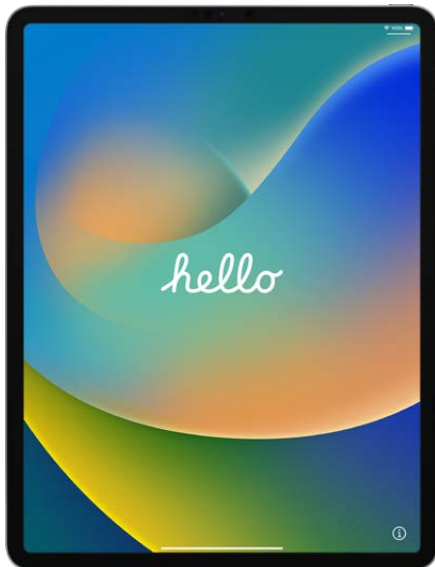




# iPad User Guide

Everything you need to know about iPad



## Get Started

Set up a few basic features before you start using your new iPad.

[Set up basics](#)

## Add a personal touch

Your iPad can reflect your style and preferences. Change the Lock Screen background, add widgets to the Home Screen, adjust text size, and more.

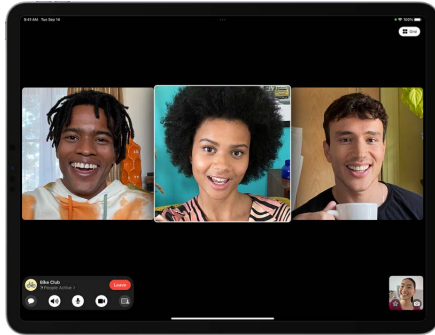
[Make your iPad your own](#)



## Stay connected

iPad makes it easy to reach the people important to you. Start conversations in Messages, make FaceTime calls, even watch movies and listen to music together.

[Keep in touch with friends and family](#)



## Multitask with iPad

Learn how to open multiple apps at once, switch between the apps you use the most, and work in more than one app at a time.

[Customize your workspace](#)



To explore the iPad User Guide, click [Table of Contents](#) at the top of the page, or enter a word or phrase in the search field. You can also [download the guide](#) from Apple Books (where available).

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## Welcome

[Introduction to iPad](#)

[Your iPad](#)

[What's new in iPadOS 16](#)

[Set up and get started](#)

[Basics](#)

[Personalize your iPad](#)

[Apps](#)

[Siri](#)

[Family Sharing](#)

[Screen Time](#)

[Apple Pay](#)

[Accessories](#)

[Use iPad with iPhone, iPod touch, Mac, and PC](#)

[Accessibility](#)

[Security and privacy](#)

[Restart, update, reset, and restore](#)

[Safety, handling, and support](#)

[Copyright](#)

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# Introduction to iPad


## Set up basics

### Transfer your apps and info onto your new iPad

When you first turn on your iPad and begin the setup process, you can wirelessly transfer many of your apps, settings, and content from your previous iPad directly to your new iPad—just bring the two devices close together, then follow the onscreen instructions.



### Connect to Wi-Fi and set up cellular service

To connect your iPad to your home Wi-Fi network, go to Settings  > Wi-Fi, turn on Wi-Fi, then choose your network. iPad automatically connects to the internet whenever you're home.

If you have a Wi-Fi + Cellular model, you can activate cellular service on your iPad using an eSIM, go to Settings  > Cellular Data. Or, install a physical Apple SIM card or nano-SIM provided by your carrier.

### Sign in with your Apple ID


Your Apple ID is the account you use to access Apple services such as Apple Music, FaceTime, iCloud, and iMessage. If you don't have an Apple ID, you can create one.


To sign in with your Apple ID, go to Settings  > Sign in to your iPad. To verify that you're signed in, go to Settings  > [your name]; your Apple ID appears below your name.

### Set up Face ID or Touch ID

You can use Face ID (face recognition) or Touch ID (your fingerprint), to securely unlock your iPad, sign in to many apps, and make purchases. For your security, Face ID and Touch ID data doesn't leave your device and isn't saved anywhere else.



Depending on your iPad model, do one of the following:

- *Set up Face ID:* Go to Settings  > Face ID & Passcode > Set up Face ID, then follow the onscreen instructions.

- *Set up Touch ID:* Go to Settings  > Touch ID & Passcode > Add a Fingerprint, then follow the onscreen instructions.


## Turn on Find My iPad

You can locate your iPad if it's ever lost or stolen.

Go to Settings  > [your name] > Find My, tap Find My iPad, then turn on Find My iPad. You can see the location of your devices in the Find My app . If you lose your iPad and don't have access to the Find My app, you can locate your device using Find iPad on iCloud.com.

## Back up your data with iCloud

iCloud helps you keep your important info safe and in sync across your devices. If you replace or lose your iPad, or it's damaged or stolen, your photos, videos, backups, and more remain secure in iCloud.


To turn on or change the features you want to use with iCloud, go to Settings  > [your name] > iCloud.

Want to learn more? Check out [Turn on and set up iPad](#), [Set up cellular service on iPad \(Wi-Fi + Cellular models\)](#), [Connect iPad to the internet](#), [Locate a device in Find My on iPad](#), and [Use iCloud on iPad](#).

Not all features are available for all iPad models.


# Make your iPad your own

## Change the Wallpaper on your Lock Screen and Home Screen

Set the background of your Home Screen and Lock Screen to display a favorite photo from your photo library. Go to Settings  > Wallpaper, then tap Choose a New Wallpaper. Tap an album, then select a photo. Drag the photo to move it around, or pinch to zoom in or out. When you've got it looking just right, tap Set, then choose whether you want the photo to appear on your Lock Screen, Home Screen, or both.


## Add widgets to your Home Screen

Widgets help you easily see the information that's most important to you, like the current weather and upcoming Calendar events.

To add a widget, touch and hold the background on any Home Screen page until the apps jiggle, then tap . Tap a widget, swipe right or left to view the different sizes, then tap Add Widget.

### Set your favorite controls

Some iPad controls—like silent mode and timer—are just a swipe away in Control Center. To quickly open Control Center swipe down from the top-right edge.

You can add more controls—like alarm or text size—to Control Center. You can also remove or rearrange controls, go to Settings  > Control Center.


### Use built-in accessibility features

iPad provides many accessibility features to support your vision, physical and motor, hearing, and learning needs. Change text appearance, make it easier to use the touchscreen, turn on subtitles and captioning, and more.

To customize these settings, go to Settings  > Accessibility.

### Check your privacy settings

iPad is designed to protect your data and your privacy. You can grant or deny apps permission to track your activity across other companies' apps and websites.



To receive requests from apps to track your activity, go to Settings  > Privacy & Security, tap Tracking, then turn on Allow Apps to Request to Track (green is on).

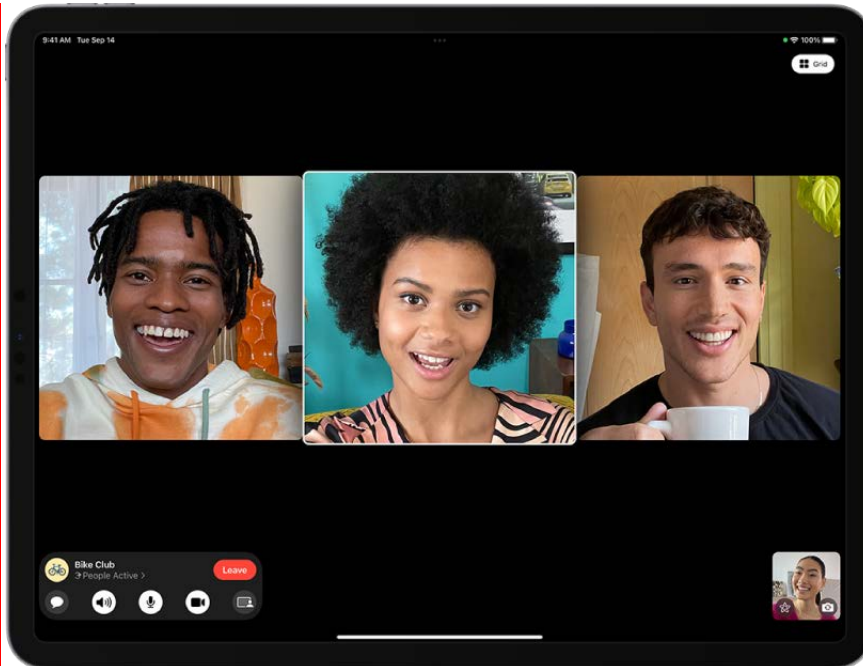
Want to learn more? Check out [Change the wallpaper on iPad](#), [Add widgets on iPad](#), [Use and customize Control Center on iPad](#), [Get started with accessibility features on iPad](#), and [Use the built-in security and privacy protections of iPad](#).

## Keep in touch with friends and family



### Start a group conversation

You can send messages to a group of people you want to talk to at the same time, like members of your family.

