

Get started with News on iPad

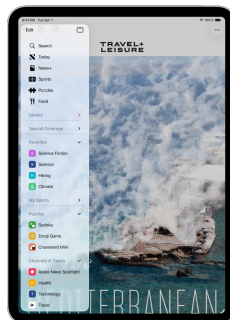
The News app  collects all the stories you want to read—from your favorite sources—about the topics that interest you most. Apple News+ subscribers can also access features like puzzles and recipes.

Catch up on the latest news



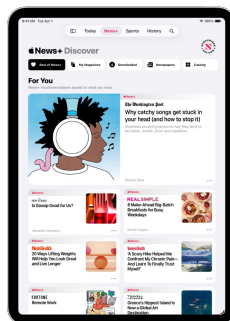
Open the News app to browse stories—from breaking news to science to entertainment. The more you read, the better Siri understands what's important to you and suggests stories you might like.

Customize your feed



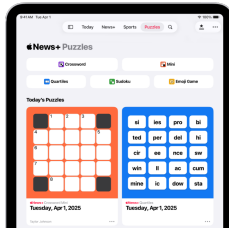
Tap  to find a specific channel or topic you're interested in, then tap  to follow it. Channels and topics you follow appear in the Today feed. If there's a channel or topic that you *don't* want to see in your Today feed, touch and hold it, then choose Block Channel, Block Topic, or Stop Suggesting.

Subscribe to Apple News+



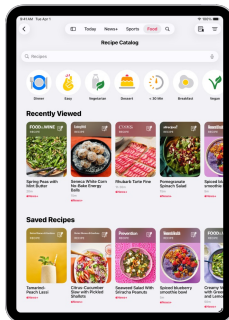
When you subscribe to Apple News+, you can access hundreds of magazines and newspapers, along with puzzles and recipes. You can share issues with others or download them for offline reading. When prompted, tap a subscription button, then follow the onscreen instructions.

Take a break to test your wits



Apple News+ subscribers can solve daily puzzles—such as crosswords, Quarters, sudoku, and Emoji Game. Tap Puzzles in the sidebar, then tap to open a puzzle. Some puzzles include a tutorial—in Quarters, for example, tap ⋮, then tap How to Play.

Cook up a feast



Apple News+ subscribers also have access to thousands of curated and personalized recipes. Tap Food in the sidebar, then tap 🍴 or Recipe Catalog.

Want to learn more?

- [See news stories chosen just for you](#)
- [Subscribe to Apple News+](#)
- [Find puzzles in Apple News+](#)
- [Find recipes and food stories in Apple News+](#)
- [Use Offline Mode to read downloaded News content](#)

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

Get News notifications and newsletters on iPad

If you don't want to miss important stories, you can use notifications and newsletters to stay on top of the latest news. Some channels you follow may send notifications. You can also choose to receive newsletters from Apple News editors by email.

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

Turn on notifications

Some channels you follow may send notifications about important stories.

1. Go to the News app  on your iPad.
2. At the bottom of the sidebar, tap Notifications & Email below Manage.

If you don't see the sidebar, tap .

3. Turn on notifications for your preferred channels, as well as notifications from Apple News, such as Apple News Top Stories, Apple News Spotlight, and more.

If you subscribe to Apple News+, you can additionally receive notifications when new issues are available of publications you follow. You can also receive New Features & Tips notifications.

Receive Apple News newsletters

You can choose to receive newsletters in your email inbox from Apple News editors. Newsletters feature top stories, personalized based on your interests. If you [subscribe to Apple News+](#), newsletters can also include new issues of your favorite magazines.

1. Go to the News app  on your iPad.
2. Swipe to the bottom of the sidebar, then tap Notifications & Email.

If you don't see the sidebar, tap .
3. Swipe to the bottom of the screen, then do any of the following:
 - Turn on Apple News Newsletters.
 - Tap Sign Up for Newsletters, then tap Sign Me Up.
4. In the U.S., several different newsletters may be available. To choose which ones you want to receive, do one of the following:
 - *Opt in*: Tap Sign Up.
 - *Opt out*: Tap Subscribed.

To stop receiving newsletters, return to the Notifications & Email screen, then turn off Apple News Newsletters. In the U.S., tap Manage Newsletters, then unsubscribe from each newsletter you no longer want to receive.

Note: Personalized newsletters aren't available in all countries or regions. To get the Sports newsletter, you need to first [sync My Sports](#) and [follow a sports topic](#).

Use News widgets on iPad

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

Access stories from News widgets

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

See [Add, edit, and remove widgets](#).

See news stories chosen just for you on iPad

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

Note: Local news and puzzles aren't available in all countries or regions.

Access stories in the Today feed

1. Go to the News app  on your iPad.
2. Do one of the following:
 - *Open a story:* Tap the story.
 - *Read more stories within a group:* Tap the arrow at the bottom of the group.
 - *Play a video:* Tap  in the thumbnail.
 - *Get newer stories:* Pull down to refresh the Today feed with the latest stories.

Follow, unfollow, block, and unblock channels and topics

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

1. Go to the News app  on your iPad.
2. Do any of the following:
 - *Open a channel feed:* Touch and hold a story, tap the channel name, then tap Go to Channel. Or tap a story in the Today feed, then tap the channel name at the top of the story.
 - *Open a topic feed:* Tap the topic title—Movies or Travel, for example.
3. At the top of the feed, do any of the following:
 - *Follow:* Tap +.
 - *Unfollow:* Tap ⋮, then tap Unfollow Channel or Unfollow Topic.
 - *Block:* Tap ⋮, then tap Block Channel or Block Topic.
 - *Unblock:* Tap ⋮, then tap Unblock Channel or Unblock Topic.

Note: Stories from channels you block show a gray headline and a message indicating that you blocked the channel. To read a story from a blocked channel, tap it, then choose Read Story.

Blocking isn't supported in Top Stories or other groups curated by the Apple News editors, who vet each story in those groups for quality and accuracy.

Manage your favorites

Favorites shows the channels and topics from your Following list that you like best (you can have only a limited number of Favorites). Adding channels and topics to your Favorites makes them easier to access.

Note: Only channels and topics that you currently follow can be added to your Favorites.

Favorites appear in the sidebar.

1. Go to the News app  on your iPad.
2. Tap Edit at the top of the sidebar.

If you don't see the sidebar, tap .

3. Do any of the following:
 - *Add a channel or topic to your Favorites:* Tap  next to a channel or topic.
 - *Remove a favorite:* Tap  next to a channel or topic you no longer want as a favorite.
 - *Reorder favorites:* Touch and hold , then drag favorites to the order you prefer.
4. Tap .

Stop suggesting specific channels and topic groups in the Today feed

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

1. Go to the News app  on your iPad.
2. Tap Today in the sidebar or tab bar.
3. Tap  in a channel or topic group, then tap Stop Suggesting.

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

Tell News what kind of stories you prefer

1. Go to the News app  on your iPad.
2. Tap Today in the sidebar or tab bar.
3. Tap  below a headline, then tap Suggest More or Suggest Less.

See stories only from the channels you follow

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap News.
3. Turn on Restrict Stories in Today, then confirm your choice.

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

Read and share stories in News on iPad

You can read and share News stories on iPad.



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

Read a story

1. Go to the News app  on your iPad.
2. Tap a story to read it. While viewing a story, do any of the following:
 - *Read the next story:* Swipe left.
 - *Read the previous story:* Swipe right.
 - *Return to the list of stories:* Tap < at the top left of the screen.
 - *Tell News what stories you prefer:* Tap  or  at the top of the story. Your feedback is taken into account for future recommendations.
 - *Change the text size:* In landscape orientation, tap , then tap the smaller or larger letter to change the text size in the story and all other stories in the channel. In portrait orientation, tap , then tap Text Size. (Not available in all channels.)
 - *Share a story:* In landscape orientation, tap , then choose a sharing option, such as Messages or Mail. In portrait orientation, tap , then tap Share.
 - *Report a concern:* If you believe that a story you're viewing is mislabeled, inappropriate, offensive, or doesn't display properly, tap , tap Report a Concern, then follow the onscreen instructions.

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

Read stories shared with you

When a friend [shares stories with you using the Messages app](#), you can easily find them in the Shared with You section in Apple News. (Your friend must be in your contacts list in Contacts.)

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Messages.
3. Tap Shared with You, then make sure News is turned on.
4. Go to the News app  on your iPad.
5. Tap Shared with You in the sidebar, then do any of the following:
 - Tap a shared story to read it in News.
 - Tap the name of the person who shared a story to reply to them in the Messages app. To reply while reading the story, tap the name shown below the channel's logo.

Follow your favorite teams with My Sports on iPad

With My Sports, you can follow your favorite sports, teams, leagues, and athletes; receive stories from top sports publications, local newspapers, and more; access scores, schedules, and standings for the top professional and college leagues; and watch highlights.

Set up iPad to use My Sports

Before you can use My Sports, you must do the following:

- *Sign in to your Apple Account:* Go to Settings , tap "Sign in to your iPad," then enter your Apple Account information.
- *Sign in to the App Store:* Go to Settings , tap your name, then tap Media & Purchases.

Get started with My Sports

Before you can use My Sports, you need to allow syncing between Apple News, the Apple TV app, and the Apple Sports app (on iPhone). When you allow syncing, you automatically follow the same teams in all three apps.

1. Go to the News app  on your iPad.
2. Tap Sports in the sidebar or tab bar.
3. Tap Get Started, then tap Pick Your Teams.
4. On the Manage My Sports screen, tap  next to sports, teams, leagues, and major sporting events to follow them.

Sports topics you previously expressed interest in appear below Suggested. To search (by team name or location and more), tap the search field.

5. Tap  to close the Manage My Sports screen, then do any of the following:
 - *View comprehensive sports coverage:* Tap Sports in the sidebar or tab bar.
 - *Check the most important sports stories at a glance:* Tap Today in the sidebar or tab bar, then swipe up to the Sports group.
 - *Get stories and team updates:* After you follow a topic or team and allow syncing between Apple News, the Apple TV app, and the Apple Sports app (on iPhone), you can sign up for the Sports newsletter. (Not available in all countries or regions.) See [Receive Apple News newsletters](#).
 - *Get notified about a team or league you follow:* Allow syncing between Apple News, the Apple TV app, and the Apple Sports app (on iPhone), then turn on [notifications](#) for Sports.

Browse all available sports

1. Go to the News app  on your iPad.
2. Tap Sports in the sidebar or tab bar, then tap All Sports at the top of the screen.
3. Tap a sport or league to go to its feed.

4. To follow that sport or league, tap  at the top of the screen.

Sports and leagues you follow appear in the sidebar.

If you don't see the sidebar, tap .

Manage sports topics

You can follow and unfollow sports topics after you set up My Sports.

1. Go to the News app  on your iPad.
2. Tap Sports in the sidebar or tab bar.
3. Scroll down to My Sports, tap Manage, then do any of the following:
 - *Follow a topic*: Tap . Sports topics you follow appear in the sidebar.
 - *Unfollow a topic*: Tap  next to topics you want to unfollow, then tap Unfollow.
 - *Reorder topics*: Touch and hold , then drag topics to the order you prefer.
4. Tap .

Show scores, schedules, highlights, and more

My Sports offers scores and schedules for your favorite teams, stats and stories for individual games and events, video highlights, and stories related to your favorite teams.

1. Go to the News app  on your iPad.
2. Tap Sports in the sidebar or tab bar, then do any of the following:
 - *Show scores and schedules*: Swipe left on the scores at the top of the feed, then tap See More.
 - *Show stats and stories for individual games*: Tap a score at the top of the feed, or swipe down to a sports topics you follow, then tap a game.
 - *Watch a live game*: Tap a score at the top of the feed, then tap Open in Apple TV (before or after the game) or Watch on Apple TV (during a live game). Or swipe down to a topic you follow, tap the game's tile, then tap Open in Apple TV or Watch on Apple TV. If the game is available in your area and you subscribe to a service that broadcasts the game, you can watch it in the Apple TV app or in a supported app.

Note: Supported sports apps may require a separate subscription. Not all games are available in all areas.
 - *View highlights*: Swipe up to the Highlights section, then tap  in the thumbnail. Tap Highlights to see more highlights.

Note: Highlights are available only for select leagues.
 - *Read sports stories related to topics you follow*: Swipe up to For You, then tap a story.

Stop syncing My Sports

You can stop syncing between Apple News, the Apple TV app, and the Apple Sports app (on iPhone).

Note: When you turn off Sync My Sports, you can no longer use My Sports.

1. Go to the Settings app  on your iPad.

2. Tap Apps, then tap News.
3. Turn off Sync My Sports.

Apple News+

Subscribe to Apple News+ on iPad

When you subscribe to Apple News+, you can access hundreds of magazines and newspapers, along with recipes and puzzles. You can share issues with others, download them for offline reading, or listen to audio versions of select stories on iPhone and [in the Podcasts app](#). Learn more about subscriptions on the [Apple News+ website](#).

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

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

Subscribe to Apple News+

1. Go to the News app  on your iPad.
2. Do one of the following:
 - Tap the subscription button shown in a magazine, puzzle, recipe, or story.
 - Tap News+ in the sidebar or tab bar, then tap the subscription button.
3. Follow the onscreen instructions.

You may be asked to [sign in to your Apple Account](#).

Share Apple News+ with family members

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

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

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

Cancel or change your Apple News+ subscription

1. Go to the News app  on your iPad.
2. Tap Subscriptions (in the sidebar below Manage).

If you don't see the sidebar, tap .

3. Do one of the following:

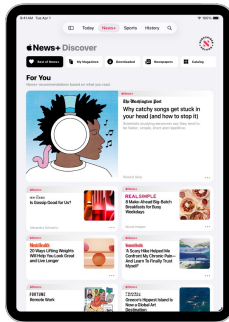
- *Apple News+ only:* Tap Cancel Subscription, then follow the onscreen instructions.
- *Apple News+ and individual channels:* Select Apple News+, tap Cancel Subscription, then follow the onscreen instructions.

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

Browse and read Apple News+ stories and issues on iPad

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

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



Follow and unfollow publications

You follow an Apple News+ publication by following its channel.

1. Go to the News app  on your iPad.
2. Do any of the following:
 - Tap Today or News+ in the sidebar or tab bar, tap a story or issue from an Apple News+ publication, tap the publication's name at the top of the screen, then tap .
 - Tap  in the sidebar or tab bar, enter the publication's name in the search field, then tap .
 - Tap News+ in the sidebar or tab bar, tap Newspapers or Catalog near the top of the screen, then tap Follow below the publication's cover.

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

If you don't see the sidebar, tap .

Browse Apple News+ issues and stories

1. Go to the News app  on your iPad.

Stories and issues from Apple News+ appear in the Today feed, Best of News+ feed, and channel feeds. Stories (but not issues) can also be found in topic feeds and search results.

2. To access entire issues, tap News+ in the sidebar or tab bar, where you can do any of the following:
 - *View News+ content chosen just for you:* Near the top of the screen, tap Best of News+.
 - *View all available publications:* Tap Catalog near the top of the screen.
 - *View a specific content category:* Tap Catalog, tap Featured, then tap a category such as Money & Business, Entertainment, or Sports.
 - *View new and recent issues:* Tap My Magazines. By default, new issues appear near the top of the screen. The issue you most recently read appears first. If you recently downloaded an issue, it appears next. To choose a different sorting option, tap , then tap Sort by Name or Sort by Date.

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

Open a story or issue

1. Go to the News app  on your iPad.
2. Do any of the following:
 - Tap an issue cover in News+ or the Today feed.
 - Tap  in the sidebar or tab bar, enter the name of the Apple News+ channel in the search field, tap the channel, then tap the issue.
 - Follow a link to a story or issue that someone shared with you.

Access back issues

1. Go to the News app  on your iPad.
2. Do any of the following:
 - Tap News+ in the sidebar or tab bar, tap My Magazines, tap  below the issue cover (or touch and hold the cover), then tap Browse Back Catalog.
 - In the sidebar, tap a channel you follow, or search for a channel, then tap it. Below Recent Issues, swipe to the issue you want to read, then tap to open it. To browse all available issues, tap Sections near the top of the screen, then tap Issues.

If you don't see the sidebar, tap .

Read Apple News+ issues

1. Go to the News app  on your iPad.
2. Open the issue, where you can do any of the following:
 - *Page through an issue:* Swipe left to go to the next story, or swipe right to go to the previous story.
 - *View the table of contents:* When you're reading a story, tap , then tap Go to Issue.
 - *Change the text size:* In landscape orientation, tap , then tap the smaller or larger letter to change the text size in the story and all other stories in the channel. In portrait orientation, tap , then tap Text Size. If the issue is a PDF, pinch to zoom.

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

Use Offline Mode to read downloaded News content on iPad

[Apple News+ subscribers](#) can automatically download News content, then access it when there's no Wi-Fi or cellular connection—for example, when taking a flight or riding the subway.

Note: Content that can be downloaded for Offline Mode may include stories, issues, recipes, and puzzles. Not all content types are available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).

Turn on Automatic Downloads for Apple News+

1. [Sign in to your Apple Account](#).
2. Go to the Settings app  on your iPad.
3. Tap Apps, then tap News.
4. Turn on Background App Refresh.
5. Tap Automatic Downloads, turn on Allow Automatic Downloads, then turn on any of the following:
 - *Recent Stories:* Downloads the latest stories in the Today feed, Best of News+ feed, Sports feed, Shared with You, and History.
 - *Saved Stories:* Downloads the latest stories in your Saved Stories list.
 - *Magazine Issues:* Downloads the latest issues of magazines you follow.
 - *Food & Recipes:* Downloads the Food feed, the [Recipe Catalog](#), and [Saved Recipes](#).
 - *Puzzles:* Downloads the Puzzles feed, the feed for each puzzle type, and the puzzles in these feeds.

Note: To download smaller versions of images in stories and recipes, turn on Optimize Storage.

Your iPad downloads News content when it has sufficient storage space and is connected to Wi-Fi and power. If you have a cellular connection but not Wi-Fi, only Top Stories in the Today feed are downloaded automatically.

Use News in Offline Mode

If you don't have a Wi-Fi or cellular connection, No Internet Connection appears at the top of the screen and any content in the app that isn't downloaded is dimmed. To switch from the currently loaded version of each feed to the downloaded version, tap Show Stories Downloaded for Offline Mode.

When you reconnect to the internet, tap Check for New Stories at the top of the screen. All feeds in the app are refreshed and display the latest content.

Manually download Apple News+ issues on iPad

With an [Apple News+ subscription](#), you can download issues to read when you're not connected to the internet.

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

Download an Apple News+ issue

1. Go to the News app  on your iPad.
2. Do any of the following:
 - Tap Today in the sidebar or tab bar, then swipe to My Magazines.
 - Tap News+ in the sidebar or tab bar, then tap My Magazines. You can also tap Catalog near the top of the screen, then tap a stack of magazines.
 - In the sidebar, tap a magazine channel you follow.
 - Tap  in the sidebar or tab bar, enter the channel name in the search field, then tap the channel.
3. When you find the issue you want, tap  below the issue cover (or touch and hold the cover), then tap Download Issue.

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

Read a downloaded issue

1. Go to the News app  on your iPad.
2. Tap News+ in the sidebar or tab bar.
3. Tap Downloaded near the top of the screen, then tap an issue.

Remove downloaded issues

1. Go to the News app  on your iPad.
2. Tap News+ in the sidebar or tab bar, then tap Downloaded near the top of the screen.
3. Tap , tap Select, tap the issues you want to remove, then tap .

If you remove an issue from the Downloaded tab, you can easily access it again in My Magazines.

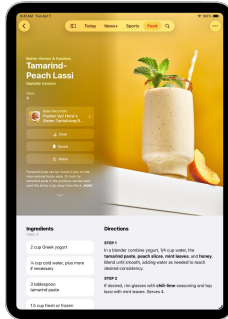
Remove an issue from My Magazines

1. Go to the News app  on your iPad.
2. Tap News+ in the sidebar or tab bar, then tap My Magazines.
3. Tap  below the issue cover (or touch and hold the cover), tap Remove, then tap Remove from My Magazines.

The issue's cover and content are removed from iPad and from any other devices where you're [signed in to the same Apple Account](#) and where News is turned on in iCloud settings.

Find recipes and food stories in Apple News+ on iPad

If you [subscribe to Apple News+](#), you can find personalized food content, including a large catalog of recipes with features like interactive ingredient lists and easy-to-start timers.



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

Browse stories and recipes

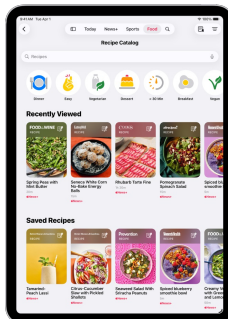
1. Go to the News app  on your iPad.
2. Tap Food in the sidebar or tab bar, then scroll down to see stories and recipes.

The more food content and recipes you read, the more personalized your recommendations become.

Tip: To look at other recipes or stories while you're reading one, swipe left or right.

Search for and filter recipes

1. Go to the News app  on your iPad.
2. Tap Food in the sidebar or tab bar, tap Recipe Catalog at the top of the feed or  in the top-right corner, then do any of the following:
 - *Search by recipe title, ingredient, or keyword:* Tap the search field, enter a term, then tap .
 - *Filter by category:* Tap a category, such as Vegetarian.
 - *Add and combine filters:* Tap , tap a filter, then tap .
 - *Remove a filter:* Tap  next to a filter below the search field.



Save a recipe

1. Go to the News app  on your iPad.
2. Tap Food in the sidebar or tab bar, then scroll down to browse recipes, or search for and filter recipes.

