iPad User Guide

Everything you need to know about iPad

Your iPad

iPad models compatible with iPadOS 15.4

This guide helps you get started using iPad and discover all the amazing things it can do with iPadOS 15.4, which is compatible with the following models:

iPad mini (6th generation)

iPad Air (4th generation)

iPad Air (5th generation)

iPad Pro 11-inch (1st generation)

iPad Pro 11-inch (2nd generation)

iPad Pro 11-inch (3rd generation)

iPad Pro 12.9-inch (3rd generation)

iPad Pro 12.9-inch (4th generation)

iPad Pro 12.9-inch (5th generation)

iPad mini 4

iPad mini (5th generation)

iPad (5th generation)

iPad (6th generation)

iPad (7th generation)

iPad (8th generation)

iPad (9th generation)

iPad Air 2

iPad Air (3rd generation)

iPad Pro 9.7-inch

iPad Pro 10.5-inch

iPad Pro 12.9-inch (1st and 2nd generation)

Identify your iPad model and iPadOS version

Go to Settings ⚙ > General > About. See Get information about your iPad.

To determine your iPad model from the physical details, see the Apple Support article Identify your iPad model.
You can update to the latest iPadOS software if your model supports it.

Your features and apps may vary depending on your iPad model, region, language, and carrier. To find out which features are supported in your region, see the iOS and iPadOS Feature Availability website.

Note: Apps and services that send or receive data over a cellular network may incur additional fees. Contact your carrier for information about your service plan and fees.

iPad mini 4
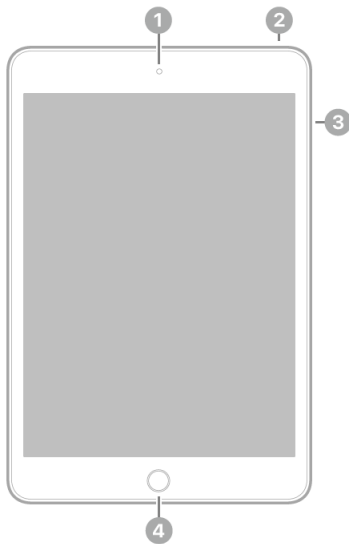
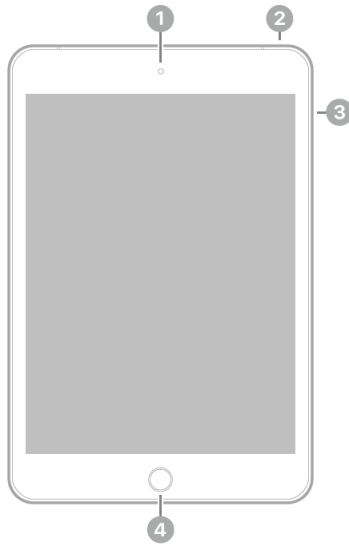|	
1	Front camera
2	Top button
3	Volume buttons
4	Home button/Touch ID

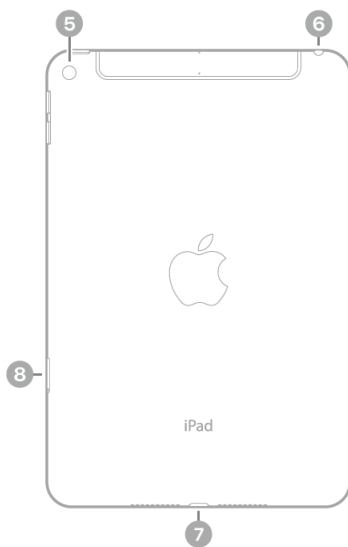|	
5	Rear camera
6	Headphone jack
7	Lightning connector
8	SIM tray (Wi-Fi + Cellular)

Get started with iPad mini

- Turn on and set up iPad

- Learn basic gestures to interact with iPad

- Personalize your iPad

- Stay connected

- What's new in iPadOS 15

iPad mini (5th generation)

1. Front camera
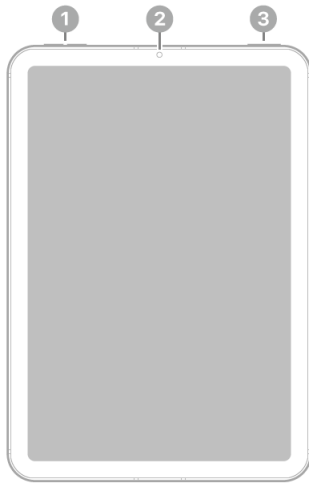2. Top button
3. Volume buttons
4. Home button/Touch ID

5. Rear camera
6. Headphone jack
7. Lightning connector
8. SIM tray (Wi-Fi + Cellular)

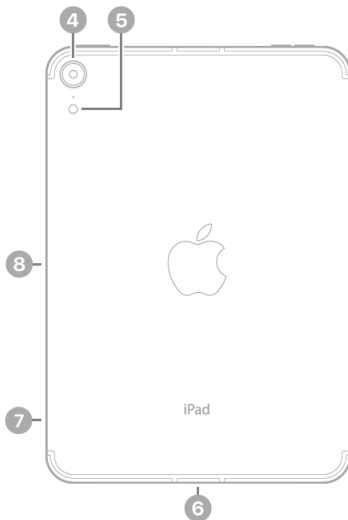## Get started with iPad mini

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iPad mini (6th generation)

1 Volume buttons

2 Front camera

3 Top button/Touch ID
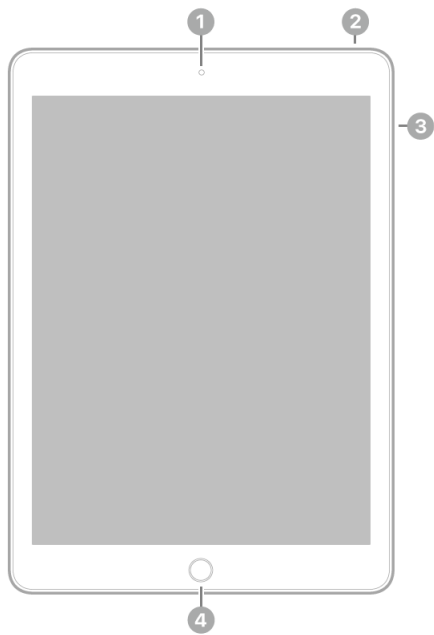
4 Rear camera

5 Flash

6 USB-C connector

7 SIM tray (Wi-Fi + Cellular)

8 Magnetic connector for Apple Pencil

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iPad (5th generation)

1. Front camera
2. Top button
3. Volume buttons
4. Home button/Touch ID

5. Rear camera
6. Headphone jack
7. Lightning connector
8. SIM tray (Wi-Fi + Cellular)

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iPad (6th generation)

1. Front camera
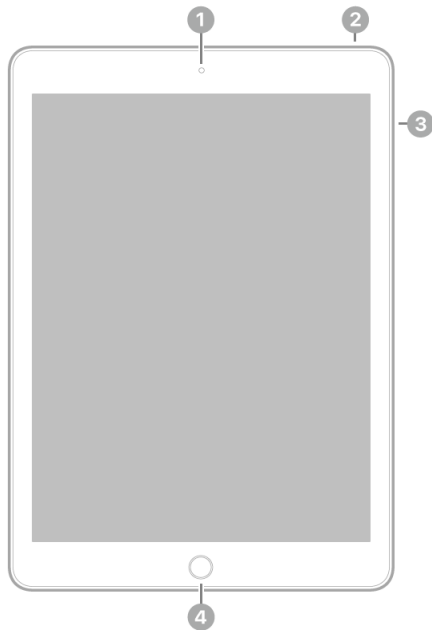2. Top button
3. Volume buttons
4. Home button/Touch ID

5. Rear camera
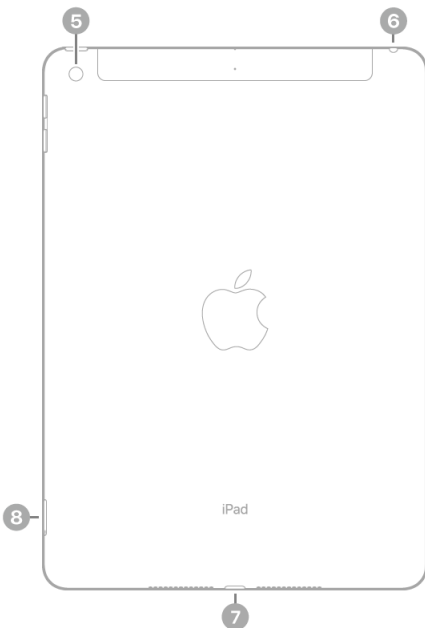6. Headphone jack
7. Lightning connector
8. SIM tray (Wi-Fi + Cellular)

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iPad (7th generation)

1	Front camera
2	Top button
3	Volume buttons
4	Home button/Touch ID

5	Rear camera
6	Headphone jack
7	Smart Connector
8	Lightning connector
9	SIM tray (Wi-Fi + Cellular)

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iPad (8th generation)

1. Front camera
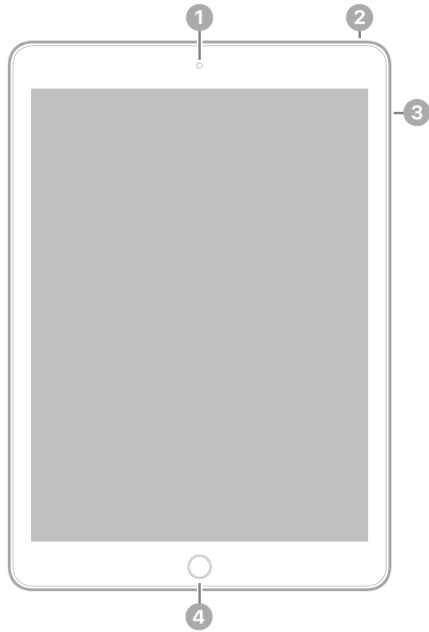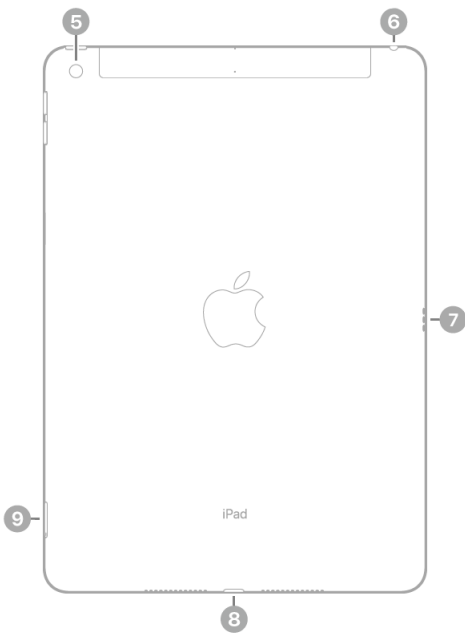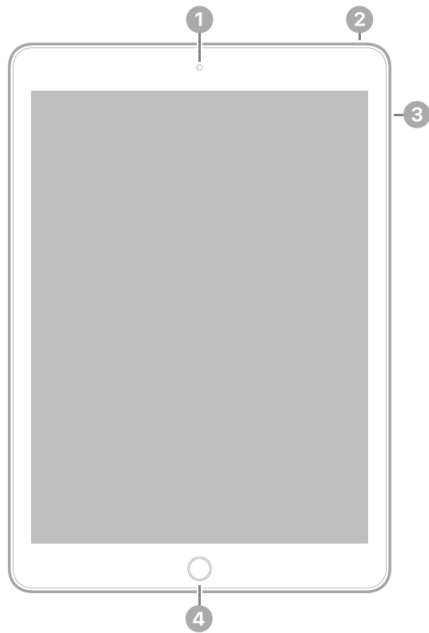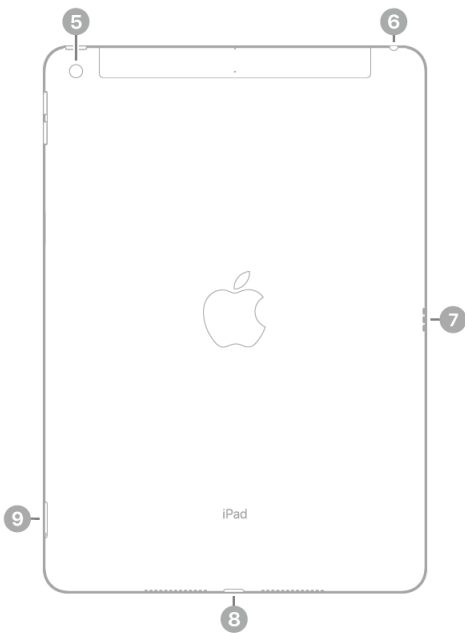2. Top button
3. Volume buttons
4. Home button/Touch ID

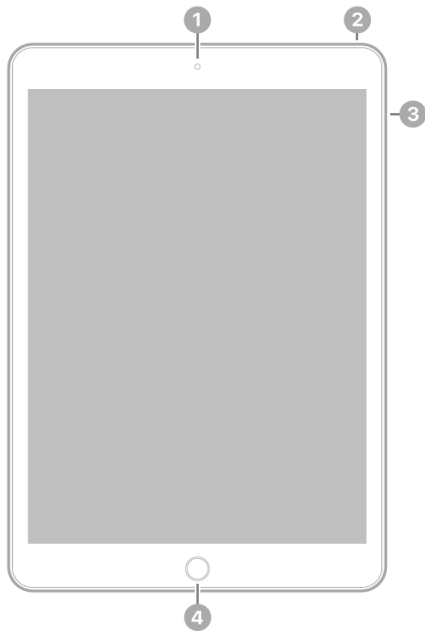5. Rear camera
6. Headphone jack
7. Smart Connector
8. Lightning connector
9. SIM tray (Wi-Fi + Cellular)

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iPad (9th generation)

1 Front camera
2 Top button
3 Volume buttons
4 Home button/Touch ID

⑤	Rear camera
⑥	Headphone jack
⑦	Smart Connector
⑧	Lightning connector
⑨	SIM tray (Wi-Fi + Cellular)

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iPad Air 2

1 Front camera

2 Top button

3 Volume buttons

4 Home button/Touch ID

5 Rear camera

6 Headphone jack
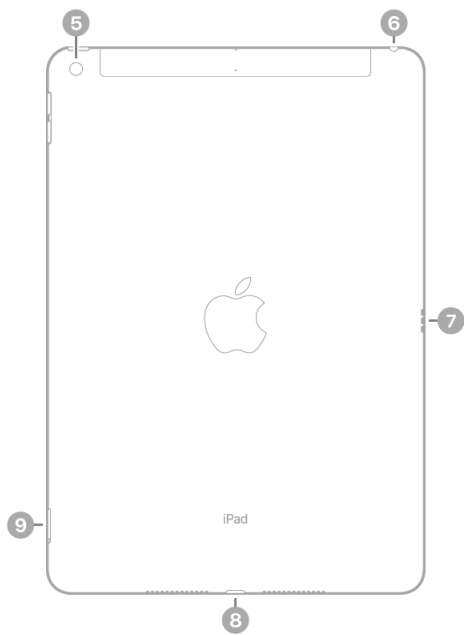
7 Lightning connector

8 SIM tray (Wi-Fi + Cellular)

Get started with iPad Air 2

- Turn on and set up iPad

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iPad Air (3rd generation)