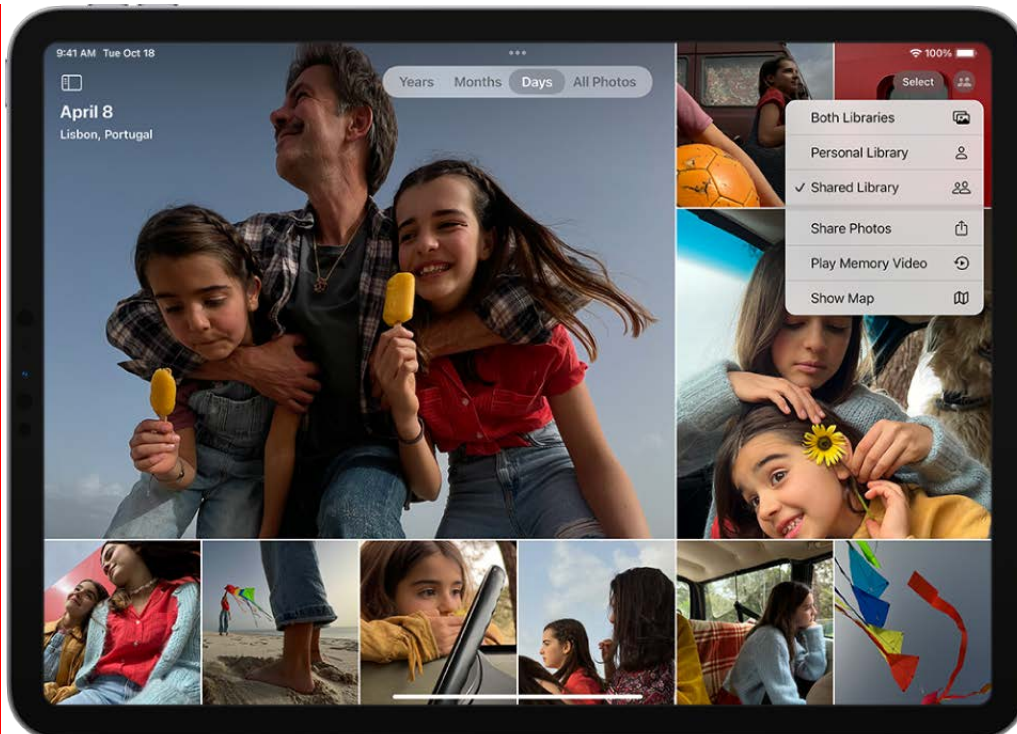
In the Messages app , tap , type the names of the people you want to send a message to, then send the first message.



## Make a video call

Use FaceTime to make video calls with your friends and family. In the FaceTime app , tap New FaceTime near the top of the screen, type the name of the person you want to call, then tap .


You can add more people to a FaceTime call—friends and family can join in at any time. Tap the screen to show the controls, tap the top of the controls, then tap Add People.

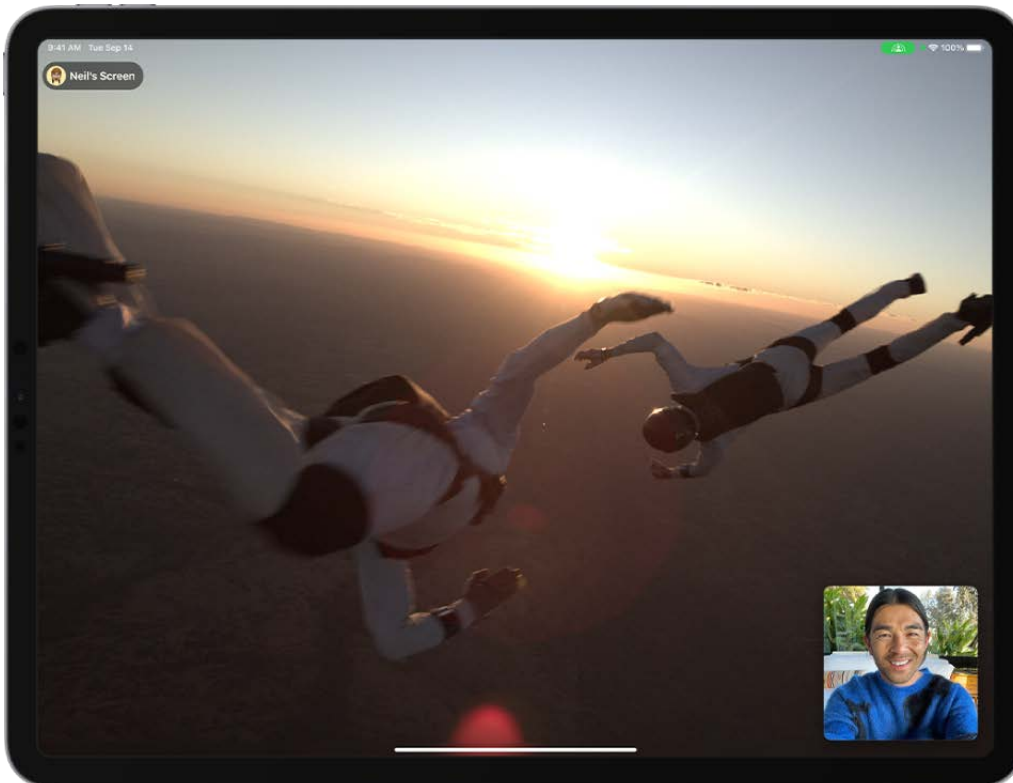




## Start a shared photo library

You can use iCloud Shared Photo Library to share photos and videos with up to five other friends or family members. Everyone can add, edit, and caption photos and enjoy the shared photos in their memories, featured photos, and Photos widget.

To use iCloud Shared Photo Library, all members need to have iOS 16.1, iPadOS 16.1, or macOS Ventura with iCloud Photos turned on; go to Settings  > [your name] > iCloud > Photos, then turn on Sync this iPhone. Then, tap Shared Library to get started.



## Watch and listen together

With SharePlay in the FaceTime app, you can bring TV shows, movies, and music into your FaceTime calls. Synced playback and shared controls let everyone on the call see and hear the same moments at the same time. And when you listen to music, everyone can add songs to a shared queue. To start SharePlay, open a supported video or music app while on a FaceTime call, then tap Play to share with everyone.

Want to learn more? Check out [Have a group conversation in Messages on iPad](#), [Make and receive FaceTime calls on iPad](#), [Set up or join an iCloud Shared Photo Library in Photos on iPad](#), and [Use SharePlay to watch and listen together in FaceTime on iPad](#).

Not all features are available in all countries or regions.



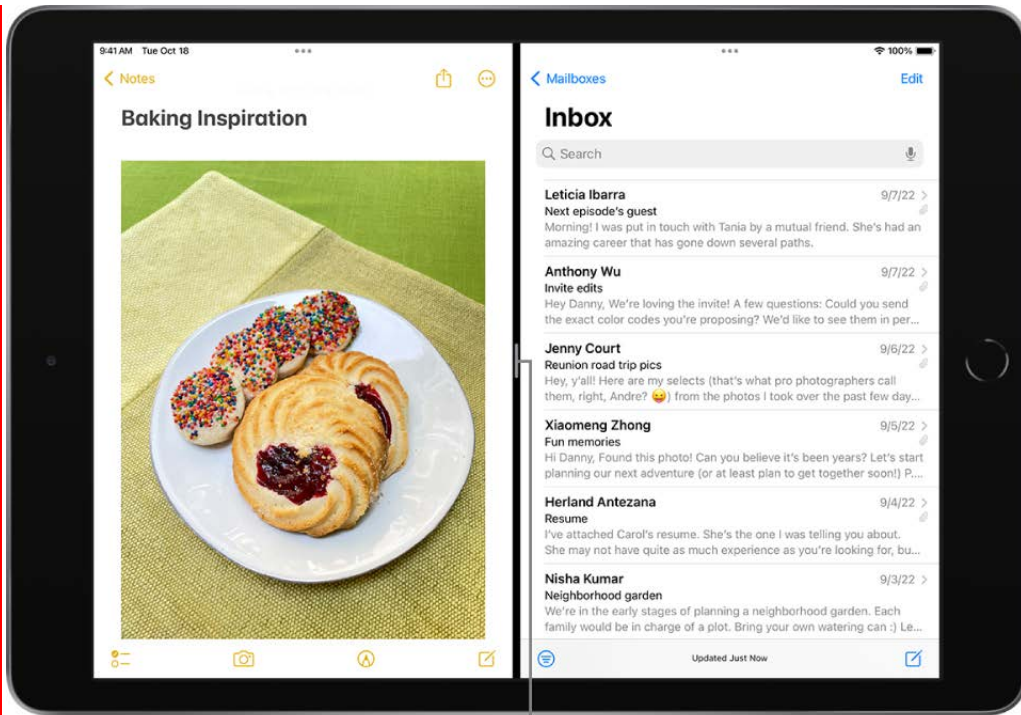
# Customize your workspace



## Switch between apps on iPad

When you are working in one app, you can open another app without going back to the Home Screen—just use the Dock. From your current app, swipe up from the bottom edge of the screen just far enough to reveal the Dock at the bottom of the screen, then tap the app you want to use.

To quickly switch between the apps you have open, swipe up from the bottom of the screen, pause in the middle, then tap the app you want to use. Or, swipe left or right on the iPad screen with four or five fingers to view open apps.

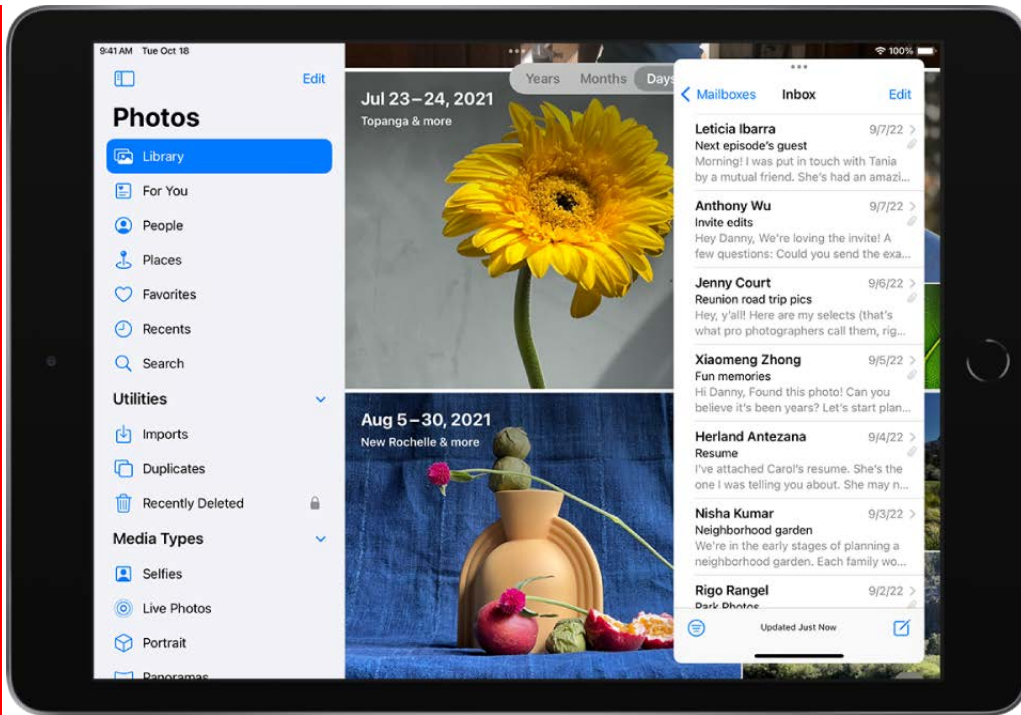


Drag to resize the split.

