

**Use the App Switcher.** To reveal all your open apps, swipe up from the bottom edge. If the Dock isn't already showing when you begin to swipe, swipe long enough to display the Dock then the App Switcher. You can also double-click the Home button. To see more apps, swipe right. To switch to another app, tap it.

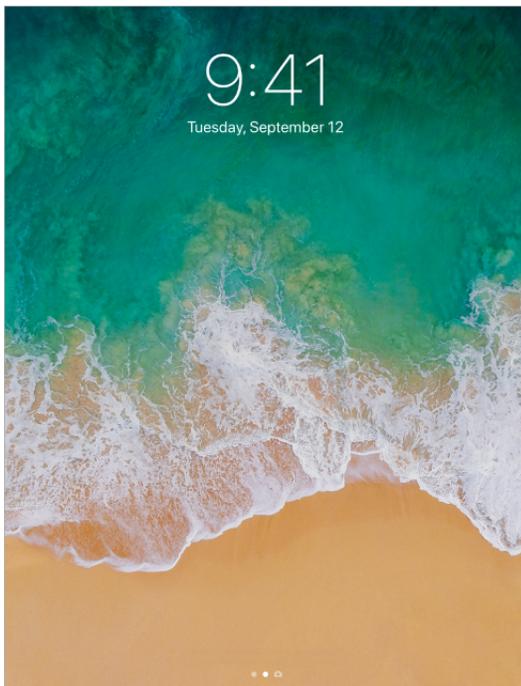


**Swipe between open apps.** Swipe right or left with four or five fingers. To turn off the multifinger swipe gesture, go to Settings > General > Multitasking & Dock.

**Close an app.** If an app isn't working properly, you can force it to close. (Typically, there is no reason to close an app; closing it doesn't save battery power, for example.) In the App Switcher, swipe up on the app. Then try opening the app again.

## Lock screen

The Lock screen, which shows the current time and date and your most recent notifications, appears when you turn on or wake iPad.



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

- *Open Camera:* Swipe left. (See [Take photos.](#))
- *Open Control Center:* Swipe up from the bottom edge. (See [Control Center.](#))
- *See earlier notifications:* Swipe up from the center. (See [Notifications.](#))
- *See Today View:* Swipe right. (See [Today View.](#))
- *Start drawing and taking notes:* (On supported models) Tap Apple Pencil on the Lock screen. Whatever you create is [saved in Notes.](#)

**Unlock iPad.** Press the Home button, then enter the passcode (if required).

**Choose what you can access from the Lock screen.** Go to Settings > Touch ID & Passcode (supported models) or Settings > Passcode (other models). You can change access to Today View, Recent Notifications, Control Center, and more.

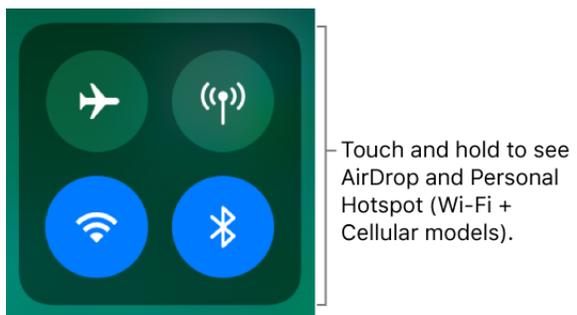
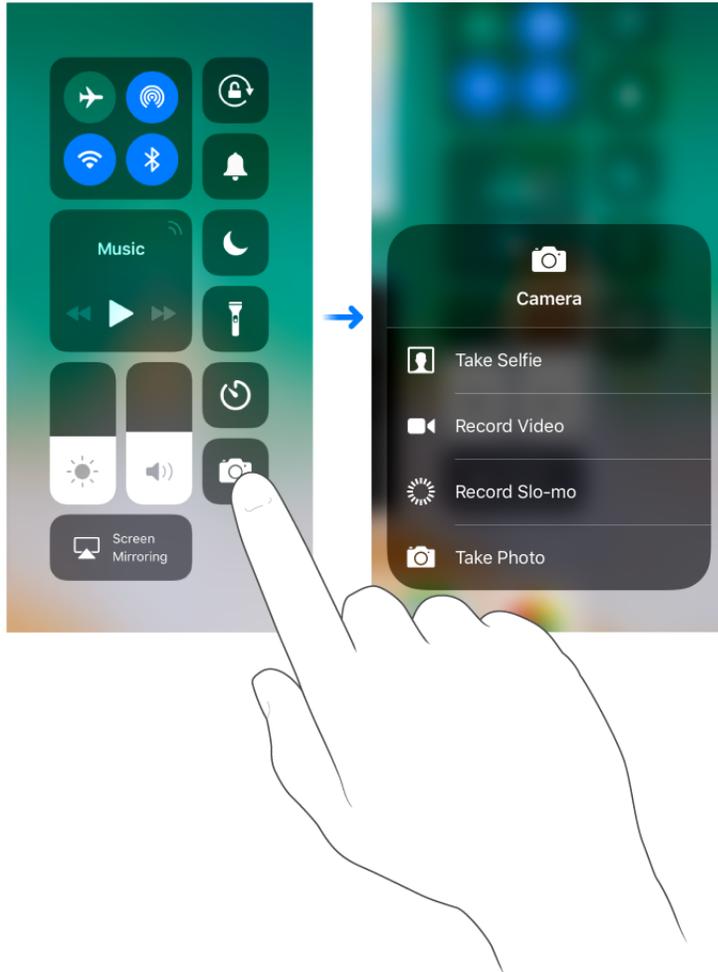
**Show notification previews on the Lock screen.** Go to Settings > Notifications > Show Previews, then tap Always. (Notification previews include text from Messages, lines from Mail messages, and details about Calendar invitations. See [Notifications.](#))

## Control Center

Control Center gives you instant access to airplane mode, Do Not Disturb, a flashlight, and other handy features.

**Open Control Center.** Swipe up from the bottom edge. If the Dock isn't already showing when you begin to swipe, swipe long enough to display the Dock then Control Center. When iPad is unlocked, you can also open Control Center by double-clicking the Home button.

**Access more controls.** Many controls offer additional options. To see available options, touch and hold a control. For example, AirDrop options are available when you touch and hold the top-left group of controls, then tap . Options to take a selfie, take a photo, or record a video are available when you touch and hold .



**Temporarily disconnect from a Wi-Fi network.** Tap . To reconnect, tap it again. To see the name of the connected Wi-Fi network, touch and hold .

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

**Temporarily disconnect from Bluetooth devices.** Tap . To allow connections, tap the button again.

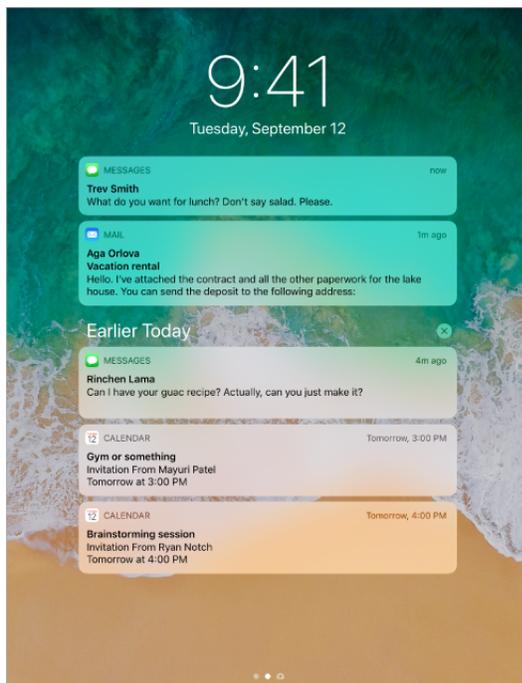
Because Bluetooth isn't turned off when you disconnect from devices, location accuracy and other services are still enabled. To turn off Bluetooth, go to Settings > Bluetooth. To turn on Bluetooth again in Control Center, tap . For information about turning Bluetooth on or off in Control Center while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

**Close Control Center.** Tap the screen or press the Home button. You can also tap an app in the App Switcher.

**Add and organize controls.** Go to Settings > Control Center > Customize Controls. Tap  or  to add or remove controls. To rearrange controls, touch  next to a control, then drag it to a new position.

