

Move an app from App Library to the Home Screen

If you [moved an app from the Home Screen](#) to App Library, you can easily move it back to the Home Screen.

1. [Go to App Library](#).
2. Touch and hold the app until the app icons begin to jiggle and the app moves to the Home Screen, then lift your finger.

Quit and reopen an app on iPad

If an app isn't responding, you can quit it and then reopen it to try and resolve the issue. (Typically, there's no reason to quit an app; quitting it doesn't save battery power, for example.)

1. To quit an app, [open the App Switcher](#), then swipe up on the app.
2. To reopen the app, tap it on the Home Screen, App Library, or in the Dock.

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

Move and copy items with drag and drop on iPad

With drag and drop, you can use a finger to move text and items within an app and copy items from one app to another. For example, you can drag an image from Notes into an email. (Not all third-party apps support drag and drop.)

Move an item

1. Locate the item you want to move.
2. Touch and hold the item until it lifts up (if it's text, select it first).
3. Drag it to another location within the app.

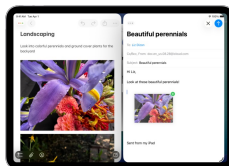
If you drag to the bottom or top of a long document, it automatically scrolls.

Copy an item between open apps

1. [Open two apps](#), then touch and hold the item you want to copy until it lifts up (if it's text, select it first).
2. Drag it to the other app.

As you drag,  appears wherever you can drop the item. If you drag to the bottom or top of a long document, the document automatically scrolls.

Tip: If you want to drag the item to a new note or email, open the new note or email first so you can drag the item directly to it.



Copy an item to an app on the Home Screen or in the Dock

1. Locate the item you want to copy (if it's text, select it).
2. Touch and hold the item until it lifts up.

3. While continuing to hold the item, use another finger to swipe up from the bottom edge of the screen, then either pause to reveal the Dock or press the Home button (on an iPad with a Home button).
4. Drag the item over the other app to open it (a ghost image of the item appears under your finger as you drag).

You can drag over items in the app to navigate to where you want to drop the item (as you drag,  appears wherever you can drop the item). For example, you can drag over the notes list to open the note where you want to drop the item, or you can use another finger to open a new note where you can drop the item.

If you change your mind about moving the item, lift your finger before dragging, or drag the item off the screen.

Select multiple items to move

1. Locate and select the items you want to move.
2. Touch and hold the first selected item, drag it slightly, and continue holding it.
3. While still holding the first item, tap additional items with another finger. A badge indicates the number of selected items.
4. Drag all of the items together.

If you change your mind about moving items, lift your finger before dragging, or drag the items off the screen.

Use multiple apps simultaneously

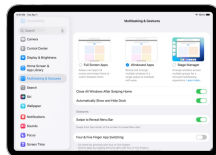
Work with multiple windows at once on iPad

On iPad you can work with multiple apps, or multiple windows of the same app. As you work, you can resize, move, and add windows.



Set up iPad to work in multiple windows

1. Go to the Settings app  on your iPad.
2. Tap Multitasking & Gestures, then select Windowed Apps.



Resize, move, and manage windows



To open an app, tap it in the Dock, on one of your Home Screens, or in App Library, then do any of the following:

- *Resize an open window:* To resize a window, drag from any corner or edge of the window (or from either of the bottom corners for full-screen apps).
- *Move an open window:* Drag it from the top.
- *Manage an app window:* After you resize an app,  appears at the top left of the window. These controls allow you to close or minimize your window, or take it full screen again. When an app is in full screen, you can access its window controls from the menu bar (swipe down from the center of the top edge of the iPad screen to reveal the menu bar).

Open a second app or window

After you resize an open app or window, you can open another app by tapping it in the Dock or App Library. You can also access apps from your Home Screen by swiping up from the bottom edge of the screen. This temporarily moves your windows to the edges of the screen so you can see and open the apps on your Home Screen.

If you open an app that is full screen, you can resize it to place it alongside your other resized app windows.

Return a window to full screen

When you have multiple resized windows open, you can change any of them to full screen. Do one of the following:

- Tap  at the top of the window, then tap .
- Double-tap the top of the window.
- Drag the window down from the top, then flick it up to the top of the screen.

Minimize or close a window

Tap  at the top of the window, then do any of the following:

- Tap  to minimize the window.
- Tap  to close the window.

Tip: To quickly minimize all your windows, swipe up from the bottom of the screen, then swipe up again.

Switch between apps on iPad

You can use the Dock, Exposé, or a gesture to quickly switch from one app or window to another on your iPad. When you switch back, you can pick up right where you left off.

Open an app from the Dock

Swipe up from the bottom edge of the screen just far enough to reveal the Dock, then tap the app you want to open.

Favorite apps are on the left side of the Dock, and suggested apps—like ones you opened recently on iPad and ones open on your nearby iPhone or Mac—appear on the right side of the Dock. The rightmost button in the Dock opens App Library.

You can also move folders from the Files app to the Dock so you can open them quickly. See [Modify files and folders in Files](#).



View and switch between open apps with Exposé

Exposé is a display of all your open apps and windows. You can use it to see all your open apps and windows and switch between them.

1. Swipe up from the bottom of the screen, pause in the center of the screen, then lift your finger.



2. To browse the open apps, swipe right or left.

If you're working with multiple windows open on the same screen, those windows appear on the right. Other open apps appear on the left.

3. Tap an app window to open it.

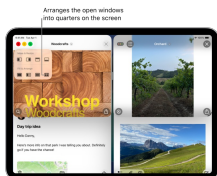
Change the layout of open windows on iPad

While you're working in multiple apps, you can arrange the windows to make them easier to see and work in.



Choose a window layout

1. Tap one of the open windows to bring it to the front.
2. Touch and hold  in the top left corner of the window to see a menu of layout options.
3. Select one of the window layouts in the menu.



The windows arrange themselves according to the layout you selected.

Note: The Window menu in the [menu bar](#) for the active app has more layout options in the Move & Resize section.

Arrange windows side by side

While working in two windows, you can arrange them side by side with a flick.

1. Drag one of the windows by its top, then flick it to one side of the screen.

2. Drag the second window by its top, then flick it to the other side of the screen.

The two windows share the screen, with a divider between them that you can drag to resize both windows at the same time.

Open an item in the center of the screen

In many iPad apps—including Mail, Messages, and Notes—you can open an item in its own window in the center of the screen.

1. For example, do any of the following:
 - Touch and hold a message in a mailbox in Mail.
 - Touch and hold a conversation in Messages.
 - Touch and hold a note in Notes.
2. Tap Open in New Window.

The item opens in the center of the screen, on top of what you're viewing, without otherwise changing your view.

You can change a center window to full screen: Tap , then tap .

Open and view multiple windows of a single app on iPad

Open a new window in an app

1. Touch and hold the app icon for an app that supports multiple open windows (for example, Mail, Notes, Safari, Files, and so on) until a menu appears.
2. Choose New Window from the menu.



View an app's open windows

When you have multiple windows open in an app, you can view all the open windows at once with App Exposé.

1. Do any of the following:
 - Swipe up from the bottom edge of the screen to reveal the Dock.
 - Go to the Home Screen.

2. On the Home Screen or in the Dock, touch and hold the app with the open windows you want to view, then tap Show All Windows or tap a specific window that's listed under Open Windows.

Note: If you touch and hold an app on the Home Screen for too long, all the apps begin to jiggle. Tap Done at the top right, then try again.



Tip: You can also view an app's open windows by swiping up from the bottom of the screen and holding to open Exposé, then tapping one of the app icons to open App Exposé for that app.

See [Switch between apps](#)

Organize windows with Stage Manager on iPad

You can use Stage Manager to multitask and get things done with ease. You can group apps for specific tasks or projects, and access the same benefits of the Windowed Apps option including resizing, arrangement and overlapping windows.

Turn Stage Manager on or off

1. Go to the Settings app  on your iPad.
2. Tap Multitasking & Gestures.
3. Tap the checkbox for Stage Manager.



When you turn on Stage Manager, the apps you're working in move to the front and all other open apps form a list of Recent apps along the left side of the screen.



Switch between apps in Stage Manager

With Stage Manager, you can switch apps by tapping another app in the Recent apps list, or tapping an icon in the Dock.

When you switch to another app, the app or group you've been working in moves left to the Recent apps list and is replaced by the one you tapped.

You can also do any of the following to switch apps:

- Swipe up from the bottom of the screen, then pause in the center of the screen to see the Recent apps and groups.
- Swipe left or right with one finger along the bottom edge of the screen. (On an iPad with a Home button, perform this gesture with a slight arc.)
- Swipe left or right with four or five fingers.

See [Switch between apps](#).

Organize apps into groups in Stage Manager

You can create groups of windows for specific tasks or projects by dragging app windows from the Recent apps list into the middle of the screen. You can also drag app icons from the Dock into the middle of the screen to add them to a group.

You can return a window to the Recent apps list by dragging it to the left. If you minimize a window in an app group, the app window is removed from the group and returned to the Recent apps list.

Hide or show the Recent apps list

1. Go to the Settings app  on your iPad.
2. Tap Multitasking & Gestures, then select the checkbox below Stage Manager, if it's not already selected.

Tip: If the Recent apps list auto-hides when you move a window too close to it, you can make it reappear by swiping from the left edge of the screen.

Move an app to an external display

If your iPad ([supported models](#)) is connected to an external display, you can work across both screens—just drag apps and windows between the screens and arrange them in a way that works best for you.

To move apps between displays, do any of the following:

- Use your cursor to drag from the top of the app window to move it from one display to another.
- Tap the app icon in the Dock or App Library on the display you want to use it on.
- Touch and hold , then tap Move to Display or Move to iPad.

Multitask with Picture in Picture on iPad

With Picture in Picture, you can watch a video or use FaceTime while you use other apps.

During a FaceTime call or while watching a video, tap  or press the Home button (on an iPad with a Home button).

The video window scales down to a corner of your screen so you can see the Home Screen and open other apps. With the video window showing, you can do any of the following:

- *Resize the video window:* To make the small video window larger, pinch open. To shrink it again, pinch closed.
- *Show and hide controls:* Tap the video window.
- *Move the video window:* Drag it to a different corner of the screen.
- *Hide the video window:* Drag it off the left or right edge of the screen.
- *Close the video window:* Tap .
- *Return to a full video screen:* Tap  in the small video window.

Use the menu bar on iPad

You can access an app's features and commands in the menu bar for the active app on iPad.

To see the menu bar for the active app, you must have [Windowed Apps](#) or [Stage Manager](#) selected in Settings.

Open the menu bar for the current app

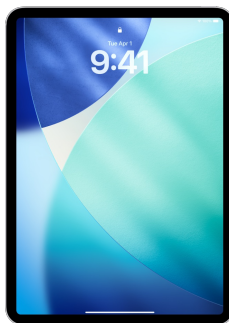
1. If you're using apps as windows, tap the app you want to access the menu bar for.
2. Swipe down from the middle of the top edge of the iPad screen to reveal the menu bar for that app.



Access features from the iPad Lock Screen

The Lock Screen, which shows the current time and date and your most recent notifications, appears when you first turn on or wake iPad. From the Lock Screen, you can see notifications, open Camera and Control Center, get information from your favorite apps at a glance, and more.

You can personalize your Lock Screen by choosing a wallpaper, showcasing a favorite photo, changing the font of the time, adding widgets, and more. See [Create a custom Lock Screen](#).



Access features and information from the Lock Screen

You can quickly access the features and information you need most from the Lock Screen, even while iPad is locked.

- *Open Camera:* Swipe left. (See [Take photos](#).)
- *Open Control Center:* Swipe down from the top-right corner. (See [Use and customize Control Center](#).)
- *See earlier notifications:* Swipe up from the center. (See [View and respond to notifications](#).)
- *View more widgets:* Swipe right. (See [Add, edit, and remove widgets](#).) You can interact with widgets on the Lock Screen and the Home Screen to perform tasks—for example, tap an item in the Reminders widget to check it off, or tap the Play button in the Podcasts widget to play an episode.

- *Start drawing and taking notes:* (on [supported models](#)) Tap Apple Pencil on the Lock Screen. Whatever you create is [saved in Notes](#).
- *Control media playback:* Use the playback controls (Now Playing) on the Lock Screen to play, pause, rewind, or fast-forward media playing on your iPad. (See [View and control Live Activities on the Lock Screen](#).)

To choose what you can access from the Lock Screen, see [Turn on Lock Screen features](#).

Show notification previews on the Lock Screen

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

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

View and control Live Activities on the Lock Screen

You can view an app's Live Activities on your Lock Screen, so you can easily follow their progress. Examples include directions from Maps, live sports updates from the Apple TV app, order updates from food delivery apps, and more.

