Change the wallpaper

1. Go to Settings ⚙ > Wallpaper > Choose a New Wallpaper.

2. Do any of the following:

   - Choose a preset image from a group at the top of the screen (Dynamic, Stills, and so on).

     Wallpaper marked with ◑ changes appearance when Dark Mode is turned on.

   - Select one of your own photos (tap an album, then tap the photo).

     To reposition your selected image, pinch open to zoom in on it, then drag the image to move it. Pinch closed to zoom back out.

   - Tap ⤢ to turn on Perspective Zoom (available with some wallpaper choices), which makes your wallpaper seem to "move" when you change your viewing angle.

     Note: The Perspective Zoom option doesn't appear if Reduce Motion (in Accessibility settings) is turned on. See Reduce or stop the motion of screen elements on iPad.

3. Tap Set, then choose one of the following:

   - Set Lock Screen

   - Set Home Screen

   - Set Both

To turn on Perspective Zoom for wallpaper you've already set, go to Settings > Wallpaper, tap the image of the Lock Screen or Home Screen, then tap Perspective Zoom.

💡 **Tip:** You can set your wallpaper to change automatically by creating a [personal automation](#) in the Shortcuts app. Set a schedule for your automation, then add the Set Wallpaper action to your automation. See the [Shortcuts User Guide](#).

Adjust the screen brightness and color on iPad

On iPad, you can make your screen dimmer or brighter (dimming the screen extends battery life). You can also adjust the screen color and brightness manually or automatically with Dark Mode, True Tone, and Night Shift.

Adjust the screen brightness manually

To make your iPad screen dimmer or brighter, do one of the following:

- Open Control Center, then drag ☀.

- Go to Settings ⚙ > Display & Brightness, then drag the slider.

Adjust the screen brightness automatically

iPad adjusts the screen brightness for current light conditions using the built-in ambient light sensor.

1. Go to Settings ⚙ > Accessibility.

2. Tap Display & Text Size, then turn on Auto-Brightness.

Turn Dark Mode on or off

Dark Mode gives the entire iPad experience a dark color scheme that's perfect for low-light environments. With Dark Mode on, you can use your iPad while, for example, reading in bed, without disturbing the person next to you.

Do any of the following:

- Open Control Center, touch and hold ☀, then tap ◑ to turn Dark Mode on or off.

- Go to Settings ⚙ > Display & Brightness, then select Dark to turn on Dark Mode or select Light to turn it off.

Schedule Dark Mode to turn on and off automatically

You can turn on Dark Mode from Control Center or set it to turn on automatically at night (or on a custom schedule) in Settings.

1. Go to Settings ⚙ > Display & Brightness.

2. Turn on Automatic, then tap Options.

3. Select either Sunset to Sunrise or Custom Schedule.

   If you choose Custom Schedule, tap the options to schedule the times you want Dark Mode to turn on and off.

   If you select Sunset to Sunrise, iPad uses the data from your clock and geolocation to determine when it's nighttime for you.

Turn Night Shift on or off

You can turn on Night Shift manually, which is helpful when you're in a darkened room during the day.

Open Control Center, touch and hold ☼, then tap ☽.

Schedule Night Shift to turn on and off automatically

Schedule Night Shift to shift the colors in your display to the warmer end of the spectrum at night and make viewing the screen easier on your eyes.

1. Go to Settings ⚙ > Display & Brightness > Night Shift.

2. Turn on Scheduled.

3. To adjust the color balance for Night Shift, drag the slider below Color Temperature toward the warmer or cooler end of the spectrum.

4. Tap From, then select either Sunset to Sunrise or Custom Schedule.

    If you choose Custom Schedule, tap the options to schedule the times you want Night Shift to turn on and off.

    If you select Sunset to Sunrise, iPad uses the data from your clock and geolocation to determine when it's nighttime for you.

    Note: The Sunset to Sunrise option isn't available if you turned off Location Services in Settings ◉ > Privacy, or if you turned off Setting Time Zone in Settings > Privacy > Location Services > System Services.

Turn True Tone on or off

On supported models, True Tone automatically adapts the color and intensity of the display to match the light in your environment.

Do any of the following:

- Open Control Center, touch and hold ☼, then tap ☀ to turn True Tone on or off.

- Go to Settings ◉ > Display & Brightness, then turn True Tone on or off.

Magnify the iPad screen with Display Zoom

On iPad Pro 12.9-inch, you can magnify the screen display with Display Zoom.

1. Go to Settings ◉ > Display & Brightness.

2. Tap View (below Display Zoom).

3. Select Zoomed, then tap Set.

Change the name of your iPad

You can change the name of your iPad, which is used by iCloud, AirDrop, your Personal Hotspot, and your computer.

1. Go to Settings ◉ > General > About > Name.

2. Tap ⊗, enter a new name, then tap Done.

Change the date and time on iPad

By default, the date and time, visible on the Lock Screen, are set automatically based on your location. If you want to change them—for example, when you're traveling—you can adjust them.

1. Go to Settings ⚙ > General > Date & Time.

2. Turn on either of the following:

   - *Set Automatically:* iPad gets the correct time over the network and updates it for the time zone you're in. Some networks don't support network time, so in some countries or regions, iPad may not be able to automatically determine the local time.

   - *24-Hour Time:* (not available in all countries or regions) iPad displays the hours from 0 to 23.

To change the default date and time, turn off Set Automatically, then change the date and time displayed.

Change the language and region on iPad

You choose the language and region of your iPad during setup. If you travel or move, you can change the language or region.

1. Go to Settings ⚙ > General > Language & Region.

2. Set the following:

   - The language for iPad

   - The region

   - The calendar format

   - The temperature unit (Celsius or Fahrenheit)

3. To add a keyboard for another language, go to Settings > General > Keyboard > Keyboards, then tap Add New Keyboard.

   See Add or change keyboards on iPad.

Customize the Home Screen

Organize your apps in folders on iPad

You can organize your apps into folders to make them easier to find on your Home Screen pages.

Create folders

1. Touch and hold any app on the Home Screen, then tap Edit Home Screen.

   The apps begin to jiggle.

2. To create a folder, drag an app onto another app.

3. Drag other apps into the folder.

   You can have multiple pages of apps in the folder.

4. To rename the folder, touch and hold it, tap Rename, then enter a new name.

   (If the apps begin to jiggle, tap the Home Screen background and try again.)

5. When you're finished, tap Done, then tap the Home Screen background twice.

To delete a folder, tap the folder to open it, then drag all the apps out of it. The folder is automatically deleted.

Note: Organizing your apps on the Home Screen doesn't affect the organization of apps in the App Library.

Move an app from a folder to the Home Screen

You can move an app from a folder to a Home Screen page to make it easier to find and open.

1. Go to the Home Screen page with the folder that contains the app, then tap the folder to open it.

2. Touch and hold the app until the apps begin to jiggle.

3. Drag the app from the folder to the Home Screen.

Reset the Home Screen and apps to their original layout

1. Go to Settings ◉ > General > Reset.

2. Tap Reset Home Screen Layout.

   Any folders you've created are removed, and apps you've downloaded are alphabetically ordered after apps that came with your iPad.

Add widgets on iPad

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

You can keep Today View widgets on your Home Screen.

View widgets

To view widgets, swipe right from the left edge of the Home Screen or the Lock Screen, then scroll up and down.

Note: If the widgets don't appear when you swipe right on the Lock Screen, see View widgets when iPad is locked.

Add a widget to your Home Screen

1. Go to the Home Screen page where you want to add the widget, then touch and hold the Home Screen background until the apps begin to jiggle.

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

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

   The different sizes display different information.

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

5. While the apps are still jiggling, move the widget where you want it on the screen, then tap Done.

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

Edit a widget

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

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

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

   For example, you can edit a Weather widget to see the forecast for your location or a different area. For a Smart Stack, you can turn Smart Rotate and Widget Suggestions off or on, delete a widget.

3. Tap Done.

Remove a widget from the Home Screen

1. Touch and hold the widget to open the quick actions menu.

2. Tap Remove Widget (or Remove Stack), then tap Remove.

View widgets when iPad is locked

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

   - Face ID & Passcode

   - Touch ID & Passcode

   - Passcode

2. Enter your passcode.

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

Move apps and widgets on the Home Screen on iPad

You can change the layout of your Home Screen—move apps and widgets around or drag them to other Home Screen pages, temporarily hide Home Screen pages, change where new apps get downloaded, and more.

Move apps and widgets around on your iPad

1. Touch and hold any app or widget on the Home Screen, then tap Edit Home Screen.

    The apps begin to jiggle.

2. Drag an app to one of the following locations:

    -   Another location on the same page

    -   The Dock at the bottom of the screen

    -   Another Home Screen page

        Drag the app to the right edge of the screen. You might need to wait a second for the new page to appear. The dots above the Dock show how many pages you have and which one you're viewing.
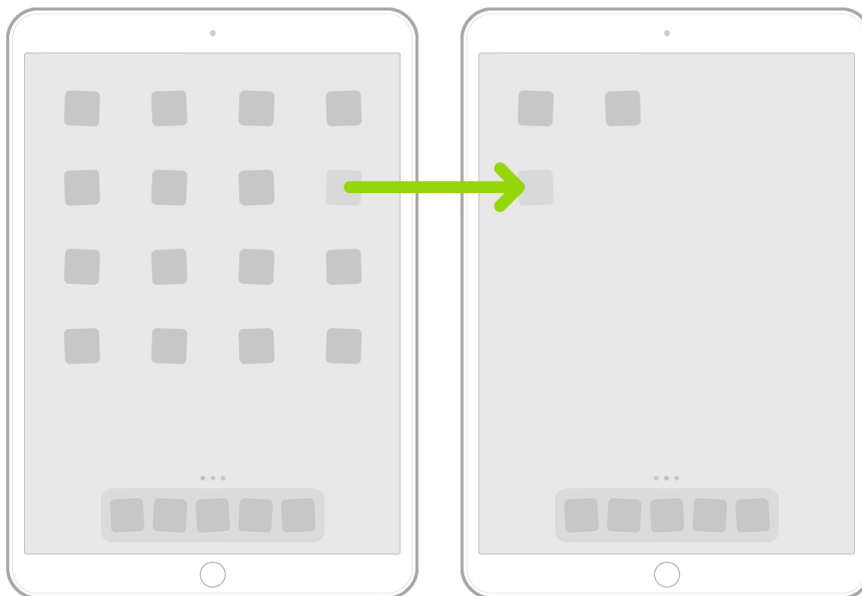
3. When you're finished, tap Done at the top right.

Hide and show Home Screen pages

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

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

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

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

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

   To show hidden pages, tap to add the checkmarks.

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

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

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

Reorder Home Screen pages

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

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

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

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

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

4. Tap Done twice.

Change where new apps get downloaded

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

1. Go to Settings ⚙ > Home Screen.

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

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

Reset the Home Screen and apps to their original layout

1. Go to Settings ⚙ > General > Transfer or Reset iPad.

2. Tap Reset, tap Reset Home Screen Layout, then tap Reset.

   Any folders you've created are removed, and apps you've downloaded are arranged alphabetically after apps that came with your iPad.

Remove apps from iPad

You can easily remove apps from your iPad. If you change your mind, you can download the apps again later.

Remove apps

Do any of the following:

- *Remove an app from the Home Screen:* Touch and hold the app on the Home Screen, tap Remove App, then tap Remove from Home Screen to keep it in the App Library, or tap Delete App to delete it from iPad.

- *Delete an app from the App Library and Home Screen:* Touch and hold the app in the App Library, tap Delete App, then tap Delete. (See Find your apps in the App Library on iPad.)

If you change your mind, you can redownload apps you've deleted.

In addition to deleting third-party apps, you can delete the following built-in Apple apps that came with your iPad:

- Books

- Calendar

- Contacts (Contact information remains available through Messages, Mail, FaceTime, and other apps. To remove a contact, you must restore Contacts.)

- FaceTime

- Files

- Home

- iTunes Store

- Mail

- Maps

- Measure

- Music

- News

- Notes

- Photo Booth

- Podcasts

- Reminders

- Shortcuts

- Stocks

- Tips

- TV

- Voice Memos

Note: When you delete a built-in app from your Home Screen, you also delete any related user data and configuration files. Removing built-in apps from your Home Screen can affect other system functionality. See the Apple Support article Delete built-in Apple apps on your iOS 12, iOS 13, or iPadOS device or Apple Watch.

Use and customize Control Center on iPad

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

Touch and hold to see Camera options.

Open Control Center

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

Access more controls in Control Center

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

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

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

Temporarily disconnect from a Wi-Fi network

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

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

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

Temporarily disconnect from Bluetooth devices

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

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

Turn off access to Control Center in apps

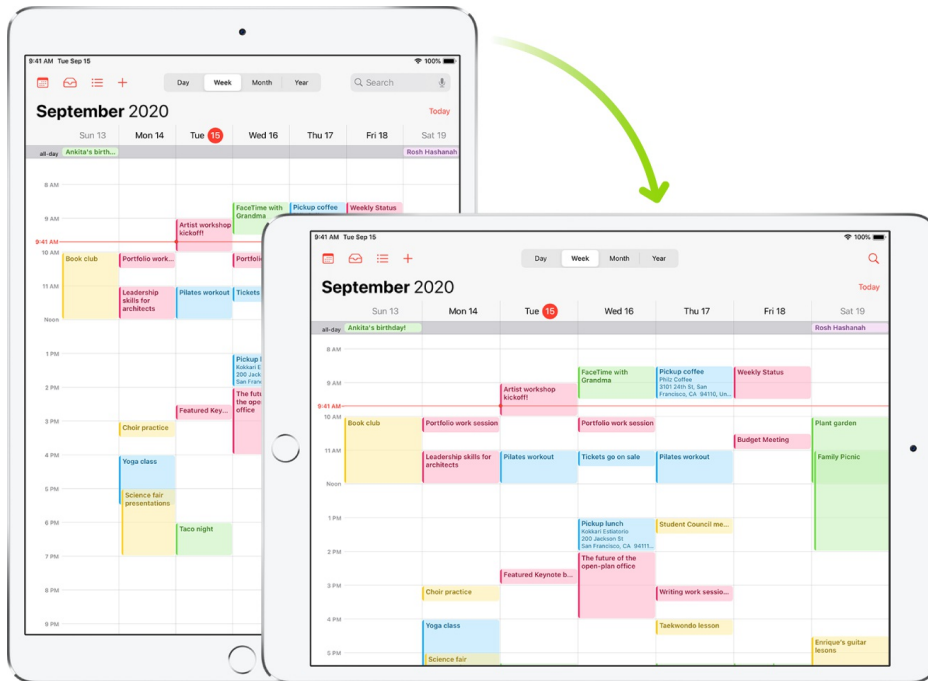Go to Settings ⚙ > Control Center, then turn off Access Within Apps.

Add and organize controls

1. Go to Settings ⚙ > Control Center.

2. To add or remove controls, tap ➕ or ➖ next to a control.

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

Change or lock the screen orientation on iPad

Many apps give you a different view when you rotate iPad.

Lock or unlock the screen orientation

You can lock the screen orientation so that it doesn't change when you rotate iPad.

Open Control Center, then tap 🔄.

When the screen orientation is locked, 🔒 appears in the status bar.

Set up Focus, notifications, and Do Not Disturb

View and respond to notifications on iPad

Notifications help you keep track of what's new—they let you know if you missed a call, if the date of an event moved, and more. You can customize your notifications so you see only what's important to you.

Find your notifications in Notification Center

Unless you set a Focus to concentrate on an activity, or silence notifications with Do Not Disturb, iPad displays notifications as they arrive. If you don't read one right away, it's saved in Notification Center so you can check it later.

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

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

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

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

Show recent notifications on the Lock Screen

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

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

   - Face ID & Passcode

   - Touch ID & Passcode

   - Passcode

2. Enter your passcode.

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

Respond to notifications

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

Do any of the following:

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

- Touch and hold a notification to view it and perform quick actions if the app offers them.

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

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

View, dismiss, clear, and mute notifications

When notifications appear on your iPad, do any of the following:

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

- *Clear notifications:* Swipe left on a notification or group of notifications, then tap Clear or Clear All.

- *Mute notifications for an app:* Swipe left on the notification or group of notifications, tap Options, then tap an option to mute the app's notifications for an hour or a day. This sends them directly to Notification Center and prevents them from appearing on the Lock Screen, playing a sound, lighting up the screen, or presenting a banner.

  To see and hear these notifications again, swipe left on a notification in Notification Center, tap Options, then tap Unmute.

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

- *Change how an app displays notifications:* Swipe left on a notification, tap Options, then tap View Settings. See Change notification settings to learn about the settings you can change.

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

- *Silence all notifications:* Turn on Do Not Disturb. See Turn a Focus on or off on iPad.

