



iPad User Guide

Everything you need to know about iPad

Your iPad

iPad models compatible with iPadOS 15

This guide helps you get started using iPad and discover all the amazing things it can do with iPadOS 15, which is compatible with the following models:

[iPad Pro 12.9-inch \(5th generation\)](#)

[iPad Pro 12.9-inch \(4th generation\)](#)

[iPad Pro 12.9-inch \(3rd generation\)](#)

[iPad Pro 11-inch \(3rd generation\)](#)

[iPad Pro 11-inch \(2nd generation\)](#)

[iPad Pro 11-inch \(1st generation\)](#)

[iPad Air \(4th generation\)](#)

[iPad Pro 12.9-inch \(1st and 2nd generation\)](#)

[iPad Pro 10.5-inch](#)

[iPad Pro 9.7-inch](#)

[iPad Air \(3rd generation\)](#)

[iPad Air 2](#)

[iPad \(8th generation\)](#)

[iPad \(7th generation\)](#)


[iPad \(6th generation\)](#)

[iPad \(5th generation\)](#)

[iPad mini \(5th generation\)](#)

[iPad mini 4](#)

Identify your iPad model and iPadOS version

Go to Settings  > General > About. See [Get information about your iPad](#).

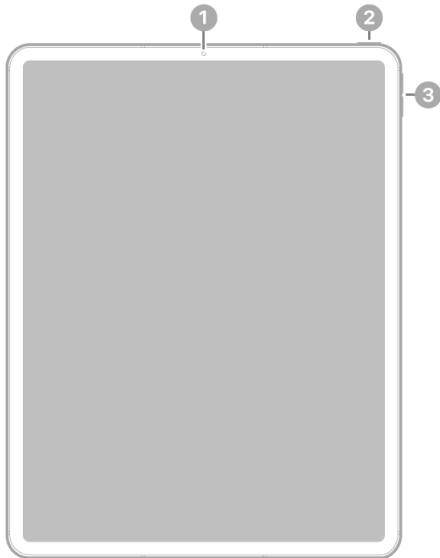
To determine your iPad model from the physical details, see the Apple Support article [Identify your iPad model](#).

You can [update to the latest iPadOS software](#) if your model supports it.

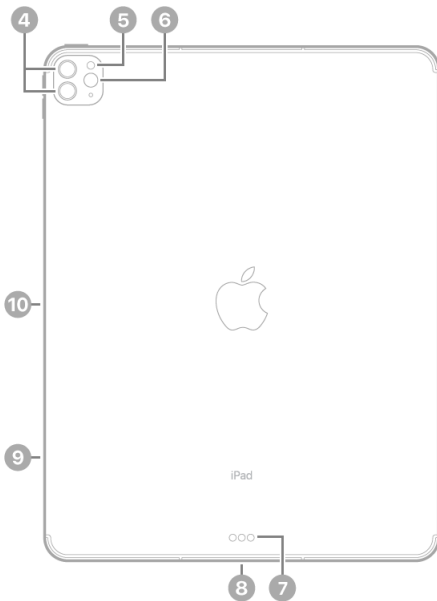
Your features and apps may vary depending on your iPad model, region, language, and carrier. To find out which features are supported in your region, see the [iOS and iPadOS Feature Availability website](#).

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

iPad Pro 12.9-inch (5th generation)



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



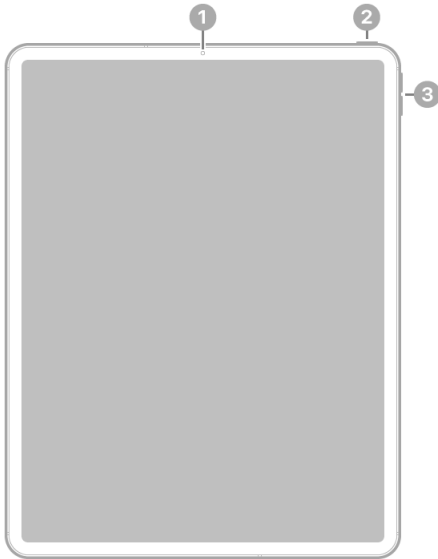
- 4 Rear cameras
- 5 Flash
- 6 LiDAR Scanner
- 7 Smart Connector
- 8 Thunderbolt / USB 4 connector
- 9 SIM tray (Wi-Fi + Cellular)
- 10 Magnetic connector for Apple Pencil

Get started with iPad Pro

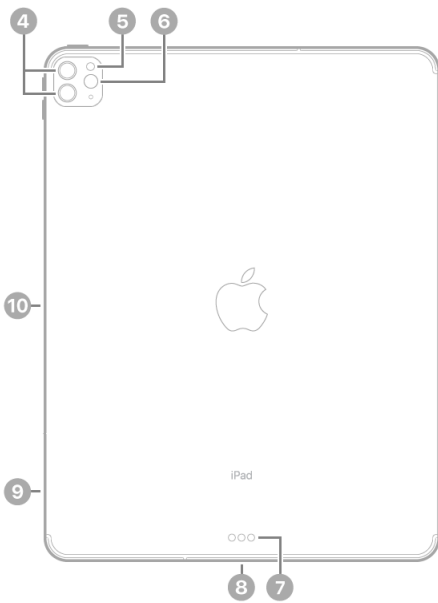
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- [Learn advanced gestures to interact with iPad](#)
- [Personalize your iPad](#)

- [Stay connected](#)
- [What's new in iPadOS 15](#)

iPad Pro 12.9-inch (4th generation)



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



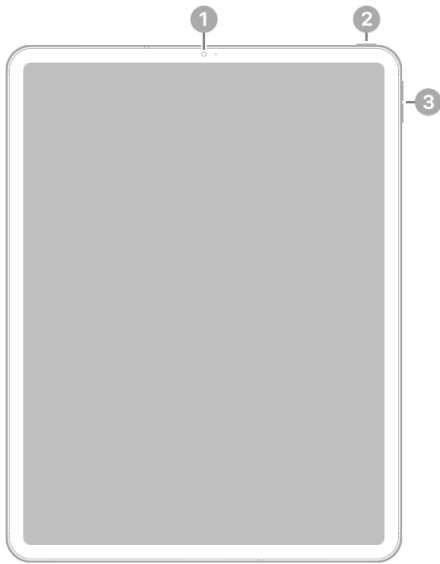
- ④ Rear cameras
- ⑤ Flash
- ⑥ LiDAR Scanner
- ⑦ Smart Connector
- ⑧ USB-C connector
- ⑨ SIM tray (Wi-Fi + Cellular)
- ⑩ Magnetic connector for Apple Pencil

Get started with iPad Pro

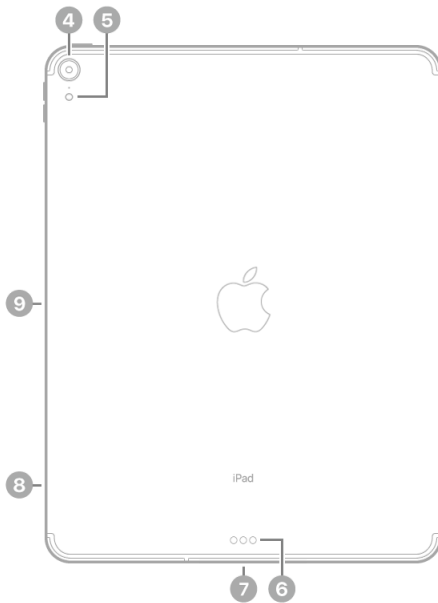
- [Turn on and set up iPad](#)
- [Learn advanced gestures to interact with iPad](#)

- [Personalize your iPad](#)
- [Stay connected](#)
- [What's new in iPadOS 15](#)

iPad Pro 12.9-inch (3rd generation)



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



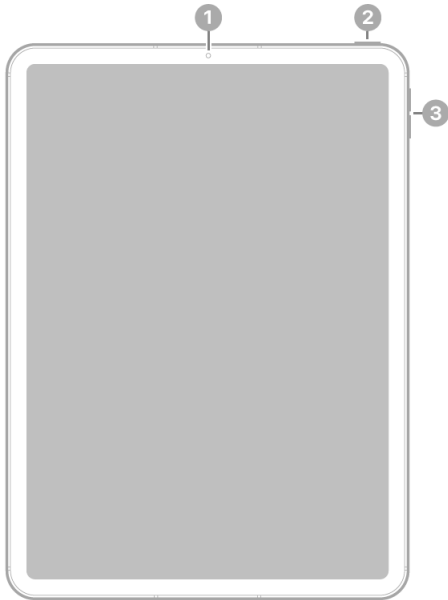
- ④ Rear camera
- ⑤ Flash
- ⑥ Smart Connector
- ⑦ USB-C connector
- ⑧ SIM tray (Wi-Fi + Cellular)
- ⑨ Magnetic connector for Apple Pencil

Get started with iPad Pro

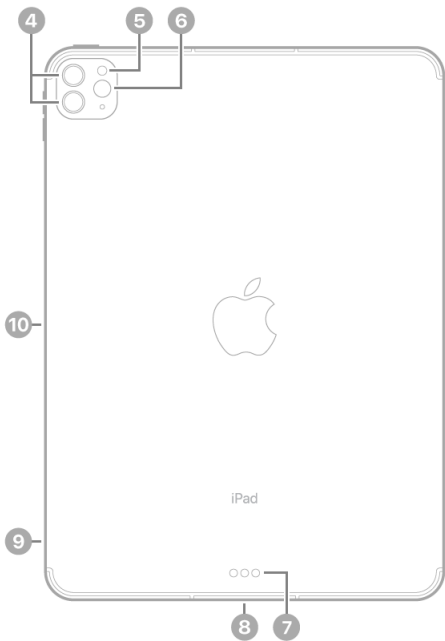
- [Turn on and set up iPad](#)

- [Learn advanced gestures to interact with iPad](#)
- [Personalize your iPad](#)
- [Stay connected](#)
- [What's new in iPadOS 15](#)

iPad Pro 11-inch (3rd generation)



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

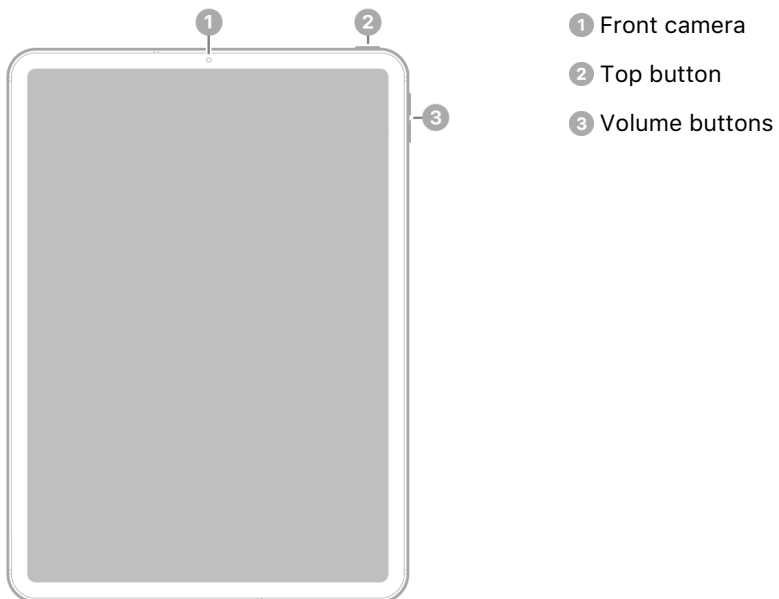


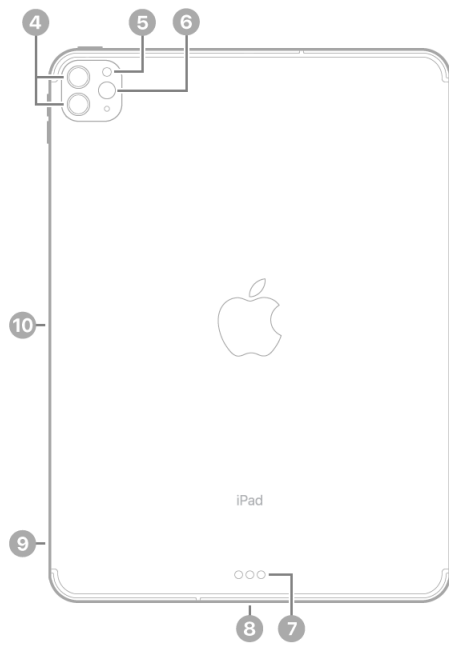
- ④ Rear cameras
- ⑤ Flash
- ⑥ LiDAR Scanner
- ⑦ Smart Connector
- ⑧ Thunderbolt / USB 4 connector
- ⑨ SIM tray (Wi-Fi + Cellular)
- ⑩ Magnetic connector for Apple Pencil

Get started with iPad Pro

- [Turn on and set up iPad](#)
- [Learn advanced gestures to interact with iPad](#)
- [Personalize your iPad](#)
- [Stay connected](#)
- [What's new in iPadOS 15](#)

iPad Pro 11-inch (2nd generation)



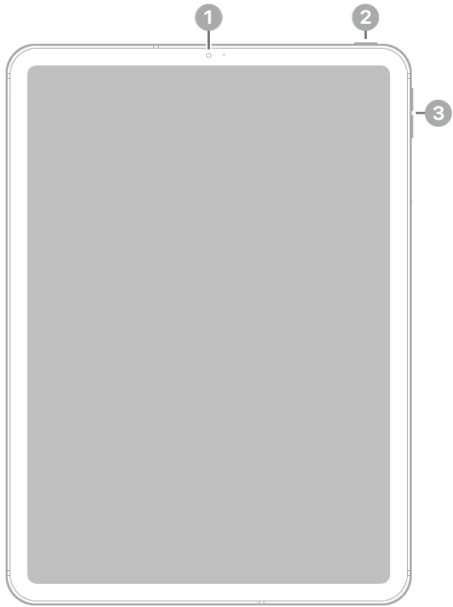


- ④ Rear cameras
- ⑤ Flash
- ⑥ LiDAR Scanner
- ⑦ Smart Connector
- ⑧ USB-C connector
- ⑨ SIM tray (Wi-Fi + Cellular)
- ⑩ Magnetic connector for Apple Pencil

Get started with iPad Pro

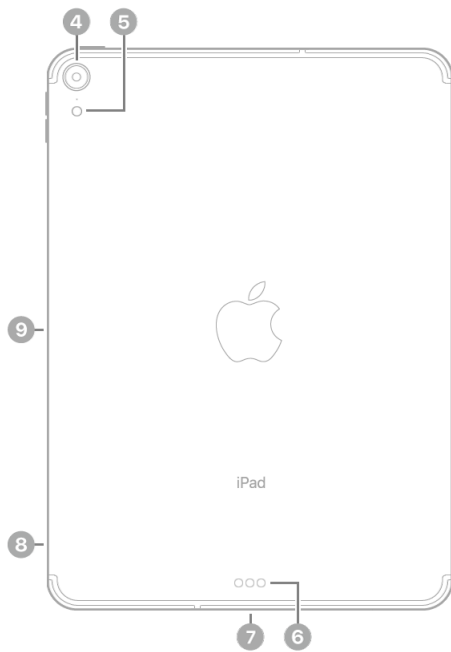
- [Turn on and set up iPad](#)
- [Learn advanced gestures to interact with iPad](#)
- [Personalize your iPad](#)
- [Stay connected](#)
- [What's new in iPadOS 15](#)

iPad Pro 11-inch (1st generation)