## Notifications

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



**Respond when iPad is locked.** Touch and hold the notification.

**Respond when iPad is unlocked.** Tap the notification to open the app.

**Respond without leaving the current app.** Pull down on the notification when it appears at the top of your screen. To dismiss it without responding, swipe it up. This feature works with text and email messages, calendar invitations, and more.

**See recent and earlier notifications from any screen.** Swipe down from the top to see recent notifications, then scroll up to see older notifications. From the notifications screen, you can also do the following:

- *Respond to a notification:* Tap it.
- *Open Camera:* Swipe left. (To avoid removing a notification, swipe from the right edge.)
- *See Today View:* Swipe right. (To avoid opening a notification, swipe from the left edge.)
- *Start drawing and taking notes:* (On supported models) Tap the screen with Apple Pencil.
- *Return to where you left off:* Swipe up from the bottom edge, or press the Home button.

**Remove a notification.** Swipe it left. Or, touch and hold the notification, then tap ✕. To remove a group of notifications, tap ✕.

**Set notification preferences.** Go to Settings > Notifications.

- *Choose when to show notification previews:* Tap Show Previews, then choose an option. When you select When Unlocked, previews also appear on the Lock screen. Previews include text from Messages, lines from Mail messages, and details about Calendar invitations.
- *Set the notification style for an app:* Tap the app, then choose options.

**Choose whether to show recent notifications on the Lock screen.** Go to Settings > Touch ID & Passcode (supported models) or Settings > Passcode (other models), then below Allow Access When Locked, turn on Recent Notifications.

**Silence all your notifications.** Go to Settings > Do Not Disturb. You can also use Siri to turn Do Not Disturb on or off. Say "Turn on Do Not Disturb" or "Turn off Do Not Disturb."

## Today View

Get information from your favorite apps, at a glance. Choose from Maps Nearby, Calendar, Notes, News, Reminders, and more.



**Open Today View.** Swipe right from the left edge of the Home screen or the Lock screen.

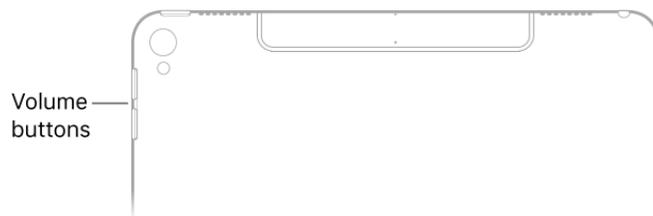
**Add and organize Today View widgets.** To choose which widgets appear, tap Edit at the bottom of the screen. Tap  or  to add or remove widgets. To arrange the order of your widgets, touch , then drag to a new position.

**Choose whether to allow access to Today View when iPad is locked.** Go to Settings > Touch ID & Passcode (supported models) or Settings > Passcode (other models).

## Control the volume

Use the Volume buttons on the side of iPad to adjust the volume of songs and other media, alerts, and sound effects. You can also use Siri to turn the volume up or down. Just say "Turn up the volume" or "Turn down the volume." Use Control Center (or on some iPad models, the Side Switch) to silence audio alerts and notifications.

**WARNING:** For important information about avoiding hearing loss, see [Important safety information](#).



**Lock the ringer and alert volumes.** Go to Settings > Sounds, then turn off Change with Buttons.

*Note:* To limit the maximum headset volume, go to Settings > Music > Volume Limit. To prevent changes to the volume limit, go to Settings > General > Restrictions > Volume Limit.

**Use Control Center to adjust the volume.** When iPad is locked or when you're using another app, open Control Center, then drag .

**Mute the sound.** Press and hold the Volume Down button.

You can also use either volume button to [take a photo or record a video](#).

**Put iPad in ring or silent mode.** Open Control Center, then tap .

**Use Do Not Disturb.** [Turn on Do Not Disturb](#) to temporarily silence alerts and notifications. Open Control Center, then tap  to turn Do Not Disturb on or off.

Do Not Disturb, and the Side Switch (available on some models) set to silent, don't mute the audio from music, podcasts, movies, and TV shows.

## Sounds and silence

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

**Set sound options.** Go to Settings > Sounds for options such as alert tones and ringtones, and ringer and alert volumes.

To temporarily silence incoming calls, alerts, and sound effects, [turn on Do Not Disturb](#). To put iPad in ring or silent mode, open Control Center, then tap .

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

## Do Not Disturb

To quickly silence iPad, whether you're going to dinner or going to sleep, turn on Do Not Disturb. It silences notifications and FaceTime and Wi-Fi calls and prevents them from lighting up the screen.

**Turn on Do Not Disturb.** Open Control Center, then tap . You can also use Siri to turn Do Not Disturb on or off. Say "Turn on Do Not Disturb" or "Turn off Do Not Disturb." When Do Not Disturb is on,  appears in the status bar.

**Allow FaceTime and Wi-Fi calls when Do Not Disturb is on.** Go to Settings > Do Not Disturb. To allow incoming calls from selected groups, tap Allow Calls From. To allow repeated calls to come through for emergency situations, turn on Repeated Calls.

**Allow FaceTime and Wi-Fi calls and messages from emergency contacts when Do Not Disturb is on.** Go to Contacts, select a contact, tap Edit, tap Text Tone or Ringtone, then turn on Emergency Bypass.

**Schedule quiet hours.** Go to Settings > Do Not Disturb, turn on Scheduled, then set the start time and end time for your quiet hours.

**Set when to silence iPad.** To set whether Do Not Disturb silences iPad only when it's locked, or even when it's unlocked, go to Settings > Do Not Disturb.

## Status icons

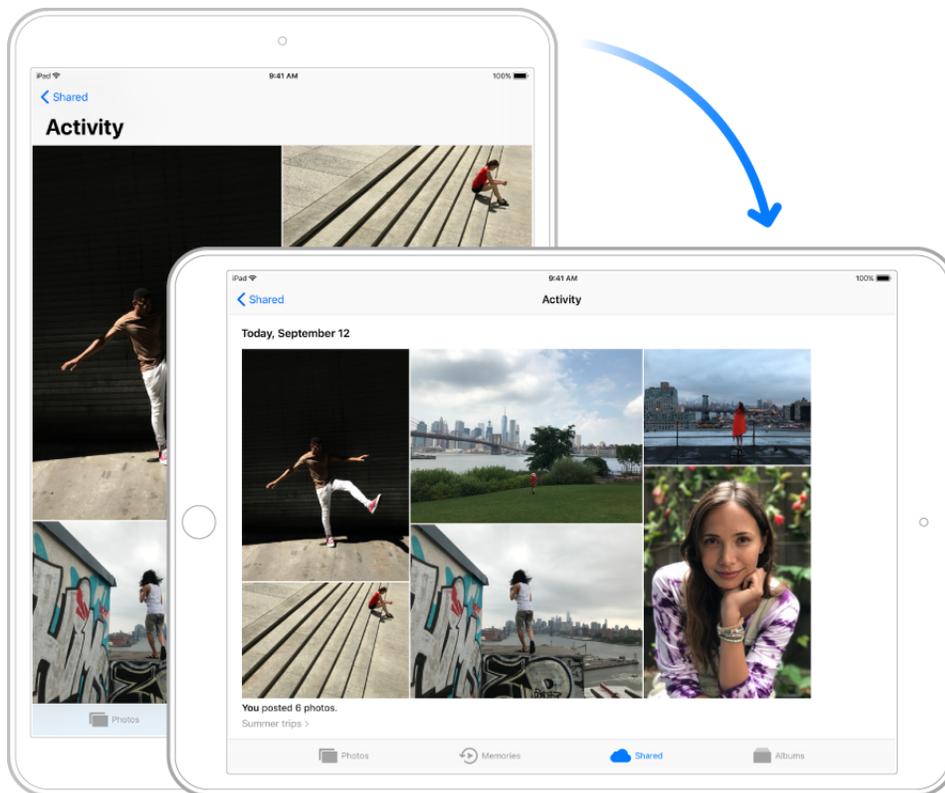
The icons in the status bar at the top of the screen provide information about iPad:

