



Organize rooms into zones

Group rooms together into a zone to easily control different areas of your home with Siri. For example, if you have a two-story home, you can assign the rooms on the first floor to a downstairs zone. Then you can say something to Siri like “Turn off the lights downstairs.”

1. Tap , then tap Home Settings.
2. Tap Zone, then tap an existing zone, or tap Create New to add the room to a new zone.

Edit a room

You can change a room’s name and wallpaper, add the room to a zone, or remove the room. When you remove the room, the accessories assigned to it move to Default Room.

1. Tap , then tap Room Settings.
2. Tap a room, then make your changes.

Control accessories with Home on iPad

Use the Home app  and Control Center to control accessories in your home.

Control accessories in the Home app


Tap Home or a room in the sidebar, then tap the button for the accessory—a light, for example—to quickly turn the accessory on or off, or touch and hold the button until controls appear.


The available controls depend on the type of accessory. For example, with some lightbulbs, there are controls for changing colors. With your smart TV, you can choose an input source.

Control accessories in Control Center


When you're home with your iPad, you can see the relevant scenes and accessories for that moment in Control Center. For example, a coffee maker may appear in the morning and be replaced by your bedside lamp at night.


Open Control Center, then tap a button to turn an accessory on or off, or touch and hold the button until controls appear.

To quickly see all your favorite scenes and accessories (except cameras), tap .

If you don't want accessories to appear in Control Center, go to Settings  > Control Center, then turn off Show Home Controls.


Edit home accessories

To edit accessory settings, touch and hold the accessory's button, swipe up or tap , then do any of the following:

- *Rename an accessory:* Tap  to delete the old name, then type a new one.
 - *Change an accessory's icon:* Tap the icon next to the accessory's name, then select a new icon. If you don't get a choice of other icons, it means the icon can't be changed for this accessory.
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Group accessories


You can control multiple accessories with the tap of a button by grouping them.

1. Touch and hold an accessory, swipe up on the screen or tap , then tap Group with Other Accessories.
2. Tap the accessory you want to group with this accessory—another light in the room, for example.
3. In the Group Name field, type a name for the group.
4. Tap Done.

If you want the group to appear in the Home tab, turn on Include in Favorites.

View your home status


The Home app shows you issues that might need your attention—for example, your front door is unlocked, an accessory's battery is running low, or a light is on during the day. You can often address the issue with just a tap.

1. Open the Home app , then tap Home in the sidebar.
2. Tap any of the round buttons that appear just below your home's name.


Touch and hold a button that represents a group of accessories—three lights that are switched on in two rooms, for example—and you can separately control the accessories for each room. In this case, you can turn off the two lights in the living room but leave the kitchen light on. Tapping the button controls all the accessories in the group—turns all the lights on or off, for example.



Turn on Adaptive Lighting

Some lights let you adjust their color temperature, from cool blue to warm yellow. You can set supported lights to automatically adjust the color temperature throughout the day. Wake up to warm colors, stay alert and focused mid-day with cooler ones, and wind down at night by removing blue light.

1. Touch and hold a lighting accessory that supports Adaptive Lighting.
 2. Tap .
-

Add more homes with iPad

In the Home app , you can add more than one physical space—a home and a small office, for example.

1. Tap , then tap Add New Home.
 2. Name the home, choose its wallpaper, then tap Save.
 3. To switch to another home, tap , then tap the home you want.
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Set up HomePod in Home on iPad

You can use the Home app  to set up HomePod and control many HomePod settings.



To learn what you can do with iPad and HomePod, see the following in the HomePod User Guide:

- [Set up HomePod](#)
- [Play audio on HomePod using an iOS or iPadOS device](#)

- [Make Personal Requests on HomePod](#)
- [Use HomePod for phone calls](#)
- [Use HomePod as an Intercom](#)

Note: HomePod is not available in all countries or regions.

Use Home to send and receive Intercom messages

1. In the Home app, tap , then tap Home Settings.
2. Tap Intercom, then configure these settings:
 - When you can receive Intercom messages
 - Who is allowed to send or receive Intercom messages
 - Which HomePod speakers can use Intercom
3. Tap Back, then tap Done.
4. Tap , then say something like "Hey Siri, intercom, 'Who ate the last cookie?'"

A recording of your voice is sent to all the HomePod speakers in your home, and to the iOS, iPadOS, and watchOS devices of all members of your home who can send and receive Intercom messages.

To send a message to a HomePod in a specific room or zone, say something like "Hey Siri, tell the office 'The movie is starting'" or "Hey Siri, announce upstairs 'I'm going to the store.'"

See [Use HomePod as an Intercom](#) in the HomePod User Guide.


Use Home to add and edit HomePod alarms

In the Home app, touch and hold the HomePod button, then do any of the following:

- *Add an alarm:* Tap New, create the alarm, then tap Done.
 - *Edit an alarm:* Tap the alarm, change the time, then tap Done.
 - *Turn alarms on or off:* Tap the switch next to an alarm.
 - *Delete an alarm:* Swipe left over the alarm, then tap Delete.
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Change HomePod settings

1. In the Home app, touch and hold the HomePod button.

2. Swipe up or tap , then configure HomePod settings.

You can assign HomePod to a different room, add an automation, create a stereo pair with two HomePod speakers in the same room, rename HomePod, turn on accessibility features, and more.

Set up security cameras in Home on iPad


You can use the Home app  to view video activity captured by your home's HomeKit Secure Video cameras when a person, animal, vehicle, or package delivery is detected. The video captured by your cameras is privately analyzed and encrypted on your home hub device (HomePod, Apple TV, or iPad) and securely uploaded to iCloud so that only you and those you share it with can view it. See the [Home accessories website](#) for a list of compatible security cameras.

Depending on your iCloud+ storage plan, you can view the last 10 days of activity from one to an unlimited number of HomeKit Secure Video cameras.

- *50-GB iCloud+ plan:* View activity from a single camera.
- *200-GB plan:* View activity from up to five cameras.
- *2-TB plan:* View activity from an unlimited number of cameras.

Note: Video content doesn't count against your iCloud data limit.



Camera options

When you add a HomeKit Secure Video camera to the Home app, you're asked to choose streaming and recording options and assign the camera to a room. By default, the camera is marked as a favorite and appears in the Home tab. To edit those settings later, touch and hold the camera button, then tap  to see these options:

- *Room:* A camera can be located in a room inside your home, or you can create a room for an outside location such as your front porch or back yard.
- *Notifications:* Tap Notifications to choose to receive notifications [when the camera detect activity](#), changes status, or goes offline.
- *Recording Options:* You can create separate recording settings for when you're home and when you're away. For example, when you're home, you might choose to stop streaming and recording for a camera inside your home, but continue to stream and record from an outdoor camera.

Note: The Home app uses the location of devices belonging to members of the home to switch between Home and Away modes. For example, when you leave for work with your iPad, the camera switches from the When Home settings to the When Away settings.


Set up notifications

1. In the Home app , tap , then tap Home Settings.
2. Tap Cameras & Doorbells.
3. Tap the camera for which you'd like to configure notifications.
4. Tap Notifications, then turn on Activity Notifications.

You can choose to receive notifications based on these factors:

- *The time of day*
- *When someone is or isn't home*
- *When a clip is recorded*
- *When any or a specific motion is detected*


When you choose a specific motion, you receive a notification when the camera detects people, animals, or vehicles, or when a package is delivered. For a package to be detected, it must be within the camera's view after delivery.

 **Tip:** Choosing a specific motion, rather than any motion, results in fewer clips (and fewer clip notifications) and less video to review. For example, if you choose to detect people, your camera won't capture the movement of leaves on a tree or a squirrel leaping from branch to branch.

Create activity zones

You can create zones that focus your camera on the most important areas within its view—your front walkway but not the sidewalk behind it, for example. You can then be alerted when motion is detected in these zones.

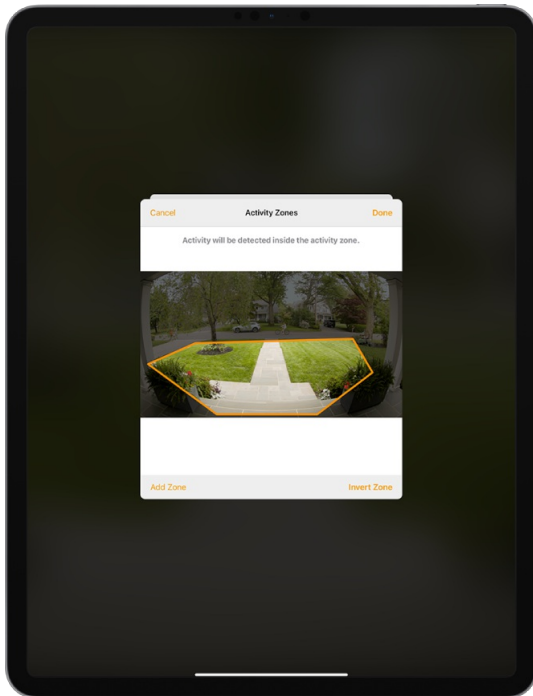
Note: You can create activity zones only for cameras configured to record when a specific motion is detected. Activity zones don't affect motion detection automations.

1. Tap Home in the sidebar, touch and hold the camera, then tap .
2. Tap Activity Zones, tap the video to create a zone, then tap Add Zone.

To have your camera detect motion only outside the zone you defined, tap Invert Zone.

3. Create any additional zones you want within the camera's view—one for the driveway and another for the mailbox, for example.
4. Tap Done.

To remove an activity zone, tap Select Activity Zones, tap inside a zone, then tap Clear.



View video

1. Tap Home in the sidebar, then tap the camera.

Live video should play automatically.

2. Swipe through the timeline at the bottom of the screen to browse recorded clips.
3. Tap a clip to play it.
4. Pinch the clip open left and right to show the timeline, then drag to go forward or back through the video.
5. Tap Live to switch back to live video.

When you set up the camera to detect specific motion, the timeline displays unique symbols for people, animals, vehicles, and packages.

You can also view live and recorded video in the Home app on your Mac with macOS 10.15.1.

Choose access options

To allow other people to view video from your cameras, follow these steps:


1. Tap , then tap Home Settings.

If you have more than one home, tap the name of the home you want to grant access to.

2. Below the People heading, tap a person.
3. Tap Cameras, then choose an option.

To learn how to allow other people to view video from your cameras, see [Allow others to control accessories in your home](#).

Use Face Recognition in Home on iPad


With a compatible camera or doorbell, you can use the Home app  to be notified when people you've tagged in the Photos app come to your door.

Set up Face Recognition

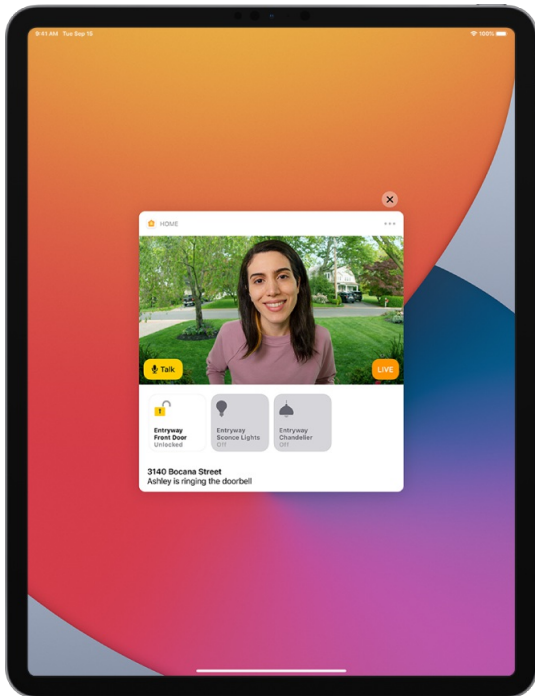
Face Recognition identifies people by the faces that appear in your photo library or pictures of recent visitors captured by your camera or doorbell.

If you're setting up a camera or doorbell for the first time, do the following:

1. [Add the accessory](#) to the Home app.
2. In the Recognize Familiar Faces card, turn on Face Recognition, then tap Continue.
3. Choose who can access your photo library—Never, Only Me, or Everyone in this Home.
 - *Never*: Only faces you've added from clips in the Home app are recognized.
 - *Only Me*: Only the notifications you receive have the names of people in your photo library.
 - *Everyone in this Home*: The notifications for everyone in your home have the names of people in your photo library.
4. Tap Continue, then finish setting up the camera or doorbell.



If you have an existing doorbell or camera and want to use it to identify visitors, tap it in the Home tab, tap , tap Face Recognition, then turn on Face Recognition. Tap your photo library, then choose who can access it.

Note: Notifications can appear on any of the devices associated with your Apple ID.





Identify recent visitors

You can use Face Recognition to help identify people not in your photos library, using a picture captured by your camera or doorbell.


1. With Face Recognition turned on, open the Home app , then tap Home in the sidebar.
2. Tap the camera or doorbell, then tap .
3. Tap Face Recognition, tap an unidentified person listed under Recent, then tap Add Name.
4. Add the person's name or their relationship to you—Mom or Mail Carrier, for example.
5. Choose whether to be notified when they're seen by your camera or doorbell.

Share faces with your household



You can allow the members of your household to see the names of visitors identified in your photo library.

1. With Face Recognition turned on, open the Home app , tap , then tap Home Settings.
 2. Tap Cameras & Doorbells, then tap Face Recognition.
 3. Tap your photo library, then tap Everyone in this Home.
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Configure a router in Home on iPad

You can use the Home app  to make your smart home more secure by allowing a compatible router to control which services your HomeKit accessories can communicate with on your home Wi-Fi network and on the internet. HomeKit-enabled routers require that you have a HomePod, Apple TV, or iPad set up as a home hub. See the [Home Accessories website](#) for a list of compatible routers.

To configure the router's settings, follow these steps:


1. Set up the router with the manufacturer's app on an iOS device.
2. Open the Home app , then tap .
3. Tap Home Settings, then tap Wi-Fi Network & Routers.
4. Tap an accessory, then choose one of these settings:
 - *No Restriction*: The router allows the accessory to connect to any internet service or local device.

This provides the lowest level of security.


- *Automatic*: The router allows the accessory to connect to an automatically updated list of manufacturer approved internet services and local devices.
- *Restrict to Home*: The router only allows the accessory to connect to your home hub.

This option may prevent firmware updates or other services.

Create and use scenes in Home on iPad

In the Home app , you can create scenes that allow you to control multiple accessories at once. For example, you might define a "Reading" scene that adjusts the lights, plays soft music on HomePod, closes the drapes, and adjusts the thermostat.

Create a scene

1. Tap Home in the sidebar, tap , then tap Add Scene.
2. Tap Custom, enter a name for the scene (such as "Dinner Party" or "Watching TV"), then tap Add Accessories.
3. Select the accessories you want this scene to include, then tap Done.

The first accessory you select determines the room the scene is assigned to. If you first select your bedroom lamp, for example, the scene is assigned to your bedroom.

4. Set each accessory to the state you want it in when you run the scene.

For example, for a Reading scene, you could set the bedroom lights to 100 percent, close the drapes, choose a low volume for the HomePod, and set the thermostat to 68 degrees.

Use scenes


In the sidebar, choose the room the scene is assigned to, then do one of the following:

- *Run a scene:* Tap the scene.
- *Change a scene:* Touch and hold a scene.

You can change the scene's name, test the scene, add or remove accessories, include the scene in Favorites, and delete the scene.

Favorite scenes appear in the Home tab.


Control your home using Siri on iPad

In addition to using the Home app , you can use Siri to control your accessories and scenes. Here are some of the things you can say to Siri for the accessories you add and the scenes, rooms, or homes you set up:


- "Turn off the lights" or "Turn on the lights"
- "Set the temperature to 68 degrees"
- "Turn on the bedroom lights at 9 PM"
- "Did I lock the front door?"
- "Show me the entryway camera"
- "Turn down the kitchen lights"
- "Set my reading scene"
- "Turn off the lights in the Chicago house"

[Learn how to ask Siri.](#)


Control your home remotely with iPad

In the Home app , you can control your accessories even when you're away from home. To do so, you need a *home hub*, a device such as Apple TV (4th generation or later), HomePod, or iPad (with iOS 10.3, iPadOS 13, or later) that you leave at home.

Set up iPad as a home hub

Go to Settings , tap Home, then turn on “Use this iPad as a Home Hub.”


Remotely control your home

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


You must be signed in with the same Apple ID on your home hub device and your iPad.

If you have an Apple TV or HomePod and you’re signed in with the same Apple ID as your iPad, it’s set up automatically as a home hub.

Use automations in Home on iPad

In the Home app , you can run automations based on the time of day, your location, the activation of a sensor, or the action of an accessory. You can use preconfigured automations included with the Home app, or create automations of your own.

Use a preconfigured automation

1. Touch and hold an accessory, then swipe up or tap .
2. Turn on an automation.

To disable an automation, return to the accessory’s setting screen, then turn it off.

Create an automation

1. Tap  in the Home, Rooms, or Automation tab.

2. Tap Add Automation, then choose one of the following automation triggers:

- *When arriving at or leaving a location:* Tap People Arrive or People Leave. Choose when the automation is activated by people arriving or leaving, the location, and the time the automation works.
- *At a time of day:* Tap A Time of Day Occurs, then choose when you want this automation to run.

If you choose Sunset or Sunrise, times vary as the season changes.

You can also set an automation to only occur after sunset, which is useful for turning on lights just when they're needed.


- *When an accessory changes:* Tap An Accessory is Controlled, select an accessory, tap Next, then follow the onscreen instructions.

You might use this, for example, to run a scene when you unlock the front door.

- *A sensor detects something:* If you've added a sensor to Home, tap A Sensor Detects Something, select an accessory, tap Next, then follow the onscreen instructions.


You might use this, for example, to turn on lights in a stairway when motion is detected nearby.

To disable an automation, tap the Automation tab, tap the automation, then turn off Enable This Automation.

You can also touch and hold an accessory, tap , then add, enable, or disable automations.


Add a Siri shortcut

To make your automation even more efficient, you can add a Siri Shortcut to it.


1. When choosing accessories to control with an automation, swipe up, then tap Convert To Shortcut.
2. Tap , then choose a shortcut.



See the [Shortcuts User Guide](#).

Allow others to control accessories in your home


In the Home app , you can invite other people to control your smart accessories. You and the people you invite need to be using iCloud and have iOS 11.2.5, iPadOS 13, or later. You also need to be at your home or have a home hub set up in your home.

Invite others to control accessories

1. Tap .
 2. Tap Home Settings, then tap Invite People.

If you set up more than one home, tap Home Settings, then tap a home.
 3. Tap  to choose people with an Apple ID from your contacts list, or enter their Apple ID email addresses in the To field.
 4. Tap Send Invite.
 5. Ask the invitee to do one of the following:
 - *In the notification:* (iOS or iPadOS device) Tap Accept.
 - *In the Home app:* (iOS or iPadOS device) Tap , tap Home Settings, then tap their name.
 - *On Apple TV:* Tap Show Me on Apple TV, then turn on one or more Apple TVs.
-


Allow others to access your AirPlay 2-enabled speakers and TVs

1. Tap .
2. Tap Home Settings > Allow Speaker & TV Access, then choose an option.

You can allow everyone, anyone on the same network, or only people you've invited to share the home. You can also require a password that allows speaker access. To learn more about HomePod speaker and Apple TV access, see the [HomePod User Guide](#) and [Apple TV User Guide](#).



iTunes Store

Get music, movies, and TV shows in the iTunes Store on iPad

Use the iTunes Store app  to add music, movies, and TV shows to iPad.


Note: You need an internet connection to use the iTunes Store. The availability of the iTunes Store and its features varies by country or region. See the Apple Support article [Availability of Apple Media Services](#).

Find music, movies, and TV shows

1. In the iTunes Store, tap any of the following:
 - *Music, Movies, or TV Shows*: Browse by category. To refine your browsing, tap Genres at the top of the screen.
 - *Top Charts*: See what's popular on iTunes.
 - *Genius*: Browse recommendations based on what you bought from iTunes.
 - *Search*: Enter what you're looking for, then tap Search on the keyboard.
 2. Tap an item to see more information about it. You can preview songs, watch trailers for movies and TV shows, or tap  to do any of the following:
 - *Share a link to the item*: Choose a sharing option.
 - *Give the item as a gift*: Tap Gift.
 - *Add the item to your wish list*: Tap Add to Wish List.To view your wish list, tap , then tap Wish List.
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Buy and download content

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

If you see  instead of a price, you already purchased the item, and you can download it again without a charge.
 2. If required, authenticate your Apple ID with Face ID, Touch ID, or your passcode to complete the purchase.
 3. To see the progress of a download, tap Downloads.
-


Get ringtones

1. Tap Music, tap Genres, scroll to the bottom, then tap Tones.
 2. Browse by category or tap Top Charts to see what's popular.
 3. Tap a ringtone to see more information or play a preview.
 4. To buy a ringtone, tap the price.
-

Redeem or send an App Store & iTunes Gift Card

1. Tap Music, then scroll to the bottom.
2. Tap Redeem or Send Gift.

Get ringtones, text tones, and alert tones in the iTunes Store on iPad


In the iTunes Store app , you can purchase ringtones, text tones, and other alert tones for clock alarms and more.

Buy new tones


1. In the iTunes Store, tap Genres, then tap Tones.
 2. Browse by category or tap Search to find a specific song or artist.
 3. Tap a tone to see more information or play a preview.
 4. To buy a tone, tap the price.
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Redownload tones purchased with your Apple ID

If you bought tones on another device, you can download them again.

1. Go to Settings  > Sounds.
 2. Below Sounds and Vibration Patterns, tap any sound.
 3. Tap Download All Purchased Tones. You might not see this option if you already downloaded all the tones that you purchased or if you haven't purchased any tones.
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Manage your iTunes Store purchases and settings on iPad

In the iTunes Store app , you can review and download music, movies, and TV shows purchased by you or other family members. You can also customize your preferences for the iTunes Store in Settings.

Approve purchases with Family Sharing


With Family Sharing set up, the family organizer can review and approve purchases made by other family members under a certain age. See [Turn on Ask to Buy for a child](#).

View and download music, movies, or TV shows purchased by you or family members

1. In the iTunes Store, tap Purchased.

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

Note: You can see purchases made by family members only if they choose to share their purchases.

3. Tap Music, Movies, or TV Shows.
 4. Find the item you want to download, then tap .
-


View your entire iTunes Store purchase history

To see a chronological list of the apps, songs, movies, TV shows, books, and other items purchased with your Apple ID, [view your iTunes Store purchase history](#).