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

Schedule a notification summary

When you set a Focus to concentrate on an activity, or silence notifications with Do Not Disturb, the delivery of your notifications is delayed. You can schedule times to receive a summary of all your notifications each day (for example, at the beginning and end of the day) so you can catch up on what you missed. The summary is personalized to you and ordered by priority, with the most relevant notifications at the top.

1. Go to Settings 🔘 > Notifications > Scheduled Summary, then turn on Scheduled Summary.

2. Set a time for your summary, then, if you want to receive another summary, tap Add Summary.

3. Tap Apps in Summary, then turn on the apps you want to include in your Notification Summary.

   Each app appears with a number showing the average number of notifications you receive each day from that app.

Change notification settings on iPad

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

Change notification settings

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

1. Go to Settings 🔘 > Notifications.

2. To choose when you want most notification previews to appear, tap Show Previews, select an option—Always, When Unlocked, or Never—then tap ‹ at the top left.

   Previews can include things like text (from Messages and Mail) and invitation details (from Calendar). You can override this setting for individual apps.

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

   If you turn on Allow Notifications, choose when you want the notifications delivered—immediately or in the scheduled notification summary.

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

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

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

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

   - *Off:* Turn off grouping.

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

When you use Focus, it delays the delivery of notifications on iPad to prevent interruptions. You can schedule a time to receive a summary of the notifications you missed. See Schedule a notification summary.

Set up or turn off location-based alerts

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

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

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

2. Turn on Location Services.

3. Tap an app (if any appear in the list), then choose whether you want to share your location while using that app.

See the Apple Support article About privacy and Location Services.

Set up a Focus on iPad

What is Focus?

Focus is a feature that helps you concentrate on a task by minimizing distractions. When you need to focus, or step away from your iPad, Focus can temporarily silence all notifications—or allow only the notifications you want (for example, ones that match your task)—and let other people and apps know you're busy.

You can choose from a list of provided Focus options or create your own.

Note: To quickly silence all notifications, open Control Center, tap Focus, then turn on Do Not Disturb. Do Not Disturb and Do Not Disturb While Driving are now part of Focus.

Set up a Focus

When you want to concentrate on a specific activity, you can customize a provided Focus option—for example, Driving, Personal, Sleep, or Work—or create a Custom Focus. You can silence notifications or allow only notifications from the people and apps that match your Focus—for example, set up a Work Focus and allow only notifications from your coworkers and the apps you need for work.

Likewise, you can customize a Home Screen page that has only apps related to your Focus and make that page the only one accessible during your Focus.

1. Go to Settings ⚙ > Focus.

2. Tap a Focus, then follow the onscreen instructions.

3. Customize any of the following while setting up your focus:

- *Choose people you want to receive notifications from (if any) during this Focus:* Tap People (or Add Person), select contacts, then tap Done.

- *Choose whether you want to receive calls during this Focus:* Tap Calls From, then select an option—either Everyone, No One, Favorites, All Contacts, or Groups. To allow repeated calls (two or more calls from the same person within three minutes), turn on Allow Repeated Calls. Tap Done, then tap Allow People or Allow None at the bottom of the screen.

   Note: Regardless of your Focus settings, calls from your emergency contacts will always come through. See Allow calls from emergency contacts when notifications are silenced.

- *Choose apps you want to receive notifications from (if any) during this Focus:* Tap Apps or Add App, select apps, then tap Done.

- *Choose whether you want to receive time-sensitive notifications during this Focus:* Turn on Time Sensitive, then tap Allow Apps or Allow None at the bottom of the screen.

- *Tell apps that you've silenced notifications for this Focus:* Tap Focus Status, then turn on Share Focus Status. This lets people who send you a message see that you have notifications silenced.

- *Choose the Home Screen pages you want to access during work:* Tap Home Screen, turn on Custom Pages, select the Home Screen pages you want to use while you're working, then tap Done.

   💡 **Tip:** You can move the apps for this Focus to one Home Screen page, then select that page.

- *Allow silenced notifications to appear on the Lock Screen, or dim the Lock Screen:* Tap Lock Screen, then turn on Show On Lock Screen. You can also turn on Dim Lock Screen to dim the Lock Screen during this Focus.

When you set up a Sleep Focus, it follows the Sleep schedule you set on iPhone. To add or edit your sleep schedule, open the Health app on iPhone, tap Browse, then tap Sleep.

To use a Focus after setting it up, you can either turn it on in Control Center, or schedule it to turn on automatically.

Create a Custom Focus

If you want to concentrate on an activity that's different from any of the provided Focus options, you can create a Custom Focus.

1. Go to Settings ◉ > Focus.

2. Tap ✛ at the top right, then tap Custom.

3. Enter a name for your Focus, then press Return.

4. Choose a color and an icon to represent your Focus, then tap Next.

5. Customize any of the options listed in step 3 of Set up a Focus, above.

Keep your Focus settings up to date across all your Apple devices

You can use the same Focus settings on all your Apple devices where you're signed in with the same Apple ID.

1. Go to Settings ⊚ > Focus.

2. Turn on Share Across Devices.

Allow calls from emergency contacts when notifications are silenced

You can allow sounds and vibrations from emergency contacts to come through even when your iPad or notifications are silenced.

1. Open Contacts 💁.

2. Select a contact, then tap Edit.

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

Turn a Focus on or off on iPad

To use a Focus, you can turn it on directly, either through Siri or in Control Center, or schedule it to turn on automatically.

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

Turn on a Focus in Control Center

1. Open Control Center, tap Focus, then tap the Focus you want to turn on (for example, Do Not Disturb.

    Note: If another Focus was already on, it turns off when you tap the new one.

2. To choose an ending point for the Focus, tap 💬 next to Do Not Disturb, select an option (such as "For 1 hour" or "Until I leave this location"), then tap 💬 again.

When a Focus is on, its icon (for example, 🌙 for Do Not Disturb) appears in the status bar and on the Lock Screen, and your status is automatically displayed in the Messages app. Your friends can see that you've silenced notifications, but they can still notify you if something is urgent.

Schedule a Focus to turn on automatically

You can schedule a Focus to turn on at certain times, when you're at a particular location, or when you open a specific app.

1. Go to Settings ◉ > Focus, then tap the Focus you want to schedule to turn on automatically.

2. Tap Add Schedule or Automation, then set the times, a location, or an app you want to activate this Focus.

3. To have this Focus turn on automatically based on signals like your location, app usage, and more, tap Smart Activation, turn on Smart Activation, then tap ‹ at the top.

Turn off a Focus

When you're finished with a Focus, you can quickly turn it off to allow notifications again. After you turn off a Focus, it still appears in Control Center and can be used again.

1. Do any of the following:

   - Touch and hold the Focus icon on the Lock Screen.

   - Open Control Center, then tap Focus.

2. Tap the Focus that's on to turn it off.

Delete a Focus

When you no longer need a Focus you set up, you can delete it.

1. Go to Settings ◉ > Focus.

2. Tap the Focus, scroll to the bottom of the screen, then tap Delete Focus.

If you delete a provided Focus, you can get it back again by going to Settings > Focus, then tapping ✛.

App Store

Get apps in the App Store on iPad

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

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

Find apps

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

You can also tap any of the following:

- *Today:* Discover featured stories, apps, and in-app events.

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

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

Get the App Store widget

See stories, collections, and in-app events right on your Home Screen. See [Add widgets on iPad](#).

Get more info about an app

Tap an app to see the following information and more:

- Supported languages

- Compatibility with other Apple devices

- File size

- Screenshots or previews

- Game Center and Family Sharing support

- In-app events

- Ratings and reviews

- Privacy information; see [Review the privacy practices of apps](#)

Buy and download an app

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

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

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

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

Share or give an app

1. Tap the app to see its details.

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

Redeem or send an Apple gift card

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

2. Tap one of the following:

   - Redeem Gift Card or Code

   - Send Gift Card by Email

Use App Clips on iPad

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

NFC integrated   Scan only

Get and use an App Clip

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

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

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

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

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

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

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

Find an App Clip you recently used on iPad

Do any of the following:

- Search with iPad.

- Use the App Switcher.

Remove App Clips

Go to Settings 	> App Clips.

Subscribe to Apple Arcade on iPad

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

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

Note: Apple Arcade and Apple One aren't available in all countries or regions. See the Apple Support article Availability of Apple Media Services.

Subscribe to Apple Arcade

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

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

Share Apple Arcade

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

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

Note: To stop sharing Apple Arcade with a family group, you can cancel the subscription, leave the family group, or (if you're the family group organizer), stop using Family Sharing.

Change or cancel your Apple Arcade subscription

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

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

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

Play games on iPad

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

Note: Game Center, Apple Arcade, and Apple One aren't available in all countries or regions. See the Apple Support article Availability of Apple Media Services.

Find and download games

1. Tap any of the following:

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

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

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

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

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

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

Play Apple Arcade games on your other Apple devices

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

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

Connect a wireless game controller to iPad

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

Play with your friends in Game Center

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

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

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

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

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

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

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

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

Set Game Center restrictions

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

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

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

Install and manage fonts on iPad

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

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

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

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

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

Approve purchases with Family Sharing

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

Find and download apps purchased by you or family members

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

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

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

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

Change or cancel your App Store subscriptions

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

   You may need to sign in with your Apple ID.

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

   - Change or cancel an existing subscription.

   - Resubscribe to an expired subscription.

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

Change your App Store settings

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

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

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

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

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

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

Set content restrictions and prevent in-app purchases

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

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

2. Set restrictions such as the following:

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

   - *Apps:* Restrict apps by age ratings.

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

Books

Buy books and audiobooks in Apple Books on iPad

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

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

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

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

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

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

Read books in the Books app on iPad

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

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

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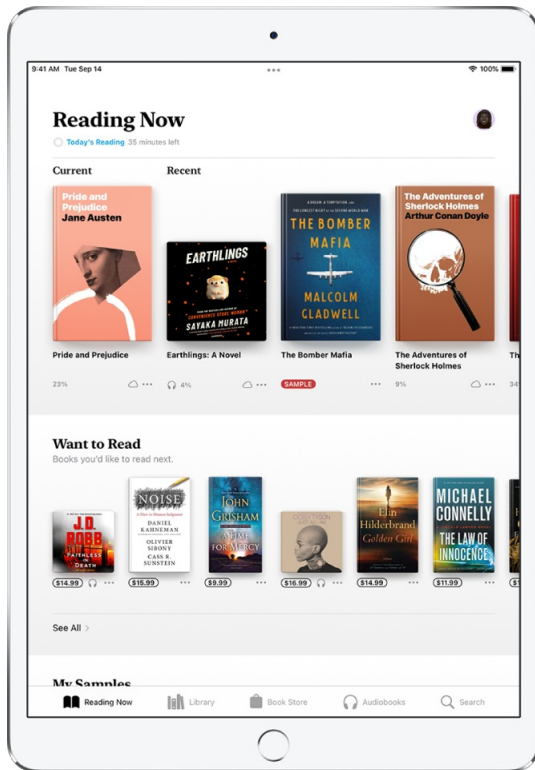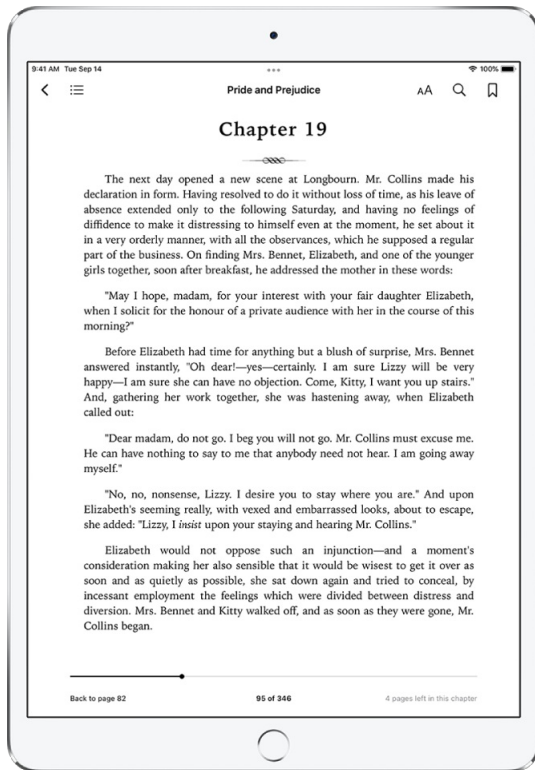
Read a book

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

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

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

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

- *Close a book:* Tap the center of the page to show the controls, then tap $\langle$.

Chapter 19

The next day opened a new scene at Longbourn. Mr. Collins made his declaration in form. Having resolved to do it without loss of time, as his leave of absence extended only to the following Saturday, and having no feelings of diffidence to make it distressing to himself even at the moment, he set about it in a very orderly manner, with all the observances, which he supposed a regular part of the business. On finding Mrs. Bennet, Elizabeth, and one of the younger girls together, soon after breakfast, he addressed the mother in these words:

"May I hope, madam, for your interest with your fair daughter Elizabeth, when I solicit for the honour of a private audience with her in the course of this morning?"

Before Elizabeth had time for anything but a blush of surprise, Mrs. Bennet answered instantly, "Oh dear!—yes—certainly. I am sure Lizzy will be very happy—I am sure she can have no objection. Come, Kitty, I want you up stairs." And, gathering her work together, she was hastening away, when Elizabeth called out:

"Dear madam, do not go. I beg you will not go. Mr. Collins must excuse me. He can have nothing to say to me that anybody need not hear. I am going away myself."

"No, no, nonsense, Lizzy. I desire you to stay where you are." And upon Elizabeth's seeming really, with vexed and embarrassed looks, about to escape, she added: "Lizzy, I *insist* upon your staying and hearing Mr. Collins."

Elizabeth would not oppose such an injunction—and a moment's consideration making her also sensible that it would be wisest to get it over as soon and as quietly as possible, she sat down again and tried to conceal, by incessant employment the feelings which were divided between distress and diversion. Mrs. Bennet and Kitty walked off, and as soon as they were gone, Mr. Collins began.

💡 **Tip:** Turn iPad to landscape orientation to view two pages at once.

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

Change text and display appearance

Tap the page, tap $_A$A, then do any of the following:

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

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

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

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

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

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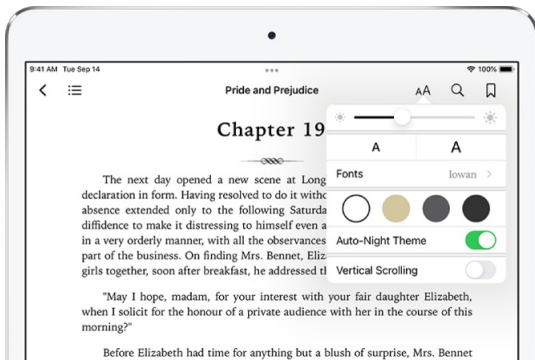
Bookmark a page

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

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

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

Highlight or underline text

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

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

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

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

Add a note

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

2. Tap Note, then enter note text.

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

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

Share a selection

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

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

2. Tap Share, then choose a method.

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

Access your books on all your devices

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

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

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

Access your books on your Mac

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

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

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

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

Listen to audiobooks in Books on iPad

Use the Books app 📖 to listen to audiobooks on your iPad.