When you play music, a movie, or other media on iPad, you can control these Live Activities using the playback controls on your Lock Screen to play, pause, rewind, and fast-forward. You can also control media playback on a remote device (such as your Apple TV or HomePod) from the iPad Lock Screen.

To change your Live Activity settings, go to Settings , tap Apps, tap the app with the settings you want to change, then tap Live Activities.

Note: Not all apps have a Live Activities setting.

Monitor background tasks

On iPad, you can start an extended background task (for example, downloading a file from Safari) and then switch to another task while it finishes. Background tasks can continue to run in the background until they're completed while you're doing something else.

Ongoing background tasks appear as Live Activities on your Home Screen and Lock Screen so you know they're running and can monitor their progress.

Perform quick actions on iPad

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

- In Photos, touch and hold an image to preview it and see a list of options.
- In Mail, touch and hold a message in a mailbox to preview the message contents and see a list of options.
- On the Home Screen, touch and hold an app icon briefly to open a quick actions menu. If the icons start to jiggle, tap Done at the top right or press the Home button (on an iPad with a Home button), then try again.
- [Open Control Center](#), then touch and hold an item like Camera or the brightness control to see options.
- On the Lock Screen, touch and hold a notification briefly to respond to it.

- When typing, touch and hold the Space bar with one finger to [turn your onscreen keyboard into a trackpad](#).

Search with Spotlight on iPad

On iPad, you can search for apps and contacts, content in apps like Mail and Messages, and even text in your photos using Live Text. You can check stock and currency information, and find and open webpages, apps, and images in your photo library, across your system, and on the web.

When you search for an app, app shortcuts for your most likely next action appear within the Top Hit. (For example, a shortcut to the Favorites album appears when you search for Photos.)

You can search from anywhere on iPad—even the Lock Screen—and choose which apps you want to include in search results. Search offers suggestions based on your app usage and updates results as you type.

Choose which apps and content to include in Search

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

Search with iPad

1. Go to the Home Screen or the Lock Screen.
2. Swipe down from the middle of the screen.
3. Enter what you're looking for in the search field.
4. Do any of the following:
 - *Initiate your search:* Tap Go or Search.
 - *Open a suggested app:* Tap the app.
 - *Take quick action:* Start a timer, turn on a Focus, find the name of a song with Shazam, run any shortcut, and more. Search for an app's name to see shortcuts available for the app, or create your own using the Shortcuts app.
 - *Check a suggested website:* Tap it.
 - *Get more information about a search suggestion:* Tap it, then tap one of the results to open it.
 - *Start a new search:* Tap  in the search field.

Turn off Location-Based Suggestions

1. Go to Settings  > Privacy & Security > Location Services.
2. Tap System Services, then turn off Suggestions & Search.

Search in apps

Many apps include a search field or a search button so you can find something within the app. For example, in the Maps app, you can search for a specific location.

1. In an app, tap the search field or  (if there is one).

If you don't see a search field or button, swipe down from the top.

2. Type your search, then tap Search.

Add a dictionary

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

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

Get information about your iPad

View overall storage availability and storage used per app

Go to Settings  > General > iPad Storage.

See the Apple Support articles [How to check the storage on your iPhone and iPad](#) and [Manage your iCloud storage](#).

See battery usage

Go to Settings  > Battery to see the elapsed time since iPad was charged as well as battery usage by app. You can also display battery level as a percentage and turn Low Power Mode on or off. See [Charge the battery](#).

View cellular usage

Go to Settings  > Cellular Data. See [View or change cellular data settings](#).

Find your IMEI

You can view the IMEI (International Mobile Equipment Identity) for your iPad in Settings.

1. Go to Settings  > General > About.
2. Scroll down to find your IMEI.

See the name, model, iPadOS version, serial number, and more

Go to Settings  > General > About. The items you can view include:

- Name
- iPadOS software version
- Model name
- Part and model numbers. To the right of Model, the part number appears. To see the model number, tap the part number.
- Serial number
- Network (Wi-Fi + Cellular models)
- Number of songs, videos, photos, and apps
- Capacity and available storage space
- Carrier (Wi-Fi + Cellular models)
- Cellular Data Number (Wi-Fi + Cellular models)
- Wi-Fi and Bluetooth® addresses
- ICCID (Integrated Circuit Card Identifier, or Smart Card) for GSM networks (Wi-Fi + Cellular models)

- MEID (Mobile Equipment Identifier) for CDMA networks (Wi-Fi + Cellular models)
- Modem firmware

To copy the serial number and other identifiers, touch and hold the identifier until Copy appears.

To see Legal & Regulatory information (including legal notices, and license, warranty, and RF exposure information) and regulatory marks, go to Settings > General > Legal & Regulatory.

View or turn off diagnostic information

Go to Settings  > Privacy & Security > Analytics & Improvements.

To help Apple improve products and services, iPad sends diagnostic and usage data. This data doesn't personally identify you, but may include location information.

Manage storage on iPad

On iPad, you can check how much storage space is available and increase the available space by removing items you no longer need.

Check storage on your iPad

Go to Settings  > General > iPad Storage.

The available storage is shown at the top of the screen.

Remove apps and data

When you're low on storage, you can have iPad automatically remove unused apps.

1. Go to Settings  > General > iPad Storage.
2. Tap Enable next to Offload Unused Apps.

The unused apps move to iCloud Drive. You can find them in iCloud Drive in the Files app.

You can remove many apps manually, and redownload them if you change your mind. See [Remove or delete apps](#).

If you have documents and data on your iPad that you no longer need, you can find and delete them in the Files app. See [Delete a file or folder](#).

You can also review items you downloaded in the TV app and remove ones you already watched. See [Manage your library in the Apple TV app](#).

Keep selected files

If you have downloaded files that you always want to be able access on your iPad, you can make sure they're not removed. See [Keep selected files downloaded](#).

Choose iPad settings for travel

When you travel with iPad, choose settings that comply with airline requirements. Some airlines let you keep your iPad turned on if you switch to Airplane Mode. When you turn on Airplane Mode initially, Wi-Fi, Bluetooth®, and cellular networks turn off. However, you can turn Wi-Fi, Bluetooth®, and cellular networks back on even when Airplane Mode is on. This allows you to make or receive FaceTime calls or use features or accessories that require wireless communication.

To choose settings that minimize cellular charges when you travel (Wi-Fi + Cellular models), see [View or change cellular data settings](#).

When you travel abroad, you may be able to sign up for cellular service with a carrier in the region you're visiting, right from your iPad (available on Wi-Fi + Cellular models with Touch ID or Face ID). See [Connect to a cellular network if Wi-Fi isn't available \(on iPad models with Cellular\)](#).

Turn on Airplane Mode

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



You can also turn Airplane Mode on or off in Settings . When Airplane Mode is on, the Airplane Mode icon  appears in the status bar at the top of the screen.

Turn on Wi-Fi or Bluetooth while in Airplane Mode

If your airline allows it, you can use Wi-Fi or Bluetooth while in Airplane Mode.

1. [Open Control Center](#), then turn on Airplane Mode.
2. Tap  to turn on Wi-Fi or  to turn on Bluetooth.

If you turn on Wi-Fi or Bluetooth while in Airplane Mode, it may still be on the next time you return to Airplane Mode. To turn off Wi-Fi or Bluetooth while in Airplane Mode, open Control Center, then tap  or .

Personalize your iPad

Change or turn off iPad sounds

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

Customize your iPad sounds

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

1. Go to Settings  on your iPad, then tap Sounds.
2. Drag the slider to set the volume for the ringer and alerts.
3. Tap Ringtone and other options to select sounds for the ringtone and alert tones.

You can also change the sounds iPad plays for certain people. Go to Contacts , tap a person's name, tap Edit, then choose a ringtone and text tone.

Silence iPad

To temporarily silence incoming calls, alerts, and sound effects, [open Control Center](#), then tap .

Tip: If you're not receiving incoming calls and notifications when you expect them, open Control Center, then check whether Do Not Disturb is on. If the Do Not Disturb button  is highlighted, tap it to turn off Do Not Disturb. (When Do Not Disturb is on, its icon also appears in the status bar.)

Create a custom iPad Lock Screen



You can personalize your Lock Screen by choosing a wallpaper, showcasing a favorite photo, changing the font of the time, adding widgets, and more.

You can create more than one Lock Screen, [switch between Lock Screens](#), and even link a Lock Screen to a Focus. So, for example, you could set a specific Lock Screen for when you're working.

Edit your Lock Screen or create a new one

1. Press the top button on your iPad.
2. Touch and hold the Lock Screen, then tap  to create a new Lock Screen. To make changes to an existing Lock Screen, swipe to the screen you want to change, then tap Customize.
3. If you're creating a new Lock Screen, choose your wallpaper. [On supported models](#), you can try a spatial scene for a new 3D effect and try options where the time dynamically adapts to your photo wallpaper and notifications.



4. Do any of the following (options depend on the wallpaper you choose):
 - *Change the look of the clock:* Drag the bottom right corner to increase the height, then tap the time to change the font, switch to a more transparent look, and more.
 - *Add a 3D effect:* [On supported models](#), if you've added a photo that supports spatial, tap the Spatial Capture button.
 - *Add or change the widgets:* Tap your existing widgets or tap Add Widgets.
 - *Reposition your photo:* Pinch open to zoom in, drag the image with two fingers to move it, then pinch closed to zoom out.
 - *Create a multilayered effect:* Tap the Depth Effect button. Or if you have a photo that supports layering, tap , then choose Depth Effect.
 - *Change the style:* Swipe left or right to try different color filters.
 - *Create a motion effect with a Live Photo:* If you select a Live Photo that can be translated into slow motion, tap  to play the Live Photo when the device wakes up.
 - *Set the shuffle frequency:* If you chose Photo Shuffle, tap the photo thumbnail to change the photo selection or change the shuffle frequency by tapping .
 - *Switch between a light and dark appearance:* If the background you chose has a light mode and dark mode option, tap .
5. Tap Add, then do one of the following:
 - *Choose to use the wallpaper on both the Lock Screen and Home Screen:* Tap Set as Wallpaper Pair.
 - *Make changes to the Home Screen:* Tap Customize Home Screen. Tap a color to change the wallpaper color, tap  to use a custom photo, or select Blur to blur the wallpaper so the apps stand out.

Link a Focus to your Lock Screen

Focus helps you concentrate on a task by minimizing distractions. After you [set up a Focus](#), you can link it to your Lock Screen — so your Focus settings apply whenever you use that particular Lock Screen and that Lock Screen appears whenever that Focus is on.

1. Press the top button on iPad.
2. Touch and hold the Lock Screen until the Customize button appears at the bottom of the screen.
3. Tap Focus near the bottom of the wallpaper to see the Focus options—for example, Do Not Disturb, Personal, and Work.
4. Select a Focus, then tap .

Switch between Lock Screens

You can create multiple custom Lock Screens and switch between them throughout the day.

1. Press the top button on iPad.
2. Touch and hold the Lock Screen until the Customize button appears at the bottom of the screen.

3. Swipe to the Lock Screen you want to use, then tap it.

Note: If a Lock Screen links to a specific Focus, switching from that Lock Screen to another also switches your Focus.

Delete a Lock Screen

You can delete Lock Screens you no longer need.

1. Press the top button on iPad.
2. Touch and hold the Lock Screen until the Customize button appears at the bottom of the screen.
3. Swipe to go to the Lock Screen you want to delete, swipe up on the screen, tap , then tap Delete This Wallpaper.

Customize your Home Screen

Add an app on iPad

To add an app to your iPad, you can download it from the App Store. When you download an app, you can choose to add it to both your [Home Screen](#) and [App Library](#), or to App Library only.

Choose where apps get downloaded

1. Go to Settings  > Home Screen & App Library.
2. Choose Add to Home Screen or App Library only.

Move an app from App Library to the Home Screen

If you download an app to App Library, you can easily move it to the Home Screen.

1. Swipe left past all your Home Screen pages to get to App Library.
2. Touch and hold the background until the apps begin to jiggle.
3. Touch and hold the app you want to move, then drag it to the left.

Add, edit, and remove widgets on iPad



What are widgets?

Widgets give you an easy way to view current information from an app at a glance—today's headlines, weather, reminders, battery levels, and more. You can view widgets in Today View and add them to your Home Screen or Lock Screen to keep this information at your fingertips.

You can interact with widgets on the Home Screen and Lock Screen without opening the app—you can take action on the widgets for Music, Podcasts, Safari, Home, Contacts, and more. For example, tap  on the Music or Podcasts widget to play a selection.