## View two apps side-by-side

When you're working in one app, you can open a second app next to it on the screen. Tap **⋮** at the top of the screen, tap **Split View**, then when the Home Screen appears, tap the second app you want to open. The second app appears side-by-side with the first app.

To adjust the size of the two apps on the screen, touch and hold the app divider, then move it left or right.




## View one app over another app

When you're working in one app, you can switch it to a smaller window that floats over a second app. Tap  $\dots$  at the top of the screen, tap Slide Over, then when the Home Screen appears, tap a second app to open. The second app appears in full screen and the first app floats on top of it.

To move the Slide Over window to the other side of the screen, drag  $\dots$  at the top of the window left or right.



## Multitask with Stage Manager

Depending on your iPad model, you can use Stage Manager to view your open apps on the screen all at once. The window of the app you're working in is open in the center of the screen, and your other apps are arranged on the left side, in order of recent use. To turn on Stage Manager, turn your iPad in landscape orientation, swipe down from the right-corner to open Control Center, then tap 

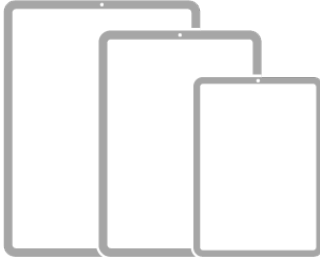
Want to learn more? Check out [Open apps on iPad](#), [Open two items in Split View on iPad](#), [Switch an app window to a Slide Over window on iPad](#), and [Move, resize, and organize windows on iPad](#).

Not all features are available for all iPad models.

# Your iPad

## iPad models compatible with iPadOS 16

This guide helps you get started using iPad and discover all the amazing things it can do with iPadOS 16, which is compatible with the following models:



iPad mini (6th generation)

iPad X

iPad Air (4th generation)

iPad Air (5th generation)

iPad Pro 11-inch (1st generation)

iPad Pro 11-inch (2nd generation)

iPad Pro 11-inch (3rd generation)

iPad XX

iPad Pro 12.9-inch (3rd generation)

iPad Pro 12.9-inch (4th generation)

iPad Pro 12.9-inch (5th generation)

iPad XXX



iPad mini (5th generation)

iPad (5th generation)

iPad (6th generation)

iPad (7th generation)

iPad (8th generation)

iPad (9th generation)

iPad Air (3rd generation)

iPad Pro 9.7-inch

iPad Pro 10.5-inch

iPad Pro 12.9-inch (1st generation)

iPad Pro 12.9-inch (2nd generation)

### Identify your iPad model and iPadOS version

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

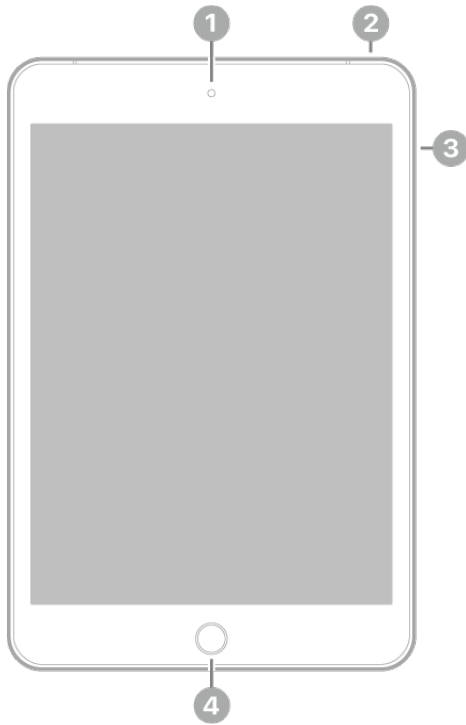
To determine your iPad model from the physical details, see the Apple Support article [Identify your iPad model](#).

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

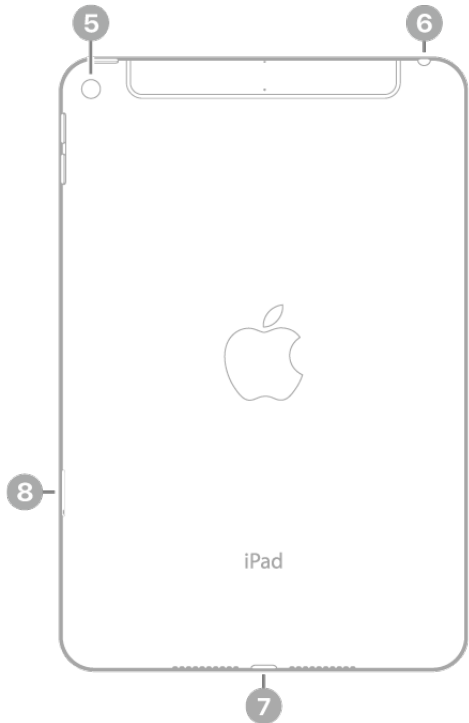
Your features and apps may vary depending on your iPad model, region, language, and carrier. To find out which features are supported in your region, see the [iOS and iPadOS Feature Availability website](#).

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

# iPad mini (5th generation)



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



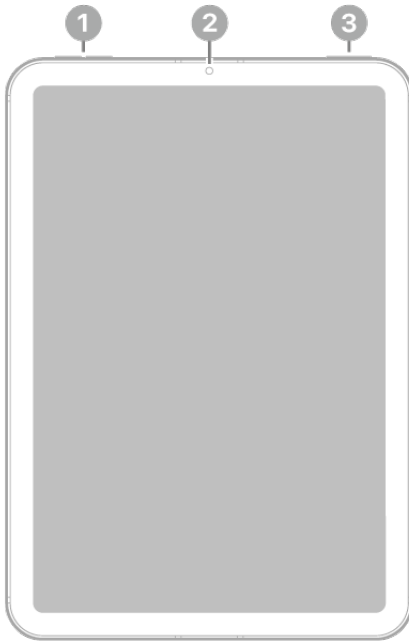
- 5 Rear camera
- 6 Headphone jack
- 7 Lightning connector
- 8 SIM tray (Wi-Fi + Cellular)



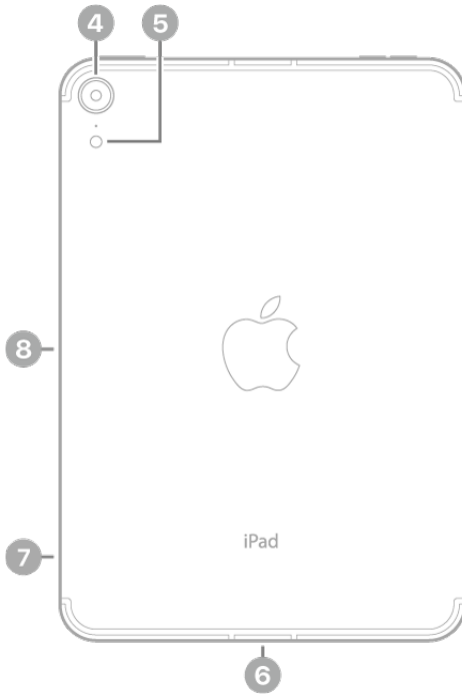
## Get started with iPad mini

- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)

# iPad mini (6th generation)



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

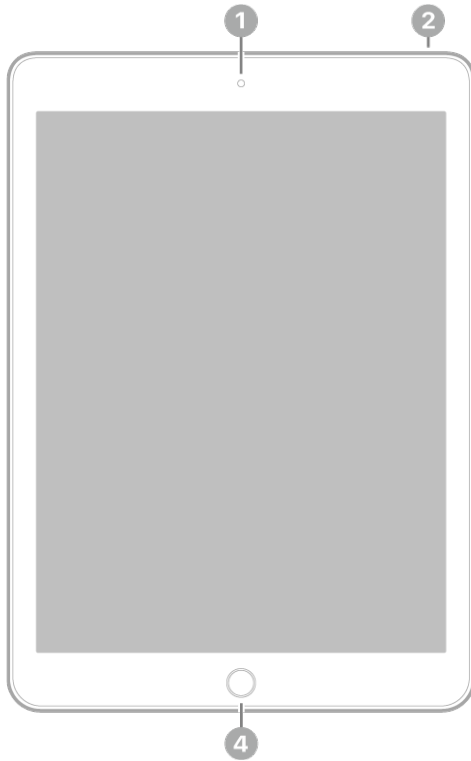


- 4 Rear camera
- 5 Flash
- 6 USB-C connector
- 7 SIM tray (Wi-Fi + Cellular)
- 8 Magnetic connector for Apple Pencil

## Get started with iPad mini

- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
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- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)