1 Front camera
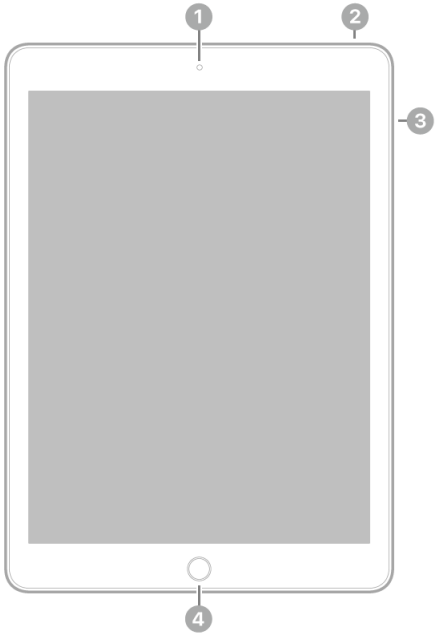
2 Top button

3 Volume buttons

4 Home button/Touch ID

5 Rear camera

6 Headphone jack

7 Smart Connector

8 Lightning connector
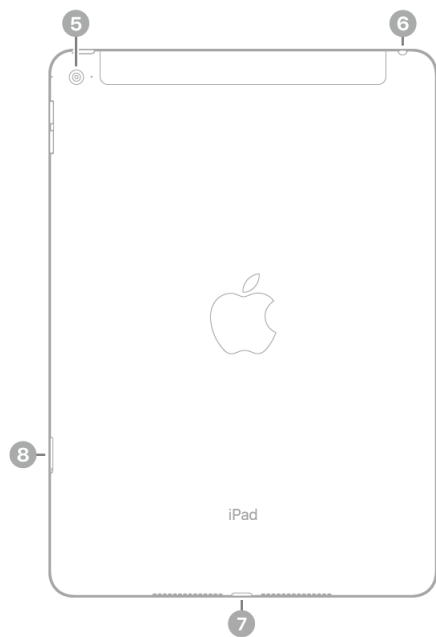
9 SIM tray (Wi-Fi + Cellular)

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iPad Air (4th generation)

1. Front camera
2. Top button/Touch ID
3. Volume buttons
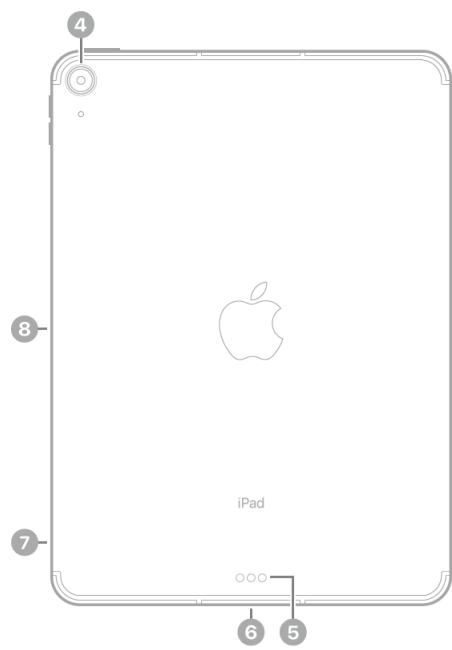
4 Rear camera

5 Smart Connector

6 USB-C connector

7 SIM tray (Wi-Fi + Cellular)

8 Magnetic connector for Apple Pencil

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iPad Air (5th generation)

1 Front camera

2 Top button/Touch ID

3 Volume buttons

4 Rear camera

5 Smart Connector

6 USB-C connector

7 SIM tray (Wi-Fi + Cellular)

8 Magnetic connector for Apple Pencil

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iPad Pro 9.7-inch

1. Front camera
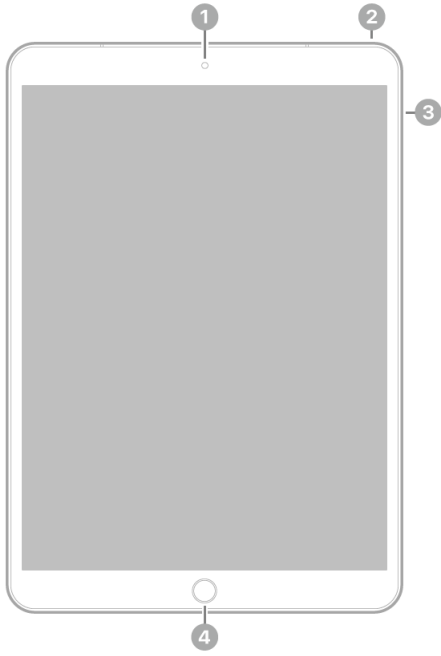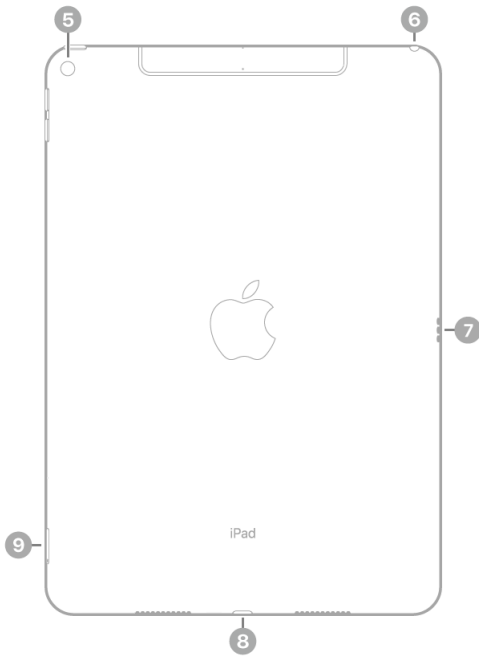2. Top button
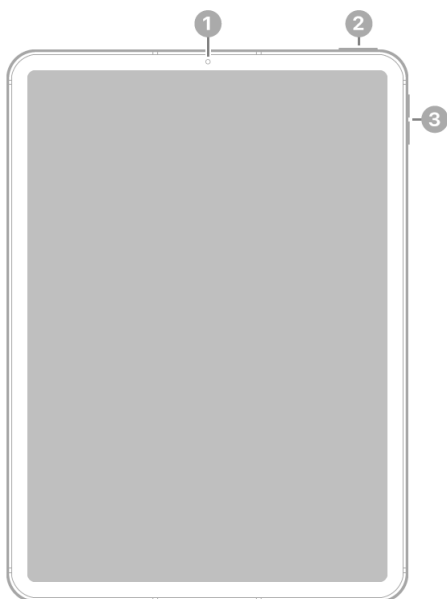3. Volume buttons
4. Home button/Touch ID
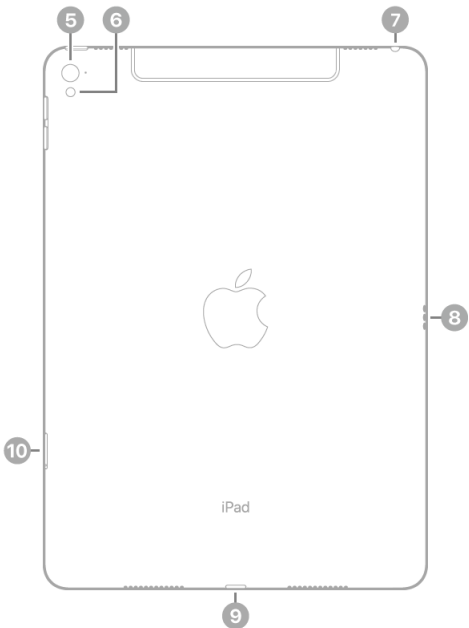
5. Rear camera
6. Flash
7. Headphone jack
8. Smart Connector
9. Lightning connector
10. SIM tray (Wi-Fi + Cellular)

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iPad Pro 10.5-inch

1 Front camera

2 Top button

3 Volume buttons

4 Home button/Touch ID

5 Rear camera

6 Flash

7 Headphone jack

8 Smart Connector

9 Lightning connector

10 SIM tray (Wi-Fi + Cellular)

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iPad Pro 11-inch (1st generation)
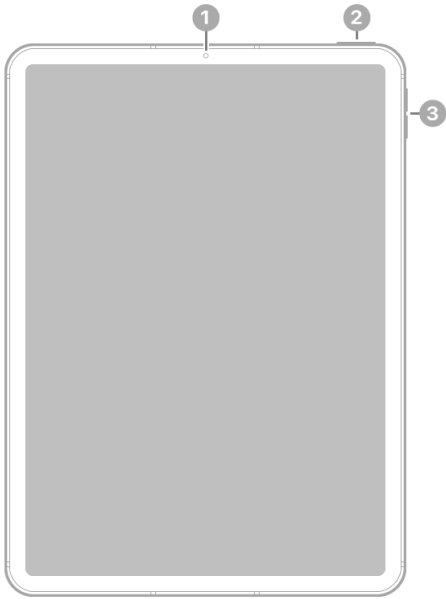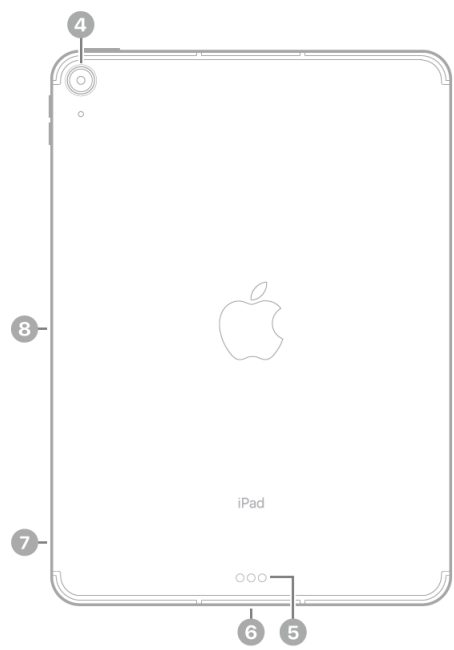
1 Front camera

2 Top button

3 Volume buttons

4 Rear camera

5 Flash

6 Smart Connector

7 USB-C connector

8 SIM tray (Wi-Fi + Cellular)

9 Magnetic connector for Apple Pencil

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iPad Pro 11-inch (2nd generation)

1 Front camera
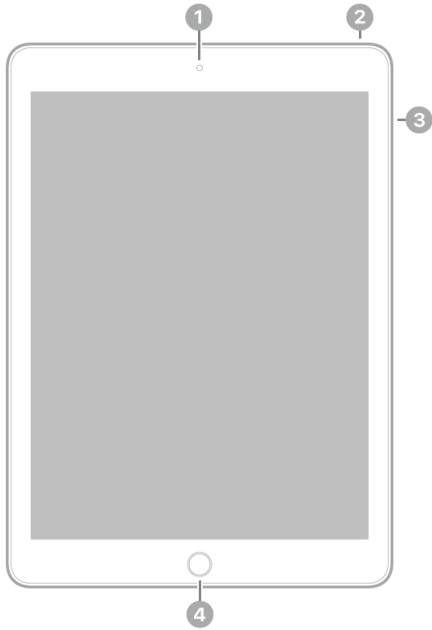
2 Top button

3 Volume buttons

4 Rear cameras

5 Flash

6 LiDAR Scanner

7 Smart Connector

8 USB-C connector

9 SIM tray (Wi-Fi + Cellular)

10 Magnetic connector for Apple Pencil

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iPad Pro 11-inch (3rd generation)

1. Front camera
2. Top button
3. Volume buttons

4. Rear cameras
5. Flash
6. LiDAR Scanner
7. Smart Connector
8. Thunderbolt / USB 4 connector
9. SIM tray (Wi-Fi + Cellular)
10. Magnetic connector for Apple Pencil

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iPad Pro 12.9-inch (1st and 2nd generation)
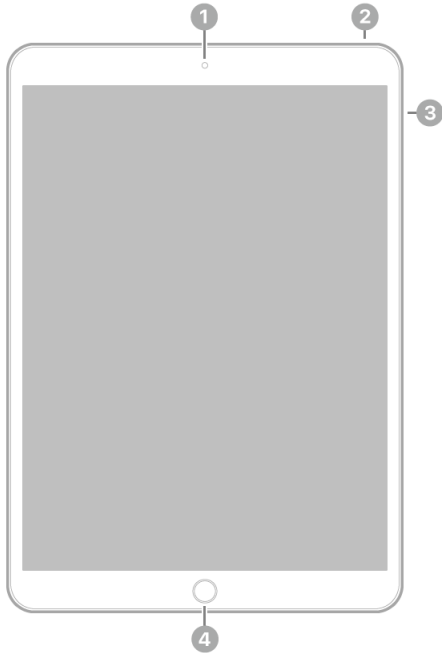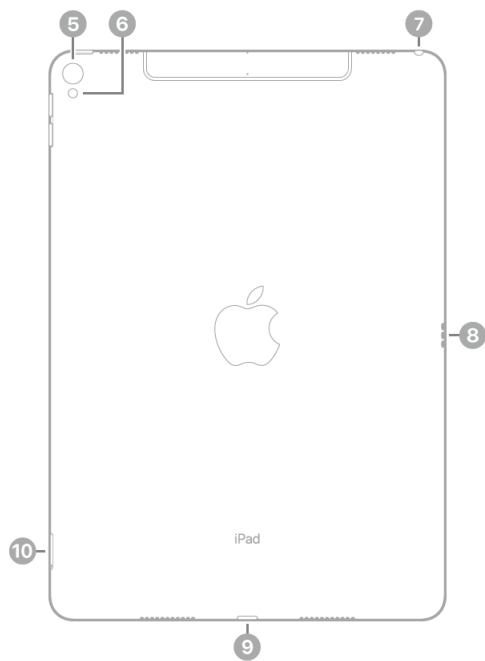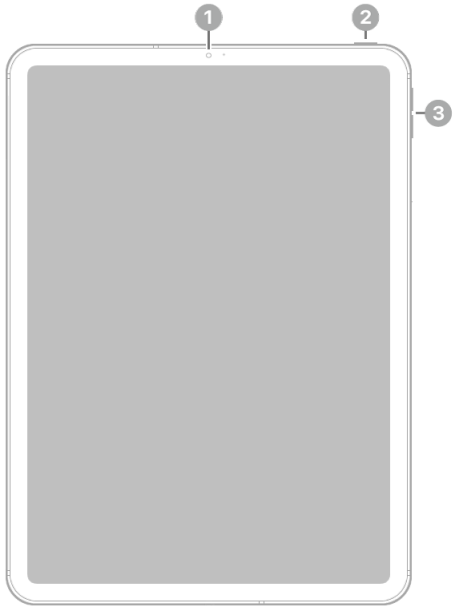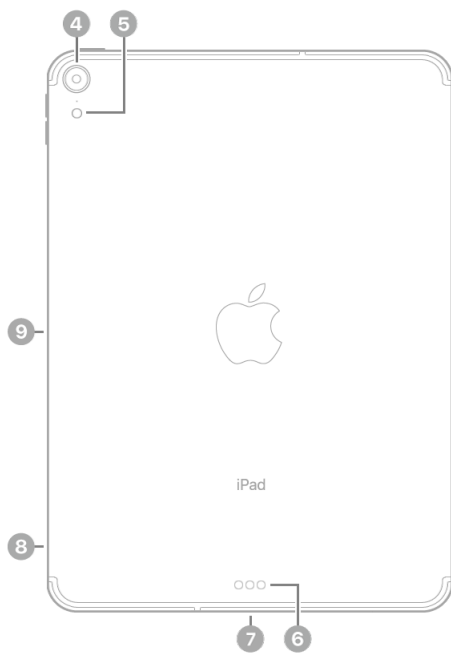
1. Front camera
2. Top button
3. Volume buttons
4. Home button/Touch ID

5 Rear camera
6 Flash
7 Headphone jack
8 Smart Connector
9 Lightning connector
10 SIM tray (Wi-Fi + Cellular)

Note: Flash isn't available on iPad Pro 12.9-inch (1st generation).

