

2. Do any of the following:

- *Share a single photo or video:* Open the photo or video, tap , then choose a sharing option such as Mail, Messages, or AirDrop.



- *Share multiple photos or videos:* When viewing a screen with multiple thumbnails, tap Select, then tap the thumbnails of the photos and videos you want to share. Tap , then choose a sharing option such as Mail, Messages, or AirDrop.
- *Share all the photos in a collection:* While viewing a collection—like a collection from Recent Days, Memories, or Trips—tap , tap Share, then choose a sharing option such as Mail, Messages, or AirDrop.

You can also create a shared album so that you can collaborate on the album with just the people you choose. See [Create shared albums](#).

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

Adjust the information you share about a photo or video

Before you share a photo or video, you can adjust the format, file type, and information that gets shared with it.

1. Go to the Photos app  on your iPad.
2. Open a photo or video, tap , tap Options, then do any of the following:
 - *Turn off location data:* Turn off Location.
 - *Adjust the file format:* Tap Automatic for the best file format for the destination, tap Current to prevent a file format conversion, or tap Most Compatible and files may convert to JPEG or MOV.
 - *Send as iCloud link:* Turn on iCloud Link to share a URL to view or download the photos or videos. iCloud links are available for 30 days.
 - *Send all photo data:* Turn on All Photos Data to share the original file with edit history and metadata; the recipient can view and modify the current version (available with AirDrop and iCloud links only).
3. Tap .

Save or share a photo or video you receive

You can save photos shared with you from other apps.

Depending on the app, tap  next to the image, or touch and hold the photo or video, then tap .

You can view your saved photos and videos in your photo library, or see [Find recently saved photos](#).

Note: Photos and videos shared with you in the Messages app are automatically saved in your photo library. To turn this feature off, go to Settings  > Apps > Messages > Shared with You, then turn off Photos.

Share long videos on iPad

Some long video files are too large to send in a standard text message. You can use AirDrop, iCloud, or Mail Drop to send long videos that you record with your iPad camera.

Send a video using AirDrop

The simplest way to send a large video to a nearby iPhone, iPad, Mac, or Apple Vision Pro is with AirDrop. AirDrop sends information using Wi-Fi and Bluetooth®, so before sending, make sure both you and the recipient have these controls turned on in [Control Center](#).

1. If the person you're sending the video to isn't in your contacts, have them do one of the following:
 - *On iPhone or iPad:* Go to Settings  > General > AirDrop, then tap Everyone for 10 Minutes.
 - *On a Mac:* Choose Apple menu  > System Settings, then click General in the sidebar. Click AirDrop & Handoff, then click the pop-up menu next to AirDrop and choose Everyone.
2. Go to the Photos app  on your iPad.
3. Tap the video you want to send, then tap .

If you want to send the video in its original format, including metadata, location, and any associated edit history or captions, tap Options, then turn on All Photos Data.

4. Tap AirDrop, then tap the contact or device you want to share with.

After you share, the recipient receives an alert to accept or decline the AirDrop transfer.

Send a video using an iCloud Link

An iCloud Link is a URL that you can use to send a large video with Messages or Mail.

To send an iCloud Link, make sure you have [iCloud Photos turned on](#). Then follow these steps:

1. Go to the Photos app  on your iPad.
2. Tap the video you want to send, then tap .
3. Tap Options, then tap iCloud Link.
4. Go to Messages , Mail , or another communication app, then enter the recipient of the iCloud Link. Paste the iCloud Link into a message, and send it.

Recipients have 30 days to download a video sent with an iCloud Link.

Send a video using Mail Drop

With Mail Drop, you can send a large video as an attachment in Mail.

1. Go to the Photos app  on your iPad.
2. Tap the video you want to send, tap , then tap Mail.
3. Tap the To field, then enter the name or email of the recipient.

If you want to add a subject or message, tap the Subject field or message body.

4. Tap  to send.

Recipients have 30 days to download Mail Drop attachments.

Create shared albums in Photos on iPad

With Shared Albums, you can create albums to share with just the people you choose—and they can add their own photos, videos, and comments for everyone to see. If you set up a shared album, you can also rename or delete it.

Before you begin

Make sure you're signed in to your [Apple Account](#) on your iPad and any other devices you want to use with Shared Albums.

1. Go to the Settings app  on your iPad.
2. Tap your name, tap iCloud, then tap Photos.
3. Turn on Shared Albums.

Create a shared album

1. Go to the Photos app  on your iPad.
2. Tap Shared Albums in the sidebar.
3. Tap New Shared Album, then do the following:
 - *Add photos and videos to the album:* Tap Add Photos, select the items you want to add, then tap .
 - *Name the album:* Type a name in the Shared Album Name text field.
 - *Invite people to join:* Tap Add Participants, enter the name of a contact you want to add, or type the email address or phone number associated with the recipient's Apple Account, then tap Done. See [Invite or remove people](#).
4. Tap Create.

Join a shared album

When you're invited to join a shared album, a notification appears on your iPad screen.

Tap the notification, then tap Accept on the album in the Photos app.

If you don't join the shared album by tapping the notification, you can also do the following:

1. Go to the Photos app  on your iPad.
2. Tap Shared Albums in the sidebar, then tap All Shared Albums.
3. Tap Activity, then tap Accept on the new album.

Note: The person who created the album receives a notification when a subscriber accepts the invitation to join the shared album.

Rename a shared album

The creator of a shared album can change its name.

1. Go to the Photos app  on your iPad.

2. Tap Shared Albums in the sidebar.
3. Touch and hold an album, then tap Shared Album Details.
4. Enter a new name in the text field, then tap .

Delete or remove yourself from a shared album

1. Go to the Photos app  on your iPad.
2. Tap Shared Albums in the sidebar.
3. Touch and hold an album, then tap Delete Shared Album if you created the album, or tap Unsubscribe if you're a subscriber.

Photos that you saved or downloaded from a shared album to your photo library stay in your library even if the shared album is deleted, or the person who created the album stops sharing it. See [Save photos and videos from a shared album to your photo library](#).

Add and remove people in a shared album in Photos on iPad

If you're the creator of a shared album, you can invite more participants to join the album. You can also remove participants from the album, manage album notifications, and turn posting for participants off and on. The creator of a shared album can also choose to let participants add additional participants to the album. If you have friends and family who don't use iCloud, you can share the album with them by sending an iCloud URL.

Invite or remove people

The creator of a shared album can invite new participants to join the shared album.

1. Go to the Photos app  on your iPad.
2. Tap Shared Albums in the sidebar, then touch and hold an album.
3. Tap Shared Album Details, then do any of the following:
 - *Invite someone:* Tap Add Participants, then enter the name of the contact you want to add, or type an email address or phone number.
 - *Remove someone:* Tap the name, then tap Remove Subscriber.
 - *Resend an invitation:* Tap the name, then tap Resend Invitation.
4. Tap .

Share an album with people who don't use iCloud

The creator of a shared album can create a unique iCloud URL to share the album with people who don't use iCloud.

1. Go to the Photos app  on your iPad.
2. Tap Shared Albums in the sidebar, then touch and hold an album.
3. Tap Shared Album Details, then turn on Public Website.
4. Tap Share Link, then choose how you want to share the iCloud URL—Mail or Messages, for example.

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

Manage posts and notifications

The creator of a shared album can manage participant posting and album activity notifications by turning those settings off and on.

1. Go to the Photos app  on your iPad.
2. Tap Shared Albums in the sidebar, then touch and hold an album.
3. Tap Shared Album Details, then do any of the following:
 - *Only allow yourself to post photos and videos:* Turn off Participants Can Add Photos; tap again to turn participant posting back on.
 - *Turn off notifications:* Turn off Notifications to stop notifications when subscribers like, comment, or add photos and videos to the album; tap again to turn album notifications back on.
4. Tap .

To see posts or comments for shared albums you're a part of, tap All Shared Albums, then tap Activity.

Add and delete photos and videos in a shared album on iPad

You can add and delete photos and videos in a shared album. You can also save photos and videos from a shared album to your photo library.

Add photos and videos to a shared album

1. Go to the Photos app  on your iPad.
2. Tap Shared Albums in the sidebar, then touch and hold an album.
3. Tap Add Photos.
4. Select photos and videos, then tap .

When you add new photos, the people you share the album with are automatically notified.

Delete photos, videos, and comments from a shared album

Creators of a shared album can delete any photos, videos, or comments in the album. Participants can delete anything that they personally added. Anything that gets deleted is automatically deleted from the shared album on all your devices and the devices of all participants.

1. Go to the Photos app  on your iPad.
2. Tap Shared Albums in the sidebar, then tap an album.
3. Touch and hold a photo or video, then tap Delete from Shared Album.

To delete a comment, touch and hold it, then tap Delete.

Save photos and videos from a shared album to your photo library

1. Go to the Photos app  on your iPad.
2. Tap Shared Albums in the sidebar, then tap an album.

3. Touch and hold a photo or video thumbnail.

To select multiple photos or videos, tap Select, then tap the items you want to save.

4. Tap Share, swipe up on the share menu, then tap Save Image or Save Video.

Set up or join an iCloud Shared Photo Library on iPad

With the iCloud Shared Photo Library feature, you can set up or join a shared library to share photos and videos with up to five friends or family members. You and those close to you can collaborate on the photo collection and enjoy more complete memories, all in one place. You can belong to one shared library at a time.

When you join a shared library, the photos and videos that you contribute move from your personal library to the shared library, and all members of the library can view, edit, and delete them. Shared library photos and videos are integrated seamlessly in the Photos app alongside your personal content, but you can also use a filter to quickly [switch between your personal and shared libraries](#).

Note: iOS 16.1, iPadOS 16.1, macOS 13, or later are required to use iCloud Shared Photo Library. Photos and videos added to a shared library won't be available on devices with earlier versions of the software.

Before you begin

Before you set up or join an iCloud Shared Photo Library, make sure you have iCloud Photos turned on.

Go to Settings  > [your name] > iCloud > Photos, then make sure Sync this iPad is on.

Note: You don't need [Family Sharing](#) turned on to set up a shared library.

Set up an iCloud Shared Photo Library

The person who sets up an iCloud Shared Photo Library is the organizer.

1. Go to the Photos app  on your iPad.
2. Tap Collections, then tap your account in the top-right corner.
3. Tap Shared Library, then follow the instructions onscreen to add participants and move photos and videos into the shared library.

Note: Photos and videos you add to the shared library don't appear in your personal library; see [Switch between viewing your iCloud Shared Photo Library and personal library](#).

You can preview the photos and videos you add to the shared library and make changes before you invite participants using Messages or a web link.

Join an iCloud Shared Photo Library

To join an iCloud Shared Photo Library, tap the invitation sent from the organizer, tap Get Started, then follow the onscreen instructions. During setup, you can add photos and videos to the shared library the same way as the organizer (see [Set up an iCloud Shared Photo Library](#)).

After you join a shared library, you can add photos and videos to the shared library in several ways, and access the same content within the shared library as the organizer and other participants. See [Add content to an iCloud Shared Photo Library](#).

Add participants to an iCloud Shared Photo Library

The person who sets up an iCloud Shared Photo Library (the organizer) can add new participants to the shared library.

1. Go to the Photos app  on your iPad.
2. Tap Collections, then tap your account in the top-right corner.
3. Tap Manage, then tap Add Participants.

Note: A shared library can include up to six participants including the organizer; you can belong to one shared library at a time.

Delete or leave an iCloud Shared Photo Library

If you're the organizer of an iCloud Shared Photo Library, you can delete it. If you aren't the organizer, you can leave the shared library.

1. Go to the Photos app  on your iPad.
2. Tap Collections, then tap your account in the top-right corner.
3. Tap Manage, then tap one of the following:
 - *Delete Shared Library:* When a shared library is deleted, participants who have been members of the shared library for more than 7 days can copy everything from the shared library into their own libraries. Participants who have been members for less than 7 days can copy only the content they contributed.
 - *Leave Shared Library:* When you leave a shared library, you can copy everything from the shared library into your own library, or just the content you contributed.

All content added to a shared library counts toward the iCloud storage space of the library organizer. See [Add storage space to your iCloud Shared Photo Library](#).

Use iCloud Shared Photo Library on iPad

After you [set up or join an iCloud Shared Photo Library](#), you can share photos and videos with friends and family in the Photos app. You and up to five other participants can add photos and videos to the library, and any edits, comments, or other adjustments made to them are seen by everyone in real time. Content in a shared library is also added to everyone's memories, featured photos, and the Photos widget.

Photos and videos added to the shared library are separate from your personal library. You can easily switch between viewing the shared library, your personal library, or both in the Photos app.

Switch between viewing your iCloud Shared Photo Library and personal library

1. Go to the Photos app  on your iPad.

2. Tap , then select the following:

- *View your Photos content and iCloud Shared Photo Library content:* Tap  Both Libraries.
- *View only your personal Photos content:* Tap  Personal Library.
- *View only iCloud Shared Photo Library content:* Tap  Shared Library.

When you view both your personal and shared library, content that's part of the shared library has a badge  in the top-right corner of the thumbnail.

Make edits and changes to content in an iCloud Shared Photo Library

When you make the following changes to photos and videos in an iCloud Shared Photo Library, all participants see the changes:

- Edits; see [Edit photos and videos](#).
- Favorites, captions, keywords, or date and time adjustments; see [See photo and video information](#).
- Deleted content; see [Delete or hide a photo or video](#).

Note: You receive notifications if content you added to the shared library is deleted. To turn off notifications, tap your account in the top-right corner of the screen in Photos, tap Shared Library, then turn off Deletion Notifications. If content you added is deleted, you can move it from Recently Deleted back to your personal library within 30 days.

Move shared content from an iCloud Shared Photo Library to your personal library

Photos that are stored in your shared library have a badge  in their top-right corner. You can move photos and videos that you contributed to the shared library back to your personal library.

1. Go to the Photos app  on your iPad.
2. Open a photo or video in your shared library.
3. Tap  at the top of the screen, then tap Move to Personal Library.

Add storage space to your iCloud Shared Photo Library

The content in an iCloud Shared Photo Library is available to all participants, but the iCloud storage used to store the content counts against the library organizer's storage space.

If the shared library content exceeds the organizer's available storage space, the organizer can upgrade to iCloud+ or add additional storage to their existing iCloud+ subscription. See [Subscribe to iCloud+](#).

Add content to an iCloud Shared Photo Library on iPad

After you [set up or join](#) an iCloud Shared Photo Library in the Photos app, you can continue to add photos and videos in several ways:

- Manually move photos from your personal library
- Save photos and videos you take directly to the shared library from Camera 

- Share photos you take when other members of the shared library are nearby
- Share photos and videos you take at home

Note: iOS 16.1, iPadOS 16.1, macOS 13, or later are required to use iCloud Shared Photo Library. Photos and videos added to a shared library won't be available on devices with earlier versions of the software.

Manually add photos and videos to an iCloud Shared Photo Library

You can add individual photos and videos from your personal library to the iCloud Shared Photo Library.

1. Go to the Photos app  on your iPad.
2. Tap the photo or video you want to add. Or to add multiple photos and videos at the same time, tap Select, then tap the thumbnails you want to add.
3. Tap , then tap Move to Shared Library.

After content is moved to the shared library, it's no longer in your personal library and is visible to all of the shared library participants. To move content from the shared library back to your personal library, follow the steps above, but tap Move to Personal Library instead of Move to Shared Library.

Add photos and videos to an iCloud Shared Photo Library directly from Camera

After you [set up or join an iCloud Shared Photo Library](#), when you open Camera , a Shared Library button appears on the side of the screen to let you switch between saving photos and videos to your personal library and saving them to the shared library. By default, Camera saves to your personal library. To switch, tap  to save to the shared library; tap  to switch back to your personal library.

To turn the feature on or off after you complete the setup process, go to Settings  > Photos > Shared Library > Sharing from Camera, then turn Sharing from Camera on or off.

Add photos and videos to an iCloud Shared Photo Library when participants are nearby

When you [set up or join an iCloud Shared Photo Library](#), you can choose an option so that photos you take when you're near other participants of the shared library are automatically added to the shared library.

To allow iPad to detect when participants of your shared library are nearby, participants need to be [signed in](#) to their Apple Account on their device and have Bluetooth® turned on in Settings  > Bluetooth.

To turn the feature on or off after you complete the setup process, do the following:

1. Go to the Photos app  on your iPad.
2. Tap Collections, then tap your account in the top-right corner.
3. Tap Shared Library, then tap Sharing from Camera.
4. Tap Share Automatically.

Automatically add photos and videos taken at home to an iCloud Shared Photo Library

When you [set up or join an iCloud Shared Photo Library](#), you can have photos and videos you take at home automatically added to the shared library.

To turn the feature on or off after you complete the setup process, do the following:

1. Go to the Photos app  on your iPad.
2. Tap Collections, then tap your account in the top-right corner.
3. Tap Shared Library, then tap Sharing from Camera.
4. Turn Share When At Home on or off.

Turn iCloud Shared Photo Library sharing suggestions on or off

Sharing suggestions recommends photos you might want to add to your iCloud Shared Photo Library, such as photos you took when participants of the shared library were nearby, or photos of people you indicated interest in during the setup process. iPad sends a notification to review sharing suggestions. To turn suggestions on or off, follow these steps:

1. Go to the Photos app  on your iPad.
2. Tap Collections, then tap your account in the top-right corner.
3. Tap Shared Library, then turn Shared Library Suggestions on or off.

If you want to get sharing suggestions for additional people, tap Add People, tap a person, then tap Add. The person doesn't have to be a member of the shared library.

For more information about accessing content in a shared library, see the Apple Support article [If you are missing photos after joining an iCloud Shared Photo Library](#).

Edit photos and videos

Edit photos and videos on iPad

After you take a photo or video, use the tools in the Photos app to edit it on your iPad. You can adjust the light and color, add a filter, and more.

When you use [iCloud Photos](#), any edits you make are saved across all your devices.

Tip: To choose the background color of Edit mode—for example, to set it to always be dark—see [Set the background color of Edit mode](#).