# iPad (5th generation)



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

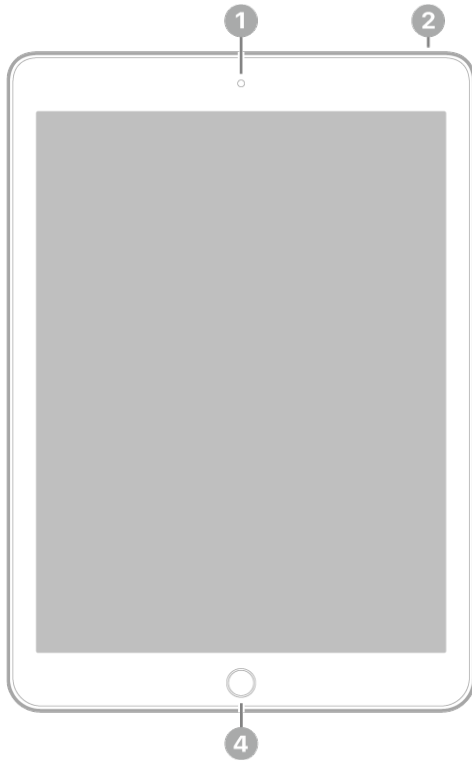


- 5 Rear camera
- 6 Headphone jack
- 7 Lightning connector
- 8 SIM tray (Wi-Fi + Cellular)

## Get started with iPad

- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)

# iPad (6th generation)



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



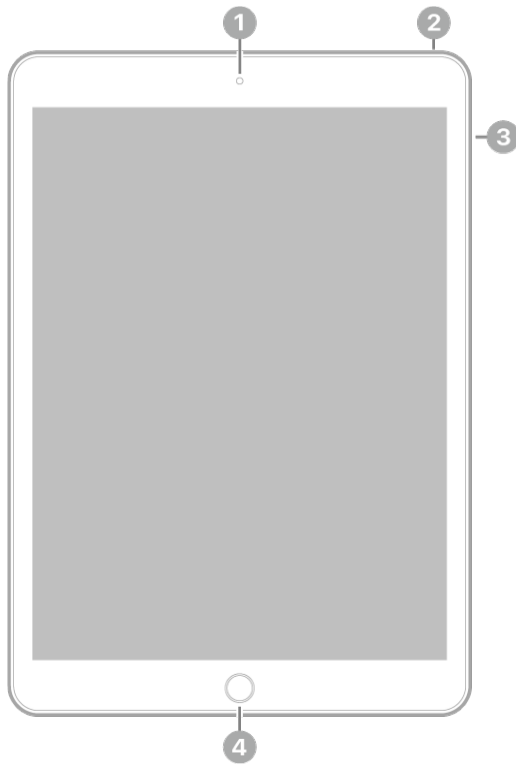
- 5 Rear camera
- 6 Headphone jack
- 7 Lightning connector
- 8 SIM tray (Wi-Fi + Cellular)

## Get started with iPad

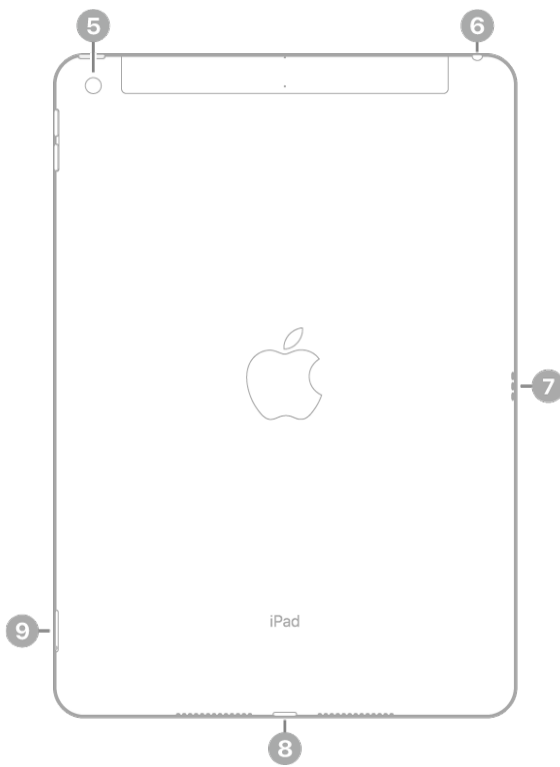
- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)



# iPad (7th generation)



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

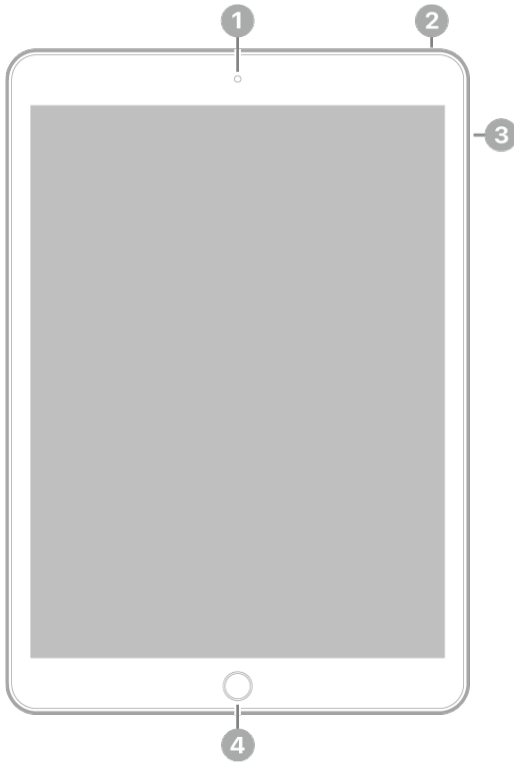


- 5 Rear camera
- 6 Headphone jack
- 7 Smart Connector
- 8 Lightning connector
- 9 SIM tray (Wi-Fi + Cellular)

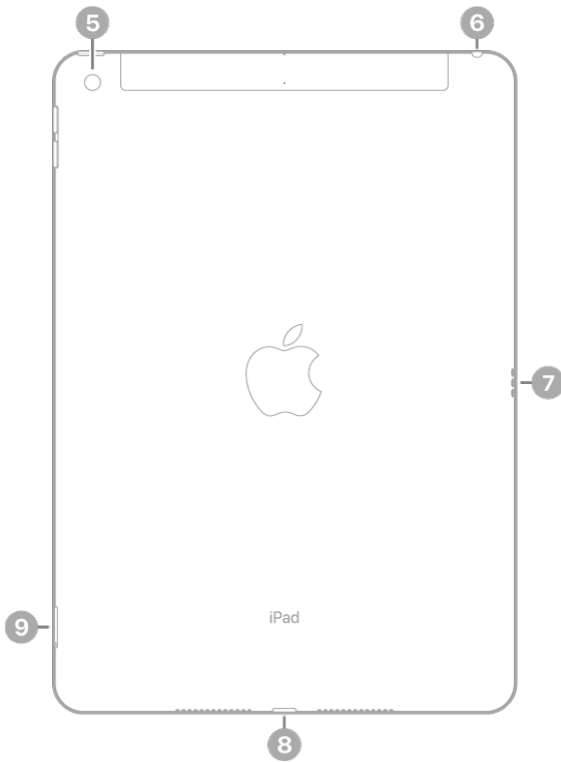
## Get started with iPad

- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)

# iPad (8th generation)



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

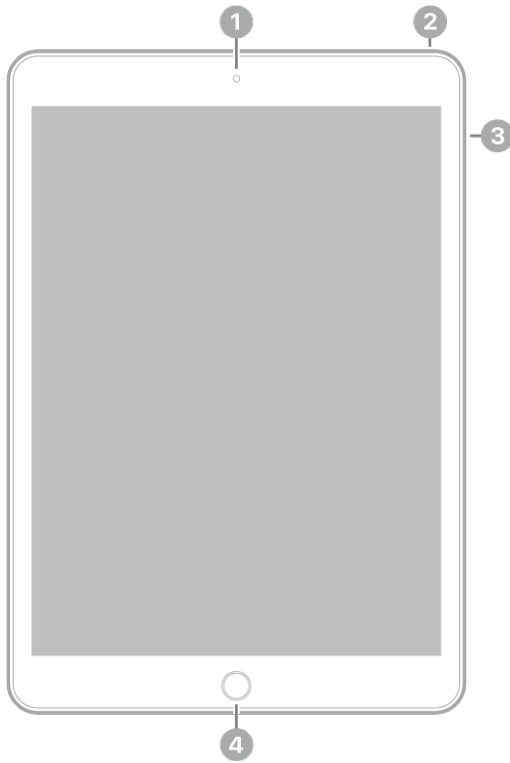


- 5 Rear camera
- 6 Headphone jack
- 7 Smart Connector
- 8 Lightning connector
- 9 SIM tray (Wi-Fi + Cellular)

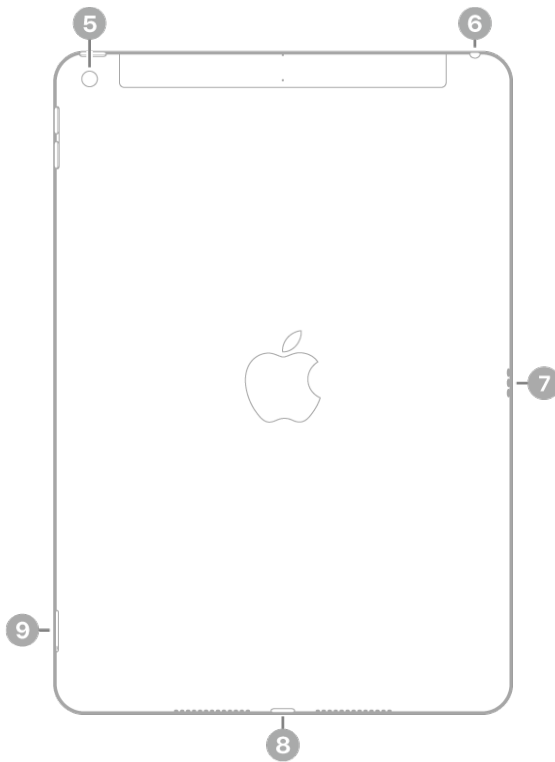
## Get started with iPad

- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)

# iPad (9th generation)



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



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

## Get started with iPad

- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)