Status icon	What it means
	<b>Wi-Fi</b> iPad has a Wi-Fi Internet connection. The more bars, the stronger the connection. See <a href="#">Connect to Wi-Fi</a> .
	<b>Cell signal</b> iPad (Wi-Fi + Cellular models) is in range of the cellular network. If there's no signal, "No service" appears.
	<b>Airplane mode</b> Airplane mode is on. Nonwireless features are available, but wireless functions may be disabled. See <a href="#">Travel with iPad</a> .
LTE	<b>LTE</b> iPad (Wi-Fi + Cellular model) is connected to the Internet over a 4G LTE network (not available in all regions). See <a href="#">Cellular data settings</a> .
4G	<b>4G</b> iPad (Wi-Fi + Cellular model) is connected to the Internet over a 4G network. (not available in all regions). See <a href="#">Cellular data settings</a> .
3G	<b>3G</b> iPad (Wi-Fi + Cellular model) is connected to the Internet over a 3G network. See <a href="#">Cellular data settings</a> .
E	<b>EDGE</b> iPad (Wi-Fi + Cellular model) is connected to the Internet over an EDGE network. See <a href="#">Cellular data settings</a> .
GPRS	<b>GPRS</b> iPad (Wi-Fi + Cellular model) is connected to the Internet over a GPRS network. See <a href="#">Cellular data settings</a> .
	<b>Personal Hotspot</b> iPad is providing a Personal Hotspot for another device. See <a href="#">Personal Hotspot</a> .
	<b>Syncing</b> iPad is syncing with iTunes. See <a href="#">Sync iPad</a> .
	<b>Activity</b> There is network or other activity. Some third-party apps use this icon to show app activity.
	<b>VPN</b> iPad is connected to a network using VPN. See <a href="#">VPN settings</a> .

	<b>Lock</b> iPad is locked. See <a href="#">Lock screen</a> .
	<b>Do Not Disturb</b> Do Not Disturb is turned on. See <a href="#">Do Not Disturb</a> .
	<b>Orientation lock</b> Screen orientation is locked. See <a href="#">Change the screen orientation</a> .
	<b>Location Services</b> An app is using Location Services. See <a href="#">Location Services</a> .
	<b>Alarm</b> An alarm is set. See <a href="#">Set an alarm or bedtime schedule</a> .
	<b>Bluetooth®</b> Bluetooth is on and connectable. See <a href="#">Connect Bluetooth devices</a> .
	<b>Headphones connected</b> iPad is paired with Bluetooth headphones that are turned on and within Bluetooth range. See <a href="#">Connect Bluetooth devices</a> .
	<b>Bluetooth battery</b> Shows the battery level of a supported paired Bluetooth device.
	<b>Battery</b> Shows the battery level or charging status. See <a href="#">Charge and monitor the battery</a> .

## Change the screen orientation

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



**Lock the screen orientation.** Open Control Center, then tap .

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

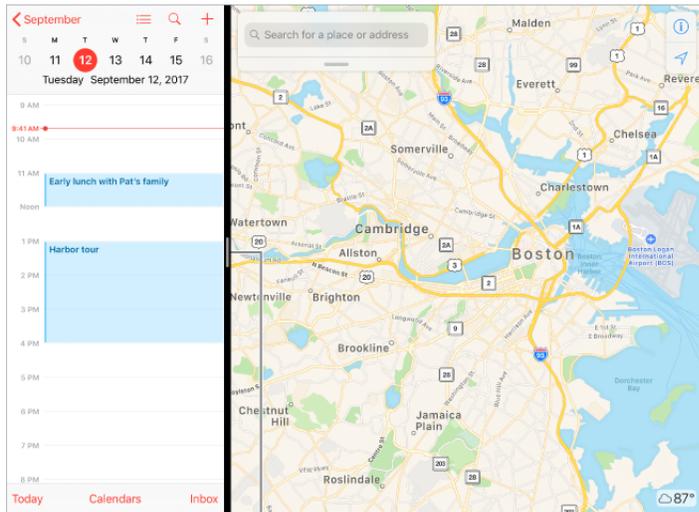
On iPad models with a side switch, you can also set the side switch to lock the screen orientation instead of silencing sound effects and notifications. Go to Settings > General. Below "Use Side Switch to," tap Lock Rotation.

# Multitask

## Use multiple apps at the same time

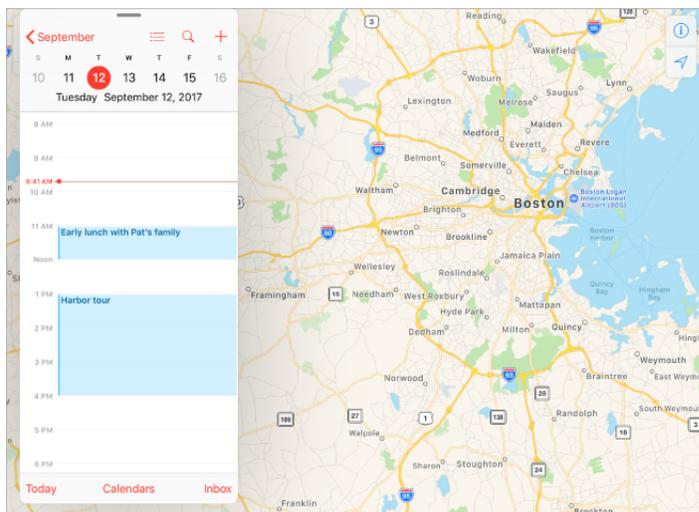
On supported models, you can work with more than one app at the same time.

Use Split View to keep two apps open in resizable views.

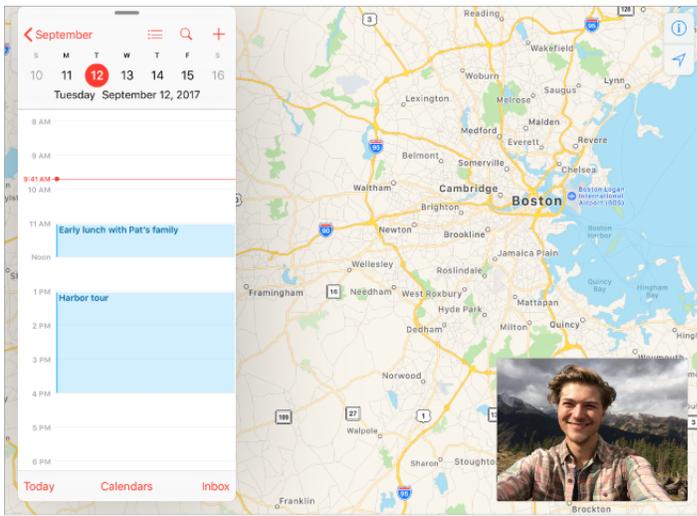


Drag to resize the split.