Adjust light and color

1. Go to the Photos app  on your iPad.
2. Tap a photo or video to open it, then tap .



3. Tap Adjust.
4. Swipe left under the photo to view the lighting adjustments you can make—for example, Exposure, Brilliance, Highlights, and Shadows.

5. Tap the lighting setting you want to edit, then drag the slider to make precise adjustments.

The level of adjustment you make for each lighting setting is indicated by the outline around the button, so you can see at a glance which lighting settings have been increased or decreased. Tap the lighting button to switch between the edited photo or video and the original so you can see the difference your edits made.

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

Tip: Tap  to automatically enhance light and color in a photo or video.

Change the Photographic Style of photos captured on iPhone 16 or later

If you take a photo with an iPhone 16 or later, you can change or edit the Photographic Style in the Photos app.

1. Go to the Photos app  on your iPad.
2. Open a photo taken with an iPhone 16 or later, then tap .
3. Make sure Styles is selected on the left side of the screen, then do one of the following:
 - *Choose a style:* Tap a style or slide to select one of the style options on the right side of the screen.
 - *Adjust the tone and color:* Tap , then slide your finger on  to simultaneously adjust the tone and color. Drag your finger on the slider below to adjust the intensity level.

As you make adjustments, the values for tone, color, and intensity are shown at the top of the screen. Tap the round arrow to reset these values.

4. Tap Done.

Apply filter effects

1. Go to the Photos app  on your iPad.
2. Open a photo or video, then tap .
3. Tap  on the left side of the screen to apply filter effects such as Vivid or Dramatic.

To remove a filter that was applied when you took the photo, choose Original.

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

To compare the edited photo to the original, tap the photo.



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

Note: For photos taken with an iPhone 16 or later, use Photographic Styles instead of filters to give your photos a customized look. See [Change the Photographic Style of photos captured on iPhone 16 or later](#).

Copy and paste edits to multiple photos

You can copy the edits you made to one photo (or video) and paste them onto another photo, or a batch of photos, all at once.

1. Go to the Photos app  on your iPad.
2. Open the photo or video that contains the edits you want to copy.
3. Tap , then tap Copy Edits.
4. Review and turn off any edits you don't want to copy, then tap Copy.
5. Tap < to return to your library.
6. Tap Select, then tap the thumbnails of the photos you want to paste the edits onto, or open a single photo or video.
7. Tap , then tap Paste Edits.

Note: Photos automatically adjusts the white balance and exposure of the edited photos to create a better match and make the photos look even more similar.

Add stickers, text, and more

1. Go to the Photos app  on your iPad.
2. Tap a photo to open it.
3. Tap , then tap .
4. Tap  to add stickers, captions, text, shapes, or even your signature.
5. Tap  to save your edits.

Set the background color of Edit mode

By default, the background of Edit mode matches the light or dark appearance of your iPad. You can change the background color of Edit mode—for example, set it to always appear dark if you prefer to edit photos against a dark background.

1. Go to the Photos app  on your iPad.
2. Tap a photo or video to open it, then tap .
3. Tap , tap Appearance, then do one of the following:
 - *Match edit mode to the light or dark appearance of your iPad:* Tap System.
 - *Make Edit mode always appear dark:* Tap Dark.
 - *Make Edit mode always appear light:* Tap Light.

Remove distractions using Apple Intelligence

With Apple Intelligence,* you can use the Clean Up tool to help identify and remove distracting objects in a photo. See [Remove distractions from your photos](#).

*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](#).

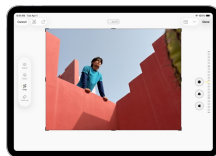
Crop, rotate, flip, or straighten photos and videos on iPad

You can use the tools in the Photos app to crop, rotate, flip, straighten, or adjust the size of a photo or video on iPad.

When you use [iCloud Photos](#), any edits you make to your photos and videos are saved across all your devices.

Crop, rotate, or flip a photo or video

1. Go to the Photos app  on your iPad.
2. Tap a photo or video to open it, then tap .
3. Tap  on the left side of the screen, then do any of the following:



- *Crop manually:* Drag the rectangle corners to enclose the area you want to keep in the image, or pinch open or closed.

Note: When you drag a corner, the crop tool keeps the original aspect ratio of the photo. To change the aspect ratio, tap the lock at the top-right corner of the photo to unlock the aspect ratio.
- *Crop to a standard preset ratio:* Tap  at the top of the screen, then choose an option at the bottom of the screen such as, Square, Wallpaper, 9:16, or 5:7.
- *Rotate:* Tap  to rotate the image 90 degrees.
- *Flip:* Tap  to flip the image horizontally.

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

To quickly crop a photo while you're viewing it, pinch the photo to zoom in. When the photo appears as you want it cropped, tap Crop in the top-right corner of the screen. Make any further adjustments with the crop tools, then tap Done.

Straighten a photo or video and adjust its perspective

You can straighten a photo or video, or tilt it vertically or horizontally.

1. Go to the Photos app  on your iPad.
2. Tap a photo or video to open it, then tap .
3. Tap .
4. Swipe left under the photo to view editing options.
5. Tap the effect you want to edit, then drag the slider to make precise adjustments.

The level of adjustment you make is displayed by the slider. Tap the button to switch between the edited photo or video and the original.

6. Tap Done to save your edits.

Tip: To undo edits after you save, open the photo or video, tap , then tap Revert.

Remove distractions using Apple Intelligence

If you have an [iPad that supports Apple Intelligence](#), you can use the Clean Up tool to help identify and remove distracting objects in a photo. See [Remove distractions from your photos](#).

*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](#).

Undo and revert photo edits on iPad

While you edit a photo or video, you can undo and redo changes. After saving, if you don't like how your changes look, you can revert back to the original.

When you use [iCloud Photos](#), any edits you make to your photos and videos are saved across all your devices.

Undo and redo as you edit

As you edit a photo or video, tap  and  at the top of the screen to undo and redo multiple edit steps.

Tip: You can tap the photo or video to compare the edited version to the original.

Revert an edited photo or video

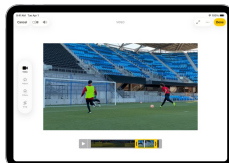
After you edit a photo or video and save your changes, you can revert to the original.

1. Go to the Photos app  on your iPad.
2. Open the edited photo or video, then tap .
3. Tap Revert to Original.

Trim video length, adjust speed, and edit audio on iPad

In the Photos app, you can trim a video you recorded on your iPad to change where it starts and stops. You can also adjust the playback speed, and change the portion of a video that appears in slow motion when you record in Slo-mo mode.

When you capture a video on any iPhone 16 model or later (except iPhone16e), you can edit Spatial Audio in the Photos app.



Trim a video

1. Go to the Photos app  on your iPad.

2. Open a video, then tap .
3. Drag either end of the frame viewer to adjust the start and stop time, then tap Done.
4. Tap Save Video to save only the trimmed video, or Save Video as New Clip to save both versions of the video.

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

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

Edit the video playback speed

You can slow down videos that were captured at a high frame rate for a dramatic effect.

1. Go to the Photos app  on your iPad.
2. Open a video, tap , then tap Video.
3. Tap , then tap a playback speed.

Note: The playback options available depend on the format of the video you captured. The larger the format you capture, the more options are available.

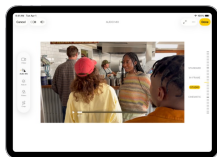
Edit slow-motion sections of a video shot in Slo-mo mode

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

Edit sound with Audio Mix

When you capture a video on iPhone 16 (except iPhone 16e) or later, it's recorded in multiple formats like Spatial Audio and Stereo to allow more audio customization. If you record video with Spatial Audio turned on, you can later edit the video sound on your iPad—for example, reduce background noise to focus on the person speaking.

1. Go to the Photos app  on your iPad.



2. Open a video, then tap .
3. Tap Audio Mix, then choose one of the following:
 - *Standard*: Play the original audio you recorded.
 - *In-Frame*: Reduce sounds and voices from sources not visible in the video frame.
 - *Studio*: Reduce background sounds and reverb, to make it sound more like you're recording in a professional studio.
 - *Cinematic*: Put all the voices onto a front-facing track and leave environmental noises in surround, like the audio in movies.

4. Drag the slider next to the mix options to increase or decrease the effect and background noise levels.
5. Tap Done.

Edit Cinematic mode videos on iPad

On supported iPhone models, Cinematic mode in Camera applies a depth-of-field effect that keeps the subject of your video sharp while creating a beautifully blurred foreground and background. After capturing the video, you can adjust or remove the Cinematic mode effects in the Photos app.

Cinematic mode videos can be edited on iPad Pro 12.9-inch (3rd generation and later), iPad Pro 11-inch (all generations), iPad Air (3rd generation and later), iPad mini (5th generation and later), and iPad mini (A17 Pro).

Turn off the Cinematic effect

1. Go to the Photos app  on your iPad.
2. Open a video you recorded in Cinematic mode, then tap .
3. Tap Cinematic at the top of the screen, then tap Done.

To turn Cinematic mode back on, repeat these steps.

Change the focus subject in a Cinematic mode video

Camera automatically identifies where to focus while you record in Cinematic mode and can automatically change focus if a new subject is identified. You can also change the focus subject manually.

1. Go to the Photos app  on your iPad.
2. Open a video you recorded in Cinematic mode, then tap .

White dots under the frame viewer indicate where Camera automatically changed the focus while recording. Yellow dots indicate where the focus was manually changed.

3. Play the video, or slide the white vertical bar in the frame viewer, to the point where you want to change the focus.
4. Tap the new subject, outlined in yellow, on the screen to change the focus; double-tap to set automatic focus tracking on the subject.

A yellow dot appears under the frame viewer to indicate the focus was changed.

Note: You can also touch and hold the screen to lock the focus at a specific distance from the camera.

5. Repeat the steps above to change focus points throughout the video.

To remove a manual focus change, tap the yellow dot under the frame viewer, then tap .

6. Tap Done to save your changes.

Tap  to switch between automatic focus tracking and the manually selected focus points.

After you save your changes, you can revert a Cinematic mode video to the original version if you don't like your edits. Open the video, then tap Revert.

Adjust the depth of field in a Cinematic mode video

1. Go to the Photos app  on your iPad.
2. Open a video you recorded in Cinematic mode, then tap .
3. Tap  at the top of the screen.

A slider appears below the video.

4. Drag the slider left or right to adjust the depth of field effect, then tap Done.

To undo your edits after you save, open the video, then tap Revert.

Export Cinematic mode videos to your Mac

You can transfer Cinematic mode videos—with depth and focus metadata—from your iPhone to your Mac to edit in other apps.

Note: To edit Cinematic mode videos recorded on an iPhone with iOS 16 or later, make sure your Mac is using macOS 13 or later.

1. Go to the Photos app  on your iPad.
2. Open a Cinematic mode video, then tap .
3. Tap Options at the top of the screen, turn on All Photos Data, then tap .
4. Tap AirDrop, then tap the device you want to share with (make sure the device you're sharing with has AirDrop turned on).

For information about editing Cinematic mode videos on your Mac using Photos, see [Edit a Cinematic mode video](#).

For information about editing Cinematic mode videos on your Mac using Final Cut Pro, iMovie, or Motion, see the Apple Support article [Edit Cinematic mode video in Final Cut Pro, iMovie, and Motion](#).

Export Cinematic mode videos to an external storage device

You can export Cinematic mode videos directly to an external drive, a memory card, or other storage device.

Note: For photos and videos that have been edited, the unmodified original version will be exported.

1. Go to the Photos app  on your iPad.
2. Select the video you want to export.
3. Tap , then tap Export Unmodified Original.
4. Tap your storage device (below Locations), then tap .

Edit Live Photos on iPad

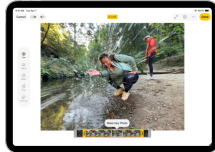
In the Photos app, you can edit Live Photos, change the key photo, and add fun effects like Bounce and Loop.

Make Live Photo edits

In addition to using the [photo editing tools](#), you can also change a Live Photo's key photo, trim its length, mute the sound, and turn a Live Photo into a still photo.

1. Go to the Photos app  on your iPad.

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



Add effects to a Live Photo

You can add effects to Live Photos to turn them into fun videos.

1. Go to the Photos app  on your iPad.
2. Open a Live Photo.
3. Tap Live in the top-left corner, then choose one of the following:
 - *Live*: Applies the Live video playback feature.
 - *Loop*: Repeats the action in a continuous looping video.
 - *Bounce*: Rewinds the action backward and forward.
 - *Long Exposure*: Simulates a DSLR-like long exposure effect by blurring motion.
 - *Off*: Turns off the Live video playback feature or applied effect.

Turn a Live Photo into a video

You can turn a Live Photo into a short video to save or share—for example, to share with people not on Apple devices.

1. Go to the Photos app  on your iPad.
2. Open a Live Photo, then tap  in the top-right corner.
3. Tap Save as Video.

Edit Portrait mode photos on iPad

In the Photos app, you can change and adjust the lighting effects, depth of field, and focus point of images you take in Portrait mode.

Change the Portrait Lighting effect

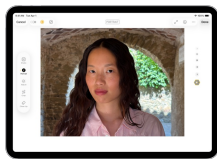
You can apply, change, or remove the Portrait Lighting effects in Portrait mode photos. You can also edit portraits taken on other devices.

1. Go to the Photos app  on your iPad.

2. Tap a Portrait mode photo to open it, then tap .
3. Tap  at the top of the screen.

The Lighting effects appear on the right side of the screen.

4. Touch , then slide your finger up or down to choose a lighting effect:
 - *Natural Light*: The face is in sharp focus against a blurred background.
 - *Studio Light*: The face is brightly lit, and the photo has an overall clean look.
 - *Contour Light*: The face has dramatic shadows with highlights and lowlights.
 - *Stage Light*: The face is spotlighted against a deep black background.
 - *Stage Light Mono*: The effect is like Stage Light, but the photo is in classic black and white.
 - *High-Key Light Mono*: The effect creates a grayscale subject on a white background.
5. Drag the slider up or down to adjust the intensity of the lighting effect.
6. Tap Done.



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

Blur the background in portraits

On [models that support Depth Control](#), use the Depth Control slider to adjust the level of background blur in your portraits.



1. Go to the Photos app  on your iPad.
2. Tap a Portrait mode photo to open it, then tap .
3. Tap Portrait on the left side of the screen, then drag the slider on the right to adjust the background blur effect.

A white dot marks the original depth value for the photo.

4. Tap Done.

Change the focus point of a portrait

On your iPad, you can change the subject (or focus point) in a portrait taken on an iPhone 13 or later, with iOS 16 or later using Depth and Focus Control. When you select a new subject, the depth of field (or blur) automatically adjusts so the new subject appears sharp and in focus. Make sure that the new subject isn't blurred or too far in the distance.

1. Go to the Photos app  on your iPad.
2. Tap a Portrait mode photo to view it in full screen, then tap .
3. Tap a new subject or focus point in the photo.
4. Tap Done.

Remove the portrait effect

You can remove the portrait effect (background blur) from a photo taken in Portrait mode.

1. Go to the Photos app  on your iPad.
2. Open a photo taken in Portrait mode.
3. Tap Portrait on the left side of the screen, then tap Portrait Off.

Make stickers from your photos on iPad

In the Photos app, you can make stickers from the subjects in your photos and animated stickers from the subjects in your Live Photos. Then use your stickers to decorate messages, photos, notes, and more.

Turn a photo or Live Photo into a sticker

You can turn the main subject of a photo into a sticker.



1. Go to the Photos app  on your iPad.
2. Tap a photo to open it in full screen.
3. Touch and hold the subject, then let go.
4. Tap Add Sticker.

The sticker appears in your stickers menu, which you can access when you use the iPad onscreen keyboard or Markup tools.

5. Tap Add Effect if you want to apply a visual effect such as Outline, Comic, or Puffy.

Tip: You can use stickers you've created to decorate a photo. See [Edit photos and videos](#).

Delete a sticker

1. Go to the Photos app  on your iPad.
2. Open a photo, then tap .
3. Tap , then tap .

4. Tap Add Sticker, touch and hold the sticker you want to delete, then tap Remove.

Your stickers sync with iCloud, so they're available on your iPhone, iPad, Mac, and Apple Vision Pro devices where you're signed in to the same [Apple Account](#).

Hide people, memories, and holidays in Photos on iPad

You can set the Photos app to show certain people, days, and holidays less frequently or not at all in your memories, featured photos, and the Photos widget. You can also turn off memories and featured photos in the Photos app and the widget on your iPad Home Screen.

Show a person less frequently or not at all

1. Go to the Photos app  on your iPad.
2. Open a photo of the person you want to show less often.
3. Tap , then tap Feature a Person.

If there's more than one person in the photo, tap the person you want to feature less, then tap Next.

4. Choose Feature This Person Less or Never Feature This Person.
5. Tap Confirm.

To feature someone again, tap Collections, tap your account in the top-right corner, then tap Reset People & Pets Suggestions.

Turn off memories, holidays, and other featured content

You can turn off memories or featured photos in the Photos app, and prevent holiday events in your home country or region from appearing in memories and featured content.

1. Go to the Photos app  on your iPad.
2. Tap Collections.
3. Tap your account in the top-right corner.
4. Do any of the following:
 - *Hide featured content and memories:* Turn off Show Featured Content to prevent Photos from automatically generating featured photos and memories.
 - *Turn off holiday events:* Turn off Show Holiday Events to prevent Photos from creating memories and featured content about holidays.

Duplicate and copy photos and videos on iPad

In the Photos app on iPad, you can duplicate a photo or video while preserving the original version. You can also copy a photo and then paste it into another document such as an email, text message, or presentation.

Duplicate a photo or video

1. Go to the Photos app  on your iPad.
2. Open a photo or video, then tap .
3. Tap Duplicate.

A duplicate copy appears next to the original in your library.

Copy a photo

1. Go to the Photos app  on your iPad.
2. Open a photo, then tap .
3. Tap Copy, then paste the photo into another document.

Copy multiple photos or videos

1. Go to the Photos app  on your iPad.
2. Tap Library in the sidebar, tap Select, then tap the thumbnails you want to copy.
3. Tap , then tap Copy.
4. Paste the copies into another document.