## iPad X

**COMMENT:** To come: front view of iPad X

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

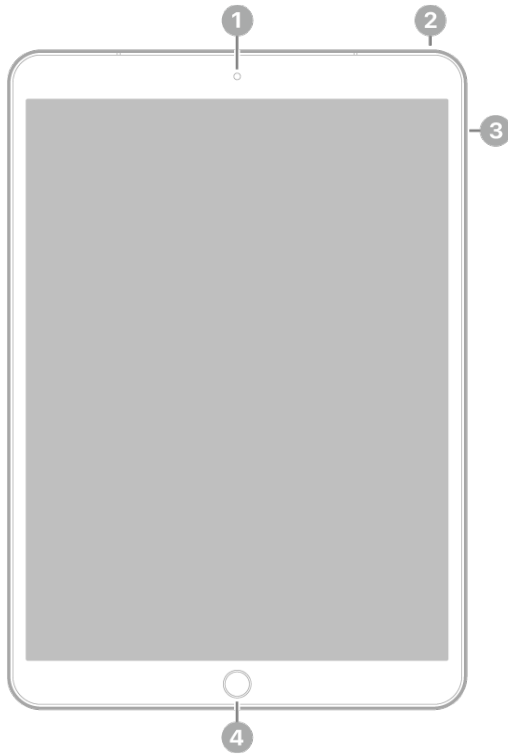
**COMMENT:** To come: back view of iPad X

- 4 Rear camera
- 5 Smart Connector
- 6 USB-C connector
- 7 SIM tray (Wi-Fi + Cellular)

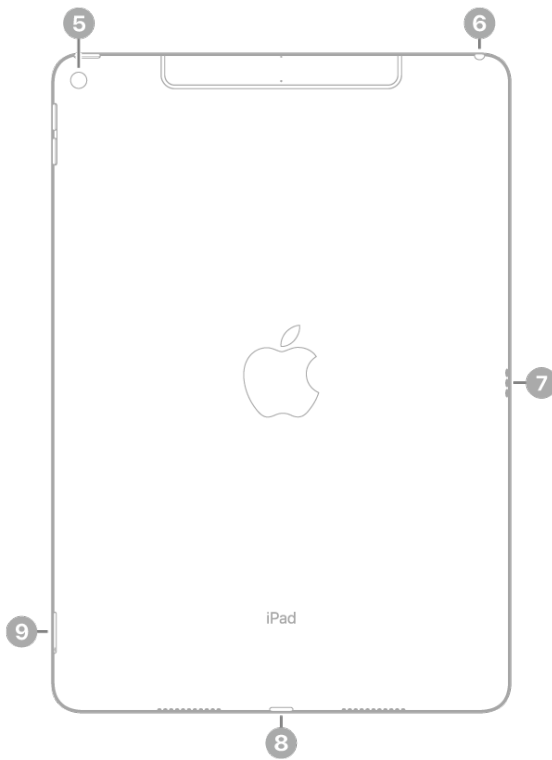
## Get started with iPad

- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)

# iPad Air (3rd generation)



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



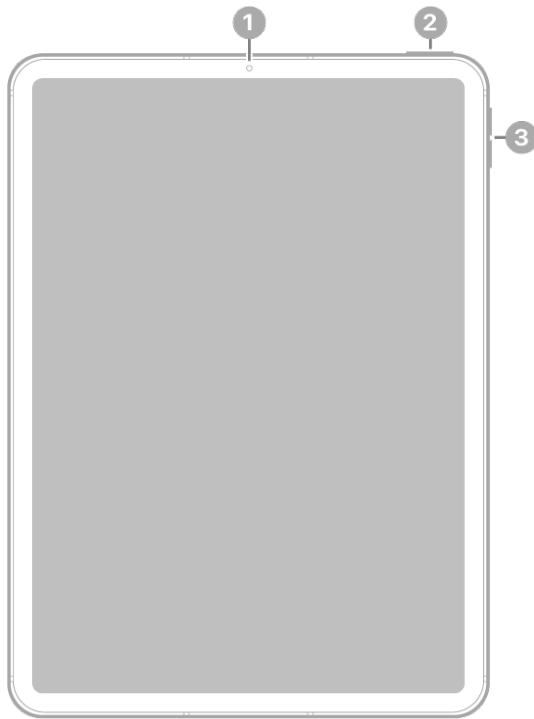
- 5 Rear camera
- 6 Headphone jack
- 7 Smart Connector
- 8 Lightning connector
- 9 SIM tray (Wi-Fi + Cellular)



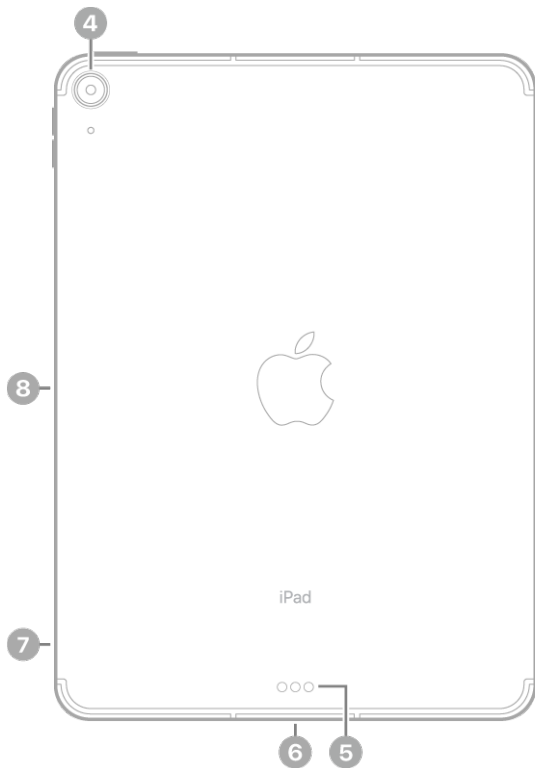
## Get started with iPad Air

- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)

# iPad Air (4th generation)



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

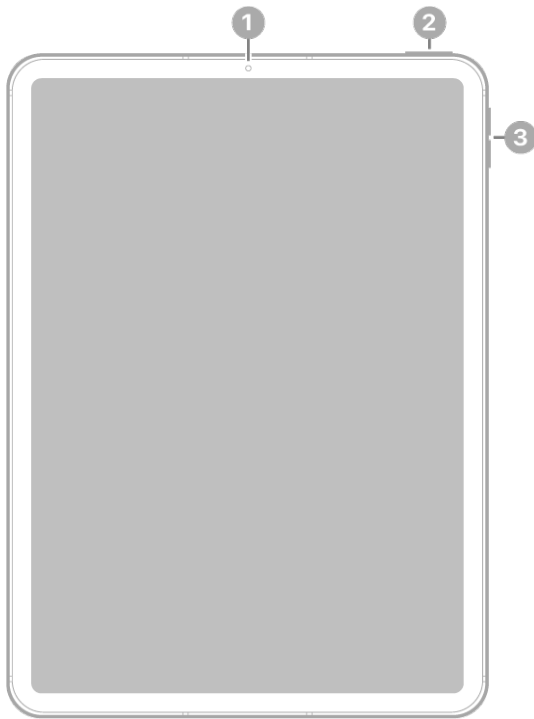


- 4 Rear camera
- 5 Smart Connector
- 6 USB-C connector
- 7 SIM tray (Wi-Fi + Cellular)
- 8 Magnetic connector for Apple Pencil

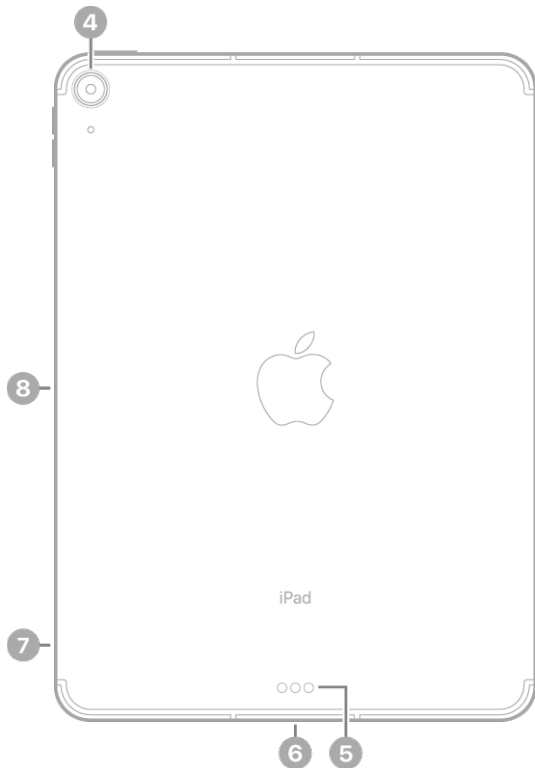
## Get started with iPad Air

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- [Learn basic gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
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# iPad Air (5th generation)



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

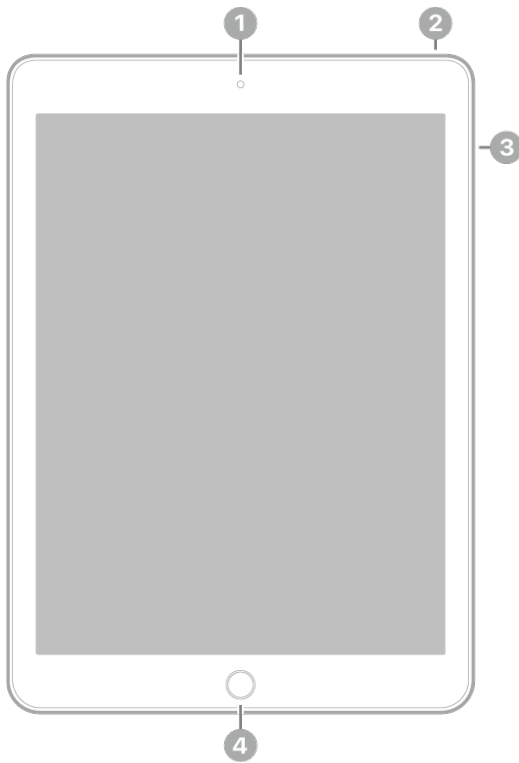


- 4 Rear camera
- 5 Smart Connector
- 6 USB-C connector
- 7 SIM tray (Wi-Fi + Cellular)
- 8 Magnetic connector for Apple Pencil