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iPad Pro 12.9-inch (3rd generation)
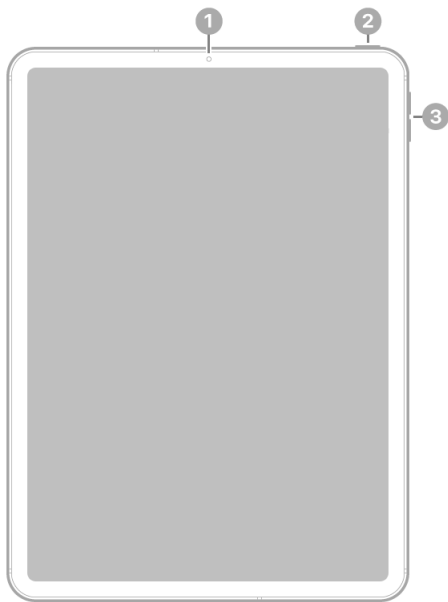
1 Front camera

2 Top button

3 Volume buttons

4. Rear camera
5. Flash
6. Smart Connector
7. USB-C connector
8. SIM tray (Wi-Fi + Cellular)
9. Magnetic connector for Apple Pencil

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iPad Pro 12.9-inch (4th generation)

1 Front camera

2 Top button

3 Volume buttons

4 Rear cameras

5 Flash

6 LiDAR Scanner

7 Smart Connector

8 USB-C connector

9 SIM tray (Wi-Fi + Cellular)

10 Magnetic connector for Apple Pencil

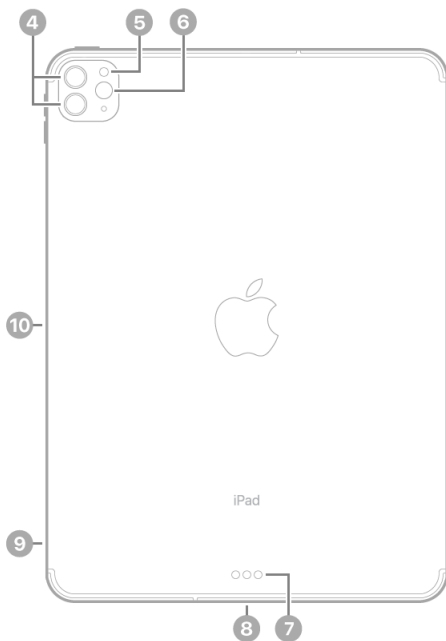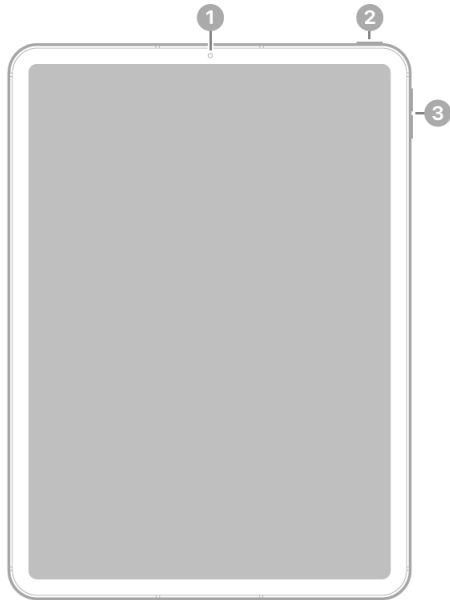# Get started with iPad Pro

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iPad Pro 12.9-inch (5th generation)

1 Front camera
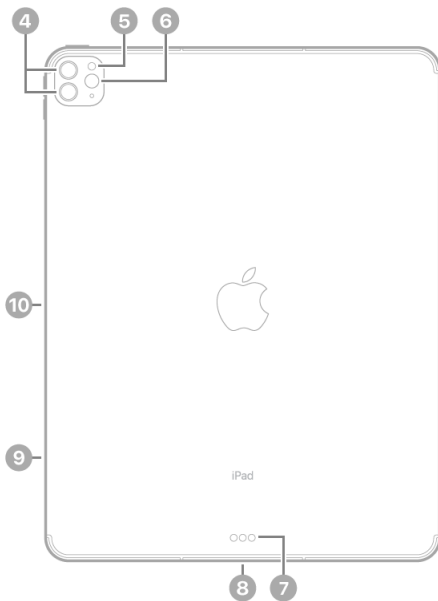
2 Top button

3 Volume buttons

4 Rear cameras

5 Flash

6 LiDAR Scanner

7 Smart Connector

8 Thunderbolt / USB 4 connector

9 SIM tray (Wi-Fi + Cellular)
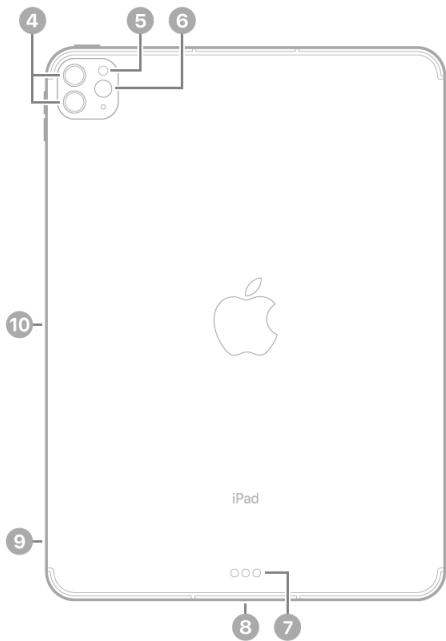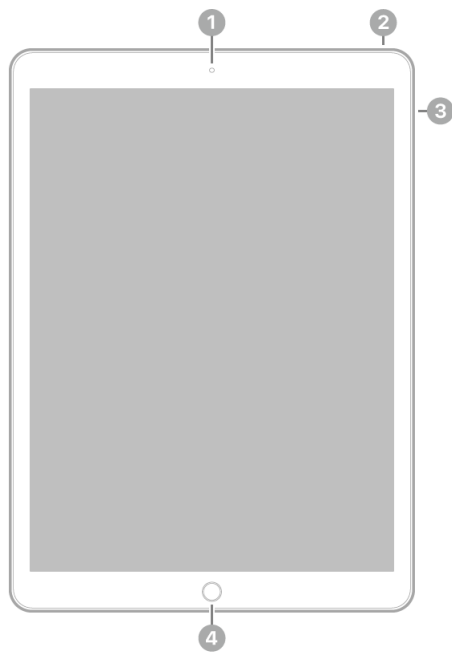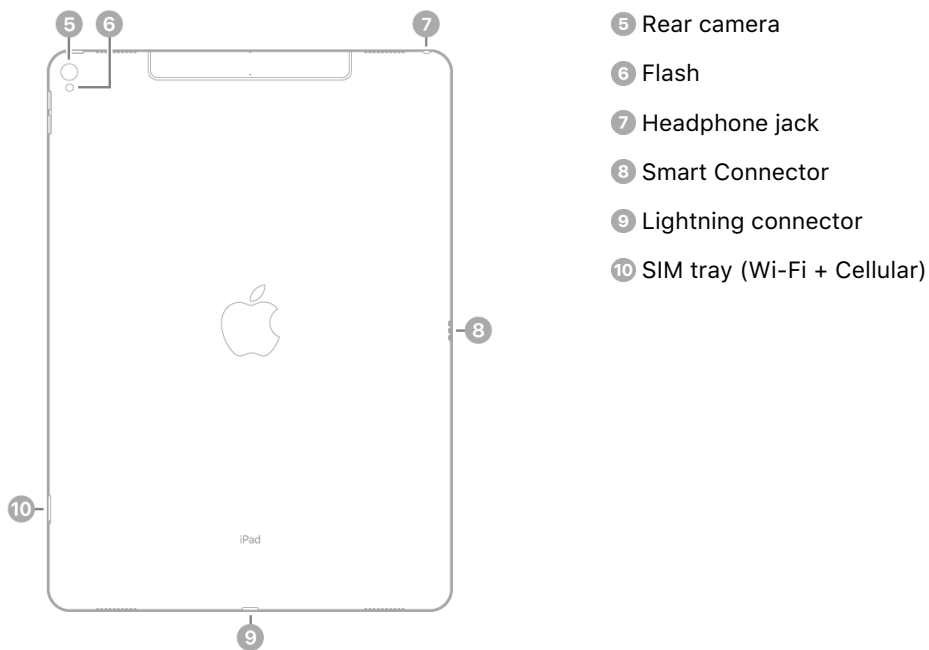
10 Magnetic connector for Apple Pencil

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What's new in iPadOS 15

Widgets on the Home Screen Place widgets right next to apps on the iPad Home Screen. Choose the right widget size for you, including a new larger size for iPad, to see your most important information at a glance. See Add widgets and Move apps and widgets on the Home Screen.

App Library App Library on the Home Screen automatically organizes your apps into helpful categories like Productivity and Games. And for quick access, it's built right into the Dock. See Find your apps in App Library.
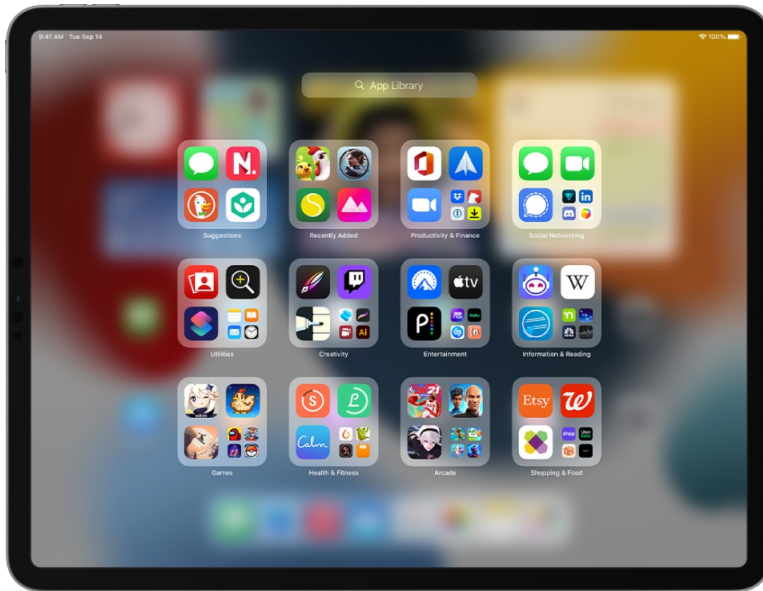
Multitasking Use the new Multitasking menu to create a full-screen, Slide Over, and Split View window, so you can work on multiple apps at once. View all the open windows for an app, and quickly switch between them with the new shelf at the bottom of the screen. Use the App Switcher to view and create Split View screens. See Open two items in Split View and Open an app in Slide Over.

FaceTime Use Voice Isolation mode to minimize background noise, and Portrait mode to put the visual focus on you. Grid view displays people in your Group FaceTime calls in same-size tiles that automatically highlight the speaker. You can also invite anyone to join a FaceTime call using a unique web link. See Filter out background sounds, Blur the background with Portrait mode, View participants in a grid layout in FaceTime, and Create a link to a FaceTime call.
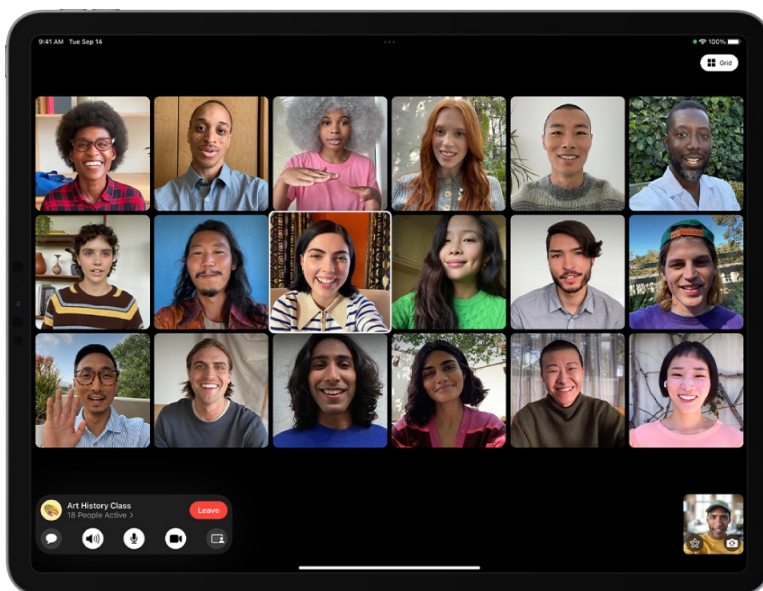
SharePlay (iPadOS 15.1) Use SharePlay in FaceTime to stay connected with friends and family—you can watch TV shows and movies together, listen to music together, or share your screen. See Use SharePlay to watch and listen together in FaceTime.
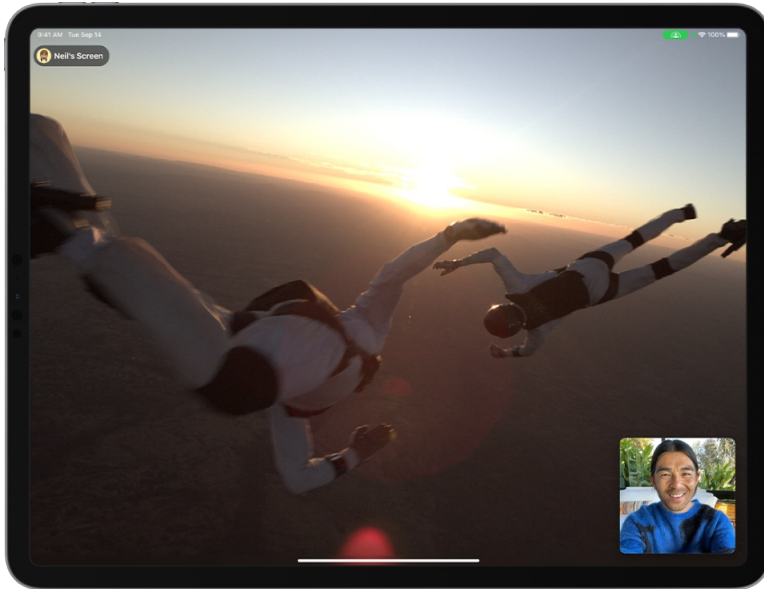
Focus Use Focus to automatically filter notifications based on what you're doing. Choose a provided Focus suggestion such as Work, Sleep, or Personal, then choose the notifications you want to receive during those times. When someone outside your allowed notifications tries to contact you, your Focus status appears in Messages, so they know you're busy. See Set up a Focus.

Notifications Notifications have a new look, with contact photos and larger app icons to make them easier to identify. You can also receive a notifications summary with a collection of notifications delivered daily, based on a schedule you set. See Schedule a notification summary.

Messages Links, photos, and other content shared with you in Messages are featured in a new Shared with You section in the corresponding app (available in Photos, Safari, Podcasts, Apple Music, Apple News, or the Apple TV app). Multiple photos sent in Messages now appear as a collage or collection of images that you can swipe through for easy browsing. See Use Messages to receive and share content with friends.
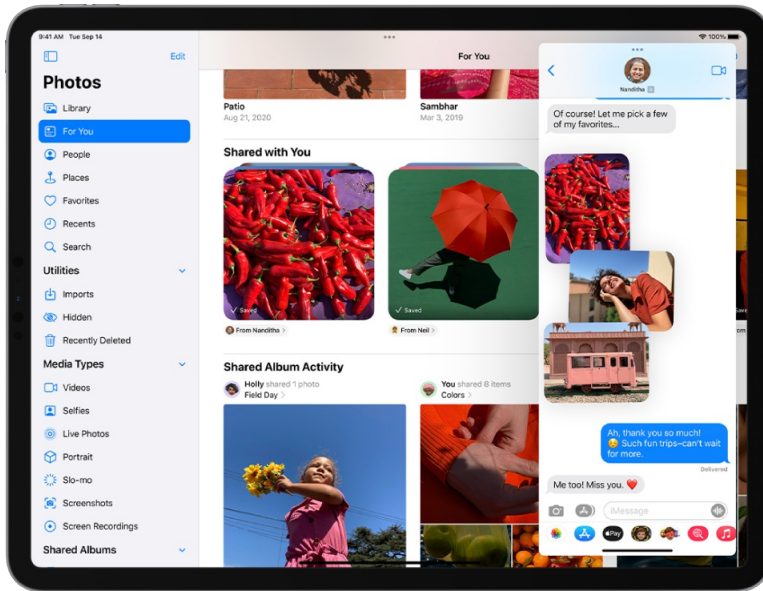
Memoji Reflect your look and style in all new ways. Choose from new outfits, more headwear, and updated customization options for your Memoji stickers. See Create your own Memoji.

