When using FaceTime or watching a video, tap ⬖ or press the Home button (on an iPad with a Home button).

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

- *Resize the video window:* To make the small video window larger, pinch open. To shrink it again, pinch closed.

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

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

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

- *Close the video window:* Tap ⊗.

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

Move items with drag and drop on iPad

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

Move an item

1. Touch and hold the item until it lifts up (if it's text, select it first).

2. Drag it to another location within the app.

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

Copy an item between open apps

1. Open two items in Split View or in Slide Over, then touch and hold the item until it lifts up (if it's text, select it first).

2. Drag it to the other app.

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

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

Drag a link to a Split View or Slide Over window

Touch and hold the link until it lifts up, then do one of the following:

- *Replace a Split View or Slide Over window with the link's destination:* Drag the link to the window.

- *Open the link's destination in a Split View or Slide Over window:* When there is no Split View or Slide Over window showing, drag the link to the left or right edge of the screen to open the destination in Split View, or drag the link close to the edge to open in Slide Over.

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

1. Touch and hold the item until it lifts up (if it's text, select it first).

2. While you continue to hold the item, use another finger to swipe up from the bottom edge of the screen and pause to reveal the Dock or press the Home button (on an iPad with a Home button).

3. Drag the item over the other app to open it (a ghost image of the item appears under your finger as you drag).

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

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

Select multiple items to move

1. Touch and hold the first selected item, drag it slightly, and continue holding it.

2. While still holding the first item, tap additional items with another finger. A badge indicates the number of selected items.

3. Drag all of the items together.

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

Enter, select, and revise text

Type with the onscreen keyboard on iPad

On iPad, you can use the onscreen keyboard to enter and edit text.

You can also use an external keyboard, Apple Pencil, and dictation to enter text.

Enter text using the onscreen keyboard

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

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

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

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

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

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

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

- *Correct spelling:* Tap a misspelled word (underlined in red) to see suggested corrections, then tap a suggestion to replace the word, or type the correction.

- *Enter numbers, punctuation, or symbols:* Tap .?123 or #+=.

- *Undo the last edit:* Swipe left with three fingers or tap ↶ or ⟲.

- *Redo the last edit:* Swipe right with three fingers or tap ↷.

- *Hide the onscreen keyboard:* Tap ⌨︎.

See Select and edit text on iPad.

Enter emoji with the onscreen keyboard

1. Open the onscreen keyboard by tapping a text field.

2. Switch to the emoji keyboard by tapping ☺ or ⊕.

3. To search for an emoji, tap 🔍 at the bottom left, then enter a commonly used word—such as "heart" or "smiley face"—in the search field above the keyboard.

4. To enter an emoji, tap it.

   To see more choices, swipe through the emoji that appear.

See Enter emoji with an Apple external keyboard on iPad.

Turn the onscreen keyboard into a trackpad

1. Touch and hold the Space bar with one finger until the keyboard turns light gray.

2. Move the insertion point by dragging around the keyboard.

3. To select text with handles, continue touching and holding the keyboard until handles appear on the insertion point, then move your fingers.

   To use the trackpad to move the insertion point, drag the insertion point to a new location before handles appear.

Drag around the keyboard to move the insertion point.
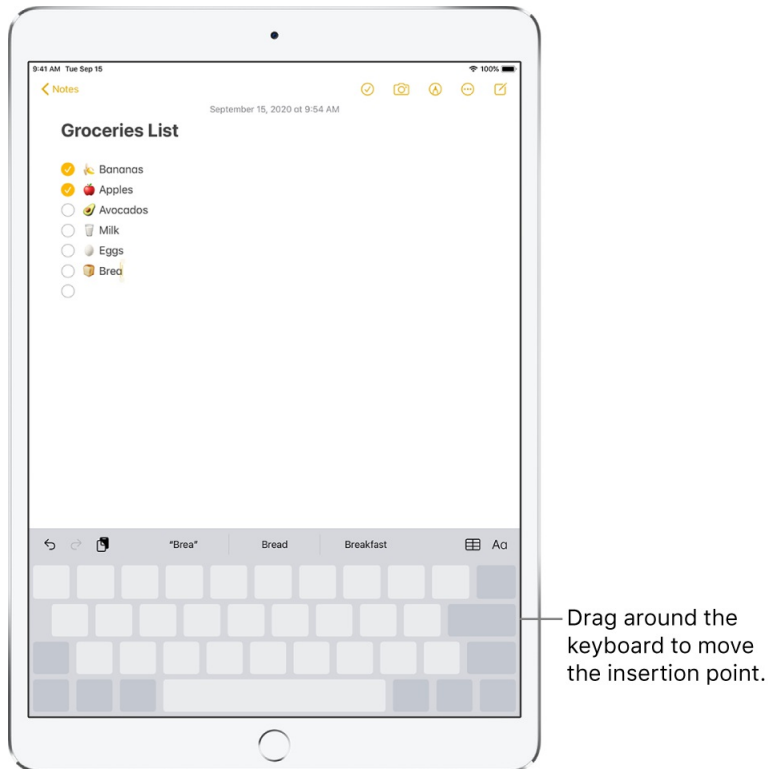
Use a split keyboard

You can type with a split keyboard that's at the bottom of the screen, or undocked and in the middle of the screen.
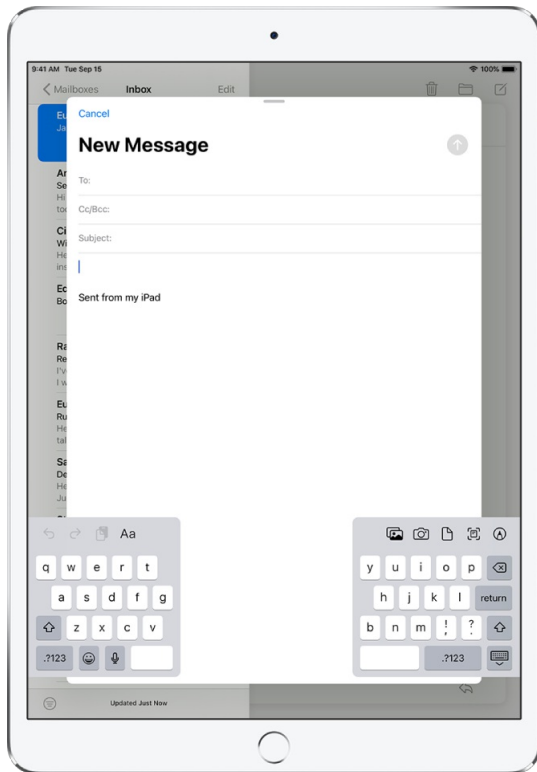
To turn Split Keyboard on or off, touch and hold ☺ or ⊕, tap Keyboard Settings, then select Split Keyboard; or go to Settings ⊚ > General > Keyboard, then turn Split Keyboard on or off.

When Split Keyboard is turned on in Settings, touch and hold ⌨, then do any of the following:

- *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.

Note: The Split Keyboard option is not available on iPad Pro 11-inch and iPad Pro 12.9-inch (3rd generation and later).

Enter accented letters or other characters while typing

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

For example, to enter é, touch and hold the *e* key, then slide to choose a variant.

Touch and hold a key, then slide
to choose one of the options.

You can also do any of the following:

- *On a Thai keyboard:* To choose native numbers, touch and hold the related Arabic number.

- *On a Chinese, Japanese, or Arabic keyboard:* Tap a suggested character or candidate at the top of the keyboard to enter it, or swipe left to see more candidates.

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

Set typing options

You can turn on special typing features—such as predictive text and auto-correction—that assist you when you type on iPad.

While typing using the onscreen keyboard, touch and hold ☺ or ⊕, tap Keyboard Settings, then turn typing features (below All Keyboards) on or off.

Dictate text on iPad

On iPad, you can dictate text instead of typing it. (If you're using an external keyboard, see Dictate text while using an Apple external keyboard.)

Make sure Enable Dictation is turned on in Settings > General > Keyboard.

Note: Dictation may not be available in all languages or in all countries or regions, and features may vary. Cellular data charges may apply. See View or change cellular data settings on iPad (Wi-Fi + Cellular models).

Turn on Dictation

1. Go to Settings ⚙ > General > Keyboard.

2. Turn on Enable Dictation.

Dictate text

1. Tap 🎤 on the onscreen keyboard, then speak.

   If you don't see 🎤, make sure Enable Dictation is turned on in Settings ⚙ > General > Keyboard.

2. When you finish, tap ⌨.

Tap to begin dictation.

To insert text by dictating, tap to place the insertion point, then tap 🎤. You can also replace selected text by dictating.

Add punctuation or format text

While dictating text, say the punctuation or formatting.

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 the following:

- period
- comma
- exclamation point
- question mark
- dollar sign
- open parenthesis … close parenthesis
- quote … end quote
- new paragraph
- new line
- colon
- semicolon

- 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 ;-)

- hash tag

# Select and edit text on iPad

In apps on iPad, you can use the onscreen keyboard to select and edit text in text fields. You can also use an external keyboard, Apple Pencil, or your finger.

Select and edit text

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

   - *Select a word:* Double-tap with one finger.

   - *Select a paragraph:* Triple-tap with one finger.

   - *Select a line, sentence, or text block:* Touch and hold the first word in the block, then drag to the last word. To select more precisely, drag slowly.

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

- *Cut:* Tap Cut or pinch closed with three fingers two times.

- *Copy:* Tap Copy or pinch closed with three fingers.

- *Paste:* Tap Paste or pinch open with three fingers.

- *Replace:* View suggested replacement text, or have Siri suggest alternative text.

- *B/I/U:* Format the selected text.
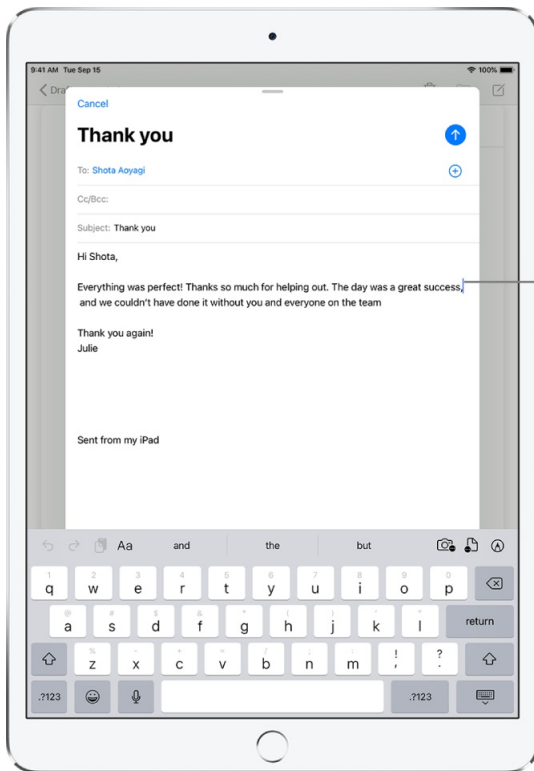
- ▶ View more options.
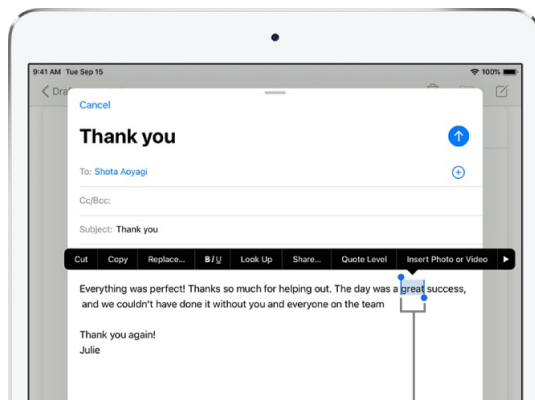
Tap the selected text to see options.

Insert text by typing

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

   - Tap where you want to add text.

   - Move the insertion point by dragging it.

Tap to place the insertion point, or move the insertion point by dragging it.

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

2. Type the text you want to insert.

   You can also insert text you cut or copied from another place in the document. See Select and edit text.

With Universal Clipboard, you can cut or copy something on one Apple device and paste it to another. You can also move text within an app.

Use predictive text on iPad

As you type text on the iPad keyboard, you see predictions for your next word, emoji that could take the place of your word, and 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:

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

- "My number is" followed by a space, your phone number appears as an option

---

Accept or reject a predictive text suggestion

- To accept a suggested word or emoji while typing, tap it; to accept the highlighted suggestion, enter 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.