Use Slide Over to slide an app over another open app. On supported models, you can even work on one app in Slide Over while working on two others that are open in Split View.



Use Picture in Picture to watch a movie or use FaceTime while working with other apps.



You can use Slide Over and Split View with many apps including Safari, Notes, Photos, and Calendar. You can use Picture in Picture with FaceTime, Videos, and more. For more information, see [Split View](#), [Slide Over](#), and [Picture in Picture](#).

**Turn off Split View and Slide Over.** Go to Settings > General > Multitasking & Dock, then turn off Allow Multiple Apps.

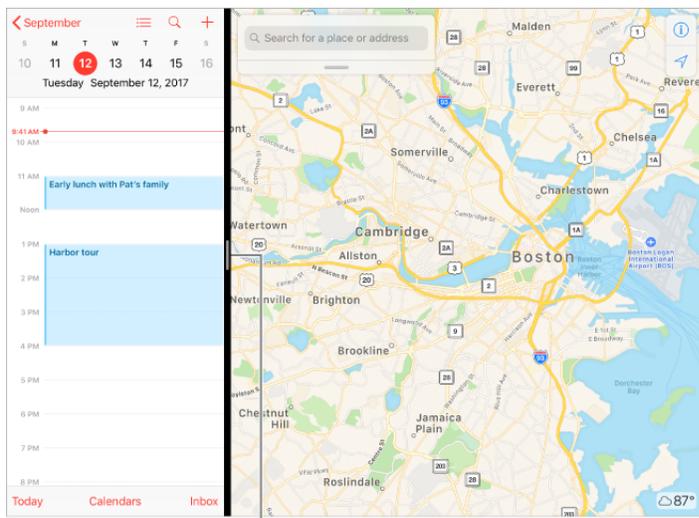
## Split View

On supported models, Split View keeps two apps open in resizable views.

**Open a second app in Split View.** While using an app, swipe up from the bottom to reveal the Dock. Touch and hold an app in the Dock, drag it to the right or left edge of the screen, then lift your finger. If two apps are already open, drag over the app you want to replace.

To give both apps equal space, drag the app divider to the center of the screen.

Apps that you use together in a Split View are *paired*, so they both open when you select either from the App Switcher or from the Dock.



Drag to resize the split.

**Open Split View from the Home screen.** Touch and hold an app on the Home screen or in the Dock, drag it a finger's width or more, then continue holding it while you tap a different app with another finger. After the second app opens, drag the app you're holding to the left or right edge of the screen, then lift your finger. (If you don't initially drag the first app far enough, all of the apps on the Home screen begin to jiggle, which allows you to rearrange your Home screen. To start over without rearranging, press the Home button.)

**Close Split View.** Drag the app divider to the left or right, depending on which app you want to close.

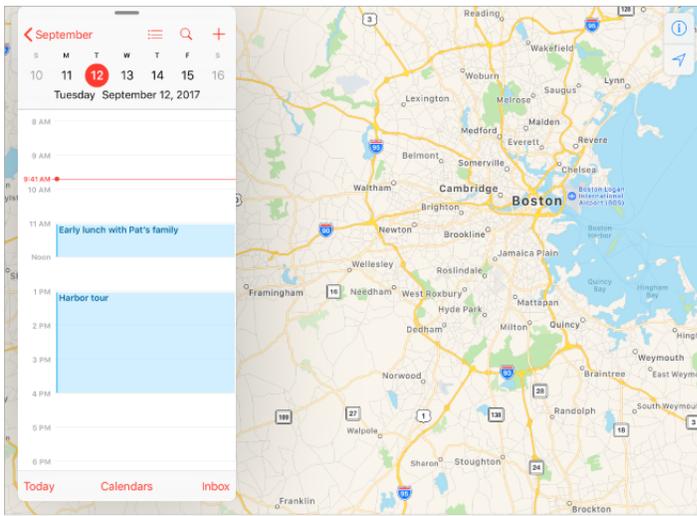
**Turn Split View into Slide Over.** Swipe down from the top of an app in the smaller view. (See [Slide Over](#).)

## Slide Over

On supported models, you can work on an app that slides in front of another open app.

**Open an app in Slide Over.** While using an app, swipe up from the bottom to reveal the Dock. Touch and hold an app in the Dock, then drag it above the Dock.

If an app is already open in Slide Over, it's replaced by the app you drag from the Dock. To open a third app in Slide Over when the screen is in Split View, drag the app from the Dock to the Split View app divider. (See [Split View](#).) On supported models, you can work on all three apps simultaneously.



**Open an app in Slide Over from the Home screen.** Touch and hold an app on the Home screen or in the Dock, drag it a finger's width or more, then continue holding it while you tap a different app with another finger. After the second app opens, lift your finger. (If you don't initially drag the first app far enough, all of the apps on the Home screen begin to jiggle, which allows you to rearrange your Home screen. To start over without rearranging, press the Home button.)

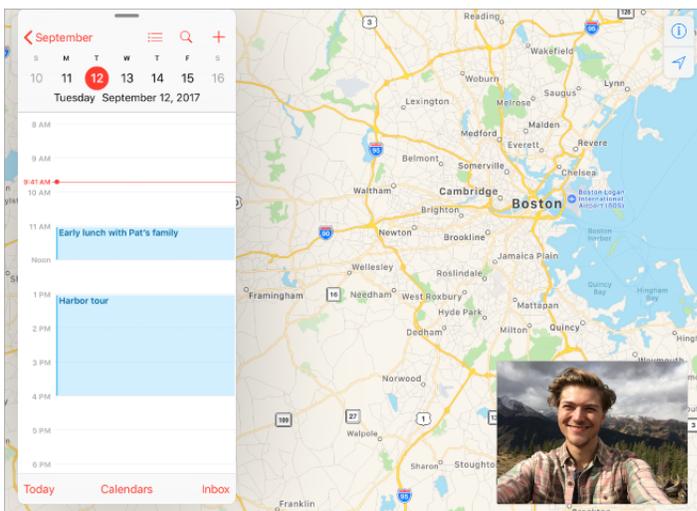
**Move an app in Slide Over off and on the screen.** Drag the top of the Slide Over window off the right edge of the screen. To view it again from any other open app, swipe from the right.

**Move an app in Slide Over to the other side of the screen.** Drag from the top of the Slide Over window.

**Turn Slide Over into Split View.** Swipe down from the top of the Slide Over window. (See [Split View](#).)

## Picture in Picture

On supported models, you can watch a movie or use FaceTime while you use other apps.



**Use Picture in Picture.** When watching a video or using FaceTime, press the Home button or tap . The video screen scales down to a corner of your display so you can see the Home screen and open other apps.

**Resize the video window.** Pinch open to make the small video window larger; pinch closed to shrink it again.

**Show and hide controls.** Tap the video window.

**Pause and resume play.** To pause, tap  in the video window. To play again, tap .

**Move the video window.** Drag it to a different corner of the screen.

**Hide the video window.** Drag it off the left or right edge of the screen.

**Close the video window.** Tap .

**Return FaceTime or a video to full screen.** Tap  in the small video window.

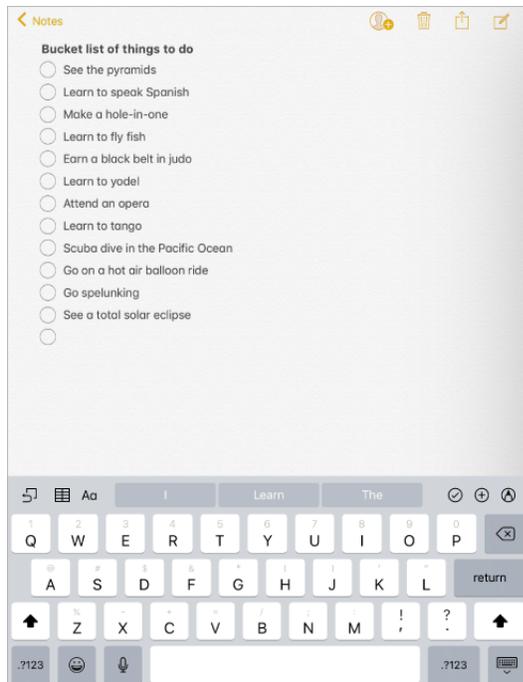
**Turn Picture in Picture off.** Go to Settings > General > Multitasking & Dock, then turn off Persistent Video Overlay.