Tip: A Smart Stack (a widget with dots next to it) is a combined set of widgets that uses information such as the time, your location, and activity to automatically display the most relevant widget at the appropriate time in your day. You can add a Smart Stack from the widget gallery to the Home Screen, then swipe up and down through it to see the widgets it contains.

Add a widget to your Home Screen

1. [Go to the Home Screen](#), then find the Home Screen page where you want to add the widget.
2. Touch and hold the background until the apps begin to jiggle, tap Edit at the top of the screen, then tap Add Widget.
3. Scroll or search to find the widget you want, tap it, then swipe left and right through the style and size options.
4. When you see the size you want, tap Add Widget.
5. While the apps are still jiggling, move the widget where you want it, then tap Done.

To learn how to add a widget to your Lock Screen, see [Edit your Lock Screen or create a new one](#).

Turn an app icon into a widget

You can quickly create a widget from an app icon.

1. Touch and hold the app icon on your Home screen.
2. Tap one of the icons in the pop-up menu to choose the widget size.



To change the widget back to an app icon, touch and hold it, then tap  (the leftmost icon at the top of the pop-up menu.)

Interact with widgets

You can perform tasks on widgets on your Home Screen or Lock Screen. Tap an item in the Reminders widget to check it off, tap the Play button in the Podcasts widget to play an episode, or tap the Home widget to turn on your living room lights—all without opening an app.

Edit a widget on your Home Screen

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

1. Touch and hold a widget.

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

For a Smart Stack, you can turn Smart Rotate or Widget Suggestions (below the widget) off or on, drag a widget from the Smart Stack to the Home Screen, or remove a widget by tapping  in its upper-left corner.

When you turn on Widget Suggestions, widgets for apps you already use automatically appear in your Smart Stack at the right time based on your past activity. An option lets you add the widget to your stack so it's always there when you need it.

3. Tap Done.

View widgets in Today View

To view widgets in Today View, swipe right from the left edge of the Home Screen, then scroll up and down.

View widgets in Today View when iPad is locked

1. Go to Settings .
2. Tap Face ID & Passcode (on an iPad with Face ID) or Touch ID & Passcode (on other iPad models).
3. Make sure Today View and Search is turned on (below Allow Access When Locked).

Move apps and widgets on the iPad Home Screen

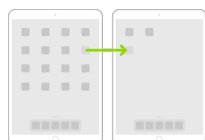
You can change the layout of your Home Screen—move apps and widgets anywhere on the screen to frame your wallpaper, or drag them to other Home Screen pages. If you have multiple Home Screen pages, each one can have a unique layout. You can also temporarily hide Home Screen pages, change where new apps get downloaded, and more.

Tip: You can move all your apps and widgets related to a particular [Focus](#) (your Work Focus, for example) onto one Home Screen page, and make that page accessible during that Focus.

Move apps and widgets around on your Home Screen

1. [Go to the Home Screen](#).
2. Touch and hold the Home Screen background until the items begin to jiggle.
3. Drag the app or widget to one of the following locations:
 - Another location on the same page—including the top, bottom, or side of the screen
 - Another Home Screen page

Drag the app or widget to the right edge of the screen. You might need to wait a moment for the new page to appear. The dots above the Dock show how many pages you have and which one you're viewing.



Tip: You can also drag an app to the Dock at the bottom of the screen.

4. When you're finished, tap Done at the top right.

Remove a widget from your Home Screen

1. [Go to the Home Screen.](#)
2. Touch and hold the widget to open the [Quick actions menu](#).
3. Do one of the following:
 - *To remove a widget:* Tap Remove Widget.
 - *To remove a Smart Stack:* Tap Remove Stack.

Reset the Home Screen and apps to their original layout

1. Go to Settings  > General > Transfer or Reset iPad.
2. Tap Reset, then tap Reset Home Screen Layout.

Any folders you've created are removed, and apps you've downloaded are alphabetically ordered after apps that came with your iPad.

Customize apps and widgets on the iPad Home Screen



You can customize app icons and widgets on the Home Screen by changing their color, adding a tint, making them larger or smaller, and more.

1. [Go to the Home Screen.](#)
2. Touch and hold the Home Screen background until the icons begin to jiggle.
3. Tap Edit at the top of the screen, then choose Customize.
4. Do any of the following:
 - *Make the icons bigger:* Tap . (In large size, the names of the apps disappear.)
 - *Choose a dark appearance for icons and widgets:* Tap Dark. To show icons and widgets with a dark appearance at night and a light appearance during the day, tap Auto.
 - *Give the icons a clear look:* Tap Clear to make the icons translucent, then choose Light, Dark, or Auto.
 - *Add a color tint to icons and widgets:* Tap Tinted. Use the sliders to choose the color and saturation (or use the eyedropper to select a color in your wallpaper). Then choose Light, Dark, or Auto.

Lock or hide an app on iPad

If you want to show someone something on your iPad but want peace of mind that they can't get into certain apps, you can lock or hide the apps. Locking an app requires Face ID, Touch ID, or your passcode to open it. Information inside a locked app won't appear in other locations—for example, in CarPlay, notification previews, search, Siri suggestions, or your call history.

When you lock or hide an app on your device, it's only locked or hidden on that device. The locked or hidden status of an app doesn't sync with iCloud.

Note: Children under 13 in a Family Sharing group can't lock or hide apps. Anyone aged 13 to 17 in a Family Sharing group can lock or hide an app, but a parent or guardian in the family group can see that the app was downloaded and how much time it's used, and [restrict access to it](#) using Screen Time. (These ages vary by country or region.)

Lock an app

Locking an app requires Face ID, Touch ID, or your passcode to open the app.

1. [Go to the Home Screen](#).
2. Locate the app you want to lock.
3. Touch and hold the app icon until the [Quick actions menu](#) opens.
4. Tap Options, then tap Require Face ID (or Touch ID or Passcode).

Note: Some of the apps that come with iPad can't be locked—including Calculator, Camera, Clock, Contacts, Find My, Maps, Shortcuts, and Settings.

Open an app that's locked

You can open and use an app that you locked.

1. [Go to the Home Screen](#).
2. Locate the app you want to open.
3. Tap the app, then authenticate using Face ID (or Touch ID or a passcode).

Unlock an app

You can unlock an app so you no longer need to use Face ID, Touch ID, or a passcode to open it.

1. [Go to the Home Screen](#).
2. Locate the app you want to unlock.
3. Touch and hold the app icon until the menu opens.
4. Tap Don't Require Face ID (or Touch ID or Passcode), then authenticate using Face ID (or Touch ID or a passcode).

Hide an app

Hiding an app prevents others from seeing or opening it (unless they have a way to authenticate your iPad using Face ID, Touch ID, or a passcode).

When you hide an app, its name is still visible in some places, such as Screen Time, Battery Usage By App (in Settings), and your App Store purchase history.

Note: Apps that come installed can't be hidden—only apps you download separately from the App Store can be hidden. Apps that are [set by the user as default web browser](#) or app marketplace (available only in the EU) can't be hidden either.

1. [Go to the Home Screen](#).

2. Locate the app you want to hide.
3. Touch and hold the app icon until the menu opens.
4. Tap Options, then tap Require Face ID (or Touch ID or Passcode).
5. Tap Hide and Require Face ID (or Touch ID or Passcode), authenticate using Face ID (or Touch ID or a passcode), then tap Hide App.

The app disappears from your Home Screen and moves to the Hidden folder at the bottom of App Library.

Tip: To view a list of your hidden apps, go to Settings  > Apps > Hidden Apps.

Open a hidden app

You can open and use an app that you've hidden.

1. [Go to the Home Screen.](#)
2. Swipe left past all your Home Screen pages to go to App Library.
3. Tap the Hidden folder at the bottom of App Library, then authenticate using Face ID (or Touch ID or a passcode).
4. Tap the app, then authenticate using Face ID (or Touch ID or a passcode).

Unhide an app

You can stop hiding an app so that you can see it.

1. [Go to the Home Screen.](#)
2. Swipe left past all your Home Screen pages to go to App Library.
3. Tap the Hidden folder at the bottom of App Library, then authenticate using Face ID (or Touch ID or a passcode).
4. To move the app out of the Hidden folder, touch and hold the app, tap Don't Require Face ID (or Touch ID or Passcode), then authenticate using Face ID (or Touch ID or a passcode).

The app appears near the top of App Library.

Organize your apps in folders on iPad

You can organize your apps into folders to make them easier to find on your Home Screen pages.

Create a folder

1. [Go to the Home Screen.](#)
2. Touch and hold the Home Screen background until the apps begin to jiggle.
3. To create a folder, drag an app onto another app, then drag any other apps you want into the folder.

A folder can contain multiple pages of apps.

4. To rename the folder, touch and hold it, tap Rename, then enter a new name.

If the apps begin to jiggle, tap the Home Screen background and try again.

5. When you're finished, tap Done.

Note: Organizing your apps on the Home Screen doesn't affect the organization of apps in [App Library](#).

Delete a folder from your Home Screen

1. [Go to the Home Screen](#).
2. Touch and hold the Home Screen background until the apps begin to jiggle.
3. Tap the folder to open it, then drag all the apps out of it onto the Home Screen.

When the folder is empty, it's deleted automatically.

Move an app from a folder to the Home Screen

You can move an app from a folder to a Home Screen page to make it easier to find and open.

1. [Go to the Home Screen](#).
2. Locate the folder that contains the app, then tap the folder to open it.
3. Touch and hold the app until the apps begin to jiggle.
4. Drag the app from the folder to the Home Screen.

Remove or delete apps from iPad

You can remove or delete some built-in apps from your iPad. If you change your mind, you can download the apps again later.

Note: When you remove a built-in app from your iPad, you also delete any related user data and configuration files. Removing built-in apps from your Home Screen can also affect other system functionality.

If you want to limit access to an app without deleting it, see [Lock or hide an app](#).

To block an app to prevent its use, you can use Screen Time settings. See [Block apps, app downloads, websites, and purchases](#).

Delete apps

Do any of the following:

- *Remove an app from the Home Screen:* Touch and hold the app on the Home Screen, tap Remove App, then tap Remove from Home Screen to keep it in App Library, or tap Delete App to delete it from iPad.
- *Delete an app from App Library and the Home Screen:* Touch and hold the app in App Library, tap Delete App, then tap Delete. (See [Find and use your apps in App Library](#).)

If you change your mind, you can [redownload the app](#) you delete.

In addition to deleting third-party apps, you can delete the following built-in Apple apps that came with your iPad:

- [Books](#)
- [Calendar](#)
- [Calculator](#)
- [Clock](#)

- [Contacts](#) (Contact information remains available through Messages, Mail, FaceTime, and other apps. To remove a contact, you must first restore Contacts if it's been deleted.)
- [FaceTime](#) (If you remove the FaceTime app from your iPad, you can still make or receive FaceTime calls in Contacts and the Phone app, but you can't use SharePlay on your iPad unless you [redownload the app](#). See [Make FaceTime calls](#).)
- [Files](#)
- [Find My](#) (Removing this app doesn't turn off location sharing or Find My for your device—it just removes the ability to view locations in the Find My app on that device.)
- [Freeform](#)
- [Games](#)
- [Health](#)
- [Home](#)
- [Image Playground](#)
- [iTunes Store](#)
- [Magnifier](#)
- [Mail](#)
- [Maps](#)
- [Measure](#)
- [Music](#)
- [News](#)
- [Notes](#)
- [Passwords](#)
- [Photo Booth](#)
- [Podcasts](#)
- [Preview](#)
- [Reminders](#)
- [Shortcuts](#)
- [Stocks](#)
- [Tips](#)
- [Translate](#)
- [TV](#)
- [Voice Memos](#)
- [Weather](#)

Note: In the European Union, there may be other built-in apps you can delete. For more information, see [Delete built-in apps from your iPhone or iPad in the European Union](#).

Change the wallpaper on iPad

On iPad, choose an image or photo as wallpaper for the Lock Screen or Home Screen. You can choose from dynamic and still images.



1. Go to Settings > Wallpaper > Add New Wallpaper.
2. Do any of the following:
 - Tap a button at the top of the wallpaper gallery—for example, Photos, Photo Shuffle, Live Photo, and so on—to design your wallpaper with a photo, an emoji pattern, a picture of your local weather, and more.
 - Choose wallpaper from one of the featured sets (Collections, Astronomy, Weather, and so on).
3. Tap one of the wallpaper options, then make additional changes to the Lock Screen.
4. Tap Add, then choose one of the following:
 - *Choose whether to use the wallpaper on both the Lock Screen and Home Screen:* Tap Set as Wallpaper Pair.
 - *Make further changes to the Home Screen:* Tap Customize Home Screen. Tap a color to change the wallpaper color, tap to use a custom photo, or select Blur to blur the wallpaper so the apps stand out.