Maps A new interactive globe shows enhanced details for mountain ranges, deserts, forests, oceans, and more. Detailed maps for cities like San Francisco and New York display elevation, landmarks, trees, turn lanes, crosswalks, and more. A new map for drivers highlights details like traffic and incidents, and a route planner lets you view your upcoming journey. Updated public transit features show nearby stations and transit times. See Move, zoom, and rotate a map or a 3D globe, View maps, Get driving directions, and Get transit directions.

Safari The updated tab bar takes up less room on the page and adjusts to match the colors of each site. Tab Groups let you organize tabs and switch between them more easily. See Use tabs in Safari.

Visual Look Up Visual Look Up identifies objects in your photos, such as popular landmarks, plants, books, and art, and then provides more images and information about the object from the web (U.S. only). See Interact with photos using Live Text and Visual Look Up.
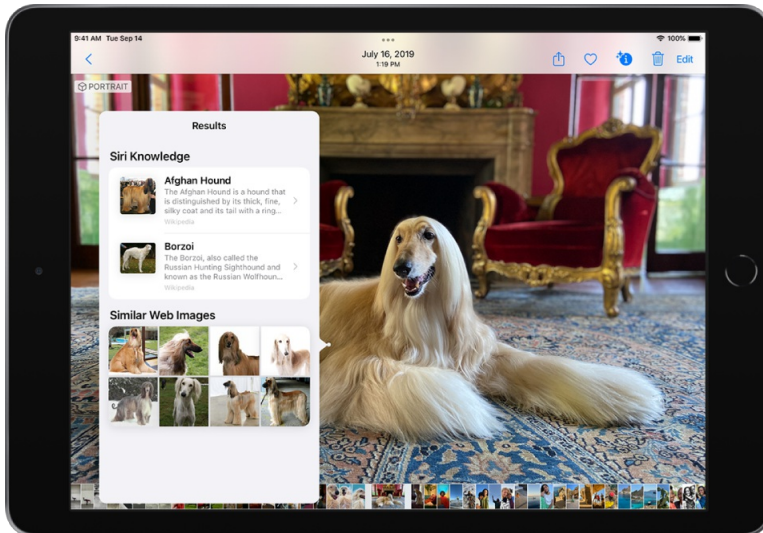
Photos Customize the look and feel of your memories with Memory mixes and other editing options. You can also choose selected songs from Apple Music to play in the background of a memory. See Personalize your Memories.
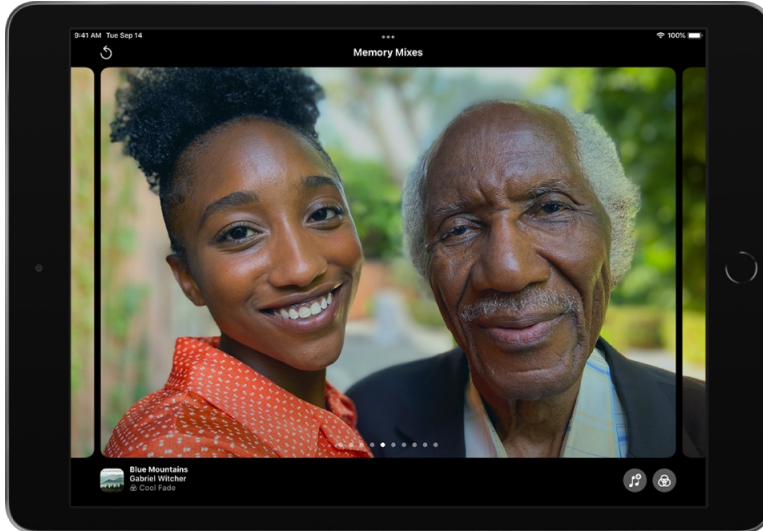
Music (iPadOS 15.2) A new option, Apple Music Voice, offers access through Siri to the Apple Music catalog, playlists, personalized mixes, and more. See Listen to music with Apple Music Voice.

Quick Note Jot down a note over any app or screen that's open on your iPad. Easily start a Quick Note by swiping your finger or Apple Pencil up from the bottom-right corner of the screen, or open Control Center. Quick Notes are stored in the Notes app and can include text, handwriting, links, tags, and mentions (not available on iPad Air 2 or iPad mini 4). See Create Quick Notes anywhere.

Notes Organize your notes with tags, such as #travel or #recipes, to easily search and locate notes in different categories. Mention collaborators in shared notes to notify each other of important updates, and see recent changes to a shared note in a single list. See Use tags and Smart Folders in Notes on iPad and View activity in a note.

Reminders Categorize reminders as you create them by adding tags, such as #errands or #homework. Create Smart Lists to automatically organize reminders by tags, dates, times, locations, priority, and more. See Organize lists in Reminders.

Universal Control (iPadOS 15.4) Use a single keyboard, mouse, or trackpad to work seamlessly between your Mac and iPad. See Use a keyboard and mouse or trackpad across your Mac and iPad with Universal Control.

iCloud+ iCloud+ combines everything iCloud already offers with new premium features, including iCloud Private Relay (beta), a service that protects your privacy online; and Hide My Email, an easy way to create a random email address when filling out forms on the web; and expanded support for HomeKit Secure Video recording, so you can set up more home security cameras. See Subscribe to iCloud+ on iPad, Turn on iCloud Private Relay, Hide your personal email address in Safari, and Set up security cameras in Home.

Mail (iPadOS 15.2) When you subscribe to iCloud+, Hide My Email allows you to keep your personal email address private. Hide My Email creates unique, random email addresses that forward to your personal email account. See Use Mail Privacy Protection.

Privacy Mail Privacy Protection protects you from senders who try to get information about your mail activity, follow your online activity, or determine your location. It also prevents senders from seeing if and when you've opened their email. Review the Privacy Report in Safari to see a summary of trackers that have been encountered and prevented by Intelligent Tracking Prevention. You can also review

the App Privacy Report (iPadOS 15.2), which shows you how often apps use the permissions you've granted them to access your data. See Use Mail Privacy Protection, View the Privacy Report, and Review how apps are using the permissions you grant them.

Screen Time (U.S. only; iPadOS 15.2) Messages can detect nudity in photos before they're sent or received on your child's device, and provide resources to help them. Apple does not get access to the photos as a result of this feature. See Turn communication safety for messages on or off on a family member's device.

Security (iPadOS 15.2) The Digital Legacy program allows you to designate people as Legacy Contacts, so they can access your account and personal information in the event of your death. See Add Legacy Contacts.

Accessibility Customize display and text size settings for each app. Enlarge text or use boldface, increase contrast, invert colors, and more for only the apps you want. Explore people, objects, text, and tables within images in more detail with VoiceOver. Mask unwanted environmental or external noise by playing soothing sounds continuously in the background. See Customize accessibility settings for specific apps, Explore images, and Play background sounds on iPad to mask environmental noise.

Learn tricks for iPadOS The Tips app adds new suggestions frequently, so you can get the most from your iPad. See Get tips.

Note: New features and apps may vary depending on your iPad model, region, language, and carrier.

Set up and get started

Turn on and set up iPad

Turn on and set up your new iPad over an internet connection. You can also set up iPad by connecting it to your computer. If you have another iPhone, iPad, iPod touch, or an Android device, you can transfer your data to your new iPad.

Note: If your iPad is deployed or managed by a company, school, or other organization, see an administrator or teacher for setup instructions. For general information, see the Apple at Work website or Education website.

Prepare for setup

To make setup as smooth as possible, have the following items available:

- An internet connection through a Wi-Fi network (you may need the name and password of the network) or cellular data service through a carrier (Wi-Fi + Cellular models)

- Your Apple ID and password; if you don't have an Apple ID, you can create one during setup

- Your credit or debit card account information, if you want to add a card to Apple Pay during setup

- Your previous iPad or a backup of your device, if you're transferring your data to your new device

  💡 **Tip:** If you don't have sufficient storage space to back up your device, iCloud will grant you as much as you need to complete a temporary backup, free of charge, for up to three weeks from the purchase of your iPad. On your previous device, go to Settings > General > Transfer or Reset [*device*]. Tap Get Started, then follow the onscreen instructions.

- Your Android device, if you're transferring your Android content

Turn on and set up your iPad

1. Press and hold the top button until the Apple logo appears.

Top button
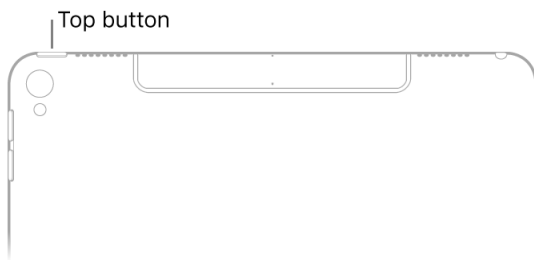
   If iPad doesn't turn on, you might need to charge the battery. For more help, see the Apple Support article If your iPad won't turn on or is frozen.

2. Do one of the following:

   - Tap Set Up Manually, then follow the onscreen setup instructions.

   - If you have another iPhone, iPad, or iPod touch with iOS 11, iPadOS 13, or later, you can use Quick Start to automatically set up your new device. Bring the two devices close together, then follow the onscreen instructions to securely copy many of your settings, preferences, and iCloud Keychain. You can then restore the rest of your data and content to your new device from your iCloud backup.

     Or, if both devices have iOS 12.4, iPadOS 13, or later, you can transfer all your data wirelessly from your previous device to your new one. Keep your devices near each other and plugged into power until the migration process is complete.

     You can also transfer your data using a wired connection between your devices. See the Apple Support article Use Quick Start to transfer data to a new iPhone, iPad, or iPod touch.

   - During setup, if you're blind or have low vision, you can triple-click the Home button (on an iPad with a Home button) or triple-click the top button (on other iPad models) to turn on VoiceOver, the screen reader. You can also double-tap the screen with three fingers to turn on Zoom. See Get started with accessibility features on iPad.

Move from an Android device to iPad

When you first set up your new iPad, you can automatically and securely move your data from an Android device.

Note: You can use the Move to iOS app only when you first set up iPad. If you already finished setup and want to use Move to iOS, you must erase your iPad and start over, or move your data manually. See the Apple Support article Move content manually from your Android device to your iPhone, iPad, or iPod touch.

1. On your device with Android version 4.0 or later, see the Apple Support article Move from Android to iPhone, iPad, or iPod touch and download the Move to iOS app.

2. On your iPad, do the following:

   - Follow the setup assistant.

   - On the Apps & Data screen, tap Move Data from Android.

3. On the Android device, do the following:

   - Turn on Wi-Fi.

   - Open the Move to iOS app.

   - Follow the onscreen instructions.

⚠️ **WARNING:** To avoid injury, read Important safety information for iPad before using iPad.
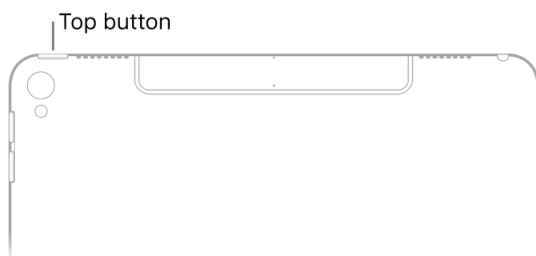
Wake and unlock iPad

iPad turns off the display to save power, locks for security, and goes to sleep when you're not using it. You can quickly wake and unlock iPad when you want to use it again.
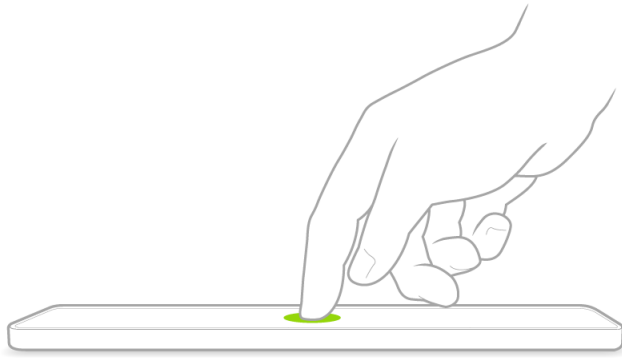
Wake iPad

To wake iPad, do one of the following:

- Press the top button.

Top button

- Tap the screen (supported models).

Unlock iPad with Face ID

If you didn't set up Face ID when you set up iPad, see Set up Face ID on iPad.

1. On supported models, tap the screen, then glance at your iPad.

   The lock icon animates from closed to open to indicate that iPad is unlocked.
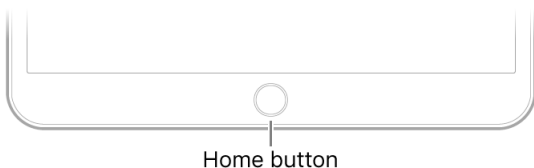
2. Swipe up from the bottom of the screen to view the Home Screen.

To lock iPad again, press the top button. iPad locks automatically if you don't touch the screen for a minute or so. However, if Attention Aware Features is turned on in Settings ⚙ > Face ID & Passcode, iPad won't dim or lock as long as it detects attention.
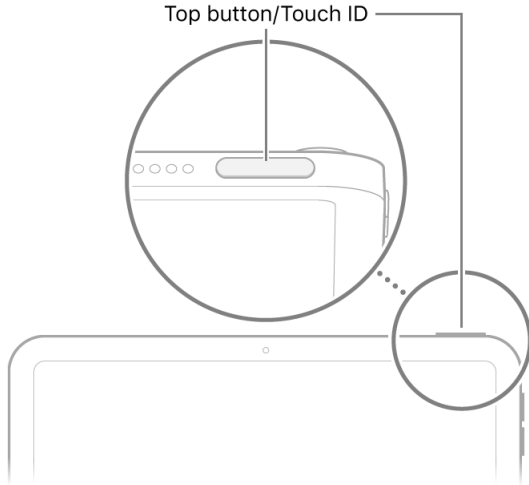
Unlock iPad with Touch ID

If you didn't set up Touch ID when you set up iPad, see Set up Touch ID on iPad.

- *On an iPad with a Home button:* Press the Home button using the finger you registered with Touch ID.

Home button

- *On iPad mini (6th generation) and iPad Air (4th generation and later):* Rest your finger on the top button (Touch ID) using the finger you registered with Touch ID.

To lock iPad again, press the top button. iPad locks automatically if you don't touch the screen for a minute or so.

Unlock iPad with a passcode

If you didn't create a passcode when you set up iPad, see Set or change the passcode.

1. Press the Home button (on an iPad with a Home button) or swipe up from the bottom of the Lock Screen (on other iPad models).

2. Enter the passcode.

To lock iPad again, press the top button. iPad locks automatically if you don't touch the screen for a minute or so.

Set up cellular service on iPad (Wi-Fi + Cellular models)

If you have a Wi-Fi + Cellular model, you can sign up for a cellular data plan. This helps you stay connected to the internet when you're away from a Wi-Fi network. Contact your carrier to set up a cellular data plan.

Supported models of iPad can connect to 5G networks. See the Apple Support article Use 5G with your iPad.

The cellular connection requires a SIM from your carrier. iPad supports the following types of SIM:

- eSIM (on iPad models that support eSIM; not available in all countries or regions)

- Embedded Apple SIM or Apple SIM card

- Physical SIM from your carrier

Set up your cellular plan with eSIM

On models that support eSIM, you can activate the cellular service from your iPad. You may also be able to travel abroad with iPad and sign up for cellular service with a local carrier in the country or region you're visiting. This option isn't available in all countries or regions, and not all carriers are supported.

1. Go to Settings ◉ > Cellular Data.

2. Do one of the following:

   - To set up the first cellular plan on your iPad, select a carrier, then follow the onscreen instructions.