- To reject the suggestions, tap your original word (shown as the predictive text option with quotation marks).
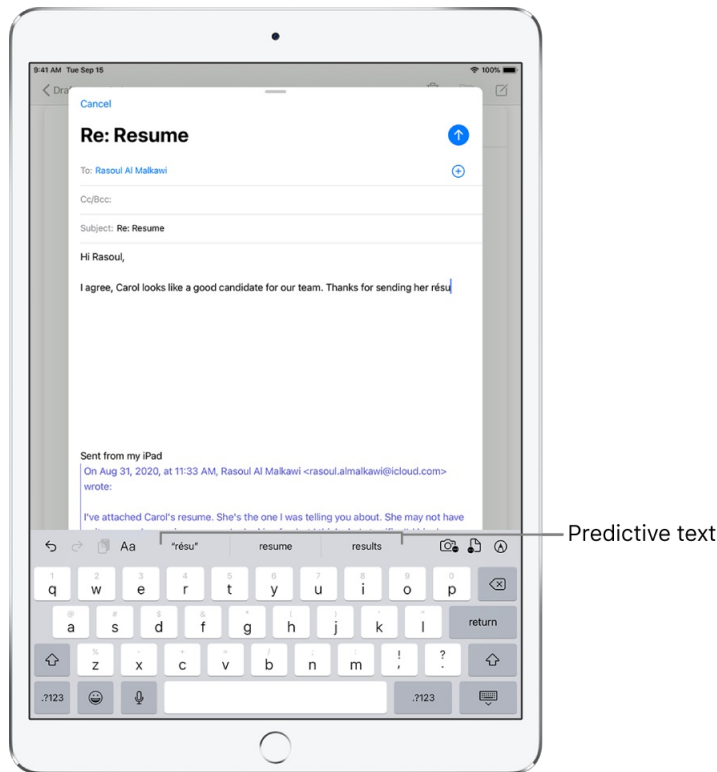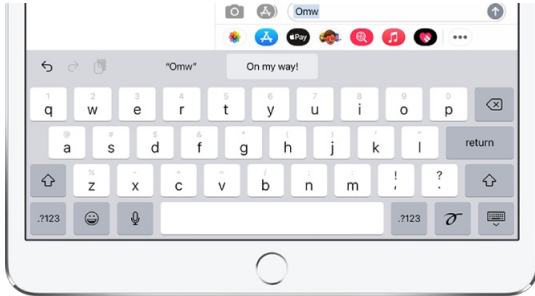

Predictive text

Turn off predictive text

- *With an onscreen keyboard:* Touch and hold ☺ or ⊕, tap Keyboard Settings, then turn off Predictive.

- *With an external keyboard:* Go to Settings ⚙ > General > Keyboard, 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.

Save keystrokes with text replacements on iPad

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

Create a text replacement

1. Do one of the following:

   - *With an onscreen keyboard:* Touch and hold ☺ or ⊕, tap Keyboard Settings, then tap Text Replacement.

   - *With an external keyboard:* Go to Settings ⊚ > General > Keyboard, then tap Text Replacement.

2. Tap ＋ at the top right.

3. Type a phrase in the Phrase field and the text shortcut you want to use for it in the Shortcut field.

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

1. Go to Settings ⊚ > General > Keyboard, then tap Text Replacement.

2. Tap ＋ at the top right, then enter your word or phrase in the Phrase field, but leave the Shortcut field blank.

Create a text replacement for word and input pairs

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

Shortcuts are available for the following:

- *Simplified Chinese:* Pinyin

- *Traditional Chinese:* Pinyin and Zhuyin

- *Japanese:* Romaji and Kana

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

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

Reset your personal dictionary

1. Go to Settings ⚙ > General > Reset.

2. Tap Reset Keyboard Dictionary.

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

Add or change keyboards on iPad

On iPad, 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 or wireless keyboard.

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

Add or remove a keyboard for another language

1. Go to Settings ⚙ > General > Keyboard.

2. Tap Keyboards, then do any of the following:

   - *Add a keyboard:* Tap Add New Keyboard, then choose a keyboard from the list. Repeat to add more keyboards.

   - *Remove a keyboard:* Tap Edit, tap 🔴 next to the keyboard you want to remove, tap Delete, then tap Done.

   - *Reorder your keyboard list:* Tap Edit, drag ☰ next to a keyboard to a new place in the list, then tap Done.

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

Switch to another keyboard

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

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

- *On an external keyboard:* Press and hold Control, then press the Space bar to cycle between English, emoji, and other keyboards you add for different languages.

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

Assign an alternative layout to a keyboard

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

1. Go to Settings ⚙️ > General > Keyboard > Keyboards.

2. Tap a language at the top of the screen, then select an alternative layout from the list.

See the Apple Support article About the keyboards settings on your iPhone, iPad, and iPod touch.

Use iPad to search

Search on iPad is the best place to start all your searches. Search can help you find apps and contacts, search inside of apps like Mail and Messages, find and open webpages, and quickly start a web search.

You can choose which apps you want to be included in search results. Search offers suggestions and updates results as you type.

Choose which apps to include in Search

1. Go to Settings ⚙️ > Siri & Search.

2. Scroll down, tap an app, then turn Show in Search on or off.

Search with iPad

1. Swipe down from the middle of the Home Screen.

2. Tap the search field, then enter what you're looking for.

3. Do any of the following:

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

- *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.

Turn off Suggestions in Search

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

Turn off Location Services for suggestions

1. Go to Settings ⚙️ > Privacy > Location Services.

2. Tap System Services, then turn off Location-Based Suggestions.

Search in apps

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

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

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

2. Type your search, then tap Search.

Add a dictionary

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

1. Go to Settings ⊚ > General > Dictionary.

2. Select a dictionary.

Use AirDrop on iPad to send items to nearby devices

With AirDrop you can wirelessly send your photos, videos, websites, locations, and more to other nearby devices and Mac computers (iOS 7, iPadOS 13, OS X 10.10, or later required). AirDrop transfers information using Wi-Fi and Bluetooth—both must be turned on. To use AirDrop, you need to be signed in with your Apple ID. Transfers are encrypted for security.

Send an item using AirDrop

1. Open the item, then tap ⬆, Share, AirDrop, •••, or another button that displays the app's sharing options.

2. Tap ◉ in the row of share options, then tap the profile picture of a nearby AirDrop user.

If the person doesn't appear as a nearby AirDrop user, ask them to open Control Center on iPhone, iPad, or iPod touch and allow AirDrop to receive items. To send to someone on a Mac, ask them to allow themselves to be discovered in AirDrop in the Finder.

To send an item using a method other than AirDrop, choose the method—for example, Messages or Mail—from the row of sharing options (options vary by app). Siri may also suggest ways to share with the people you know by displaying their profile pictures and icons representing sharing methods.

You can also use AirDrop to securely share app and website passwords with someone using an iPhone, iPad, iPod touch, or a Mac. See Share passwords securely with AirDrop on iPad.

Allow others to send items to your iPad using AirDrop

1. Open Control Center, touch and hold the top-left group of controls, then tap ◉.

2. Tap Contacts Only or Everyone to choose who you want to receive items from.

   You can accept or decline each request as it arrives.

   Note: The Contacts Only option is available on devices with iOS 10, iPadOS, macOS 10.12, or later. If AirDrop is set to Contacts Only on your device with an earlier software version, select the Everyone option in Control Center to receive items by AirDrop. You can choose the Everyone option when using AirDrop and disable it when not in use.

Mark up files and photos

Draw in apps with Markup on iPad

In supported apps on iPad, such as Messages, Mail, Notes, and Books, you can annotate photos, screenshots, and PDFs, sketch ideas, write notes, and more using built-in drawing tools.
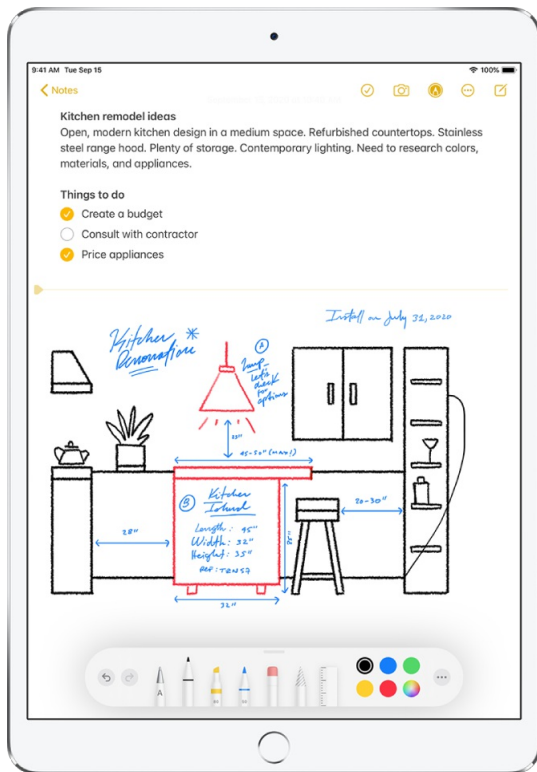
Show, move, and hide the Markup toolbar

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

- *Move the Markup toolbar:* Drag the toolbar to any edge of the screen.

  (Drag from the middle edge of the toolbar closest to the center of the screen.)

- *Automatically minimize the toolbar when you're drawing or entering text:* Tap ⊙, then turn on Auto-minimize.

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

- *Hide the toolbar:* Tap Ⓐ or Done.

Draw or write in apps with Markup

In the Markup toolbar, tap the pen, marker, or pencil tool, then write or draw with your finger or Apple Pencil (supported models).

Note: If you don't see the Markup toolbar in a supported app, tap Ⓐ or Markup. If the toolbar is minimized, tap its minimized version.

While writing or drawing, do any of the following:

- *Change the line weight:* Tap the drawing tool in the toolbar, then choose an option.

- *Change the opacity:* Tap the drawing tool in the toolbar, then drag the slider.

- *Change the color:* Choose a color from the color picker in the toolbar.

- *Undo a mistake:* Tap ⟲.

- *Draw a straight line:* Tap the ruler tool in the toolbar, then draw a line along the edge of the ruler.

  - To change the angle of the ruler, touch and hold the ruler with two fingers, then rotate your fingers.

  - To move the ruler without changing its angle, drag it with one finger.

  - To make the ruler disappear, tap the ruler tool again.

In the Notes app, you can write text with Apple Pencil and have it immediately converted to typed text. See Select and edit drawings and handwriting.

Draw a shape

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

1. In the Markup toolbar in a supported app, tap the pen, marker, or pencil tool.

   Note: If you don't see the Markup toolbar in a supported app, tap Ⓐ or Markup. If the toolbar is minimized, tap its minimized version.

2. Draw a shape in one stroke with your finger or Apple Pencil (supported models), then pause.

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

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

Change your handwritten text or drawings

1. Choose the Lasso tool ∤ (between the eraser and ruler) in the Markup toolbar, then do any of the following to select the content you want to change:

   - *Select a word or drawn object:* Double-tap it.

   - *Select a sentence:* Triple-tap it.

   - *Select a paragraph or text block:* Touch and hold the first word, then drag to the last word. To select more precisely, drag slowly.

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

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

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

2. After selecting the content you want to revise, tap it, then do any of the following:

   - *Cut, copy, delete, or duplicate:* Tap an option.

   - *Move:* Touch and hold the content until it lifts up, then drag it to a new location.

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

For more ways to edit your handwriting or drawing in Notes, see Draw or write in Notes on iPad.

Erase a mistake

Double-tap the eraser tool in the Markup toolbar, then do one of the following:

- *Erase pixels:* Choose Pixel Eraser, then scrub over the mistake with your finger or Apple Pencil.

- *Erase an object:* Choose Object Eraser, then touch the object with your finger or Apple Pencil.

- *Switch between the pixel and the object erasers:* Tap the eraser tool again, then choose Pixel Eraser or Object Eraser.

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

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

Add typed text, shapes, and signatures with Markup on iPad

In Notes and other supported apps, you can use Markup to add text, shapes, and more.

Add and edit typed text in Notes

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

1. If the Markup toolbar is open, close it by tapping ⒶΑ.

2. Do any of the following:

   - Tap in the note, then type using the onscreen or wireless keyboard. See Take notes on iPad.

   - Use Apple Pencil and Scribble to enter text. See Enter text with Scribble on iPad.


Add and edit typed text in other supported apps

1. In the Markup toolbar, tap ⊕, then tap Text.

   Note: If you don't see the Markup toolbar in a supported app, tap ⒶΑ or Markup. If the toolbar is minimized, tap its minimized version.

2. Double-tap the text box.

3. Use the keyboard to enter text.

To change typed text after you add it, tap the text to select it, then do any of the following:

- *Change the font, size, or layout:* Tap ₐA in the toolbar, then choose an option.

- *Delete, edit, or duplicate the text:* Tap the text, then choose an option.

- *Move the text:* Drag it.

To hide the Markup toolbar when you finish, tap ⒶΟ or Done.

Add and adjust a shape in other supported apps

1. In the Markup toolbar, tap ⊕, then choose a shape.

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

2. To adjust the shape, do any of the following:

   - *Move the shape:* Drag it.