3. Do one of the following:
 - *While browsing or viewing search results:* Touch and hold the recipe's image, then tap Save Recipe.
 - *While a recipe is open:* Tap Save.
4. To revisit saved recipes, do one of the following:
 - Tap Saved Recipes in the sidebar (below Library).
 - Tap  in the Recipe Catalog.

To remove a recipe from your saved recipes, touch and hold the recipe, then tap Unsave Recipe.

Prepare a recipe

1. Go to the News app  on your iPad.
2. Tap Food in the sidebar or tab bar, then scroll down to browse recipes, or [search for and filter recipes](#), as above.
3. To open a recipe, do one of the following:
 - While reading a food story, tap , then tap Go to Recipe. If the story has multiple recipes, tap Recipes, then tap the recipe you want to prepare.
 - Tap a recipe in the search results.
4. Scroll to see the recipe's ingredients and directions.

Tip: While viewing directions, you can tap an ingredient to see how much is used in the recipe, without going back to the ingredients list. While viewing ingredients, you can keep track of what you already prepared or used by tapping them.

5. To focus on the directions, tap Cook.

Steps appear in a larger font and the display stays on while you're preparing the recipe.

Use a cooking timer

You can start a cooking timer when a recipe recommends a length of time (highlighted in color)—for example, the time needed to sauté onions or let a cake rest.

1. Go to the News app  on your iPad.
2. Begin [preparing a recipe](#), as above.
3. When a time appears in a step, tap , swipe up or down to adjust the time, then tap Start.

Add ingredients to your groceries list

1. Go to the News app  on your iPad.
2. Open a recipe, as above.
3. Tap , then tap Add to Grocery List.
4. To choose your grocery list, tap .
5. Tap  next to each item you don't need to deselect it.
6. Tap  in the top right to save the ingredients to your list.

7. Access your grocery list in the Reminders app. See [Make a grocery list in Reminders](#).

Access food content offline

You can make sure you can access the Food feed, Recipe Catalog, and Saved Recipes in [Offline Mode](#).

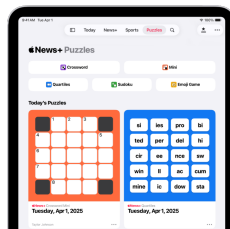
1. While you're online, go to the Settings app  on your iPad.
2. Tap Apps, tap News, then tap Automatic Downloads (below News+ Offline Mode).
3. Turn on Food & Recipes.

Puzzles

Find puzzles in Apple News+ on iPad

If you [subscribe to Apple News+](#), you can access daily and archived [crossword](#), [crossword mini](#), [Quartiles](#), [sudoku](#), and [Emoji Game](#) puzzles. Some puzzles may be available without a subscription.

Note: Apple News, Apple News+, and puzzles aren't available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).



View the Puzzles feed

1. Go to the News app  on your iPad.
2. Do one of the following:
 - Tap Puzzles in the sidebar.
 - If you don't see the sidebar, tap .
 - Tap Today in the sidebar or tab bar, scroll down, then tap the Puzzles group.

Follow the feed for a puzzle type

If you want quick access to a specific type of puzzle, you can follow that type.

1. Go to the News app  on your iPad.
2. [View the Puzzles feed](#), as above.
3. Tap Crossword, Mini, Quartiles, Sudoku, or Emoji Game.
4. Tap +.

A Puzzles category appears in the sidebar with the puzzle types appearing below. To make them favorites, tap Edit, tap  next to a puzzle type, then tap .

Note: If you subscribe to Apple News+, you can automatically download puzzles in the Puzzles feed and puzzle type feeds to play in [Offline Mode](#).

Choose a puzzle

1. Go to the News app  on your iPad.
2. Go to one of the following areas to find a puzzle:
 - The Today feed
 - The Puzzles feed
 - The feed for a puzzle type (crossword, crossword mini, Quarters, sudoku, or Emoji Game)
3. Tap a puzzle to open it.

Crossword and sudoku puzzles have a difficulty rating—easy, moderate, or challenging.

You can see more past puzzles in each puzzle type's complete archive. Scroll down in the puzzle type's feed, then tap > next to Archive.

Tip: To sort or filter a puzzle archive, tap .

View puzzle stats and streaks

In each puzzle feed you can find the Scoreboard. It includes:

- Statistics for each puzzle type—the number of puzzles solved, for example
- Your current streak—the number of consecutive days you solved the daily puzzle
- Your longest streak

1. Go to the News app  on your iPad.
2. Choose the feed for a puzzle type, then swipe up.

Conditions that affect stats include the following:

- If you use the Reveal command to show all or a portion of a puzzle, the puzzle won't count toward your stats, and completing the puzzle won't start or continue a streak.
- Puzzles you complete on a device with iOS 17.5, iPadOS 17.5, macOS 14.5, or later count toward your stats. Any puzzles you played on older OS versions don't count toward your stats.
- After you open the News app on a device with iOS 17.5, iPadOS 17.5, macOS 14.5, or later, any daily puzzles you complete on a device with an earlier version of the OS are added to your streak. For example, if you complete Monday's crossword and Tuesday's crossword on your iPhone with iOS 17.5, and then solve Wednesday's crossword on your iPad with iPadOS 17.4, your streak is extended.
- Users in the continental U.S. and Canada must complete a puzzle within 24 hours of its publication for it to count toward a streak. Users in Alaska and Hawaii get an extra hour or two; they must complete the day's puzzle before midnight local time.
- To start or maintain a sudoku streak, solve at least one of the current day's sudoku puzzles of any difficulty level without revealing answers.

Your stats and streaks stay up to date on all your Apple devices where you're [signed in to the same Apple Account](#). Go to Settings , tap your name, then tap iCloud. Tap See All (in the Saved to iCloud section), then turn on News.

Compete with others

To compete against friends and other puzzle solvers in Game Center and the [Apple Games app](#), you need to also turn on Game Center in News.

1. [Set up your Game Center profile](#).
2. Go to the Settings app  on your iPad.
3. Tap Apps, then tap News.
4. Turn on Game Center.

Your scores appear on the leaderboard for each puzzle type in Game Center. Sudoku has a leaderboard for each difficulty level.

You can also [challenge friends](#) to solve crossword, crossword mini, sudoku, and Emoji Game puzzles. See [Play together in the Apple Games app](#).

Share a puzzle

You can send a link to another Apple News+ subscriber so they can solve the puzzle too.

1. Go to the News app  on your iPad.
2. Open a puzzle.
3. Tap , tap Share, then choose Messages, Mail, or another sharing option.

Your answers aren't shown, but the following information is shared for completed puzzles:

- *Crossword, crossword mini, and sudoku*: The time it took you to solve the puzzle
- *Quartiles*: Your rank
- *Emoji Game*: The number of moves you used to solve the puzzle

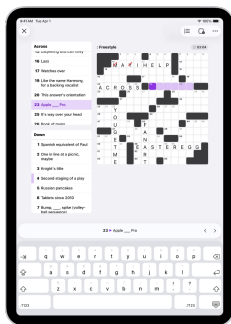
Solve crossword and crossword mini puzzles in News on iPad

[Apple News+ subscribers](#) get access to a new crossword and crossword mini puzzle every day. Crossword puzzles start out easy but get increasingly challenging as the week goes on. When you want a puzzle you can solve in next to no time, try an always-easy crossword mini puzzle.

You can navigate and solve crossword and crossword mini puzzles in multiple ways. For example, you can display puzzles in the traditional grid view, or instead choose to show clues and answers in a list. You can tap squares to select words or choose clues from a list.

You don't have to solve puzzles all at once. You can return at any time. The timer pauses while you're away.

Note: Apple News, Apple News+, and puzzles aren't available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).



Solve in grid view

1. Go to the News app  on your iPad.
2. [Open a crossword or crossword mini puzzle.](#)
3. Tap a square to show the clue below the puzzle, then use the keyboard to enter the answer. You move to other squares as you type. You can also tap < or > next to the clue to move to the previous or next clue.

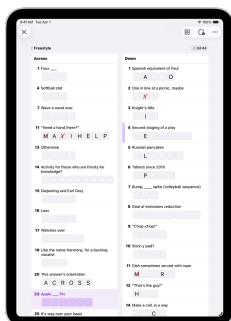
With the keyboard showing, switch from across to down, or vice versa, by tapping the selected square again or tapping the clue.

Solve in list view

You can show clues and answers in a list rather than in the traditional grid.

1. Go to the News app  on your iPad.
2. [Open a crossword or crossword mini puzzle.](#)
3. Tap .

Tap  to return to grid view.



Get hints and answers

If you're unsure of an answer you entered, you can get a little help.

1. Go to the News app  on your iPad.
2. [Open a crossword or crossword mini puzzle.](#)
3. Tap , then do any of the following:
 - *Mark incorrect answers:* Tap Autocheck, Check Square, Check Word, or Check Puzzle.
 - *Reveal answers:* Tap Reveal, then tap Square, Word, or Puzzle to display the correct answer.

Note: When you reveal all or a portion of a puzzle, it's not counted toward stats in your Scoreboard or as part of a streak.

Some puzzles have clues that reference other clues. You can highlight these connections. Tap , then turn on Highlight Linked Clues.

Sometimes crossword grids include circles. The letters in the circles relate to that puzzle's theme.

Always use Autocheck

When you turn on Autocheck inside a puzzle, it stays on for that puzzle only. If you want Autocheck to stay on all the time, follow these steps:

1. Go to the News app  on your iPad.
2. [Open a crossword or crossword mini puzzle.](#)
3. Tap , choose Settings, turn on Always Autocheck, then tap .
4. Tap , then choose Autocheck.

Autocheck stays on for all puzzles of that type until you turn it off.



Restart your puzzle

If you'd like a fresh start, you can clear a puzzle's answers and reset the timer.

1. Go to the News app  on your iPad.
2. Open a crossword or crossword mini puzzle.
3. Tap .
4. Tap Clear Puzzle.

Change how you move around the puzzle

1. Go to the News app  on your iPad.
2. Open a crossword or crossword mini puzzle.
3. Tap , choose Settings, then choose what happens as you enter a letter or an answer:
 - *Go to the next empty square:* Select Skip Filled Squares.
 - *Go to the next square, whether or not it's filled in:* Deselect Skip Filled Squares.
 - *Go to the next clue:* Next to "At End of Word," choose Advance If Complete or Always Advance.
 - *Don't go to the next clue:* Next to "At End of Word," choose Don't Advance.

Show or hide the timer

You can show or hide the timer that appears above your puzzle.

1. Go to the News app  on your iPad.
2. Open a crossword or crossword mini puzzle.

3. Do one of the following:

- Tap .
- Tap , choose Settings, then turn Show Timer on or off.

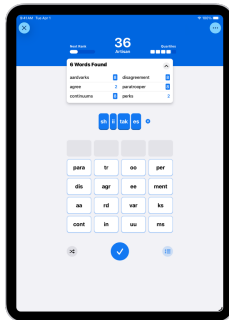
Solve Quartiles puzzles in News on iPad

[Apple News+ subscribers](#) get access to a new Quartiles puzzle every day. Players select tiles containing two to four letters from a four-by-five grid to form words. You can use up to four tiles per word, and the more tiles you use, the more points you score.

A word formed from four tiles is called a Quartile and is worth 8 points. When you find all five Quartiles, you receive an additional 40 points.

The object of the game is to earn the 100 points necessary to reach the Expert rank. You can continue forming words and accumulating points even after you reach Expert.

Note: Apple News, Apple News+, and puzzles aren't available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).



Play Quartiles

1. Go to the News app  on your iPad.
2. [Open a Quartiles puzzle](#).
3. Tap tiles to create a word, then tap  to enter it.

For example, to score a single point, tap "pear," then tap . To score 2 points, tap "ap," then "pear" to form the word, "appear." Go for 4 points by tapping "ap," "pear," then "ance." Complete the Quartile and score 8 points by spelling "disappearance."

Completed words appear in the Words Found box, and any Quartiles you find appear in groups of four tiles.

Not all possible words qualify in Quartiles puzzles. For example, obscure and technical terms, proper nouns, and profanity never appear in the word list.

4. Do any of the following:

- *Reorder your tiles:* After you tap the tiles to place them above the grid, you can touch and hold, then drag to reorder them.
- *See points needed to move to the next rank:* Tap Next Rank.
- *Clear tiles you don't want to use:* Tap ✖.
- *See how many words remain:* When you reach the Expert rank, the Words Found box shows how many words you haven't found.
- *See each word's points:* Tap 🏆 in the Words Found box.

Tip: Tap ⋮, then tap How to Play to take a quick Quartiles tutorial, or tap More Puzzles to open the Quartiles puzzle feed.

Shuffle or group tiles

1. Go to the News app 📰 on your iPad.
2. [Open a Quartiles puzzle](#) and start finding words.
3. Quartiles you find are anchored to the bottom of the grid. If you'd rather anchor them to the top of the grid, tap ⋮, then choose Sort Found Quartiles.
4. Tap ✖ to shuffle tiles that aren't part of found Quartiles.
5. To shuffle all tiles in the grid, tap 🔄 to turn off anchoring, then tap ✖.

Reveal all words

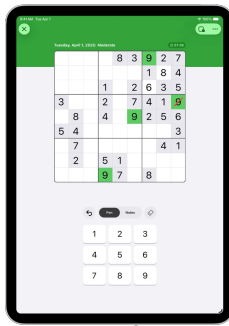
1. Go to the News app 📰 on your iPad.
2. [Open a Quartiles puzzle](#).
3. Tap ⋮, then tap Reveal All Words. The words you didn't find are shown.
 - *If you reveal before you reach Expert rank:* The puzzle doesn't count in your Scoreboard stats and streaks.
 - *If you reveal after you reach Expert rank:* Your stats or streaks aren't affected.

Solve sudoku puzzles in News on iPad

In sudoku puzzles, you place the numbers 1 to 9 into squares in a grid consisting of nine blocks with nine squares each, so that every number appears exactly once in each block, row, and column. Each sudoku grid comes with a few *givens*—squares already filled in.

[Apple News+ subscribers](#) get access to new sudoku puzzles every day in three difficulties: easy, moderate, and challenging. Easy puzzles include more givens, while challenging puzzles require more complex strategies to narrow down options for each empty square.

Note: Sudoku is available on devices with iOS 18.2, iPadOS 18.2, macOS 15.2, or later. Apple News, Apple News+, and puzzles aren't available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).



Solve a puzzle

1. Go to the News app  on your iPad.
2. [Open a sudoku puzzle.](#)
3. Do any of the following:
 - *Enter a number:* With the Pen tab selected, tap a square, then tap a number key near the bottom of the screen.
 - *Delete an answer:* Tap a square where you entered a number, then tap .
 - *Step back through your actions:* Tap  to undo.
4. Continue entering numbers until every square is filled correctly.

Tip: Turn on Autocheck to indicate when you successfully complete a block, row, or column.

Track possible answers

You can keep track of which numbers might work in each square by using notes within the puzzle.

1. Go to the News app  on your iPad.
2. [Open a sudoku puzzle.](#)
3. Do any of the following:
 - *Manually enter notes:* Tap a square, tap Notes, then tap numbers to add them to the square. If your iPad is connected to an [iPad keyboard](#), you can also press number keys. Tap the number again to remove it.

When you enter an answer, any matching notes in that square's block, row, or column are removed. To turn this feature off, tap , tap Settings, then turn off Automatically Remove Notes.
 - *Automatically show notes:* Tap , then tap Autofill Notes. Notes representing possible numbers appear in empty squares, based on all filled squares at that moment—givens and your answers (even if incorrect). You can still add and delete notes manually. Using Autofill doesn't affect stats or streaks.
 - *Play with or without notes:* Tap , then tap Show Notes or Hide Notes.

When you think a number in your notes is the right answer, you can commit it by touching and holding the number on the onscreen keypad.

Get help

If you're unsure of an answer, you can get a little help.

1. Go to the News app  on your iPad.

2. [Open a sudoku puzzle.](#)

3. Do any of the following:

- *Highlight matching numbers:* Tap a number on the keypad, or tap any square with a number in it. (The square you select can be a given or one where you entered or revealed the answer.) Matching numbers are highlighted in answers and notes. To turn this feature on or off, tap ⋮, tap Settings, then tap Highlight Matching Numbers.
- *Check for duplicated numbers:* Tap ⋮, tap Settings, then turn on Show Conflicts. When you enter a number that already appears in a block, row, or column, the squares' bottom-right corners are marked with red triangles.
- *Mark incorrect answers as you enter them:* Tap , then tap Autocheck. All incorrect answers you already entered have a red slash through them. As you enter additional numbers, the app checks whether or not they're correct.

When you turn on Autocheck inside a puzzle, it stays on for that puzzle only. To turn Autocheck on for all sudoku puzzles, tap ⋮, tap Settings, turn on Always Autocheck, tap , tap , then tap Autocheck (if it's not already on).

- *Check answers:* Tap , then tap Check Square or Check Puzzle. A red slash indicates incorrect answers. Checking a square or puzzle doesn't affect stats or streaks.
- *Identify a solvable square:* Tap , then tap Get Hint. The square having the most information available to deduce its answer is highlighted. Tap  to learn the strategy and recommended actions, like obvious pairs and hidden triplets. Using hints doesn't affect stats or streaks.
- *Reveal answers:* Tap , tap Reveal, then tap Square or Puzzle to display the correct answer.

Note: When you reveal all or a portion of a puzzle, the puzzle isn't counted toward stats in your Scoreboard or as part of a streak. To maintain a sudoku streak, solve at least one of the current day's sudoku puzzles of any difficulty level without revealing answers. Revealing also prevents you from undoing previous actions.

- *Review the sudoku tutorial:* Tap ⋮, then tap How to Play.

Restart your puzzle

If you'd like a fresh start, you can clear a puzzle's answers and reset the timer.

1. Go to the News app  on your iPad.
2. Open a sudoku puzzle.
3. Tap , then tap Clear Puzzle.

Show or hide the timer

You can show or hide the timer that appears above your puzzle.

1. Go to the News app  on your iPad.
2. Open a sudoku puzzle.

3. Do one of the following:

- Tap .
- Tap , choose Settings, then turn Show Timer on or off.

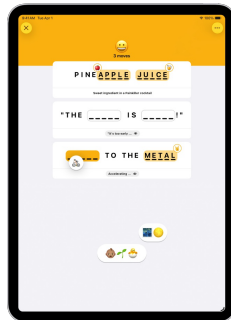
You don't have to solve puzzles all at once. The timer pauses while you're away.

Play Emoji Game in News on iPad

[Apple News+ subscribers](#) can solve daily Emoji Game puzzles by completing words and phrases with emoji.

The object of this logic and word puzzle is to complete several phrases with as few moves as possible. Each emoji may be interpreted directly, through association, or in combination with other emoji. When you attempt an answer or expand a clue, it counts as a move.

Note: Emoji Game puzzles are available in American English only in the U.S. and Canada on devices using iOS 18.4, iPadOS 18.4, macOS 15.4, or later. Apple News, Apple News+, and puzzles aren't available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).



1. Go to the News app  on your iPad.
2. [Open an Emoji Game puzzle.](#)
3. Do any of the following:
 - *Try an answer:* Consider the various definitions or associations for the emoji, then drag the most appropriate emoji (or group of emoji) to complete each word or phrase.

For example, a "pear" emoji  could complete "DISAP____," but interpreted as "fruit" it could complete "____ FUL."

Letters relating to emoji may appear nonconsecutively in an answer. For example, dragging an "earth" emoji  to "L__ _N _ _E ROPES" completes the phrase "learn the ropes."

Interpret grouped emoji as a whole. For example, a single  could mean "fish," while  might mean "school."

- *Expand a clue:* Tap . This counts as a move.
- *Reveal answers:* Tap , then tap Reveal. The answers you didn't find are shown. The puzzle doesn't count in your Scoreboard stats and streaks.

Tip: To take a quick Emoji Game tutorial, tap , then tap How to Play. Or choose More Puzzles to open the Emoji Game feed.

Search for channels, topics, stories, or recipes in News on iPad

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

1. Go to the News app  on your iPad.
2. Tap  in the sidebar or tab bar, then enter any of the following in the search field:
 - The name of a channel, such as Scientific American or Washington Post
 - A topic, such as fashion, business, or politics
 - An event, such as an upcoming meteor shower
 - A [recipe](#) title, ingredient, or keyword
3. Tap .

Save stories in News on iPad

You can save news stories to read later. [Apple News+ subscribers](#) can read saved stories in [Offline Mode](#).

Save a story

1. Go to the News app  on your iPad.
2. When reading a story, do one of the following:
 - *In landscape orientation:* Tap .
 - *In portrait orientation:* Tap , then tap Save Story.

Read a saved story

1. Go to the News app  on your iPad.
2. Tap Saved Stories in the sidebar, then tap the story.

Delete a saved story

1. Go to the News app  on your iPad.
2. Tap Saved Stories in the sidebar.

If you don't see the sidebar, tap .
3. Do one of the following:
 - *Delete one story:* Swipe the story left.
 - *Remove all saved stories:* Tap Clear, then tap Clear Saved Stories.

Clear your reading history in News on iPad

In the News app, you can clear your reading history and adjust how you get reading recommendations.

Clear your history

1. Go to the News app  on your iPad.
2. Tap History in the sidebar.

If you don't see the sidebar, tap .

3. Tap Clear, then do any of the following:

- *Remove your reading history:* Tap Clear History.
- *Remove information used to recommend stories:* Tap Clear Recommendations.

Choosing this option can change the types of channels, topics, and stories shown in the Today and other feeds in Apple News on all your Apple devices.

- *Remove your history and recommendations:* Tap Clear All.

Your News history and recommendation information are removed from all devices where you're [signed in to the same Apple Account](#).