Tip: You can set your wallpaper to change automatically by creating a [personal automation](#) in the Shortcuts app. Set a schedule for your automation, then add the Set Wallpaper action to your automation. (See the [Shortcuts User Guide](#)).

Use and customize Control Center on iPad

Control Center on iPad gives you instant access to useful controls—including Airplane Mode, Do Not Disturb, volume, screen brightness, and more.



Open Control Center

Swipe down from the top-right edge. You can jump to specific groups of controls by swiping down through the icons on the right edge of the screen. Swipe up through the icons to go back to the first group.

To close Control Center, swipe up from the bottom center of the screen.

Access more controls in Control Center

Many controls offer additional options. To see available options, touch and hold a control. For example, you can do the following in Control Center:

- Touch and hold the top-left group of controls, then tap  to open the AirDrop options.
- Touch and hold  to take a selfie, record a video, or take a photo.
- Touch and hold  at the top right of the screen (while Control Center is open). Then drag the slider to power off the iPad.



Customize controls

You can rearrange, add, or remove controls in Control Center.

1. [Open Control Center](#).
2. Tap  at the top left of Control Center to begin editing the controls.
3. Do any of the following:
 - *Rearrange controls:* Drag a control to a new position.
 - *Remove a control or a set of controls:* Tap  at the upper left of the control.
 - *Resize a control:* Drag the handle at the lower right edge of the control.
 - *Create a new section of controls:* Tap the bottommost icon (the little circle) along the right edge of the screen, then tap Add a Control, and choose which controls to add to your custom group. Or you can drag a control off the bottom of the page to create a new section.
 - *Add more controls:* Tap Add a Control to open the controls gallery, then tap a control to add it to Control Center.



4. When you finish customizing, close Control Center by swiping up from the bottom center of the screen.

Temporarily disconnect from a Wi-Fi network

In Control Center, tap ; to reconnect, tap it again.

To see the name of the connected Wi-Fi network, touch and hold .

Because Wi-Fi isn't turned off when you disconnect from a network, AirPlay and AirDrop still work, and iPad joins known networks when you change locations or restart iPad. To turn off Wi-Fi, go to Settings  > Wi-Fi. (To turn on Wi-Fi again in Control Center, tap ) For information about turning Wi-Fi on or off in Control Center while in Airplane Mode, see [Travel with iPad](#).

Temporarily disconnect from Bluetooth devices

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

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

Turn off access to Control Center in apps

Go to Settings  > Control Center, then turn off Access Within Apps.

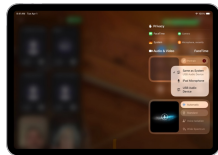
Record audio and video on iPad

You can control the settings for when you capture audio and video in apps and websites—for example, during a videoconference—to maximize the quality of your recording.

Select an audio input source

You can choose a source for recording audio in a specific app or for your device—for example, a connected Bluetooth microphone or your built-in iPad microphone.

1. Open the app or go to the website you want to record from.
2. [Open Control Center](#).
3. Tap the button for your app or browser at the top of Control Center.
4. Tap Input, then select an input device from the list.



Filter out background sounds in your recording

In certain apps, you can filter out background sounds in your recording and record only your voice—clear and separate from other sounds.

1. Open the app or go to the website you want to record from.
2. [Open Control Center](#).
3. Tap the button for your app or browser at the top.
4. Tap Voice Isolation.

To include the background sounds in your recording, tap Wide Spectrum, if it's available. (Wide Spectrum isn't available for all apps.)

Use AirPods to record audio and capture video from a distance

With supported models of AirPods and AirPods Pro, you can use your AirPods to remotely record audio and video during a videoconference. To start and stop recording, press the AirPods stem. See [Use AirPods with camera apps](#).

Record audio and video with local capture

During a videoconference on your iPad, you can use local capture to record high-quality audio and video on your side of the call, with echo-cancellation of other voices.

By default, local capture records both audio and video. If your camera is in use by another app, only audio is recorded.

1. Open the videoconferencing app you want to record from.
2. [Open Control Center](#).
3. Touch and hold .

Note: If you don't see , add it to Control Center first. (See [Use and customize Control Center](#).)

4. Tap Start Recording.

To exclude video from your recording, select Audio Only in Control Center.

Note: While you're recording with local capture, Voice Isolation won't filter out background sounds, even if you select it.

After the call, your recording is automatically saved in the Downloads folder of your Files app. Tap  to share it with other call participants. It can be combined with other participants' recordings in a post-production app (such as Logic Pro or Final Cut Pro).

Adjust the screen brightness and color on iPad

On iPad, you can make your screen dimmer or brighter (dimming the screen extends battery life). You can also adjust the screen color and brightness manually or automatically with Dark Mode, True Tone, and Night Shift.

Adjust the screen brightness manually



To make your iPad screen dimmer or brighter, do one of the following:

- [Open Control Center](#), then drag  up or down.
- Go to Settings  > Display & Brightness, then drag the slider.

Adjust the screen brightness automatically

iPad adjusts the screen brightness for current light conditions using the built-in ambient light sensor.

1. Go to Settings  > Accessibility.
2. Tap Display & Text Size, then turn on Auto-Brightness.

Turning off Auto-Brightness may increase power consumption.

Turn Dark Mode on or off

Dark Mode gives the entire iPad experience a dark color scheme that's perfect for low-light environments. With Dark Mode on, you can use your iPad while, for example, reading in bed, without disturbing the person next to you.

Do any of the following:

- [Open Control Center](#), touch and hold , then tap  to turn Dark Mode on or off.

- Go to Settings  > Display & Brightness, then select Dark to turn on Dark Mode or select Light to turn it off.

Schedule Dark Mode to turn on and off automatically

You can set Dark Mode to turn on automatically at night (or on a custom schedule) in Settings.

1. Go to Settings  > Display & Brightness.
2. Turn on Automatic, then tap Options.
3. Select either Sunset to Sunrise or Custom Schedule.

If you choose Custom Schedule, tap the options to schedule the times you want Dark Mode to turn on and off.

If you select Sunset to Sunrise, iPad uses the data from your clock and geolocation to determine when it's nighttime for you.

Turn Night Shift on or off

You can turn on Night Shift manually, which is helpful when you're in a darkened room during the day.

[Open Control Center](#), touch and hold , then tap .

Schedule Night Shift to turn on and off automatically

Schedule Night Shift to shift the colors in your display to the warmer end of the spectrum at night and make viewing the screen easier on your eyes.

1. Go to Settings  > Display & Brightness > Night Shift.
2. Turn on Scheduled.
3. To adjust the color balance for Night Shift, drag the slider below Color Temperature toward the warmer or cooler end of the spectrum.
4. Tap From, then select either Sunset to Sunrise or Custom Schedule.

If you choose Custom Schedule, tap the options to schedule the times you want Night Shift to turn on and off.

If you select Sunset to Sunrise, iPad uses the data from your clock and geolocation to determine when it's nighttime for you.

Note: The Sunset to Sunrise option isn't available if you turned off Location Services in Settings  > Privacy & Security, or if you turned off Setting Time Zone in Settings > Privacy & Security > Location Services > System Services.

Turn True Tone on or off

On [supported models](#), True Tone automatically adapts the color and intensity of the display to match the light in your environment.

Do any of the following:

- [Open Control Center](#), touch and hold , then tap  to turn True Tone on or off.
- Go to Settings  > Display & Brightness, then turn True Tone on or off.

Keep the iPad display on longer

The iPad display eventually dims and locks (for your security). If you need the display to stay on longer (for example, when you're navigating with Maps), you can change how long it takes iPad to automatically dim and lock.

Change when iPad automatically locks

You can set how long it takes iPad to automatically lock.

Go to Settings  > Display & Brightness > Auto-Lock, then choose a length of time.

Delaying or preventing Auto-Lock may increase power consumption.

Customize the text size and zoom setting on iPad

You can increase the size of the text on your iPad display, make the text bold, and magnify the screen with Display Zoom.

Increase the text size on iPad

1. Go to Settings  > Display & Brightness.
2. Tap Text Size.
3. Drag the slider left or right to change the text size.

Make the text bold on iPad

1. Go to Settings  > Display & Brightness.
2. Turn on Bold Text.

See more content within an app

On [supported models](#), you can use Display Zoom to make text and buttons smaller so that you can see more content within an app.

1. Go to Settings  > Display & Brightness.
2. Tap Display Zoom, then tap More Space.
3. Tap Done, then tap Use More Space.

Change the name of your iPad

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

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

Change the date and time on iPad

The time zone on your iPad is set automatically, but if you don't have Location Services on or you don't have service, you can change it manually.

1. Go to Settings  > General > Date & Time.
2. Turn off Set Automatically, then tap Time Zone.
3. Enter a location in the search field, then tap the result to change the time zone.

Tip: To change the font color and style of the clock on the Lock Screen, see [Create a custom Lock Screen](#).

Change the language and region on iPad

You choose the language and region of your iPad during setup. If you travel or move, you can change the language or region.

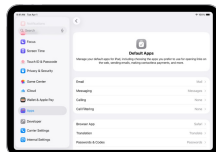
1. Go to Settings  > General > Language & Region.
2. Set the following:
 - The language for iPad
 - Your preferred form of address. (Available for some primary languages—for example, Spanish.) Choose feminine, masculine, or neutral. Turn on Share with All Apps so all apps personalize how they address you.
 - The region
 - The calendar format
 - The temperature unit (Celsius or Fahrenheit)
 - The measurement system (metric, US, or UK)
 - The first day of the week
 - Live Text (text you can select in images to copy or take action on)
 - The date format
 - The numbers format
3. To add a keyboard for another language, go to Settings > General > Keyboard > Keyboards, then tap Add New Keyboard.

Change the default apps on iPad

You can select alternative, third-party apps—for email, messaging, calling, call filtering, web browsing, passwords, or keyboards—as defaults to launch instead of the built-in Apple apps. Make sure the app you want to switch to supports this feature. If you aren't sure, [contact the app developer](#).

Change your default apps

1. Go to Settings  > Apps > Default Apps.



2. Tap any of the following:
 - *Email*: To change the default app for sending and receiving email.
 - *Messaging*: To change the default app for sending and receiving messages.
 - *Calling*: To change the default app for making and receiving calls.
 - *Call Filtering*: To turn on or off call blocking and identification options.
 - *Browser App*: To change the default app to open links on the web.
 - *Translation*: To change the default app used to translate text.
 - *Passwords & Codes*: This section allows you to turn on or off AutoFill Passwords and Passkeys for apps and websites, and password, passkey, and code-generation and verification apps.
 - *Keyboards*: To add or delete keyboards and third-party keyboard apps.
3. Select the app you want to use as the default.

Change your default search engine on iPad

You can select an alternative search engine as the default to search for content on the web.

1. Go to Settings  > Search > Search Engine.
2. Tap the search engine you want to set as the default, then tap .

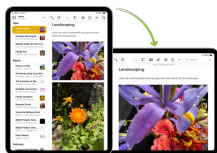
See [Choose a search engine on iPad](#).

Rotate your iPad screen

Many apps give you a different view when you rotate iPad.

Rotate the screen

1. To make sure the rotation lock is off, [open Control Center](#), then tap  if it's red.
2. Turn your iPad sideways.



Lock or unlock the screen orientation

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

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

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

Set up Focus, notifications, and Do Not Disturb

View and respond to notifications on iPad

Notifications help you keep track of what's new—they let you know if you missed a call, if the date of an event moved, and more. You can customize your notifications so you see only what's important to you.

Note: While you're using an app, you might be asked how you want to receive notifications from it—immediately, not at all, or in a [scheduled summary](#). You can [change this setting](#) later in Settings > Notifications.

Find your notifications in Notification Center

Unless you have notifications silenced with a [Focus](#) or [Do Not Disturb](#), iPad displays notifications as they arrive. If you don't read one right away, it's saved in Notification Center so you can check it later.

To see your notifications in Notification Center, do any of the following:

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

To close Notification Center, swipe up from the bottom with one finger, or press the Home button (on [supported models](#)).

Respond to notifications

When you have multiple notifications in Notification Center or on the Lock Screen, they're grouped by app, which makes them easier to view and manage. Notifications from some apps may also be grouped by organizing features within the app, such as by topic or thread. Grouped notifications appear as small stacks, with the most recent notification on top.

