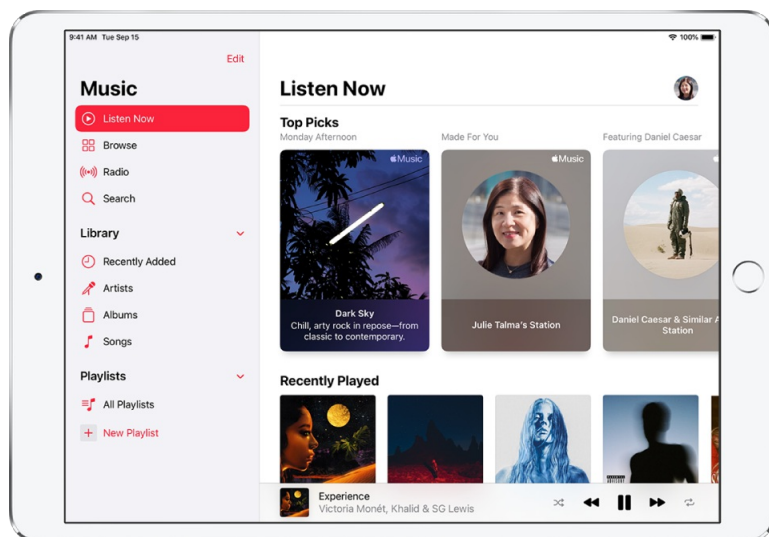




Select your favorite genres and artists

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 Shuffle 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  next to the artist's name.

The Music app  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 Apple Music to ignore your listening habits

If you don't want your followers on Apple Music to see any of the music you play, follow these steps.

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

Turning off your listening history impacts new music recommendations and the contents of Replay playlists.

Listen to radio on iPad

In the Music app , you can listen to Apple Music radio in the Radio tab. Apple Music radio 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 created 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 More to Explore.
 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.

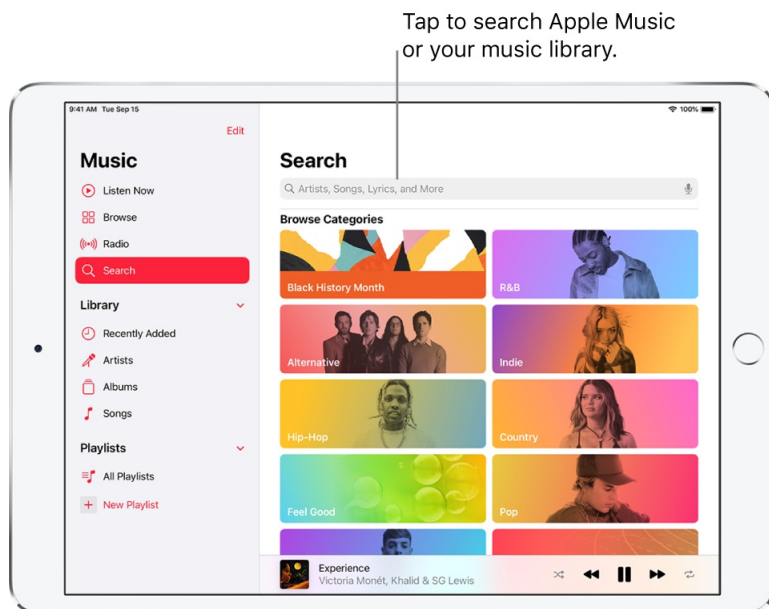
1. Touch and hold an artist or song.
2. Tap Create Station.

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.

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, record label, 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. To create a new playlist, do any of the following:
 - Tap Library, tap Playlists, then tap New Playlist.
 - Touch and hold a song, album, or playlist; tap Add to a Playlist; then tap New Playlist.
 - On the Now Playing screen, tap , tap Add to a Playlist, 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. To add music to the playlist, tap Add Music, then tap Listen Now, Browse, Library, or the search field.
5. Choose or search for music, then tap  to add it to the playlist.

 **Tip:** If you want 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 a song, album, playlist, 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.

- 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.

If a profile picture has a lock on it, you need to ask that person to follow them. After your request is accepted, you see the person's 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 choose not to share some playlists.

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 or 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?"

 **Tip:** You can also identify a song playing on or near iPad by [adding the Music Recognition control to Control Center](#). Go to Settings  > Control Center, then tap  next to Music Recognition. With a song playing, open Control Center, then tap .

- *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, and TV shows 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.

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

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.

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

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 Channels & Topics 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 don't appear in the Today feed and widgets. To see the channels and topics you've blocked, tap Blocked Channels & Topics (near the bottom of the sidebar below Manage).

Note: When you browse Top Stories and other locations that feature stories curated by Apple News editors, placeholders may be shown for stories from channels you blocked. To read a story from a blocked channel, tap Show Story Anyway.

2. Tap Discover Channels 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 Search in the sidebar, enter the channel or topic's name in the search field, 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.

The newsletter for Apple News+ subscribers can contain new issues of magazines you follow. When you tap an issue cover in the newsletter, that issue opens in the News app. To see new issues in the newsletter, turn on Include Issues in Newsletter.

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

Note: Personalized newsletters and the option to include issues 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 from the News app , 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 from the widget gallery](#).

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.