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



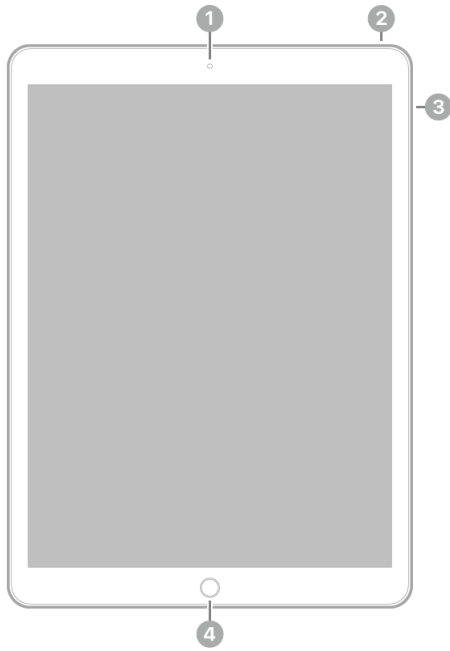


- 4 Rear camera
- 5 Flash
- 6 Smart Connector
- 7 USB-C connector
- 8 SIM tray (Wi-Fi + Cellular)
- 9 Magnetic connector for Apple Pencil

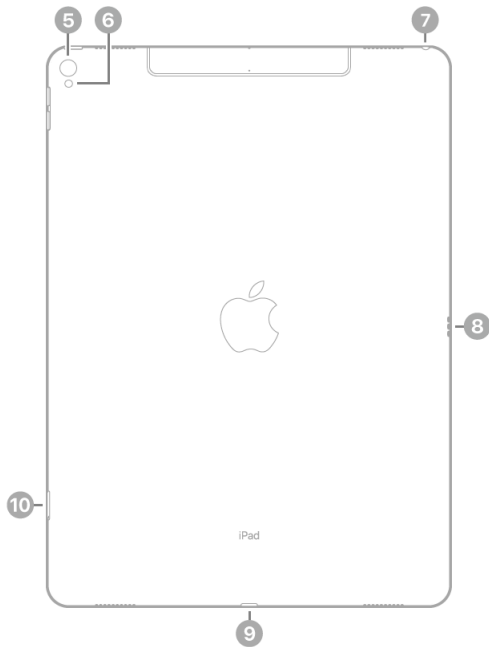
Get started with iPad Pro

- [Turn on and set up iPad](#)
- [Learn advanced gestures to interact with iPad](#)
- [Personalize your iPad](#)
- [Stay connected](#)
- [What's new in iPadOS 15](#)

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



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



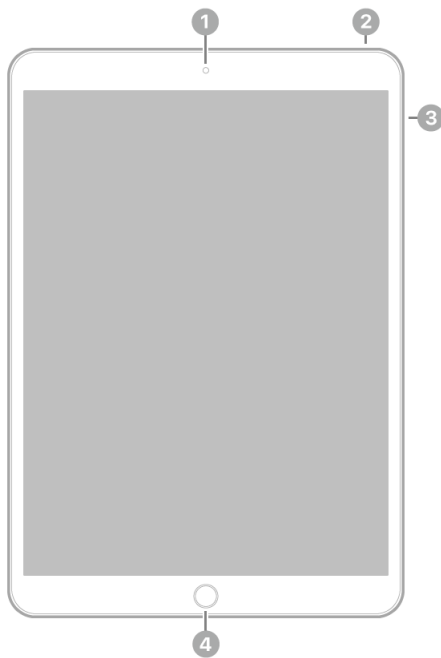
- ⑤ Rear camera
- ⑥ Flash
- ⑦ Headphone jack
- ⑧ Smart Connector
- ⑨ Lightning connector
- ⑩ SIM tray (Wi-Fi + Cellular)

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

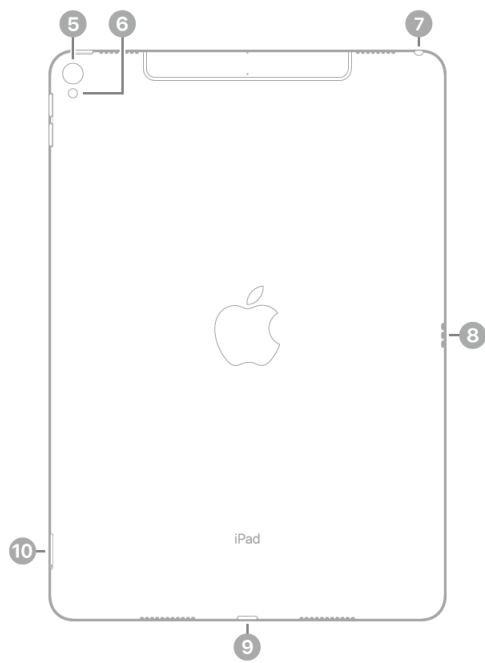
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- [Turn on and set up iPad](#)
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- [Personalize your iPad](#)
- [Stay connected](#)
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iPad Pro 10.5-inch



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

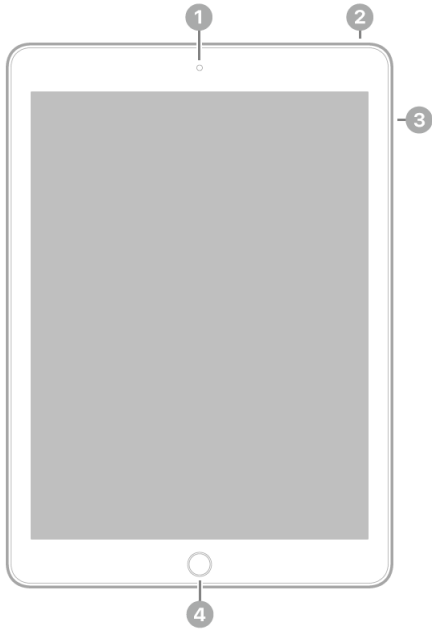


- 5 Rear camera
- 6 Flash
- 7 Headphone jack
- 8 Smart Connector
- 9 Lightning connector
- 10 SIM tray (Wi-Fi + Cellular)

Get started with iPad Pro

- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Personalize your iPad](#)
- [Stay connected](#)
- [What's new in iPadOS 15](#)

iPad Pro 9.7-inch



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



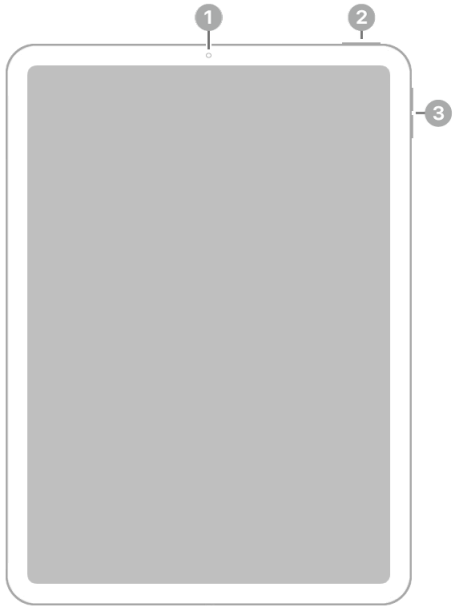


- 5 Rear camera
- 6 Flash
- 7 Headphone jack
- 8 Smart Connector
- 9 Lightning connector
- 10 SIM tray (Wi-Fi + Cellular)

Get started with iPad Pro

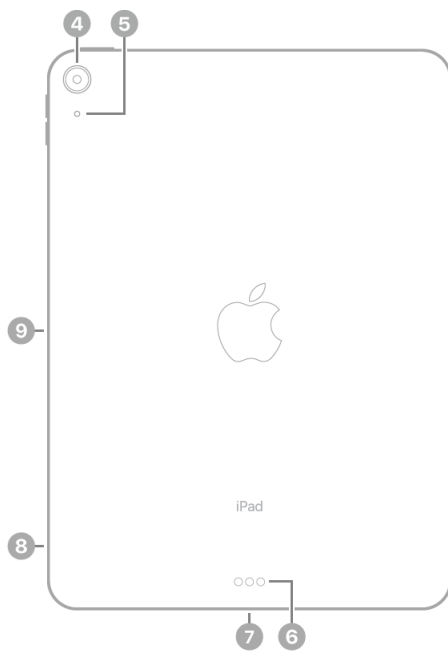
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- [Learn basic gestures to interact with iPad](#)
- [Personalize your iPad](#)
- [Stay connected](#)
- [What's new in iPadOS 15](#)

iPad Air (4th generation)



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



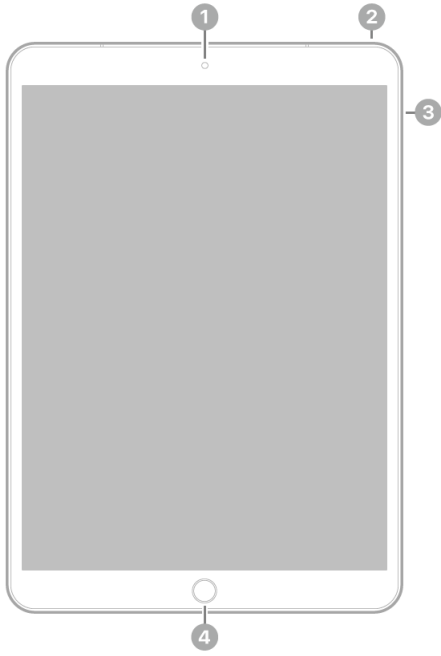


- 4 Rear camera
- 5 Microphone
- 6 Smart Connector
- 7 USB-C connector
- 8 SIM tray (Wi-Fi + Cellular)
- 9 Magnetic connector for Apple Pencil

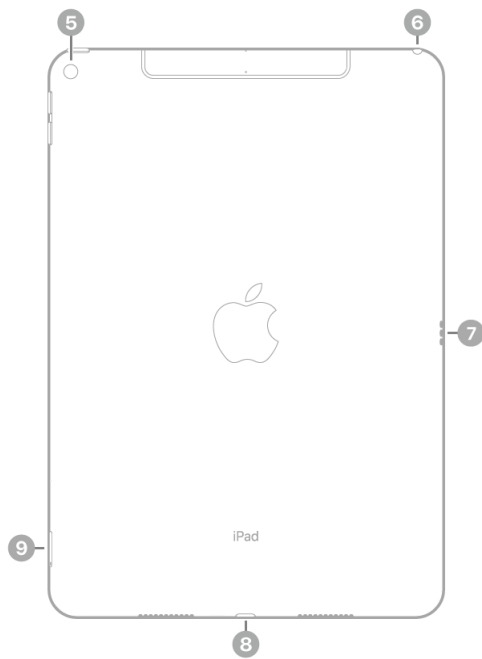
Get started with iPad Air

- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Personalize your iPad](#)
- [Stay connected](#)
- [What's new in iPadOS 15](#)

iPad Air (3rd generation)



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

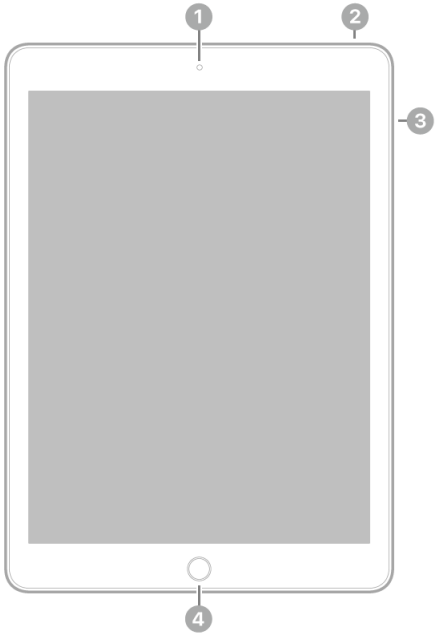


- 5 Rear camera
- 6 Headphone jack
- 7 Smart Connector
- 8 Lightning connector
- 9 SIM tray (Wi-Fi + Cellular)

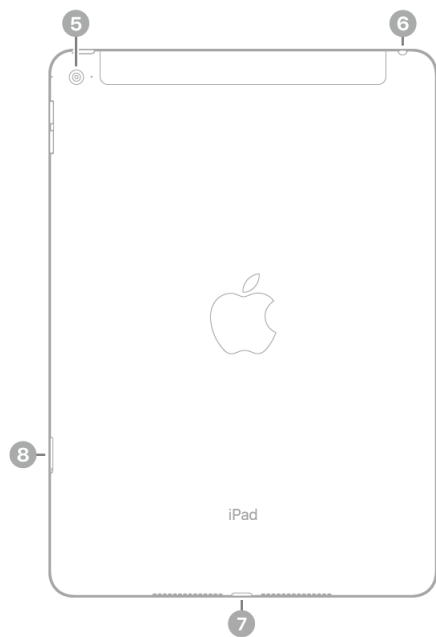
Get started with iPad Air

- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Personalize your iPad](#)
- [Stay connected](#)
- [What's new in iPadOS 15](#)

iPad Air 2



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

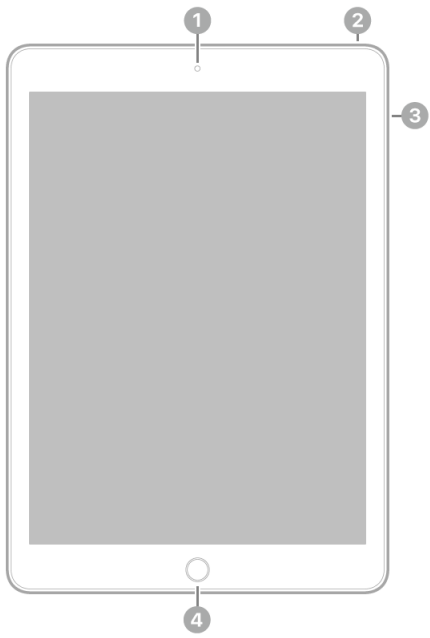


- 5 Rear camera
- 6 Headphone jack
- 7 Lightning connector
- 8 SIM tray (Wi-Fi + Cellular)

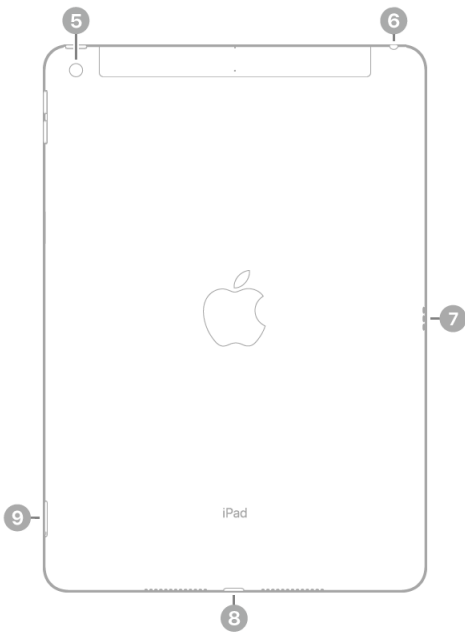
Get started with iPad Air

- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Personalize your iPad](#)
- [Stay connected](#)
- [What's new in iPadOS 15](#)

iPad (8th generation)



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

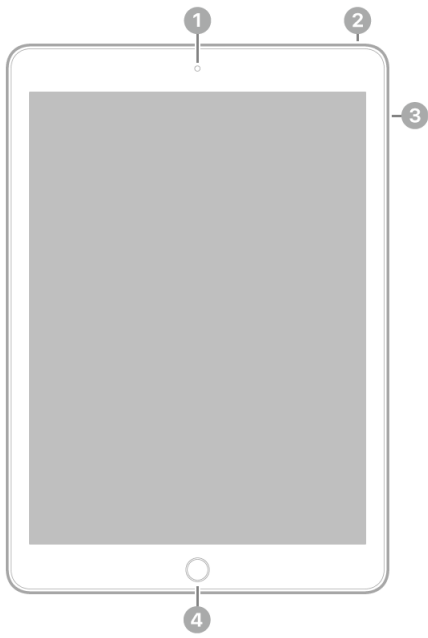


- 5 Rear camera
- 6 Headphone jack
- 7 Smart Connector
- 8 Lightning connector
- 9 SIM tray (Wi-Fi + Cellular)