Do any of the following:

- *To expand a group of notifications to see them individually:* Tap the group. To close the group, tap Show Less.
- *To view a notification and perform quick actions if the app offers them:* Touch and hold the notification.
- *To open a notification's app:* Tap the notification, then tap Open.
- *To respond to a notification when iPad is locked:* Touch and hold the notification.

Schedule a notification summary

You can reduce distractions in your day by scheduling your notifications to be delivered as a summary—you choose which notifications to include in the summary and what time you want to receive it.

The notification summary is personalized to you and intelligently ordered by priority, based on your current activity, with the most relevant notifications at the top. The summary is especially useful because it allows you to engage with notifications on your own time. You can take this even further by using [Focus](#) to filter notifications while you concentrate on an activity.

1. Go to Settings  > Notifications > Scheduled Summary, then turn on Scheduled Summary.
2. Set a time for your summary to appear. If you want to receive another summary, tap Add Summary.

3. Select the apps to include in your summary.
4. Tap A to Z below Apps in Summary, then make sure the apps you want to include in your summary are turned on.

Note: If an app you want to include in your Notification Summary doesn't appear in the A to Z list, you may need to turn on Allow Notifications for the app. Go to Settings > Notifications, tap the app, then turn on Allow Notifications. See [Change notification settings](#).

View, dismiss, clear, and mute notifications

When notifications appear on your iPad, do any of the following:

- *Handle a notification you receive while using another app:* Pull it down to view it, then swipe up to dismiss it.
- *Clear notifications:* Swipe left on a notification or group of notifications, then tap Clear or Clear All.
- *Mute notifications for an app:* Swipe left on the notification or group of notifications, tap Options, then tap an option to mute the app's notifications for an hour or a day. This sends them directly to Notification Center and prevents them from appearing on the Lock Screen, playing a sound, lighting up the screen, or presenting a banner.

To see and hear these notifications again, swipe left on a notification in Notification Center, tap Options, then tap Unmute.

- *Turn off notifications for an app or notification group:* Swipe left on a notification or group of notifications, tap Options, then tap Turn Off.
- *Change how an app displays notifications:* Swipe left on a notification, tap Options, then tap View Settings. See [Change notification settings](#) to learn about the settings you can change.
- *Clear all your notifications in Notification Center:* [Go to Notification Center](#), tap , then tap Clear.
- *Silence all notifications:* Turn on Do Not Disturb. See [Turn on or schedule a Focus](#).

When you haven't used an app for a while, Siri suggests that you turn off notifications for that app.

Show recent notifications on the Lock Screen

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

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

Summarize notifications with Apple Intelligence

If Apple Intelligence* is turned on, you can use Apple Intelligence to summarize long or stacked notifications, making them easier to understand at a glance. See [Summarize notifications and reduce interruptions with Apple Intelligence](#).

View priority notifications with Apple Intelligence

If Apple Intelligence* is turned on, you can use Apple Intelligence to prioritize time-sensitive notifications, so you can catch up on what you may have missed. See [Summarize notifications and reduce interruptions 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](#).

Change notification settings on iPad

Choose when and how notifications appear, which apps can send them, and what sounds they make. You can also set up location-based alerts. Many notification settings apply to all app notifications, while others can be customized for individual apps.

Change the appearance of notifications

1. Go to Settings  > Notifications.
2. Choose how you want notifications displayed on the Lock Screen:
 - *View just the number of notifications:* Tap Count.
 - *View the notifications grouped into stacks by app:* Tap Stack.
 - *View the notifications in a list:* Tap List.

When notifications arrive, you can change the layout by pinching the notifications on the Lock Screen.

To turn off notifications for an app, go to Settings  > Notifications, tap the app, then turn off Allow Notifications.

Prevent notification previews from appearing on the Lock Screen

You can choose when to have notification previews from an app appear on your Lock Screen.

1. Go to Settings  > Notifications, then tap an app below Notification Style.
2. Scroll down, tap Show Previews, then select one of the following:
 - Always
 - When Unlocked
 - Never

Change the frequency of notifications

To minimize interruptions from notifications throughout the day, you can schedule a notification summary that includes notifications for several apps at once.

1. Go to Settings  > Notifications > Scheduled Summary.
2. Turn on Scheduled Summary, then tap Continue.
3. Schedule times for the notification summary to appear.
4. Select the apps to include in your notification summary, then tap Add Apps.

5. To choose when you want notification previews to appear, tap Show Previews, select an option, then tap < at the top of the screen.

Previews can include things like text (from Messages and Mail) and invitation details (from Calendar). You can override this setting for individual apps.

When you use Focus, it delays the delivery of notifications on iPad to prevent interruptions. You can schedule a time to receive a summary of the notifications you missed. See [Schedule a notification summary](#).

Choose notification sounds for individual apps

You can choose the sound that plays when a notification arrives for an app.

1. Go to Settings  > Notifications.
2. Tap an app below Notification Style, then turn on Allow Notifications.
3. Tap Sounds, select a sound, then tap < at the top of the screen.

You can choose immediate or scheduled delivery for the app's notifications, where you want them to appear (on the Lock Screen, in Notification Center, or as a banner at the top of the screen), and more.

Turn off notifications selectively for individual apps

1. Go to Settings  > Notifications.
2. Tap an app, then turn off Allow Notifications.

Turn off location-based alerts

Some apps use your location to send you relevant alerts based on where you are. For example, the Weather app might send you alerts based on your location.

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

1. Go to Settings  > Privacy & Security > Location Services.
2. Turn on Location Services.
3. Tap an app (if any appear in the list), then choose whether you want to share your location while using that app.

Set up a Focus on iPad

Focus is a feature that helps you concentrate on a task by minimizing distractions. When you want to focus on a specific activity, you can customize one of the provided Focus options—for example Work, Personal, or Sleep—or [create a Custom Focus](#). You can use Focus to temporarily silence all notifications—or allow only specific notifications—ones that apply to your task, for example—and let other people and apps know you're busy.

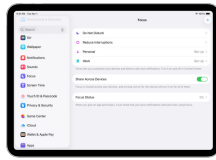
If Apple Intelligence* is turned on, you can also use the Reduce Interruptions Focus, which uses Apple Intelligence to show you only the most important notifications. See [Use the Reduce Interruptions Focus](#).

Tip: To quickly silence all notifications, [open Control Center](#), tap Focus, then turn on Do Not Disturb.

Set up a Focus

1. Go to Settings  > Focus, then tap a Focus—for example, Do Not Disturb, Personal, or Work.

For your Focus, you can set up the options described in the steps below, but you don't have to set up all of them.



2. Specify which people and apps to allow notifications from during your Focus:

- *People*: Tap People, then tap Allow Notifications From. Tap , select contacts, tap Done, then tap < at the top of the screen. You can also silence specific people by tapping Silence Notifications From instead.
- *Apps*: Tap Apps, then tap Allow Notifications From. Tap , select apps, tap Done, then tap < at the top of the screen. You can also silence specific apps by tapping Silence Notification From instead.

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

- *Show silenced notifications in Notification Center instead of on the Lock Screen*: Turn off Show On Lock Screen.
- *Darken the Lock Screen during this Focus*: Turn on Dim Lock Screen.
- *Hide notification badges on Home Screen apps*: Turn on Hide Notification Badges.
- *Dim the Lock Screen during this Focus*: Turn on Dim Lock Screen.
- *Intelligently allow important notifications to interrupt you*: If Apple Intelligence* is turned on, turn on Intelligent Breakthrough & Silencing. Any notifications specifically allowed or silenced will always be allowed or silenced.

4. When you're finished selecting options, tap < at the top of the screen.

5. Specify the Lock Screen and Home Screen options:

- *Choose the Lock Screen for this Focus*: Tap the Lock Screen preview below Choose a Lock Screen, select a Lock Screen, then tap .
- *Choose the Home Screen for this Focus*: Tap the Home Screen preview below Choose a Home Screen Page, select a Home Screen page, tap Done, then tap < at the top of the screen.

Note: To make changes to the Home Screen to customize it further for your Focus, see [Move apps and widgets on the Home Screen](#).

After setting up your Focus, you can return to Settings > Focus at any time and change any of the options you chose above.

Turn a Focus on or off

You can [turn a Focus on or off manually in Control Center](#) or [schedule the Focus to turn on automatically](#).

Add Focus filters

When you set up a Focus, you can add app filters that determine what information apps will show during the Focus. For example, you can choose which mail account or which calendar to use during the Focus.

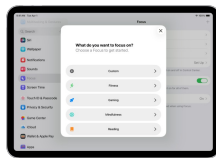
1. Go to Settings > Focus, then tap the Focus you want to add filters to.
2. Tap Customize Focus, then tap Add Filter (below Focus Filters).
3. Tap an app, tap Choose, then select the information from that app you want to see during the Focus:
 - *Calendar*: Choose which calendar you want to show during the Focus.
 - *Mail*: Choose which mail accounts you want to use during the Focus.
 - *Messages*: Choose which message conversations you want to see during the Focus—for example, only conversations from people you've allowed notifications from during this Focus.
 - *Safari*: Choose which Tab Group you want to use during the Focus.
4. Tap Add to add the filter to the Focus.

Note: Focus filters don't get synced across devices when you have [Share Across Devices](#) turned on in Settings > Focus.

Create a custom Focus

If you want to focus on an activity that's different from any of the provided Focus options, you can create a custom Focus.

1. Go to Settings  > Focus.
2. Tap **+** at the top right, then tap Custom.



3. Enter a name for your Focus, then tap Return.
4. Choose a color and an icon to represent your Focus, then tap Next.
5. Tap Customize Focus, then set up the options for your custom Focus, following the instructions in [Set up a Focus](#).

Keep your Focus settings up to date across all your Apple devices

You can use the same Focus settings on all your Apple devices where you're [signed in to the same Apple Account](#).

1. Go to Settings  > Focus.
2. Turn on Share Across Devices.

Note: When you turn on Share Across Devices and turn on Share Focus Status, your Focus can show that you have notifications silenced. For example, if you silence notifications when you [Set up a Focus](#), people who text you will see that your notifications are silenced. You can change this setting for specific people on their contact card.

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Allow or silence notifications for a Focus

on iPad

When you [set up a Focus](#), you can select people and apps you want to receive notifications from. For example, set up a Work Focus and allow only notifications from your coworkers and the apps you use for work.

Allow or silence notifications from specific people during a Focus

1. Go to Settings  > Focus, then choose a Focus—for example, Do Not Disturb, Personal, Sleep, or Work.
2. Tap People (or Choose People), then do any of the following:

- *Allow specific people:* Tap Allow Notifications From, tap , then select from your contacts.

You can also turn on options to allow calls from certain groups of people and allow repeated calls (two or more calls from the same person within 3 minutes).

- *Silence specific people:* Tap Silence Notifications From, tap , then select from your contacts.

You can also turn on Allow Calls From Silenced People.

Note: Regardless of your Focus settings, you can allow calls from your emergency contacts to come through. See [Allow calls from emergency contacts when notifications are silenced](#), below.

When Intelligent Breakthrough & Silencing is on, Apple Intelligence* allows important notifications to interrupt you and silences notifications determined not to be important. See [Summarize notifications and reduce interruptions with Apple Intelligence](#).

Allow or silence notifications from specific apps during a Focus

1. Go to Settings  > Focus, then choose a Focus—for example, Do Not Disturb, Personal, Sleep, or Work.
2. Tap Apps (or tap Choose Apps), then do one of the following:

- *Allow specific apps:* Tap Allow Notifications From, tap , then select apps.

- *Silence specific apps:* Tap Silence Notifications From, tap , then select apps.

Note: You can allow or silence notifications from specific web apps you've added to your Home Screen. (See [Add a website icon to your Home Screen](#).)

You can also turn on Time Sensitive Notifications, which allows all apps to send time-sensitive notifications immediately.

Share your Focus status

When you use a Focus, it limits the notifications you receive from people and apps, to reflect the settings you specified when you [set up the Focus](#).

When you're using a Focus and have Focus Status turned on and others try to contact you, they may see that you have notifications silenced, but not the name of the Focus you're using.

1. Go to Settings  > Focus > Focus Status.

2. Turn on Share Focus Status, then select the Focus options you want to share your Focus status from.

Control what Focus Status you share

For each Focus option you [set up](#) (Do Not Disturb, Personal, Work, and so on), you can choose whether to [share your Focus status](#) while you're using that Focus. When you have Focus status turned on for a Focus you're using, people who try to contact you (using Messages, for example) may see that you have "notifications silenced."

You can prevent messages about your Focus status from appearing in apps.

1. Go to Settings  > Focus > Focus Status.
2. Turn off Share Focus Status.

Alternatively, you can turn off the Focus options you don't want to share your Focus status from (below Share From).