# Enter text

## Type and edit text

Tap a text field to see the onscreen keyboard, then tap letters to type.

You can also rest your fingers on the onscreen keyboard, then start typing normally. The placement of the keys invisibly adjusts based on where you've rested your fingers. If you stop typing, the placement of the keys resets after two seconds (on supported models).

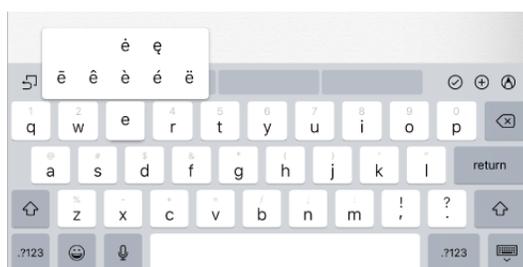


**Type uppercase letters.** Tap Shift or touch the Shift key and slide to a letter.

**Turn on Caps Lock.** Double-tap Shift.

**Enter numbers, punctuation, or symbols.** To enter the character from the top of a key, swipe down on the key. Or tap the Number key **.?123** or the Symbol key **#+=**, then type.

**Enter accented letters or other alternate characters.** Touch and hold a key, then slide to choose one of the options.



**Quickly end a sentence with a period and a space.** Double-tap the space bar.

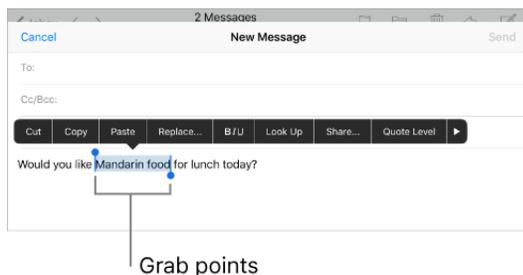
**Correct spelling.** If you see a word underlined in red, tap it to see suggested corrections. If the word you want doesn't appear, type the correction.

**Hide the onscreen keyboard.** Tap the Keyboard key .

**Set options for typing or add keyboards.** Touch and hold  or , then slide to Keyboard settings. Or go to Settings > General > Keyboard.

You can also [use an iPad Pro Smart Keyboard](#) or [an Apple Wireless Keyboard](#) to enter text. To dictate instead of typing, see [Dictate](#).

**Select text.** Tap the insertion point to display the selection options. Or double-tap a word to select it. Drag the grab points to select more or less text. In read-only documents, such as webpages, touch and hold to select a word.

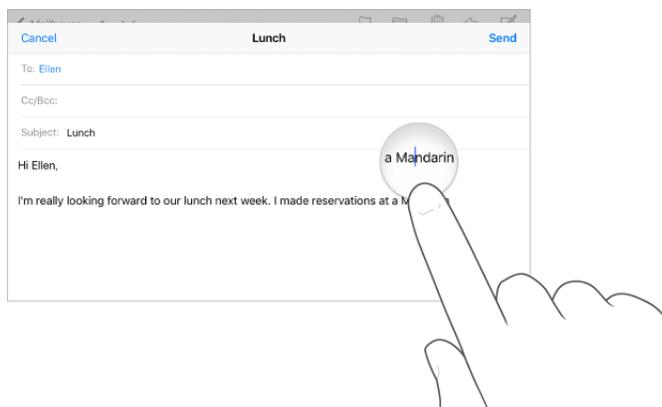


You can cut, copy, or paste over selected text. With Universal Clipboard, you can also [cut or copy something on one Apple device, and paste it to another](#).

You can [use drag and drop](#) to move selected text within an app and to copy and paste it to other apps.

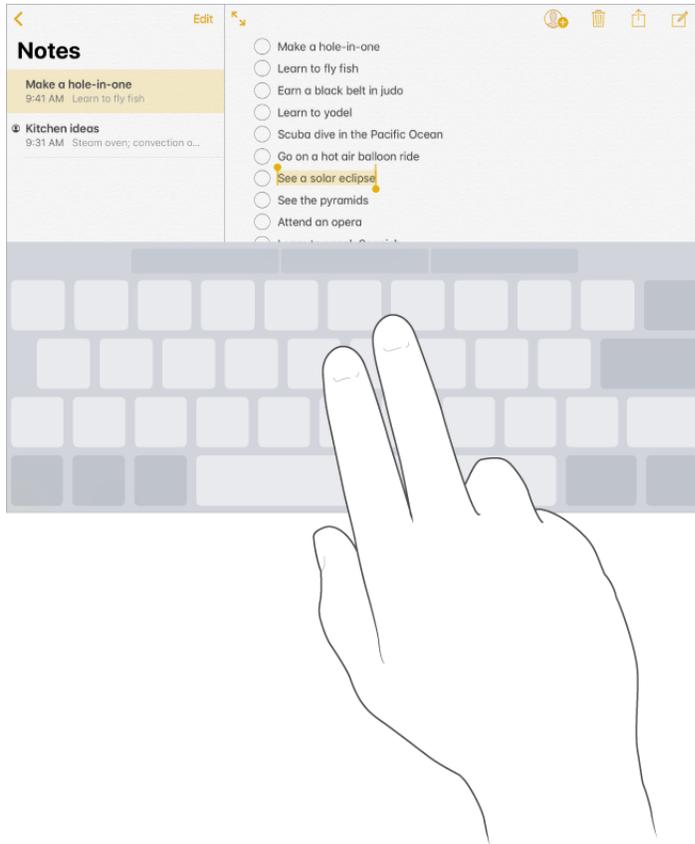
With some apps, you can also make text bold, italic, and underlined (tap B/I/U); see suggestions in Look Up; or have Siri suggest alternative text. You may need to tap ► to see all the app's options. When you choose Look Up, you see suggested information from the web and other apps. To turn off Suggestions in Look Up, go to Settings > Siri & Search.

**Revise text.** Touch and hold the text to show the magnifying glass, then drag to position the insertion point.



**Turn your keyboard into a trackpad.** Touch and hold the keyboard with two fingers until it turns light gray. To select text with drag points, continue holding the keyboard until drag points appear on the insertion point, then move your fingers.

To use the trackpad to move the insertion point, touch and hold the keyboard with two fingers until it turns light gray, then—before drag points appear on the insertion point—drag the insertion point to a new location.



**Use the Shortcut Bar.** Copy and paste selected text, or style your text to be bold, italic, or underline—right from the Shortcut Bar at the top of your keyboard.

*Note:* The Shortcut Bar differs from app to app. The features described here may not be available with all apps.



