fast-forward:* Press the center button twice quickly and hold.

Manage calls using your EarPods

- *Answer an incoming call:* Press the center button.
- *End the current call:* Press the center button.

- *Switch to an incoming or on-hold call, and put the current call on hold:* Press the center button. Press again to switch back to the first call.
-

Ask Siri with your EarPods

Press and hold the center button until you hear a beep. Let go, then ask Siri to perform a task or answer your question. See [Ask Siri on iPad](#).

Check headphone and environmental sound levels on iPad

While using earphones or headphones with iPad, you can use Hearing in Control Center to check your headphone audio level and the sound level of your environment.

EarPods, AirPods, and many other wired and wireless audio devices are compatible with Hearing in Control Center.

1. Add Hearing to Control Center.

See [Add and organize controls](#).

2. Connect and wear your earphones or headphones.
3. Open Control Center, then tap .
4. To see the environmental sound level displayed in decibels, tap Live Listen to turn it on. (To turn it off, tap again.)
5. To see the audio level in your earphones or headphones, play audio on your iPad.

Note: When you listen through headphones to audio playing on iPad, the Headphone Level meter displays the sound level of the headphones, not the environment, even when Live Listen is turned on. The dots below the Headphone Level meter continue to indicate the sound level of the environment when Live Listen is turned on.

6. To see the Live Listen meter or to turn off Live Listen while using apps, tap the red recording indicator at the top of the screen.

You use Live Listen to [stream sound from the microphone](#) on iPad to your AirPods. This can help you hear better in some situations—for example, when having a conversation in a noisy environment.

 **Tip:** After you add Hearing to Control Center, you can open Control Center to view a small version of the sound meter on  without tapping it.

Apple Pencil

Pair and charge Apple Pencil (2nd generation) with iPad

On iPad models that support Apple Pencil (2nd generation), attach Apple Pencil to the magnetic connector on the right side of your iPad.

Pair Apple Pencil (2nd generation) with iPad



Charge your Apple Pencil (2nd generation)

1. Make sure that Bluetooth is turned on in Settings  > Bluetooth.
2. Attach Apple Pencil to the magnetic connector on the right side of your iPad.

Note: To see how much charge your Apple Pencil has left, check the Batteries widget. See [Add widgets to the iPad Home Screen](#).

Pair and charge Apple Pencil (1st generation) with iPad

Pair Apple Pencil (1st generation) with iPad

On iPad models that support Apple Pencil (1st generation), remove the cap and plug Apple Pencil into the Lightning connector on your iPad. When you see the Pair button, tap it.

Note: After you pair your Apple Pencil, it stays paired until you restart your iPad, turn on Airplane Mode, or pair with another iPad. Just pair your pencil again when you're ready to use it.



Charge your Apple Pencil (1st generation)

Plug your Apple Pencil into the Lightning connector on your iPad.

You can also charge it with an Apple USB Power Adapter and the Apple Pencil Charging Adapter that came with your pencil.

Note: To see how much charge your Apple Pencil has left, check the Batteries widget. See [Add widgets to the iPad Home Screen](#).

Enter text with Scribble on iPad

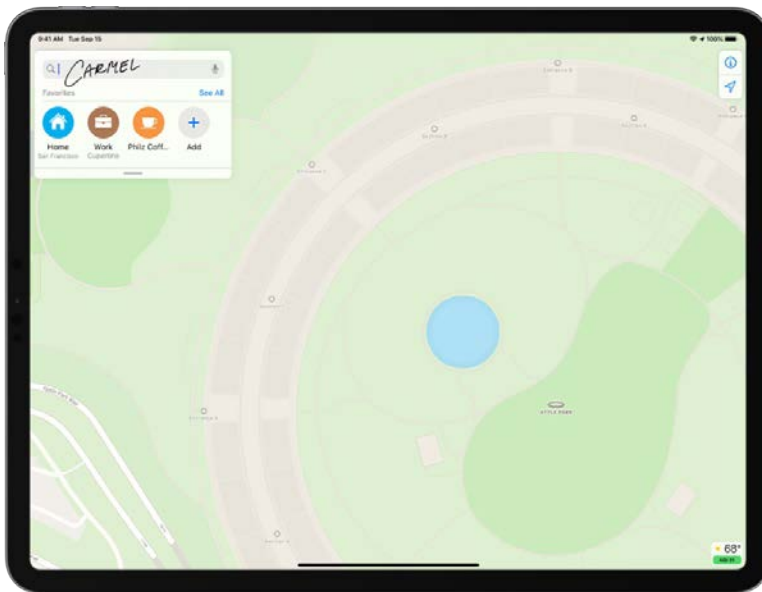
On supported iPad models, you can use Apple Pencil (available separately) and Scribble to enter text. Without opening or using the onscreen keyboard, you can quickly reply to a message, jot down a reminder, and more. Scribble converts your handwriting to text directly on your iPad, so your writing stays private.

Note: Scribble is available for US English and Traditional and Simplified Chinese.

Use Apple Pencil to enter text in any text field

1. Write with Apple Pencil in any text field, and Scribble automatically converts your handwriting into typed text.

Scribble even works when your handwriting extends beyond the edges of the text field.



2. To use an action shortcut, tap the Scribble toolbar.

Available actions depend on the app you're using, and may include the Undo button (↶), the Show Keyboard button (⌨), and more.

To automatically minimize the toolbar when you're entering text, tap (⋮), then turn on Auto-minimize. To show the full toolbar, tap the minimized version.

Use Apple Pencil to enter text in Notes

1. In Notes, tap  to show the Markup toolbar.
 2. In the Markup toolbar, tap .
 3. Write with Apple Pencil, and Scribble automatically converts your handwriting into typed text.
-

Select and revise text with Apple Pencil

As you enter text using Apple Pencil and Scribble, you can do the following:

- *Delete a word:* Scratch it out.
 - *Insert text:* Touch and hold in a text area, then write in the space that opens.
 - *Join or separate characters:* Draw a vertical line between them.
 - *Select text:* Draw a circle around the text or underline it to select it and see editing options. To change the selection, drag from the beginning or end of the selected text.
 - *Select a word:* Double-tap the word.
 - *Select a paragraph:* Triple-tap a word in the paragraph, or sweep Apple Pencil over the paragraph.
-

Stop converting your handwriting to text

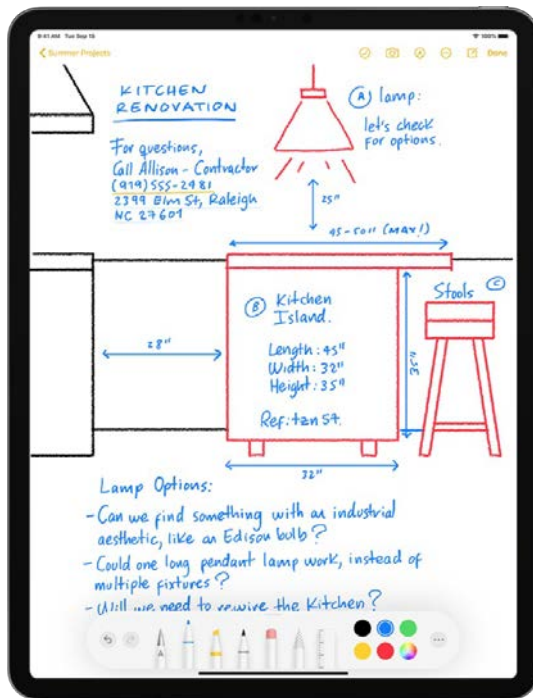
Go to Settings  > Apple Pencil, then turn off Scribble.

Draw with Apple Pencil on iPad

On supported models, you can use Apple Pencil (available separately) to draw a sketch, mark up a photo, sign a document, and more. For more information, see:

- [Draw in apps with Markup on iPad](#)
- [Draw in a note](#)
- [Add your signature in other supported apps](#)
- [Take and mark up a screenshot with Apple Pencil on iPad](#)

Compared to using your finger, Apple Pencil gives you extra control as you draw. For example, you can tilt or press with Apple Pencil to shade or darken a line.



Shade or darken a line with Apple Pencil

When you draw or sketch, tilt your Apple Pencil to shade a line, and press more firmly to darken the line.

Double-tap to switch tools with Apple Pencil (2nd generation)

When you're working in a supported app, such as Notes, double-tap the lower section of Apple Pencil (2nd generation) to quickly switch back to the tool you used last.

For example, you can switch from the marker back to the eraser.

To change your settings for double tap, go to Settings  > Apple Pencil.

Take and mark up a screenshot with Apple Pencil on iPad

You can use Apple Pencil to quickly take a picture of the iPad screen, then mark it up to share with others or use in documents.

1. To capture the screen, swipe up with Apple Pencil from either corner at the bottom of your iPad.

2. To mark up the screenshot, draw with Apple Pencil.

Use the Markup toolbar at the bottom of the screen to change drawing tools. See [Draw in apps with Markup on iPad](#).

3. To send the marked up screenshot to others (such as in a message), or to save it in a document (such as in a note), tap , then choose an option.
4. When you're finished, tap Done, then choose an option.

Draw and take notes with Apple Pencil from the Lock Screen on iPad

On supported models, you can wake iPad with Apple Pencil and open Notes, even while iPad is locked.

Tap Apple Pencil on the Lock Screen, then begin drawing or taking notes.

Whatever you create is [saved in Notes](#).

Apple TV, smart TVs, and video displays

Wirelessly stream videos and photos to Apple TV or a smart TV from iPad

You can wirelessly stream video or photos to Apple TV or an AirPlay 2-enabled smart TV.

Play video on Apple TV or an AirPlay 2-enabled smart TV

While playing video in the Apple TV app  or another supported video app, tap the screen to show the controls, tap , then choose your Apple TV or AirPlay 2-enabled smart TV as the playback destination.



Play the movie on Apple TV or an AirPlay 2-enabled smart TV.

[The LEGO Movie 2: The Second Part is available on the Apple TV app](#)

If an AirPlay passcode appears on the TV screen, enter the passcode on your iPad.

Show photos on Apple TV or an AirPlay 2-enabled smart TV

In Photos , tap a photo, tap , swipe up, tap AirPlay, then choose your Apple TV or an AirPlay 2-enabled smart TV as the playback destination.

If an AirPlay passcode appears on the TV screen, enter the passcode on your iPad.

Mirror your iPad on Apple TV or a smart TV

On Apple TV or a smart TV, you can show whatever appears on your iPad.

1. Open Control Center.
2. Tap Screen Mirroring, then choose your Apple TV or an AirPlay 2-enabled smart TV as the playback destination.

If an AirPlay passcode appears on the TV screen, enter the passcode on your iPad.

To switch back to iPad, tap Stop Mirroring or , then choose your iPad.

You can also stream audio, such as music or a podcast, from iPad to your Apple TV or smart TV speakers. See [Play audio from iPad on HomePod and other wireless speakers](#).

Note: For a list of AirPlay 2-enabled smart TVs, see the [Home accessories website](#).

To learn more about using Apple TV, see the [Apple TV User Guide](#).

The LEGO Movie 2: The Second Part © 2019 Warner Bros. Entertainment Inc. LEGO, the LEGO logo, the minifigure, and the brick and knob configuration are trademarks of The LEGO Group. © 2019 The LEGO Group. All rights reserved.

Connect iPad to a TV, projector, or monitor with a cable

With the appropriate cable or adapter, you can connect your iPad to a display, like a TV, projector, or computer monitor.

To extend the workspace of your Mac by connecting it to your iPad, see [Use iPad as a second display for your Mac](#).

Connect iPad using the USB-C port

1. Plug a USB-C Display AV Adapter or USB-C VGA Multi-port Adapter into the charging port on the bottom of iPad.
 2. Connect an HDMI or VGA cable to your adapter.
 3. Connect the other end of your HDMI or VGA cable to your secondary display.
 4. If necessary, switch to the correct video source on your secondary display. If you need help, use your display's manual.
-

Connect iPad using the Lightning port

1. Plug a Lightning Digital AV Adapter or Lightning to VGA Adapter into the charging port on the bottom of iPad.
 2. Connect an HDMI or VGA cable to your adapter.
 3. Connect the other end of your HDMI or VGA cable to your secondary display (TV, monitor, or projector).
 4. If necessary, switch to the correct video source on your secondary display. If you need help, use your display's manual.
-

The adapters have an extra port so you can connect your charging cable and charge your iPad while connected to a secondary display.

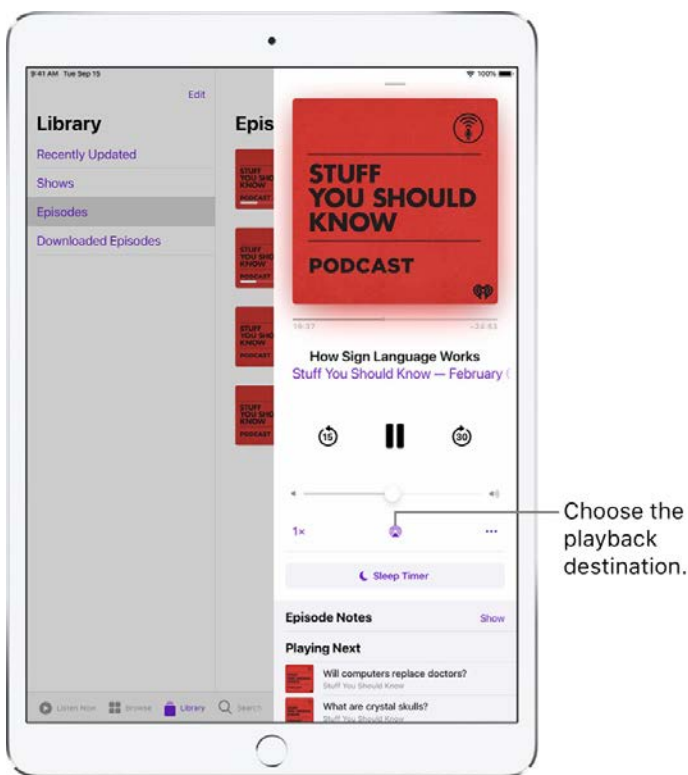
For more information, see the Apple Support article [About Apple Digital AV Adapters for iPhone, iPad, and iPod touch](#).

Play audio from iPad on HomePod and other wireless speakers

You can play audio from iPad on wireless devices like HomePod, Apple TV, AirPlay 2-enabled smart TVs, and Bluetooth headphones and speakers.

Play audio from iPad on a wireless device

1. On your iPad, open an audio app, such as Music, then choose an item to play.
2. Tap , then choose a playback destination.



Note: If your AirPlay 2-enabled devices don't appear in the list of playback destinations, make sure they're on the same Wi-Fi network. With a Bluetooth device, the playback destination returns to iPad if you move the device out of Bluetooth range.

While audio is playing, you can change the playback destination from the Lock Screen or Control Center. From the Lock Screen, tap . From Control Center, touch and hold the Now Playing controls, then tap .

Note: For information about setting up a Bluetooth audio device, see [Pair a Bluetooth device](#).

Play audio on multiple AirPlay 2-enabled devices

With AirPlay 2 and iPad, you can play audio on multiple AirPlay 2-enabled devices connected to the same Wi-Fi network. For example, you can play a party playlist on HomePod speakers in the living room and kitchen, on an Apple TV in the bedroom, and on an AirPlay 2-enabled smart TV in the den.

 **Ask Siri.** Say something like:

- “Stop playing music everywhere”
- “Set the dining room volume to 10 percent”
- “What’s playing in the kitchen?”
- “Play a song I like in the kitchen”
- “Add the living room speaker”
- “Remove the music from the kitchen”
- “Move the music to the den”

You can also choose playback destinations from the iPad screen.

1. Do one of the following:

- *In an audio app such as Music or Podcasts:* Tap Now Playing at the bottom of the screen, then tap .
- *From Control Center:* Touch and hold the Now Playing controls, then tap .
- *From the Lock Screen:* Tap .

2. Select each device you want to use.

Note: Devices arranged in a stereo pair are treated as a single audio device.

To learn more about using HomePod speakers and Apple TV, see the [HomePod User Guide](#) and [Apple TV User Guide](#).

For a list of AirPlay 2-enabled smart TVs, see the [Home accessories website](#).

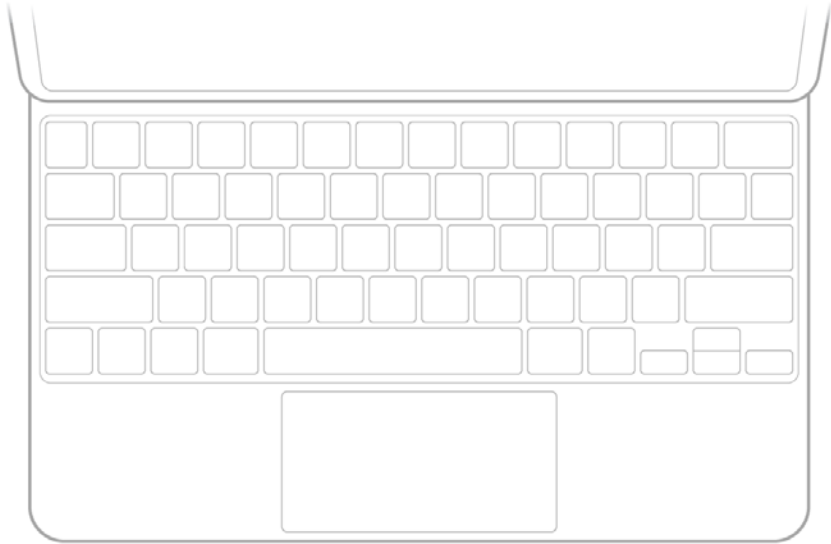
Keyboards

Apple external keyboards for iPad

These portable full-size keyboards (available separately) allow you to enter text while viewing the entire iPad screen.

Magic Keyboard for iPad

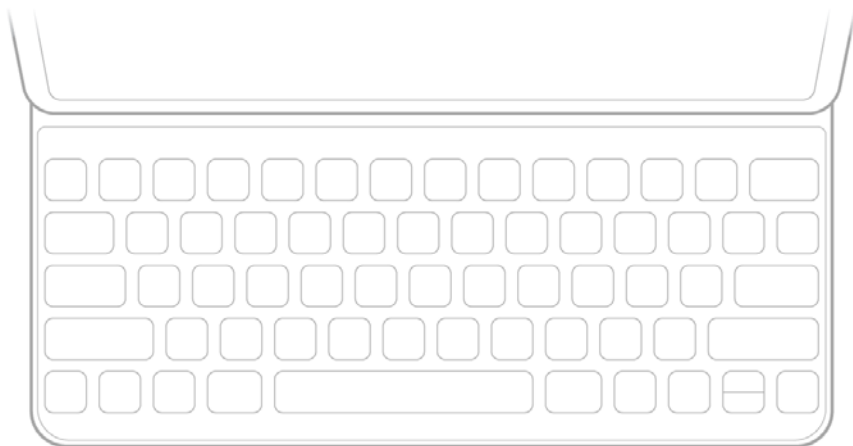
Magic Keyboard for iPad attaches directly to iPad and closes to create a thin cover (supported models). It includes a built-in trackpad, which you can use to move around the iPad screen, open apps, and more. Magic Keyboard for iPad requires no batteries or external power (but you can connect it to power to keep iPad charged).



See [Attach Magic Keyboard for iPad \(with built-in trackpad\)](#).

Smart Keyboard

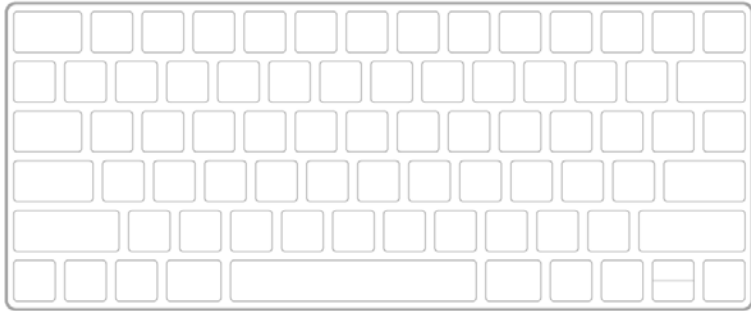
The Smart Keyboard (supported models), including the Smart Keyboard Folio (supported models), connects directly to iPad and converts into a thin cover. The keyboard doesn't require batteries or external power.



See [Attach Smart Keyboard to iPad](#).

Magic Keyboard

Magic Keyboard, including Magic Keyboard with Numeric Keypad, connects to iPad using Bluetooth. Magic Keyboard is powered by a built-in rechargeable battery.

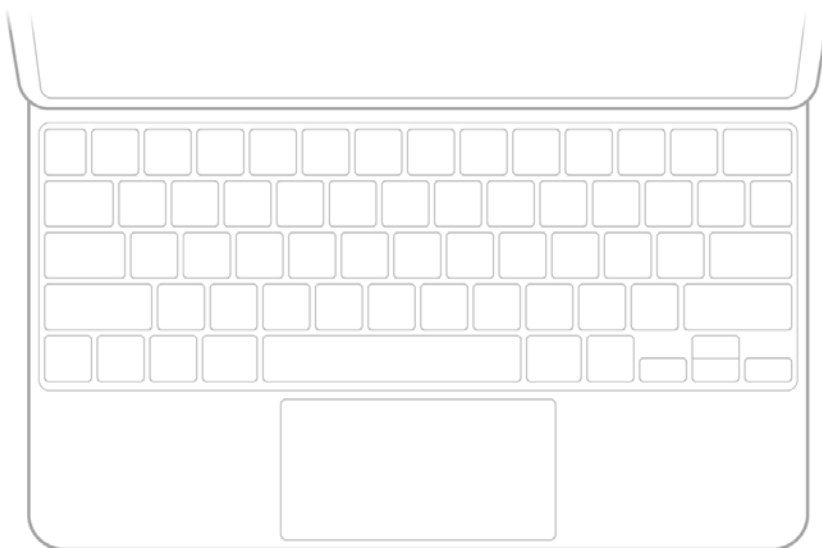


See [Pair Magic Keyboard with iPad](#).

Attach Magic Keyboard for iPad (with built-in trackpad)

You can enter text using Magic Keyboard for iPad, and you can use its built-in trackpad to control items on the iPad screen (supported models).

To connect and use the Bluetooth version of Magic Keyboard, see [Pair Magic Keyboard with iPad](#).



Attach Magic Keyboard for iPad

Open the keyboard, fold it back, then attach iPad.

iPad is held in place magnetically.



To adjust the viewing angle, tilt iPad as needed.

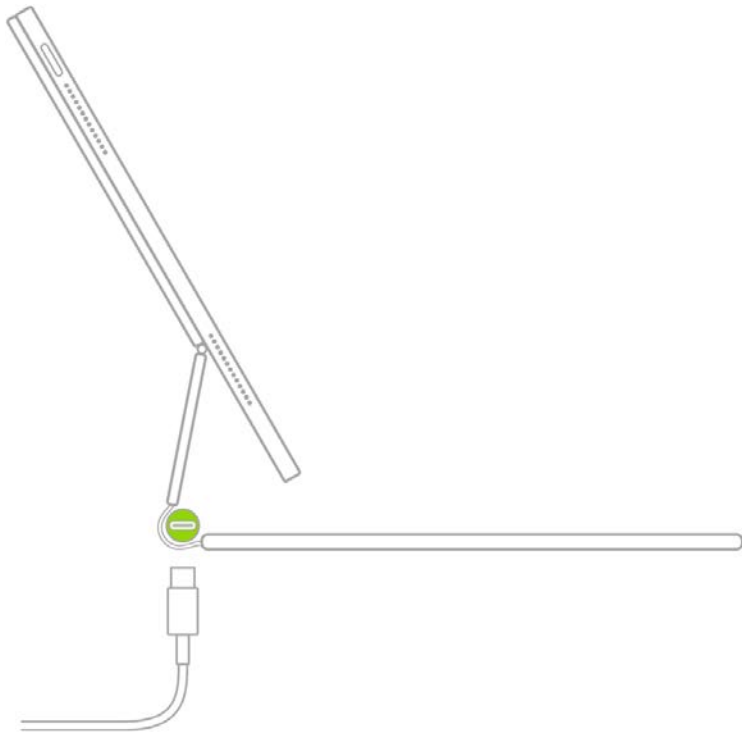
Note: If you close the keyboard to cover iPad Pro 12.9-inch (4th generation) or iPad Pro 11-inch (2nd generation) while on a video or audio call, the call remains active, but the iPad microphones are muted. If you're using AirPods or other headphones, you can continue your conversation.

Adjust the keyboard brightness

Go to Settings  > General > Keyboard > Hardware Keyboard, then drag the slider to adjust the level of backlighting in low light conditions.

Charge iPad while using Magic Keyboard for iPad

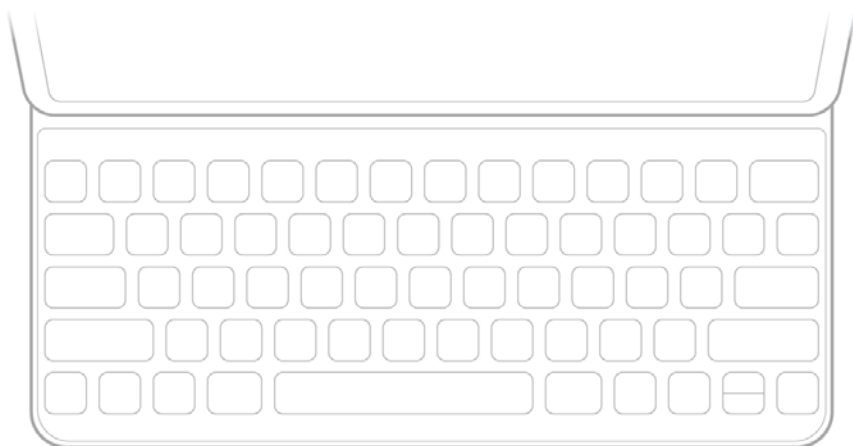
Connect the keyboard to a power outlet using the USB-C Charge Cable and USB-C Power Adapter that came with your iPad.



Important: The Magic Keyboard for iPad contains magnets that hold iPad securely in place. Avoid placing cards that store information on a magnetic strip—such as credit cards or hotel key cards—on the inside of the Magic Keyboard, or between iPad and the Magic Keyboard, as such contact may demagnetize the card.