Allow calls from emergency contacts when notifications are silenced

You can allow sounds from emergency contacts to come through even when your iPad or notifications are silenced.

1. Open Contacts .
2. Select a contact, then tap Edit.
3. Tap Ringtone or Text Tone, then turn on Emergency Bypass.

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Turn on or schedule a Focus on iPad

To use a Focus, you can turn it on directly in Control Center, or [schedule it to turn on](#) automatically.

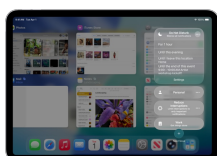
Turn on a Focus in Control Center

1. [Open Control Center](#), tap Focus, then tap the Focus you want to turn on (for example, Do Not Disturb).

Note: If another Focus is already on, it turns off when you tap the new one.



2. To choose an ending point for the Focus, tap  next to the Focus, select an option (such as "For 1 hour" or "Until I leave this location"), then tap  again.



When a Focus is on, its icon (for example, 🌙 for Do Not Disturb) appears in the status bar and on the Lock Screen, and your status is automatically displayed in the Messages app. Your friends can see that you've silenced notifications, but they can still notify you if something is urgent.

Note: You can also turn a Focus on or off by going to Settings ⓘ > Focus, tapping the Focus, then turning it on.

Schedule a Focus to turn on or off

You can schedule a Focus to turn on at certain times, when you're at a particular location, or when you open a specific app.

1. Go to Settings ⓘ > Focus, then tap the Focus you want to schedule.

If a time appears below Set a Schedule, you can tap it to set a schedule for turning the Focus on and off.

2. To have the Focus turn on automatically at a certain time based on cues like your location or app usage, tap Add Schedule or Smart Activation, turn on Smart Activation, then tap ⬅ at the top of the screen.
3. Tap Add Schedule, then set the times, a location, or an app you want to activate this Focus.

Note: When you set up a Sleep Focus, it follows the sleep schedule set in the Health app on iPhone. To add or edit a sleep schedule, open the Health app on iPhone, tap Browse, then tap Sleep.

Turn a Focus on or off using Siri

You can use Siri to turn a Focus on or off.

[Ask Siri](#) something like, "Turn on the Work Focus." [Learn how to use Siri.](#)

Turn off a Focus

When you're finished using a Focus, you can quickly turn it off to allow notifications again. After you turn off a Focus, it still appears in Control Center and can be reused.

1. Do any of the following:
 - Touch and hold the Focus icon on the Lock Screen.
 - [Open Control Center](#), then tap Focus.
2. Tap the Focus that's on to turn it off.

Delete a Focus

When you no longer need a Focus you set up, you can delete it.

1. Go to Settings ⓘ > Focus.
2. Tap the Focus, scroll to the bottom of the screen, then tap Delete Focus.

If you delete a provided Focus, you need to set it up again by going to Settings > Focus, then tapping +.

Customize sharing options in an iPad app

You can choose which options appear in an app's Share menu and rearrange the options.

1. Open a document in the app, then tap .
2. Swipe left over the row of buttons, tap More, then tap Edit.



- Do any of the following:
 - Show an option*: Tap to turn it on.
 - Hide an option*: Tap to turn it off.
 - Add an option to Favorites*: Tap .
 - Remove an option from Favorites*: Tap .
 - Change the order of options in Favorites*: Drag  next to any option.
- Tap Done.

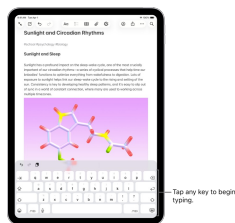
Work with text and graphics

Enter, select, and revise text

Type with the onscreen keyboard on iPad

You can use the onscreen keyboard to enter and edit text.

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



Enter text using the onscreen keyboard

In any app that allows text editing, open the onscreen keyboard by tapping a text field. You can pinch closed to shrink the keyboard, then tap individual keys to type, or use QuickPath to type by sliding from one letter to the next without lifting your finger (not available for all languages). To end a word, lift your finger. (If you tap  after sliding to type a word, it deletes the whole word.)

You can drag the smaller keyboard from the bottom of the screen to move it wherever you want for easy one-handed typing.

To return to the full-size keyboard, pinch open. On the full-size keyboard, you tap keys to type.

While entering text, you can do any of the following on both the smaller keyboard and the full-size keyboard:

- *Type uppercase letters:* Tap , or touch , then slide to a letter.
- *Turn on Caps Lock:* Double-tap .
- *Quickly end a sentence with a period and a space:* Double-tap the Space bar.
- *Enter numbers, punctuation, or symbols:* Tap 123 or #+=.
- *Correct spelling:* Tap a misspelled word (underlined in red) to see suggested corrections, then tap a suggestion to replace the word, or type the correction.
- *Undo autocorrect:* As you type, misspelled words are automatically corrected and temporarily underlined so you know what's been changed; to revert to the spelling as you typed it, tap the underlined word, then tap the spelling you want to use.
- *Undo the last edit:* Swipe left with three fingers, then tap Undo at the top of the screen; or tap .
- *Redo the last edit:* Swipe right with three fingers, then tap Redo at the top of the screen; or tap .
- *Hide the onscreen keyboard:* Tap .

See [Select and edit text](#).

Turn on keyboard sounds

You can customize keyboard settings to hear clicking as you type.

Go to Settings  > Sounds, then turn on Keyboard Clicks.

Turn the onscreen keyboard into a trackpad

You can turn the onscreen keyboard into a trackpad to easily move and place the insertion point.

1. Touch and hold the Space bar with one finger until the keyboard turns light gray.
2. To move the insertion point, drag your finger around the keyboard.

To select text, touch and hold the keyboard with a second finger, then adjust the selection by moving the first finger around the keyboard.

See [Select, cut, copy, and paste text](#) for more ways to select text.

Enter accented letters or other characters while typing

While typing, touch and hold the letter, number, or symbol on the keyboard that's related to the character you want.

For example, to enter é, touch and hold the e key, then slide your finger and release it on the option you want.

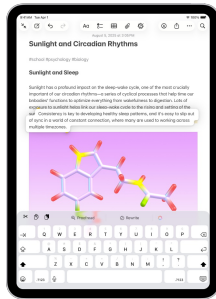
You can also do any of the following:

- *On a Thai keyboard:* To choose native numbers, touch and hold the related Arabic number.
- *On a Chinese, Japanese, or Arabic keyboard:* Tap a suggested character or candidate at the top of the keyboard to enter it, or swipe left to see more candidates.

Note: To view the full candidate list, tap the up arrow on the right. To return to the short list, tap the down arrow.

Move text

1. In a text editing app, [select](#) the text you want to move.
2. Touch and hold the selected text until it lifts up, then drag it to another location within the app.



If you change your mind about moving the text, lift your finger before dragging, or drag the text off the screen.

Change keyboard settings

You can turn special typing features—such as predictive text and auto-correction—off and on.

1. While typing on the onscreen keyboard, touch and hold  or , then tap Keyboard Settings. Or go to Settings  > General > Keyboard.
2. Turn the typing features (below All Keyboards) on or off.

Dictate text on iPad

With Dictation on iPad, you can dictate text anywhere you can type it. You can use typing or handwriting with Dictation. Either the keyboard or tools palette can stay open during Dictation so you can easily switch between speaking and typing or handwriting to enter and edit text. For example, you can select text with touch or Apple Pencil and replace it with your voice.

Dictation requests are processed on your device in many languages—no internet connection is required. When you dictate in a search field, your dictated text may be sent to the search provider to process the search.

Note: Dictation may not be available in all languages or in all countries or regions, and features may vary. See the [iOS and iPadOS Feature Availability website](#).

When using Dictation, cellular data charges may apply. (See [View or change cellular data settings](#).)

Turn on Dictation

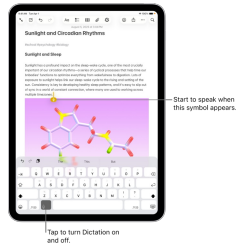
1. Go to the Settings app  on your iPad.
2. Tap General, then tap Keyboard.
3. Turn on Enable Dictation. If a prompt appears, tap Enable Dictation.

To learn more about how Apple protects your information and lets you choose what you share, tap About Dictation & Privacy below Dictation, or see the [Apple Privacy website](#).

If you're using an external keyboard, see [Dictate text while using an Apple external keyboard](#).

Dictate text

Dictate text and use voice commands to edit and format content.



1. Tap in the text field to place the insertion point where you want to begin dictating text.
2. Tap  on the onscreen keyboard (or in any text field where it appears).
3. When  appears near the insertion point in the text field, begin to dictate your text.
4. Do any of the following:
 - *Add emoji:* Say the name of an emoji, like "heart emoji" or "car emoji."
 - *Add punctuation:* Say the name of the punctuation mark, such as "exclamation point."

Note: In supported languages, Dictation automatically inserts commas, periods, and question marks as you dictate. To turn off automatic punctuation, go to Settings  > General > Keyboard, then turn off Auto-Punctuation.

 - *Add a line break:* Say "new line" or "new paragraph."
 - *Edit text:* Say "select" or "delete" followed by the phrase you want to change.
 - *Spell a word:* Say something like "Let's invite Steven S-T-E-P-H-E-N," or "Change tea to T-E-E."
 - *Undo or repeat a command:* Say "undo" or "redo" if you change your mind or want to repeat a command.
5. When you're done, tap  or say "stop dictation." Dictation stops automatically when you stop speaking for 30 seconds.

For a full list of the commands you can use while dictating, see [Commands for dictating text](#).

When you use a keyboard for another language, you can use Dictation in that language as well. See [Add or change keyboards](#).

Turn off Dictation

1. Go to the Settings app  on your iPad.
2. Tap General, then tap Keyboard.
3. Turn off Enable Dictation.

Commands for dictating text on iPad

When you dictate text, you can say commands for punctuation, formatting, capitalization, and more. In some languages, you can insert emoji using your voice while dictating. The commands listed below are always available while you're dictating text.

Note: Dictation may not be available in all languages or in all countries or regions, and features may vary. See the [iOS and iPadOS Feature Availability website](#).

When using Dictation, cellular data charges may apply. (See [View or change cellular data settings](#).)

Punctuation

Command	Result
Period	.
Comma	,
Exclamation point	!
Question mark	?
Dollar sign	\$
Open parenthesis	(
Close parenthesis	)
Quote	"
End quote	"
Colon	:
Semicolon	;
Hashtag	#

For some languages, Dictation automatically adds certain punctuation as you dictate text.

Format text

Command	Result
Cap	Capitalize the next word
Caps on ... caps off	Capitalize the first character of each enclosed word
All caps	Make the next word all uppercase
All caps on ... all caps off	Make the enclosed words all uppercase
No caps on ... no caps off	Make the enclosed words all lowercase
No space	Eliminate the space between two words (not available for all languages)
No space on ... no space off	Run a series of words together (not available for all languages)
New paragraph	Start a new paragraph
New line	Start a new line

Change, insert, and delete text

Dictation commands to edit text are available in U.S. English on [supported iPad models](#).

Command	Result
Change ... to ...	Replace existing text with new text
Insert ... before ...	Insert new text before existing text
Insert ... after ...	Insert new text after existing text
Select ...	Select text
Delete ...	Delete text
Delete all	Delete all text
Undo	Undo the action
Redo	Redo the action

Insert emoji

You can insert emoji while dictating in certain languages. (For supported languages, see the [iOS and iPadOS Feature Availability website](#).) For example, say “heart emoji” for ❤️ or “car emoji” for 🚗. See below for more examples of emoji commands and the corresponding result.

Command	Result
Smiley emoji	
Halo emoji	
Laugh out loud emoji	
Heart eyes emoji	
Amazing emoji	
Yum emoji	
Congrats emoji	

Command	Result
Goofy emoji	
Sick emoji	
Scream emoji	
Hug emoji	
Fingers crossed emoji	
Purple heart emoji	
Cheers emoji	
Celebrate emoji	
Speech balloon emoji	
Puppy emoji	
Music emoji	
Rainbow emoji	
Present emoji	

Move the iPad onscreen keyboard

Depending on your iPad model, you can type with the onscreen keyboard either floating and movable on the screen, split at the bottom of the screen, or undocked in the middle of the screen.

Use a floating keyboard

You can make the onscreen keyboard float and move it anywhere on the screen by dragging from the bottom of the screen.