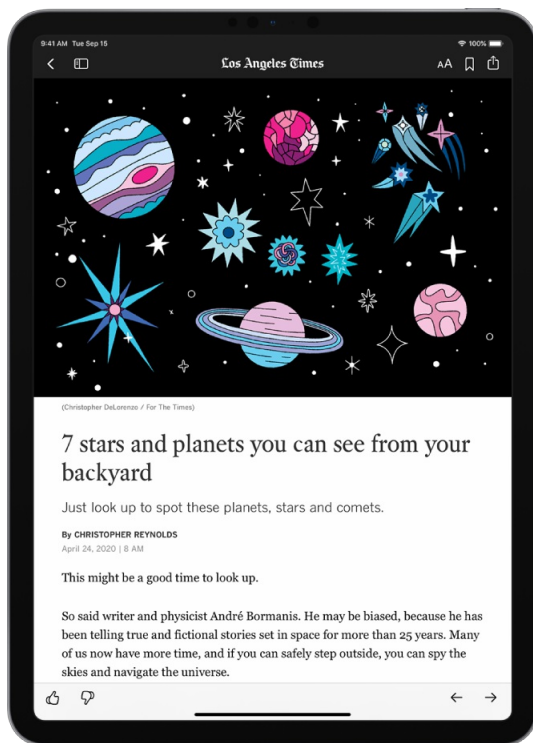
1. Tap Today in the sidebar.

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.



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

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 an Apple 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 an Apple News+ issue, tap 📌, then tap Suggest More Like This or Suggest Less Like This.

- **Change the text size:** Tap A, 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 , Apple News+ lets you enjoy hundreds of magazines, popular newspapers, and content from premium digital publishers directly on your iPad.

You can subscribe to Apple News+ or to Apple One, which includes Apple News+ and other Apple services. See the Apple Support article [Bundle Apple subscriptions with Apple One](#).

As a subscriber, you have 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.

As a non-subscriber, you can browse, but not read, a collection of story headlines and publications personalized just for you, view the entire Apple News+ catalog, and browse issues by category—Entertainment and Food, for example. To read stories and issues, and listen to Apple News+ audio stories on iPhone and iPod touch, start a free trial or subscribe.

Note: Apple News, Apple News+, and the audio feature aren't available in all countries or regions. See the Apple Support article [Availability of Apple Media Services](#).

Subscribe to Apple News+

Tap the subscription button shown in a magazine or story in News, then follow the onscreen instructions.

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

Share Apple News+

When you subscribe to Apple News+ or Apple One Premier, you can [use Family Sharing](#) to share Apple News+ with up to five other family members. Your family group members don't need to do anything—Apple News+ is available to them the first time they open the News app after your subscription begins.

If you [join a family group](#) that subscribes to Apple News+ or Apple One Premier, and you already subscribe, your subscription isn't renewed on your next billing date; instead, you use the group's subscription. If you join a family group that doesn't subscribe, the group uses your subscription.

Note: To stop sharing Apple News+ with a family group, you can cancel the subscription or [leave or turn off Family Sharing](#).

Cancel or change your Apple News+ subscription

Tap Subscriptions at the bottom of the sidebar, then do one of the following:

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

If you subscribe to Apple News+ as part of an Apple One subscription and want to cancel your subscription, see the Apple Support article, [How to cancel a subscription from Apple](#).

Browse and read Apple News+ stories and issues on iPad

To get the most out of Apple News+, follow your favorite publications, and browse through current and back issues.

Note: Apple News and Apple News+ aren't available in all countries or regions. See the Apple Support article [Availability of Apple Media Services](#).

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 Search in the sidebar, enter the publication's name in the search field, then tap .
- Tap News+ in the sidebar, tap Newspapers or Catalog near 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 Catalog near the top of the screen.
- *View a specific content category:* Tap Catalog, tap All Titles, then tap a category such as Business & Finance, Entertainment, or Sports. Tap Featured to view a group of publications chosen by Apple News editors.

- *View new and recent issues:* Tap My Magazines. By default, new issues appear near the top of the screen. The issue you've most recently read appears first. If you've recently downloaded an issue, it appears next. To choose a different sorting option, tap , then tap Sort by Name or Sort by Date.

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.
- Tap Search in the sidebar, 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.

Access back issues

Do any of the following:

- Tap News+ in the sidebar, tap My Magazines, tap  below the issue cover (or touch and hold the cover), then tap Browse Back Catalog.
- In the sidebar, tap a channel you follow, or search for a channel, then tap it. Below Recent Issues, swipe to the issue you want to read, then tap to open it. Tap Issues near the top of the screen to browse all available issues.

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.

If you sign out in Settings ⓘ > [your name] > Media & Purchases, you can only access free stories—you must sign back in to read and download stories and issues that require an Apple News+ subscription.

Download Apple News+ issues on iPad

With the News app  and an Apple News+ subscription, you can download issues to read later.

Note: Apple News and Apple News+ aren't available in all countries or regions. See the Apple Support article [Availability of Apple Media Services](#).

Download an Apple News+ issue

1. Do any of the following:

- Tap Today in the sidebar, then swipe to My Magazines.
- Tap News+ in the sidebar, then tap My Magazines. You can also tap Catalog near the top of the screen, then tap a stack of magazines.
- In the sidebar, tap a magazine channel you follow.
- Tap Search in the sidebar, enter the channel name in the search field, then tap the channel.

2. When you find the issue you want, tap ••• below the issue cover (or touch and hold the cover), then tap Download Issue.

To download multiple issues, tap My Magazines, tap , tap Select, tap the issues you want to download, then tap .

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.

