

2. Do any of the following:

- *Enter text:* Type or write with Apple Pencil.
- *Add a link:* Tap Add Link.
- *Start a new note:* Tap [the New Note button].
- *Switch to other Quick Notes:* Swipe left or right.


View and organize your Quick Notes

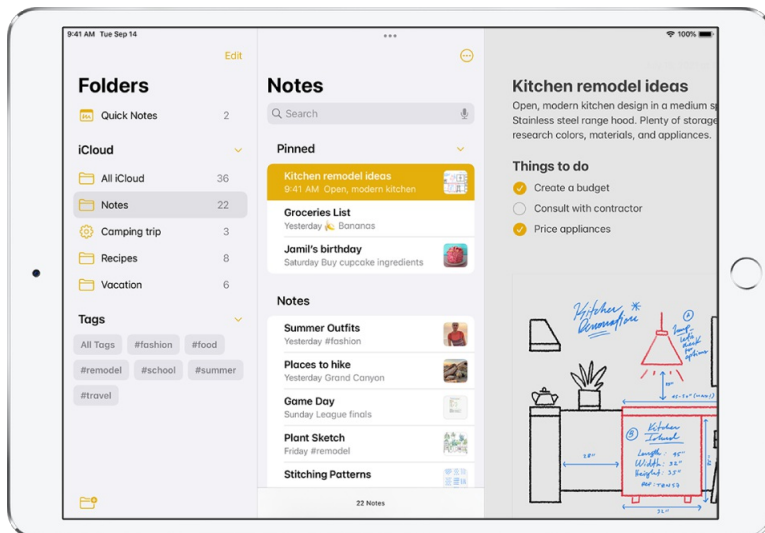
To view all your Quick Notes in the Notes app, tap the Quick Notes folder.)

If you move an individual Quick Note to a different folder, it becomes a standard note and no longer appears as a Quick Note while in other apps.

Note: You can't lock a Quick Note unless you move it to a different folder.



Search and organize your notes in folders on iPad

In the Notes app , you can search all your notes for typed and handwritten text, objects that appear in images, and text in scanned documents. You can also organize your notes into folders and pin the important notes to the top of the list. Using tags, you can automatically filter notes across folders and create Smart Folders.





Create, rename, move, or delete a folder or subfolder

In the folders list, do any of the following:

- *Create a folder:* Tap [the New Folder button], choose an account (if you have more than one), tap New Folder, then enter a name.
 - *Create a subfolder:* Touch and hold a folder, then drag it onto another folder.
 - *Rename a folder:* Touch and hold a folder, tap Rename, then enter a new name.
 - *Move a folder:* Swipe left on the folder, tap , then choose a new location. Or touch and hold the folder, then drag it to a new location. The folder becomes a subfolder if you drag it onto another folder.
 - *Delete a folder:* Swipe left on the folder, then tap . Or touch and hold the folder, then tap Delete.
- If you change your mind, open the Recently Deleted folder to recover the notes.
-

Use tags

Tags are a fast and flexible way to categorize and organize your notes. You can add one or more tags, such as #activities or #cooking, to easily search and filter your notes across your folders.

- *Add a tag:* When you create or edit a note, type # followed by the tag name or choose a tag from the menu above the keyboard. You can add multiple tags to a note.
- *View notes with tags:* In the Tag Browser (below your folders), tap a tag or All Tags. To filter the list further, tap more tags at the top of the list.
- *Create a Smart Folder:* Tap [the New Folder button], choose an account (if you have more than one), tap New Smart Folder, enter a name, then select the tags. Or when viewing a list of tagged notes, tap  (above the notes list), then tap Create Smart Folder.
- *Convert a folder to a Smart Folder:* When viewing the folder you want to convert, tap  (above the notes list), then tap Convert to Smart Folder.


When you convert a folder, its notes are moved to the Notes folder and tagged with the name of the Smart Folder.





Note: You can't convert shared folder, a folder with a subfolder, or a folder that contains locked notes.

- *Edit a Smart Folder:* Touch and hold a Smart Folder, then tap Edit Smart Folder. You can change the name or the tags shown.
-

Sort, move, pin, delete, or view notes in the gallery view

In a notes list, do any of the following:

- *Change the folder view:* Tap , then choose View as Gallery or View as List.

- *Change the sort order of a folder:* Tap , tap "Sort by," then choose Date Edited, Date Created, or Title. To choose a default sorting method for all your folders, go to Settings  > Notes > Sort Notes By.
- *Move a note to a different folder:* Swipe left on the note, then tap . Or touch and hold the note, tap Move, then choose a folder.
- *Pin an important note to the top of the list:* Touch and hold the note, then tap Pin Note. Or swipe right on the note, then tap the pin.
- *Delete a note:* Swipe left on the note, then tap . Or touch and hold the note, then tap Delete.

If you change your mind, open the Recently Deleted folder to recover the note.


Search your notes

You can search for tags, typed and handwritten text, objects that appear in images, and text in scanned documents.


1. Swipe down on the notes list to reveal the search field.
2. Tap the search field, then enter what you're looking for. You can also choose a suggested search, such as "Notes with Drawings," then enter additional text to refine your search.

If a note is locked, only its title appears in the search results. The search includes handwritten text (in supported languages), photos, and scanned documents.


Search within a note for typed and handwritten text

1. Open the note you want to search.
 2. Tap  (at the top right corner), then tap Find in Note.
 3. Type the text you're looking for in the search field.
-

Share notes and collaborate on iPad

In the Notes app , you can send a copy of a note to a friend. You can also invite people to collaborate on a note or on a folder of notes in iCloud, and everyone will see the latest changes.



Send a copy of a note

1. Open the note you want to share.
 2. Tap  (at the top right corner), then choose how to send your note.
-


Collaborate on a note

When you share a note in iCloud, all the collaborators see everyone's changes. Everyone you share with must be signed in with their Apple ID to edit or view the note.


Note: You can't collaborate on a locked note.

1. Do one of the following:
 - In the notes list, swipe left on the note you want to share, then tap .
 - Open the note you want to share, tap  (at the top right corner), then tap Share Note.
 2. Tap Share Options, then choose "Can make changes" or "View only." If you choose "Can make changes," you can also allow collaborators to invite other collaborators.
 3. Choose how to send your invitation (for example, using Mail or Messages).
-

View activity in a note

Tap , then choose any of the following:



- *Show Updates:* Show changes made since you last opened the note.
- *Show All Activity:* Show all activity in the note.
- *Show Highlights:* Shows names, dates, and highlights changes made by each collaborator.

 **Tip:** To mention a collaborator and notify them of important updates, type an @ sign followed by their name.

Collaborate on a folder

When you share a folder of notes in iCloud, all the collaborators see everyone's changes. People who are allowed to make changes can create or edit notes, add attachments, and even create subfolders if they're using iCloud.

Note: You can't collaborate on a folder with locked notes.

1. Do one of the following:
 - In the folder list, swipe left on the folder you want to share, then tap .
 - Open the folder you want to share, tap  (above the notes list), then tap Share Folder.
 2. Tap Share Options, then choose "Can make changes" or "View only." If you choose "Can make changes," you can also allow collaborators to invite other collaborators.
 3. Choose how to send your invitation (for example, using Mail or Messages).
-

View activity in a folder

Touch and hold the folder, then tap Show Folder Activity.

Add or remove collaborators or stop collaborating

Tap 👤, then do any of the following:

- *Add people*: Choose a sharing option.
 - *Remove people*: Swipe left on the collaborator you want to remove, then tap Remove.
 - *Change permissions*: Tap Share Options, then choose “Can make changes” or “View only.” If you choose “Can make changes,” you can also allow collaborators to invite other collaborators.
 - *Stop sharing*: When you choose this option, the shared note or folder is deleted from the devices of the other participants.
-

Lock your notes on iPad

In the Notes app 📝, you can lock notes with a password to protect your sensitive information. Notes uses a single password for all your locked notes in an account (for example, your iCloud account), on all your devices.

You can use Face ID (on an iPad with Face ID) or Touch ID (on other iPad models) as a convenient way to access your locked notes; however, don't rely on Face ID or Touch ID as the only means of unlocking your notes. If you update your Face ID or Touch ID settings, or want to change your Notes password, you have to reenter your Notes password. For this reason, it's strongly recommended that you add a password hint when you create the password.

Set up your notes password

The password you set applies to all notes you lock from now on.

1. Go to Settings 🏠 > Notes > Password.
2. If you have multiple accounts, choose the account you want to set a password for.
3. Enter a password and add a hint to help you remember it.

For added convenience, you can also turn on Face ID or Touch ID.


Important: If you forget your notes password, and you can't use Face ID or Touch ID to unlock your notes, you won't be able to view your locked notes, and Apple can't help you regain access to those locked notes.

You can reset your notes password, but this doesn't give you access to previously locked notes. The new password applies to all notes you lock from now on. Go to Settings > Notes > Password > Reset Password.


See the Apple Support article [How to lock notes on your iPhone, iPad, and iPod touch](#).

Lock a note

You can only lock notes on your device and notes in iCloud. You can't lock notes that have PDFs, audio, video, Keynote, Pages, Numbers documents attached, or notes that sync with other accounts. You can't lock an iCloud note that has collaborators.

1. Open the note, then tap  (at the top right corner).
2. Tap Lock.

When a note is locked, the title remains visible in the notes list.

To remove a lock from a note, tap  (at the top right corner), then tap Remove.

Open a locked note


Opening one locked note opens all your locked notes in the same account for several minutes so you can easily jump into another note or copy and paste information from other apps.

1. Tap the locked note, then tap View Note.
2. To open the note, use Face ID, Touch ID, or your Notes password.

To lock your notes again, do one of the following:

- Tap the lock icon at the top of the screen.
 - Tap Lock Now at the bottom of the notes list.
 - Close the Notes app.
 - Lock your iPad.
-

Change your Notes settings on iPad


Customize your preferences for the Notes app  in Settings. You can store your notes in iCloud, access Notes from the Lock Screen, and more.

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

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

Your iCloud notes—and any changes you make to them—appear on your iPhone, iPad, iPod touch, and Mac where you're signed in with your Apple ID.


Change your Notes settings

Go to Settings  > Notes, then adjust any of the settings. For example:

- *Default Account:* Choose the default account for Siri and the Notes widget.
 - *"On My iPad" Account:* Notes in this account appear only on your iPad. Your notes in iCloud aren't affected.
 - *Access Notes from Lock Screen:* Choose Always Create New Note or Resume Last Note. Or turn it off to prevent access from the Lock Screen.
-

Photo Booth

Take photos in Photo Booth on iPad



Use the Photo Booth app  to take selfies and photos with fun effects.



Tap the center image to return to Normal view.

Take a photo

Photo Booth uses the front camera to display the subject in multiple tiles, each with a different effect, on the iPad screen. Effects include Kaleidoscope, Stretch, X-Ray, and more. The tile in the center of the screen displays Normal view.

1. Aim iPad at your subject to frame your shot.
2. Tap the tile of the effect you want to capture, then do any of the following:
 - *Switch between the front and rear-facing cameras:* Tap  at the bottom of the screen.
 - *Change the effect:* Tap  at the bottom left of the screen.

With some effects, you can drag your finger across the screen, or pinch, swipe, or rotate the image to alter the appearance.

3. Tap the shutter button to take the shot.


When you take a photo, iPad makes a shutter sound. You can use the volume buttons on the side of iPad to control the volume of the shutter sound. See [Adjust the volume on iPad](#).

Note: In some regions, sound effects are played even if the Side Switch (available on some models) is set to silent.


Delete, share, or copy a photo in Photo Booth on iPad

You can delete, copy, and share the photos you take in the Photo Booth app .

Delete a photo in Photo Booth

1. Tap a photo thumbnail at the bottom of the screen.
 2. Tap , then tap Delete Photo.
-

Share or copy a photo in Photo Booth

1. Tap a photo thumbnail at the bottom of the screen.
 2. Tap , then choose a share option such as Message or Mail, or choose Copy.
-

Upload photos to your computer


Connect iPad to your computer using the included USB cable.

- *Mac:* Open Photos on your Mac, then select your iPad in the sidebar. Select the photos you want to import, then click Import Selected.

To delete the photos from your iPad after you upload them to your Mac, select Delete items after import.

- *PC:* Follow the instructions that came with your photo app.
-

View and edit photos in the Photos app on iPad

Photos you take in the Photo Booth app  are saved in the Photos app, where you can view and edit them.

View and edit photos in the Photos app

1. In the Photos app, tap the Photos tab, or tap the Albums tab, then tap a thumbnail.

Swipe left or right to see the next or previous photo.

2. Tap Edit, then use the controls at the bottom of the screen to make changes.
3. Tap Done.

See [View photos and videos in the Photos app on iPad](#) and [Edit photos and videos on iPad](#).


View photos on all your devices

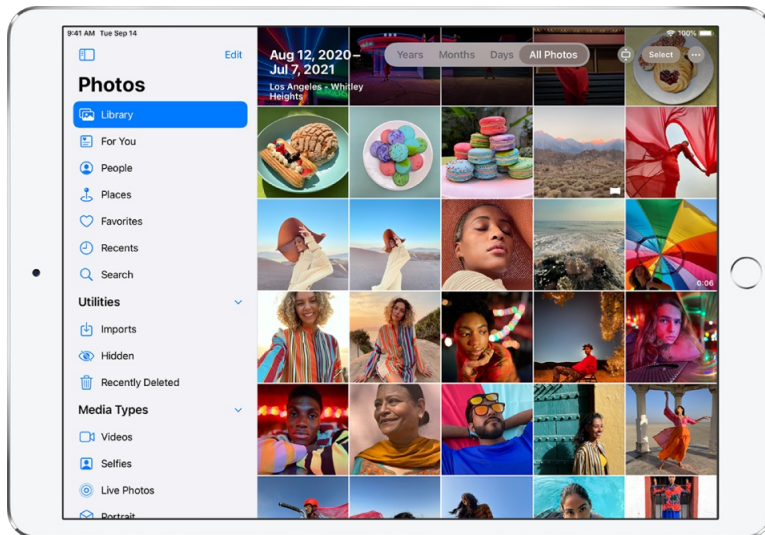
If you use iCloud Photos, you can view your photos on other devices (iOS 8.1, iPadOS 13, or later) and Mac computers (OS X 10.10.3 or later) on [iCloud.com](https://www.icloud.com). You must be signed in with the same Apple ID on all devices.