To come: screen update with 3 dots on floating keyboard

1. Tap in a text field to open the onscreen keyboard.
2. Touch and hold , slide your finger to Floating, then release. A miniature version of the keyboard opens.
3. To reposition the keyboard, touch and hold , and drag the keyboard to a new place.
4. Tap keys or type by sliding from one letter to the next without lifting your finger (not available for all languages).
5. To return the keyboard to full width, pinch the floating version open. You can also tap , then tap Full.

Turn Split Keyboard on

On [models that support Split Keyboard](#), do one of the following to turn the Split Keyboard setting on:

- Go to Settings  > General > Keyboard, then turn Split Keyboard on or off.
- Touch and hold  or , tap Keyboard Settings, then select Split Keyboard.

Split the keyboard

When Split Keyboard is turned on in Settings, tap in a text field to open the onscreen keyboard, then do any of the following:

- *Split the keyboard:* Touch and hold , slide your finger to Split, then release.
- *Put the split keyboard back together:* Touch and hold , slide your finger to Merge, then release.

Undock the keyboard

When Split Keyboard is turned on in Settings, you can undock the keyboard so that it moves up from the bottom of the screen (available on [models that support Split Keyboard](#)).

1. Tap in a text field to open the onscreen keyboard.
2. Touch and hold , slide your finger to Undock, then release.

The keyboard moves up off the bottom of the screen. You can type with the keyboard in this position.

3. To return the undocked keyboard to its original position, touch and hold , slide your finger to Dock, then release.

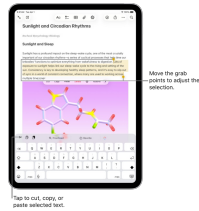
Select, cut, copy, and paste text on iPad

In apps on iPad, you can use the onscreen keyboard to select and edit text in text fields.

Select and edit text

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

- *Select a word:* Double-tap with one finger.
- *Select a paragraph:* Triple-tap with one finger.
- *Select a block of text:* Double-tap and hold the first word in the block, then drag to the last word.



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

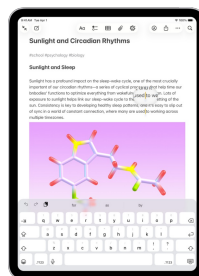
- *Cut:* Tap Cut or pinch closed with three fingers two times.
- *Copy:* Tap Copy or pinch closed with three fingers.
- *Paste:* Tap Paste or pinch open with three fingers.
- *Replace:* View suggested replacement text, or have Siri suggest alternative text.
- *Format:* Format the selected text.
- ► View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

Tip: To move text without cutting or copying, touch and hold selected text until it lifts up, then drag the text to another location.

Insert text by typing

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

- Tap where you want to add text.
- Touch and hold to magnify the text, then move the insertion point by dragging it.



Note: To navigate a long document, touch and hold the right edge of the document, then drag the scroller to locate the text you want to revise.

2. Type (or paste) the text you want to add.

You can use Universal Clipboard to cut or copy something as you normally would on one Apple device and paste it to another. See [Copy and paste between devices](#).

Use predictive text on iPad

Using predictive text, you can write and complete entire sentences with just a few taps. As you type text on the iPad keyboard, you see choices for words, emoji, and information that you'd probably type next (not available for all languages). In Messages, for example, when you type something like:

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

You also see predictions inline that complete the word or phrase you're currently typing.

Apply inline text predictions

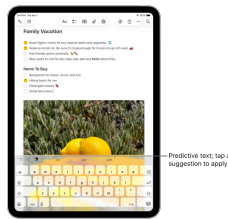
As you type, predictions that complete the word or phrase you're typing appear inline in gray text. Tap the Space bar to accept the prediction for the word or phrase; keep typing to reject it.

If you accept an inline prediction and then change your mind, tap ⌫, then tap the word you were in the process of typing.

Note: Inline predictive text may not be supported in your language. See [iOS and iPadOS Feature Availability](#).

Apply predictive text

As you type, suggested words, emoji, and information appear above the onscreen keyboard; tap a suggestion to apply it.



Note: When you accept a suggested word, a space is automatically entered after the suggestion. If you enter a comma, period, or other punctuation, that space is automatically deleted.

To reject the suggestions, tap your original word (shown as the option within quotation marks), or just continue to type.

Turn predictive text off or on

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

When you turn off Predictive Text, iPad may still try to suggest corrections for misspelled words. To accept a correction, enter a space or punctuation, or tap Return. To reject a correction, tap the "x." If you reject the same suggestion a few times, iPad stops suggesting it.

Note: Turning off the Predictive Text setting turns off both predictive text and inline text predictions.

Save keystrokes with text replacements on iPad

On iPad, set up a text replacement you can use to enter a word or phrase by typing just a few characters. For example, type “omw” to enter “On my way!” That one’s already set up for you, but you can also add your own.

Create a text replacement

1. Do one of the following:
 - *With an onscreen keyboard:* Touch and hold  or , tap Keyboard Settings, then tap Text Replacement.
 - *With an external keyboard:* Go to Settings  > General > Keyboard, then tap Text Replacement.
2. Tap + at the top right.
3. Type a phrase in the Phrase field and the text shortcut you want to use for it in the Shortcut field.

Have a word or phrase you use and don’t want it corrected?

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

Create a text replacement for word and input pairs

When using certain Chinese or Japanese keyboards, you can create a text replacement for word and input pairs. The text replacement is added to your personal dictionary. When you type the text shortcut for a word or input while using a supported keyboard, the paired word or input is substituted for the shortcut.

Shortcuts are available for the following:

- *Simplified Chinese:* Pinyin
- *Traditional Chinese:* Pinyin and Zhuyin
- *Japanese:* Romaji and Kana

Use iCloud to keep your personal dictionary up to date on your other devices

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

Reset your personal dictionary

1. Go to Settings  > General > Transfer or Reset iPad > Reset, then tap Reset Keyboard Dictionary.
2. Tap Reset Keyboard Dictionary.

All custom words and shortcuts are deleted, and the keyboard dictionary returns to its default state.

Add or change keyboards on iPad

You can add keyboards for writing or using [Dictation](#) in different languages on your iPad. You can also change the layout of your onscreen or external keyboard.

If you add keyboards for other languages, you can type in two languages without having to switch between keyboards. Your keyboard automatically switches between the two languages you use most often. (Not available for all languages.)

Add or remove a keyboard for another language

1. Go to Settings  > General > Keyboard.
2. Tap Keyboards, then do any of the following:
 - *Add a keyboard:* Tap Add New Keyboard, then choose a keyboard from the list. Repeat to add more keyboards.
 - *Remove a keyboard:* Tap Edit, tap  next to the keyboard you want to remove, tap Delete, then tap Done.
 - *Reorder your keyboard list:* Tap Edit, drag  next to a keyboard to a new place in the list, then tap Done.

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

Switch to another keyboard

- *On the onscreen keyboard:* Touch and hold  or , then tap the name of the keyboard you want to switch to.

You can also tap  or  to switch from one keyboard to another. Continue tapping to access other enabled keyboards.

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

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

Assign an alternative layout to a keyboard

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

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

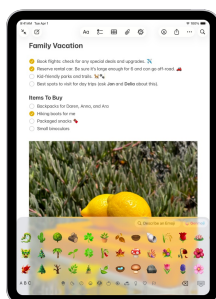
Add emoji, Memoji, and stickers with the iPad keyboard

As you type, you can use the iPad keyboard to enter emoji, Memoji, and stickers to express yourself in messages and documents.

Add an emoji, Memoji, or sticker

Use the emoji keyboard to replace text and bring words to life.

1. Tap a text field, then tap  or  to switch to the emoji keyboard.



2. Swipe left or right to browse emoji, Memoji, and stickers, or tap a symbol below the emoji keyboard to jump to that category.

Emoji, Memoji, and stickers you recently used appear in the Frequently Used section of the emoji keyboard.

3. Tap an image to add it to your text field.

To see variations of an emoji—such as different skin tones—touch and hold the emoji, then drag your finger and release it on the variation you like.

4. Tap ABC to return to the regular keyboard.

Tip: As you use the keyboard to type, words that can be replaced with emoji appear above the keyboard; tap the emoji to apply it in place of the text.

If Apple Intelligence* is turned on, you can create custom emoji—called Genmoji. See [Create your own emoji with Genmoji](#).

Make a sticker with the iPad keyboard

In supported apps, you can make a new sticker from images in your photo library as you type a message with your iPad keyboard.

1. Tap a text field, then tap  or  to switch to the emoji keyboard.
2. Tap , then tap .

To search your photo library, enter a term in the search field at the top of screen, or tap a category such as People or Animals.

3. Tap the photo you want to use, then tap Add Sticker.

The sticker is automatically added to your sticker collection.

Make or edit Memoji with the iPad keyboard

In supported apps, you can create a Memoji as you type a message with your iPad keyboard. You can also edit, delete, or duplicate a Memoji that you already created.

1. Tap a text field, then tap  or  to switch to the emoji keyboard.
2. Tap , then tap + to make your first Memoji or tap ... to edit, delete, duplicate, or make additional Memoji.
3. Follow the instructions on the screen to make your Memoji, then tap Done.

The Memoji is automatically added to your Memoji collection.

*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](#).

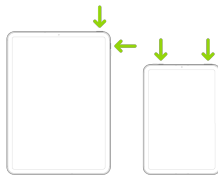
Capture and record the iPad screen

Take a screenshot on iPad

When you need to capture what's on your iPad screen, take a picture of it so you can view it later, share it with others, or attach it to documents. You can grab a full screenshot or save a specific portion.

Take a screenshot

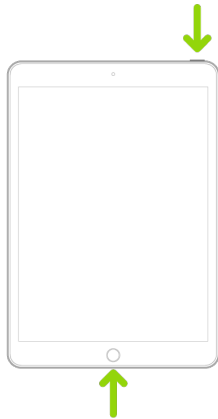
1. Quickly press and release the top button and either volume button at the same time.



2. [Edit, send, save, or cancel the screenshot.](#)

Take a screenshot with an iPad that has a Home button

1. Quickly press and release the top button and the Home button at the same time.



2. Tap the screenshot thumbnail in the lower-left corner of the screen
3. [Edit, send, save, or cancel the screenshot.](#)

Edit, send, save, or cancel the screenshot



After you take a screenshot, do any of the following:

- **Crop:** Drag the handles to save only the portion you want.
- **Annotate:** Tap , then [use the Markup tools](#).
- **Share:** Tap , then choose a sharing option.
- **Save:** Tap , then choose an option.

By default, screenshots are saved to your photo library in the Photos app. To see all your screenshots, open Photos, tap Collections, scroll down to Media Types, then tap Screenshots.

- **Cancel or delete:** Tap .

Take a full-page screenshot

You can take a screenshot of content that exceeds the length of your iPad screen, such as an entire webpage in Safari.

1. Do one of the following:
 - *On an iPad with Face ID:* Quickly press and release the top button and either volume button at the same time.
 - *On an iPad with a Home button:* Quickly press and release the top button and the Home button at the same time.
2. Tap the screenshot thumbnail in the lower-left corner of the screen.
3. Tap Full Page, tap Done, then do one of the following:
 - *Scroll down:* Drag your finger on the preview image on the right to see more of the screen shot.
 - *Crop:* Tap , then drag the handles to save only the portion you want.
 - *Save as an image:* Tap , then tap Save to Photos.
 - *Save a PDF:* Tap , tap Save PDF to Files, then choose a location.
 - *Cancel or delete:* Tap .

Other ways to take screenshots

Here are some alternate ways to take a screenshot:

- *Apple Pencil:* [Swipe up diagonally](#) from either corner at the bottom of the screen.
- *AssistiveTouch:* [Use AssistiveTouch](#) if you prefer tapping the touchscreen to using hardware buttons.
- *Voice command:* [Activate Siri](#).

Change the default settings for screenshots

You can adjust the screen capture settings so that screenshots appear in full screen or as temporary thumbnails in the bottom-left corner. You can also save screenshots in SDR or HDR format. See [Change the screen capture settings](#).

Take a screen recording on iPad

You can make a screen recording to capture what's happening on your iPad screen and save it as a video. You can even turn on the microphone to add audio.

Record the iPad screen

1. Swipe down from the top-right corner of the screen to [open Control Center](#).
2. Touch and hold the background of the screen, then tap Add a Control.
3. In the controls gallery, tap Screen Recording to add it to Control Center, then tap anywhere on the screen to return to Control Center.

Note: After you add Screen Recording to Control Center, you don't need to add it again for future recordings.
4. Tap , then wait for the 3-second countdown to start recording.
5. To stop recording, tap the red circle at the top of the screen, then tap .

Take a screen recording with audio

1. Swipe down from the top-right corner of the screen to [open Control Center](#).

2. Touch and hold , tap Microphone to turn it on, tap Start Recording, then wait for the 3-second countdown to start recording.