In your purchase history, you can do any of the following:


- View when an order was billed to your account.
 - View the date of a purchase.
 - Resend email receipts.
 - Report a problem with purchased content.
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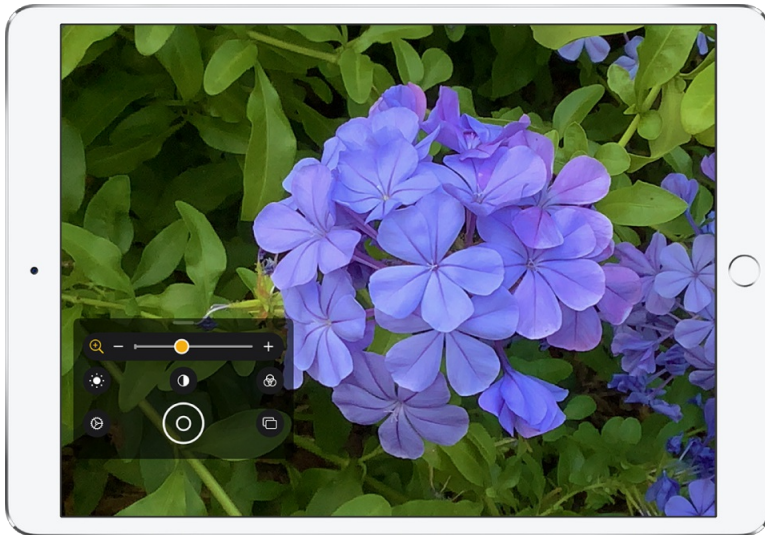
Set content restrictions

After you [turn on content and privacy restrictions](#), go to Settings  > Screen Time > Content & Privacy Restrictions > Content Restrictions, then set any of the available restrictions. You can block explicit content, turn off music videos, restrict content by age-appropriate ratings, and more.

Magnifier

Magnify objects around you with iPad


In the Magnifier app , you can use your iPad as a magnifying glass to zoom in on objects near you.



Turn on Magnifier






Open the Magnifier app in any of the following ways:



- Tap the app icon. If you don't see the Magnifier app on the Home Screen, look in the Utilities folder in the App Library.
- [Use accessibility shortcuts.](#)
- Open Control Center, then tap [the Magnifier button].

(If you don't see [the Magnifier button], add it to Control Center—go to Settings  > Control Center, then choose Magnifier).

Adjust the image

Do any of the following:




- *Adjust the zoom level:* Drag the zoom control slider left or right.
- *Show more controls:* Swipe the controls up.
- *Adjust the brightness:* Tap .
- *Adjust the contrast:* Tap .
- *Apply color filters:* Tap .
- *Add more light:* Tap  to turn on the flashlight.
- *Switch to the front or back camera:* Tap , then tap Front or Back.

 **Tip:** To organize the controls you use most often, tap , then reorder the controls or tap Filter Customization to choose your favorite filters.

Freeze the frame

You can freeze one or more frames and review them.

Note: Freeze frames aren't saved to Photos.

1. Tap .
2. To freeze more frames, tap , reposition the camera, then tap .
3. To review the freeze frames, tap View, then tap the frames you want to see.
4. To return to the live lens, tap End.

To turn off Magnifier, do one of the following:





- Swipe up from the bottom edge of the screen.
- Press the Home button (on an iPad with a Home button).

Detect people around you using Magnifier on iPad


On iPad Pro 11-inch (2nd generation and later) and iPad Pro 12.9-inch (4th generation and later), you can use Magnifier to detect people and help you maintain a physical or social distance from others. When iPad detects people nearby, you're notified with sounds or speech. The feedback is more frequent when a person is closer to you.

Important: Don't use People Detection for navigation or in circumstances where you could be harmed or injured.


Customize the settings for People Detection

1. [Use accessibility shortcuts](#) to turn on Magnifier.
2. Tap , tap  next to People Detection to add it as a secondary control, then tap People Detection (below Filters) to customize any of the following:
 - *Units:* Choose Meters or Feet.
 - *Sound pitch distance:* Tap  or  to adjust the distance. When people are detected within this distance, the pitch of the sound feedback increases.
 - *Feedback:* Turn on Sounds, Speech, or both. If you turn on Speech, iPad speaks the distance between you and another person.
3. Tap Done.

Set up shortcuts for People Detection


- *Accessibility shortcut:* Go to Settings  > Accessibility > Accessibility Shortcut, then select People Detection.
 - *VoiceOver gesture:* By default, the four-finger triple-tap gesture turns People Detection on or off. To assign a different gesture, go to Settings > Accessibility > VoiceOver > Commands > Touch Gestures.
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Detect people near you

1. [Turn on Magnifier](#), then tap .
 2. Position iPad so the rear camera can detect people around you.
 3. When you're finished, tap End to return to the Magnifier screen or swipe up from the bottom edge of the screen.
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Mail

Check your emails in Mail on iPad

In the Mail app , you can read emails, add contacts, and preview the contents of an email without opening it.

Read an email

From your mailbox list, tap the email you want to read.

Preview an email and a list of options


From your mailbox list, touch and hold an email to preview its contents and see a list of options for replying, moving it, and more.

Show a longer preview

In your mailbox lists, Mail displays two lines of text for each email by default. You can choose to see more lines of text without opening the email.


Go to Settings  > Mail > Preview, then choose up to five lines.

Show the whole conversation

Go to Settings  > Mail, then turn on Organize by Thread.

To change how threads are displayed, you can also change other settings in Settings > Mail.

Show To and Cc labels in your Inbox

Go to Settings  > Mail, then turn on Show To/Cc Labels.

You can also view the To/Cc mailbox, which gathers all mail addressed to you. To show or hide it, tap Mailboxes, tap Edit, then select "To or Cc."


Add someone to your contacts or make them a VIP

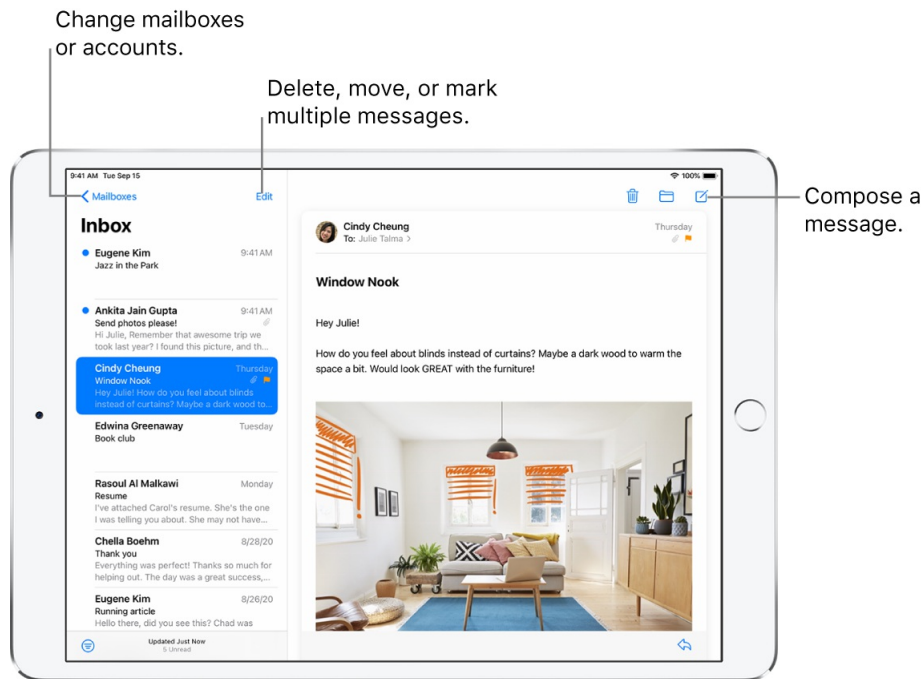
In an email, tap a person's name or email address, then do one of the following:

- To add them to your VIP list, tap Add to VIP.
- To add them to your contacts, tap Create New Contact or Add to Existing Contact.


You can add a phone number, other email addresses, and more information

Send email in Mail on iPad

With the Mail app , you can write and edit emails, and send and receive photos, videos, drawings, documents, and more.



Write an email message

1. Tap .
2. Tap in the email, then type your message.

With the onscreen keyboard, you can tap individual keys. Or pinch closed to use the smaller QuickType keyboard, then slide your finger from one letter to the next, lifting your finger only after each word. (See [Enter text using the onscreen keyboard.](#))

3. To change the formatting, tap **Aa**.

You can change the font style, change the color of text, use a bold or italic style, add a bulleted or numbered list, and more.

Add recipients

1. Tap in the To field, then type the names of recipients.

As you type, Mail automatically suggests people from your Contacts, along with email addresses for the people who have more than one email address.


You can also tap  to open Contacts and add recipients from there.

2. If you're sending a copy, tap the Cc/Bcc field.

Tap in the Cc field, then enter the names of people you're sending a copy to.

Tap in the Bcc field, then enter the names of people whose names you don't want other recipients to see.


Automatically send a copy to yourself

Go to Settings  > Mail, then turn on Always Bcc Myself.

Change a recipient from Cc to Bcc


After you enter recipients, you can reorder their names in the address fields, or drag them from one address field to another—for example, to the Bcc field if you decide you don't want their names to appear.

Add additional mail accounts


Go to Settings  > Mail > Accounts > Add Account, then choose from the options. If your email provider is not listed, tap Other.

Customize your email signature

You can customize the email signature that appears automatically at the bottom of every email you send.

1. Go to Settings  > Mail, then tap Signature (under Composing).
2. Tap in the text field at the top of the screen, then edit your signature.

Only text is supported for Mail signatures.

 **Tip:** If you have more than one email account, tap Per Account to set a different signature for each account.


Send an email from a different account

If you have more than one email account, you can specify which account to send email from.

Tap the From field to choose an account.

Mark addresses outside certain domains


When you're addressing an email to a recipient who's not in your organization's domain, you can have the recipient's name appear in red to alert you.

1. Go to Settings  > Mail > Mark Addresses (under Composing).
2. Enter the domains that are in your organization—ones that you don't want marked in red.

You can enter multiple domains separated by commas (for example, "apple.com, example.org").

Any email sent to or from other domains is marked.

Use keyboard shortcuts in Mail on iPad

With the Mail app , use keyboard shortcuts to speed up your work.

Shortcut	Command
⇧⌘D	Send message
ESC / ⌘. or ⌘W	Close window / Cancel
TAB	Next input view
⇧⌘B	Go to BCC
⌘R	Change address to reply only to original reply target
⇧⌘R	Change addresses to reply all
⌘M	Minimize (if dock available), otherwise continue draft

Shortcut	Command
Delete	Delete current message
⇧⌘A	Archive message
⇧⌘N	Fetch new mail
⌘1	Go to first inbox
⌘2	Go to second inbox
...	

Shortcut	Command
⌘9	Go to ninth inbox
^⌘T	Scroll message list to top
⌘J	Scroll to currently selected message
→ and ←	Expand and collapse thread
⌘L	Toggle filter
⌘⌘F	Search mailboxes
ESC / ⌘.	Dismiss search


Shortcut	Command
⇧⌘A	Attach document
⇧⌘V	Paste as quotation
⌘'	Increase quote level
⌘⌘'	Decrease quote level

Shortcut	Command
⌘N	New message
⇧⌘V	Toggle mailbox list display


Shortcut	Command
⌘R	Reply
⇧⌘R	Reply All
⇧⌘F	Forward
⇧⌘J	Toggle "Junk" status
⇧⌘L	Toggle message flag
⇧⌘U	Toggle read/unread
⌘↑	Previous message
⌘↓	Next message

Shortcut	Command
Space	Page down
⇧Space	Page up
Delete	Delete message

Reply to email in Mail on iPad


With the Mail app , you can reply to emails.


Reply to an email

1. Tap in the email, tap , then tap Reply.
 2. Type your response.
-

Quote some text when you reply to an email

When you reply to an email, you can include text from the sender to clarify what you're responding to.

1. In the sender's email, touch and hold the first word of the text, then drag to the last word. (See [Select and edit text.](#))
2. Tap , tap Reply, then type your message.


To turn off the indentation of quoted text, go to Settings  > Mail > Increase Quote Level.

Add attachments to an email on iPad

In the Mail app , you can attach photos, videos, scanned documents, and more to an email.

Attach a document to an email



You can attach a saved document to an email.

1. Tap in the email where you want to insert the document, then tap  above the keyboard.
2. Locate the document in [Files](#), then tap it to insert it.


In Files, tap Browse or Recent at the bottom of the screen, then tap a file, location, or folder to open it.

You can also drag a file to your email to attach it to the email.








Insert a saved photo or video

1. Tap in the email where you want to insert the photo or video, tap  above the keyboard, then tap .
 2. Locate the photo or video in the photo selector.
You can swipe up to see more images.
 3. Tap the photo or video to insert it into your email.
-

Take a photo or video to insert into an email


1. Tap in the email where you want to insert the photo or video, then tap  above the keyboard.
 2. Take a new photo or video.
 3. Tap Use Photo or Use Video to insert it into your email, or tap Retake if you want to reshoot it.
-

Scan a document into an email

1. Tap in the email where you want to insert the scanned document, then tap  above the keyboard.
 2. Position iPad so that the document page appears on the screen—iPad automatically captures the page.
To capture the page manually, tap  or press a volume button. To turn the flash on or off, tap .
 3. Scan additional pages, then tap Save when you're done.
 4. To make changes to the saved scan, tap it, then do any of the following:
 - *Crop the image:* Tap .
 - *Apply a filter:* Tap .
 - *Rotate the image:* Tap .
 - *Delete the scan:* Tap .
-


Mark up an attachment

You can use Markup to write or draw on a photo, video, or PDF attachment.

1. In the email, tap the attachment, then tap .
2. Using the drawing tools, draw with your finger or Apple Pencil.
3. When you're finished, tap Done.


See [Draw in apps with Markup on iPad](#).

Draw in your email

1. Tap in the email where you want to insert a drawing, then tap  above the keyboard.
2. Choose a drawing tool and color, then write or draw with your finger.

See [Draw in apps with Markup on iPad](#).

3. When you're finished, tap Done, then tap Insert Drawing.

To resume work on a drawing, tap the drawing in the email, then tap .

Work with email attachments on iPad

In the Mail app , preview, save, open, and annotate email attachments.

Preview an attachment

Touch and hold an attachment to preview it and see a list of actions you can perform.

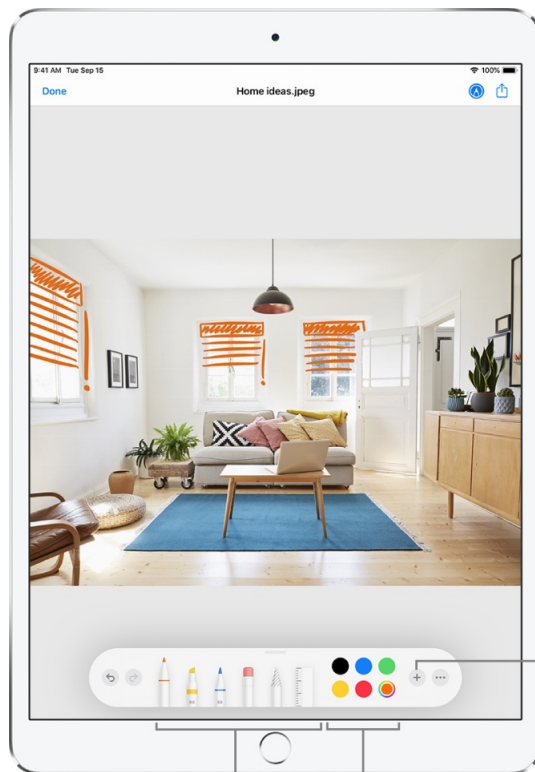
Save a photo or video attachment to Photos

Touch and hold the photo or video, then tap Add to Photos.

Mark up attachments

Use Markup to annotate an image or a PDF attachment.

1. Touch and hold the attachment, then tap Markup (if it's an attachment you're sending) or Markup and Reply (if it's an attachment you've received).
2. Use the drawing and annotation tools. See [Draw in apps with Markup on iPad](#). On supported models, you can annotate with Apple Pencil.




Tap to add text, shapes, and signatures, or use the Magnifier.

Select a drawing tool, the eraser, or the selection tool.


Tap to choose colors.

Open an attachment with another app

1. Touch and hold the attachment until a menu appears.
2. Tap , then choose the app you want to use to open the attachment.

Note: Some attachments automatically show a banner with buttons you can use to open other apps.


See emails with attachments

1. From your mailbox list, tap  to turn on filtering.
2. Tap Filtered by, then turn on Only Mail with Attachments.

You can also use the Attachments mailbox, which shows emails with attachments from all accounts. To view it, tap Mailboxes at the top left, tap Edit above the Mailboxes list, then select Attachments.


Send large attachments

Mail Drop is an iCloud feature you can use to send files exceeding the maximum size allowed by your email account. To use Mail Drop, tap Send when you're ready to send an email with large attachments, then follow the onscreen instructions.


Mail must be turned on in Settings  > [your name] > iCloud. See the Apple Support article [Mail Drop limits](#).

To learn how to send any attachment, see [Add attachments to an email on iPad](#).

Save a draft in Mail on iPad

In the Mail app , you can save a draft to finish later, or look at existing emails while you're writing a new one.

Save a draft for later

If you're writing an email and want to finish it later, tap Cancel, then tap Save Draft. To get it back, touch and hold , then tap the draft in the list.

With OS X 10.10 or later, you can also hand off unfinished emails with your Mac. See [Hand off tasks between iPad and your other devices](#).

Look at another email while you're writing one


1. Swipe down on the title bar of an email you're writing.
2. When you're ready to return to your email, tap its title at the bottom of the screen.

If you have more than one email waiting to be finished, tap the bottom of the screen to see them all.

Show draft emails from all of your accounts

1. Tap Mailboxes in the upper-left corner.
 2. Tap Edit at the top of the list.
 3. Tap Add Mailbox, then turn on the All Drafts mailbox.
-

Search for email in Mail on iPad

In the Mail app , you can search for emails using different criteria.

Search for text in an email

1. Swipe down from the middle of a mailbox list to reveal the search field.
2. Tap in the search field and type the text you're looking for.
3. Choose between searching all mailboxes or the current mailbox above the results list.
4. Tap an email in the results list to see it.

Searching looks at the address fields, the subject, and the email body. The most relevant emails appear in Top Hits above the search suggestions as you type.

Search by timeframe

Swipe down from the middle of a mailbox list to reveal the search field, tap in the search field, then type something like "February meeting" to find all emails from February with the word "meeting."

Search by email attributes

You can search for emails by various attributes. For example, you can do any of the following:

- *Find all flagged emails:* Type "flag" in the search field, then tap "Flagged Messages" below Other.
 - *Find all emails from people in your VIP list:* Type "vip" in the search field, then tap "Messages from VIPs" below Other.
 - *Find all unread emails:* Type "unread" in the search field, then tap "Unread Messages" below Other.
 - *Find all email with attachments:* Type "attachment" in the search field, then tap "Messages with Attachments" below Other.
-

Organize email in Mail on iPad


In the Mail app , manage your email in mailboxes.

Manage an email with a swipe

While viewing an email list you can use a simple swipe to move individual emails to the trash, mark them as read, and more.

To reveal a list of actions, slowly swipe an email to the left until you see the menu, then tap an item. To use the rightmost action, quickly swipe all the way to the left.

Swipe right to reveal one other action.

To choose the actions you want to appear in the menus, go to Settings  > Mail > Swipe Options.

Organize your mail with mailboxes

In the Mailboxes list, you can view all your mailboxes, create a new one, or rename or delete one. (Some mailboxes can't be changed.)


1. Tap Mailboxes in the upper-left corner.
2. Tap Edit at the top of the list.
3. Select the checkbox next to a mailbox you want to view.

There are several smart mailboxes, such as Unread, that show emails from all your accounts. Tap the ones you want to view.

4. To add a mailbox, tap New Mailbox at the bottom of the list.
 5. Enter a name and specify a location, then tap Save.
-

Reorder your mailboxes

You can reorder your mailboxes so that the ones you use most often appear at the top of the Mailboxes list.

1. Tap Mailboxes in the upper-left corner.
 2. Tap Edit at the top of the list.
 3. Touch and hold  next to a mailbox until it lifts up, then drag it to the position you want.
-

Move or mark multiple emails


1. While viewing a list of emails, tap Edit.
2. Select the emails you want to move or mark by tapping their checkboxes.

To select multiple emails quickly, swipe down through the checkboxes.


3. Choose the action you want to perform on all the selected emails.

If you change your mind, immediately swipe left with three fingers to undo.

Use Mail Privacy Protection on iPad


In the Mail app , Mail Privacy Protection helps protect your privacy by preventing email senders from learning information about your Mail activity. If you choose to turn it on, it hides your IP address so senders can't link it to your other online activity or determine your location. It also prevents senders from seeing if you've opened their email.

If you subscribe to iCloud+, you can generate unique, random email addresses that forward to your personal email account, so you don't have to share your personal email address when filing out forms on the web or signing up for newsletters. See [iCloud User Guide](#).

1. Go to Settings  > Mail > Privacy Protection.
 2. Turn on Protect Mail Activity.
-


See [Block email from specified senders](#).

Flag and filter emails on iPad

In the Mail app , you can flag and filter your emails.

Flag an email

You can flag an email to make it easier to find later. An email you flag remains in your Inbox, but also appears in the Flagged mailbox. To see the Flagged mailbox, tap Mailboxes at the top left, tap Edit, then select Flagged.

1. Open the email, tap , then tap Flag.
2. To choose a color for the flag, tap a colored dot.

To change or remove a flag, open the email, tap , then tap another color, or tap .

Flags you add to an email appear on that email in Mail on all your Apple devices where you're signed in with the same Apple ID.

Create a Flagged Mailbox

Find your flagged emails easily by accessing them all from one mailbox. To add a Flagged mailbox, tap Mailboxes in the upper-left corner of the screen. Tap Edit, then select Flagged.

Flag emails from your VIPs



Add important people to your VIP list, so their emails appear with a VIP flag and in the VIP mailbox.


1. While viewing an email, tap the name or email address of a person in the email.

2. Tap Add to VIP.

Get notified of replies to an email or thread


You can create mail notifications when reading or writing an email.


- *When reading an email:* Tap , then tap Notify Me.
- *When writing an email:* Tap the Subject field, tap  in the Subject field, then tap Notify Me.

You can create mail notifications that let you know when you receive emails in favorite mailboxes or from your VIPs. To change how notifications appear, go to Settings  > Notifications > Mail, then turn on Allow Notifications.

Mute email notifications

To reduce interruptions from busy email threads, you can mute notifications of the messages in the conversations.


1. Open an email in the conversation.
2. Tap , then tap Mute.

To specify what you want done with emails you muted, go to Settings  > Mail > Muted Thread Action, then select an option.

Block email from specified senders

To block a sender, tap their email address and select “Block this Contact.”



Manage junk mail


To move an email to the Junk folder, open it, tap , then tap Move to Junk.

Filter emails

You can use filters to temporarily show only certain messages—the ones that meet all the criteria you select in the filter list. For example, if you select “Unread and “Only Mail with Attachments,” you see only unread emails that have attachments.


1. Tap  in the bottom-left corner of a mailbox list.

Note: When reading an email on iPad in Portrait orientation, tap  to display the email list with  at the bottom.

2. Tap “Filtered by.”
3. Select or turn on the criteria for emails you want to view.
4. Tap  in the bottom-left corner to hide emails that don’t match the current filters. Tap again to turn the filter off.


To turn off an active filter, deselect it or turn it off. To turn off all filters, tap the Filter button.

Delete and recover emails in Mail on iPad

In the Mail app , delete emails you no longer need.

Delete emails


There are multiple ways to delete emails. Do any of the following:

- *While viewing an email:* Tap  (either at the top or bottom of the screen, depending on screen size and orientation).
- *While viewing the email list:* Swipe an email left, then choose Trash.

To delete the email in a single gesture, swipe it all the way to the left.


- *Delete multiple emails at once:* While viewing a list of emails, tap Edit, select the emails you want to delete, then tap Trash.


To select multiple emails quickly, swipe down through the checkboxes.

To turn the confirmation of deletion on or off, go to Settings  > Mail, then turn on or off Ask Before Deleting.