Merge duplicate photos and videos on iPad

The Photos app identifies duplicate photos and videos in your photo library in Duplicates. You can merge duplicate photos and videos to save space and clean up your library.

1. Go to the Photos app  on your iPad.
2. Tap Collections in the sidebar.
3. Tap Utilities, then tap Duplicates.
4. Tap Merge to combine the duplicates, then tap Merge *[number]* Exact Copies.

If you don't have any duplicate photos or videos in your library, Duplicates doesn't appear.

Import and export photos and videos on iPad

You can import photos and videos directly to the Photos app from a digital camera, an SD memory card, or another iPad or iPhone that has a camera. You can also export unmodified versions of your photos and videos directly to an external drive, memory card, or other storage device that's connected to your iPad.

Import photos and videos to your iPad

Import photos and videos saved on another device such as a digital camera or an external drive to the Photos app on your iPad.

1. Insert the camera adapter or card reader into the Lightning connector or USB-C connector, or connect the device directly to your iPad.

2. Do one of the following:

- *Connect a camera:* Connect the adapter to the camera, then turn on the camera and make sure it's in transfer mode. For more information, see the documentation that came with the camera.
- *Connect an external storage device or insert an SD memory card into the card reader:* Don't force the card into the slot on the reader; it fits only one way.
- *Connect an iPhone or iPad:* Use the Lightning adapter or the USB-C cable that came with the device to connect it to the camera adapter. Turn on and unlock the device.

3. Go to the Photos app  on your iPad.

4. Tap Import.

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

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

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

7. Disconnect the camera adapter or card reader.

Export photos and videos to an external storage device

You can export photos and videos you took on your iPad directly to an external drive, a memory card, or other storage device.

Note: For photos and videos that have been edited, the unmodified original version will be exported.

1. Connect your iPad to the storage device using the Lightning or USB-C connector, or connect the device directly to your iPad.
2. Go to the Photos app  on your iPad.
3. Select the photos and videos you want to export.
4. Tap , then tap Export Unmodified Original.
5. Tap your storage device (below Locations), then tap Save.

Photos and videos in the Hidden album won't be transferred if the album is locked. To unlock it, go to Settings  > Apps > Photos, then turn off Use Face ID, Use Touch ID, or Use Passcode.

Print photos on iPad to an AirPrint-enabled printer

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

Print a photo

1. Go to the Photos app  on your iPad.
2. Open a photo, then tap .

3. Tap Print.

Print multiple photos at once

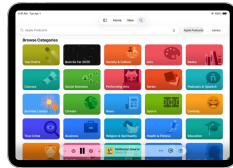
1. Go to the Photos app 📷 on your iPad.
2. Tap Library or open a collection, then tap Select.
3. Select each photo you want to print, then tap 📎.
4. Tap Print.

Podcasts

Get started with Podcasts on iPad

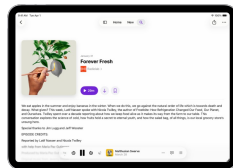
The Podcasts app 🎧 offers millions of shows on a variety of topics such as news, true crime, comedy, and more. You can listen online or download episodes so you can play them even when you're not connected to the internet.

Find podcasts



You can use the Search feature to find categories, channels, shows, or episodes that match your interests. Tap 🔍 or Search to browse shows by category. Enter a word or phrase such as a show name, person, or category in the search field to search for something specific.

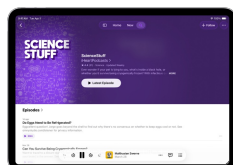
Listen to podcasts



Tap ▶ to start playing a show or episode. In the MiniPlayer, you can change the playback speed, pause or resume playing, skip back or ahead, enhance dialogue to hear voices more clearly, and more.

You can tap the MiniPlayer to open the full-screen player, where you can view your queue or the episode transcript, and select a different device for audio output.

Follow a show



When you find a show you like, tap Follow to add it to your library. You can choose whether to automatically download new episodes of shows you follow and get notifications when new episodes are available.

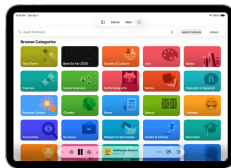
Want to learn more?

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- [Listen to podcasts](#)
- [Follow your favorite podcasts](#)
- [Download, save, remove, and share podcasts](#)
- [Subscribe to podcasts](#)
- [View podcast transcripts](#)

Find podcasts on iPad

Use the Podcasts app to find shows about science, news, politics, comedy, and more. If you find a show you like, you can *follow* it to add it to your library. Then you can easily listen offline, get notified about new episodes, access followed shows on your other Apple devices and on [Apple Podcasts on the web](#), and more.

Note: Shows may offer paid subscriptions that give you access to exclusive shows and episodes, new releases, episodes without ads, and more. You can [subscribe to a show or channel](#) and manage your subscriptions. If you already subscribe to Apple Music, Apple News+, or an eligible third-party app, you can listen to its subscriber content in Podcasts. See [Listen to subscriber-only content](#).



Find podcasts

1. Go to the Podcasts app  on your iPad.
 2. Do any of the following:
 - *Search by category, title, person, or topic:* Tap  (or tap Search in the sidebar), then enter a word or phrase in the search field. Top hits appear as you type.

Tap  on the onscreen keyboard to view all results for the word or phrase you typed. Tap a show, channel, or episode to go directly to it.
 - *Discover new shows:* Tap New to see new and trending shows, and the Apple editorial collections. You can also tap  or Search and get a personalized list of categories to choose from, as well as editorial collections.
- Tip:** To quickly see the top shows and episodes for a specific category, tap Top Charts, tap the All Categories pop-up menu in the top-right corner, then tap a category.
- *Add shows by URL:* In the sidebar, tap Shows, tap , then tap Follow a Show by URL. Enter the URL, then tap Follow.

Note: The URL must be for a valid podcast RSS feed.

Get personalized recommendations

You can get personalized podcast recommendations based on your listening activity and your favorite channels and categories.

1. Go to the Podcasts app  on your iPad.
2. Tap Home.
3. Do any of the following:
 - *View recommended shows:* Scroll left or right in the You Might Like row.
 - *Refine your show recommendations:* Tap a show in the You Might Like row, tap ⋮, then tap Suggest Less.
 - *View suggested episodes based on your listening:* Scroll down to the More to Discover row, then scroll left or right.
 - *Opt out of personalized recommendations:* Tap  or your profile picture (you may need to open the sidebar), tap your name, then turn off Personalized Recommendations.

Note: Your Personalized Recommendations setting also applies to the App Store, Apple Books, iTunes Store, Apple TV, and subscriptions from Apple.

Other recommendations are available based on categories you listen to and any subscriptions you already purchased.

View shared podcasts

When a friend shares a show or episode with you in Messages, you can easily find it in Podcasts.

1. Go to the Podcasts app  on your iPad.
2. Tap Home, then scroll down to the Shared with You section.

If you don't see Shared with You, check to make sure your friend is in your contacts, and that Podcasts is turned on in Settings  > Apps > Messages > Shared with You.

See also [Find all the content someone shared with you.](#)

Browse episodes within a specific podcast

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find a show.
3. Tap the show, then scroll down to see recent episodes (or tap See All, if available).

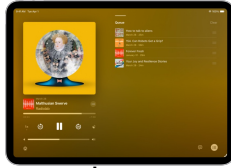
Filter episodes

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find a show.
3. Tap the show, then tap Episodes (or the current filter) above the list of episodes.
4. Choose an option, like Unplayed or Season 1.

Note: Some filter options, such as Unplayed, Downloaded, Saved, and Played, are only available for shows that you follow or shows with saved or downloaded episodes.

Listen to podcasts on iPad

In the Podcasts app, you can play an episode, change the playback speed, see what's playing next, listen to an episode when you're offline, set a sleep timer, and use other playback controls.



Play a podcast

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find an episode, then tap  below the episode title.

Resume playing a previous podcast

1. Go to the Podcasts app  on your iPad.
2. Tap Home, scroll to the Recently Played section, then tap  below an episode title.

Open the full-screen player

1. Go to the Podcasts app  on your iPad.
2. Play a podcast.
3. Tap the MiniPlayer at the bottom of the screen to open the full-screen player.
4. In the full-screen player, do any of the following:
 - *Jump to a specific time:* Drag the slider below the episode information.
 - *Show or hide the episode transcript:* Tap .
 - *Show or hide the queue:* Tap .
 - *Change the playback speed:* Tap **1×** (or the current playback speed), then select a speed, or scroll left or right to adjust the speed. You can also touch and hold **1×** (or the current playback speed), then slide your finger up or down to choose a speed.
 - *Hear voices more clearly:* Tap **1×** (or the current playback speed), then tap Enhance Dialogue.
 - *Jump to a chapter:* While listening to an episode that has chapters, tap  next to the name of the current chapter, then select the chapter you want to play.

Save a custom playback speed and enhance dialogue for a show you follow

1. Go to the Podcasts app  on your iPad.
2. Tap Shows in the sidebar, then select a show. (You can also [search or browse](#) for a show you follow.)
3. Tap , tap Settings, then scroll down to Speed & Audio Adjustments.
4. Choose Custom for This Show, then select a playback speed and turn Enhance Dialogue on or off.

Choose what to play next

You can add episodes to your queue, then listen to them later.

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find an episode.
3. Tap  near an episode, then choose Play Next or Add to Queue.
4. Tap .

If you don't see , tap the MiniPlayer at the bottom of the screen to open the full-screen player.

5. In the Queue section, do any of the following:
 - *Play an episode:* Tap the episode. The next episode in the queue plays immediately after the previous episode finishes.
 - *Reorder episodes:* Drag  to move an episode up or down in the list.
 - *Remove an episode from the queue:* Swipe left on the episode, then tap Remove.
 - *Remove all episodes from the queue:* Tap Clear.

If you listen to multiple episodes of a show in a row, additional episodes appear in the Continue Playing section of the full-screen player. These episodes play after the ones you added to the Queue section, so you can easily pick up where you left off in a show. You can also tap an episode in Continue Playing to start listening right away.

Set a sleep timer

You can set a sleep timer so that playback stops automatically after a specified period of time.

1. Go to the Podcasts app  on your iPad.
2. Tap , then choose an option.

If you don't see , tap the MiniPlayer at the bottom of the screen to open the full-screen player.

Use the playback controls

In the full-screen player, use any of the following controls.

Control	Description
	Play the current episode.
	Pause playback.
	Choose a faster or slower playback speed, and turn Enhance Dialogue on or off to adjust voice clarity.
	Jump back 15 seconds. To change the number of seconds you skip back, go to Settings > Apps > Podcasts, then tap Back.

Control	Description
	Jump forward 30 seconds. To change the number of seconds you skip forward, go to Settings > Apps > Podcasts, then tap Forward.
	Set a timer for podcasts to stop playing.
	Stream the audio to other devices.
	View the episode transcript.
	See what's next in your queue, or play more episodes from a show you've recently listened to.
	Choose more actions such as sharing or downloading the episode.

View podcast transcripts on iPad

In the Podcasts app, you can view and search episode transcripts.

Note: Transcript availability may vary by language, and by country or region. See the Apple Support article [Follow and play shows in Apple Podcasts on iPhone and iPad](#).

View transcripts

- Go to the Podcasts app  on your iPad.
- Do any of the following:
 - While playing an episode:* Tap . (You may need to tap the MiniPlayer at the bottom of the screen to open the full-screen player.)
 - While viewing episode information:* Scroll down to the Transcripts section. You can also tap , then tap View Transcript.
 - From Up Next:* Tap , then tap View Transcript.

Tip: Tap a paragraph to jump to that point in the episode.

Search transcripts

- Go to the Podcasts app  on your iPad.
- While viewing a transcript, do one of the following:
 - From the full-screen player:* Swipe up on the transcript, then tap Search.
 - From the episode information or Up Next screen:* Tap .
- Optionally, tap  in the search field to specify whether the whole word or the capitalization needs to match in the search results.

Follow your favorite podcasts on iPad

When you find a show you like in the Podcasts app, follow it to add it to your library so you can get notified about new episodes, change the playback order, and more.

Follow a podcast

When you follow a podcast, it's added to your library. You can access podcasts you follow on your other Apple devices, or on the [Apple Podcasts app](#).

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find a show.
3. Do any of the following:
 - *From search results:* Tap .
 - *While viewing show information:* Tap Follow.
You can also tap , then tap Follow.
 - *While viewing episode information, or from Now Playing:* Tap , then tap Follow Show.

Unfollow a podcast

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, tap Shows.
3. Tap a show, tap  near the top right, then tap Unfollow Show.

Or tap , then tap Unfollow.

Get notifications for new episodes

Get notified when new episodes are available for podcasts you follow.

1. Go to the Podcasts app  on your iPad.
2. Choose Account > Account Settings in the menu bar.
3. Tap Notification, then turn Allow Notifications on or off for one or more shows.

Rate or review podcasts on iPad

You can rate and review a show, read reviews from other listeners, and delete a review you wrote if you later change your mind.

Rate or review a show

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find a show, or tap Shows in the sidebar.
3. Tap the show you want to rate or review, then scroll down to Ratings & Reviews.

4. Do any of the following:
 - *Rate a show:* Tap a star to rate the show from 1 to 5.
 - *Review a show:* Tap Write a Review. Tap a star to rate the show, enter your review, then tap .
 - *Edit a review:* Tap Write a Review, make any changes, then tap .

Delete a rating or review

1. Go to the Podcasts app  on your iPad.
2. Choose Account > Account Settings in the menu bar.
3. Tap your name (you may need to sign in), then tap Ratings and Reviews.
4. Tap Ratings and Reviews, then tap Edit.
5. Tap  next to the rating or review you want to remove.
6. Tap Done.

Use the Podcasts widget on iPad

You can add the Podcasts widget to your Home Screen to view and play episodes without opening the Podcasts app . You can add episodes from the Up Next queue, saved episodes, or episodes from a show you follow.

Add a Podcasts widget to the Home Screen

1. Touch and hold the Home Screen until the apps begin to jiggle.
2. Tap Edit at the top of the screen, then tap Add Widget to open the widget gallery.
3. Scroll down, then tap Podcasts.
4. Swipe left and right to view the different widget sizes and layouts. When you see the option you like, tap Add Widget, then tap Done at the top of the screen.

To move the widget on your Home Screen, touch and hold the Home Screen until the apps begin to jiggle. Drag the widget to a new location, then tap Done.

To remove the widget from your Home Screen, touch and hold the Home Screen until the apps begin to jiggle, tap  at the top left of the widget, then tap Remove.

Select your favorite Podcasts categories and channels on iPad

You can select your favorite categories and channels in the Podcasts app to get better show recommendations and access shows from your subscriptions.

Select your favorite categories

You can add categories to your favorites to get better show recommendations and easy access to category pages. Favorite categories rank higher in search results and appear at the top of the Manage Categories screen with a ★.

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, tap Categories.

3. Do any of the following:

- *Add a category to your favorites:* Tap a category, then tap ☆. To add a new category as a favorite, tap Manage, then select one or more categories.
- *Remove a category from your favorites:* Tap a category, then tap ★. You can also tap Manage, then tap ⚙ next to a category.

Select your favorite channels

You can add channels to your favorites to make them easier to find in your library, and remove them if you change your mind. Your favorite channels appear at the top of the Channels section in the Library with a ★.

Note: Channels doesn't appear in the sidebar if you haven't yet subscribed to any channels, followed any shows offered by a channel, or added a channel as a favorite.

1. Go to the Podcasts app 🎧 on your iPad.
2. In the sidebar, tap Channels.

You can also [search](#) or [browse](#) for a channel.

3. Do any of the following:

- *Add a channel to your favorites:* Tap the channel, then tap ☆.
- *Remove a channel from your favorites:* Tap the channel, then tap ★.

Organize your podcast library on iPad

In the Podcasts app, you can customize the podcasts you follow, catch up on the latest episodes, and create your own stations.

View your podcast library

1. Go to the Podcasts app 🎧 on your iPad.
2. In the sidebar, tap any of the following:
 - *Recently Updated:* See shows you follow with recently released episodes.
 - *Shows:* See shows that are in your library. If you downloaded or saved episodes from podcasts you don't follow, tap All to see them. Tap Followed to view only shows you follow. You can tap any show to see its information and the episodes you saved or downloaded.
 - *Channels:* See channels you subscribe to, channels you added to your favorites, and channels that have shows you follow. You can tap a channel to browse all of its shows.
 - *Categories:* See categories you added to your favorites, along with categories for any shows you follow.
 - *Saved:* See episodes you saved.
 - *Downloaded:* See episodes you downloaded. You can listen to these episodes without an internet connection.
 - *Latest Episodes:* See the most recent episodes from each show you follow. To change how long episodes stay in this playlist, tap ⋮.
 - *Stations:* If you created stations, each one is listed.

Change the episode playback order

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, tap Shows.
3. Touch and hold a show, then tap Settings.
4. Choose an option under Episode Order.

When you play an episode from the show page, the remaining episodes play based on the order you choose.

Limit the number of downloads from each podcast

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, tap Shows.
3. Touch and hold a show, then tap Settings.
4. Scroll down to Automatically Download, then choose an option.

Mark an episode as played

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find a show.
3. Tap the show, swipe right on an episode, then tap Played.

If you're already looking at a specific episode, tap ⋮, then tap Mark as Played.

Hide episodes you already played

You can change a show's settings to hide episodes you already played.

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, tap Shows.
3. Touch and hold a show, tap Settings, then turn on Hide Played Episodes.

To automatically hide played episodes for all shows you follow, go to Settings  > Apps > Podcasts, then turn on Hide Played Episodes.

Create your own station

Use stations (similar to a music playlist) to group shows you follow based on themes like news, comedy, or morning commute. Episodes from the podcasts you choose are automatically added to your station regularly.

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, tap New Station.

If New Station doesn't appear, tap > next to Stations.
3. Add a title, then tap Save.
4. Tap Choose Podcasts, then tap the shows you want to add to the station (or turn on Include All Podcasts).

Tip: You can adjust the number of episodes from each podcast that are added to your station. Tap the station, tap ⋮, then tap Station Settings. To use the same settings for all podcasts in a station, tap Episodes, then choose an option. To adjust the settings for a single show, tap the show in the Podcasts list, then choose an option.