   - To add another cellular plan to your iPad, tap Add a New Plan.

   - To scan a QR code provided by your carrier, tap Other. Position iPad so that the QR code provided by your carrier appears in the frame, or enter the details manually. You may be asked to enter a confirmation code provided by your carrier.

Alternatively, you can activate your cellular plan through your carrier's app (if supported). Go to the App Store, download your carrier's app, then use the app to purchase a cellular plan.

You can store more than one eSIM on your iPad, but you can use only one eSIM at a time. To switch to another eSIM, go to Settings > Cellular Data, then tap the plan you want to use (below Cellular Plans).

Set up your cellular plan with an embedded Apple SIM or Apple SIM card

On models with an embedded Apple SIM or Apple SIM card, you can activate the cellular service from your iPad. You may also be able to travel abroad with iPad and sign up for cellular service with a local carrier in the country or region you're visiting. This option isn't available in all countries or regions, and not all carriers are supported.

1. Go to Settings ◉ > Cellular Data.

2. Tap Add a New Plan, then follow the onscreen instructions. You can choose a carrier and a plan, or you can add your iPad to an existing plan.

See the Apple Support article Set up cellular data service on your Wi-Fi + Cellular model iPad, or contact your carrier.

Install a SIM

You can install an Apple SIM card or a SIM provided by a carrier.

1. Insert a paper clip or SIM eject tool (not included) into the small hole of the SIM tray, then push in toward iPad to eject the tray.

   Note: The shape and orientation of the SIM tray depend on the iPad model and your country or region.

2. Remove the tray from iPad.

3. Place the SIM in the tray. The angled corner determines the correct orientation.
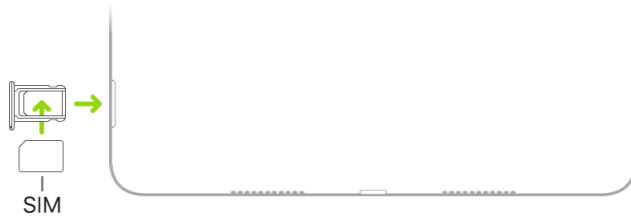
4. Insert the tray back into iPad.

5. If you previously set up a PIN on the SIM, carefully enter the PIN when prompted.

   WARNING: Never try to guess a SIM PIN. An incorrect guess can permanently lock your SIM, and you won't be able to use cellular data through your carrier until you get a new SIM. See the Apple Support article Use a SIM PIN for your iPhone or iPad.

Cellular data requires a wireless data plan. If you're using a third-party SIM, contact your carrier to set up service.

Manage your cellular data service

1. Go to Settings ⚙ > Cellular Data.

2. Do any of the following:

- *Restrict all data to Wi-Fi:* Turn off Cellular Data.

- *Turn on or off LTE and roaming:* Tap Cellular Data Options.

- *Turn on Personal Hotspot:* Tap Set Up Personal Hotspot (available from certain carriers), then follow the onscreen instructions.

- *Manage your cellular account:* Tap Manage [*account name*] or Carrier Services.

For information about managing your cellular data usage, see View or change cellular data settings on iPad (Wi-Fi + Cellular models).

Important: When using cellular services through GSM networks, you need an eSIM, embedded Apple SIM, Apple SIM card, or third-party SIM. When using cellular services through CDMA networks, you need an embedded Apple SIM, Apple SIM card, or third-party SIM. Your iPad is subject to your wireless service provider's policies, which may include restrictions on switching service providers and roaming, even after the conclusion of any required minimum service contract. Contact your wireless service provider for more details. The availability of cellular capabilities depends on the wireless network, your iPad model, and your location.

Connect iPad to the internet

Connect your iPad to the internet by using an available Wi-Fi network. Wi-Fi + Cellular models can also connect to the internet by using a cellular network.

Connect iPad to a Wi-Fi network

1. Go to Settings ◉ > Wi-Fi, then turn on Wi-Fi.

2. Tap one of the following:

- *A network:* Enter the password, if required.

- *Other:* Joins a hidden network. Enter the name of the hidden network, security type, and password.

If 🛜 appears at the top of the screen, iPad is connected to a Wi-Fi network. (To verify this, open Safari to view a webpage.) iPad reconnects when you return to the same location.

Join a Personal Hotspot

If an iPhone or an iPad (Wi-Fi + Cellular) is sharing a Personal Hotspot, you can use its cellular internet connection.

Go to Settings ◉ > Wi-Fi, then choose the name of the device sharing the Personal Hotspot.

If asked for a password on your iPad, enter the password shown in Settings ⚙ > Cellular > Personal Hotspot on the device sharing the Personal Hotspot.

Connect iPad to a cellular network (Wi-Fi + Cellular models)

Your iPad automatically connects to your carrier's cellular data network if a Wi-Fi network isn't available. If iPad doesn't connect, check the following:

1. Verify that your SIM is activated and unlocked. See Set up cellular service on iPad (Wi-Fi + Cellular models).

2. Go to Settings ⚙ > Cellular Data.

3. Verify that Cellular Data is turned on.

When you need an internet connection, iPad does the following, in order, until the connection is made:

- Tries to connect to the most recently used available Wi-Fi network

- Shows a list of Wi-Fi networks in range and connects to the one you choose

- Connects to your carrier's cellular data network (Wi-Fi + Cellular models)

  On an iPad that supports 5G, iPad may use your 5G cellular data instead of Wi-Fi. If so, you see Using 5G Cellular For Internet below the Wi-Fi network's name. To switch back to Wi-Fi, tap ⓘ next to the network name, then tap Use Wi-Fi for Internet.

Note: If a Wi-Fi connection to the internet isn't available, apps and services may transfer data over your carrier's cellular network, which may result in additional fees. Contact your carrier for information about your cellular data plan rates. To manage cellular data usage, see View or change cellular data settings on iPad (Wi-Fi + Cellular models).

Apple ID and iCloud

Manage Apple ID settings on iPad

Your Apple ID is the account you use to access Apple services such as the App Store, the iTunes Store, Apple Books, Apple Music, FaceTime, iCloud, iMessage, and more.

Sign in with your Apple ID

If you didn't sign in during setup, do the following:

1. Go to Settings ⚙.

2. Tap Sign in to your iPad.

3. Enter your Apple ID and password.

   If you don't have an Apple ID, you can create one.

4. If you protect your account with two-factor authentication, enter the six-digit verification code.

If you forgot your Apple ID or password, see the Recover your Apple ID website.

Change your Apple ID settings

1. Go to Settings ⚙ > [*your name*].

2. Do any of the following:

   - Update your contact information

   - Change your password

   - Add or remove Account Recovery Contacts

   - View and manage your subscriptions

   - Update your payment methods or billing address

   - Manage Family Sharing

How to use iCloud on iPad

iCloud securely stores your photos, videos, documents, backups, and more—and keeps them updated across all your devices—automatically. With iCloud, you can also share photos, calendars, notes, folders, and files with friends and family. iCloud provides you with an email account and 5 GB of free storage for your data. For more storage and additional features, you can subscribe to iCloud+.

Note: Some iCloud features have minimum system requirements. The availability of iCloud and its features varies by country or region.

Change your iCloud settings

1. Go to Settings ⚙ > [*your name*] > iCloud.
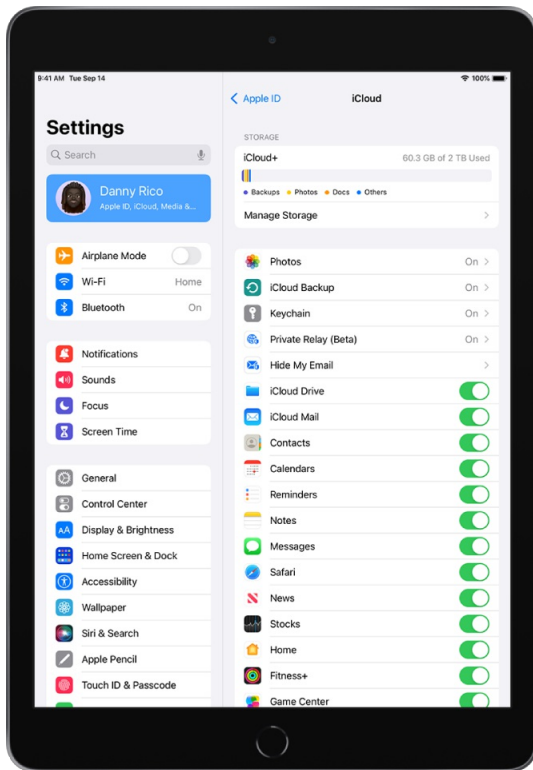
2. Do any of the following:

   - See your iCloud storage status.

   - Turn on the features you want to use, such as Photos, Mail, Contacts, and Messages.

For information on how to customize iCloud features on your other devices, see Set up iCloud and change settings on all your devices in the iCloud User Guide.

Ways to use iCloud on iPad

iCloud can keep your iPad backed up automatically. See Back up iPad.

You can also keep the following information stored in iCloud and kept up to date across your iPad and other Apple devices:

- Photos and videos; see Use iCloud Photos on iPad

- Files and documents; see Set up iCloud Drive on iPad

- iCloud Mail

- Contacts, Calendars, Notes, and Reminders

- Data from compatible third-party apps and games

- Messages threads; see Set up Messages on iPad

- Passwords and payment methods; see Make your passwords available on all your devices with iPad and iCloud Keychain

- Safari bookmarks and open tabs; see Bookmark favorite webpages in Safari on iPad and Use tabs in Safari on iPad

- News, Stocks, and Weather preferences

- Home and Health data

- Voice memos

- Map favorites

You can also do the following:

- Share your photos and videos. See Share iPad photos with Shared Albums in iCloud.

- Share folders and documents with iCloud Drive. See Share files and folders in iCloud Drive on iPad.

- Use Find My to locate a missing device or share locations with friends and family. See Locate a device in Find My on iPad and Locate a friend in Find My on iPad.

For additional storage and access to iCloud Private Relay (beta), Hide My Email, and HomeKit Secure Video support, you can subscribe to iCloud+.

You can also access your iCloud data on iPhone, iPod touch, Apple Watch, Mac, Apple TV, your Windows computer, and iCloud.com. To learn more about the available features and how they work across all your devices, see the iCloud User Guide.

Subscribe to iCloud+ on iPad

iCloud+ gives you everything iCloud offers plus premium features including iCloud Private Relay (beta), Hide My Email, HomeKit Secure Video support, and all the storage you need for your photos, files, and more.

You can subscribe to iCloud+ or to Apple One, which includes iCloud+ and other Apple services. See the Apple Support article Bundle Apple subscriptions with Apple One.

Note: Some iCloud+ features have minimum system requirements. The availability of iCloud+ and its features varies by country or region.

What's included with iCloud+

When you subscribe to iCloud+, you can do the following on iPad:

- Get 50 GB, 200 GB, or 2 TB of storage.

- Create unique, random email addresses that forward to your personal inbox with Hide My Email. See Use Hide My Email in Safari on iPad.

- Browse the web in an even more secure and private way with Private Relay (beta). See Turn on iCloud Private Relay on iPad.

- Set up home security cameras with HomeKit Secure Video so you can view your footage from anywhere while keeping it private and secure. See Set up security cameras in Home on iPad.

- Use a custom email domain to personalize iCloud Mail. See Personalize iCloud Mail with a custom email domain and share with family in the iCloud User Guide.

To learn more about iCloud+ features and how they work across all your devices, see the iCloud User Guide.

Upgrade, change, or cancel your iCloud+ subscription

1. Go to Settings ⚙ > [*your name*] > iCloud.

2. Tap Manage Storage, tap Change Storage Plan, then select an option and follow the onscreen instructions.

Note: If you cancel your iCloud+ subscription, you lose access to the additional iCloud storage and iCloud+ features.

Share iCloud+

You can use Family Sharing to share iCloud+ with up to five other family members. When you share your subscription and your family members accept, they have instant access to the additional storage and features.

Note: To stop sharing iCloud+ with a family group, you can cancel the subscription, leave the family group, or leave or turn off Family Sharing. See Add or remove members from your Family Sharing group on iPad.

For information about combining your Apple subscriptions, see the Apple Support article Bundle Apple subscriptions with Apple One.

Find settings on iPad

In the Settings app ⚙, you can search for iPad settings you want to change, such as your passcode, notification sounds, and more.

1. Tap Settings on the Home Screen (or in the App Library).

Tap Settings to change iPad settings (volume, screen brightness, and more).

2. Swipe down from the top of the screen to reveal the search field, enter a term—"iCloud," for example—then tap a setting on the left side of the screen.
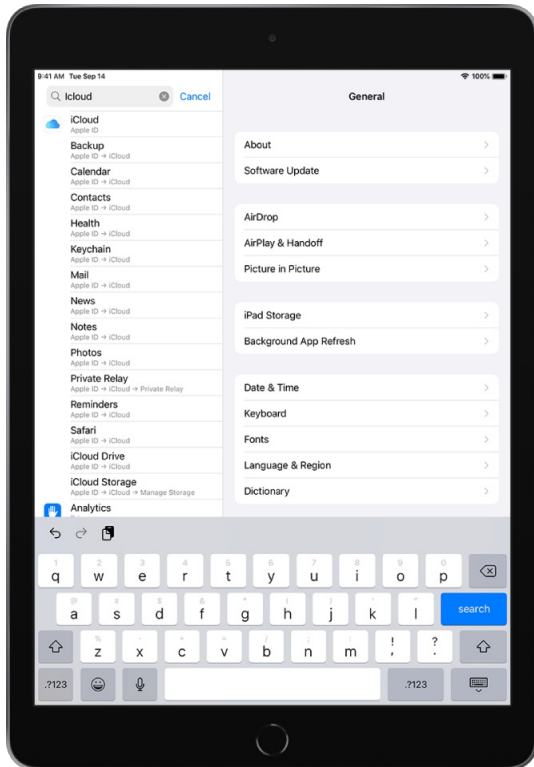
Set up mail, contacts, and calendar accounts on iPad

In addition to the apps that come with iPad and that you use with iCloud, iPad works with Microsoft Exchange and many of the most popular internet-based mail, contacts, and calendar services. You can set up accounts for these services.

Set up a mail account

1. Go to Settings > Mail > Accounts > Add Account.

2. Do one of the following:

   - Tap an email service—for example, iCloud or Microsoft Exchange—then enter your email account information.

   - Tap Other, tap Add Mail Account, then enter your information to set up a new account.

Set up a contacts account

1. Go to Settings ⚙ > Contacts > Accounts > Add Account > Other.

2. Tap Add LDAP Account or Add CardDAV Account (if your organization supports it), then enter your server and account information. See Use other contact accounts on iPad.

Set up a calendar account

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

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

   - *Add a calendar account:* Tap Add CalDAV Account, then enter your server and account information; see Set up multiple calendars on iPad.

   - *Subscribe to iCal (.ics) calendars:* Tap Add Subscribed Calendar, then enter the URL of the .ics file to subscribe to; or import an .ics file from Mail.

For information about setting up a Microsoft Exchange account in a corporate environment, see the Apple Support article Set up Exchange ActiveSync on your iPhone, iPad, or iPod touch.

If you turn on iCloud Keychain on your iPad, your accounts stay up to date on all your devices that have iCloud Keychain turned on. See Use to iCloud Keychain to keep passwords, accounts, and more up to date with iCloud in the iCloud User Guide.

Learn the meaning of the iPad status icons

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

Note: If you turn on a Focus, its icon appears in the status bar. See Turn a Focus on or off on iPad.

Status icon	What it means
📶	**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** iPad (Wi-Fi + Cellular models) is in range of the cellular network. If there's no signal, "No service" appears.
✈	**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 supported models can connect to the internet over that network (not available in all countries or regions). See the Apple Support article Use 5G with your iPad.