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

Recommend stories based on News app reading only

When you turn off Siri & Search for the News app, recommendations are based on your reading habits in the News app only, not in Safari and other apps.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap News.
3. Tap Siri, then turn off Show in App.

Customize the tab bar in News on iPad

In the News app, you can use the tab bar to quickly access feeds, like Today, News+, and Sports. You can customize your tab bar with Puzzles, Food, Shared with You, Saved Stories, History, and channels or topics you follow.

1. Go to the News app  on your iPad.
2. Tap Edit in the sidebar.

Items you can add to your tab bar are highlighted. Today, News+, and Sports remain in your tab bar as defaults.

If you don't see the sidebar, tap .

3. Drag any highlighted item to or from the tab bar, such as:

- Puzzles
- Food
- Shared with You
- Saved Stories
- History
- Any channel or topic you follow

How to subscribe to individual channels in News on iPad

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

- *Subscribe within News:* You can purchase a subscription directly in News. In a channel that offers subscriptions, tap the subscription button.
- *Access an existing subscription purchased from a publisher's app:* If you downloaded a publisher's app from the App Store, and subscriptions you bought as in-app purchases are also available in News, you're automatically granted access in News. See the Apple Support article [Buy additional app features with in-app purchases and subscriptions](#).
- *Access an existing subscription purchased from a publisher:* If you purchased a subscription directly from a publisher's website or from the publisher's app on a non-Apple device, the publisher may allow you to sign in to your account in News to access your subscription there.

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

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

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

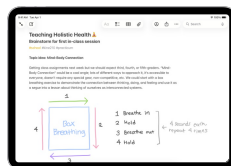
If you don't see the sidebar, tap .

Notes

Get started with Notes on iPad

Use the Notes app to quickly capture your thoughts. You can add images and sketches, solve equations, make checklists, or even scan documents. And with iCloud, your notes stay up to date on all your devices wherever you go.

Jot it down



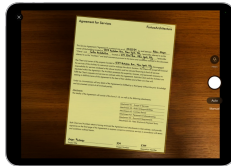
Tap , then enter your text.

Make quick notes anywhere



Use Quick Notes to jot down information from any app or screen. Tap , then tap Add to Quick Note, or simply swipe up from the bottom right corner of the display using Apple Pencil. Add images, handwriting, links, and more.

Add almost anything



You can scan documents, record audio, take photos, and more. Tap , then choose an option.

Sketch your thoughts



Tap , then draw or write with Apple Pencil or your finger. You can choose from a variety of Markup tools and colors and draw straight lines with the ruler.

Invite others to collaborate



Tap , then choose a sharing option. The people you share with can view or make changes to a note.

Want to learn more?

- [Create and format notes](#)
- [Add photos, video, and more](#)
- [Add drawings and handwriting](#)
- [Share and collaborate](#)

The availability of Notes features may vary depending on your language and country or region.

Create and format notes on iPad

Use the Notes app to jot down quick thoughts or organize detailed information with checklists, images, web links, scanned documents, handwritten notes, and sketches. You can even organize your note with sections and headings.



Create a new note

1. Go to the Notes app  on your iPad.
2. Tap , then enter your text.

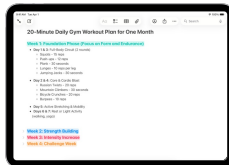
The first line of the note becomes the note's title.

Add formatting, checklists, and tables

1. Go to the Notes app  on your iPad.
2. When writing a note, do any of the following:
 - *Format text:* Tap , then choose a style such as Heading, bold or italic font, highlight, and more.
 - *Make a checklist:* Tap .
 - *Add a table:* Tap .

Organize a note with sections and headings

You can collapse and expand sections, making it easy to manage and outline long notes.



1. Go to the Notes app  on your iPad.
2. In a note, select the text for the heading.
3. Tap , then tap Heading or Subheading.
4. Add content to the section, then do any of the following:
 - *Collapse a section:* Tap .
 - *Expand a section:* Tap .

Use Writing Tools in Notes

With Apple Intelligence,* you can use Writing Tools to summarize selected text with a tap, proofread your work, and create different versions of the same text to help you find the right wording and tone. See [Use Writing Tools with Apple Intelligence](#).

*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 Quick Notes on iPad

You can use Quick Notes to jot down information over any app or screen on iPad. Add links, images, tags, and mentions to a Quick Note so you can get to important names, numbers, and ideas easily. When you highlight text in Safari or add a link from an app, you see a Quick Note thumbnail next time you visit the site, taking you right to what you were viewing before.



You can access all your Quick Notes in the Notes app. And when you make a Quick Note on your iPad, you can see the note on your iPhone and Mac, too.

Take a Quick Note

To make a Quick Note, do any of the following:

- *From any app or screen:* Add ⓘ to [Control Center](#), tap ⓘ. Tap ✓ when you're done.
- *From supported apps:* Tap ⓘ, tap More, then tap Add to Quick Note. Tap ✓ when you're done.
- If your iPad is connected to an [Apple external keyboard](#), use the Globe-Q keyboard shortcut to open Quick Notes. If Quick Notes is already open, you can use Command-N to create a new note.

Take Quick Notes with the corner gesture

Swipe up from the bottom right corner of the display using Apple Pencil.

Tip: You can also do this gesture with your finger—go to Settings ⓘ > Multitasking & Gestures, then turn on Swipe Finger from Corner.

Go to Settings ⓘ > Apps > Notes, tap Corner Gestures, then do any of the following:

- Turn on or off Allow Finger to Swipe from Corner.
- Tap Left Corner Swipe or Right Corner Swipe, then choose an action.

View and organize Quick Notes

1. Go to the Notes app ⓘ on your iPad.
2. Tap Quick Notes in the folders list.

You may need to tap ⓘ to show the folders list.

Note: You can't lock a Quick Note unless you move it to a different folder.

If you move an individual Quick Note to a different folder, it becomes a standard note and no longer appears as a Quick Note in other apps.

Add drawings and handwriting in Notes on iPad

Use the Notes app to draw a sketch or jot a handwritten note with Apple Pencil (on [supported models](#)) or your finger. Choose from a variety of Markup tools and colors, and draw straight lines with the ruler. As you write with Apple Pencil, your handwriting can be automatically refined in real time to be more legible while maintaining the look and feel of your own handwriting style.



Use drawing and handwriting tools

1. Go to the Notes app  on your iPad.
2. In a note, start drawing or writing with Apple Pencil. Or to draw or write with your finger, tap .
3. Do any of the following:
 - *Change color or tools:* [Use the Markup tools.](#)
 - *Adjust the handwriting area:* Drag the resize handle (on the left) up or down.
 - *Transcribe your handwriting to typed text as you write with Apple Pencil:* Tap the Scribble tool  (to the left of the pen), then start writing.

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

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

Select and edit drawings and handwriting

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

Note: Smart Selection and handwriting transcription work if the system language of your iPad is set to a supported language in Settings  > General > Language & Region > iPad Language. See the [iOS and iPadOS Feature Availability website](#).

1. Go to the Notes app  on your iPad.
2. In a note, select drawings and handwriting with your finger using any of the following methods:
 - *With the Lasso tool:* Tap , tap  (between the eraser and Image Wand in the tool palette), then use your finger to outline the objects you want to select.
 - *With gestures:*
 - Touch and hold, then drag to expand the selection.
 - Double-tap to select a word.
 - Triple-tap to select a sentence.
 - Drag the handles to adjust the selection as needed.

3. Tap the selection, then choose any of the following:

- Cut
- Copy
- Delete
- Duplicate
- Add to Playground
- Copy as Text
- Insert Space Above
- Translate

Work with handwritten text

iPad can refine your handwriting to be smoother, straighter, and more legible. You can also paste or convert typed text in your handwriting, correct spelling inline, and move or delete handwriting.

1. Go to the Notes app  on your iPad.

2. In a note, [select the handwriting](#).

3. Do any of the following:

- *Refine*: To make your writing smoother, straighter, and more legible, tap Refine¹.

To automatically refine your handwriting, tap , tap , then turn on Auto-refine Handwriting.

- *Make your writing more level*: Tap Straighten.
- *Correct spelling*: Tap an underlined word, then choose how you want to correct it. The fix appears in your own writing style.
- *Move handwriting*: Touch and hold the selected text, then drag it to a new position.
- *Convert a text object to handwriting*: Tap a text object in the drawing area, tap , then tap Convert to Handwriting. (This feature² requires previously saved notes in your handwriting with at least 10 unique lowercase characters.)
- *Paste typed text in your handwriting*: Select and copy text from a webpage, document, or email; in a handwriting area in Notes, then tap Paste. (This feature² requires previously saved notes in your handwriting with at least 10 unique lowercase characters.)

4. To erase text, scratch out the writing, then hold down your writing instrument (such as Apple Pencil or your finger) on iPad. (Supported when using a markup tool such as Pen, Mono line, or Marker.)

Drag images from other apps

You can drag images from other apps to a note and combine them with handwritten and drawn content. After you add an image to the drawing area, you can reposition and resize the image.

Use Image Wand

If Apple Intelligence* is turned on, you can use Image Wand in Notes to generate images based on rough sketches you create. You can also select empty space to create an image based on words and images from the surrounding area. See [Use Image Wand with Apple Intelligence](#).

1. Handwriting refinement is available on iPad Pro (M4), iPad Pro 12.9-inch (5th generation and later), iPad Pro 11-inch (3rd generation and later), iPad Air (M2 and M3), iPad Air 10.9-inch (4th generation and later), iPad (10th generation and later), iPad mini (6th generation), and iPad mini (A17 Pro); supported for English (Australia), English (Canada), English (India), English (Ireland), English (New Zealand), English (Singapore), English (South Africa), English (UK), English (US), French (Belgium), French (Canada), French (France), French (Switzerland), German (Austria), German (Germany), German (Switzerland), Italian (Italy), Italian (Switzerland), Portuguese (Brazil), Portuguese (Portugal), Spanish (Latin America), Spanish (Mexico), and Spanish (Spain).

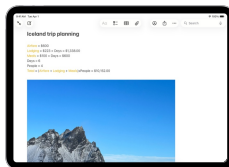
2. Handwriting reflow is supported for Cantonese (Traditional), Chinese (Simplified), Chinese (Traditional), English (Australia), English (Canada), English (India), English (Ireland), English (New Zealand), English (Singapore), English (South Africa), English (UK), English (US), French (Belgium), French (Canada), French (France), French (Switzerland), German (Austria), German (Germany), German (Switzerland), Italian (Italy), Italian (Switzerland), Japanese, Korean, Portuguese (Brazil), Portuguese (Portugal), Russian, Spanish (Latin America), Spanish (Mexico), Spanish (Spain), Thai (Thailand), Ukrainian, and Vietnamese.

*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](#).

Enter formulas and equations in Notes on iPad

With math in the Notes app, you can draw diagrams, solve equations, assign variables, and plot graphs. Mathematical expressions are solved inline when you write or type an equal sign.

Note: The Notes app supports math written using Western Arabic numerals and common mathematical symbols, or typed using Arabic (Eastern & Western) and Devanagari numerals and common mathematical symbols.



Add mathematical expressions to a note

1. Go to the Notes app  on your iPad.
2. Open a note, or tap  to start a new note.

3. 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 digit if you want a different operation.
4. Tap the equal sign to see what 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.

Create a graph

1. Go to the Notes app  on your iPad.
2. Open a note, or tap  to start a new note.
3. Type or write an equation with x and y variables, with the y variable on the left side of the equation. For example, $y = 5x + 3$.

You can also tap the equal sign in an equation you already wrote.

4. When you finish the equation, a menu appears. Tap Insert Graph.

The y variable is represented on the vertical axis, and the x variable is represented on the horizontal axis.

To add another equation to the same graph, type or write a new equation, then tap Add to Existing Graph.

See also [Work with graphs in Math Notes](#).

Access Math Notes created in the Calculator app

1. Go to the Notes app  on your iPad.
2. In the Folders list, tap Math Notes.

See [Solve math with Math Notes in Calculator](#).

Add photos, video, and more to notes on iPad

In the Notes app, you can add photos, videos, and information from other apps, such as maps, links, and documents.

Add a photo or video

1. Go to the Notes app  on your iPad.
2. In a note, tap , then choose an option.

You can choose a photo or video from your photo library, or take a new photo or video.

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

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

Add info from another app to a note

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

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

Change the preview size of attachments

1. Go to the Notes app  on your iPad.
2. In a note, you can change the preview size of the following:
 - *A single attachment*: Tap , tap View As, then choose Small, Medium, or Large.
 - *All attachments in a note*: Tap , tap Attachment View, then choose Set All to Small or Set All to Large.

View all attachments in Notes

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

Record and transcribe audio in Notes on iPad

In the Notes app, you can record audio and have the spoken words transcribed to text. You can search the transcript, add the text to the note, or copy the text to other documents.

Note: Audio transcription is available on [supported iPad models](#) when the device language is set to English, Spanish, Portuguese, Italian, French, German, Japanese, Korean, Simplified Chinese, and Traditional Chinese.

Record live audio and see the transcript

You can record audio and have the spoken words transcribed in a note.

1. Go to the Notes app  on your iPad.
2. In a note, tap , then tap Record Audio.
3. To start the recording, tap .
4. To take notes while recording, swipe down from the top of the screen.
5. When you're done, tap .

6. To see the transcript, tap .

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

Play an audio recording and review the transcript

1. Go to the Notes app  on your iPad.
2. View a note with an audio recording.
3. To play the audio recording, tap .
4. To review the transcript, tap the audio recording.

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

5. While viewing the transcript, you can do any of the following:
 - *Play the audio at a specific point:* Tap the text you want to hear.
 - *Rename the recording:* Tap , then tap Rename.
 - *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 an option.

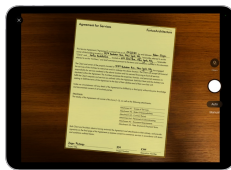
Note: Deleting the audio recording also deletes the transcript.

If Apple Intelligence* is turned on, you can summarize an audio recording. See [Use Apple Intelligence in Notes](#).

*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](#).

Scan text and documents in Notes using the iPad camera

In the Notes app, you can use the camera to scan text and documents.



Scan text into a note

In [supported languages](#), you can insert scanned text using the camera.

1. Go to the Notes app  on your iPad.
2. In a note, tap , then tap Scan Text.
3. Position iPad so that the text appears within the camera frame.
4. Drag or use grab points to select text, then tap Insert.

Scan a document into a note

1. Go to the Notes app  on your iPad.
2. In a note, tap , then tap Scan Documents.
3. Position iPad so that the document page appears on the screen, adjust any settings such as Flash (on [supported models](#)) or Filters, then do one of the following:
 - *Automatic capture:* Keep iPad steady. iPad automatically captures the document when it detects the page boundaries. To make adjustments, tap the thumbnail, tap an option such as Adjust, make your changes, then tap .
 - *Manual capture:* Tap Manual, then tap . Adjust the corners as needed, then tap Retake or Keep.
4. Scan additional pages, then tap  when you're done.

The document is saved as a PDF in the note.

Work with PDFs in Notes on iPad

In the Notes app, you can attach, view, edit, and collaborate on PDFs, including documents you [scanned into a note](#). You can also annotate or sketch directly on PDFs and scanned documents in your note using Apple Pencil or your finger. You can even preview multiple PDFs in the same note.

Attach a PDF to a note

To attach a PDF from an app such as Files or Mail, do any of the following:

- Drag the file into a note.
- Touch and hold the file, tap , tap Notes, choose a note, then tap Save.

View and edit a PDF in a note

1. Go to the Notes app  on your iPad.
2. In the note with the PDF, tap , then do any of the following:
 - *Change the viewing size:* Tap View As, then choose Small, Medium, or Large.
 - *View in full screen:* Tap Quick Look.
 - *Copy, save, print, share, rename, or delete the PDF:* Choose an action.
3. When viewing as Medium or Large, you can also do any of the following:
 - *Show or hide thumbnails:* Tap Show Thumbnails or Hide Thumbnails.
 - *Zoom in and see more:* Pinch the screen or swipe right to see more pages.
 - *Edit a page:* Tap the thumbnail for the page, tap , then choose an action such as Rotate Left, Rotate Right, Filters, Crop Page, or Insert Blank Page. (Filters and Crop Page are supported only in scanned documents.)

Search in PDFs

See [Search through your notes](#).

Annotate a PDF in a note

- *Small preview size:* Tap the PDF to open it, then tap ⓘ.
- *Medium and large preview sizes:* Start drawing or writing with Apple Pencil. Or to draw or write with your finger, tap ⓘ.

See [Write and draw in documents with Markup](#).

Collaborate with others

Get real-time updates when you [collaborate on a note](#) with other people. As you mark up a document, draw a diagram, or add a sticker, the people you share with can see the changes on their devices.

Add links in Notes on iPad

In the Notes app, you can add links to webpages. You can also link to related notes, like a trip itinerary and a list of recommended restaurants. When you add street and email addresses, phone numbers, and dates, they automatically become underlined text that you can tap to take action on.

Link to a webpage

1. Go to the Notes app  on your iPad.
2. In the note where you want to insert a link, do either of the following:
 - Select the text, tap >, then tap Add Link. The selected text becomes the text link. Enter the URL to specify the link destination.
 - Tap to place the insertion point, tap >, tap Add Link, then enter the URL and the name (optional).

Link to another note using the title

You can create a link to another note using the title of the target note. If the title of the target note changes, the link text updates to the new title.

1. Go to the Notes app  on your iPad.
2. In the note where you want to add a link, tap the insertion point, then tap Add Link. Or simply type ">>".
3. Choose an existing note or enter a title of a new note.

To edit or remove the link, touch and hold the link, then choose an action.

Link to another note using custom link text

Instead of using the title of the target note, you can use custom link text. If the title of the target note changes, the link text doesn't change.

1. Go to the Notes app  on your iPad.
2. In the note where you want to add a link, type ">>", choose an existing note or enter a title of a new note.
3. Touch and hold the note, then tap Edit Link
4. Turn off Use Note Title, enter custom text, then tap .

Take action on addresses, phone numbers, dates, and more

In your notes, an underline appears below text that's recognized as a street or email address, phone number, date, or other data. Tap the underlined text to take

action on it. For example, you can see a street address in Maps, compose an email, call a phone number, add a calendar event, or convert units and currency.

Note: Data detection is available when the system language of your iPad is set to a supported language in Settings  > General > Language & Region. See the [iOS and iPadOS Feature Availability website](#).

Search through your notes on iPad

In the Notes app, you can search through all your notes for typed and handwritten text, objects in images, and text in scanned documents. You can also search for text within a note.

Search for text, objects, and more in all your notes

You can search for tags, typed and handwritten text (in [supported languages](#)), objects that appear in images, and text in scanned documents.

Note: If a note is locked, only its title appears in the search results.

1. Go to the Notes app  on your iPad.
2. Tap the search field or tap , then enter what you're looking for. You can also choose a suggested search, such as "Notes with Drawings," then enter additional text to refine your search.

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

Search within a note or attachment for typed and handwritten text

1. Go to the Notes app  on your iPad.
2. Open the note you want to search, then do any of the following:
 - Tap  (at the top-right corner), then tap Find in Note.
- 3.
4. Tap , then select any of the options. To search PDFs and other attachments, select Include Attachments.
5. Enter the text you're looking for in the search field.

Organize your notes in folders on iPad

In the Notes app, you can organize your notes into folders and pin the important notes to the top of the notes list.

Create, rename, move, or delete folders

1. Go to the Notes app  on your iPad.

2. In the folders list (if necessary, tap  to show the folders list), do any of the following:

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

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

Pin notes

To pin an important note to the top of the notes list, do the following:

1. Go to the Notes app  on your iPad.
2. In the notes list, touch and hold the note, then tap Pin Note. Or swipe right on the note, then tap the pin.

Sort and change the folder view

1. Go to the Notes app  on your iPad.
2. In the notes list, tap , then do any of the following:
 - *Change the folder view:* Choose View as Gallery or View as List.
 - *Sort the notes by title:* Tap Sort By, then choose Title.
 - *Sort the notes by date:* Tap Sort By, then choose Date Edited or Date Created.

By default, the notes are grouped by date. To turn this off, tap , then tap Group By Date.

- *Reverse the sort order:* Tap Sort By, then choose Oldest First (when sorting by date) or Descending (when sorting by title).

To choose a default sorting method for all your folders, go to Settings  > Apps > Notes, then tap Sort Notes By.

Move a note to another folder

1. Go to the Notes app  on your iPad.
2. In the notes list, swipe left on the note, then tap Move. Or touch and hold the note, tap Move, then choose a folder.

Delete a note

1. Go to the Notes app  on your iPad.
2. In the notes list, swipe left on the note, then tap Delete. Or touch and hold the note, then tap Delete.

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

Organize your notes with tags on iPad

In the Notes app, you can use tags as a fast and flexible way to categorize and organize your notes. You can add one or more tags to a note, such as #shopping and #work, and easily search and filter your notes across folders using the Tag Browser or Smart Folders.

Add tags to notes

When you create or edit a note, type # followed by the tag name or choose a tag from the menu above the keyboard. A tag can only be one word, but you can use dashes and underscores to combine words. You can add multiple tags to a note.

Tip: You can use Apple Pencil or your finger to write a tag in a note. Tap the underlined tag, then tap "Convert to tag."

Rename or delete a tag

Do any of the following:

- Below Tags, touch and hold a tag, then tap Rename Tag or Delete Tag.

You may need to tap  to show the tags list.

- Tap Edit (at the top of the folders list), tap a tag to rename it or tap , then tap .

When you delete a tag, it's also removed from all [Smart Folders](#) that use it.