Download, save, remove, and share podcast episodes on iPad

In the Podcasts app, you can download, save, and share podcast episodes.

Download an episode

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find a show.
3. Tap the show, swipe left on an episode, then tap .

You can also tap  under an episode, then tap Download.

Save an episode

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find a show.
3. Tap the show, swipe left on an episode, then tap .

You can also tap  under an episode, then tap Save.

When you save an episode, it's automatically downloaded so you can listen to it offline. To turn off this option, go to Settings  > Apps > Podcasts, then turn off Download When Saving.

Remove a saved episode

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, tap Saved.
3. Swipe left on an episode, then tap .

You can also remove a saved episode while looking at an episode list or the episode's information. Tap , then tap Unsave.

Remove a downloaded episode

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, tap Downloaded, then tap a show.
3. Swipe left on an episode, then tap .

You can also remove a downloaded episode while looking at the episode list or the episode's information. Tap , then tap Remove Download.

Remove all downloaded episodes from a show

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, tap Downloaded, then touch and hold a show.
3. Tap Remove Downloads.

Remove all downloaded episodes

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, tap Downloaded.
3. Tap  at the top right, then tap Remove All Downloads.

Share a podcast show or episode

1. Go to the Podcasts app  on your iPad.
2. Do any of the following:
 - *While viewing show information:* Tap  near the top right, then tap Share.
 - *While viewing episode information:* Tap .
 - *To specify the starting time for a shared episode:* From the full screen player, Tap , then tap Share. Tap From Start, choose From [time], then tap .

The shared episode starts from the point where you're listening when you tap Share.
3. Choose how to share the show or episode.

Subscribe to a show or channel in Podcasts on iPad

In the Podcasts app, subscribe to, change, cancel, and share your podcasts subscriptions. Paid subscriptions allow you to support the shows you love, and they often include premium extras, early access to new episodes, or ad-free listening.

Note: Not all subscriptions and channels are available in all countries, regions, or languages. See the Apple Support article [Availability of Apple Media Services](#).

Subscribe to a show or channel

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find a show or channel.
3. Select the show or channel you want to subscribe to.
4. Tap the subscription button (if available).

You can access shows you subscribe to or follow on your other Apple devices or on the [Apple Podcasts app](#). (When you subscribe to a show, you automatically follow it.) See [Follow your favorite podcasts](#). When you subscribe to a channel or follow one of its shows, the channel appears in the Channels section of your library.

Change or cancel your subscriptions

1. Go to the Podcasts app  on your iPad.
2. Choose Account > Account Settings in the menu bar.
3. Tap Manage Subscriptions.
4. Tap a subscription to change or cancel it.

Share Apple Podcasts subscriptions

When you subscribe to podcasts channels, you can [use Family Sharing](#) to share your subscriptions with up to five other family members. Your family group members will automatically have access to the channels you subscribe to.

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

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

Listen to subscriber-only content in Podcasts on iPad

In the Podcasts app, you can listen to audio content from Apple Music, Apple News+, and eligible third-party subscription apps.

Note: Not all apps offer audio content that's available in Podcasts.

Connect app subscriptions to Podcasts

Your eligible app subscriptions are automatically connected to Podcasts if you subscribed through the App Store and the app offers audio content in Podcasts.

If you subscribed using another method, do the following:

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) for a channel with an eligible subscription.
3. On the Channel page, tap the Already a Subscriber link, then follow the instructions to connect your app subscription.

After an app subscription is connected, you can find the channel in your library. You can use Podcasts to play all subscriber-only shows and episodes.

Change your download settings for Podcasts on iPad

Podcasts you follow are automatically downloaded to your Apple device. Episodes you've played are automatically deleted from your device. You can change these settings, and adjust other download options.

Turn automatic downloads on or off

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Podcasts.
3. Tap Automatically Download, then choose an option.

Tip: To automatically download a particular podcast, open the Podcasts app , then tap Shows in the sidebar. Touch and hold the show's artwork, tap Settings, then tap Automatically Download to choose a download option.

Remove downloaded podcasts after you listen to them

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Podcasts.
3. Turn on Remove Played Downloads.

To adjust this setting for a particular podcast you follow, tap Shows, then touch and hold the show's artwork. Tap Settings, then turn on Remove Played Downloads.

Resume automatic downloads

If you haven't listened to a show you follow in a while, automatic downloads are automatically paused. You can resume automatic downloads at any time.

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, tap Shows.
3. Tap a show.
4. Tap , then tap Turn On Automatic Downloads.

Turn off automatic syncing across Apple devices

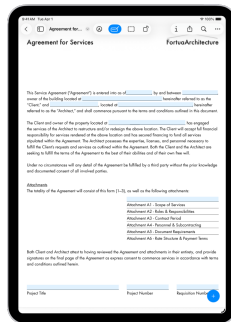
1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Podcasts.
3. Turn off Sync Library.

Preview

Get started with Preview on iPad

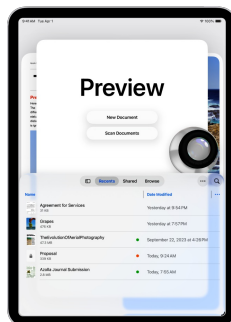
Learn how to use the Preview app  to fill out and sign PDF forms, scan documents, and make changes to PDF documents and images.

Fill out PDF forms



To fill out a PDF form in Preview, tap  at the top of the screen, then select a field. Enter text, or tap a suggestion that appears above the onscreen keyboard. Use your finger or Apple Pencil to add a signature.

Scan and save documents to create a PDF file



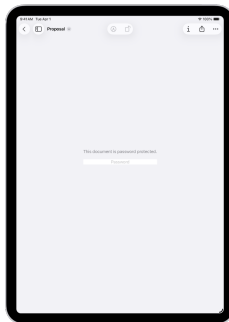
Tap Scan Documents, then position the iPad camera to capture document pages. You can crop, rotate, and adjust colors before saving the scanned document as a searchable PDF.

Remove the background from an image



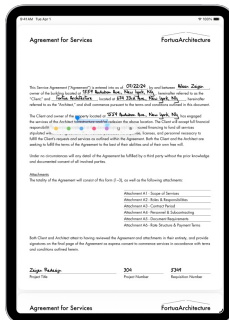
You can remove image backgrounds to focus on what's important. Tap ... at the top of the screen, then choose Remove Background.

Protect a PDF document with a password



You can lock a PDF with a password. Open a PDF, tap ⌵ next to the filename, then tap Lock. Turn on Require Password, then enter a password in the Password and Verify fields.

Highlight, underline, or strike through text



You can highlight, underline, or strike through text in a PDF. Open a PDF, then select text. Tap Highlight, then tap a highlight color, the underline button, or the strike through button.

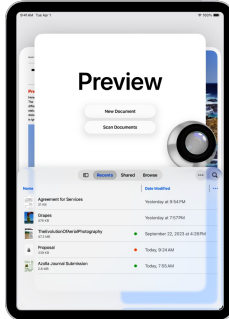
Want to learn more?

- [Fill out and sign PDF forms](#)
- [Scan text and documents](#)
- [Remove the background from an image](#)
- [Lock PDFs](#)
- [Annotate a PDF or image](#)
- [Open and view PDFs and images](#)

View PDFs and images

Open and view PDFs and images in Preview on iPad

You can use the Preview app to open and view PDF documents and images.



Open a PDF or image

You can browse and open PDFs and images directly in Preview, without opening the Files app first.

1. Go to the Preview app  on your iPad.
2. Do any of the following to find a file:
 - *View files you opened recently:* Tap Recents.
 - *View shared files:* Tap Shared.
 - *Browse available files:* Tap Browse.
 - *Choose a location to browse:* Tap , then tap an option under Locations in the sidebar.
 - *Browse by tag:* Tap , then tap an option under Tags in the sidebar.
3. Optionally, tap , then select how items appear (icons or list) or how items are sorted.
4. Tap a file to open it.

Tip: If someone emails you a PDF form to fill out, you can tap the attached file in the Mail app to open and complete the form in Preview. You can then reply to the sender and attach the completed form. See [Reply to an email with a PDF attachment](#).

View a PDF or image

1. Go to the Preview app  on your iPad.
2. [Open the PDF or image](#) that you want to view.
3. Do any of the following:
 - *Zoom in or out:* Pinch two fingers open or closed on a page or image.
 - *Open or close thumbnail view for a PDF:* Tap .
 - *Scroll pages in a PDF:* Swipe up or down.
 - *Go to a specific page in a PDF:* Tap , then tap Go to Page. Enter a page number, then tap Go.

Find text in a PDF

1. Go to the Preview app  on your iPad.
2. [Open a PDF](#) you want to search.
3. Tap .
4. Optionally, tap  in the search field and do any of the following:
 - *Exclude matches where the search text is part of another word:* Select Whole Word.
 - *Only include results that match the capitalization of the search text:* Select Match Case.
5. Enter a word or phrase in the search field.

If you enter a phrase, Preview searches for that exact phrase.
6. Tap  or  to go to the next or previous search result.
7. Tap  to close the search results.

View information about a PDF or image

You can use the Preview app to get information about PDF documents and images, such as creation date, filename, and more. When location information is available for a photo, you can also view the latitude and longitude where the photo was taken.

1. Go to the Preview app  on your iPad.
2. [Open a PDF or image](#).
3. Tap .

Interact with text in an image in Preview on iPad

You can use Live Text in Preview to copy or translate text within a image, make a call, open a website, or start an email.



1. Go to the Preview app  on your iPad.
2. [Open an image](#) that shows text, then select the text. See [Select and edit text](#).

3. Do any of the following:

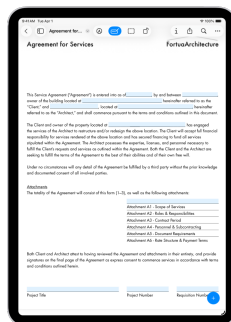
- *Copy text:* Tap Copy. You can then paste the text into another document or app.
- *Look up the meaning of text:* Tap Look Up.
- *Translate text:* Tap Translate, then choose a language.

Note: Translation isn't available in all languages and may not be available in some countries or regions.
- *Search the web for the text:* Tap >, then tap Search Web.
- *Call or text a phone number:* Tap Call or Message.
- *Save a phone number or email address:* Tap >, then tap Add to Contacts.
- *Send an email or message to an email address:* Tap Email or Message.
- *Go to a website:* Tap Open Link.

Edit PDFs

Fill out and sign PDF forms in Preview on iPad

You can fill out and sign PDF forms in Preview.



1. Go to the Preview app  on your iPad.
2. [Open a PDF form.](#)
3. Tap .
4. Tap a blue field, then enter information (or select contact information in the bar above the onscreen keyboard).
5. Tap  to add a signature or a text box.

Tip: You can use an Apple Pencil (with a compatible iPad) or draw with your finger to create a signature. See [Apple Pencil compatibility](#).

Annotate a PDF or image in Preview on iPad

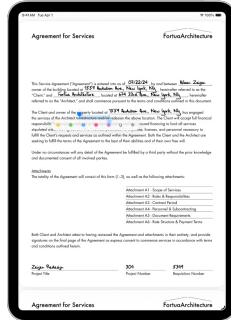
You can copy, highlight, underline, or strike through text in a PDF file. You can also annotate a PDF or image with stickers, signatures, shapes, or text.

Select and copy text

1. Go to the Preview app  on your iPad.
2. [Open a PDF](#).
3. To select text, touch and hold the first word, then move the grab points.
4. To copy the selection, tap Copy.

You can then paste the text into another document or app. See [Select, cut, copy, and paste text](#).

Highlight, underline, or strike through text



1. Go to the Preview app  on your iPad.
2. [Open a PDF](#).
3. Drag to select text, then tap Highlight.
4. Choose a highlight color, or tap the underline or strike through button.

Add an annotation



1. Go to the Preview app  on your iPad.
2. [Open a PDF or image](#).
3. Tap  at the top of the screen, tap  at the bottom of the screen, then choose an option, such as a sticker, signature, shape, or text. For images, you can also add an image description or a loupe.

Tip: You can use an Apple Pencil (with a compatible iPad) or draw with your finger. See [Apple Pencil compatibility](#).

To undo a change, tap  to the left of the annotation tools.

Add, delete, rotate, move, or crop PDF pages in Preview on iPad

You can add, delete, rotate, reorder, or crop pages in a PDF.



Add or delete pages

1. Go to the Preview app  on your iPad.
2. [Open a PDF](#).
3. Tap , then touch and hold a thumbnail.
4. Do any of the following:
 - *Insert a blank page*: Tap Insert Blank Page.
 - *Insert a PDF or image*: Tap Insert from File.
 - *Insert a scanned document*: Tap Scan Pages, scan the document, then tap . See [Scan text and documents](#).
 - *Delete the selected page*: Tap Delete Page.

Rotate a page

1. Go to the Preview app  on your iPad.
2. [Open a PDF](#).
3. Tap  in the toolbar. You can also tap , then choose Rotate Left or Rotate Right.

Move a page

1. Go to the Preview app  on your iPad.
2. [Open a PDF](#).
3. Tap , touch and hold a thumbnail until menu options appear, then drag the page thumbnail above or below another one.

Crop a page

1. Go to the Preview app  on your iPad.
2. [Open a PDF](#).
3. Select a page, then tap .
4. Drag the blue handles to select an area, tap within the selected area, then tap Crop.

To undo a change, tap , then tap Undo.

Edit images

Edit an image in Preview on iPad

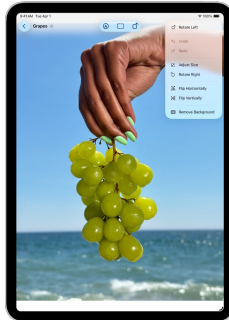
You can crop, rotate, or flip an image in Preview. You can also remove the background or adjust the image size.

1. Go to the Preview app  on your iPad.
2. [Open an image.](#)
3. Do any of the following:
 - *Crop the image:* Tap . Drag the blue handles to select an area, tap within the selected area, then tap Crop.
 - *Rotate the image:* Tap . You can also tap , then choose Rotate Left or Rotate Right.
 - *Flip the image:* Tap , then choose Flip Horizontally or Flip Vertically.
 - *Remove the background:* Tap , then tap Remove Background.
 - *Adjust the image size:* Tap , then tap Adjust Size. Choose options, then tap Done.

To undo a change, tap , then choose Undo.

Remove the background from an image in Preview on iPad

You can remove the background from an image in the Preview app.



1. Go to the Preview app  on your iPad.
2. [Open an image.](#)
3. Tap , then choose Remove Background.

Manage PDFs or images

Manage PDFs and images in Preview on iPad

1. Go to the Preview app  on your iPad.
2. [Open a PDF or image.](#)

3. Do any of the following:

- *Save the file and return to the main menu:* Tap <.
- *Rename the file:* Tap ⌵ next to the filename, then tap Rename. Enter a new filename, then tap ✓ on the onscreen keyboard.
- *Copy the PDF or image to the Clipboard:* Tap ⓘ, then tap Copy.
- *Create a duplicate:* Tap ⌵ next to the filename, then tap Duplicate.
- *Export PDF or image in a different format:* See [Export or compress PDFs and images](#).
- *Move the file:* Tap ⌵ next to the filename, then tap Move. Tap ⌵ next to Preview, then select a new location.

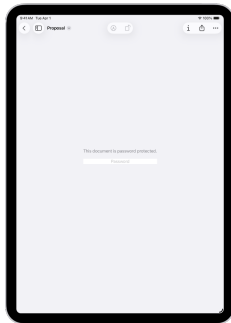
Copy PDFs and images in Preview on iPad

You can copy a PDF or image to the Clipboard, or create a duplicate file.

1. Go to the Preview app  on your iPad.
2. [Open a PDF or image](#).
3. Do any of the following:
 - *Copy the PDF or image to the Clipboard:* Tap ⓘ, then tap Copy. See [Share PDFs or images](#).
 - *Create a duplicate:* Tap ⌵ next to the filename, then tap Duplicate.

Lock PDFs in Preview on iPad

You can lock a PDF document with a password to prevent others from editing or deleting your work.



1. Go to the Preview app  on your iPad.
2. [Open a PDF](#).

Important: To keep a copy that's not password-protected, tap ⌵, then tap Duplicate.
3. Tap ⌵ next to the filename, then tap Lock.
4. Turn on Require Password, then enter the same password in the Password and Verify fields.
5. Tap Done.

Export or compress PDFs and images in Preview on iPad

You can export a PDF or an image as an HEIC, JPEG, PDF, PNG, or TIFF file. You can also compress the file.

1. Go to the Preview app  on your iPad.
2. [Open a PDF or image](#).
3. Tap  next to the filename, then tap Export.
4. Select a file format.

Available formats are HEIC, JPEG, PDF, PNG, and TIFF.

5. Optionally, use the slider to adjust the file size.

Reply to an email with a PDF attachment in Preview on iPad

1. Go to the Mail app  on your iPad.
2. Open an email with a PDF attached, then tap the attachment to open it in the Preview app.
3. [Fill out](#) or [annotate](#) the PDF.
4. Go back to the Mail app, then open the original email.
5. Tap , tap , then tap Attach File.
6. Locate the updated PDF, then tap to select it.
7. Optionally, add text to the reply.
8. Tap .

Scan text and documents in Preview on iPad

You can scan a document to create a PDF.

1. Go to the Preview app  on your iPad.
2. Tap Scan Documents.
3. Position the iPad camera so the text or document appears on the screen.

iPad automatically captures the page. To capture the scan yourself instead of automatically, tap Auto (the label changes to Manual), then tap the Shutter button.

4. Repeat the step above to scan additional pages.
5. Tap the thumbnails at the bottom of the screen to crop, rotate, or adjust the coloring of the scan.
6. Tap  when you're finished scanning.

Create an image in Preview on iPad

When you create an image in the Preview app, you can start with a blank image or with pasted content that was copied to the Clipboard.