EARTHLINGS
A NOVEL

FROM THE BESTSELLING AUTHOR OF
CONVENIENCE STORE WOMAN

SAYAKA MURATA

UNABRIDGED

Chapter 1
Earthlings: A Novel - Sayaka Murat

24:33   6 hr, 42 min left   -32:09

1×
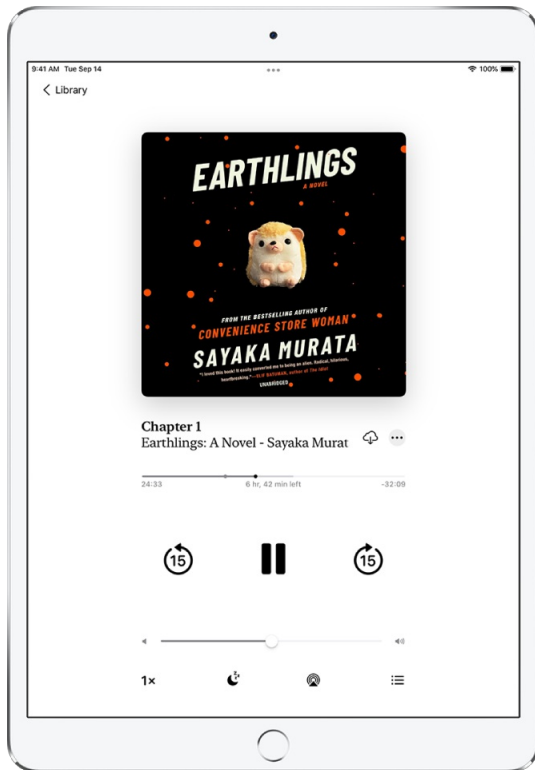
Play an audiobook

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

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

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

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

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

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

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

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

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

Set reading goals in Books on iPad

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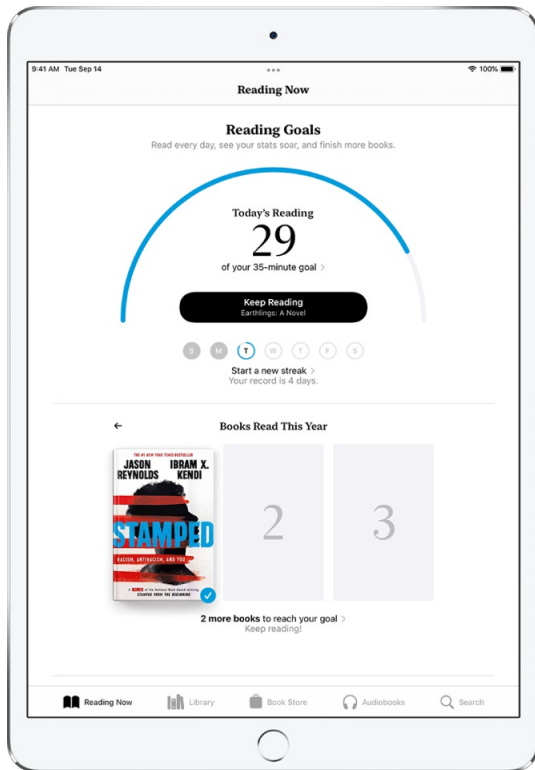
Change your daily reading goal

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

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

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

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

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

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

Change your yearly reading goal

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

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

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

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

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

See your reading streaks and records

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

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

Turn off notifications and Reading Goals

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

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

Organize books in the Books app on iPad

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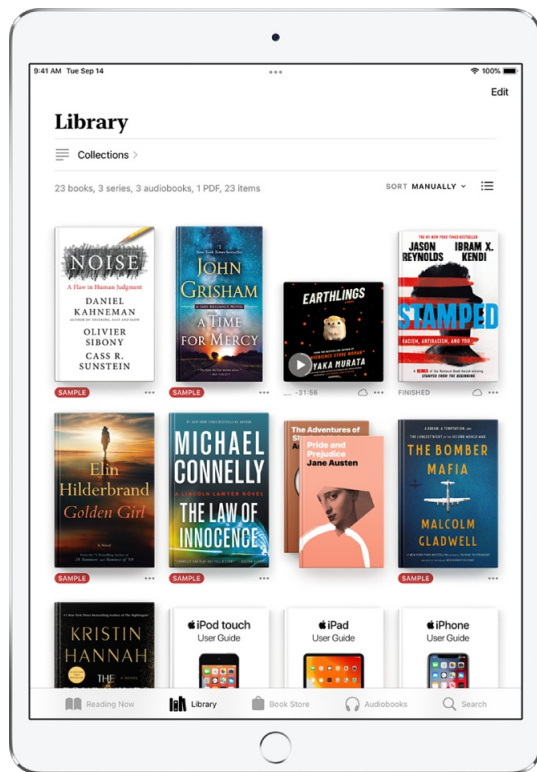
Create a collection and add books to it

You can create your own collections to personalize your library.

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

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

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

   You can add the same book to multiple collections.

Sort books in your library

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

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

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

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

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

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

Remove books, audiobooks, and PDFs

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

1. Tap Library, then tap Edit.

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

2. Tap the items you want to remove.

3. Tap 🗑 and select an option.

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

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

Access your library across devices

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

Read PDF documents in Books on iPad

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

Open PDFs in Books

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

Share or print a PDF document

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

See the Apple Support article, About AirPrint.

Mark up a PDF

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

See Draw in apps with Markup on iPad.

View PDFs across devices

You can see PDFs and books that are not from the Book Store across your iPhone, iPad, iPod touch, and Mac where you're signed in with the same Apple ID.
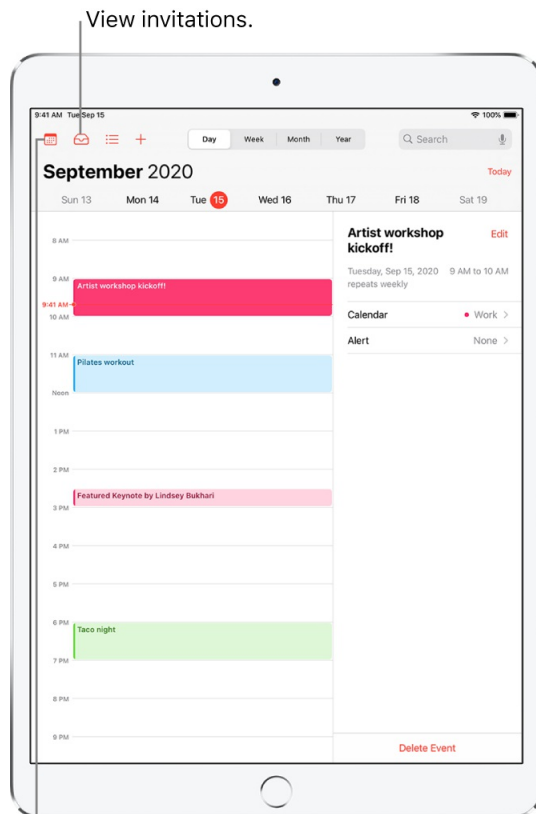
Go to Settings ⚙ > [*your name*] > iCloud, turn on iCloud Drive, then turn on Books. Then go to Settings > Books, and turn on iCloud Drive.

Calendar

Create and edit events in Calendar on iPad

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

View invitations.

Change calendars
or accounts.

🎤 **Ask Siri.** Say something like:

- "Set up a meeting with Gordon at 9"

- "Do I have a meeting at 10?"

- "Where is my 3:30 meeting?"

[Learn how to ask Siri](#)

Add an event

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

2. Enter the title of the event.

3. Tap Location or Video Call, then enter a physical location or tap FaceTime to enter a video link for a remote event.

   You can also copy a FaceTime link you created or received and paste it in the Location field. See [Create a link to a FaceTime call](#).

4. Enter the start and end times for the event, the travel time, invitees, attachments, and so on. (Swipe up, if necessary, to enter all the meeting information.

5. Tap Add.

Add an alert

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

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

2. In the event details, tap Alert.

3. Choose when you want to be reminded.

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

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

Add an attachment

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

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

2. In the event details, tap Add attachment.

   The Files app opens, displaying your recently opened files.

3. Locate the file you want to attach.

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

4. Tap Done.

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

Find events in other apps

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

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

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

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

Edit an event

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

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

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

Delete an event

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

Send and receive invitations in Calendar on iPad

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

Invite others to an event

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

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

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

3. Tap Done.

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

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

Reply to an event invitation

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

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

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

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

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

Schedule a meeting without blocking your schedule

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

1. Tap the event, then tap Edit.

2. Tap Show As, then tap Free.

Suggest a different meeting time

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

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

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

3. Tap Done, then tap Send.

Quickly email attendees

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

1. Tap an event that has attendees.

2. Tap Invitees, then tap ⊠.

Change how you view events in Calendar on iPad

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

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

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

Search for events in Calendar on iPad

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

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

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

Customize your calendar on iPad

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

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

Keep track of events in Calendar on iPad

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

Customize Calendar notifications

1. Go to Settings ◉ > Notifications > Calendar.

2. Turn on Allow Notifications.

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

Keep your Calendar up to date across your devices

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

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

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

Set up multiple calendars on iPad

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

Select which calendars to view.
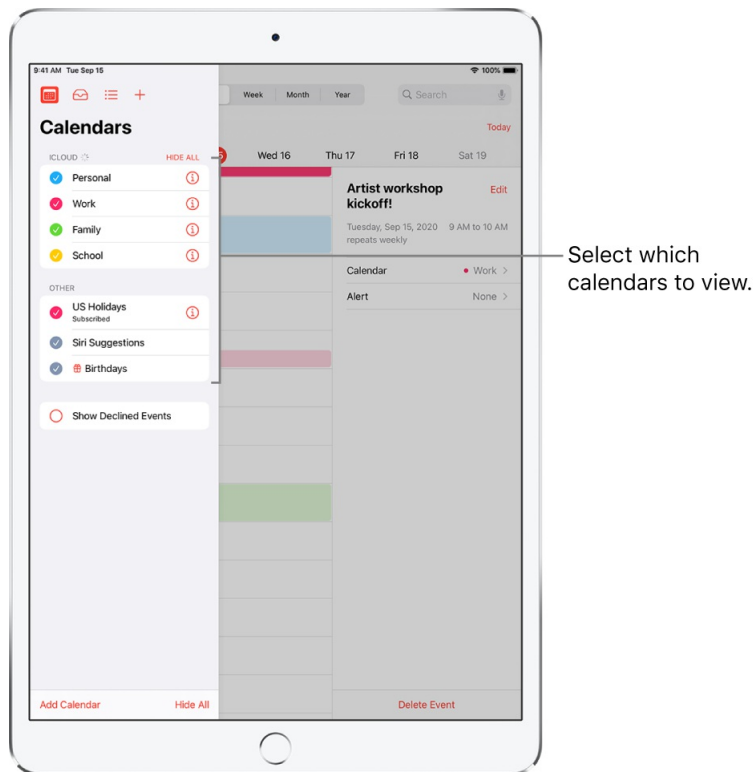
See multiple calendars at once

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

- Select the calendars you want to view.

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

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

Set a default calendar

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

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

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

Change a calendar's color

1. Tap 🗓.

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

3. Tap Done.

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

Turn on iCloud, Google, Exchange, or Yahoo calendars

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

2. Do any of the following:

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

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

Subscribe to a calendar

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

2. Tap Add Subscribed Calendar.

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

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

Add a CalDAV account

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

2. Tap Add CalDAV Account.

3. Enter your server and account information.

Move an event to another calendar

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

Share iCloud calendars on iPad

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

Create an iCloud calendar

1. Tap 📅.

2. Tap Add Calendar.

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

Share an iCloud calendar

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

1. Tap 📅.

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

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

4. Tap Add.

Change a person's access to a shared calendar

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

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

2. Do any of the following:

    - Turn on or off Allow Editing.

    - Tap Stop Sharing.

Turn off notifications for shared calendars

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

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

2. Turn off Allow Notifications.

Share a read-only calendar with anyone

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

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

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

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

Delete a calendar

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

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

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

Camera

Take photos with your iPad camera

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

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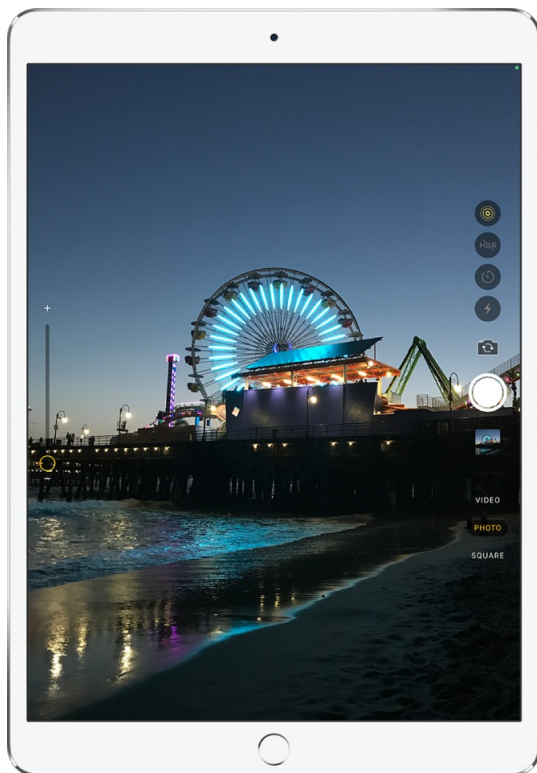
Take a photo

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

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

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

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

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

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

Zoom in or out

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

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

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

Take a panorama photo

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

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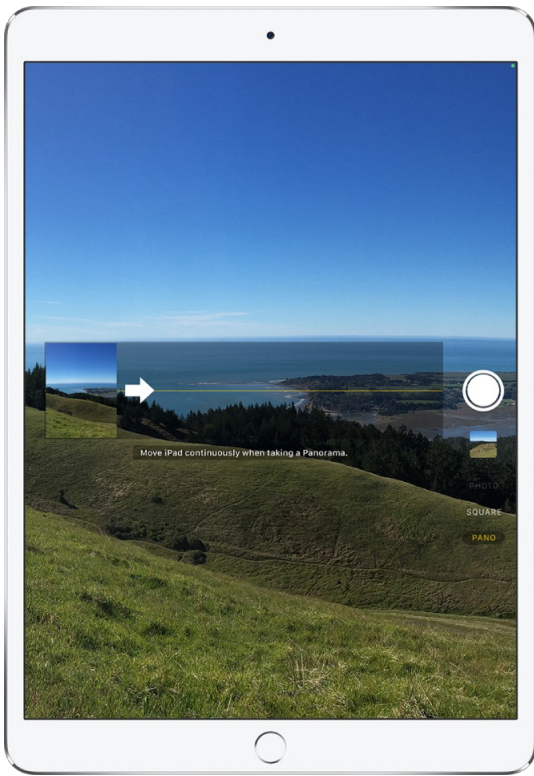
3. To finish, tap the Shutter button again.

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

Take a selfie

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

2. Hold your iPad in front of you.

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

💡 **Tip:** On iPad Pro 12.9-inch (5th generation) and iPad Pro 11-inch (3rd generation), tap ⊗ on the left side of the screen to quickly zoom out and increase your field of view. Tap ⊛ to zoom back in.

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

Take a selfie in Portrait mode

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

1. Choose Portrait mode.

   The front camera is now active.

2. Frame yourself in the yellow portrait box.

3. Tap the Shutter button to take the shot.

Adjust Portrait Lighting in Portrait mode selfies

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

1. Choose Portrait mode, then frame your selfie.

2. Drag ⬡ to choose a lighting effect:

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

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

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

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

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

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

3. Tap the Shutter button to take the shot.

Adjust Depth Control in Portrait mode selfies

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

1. Choose Portrait mode, then frame your selfie.

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

   The Depth Control slider appears on the right.

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

4. Tap the Shutter button to take the shot.

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

Capture action shots with Burst mode

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

1. Choose Photo or Square mode.

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

    The counter shows how many shots you took.

3. Lift your finger to stop.

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

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

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

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

Take a Live Photo

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

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

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

3. Tap the Shutter button to take the shot.

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

Take videos with your iPad camera

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

Record a video

1. Choose Video mode.

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

    Pinch the screen to zoom in and out.

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

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

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

Use quick toggles to change video resolution and frame rate

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

Record a slow-motion video

1. Choose Slo-mo mode.

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

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

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

To change slow motion recording settings, go to Settings ⚙ > Camera > Record Slo-mo.

Capture a time-lapse video

1. Choose Time-lapse mode.

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

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

Adjust Auto FPS settings

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

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

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

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

Change advanced camera settings on your iPad

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

Adjust the focus and exposure

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

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

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

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

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

Use a grid to straighten your shot

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

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

Save camera settings

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

- Go to Settings ⚙ > Camera > Preserve Settings.

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

Adjust the shutter volume

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

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

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

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

See Adjust the volume on iPad.

Turn Scene Detection off and on

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

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

Turn Lens Correction off and on

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

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

Mirror the front camera

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

Adjust HDR camera settings on iPad

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

Take an HDR photo

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

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

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

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

View, share, and print photos on iPad

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

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

View your photos

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

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

   Tap the screen to show or hide the controls.

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

Share and print your photos

1. While viewing an image, tap ⬆.

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

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

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

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

Upload and sync photos across devices

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

Scan a QR code with the iPad camera

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

Use the camera to read a QR code

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

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

Open the Code Scanner from Control Center

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

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

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

Clock

See the time in cities worldwide on iPad

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

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

1. Tap World Clock.

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

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

   - *Delete a city:* Tap ⊖.

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

Set an alarm on iPad

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

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

Set an alarm

1. Tap Alarm, then tap ✛.

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

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

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

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

   - *Snooze:* Give yourself nine more minutes.

3. Tap Save.

To change or delete the alarm, tap Edit.

Use the timer or stopwatch on iPad

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

🎤 **Ask Siri.** Say something like: "Set the timer for 3 minutes" or "Stop the timer." Learn how to ask Siri.

Track time with the stopwatch

1. Tap Stopwatch.

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

2. Tap Start.

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

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

4. Tap Stop to record the final time.

5. Tap Reset to clear the stopwatch.

Set the timer

1. Tap Timer.

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

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

3. To start the timer, tap Start.

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

Contacts

Add and use contact information on iPad

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

🎙️ **Ask Siri.** Say something like:

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

- "Sarah Milos is my sister"

- "Send a message to my sister"

[Learn how to ask Siri](#)

Create a contact

Tap +.

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

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

Find a contact

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

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

Share a contact

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

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

Quickly reach a contact

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

Send a message.

Make a FaceTime call.