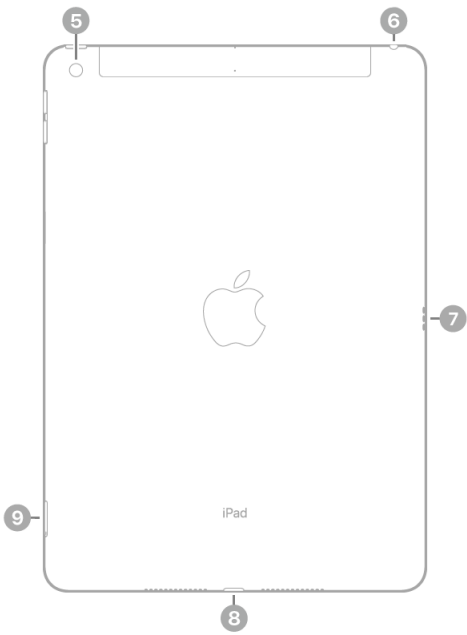
Get started with iPad

- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Personalize your iPad](#)
- [Stay connected](#)
- [What's new in iPadOS 15](#)

iPad (7th generation)



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

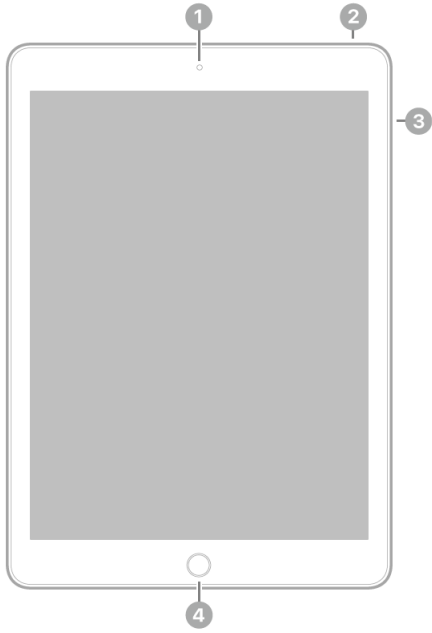


- 5 Rear camera
- 6 Headphone jack
- 7 Smart Connector
- 8 Lightning connector
- 9 SIM tray (Wi-Fi + Cellular)

Get started with iPad

- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Personalize your iPad](#)
- [Stay connected](#)
- [What's new in iPadOS 15](#)

iPad (6th generation)



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

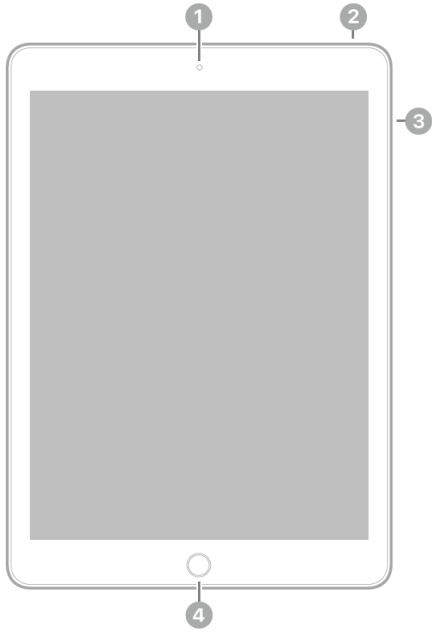


- 5 Rear camera
- 6 Headphone jack
- 7 Lightning connector
- 8 SIM tray (Wi-Fi + Cellular)

Get started with iPad

- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Personalize your iPad](#)
- [Stay connected](#)
- [What's new in iPadOS 15](#)

iPad (5th generation)



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

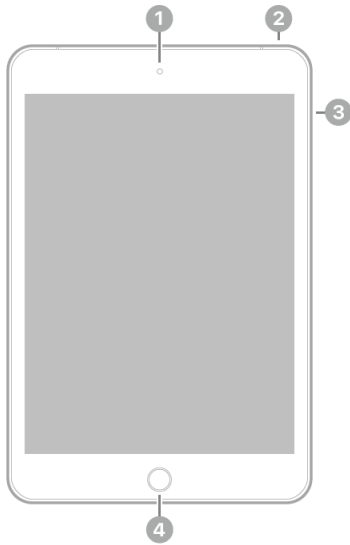


- 5 Rear camera
- 6 Headphone jack
- 7 Lightning connector
- 8 SIM tray (Wi-Fi + Cellular)

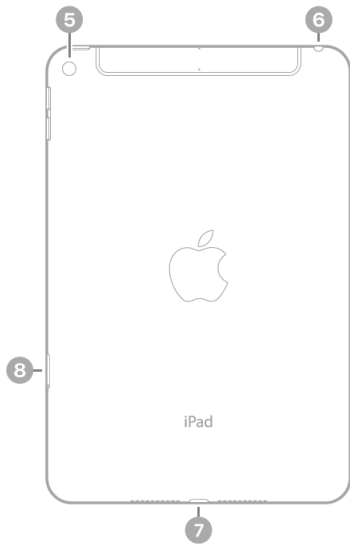
Get started with iPad

- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Personalize your iPad](#)
- [Stay connected](#)
- [What's new in iPadOS 15](#)

iPad mini (5th generation)



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

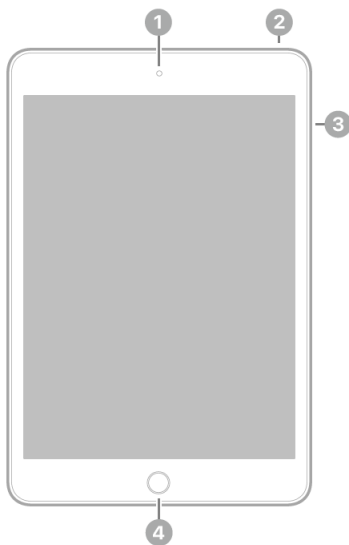


- ⑤ Rear camera
 - ⑥ Headphone jack
 - ⑦ Lightning connector
 - ⑧ SIM tray (Wi-Fi + Cellular)
-

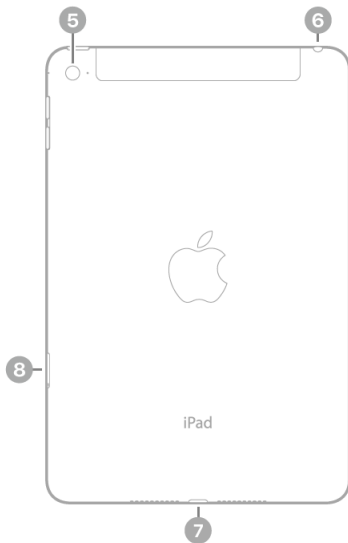
Get started with iPad mini

- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Personalize your iPad](#)
- [Stay connected](#)
- [What's new in iPadOS 15](#)

iPad mini 4



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



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

Get started with iPad mini

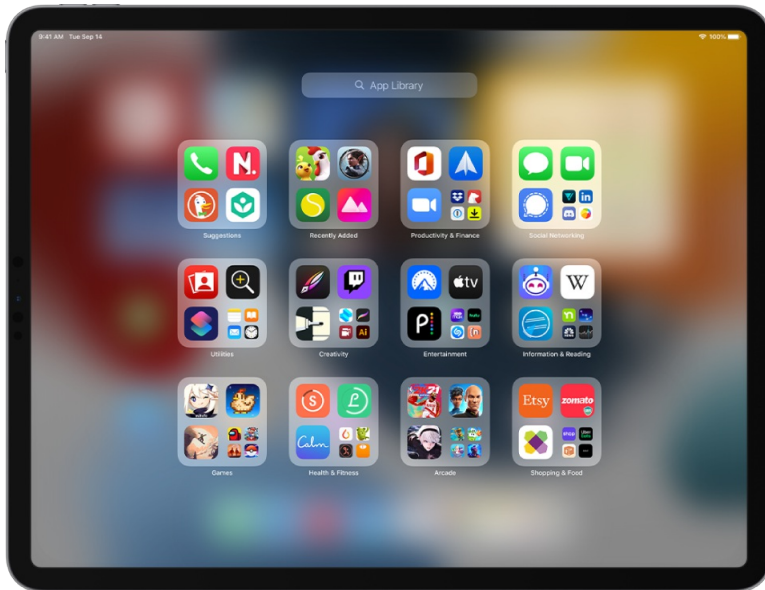
- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Personalize your iPad](#)
- [Stay connected](#)
- [What's new in iPadOS 15](#)

What's new in iPadOS 15

Widgets on the Home Screen Redesigned widgets can be placed right next to apps on the iPad Home Screen. Choose the right widget size for you and see your most important information at a glance. See [Add widgets](#) and [Move apps and widgets on the Home Screen](#).



App Library The new App Library on the Home Screen automatically organizes all your apps into one simple, easy-to-navigate view. Apps are sorted by category, and the apps you use most are always just one tap away. See [Find your apps in the App Library on iPad](#).



Multitasking Use the new Multitasking menu to create a full-screen, Slide Over, Split View, and in some instances, center window, so you can work on multiple apps at once. View all the open windows for an app, and quickly switch between them with the new shelf at the bottom of the screen. Use the App Switcher to view and create Split View screens. See [Open a second item in Split View](#) and [Open another app in Slide Over](#).

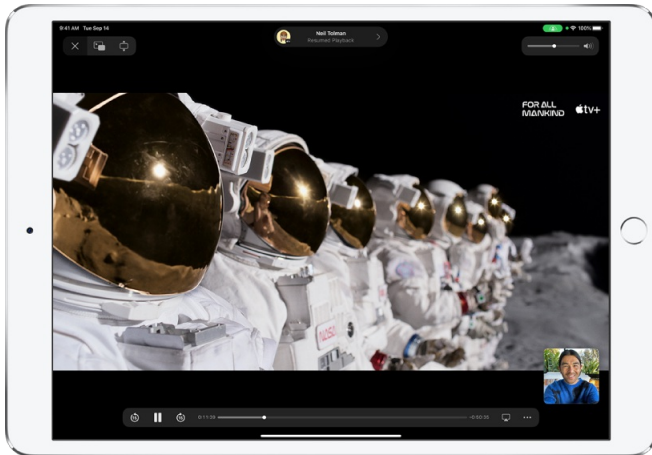
Quick Notes Jot down a note over any app or screen open on your iPad. Easily start a Quick Note by swiping your finger or Apple Pencil from the corner of the screen, or from Control Center. Quick Notes are stored in the Notes app and may contain text, handwriting, links, tags, and mentions, which you can use to search for Quick Notes. See [Create a Quick Note](#).



Notes Organize your notes with tags, such as #travel or #recipes, to easily search and locate notes in different categories. Mentions allow members of shared notes to notify each other of important updates, and an Activity view that shows recent changes to a note in a single list. See [Use tags](#) and [Share notes and collaborate](#).

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

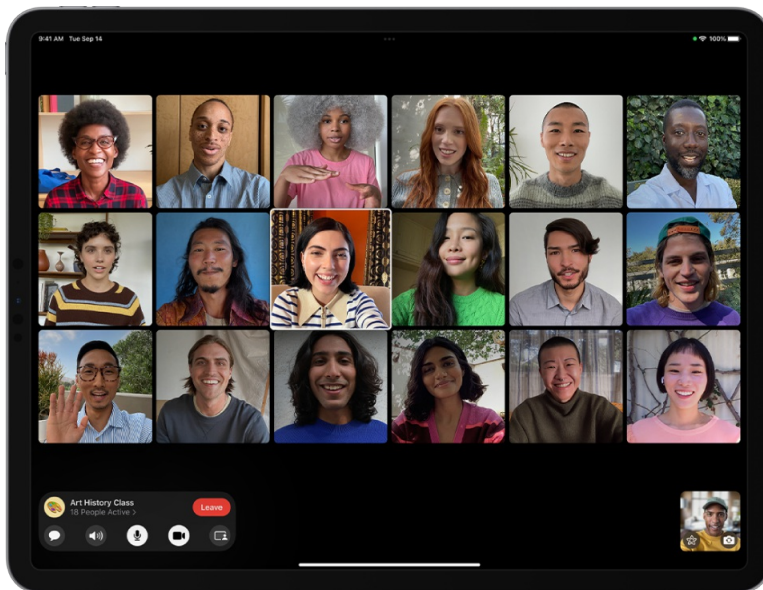
SharePlay Use SharePlay in FaceTime to stay connected with friends and family—you can watch TV shows and movies together, listen to music together, or share your screen. See [Use SharePlay to watch and listen together in FaceTime on iPad](#).



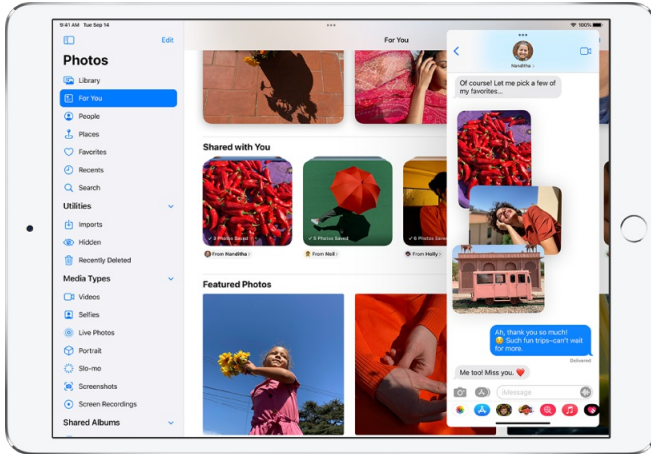
Notifications Notifications have a new look, with contact photos and larger app icons to make notifications easier to identify. You can also receive a notification summary delivered daily, based on a schedule you set. See [Change notification settings](#).

Focus Stay focused and in the moment by setting your Focus status to let other people know when you're busy. Pick from a list of suggested Focus options or create your own. Your Focus status automatically displays in Messages. See [Set up a Focus](#).

FaceTime Grid view displays people in your group FaceTime calls in same-size tiles that automatically highlight the speaker. You can use Voice Isolation to minimize background noise and Portrait mode to put the visual focus on you. You can also invite anyone to join a FaceTime call using a unique web link. See [Make a Group FaceTime call](#), [Make and receive FaceTime calls](#), and [Change FaceTime video settings](#).



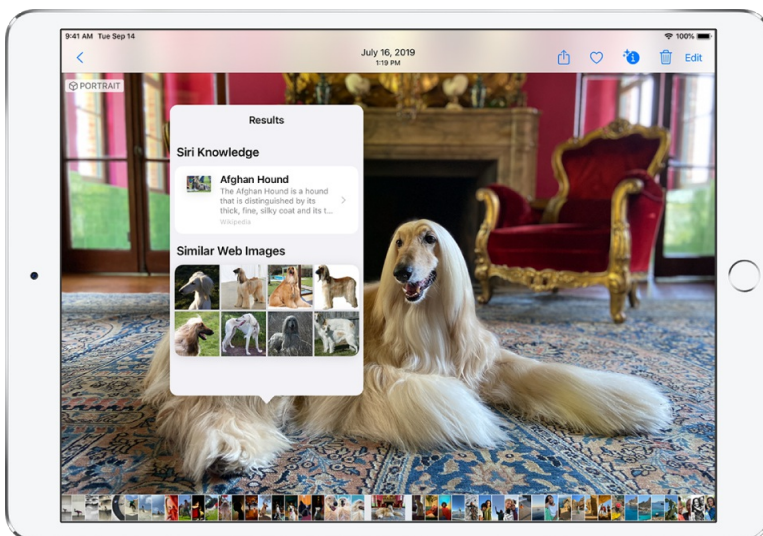
Messages Links, photos, and other content shared with you in Messages are featured in a new Shared with You section in corresponding app. Multiple photos in Messages now appear as a collage or collection of images that you can swipe through for easy browsing. See [Share content with friends](#), [Listen to music shared with you](#), [Read stories shared with you](#), and [View photos and videos shared with you](#).