If you change your mind, immediately swipe left with three fingers to undo.


Recover a deleted email


1. Go to the account’s Trash mailbox, then open the email.
2. Tap , then select a mailbox.

 **Tip:** To see deleted emails across all your accounts, tap Mailboxes at the top left, tap Edit at the top of the list, then select the All Trash mailbox.

Archive instead of delete


Instead of deleting emails, you can archive them in the Archive mailbox. (You can still delete emails, even if you set up an Archive mailbox.)

1. Go to Settings  > Mail, then tap Accounts.
2. Tap your email account, tap Mail (below Advanced), then tap Advanced.
3. In the Advanced settings, change the destination mailbox for discarded emails to Archive Mailbox.

When this option is turned on, to delete an email instead of archiving it, touch and hold , then tap Trash Message.

Decide how long to keep deleted emails

You can set how long deleted emails stay in the Trash mailbox.


1. Go to Settings  > Mail, then tap Accounts.
2. Tap your email account, tap Mail (below Advanced), then tap Advanced.
3. In the Advanced settings, tap Remove, then select a time interval.

Note: Some email services might override your selection; for example, iCloud doesn't keep deleted emails longer than 30 days, even if you select Never.

Add a Mail widget to your iPad Home Screen

Widgets show you current information from your favorite apps at a glance. On iPad, you can add a Mail widget and customize which mailbox it shows on your Home Screen. Choose between displaying recent unread emails, new emails from your VIPs, or any other mailbox. To add a widget, see [Use widgets on your iPad](#).


Print an email or attachment in Mail on iPad

In the Mail app , print an email or an attachment.

Print an email

Tap , then tap Print.


Print an attachment or picture

Tap an attachment to view it, tap , then choose Print.

See [Print from iPad](#).

Maps

View maps on iPad

In the Maps app , you can find your location on a map and zoom in and out to see the detail you need.

In select cities, Maps provides enhanced detail for elevation, roads, trees, buildings, landmarks, and more (supported models). See the [iOS and iPadOS Feature Availability website](#).


WARNING: For important information about navigation and avoiding distractions that could lead to dangerous situations, see [Important safety information for iPad](#).

Allow Maps to use Location Services

To find your location and provide accurate directions, iPad must be connected to the internet, and Location Services must be turned on.




If Maps displays a message that Location Services is off, tap the message, tap Turn On in Settings, then turn on Location Services.

Cellular data rates may apply (Wi-Fi + cellular models; see [View or change cellular data settings on iPad \(Wi-Fi + Cellular models\)](#)).





Note: Apple is committed to keeping personal information about your location safe and private. To learn more, go to Settings  > Maps, then tap About Apple Maps and Privacy.


Show your current location

Tap .

Your position is marked in the middle of the map. The top of the map is north. To show your heading instead of north at the top, tap . To resume showing north, tap  or .

Choose the right map

The button at the top right of a map indicates if the current map is for exploring , driving , riding transit , or viewing from a satellite .

1. With a map showing, tap the button at the top right.
 2. Choose a map, then tap .
-

View a 3D map


On a 2D map, drag two fingers up. (When viewing the Satellite map on some models, tap 3D near the top right.)

On a 3D map, you can do the following:

- *Adjust the angle:* Drag two fingers up or down.
 - *See buildings and other small features in 3D:* Zoom in.
 - *Return to a 2D map:* Tap 2D near the top right.
-

Move, zoom, and rotate a map or a 3D globe

- *Move around in a map:* Drag the map.
- *Zoom in or out:* Double-tap (leaving your finger on the screen after the second tap), then drag up to zoom in or drag down to zoom out. Or, pinch open or closed on the map.

On a 2D map, a scale appears in the upper left while you zoom. To change the unit of distance, go to Settings  > Maps, then select In Miles or In Kilometers.

- *Rotate the map:* Touch and hold the map with two fingers, then rotate your fingers.

To show north at the top of the screen after you rotate the map, tap .

- *View the earth with an interactive 3D globe:* Zoom out until the map changes to a globe. Drag the globe to rotate it, or zoom in or out to explore details for mountain ranges, deserts, oceans, and more (supported models).
-

Add a name to Maps, or report a issue with Maps


1. Tap your profile picture next to the search field at the bottom of a map, then tap Reports.

If you don't see your profile picture or initials, tap Cancel next to the search field, or tap the search field, then tap Cancel.


2. Choose one of the options, then provide your information.
-

Find places

Search for places in Maps on iPad

You can use the Maps app  to search for addresses, landmarks, services, and more.

Search for a place

 **Ask Siri.** Say something like: "Show me the Golden Gate Bridge." [Learn how to ask Siri.](#)


Or you can tap the search field (at the top of the search card), then begin typing.

You can search in different ways. For example:

- Intersection ("8th and Market")
- Area ("Greenwich Village")
- Landmark ("Guggenheim")
- Zip code ("60622")
- Business ("movies," "restaurants San Francisco CA," "Apple Inc New York")

To see all results, swipe up on the search card. To get directions to a result, tap it.

Display, grow, or shrink the search card

If you see a place card, route card, or other instead of the search card, tap  at the top right of the card.

To grow or shrink the search card, drag the bottom of the search card down or up.

Quickly find or delete recent searches

To get a list of recent search results, scroll down in the search card to Recents.


To delete an item from the list, swipe the item left. Or tap More directly above the list, then do one of the following:

- *Delete a group:* Tap Clear above the group.
- *Delete a single item:* Swipe the item left.

See [Delete significant locations on iPad](#) and [Delete recent directions in Maps on iPad](#).

Find nearby attractions, restaurants, and services in Maps on iPad

Find a nearby attraction, restaurant, or other service

 **Ask Siri.** Say something like: "Find a gas station" or "Find coffee near me." [Learn how to ask Siri.](#)

Or without asking Siri, you can tap the search field, then do one of the following:

- Tap a category like Grocery Stores or Restaurants in the Find Nearby section of the search card.

- Enter something like “playgrounds” or “parks” in the search field, then tap the Search Nearby result.


To change the nearby area, drag the map.

Depending on what you look for, you may be able to apply more search criteria, tap an item to get more information, and more.

Note: Nearby suggestions aren’t available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).

Find your way around an airport or shopping mall

1. Do one of the following:

- *When you’re at the airport or mall:* Open Maps, tap , then tap Look Inside—or zoom in with the search card onscreen, then tap the Browse button.
- *Before you get there:* Search for the airport or mall in Maps, or drag the map to show it. Zoom in, then tap Look Inside—or zoom in with the search card onscreen, then tap the Browse button.

2. To find nearby services, tap a category (like Food, Restrooms, or Gates) on the place card, then scroll down to see all results.

To get more information about a result, tap it.

3. To get a map of a different floor, tap the button showing the floor level (zoom in if you don’t see the button).

Note: Indoor maps are available for select airports and shopping malls. See the [iOS and iPadOS Feature Availability website](#).

Get information about places in Maps on iPad

You can find street addresses and other information about places that appear in the Maps app .


Get information about a place

Tap the place (for example, a city or landmark on a map, a spot that you marked with a pin, or a search result in Maps), then do any of the following:

- *Get a route to the location:* Tap the directions button.
- *View more information:* Scroll down in the place card.


The information might include the street address, a phone number, a webpage link, business hours, and customer reviews. Many restaurants and other businesses [offer App Clips](#) that allow you to order or make a reservation by tapping buttons on their place cards.

- *Close the place card:* Tap ✕.

Note: If you install an app that has a table booking extension, it can also help you make reservations at restaurants. If you want to stop sending it the names of restaurants that you view, go to  > Maps > Restaurant Booking, then turn off the app extension.


Save information about a place

You can save a place as one of [your favorites](#), in one of your [My Guides](#), and as one of your [contacts](#).

Tap a place on a map or a search result in Maps, tap  (to the right of the directions button on the place card), then choose an option.



Mark places in Maps on iPad

You can mark places in the Maps app  with pins to help you find those places later.

 **Tip:** To quickly mark your location so you can find your way back later, touch and hold the Maps icon on the Home Screen, then choose Mark My Location. See [Perform quick actions on iPad](#).

Mark an unlabeled location

Touch and hold the map until a pin marker appears, then do any of the following:


- *Refine the location:* Tap Move, then drag the map.
 - *Save the location to your favorites:* Tap  (to the right of the directions button on the place card), then Tap Add to Favorites. (You can [give the location a name](#) in your Favorites.)
 - *Save the location to a guide you created:* Tap , tap Guides, choose a guide, enter a name for the location, then tap Save. See [Organize places in My Guides in Maps on iPad](#).
 - *Close the place card:* Tap ✕.
-


Delete a pin marker


1. Tap the marker.
2. On the place card, tap Remove.

You can also touch and hold the marker, then tap Remove Marker.

Share places in Maps on iPad


In the Maps app , you can share places with others. For example, you can send a message or email to show people where to meet you.


 **Tip:** To quickly share your current location, touch and hold Maps on the Home Screen, then tap Send My Location. See [Perform quick actions on iPad](#).

1. Tap a place on the map or a search result in Maps.
 2. Tap  (to the right of the directions button on the place card).
 3. Tap Share, then choose an option.
-



You can also touch and hold the place, then tap Share Location.


Save favorite places in Maps on iPad

In the Maps app , you can save places—such as your home, your work, and where you go for coffee—to your favorites list. You can quickly find your favorites on the search card.

 **Tip:** To make Home and Work automatically appear as favorites, [add your work and home addresses](#) to My Card in Contacts.

Add a place to your favorites

1. In the row of Favorites on the search card, tap .
If you don't see , swipe the Favorites row left.
2. Do one of the following:
 - Choose a suggestion below the search field.
 - Enter a place or address in the search field, then choose a search result.


You can also tap a place on a map or a search result in Maps, tap  (to the right of the directions button on the place card), then tap Add to Favorites.

Quickly find your favorites

A row of Favorites appears near the top of the search card.

To see more, swipe the row left, or tap More above the row.

Edit a favorite

1. On the search card, tap More above the row of favorites.
2. Tap  next to the favorite.

3. Depending on the location, you may be able to make the following changes:

- *Rename the favorite:* Tap the title, then enter a new name.
- *Change the address:* Tap the address, then tap Open Contact Card.
- *Change the label:* Tap a label type.
- *Delete the location from your favorites list:* Tap Remove Favorite.
- *Tell someone your ETA:* Tap Add Person, then choose one or more suggested contacts, or search for a contact. Whenever you start turn-by-turn navigation to this location, the person automatically receives a notification about your estimated time of arrival (ETA). See [Share your ETA \(Wi-Fi + Cellular models\)](#).

4. Tap Done.

Refine your home or work location

If Maps isn't precisely locating your home or work place, you can help improve directions to and from your home or work by correcting the location.

1. On the search card, tap More above the row of favorites, then tap ⓘ next to Home or Work.
 2. Tap Refine Location on Map, drag the map to move the marker over the correct location, then tap Done.
-

Delete a place from your favorites

On the search card, tap More above the row of favorites, then swipe the item left.

Explore new places with Guides in Maps on iPad

Guides from trusted brands and partners are available in the Maps app 🗺️ to help you discover great places around the world to eat, shop, and explore. Guides are automatically updated when new places are added, so you always have the latest recommendations.

Explore cities of the world with Guides


Scroll down in the search card, then tap Explore Guides.

You can tap options to browse by interest, publisher, city, and more. For example, to browse guides for locations worldwide, tap 🌐 at the top of the screen.




View, share, and save a Guide


To open a Guide, tap its cover. To view its contents, scroll down.

You can also do the following:

- *Save the Guide:* Scroll to the top of the guide, then tap .


It's saved in your collection of My Guides. See [Organize places in My Guides in Maps on iPad](#).

- *Share the Guide:* Scroll to the top of the Guide, tap , then choose an option.
- *Add a destination to My Guides:* Tap , then select one of your guides.
- *Close the guide:* Tap .

 **Tip:** Look for [App Clips](#) buttons that allow you to do things like reserve a table directly from a guide.

Guides are available for many cities worldwide, with more places coming.


Organize places in My Guides in Maps on iPad

In the Maps app , you can organize places into your own guides for easy reference. For example, you can add destinations for an upcoming vacation into a guide named *Summer Road Trip*. You can quickly get to your guides from the search card, and you can share your guides with others.

Create a guide

Scroll down in the search card, tap New Guide, enter a name, then tap Create.

Add a place to My Guides


1. Tap a place on a map or a search result in Maps.
2. Tap  (to the right of the directions button on the place card).
3. Tap Guides, then choose one of your guides.

You can also add editorially curated Guides to My Guides. See [Explore new places with Guides in Maps on iPad](#).

Share a guide

1. Tap your profile picture or initials at the top right of the search card, then tap Guides.

If you don't see your profile picture or initials, tap Cancel next to the search field, or tap the search field, then tap Cancel.


2. Choose a guide.
3. Tap  at the bottom of the guide card, then choose an option.

Edit a guide that you created

For any guide that you create, you can supply a cover image, rename the title, and add or remove places.

1. Tap your profile picture or initials at the top right of the search card, then tap Guides.

If you don't see your profile picture or initials, tap Cancel next to the search field, or tap the search field, then tap Cancel.





2. Choose a guide that you created.
3. Tap Edit at the bottom of the guide card.
4. Make your changes, then tap  at the top right of the guide card.

Get traffic and weather info in Maps on iPad

Find out about traffic conditions

With a map showing, tap the button at the top right, choose Driving or Satellite, then tap .

1. Orange indicates slowdowns, and red indicates stop-and-go traffic.
2. To get an incident report, tap an incident marker.

Incident markers show information such as hazards , road closures , road construction , accidents , and more.


You can also [report traffic incidents](#).

Note: Traffic features and information are not available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).


Find out about the weather

Zoom in on a map until the weather icon appears in the lower-right corner; the icon shows the current conditions for that area. In some regions, the air quality index also appears in the lower-right corner.



To see the hourly forecast, touch and hold the weather icon. Tap the hourly forecast to see a multiday forecast in Safari.

If you don't want to see the weather information or the air quality index in Maps, go to Settings  > Maps, then turn off Weather Conditions or Air Quality Index.


Delete significant locations on iPad

The Maps app  keeps track of the places you recently visited, as well as when and how often you visited them. Maps uses this information to provide you with personalized services like predictive traffic routing. You can delete this information.

Note: Significant locations are end-to-end encrypted and cannot be read by Apple.

1. Go to Settings  > Privacy > Location Services > System Services, then tap Significant Locations.
 2. Do one of the following:
 - *Delete a single location:* Tap the location, tap Edit, then tap .
 - *Delete all locations:* Tap Clear History. This action clears all your significant locations on any devices that are signed in with the same Apple ID.
-

Quickly find your Maps settings on iPad

You can quickly find your settings for preferences, guides, favorites, and more in the Maps app .


Tap your profile picture or initials at the top right of the search card, then choose an option.

To find more Maps settings, choose Preferences, scroll down, then tap Maps Settings at the bottom of the screen.

If you don't see your profile picture or initials next to the search field, tap Cancel next to the field, or tap the search field, then tap Cancel.


Get directions

Use Siri, Maps, and the Maps widget to get directions on iPad

You can get travel directions in the Maps  app in several ways.


Important: To get directions, iPad must be connected to the internet, and [Location Services must be turned on](#). (On Wi-Fi + Cellular models, cellular data rates may apply. See [View or change your cellular data account](#).)

Get directions from Siri

 **Ask Siri.** Say something like:

- "Get directions to the nearest coffee shop"
- "Find a charging station"
- "Give me directions home"

[Learn how to ask Siri](#)

 **Tip:** To use "home" or "work" when asking Siri or searching in Maps, [add your home and work addresses](#) to My Card in Contacts.

Get directions in Maps

1. Do one of the following:

- Tap a destination (for example, a landmark on a map, a spot that you marked with a pin, or a search result in Maps).
- Touch and hold anywhere on the map.
- Tap the search field, begin typing, then tap a result.

2. Tap the directions button on the place card.

After you tap the button, you can choose a different mode of travel, a different starting point, and other options. See [Select other route options in Maps on iPad](#).

3. Tap Go for the route you want.

Use the Maps widget

To quickly get directions to a likely destination from the Home Screen or Today View, [add the Maps widget](#).

Choose your default mode of travel


Maps defaults to your preference when providing directions. To change your preference, do the following:






1. Tap your profile picture or initials at the top right of the search card, then tap Preferences.

If you don't see your profile picture or initials, tap Cancel next to the search field, or tap the search field, then tap Cancel.

2. Tap Driving, Walking, Transit, or Cycling.


Select other route options in Maps on iPad


With a route showing in the Maps app , you can select various options before you tap Go.

- *Choose an alternate route:* If alternate routes appear, you can tap one on the map to take it (or tap Go next to its description in the route card). When you tap any part of an alternative route, its estimated travel time appears at the top of the route card.
- *Get travel time estimates for alternate routes:* Scroll down in the route card.
- *Reverse the starting point and destination:* Tap My Location (near the top of the route card), then tap .
- *Choose a different starting point or destination:* Tap My Location, tap either the From or To field, then enter a different location.
- *Switch to a different mode of travel:* Tap , , , or .
- *View a route's directions in a list:* On the route card, tap Preview Route. To share the directions, scroll to the bottom of the card, then tap Share. When you're finished, tap Done.

Depending on the mode of travel, you may have other route options, such as choosing an arrival time when driving, avoiding heavy traffic when cycling, or choosing which transit vehicles you prefer.

Things you can do while following a route in Maps on iPad

Depending on your mode of travel, you may be able to do the following while following driving, walking, and cycling directions in the Maps app .

Note: Wi-Fi + Cellular features require a cellular data plan and Cellular Data turned on in Settings  > Maps.


End directions before you arrive

Say something like "Hey Siri, stop navigating." [Learn how to ask Siri.](#)



Or without asking Siri, you can tap the card at the bottom of the screen, then tap End Route.

View a list of upcoming directions

Wi-Fi only models: Tap the route card at the bottom of the screen, then tap Details. To view the map again, tap Done.

Wi-Fi + Cellular models: Tap the banner at the top of the screen. Scroll down to see more directions. When finished, tap .

Get an overview of your driving, walking, or cycling route (Wi-Fi + Cellular models)

Tap . To return to turn-by-turn directions, tap .

Share your ETA (Wi-Fi + Cellular models)

You can let others know your estimated time of arrival (ETA).

 **Ask Siri.** Say something like “Share my ETA.” [Learn how to ask Siri.](#)

Or without asking Siri, you can do the following:


1. With turn-by-turn directions showing, tap the route card at the bottom of the screen, then tap Share ETA.
2. Choose one or more suggested contacts, or tap Open Contacts to find a contact.

You can also add a location to your Favorites, then [add a contact](#) to automatically receive your ETA whenever you start turn-by-turn navigation to that location.

To stop sending ETA information, tap Sharing at the bottom of the screen, then tap a name.

People using devices with iOS 13.1, iPadOS 13.1, or later receive a Maps notification with your ETA, and they can track your progress in Maps. People using devices with earlier versions receive the notification through iMessage. People using other mobile devices receive an SMS message.

Note: Standard carrier data and text rates may apply.



To turn off Share ETA, go to Settings  > Maps.

Find places to stop (Wi-Fi + Cellular models)

While following turn-by-turn directions on your driving or cycling route, you can get directions to food, services, and more.


1. Tap the route card at the bottom of the screen.
 2. Tap Add a Stop, then tap a category.
 3. Tap Go for one of the nearby suggestions.
 4. To get directions again to your original destination, tap Resume Route at the top of the screen.
-

Turn spoken directions on or off (Wi-Fi + Cellular models)

With turn-by-turn directions showing, tap the spoken directions button (below ) , then choose a setting. When  appears on the map, spoken directions are turned on.


When following driving directions, you can choose to turn off all spoken directions or all spoken directions except alerts.

Change other settings for spoken directions (Wi-Fi + Cellular models)


In Settings , you can choose whether to pause spoken audio (like podcasts and audio books) during spoken directions and whether to wake iPad for spoken directions. When iPad is connected to a compatible car's audio system, you can also choose to hear spoken directions while listening to the radio.

Go to Settings > Maps > Spoken Directions, then select your options.

Get driving directions in Maps on iPad

In the Maps app , you can get detailed driving directions to your destination.

When you drive in select cities, you see enhanced details for crosswalks, bike lanes, buildings, and a street-level perspective that helps you find the right lane as you approach complex interchanges (supported models). See the [iOS and iPadOS Feature Availability website](#).


Note: Wi-Fi + Cellular features require a cellular data plan and Cellular Data turned on in Settings  > Maps.

Get directions for driving

1. Do one of the following:

- Say something like: "Give me driving directions home." [Learn how to ask Siri](#).
- Tap your destination (such as a search result in Maps or a landmark on a map), or touch and hold anywhere on the map, then tap the directions button.

2. When a suggested route appears, you can do any of the following:

- *Switch to driving directions:* If driving isn't your default mode of travel, tap  to see a suggested driving route.
- *View a route's directions in a list:* On the route card, tap the route's estimated travel time so that the route appears at the top of the card, then tap the estimated travel time again. This list is especially helpful if you know you'll lose your internet connection on your route, because you can refer to these directions even after you lose your connection.

To share the directions, scroll to the bottom of the card, then tap Share.

- *Choose a future departure or arrival time:* Tap Leaving Now (near the top of the route card), select a time or date for departure or arrival, then tap Done. The estimated travel time may change based on predicted traffic.
- *Avoid tolls or highways:* Scroll to the bottom of the route card, then turn on an option.
- *Choose other route options:* You can reverse the starting point and destination, select a different starting point or destination, and more. See [Select other route options in Maps on iPad](#).


3. Tap Go for the route you want.

On Wi-Fi only models, Maps shows turn directions in a banner at the top left. To see the next direction, swipe the banner left.

On Wi-Fi + Cellular models, Maps speaks turn-by-turn directions to your destination. While following the route, you may be able to share your ETA, get an overview of your route, report hazards, and more. See [Things you can do while following a route in Maps on iPad](#). When [Driving Focus is turned on](#), or if iPad locks automatically, Maps remains onscreen and continues to speak directions. Even if you open another app, you continue to receive turn-by-turn directions. (To return to Maps from another app, tap the directions banner at the top of the screen or the navigation indicator <<IL_NavigationIndicator: N/A>> in the status bar.)

Report traffic incidents

In select regions and countries, you can report accidents, hazards, speed checks, and road work (features vary by region and country).

 **Ask Siri.** Say something like:

- "Report an accident"
- "There's something on the road."
- "There's a speed check here."

[Learn how to ask Siri](#)

Or without asking Siri, you can do the following:

- *When following turn-by-turn driving directions:* (Wi-Fi + Cellular models) Tap the route card at the bottom of the screen, tap Report an Incident, then choose an option.
- *When not following directions:* Tap your profile picture next to the search field, then tap Reports, tap Report an Incident, then choose an option.


If you don't see your profile picture or initials, tap Cancel next to the search field, or tap the search field, then tap Cancel.

Apple evaluates incoming incident reports. When there's a high level of confidence in the reports, incident markers—such as for hazards ⚠️ and accidents 🚗—are displayed in Maps for other users too.

Note: Speed checks, where supported, are not displayed with incident markers. Instead, notifications for speed checks appear when you follow turn-by-turn directions.

Report on the status of a hazard or accident

A map may display hazard ⚠️ and accident 🚗 markers. When you're near the incidents in select countries or regions, you can report whether they cleared.