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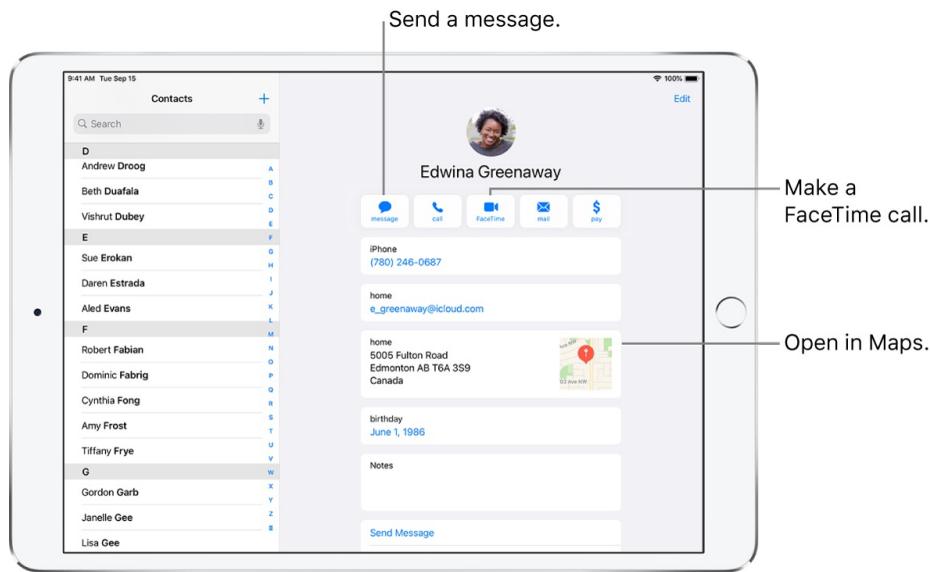
To change the default phone number or email address for a contact method, touch and hold the button for that method below the contact's name, then tap a selection in the list.

Delete a contact

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

2. Scroll down, then tap Delete Contact.

Edit contacts on iPad

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

1. Tap a contact, then tap Edit.

2. Do any of the following:

- *Assign a photo to a contact:* Tap Add Photo. You can take a photo or add one from the Photos app.

- *Change a label:* Tap the label, then select one in the list, or tap Add Custom Label to create one of your own.

- *Add a birthday, social profile, related name, and more:* Tap ⊕ next to the item.

- *Allow calls or texts from a contact to override Do Not Disturb:* Tap Ringtone or Text Tone, then turn on Emergency Bypass.

- *Add notes:* Tap the Notes field.

- *Add a prefix, phonetic name, pronunciation, and more:* Tap "add field," then select an item in the list.

- *Delete contact information:* Tap ⊖ next to a field.

3. When you're finished, tap Done.

To change how your contacts are sorted and displayed, go to Settings ⚙ > Contacts.

Add your contact info on iPad

In the Contacts app 👤, add your information to your contact card. iPad uses your Apple ID to create your contact card, called *My Card,* but you may need to provide your contact information (such as name and address) to complete it.

Complete My Card

Tap My Card at the top of your contacts list, then tap Edit. Contacts suggests addresses and phone numbers to help you set up My Card.

If there is no My Card, tap +, then enter your information. To create My Card with this information, go to Settings ⚙ > Contacts > My Info, then tap your name in the Contacts list.

Edit My Card

Tap My Card at the top of your contacts list, then tap Edit.

Use other contact accounts on iPad

You can include contacts from other accounts in the Contacts app 👤.

Use your iCloud contacts

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

Use your Google contacts

1. Go to Settings ⚙ > Contacts > Accounts, then tap Google.

2. Sign in to your account, then turn on Contacts.

Add contacts from another account

1. Go to Settings ⚙ > Contacts > Accounts, then tap Add Account.

2. Choose an account, sign in to it, then turn on Contacts.

Access a Microsoft Exchange Global Address List

1. Go to Settings ⚙ > Contacts > Accounts, then tap Exchange.

2. Sign in to your Exchange account, then turn on Contacts.

Set up an LDAP or CardDAV account to access business or school directories

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

2. Tap Add LDAP Account or Add CardDAV Account, then enter the account information.

Keep contacts up to date across devices

To keep your contact information up to date across all your devices where you're
signed in with the same Apple ID, you can use iCloud.

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

Alternatively, you can sync the information between iPad and your Mac or Windows PC to keep the
information up to date across iPad and your computer. See Sync iPad with your computer.

If you use iCloud for Contacts, your contacts are kept up to date automatically, and no options appear
for syncing them with your computer.

Import contacts from a vCard

Tap a .vcf attachment in an email or message.

Add a contact from a directory

1. Tap Groups, then tap the GAL, CardDAV, or LDAP directory you want to search.

2. Tap Done, then enter your search.

3. Tap the person's name to save their info to your contacts.

Show or hide a group

Tap Groups, then select the groups you want to see.

This button appears only if you have more than one source of contacts.

Hide duplicate contacts on iPad

In the Contacts app 🖼, link contact cards for the same person in different accounts so they appear only once in your All Contacts list. When you have contacts from multiple sources, you might have multiple entries for the same person in Contacts. To keep redundant contacts from appearing in your All Contacts list, contacts from different sources with the same name are linked and displayed as a single *unified contact*.

Link contacts

If two entries for the same person aren't linked automatically, you can unify them manually.

1. Tap one of the contacts, tap Edit, then tap Link Contacts.

2. Choose the other contact entry to link to, then tap Link.

When you link contacts with different first or last names, the names on the individual cards don't change, but only one name appears on the unified card. To choose which name appears on the unified card, tap one of the linked cards, tap the contact's name on that card, then tap Use This Name For Unified Card.

Note: When you link contacts, those contacts aren't merged. If you change or add information in a unified contact, the changes are copied to each source account where that information already exists.

FaceTime

Set up FaceTime on iPad

The FaceTime app 🟢 helps you stay connected with friends and family, whether they're using an iPhone, iPad, iPod touch, or a Mac. With Spatial Audio in FaceTime, people on the call sound like they're in the room with you, talking from the direction of their positions on the screen.

With SharePlay, you can watch movies and TV shows together, or listen to music together in FaceTime. You can also share your screen and show apps, webpages, and more during the conversation—look through a photo album together, plan your next vacation together, or get feedback on something you're working on, all while seeing and hearing everyone's reactions.

You can use the front camera to talk face to face, or switch to the rear camera to share what you see around you. To capture a moment of your conversation, take a FaceTime Live Photo.

Note: Not all features and content are available in all countries or regions.

1. Go to Settings ⚙ > FaceTime, then turn on FaceTime.

2. Do any of the following:

   - *Change your location for FaceTime calls:* Tap your contact info (Apple ID, phone number, or email address, below), then tap Change Location.

     Note: If you don't have an Apple ID, you can create one—see Manage Apple ID settings on iPad.

   - *View TV shows and movies together, listen to music together, or share your screen in calls:* Tap SharePlay, then turn on SharePlay.

   - *Highlight the speaker in calls:* Turn on Speaking.

   - *Take Live Photos in FaceTime calls:* Turn on FaceTime Live Photos.

Make and receive FaceTime calls on iPad

With an internet connection and an Apple ID, you can make and receive calls in the FaceTime app 🟢.

Note: You must set up FaceTime before you can make and receive calls.

On iPad Wi-Fi + Cellular models, you can also make FaceTime calls over a cellular data connection, which may incur additional charges. To turn this feature off, go to Settings ⚙ > Cellular, then turn off FaceTime. See View or change cellular data settings on iPad (Wi-Fi + Cellular models).

Drag your image to any corner.

Tap to take a Live Photo.

Switch to the rear camera.

Tap to add stickers or other fun effects.
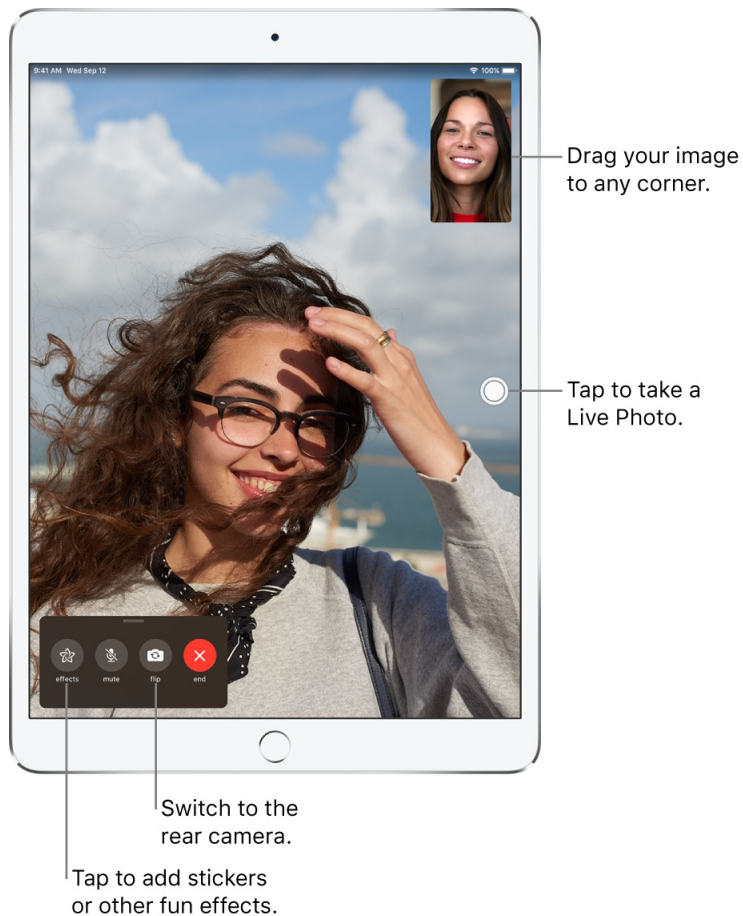
Make a FaceTime call

🎙 **Ask Siri.** Say something like: "Make a FaceTime call" or "Call Eliza's mobile." Learn how to ask Siri.

1. In FaceTime, tap New FaceTime near the top of the screen.

2. Type the name or number you want to call in the entry field at the top, then tap ▭◁ to make a video call or ✆ to make a FaceTime audio call (not available in all countries or regions).

   Alternatively, you can tap ⊕ to open Contacts and start your call from there; or tap a suggested contact to quickly make a call.

💡 **Tip:** To see more during a FaceTime video call, rotate iPad to use landscape orientation. See Change or lock the screen orientation on iPad.

To call multiple people, see Make a Group FaceTime call on iPad.

Start a FaceTime call from a Messages conversation

In a Messages conversation, you can start a FaceTime call to the person you're chatting with.

1. Tap ☐◁ at the top right of the Messages conversation.

2. Do any of the following:

   - Tap FaceTime Audio.

   - Tap FaceTime Video.

Leave a message

If no one answers your FaceTime call, do one of the following:

- Tap Leave a Message.

- Tap Cancel.

- Tap Call Back.

Call again

In your call history, tap the name or number of the person (or group) you want to call again.

Receive a FaceTime call

When a FaceTime call comes in, do any of the following:

- *Take the call:* Drag the slider or tap Accept.

- *Decline the call:* Tap Decline.

- *Set a reminder to call back:* Tap Remind Me.

- *Send a text message to the caller:* Tap Message.

Send the caller
a text message.

Set up a reminder
to return a call.

If you're on another call when a FaceTime call comes in, instead of *Accept*, you see the *End & Accept* option, which terminates the previous call and connects you to the incoming call.

💡 **Tip:** You can have Siri announce incoming calls, which you can accept or decline using your voice.

Delete a call from your call history

In FaceTime, swipe left over the call in your call history, then tap Delete.

Create a link to a FaceTime call on iPad

In the FaceTime app 🟢, you can create a link to a FaceTime call and send the link to a friend or a group (using Mail or Messages), which they can use to join or initiate a call.

1. Tap Create Link near the top of the screen.

2. Choose an option for sending the link (Mail, Messages, and so on).

In Calendar, you can schedule a remote video meeting by inserting FaceTime as the location of the meeting.

Note: You can invite anyone to join you in a FaceTime call, even people who don't have an Apple device. They can join you in one-on-one and Group FaceTime calls from their browser—no login is necessary. (They need the latest version of either Chrome or Edge. Sending video requires H.264 video encoding support.)

Take a Live Photo in FaceTime on iPad

When you're on a video call in the FaceTime app 🎥, you can take a FaceTime Live Photo to capture a moment of your conversation (not available in all countries or regions). The camera captures what happens just before and after you take the photo, including the audio, so you can see and hear it later just the way it happened.

To take a FaceTime Live Photo, first make sure FaceTime Live Photos is turned on in Settings ⚙ > FaceTime, then do one of the following:

- *On a call with one other person:* Tap ◯.

- *On a Group FaceTime call:* Tap the tile of the person you want to photograph, tap ⤢, then tap ◯.

You both receive a notification that the photo was taken, and the Live Photo is saved in your Photos app.

Use other apps during a FaceTime call on iPad

While you're on a call using the FaceTime app 🎥, you can use other apps—for example, to look up information or perform a calculation.

Go to the Home Screen, then tap an app icon to open the app.

To return to the FaceTime screen, tap the green bar (or the FaceTime icon) at the top of the screen.

You can also share your screen with the people in your FaceTime call while using another app. See Share your screen.

Make a Group FaceTime call on iPad

In the FaceTime app 🎥, you can have up to 32 participants in a Group FaceTime call (not available in all countries or regions).

Start a Group FaceTime call

1. In FaceTime, tap New FaceTime near the top of the screen.

2. Type the names or numbers of the people you want to call in the entry field at the top.

   You can also tap ⊕ to open Contacts and add people from there. Or tap suggested contacts in your call history.

3. Tap ▱ to make a video call or tap 📞 to make a FaceTime audio call.
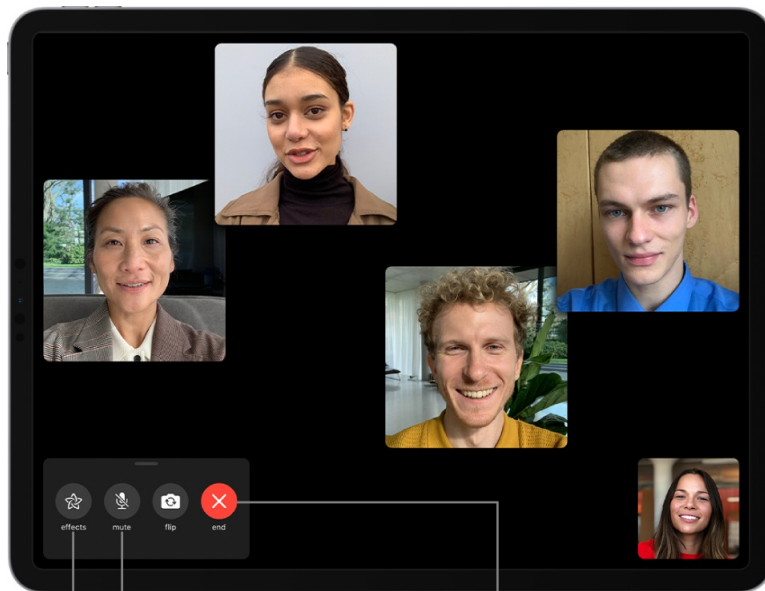
Swipe up to add another person to the call.

Tap to hang up.

Tap to add stickers or other fun effects.

Each participant appears in a tile on the screen. When a participant speaks (verbally or by using sign language) or you tap the tile, that tile moves to the front and becomes more prominent. Tiles that can't fit on the screen appear in a row at the bottom. To find a participant you don't see, swipe through the row. (The participant's initials may appear in the tile if an image isn't available.)

To prevent the tile of the person speaking from becoming larger during a Group FaceTime call, go to Settings > FaceTime, then turn off Speaking below Automatic Prominence.

Note: Sign language detection requires a supported model for the presenter. In addition, both the presenter and participants need iOS 14, iPadOS 14, macOS Big Sur 11, or later.

Start a Group FaceTime call from a group Messages conversation

In a group Messages conversation, you can initiate a Group FaceTime call with all the people you're chatting with in Messages.

1. Tap ▢◁ at the top right of the Messages conversation.

2. Do any of the following:

   - Tap FaceTime Audio.

   - Tap FaceTime Video.

Add another person to a call

Any participant can add another person at any time during a FaceTime call.

1. During a FaceTime call, tap the screen to show the FaceTime controls (if they aren't visible), tap the top of the controls, then tap Add People.

2. Type the name, Apple ID, or phone number of the person you want to add in the entry field at the top.

   Or tap ⊕ to add someone from Contacts.

3. Tap Add People.

Join a Group FaceTime call

When someone invites you to join a Group FaceTime call, you receive a notification of the incoming call—you can either join or decline. See Receive a FaceTime call.

Leave a Group FaceTime call

To leave a group call at any time, tap End.

The call remains active if two or more participants remain.