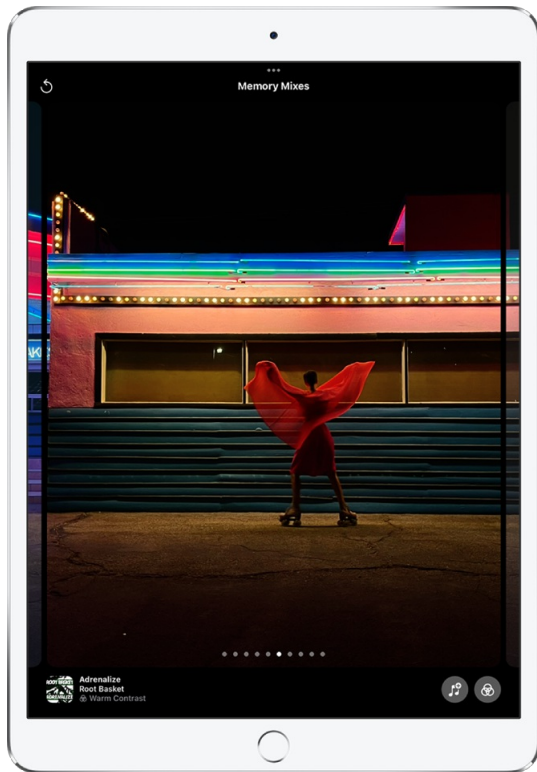
Memoji Reflect your look and style in all new ways. Choose outfits and new headwear for your Memoji, as well as accessibility customizations. See [Create your own Memoji](#).

Maps Discover the natural beauty of Earth including enhanced details of mountain ranges, deserts, rain forests, and oceans with an interactive globe. Explore cities and visit 3D landmarks in both day and dark mode maps. See [Move, zoom, and rotate a map or a 3D globe](#) and [Look around streets in Maps](#).

Visual Look Up Visual Look Up identifies objects in your photos, such as popular landmarks, plants, books, and art, and then provides more images and information about the object from the web. See [Use Live Text and Visual Look Up in Photos](#).



Photos Customize the look and feel of your memories with Memory mixes and other editing options. You can also choose songs from Apple Music to play in the background of a memory. See [Personalize your Memories in Photos](#).



Safari The new tab bar at the bottom of the screen makes it easier to access and navigate your tabs. Tab groups let you organize tabs and switch between them more easily. Use Voice search to search the web and install Safari extensions on your iPad. See [Use tabs in Safari](#) and [links to come in sign off](#).

iCloud+ iCloud+ combines everything iCloud already offers with new premium features including iCloud Private Relay, a new service that protects your privacy online; Hide My Email, an easy way to create a unique, random email address anytime you need one. See [Subscribe to iCloud+ on iPad](#), [Turn on iCloud Private Relay](#), and [Hide your personal email address in Safari](#).

Privacy The App Privacy Report shows you how apps are using the permissions you've granted them, which third-party domains they contact, and how recently they made contact. Mail Privacy Protection protects you from senders who try to follow your online activity or determine your location. It also prevents senders from seeing if and when you've opened their email. See [Review how apps are using the permissions you grant them](#) and [Use Mail Privacy Protection](#).

Accessibility Customize display and text size settings for each app. Enlarge text or use boldface, increase contrast, invert colors, and more for only the apps you want. Explore people, objects, text, and tables within images in more detail with VoiceOver. See [Customize accessibility settings for specific apps](#).

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

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

Set up and get started

Turn on and set up iPad


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

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

Prepare for setup

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

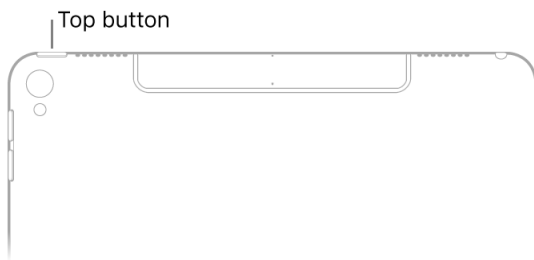
- An internet connection through a Wi-Fi network (you may need the name and password of the network) or cellular data service through a carrier (Wi-Fi + Cellular models)
- Your Apple ID and password; if you don't have an Apple ID, you can create one during setup
- Your credit or debit card account information, if you want to add a card to Apple Pay during setup
- Your previous iPad or a [backup of your device](#), if you're transferring your data to your new device

 **Tip:** If you don't have sufficient storage to back up your device, iCloud will grant you as much as you need to complete a temporary backup, free of charge, for up to three weeks from the purchase of your iPad. On your previous device with iOS 15 installed, go to Settings > General > Reset > Transfer or Reset [*device*]. Tap Get Started, then follow the onscreen instructions.

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

Turn on and set up your iPad

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



If iPad doesn't turn on, you might need to [charge the battery](#). For more help, see the Apple Support article [If your iPhone, iPad, or iPod touch won't turn on or is frozen](#).

2. Do one of the following:

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

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

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

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

Move from an Android device to iPad

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

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

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

2. On your iPad, do the following:
 - Follow the setup assistant.
 - On the Apps & Data screen, tap Move Data from Android.
3. On the Android device, do the following:
 - Turn on Wi-Fi.
 - Open the Move to iOS app.
 - Follow the onscreen instructions.

⚠ WARNING: To avoid injury, read [Important safety information for iPad](#) before using iPad.

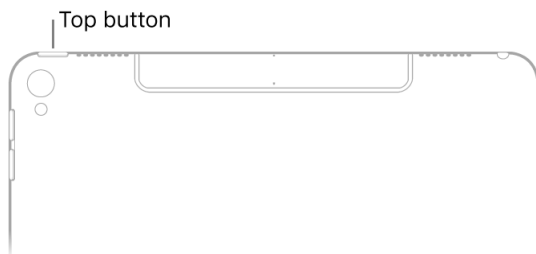
Wake and unlock iPad

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

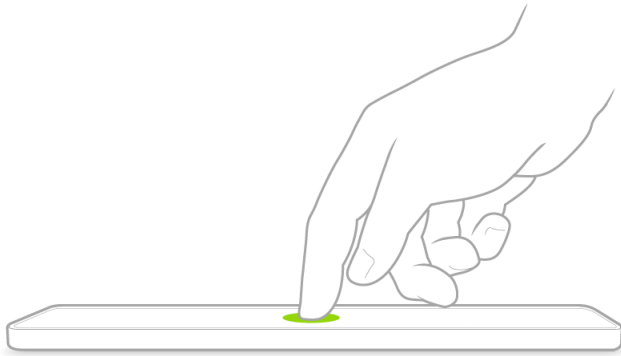
Wake iPad

To wake iPad, do one of the following:

- Press the top button.



- Tap the screen. Or, on supported models, you can tap the screen with Apple Pencil to wake iPad and open Notes.




Unlock iPad with Face ID

If you didn't set up Face ID when you set up iPad, see [Set up Face ID on iPad](#).

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

The lock icon animates from closed to open to indicate that iPad is unlocked.

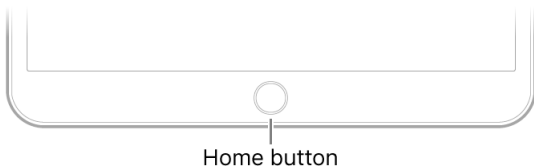
2. Swipe up from the bottom of the screen to view the Home Screen.

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

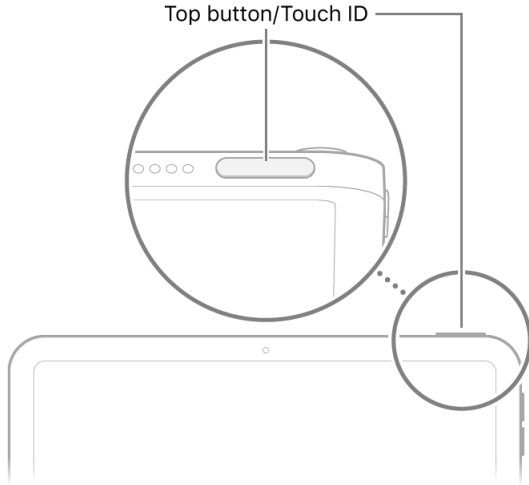
Unlock iPad with Touch ID

If you didn't set up Touch ID when you set up iPad, see [Set up Touch ID on iPad](#).

- On an iPad with a Home button, press the Home button using the finger you registered with Touch ID.



- On iPad Air (4th generation), press the top button (Touch ID) using the finger you registered with Touch ID.



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

Unlock iPad with a passcode

If you didn't create a passcode when you set up iPad, see [Set or change the passcode](#).

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

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

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

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

Supported models of iPad can connect to 5G networks. See the Apple Support article [Use 5G with your iPad](#).


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

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

- Embedded Apple SIM or Apple SIM card
 - Physical nano-SIM from your carrier
-

Set up your cellular plan with eSIM

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


1. Go to Settings  > Cellular Data.
2. Do one of the following:
 - To set up the first cellular plan on your iPad, select a carrier, then follow the onscreen instructions.
 - To add another cellular plan to your iPad, tap Add a New Plan.
 - To scan a QR code provided by your carrier, tap Other. Position iPad so that the QR code provided by your carrier appears in the frame, or enter the details manually. You may be asked to enter a confirmation code provided by your carrier.

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

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

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

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

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

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

Install a nano-SIM

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

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



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

2. Remove the tray from iPad.
3. Place the nano-SIM in the tray. The angled corner determines the correct orientation.



4. Insert the tray back into iPad.
5. If you previously set up a PIN on the nano-SIM, carefully enter the PIN when prompted.

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

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

Manage your cellular data service

1. Go to Settings  > Cellular Data.

2. Do any of the following:

- *Restrict all data to Wi-Fi:* Turn off Cellular Data.
- *Turn on or off LTE and roaming:* Tap Cellular Data Options.
- *Turn on Personal Hotspot:* Tap Set Up Personal Hotspot (available from certain carriers), then follow the onscreen instructions.
- *Manage your cellular account:* Tap Manage [account name] or Carrier Services.


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


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

Connect iPad to the internet

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

Connect iPad to a Wi-Fi network


1. Go to Settings  > Wi-Fi, then turn on Wi-Fi.
2. Tap one of the following:
 - *A network:* Enter the password, if required.
 - *Other:* Joins a hidden network. Enter the name of the hidden network, security type, and password.

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

Join a Personal Hotspot


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

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

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

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

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

1. Verify that your SIM is activated and unlocked. See [Set up cellular service on iPad \(Wi-Fi + Cellular models\)](#).
2. Go to Settings  > Cellular Data.
3. Verify that Cellular Data is turned on.

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

- Tries to connect to the most recently used available Wi-Fi network
- Shows a list of Wi-Fi networks in range and connects to the one you choose
- Connects to your carrier's cellular data network (Wi-Fi + Cellular models)

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


Apple ID and iCloud

Manage Apple ID settings on iPad

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

Sign in with your Apple ID

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


1. Go to Settings .
2. Tap Sign in to your iPad.
3. Enter your Apple ID and password.

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

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

If you forgot your Apple ID or password, see the [Recover your Apple ID website](#).

Change your Apple ID settings


1. Go to Settings  > [your name].
 2. Do any of the following:
 - Update your contact information
 - Change your password
 - [Add or remove Account Recovery Contacts](#)
 - View and manage your subscriptions
 - Update your payment methods or billing address
 - [Manage Family Sharing](#)
-

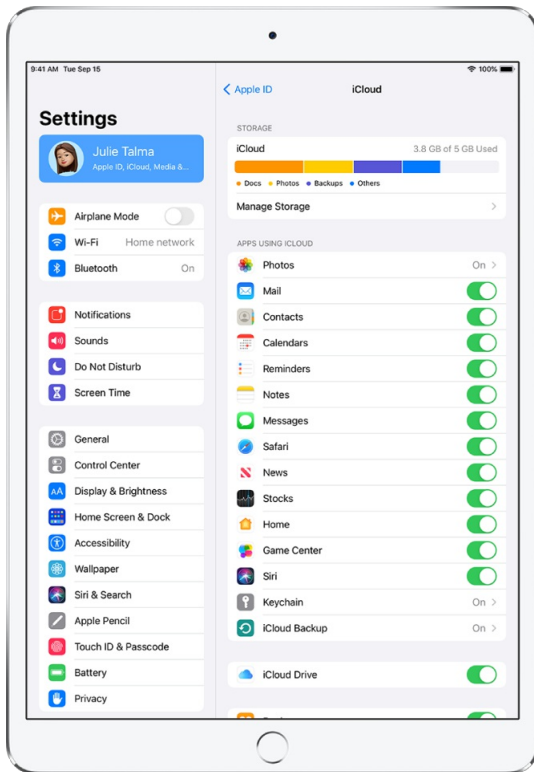
How to use iCloud on iPad

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

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

Change your iCloud settings

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



2. Do any of the following:

- See your iCloud storage status.
- Turn on the features you want to use, such as Photos, Mail, Contacts, and Messages.

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

Ways to use iCloud on iPad

iCloud can keep your iPad backed up automatically. See [Back up iPad](#).

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

- iCloud Mail
- Contacts, Calendars, Notes, and Reminders
- Messages threads; see [Set up Messages on iPad](#)
- Photos and videos; see [Use iCloud Photos on iPad](#)

- Files and documents; see [Set up iCloud Drive on iPad](#)
- Safari bookmarks and open tabs; see [Bookmark favorite webpages in Safari on iPad](#) and [Use tabs in Safari on iPad](#).
- Passwords and payment methods; see [Make your passwords available on all your devices with iPad and iCloud Keychain](#)
- News, Stocks, and Weather preferences
- Home and Health data
- Voice memos
- Map favorites
- Data from compatible third party apps and games

You can also do the following:

- Share your photos and videos with the people you choose. See [Share iPad photos with Shared Albums in iCloud](#).
- Share folders and documents with iCloud Drive. See [Share files and folders in iCloud Drive on iPad](#).
- Use Find My to locate a missing device or share locations with friends and family. See [Locate a device in Find My on iPad](#) and [Locate a friend in Find My on iPad](#).

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

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

Subscribe to iCloud+ on iPad

iCloud+ is Apple's premium cloud subscription. It gives you more storage for your photos, files, and backups, plus additional features including iCloud Private Relay, Hide My Email, and HomeKit Secure Video support.

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

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

What's included with iCloud+


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

- Increase your iCloud storage plan; you can get 50 GB, 200 GB, or 2TB of storage.
- Create unique, random email addresses that forward to your personal inbox with Hide My Email. See [Hide your personal email address in Safari on iPad](#).
- Connect to virtually any network and browse with Safari in an even more secure and private way with Private Relay. See [Turn on iCloud Private Relay on iPad](#).
- Set up home security cameras with HomeKit Secure Video so you can view your footage from anywhere while keeping it private and secure. See [Set up security cameras in Home on iPad](#).

You can also use iCloud.com to add a custom email domain to iCloud Mail. See [Customize your iCloud Mail domain and share with family in iCloud+](#) in the iCloud User Guide.

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

Upgrade, change, or cancel your iCloud+ subscription

1. Go to Settings  > [your name] > iCloud.
2. Tap Manage Storage, tap Change Storage Plan, then select an option and follow the onscreen instructions.

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


Share iCloud+

When you subscribe to iCloud+ or Apple One, you can use [Family Sharing](#) to share iCloud+ with up to five other family members.

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

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

Find settings on iPad

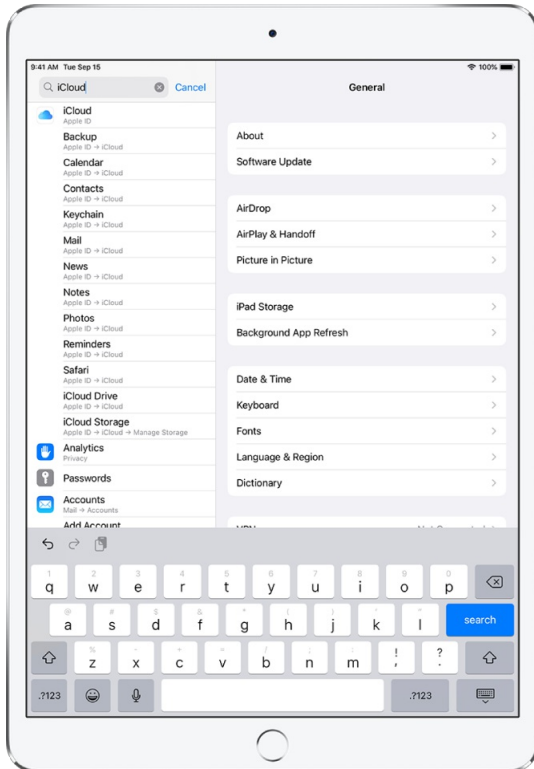
In the Settings app , you can search for iPad settings you want to change, such as your passcode, notification sounds, and more.