   - *Resize the shape:* Drag any blue dot along the shape's outline.

   - *Change the outline color:* Tap a color in the color picker.

   - *Fill the shape with color or change the line thickness:* Tap 🗐, then choose an option and a color.

   - *Adjust the form of an arrow or speech bubble shape:* Drag a green dot.

   - *Delete or duplicate a shape:* Tap it, then choose an option.

To hide the Markup toolbar when you finish, tap ◉ or Done.

Add your signature in other supported apps

1. In the Markup toolbar, tap ⊕, then choose Signature.

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

2. Do one of the following:

   - *Add a new signature:* Tap Add or Remove Signature, tap ＋, then use Apple Pencil or your finger to sign your name.

     To use the signature, tap Done, or to draw a new one, tap Clear.

   - *Add an existing signature:* Tap the one you want.

     To see all of your signatures, scroll down the list.

3. Drag your signature where you want it.

To hide the Markup toolbar when you finish, tap ◉ or Done.

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

Zoom in or magnify in Markup on iPad

In Markup in supported apps, you can zoom in when you need to draw the details. Use the magnifier when you only need to see the details.

Zoom in

While using Markup in a supported app, pinch open so you can draw, adjust shapes, and more, up close.

To pan when you're zoomed in, drag two fingers. To zoom back out, pinch closed.

Magnify

In the Markup toolbar in a supported app (other than Notes), tap ⊕, then tap Magnifier.

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

To change the magnifier's characteristics, do any of the following:

- *Change the magnification level:* Drag the green dot on the magnifier.

- *Change the size of the magnifier:* Drag the blue dot on the magnifier.

- *Move the magnifier:* Drag it.

- *Change the outline thickness of the magnifier:* Tap ⬛, then choose an option.

- *Change the outline color of the magnifier:* Choose an option from the color picker.

- *Remove or duplicate the magnifier:* Tap its outline, then tap Delete or Duplicate.

To hide the Markup toolbar when you finish, tap ◉ or Done.

Perform quick actions on iPad

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

- In Photos, touch and hold an image to preview it and see a list of options.

- In Mail, touch and hold a message in a mailbox to preview the message contents and see a list of options.

- On the Home Screen, touch and hold an app icon briefly to open a quick actions menu. If the icons start to jiggle, tap Done at the top right or press the Home button (on an iPad with a Home button), then try again.

- Open Control Center, then touch and hold an item like Camera or the brightness control to see options.

- On the Lock Screen, touch and hold a notification briefly to respond to it.

- When typing, touch and hold the Space bar with one finger to turn your keyboard into a trackpad.

Use and customize Control Center on iPad

Control Center on iPad gives you instant access to useful controls—including airplane mode, Do Not Disturb, a flashlight, volume, screen brightness—and apps.

Touch and hold to see Camera options.

Open Control Center

Swipe down from the top-right edge; to close it, swipe up from the bottom.

Access more controls in Control Center

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

- Touch and hold the top-left group of controls, then tap ⊚ to open the AirDrop options.

- Touch and hold ⬚ to take a selfie, record a video, scan a QR code, or take a photo.

## Temporarily disconnect from a Wi-Fi network

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

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

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

Temporarily disconnect from Bluetooth devices

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

Because Bluetooth isn't turned off when you disconnect from devices, location accuracy and other services are still enabled. To turn off Bluetooth, go to Settings ⚙ > Bluetooth, then turn it off. To turn on Bluetooth again in Control Center, tap ❋. For information about turning Bluetooth on or off in Control Center while in airplane mode, see Choose iPad settings for travel.

Turn off access to Control Center in apps

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

Add and organize controls

1. Go to Settings ◉ > Control Center.

2. To add or remove controls, tap 🟢 or 🔴 next to a control.

3. To rearrange controls, touch ☰ next to a control, then drag it to a new position.

Use notifications and Do Not Disturb

View and respond to notifications on iPad

Notifications help you keep track of what's new—they let you know if you missed a call, if the date of an event moved, and more. You can customize your notifications so you see only what's important to you. View and respond to notifications on the iPad Lock Screen or in Notification Center.

Find all your notifications in one place

iPad displays notifications as they arrive, but if you don't read one right away, it's saved in Notification Center so you can check it later.

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

- *On the Lock Screen:* Swipe up from the middle of the screen.

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

To close Notification Center, swipe up from the bottom, or press the Home button (on supported models).

Respond to notifications

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

Do any of the following:

- To expand a group of notifications to see them individually, tap the group. To close the group again, tap Show Less.

- Tap a notification to open the app that it's from and respond.

- Touch and hold a notification to view it and perform quick actions if the app offers them. Or swipe the notification left, then tap View.

- To respond when iPad is locked, touch and hold the notification.

Dismiss, clear, and manage notifications

Do any of the following:

- *Handle a notification you receive while using another app:* Pull it down to view it, then swipe up to dismiss it.

- *Clear notifications:* Swipe left over the notification or group, then tap Clear or Clear All.

- *Send notifications directly to Notification Center:* Swipe left over the notification or group of notifications, tap Manage, then tap Deliver Quietly. This prevents these notifications from appearing on the Lock Screen, playing a sound, lighting up the screen, or presenting a banner.

  To see and hear these notifications again, swipe left on a notification in Notification Center, tap Manage, then tap Deliver Prominently.

- *Turn off notifications for an app or notification group:* Swipe left on the notification or group of notifications, tap Manage, then tap Turn Off.

- *Change how an app displays notifications:* Swipe left on a notification, tap Manage, tap Settings, then choose an option. You can choose whether to allow notifications from the app, where the notifications appear (in Notification Center, for example), whether to play an alert sound, and so on.

- *Clear all your notifications in Notification Center:* Tap ⊗, then tap Clear.

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

Change notification settings on iPad

In Settings ⚙️, choose which apps can send notifications, change the alert sound, set up location-based alerts, allow government alerts, and more.

Change notification settings

Most notification settings can be customized for each app. You can turn app notifications on or off, have notifications play a sound, choose how and where you want app notifications to appear when your device is unlocked, and more.

1. Go to Settings ⚙️ > Notifications.

2. To choose when you want most notification previews to appear, tap Show Previews, then select an option—Always, When Unlocked, or Never. (You can override this setting for individual apps.)

   Previews can include things like text (from Messages and Mail) and invitation details (from Calendar).

3. Tap Back, tap an app below Notification Style, then turn Allow Notifications on or off.

   If you turn on notifications, choose how and where you want the notifications to appear for the app—for example, on the Lock Screen or in Notification Center.

   You can also set a notification banner style, sound, and badges for many apps.

4. Tap Notification Grouping, then choose how you want the notifications grouped:

   - *By App:* All the notifications from the app are grouped together.

   - *Automatic:* The notifications from the app are grouped according to organizing criteria within the app, such as by topic or thread.

   - *Off:* Turn off grouping.

To turn off notifications selectively for apps, go to Settings > Notifications > Siri Suggestions, then turn off any app.

Show recent notifications on the Lock Screen

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

1. Go to Settings ⚙, then, depending on your model, tap one of the following.

   - Face ID & Passcode

   - Touch ID & Passcode

   - Passcode

2. Enter your passcode.

3. Turn on Notification Center (below Allow Access When Locked).

Silence all your notifications

🎙 **Ask Siri.** Say something like: "Turn on Do Not Disturb." Learn how to ask Siri.

You can also go to Settings ⚙ > Do Not Disturb, then turn on Do Not Disturb.

Set up location-based alerts

Some apps use your location to send you relevant alerts based on where you are. For example, you might get a reminder to call someone when you get to a specific place or when you leave for your next location.

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

1. Go to Settings ⚙ > Privacy > Location Services.

2. Turn on Location Services.

3. Tap an app, then choose whether you want to share your location while using that app.

See the Apple Support article About privacy and Location Services.

Set Do Not Disturb on iPad

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

Turn on Do Not Disturb

🎤 **Ask Siri.** Say something like: "Turn on Do Not Disturb." Learn how to ask Siri.

1. You can also open Control Center, then tap 🌙 to turn on Do Not Disturb.

   When Do Not Disturb is on, 🌙 appears in the status bar.

2. To choose an ending time for Do Not Disturb, touch and hold 🌙 in Control Center, then choose an option, such as "For 1 hour" or "Until the end of this event."

   You can also tap Schedule, turn on Scheduled, then set beginning and ending times.

Allow calls when Do Not Disturb is on

1. Go to Settings ⚙ > Do Not Disturb.

2. Do any of the following:

   - *Tap Allow Calls From:* To allow incoming FaceTime and Wi-Fi calls from selected groups.

   - *Turn on Repeated Calls:* To allow repeated calls from the same caller to come through for emergencies.

Allow calls from emergency contacts when Do Not Disturb is on

You can allow FaceTime and Wi-Fi calls and messages from emergency contacts when Do Not Disturb is on.

1. Open Contacts 📇.

2. Select a contact, then tap Edit.

3. Tap Ringtone or Text Tone, then turn on Emergency Bypass.

Schedule quiet hours

1. Go to Settings ⚙ > Do Not Disturb.

2. Turn on Scheduled, then set the start time and end time for quiet hours.

    💡 **Tip:** To dim your display during quiet hours, turn on Dim Lock Screen.

Do Not Disturb turns off automatically at the end of the quiet hours you specify. To turn it off sooner, tap the Do Not Disturb notification on the Lock Screen, then tap Turn Off. When Do Not Disturb is off, notifications resume.

Choose when Do Not Disturb silences iPad

You can choose whether Do Not Disturb silences iPad only when it's locked, or even when it's unlocked.

1. Go to Settings ⚙ > Do Not Disturb.

2. Do one of the following:

    - *Silence iPad any time Do Not Disturb is on:* Tap Always.

    - *Silence iPad only when it's locked:* Tap While iPad is locked.

Add widgets on iPad

Today View widgets show you current information from your favorite apps at a glance—today's headlines, weather, calendar events, and more. You can add these widgets to your Home Screen to keep this information at your fingertips.

You can keep Today View widgets on your Home Screen.

Open Today View

Swipe right from the left edge of the Home Screen or the Lock Screen.

Keep Today View widgets on your Home Screen

You can keep Today View widgets on your Home Screen next to your apps when iPad is in landscape orientation.

1. With iPad in landscape orientation, open Today View from the Home Screen, then touch and hold the Home Screen background until the apps jiggle.

2. Turn on Keep On Home Screen, then tap Done.

💡 **Tip:** A widget called a Smart Stack (one that has dots next to it) is a set of several widgets that uses information such as the time, your location, and activity to display the most relevant widget at the appropriate time in your day. You can swipe through a Smart Stack to see the widgets it contains.

Add widgets from the widget gallery

1. Open Today View, then touch and hold the Home Screen background until the apps begin to jiggle.

2. Tap + at the top of the screen to open the widget gallery.

3. Scroll or search to find the widget you want, tap it, then swipe through the size options.

   The different sizes display different information.

4. When you see the size you want, tap Add Widget, then tap Done.

💡 **Tip:** A widget called a Smart Stack (one that has dots next to it) is a set of several widgets that uses information such as the time, your location, and activity to display the most relevant widget at the appropriate time in your day. You can swipe through a Smart Stack to see the widgets it contains.

Remove or rearrange widgets

1. In landscape orientation, open Today View on the Home Screen.

2. Touch and hold the Home Screen background until the apps begin to jiggle, then do any of the following:

   - *Remove a widget:* Tap ⊖ on the widget, then tap Remove.

   - *Rearrange the widgets:* Drag a widget to a new location in Today View.

Edit a widget

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

1. On your Home Screen, touch and hold a widget to open a quick actions menu.

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

   For example, for a Weather widget, you can tap Location, then select a location for your forecast.

   For a Smart Stack, you can turn Smart Rotate off or on and reorder the widgets in the stack by dragging ☰ next to them.

3. Tap the Home Screen background.

Remove Today View from your Home Screen

1. Touch and hold the Home Screen background until the apps jiggle.

2. Turn off Keep On Home Screen, then tap Done.

   When you swipe left on your Home Screen, Today View will move off the screen.

Allow access to Today View when iPad is locked

1. Go to Settings ⚙, then, depending on your model, tap one of the following:

   - Face ID & Passcode

   - Touch ID & Passcode

   - Passcode

2. Enter your passcode.

3. Turn on Today View (below Allow Access When Locked).

Charge and monitor the iPad 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 Apple Lithium-ion Batteries website.

WARNING: For important safety information about the battery and charging iPad, see Important safety information for iPad.