Read a downloaded issue

1. Tap News+ in the sidebar.
2. Tap Downloaded near the top of the screen, then tap an issue.

Manually remove an Apple News+ issue

Under most conditions, automatically downloaded issues are removed from iPad after 30 days, but you can remove them sooner.

Tap News+ in the sidebar, then do any of the following:

- Tap Downloaded, tap ••• below the issue cover (or touch and hold the cover), tap Remove, then tap Remove Download.

The issue is removed from Downloaded, but its cover remains in My Magazines so you can easily access the issue again.

- Tap My Magazines near the top of the screen, tap ••• below the issue cover (or touch and hold the cover), tap Remove, then tap Remove from My Magazines.

The issue's cover and content are removed from iPad and from any other devices where you're signed in with the same Apple ID and News is turned on for iCloud (in Settings  > [your name] > iCloud).

To remove multiple issues, tap My Magazines or Downloaded, tap , tap Select, tap the issues you want to remove, then tap .

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

1. Tap Search in the sidebar, then tap the search field.
2. 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 an article about a meteor shower

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  to save it.

To read a saved story, tap Saved Stories in the sidebar, then tap the story. To delete a saved story, touch and hold the story, then tap Unsave Story.

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:* Touch and hold a story, then tap Remove from History.

- *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 Apple Support article [Buy additional app features with in-app purchases and subscriptions](#).
- *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.

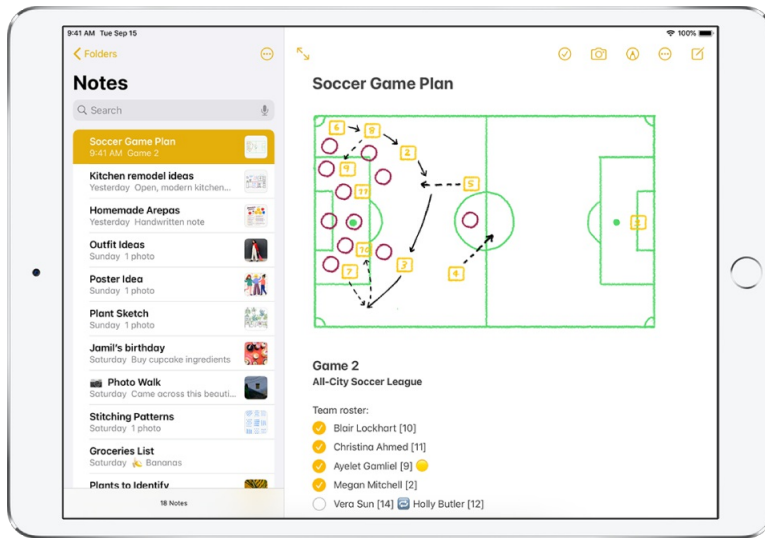
When you subscribe to a channel, you automatically follow it, and stories from the channel appear in the Today feed.

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 completed:* 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. Do any of the following:

- *Change color or tools:* [Use the Markup tools](#).
- *Adjust the handwriting area:* Drag the resize handle (on the left) up or down.
- *Transcribe your handwriting to typed text as you write with Apple Pencil:* Tap the Handwriting tool  (to the left of the pen), then start writing.

Note: Scribble is available in several languages. See the [iOS and iPadOS Feature Availability website](#). To learn more about writing notes with Apple Pencil, see [Enter text with Scribble on iPad](#).

 **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 and edit drawings and handwriting

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 > iPad Language.

1. In the Markup toolbar, tap the Lasso tool  (between the eraser and ruler).
2. Select drawings and handwriting with Apple Pencil or your finger using any of the following methods:
 - Touch and hold, then drag to expand the selection.
 - Double-tap to select a word.
 - Triple-tap to select a sentence.

Adjust the selection by dragging the handles if necessary.

3. 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 .

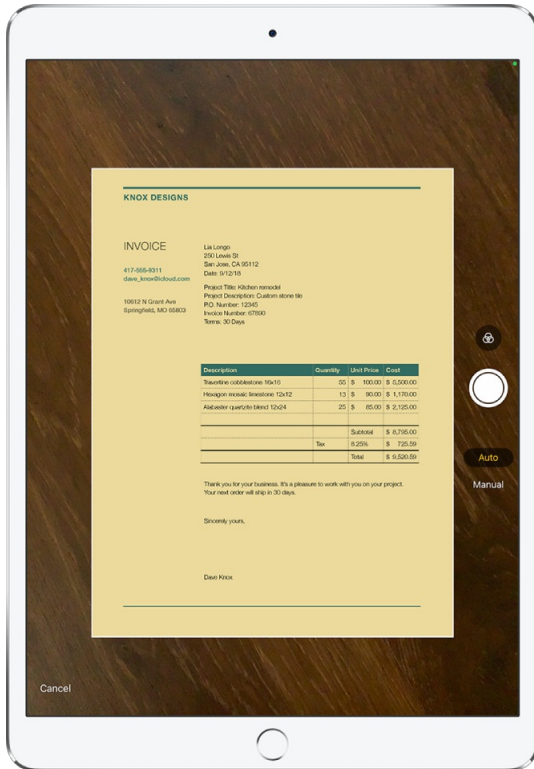
To save photos and videos taken in Notes to the Photos app, go to Settings  > Notes, then turn on Save to Photos.

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.