 **Ask Siri.** Say something like "The hazard is gone" or "Clear the accident." [Learn how to ask Siri.](#)


Or without asking Siri, you can do the following:

1. Tap the incident marker.
2. Tap Cleared or Still Here.

Apple evaluates incoming incident reports. When there's a high level of confidence in reports that an incident has been cleared, its marker is removed from Maps.


Note: You can't clear reports of speed checks.

Show or hide the compass or the speed limit (Wi-Fi + Cellular models)

Go to Settings  > Maps, tap Driving (below Directions), then turn Compass or Speed Limit on or off.

Turn-by-turn spoken directions are not available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).

Get cycling directions in Maps on iPad

In the Maps app , you can get detailed cycling directions. Maps offers routes on bike paths, bike lanes, and bike-friendly roads (when available). You can preview the elevation for your ride, check how busy a road is, and choose a route that best avoids hills.


Note: Cycling directions are available in select areas. Features vary by country and region. See the [iOS and iPadOS Feature Availability website](#).

Get directions for cycling

1. Do one of the following:

- Say something like “Hey Siri, give me cycling directions home.” [Learn how to ask Siri.](#)
- Tap your destination (such as a search result in Maps or a landmark on a map), or touch and hold anywhere on the map, then tap the directions button.

2. When a suggested route appears, you can do the following:


- *Switch to cycling directions:* If cycling isn't your default mode of travel, tap  to see a suggested cycling route.
- *Avoid hills or busy roads:* Scroll down in the route card, then turn on an option.
- *View a route's directions in a list:* On the route card, tap the route's estimated travel time so that the route appears at the top of the card, then tap the estimated travel time again. This list is especially helpful if you know you'll lose your internet connection on your route, because you can refer to these directions even after you lose your connection.

To share the directions, scroll to the bottom of the card, then tap Share.

- *Choose other route options:* You can reverse the starting point and destination, select a different starting point or destination, and more. See [Select other route options in Maps on iPad.](#)

3. Tap Go for the route you want.

On Wi-Fi only models, Maps shows turn directions in a banner at the top left. To see the next direction, swipe the banner left.

On Wi-Fi + Cellular models (with a cellular data plan and Cellular Data turned on in Settings  > Maps), Maps cycling-specific directions for turns and maneuvers. While following the route, you may be able to share your ETA, get an overview of your route, find places to stop, and more. See [Things you can do while following a route in Maps on iPad.](#)

Turn-by-turn voice navigation is not available in all countries or regions. See the [iOS and iPadOS Feature Availability website.](#)

Get walking directions in Maps on iPad


In the Maps app , you can get detailed walking directions to your destination.

Get directions for walking

1. Do one of the following:

- Say something like “Hey Siri, give me walking directions home.” [Learn how to ask Siri.](#)
- Tap your destination (such as a search result in Maps or a landmark on a map), or touch and hold anywhere on the map, then tap the directions button.

2. When a suggested route appears, you can do the following:


- *Switch to walking directions:* If walking isn’t your default mode of travel, tap  to see a suggested walking route.
- *View a route’s directions in a list:* On the route card, tap the route’s estimated travel time so that the route appears at the top of the card, then tap the estimated travel time again. This list is especially helpful if you know you’ll lose your internet connection on your route, because you can refer to these directions even after you lose your connection.

To share the directions, scroll to the bottom of the card, then tap Share.

- *Choose other route options:* You can reverse the starting point and destination, select a different starting point or destination, and more. See [Select other route options in Maps on iPad.](#)

3. Tap Go for the route you want.

On Wi-Fi only models, Maps shows turn directions in a banner at the top left. To see the next direction, swipe the banner left.

On Wi-Fi + Cellular models (with a cellular data plan and Cellular Data turned on in Settings  > Maps), Maps speaks turn-by-turn directions to your destination. While following the route, you may be able to share your ETA, get an overview of your route, and more. See [Things you can do while following a route in Maps on iPad.](#)

Turn-by-turn voice navigation is not available in all countries or regions. See the [iOS and iPadOS Feature Availability website.](#)

Get transit directions in Maps on iPad

In the Maps app , you can get detailed transit directions to your destination.

Find a transit route


1. Do one of the following:

- Say something like “Hey Siri, give me transit directions to the Ferry Building.” [Learn how to ask Siri.](#)

Note: Siri transit directions are not available in all countries or regions.

- Tap your destination (such as a search result in Maps or a landmark on a map), or touch and hold anywhere on the map, then tap the directions button.


2. When a suggested route appears, you can do any of the following:

- *Switch to transit directions:* If transit isn't your default mode of travel, tap  to see a suggested transit route.
- *View a route's directions in a list:* On the route card, tap the route's estimated travel time so that the route appears at the top of the card, then tap the estimated travel time again. This list is especially helpful if you know you'll lose your internet connection on your route, because you can refer to these directions even after you lose your connection.

To share the directions, scroll to the bottom of the card, then tap Share.

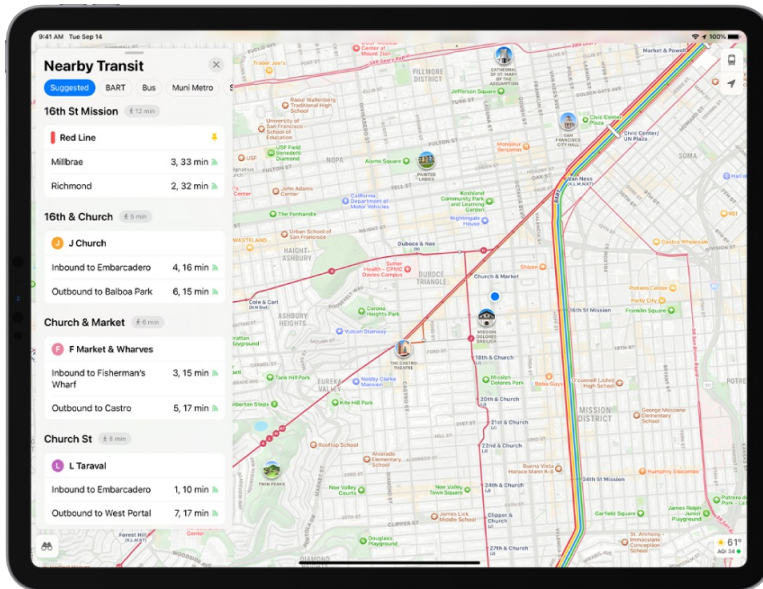
- *Choose a future departure or arrival time:* Tap Leaving Now (near the top of the route card), select a time or date for departure or arrival, then tap Done.
- *Select which transit vehicles you prefer:* Scroll to the bottom of the route card, then select your preferences.
- *Choose other route options:* You can reverse the starting point and destination, select a different starting point or destination, and more. See [Select other route options in Maps on iPad.](#)

3. Tap Go for the route you want.

To get upcoming directions during your trip, scroll down in the route card. Tap a direction on the route card to remove the preceding directions. To end directions before you arrive, say something like “Hey Siri, stop navigating,” or tap  on the route card.

Quickly find nearby transit departures in Favorites

You can get one-tap access to the departure times for stops and stations near you.



- *Add Nearby Transit to Favorites:* In the row of Favorites on the search card, tap **+**, tap Nearby Transit, then tap Done. (If you don't see **+**, swipe the Favorites row left.)
- *View upcoming departures:* Tap Transit in the row of Favorites on the search card.
- *Choose a line to appear at the top of the Nearby Transit list:* Tap Transit in the row of Favorites on the search card, touch and hold a line, then tap Pin. (To remove the pin, touch and hold the line again, then tap Remove Pin.)

Add a transit station or stop to Favorites


1. Do one of the following:
 - **Use Siri** or **search** to find a transit station or stop.
 - **View** a transit map, zoom in or move the map until you see the transit stop or station, then tap the transit stop or station.
2. Tap **⋯** (to the right of the directions button on the place card), then Tap Add to Favorites.


See the major transit lines

1. With a map showing, tap the button at the top right.
2. Select Transit, then tap **×**.

Public transportation information is not available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).

Set up electric vehicle routing in Maps on iPad (Wi-Fi + Cellular models)

The Maps app  can help you plan trips that include stops for charging your electric vehicle.

Note: Electric vehicle routing requires a compatible vehicle, a cellular data plan, and Cellular Data turned on in Settings  > Maps.

Install your vehicle's app on your iPad

1. In the App Store, search for the manufacturer of your vehicle.
2. Download the app that supports EV routing for your vehicle.
3. Open the app, then follow its setup instructions.

See [Get apps in the App Store on iPad](#).

Connect Maps to your vehicle's EV routing app

1. In Maps, tap your profile picture or initials at the top right of the search card.

If you don't see your profile picture or initials, tap Cancel next to the search field, or tap the search field, then tap Cancel.

2. Tap Vehicles, then tap Connect Your Electric Vehicles.
3. Choose your vehicle, then follow the onscreen instructions.

When you [get driving directions](#), Maps can track your vehicle's charge. By analyzing elevation changes along the route and other factors, Maps identifies appropriate charging stations along the way. If you drive until your charge gets too low, you're offered a route you to the nearest compatible charging station.

Choose a different vehicle when you get directions

If you drive multiple vehicles, you can change which vehicle Maps provides routing instructions for.

1. [Get driving directions in Maps on iPad](#).
 2. Before you tap Go, scroll down in the route card.
 3. Choose another electric vehicle, or if you're driving a vehicle that doesn't have an EV routing app on your iPad, tap Different Car.
-

Delete recent directions in Maps on iPad

You can delete directions that you recently viewed in the Maps app .

Scroll down in the search card to Recents, then do one of the following:

- Swipe a recent route left.
- Tap More directly above the list, then swipe a recent route left, or to delete a group of routes, tap Clear above the group.

Use Maps on your Mac to get directions for iPad

Before a big trip or a day of cycling, you can plan your route on your Mac, and then share the details to your iPad. You must be signed in with the same Apple ID on both your Mac and your iPad.

1. In Maps on your Mac, create a route for your trip.


For information, see [Plan a route on your Mac](#) in the Maps User Guide.

2. Choose File > Share > Send to [your device].

You can also use Handoff to send directions from iPad to Mac. See [Hand off tasks between iPad and your other devices](#).




Take tours


Look around streets in Maps on iPad

You can view cities in the Maps app  in interactive 3D that lets you pan 360 degrees and move through the streets.

1. In select cities, tap  near the bottom of a map.

2. To change the view, do any of the following:


- *Pan*: Drag a finger left or right.
- *Move forward*: Tap the scene.
- *Zoom in or out*: Pinch open or closed.
- *View another point of interest*: Tap elsewhere on the map.
- *Switch to or from full-screen view*: Tap  or .
- *Hide labels in full-screen view*: Tap the address card at the upper left, then tap .

If a different information card appears in the upper left, tap  to show the address card.

3. When finished, tap Done.
-



Look Around is available in select cities. See the [iOS and iPadOS Feature Availability website](#).

Take Flyover tours in Maps on iPad

In the Maps app , you can fly over many of the world's major landmarks and cities. Flyover landmarks are identified by the Flyover button on their place cards.


View a city or landmark from above

On supported models, move the iPad screen to seemingly fly over a city or landmark.

1. Use the button at the top right to select any map except Transit.
 2. Tap the name of a city or the name of a landmark.
 3. Tap Flyover on the place card.
 4. Do any of the following:
 - *Change viewing direction:* Point or tilt iPad in the direction you want to view.
 - *Move around:* Drag a finger in any direction. To rotate perspective, touch and hold the screen with one finger, then continue holding it in place while you drag another finger around it.
 - *Watch an aerial 3D tour:* Tap Start Tour or Start City Tour in the card at the bottom of the screen. (If you don't see the card, tap anywhere on the screen.)
 5. To return to the map, tap  in the card at the bottom of the screen (tap anywhere on the screen if you don't see .
-

Watch an aerial 3D tour


On iPad mini 4, take a Flyover tour of a city or landmark.

1. Tap the name of a city (in map or satellite view) or the name of a landmark.
 2. Tap Flyover Tour on the place card.
 3. To return to the map, tap .
-

For a list of sites with Flyover, see the [iOS and iPadOS Feature Availability website](#).

Measure

Measure dimensions with iPad


On supported models, use the Measure app  and your iPad camera to measure nearby objects and surfaces—you can manually set the start and end points of a measurement, have iPad automatically detect the dimensions of rectangular objects, and more.



For best results, use Measure on well-defined objects located 0.5 to 3 meters (2 to 10 feet) from iPad.


Note: Measurements are approximate.

Start a measurement




1. Open Measure , then use the iPad camera to slowly scan nearby objects.
2. Position iPad so that the object you want to measure appears on the screen.


Note: For your privacy, when you use Measure to take measurements, a green dot appears at the top of the screen to indicate your camera is in use.

Take an automatic rectangle measurement

1. When iPad detects the edges of a rectangular object, a box frames the object; tap the box to see the dimensions.
 2. To take a photo of your measurement, tap .
-




Take a manual measurement

1. Align the dot at the center of the screen with the point where you want to start measuring, then tap .
2. Slowly pan iPad to the end point, then tap  to see the measured length.
3. To take a photo of your measurement, tap .
4. Take another measurement, or tap Clear to start over.

(To start over on iPad Pro 12.9-inch (4th generation and later) and iPad Pro 11-inch (2nd generation and later), tap , then tap Clear All.)


Use edge guides

On iPad Pro 12.9-inch (4th generation and later) and iPad Pro 11-inch (2nd generation and later), you can easily measure the height and straight edges of furniture, countertops, and other objects using guide lines that appear automatically.


1. Position the dot at the center of the screen along the straight edge of an object until a guide appears.
 2. Tap  where you want to begin measuring.
 3. Slowly pan along the guide, then tap  at the endpoint to see the measured length.
 4. To take a photo of your measurement, tap .
-


Use Ruler view

On iPad Pro 12.9-inch (4th generation and later) and iPad Pro 11-inch (2nd generation and later), you can see more detail in your measurements with Ruler view.

1. After measuring the distance between two points, move iPad closer to the measurement line until it transforms into a ruler, showing incremental inches and feet.
 2. To take a photo of your measurement, tap .
-

View and save measurements on iPad

In the Measure app  on iPad Pro 12.9-inch (4th generation and later) and iPad Pro 11-inch (2nd generation and later), you can save a list of all the measurements you take in a single session, complete with screenshots, so you can easily share and access them whenever you need them.


-
1. Tap  to see a list of your recent measurements.

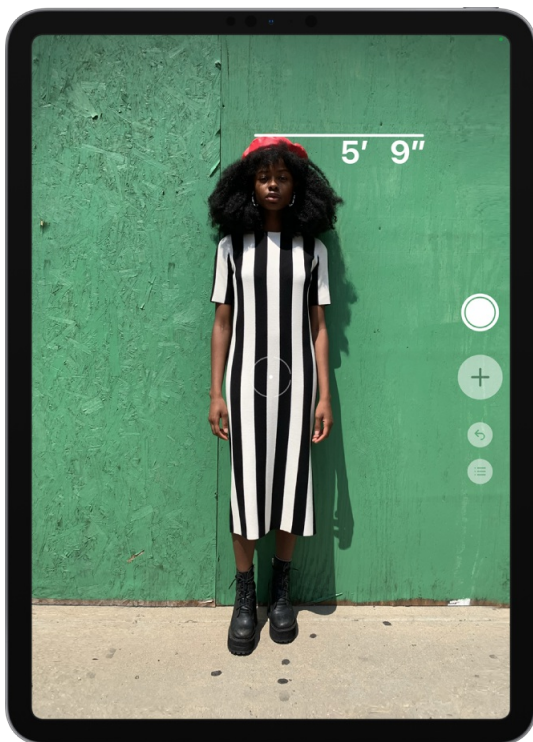
Swipe up from the top of the list to see more measurements.

2. To save the measurements, tap Copy, open another app (for example, Notes), tap in a document, then tap Paste.

Note: People's height measurements aren't included in this list. To save a person's height measurement, see [Measure a person's height](#).


Measure a person's height with iPad

On iPad Pro 12.9-inch (4th generation and later) and iPad Pro 11-inch (2nd generation and later), you can use the Measure app  to instantly measure a person's height from the floor to the top of their head, hair, or hat. (You can even measure the seated height of a person in a chair.)



-
1. Position iPad so that the person you want to measure appears on the screen from head to toe.

A line appears at the top of the person's head (or hair, or hat), with the height measurement showing just below the line.

2. To take a photo of the measurement, tap .


3. To save the photo, tap the screenshot in the lower-left corner, tap Done, then choose Save to Photos or Save to Files.

You can easily access and share the height measurement image from Photos or Files on iPad whenever you want.

To take the measurement again, turn iPad away for a moment to reset the height.

Messages


Set up Messages on iPad

In the Messages app , you can send text messages as SMS/MMS messages through your cellular service, or with iMessage over Wi-Fi or cellular service to people who use iPhone, iPad, iPod touch, or a Mac. Texts you send and receive using iMessage don't count against your SMS/MMS allowances in your cellular messaging plan, but cellular data rates may apply.

iMessage texts can include photos, videos, and other info. You can see when other people are typing, and send read receipts to let them know when you've read their messages. For security, messages sent using iMessage are encrypted before they're sent.


iMessage texts appear in blue bubbles, and SMS/MMS texts appear in green bubbles. See the Apple Support article [About iMessage and SMS/MMS](#).

Sign in to iMessage

1. Go to Settings  > Messages.
2. Turn on iMessage.


Sign in to iMessage on your Mac and other Apple devices using the same Apple ID

If you sign in to iMessage with the same Apple ID on all your devices, all the messages that you send and receive on iPad also appear on your other Apple devices. Send a message from whichever device is closest to you, or [use Handoff](#) to start a conversation on one device and continue it on another.

1. On iPhone, iPad, or iPod touch, go to Settings  > Messages, then turn on iMessage.
2. On your Mac, open Messages, then do one of the following:
 - If you're signing in for the first time, enter your Apple ID and password, then click Sign In.
 - If you signed in before and want to use a different Apple ID, choose Messages > Preferences, click iMessage, then click Sign Out.

With Continuity, you can send and receive SMS/MMS messages on iPad using the cellular connection on your iPhone. See the Apple Support article [Use Continuity to connect your Mac, iPhone, iPad, iPod touch, and Apple Watch](#).

Use Messages in iCloud

Go to Settings  > [your name] > iCloud, then turn on Messages (if it's not already turned on).


Every message you send and receive on your iPad is saved in iCloud. And, when you sign in with the same Apple ID on a new device that also has Messages in iCloud turned on, all your conversations show up there automatically.

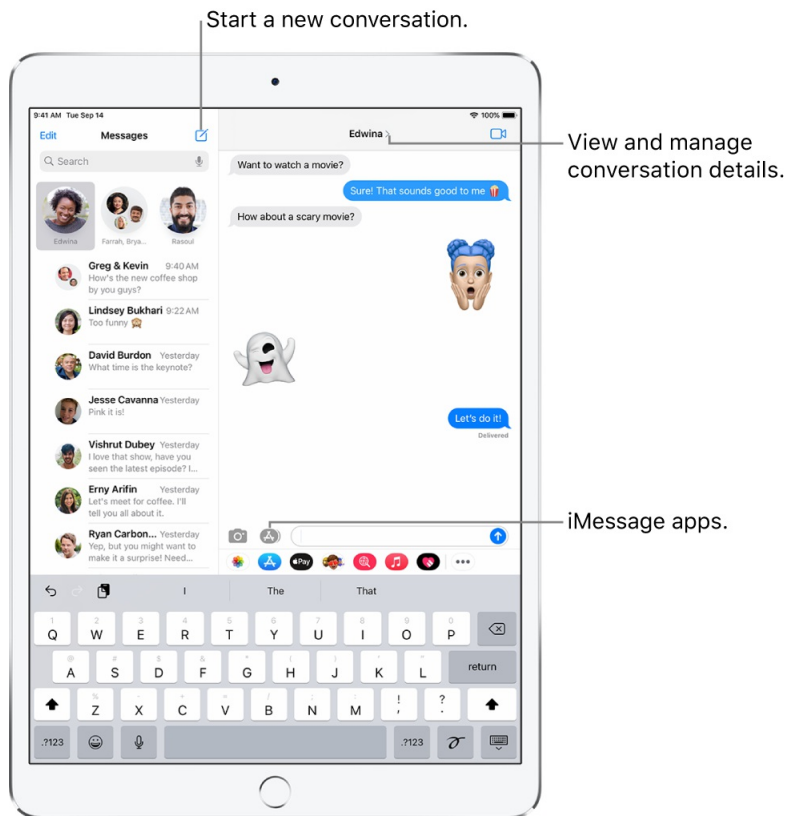
Because your messages and any attachments are stored in iCloud, you may have more free space on your iPad when you need it. Message bubbles, whole conversations, and attachments you delete from iPad are also deleted from your other Apple devices (iOS 11.4, iPadOS 13, macOS 10.13.5, or later) where Messages in iCloud is turned on.

See the Apple Support article [Use Messages in iCloud](#).

Note: Messages in iCloud uses iCloud storage. See [Manage Apple ID settings on iPad](#) for information about iCloud storage.





Send and receive text messages on iPad


Use the Messages app  to send and receive texts, photos, videos, and audio messages. You can also personalize your messages with animated effects, Memoji stickers, iMessage apps, and more.



Send a message


You can send a text message to one or more people.

1. Tap  at the top of the screen to start a new message, or tap an existing message.
2. Enter the phone number, contact name, or Apple ID of each recipient. Or, tap , then choose contacts.
3. Tap the text field, type your message, then tap  to send.
 - A blue send button indicates the message will be sent with iMessage; a green send button indicates the message will be sent with SMS/MMS, or your cellular service.
 - An alert  appears if a message can't be sent. Tap the alert to try sending the message again.

 **Tip:** To see what time a message was sent or received, drag the message bubble to the left.


To view conversation details, tap the name or phone number at the top of the screen. You can tap the contact to edit the contact card, share your location, view attachments, leave a group conversation, and more.

Reply to a message

 **Ask Siri.** Say something like:

- "Send a message to Eliza saying how about tomorrow"
- "Read my last message from Bob"
- "Reply that's great news"

[Learn how to ask Siri](#)

 **Tip:** When you wear AirPods Max, AirPods Pro, AirPods (2nd generation), or other supported headphones, Siri can read your incoming messages, and you can speak a reply for Siri to send. See [Listen and respond to messages](#).


Or do the following:

1. In the Messages list, tap the conversation that you want to reply to.

To search for contacts and content in conversations, pull down the Messages list and enter what you're looking for in the search field. Or, choose from the suggested contacts, links, photos, and more.

2. Tap the text field, then type your message.

 **Tip:** To replace text with emoji, tap 😊 or 🌐, then tap each highlighted word.


3. Tap  to send your message.

You can quickly reply to a messages with a Tapback expression (for example, a thumbs up or a heart). Double-tap the message bubble that you want to respond to, then select a Tapback.

Pin a conversation

You can pin specific conversations to the top of the Messages list so the people you contact most always come first in the list.

Do any of the following:

- Swipe right on a conversation, then tap .
- Touch and hold a conversation, then drag it to the top of the list.

Unpin a conversation

You can unpin specific conversations at the top of the Messages list.


Do any of the following:

- Touch and hold a conversation, then drag the message to the bottom of the list.