View notes with tags

Below Tags (if necessary, tap  to show the tags list), do any of the following:

- *View all notes with tags:* Tap All Tags.
- *View notes with specific tags:* Tap one or more tags; to exclude a tag, tap the tag until the name has a line through it. Then choose to view notes matching any or all of the selected tags.

Organize your notes with Smart Folders on iPad

In the Notes app, you can easily search and filter your notes across folders using Smart Folders.

Create a Smart Folder

1. Go to the Notes app  on your iPad.
2. Tap , choose an account (if you have more than one), enter a name, then tap Make Into Smart Folder.
3. Choose one or more filters, then choose to include notes matching any or all of the selected filters. You can filter by tags, dates, mentions, and more.

You can also create a Smart Folder when viewing a list of tagged notes; tap Tap one or more tags, tap , then tap Create Smart Folder.

Convert a folder to a Smart Folder

When viewing the folder you want to convert, tap , then tap Convert to Smart Folder.

When you convert a folder, its notes are moved to the Notes folder and tagged with the name of the Smart Folder.

Note: You can't convert a shared folder, a folder with a subfolder, or a folder that contains locked notes.

Edit or delete a Smart Folder

Do either of the following:

- In the folders list, tap Edit, tap  to add, move, rename, and delete folders, then tap .
- Touch and hold a Smart Folder, then tap Edit Smart Folder to change the name or filters or Delete.

Share notes and collaborate on iPad

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



Share a copy of a note

1. Go to the Notes app  on your iPad.
2. Open the note you want to share.
3. Tap , tap Collaborate, tap Send Copy, then choose how to send your note.

Collaborate on a note or folder of notes using iCloud

To collaborate with others, you can share a note or a folder of notes in iCloud. You can set permissions for the participants (such as allowing them to edit notes, add attachments, and create subfolders), and all the participants can see everyone's changes in real time. The participants must be [signed in to their Apple Account](#) and [have Notes turned on in iCloud settings](#).

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

1. Go to the Notes app  on your iPad.
2. Do one of the following:
 - *Share a note:* Open the note you want to share, tap , then choose Collaborate.
 - *Share a folder:* Open the folder you want to share, then tap .
3. To change the access and permissions, tap "Only invited people can edit," then set any of the following:
 - *Who can access:* Choose Only invited people or Anyone with the link.
 - *Permissions:* Choose Can make changes or View only.
 - *Allow other to invite:* Turn on to allow participants to invite new people (available only when they have permission to make changes).

4. Choose Messages or Mail to send your invitation. (AirDrop isn't supported for collaboration.)

If you send the invitation in Messages, you [get activity updates in the Messages conversation](#) when someone makes changes in the shared note. Tap the updates to go to the shared note.

See the Apple Support article [If you can't share or collaborate in the Notes app on your iPhone or iPad](#).

View activity in a note

In the notes list, an orange dot to the left of a note title indicates the note has changed since you last looked at it.

1. Go to the Notes app  on your iPad.
2. Open the note, then swipe right on the note or swipe up on the Activity card to see who made changes and when.
3. To adjust how the activity is shown, tap , then choose any of the following:
 - *Show Updates*: Shows changes made since you last opened the note.
 - *Show All Activity*: Shows all activity in the note.
 - *Show Highlights*: Shows names, dates, and changes made by each participant.

Tip: To mention a participant and notify them of important updates, type an @ sign followed by their name.

View activity in a folder

1. Go to the Notes app  on your iPad.
2. Touch and hold the folder, then tap Show Folder Activity.

Change sharing settings

1. Go to the Notes app  on your iPad.
2. The owner of a shared note or folder can change the sharing settings by doing one of the following:
 - *Manage a shared note*: Tap , then tap Manage Shared Note.
 - *Manage a shared folder*: Tap , then tap Manage Shared Folder.
3. Do any of the following:
 - *Remove participants*: Tap the participant you want to remove, then tap Remove Access.
 - *Change access and permission settings*: To change the settings for all participants, tap Share Options. To change the settings for one person, tap their name.
 - *Stop sharing*: When you choose this option, the shared note or folder is deleted from the devices of the other participants.

Export or print notes on iPad

In the Notes app, you can open a note in the Pages app and continue working. You can also export the note as a PDF or print the note.

Open a note in Pages

1. Make sure your iPad has the latest version of [Pages](#).
2. Go to the Notes app  on your iPad.
3. Open the note you want to export.
4. Tap , then tap Open in Pages.

Note: If the note is locked, you must unlock it before exporting the contents of the note to Pages. You can't edit drawings in Pages. Content such as scanned documents and PDFs appear as thumbnail images in Pages. Tags, mentions, checklists, and links to notes aren't active items in Pages. If a note is shared, the resulting Pages document isn't shared.

Export a note as a PDF

You can create a PDF of a note, using the note's current view settings for its attachments. In a note with a multipage PDF or scanned document, the exported PDF contains only the first page of the original PDF or scanned document.

1. Go to the Notes app  on your iPad.
2. Open the note you want to export.
3. Tap , then tap Markup.
4. Mark up the pages in the exported PDF as needed, then tap Done to save the PDF.

Export a note as a Markdown file

You can export your notes as Markdown files to integrate your notes into writing, content, and other workflows that support Markdown.

1. Go to the Notes app  on your iPad.
2. Open the note you want to export.
3. Tap , tap Export as Markup, then choose how to send or save your note.

Print a note

1. Go to the Notes app  on your iPad.
2. Open the note you want to print.
3. Tap , tap , then tap Print.
4. Choose the printer and other options, then tap Print.

Lock your notes on iPad

In the Notes app , you can lock notes to protect your sensitive information. You can access your locked notes using your device passcode or a custom password. If you have multiple Notes accounts, you choose the locking method for each account (for example, for your iCloud account).

Lock notes with your device passcode

If you use your device passcode to access locked notes, you don't have to create and remember a separate password, which reduces the chance of losing access to your locked notes. If you use your device passcode, you can also use Face ID or Touch ID to access your locked notes.

If you have multiple devices where you're signed in to the same Apple Account, you use each device's passcode (or login password for a Mac) to access your locked notes on that device.

To access notes locked with a device passcode, you must be using iOS 16, iPadOS 16, macOS 13, or later. On devices with an earlier version of the OS, you won't be able to access the locked notes.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Notes.
3. Tap Password.
4. If you have multiple accounts, choose the account you want to set a password for.
5. Tap Use Device Passcode.
6. For added convenience, you can also turn on Face ID or Touch ID.

Lock notes with a custom password

Creating a custom password for locked notes can provide additional security, but if you forget the password, you may lose access to your locked notes.

You use your custom password to access your locked notes on all devices where you're signed in to the same Apple Account. If you have more than one iCloud account or an "On My iPad" account, you can set a different custom password for each account.

To access notes locked with a custom password, you must be using iOS 9.3, iPadOS 13, OS X 10.11.4, or later. On devices with an earlier version of the OS, you won't see the notes.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Notes.
3. Tap Password.
4. If you have multiple accounts, choose the account you want to set a password for.
5. Tap Use Custom Password.
6. For added convenience, you can also turn on Face ID or Touch ID.

Don't rely on Face ID or Touch ID as the only means of unlocking your notes. If you update your Face ID or Touch ID settings, or want to change your Notes password, you have to reenter your Notes password.

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

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

See the Apple Support article [How to lock or unlock notes on your iPhone or iPad](#).

Change the locking method

If you're using a custom password, you can switch to using your device passcode. When you change your locking method, notes that you accessed with the previous method begin using the new method.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Notes.
3. Tap Password, choose an account (if you have more than one), then tap Use Device Passcode.

Lock a note

You can only lock notes on your device and notes in iCloud. You can't lock notes that have tags, PDF, audio, video, Keynote, Pages, or Numbers attachments; notes that sync with other accounts; or Quick Notes. You can't lock a note that's shared in iCloud.

1. Go to the Notes app  on your iPad.
2. Open the note, then tap  (at the top-right corner).
3. Tap Lock, then tap .

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

To remove a lock from a note, tap  (at the top-right corner), then tap Remove.

Open your locked notes

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

1. Go to the Notes app  on your iPad.
2. Tap the locked note, then tap  or View Note.
3. To open the note, use Face ID, Touch ID, your device passcode, or your Notes password.

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

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

Add or remove accounts in Notes on iPad

In the Notes app , you can use multiple accounts—such as iCloud, enterprise-managed iCloud, Microsoft Exchange, Google, and Yahoo—and keep all your notes in one place. Your notes stay up to date on all your devices that use the same accounts. You can also have an On My iPad account for notes you keep only on this device.

Note: All Notes features described in this guide are available when you use iCloud and the On My iPad account. Some features aren't available when using other accounts.

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

Your iCloud notes—and any changes you make to them—appear on your iPhone, iPad, and Mac where you're [signed in to your Apple Account](#).

1. Go to the Settings app  on your iPad.

2. Tap your name, then tap iCloud.
3. Turn on Notes.

Add other accounts

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Notes.
3. Tap Notes Accounts, then tap Add Account.
4. Do one of the following:
 - Choose an account provider, then enter your account information.
 - If your account provider isn't listed, tap Add Other Account, enter your email account information, then turn on Notes for that account.

Set up an On My iPad account

Notes in this account appear only on your iPad, and they're included in your iPad backups to iCloud.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Notes.
3. Turn on "On My iPad" Account.

Remove an account

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

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Notes.
3. Tap Notes Accounts, then tap the account you want to remove.
4. Do one of the following:
 - *Stop using Notes on the account:* Turn off Notes.

You can continue to use the account for other services, such as Mail.
 - *Stop using all services on the account:* Tap Sign Out (for an iCloud account) or Delete Account (for other accounts).

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

Change the Notes view on iPad

You can change how your notes appear in the Notes app . Add lines or grids to your notes, view your notes as a list or a gallery, and see all the attachments in one place.

Change the Notes display on your iPad

- *View a note in full-screen:* While viewing a note in landscape orientation, tap  or turn iPad to portrait orientation.

- *See your accounts, notes list, and selected note all at once:* Turn iPad to landscape orientation, then tap .

Show lines or grids in notes

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

View notes as a list or gallery

In the notes list, tap , then tap View as List or View as Gallery.

View all attachments

In the notes list, tap , then tap View Attachments.

Change your Notes settings on iPad

In Settings, you can customize your preferences for the Notes app . Choose the default account for new notes, set a password, and more.

Customize your Notes settings

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

3. Adjust any of the following:

- *Accounts:* [Add or remove accounts in Notes](#).
- *Siri:* Allow [Siri](#) to make suggestions across apps based on the way you use Notes.
- *Search:* Allow suggestions and content from Notes to appear in [Search](#) and [widgets](#).
- *Notifications:* [Change notification settings](#).
- *Language:* Choose your preferred languages (option appears when [multiple languages](#) are added).
- *Default Account:* Choose the [default account](#) when creating notes using Siri and the Notes widget.
- *Password:* [Lock important notes](#).
- *"On My iPad" Account:* Turn on the [On My iPad account](#).
- *Mention Notifications:* Receive notifications when your name is mentioned in [shared notes](#).
- *Viewing:* Choose [viewing options](#) such as the sort order, lines and grids, and group notes by date.
- *Quick Notes:* Choose corner gestures to quickly create a new note or resume the last Quick Note.
- *App Links:* Get suggested app links.
- *Auto Convert to Tag:* Automatically change #text to a [tag](#) when typing a space.
- *Save to Photos:* Save [photos and videos](#) taken in Notes to the Photos app.
- *Access Notes from Lock Screen:* Choose Always Create New Note or Resume Last Note. Or turn it off to prevent access from the Lock Screen.

Use keyboard shortcuts in Notes on iPad

If your iPad is connected to an [iPad keyboard](#), you can use keyboard shortcuts to quickly perform actions in the Notes app.

Examples of keyboard shortcuts

- *Start a new note:* Press Command-N.
- *Add a checklist:* Press Shift-Command-L.
- *Create a bulleted list:* Press Shift-Command-7.
- *Add a link:* Press Command-K.
- *Hide the sidebar:* Press Control-Command-S.

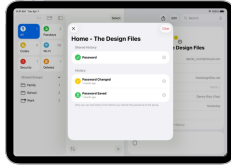
Learn keyboard shortcuts

Press and hold the Globe (🌐) key or Command (⌘) key until the shortcuts appear.

Passwords

Use passwords on iPad

In the Passwords app 🗝️, you can find all your passwords, passkeys, and verification codes in one place. You can use your passwords on all your devices where you sign in to the same [Apple Account](#) and turn on Passwords & Keychain in iCloud settings. And if you use AutoFill to sign in to websites and apps, your passwords automatically appear in Passwords.



See all your types of password credentials:

- App passwords
- Website passwords
- Sign in with Apple
- Passkeys
- Verification codes
- Wi-Fi passwords
- Passwords shared with groups

Find a password by searching or sorting. Then click Edit to reveal the password, or to change or delete the password.

Tip: In Passwords, click Security for recommendations to [change weak passwords](#).

Find your password for a website or app on iPad

You can find your password for a website or app by searching or sorting your accounts on iPad.

Find your password for a website or app by searching for the account

1. Go to the Passwords app 🗝️ on your iPad.
2. Enter the name of the account in the search field at the top of the screen.
3. Tap the account, then tap the Password field.

Find your password for a website or app by sorting your accounts

1. Go to the Passwords app 🗝️ on your iPad.
2. Tap All.
3. Tap ↕️ at the bottom of the list of accounts, then tap how you want to sort your accounts.
4. Locate and tap the account, then tap the Password field.

Change the password for a website or app

on iPad

You can change the password you use to sign in to a website or app on your iPad.

1. Go to the Passwords app  on your iPad.
2. Tap All, then locate the account for the website or app.
3. Tap the account.
4. Tap Edit, tap Change Password, then change your password on the website or in the app.

If the website or app allows you to [upgrade to Sign in with Apple](#), you can take advantage of the security and convenience of that feature. If you aren't given the upgrade option when you change your password, many accounts allow iPad to [automatically create a strong password](#) that you don't have to remember.

Note: If you get a warning on your iPad about a password for a website or app that's no longer available, you can remove its account from your iPad and iCloud Keychain. Go to the Passwords app  on your iPad, tap All, then swipe left on the account.

Remove a password from your iPad and iCloud Keychain

You can delete the password you use to sign in to a website or app on your iPad.

1. Go to the Passwords app  on your iPad.
2. Tap All, then tap the account for the password you want to delete.
3. Tap Edit.
4. Tap Delete, then tap Delete Password to confirm.

Note: This action doesn't remove the password from the website or app where you created it.

Recover a password you deleted from your iPad

If you delete a password from your iPad, you have 30 days to recover the password before it's permanently deleted.

1. Go to the Passwords app  on your iPad.
2. Tap Deleted.
3. Locate the account for the deleted password, then tap the account.
4. Tap Recover.

If you previously shared the password with a group, choose one of the following:

- *Recover to Group:* Resume sharing the password with the group.
- *Recover and Stop Sharing:* Stop sharing the password with the group.

The password is added back to your iPad and iCloud Keychain.

Create a password for a website or app on iPad

Your iPad can generate a password to use on a website or app.

1. Go to the Passwords app  on your iPad.
2. Tap All, then tap  at the bottom of the list of accounts.
3. Enter details about the website or app, and a user name for your account.
4. Tap password.

A strong password is suggested for you.

5. Tap the suggested password (or enter one).
6. Tap .

You can also create a password when you sign up for services on websites and in apps. See [Create a strong password for a new account](#).

Show user names and passwords in large text on iPad

You can show user names, passwords, and verification codes in large text on your iPad.

1. Go to the Passwords app  on your iPad.
2. Tap All, then tap an account.
3. Touch and hold your user name, password, or verification code, then tap Show in Large Type.

Use passkeys to sign in to websites and apps on iPad

You can create and save passkeys to replace the passwords you use to sign in to supported websites and apps on your iPad.

Passkeys are more secure than passwords, because they're uniquely generated for every account by your own device and are less vulnerable to phishing. And they work on all your devices where you're signed in to the same Apple Account.

Also, websites and apps can automatically create passkeys for your account, so you can use the passkeys the next time you sign in.

Like passwords, passkeys are encrypted and stored in your iCloud Keychain, where they aren't visible to anyone (including Apple).

Note: To use passkeys, [iCloud Keychain](#) and [two-factor authentication](#) must be turned on.

Create and save a passkey using your iPad

You can create and save passkeys for websites and apps that support them.

Note: The instructions for creating and saving a passkey can vary depending on the app, website, or browser, but they typically consist of steps similar to the ones below.

1. Go to the sign-in screen for a supported website or app on your iPad, and do one of the following:
 - *If you're setting up a new account:* Tap the button or link for setting up new accounts, then follow the onscreen instructions.
 - *If you already have an existing account:* Sign in with your account name and password, then go to the account settings or management screen.
2. When you see the option to save a passkey for the account, tap Continue.

Your passkey is saved.

Note: If you don't see a passkey option, it means the website or app doesn't currently support passkeys.

The passkeys you create are stored on your iPad in the Passwords app.

You can have a passkey and password for the same website or app, and find them both under the same account in the Passwords app.

You can also save a passkey to a hardware security key. Tap "Other options," "Save on another device," or similar (if available), then follow the onscreen instructions for saving a passkey. See [Use security keys to sign in to your Apple Account](#).

Use a passkey to sign in to a website or app on your iPad

After you create and save a passkey for a website or app, you can use the passkey whenever you sign in.

Note: The instructions for signing in with a passkey can vary depending on the app, website, or browser, but they typically consist of steps similar to the ones below.

1. Go to a website or app on your iPad, and tap the account name field on the sign-in screen.
2. Tap the suggested account name that appears at the bottom of the screen or near the top of the keyboard. If the account name doesn't appear, or you want to use a different one, enter it.
3. Use Face ID or Touch ID to complete sign in. If you didn't set up Face ID or Touch ID on your iPad, enter your device passcode (the code you use to unlock your iPad).

The passkey you saved completes the sign-in automatically.

Use a passkey saved on your iPad to sign in on another device

If you're using a device not associated with your Apple Account (such as a computer at a public library, an internet cafe, or a friend's house) and you have your iPad with you, you can sign in to websites or apps on that device using the passkeys you created for them.

Note: The instructions for using a passkey on another device can vary depending on the app, website, or browser, but they typically consist of steps similar to the ones below.

1. On the other device, go to the website or app and enter your user name in the account name field on the sign-in screen.
2. Select "Other options," "Passkey from nearby device," or similar, then follow the onscreen instructions to display a QR code on the screen.
3. Use your iPad camera to [scan the QR code](#).

The passkey that's saved to iCloud Keychain completes the sign-in automatically.

Create a passkey on a device that's not your own

If you have your iPad with you, you can create a passkey while using a device not associated with your Apple Account (such as a computer at a public library, an internet cafe, or a friend's house), and save it to iCloud Keychain instead of to the device you're using to create the passkey.

Note: The instructions for creating a passkey can vary depending on the app, website, or browser, but they typically consist of steps similar to the ones below.

1. On the other device, go to the sign-in page for a supported website or app, then do one of the following:
 - *If you're setting up a new account:* Tap the button or link for setting up new accounts, then enter a new username.
 - *If you already have an account:* Sign in with your account name and password, then go to the account settings or management screen.

2. When you see the option to save a passkey for the account, select "Other options," "Save on another device," or similar (instead of Continue).

Note: If you don't see a passkey option, it means the website or app doesn't currently support passkeys.

3. Select "Save a passkey on a device with a camera," or similar, then follow the onscreen instructions to display a QR code on the screen.
4. Use your iPad camera to [scan the QR code with your camera](#).

The passkey is saved to your iPad and iCloud Keychain.

Change a passkey

You might need to create a new passkey to replace the existing one (if, for example, you previously shared it with someone to whom you no longer want to give access).

To change a passkey, follow the steps for an existing account in [Create and save a passkey](#) or [Create a passkey on a device that's not your own](#).

Delete a passkey

1. Go to the Passwords app  on your iPad.
2. Tap Passkeys, then tap the account for the passkey you want to delete.
3. Tap Edit.
4. Tap Delete, then tap Delete Passkey to confirm.

If you delete a passkey, you can create a new one at any time.

Sign in with Apple on iPad

With Sign in with Apple, you can sign in to participating websites and apps with your [Apple Account](#). You don't need to create and remember new passwords, and your account is protected with two-factor authentication. You can share your Sign in with Apple access with family and trusted contacts.

Sign in with Apple is designed to respect your privacy. Websites and apps can ask only for your name and email address to set up your account, and Apple won't track you as you use them.

Sign in with Apple requires [two-factor authentication](#) for your Apple Account. This protects your Apple Account, your app accounts, and your app content.

Set up or upgrade an account to Sign in with Apple

When a participating website or app asks you to set up or upgrade an account, do the following:

1. Tap Sign in with Apple.
2. Follow the onscreen instructions.

Some websites and apps don't request your name and email address. In this case, you simply authenticate with Face ID or Touch ID (depending on your model), then start using the app.

Others may ask for your name and email address to set up a personalized account. When an app asks for this information, Sign in with Apple displays your name and the personal email address from your Apple Account for you to review.

To edit your name, tap it, then use the keyboard to make changes.

To specify an email address, do one of the following:

- *Use your personal email address:* Tap Share My Email.

If you have multiple email addresses associated with your Apple Account, choose the address you want.

- *Hide your email address:* Tap Hide My Email.

This option allows you to receive email from the app without sharing your personal email address. When you choose this option, Apple creates a unique, random email address for you, and any email sent from the app to this address is forwarded to your personal address.

After you review your information and choose an email option, tap Continue, authenticate with Face ID or Touch ID (depending on your model), then start using the app.