Attach Smart Keyboard to iPad

You can use Smart Keyboard, including Smart Keyboard Folio, to enter text on iPad .

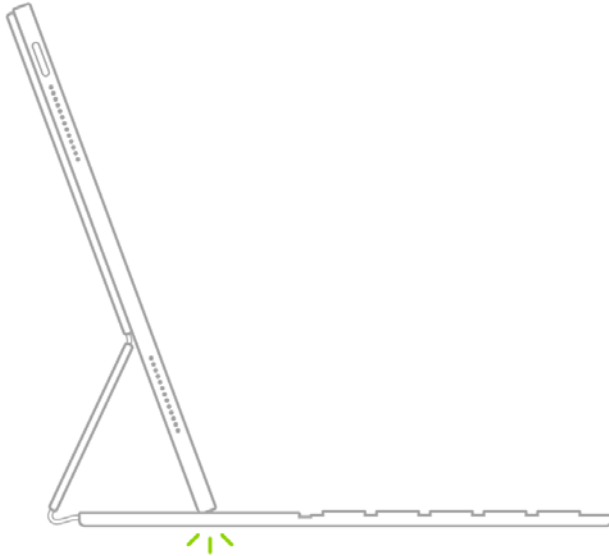


 **Tip:** You can use a trackpad or mouse along with Smart Keyboard. See [Connect Magic Trackpad to iPad](#) or [Connect a mouse to iPad](#).

To attach Smart Keyboard, do one of the following:

- *On an iPad with a Home button:* Attach the keyboard to the Smart Connector on the side of iPad (supported models).
- *On other iPad models:* Attach the keyboard to the Smart Connector on the back of iPad (supported models).

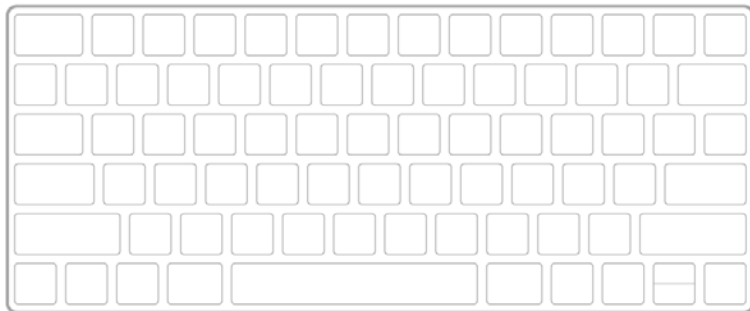
To use the keyboard, position it in front of your iPad, then set iPad in the groove above the number keys.



Note: If you close the keyboard to cover iPad Pro 12.9-inch (4th generation) or iPad Pro 11-inch (2nd generation) while on a video or audio call, the call remains active, but the iPad microphones are muted. If you're using AirPods or other headphones, you can continue your conversation.

Pair Magic Keyboard with iPad

You can use Magic Keyboard, including Magic Keyboard with Numeric Keypad, to enter text on iPad. Magic Keyboard connects to iPad using Bluetooth. (For information about using Magic Keyboard for iPad, which attaches directly to iPad, see [Attach Magic Keyboard for iPad \(with built-in trackpad\)](#).)



Pair Magic Keyboard

1. Make sure the keyboard is turned on and charged.
2. On iPad, go to Settings  > Bluetooth, then turn on Bluetooth.
3. Select the device when it appears in the Other Devices list.

Note: If Magic Keyboard is already paired with another device, you must unpair them before you can connect Magic Keyboard to your iPad. For iPhone, iPad, or iPod touch, see [Unpair a Bluetooth device](#). On Mac, choose Apple menu  > System Preferences > Bluetooth, select the device, then Control-click its name.

Reconnect Magic Keyboard to iPad

Magic Keyboard disconnects when you turn its switch to Off or when you move it or iPad out of Bluetooth range—about 33 feet (10 meters).

To reconnect, turn the keyboard switch to On, or bring the keyboard and iPad back into range, then tap any key.

When Magic Keyboard is reconnected, the onscreen keyboard doesn't appear.

 **Tip:** You can use a trackpad or mouse along with Magic Keyboard. See [Connect Magic Trackpad to iPad](#) or [Connect a mouse to iPad](#).

Enter emoji with an Apple external keyboard on iPad

When you want to enter emoji characters, switch from the external keyboard to the onscreen emoji keyboard.

-
1. To show the emoji keyboard, tap  in the Shortcuts bar (at the bottom of the screen), then tap .
 2. To enter an emoji, tap it; or use the arrow keys to select it, then press Return.
-

Switch to the onscreen keyboard or a different language keyboard on iPad

Use the onscreen keyboard instead of an external keyboard when you need to do things like type accented characters.

Switch to the onscreen keyboard

Tap  in the Shortcuts bar (at the bottom of the screen), then tap .

To hide the onscreen keyboard, tap .

Note: You need to use the onscreen keyboard instead of an external keyboard to do things like type accented characters.

Switch between the language keyboards

To cycle between English and [other language keyboards that you add](#), press and hold the Control key, then press the Space bar.

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

To prevent use of the Caps Lock key for switching languages, go to Settings  > General > Keyboard > Hardware Keyboard, then turn off Switch Languages using Caps Lock.

Dictate text while using an Apple external keyboard on iPad

On iPad, you can dictate text instead of typing it.

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](#).

Dictate text

1. Tap  in the Shortcuts bar (at the bottom of the screen), tap , then speak.
 2. When you finish, tap .
-

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
 - semi-colon
 - 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
-

Use keyboard shortcuts on an external keyboard with iPad

You can use keyboard shortcuts on an external keyboard to perform the following actions on iPad:

- *Quickly switch between apps:* Press and hold the Command key, then press Tab until you reach the app you want to open.
- *Open Search:* Press Command-Space.
- *View more keyboard shortcuts:* Press and hold the Command key to see shortcuts for the app you're using.

You can change the actions that are performed by the Command key (and other modifier keys like Caps Lock). Go to Settings  > General > Keyboard > Hardware Keyboard, tap Modifier Keys, tap a key, then choose the action you want it to perform.

To use additional keyboard shortcuts, go to Settings > Accessibility > Keyboards > Full Keyboard Access, then turn on Full Keyboard Access. See [Control iPad with an external keyboard](#).

Note: You can also set up text replacements that enter words or phrases after you type just a few characters. For example, type “omw” to enter “On my way!” See [Save keystrokes with text replacements on iPad](#).

You can also accept suggested words before you finish typing them. See [Use predictive text on iPad](#).

Change typing options for an external keyboard with iPad

When using an external keyboard, you can change typing options such as turning auto-correction, predictive text, and smart punctuation on or off.

Change typing options for an external keyboard

You can change how iPad automatically responds to your typing on an external keyboard.

Go to Settings  > General > Keyboard > Hardware Keyboard, then do any of the following:

- *Assign an alternative keyboard layout:* Tap a language at the top of the screen, then choose an alternative layout from the list. (An alternative keyboard layout that doesn’t match the keys on your external keyboard.)
 - *Turn Auto-Capitalization on or off:* When this option is selected, an app supporting this feature capitalizes proper nouns and the first words in sentences as you type.
 - *Turn Auto-Correction on or off:* When this option is selected, an app supporting this feature corrects the spelling as you type.
 - *Turn “.” Shortcut on or off:* When this option is selected, double-tapping the space bar inserts a period followed by a space.
-

Change typing options for all keyboards

You can turn on or off special typing features—such as predictive text and smart punctuation—that assist you when you type. These settings apply to your onscreen keyboard and external keyboard.

1. Go to Settings > General, then tap Keyboard.
2. In the list below All Keyboards, turn typing features on or off.

For several options, including auto-correction and auto-capitalization, you can specify different settings for your external keyboard in Settings  > General > Keyboard > Hardware Keyboard.

Trackpads

Connect Magic Trackpad to iPad

You can connect Magic Trackpad, including Magic Trackpad 2, to your iPad. Magic Trackpad is available separately.

Pair Magic Trackpad

1. Make sure Magic Trackpad is turned on and charged.
2. On iPad, go to Settings  > Bluetooth, then turn on Bluetooth.
3. Select the device when it appears in the Other Devices list.

Note: If Magic Trackpad is already paired with your Mac or another iPad, you must unpair them before you can connect Magic Trackpad to your iPad. For iPad, see [Unpair a Bluetooth device](#). On Mac, choose Apple menu  > System Preferences > Bluetooth, select the device, then Control-click its name.

Reconnect Magic Trackpad to iPad

Magic Trackpad disconnects when you turn its switch to Off, or when you move it or iPad out of Bluetooth range—about 33 feet (10 meters).

To reconnect, turn the trackpad switch to On, or bring the trackpad and iPad back into range, then click the trackpad.

Trackpad gestures for iPad

You can use Magic Trackpad, including Magic Trackpad 2 and the trackpad built into Magic Keyboard for iPad, to open apps, go to the Home Screen, open Slide Over, and more. Magic Trackpad and Magic Keyboard for iPad are available separately.

Trackpad gestures for Magic Trackpad, Magic Trackpad 2, and Magic Keyboard for iPad

Gesture	Description
	Click. Press with one finger until you feel a click.



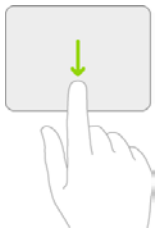
Click and hold. Press and hold with one finger.



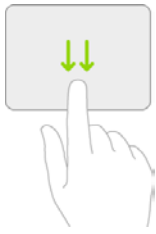
Drag. Click and hold an item, then slide your finger across the trackpad to move it.



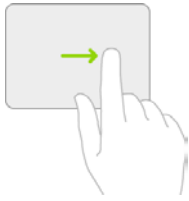
Wake iPad. Click the trackpad.
Or, if you're using an external keyboard, press any key.



Open the Dock. Use one finger to swipe the pointer past the bottom of the screen.



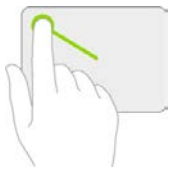
Go Home. Use one finger to swipe the pointer past the bottom of the screen. After the Dock appears, swipe the pointer past the bottom of the screen again.
Alternatively, click the bar at the bottom of the screen (on an iPad with Face ID).



View Slide Over. Use one finger to swipe the pointer past the right edge of the screen. To hide Slide Over, swipe right again.

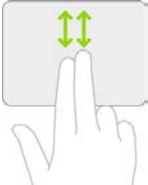
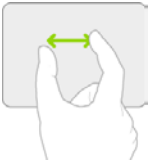


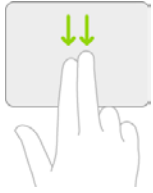
Open Control Center. Use one finger to move the pointer to select the status icons at the top right, then click.
Or, select the status icons at the top right, then swipe up with one finger.



Open Notification Center. Use one finger to move the pointer to select the status icons at the top left, then click.
Or, use one finger to move the pointer past the top of the screen near the middle.

Additional gestures for Magic Trackpad 2 and Magic Keyboard for iPad

Gesture	Description
	Scroll up or down. Swipe two fingers up or down.
	Scroll left or right. Swipe two fingers left or right.
	Zoom. Place two fingers near each other. Pinch open to zoom in, or pinch closed to zoom out.
	Go Home. Swipe up with three fingers.
	Open the App Switcher. Swipe up with three fingers, pausing before you lift your fingers. Or, pinch four fingers together, pausing before you lift your fingers.
	Switch between open apps. Swipe left or right with three fingers.
	Open Today View. When the Home Screen or the Lock Screen is visible, use two fingers to swipe right.



Open search from the Home Screen. Swipe down with two fingers.



Secondary click. Click with two fingers to show the quick actions menu for items like icons on the Home Screen, messages in a mailbox, and the Camera button in Control Center.

Or, if you're using an external keyboard, you can press the Control key while you click the trackpad.

Change trackpad settings on iPad

You can change how you use a trackpad to interact with items on the iPad screen.

1. Go to Settings  > General, then choose one of the following, depending on your accessories:
 - Trackpad
 - Trackpad & Mouse
2. Do any of the following:
 - *Change the tracking speed:* Drag the slider to set the tracking speed of the pointer when you move it across the screen.
 - *Turn Natural Scrolling on or off:* With this option selected, the contents on the screen move in the same direction as your finger.
 - *Turn Tap to Click on or off:* If you select this option, lightly tapping the trackpad with one finger has the same effect as pressing the trackpad until it clicks.
 - *Turn Two-Finger Secondary Click on or off:* With this option selected, you click with two fingers to [show the quick actions menu](#) for items like icons on the Home Screen, messages in a mailbox, or the Camera button in Control Center.

Note: You can also change the appearance of the pointer, such as its color, shape, and size. See [Change the pointer appearance when using a mouse or trackpad with iPad](#).

Mouse devices

Connect a mouse to iPad

You can connect Magic Mouse, another Bluetooth mouse, or a USB mouse to your iPad.

Note: Mouse devices are available separately. Not all mouse devices are fully compatible with all models of iPad.

Pair Magic Mouse or other Bluetooth mouse

1. For Magic Mouse, make sure the mouse is turned on and charged.

For any other Bluetooth mouse, follow the instructions that came with the mouse to put it in discovery mode.

2. On iPad, go to Settings  > Bluetooth, then turn on Bluetooth.
3. Select the device when it appears in the Other Devices list.

If you're asked for a PIN when you pair Magic Mouse, type "0000" (four zeros), then tap Pair.

Note: If the mouse is already paired with your Mac or another iPad, you must unpair them before you can connect the mouse to your iPad. For iPad, see [unpair a Bluetooth device](#). On Mac, choose Apple menu  > System Preferences > Bluetooth, select the device, then Control-click its name.

Reconnect a Bluetooth mouse to iPad

The mouse disconnects when you turn the switch on the mouse to Off or when you move the mouse or iPad out of Bluetooth range—about 33 feet (10 meters).

To reconnect, turn the mouse switch to On, or bring the mouse and iPad back into range, then click the mouse.

Connect a USB mouse

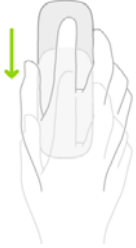
With the appropriate cable or adapters, you can connect various third-party mouse devices with iPad using USB and USB-based receivers. Refer to the device manufacturer's instructions.

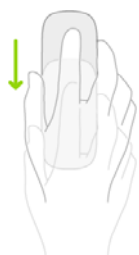
Mouse actions and gestures for iPad

You can use a mouse to open apps, go to the Home Screen, open Slide Over, and more. Mouse devices are available separately.

Note: Not all mouse devices are fully compatible with all models of iPad.

Mouse actions

Action	Description
	Click. Press the mouse until you feel a click.
	Click and hold. Press and hold the mouse.
	Drag. Click and hold an item, then move the mouse.
	Wake iPad. Click the mouse. Or, if you're using an external keyboard, press any key.
	Open the Dock. Move the mouse to position the pointer at the bottom of the screen.
	Go Home. Move the mouse to position the pointer at the bottom of the screen. After the Dock appears, move the pointer past the bottom of the screen. Or, click the bar at the bottom of the screen (on an iPad with Face ID).



Open the App Switcher. With the Home Screen visible, move the pointer past the bottom of the screen.

Or from an app, drag the bar at the bottom of the screen toward the middle of the screen and pause (on an iPad with Face ID).



View Slide Over. Use the mouse to move the pointer past the right edge of the screen. To hide Slide Over, move the pointer past the right edge again.



Open Control Center. Use the mouse to move the pointer to select the status icons at the top right, then click.

Or, move the pointer past the top-right corner of the screen.

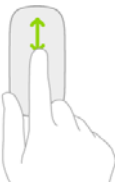


Open Notification Center. Use the mouse to move the pointer to select the status icons at the top left, then click.

Or, use the mouse to move the pointer past the top of the screen (near the middle).

Mouse gestures for Magic Mouse 2

Gesture	Description
	Scroll up or down. Slide a finger up or down on the surface of the mouse.





Scroll left or right. Slide a finger left or right on the surface of the mouse.



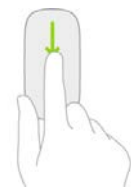
Secondary click. Use a finger on one side of the mouse to show the quick actions menu when clicking items like icons on the Home Screen, messages in a mailbox, or the Camera button in Control Center.

Note: To turn on Secondary click and choose which side of the mouse to use, go to Settings  > General > Trackpad & Mouse > Secondary Click.

If you're using an external keyboard, you can press the Control key while you click the mouse. On a multi-button mouse, click the second button.



Open Today View. When the Home Screen or the Lock Screen is visible, swipe right on the surface of the mouse.



Open search from the Home Screen. Swipe down on the surface of the mouse.

Change mouse settings on iPad

You can change how you use a mouse to interact with items on the iPad screen.

1. Go to Settings  > General, then select Trackpad & Mouse.
2. Do any of the following:
 - *Change the tracking speed:* Drag the slider to set the tracking speed of the pointer when you move it across the screen.
 - *Turn Natural Scrolling on or off:* With this option selected, the contents on the screen move in the same direction as your finger.
 - *Specify a finger to use for Secondary Click:* You can specify either the right or left finger to [show the quick actions menu](#) when you click items like icons on the Home Screen, messages in a mailbox, or the Camera button in Control Center. To turn off Secondary Click, choose Off (Magic Mouse 2).

Note: You can also change the appearance of the pointer, such as its color, shape, and size. See [Change the pointer appearance when using a mouse or trackpad with iPad](#).

Cases and covers for iPad

Many styles of cases and covers are available separately for iPad. Magic Keyboard for iPad, Smart Keyboard Folio, and Smart Keyboard serve as keyboards as well as covers. (See [Apple external keyboards for iPad](#).)

Note: If you close any Apple cover on iPad Pro 12.9-inch (4th generation) or iPad Pro 11-inch (2nd generation) while on a video or audio call, the call remains active, but the iPad microphones are muted. If you're using AirPods or other headphones, you can continue your conversation.

Print from iPad

Use AirPrint to print wirelessly to an AirPrint-enabled printer from apps such as Mail, Photos, and Safari. Many apps available on the App Store also support AirPrint.

iPad and the printer must be on the same Wi-Fi network. See the Apple Support article [About AirPrint](#).

Print a document

Tap , , or  (depending on the app you're using), then tap Print. (Swipe up if you don't see Print.)

See the status of a print job

Open the App Switcher, then tap Print Center.

The badge on the icon shows how many documents are in the queue.

To cancel a print job, select it in Print Center, then tap Cancel Printing.

Use iPad with iPhone, iPod touch, Mac, and PC

Share your internet connection from iPad (Wi-Fi + cellular)

You can use Personal Hotspot to share a cellular internet connection from your iPad (Wi-Fi + Cellular models) to other devices. Personal Hotspot is useful when the other devices don't have internet access from a Wi-Fi network. Instant Hotspot allows you to connect your devices to Personal Hotspot without entering a password.

If a nearby iPhone or iPad (Wi-Fi + Cellular models) is sharing its Personal Hotspot, you can use its cellular internet connection on your iPad. See [Join a Personal Hotspot](#).

Note: Personal Hotspot is not available with all carriers. Additional fees may apply. The number of devices that can join your Personal Hotspot at one time depends on your carrier and iPad model. Contact your carrier for more information.

Set up Personal Hotspot on iPad

Go to Settings  > Cellular > Personal Hotspot, then turn on Allow Others to Join.

Note: If you don't see the option for Personal Hotspot, and Cellular Data is turned on in Settings > Cellular, contact your carrier about adding Personal Hotspot to your plan.

You can change the following settings:

- *Change the Wi-Fi password for your Personal Hotspot:* Go to Settings > Cellular > Personal Hotspot > Wi-Fi Password.
 - *Change the name of your Personal Hotspot:* Go to Settings > General > About > Name.
 - *Turn off Personal Hotspot and disconnect devices:* Go to Settings > Cellular > Personal Hotspot, then turn off Allow Others to Join.
-

Connect iPhone, iPod touch, or another iPad to your Personal Hotspot

On the other device, go to Settings  > Wi-Fi, then choose your iPad from the list of available networks.

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

If your iPad and the other device are set up as follows, then Instant Hotspot connects the devices without requiring a password:

- You're signed in with the same Apple ID on each device.

- Each device has Bluetooth turned on.
- Each device has Wi-Fi turned on.

When a device is connected, a blue band appears at the top of your iPad screen. The Personal Hotspot icon  appears in the status bar of the connected device.

Connect a Mac or PC to your Personal Hotspot

Do one of the following:

- *Connect your Mac with Wi-Fi and Instant Hotspot:* On your Mac, use the Wi-Fi status menu  in the menu bar to choose your iPad from the list of available networks.

You must be signed in with the same Apple ID on your Mac and iPad, have Bluetooth turned on, and have Wi-Fi turned on.

The Wi-Fi status icon  in the menu bar changes to the Personal Hotspot icon  as long as your Mac remains connected to your Personal Hotspot.

- *Connect a Mac or PC with Bluetooth:* To make sure your iPad is discoverable, go to Settings  > Bluetooth and leave the screen showing. Then on your Mac or PC, follow the manufacturer directions to set up a Bluetooth network connection.
- *Connect a Mac or PC with USB:* [Connect iPad and your computer using USB](#). If you see an alert that says Trust this Computer?, tap Trust. In your computer's Network preferences, choose iPad, then configure the network settings.

With Family Sharing, you can share your Personal Hotspot with any member of your family automatically or after they ask for approval. See [Set up Family Sharing on iPad](#).

When you share a Personal Hotspot from your iPad, it uses cellular data for the internet connection. To monitor your cellular data network usage, go to Settings > Cellular > Usage. See [View or change cellular settings on iPad](#).

If you need more help using Personal Hotspot, see the Apple Support article [If Personal Hotspot is not working](#).

Make and receive phone calls on iPad

You can make and receive calls on your iPad by relaying calls through your iPhone.

To make calls this way, you must [set up FaceTime](#) and sign in with the same Apple ID on both of your devices. (iOS 9, iPadOS 13, OS X 10.10, or later required.)

Note: Wi-Fi Calling on other devices is available with some carriers, and cellular charges may apply.

You must first set up your iPhone, and then set up your iPad.

Allow phone calls on your iPad from your iPhone

1. On your iPhone, go to Settings  > Cellular.
2. If your iPhone has Dual SIM, choose a line (below Cellular Plans).
3. Do any of the following:
 - Tap Calls on Other Devices, turn on Allow Calls on Other Devices, then choose your iPad along with any other devices on which you'd like to make and receive calls.

This allows iPad and other devices where you're signed in with the same Apple ID to make and receive calls when they're nearby your iPhone and connected to Wi-Fi.
 - Tap Wi-Fi Calling, then turn on Add Wi-Fi Calling For Other Devices.

This allows iPad and other devices where you're signed in with the same Apple ID to make and receive calls even when your iPhone isn't nearby.
4. On your iPad, [set up FaceTime](#) and sign in with the same Apple ID that you use on your iPhone.
5. Go to Settings > FaceTime, then turn on FaceTime and Calls from iPhone. If you're asked, turn on Wi-Fi calling.

Note: If you enable Wi-Fi Calling, emergency calls may be made over Wi-Fi, and your device's location information may be used for emergency calls to aid response efforts, regardless of whether you enable Location Services. Some carriers may use the address you registered with the carrier when signing up for Wi-Fi Calling as your location.

Make or receive a phone call on your iPad

- *Make a call:* Tap a phone number in Contacts, Calendar, FaceTime, Messages, Spotlight, or Safari. Or open FaceTime, enter a contact or phone number, then tap .
- *Receive a call:* Swipe or tap the notification to answer or ignore the call.

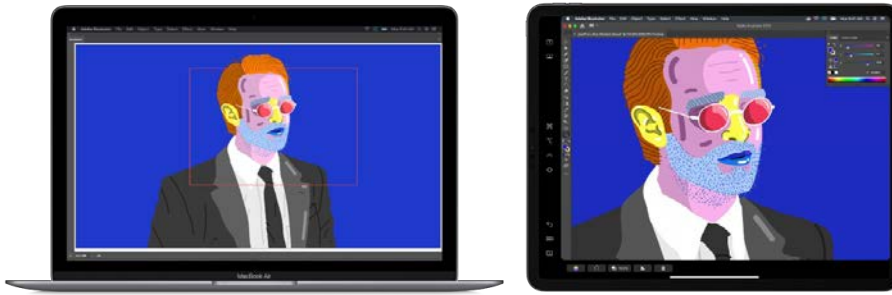
For more information about Wi-Fi calls, see the Apple Support article [Make a call with Wi-Fi Calling](#).

Use iPad as a second display for your Mac

With Sidecar, you can extend the workspace of your Mac by using iPad as a second display. The extended workspace allows you to do the following:

- Use different apps on the different screens.

- Use the same app on both screens. For example, you can view your artwork on your Mac screen while you use Apple Pencil and an app's tools and palettes on iPad.



- Mirror the screens so that Mac and iPad display the same content.

Sidecar requires macOS 10.15 or later and iPadOS 13 or later on supported models.

Use Sidecar

1. Make sure you're signed in with the same Apple ID on your Mac and a nearby iPad.
2. Use one of the following connections:
 - *Wireless:* Make sure your Mac and your iPad have Wi-Fi and Bluetooth turned on. They must also be within Bluetooth range of one another (about 33 feet or 10 meters).
 - *USB:* [Connect your Mac and iPad](#) using the appropriate USB cable.
3. Click the AirPlay menu  in the menu bar on your Mac, then choose your iPad.

4. Do any of the following:

- *Use the Sidecar menu on Mac:* You can easily change how you work with iPad from the Sidecar menu  in the menu bar. For example, switch between using iPad as a mirrored or separate display, or show or hide the sidebar or Touch Bar on iPad.
- *Move windows from Mac to iPad:* Drag a window to the edge of the screen until the pointer appears on your iPad. Or hold the pointer over the green button in the top-left corner of the window, then choose Move to [iPad name].
- *Move windows from iPad to Mac:* Drag a window to the edge of the screen until the pointer appears on your Mac. Or hold the pointer over the green button in the top-left corner of the window, then choose Move Window Back to Mac.
- *Use the sidebar on iPad:* With your finger or Apple Pencil, tap icons in the sidebar to show or hide the menu bar , the Dock , or the keyboard . Or tap one or more modifier keys, such as Ctrl , to use keyboard shortcuts.
- *Use the Touch Bar on iPad:* With your finger or Apple Pencil, tap any button in the Touch Bar. The buttons available vary depending on the app or task.
- *Use Apple Pencil on iPad:* With your Apple Pencil, tap to select items such as menu commands, checkboxes, or files.