Status icon	What it means
5G UC	**5G UC** Your carrier's 5G UC network is available, which can include your carrier's higher frequency version of 5G. Supported models can connect to the internet over that network (not available in all countries or regions). See the Apple Support article [Use 5G with your iPad]().
5G+	**5G+** Your carrier's 5G+ network is available, which can include your carrier's higher frequency version of 5G. Supported models can connect to the internet over that network (not available in all countries or regions). See the Apple Support article [Use 5G with your iPad]().
5G UW	**5G UW** Your carrier's 5G UW network is available, which can include your carrier's higher frequency version of 5G. Supported models can connect to the internet over that network (not available in all countries or regions). See the Apple Support article [Use 5G with your iPad]().
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)]().
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)]().
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)]().
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)]().
EDGE	**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** iPad is connected to the internet through the Personal Hotspot of another device. See [Join a Personal Hotspot]().
⬮	**Navigation Indicator** iPad is providing turn-by-turn directions. See [Get driving directions in Maps on iPad]().
⬮	**Personal Hotspot Indicator** iPad is providing a Personal Hotspot. See [Share your internet connection from iPad (Wi-Fi + Cellular)]().
⬮	**Call Indicator** iPad is on a phone call. See [Make and receive phone calls on iPad]().

Status icon	What it means
🟢▮◀	**FaceTime Indicator** iPad is on a FaceTime call. See Make and receive FaceTime calls on iPad.
🔴◉	**Recording Indicator** iPad is recording your screen. See Take a screenshot or screen recording on iPad.
🟢	**Camera In Use Indicator** An app is using your camera. See Take photos with your iPad camera.
🟠	**Microphone In Use Indicator** An app is using your microphone. See Make a recording in Voice Memos on iPad.
↻	**Syncing** iPad is syncing with your computer. See 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 Wake and unlock iPad.
☎	**RTT** RTT is turned on. See Set up and use RTT on iPad.
🌙	**Do Not Disturb** Do Not Disturb is turned on. See Turn a Focus on or off 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. See Set up and use Bluetooth accessories on iPad.
▬	**Battery** Shows the battery level or charging status. See Show the iPad battery percentage.
⚡	**Battery Charging** Shows the iPad battery is charging. See Charge 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.

Charge and monitor the battery

Charge 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.

About charging the battery

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.

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.

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.
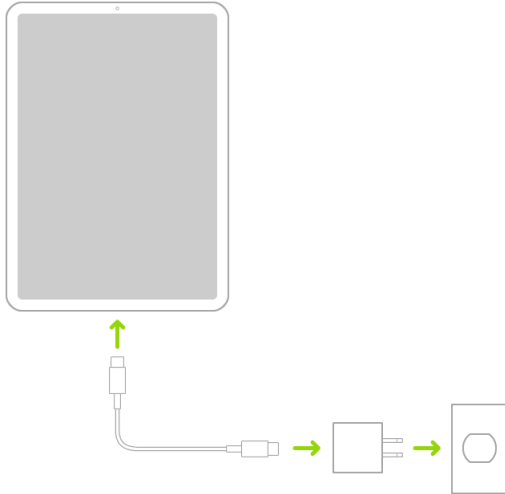
- Connect iPad and your computer with a cable.

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

  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.

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.

Turn on Low Power Mode

Using Low Power Mode can significantly increase the life of the battery charge. Switch to Low Power Mode when your iPad battery is low, or when you don't have access to electrical power.

1. Go to Settings ⚙ > Battery.

2. Turn on Low Power Mode.

Low Power Mode limits background activity and optimizes performance for essential tasks like making and receiving calls, email, and messages; accessing the internet; and more.

Note: If your iPad switches to Low Power Mode automatically, it switches back to normal power mode after charging to 80%. Your iPad might perform some tasks more slowly when in Low Power Mode.

Battery life and charge cycles vary with use and settings. The iPad battery should be serviced or recycled 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.

Show the iPad battery percentage

You can view how much charge remains in your iPad battery in the status bar. You can also add a widget to the Home Screen to monitor the battery levels of your iPad and connected accessories (including AirPods, Apple Pencil, and more).

See the iPad battery percentage in the status bar

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

Add a Batteries widget to your Home Screen

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

2. Tap ⊕ at the top of the screen, then tap Batteries.

3. Swipe left and right through the Battery Status widgets to view the size options.

   The different sizes display different information.

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

See Add widgets on iPad.

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

Check iPad battery usage

To learn how your iPad usage affects the battery level, 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 corresponding setting.

- *Last Charged:* 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.

Battery life and charge cycles vary with use and settings. The iPad battery should be serviced or recycled 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.

Download or bookmark the iPad User Guide

You can view the iPad User Guide in the Safari app 🧭, or download it to the Books app 📙 so you can read it even when you're offline.

View and bookmark the user guide in Safari

In Safari, go to https://support.apple.com/guide/ipad.

To view the user guide in a different language, scroll down to the bottom of the page, tap the country or region link (United States, for example), then choose a country or region.

💡 **Tip:** For quick access, add the guide as a shortcut on your Home Screen or as a bookmark in Safari. Tap 􀈂, then choose any of the following:

- *Add to Home Screen:* The shortcut appears as a new icon on the Home Screen.

- *Add Bookmark:* The bookmark appears when you tap 􀏅, then tap Bookmarks in Safari.

Download the user guide from Apple Books

If you download the guide from Apple Books (where available), you can read it even when iPad isn't connected to the internet.

1. Open the Books app 📙.

2. Tap Search, then enter "iPad User Guide."

3. Tap Get, then wait for the book to download.

See Read books in the Books app on iPad.

Learn gestures for iPad
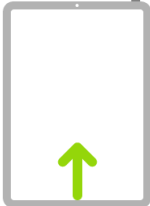
Learn basic gestures to interact with iPad

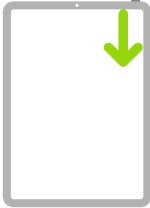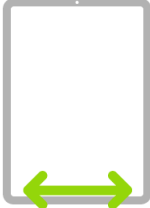Control iPad and its apps using a few simple gestures—tap, touch and hold, swipe, scroll, and zoom.
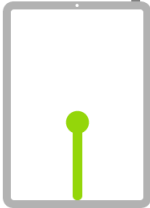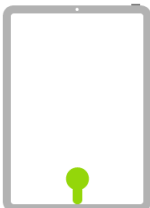
Symbol	Gesture
●	**Tap.** Touch one finger lightly on the screen.
◉	**Touch and hold.** Touch and hold items in an app to preview contents and perform quick actions. On the Home Screen, touch and hold an app icon briefly to open a quick actions menu.
↑	**Swipe.** Move one finger across the screen quickly.
↕	**Scroll.** Move one finger across the screen without lifting. For example, in Photos, you can drag a list up or down to see more. Swipe to scroll quickly; touch the screen to stop scrolling.
↗	**Zoom.** Place two fingers on the screen near each other. Spread them apart to zoom in, or move them toward each other to zoom out. You can also double-tap a photo or webpage to zoom in, and double-tap again to zoom out. In Maps, double-tap and hold, then drag up to zoom in or drag down to zoom out.

If you're using Magic Trackpad or Magic Mouse, see Trackpad gestures for iPad or Mouse actions and gestures for iPad for gestures that work on your trackpad or mouse.

Learn advanced gestures to interact with iPad

Here's a handy reference to the gestures you use on all iPad models to go to the Home Screen, switch between recent apps, access controls, and more. A few gestures are done differently on an iPad with a Home button, as described in the table below.
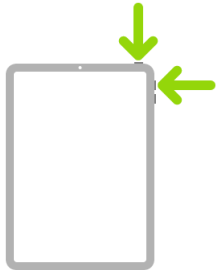
Gesture	Description
	Go Home. Swipe up from the bottom edge of the screen to return to the Home Screen at any time. See Open apps on iPad.

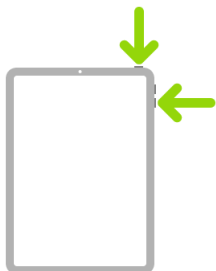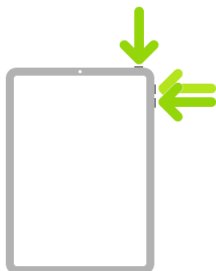| Gesture	Description
	Quickly access controls. Swipe down from the top-right corner to open Control Center; touch and hold a control to reveal more options. To add or remove controls, go to Settings ◎ > Control Center. See Use and customize Control Center on iPad.
	Open the App Switcher. Swipe up from the bottom edge, pause in the center of the screen, then lift your finger. To browse the open apps, swipe right, then tap the app you want to use. See Switch between apps on iPad.
	Switch between open apps. Swipe left or right along the bottom edge of the screen to quickly switch between open apps. (On an iPad with a Home button, swipe with a slight arc.) See Switch between apps on iPad.
	Open the Dock within an app. Swipe up from the bottom edge of the screen and pause to reveal the Dock. To quickly open another app, tap it in the Dock. See Open an app from the Dock.
	Ask Siri. Just say, "Hey Siri." Or press and hold the top button while you make your request. (On an iPad with a Home button, press and hold the Home button while you make your request.) Then release the button. See Ask Siri on iPad.

Gesture	Description
	Use Accessibility Shortcut. Triple-click the top button. (On an iPad with a Home button, triple-click the Home button.) See Use accessibility shortcuts on iPad.
	Take a screenshot. Simultaneously press and quickly release the top button and either volume button. (On an iPad with a Home button, simultaneously press and quickly release the top button and the Home button.) See Take a screenshot or screen recording on iPad.
	Turn off. Simultaneously press and hold the top button and either volume button until the sliders appear, then drag the top slider to power off. (On an iPad with a Home button, press and hold the top button until the sliders appear.) Or go to Settings ⚙ > General > Shut Down. See Turn iPad on or off (models with the Home button).
	Force restart. Press and quickly release the volume button nearest the top button, press and quickly release the other volume button, then press and hold the top button until the Apple logo appears. On iPad mini (6th generation), the volume buttons are at the top left. See Force restart iPad.

If you're using Magic Trackpad or Magic Mouse, see Trackpad gestures for iPad or Mouse actions and gestures for iPad for gestures that work on your trackpad or mouse.

Basics

Adjust the volume on iPad

Use the volume buttons on iPad to adjust the volume of songs and other media, alerts, and sound effects. (The volume buttons are either on the side or the top of your device, depending on your model.)

You can also use Siri to turn the volume up or down.

🎙 **Siri:** Say something like: "Turn up the volume" or "Turn down the volume." Learn how to ask Siri.

You can use Control Center to silence audio alerts and notifications.

WARNING: For important information about avoiding hearing loss, see Important safety information for iPad.
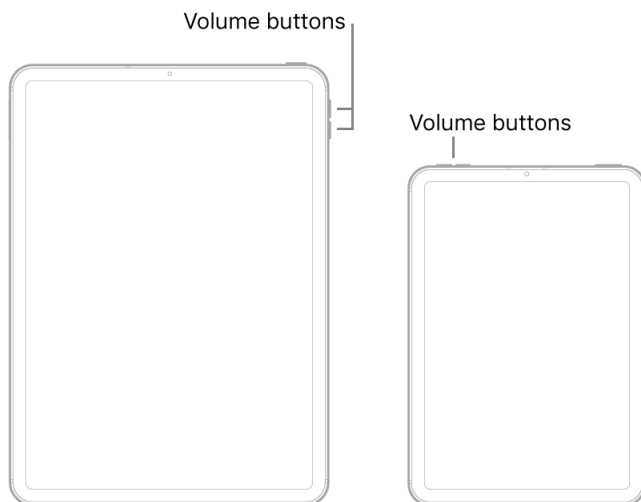
Do Not Disturb doesn't mute the audio from music, podcasts, movies, and TV shows.

Lock the ringer and alert volumes

Go to Settings ⚙ > Sounds, then turn off Change with Buttons.

Note: To limit the maximum headset volume, go to Settings > Music > Volume Limit, then drag the slider to set the maximum volume.

Adjust the volume in Control Center

When iPad is locked or when you're using an app, you can adjust the volume in Control Center.

Open Control Center, then drag 🔊).

Mute the sound

Press and hold the Volume Down button.

Temporarily silence calls, alerts, and notifications

Open Control Center, tap Focus, then tap Do Not Disturb. (See Turn a Focus on or off on iPad.)

On iPad, there are several ways to protect your hearing from loud volume while listening to headphone audio. See Use headphone audio-level features on iPad.

Use your apps

Open apps on iPad

You can quickly open apps from your Home Screen pages.

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1. To go to the Home Screen, swipe up from the bottom edge of the screen.
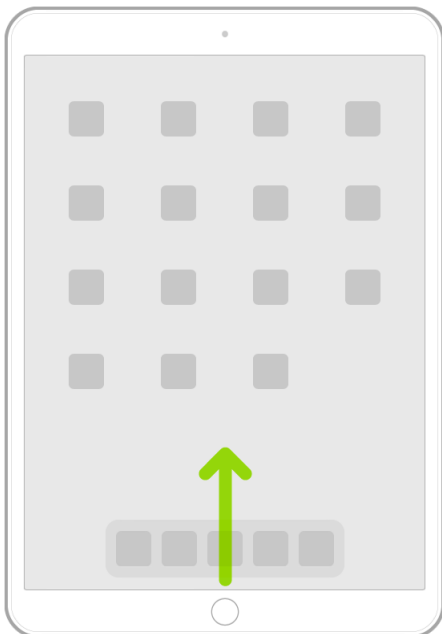
2. Swipe left or right to browse apps on other Home Screen pages.
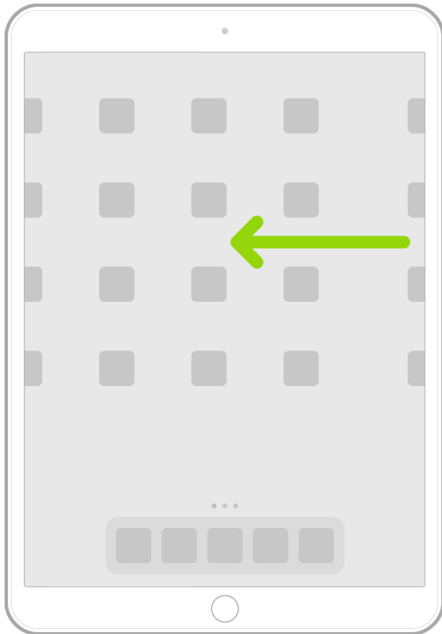
3. To open an app, tap its icon on the Home Screen.

4. To return to the first Home Screen page, swipe up from the bottom edge of the screen.

Find your apps in App Library on iPad

App Library shows your apps organized into categories, such as Productivity & Finance, Creativity, and Information & Reading. The apps you use most are near the top of the screen and at the top level of their categories, so you can easily locate and open them.
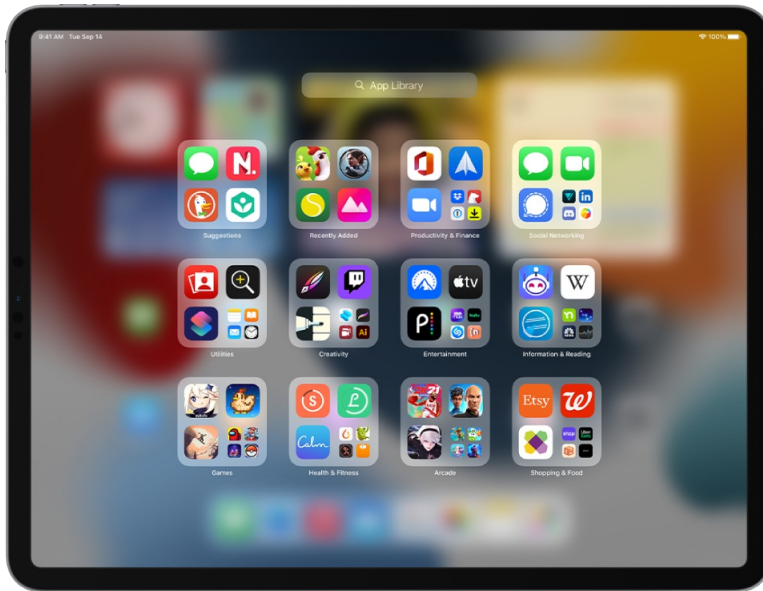
Note: The apps in App Library are organized in categories intelligently, based on how you use your apps. You can add apps in App Library to the Home Screen, but you can't move them to another category in App Library.