**Undo the last edit.** Use the Shortcut Bar, or shake iPad, then tap Undo.

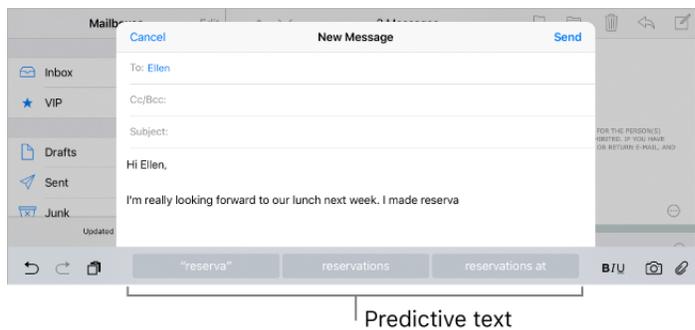
**Justify text.** Select the text, then tap the left or right arrow (not always available).

## Predictive text

As you write, Siri predicts your next word, suggests emoji that could take the place of your word, and makes other suggestions based on your recent activity and information from your apps (not available for all languages). In Messages, for example, when you type something like:

- “My number is ,” your phone number appears as an option.
- “I’m at ,” your current location appears as an option.

Tap a word to choose it, or accept a highlighted prediction by entering a space or punctuation. When you tap a suggested word, a space appears after the word. If you enter a comma, period, or other punctuation, the space is deleted. Reject a suggestion by tapping your original word (shown as the predictive text option with quotation marks).



**Turn off predictive text.** Touch and hold 😊 or 🌐, slide to Keyboard settings, then turn off Predictive.

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

## Dictate

You can dictate text instead of typing it. Make sure Enable Dictation is turned on (go to Settings > General > Keyboard, then turn on Enable Dictation). On iPad Pro models, you can use dictation when you’re not connected to the Internet.

*Note:* Dictation may not be available in all languages or in all regions, and features may vary. Cellular data charges may apply. See [Cellular data settings](#).

**Dictate text.** Tap 🗣️ on the iPad keyboard, then speak. When you finish, tap 📄. To insert dictated text, tap to place the insertion point, then tap 🗣️. You can also replace selected text by dictating.



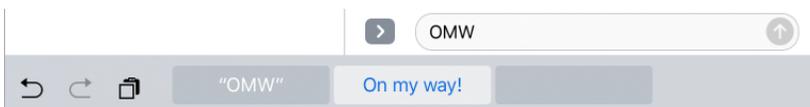
Tap to begin dictation.

**Add punctuation or format text.** Say the punctuation or format. For example, "Dear Mary comma the check is in the mail exclamation mark" becomes "Dear Mary, the check is in the mail!" Punctuation and formatting commands include:

- quote ... end quote
- new paragraph
- new line
- cap—to capitalize the next word
- caps on ... caps off—to capitalize the first character of each word
- all caps—to make the next word all uppercase
- all caps on ... all caps off—to make the enclosed words all uppercase
- no caps on ... no caps off—to make the enclosed words all lowercase
- no space—to eliminate the space between two words (not available for all languages)
- no space on ... no space off—to run a series of words together (not available for all languages)
- smiley—to insert :-)
- frowny—to insert :-(
- winky—to insert ;-)

## Save keystrokes

A shortcut lets you enter a word or phrase by typing just a few characters. For example, type "omw" to enter "On my way!" That one's already set up for you, but you can also add your own.



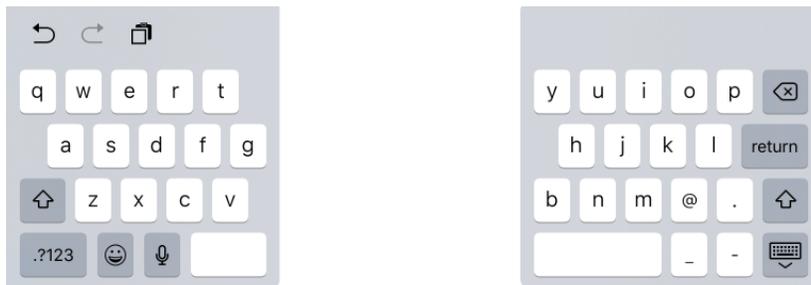
**Create a shortcut.** Touch and hold 😊 or 🌐, slide to Keyboard settings, then tap Text Replacement.

**Have a word or phrase you use and don't want it corrected?** Create a shortcut, but leave the Shortcut field blank.

**Use iCloud to keep your personal dictionary up to date on your other devices.** Go to Settings > [your name] > iCloud, then turn on iCloud Drive.

## Keyboard layouts

You can type with a split keyboard that's at the bottom of the screen, or undocked and in the middle of the screen.



**Adjust the keyboard.** Touch and hold , then:

- *Use a split keyboard:* Slide your finger to Split, then release. Or spread the keyboard apart from the middle using two fingers.
- *Move the keyboard to the middle of the screen:* Slide your finger to Undock, then release.
- *Return to a full keyboard:* Slide your finger to Dock and Merge, then release.
- *Return a full keyboard to the bottom of the screen:* Slide your finger to Dock, then release.

**Turn Split Keyboard on or off.** Touch and hold 😊 or 🌐, slide to Keyboard settings, then select Split Keyboard. Or go to Settings > General > Keyboard, then turn Split Keyboard on or off.

*Note:* The split keyboard option is not available on iPad Pro (12.9-inch).

## iPad Pro Smart Keyboard

Use iPad Pro Smart Keyboard to hold your iPad Pro in just the right position—for typing, watching movies, drawing, and more. Attach the keyboard to the Smart Connector on the side.

**Quickly switch between apps.** Press and hold the Command key, then press Tab until you reach the app you want to open.

**View keyboard shortcuts.** Press and hold the Command key to see shortcuts for an app.

**Open Search.** Press Command-Space.

**Tip:** If you've added a Chinese, Korean, Japanese, or Hebrew keyboard, you can use the Caps Lock key to quickly switch back and forth between Latin script and the other keyboard you're using.

For more information about iPad Pro Smart Keyboard, see the Apple Support article [Use your Smart Keyboard with iPad Pro](#).

## Use an Apple Wireless Keyboard

You can use an Apple Wireless Keyboard (available separately) to enter text on your iPad. The keyboard connects via Bluetooth, so you must first pair it with iPad.

*Note:* The Apple Wireless Keyboard may not support keyboard features that are on your device. For example, you can't enable dictation with Apple Wireless Keyboard.

**Pair an Apple Wireless Keyboard with iPad.** Turn the keyboard on. On iPad, go to Settings > Bluetooth and turn on Bluetooth, then tap the keyboard when it appears in the Devices list.

Once it's paired, the keyboard reconnects to iPad whenever it's in range—up to about 33 feet (10 meters). When it's connected, the onscreen keyboard doesn't appear.

**View keyboard shortcuts.** Press and hold the Command key to see shortcuts for an app.

**Quickly switch between apps.** Press and hold the Command key, then press Tab until you reach the app you want to open.

**Open Search.** Press Command-Space.

**Tip:** If you've added a Chinese, Korean, Japanese, or Hebrew keyboard, you can use the Caps Lock key to quickly switch back and forth between Latin script and the other keyboard you're using.

**Save your batteries.** Turn off the wireless keyboard when not in use. To turn off the keyboard, press and hold the On/Off switch until the green light goes off.

# Add or change keyboards

You can turn typing features, such as spell checking, on or off; add keyboards for writing in different languages; and change the layout of your onscreen keyboard or Apple Wireless Keyboard.

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

**Tip:** On iPad Pro (12.9-inch), if you've added a Chinese, Korean, Japanese, or Hebrew keyboard, you can use the Caps Lock key to quickly switch back and forth between Latin script and the other keyboard you're using.

**Set typing features.** Touch and hold  or , then slide to Keyboard settings. Or go to Settings > General > Keyboard.

**Add a keyboard for another language.** Go to Settings > General > Keyboard > Keyboards > Add New Keyboard.

**Switch keyboards.** Touch and hold  or , then slide to the name of the keyboard.

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

For information about international keyboards, see [Use international keyboards](#).