Charge the battery

To charge your iPad battery, do one of the following:

- Connect iPad to a power outlet using the included cable and power adapter. See Accessories included with iPad.
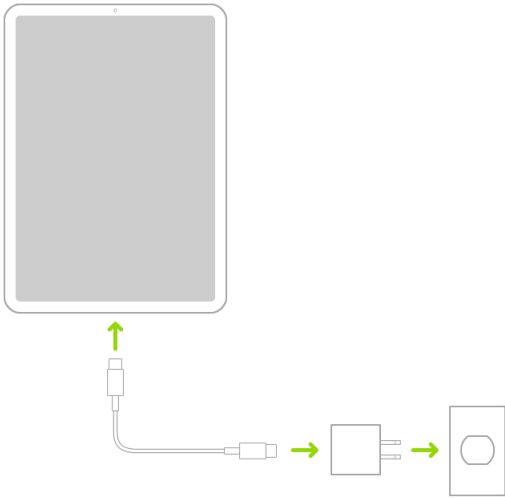
Note: Connecting iPad to a power outlet can start an iCloud backup or wireless computer syncing. See Back up iPad and Sync iPad with your computer.

- Connect iPad and your computer with a cable.

If your Mac or PC doesn't provide enough power to charge iPad, a Not Charging message appears in the status bar.

Note: Don't try to charge your iPad by connecting it to your keyboard, unless your keyboard has a high-power USB port.

The battery icon in the top-right corner of the status bar shows the battery level or charging status. When you're syncing or using iPad, it may take longer to charge the battery.

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

If iPad is very low on power, it may display an image of a nearly depleted battery, indicating that it needs to charge for up to 10 minutes before you can use it. If iPad is extremely low on power when you begin to charge it, the display may be blank for up to 2 minutes before the low-battery image appears. See the Apple Support article If your iPad won't charge.

WARNING: If you suspect there may be liquid in the charging port of iPad, don't plug the charging cable into it. For information about exposure to liquid, and other important safety information about the battery and charging iPad, see Important safety information for iPad.

Show the percentage of battery remaining in the status bar

Go to Settings ⚙ > Battery, then turn on Battery Percentage.

View your battery usage information

Go to Settings ⚙ > Battery.

Information about your battery usage and activity appears for the last 24 hours and up to the last 10 days.

- *Insights and suggestions:* You might see insights about conditions or usage patterns that cause iPad to consume energy. You might also see suggestions for lowering energy consumption. If a suggestion appears, you can tap it to go to the related setting.

- *Last Charge Level:* Indicates how fully the battery was last charged and the time it was disconnected.

- *Battery Level graph (in Last 24 Hours):* Shows the battery level, charging intervals, and periods when iPad was in Low Power Mode or the battery was critically low.

- *Battery Usage graph (in Last 10 Days):* Shows the percentage of battery used each day.

- *Activity graph:* Shows activity over time, split by whether the screen was on or off.

- *Screen On and Screen Off:* Shows total activity for the selected time interval, for when the screen was on and when it was off. The Last 10 Days view shows the average per day.

- *Battery Usage by App:* Shows the proportion of the battery used by each app in the selected time interval.

- *Activity by App:* Shows the amount of time each app was used in the selected time interval.

Note: To see battery information for a specific hour or day, tap that time interval in the graph. To deselect it, tap outside the graph.


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 Apple Authorized Service Provider. See the Battery Service and Recycling website.

To understand how your battery works so you can get the most out of it, see the Apple Lithium-ion Batteries website.

Learn the meaning of the iPad status icons

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

Status icon	What it means
(Wi-Fi icon)	**Wi-Fi** iPad has a Wi-Fi internet connection. The more bars, the stronger the connection. See Connect iPad to a Wi-Fi network.
(Cell signal icon)	**Cell signal** iPad (Wi-Fi + Cellular models) is in range of the cellular network. If there's no signal, "No service" appears.
(Airplane icon)	**Airplane mode** Airplane mode is on. Nonwireless features are available, but wireless functions may be disabled. See Choose iPad settings for travel.
5G	**5G** Your carrier's 5G network is available, and iPad can connect to the internet over that network (supported on iPad Pro 12.9-inch (5th generation) (Wi-Fi + Cellular) and iPad Pro 11-inch (3rd generation) (Wi-Fi + Cellular); not available in all countries or regions). See Set up cellular service on iPad (Wi-Fi + Cellular models).
5G+	**5G+** Your carrier's 5G network with higher frequency is available, and iPad can connect to the internet over that network (supported on iPad Pro 12.9-inch (5th generation) (Wi-Fi + Cellular) and iPad Pro 11-inch (3rd generation) (Wi-Fi + Cellular); not available in all countries or regions). See Set up cellular service on iPad (Wi-Fi + Cellular models).
5G UW	**5G UW** Your carrier's 5G network with higher frequency is available, and iPad can connect to the internet over that network (supported on iPad Pro 12.9-inch (5th generation) (Wi-Fi + Cellular) and iPad Pro 11-inch (3rd generation) (Wi-Fi + Cellular); not available in all countries or regions). See Set up cellular service on iPad (Wi-Fi + Cellular models).
5G E	**5G E** Your carrier's 5G E network is available, and supported models can connect to the internet over that network (not available in all countries or regions). See View or change cellular data settings on iPad (Wi-Fi + Cellular models).
LTE	**LTE** iPad (Wi-Fi + Cellular models) is connected to the internet over a 4G LTE network (not available in all countries or regions). See View or change cellular data settings on iPad (Wi-Fi + Cellular models).
4G	**4G** iPad (Wi-Fi + Cellular models) is connected to the internet over a 4G network (not available in all countries or regions). See View or change cellular data settings on iPad (Wi-Fi + Cellular models).
3G	**3G** iPad (Wi-Fi + Cellular models) is connected to the internet over a 3G network. See View or change cellular data settings on iPad (Wi-Fi + Cellular models).
E	**EDGE** iPad (Wi-Fi + Cellular models) is connected to the internet over an EDGE network. See View or change cellular data settings on iPad (Wi-Fi + Cellular models).
GPRS	**GPRS** iPad (Wi-Fi + Cellular models) is connected to the internet over a GPRS network. See View or change cellular data settings on iPad (Wi-Fi + Cellular models).
(Personal Hotspot icon)	**Personal Hotspot** iPad is connected to the internet through the Personal Hotspot of another device. See Join a Personal Hotspot.

Status icon	What it means
9:41	**Personal Hotspot Indicator** A blue bubble or bar indicates that iPad is either providing a Personal Hotspot or Screen Mirroring, or an app is actively using your location. See Share your internet connection from iPad (Wi-Fi + cellular).
9:41	**Call Indicator** A green bubble or bar indicates that iPad is on a call. See Make and receive phone calls on iPad.
9:41	**Recording Indicator** A red bubble or bar indicates that iPad is either recording sound or recording your screen. See Make a recording in Voice Memos on iPad.
🟢	**Camera In Use Indicator** A green indicator appears at the top of your screen whenever an app is using your camera. View and save measurements on iPad.
🟠	**Microphone In Use Indicator** An orange indicator appears at the top of your screen whenever an app is using your microphone. Make a recording in Voice Memos on iPad.
🔄	**Syncing** iPad is syncing with your computer. Sync iPad with your computer.
✳️	**Activity** There is network or other activity. Some third-party apps use this icon to show app activity.
VPN	**VPN** iPad is connected to a network using VPN.
🔒	**Lock** iPad is locked. See Access features from the iPad Lock Screen.
☎️	**RTT** RTT is turned on. See Set up and use RTT on iPad.
🌙	**Do Not Disturb** Do Not Disturb is turned on. See Set Do Not Disturb on iPad.
🔒	**Orientation lock** Screen orientation is locked. See Change or lock the screen orientation on iPad.
➤	**Location Services** An app is using Location Services. See Control the location information you share on iPad.
⏰	**Alarm** An alarm is set. See Set an alarm on iPad.
🎧	**Headphones connected** iPad is paired with Bluetooth headphones that are turned on and within Bluetooth range. See Set up and listen to Bluetooth headphones.
🔋	**Bluetooth battery** Shows the battery level of a supported paired Bluetooth device.
🔋	**Battery** Shows the battery level or charging status. See Charge and monitor the iPad battery.
🔋⚡	**Battery Charging** Shows the iPad battery is charging. See Charge and monitor the iPad battery.
📺	**AirPlay** AirPlay is on. See Wirelessly stream videos and photos to Apple TV or a smart TV from iPad.

Status icon	What it means
🎤	**Voice Control** Voice Control is turned on in Settings > Accessibility, and Siri is ready for your requests. See Use Voice Control to interact with iPad.

Choose iPad settings for travel

When you travel with iPad, choose settings that comply with airline requirements. Some airlines let you keep your iPad turned on if you switch to airplane mode. By default, Wi-Fi and Bluetooth are disabled in airplane mode—you can't make or receive FaceTime calls or use features or accessories that require wireless communication, but you can listen to music, play games, watch videos, and use other apps that don't require internet access.

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

When you travel abroad, you may be able to sign up for cellular service with a carrier in the region you're visiting, right from your iPad (available on iPad Wi-Fi + cellular models with either Touch ID or Face ID). See Connect iPad to a cellular network (Wi-Fi + Cellular models).

Turn on airplane mode

Open Control Center, then tap ✈.

Tap to turn on airplane mode.

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.

1. Open Control Center, then turn on airplane mode.

2. Tap 📶 to turn on Wi-Fi or 🚫 to turn on Bluetooth.

Tap to turn on Bluetooth.

Tap to turn on Wi-Fi.

If you turn on Wi-Fi or Bluetooth while in airplane mode, it may 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 🚫.

Tap to turn off Bluetooth in airplane mode.

Tap to turn off Wi-Fi in airplane mode.

App Store

Get apps in the App Store on iPad

In the App Store app 🅰, you can discover new apps, read featured stories, and learn tips and tricks.

Note: You need an internet connection and an Apple ID to use the App Store. The availability of the App Store varies by country or region. See the Apple Support article Availability of Apple Media Services.

Find apps

🎤 **Ask Siri.** Say something like: "Search the App Store for cooking apps" or "Get the Minecraft app." Learn how to ask Siri.

You can also tap any of the following:

- *Today:* Discover featured stories and apps.

- *Apps:* Explore new releases, see the top charts, or browse by category.

- *Search:* Enter what you're looking for, then tap Search on the keyboard.

Get more info about an app

Tap an app to see the following information and more:

- Supported languages

- Compatibility with other Apple devices

- File size

- Screenshots or previews

- Game Center and Family Sharing support

- Ratings and reviews

- Privacy information; see Review the privacy practices of apps before you download them

Buy and download an app

1. To buy an app, tap the price. If the app is free, tap Get.

   If you see ☁ instead of a price, you already purchased the app, and you can download it again without a charge.

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

While the app is downloading, its icon appears on the Home Screen with a progress indicator.

Share or give an app

1. Tap the app to see its details.

2. Tap ⬆️, then choose a sharing option or tap Gift App (not available for all apps).

Redeem or send an App Store & iTunes gift card

1. Tap 🔵 or your profile picture at the top right.

2. Tap one of the following:

   - Redeem Gift Card or Code

   - Send Gift Card by Email

Use App Clips on iPad

An App Clip is a small part of an app that lets you do a task quickly, like rent a bike, pay for parking, or order food. You can discover App Clips in Safari, Maps, and Messages, or in the real world through QR codes and App Clip Codes—unique markers that take you to specific App Clips. (App Clip Codes require iPadOS 14.3 or later.)

NFC integrated   Scan only

Get and use an App Clip

1. Get an App Clip from any of the following:

    - *App Clip Code or QR code:* Scan the code using the iPad camera or Code Scanner in Control Center (not supported on iPad Air 2 or iPad mini 4).

    - *Safari or Messages:* Tap the App Clip link.

    - *Maps:* Tap the App Clip link on the information card (for supported locations).

2. When the App Clip appears on the screen, tap Open.

In supported App Clips, you can use Sign in with Apple, then make a payment using Apple Pay.

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

Find an App Clip you recently used on iPad

Do any of the following:

- Search with iPad.

- Use the App Switcher.

Remove App Clips

Go to Settings ⚙ > App Clips.

Subscribe to Apple Arcade on iPad

In the App Store app 🅰, you can subscribe to Apple Arcade to enjoy unlimited access to a curated collection of games on iPhone, iPad, iPod touch, Mac, and Apple TV.