Screen recordings are automatically saved to your photo library in the Photos app. To see all your screen recordings, open Photos, tap Collections, scroll down to Media Types, then tap Screen Recordings.

Note: Some apps might not allow you to record their content. You can't record your screen and use screen mirroring at the same time.

Change the screen capture settings on iPad

In Settings, you can customize how screenshots and screen recordings work on your iPad.

Preview screenshots as thumbnails

After you take a screenshot, it appears in full screen by default. If you prefer a temporary thumbnail preview in the bottom-left corner, do the following:

1. Go to the Settings app  on your iPad.
2. Tap General, then tap Screen Capture.
3. Turn off Full-Screen Previews.

Use Markup tools

Write and draw in documents with Markup on iPad

In supported apps, such as Notes and Photos, you can use the Markup tools to draw and sketch in your documents. You can also use the Markup tools to annotate screenshots, PDFs, and more.



Open the Markup toolbar

To open the Markup toolbar in a supported app, tap  or Markup, then do any of the following:

- *Move the Markup toolbar:* Drag the toolbar to any edge of the screen.
(Drag from the middle edge of the toolbar closest to the center of the screen.)
- *Automatically minimize the toolbar when you're drawing or entering text:* Tap , then turn on Auto-minimize.

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

- *Hide the toolbar:* Tap  or Done.

Write and draw

1. In a supported app, tap  or Markup.
2. In the Markup toolbar, tap the pen, marker, or pencil tool, then write or draw with your finger or Apple Pencil ([on supported iPad models](#)).

While writing or drawing, do any of the following:

- *Change the line weight:* Tap the selected drawing tool in the toolbar, then choose an option.
- *Change the opacity:* Tap the selected drawing tool in the toolbar, then drag the slider.
- *Change the color:* Tap a color from the color picker in the toolbar, then tap Grid, Spectrum, or Sliders to adjust your color choice.
- *Undo:* Tap .
- *Draw a straight line:* Tap the ruler tool in the toolbar, then draw a line along the edge of the ruler.
 - To change the angle of the ruler, touch and hold the ruler with two fingers, then rotate your fingers.
 - To move the ruler without changing its angle, drag it with one finger.
 - To hide the ruler, tap the ruler tool in the toolbar again.

3. To close the Markup toolbar, tap  or Done.

In apps such as Notes, you can write text with Apple Pencil and have it immediately converted to typed text. See [Select and edit drawings and handwriting](#).

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

Move or edit handwritten text or drawings

1. Choose the Lasso tool  (between the eraser and ruler) in the Markup toolbar, then do any of the following to select the content you want to change:
 - *Select a word or drawn object:* Double-tap it.
 - *Select a sentence:* Triple-tap it.
 - *Select a paragraph or text block:* Touch and hold the first word, then drag to the last word. To select more precisely, drag slowly.

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

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

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

2. After selecting the content you want to revise, tap it, then do any of the following:
 - *Cut, copy, delete, or duplicate*: Tap an option.
 - *Move*: Touch and hold the content until it lifts up, then drag it to a new location.

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

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

For more ways to edit your handwriting or drawing in Notes, see [Add drawings and handwriting](#).

Erase a mistake

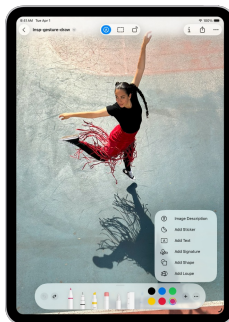
Note: If you don't see the Markup toolbar, tap ⓘ or Markup. If the toolbar is minimized, tap its minimized version.

Tap the eraser tool in the Markup toolbar, then do one of the following:

- *Erase pixels*: Choose Pixel Eraser, then scrub over the mistake with your finger or Apple Pencil.
- *Erase an object*: Choose Object Eraser, then touch the object with your finger or Apple Pencil.
- *Switch between the pixel and the object erasers*: Tap the eraser tool again, then choose Pixel Eraser or Object Eraser.

Use Markup to add text, shapes, stickers, and more to documents on iPad

In supported apps, such as Notes and Photos, you can use the Markup tools to add text, shapes, stickers, and image descriptions to your images and documents.



Add text

1. In a supported app tap ⓘ or Markup.
2. In the Markup toolbar, tap ⓘ, then tap Add Text.
3. Tap the text box, then use the keyboard to enter text.
4. To adjust the text's font, size, justification, style, or color, tap the text editing options at the bottom of the Markup toolbar.
5. When you're done, tap outside the text box.
6. To close the Markup toolbar, tap ⓘ or Done.

To cut, copy, duplicate, share, or delete a text box, tap it, tap ☹ beside it, then tap an option.

Add and edit typed text

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

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

Add a shape

1. In a supported app, tap Ⓐ or Markup.
2. In the Markup toolbar, tap ➕, then tap Add Shape.
3. Tap the shape you want to add, then do any of the following:
 - *Move the shape*: Drag it.
 - *Resize the shape*: Drag any dot along the shape's outline.
 - *Adjust the shape's border color, border width, fill color, and opacity*: Tap an option in the Markup toolbox.
 - *Adjust the shape's direction or dimension*: Drag any green dot along the shape's outline.
 - *Cut, copy, duplicate, share, or delete*: Tap ☹ next to the shape, then tap an option.
4. When you're done adjusting the shape, tap the screen.
5. To close the Markup toolbar, tap ☹ or Done.

Tip: Pinch the screen open to zoom in on the document so you can adjust shapes up close. To pan when you're zoomed in, drag two fingers. To zoom back out, pinch closed.

Draw a shape

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

1. In a supported app, tap Ⓐ or Markup.
2. In the Markup toolbar, tap the pen, marker, or pencil tool.
3. Draw a shape in one stroke with your finger or Apple Pencil ([on supported iPad models](#)), then pause.

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

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

Add a sticker with Markup

You can use Markup to add stickers from your sticker collection to documents and images.

1. In a supported app, tap  or Markup.
2. In the Markup toolbar, tap , then tap Add Sticker.
3. Touch a sticker, then drag it onto your document or photo.

To adjust the angle of the sticker, before lifting your finger, rotate a second finger around the sticker.

4. Touch and drag a dot around the outline of the sticker to adjust its size.

You can download sticker packs from the App Store. You can also create stickers in the Messages app, or by lifting subjects from photos and Live Photos. See [Send stickers](#) and [Make stickers from your photos](#).

Add custom image descriptions

In supported apps, such as Photos, you can use Markup to add descriptions to images. VoiceOver reads your custom descriptions when you use the [Image Explorer](#).

1. In a supported app, tap  or Markup.
2. In the Markup toolbar, tap , then tap Description.
3. Enter your description, then tap Done.

Fill out forms, sign documents, and create signatures on iPad

You can fill out forms and sign documents that you receive on your iPad. After you complete a form, you can add your signature and share it with others. You can also use AutoFill to quickly fill out forms with information you saved in the Contacts app. In supported apps, you can use Markup to add your signature to a document or create multiple signatures to use in different images and documents.

Fill out forms and add signatures

1. Go to the file you want to open.
2. Tap the file to open the document.

If prompted, open the document in the Files app, then tap Save.
3. Tap , then tap a blank field to enter text using the onscreen keyboard.
4. To fill out another field, tap it, then enter text.
5. To add additional text or add your signature, tap , then do one of the following:
 - *Add text:* Tap Add Text Form Box, drag the text box where you want it on the form, then enter text using the onscreen keyboard.
 - *Add your signature:* Tap Add Signature, sign your name with your finger or Apple Pencil, then tap Done. Drag your signature where you want it to appear on the document.
6. When you're done, tap  to share the completed document using Mail, Messages, or AirDrop.
7. Tap Done to close the document.

Fill out forms with AutoFill

You can use AutoFill to quickly enter your personal information in supported forms and documents, as long as you've [completed your My Card](#) in the Contacts app.

1. Go to the file you want to open.
2. Tap the file to open the document.

If prompted, open the document in the Files app, then tap Save.

3. Tap , then tap a blank field.
4. Tap an option from your saved contact info to complete the field.

Tap "Choose other" to use AutoFill to enter another person's information from your contact list, such as a family member or caregiver.

5. Tap any field to select it, then tap again to make changes using the onscreen keyboard.
6. Tap Done to close the document.

Add your signature with Markup

In supported apps, such as Notes and Photos, you can use the Markup tools to add your signature to images and documents.

1. In a supported app, tap  or Markup.
2. In the Markup toolbar, tap , then tap Add Signature.
3. Use your finger or Apple Pencil to sign your name.

To redo your signature, tap Clear, then sign your name again.

4. Tap Done, then make any of the following adjustments:
 - *Move the signature:* Drag it.
 - *Resize the signature:* Drag any dot along the outline.
 - *Change the signature's line weight or color:* Tap an option in the Markup toolbar.
 - *Cut, copy, duplicate, share, or delete the signature:* Tap  next to the signature, then tap an option.
5. When you're finished adjusting the signature, tap outside the text box.

Add or delete signatures

After you create a signature, iPad saves it to use the next time you add a signature with Markup. You can create multiple signatures, such as a nickname or initials, and delete signatures.

1. In a supported app, tap  or Markup.
2. In the Markup toolbar, tap , then tap Add Signature.
3. Tap Add or Remove Signature, then tap + to create a new signature.
4. Tap the arrow next to New Signature, then tap the type of signature you want to add, such as given name, nickname, or initials.
5. Use your finger or Apple Pencil to sign, then tap Done.

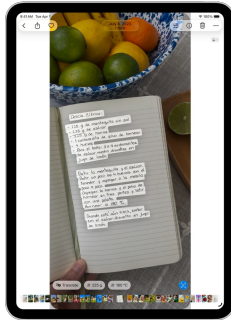
To delete a signature, tap , then tap Add Signature. Tap Add or Remove Signature, then tap  next to any signatures you want to delete.

Use Live Text to interact with content in a photo or video on iPad

Live Text recognizes text within your photos, videos, and images you find online. You can interact with this text in multiple ways. You can select text to copy, share, or translate, or you can use quick actions to perform tasks like making a phone call, opening a website, or converting currencies.

You can use Live Text in Safari, Photos, Camera, Quick Look, and more.

Note: Live Text isn't supported on iPad (8th generation).



Turn on Live Text

Before you start using Live Text, make sure it's turned on for all supported languages.

1. Go to Settings  > General > Language & Region.
2. Turn on Live Text.

Copy, translate, and look up text in a photo or video

1. Open a photo or pause a video that contains text.
2. Tap , then touch and hold the selected text.
3. Use the grab points to select specific text, then do any of the following:
 - *Copy Text:* Copy text to paste into another app such as Notes or Messages.
 - *Select All:* Select all the text within the frame.
 - *Look Up:* Show personalized web suggestions.
 - *Translate:* Translate text.
 - *Search the web:* Look up the selected text on the web.
 - *Share:* Share text using AirDrop, Messages, Mail, or other available options.
4. Tap  to return to the photo or video.

Perform tasks within a photo or video with quick actions

Depending on the content of the photo or video, you can tap a quick action at the bottom of the screen to do things like make a phone call, get directions, translate languages, convert currencies, and more.

1. Open a photo or pause a video that contains text.
2. Tap .
3. Tap a quick action at the bottom of the screen.

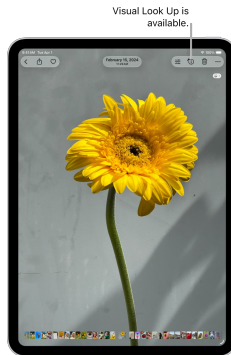
4. Tap  to return to the photo or video.

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

Use Visual Look Up to identify objects in your photos and videos on iPad

With Visual Look Up, you can identify and learn about architectural landmarks, popular statues, famous art, plants, pets, books, and more that appear in photos and images. Visual Look Up can also identify food and suggest related recipes.

You can use Visual Look Up in Photos, Safari, Quick Look, and more.



1. Open a photo or image in full screen, or pause a video on any frame.

If the Info button displays a symbol with stars such as  or , Visual Look Up is available.

2. Tap the starred Info button, then tap Look Up at the top of the photo information to view the Visual Look Up results.
3. Tap the screen anywhere outside the Visual Look Up results box to close it, then tap  to close the photo or video info box.

Visual Look Up isn't available in all regions or languages. See [iOS and iPadOS Feature Availability](#).

Lift a subject from the photo background on iPad

You can isolate the subject of a photo or video frame from its background, then copy or share it in other documents and apps.

You can use this feature in Photos, Safari, Quick Look, and more.

Note: This feature isn't supported on iPad (8th generation).

