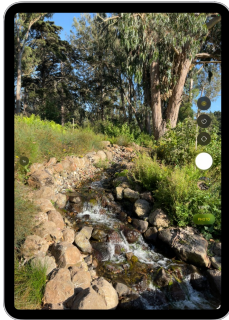


1. Open a photo in full screen, or pause a video on any frame.
2. Touch and hold the subject. When an outline appears around the subject, do one of the following:
 - Continue to touch the subject, then drag the subject into another document.
 - Tap Copy or Copy Subject, then paste the subject into an email, text message, or note.
 - Tap Look Up to learn more about the subject.
 - Tap Add Sticker, then save the sticker to use in photos, email, text messages, and more.
 - Tap Share, then choose a sharing option, such as AirDrop, Messages, or Mail.

Camera

Take photos with your iPad camera

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



Take a photo

1. Open Camera  on your iPad.
2. Tap the Shutter button or press either volume button.

With supported models of AirPods and AirPods Pro, you can press the AirPod stem to take a photo. See [Use AirPods or AirPods Pro with supported camera apps](#) in the AirPods User Guide.

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

Switch between camera modes

When you first open Camera , Photo mode is selected and Photo and Video modes appear onscreen. Tap Photo or Video to switch between the two, or swipe up or down to choose other modes.

Depending on your iPad model, you can select from the following modes:

- *Photo*: Take still photos and Live Photos.
- *Video*: Record a video (see [Record a video](#)).

- *Time-lapse*: Create a time-lapse video of motion over a period of time (see [Record a time-lapse video](#)).
- *Slo-mo*: Record a video with a slow-motion effect (see [Record a slow-motion video](#)).
- *Portrait*: Apply a depth-of-field effect when using the front-facing camera (see [Take a portrait](#)).
- *Pano*: Capture a panoramic landscape or other scene (see [Take a panorama photo](#)).
- *Square*: Take photos with a square ratio.

Use the timer

You can set a timer on your iPad camera to give yourself time to get in the shot.

1. Open Camera  on your iPad.
2. Tap , then tap 3s or 10s.
3. Tap the Shutter button to start the timer.

Turn the flash on and off

You can control the flash on iPad models that support [True Tone Flash](#).

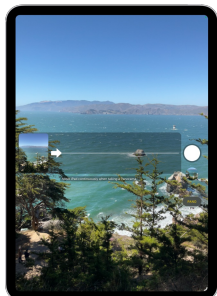
1. Open Camera  on your iPad.
2. Tap , then tap Auto, On, or Off.

Zoom in or out

1. Open Camera  on your iPad.
2. Do one of the following:
 - Pinch the screen to zoom in or out.
 - Tap 1x on the left side of the screen.
 - Drag the slider on the left side of the screen up or down.
 - Touch and hold the zoom controls on the left side of the screen, then drag the slider right or left.

Take a panorama photo

1. Open Camera  on your iPad.
2. Select Pano mode, then tap the Shutter button.
3. Pan slowly in the direction of the arrow, keeping it on the center line.



4. To finish, tap the Shutter button again.

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

Capture action shots with Burst mode

Use Burst mode with your iPad camera to capture photos of a moving subject, or when you want to take multiple high-speed photos so that you have a range of photos to choose from. You can take Burst photos with the front and rear cameras.

1. Open Camera  on your iPad.
2. Select Photo or Square mode.
3. Touch and hold the Shutter button to take rapid-fire photos.

The counter shows how many shots you took.

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

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

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

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

Take Live Photos with your iPad camera

A Live Photo captures what happens just before and after you take a photo, including the audio. You take a Live Photo just like you do a normal photo.

Take a Live Photo

1. Open Camera  on your iPad.
2. Make sure Camera is set to Photo mode and that Live Photo is turned on.

Note: Live Photo is on by default. When it's on, you see the Live Photo button  in yellow on the right side of the screen.

3. Tap the Shutter button to take a Live Photo.
4. To play the Live Photo, tap the photo thumbnail below the Shutter button, then touch and hold the screen.

Live Photos are automatically saved in your photo library in the Photos app. To add effects such as bounce and loop to Live Photos, see [Add effects to a Live Photo](#).

Turn off Live Photos

1. Open Camera  on your iPad.
2. Make sure Camera is set to Photo mode.
3. Tap the Live Photo button  on the right side of the screen so that a slash appears through the button.

If you've already taken a Live Photo and want to turn the effect off, see [Make Live Photo edits](#).

Take a selfie with your iPad camera

Use your iPad camera to take a photo of yourself (a selfie). You can take selfies in Photo mode, Portrait mode, Video mode, or Square mode.

Take a selfie

1. Open Camera  on your iPad.
2. Tap , then hold your iPad in front of you.
3. Tap the Shutter button or press either volume button to take the shot.

Mirror the front camera

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

To turn the flash on or off, tap , then choose Auto, On, or Off.

Tip: Depending on your iPad model, tap  on the left side of the screen to zoom out and increase your field of view. Tap  to zoom back in.

Take a Portrait mode selfie with your iPad camera

Take Portrait mode selfies with the front-facing camera on [supported iPad models](#). This feature keeps your face sharp while beautifully blurring the background and foreground. On some iPad models, you can also apply Portrait Lighting effects and adjust the amount of background blur.

Take a portrait

1. Open Camera  on your iPad.
2. Select Portrait mode.
3. Hold your iPad in front of you, then frame yourself in the portrait box.
4. Tap the Shutter button to take the shot.

Change the Portrait Lighting effect

On [models that support Portrait Lighting](#), you can apply studio-quality lighting effects to the selfies you take in Portrait mode.

1. Open Camera  on your iPad.
2. Select Portrait mode.
3. Hold your iPad in front of you, then frame yourself in the portrait box.

4. Drag  to choose a lighting effect:

- *Natural Light*: The face is in sharp focus against a blurred background.
- *Studio Light*: The face is brightly lit, and the photo has an overall clean look.
- *Contour Light*: The face has dramatic shadows with highlights and lowlights.
- *Stage Light*: The face is spotlighted against a deep black background.
- *Stage Light Mono*: The effect is similar to Stage Light, but the photo is in classic black and white.
- *High-Key Light Mono*: The effect creates a grayscale subject on a white background—iPad Pro 11-inch (2nd generation and later) and iPad Pro 12.9-inch (4th generation and later) only.

5. Tap the Shutter button to take the shot.

Adjust Depth Control in Portrait mode

On [models that support Depth Control](#), use the Depth Control slider to adjust the level of background blur in the selfies you take in Portrait mode.

1. Open Camera  on your iPad.
2. Select Portrait mode.
3. Hold your iPad in front of you, then frame yourself in the portrait box.
4. Tap  on the right side of the screen to show the Depth Control slider.
5. Drag the slider left or right to adjust the effect.
6. Tap the Shutter button to take the shot.

After you take a photo in Portrait mode, you can use the Depth Control slider in the Photos app to further adjust the level of background blur. See [Blur the background in portraits](#).

Record a video with your iPad camera

Use your iPad camera to record videos, including slow-motion and time-lapse videos.

Note: Video recording isn't available during a phone or FaceTime call.

Record a video

1. Open Camera  on your iPad.
2. Select Video mode.
3. Tap the Record button or press either volume button to start recording. While recording, you can do the following:
 - Pinch the screen to zoom in and out.
 - To zoom more precisely, touch and hold 1x, then drag the slider (on supported models).
4. Tap the Record button or press either volume button to stop recording.

With supported models of AirPods and AirPods Pro, you can press the AirPod stem to record a video. See [Use AirPods or AirPods Pro with supported camera apps](#) in the AirPods User Guide.

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

Record in HD or 4K video

Depending on your iPad model, you can record video in high-quality formats, like HD, 4K, HD (PAL), and 4K (PAL).

Note: Faster frame rates and higher resolutions result in larger video files.

1. Go to Settings  > Camera > Record Video.
2. Select from the list of video formats and frame rates that your iPad supports.

Note: PAL is a television video format used in many countries and regions in Europe, Africa, Asia, and South America.

Use quick toggles to change video resolution and frame rate

In Video mode, use quick toggles at the top of the screen to change the video resolution and frame rates available on your iPad.

Record a slow-motion video

Slo-mo mode records your video as normal and then plays it back in slow motion. You can edit your video later to choose which parts play in slow motion; see [Edit slow-motion section of a video shot in Slo-mo mode](#).

1. Open Camera  on your iPad.
2. Select Slo-mo mode.
3. Tap the Record button or press either volume button to start and stop recording.

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

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

To switch between 120 or 240 fps and your available resolutions, tap the buttons above the Shutter button.

Record a time-lapse video

Capture footage at selected intervals to create a time-lapse video of an experience over a period of time—such as a setting sun or traffic flowing.

1. Open Camera  on your iPad.
2. Select Time-lapse mode.
3. Position your iPad to frame your subject, then place it on a stable surface or tripod.
4. Tap the Record button to start and stop recording.

Adjust Auto FPS settings

On [models that support Auto FPS](#), iPad can improve the video quality in low-light situations by automatically reducing the frame rate to 24 fps.

Go to Settings  > Camera > Record Video, then do one of the following:

- On iPad (9th generation), iPad Pro 11-inch (1st generation and 2nd generation), and iPad Pro 12.9-inch (3rd generation and 4th generation): Turn on Auto Low Light FPS.
- On iPad (10th generation), iPad mini (A17 Pro), iPad mini (6th generation), iPad Air (4th generation and later), iPad Pro 11-inch (3rd generation and later), and iPad Pro 12.9-inch (5th generation and later): Tap Auto FPS, then apply Auto FPS to 30-fps video only or to both 30- and 60-fps video.

After you apply Auto FPS, when the camera is open and in Video mode, you can tap the FPS control to switch between 24, 30, or 60 fps.

Lock the white balance setting

You can lock the white balance when recording videos on your iPad to improve accurate color capture based on lighting conditions.

Go to Settings  > Camera > Record Video, then turn on Lock White Balance.

Change advanced camera settings on your iPad

Learn how to manually adjust the focus and exposure, turn the shutter volume on and off, and change other settings on your iPad camera.

Adjust the focus and exposure

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

1. Open Camera  on your iPad.
2. Tap the screen to show the automatic focus area and exposure setting (in yellow).
3. Tap where you want to move the focus area.
4. Next to the focus area, drag  up or down to adjust the exposure.

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

Use a grid to straighten your shot

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

After you take a photo, you can use the editing tools in the Photos app to further align shots and adjust horizontal and vertical perspective. See [Straighten a photo or video and adjust its perspective](#).

Save camera settings

1. Go to Settings  > Camera > Preserve Settings.

2. Turn on any of the following:

- *Live Photo*: Save the Live Photo setting. This setting is on by default.

See [Take a Live Photo](#).

- *Camera Mode*: Save the last camera mode you used, such as Video or Pano.

See [Switch between camera modes](#).

Adjust the shutter volume

1. Open Camera  on your iPad.
2. [Open Control Center](#), then drag  up or down.
3. Tap the screen outside of Control Center to go back to Camera.

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

Note: In some countries and regions, you can't mute the shutter sound.

Turn Scene Detection off and on

On [supported models](#), the Scene Detection setting can identify what you're taking a photo of and apply a tailored look to bring out the best qualities in the scene.

Scene Detection is on by default. To turn off Scene Detection, go to Settings  > Camera, then turn off Scene Detection.

Turn Lens Correction off and on

On [supported models](#), the Lens Correction setting adjusts photos taken with the front camera or Ultra Wide camera for more natural-looking results.

Lens Correction is on by default. To turn off Lens Correction, go to Settings  > Camera, then turn off Lens Correction.

Stop saving photos taken in Messages

Photos you take in the Messages app are automatically saved to your library in the Photos app.

To turn this feature off, go to Settings  > Camera, then turn off Save Captures to Photo Library.

Adjust HDR camera settings on iPad

HDR (High Dynamic Range) helps you take great photos in high-contrast situations. The iPad camera takes several photos in rapid succession at different exposures and blends them together. The resulting photo has better detail in the bright and mid-tone areas.

Turn off automatic HDR

By default, iPad automatically uses HDR when it's most effective. To manually control HDR instead, do the following:

- On [models that support manual HDR in Settings](#), go to Settings  > Camera, then turn off Smart HDR. On the camera screen, tap HDR to manually turn it on or off.
- On earlier iPad models, tap  on the camera screen to manually turn it on or off.

By default, the HDR version of a photo is saved in Photos. On some iPad models, you can also save the non-HDR version; go to Settings  > Camera, then turn on Keep Normal Photo.

View, share, and print photos on iPad

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

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

View your photos

1. Open Camera  on your iPad.
2. Tap the thumbnail image below the Shutter button.
3. Swipe right to see the photos you've taken recently.

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

Share and print your photos

1. While viewing a photo on your iPad, tap .
2. To share your photo, select an option such as AirDrop, Mail, or Messages.
3. To print your photo, swipe up to select Print from the list of actions.

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

See the Apple Support article [Use AirPrint to print from your iPhone or iPad](#).

Upload photos and keep them up to date across devices

Use [iCloud Photos](#) to upload photos and videos from your iPad to iCloud and access them [on other devices](#) where you're signed in with the same Apple Account. iCloud Photos is useful if you want to keep your photos up to date across multiple devices or save space on your iPad. To turn on iCloud Photos, go to Settings  > Photos.

Use Live Text with your iPad camera

On [supported models](#), use your iPad camera to copy, share, look up, and translate text that appears within the camera frame. Camera also provides quick actions to easily call phone numbers, visit websites, convert currencies, and more, based on the text that appears in the frame.

1. Open Camera  on your iPad.
2. Position your iPad so the text appears within the camera frame.
3. After the yellow frame appears around detected text, tap .

4. Touch and hold the text, then use the grab points to select specific text and perform any of the actions below:

- *Copy*: Copy text to paste into another app such as Notes or Messages.
- *Select All*: Select all the text within the frame.
- *Look Up*: Show personalized web suggestions.
- *Translate*: Translate text.
- *Search Web*: Look up the selected text on the web.
- *Share*: Share text using AirDrop, Messages, Mail, or other available options.

Tip: Depending on the content, you can tap a quick action at the bottom of the screen to do things like make a phone call, visit a website, start an email, convert currencies, and more.

5. Tap 🏠 to return to Camera.

To turn off Live Text on your iPad camera, go to Settings ⓘ > Camera, then turn off Show Detected Text.

Note: Live Text isn't available in all regions or languages. See [the iOS and iPadOS Feature Availability website](#).

Scan a QR code with your iPad camera

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

Use the camera to read a QR code

1. Open Camera ⓘ on your iPad.
2. Position iPad so that the code appears on the screen.
3. Tap the notification that appears on the screen to go to the relevant website or app.

Scan a code from Control Center

1. Add the Scan Code control to Control Center (see [Customize controls](#)).
2. [Open Control Center](#), tap Scan Code, then position iPad so that the code appears on the screen.

Tip: Tap the flashlight to add more light.

Scan documents with your iPad camera

On [supported iPad models](#), when you open Camera, iPad can automatically detect and scan documents within the camera frame. After you scan a document using Camera, you can save it in the Files app, open it in the Preview app, or share it using AirDrop or an app such as Mail or Messages.

1. Open Camera ⓘ on your iPad.

Make sure Camera is in Photo mode.

2. Position iPad so the document appears on the screen, then tap Scan Document; iPad automatically captures the page.

To capture the scan yourself instead of automatically, tap Manual, then tap the Shutter button.

Tip: On [supported models](#), turn on the flash  to remove shadows and enhance colors.

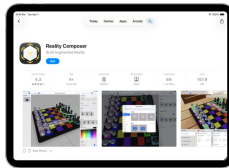
3. Repeat the steps above to scan additional pages.
4. Tap the thumbnails at the bottom of the screen to edit or delete the scans, then tap .
5. Tap  when you're done scanning, then choose one of the following:
 - *Save the scan in the Files app:* Tap Done, tap Save to Files, then tap Save.
 - *Open the scan in the Preview app:* Tap Preview.
 - *Search the scan:* Tap .
 - *Share the scan using AirDrop, Mail, Messages, or another app:* Tap , then tap a share method.
 - *Delete the scan:* Tap Done, then tap Delete.

Apps

App Store

Get apps in the App Store on iPad

In the App Store app, you can discover new apps, featured stories, tips and tricks, in-app events, and offers.



Note: You need an internet connection and an [Apple Account](#) to use the App Store. The availability of the App Store and Apple Arcade varies by country or region. See the Apple Support article [Availability of Apple Media Services](#).

Discover and find apps

1. Go to the App Store app  on your iPad.

2. Tap any of the following:

- *Today*: Browse featured stories, apps, and in-app events.
- *Games*: Find your next game across dozens of categories including action, adventure, racing, puzzles, and more.
- *Apps*: Explore new releases, see the top charts, or browse by category.
- *Arcade*: Enjoy the curated collection of premium games from Apple Arcade (subscription required) without ads or in-app purchases.
- *Search*: Tap , then enter what you're looking for. You can search by app name, category, developer, and more. You can also explore different categories or browse the suggested apps.

Get information about an app

1. Go to the App Store app  on your iPad.

2. Tap an app's name or icon to see the following details:

- Screenshots or previews
- Ratings and reviews
- In-app events and offers
- Developer
- File size
- Compatibility with other Apple devices
- Supported languages
- Age rating
- Game Center and Family Sharing support
- Supported accessibility features
- Privacy information

Buy and download an app

1. Go to the App Store app  on your iPad.

2. Navigate to the app you want, then tap Get (if the app is free) or the price.

If you see  instead of Get or the price, you've already purchased this app before. Tap  to download it again for free.

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

Purchases are made with the [payment method](#) associated with your Apple Account.

You can find the app in the Recently Added category in App Library. While the app is downloading, a progress indicator appears on the app icon. See [Find and use your apps in App Library](#) and [Change where new apps get downloaded](#).

Share and approve purchases with Family Sharing

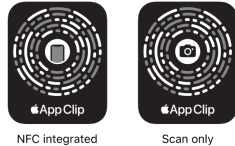
If you're in a [Family Sharing group](#), you can view and download eligible apps purchased by other family members.

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

The family organizer can review and approve eligible purchases made by other family members under a certain age. See [Turn on Ask to Buy](#).

Use App Clips on iPad

An app clip is a small part of an app that helps you do a task quickly, like rent a bike, pay for parking, or order food. Discover App Clips in Safari, Maps, and Messages, or in the real world through QR codes and App Clip Codes—unique markers that take you to specific App Clips.



Get and use App Clips

1. Get App Clips from any of the following:
 - *App Clip Code or QR code:* [Scan the code](#) using the iPad camera or Code Scanner in Control Center.
 - *Maps:* Tap the app clip link on the information card (for supported locations).
 - *Safari or Messages:* Tap the app clip link.
2. When the app clip appears on the screen, tap Open or Play.

In supported App Clips, you can [use Sign in with Apple](#), then [make a payment using Apple Pay](#).