- Touch and hold a conversation, then tap .
-

Share your name and photo

In Messages, you can share your name and photo when you start or respond to a new message. Your photo can be a Memoji or custom image. When you open Messages for the first time, follow the instructions on your iPad to choose your name and photo.


To change your name, photo, or sharing options, open Messages, tap , tap Edit Name and Photo, then do any of the following:

- *Change your profile image:* Tap Edit, then choose an option.
- *Change your name:* Tap the text fields where your name appears.
- *Turn sharing on or off:* Tap the button next to Name and Photo Sharing (green indicates that it's on).
- *Change who can see your profile:* Tap an option below Share Automatically (Name and Photo Sharing must be turned on).


Your Messages name and photo can also be used for your Apple ID and My Card in Contacts.

Switch from a Messages conversation to a FaceTime audio or FaceTime video call

In a Messages conversation, you can initiate a FaceTime audio or FaceTime video call with the person you're chatting with in Messages.



1. In a Messages conversation, tap .
 2. Tap FaceTime audio or FaceTime video.
-

Send a message to a group or business on iPad

Use the Messages app  to send photos, videos, and audio messages to groups of people. You can also send a message to a business using business chat.

Reply to a specific message in a conversation

You can respond to a specific message inline to improve clarity and help keep conversations organized.


1. In a conversation, double-tap (or touch and hold) a message, then tap .
 2. Write your response, then tap .
-


Mention people in conversations

You can mention other people in a conversation to call their attention to a specific message. Depending on their settings, this can notify them even if they have muted the conversation.

1. In a conversation, begin typing a contact's name in the text field.
2. Tap the contact's name when it appears.

You can also mention a contact in Messages by typing @ followed by the contact's name.

To change your notification settings when you're mentioned in Messages, go to Settings  > Messages > Notify Me.

Note: To change your notification settings for when you're mentioned in Messages, go to Settings  > Messages > Notify Me.


Change a group name and photo

The photo used for group conversations includes all participants and changes based on who was recently active. You can also assign a personalized photo to the group conversation.

Tap the name or number at the top of the conversation, then select Change Name and Photo, then choose an option.

Use Business Chat


In Messages, you can communicate with businesses that offer Business Chat. You can get answers to questions, resolve issues, get advice on what to buy, make purchases with Apple Pay, and more.

1. Search for the business you want to chat with using Maps, Safari, Search, or Siri.
2. Start a conversation by tapping a chat link in the search results—for example, , the company logo, or a text link (the appearance of the chat link varies with the context).








You can also initiate a chat with some businesses from their website or app. See the Apple Support article [How to use Business Chat](#).

Note: Business Chat messages you send appear in dark gray, to distinguish them from messages sent using iMessage (in blue) and SMS/MMS messages (in green).

Send photos, videos, and audio messages on iPad

In the Messages app , you can send messages with photos, videos, and audio using the iMessage or SMS/MMS service (WiFi + Cellular models). You can also share, save, or print attachments. Your carrier may set size limits for attachments; iPad may compress photo and video attachments when necessary.




Send a photo or video

1. In Messages, do any of the following while writing a message:
 - *Take a photo within Messages:* Tap , frame the shot in the viewfinder, then tap .
 - *Take a video within Messages:* Tap , choose Video mode, then tap .
 - *Choose an existing photo or video:* Tap  in the app drawer, then swipe left to browse through recent shots, or tap All Photos.
2. Tap  to send your message or  to cancel.














Mark up or edit a photo

You can mark up or edit a photo before you send it in a Messages conversation.





1. Tap  in the app drawer, then choose a photo.
2. Tap the photo in the message bubble, then do any of the following:
 - Tap Markup, [use the markup tools](#) to draw on the photo, then tap Save.
 - Tap Edit, [use the photo editing tools](#) to edit the photo, then tap Done.
3. Tap Done, add a message, then tap  to send the photo, or tap  to remove the photo from the message bubble.


Add camera effects to a photo or video

On supported models, when you take a photo or video in a conversation, you can add camera effects to it—such as filters, stickers, labels, and shapes.

1. Tap , then choose Photo or Video mode.
 2. Tap , then do any of the following:
 - Tap , then choose a filter to apply to your picture.
 - Tap  to add a text label, or  to add a shape.
 - Tap  to add a Memoji, or  to add an Emoji sticker.
 3. Tap  to close the effect window.
 4. Tap  to take a photo or  to record video.
 5. Tap Done to add the photo or video to the message bubble, where you can add a message, or tap  to send the photo or video directly.
-





Send an audio message

1. In a conversation, touch and hold  to record an audio message.
2. Tap  to listen to your message before you send it.
3. Tap  to send the message or  to cancel.

Note: To save space, iPad automatically deletes audio messages two minutes after you listen to them, unless you tap Keep. To always keep audio messages, go to Settings  > Messages > Expire (below Audio Messages), then tap Never.

Share, save, print, copy, or delete a message or attachment

In a conversation, do any of the following with attachments:

- *Share, save, or print an attachment:* Tap the attachment, then tap .
 - *Copy an attachment:* Touch and hold the attachment, then tap Copy.
 - *Share items from another app:* In the other app, tap Share or , then tap Messages.
 - *Forward a message or attachment:* Touch and hold a message or attachment, tap More, select additional items if desired, then tap .
 - *Delete a message or attachment:* Touch and hold a message or attachment, tap More, select additional items if desired, then tap .
-


Note: Attachments you send over iMessage (such as photos or videos) may be uploaded to Apple and encrypted so that no one but the sender and receiver can access them. To improve performance, your device may automatically upload attachments to Apple while you are composing an iMessage. If your message isn't sent, the attachments are deleted from the server after several days.

Share content with friends on iPad



Use the Messages app  to share music, episodes, news articles and more with friends.


Note: Note: You can use the Shared with You features when you share content from the Apple TV, News, Photos, Podcasts, and Safari apps.

Share content

Content you share with a friend in the Messages app  is automatically organized in a Shared with You section inside the corresponding apps. This allows your friend to view the shared content at a time that's convenient for them.


In addition, if a friend discovers a song, episode, news article or other content that's been previously shared with them, a label indicating who shared it with them will appear letting them know you've recommended it before.

1. Select the content you want to share, then tap .
2. Compose a message or comment to include with the shared content, then tap .

To disable Automatic Sharing, or a Shared with You app, go to Settings  > Messages > Shared with You and tap Automatic Sharing or an app.

Continue the conversation

Content shared with you is automatically labeled in the corresponding apps. This allows you to see who shared the content with you later and easily continue the conversation.

1. View content that has been shared with you previously in a supported app.
 2. Tap the "Shared by" label at the top of the content.
 3. Compose a message or comment to include with the shared content, then tap .
-


Pin shared content

You can pin content that has been shared with you so you can more easily locate it. This allows you to easily locate this content later and more quickly find it in search results.

Tap Shared with You in the app where you want to pin content, then tap <ICON>.

To unpin shared content, tap Shared with You, then tap <ICON>.





Send animated effects in Messages on iPad

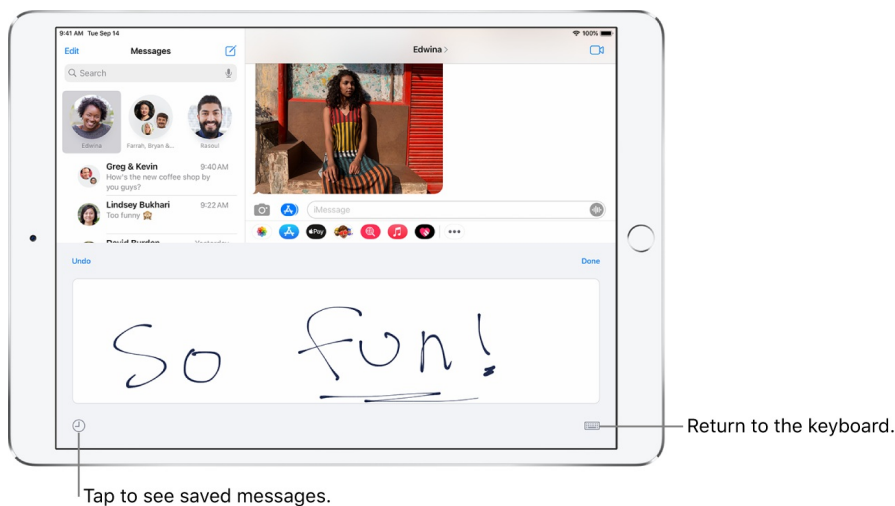
In the Messages app , you can animate a single message with a bubble effect or fill the entire message screen with a full-screen effect (for example, balloons or confetti). You can even send a personal message with invisible ink that remains blurred until the recipient swipes to reveal it.



You need iMessage to send and receive message effects. See [About iMessage and SMS/MMS](#).

Create and send a handwritten message

Use your finger to write a message. The recipient sees the message animate, just as ink flows on paper.

1. In a conversation, rotate iPad to landscape orientation, then tap the text field.
2. Tap  on the keyboard.
3. Write a message with your finger or tap  to choose a saved message, then tap Done.
4. Tap  to send your message or  to cancel.





After you create and send a handwritten message, the message is saved. To see your saved messages, tap . Tap the message to use it again. To delete the saved message, touch and hold it until the messages jiggle, then tap .



Use a bubble effect

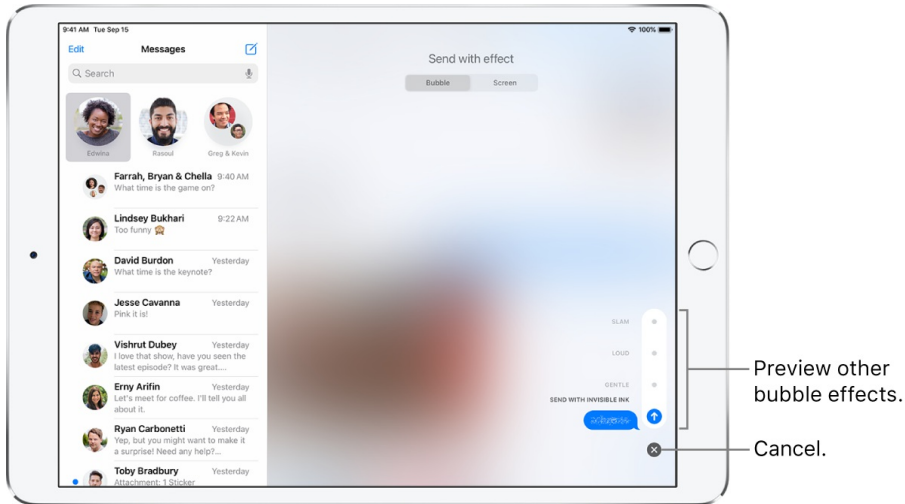
Use bubble effects to animate the message bubble.


1. In a new or existing conversation, type a message or insert a photo or Memoji.

2. Touch and hold , then tap the gray dots to preview different bubble effects.

 **Tip:** Want to send a personal message? When you use invisible ink, the message remains blurred until the recipient swipes to reveal it.


3. Tap  to send the message or  to cancel.





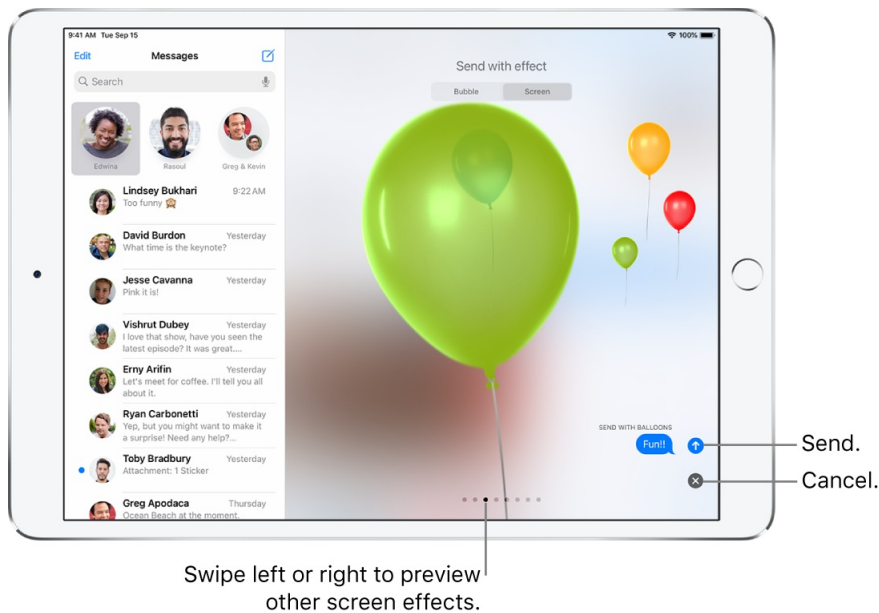
 **Tip:** Want to send a personal message? When you use invisible ink, the message remains blurred until the recipient swipes to reveal it.

Use a full-screen effect

Use full-screen effects to animate the message screen.

1. In a new or existing conversation, type a message or insert a photo or Memoji.
2. Touch and hold , then tap Screen.
3. Swipe left to preview different screen effects.


4. Tap  to send the message or  to cancel.

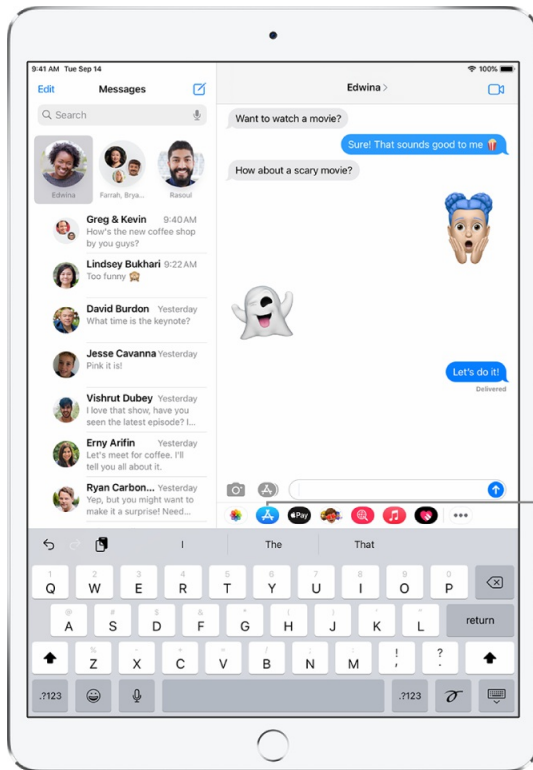


Messages automatically uses the following screen effects for specific text strings:

- Balloons for "Happy birthday"
- Confetti for "Congratulations"
- Fireworks for "Happy New Year"


Use iMessage apps in Messages on iPad

In the Messages app , you can decorate a conversation with stickers, play a game, share songs, and more—all through iMessage apps—without leaving Messages. You can expand your message options by downloading more iMessage apps from the App Store.





Browse iMessage apps.

Browse and download iMessage apps

1. In a Messages conversation, tap  to open the iMessages App Store.
2. Tap an app to see more details and reviews, then tap the price to purchase an app or tap Get to download a free app.

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

Use an iMessage app

1. In a conversation, tap an iMessage app in the app drawer.
 2. Tap an item in the iMessage app to add it to a message bubble.
 3. Add a comment if you want, then tap  to send your message or  to cancel.
-

Decorate with stickers

If you've downloaded a sticker app from the App Store, you can enhance your photos and videos with stickers in Messages.

1. In a conversation, tap a sticker app in the app drawer.

2. Touch and hold a sticker, then drag it on top of a message in the conversation. Before you release it, you can do any of the following:

- *Adjust the angle:* Rotate a second finger around the finger dragging the sticker.
- *Adjust the size:* Move a second finger closer to or away from the finger dragging the sticker.

You can also place the sticker on top of another sticker, or on a photo.

To see text that's covered by a sticker, double-tap the sticker.

To see more information about the sticker, touch and hold the sticker, then tap Sticker Details. You can do the following:

- See who sent the sticker.
 - View the iMessage app that sent the sticker.
 - Delete the sticker—swipe left, then tap Delete.
-

Manage iMessage apps

1. Tap **•••** in the app drawer.
 2. Tap Edit, then do any of the following with your iMessage apps:
 - *Reorder apps:* Drag **≡**.
 - *Add an app to your Favorites:* Tap **+**.
 - *Remove an app from your Favorites:* Tap **-**.
 - *Hide an app:* Turn the app off.
 - *Delete an app:* Swipe left on the app, then tap Delete.
-

Use Memoji in Messages on iPad

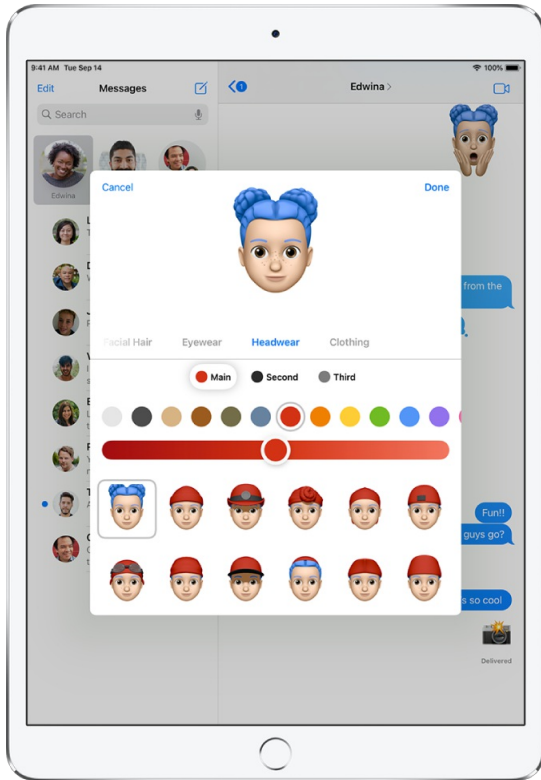
Use the Messages app **👤** to express yourself with personalized Memoji sticker packs that match your personality and mood. On models with a TrueDepth camera, you can send animated Memoji messages that record your voice and mirror your facial expressions.

Create your own Memoji

You can design your own personalized Memoji—choose skin color and freckles, hairstyle and color, facial features, headwear, glasses, and more. You can create multiple Memoji for different moods.

1. In a conversation, tap **👤**, then tap **+**.

2. Tap each feature and choose the options you want. As you add features to your Memoji, your character comes to life.



3. Tap Done to add the Memoji to your collection.

To edit, duplicate, or delete a Memoji, tap 🍌, tap the Memoji, then tap ⋮.

Send Memoji and Memoji stickers

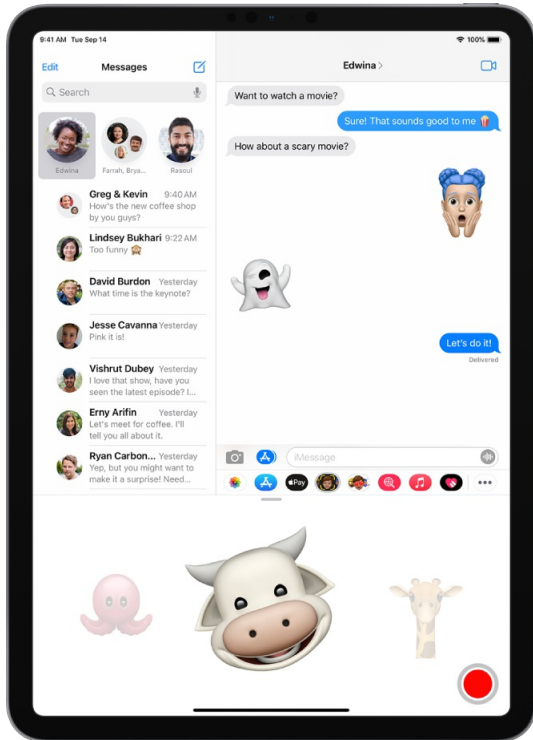
Messages automatically generates sticker packs based on your Memoji and Memoji characters. You can use stickers to express a range of emotions in new ways.


1. In a conversation, tap 🍌.
 2. Tap a Memoji in the top row to view the stickers in the sticker pack.
 3. To send a sticker do one of the following:
 - Tap the sticker to add it to the message bubble. Add a comment if you want, then tap 📤 to send.
 - Touch and hold a sticker, then drag it on top of a message in the conversation. The sticker is sent automatically when you add it to the message.
-

Send animated Memoji or Memoji recordings



On models with a TrueDepth camera you can send Memoji messages that use your voice and mirror your facial expressions.

1. In a conversation, tap , then choose a Memoji.




2. Tap  to record your facial expressions and voice.

Tap Replay to review your message.




3. Tap  to send your message or  to cancel.

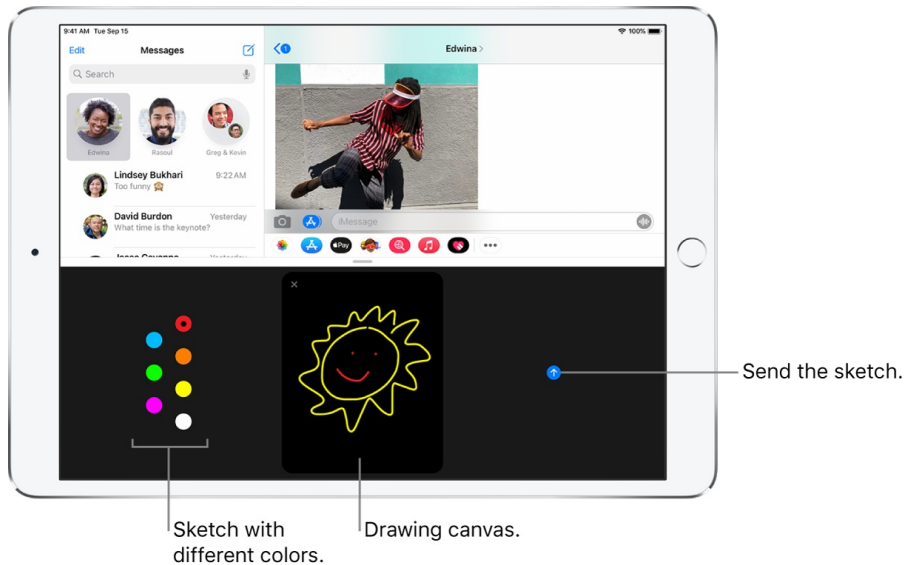
You can also take a picture or video of yourself as a Memoji, decorate it with stickers, then send it; see [Add camera effects to a photo or video](#). Or you can [become a Memoji](#) in a FaceTime conversation.

Send a Digital Touch effect in Messages on iPad


In an iMessage conversation in the Messages app , you can use Digital Touch to send animated sketches, taps, kisses, heartbeats, and more. You can even add a Digital Touch effect to a photo or video.

Send a sketch



1. Tap  in the app drawer.
2. Tap the color dot to choose a color, then draw with one finger.
You can change the color, then start drawing again.
3. Tap  to send your sketch, or tap  to delete it.