If you turn on “Enable double tap on Apple Pencil” in Sidecar preferences on your Mac, you can double-tap the lower section of your Apple Pencil (2nd generation) to [switch drawing tools](#) in some apps.

- *Use standard gestures on iPad:* Use your fingers to tap, touch and hold, swipe, scroll, and zoom.
- *On iPad, switch between the Mac desktop and the iPad Home Screen:* To show the Home Screen, swipe up from the bottom edge of your iPad. To return to the Mac desktop, tap the Sidecar icon  in the Dock on your iPad.

5. When you’re ready to stop using your iPad, tap the Disconnect icon at the bottom of the sidebar on iPad.

You can also disconnect from the Sidecar menu  in the menu bar and in Sidecar preferences and Displays preferences on your Mac.

Change Sidecar preferences

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

2. Choose from the following options:

- *Show, move, or hide the sidebar on your iPad:* To show the sidebar, select Show Sidebar, then to move it, click the pop-up menu and choose a location. To hide the sidebar, deselect Show Sidebar.
- *Show, move, or hide the Touch Bar on your iPad:* To show the Touch Bar, select Show Touch Bar, then to move it, click the pop-up menu and choose a location. To hide the Touch Bar, deselect Show Touch Bar.

When you use an app that supports the Touch Bar on your iPad, the Touch Bar is shown in the location you specified. The buttons available in the Touch Bar vary depending on the current app and task.

- *Enable double tap on Apple Pencil:* Select this option to be able to double-tap the lower section of Apple Pencil (2nd generation) to [switch drawing tools in some apps](#).
 - *Choose which iPad to connect to:* If you have more than one available iPad, click the “Connect to” pop-up menu, then choose the iPad you want.
-

Hand off tasks between iPad and your Mac

Continue working on one device where you left off on another. You can use Handoff with many Apple apps—for example, Mail, Safari, Pages, Numbers, Keynote, Maps, Messages, Reminders, Calendar, and Contacts—and even some third-party apps. To use Handoff, you must be signed in with the same Apple ID on all your devices. Your devices must have Bluetooth turned on in Settings  and be within Bluetooth range of one another (about 33 feet or 10 meters).

Switch devices

- *From Mac to iPad:* The Handoff icon of the app you’re using on your Mac appears on iPad on the right side of the Dock. Tap the Handoff icon to continue working in the app on iPad.
 - *From iPad to Mac:* The Handoff icon of the app you’re using on iPad appears on your Mac at the left end of the Dock (or the top, depending on the Dock position). Click the icon to continue working in the app.
-

Disable Handoff on your devices

- *iPad, iPhone, and iPod touch:* Go to Settings , then tap General > AirPlay & Handoff.
 - *Mac:* Choose Apple Menu > System Preferences > General, then turn off “Allow Handoff between this Mac and your iCloud devices.”
-

Cut, copy, and paste between iPad and your Mac

You can cut or copy content (a block of text or an image, for example) on your iPad, then paste it on another iPhone, iPad, iPod touch, or a Mac computer, and vice versa.

For Universal Clipboard to work, you must be signed in with the same Apple ID on all your devices. Your devices must be connected to Wi-Fi, be within Bluetooth range of one another (about 33 feet or 10 meters), have Bluetooth turned on in Settings , and have [Handoff enabled](#). (iPadOS 13, iOS 10, macOS 10.12, or later required.)

You must cut, copy, and paste your content within a short period of time.

Copy, cut, or paste

- *Copy*: Pinch closed with three fingers.
- *Cut*: Pinch closed with three fingers two times.
- *Paste*: Pinch open with three fingers.

You can also touch and hold a selection, then tap Cut, Copy, or Paste.

For more information about selecting text or placing the insertion point, see [Type with the onscreen keyboard on iPad](#).

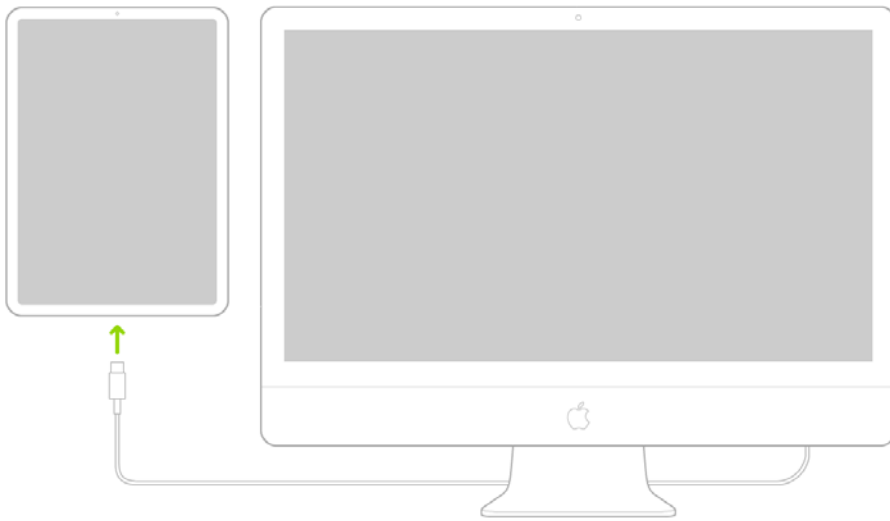
Connect iPad and your computer using USB

Using USB, you can directly connect iPad and a Mac or Windows PC to [set up your iPad](#), [charge the iPad battery](#), [share your iPad internet connection](#), [transfer files](#), and [sync content](#).

1. Make sure you have one of the following:

- Mac with a USB port and OS X 10.9 or later
- PC with a USB port and Windows 7 or later

2. Connect iPad to the USB port on your computer using an appropriate cable.



Depending on the type of USB port on your computer, the cable included with your iPad may be appropriate. See [Accessories included with iPad](#).

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

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

Sync iPad with your computer

You can [use iCloud](#) to automatically keep your photos, files, calendar, and more updated across all your devices where you're signed in with your Apple ID. (You can even use a Windows PC to access your iCloud data on [iCloud.com](#).) Other services like [Apple Music](#) allow you to access additional content across your devices. With iCloud and services like Apple Music, no syncing is required.

If you don't want to use iCloud or other services, you can connect iPad to your Mac or Windows PC to sync the following items:

- Albums, songs, playlists, movies, TV shows, podcasts, books, and audiobooks
- Photos and videos
- Contacts and calendars

With syncing, you can keep these items up to date between your computer and your iPad.

Note: If you use iCloud or other services like Apple Music, options for syncing with your computer might not be available.

Set up syncing between your Mac and iPad

1. [Connect iPad and your computer using USB.](#)
2. In the Finder sidebar on your Mac, select your iPad.

Note: To use the Finder to sync content, macOS 10.15 or later is required. With earlier versions of macOS, [use iTunes](#) to sync with your Mac.

3. At the top of the window, click the type of content you want to sync (for example, Movies or Books).

Note: For information about using the Files option, see [Transfer files between iPad and your computer](#).

4. Select "Sync [*content type*] onto [*device name*]."

By default, all items of a content type are synced, but you can choose to sync individual items, such as selected music, movies, books, or calendars.

5. Repeat steps 3 and 4 for each type of content you want to sync, then click Apply.

Your Mac syncs to your iPad whenever you connect them.

To view or change syncing options, select your iPad in the Finder sidebar, then choose from the options at the top of the window.

Before disconnecting your iPad from your Mac, click the Eject button in the Finder sidebar.

See [Sync content between your Mac and iPhone or iPad](#) in the macOS User Guide.

Set up syncing between your Windows PC and iPad

1. [Connect iPad and your computer using USB.](#)
2. In the iTunes app on your PC, click the iPad button near the top left of the iTunes window.
3. Select the type of content you want to sync (for example, Movies or Books) in the sidebar on the left.

Note: For information about using the File Sharing option, see [Transfer files between iPad and your computer](#).

4. Select Sync to turn on syncing for that type of item.

By default, all items of a content type are synced, but you can choose to sync individual items, such as selected music, movies, books, or calendars.

5. Repeat steps 3 and 4 for each type of content you want to include on your iPad, then click Apply.

By default, your Windows PC syncs to your iPad whenever you connect them. You can have iTunes ask you before syncing, and if there are some items you never want sync, you can keep them from being synced. See [Sync iTunes content on PC with your devices](#) in the iTunes User Guide for Windows.

Turn on Wi-Fi syncing

1. [Connect iPad and your computer using USB](#).

2. Do one of the following:

- *In the Finder sidebar on your Mac:* Select your iPad, click General at the top of the window, then select “Show this [device] when on Wi-Fi.”

Note: To use the Finder to turn on Wi-Fi syncing, macOS 10.15 or later is required. With earlier versions of macOS, [use iTunes](#) to turn on Wi-Fi syncing.

- *In the iTunes app on a Windows PC:* Click the iPad button near the top left of the iTunes window, click Summary, then select “Sync with this [device] over Wi-Fi” (in Options).

3. Click Apply.

By default, whenever iPad is plugged into power and is connected over Wi-Fi to your Mac or to iTunes on your Windows PC, the computer syncs your selected content to iPad.

See [Sync content between your Mac and iPhone or iPad over Wi-Fi](#) in the macOS User Guide or [Sync iTunes content on PC with devices on Wi-Fi](#) in the iTunes User Guide for Windows.

WARNING: If you delete a synced item from your computer, the item is also deleted from your iPad the next time you sync.

Transfer files between iPad and your computer

You can [use iCloud Drive](#) to keep your files up to date and accessible on all your devices, including Windows PCs. You can also transfer files between iPad and other devices by [using AirDrop](#) and [sending email attachments](#).

Alternatively, you can transfer files for apps that support file sharing by connecting iPad to a Mac (with a USB port and OS X 10.9 or later) or a Windows PC (with a USB port and Windows 7 or later).

Transfer files between iPad and your Mac

1. Connect iPad to your Mac.

You can [connect using USB](#), or if you [set up Wi-Fi syncing](#), you can use a Wi-Fi connection.

2. In the Finder sidebar on your Mac, select your iPad.

Note: To use the Finder to transfer files, macOS 10.15 or later is required. With earlier versions of macOS, [use iTunes](#) to transfer files.

3. At the top of the Finder window, click Files, then do one of the following:
 - *Transfer from Mac to iPad:* Drag a file or a selection of files from a Finder window onto an app name in the list.
 - *Transfer from iPad to Mac:* Click the disclosure triangle beside an app name to see its files on your iPad, then drag a file to a Finder window.

To delete a file from iPad, select it below an app name, press Command-Delete, then click Delete.

Transfer files between iPad and your Windows PC

1. Connect iPad to your Windows PC.

You can [connect using USB](#), or if you [set up Wi-Fi syncing](#), you can use a Wi-Fi connection.

2. In iTunes on your Windows PC, click the iPad button near the top left of the iTunes window.
3. Click File Sharing, select an app in the list, then do one of the following:
 - *Transfer a file from your iPad to your computer:* Select the file you want to transfer in the list on the right, click "Save to," select where you want to save the file, then click Save To.
 - *Transfer a file from your computer to your iPad:* Click Add, select the file you want to transfer, then click Add.

To delete a file from iPad, select the file, press the Delete key, then click Delete.

File transfers occur immediately. To view items transferred to iPad, go to On My iPad in the Files app  on iPad. See [View files and folders in Files on iPad](#).

Important: Syncing has no effect on file transfers, so syncing doesn't keep transferred files on iPad up to date with the files on your computer.

See [Transfer files from your Mac to iPhone or iPad](#) in the macOS User Guide or [Transfer files between your PC and devices with iTunes](#) in the iTunes User Guide for Windows.

Accessibility

Get started with accessibility features on iPad

iPad provides many accessibility features to support your vision, physical and motor, hearing, and learning needs. Learn how to configure these features and set up shortcuts for easy access.

Turn on accessibility features during setup

You can turn on many accessibility features right away when you first set up iPad. Turn on iPad, then do any of the following:

- *Turn on VoiceOver:* Triple-click the Home button (on an iPad with a Home button) or triple-click the top button (on other iPad models).
 - *Turn on Zoom:* Double-tap the screen with three fingers.
 - *Turn on Switch Control, Larger Text, Smart Invert, and more:* Choose a language and country, tap , then choose the features you want.
-

Change accessibility settings

After you set up iPad, you can adjust accessibility settings.

1. Go to Settings  > Accessibility.
2. Choose any of the following features:
 - Vision
 - [VoiceOver](#)
 - [Zoom](#)
 - [Magnifier](#)
 - [Display & Text Size](#)
 - [Motion](#)
 - [Spoken Content](#)
 - [Audio Descriptions](#)

- Physical and Motor
 - [Touch](#)
 - [Face ID & Attention](#)
 - [Switch Control](#)
 - [Voice Control](#)
 - [Home or top button](#)
 - [Apple TV Remote](#)
 - [Pointer Control](#)
 - [Keyboards](#)
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-

VoiceOver

Turn on and practice VoiceOver on iPad

With VoiceOver—a gesture-based screen reader—you can use iPad even if you don't see the screen. VoiceOver gives audible descriptions of what's on your screen—from battery level, to who's calling, to which app your finger is on. You can also adjust the speaking rate and pitch to suit your needs.

When you touch the screen or drag your finger over it, VoiceOver speaks the name of the item your finger is on, including icons and text. To interact with the item, such as a button or link, or to navigate to another item, [use VoiceOver gestures](#).

When you go to a new screen, VoiceOver plays a sound, then selects and speaks the name of the first item on the screen (typically in the top-left corner). VoiceOver tells you when the display changes to landscape or portrait orientation, when the screen becomes dimmed or locked, and what's active on the Lock Screen when you wake iPad.

Turn VoiceOver on or off

Important: VoiceOver changes the gestures you use to control iPad. When VoiceOver is on, you must use VoiceOver gestures to operate iPad.

To turn VoiceOver on or off, use any of the following methods:

- Summon Siri and say "Turn on VoiceOver" or "Turn off VoiceOver."
 - [Triple-click the Home button](#) (on an iPad with a Home button).
 - [Triple-click the top button](#) (on other iPad models).
 - [Use Control Center](#).
 - Go to Settings  > Accessibility > VoiceOver, then turn the setting on or off.
-

Learn and practice VoiceOver gestures

You can practice VoiceOver gestures in a special area without affecting iPad or its settings. When you practice a gesture, VoiceOver describes the gesture and the resulting action.

Try different techniques to discover which works best for you. If a gesture doesn't work, try a quicker movement, especially for a double-tap or swipe gesture. To swipe, try brushing the screen quickly with your finger or fingers. For best results using multifinger gestures, touch the screen with some space between your fingers.

1. Go to Settings  > Accessibility > VoiceOver.
2. Turn on VoiceOver, tap VoiceOver Practice, then double-tap to start.
3. Practice the following gestures with one, two, three, and four fingers:
 - Tap
 - Double-tap
 - Triple-tap
 - Swipe left, right, up, or down
4. When you finish practicing, tap Done, then double-tap to exit.

Change your VoiceOver settings on iPad

You can customize the settings for VoiceOver, such as the audio options, language, voice, speaking rate, and verbosity.

Adjust the VoiceOver volume and other audio options

- To increase or decrease the volume, press the volume buttons on iPad.
 - To set other audio options, go to Settings  > Accessibility > VoiceOver > Audio, then set options such as the following:
 - *Sounds*: Adjust and preview sound effects.
 - *Audio Ducking*: Temporarily reduce media playback volume when VoiceOver speaks.
 - *Send to HDMI*: Route audio to externally connected devices, such as an instrument amplifier or a DJ mixer.
 - *Speak on Calls*: During phone and FaceTime calls, other participants hear VoiceOver speech on your device.
-

Set the VoiceOver language

VoiceOver uses the same language you choose for your iPad. VoiceOver pronunciation of some languages is affected by the Region Format you choose.

1. Go to Settings  > General > Language & Region.
 2. Tap iPad Language, then choose a language.
-

Adjust the speaking voice

Go to Settings  > Accessibility > VoiceOver, then do any of the following:

- *Adjust the speaking rate*: Drag the Speaking Rate slider.
- *Choose a voice*: Tap Speech > Voice, then choose a voice. To download an enhanced voice, tap .
- *Adjust the pitch*: Tap Speech, then drag the slider. You can also turn on Use Pitch Change to have VoiceOver use a higher pitch when speaking the first item of a group (such as a list or table) and a lower pitch when speaking the last item of a group.

- *Specify the pronunciation of certain words:* Tap Speech > Pronunciations, tap , enter a phrase, then dictate or spell out how you want the phrase to be pronounced.

Note: You can dictate only if you turned on Enable Dictation in Settings > General > Keyboards.

Set how much VoiceOver tells you

Go to Settings  > Accessibility > VoiceOver, then tap any of the following:

- *Verbosity:* Choose options to have VoiceOver speak hints, punctuation, uppercase letters, embedded links, and more. VoiceOver can even confirm rotor actions.

To change how VoiceOver speaks punctuation, tap Punctuation, then choose a group. You can also create new groups—for example, a programming group in which "[" is spoken as "left brack."

- *Always Speak Notifications:* VoiceOver reads notifications, including incoming text messages as they occur, even if iPad is locked. Unacknowledged notifications are repeated when you unlock iPad.
-

Customize VoiceOver settings for an activity

You can customize a group of VoiceOver settings for an activity such as programming. Apply the settings automatically when you open certain apps or by adjusting the rotor.

1. Go to Settings  > Accessibility > VoiceOver > Activities.
 2. Choose an existing activity or tap Add Activity.
 3. Adjust settings for speech, verbosity, and braille.
 4. Choose Apps or Context to automatically apply the settings for this activity.
-

Adjust VoiceOver visuals

Go to Settings  > Accessibility > VoiceOver, then turn on any of the following:

- *Large Cursor:* If you have difficulty seeing the black outline around the selected item, you can enlarge and thicken the outline.
 - *Caption Panel:* The text spoken by VoiceOver is displayed at the bottom of the screen.
-

Learn VoiceOver gestures on iPad

When VoiceOver is on, standard touchscreen gestures have different effects, and additional gestures let you move around the screen and control individual items. VoiceOver gestures include two-, three-, and four-finger taps and swipes.

You can use different techniques to perform VoiceOver gestures. For example, you can perform a two-finger tap using two fingers on one hand, one finger on each hand, or your thumbs. Instead of selecting an item and double-tapping, you can use a split-tap gesture—touch and hold an item with one finger, then tap the screen with another finger.

Explore and speak items on the screen

To explore the screen, drag your finger over it. VoiceOver speaks the name of each item you touch.

You can also use VoiceOver gestures to explore the screen in order, from top to bottom and left to right.

Action	Gesture
Select and speak an item	Tap or touch the item
Select the next item	Swipe right
Select the previous item	Swipe left
Select the first item on the screen	Four-finger tap near the top of the screen
Select the last item on the screen	Four-finger tap near the bottom of the screen
Speak the entire screen from the top	Two-finger swipe up
Speak the entire screen from the selected item	Two-finger swipe down
Pause or continue speaking	Two-finger tap
Speak additional information, such as the position within a list or whether text is selected	Three-finger tap

Scroll up, down, left, and right

Use VoiceOver gestures to move to another page.

Action	Gesture
Scroll up one page	Three-finger swipe down
Scroll down one page	Three-finger swipe up
Scroll left one page	Three-finger swipe right
Scroll right one page	Three-finger swipe left

Take action on an item

Use VoiceOver gestures to perform actions on an item.

Action	Gesture
Select an item	Tap
Activate the selected item	Double-tap
Double-tap the selected item	Triple-tap
Drag a slider	Tap the slider to select it, then swipe up or down with one finger; or double-tap and hold the slider until you hear three rising tones, then drag the slider
Start or stop the current action (for example, play or pause music or a video, take a photo in Camera, start or stop a recording, start or stop the stopwatch)	Two-finger double-tap
Dismiss an alert or return to the previous screen	Two-finger scrub (move two fingers back and forth three times quickly, making a "z")
Edit an item's label to make it easier to find	Two-finger double-tap and hold

 **Tip:** As an alternative to selecting an item and double-tapping to activate it, touch and hold an item with one finger, then tap the screen with another.

Use gestures to control VoiceOver

Use these gestures to control VoiceOver.

Action	Gesture
Mute or unmute VoiceOver	Three-finger double-tap. If both VoiceOver and Zoom are enabled, use the three-finger triple-tap gesture.
Turn the screen curtain on or off (When the screen curtain is on, the screen contents are active even though the display is turned off.)	Three-finger triple-tap. If both VoiceOver and Zoom are enabled, use the three-finger quadruple-tap gesture.

Use a standard gesture

Double-tap and hold your finger on the screen until you hear three rising tones, then make the gesture. When you lift your finger, VoiceOver gestures resume.

For example, to drag a volume slider with your finger instead of swiping up and down, select the slider, double-tap and hold, wait for the three tones, then slide left or right.

Open the Item Chooser

Two-finger triple-tap.

To move quickly through the list of items, type a name in the search field, swipe right or left to move through the list alphabetically, or tap the table index to the right of the list and swipe up or down. You can also [use handwriting](#) to select an item by writing its name.

To dismiss the Item Chooser without making a selection, do a two-finger scrub (move two fingers back and forth three times quickly, making a “z”).

Use the VoiceOver rotor

You can use the rotor to change VoiceOver settings, jump from one item to the next on the screen, select special input methods such as Braille Screen Input or Handwriting, and more. For details, see [Control VoiceOver using the rotor on iPad](#).

Use these gestures to use the rotor.

Action	Gesture
Choose a rotor setting	Two-finger rotation
Move to the previous item or increase (depending on the rotor setting)	Swipe up
Move to the next item or decrease (depending on the rotor setting)	Swipe down

Operate iPad using VoiceOver gestures

When VoiceOver is on, you need to use special gestures to unlock iPad, go to the Home Screen, open Control Center, switch apps, and more.

Unlock iPad

- *On an iPad with a Home button:* Press the Home button (if Touch ID is enabled).
- *On iPad Air (4th generation):* Press the top button (if Touch ID is enabled).
- *On an iPad with Face ID:* Wake iPad and glance at it, then drag up from the bottom edge of the screen until you hear two rising tones (if Face ID is enabled).

If prompted, enter your passcode. To avoid having your passcode spoken as you enter it, [enter your passcode silently using handwriting mode](#) or [type onscreen braille](#).

Go to the Home Screen

- Drag one finger up from the bottom edge of the screen until you hear two rising tones, then lift your finger.
 - Press the Home button (on an iPad with a Home button).
-

Use the dock

Slide one finger up from the bottom edge until you hear two rising tones, then swipe down.

Switch to another app

Swipe right or left with five fingers to cycle through the open apps. (Make sure Gestures is turned on in Settings  > General > Multitasking & Dock.)

Alternatively, you can use the App Switcher:

1. Open the App Switcher using one of the following methods:
 - Drag one finger up from the bottom edge of the screen until you hear three tones, then lift your finger.
 - Double-click the Home button (on an iPad with a Home button).
 2. To browse the open apps, swipe left or right until the app you want is selected.
 3. Double-tap to open the app.
-

Open Control Center

- Drag one finger down from the top edge of the screen until you hear two rising tones.
- Tap any item in the status bar, then swipe up with three fingers.

To dismiss Control Center, do a two-finger scrub (move two fingers back and forth three times quickly, making a “z”).

View notifications

- Drag one finger down from the top edge of the screen until you hear three rising tones.
- Tap any item in the status bar, then swipe down with three fingers.

To dismiss the notifications screen, do a two-finger scrub (move two fingers back and forth three times quickly, making a “z”).

Speak status bar information

1. Tap the status bar at the top of the screen.
 2. Swipe left or right to hear the time, battery state, Wi-Fi signal strength, and more.
-

Rearrange apps on your Home Screen

Use one of the following methods:

- *Drag and drop:* Tap an icon on the Home Screen, then double-tap and hold your finger on the screen until you hear three rising tones. The item’s relative location is described as you drag. Lift your finger when the icon is in its new location. Drag an icon to the edge of the screen to move it to another Home Screen.
- *Move actions:* Tap an app, then swipe down to hear available actions. When you hear “Edit Mode,” double-tap to start arranging apps. Find the app you want to move, then swipe down to the Move action and double-tap. Move the VoiceOver cursor to the new destination for the app, then choose from the available actions: Cancel Move, Create New Folder, Add to Folder, Move Before, or Move After.

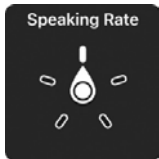
When you’re finished, tap Done, then double-tap.

Search from the Home Screen

1. Tap anywhere on the Home Screen outside the status bar.
 2. Swipe down with three fingers.
-

Control VoiceOver using the rotor on iPad

You can use the VoiceOver rotor to change how VoiceOver works. You can adjust the VoiceOver volume or speaking rate, move from one item to the next on the screen, select special input methods such as Braille Screen Input or Handwriting, and more.



When you [use an Apple external keyboard to control VoiceOver](#), use the rotor to adjust settings such as volume, speech rate, use of pitch or phonetics, typing echo, and reading of punctuation.

Use the VoiceOver rotor

1. When VoiceOver is turned on, rotate two fingers on your screen as if you're turning a dial. If you prefer to use one finger on each hand, simultaneously drag up with one finger and drag down with the other.

VoiceOver speaks the rotor setting. Keep rotating your fingers to hear more settings. Stop rotating your fingers when you hear the setting you want.

2. Swipe your finger up or down on the screen to use the setting.

The available rotor settings and their effects depend on what you're doing. For example, if you choose Headings when you're browsing a webpage, a swipe down or up will move the VoiceOver cursor to the next or previous heading.

Customize the VoiceOver rotor

1. Go to Settings  > Accessibility > VoiceOver.
 2. Do any of the following:
 - *Add or reorder the rotor settings:* Tap Rotor, then choose the settings you want, or drag  to reorder settings.
 - *Add another language:* Tap Speech > Add New Language (below Rotor Languages), then choose a language.
 - *Have VoiceOver confirm rotor actions:* Tap Verbosity, then turn on Speak Confirmation.
-

Use the onscreen keyboard with VoiceOver on iPad

VoiceOver changes how you use the onscreen keyboard when you activate an editable text field. You can enter, select, and delete text; change the keyboard language; and more.