View participants in a grid layout in FaceTime on iPad

In the FaceTime app 📹, you can view participants in your Group FaceTime calls in same-size tiles, arranged in a grid. The speaker's tile highlights automatically, so it's easy to know who's talking. Up to twenty people can be displayed in the grid at a time.
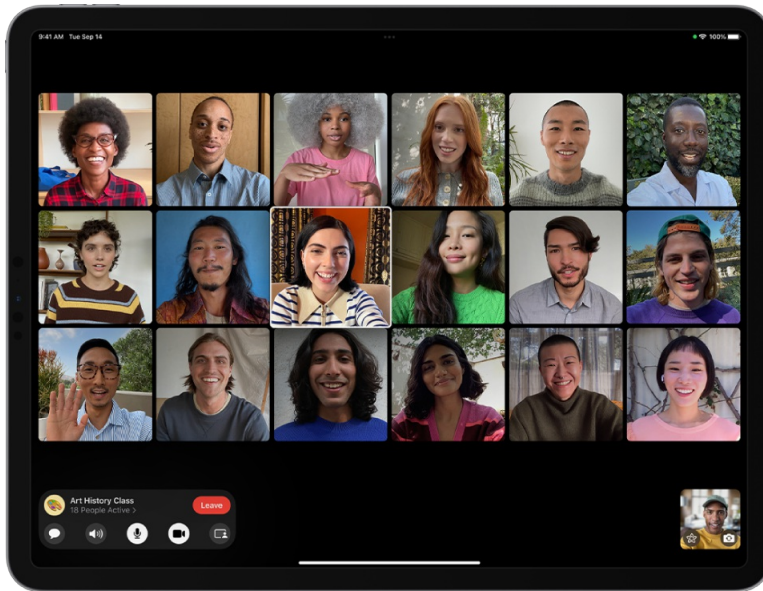
1. In a FaceTime call, tap the screen to show the FaceTime controls (if they aren't visible), then tap the top of the controls.

2. Tap Grid Layout, then tap Done.

   To turn Grid Layout off, tap it again.)

Change FaceTime video settings on iPad

During a call in the FaceTime app 🎦 on iPad, you can turn Center Stage and Portrait mode on or off, switch between cameras, or turn your camera on or off.

Turn on Center Stage

On iPad Pro 12.9-inch (5th generation) and iPad Pro 11-inch (3rd generation), you can use Center Stage, which automatically adjusts your front camera to frame you as you move around the field of view during a FaceTime call.

1. When you're on a FaceTime call, tap your tile.

2. Tap ⊙ in your tile.

   To turn Center Stage off, tap the button again.)

You can also turn on Center Stage in Control Center while you're on a FaceTime call. Open Control Center, then tap Video Effects.

Blur the background with Portrait mode

On supported models, you can turn on Portrait mode, which automatically blurs the background and puts the visual focus on you, the same way Portrait mode does in the Camera app.

1. When you're on a FaceTime call, tap your tile.

2. Tap ⊙ in your tile.

   (To turn Portrait mode off, tap the button again.)

You can also turn on Portrait mode in Control Center. Open Control Center, tap Video Effects.

Switch to the rear camera

When you're on a FaceTime call, tap your tile, then tap ⟳.

To switch back to the front camera, tap the button again.

Note: While you're using the rear camera, you can enlarge the image by tapping 1x. Tapping again returns the image to normal size.

Turn off your camera

When you're on a FaceTime call, tap the screen to make the controls appear), then tap ▢◁. (Tap it again to turn the camera back on).

Change FaceTime audio settings on iPad

Spatial Audio in FaceTime 🟢 makes it sound like your friends are in the room with you. Their voices are spread out and sound like they're coming from the direction in which each person is positioned in the call.

Filter out background sounds

When you want your voice to be heard clearly in a FaceTime call and other sounds blocked out, you can turn on Voice Isolation mode. Voice Isolation mode prioritizes your voice in a FaceTime call and blocks out the ambient noise.

During a FaceTime call, open Control Center, tap Mic Mode, then select Voice Isolation.

Include the sounds around you

When you want your voice and all the sounds around you to be heard in a FaceTime call, you can turn on Wide Spectrum mode.

During a FaceTime call, open Control Center, tap Mic Mode, then select Wide Spectrum.

Turn off the sound

When you're on a FaceTime call, tap the screen to show the FaceTime controls (if they aren't visible, then tap 🎤 to turn the sound off.

To turn the sound back on, tap the button again.

When your sound is turned off, your mic detects whether you're speaking—it notifies you that your mic is muted and suggests that you tap to unmute it.

Use SharePlay to watch and listen together in FaceTime on iPad

With SharePlay in the FaceTime app 🟢, you can bring movies, TV shows, and music into your FaceTime calls. With simultaneous playback and shared controls, you can enjoy a real-time connection with everyone on the call—you all see and hear the same moments at the same time. You can also share your screen to show apps, webpages, and more during the conversation.

Note: Some apps that support SharePlay require a subscription to participate. Not all features and content are available in all countries or regions.

Watch video together

You can watch TV shows and movies while on a FaceTime call with others. If everyone on the call has the required access to the video content (by subscription or free trial, for example), they can see the same moments at the same time, and use the shared playback controls to press Play or Pause. The volume adjusts automatically so you can keep talking while you watch.
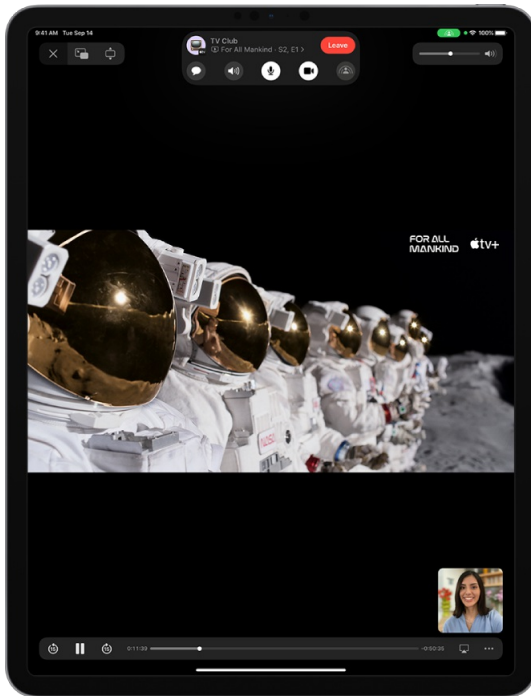
1. In your FaceTime call, tap the screen to show the FaceTime controls (if they aren't visible), tap ⊕, then tap Share My Screen.

   A countdown from 3 to 1 appears on ⊕, then your screen appears in the FaceTime conversation for everyone to see.

2. Go to the Home Screen, then open a video streaming app that supports SharePlay (for example, Apple TV).

3. In the show or movie you want to watch, tap the Play button, then select "Play for Everyone" to begin watching with everyone on the call.

   For everyone on the call who has access to the content, the video starts playing at the same time. People who don't have access will be prompted to get access (through a subscription, a transaction, or a free trial, if available).

The playback controls are shared by everyone on the call who has access, so anyone can press Play, Pause, Rewind, or Fast Forward. (Settings like Closed Captioning and volume are controlled separately by each person.)

You can use Picture in Picture to keep watching the video while using another app—for example, a web app for ordering food, or the Messages app, where you can discuss the video in writing (silently).

While you're watching the video, you can play it on Apple TV or an AirPlay 2-enabled smart TV and watch it there with everyone on the call.

Listen to music together

Get together and listen to an album with others on a FaceTime call. If everyone on the call has the required access to the music (for example, some apps that support SharePlay require a subscription), they can see the album you're playing, see what's next, use the shared controls to reorder the songs, add songs to a shared queue, jump to the next track, and hear the music at the same time.
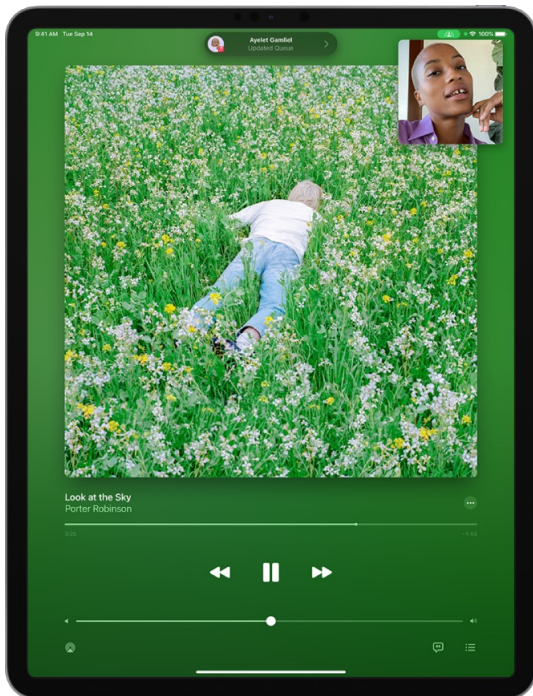
1. In your FaceTime call, tap the screen to show the FaceTime controls (if they aren't visible), tap ⊞, then tap Share My Screen.

   A countdown from 3 to 1 appears on ⊞, then your screen appears in the FaceTime conversation for everyone to see.

2. Go to the Home Screen, then open a music streaming app that supports SharePlay (for example, Apple Music).

3. In the music you want to listen to, tap the Play button to begin a shared listening session.

   For everyone on the call who has access to the content, the music starts playing at the same time. People who don't have access will be prompted to get access (through a subscription, a transaction, or a free trial, if available).

The playback controls are shared by everyone on the call who has access, so anyone on the call can press Play, Pause, Rewind, Fast Forward, or go to the next track.

Share your screen

SharePlay lets you share your screen in a FaceTime call—you can show apps, webpages, and more during the conversation. You can look through a photo album together, plan your next vacation together, or get feedback on something you're working on, all while seeing and hearing everyone's reactions.

1. In your FaceTime call, tap the screen to show the FaceTime controls (if they aren't visible), tap ⊡, then tap Share My Screen.

   A countdown from 3 to 1 appears on ⊡, then your screen appears in the FaceTime conversation for everyone to see.

2. Go to the Home Screen, then open an app you want to share in the call.

To end the Screen Sharing session, tap ⊡.

Add camera effects in FaceTime calls on iPad

On video calls using the FaceTime app 📷, you can become your favorite Memoji or Memoji character (on models with a TrueDepth camera). On supported models, you can use a built-in filter to change your appearance and add stickers, labels, and shapes. You can take screenshots in FaceTime that include the special camera effects you add to a call.

Become a Memoji

In Messages, on iPad with a TrueDepth camera, you can create a Memoji character to use in your FaceTime calls. iPad captures your movements, facial expressions, and voice, and conveys them through your character. (Your character imitates you even when you stick out your tongue!)

See Use Memoji in Messages on iPad.

1. During a FaceTime call, tap your tile, then tap ✳. (If you don't see ✳, tap the screen.)

2. Tap 🙂, then choose a Memoji (swipe through the characters at the bottom, then tap one).

   The other caller hears what you say, but sees your Memoji doing the talking.

Use a filter to change your appearance

1. During a FaceTime call, tap your tile, then tap ✳ (supported models).

2. Tap 🔴 to open the filters.

3. Change your appearance by tapping a filter at the bottom (swipe left or right to preview them).

Add a text label

1. During a call, tap the screen, then tap ⊛.

2. Tap 🄰, then tap a text label.

   To see more label options, swipe up from the top of the text window.

3. While the label is selected, type the text you want to appear in the label, then tap away from it.

4. Drag the label where you want to place it.

   To delete the label, tap it, then tap ⊗.

Add stickers

1. During a call, tap the screen, tap ⊛, then do any of the following:

   - Tap 😀 to add a Memoji sticker or 🃏 to add an Emoji sticker.

   - Tap 🄰, swipe up, then tap 😊.

2. Tap a sticker to add it to the call.

   To see more options, swipe left.

3. Drag the sticker to place it where you want.

   To delete the sticker, tap it, then tap ⊗.

Add shapes

1. During a call, tap your tile, then tap ⊛.

2. Tap 〰, then tap a shape to add it to the call.

   To see more options, swipe up from the top of the shapes window.

3. Drag the shape where you want to place it.

   To delete the shape, tap it, then tap ⊗.

Leave a FaceTime call or switch to Messages on iPad

You can leave a call in the FaceTime app 📷 at any time, or continue your conversation in Messages.

Leave a FaceTime call

Tap the screen to show the FaceTime controls (if they aren't visible), then tap End.

Switch to a Messages conversation

To switch your conversation to Messages, tap the screen to show the FaceTime controls (if they aren't visible), then tap ⭕.

Block unwanted callers in FaceTime on iPad

In the FaceTime app 📹, you can block voice calls, FaceTime calls, and text messages from unwanted callers.

1. Go to Settings ⚙️ > FaceTime > Blocked Contacts.

2. Scroll down, then tap Add New at the bottom of the list.

3. Select the contact you want to block.

To unblock a contact or phone number, swipe it to the left, then tap Unblock.

See the Apple Support article Block phone numbers and contacts on your iPhone, iPad, or iPod touch.

Files

Connect external devices or servers with Files on iPad

You can use the Files app 📁 to access files stored on file servers, other cloud storage providers like Box and Dropbox, and external devices, such as USB drives and SD cards, after you connect them to your iPad.

Connect to a computer or file server

1. Tap ⋯ at the top of the Browse sidebar.

   If you don't see the Browse sidebar, tap Browse at the bottom of the screen.

2. Tap Connect to Server.

3. Enter a local hostname or a network address, then tap Connect.

   💡 **Tip:** After you connect to a computer or file server, it appears in the Recent Servers list on the Connect to Server screen. To connect to a recent server, tap its name.

4. Select how you want to connect:

    - *Guest:* You can connect as a Guest user if the shared computer permits guest access.

    - *Registered User:* If you select Registered User, enter your user name and password.

5. Tap Next, then select the server volume or shared folder in the Browse sidebar (under Shared).

To disconnect from the file server, tap ⏏ next to the server in the Browse sidebar.

For information on how to set up your Mac to share files, see Set up file sharing on Mac in the macOS User Guide.

Add a cloud storage service

1. Download the app from the App Store, then open the app and follow the onscreen instructions.

2. Open Files, tap More Locations (below Locations in the Browse sidebar), then turn on the service.

3. To view your contents, tap Browse at the bottom of the screen, then tap the name of the storage service below Locations. If you don't see Locations, tap Browse again at the bottom of the screen.

Connect a USB drive or an SD card

For information on how to connect external storage devices and SD cards, see Connect external storage devices to iPad.

View files and folders in Files on iPad

In the Files app 🗂, view and open your documents, images, and other files.

View recently opened files

Tap Recents at the bottom of the screen.

Browse and open files and folders

1. Tap Browse at the bottom of the screen, then tap an item in the Browse sidebar.

    If you don't see the Browse sidebar, tap Browse again.

2. To open a file, location, or folder, tap it.

    Note: If you haven't installed the app that created a file, a preview of the file opens in Quick Look.
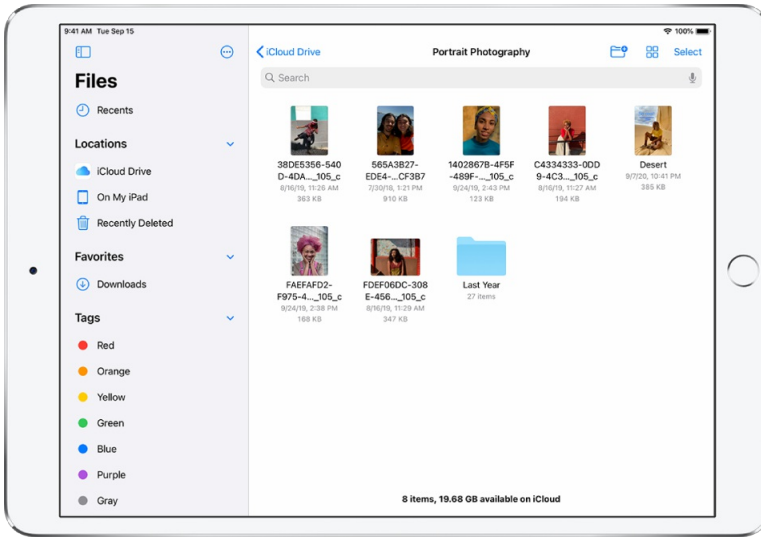
For information about marking folders as favorites or adding tags, see Organize files and folders in Files on iPad.

Change how files and folders are sorted

From an open location or folder, drag down from the center of the screen, then tap Name, Date, Size, Kind, or Tags at the top of the screen.

Rearrange the sidebar.

Change between icon, list, and column view.