Create an empty image

1. Go to the Preview app  on your iPad.
2. Tap New Document, then choose New Empty Image.

Use an image from the Clipboard

1. Do any of the following to copy an image to the Clipboard:
 - *From the Photos app:* Select an image, tap , then tap Copy Photo.
 - *From the Files app:* Touch and hold an image file, then tap Copy.
 - *From the Preview app:* Touch and hold an image file, then tap Copy. You can also open an image file, tap , then tap Copy.
2. Go to the Preview app  on your iPad.
3. Tap New Document, then choose New from Clipboard.

You can annotate an empty image or an image from the Clipboard. Tap , choose a drawing tool, then draw with your finger or Apple Pencil (on a compatible iPad). See [Apple Pencil compatibility](#). You can also tap , then choose an option such as a shape, sticker, or text.

Share PDFs or images in Preview on iPad

1. Go to the Preview app  on your iPad.
2. [Open a PDF or image.](#)
3. Tap , then choose whether to collaborate on the file, send a copy of it, or copy it to the Clipboard. When you copy a file to the Clipboard, you can paste it into another app.
4. If you choose Collaborate, tap > next to "Only invited people can edit," then do one of the following:
 - *Allow only invitees to view and edit the contents:* Tap "Only invited people," then tap "Can make changes."
 - Turn off "Allow others to invite" if you don't want people you share the file with to invite others to view and edit it.
 - *Allow only invitees to view the contents:* Tap "Only invited people," then tap "View only."
 - *Allow anyone with the link to view and edit the contents:* Tap "Anyone with the link," then tap "Can make changes."
 - *Allow anyone with the link to view the contents:* Tap "Anyone with the link," then tap "View only."
5. If you choose Collaborate, tap .
6. Choose a sharing method, such as Mail or Messages.

Print PDFs or images in Preview on iPad

1. Go to the Preview app  on your iPad.

2. [Open a PDF or image](#).
3. Tap  next to the filename, then tap Print.
4. Select a printer, then tap .

Customize the toolbar in Preview on iPad

You can choose which buttons appear in the toolbar for quick access to frequently used items.

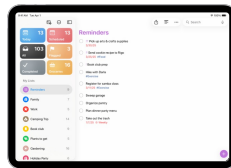
1. Go to the Preview app  on your iPad.
2. Choose View > Customize Toolbar in the menu bar.
3. Drag items into or out of the toolbar.
4. Tap .

Reminders

Get started with Reminders on iPad

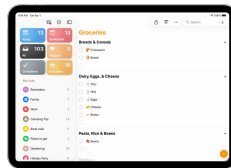
The Reminders app  helps you remember anything you need to track. You can set reminders, make grocery lists, create checklists for projects, and organize tasks in to-do lists.

Set a reminder



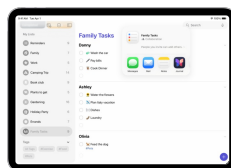
Simply type, dictate, ask Siri, or scribble with Apple Pencil when you need to remember something.

Create a grocery list



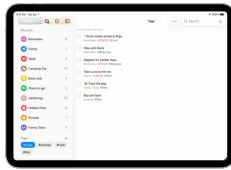
Make your shopping easier with a grocery list that automatically sorts items into categories. To convert a regular list into a grocery list, tap  (at the top-right corner), tap Show List Info, tap List Type, then choose Groceries.

Collaborate on a list



To invite people to work on a list, tap , then choose a sharing option.

Organize your reminders



You can create new lists to suit your needs, categorize with tags, and manage your reminders with Smart Lists.

Note: All Reminders features described in this guide are available when you use [updated reminders in iCloud](#). Some features aren't available when using other accounts.

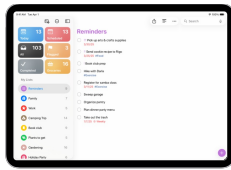
Want to learn more?

- [Create reminders](#)
- [Make a grocery list](#)
- [Share and collaborate](#)
- [Use Smart Lists](#)

Create reminders on iPad

It's easy to create reminders on your iPad. You can add them in the Reminders and Calendar apps, or create one instantly without leaving the app you're currently in.

[Ask Siri](#) something like, "Add artichokes to my groceries list." [Learn how to use Siri.](#)



Note: All Reminders features described in this guide are available when you use [updated reminders in iCloud](#). Some features aren't available when using other accounts.

Create a reminder

1. Go to the Reminders app  on your iPad.
2. Tap , then enter a description.

Create a reminder without switching apps

To create a reminder over any app or screen, do the following:

- Add  to [Control Center](#), then tap  in Control Center.

Create a reminder in Calendar

See [Use reminders in Calendar](#).

Get intelligent suggestions

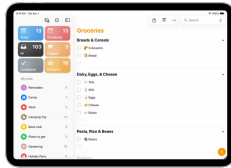
If Apple Intelligence* is turned on, you can get suggested reminders from text in other apps—like tasks, grocery items, and follow-ups—based on emails or other text on your iPad. See [Use Apple Intelligence in Reminders](#).

*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](#).

Make a grocery list in Reminders on iPad

In the Reminders app, you can create a grocery list to make shopping easier. Items are automatically sorted into categories such as Produce and Seafood. You can change how items are grouped, and the list remembers your preferences.

Note: All Reminders features described in this guide are available when you use [updated reminders in iCloud](#). Some features aren't available when using other accounts.



Create a new grocery list

1. Go to the Reminders app  on your iPad.
2. Tap .
3. Enter a name for the list, tap List Type, then choose Groceries.
4. Choose a color and symbol for the list (optional).
5. Tap .

Convert an existing list to a grocery list

1. Go to the Reminders app  on your iPad.
2. Tap a list, tap , then tap Show List Info.
3. Tap List Type, then choose Groceries.
4. Tap .

Add an item to your grocery list

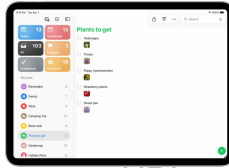
1. Go to the Reminders app  on your iPad.
2. In your grocery list, tap , then enter a description.
3. To enter more information, tap Add Note.
4. Tap  to edit the item details. For example, you can attach a photo, set a location-based reminder, or flag an important item.
5. Tap .

Items added to the list are automatically placed in categories. If you enter grocery items in a language different from the system language of your iPad, you can [add an additional language in Settings](#). (Grocery categorization is available for [supported languages](#).)

Add details in Reminders on iPad

You can add details to your reminders such as notes, links, due dates, and photos.

Note: All Reminders features described in this guide are available when you use [updated reminders in iCloud](#). Some features aren't available when using other accounts.



Add a note, URL, and other details to a reminder

1. Go to the Reminders app  on your iPad.
2. Tap an item.
3. Tap Add Note, then add more information.
4. Tap ⓘ to edit the item details. For example, you can set a date and time, set a location-based reminder, flag an important item, or attach a photo.

Set when and where to be reminded

You can be reminded on a certain date, at a specific time or location, or when you're texting someone in Messages.

1. Go to the Reminders app  on your iPad.
2. Tap an item, then do any of the following:
 - *Schedule a date and time:* Tap , then choose an option.
Tip: Reminders with a due date appear as an all-day event in Calendar. See [Use Reminders in Calendar](#).
 - *Set a recurring reminder:* Tap ⓘ, turn on Date or Time, tap Repeat, then choose the frequency.
 - *Get an early reminder before the scheduled date and time:* Tap ⓘ, tap Early Reminder, then choose when you want to be reminded. For example, "5 minutes before," "2 days before," or another choice.
 - *Add a location:* Tap , then choose where you want to be reminded—for example, when you arrive home or get into a car with a Bluetooth® connection to your iPad.

Note: To receive location-based reminders, you must allow Reminders to use your precise location. Go to Settings  > Privacy & Security > Location Services. Turn on Location Services, tap Reminders, choose While Using the App, then turn on Precise Location.

- *Get a reminder in Messages:* Tap ⓘ, turn on When Messaging, then choose someone from your contacts list. The reminder appears the next time you chat with that person in Messages.

Set a flag and priority

1. Go to the Reminders app  on your iPad.
2. Tap an item.

3. Do any of the following:

- *Flag an important item:* Tap .
- *Set a priority:* Tap , tap Priority, then choose Low, Medium, or High.

Add a photo or scan a document

1. Go to the Reminders app  on your iPad.
2. Tap an item, then tap .
3. Do any of the following:
 - Take a new photo.
 - Choose a photo from your photo library.
 - Scan a document.
 - Scan and insert text.

Complete and remove items in Reminders on iPad

In a Reminders list, you can check off items to hide them, or you can permanently delete items. With the Reminders widget, you can complete items from the iPad Home Screen or Lock Screen.

Mark items as completed

1. Go to the Reminders app  on your iPad.
2. While viewing a list, tap the empty circle next to an item to mark the item as completed.

Completed items are hidden on your list.

To unhide completed items, tap , then tap Show Completed. To delete the completed items, tap Clear.

Remove or delete an item

1. Go to the Reminders app  on your iPad.
2. While viewing a list, swipe left on an item, then tap .

If you change your mind, you can recover the deleted item—tap with three fingers or shake to undo.

Tip: You can recover or permanently delete items in the Recently Deleted list.

Use the Reminders widget

With the Reminders widget, you can complete items from the Home Screen or Lock Screen without opening the Reminders app .

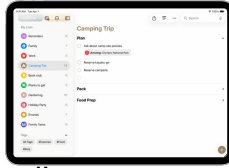
1. On the iPad Home Screen or Lock Screen, [add the Reminders widget](#).
2. To change the list shown in the widget, touch and hold the widget, tap Edit Widget, then choose a list.
3. To complete an item, tap the item in the widget.

Edit and organize a list in Reminders on

iPad

In the Reminders app, you can organize a list with sections and subtasks. You can also view the sections as columns and easily move items to different columns.

Note: All Reminders features described in this guide are available when you use [updated reminders in iCloud](#). Some features aren't available when using other accounts.



Edit a list

1. Go to the Reminders app  on your iPad.
2. While viewing a list, tap , then do any of the following:
 - *Change the list name, type, color, or icon:* Tap Show List Info.
 - *Edit multiple items:* Tap tap Select Reminders or Select Items, then select the items you want to edit. You can also drag two fingers over the items. Use the buttons at the bottom of the screen to add a date and time, move, delete, assign, complete, tag, or flag the selected items.
 - *Sort items by due date, creation date, priority, or title:* (not available in all Smart Lists) Tap Sort By, then choose an option.

When you sort or reorder a list, the new order is applied to the list on your other devices where you're using [updated reminders in iCloud](#). If you sort or reorder a shared list, other participants also see the new order (if they use updated reminders).

- *Remove the list:* Tap Delete List.

Manually reorder or recategorize items in a list

1. Go to the Reminders app  on your iPad.
2. While viewing a list, touch and hold an item you want to move, then drag it to a new location.

Organize with sections

1. Go to the Reminders app  on your iPad.

2. While viewing a list, do any of the following:

- *Create a new section:* Tap ⋮, tap New Section, then enter a name.
- *Collapse a section:* Tap ∨.
- *Expand a section:* Tap >.
- *Rename section:* Tap the section name, then enter a new name.
- *Move a section:* Touch and hold the section, then drag it to a new position.

Note: You can't move the Others section.

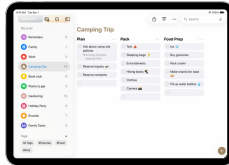
- *Remove a section:* Swipe left on the section, then tap Delete.

Note: Removing a section will also delete the section's reminders.

If Apple Intelligence* is turned on, you can automatically categorize related reminders into sections within a list. See [Use Apple Intelligence in Reminders](#).

View the sections as columns

You can view the list in columns, making it easy to visualize and recategorize the items.



1. Go to the Reminders app  on your iPad.
2. While viewing a list, tap ⋮, then tap View as Columns.
3. To recategorize an item, drag it into a different column.

Create subtasks

1. Go to the Reminders app  on your iPad.
2. While viewing a list, swipe right on an item, then tap Indent. Or drag an item onto another item.

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

*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](#).

Search through all your lists in Reminders on iPad

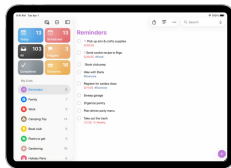
In the Reminders app, you can easily search through all your lists for items that contain specific text.

Search for items in all your lists

1. Go to the Reminders app  on your iPad.

-

Note: All Reminders features described in this guide are available when you use [updated reminders in iCloud](#). Some features aren't available when using other accounts.



1. Go to the Reminders app on your iPad.
2. Tap .
3. Enter a name, then choose a color and symbol for the list.
4. Tap List Type, then choose Standard, Groceries, or [Smart List](#).
5. Tap .

1. Go to the Reminders app on your iPad.
2. Touch and hold a list, then tap Pin. You can also swipe right on the list, then tap .

To change the position of a pinned list, tap , tap Edit Lists, drag to a new position, then tap .

To create a group, simply drag a list onto another list. You can also do the following:

1. Go to the Reminders app on your iPad.

2. Tap , tap Edit Lists, then do any of the following:
 - *Rearrange lists and groups:* Drag  a list or group to a new location. You can even move a list to a different group.
 - *Change the name and appearance of a list or group:* Tap .

Delete a list or group

1. Go to the Reminders app  on your iPad.
2. Swipe left on the list or group, then tap .

When you delete a group, you have the option to keep the lists.

Deleted lists or groups are moved to Recently Deleted. You can recover them within 30 days of deletion. After 30 days, they're permanently deleted.

Tag items in Reminders on iPad

In the Reminders app, you can use tags as a fast and flexible way to categorize and organize your reminders. You can add one or more tags to a reminder, such as #shopping and #work, and easily search and filter your reminders across lists using the Tag Browser or Smart Lists.

Note: All Reminders features described in this guide are available when you use [updated reminders](#). Some features aren't available when using other accounts.

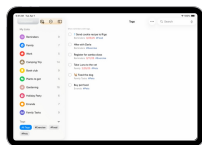
Add tags

1. Go to the Reminders app  on your iPad.
2. When you create or edit an item in a list, tap # and type a tag.

A tag can be only one word, but you can use dashes and underscores to combine words. You can add multiple tags to an item.

View items with tags

1. Go to the Reminders app  on your iPad.
2. Below Tags at the bottom of the screen, do any of the following:
 - *View items with specific tags:* Tap one or more tags, then choose to view items matching any or all of the selected tags.
Tip: To save this list as a Smart List, tap , then tap Create Smart List.
 - *View all items with tags:* Tap All Tags.



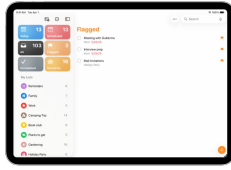
Rename or delete a tag

1. Go to the Reminders app  on your iPad.
2. Below Tags (at the bottom-left), touch and hold a tag, then tap Rename Tag or Delete Tag.

When you delete a tag, it's also removed from all Smart Lists that use it.

Use Smart Lists in Reminders on iPad

In the Reminders app, you can easily filter your items across lists using Smart Lists. You can create custom Smart Lists to automatically include items filtered by tags, dates, times, locations, flags, and priority. You can choose more than one tag (such as #gardening and #errands) and combine them with other filters.



Note: All Reminders features described in this guide are available when you use [updated reminders](#). Some features aren't available when using other accounts.

Automatically organize items using the default Smart Lists

1. Go to the Reminders app  on your iPad.
2. Tap , then tap Edit Lists.
3. Turn on or off the following Smart Lists:
 - *Today*: Items scheduled for today and overdue items
 - *Scheduled*: Items scheduled by date or time
 - *All*: All items across all your lists
 - *Flagged*: Items with a flag
 - *Completed*: Items with a checkmark
 - *Assigned to Me*: Items assigned to you in shared lists
 - *Groceries*: Grocery items
 - *Siri Suggestions*: Suggested items detected in Mail and Messages

Make a custom Smart List

1. Go to the Reminders app  on your iPad.
2. Tap .
3. Enter a name, tap List Type, then choose Smart List.
4. Tap Edit Filters, choose one or more filters, then choose to include items matching any or all of the selected filters. You can filter by tags, dates, locations, and more.
5. Choose a color and symbol for the list (optional).
6. Tap .

Convert a list to a Smart List

When you convert a list, its items are moved to the top level of the default list and tagged with the name of the Smart List.

Note: You can't convert a shared list.

1. Go to the Reminders app  on your iPad.
2. View the list you want to convert.
3. Tap , tap Show List Info, scroll to the bottom, then tap Convert to Smart List.

Share lists and collaborate in Reminders on iPad

In the Reminders app, use iCloud to share to-do lists. You can collaborate and assign tasks to other people who also use iCloud.

Note: All Reminders features described in this guide are available when you use [updated reminders](#). Some features aren't available when using other accounts.

Collaborate on a list using iCloud

You can share a list and collaborate with people who use iCloud. People who accept the invitation can add and edit items, mark items as completed, and all the participants can see everyone's changes. Everyone you collaborate with must be [signed in to their Apple Account](#) and [have Reminders turned on in iCloud settings](#).

1. Go to the Reminders app  on your iPad.
2. View the list you want to share, then tap .



3. By default, participants on the list can invite other people. To restrict sharing, tap "People you invite can add others," then turn off "Allow others to invite."
4. Choose how to send your invitation (for example, using Messages or Mail).

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

Assign reminders in a shared list

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

1. Go to the Reminders app  on your iPad.
2. In the shared list, create or edit a reminder, then do either of the following:
 - Type @ followed by the person's name or choose a person from the menu above the keyboard.
 - Tap , then choose a person.

Tip: To quickly see all reminders assigned to you, [use the Assigned to Me Smart List](#).

Turn notifications on or off for a shared list

1. Go to the Reminders app  on your iPad.
2. In the shared list, tap , then tap Manage Shared List.
3. Below Notify When, turn on or off any of the following:
 - *Adding Items:* Receive an alert when someone adds an item to the list.
 - *Completing Items:* Receive an alert when someone completes an item on the list.

Print a list in Reminders on iPad

You can print a grocery list, checklist, to-do items, project tasks, and more.

1. Go to the Reminders app  on your iPad.
2. View the list you want to print.
3. Tap , then tap Print.

Work with templates in Reminders on iPad

In the Reminders app, you can save a list as a template to reuse it for routines, packing lists, and more. Create a link to publish and share a template with others, or download templates that others have shared.