Enter text with the onscreen keyboard

1. Select a text field, then double-tap.

The insertion point and the onscreen keyboard appear.

2. Enter text using one of the following methods:

- *Standard typing (default)*: Select a key on the keyboard by swiping left or right, then double-tap to enter the character. Or move your finger around the keyboard to select a key and, while continuing to touch the key with one finger, tap the screen with another finger. VoiceOver speaks the key when it's selected, and again when the character is entered.
- *Touch typing*: Touch a key on the keyboard to select it, then lift your finger to enter the character. If you touch the wrong key, slide your finger to the key you want. VoiceOver speaks the character for each key as you touch it, but doesn't enter a character until you lift your finger.
- *Direct Touch typing*: VoiceOver is disabled for the keyboard only, so you can type just as you do when VoiceOver is off.
- *Dictation*: Use a two-finger double-tap on the keyboard to start and stop dictation.

To enter an accented character, use one of the following methods:

- *Standard typing (default)*: Select the plain character, then double-tap and hold until you hear a tone indicating alternate characters have appeared. Drag left or right to select and hear the choices. Release your finger to enter the current selection.
- *Touch typing*: Touch and hold a character until the alternate characters appear.

Edit text with the onscreen keyboard

- *Move the insertion point*: Swipe up or down to move the insertion point forward or backward in the text. Use the rotor to choose whether you want to move the insertion point by character, by word, or by line. To jump to the beginning or end, double-tap the text.

VoiceOver makes a sound when the insertion point moves, and speaks the character, word, or line that the insertion point moves across. When moving forward by words, the insertion point is placed at the end of each word, before the space or punctuation that follows. When moving backward, the insertion point is placed at the end of the preceding word, before the space or punctuation that follows it.

- *Move the insertion point past the punctuation at the end of a word or sentence*: Use the rotor to switch back to character mode.

When moving the insertion point by line, VoiceOver speaks each line as you move across it. When moving forward, the insertion point is placed at the beginning of the next line (except when you reach the last line of a paragraph, when the insertion point is moved to the end of the line just spoken). When moving backward, the insertion point is placed at the beginning of the line that's spoken.

- *Delete a character:* Use .
 - *Select text:* Use one of the following methods.
 - Set the rotor to Text Selection, swipe up or down to choose Character, Word, Line, or Sentence, then swipe left or right to move backward or forward. (You may need to enable Text Selection—go to Settings  > Accessibility > VoiceOver > Rotor.)
 - Set the rotor to Edit, swipe up or down to choose Select or Select All, then double-tap. If you choose Select, the word closest to the insertion point is selected when you double-tap. To increase or decrease the selection, do a two-finger scrub (move two fingers back and forth three times quickly, making a “z”) to dismiss the pop-up menu, then pinch.
 - *Cut, copy, or paste:* Set the rotor to Edit, select the text, swipe up or down to choose Cut, Copy, or Paste, then double-tap.
 - *Fix misspelled words:* Set the rotor to Misspelled Words, then swipe up or down to jump to the previous or next misspelled word. Swipe left or right to choose a suggested replacement, then double-tap to use the replacement.
 - *Undo:* Shake iPad, swipe left or right to choose the action to undo, then double-tap.
-

Change the keyboard settings

1. Go to Settings  > Accessibility > VoiceOver.
 2. Tap any of the following:
 - *Typing Style:* You can choose a new style. Or, set the rotor to Typing Mode, then swipe up or down.
 - *Phonetic Feedback:* Speak text character by character. VoiceOver first speaks the character, then its phonetic equivalent—for example, “f” and then “foxtrot.”
 - *Typing Feedback:* Choose to speak characters, words, both, or nothing.
 - *Rotor:* Select the settings you want to include in the rotor.
 - *Speech:* Tap Add New Language (below Rotor Languages), then choose a language.
 - *Verbosity:* Tap Deleting Text. To have VoiceOver speak deleted characters in a lower pitch, tap Change Pitch.
-

Write with your finger using VoiceOver on iPad

With Handwriting mode, you can enter text by writing characters on the screen with your finger. In addition to normal text entry, use handwriting mode to enter your iPad passcode silently or to open apps from the Home Screen.

Use handwriting mode

1. Set the rotor to Handwriting.

If Handwriting isn't in the rotor, go to Settings  > Accessibility > VoiceOver > Rotor, then add it.

2. To choose a character type (lowercase, numbers, uppercase, or punctuation), swipe up or down with three fingers.

To hear the selected character type, tap with three fingers.

3. Trace a character on the screen with your finger.

You can also do any of the following:

- *Enter an alternate character (a character with an accent, for example):* Write the character, then swipe up or down with two fingers until you hear the type of character you want.
 - *Enter a space:* Swipe right with two fingers.
 - *Go to a new line:* Swipe right with three fingers.
 - *Delete the previous character:* Swipe left with two fingers.
4. To exit handwriting mode, do a two-finger scrub (move two fingers back and forth three times quickly, making a "z"), or set the rotor to a different setting.

Enter your passcode silently with handwriting mode

1. On the passcode screen, set the rotor to Handwriting.
2. Write the characters of your passcode with your finger.

Select an item on the Home Screen

1. On the Home Screen, set the rotor to Handwriting.
2. Start writing the name of the item with your finger.

If there are multiple matches, continue to spell the name until it's unique, or swipe up or down with two fingers to choose from the current matches.

Quickly navigate a long list

1. Select the index to the right of the list (for example, next to your Contacts list or in the VoiceOver Item Chooser).
2. Set the rotor to Handwriting, then use your finger to write the letter you want to navigate to.

Use VoiceOver on iPad with an Apple external keyboard

If you [use an Apple external keyboard](#) with iPad, you can use keyboard shortcuts to activate VoiceOver commands.

Additionally, you can use VoiceOver Help to learn the keyboard layout and the actions associated with various key combinations. VoiceOver Help speaks keys and keyboard commands as you type them, without performing the associated action.

Choose the VoiceOver modifier

The modifier is a key or set of keys you press with one or more other keys to enter VoiceOver commands. You can set the modifier to be the Caps Lock key or the Control and Option keys pressed at the same time.

1. Go to Settings  > Accessibility > VoiceOver > Typing > Modifier Keys.
2. Choose the modifier for VoiceOver commands: the Caps Lock key or the Control and Option keys.

This modifier is abbreviated as “VO” in the tables below.

VoiceOver keyboard commands

VO = modifier keys

Action	Shortcut
Turn on VoiceOver Help	VO-K
Turn off VoiceOver Help	Esc (Escape)
Select the next or previous item	VO-Right Arrow or VO-Left Arrow
Activate the selected item	VO-Space bar
Touch and hold the selected item	VO-Shift-M
Read from the current position	VO-A
Read from the top	VO-B
Pause or resume reading	Control
Copy the last spoken text to the clipboard	VO-Shift-C
Search for text	VO-F
Mute or unmute VoiceOver	VO-S
Go to the Home Screen	VO-H

Move to the status bar	VO-M
Open the notifications screen	Move to the status bar (VO-M), then Option-Up Arrow
Open Control Center	Move to the status bar (VO-M), then Option-Down Arrow
Open Spotlight Search	Option-Up Arrow
Open the App Switcher	VO-H-H
Switch apps	Command-Tab or Command-Shift-Tab
Open the Item Chooser	VO-I
Change the label of the selected item	VO-/
Start, stop, or pause an action	VO-Hyphen
Swipe up or down	VO-Up Arrow or VO-Down Arrow
Adjust the rotor	VO-Command-Left Arrow or VO-Command-Right Arrow
Adjust the setting specified by the rotor	VO-Command-Up Arrow or VO-Command-Down Arrow
Turn the screen curtain on or off	VO-Shift-F11
Return to the previous screen	Esc

Quick Nav using the arrow keys

Turn on Quick Nav to control VoiceOver using the arrow keys.

Action	Shortcut
Turn Quick Nav on or off	Left Arrow-Right Arrow
Select the next or previous item	Right Arrow or Left Arrow
Select the next or previous item specified by the rotor	Up Arrow or Down Arrow
Select the first or last item	Control-Up Arrow or Control-Down Arrow
Tap an item	Up Arrow-Down Arrow

Scroll up, down, left, or right	Option-Up Arrow, Option-Down Arrow, Option-Left Arrow, or Option-Right Arrow
Adjust the rotor	Up Arrow-Left Arrow or Up Arrow-Right Arrow

Single-key Quick Nav for web browsing

To navigate a webpage quickly, turn on Quick Nav (VO-Q), then press keys on the keyboard to navigate to specific item types, such as headings or links. To move to the previous item, hold the Shift key as you press a key for the item type.

Item type	Shortcut
Heading	H
Link	L
Text field	R
Button	B
Form control	C
Image	I
Table	T
Static text	S
ARIA landmark	W
List	X
Item of the same type	M
Level 1 heading	1
Level 2 heading	2
Level 3 heading	3
Level 4 heading	4
Level 5 heading	5
Level 6 heading	6

Text editing

Use these commands (with Quick Nav turned off) to work with text. VoiceOver reads the text as you move the insertion point.

Action	Shortcut
Go forward or back one character	Right Arrow or Left Arrow
Go forward or back one word	Option-Right Arrow or Option-Left Arrow
Go up or down one line	Up Arrow or Down Arrow
Go to the beginning or end of the line	Command-Left Arrow or Command-Down Arrow
Go to the beginning or end of the paragraph	Option-Up Arrow or Option-Down Arrow
Go to the previous or next paragraph	Option-Up Arrow or Option-Down Arrow
Go to the top or bottom of the text field	Command-Up Arrow or Command-Down Arrow
Select text as you move	Shift + any of the insertion point movement commands above
Select all text	Command-A
Copy, cut, or paste the selected text	Command-C, Command-X, or Command-V
Undo or redo last change	Command-Z or Shift-Command-Z

Use a braille display with VoiceOver on iPad

iPad supports many international braille tables and refreshable braille displays. You can connect a Bluetooth wireless braille display to read VoiceOver output, including contracted and uncontracted braille and equations using Nemeth Code. When you edit text, the braille display shows the text in context, and your edits are automatically converted between braille and printed text. You can also use a braille display with input keys to control your iPad when VoiceOver is turned on.

For a list of supported braille displays, see the Apple Support article [Braille displays supported by iPhone, iPad, and iPod touch](#).

Connect a braille display and learn commands to control iPad

1. Turn on the braille display.
2. On iPad, go to Settings  > Bluetooth, turn on Bluetooth, then choose the display.
3. On iPad, go to Settings > Accessibility > VoiceOver > Braille, then choose the display.

4. To see the braille commands for controlling iPad, tap More Info, then tap Braille Commands.

See the Apple Support article [Common braille commands for VoiceOver on your iPhone, iPad, and iPod touch](#).

Change the braille display settings

1. On iPad, go to Settings  > Accessibility > VoiceOver > Braille.
2. Set any of the following:

Setting	Description
Output	Choose uncontracted six-dot, uncontracted eight-dot, or contracted braille.
Input	Choose uncontracted six-dot, uncontracted eight-dot, or contracted braille; you can also turn on Automatic Translation.
Braille Screen Input	Choose the input method for entering braille using the screen. See Type braille directly on iPad using VoiceOver .
Braille Tables	Add tables that appear in the Braille Table rotor.
Status Cells	Turn on the general and text status cells and choose their location.
Equations use Nemeth Code	Turn on Nemeth Code for mathematical equations.
Show On-screen Keyboard	Display the keyboard on the screen.
Turn Pages when Panning	Automatically turn pages when panning.
Word Wrap	Wrap words to the next line.
Alert Display Duration	Adjust the duration that an alert is visible on your braille display.
Ignore Chord Duration	Adjust the amount of time required before subsequent key presses are recognized as braille chords.
Auto Advance Duration	Adjust this setting to your preferred reading speed.

Output closed captions in braille during media playback

1. On iPad, go to Settings  > Accessibility > VoiceOver > Verbosity.
 2. Choose Braille or Speech and Braille.
-

Type braille directly on iPad using VoiceOver

If you turn on Braille Screen Input, you can use your fingers to enter six-dot braille or contracted braille directly on the iPad screen, without a physical braille keyboard.

Enter braille on the screen

1. Set the rotor to Braille Screen Input.

If you don't see Braille Screen Input in the rotor, go to Settings  > Accessibility > VoiceOver > Rotor, then select it from the list.

2. Place iPad in one of the following positions:
 - *Tabletop mode*: Lay iPad flat in front of you.
 - *Screen away mode*: Hold iPad with the screen facing away so your fingers curl back to tap the screen.

3. Enter braille characters by tapping the screen with one or more fingers at the same time.

 **Tip:** To have iPad read dots aloud, tap and hold the dots, then when you hear the timer tones and announcement, release the dots.

To move the entry dots to match your natural finger positions, tap and lift your right three fingers all at once to position dots 4, 5, and 6, followed immediately by your left three fingers for dots 1, 2, and 3.

You can also use gestures to perform actions such as the following:

Action	Gesture
Enter a space	Swipe right with one finger; in screen away mode, swipe to <i>your</i> right
Delete the previous character	Swipe left with one finger
Move to a new line	Swipe right with two fingers
Cycle through spelling suggestions	Swipe up or down with one finger
Enter a carriage return, or send a message (in Messages)	Swipe up with three fingers
Switch between six-dot braille and contracted braille	Swipe right with three fingers
Turn braille contractions on or off	Swipe right with three fingers
Translate immediately (when contractions are enabled)	Swipe down with two fingers
Switch to the next keyboard	Swipe up with two fingers

4. To exit Braille Screen Input, do a two-finger scrub (move two fingers back and forth three times quickly, making a “z”), or adjust the rotor to another setting.

Change Braille Screen Input settings

1. Go to Settings  > Accessibility > VoiceOver > Braille > Braille Screen Input.
2. Do any of the following:
 - Set six-dot or contracted Braille as the default.
 - Reverse dot positions for six-dot and eight-dot Braille.

3. To view or edit the commands and gestures you can perform when Braille Screen Input is turned on, go to Settings > Accessibility > VoiceOver > Commands > Braille Screen Input.

Customize VoiceOver gestures and keyboard shortcuts on iPad

You can customize the gestures and keyboard shortcuts that activate VoiceOver commands.

1. Go to Settings  > Accessibility > VoiceOver > Commands.
2. Tap any of the following:
 - *All Commands*: Navigate to the command you want to customize, then tap Edit, Add Gesture, or Add Keyboard Shortcut.
 - *Touch Gestures*: List the gestures and the associated commands.
 - *Handwriting*: List the gestures for handwriting and the associated commands.
 - *Braille Screen Input*: List the gestures for Braille Screen Input and the associated commands.

To clear your custom gestures and keyboard shortcuts, tap Reset VoiceOver Commands.

Use VoiceOver on iPad with a pointer device

If you use a pointer device with iPad, you can adjust how it works with VoiceOver.

1. Go to Settings  > Accessibility > VoiceOver.
2. Below Pointer Control, tap any of the following:
 - *Pointer*: Set the pointer to ignore, follow, or move the VoiceOver cursor.
 - *Speak Under Pointer*: You can adjust the delay to speak the item under the pointer.

Use VoiceOver in apps on iPad

You can use VoiceOver to interact with apps if you can't see the screen. VoiceOver is supported in the built-in Apple apps that came with your iPad—such as Maps, Camera, Photos, Voice Memos, Safari, and more. With VoiceOver Recognition, you can get descriptions of images and screen elements even on webpages and in apps without accessibility information.

Read PDF documents in Apple Books or Files using VoiceOver

VoiceOver can read detailed information—such as forms, tables, and lists—in PDF documents.

Browse the web in Safari using VoiceOver

- *Search the web:* Select the search field, double-tap to invoke the keyboard, enter your search, then swipe right or left to move down or up the list of suggested search phrases. Then double-tap the screen to search the web using the selected phrase.
- *Skip to the next page element of a particular type:* Set the rotor to the element type—such as headings, links, and form controls—then swipe up or down.
- *Set the rotor settings for web browsing:* Go to Settings  > Accessibility > VoiceOver > Rotor. Tap to select or deselect settings, or drag  up or down to reposition an item.
- *Skip images while navigating:* Go to Settings > Accessibility > VoiceOver > Navigate Images. You can choose to skip all images or only those without descriptions.
- *Reduce page clutter for easier reading and navigation:* Select the Reader item in the Safari address field (not available for all webpages).
- *Allow websites to customize their behavior for assistive technologies:* Go to Settings > Accessibility > VoiceOver > Web, then turn on Accessibility Events. This setting may reveal whether an assistive technology is active on your iPad.

 **Tip:** If you [use an Apple external keyboard](#) with iPad, you can use single-key Quick Nav commands to navigate webpages.

Read math equations using VoiceOver

VoiceOver can read math equations on the web (encoded using MathML) and in supported Apple apps such as Numbers and Keynote.

- *Hear an equation:* Have VoiceOver read the text as usual. VoiceOver says “math” before it starts reading an equation.
- *Explore the equation:* Double-tap the selected equation to display it in full screen and move through it one element at a time. Swipe left or right to read elements of the equation. Use the rotor to select Symbols, Small Expressions, Medium Expressions, or Large Expressions, then swipe up or down to hear the next element of that size. You can continue to double-tap the selected element to “drill down” into the equation to focus on the selected element, then swipe left or right, or up or down, to read one part at a time.

Equations spoken by VoiceOver can also be output to a braille device using Nemeth Code, as well as the codes used by Unified English Braille, British English, French, and Greek. See [Use a braille display with VoiceOver on iPad](#).

Navigate in Maps with VoiceOver

In the Maps app, you can use VoiceOver to explore a region, browse points of interest, follow roads, zoom in or out, select a pin, or get information about a location.

- *Control how the map tracks your current location:* Double-tap  until you hear the tracking option you want:
 - *Tracking on:* The map automatically centers on your current location.
 - *Tracking on with heading:* The map automatically centers on your current location and rotates so that the heading you're facing is at the top of the screen. In this mode, iPad speaks street names and points of interest as you approach them.
 - *Tracking off:* The map doesn't automatically center on your current location.
 - *Explore the map:* Drag your finger around the screen, or swipe left or right to move to another item.
 - *Zoom in or out:* Select the map, set the rotor to Zoom, then swipe down or up with one finger.
 - *Pan the map:* Swipe with three fingers.
 - *Browse visible points of interest:* Set the rotor to Points of Interest, then swipe up or down with one finger.
 - *Follow a road:* Hold your finger down on the road, wait until you hear "pause to follow," then move your finger along the road while listening to the guide tone. The pitch increases when you stray from the road.
 - *Select a pin:* Touch a pin, or swipe left or right to select the pin.
 - *Get information about a location:* With a pin selected, double-tap to display the information flag. Swipe left or right to select the More Info button, then double-tap to display the information page.
-

Use Camera, Photos, and Voice Memos with VoiceOver

Use VoiceOver gestures to take and edit Camera videos and Voice Memo recordings.

- *Pause or continue a recording:* Double-tap the screen with two fingers.
 - *Trim a video:* While viewing a video in Photos, double-tap the screen to display the video controls, then select the beginning or end of the trim tool. Then swipe up to drag to the right, or swipe down to drag to the left. VoiceOver announces the amount of time the current position will trim from the recording. To complete the trim, select Trim, then double-tap.
 - *Trim a voice memo:* Select the memo in Voice Memos, tap Edit, then tap Start Trimming. Select the beginning or end of the selection, double-tap and hold, then drag to adjust. VoiceOver announces the amount of time the current position will trim from the recording. Tap Play to preview the trimmed recording. When you've got it the way you want it, tap Trim.
-

Use VoiceOver Recognition on the web or in apps without accessibility information

1. Go to Settings  > Accessibility > VoiceOver > VoiceOver Recognition.

2. Turn on any of the following:
 - *Image Descriptions*: Get descriptions of images in apps and on the web.
 - *Screen Recognition*: Get descriptions of screen elements in apps.
 - *Text Recognition*: Get descriptions of text found in images.
 3. Tap Feedback Style, then choose Speak, Play Sound, or Do Nothing.
-

Vision

Zoom in on the iPad screen

In many apps, you can zoom in or out on specific items. For example, you can double-tap or pinch to look closer in Photos or expand webpage columns in Safari. You can also use the Zoom feature to magnify the screen no matter what you're doing. You can magnify the entire screen (Full Screen Zoom), magnify part of the screen with a resizable lens (Window Zoom), or magnify a portion of the screen that stays in one place (Pinned Zoom). And, you can use Zoom together with VoiceOver.

Set up Zoom

1. Go to Settings  > Accessibility > Zoom, then turn on Zoom.
2. Adjust any of the following:
 - *Follow Focus*: Track your selections, the text insertion point, and your typing.
 - *Smart Typing*: Switch to Window Zoom when a keyboard appears.
 - *Keyboard Shortcuts*: Control Zoom using shortcuts on an external keyboard.
 - *Zoom Controller*: Turn the controller on, set controller actions, and adjust the color and opacity.
 - *Zoom Region*: Choose Pinned Zoom, Full Screen Zoom, or Window Zoom.
 - *Zoom Filter*: Choose None, Inverted, Grayscale, Grayscale Inverted, or Low Light.
 - *Maximum Zoom Level*: Drag the slider to adjust the level.
3. If you use iPad with a pointer device, you can also set the following below Pointer Control:
 - *Zoom Pan*: Choose Continuous, Centered, or Edges to set how the screen image moves with the pointer.
 - *Adjust Size with Zoom*: Allow the pointer to scale with zoom.

4. To add Zoom to Accessibility Shortcut, go to Settings > Accessibility > Accessibility Shortcut, then tap Zoom.
-

Use Zoom

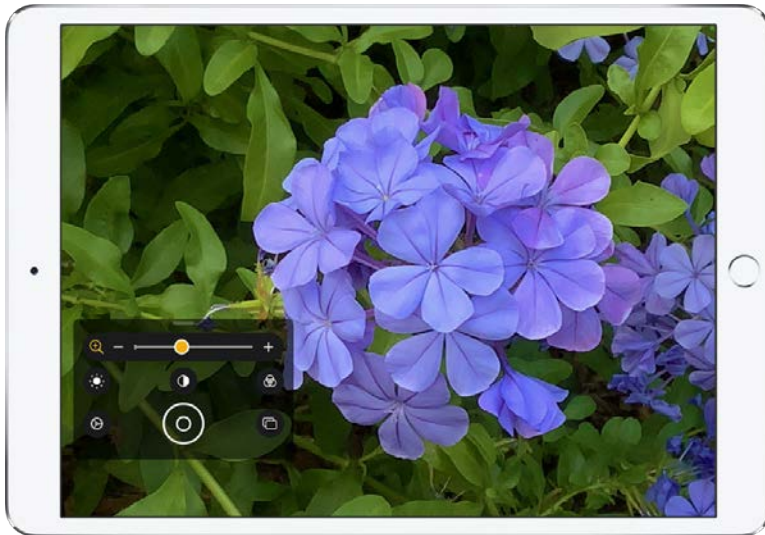
1. Double-tap the screen with three fingers or [use accessibility shortcuts](#) to turn on Zoom.
2. To see more of the screen, do any of the following:
 - *Adjust the magnification:* Double-tap the screen with three fingers (without lifting your fingers after the second tap), then drag up or down. Or triple-tap with three fingers, then drag the Zoom Level slider.
 - *Move the Zoom lens:* (Window Zoom) Drag the handle at the bottom of the Zoom lens.
 - *Pan to another area:* (Full Screen Zoom) Drag the screen with three fingers.
3. To adjust the settings with the Zoom menu, triple-tap with three fingers, then adjust any of the following:
 - *Choose Region:* Choose Pinned Zoom, Full Screen Zoom, or Window Zoom.
 - *Resize Lens:* (Window Zoom) Tap Resize Lens, then drag any of the round handles that appear.
 - *Choose Filter:* Choose Inverted, Grayscale, Grayscale Inverted, or Low Light.
 - *Show Controller:* Show the Zoom Controller.
4. To use the Zoom Controller, do any of the following:
 - *Show the Zoom menu:* Tap the controller.
 - *Zoom in or out:* Double-tap the controller.
 - *Pan:* When zoomed in, drag the controller.

While using Zoom with an Apple external keyboard, the Zoom region follows the insertion point, keeping it in the center of the display. See [Apple external keyboards for iPad](#).

To turn off Zoom, double-tap the screen with three fingers or [use accessibility shortcuts](#).

Magnify nearby objects with Magnifier on iPad

Use your iPad as a magnifying glass to zoom in on objects near you.



Set up Magnifier

1. Go to Settings  > Accessibility > Magnifier.
2. Turn on Magnifier.

This adds Magnifier as an accessibility shortcut.

Turn on Magnifier and adjust the image

1. [Use accessibility shortcuts](#) to turn on Magnifier.
2. To adjust the zoom level, drag the zoom control slider left or right.
3. To show more controls, drag the grabber up.
4. Adjust the image using any of the following controls:
 - *Brightness*: Tap .
 - *Contrast*: Tap .
 - *Color filters*: Tap .
 - *Flashlight*: Tap  (on an iPad with a flash).

 **Tip:** To organize the controls you use most often, tap , then reorder the controls or tap Filter Customization to choose your favorite filters.

Freeze the frame

You can freeze one or more frames and review them.

Note: Freeze frames aren't saved to Photos.

1. Tap .
2. To freeze more frames, tap , reposition the camera, then tap .
3. To review the freeze frames, tap View, then tap the frames you want to see.
4. To return to the live lens, tap End.

To turn off Magnifier, do one of the following:

- Swipe up from the bottom edge of the screen.
- Press the Home button (on an iPad with a Home button).

Adjust the display and text size on iPad

If you have color blindness or other vision challenges, you can customize the display settings to make the screen easier to see.

Use display accommodations

1. Go to Settings  > Accessibility > Display & Text Size.

2. Adjust any of the following:

- **Bold Text:** Display the text in boldface characters.
- **Larger Text:** Turn on Larger Accessibility Sizes, then adjust the text size using the Font Size slider.

This setting adjusts to your preferred text size in apps that support Dynamic Type, such as Settings, Calendar, Contacts, Mail, Messages, and Notes.