Sign in to access your account

After you set up an account with a website or app using Sign in with Apple, you typically don't need to sign in to it again on your iPad. But if you're asked to sign in (for example, after you sign out of an account), do the following:

1. Tap Sign in with Apple.
2. Review the Apple Account that appears, then tap Continue.
3. Authenticate with Face ID or Touch ID (depending on your model).

Change the address used to forward email

If you chose to hide your email address when you created an account and you have more than one address associated with your Apple Account, you can change the address that receives your forwarded email.

1. Go to the Settings app  on your iPad.
2. Tap your name, tap Sign-In & Security, then tap Forward To.
3. Choose a different email address, then tap .

Review or change Sign in with Apple settings for apps

1. Go to the Settings app  on your iPad.

2. Tap your name, then tap Sign in with Apple.
3. To change a setting for an app, tap it, then do any of the following:
 - *Turn off forwarding email:* Tap Manage Hide My Email, tap the app, then turn off Forward To. You won't receive any further emails from the app.
 - *Stop using Sign in with Apple:* Tap Delete, then tap Stop Using. You may be asked to create a new account the next time you try to sign in to the app.

Share your Sign in with Apple access

1. Go to the Passwords app  on your iPad.
2. Tap All, then locate and tap the account where you use Sign in with Apple.
3. Tap Group, then tap New Group.
4. Enter a name for the group, then tap Add People.
5. Type the name, email address, or phone number of the person or people you want to add, then tap Add.

Note: To add someone to your group, they must be in your Contacts app and have a device using iOS 17, iPadOS 17, macOS 14, or later. If they can be added to the group, their contact information appears in blue. If it appears in gray, their iPhone, iPad, or Mac might not support shared password groups.

6. Tap .

Sign in with Apple also works on your other devices—iPhone, Apple Watch, Mac, Apple TV, and iPod touch—where you're [signed in to the same Apple Account](#).

To sign in from an Android app, a Windows app, or any web browser, tap Sign in with Apple, then enter your Apple Account password. For more information, see the Apple Support article [What is Sign in with Apple?](#)

Share passwords and passkeys with people you trust on iPad

Shared password groups are an easy and secure way to share passwords and passkeys with your family and trusted contacts.

Anyone in the group can add passwords and passkeys. When a shared password changes, it changes on everyone's device.

Create a group

Note: To create a shared password group, you must be [signed in to your Apple Account](#).

1. Go to the Passwords app  on your iPad.
2. Tap .
3. Enter a name for the group, then tap Add People.

4. Type the name, email address, or phone number of the person you want to add, then tap Add.

Note: To add someone to your group, they must be in your contacts and have an iPhone, iPad, or Mac with iOS 17, iPadOS 17, macOS 14, or later. If they can be added to the group, their contact information appears in blue. If it appears in gray, their iPad, iPhone, or Mac might not support shared password groups.

5. Tap .
6. Select the passwords you want to share with the group, then tap Move in the top-right corner.

If you don't want to share any passwords yet, tap Not Now in the top-left corner.

You can notify the people you've invited to the group, and they can also see the invitation in Passwords > Group Invitations.

Your shared passwords are saved in iCloud Keychain, and you can use them like any other saved password.

You receive a notification whenever anyone else is invited to the group.

Manage a group

If you create a group, you can add or remove other members, or delete the group. Other members of the group don't have these options, but they can choose to leave at any time.

1. Go to the Passwords app  on your iPad.
2. Tap the name of your group.
3. Do any of the following:
 - *Add a member to the group:* Tap your name, then tap Add People.
 - *Remove a member from the group:* Tap the member's name, then tap Remove From Group.
 - *Remove a shared password or passkey from the group:* Tap Select, select the shared account with the shared password or passkey, then tap .
 - *Delete the group:* Tap your name, then tap Delete Group.
4. When you're finished making changes, tap .

Respond to an invitation to join a group

1. Go to the Passwords app  on your iPad.
2. Tap the invitation, then tap Accept to join the group. You can also decline the invitation.

Important: Don't accept an invitation if you don't recognize the sender.

Automatically fill in strong passwords on iPad

When you sign up for services on websites and in apps, you can let iPad create strong passwords for many of your accounts.

iPad [stores the passwords in the Passwords app](#) and fills them in for you automatically, so you don't have to memorize them.

Note: Instead of requiring you to sign in with passwords, participating websites and apps support these alternatives:

- *Sign in with Apple:* Lets you use your Apple Account to sign in, and limits the information shared about you. See [Sign in with Apple](#).
- *A passkey:* Lets you use Face ID or Touch ID to securely sign in without using a password. See [Use passkeys to sign in to websites and apps](#).

Create a strong password for a new account

Depending on the website or app, creating a strong password and saving it to the Passwords app usually consists of steps similar to these.

1. On the new account screen for the website or app, enter a new account name.

For supported websites and apps, iPad suggests a unique, complex password.

2. Do one of the following:
 - *Choose the suggested password:* Tap Use Strong Password.
 - *Edit the suggested password:* Tap Other Options, tap Edit Strong Password, tap the password text field, then make your changes.
 - *Get a different strong password:* Tap Other Options, tap Edit Strong Password, then tap the suggested password.
 - *Get a strong password consisting of only numbers and letters:* Tap Other Options, then tap No Special Characters.
 - *Get a strong password that's easy to type:* Tap Other Options, then tap Easy to Type.
 - *Make up your own password:* Tap Other Options, then tap Choose My Own Password.
3. To copy the password so you can paste it into a Confirm Password field if asked, tap Other Options, then tap Copy Strong Password.
4. To [securely add and keep notes](#) about recovery key information, security questions, PIN numbers, and similar details, enter them in the Notes field.

To view the notes later, go to the Passwords app  on your iPad, tap All, then tap the account.

5. To later allow iPad to automatically fill in the password for you, tap Yes when you're asked if you want to save the password.

Automatically fill in a saved password

Depending on the website or app, signing in with your saved password usually consists of steps similar to these.

1. On the sign-in screen for the website or app, tap the account name field.

2. Do one of the following:

- Tap the account suggested at the bottom of the screen or near the top of the keyboard.
- Tap , tap Other Passwords, then tap an account.

The password is filled in. To see the password, tap .

To enter an account or password that isn't saved, tap  on the sign-in screen.

Turn Password AutoFill on or off

1. Go to the Settings app  on your iPad.
2. Tap General, then tap AutoFill & Passwords.
3. Turn AutoFill Passwords and Passkeys on or off.

You can automatically fill passwords from up to three passwords apps.

See the websites you've excluded from automatically filling in passwords on iPad

When you enter a password for a website, you're asked if you want the password saved and automatically entered in the future. You can see all the websites for which you've chosen to never save the password.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Passwords.
3. Below Save Passwords, tap "Show excluded websites."

The list includes all websites for which you've opted not to save your password.

Tip: You can remove a website from the list. Swipe left on the website, or tap Remove All. The next time you enter your password for the website, you'll be asked if you want the password saved and automatically entered in the future.

Change weak or compromised passwords on iPad

When you create and store your own passwords for websites and apps, iPad automatically identifies common weaknesses (for example, if they're easily guessed or used multiple times). iPad can also securely monitor your passwords and alert you if they appear in known data leaks.

Change a weak or compromised password

1. Go to the Passwords app  on your iPad.
2. Tap Security.

If an account has a weak or compromised password, a message explains the problem.

3. Tap an account.

4. Tap the Password field, then tap Copy Password, so you can paste it where it's requested—for example, when you create a new password and you're asked to enter your old password.
5. Tap Change Password, then change your password on the website or in the app.

If the website or app allows you to use a passkey or to [upgrade to Sign in with Apple](#), you can take advantage of the security and convenience of those features. If you aren't given the upgrade option when you change your password, many accounts allow iPad to [automatically create a strong password](#) that you don't have to remember.

Note: If iPad warns you about a password for a website or app that's no longer available, you can remove its account from your iPad and iCloud Keychain. Go to the Passwords app on your iPad, tap All, then swipe left on the account.

Hide a security recommendation

You can hide a security recommendation so that you don't have to continue reviewing it if you're unable to address it.

1. Go to the Passwords app  on your iPad.
2. Tap Security.
3. Tap an account, then tap Hide.

To show a security recommendation you've hidden, tap Security, tap  at the top of the screen, tap the account, then tap Unhide.

Turn detection of compromised passwords on or off

iPad can monitor your passwords and alert you if they appear in known data leaks.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Passwords.
3. Turn Detect Compromised Passwords on or off

View your passwords and related information on iPad

You can view and copy passwords, add notes like security question reminders, and more with the encrypted account information stored on iPad. iCloud Keychain securely [keeps this information up to date](#) across all your approved devices.

View and copy a password for a website or app account

1. For an account that uses a password, do one of the following:
 - [Ask Siri](#) something like, "Show me my passwords." [Learn how to use Siri.](#)
 - Go to the Passwords app  on your iPad.
 - On a sign-in screen, tap .
2. Tap an account, then tap the Password field.
3. To copy the password to use elsewhere, tap Copy Password.

Add notes for an account with a password or passkey

You can securely keep notes about recovery key information, security questions,

PIN numbers, and similar details.

1. Go to the Passwords app  on your iPad.
2. Tap All, then tap an account.
3. Tap Edit, tap Notes, enter your text, then tap .

To update the notes, tap Edit, then tap the Notes field.

Go to the website for an account

1. Go to the Passwords app  on your iPad.
2. Tap All, then tap an account.
3. Do one of the following:
 - Tap .
 - Tap the website URL, tap Copy Website, then paste the URL into the address field of your browser.

Remove an account from your iPad and iCloud Keychain

1. Go to the Passwords app  on your iPad.
2. Swipe left on the account, then tap Delete.

For example, you might want to remove the account for a website or app that's no longer available.

Note: This action doesn't remove the account from the website or app where you created it.

View your password history for a website or app on iPad

You can see the previous versions of a password, passkey, or verification code for a website or app, along with the dates they were changed. You can also clear the history of changes.

1. Go to the Passwords app  on your iPad.
2. Tap All in the sidebar.
3. Locate and tap the website or app account.
4. Tap View History.

To show the password, tap >.

To remove the list of changes, tap Clear.

Note: For shared passwords, the history of changes isn't shown.

Find and share your Wi-Fi password on iPad

You can find the password of the Wi-Fi network you're currently using and see all the Wi-Fi networks and passwords you've previously saved. You can share the password of the Wi-Fi network you're currently using with a nearby friend or family member.

Find a Wi-Fi password

1. Go to the Passwords app  on your iPad.
2. Tap Wi-Fi.

If you're connected to a Wi-Fi network, its name appears at the top of the screen. You can also see all the Wi-Fi networks you've previously saved.

If you don't see Wi-Fi, tap  at the top of the screen.

3. Tap a Wi-Fi network.
4. Tap the Password field.

To copy the password to use elsewhere, tap Copy Password.

Share your Wi-Fi network password with a nearby friend or family member

1. Make sure your iPad (the one sharing the password) is unlocked and connected to the Wi-Fi network.
2. Have your friend or family member go to Wi-Fi settings on their iPhone, iPad, or Mac, then choose the network.
3. When a message asks if you want to share your Wi-Fi password, tap Share Password.

Note: To share your Wi-Fi network password devices must be within Bluetooth and Wi-Fi range, not using Personal Hotspot, and added to each other's contacts.

You can also go to the Wi-Fi network and tap Show Network QR Code, which friends and family can scan to join the network.

Share passwords and passkeys securely with AirDrop on iPad

Use AirDrop to securely share passwords and passkeys for website and app accounts with someone using an iPhone, iPad, or Mac.

Note: To show someone the password you saved for a Wi-Fi network, see [Find a Wi-Fi password](#).

Check the AirDrop requirements

Compared to sharing other types of information, AirDrop has more stringent requirements for sharing passwords and passkeys.

- [iCloud Keychain must be set up](#) on your iPad.
- The person you're sharing with [must be in your contacts list](#) in the Contacts app, and they must be listed with the email address they use for iCloud.
- You must be in the other person's contacts list in the Contacts app, and you must be listed with the email address you use for iCloud.

Send a password or passkey

To share with someone on iPad or iPhone, ask them to open Control Center and [allow AirDrop to receive items](#). To share with someone on a Mac, ask them to allow themselves to be discovered in AirDrop in the Finder.

1. Go to the Passwords app  on your iPad.

2. Tap All, then tap the account you want to share.
3. Tap , then tap Share with AirDrop.
4. Tap the device or picture of the person you want to send the password or passkey to.

Receive a password or passkey

1. If you haven't already done so, [allow AirDrop to receive items](#).
2. When you receive a request to accept a password or passkey from someone else, tap Accept.

The password or passkey is saved to your iPad, where you can [view its information](#) and let iPad automatically fill it in on the sign-in screen for the account. The password or passkey is also saved to your iCloud Keychain, so you can use it on other devices where you're [signed in to your Apple Account](#).

Make your passwords and passkeys available across devices with iPad and iCloud Keychain

Use iCloud Keychain to keep your website and app passwords and passkeys, credit card information, Wi-Fi network information, and other account information up to date across all your approved devices and Mac computers. iCloud Keychain is secured with 256-bit AES encryption during storage and transmission, and its data can't be read by Apple.

iCloud Keychain can also keep the accounts you use in Mail, Contacts, Calendar, and Messages up to date across all your iPhone and iPad devices and Mac computers.

Set up iCloud Keychain

If you didn't set up iCloud Keychain when you first set up your iPad, you can do so now.

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 tap Passwords & Keychain.
4. Turn on Sync this iPad, then follow the onscreen instructions.

Set up iCloud Keychain on an additional device

When you turn on iCloud Keychain on an additional device, your other devices using iCloud Keychain receive a notification requesting your approval of the additional device.

On one of your other devices, approve the additional device. Your iCloud Keychain automatically begins updating on the additional device.

To approve iCloud Keychain when you don't have access to your other devices, follow the onscreen instructions to use your iCloud Security Code.

Recover your iCloud Keychain if all your devices are lost or stolen

iCloud Keychain syncs across devices to provide convenience and redundancy in case you lose a single device. If all your devices are lost and you've [added a recovery contact](#) to your Apple Account, your contact can help you recover your iCloud Keychain. Go to Settings  > [your name] > Sign-In & Security, tap Recovery Contacts, then tap Learn More.

You can also recover your iCloud Keychain through iCloud Keychain escrow, which is also protected against brute-force attacks. iCloud Keychain escrows a user's keychain data with Apple without allowing Apple to read the passwords and other data it contains. Your keychain is encrypted using a strong passcode, and the escrow service provides a copy of the keychain only if a strict set of conditions is met.

To recover your keychain through iCloud Keychain escrow, authenticate with your Apple Account on a new device, then respond to an SMS [sent to a trusted phone number](#). After you authenticate and respond, you must enter the device passcode. iOS, iPadOS, and macOS allow only 10 attempts to authenticate. After several failed attempts, the record is locked and you must contact Apple Support on the [Apple Support website](#) to be granted more attempts.

To learn more about iCloud Keychain, see the Apple Support article [Set up iCloud Keychain](#).

Automatically fill in one-time verification codes on iPad

Some websites and apps offer two-factor authentication (also known as *multifactor authentication*), which helps prevent other people from accessing your accounts even if they know your passwords. Passwords are the first authentication factor, and temporary, one-time verification codes are commonly a second factor. iPad can automatically generate these verification codes without your reliance on SMS messages or additional apps.

Set up automatic verification codes for a website or app by scanning a QR code

If you have another device with a screen, like a computer or iPhone, you can use it to display a QR code from a website or app, then use the iPad camera to scan the code.

1. On your other device, sign in to the area of the website or app where you manage your account, then select options to enable two-factor authentication and an authenticator app.

A QR code appears to help you set up an authenticator app.

2. On iPad, use the camera to [scan the QR code](#).
3. On iPad, select your account for the website or app.

A verification code appears below the User Name and Password fields.

4. On your other device, enter the verification code that appears on your iPad.

Set up automatic verification codes for a website or app by entering a setup key

If you can't scan a QR code from another screen, you can manually enter a setup key.

1. Sign in to the area of the website or app where you manage your account, then select options to enable two-factor authentication and an authenticator app.
2. Choose the option to manually use a setup key (or setup code or similar), then [select and copy](#) the setup key.
3. Go to the Passwords app  on your iPad.
4. Tap All, then tap your account for the website or app.
5. Tap Edit, then tap Set Up Code.
6. Visit the website to get a setup key, enter the setup key in Passwords, then tap Use Setup Key.

If the website offers a QR code, you can touch and hold it, then choose Add Verification in Passwords to do this automatically.

Use a verification code on a website or in an app

1. Sign in to the website or app.
2. If prompted, select the option to use an authenticator app.
3. When asked for a verification code, tap the suggestion that appears above the keyboard.

If no suggestion appears, go to the Passwords app  on your iPad, select your account for the website or app, tap the verification code, then tap Copy Verification Code. Return to the website or app, then [paste](#) the verification code into the field.

Automatically delete one-time verification codes

One-time verification codes are filled in automatically, so you don't need to leave the website or app you're signing in to. You can choose to automatically delete the verification codes after entering them with Autofill, or keep them.

1. Go to the Settings app  on your iPad.
2. Tap General, then tap Autofill & Passwords.
3. Under Verification Codes, turn Delete After Use on or off.

Sign in with fewer CAPTCHA challenges on iPad

Some website and app sign-in screens require you to pass CAPTCHA challenges, such as recognizing letters in unusual shapes. iCloud allows you to bypass many challenges by automatically and privately verifying your iPad and account. You can turn this bypass on or off.

1. Go to the Settings app  on your iPad.
2. Tap your name, then tap Sign-In & Security.
3. Turn Automatic Verification on or off.

Use two-factor authentication for your Apple Account on iPad

Using two-factor authentication helps prevent others from accessing your [Apple Account](#) account, even if they know your Apple Account password. When it's on, you need both your Apple Account password and a six-digit verification code to [sign in to your Apple Account](#). The verification code is sent to the phone number associated with your Apple Account, or it's displayed on your trusted devices.

Note: Certain account types might not support two-factor authentication. Two-factor authentication isn't available in all countries or regions. See the Apple Support article [Availability of two-factor authentication for your Apple Account](#).

Turn on two-factor authentication

1. Go to the Settings app  on your iPad.
2. Tap your name, then tap Sign-In & Security.
3. Tap Two-Factor Authentication.
4. Enter a *trusted phone number* (the number you'll use to receive verification codes), then tap Next.

A verification code is sent to your trusted phone number.

5. Enter the verification code on your iPad.

Two-factor authentication is turned on for your Apple Account, and your iPad is now a trusted device.

Add another trusted device

After you turn on two-factor authentication on your iPad, you can add other trusted devices to your Apple Account.

1. On the device you want to add, [sign in to your Apple Account](#) you used to turn on two-factor authentication.
2. When prompted, enter the six-digit verification code that appears on your iPad, another trusted device, a trusted phone number, or your Mac.
3. Enter the verification code on the new device.

You aren't asked for a verification code again unless you sign out completely, erase your device, [sign in to your Apple Account](#) in a web browser, or need to change your Apple Account password for security reasons.

Add or remove a trusted phone number

Adding trusted phone numbers can be useful if you want to use two-factor authentication but don't have access to the phone number you added when you turned it on.

1. Go to the Settings app  on your iPad.
2. Tap your name, then tap Sign-In & Security.
3. Tap Two-Factor Authentication.
4. Do one of the following:
 - *Add a number:* Tap Add a Trusted Phone Number, then enter the phone number.
 - *Remove a number:* Tap  next to the phone number.

Trusted phone numbers don't automatically receive verification codes. If you can't access any trusted devices when setting up a new device for two-factor authentication, tap "Didn't get a verification code?" on the new device, then choose one of your trusted phone numbers to receive the verification code.

View or remove trusted devices

1. Go to the Settings app  on your iPad.
2. Tap your name.

A list of the devices associated with your Apple Account appears near the bottom of the screen.

3. To remove a device, tap it, then tap Remove from Account.

If you remove a trusted device, it can no longer display verification codes and its access to iCloud (and other Apple services on the device) is blocked. To add it back, use two-factor authentication to [sign in to your Apple Account](#) again.

Generate a password for an app that signs in to your Apple Account

To sign in to your Apple Account from a third-party app or service (such as an email, contacts, or calendar app) using two-factor authentication, generate an app-specific password.

1. [Sign in to your Apple Account](#).
2. Tap App-Specific Passwords, then tap "Generate an app-specific password."
3. Follow the onscreen instructions.

After you generate your app-specific password, enter or paste it into the password field of the app as you would normally.

For more information, see the Apple Support article [Sign in to apps with your AppleID using app-specific passwords](#).

Use security keys to sign in to your Apple Account on iPad

Security Keys for your Apple Account is an optional security feature designed for people (such as celebrities, journalists, and members of government) who want extra protection from targeted attacks on their account, including phishing and social engineering scams.

A security key is a small third-party hardware device that you can connect to your iPad and use to verify your identity when signing in to your Apple Account. The physical key replaces the six-digit verification codes normally used in two-factor authentication, which keeps this information from being intercepted or requested by an attacker.

For details about security key requirements, see the Apple Support article [About security keys for your Apple Account](#).

Set up security keys

You need to set up at least two security keys so you can use one of them as a backup in case the other one is lost, damaged, or stolen. You can pair up to six keys with your account.

Note: NFC security keys are not currently supported on iPad.

1. Go to the Settings app  on your iPad.
2. Tap your name, then tap Sign-In & Security.

3. Tap Two-Factor Authentication, tap Security Keys, then tap Add Security Keys and follow the onscreen instructions.

Sign in to a device, website, or app using a security key

1. When prompted, insert your security key.
2. Follow the onscreen instructions.

Use a security key to reset your Apple Account password

If you forget your Apple Account password, you can use a security key that's paired with your account to reset it.