See [Manage Apple ID settings on iPad](#).


Photos

View photos and videos in the Photos app on iPad

Use the Photos app  to find and view all of the photos and videos on your iPad.



How photos and videos are organized in Photos

Swipe from the left edge of the screen, or tap , to open the sidebar and navigate Photos using the Library, For You, Albums, and Search buttons.



- *Library*: Browse your photos and videos organized by days, months, years, and all photos; see [Browse photos in your library](#).
- *For You*: View your memories, shared photos, featured photos, and sharing suggestions in a personalized feed; see [View Memories](#) and [Share iPad photos with Shared Albums in iCloud](#).
- *Albums*: View albums you created or shared, and your photos organized automatically by categories—for example, People & Places and Media Types; see [Organize photos in albums](#).
- *Search*: Type in the search field to search for photos by date, location, caption, or objects they contain. Or browse photos already grouped by important events, people, places, and categories; see [Search in Photos](#).

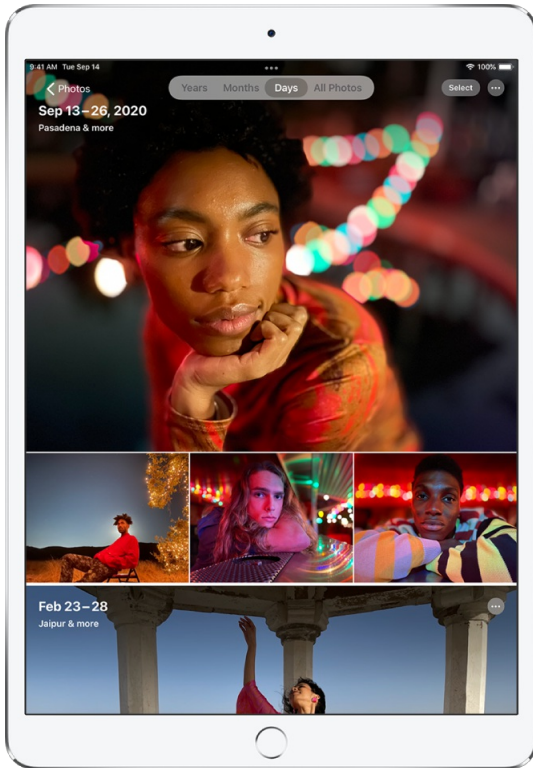
Browse photos in your library

To browse your photos and videos by when they were taken, tap Library, then select any of the following:

- *Years*: Quickly locate a specific year in your photo library.
- *Months*: View collections of photos that you took throughout a month, organized by significant events—like a family outing, social occasion, birthday party, or trip.
- *Days*: View your best photos in chronological order, grouped by the time or place the photos were taken.

- *All Photos*: View all of your photos and videos.

 **Tip:** When viewing All Photos, tap  to zoom in or out, view photos by aspect ratio or square, filter photos, or see photos on a map.

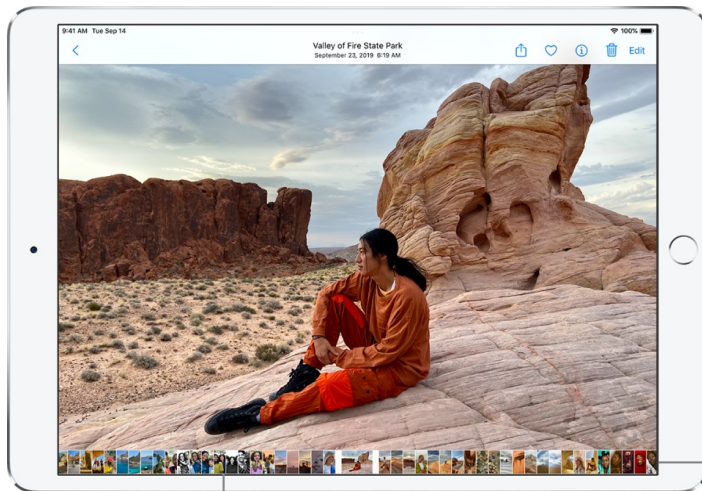


Photos removes similar photos and clutter (such as screenshots, whiteboards, and receipts) from Years, Months, and Days views. To see every photo and video, tap All Photos.

View individual photos

Tap a photo to view it in full screen on your iPad.


Double-tap or pinch out to zoom in on the photo—drag to see other parts of the photo; double-tap or pinch closed to zoom back out.




Swipe to browse through your photos.

Tap a thumbnail to view a photo.

 **Tip:** When viewing a Live Photo , touch and hold the photo to play it.


Tap  or drag the photo down to continue browsing or return to the search results.

See photo and video information

To see information about a photo or video, tap  or swipe up while viewing it in full screen. Depending on the photo or video, you see the following details:

- People identified in the photo
- A caption field to describe the photo or video, and make it easier to find in Search
- If the photo was shared with you in Messages
- The date and time the photo or video was taken; tap Adjust to edit the date and time
- The camera, lens, shutter speed, and file size
- Where the photo or video was taken; tap the link to view the location in Maps
- Items detected by Visual Look Up

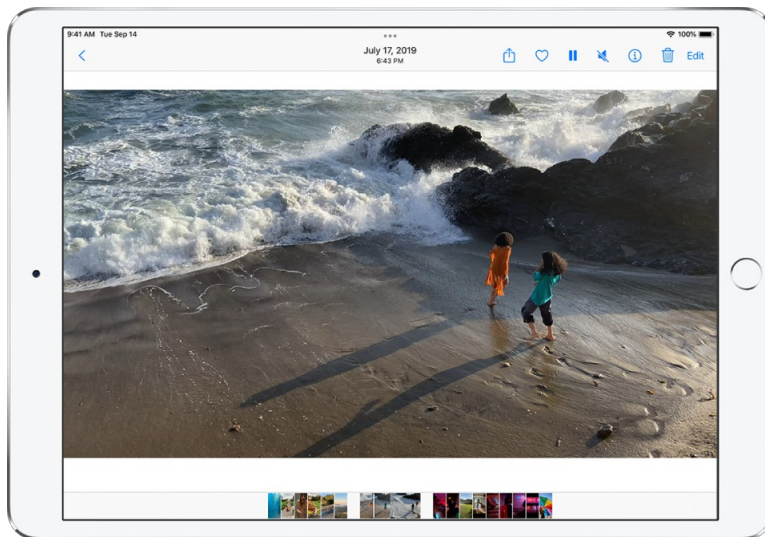
Play videos and slideshows in the Photos app on iPad

Use the Photos app  to play videos you've recorded or saved on your iPad. You can also create slideshows of the photos, videos, and Live Photos in your library.

Play a video


As you browse photos and videos in the Photos app, tap a video to play it on your iPad. While it plays, you can do any of the following:

- Tap the player controls at the top of the screen to pause, play, unmute, and mute; tap the screen to hide the player controls.
- Double-tap the screen to toggle between full screen and fit-to-screen.
- Touch and hold the frame viewer at the bottom of the screen to pause the video, then slide the viewer left or right to move back or forward.



Make and play a slideshow


You can create a slideshow to view a collection of photos and videos that you choose from your library. Slideshows are automatically formatted and set to music.

1. Tap Library.
2. View photos by All Photos or Days, then tap Select.
3. Tap each photo you want to include in the slideshow, then tap .
4. Tap Slideshow from the list of options.

To change the slideshow theme, music, and more, tap the screen while the slideshow plays, then tap Options.

Note: You can also make a slideshow from an album. Tap Albums, tap the album you want to create a slideshow from, then follow the steps above.


Delete and hide photos and videos on iPad

In the Photos app , you can delete photos and videos from your iPad or hide them in the Hidden album. You can also recover photos you recently deleted. When you use iCloud Photos, any changes you make are saved across all your devices.

See [Use iCloud Photos on iPad](#).

Delete or hide a photo or video


Tap a photo or video, then do either of the following:

- *Delete*: Tap  to delete a photo from your iPad and other devices using the same iCloud Photos account.

Deleted photos and videos are kept in the Recently Deleted album for 30 days, where you can recover or permanently remove them from all devices.


- *Hide*: Tap , then tap Hide in the list of options.

Hidden photos are moved to the Hidden album. You can't view them anywhere else.


To turn off the Hidden album so it doesn't appear in Albums, go to Settings  > Photos, then turn off Hidden Album.

Recover or permanently delete deleted photos

To recover deleted photos, or to permanently delete them, do the following:

1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap Recently Deleted under Utilities.
 2. Tap Select, then choose the photos and videos you want to recover or delete.
 3. Choose Recover or Delete at the bottom of the screen.
-


Edit photos and videos on iPad

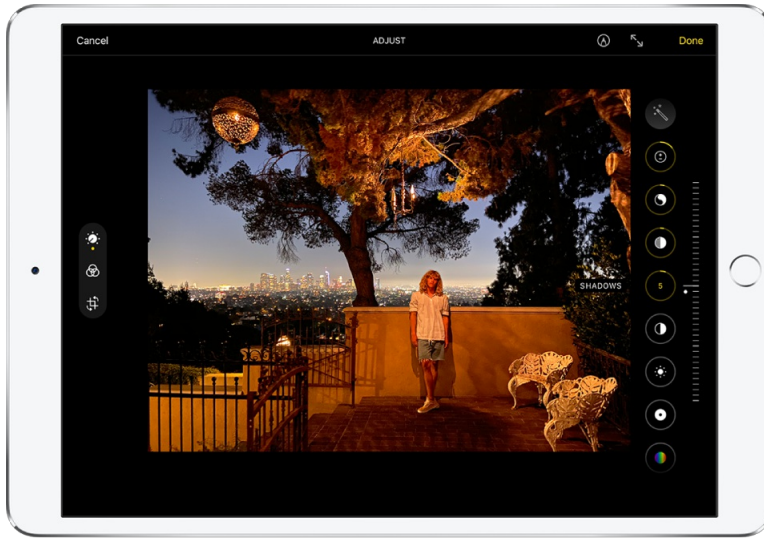
After you take a photo or video, use the tools in the Photos app  to edit it on your iPad. You can adjust the light and color, crop, rotate, add a filter, and more. If you don't like how your changes look, tap Cancel to revert back to the original.

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

Adjust light and color

1. Tap a photo or video thumbnail to view it in full screen.



If you're editing a video or a photo shot in Portrait mode, tap  on the left side of the screen.




2. Tap Edit, then swipe up on the right side of the screen to view the effects you can edit such as Exposure, Brilliance, Highlights, and Shadows.
3. Tap the effect you want to edit, then drag the slider to make precise adjustments.

The level of adjustment you make for each effect is indicated by the outline around the button, so you can see at a glance which effects have been increased or decreased. Tap the effect button to toggle between the edited effect and the original.

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

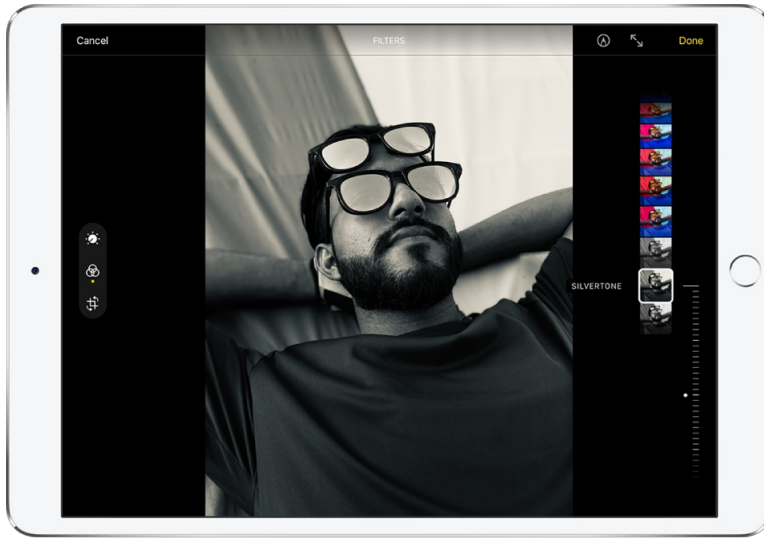
 **Tip:** Tap  to automatically edit your photos and videos with effects.

Apply filter effects

1. Tap a photo or video thumbnail to view it in full screen.
2. Tap Edit, then tap  on the left side of the screen.

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


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

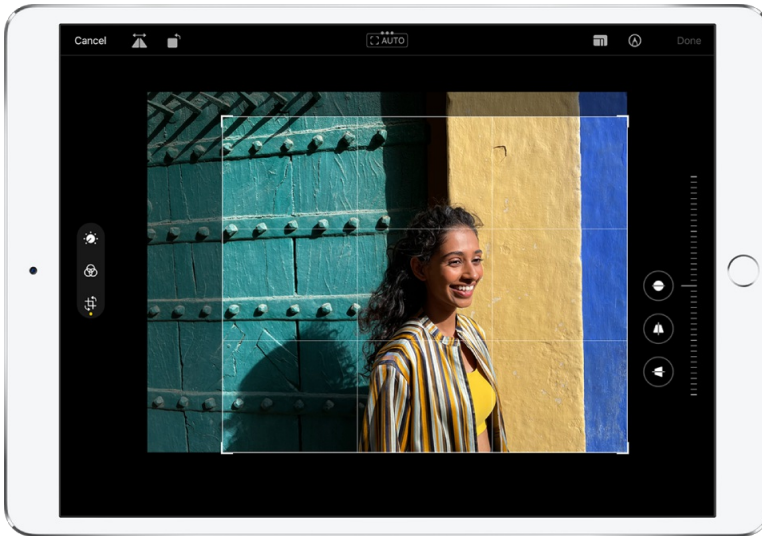





4. Tap Done to save your edits, or if you don't like your changes, tap Cancel, then tap Discard Changes.

Crop, rotate, or flip a photo or video


1. Tap a photo or video thumbnail to view it in full screen.

2. Tap Edit, tap  on the left side of the screen, then do any of the following:



- *Crop manually:* Drag the rectangle corners to enclose the area you want to keep in the photo, or you can pinch the photo open or closed.
 - *Crop to a standard preset ratio:* Tap  at the top of the screen, then choose an option at the bottom of the screen such as Square, 9:16, or 5:7.
 - *Rotate:* Tap  to rotate the photo 90 degrees.
 - *Flip:* Tap  to flip the image horizontally.
3. Tap Done to save your edits, or if you don't like your changes, tap Cancel, then tap Discard Changes.
-

Straighten and adjust perspective

1. Tap a photo or video thumbnail to view it in full screen.
2. Tap Edit, tap  on the left side of the screen, then tap the effect button that you want to edit on the right side of the screen: Straighten, Vertical, or Horizontal.
3. Drag the slider to adjust the effect.