**Change the keyboard layout.** Go to Settings > General > Keyboard > Keyboards, select a keyboard, then choose a layout.

For more information about your keyboard, see the Apple Support article [Get help with the keyboard on your iPhone, iPad, or iPod touch](#).

## Search

When you search on iPad, you get results from the Internet, from media and other content on your iPad, from iTunes and the App Store, and from your apps, like Maps and Contacts. In Settings, you can specify which apps you want to be included in search results.

**Search with iPad.** To show Search from the Home screen, swipe down from the center. To show Search from an app, swipe down from the top, then swipe from the left edge of the screen.

- *Hide the keyboard and see more results on the screen:* Tap .

- *Open a suggested app:* Tap it.
- *Get more information about a search suggestion:* Tap it, then tap one of the results to open it.
- *Start a new search:* Tap  in the search field.



**Choose which apps to include in search.** Go to Settings > Siri & Search, tap an app, then turn Search & Siri Suggestions off or on.

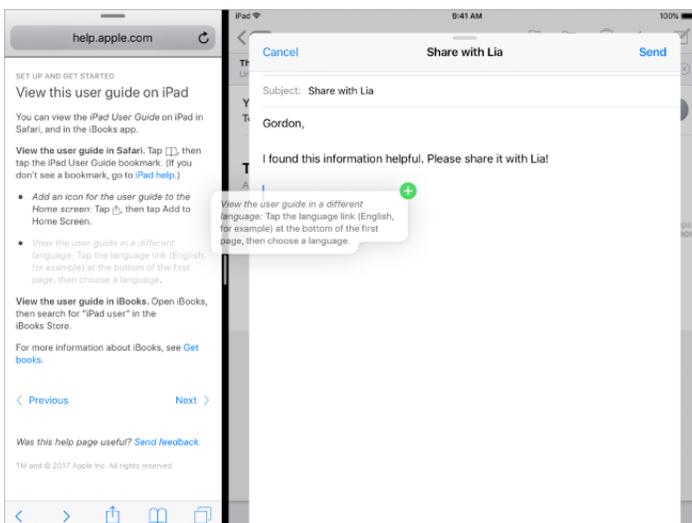
**Turn off Suggestions in Search.** Go to Settings > Siri & Search, then turn off Suggestions in Search.

**Turn off Location Services for suggestions.** Go to Settings > Privacy > Location Services. Tap System Services, then turn off Location-Based Suggestions.

**Search in apps.** Many apps include a search field so you can find something within the app. For example, in the Maps app, you can search for a specific location. Tap the search field and type your search.

## Drag and drop items

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



**Move an item.** Touch and hold the item until it lifts up (if it's text, select it first), then drag it to another location within the app. If you drag to the bottom or top of a long document, it automatically scrolls.

**Copy an item between open apps.** [Open the two apps](#), then touch and hold the item until it lifts up (if it's text, select it first). Drag it to the other app. As you drag,  appears wherever you can drop the item. If you drag to the bottom or top of a long document, it automatically scrolls. If you want to drag the item to a new note or email message, for example, open the new note or email message first so you can drag the item directly to it.

**Copy an item to an app on the Home screen or in the Dock.** Touch and hold the item until it lifts up (if it's text, select it first). While you continue to hold the item, use another finger to click the Home button, or swipe up from the bottom to display the Dock. Drag the item over the other app to open it (a ghost image of the item appears under your finger as you drag). You can drag over items in the app to navigate to where you want to drop the item (as you drag,  appears wherever you can drop the item). For example, you can drag over the notes list to open the note where you want to drop the item, or you can use another finger to open a new note where you can drop the item.

**Select multiple items to drag and drop.** Touch and hold an item, drag it slightly, then continue holding it while you tap additional items with another finger. A badge indicates the number of selected items. You can then drag all of the items together.

**If you change your mind.** Lift your finger before dragging, or drag the item off the screen.

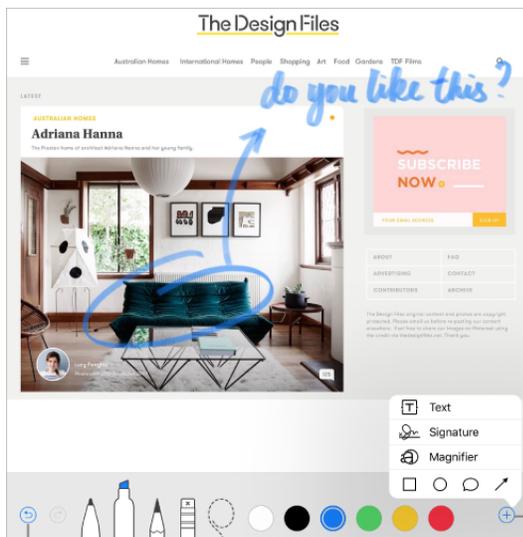
## Use Markup

In apps including Notes, Mail, and iBooks, you can annotate images, notes, PDFs, screenshots, and more with built-in drawing tools. In some apps, you can also add text, speech bubbles and other shapes, and signatures.

**Mark it up.** Tap , then use your finger to draw. Or on supported models, touch Apple Pencil to the screen. (With Apple Pencil, there's no need to tap )

To mark up a screenshot right after you take it, tap the thumbnail that appears for a few moments in the bottom-left corner of the screen. (To share a screenshot after you mark it up, tap )

**Choose a markup tool.** Tap the pencil, marker, or pen tool. Switch to the eraser—or tap —if you make a mistake.



Tap to add text, shapes, and signatures (not available in all apps).

Tap to choose a drawing tool.

Tap to choose a color.

Tap to undo last change.

**Move your drawings.** Tap , drag around one or more drawings to make a selection, lift your finger, then drag your selection to a new location.

**Zoom in.** Pinch open so you can draw the details, then pinch closed to zoom back out. To navigate when you're zoomed in, drag two fingers.

**Add text.** Tap , then tap Text. Tap the text box, tap Edit, then type your text. To change the font or layout, tap . To move the text box, drag it.

**Add your signature.** Tap , then tap Signature.

**Add a shape.** Tap , then tap a shape. To move the shape, drag it. To resize it, drag any blue dot.

To fill the shape with color or change the line thickness, tap . To adjust the form of a shape that has a green dot, drag the dot. To delete or duplicate a shape, tap it then choose an option.

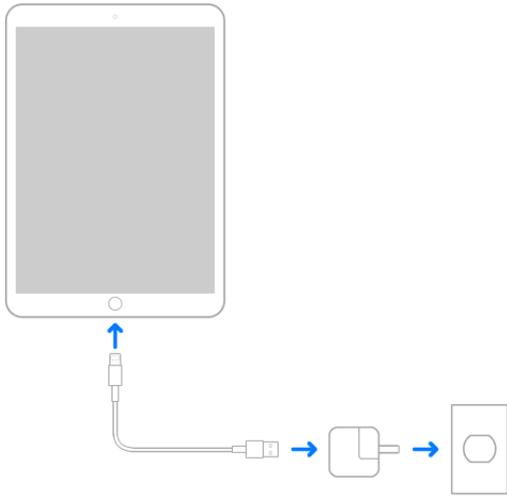
**Magnify a portion of the screen.** Tap , then tap Magnifier. To change the magnification level, drag the green dot. To change the size of the magnifier, drag the blue dot.

## Charge and monitor the battery

iPad has an internal, lithium-ion rechargeable battery. Lithium-ion technology currently provides the best performance for your device. Compared with traditional battery technology, lithium-ion batteries are lighter, charge faster, last longer, and have a higher power density for more battery life. To understand how your battery works so you can get the most out of it, see the website [Apple Lithium-ion Batteries](#).