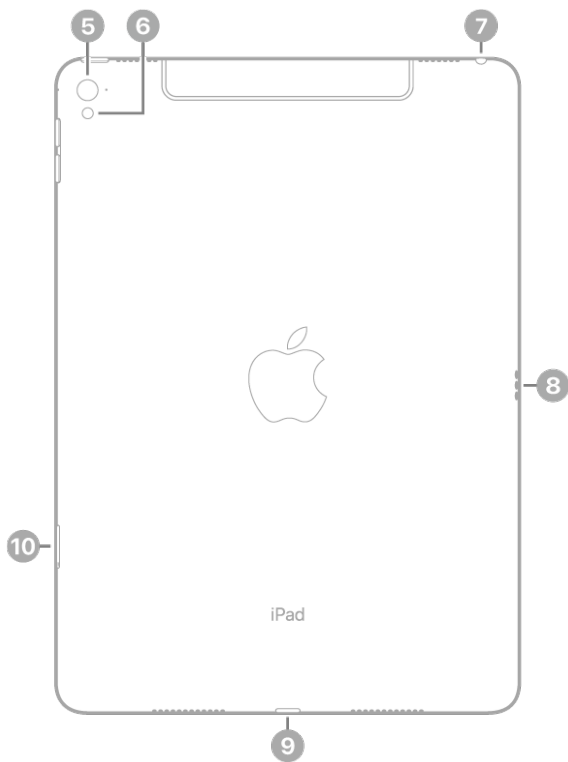
## Get started with iPad Air

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- [Learn basic gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
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# iPad Pro 9.7-inch



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



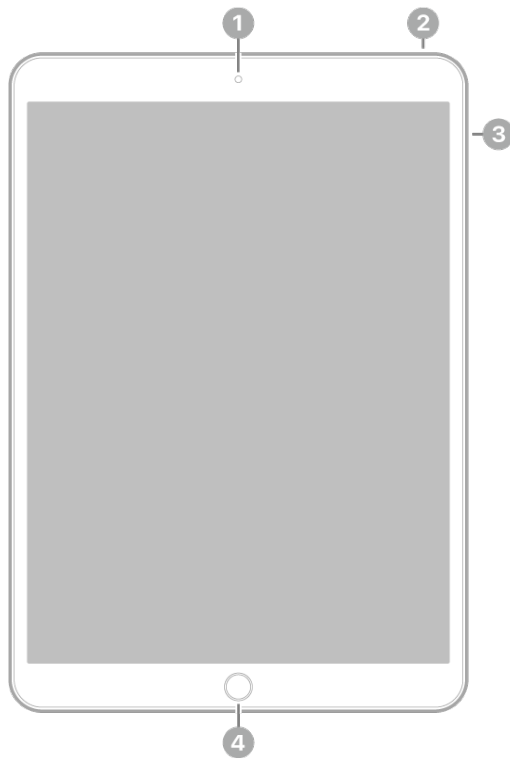
- 5 Rear camera
- 6 Flash
- 7 Headphone jack
- 8 Smart Connector
- 9 Lightning connector
- 10 SIM tray (Wi-Fi + Cellular)

## Get started with iPad Pro

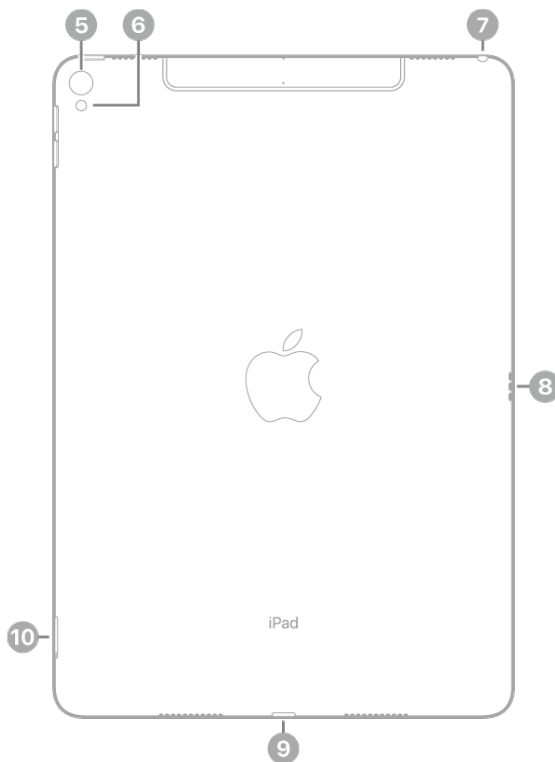
- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)



# iPad Pro 10.5-inch



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

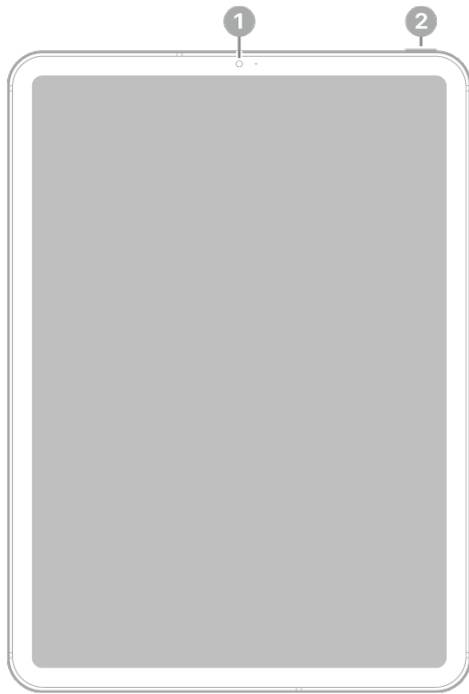


- 5 Rear camera
- 6 Flash
- 7 Headphone jack
- 8 Smart Connector
- 9 Lightning connector
- 10 SIM tray (Wi-Fi + Cellular)

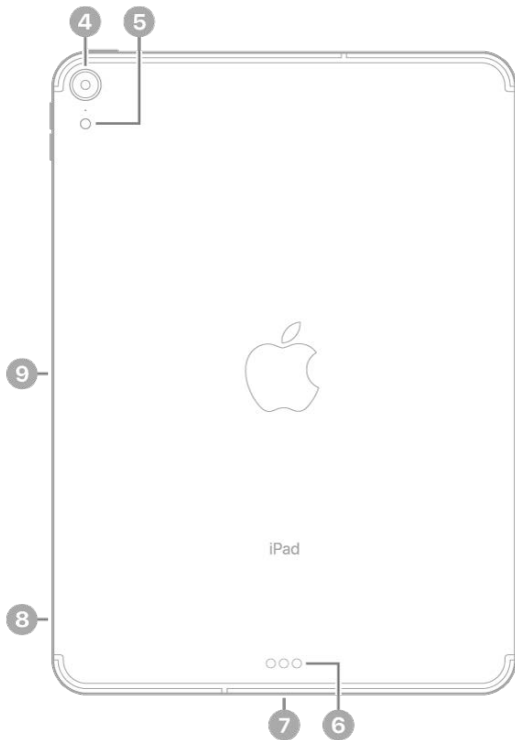
## Get started with iPad Pro

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- [Learn basic gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
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# iPad Pro 11-inch (1st generation)



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

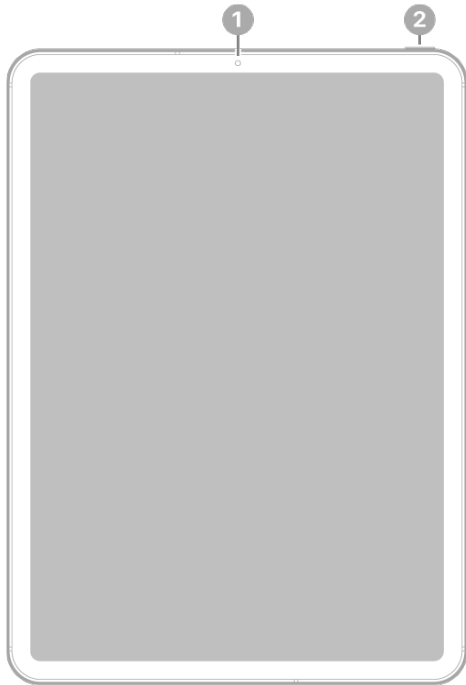


- 4 Rear camera
- 5 Flash
- 6 Smart Connector
- 7 USB-C connector
- 8 SIM tray (Wi-Fi + Cellular)
- 9 Magnetic connector for Apple Pencil

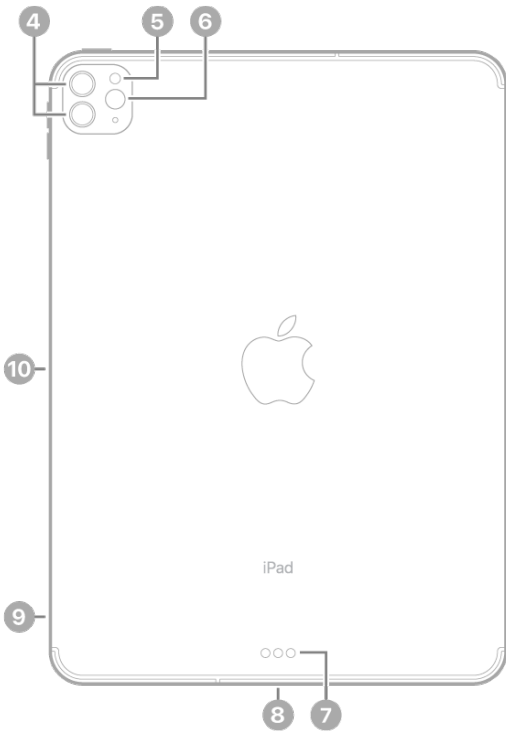
## Get started with iPad Pro

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- [Learn advanced gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)