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



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


2. Swipe down from the top of the screen to reveal the search field, enter a term—"iCloud," for example—then tap a setting on the left side of the screen.




Set up mail, contacts, and calendar accounts on iPad

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


Set up a mail account

1. Go to Settings  > Mail > Accounts > Add Account.
2. Do one of the following:
 - Tap an email service—for example, iCloud or Microsoft Exchange—then enter your email account information.
 - Tap Other, tap Add Mail Account, then enter your information to set up a new account.

Set up a contacts account

1. Go to Settings  > Contacts > Accounts > Add Account > Other.
2. Tap Add LDAP Account or Add CardDAV Account (if your organization supports it), then enter your server and account information. See [Use other contact accounts on iPad](#).

Set up a calendar account




1. Go to Settings  > Calendar > Accounts > Add Account.
2. Tap Other, then do any of the following:
 - *Add a calendar account:* Tap Add CalDAV Account, then enter your server and account information; see [Set up multiple calendars on iPad](#).
 - *Subscribe to iCal (.ics) calendars:* Tap Add Subscribed Calendar, then enter the URL of the .ics file to subscribe to; or import an .ics file from Mail.















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















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

Learn the meaning of the iPad status icons

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

Status icon	What it means
	Wi-Fi iPad has a Wi-Fi internet connection. The more bars, the stronger the connection. See Connect iPad to a Wi-Fi network .
	Cell signal iPad (Wi-Fi + Cellular models) is in range of the cellular network. If there's no signal, "No service" appears.
	Airplane mode Airplane mode is on. Nonwireless features are available, but wireless functions may be disabled. See Choose iPad settings for travel .
5G	5G Your carrier's 5G network is available, and supported models can connect to the internet over that network (not available in all countries or regions). See Set up cellular service on iPad (Wi-Fi + Cellular models) .
5G+	5G+ Your carrier's 5G network with higher frequency is available, and supported models can connect to the internet over that network (not available in all countries or regions). See Set up cellular service on iPad (Wi-Fi + Cellular models) .

Status icon	What it means
	5G UW Your carrier's 5G network with higher frequency is available, and supported models can connect to the internet over that network (not available in all countries or regions). See Set up cellular service on iPad (Wi-Fi + Cellular models) .
	5G E Your carrier's 5G E network is available, and supported models can connect to the internet over that network (not available in all countries or regions). See Set up cellular service on iPad (Wi-Fi + Cellular models) .
	LTE iPad (Wi-Fi + Cellular models) is connected to the internet over a 4G LTE network (not available in all countries or regions). See Set up cellular service on iPad (Wi-Fi + Cellular models) .
	4G iPad (Wi-Fi + Cellular models) is connected to the internet over a 4G network (not available in all countries or regions). See Set up cellular service on iPad (Wi-Fi + Cellular models) .
	3G iPad (Wi-Fi + Cellular models) is connected to the internet over a 3G network. See Set up cellular service on iPad (Wi-Fi + Cellular models) .
	EDGE iPad (Wi-Fi + Cellular models) is connected to the internet over an EDGE network. See Set up cellular service on iPad (Wi-Fi + Cellular models) .
	GPRS iPad (Wi-Fi + Cellular models) is connected to the internet over a GPRS network. See Set up cellular service on iPad (Wi-Fi + Cellular models) .
	Personal Hotspot iPad is connected to the internet through the Personal Hotspot of another device. See Join a Personal Hotspot .
<icon to come>	Navigation Indicator A blue bubble indicates that iPad is providing turn-by-turn directions. See Get driving directions in Maps on iPad .
	Personal Hotspot Indicator A blue bubble or bar indicates that iPad is either providing a Personal Hotspot or Screen Mirroring, or an app is actively using your location. See Share your internet connection from iPad (Wi-Fi + Cellular) .
	Call Indicator A green bubble or bar indicates that iPad is on a call. See Make and receive phone calls on iPad .
	Recording Indicator A red bubble or bar indicates that iPad is either recording sound or recording your screen. See Make a recording in Voice Memos on iPad .
	Camera In Use Indicator A green indicator appears at the top of your screen whenever an app is using your camera. View and save measurements on iPad .
	Microphone In Use Indicator An orange indicator appears at the top of your screen whenever an app is using your microphone. Make a recording in Voice Memos on iPad .
	Syncing iPad is syncing with your computer. Sync iPad with your computer .

Status icon	What it means
	Activity There is network or other activity. Some third-party apps use this icon to show app activity.
	VPN iPad is connected to a network using VPN.
	Lock iPad is locked. See Access features from the iPad Lock Screen .
	RTT RTT is turned on. See Set up and use RTT on iPad .
	Do Not Disturb Do Not Disturb is turned on. See Turn a Focus on or off on iPad .
	Orientation lock Screen orientation is locked. See Access features from the iPad Lock Screen .
	Location Services An app is using Location Services. See Control the location information you share on iPad .
	Alarm An alarm is set. See Set an alarm on iPad .
	Headphones connected iPad is paired with Bluetooth headphones that are turned on and within Bluetooth range. See Set up and listen to Bluetooth headphones .
	Bluetooth battery Shows the battery level of a supported paired Bluetooth device.
	Battery Shows the battery level or charging status. See Charge the iPad battery .
	Battery Charging Shows the iPad battery is charging. See Charge the iPad battery .
	AirPlay AirPlay is on. See Wirelessly stream videos and photos to Apple TV or a smart TV from iPad .
	Voice Control Voice Control is turned on in Settings > Accessibility, and Siri is ready for your requests. See Use Voice Control to interact with iPad .

Charge and monitor the battery

Charge the iPad battery

iPad has an internal, lithium-ion rechargeable battery. Lithium-ion technology currently provides the best performance for your device. Compared with traditional battery technology, lithium-ion batteries are lighter, charge faster, last longer, and have a higher power density for more battery life.

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

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

About charging the battery



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

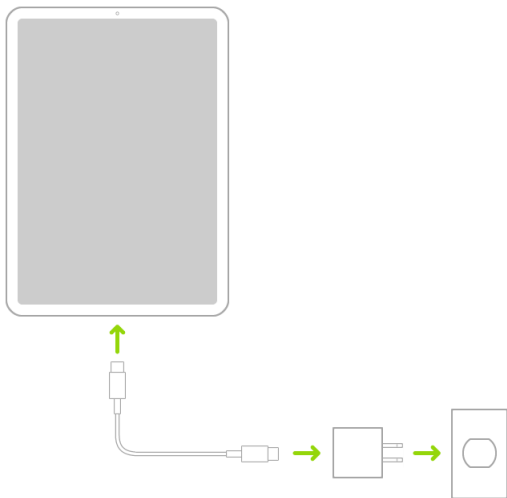
If iPad is very low on power, it may display an image of a nearly depleted battery, indicating that it needs to charge for up to 10 minutes before you can use it. If iPad is extremely low on power when you begin to charge it, the display may be blank for up to 2 minutes before the low-battery image appears.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

Charge the battery

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

- Connect iPad to a power outlet using the included cable and power adapter. See [Accessories included with iPad](#).

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



- [Connect iPad and your computer with a cable.](#)

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


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

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

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

Turn on Low Power Mode

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

1. Go to Settings  > Battery.
2. Turn on Low Power Mode.

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

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

Battery life and charge cycles vary with use and settings. The iPad battery should be serviced or recycled by Apple or an Apple Authorized Service Provider. See the [Battery Service and Recycling website](#).

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

Monitor the iPad battery level


There are several ways to keep track of the battery level of your iPad.

Show the battery level in the status bar

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

Add a Batteries widget to monitor your Home Screen

You can add a Batteries widget to your Home Screen to keep track of the battery levels of your iPad and its accessories (including AirPods, Apple Pencil, and more).


1. Touch and hold the Home Screen background until the apps begin to jiggle.
2. Tap  at the top of the screen, then tap Batteries.
3. Swipe left and right through the Battery Status widgets to view the size options.

The different sizes display different information.

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

See [Add widgets on iPad](#).

View your battery usage information

Go to Settings  > Battery.

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

- *Insights and suggestions*: You might see insights about conditions or usage patterns that cause iPad to consume energy. You might also see suggestions for lowering energy consumption. If a suggestion appears, you can tap it to go to the corresponding setting.
- *Last Charged*: Indicates how fully the battery was last charged and the time it was disconnected.
- *Battery Level graph (in Last 24 Hours)*: Shows the battery level, charging intervals, and periods when iPad was in Low Power Mode or the battery was critically low.
- *Battery Usage graph (in Last 10 Days)*: Shows the percentage of battery used each day.
- *Activity graph*: Shows activity over time, split by whether the screen was on or off.
- *Screen On and Screen Off*: Shows total activity for the selected time interval, for when the screen was on and when it was off. The Last 10 Days view shows the average per day.
- *Battery Usage by App*: Shows the proportion of the battery used by each app in the selected time interval.
- *Activity by App*: Shows the amount of time each app was used in the selected time interval.

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

Battery life and charge cycles vary with use and settings. The iPad battery should be serviced or recycled by Apple or an Apple Authorized Service Provider. See the [Battery Service and Recycling website](#).

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



Download or bookmark the iPad User Guide


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

View the user guide in Safari

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


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

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

- *Add to Home Screen:* The shortcut appears as a new icon on the Home Screen.
 - *Add Bookmark:* The bookmark appears when you tap  in Safari.
-

Download the user guide from Apple Books

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






1. Open the Books app .
2. Tap Search, then enter "iPad User Guide."
3. Tap Get, then wait for the book to download.

See [Read books in the Books app on iPad](#).

Learn gestures for iPad

Learn basic gestures to interact with iPad

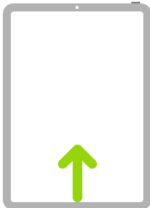
Control iPad and its apps using a few simple gestures—tap, touch and hold, swipe, scroll, and zoom.

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

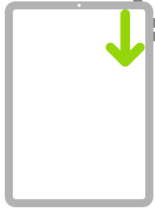
If you're using Magic Trackpad or Magic Mouse, see [Trackpad gestures for iPad](#) or [Mouse actions and gestures for iPad](#) for gestures that work on your trackpad or mouse.


Learn advanced gestures to interact with iPad

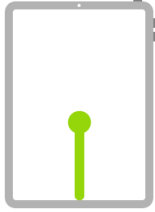
Here's a handy reference to the gestures you use on all iPad models to go to the Home Screen, switch between recent apps, access controls, and more. A few gestures are done differently on an iPad with a Home button, as described in the table below.

Gesture	Description
	Go Home. Swipe up from the bottom edge of the screen to return to the Home Screen at any time. See Open apps on iPad .

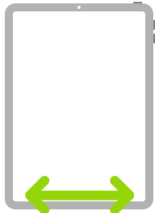
Gesture**Description**



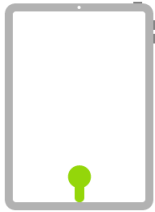
Quickly access controls. Swipe down from the top-right corner to open Control Center; touch and hold a control to reveal more options. To add or remove controls, go to Settings  > Control Center. See [Use and customize Control Center on iPad](#).



Open the App Switcher. Swipe up from the bottom edge, pause in the center of the screen, then lift your finger. To browse the open apps, swipe right, then tap the app you want to use. See [Switch between apps on iPad](#).




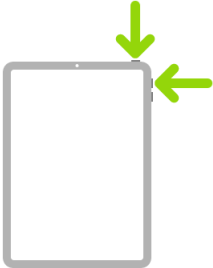
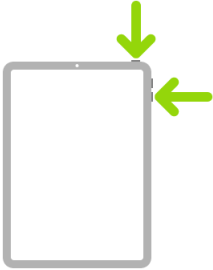

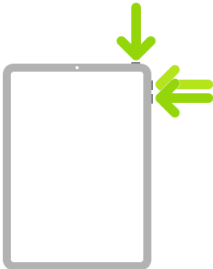
Switch between open apps. Swipe left or right along the bottom edge of the screen to quickly switch between open apps. (On an iPad with a Home button, swipe with a slight arc.) See [Switch between apps on iPad](#).



Open the Dock within an app. Swipe up from the bottom edge of the screen and pause to reveal the Dock. To quickly open another app, tap it in the Dock. See [Open an app from the Dock](#).



Ask Siri. Just say, “Hey Siri.” Or press and hold the top button and make your request. (On an iPad with a Home button, press and hold the Home button and make your request.) Siri listens until you release the button. See [Ask Siri on iPad](#).


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

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

Basics

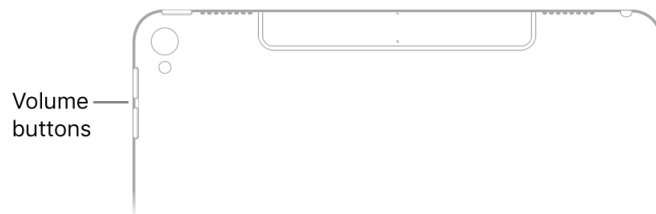
Adjust the volume on iPad

Use the volume buttons on the side of iPad to adjust the volume of songs and other media, alerts, and sound effects. You can also use Siri to turn the volume up or down.

 **Ask Siri.** Say something like: “Turn up the volume” or “Turn down the volume.” [Learn how to ask Siri.](#)


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

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



Do Not Disturb doesn't mute the audio from music, podcasts, movies, and TV shows.

Lock the ringer and alert volumes

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

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

Adjust the volume in Control Center

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

Open Control Center, then drag .

Mute the sound

Press and hold the Volume Down button.

Temporarily silence calls, alerts, and notifications

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

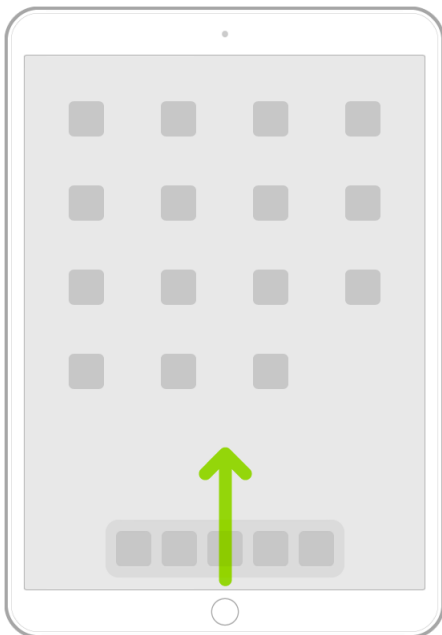
On iPad, there are several ways to protect your hearing from loud volume while listening to headphone audio. See [Use headphone audio-level features on iPad.](#)

Use your apps

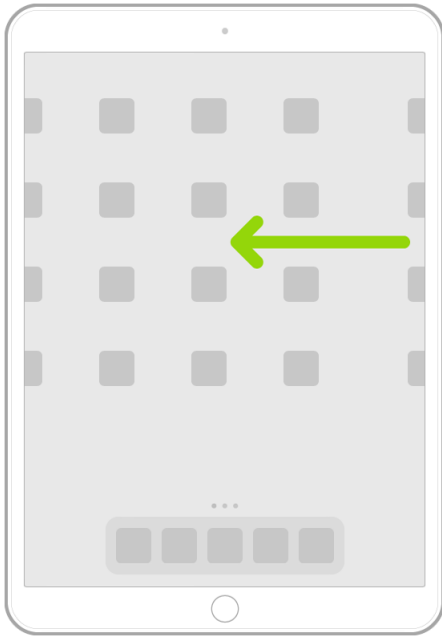
Open apps on iPad

You can quickly open apps from your Home Screen pages.