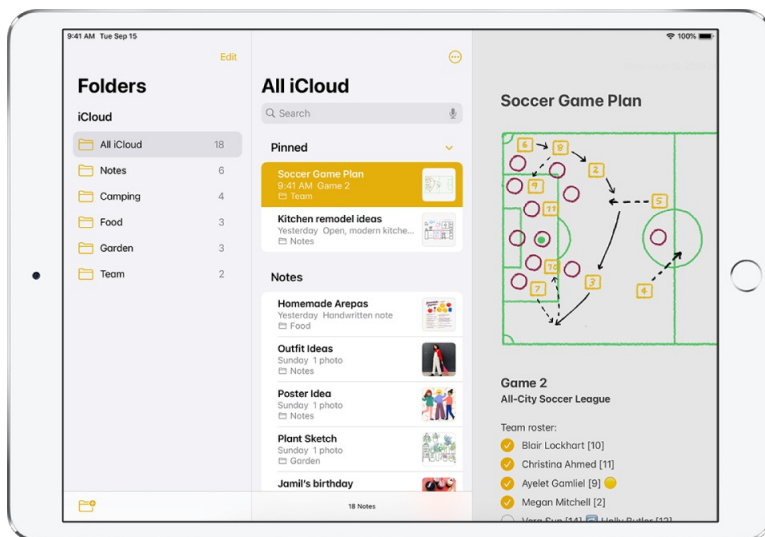
1. In the other app, open the item you want to share (for example, a map or webpage).
2. Tap Share or , then tap Notes.
3. Save the item to a new note or choose an existing note.

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 convenient way to access 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's 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 [How to lock notes on your iPhone, iPad, and iPod touch](#).

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

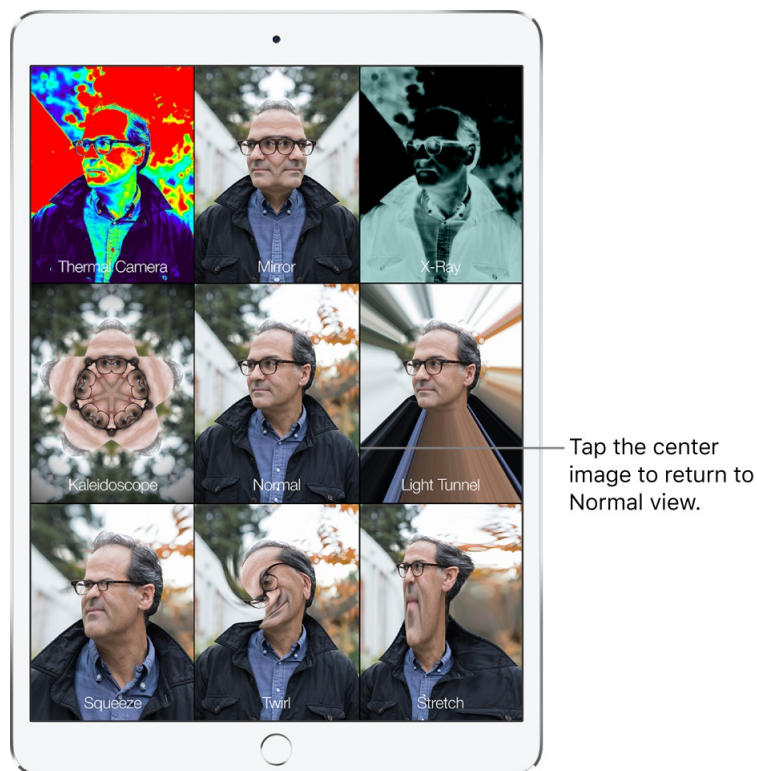
Go to Settings  > Notes, then adjust any of the following:

- *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

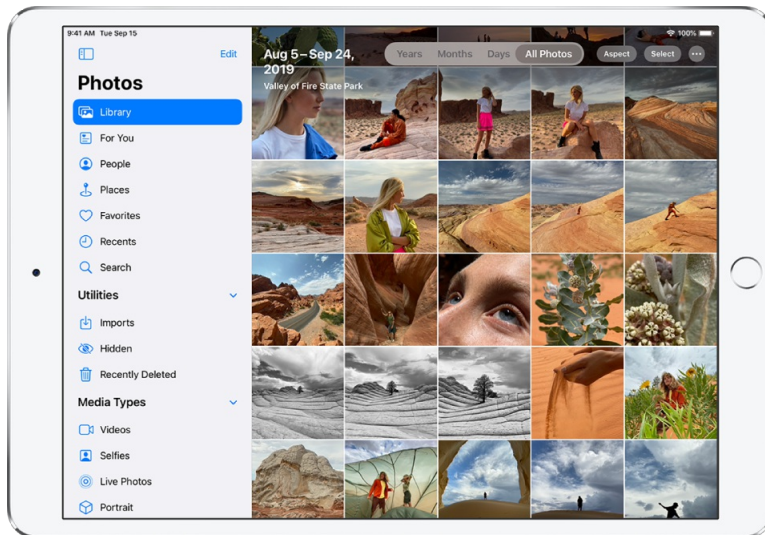
If you use iCloud Photos, you can view your photos on other devices (iOS 8.1, iPadOS 13, or later) and Mac computers (OS X 10.10.3 or later) on [iCloud.com](https://www.icloud.com). You must be signed in with the same Apple ID on all devices.