You can subscribe to Apple Arcade or to Apple One, which includes Apple Arcade and other services. See the Apple Support article Bundle Apple subscriptions with Apple One.
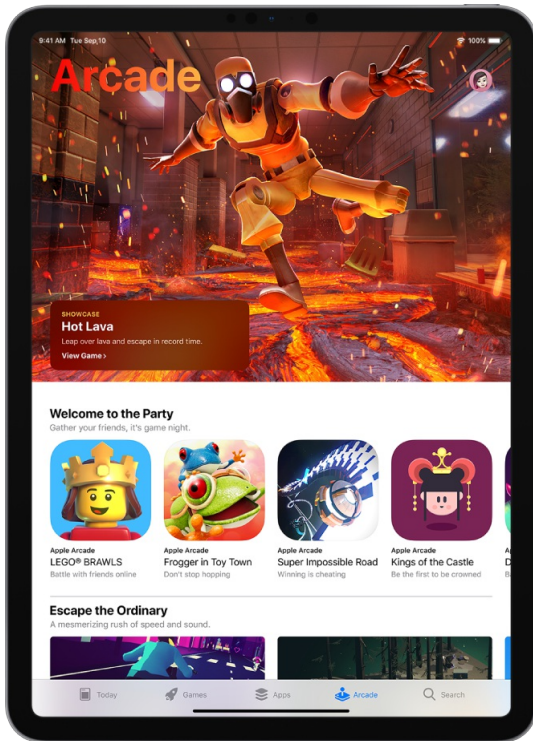
Note: Apple Arcade and Apple One aren't available in all countries or regions. See the Apple Support article Availability of Apple Media Services.

Subscribe to Apple Arcade

1. In the App Store, tap Arcade, then tap the subscription button.

2. Review the free trial (if eligible) and subscription details, then follow the onscreen instructions.

Share Apple Arcade

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

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

Note: To stop sharing Apple Arcade with a family group, you can cancel the subscription or leave or turn off Family Sharing.

Change or cancel your Apple Arcade subscription

Go to Settings ⚙ > [*your name*] > Subscriptions, tap Apple Arcade, then follow the onscreen instructions.

If you cancel your subscription, you can't play any Apple Arcade games, even if you downloaded them to your device. Delete the apps if you don't need them anymore.

You can resubscribe to play Apple Arcade games again and regain access to your gameplay data. If you wait too long, some of your gameplay data might not be supported after you resubscribe.

Play games on iPad

In the App Store app 🅰, you can discover new games and play with your friends using Game Center.

Find and download games

1. Tap any of the following tabs:

   - *Games:* Explore new releases, see the top charts, or browse by category.

   - *Arcade:* See the games available in Apple Arcade.

   - *Search:* Enter what you're looking for, then tap Search on the keyboard.

2. To buy a game, tap the price or, if the game is free, tap Get. If the game is included with your Apple Arcade subscription, tap Play.

   If you see ☁ instead of a price, you already purchased the game, and you can download it again without a charge.

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

Play Apple Arcade games on your other Apple devices

All of the games in Apple Arcade on iPad are also available in Apple Arcade on other devices. If you subscribe to Apple Arcade, you can access your game progress on devices where you're signed in with your Apple ID.

See the Apple Support article Access your Apple Arcade gameplay data on all of your devices.

Connect a wireless game controller to iPad

See the Apple Support article Connect a wireless game controller to your Apple device.

Play with your friends in Game Center

You can send friend requests, manage your public profile, and track your high scores across your Apple devices using Game Center.

1. Go to Settings ⚙ > Game Center, then sign in with your Apple ID.

2. To create a Game Center profile, do any of the following:

   - *Choose a nickname:* Tap Nickname, then enter a name or choose one of the suggestions. Your friends see your nickname when you play games together.

   - *Personalize your profile picture:* Tap Edit at the top, then create a new Memoji, use an existing Memoji, or customize how your initials appear.

3. To add friends, tap Friends, tap Add Friends, then enter their phone number or Apple ID, or tap ⊕ to invite someone in your Contacts list.

   To accept a friend request, the recipient must click the link in the text message on their iPhone, iPad, iPod touch, or Mac that meets the minimum system requirements for Apple Arcade.

In your list of friends, tap a friend to see games they recently played and their achievements. You can also report a user for cheating, an inappropriate picture or nickname, or another problem. To remove a friend, tap Remove Friend.

Set Game Center restrictions

You can set restrictions for multiplayer games, adding friends, private messaging, and more.

1. Go to Settings ⚙ > Screen Time > Content & Privacy Restrictions, then turn on Content & Privacy Restrictions.

2. Tap Content Restrictions, scroll down to Game Center, then set restrictions.

Install and manage fonts on iPad

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

1. After you download an app containing fonts from the App Store, open the app to install the fonts.

2. To manage installed fonts, go to Settings ⚙ > General, then tap Fonts.

Manage App Store purchases, subscriptions, settings, and restrictions on iPad

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

Approve purchases with Family Sharing

With Family Sharing set up, the family organizer can review and approve purchases made by other family members under a certain age. See Turn on Ask To Buy for children on iPad.

Find and download apps purchased by you or family members

1. Tap 👤 or your profile picture at the top right, then tap Purchased.

2. If you set up Family Sharing, tap My Purchases or choose a family member to view their purchases.

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

3. Find the app you want to download (if it's still available in the App Store), then tap ☁.

Change or cancel your App Store subscriptions

1. Tap 👤 or your profile picture at the top right, then tap Subscriptions.

   You may need to sign in with your Apple ID.

2. Choose a subscription, then do any of the following:

   - Change or cancel an existing subscription.

   - Resubscribe to an expired subscription.

   - Share an eligible App Store subscription with other family members in your Family Sharing group.

Change your App Store settings

Go to Settings ⚙ > App Store, then do any of the following:

- *Automatically download apps purchased on your other Apple devices:* Below Automatic Downloads, turn on Apps.

- *Automatically update apps:* Turn on App Updates.

- *Control the use of cellular data for app downloads:* (Wi-Fi + Cellular models) To allow downloads to use cellular data, turn on Automatic Downloads (below Cellular Data). To choose whether you want to be asked for permission for downloads over 200 MB or all apps, tap App Downloads.

- *Automatically play app preview videos:* Turn on Video Autoplay.

- *Automatically remove unused apps:* Turn on Offload Unused Apps. You can reinstall an app at any time if it's still available in the App Store.

Set content restrictions and prevent in-app purchases

After you turn on content and privacy restrictions, do the following.

1. Go to Settings ⚙ > Screen Time > Content & Privacy Restrictions > Content Restrictions.

2. Set restrictions such as the following:

   - *iTunes & App Store Purchases:* Control app installations, app deletions, and in-app purchases.

   - *Apps:* Restrict apps by age ratings.

   - *App Clips:* Prevent App Clips from opening.

Books

Find and buy books and audiobooks in Apple Books on iPad

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

1. Open Books, then tap Book Store or Audiobooks to browse titles, or tap Search to look for a specific title or author.

2. Tap a book cover to see more details, read a sample, listen to a preview, or mark as Want to Read.

3. Tap Buy to purchase a title, or tap Get to download a free title.

   All purchases are made with the payment method associated with your Apple ID.

On iPad models that connect to a cellular network, you can allow books and audiobooks to be downloaded automatically over your cellular network when you aren't connected to Wi-Fi. Go to Settings ⚙ > Books, scroll to Cellular Data, tap Downloads, then tap Always Allow.

Read books in the Books app on iPad

In the Books app 📙, use the Reading Now and Library tabs at the bottom of the screen to see the books you're reading, the books you want to read, your book collections, and more.

- *Reading Now:* Tap to access the books and audiobooks you're currently reading. Scroll down to see books and audiobooks you've added to your Want To Read collection and books you've sampled. You can also set daily reading goals and keep track of the books you finish throughout the year.

- *Library:* Tap to see all of the books, audiobooks, series, and PDFs you got from the Book Store or manually added to your library. You can tap Collections to view books sorted into collections, such as Want to Read, My Samples, Audiobooks, and Finished.
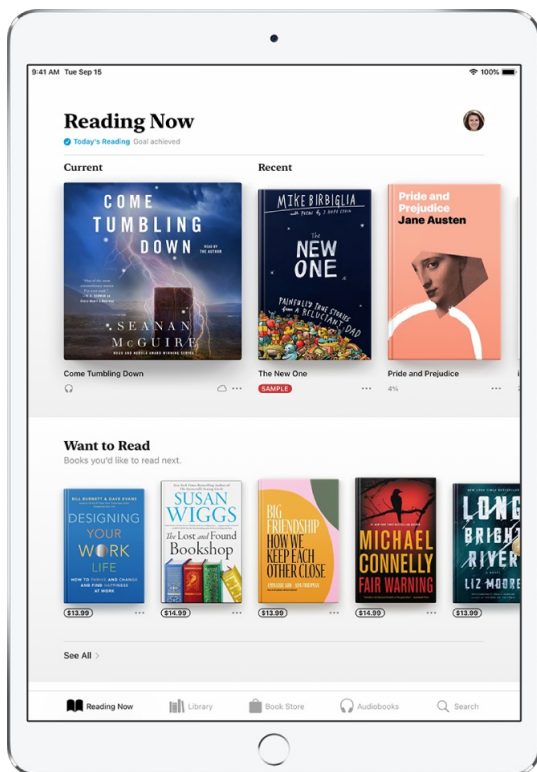
Read a book

Tap the Reading Now or Library tab, then tap a cover to open a book. Use gestures and controls to navigate as follows:

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

- *Go back to the previous page:* Tap the left side of the page or swipe left to right.

- *Go to a specific page:* Tap the page and move the slider at the bottom of the screen left or right. Or, tap 🔍 and enter a page number, then tap the page number in the search results.

- *Close a book:* Tap the center of the page to show the controls, then tap ‹.
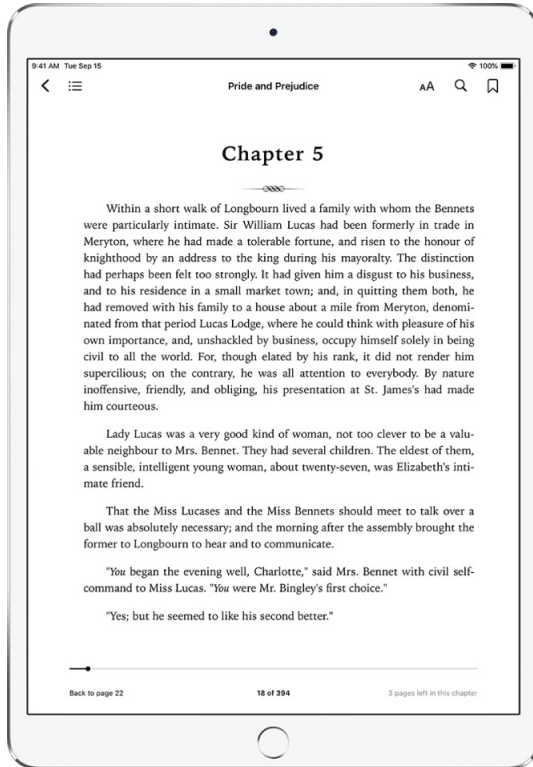
💡 **Tip:** Turn iPad to landscape orientation to view two pages at once.

When you finish a book, personalized recommendations appear to help you discover your next read.

Change text and display appearance

Tap the page, tap ₐA, then do any of the following:

- *Adjust the screen brightness:* Drag the slider left or right.

- *Change the font size:* Tap the large A to increase the font size or tap the small A to decrease it.

- *Change the font:* Tap Fonts to choose a different font.

- *Change the page background color:* Tap a circle.

- *Dim the screen when it's dark:* Turn on Auto-Night Theme to automatically change the page color and brightness when using Books in low-light conditions. (Not all books support Auto-Night Theme.)

- *Turn off pagination:* Turn Vertical Scrolling on to scroll continuously through a book or PDF.
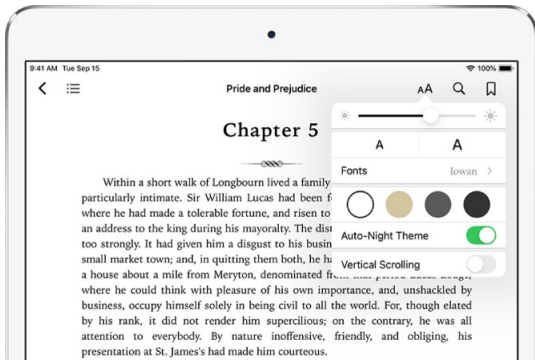
Bookmark a page

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

Tap 🔖 to add a bookmark; tap it again to remove the Bookmark.

To see all your bookmarks, tap ☰, then tap Bookmarks.

Highlight or underline text

1. Touch and hold a word, then move the grab points to adjust the selection.

2. Tap Highlight, then tap 🟡 to choose a highlight color or underline.

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

To see all of your highlights, tap ☰, then tap Notes.

Add a note

1. Touch and hold a word, then move the grab points to adjust the selection.

2. Tap Note, then enter note text.

3. Tap the page to close the note and continue reading.

To see all of your notes, tap ☰, then tap Notes. Swipe left on a note to delete it.

Share a selection

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

1. Touch and hold a word, then move the grab points to adjust the selection.

2. Tap Share, then choose a method.

You can also send a link to view the book in the Book Store. Tap a page, tap ☰, then tap ⬆.