With some App Clips, you can tap the banner at the top of the screen to see the full app.

Find App Clips you used on iPad

[Go to App Library](#), tap the search field at the top of the screen, then scroll down to the end of the alphabetical list.

Remove App Clips

1. [Go to App Library](#), then tap the search field at the top of the screen.
2. Enter the name of the app clip, or scroll down to the App Clips at the bottom.
3. Touch and hold the app clip you want to delete, then tap Remove App Clip.

Update apps from the App Store on iPad

Apps installed by default on your iPad are updated whenever you [update iPadOS](#). Apps that you download from the App Store app are automatically updated by default, but you can manually update an app.

Turn off automatic app updates

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap App Store.

3. Turn off App Updates.

Manually update apps

1. Go to the App Store app  on your iPad.
2. Tap  or your picture at the top right.
3. Scroll down, then tap Update next to apps you want to update, or tap Update All.

After an app is updated, it appears in the list of apps below Updated Recently.

Install and manage fonts on iPad

You can download fonts from the App Store app and use them in documents you create on iPad.

Install fonts

1. Go to the App Store app  on your iPad.
2. Get an app containing fonts.
3. Open the app to install the fonts.

Manage fonts

1. Go to the Settings app  on your iPad.
2. Tap General, then tap Fonts.

Share and send apps in the App Store on iPad

When you find something special in the App Store, you can share a link to it or send it as a gift.

Note: Not all apps are available to send as gifts. See the Apple Support article [Gift apps, media, and more from Apple](#).

1. Go to the App Store app  on your iPad.
2. Tap the app you want to share or give to see its details.
3. Tap , then choose a sharing option or tap Gift App.

See your purchases and subscriptions in the App Store on iPad

You can view, change, and cancel your subscriptions from Apple as well as subscriptions you purchased in apps from the App Store.

See your purchase history

Your purchase history includes free and paid apps from the App Store as well as in-app purchases, subscriptions, music, videos, books, AppleCare+, and more.

1. Go to the App Store app  on your iPad.

2. Tap  or your picture at the top right, then tap Purchase History.

You may be asked to authenticate with Face ID, Touch ID, or your passcode.

3. To narrow the results, enter the name, price, or order ID in the search field.
4. To change the search criteria, tap "Last 90 Days, Paid," then set any of the following:
 - Date range
 - Cost (free or paid)
 - Type
 - Family member (available if you're the organizer of a [Family Sharing group](#))

View and redownload apps

1. Go to the App Store app  on your iPad.
2. Tap  or your picture at the top right, then tap Apps.
3. If you're part of a [Family Sharing group](#), tap My Apps or choose a family member.
4. Find the app you want to download (if it's still available in the App Store), then tap .

Change or cancel a subscription

1. Go to the Settings app  on your iPad.
2. Tap your name, then tap Subscriptions.
3. Do any of the following:
 - *Cancel a subscription:* Tap an active subscription, then tap Cancel Subscription or Cancel All Services.
 - *Change a subscription:* Tap an active subscription, then choose a different option.
 - *Renew a subscription:* Tap an expired subscription, then tap Renew.
 - *Share a subscription:* Turn on Share with Family to automatically [share eligible subscriptions](#) with other members in your Family Sharing group.
 - *Get Renewal Receipts:* Turn on Renewal Receipt Emails to receive a receipt each time one of your subscriptions renews.

Change settings and restrictions in the App Store on iPad

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

Change your App Store settings

1. Go to the Settings app  on your iPad.

2. Tap Apps, tap App Store, then adjust any of the following settings:
 - *Location*: Allow App Store to use [your location](#) and show apps and ads relevant to you.
 - *Siri*: Allow [Siri](#) to make suggestions across apps based on the way you use the App Store.
 - *Search*: Allow content from the App Store to appear in [Search](#).
 - *Cellular Data*: (iPad models with Cellular) To allow App Store to use cellular, turn on Cellular Data. Adjust other settings for cellular data such as automatic downloads.
 - *App Downloads*: Automatically install apps you purchased on your other devices.
 - *App Updates*: Automatically download and install app updates.
 - *In-App Content*: Automatically download in-app content in the background before the first time you open the app.
 - *Video Autoplay*: Automatically play app preview videos.
 - *In-App Ratings & Reviews*: Let apps ask for your feedback.
 - *Offload Unused Apps*: Automatically remove unused apps. You can reinstall an app at any time if it's still available in the App Store.

Set content restrictions and prevent in-app purchases

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

1. Go to the Settings app  on your iPad.
2. Tap Screen Time, then tap Content & Privacy Restrictions.
3. Turn on Content & Privacy Restrictions.
4. Tap iTunes & App Store Purchases, then choose restrictions for installing or deleting apps and in-app purchases.
5. Tap App Store, Media, Web & Games, then choose age-appropriate restrictions such as the following:
 - *Apps*: Restrict apps by age ratings.
 - *App Clips*: Prevent App Clips from opening.

Set Screen Time limits and App Store restrictions for kids

With [Family Sharing](#), the organizer—or another adult designated as parent/guardian—can set up the following parental controls for children or other members in the Family Sharing group:

- Set restrictions for installing and deleting apps and in-app purchases. See [Set up Screen Time for a child](#).
- Allow your child to access only age-appropriate apps. See [Share your child's age range for apps](#).
- Review your child's requests to purchase and download apps. See [Turn on Ask to Buy](#).

Books

Buy books and audiobooks on iPad

Buy books and audiobooks on iPad

In the Books app, you can find today's bestsellers, view top charts, explore series, and browse lists curated by Apple Books editors. After you select a book or audiobook, you can read or listen to it right in the Books app.

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

1. Go to the Books app  on your iPad.
2. Tap Book Store or Audiobook Store to browse titles, or tap Search to look for a specific title, author, series, or genre.

Tip: Tap Sections at the top of the screen to view titles in categories like Top Charts and Book Clubs, or genres like Biographies & Memoirs and Young Adults.

3. Tap a book cover to see more details, read a sample, listen to a preview, or mark as Want to Read.
4. Tap Buy to purchase a title, or tap Get to download a free title.

All purchases are made with the payment method associated with your [Apple Account](#).

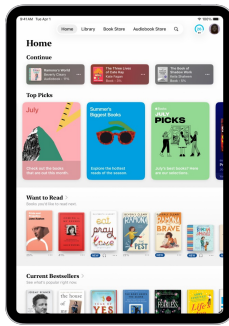
On iPad models with Wi-Fi + Cellular, you can allow books and audiobooks to download automatically over your cellular network when you aren't connected to Wi-Fi. Go to Settings  > Apps > Books, then turn on Automatic Downloads. Tap Downloads, then choose Always Allow, Ask If Over 200 MB, or Always Ask.

When you purchase access to movies, TV shows, music, music videos, ebooks, audiobooks, or ringtones from Apple, you also have the option to permanently download these items to a compatible iPhone, iPad, Mac, or PC. Apple cannot revoke your downloaded content, and you can always access your downloaded content without an internet connection.

Read books in the Books app on iPad

In the Books app, you can view the books you're currently reading, want to read, book collections, and more.

- **Home:** Tap to access the books, audiobooks, and PDFs you're currently reading, get personalized suggestions for your next read, find books you've marked as want to read, and more. You can also set daily reading goals and keep track of the books you finish throughout the year.
- **Library:** Tap to view all of the books, audiobooks, samples, series, and PDFs you either got from the Book Store or manually added to Books. Tap  to see your library sorted into collections, such as Want to Read, My Samples, Audiobooks, Finished, or custom collections you created (see [Create a collection](#)).



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

Read a book

1. Go to the Books app  on your iPad.
2. Navigate to a book, tap the cover to open it, then do any of the following:

- *Turn the page:* Tap the right margin or swipe right to left.

To allow either the left or right margin to turn the page, go to Settings  > Apps > Books, then turn on Both Margins Advance.

- *Go back to the previous page:* Tap the left margin or swipe left to right.
- *Go back to previous reading location:* Tap the page, then tap the rounded arrow in the top-left corner of the page. Tap the rounded arrow again, but in the top-right corner, to go back to your current location.
- *Go to a specific page or location:* Tap the page, tap , then tap Search Book. Enter a word, phrase, or page number, then tap a result.
- *Use the table of contents:* Tap the page, tap , then tap Contents.

Tip: To quickly move through a book, touch and hold Contents, then drag your finger left or right; release your finger to go directly to that location in the book.

- *Close a book:* Tap the page, then tap  in the top-right corner, or swipe down from the top of the page (not available if vertical scrolling is on).



Change text and page appearance

1. Go to the Books app  on your iPad.
2. Open a book, then tap  at the bottom of the page.

You may need to tap the page for  to appear.

3. Tap Themes & Settings, 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.
- *Turn on vertical scrolling or change the page turn style:* Tap , then tap Curl, Fast Fade, or Scroll.

To turn on vertical scrolling when viewing a PDF, tap **AA** at the top of the screen, then turn on Vertical Scrolling.

- *Adjust the background mode:* Tap , then tap an option.
- *Adjust the display brightness:* Touch the brightness bar, then drag your finger in either direction.
- *Change the page theme:* Tap a page theme such as Quiet or Bold.
- *Change the font:* Tap Customize, then tap Font. Tap a font name, such as Original or Palatino. Tap  to apply the font.
- *Make the font bold:* Tap Customize, turn on Bold Text, then tap .
- *Customize spacing and justification:* Tap Customize, then below Accessibility & Layout Options, turn on Customize. Drag the sliders left or right to adjust line spacing, character spacing, word spacing, and margins. You can also change the number of text columns on a page and turn Justify Text on or off. Tap  to apply your changes.

4. Tap  to close the Themes & Settings menu.



Note: To change which side of the screen the Menu button  appears on, go to Settings  > Apps > Books, then choose Left or Right below Reading Menu Position.

To undo text and layout customizations, tap , tap Customize, then tap Reset Theme.

Bookmark a page

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

1. Go to the Books app  on your iPad.
2. Tap a book cover to open it, then tap the page you want to bookmark.
3. Tap  at the bottom of the page.

You may need to tap the page for  to appear.

4. Tap ; tap it again to remove the bookmark.

To access all your bookmarks, tap , tap Bookmarks & Highlights, then tap Bookmarks.

Share a text selection or book link

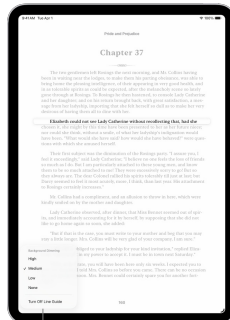
You can send text selections using AirDrop, Mail, or Messages, or you can add the selection to Notes. If the book is from the Book Store, a link to the book is included with the selection. (Sharing may not be available in all countries or regions.)

1. Go to the Books app  on your iPad.
2. Tap a book cover to open it.
3. Touch and hold a word, then move the grab points to adjust the selection.
4. Tap , then tap Share.
5. Tap Mail, Messages, or another app or service to share the selection.

You can also share a link to view the book in the Book Store. Tap a page, tap , tap , then tap how you want to share the link.

Turn on Line Guide

Use Line Guide to focus on individual lines of text as you read. When Line Guide is on, the rest of the page dims and the line you're reading becomes more visible.

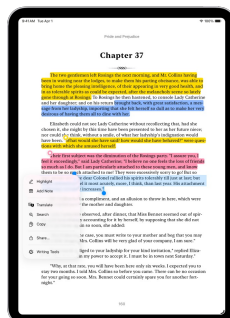


Tap to change the background dim level or to turn off Line Guide.

1. Go to the Books app  on your iPad.
2. Tap a book cover to open it, then tap a page.
3. Tap  at the bottom of the page.
4. Tap  to turn on Line Guide, then do any of the following:
 - Tap the page above or below the line guide to move it up or down.
 - Tap the left or right page margin to move the line guide up or down (not available if vertical scrolling is on).
 - Touch and hold the line guide, then drag it to a new line on the page.
5. Tap  in the bottom-left corner of the page to adjust the background dim level or turn off Line Guide.

Annotate books in the Books app on iPad

You can highlight, underline, and take notes as you read books in the Books app, and then share your annotations with others.



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

Highlight or underline text

1. Go to the Books app  on your iPad.
2. Tap a book cover to open it.
3. Touch and hold a word, move the grab points to adjust the selection, then tap Highlight.

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

4. To change the highlight color or switch to underline, tap the text, tap Highlight, then tap an option.

To see all of your highlights, tap the page, tap , tap Bookmarks & Highlights, then tap Highlights. Tap a highlight to go to that location in the book.

Add a note

1. Go to the Books app  on your iPad.
2. Tap a book cover to open it.
3. Touch and hold a word, then move the grab points to adjust the text selection.
4. Tap Add Note, enter text, then tap .

To remove a note, tap the highlighted text, tap Remove, then tap Remove Note.

To see all of your notes, tap the page, tap , tap Bookmarks & Highlights, then tap Highlights. Tap a note to go to that location in the book.

Share highlights and notes

1. Go to the Books app  on your iPad.
2. Tap a book cover to open it.
3. Tap a highlight or note, tap , then tap Share.

Tip: To share multiple highlights or notes at the same time, tap , tap Bookmarks & Highlights, then tap Highlights. Tap , tap the items you want to share, then tap .

Delete a note

1. Go to the Books app  on your iPad.
2. Tap a book cover to open it.
3. Tap a note, tap Remove, then choose Remove Note or Remove Highlight & Note.

Tip: To delete multiple notes or highlights at the same time, tap , tap Bookmarks & Highlights, then tap Highlights. Tap , tap the items you want to delete, then tap .

Translate, search, or copy text

As you read, you can select text and then translate or copy it. You can also search the book for selected text.

1. Go to the Books app  on your iPad.

2. Tap a book cover to open it.
3. Touch and hold a word, then move the grab points to adjust the text selection.
4. Tap >, then tap Translate, Search, or Copy.

Access books on other Apple devices in Books on iPad

You can access your books and audiobooks in the Books app  on your other Apple devices such as your iPhone, Mac, or Apple Vision Pro. You can also sync your reading position, highlights, notes, library collections, and more.

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

Access your books on your other devices

To keep your Books content and information updated across your other Apple devices, sign in to the same [Apple Account](#) on each device, then do the following:

- *Automatically download purchases made on other devices:* Go to Settings  > Apps > Books, then turn on Purchases from Other Devices.
- *Sync reading position, bookmarks, notes, and highlights:* Go to Settings > [your name] > iCloud, tap See All next to Saved to iCloud, then turn on Books.
- *Sync Home, Library, and collections:* Go to Settings > Apps > Books, then below Syncing, turn on Home and iCloud Drive.

Access your books on your Mac

To see your books, audiobooks, and PDFs on your Mac, do one of the following:

- *macOS 15 or later:* Choose Apple menu  > System Settings, click your name at the top of the sidebar, then click iCloud. Click iCloud Drive, click Apps Syncing to iCloud Drive, then turn on Books.
- *macOS 13–14.5:* Choose Apple menu > System Settings, click your name at the top of the sidebar, then click iCloud. Click iCloud Drive, click Apps syncing to iCloud Drive, then select Books. Click Back, then click Done.
- *macOS 10.15–12.5:* Choose Apple menu > System Preferences, then click Apple ID. Click iCloud in the sidebar, then select iCloud Drive. Click Options, then select Books.
- *macOS 10.14 or earlier:* Choose Apple menu > System Preferences, then click iCloud. Select iCloud Drive, click Options, then select Books.

To see your collections, bookmarks, notes, and highlights on your Mac, open Books, then do one of the following:

- *macOS 13 or later:* Choose Books > Settings, click General, then select "Collections, bookmarks, and highlights."
- *macOS 12.5 or earlier:* Choose Books > Preferences, click General, then select "Collections, bookmarks, and highlights."

Listen to audiobooks in the Books app on iPad

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



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

Play an audiobook

1. Go to the Books app  on your iPad.
2. Navigate to an audiobook, then tap the cover to start playing it.
3. While the audiobook is playing, do any of the following:
 - *Adjust the volume:* Drag the slider below the Pause button left or right.
 - *Skip forward or back:* Tap or touch and hold the rounded arrows next to the Pause button. Or use external controls such as headphones or car controls.

Note: To change the number of seconds to skip forward or back, go to Settings  > Apps > Books. Below Audiobooks, tap Skip Forward or Skip Back, then tap an option.

- *Go to a specific time:* Drag the slider below the audiobook cover left or right.
- *Speed it up or slow it down:* Tap 1x in the lower-left corner, then drag the dial up or down to adjust the narration speed. Touch and hold the narration speed to reset it to 1x.
- *Set a sleep timer:* Tap , then choose a duration.
- *Play on a different device:* Tap , then choose an available device such as HomePod, Apple TV, or Bluetooth® speakers.
- *Go to a chapter:* Tap , then tap a chapter.

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

- *Switch to the audiobook mini-player:* Swipe down from anywhere on the screen; tap the mini-player at the bottom of the screen to go back to full screen.
- *Close the audiobook player:* Swipe down from anywhere on the screen to switch to the mini-player. Touch and hold the mini-player, then tap Close Audio Player.

If a Wi-Fi connection to the internet isn't available, audiobooks play over your carrier's cellular network, which may result in additional fees. To manage cellular data usage, see [View or change cellular data settings](#).

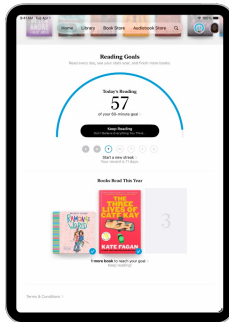
Find supplemental PDFs

Some audiobooks come with supplemental PDFs. To view the PDF as the audiobook plays, tap , or do the following:

1. Go to the Books app  on your iPad.
2. Tap Library, then tap ⋮ below the audiobook cover.
3. Tap View PDF Content.

Set reading goals in the Books app on iPad

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



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

Change your daily reading goal

You can adjust your daily reading goal depending on how many minutes you want to read per day. If you don't customize your daily reading goal, it's set to 5 minutes per day.

1. Go to the Books app  on your iPad.
2. Tap Home, then tap the reading goals button at the top right of the screen.
3. Tap the reading goal timer, then tap Adjust Goal.

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

4. Slide the counter up or down to set the minutes per day that you want to read.
5. Tap .

Change your yearly reading goal

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

1. Go to the Books app  on your iPad.
2. Tap Home, then tap the reading goals button at the top right of the screen.
3. Tap a book cover or a cover placeholder, then tap Adjust Goal.

4. Slide the counter up or down to set the books per year that you want to read, then tap ✕.

Tip: You can change the status of a book in your library to finished. Tap⋮ below a book or audiobook cover, then tap Mark as Finished.

Turn off coaching notifications

You receive encouragement and nudges from Books to help you reach your reading goals. You can turn these notifications off.

1. Go to the Books app  on your iPad.
2. Tap Home, then tap your account button in the top-right corner of the screen.
3. Tap Notifications, then turn off Coaching.
4. Tap ✕.