1. To go to the Home Screen, swipe up from the bottom edge of the screen.



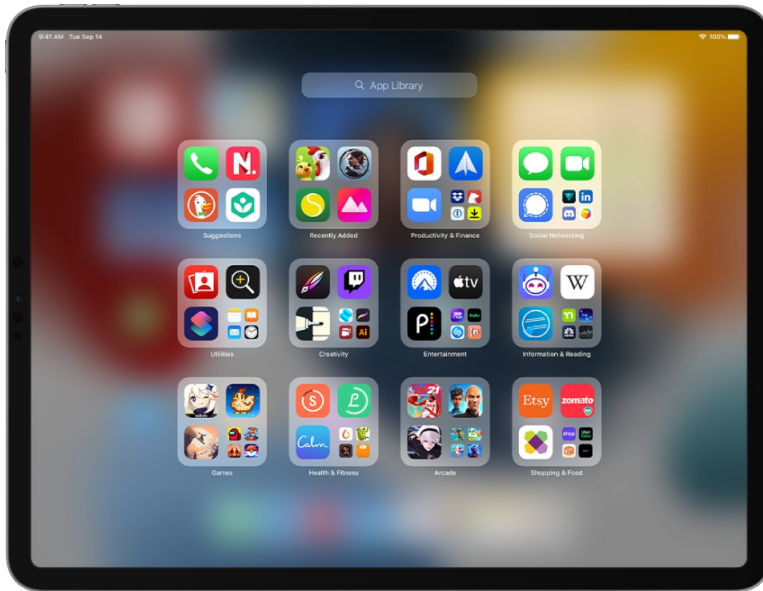
2. Swipe left or right to browse apps on other Home Screen pages.



3. To open an app, tap its icon on the Home Screen.
4. To return to the first Home Screen page, swipe up from the bottom edge of the screen.

Find your apps in the App Library on iPad

The App Library shows your apps organized into categories, such as Creativity, Social, and Entertainment. The apps you use most are near the top of the screen and at the top level of their categories, so you can easily locate and open them.



Note: Apps in the App Library are organized automatically. You can add apps in the App Library to the Home Screen, but you can't move them to another App Library category.

Find and open an app in the App Library

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

You can also open the App Library quickly by tapping [the App Library button], the rightmost button in the Dock.

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

Or scroll to browse the alphabetical list.

3. To open an app, tap it.

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

Move an app from the App Library to the Home Screen

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

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

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

Switch between apps on iPad

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

Open an app from the Dock

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

Favorite apps are on the left side of the Dock, and suggested apps—like ones you opened recently and ones open on your iPhone or Mac—appear on the right side of the Dock.



Use the App Switcher

1. To see all your open apps and [Split View](#) workspaces in the App Switcher, do one of the following:

- *On all iPad models:* Swipe up from the bottom of the screen, then pause in the center of the screen.
- *On an iPad with a Home button:* Double-click the Home button.





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

Switch between open apps

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

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

Zoom an app to fill the screen on iPad

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

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

Quit and reopen an app on iPad

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

1. To quit an app, open the App Switcher, then swipe up on the app.
2. To reopen the app, go to the Home Screen (or the [App Library](#)), then tap the app.

If quitting and reopening the app doesn't solve your problem, try [restarting iPad](#).


Enter, select, and revise text

Type with the onscreen keyboard on iPad

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

You can also use an [external keyboard](#), [Apple Pencil](#), and [dictation](#) to enter text.









Enter text using the onscreen keyboard

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

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

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

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

- *Type uppercase letters:* Tap , or touch , then slide to a letter.
- *Turn on Caps Lock:* Double-tap .
- *Quickly end a sentence with a period and a space:* Double-tap the Space bar.
- *Correct spelling:* Tap a misspelled word (underlined in red) to see suggested corrections, then tap a suggestion to replace the word, or type the correction.
- *Enter numbers, punctuation, or symbols:* Tap  or .
- *Undo the last edit:* Swipe left with three fingers, then tap Undo at the top of the screen; or tap .
- *Redo the last edit:* Swipe right with three fingers, then tap Redo at the top of the screen; or tap .
- *Hide the onscreen keyboard:* Tap .

See [Select, cut, copy, and paste text on iPad](#).

Enter emoji with the onscreen keyboard

1. Open the onscreen keyboard by tapping a text field.
2. Switch to the emoji keyboard by tapping 😊 or 🌐.
3. To search for an emoji, tap 🔍 at the bottom left, then enter a commonly used word—such as “heart” or “smiley face”—in the search field above the keyboard.
4. To enter an emoji, tap it.

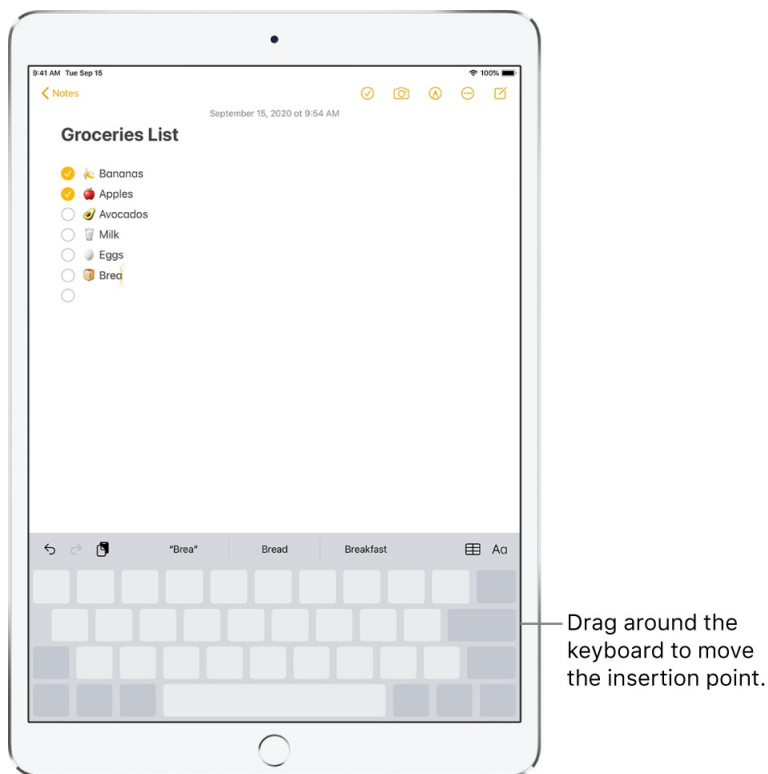
To see more choices, swipe through the emoji that appear.

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

See [Switch between keyboards with iPad](#).

Turn the onscreen keyboard into a trackpad

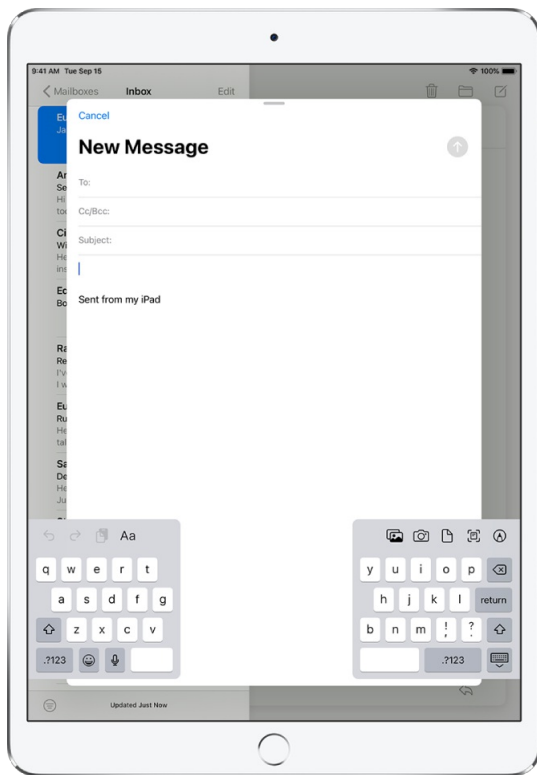
1. Touch and hold the Space bar with one finger until the keyboard turns light gray.
2. Move the insertion point by dragging around the keyboard.







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

Use a split keyboard

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



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

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

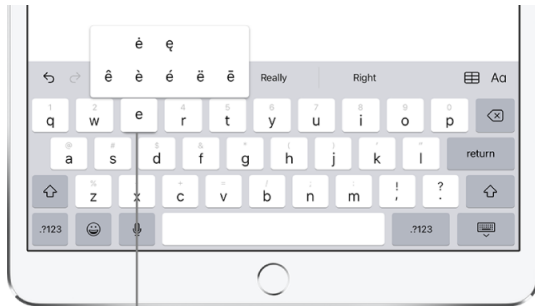
- *Use a split keyboard:* Slide your finger to Split, then release. Or spread the keyboard apart from the middle using two fingers.
- *Move the keyboard to the middle of the screen:* Slide your finger to Undock, then release.
- *Return to a full keyboard:* Slide your finger to Dock and Merge, then release.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

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

Enter accented letters or other characters while typing

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

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



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

You can also do any of the following:

- *On a Thai keyboard:* To choose native numbers, touch and hold the related Arabic number.
- *On a Chinese, Japanese, or Arabic keyboard:* Tap a suggested character or candidate at the top of the keyboard to enter it, or swipe left to see more candidates.

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

Set typing options

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

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


Dictate text on iPad

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

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

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



Turn on Dictation


1. Go to Settings  > General > Keyboard.

2. Turn on Enable Dictation.
-

Dictate text


1. Tap  on the onscreen keyboard, then speak.

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

2. When you finish, tap .



Tap to begin dictation.

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

Add punctuation or format text

While dictating text, say the punctuation or formatting.

For example, "Dear Mary comma the check is in the mail exclamation mark" becomes "Dear Mary, the check is in the mail!" Punctuation and formatting commands include the following:

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

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

Select, cut, copy, and paste text on iPad

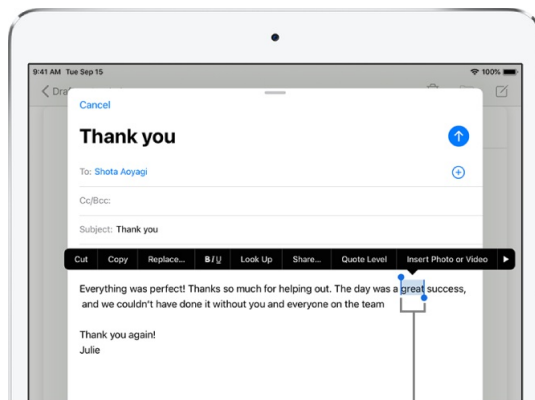
In apps on iPad, you can use the onscreen keyboard to select and edit text in text fields. You can also use an external keyboard, Apple Pencil, or your finger.

Select and edit text

1. To select text, do any of the following:
 - *Select a word*: Double-tap with one finger.
 - *Select a paragraph*: Triple-tap with one finger.
 - *Select a block of text*: Double-tap and hold the first word in the block, then drag to the last word.

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

- *Cut*: Tap Cut or pinch closed with three fingers two times.
- *Copy*: Tap Copy or pinch closed with three fingers.
- *Paste*: Tap Paste or pinch open with three fingers.
- *Replace*: View suggested replacement text, or have Siri suggest alternative text.
- *B/I/U*: Format the selected text.
- ► View more options.

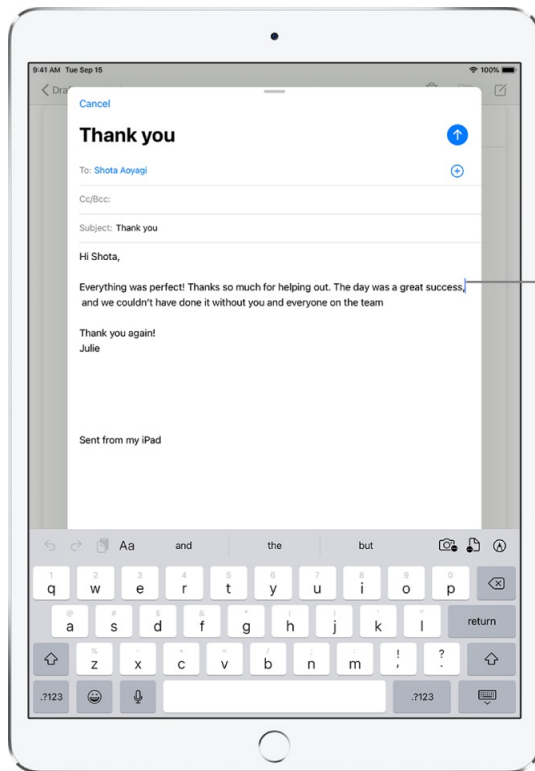


Tap the selected text
to see options.

Insert text by typing

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

- Tap where you want to add text.
- Move the insertion point by dragging it.



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

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

2. Type the text you want to insert.

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

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

Use predictive text on iPad

As you type text on the iPad keyboard, you see predictions for your next word, emoji that could take the place of your word, and other suggestions based on your recent activity and information from your apps (not available for all languages). In Messages, for example, when you type something like:

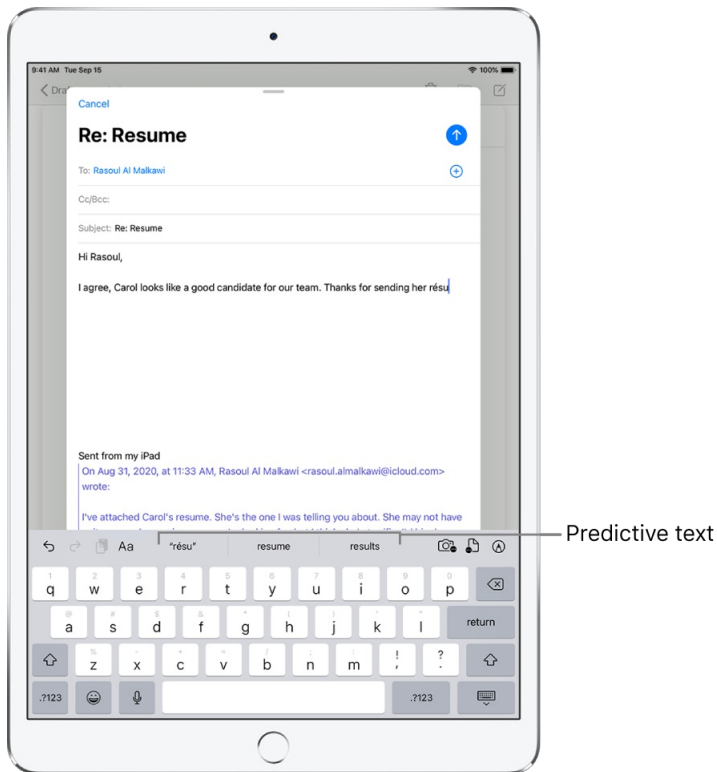
- "I'm at" followed by a space, your current location appears as an option
- "My number is" followed by a space, your phone number appears as an option

Accept or reject a predictive text suggestion

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

When you tap a suggested word, a space appears after the word. If you enter a comma, period, or other punctuation, the space is deleted.

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



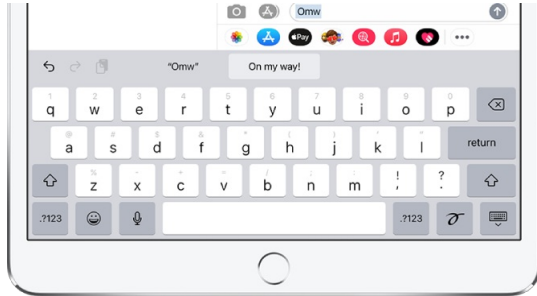
Turn off predictive text

- *With an onscreen keyboard:* Touch and hold 😊 or 🌐, tap Keyboard Settings, then turn off Predictive.
- *With an external keyboard:* Go to Settings 🌐 > General > Keyboard, then turn off Predictive.