Change how the items are sorted.
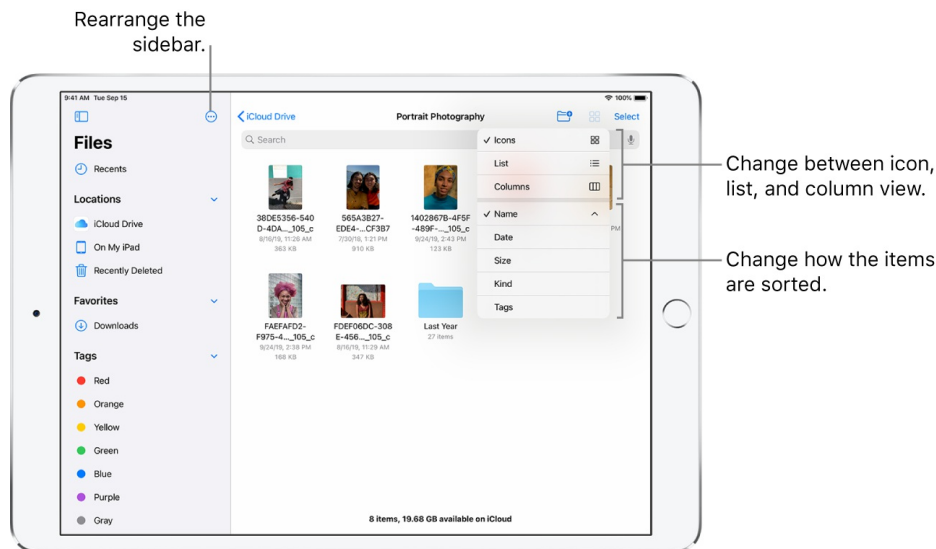
Change to icon, list, or column view

From an open location or folder, drag down from the center of the screen, then do one of the following:

- *View as icons:* Tap ⊞.

- *View as a list:* Tap ☰.

- *View as columns:* Tap ▯▯▯.

  To look deeper into a folder hierarchy from the column view, tap an item in the rightmost column, then swipe left. To see a preview of a file along with its metadata (such as its kind and size), tap the file. (If the preview doesn't appear in the rightmost column, swipe left.) To view the file and perform various actions on it without leaving Files, tap Open under the file preview.

Find a specific file or folder

Enter a filename, folder name, or document type in the search field.

When you search, you have these options:

- *Focus the scope of your search:* Below the search field, tap Recents or the name of the location or tag.

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

- *Start a new search:* Tap ⊗ in the search field.

- *Open a result:* Tap it.

Rearrange the Browse sidebar

Tap ••• at the top of the sidebar, tap Edit, then do any of the following:

- *Hide a location:* Turn the location off.

- *Delete a tag and remove it from all items:* Tap 🔴 next to the tag. (See Tag a file or folder.)

- *Remove an item from the Favorites list:* Tap 🔴 next to the item. (See Mark a folder as a favorite.)

- *Change the order of an item:* Touch and hold ☰, then drag it to a new position.

Organize files and folders in Files on iPad

In the Files app 📁, organize documents, images, and other files in folders.

Create a folder

1. Open a location or an existing folder.

2. Drag down from the center of the screen, then tap 📁⊕.

   Note: If you don't see 📁⊕, you can't create a folder in that location.

Rename, compress, and make other changes to a file or a folder

Touch and hold the file or folder, then choose an option: Copy, Duplicate, Move, Delete, Rename, or Compress.

To modify multiple files or folders at the same time, tap Select, tap your selections, then tap an option at the bottom of the screen.

Note: Some options may not be available, depending on the item you select; for example, you can't delete or move an app library (a folder labeled with the app name).

Tag a file or folder

1. Touch and hold the file or folder, tap Tags, then tap one or more tags.

2. Tap Done.

Tagged items appear below Tags in the Browse sidebar.

To remove a tag, tap it again.

Mark a folder as a favorite

Touch and hold the folder, then tap Favorite.

Favorites appear in the Browse sidebar.

Send files from Files on iPad

You can send a copy of any file in the Files app 📁 to others. If you have a document you want to send that isn't digitized, you can scan it with Files first.

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1. Touch and hold the file, then tap Share.

   💡 **Tip:** To send a smaller version of the file, tap Compress before you tap Share. Then touch and hold the compressed version of the file (identified as a zip file), and tap Share.

2. Choose an option for sending (for example, AirDrop, Messages, or Mail), then tap Send.

To send files from Files, you can also use Split View or Slide Over to open Mail or Messages, select one or more items in Files, then drag your selection into a message.

💡 **Tip:** If the files or folders you want to share are stored in iCloud Drive, you can invite others to view or edit their contents—you don't need to send them copies.

Set up iCloud Drive on iPad

Use the Files app 📁 to store files and folders in iCloud Drive. You can access them from all your devices where you're signed in with the same Apple ID. Any changes you make appear on all your devices set up with iCloud Drive.

iCloud Drive is built into the Files app on devices with iOS 11, iPadOS 13, or later. You can also use iCloud Drive on Mac computers (OS X 10.10 or later) and PCs (iCloud for Windows 7 or later). Storage limits depend on your iCloud storage plan.

Turn on iCloud Drive

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

Choose which apps use iCloud Drive

Go to Settings ⚙ > [*your name*] > iCloud, then turn each of the apps listed under iCloud Drive on or off.

Browse iCloud Drive

1. Tap Browse at the bottom of the screen.

2. Under Locations, tap iCloud Drive.

   If you don't see Locations, tap Browse again. If you don't see iCloud Drive under Locations, tap Locations.

3. To open a folder, tap it.

   See View files and folders in Files on iPad.

Share files and folders in iCloud Drive on iPad

After you Set up iCloud Drive, you can use the Files app 📁 to share folders and individual files with friends and colleagues. When you make changes to a shared folder or file, others see your changes automatically. If you allow people to make edits, their changes appear automatically as well.

Files and folders shared in iCloud Drive have these important characteristics:

- If you share a folder, all items added to that folder by you or other participants are automatically shared.

- The link to a shared file includes its name. If the name or content is confidential, be sure to ask recipients not to forward the link to anyone else.

- If you move a shared file to another folder or location, the link no longer works, and people lose access to the item.

- Depending on the app, users might need to reopen a file or tap the original link to see the latest changes.

Share a folder or file

If you own a folder or file in iCloud Drive, you can invite others to view or change its contents.

You can share a folder and file so that only people you invite can open it, or anyone with the link can open it.

You can allow the contents of a folder or file to be changed, or you can restrict access so that the contents can only be viewed.

When you share a folder, only the people you invite can access the files in the shared folder by default. To invite more people to access the files, you must change the settings of the shared folder to add more participants. You can't select an individual file within the shared folder and add participants to it.

1. Touch and hold the folder or file.

2. Tap Share ⬆️, then tap Share Folder in iCloud or Share File in iCloud.

3. Do one of the following:

   - *Allow only invitees to view and edit the contents:* Tap Share Options, tap "Only people you invite," tap "Can make changes," then choose a method—such as Messages or Mail—for sending people a link to the folder or file.

   - *Allow only invitees to view the contents:* Tap Share Options, tap "Only people you invite," tap "View only," then choose a method for sending the link.

   - *Allow anyone with the link to view and edit the contents:* Tap Share Options, tap "Anyone with the link," tap "Can make changes," then choose a method for sending the link.

   - *Allow anyone with the link to view the contents:* Tap Share Options, tap "Anyone with the link," tap "View only," then choose a method for sending the link.

4. Choose how you want to send your invitation, then tap Send.

Invite more people to share a folder or file

If you already shared a folder or file and its access is set to "Only people you invite," you can share it with more people.

1. Touch and hold the folder or file.

2. Tap Share ⬆, then tap Manage Shared Folder or Manage Shared File.

3. Tap Add People and choose a method for sending the link.

4. Enter any other requested information, then send or post the invitation.

Share a folder or file with more people using a link

If you set the access to a shared folder or file to "Anyone with the link," anyone with the link can share it with others.

1. Touch and hold the folder or file.

2. Tap Share ⬆, tap Manage Shared Folder or Manage Shared File, then tap Send Link.

3. Choose a method for sending the link, enter any other requested information, then send or post the invitation.

Change access and permission settings for everyone

If you're the owner of a shared folder or file, you can change its access at any time. However, everyone you shared the link with is affected.

1. Touch and hold the folder or file.

2. Tap Share ⬆, tap Manage Shared Folder or Manage Shared File, then tap Share Options.

3. Change either or both of the options.

   - *Access option:* When you change the access option from "Anyone with the link" to "Only people you invite," the original link no longer works for anyone, and only people who receive a new invitation from you can open the folder or file.

   - *Permission option:* When you change the permission option, everyone who has the file open when you change the permission sees an alert. New settings take effect when the alert is dismissed.

Change access and permission settings for one person

If you're the owner of a shared folder or file and its access is set to "Only people you invite," you can change the permission for one person without affecting the permission of others. You can also remove the person's access.

1. Touch and hold the folder or file.

2. Tap Share ⬆, then tap Manage Shared Folder or Manage Shared File.

3. Tap the person's name, then select an option.

Stop sharing a folder or file

If you're the owner of a shared folder or file, you can stop sharing it.

1. Touch and hold the folder or file.

2. Tap Share ⬆, then tap Manage Shared Folder or Manage Shared File.

3. Tap Stop Sharing.

Anyone who has a file open when you stop sharing it sees an alert. The item closes when the alert is dismissed, the file is removed from the person's iCloud Drive, and the link no longer works. If you later share the item again and set the access to "Anyone with the link," the original link works. If the access is set to "Only people you invite," the original link works again only for people you reinvite to share the item.

Find people

Share your location in Find My on iPad

Before you can use the Find My app 🟢 to share your location with friends, you need to set up location sharing.

Note: If you set up location sharing and others still can't see your location, make sure Location Services is on in Settings > Privacy > Location Services > Find My.

Set up location sharing

1. In the Find My app, tap Me on the bottom-left side of the screen, then turn on Share My Location.

   The device sharing your location appears below My Location.

2. If your iPad isn't currently sharing your location, tap Use This iPad as My Location.

Note: You can share your location from an iPhone, iPad, or iPod touch. To share your location from another device, open Find My on the device and change your location to that device.

You can also change your location sharing settings in Settings ⚙ > [*your name*] > Find My.

Set a label for your location

You can set a label for your current location to make it more meaningful (like Home or Work). When you tap Me, you see the label in addition to your location.

1. Tap Me on the bottom-left side of the screen, then tap Edit Location Name.

2. Select a label.

   To add a new label, tap Add Custom Label, enter a name, then tap Done.

Share your location with a friend

1. Tap ＋, then choose Share My Location.

   You can also tap People on the bottom-left side of the screen, scroll to the bottom of the People list, then tap Share My Location.

2. In the To field, type the name of a friend you want to share your location with (or tap ⊕ and select a contact).

3. Tap Send and choose how long you want to share your location.

You can also notify a friend or family member when your location changes.

If you're a member of a Family Sharing group, see Share your location with family members.

Stop sharing your location

You can stop sharing your location with a specific friend or hide your location from everyone.

- *Stop sharing with a friend:* Tap People on the bottom-left side of the screen, then tap the name of the person you don't want to share your location with. Tap Stop Sharing My Location, then tap Stop Sharing Location.

- *Hide your location from everyone:* Tap Me, then turn off Share My Location.

Respond to a location sharing request

1. Tap People on the bottom-left side of the screen.

2. Tap Share below the name of the friend who sent the request and choose how long you want to share your location.

   If you don't want to share your location, tap Cancel.

Stop receiving new location sharing requests

Tap Me on the bottom-left side of the screen, then turn off Allow Friend Requests.

Add or remove a friend in Find My on iPad

In the Find My app 🟢, once you share your location with a friend, you can ask to see their location on a map.

Ask to see a friend's location

1. Tap People on the bottom-left side of the screen, then tap the name of the person whose location you want to see.

   If you don't see a person's name, make sure you're sharing your location with them.

2. Tap Ask To Follow Location.

After your friend receives and accepts your request, you can see their location. See Respond to a location sharing request.

If you see their name in the People list but can't see their location on the map, ask them to make sure they're sharing their location and that Location Services is on in Settings > Privacy > Location Services > Find My.

Remove a friend

When you remove a friend, that person is removed from your People list and you are removed from theirs.

1. Tap People on the bottom-left side of the screen, then tap the name of the person you want to remove.

2. Tap Remove [*name*], then tap Remove.

You can also swipe left across the person's name, then tap the Trash icon.

Locate a friend in Find My on iPad

When a friend shares their location with you, you can use the Find My app 🟢 to locate them on a map.

Note: If you want to see how far away your friends are from you, make sure you turn on Precise Location for the Find My app. See Control the location information you share on iPad.
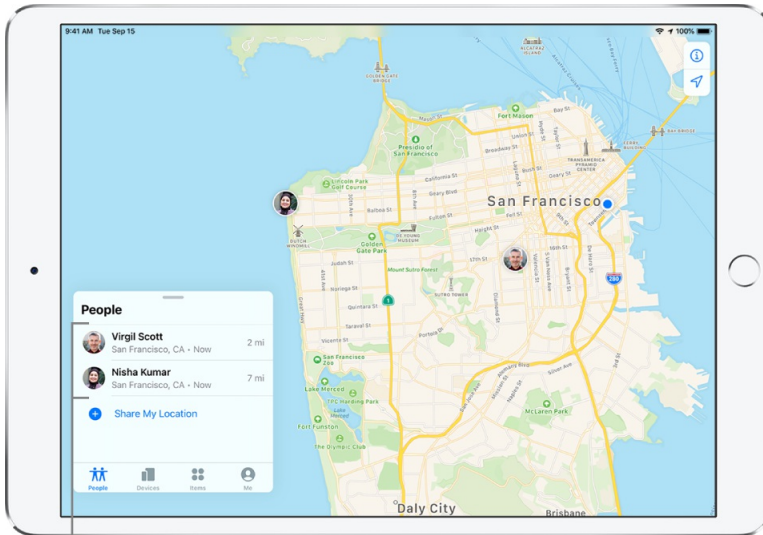
Tap a friend to see contact information, get directions, and more.

See the location of a friend

Tap People on the bottom-left side of the screen, then tap the name of the person you want to locate.

- *If your friend can be located:* They appear on a map so you can see where they are.

- *If your friend can't be located:* You see "No location found" under their name.

- *If you aren't following your friend:* You see "Can see your location" under their name. You can ask to see a friend's location.

You can also ask Siri to locate a friend who has shared their location with you.

🎙️ **Ask Siri.** Say something like: "Where's Gordon?" Learn how to ask Siri.

Contact a friend

1. Tap People on the bottom-left side of the screen, then tap the name of the person you want to contact.

2. Tap Contact and choose how you want to contact your friend. See Add and use contact information on iPad.

Get directions to a friend

You can get directions to a friend's current location in the Maps app 🗺️.

1. Tap People on the bottom-left side of the screen, then tap the name of the person you want to get directions to.

2. Tap Directions to open Maps.

3. Tap the route to get directions from your current location to your friend's location. See Get driving directions in Maps on iPad.

Set a label for a friend's location

You can set a label for a friend's current location to make it more meaningful (like Home or Work). The label appears below your friend's name when they're at that location.

1. Tap People on the bottom-left side of the screen, then tap the name of the person you want to set a location label for.

2. Tap Edit Location Name, then select a label.

   To add a new label, tap Add Custom Label, enter a name, then tap Done.

Mark favorite friends

Favorite friends appear at the top of the People list and are marked by a star.

1. Tap People on the bottom-left side of the screen, then find the person you want to mark as a favorite.

2. Do one of the following:

   - Tap the name of the person, then tap Add [*name*] to Favorites.

   - Swipe left across the person's name, then tap the star.

To remove a friend from your Favorites, swipe left and tap the star, or tap the friend, then tap Remove [*name*] from Favorites.

Get notified when a friend's location changes in Find My on iPad

Use the Find My app 🟢 to get a notification when your friend's location changes. You can get notified when a friend arrives at a location, leaves a location, or is not at a location.

Note: You can only create recurring notifications for friends who have two-factor authentication turned on. See the Apple Support article Two-factor authentication for Apple ID.

You can also let friends know when your location changes. See Notify a friend when your location changes in Find My on iPad.

Get notified when your friend arrives at or leaves a location

1. Tap People on the bottom-left side of the screen, then tap the name of the person you want to be notified about.

2. Under Notifications, tap Add, then tap Notify Me.

3. Choose whether you want to be notified when a friend arrives at or leaves a location.

4. Choose a location, or tap New Location to create a new location and set a location radius.

   With a larger radius, you're notified when your friend is nearby the location instead of right at the location.

5. Choose whether you want to be notified only once or every time.

6. Tap Add, then tap OK.

   Your friend gets an alert after you set the notification.

   If you set a recurring notification, your friend must approve it before it's set. They get an alert asking for approval when they arrive at or leave the location you chose for the first time.

Get notified when your friend is not at a location

You can receive a notification if your friend or family member is not at a specific location during a set schedule. For example, you can be notified if your child isn't at school during school hours.