# iPad Pro 11-inch (2nd generation)



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

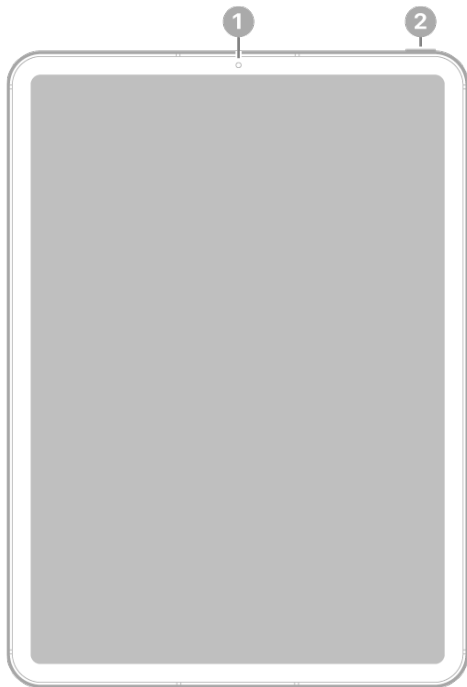


- 4 Rear cameras
- 5 Flash
- 6 LiDAR Scanner
- 7 Smart Connector
- 8 USB-C connector
- 9 SIM tray (Wi-Fi + Cellular)
- 10 Magnetic connector for Apple Pencil

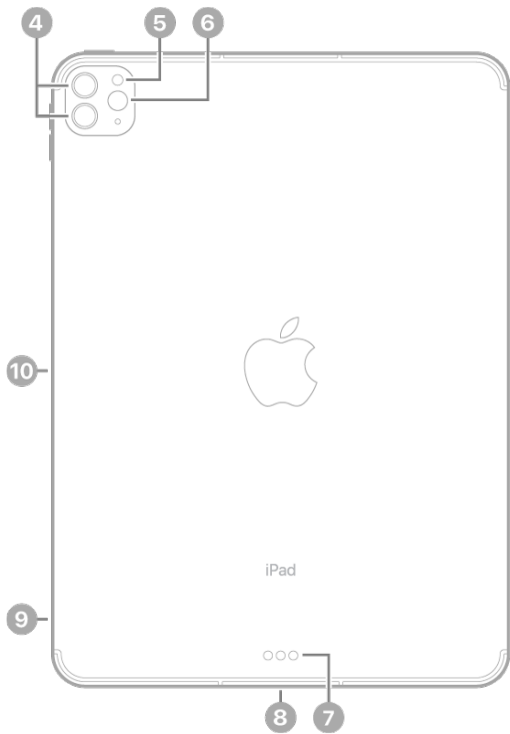
## Get started with iPad Pro

- [Turn on and set up iPad](#)
- [Learn advanced gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)

# iPad Pro 11-inch (3rd generation)



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



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

## Get started with iPad Pro

- [Turn on and set up iPad](#)
- [Learn advanced gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)

## iPad XX

**COMMENT:** To come: front view of iPad XX

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

**COMMENT:** To come: back view of iPad XX

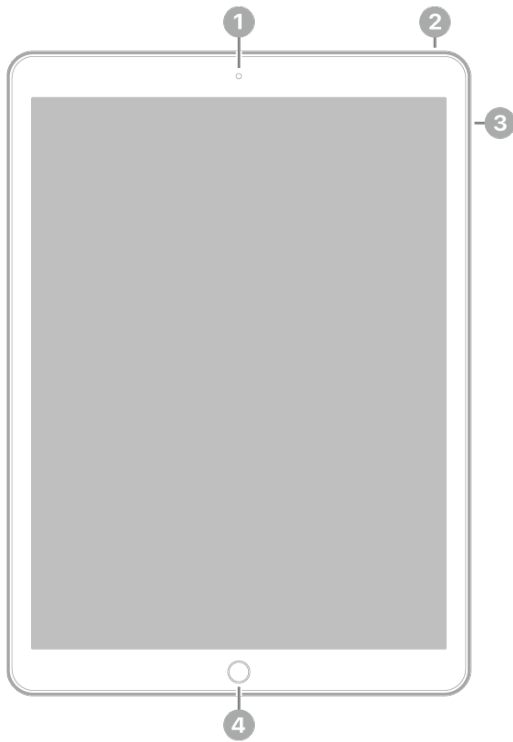
- 4 Rear cameras
- 5 Flash
- 6 LiDAR Scanner
- 7 Smart Connector
- 8 Thunderbolt / USB 4 connector
- 9 SIM tray (Wi-Fi + Cellular)
- 10 Magnetic connector for Apple Pencil

## Get started with iPad Pro

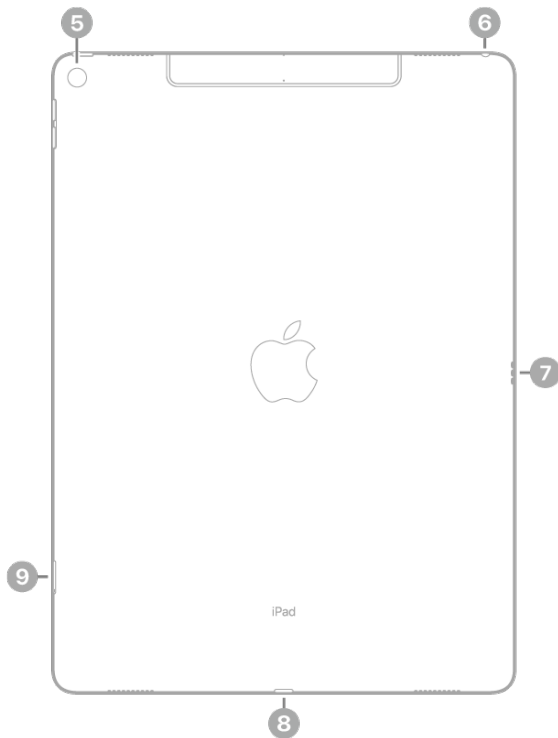
- [Turn on and set up iPad](#)
- [Learn advanced gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)



# iPad Pro 12.9-inch (1st generation)



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

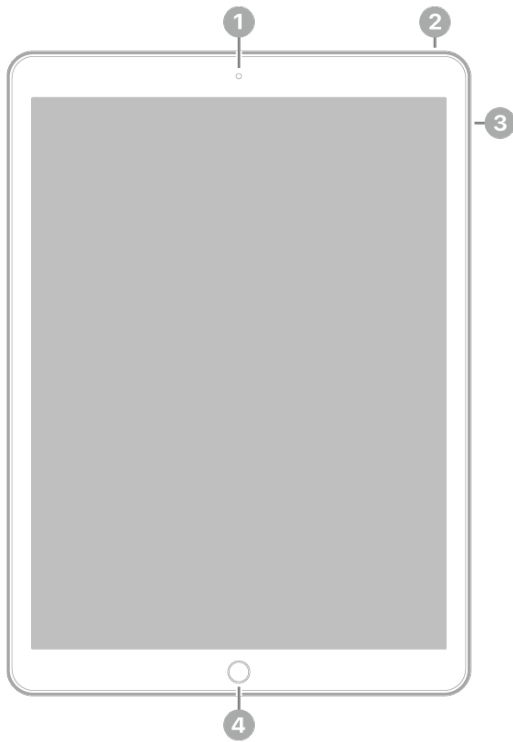


- 5 Rear camera
- 6 Headphone jack
- 7 Smart Connector
- 8 Lightning connector
- 9 SIM tray (Wi-Fi + Cellular)

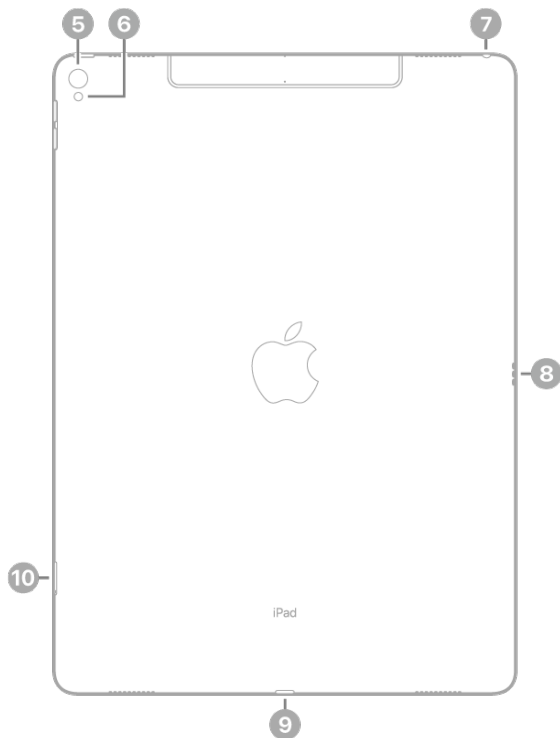
## Get started with iPad Pro

- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)

# iPad Pro 12.9-inch (2nd generation)



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

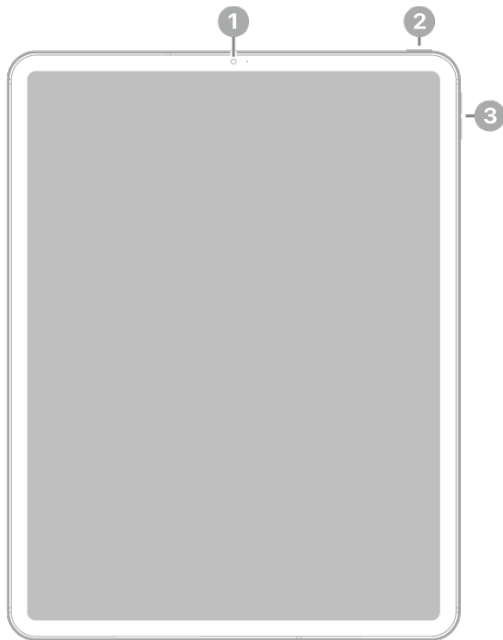


- 5 Rear camera
- 6 Flash
- 7 Headphone jack
- 8 Smart Connector
- 9 Lightning connector
- 10 SIM tray (Wi-Fi + Cellular)