Turn off reading goals notifications

Books sends you notifications when you achieve a reading goal or set a reading streak. You can turn off these notifications.

1. Go to the Books app  on your iPad.
2. Tap Home, then tap your account button in the top-right corner of the screen.
3. Tap Notifications, then turn off Goal Completion.
4. Tap ✕Done.

Turn off reading goals

1. Go to the Settings app  on your iPad.
2. Tap Apps, tap Books, then turn off Reading Goals.

When Reading Goals is turned off, the reading indicators in the Home tab are hidden and you don't receive reading notifications.

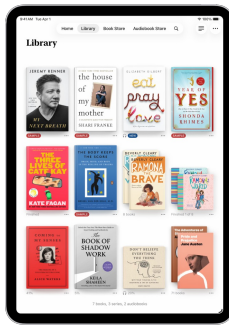
Clear reading data

You can clear your reading data, such as time spent reading, reading goals, and reading streaks.

1. Go to the Settings app  on your iPad.
2. Tap Apps, tap Books, then tap Clear Reading Goals Data.

Organize books in the Books app on iPad

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

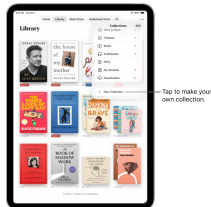


Note: Apple Books isn't available in all countries or regions. See the Apple Support article [Availability of Apple Media Services](#).

Create a collection

You can create your own collections to organize and personalize your library.

1. Go to the Books app  on your iPad.
2. Tap Library, tap , then tap New Collection.



3. Name the collection—for example, *Beach Reads* or *Book Club*—then tap .

Add a book to a collection

You can add a book from your library or from the Book Store to collections you create.

1. Go to the Books app  on your iPad.
2. Navigate to a book, then tap  below the cover.
3. Tap Add to Collection, then tap the collection you want to add it to.

Tip: You can add the same book to multiple collections.

Organize your books

You can change how the books in your library or a collection are displayed and sorted.

1. Go to the Books app  on your iPad.
2. Tap Library or go to a collection.
3. Tap , then do either of the following:
 - *Change the book display:* Tap Grid or List.
 - *Sort your books:* Tap Recent, Title, Author, or Manual.

If you choose Manual, touch and hold a book cover, then drag it to a new position.

Remove books, audiobooks, and PDFs

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

1. Go to the Books app  on your iPad.
2. Navigate to a book or audiobook you want to remove, then tap ⋮ below the cover.
3. Tap Remove, then choose an option.

Note: If you choose Remove Download, the content and data associated with the title are no longer stored on your iPad. To redownload the title, tap ⋮, then tap Download. If you choose Hide Book, the book won't appear in your library or collections. To unhide books and audiobooks, tap Home, tap your account icon, then tap Manage Hidden Purchases.

You can automatically remove downloads from your iPad after you finish a book. Tap Library, then tap ⋮ at the top right of the screen. Tap Remove Downloads, then tap Automatically When Finished.

Delete a collection

1. Go to the Books app  on your iPad.
2. Tap Library, then tap ⋮.
3. Swipe left on the collection you want to delete, then tap Delete.

Note: Deleting a collection doesn't delete the books or audiobooks in the collection; they're still in your library.

Read PDFs in the Books app on iPad

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

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

Open a PDF you receive in Books

1. Tap the PDF attachment to open it.
2. Tap , then tap Books from the list options.

Share or print a PDF in Books

1. Go to the Books app  on your iPad.
2. Tap Library, then tap ⋮ below the PDF.
3. Tap , then choose a share option such as AirDrop, Mail, or Messages, or tap Print.

See the Apple Support article [About AirPrint](#).

Mark up a PDF in Books

1. Go to the Books app  on your iPad.
2. Open the PDF.
3. Tap the page, then tap  at the top of the screen to use the drawing and annotation tools.

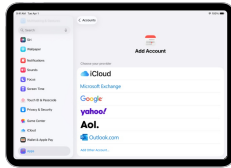
Calendar

Get started with Calendar on iPad

Get started with Calendar on iPad

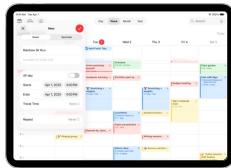
Use the Calendar app  to track meetings, appointments, and reminders, all in one place.

All your events in one place



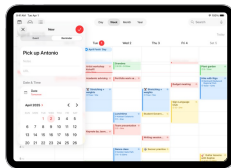
With Calendar, you can add multiple calendar accounts from providers like iCloud, Google, or Microsoft Exchange. To add an account, go to Settings  > Apps > Calendar. Tap Calendar Accounts, then choose Add Account.

Create events



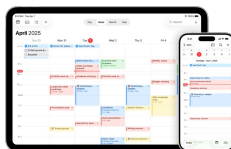
Create events to keep track of everything—from work meetings to family fun. Tap **+** at the top of the screen, enter your details, then tap .

Add a quick reminder



Stay organized by adding reminders alongside your events. Tap **+** at the top of the screen, then tap Reminder and enter a title. Tap Date to choose a date for the reminder, then tap .

Sync your calendar across devices



You can use iCloud to keep your calendar information up to date on all your devices where you're [signed in to the same Apple Account](#). Go to Settings  > [your name] > iCloud. Tap See All next to Saved to iCloud, then turn on Calendar.

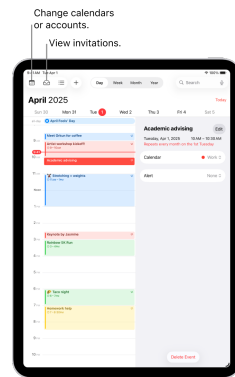
Want to learn more?

- [Change Calendar settings](#)
- [Get started with Calendar](#)
- [Use reminders in Calendar](#)

- [Keep track of events](#)
- [Change how you view events](#)
- [Send invitations](#)

Create and edit events in Calendar on iPad

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



[Ask Siri](#) something like, "Set up a meeting with Gordon at 9." [Learn how to use Siri.](#)

Add an event

1. Go to the Calendar app  on your iPad.
2. In Day view, tap **+** at the top of the screen.
3. Enter the title of the event.
4. Tap Location or Video Call, then enter a physical location or tap FaceTime to enter a video link for a remote event.

You can also copy a FaceTime link you created or received and paste it in the Location field. See [Create a link to a FaceTime call](#).

5. Enter the start and end times for the event, the travel time, invitees, attachments, and so on. (Swipe up, if necessary, to enter all the meeting information.)
6. Tap .

Add an alert

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

1. Go to the Calendar app  on your iPad.
2. Tap the event, then tap Edit.
3. In the event details, tap Alert.
4. Choose when you want to be reminded.

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

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

5. Tap .

Add an attachment

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

1. Go to the Calendar app  on your iPad.
2. Tap the event, then tap Edit.
3. In the event details, tap Add attachment.
4. Locate the file you want to attach.

To find the file, you can enter its name in the search field, scroll, tap folders to open them, tap Browse to look in other locations (such as iCloud Drive), and so on. See [Modify files, folders, and view downloads in Files](#).

5. Tap .

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

Find events in other apps

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

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Calendar.
3. Tap Siri, then turn on Show in App to allow Siri to suggest events found in other apps.

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

Copy and paste an event

You can copy an event and paste it to another date.

1. Go to the Calendar app  on your iPad.
2. Touch and hold the event, then tap Copy.
3. On another date, touch and hold the time where you want to paste the event.

When you release, the New Event page appears and the copied event appears under Title with the date and time where you want to paste the event.

Tip: You can also tap + at the top of the screen after copying an event.

4. Tap the copied event below Title.
5. Tap .

Edit an event

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

1. Go to the Calendar app  on your iPad.

2. Do any of the following:
 - *Quickly change the event time and duration:* In Day or Week view, touch and hold the event, then drag it to a new time, or adjust the grab points.
 - *Change event details:* Tap the event, then tap Edit near the top right. In the event details, tap a setting to change it, or tap in a field to type new information.

Delete an event

1. Go to the Calendar app  on your iPad.
2. Tap the event, then tap Delete Event at the bottom of the screen.

Send invitations in Calendar on iPad

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

Before you begin

Before you can invite people to events you've scheduled, you need to make sure your calendar accounts are turned on.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Calendar.
3. Tap Calendar Accounts, select an account, then check to see if Calendar is turned on.

For more information about how to add calendars, see [Set up multiple calendars](#).

Invite others to an event

You can invite people to an event you've scheduled.

1. Go to the Calendar app  on your iPad.
2. Tap the event, then tap Edit near the top of the screen.
3. Tap invitees.
4. Do any of the following:
 - *Add a name from your contacts:* Enter a contact's name, tap the name, then tap .

You can also tap  to select contacts.

- *Add an email address:* Enter an email address, tap Return, then tap .
- *Add a phone number:* Enter a phone number, tap Return, then tap .

Important: Sending a calendar invitation to a phone number is supported only in China and India.

Note: In order to send a calendar invitation to a contact, the contact must have an email address. See [Add and use contact information](#).

To make an invitation optional, tap Invitees, swipe left on the name or email address of the person you've invited, then tap Make Optional.

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

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

Quickly email attendees

You can email all attendees of an event—for example, to share event details.

1. Go to the Calendar app  on your iPad.
2. Tap an event that has attendees.
3. Tap Invitees, then tap .

Reply to invitations in Calendar on iPad

In the Calendar app, reply to meeting and event invitations you've received.

Reply to an event invitation

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

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

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

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

Suggest a different meeting time

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

1. Go to the Calendar app  on your iPad.
2. Tap the meeting, then tap Propose New Time.
3. Tap the time, then enter a new one.
4. Tap , then tap Send.

Depending on the capabilities of your calendar server, the organizer will receive either a counter-proposal or an email with your suggestion.

Change how you view events in Calendar on iPad

In the Calendar app, you can view one day, week, month, or year at a time, or view a list of upcoming events.

1. Go to the Calendar app  on your iPad.

2. Do any of the following:

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

Search for events in Calendar on iPad

You can search for events by title, invitees, location, and notes.

1. Go to the Calendar app  on your iPad.
2. Tap , then enter the text you want to find in the search field.

[Ask Siri](#) something like, "What's on my calendar for Friday?" [Learn how to use Siri](#).

Change your Calendar settings on iPad

In the Calendar app , you can add multiple accounts such as iCloud, Google, Microsoft Exchange, and Yahoo. You can change default settings to make it easier to create new events and to display your calendar in a way that works best for you. For example, you can choose the default calendar for new events, change the duration of new events, and more.

Set up iCloud, Google, Exchange, or Yahoo calendar accounts

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Calendar.
3. Tap Calendar Accounts, then tap Add Account.
4. Tap a service (iCloud, Microsoft Exchange, or Google, for example), then sign in.

Add a CalDAV account

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Calendar.
3. Tap Calendar Accounts, then tap Add Account.
4. Tap Add Other Account, then tap Add CalDAV account.
5. Enter your server and account information.

Note: If you add an account that doesn't support Push notifications, you can set a Fetch schedule for updating your calendar from the account. Go to Settings  > Apps > Calendar. Tap Calendar Accounts, then tap Fetch New Data. Under Fetch, choose a schedule. If you choose Automatically, new data is downloaded when your iPad is charging and connected to Wi-Fi.

Choose a default calendar

If you have multiple calendars, you can choose a default calendar, and any new events you create are added to that calendar automatically.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Calendar.

3. Tap Default Calendar, then select the calendar you want to use as your default calendar.

Note: You can always move an event to a different calendar after you create it. To find out more about using multiple calendars, see [Set up multiple calendars](#).

Set default event settings

You can change default settings for calendar events, such as the duration for new events, whether to be alerted when it's time to leave for an upcoming event, and more.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Calendar.
3. Do any of the following:
 - *Set default alert times for events:* Tap Default Alert Times, tap Birthdays, Events, or All-Day Events, then choose an option.
 - *Choose whether to be alerted when it's time to leave for an upcoming event:* Tap Default Alert Times, then turn Time to Leave on or off.
 - *Change the default duration for new events:* Tap Duration for New Events, then choose a length of time.
 - *Choose whether Calendar suggests a location when you create a new event:* Turn Location Suggestions on or off.

Change how your calendar is displayed

You can customize the way your calendar is displayed to help highlight the information that's most important to you. For example, you can choose which day you want to start the week with, display the Chinese, Hebrew, or Hijri calendar (alongside the Gregorian calendar), and more.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Calendar.
3. Do any of the following:
 - *Display the Chinese, Hebrew, or Hijri calendar:* Tap Alternate Calendars, then choose a calendar.
 - *Display the week number next to every week of the year:* Turn on Week Numbers.
 - *Show the current day as the first day in Week view:* Turn on Week View Starts On Today.
 - *Choose a different day to start the week:* Tap Start Week On, then tap a day.

You can allow Siri to make suggestions across apps based on the way you use Calendar. Go to Settings  > Apps > Calendar, tap Siri, then turn on "Learn from this App." You can also allow suggestions and content from Calendar to appear in [Search](#), [widgets](#), and as [notifications](#).

Schedule or display events in a different time zone in Calendar on iPad

In the Calendar app, events appear according to the time zone of your current location. However, you can set your calendar to always display a specific time zone, even if you travel to a different location. You can also schedule an event in a different time zone from the one currently shown in Calendar.

Change the time zone for a new event

You can create and edit events in Calendar and change the time zone of the event—even if it's different from the time zone you're currently in. For example, if you live in New York, you can create or edit an event and schedule it according to the time zone in another location—like Chicago.

1. Go to the Calendar app  on your iPad.
2. Tap + at the top of the screen.
3. Add the event details (title, location, travel time, attachments, and so on).
4. Enter the start and end times for the event, then tap Time Zone.
5. Search for a location, tap it, then tap .

Note: You can edit the time zone of the event later if you need to.

Always view your calendar in a specific time zone

You can override the default time zone setting so you can display Calendar in the time zone of your choice. This can be helpful if you're working remotely and need to keep track of the time when scheduling meetings with your colleagues in a different time zone. For example, if you live in San Francisco, but your job is based out of Boston, you can override the time zone of your current location and view your calendar events according to the time zone in Boston.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Calendar.
3. Tap Time Zone Override, then turn on Time Zone Override.
4. Tap Time Zone, search for a location (like Boston, for example), then tap the location.

Events created before you turn on Time Zone Override appear according to the time zone of the location you selected, but also shows the original time zone the event was created in.

Note: Time Zone Override only changes the time zone shown in the Calendar app.

Keep track of events in Calendar on iPad

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

Customize Calendar notifications

1. Go to the Settings app  on your iPad.
2. Tap Notifications, then tap Calendar.
3. Turn on Allow Notifications.
4. Choose how and where you want the notifications to appear—for example, on the Lock Screen, in Notification Center, as banners at the top of the screen, with an alert sound, and so on.

Turn on customized notifications for specific calendar events

After customizing Calendar notifications, you can choose whether you want them to appear for specific occasions—like upcoming events or invitee responses, for example.

1. Go to the Settings app  on your iPad.
2. Tap Notifications, then tap Calendar.
3. Tap Customize Notifications, turn the specific customized notifications on or off.

Keep your calendar up to date across your devices

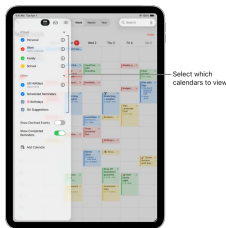
You can use iCloud to keep your calendar information up to date on all your devices where you're [signed in to the same Apple Account](#).

1. Go to the Settings  app on your iPad.
2. Tap your name, then tap iCloud.
3. Tap See All next to Saved to iCloud.
4. Tap iCloud Calendar and turn on Use on this iPad.

If you don't want to use iCloud for your calendar, you can sync your calendar information between your iPad and your computer. See [Transfer files between devices](#).

Set up multiple calendars on iPad

In the Calendar app, you can set up multiple calendars to keep track of different kinds of events. You can keep track of all your events and appointments in one calendar, but additional calendars are easy to set up and a great way to stay organized.



Set up a calendar

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left, then tap Add Calendar at the bottom of the screen.
3. Do one of the following:
 - *Create an iCloud calendar:* Tap Add Calendar, enter a name for the calendar, then choose a color for it.
 - *Subscribe to an external read-only calendar:* Tap Add Subscription Calendar, enter the URL of the .ics file you want to subscribe to (and any other required server information), then tap Find.
 - *Add a Holiday calendar:* Tap Add Holiday Calendar, then tap the holiday calendar you want to subscribe to.

See [Use the Holidays calendar](#).

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

Unsubscribe from a calendar

You can unsubscribe from a calendar you're subscribed to. When you unsubscribe, you can also report the calendar as junk.

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left, then tap ⓘ next to the calendar you want to remove.
3. Tap Unsubscribe, then tap Unsubscribe or Unsubscribe and Report Junk.

Note: When you tap Unsubscribe and Report Junk, the calendar is reported to Apple as a suspected junk subscription.

See multiple calendars at once

1. Go to the Calendar app  on your iPad.
2. To view multiple calendars, tap , then do any of the following:
 - Select the calendars you want to view.
 - Tap US Holidays to include national holidays with your events.
 - Tap Birthdays to include birthdays from Contacts with your events.

Turn on calendar event alerts

You can turn on event notifications for calendars you create or subscribe to.

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Tap ⓘ next to a calendar.
4. Turn Event Alerts on or off.
5. Tap .

Change a calendar's color

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Tap ⓘ next to the calendar, then choose a color.
4. Tap .

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

Move an event to another calendar

1. Go to the Calendar app  on your iPad.
2. Tap the event, tap Calendar, then select a calendar to move the event to.

Use reminders in Calendar on iPad

You can view, create, complete, and edit reminders from the Reminders app right in Calendar.

Show reminders

You can show scheduled reminders you added to the Reminders app  in Calendar.

1. Go to the Calendar app  on your iPad.

2. Tap  at the top left, then select Scheduled Reminders.

Reminders scheduled as all day are shown in the all-day section at the top of the calendar. Reminders scheduled at a specific time appear at that time in the full-day schedule.

Create reminders

1. Go to the Calendar app  on your iPad.
2. Tap **+** at the top of the screen.
3. Tap Reminder, then enter a title.
4. To choose a date for the reminder, tap Date.
5. Optionally, turn on Time and choose a specific time for the reminder.

You can also add other information—like images, notes, or a priority level to a reminder. See [Add details](#).

Note: You can select a specific reminders list to add new scheduled reminders to. If you don't select a list, new reminders are added to the default list you chose for Reminders. See [Change your Reminders settings](#).

Complete reminders

1. Go to the Calendar app  on your iPad.
2. Tap the circle next to a reminder's name.

Complete reminders are dimmed. Deselect the circle next to a reminder to mark it as incomplete.

Note: If you set a scheduled reminder to repeat, future instances are dimmed and can only be marked complete after the most current instance is marked complete.

Hide reminders

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Deselect Scheduled Reminders.