1. Tap People on the bottom-left side of the screen, then tap the name of the person you want to be notified about.

2. Under Notifications, tap Add, then tap Notify Me.

3. Under When, tap [*your friend's name*] Is Not At.

4. Choose a location, or tap New Location to create a new location and set a location radius.

   With a larger radius, you're notified when your friend is nearby the location instead of right at the location.

5. Select when you want to be notified.

   - *Time:* Select a start and end time.

   - *Days:* Select the days of the week.

6. Tap Add, then tap OK.

   Your friend must approve the notification before it's set. They get an alert asking for approval on the time and day the notifications start.

Change or turn off a notification you set

1. Tap People on the bottom-left side of the screen, then tap the name of the person whose notification you want to change or turn off.

   This could be a notification you receive about a friend, or a notification your friend receives about you.

2. Under Notifications, tap the notification.

3. Do either of the following:

   - *Change a notification:* Change any details, then tap Done.

   - *Turn off a notification:* Tap Delete Notification, then tap Delete Notification again.

You can create up to 25 Notify Me notifications.

Notify a friend when your location changes in Find My on iPad

Use the Find My app 🟢 to let a friend know when your location changes.

You can also get a notification when your friend's location changes. See Get notified when a friend's location changes in Find My on iPad.

Notify a friend when your location changes

1. Tap People on the bottom-left side of the screen, then tap the name of the person you want to notify.

2. Under Notifications, tap Add, then tap Notify [*your friend's name*].

3. Choose whether you want to notify your friend when you arrive at or leave a location.

4. Choose a location, or tap New Location to create a new location and set a location radius.

   With a larger radius, your friend is notified when you're nearby the location instead of right at the location.

5. Choose whether you want your friend to be notified only once or every time.

6. Tap Add.

You can stop notifying friends when your location changes at any time. See Change or turn off a notification you set.

See all notifications about you

1. Tap Me on the bottom-left side of the screen.

    Under Notifications About You, you see a list of people who are notified when your location changes.

    If you don't see the Notifications About You section, you aren't notifying any friends when your location changes.

2. Select a name to see more details.

Turn off notifications about you

You can turn off any location notification about you. This includes notifications you set and notifications your friends create.

1. Tap Me on the bottom-left side of the screen.

    Under Notifications About You, you see a list of people who are notified when your location changes.

    If you don't see the Notifications About You section, you aren't notifying any friends when your location changes.

2. Select a name, then tap a notification.

3. Tap Delete Notification, then tap Delete Notification again.

Find devices

Add your iPad to Find My

Before you can use the Find My app 🟢 to locate a lost iPad, you need to connect the device to your Apple ID.

When your add youriPad to Find My, you can also get notified if you leave it behind. See Set separation notifications in case you leave a device behind in Find My on iPad.

Add your iPad

1. On your iPad, go to Settings ⚙️ > [*your name*] > Find My.

    If you're asked to sign in, enter your Apple ID. If you don't have one, tap "Don't have an Apple ID or forgot it?" then follow the instructions.

2. Tap Find My iPad, then turn on Find My iPad.

3. Turn on any of the following:

   - *Find My network:* If your device is offline (not connected to Wi-Fi or cellular), Find My can locate it using the Find My network.

   - *Send Last Location:* If your device's battery charge level becomes critically low, its location is sent to Apple automatically.

Your iPad also includes a feature called Activation Lock that prevents anyone else from activating and using your device, even if it's completely erased. See the Apple Support article Activation Lock for iPhone, iPad, and iPod touch.

Add another device

See any of the following:

- *iPhone:* Add your iPhone to Find My in the iPhone User Guide

- *iPod touch:* Add your iPod touch to Find My in the iPod touch User Guide

- *Mac:* Set up Find My on Mac in the Find My User Guide for Mac

- *Apple Watch:* Set up and pair your Apple Watch with iPhone in the Apple Watch User Guide

- *AirPods:* Apple Support article How to find your lost AirPods, AirPods Pro, or AirPods Max

You can also add AirTags and other items to Find My using your iPad. See any of the following:

- Add an AirTag in Find My on iPad

- Add or update a third-party item in Find My on iPad

Add a family member's device

You can see your family members' devices in Find My if you set up Family Sharing first. Their devices appear below yours in the Devices list. See Share locations with family members and locate their lost devices on iPad.

You can't add friends' devices to Find My. Friends who lose a device can go to icloud.com/find and sign in with their Apple ID.

Set separation notifications in case you leave a device behind in Find My on iPad

In the Find My app 🟢, you can turn on separation notifications for a device so you don't accidentally leave it behind. You can also set Trusted Locations, which are locations where you can leave your device without receiving a notification.

You can only set up a separation alert from the device sharing your location. You receive an alert every time it separates from the device you set an alert for.

Set up notifications for your iPhone, iPad, or iPod touch

You can set up separation notifications for a device with iOS 15, iPadOS 15, or later.

1. Tap Devices on the bottom of the screen, then tap the name of the iPhone, iPad, or iPod touch that you want to set up a notification for.

2. Below Notifications, tap Notify When Left Behind.

3. Turn on Notify When Left Behind, then follow the onscreen instructions.

4. If you want to add a Trusted Location, you can choose a suggested location, or tap New Location, select a location on the map, then tap Done.

5. Tap Done.

Locate a device in Find My on iPad

Use the Find My app 🟢 to locate and play a sound on a missing iPhone, iPad, iPod touch, Mac, Apple Watch, AirPods, or Beats headphones (supported models). In order to locate a device, you must turn on Find My [device] *before* it's lost.

Note: If you want to see how far away your devices are from you, make sure you turn on Precise Location for the Find My app. See Control the location information you share on iPad.

If you lose your iPad and don't have access to the Find My app, you can locate or play a sound on your device using Find My iPhone on iCloud.com.
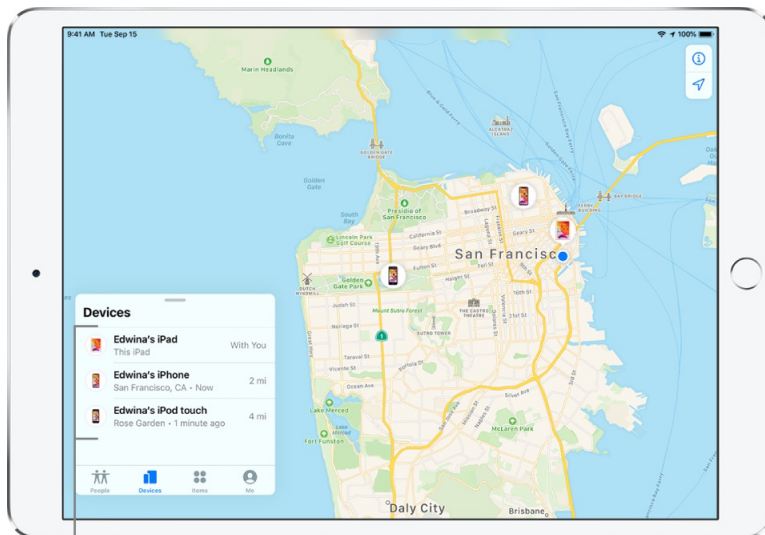
Tap a device to play a sound, get directions, and more.

See the location of a device

If your device is online, you can see its location in the Find My app. For a supported device, Find My can locate it for up to 24 hours after it's turned off, in power reserve mode, or in Airplane Mode.

Tap Devices on the bottom-left side of the screen, then tap the name of the device you want to locate.

- *If the device can be located:* It appears on the map so you can see where it is.

- *If the device can't be located:* You see "No location found" under the device's name. Under Notifications, turn on Notify When Found. You receive a notification once it's located.

For troubleshooting steps, see the Apple Support article If Find My iPhone is offline or not working.

Play a sound on your iPhone, iPad, iPod touch, Mac, or Apple Watch

1. Tap Devices on the bottom-left side of the screen, then tap the name of the device you want to play a sound on.

2. Tap Play Sound.

   - *If the device is online:* A sound starts after a short delay and gradually increases in volume, then plays for about two minutes. The device vibrates (if applicable). A Find My [*device*] alert appears on the device's screen.

     A confirmation email is also sent to your Apple ID email address.

   - *If the device is offline:* You see Sound Pending. The sound plays the next time the device connects to a Wi-Fi or cellular network.

🎙️ **Ask Siri.** Say something like: "Play a sound on my iPod touch" or "Where's my iPad?" Learn how to ask Siri.

Play a sound on your AirPods or Beats headphones

If your AirPods or Beats headphones (supported models) are paired with your iPhone, iPad, or iPod touch, you can play a sound on them using Find My.

For supported AirPods models, you can even play a sound on your AirPods if they're in their case.

1. Tap Devices on the bottom-left side of the screen, then tap the name of the AirPods or Beats headphones you want to play a sound on.

2. Tap Play Sound. If your AirPods or AirPods Pro are separated, you can mute one by tapping Left or Right to find them one at a time.

- *If the device is online:* It plays a sound immediately for two minutes.

  A confirmation email is also sent to your Apple ID email address.

- *If the device is offline:* You receive a notification the next time your device is in range of your iPhone, iPad, or iPod touch.

Stop playing a sound on a device

If you find your device and want to turn off the sound before it stops automatically, do one of the following:

- *iPhone, iPad, or iPod touch:* Press the power button or a volume button, or flip the Ring/Silent switch. If the device is locked, you can also unlock it, or swipe to dismiss the Find My [*device*] alert. If the device is unlocked, you can also tap OK in the Find My [*device*] alert.

- *Apple Watch:* Tap Dismiss in the Find My Watch alert, or press the Digital Crown or side button.

- *Mac:* Click OK in the Find My Mac alert.

- *AirPods or Beats headphones:* Tap Stop in Find My.

Get directions to a device

You can get directions to a device's current location in the Maps app 🗺️.

1. Tap Devices on the bottom-left side of the screen, then tap the name of the device you want to get directions to.

2. Tap Directions to open Maps.

3. Tap the route to get directions from your current location to the device's location. See Get driving directions in Maps on iPad.

Locate or play a sound on a friend's device

If your friend loses a device, they can locate it or play a sound on it by going to icloud.com/find and signing in with their Apple ID and password. To learn more, see Locate a device in Find My iPhone on iCloud.com in the iCloud User Guide.

If you set up Family Sharing, you can use Find My to locate a family member's missing device.

Mark a device as lost in Find My on iPad

Use the Find My app ⊙ to mark a missing iPhone, iPad, iPod touch, Apple Watch, or Mac as lost so that others can't access your personal information. In order to mark a device as lost, you must turn on Find My [device] *before* it's lost.

Add a custom message with your phone number.
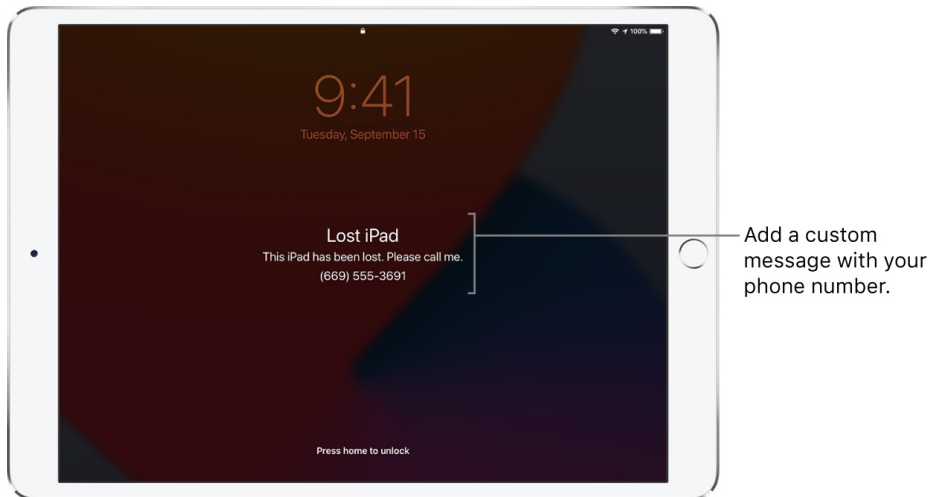
What happens when you mark a device as lost?

- A confirmation email is sent to your Apple ID email address.

- You can display a custom message on the device's Lock Screen. For example, you may want to indicate that the device is lost or how to contact you.

- Your device doesn't display alerts or make noise when you receive messages or notifications, or if any alarms go off. Your device can still receive phone calls and FaceTime calls.

- Apple Pay is disabled for your device. Any credit or debit cards set up for Apple Pay, student ID cards, and Express Transit cards are removed from your device. Credit, debit, and student ID cards are removed even if your device is offline. Express Transit cards are removed the next time your device goes online. See the Apple Support article Manage the cards that you use with Apple Pay.

- For an iPhone, iPad, iPod touch, or Apple Watch, you see your device's current location on the map as well as any changes in its location.

Mark a device as lost

If your device is lost or stolen, you can turn on Lost Mode for your iPhone, iPad, iPod touch, or Apple Watch, or lock your Mac.

1. Tap Devices on the bottom-left side of the screen, then tap the name of the lost device.

2. Under Mark As Lost, tap Activate.

3. Follow the onscreen instructions, keeping the following in mind:

- *Passcode:* If your iPhone, iPad, iPod touch, or Apple Watch doesn't have a passcode, you're asked to create one now. For a Mac, you must create a numerical passcode, even if you already have a password set up on your Mac. This passcode is distinct from your password and is only used when you mark your device as lost.

- *Contact Information:* If you're asked to enter a phone number, enter a number where you can be reached. If you're asked to enter a message, you may want to indicate that the device is lost or how to contact you. The number and message appear on the device's Lock Screen.

4. Tap Activate (for an iPhone, iPad, iPod touch, or Apple Watch) or Lock (for a Mac).

When the device has been marked as lost, you see Activated under the Mark As Lost section. If the device isn't connected to a Wi-Fi or cellular network when you mark it as lost, you see Pending until the device goes online again.

Change the Lost Mode message or email notifications for a lost device

After you mark your iPhone, iPad, iPod touch, or Apple Watch as lost, you can update your contact information or email notification settings.

1. Tap Devices on the bottom-left side of the screen, then tap the name of the lost device.

2. Under Mark As Lost, tap Pending or Activated.

3. Do any of the following:

- *Change Lost Mode message:* Make any changes to the phone number or message.

- *Get email updates:* Turn on Receive Email Updates if it's not already on.

4. Tap Done.

Turn off Lost Mode for an iPhone, iPad, iPod touch, or Apple Watch

When you find your lost device, do either of the following to turn off Lost Mode:

- Enter your passcode on the device.

- In Find My, tap Devices on the bottom-left side of the screen, tap the name of the device, tap Pending or Activated under Mark as Lost, tap Turn Off Mark As Lost, then tap Turn Off.

Unlock a Mac

When you find your lost Mac, enter the numeric passcode on the device to unlock it (the one you set up when you marked your Mac as lost).

If you forget your passcode, you can recover it using Find My iPhone on iCloud.com. For more information, see Use Lost Mode in Find My iPhone on iCloud.com in the iCloud User Guide.

If you lose your iPad, you can turn on Lost Mode using Find My iPhone on iCloud.com.

Erase a device in Find My on iPad

Use the Find My app 🟢 to erase an iPhone, iPad, iPod touch, Apple Watch, or Mac. In order to remotely erase a device, you must turn on Find My [device] *before* it's lost.

What happens when you erase a device in Find My?

- A confirmation email is sent to your Apple ID email address.

- When you erase a device remotely using Find My, Activation Lock remains on to protect it. Your Apple ID and password are required to reactivate it.

- If you erase a device that had iOS 15, iPadOS 15, or later installed, you can use Find My to locate or play a sound on the device. Otherwise, you won't be able to locate or play a sound on it. You may still be able to locate your Mac or Apple Watch if it's near a previously used Wi-Fi network.

- Apple Pay is disabled for your device. Any credit or debit cards set up for Apple Pay, student ID cards, and Express Transit cards are removed from your device. Credit, debit, and student ID cards are removed even if your device is offline. Express Transit cards are removed the next time your device goes online. See the Apple Support article Manage the cards that you use with Apple Pay.

Erase a device

1. Tap Devices on the bottom-left side of the screen, then tap the name of the device you want to erase.

2. Tap Erase This Device, then tap Continue.

   If the device is a Mac, enter a passcode to lock it (you need to use the passcode to unlock it).

3. If the device is lost and you're asked to enter a phone number or message, you may want to indicate that the device is lost or how to contact you. The number and message appear on the device's Lock Screen.

4. Tap Erase.

5. Enter your Apple ID password, then tap Erase again.

If your device is offline, you see Erase Pending. The remote erase begins the next time it connects to a Wi-Fi or cellular network.

Cancel an erase

If you erase an offline device and find it before it comes online again, you can cancel the erase request.

1. Tap Devices on the bottom-left side of the screen, then tap the name of the device whose erase you want to cancel.

2. Tap Cancel Erase, then enter your Apple ID password.

If you lose your iPad, you can erase it using Find My iPhone on iCloud.com.