Save a list as a template

1. Go to the Reminders app  on your iPad.
2. Above a list, tap , then tap Save as Template.
3. Enter a name for the template.
4. Turn on or off Include Completed Reminders, then tap .

After you make a template from a list, any changes you make to that list don't affect the template.

Make a new list from a template

1. Go to the Reminders app  on your iPad.
2. Above your lists, tap , tap Templates, then tap the name of a template.
3. Enter a name for the list, then tap Create.

Edit or delete a template

Any changes you make to a template don't affect lists previously created from the template.

1. Go to the Reminders app  on your iPad.
2. Above your lists, tap , tap Templates, then tap .
3. Choose one of the following:
 - *Edit Template*: Add, edit, or delete any items in the template. You can also change the name, color, and icon for the template.
 - *Delete Template*: Remove the template.

Share a template

When you share a template, Apple servers have access so that anyone with the link can download a copy of the template on a device using iOS 16, iPadOS 16, macOS 13, or later. You can choose whether to keep any dates, tags, or locations in the shared template; images are removed.

1. Go to the Reminders app  on your iPad.
2. Above your lists, tap , tap Templates, then tap  next to the template you want to share.
3. Tap Share Template, then choose a method for sharing.

To manage a shared template, tap , tap Templates, tap , then tap Manage Link.

If you make changes to the template after sharing, you can update the shared version. Anyone who downloaded the previous version will need to download the template again to get the updates.

If you stop sharing a template, this doesn't affect anyone who has already downloaded the template.

Add or remove accounts in Reminders on iPad

In the Reminders app, you can use multiple accounts—such as iCloud, enterprise-managed iCloud, Microsoft Exchange, and Yahoo—and keep all your to-do lists in one place. Your reminders stay up to date on all your devices that use the same accounts.

Note: All Reminders features described in this guide are available when you use updated reminders in iCloud. Some features aren't available when using other accounts.

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

1. Go to the Settings app  on your iPad.
2. Tap your name.
3. Tap iCloud, tap See All, then turn on Reminders.

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

Update your reminders stored in iCloud

If you've been using Reminders with iOS 12 or earlier, you may need to update your reminders stored in iCloud to use features such as attachments, flags, list colors and icons, and more.

1. Go to the Settings app  on your iPad.
2. Tap your name.
3. Tap iCloud, tap See All, then make sure Reminders is turned on.
4. Go to the Reminders app .
5. On the Welcome to Reminders screen, choose one of the following options:
 - *Update Now:* Begin the update process.
 - *Update Later:* A blue Update button appears above your lists; tap it when you're ready to update your reminders.

Note: Updated reminders aren't backward compatible with the Reminders app in earlier versions of iOS and macOS. See the Apple Support article [Update the Reminders app in iOS 13 or later](#).

Add other accounts

You can use the Reminders app to manage your to-do lists in other accounts, such as Microsoft Exchange and Yahoo.

1. Go to the Settings app  on your iPad.

2. Tap Apps, then tap Reminders.
3. Tap Accounts, then tap Add Account.
4. Do one of the following:
 - Choose an account provider, then enter your account information.
 - If your account provider isn't listed, tap Other, tap Add CalDAV Account, enter your account information, then turn on Reminders for that account.

Remove an account

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

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

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

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

Change your Reminders settings on iPad

You can customize your preferences for the Reminders app  in Settings. Choose the default list for new items, adjust notifications, and more.

Customize your Reminders settings

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

3. Adjust any of the following:

- *Accounts:* [Add or remove accounts in Reminders.](#)
- *Siri:* Allow [Siri](#) to make suggestions across apps based on the way you use Reminders.
- *Search:* Allow suggestions and content from Reminders to appear in [Search](#) and [widgets](#).
- *Notifications:* [Change notification settings.](#)
- *Language:* Choose your preferred languages (option only appears when [multiple languages](#) are added).
- *Default List:* Choose the list for new reminders you create outside of a specific list, such as reminders you create using Siri.
- *Today Notification:* Set a time to see notifications for [all-day reminders](#) that have been assigned a date without a time.
- *Show as Overdue:* The scheduled date turns red for overdue [all-day reminders](#).
- *Time Zone:* Set the time zone used to display and create reminders.
- *Include Due Today:* The badge count includes [overdue items and items due today](#).
- *Mute Notifications:* Turn off notifications for [assigned reminders](#).
- *Show Suggestions:* If you type text that matches a previously completed reminder, that reminder appears as a suggestion.
- *Add Language:* Set an additional language that Reminders uses to automatically [place grocery items into categories](#).
- *Reset Categories:* Clears the categorization that was learned as you manually moved items in grocery or auto-categorized lists. This applies to new items you add on any of your devices, including in lists you've shared. Existing items and lists shared with you won't be affected.

Use keyboard shortcuts in Reminders on iPad

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

Examples of keyboard shortcuts

- *Create a new list:* Press Shift-Command-N.
- *Add a new reminder:* Press Command-N.
- *Show completed reminders:* Press Shift-Command-H.
- *Show all reminders assigned to you:* Press Command-5.

Learn keyboard shortcuts

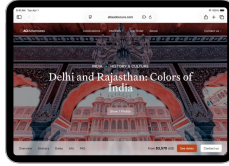
Press and hold the Globe () key or Command () key until the shortcuts appear.

Safari

Get started with Safari on iPad

The Safari app  brings the internet to your iPad. You can browse the web, bookmark websites to revisit later, keep your browsing activity private, and much more.

Browse the web



Surf the web or look for answers to specific questions. In the search field at the top of the window, enter the name or web address of a webpage, or type in a few words, a phrase, or a question.

Bookmark a website



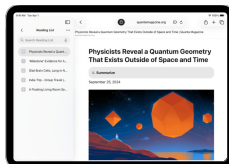
Save a website to revisit later. Tap  to the right of the search field, then tap Add to Bookmarks.

Browse privately



Keep your browsing activities to yourself. When you use Private Browsing, the tabs you open don't appear in History on iPad or in the list of tabs on your other devices. Tap , then tap Private.

Remove cookies and clear your cache



Remove cookies and clear the cache on your iPad to undo permissions you granted to websites to use your location (or send you notifications) and to erase your browsing history. Tap , tap History, tap , then tap Clear.

Note: Clearing your browsing history in Safari doesn't clear any browsing histories kept independently by websites you visited, or your browsing history in other apps.

Want to learn more?

- [Browse the web](#)
- [Bookmark a website](#)
- [Browse the web privately](#)
- [Clear your cache and cookies](#)
- [Customize your Safari settings](#)
- [Save pages to a Reading List](#)

Browse the web using Safari on iPad

You can browse the web, view websites, preview website links, translate webpages, and add the Safari app back to your Home Screen if it gets removed. If you sign in to iCloud with the same [Apple Account](#) on all your devices, you can see pages you have open on other devices, and keep your bookmarks, history, and Reading List up to date on all your devices.



Go to a webpage

1. Go to the Safari app  on your iPad.
2. Enter the name or web address (URL) of the webpage in the search field.

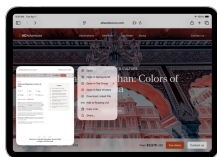
View websites with Safari

1. Go to the Safari app  on your iPad.
2. Do any of the following:
 - *Get back to the top*: Double-tap the top edge of the window to quickly return to the top of a long page.
 - *See more of the page*: Turn iPad to landscape orientation.
 - *Refresh the page*: Pull down from the top of the page.
 - *Share links*: Tap  at the top right of the window.

Preview website links

1. Go to the Safari app  on your iPad.
2. Touch and hold a link in Safari to see a preview of the link without opening the page.

To open the link, tap the preview, or tap Open. To close the preview and stay on the current page, tap anywhere outside the preview.



Translate a webpage

When you view a webpage that's in another language, you can use Safari to translate it (not available in all languages or regions).

1. Go to the Safari app  on your iPad.
2. Tap , then tap  (if translation is available).

Manage downloads

1. Go to the Safari app  on your iPad.
2. Touch and hold the file or link you want to download, then tap Download Linked File.

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

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

Add Safari back to your Home Screen

If you don't see Safari on your Home Screen, you can find it in App Library and add it back.

1. On the Home Screen, swipe left until you see the App Library.
2. Enter "Safari" in the search field.
3. Touch and hold , then tap Add to Home Screen.

Search for websites using Safari on iPad

Enter a URL or a search term to find websites or specific information.



Search the web

1. Go to the Safari app  on your iPad.
2. Enter a search term, phrase, or URL in the search field.
3. Tap a search suggestion, or tap  on the keyboard.

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

See your favorite websites while you search

Have your favorites appear as suggestions when you enter an address, search, or create a new tab.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Safari.
3. Tap Start Page Favorites, then tap Favorites.

If you have multiple folders in your favorites, you can select the one you want to appear in Safari search suggestions.

Search a webpage

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

1. Go to the Safari app  on your iPad.

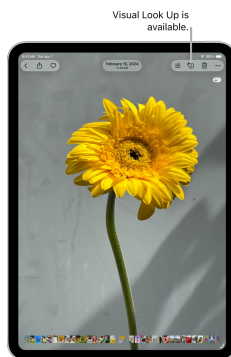
2. Go to a webpage.
3. Tap , then tap .
4. Enter the word or phrase in the search field.
5. Tap  to find other instances.

Choose a search engine

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Safari.
3. Tap Search Engine, then choose a search engine.

Search for objects in your photos

With Visual Look Up, you can identify and learn about popular landmarks, plants, pets, and more that appear in your photos and videos. See [Use Visual Look Up to identify objects in your photos and videos](#).



See a webpage's highlights in Safari on iPad

You can learn more about the current webpage by looking at Highlights. Highlights share helpful information, such as directions, summaries, and links to additional details about people, music, movies, and TV shows.

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

1. Go to the Safari app  on your iPad.
2. Open a webpage.

If Highlights are available for the webpage,  replaces  on the left side of the search field.
3. Tap .

Customize your Safari settings on iPad

You can customize your start page, change the text size on websites, and change display and privacy settings. Sign in to iCloud with the same [Apple Account](#) on multiple devices to keep your open tabs, bookmarks, browsing history, and Reading List up to date across all your Apple devices.

Customize your start page

Every time you open a new tab, you begin on your start page. You can customize your start page with new background images and options.

1. Go to the Safari app  on your iPad.
2. To open a new tab, tap  at the top-right corner of the screen.
3. Scroll to the bottom of the page, then tap Edit.
4. Choose options for your start page.
 - *Use Start Page on All Devices*: Use these settings on all your Apple devices where you have Use Start Page on All Devices turned on and you're signed in to the same [Apple Account](#) using [two-factor authentication](#).
 - *Tab Group Favorites*: Display shortcuts to your favorite bookmarked websites in the current Tab Group. See [Create a new Tab Group](#).
 - *Favorites*: Display shortcuts to your favorite bookmarked websites. See [Add a website to Favorites](#).
 - *Suggestions*: See websites you visit most, websites shared in other apps (such as Calendar and Maps), and links shared with you in Messages, Mail, and more. See [Find links shared with you](#).
 - *Privacy Report*: Stay updated on how many trackers and websites Safari blocked from tracking you. See [View the Privacy Report](#).
 - *Reading List*: Show webpages currently in your Reading List. See [Add the current webpage to your Reading List](#).
 - *Recently Closed Tabs*: Go back to tabs you previously closed.
 - *iCloud Tabs*: Show open tabs from other Apple devices where you're signed in to the same Apple Account and Safari is turned on in iCloud settings or preferences. See [Organize your tabs with Tab Groups](#).
 - *Background Image*: Choose the image you want to appear in the background each time you open a new start page. To use a photo as your background, tap .

Customize the Page menu

You can add your favorite Page and Tab Actions to the Page menu .

1. Go to the Safari app  on your iPad.
2. Tap  on the left side of the search field, then tap .
3. Tap Edit, then tap  to add Page or Tab Actions to the Page menu.

Tap  to remove an action
4. Tap , then tap  again.

Change the text size for a website

1. Go to the Safari app  on your iPad.
2. Tap  on the left side of the search field.
3. Tap the large A to increase the font size or the small A to decrease it.

Change the display controls for a website

You can hide the search field, switch to Reader, and more.

1. Go to the Safari app  on your iPad.

2. Tap , then do any of the following:

- *Hide the search field:* Tap , then tap Hide Toolbar (tap the top of the window to get it back).
- *See a streamlined view of the webpage:* Tap Show Reader (if available).

To return to the normal view, tap , then tap Hide Reader.

- *See what the webpage looks like on a desktop computer:* Tap , then turn on Request Desktop Website (if available).
- *See a summary of the webpage:* If Apple Intelligence* is turned on, tap Summarize at the top of the page. See [Summarize a webpage](#).

You can also adjust Safari settings in Accessibility settings. Go to Settings  > Accessibility > Per-App Settings. Tap Safari to adjust settings. If Safari isn't listed, tap Add App, then tap Safari to add it.

Choose where to save downloads

When you download a file in Safari, you can choose whether to save it to iCloud or on your iPad.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Safari.
3. Tap Downloads, then choose one of the following:
 - *iCloud Drive:* Select this option to save downloads to the Downloads folder in iCloud Drive. This allows you to access the downloaded file on any iPhone, iPad, or Mac where you're signed in to the same [Apple Account](#).
 - *On My iPad:* Select this option to save downloads to the Downloads folder on your iPad.
 - *Other:* Select this option to save downloads in a location other than a Downloads folder.

Share website passwords with a group

You can create a group of trusted contacts and share a set of passwords. Passwords stay up to date for everyone in the group, and you can remove someone at any time.

See [Share passwords or passkeys with people you trust](#).

Adjust privacy settings

You can choose what privacy settings you want across Safari, and create individual exceptions for websites. See [Browse privately](#).

Use keyboard shortcuts

You can navigate in Safari using keyboard shortcuts if you have an [Apple external keyboard](#) connected to your iPad.

To view available keyboard shortcuts, connect your keyboard, then touch and hold the Command key.

*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](#).

Create multiple Safari profiles on iPad

You can create multiple Safari profiles—like Work and Personal—and use them to separate your internet browsing into different themes. Each profile has separate favorites, histories, tabs, and Tab Groups. You can add, edit, or remove a profile at any time.

Create a profile

The profiles you create on iPad will appear in Safari settings on any iPhone, iPad, or Mac where you're signed in to the same [Apple Account](#).

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Safari.
3. Tap New Profile, then tap Name.
4. Enter a name for this profile, then choose an icon and color.
5. Below Settings, tap Favorites to choose a bookmarks folder.

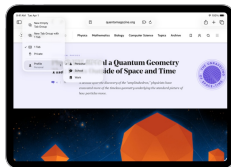
If you have multiple folders of bookmarks, this option selects the folder of bookmarked websites that are recommended as you enter an address, search, or create a new tab. For example, if you have a folder of bookmarks related to work, you can create a work profile and use this field to ensure that those websites are suggested as you type in the address field.

6. Tap Open New Tabs and choose the page you want new tabs to open to.
7. Tap .

Use profiles in Safari

You can easily browse the internet with a profile, or move between profiles.

1. Go to the Safari app  on your iPad.
2. Tap the name of the current profile in the upper left of the window.
3. Tap Profile at the bottom of the menu, then choose the profile you want to use.



Edit a profile

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Safari.
3. Tap the profile you want to edit.

Choose which extensions to use with a profile

You can install extensions to customize the way your browser works on iPad. See [Get extensions to customize Safari](#).

If you have extensions installed on your iPad, you can customize which extensions you want to use with each profile.

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

3. Tap a profile, then select each extension you want to use with that profile.

Remove a profile

You can delete a profile at any time. This action also erases the favorites and history associated with the profile, and closes all websites open in the profile.

Important: This action can't be undone.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Safari.
3. Tap a profile.
4. Tap Delete Profile, then tap Delete to confirm.

Use Tab Groups

Open and close tabs in Safari on iPad

Use tabs to help you navigate between multiple open webpages.

Open a link in a new tab

1. Go to the Safari app  on your iPad.
2. Touch and hold the link, then tap Open in Background.

View a tab's history

You can see which webpages you previously visited in this tab.

1. Go to the Safari app  on your iPad.
2. Touch and hold < or >.

Close tabs

1. Go to the Safari app  on your iPad.
2. Tap , then tap  in the upper-right corner of a tab to close it.

Tip: To close all tabs in this Tab Group at the same time, touch and hold , then tap Close All *[number of] Tabs*.

Open a recently closed tab

1. Go to the Safari app  on your iPad.
2. Touch and hold , then choose from the list of recently closed tabs.



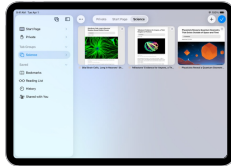
Work with multiple tabs in the sidebar in Safari on iPad

You can work with several tabs at the same time in the sidebar.

1. Go to the Safari app  on your iPad.
2. Tap  to open the sidebar, then touch and hold a tab in the sidebar.
3. Tap Select Tabs, then select the tabs you want to work with.
4. Touch and hold one of the selected tabs, then do any of the following:
 - *Copy the tabs to paste somewhere else:* Tap Copy [x] Links.
 - *Duplicate the tabs in the same location:* Tap Duplicate [x] Tabs.
 - *Move the tabs to another window:* Tap Move [x] Tabs to New Window.
 - *Move the tabs to a Tab Group:* Tap Move to Tab Group, then tap a Tab Group.
 - *Close the tabs:* Tap Close [x] Tabs.
5. Tap .

Organize your tabs with Tab Groups in Safari on iPad

You can create Tab Groups to keep tabs organized and make them easier to find again later.



Create a new Tab Group

1. Go to the Safari app  on your iPad.
2. Tap  to open the sidebar, then tap  in the top-right corner of the sidebar.
3. Tap New Empty Tab Group, enter a name, then tap Save.

Rename a Tab Group

1. Go to the Safari app  on your iPad.
2. Tap  to open the sidebar, then touch and hold any Tab Group.
3. Tap Rename.

Reorder tabs in a Tab Group

1. Go to the Safari app  on your iPad.
2. Tap  to open the sidebar, then touch and hold any tab in the Tab Group.
3. In the menu that appears, tap Arrange Tabs By, then choose an option.