- **Button Shapes:** This setting underlines text you can tap.
- **On/Off Labels:** This setting indicates switches turned on with "1" and switches turned off with "0".
- **Reduce Transparency:** This setting reduces the transparency and blurs on some backgrounds.
- **Increase Contrast:** This setting improves the contrast and legibility by altering color and text styling.

Apps that support Dynamic Type—such as Settings, Calendar, Contacts, Mail, Messages, and Notes—adjust to your preferred text size.

- **Differentiate Without Color:** This setting replaces user interface items that rely on color to convey information with alternatives.
- **Smart Invert or Classic Invert:** Smart Invert Colors reverses the colors of the display, except for images, media, and some apps that use dark color styles.
- **Color Filters:** Tap a filter to apply it. To adjust the intensity or hue, drag the sliders.
- **Reduce White Point:** This setting reduces the intensity of bright colors.
- **Auto-Brightness:** This setting automatically adjusts the screen brightness for current light conditions using the built-in ambient light sensor.

You can also apply these effects to only the contents of the zoom window. See [Zoom in on the iPad screen](#).

Reduce or stop the motion of screen elements on iPad

If you have sensitivity to motion effects or screen movement on your iPad, you can stop or reduce the movement of some screen elements, such as:

- Parallax effect of wallpaper, apps, and alerts
- Screen transitions
- Siri animations
- Typing autocompletion

- Animated effects in Messages
-

1. Go to Settings  > Accessibility > Motion.

2. Turn on or off any of the following controls:

- *Reduce Motion*: This setting reduces the motion of the user interface, including the parallax effect of icons.
 - *Prefer Cross-Fade Transitions*: This setting reduces the motion of user interface controls that slide in and out when appearing and disappearing.
 - *Auto-Play Message Effects*: This setting allows the Messages app to automatically play full-screen effects. If you turn this setting off, you can still manually play effects by tapping Replay below the message bubble.
 - *Auto-Play Video Previews*: This setting allows apps such as the App Store to automatically play video previews.
 - *Limit Frame Rate*: This setting limits the frame rate of the display to 60 frames per second (on supported iPad models).
-

Hear iPad speak the screen, selected text, and typing feedback

Even if VoiceOver is turned off, you can have iPad speak selected text or the entire screen. iPad can also provide feedback and speak text corrections and suggestions as you type.

Change the speech settings

1. Go to Settings  > Accessibility > Spoken Content.

2. Adjust any of the following:

- *Speak Selection*: To hear text you selected, tap the Speak button.
- *Speak Screen*: To hear the entire screen, swipe down with two fingers from the top of the screen.
- *Speech Controller*: Show the controller for quick access to Speak Screen and Speak on Touch.
- *Highlight Content*: iPad can highlight words, sentences, or both as they're spoken. You can change the highlight color and style.
- *Typing Feedback*: You can configure typing feedback for the onscreen and external keyboards and choose to have iPad speak each character, entire words, auto-corrections, auto-capitalizations, and typing predictions.

To hear typing predictions, you also need to go to Settings > General > Keyboards, then turn on Predictive.

- *Voices*: Choose a voice and dialect.
- *Speaking Rate*: Drag the slider.
- *Pronunciations*: Dictate or spell out how you want certain phrases to be spoken.

Hear iPad speak

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

Or do any of the following:

- *Hear selected text*: Select the text, then tap Speak.
- *Hear the entire screen*: Swipe down with two fingers from the top of the screen. Use the controls that appear to pause speaking or adjust the rate.
- *Hear typing feedback*: Start typing. To hear typing predictions (when turned on), touch and hold each word.

Hear audio descriptions for video content on iPad

If you have video content that includes audio descriptions of scenes, iPad can play the descriptions for you.

-
1. Go to Settings  > Accessibility > Audio Descriptions.
 2. Turn on Audio Descriptions.
-

Touch

Use AssistiveTouch on iPad

AssistiveTouch helps you use iPad if you have difficulty touching the screen or pressing the buttons. You can use AssistiveTouch without any accessory to perform actions or gestures that are difficult for you. You can also use a compatible adaptive accessory (such as a joystick) together with AssistiveTouch to control iPad.

With AssistiveTouch, you can use a simple tap (or the equivalent on your accessory) to perform actions such as the following:

- Open the AssistiveTouch menu
- Go to the Home Screen
- Double-tap
- Perform multifinger gestures
- Perform scroll gestures
- Summon Siri
- Access Control Center, notifications, the Lock Screen, or the App Switcher
- Adjust the volume on iPad
- Shake iPad
- Take a screenshot
- Use Apple Pay
- Speak screen
- Adjust dwell settings
- Control Analytics
- Restart iPad

Set up AssistiveTouch

 **Ask Siri.** Say something like: “Turn on AssistiveTouch” or “Turn off AssistiveTouch.” [Learn how to ask Siri.](#)

Or do the following:

1. Go to Settings  > Accessibility > Touch > AssistiveTouch.

2. Turn on AssistiveTouch.

3. To customize AssistiveTouch, tap any of the following:

- *Customize Top Level Menu:* Tap an icon to change its action. Tap  or  to change the number of icons in the menu. The menu can have up to eight icons.
- *Single-Tap, Double-Tap, or Long Press:* Assign custom actions that run when you interact with the menu button.
- *Create New Gesture:* Add your favorite gestures.
- *Idle Opacity:* Adjust the visibility of the menu button when not in use.
- *Confirm with AssistiveTouch:* On an iPad with Face ID, use AssistiveTouch to confirm payments with Face ID instead of double-clicking the top button. Or on iPad Air (4th generation), use AssistiveTouch to confirm payments with your passcode instead of double-clicking the top button.

 **Tip:** To turn AssistiveTouch on or off quickly, [triple-click the Home button](#) (on an iPad with a Home button) or [triple-click the top button](#) (on other iPad models).

Add a pointer device

You can connect Bluetooth and USB assistive pointer devices, such as trackpads, joysticks, and mouse devices.

1. Go to Settings  > Accessibility > Touch > AssistiveTouch.
2. Turn on AssistiveTouch.

3. Below Pointer Devices, tap any of the following:

- *Devices*: Pair or unpair devices and customize buttons.
- *Mouse Keys*: Allow the AssistiveTouch pointer to be controlled using the keyboard number pad.
- *Pointer Style*: Adjust the size, color, and auto-hide settings.
- *Show Onscreen Keyboard*: Display the onscreen keyboard.
- *Always Show Menu*: Show the AssistiveTouch menu when a pointer device is connected.
- *Tracking speed*: Drag the slider to adjust the speed.
- *Drag Lock*: Turn on to enable dragging.
- *Zoom Pan*: Choose Continuous, Centered, or Edges.
- *Dwell Control*: Turn on to perform a dwell action when the cursor is held still. To adjust the amount of time needed to initiate a dwell action, tap  or .
- *Fallback Action*: Turn on to revert the dwell action to the selected fallback action after performing an operation.
- *Movement Tolerance*: Adjust the distance you can move while dwelling on an item.
- *Hot Corners*: Perform a selected action—such as take a screenshot, open Control Center, summon Siri, scroll, or use a shortcut—when the cursor dwells in a corner of the screen.

Move the AssistiveTouch menu button

Drag the menu button to a new location on the screen.

Use AssistiveTouch

Tap the menu button, then choose an action or gesture.

For a multifinger gesture, do the following:

- *Pinch*: Tap Custom, then tap Pinch. When the pinch circles appear, touch anywhere on the screen to move the pinch circles, then drag them in or out to perform a pinch gesture. When you finish, tap the menu button.
- *Multifinger swipe or drag*: Tap Device > More > Gestures, then tap the number of digits needed for the gesture. When the circles appear on the screen, swipe or drag in the direction required by the gesture. When you finish, tap the menu button.

To return to the previous menu, tap the arrow in the center of the menu. To exit the menu without performing a gesture: Tap anywhere outside the menu.

Create custom gestures

You can add your favorite gestures (such as touch and hold or two-finger rotation) to the AssistiveTouch menu. You can even create several gestures with different degrees of rotation.

1. Go to Settings  > Accessibility > Touch > AssistiveTouch > Create New Gesture.
2. Perform your gesture on the recording screen. For example:
 - *Touch-and-hold gesture*: Touch and hold your finger in one spot until the recording progress bar reaches halfway, then lift your finger. Be careful not to move your finger while recording, or the gesture will be recorded as a drag.
 - *Two-finger rotation gesture*: Rotate two fingers on the iPad screen around a point between them. (You can do this with a single finger or stylus—just create each arc separately, one after the other.)

If you record a sequence of taps or drag gestures, they're all played back at the same time. For example, using one finger or a stylus to record four separate, sequential taps at four locations on the screen creates a simultaneous four-finger tap.

3. If your gesture doesn't turn out quite right, tap Cancel, then try again.
4. When you're satisfied with your gesture, tap Save, then name the gesture.

To use your custom gesture, tap the AssistiveTouch menu button, tap Custom, then choose the gesture. When the blue circles representing your gesture appear, drag them to where you want to use the gesture, then release.

Adjust touch settings on iPad

If you have difficulty using the touchscreen or buttons, you can change how iPad responds to your touch.

Adjust Haptic Touch settings

You can adjust the time needed for touch-and-hold gestures.

1. Go to Settings  > Accessibility > Touch > Haptic Touch, then choose Fast or Slow.
 2. Test your new settings on the image at the bottom of the screen.
-

Use touch accommodations

1. Go to Settings  > Accessibility > Touch > Touch Accommodations.

2. You can configure iPad to do any of the following:

- *Respond to touches of a certain duration:* Turn on Hold Duration, then tap  or  to adjust the duration (the default is 0.10 seconds).

To perform swipe gestures without waiting for the specified hold duration, tap Swipe Gestures, then turn on Swipe Gestures. You can choose the amount of required movement before a swipe gesture begins.

- *Ignore multiple touches:* Turn on Ignore Repeat, then tap  or  to adjust the amount of time allowed between multiple touches. Then, if you touch the screen several times quickly, iPad treats the touches as one.
- *Respond to the first or last place you touch:* Choose Use Initial Touch Location or Use Final Touch Location.

If you choose Use Initial Touch Location, iPad uses the location of your first tap—when you tap an app on the Home Screen, for example. If you choose Use Final Touch Location, iPad registers the tap where you lift your finger. iPad responds to a tap when you lift your finger within a certain period of time. Tap  or  to adjust the timing. Your device can respond to other gestures, such as a drag gesture, if you wait longer than the gesture delay.

Turn off Shake to Undo

If you tend to shake iPad by accident, go to Settings  > Accessibility > Touch, then turn off Shake to Undo.

Route audio calls

You can automatically route the audio of phone or FaceTime calls to your headphones, speaker, or hearing devices.

1. Go to Settings  > Accessibility > Touch > Call Audio Routing.
2. Choose an audio destination for calls.
3. To have iPad answer calls automatically, tap Auto-Answer Calls, turn on Auto-Answer Calls, then tap  or  to set the duration of time before the call is answered.

During a call, you can switch the audio routing from your hearing aid to the iPad speaker by removing the hearing aid from your ear. See [Use hearing devices with iPad](#).

Physical and Motor

Change Face ID and attention settings on iPad

On an iPad with Face ID, you can adjust Face ID and attention settings if you have physical or vision limitations.

Set up Face ID with Accessibility Options

By default, setting up Face ID requires you to gently move your head in a circle to show all the angles of your face. If you can't perform the full range of head motion, you can still set up Face ID without moving your head.

1. Go to Settings  > Face ID & Passcode.
2. Position your face within the frame, then tap Accessibility Options.

Face ID is still secure but requires more consistency in how you look at iPad.

Change attention settings

For additional security, Face ID is *attention aware*. It unlocks iPad only when your eyes are open and looking at the screen. iPad can also reveal notifications and messages, keep the screen lit when you're reading, or lower the volume of alerts.

If you don't want iPad to check for your attention, do the following:

1. Go to Settings  > Face ID & Passcode.
2. Turn on or off any of the following:
 - Require Attention for Face ID
 - Attention Aware Features

These settings are turned off by default if you turn on VoiceOver when you first set up iPad.

Note: Requiring attention makes Face ID more secure.

Switch Control

Set up Switch Control on iPad

If you have physical difficulties, you can use Switch Control to operate iPad using one or more switches. With switches, you can select, tap, drag, type, and even draw freehand. You use a switch to select an item or location on the screen, then use the same (or a different) switch to choose an action.

Add a switch

You can use any of the following sources as a switch:

- *An external adaptive switch:* Choose a Bluetooth switch or Made For iPhone (MFi) switch that plugs into the Lightning connector on iPad.
- *The iPad screen:* Tap the screen to trigger the switch.
- *The iPad front camera:* Move your head left or right while facing the camera to trigger the switch.

Before you add an external switch, connect it to iPad, following the instructions that came with the switch. If the switch connects using Bluetooth, pair it with iPad—turn on the switch, go to Settings  > Bluetooth, turn on Bluetooth, tap the name of the switch, then follow the onscreen instructions.

1. Go to Settings > Accessibility > Switch Control > Switches.
2. Tap Add New Switch, then choose a source.
3. Assign an action to the switch.

To ensure Switch Control functions correctly, you must assign the Select Item action to at least one switch.

Choose a scanning style and customize Switch Control

You can adjust the behavior of Switch Control in a variety of ways, to suit your specific needs and style.

1. Go to Settings  > Accessibility > Switch Control.
2. Tap Scanning Style, then choose one of the following:
 - *Auto Scanning:* The focus automatically moves to the next item after a specified duration.
 - *Manual Scanning:* You trigger a switch to move the focus to the next item (requires multiple switches).
 - *Single Switch Step Scanning:* You trigger a switch to move the focus to the next item; if no action is taken with a specified duration, the item with the focus is automatically activated.
3. Customize Switch Control by setting options such as the following:
 - *Switches:* Add switches and specify their function.
 - *Recipes:* Create, edit, and choose recipes to temporarily assign special actions to switches.
 - *Auto Scanning Time:* Adjust the item scanning speed.
 - *Pause on First Item:* Set scanning to pause on the first item in a group.
 - *Loops:* Choose how many times to cycle through the screen before hiding Switch Control.
 - *Move Repeat:* Set the delay before moving to the previous or next item while a switch is pressed.

- *Long Press*: Set whether a different action occurs when you press and hold a switch, and how long to wait before performing that action.
- *Tap Behavior*: Choose a tap behavior and set the interval for performing a second switch action to show the Scanner Menu.
- *Focused Item After Tap*: Choose whether Switch Control resumes scanning at an item you tap or from the beginning.
- *Hold Duration*: Set whether and how long you need to hold a switch down before it's accepted as a switch action.
- *Ignore Repeat*: Ignore accidental repeated switch triggers.
- *Gliding Cursor*: Adjust the point scanning style and speed.
- *Head Tracking*: Adjust settings for head tracking (on an iPad with Face ID) and assign actions to facial expressions.
- *Sound Effects*: Turn on sound effects.
- *Speech*: Speak items as they're scanned.
- *Menu Items*: Choose the actions shown in the Scanner Menu and the order in which they appear.
- *Group Items*: Group items for faster navigation.
- *Large Cursor*: Make the selection cursor larger.
- *Cursor Color*: Choose a different color.
- *Saved Gestures*: Create and save custom gestures to the Scanner Menu.
- *Confirm with Switch Control*: On an iPad with Face ID, use Switch Control to confirm payments with Face ID instead of double-clicking the top button. Or on iPad Air (4th generation), use Switch Control to confirm payments with your passcode instead of double-clicking the top button.

Turn Switch Control on or off

Important: Switch Control changes the gestures you use to control iPad.

To turn Switch Control on or off, use any of the following methods:

- Go to Settings  > Accessibility > Switch Control.
- [Triple-click the Home button](#) (on an iPad with a Home button).
- [Triple-click the top button](#) (on other iPad models).

- [Use Control Center.](#)
-

Use Switch Control on iPad

With Switch Control, you can use the following methods to select an item on the screen:

- *Item scanning:* The focus moves (automatically or manually) from one item to the next until you select an item; this is the default scanning method.
- *Point scanning:* You select an item on the screen by pinpointing it with scanning crosshairs.
- *Head tracking:* () You use the movement of your head to control a pointer on the screen. You can also use facial expressions to perform actions.

After you select an item, you can choose an action (for example, tap, drag, or pinch) in the Scanner Menu.

Use item scanning

With item scanning, the focus sequentially moves from one item to the next item on the screen.

1. If you use Auto Scanning, watch or listen as the focus moves. If you use Manual Scanning, trigger your Move to Next Item action to move the focus.
2. When the focus surrounds the item you want, trigger your Select Item switch.
3. In the Scanner Menu, choose an action such as the following:
 - Tap
 - Gestures
 - Scroll
 - Media Controls
 - More (the dots at the bottom of the menu) for more options
 - Home (to return to the Home Screen)
 - Device (for other hardware actions)
 - Settings (to adjust Switch Control behavior)

The available actions in the Scanner Menu depend on the selected item.

To dismiss the Scanner menu without choosing an action, trigger your switch while the original item is highlighted and all the icons in the Scanner Menu are dimmed.

Use point scanning

With point scanning, you select an item on the screen by pinpointing it with scanning crosshairs.

1. Use item scanning to select an item.
2. In the Scanner Menu, choose Gliding Cursor.
3. To position the vertical crosshair, do the following:
 - Trigger your Select Item switch when the wide vertical band is over the item you want.
 - Trigger your Select Item switch again when the fine vertical line is over the item.
4. Repeat to position the horizontal crosshair.
5. Choose an action from the Scanner Menu.

To return to item scanning, choose Item Mode in the Scanner Menu.

Use head tracking

On an iPad with Face ID, you can move your head to control a pointer on the screen. You can also use facial expressions to perform actions.

1. Go to Settings  > Accessibility > Switch Control > Head Tracking.
 2. Turn on Head Tracking, then do any of the following:
 - *Assign actions to facial expressions:* Choose actions to perform when you smile, open your mouth, stick out your tongue, or raise your eyebrows.
 - *Choose how the pointer tracks your head movement:* Tap Tracking Mode, then choose With Face, When Facing Screen Edges, or Relative to Head.
 - *Adjust the pointer speed:* Tap  or .
-

Control iPad with your voice

You can control iPad with just your voice. You can edit text as you dictate, navigate with voice commands and gestures, and see numbers or names next to screen elements.

Set up Voice Control

1. Go to Settings  > Accessibility > Voice Control.
2. Tap Set Up Voice Control.

3. Set options such as the following:

- *Language*: Set the language and download languages for offline use.
 - *Customize Commands*: View the available commands and create new commands.
 - *Vocabulary*: Teach Voice Control new words.
 - *Show Confirmation*: When Voice Control recognizes a command, a visual confirmation appears at the top of the screen.
 - *Play Sound*: When Voice Control recognizes a command, an audible sound is played.
 - *Show Hints*: See command suggestions and hints.
 - *Overlay*: Display numbers, names, or a grid over screen elements.
 - *Attention Aware*: On an iPad with Face ID, Voice Control wakes up when you look at your iPad and goes to sleep when you look away.
-

Turn Voice Control on or off

After you set up Voice Control, you can turn it on or off quickly by using any of the following methods:

- Summon Siri and say “Turn on Voice Control” or “Turn off Voice Control.”
 - Add Voice Control to Accessibility Shortcuts—go to Settings  > Accessibility > Accessibility Shortcut, then tap Voice Control.
-

Learn Voice Control commands

When Voice Control is turned on, you can say commands such as the following:

- “Open Control Center”
- “Go home”
- “Tap *item name*”
- “Open *app name*”
- “Take screenshot”
- “Turn up volume”

To learn more Voice Control commands, go to Settings  > Accessibility > Voice Control > Customize Commands, then tap a category.

Use the screen overlay

For faster interactions, navigate iPad with a screen overlay that shows item names, numbers, or a grid.

- *Item names:* Say “Show names” or “Show names continuously,” then say “Tap *item name*.”
- *Numbers:* Say “Show numbers” or “Show numbers continuously,” then say the number next to the item you want.
- *Grid:* To interact with a screen location not represented by an item name or number, say “Show grid” or “Show grid continuously,” then say the number closest to the location you want. To zoom in on the location, say another number on the smaller grid.

To turn off the overlay, say “Hide names,” “Hide numbers,” or “Hide grid.”

Adjust settings for the Home or top button

You can adjust accessibility settings for the Home button (on an iPad with a Home button) or top button (on other iPad models).

1. Go to Settings  > Accessibility, then tap Home Button (on an iPad with a Home button) or Top Button (on other iPad models).
2. Set any of the following:
 - *Click Speed:* Choose the speed required to double-click or triple-click the button—Default, Slow, or Slowest.
 - *Press and Hold to Speak:* Choose whether Siri responds when you press and hold the button.
 - *Rest Finger to Open:* On an iPad with Touch ID, you can unlock iPad by resting your finger on the button.

On an iPad with Face ID, you can also [use AssistiveTouch](#) or [use Switch Control](#) to confirm payments with Face ID instead of double-clicking the top button.

Use buttons on the Apple TV Remote on iPad

On the Apple TV Remote on iPad, you can use buttons instead of swipe gestures.

Go to Settings  > Accessibility > Apple TV Remote, then turn on Directional Buttons.

Change the pointer appearance when using a mouse or trackpad with iPad

If you [use a mouse or trackpad](#) with iPad, you can change the appearance of the pointer by adjusting its color, shape, size, scrolling speed, and more.

Go to Settings  > Accessibility > Pointer Control, then adjust any of the following:

- Increase Contrast
- Automatically Hide Pointer
- Color
- Pointer size
- Pointer Animations
- Trackpad Inertia (available when connected to a supported multi-touch trackpad)
- Scrolling Speed

To customize the buttons of the pointing device, go to Settings > Accessibility > Touch > AssistiveTouch > Devices.

See [Use VoiceOver on iPad with a pointer device](#) and [Zoom in on the iPad screen](#).

Adjust the onscreen and external keyboard settings on iPad

You can adjust the onscreen (software) keyboard on iPad. If you use an external (hardware) keyboard with iPad, you can customize keyboard shortcuts and change settings such as the key repeat rate.

Set the onscreen keyboard to display only uppercase letters

If you have difficulty seeing the onscreen keyboard, you can set it to display only uppercase letters.

Go to Settings  > Accessibility > Keyboards, then turn off Show Lowercase Keys.

Type on a larger onscreen keyboard

Rotate iPad to landscape orientation to use a larger keyboard for typing in many apps, including Mail, Safari, Messages, Notes, and Contacts.

For information about other ways to adjust the onscreen keyboard, see [Set typing options](#).

Control iPad with an external keyboard

If you have difficulty using the touchscreen, you can control your iPad using shortcuts on an [Apple external keyboard](#) (available separately).

1. Go to Settings  > Accessibility > Keyboards, tap Full Keyboard Access, then turn on Full Keyboard Access.

2. Control your iPad using keyboard shortcuts.

Action	Shortcut
Go to the next item	Tab
Go to the previous item	Shift-Tab
Activate the selected item	Space bar
Go to the Home Screen	Command-H
Open the App Switcher	Tab-A
Open Control Center	Tab-C
Open Notification Center	Tab-N
Show Help	Tab-H

3. To customize the keyboard shortcuts, tap Commands.

4. To customize the appearance of the focus, tap any of the following:

- Auto-Hide
- Increase Size
- High Contrast
- Color

Change how the keys respond on an external keyboard

If you have difficulty using an external keyboard, you can adjust the settings.

Go to Settings  > Accessibility > Keyboards, then tap any of the following:

- *Key Repeat*: You can adjust the repeat interval and delay.
- *Sticky Keys*: Use Sticky Keys to press and hold modifier keys, such as Command and Option, as you press another key.
- *Slow Keys*: Use Slow Keys to adjust the time between when a key is pressed and when it's activated.

Adjust the settings for AirPods Pro on iPad

If you have AirPods Pro, you can adjust the accessibility settings to suit your motor or hearing needs.

1. Go to Settings  > Accessibility > AirPods.
 2. Set any of the following options:
 - *Press Speed*: Adjust how quickly you must press two or three times before an action occurs.
 - *Press and Hold Duration*: Adjust the duration required to press and hold on your AirPods.
 - *Noise Cancellation with One AirPod*: Turn on noise cancellation even when you're using only one of your AirPods.
 - *Follow iPad*: Turn on spatial audio so surround sound (available with supported media content) seems to come from your iPad, even as you turn your head or move your device.
 3. For more options—such as Headphone Accommodations—tap Audio Accessibility Settings.
-

Change Apple Pencil (2nd generation) settings

If you have difficulty using the gestures for Apple Pencil (2nd generation) on supported iPad models, you can adjust the settings.

1. Go to Settings  > Accessibility > Apple Pencil.
 2. Do any of the following:
 - Turn off Double Tap Gesture.
 - Change the duration of the double tap gesture to Slow or Slowest.
-

Hearing

Use hearing devices with iPad

You can use Made for iPhone (MFi) hearing aids or sound processors with iPad and adjust their settings.

Pair a hearing device with iPad

If your hearing devices aren't listed in Settings  > Accessibility > Hearing Devices, you need to pair them with iPad.

1. Open the battery doors on your hearing devices.

2. On iPad, go to Settings > Bluetooth, then make sure Bluetooth is turned on.
3. Go to Settings > Accessibility > Hearing Devices.
4. Close the battery doors on your hearing devices.
5. When their names appear below MFi Hearing Devices (this could take a minute), tap the names and respond to the pairing requests.

Pairing can take as long as 60 seconds—don't try to stream audio or otherwise use the hearing devices until pairing is finished. When pairing is finished, you hear a series of beeps and a tone, and a checkmark appears next to the hearing devices in the Devices list.

You need to pair your devices only once (and your audiologist might do it for you). After that, your hearing devices automatically reconnect to iPad whenever they turn on.

Adjust the settings and view the status of your hearing devices

- *In Settings:* Go to Settings  > Accessibility > Hearing Devices > MFi Hearing Devices.
- *Using accessibility shortcuts:* See [Use accessibility shortcuts on iPad](#).
- *On the Lock Screen:* Go to Settings > Accessibility > Hearing Devices > MFi Hearing Devices, then turn on Control on Lock Screen. From the Lock Screen, you can do the following:
 - Check battery status.
 - Adjust ambient microphone volume and equalization.
 - Choose which hearing device (left, right, or both) receives streaming audio.
 - Control Live Listen.