The level of adjustment you make for each effect is displayed by the outline around the button, so you can see at a glance which effects have been increased or decreased. Tap the button to toggle between the edited effect and the original.



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

Revert an edited photo


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

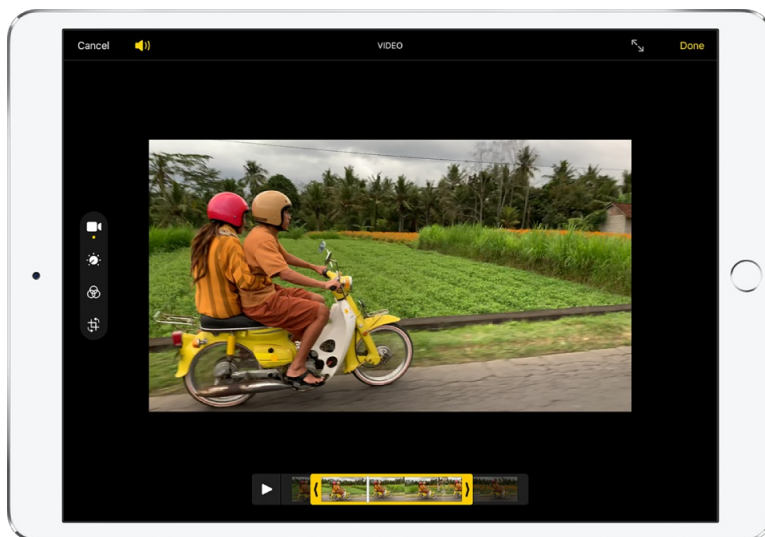
1. Open the edited image, tap Edit, then tap Revert.
 2. Tap Revert to Original.
-

Write or draw on a photo

1. Tap a photo to view it in full screen.
 2. Tap Edit, then tap .
 3. Annotate the photo using the different drawing tools and colors. Tap  to magnify, add a caption, text, shapes, or even your signature.
 4. Tap Done to save your edits, or if you don't like your changes, tap Cancel.
-

Trim video length and adjust slow motion on iPad

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



Trim a video

1. Open the video, then tap Edit.

2. Drag either end of the frame viewer to adjust the length, then tap Done.
3. Tap Save Video to save only the trimmed video, or Save Video as New Clip to save both versions of the video.


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

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

Change the slow-motion section of a video shot in Slo-mo mode

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


Edit Live Photos on iPad


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

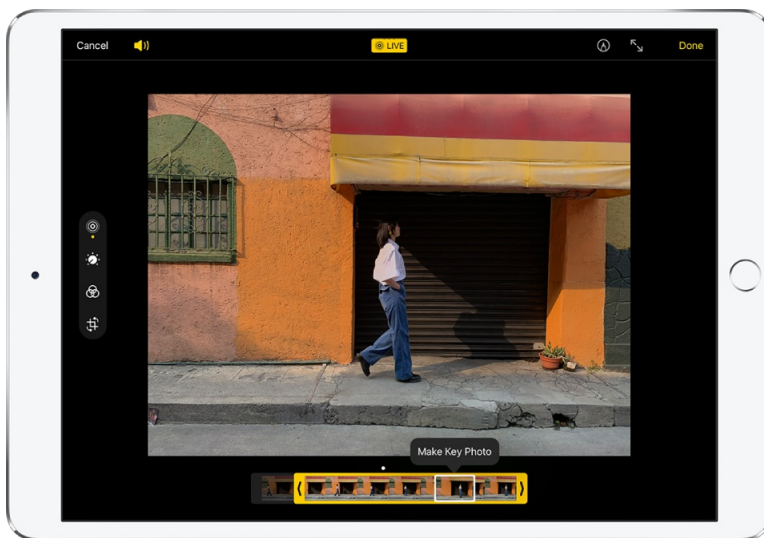
Edit a Live Photo

In addition to using the photo editing tools (like adding filters or cropping a photo), you can also change the key photo, trim the length, or mute the sound in your Live Photos (available on supported models).

1. Open the Live Photo and tap Edit.

2. Tap , then do any of the following:

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




Add effects to a Live Photo

You can add effects to Live Photos to turn them into fun videos (available on supported models).


1. Open the Live Photo.
2. Tap Live at the top of the screen, then choose one of the following:
 - *Loop:* Repeats the action in a continuous looping video.
 - *Bounce:* Rewinds the action backward and forward.
 - *Long Exposure:* Simulates a DSLR-like long exposure effect by blurring motion.

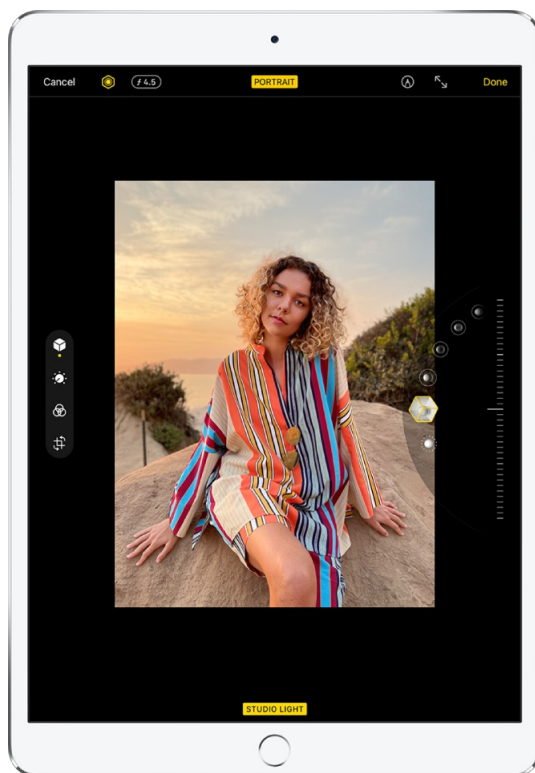
Edit Portrait mode photos on iPad

In the Photos app,  you can change and adjust the lighting effects in Portrait mode photos.

Edit Portrait Lighting effects in Portrait mode photos

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

1. Tap any photo taken in Portrait mode to view it in full screen.
2. Tap Edit, touch , then drag to choose a lighting effect.
 - *Natural Light*: The face is in sharp focus against a blurred background.
 - *Studio Light*: The face is brightly lit, and the photo has an overall clean look.
 - *Contour Light*: The face has dramatic shadows with highlights and lowlights.
 - *Stage Light*: The face is spotlit against a deep black background.
 - *Stage Light Mono*: The effect is like Stage Light, but the photo is in classic black and white.
 - *High-Key Light Mono*: Creates a grayscale subject on a white background—iPad Pro 11-inch (2nd generation or later) and iPad Pro 12.9-inch (4th generation or later) only.



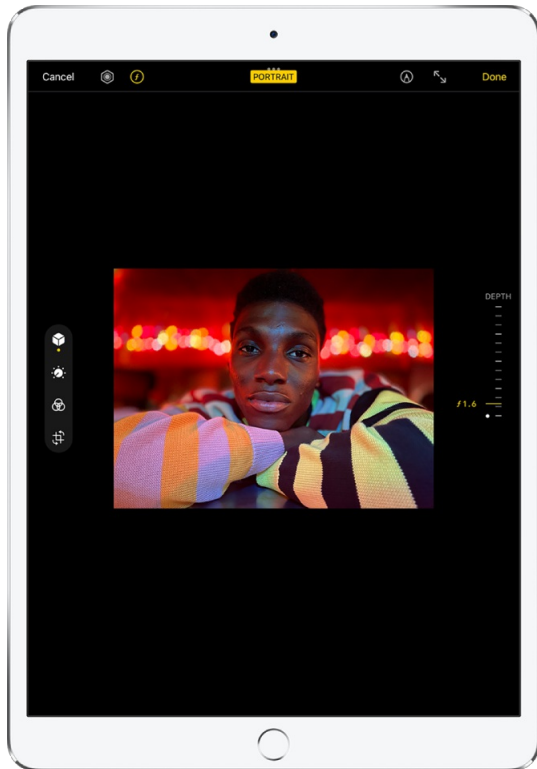
3. Tap Done to save your changes.

To undo the Portrait Lighting effect after you save, tap Edit, then tap Revert to go back to the original lighting.

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

Adjust Depth Control in Portrait mode photos

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




1. Tap any photo taken in Portrait mode to view it in full screen.
2. Tap Edit, then tap **f** at the top of the screen. When the button is yellow, the feature is on.
A slider appears next to the photo on the right side of the screen.
3. Drag the slider up or down to adjust the effect.
A white dot marks the original depth value for the photo.
4. Tap Done to save your changes.


Adjust Portrait Lighting in Portrait mode photos

On iPad Pro 11-inch (2nd generation or later) and iPad Pro 12.9-inch (4th generation or later), use the Portrait Lighting slider to adjust the intensity of the effects in your Portrait mode photos.

1. Tap any photo taken in Portrait mode to view it in full screen.


2. Tap Edit.

If  isn't yellow, tap it to turn the feature on.

3. Touch and drag  to change the Portrait Lighting effect, then drag the slider to adjust the effect.

4. Tap Done to save your changes.

Make photo albums on iPad

Use the Photos app  to view and organize your photos in albums.

If you use iCloud Photos, albums are stored in iCloud. They're up to date and accessible on devices where you're signed in with the same Apple ID. See [Use iCloud Photos on iPad](#).



Make a new album

1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap New Album below My Albums.


2. Name the album, then tap Save.

3. Tap the photos you want to add to the album, then tap Done.


To create a shared album, see [Share photos with Shared Albums in iCloud](#).


Add photos and videos to existing albums

1. View your library by Days or All Photos, then tap Select.


2. Tap the photo and video thumbnails that you want to add, then tap .
 3. Tap Add to Album from the list of options.
 4. Tap the album you want to add it to.
-

Remove photos and videos from an album



1. In an album, tap a photo or video to view it in full screen.
2. Tap , then remove the item from just the album or the album and your library.

To remove multiple photos or videos from an album, tap Select, tap the photos and videos you want to remove, then tap .

Edit and organize albums on iPad




You can rename, rearrange, and delete albums in the Photos app . You can also create folders to contain multiple albums. For example, you could create a folder named “Vacations,” and then create multiple albums within the folder of all your vacations. You can also create folders inside folders.

Rename, rearrange, and delete existing albums

1. Swipe from the left edge of the screen or tap  to show the sidebar.
2. Tap All Albums, tap Edit, then do any of the following:
 - *Rename*: Tap the album name, then enter a new name.
 - *Rearrange*: Touch and an album thumbnail, then drag to a new location.
 - *Delete*: Tap .
3. Tap Done.

Albums that Photos creates for you, such as Recents, People, and Places, can't be deleted.

Organize albums in folders

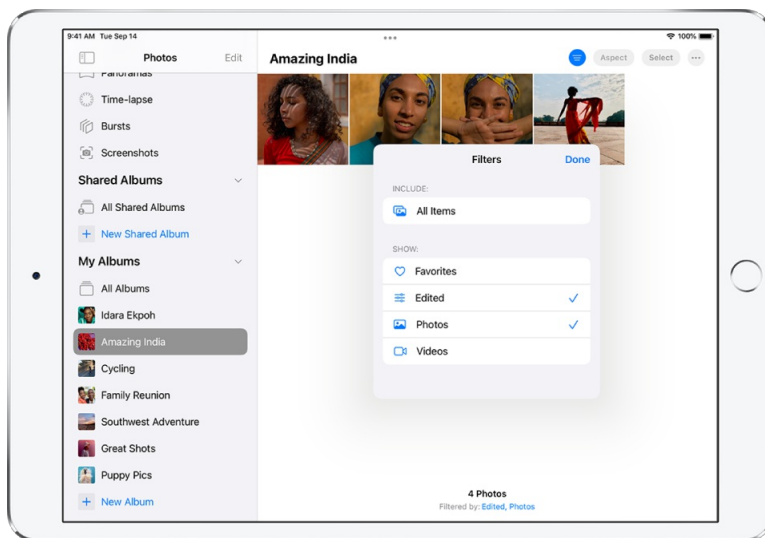
1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap All Albums below My Albums.
2. Tap , then tap New Folder.
3. Name the folder, then tap Save.
4. Open the folder, tap Edit, then tap  to create a new album or folder inside the folder.


Filter and sort photos in an album on iPad


You can filter and sort photos and videos in the albums you create in the Photos app 📷. For example, you can filter an album to show only videos, only photos, or photos and videos you marked as favorites. You can also sort photos and videos in an album by newest to oldest, oldest to newest, or in a custom order.

Filter photos and videos in an album

You can filter photos and videos in an album by favorites, edited, photos, and videos.