Removing reminders from Calendar doesn't delete the reminders from the Reminders app.

Edit or delete reminders

1. Go to the Calendar app  on your iPad.
2. Tap a reminder, then tap Edit to edit the details or Delete Reminder to delete.

Deleted reminders go to the Recently Deleted list in Reminders for 30 days before being permanently deleted.

Use the Holidays calendar on iPad

In the Calendar app, the Holidays calendar displays holidays based on the region set on your iPad.

Note: The Holidays calendar is a subscription calendar. You can't add or delete holidays, because subscription calendars can be modified only by the calendar provider.

Show or hide holidays

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Select or deselect US Holidays (or the holiday calendar for your country or region).

Add a holiday calendar from a different region

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Tap Add Calendar at the bottom of the screen, then tap Add Holiday Calendar.
4. Tap the holiday calendar you want to subscribe to, then tap .

To change settings, like notification alerts or the color for a holiday calendar see [Set up multiple calendars](#).

Share iCloud calendars on iPad

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

Create an iCloud calendar

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Tap Add Calendar.
4. Tap Add Calendar, enter a name for the new calendar, then tap .

If iCloud isn't your default calendar, tap Accounts, then tap iCloud. See [Change your Calendar settings](#).

Share an iCloud calendar

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

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Tap ⓘ next to the iCloud calendar you want to share.
4. Tap Add Person, then enter a name or email address, or tap  to browse your contacts.

Note: Your contacts must have an email address to share an iCloud calendar. See [Add and use contact information](#).

5. Tap .

Change a person's access to a shared calendar

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

1. Go to the Calendar app  on your iPad.

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

Turn off notifications for shared calendars

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

1. Go to the Settings  app on your iPad.
2. Tap Notifications, then tap Calendar.
3. Tap Customize Notifications, then turn off Shared Calendar Changes.

Share a read-only calendar with anyone

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

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

Delete a calendar

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Tap ⓘ next to the iCloud calendar you want to delete.
4. Tap Delete Calendar at the bottom of the list.

Calculator

Get started with Calculator on iPad

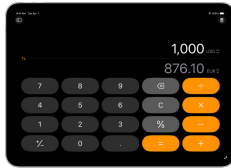
In the Calculator app , you can solve math problems in basic or scientific mode, convert units, or handwrite problems and generate graphs using Math Notes.

Choose the calculator for the task



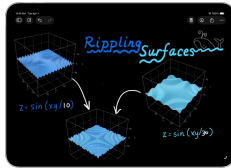
Do basic math, or switch to the scientific calculator where you can perform advanced calculations involving powers, roots, exponents, fractions, logarithms, trigonometry, and more. Tap , tap Basic or Scientific, then enter your expression.

Convert units easily



Miles to millimeters? Yen to euros? Change units of length, weight, power, pressure, speed, currency, and more with the unit conversion mode. Tap , turn on Convert, then tap  to choose the units or currencies.

Visualize your expressions with graphs



Evaluate expressions, assign variables, and plot graphs in Math Notes. Tap , tap Math Notes, then write an equation with two or three variables. Tap the equal sign of the equation to design your graph.

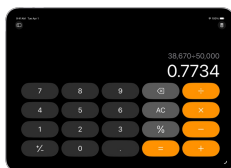
Want to learn more?

- [Use the basic calculator](#)
- [Use the scientific calculator](#)
- [Convert units or currency](#)
- [Solve math with Math Notes](#)
- [Work with graphs in Math Notes](#)
- [See previous calculations](#)

Use the basic calculator on iPad

You can perform arithmetic calculations with a basic calculator.

[Ask Siri](#) something like, "What's 18 percent of 225?" [Learn how to use Siri.](#)



Switch to the basic calculator

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Basic.

Clear digits, numbers, or the display

1. Go to the Calculator app  on your iPad.
2. Enter a digit or calculation.

3. Do one of the following:

- *Delete the last digit:* If you make a mistake when you enter a number, tap .
- *Delete the entire number you last entered:* Tap the Clear (C) key.
- *Delete the expression:* Tap the All Clear (AC) key, or touch and hold  or the Clear (C) key.

Switch to another mode

1. Go to the Calculator app  on your iPad.
2. Tap , then do one of the following:
 - *Access algebraic, exponential, logarithmic, and trigonometric keys, and more:* Tap Scientific. See [Use the scientific calculator](#).
 - *Solve handwritten math problems, evaluate expressions, and assign variables:* Tap Math Notes, then tap . See [Solve math with Math Notes](#).
 - *Draw graphs:* Tap Math Notes, tap , write an equation, then tap Insert Graph. See [Work with graphs in Math Notes](#).
 - *Instantly calculate unit or currency conversions:* Turn on Convert. See [Convert units or currency](#).

Note: Calculator uses select numeric systems for written math and variable names. See the [iOS and iPadOS Feature Availability website](#).

Copy a calculation result

1. Go to the Calculator app  on your iPad.
2. Enter a calculation, touch and hold the calculation result in the display, then tap Copy.
3. Paste the result somewhere else, such as in a note or message.

You can also copy [previous calculations](#).

Show commas in large numbers

1. Go to the Calculator app  on your iPad.
2. In the [menu bar](#), tap View, then choose Show Thousands Separator.

Repeat the last operation

Do one of the following after completing an operation:

- *Apply the last operation to the current result:* Tap the equal sign.

For example, if you enter " $1 \times 2 =$ ", your result is 2. Each time you tap the equal sign, the currently displayed answer is multiplied by 2, producing these results: 4, 8, 16, 32, and so on.

- *Apply the last operation to a new number:* Enter a new number, then tap the equal sign.

For example, if you enter " $100 + 15\% =$ ", the result is 115. Then, if you enter " $150 =$ ", the result is $150 + 15\%$, or 172.5.

Use the scientific calculator on iPad

You can use the scientific calculator for exponential, logarithmic, and trigonometric functions. You can also view complete expressions with parentheses, trigonometry, and multiple operations before tapping the equal sign for the final answer.

Note: The Calculator app uses the standard order of operations. For example, multiplication is completed before addition and subtraction. Add parentheses around expressions that you want calculated first.



Switch to the scientific calculator

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Scientific.

Work with stored values

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Scientific.
3. As you calculate, you can do any of the following:
 - *Add the value on the screen to memory:* Tap m+.
 - *Subtract the value on the screen from memory:* Tap m-.
 - *Recall the stored value in memory:* Tap mr.
 - *Clear the stored value from memory:* Tap mc.

Use exponential and logarithmic functions or notation

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Scientific.
3. Do any of the following:
 - *Square a value:* Enter a number, tap x^2 , then tap =.
 - *Cube a value:* Enter a number, tap x^3 , then tap =.
 - *Raise a value to the power of y:* Enter a base number, tap x^y , enter the value of y, then tap =.
 - *Raise e to the power of x:* Tap e^x , enter the value of x, then tap =.
 - *Raise 10 to the power of x:* Tap 10^x , enter the value of x, then tap =.

Tip: Tap EE as a shortcut to use scientific notation, instead of tapping the x and 10^x keys.

Use the keys just below those keys to get the inverse functions: the square root, cube root, y^{th} root, natural logarithm, and logarithm.

To access additional functions (such as y^x or powers of 2), tap the "2nd" key near the top left.

Use trigonometric and hyperbolic functions

1. Go to the Calculator app  on your iPad.

2. Tap , then tap Scientific.
3. Find any of the following:
 - *Sine*: Tap sin, enter a number, then tap =.
 - *Cosine*: Tap cos, enter a number, then tap =.
 - *Tangent*: Tap tan, enter a number, then tap =.
 - *Hyperbolic sine*: Tap sinh, enter a number, then tap =.
 - *Hyperbolic cosine*: Tap cosh, enter a number, then tap =.
 - *Hyperbolic tangent*: Tap tanh, enter a number, then tap =.

To access the inverse of these functions (such as arcsine or arctangent), tap the "2nd" key near the top left.

Use radians or degrees

The scientific calculator uses degrees by default.

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Scientific.
3. Tap Rad to switch to radians.

When you're using radians instead of degrees, the label Rad appears in the lower left of the display, and the Rad key becomes Deg.

To switch back to degrees, tap the Deg key.

When you hold your iPad vertically (in portrait orientation), the Rad/Deg key is just above the ÷ key. When you hold it horizontally (in landscape orientation), the Rad/Deg key is near the bottom center.

Generate a random number between 0 and 1

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Scientific.
3. Tap Rand.

When you hold your iPad vertically (in portrait orientation), the Rand key is just above . When you hold it horizontally (in landscape orientation), the Rand key is in the bottom left.

Solve math with Math Notes in Calculator on iPad

You can solve mathematical expressions, create and use variables, or graph equations—for example, when learning new concepts in class, doing day-to-day budgeting, planning an event, remodeling your home, and more.

Note: Math Notes uses common mathematical symbols, the same operations as the [scientific calculator](#), and select numeric systems for written math and variable names. See the [iOS and iPadOS Feature Availability website](#).



Solve expressions

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Math Notes.
3. Tap to open a previous Math Note, or tap  to start a new one.
4. Do any of the following:
 - Type a math expression, then include an equal sign.
 - Tap , write a math expression horizontally, then include an equal sign.
 - Tap , write a stack of numbers, then draw a horizontal line below the numbers to add the numbers in the stack. Write a different symbol to the left of each number if you want a different operation.
5. Tap the equal sign to see what Math Notes understood in what you wrote. To correct mistakes, you can fix any of the following:
 - *Unrecognized math and unsolvable expressions:* Tap any dotted red lines to see details about the error.
 - *Ambiguous characters:* Tap any dotted blue lines to clarify what you wrote.

See the Apple Support article [How to handle errors in Math Notes](#) to learn more.

Math Notes uses the standard order of operations in horizontal expressions. For example, multiplication is completed before addition and subtraction. Add parentheses around expressions that you want calculated first. In vertically stacked math, Math Notes evaluates expressions from top to bottom.

Math Notes automatically converts any units and currency used in expressions. You can also mix different systems—for example, 42 meters + 143 feet. Available units and currency match the Convert mode of the basic or scientific calculator. See [Convert units or currency](#).

Update values

1. Go to the Calculator app  on your iPad.
2. Tap , tap Math Notes, then tap the note you want to update.
3. Do one of the following:
 - Erase the number, then enter a new value.
 - Tap the number, then slide left and right to adjust the value using the scrubber that appears above the number.
 - Using an Apple Pencil, hover over the number until you see a scrubber, then slide left and right to adjust the value.

Any graphs using the values automatically update. If the value was assigned to a variable, results or graphs of any equations using the variable automatically update as well.

Use variables in expressions and equations

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Math Notes.
3. Tap to open a Math Note in the sidebar, or tap  to start a new one.
4. To declare a variable, type or write a letter or word to use as the variable, followed by an equal sign.
5. Type or write a value or expression after the equal sign to assign a value to the variable.
6. Type or write the variable name in an expression or an equation to use it.

Note: Math Notes reads entries from top left to bottom right. You must declare a variable (for example, $x = 5$) before using it in an expression (such as $x + 10 =$). Writing an expression without first declaring a variable produces an error. Variable names must contain characters only from the Latin alphabet. Variables can't be used in vertical math.

You can use equations with two or three variables to graph in [two](#) or [three](#) dimensions.

You can use equations with two variables to [create a graph](#).

Show results automatically or as suggestions

You can choose how you want your iPad to respond to the math problems you enter in Math Notes.

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Math Notes.
3. Tap to open a Math Note in the sidebar, or tap  to start a new one.
4. Enter text, or tap  and begin writing.
5. Tap , then tap Math Results, then do one of the following:
 - *If you want problems to be solved:* Choose Insert Results. Answers appear automatically when you type or write a solvable math problem.
 - *If you want suggestions to appear:* Choose Suggest Results. When you type or write an equal sign or select a solvable math problem, a Solve button appears that, when tapped, inserts the answer.
 - *If you don't want any math results:* Choose Off. Answers don't appear when you type or write an equal sign after an expression.

Use a light background

Math Notes uses a dark background by default, but you can switch to a light background instead.

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Math Notes.
3. Tap to open a Math Note in the sidebar, or tap  to start a new one, then enter text or write.
4. Tap , then tap Use Light Background.

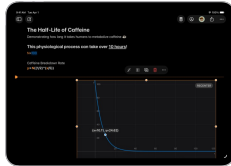
You can also [show lines or grids in notes](#).

Work with graphs in Math Notes in

Calculator on iPad

In Math Notes, you can insert a graph or overlay the graphs of multiple equations on the same two-dimensional grid or three-dimensional space to see how they relate.

Note: Math Notes uses common mathematical symbols, the same operations as the [scientific calculator](#), and select numeric systems for written math and variable names. See the [iOS and iPadOS Feature Availability website](#).



Graph in two dimensions

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Math Notes.
3. Type or write an equation with exactly two undefined variables, with one on each side of the equal sign.

You can include defined variables as well. For example, if you know $a = 3$, you can graph $velocity = 0.5at^2$. The graph's y-axis shows *velocity*, and the x-axis shows *t*.

4. Tap Insert Graph in the menu that appears, then, if asked, tap to assign a variable to the x-axis.
5. Do any of the following:
 - *Reframe the graph:* Tap the graph, then swipe with two fingers to pan.
 - *Zoom in or out:* Tap the graph, then pinch open and closed.
 - *See coordinates:* Touch and hold the graphed function, then move your finger along the line to see each point's x- and y-value.

You can also tap an equal sign of any equation you already wrote to create a new graph.

All graphs interpret the equations you enter as $y = f(x)$. The variable to the left of the equal sign graphs on the y-axis, and the other variable graphs on the x-axis.

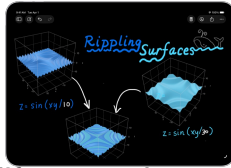
Graph in three dimensions

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Math Notes.
3. Type or write an equation with a "z" on the left side of the equal sign and "x" and "y" on the right.

For example, $z = (y^3 + x^3)/2$.

4. Tap Insert Graph in the menu that appears, then, if asked, tap to assign variables to axes.
5. Tap to select the graph, then do any of the following:
 - *Inspect the graph from other angles:* Drag from the middle of the graph.
 - *Move the graph in the note:* Drag the edge of the graph.

You can also tap an equal sign of any equation you already wrote to create a new graph.



Modify a graph

1. Go to the Calculator app  on your iPad.
2. Tap , tap Math Notes, then open a Math Note with a graph.
3. Do any of the following:
 - *Change the shape of the function:* Edit your equation. The graph updates automatically.
 - *Resize the graph:* Tap the graph, then drag an edge or corner handle.
 - *Adjust the axes:* Tap the graph, tap , then swipe left or right on the numbers to make them larger or smaller, or tap Equalize Axes.
 - *Zoom to the best view of the graph:* Tap the graph, then tap Recenter.
 - *Center the origin:* Tap , then tap Center Origin.
 - *Duplicate the graph:* Tap the graph, then tap .
 - *Recolor the graph:* Tap the line or surface of the graph, then tap the color picker to the right of the equation.

Work with multiple graphs

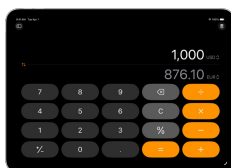
1. Go to the Calculator app  on your iPad.
2. Tap , then tap Math Notes.
3. Create a graph in **two** or **three** dimensions, as above.
4. Type or write another equation, then tap Insert Graph or Add to Existing Graph.

You can also tap an equal sign of any equation you already wrote to add it to an existing graph.

5. Do any of the following:
 - *Combine graphs on one grid:* Tap a graph, tap  or , then tap the equation in the list that you want to add to the graph. A  appears.
 - *Hide a graph line:* Tap the graph, tap  or , then tap  to uncheck it.

Convert units or currency in Calculator on iPad

Turn on unit conversions to convert length, weight, currencies, and more while using the basic or scientific calculator.



1. Go to the Calculator app  on your iPad.
2. While using the [basic](#) or [scientific](#) calculator, tap , then turn on Convert.
3. Tap  and choose the units or currencies you want to convert from and to.

Swipe the categories at the top of the list to see others, such as Speed, Time, and Weight.

4. Enter a value in either field to see conversions as you type.
5. To reverse how the units are converted, tap .

You can also convert units and currencies in [Math Notes](#). For example, type or write "50 m in feet =" in a note.

See previous calculations in Calculator on iPad

Keep track of previous calculations in the basic or scientific calculators, and copy results from them to use in Calculator or other apps.

1. Go to the Calculator app  on your iPad.
2. Tap , then select Basic or Scientific.
3. Tap , then do any of the following:
 - *Reload the calculation:* Tap the listing. The calculation appears where you left off earlier.
 - *Copy the answer:* Touch and hold the listing, then tap Copy Expression or Copy Result.
 - *Delete the calculation:* Swipe left, then tap .

Clock

See the time worldwide in Clock on iPad

You can see the local time in time zones around the world.

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



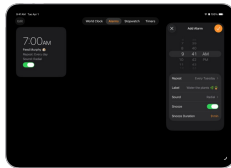
1. Go to the Clock app  on your iPad.
2. Tap World Clock.

3. To manage your list of cities, do any of the following:
 - *Add a city:* Tap , then choose a city.
 - *Delete a city:* Tap Edit, then tap . When you're finished, tap .
 - *Reorder the cities:* Touch and hold a clock, then drag it to a new position.

Set an alarm in Clock on iPad

You can turn your iPad into an alarm clock, or simply ask Siri to set one for you. Alarms can be set for any time and repeated on specific days of the week. You can also adjust how long the snooze lasts.

[Ask Siri](#) something like: "Set an alarm for 7 a.m." [Learn how to use Siri.](#)



Set an alarm

1. Go to the Clock app  on your iPad.
2. Tap Alarms, then tap .
3. Set the time, then choose any of the following options:
 - *Repeat:* Choose the days of the week you want the alarm to repeat.
 - *Label:* Give the alarm a name, like "Water the plants."
 - *Sound:* Choose a song or a ringtone.
 - *Snooze:* Turn on to see a Snooze button with your alarm.
 - *Snooze Duration:* Choose how long to pause the alarm.
4. Tap .

To change the alarm, tap the alarm time. Or tap Edit at the top left, then tap the alarm time.

Change the alarm's volume

1. Go to the Settings  app on your iPad.
2. Tap Sounds.
3. Under Ringtone and Alerts, drag the volume slider.

Tip: To use the volume buttons on your device to change the alarm volume, turn on Change with Buttons.

Your alarm sounds even when you:

- Turn on [Silent mode](#).
- Turn on Do Not Disturb (or another [Focus](#)).
- Connect headphones to your iPad. The alarm plays at a set volume through both the built-in speakers on your iPad as well as your headphones.

Turn off an alarm

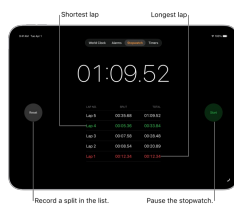
1. Go to the Clock app  on your iPad.
2. Tap Alarms.
3. Tap the button below the alarm time.