 **Tip:** You can quickly adjust the settings or view the status of your hearing devices with the following accessibility shortcuts:

- [Triple-click the Home button](#) (on an iPad with a Home button)
- [Triple-click the top button](#) (on other iPad models)
- [Use Control Center](#)

Use your hearing devices with more than one device

If you pair your hearing devices with more than one device (both iPhone and iPad, for example), the connection for your hearing devices automatically switches from one to the other when you do something that generates audio on the other device, or when you receive a phone call on iPhone.

Changes you make to hearing device settings on one device are automatically sent to your other devices.

1. Sign in with your Apple ID on all the devices.
 2. Connect all the devices to the same Wi-Fi network.
-

Turn on Hearing Aid Compatibility

Hearing Aid Compatibility may reduce interference and improve audio quality with some hearing aid models.

1. Go to Settings  > Accessibility > Hearing Devices.
 2. Turn on Hearing Aid Compatibility.
-

Stream audio from iPad to your hearing devices

Stream audio from iPad and its apps to your hearing devices. You can even use Live Listen to stream sound from the microphone to your Made For iPhone (MFi) hearing devices or AirPods.

Stream audio to your hearing devices

To stream audio from Siri, Music, Apple TV, and more, see [Set up and listen to Bluetooth headphones](#).

You can also automatically [route audio calls](#) to a hearing device.

Use iPad as a remote microphone with Live Listen

Stream sound from the microphone on iPad to your Made For iPhone (MFi) hearing devices or AirPods. This can help you hear better in some situations—for example, when having a conversation in a noisy environment.

1. If you're using AirPods, place them in your ears.
 2. Turn on Live Listen with one of the following methods:
 - Open Control Center, tap , tap your hearing device or AirPods, then turn on Live Listen.
(If you don't see , add it to Control Center—go to Settings  > Control Center, then choose Hearing.
 - [Triple-click the Home button](#) (on an iPad with a Home button) or [triple-click the top button](#) (on other iPad models), tap Hearing Devices, then tap Live Listen.
 3. Position iPad near the sound source.
-

Recognize sounds using iPad

Your iPad can continuously listen for certain sounds—such as a crying baby, doorbell, or siren—and notify you when it recognizes these sounds.

Note: Don't rely on your iPad to recognize sounds in circumstances where you may be harmed or injured, in high-risk or emergency situations, or for navigation.

Set up Sound Recognition

1. Go to Settings  > Accessibility > Sound Recognition, then turn on Sound Recognition.
2. Tap Sounds, then turn on the sounds you want iPad to recognize.

 **Tip:** To quickly turn Sound Recognition on or off, [use Control Center](#).

Set up and use RTT on iPad

With real-time text (RTT) and Wi-Fi calling on your iPhone, you can also make and receive RTT calls in the FaceTime app  on your iPad.

Important: RTT isn't supported by all carriers or in all countries or regions. RTT functionality depends on your carrier and network environment. When making an emergency call in the U.S., iPhone sends special characters or tones to alert the operator. The operator's ability to receive or respond to these tones can vary depending on your location. Apple doesn't guarantee that the operator will be able to receive or respond to an RTT call.

Set up RTT

1. Make sure you can [make and receive Wi-Fi calls on iPad](#).
2. Go to Settings  > Accessibility > RTT.
3. Turn on Software RTT, then do any of the following.
 - Tap Relay Number, then enter the phone number to use for relay calls using Software RTT/TTY.
 - Turn on Send Immediately to send each character as you type. Turn off to complete messages before sending.

When RTT is turned on,  appears in the status bar at the top of the screen.

Start an RTT call

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 Audio.

3. Tap Call, then tap RTT Call.
-

Type text during an RTT call

1. Enter your message in the text field.

If you turned on Send Immediately in Settings, your recipient sees each character as you type. Otherwise, tap  to send the message.

2. To also transmit audio, tap .
-

Note: Standard voice call rates apply for RTT calls.

Adjust audio and visual settings on iPad

You can adjust audio and visual accessibility settings to suit your hearing needs. For example, set mono audio, volume balance, LED Flash for Alerts, and headphone accommodations.

Adjust the volume balance and mono audio

1. Go to Settings  > Accessibility > Audio & Visual.
 2. Adjust any of the following:
 - *Mono Audio:* Combine the left and right channels into a mono signal played on both channels.
 - *Balance:* Drag the Left Right Stereo Balance slider.
-

Flash the LED for alerts

On an iPad with a flash, if you can't hear the sounds that announce incoming calls and other alerts, iPad can flash its LED (next to the camera lens on the back of iPad). The LED flashes only if iPad is locked.

 **Tip:** LED Flash for Alerts is a useful feature for anyone who might miss the tones associated with calls and other alerts in a noisy environment.

1. Go to Settings  > Accessibility > Audio & Visual, then turn on LED Flash for Alerts.
 2. To prevent LED flashes when iPad is in silent mode, turn off Flash on Silent.
-

Set headphone accommodations

With supported Apple and Beats headphones, you can amplify soft sounds and adjust certain frequencies for your hearing. These adjustments help music, movies, phone calls, and podcasts sound more crisp and clear.

1. Go to Settings  > Accessibility > Audio & Visual > Headphone Accommodations, then turn on Headphone Accommodations.
 2. Tap Custom Audio Setup, then follow the onscreen instructions. Or manually set any of the following:
 - *Tune Audio For*: Choose Balanced Tone, Vocal Range, or Brightness.
 - *Level*: Choose Slight, Moderate, or Strong amplification of soft sounds.
 - *Phone*: Apply these audio settings to phone calls.
 - *Media*: Apply these audio settings to media playback.
 3. To preview your audio settings, tap Play Sample.
-

Display subtitles and captions for videos and HomePod announcements on iPad

When you play video content in a supported app, you can turn on subtitles and closed captions (if available). iPad usually shows standard subtitles and captions, but you can also choose special accessible captions—such as subtitles for the deaf and hard of hearing (SDH)—if available.

iPad can also display transcriptions of announcements made through HomePod.

Turn on subtitles and captions in the Apple TV app

1. While playing video content, tap .
 2. Choose from the list of available subtitles and captions.
-

Customize the subtitles and captions in supported video apps

1. Go to Settings  > Accessibility > Subtitles & Captioning.
 2. If you prefer closed captioning or subtitles for the deaf and hard of hearing when available, turn on Closed Captions + SDH.
 3. Tap Style, then choose an existing caption style or create a new style based on the following:
 - Font, size, and color
 - Background color and opacity
 - Text opacity, edge style, and highlight
-

Show transcriptions for announcements on HomePod

Go to Settings  > Accessibility > Subtitles & Captioning, then turn on Show Transcriptions.

General

Use Guided Access on iPad

Guided Access helps you stay focused on a task by temporarily restricting iPad to a single app, and allowing you to control which app features are available. You can do any of the following:

- Disable areas of the screen that aren't relevant to a task, or areas where an accidental gesture might cause a distraction
 - Disable the iPad hardware buttons
 - Limit how long someone can use the app
-

Set up Guided Access

1. Go to Settings  > Accessibility > Guided Access, then turn on Guided Access.

2. Adjust any of the following:

- *Passcode Settings*: Tap Set Guided Access Passcode, then enter a passcode.

You can also turn on Face ID or Touch ID as a way to end a Guided Access session.

- *Time Limits*: Play a sound or speak the time remaining before a Guided Access session ends.
 - *Accessibility Shortcut*: Turn the shortcut on or off during Guided Access sessions.
 - *Display Auto-Lock*: Set how long it takes iPad to automatically lock during a Guided Access session.
-

Start a Guided Access session

1. Open the app you want to use.

2. Turn on Guided Access using one of the following methods:

- Ask Siri. Say something like: "Turn on Guided Access." [Learn how to ask Siri.](#)
- [Use accessibility shortcuts.](#)

3. Circle any areas of the screen you want to disable. Drag the mask into position or use the handles to adjust its size.

4. Tap Options, then turn on or off any of the following:

- Top Button (or Sleep/Wake Button)
- Volume Buttons
- Motion (to prevent iPad from switching from portrait to landscape or from responding to other motions)
- Keyboards
- Touch
- Time Limit

5. Tap Start.

End a Guided Access session

Do any of the following:

- *On an iPad with a Home button:* Double-click the Home button, then unlock with Touch ID (if enabled). Or triple-click the Home button, then enter the Guided Access passcode.
 - *On iPad Air (4th generation):* Double-click the top button, then unlock with Touch ID (if enabled). Or triple-click the top button, then enter the Guided Access passcode.
 - *On an iPad with Face ID:* Double-click the top button, then unlock with Face ID (if enabled). Or triple-click the top button, then enter the Guided Access passcode.
-

Use accessibility features with Siri on iPad

Siri is often the easiest way to start using accessibility features with iPad. With Siri, you can open apps, turn many settings on or off, or use Siri for what it does best—acting as your intelligent personal assistant.

 **Ask Siri.** Say something like: “Turn on VoiceOver” or “Turn off VoiceOver.” [Learn how to ask Siri.](#)

Siri knows when VoiceOver is on, so will often read more information back to you than appears on the screen. You can also use VoiceOver to read what Siri shows on the screen.

Type instead of speaking to Siri

1. Go to Settings  > Accessibility > Siri, then turn on Type to Siri.
 2. To make a request, summon Siri, then interact with Siri by using the keyboard and text field.
-

Control voice feedback for Siri

1. Go to Settings  > Accessibility > Siri.
 2. Choose Don't Speak in Silent Mode, Only Speak with Hey Siri, or Always Speak Responses.
-

Turn off "Hey Siri" when iPad is covered or facing down

To prevent iPad from listening for "Hey Siri" when it's covered or facing down, go to Settings  > Accessibility > Siri, then turn off Always Listen for "Hey Siri."

Hide apps when Siri is active

To hide the current app when you summon Siri, go to Settings  > Accessibility > Siri, then turn off Show Apps Behind Siri.

Use accessibility shortcuts on iPad

After you set up accessibility features, you can quickly turn them on or off with any of the methods below.

Ask Siri to turn on an accessibility feature

Say something like: "Turn on VoiceOver." [Learn how to ask Siri.](#)

Triple-click the Home button

On an iPad with a Home button, you can turn accessibility features on or off by triple-clicking the Home button.

- *Set up Accessibility Shortcut:* Go to Settings  > Accessibility > Accessibility Shortcut, then select the features you use the most.
 - *Slow down the double-click or triple-click speed for the Home button:* Go to Settings > Accessibility > Home Button.
 - *Use Accessibility Shortcut:* Triple-click the Home button.
-

Triple-click the top button

On iPad Air (4th generation), iPad Pro 12.9-inch (3rd generation and later), or iPad Pro 11-inch, you can turn accessibility features on or off by triple-clicking the top button.

- *Set up Accessibility Shortcut:* Go to Settings  > Accessibility > Accessibility Shortcut, then select the features you use the most.
 - *Slow down the double-click or triple-click speed for the top button:* Go to Settings > Accessibility > Top Button.
 - *Use Accessibility Shortcut:* Triple-click the top button.
-

Use Control Center

You can also add accessibility features to Control Center and then activate them from there.

1. Go to Settings  > Control Center, then tap  next to the accessibility features you use the most.
 2. To activate an accessibility feature from Control Center, open Control Center, then tap the accessibility feature.
-

Security and privacy

Use the built-in security and privacy protections of iPad

iPad is designed to protect your data and your privacy. Built-in security features help prevent anyone but you from accessing the data on your iPad and in iCloud. Built-in privacy features minimize how much of your information is available to anyone but you, and you can adjust what information is shared, where you share it, and when it's backed up.

To take maximum advantage of the security and privacy features built into iPad, follow these practices:

Set a strong passcode

Setting a passcode to unlock iPad is the most important thing you can do to safeguard your device. See [Set a passcode on iPad](#).

Use Face ID or Touch ID

Face ID (supported models) or Touch ID (supported models) provides a secure and convenient way to unlock your iPad, authorize purchases and payments, and sign in to many third-party apps. See [Set up Face ID on iPad](#) or [Set up Touch ID on iPad](#).

Turn on Find My iPad

Find My helps you find your iPad if it's lost or stolen and prevents anyone else from activating or using your iPad if it's missing. See [Add a device to Find My on iPad](#).

Keep your Apple ID secure

Your Apple ID provides access to your data in iCloud and your account information for services like the App Store and Apple Music. To learn how to protect the security of your Apple ID, see [Keep your Apple ID secure on iPad](#).

Use Sign in with Apple when it's available

To help you set up accounts, many apps and websites offer Sign in with Apple. Sign in with Apple limits the information shared about you, it conveniently uses the Apple ID you already have, and it provides the security of two-factor authentication. See [Sign in with Apple on iPad](#).

Let iPad create a strong password if Sign in with Apple isn't available

For a strong password that you don't have to remember, let iPad create it when you sign up for a service on a website or in an app. See [Automatically fill in strong passwords on iPad](#).

Control the app data and location information you share

You can review and adjust [the data you share with apps](#), [the location information you share](#), and [how Apple delivers advertising to you in the App Store, Apple News, and Stocks](#).

Note: To get personalized support for these practices, go to the [Apple Support website](#) (not available in all countries or regions).

To learn more about how Apple protects your information, go to the [Privacy website](#).

Protect your iPad

Set a passcode on iPad

For better security, set a passcode that needs to be entered to unlock iPad when you turn it on or wake it. Setting a passcode also turns on data protection, which encrypts your iPad data with 256-bit AES encryption. (Some apps may opt out of using data protection.)

Set or change the passcode

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

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

2. Tap Turn Passcode On or Change Passcode.

To view options for creating a password, tap Passcode Options. The most secure options are Custom Alphanumeric Code and Custom Numeric Code.

To view options for creating a password, tap Passcode Options. The most secure options are Custom Alphanumeric Code and Custom Numeric Code.

After you set a passcode, on supported models you can use [Face ID](#) or [Touch ID](#) to unlock iPad. For additional security, however, you must always enter your passcode to unlock your iPad under the following conditions:

- You turn on or restart your iPad.
- You haven't unlocked your iPad for more than 48 hours.
- You haven't unlocked your iPad with the passcode in the last 6.5 days, and you haven't unlocked it with Face ID or Touch ID in the last 4 hours.
- Your iPad receives a remote lock command.

- There are five unsuccessful attempts to unlock your iPad with Face ID or Touch ID.
-

Change when iPad automatically locks

Go to Settings  > Display & Brightness > Auto-Lock, then set a length of time.

Erase data after 10 failed passcodes

Set iPad to erase all information, media, and personal settings after 10 consecutive failed passcode attempts.

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

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

2. Turn on Erase Data.

After all data is erased, you must [restore iPad from a backup](#) or [set it up again as new](#).

Turn off the passcode

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

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

2. Tap Turn Passcode Off.

Reset the passcode

If you enter the wrong passcode six times in a row, you'll be locked out of your device, and you'll receive a message that says iPad is disabled. If you can't remember your passcode, you can erase your iPad with a computer or with recovery mode, then set a new passcode. (If you made an iCloud or computer backup before you forgot your passcode, you can restore your data and settings from the backup.)

See the Apple Support article [If you forgot the passcode on your iPad, or your iPad is disabled](#).

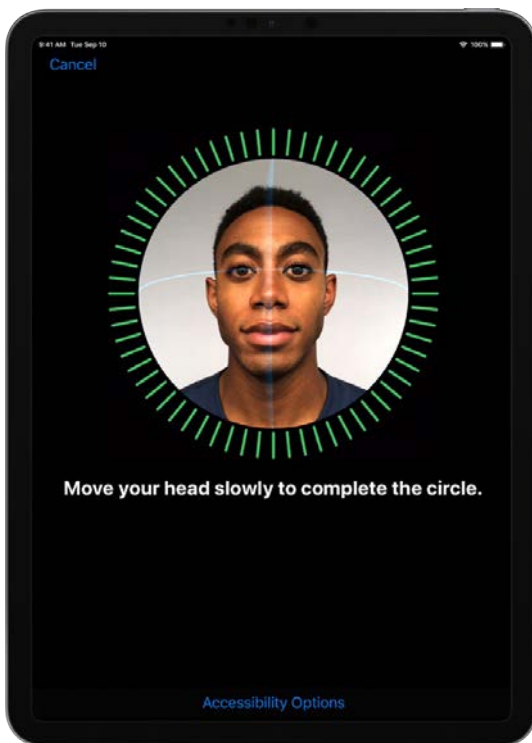
Set up Face ID on iPad

Use Face ID (supported models) to securely and conveniently unlock iPad, authorize purchases and payments, and sign in to many third-party apps by simply glancing at your iPad.

To use Face ID, you must also [set a passcode](#) on your iPad.

Set up Face ID or add an alternate appearance

- If you didn't set up Face ID when you first set up your iPad, go to Settings  > Face ID & Passcode > Set up Face ID, then follow the onscreen instructions.
- To set up an additional appearance for Face ID to recognize, go to Settings > Face ID & Passcode > Set Up an Alternate Appearance, then follow the onscreen instructions.



If you have physical limitations, you can tap Accessibility Options during Face ID set up. When you do this, setting up facial recognition doesn't require the full range of head motion. Using Face ID is still secure, but it requires more consistency in how you look at iPad.

Face ID also has an accessibility feature you can use if you're blind or have low vision. If you don't want Face ID to require that you look at iPad with your eyes open, go to Settings > Accessibility > Face ID & Attention, then turn off Require Attention for Face ID. This feature is automatically turned off if you turn on VoiceOver when you first set up iPad. See [Change Face ID and attention settings on iPad](#).

Temporarily disable Face ID

You can temporarily prevent Face ID from unlocking your iPad.

1. Press and hold the top button and either volume button for 2 seconds.
2. After the sliders appear, press the top button to immediately lock iPad.

iPad locks automatically if you don't touch the screen for a minute or so.

The next time you unlock iPad with your passcode, Face ID is enabled again.

Turn off Face ID

1. Go to Settings  > Face ID & Passcode.
 2. Do one of the following:
 - *Turn off Face ID for specific items only:* Turn off one or more options: iPad Unlock, Apple Pay, iTunes & App Store, or Safari AutoFill.
 - *Turn off Face ID:* Tap Reset Face ID.
-

If your device is lost or stolen, you can prevent Face ID from being used to unlock your device with Find My iPhone Lost Mode. (See [Add a device to Find My on iPad.](#))

For more information about Face ID, see [About Face ID advanced technology](#).

Set up Touch ID on iPad

Use Touch ID (supported models) to securely and conveniently unlock iPad, authorize purchases and payments, and sign in to many third-party apps by pressing the top button (iPad Air (4th generation)) or the Home button (other models) with your finger or thumb.

To use Touch ID, you must [set a passcode](#) on your iPad.

Turn on fingerprint recognition

1. If you didn't turn on fingerprint recognition when you first set up your iPad, go to Settings  > Touch ID & Passcode.
2. Turn on any of the options, then follow the onscreen instructions.

If you turn on iTunes & App Store, you're asked for your Apple ID password when you make your first purchase from the App Store, Apple Books, or the iTunes Store. When you make your next purchases, you're asked to use Touch ID.

Note: If you can't add a fingerprint or unlock your iPad using Touch ID, see the Apple Support article [If Touch ID isn't working](#).

Add a fingerprint

You can add multiple fingerprints (both of your thumbs and forefingers, for example).

1. Go to Settings  > Touch ID & Passcode.
2. Tap Add a Fingerprint.
3. Follow the onscreen instructions.

Name or delete a fingerprint

1. Go to Settings  > Touch ID & Passcode.

If you added more than one fingerprint, place a finger on the top button (iPad Air (4th generation)) or Home button (other models) to identify its print.

2. Tap the fingerprint, then enter a name (such as "Thumb") or tap Delete Fingerprint.

Unlock iPad by touching instead of pressing with your finger or thumb

Go to Settings  > Accessibility, tap Top Button (iPad Air (4th generation)) or Home Button (other models), then turn on Rest Finger to Open.

Turn off Touch ID

Go to Settings  > Touch ID & Passcode, then turn off one or more of the options.

Control access to information on the iPad Lock Screen

You can easily access a few commonly used features (such as widgets, media playback controls, and Control Center) from the Lock Screen. (For security, USB connections aren't allowed when iPad is locked.) You can control access to these items when iPad is locked.

If you turn off Lock Screen access to a feature, you prevent someone who has your iPad from viewing any personal information that it might contain (such as an upcoming event in the Calendar widget). However, you also lose quick access to the information yourself.

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

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

2. Select your options.

You can turn access on or off to the following features while iPad is locked:

- Widgets (see [Add widgets to the iPad Home Screen](#))
- Recent notifications (see [View and respond to notifications on iPad](#))
- Control Center (see [Use and customize Control Center on iPad](#))
- Siri (see [Ask Siri on iPad](#))
- Home Control (see [Intro to Home on iPad](#))
- Returning Missed Calls (see [Make and receive FaceTime calls on iPad](#))
- Connecting to a Mac, a Windows PC, or an accessory with USB (such as when you connect iPad to your computer using USB)

Important: If you change the default setting and allow USB connections when iPad is locked, you disable an important security feature of your iPad.

Protect your accounts

Keep your Apple ID secure on iPad

Your Apple ID is the account you use to access Apple services like the App Store, Apple Music, iCloud, iMessage, FaceTime, and more. Your account includes the email address and password you use to sign in as well as the contact, payment, and security details you use across Apple services. Apple employs industry-standard practices to safeguard your Apple ID.

Here are some of the best practices you can follow to maximize the security of your account.

- Don't share your Apple ID with other people, even family members.

To share purchases, subscriptions, a family calendar, and more without sharing Apple IDs, [set up Family Sharing](#).

- Never provide your password, security questions, verification codes, recovery key, or any other account security details to anyone else. Apple will never ask you for this information.

- When accessing your Apple ID account page in Safari or another web browser, look for the Lock icon  in the address field to verify that your session is encrypted and secure.
- When using a public computer, always sign out when your session is complete to prevent other people from accessing your account.
- Avoid phishing scams. Don't click links in suspicious email or text messages and never provide personal information on any website you aren't certain is legitimate. See the Apple Support article [Recognize and avoid phishing messages, phony support calls, and other scams](#).
- Don't use your password with other online accounts.
- Let two-factor authentication protect your account. If you create a new Apple ID on a device with iOS 13.4, iPadOS 13.4, macOS 10.15.4, or later, your account automatically uses two-factor authentication. If you previously created an Apple ID account without two-factor authentication, turn on two-factor authentication. See [Manage two-factor authentication from iPad](#).

For more information about best practices, see the Apple Support article [Security and your Apple ID](#).

To set up or manage your Apple ID, go to the [Apple ID website](#).

Sign in with Apple on iPad

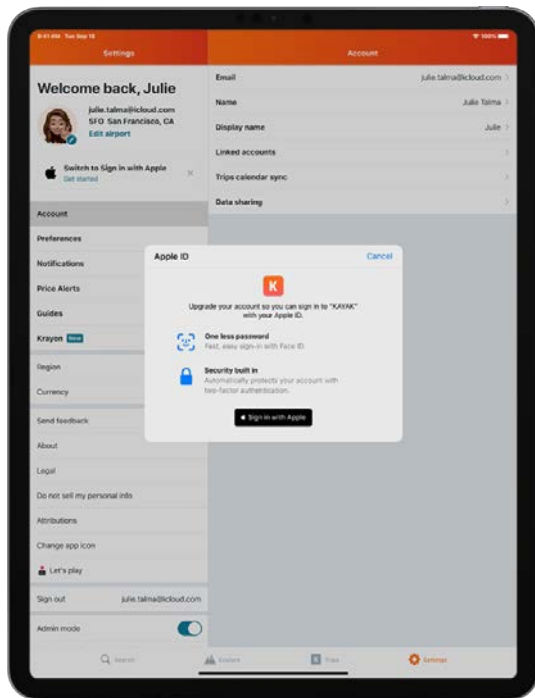
With Sign in with Apple, you can sign in to participating apps and websites with your Apple ID. You don't need to create and remember new passwords, and your account is protected with two-factor authentication.

Sign in with Apple is designed to respect your privacy. Apps and websites can ask only for your name and email address to set up your account, and Apple won't track you as you use them.

Set up or upgrade an account to Sign in with Apple

When a participating app or website asks you to set up or upgrade an account, do the following:

1. Tap Sign in with Apple.
2. Follow the onscreen instructions.



Some apps (and websites) don't request your name and email address. In this case, you simply authenticate with Face ID or Touch ID (depending on your model), then start using the app.

Others may ask for your name and email address to set up a personalized account. When an app asks for this information, Sign in with Apple displays your name and the personal email address from your Apple ID account for you to review.

To edit your name, tap it, then use the keyboard to make changes.

To specify an email address, do one of the following:

- *Use your personal email address:* Tap Share My Email.

If you have multiple email addresses associated with your Apple ID, choose the address you want.

- *Hide your email address:* Tap Hide My Email.

This option allows you to receive email from the app without sharing your personal email address. When you choose this option, Apple creates a unique, random email address for you, and any email sent from the app to this address is forwarded to your personal address.

After you review your information and choose an email option, tap Continue, authenticate with Face ID or Touch ID (depending on your model), then start using the app.

Sign in to access your account

After you set up an account with an app or website using Sign in with Apple, you typically don't need to sign in to it again on your iPad. But if you're asked to sign in (for example, after you sign out of an account), do the following:

1. Tap Sign in with Apple.
 2. Review the Apple ID that appears, then tap Continue.
 3. Authenticate with Face ID or Touch ID (depending on your model).
-

Change the address used to forward email

If you chose to hide your email address when you created an account and you have more than one address associated with your Apple ID, you can change the address that receives your forwarded email.

1. Go to Settings > [your name] > Name, Phone Numbers, Email > Forward To.
 2. Choose a different email address, then tap Done.
-

Change Sign in with Apple settings for an app or website

1. Go to Settings > [your name] > Password and Security.
 2. Tap Apps Using Your Apple ID.
 3. Choose an app, then do either of the following:
 - *Turn off forwarding email:* Turn off Forward To. You won't receive any further emails from the app.
 - *Stop using Sign in with Apple:* Tap Stop Using Apple ID. You may be asked to create a new account the next time you try to sign in with the app.
-

Sign in with Apple also works on your other devices—iPhone, Apple Watch, Mac, Apple TV, and iPod touch—where you're signed in with the same Apple ID.