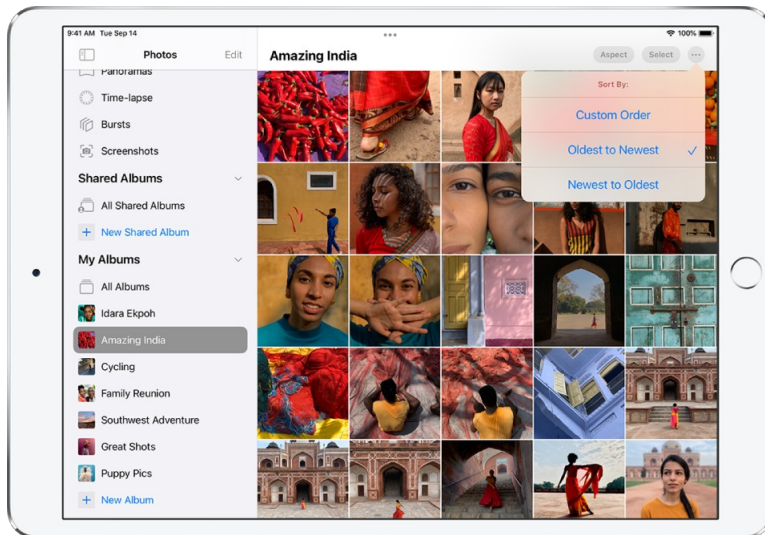



1. Tap , then tap Filter.
2. Choose how you want to filter the photos and videos in the album, then tap Done.

To remove a filter from an album, tap , tap All Items, then tap Done.

Sort photos in albums


You can sort photos and videos in an album by newest to oldest, or oldest to newest.




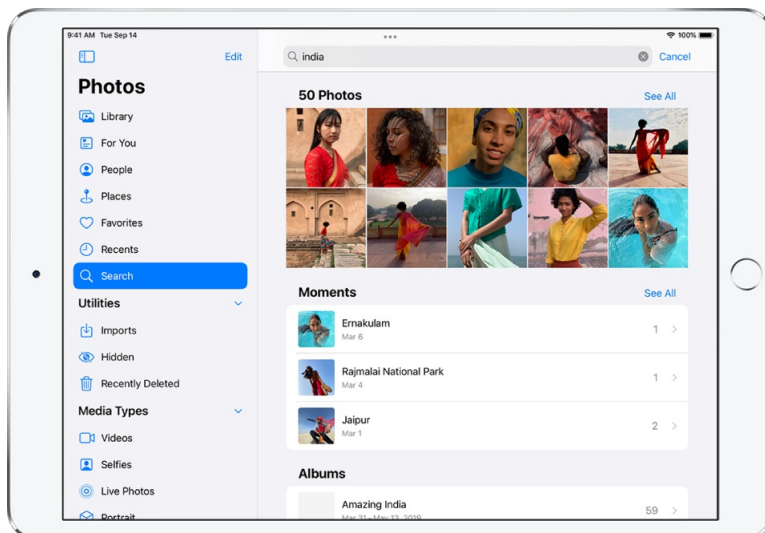
1. Tap , then tap Sort.
2. Choose to view by newest first or oldest first.


To move an individual photo, touch and hold the thumbnail, then drag it to a new location.

Search in Photos on iPad

When you tap Search in the Photos app , you see suggestions for people, places, and photo categories to help you find what you're looking for, or rediscover a moment you forgot about. You can also type a keyword into the search field—for example, a person's name, date, or location—to help you find a specific photo.

 **Ask Siri.** Say something like: "Show me photos from January 2019." [Learn how to ask Siri.](#)




Swipe from the left edge of the screen or tap  to show the sidebar, then tap Search. View photos in the suggested categories, or use the search field at the top of the screen to search by the following:




- Date (month or year)
- Place (city or state)
- Business names (museums or restaurants, for example)
- Category (beach or sunset, for example)
- Events (sports games or concerts, for example)
- Person (Lia or Gordon, for example)
- Caption (see [See photo and video information](#))

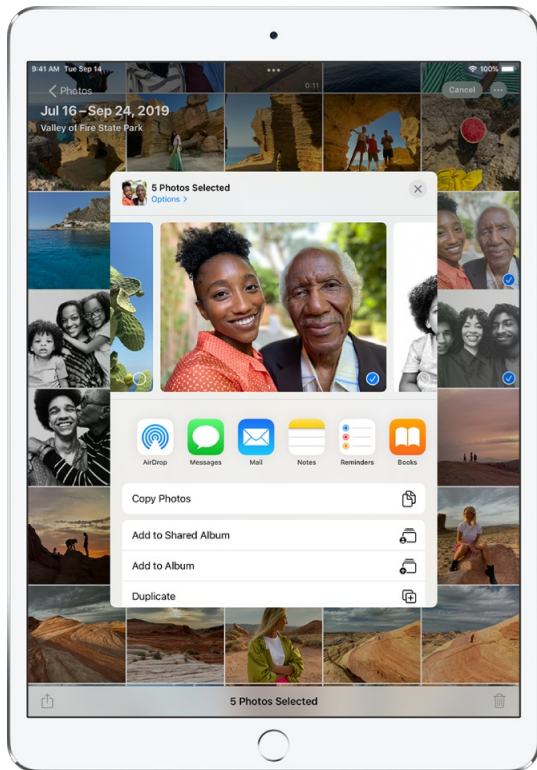
Looking for something more specific? Refine your search with multiple keywords—simply keep adding keywords until you find the photo you want. Search also suggests keywords to add to your search.

Share photos and videos on iPad

Share photos and videos from the Photos app  in Mail or Messages, or other apps you install. Photos even selects your best photos from an event and recommends people you may want to share them with.

Share photos and videos

- *Share a single photo or video:* Open the photo or video, tap , then choose how you want to share.
- *Share multiple photos or videos:* Tap Library, tap All Photos, tap Select, then tap the photos you want to share. Tap , then choose a share option.
- *Share photos or videos from a Day or Month:* Tap Library, tap Days or Months, tap , then tap Share Photos to share all the photos from that day or month.




When [iCloud Photos](#) is turned on, you can share multiple full-quality photos with an iCloud link. iCloud links remain available for 30 days, can be viewed by anyone, and can be shared using any app, such as Messages or Mail.

You can also use Shared Albums to share photos and videos with just the people you choose. See [Share iPad photos with Shared Albums in iCloud](#).

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



Share photos with Sharing Suggestions

Sharing Suggestions recommends a set of photos from an event that you may want to share and, based on the people in the photos, who you may want to share the photos with. After you share your photos, the recipients are prompted to share their photos from the event with you. [iCloud Photos](#) must be turned on to see Sharing Suggestions, but the photos you share can be viewed by anyone.

1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap For You.
2. Choose a photo collection from Sharing Suggestions.




Photos suggests sharing the photos you took with the people who were also at the event. You can choose who to share with, as well as add others.

3. Tap Share in Messages.


- *To send the link to more friends, or to stop sharing it:* Tap the collection, tap , then choose Copy iCloud Link or Stop Sharing.
- *To remove a photo collection from Sharing Suggestions:* Tap , then tap Remove Sharing Suggestion.


Need more help? See the Apple Support article [Use Sharing Suggestions in Photos](#).



Save or share a photo or video you receive


- *From email:* Tap to download the item if necessary, then tap . Or, touch and hold the item, then choose a sharing or saving option.
 - *From a text message:* Tap the photo or video in the conversation, tap , then choose a sharing or saving option.
 - *From an iCloud link:* Tap the iCloud link to view the collection. Photos and videos shared with the link are saved to your library and as a collection in For You. To share the collection, tap , then tap Share.
-

View photos and videos shared with you on iPad


When someone shares photos and videos with you using the Messages app, you can easily find them in Shared with You in the Photos app .

1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap For You.
 2. Do any of the following:
 - Tap a photo to view it in full screen, then save to your library, share, or delete.
 - Tap See All to view all photos shared with you.
 - Tap the name of the person who shared the photo, then reply to them using the Messages app.
-

 **Tip:** You can also tap Library, then tap All Photos to see photos and videos shared with you. Shared photos and videos display  on the corner of the thumbnail. Tap the thumbnail to share, save, or delete.

To turn off Shared with You, go to Settings  > Messages > Shared with You, then turn off Photos (green is on).

Use Live Text and Visual Look Up in Photos on iPad

When you view a photo in the Photos app , you can use Live Text to copy and share text within the photo, translate languages, open a website, or make a call. Photos can also identify and share information about popular landmarks, art, plants, pets, and more found within your photos.

Use Live Text

To use Live Text, open a photo, then do any of the following:

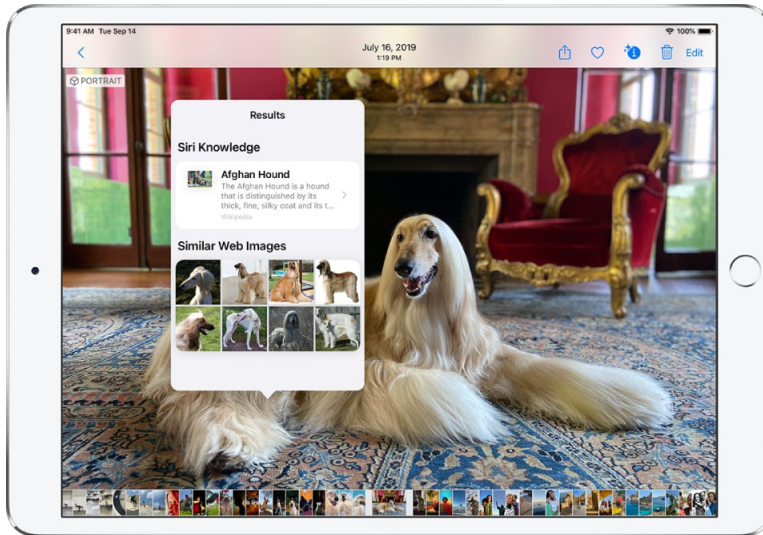
- *Copy text:* Touch and hold a word, move the grab points to adjust the selection, then tap Copy. To select all the text in the photo, tap Select All.
 - *Search text on the web:* Touch and hold a word, move the grab points to adjust the selection, then tap Look Up.
 - *Translate text:* Touch and hold a word, move the grab points to adjust the selection, then tap Translate.
 - *Share text:* Touch and hold a word, move the grab points to adjust the selection, tap Share, then choose how you want to share.
 - *Go to a website, make a call, or start an email:* Tap <new icon to come>, then tap the website, phone number, or email address.
-

Use Visual Look Up

Learn more about popular landmarks, art, plants, flowers, pets, and other objects that appear in your photos.

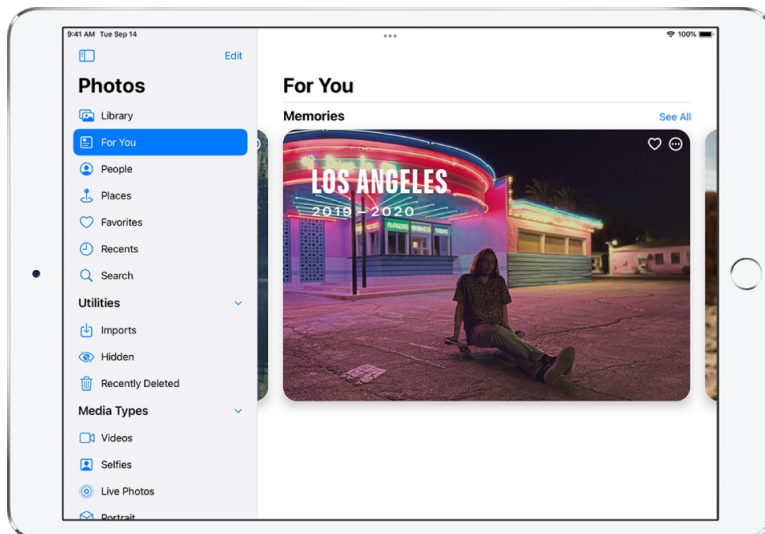
1. Open a photo in full screen, <new icon to come> indicates Visual Look Up information is available for that photo.
2. Swipe up on the photo or tap <new icon to come>.

3. Tap the icon that appears in the photo to view Siri Knowledge and more information about the object.





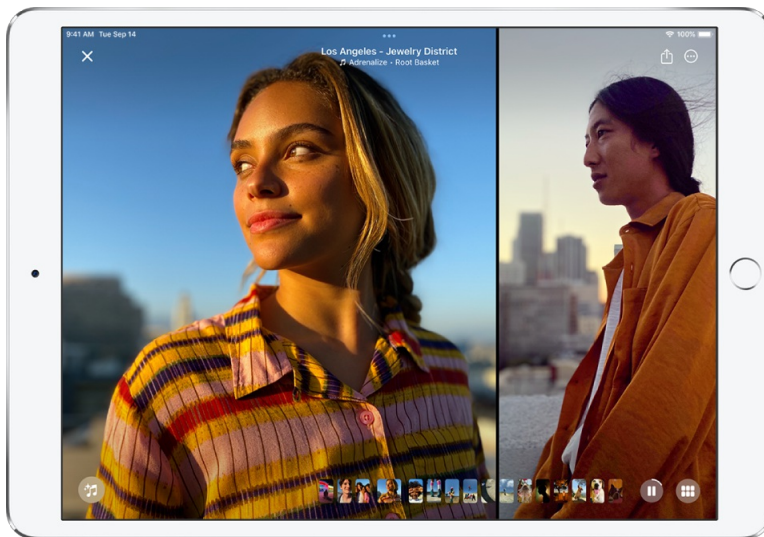
View Memories in Photos on iPad

The Photos app 📷 scans your library to create personalized collections of your photos and videos called *Memories*. Memories feature significant people, places, and events that are curated and set to music based on the content of the memory. You can customize memories by changing the title, look, length, and music to make them even more personal.