Find and open an app in App Library

1. Go to the Home Screen, then swipe left past all your Home Screen pages to get to App Library.

   You can also open App Library quickly by tapping 🟦, the rightmost button in the Dock at the bottom of the screen.

2. Tap the search field at the top of the screen, then enter the name of the app you're looking for.

   Or scroll to browse the alphabetical list.

3. To open an app, tap it.

If a category in App Library has a few small app icons, you can tap them to expand the category and see all the apps in it.

Hide and show Home Screen pages

Because you can find all of your apps in App Library, you might not need as many Home Screen pages for apps. You can hide some Home Screen pages, which brings App Library closer to your first Home Screen page. (When you want to see the hidden pages again, you can show them.)

1. Touch and hold the Home Screen until the apps begin to jiggle.

2. Tap the dots at the bottom of the screen.

   Thumbnail images of your Home Screen pages appear with checkmarks below them.

3. To hide pages, tap to remove the checkmarks.

   To show hidden pages, tap to add the checkmarks.

4. Tap Done twice (on an iPad with Face ID) or tap the Home Screen background twice (on other iPad models).

With the extra Home Screen pages hidden, you can go from the first page of the Home Screen to App Library (and back) with only one or two swipes.

Note: When Home Screen pages are hidden, new apps you download from the App Store may be added to App Library instead of the Home Screen.

Reorder Home Screen pages

If you have multiple Home Screen pages, you can change their order. For example, you can gather together your favorite apps on one Home Screen page, and then make that your first Home Screen page.

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

2. Tap the dots at the bottom of the screen.

   Thumbnail images of your Home Screen pages appear with checkmarks below them.

3. To move each Home Screen page, touch and hold it, then drag it to a new position.

4. Tap Done twice.

Change where new apps get downloaded

When you download new apps from the App Store, you can add them to the Home Screen and App Library, or to App Library only.

1. Go to Settings ⚙ > Home Screen & Dock.

2. Choose whether to add new apps to your Home Screen and App Library or to App Library only.

Note: To allow app notification badges to appear on apps in App Library, turn on Show in App Library.

Move an app from App Library to the Home Screen

You can add an app in App Library to the Home Screen, unless it's already there.

Touch and hold the app, then tap Add to Home Screen (available only if the app isn't already on the Home Screen).

The app appears on the Home Screen and in App Library.

Switch between apps on iPad

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

Open an app from the Dock

From any app, swipe up from the bottom edge of the screen just far enough to reveal the Dock, then tap the app you want to use.

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

Favorite apps   Suggested apps

Go to App Library

Use the App Switcher

1. To see all your open apps, Split View workspaces, and Slide Over windows in the App Switcher, do one of the following:

   - *On all iPad models:* Swipe up from the bottom of the screen, then pause in the center of the screen.

   - *On an iPad with a Home button:* Double-click the Home button.

2. To browse the open apps, swipe right, then tap the app or Split View workspace you want to use.

   You can view the Slide Over windows by swiping left, and switch between them by tapping them. See Switch between apps in Slide Over.

Switch between open apps

To switch between open apps, do one of the following:

- Swipe left or right with one finger along the bottom edge of the screen. (On an iPad with a Home button, perform this gesture with a slight arc.)

- Swipe left or right with four or five fingers.

Zoom an app to fill the screen on iPad

Most apps for iPhone and iPod touch can be used with iPad, but they might not take advantage of the large screen. In this case, tap 🌑 to zoom in on the app. Tap 🌑 to return to the original size.

Check the App Store to see if there's a version of the app that's optimized for iPad, or a universal version that's optimized for iPhone, iPad, and iPod touch.

Quit and reopen an app on iPad

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

1. To quit an app, open the App Switcher, then swipe up on the app.

2. To reopen the app, go to the Home Screen (or the App Library), then tap the app.

If quitting and reopening the app doesn't solve your problem, try restarting iPad.

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 ⇧, or touch ⇧, then slide to a letter.

- *Turn on Caps Lock:* Double-tap ⇧.

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

- *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, then tap Undo at the top of the screen; or tap ↶.

- *Redo the last edit:* Swipe right with three fingers, then tap Redo at the top of the screen; or tap ↷.

- *Hide the onscreen keyboard:* Tap ⌨️.

See .

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.

5. To return to the regular keyboard, tap ABC in the lower-left corner.

See .

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.
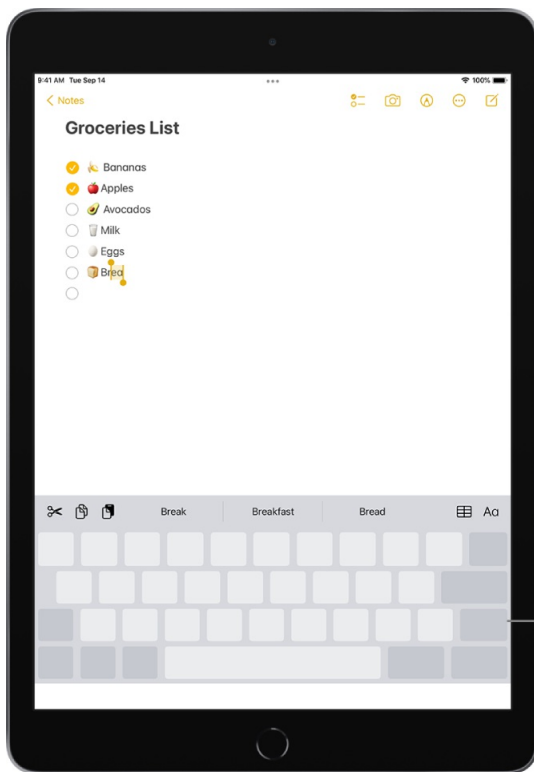
Drag around the keyboard to move the insertion point.

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

See Select, cut, copy, and paste text for more ways to select text.

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.

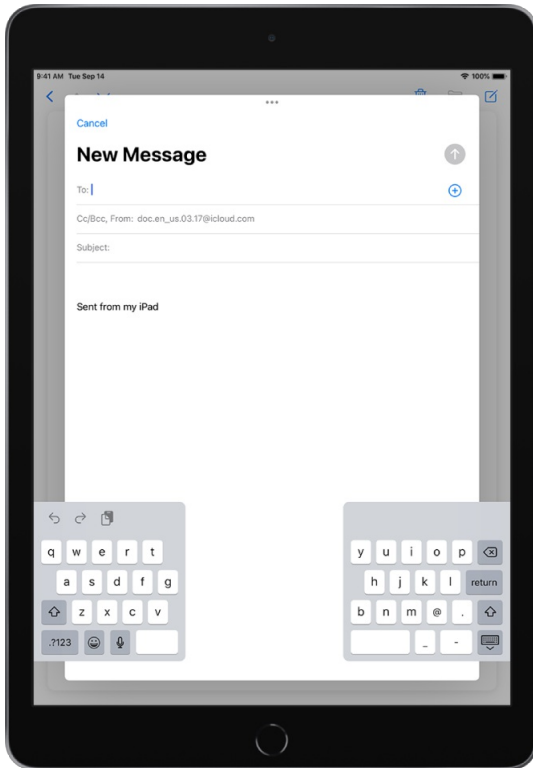To turn Split Keyboard on or off, touch and hold ☺ or ⊕, tap Keyboard Settings, then select Split Keyboard; or go to Settings ◎ > General > Keyboard, then turn Split Keyboard on or off.

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

With keyboard dictation on iPad, you can dictate text anywhere you can type it.

On supported models, general text dictation (for example, composing messages and notes) can be processed on your device in many languages, and no internet connection is required. (Dictation in a search field is processed on a server.) When you're using dictation on a device, you can dictate text of any length without a timeout. You can stop dictation manually, or it stops automatically when you stop speaking for 30 seconds.

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.

If you're using an external keyboard, see .

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 where you want to insert text, tap 🎤, then speak. 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, cut, copy, and paste text on iPad

In apps on iPad, you can use the onscreen keyboard to select and edit text in text fields. 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 block of text:* Double-tap and hold the first word in the block, then drag to the last word.

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

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

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

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

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

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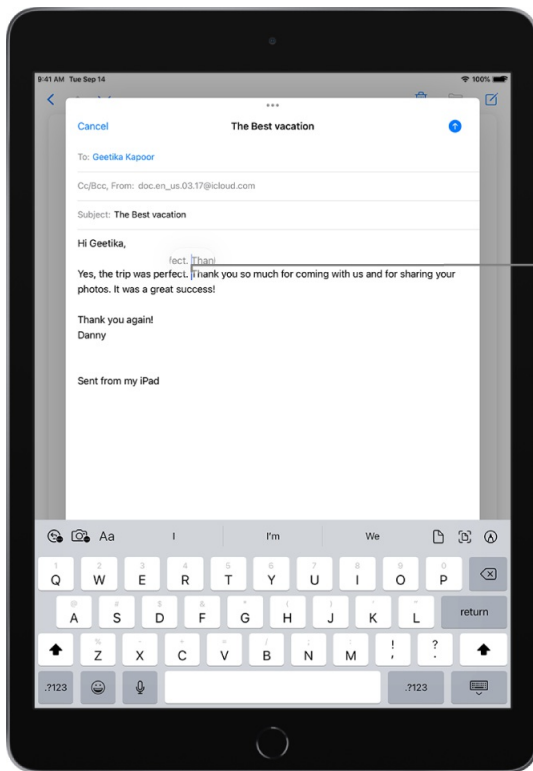
- ▶ View more options.
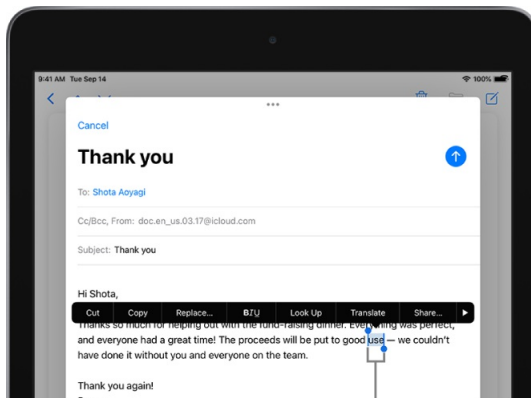
Tap the selected text
to see options.

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.

   - Touch and hold to magnify the text, then move the insertion point by dragging it.

Touch and hold to magnify the text, then move the insertion point by dragging it.

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

2. Type 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).
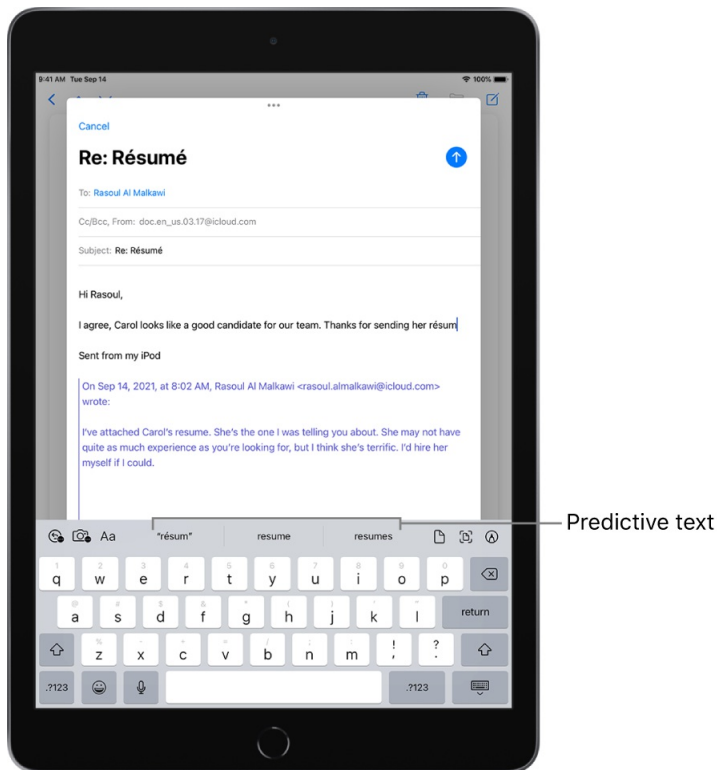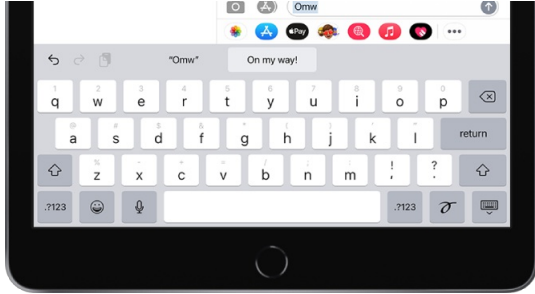

Predictive text

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.

Move and copy items with drag and drop on iPad

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

Move an item

1. 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.
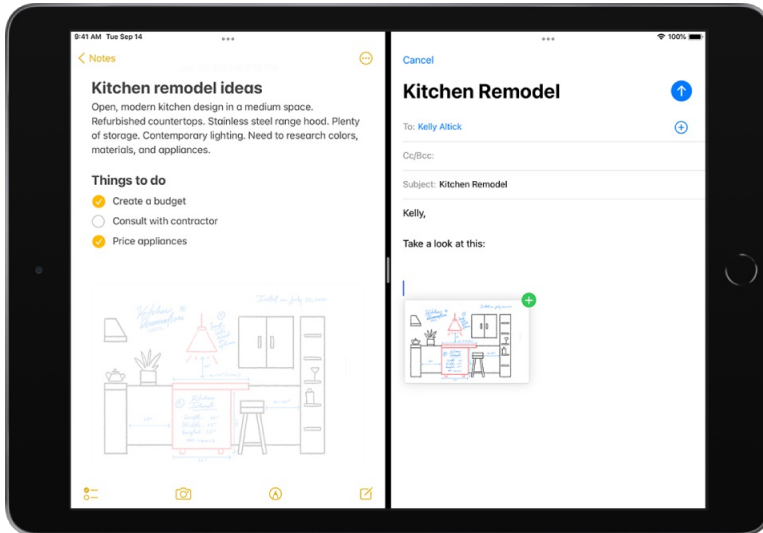
Drag a link to a Split View or Slide Over window

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.

Use multiple apps simultaneously

Open two items in Split View on iPad

On iPad, you can work with multiple apps at the same time. Open two different apps, or two windows from the same app, by splitting the screen into resizable views. For example, open Messages and Maps at the same time in Split View. Or open two Messages windows in Split View and manage two conversations at the same time.

Open a second app in Split View

1. While using an app, tap ⋯ (the three dots at the top of the app), tap ⬜⬜, then tap ▮⬜ to have the current app appear on the left side of the screen, or ⬜▮ to place the current app on the right.

   The app you're using moves to the side to reveal your Home Screen and Dock.