Access your books on all your devices

To keep your Books information updated across your iPhone, iPad, and iPod touch, sign in with the same Apple ID on each device, then do the following:

- *Sync Reading position, bookmarks, notes, and highlights:* Go to Settings ⚙ > [*your name*] > iCloud, then turn on both iCloud Drive and Books.

- *Sync Reading Now, Library, and collections:* Go to Settings > [*your name*] > iCloud, then turn on both iCloud Drive and Books. Then go to Settings > Books, and turn on Reading Now.

See Set up iCloud on your iPhone, iPad, or iPod touch.

Access your books on your Mac

To see your books, audiobooks, and PDFs on your Mac, choose Apple menu > System Preferences, then do one of the following:

- *macOS 10.15 or later:* Click Apple ID, select iCloud in the sidebar, then select iCloud Drive. Click Options, then select Books.

- *macOS 10.14 or earlier:* Click iCloud, then select iCloud Drive. Click Options, then select Books.

To see your collections, bookmarks, notes, and highlights on your Mac, open Books, choose Preferences, click General, then select "Sync collections, bookmarks, and highlights across devices."

Listen to audiobooks in Books on iPad

Use the Books app 📙 to listen to audiobooks on your iPad.
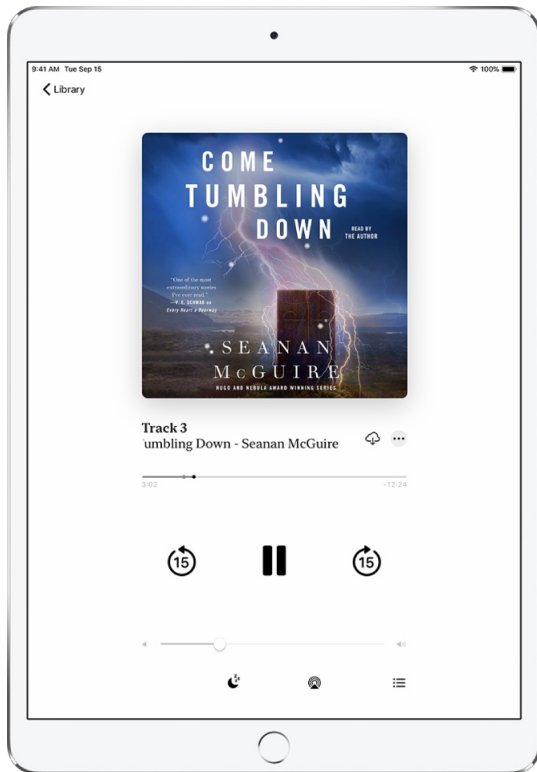
Play an audiobook

In Reading Now or in the Audiobooks collection in your Library, tap the cover, then do any of the following:

- *Skip forward or back:* Touch and hold the rounded arrows, slide and hold the book cover, or use external controls such as headphones or car controls.

  Note: To change the number of seconds that skipping advances, go to Settings ⚙️ > Books, then scroll down to Audiobooks.

- *Speed it up, or slow it down:* Tap the playback speed in the lower-left corner to choose a different speed.

- *Set a sleep timer:* Tap ☾ᶻ, then choose a duration.

- *Go to a chapter:* Tap ☰, then tap a chapter.

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

- *Go to a specific time:* Drag the playhead, directly below the audiobook cover. The point where you started listening is marked with a gray circle on the timeline. Tap the circle to jump back to that spot.

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

Set reading goals in Books on iPad

The Books app 📙 helps you keep track of how many minutes you read every day, and how many books and audiobooks you finish each year. You can customize your goals to spend more time reading, set new reading streaks, and share your achievements with friends.
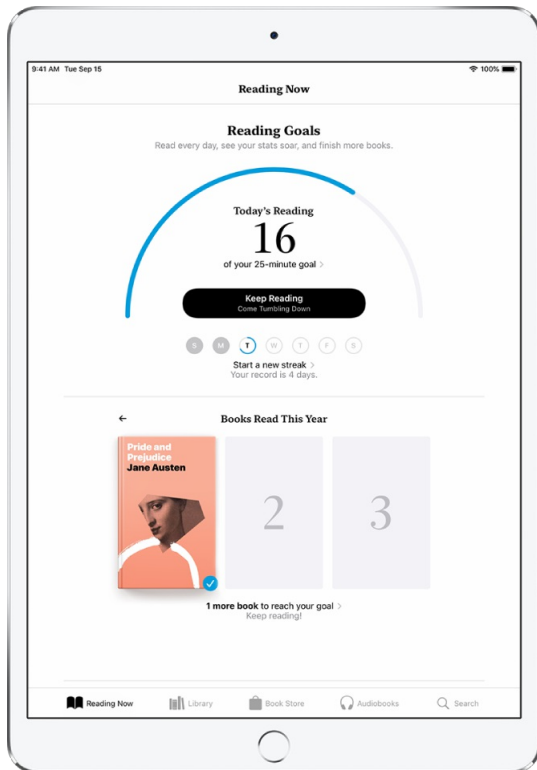
Change your daily reading goal

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

1. Tap the Reading Now tab, then swipe down to Reading Goals.

2. Tap Today's Reading, then tap Adjust Goal.

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

When you reach your daily reading goal, you receive a notification from Books; tap it to get more details about your achievement, or send your achievement to friends.

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

Change your yearly reading goal

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

1. Tap the Reading Now tab, then swipe down to Books Read This Year.

2. Tap a gray placeholder square, or a book cover, then tap Adjust Goal.

3. Slide the counter up or down to set the books per year that you want to read.

When you reach your yearly reading goal, you receive a notification from Books; tap it to get more details about your achievement, or send your achievement to friends.

See your reading streaks and records

Books lets you know how many days in a row you reach your daily reading goal and notifies you when you set a record.

To view your current reading streak and record, tap the Reading Now tab, then swipe down to Reading Goals.

Turn off notifications and Reading Goals

Turn off notifications: To stop receiving notifications when you achieve a reading goal or set a reading streak, tap your account in the top-right corner of the Reading Now tab, tap Notifications, then turn off Reading Goals.

Turn off Reading Goals: Go to Settings ◎ > Books > then turn off Reading Goals. When Reading Goals is turned off, the reading indicators in Reading Now are hidden and you don't receive notifications.

Organize books in the Books app on iPad

In the Books app 📙, the books and audiobooks you purchase are saved in your library and automatically sorted into collections, such as Audiobooks, Want to Read, and Finished.
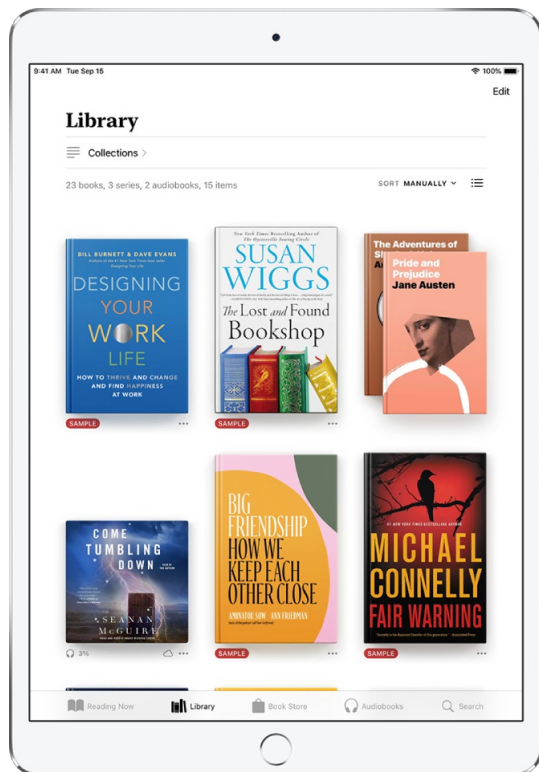
Create a collection and add books to it

You can create your own collections to personalize your library.

1. Tap Library, tap Collections, then tap New Collection.

2. Name the collection, for example, *Beach Reads* or *Book Club*, then tap Done.

3. To add a book to the collection, tap ••• below the book cover (or on the book's details page in the Book Store), tap Add to Collection, then choose the collection.

   You can add the same book to multiple collections.

Sort books in your library

Choose how the books in your library are sorted and appear.

1. Tap Library, then scroll down and tap the word that appears next to Sort or Sort By.

2. Choose Recent, Title, Author, or Manually.

   If you choose Manually, touch and hold a book cover, then drag it to the position you want.

3. Tap ☰ to view books by title or cover.

💡 **Tip:** You can sort books in a collection the same way.

Remove books, audiobooks, and PDFs

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

1. Tap Library, then tap Edit.

   For audiobooks, tap Library, then go to the Audiobooks collection.

2. Tap the items you want to remove.

3. Tap 🗑 and select an option.

To unhide books that you have hidden, tap Reading Now, tap your account icon, then tap Manage Hidden Purchases.

To redownload books you have already purchased, see the Apple Support article Redownload apps, music, movies, TV shows, and books.

Access your library across devices

You can sync your Library and collections across all your devices where you are signed in with the same Apple ID. Go to Settings ⚙ > [*your name*] > iCloud, turn on iCloud Drive, then turn on Books.

Read PDF documents in Books on iPad

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

Open PDFs in Books

Tap the PDF attachment to open it, tap ⬆, then tap Books.

Share or print a PDF document

Open the PDF document, tap ⬆, then choose a share option such as AirDrop, Mail, or Messages, or tap Print.

See About AirPrint.

Mark up a PDF

Open the PDF and tap Ⓐ to use the drawing and annotation tools (tap near the center of a page if you don't see Ⓐ).

See Draw in apps with Markup on iPad.

View PDFs across devices

You can see PDFs and books that are not from the Book Store across your iPhone, iPad, iPod touch, and Mac where you're signed in with the same Apple ID.

Go to Settings ⚙ > [*your name*] > iCloud, turn on iCloud Drive, then turn on Books. Then go to Settings > Books, and turn on iCloud Drive.

Calendar

Create and edit events in Calendar on iPad

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

View invitations.
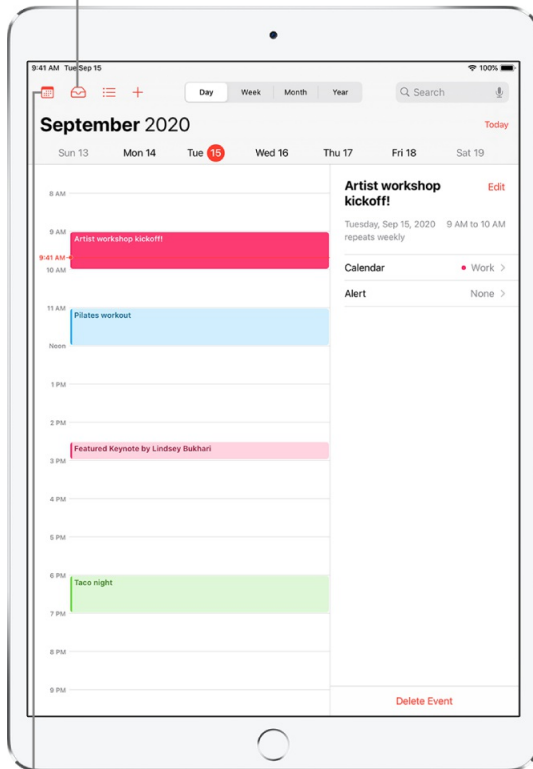
Change calendars
or accounts.

🎙 **Ask Siri.** Say something like:

- "Set up a meeting with Gordon at 9"

- "Do I have a meeting at 10?"

- "Where is my 3:30 meeting?"

Learn how to ask Siri

Add an event

1. In day view, tap ＋ at the top of the screen.

2. Enter the title and location of the event, the start and end times, the travel time, the invitees, and so on.

   Scroll down if necessary to enter the event details.

3. Tap Add.

Add an alert

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

1. Tap the event, then tap Edit near the top of the screen.

2. In the event details, tap Alert.

3. Choose when you want to be reminded.

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

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

Add an attachment

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

1. Tap the event, then tap Edit near the top right.

2. In the event details, tap Add attachment.

   The Files app opens, displaying your recently opened files.

3. Locate the file you want to attach.

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

4. Tap Done.

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

Find events in other apps

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

1. Go to Settings ⚙ > Calendar > Siri & Search.

2. Turn on Show Siri Suggestions in App to allow Siri to suggest events found in other apps.

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

Edit an event

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

- *Change the time:* In day view, touch and hold the event, then drag it to a new time, or adjust the grab points.

- *Change event details:* Tap the event, tap Edit near the top right, then in the event details, tap a setting to change it, or tap in a field to type new information.

Delete an event

In day view, tap the event, then tap Delete Event at the bottom of the screen.