Play a memory

1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap For You.
2. Tap a memory to play it.
3. To pause, do either of the following:
 - Touch and hold the screen.
 - Tap the screen, then tap .
4. To go backward or forward, do any of the following:
 - Swipe left or right.
 - Tap the left or right side of the screen.
 - Tap the memory, then slide the frames at the bottom of the screen left or right.




Create a memory


You can create your own memory from an event, a specific day in your library, or an album.

1. Tap Library, tap Days or Months, then tap . Or, tap Albums, open an album, then tap .
2. Tap Play Memory Movie.

Delete a memory or feature less




1. Tap For You, then tap  in the top-right corner of the memory you want to delete.
2. Tap Delete Memory or tap Feature Less to see fewer photos or memories of a specific date, place, holiday, or person.

Share a memory



1. Tap For You, then play the memory you want to share.
 2. While the memory plays, tap the screen, tap , then choose how you want to share.
-

Share photos from a memory

You can share multiple or individual photos from a memory.


- *Share multiple photos:* While the memory plays, tap <browse icon>, tap , then tap the photos you want to share, or tap Select All. Tap , then choose how you want to share.
 - *Share a single photo:* While the memory plays, tap <browse icon>, touch and hold the photo you want to share. Tap , then choose how you want to share.
-

Add a memory to Favorites

Tap For You, then tap  in the top-right corner of the memory. Or, while a memory is playing, tap the screen, tap , then tap Add To Favorites.

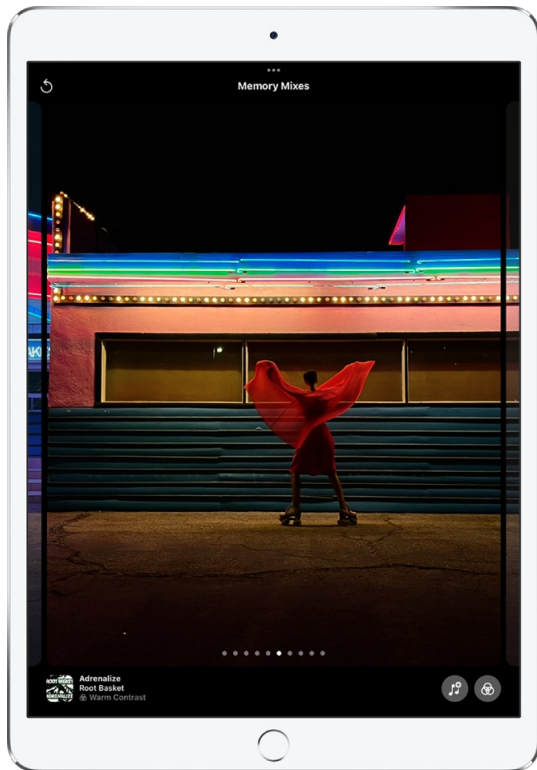
To view your favorite Memories, tap For You, tap See All, then tap Favorites.


Personalize your Memories in Photos on iPad

In the Photos app , you can edit your memories to make them even more personal. Try out Memory Mixes, curated combinations of cinematic looks and songs that match the pacing of the memory. Or, browse top song suggestions from Apple Music chosen by the content of the memory. Song suggestions also recommends songs that were popular at the time and location of the memory, or what you were listening to at the time. You can also edit the title of a memory, change the length, and remove photos.

Add a memory mix

Memory mixes are curated combinations of photographic looks and corresponding songs that you can apply to a memory. For each memory, you can choose between multiple memory mixes, or select your own photographic look and song from Apple Music.



1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap For You.
2. Tap a memory to play it.
3. Tap the screen, then tap <music icon>.
4. Swipe left to view different memory mixes.

Note: You can also tap <music plus icon> to change just the song, or tap <filter icon> to change just the look.

5. Tap the screen to apply the mix you want.
-


Change the memory music

You can change a memory's music by choosing from suggested songs or memory soundtracks in Apple Music. Apple Music subscribers can also access the Apple Music library and view suggested songs based on musical preferences or songs played at the time the memory was made.

1. Play a memory, then tap the screen.
 2. Tap <music icon>, then tap <music plus icon>.
 3. Tap a song, then tap Done.
-


Edit the memory title and subtitle

You can change or edit the title and subtitle of a memory.


1. Tap  in the top-right corner of the memory, then tap Change Title.
 2. Enter the new title or subtitle in the text field, then tap Save.
-

Change the length of a memory


Depending on the number of photos in a memory, you can change the length of a memory to be long, medium, or short.

1. Play a memory, then tap the screen.
 2. Tap , then tap Short, Medium, or Long.
-


Remove photos from a memory

1. Play a memory, then tap the screen.
 2. Tap , then tap Manage Photos.
 3. Uncheck the photos you want to remove, then tap Done.
-

Delete a memory or feature less


1. Tap  in the top-right corner of the memory you want to delete.
 2. Tap Delete Memory or tap Feature Less to see fewer photos or memories of a specific date, place, holiday, or person.
-

Find people in Photos on iPad

The Photos app  scans your photo library for people's faces and adds the most frequently found faces to the People album. When you add names to the faces, you can search for photos by name.

Note: With iCloud Photos, your People album is kept up to date on all your devices that meet these minimum system requirements: iOS 11, iPadOS 13, and macOS 10.13. (You must be signed in with the same Apple ID on all the devices.)

Find photos of a specific person

To find photos of a specific person, swipe from the left edge of the screen or tap  to show the sidebar, then do either of the following:

- Tap the People album, then tap a person to see all of the photos they're in.
 - Tap Search, then enter a person's name in the search field.
-


Add a person to your People album

1. Open a photo of the person you want to add, then tap <new icon> or swipe up to see the photo details.
 2. The people identified in the photo appear in the bottom-left corner of the photo. Tap the face of a person with a question mark next to their picture to identify them.
 3. Tap Tag with Name.
 4. Type their name, tap Next, then tap Done.
-

Name a person in your People album

1. Tap the People album in the sidebar.
 2. Tap the face of the person whose name you want to add.
 3. Tap Add Name at the top of the screen, then enter the person's name.
 4. Tap Next.
 5. If there's a face identified as two or more people in the People album, tap Select, tap each instance of the person, then tap Merge.
-

Set a person's key photo


1. Tap the People album in the sidebar, then tap a person.
 2. Tap Select, then tap Show Faces.
 3. Choose the photo you want to set as the key photo.
 4. Tap , then tap Make Key Photo.
-

Fix misidentifications


1. Tap the People album in the sidebar, then tap a person.
2. Tap Select, then tap Show Faces.
3. Tap the misidentified face.

4. Tap , then tap Not This Person.
-


Browse photos by location on iPad

The Photos app  creates collections of your photos and videos in the Places album based on where they were taken. View photos taken in a specific location, or look for photos taken nearby. See a collection of all your places on a map, or even watch a Memory of a certain place.

Browse photos by location

1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap Places.
2. Select Map or Grid view.

Only pictures and videos that have embedded location information (GPS data) are included.

 **Tip:** Pinch to zoom in and out, or drag the map to see more locations.


See where a photo was taken

1. Open a photo, then swipe up to see the photo details.
 2. Tap the map or address link to see more details.
-

Look for photos taken nearby

1. Tap a photo to view it in full screen.
 2. Swipe up, then tap Nearby Photos.
-

Watch a location-based Memory


1. In the sidebar, tap Places, then tap Grid.
 2. Find a location with several images, then tap the location heading.
 3. Tap  to play the Memory.
-

Use iCloud Photos on iPad

iCloud Photos automatically uploads the photos and videos you take and stores them in their original format at full resolution. You can access your photos and videos in iCloud Photos on any device where you're signed in with the same Apple ID.


To use iCloud Photos, you need a device that meets these minimum system requirements: iOS 8.1, iPadOS 13, OS X 10.10.3, or a PC with iCloud for Windows 7.

Turn on iCloud Photos

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

Save space on your iPad

iCloud Photos can help you make the most of the storage space on your iPad. When Optimize iPad Storage is turned on, all your full-resolution photos and videos are stored in iCloud in their original formats, with storage-saving versions kept on your iPad as space is needed.

Optimize iPad Storage is turned on by default. To turn it off, go to Settings  > [your name] > iCloud > Photos, then tap Optimize iPad Storage.

View and share a full-resolution photo or video


1. Select a photo or video from your library, tap Edit, then tap Cancel.

The full-resolution photo or video downloads automatically.

2. Tap , then choose the device that you want to share it with.
-


Upgrade your iCloud storage to store more photos

If your uploaded photos and videos exceed your storage plan, you can upgrade your iCloud storage.


Go to Settings  > [your name] > iCloud > Manage Storage > Change Storage Plan.

Need more help? See the Apple Support article [Set up and use iCloud Photos](#).


Share iPad photos with Shared Albums in iCloud

With Shared Albums in the Photos app , you can share photos and videos with just the people you choose. They can also add their own photos, videos, and comments. Shared Albums works with or without iCloud Photos and My Photo Stream.


Turn on Shared Albums

Go to Settings  > [your name] > iCloud > Photos, then turn on Shared Albums.


Create a new shared album

1. Swipe from the left edge of the screen or tap  to show the sidebar.
 2. Tap New Shared Album under Shared Albums.
 3. Give the album a name, then tap Next.
 4. Choose people to invite, or type an email address or phone number, then tap Create.
-

Turn on public viewing in iCloud

1. Select a shared album in the sidebar.
 2. Tap , then turn on Public Website.
-

Add photos and videos to a shared album

1. Select a shared album in the sidebar, then tap .
2. Select all the items you want to add, then tap Done.
3. Add a comment if you want, then tap Post.

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


Add or remove subscribers, or turn notifications on or off

Select the shared album, tap , then do any of the following:

- *Add subscribers:* Tap Invite People, then enter the names of the subscribers you want to add.
Subscribers can add photos and videos to the album. Tap the Subscribers Can Post button so only you can add photos and videos. Tap again to allow subscribers to post.
 - *Remove subscribers:* Tap the name of the subscriber, then tap Remove Subscriber.
 - *Turn notifications off:* Tap the Notifications button. Tap again to turn Notifications on.
-

Delete photos, videos, and comments from a shared album

You must be the owner of the shared album to delete photos or videos.


- *Delete photos and videos:* In a shared album, tap Select. Select the photos or videos you want to delete, then tap .

- *Delete comments:* While viewing the comment in a shared photo, touch and hold, then tap Delete.
-

Rename a shared album


1. Tap Edit at the top of the sidebar.
 2. Touch and hold the album name until a cursor appears, then enter a new name.
-

Subscribe to a shared album

When you receive an invitation, tap , tap Accept. You can also accept an invitation in an email.

Note: To use Shared Albums, your iPad must be connected to Wi-Fi. Shared Albums works over both Wi-Fi and cellular networks. Cellular data charges may apply. See [Connect to the internet](#).

Use My Photo Stream on iPad

Use My Photo Stream with the Photos app  to access recent photos on any iPhone, iPad, or iPod touch. Up to 1000 images are stored automatically for 30 days without using iCloud storage space or iCloud Photos.

My Photo Stream automatically uploads your most recent photos to iCloud; you can even see them on devices that aren't using iCloud Photos. (My Photo Stream doesn't upload Live Photos or videos.) You must be signed in on all devices using the same Apple ID.

Turn on My Photo Stream

My Photo Stream doesn't count against your iCloud storage and only saves still photos. Your photos automatically upload when you leave the Camera app and are connected to Wi-Fi, but edits aren't updated across all devices.

Go to Settings  > [your name] > iCloud > Photos, then turn on Upload to My Photo Stream.


If you recently created your Apple ID, My Photo Stream might not be available. If My Photo Stream isn't available, use [iCloud Photos](#) to keep your photos and videos in iCloud.

Note: My Photo Stream is automatically turned off if you use iCloud Photos.

Save photos from My Photo Stream to your iPad



Images in My Photo Stream remain in iCloud for 30 days—after that, they're removed. To keep these photos, you must save them from My Photo Stream to your iPhone, iPad, or iPod touch.

1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap My Photo Stream.

2. Tap Select, then select all photos you want to save.
 3. Tap , then tap Save Image.
-

Manage photos in My Photo Stream


Tap the My Photo Stream album, tap Select, then do any of the following:

- *Save your best shots to iCloud or your device:* Select the photos, then tap Add To.
- *Share, print, or copy:* Select the photos, then tap .
- *Delete photos:* Select the photos, then tap .

Although deleted photos are removed from My Photo Stream on all your devices, the original photos remain in Photos on the device on which they were taken. Photos that you save to another album on a device or computer also aren't deleted.

Photos in My Photo Stream don't count against your iCloud storage, and they're kept for 30 days in iCloud (up to 1000 photos). Download photos to your iPhone, iPad, iPod touch, or computer if you want to keep them permanently. See the Apple Support article [My Photo Stream](#).

Import photos and videos to iPad



You can import photos and videos directly to the Photos app  from a digital camera, an SD memory card, or another iPhone, iPad, or iPod touch that has a camera. Depending on your model, use the Lightning to USB Camera Adapter, the USB-C to SD Card Camera Reader, or the Lightning to SD Card Camera Reader (sold separately).

1. Insert the camera adapter or card reader into the Lightning or USB-C connector on iPad.
2. Do one of the following:
 - *Connect a camera:* Use the USB cable that came with the camera to connect the camera to the camera adapter. Turn on the camera, then make sure it's in transfer mode. For more information, see the documentation that came with the camera.
 - *Insert an SD memory card into the card reader:* Don't force the card into the slot on the reader; it fits only one way.
 - *Connect an iPhone, iPad, or iPod touch:* Use the USB cable that came with the device to connect it to the camera adapter. Turn on and unlock the device.
3. Open Photos on your iPad, then tap Import.

4. Select the photos and videos you want to import, then select your import destination.
 - *Import all items:* Tap Import All.
 - *Import just some items:* Tap the items you want to import (a checkmark appears for each), tap Import, then tap Import Selected.
5. After the photos and videos have been imported, keep or delete them on the camera, card, iPhone, iPad, or iPod touch.
6. Disconnect the camera adapter or card reader.