1. Go to the Settings app  on your iPad.
2. Tap your name, then tap Sign-In & Security.

If you aren't already signed in to your Apple Account on your iPad, first use your paired security key to sign in.

3. Tap Change Password, then follow the onscreen instructions.

Use a security key to unlock your Apple Account

If you try unsuccessfully six times in a row to sign in to your Apple Account, or if your iPad detects other signs of suspicious activity, you'll receive an onscreen notification that your Apple Account is locked. You can use your security key to unlock it.

1. Go to the Settings app  on your iPad.
2. Tap your name, then tap Sign-In & Security.
3. Tap Unlock Account, then follow the onscreen instructions to unlock your Apple Account.
4. If you think your account might have been locked because someone else knows your password, tap Change Password and enter a new one.
5. Tap Done.

Remove security keys

You can pair up to six security keys with your Apple Account. If you reach the limit and need to pair additional keys, you can remove one or more of your paired keys. You can replace keys you've removed at any time.

1. Go to the Settings app  on your iPad.
2. Tap your name, then tap Sign-In & Security.
3. Tap Security Keys.
4. To remove all keys, tap Remove All Keys, then tap Remove.

To remove individual keys, tap the ones you want to remove, then tap Remove Key.

Note: If you remove all security keys from your Apple Account, the account reverts to using six-digit verification codes for two-factor authentication.

See the FileVault recovery key for your Mac in Passwords on iPad

When you secure the data on your Mac with FileVault, you get a recovery key during setup. If you forget the password for your Mac, you can reset your forgotten password by entering the recovery key. You can see the recovery key in Passwords on your iPad.

1. Go to the Passwords app 📌 on your iPad.
2. Tap All, then tap the name of your Mac in the list.
3. Tap the Recovery Key field.
4. To copy the password to use elsewhere, tap Copy Recovery Key.

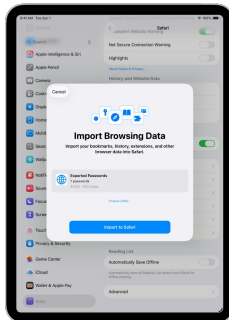
Note: You can see the recovery key for your Mac in the Passwords app on your iPhone or iPad where you're signed in to the same Apple Account as your Mac.

Import and export

Import passwords from another password manager into Passwords on iPad

You can import passwords that you've exported to a CSV file from another password manager.

WARNING: Your imported passwords might not be encrypted and could be visible to anyone who can access the file.



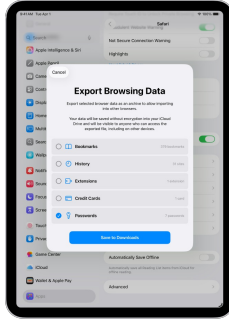
1. Go to the Settings app ⚙️ on your iPad.
2. Tap Apps, then tap Safari.
3. Below History and Website Data, tap Import.
4. Tap Choose File, then choose the CSV file (or ZIP file) you exported from your other password manager.
5. Tap Import to Safari.
6. Tap Done.

WARNING: For security, delete the file you imported from.

Export passwords to another password manager on iPad

You can export your passwords for websites and accounts to a CSV file, and then import them into another password manager.

WARNING: Your exported passwords are not encrypted and are visible to anyone who can access the file. After you import the passwords into another password manager, delete the file you exported.



1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Safari.
3. Below History and Website Data, tap Export.
4. Select Passwords.

Deselect the other choices.

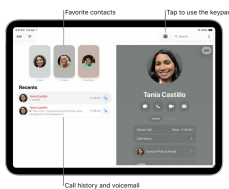
5. Tap Save to Downloads.
6. Tap Done.

Note: You can't export Wi-Fi passwords, passwords that you shared with a group (unless you created the group), or Sign in with Apple account passwords.

Phone

Make a call on iPad

There are a number of ways you can make a phone call on your iPad: dial the number on the keypad, tap a favorite or recent call, or choose a number in your contacts list.



Dial a number

[Ask Siri](#) to call or dial a number. Speak each digit separately—for example, "four one five, five five five...." For the 800 area code in the U.S., you can say "eight hundred." [Learn how to use Siri.](#)

Or without using Siri:

1. Go to the Phone app  on your iPad.

2. Tap  in the top-right corner, then do any of the following:
 - *Enter the number using the keypad:* If you make a mistake, tap .
 - *Redial the last number:* Tap  to see the last number you dialed, then tap  to call that number.
 - *Paste a number you've copied:* Tap the phone number field above the keypad, then tap Paste.
 - *Enter a soft (2-second) pause:* Touch and hold the star (*) key until a comma appears.
 - *Enter a hard pause (to pause dialing until you tap the Dial button):* Touch and hold the pound (#) key until a semicolon appears.
 - *Enter a "+" for international calls:* Touch and hold the "0" key until "+" appears.
3. Tap  to start the call.

To end the call, tap .

Add or remove contacts from your Favorites

1. Go to the Phone app  on your iPad.
2. Tap , then tap Calls.
3. To add a contact to your Favorites, tap Edit in the top-left corner of the screen, then do one of the following:
 - *If you're adding your first Favorite:* Tap Add Favorite.
 - *If you've already added a Favorite:* Tap Edit Favorites, then tap .
4. Tap a contact, choose the default method of communication (for example, message, call, or video) and the preferred number, then tap .
5. To remove a contact from your Favorites, tap Edit, tap Edit Favorites, tap  in the upper-left corner of the contact you want to remove, then tap .

To contact someone in your Favorites, tap their name.

Redial or return a recent call

1. Go to the Phone app  on your iPad.
2. Tap , then tap Calls.
3. In the Recents list on the left side of your screen, tap a name or number.

Information about the call or caller appears on the right side of the screen.
4. To redial or return a call, tap  below the caller's name or number on the right side of the screen.

Call someone on your contacts list

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

Or do the following:

1. Go to the Phone app  on your iPad.
2. Tap the search field in the top-right corner of the screen, type the name of the contact you want to call, then tap their name when it appears in the search results.

3. In the contact card on the right side of the screen, tap the Phone button, then tap the number you want to call.

WARNING: For important information about avoiding distractions that could lead to dangerous situations, see [Important safety information](#).

*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](#).

Record and transcribe a call on iPad

In some countries and regions, you can record a phone call when you're talking to one other person. In select regions and languages, you can view the transcript of the call in the Notes app. See the [iOS and iPadOS Feature Availability website](#).

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

Record a 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. Go to the Phone app  on your iPad.
2. Make a call.
3. During the call, tap , then tap Call Recording.

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

4. To stop recording, tap  or just hang up.

iPad automatically saves call recordings to a Call Recordings folder in the Notes app.

5. To see the call in the Notes app, tap View Saved Call.

Play a recorded call

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

View a call transcript

In [select region 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. Tap a note in the Call Recordings folder, then tap .

Note: Spoken words in supported languages are automatically transcribed. If you don't see a 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 the audio recording:* Tap , tap Save Audio to Files, then choose an option.
 - *View the waveform of the recording:* Tap .

If Apple Intelligence* is turned on, you can get a summary of a phone call you record in the Phone app. See [Use Apple Intelligence in Phone](#).

Delete a recorded call

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

Note: Deleting the audio recording also deletes the transcript.

Turn off Call Recording

Call Recording is 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 Call Recording, then turn off Call Recording.

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Change your Phone settings on iPad

Hide your Caller ID

You can prevent your Caller ID information from showing on outgoing calls on iPad.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Phone.
3. Tap Show My Caller ID, then turn it off.

Note: If you don't see Show My Caller ID, your carrier may not allow you to turn off your caller ID information.

Prioritize caller identification apps

There are multiple main sources of caller ID information:

- *Contacts app*: The people in your contacts app.
- *Name and Photo Sharing*: Callers who have turned on Name and Photo Sharing in Settings ⓘ > their name > Personal Information.
- *Carrier Call Directory*: Caller information identified by supported carriers.
- *Business Call Identification*: Caller information identified by Apple Business Connect or your cellular provider.
- *Call Identification apps*: Any caller information identified by supported caller ID apps.

If you have additional caller identification apps installed, you can prioritize them for identifying incoming calls and reorder them at any point. For example, you might want one caller identification app to be the preferred one and the others to come into play only if the primary app can't identify the caller.

1. Go to the Settings app ⓘ on your iPad.
2. Tap Apps, then tap Phone.
3. Tap Call Blocking & Identification, then tap Edit at the top of the screen.
4. Drag ≡ to reorder the priority of the apps.

Turn on Dial Assist

Dial assist automatically determines the correct international or local prefix when dialing.

1. Go to the Settings app ⓘ on your iPad.
2. Tap Apps, then tap Phone.
3. Scroll down, then turn on Dial Assist.

View and delete your call history on iPad

You can view your call history on your iPad and delete all your recent calls or just specific calls.

Delete your call history

1. Go to the Phone app 📞 on your iPad.
2. Tap ⓘ, then tap Calls, Missed, or Spam.
3. Do one of the following:
 - *Delete a call one at a time*: Swipe a call all the way to the left.
 - *Delete multiple calls*: Tap Edit, tap Select, tap the calls you want to delete, then tap Delete.

To recover a deleted call history, [restore your iPad](#) from a backup you made before the data was deleted.

Get more details about your call history

1. Go to the Phone app 📞 on your iPad.
2. Tap ⓘ, tap Calls or Missed.
3. Tap a name or number in your call history to view information about the caller, and your call history with the caller.

Note: Your carrier may have more information about deleted calls or older call histories.

Answer or decline incoming calls on iPad

You can answer, silence, or decline an incoming call. If you decline a call, it goes to voicemail. You can also respond to a call with a text.

Answer a call

Do one of the following:

- Tap .
- If your iPad is locked, drag the slider.

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

Silence a call

Press the side button or either volume button when a call is coming in.

You can still answer a silenced call until it goes to voicemail.

Note: You can also automatically screen and silence calls from unknown numbers. See [Screen or silence unknown numbers](#).

Decline a call and send it directly to voicemail

Do one of the following for an incoming call:

- Press the side button twice quickly.
- Tap .
- Swipe up on the call banner.

You can also swipe down on the call banner for more options. Do any of the following:

- Tap Remind Me, then choose when you want a reminder to return the call.
- Tap Message, then choose a default reply or tap Custom.

To create your own default replies, go to Settings  > Apps > Phone > Respond with Text, tap any field below Respond With, then type your own reply.

Note: In some countries or regions, declined calls are disconnected without being sent to voicemail.

Ask a caller for more information without answering a call

When you receive a call, you can type a message asking the caller for more information before deciding whether to answer.

Tap Type to Reply, then type the message you want your iPad to say to the caller. Their reply will appear on your screen as text.

While on a call on iPad

When you're on a phone call on iPad, you can switch the audio to the speaker or a Bluetooth® device.

Adjust the audio during a call

To change the volume, press the volume buttons on the side of iPad. Or swipe down on the call banner, then do any of the following:

- *Mute*: Tap the Mute button.
- *Put the call on hold*: Touch and hold the Mute button.
- *Talk handsfree*: Tap the Audio button, then choose an audio destination.

Use another app while on a call

1. [Go to the Home Screen](#), then open the app.
2. To return to the call, tap the green call indicator at the top of the screen.

Receive a notification when you're no longer on hold

When you're placed on hold during a call, you can use Hold Assist to notify you when a live agent is available so you don't have to stay on the line.

Note: Available on iPad Pro 12.9-inch (5th generation or later), iPad Pro 11-inch (3rd generation or later), iPad Air (4th generation or later), iPad (10th generation or later), and iPad mini (6th generation or later). Hold Assist isn't available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).

1. Go to the Phone app  on your iPad.
2. When you're in a call and put on hold, tap , then tap Hold Assist.

Important: Check your ring settings before you step away from the call. If your iPad is on silent or Do Not Disturb is turned on, you won't hear the incoming call when an agent is available. See [Change or turn off sounds](#).

3. Hold Assist will notify you when an agent is available and transcribe the part of the call you missed. Tap  to rejoin the call.

Note: Phone can also automatically detect hold music and prompt you to start Hold Assist. Go to Settings  > Apps > Phone, then turn on Hold Assist Detection.

Respond to a second call on the same line

If you're on a call and receive a second call, do one of the following:

- *Ignore the call and send it to voicemail*: Tap Ignore.
- *End the first call and answer the new one*: When using a GSM network, tap End & Accept. With a CDMA network, tap End; when the second call rings back, tap Accept, or drag the slider if iPad is locked.
- *Put the first call on hold and answer the new one*: Tap Hold & Accept.

To switch between calls when you have a call on hold, tap Swap to switch between calls, or tap Merge Calls to talk with both parties at once. See [Start a conference or three-way call](#).

Note: With CDMA, you can't switch between calls if the second call was outgoing, but you can merge the calls. You can't merge calls if the second call was incoming. If you end the second call or the merged call, both calls end.

Use Live Translation

If Apple Intelligence* is turned on, you can use it to get spoken translations during phone calls. See [translations during phone calls](#).

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Have a conference or three-way call on iPad

When you're on a phone call, you can add an additional caller or callers if you want to include more people in the conversation. If you get another incoming call, you can also respond to or ignore it.

Start a conference or three-way call

With GSM, you can set up a conference call with up to five people (depending on your carrier).

Note: Conference calls, or some aspects of conference calling, may not be available if your call is using VoLTE (Voice over LTE) or Wi-Fi Calling.

1. Go to the Phone app  on your iPad.
2. While on a call on iPad, tap Add Call, make another call, then tap Merge Calls.

Repeat this step to add more people to the call.

3. During the call, do any of the following:
 - *Talk privately with one person:* Tap ⓘ, then tap Private next to the name of the person. Tap Merge Calls to resume the conference call.
 - *Add an incoming caller on the same line:* Tap Hold Call & Answer, then tap Merge Calls.
 - *Drop one person:* Tap ⓘ next to the name of the person you want to drop, then tap End.

Set up your voicemail on iPad

In the Phone app, Visual Voicemail and Live Voicemail show a list of your messages. You can choose which ones to play and delete without listening to all of them. A badge on the Voicemail icon indicates the number of unheard messages.

Voicemail transcription shows your messages transcribed into text. To view a transcribed voicemail, tap Voicemail in the Phone app, then tap the voicemail.

Note: Voicemail and Visual Voicemail are available from select carriers in select countries or regions.

Set up voicemail

The first time you tap Voicemail, you're asked to create a voicemail password and record your voicemail greeting.

1. Go to the Phone app  on your iPad.
2. Tap Voicemail, then tap Set Up Now.
3. Create a voicemail password.
4. Choose a greeting—Default or Custom; if you choose Custom, you can record a new greeting.

Turn on Live Voicemail

Live Voicemail lets you automatically see a real-time transcription as someone is leaving you a message. You can even pick up the call as they're leaving their voicemail.

To turn on Live Voicemail, do the following:

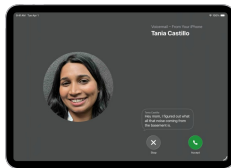
1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Phone.
3. Tap Live Voicemail, then turn on Live Voicemail.

When Live Voicemail is on and a caller is sent to voicemail, your iPad displays a transcription of the caller's voicemail as they speak. (Calling and data rates may apply.) The caller won't be able to hear you and you won't be able to hear them unless you choose to answer the call. To stop the incoming voicemail without answering or blocking the call, tap Stop.

If your iPad is turned off or is out of your carrier network's range, the call is sent to carrier voicemail, if available.

If you have Silence Unknown Callers turned on, unknown numbers go directly to Live Voicemail without ringing you first. Calls identified as spam by your carrier don't go through Live Voicemail and are instead instantly declined.

Note: Live Voicemail isn't available in every region or language. See [iOS and iPadOS Feature Availability website](#).



Store Voicemail in iCloud

You can store and sync your Live Voicemail and Carrier Voicemail in iCloud.

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 Phone & FaceTime.

Check your voicemail on iPad

Use the Phone app to listen to, delete, or share your voicemail messages. You can also check your voicemail messages when Visual Voicemail isn't available.

Play, share, or delete a voicemail message

[Ask Siri](#) something like, "Play the voicemail from Eliza." [Learn how to use Siri](#).

Or without using Siri:

1. Go to the Phone app  on your iPad.
2. Tap Voicemail, then tap a message.

3. Do any of the following:

- *Play the message:* Tap ►.

Messages are saved until you delete them (or until your carrier erases them, if they're not stored in iCloud).

- *Share the message:* Tap ➦.

- *Delete the message:* Tap 🗑️.

Important: In some countries or regions, deleted messages may be permanently erased by your carrier. Your voice messages may also be deleted if you change your SIM card.

To recover a deleted message, tap Deleted Messages, tap the message, then tap 🗑️.

If Apple Intelligence* is turned on and Live Voicemail is available in your region, voicemail summaries appear below each missed call, so you can instantly see who reached out and what they said. See [Use Apple Intelligence in Phone](#).

Check your messages when Visual Voicemail isn't available

- *On your iPad:* Tap Voicemail, then follow the instructions.
- *On another phone:* Dial your own mobile number, press * or # (depending on your carrier) to bypass your greeting, then enter your voicemail password.

*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](#).

Change your voicemail greeting and settings on iPad

You can change your voicemail greeting, password, and alert sounds.

Change your voicemail greeting

1. Go to the Phone app 📞 on your iPad.
2. Tap ☎️, then tap Voicemails.
3. Tap Edit, then tap Edit Voicemail Greeting.
4. Tap Custom, then tap Record (not supported by all carriers or in all countries and regions).
5. Do any of the following to change your voicemail settings:

- *Change your greeting:* Tap Voicemail, tap Greeting, tap Custom, then tap Record (not supported by all carriers or in all countries and regions).
- *Change your voicemail password:* Go to Settings ⚙️ > Apps > Phone > Change Voicemail Password, then enter the new password.

If you forgot your voicemail password, contact your wireless carrier.

- *Change the alert for new voicemail:* Go to Settings ⚙️ > Sounds & Haptics, then tap New Voicemail.

Change your voicemail password

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Phone.
3. Tap Change Voicemail Password, then enter the new password.

Change your voicemail alert sound

1. Go to the Settings app  on your iPad.
2. Tap Sounds, then tap New Voicemail.
3. Tap a new alert sound from the list, or tap Tone Store to purchase one.

Note: To change your Contact Photo & Poster, see [Add or edit your photo and poster](#).

Select ringtones on iPad

You can set the default ringtone and assign distinctive ringtones to certain people.

Change the alert tones

iPad comes with ringtones that play for incoming calls. You can also [purchase more ringtones in the iTunes Store](#).

You can change the sounds iPad plays when you get a call, text, voicemail, email, reminder, or other type of notification.

1. Go to the Settings app  on your iPad.
2. Tap Sounds, then do any of the following:
 - *Set the volume for all sounds:* Drag the slider below Ringtone and Alerts.
 - *Choose a ringtone for incoming calls:* Tap Ringtone, then choose a tone.
 - *Choose a tone for incoming text messages:* Tap Text Tone, then choose a tone.

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

Assign a different ringtone to a contact

1. Open the Contacts app  on your iPad.
2. Select a contact, tap Edit, tap Ringtone, then choose a ringtone.

Turn the ringer on or off

- [Open Control Center](#), then tap .

Clock alarms still play when Silent mode is turned on.

To temporarily silence incoming calls, [turn on or schedule a Focus on iPad](#).

Make calls using Wi-Fi on iPad

When your iPad has a low cellular signal, use Wi-Fi Calling to make and receive calls through a Wi-Fi network.

1. Go to the Settings app  on your iPad.
2. Tap Cellular, tap Wi-Fi Calling, then turn on Wi-Fi Calling on This iPad.
3. Enter or confirm your address for emergency services.

Note: Emergency calls on your iPad are routed through cellular service when available. In the event that cellular service isn't available, and you have enabled Wi-Fi Calling, emergency calls may be made over Wi-Fi, and your device's location information may be used for emergency calls to aid response efforts, regardless of whether you enable Location Services. Some carriers may use the address you registered with the carrier when signing up for Wi-Fi Calling as your location. When connected to Wi-Fi calling, your iPad may not receive emergency alerts.

When Wi-Fi Calling is available, "Wi-Fi" is displayed after your carrier name in the [status bar](#), and all your calls go through Wi-Fi.

Note: If the Wi-Fi connection is lost when you make calls, calls switch automatically to your carrier's cellular network using VoLTE (Voice over LTE), if available and turned on. See [View or change cellular data settings](#). (VoLTE calls also switch to Wi-Fi when a Wi-Fi connection becomes available.) Contact your carrier for feature availability.

Set up call forwarding on iPad

You can set up call forwarding on iPad if you have cellular service through a GSM network.

If you have cellular service through a CDMA network, contact your carrier for information about setting up call forwarding.

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

The Call Forwarding icon  appears in the [status bar](#) when call forwarding is on.

4. Tap Forward To, enter the number you want to redirect to, then tap Back.

You must be in range of the cellular network when you set iPad to forward calls, or calls won't be forwarded.

If your carrier supports conditional call forwarding when the line is busy or not in service, contact them for setup information.

Set up call waiting on iPad

You can set up call waiting on iPad if you have cellular service through a GSM network.

If you have cellular service through a CDMA network, contact your carrier for information about setting up call waiting.

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

3. Tap Call Waiting, then turn on Call Waiting.

If you're on a call and call waiting is turned off, incoming calls go directly to voicemail.

On models with Dual SIM, call waiting works only for incoming calls on the same line, unless the other line has Wi-Fi Calling turned on and a data connection is available. See [Set up cellular service](#).