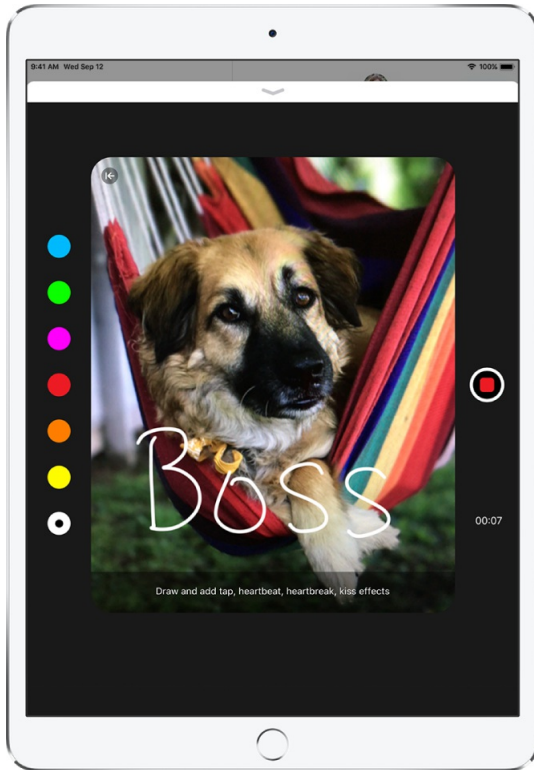
Express your feelings

1. Tap  in the app drawer.
2. Send one of the following animations using gestures on the canvas. Your feelings are sent automatically when you finish the gesture:
 - *Tap*: Tap with one finger to create a burst of color. You can change the color, then tap again.
 - *Fireball*: Touch and hold with one finger.
 - *Kiss*: Tap with two fingers.
 - *Heartbeat*: Touch and hold with two fingers.
 - *Heartbreak*: Touch and hold with two fingers until you see a heartbeat, then drag down to break the heart.


Add a Digital Touch effect to a photo or video

1. Tap  in the app drawer.
2. Tap .

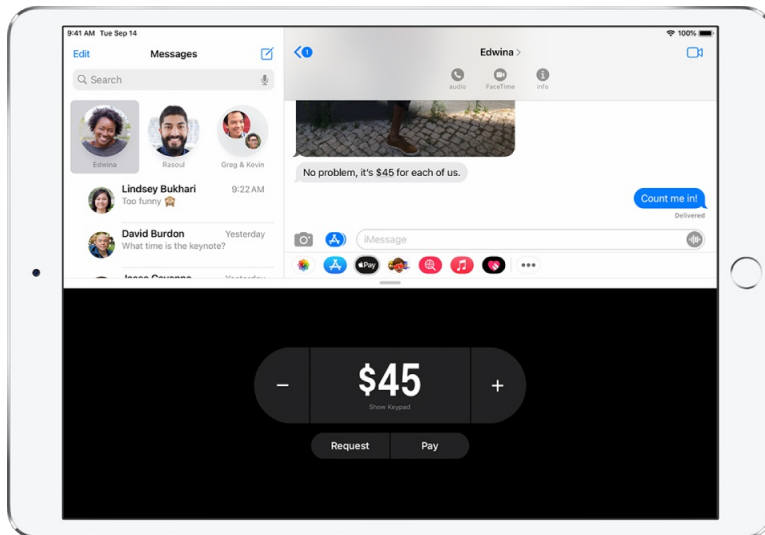
3. Tap  to take a photo or  to record a video.
4. Add a Digital Touch effect, such as a sketch or kiss.
5. Tap  to send your message, or tap  to delete it.



Send and receive money with Apple Pay on iPad (U.S. only)


In the Messages app , you can use Apple Pay to send and receive money quickly and easily. There's no app to download, and you can use the cards you already have with Apple Pay.

When you receive money in Messages, it's added to your Apple Cash card. See [Set up and use Apple Cash on iPad \(U.S. only\)](#).






Note: Before you send or receive payments with Apple Pay, you need to agree to the terms and conditions of this service.

Send a payment in Messages

 **Ask Siri.** Say something like: "Apple Pay 75 dollars to Phillip for the zipline tour" or "Send 15 dollars to Kim for lunch with Apple Pay." [Learn how to ask Siri.](#)


You can also do the following:

1. In an iMessage conversation, tap , then enter the amount.
 **Tip:** If there's an underlined monetary amount in a message, tap it to preset the payment.
2. Tap Pay, then add a comment if you want.
3. To complete the payment, tap , then authenticate the payment with Face ID (supported models), Touch ID (supported models), or your passcode.


The payment is made with Apple Cash if your balance has sufficient funds.

You can cancel a payment that hasn't been accepted. Tap the payment bubble, then tap Cancel Payment.

Request a payment

 **Ask Siri.** Say something like: "Ask Kim for 26 dollars with Apple Pay." [Learn how to ask Siri.](#)



You can also do the following:

1. In an iMessage conversation, tap .

2. Enter the amount, then tap Request.
-

Apple Cash and sending and receiving payments through Apple Pay are services provided by Green Dot Bank, member FDIC.

Change message notifications on iPad


In Settings , you can set up and manage notifications for the Messages app  and filter unknown senders.

Set a focus and schedule a summary of your notifications

Focus helps you stay in the moment when you want to concentrate on an activity or step away from your iPad. Focus can reduce distractions—allowing only notifications you want to receive (ones that match your focus)—and lets other people and apps know you're busy. See [Schedule a notification summary](#).


When Focus is enabled, Messages will automatically tell apps and people that you have notifications silenced. To manage Focus Status or set an Auto-Reply, see [Set your focus](#).

Manage notifications for messages

1. Go to Settings  > Notifications > Messages.
2. Choose options, including the following:
 - Turn Allow Notifications on or off.
 - Set the position and locations of message notifications.
 - Choose the alert sound for message notifications.
 - Choose when message previews should appear.

See [Change notification settings on iPad](#).

Set the alert sound for messages

1. Go to Settings  > Sounds.
2. Tap Text Tone, then do one of the following:
 - Tap a sound below Alert Tones.
 - Tap Tone Store to download an alert sound from the iTunes Store.

See [Change or turn off iPad sounds](#).

Assign a different ringtone to a contact


1. Open Contacts, then select a contact.
2. Tap Edit, then tap Text Tone.
3. Choose an option below Alert Tones.

To allow alerts for messages sent by this contact even when Do Not Disturb is on, turn on Emergency Bypass.

Mute notifications for a conversation


1. In the Messages list, swipe left on the conversation.
 2. Tap Hide Alerts.
-

Block, filter, and report messages on iPad

In the Messages app , you can block unwanted messages, filter messages from unknown senders, and report spam or junk messages.


Block messages from a specific person or number

1. In a Messages conversation, tap the name or number at the top of the conversation.
2. Tap info.
3. Scroll down, then tap Block this Caller.

To view and manage your list of blocked contacts and phone numbers, go to Settings  > Messages > Blocked Contacts. See the Apple Support article [Block phone numbers, contacts, and emails on your iPhone, iPad, or iPod touch](#).

Filter iMessage messages from unknown senders

Filtering messages from unknown senders turns off iMessage notifications from senders who aren't in your contacts and sorts the messages into the Unknown Senders tab in the Messages list.

1. Go to Settings  > Messages.
2. Turn on Filter Unknown Senders.

Note: You can't open any links in a message from an unknown sender until you add the sender to your contacts or reply to the message.

Report spam or junk messages

With iMessage, a message you receive from someone who isn't saved in your contacts might be identified as possible spam or junk. You can report these messages to Apple.


In the message, tap Report Junk, then tap Delete and Report Junk.

The sender's information and the message are sent to Apple, and the message is permanently deleted from your device.

Note: Reporting junk or spam doesn't prevent the sender from sending messages, but you can block the number to stop receiving them.


To report spam or junk messages you receive with SMS or MMS, [contact your carrier](#).

Delete messages on iPad

In the Messages app , you can delete messages and entire conversations. You can't recover a deleted conversation.

With Messages in iCloud, anything you delete from iPad is also deleted from your other Apple devices where Messages in iCloud is turned on. See [Use Messages in iCloud](#).

Delete a message


1. Touch and hold a message bubble, then tap More.
 2. Select the message bubbles you want to delete, then tap .
-

Delete a conversation

1. In the Messages list, swipe left on the conversation.
 2. Tap Delete.
-

Music

Get music on iPad

Use the Music app  to enjoy music stored on iPad as well as music streamed over the internet. With an optional Apple Music subscription, you can listen to millions of songs ad-free, stream and download files encoded using lossless compression, listen to thousands of Dolby Atmos tracks, and discover music together with friends.

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


Get music to play on iPad in the following ways:

- *Become an Apple Music subscriber:* With a subscription and a Wi-Fi or cellular connection, stream as much music as you like from the Apple Music catalog and your music library. You can download songs, albums, and playlists, and, using SharePlay, share music with your friends right in your FaceTime calls. See [Subscribe to Apple Music on iPad](#).

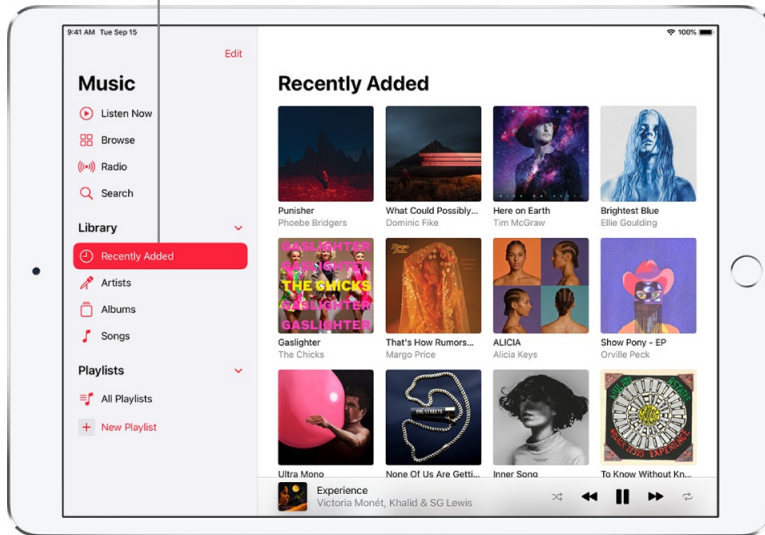
Note: Services and features aren't available in all countries or regions, and features may vary by region. Additional charges may apply when using a cellular connection.

- *Participate in Family Sharing:* Purchase an Apple Music Family membership, and everyone in your Family Sharing group can enjoy Apple Music. See [Share Apple and App Store subscriptions with family members on iPad](#).
- *Purchase music from the iTunes Store:* See [Get music, movies, and TV shows in the iTunes Store on iPad](#).
- *Sync music with Music (macOS 10.15 or later) or iTunes (macOS 10.14 or earlier and Windows PCs) on your computer:* See [Sync iPad with your computer](#).
- *Listen to Apple Music radio:* Apple Music radio offers three worldwide radio stations broadcasting live on Apple Music—Apple Music 1, Apple Music Hits, and Apple Music Country. Apple Music radio is available on Apple and Android devices as well as popular web browsers at music.apple.com.

View albums, playlists, and more in Music on iPad

In the Music app , the library includes music you added or downloaded from Apple Music, music and videos you synced to iPad, TV shows and movies you added from Apple Music, and your iTunes Store purchases.

Choose a sorting method.



Browse and play your music

1. Under the Library heading in the sidebar, tap a category, such as Albums or Songs; tap Downloaded to view only music stored on iPad.
2. Type in the search field to filter your results and find what you're looking for.
3. Tap an item, then tap Play, or tap Shuffle to shuffle an album or playlist.

You can also touch and hold the album art, then tap Play.



To change the list of categories, tap Edit in the sidebar, then select categories you'd like to add, such as Genres and Compilations. Tap any existing categories to remove them.

Sort your music

1. Under the Library heading in the sidebar, tap Playlists, Albums, Songs, TV & Movies, or Music Videos.
2. Tap Sort, then choose a sorting method, such as title, artist, recently added, or recently played.


Play music shared on a nearby computer

If a computer on your network shares music through Home Sharing, you can stream its music to your iPad.

1. Go to Settings  > Music, tap Sign In below Home Sharing, then sign in with your Apple ID.
2. Open the Music app , tap Edit in the sidebar, select Home Sharing, then tap Done.


3. Tap Home Sharing, then choose a shared library.

Remove Apple Music songs from iPad

Go to Settings  > Music, then turn off Sync Library.












The songs are removed from iPad, but remain in iCloud. Music you purchased or synced also remains.

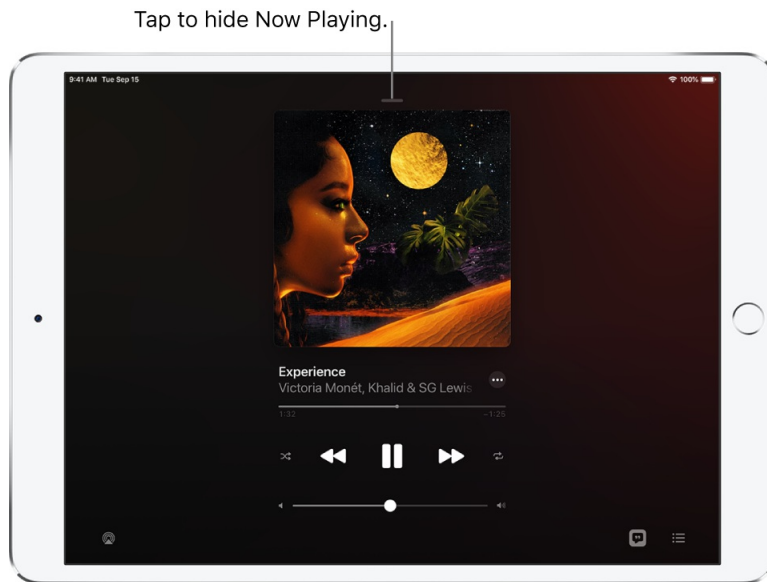
Play music on iPad

Use Now Playing in the Music app  to show lyrics and play, pause, skip, shuffle, and repeat songs. You can also use Now Playing to view album art and choose what plays next in the queue.

Control playback

Tap the player at the bottom right to show the Now Playing screen, where you can use these controls:

Control	Description
	Play the current song.
	Pause playback.
	Skip to the next song. Touch and hold to fast-forward through the current song.
	Return to the song's beginning. Tap again to play the previous song in an album or playlist. Touch and hold to rewind through the current song.
	Tap to repeat an album or playlist. Double-tap to repeat a single song.
	Tap to play your songs in random order. Tap again to turn off shuffle.
	Hide the Now Playing Screen button.
	Tap for more options.
	Show time-synced lyrics (lyrics not available for all songs).
	Stream music to Bluetooth or AirPlay-enabled devices.
	See the queue.




Adjust the volume, see song details, and more

The Now Playing screen contains additional options for controlling and accessing music.


- *Adjust volume:* Drag the volume slider.
You can also use the volume buttons on the side of iPad.
- *Navigate to the artist, album, or playlist:* Tap the artist name below the song title, then choose to go to the artist, album, or playlist.
- *Scrub to any point in a song:* Drag the playhead.

See time-synced lyrics

Time-synced lyrics appear for many songs in Apple Music.

Tap the player to open Now Playing, then tap . Lyrics scroll in time with the music.

To hide lyrics, tap .

 **Tip:** Tap a specific lyric—the first line of the chorus, for example—to go to that part of the song.

To see all of a song's lyrics, tap , then tap View Full Lyrics.

Note: You need an Apple Music subscription to view lyrics.

Share lyrics

In iPadOS 14.5 and later, you can share up to 150 characters of a song's lyrics if time-synced lyrics are available.

1. Tap the player to open Now Playing.
2. Tap **⋮**, then tap Share Lyrics.

You can also touch and hold a lyrics line to open the sharing screen.

3. Tap the first and last lyrics you want to share, then choose a sharing option.

Note: You need an Apple Music subscription to share lyrics.

Report a concern

To report a concern about time-synced lyrics, touch and hold a lyrics line, then tap Report a Concern at the bottom of the screen.

Get audio controls from the Lock Screen or when using another app

Open Control Center, then tap the audio card.

Stream music to Bluetooth or AirPlay-enabled devices

1. Tap the player to open Now Playing.
2. Tap **📶**, then choose a device.


See [Play audio on HomePod, Apple TV, or a smart TV](#).


Note: You can play the same music on multiple AirPlay 2-enabled devices, such as two or more HomePod speakers. You can also pair two sets of AirPods to one iPad and enjoy the same song or movie along with a friend. See [Control audio on multiple AirPlay 2-enabled devices](#) and [Share audio with AirPods and Beats headphones](#).


Queue up your music on iPad


Use the queue in the Music app **📌** to see a list of upcoming songs, add songs and videos to the queue, and see what you've recently played.

Use the queue

1. Tap the player to open Now Playing.
2. Tap , then tap a song to play it and the songs that follow.

To reorder the list, drag .

3. Tap  again to hide the queue.


By default, if you're an Apple Music subscriber, Autoplay adds music similar to what you last played to the end of the queue. To turn off Autoplay, tap .

Note: When you turn off Autoplay on a device that uses your Apple ID—your iPad, for example—Autoplay is turned off on all other devices that use the same Apple ID.


Add music and videos to the queue

When browsing or playing music, touch and hold a song, album, playlist, or video, then choose an option.

- *Add music right after the currently playing item:* Tap Play Next.
- *Add music to the end of the queue:* Tap Play Last.

 **Tip:** If you're using HomePod to stream music and your friends are on the same Wi-Fi network, they can add and reorder items in the queue. To learn more about HomePod speaker access, see the [HomePod User Guide](#).

See what you've recently played

1. Tap the player to open Now Playing.
2. Tap , then swipe down to see your playing history.

To play a song in the history, tap it. To remove your playing history, tap Clear.

Listen to broadcast radio on iPad

You can play thousands of broadcast radio stations on iPad.

- *Ask Siri:* Summon Siri, then say something like, "Play Wild 94.9" or "Tune in to ESPN Radio."
- *Search for a station:* Tap Search in the sidebar, enter the station in the search field, then tap a result to play the station.

You can search for stations by name, call sign, frequency, and nickname.

- *Choose a station:* Tap Radio, swipe up, then choose a station below the Local Broadcasters or International Broadcasters heading.

Note: You don't need a subscription to Apple Music to listen to broadcast radio. Broadcast radio isn't available in all countries or regions and not all stations are available in all countries or regions.

Apple Music



Subscribe to Apple Music on iPad

Apple Music is an ad-free streaming music service that lets you listen to millions of songs and your music library. As a subscriber, you can listen any time—online or off—and create your own playlists, stream and download lossless and Dolby Atmos audio files, get personalized recommendations, see music your friends are listening to, watch exclusive video content, and more.

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

Note: Apple Music, Apple One, lossless, and Dolby Atmos aren't available in all countries or regions. See the Apple Support article [Availability of Apple Media Services](#).

Subscribe to Apple Music

You can subscribe to Apple Music when you first open the Music app ; to subscribe later, go to Settings  > Music, then tap the subscription button.

New subscribers can start a trial and cancel at any time. If you end your Apple Music subscription, you can no longer stream Apple Music songs or play Apple Music songs you downloaded.

Qualified students can purchase a student subscription at a discounted price. See the Apple Support article [Get an Apple Music student subscription](#).


Share Apple Music with family members

When you subscribe to Apple Music or Apple One Premier, you can [use Family Sharing](#) to share Apple Music with up to five other family members. Your family group doesn't need to do anything—Apple Music is available to them the first time they open the Music app after your subscription begins.

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

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

Listen to music shared with you

When someone [shares music with you using the Messages app](#), you can easily find it in Shared with You in Apple Music. (Music must be turned on in Settings  > Messages > Shared with You.)

1. Open the Music app , then tap Listen Now.

2. Swipe up to Shared with You, then do any of the following:


- Tap a song to listen to it.
 - Tap the name of the person who shared a song to reply to them using the Messages app. You can also reply while listening to the song—tap the name shown above the song.
 - Touch and hold the song to take other actions—for example, add it to your library, create a station, or share it.
-

Listen to music with your friends using SharePlay

With SharePlay, you can join a FaceTime call and share music with your friends, with everyone's playback in sync. Each person can use the controls to pause, rewind, fast-forward, or scrub to a different part of the song. And anyone on the call can add songs to the shared queue.


To learn more about sharing music with SharePlay, see [Listen to music together](#).

Show or hide subscription features

Go to Settings  > Music, then turn Show Apple Music on or off.


Change or cancel your Apple Music subscription

You can change your subscription plan or cancel your subscription.

1. Tap Listen Now in the sidebar, then tap  or your profile picture.
 2. Tap Manage Subscription, then follow the onscreen instructions.
-

If you're not a subscriber, you can use Music to listen to music synced to iPad from a Mac or a Windows PC, play and download previous iTunes Store purchases, and listen to Apple Music 1 for free.

Listen to lossless music on iPad

In the Music app , [Apple Music subscribers](#) can access millions of tracks encoded using lossless audio compression.

Lossless compression is a form of compression that preserves all of the original data. Apple has developed its own lossless audio compression technology called Apple Lossless Audio Codec (ALAC). The entire Apple Music catalog is encoded using ALAC in resolutions ranging from 16-bit/44.1 kHz (CD Quality) up to 24-bit/192 kHz.

What you need to know about lossless in Apple Music.

- Streaming lossless audio over a cellular or Wi-Fi network consumes significantly more data. And downloading lossless audio uses significantly more space on your device. Higher resolutions use more data than lower ones.
- AirPods, AirPods Pro, AirPods Max, and Beats wireless headphones use Apple AAC Bluetooth Codec to ensure excellent audio quality. However, Bluetooth connections aren't lossless.
- To get a lossless version of music that you already downloaded from Apple Music, just delete the music and redownload it from the Apple Music catalog.
- To listen to songs at sample rates higher than 48 kHz on iPad, you need an external digital-to-analog converter.

Note: Apple Music and lossless aren't available in all countries or regions. See the Apple Support article [Availability of Apple Media Services](#).


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

Turn on Lossless Audio and choose audio quality settings

You can choose audio quality settings for cellular streaming, Wi-Fi streaming, and downloads.

1. Go to Settings  > Music.
2. Tap Audio Quality, then tap Lossless Audio to turn it on or off.
3. Choose the audio quality for streaming and downloading audio.
 - Choose Lossless for a maximum resolution of 24-bit/48 kHz.
 - Choose Hi-Res Lossless for a maximum resolution of 24-bit/192 kHz.


The audio quality of streamed music depends on song availability, network conditions, and the capability of connected headphones or speakers.


Identify lossless music

If music is available in lossless,  appears on album pages. When you turn on Lossless Audio in Settings  > Music > Audio Quality, the lossless badge also appears in Now Playing. To learn more about a song's lossless encoding, tap  on an album page or in Now Playing.


For more information, see the Apple Support article [About lossless audio in Apple Music](#).

Listen to Dolby Atmos music on iPad


In the Music app , [Apple Music subscribers](#) can listen to available tracks in Dolby Atmos. Dolby Atmos creates an immersive, three-dimensional audio experience on stereo headphones and speakers or receivers compatible with Dolby Atmos.

Albums available in Dolby Atmos have the Dolby Atmos badge . If a track is playing in Dolby Atmos, the badge also appears on the Now Playing screen.

Turn on Dolby Atmos and choose audio quality preferences

1. Go to Settings  > Music > Dolby Atmos.
2. Choose Automatic or Always On.
 - *Automatic*: Plays Dolby Atmos whenever iPad is connected to compatible headphones such as AirPods Pro or AirPods Max, or to speakers or receivers compatible with Dolby Atmos.
 - *Always On*: Plays Dolby Atmos on any headphones or speakers. The Music app will attempt to play Dolby Atmos tracks on any headphones or speakers connected to iPad.

Note: Dolby Atmos will play on any headphones, but not all speakers will play Dolby Atmos as intended.