Or touch and hold the tab, then drag it where you want it.

Pin a tab at the front of a Tab Group

You can customize your Tab Groups with pinned tabs in each group. The pinned tab stays pinned to the left side of the tab bar.

1. Go to the Safari app  on your iPad.
2. Touch and hold the tab you want to pin.

3. In the menu that appears, tap Pin Tab.

To unpin the tab, touch and hold it, then tap Unpin Tab.

Move a tab to another Tab Group

1. Go to the Safari app  on your iPad.
2. Touch and hold the tab in the tab bar, then tap Move to Tab Group.
3. Choose one of the Tab Groups you created previously, or tap New Tab Group to create a new one.

View your Safari tabs from another Apple device on iPad

You can view the tabs that are open on your other Apple devices and keep tabs and Tab Groups updated across them. You must be signed in to iCloud with the same [Apple Account](#) on all your devices to manage Safari tabs on those devices.

View tabs that are open on your other Apple devices

1. Go to the Safari app  on your iPad.
2. Tap , then tap iCloud Tabs.

To close a tab on another Apple device, touch and hold the link, then choose Close.

Keep tabs and Tab Groups updated across your devices

1. Go to the Settings app  on your iPad.
2. Tap your name, then tap iCloud.
3. Tap See All, then make sure Safari is turned on.

Note: To also see tabs open on your Mac, you must have Safari turned on in iCloud settings on your Mac, be signed in to the same [Apple Account](#), and use [two-factor authentication](#).

Share Tab Groups and collaborate in Safari on iPad

You can share a Tab Group and collaborate with people who use iCloud. You can add and remove people from the Tab Group at any time, and even start a message conversation, phone call, or FaceTime call without leaving Safari. Collaborators can add and remove tabs from the Tab Group, and everyone sees updates in real time.

Everyone you collaborate with must be [signed in to their Apple Account](#), [have Safari turned on in iCloud settings](#), and have [two-factor authentication](#) turned on.

Share a Tab Group

1. Go to the Safari app  on your iPad.
2. Tap , touch and hold a Tab Group, then tap Share.
3. Tap Messages, then enter the person or group you want to share it with.

You get [activity updates in the Messages conversation](#) when someone makes changes in the Shared Tab Group.

Add and remove people from a Shared Tab Group

1. Go to the Safari app  on your iPad.
2. Tap .
3. Tap Manage Shared Tab Group, then do any of the following:
 - *Remove someone:* Tap a name, then tap Remove Access.
 - *Add someone:* Tap Share With More People, then tap Messages to invite them.
 - *Stop Sharing with everyone:* Tap Stop Sharing.

Start a Messages, audio, or video conversation from Safari

You can start a conversation—using Messages, FaceTime audio, or FaceTime video—with everyone that shares the Tab Group, without leaving Safari.

1. Go to the Safari app  on your iPad.
2. In Safari, tap , then tap message, video, or audio to start the conversation.

Listen to a webpage in Safari on iPad

You can have supported webpages read aloud in the Safari app.

Listen to a webpage

1. Go to the Safari app  on your iPad.
2. Open the page you want to listen to.
3. Tap , then tap Listen to Page.

Pause listening

While listening to a webpage, tap , then tap .

To start listening again, tap , then tap .

Mute audio in tabs in Safari on iPad

Safari lets you mute audio in any open tabs—helpful when you’re listening to audio from one website, and unwanted audio starts playing from another.

Mute audio

1. Go to the Safari app  on your iPad.
2. Do any of the following:
 - *Mute audio in the tab you’re viewing:* Tap  in the search field.
 - *Mute audio in other tabs:* If you’re viewing several websites that are playing audio, touch and hold  in the search field, then tap Mute Other Tabs to let audio play in the tab you’re currently viewing and to mute the audio in other tabs.
 - *Mute all audio:* If you’re viewing a website that’s not playing audio and other tabs are playing audio, tap  in the search field to quickly mute all audio in other tabs.
 - *Mute any tab:* Tap  on the right side of the tab in the tab bar.

See websites that are playing audio

1. Go to the Safari app  on your iPad.
2. Touch and hold  in the search field to see a list of websites that are playing audio.
3. Choose a website to go to the tab where the audio is playing.

If you're viewing a website that's not playing audio, the list of open websites also includes the Mute All Tabs option. If the website you're viewing is playing audio, it includes the Mute This Tab or Mute Other Tabs option.

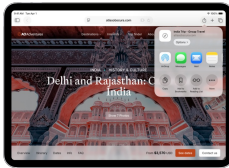
Unmute audio

1. Go to the Safari app  on your iPad.
2. Tap  in the search field, or on the right side of the tab in the tab bar.

Note: You can mute and unmute audio in tabs that are in the active Safari window as well as in tabs that are in other Safari windows behind the active window.

Bookmark a website in Safari on iPad

You can bookmark websites, organize your bookmarks, or add a website icon to the Home Screen to easily revisit it later.



Bookmark a website

1. Go to the Safari app  on your iPad.
2. Go to the website you want to bookmark.
3. Tap  to the right of the search field, tap , then tap "Add Bookmark to."
4. Choose a location, then tap Save.

Bookmark open tabs

1. Go to the Safari app  on your iPad.
2. Tap  to view all your tabs.
3. Tap , then tap Add Bookmarks for [number of] Tabs.

View and organize your bookmarks

1. Go to the Safari app  on your iPad.
2. Tap , then tap Bookmarks (below Saved).

Recently saved bookmarks, favorites, and reading list items appear at the top of the sidebar. The newest is on the left, and you can scroll through the others. Touch and hold a bookmark to copy, open, edit, or delete it.

3. Do any of the following:

- *Create a new folder:* Tap , tap New Folder, enter a name, then tap Save.
- *Move a bookmark into a folder:* Tap , tap Select Bookmarks, touch and hold , then drag the bookmark to a folder. Tap  to return to your bookmarks.
- *Delete a bookmark:* Touch and hold the bookmark, then tap Delete.
- *Rename a bookmark:* Touch and hold the bookmark, tap Edit, enter a new name, then tap Save.
- *Reorder bookmarks:* Tap , tap Select Bookmarks, touch and hold , then drag the bookmark to a new location. Tap  to return to your bookmarks.

See your Mac bookmarks on iPad

1. Go to the Settings app  on your iPad.
2. Tap your name, then tap iCloud.
3. Tap See All (next to Saved to iCloud), then make sure Safari is turned on.

Note: You must also have Safari turned on in iCloud settings on your Mac and be signed in to the same Apple Account. See [Set up iCloud for the Safari app on all your devices](#) in the iCloud User Guide.

Add a website icon to the Home Screen

You can add a website icon to your iPad Home Screen for quick access.

1. Go to the Safari app  on your iPad.
2. While viewing the website, tap , tap , then tap Add to Home Screen.

You can turn on Open as Web App to use the website as if it's an app. See [Turn a website into an app](#).

3. Tap Add.

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

Note: Some websites may ask for permission to send you notifications. You can change your notification settings at any time. See [Change notification settings](#).

Turn a website into an app in Safari on iPad

You can open and use a website as if it's an app.

1. Go to the Safari app  on your iPad.
2. While viewing the website, tap , tap , then tap Add to Home Screen.
3. Turn on Open as Web App.
4. Tap Add.

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

An icon for the web app is added to your Home Screen. When you tap the icon, the website opens just like an app. You can receive notifications from the web app and quit the web app like you would any app.

Bookmark a website as a favorite in Safari on iPad

You can add websites to Favorites, edit favorites, and show the Favorites bar.



Add a website to Favorites

1. Go to the Safari app  on your iPad.
2. Go to the website.
3. Tap  to the right of the search field, then tap Add to Favorites.

Edit favorites

1. Go to the Safari app  on your iPad.
2. Tap , then tap Bookmarks (below Saved).

Recently saved bookmarks, favorites, and reading list items appear at the top of the sidebar. The newest is on the left, and you can scroll through the others. Touch and hold a favorite to copy, open, edit, or delete it.

3. Tap Favorites, then do any of the following:
 - *Delete a favorite:* Touch and hold the favorite, then tap Delete.
 - *Rename a favorite:* Touch and hold the favorite, tap Edit, enter a new name, then tap Save.
 - *Reorder favorites:* Tap , tap Select Bookmarks, touch and hold , then drag the favorite to a new location. Tap  to return to your favorites.

Show the Favorites bar

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Safari.
3. Turn on Show Favorites Bar (below General).

Show only an icon for one webpage in the Favorites bar

1. Go to the Safari app  on your iPad.
2. Touch and hold the webpage in the Favorites bar, then tap Edit.
3. Turn off Show Title, then tap Save.

Show only an icon for all webpages in the Favorites bar

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Safari.
3. Tap Favorites Bar Appearance (below General), then tap Show Icons Only.

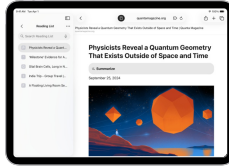
Rename a webpage title in the Favorites bar

1. Go to the Safari app  on your iPad.

2. Touch and hold the webpage title in the Favorites bar, then tap Edit.
3. Enter a new name, then tap Save.

Save webpages to read later in Safari on iPad

Save interesting items in your Reading List so you can revisit them later. You can even download the items in your Reading List and read them when you're not connected to the internet.



Add the current webpage to your Reading List

1. Go to the Safari app  on your iPad.
2. Tap , then tap Add to Reading List.

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

View your Reading List

1. Go to the Safari app  on your iPad.
2. Tap , then tap Reading List (below Saved).

If you don't see Reading List, tap < at the top of the sidebar.

Recently saved bookmarks, favorites, and reading list items appear at the top of the sidebar. The newest is on the left, and you can scroll through the others. Touch and hold a reading list item to copy, open, mark it as read, or delete it.

To delete an item from your Reading List, touch and hold the item, then tap Delete.

Automatically save all Reading List items for offline reading

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Safari.
3. Turn on Automatically Save Offline (below Reading List).

Find links shared with you in Safari on iPad

You can easily find and organize web links that friends share with you in Messages conversations. Links shared with you are added to the Shared with You section of the Sidebar in Safari. You can keep those links on your start page, remove them, or organize related links into Tab Groups. (Safari must be turned on in Settings  > Apps > Messages > Shared with You, and your friend must be in your contacts.)

See links from friends in Safari

To find links shared with you, you can display them on your Safari start page. Then, every time you open a new page, you see them listed there.

1. Go to the Safari app  on your iPad.
2. Tap , then tap Shared with You.

If you don't see Shared with You, tap < at the top of the sidebar.

You can also have links shared with you appear on your start page, under Suggestions. See [Customize your start page](#).

Tip: You can continue the conversation without leaving Safari. Tap the button below the link preview to open the Messages conversation where the link was shared.

Remove a link from the Shared with You section

1. Go to the Safari app  on your iPad.
2. In Shared with You, touch and hold the preview image of a link.
3. Tap Remove Link.

Organize shared links in a Tab Group

You can group related shared web links into Tab Groups to make them easier to find.

1. Go to the Safari app  on your iPad.
2. In Shared with You, touch and hold the preview image of the link you want to move, then tap Open in Tab Group.
3. Tap New Tab Group to create one, or add the link to a Tab Group you already have.

Download a PDF from Safari to your iPad

You can save a PDF from Safari to read later or share with others.

1. Go to the Safari app  on your iPad.
2. Go to the PDF, then tap .
3. Tap , then tap Save to Files.
4. Enter a name for the file, then tap Save.

To choose where your PDFs are saved, see [Choose where to save downloads](#).

Annotate and save a webpage as a PDF in Safari on iPad

You can mark up a webpage, highlight your favorite parts, draw and write notes, and share your document as a PDF with others.

1. Go to the Safari app  on your iPad.
2. Go to a webpage, then tap .
3. Tap , then tap Markup.
4. Use the tools to annotate the webpage.
5. Tap , then tap Save File To.
6. Enter a name for the file, then tap Save.

Fill in personal information in Safari on iPad

With your personal information saved on iPad, you can automatically fill in contact information, user names, and passwords.

You can also automatically [fill in payment information](#).

Set up AutoFill

You can save your personal information on your iPad to speed up filling in online forms.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Safari
3. Tap AutoFill, then turn on Use Contact Info.
4. Tap My Info, then choose your contact card.

The contact information from your card is entered when you tap AutoFill on webpages in Safari.

Fill in your contact information automatically

You can quickly add your personal information to online forms using AutoFill.

1. Go to the Safari app  on your iPad.
2. In a form on a website that supports AutoFill, tap a blank field.
3. Tap AutoFill Contact above the keyboard, then select a contact.
4. Tap any field to make changes.

Note: You can use AutoFill to enter another person's information from your contact list. For example, if you're purchasing a gift and shipping it to a friend, you can use AutoFill to enter their address. Tap AutoFill Contact, tap Other Contact, then choose their contact card.

Fill in your passwords automatically

When you sign up for services on websites and in apps, you can let iPad create and save strong passwords for many of your accounts. See [Automatically fill in strong passwords](#).

Important: Never enter a password on sites with a "Not Secure" warning. See the Apple Support article [If you see a "Not Secure" warning while browsing with Safari](#).

Turn off AutoFill

You can turn off AutoFill for your contact information and for passwords. This is helpful in situations where you don't want your contact information to be readily available—for example, if you share a device with others.

- *Turn off AutoFill for your contact information:* Go to Settings  > Apps > Safari > AutoFill, then turn off Use Contact Info.
- *Turn off AutoFill for passwords:* Go to Settings  > General > AutoFill & Passwords, then turn off AutoFill Passwords and Passkeys.

Get extensions to customize Safari on iPad

You can install extensions to customize the way your browser works. For example, extensions can help you find coupons when shopping, block content on websites, and more.

Add Safari extensions

1. Go to the Safari app  on your iPad.
2. Tap  on the right side of the search field, then tap Manage Extensions.
3. Search for extensions, scan Recommendations, or tap Browse Extensions to look in the App Store.
4. When you find one you want, tap the price, or if the app is free, tap Get, then follow the onscreen instructions.

Note: Extensions you install for Safari on iPad that are also available on other platforms will appear in Safari settings on any iPhone, iPad, or Mac where you're signed in to the same [Apple Account](#), to make them easier to find and download.

Change Safari extension settings

You can use an extension to customize the way your browser works. You can turn Safari extensions on or off at any time.

1. Go to the Safari app  on your iPad.
2. Tap  on the right side of the search field, then tap Manage Extensions.
3. Tap each extension you want to give permissions to, then follow the onscreen instructions to choose how much access to give each extension.

Important: Check the extensions you have installed and make sure you're familiar with what they do.

You can manage extensions further in Settings  > Apps > Safari > Extensions.

Change Safari extension settings for an individual website

You can turn an extension on or off for an individual website without changing your overall Safari settings.

1. Go to the Safari app  on your iPad.
2. Tap  on the right side of the search field, then tap Manage Extensions.
3. Turn each extension on or off.

Remove a Safari extension

1. Swipe down on the Home Screen, then search for the extension you want to remove.
2. Touch and hold the extension icon, tap "Delete app," then follow the onscreen instructions.

Hide distractions

Hide distractions when browsing in Safari on iPad

Use Distraction Control to hide menus and other diversions on a webpage.

1. Go to the Safari app  on your iPad.

2. On a website, tap , then tap Hide Distracting Items.
3. Tap an item you want to hide from the webpage, then tap Hide.

You can hide as many items as you want.

4. Tap .

To stop hiding an item, tap , tap Show Hidden Items, then tap Show to confirm.

Hide distractions when reading articles in Safari on iPad

Use Reader to hide navigation menus and other distracting items. Longer pages include a summary and table of contents.

Show Reader

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

1. Go to the Safari app  on your iPad.
2. Go to a webpage.
3. On a supported website, tap , then tap Show Reader.

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

Automatically use Reader for a website

1. Go to the Safari app  on your iPad.
2. On a supported website, tap , then tap .
3. Turn on Use Reader Automatically.
4. Tap .

To automatically use Reader for all websites that support it, go to Settings  > Apps > Safari > Reader, then turn on All Websites.

Block pop-ups in Safari on iPad

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Safari.
3. Turn on Block Pop-ups.

Clear your cache and cookies on iPad

You can erase your browsing history and data to clear the cache on your iPad. This action removes the history of websites you visited and recent searches from your iPad. This process also removes the cookies and permissions you granted to websites to use your location or send you notifications.

Note: Clearing your browsing history in Safari doesn't clear any browsing histories kept independently by websites you visited, or your browsing history in other apps.

1. Go to the Safari app  on your iPad.

2. Tap , then tap History.

If you don't see History, tap < at the top of the sidebar.

3. Tap , then tap Clear.
4. Below Clear Timeframe, choose how much of your browsing history to clear.

Note: If you have Safari profiles set up, select a profile to clear only the history of that profile, or select All Profiles.

5. Tap Clear History.

Enable cookies on iPad

You can enable cookies. Some websites use cookies to keep track of your activity, such as your settings. Enabling cookies allows websites that require cookies to work normally.

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Safari.
3. Tap Advanced, then turn off Block All Cookies.

Privacy and security

Browse the web privately in Safari on iPad

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

Visit sites privately

You can use Private Browsing to open tabs that don't appear in History on iPad or in the list of tabs on your other devices. Tabs in Private Browsing aren't shared with your other Apple devices, even if you're signed in to the same [Apple Account](#).

If you have a passcode set on your iPad, Private Browsing locks when it's not in use. Private Browsing may not lock immediately.

1. Go to the Safari app  on your iPad.
 2. Tap , then tap Private.
- If you don't see Private, tap < at the top of the sidebar.
3. Follow the directions onscreen to unlock Private Browsing.

To exit Private Browsing, tap , then tap a Tab Group. The websites you have open in Private Browsing stay open, and Private Browsing locks.

To allow Private Browsing to be locked, go to Settings  > Apps > Safari, then turn on Require Passcode to Unlock Private Browsing, Require Face ID to Unlock Private Browsing ([supported models](#)), or Require Touch ID to Unlock Private Browsing ([supported models](#)).