Print photos on iPad to an AirPrint-enabled printer


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

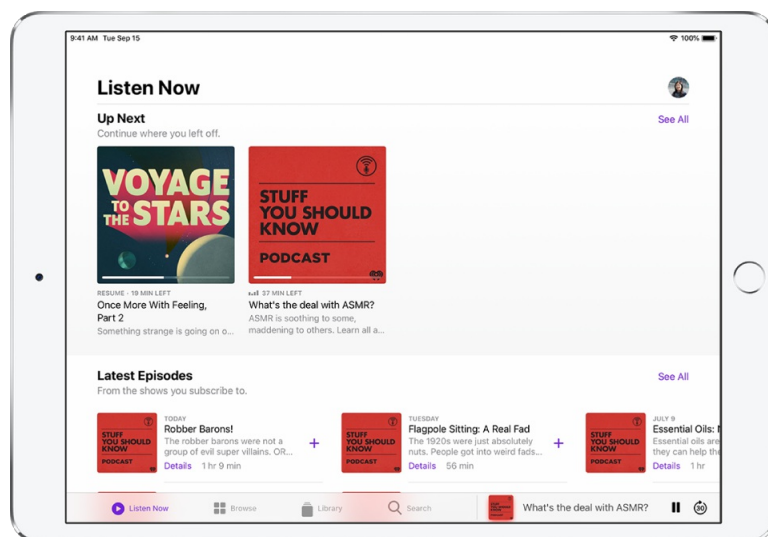
- *Print a single photo:* While viewing the photo, tap , then tap Print.
- *Print multiple photos:* While viewing photos, tap Select, select each photo you want to print, tap , then tap Print.

See [Print from iPad](#).

Podcasts



Find podcasts on iPad

Use the Podcasts app  to find shows about science, news, politics, comedy, and more. If you find a show you like, you can *follow* it to add it to your library. Then you can easily listen offline, get notified about new episodes, and more.



Note: Shows may offer subscriptions that give you access to exclusive shows and episodes, new releases, episodes without ads, and more. To manage your subscriptions, see [Subscribe to a show or channel on iPad](#).

Find podcasts

- *Search by title, person, or topic:* Tap Search, then enter what you're looking for.
- *Discover new shows:* Tap Browse to see New & Noteworthy, featured shows, and the Apple editorial collections. You can also tap Search to see Top Charts and browse by categories.
-  **Tip:** When you listen to episodes, personalized recommendations appear on the Listen Now screen (below Up Next) to help you discover your next show.
- *Add shows by URL:* Tap Library, tap , then tap Add a Show by URL.


Note: The URL must be in RSS format.

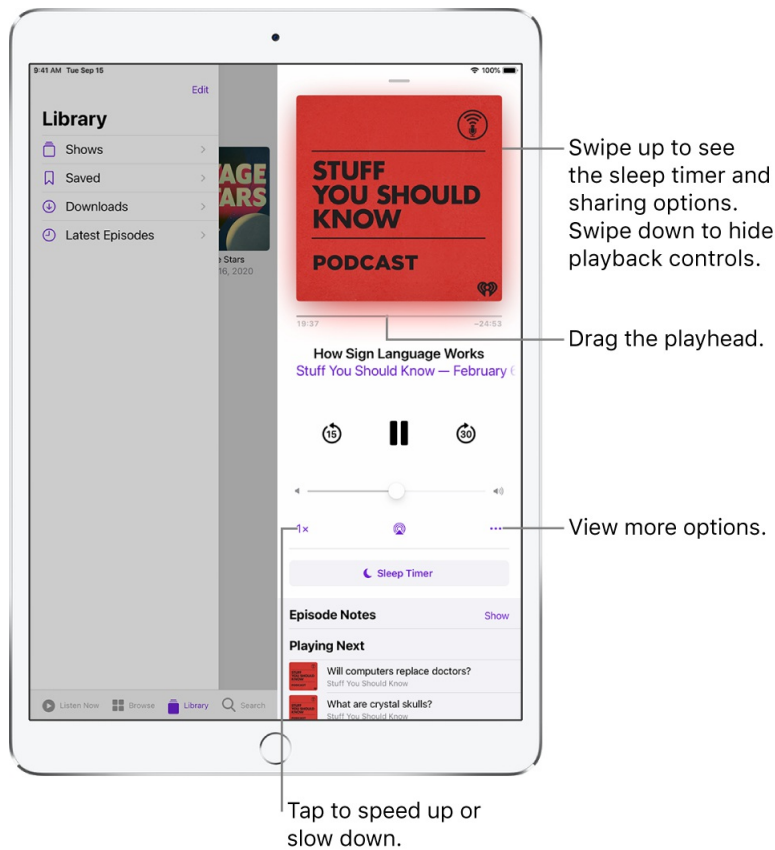
Browse episodes within a specific podcast


1. Tap a podcast to see its information page.
2. Scroll to see recent episodes or tap See All (if available).

See also [Download, save, and share podcast episodes on iPad](#).

Listen to podcasts on iPad

In the Podcasts app , you can play an episode, listen to an episode when you're offline, set a sleep timer, and use the playback controls.




 **Ask Siri.** Say something like: “Play the newest episode of ‘The Daily’ podcast.” [Learn how to ask Siri.](#)

Play a podcast

- Tap an episode.

To pick up where you left off in a show or resume playing a previous episode, tap Listen Now, then tap an episode below Recently Played.

 **Tip:** To jump to a specific time in the episode, drag the slider below the show’s artwork.








Set a sleep timer

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

1. Tap the player at the bottom of the screen to open the Now Playing screen.
2. Tap Sleep Timer, then choose an option.

Use the playback controls

When an episode plays, you see the playback controls at the bottom of the Now Playing screen. Tap the player to open the Now Playing screen to see the playback controls.


Control	Description
	Play
	Pause
	Jump back 15 seconds To change the number of seconds you skip back, go to Settings > Podcasts, then tap Back.
	Jump forward 30 seconds To change the number of seconds you skip forward, go to Settings > Podcasts, then tap Forward.
	Choose a faster or slower playback speed
	Stream the audio to other devices
	Choose more actions such as sharing or downloading the episode

Follow your favorite podcasts on iPad

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

Follow a podcast


When you follow a podcast, it's added to your library.

1. Tap a show to see its information page.
2. Tap .

Or you can touch and hold a show's artwork, then tap Follow.


Unfollow a podcast

1. Tap a show to see its information page.

2. Tap  in the top-right corner of the screen, then tap Unfollow.


Or you can touch and hold a show's artwork, then tap Unfollow.

Change the episode playback order


1. Tap Library to see podcasts you follow, then tap a show to see its information page.
 2. Tap , then tap Settings.
 3. Choose Oldest to Newest or Newest to Oldest.
-

Get notifications for new episodes

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



1. Tap Listen Now.
 2. Tap  or your profile picture.
 3. Tap Notifications, then turn Notifications on or off.
-

Limit the number of downloads from each podcast

1. Tap Library to see podcasts you follow, then tap a show to see its information page.
 2. Tap , then tap Settings.
 3. Tap Limit Downloads, then select an option to limit downloads by number or time.
-


Organize your podcast library on iPad

Use Library to customize the podcasts you follow, catch up on the latest episodes, and create your own playlists.

- **Shows:** Tap to see the shows you follow and episodes you downloaded. If you downloaded individual episodes from podcasts you don't follow, tap All to see them. Tap Followed to view only shows you follow. You can tap any show or episode to see the show's information page.
 - **Saved:** Episodes you marked as  appear.
 - **Downloaded:** Episodes you downloaded appear here. You can listen to these episodes without an internet connection.
 - **Latest Episodes:** The most recent episodes from each show you follow are automatically downloaded and displayed here. To change how long episodes stay in this playlist, tap .
-


Create your own station

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


1. Tap Library, then swipe left to view your Library menu.
2. Tap  in the top-right corner of the Library menu.
3. Tap New Station, then add a title.
4. Tap Choose Podcasts.

To adjust the number of episodes from each podcast that are added to your station, tap the station you want to change, tap Station Settings, then tap Episodes.

Change the episode playback order

1. Tap Library, then tap a show to see its information page.
 2. Tap , then tap Settings.
 3. Choose an option, like Oldest to Newest.
-

Limit the number of downloads from each podcast


1. Tap Library to see podcasts you follow, then tap a show to see its information page.
 2. Tap , then tap Settings.
 3. Tap Limit Downloads, then select an option to limit downloads by number or time.
-

Mark an episode as played

1. Tap Library, then tap a show.
2. Swipe right on an episode, then tap Played.

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

Hide episodes you've already played

1. Tap Library, then tap a show to see its information page.
2. Tap , then tap Hide Played Episodes.



To automatically hide all episodes you've already played, go to Settings > Podcasts, then turn on Hide Played Episodes.

Download, save, and share podcast episodes on iPad

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



Save and download an episode

Download an episode so you can play it when you're offline.



1. Tap Library, then tap a show to see its information page.
2. Swipe left on an episode, then tap  or .

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


Remove a downloaded or saved episode

1. Tap Library, then tap a show to see its information page.
 2. Swipe left on an episode, then tap Remove Download or Unsave. If you're looking at a specific episode, tap  or tap .
-

Share a podcast show or episode

1. Tap Library, then tap a show to see its information page.
 2. Tap  in the top-right corner of the screen, then tap Share Show. Or to share a specific episode, tap  next to the episode, then tap Share Show.
-

Subscribe to a show or channel on iPad

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

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


Subscribe to a show or channel

1. Select the show or channel you want to subscribe to.

When you subscribe to a show, you automatically follow it. See [Follow your favorite podcasts on iPad](#).

2. Tap the subscription button (if available).
-

Change or cancel your subscriptions

1. Tap Listen Now.
 2. Tap  or your profile picture, then tap Manage Subscriptions.
 3. Tap a subscription to change or cancel it.
-

Share Apple Podcasts subscriptions

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

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


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



See also the Apple Support article [Get and manage your Apple Podcasts Subscriptions](#).

Change your download settings for Podcasts on iPad


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

Turn automatic downloads on or off

1. Go to Settings  > Podcasts.
2. Turn Enable When Following (under Automatic Downloads) off or on.


 **Tip:** To automatically download a particular podcast, open the Podcasts app , touch and hold the show's artwork on the Library screen, tap Settings, then turn on Automatic Downloads.

Remove downloaded podcasts after you listen to them

1. Go to Settings  > Podcasts.
2. Turn on Remove Played Downloads (under Episode Downloads).

Or, to adjust this setting for a particular podcast you follow, touch and hold the show's artwork on the Library screen, tap Settings, then turn on Remove Played Downloads.

Limit how much cellular data is used when downloading podcasts (Wi-Fi + Cellular models)

Go to Settings  > Podcasts, then choose any of the following:


- *Block downloads over cellular data when downloading podcasts that you follow:* Turn on Block Downloads Over Cellular.
 - *Ask to be notified when an episode will use cellular data to download:* Tap Cellular Downloads, then choose an option.
-

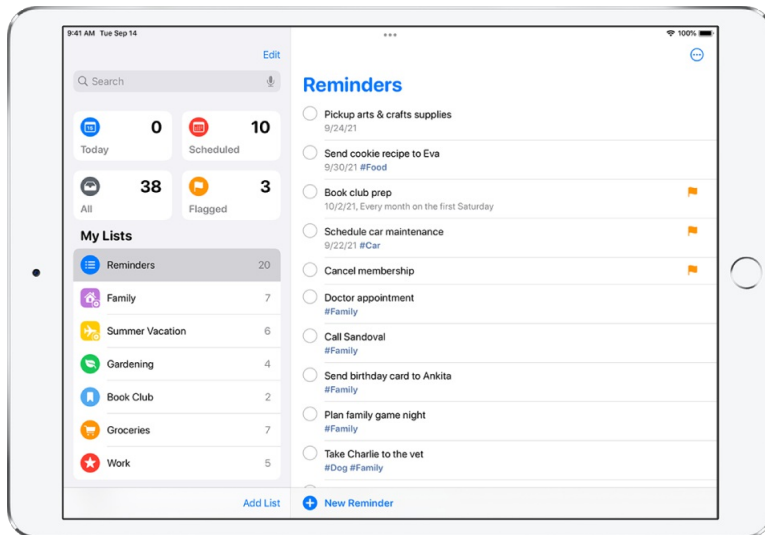
Turn off automatic syncing across Apple devices

1. Go to Settings  > Podcasts.
 2. Turn off Sync Podcasts (below Podcasts Settings).
-

Reminders

Add reminders on iPad

In the Reminders app , you can easily make to-do lists for things like grocery shopping, tasks around the house, and projects at work. Create subtasks, set flags, add attachments, and more.



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

Create a new list

1. Tap Add List, then choose an account (if you have more than one account).
 2. Enter a name, then choose a color and symbol for the list.
-



Add a new reminder





 **Ask Siri.** Say something like: “Add artichokes to my groceries list.” [Learn how to ask Siri.](#)

Or do the following:

1. Tap New Reminder, then enter text. Or if you have Apple Pencil, write in the text field.

2. Use the buttons above the keyboard to do any of the following:

- *Schedule a date and time:* Tap , then choose when you want to be reminded.
- *Add a location:* Tap , then choose where you want to be reminded—for example, when you arrive home or get into a car with a Bluetooth connection to your iPad.

Note: To receive location-based reminders, you must allow Reminders to use your precise location. Go to Settings  > Privacy > Location Services. Turn on Location Services, tap Reminders, choose While Using the App, then turn on Precise Location.
- *Assign the reminder:* (available in shared lists) Tap , then choose a person on the shared list (including yourself).
- *Set a flag:* Tap  to mark an important reminder.
- *Attach a photo or scanned document:* Tap , then take a new photo, choose an existing photo from your photo library, or scan a document.