**WARNING:** For important safety information about the battery and charging iPad, see [Important safety information](#).

**Charge the battery.** The best way to charge the iPad battery is to connect iPad to a power outlet using the included cable and USB power adapter.



The battery icon in the upper-right corner of the status bar shows the battery level or charging status.



**Important:** If iPad is very low on power, it may display an image of a nearly depleted battery, indicating that iPad needs to charge for up to 20 minutes before you can use it. If iPad is extremely low on power, the display may be blank for up to 2 minutes before the low-battery image appears.

*Note:* Connecting iPad to a power outlet can start an iCloud backup or wireless iTunes syncing. See [Back up iPad](#) and [Sync iPad](#).

You can also charge the battery by connecting iPad to your computer. However, iPad may charge slowly when you connect it to a USB 2.0 port on your computer. If your Mac or PC doesn't provide enough power to charge iPad, a Not Charging message appears in the status bar.

**Important:** If iPad is connected to a computer that's turned off, the iPad battery may drain instead of charge. Look for ⚡ next to the battery icon to make sure iPad is charging.

**Show percentage of battery remaining in the status bar.** Go to Settings > Battery, then turn on Battery Percentage.

**See proportion of battery used by each app.** Go to Settings > Battery.

The battery usage information for each app appears after using iPad for a while—in some cases, up to an hour, depending on the type of use.

Rechargeable batteries, like those found in iPad, have a limited number of charge cycles and may eventually need to be replaced. The iPad battery should be replaced by Apple or an authorized service provider. For more information, go to the [Battery service and recycling website](#).

## Find My Friends

Find My Friends is a great way to share your location with people who are important to you. Friends and family members who share their locations with you appear on a map, so you can quickly see where they are. You can set notifications for friends and family members to alert you when they leave from or arrive at various locations.

*Note:* For more information about Find My Friends, refer to the Help in the app.

**Turn on Share My Location.** Go to Settings > [your name] > iCloud > Share My Location.

**Share your location with a friend.** Open Find Friends, then tap Add. Select a contact's name, or type a name in the To field. Choose how long you want to share your location.

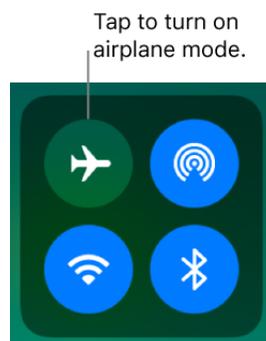
**Share your location using AirDrop.** Tap Add, then select a friend who appears in AirDrop. Choose how long you want to share your location.

**Set a notification.** Select a friend, then tap Notify Me. Choose whether you want to be notified when a friend leaves from or arrives at a location. Choose the friend's current location, or tap Other to create a new location for the notification.

## Travel with iPad

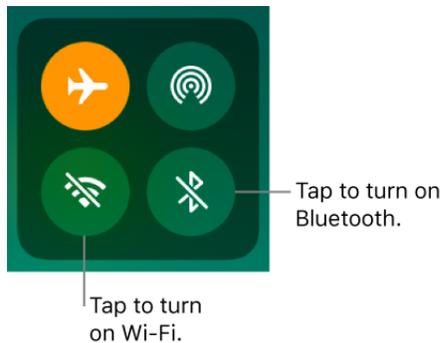
Some airlines let you keep your iPad turned on if you switch to airplane mode. Wi-Fi and Bluetooth are disabled so you can't make or receive FaceTime calls or use features that require wireless communication, but you can listen to music, play games, watch videos, or use other apps that don't require Internet access.

**Turn on airplane mode.** Open Control Center, then tap ✈️.

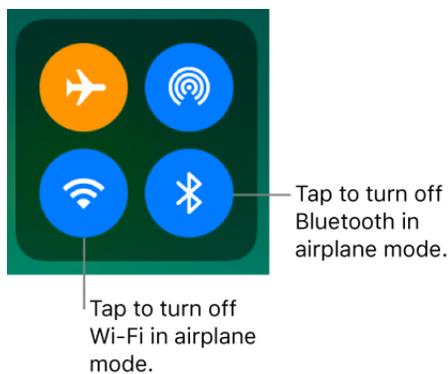


You can also turn airplane mode on or off in Settings. When airplane mode is on, ✈️ appears in the status bar at the top of the screen.

**Turn on Wi-Fi or Bluetooth while in airplane mode.** If your airline allows it, you can use Wi-Fi or Bluetooth while in airplane mode. Open Control Center, turn on airplane mode, then tap 📶 (for Wi-Fi) or 🔌 (for Bluetooth).



If you turn on Wi-Fi or Bluetooth while in airplane mode, it will be on the next time you return to airplane mode. To turn off Wi-Fi or Bluetooth while in airplane mode, open Control Center, then tap 📶 or 🔌.



When you travel abroad, you may be able to sign up for cellular service with a carrier in the country you're visiting, right from your iPad (available on iPad models with cellular and Touch ID). For more information, see [Sign up for cellular service](#).

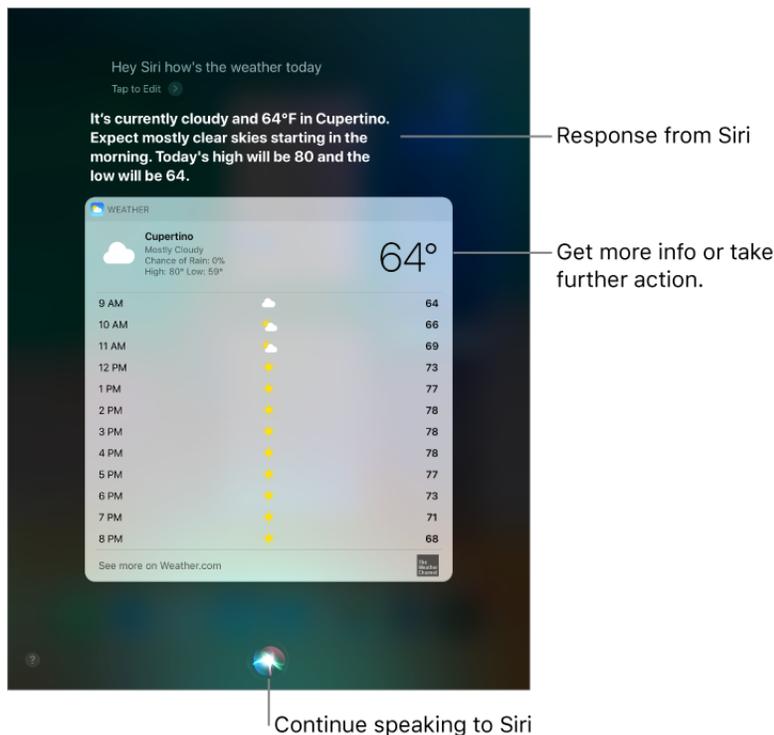
# Siri

## Make requests

Talking to Siri is a quick way to get things done. Ask Siri to set an alarm, find a destination, book a ride or a table, or send a love note. Siri can even change the lighting in a room with HomeKit-controlled lights. And the more you use Siri, the better it knows what you need.

*Note:* To use Siri, iPad must be connected to the Internet. See [Connect to the Internet](#). Cellular charges may apply.

**Hey Siri.** To summon Siri, simply say “Hey Siri,” then make your request. For example, say “Hey Siri, how’s the weather today?”



The onscreen response from Siri often includes information or images that you can tap to get more info or take further action.

To turn Hey Siri on or off, go to Settings > Siri & Search > Listen for “Hey Siri.”

*Note:* On some models, Hey Siri is recognized only when iPad is connected to a power source.