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

Save keystrokes with text replacements on iPad

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



Create a text replacement

1. Do one of the following:
 - *With an onscreen keyboard:* Touch and hold 😊 or 🌐, tap Keyboard Settings, then tap Text Replacement.
 - *With an external keyboard:* Go to Settings 📱 > General > Keyboard, then tap Text Replacement.
2. Tap + at the top right.
3. Type a phrase in the Phrase field and the text shortcut you want to use for it in the Shortcut field.

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

1. Go to Settings 📱 > General > Keyboard, then tap Text Replacement.
2. Tap + at the top right, then enter your word or phrase in the Phrase field, but leave the Shortcut field blank.

Create a text replacement for word and input pairs


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

Shortcuts are available for the following:


- *Simplified Chinese:* Pinyin

- *Traditional Chinese*: Pinyin and Zhuyin
 - *Japanese*: Romaji and Kana
-

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

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

Reset your personal dictionary

1. Go to Settings  > General > Reset.
2. Tap Reset Keyboard Dictionary.




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

Add or change keyboards on iPad

On iPad, you can turn typing features, such as spell checking, on or off; add keyboards for writing in different languages; and change the layout of your onscreen or wireless keyboard.

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

Add or remove a keyboard for another language

1. Go to Settings  > General > Keyboard.
2. Tap Keyboards, then do any of the following:
 - *Add a keyboard*: Tap Add New Keyboard, then choose a keyboard from the list. Repeat to add more keyboards.
 - *Remove a keyboard*: Tap Edit, tap  next to the keyboard you want to remove, tap Delete, then tap Done.
 - *Reorder your keyboard list*: Tap Edit, drag  next to a keyboard to a new place in the list, then tap Done.

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

Switch to another keyboard

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

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

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

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

Assign an alternative layout to a keyboard

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

1. Go to Settings 🏠 > General > Keyboard > Keyboards.
 2. Tap a language at the top of the screen, then select an alternative layout from the list.
-

Move and copy items with drag and drop on iPad

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

Move an item


1. Touch and hold the item until it lifts up (if it's text, select it first).
2. Drag it to another location within the app.


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

Copy an item between open apps

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

2. Drag it to the other app.

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

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


Drag a link to a Split View or Slide Over window

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

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

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

1. Touch and hold the item until it lifts up (if it's text, select it first).
2. While you continue to hold the item, use another finger to swipe up from the bottom edge of the screen and pause to reveal the Dock or press the Home button (on an iPad with a Home button).
3. Drag the item over the other app to open it (a ghost image of the item appears under your finger as you drag).

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

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

Select multiple items to move

1. Touch and hold the first selected item, drag it slightly, and continue holding it.
2. While still holding the first item, tap additional items with another finger. A badge indicates the number of selected items.
3. Drag all of the items together.


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

Use multiple apps simultaneously

Open two items in Split View on iPad

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

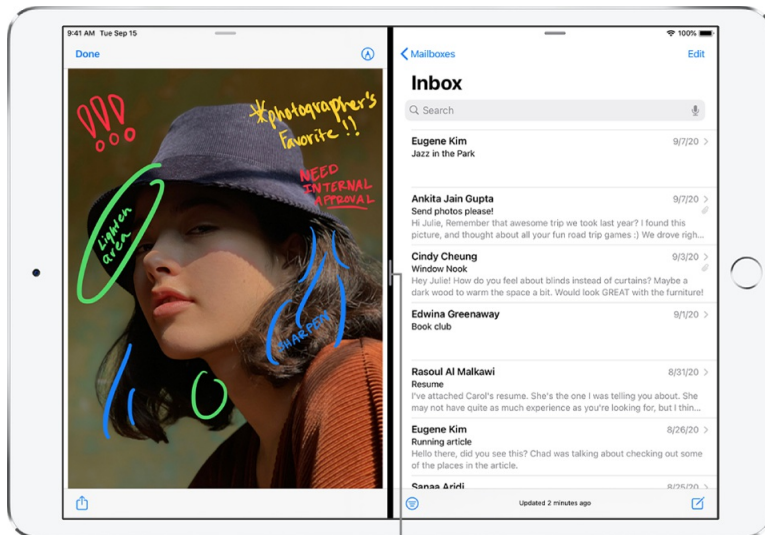
Open a second item in Split View

1. While using an app, tap \dots at the top of the screen, then tap .

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

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

The two items appear in Split View.



Drag to resize the split.

Replace an item in Split View

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

1. Swipe down from **⋮** at the top of the app you want to replace.


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

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

The two items appear side by side in Split View.

Turn Split View into Slide Over

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

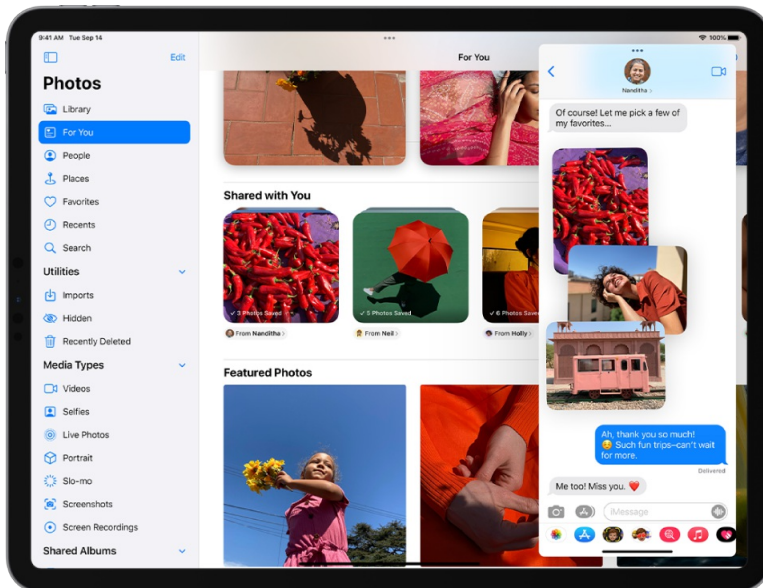
Tap **⋮** at the top of the window you want to turn into a Slide Over window, then tap .

See [Open an app in Slide Over](#). On supported models, you can use Split View and Slide Over simultaneously.


Open an app in Slide Over on iPad

While you're using an app, you can open a second app in a Slide Over window—a smaller window that slides in front of the first. For example, while you're using Maps, you can open Messages in Slide Over to carry on a conversation while looking at Maps.

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



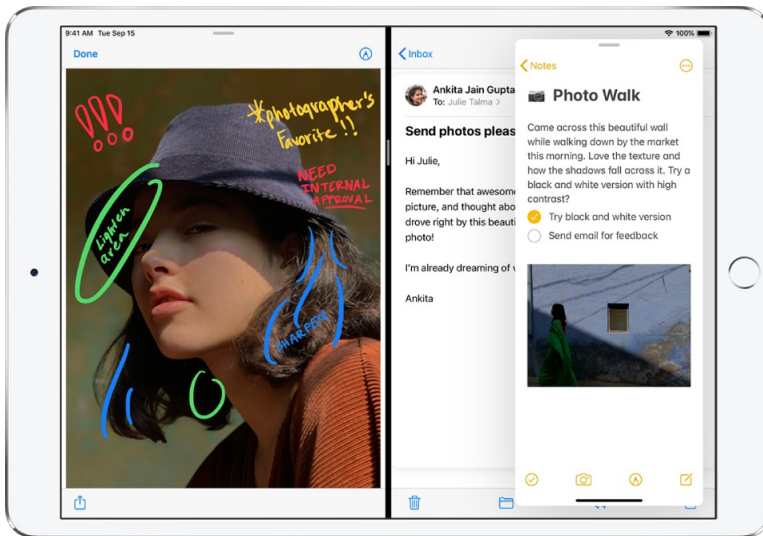
Open another app in Slide Over

1. While using an app, tap \dots at the top of the screen, then tap .

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

2. Find the app you want to open in Slide Over, then tap it.

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

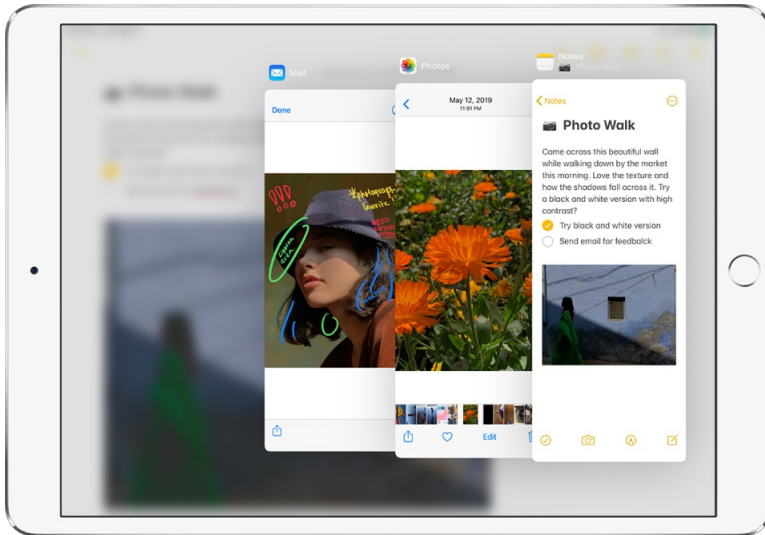


Switch between apps in Slide Over

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

1. Swipe halfway up from the bottom of the Slide Over window, pause, then lift your finger.
2. Tap the app you want to view, if it's visible.

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




Move the Slide Over window

Do one of the following:

- *Move the Slide Over window to the other side of the screen:* Drag from \cdots at the top of the Slide Over window.
- *Temporarily hide the Slide Over window:* Swipe all the way up from the bottom of the Slide Over window. The Slide Over window disappears off the edge of the screen.
- *Move the Slide Over window back onto the screen:* From any open app, swipe from the edge of the screen where it disappeared.

Turn Slide Over into Split View

Tap \cdots at the top of the Slide Over window, then tap .

On supported models, you can use Slide Over and Split View simultaneously. See [Open two items in Split View](#).

Open an item in the center of the screen

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

1. Do any of the following:
 - Touch and hold a message in a mailbox in Mail.
 - Touch and hold a conversation in the list of Messages.
 - Touch and hold a note in the Notes list.
 - Touch and hold a file in Files.
2. Tap Open in New Window.

The item opens in the center of the screen without changing your current view.

View an app's open windows and workspaces

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

View an app's open windows

1. Do any of the following:
 - Swipe up from the bottom edge of the screen to reveal the Dock.
 - Go to the Home Screen.
2. Touch and hold the app you want to view, then tap Show All Windows.

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

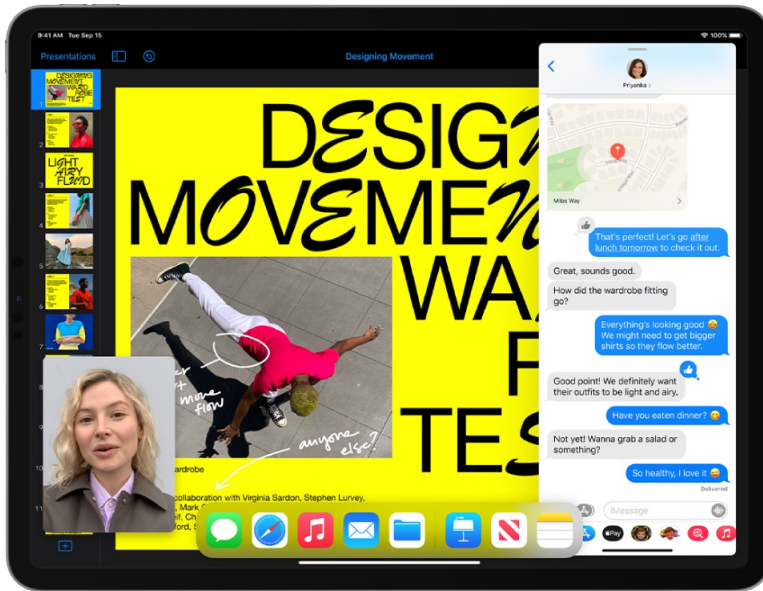
The windows in some apps appear in miniature on a shelf near the bottom of the screen. When you tap a window on the shelf, its contents appear in the current, full-screen window.


Create new windows in an app

When you're viewing all of an app's open windows, there's a window with  in the middle of it.



Multitask with Picture in Picture on iPad

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



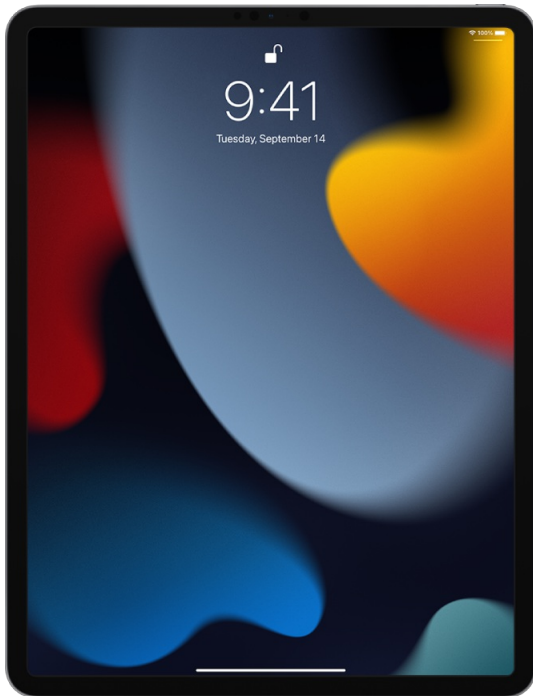
When using FaceTime or watching a video, tap  or press the Home button (on an iPad with a Home button).

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

- *Resize the video window:* To make the small video window larger, pinch open. To shrink it again, pinch closed.
- *Show and hide controls:* Tap the video window.
- *Move the video window:* Drag it to a different corner of the screen.
- *Hide the video window:* Drag it off the left or right edge of the screen.
- *Close the video window:* Tap .
- *Return to a full FaceTime or video screen:* Tap  in the small video window.

Access features from the iPad Lock Screen

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




Access features and information from the Lock Screen

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

- *Open Camera:* Swipe left. (See [Take photos with your iPad camera.](#))
- *Open Control Center:* Swipe down from the top-right corner. (See [Use and customize Control Center on iPad.](#))
- *See earlier notifications:* Swipe up from the center. (See [View and respond to notifications on iPad.](#))
- *View widgets:* Swipe right. (See [Add widgets on iPad.](#))
- *Start drawing and taking notes:* (on supported models) Tap Apple Pencil on the Lock Screen. Whatever you create is [saved in Notes.](#)

To choose what you can access from the Lock Screen, see [Control access to information on the iPad Lock Screen.](#)

Show notification previews on the Lock Screen

1. Go to Settings  > Notifications.
2. Tap Show Previews, then tap Always.

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

Perform quick actions on iPad

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


- In Photos, touch and hold an image to preview it and see a list of options.
 - In Mail, touch and hold a message in a mailbox to preview the message contents and see a list of options.
 - On the Home Screen, touch and hold an app icon briefly to open a quick actions menu. If the icons start to jiggle, tap Done at the top right or press the Home button (on an iPad with a Home button), then try again.
 - Open Control Center, then touch and hold an item like Camera or the brightness control to see options.
 - On the Lock Screen, touch and hold a notification briefly to respond to it.
 - When typing, touch and hold the Space bar with one finger to [turn your keyboard into a trackpad](#).
-

Use iPad to search

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


You can choose which apps you want to include in search results. Search offers suggestions based on your use of the apps and updates results as you type.