3. To add more details to the reminder, tap , then do any of the following:

- *Add notes:* In the Notes field, enter more information about the reminder.
- *Add a web link:* In the URL field, enter a web address. Reminders displays a link that you can tap to go to the website.
- *Get a reminder when chatting with someone in Messages:* Turn on When Messaging, then choose someone from your contacts list. The reminder appears the next time you chat with that person in Messages.
- *Set a priority:* Tap Priority, then choose Low, Medium, or High.
- *Move the reminder to a different list:* Tap List, then choose a list.

4. Tap Done.

 **Tip:** With OS X 10.10 or later, you can [hand off reminders](#) you're editing between your Mac and iPad.


Create a subtask

Swipe right on the reminder, then tap Indent. Or drag a reminder onto another reminder.

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

Mark a reminder as completed

Tap the empty circle next to a reminder to mark it as completed and hide it.


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

Delete a reminder

Swipe left on the reminder, then tap Delete. Or if you have Apple Pencil, just scribble over the reminder.

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

Edit multiple reminders at the same time


1. While viewing a list, tap , tap Select Reminders, then select the reminders you want to edit. Or drag two fingers over the reminders you want to edit.
 2. Use the buttons at the bottom of the screen to complete, flag, add a date and time, move, assign, or delete the selected reminders.
-

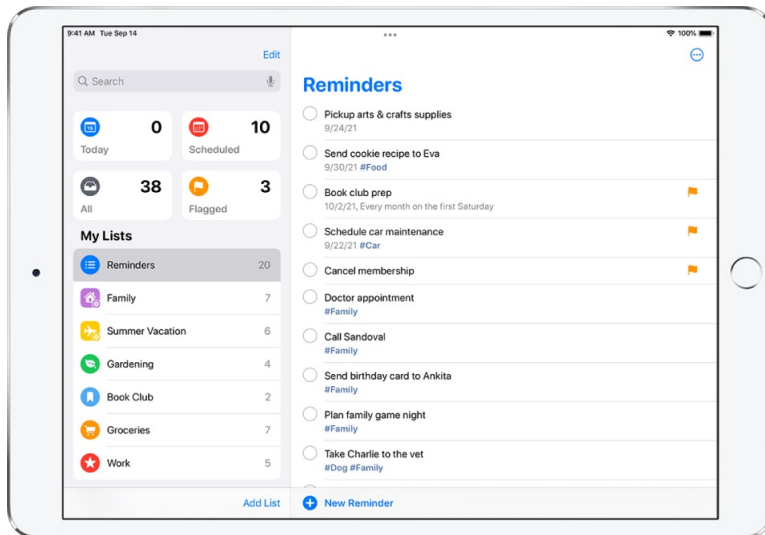
Use keyboard shortcuts

If your iPad is connected to an [Apple external keyboard](#), you can use keyboard shortcuts to perform the following actions in Reminders:

- *Add a new reminder:* Press Command-N.
 - *Show completed reminders:* Press Shift-Command-H.
 - *Show all reminders assigned to you:* Press Command-5.
 - *View more keyboard shortcuts:* Press and hold the Globe key or Command key.
-

Organize lists in Reminders on iPad

In the Reminders app , you can arrange your reminders in custom lists and groups, have them automatically organized in Smart Lists, and use tags. You can easily search all your lists for reminders that contain specific text.



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

Create, edit, or delete lists and groups


You can organize your reminders into lists and groups of lists such as work, school, or shopping. Do any of the following:

- *Create a new list:* Tap Add List, choose an account (if you have more than one account), enter a name, then choose a color and symbol for the list.
 - *Create a group of lists:* Tap Edit, tap Add Group, enter a name, then tap Create. Or drag a list onto another list.
 - *Rearrange lists and groups:* Touch and hold a reminder, list, or group, then drag it to a new location. You can even move a reminder to a different list or move a list to a different group.
 - *Change the name and appearance of a list or group:* Swipe left on the list or group, then tap ⓘ.
 - *Delete a list or group and their reminders:* Swipe left on the list or group, then tap 🗑️.
-

Use tags

Tags are a fast and flexible way to organize your reminders. You can add one or more tags, such as #shopping and #food, to easily search and filter reminders across your lists.

- *Add a tag:* When you create or edit a reminder, type # followed by the tag name or choose a tag from the menu above the keyboard. A tag can be only one word, but you can use dashes and underscores to combine words. You can add multiple tags to a reminder.

- *View reminders with tags:* In the Tags Browser (below your custom lists), tap a tag or All Tags. To filter the list further, tap more tags in the Tags section on the left.
 - *Make a Smart List:* When viewing a list of tagged reminders, tap , then tap Create Smart List.
-

Use the default Smart Lists

Reminders are automatically organized in the default Smart Lists. You can see specific reminders and track upcoming reminders with the following Smart Lists:

- *Today:* See reminders scheduled for today and overdue reminders.
- *Scheduled:* See reminders scheduled by date or time.
- *Flagged:* See reminders with flags.
- *Assigned to Me:* See reminders assigned to you in shared lists.
- *Siri Suggestions:* See suggested reminders detected in Mail and Messages.
- *All:* See all your reminders across every list.

To show, hide, or rearrange the Smart Lists, tap Edit.

Make a custom Smart List


You can create your own Smart Lists to automatically include reminders filtered by tags, dates, times, locations, flags, and priority. You can choose more than one tag (such as #gardening and #errands) and combine them with other filters.


- *Create a new Smart List:* Tap Add List, tap Make into Smart List, choose filters, enter a name, then choose a color and symbol for the list
- *Convert a list to a Smart List:* Touch and hold the list you want to convert, then tap Convert to Smart List.

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


Note: You can't convert shared list.

Sort and reorder reminders in a list

- *Sort reminders by due date, creation date, priority, or title:* (not available in the All and Scheduled Smart Lists) In a list, tap , tap Sort By, then choose an option.

To reverse the sort order, tap , tap Sort By, then choose a different option, such as Newest First.

- *Manually reorder reminders in a list:* Touch and hold a reminder you want to move, then drag it to a new location.


The manual order is saved when you re-sort the list by due date, creation date, priority, or title. To revert to the last saved manual order, tap , tap Sort By, then tap Manual.

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


Search the reminders in all of your lists

In the search field above the reminder lists, enter a word or phrase.

Set up Reminders accounts on iPad

If you use the Reminders app  with different accounts (such as iCloud, Microsoft Exchange, Google, or Yahoo), you can manage all your to-do lists in one place. Your reminders stay up to date on all your devices that use the same accounts. You can also customize your preferences in Settings.

Add your reminders stored in iCloud

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

Your reminders stored in iCloud—and any changes you make to them—appear on your iPhone, iPad, iPod touch, Apple Watch, and Mac where you're signed in with the same Apple ID.

Upgrade your reminders stored in iCloud


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

1. Open the Reminders app.
2. On the Welcome to Reminders screen, choose one of the following options:
 - *Upgrade Now:* Begin the upgrade process.
 - *Upgrade Later:* A blue Upgrade button appears above your lists; tap it when you're ready to upgrade your reminders.

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

Add other Reminders accounts


You can use the Reminders app to manage your reminders from other accounts, such as Microsoft Exchange, Google, and Yahoo.

1. Go to Settings  > Reminders > Accounts > Add Account.
2. Do any of the following:
 - Choose an account provider, then sign in to your account.
 - If your account provider isn't listed, tap Other, tap Add CalDAV Account, then enter your server and account information.


Note: Some Reminders features described in this guide aren't available in accounts from other providers.

To stop using an account, go to Settings > Reminders > Accounts, tap the account, then turn off Reminders. Reminders from the account no longer appear on your iPad.

Change your Reminders settings

1. Go to Settings  > Reminders.
 2. Choose options such as the following:
 - *Siri & Search:* Allow content in Reminders to appear in Siri Suggestions or search results.
 - *Accounts:* Manage your accounts and how often data is updated.
 - *Default List:* Choose the list for new reminders you create outside of a specific list, such as reminders you create using Siri.
 - *Today Notification:* Set a time to show notifications for all-day reminders that have been assigned a date without a time.
 - *Show as Overdue:* The scheduled date turns red for overdue all-day reminders.
 - *Mute Notifications:* Turn off notifications for assigned reminders.
-


Share and assign reminders on iPad

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

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


Share a list using iCloud


You can share a list and collaborate with people who use iCloud. People who accept the invitation can add and edit reminders, and mark reminders as completed.

1. While viewing a list, tap , then tap Share List.
 2. Tap Share Options, then choose "Can make changes" or "View only." If you choose "Can make changes," you can also allow collaborators to invite other collaborators.
 3. Choose how to send your invitation (for example, using Mail or Messages).
-

Assign reminders in a shared list


When you create or edit a reminder, you can assign it to any person on the list, including yourself. Do any of the following:

- Type @ followed by the person's name or choose a person from the menu above the keyboard.
- Tap , then choose a person.

 **Tip:** To quickly see all reminders assigned to you, use the Assigned to Me Smart List.


Print reminders on iPad

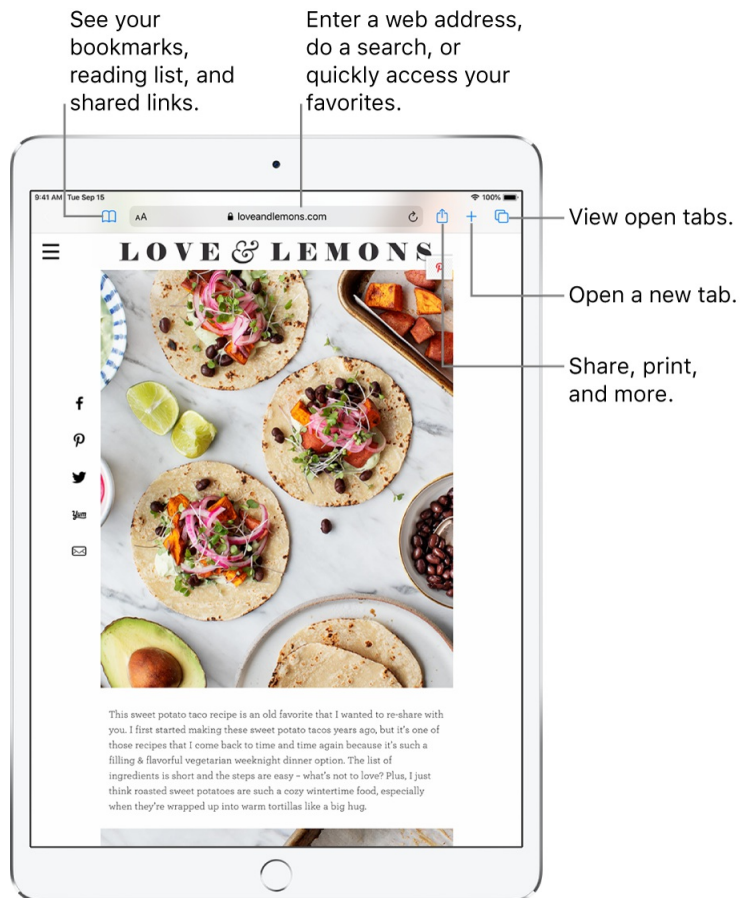
In the Reminders app , you can print a list.

1. View the list you want to print.
 2. Tap , then tap Print.
-

Safari


Browse the web using Safari on iPad

With the Safari app , you can browse the web, add webpages to your reading list to read later, and add page icons to the Home Screen for quick access. If you sign in to iCloud with the same Apple ID on all your devices, you can see pages you have open on other devices, and keep your bookmarks, history, and reading list up to date on all your devices.




View websites with Safari



You can easily navigate a webpage with a few taps.

- *Get back to the top:* Double-tap the top edge of the screen to quickly return to the top of a long page.
- *See more of the page:* Turn iPad to landscape orientation.
- *Refresh the page:* Pull down from the top of the page.
- *Share links:* Tap  at the top-right of the page.

View two pages side-by-side in Split View

Use Split View to open two Safari pages side-by side.

- *Open a blank page in Split View:* Touch and hold , then tap New Window in Split View.
- *Open a link in Split View:* Touch and hold the link, then tap Open in Split View.

- *Move a window to the other side of Split View:* Touch and hold  at the top of the window, then drag left or right.
 - *Close tabs in a Split View window:* Touch and hold .
 - *Leave Split View:* Drag the divider over the window you want to close.
-


Preview website links

Touch and hold a link in Safari to see a preview of the link without opening the page. To open the link, tap the preview, or choose another option.

To close the preview and stay on the current page, tap anywhere outside the preview.



Translate a webpage


When you encounter a webpage that's in another language, you can use Safari to translate the text.

When viewing a webpage in another language, tap  in the search bar.

Manage downloads

Tap and hold on a file or link you want to download.

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


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

Use keyboard shortcuts

You can navigate in Safari using keyboard shortcuts on an external keyboard.

To view available keyboard shortcuts, press and hold the Command key.

Customize your Safari start page on iPad

In the Safari app , you can personalize your start page to include your favorite websites, frequently visited pages, your Reading List, and Siri suggestions. Sign in to iCloud with the same Apple ID on multiple devices to keep the tabs you have open, your bookmarks, history, and reading list up to date across all your devices.


Customize your start page


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

1. To open a new tab, tap **+** at the top-right corner of the screen.
2. Scroll to the bottom of the page, then tap Edit.
3. Choose options for your start page.
 - *Use Start Page on All Devices*: This will sync your preferences across all your Apple devices where you're signed in with your Apple ID. For help signing into iCloud, see [Set up iCloud on your devices](#)
 - *Favorites*: Display shortcuts to your favorite bookmarked websites. See [Add a webpage to your favorites](#).
 - *Privacy Report*: Stay updated on how many trackers and websites Safari blocked from tracking you. See [View the Privacy Report](#).
 - *Frequently Visited*: Go straight to the websites you visit most.
 - *Reading list*: List pages currently in your Reading List. See [Add the current page to your reading list](#).
 - *Siri Suggestions*: As you search, Siri will suggest webpages to you.
 - *iCloud tabs*: Show open tabs from other Apple devices where you're signed in with the same Apple ID and Safari is turned on in iCloud preferences. [Set up iCloud on your devices](#)

Change text size


Use the View menu to increase or decrease the text size.