Remove an alarm

1. Go to the Clock app  on your iPad.
2. Tap Alarms.
3. Tap Edit at the top left, tap , then tap .

Track time with the stopwatch in Clock on iPad

In the Clock app, you can use the stopwatch to measure the duration of an event.



1. Go to the Clock app  on your iPad.
2. Tap Stopwatch.

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

3. Tap Start.

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

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

Set timers in Clock on iPad

You can set timers to count down from specified times.

[Ask Siri](#) something like: "Set the timer for 3 minutes." [Learn how to use Siri.](#)

Set a custom timer

1. Go to the Clock app  on your iPad.
2. Tap Timers, then set a duration of time.
3. Choose any of the following options:
 - *Label:* Give the timer a name, like "Take the cookies out of the oven."
 - *When Timer Ends:* Choose a sound to play when the timer ends.
4. Tap Start.

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

When you set a custom timer, it appears below Recent—so you can start the same timer whenever you want.

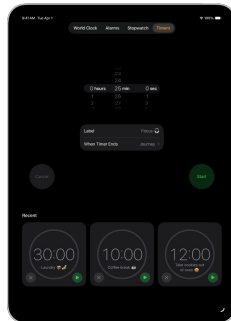
Set a timer to stop playing audio or video

If you want to stop playing audio or video after a specific amount of time, you can set the timer to stop the playback—for example, when you fall asleep while listening to the radio.

1. Go to the Clock app  on your iPad.
2. [Set a custom timer](#), as above.
3. Tap When Timer Ends, then tap Stop Playing at the bottom of the list of sounds.
4. Tap Set, then tap Start.

Set multiple timers

After you start a custom timer, you can add more timers to keep track of different tasks at the same time.



1. Go to the Clock app  on your iPad.
2. Tap Timers, then start a timer.
3. Tap  at the top right, then do one of the following:
 - *Add a custom timer:* Set a duration of time, add a label or sound, then tap .
 - *Add a preset timer:* Swipe left below Presets, then tap a preset duration of time (like 1, 5, or 10 minutes).
 - *Add a recent timer:* Tap  next to a timer you've recently set.

If you selected a recent or preset timer, tap the timer to edit the label and sound.

Stop, pause, or remove a timer

When a timer ends, you get a notification at the top of your screen, no matter which app you're using. Tap  to clear the notification, or tap  if you want the timer to run again. You can also tap Repeat or Stop from the Lock Screen.

You can also pause or remove a timer before it ends.

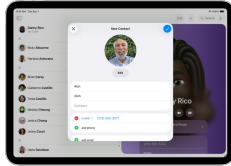
1. Go to the Clock app  on your iPad.
2. Tap Timers, then do any of the following:
 - *Pause a timer:* Tap  next to the timer to stop it momentarily. Tap  to continue counting down.
 - *Remove a timer:* Tap .

Contacts

Get started with Contacts on iPad

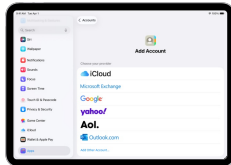
Use the Contacts app  to keep phone numbers, email addresses, birthdays, and more, all in one place.

Create a contact



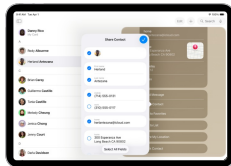
To create a contact, go to the Contacts app, tap , add the contact's details, then tap .

Add other accounts



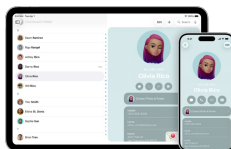
If you have contacts saved in other accounts like iCloud, Google, or Yahoo, you can add them to the Contacts app to see all your contacts in one place. Go to Settings  > Apps > Contacts, tap Contacts Accounts, then tap Add Account.

Share a contact



It's easy to share a contact. Select a contact, then tap Share Contact. Choose the fields you want to share, tap , then choose a sharing option such as Messages or Mail.

Sync your contacts



See your contacts on your other Apple devices when you're signed in to the same Apple Account. Go to Settings > [your name] > iCloud. Tap See All next to Saved to iCloud, then turn on Contacts.

Want to learn more?

- [Add or remove accounts](#)

- [Sync contacts across devices](#)
- [Get started with Contacts](#)
- [Add your contact info](#)
- [Edit contacts](#)

Add and use contact information on iPad

You can use the Contacts app to create, find, share, and delete contacts.

Siri can update information about a contact. [Say](#) something like, "Sarah Milos is my sister." [Learn how to use Siri.](#)

Create a contact

1. Go to the Contacts app  on your iPad.
2. Tap +.

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

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

Find a contact

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

You can also search your contacts using Search (see [Search with Spotlight](#)).

Share a contact

1. Go to the Contacts app  on your iPad.
2. Tap a contact, tap Share Contact, then choose the fields you want to share.
3. Tap  then choose a sharing option, such as Messages or Mail.

Quickly reach a contact

1. Go to the Contacts app  on your iPad.
2. Tap a contact.
3. Tap a button below the contact's name to do any of the following: start a message, make a phone call or a FaceTime call; or compose an email.

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

Delete a contact

1. Go to the Contacts app  on your iPad.
2. Go to the contact's card, then tap Edit.
3. Scroll down, then tap Delete Contact.

Edit contacts on iPad

Assign a photo to a contact, add a pronunciation and pronouns, change a label, add a birthday, and more to your contacts.

1. Go to the Contacts app  on your iPad.
2. Tap a contact, then tap Edit.
3. Enter or update the contact's information.
4. When you're finished, tap .

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

Add or edit your contact info and photo on iPad

iPad uses your [Apple Account](#) to create your contact card, called *My Card*, in the Contacts app. You can also add or edit details—including your name, address, phone number, and birthday, as well as the Contact Poster, which you can share with people when you call or send a message to them.

Complete or edit My Card

1. Go to the Contacts app  on your iPad.
2. Tap My Card at the top, then tap Edit.

If you don't see My Card, tap  and enter your information, then return to the contact list, touch and hold your contact, and tap Make this My Card.

3. Enter your contact information.

Contacts suggests addresses and phone numbers to help you.

Tip: You can also teach Siri how to pronounce your name. See [Tell Siri how to say your name](#).

Add or edit your home address

1. Go to the Contacts app  on your iPad.
2. Tap My Card at the top, then tap Edit.
3. Tap Add Address, then add your address.
4. Tap the label that appears to the left of the address, then select Home.

You can use AutoFill in Safari to automatically fill in your address for things like online shopping or online forms. When you edit your My Card, your AutoFill information automatically updates. See [Fill in personal information](#).

Add or edit your photo and poster

You can set a photo and poster to automatically appear when you call or send a message to others.

1. Go to the Contacts app  on your iPad.
2. Tap My Card at the top, then tap Edit.
3. Tap your contact photo, then choose and customize your photo and poster.

Share your name and contact image

You can choose to automatically share your updated name, photo, and poster with people in your contacts.

1. Go to the Contacts app  on your iPad.
2. Tap My Card at the top, tap Edit, then tap your contact photo.
3. Turn on Name & Photo Sharing to start sharing your contact photo and poster with others. (You may need to scroll down.)

You can share automatically with Contacts Only, or select Always Ask to be prompted before your name, photo, and poster are shared with anyone.

Add or edit contact pronouns

You can add or edit your pronouns or another contact's pronouns in the Contacts app.

1. Go to the Contacts app  on your iPad.
2. Tap My Card at the top to add your pronouns, or select another contact to add theirs.
3. Tap Edit, then tap "add pronouns."
4. Select your language and add the correct pronouns.

You can also add pronouns in other languages by tapping Add Pronouns again.

5. Tap Add.

Note: When you share your contact information through Contacts or NameDrop, by default your pronouns aren't shared. When you're sharing another contact's information, their pronouns are never shared.

Share contacts on iPad

You can use the Contacts app to share your contact information (or another person's contact information) to someone else using Messages, Mail, or another sharing option.

1. Go to the Contacts app  on your iPad.
2. Select the contact you want to share.
3. Tap Share Contact, select the fields you want to include, then tap Done.
4. Select a method to share the contact, then tap Send.

Add or remove accounts in Contacts on iPad

In the Contacts app, you can add multiple accounts—such as iCloud, Microsoft Exchange, Google, and Yahoo. You can choose a default account, set up LDAP or CardDAV accounts, show or hide accounts, and delete accounts.

Add your iCloud contacts

1. Go to the Settings app  on your iPad.
2. Tap [your name], then tap iCloud.
3. Tap See All next to Saved to iCloud, then turn on Contacts.

Add your contacts from other accounts

You can use the Contacts app to manage your contacts in other accounts, such as Microsoft Exchange, Google, and Yahoo.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Contacts.
3. Tap Contacts Accounts, then tap Add Account.
4. Choose an account, sign in to it, then turn on Contacts.

Note: If you add an account that doesn't support Push notifications, you can set a Fetch schedule for updating your contacts from the account. Go to Settings  > Apps > Contacts, tap Contacts Accounts, then tap Fetch New Data. Under Fetch, choose a schedule. If you choose Automatically, new data is downloaded when your iPad is charging and connected to Wi-Fi.

Add contacts from contacts provider apps

You can allow third-party apps to add contacts to the Contacts app. The contacts are managed by the third-party app and can't be edited in the Contacts app.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Contacts.
3. Tap Providers, then turn on the option for an app.

Choose your default account

You can select a default account where new contacts are automatically added.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Contacts.
3. Tap Default Account, then tap the account you want to make your default.

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

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Contacts.
3. Tap Contacts Accounts, then tap Add Account.
4. Tap Add Other Account, then tap Add LDAP Account or CardDAV Account.
5. Enter the account information.

Remove a contact account

When you remove an account, the contacts in that account no longer appear on your iPad. The contacts remain in your internet account (for example, iCloud.com or Google) and any other devices you had already set up.

- *Turn off iCloud contacts:* Go to Settings  > [your name] > iCloud. Tap See All next to Saved to iCloud, then turn off Contacts.

You can choose to keep or delete the previously synced iCloud contacts on your iPad.

- *Temporarily stop using an account:* Go to Settings  > Apps > Contacts > Contacts Accounts, tap the account, then turn off Contacts.

To view the contacts in that account on your iPad again, turn on Contacts.

- *Delete an account:* Go to Settings  > Apps > Contacts > Contacts Accounts, tap the account, then tap Delete Account.

If you don't see Sign Out or Delete Account, your account may be managed by your organization. See an administrator for removal instructions.

Get rid of duplicate contacts on iPad

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

Resolve duplicate contacts

If you have more than one contact card with the same first and last name, the Contacts app can merge the duplicate contacts for you.

1. Go to the Contacts app  on your iPad.
2. Below My Card, tap View Duplicates.
3. Tap individual contacts to review and merge them, or tap Merge All to merge all duplicate contacts.

Link contacts manually

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

1. Go to the Contacts app  on your iPad.
2. Tap one of the contacts, tap Edit, then tap Link Contacts.
3. Choose the other contact entry to link to, then tap Link.

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

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

Sync contacts across devices on iPad

To keep your contact information up to date across all your devices where you're [signed in to your Apple Account](#), you can use iCloud.

1. Go to Settings > [your name] > iCloud.
2. Tap See All next to Saved to iCloud, then turn on Contacts.

Alternatively, you can sync the information between iPad and your Mac or Windows device to keep the information up to date across iPad and your computer. See [Transfer files between devices](#).

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

Import contacts on iPad

You can import contacts from a vCard and from a directory.

Import contacts from a vCard

Tap a .vcf attachment in an email or message.

Add a contact from a directory

1. Go to the Contacts app  on your iPad.
2. Tap , then tap the GAL, CardDAV, or LDAP directory you want to search.
3. Enter your search.
4. Tap the person's name to save their information to your contacts.

Export contacts on iPad

You can export some or all of your contacts to another device or app.

1. Go to the Contacts app  on your iPad.
2. Tap  at the top left.
3. Touch and hold an existing list (or create a new list by tapping Add List).
4. Tap Export, select the fields you want to include, then tap Done.
5. Choose a method to send or save the exported contact cards, such as Messages or Mail.

FaceTime

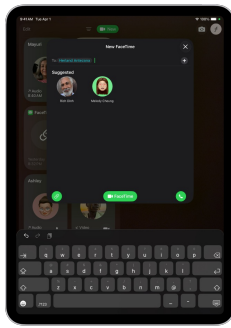
Get started with FaceTime on iPad

Learn how to use the FaceTime app  to visit face-to-face with friends and family—over Wi-Fi or cellular. While on a FaceTime call, you can also watch TV shows and movies, listen to music, and even work out together.



Set up FaceTime

Go to the Settings app , tap Apps, then tap FaceTime. Make sure that you're signed in to your Apple Account and FaceTime is turned on. If more than one contact method appears below "You can be reached by FaceTime at," you can tap to select or deselect it.



Make a FaceTime call

Open the FaceTime app, tap New, then enter the name, number, or email of the person (or people) you want to call. Tap FaceTime to make a video call or  to make an audio call. In a Group FaceTime call, you can talk with up to 32 people.



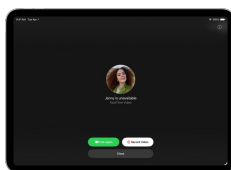
Use the FaceTime controls

While on a FaceTime call, use the FaceTime controls to turn your camera or mic on or off, share your screen, and more. If you don't see the controls, tap your screen.



Switch a FaceTime call to another device

When you're signed in to your Apple Account on multiple devices, you can start a FaceTime call on one of them, then move it to your iPad. You can also move your call from your iPad to another device. On the device you want to switch to, tap  or  at the top of the screen or the suggestion "Move call to this [device]," then tap Switch.



Leave a video message

If someone doesn't answer your FaceTime video call, you can leave a video message. Tap Record Video, then record your message. When you're finished recording, tap , then tap .

Want to learn more?

- [Set up FaceTime](#)
- [Make FaceTime calls](#)
- [Use Live Captions and Live Translation](#)
- [Hand off a FaceTime call to another Apple device](#)
- [Use SharePlay to watch, listen, and play together](#)
- [Change the FaceTime video settings](#)
- [Change the FaceTime audio settings](#)

Note: Not all features and content are available in all countries or regions.

Make and receive FaceTime calls

Set up FaceTime on iPad

To make and receive FaceTime calls on your iPad, you need to be signed in to FaceTime with your [Apple Account](#).



1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap FaceTime.
3. If FaceTime is turned off, turn it on.
4. If you see a sign-in screen, sign in to your Apple Account and enter your password.

To stop making and receiving calls with FaceTime, go to the Settings app , tap Apps, then tap FaceTime. Turn off FaceTime (or tap your Apple Account, then tap Sign Out).

Make FaceTime calls on iPad

With an internet connection and an Apple Account, you can make and receive calls in the FaceTime app.

On iPad Wi-Fi + Cellular models, you can also make FaceTime calls over a cellular data connection. (Calling and data rates may apply.) To turn this feature off, go to the Settings app , tap Cellular, then turn off FaceTime. See [View or change cellular data settings](#).

Note: FaceTime audio calls aren't available in all countries or regions.

Make a FaceTime call

1. Go to the FaceTime app  on your iPad.
2. Tap New near the top of the screen.
3. Enter the name, number, or email of the person you want to call, then tap FaceTime to make a video call or  to make a FaceTime audio call.

Alternatively, you can tap  to open Contacts and start your call from there, or tap a suggested contact to quickly make a call.

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

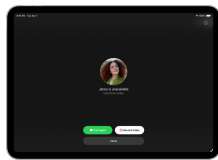
[Ask Siri](#) something like, "Call Eliza's mobile." [Learn how to use Siri](#).

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

Record a video message

If someone doesn't answer your FaceTime video call, you can record a video message to convey exactly what you want to say.

1. Tap Record Video, wait for the countdown (from 5 to 1), then record your message.



2. Tap  to send your recorded message, or tap Retake to rerecord the message. You can also tap Save to save the video message to Photos.

After you send your video message, the recipient is notified.

Note: You can receive video messages only from saved contacts, people you've called, and people suggested by Siri.

See [View a video message or listen to a voicemail](#).

Leave a voicemail

If someone doesn't answer your FaceTime audio call, you're prompted to leave a voicemail if the person you're calling has Live Voicemail turned on in Settings  > Apps > Phone on an iPhone signed in to the same Apple Account as their iPad.

Note: Live Voicemail isn't available in all languages or regions. See the [iOS and iPadOS Feature Availability website](#).

Call again

To call someone again in FaceTime, do any of the following:

- Tap Call Again on the Record Video screen.
- In your call history, tap the tile with the contact information of the person (or group) you want to call again, then tap  (for a FaceTime video call) or .

Start a FaceTime call from a Messages conversation

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

1. Tap  at the top right of the Messages conversation.

2. Tap FaceTime Audio or FaceTime Video.

Use Live Translation

If Apple Intelligence* is turned on, you can use it to see live translated captions in FaceTime. See [See translated captions in FaceTime](#).

Important: If you remove the FaceTime app from your iPad, or if you removed FaceTime in an earlier version of iPadOS, you won't be able to make or receive FaceTime calls or use SharePlay on your iPad unless you [redownload the app](#). Settings and contact cards won't show FaceTime options.

*Apple Intelligence is available in beta with support for the following languages: Chinese (Simplified), English, French, German, Italian, Japanese, Korean, Portuguese (Brazil), and Spanish. Some features may not be available in all languages or regions. For more information on language and feature availability or system requirements, see the Apple Support article [How to get Apple Intelligence](#).

Receive FaceTime calls on iPad

In the FaceTime app, you can answer video and audio calls, decline calls, view video messages or listen to voicemails, and delete calls from your call history.

Note: Live Voicemail isn't available in all languages or regions. See the [iOS and iPadOS Feature Availability website](#).

Answer a FaceTime call

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

- *Accept the call:* To answer a video call, tap , then tap Join. To answer an audio call, tap .

If a slider appears, you can drag it right to answer.

- *Decline the call:* Tap  (for a video call) or .

For FaceTime audio calls, tap Message to send a text message or tap Voicemail to send the caller to voicemail. (You may need to tap the incoming call banner to see these options.)

- *Put the current call on hold:* Tap Hold and Accept.

Note: This option is only available if you're on a FaceTime audio call and you receive another incoming FaceTime audio call. Otherwise, you can tap End & Accept to end the current call and answer the incoming call.

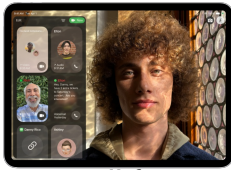
Tip: You can have Siri [announce incoming calls](#), which you can accept or decline using your voice.

View a video message or listen to a voicemail

If you miss an incoming *video call* and the caller leaves a video message, you receive a notification about the video message. A thumbnail image from the video also appears in your FaceTime call history. You can tap the notification or image to view the video message.

Note: You can receive video messages only from saved contacts, people you've called, and people suggested by Siri.