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

Photos

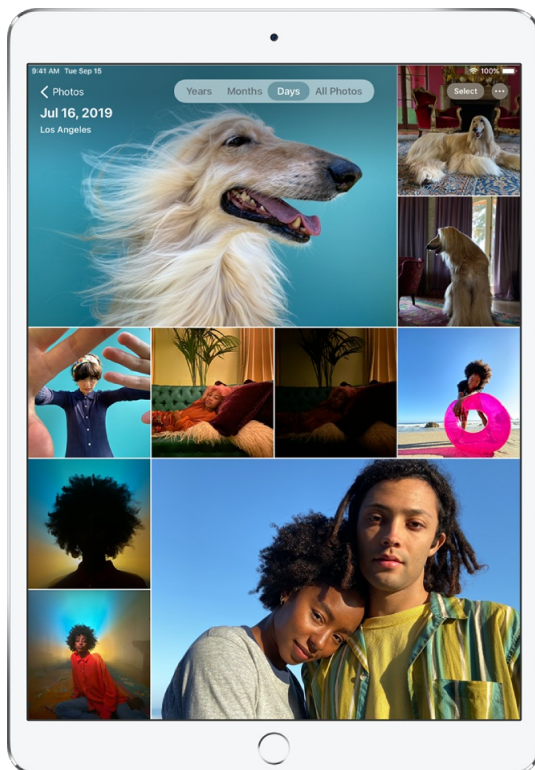
View photos and videos on iPad

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.

To turn off the Hidden album so it doesn't appear in Albums, go to Settings  > Photos, then turn off Hidden Album.

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.

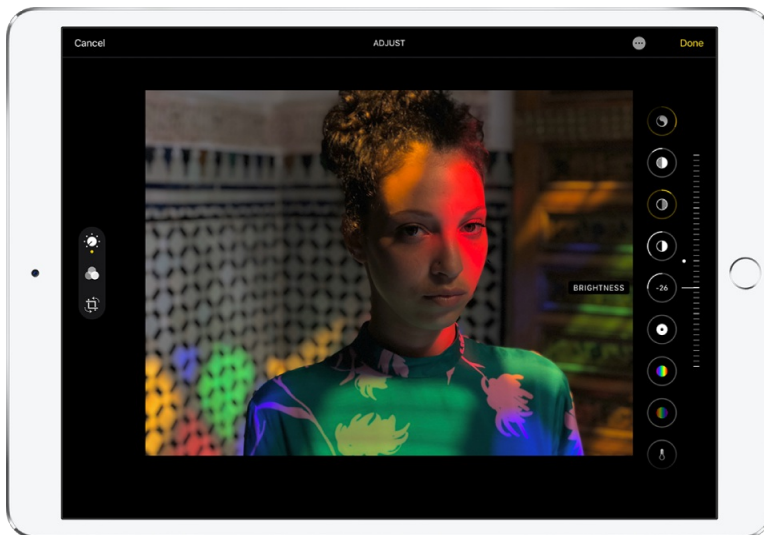
Edit photos and videos on iPad

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.



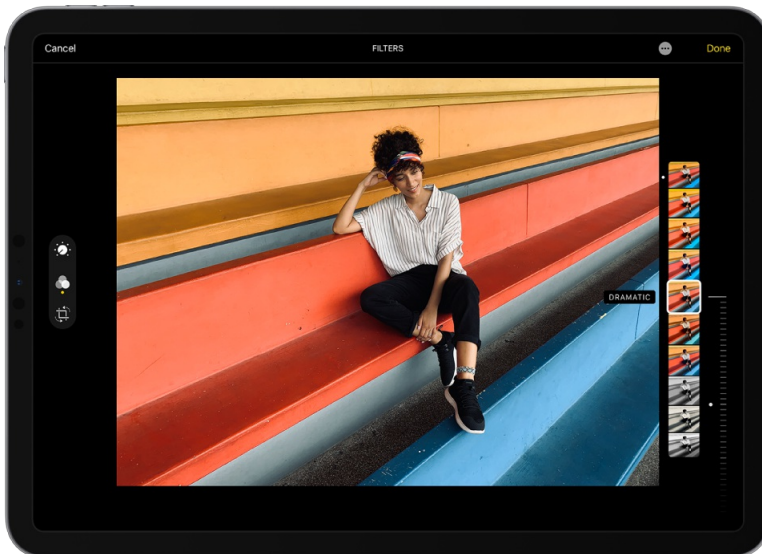
2. Tap Edit, then choose an editing effect such as Exposure, Brilliance, or Highlights from the options on the right.
3. Drag the slider to adjust the effect.

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.
-

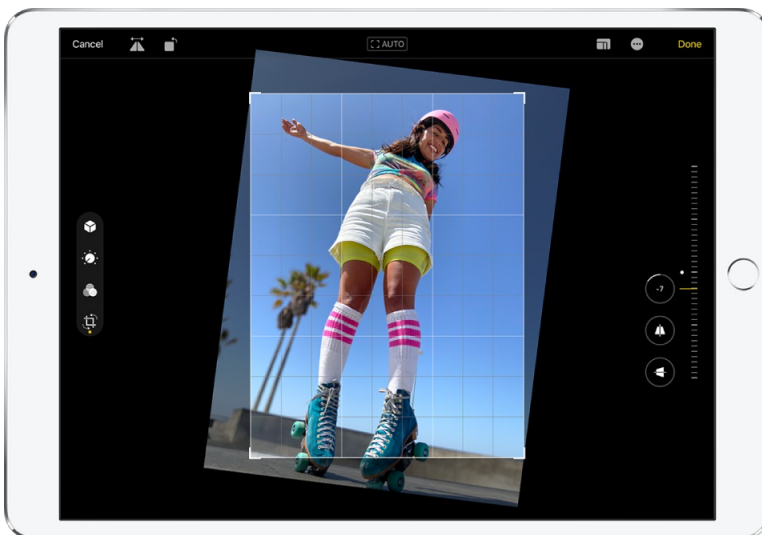
Crop, rotate, or flip a photo or video

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](#).