To open the View menu, tap  on the right side of the search bar.


1. Tap  on the right side of the search bar to open the View menu.
2. Tap text size, then tap the large A to increase the font size or the small A to decrease it.


Change display and privacy controls

Use the View menu to switch to Reader view, hide the search bar, set privacy controls for a website, and more.

To open the View menu, tap  on the right side of the search bar. Then choose from the options listed.


To view the webpage without ads or navigation menus, see [Show Reader view](#)

To hide the toolbar, tap  on the right side of the search bar, then tap Hide Toolbar. To get it back, tap the url at the top of the screen.


To set display and privacy controls for a website, tap  on the right side of the search bar, then tap Website Settings.

Annotate a webpage

Use the View menu to markup a webpage. Highlight your favorite parts, draw, and write notes, then share your document with coworkers or friends.


1. Tap  on the right side of the search bar to open the View menu.
 2. Tap markup and choose a tool to annotate the page.
 3. Tap Done to save your annotated page as a PDF.
-

Search for websites using Safari on iPad

In the Safari app , enter a URL or a search term to find websites or specific information.

Search the web

1. Enter a search term, phrase, or URL in the search bar at the top of the page.
2. Tap a search suggestion, or tap Go on the keyboard to search for exactly what you typed.

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

Find websites you visited before

Safari search suggestions include your open tabs, bookmarks, and pages you recently visited. For example, if you search for "iPad," the search suggestions under Switch to Tab include your open tabs related to "iPad." Websites related to "iPad" that you bookmarked or recently visited appear under Bookmarks and History.

Search within websites

To search within a website, enter a website followed by a search term in the search bar. For example, enter "wiki einstein" to search Wikipedia for "einstein."



To turn this feature on or off, go to Settings >  > Safari > Quick Website Search.

See your favorites when you enter an address, search, or create a new tab

Go to Settings  > Safari > Favorites, then select the folder with the favorites you want to see.

Search the page


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

1. Tap , then tap Find on Page.
 2. Enter the word or phrase in the search bar.
 3. Tap  to find other instances.
-

Choose a search engine


Go to Settings  > Safari > Search Engine.

Use tabs in Safari on iPad


In the Safari app , use tabs to help you navigate between multiple open webpages.


Open a link in a new tab

Touch and hold the link, then tap Open in New Tab. Or, tap the link with two fingers.

To automatically switch to the new tab whenever you open a link in a new tab, go to Settings  > Safari > Open Links, then tap In Background.


Browse open tabs

To look through the webpages you have open, tap  in the top-left corner, or pinch closed with three fingers. (If you have several open tabs, tabs for the same site are stacked.) Then do any of the following:


- *Close a tab:* Tap  in the upper-left corner, or swipe left on the tab.
- *View a single tab again:* Tap a tab, or tap Done, or pinch open with three fingers.

 **Tip:** To see a tab's history, touch and hold  or .


Reopen a recently closed tab

Touch and hold , then choose from the list of recently closed tabs.

View tabs that are open on your other devices

1. Sign in to iCloud with the same Apple ID on all your devices.
2. Go to Settings  > [your name] > iCloud, then turn on Safari.


Note: To also see tabs open on your Mac, you must have Safari selected in iCloud preferences on your Mac and be signed in with the same Apple ID.


3. Tap , then scroll through the tab groups listed on the sidebar.

To close a tab in the list, swipe left, then tap Delete.

Organize your tabs

Create a Tab Group to keep tabs together and make them easier to return to later.

1. Tap  to view all your open tabs.
2. Touch and hold a tab, then choose > Move to Tab Group.
3. Tap New Tab Group, then give it a name.

Tap  to see your tab groups.

Move a tab to another group


1. Touch and hold the tab you want to move.
 2. Tap Move to Tab Group, then choose one of the tab groups you created in the past or tap New Tab Group.
-

Keep tabs and tab groups updated across your devices



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

Note: To also see tabs open on your Mac or iPhone, you must have Safari selected in iCloud preferences on your Mac and be signed in with the same Apple ID. See [Set up iCloud on all your devices](#)

Bookmark favorite webpages in Safari on iPad

In the Safari app , bookmark websites and add them to Favorites to easily revisit later.



Bookmark the current page

1. Tap  on the right side of the search bar.
 2. Tap  to add a bookmark.
-

Bookmark open tabs

1. Pinch with three fingers to view all your tabs.
 2. Touch and hold one of your tabs, then tap Add Bookmarks for *[number of]* Tabs.
-

View and organize your bookmarks


1. Tap  to see your tab groups.
 2. Tap .
 3. To create a new folder or to delete, rename, or reorder bookmarks, tap Edit.
-


See your Mac bookmarks on iPad

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

Note: You must also have Safari selected in iCloud preferences on your Mac and be signed in with the same Apple ID. See [Set up iCloud on all your devices](#)

Add a webpage to your favorites

Open the page, tap , then tap Add to Favorites.

To edit your favorites, tap , tap Bookmarks. Tap Favorites, then tap Edit to delete, rename, or rearrange your favorites. See

Quickly see your favorite sites and Reading List

Tap the search bar to see your favorites. Scroll down to see your Reading List.


Add a website icon to your iPad Home Screen

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

From the website, tap , then tap Add to Home Screen.

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

Save pages to a reading list in Safari on iPad



In the Safari app , save interesting items in your reading list so you can revisit them later. You can even save the items in your reading list to iCloud and read them later when you're not connected to the internet.

Add the current page to your reading list

Tap , then tap Read Later.

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

View your reading list


Tap , then tap .

To delete an item from your reading list, swipe item left.



Automatically save all reading list items to iCloud for offline reading

Go to Settings  > Safari, then turn on Automatically Save Offline (below Reading List).

Automatically fill in forms in Safari on iPad

In the Safari app , use AutoFill to automatically fill in credit card information, contact information, and user names and passwords.

Fill in a form


1. Tap a field to bring up the keyboard.
 2. Tap  or  above the keyboard to move from field to field.
-

Fill in your contact information automatically

When you fill in contact information on a website that supports AutoFill, tap AutoFill Contact above the keyboard.

Tap Customize to edit and store your information for next time. Or, tap Other Contact to fill in someone else's information.

Add a credit card for purchases

1. Go to Settings  > Safari > AutoFill > Saved Credit Cards > Add Credit Card.
2. To enter the information without typing, tap Use Camera, then position iPad so that your card appears in the frame.
3. To submit the form, tap go, search, or the link on the page.

You can also save the credit card information when you make an online purchase. See [Make your passwords available on all your devices with iPad and iCloud Keychain](#).


Use your credit card information

1. When you fill in credit card information, tap AutoFill Credit Card above the keyboard.
2. Enter your card's security code (for security purposes, this code isn't stored—you must enter it manually each time you use a card).


For greater security of your credit card information, [use a passcode](#) for iPad.

Turn off AutoFill

You can turn off AutoFill for your contact or credit card information, and for passwords.


- *Turn off AutoFill for your contact or credit card information:* Go to Settings  > Safari > AutoFill, then turn off either option.
 - *Turn off AutoFill for passwords:* Go to Settings > Passwords, then turn off AutoFill Passwords.
-

Hide ads and distractions in Safari on iPad

In the Safari app , use Safari Reader to view a page without ads, navigation menus, or other distracting items.

Show Reader view


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

Tap  at the left end of the address field, then tap Reader.

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


Note: Not every page supports Reader View. If Reader is dimmed, Reader view isn't available for that page.

Automatically use Reader view for a website


1. On a supported website, tap , then tap Reader.
2. Tap Website Settings.
3. Turn on Use Reader Automatically.

Note: To automatically use Reader view for all websites that support it, go to Settings > Safari > Reader.

Block pop-ups


Go to Settings  > Safari, then turn on Block Pop-ups.

View and Add Extensions to Safari

Go to Settings  > Safari, then tap Extensions. Tap More Extensions to add extensions from the App Store.



Note: Your extensions are kept up to date across all your Apple devices where you're signed in with the same Apple ID and Safari is turning on in iCloud preferences or settings.

Browse privately in Safari on iPad


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

View the Privacy Report

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

To view the Privacy Report, tap  on the right side of the search bar, then tap Privacy Report .


Control privacy and security settings for Safari

Go to Settings  > Safari, then below Privacy & Security, turn any of the following on or off:

- *Prevent Cross-Site Tracking*: Safari limits third-party cookies and data by default. Turn this option off to allow cross-site tracking.
- *Hide IP address*: Safari uses a private relay to hide your IP address and browsing activity from network providers and websites. If this option is off, your IP address isn't hidden.
- *Block All Cookies*: Turn this option on to prevent websites from adding cookies to your iPad. (To remove cookies already on iPad, go to Settings > Safari > Clear History and Website Data.)
- *Fraudulent Website Warning*: Safari displays a warning if you're visiting a suspected phishing website. Turn this option off if you don't want to be warned of fraudulent websites.
- *Privacy Preserving Ad Measurement*: Apple measures how many websites are prevented from viewing your personal information to serve you targeted ads.
- *Check for Apple Pay*: Websites that use Apple Pay can check to see if you have Apple Pay enabled on your device. Turn this option off to prevent websites from checking if you have Apple Pay.


When you visit a website using Safari that isn't secure, a warning appears in the Safari search bar.

Erase your browsing history and data

Go to Settings  > Safari > Clear History and Website Data.

Visit sites without making history

You can use Private Browsing Mode to open private tabs, which don't appear in History on iPad or in the list of tabs on your other devices.

Tap , then tap Private.

A new tab will open and automatically be added to your Private tab group. You can open multiple private tabs in the group.

You can easily confirm that you're in Private Browsing Mode by checking that the url bar is gray.

To close private tabs, pinch with three fingers, then tap .

Hide your personal email address in Safari on iPad

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

1. Tap the email address field when a website solicits your address.

2. Tap Hide My Email above the keyboard.


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

3. If you don't want to use the suggested address, tap [↻](#).
4. To use the suggested address, tap Continue, type any additional information you like into the Note field, then tap Use.

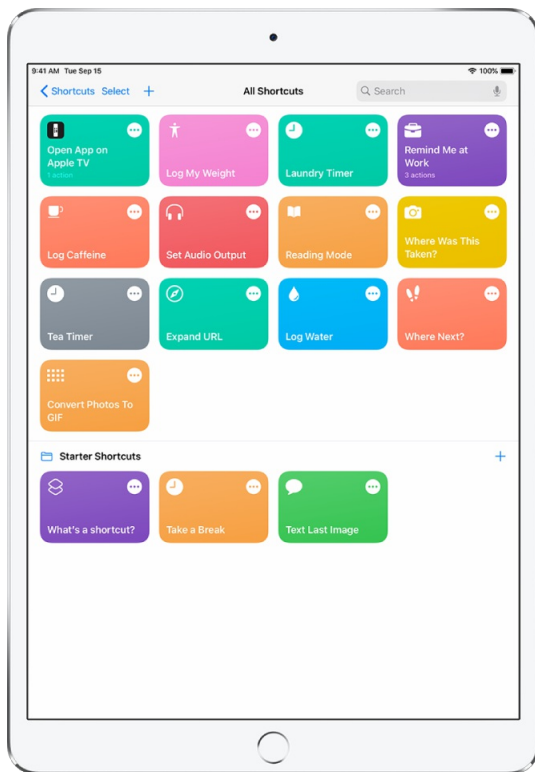
You can delete the Hide My Email address at any time. See [Manage Hide My Email addresses in Settings on iPad](#).

Apps


Use Shortcuts to automate tasks on iPad


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

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



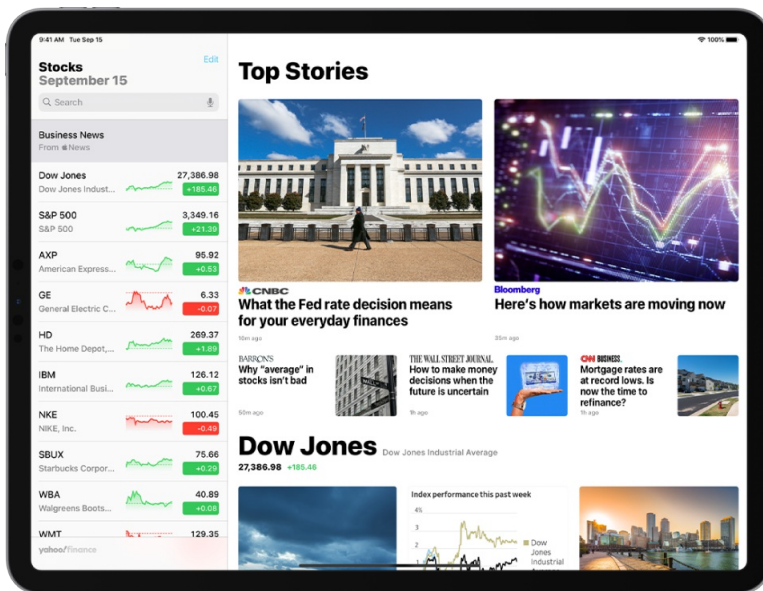
Check stocks on iPad


Use the Stocks app  on iPad to track market activity, view the performance of stocks you follow, and get the latest business news.

 **Ask Siri.** Say something like: “How are the markets doing?” or “How’s Apple stock today?” [Learn how to ask Siri.](#)

Manage your watchlist

Add the stocks you follow to your watchlist to quickly view price, price change, percentage change, and market capitalization values.



- **Add a symbol to your watchlist:** In the search field, enter a stock symbol, company name, fund name, or index. Tap the symbol you want to add in the search results, then tap Add or Add to Watchlist.
 - **Delete a symbol:** Swipe left on the symbol in your watchlist, then tap .
 - **Reorder symbols:** Touch and hold a symbol, then drag it into a new position.
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View stock charts, details, and news

Tap a stock symbol in your watchlist to view an interactive chart, additional details, and related news stories.