To sign in from an Android app, a Windows app, or any web browser, tap Sign in with Apple, then enter your Apple ID and password.

Sign in with Apple requires two-factor authentication for your Apple ID. This protects your Apple ID, your app accounts, and your app content. For information about how two-factor authentication works, see the Apple Support article [Two-factor authentication for Apple ID](#).

For more information, see the Apple Support article [How to use Sign in with Apple](#).

Automatically fill in strong passwords on iPad

When you sign up for services on websites and in apps, you can let create strong passwords for many of your accounts, or you can create your own passwords.

stores the passwords in iCloud Keychain and fills them in for you automatically, so you don't have to memorize them.

Note: Instead of creating an account and password, [use Sign in with Apple](#) when a participating app or website invites you to set up an account. Sign in with Apple uses the Apple ID you already have, and it limits the information shared about you.

Create a strong password for a new account

1. On the new account screen for the website or app, enter a new account name.

For supported websites and apps, iPad suggests a unique, complex password.

2. Do one of the following:

- *Choose the suggested password:* Tap Use Strong Password.
- *Make up your own password:* Tap Choose My Own Password.

3. To later allow iPad to automatically fill in the password for you, tap Yes when you're asked if you want to save the password.

Note: For iPad to create and store passwords, iCloud Keychain must be turned on. Go to Settings  > [your name] > iCloud > Keychain.

Automatically fill in a saved password

1. On the sign-in screen for the website or app, tap the account name field.

2. Do one of the following:

- Tap the account suggested at the bottom of the screen or near the top of the keyboard.
- Tap , tap Other Passwords, then tap an account.

The password is filled in. To see the password, tap .

To enter an account or password that isn't saved, tap  on the sign-in screen.

View your saved passwords

 **Ask Siri.** Say something like: "Show me my passwords." [Learn how to ask Siri.](#)

To view the password for an account, tap it.

You can also view your passwords without asking Siri. Do one of the following, then tap an account to view its password:

- Go to Settings  > Passwords.
 - On a sign-in screen, tap .
-

Prevent iPad from automatically filling in passwords

Go to Settings  > Passwords > AutoFill Passwords, then turn off AutoFill Passwords.

Change a weak password on iPad

If you create your own passwords and any are weak (for example, they're easily guessed or used multiple times), iPad identifies them for you automatically.

1. Go to Settings  > Passwords > Security Recommendations.

If an account has a weak password, a message explains the problem.

2. Tap the account.
 3. Tap Change Password, then change your password on the website or in the app.
-

iPad also securely monitors your passwords and alerts you if they appear in known data leaks. If you don't want iPad to perform this monitoring, go to Settings > Passwords > Security Recommendations, then turn off Detect Compromised Passwords.

Share passwords securely with AirDrop on iPad

Use AirDrop to securely share passwords with someone using an iPhone, iPad, iPod touch, or Mac.

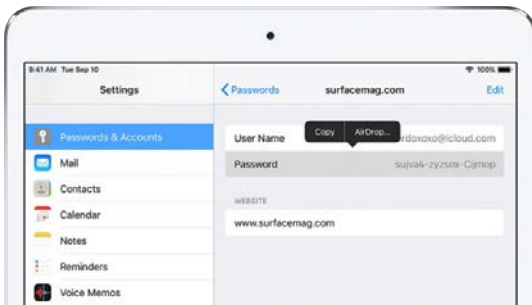
[iCloud Keychain must be set up](#) on your iPad.

Send a password

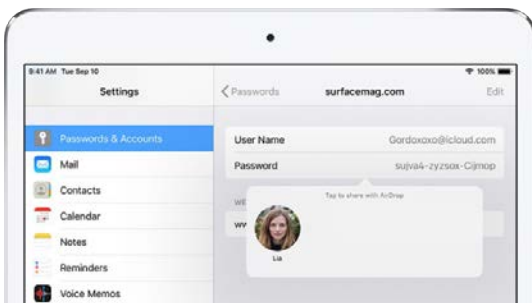
To use AirDrop to share a password, the person you're sharing with must be in your Contacts. To share with someone on iPad, iPhone, or iPod touch, ask them to open Control Center and [allow AirDrop to receive items](#). To share with someone on a Mac, ask them to allow themselves to be discovered in AirDrop in the Finder.

1. On your iPad, go to Settings  > Passwords.
2. Tap the account you want to share.

3. Tap Password, then tap AirDrop.



4. Tap the contact you want to send the password to.



Receive a password

To receive a password, you must be in the sender's contacts.

1. If you haven't already done so, [allow AirDrop to receive items](#).
2. When you receive a request to accept a password from someone else, tap Accept.

The password is saved on your iPad, where you can [view it](#) and let iPad [automatically fill it in](#) on the sign-in screen for the account.

From , make your passwords available on all your devices with iCloud Keychain

Use iCloud Keychain to keep your website and app passwords, credit card information, Wi-Fi network information, and other account information up to date across all of your approved devices and Mac computers. (iOS 7, iPadOS 13, OS X 10.9, or later required.) iCloud Keychain is secured with 256-bit AES encryption during storage and transmission, and its data cannot be read by Apple.

iCloud Keychain can also keep the accounts you use in Mail, Contacts, Calendar, and Messages up to date across all of your iPhone, iPad, and iPod touch devices and Mac computers.

Set up iCloud Keychain

If you didn't turn on iCloud Keychain when you first set up your iPad, go to Settings  > [your name] > iCloud > Keychain, turn on iCloud Keychain, then follow the onscreen instructions.

When you set up iCloud Keychain, you create an iCloud Security Code, which you can use to authorize additional devices that use your iCloud Keychain. It's also used for verification so that you can perform other iCloud Keychain actions, such as recovering your iCloud Keychain if you lose all your devices.

Set up iCloud Keychain on an additional device

When you turn on iCloud Keychain on an additional device, your other devices using iCloud Keychain receive a notification requesting your approval of the additional device.

On one of your other devices, approve the additional device. Your iCloud Keychain automatically begins updating on the additional device.

To approve iCloud Keychain when you don't have access to your other devices, follow the onscreen instructions to use your iCloud Security Code.

Reset or create an iCloud Security Code

If you enter the wrong iCloud Security Code too many times when using iCloud Keychain, your iCloud Keychain is disabled on that device, and your keychain in iCloud is deleted.

To reset or create a new iCloud Security Code, see the Apple Support article [If you enter your iCloud Security Code incorrectly too many times](#).

To learn more about iCloud Keychain, see the Apple Support article [Set up iCloud Keychain](#).

Manage two-factor authentication from iPad

Two-factor authentication helps prevent others from accessing your Apple ID account, even if they know your Apple ID password. Two-factor authentication is built into iOS 9, iPadOS 13, OS X 10.11, or later.

Certain features in iOS, iPadOS, and macOS require the security of two-factor authentication, which is designed to protect your information. If you create a new Apple ID on a device with iOS 13.4, iPadOS 13.4, macOS 10.15.4, or later, your account automatically uses two-factor authentication. If you previously created an Apple ID account without two-factor authentication, you can turn on its extra layer of security at any time.

Note: Certain account types may be ineligible for two-factor authentication at the discretion of Apple. Two-factor authentication isn't available in all countries or regions. See the Apple Support article [Availability of two-factor authentication for Apple ID](#).

For information about how two-factor authentication works, see the Apple Support article [Two-factor authentication for Apple ID](#).

Turn on two-factor authentication

1. If your Apple ID account isn't already using two-factor authentication, go to Settings  > [your name] > Password & Security.
2. Tap Turn On Two-Factor Authentication, then tap Continue.
3. Enter a *trusted phone number* (a phone number where you want to receive verification codes for two-factor authentication).

You can choose to receive the codes by text message or automated phone call.

4. Tap Next.
5. Enter the verification code sent to your trusted phone number.

To send or resend a verification code, tap "Didn't get a verification code?"

You won't be asked for a verification code again on your iPad unless you sign out completely, erase your iPad, sign in to your [Apple ID account](#) page in a web browser, or need to change your Apple ID password for security reasons.

After you turn on two-factor authentication, you have a two-week period during which you can turn it off. After that period, you can't turn off two-factor authentication. To turn it off, open your confirmation email and click the link to return to your previous security settings. Keep in mind that turning off two-factor authentication makes your account less secure and means you can't use features that require a higher level of security.

Note: If you use two-step verification and upgrade to iPadOS 13 or later, your account might be migrated to use two-factor authentication. See the Apple Support article [Two-step verification for Apple ID](#).

Add another device as a trusted device

A trusted device is one that can be used to verify your identity by displaying a verification code from Apple when you sign in on a different device or browser. A trusted device must meet these minimum system requirements: iOS 9, iPadOS 13, or OS X 10.11.

1. After you turn on two-factor authentication on one device, sign in with the same Apple ID on another device.

2. When you're asked to enter a six-digit verification code, do one of the following:

- *Obtain the verification code on your iPad or another trusted device that's connected to the internet:* Look for a notification on that device, then tap or click Allow to make the code appear on that device. (A trusted device is an iPhone, iPad, iPod touch, or Mac on which you've already turned on two-factor authentication and on which you're signed in with your Apple ID.)
- *Obtain the verification at a trusted phone number:* If a trusted device isn't available, tap "Didn't get a verification code?" then choose a phone number.
- *Obtain the verification code on a trusted device that's offline:* On a trusted iPhone, iPad, or iPod touch, go to Settings > [your name] > Password & Security, then tap Get Verification Code. On a trusted Mac with macOS 10.15 or later, choose Apple menu  > System Preferences > Apple ID > Password & Security, then click Get Verification Code. On a trusted Mac with macOS 10.14 and earlier, choose Apple menu > System Preferences > iCloud > Account Details > Security, then click Get Verification Code.

3. Enter the verification code on the new device.

You won't be asked for a verification code again unless you sign out completely, erase your device, sign in to your Apple ID account page in a web browser, or need to change your Apple ID password for security reasons.

Add or remove a trusted phone number

When you enrolled in two-factor authentication, you had to verify one trusted phone number. You should also consider adding other phone numbers you can access, such as a home phone, or a number used by a family member or close friend.

1. Go to Settings  > [your name] > Password & Security.
2. Tap Edit (above the list of trusted phone numbers), then do one of the following:
 - *Add a number:* Tap Add a Trusted Phone Number.
 - *Remove a number:* Tap  next to the phone number.

Trusted phone numbers don't automatically receive verification codes. If you can't access any trusted devices when setting up a new device for two-factor authentication, tap "Didn't get a verification code?" on the new device, then choose one of your trusted phone numbers to receive the verification code.

View or remove trusted devices

1. Go to Settings  > [your name].

A list of the devices associated with your Apple ID appears near the bottom of the screen.

2. To see if a listed device is trusted, tap it, then look for “This device is trusted and can receive Apple ID verification codes.”
3. To remove a device, tap it, then tap Remove from Account.

Removing a trusted device ensures that it can no longer display verification codes and that access to iCloud (and other Apple services on the device) is blocked until you sign in again with two-factor authentication.

Generate a password for an app that signs in to your Apple ID account

With two-factor authentication, you need an app-specific password to sign in to your Apple ID account from a third-party app or service—such as an email, contacts, or calendar app. After you generate the app-specific password, use it to sign in to your Apple ID account from the app and access the information you store in iCloud.

1. Sign in to your [Apple ID account](#).
2. Tap Generate Password (below App-Specific Passwords).
3. Follow the onscreen instructions.

After you generate your app-specific password, enter or paste it into the password field of the app as you would normally.

For more information, see the Apple Support article [Using app-specific passwords](#).

Privacy protections on iPad

Control access to information in apps on iPad

You control whether third-party apps have access to information in Contacts, Photos, Calendar, and other apps.

Review or change access to information in apps

The first time an app wants to use information from another app, you receive a request with an explanation. For example, a messaging app may request access to your contacts to find friends who are using the same app. After you grant or deny access, you can change access later.

1. Go to Settings  > Privacy.
2. Tap a category of information, such as Calendars, Reminders, or Motion & Fitness.

The list shows the apps that requested access. You can turn access on or off for any app on the list.

Note: To understand how a third-party app uses the data it's requesting, review its terms and privacy policy. See the Apple Support article [About privacy and Location Services](#).

Control access to hardware features on iPad

Before they use the camera or microphone on your iPad, apps are required to request your permission and explain why they're asking. For example, a social networking app may ask to use your camera so that you can take and upload pictures to that app. Apps are similarly required to request your permission to use various other hardware features, including Bluetooth connectivity, motion and fitness sensors, and devices on your local network.

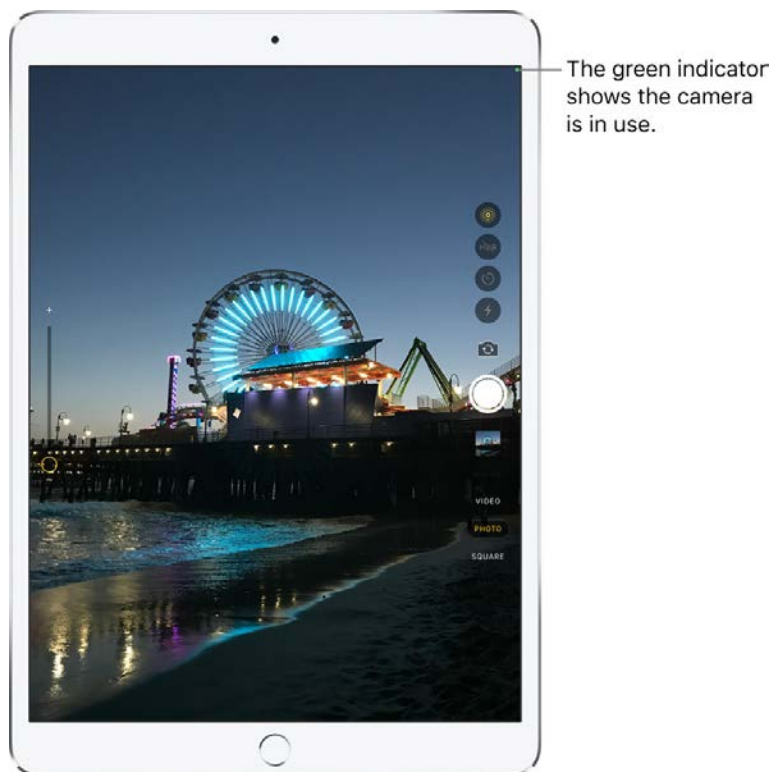
You can review which apps have requested access to these hardware features, and you can change their access at your discretion.

Review or change access to the camera, microphone, and other hardware features

1. Go to Settings  > Privacy.
2. Tap a hardware feature, such as Camera, Bluetooth, Local Network, or Microphone.

The list shows the apps that requested access. You can turn access on or off for any app on the list.

Note: An orange indicator appears at the top of the screen whenever an app uses the microphone (without the camera). Whenever an app uses the camera (including when the camera and microphone are used together), a green indicator appears. Also, a message appears at the top of Control Center to inform you when an app has recently used either.



Control app tracking permissions on iPad

Before they track you or your iPad across apps or websites owned by other companies (for example, to target advertising to you or share your information with data brokers), apps are required to ask your permission. After you grant or deny permission to an app, you can change permission later. You can also stop all apps from requesting permission.

Review or change an app's permission to track you

1. Go to Settings  > Privacy > Tracking.

The list shows the apps that requested permission to track you. You can turn permission on or off for any app on the list.

2. To stop all apps from asking permission to track you, turn off Allow Apps to Request to Track (at the top of the screen).

For more information about app tracking, tap Learn More near the top of the screen.

Control the location information you share on iPad

You control whether iPad and apps have information about your location.

To figure out where you are when getting directions, setting up meetings, and more, Location Services uses information (when available) from GPS networks (iPad models with WiFi + Cellular), your Bluetooth connections, your local Wi-Fi networks, and your cellular network (iPad models with WiFi + Cellular), if you have cellular data turned on). When an app is using Location Services,  appears in the status bar.

When you set up iPad, you're asked if you want to turn on Location Services. Afterward, you can turn Location Services on or off at any time.

The first time an app wants location data from your iPad, you receive a request with an explanation. After you grant or deny access, you can change the app's access later.

Turn on Location Services

If you didn't turn on Location Services when you first set up iPad, go to Settings  > Privacy > Location Services, then turn on Location Services.

Important: If you turn off Location Services, many important iPad features stop working.

Review or change an app's access to location information

1. Go to Settings  > Privacy > Location Services.
2. To review or change access settings for an app or to see its explanation for requesting Location Services, tap the app.

To allow an app to use your specific location, leave Precise Location turned on. To share only your approximate location—which may be sufficient for an app that doesn't need your exact location—turn Precise Location off.

Note: If you set the access for an app to Ask Next Time, you're asked to turn on Location Services again the next time an app tries to use it.

To understand how a third-party app uses the information it's requesting, review its terms and privacy policy. See the Apple Support article [About privacy and Location Services](#).

Hide the map in Location Services alerts

When you allow an app to always use your location in the background, you may receive alerts about the app's use of that information. (These alerts let you change your permission, if you want to.) In the alerts, a map shows locations recently accessed by the app.

To hide the map, go to Settings  > Privacy > Location Services > Location Alerts, then turn off Show Map in Location Alerts.

With the setting off, you continue to receive location alerts, but the map isn't shown.

Review or change Location Services settings for system services

Several system services, such as location-based suggestions and location-based ads, use Location Services.

To see the status for each service, to turn Location Services on or off for each service, or to show  in the status bar when enabled system services use your location, go to Settings  > Privacy > Location Services > System Services.

Use a private network address on iPad

To help protect your privacy, your iPad uses a unique private network address, called a media access control (MAC) address, on each Wi-Fi network it joins.

If a network can't use a private address (for example, to provide parental controls or to identify your iPad as authorized to join), you can stop using a private address for that network.

Turn private address off for a network

1. Go to Settings  > Wi-Fi, then tap  for a network.
2. Turn Private Address off.

Important: For better privacy, leave Private Address turned on for all networks that support it. Using a private address helps reduce tracking of your iPad across different Wi-Fi networks.

Control how Apple delivers advertising to you on iPad

You control how Apple delivers advertising.

Ads delivered by Apple may appear in the App Store, Apple News, and Stocks. These ads don't access data from any other apps. In the App Store and Apple News, your search and download history may be used to serve you relevant search ads. In Apple News and Stocks, ads are served based partly on what you read or follow. This includes publishers for whom you've enabled notifications and the type of publishing subscription you have. The articles you read are not used to serve targeted ads to you outside these apps, and information collected about what you read is linked to a random identifier rather than your Apple ID.

Review the information Apple uses to deliver ads

Go to Settings  > Privacy > Apple Advertising > View Ad Targeting Information.

The information is used by Apple to deliver more relevant ads in the App Store, Apple News, and Stocks. Your personal data isn't provided to other parties.

Turn personalized ads on or off

Go to Settings  > Privacy > Apple Advertising, then turn Personalized Ads on or off.

Note: Turning off personalized ads limits Apple's ability to deliver relevant ads to you. It may not reduce the number of ads you receive.

Learn more about privacy and Apple's advertising platform

Go to Settings  > Privacy > Apple Advertising > About Advertising & Privacy.

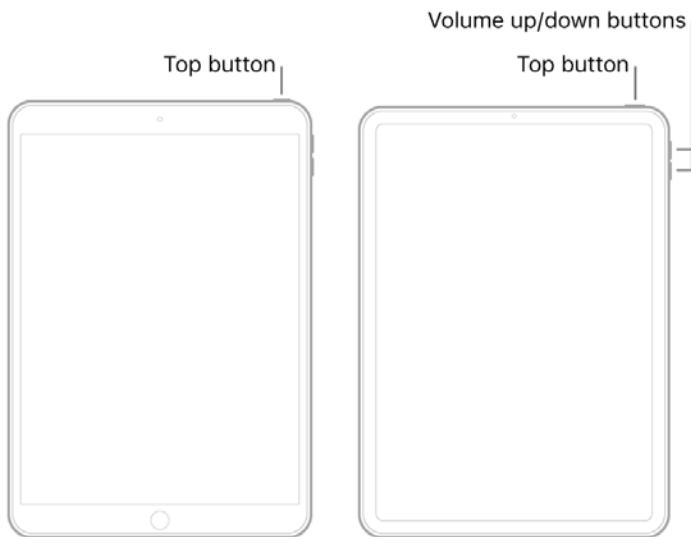
Restart, update, reset, and restore

Restart iPad

If your iPad isn't working right, try restarting it.

Turn iPad off then on

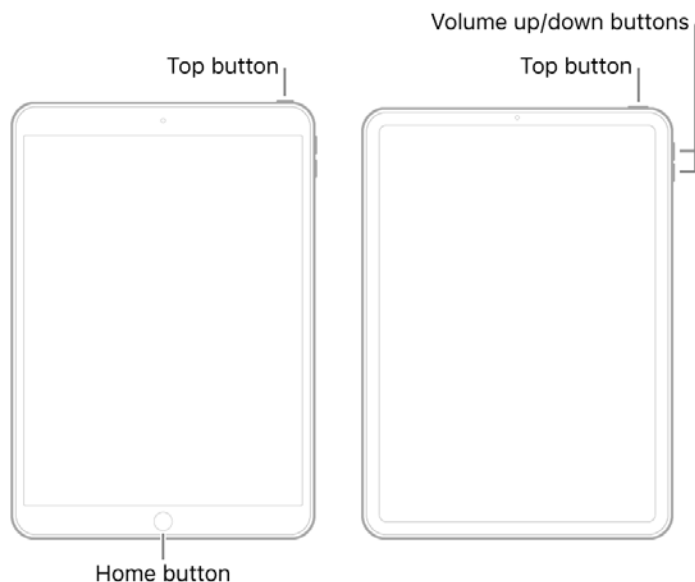
1. To turn off iPad, do one of the following:
 - *On an iPad with a Home button:* Press and hold the top button until the slider appears, then drag the slider.
 - *On other iPad models:* Simultaneously press and hold the top button and either volume button until the sliders appear, then drag the top slider.
 - *All models:* Go to Settings  > General > Shut Down, then drag the slider.
2. To turn iPad back on, press and hold the top button until the Apple logo appears.



Force restart iPad

If iPad isn't responding, do one of the following:

- *On an iPad with a Home button:* Press and hold the top button and the Home button at the same time. When the Apple logo appears, release both buttons.
- *On other iPad models:* Press and quickly release the volume up button, press and quickly release the volume down button, then press and hold the top button. When the Apple logo appears, release the button.



Note: If iPad still doesn't turn on, or if it gets stuck during start up, see the Apple Support article [If your iPhone, iPad, or iPod touch won't turn on or is frozen](#).

Update iPadOS

When you update to the latest version of iPadOS, your data and settings remain unchanged.

Before you update, set up iPad to [back up](#) automatically, or back up your iPad manually.

Update iPad automatically

If you didn't turn on automatic updates when you first set up your iPad, do the following:

1. Go to Settings  > General > Software Update.
2. Tap Customize Automatic Updates (or Automatic Updates). You can choose to automatically download and install updates.

When an update is available, iPad downloads and installs the update overnight while charging and connected to Wi-Fi. You're notified before an update is installed.

Update iPad manually

At any time, you can check for and install software updates.

Go to Settings  > General > Software Update. The screen shows the currently installed version of iPadOS and whether an update is available.

To turn off automatic updates, go to Settings > General > Software Update > Customize Automatic Updates (or Automatic Updates).

Update using your computer

1. [Connect iPad and your computer using USB](#).
2. Do one of the following:
 - *In the Finder sidebar on your Mac:* Select your iPad, then click General at the top of the window.

Note: To use the Finder to update your iPad, macOS 10.15 or later is required. With earlier versions of macOS, [use iTunes](#) to update your iPad.
 - *In the iTunes app on your Windows PC:* Click the iPad button near the top left of the iTunes window, then click Summary.
3. Click Check for Update.
4. To install an available update, click Update.

See the Apple Support articles [Update to the latest iOS](#) and [If you can't update or restore your iPhone, iPad, or iPod touch](#).

Back up iPad

You can back up iPad using iCloud or your computer. To decide which method is best for you, see [About backups for iOS devices](#).

 **Tip:** If you replace your iPad, you can use its backup to transfer your information to the new device. See [Restore all content to iPad from a backup](#).

Back up iPad using iCloud

1. Go to Settings  > [your name] > iCloud > iCloud Backup.
2. Turn on iCloud Backup. iCloud automatically backs up your iPad daily when iPad is connected to power, locked, and on Wi-Fi.
3. To perform a manual backup, tap Back Up Now.

To view your iCloud backups, go to Settings > [your name] > iCloud > Manage Storage > Backups. To delete a backup, choose a backup from the list, then tap Delete Backup.

Back up iPad using your Mac

1. [Connect iPad and your computer using USB.](#)
2. In the Finder sidebar on your Mac, select your iPad.

Note: To use the Finder to back up iPad, macOS 10.15 or later is required. With earlier versions of macOS, [use iTunes](#) to back up iPad.

3. At the top of the Finder window, click General.
4. Select “Back up all of the data on your iPad to this Mac.”
5. To encrypt your backup data and protect it with a password, select “Encrypt local backup.”
6. Click Back Up Now.

Note: You can also connect iPad to your computer wirelessly if you [set up Wi-Fi syncing](#).

Back up iPad using your Windows PC

1. [Connect iPad and your computer using USB.](#)
2. In the iTunes app on your PC, click the iPad button near the top left of the iTunes window.
3. Click Summary.
4. Click Back Up Now (below Backups).
5. To encrypt your backups, select “Encrypt local backup,” type a password, then click Set Password.

To see the backups stored on your computer, choose Edit > Preferences, then click Devices. Encrypted backups have a lock icon in the list of backups.

Note: You can also connect iPad to your computer wirelessly if you [set up Wi-Fi syncing](#).

Return iPad settings to their defaults

You can return settings to their defaults without erasing your content.

If you want to save your settings, [back up iPad](#) before returning them to their defaults. For example, if you’re trying to solve a problem but returning settings to their defaults doesn’t help, you might want to restore your previous settings from a backup.

1. Go to Settings  > General > Reset.

2. Choose an option:

WARNING: If you choose the Erase All Content and Settings option, all of your content is removed. See [Erase iPad](#).