 **Tip:** Supported songs and music videos feature spatial audio with dynamic head tracking. When you pair AirPods Pro or AirPods Max with iPad, you hear the surround sound channels in the correct place, even as you turn your head or move your iPad.

For more information, see the Apple Support article [About Dolby Atmos in Apple Music](#).

Find new music with Apple Music on iPad

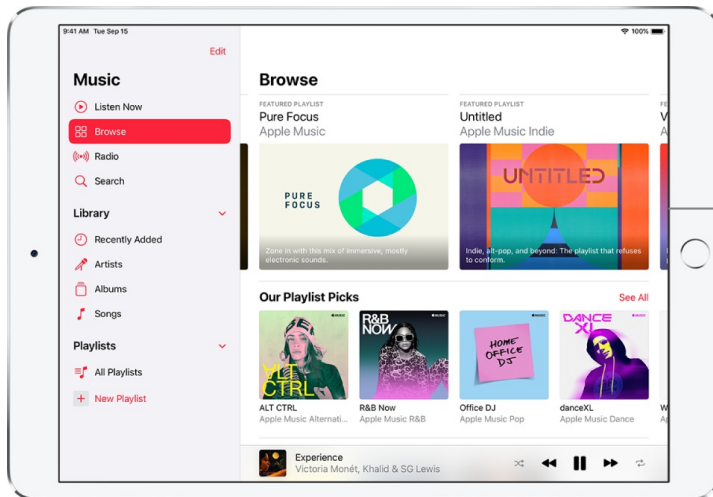
In the Music app , browse new and noteworthy music, music videos, playlists, and more.

Browse Apple Music

Tap Browse to find new music. Do any of the following:


- *Explore featured music*: Swipe through featured songs and videos at the top of the Browse screen.

- *Browse playlists created by music experts:* Tap one of the many playlists created by music experts.
- *Explore new music:* Swipe through the songs found under New Music, or tap See All.
- *Play music that matches your mood:* Tap a mood, such as Feel Good, Romance, or Party, then tap a playlist.
- *See what's hot:* Tap a song under the Best New Songs heading. Swipe left to see more songs, or tap See All.
- *Listen to the top songs from around the world:* Tap one of the Daily Top 100 playlists. These playlists reflect the day's most popular songs in countries across the globe.
- *Listen to tracks from upcoming albums:* Tap an album under Coming Soon, then tap an available song to play it.
- *Browse your favorite categories:* Tap Categories, choose a category, then tap a featured playlist, song, album, artist, radio station, or music video to enjoy music handpicked by music experts.
- *Play the day's most popular songs:* Tap Charts, then tap a song, playlist, album, or music video to play it. Tap All Genres at the top of the screen to see the top songs and music videos in a genre you choose.
- *Watch music videos:* Tap Music Videos, then tap a featured music video or playlist of music videos.






Swipe left to see featured music and videos.

Add music to iPad and listen offline


In the Music app , Apple Music subscribers can add and download songs and videos from Apple Music. You can stream music you add to iPad when you have an internet connection. To play music when you're not connected to the internet, you must first download it.

Add music from Apple Music to your library

Do any of the following:

- Touch and hold a song, album, playlist, or video, then tap Add to Library.
- When viewing the contents of an album or playlist, tap  near the top of the screen to add the album or playlist, or tap , then tap Add to Library to add individual songs.
- On the Now Playing screen, tap , then tap Add to Library.

To delete music from the library, touch and hold the song, album, playlist, or music video, then tap Delete from Library.


Music you add to your iPad is also added to other devices if you're signed in to the iTunes Store and App Store using the same Apple ID and have Sync Library turned on (go to Settings  > Music, then turn on Sync Library).


Add music to a playlist

1. Touch and hold an album, playlist, song, or music video.
2. Tap Add to a Playlist, then choose a playlist.

Download music from Apple Music to your iPad

- *Download a song, album, or playlist:* Touch and hold music you've added to your library, then tap Download.



After you've added a playlist or album, you can also tap  at the top of the screen.

Note: You must turn on Sync Library to download music from Apple Music to your library (go to Settings  > Music, then turn on Sync Library).


- *Always download music:* Go to Settings > Music, then turn on Automatic Downloads.

Songs you add are automatically downloaded to iPad.


- *See download progress:* In the Library menu, tap Downloaded Music, then tap Downloading.

Note: If the music you're downloading is available in Dolby Atmos,  appears next to the item, and you can download it either in Dolby Atmos or in stereo. To download music in Dolby Atmos when available, go to Settings  > Music, then turn on Download in Dolby Atmos. See [Listen to Dolby Atmos music on iPad](#).

Manage storage space

- *Free up music storage:* If iPad is low on storage space, you can automatically remove downloaded music that you haven't played in a while. Go to Settings  > Music > Optimize Storage.
- *Remove music and videos stored on iPad:* Touch and hold a song, album, playlist, music video, TV show, or movie that you've downloaded. Tap Remove, then tap Remove Downloads.

The item is removed from iPad, but not from iCloud Music Library.

- *Remove all songs or certain artists from iPad:* Go to Settings > Music > Downloaded Music, tap Edit, then tap  next to All Songs or the artists whose music you want to delete.


Choose cellular data options for Music

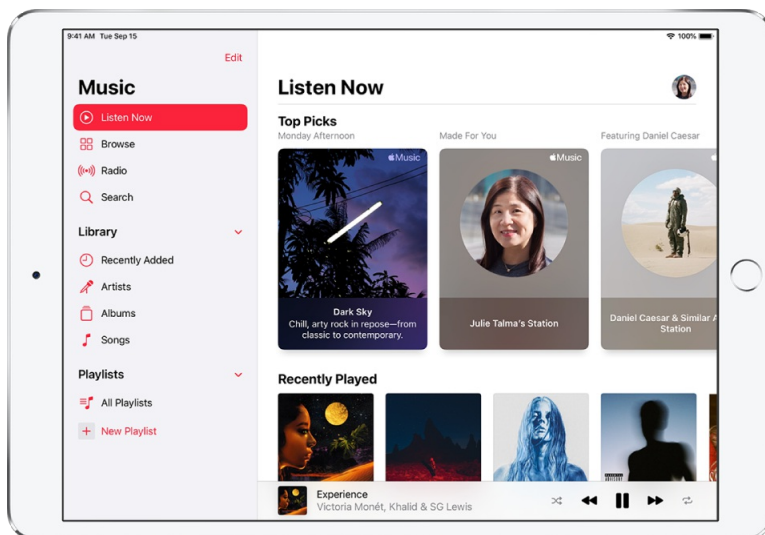
On iPad (Wi-Fi + Cellular models), go to Settings  > Music, turn on Cellular Data, then do any of the following:

- Turn Download over Cellular on or off.
- Tap Audio Quality, turn on Lossless Audio, then tap Cellular Streaming to choose a setting (None, High Efficiency, High Quality, Lossless, or High-Resolution Lossless).

High Quality, Lossless, and High-Resolution Lossless use significantly more cellular data than High Efficiency, which may incur additional charges from your cellular carrier. Songs may also take longer to start playing.

See recommended music on iPad

In the Music app , Listen Now helps you play and discover your favorite albums, playlists, interviews, and personal mixes, based on your taste.



Select your favorite genres and artists

When you first tap Listen Now in the sidebar, you're asked to tell Apple Music about your preferences. Apple Music uses these preferences when recommending music.

1. Tap the genres you like (double-tap those you love, and touch and hold the genres you don't care for).
2. Tap Next, then do the same with the artists that appear.

To add a specific artist who isn't listed, tap Add an Artist, then enter the artist's name.


Play music

1. Tap Listen Now in the sidebar, then tap a playlist or album.
2. Tap Play, or tap Shuffle to shuffle the playlist or album.

You can also touch and hold a playlist or album, then tap Play.


Play songs from an artist's catalog

Go to an artist page, then tap  next to the artist's name.

The Music app  plays songs from the artist's entire catalog, mixing hits and deep cuts.


Tell Apple Music what you love

Do one of the following:

- Touch and hold an album, playlist, or song, then tap Love or Suggest Less Like This.
- On the Now Playing screen, tap , then tap Love or Suggest Less Like This.

Telling Apple Music what you love and dislike improves future recommendations.

Rate music in your library


1. Go to Settings , then tap Music.
2. Turn on Show Star Ratings.
3. In Music, touch and hold a song in your library, tap Rate Song, then choose a rating from one to five stars.

Song ratings sync to all devices that use the same Apple ID.

This option appears only if you already have star ratings from a synced library on your device.


Tell Apple Music to ignore your listening habits

If you don't want your followers on Apple Music to see any of the music you play, follow these steps.

1. Go to Settings , then tap Music.
2. Turn off Use Listening History.

Turning off your listening history impacts new music recommendations and the contents of Replay playlists.

Listen to radio on iPad

In the Music app , you can listen to Apple Music radio in the Radio tab. Apple Music radio features three world-class radio stations (Apple Music 1, Apple Music Hits, and Apple Music Country), the latest music from a variety of genres, and exclusive interviews. You can also listen to featured stations that have been created by music experts, and create your own custom stations from songs or artists you choose.

Listen to Apple Music radio

Tap Radio in the sidebar, then tap one of the currently playing Apple Music radio stations—Apple Music 1, Apple Music Hits, or Apple Music Country. No subscription is required to listen to Apple Music 1.

Note: Because Apple Music radio stations are live radio, you can't rewind or skip songs.


Listen to your favorite music genre

1. Tap Radio in the sidebar, then tap a genre listed below More to Explore.
 2. Tap a featured station.
-


Create a station

You can create a radio station based on a particular artist or song. Chances are, if you like that artist or song, you'll like the music the station plays.

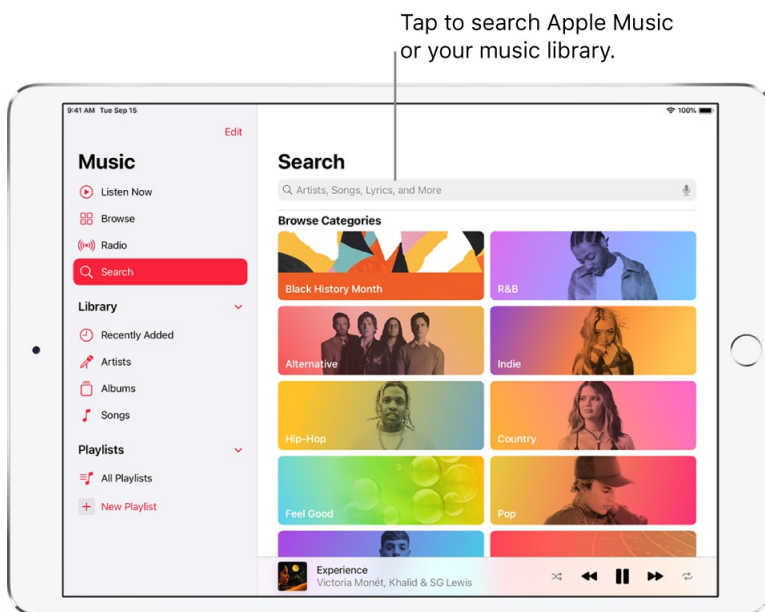
1. Touch and hold an artist or song.
2. Tap Create Station.

To create a station in Now Playing, tap , then tap Create Station.


Search for music on iPad

Using Search in the Music app , you can quickly browse through music categories, see recent searches, and search Apple Music or your library.

1. Tap Search in the sidebar, then do any of the following:
 - Tap a category such as Pop or Fitness.
 - Tap the search field, then tap something you recently chose while searching—a song or artist, for example.
 - Tap the search field, tap Apple Music, then enter a song, artist, album, playlist, radio show or episode, station, video, category, curator, record label, or profile.
 - Tap the search field, tap Your Library, then enter a song, album, playlist, artist, video, compilation, or composer.
2. Tap a result to play it.




You can search for a song in Apple Music based on its lyrics. In the search field, enter a few of the words you remember to find a song.




 **Ask Siri.** Say something like: “Play the song with the lyrics” and then say a key phrase from the lyrics. [Learn how to ask Siri.](#)



Explicit lyrics and lyrics search aren't available in all countries or regions.

Create playlists on iPad

In the Music app , you can organize music into playlists that you can share with your friends.

Create playlists to organize your music



1. To create a new playlist, do any of the following:
 - Tap Library, tap Playlists, then tap New Playlist.
 - Touch and hold a song, album, or playlist; tap Add to a Playlist; then tap New Playlist.
 - On the Now Playing screen, tap , tap Add to a Playlist, then tap New Playlist.
2. To more easily identify the playlist later, enter a name and description.
3. To give your playlist cover art, tap , then take a photo or choose an image from your photo library.
4. To add music to the playlist, tap Add Music, then tap Listen Now, Browse, Library, or the search field.
5. Choose or search for music, then tap  to add it to the playlist.

 **Tip:** If you want to add songs to your library when you add them to a playlist, go to Settings  > Music, then turn on Add Playlist Songs.

Edit a playlist you created on iPad

Tap the playlist, tap , tap Edit, then do any of the following:

- *Add more songs:* Tap Add Music, then choose music.

You can also touch and hold a song, album, playlist, or music video; tap Add to a Playlist; then choose a playlist.
- *Delete a song:* Tap , then tap Delete. Deleting a song from a playlist doesn't delete it from your library.
- *Change the song order:* Drag  next to a song.


Changes you make to your music library are updated across all your devices when Sync Library is turned on in Music settings. If you're not an Apple Music subscriber, the changes appear in your music library the next time you [sync your iPad with your computer](#).

Delete a playlist

Touch and hold the playlist in the sidebar, then tap Delete from Library.


You can also tap the playlist, tap , then tap Delete from Library.

See what your friends are listening to

When you're an Apple Music subscriber, you can see music your friends are listening to by following them. You can also see the playlists they've shared. Likewise, your followers can see your shared playlists and the music you're listening to. You see this information on your profile screen in the Music app .


Create a profile

When you first open Music, you're asked to set up a profile and start following friends. If you skipped this step, you can set up a profile at any time.

1. Tap Listen Now in the sidebar, then tap .
2. Tap Start Sharing with Friends.

Friends can now follow you.

View your profile

1. Tap Listen Now in the sidebar, then tap  or your profile picture.
 2. Tap View Profile at the top of the screen.
-

Follow your friends

There are several ways to follow people:

- Add friends when you set up your profile.
- After you set up your profile, swipe to the bottom of the profile screen, tap Follow More Friends, then tap Follow next to those you want to follow.

You can follow friends who are in your contacts list and who use Apple Music.

- On the profile screen, touch and hold a profile picture, then tap Follow.
- Tap Search, enter a friend's name, tap it in the results, then tap Follow.


Note: Your friends must have a profile for you to find them using search.

To see the people you're following and those who follow you, open the profile screen, then swipe up.

If a profile picture has a lock on it, you need to ask that person to follow them. After your request is accepted, you see the person's shared playlists and the music they're listening to.

Respond to follow requests

You can allow everyone to follow you, or just people you choose. You receive follow requests only if you choose who can follow you.

1. Tap Listen Now in the sidebar, then tap  or your profile picture.
2. Tap View Profile.
3. Tap Edit, then tap People You Approve if you want to be followed only by people you choose.
4. Tap Follow Requests, then accept or decline the requests.

You may receive follow requests in other ways—as a link in an email or a text message, for example. To accept, tap the link.



Stop following and block followers

- *Stop following:* Touch and hold the profile picture of a person you follow, then tap Unfollow.
- *Block followers:* Touch and hold a profile picture, then tap Block.

People you block won't see your music or be able to find your profile. They can still listen to your shared playlists if they've added them to their library.

Share music with followers

By default, your followers see the playlists you create, but you can choose not to share some playlists.


1. Tap Listen Now in the sidebar, then tap  or your profile picture.
2. Tap View Profile.
3. Tap Edit, then turn playlists on or off.
4. Drag  to reorder them.

Your followers will see the playlists you create on your profile unless you turn off those playlists you don't want to share. You can turn off this option when you create a playlist or later, when you edit the playlist.

To share playlists with people who don't follow you, touch and hold a playlist, then tap Share Playlist.

Note: If you make changes to music you share—edit or stop sharing a playlist, for example—those changes are reflected on your followers' devices.


Hide music from your followers

1. Tap Listen Now in the sidebar, then tap  or your profile picture.
2. Tap View Profile.
3. Touch and hold the playlist or album (below Listening To).
4. Tap Hide from Profile.

The listening history for this item won't appear in your profile or be visible to the people who follow you. If you don't want your followers to see any of the music you listen to, tap Edit on the profile screen, then turn off Listening To.



See what others are listening to

Tap Listen Now in the sidebar, then do any of the following:

- *See what your friends are listening to:* Scroll down to Friends Are Listening To. Tap an item to play it.
 - *Listen to a mix of songs your friends are listening to:* Scroll down to Made For You, then tap Friends Mix.
 - *See what a follower or person you follow is listening to:* Tap  or your profile picture, then tap View Profile. Tap a person's profile picture to see shared playlists and music they're listening to. You also see their followers and the people they follow.
-

Share your profile

You can share your profile using email, Messages, or another app you choose.


1. Tap Listen Now in the sidebar, then tap  or your profile picture.
2. Tap View Profile.
3. Tap , tap Share, then choose a sharing option.

You can also share the profile of anyone you follow, or who follows you.





Report a concern

If you have a concern about a follower, touch and hold their profile picture, then tap Report a Concern.

Use Siri to play music on iPad

You can use Siri to control music playback in the Music app .

Summon Siri, then make your request. Siri supports a wide variety of commands:


- *Play Apple Music:* You can play any song (“Play ‘Experience’ by Victoria Monét”), artist (“Play Lianne La Havas”), album, playlist, or station. You can play music on AirPlay 2-enabled devices in a specific room (“Play the latest album by Alicia Keys in the living room”). You can also play popular songs from different years (“Play the top songs from 1990”).
 - *Let Siri be your personal DJ:* Say something like “Play my Chill Mix” or “Play something I like.”
 - *Add music from Apple Music to your library:* (Apple Music subscription required) Say, for example, “Add ‘Gaslighter’ by The Chicks to my Library.” Or while playing something, say “Add this to my library.”
 - *Add a song or album to a playlist:* While playing a song, say something like “Add this song to my Workout playlist” or “Add this album to my Sunday Morning playlist.”
 - *Find out more about the current song:* Say “What’s playing?”, “Who sings this song?”, or “Who is this song by?”
-  **Tip:** You can also identify a song playing on or near iPad by [adding the Music Recognition control to Control Center](#). Go to Settings  > Control Center, then tap  next to Music Recognition. With a song playing, open Control Center, then tap .
- *Play songs based on their lyrics:* Say “Play the song with the lyrics” and then say a key phrase from the lyrics.

[Learn how to ask Siri.](#)

Siri can also help you find music in the iTunes Store. See [Get music, movies, and TV shows in the iTunes Store on iPad.](#)


Change the way music sounds on iPad

Change the way music sounds on iPad with EQ, volume limit settings, and Sound Check.

-
- *Choose an equalization (EQ) setting:* Go to Settings  > Music > EQ.
 - *Normalize the volume level of your audio:* Go to Settings > Music, then turn on Sound Check.
-

News

Get started with News on iPad

The News app  collects all the stories you want to read, from your favorite sources, about the topics that interest you most. To personalize News, you can choose from a selection of publications (called *channels*) and topics such as Entertainment, Food, and Science.

You need a Wi-Fi or cellular connection to use News.

The more you read, the better News understands your interests. Siri learns what's important to you and suggests stories you might like. You can also receive notifications about important stories from channels you follow.

You can also [subscribe to Apple News+](#), which includes hundreds of magazines, popular newspapers, and premium digital publishers.

Note: Apple News and Apple News+ aren't available in all countries or regions.

Personalize your news


When you [follow a channel or topic](#), related stories appear more often in the Today feed, and the channel or topic appears below Channels & Topics in the sidebar.

1. Open News for the first time, then, in the sidebar, tap  for channels or topics you want to follow.


If there is a channel or topic that you don't want to appear in your feed, touch and hold it, then choose Block Channel or Stop Suggesting.

When you block a channel or topic, its stories don't appear in the Today feed and widgets. To see the channels and topics you've blocked, tap Blocked Channels & Topics (near the bottom of the sidebar below Manage).

Note: When you browse Top Stories and other locations that feature stories curated by Apple News editors, placeholders may be shown for stories from channels you blocked. To read a story from a blocked channel, tap Show Story Anyway.

2. Tap Discover Channels at the bottom of the sidebar, then tap  for each channel you want to follow.

To stop following a channel or topic, swipe it to the left, then tap Unfollow.

To easily follow specific channels and topics, tap Search in the sidebar, enter the channel or topic's name in the search field, then tap  in the results below.

Get notifications

Some channels you follow may send notifications about important stories.

1. At the bottom of the sidebar, tap Notifications & Email below Manage.
2. Turn on notifications for your preferred channels.

If you subscribe to Apple News+, you can get notifications when new issues are available.

Receive Apple News newsletters

You can choose to receive newsletters in your email inbox from Apple News editors highlighting top stories. Newsletters can be personalized based on your interests.


1. Swipe to the bottom of the sidebar, then tap Notifications & Email.
2. Swipe to the bottom of the window, then turn on Apple News Newsletter.

The newsletter for Apple News+ subscribers can contain new issues of magazines you follow. When you tap an issue cover in the newsletter, that issue opens in the News app. To see new issues in the newsletter, turn on Include Issues in Newsletter.

To stop receiving newsletters, return to the Notifications & Email window, then turn off Apple News Newsletter.


Note: Personalized newsletters and the option to include issues aren't available in all countries or regions.

See stories only from the channels you follow

Go to Settings , tap News, turn on Restrict Stories in Today, then confirm your choice.

Note: Restricting stories significantly limits the variety of stories that appear in the Today feed and all other feeds. For example, if you restrict stories and follow only one entertainment-related channel, your Entertainment topic feed will contain stories only from that channel. When you restrict stories, you don't see Top Stories and Trending Stories.

Use News widgets on iPad


You can easily see the day's top and trending stories from the News app , as well as stories about a topic of your choosing, just by tapping the Today or Topic widget.

Access stories from News widgets

In the Today or Topic widget, tap a story headline to open the story.

See [Add widgets on iPad](#).

See news stories chosen just for you on iPad

The Today feed in the News app  presents top stories selected by Apple News editors, the best stories from the channels and topics you follow, and stories and issues from [Apple News+](#). The Today feed also includes stories suggested by Siri, trending stories that are popular with other News readers, and more. Depending on your location, the Today feed can also include local news and weather forecasts.

Note: Local news and weather forecasts aren't available in all locations.

Access stories in the Today feed

- *Read more stories within a group:* Tap the arrow at the bottom of the group.
 - *Play a video:* Tap ► in the thumbnail.
 - *Get newer stories:* Pull down to refresh the Today feed with the latest stories.
-

Follow, unfollow, block, and unblock channels and topics

You can influence what appears in the Today feed by following and blocking channels and topics.

1. Do any of the following:
 - *Open a channel feed:* Touch and hold a story, tap the channel name, then tap Go to Channel. Or tap a story in the Today feed, then tap the channel name at the top of the story.
 - *Open a topic feed:* Tap the topic title—Movies or Travel, for example.
 2. At the top of the feed, do any of the following:
 - *Follow:* Tap ⊕.
 - *Unfollow:* Tap ⋮, then tap Unfollow Channel or Unfollow Topic.
 - *Block:* Tap ⋮, then tap Block Channel or Block Topic.
 - *Unblock:* Tap ⋮, then tap Unblock Channel or Unblock Topic.
-

Stop suggesting specific channels and topic groups in the Today feed

Suggested channels and topic groups may appear in the Today feed, but you can stop suggestions for a group.