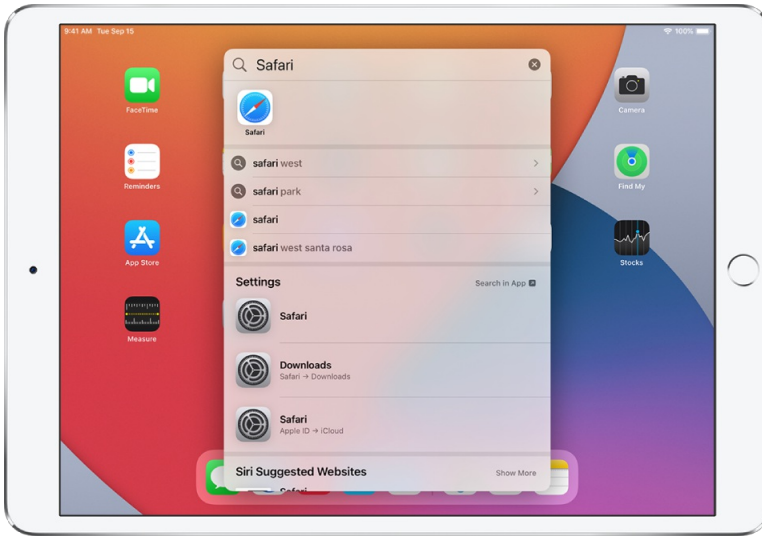
Choose which apps to include in Search

1. Go to Settings  > Siri & Search.
 2. Scroll down, tap an app, then turn Show in Search on or off.
-


Search with iPad

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


2. Tap the search field, then enter what you're looking for.
3. Do any of the following:
 - *Hide the keyboard and see more results on the screen:* Tap Go.
 - *Open a suggested app:* Tap it.
 - *Get more information about a search suggestion:* Tap it, then tap one of the results to open it.
 - *Start a new search:* Tap  in the search field.



Turn off Suggestions in Search

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

Turn off Location Services for suggestions

1. Go to Settings  > Privacy > Location Services.
2. Tap System Services, then turn off Location-Based Suggestions.

Search in apps

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


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

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

2. Type your search, then tap Search.
-

Add a dictionary




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

1. Go to Settings  > General > Dictionary.
 2. Select a dictionary.
-

Use AirDrop on iPad to send items to nearby devices

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

Send an item using AirDrop


1. Open the item, then tap , Share, AirDrop, , or another button that displays the app's sharing options.
2. Tap  in the row of share options, then tap the profile picture of a nearby AirDrop user.

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

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

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

Allow others to send items to your iPad using AirDrop

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

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

You can accept or decline each request as it arrives.

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

Take a screenshot or screen recording on iPad

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

Take a screenshot

1. Do one of the following:
 - *On an iPad with a Home button:* Simultaneously press and then release the top button and the Home button.
 - *On other iPad models:* Simultaneously press and then release the top button and the volume up button.
2. Tap the screenshot in the lower-left corner, then tap **Done**.
3. Choose **Save to Photos**, **Save to Files**, or **Delete Screenshot**.


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

Save a full-page screenshot as a PDF

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





1. Do one of the following:
 - *On an iPad with a Home button:* Simultaneously press and then release the top button and the Home button.
 - *On other iPad models:* Simultaneously press and then release the top button and the volume up button.
2. Tap the screenshot in the lower-left corner, then tap **Full Page**.

3. Do any of the following:

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

Create a screen recording

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

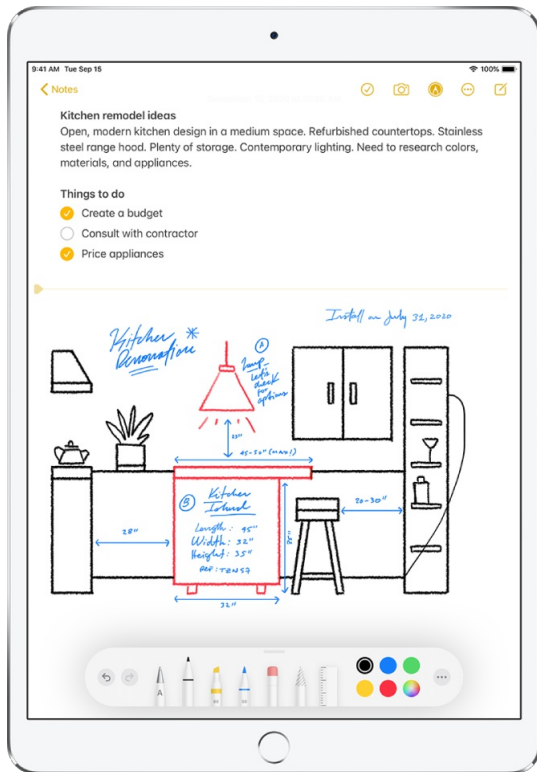
1. Go to Settings  > Control Center, then tap  next to Screen Recording.
2. Open Control Center, tap , then wait for the three-second countdown.
3. To stop recording, open Control Center, tap  or the red status bar at the top of the screen, then tap Stop.

Go to Photos , then select your screen recording.


Mark up files and photos

Draw in apps with Markup on iPad

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




Show, move, and hide the Markup toolbar


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

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

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


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

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


- **Hide the toolbar:** Tap  or Done.
-

Draw or write in apps with Markup

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

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

While writing or drawing, do any of the following:


- *Change the line weight:* Tap the selected drawing tool in the toolbar, then choose an option.
- *Change the opacity:* Tap the selected drawing tool in the toolbar, then drag the slider.
- *Change the color:* Choose a color from the color picker in the Markup toolbar.
- *Undo a mistake:* Tap .
- *Draw a straight line:* Tap the ruler tool in the toolbar, then draw a line along the edge of the ruler.
 - To change the angle of the ruler, touch and hold the ruler with two fingers, then rotate your fingers.
 - To move the ruler without changing its angle, drag it with one finger.
 - To make the ruler disappear, tap the ruler tool in the toolbar again.

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


Draw a shape

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

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


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

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

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

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

Change your handwritten text or drawings

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

- *Select a word or drawn object:* Double-tap it.
- *Select a sentence:* Triple-tap it.
- *Select a paragraph or text block:* Touch and hold the first word, then drag to the last word. To select more precisely, drag slowly.


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

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

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

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

- *Cut, copy, delete, or duplicate:* Tap an option.
- *Move:* Touch and hold the content until it lifts up, then drag it to a new location.

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


For more ways to edit your handwriting or drawing in Notes, see [Draw or write in Notes on iPad](#).

Erase a mistake

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

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

- *Erase pixels:* Choose Pixel Eraser, then scrub over the mistake with your finger or Apple Pencil.
- *Erase an object:* Choose Object Eraser, then touch the object with your finger or Apple Pencil.
- *Switch between the pixel and the object erasers:* Tap the eraser tool again, then choose Pixel Eraser or Object Eraser.


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

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

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


Add and edit typed text in Notes

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

1. If the Markup toolbar is open, close it by tapping .
 2. Do any of the following:
 - Tap in the note, then type using the onscreen or wireless keyboard. See [Take notes on iPad](#).
 - Use Apple Pencil and Scribble to enter text. See [Enter text with Scribble on iPad](#).
-


Add and edit typed text in other supported apps


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

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

2. Double-tap the text box.
3. Use the keyboard to enter text.


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

- *Change the font, size, or layout:* Tap  in the toolbar, then choose an option.
- *Delete, edit, or duplicate the text:* Tap the text, then choose an option.
- *Move the text:* Drag it.


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


Add and adjust a shape in other supported apps

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

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

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

- *Move the shape:* Drag it.
- *Resize the shape:* Drag any blue dot along the shape's outline.
- *Change the outline color:* Tap a color in the color picker.
- *Fill the shape with color or change the line thickness:* Tap , then choose an option and a color.
- *Adjust the form of an arrow or speech bubble shape:* Drag a green dot.
- *Delete or duplicate a shape:* Tap it, then choose an option.

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

Add your signature in other supported apps

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

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

2. Do one of the following:


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

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

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

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

3. Drag your signature where you want it.

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

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

Zoom in or magnify in Markup on iPad

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

Zoom in

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


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


Magnify

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

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

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

- *Change the magnification level:* Drag the green dot on the magnifier.
- *Change the size of the magnifier:* Drag the blue dot on the magnifier.
- *Move the magnifier:* Drag it.
- *Change the outline thickness of the magnifier:* Tap , then choose an option.
- *Change the outline color of the magnifier:* Choose an option from the color picker.
- *Remove or duplicate the magnifier:* Tap its outline, then tap Delete or Duplicate.

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


Get information about your iPad

View overall storage availability and storage used per app


Go to Settings  > General > iPad Storage.

See the Apple Support articles [How to check the storage on your iPhone, iPad, and iPod touch](#) and [Manage your iCloud storage](#).


See battery usage

Go to Settings  > Battery to see the elapsed time since iPad has been charged and battery usage by app. You can also display battery level as a percentage and turn Low Power Mode on or off. See [Charge the iPad battery](#).

View cellular usage

Go to Settings  > Cellular Data. See [View or change cellular data settings on iPad \(Wi-Fi + Cellular models\)](#).

See more information about iPad


Go to Settings  > General > About. The items you can view include:

- Name
- iPadOS software version
- Model name
- Part and model numbers. To the right of Model, the part number appears. To see the model number, tap the part number.
- Serial number
- Network (Wi-Fi + Cellular models)
- Number of songs, videos, photos, and apps
- Capacity and available storage space
- Carrier (Wi-Fi + Cellular models)
- Cellular Data Number (Wi-Fi + Cellular models)
- Wi-Fi and Bluetooth addresses
- IMEI (International Mobile Equipment Identity) (Wi-Fi + Cellular models)
- ICCID (Integrated Circuit Card Identifier, or Smart Card) for GSM networks (Wi-Fi + Cellular models)
- MEID (Mobile Equipment Identifier) for CDMA networks (Wi-Fi + Cellular models)
- Modem firmware
- Legal (including legal notices, and license, warranty, and RF exposure information)

To copy the serial number and other identifiers, touch and hold the identifier until Copy appears.

To see regulatory marks, go to Settings > General > Legal & Regulatory.

View or turn off diagnostic information

Go to Settings  > Privacy > Analytics & Improvements.

To help Apple improve products and services, iPad sends diagnostic and usage data. This data doesn't personally identify you, but may include location information.

View or change cellular data settings on iPad (Wi-Fi + Cellular models)

If you have a Wi-Fi + Cellular model, you can activate cellular data service on iPad, turn cellular service on or off, and set which apps and services use cellular data. With some carriers, you can also change your data plan.

iPad Pro 12.9-inch (5th generation) and iPad Pro 11-inch (3rd generation) can connect to 5G networks. See the Apple Support article [Use 5G with your iPad](#).


Note: For help with cellular network services and billing, contact your wireless service provider.

If iPad is connected to the internet using the cellular data network, an icon identifying the cellular network appears in the [status bar](#).

If Cellular Data is off, all data services—including email, web browsing, and push notifications—use Wi-Fi only. If Cellular Data is on, carrier charges may be incurred. For example, using certain features and services that transfer data, such as Messages, could result in charges to your data plan.

Note: Wi-Fi + Cellular models don't support cellular phone service—they support cellular data transmission only. To make phone calls on iPad, [use Wi-Fi Calling and an iPhone](#).

Add a cellular plan to your iPad


If you previously set up a cellular plan, go to Settings  > Cellular, tap Add a New Plan, then follow the onscreen instructions.

If you haven't set up a plan, see [Set up cellular service on iPad \(Wi-Fi + Cellular models\)](#).

View or change your cellular data account

Go to Settings  > Cellular Data, then tap Manage [*account name*] or Carrier Services.

Choose cellular data options for data usage, performance, battery life, and more

To turn Cellular Data on or off, go to Settings  > Cellular.

To set options when Cellular Data is on, go to Settings > Cellular > Cellular Data Options, then do any of the following:

- *Reduce cellular usage:* Turn on Low Data Mode, or tap Data Mode, then choose Low Data Mode (depending on your iPad model). This mode pauses automatic updates and background tasks when iPad isn't connected to Wi-Fi.
- *Turn Data Roaming on or off:* Data Roaming permits internet access over a cellular data network when you're in a region not covered by your carrier's network. When you're traveling, you can turn off Data Roaming to avoid roaming charges.


Depending on your iPad model, carrier, and region, the following option may be available:

- *Turn LTE on or off:* Turning on LTE loads data faster.


On iPad Pro 12.9-inch (5th generation) (Wi-Fi + Cellular) and iPad Pro 11-inch (3rd generation) (Wi-Fi + Cellular), you can do the following:

- *Enable Smart Data mode to optimize battery life:* Tap Voice & Data, then choose 5G Auto. In this mode, your iPad automatically switches to LTE when 5G speeds don't provide noticeably better performance.
- *Use higher-quality video and FaceTime HD on 5G networks:* Tap Data Mode, then choose Allow More Data on 5G.

Set up a Personal Hotspot to begin sharing the cellular internet connection from iPad

1. Go to Settings  > Cellular, then turn on Cellular Data.
2. Tap Set up Personal Hotspot, then follow the instructions in [Share your internet connection from iPad \(Wi-Fi + Cellular\)](#).

Set cellular data use for apps and services

Go to Settings  > Cellular Data, then turn Cellular Data on or off for any app (such as Maps) or service (such as Wi-Fi Assist) that can use cellular data.

If a setting is off, iPad uses only Wi-Fi for that service.

Note: Wi-Fi Assist is on by default. If Wi-Fi connectivity is poor, Wi-Fi Assist automatically switches to cellular data to boost the signal. Because you stay connected to the internet over cellular when you have a poor Wi-Fi connection, you might use more cellular data, which may incur additional charges depending on your data plan. See the Apple Support article [About Wi-Fi Assist](#).

Lock your SIM card

If your device uses a SIM card for cellular data, you can lock the card with a personal identification number (PIN) to prevent others from using the card. Then, every time you restart your device or remove the SIM card, your card locks automatically, and you're required to enter your PIN. See [Use a SIM PIN for your iPhone or iPad](#).

Choose iPad settings for travel

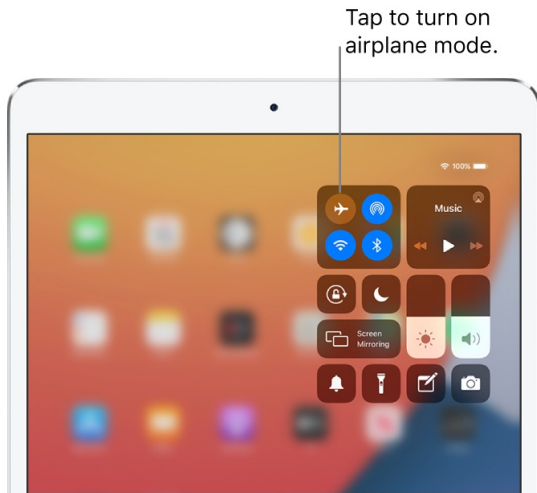
When you travel with iPad, choose settings that comply with airline requirements. Some airlines let you keep your iPad turned on if you switch to airplane mode. By default, Wi-Fi and Bluetooth are disabled in airplane mode—you can't make or receive FaceTime calls or use features or accessories that require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



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

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

Turn on airplane mode

Open Control Center, then tap .





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



Turn on Wi-Fi or Bluetooth while in airplane mode

If your airline allows it, you can use Wi-Fi or Bluetooth while in airplane mode.

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

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




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



Personalize your iPad


Change or turn off iPad sounds

In Settings , change or turn off the sounds iPad plays when you get a call, text message, email, reminder, or other type of notification.

To temporarily silence incoming calls, alerts, and sound effects, [turn on Do Not Disturb](#).




Set sound options

Set options for alert tones and ringtones, and ringer and alert volumes.

1. Go to Settings  > Sounds.
 2. Drag the slider to set the volume for the ringer and alerts.
 3. Tap Ringtone and other options to select sounds for the ringtone and alert tones.
-

Silence iPad

To temporarily silence incoming calls, alerts, and sound effects, open Control Center, tap Focus, then tap Do Not Disturb.

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

Change the wallpaper on iPad

On iPad, choose an image or photo as wallpaper for the Lock Screen or Home Screen. You can choose from dynamic and still images.