If you miss an incoming *audio call*, the caller can leave a voicemail if you have Live Voicemail turned on in Settings  > Apps > Phone, and your iPhone is signed in to the same Apple Account for FaceTime as your iPad.



Delete a call from your call history

1. Go to the FaceTime app  on your iPad.
2. Touch and hold the call in your call history, then tap Delete.

Tip: To quickly access all video messages or voicemails from a specific contact, tap their name in the call history, then tap the Voicemails button or the Videos button.

Create a link to a FaceTime call on iPad

In FaceTime, you can create a link to a FaceTime call and send the link to a friend or a group (using Mail or Messages). They can use the link to join or start a call.

1. Go to the FaceTime app  on your iPad.
2. Tap New, then enter the contact information for one or more people.
3. Tap .
4. Choose an option for sending the link (for example, Messages or Mail).

In Calendar, you can schedule a remote video meeting by [inserting a FaceTime link as the location of the meeting](#).

Note: You can invite anyone to join you in a FaceTime call, even people who don't have an Apple device, as long as they have the latest version of Chrome or Edge. They can join you in one-to-one and Group FaceTime calls from their browser—no login is necessary. Sending video requires H.264 video encoding support.

Take a Live Photo during a FaceTime call on iPad

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

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

- *During a one-to-one FaceTime call:* Tap .
- *During a Group FaceTime call:* Tap the tile of the person you want to take a picture of, then tap .

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

Use audio call tools in FaceTime on iPad

In some countries and regions, you can record a FaceTime audio call when you're talking to one other person, and view the transcript of the call in the Notes app. On [iPad models that support Apple Intelligence](#),* you can [view a summary of an audio recording in Notes](#).

You can also use Hold Assist to get a notification when a live agent becomes available while you're placed on hold.

Note: Call recording is not currently available in the European Union, Azerbaijan, Bahrain, Egypt, Iran, Iraq, Jordan, Kuwait, Morocco, Nigeria, Oman, Pakistan, Qatar, Russia, Saudi Arabia, South Africa, Turkey, United Arab Emirates, and Yemen.

Record an audio call

Before you begin, check the [iOS and iPadOS Feature Availability website](#) to see if call recording is available in your language and region, and make sure the other call participant is willing to be recorded.

1. During a one-to-one audio call in the FaceTime app , tap , then tap Call Recording.

Both call participants hear an audio notice that the call is being recorded.

2. To stop recording, tap .

If  doesn't appear, tap , then tap Stop next to Call Recording. Call recording also stops when you end the call.

Call recordings are automatically saved to a Call Recordings folder in the Notes app.

Play a call recording

1. Go to the Notes app  on your iPad.
2. Select a note in the Call Recordings folder, then tap .

View a call transcript

In [select regions and languages](#), you can view the transcript of a recorded call in the Notes app. The transcript may not be available immediately—you may see a message that the transcription is in progress.

Note: Verify the accuracy of a transcription before relying on it. It might not be a perfect representation of the conversation.

1. Go to the Notes app  on your iPad.
2. Select a note in the Call Recordings folder, then tap .

Note: Spoken words in supported languages are automatically transcribed. If you don't see Transcript, your iPad doesn't meet the minimum requirements or detect a supported language.

In the transcript, the speaker of each statement is identified.

3. While viewing the transcript, you can do any of the following:

- *Play the audio from a specific point:* Select the text you want to hear.
- *Search the transcript:* Tap , then tap Find in Transcript.
- *Copy the transcript:* Tap , then choose Add Transcript to Note or Copy Transcript.
- *Save or delete the audio recording:* Tap , then choose Save Audio to Files or Delete.

Note: Deleting the audio recording also deletes the transcript.
- *View the waveform of the recording:* Tap .

If Apple Intelligence* is turned on, you can summarize a recorded FaceTime call. See [Intro to Apple Intelligence](#).

Turn off Call Recording

Call Recording is turned on by default, but you can turn it off.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Phone.
3. Tap Audio Call Recording, then turn off Audio Call Recording.

Use Hold Assist

When you're placed on hold during a FaceTime audio call, you can use Hold Assist to notify you when a live agent is available. See [Receive a notification when you're no longer on hold](#).

*Apple Intelligence is available in beta with support for the following languages: Chinese (Simplified), English, French, German, Italian, Japanese, Korean, Portuguese (Brazil), and Spanish. Some features may not be available in all languages or regions. For more information on language and feature availability or system requirements, see the Apple Support article [How to get Apple Intelligence](#).

Use Live Captions and Live Translation in FaceTime on iPad

During a video call in the FaceTime app, you can turn on Live Captions to see the spoken conversation transcribed and displayed in real time. On an iPad with Apple Intelligence*, you can turn on Live Translation to see the other person's words translated from their language to your preferred language and displayed on your screen as they speak.

Turn on Live Captions

If you're having difficulty hearing the conversation, Live Captions (available on [supported models](#)) can make it easier to follow along.

Note: Live Captions aren't available in all languages or regions. See the [iOS and iPadOS Feature Availability website](#).

1. During a FaceTime video call, tap the screen to show the FaceTime controls (if they aren't visible).
2. Tap , then tap Live Captions.

A Live Captions window appears, showing the automatically transcribed dialogue of the call near the top of the screen and who's speaking.

Important: The accuracy of Live Captions may vary and shouldn't be relied upon in high-risk or emergency situations. Live Captions uses additional battery.

Turn on Live Translation

When you have a FaceTime call with someone who speaks a different language, you can use Apple Intelligence* to see captions in your preferred language. [See translated captions in FaceTime.](#)

*Apple Intelligence is available in beta with support for the following languages: Chinese (Simplified), English, French, German, Italian, Japanese, Korean, Portuguese (Brazil), and Spanish. Some features may not be available in all languages or regions. For more information on language and feature availability or system requirements, see the Apple Support article [How to get Apple Intelligence.](#)

Use other apps during a FaceTime call on iPad

While you're on a call using the FaceTime app , you can use other apps—for example, to look up information, write a note, or perform a calculation.

1. [Go to the Home Screen](#) on your iPad.
2. Tap an app icon to open the app.
3. To return to the FaceTime screen, tap the green bar (or the FaceTime icon) at the top of the screen.

You can also share your screen with the other people in your FaceTime call while using another app. See [Share your screen in a FaceTime call.](#)

Make a Group FaceTime call on iPad

In the FaceTime app, you can talk with up to 32 participants in a Group FaceTime call.

Note: Group FaceTime calls aren't available in all countries or regions. See the [iOS and iPadOS Feature Availability website.](#)



Start a Group FaceTime call

1. Go to the FaceTime app  on your iPad.
2. Tap New.
3. In the field near the top of the screen, enter the names, numbers, or emails of the people you want to call.

You can also tap  to open Contacts and add people from there, or tap suggested contacts.

4. Tap FaceTime to make a video call or tap  to make a FaceTime audio call.

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

To prevent the tile of the person speaking from becoming more prominent during a Group FaceTime call, go to the Settings app , tap Apps, tap FaceTime, then turn off Speaking below Automatic Prominence.

Note: Sign language detection requires a [supported model](#) for the presenter. In addition, both the presenter and participants need iOS 14, iPadOS 14, macOS 11, or later.

Start a Group FaceTime call from a group Messages conversation

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

1. Tap  at the top right of the iMessage conversation.
2. Tap FaceTime Audio or FaceTime Video.

Add another person to a call

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

1. Do one of the following:
 - *During a one-on-one FaceTime call:* Tap the screen to show the FaceTime controls (if they aren't visible), tap , then tap Add People.
 - *During a Group FaceTime call:* Tap the people count at the top of the screen, then tap Add People.
2. Enter the name, email, or phone number of the person you want to add, or tap  to add someone from Contacts.. You can add multiple people.
3. Tap Add People.

Join a Group FaceTime call

When someone invites you to join a Group FaceTime call, you receive a notification of the incoming call—you can either join or decline. See [Answer a FaceTime call](#).

Leave a Group FaceTime call

To leave a group call at any time, tap Leave.

The call remains active if one or more participants remain.

Use SharePlay to watch, listen, and play together in FaceTime on iPad

With SharePlay in the FaceTime app, you can stream TV shows, movies, and music in sync with friends and family while on a FaceTime call. You can also play supported multiplayer games in Game Center with friends during a FaceTime call, and watch supported live sports events together.

SharePlay can also be used in other apps during a FaceTime call. To see which apps are supported, tap , tap SharePlay, then scroll through the apps.

Note: Apple TV+ (includes Friday Night Baseball in some countries and regions), MLS Season Pass, Apple TV channels, and some apps that support SharePlay require a subscription. To watch a movie, TV show, or live sports event together, every participant needs to have access to the content on their own device, through either a subscription or purchase, on a device that meets the [minimum system requirements](#). SharePlay may not support the sharing of some movies, TV shows, or live sports events across different countries or regions. FaceTime, some FaceTime features, and other Apple services may not be available in all countries or regions.

Watch video together during a FaceTime call

You can watch movies, TV shows, and supported live sports events during a FaceTime call in sync with your friends and family.

1. [Start a call](#) or a [Group FaceTime call](#) in the FaceTime app  on your iPad.
2. Tap , tap SharePlay, then tap an app below Listen and Play Together (for example, the Apple TV app).

Alternatively, you can [go to the Home Screen](#), then open a video streaming app that supports SharePlay.

3. Select a show, movie, or live sports event that you want to watch.
4. Tap the Play button, then select SharePlay (if it appears) to begin watching with everyone on the call. (Others on the call may have to tap Join SharePlay to see the video.)

For everyone on the call who has access to the content, the video starts playing at the same time. People who don't have access are asked to get access (through a subscription, a transaction, or a free trial, if available).

Each person watching the content can use the playback controls to play, pause, rewind or fast-forward. (Settings like closed captioning and volume are controlled separately by each person.)

You can use [Picture in Picture](#) to keep watching the video while using another app—order food, check your email, or jump into the Messages app and discuss the video by text when you want no interruptions to the sound of the movie or TV show.

Invite friends to watch video together from a supported app during a FaceTime call

On an iPad that meets the [minimum system requirements](#), you can start a FaceTime call in the Apple TV app (or other supported video app) while you're browsing or watching video content, and share the item in sync with others using SharePlay. Everyone on the call needs to have the same type of access to the content on their own device (for example, through a subscription or purchase).

1. In the Apple TV app  (or other supported video app), find a show, movie, or live sports event that you want to share.
2. Tap the item to see its details, tap , then tap SharePlay.
3. In the To field, enter the contacts you want to share with, then tap FaceTime.
4. When the FaceTime call connects, tap Start or Play to begin using SharePlay.

The recipients tap Open to begin viewing.

Note: If the content requires a subscription, people who aren't subscribers can subscribe before watching.

After the video starts playing, you can stream it to Apple TV. See [Send what you're watching in SharePlay to Apple TV](#).

Send what you're watching in SharePlay to Apple TV

If you've already started [watching a video together](#) on iPad, you can send it to Apple TV to enjoy on the big screen.

On iPad, do one of the following:

- In the streaming app, tap , then choose Apple TV as the playback destination.
- [Open Control Center](#), tap , then choose Apple TV as the playback destination.

The video plays in sync on Apple TV, and you can keep the conversation going on your iPad.

See [Watch together using SharePlay](#) in the Apple TV User Guide.

Listen to music together during a FaceTime call

You can get together and listen to an album or favorite playlist with others on a FaceTime call. Anyone on the call who has access to the music (for example, through a subscription, a transaction, or a free trial) on a device that meets the [minimum system requirements](#) can listen along, see what's next, add songs to a shared queue, and more.

1. Start a call in the FaceTime app  on your iPad.
2. Tap , tap SharePlay, then tap an app below Listen and Play Together.

Alternatively, you can [go to the Home Screen](#), then open a music streaming app that supports SharePlay (for example, the Music app).

3. Select the music you want to listen to, then tap the Play button to begin listening to the music together. (Others on the call may have to tap Join SharePlay to hear the music.)

For everyone on the call who has access to the content, the music starts playing at the same time. People who don't have access are asked to get access (through a subscription, a transaction, or a free trial, if available).

Each person can use the music controls to pause, rewind, fast-forward, scrub to a different part of the song, or go to the next track. And anyone on the call can add songs to the shared queue.

Invite friends to listen to music together on FaceTime from a supported app

On an iPad that meets the [minimum system requirements](#), you can start a FaceTime call in the Music app (or other supported music app) and use SharePlay to share the music in sync with others on the call. Each person can use the music controls to pause, rewind, fast-forward, or scrub to a different part of the song. And anyone using SharePlay can add songs to the shared queue. Everyone on the call must have access to the content (for example, through a subscription).

1. Go to the Music app , then tap the music you want to share.
2. Do one of the following:
 - Tap  next to the music, tap , then tap SharePlay.
 - Tap  at the top right, tap , then tap .
3. In the To field, enter the contacts you want to share with, then tap FaceTime.

4. When the FaceTime call connects, tap Start.

To begin listening, recipients tap the song title at the top of the FaceTime controls, then tap Open. The music starts playing at the same time for everyone on the call who has access to the content.

Note: Every participant needs to have access to the content on their own device, either through a subscription or a purchase. People who don't have access to the content you share are asked to get access.

Play games in Game Center with friends during a FaceTime call

You can play supported multiplayer games with friends in Game Center on a FaceTime call. You must first [set up your Game Center profile](#) in the Settings app , add friends, then find and download a supported multiplayer game for Game Center in the App Store.

During a FaceTime call, open the game, tap Start SharePlay, then follow the onscreen instructions.

See [Play together in the Apple Games app](#).

You can also share your screen to show apps, webpages, and more during the conversation. See [Share your screen in a FaceTime call](#).

SharePlay lets you work out with others using Apple Fitness+. See the Apple Support article [Use SharePlay with Apple Fitness+ on your iPhone, iPad, or Apple TV](#).

Share your screen in a FaceTime call on iPad

In the FaceTime app (on a device that meets the [minimum system requirements](#)), you can share your screen to bring apps, webpages, and more into the conversation.

Note: FaceTime, FaceTime audio, Group FaceTime, some FaceTime features, and other Apple features or services may not be available in all countries or regions.

Share your screen in a FaceTime call

1. During a call in the FaceTime app  on your iPad, tap the screen to show the FaceTime controls (if they aren't visible), then tap .
2. Tap Screen Sharing, then tap Share My Screen.

A countdown from 3 to 1 appears at the bottom of the screen before screen sharing begins.

Tip: During a one-to-one FaceTime call, a participant who is using an iPhone or iPad can tap, draw, or write on your screen to call your attention to a specific area. The circle, drawing, or writing disappears after a few seconds. If you need more help, you can also allow the other participant to [control your screen](#).

To stop sharing your screen, tap , then tap Stop next to Screen Sharing. Ending a FaceTime call also ends screen sharing.

Ask someone to share their screen

1. During a call in the FaceTime app  on your iPad, tap the screen to show the FaceTime controls (if they aren't visible), then tap .
2. Tap Screen Sharing, then tap Ask to Share Screen.

Request or give remote control in a FaceTime call on iPad

During a one-to-one FaceTime video or audio call, you can remotely control another participant's screen or allow them to remotely control yours. The person controlling the screen can help with an issue or demonstrate how to use an app.

Note: Remote control isn't currently available in the European Union.

Request remote control

You can request control of an iPad or iPhone screen that's being shared with you.

Note: Both you and the other participant need iPadOS 18, iOS 18, or later.

1. Go to the FaceTime app  on your iPad.
2. Tap the window showing the shared screen.
3. Tap .

If the other participant accepts your request, you can tap or swipe to interact with the shared screen. You can also use the onscreen keyboard within apps.

Accept a remote control request

A participant can remotely control your screen if they're saved in your contacts and using an iPhone or iPad with iOS 18, iPadOS 18, or later. To help protect your data and privacy, additional restrictions may apply to remote control requests.

When you receive a remote control request notification in the FaceTime app  on your iPad, tap Allow.

WARNING: The person remotely controlling the screen can perform actions on your iPad such as opening and closing apps, changing settings, deleting items, or sending messages. Only approve remote control requests from people you trust.

The person remotely controlling the screen may be restricted from tasks such as changing your Apple Account or Face ID settings, making payments, or erasing your device. Your Face ID and Touch ID will be disabled during a remote control session.

You can still tap, swipe, or type while your screen is remotely controlled—your actions take priority over remote actions.

Decline a remote control request

When you receive a remote control request notification while sharing your screen in the FaceTime app  on your iPad, tap Don't Allow. Screen sharing continues, and the other participant can still tap, draw, or write on your screen to highlight important areas.

Stop remote control

You can end remote control at any time. Do one of the following:

- *If you're allowing someone to control your screen:* Tap Stop at the top right of the screen sharing window.
- *If you're controlling someone else's screen:* Tap .

Ending a FaceTime call also ends remote control and screen sharing.

Remote control isn't available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#)

Collaborate on a document in FaceTime on iPad

In a FaceTime call, you can collaborate on a shared document. You can initiate collaboration in a FaceTime call that's in progress, or you can initiate collaboration from the app where the document was created.

1. [Start a conversation](#) in the FaceTime app  with the people you want to collaborate with.
2. Open the app you want to use, then open a document.
3. Do one of the following:
 - Tap Collaborate in the notification that appears.
 - Tap , choose how to share the document (FaceTime, AirDrop, Mail, or Messages), then tap Collaborate.
4. Tap Start in the collaboration notification that appears at the top of your screen.

Participants get a notification that you've shared a document you want to collaborate on. When they tap Open in the notification, the document opens on their device.

Everyone who receives and opens the document can make changes and see changes made by others. When someone makes a change, a notification is sent to everyone who's collaborating on the document.

Use video conferencing features on iPad

During a video call in the FaceTime app or a third-party video conferencing app, you can use full-screen video effects and add reactions with hand gestures that fill the camera frame with 3D effects.

Use video effects in FaceTime

1. During a video call in the FaceTime app , tap your tile.

2. Choose any of the following:
- *Center Stage*: Automatically keeps you (and anyone else with you) in the camera frame as you move around the field of view during a video conference call. (Available on [supported models](#).) See [Turn Center Stage off or on](#).
 - *Portrait*: Automatically blurs the background and puts the visual focus on you. To adjust the amount of background blur, [open Control Center](#), tap FaceTime, then tap Portrait. See [Blur the background with Portrait mode](#).
 - *Studio Light*: Dims the background and illuminates your face. To adjust the intensity of the [studio light](#), [open Control Center](#), tap FaceTime, then tap Studio Light.
 - *Memoji*: The Memoji character you choose captures your movements, facial expressions, and voice, and conveys them through your character. On an iPad [with a TrueDepth camera](#), you can use a Memoji character you created in Messages. See [Create and send Memoji](#).
 - *Reactions*: Allows you to use hand gestures to add reactions. When Reactions is turned off, you can't use hand gestures to add reactions, but you can add reactions in FaceTime by tapping the icons that appear when you touch and hold your tile in the call. (Available on [supported models](#).) See [Add reactions in a video call](#).