Screen and block calls on iPad

On iPad you can block specific callers and you can change your setting to automatically identify, screen, filter, and block unknown and spam calls.

Turn on call identification

iPad can help identify incoming calls using information from Apple Business Connect, supported carriers, and supported call identification apps.

1. Go to the Settings app  on your iPad.
2. Tap Apps, tap Phone, then tap Call Blocking & Identification.
3. Turn on one or more of the following:
 - *Business Call Identification*: Caller information is identified by Apple Business Connect or your carrier.
 - *Call Identification apps*: Caller information is identified by supported caller ID apps.

Screen or silence unknown numbers

Call Screening automatically answers calls from unknown numbers without interrupting you. Once the caller shares their name and reason for their call, your iPad rings and shares their response so you can decide if you want to pick up. You can also choose to silence calls from unknown callers and send them directly to voicemail.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Phone.
3. Choose one of the following:
 - *Never*: Call Screening is turned off and your iPad will ring when you receive a call from an unsaved number.
 - *Ask Reason for Calling*: Calls from unknown numbers will be asked for more information before iPad rings.
 - *Silence*: Calls from unsaved numbers will be silenced, sent to voicemail, and appear in the Recents list.

Note: When answering calls, Siri will speak in your iPad's default language. See [Change the language and region](#).

Filter unknown and spam calls

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

3. Turn on the following:

- *Unknown Callers*: Calls from unknown numbers are removed from your Recents list and sent to the Unknown Callers list.
- *Spam*: Calls identified by your carrier as potential spam or fraud are silenced, sent to voicemail, and moved to the Spam list.

You can mark an unknown caller as known to prevent future calls from being sent to the Unknown Callers list. Go to the Phone app , tap , tap Unknown Callers, tap Mark as Known next to the call, then tap Mark as Known.

To remove a number from your known callers, tap , tap Calls, tap the number you want to remove, then tap Mark as Unknown at the bottom of the contact card on the right side of the screen.

Block or unblock calls from specific people or numbers

1. Go to the Phone app  on your iPad.
2. Tap  in the top left of your screen, then tap Calls, Missed, Unknown Callers, or Spam.
3. Tap the number or contact you want to block on the left side of your screen.
4. Tap Details on the right side of your screen, scroll down, then tap Block Contact or Unblock Contact.

View calls from unknown or spam callers

1. Go to the Phone app  on your iPad.
2. Tap .
3. Tap Unknown Callers or Spam.

Photo Booth

Take photos in Photo Booth on iPad

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

Take a photo

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

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

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

3. Tap the shutter button to take the shot.

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

Note: In some regions, sound effects are played even if your iPad is set to silent.

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

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

Delete a photo in Photo Booth

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

Share or copy a photo in Photo Booth

1. Tap a photo thumbnail at the bottom of the screen.
2. Tap , then choose a share option.

You can also choose Copy Photo to paste the photo into another document or Add to Shared Album to add the photo to a shared album in the Photos app, see [Create shared albums in Photos](#).

View and edit Photo Booth photos in the Photos app on iPad

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

View and edit photos in the Photos app

1. Open the Photos app, then tap Library.
2. Tap the thumbnail to view the photo in full screen, tap , then use the edit controls to make changes.
3. Tap Done.

See [Browse your photo library](#) and [Edit photos and videos](#).

View photos on all your devices

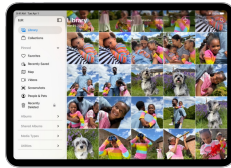
If you use iCloud Photos, you can view your photos on other devices that meet these minimum system requirements: iOS 11, iPadOS 13, and macOS 10.13. You must be signed in to the same [Apple Account](#) on all devices.

Photos

Get started with Photos on iPad

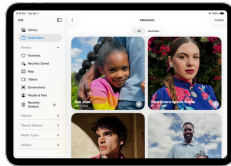
Use Photos on your iPad to find your photos, enjoy your memories, and share your best shots. Here's how to get started.

Browse your photos



To get started viewing your photos and videos, go to the Photos app. The Library tab shows all your photos organized by date. To view collections of photos—like Albums, People & Pets, and more—tap the Collections tab.

Enjoy your memories



Relive your favorite memories with personalized collections of photos and videos that are set to music and play like a movie. In the sidebar, tap Collections, tap Memories, then tap a memory. Each memory features photos from your library curated around a theme—like a person, pet, place, event, or activity.

Edit your photos



To make your photos stand out, adjust light and color, crop, rotate, add a filter, and more. Open a photo or video, then tap  to start editing.

Share your photos



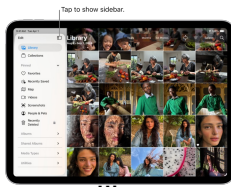
Open a photo or video, tap , then choose a sharing option like Mail, Messages, or AirDrop. To share all the photos and videos in a collection, tap , then tap Share.

Want to learn more?

- [Browse your photo library](#)
- [Find and name people and pets](#)
- [View your memories](#)
- [Edit photos and videos](#)

Browse your photo library on iPad

Browse the library in the Photos app to view your entire collection of photos and videos.



View your library

1. Go to the Photos app 📷 on your iPad.
2. Make sure Library is selected in the sidebar.
3. Swipe down to see more photos, or tap Years or Months to go to a specific time in your library.
4. Tap Library to go back to your most recent photos.

Change the library display

You can change the size and appearance of the photo thumbnails in the library photo grid, and manage the content displayed in your library.

Tip: While you're viewing the library, pinch the screen to zoom in or out.

1. Go to the Photos app 📷 on your iPad.
2. Tap ≡, then tap View Options.
3. Do any of the following:
 - *Enlarge the size of the photo and video thumbnails:* Tap Zoom In.
 - *Reduce the size of the photo and video thumbnails, to see more at the same time:* Tap Zoom Out.
 - *View each photo or video thumbnail in the dimension it was captured in:* Tap Aspect Ration Grid. To return to square thumbnails, tap Square Photo Grid.
 - *Hide screenshots:* Tap Screenshots.
 - *Hide photos and videos shared with you in Messages:* Tap Shared with You.
 - *Hide photos and videos you manually added from your Mac:* Tap From My Mac.

To make more customizations to the content shown in your photo library, see [Filter and sort the photo library](#).

Browse your photo collections on iPad

Your photos and videos are organized into curated collections such as Memories, Favorites, People & Pets, and more.



View your collections

1. Go to the Photos app 📷 on your iPad.
2. Tap Collections in the sidebar.

3. Swipe up to view the collections.

Under each collection heading, swipe left or right to see different collections. Or tap the heading to see all the collections in that category.

4. Tap a collection to open it.

Change the collections display

Collections can be viewed with larger or smaller image tiles, or without any images at all. You can also change the order collections appear on the screen.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Tap , then do any of the following:
 - *Enlarge the size of the collection tiles:* Tap .
 - *Reduce the size of the collection tiles:* Tap .
 - *Show the default display:* Tap .
 - *Hide the collection tiles:* Tap Collapse All.
 - *Reorder collections:* Tap Reorder, drag a collection into a new position, then tap .

Tip: If you want to hide the image tiles for a single collection, tap . Tap  to stop hiding them.

By default, videos and Live Photos automatically play when you tap Collections. To turn autoplay off, tap your account in the top-right corner, then turn off Auto-Play Motion and Loop Videos.

Reorder collections

You can change the order of collections so the ones you go to most frequently appear first. For example, if you frequently view your Shared Albums, you can move them above other collections.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Scroll to the bottom of the screen, tap Reorder, then drag a collection into a new position.
4. Tap Done.

You can also tap , then tap Reorder.

Pin collections and albums

You can choose which collections and albums appear below the Pinned heading at the top of the screen. Pin the collections and albums you view most often, so they're easy to find.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.

3. Tap Edit (to the right of the Pinned heading), then do any of the following:

- *Remove a pinned collection:* Tap , then tap .
- *Pin a collection:* Tap the suggested collection you want to add, or tap Any Collection or Album to see more options.
- *Reorder pinned collections:* Touch and hold a pinned collection, then drag it to a new position.

Note: Collections with  next to them are currently in your pinned collections. Collections with  next to them are not yet pinned.

4. When you're done, tap .

Tip: To quickly add a collection to Pinned, touch and hold it, then tap Pin. To remove a collection from Pinned, touch and hold it, then tap Unpin.

View photos and videos on iPad

Use the Photos app to view photos and videos on your iPad.



View photos

1. Go to the Photos app  on your iPad.
2. Tap a photo to view it in full screen.

Tip: Tap  then move your iPad in your hand to view the photo with a 3D effect—available on iPad Pro (M4), iPad Pro 12.9-inch (5th generation and later), iPad Pro 11-inch (3rd generation and later), iPad Air (M2 and later), iPad Air (5th generation and later), iPad (A16), iPad mini (A17 Pro), and iPad mini (6th generation).

3. Swipe left or right on the photo to keep browsing, or swipe the thumbnails below the photo to quickly jump forward or back.
4. Tap  to close the photo and return to the library or collection.

Tip: To focus on the photo you're viewing, tap it to hide the controls onscreen. Tap it again to show the controls.

Play videos

1. Go to the Photos app  on your iPad.
2. Tap a video to play it.

As the video plays, you can pause the video, or drag the white bar to go forward or back in the video.

3. Tap  to close the video and return to the library or collection.

See photo and video information on iPad

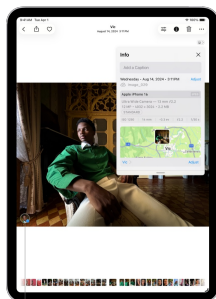
You can find saved metadata information about a photo or video in the Photos app. You can also change certain stored data such as the date, time, and location.

View photo and video metadata

1. Go to the Photos app 📷 on your iPad.
2. Tap the photo or video whose metadata you want to see, then swipe up or tap ⓘ.

Depending on the photo or video, you see the following details:

- People identified in the photo (see [Find and name people and pets](#))
- A caption field to describe the photo or video, and make it easier to find in Search
- Items detected by [Visual Look Up](#)
- Event information for photos and videos taken at concerts and sporting events
- What device captured the photo or video
- The date and time the photo or video was taken (tap Adjust to edit the date and time)
- Camera metadata such as lens, shutter speed, file size, and more
- Where the photo or video was taken (tap the link to view the location in Maps; tap Adjust to edit the location; tap "Add a location" to enter a location)
- Who shared the photo or video with you, if it was shared
- What albums this photo is in (tap to open the album)



Tap a circle to name someone in the photo.

3. Tap ✕ to close the menu.

Change the date, time, or location

1. Go to the Photos app 📷 on your iPad.
2. Tap a photo or video to open it, then tap ⋮.
3. Tap Adjust Date & Time or Adjust Location, then enter the new information.
 - For date and time changes, use the calendar and clock to update, then tap Adjust.
 - For location changes, enter where the photo was taken in the text field, then tap the location when it appears under Map Locations.

To change the date, time, or location of a batch of photos, tap Select, tap the thumbnails you want to change, then follow the steps above.

To revert a photo or video to its original date, time, or location, tap ⋮, tap Adjust Date & Time or Adjust Location, then tap Revert.

Find your photos and videos

Find photos and videos by date on iPad

You can find photos and videos taken on a particular date—year, month, or day.



View the photos and videos you took on a recent day

You can find the photos and videos you took on a particular day in the Recent Days collection.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar, then scroll down to Recent Days.
3. Swipe left or right to quickly move between days, or tap Recent Days to view all.
4. Tap a day to open the collection.

When you open a day in Recent Days, you see a summary of the best photos from the day. To see all the photos you took that day, tap Show All.

Browse through your library by year or month

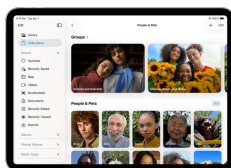
1. Go to the Photos app  on your iPad.
2. Tap Library in the sidebar, then tap one of the following:
 - *Years*: Quickly locate a specific year in your photo library.
 - *Months*: View collections of photos that you took throughout a month, organized by significant events—like a family outing, social occasion, birthday party, or trip.

Years and Months views are curated to show your best shots, and visual clutter like similar photos, screenshots, whiteboards, and receipts aren't shown. To see every photo and video, tap All.

You can also search for a specific date. See [Search for photos and videos](#).

Find and name people and pets in Photos on iPad

The Photos app sorts photos and videos of people, dogs, and cats in the People & Pets collection (or the People collection if no pets appear). You can name a person, dog, or cat directly from a photo or video in your photo library, or in the People & Pets collection.



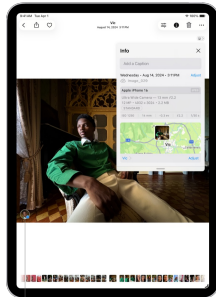
Name a person or pet in a photo or video

When you name a person or pet in a photo or video, they're automatically added to People & Pets collection and named in other photos and videos in your library.

1. Go to the Photos app 📷 on your iPad.
2. Open a photo or video, then swipe up to see the details.

People or pets in the photo or video appear in the bottom-left corner. A question mark appears next to those you haven't named.

3. Tap the person or pet with a question mark next to their picture, then tap Edit Name and Photos.

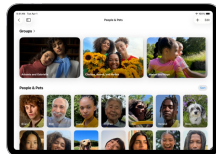


Tap a circle to name someone in the photo.

4. Tap Name This Person or Name This Pet, enter their name, then tap ✓.

Name a person or pet in the People & Pets collection

1. Go to the Photos app 📷 on your iPad.
2. Tap Collections in the sidebar.
3. Tap People & Pets, then tap the person or pet you want to name.



4. Tap Name This Person or Name This Pet, then enter their name.

If the person is listed in your contacts, you can tap their name below Results.

5. Tap ✓.

If the person or pet you want to name doesn't appear, tap Add People at the bottom of the People & Pets collection to see more faces.

To create a collection of a group of people and pets, see [Find group photos](#).

Change the key photo for a person or pet

You can change the key photo of a person or pet in the People & Pets collection.

1. Go to the Photos app 📷 on your iPad.
2. Tap Collections in the sidebar.
3. Tap People & Pets in the sidebar, then touch and hold the key photo you want to change.
4. Tap Edit Name and Photos, then tap the photo icon in the bottom-right corner of the current key photo.
5. Select a new photo from the choices in the photo grid, then tap ✓.

Mark a person or pet as a favorite

Mark the people or pets that you interact with the most as favorites so it's easier to find them in the People & Pets collection.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Tap People & Pets, touch and hold a person or pet's key photo, then tap Favorite.

To remove a person or pet from your favorites, touch and hold their key photo in the People & Pets collection, then tap Unfavorite.

Fix incorrect names

You can fix misidentifications in the People & Pets collection.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar, then tap People & Pets.
3. Tap the misidentified person or pet, then tap  at the top of the screen.
4. Tap the incorrect name at the top of the menu, tap the name again, enter the correct name, then tap .

You can also fix misidentifications while viewing a photo or video in your library. Swipe up to see the photo or video information. Tap the misidentified person or pet in the circle at the bottom-left corner. Tap This is Not *[name]*, then tap Rename This Person or Rename This Pet.

Sort the People & Pets collection alphabetically or manually

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Tap People & Pets, tap Sort, then choose one of the following:
 - *Sort alphabetically*: Tap Sort by Name.
 - *Sort manually*: Tap Sort by Custom Order, then touch and hold a key photo and drag it to a new position.

Hide a person or pet

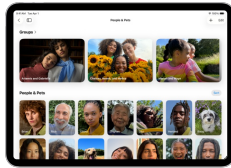
1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Tap People & Pets, then touch and hold the person or pet's key photo.
4. Tap Hide *[name]* or Don't Feature *[name]*.

Tip: If you prefer, you can feature a person or pet less frequently instead of removing them. See [Show a person less frequently or not at all](#).

When you use [iCloud Photos](#), People & Pets is kept up to date on all your devices.

Find group photos and videos on iPad

The Photos app recognizes groups of people and pets who often appear together in pictures and videos, and sorts them into group collections. For example, if you have many pictures of your family or a group of friends, Photos creates a collection for each of those groups.



Find group photos and videos

1. Go to the Photos app 📷 on your iPad.
2. Tap Collections in the sidebar, then tap People & Pets.
3. Below Groups, swipe to view your groups or tap See All.
4. Select a group to view all the photos and videos in that group.

Tip: To add someone to the group, tap ≡, tap View Options, then tap Other People.

To share the photos of the group, tap ☺, then tap Share Photos.

Create a group collection

You can create a group collection with any combination of people and pets from the People & Pets collection.

1. Go to the Photos app 📷 on your iPad.
2. Tap Collections in the sidebar, then tap People & Pets.
3. To the right of Groups, tap ⊕, then tap Create New Group.
4. Select the people and pets you want in the group, then tap ✓.
5. Optionally, enter a new name for the group or add more people and pets to the group.
6. Tap Create.

Edit or delete a group collection

1. Go to the Photos app 📷 on your iPad.
2. Tap Collections in the sidebar, then tap People & Pets.
3. Below Groups, touch and hold the group you want to edit, then do any of the following:
 - *Rename the group:* Tap Edit Name and People, enter a new name, then tap ✓.
 - *Add or remove people:* Tap Edit Name and People, then tap ⊖ at the top-left corner of their picture.
 - *Add someone to the group:* Tap Edit Name and People, then tap Add People & Pets. Select who you want to add, then tap ✓.
 - *Edit the group photo:* Tap Edit Name and People, then tap the photo icon in the bottom-right corner of the current group photo. Select a new photo, then tap ✓.
 - *Delete the Group:* Tap Delete Group.

Change the order of group collections

1. Go to the Photos app 📷 on your iPad.
2. Tap Collections in the sidebar, then tap People & Pets.

3. Touch and hold a group, then drag it to a new position.

Browse photos and videos by location on iPad

The Photos app creates collections of your photos and videos based on where they were taken. You can use the Map view to see photos taken in a specific location, look for photos taken nearby, and see collections of photos on a map.

Browse photos and videos by location

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar, then tap the Map collection below Pinned.

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

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

See where a photo or video was taken

1. Go to the Photos app  on your iPad.
2. Open a photo, then swipe up or tap .
3. Tap the map or address link to see more details.

Tip: To see more photos from this location, tap Show Nearby Photos.

To add or change the location or address where a photo or video was taken, see [Change the date, time, or location](#).

View photos and videos in a collection on a map

You can see where all of the photos and videos in a collection were taken on a map.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar, then tap a collection such as a trip or a recent day.
3. Tap , then tap Show Map.

Tip: Pinch the map to zoom in and out, or tap Show Nearby Photos to view more photos taken in the area.

4. Tap  to close the map.

Find recently saved photos and videos on iPad

You can find all the photos and videos you saved from other apps—like Messages, Safari, and Mail—in the Recently Saved collection. Photos and videos that were sent to you using AirDrop also appear here.



1. Go to the Photos app  on your iPad.

2. Do any of the following:

- Tap Collections in the sidebar, then tap the Recently Saved collection below Pinned.

Tip: You can also find the Recently Saved collection below Utilities along with the Recently Viewed and Recently Shared collections.

- Tap Library in the sidebar, tap ≡, then tap Sort by Recently Added.

Tip: To see photos you saved today, tap Collections in the sidebar, then tap the Saved Today collection below Recent Days.

Find your travel photos and videos on iPad

In the Photos app, you can quickly find photos and videos from your trips grouped into collections, based on location data from the photos.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar, scroll down to Trips, then tap the trip collection you want to view.

Tap a year at the top of the screen to help you find older trips.

Find receipts, QR codes, recently edited photos, and more on iPad

In the Photos app, you can find collections of photos and videos organized into different categories in Utilities. For example, you can revisit photos you recently edited, saved, viewed, or shared, or find photos based on their content—like documents, receipts, handwriting, illustrations, and QR codes.

Find receipts, QR codes, and more in Utilities

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar, scroll down, then tap Utilities.
3. Tap the collection you want to view.

Note: Some Utilities collections, like Hidden and Recently Deleted, are locked by default for your privacy. See [Lock and unlock the Recently Deleted and Hidden collections](#).

Reorder the Utilities list

You can reorder the Utilities list to help you find the collections you access most often.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar, then tap Edit at the top of the screen.
3. Touch and hold the collection you want to reorder, then drag it to a new position.
4. When you're done, tap the checkmark at the top of the screen.

Find recovered items and save or delete them

If a photo or video wasn't saved properly and couldn't be added to your library, you may find a copy of it in Recovered.

1. Go to the Photos app 📷 on your iPad.
2. Tap Collections in the sidebar, scroll down, then tap Utilities.
3. Tap Recovered, then tap the photo or video you want to recover.
4. Tap Permanently Delete or Restore to Library.

Important: When you delete a recovered photo or video, it's deleted permanently. You can't recover photos that you deleted from the Recovered collection in Utilities.

Locate photos and videos by media type on iPad

In the Photos app, you can find collections of photos and videos organized by media type. For example, browse all your Portrait mode photos or time-lapse videos in one place.



Browse photos and videos by media type

1. Go to the Photos app 📷 on your iPad.
2. Tap Collections in the sidebar, scroll down, then tap Media Types.
3. Tap the type of photo or video you want to view.

Tip: To quickly locate your favorite media type, add it to the Pinned collection. See [Pin collections and albums](#).

Reorder media types

You can reorder the list of media types to help you find the ones you access most often.

1. Go to the Photos app 📷 on your iPad.
2. Tap Collections in the sidebar, then tap Edit at the top of the screen.
3. Touch and hold the media type you want to reorder, then drag it to a new position.
4. When you're done, tap the checkmark at the top of the screen.

Sort and filter the photo library on iPad

To help you find the photos and videos you're looking for, you can change how items in the library are sorted and filter the library to show only particular items, and hide certain items.