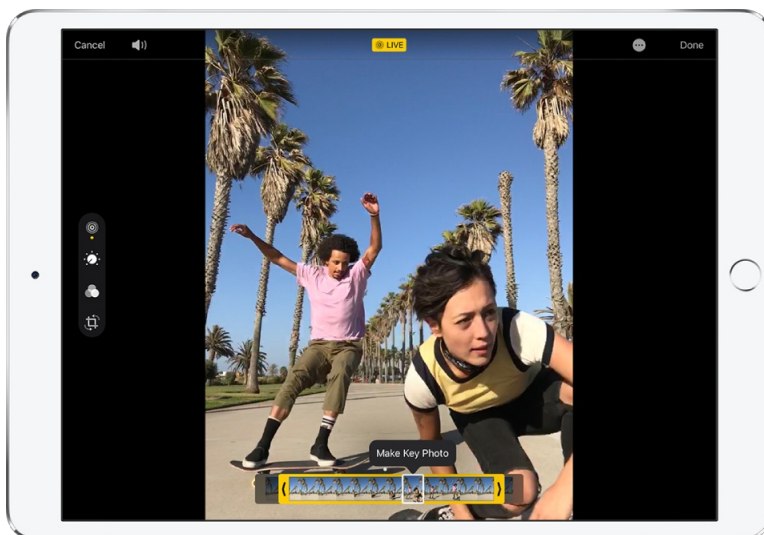
Edit Live Photos on iPad

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

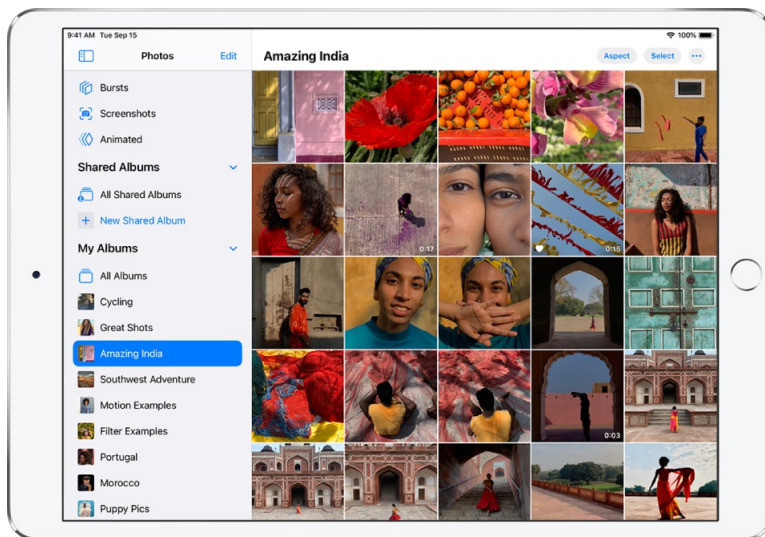
1. Tap any photo taken in Portrait mode to view it in full screen.
 2. Tap Edit.

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.

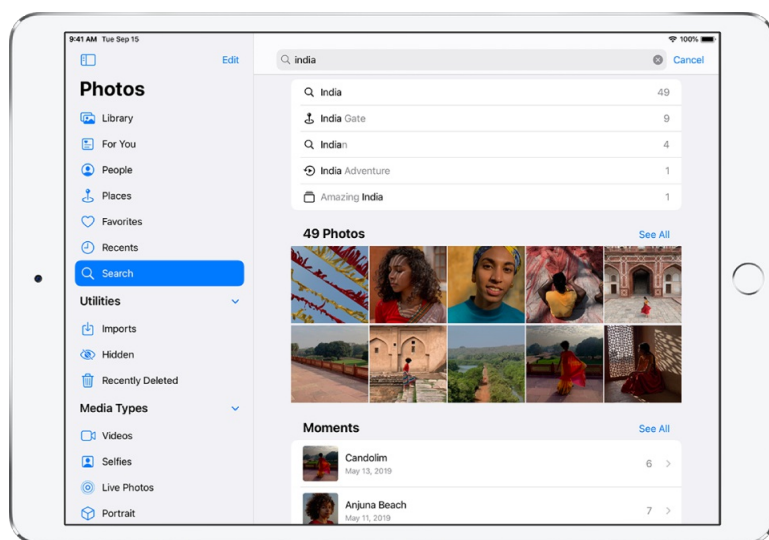
1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap All Albums below My Albums.
2. Tap , then tap New Folder.
3. Name the folder, then tap Save.

4. Open the folder, tap Edit, then tap + to create new albums or folders 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.