To use video effects in third-party video conferencing apps, [open Control Center](#), tap the app, then tap one or more effects.

Note: Memoji aren't available in third-party video conferencing apps.

To adjust the amount of blur in Portrait mode or the intensity of Studio Light, open Control Center, then tap FaceTime (or the third-party video conferencing app). Tap Portrait or Studio Light, then adjust the slider.

Add reactions in a video call

With simple hand gestures in the FaceTime app (and third-party video conferencing apps), you can add reactions that fill the camera frame with fun, 3D augmented reality effects—including hearts, balloons, fireworks, and more.

Note: To use hand gestures, tap your tile during a FaceTime call (or [open Control Center](#) during a call in a third-party video conferencing app) on a [supported model](#), then make sure Gestures is turned on. When using gestures, hold your hands away from your face, and pause for a moment or two to activate the effect. In FaceTime, you can also add reactions by touching and holding your tile in the call, then tapping the icons that appear.

Reaction	Gesture	Icon
Hearts		
Thumbs-up		
Thumbs-down		

Reaction	Gesture	Icon
Balloons		
Rain		
Confetti		
Laser burst		
Fireworks		

Hand off a FaceTime call from your iPad to your other Apple devices

You can start a FaceTime call on your iPad and move the call to another device where you're [signed in to the same Apple Account](#).

With Continuity Camera and Mic, you can also use iPad as a webcam and microphone for FaceTime calls on your Mac or Apple TV. See [Use FaceTime on Apple TV 4K](#).

Note: Your selected contact information for the call, shown in Settings  > Apps > FaceTime, must match the selected contact information in Settings > Apps > FaceTime on the device you want to hand off to.

Hand off a FaceTime call from iPad to iPhone or Mac

While on a FaceTime call on your iPad, you can hand off the call to your iPhone (iOS 16 or later) or Mac (macOS 13 or later). You must be signed in to the same Apple Account on both devices.

1. During a call in the FaceTime app  on your iPad, do one of the following on your other device:
 - Tap the notification with the suggestion "Move call to this [device]."
 - Tap  or  at the top of the screen.
2. Tap Switch or Join.

The call moves to the new device. On the original device, a banner appears confirming that the call was continued elsewhere, along with a Switch button, which you can tap if you want to bring the call back.

Hand off a FaceTime call from your iPad to Apple TV 4K

You can start (or receive) a FaceTime call on your iPad, and then hand off the call to the larger screen on Apple TV 4K (2nd generation or later) when you're signed in to the same Apple Account on both devices. After you hand off the call, it continues on Apple TV, with your iPad serving as a webcam and microphone for

Apple TV for the duration of the call. Continuity Camera with Apple TV 4K (2nd generation or later) is available on [supported iPad models](#).

For instructions on handing off and continuing the call on Apple TV 4K (2nd generation), see [Use FaceTime on Apple TV 4K \(2nd generation or later\)](#).

Change FaceTime video settings on iPad

During a call in the FaceTime app, you can turn Portrait mode, Studio Light, and Center Stage on or off, switch between cameras, or turn your camera on or off.

Blur the background with Portrait mode

On [supported models](#), you can turn on Portrait mode, which automatically blurs the background and puts the visual focus on you, the same way Portrait mode does in Camera.

1. During a call in the FaceTime app  on your iPad, tap your tile. When you're on a call in a third-party videoconferencing video app, [open Control Center](#), then tap the name of the app.
2. Tap Portrait.

To turn Portrait mode off, tap the button again.

To adjust the amount of background blur in Portrait mode, [open Control Center](#), tap FaceTime (or the name of the third-party videoconferencing app), then use the Portrait slider.

Highlight your face

On [supported models](#), you can turn on Studio Light, which dims the background and illuminates your face.

1. During a call in the FaceTime app  on your iPad, tap your tile. When you're on a call in a third-party videoconferencing video app, [open Control Center](#), then tap the name of the app.
2. Tap Studio Light.

To turn Studio Light mode off, tap the button again.

To adjust the intensity of light in Studio Light mode, [open Control Center](#), tap FaceTime (or the name of the third-party videoconferencing app), then use the Studio Light slider.

Turn Center Stage off or on

On [supported models](#), you can use Center Stage, which automatically adjusts your front camera to frame you as you move around the field of view during a FaceTime call.

1. During a call in the FaceTime app  on your iPad, tap your tile. When you're on a call in a third-party videoconferencing video app, [open Control Center](#), then tap the name of the app.
2. Center Stage is on by default. Tap Center Stage to turn it off.

To turn Center Stage on, tap it again.

On some iPad models,  appears in your tile. To turn on Center Stage, you can tap your tile, then tap .

Switch to the rear camera

1. During a call in the FaceTime app  on your iPad, tap your tile.
2. Tap Flip.

To switch back to the front camera, tap Flip again.

Note: While you're using the rear camera, you can enlarge the image by tapping 1x. Tapping it again returns the image to normal size.

Turn off your camera

1. During a call in the FaceTime app  on your iPad, tap the screen to show the FaceTime controls (if they aren't visible).
2. Tap .

Tap  to turn the camera back on.

Change FaceTime audio settings on iPad

Spatial Audio in the FaceTime app  makes it sound like your friends are in the room with you. Their voices are spread out and sound like they're coming from the direction in which each person is positioned on the screen. You can adjust other audio settings during a FaceTime call.

Note: Spatial Audio is available on [supported iPad models](#) and works with the following AirPods models: AirPods 3, AirPods Pro (all models), and AirPods Max.

Filter out background sounds

When you want your voice to be heard clearly in a FaceTime call and other sounds filtered out, you can turn on Voice Isolation (available on [supported models](#)). Voice Isolation prioritizes your voice in a FaceTime call and blocks out the ambient noise.

1. During a call in the FaceTime app  on your iPad, [open Control Center](#).
2. Tap FaceTime, then select Voice Isolation.

Include the sounds around you

When you want your voice and all the sounds around you to be heard in a FaceTime call, you can turn on Wide Spectrum (available on [supported models](#)).

1. During a call in the FaceTime app  on your iPad, [open Control Center](#).
2. Tap FaceTime, then select Wide Spectrum.

Adjust audio automatically

To have your audio settings adjusted automatically, choose Automatic.

1. During a call in the FaceTime app  on your iPad, [open Control Center](#).
2. Tap FaceTime, then select Automatic.

Mute the mic

1. During a call in the FaceTime app  on your iPad, tap the screen to show the FaceTime controls (if they aren't visible).
2. Tap .

Tap  to turn the mic back on.

When your mic is muted, it detects whether you're speaking, and you're notified that your mic is muted and that you can tap  to unmute it.

Change your appearance in a FaceTime call on iPad

During video calls in the FaceTime app, you can become your favorite Memoji.

Become a Memoji

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

See [Create and send Memoji](#).

1. During a video call in the FaceTime app  on your iPad, tap your tile.
2. Tap Memoji, swipe through the characters at the bottom, then choose the one you like.

The other caller hears what you say, but sees your Memoji doing the talking.

Use a filter to change your appearance

1. During a video call in the FaceTime app  on your iPad, tap your tile, then tap  ([supported models](#)).
2. Tap  to open the filters.
3. Change your appearance by tapping a filter at the bottom (swipe left or right to preview them).

Add a text label

1. During a video call in the FaceTime app  on your iPad, tap the screen, then tap .
2. Tap , then tap a text label.

To see more label options, swipe up from the top of the text window.
3. While the label is selected, type the text you want to appear in the label, then tap away from it.
4. Drag the label where you want to place it.

To delete the label, tap it, then tap .

Add stickers

1. During a video call in the FaceTime app  on your iPad, tap the screen, tap , then do any of the following:
 - Tap  to add a Memoji sticker or  to add an Emoji sticker.
 - Tap , swipe up, then tap .
2. Tap a sticker to add it to the call.

To see more options, swipe left.
3. Drag the sticker to place it where you want.

To delete the sticker, tap it, then tap .

Add shapes

1. During a video call in the FaceTime app  on your iPad, tap your tile, then tap .
2. Tap , then tap a shape to add it to the call.

To see more options, swipe up from the top of the shapes window.
3. Drag the shape where you want to place it.

To delete the shape, tap it, then tap .

Leave a FaceTime call or switch to Messages on iPad

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

Leave a FaceTime call

1. During a call in the FaceTime app  on your iPad, tap the screen to show the FaceTime controls (if they aren't visible).
2. Tap .

Switch to a Messages conversation

During a call, you can jump to a Messages thread that includes everyone on the call.

1. During a call in the FaceTime app  on your iPad, tap the screen to show the FaceTime controls (if they aren't visible).
2. Tap the contact information or people count at the top of the controls, then tap Message.

Screen and filter FaceTime calls on iPad

You can control how FaceTime handles calls from unknown numbers and suspected spam.

Screen unknown FaceTime audio calls

You can screen FaceTime audio calls from unknown numbers to get more information from callers before the call comes through. See [Screen and block calls](#).

Silence or filter FaceTime calls

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap FaceTime.

3. Do any of the following:

- *Silence unknown callers:* Turn on Silence Unknown Callers. Calls from unknown numbers are silenced, sent to voicemail, and displayed on the Recents list. Incoming calls will continue to ring from people in your contacts, recent outgoing calls, and Siri Suggestions.
- *Filter calls from unknown numbers:* Turn on Unknown Callers. Missed calls and voicemails from unknown numbers are moved to the Unknown Callers list in your call history (tap ⓘ to see the list).
- *Filter calls identified as spam:* Turn on FaceTime Spam. Spam calls are silenced and moved to the Spam list in your call history (tap ⓘ to see the list).

Block a FaceTime call and report it as spam on iPad

In the FaceTime app,  you can block FaceTime calls from unknown callers and report the calls as spam or junk.

Block unknown callers

Do one of the following:

- *While the call is ringing:* Tap the left side of the notification to expand the window, tap the contact information or people count at the top of the window, then tap Block Caller or Block All Participants.
- *During a call:* Tap the contact information at the top of the window, then tap Block Caller.
- *While in a Group FaceTime call:* Tap the people count at the top of the window, then tap Block Unknown Participants or Block All Participants.
- *After a call has ended:* Tap the call in the call history, then tap Block Contact.
- *After a Group FaceTime call has ended:* To block an individual caller, tap the call in the call history, tap the caller's contact information, then tap Block Contact. To block all unknown callers, tap the call in the call history, then tap Block Unknown Participants or Block All Participants.

After you end a call from an unknown caller, if you see a screen with Call Ended at the top, you can tap Block Caller to prevent further contact from that caller, or tap Create Contact to add the caller to your contacts.

If you block a caller, you can also report the call as spam or junk to Apple, which then receives the caller's information.

Report a FaceTime call as spam

1. Go to the FaceTime app  on your iPad.
2. Touch and hold the tile in your call history, then tap Report Spam.

Unblock a caller

Do one of the following:

- *In the FaceTime app:* Tap the call in the call history. Tap the caller's contact information (if the call was a Group FaceTime call), then tap Unblock Contact.

- *In the Settings app:* Tap Apps, tap FaceTime, then tap Blocked Contacts. Swipe left on the contact information, then tap Unblock.

Files

Files basics

In the Files app, you can locate and view your files, organize and rearrange them in folders, compress, rename, and share them with friends, transfer them to and from iCloud Drive and other locations, and more.

1. Go to the Files app  on your iPad.
2. Do any of the following:
 - *View files downloaded from email or the internet:* Tap  at the top of the screen, then tap Downloads in the sidebar. See [Find downloaded files](#).
 - Note:* If you don't see , tap .
 - *Browse your files on iCloud Drive:* Tap  at the top of the screen. See [Browse iCloud Drive](#).
 - *View files you opened recently:* Tap  at the top of the screen, then tap Recents at the top of the sidebar.
 - *View shared files:* Tap  at the top of the screen, then tap Shared in the sidebar.
 - *Copy, move, share, or delete a file or folder:* Locate the file or folder, touch and hold it, then tap Copy, Move, Share, or Delete. See [Modify files and folders in Files](#).

Modify files and folders in Files on iPad

You can copy, move, customize, share, and delete your documents, images, folders, and other files on iPad.



Modify and rearrange documents

When viewing a file in a supported document format, you can modify and rearrange the document's contents.

1. Go to the Files app  on your iPad.

2. Open the document you want, tap its title, then choose any of the following:

- *Save to Photos*: Save the document in the Photos Library.
- *Duplicate*: Make a copy of the document.
- *Move*: Move the document to another location.
- *Rename*: Rename the document.
- *Export*: Save a copy of the file in a different file format.
- *Print*: Print the document

To mark up a document, tap .

To rearrange a document, touch and hold a highlighted page and drag it to a new location.

Note: Not all document formats are supported by the Files app.

Customize the appearance of your folders

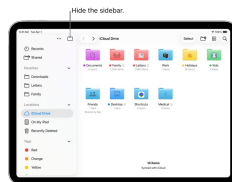
You can add color and icons to your folders to make them easier to spot.

1. Go to the Files app  on your iPad.
2. Touch and hold the folder you want to customize, then choose **Customize Folder & Tags**.
3. Tap **Tags**, choose a color, then tap **<**.
4. Select an icon or tap **Emoji** to add an emoji to the folder.

To remove the icon from the folder, tap **Clear** below the icons.

Change to icon, list, or column view

You can change your view of the files in an open location or folder on iPad.



1. Go to the Files app  on your iPad.
2. Tap a location at the top of the screen—**Recents**, **Shared**, or **Browse**—or tap , then tap a location in the sidebar.
3. Tap , , or , then choose how to view the files.

To look deeper into a file hierarchy in List view, tap **>** next to a folder to expand it.

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

Move a folder to the Dock for easy access

You can move a folder you access frequently to the Dock to make it easy to find and open.

1. Go to the Files app  on your iPad.
2. Touch and hold the folder you want to move until a menu opens.
3. Choose Add To in the menu, then tap Dock.

You can tap the folder in the Dock to expand it and see the files in it. To open a file from a folder in an app, drag the file to the app in the Dock or, if the app is already open, directly into the app's window. For example, if you have Messages open, you can drag a file from a folder directly into a conversation you've pulled up.

Rearrange the sidebar

1. Go to the Files app  on your iPad.
2. Tap  to show the sidebar.
3. Tap  at the top of the sidebar, tap Edit Sidebar, then do any of the following:
 - *Hide a location:* Turn the location off.
 - *Delete a tag and remove it from all items:* Tap  next to the tag. (See [Tag a file or folder.](#))
 - *Remove an item from the Favorites list:* Tap  next to the item. (See [Mark a folder as a favorite.](#))
 - *Change the order of an item:* Touch and hold , then drag it to a new position.

Delete a file or folder

1. Go to the Files app  on your iPad.
2. Locate the file or folder you want to delete.
3. Touch and hold the item, then tap Delete.

Find and view files and folders in Files on iPad

In the Files app, you can search for and view your documents, images, and other files.

Find downloaded files

If you have files on your iPad that are downloaded from the internet, you can find them in the Downloads folder in the Files app.

1. Go to the Files app  on your iPad.
2. Tap  at the top of the screen, then tap Downloads in the sidebar to see your downloaded files.

Find a specific file or folder

1. Go to the Files app  on your iPad.

2. Tap , then enter a filename, folder name, or document type in the search field.

When you search, you have these options:

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

Select an app to open a file

When opening a file, you can specify the app you want to open it with.

1. Go to the Files app  on your iPad.
2. Touch and hold the file you want to open.
3. Choose Open With from the menu, then choose an option.

Choose a default app to always open a file

1. Go to the Files app  on your iPad.
2. Touch and hold the file, then choose Get Info.
3. Below the Preview, tap the pop-up menu next to Always Open With, then select an app.

When you select a new default app to open the file, a prompt appears to verify if you want to change the default app for that file or file type.

Open a file in Quick Look

You can preview an image file or a PDF in Quick Look.

1. Go to the Files app  on your iPad.
2. Touch and hold the file, then tap Quick Look.

Tip: To open a specific type of file in Quick Look, touch and hold the file, tap Open With, then tap Preview with Quick Look.

Browse files and folders

1. Go to the Files app  on your iPad.
2. Tap Browse at the top of the screen, then tap a document on the Browse screen.

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

3. To view recently opened files, tap Recents at the top of the screen.
4. To open a file, location, or folder, tap it.

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

For information about marking folders as favorites or adding tags, see [Tag a file or folder](#).

Change how files and folders are sorted

1. Go to the Files app  on your iPad.

2. From an open location or folder, tap  in portrait orientation or  in landscape orientation.
3. Choose an option: Name, Kind, Date, Size, or Tags.

Organize files and folders in Files on iPad

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

Create a folder

1. Go to the Files app  on your iPad.
2. Open a location or an existing folder.
3. Tap .

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

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

1. Go to the Files app  on your iPad.
2. Open a location or an existing folder.
3. Touch and hold the file or folder, then choose an option: Copy, Move, Share, Rename, Compress, Duplicate, or Delete.

To modify multiple files or folders at the same time, tap Select, tap to select the files or folders you want to modify, then tap an option at the top of the screen (Share, Duplicate, Move, Delete, and so on).

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

Zip or unzip a file or folder

You can zip a file or folder to compress it so that it takes up less storage space on your iPad. You can also unzip a compressed file or folder.

1. Go to the Files app  on your iPad.
2. Touch and hold the file or folder you want to zip, then tap Compress.

To unzip a compressed file or folder, touch and hold it, then tap Uncompress.

Tag a file or folder

1. Go to the Files app  on your iPad.
2. Open a location or an existing folder.
3. Touch and hold the file or folder, tap Tags, then tap one or more tags.
4. Tap Done.

Tagged items appear below Tags in the sidebar.

To remove a tag, tap it again.

Mark a folder as a favorite

1. Go to the Files app  on your iPad.

2. Open a location or an existing folder, touch and hold the folder, then tap Favorite.

Send files from the Files app on iPad

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

Send a file

1. Go to the Files app  on your iPad.
2. Touch and hold the file you want to send, then tap Share.
Tip: To send a smaller version of the file, tap Compress before you tap Share, touch and hold the compressed version of the file (identified as a zip file), then tap Share.
3. Choose an option for sending (for example, AirDrop, Messages, or Mail), then tap Send.

Reply to a received document

If you save an attachment from the Mail app, you can quickly reply to the email and optionally return the attachment.

1. Go to the Files app  on your iPad.
2. Touch and hold the file you want to reply to, then tap "Reply to."

Scan a document

1. Go to the Files app  on your iPad.
2. Open the location or folder where the document you want to scan is located
3. Tap , then tap Scan Documents.