Remove a device from Find My on iPad

You can use the Find My app 🟢 to remove a device from your Devices list or turn off Activation Lock on a device you already sold or gave away.

If you still have the device, you can turn off Activation Lock and remove the device from your account by turning off the Find My [*device*] setting on the device.

Remove a device from your devices list

If you're not planning on using a device, you can remove it from your devices list. The device must be offline in order for you to remove it.

The device appears in your devices list the next time it comes online if it still has Activation Lock turned on (for an iPhone, iPad, iPod touch, Mac, or Apple Watch), or is paired with your iOS or iPadOS device (for AirPods or Beats headphones).

1. Do one of the following:

   - *For an iPhone, iPad, iPod touch, Mac, or Apple Watch:* Turn off the device.

   - *For AirPods and AirPods Pro:* Put AirPods in their case and close the lid.

   - *For Beats headphones:* Turn off the headphones.

2. In Find My, tap Devices on the bottom-left side of the screen, then tap the name of the offline device.

3. Tap Remove This Device, then tap Remove.

Turn off Activation Lock on a device you have

Before you sell, give away, or trade in a device, you should remove Activation Lock so the device is no longer associated with your Apple ID.

See the Apple Support articles:

- What to do before you sell, give away, or trade in your iPhone, iPad, or iPod touch

- [What to do before you sell, give away, or trade in your Mac](#)

- [What to do before you sell, give away, or trade in your Apple Watch, or buy one from someone else](#)

Turn off Activation Lock on a device you no longer have

If you sold or gave away your iPhone, iPad, iPod touch, Mac, or Apple Watch and you forgot to turn off Find My [*device*], you can still remove Activation Lock using the Find My app.

1. Tap Devices on the bottom-left side of the screen, then tap the name of the device you want to remove.

2. [Erase the device](#).

   Because the device isn't lost, don't enter a phone number or message.

   If the device is offline, the remote erase begins the next time it connects to a Wi-Fi or cellular network. You receive an email when the device is erased.

3. When the device is erased, tap Remove This Device, then tap Remove.

   All your content is erased, Activation Lock is turned off, and someone else can now activate the device.

You can also remove a device online using iCloud.com. For instructions, see [Remove a device from Find My iPhone on iCloud.com](#) in the iCloud User Guide.

Find items

Add an AirTag in Find My on iPad

You can register an AirTag to your Apple ID using your iPad. When you attach it to an everyday item, like a keychain or a backpack, you can use the Find My app 🟢 to locate it if it's lost or misplaced.

You can also get notified if you leave your AirTag behind. See [Set separation notifications in case you leave an AirTag or other item behind in Find My on iPad](#).

You can also add supported third-party products to Find My. See [Add or update a third-party item in Find My on iPad](#).

Add an AirTag

1. Go to the Home Screen on your iPad.

2. Remove the battery tab from the AirTag (if applicable), then hold it near your iPad.

3. Tap Connect on the screen of your iPad.

4. Choose a name from the list or choose Custom Name to type a name and select an emoji, then tap Continue.

5. Tap Continue to register the item to your Apple ID, then tap Finish.

You can also register an AirTag from the Find My app. Do either of the following:

*   Tap ＋, then choose Add AirTag.

*   Tap Items on the bottom-left side of the screen, scroll to the bottom of the Items list, tap Add New Item, then tap Add AirTag.

If the item is registered to someone else's Apple ID, they need to remove it before you can add it. See Remove an AirTag or other item from Find My on iPad.

Change the name or emoji of an AirTag

1. Tap Items on the bottom-left side of the screen, then tap the AirTag whose name or emoji you want to change.

2. Tap Rename Item.

3. Choose a name from the list or choose Custom Name to type a name and select an emoji.

4. Tap Done.

View more details about an AirTag

When you register an AirTag to your Apple ID, you can view more details about it in the Find My app.

If you want to view details about someone else's AirTag, see View details about an unknown item in Find My on iPad.

1. Tap Items on the bottom-left side of the screen, then tap the AirTag you want to see more details about.

2. Do any of the following:

    *   *View the battery level:* A battery icon appears below the location of the AirTag. If the battery is low, you also see instructions for how to replace it.

    *   *View the serial number:* Tap the battery icon to see the serial number.

    *   *View the firmware version:* Tap the battery icon to see the firmware version.

Add or update a third-party item in Find My on iPad

You can use certain third-party products with the Find My app 🟢. You can register these products to your Apple ID using your iPad, and then use Find My to locate them if they're lost or misplaced.

You can also get notified if you leave your item behind. See Set separation notifications in case you leave an AirTag or other item behind in Find My on iPad.

You can also add an AirTag to Find My. See Add an AirTag in Find My on iPad.

Add a third-party item

1. Follow the manufacturer's instructions to make the item discoverable.

2. In the Find My app, tap ＋, then choose Add Other Item.

   You can also tap Items on the bottom-left side of the screen, scroll to the bottom of the Items list, tap Add New Item, then tap Other Supported Item.

3. Tap Connect, type a name and select an emoji, then tap Continue.

4. Tap Continue to register the item to your Apple ID, then tap Finish.

If you have trouble adding an item, contact the manufacturer to see if Find My is supported.

If the item is registered to someone else's Apple ID, they need to remove it before you can add it. See Remove an AirTag or other item from Find My on iPad.

Change an item's name or emoji

1. Tap Items on the bottom-left side of the screen, then tap the item whose name or emoji you want to change.

2. Tap Rename Item.

3. Choose a name from the list or choose Custom Name to type a name and select an emoji.

4. Tap Done.

Keep your item up to date

Keep your item up to date so you can use all the features in Find My.

1. Tap Items on the bottom-left side of the screen, then tap the item you want to update.

2. Tap Update Available, then follow the onscreen instructions.

   Note: If you don't see Update Available, your item is up to date.

   While the item is updating, you can't use Find My features.

View details about an item

When you register an item to your Apple ID, you can use Find My to see more details about it, like the serial number or model. You can also see if a third-party app is available from the manufacturer.

If you want to view details about someone else's item, see View details about an unknown item in Find My on iPad.

1. Tap Items on the bottom-left side of the screen, then tap the item you want more details about.

2. Do either of the following:

   - *View details:* Tap Show Details.

   - *Get or open third-party app:* If an app is available, you see the app icon. Tap Get or ☁ to download the app. If you've already downloaded it, tap Open to open it on your iPad.

Set separation notifications in case you leave an AirTag or other item behind in Find My on iPad

In the Find My app 🟢, you can turn on separation notifications for an AirTag or other item so you don't accidentally leave it behind. You receive an alert every time the device sharing your location separates from the item.

You can also set Trusted Locations, which are locations where you can leave an item without receiving a notification.

1. Tap Items on the bottom-left side of the screen, then tap the name of the item you want to set up a notification for.

2. Below Notifications, tap Notify When Left Behind.

3. Turn on Notify When Left Behind.

4. If you want to add a Trusted Location, you can choose a suggested location, or tap New Location, select a location on the map, then tap Done.

5. Tap Done.

Locate an AirTag or other item in Find My on iPad

You can use the Find My app 🟢 to locate a missing AirTag or third-party item that you've registered to your Apple ID.

Learn how to register an AirTag or third-party item.

See the location of an item

Tap Items on the bottom-left side of the screen, then tap the item you want to locate.

- *If the item can be located:* It appears on the map so you can see where it is. The location and timestamp appear under the item's name. The item's location is updated when it connects to the Find My network.

- *If the item can't be located:* You see where and when it was last located. Under Notifications, turn on Notify When Found. You receive a notification once it's located again.

Play a sound

If the item is nearby, you can play a sound on it to help you find it.

Note: If you can't play a sound on an item, you won't see the Play Sound button.

1. Tap Items on the bottom-left side of the screen, then tap the item you want to play a sound on.

2. Tap Play Sound.

   To stop playing the sound before it ends automatically, tap Stop Sound.

Get directions to an item

You can get directions to an item's current or last known location in the Maps app 🗺️.

1. Tap Items on the bottom-left side of the screen, then tap the item you want to get directions to.

2. Tap Directions to open Maps.

3. Tap the route to get directions from your current location to the item's location. See Get driving directions in Maps on iPad.

Mark an AirTag or other item as lost in Find My on iPad

If you lose an AirTag or third-party item registered to your Apple ID, you can use the Find My app 🟢 to mark it as lost.

Learn how to register an AirTag or third-party item.

What happens when you mark an item as lost?

- You can add a message saying that the item is lost and include your phone number.

- If someone else finds your item, they can use a supported device to see a website with the Lost Mode message. See View details about an unknown item in Find My on iPad.

Turn on Lost Mode for an item

To mark an item as lost, you need to turn on Lost Mode.

1. Tap Items on the bottom-left side of the screen, then tap the name of the lost item.

2. Under Lost Mode, tap Enable.

3. Follow the onscreen instructions to enter a phone number where you can be reached. To enter an email address instead, tap "Use an email address."

   You can also receive a notification when an updated location for the item is viewable in Find My.

4. Tap Activate.

Change the contact information in the Lost Mode message

1. Tap Items on the bottom-left side of the screen, then tap the name of the lost item.

2. Under Lost Mode, tap Enabled.

3. Edit the phone number or email address, then tap Save.

Turn off Lost Mode for an item

When you find your lost item, turn off Lost Mode.

1. Tap Items on the bottom-left side of the screen, then tap the name of the item.

2. Under Lost Mode, tap Enabled.

3. Tap Turn Off Lost Mode, then tap Turn Off.

Remove an AirTag or other item from Find My on iPad

You can use the Find My app 🟢 to remove an AirTag or third-party item from your Apple ID so someone else can register it.

Learn how to register an AirTag or third-party item.

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1. Tap Items on the bottom-left side of the screen, then tap the item you want to remove.

2. Bring the item near your iPad.

   If the item is not near your device, you can still remove it from your account. However, the item must be reset before anyone can register it to their Apple ID.

3. Tap Remove Item, then follow the onscreen instructions.

Note: Follow the manufacturer's instructions to reset an item. For an AirTag, see the Apple Support article How to reset your AirTag.

View details about an unknown item in Find My on iPad

If you find an unknown AirTag or third-party item, you can use the Find My app 🟢 on your iPad to learn more about it and see if it has a Lost Mode message. If an unknown item appears to be moving with your device, you may also receive a safety alert.

You can only view more details about an item and receive safety alerts if the item is registered to someone's Apple ID. Learn about registering an AirTag or third-party item.

Important: If you feel your safety is at risk due to the unknown item, report it to your local law enforcement.

View details about an unknown item

If you find an unknown item and it's not near its owner, you can learn more about it by connecting to it.

1. In the Find My app, tap Items on the bottom-left side of the screen, then scroll to the bottom of the Items list.

2. Tap Identify Found Item.

   If the item is registered to someone's Apple ID, follow the onscreen instructions to learn more about it and see if there's a Lost Mode message.

Use item safety alerts

If an unknown item appears to be moving with your device, you may receive a notification letting you know its owner can see your location.

When you tap the notification, you can do any of the following:

- *View a map:* You see a map of where the unknown item appeared to be moving with your device.

- *Play a sound:* Tap Play Sound to play a sound on the unknown item to help you find it.

- *Pause safety alerts:* You can temporarily pause safety alerts for the unknown item. Tap Pause Safety Alerts, then tap Mute for Today.

  If the item belongs to someone in your Family Sharing group, you can also tap Indefinitely to turn off safety alerts for the item.

  If you change your mind, tap Enable Safety Alerts to receive alerts again.

- *Learn more about the item:* You can get more details about the unknown item, such as the serial number. Tap Learn About This AirTag or Learn About This Item, then follow the onscreen instructions.

- *Disable the item:* You can disable the item so it stops sharing your location. Tap Instructions to Disable AirTag or Instructions to Disable Item, then follow the onscreen instructions.

View recent item safety alerts

1. Tap Items on the bottom-left side of the screen, then scroll to the bottom of the Items list.

2. Tap Item Detected With You.

3. Tap an item to view the safety alert again.

Turn off item safety alerts on your device

If you don't want to receive item safety alerts on your device, you can turn them off.

Note: This setting only affects the device you're currently using. If you don't want to receive safety alerts on another device, you must turn them off on that device.

1. Tap Me on the bottom-left side of the screen.

2. Under Notifications, turn off Item Safety Alerts.

3. Tap Disable.

Find My

Adjust map settings in Find My on iPad

In the Find My app 🟢, you can change the map view or distance units.

Note: These settings only affect maps in the Find My app on the device. They don't affect maps in other apps or on other devices.

Change the map view

1. Tap ⓘ in the top-right corner of the map.

2. Under Map View, select Default, Hybrid, or Satellite.

Change distance units

1. Tap ⓘ in the top-right corner of the map.

2. Under Distance, select Miles or Kilometers.

Home

Intro to Home on iPad

The Home app ⌂ provides a secure way to control and automate HomeKit-enabled accessories, such as lights, locks, smart TVs, thermostats, window shades, smart plugs, and security cameras. You can also view and capture video from supported security cameras, receive a notification when a supported camera recognizes someone at your door or a package is left at your door, group multiple speakers to play the same audio, and send and receive Intercom messages on supported devices.

With Home, you can control any Works with Apple HomeKit accessory using iPad.

Change home settings.

Tap, or touch and hold an accessory to control it.
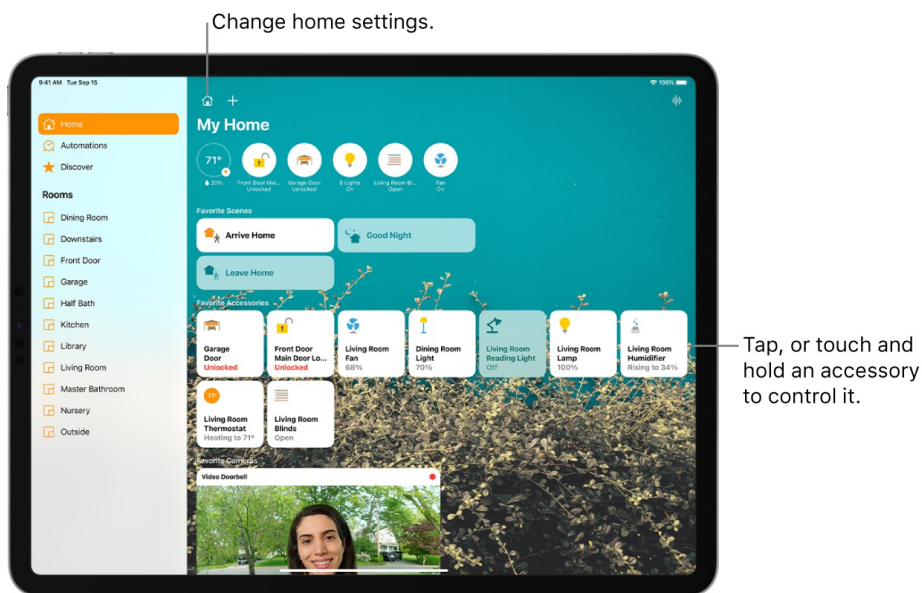
After you set up your home and its rooms, you can control accessories individually, or use scenes to control multiple accessories with one command.

To control your home automatically and remotely, you must have Apple TV (4th generation or later), HomePod, or iPad (with iOS 10.3, iPadOS 13, or later) that you leave at home. You can schedule scenes to run automatically at certain times, or when you activate a particular accessory (for example, when you unlock the front door). This also lets you, and others you invite, securely control your home while you're away.

To learn more about how to create and accessorize a smart home with your Apple devices, tap Discover in the sidebar.

Set up accessories with Home on iPad

The first time you open the Home app 🏠, the setup assistant helps you create a home, where you can add accessories and define rooms. If you already created a home using another HomeKit-enabled app, you'll skip this step.

Add an accessory to Home

Before you add an accessory such as a light or camera, be sure that it's connected to a power source, is turned on, and is using your Wi-Fi network.

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

2. Tap Add Accessory, then follow the onscreen instructions.

   When you add an accessory, it's assigned to a default room, or a room you choose.

You may need to scan a QR code or enter an 8-digit HomeKit setup code found on the accessory itself (or its box or documentation). A supported smart TV displays a QR code for you to scan. You can assign the accessory to a room, and give it a name, and then use this name when controlling the accessory with Siri. You can also add suggested automations during set up.

When you set up Apple TV in tvOS and assign it to a room, it automatically appears in that room in the Home app on iPad.

Change an accessory's room assignment

1. In the sidebar, choose the room the accessory is currently assigned to.

   If it's not already assigned, look in Default Room.

2. Touch and hold the accessory's button, then swipe up or tap ⚙.

3. Tap Room, then choose a room.

Turn on Include in Favorites to add the accessory to the Home tab.

To rearrange your favorites, tap 🏠, tap Edit Screen, then drag the accessory buttons into the arrangement you want. Tap Done when you're finished.