Send and receive invitations in Calendar on iPad

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

Invite others to an event

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

1. Tap the event, then tap Edit near the top of the screen.

2. Tap invitees, then enter the names or email addresses of people you want to invite, or tap ⊕ to select Contacts.

3. Tap Done.

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

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

Reply to an event invitation

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

   Or, in Calendar, tap 📥, then tap an invitation.

2. Tap your response—Accept, Maybe, or Decline.

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

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

Schedule a meeting without blocking your schedule

You can add an event to your calendar without having the timeframe appear as busy to others who send you invitations.

1. Tap the event, then tap Edit.

2. Tap Show As, then tap Free.

Suggest a different meeting time

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

1. Tap the meeting, then tap Propose New Time.

2. Tap the time, then enter a new one.

3. Tap Done, then tap Send.

Quickly email attendees

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

1. Tap an event that has attendees.

2. Tap Invitees, then tap ⊠.

Change how you view events in Calendar on iPad

In the Calendar app ⊞, you can view one day, a week, a month, or a year at a time, or view a list of upcoming events. To change your view of Calendar, do any of the following:

- *Zoom in or out:* Tap Day, Week, Month, or Year at the top of the screen to zoom in or out on your calendar. In week or day view, pinch to zoom in or out.

- *View upcoming events:* Tap ☰ to view upcoming events as a list.

Search for events in Calendar on iPad

In the Calendar app ⊞, you can search for events by title, invitees, location, and notes.

Tap ⌕, then enter the text you want to find in the search field.

🎤 **Ask Siri.** Say something like: "What's on my calendar for Friday?" Learn how to ask Siri.

Customize your calendar on iPad

In the Calendar app 📅, you can choose which day of the week Calendar starts with, display week numbers, choose alternate calendars (for example, to display Chinese or Hebrew dates), override the automatic time zone, and more.

Go to Settings ⚙ > Calendar, then choose the settings and features you want.

Keep track of events in Calendar on iPad

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

Customize Calendar notifications

1. Go to Settings ⚙ > Notifications > Calendar.

2. Turn on Allow Notifications.

3. Tap a type of event (for example, Upcoming Events), then choose how and where you want the notifications for those events to appear—for example, on the Lock Screen, in Notification Center, as banners at the top of the screen, with an alert sound, and so on.

Keep your Calendar up to date across your devices

You can use iCloud to keep your Calendar information up to date on all your devices where you're signed in with the same Apple ID.

Go to Settings ⚙ > [*your name*] > iCloud, then turn on Calendars.

If you don't want to use iCloud for your Calendar, you can sync your Calendar information between your iPad and your computer. See Sync iPad with your computer.

Set up multiple calendars on iPad

In the Calendar app 📅, set up multiple calendars to keep track of different kinds of events. Although you can keep track of all your events and appointments in one place, you don't have to. Additional calendars are easy to set up, and a great way to stay organized.

Select which calendars to view.
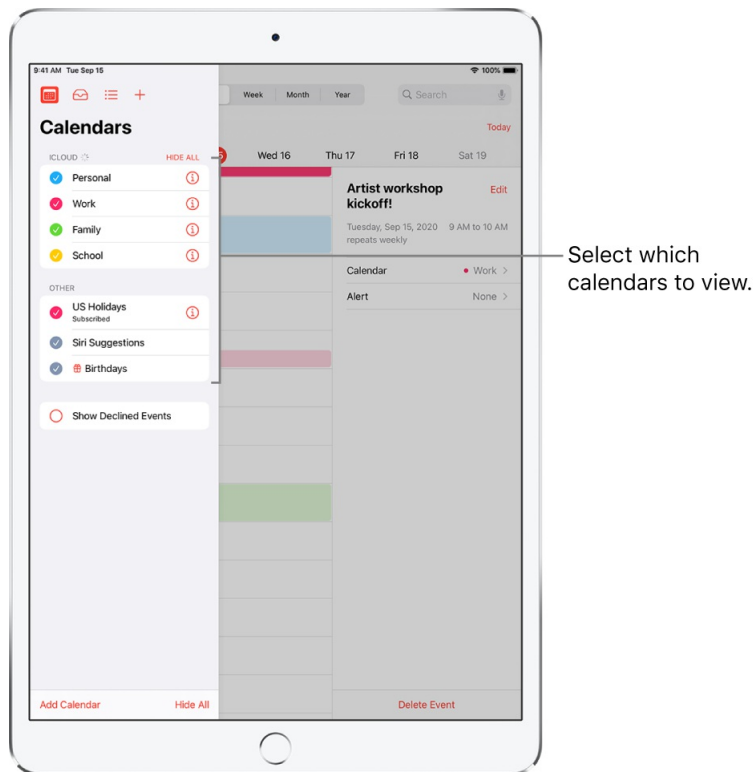
See multiple calendars at once

To view multiple calendars, tap ▦, then do any of the following:

- Select the calendars you want to view.

- Tap US Holidays to include national holidays with your events.

- Tap Birthdays to include birthdays from Contacts with your events.

Set a default calendar

You can set one of your calendars as the default calendar. When you add an event using Siri or other apps, it's added to your default calendar.

1. Go to Settings ⚙ > Calendar > Default Calendar.

2. Select the calendar you want to use as your default calendar.

Change a calendar's color

1. Tap ▦.

2. Tap ⓘ next to the calendar, then choose a color.

3. Tap Done.

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

Turn on iCloud, Google, Exchange, or Yahoo calendars

1. Go to Settings ◉ > Calendar > Accounts > Add Account.

2. Do any of the following:

   - Tap a mail service (iCloud or Microsoft Exchange, for example), then sign in to your account.

   - Tap Other, tap Add CalDAV Account or Add Subscribed Calendar, then enter your server and account information.

Subscribe to a calendar

1. Go to Settings ◉ > Calendar > Accounts > Add Account > Other.

2. Tap Add Subscribed Calendar.

3. Enter the URL of the .ics file to subscribe to and any other required server information.

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

Add a CalDAV account

1. Go to Settings ◉ > Calendar > Accounts > Add Account > Other.

2. Tap Add CalDAV Account.

3. Enter your server and account information.

Move an event to another calendar

Tap the event, tap Calendar, then select a calendar to move the event to.

Share iCloud calendars on iPad

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

Create an iCloud calendar

1. Tap 🗓.

2. Tap Add Calendar.

3. Type a name for the new calendar, then tap Done.

Share an iCloud calendar

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

1. Tap 🗓.

2. Tap ⓘ next to the iCloud calendar you want to share.

3. Tap Add Person, then enter a name or email address, or tap ⊕ to browse your Contacts.

4. Tap Add.

Change a person's access to a shared calendar

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

1. Tap 🗓, tap ⓘ next to the shared calendar, then tap the person.

2. Do any of the following:

   - Turn on or off Allow Editing.

   - Tap Stop Sharing.

Turn off notifications for shared calendars

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

1. Go to Settings ⚙ > Notifications > Calendar > Shared Calendar Changes.

2. Turn off Allow Notifications.

Share a read-only calendar with anyone

1. Tap 🗓, then tap ⓘ next to the iCloud calendar you want to share.

2. Turn on Public Calendar, then tap Share Link to copy or send the URL for your calendar.

3. Choose a method for sending the URL—Message, Mail, and so on.

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

Delete a calendar

1. Tap ▦ at the top left of the screen.

2. Tap ⓘ next to the iCloud calendar you want to delete.

3. Tap Delete Calendar at the bottom of the list.

Camera

Take photos with your iPad camera

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

🎙 **Ask Siri.** Say something like: "Open Camera." Learn how to ask Siri.
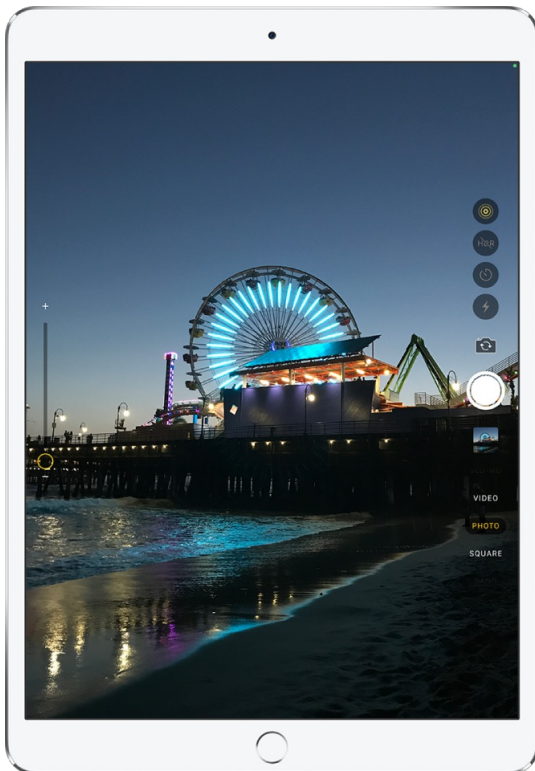
Take a photo

Photo is the standard mode that you see when you open Camera. Use Photo mode to take still photos. Swipe the mode selector up or down to choose a different mode, such as Video, Pano, Time-lapse, Slo-mo, and Portrait (on supported models).

1. Tap 📷 on the Home screen or swipe left on the Lock screen to open Camera in Photo mode.

2. Tap the Shutter button or press either volume button to take the photo.

To turn the flash on or off on models that support True Tone Flash or Retina Flash, tap ⚡, then choose Auto, On, or Off.

To set a timer, stabilize your iPad and frame your shot. Tap ⏱, then tap 3s or 10s.

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

Zoom in or out

- On all models, open Camera and pinch the screen to zoom in or out.

- On iPad Pro 11-inch (2nd generation and later) and iPad Pro 12.9-inch (4th generation and later), tap 1x on the left side of the screen to zoom out and toggle between 1x and 0.5x. To zoom in, touch and hold 1x, then drag the slider up.

- On all other models, drag the slider on the left side of the screen up or down.

Take a panorama photo

1. Choose Pano mode, then tap the Shutter button.

2. Pan slowly in the direction of the arrow, keeping it on the center line.
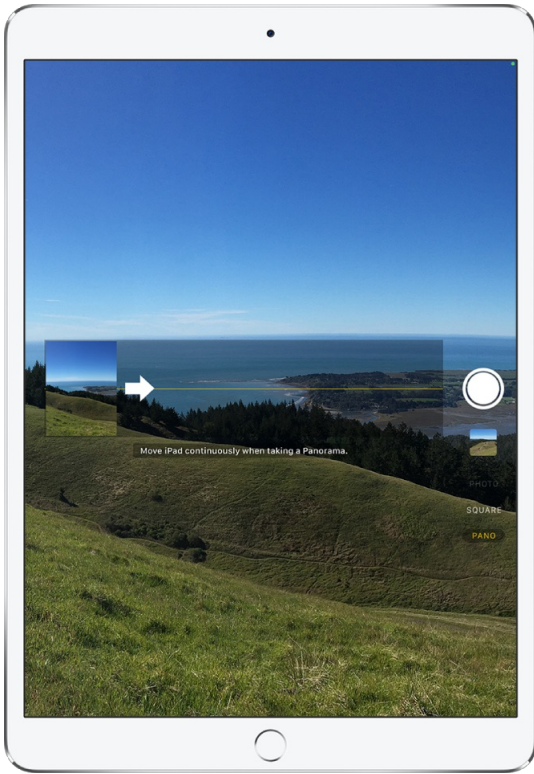
3. To finish, tap the Shutter button again.

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

Take a selfie

1. Switch to the front camera by tapping ⊙ or ▢ (depending on your model).

2. Hold your iPad in front of you.

3. Tap the Shutter button or press either volume button to take the shot.

💡 **Tip:** On iPad Pro 12.9-inch (5th generation) and iPad Pro 11-inch (3rd generation), tap 1x on the left side of the screen to quickly zoom out to .5x and increase your field of view. Tap .5x again to zoom back in to 1x. For more precise control, touch and hold 1x, then drag the slider down.

To take a mirrored selfie that captures the shot as you see it in the front camera frame, go to Settings ⚙ > Camera, then turn on Mirror Front Camera or Mirror Front Photos (on earlier models).

Take a selfie in Portrait mode

On supported models, you can apply a depth-of-field effect to your selfies with the front camera. This effect keeps your face sharp while creating a beautifully blurred background.

1. Choose Portrait mode.

   The front camera is now active.

2. Frame yourself in the yellow portrait box.

3. Tap the Shutter button to take the shot.

Adjust Portrait Lighting in Portrait mode selfies

On models that support Portrait Lighting, you can apply studio-quality lighting effects to your Portrait mode selfies.

1. Choose Portrait mode, then frame your selfie.

2. Drag ⬡ to choose a lighting effect:

   - *Natural Light:* The face is in sharp focus against a blurred background.

   - *Studio Light:* The face is brightly lit, and the photo has an overall clean look.