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

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

Set up iCloud Drive on iPad

You can access iCloud Drive and store files, create folders, and share documents with friends and family. You can access your content from all your devices where you're signed in to the same [Apple Account](#)—including on a Mac, where iCloud Drive is located in the Finder.

iCloud Drive is built into the Files app on devices with iOS 11, iPadOS 13, or later. You can also use iCloud Drive on Mac computers (OS X 10.10 or later), Windows devices (iCloud for Windows 7 or later), or online at [iCloud.com](https://www.icloud.com). Storage limits depend on your iCloud storage plan.

Turn on iCloud Drive

1. Go to Settings  > *[your name]* > iCloud.
2. Tap Drive, then turn on Sync this iPad.

Browse iCloud Drive

1. Go to the Files app  on your iPad.
2. Tap  at the top of the screen.
3. Tap iCloud Drive below Locations.

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

4. To open a folder, tap it.

See [Modify files, folders, and view downloads](#).

Choose which apps use iCloud Drive

You can choose which apps have access to store and edit content on your iCloud Drive.

1. Go to Settings  > *[your name]* > iCloud.
2. Tap See All next to Saved to iCloud.
3. Turn on each app you want saved to iCloud, and turn off each one you don't want saved.

Share files and folders in iCloud Drive on iPad

After you [set up iCloud Drive](#), you can share folders and individual files with friends and colleagues. When you make changes to a shared folder or file, others see your changes automatically. If you allow people to make edits, their changes appear automatically as well.

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

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

Share a folder or file

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

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

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

1. Go to the Files app  on your iPad.
2. Go to a location, then touch and hold the folder or file you want to share.
3. Tap , then choose whether you want to collaborate or send a copy of the folder or file.

4. Do one of the following:

- *Allow only invitees to view and edit the contents:* Tap >, tap "Only invited people," tap "Can make changes," then choose a method—such as Messages or Mail—for sending people a link to the folder or file.
- *Allow only invitees to view the contents:* Tap >, tap "Only invited people," tap "View only," then choose a method for sending the link.
- *Allow anyone with the link to view and edit the contents:* Tap >. tap "Anyone with the link," tap "Can make changes," then choose a method for sending the link.
- *Allow anyone with the link to view the contents:* Tap >, tap "Anyone with the link," tap "View only," then choose a method for sending the link.
- *Allow anyone to invite more people:* Tap >, then tap "Allow others to invite," then tap Done.

5. Choose how you want to send your invitation, then tap Send.

Invite more people to collaborate on a folder or file

If you already shared a folder or file and its access is set to "Only people you invite," you can share it with more people.

1. Go to the Files app  on your iPad.
2. Tap Shared at the bottom of the screen.
3. Touch and hold the folder or file you want to share.
4. Tap , then tap Manage Shared Folder or Manage Shared File.
5. Tap Share With More People, and choose a method for sending the link.
6. Enter any other requested information, then send or post the invitation.

Share a folder or file with more people using a link

If you set the access to a shared folder or file to "Anyone with the link," anyone with the link can share it with others.

1. Go to the Files app  on your iPad.
2. Tap Shared at the top of the screen.
3. Touch and hold the folder or file you want to share.
4. Tap Share , tap Manage Shared Folder or Manage Shared File, then tap Send Link.
5. Choose a method for sending the link, enter any other requested information, then send or post the invitation.

Change access and permission settings for everyone

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

1. Go to the Files app  on your iPad.
2. Tap Shared at the top of the screen
3. Touch and hold the folder or file whose permissions you want to change.
4. Tap Share , tap Manage Shared Folder or Manage Shared File, then tap Share Options.

5. Change either or both of the options.

- *Access option:* When you change the access option from “Anyone with the link” to “Only people you invite,” the original link no longer works for anyone, and only people who receive a new invitation from you can open the folder or file.
- *Permission option:* When you change the permission option, everyone who has the file open when you change the permission sees an alert. New settings take effect when the alert is dismissed.

Change access and permission settings for one person

If you’re the owner of a shared folder or file and its access is set to “Only invited people,” you can change the permission for one person without affecting the permission of others. You can also remove the person’s access.

1. Go to the Files app  on your iPad.
2. Touch and hold the folder or file whose permissions you want to change.
3. Tap Share , then tap Manage Shared Folder or Manage Shared File.
4. Tap the person’s name, then select an option.

Stop sharing a folder or file

If you’re the owner of a shared folder or file, you can stop sharing it.

1. Go to the Files app  on your iPad.
2. Open the location of the folder or file you want to stop sharing.
3. Touch and hold the folder or file, tap , then tap Manage Shared Folder or Manage Shared File.
4. Tap Stop Sharing.

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

Transfer files from iPad to a storage device, a server, or the cloud

With iPad and a computer, you can transfer files using an external storage device, a file server, or a cloud storage service like iCloud, Box, or Dropbox.

Transfer files with an external storage device

1. Connect your iPad or computer to an external storage device, such as a USB drive or SD card.

To connect to iPad, you might need a cable adapter. See [Connect external storage devices](#).

Note: If an alert appears on iPad asking whether to trust this computer, select Trust. See the Apple Support article [About the ‘Trust This Computer’ alert](#).

2. Use a supported app (like Files or Pages) to copy files to the storage device. See [Organize files and folders](#)

3. Disconnect the storage device, then connect it to the device where you want the copied files to appear.
4. Copy the files to the connected device. See [Connect and use other storage devices with Mac](#) in the Mac User Guide.

Access an external storage device

You can open, rename, erase, and get information about a connected external storage device.

1. Go to the Files app  on your iPad.
2. Tap  at the top of the screen.
3. Touch and hold the name of the storage device below Locations, then do any of the following:
 - *View the contents of the storage device:* Tap Open in New Window.
 - *Rename the storage device:* Tap Rename [device].
 - *Erase the storage device:* Tap Erase.
 - *Get information about the storage device:* Tap Get Info.

Change the formatting of an external storage device

You can use the Files app to quickly change an external drive to APFS (Apple File System), ExFAT, or MS-DOS (FAT) file formats on iPad models that have a USB-C port.

1. Go to the Files app  on your iPad.
2. Tap  at the top of the screen.
3. Touch and hold the name of the storage device below Locations, then tap Erase.
4. Select a format for the device—for example, APFS, ExFAT, or MS-DOS (FAT)—then tap Erase again.

Connect to a computer or file server

1. Go to the Files app  on your iPad.
2. Tap .
3. Tap  at the top of the sidebar.
4. Tap Connect to Server.
5. Enter a local hostname or a network address, then tap Connect.

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

6. Select how you want to connect:
 - *Guest:* You can connect as a Guest user if the shared computer permits guest access.
 - *Registered User:* If you select Registered User, enter your user name and password.
7. Tap Next, then select the server volume or shared folder in the Browse sidebar (below Shared).

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

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

Transfer files with a cloud storage service like Box or Dropbox

Note: Subscription fees might apply.

1. On your iPad or computer, follow the instructions from your cloud storage service to upload the files you want to share.
2. To access your shared files on iPad, go to the Files app , tap  at the top of the screen, then tap the name of the storage service below Locations.

To access the shared files on a computer, follow the service's instructions.

Keep selected files downloaded

You can keep files downloaded that you always want to be able to access on your iPad. If you make changes to these files while offline, your changes will sync with iCloud when you are back online.

1. Go to the Files app  on your iPad.
2. Locate a file you want to keep downloaded.
3. Touch and hold the file you want to keep downloaded, then tap Keep Downloaded in the menu that opens.

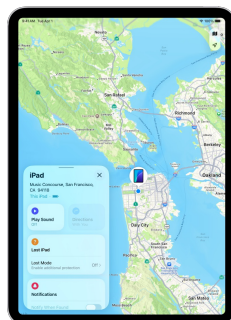
If Keep Downloaded doesn't appear in the menu, the file is already on your iPad.

Find My

Get started with Find My on iPad

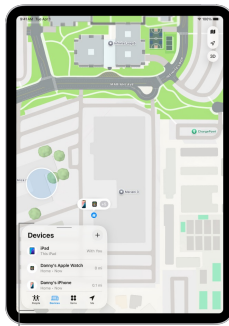
Use the Find My app  on your iPad to locate lost devices, find everyday items using AirTags, and keep track of family and friends.

Add your iPad to Find My



Before you can use the Find My app to find a missing device, you need to add the device to Find My. Go to the Settings app , tap your name, tap Find My iPad, then turn on Find My iPad. Add your other devices to Find My in the same way so you can see all of them in one place.

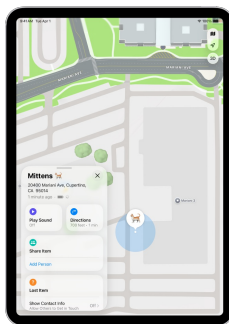
Find a missing Apple device



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

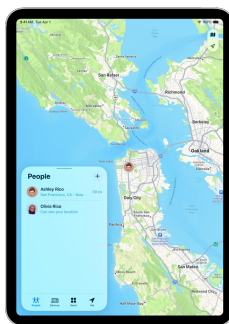
Go to the Find My app , tap Devices, then select the device you're looking for. As long as it's been added to Find My, you see it on a map, and you can play a sound on it to help narrow down your search.

Add an AirTag



You can add an AirTag to Find My, then slip it in a gym bag, backpack, or luggage in case those items go missing. Go to the Find My app, tap Items, tap [add button], then follow the onscreen instructions. After you add an AirTag (and other compatible accessories) to Find My, they appear in the Items list, with their location visible.

Find friends



When you and your friends share your locations with each other, you can see each other in Find My. First, go to the Find My app , then tap People. Tap , tap Share My Location, then choose a contact. The People list shows friends who have shared their location with you.

Want to learn more?

- [Add your iPad to Find My](#)
- [Locate a device](#)
- [Add an AirTag](#)

- [Locate a friend](#)
- [Share your location](#)
- [Locate an item](#)
- [Mark an item as lost](#)

Find people

Share your location in Find My on iPad

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

Note: If you set up location sharing and others still can't see your location, make sure Location Services is on in Settings  > Privacy & Security > Location Services > Find My. Location sharing isn't available in all locations. See [Control the location information you share](#).

You can share an AirTag or other item with up to five users in addition to yourself, for a total of six users per item.

Set up location sharing

1. Go to the Find My app  on your iPad.
2. Tap Me at the bottom-left side of the screen, then turn on Share My Location.

The device sharing your location appears next to From.
3. If your iPad isn't currently sharing your location, you can tap Use This iPad as My Location.

Note: To share your location from another device, open Find My on the device and change your location to that device.

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

Set a label for your location

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

1. Go to the Find My app  on your iPad.
2. Tap Me at the bottom-left side of the screen, then tap Location.
3. Select a label.

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

Share your location with a friend

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, tap , then choose Share My Location.
3. In the To field, type the name of a friend you want to share your location with (or tap  and select a contact).
4. Tap Send and choose how long you want to share your location.

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

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

Stop sharing your location

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

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

Respond to a location sharing request

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen.
3. Tap Share below the name of the friend who sent the request and choose how long you want to share your location.

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

Stop receiving new location sharing requests

1. Go to the Find My app  on your iPad.
2. Tap Me at the bottom of the screen, then turn off Allow Friend Requests.

Add or remove a friend in Find My on iPad

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

Ask to see a friend's location

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person whose location you want to see.

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

3. Tap Ask To Follow Location.

After your friend receives and accepts your request, you can see their location. See [Respond to a location sharing request](#).

Note: If you see your friend's name in the People list but can't see their location on the map, ask them to make sure they're sharing their location and that Location Services is on in Settings  > Privacy & Security > Location Services > Find My.

Remove a friend

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

1. Go to the Find My app  on your iPad.

2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to remove.
3. Tap Remove *[name]*, then tap Remove.

Locate a friend in Find My on iPad

When a friend [shares their location](#) with you, you can use the Find My app to locate them on a map.



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

See the location of a friend

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to locate.
 - *If your friend can be located:* They appear on a map so you can see where they are.
 - *If your friend can't be located:* You see "No location found" below their name.
 - *If you aren't following your friend:* You see "Can see your location" below their name. You can [ask to see a friend's location](#).

Contact a friend

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to contact.
3. Tap Contact and choose how you want to contact your friend. See [Add and use contact information](#).

Get directions to a friend

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

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to get directions to.
3. Tap Directions to open Maps.

See [Get directions in Maps](#).

Set a label for a friend's location

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

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to set a location label for.
3. Tap Edit Location Name, then select a label.

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

Mark a friend as a favorite

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

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then find the person you want to mark as a favorite.
3. Do one of the following:
 - Tap the name of the person, then tap Add [name] to Favorites.
 - Swipe left across the person's name, then tap the star.

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

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

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

Important: In order to receive a notification when your friend's location changes, make sure you allow notifications for the Find My app. See [Change notification settings](#).

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

Get notified when your friend arrives at or leaves a location

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to be notified about.
3. Below Notifications, tap Add, then tap Notify Me.
4. Choose whether you want to be notified when a friend arrives at or leaves a location.
5. Choose a location, or tap New Location to create a new location and set a location radius.

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

6. Choose whether you want to be notified only once or every time.

7. Tap Add, then tap OK.

Your friend gets an alert after you set the notification.

If you set a recurring notification, your friend must approve it before it's set. They get an alert asking for approval when they arrive at or leave the location you chose for the first time.

Get notified when your friend isn't at a location

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

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to be notified about.
3. Below Notifications, tap Add, then tap Notify Me.
4. Below When, tap *[your friend's name]* Is Not At.
5. Choose a location, or tap New Location to create a new location and set a location radius.

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

6. Select when you want to be notified.
 - *Time*: Select a start and end time.
 - *Days*: Select the days of the week.
7. Tap Add, then tap OK.

Your friend must approve the notification before it's set. They get an alert asking for approval on the time and day the notifications start.

Change or turn off a notification you set

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person whose notification you want to change or turn off.

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

3. Below Notifications, tap the notification.
4. Do either of the following:
 - *Change a notification*: Change any details, then tap Done.
 - *Turn off a notification*: Tap Delete Notification, then tap Delete Notification again.

You can create up to 25 Notify Me notifications.

Note: You can only create recurring notifications for friends who have [two-factor authentication](#) turned on.

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

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

You can also get a notification when your friend's location changes. See [Get notified when friends change their location](#).

Notify a friend when your location changes

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to notify.
3. Below Notifications, tap Add, then tap Notify [*your friend's name*].
4. Choose whether you want to notify your friend when you arrive at or leave a location.
5. Choose a location, or tap New Location to create a new location and set a location radius.

With a larger radius, your friend is notified when you're near the location instead of right at the location.
6. Choose whether you want your friend to be notified only once or every time.
7. Tap Add.

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

See all notifications about you

1. Go to the Find My app  on your iPad.
2. Tap Me at the bottom-left side of the screen.

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

If you don't see the Notifications About You section, you aren't notifying any friends when your location changes.
3. Select a name to see more details.

Turn off notifications about you

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

1. Go to the Find My app  on your iPad.
2. Tap Me at the bottom-left side of the screen.

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

If you don't see the Notifications About You section, you aren't notifying any friends when your location changes.
3. Select a name, then tap a notification.
4. Tap Delete Notification, then tap Delete Notification again.

Find devices

Add your iPad to Find My

Before you can use the Find My app  to locate a lost iPad, you need to connect the device to your [Apple Account](#).

When you add your iPad to Find My, you can also get notified if you leave it behind. See [Get notified if you leave a device behind](#).

Add your iPad

1. Go to Settings  > [your name] > Find My on your iPad.

If you're asked to sign in, enter your [Apple Account](#) information. If you don't have an Apple Account, tap "Don't have an Apple Account or forgot it?" then follow the instructions.

2. Tap Find My iPad, then turn on Find My iPad.
3. You can also turn on or off either of the following:
 - *Find My network*: If your device is offline (not connected to Wi-Fi or cellular), Find My can locate it using the Find My network.
 - *Send Last Location*: If your device's battery charge level becomes critically low, its location is sent to Apple automatically.

Your iPad also includes a feature called Activation Lock that prevents anyone else from activating and using your device, even if it's completely erased. See the Apple Support article [Activation Lock for iPhone, iPad, and iPod touch](#).

Add your Apple Pencil Pro

1. Open the Find My app  on your iPad.
2. Tap Devices, then attach Apple Pencil Pro to your iPad.
3. Tap , then tap Apple Pencil.
4. Follow the onscreen instructions.

Add another device

See any of the following:

- *iPhone*: [Add your iPhone to Find My](#) in the iPhone User Guide
- *iPod touch*: [Add your iPod touch to Find My](#) in the iPod touch User Guide
- *Mac*: [Set up Find My on Mac](#) in the Find My User Guide for Mac
- *Apple Watch*: [Set up and pair your Apple Watch with iPhone](#) in the Apple Watch User Guide
- *AirPods*: Pairing instructions for your model in the "Pair and connect" section in the [AirPods User Guide](#) and [Turn on the Find My network for AirPods \(3rd generation\), AirPods Pro, and AirPods Max](#)
- *iPhone Wallet with MagSafe and Find My support*: [Add your iPhone Wallet with MagSafe to Find My on iPhone](#)

You can also add AirTags and other items to Find My using your iPad. See any of the following:

- [Add an AirTag](#)
- [Add a third-party item](#)

Add a family member's device

You can see your family members' devices in Find My if you [set up Family Sharing first](#). Their devices appear below yours in the Devices list. See [Share locations with family and locate lost devices](#).

You can't add friends' devices to Find My. Friends who lose a device can go to [Find Devices on iCloud.com](#) and sign in to their Apple Account.

Set separation alerts in case you leave a device behind in Find My on iPad

In the Find My app, you can turn on separation alerts for a device so you don't accidentally leave it behind. You can also set Trusted Locations, which are locations where you can leave your device without receiving an alert.

If you have an iPhone Wallet with MagSafe and Find My support, you can get an alert if it detaches from your iPhone.

Important: In order to receive separation alerts, make sure you allow notifications for the Find My app. See [Change notification settings](#).

Set up alerts for your iPhone, iPad, Mac, or AirPods

You can set up separation alerts for your iPhone, iPad, or iPod touch with iOS 15, iPadOS 15, or later; Mac with Apple silicon and macOS 12 or later; or AirPods with the Find My network turned on.

You can only set up a separation alert from the [device sharing your location](#). You receive an alert every time the device sharing your location separates from the device you set an alert for.

1. Go to the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to set up an alert for.
3. Below Notifications, tap Notify When Left Behind.
4. Turn on Notify When Left Behind, then follow the onscreen instructions.
5. If you want to add a Trusted Location, you can choose a suggested location, or tap New Location, select a location on the map, then tap Done.
6. Tap Done.

Get notified when your iPhone Wallet with MagSafe detaches from your iPhone

You can get an alert one minute after your iPhone Wallet with MagSafe and Find My support separates from your iPhone. Then you can use the Find My app to see its last known location on a map.

1. Go to the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of your iPhone Wallet with MagSafe.
3. Below Notifications, tap Notify When Detached.
4. Turn off or on Notify When Detached, then tap Done.

Locate a device in Find My on iPad