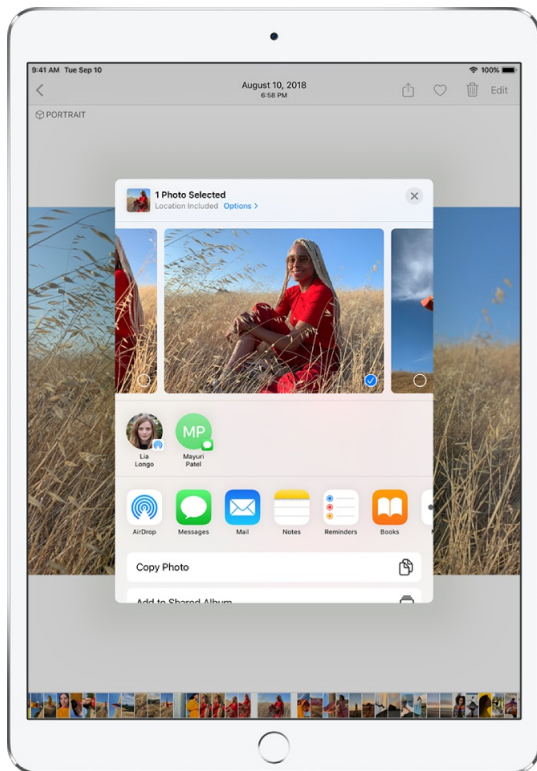
Share photos and videos on iPad

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:* While viewing photos in an album or the All Photos tab in your library, tap Select, then tap the photos you want to share. Tap , then choose a share option.
- *Share photos or videos from a Day or Month:* While viewing your library, tap the Days or Months tab, tap , then tap Share Photos to share all the photos from that day or month.

When [iCloud Photos](#) is turned on, you can share multiple full-quality photos with an iCloud link. iCloud links remain available for 30 days, can be viewed by anyone, and can be shared using any app, such as Messages or Mail.



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](#) turned on to share, but the photos you share 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.

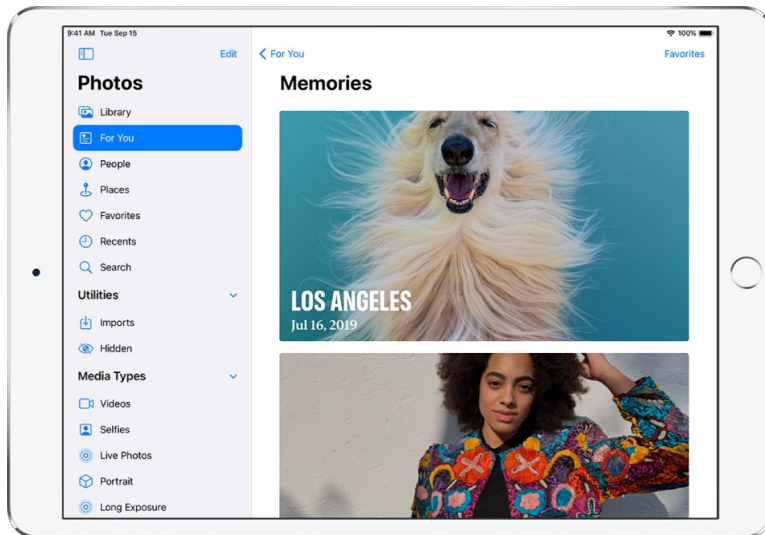
Need more help? See the Apple Support article [Use Sharing Suggestions in Photos](#).

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.
 - *From an iCloud link:* Tap the iCloud link to view the collection. Photos and videos shared with the link are saved to your library and as a collection in the For You tab. To share the collection, tap , then tap Share.
-

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.



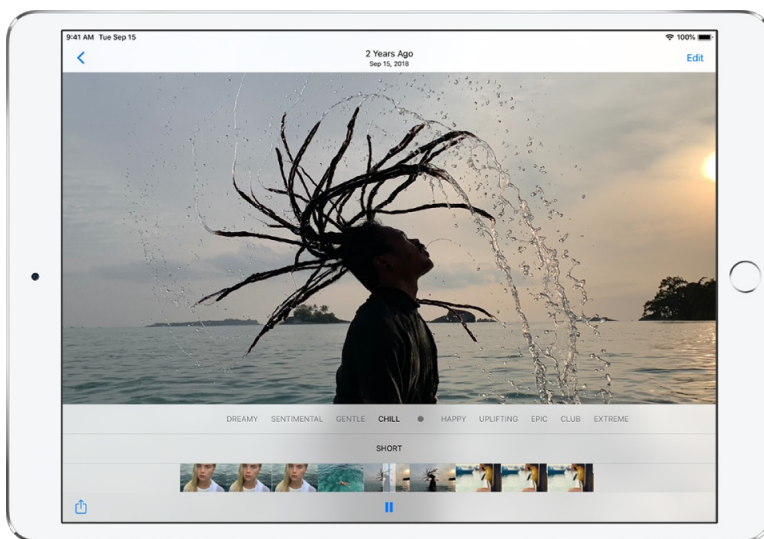
Play a Memory movie

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 .
 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, a specific day in your library, or an album.

1. View photos in the Library tab by Days or Months, then tap ⋮. Or, open an album in the Albums tab, then tap ⋮.
2. 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 can help you make the most of the storage space on your iPad. When Optimize iPad Storage is turned on, all your full-resolution photos and videos are stored in iCloud in their original formats, with storage-saving versions kept on your iPad as space is needed.

Optimize iPad Storage is turned on by default. To turn it off, 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, tap Edit, then tap Cancel.

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 , then 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 follow to a show, iPad automatically downloads new episodes as they're released.