Sort the library

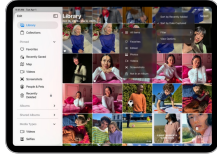
You can sort items in your photo library to appear by the date they were added or by the date they were taken.

1. Go to the Photos app  on your iPad.
2. Tap , then choose one of the following options:
 - *Sort by Recently Added*: Photos and videos you added most recently appear at the bottom of the library.
 - *Sort by Date Captured*: Photos and videos are sorted by the date they were taken, instead of the date they were added to the library.

Filter the library

You can apply filters to your photo library to display only particular items—such as Videos, Favorites, or Not in an Album—and temporarily hide everything else.

1. Go to the Photos app  on your iPad.



2. Tap , then tap Filter.
3. Tap the filter you want to apply.

Tip: You can apply multiple filters at the same time. For example, tap Photos and Edited to see only photos you've edited.

4. To remove the filters and return to the full library, tap All Items.

Hide screenshots, items from your Mac, and items shared with you

By default, screenshots, photos and videos synced from your Mac, and photos and videos shared with you in the Messages app automatically appear in your photo library. You can hide these items to reduce clutter.

1. Go to the Photos app  on your iPad.
2. Tap , then tap View Options.
3. Tap Screenshots, From My Mac, or Shared with You to hide these items in your library. To stop hiding them, tap the option again.

Back up and sync your photos and videos with iCloud

You can use iCloud Photos to keep your photos and videos securely stored in iCloud. If you turn on iCloud Photos on all your devices, you can see the photos and videos you took on iPad on any device. You can also access your iCloud photos and videos in a web browser.

When iCloud Photos is turned on, the photos and videos you take are uploaded automatically and stored in their original format at full resolution. Any changes you make to your photo collection on one device are reflected on your other devices, too.

Note: Make sure that you're signed in to the same [Apple Account](#) on all your devices, and that your devices meet these minimum system requirements: iOS 8.3, iPadOS 13.1, macOS 10.10.3, or later, or a Windows device with iCloud for Windows 7.x or later.

To learn more, see [Set up iCloud Photos on all your devices](#).

Turn on iCloud Photos

1. Go to the Settings app  on your iPad.
2. Tap your name, then tap iCloud.
3. Tap Photos, then turn on Sync this iPad.

iCloud automatically uploads every photo and video you take to iCloud, so your photos are backed up and in sync, and you can access your library from any device, anytime.

Check if your photos and videos are backed up to iCloud

You can check that iCloud Photos is syncing your photos to iCloud, so that you have copies if something happens to your iPad. If syncing is paused, it means your photos are not being backed up to iCloud.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. In the top-right corner of the screen, you can see a preview of your syncing status. You may see any of the following:
 - *Yellow badge*: iCloud syncing is paused. Tap your account icon to see the details.
 - *Yellow warning icon*: Your iCloud storage is almost full. Tap your account icon to see the details.
 - *Red exclamation mark*: Your iCloud storage is full. See [Get more iCloud storage](#).
 - *Blue badge*: You have notifications from a shared library or shared album. Tap your account icon to see the details.
 - *Partially filled blue circle around your account icon*: Photos are actively uploading to iCloud. Tap your account icon to see the details.
 - *Partially filled gray outline around your account icon*: Uploads are paused. Tap your account icon to see the details.
4. Tap your account to see more details. The last time your iPad synced with iCloud appears below the account profile.

Turn off Optimize Storage on your iPad

iCloud Photos can help you make the most of the storage space on your iPad. When Optimize iPad Storage is turned on, all your full-resolution photos and videos are stored in iCloud in their original formats, with storage-saving versions kept on your iPad. Optimize iPad Storage is turned on by default, but you can turn it off.

1. Go to the Settings app  on your iPad.
2. Tap your name, then tap iCloud.
3. Tap Photos, then tap Download and Keep Originals.

Get more iCloud storage

If your uploaded photos and videos exceed your storage plan, you can upgrade to iCloud+ for more storage and additional features. See [Subscribe to iCloud+](#).

Delete or hide photos and videos on iPad

In the Photos app, you can delete photos and videos from your iPad or hide them. You can also recover photos you recently deleted. Photos you delete and hide are saved in Recently Deleted and Hidden, which you unlock using Face ID, Touch ID, or your passcode.

When you [use iCloud Photos](#), any photos you delete or hide are deleted or hidden on all your devices.

Note: Deleted photos and videos are kept in the Recently Deleted collection for 30 days before being permanently removed from all devices. During that time, you can recover or permanently remove them.

Delete or hide a photo or video

1. Go to the Photos app  on your iPad.
2. While viewing a photo or video, do any of the following:
 - *Delete:* Tap  to delete a photo from your iPad and other devices where iCloud Photos is turned on and you're signed in to the same Apple Account.

Deleted photos and videos are kept in Recently Deleted for 30 days. During that time, you can recover or permanently remove them from all devices.

- *Hide:* Tap , then tap Hide.

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

To turn off the Hidden collection so it doesn't appear in the Photos app, see [Hide the Hidden collection from view](#).

Delete or hide multiple photos and videos

1. Go to the Photos app  on your iPad.
2. Open your library or a collection.
3. Tap Select, then tap the photos and videos you want to delete or hide.
4. Do any of the following:
 - *Delete:* Tap  to delete the items from your iPad and other devices where iCloud Photos is turned on and you're signed in to the same Apple Account.

Deleted photos and videos are kept in Recently Deleted, below Utilities in the sidebar, for 30 days. During that time, you can recover or permanently remove them from all devices.

- *Hide:* Tap , then tap Hide.

Hidden photos and videos are kept in the Hidden collection, below Utilities in the sidebar.

Stop hiding photos and videos

You can stop hiding a photo or video you previously hid, so that it reappears in your photo library.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Tap Utilities, then tap Hidden.

4. Tap the photo or video you want to stop hiding.
5. Tap , then tap Unhide.

Recover or permanently delete recently deleted items

When you delete photos and videos, they're kept in the Recently Deleted collection for 30 days before being permanently removed from your iPad, iCloud, and other devices associated with your Apple Account. You can recover them or delete them permanently at any time during the 30 days.

1. Go to the Photos app  on your iPad.
2. Tap Utilities in the sidebar, then tap Recently Deleted.
3. Tap View Album, then unlock your iPad.
4. Tap Select, then choose the photos and videos you want to recover or delete.
5. Tap , then tap Recover or Delete.

Note: If the photos you're looking for don't appear in the Recently Deleted collection, they may be in the Recovered collection. See [Find recovered items and save or delete them](#).

Lock and unlock the Recently Deleted and Hidden collections

The Recently Deleted and Hidden collections are locked by default. You can unlock these collections using Face ID, Touch ID, or your passcode. To change the default setting from locked to unlocked, do the following:

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Photos.
3. Turn off Use Face ID, Use Touch ID, or Use Passcode.

Hide the Hidden collection from view

By default, the Hidden collection is locked. You can add an extra layer of privacy by removing it from view.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Photos.
3. Turn off Show Hidden Album.

Search for photos and videos on iPad

When you tap Search  in the Photos app, you see suggestions of dates, people, and locations to help you find what you're looking for. You can search within your Library or Collections tabs, or within a specific album or collection.



Search for photos and videos

1. Go to the Photos app  on your iPad.
2. Tap  in the top-right corner.

3. Tap one of the search suggestions or type what you're looking for into the search field, such as:
 - Date (month or year)
 - Place (city or state)
 - Business names (museums or restaurants, for example)
 - Category (beach or sunset, for example)
 - Events (sports games or concerts, for example)
 - A person identified in the People & Pets collection (see [Find and name people and pets](#))
 - Text (an email address or phone number, for example)
 - Caption (see [See photo and video information](#))
4. Tap one of the suggestions or .
5. Swipe up to browse the complete search results, or tap Collections to view collections that include your search query.
6. Tap  to exit search.

Tip: You can narrow your search by including a media type in the search field, such as Video or Portrait.

Search by shared library participant

If you're a participant in an [iCloud Shared Photo Library](#), you can also search by the person who added the photo or video to the library.

1. Go to the Photos app  on your iPad.
2. Tap , then enter "Shared by."
3. Tap a suggested name.

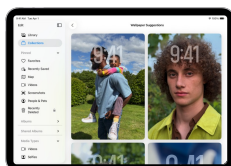
Search with Apple Intelligence

If Apple Intelligence* is turned on, you can search for specific images by describing what you want to find. You can also search video clips for key moments. See [Search for specific photos and videos with Apple Intelligence](#).

*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](#).

Get wallpaper suggestions in Photos on iPad

You can get wallpaper suggestions for your Lock Screen or Home Screen that stylize photos of your favorite people and pets.



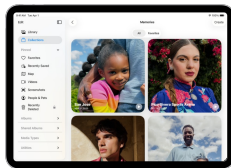
1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Swipe up, then tap a suggested wallpaper (below Wallpaper Suggestions).

To customize the Lock Screen, including choosing colors, clock font, and more, see [Create a custom Lock Screen](#).

Watch and personalize memories

View your memories in Photos on iPad

The Memories collection in the Photos app includes personalized collections of photos and videos that feature a significant person, pet, place, activity, or event from your photo library.



View your memories

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Swipe left under Memories to scroll through a selection of your memories, or tap Memories to view them all.
4. Select a memory to view all the photos and videos included in that memory.
5. As you view a memory, you can do any of the following:
 - *Filter and sort the photos and videos in the memory:* Tap .
 - *View all the photos and videos in the memory:* Tap Show All.
 - *Search for photos and videos in the memory:* Tap .
 - *Share the memory, delete the memory, or show the memory location on a map:* Tap .
 - *Share specific photos and videos in the memory:* Tap Select, tap the photos and videos you want to share, then tap .
 - *Play the memory movie:* Tap .
6. Tap < to close the memory and return to Collections.

Add a memory to Favorites

Identify your favorite memories to make them easier to find.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Touch and hold a memory, then tap Add to Favorite Memories.

To view your favorite memories, tap Collections in the sidebar, tap Memories, then tap Favorites.

Play memory movies in Photos on iPad

View each memory in your Memories collection as a movie that's set to music. All the collections and albums you have in the Photos app can also be viewed as a memory movie that you can watch as created, or edit to make more personal.

Play a memory movie

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Swipe left under Memories to scroll through a selection of your memories, or tap Memories to view them all.
4. Tap  in the bottom-right corner of a memory to play it.
5. As the memory movie plays, you can do any of the following:
 - *Pause*: Tap the screen, then tap .
 - *Go backward or forward*: Swipe left or right. Or tap the screen, then slide the frames at the bottom of the screen left or right.
 - *Mute*: Tap the screen, then tap .
 - *Close a memory*: Tap the screen, then tap .

Play a memory movie from an album or collection

All the albums and collections you have in the Photos app can be viewed as memory movies.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Select an existing album or collection, then tap  to watch the photos and videos as a memory movie.

To make changes to the memory movie, see [Personalize your memories](#).

To create a memory movie from scratch, [create a photo album](#), then follow the steps above to watch it as a memory movie.

If Apple Intelligence* is turned on, you can create a memory movie. Describe the story you want to see, and Apple Intelligence finds the best photos and videos, crafts a storyline, and sets it to music. See [Create a memory movie](#).

*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](#).

Share or delete memories in Photos on iPad

You can share memory movies and the photos and videos that appear in them with friends and family. You can also delete memories and identify content in memories that you'd like to feature less.

Share a memory movie

You can share a memory directly with friends and family, or play it with AirPlay to watch together.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Swipe left under Memories to scroll through a selection of your memories, or tap Memories to view them all.
4. Tap  in the bottom-right corner of a memory to play it.
5. As the memory plays, tap  at the top of the screen, then do any of the following:
 - *Share a memory using AirDrop, Messages, or Mail:* Tap Share, then choose a sharing option.
 - *Play on a nearby device using AirPlay:* Tap AirPlay, then choose an available device.

Tip: Before you tap AirPlay, tap Loop, so the memory automatically plays again.

Share a memory collection

You can share all of the photos and videos that appear in a memory collection.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Swipe left under Memories to scroll through a selection of your memories, or tap Memories to view them all.
4. Touch and hold a memory, then tap Share Photos.

To share just some of the photos and videos in a memory collection, tap Select, tap the items you want to share, then tap .

Feature people, places, or days in a memory less often

You can identify subjects in a memory that you'd like to see less often (like a person, a place, or a specific day) in your memories and featured photos in the Photos app.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Swipe left under Memories to scroll through a selection of your memories, or tap Memories to view them all.
4. Touch and hold a memory, then tap Feature Less.
5. Depending on the memory, select one of the following:
 - Feature This Day Less
 - Feature This Place Less
 - Feature a Person Less

To reset, open the Photos app, tap Collections, tap your account in the top-right corner, then tap Reset Suggested Memories.

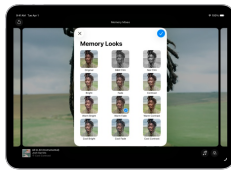
Delete a memory

1. Go to the Photos app  on your iPad.

2. Tap Collections in the sidebar.
3. Swipe left under Memories to scroll through a selection of your memories, or tap Memories to view them all.
4. Touch and hold a memory, then tap Delete.

Personalize your memory movies in Photos on iPad

In the Photos app, you can edit your memory movies to make them even more personal. Try out Memory mixes, which let you apply different songs with a matching photographic look. You can also choose new songs, edit the title of a memory, change the length, and add, reorder, or remove photos. Apple Music subscribers can add songs from the millions of songs available in the Apple Music catalog.



Add a Memory mix

Memory mixes are curated combinations of different songs, pacing, and styles that change the look and feel of a memory movie.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Swipe left under Memories to scroll through a selection of your memories, or tap Memories to view them all.
4. Tap  in the bottom-right corner of a memory to play it.
5. Tap the screen, then tap .
6. Swipe left to view different Memory mixes.
7. Tap the screen to apply a Memory mix.

Change the look of a memory movie

Use Memory looks to apply consistent color and style adjustments to all the photos in a memory movie.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Swipe left under Memories to scroll through a selection of your memories, or tap Memories to view them all.
4. Tap  in the bottom-right corner of a memory to play it.
5. Tap the screen, then tap .
6. Tap , tap a look, then tap Done.

Change the music of a memory movie

You can change a memory movie's music by choosing from memory soundtracks or suggested songs in Apple Music. Apple Music subscribers can also access their Apple Music library and view suggested songs based on musical preferences or the content of the memory.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Swipe left under Memories to scroll through a selection of your memories, or tap Memories to view them all.
4. Tap  in the bottom-right corner of a memory to play it.
5. Tap the screen, then tap .
6. Tap .

Apple Music subscribers can tap  to search for songs in the Apple Music library.

7. Tap a song, then tap Done.

Add or remove photos in a memory movie

You can choose the photos that appear in a memory movie—add or remove suggested featured photos, or choose photos and videos directly from your library.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Swipe left under Memories to scroll through a selection of your memories, or tap Memories to view them all.
4. Tap  in the bottom-right corner of a memory to play it.
5. Tap the screen, then tap .
6. Tap Manage Photos, then do any of the following:
 - *Add a photo from your photo library:* Tap All, scroll through your library, select the photos you want to add, then tap .
 - *Remove photos:* Deselect a photo to remove it from the memory, then tap .
 - *Search for photos in your photo library:* Tap All, tap , then type the name of a person, place, or date. Tap a search result, select the photos you want to add, then tap .
7. Tap  to close the memory movie.

Reorder photos in a memory movie

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Swipe left under Memories to scroll through a selection of your memories, or tap Memories to view them all.
4. Tap  in the bottom-right corner of a memory to play it.
5. Tap the screen, then tap .
6. Touch and hold a photo, then drag it to a new position in the grid.
7. Tap  to return to the memory movie.

Change the length of a memory movie

Depending on the number of photos in a memory movie, you can change its length to short, medium, or long. Your choice automatically adjusts the number of photos included.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Swipe left under Memories to scroll through a selection of your memories, or tap Memories to view them all.
4. Tap  in the bottom-right corner of a memory to play it.
5. Tap the screen, then tap .
6. Tap Short, Medium, or Long.

If you already customized the length of the movie by adding or removing photos yourself, Custom is selected.

Edit the title, subtitle, and key photo

You can edit the title or subtitle of a memory and change the key photo that appears with the title of the memory.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Swipe left under Memories to scroll through a selection of your memories, or tap Memories to view them all.
4. Tap the screen, then tap .
5. Tap the current title, then do any of the following:
 - *Edit the memory title or subtitle:* Enter a new title or subtitle in the text fields.
 - *Change the key photo:* Tap the photo icon in the bottom-right corner of the current key photo, then select a new photo in the photo grid.
6. Tap Done.

Make slideshows in Photos on iPad

In the Photos app, you can create a slideshow to view a selection of photos and videos that you choose from your library. Slideshows are automatically formatted and set to music.

1. Go to the Photos app  on your iPad.
2. Tap Library.
3. Tap Select, then tap each photo you want to include in the slideshow.
4. Tap , then tap Play as Slideshow.

To change the slideshow music, theme, and more, see [Personalize your memories](#).

Use photo albums

Create and work with photo albums on iPad

Use albums in the Photos app to view and organize your photos and videos. You can also rename, rearrange, and delete albums and create folders to contain multiple albums.



If you use iCloud Photos, albums are stored in iCloud. They're up to date and accessible on devices where you're signed in to the same Apple Account. See [Back up and sync your photos and videos with iCloud](#).

Create a new album

1. Go to the Photos app  on your iPad.
2. Tap Albums in the sidebar.
3. Tap New Album, then add a name for your album, add photos, and choose a key photo to represent the album.
4. Tap Create.

To create an album you collaborate on with other people, see [Create shared albums](#).

Sort albums

1. Go to the Photos app  on your iPad.
2. Tap Albums, then tap All Albums.
3. Tap , then choose a sort option.

If you choose Sort by Custom Order, touch and hold an album, then drag it to a new position.
4. To show only albums or only folders, tap , tap Filter, then choose an option.

To change the format of the albums list, tap , then select List View or Key Photo.

Rename an album

1. Go to the Photos app  on your iPad.
2. Tap Albums, then touch and hold the album you want to rename.
3. Tap Edit Title and Photos.
4. Enter the new name in the text field, then tap Done.

Share photos from an album

1. Go to the Photos app  on your iPad.
2. Tap Albums, then tap an album to open it.
3. Tap Select, then tap the items you want to share. Or tap Select, then tap Select All to share everything in the album.
4. Tap , then choose a sharing option such as AirDrop, Messages, or Mail.

Delete an album

1. Go to the Photos app  on your iPad.
2. Tap Albums, then touch and hold the album you want to delete.
3. Tap Delete Album.

Note: When you delete an album, the photos and videos within it remain in your photo library and any other albums they were added to.

Organize albums in folders

You can create folders to organize your albums. After you create a folder, it appears in the Albums collection.

1. Go to the Photos app  on your iPad.
2. Tap Albums, then tap All Albums.
3. Tap , then tap New Folder.
4. Name the folder, then add albums to it.
5. Tap Create.

To remove an album from a folder, tap the folder to open it, touch and hold an album, then tap Remove from Folder.

Add, delete, and find photos and videos in albums on iPad

You can add photos and videos to and delete them from the albums you create in the Photos app. You can also search within an album to quickly find specific photos and videos.

Add photos and videos to an existing album

1. Go to the Photos app  on your iPad.
2. Tap Albums, then tap an album.
3. Tap  after the last photo in the album's photo grid.
4. Select the photos or videos you want to add to the album, then tap .

Tip: Tap  to find photos from a specific time or place.

You can also add individual photos and videos directly to an album. Tap the photo or video to view it in full screen, tap , tap Add to Album, then tap the album you want to add it to.

While viewing your library, you can add multiple items to an album at the same time. Tap Select, then tap the items you want to add. Tap , tap Add to Album, then tap the album you want to add the items to.

Remove photos and videos from an album

1. Go to the Photos app  on your iPad.
2. Tap Albums, then tap an album.
3. Touch and hold the photo you want to remove, then tap Remove from Album.

To remove multiple photos or videos from an album, tap Select, then select the items you want to remove. Tap , then tap Remove from Album.

Search for photos and videos in an album

1. Go to the Photos app  on your iPad.
2. Tap Albums in the sidebar, then tap the album you want to search in.
3. Tap , enter the person, object, or place you're looking for, then tap .
4. Tap  to close the search results.

Filter and sort photos and videos in albums on iPad

You can filter and sort photos and videos in the albums you create in the Photos app. For example, you can filter an album to show only photos, only videos, or photos and videos you marked as favorites. You can also sort photos and videos in an album by newest to oldest, oldest to newest, or in a custom order.

Filter photos and videos in an album

1. Go to the Photos app  on your iPad.
2. Tap Albums in the sidebar, then open an album.
3. Tap , tap Filter, then choose an option.

To remove a filter from an album, tap the icon that replaced , then tap Remove Filter.

Sort photos and videos in an album

1. Go to the Photos app  on your iPad.
2. Tap Albums in the sidebar, then open an album.
3. Tap , then choose a sort option.

If you choose Sort by Custom Order, touch and hold the photo or video thumbnail, then drag it into a new position.

Share photos and videos

Share photos and videos on iPad

You can share photos and videos in Mail or Messages, or other apps you install. You can also use [AirDrop](#) to instantly share photos with anyone nearby on an iPhone, iPad, Mac, or Apple Vision Pro.

To learn about transferring photos and videos to an external storage device, see [Import and export photos and videos](#).

Note: Sharing a photo or video includes sharing its associated metadata, such as date and time, location, device, and captions.

Share photos and videos

1. Go to the Photos app  on your iPad.