- *Reset All Settings:* All settings—including network settings, the keyboard dictionary, the Home Screen layout, location settings, privacy settings, and Apple Pay cards—are removed or reset to their defaults. No data or media are deleted.
- *Reset Network Settings:* All network settings are removed. In addition, the device name assigned in Settings > General > About is reset to “iPad,” and manually trusted certificates (such as for websites) are changed to untrusted. Cellular data roaming may also be turned off. (See [View or change cellular settings on iPad](#).)

When you reset network settings, previously used networks and VPN settings that weren’t installed by a configuration profile or mobile device management (MDM) are removed. Wi-Fi is turned off and then back on, disconnecting you from any network you’re on. The Wi-Fi and Ask to Join Networks settings remain turned on.

To remove VPN settings installed by a configuration profile, go to Settings > General > Profiles & Device Management, select the configuration profile, then tap Remove Profile. This also removes other settings and accounts provided by the profile. See [Install or remove configuration profiles on iPad](#) in this guide.

To remove network settings installed by MDM, go to Settings > General > Profiles & Device Management, select the management, then tap Remove Management. This also removes other settings and certificates provided by MDM. See “Mobile device management (MDM)” in the [iOS Deployment Reference](#).

- *Reset Keyboard Dictionary:* You add words to the keyboard dictionary by rejecting words iPad suggests as you type. Resetting the keyboard dictionary erases only the words you’ve added.
- *Reset Home Screen Layout:* Returns the built-in apps to their original layout on the Home Screen.
- *Reset Location & Privacy:* Resets the location services and privacy settings to their defaults.

If you want to completely erase your iPad, see [Erase all content and settings from iPad](#). If you want or need to use a computer to erase your iPad, see [Use a computer to erase all content and settings from iPad](#).

Restore all content to iPad from a backup

You can restore content, settings, and apps from a backup to a new or newly erased iPad.

Important: You must first create a backup of your iPad. See [Back up iPad](#).

Restore iPad from an iCloud backup

1. Turn on a new or newly erased iPad.
2. Follow the online instructions to choose a language and region.
3. Tap Set Up Manually.
4. Tap Restore from iCloud Backup, then follow the onscreen instructions.

You're asked for your Apple ID. If you've forgotten your Apple ID, see the [Recover your Apple ID website](#).

Restore iPad from a computer backup

1. [Using USB](#), connect a new or newly erased iPad to the computer containing your backup.
2. Do one of the following:
 - *In the Finder sidebar on your Mac:* Select your iPad, then click Trust.

Note: To use the Finder to restore iPad from a backup, macOS 10.15 or later is required. With earlier versions of macOS, [use iTunes](#) to restore from a backup.

 - *In the iTunes app on a Windows PC:* If you have multiple devices connected to your PC, click the device icon near the top left of the iTunes window, then select your new or newly erased iPad from the list.
3. On the welcome screen, click "Restore from this backup," choose your backup from the list, then click Continue.

If your backup is encrypted, you must enter the password before restoring your files and settings.

See the Apple Support articles [Restore your iPhone, iPad, or iPod touch from a backup](#) and [If you can't update or restore your iPhone, iPad, or iPod touch](#).

Restore purchased and deleted items to iPad

You can redownload items from the App Store, Book Store, and iTunes Store without repurchasing them. If you're part of a [Family Sharing](#) group, you can download items purchased by other family members, too. To restore purchases that aren't on your iPad, see the Apple Support article [Redownload apps, music, movies, TV shows, and books from the App Store, iTunes Store, and Apple Books](#).

You can also [recover recently deleted email](#), [photos](#), [notes](#), and [voice memos](#).

Sell or give away your iPad

Before you sell or give away your iPad, see the Apple Support article [What to do before you sell or give away your iPhone, iPad, or iPod touch](#), and be sure to perform the following tasks:

- [Back up iPad](#). If you replace one iPad with another, you can [use the setup assistant](#) to restore the backup to your new iPad.
- [Erase all content and settings](#) that contain personal information. If you previously [turned on Find My](#) for your iPad, Activation Lock is removed when you erase iPad, making it ready for a new owner.

Erase iPad

When you delete data, it's no longer accessible through the iPad interface, but it isn't erased from iPad storage. To remove all of your content and settings from storage, erase iPad. For example, erase iPad before you [sell it or give it away](#). If you want to save your content and settings, [back up iPad](#) before erasing it.

You can erase iPad from Settings . If you're unable to open Settings, you can use a computer to erase iPad.

Erase all content and settings from iPad

1. Go to Settings > General > Reset.

If you're asked to enter your passcode and you've forgotten it, see [Reset the passcode](#). If you're asked to enter your Apple ID password and you've forgotten it, see the [Recover your Apple ID website](#).

2. Tap Erase All Content and Settings.

When iPad restarts with all content and settings erased, you have the option to set up iPad as new or restore it from a backup. See [Turn on and set up iPad](#).

Use a computer to erase all content and settings from iPad

You can use a Mac or Windows PC to erase all data and settings from your iPad, restore iPad to factory settings, and install the latest version of iPadOS. For example, if you can't open Settings  on iPad, you can use this approach to restore iPad to factory settings.

Before iPad is erased, you have the option to back it up. If you make a backup, you can use the backup to restore your data and settings on your iPad or on a new device. See [Restore iPad from a computer backup](#).

1. [Connect iPad and your computer using USB.](#)

2. Do one of the following:

- *In the Finder sidebar on your Mac:* Select your iPad, click General at the top of the window, then click Restore iPad.

Note: To use the Finder to restore iPad to factory settings, macOS 10.15 or later is required. With earlier versions of macOS, [use iTunes](#) to restore iPad.

- *In the iTunes app on a Windows PC:* Click the iPad button near the top left of the iTunes window, click Summary, then click Restore iPad.

3. Follow the onscreen instructions.

See the Apple Support article [If you can't update or restore your iPhone, iPad, or iPod touch.](#)

Install or remove configuration profiles on iPad

Configuration profiles define settings for using iPad with corporate or school networks or accounts. You might be asked to install a configuration profile that was sent to you in an email, or one that is downloaded from a webpage. You're asked for permission to install the profile and, when you open the file, information about what it contains is displayed. You can see the profiles you have installed in Settings  > General > Profiles & Device Management. If you delete a profile, all of the settings, apps, and data associated with the profile are also deleted.

Safety, handling, and support

Important safety information for iPad

 **WARNING:** Failure to follow these safety instructions could result in fire, electric shock, injury, or damage to iPad or other property. Read all the safety information below before using iPad.

Handling Handle iPad with care. It is made of metal, glass, and plastic and has sensitive electronic components inside. iPad or its battery can be damaged if dropped, burned, punctured, or crushed, or if it comes in contact with liquid. If you suspect damage to iPad or the battery, discontinue use of iPad, as it may cause overheating or injury. Don't use iPad with a cracked screen, as it may cause injury. If you're concerned about scratching the surface of iPad, consider using a case or cover.

Repairing Don't open iPad and don't attempt to repair iPad yourself. Disassembling iPad may damage it or may cause injury to you. iPad Pro 11-inch and iPad Pro 12.9-inch (3rd generation and later) contain lasers that could be damaged during repair or disassembly, which could result in hazardous exposure to infrared laser emissions that are not visible. If iPad is damaged, malfunctions, or comes in contact with liquid, contact Apple or an Apple Authorized Service Provider. Repairs by service providers other than Apple or an Apple Authorized Service Provider may not involve the use of Apple genuine parts and may affect the safety and functionality of the device. You can find more information about repairs and service at the [iPad Repair website](#).

Battery Don't attempt to replace the iPad battery yourself. The lithium-ion battery in iPad should be replaced by Apple or an authorized service provider. Improper replacement or repair could damage the battery, cause overheating, or result in injury. The battery must be recycled or disposed of separately from household waste. Don't incinerate the battery. For information about battery services and recycling, see the [Battery Service and Recycling website](#).

Distraction Using iPad in some circumstances may distract you and might cause a dangerous situation (for example, avoid using headphones while riding a bicycle and avoid typing a text message while driving a car). Observe rules that prohibit or restrict the use of mobile devices or headphones.

Navigation Maps depends on data services. These data services are subject to change and may not be available in all countries or regions, resulting in maps and location-based information that may be unavailable, inaccurate, or incomplete. Compare the information provided in Maps to your surroundings. Use common sense when navigating. Always observe current road conditions and posted signs to resolve any discrepancies. Some Maps features require Location Services.

Charging Charge iPad with the included USB cable and power adapter. You can also charge iPad with "Made for iPad" or other third-party cables and power adapters that are compliant with USB 2.0 or later and with applicable country regulations and international and regional safety standards, including the International Standard for Safety Information Technology Equipment (IEC 60950-1) and the Standard for Safety of Audio/Video, Information and Communication Technology Equipment (IEC 62368-1). Other adapters may not meet applicable safety standards, and charging with such adapters could pose a risk of death or injury.

Using damaged cables or chargers, or charging when moisture is present, can cause fire, electric shock, injury, or damage to iPad or other property. When you use the Apple USB power adapter to charge iPad, make sure the USB cable is fully inserted into the power adapter before you plug the adapter into a power outlet. It's important to keep iPad and its power adapter in a well-ventilated area when in use or charging.

Charging cable and connector Avoid prolonged skin contact with the charging cable and connector when the charging cable is connected to a power source because it may cause discomfort or injury. Sleeping or sitting on the charging cable or connector should be avoided.

Prolonged heat exposure iPad and its USB power adapter comply with applicable surface temperature standards and limits defined by the International Standard for Safety of Information Technology Equipment (IEC 60950-1). However, even within these limits, sustained contact with warm surfaces for long periods of time may cause discomfort or injury. Use common sense to avoid situations where your skin is in contact with a device or its power adapter when it's operating or connected to a power source for long periods of time. For example, don't sleep on a device or power adapter, or place them under a blanket, pillow, or your body, when it's connected to a power source. Keep your iPad and its power adapter in a well-ventilated area when in use or charging. Take special care if you have a physical condition that affects your ability to detect heat against the body.

USB power adapter To operate the Apple USB power adapter safely and reduce the possibility of heat-related injury or damage, plug the power adapter directly into a power outlet. Don't use the power adapter in wet locations, such as near a sink, bathtub, or shower stall, and don't connect or disconnect the power adapter with wet hands. Stop using the power adapter and any cables if any of the following conditions exist:

- The power adapter plug or prongs are damaged.
- The charge cable becomes frayed or otherwise damaged.
- The power adapter is exposed to excessive moisture, or liquid is spilled into the power adapter.
- The power adapter has been dropped, and its enclosure is damaged.

USB power adapter specifications:

Frequency	50 to 60 Hz, single phase
Line voltage	100 to 240 Vac
Output voltage	Refer to the output marking on the power adapter

Hearing loss Listening to sound at high volumes may damage your hearing. Background noise, as well as continued exposure to high volume levels, can make sounds seem quieter than they actually are. Turn on audio playback and check the volume before inserting anything in your ear. For information about how to set a maximum volume limit on iPad, see [Limit the headphone volume](#). For more information about hearing loss, see the [Sound and Hearing website](#).

The Apple headsets sold with iPhone in China (identifiable by dark insulating rings on the plugs) are designed to comply with Chinese standards and are only compatible with iPad, iPhone, and iPod touch.

 **WARNING:** To prevent possible hearing damage, do not listen at high volume levels for long periods.

Radio frequency exposure iPad uses radio signals to connect to wireless networks. For information about radio frequency (RF) energy resulting from radio signals, and steps you can take to minimize exposure, go to Settings  > General > About > Legal > RF Exposure, or see the [RF Exposure website](#).

Radio frequency interference Observe signs and notices that prohibit or restrict the use of mobile devices. Although iPad is designed, tested, and manufactured to comply with regulations governing radio frequency emissions, such emissions from iPad can negatively affect the operation of other electronic equipment, causing them to malfunction. When use is prohibited, such as while traveling in aircraft, or when asked to do so by authorities, turn off iPad, or [use airplane mode](#) or Settings  > Wi-Fi and Settings > Bluetooth to turn off the iPad wireless transmitters.

Medical device interference iPad contains components and radios that emit electromagnetic fields. iPad also contains magnets along the left and right edges and back of the device and on the right side of the front glass, which may interfere with medical devices, such as pacemakers and defibrillators. All iPad Smart Covers, Smart Folios, Smart Keyboards, Smart Keyboard Folios, Magic Keyboards for iPad, and Apple Pencils (each available separately) also contain magnets. These electromagnetic fields and magnets may interfere with medical devices. Consult your physician and medical device manufacturer for information specific to your medical device and whether you need to maintain a safe distance of separation between your medical device and iPad or any of its accessories. If you suspect iPad is interfering with your medical device, stop using iPad.

Not a medical device iPad is not a medical device and should not be used as a substitute for professional medical judgment. It is not designed or intended for use in the diagnosis of disease or other conditions, or in the cure, mitigation, treatment, or prevention of any condition or disease. Please consult your healthcare provider prior to making any decisions related to your health.

Medical conditions If you have any medical condition or experience symptoms that you believe could be affected by iPad or flashing lights (for example, seizures, blackouts, eyestrain, or headaches), consult with your physician prior to using iPad.

Explosive and other atmospheric conditions Charging or using iPad in any area with a potentially explosive atmosphere, such as areas where the air contains high levels of flammable chemicals, vapors, or particles (such as grain, dust, or metal powders), may be hazardous. Exposing iPad to environments having high concentrations of industrial chemicals, including near evaporating liquified gasses such as helium, may damage or impair iPad functionality. Obey all signs and instructions.

Repetitive motion When you perform repetitive activities such as typing, swiping, or playing games on iPad, you may experience discomfort in your hands, arms, wrists, shoulders, neck, or other parts of your body. If you experience discomfort, stop using iPad and consult a physician.

High-consequence activities This device is not intended for use where the failure of the device could lead to death, personal injury, or severe environmental damage.

Choking hazard Some iPad accessories may present a choking hazard to small children. Keep these accessories away from small children.

Important handling information for iPad

Cleaning Clean iPad immediately if it comes in contact with anything that may cause stains or other damage—for example, dirt or sand, ink, makeup, soap, detergent, acids or acidic foods, and lotions. To clean:

- Disconnect all cables, then do one of the following to turn off iPad:
 - *On an iPad with a Home button:* Press and hold the top button until the slider appears, then drag the slider.
 - *On other iPad models:* Simultaneously press and hold the top button and either volume button until the sliders appear, then drag the top slider.
 - *All models:* Go to Settings  > General > Shut Down, then drag the slider.
- Use a soft, slightly damp, lint-free cloth—for example, a lens cloth.
- Avoid getting moisture in openings.
- Don't use cleaning products or compressed air.

The front of iPad is made of glass with a fingerprint-resistant oleophobic (oil-repellant) coating. This coating wears over time with normal usage. Cleaning products and abrasive materials will further diminish the coating and may scratch the glass.

Using connectors, ports, and buttons Never force a connector into a port or apply excessive pressure to a button, because this may cause damage that is not covered under the warranty. If the connector and port don't join with reasonable ease, they probably don't match. Check for obstructions and make sure that the connector matches the port and that you have positioned the connector correctly in relation to the port.

Lightning to USB Cable ([models](#) with a Lightning connector) Discoloration of the Lightning connector after regular use is normal. Dirt, debris, and exposure to moisture may cause discoloration. If your Lightning cable or connector become warm during use or your iPad won't charge or sync, disconnect it from your computer or power adapter and clean the Lightning connector with a soft, dry, lint-free cloth. Do not use liquids or cleaning products when cleaning the Lightning connector.

Lightning to USB Cable or USB-C Charge Cable (depending on [model](#)) Certain usage patterns can contribute to the fraying or breaking of cables. The included cable, like any other metal wire or cable, is subject to becoming weak or brittle if repeatedly bent in the same spot. Aim for gentle curves instead of angles in the cable. Regularly inspect the cable and connector for any kinks, breaks, bends, or other damage. Should you find any such damage, discontinue use of the cable.

Operating temperature iPad is designed to work in ambient temperatures between 32° and 95° F (0° and 35° C) and stored in temperatures between -4° and 113° F (-20° and 45° C). iPad can be damaged and battery life shortened if stored or operated outside of these temperature ranges. Avoid exposing iPad to dramatic changes in temperature or humidity. When you're using iPad or charging the battery, it is normal for iPad to get warm.

If the interior temperature of iPad exceeds normal operating temperatures (for example, in a hot car or in direct sunlight for extended periods of time), you may experience the following as it attempts to regulate its temperature:

- iPad stops charging.
- The screen dims.
- A temperature warning screen appears.
- Some apps may close.

Important: You may not be able to use iPad while the temperature warning screen is displayed. If iPad can't regulate its internal temperature, it goes into deep sleep mode until it cools. Move iPad to a cooler location out of direct sunlight and wait a few minutes before trying to use iPad again.

See the Apple Support article [Keeping iPhone, iPad, and iPod touch within acceptable operating temperatures](#).

Get information about your iPad

View overall storage availability and storage used per app

Go to Settings  > General > iPad Storage.

See the Apple Support articles [How to check the storage on your iPhone, iPad, and iPod touch](#) and [Manage your iCloud storage](#).

See battery usage

Go to Settings  > Battery to see the elapsed time since iPad has been charged. You can also display battery level as a percentage. See [Charge and monitor the iPad battery](#).

View cellular usage

Go to Settings  > Cellular Data. See [View or change cellular settings on iPad](#).

See more information about iPad

Go to Settings  > General > About. The items you can view include:

- Name
- iPadOS software version
- Model name
- Part and model numbers. To the right of Model, the part number appears. To see the model number, tap the part number.
- Serial number
- (Cellular models) Network
- Number of songs, videos, photos, and apps
- Capacity and available storage space
- (Cellular models) Carrier
- (Cellular models) Cellular Data Number
- Wi-Fi and Bluetooth addresses
- (Cellular models) IMEI (International Mobile Equipment Identity)
- (Cellular models) ICCID (Integrated Circuit Card Identifier, or Smart Card) for GSM networks
- (Cellular models) MEID (Mobile Equipment Identifier) for CDMA networks
- Modem firmware
- Legal (including legal notices, and license, warranty, and RF exposure information)

To copy the serial number and other identifiers, touch and hold the identifier until Copy appears.

To see regulatory marks, go to Settings > General > Legal & Regulatory.

View or turn off diagnostic information

Go to Settings  > Privacy > Analytics & Improvements.

To help Apple improve products and services, iPad sends diagnostic and usage data. This data doesn't personally identify you, but may include location information.

View or change cellular settings on iPad

Activate cellular data service on iPad (Wi-Fi + Cellular models), turn cellular use on or off, and set which apps and services use cellular data. With some carriers, you can also change your data plan.

Note: For help with cellular network services and billing, contact your wireless service provider.

If iPad is connected to the internet via the cellular data network, an icon identifying the cellular network appears in the [status bar](#).

If Cellular Data is off, all data services will use only Wi-Fi—including email, web browsing, push notifications, and other services. If Cellular Data is on, carrier charges may be incurred. For example, using certain features and services that transfer data, such as Messages, could result in charges to your data plan.

Turn Cellular Data on or off

Go to Settings  > Cellular Data, then turn Cellular Data on or off. The following options may also be available:

- *Monitor and manage your cellular data network usage:* You can see which apps use cellular data and turn off the option, if you want.
 - *Turn LTE on or off:* Turning on LTE loads data faster.
 - *Turn Data Roaming on or off:* Turning off Data Roaming avoids carrier charges when using a network provided by a different carrier.
 - *Set up Personal Hotspot:* Personal Hotspot shares the internet connection on iPad with computers and iPhone and iPod touch. See [Share your internet connection from iPad \(Wi-Fi + cellular\)](#).
 - *Turn Wi-Fi Assist on or off:* Wi-Fi Assist is on by default. If Wi-Fi connectivity is poor, Wi-Fi Assist automatically switches to cellular data to boost the signal. Because you stay connected to the internet over cellular when you have a poor Wi-Fi connection, you might use more cellular data, which may incur additional charges depending on your data plan. For more information, see the Apple Support article [About Wi-Fi Assist](#).
-

Set whether cellular data is used for apps and services

Go to Settings  > Cellular Data, then turn Cellular Data on or off for any app that can use cellular data.

If a setting is off, iPad uses only Wi-Fi for that service.

Activate, view, or change your cellular data account

Go to Settings  > Cellular Data, then tap Manage Account [*account name*] or Carrier Services.

Lock your SIM card

If your device uses a SIM card for cellular data, you can lock the card with a personal identification number (PIN) to prevent others from using the card. Then, every time you restart your device or remove the SIM card, your card locks automatically, and you're required to enter your PIN. See [Use a SIM PIN for your iPhone or iPad](#).

Find more resources for iPad software and service

Refer to the following resources to get more iPad-related safety, software, service, and support information.

To learn about	Do this
Using iPad safely	See Important safety information for iPad .
iPad service and support, tips, forums, and Apple software downloads	See the iPad Support website .
The latest information about iPad	See the iPad website .
Getting personalized support (not available in all countries or regions)	See the Apple Support website .
Managing your Apple ID account	Sign in to your Apple ID account page .
Using iCloud	See iCloud Help .
Using iTunes for Windows	See the iTunes User Guide for Windows .
Using other Apple iPad apps	See the App Store Support website .
Finding your iPad serial number or IMEI	You can find your iPad serial number or International Mobile Equipment Identity (IMEI) on the iPad packaging. Or, on iPad, go to Settings  > General > About. See the Apple Support article Find the serial number and other information on your iPhone, iPad or iPod touch .
Obtaining warranty service	First follow the advice in this guide, then see the iPad Support website .

To learn about	Do this
Viewing iPad regulatory information	On iPad, go to Settings  > General > Legal & Regulatory.
Battery service	See the Battery Service and Recycling website .
Using iPad in an enterprise environment	See the Apple at Work website .
Using iPad in education	See the Education website .

FCC compliance statement

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Changes or modifications to this product not authorized by Apple could void the electromagnetic compatibility (EMC) and wireless compliance and negate your authority to operate the product.

This product has demonstrated EMC compliance under conditions that included the use of compliant peripheral devices and shielded cables between system components. It is important that you use compliant peripheral devices and shielded cables between system components to reduce the possibility of causing interference to radios, televisions, and other electronic devices.

Responsible party (contact for FCC matters only):

Apple Inc.
One Apple Park Way, MS 911-AHW

Cupertino, CA 95014

USA

apple.com/contact

ISED Canada compliance statement

This device complies with ISED Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Operation in the band 5150–5250 MHz is only for indoor use to reduce the potential for harmful interference to co-channel mobile satellite systems.

Le présent appareil est conforme aux CNR d'ISDE Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

La bande 5150–5250 MHz est réservée uniquement pour une utilisation à l'intérieur afin de réduire les risques de brouillage préjudiciable aux systèmes de satellites mobiles utilisant les mêmes canaux.

Apple and the environment

At Apple, we recognize our responsibility to minimize the environmental impacts of our operations and products. For more information, see our [Environment website](#).

Class 1 Laser information for iPad

iPad Pro 11-inch and iPad Pro 12.9-inch (3rd generation and later) are classified as Class 1 Laser products per IEC60825-1 Ed. 3. These devices comply with 21 CFR 1040.10 and 1040.11, except for conformance with IEC 60825-1 Ed. 3., as described in Laser Notice No. 56, dated May 8, 2019.

Caution: These devices contain one or more lasers. Use other than as described in the user guide, repair, or disassembly may cause damage, which could result in hazardous exposure to infrared laser emissions that are not visible. This equipment should be serviced by Apple or an authorized service provider.



Disposal and recycling information for iPad

Apple Recycling Program (available in some countries or regions)

For free recycling of your old iPad, a prepaid shipping label, and instructions, see the [Apple Trade In website](#).



This symbol indicates that this product and/or battery should not be disposed of with household waste. You must dispose of iPad properly according to local laws and regulations. When iPad reaches its end of life, contact local authorities to learn about disposal and recycling options, or simply drop it off at your local Apple Retail Store or return it to Apple. The battery will be removed and recycled in an environmentally friendly manner. For more information, see the [Apple Trade In website](#).

European Union—Disposal Information

The symbol above means that according to local laws and regulations your product and/or its battery shall be disposed of separately from household waste. When this product reaches its end of life, take it to a collection point designated by local authorities. The separate collection and recycling of your product and/or its battery at the time of disposal will help conserve natural resources and ensure that it is recycled in a manner that protects human health and the environment.

Brasil – Informações sobre descarte e reciclagem

O símbolo acima indica que este produto e/ou sua bateria não devem ser descartados no lixo doméstico. Quando decidir descartar este produto e/ou sua bateria, faça-o de acordo com as leis e diretrizes ambientais locais. Para informações sobre substâncias de uso restrito, o programa de reciclagem da Apple, pontos de coleta e telefone de informações, visite apple.com/br/environment.

Información sobre eliminación de residuos y reciclaje

El símbolo de arriba indica que este producto y/o su batería no debe desecharse con los residuos domésticos. Cuando decidas desechar este producto y/o su batería, hazlo de conformidad con las leyes y directrices ambientales locales. Para obtener información sobre el programa de reciclaje de Apple, puntos de recolección para reciclaje, sustancias restringidas y otras iniciativas ambientales, visita apple.com/mx/environment o apple.com/la/environment.

Turkey environmental information

Türkiye Cumhuriyeti: AEEE Yönetmeliğine Uygundur.

Battery service

The lithium-ion battery in iPad should be serviced by Apple or an authorized service provider. See the [Battery Service and Recycling website](#).

Dispose of batteries according to your local environmental laws and guidelines.

China mainland battery statement

警告：不要刺破或焚烧。该电池不含水银。

Taiwan battery statement



廢電池請回收

警告：請勿戳刺或焚燒。此電池不含汞。

ENERGY STAR® compliance statement for iPad



To save energy, iPad is set to lock after two minutes of user inactivity. To change this setting, go to Settings  > Display & Brightness > Auto-Lock, then select an option. To unlock an iPad with a Home button, press the top button or the Home button. To unlock other iPad models, tap the screen or press the top button.

iPad meets the ENERGY STAR guidelines for energy efficiency. Reducing energy consumption saves money and helps conserve valuable resources; see the [Energy Star website](#).

Apple Inc.

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Some apps and features are not available in all countries or regions. App and features availability is subject to change.