Note: Any Safari extensions you have installed that have access to browsing data are automatically turned off in Private Browsing. To turn on an extension in Private Browsing, see [Change Safari extension settings](#).

Choose a search engine for Private Browsing

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Safari.
3. Turn off Also Use in Private Browsing.
4. Tap Private Search Engine, then choose a search engine.

View the Privacy Report

Safari helps prevent trackers from following you across websites and from seeing your IP address. You can review the Privacy Report to see a summary of trackers that have been encountered and prevented by Intelligent Tracking Prevention on the current webpage you're visiting. You can also review and adjust Safari settings to keep your browsing activities private from others who use the same device, and help protect yourself from malicious websites.

1. Go to the Safari app  on your iPad.
2. Tap , then tap .
3. Tap Privacy Report.

Use iCloud Private Relay to browse the web with more privacy

When you [subscribe to iCloud+](#), you can use iCloud Private Relay to help prevent websites and network providers from creating a detailed profile about you. When iCloud Private Relay is turned on, the traffic leaving your iPad is encrypted and sent through two separate internet relays. This prevents websites from seeing your IP address and exact location while it prevents network providers from collecting your browsing activity in Safari. See [Protect your web browsing with iCloud Private Relay](#).

See [Protect your web browsing with iCloud Private Relay](#) to learn how to:

- Turn iCloud Private Relay completely on or off for your iPad.
- Turn iCloud Private Relay on or off for a specific Wi-Fi or cellular network.
- Turn iCloud Private Relay off temporarily.
- Set the specificity of your IP address location.

Note: iCloud Private Relay isn't available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).

Temporarily allow a website to see your IP address

If a website relies on IP filtering, monitoring, or rate-limiting, it might require your IP address to be visible. You can turn off iCloud Private Relay temporarily for that website only.

1. Go to the Safari app  on your iPad.
2. Go to the website.
3. Tap  on the left side of the search field, then tap .
4. Tap Show IP Address (if available).

Your IP address remains visible to that website until you leave the website or close its Safari tab. iCloud Private Relay remains on for other websites.

To turn off or pause iCloud Private Relay for all websites, see [Protect your web browsing with iCloud Private Relay](#).

Control privacy and security settings for Safari

1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Safari.
3. Turn any of the following on or off:
 - *Prevent Cross-Site Tracking*: Safari limits third-party cookies and data by default. Turn this option off to allow cross-site tracking.
 - *Hide IP address*: Safari automatically protects your IP address from known trackers. For eligible iCloud+ subscribers, your IP address is protected from trackers and websites as you browse in Safari. If this option is off, your IP address isn't hidden.
 - *Fraudulent Website Warning*: Safari displays a warning if you're visiting a suspected phishing website. Turn this option off if you don't want to be warned about fraudulent websites.
 - *Camera*: Choose whether Safari websites can use your camera without asking you first. Tap Camera, then choose Ask, Deny, or Allow.
 - *Microphone*: Choose whether Safari websites can use your microphone without asking you first. Tap Microphone, then choose Ask, Deny, or Allow.
 - *Location*: Choose whether Safari websites can use your location without asking you first. Tap Location, then choose Ask, Deny, or Allow.

To set exceptions for a specific website, open the website in the Safari app, tap , tap , then tap the setting you want to change below Website Settings For.

Sign in with passkeys in Safari on iPad

In the Safari app , you can use Face ID ([supported models](#)) or Touch ID ([supported models](#)) to securely sign in to supporting websites. See [Use passkeys to sign in to websites and apps](#).

Use Hide My Email in Safari on iPad

When you [subscribe to iCloud+](#), you can use Hide My Email to keep your personal email address private. With Hide My Email, you can generate unique, random email addresses that forward to your personal email account, so you don't have to share your real email address when filling out forms on the web or signing up for newsletters.

1. When you're asked for your email address on a website, tap the email address field.
2. Tap Hide My Email above the keyboard.

The Hide My Email screen suggests a new, randomly generated Hide My Email address.

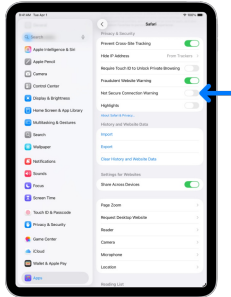
3. If you don't want to use the suggested address, tap  to see a new suggested address.
4. Tap Continue.

You can delete the Hide My Email address at any time. See [Create and manage Hide My Email in Settings](#).

Get a warning when you visit websites that use HTTP on iPad

Websites use HTTP or HTTPS to transmit information to and from Safari; HTTP doesn't provide a secure connection.

You can choose to receive a warning when you visit websites that use HTTP.



1. Go to the Settings app  on your iPad.
2. Tap Apps, then tap Safari.
3. Below Privacy & Security, turn on Not Secure Connection Warning.

Digital certificates and encrypted websites in Safari on iPad

A certificate, also known as a “digital certificate” or a “public key certificate,” is a file that helps keep web communications secure.

Certificates are issued by trusted organizations, such as VeriSign, Inc. or RSA Security, Inc. When you visit an encrypted website—for example, to do online banking—Safari checks if the site’s certificate is legitimate. If it’s not, Safari warns you.

An encrypted website and Safari work together to encrypt information you exchange with the site. The key used for the encryption is contained in the site's security certificate. This protects your sign-in information, credit card numbers, addresses, and other secure data.

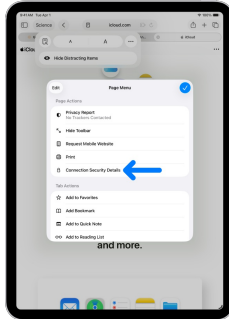
If you need to connect to a website that requires a personal certificate, you're provided with a certificate and instructions for installing it. After it's installed, you gain authenticated access to the website automatically. If you're unable to access it, contact the website administrator.

Important: If a website doesn't use the HTTPS protocol, have a digital identity certificate, or encrypt information, the words "Not Secure" appear in the search field. Don't enter personal or financial information on a website that isn't encrypted. The website you're visiting might not be the website you want, and information you enter is vulnerable to theft. Instead, go back to the webpage where you signed in and check for a link to another version of the site that's encrypted—for example, "Use our secure site." If available, use it, even if you don't expect to view or provide private information.

Encryption ensures that your connection to a website is secure, but encryption doesn't guarantee the website is trustworthy. Always verify the address in the Safari toolbar to confirm it's correct. Some fraudulent websites masquerade as trusted websites by changing one or two letters of the website address.

Check whether a website is encrypted in Safari on iPad

Review connection security details to determine whether a website is encrypted. Encrypted websites mask the data you exchange with them, so that only you and they can see it. It's important to use encrypted websites to prevent anyone from "eavesdropping" on you.

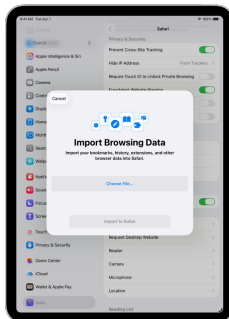


1. Go to the Safari app  on your iPad.
2. Go to the website, tap  on the left side of the search field, then tap .
3. Tap Connection Security Details.

Import and export

Import data from another browser into Safari on iPad

You can import data into Safari that you exported from another browser. Browser data can include bookmarks, history, extensions, credit cards, and passwords.



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

4. Tap Choose File, then choose a file (or a ZIP file of files) to import.

Individual files might be available for each piece of browsing data, such as bookmarks or history.

5. Tap Import to Safari.

A description of the browser data you imported appears.

Note: Any passwords you import go into the Passwords app.

6. Tap Done.

WARNING: For security, delete the file or folder you imported. It may include unencrypted data and could be visible to anyone who can access it.

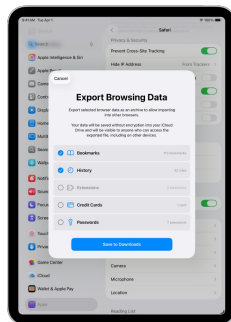
Export Safari data to another browser on iPad

You can export selected data from Safari, and then import that data into another browser.

Data you can export from Safari includes:

- Bookmarks
- History
- Extensions
- Credit cards
- Passwords

WARNING: Your exported data is not encrypted and is visible to anyone who can access the file. After you import the data into another browser, delete the file you exported.



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

If you created profiles for your browsing in Safari, choose the profile you want to export data from, or choose All Profiles.

Each profile has its own history and extensions data. The data for bookmarks, credit cards, and passwords is the same across all profiles.

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

The exported data is saved as a .zip file in your Downloads folder.

Shortcuts

Use Shortcuts to automate tasks on iPad

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

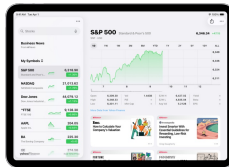
To learn how to automate the best features of your apps, see the [Shortcuts User Guide](#).

Stocks

Check stocks on iPad

Use the Stocks app to track market activity and view the performance of stocks you follow.

[Ask Siri](#) something like, "How are the markets doing?" [Learn how to use Siri](#).



Check stocks

You can see a stock's most recent price, daily percentage change, market capitalization value, and more.

1. Go to the Stocks app  on your iPad.
2. Tap a ticker symbol in your watchlist, or use the search field at the top to search for the symbol, then tap the symbol in the search results.

For more details, see [View charts, details, and news](#), below.

Manage symbols in the My Symbols watchlist

When you first open the Stocks app, a list of ticker symbols appears on the screen; this is called the My Symbols watchlist. You can update and manage the My Symbols watchlist and [create your own watchlists](#).

1. Go to the Stocks app  on your iPad.

2. Do any of the following:

- *Add a symbol:* In the search field, enter a ticker symbol, company name, fund name, or index. In the search results, tap , then tap .
- *Delete a symbol:* Swipe left on the symbol in your watchlist, then tap Remove.

Note: If you delete a symbol from the My Symbols watchlist, that symbol is also deleted from your other watchlists (see [Manage multiple watchlists](#)).

- *Reorder symbols:* Touch and hold a symbol in your watchlist, then drag it to a new position.
- *Display the currency a stock is traded in:* Tap , tap Watchlist Shows, then tap Show Currency.
- *Share a symbol:* Swipe left on a symbol in your watchlist, tap Share, then choose a sharing option, such as Messages or Mail.

View charts, details, and news

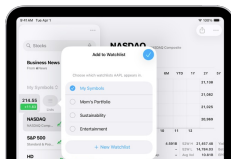
You can view interactive charts, performance details, and related news stories about the ticker symbols in your watchlist and the symbols you search for.

1. Go to the Stocks app  on your iPad.
2. Tap a symbol you want to see more details about, then do any of the following:
 - *View the performance over time:* Tap an option from the time range selections at the top of the chart.
 - *View the value for a specific date or time:* Touch and hold the chart with one finger.
 - *View the difference in value over time:* Touch and hold the chart with two fingers.
 - *View more details:* Below the chart, view additional stock details like 52-week high and low, Beta, EPS, and average trading volume.
 - *Read news:* Swipe up to see additional news stories related to the symbol or tap Business News in the sidebar, then tap a story.

Tip: Touch and hold a symbol in your watchlist to see a quick view of its performance.

Manage multiple watchlists in Stocks on iPad

You can create your own watchlists to organize the stocks you follow. For example, you could organize them according to categories such as entertainment or sustainability. You can switch between watchlists, and view them on your other devices.



Create a new watchlist

1. Go to the Stocks app  on your iPad.
2. Tap , then tap New Watchlist.
3. Name the watchlist, then tap Save.

To switch between your watchlists, tap  next to name of the current watchlist you're viewing, then tap the name of the watchlist you want to see.

Add symbols to a watchlist

1. Go to the Stocks app  on your iPad.
2. In the search field, enter the name of a ticker symbol, company, fund, or index.
3. Tap  next to the symbol in the search results.
4. Tap .

Tip: To quickly add a symbol to multiple watchlists, swipe left on the symbol, tap Lists, select the watchlists, then tap .

Each symbol you add to a new watchlist is also added to the [My Symbols watchlist](#).

Remove symbols from a watchlist

1. Go to the Stocks app  on your iPad.
2. Swipe left on the symbol, then tap Remove.

Note: When you remove a symbol from a watchlist you created, that symbol remains in the [My Symbols watchlist](#). If you remove a symbol from the My Symbols watchlist, that symbol is also removed from your other watchlists.

Rearrange or sort symbols in a watchlist

You can choose how the symbols in your watchlists are sorted.

1. Go to the Stocks app  on your iPad.
2. In the watchlist you want to sort, do any of the following:
 - *Rearrange a watchlist manually:* Touch and hold a symbol, then drag to place it elsewhere in the list.
 - *Sort a watchlist automatically:* Tap , tap Sort Watchlist By, then tap how you want to sort the list. To return to manual order after automatically sorting, tap Manual.

To reverse the order of the symbols in an automatically sorted watchlist, tap , tap Sort Watchlist By, then tap Ascending or Descending.

Change the value displayed in a watchlist

You can change the value displayed below each symbol's price in a watchlist.

1. Go to the Stocks app  on your iPad.
2. In the watchlist you want to change, tap .
3. Tap Watchlist Shows, then tap one of the following options:
 - Price Change
 - Percentage Change
 - Market Cap

Reorder, rename, or remove watchlists

1. Go to the Stocks app  on your iPad.
2. Tap the name of the watchlist, tap Manage Watchlists, then do any of the following:
 - *Reorder your watchlists:* Touch and hold , then drag the watchlist to a new position.
 - *Rename a watchlist:* Tap , type a new name, then tap Save.
 - *Remove a watchlist:* Tap  next to the symbol, tap Delete Watchlist, then tap Delete to confirm.
3. Tap .

View your watchlists on all your devices

You can view your watchlists on your iPhone, iPad, and Mac when you're [signed in to the same Apple Account](#).

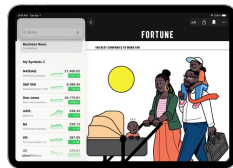
- *On your iPhone or iPad:* Go to Settings  > [your name] > iCloud, tap See All (next to Saved to iCloud), then turn on Stocks.
- *On a Mac with macOS 13 or later:* Choose Apple menu  > System Settings, click your name at the top of the sidebar, click iCloud, then turn on Stocks. (If you don't see your name, click "Sign in" to sign in to your Apple Account or to create one.)

Read business news in Stocks on iPad

In the Stocks app, you can read business news that's driving the market. In countries where Apple News is available, you also see stories selected by the Apple News editors and stories from Apple News+.

To learn more about Apple News+, see [Subscribe to Apple News+](#).

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



Read a story

1. Go to the Stocks app  on your iPad.
2. Swipe up on Business News or Top Stories to view stories, or tap a symbol in your watchlist to browse related stories. See [Manage symbols in the My Symbols watchlist](#).

3. Tap a story to read it. While viewing a story, do any of the following:
 - *Return to your newsfeed in Stocks:* Tap < or Done in the top-left corner.
 - *See more stories from the publication in Apple News:* Tap the publisher logo at the top of the screen.
 - *Save the story to Apple News:* Tap .

Note: In order to save stories to Apple News, make sure you're [signed in to your Apple Account](#), then go to Settings  > [your name] > iCloud, tap See All next to Saved to iCloud, then turn on News.

 - *Change the text size:* Tap AA, then tap the smaller or larger letter to change the text size in the story. If you don't see AA, tap ⋮, then tap Text Size.
 - *Share the story:* Tap , then choose a sharing option, such as Messages or Mail.

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

Clear recommendations

The Stocks app recommends stories based on what you read in the past. You can clear this information.

1. Go to the Stocks app  on your iPad.
2. Tap ⋮, then tap Clear Recommendations Data.

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

Add earnings reports to your calendar in Stocks on iPad

You can see when a company has an upcoming earnings report and add it as an event in the Calendar app.

Add an earnings report event to your calendar

If a stock has an upcoming earnings report, you can add it in the Calendar app.

1. Go to the Stocks app  on your iPad.
2. Tap a ticker symbol in your watchlist, or use the search field to search for a symbol.
3. If an earnings report is upcoming, tap Add to Calendar, then tap .

The earnings report is saved as an all-day event in the Calendar app. Calendar sends you an event reminder on the day of the earnings report.

Delete an earnings report event from your calendar

1. Go to the Stocks app  on your iPad.
2. Tap the ticker symbol in your watchlist, or use the search field to search for the symbol.
3. Tap View to switch to the Calendar app.

4. In the Calendar app, tap the event, tap Edit, tap Delete Event (you may have to scroll down), then confirm by tapping Delete Event again.

Use a Stocks widget on your iPad

Use a widget to check stocks at a glance on your iPad Home Screen. You can choose the size of the widget and the amount of information the widget displays.

Add a Stocks widget to your Home Screen

1. Touch and hold the Home Screen until the apps begin to jiggle.
2. Tap Edit, then tap Add Widget at the top of the screen to open the widget gallery.
3. Swipe up, then tap Stocks.
4. Swipe left and right to view the different widget types (Watchlist and Symbol) and sizes. When you see the option you want, tap Add Widget, then tap Done.

To move the widget on your Home Screen, touch and hold the Home Screen until the apps begin to jiggle. Drag the widget to a new location, then tap Done.

Change the widget display

After you add a Stocks widget to your Home Screen, you can change its appearance and the information it displays.

1. Touch and hold the Stocks widget on your Home Screen.
2. Tap Edit Widget, then depending on the type of widget (Watchlist or Symbol) do any of the following:
 - *Change the widget symbol:* Tap the current symbol, then tap the new symbol you want from the watchlist. Or use the search field to search for a new symbol.
 - *Change the widget watchlist:* Tap the name of the current watchlist, then tap the watchlist you want to display.
 - *Change when news stories appear:* Tap In Off Hours, Always, or Never, then choose an option.
 - *Show the watchlist name:* Turn on Show Watchlist Name.
 - *Show more symbols or additional symbol information:* Turn on Show More Details.

Tip: You can add more than one Stocks widget to your Home Screen—and choose a different size for each—so you can quickly see updates for different symbols or watchlists.

Stocks widgets are also available for the iPad Lock Screen. See [Create a custom Lock Screen](#).

Tips

Use the Tips app on iPad