2. Find the second app you want to open on your Home Screen or in the Dock, then tap it.

    The two apps appear in Split View.
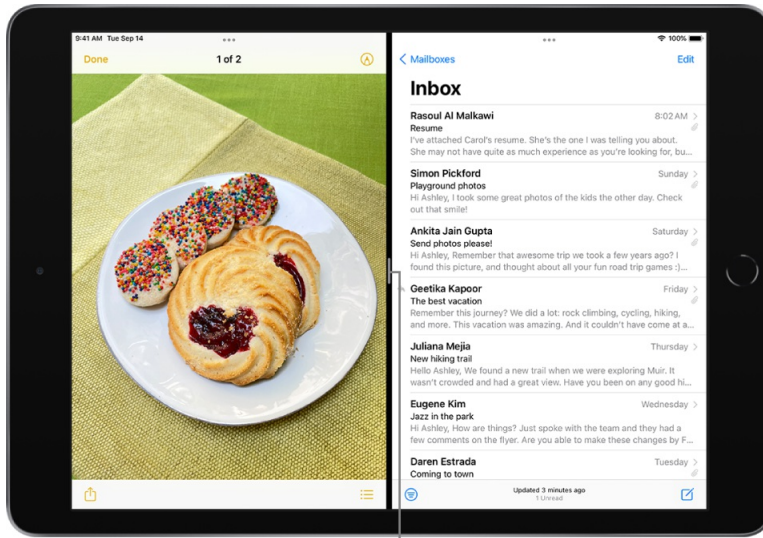
Drag to resize the split.

Replace an app in Split View

When you have two apps open in Split View, you can replace one of them with a different app.

1. At the top of the app you want to replace, swipe down from ••• (the three dots at the top of the app).

    The app you want to replace drops down, and the other app moves to the side to reveal your Home Screen and Dock.

2. Find the replacement app on your Home Screen or in the Dock, then tap it.

    The two apps appear side by side in Split View.

Turn Split View into Slide Over

When you have two apps or windows open in Split View, you can turn one of them into a Slide Over window—a smaller window that slides in front of the first.

Tap ••• at the top of the window you want to turn into a Slide Over window, then tap ▢▮ (the rightmost of the three buttons).

See Open an app in Slide Over. On supported models, you can use Split View and Slide Over simultaneously.

Return to full screen

When you have two apps or windows open in Split View, you can remove one of them and show the other in full screen. Do one of the following:

- Drag the center divider to the left or right edge of the screen.

- Tap ⋯ at the top of the app you want to appear in full screen, then tap ▮.

- Touch and hold ⋯ at the top of the app you want to appear in full screen. Keeping its top edge at the top of the screen, drag it to the center of the screen until its name and icon appears, then lift your finger.

Switch an app window to a Slide Over window on iPad

While you're using an app, you can switch it to a Slide Over window—a smaller window that slides in front of another app or window—and open another app behind it. For example, while you're using the Photos app, you can have Messages open in a Slide Over window and carry on a conversation while looking at photos.

iPad keeps track of the apps you open in Slide Over so that you can switch between them easily.
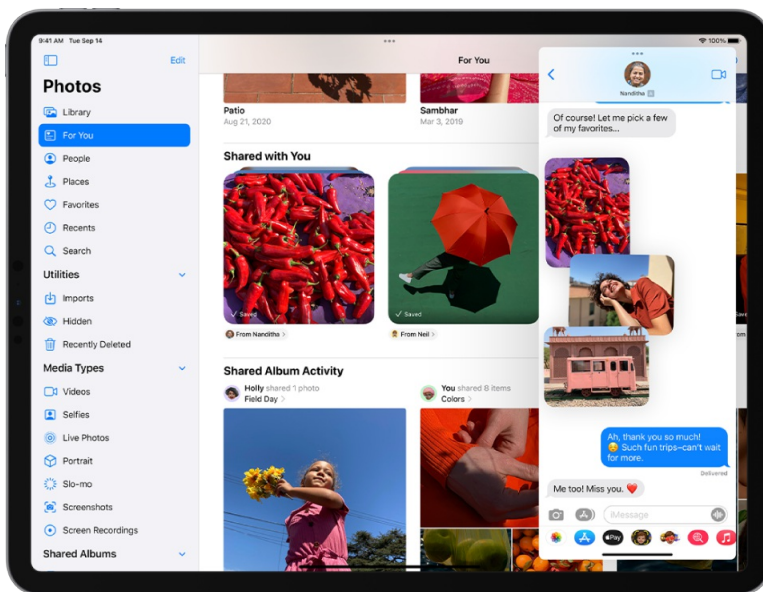

Open an app in Slide Over

1. While using an app, tap ⋯ at the top of the screen, then tap ▯.

   The app you're using moves to the side to reveal your Home Screen and Dock.

2. Find and open the app you want to appear behind the Slide Over window.

   The second app opens, and the first app appears in a Slide Over window in front of it.

To open a third app in Slide Over when the screen is in Split View (on supported models), swipe up from the bottom edge just far enough to reveal the Dock, then drag the third app from the Dock to the Split View divider. (See Open two items in Split View on iPad.)
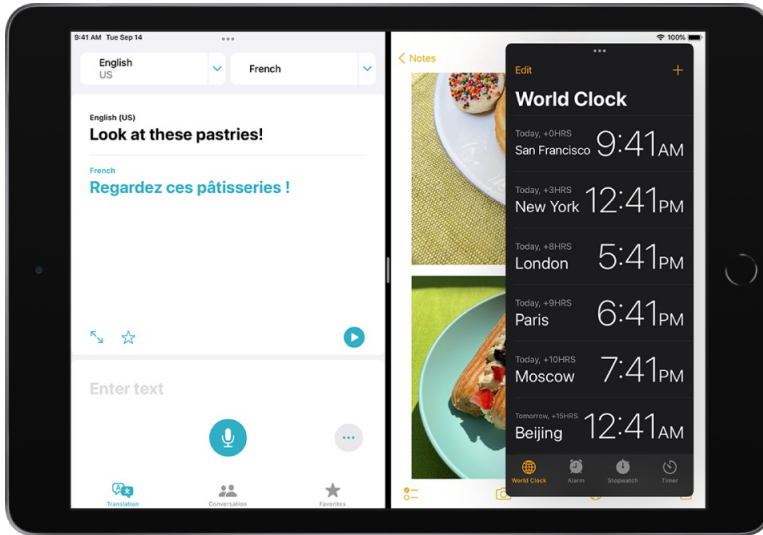
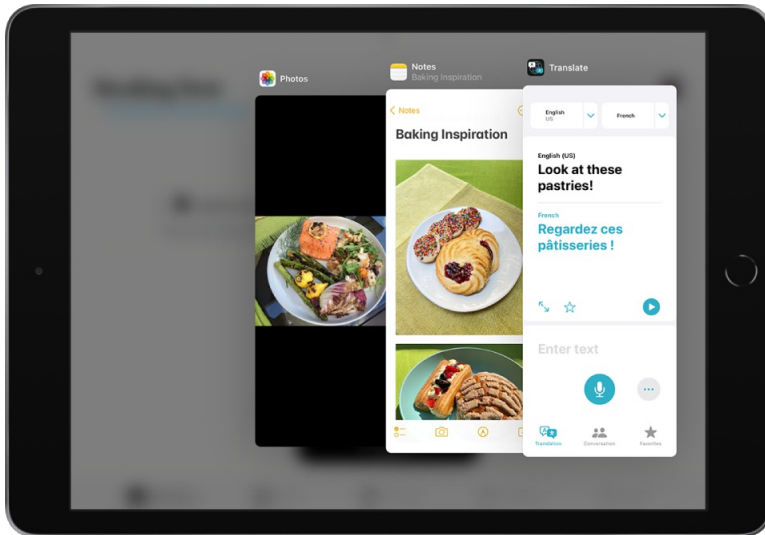## Switch between apps in Slide Over

Swipe right along the bottom of the Slide Over window, or do the following:

1. Swipe halfway up the screen from the bottom of the Slide Over window, pause, then lift your finger.

   All the Slide Over windows appear.

2. Tap the app you want to view, if it's visible.

   If you don't see it, swipe left and right through the apps.

You can also use the App Switcher to switch between apps in Slide Over. See Use the App Switcher.

Move the Slide Over window

Do one of the following:

- *Move the Slide Over window to the other side of the screen:* Drag from ⋯ at the top of the Slide Over window.

- *Temporarily hide the Slide Over window:* Swipe all the way up from the bottom of the Slide Over window, or swipe ⋯, or drag either side of the window to the left edge of the screen. The Slide Over window disappears and a tab appears to indicate the Slide Over window is still available.

- *Move the Slide Over window back onto the screen:* Drag the tab indicating the Slide Over window from the left edge of the screen.

Turn Slide Over into Split View

Tap ⋯ at the top of the Slide Over window, tap ⬚, then tap ◧ to have the current app appear on the left side of the screen, or ◨ to place the current app on the right.

On supported models, you can use Slide Over and Split View simultaneously. See Open two items in Split View.

Open an item in the center of the screen

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

1. Do any of the following:

   - Touch and hold a message in a mailbox in Mail.

   - Touch and hold a conversation in Messages.

   - Touch and hold a note in Notes.

2. Tap Open in New Window.

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

   💡 **Tip:** You can also pinch open any of the items listed in step 1 above to open them in a new window in the center of the screen.

You can change a center window to full screen by tapping ▣, make it a Split View window by tapping ▢▢, or change it to a Slide Over window by tapping ▢▮.

View an app's open windows and workspaces

In many iPad apps—including Mail, Notes, Safari, and Files—you can have multiple windows open. You can view all the open windows for an app, including those in Split View and Slide Over.


View an app's open windows

1. Do any of the following:

   - Swipe up from the bottom edge of the screen to reveal the Dock.

   - Go to the Home Screen.

2. Touch and hold the app whose windows you want to view, then tap Show All Windows.

   Note: If you touch and hold an app for too long, all of the apps begin to jiggle. Tap Done or press the Home button (on an iPad with a Home button), then try again.

The open windows in some apps appear as thumbnails near the bottom of the screen. When you tap a thumbnail, its contents appear in the current full-screen window. When viewing apps in Split View, tap ⋯ at the top of an open app to view all its open windows.

Create new windows in an app

When all of an app's open windows appear as thumbnails (near the bottom of the screen), you see ＋. Tap it to create a new window in the app. In Split View, tap ⋯ to display the app's open windows as thumbnails, then tap ＋.

Multitask with Picture in Picture on iPad

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

While watching a video, tap ⊡ or press the Home button (on an iPad with a Home button).

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

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

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

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

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

- *Close the video window:* Tap ⊗.

- *Return to a full video screen:* Tap ⊡ in the small video window.

Access features from the iPad Lock Screen

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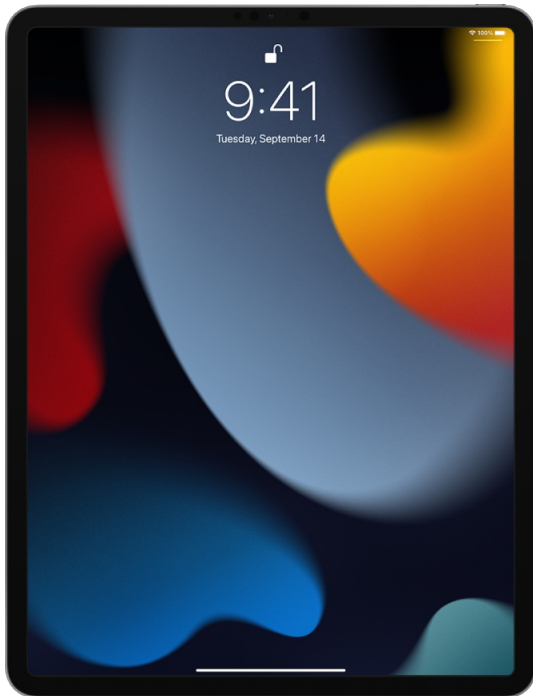
Access features and information from the Lock Screen

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

- *Open Camera:* Swipe left. (See Take photos with your iPad camera.)

- *Open Control Center:* Swipe down from the top-right corner. (See Use and customize Control Center on iPad.)

- *See earlier notifications:* Swipe up from the center. (See View and respond to notifications on iPad.)

- *View widgets:* Swipe right. (See Add widgets on iPad.)

- *Start drawing and taking notes:* (on supported models) Tap Apple Pencil on the Lock Screen. Whatever you create is saved in Notes.

To choose what you can access from the Lock Screen, see Control access to information on the iPad Lock Screen.

Show notification previews on the Lock Screen

1. Go to Settings ⚙ > Notifications.

2. Tap Show Previews, then tap Always.

Notification previews include text from Messages, lines from Mail messages, and details about Calendar invitations. See View and respond to notifications on iPad.

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 iPad to search

On iPad, you can search for apps and contacts, content inside apps like Mail, Messages, and Photos, and even text in your photos. You can find and open webpages, find images, and find information about artists, entertainers, TV shows, and movies. You can also check stock and currency information and perform calculations, including unit conversions.

You can search from anywhere on iPad—even the Lock Screen—and choose which apps you want to include in search results. Search offers suggestions based on your use of the apps 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 or the Lock 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 Search.

   - *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 while Searching.

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.

Take a screenshot or screen recording on iPad

You can take a picture of the screen just as it appears, or a recording of actions on the screen, to share with others or use in documents.

Take a screenshot

1. Do one of the following:

   - *On an iPad with a Home button:* Simultaneously press and then release the top button and the Home button.

   - *On other iPad models:* Simultaneously press and then release the top button (on the top-right edge of iPad) and either volume button.

2. Tap the screenshot in the lower-left corner, then tap Done.

3. Choose Save to Photos, Save to Files, or Delete Screenshot.

   If you choose Save to Photos, you can view it in the Screenshots album in the Photos app, or in the All Photos album if you're using iCloud Photos.

Save a full-page screenshot as a PDF

You can take a full-page, scrolling screenshot of a webpage, document, or email that exceeds the length of your iPad screen, then save it as a PDF.

1. Do one of the following:

   - *On an iPad with a Home button:* Simultaneously press and then release the top button and the Home button.

   - *On other iPad models:* Simultaneously press and then release the top button and either volume button.

2. Tap the screenshot in the lower-left corner, then tap Full Page.

3. Do any of the following:

- *Save the screenshot:* Tap Done, choose Save PDF to Files, choose a location, then tap Save.

- *Share the screenshot:* Tap ⬆️, choose a sharing option (for example AirDrop, Messages, or Mail), enter any other requested information, then send the PDF.

Create a screen recording

You can create a screen recording and capture sound on your iPad.

1. Go to Settings ⚙️ > Control Center, then tap ➕ next to Screen Recording.

2. Open Control Center, tap ⚪, then wait for the three-second countdown.

3. To stop recording, open Control Center, tap ⏺️ or the red status bar at the top of the screen, then tap Stop.

Go to Photos 🌸, then select your screen recording.

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.
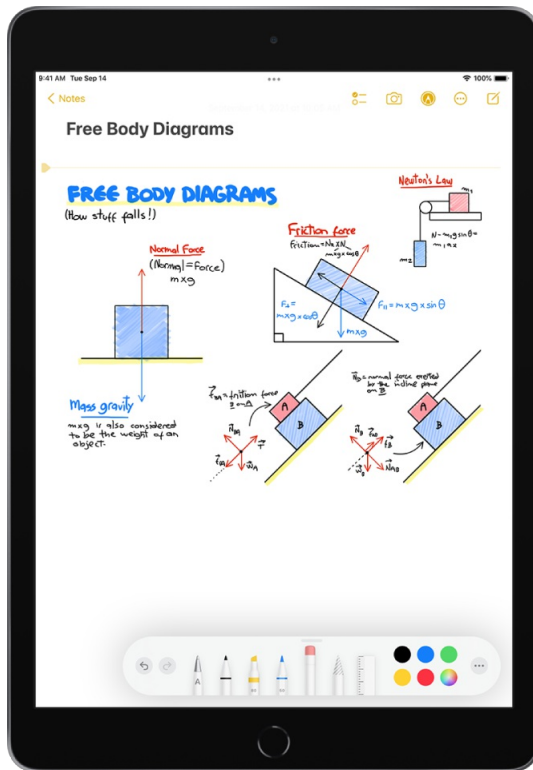
Show, move, and hide the Markup toolbar

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 selected drawing tool in the toolbar, then choose an option.

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

- *Change the color:* Choose a color from the color picker in the Markup 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 hide the ruler, tap the ruler tool in the toolbar 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, triangles, pentagons, chat bubbles, hearts, stars, and clouds.

Change your handwritten text or drawings