1. Tap Today in the sidebar.
2. Tap ⋮ in a channel or topic group, then tap Stop Suggesting.

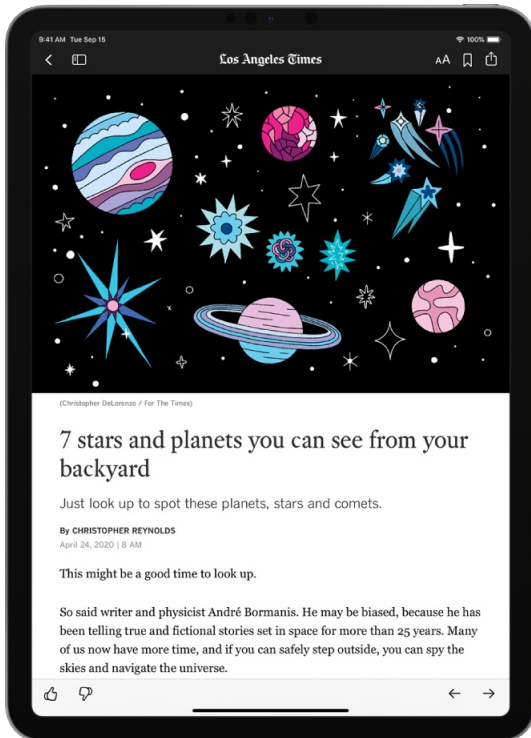
The channel or topic isn't blocked, but News stops displaying the story group in Today.

Tell News what kind of stories you prefer

1. Tap Today in the sidebar.
 2. Tap ⋮ below a headline, then tap Suggest More or Suggest Less.
-

Read stories in News on iPad





You can read and share the stories in the News app  on iPad.






Note: Apple News and Apple News+ aren't available in all countries or regions.


Read a story

Tap a channel or topic in the sidebar to browse its stories, then tap a story to read it. While viewing a story, you have these options:

- *Read the next story:* Tap  in the lower right of the screen or swipe left.
- *Read the previous story:* Tap  in the lower right of the screen or swipe right.
- *Tell News what stories you prefer:* When viewing a story that's not part of an Apple News+ issue, tap  or  at the bottom of the story. Your feedback is taken into account for future recommendations.

If you're reading a story in an Apple News+ issue, tap , then tap Suggest More or Suggest Less.

- *Change the text size:* Tap , then tap the smaller or larger letter to change the text size in the story and all other stories in the channel. (Not available in all channels.)
- *Share a story:* Tap , tap Share Story, then choose a sharing option, such as Messages or Mail.

- *Report a concern:* If you believe that a story you're viewing is mislabeled, inappropriate, offensive, or doesn't display properly, tap , swipe up, then tap Report a Concern.

In Apple News+ issues in PDF format, the Suggest More, Suggest Less, Save Story, and Report a Concern options aren't available. See [Browse and read Apple News+ stories and issues on iPad](#).

Read stories shared with you


When someone [shares stories with you using the Messages app](#), you can easily find them in Shared with You in Apple News. (News must be selected in Shared with You preferences in Messages.)

In the News app, tap Shared with You, then do any of the following:

- Tap a shared story to read it in News.
 - Tap the name of the person who shared a story to reply to them in the Messages app. You can also reply while reading the story—tap the name shown below the channel's logo.
-

Apple News+

Subscribe to Apple News+ on iPad

In the News app , Apple News+ lets you enjoy hundreds of magazines, popular newspapers, and content from premium digital publishers directly on your iPad.

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

As a subscriber, you have access to current and available back issues of publications, and you can download content for offline reading and share stories and issues with others. Apple News+ subscribers can also listen to audio versions of select stories on iPhone and iPod touch.

As a non-subscriber, you can browse, but not read, a collection of story headlines and publications personalized just for you, view the entire Apple News+ catalog, and browse issues by category—Entertainment and Food, for example. To read stories and issues, and listen to Apple News+ audio stories on iPhone and iPod touch, start a free trial or subscribe.

Note: Apple News, Apple News+, Apple One, and the audio feature aren't available in all countries or regions. See the Apple Support article [Availability of Apple Media Services](#).

Subscribe to Apple News+

Tap the subscription button shown in a magazine or story in News, then follow the onscreen instructions.

You may be asked to sign in with your Apple ID.

Share Apple News+ with family members

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

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

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

Cancel or change your Apple News+ subscription

Tap Subscriptions at the bottom of the sidebar, then do one of the following:

- *Apple News+ only:* Tap Cancel Subscription, then follow the onscreen instructions.
- *Apple News+ and individual channels:* Select Apple News+, tap Cancel Subscription, then follow the onscreen instructions.

If you subscribe to Apple News+ as part of an Apple One subscription and want to cancel your subscription, see the Apple Support article, [How to cancel a subscription from Apple](#).



Browse and read Apple News+ stories and issues on iPad

To get the most out of Apple News+, follow your favorite publications, and browse through current and back issues.

Note: Apple News and Apple News+ aren't available in all countries or regions. See the Apple Support article [Availability of Apple Media Services](#).

Follow and unfollow publications


You follow an Apple News+ publication by following its channel. Do any of the following:

- Tap Today or News+ in the sidebar, tap a story or issue from an Apple News+ publication, tap the publication's name at the top of the screen, then tap .
- Tap Search in the sidebar, enter the publication's name in the search field, then tap .
- Tap News+ in the sidebar, tap Newspapers or Catalog near the top of the screen, then tap Follow below the publication's cover.

To unfollow a publication, swipe a publication left in the sidebar, then tap Unfollow.

Browse Apple News+ issues and stories

Stories and issues from Apple News+ appear in the Today feed and channel feeds. Stories (but not issues) can also be found in topic feeds and search results. To access entire issues, tap News+ in the sidebar, where you can do any of the following:

- *View all available publications:* Tap Catalog near the top of the screen.
- *View a specific content category:* Tap Catalog, tap Featured, then tap a category such as Business, Entertainment, or Sports.
- *View new and recent issues:* Tap My Magazines. By default, new issues appear near the top of the screen. The issue you've most recently read appears first. If you've recently downloaded an issue, it appears next. To choose a different sorting option, tap , then tap Sort by Name or Sort by Date.

Note: If you block an Apple News+ publication, its issues are removed from My Magazines.


- *Browse Apple News+ stories and issues:* On the News+ screen, swipe up, then tap a story or issue to open it.

To open a story or issue, do any of the following:

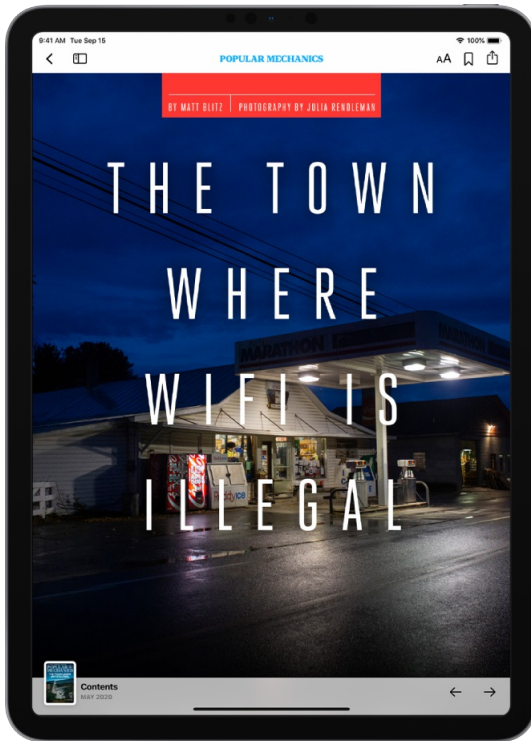
- Tap an issue cover in the News+ or Today feed.
- Tap Search in the sidebar, enter the name of the Apple News+ channel in the search field, tap the channel, then tap the issue.
- Follow a link to a story or issue that someone shared with you.

Access back issues

Do any of the following:


- Tap News+ in the sidebar, tap My Magazines, tap  below the issue cover (or touch and hold the cover), then tap Browse Back Catalog.
- In the sidebar, tap a channel you follow, or search for a channel, then tap it. Below Recent Issues, swipe to the issue you want to read, then tap to open it. Tap Issues near the top of the screen to browse all available issues.

Read Apple News+ issues




Open the issue, where you can do any of the following:

- *View the table of contents:* Tap the cover thumbnail at the bottom left of the screen.
- *Navigate to a story:* In an issue in Apple News Format, tap the story link in the table of contents. In a PDF issue, tap the thumbnail of the page you want to view.
- *Page through an issue:* Swipe left or tap → to go to the next story, or swipe right or tap ← to go to the previous story.
- *Change the text size:* In stories in Apple News Format, tap **A**, then tap the smaller or larger letter to change the text size in the story and all other stories in the channel. In PDF issues, pinch to zoom.

If you sign out in Settings  > [your name] > Media & Purchases, you can only access free stories—you must sign back in to read and download stories and issues that require an Apple News+ subscription.

Download Apple News+ issues on iPad

With the News app  and an Apple News+ subscription, you can download issues to read later.



Note: Apple News and Apple News+ aren't available in all countries or regions. See the Apple Support article [Availability of Apple Media Services](#).


Download an Apple News+ issue

1. Do any of the following:

- Tap Today in the sidebar, then swipe to My Magazines.
- Tap News+ in the sidebar, then tap My Magazines. You can also tap Catalog near the top of the screen, then tap a stack of magazines.
- In the sidebar, tap a magazine channel you follow.
- Tap Search in the sidebar, enter the channel name in the search field, then tap the channel.

2. When you find the issue you want, tap ⋮ below the issue cover (or touch and hold the cover), then tap Download Issue.

To download multiple issues, tap My Magazines, tap , tap Select, tap the issues you want to download, then tap .

The most recent issue of magazines you follow are automatically downloaded when iPad has sufficient storage space and is connected to Wi-Fi. If you don't want to download issues automatically, go to Settings  > News, then turn off Download Issues. You can download issues only if you're an Apple News+ subscriber.

Read a downloaded issue

1. Tap News+ in the sidebar.
 2. Tap Downloaded near the top of the screen, then tap an issue.
-

Manually remove an Apple News+ issue

Under most conditions, automatically downloaded issues are removed from iPad after 30 days, but you can remove them sooner.



Tap News+ in the sidebar, then do any of the following:

- Tap Downloaded, tap ⋮ below the issue cover (or touch and hold the cover), tap Remove, then tap Remove Download.

The issue is removed from Downloaded, but its cover remains in My Magazines so you can easily access the issue again.

- Tap My Magazines near the top of the screen, tap ⋮ below the issue cover (or touch and hold the cover), tap Remove, then tap Remove from My Magazines.


The issue's cover and content are removed from iPad and from any other devices where you're signed in with the same Apple ID and News is turned on in iCloud preferences or settings.

To remove multiple issues, tap My Magazines or Downloaded, tap , tap Select, tap the issues you want to remove, then tap .

To remove all downloaded issues, tap History, tap Clear, then tap Clear All.


When storage on iPad is limited, issues may be automatically removed sooner than 30 days. See the Apple Support article [Read magazines with Apple News+](#).

Search for stories in News on iPad


The News app  keeps track of a wide variety of channels, topics, and stories, which makes it easy to find content that interests you.

Search for channels, topics, or stories

1. Tap Search in the sidebar, then tap the search field.
2. Enter any of the following:
 - The name of a channel, such as CNN or *Washington Post*
 - A topic, such as fashion, business, or politics
 - A story, such as an upcoming meteor shower

In the results list, tap  to follow the channel or topic.

Save stories in News on iPad

In the News app , you can save stories to read later, online or offline.

Save a story

When reading a story, tap  to save it.

To read a saved story, tap Saved Stories in the sidebar, then tap the story. To delete a saved story, touch and hold the story, then tap Unsave Story.

Check and edit your reading history


Tap History in the sidebar, then do any of the following:

- *Read a story:* Tap the story.
- *Delete a story:* Touch and hold a story, then tap Remove from History.

- *Remove your reading history:* Tap Clear, then tap Clear History.
- *Remove the information used to create recommendations:* Tap Clear, then tap Clear Recommendations.
- *Clear everything:* Tap Clear, then tap Clear All.

Your News history, recommendation information, saved stories, and downloaded issues are removed from all your devices where you're signed in with the same Apple ID.


Note: Story titles remain in Saved Stories, but you must be online to read the stories.

If you clear recommendations, and Show Siri Suggestions in App is on in Settings  > News > Siri & Search, recommendations based on your Safari and app usage and your reading habits in News are cleared. To prevent News from suggesting stories based on your Safari and app usage, turn off Show Siri Suggestions in App.

When you clear your history, the identifier used by Apple News to report statistics to news publishers is also reset. You can reset the identifier at any time by going to Settings > News, then turning on Reset Identifier.

How to subscribe to individual channels on iPad

Subscribe to channels

In the News app , in addition to [subscribing to Apple News+](#), you can subscribe to individual publications from select publishers. There are three ways to access these subscriptions in News:

- *Subscribe within News:* You can purchase a subscription directly in News. In a channel that offers subscriptions, tap the subscription button.
- *Access an existing subscription purchased from the iTunes Store or the App Store:* If subscriptions you've bought in the iTunes Store or App Store as in-app purchases through publishers' apps are also available in News, you're automatically granted access in News. See the Apple Support article [Buy additional app features with in-app purchases and subscriptions](#).
- *Access an existing subscription purchased from a publisher:* If you've purchased a subscription directly from a publisher's website or from the publisher's app on a non-Apple device, the publisher may allow you to sign in to your account in News to access your subscription there.


To sign in, tap a story that requires a subscription to read, then tap Already a Subscriber? Enter the user name and password for your existing subscription.

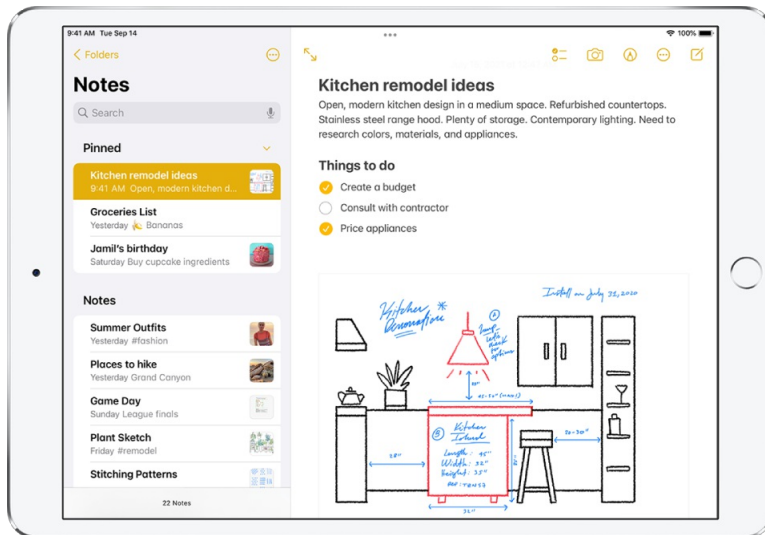
When you subscribe to a channel, you automatically follow it, and stories from the channel appear in the Today feed.

To cancel a subscription, swipe up on the sidebar, tap Subscriptions below the Manage heading, select the subscription, then tap Cancel Subscription.


Notes

Take notes on iPad


Use the Notes app  to jot down quick thoughts or organize detailed information with checklists, images, web links, scanned documents, handwritten notes, and sketches.



Create and format a new note

 **Ask Siri.** Say something like: "Create a new note." [Learn how to ask Siri.](#)

Or do the following:



1. Tap , then enter your text.


The first line of the note becomes the note's title.

2. To change the formatting, tap **Aa**.


You can apply a heading style, bold or italic font, a bulleted or numbered list, and more.


3. To save the note, tap Done.


 **Tip:** To choose a default style for the first line in all new notes, go to Settings  > Notes > New Notes Start With.

You can quickly create a note or resume work on your last note by tapping the Lock Screen with Apple Pencil (on supported models). On other iPad models, you can do this if you [add Notes to Control Center](#). To change the Lock Screen behavior, go to Settings  > Notes > Access Note from Lock Screen.


Add a checklist

In a note, tap , then do any of the following:


- *Add items to the list:* Enter text, then tap return to enter the next item.
- *Increase or decrease the indentation:* Swipe right or left on the item.
- *Mark an item as completed:* Tap the empty circle next to the item to add a checkmark.
- *Reorder an item:* Touch and hold the empty circle or checkmark next to the item, then drag the item to a new position in the list.
- *Manage items in the list:* Tap the list to see the menu, tap , tap Checklist, then tap Check All, Uncheck All, Delete Checked, or Move Checked to Bottom.

To automatically sort checked items to the bottom in all your notes, go to Settings  > Notes > Sort Checked Items, then tap Automatically.

Add or edit a table


In a note, tap , then do any of the following:

- *Enter text:* Tap a cell, then enter your text. To start another line of text in the cell, touch and hold the Shift key and tap next.
- *Move to the next cell:* Tap next. When you reach the last cell, tap next to start a new row.
- *Format a row or column:* Tap a row or column selection handle, then choose a style, such as bold, italic, underline, or strikethrough.
- *Add or delete a row or column:* Tap a row or column selection handle, then choose to add or delete.
- *Move a row or column:* Touch and hold a row or column selection handle, then drag it to a new position.
- *See more columns:* If the table becomes wider than your screen, swipe right or left on the table to see all the columns.



To remove the table and convert its contents to text, tap a cell in the table, tap , then tap Convert to Text.

Use addresses, phone numbers, dates, and more

A yellow underline appears below text that's recognized as a street or email address, phone number, date, or other data. Tap the underlined text to take action on it. For example, you can see a street address in Maps, compose an email, call a phone number, or add a calendar event.

Note: Data detection works if the system language of your iPad is set to English, Simplified Chinese, or Traditional Chinese in Settings  > General > Language & Region.

Change the Notes display on your iPad


- *Make the note fill the screen:* While viewing a note in landscape orientation, tap  or turn iPad to portrait orientation.
 - *See your accounts, notes list, and selected note all at once:* (iPad Pro 12.9-inch) Turn iPad to landscape orientation, then tap .
-

Use keyboard shortcuts

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



- *Start a new note:* Press Command-N.
 - *Add a checklist:* Press Shift-Command-L.
 - *Hide the sidebar:* Press Control-Command-S.
 - *View more keyboard shortcuts:* Press and hold the Globe key or Command key until the shortcuts appear.
-

Draw or write in Notes on iPad


Use the Notes app  to draw a sketch or jot a handwritten note with Apple Pencil (on supported models) or your finger. You can choose from a variety of Markup tools and colors and draw straight lines with the ruler.



Draw or write in a note


1. Start drawing or writing in the note with Apple Pencil. Or to draw or write with your finger, tap .
2. Do any of the following:
 - *Change color or tools:* [Use the Markup tools.](#)
 - *Adjust the handwriting area:* Drag the resize handle (on the left) up or down.
 - *Transcribe your handwriting to typed text as you write with Apple Pencil:* Tap the Handwriting tool  (to the left of the pen), then start writing.


Note: Scribble is available in several languages. See the [iOS and iPadOS Feature Availability website](#). To learn more about writing notes with Apple Pencil, see [Enter text with Scribble on iPad](#).

 **Tip:** You can search handwritten text (in supported languages) in Notes. If the note doesn't have a title, the first line of handwritten text becomes the suggested title. To edit the title, scroll to the top of the note, then tap Edit.

Select and edit drawings and handwriting

With Smart Selection, you can select handwritten text using the same gestures you use for typed text. You can move, copy, or delete the selection within the note. You can even paste it as typed text in another note or app.

Note: Smart Selection and handwriting transcription work if the system language of your iPad is set to English, Simplified Chinese, or Traditional Chinese in Settings  > General > Language & Region > iPad Language.

1. In the Markup toolbar, tap the Lasso tool  (between the eraser and ruler).
2. Select drawings and handwriting with Apple Pencil or your finger using any of the following methods:
 - Touch and hold, then drag to expand the selection.
 - Double-tap to select a word.
 - Triple-tap to select a sentence.

Adjust the selection by dragging the handles if necessary.

3. Tap the selection, then choose Cut, Copy, Delete, Duplicate, Copy as Text, or Insert Space Above.


If you choose Copy as Text, you can paste the transcribed text in another note or another app.

Add images


More text to come: Allows users to drag and drop images either already in a Note, or via Quick Note to combine them with handwritten and drawn content. Users can manipulate position and resize these images once added to the drawing area.


Use handwritten addresses, phone numbers, dates, and more

A yellow underline appears below handwritten text that's recognized as a street or email address, phone number, date, or other data. Tap the underlined text to take action on it. For example, you can see a street address in Maps, compose an email, call a phone number, or add a calendar event.


Note: Data detection works if the system language of your iPad is set to English, Simplified Chinese, or Traditional Chinese in Settings  > General > Language & Region.

Show lines or grids in notes


- *In an existing note:* Tap  (at the top right corner), tap Lines & Grids, then choose a style.

- *Choose the default style for all new notes:* Go to Settings  > Notes > Lines & Grids.
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Add attachments to notes on iPad

In the Notes app , you can attach photos, videos, and scanned documents. You can even add info from other apps—maps, links, documents, and more.


Add a photo or video

1. In a note, tap .
2. Choose a photo or video from your photo library, or take a new photo or video.
3. To change the preview size of attachments, touch and hold an attachment, then tap Small Images or Large Images.

 **Tip:** To [draw on a photo](#), tap the photo, then tap .


To save photos and videos taken in Notes to the Photos app, go to Settings  > Notes, then turn on Save to Photos.

Scan a document into a note using the camera


1. In a note, tap , then choose Scan Documents.

Add info from another app to a note

You can add information from another app as an attachment to a note—for example, a location in Maps, a webpage in Safari, a PDF in Files, or a screenshot.


1. In the other app, open the item you want to share (for example, a map or webpage).
 2. Tap Share or , then tap Notes.
 3. Save the item to a new note or choose an existing note.
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View all attachments in Notes

1. Above the notes list, tap , then tap View Attachments to see thumbnails of drawings, photos, links, documents, and other attachments. (Attachments in locked notes aren't shown.)
 2. To go to a note with a specific attachment, tap the attachment thumbnail, then tap Show in Note.
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Create Quick Notes anywhere on iPad

You can use Quick Notes to jot down information over any app or screen on iPad. Add handwriting, links, Safari highlights, tags, and mentions to a Quick Note so you can get to important names, numbers, and ideas easily. When you highlight text in Safari or add a link from an app, you see a Quick Note thumbnail next time you visit the site, taking you right to what you were viewing before.

You can access all your Quick Notes in the Notes app . And when you make a Quick Note on your iPad, you can see the note on your iPhone and Mac, too.

Create a Quick Note

1. Start a Quick Note in any of the following ways:
 - Swipe up from the bottom right corner of the display using your finger or Apple Pencil.
 - Open Control Center, then tap [the Quick Note button].

(If you don't see [the Quick Note button], add it to Control Center—go to Settings  > Control Center, then choose Quick Note).
 - If your iPad is connected to an [Apple external keyboard](#), use the Globe-Q keyboard shortcut to open Quick Notes. If Quick Notes is already open, you can use Command-N to create a new note.