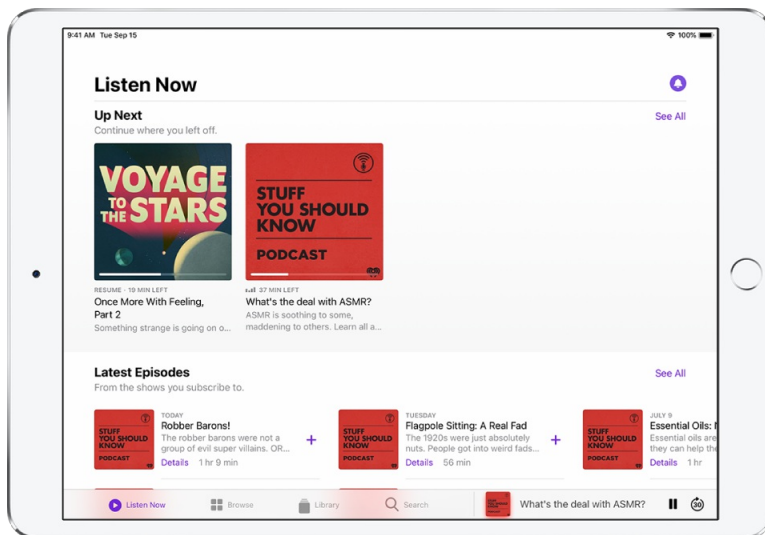
Find and follow shows

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

Listen to the shows you follow

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.
- *Notifications:* To get notifications whenever a new episode is available, tap (Account) then tap Notifications.



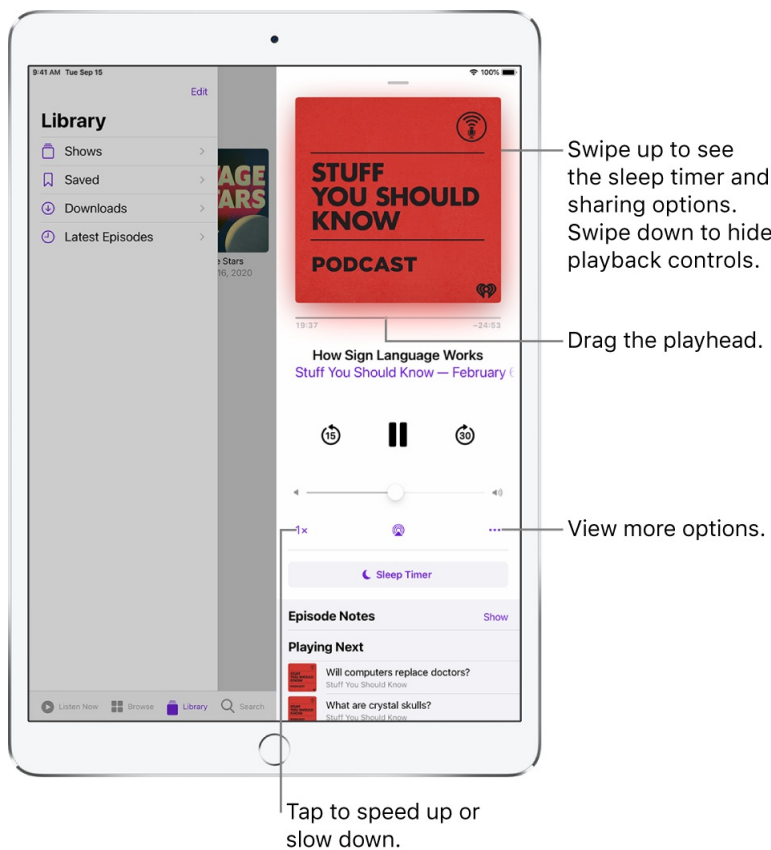
Play podcasts on iPad

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

Control	Description
	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.](#)

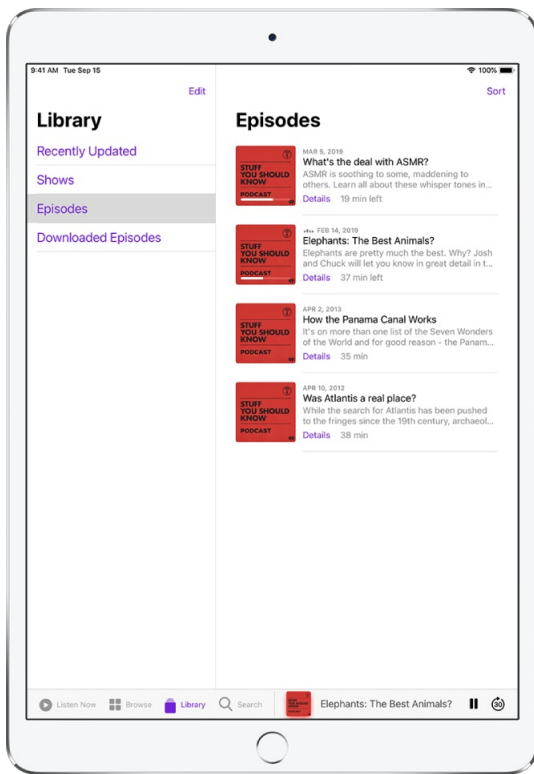
3. Swipe up on the Now Playing screen to see the sleep timer, episode notes, and your Up Next queue.

Manage your podcast library on iPad

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

Manage shows you follow

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 Unfollow.

Manage episodes and downloads

- *Save an episode to your library:* Tap ⋮ , then tap Save Episode.
- *Download an episode:* To download the episode so you can play it when you're offline, tap ⋮ , then tap Download Episode.
- *Unsave an episode:* Tap Library, tap Saved, tap ⋮ , then tap Unsave Episode.
- *Remove a download:* Tap Library, tap Downloads, tap ⋮ , then tap Remove Download.

Change your Podcasts settings

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