   - *Contour Light:* The face has dramatic shadows with highlights and lowlights.

   - *Stage Light:* The face is spotlit against a deep black background.

   - *Stage Light Mono:* The effect is similar to Stage Light, but the photo is in classic black and white.

   - *High-Key Light Mono:* Creates a grayscale subject on a white background—iPad Pro 11-inch (2nd generation and later) and iPad Pro 12.9-inch (4th generation and later) only.

3. Tap the Shutter button to take the shot.

Adjust Depth Control in Portrait mode selfies

On models that support Depth Control, use the Depth Control slider to adjust the level of background blur in your Portrait mode selfies.

1. Choose Portrait mode, then frame your selfie.

2. Tap ⓕ on the right side of the screen.

   The Depth Control slider appears on the right.

3. Drag the slider up or down down to adjust the effect.

4. Tap the Shutter button to take the shot.

After you take a photo in Portrait mode, you can use the Depth Control slider in Photos to further adjust the background blur effect. See Adjust Depth Control in Portrait mode photos.

Take Burst shots

Burst takes multiple high-speed photos so that you have a range of photos to choose from. You can take Burst photos with the front and rear cameras.

1. Choose Photo or Square mode.

2. Touch and hold the Shutter button to take rapid-fire photos.

   The counter shows how many shots you took.

3. Lift your finger to stop.

4. To select the photos you want to keep, tap the Burst thumbnail, then tap Select.

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

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

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

Take a Live Photo

A Live Photo captures what happens just before and after you take your photo, including the audio.

1. On models that support Live Photos, choose Photo mode.

2. Tap ◎ to turn Live Photos on (yellow is on) or off.

3. Tap the Shutter button to take the shot.

In your albums, Live Photos are marked with "Live" in the top-left corner. You can edit Live Photos and add effects such as Loop and Bounce. See Edit Live Photos.

Take videos with your iPad camera

Use Camera 📷 to record videos on your iPad and change modes to take slow-motion and time-lapse videos.

Record a video

1. Choose Video mode.

2. Tap the Record button or press either volume button to start recording.

   Pinch the screen to zoom in and out.

3. Tap the Record button or press either volume button to stop recording.

By default, video records at 30 fps (frames per second). Depending on your model, you can choose other frame rates and video resolution settings in Settings ◉ > Camera > Record Video. Faster frame rates and higher resolutions result in larger video files.

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

Use quick toggles to change video resolution and frame rate

In Video mode, use quick toggles at the top of the screen to change the video resolution and frame rates available on your iPad. To display quick toggles, go to Settings ◉ > Camera > Record Video, then turn on Video Format Control.

Record a slow-motion video

1. Choose Slo-mo mode.

2. Tap the Record button or press either volume button to start and stop recording.

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

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

To change Slo-mo recording settings, go to Settings ◉ > Camera > Record Slo-mo.

Capture a time-lapse video

1. Choose Time-lapse mode.

2. Set up your iPad where you want to capture a sunset, traffic flowing, or other experience over a period of time.

3. Tap the Record button to start recording; tap it again to stop recording.

Adjust Auto FPS settings

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

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

- On iPad Pro 11-inch (1st generation and 2nd generation) and iPad Pro 12.9-inch (3rd generation and 4th generation), turn on Auto Low Light FPS.

- On iPad Air (4th generation), iPad Pro 12.9-inch (5th generation), and iPad Pro 11-inch (3rd generation), tap Auto FPS, then apply Auto FPS to 30-fps video only or to both 30- and 60-fps video (iPadOS 14.2 or later).

Change advanced camera settings on your iPad

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

Adjust the focus and exposure

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

1. Tap the screen to reveal the automatic focus area and exposure setting.

2. Tap where you want to move the focus area.

3. Next to the focus area, drag ☀ up or down to adjust the exposure.

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

Use a grid to straighten your shot

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

After you take a photo, you can use the editing tools in the Photos app to further align shots and adjust horizontal and vertical perspective. See Straighten and adjust perspective.

Save camera settings

You can save the last camera mode you used so it's not reset when you next open Camera.

- Go to Settings ◉ > Camera > Preserve Settings.

- On supported models, you can also preserve Live Photos settings.

Adjust the shutter volume

Adjust the volume of the camera shutter sound using the volume buttons on the side of your iPad. Or, when Camera is open, swipe down from the top-right corner of the screen to open Control Center, then drag ◀)).

Mute the shutter sound using the volume buttons or the Ring/Silent switch, if your iPad has one.

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

Note: In some countries or regions, muting is disabled.

See Adjust the volume on iPad.

Turn scene detection off and on

On iPad Air (4th generation), iPad Pro 12.9-inch (5th generation), and iPad Pro 11-inch (3rd generation), the scene detection setting can identify what you're taking a photo of and apply a tailored look to bring out the best qualities in the scene.

Scene detection is on by default. To turn off scene detection, go to Settings ◉ > Camera, then turn off Scene Detection (iPadOS 14.2 or later).

Turn lens correction off and on

On iPad Pro 12.9-inch (5th generation) and iPad Pro 11-inch (3rd generation), the lens correction setting adjusts photos taken with the front camera or Ultra Wide camera for more natural-looking results.

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

Mirror the front camera

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

Adjust HDR camera settings on iPad

HDR (High Dynamic Range) in Camera 🔳 helps you get great shots in high-contrast situations. On supported models, the iPad camera takes three photos in rapid succession at different exposures and blends them together. The resulting photo has better detail in the bright and midtone areas.

Take an HDR photo

- On models that take Auto HDR photos and models that take Smart HDR photos, iPad automatically uses HDR when it's most effective.

  To manually control HDR on these models, go to Settings ⚙️ > Camera, then turn off Smart HDR. On the camera screen, tap HDR to turn it on or off.

- On all other models, tap 📷 on the camera screen to turn on HDR.

By default, the HDR version of the photo is saved in Photos. To save both the HDR and non-HDR version, go to Settings ⚙️ > Camera, then turn on Keep Normal Photo.

View, share, and print photos on iPad

All photos and videos you take with Camera 🔳 are saved in Photos. With iCloud Photos turned on, all new photos and videos are automatically uploaded and available in Photos on all your devices that are set up with iCloud Photos (with iOS 8.1, iPadOS 13, or later).

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

View your photos

1. In Camera, tap the thumbnail image below the Shutter button.

2. Swipe right to see the photos you've taken recently.

   Tap the screen to show or hide the controls.

3. Tap All Photos to see all your photos and videos saved in Photos.

Share and print your photos

1. While viewing an image, tap ⬆️.

2. To share your photo, select an option such as AirDrop, Mail, or Messages.

3. To print your photo, swipe up to select Print from the list of actions.

See Use AirDrop on iPad to send items to nearby devices.

See the Apple Support article, Use AirPrint to print from your iPhone, iPad, or iPod touch.

Upload and sync photos across devices

Use iCloud Photos to upload photos and videos from your iPad to iCloud and access them on your iPhone, iPad, or iPod touch where you're signed in using the same Apple ID. iCloud Photos is useful if you want to keep your photos up to date across multiple devices or save space on your iPad. To turn on iCloud Photos, go to Settings ⚙ > Photos. When iCloud Photos is turned off, you can still collect up to 1000 of your most recent photos in the My Photo Stream album on devices set up with iCloud. See Use My Photo Stream on iPad.

Scan a QR code with the iPad camera

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

Use the camera to read a QR code

1. Open Camera, then position iPad so that the code appears on the screen.

2. Tap the notification that appears on the screen to go to the relevant website or app.

Open the Code Scanner from Control Center

1. Go to Settings ⚙ > Control Center, then tap ➕ next to Code Scanner.

2. Open Control Center, tap the Code Scanner, then position iPad so that the code appears on the screen.

3. To add more light, tap the flashlight to turn it on.

Clock

See the time in cities worldwide on iPad

Use the Clock app 🕐 to see the local time in different time zones around the world.

🎤 **Ask Siri.** Say something like: "What time is it?" or "What time is it in London?" Learn how to ask Siri.

1. Tap World Clock.

2. To manage your list of cities, tap Edit, then do any of the following:

   - *Add a city:* Tap ➕, then choose a city.

   - *Delete a city:* Tap ⊖.

   - *Reorder the cities:* Touch and hold a clock, then drag it to a new position.

Set an alarm on iPad

In the Clock app ⏰, you can set an alarm that plays a song or a ringtone at a specific time.

🎤 **Ask Siri.** Say something like: "Wake me up tomorrow at 7 a.m." or "Set an alarm for 9 a.m. every Friday." Learn how to ask Siri.

Set an alarm

1. Tap Alarm, then tap ➕.

2. Set the time, then choose any of the following options:

   - *Repeat:* Choose the days of the week.

   - *Label:* Give the alarm a name, like "Water the plants."

   - *Sound:* Choose a song or a ringtone.

   - *Snooze:* Give yourself nine more minutes.

3. Tap Save.

To change or delete the alarm, tap Edit.

Use the timer or stopwatch on iPad

In the Clock app ⏱, you can use the timer to count down from a specified time. You can also use the stopwatch to measure the duration of an event.

🎙 **Ask Siri.** Say something like: "Set the timer for 3 minutes" or "Stop the timer." [Learn how to ask Siri](.).

Track time with the stopwatch

1. Tap Stopwatch.

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

2. Tap Start.

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

3. To record a lap or split, tap Lap.

4. Tap Stop to record the final time.

5. Tap Reset to clear the stopwatch.

Set the timer

1. Tap Timer.

2. Set the duration of time and a sound to play when the timer ends.

   💡 **Tip:** If you want to fall asleep while playing audio or video, you can set the timer to stop the playback. Tap Stop Playing at the bottom of the list.

3. To start the timer, tap Start.

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

Contacts

Add and use contact information on iPad

In the Contacts app 📇, you can view and edit your contacts lists from personal, business, and other accounts. You can also create contacts and set up a contact card with your own information.

🎙 **Ask Siri.** Say something like:

- "What's my brother's work address?"

- "Sarah Milos is my sister"

- "Send a message to my sister"

Learn how to ask Siri

Create a contact

Tap +.

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

Based on how you use Contacts, Siri also provides contact information suggestions in other apps. (To turn this feature off, go to Settings ⚙ > Contacts > Siri & Search, then turn off Learn from this App.) See About Siri Suggestions on iPad.

Find a contact

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

You can also search your contacts using Search (see Use iPad to search).

Share a contact

Tap a contact, tap Share Contact, then choose a method for sending the contact information.

Sharing the contact sends all of the info from the contact's card.

Quickly reach a contact

To start a message, make a phone call or a FaceTime call, compose an email, or send money with Apple Pay, tap a button below the contact's name.

Send a message.

Make a
FaceTime call.

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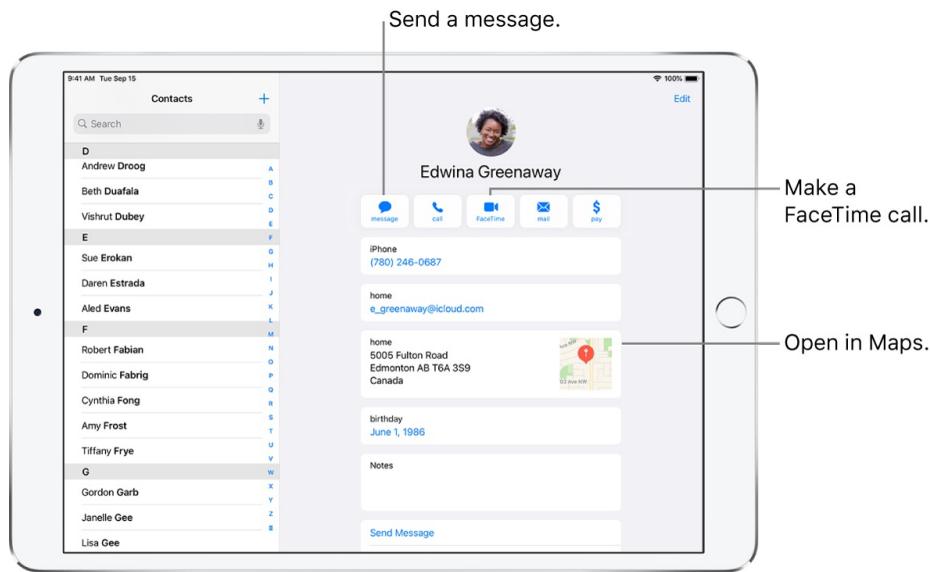
To change the default phone number or email address for a contact method, touch and hold the button for that method below the contact's name, then tap a selection in the list.

Delete a contact

1. Go to the contact's card, then tap Edit.

2. Scroll down, then tap Delete Contact.

Edit contacts on iPad

In the Contacts app , assign a photo to a contact, change a label, add a birthday, and more.

1. Tap a contact, then tap Edit.