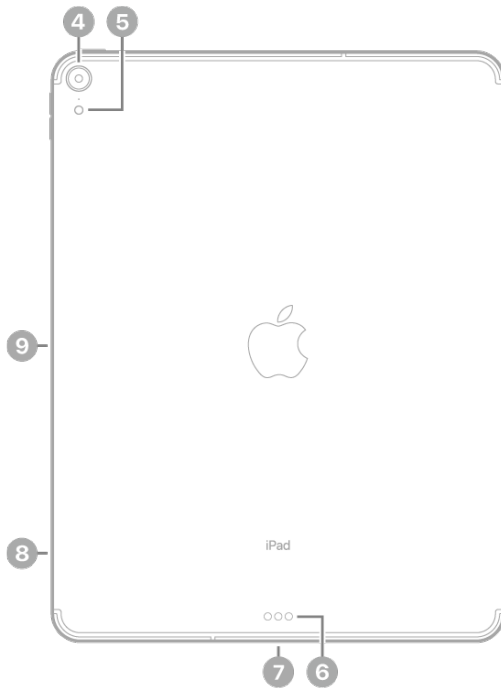
## Get started with iPad Pro

- [Turn on and set up iPad](#)
- [Learn basic gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)

# iPad Pro 12.9-inch (3rd generation)



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

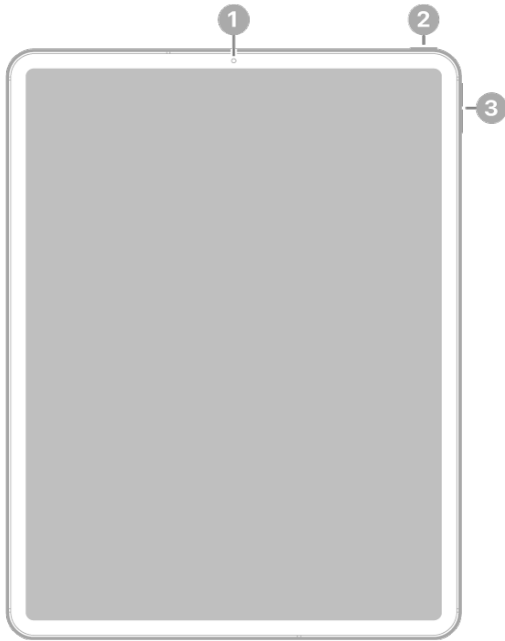


- 4 Rear camera
- 5 Flash
- 6 Smart Connector
- 7 USB-C connector
- 8 SIM tray (Wi-Fi + Cellular)
- 9 Magnetic connector for Apple Pencil

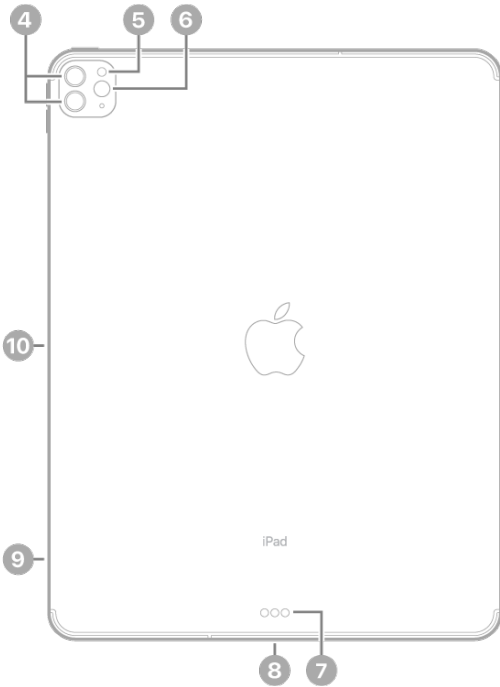
## Get started with iPad Pro

- [Turn on and set up iPad](#)
- [Learn advanced gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)

# iPad Pro 12.9-inch (4th generation)



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



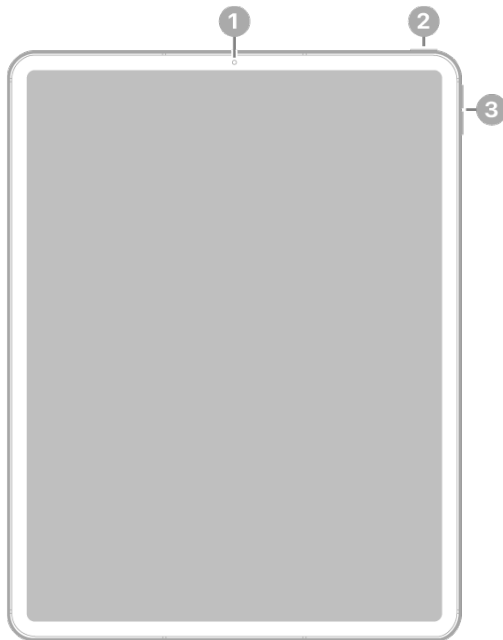
- 4 Rear cameras
- 5 Flash
- 6 LiDAR Scanner
- 7 Smart Connector
- 8 USB-C connector
- 9 SIM tray (Wi-Fi + Cellular)
- 10 Magnetic connector for Apple Pencil

## Get started with iPad Pro

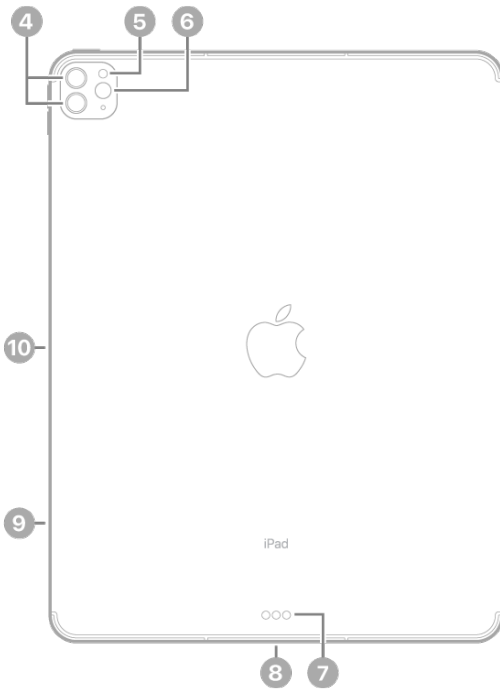
- [Turn on and set up iPad](#)
- [Learn advanced gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)



# iPad Pro 12.9-inch (5th generation)



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



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

## Get started with iPad Pro

- [Turn on and set up iPad](#)
- [Learn advanced gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)

## iPad XXX

**COMMENT:** To come: front view of iPad XXX

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

**COMMENT:** To come: back view of iPad XXX

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

## Get started with iPad Pro

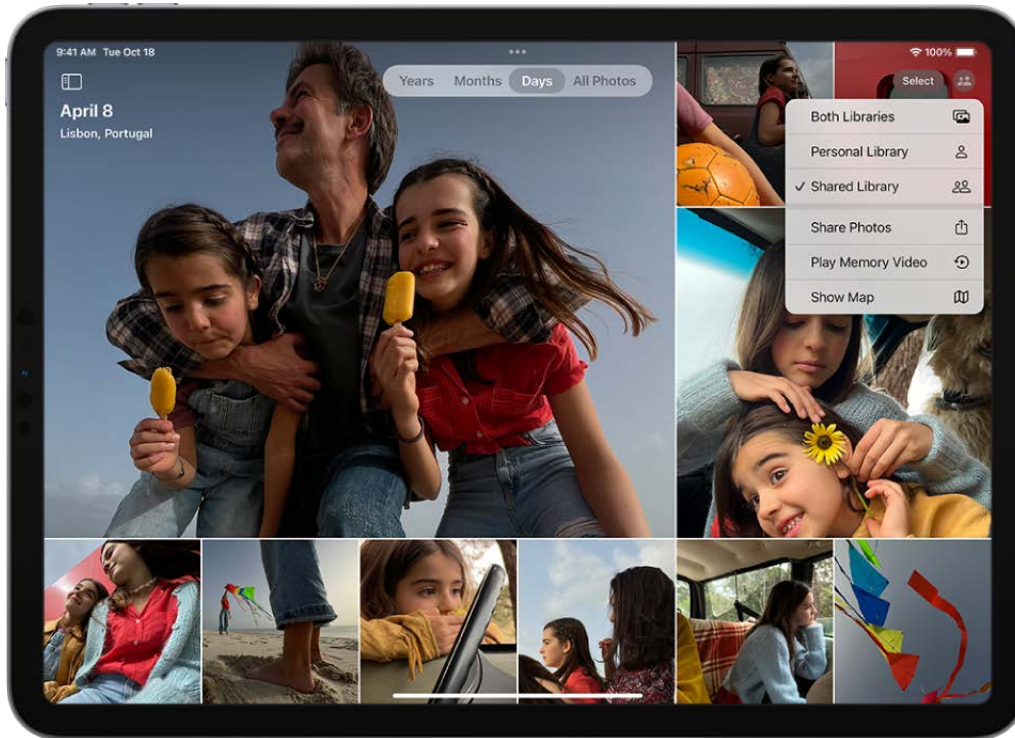
- [Turn on and set up iPad](#)
- [Learn advanced gestures to interact with iPad](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 16](#)

# What's new in iPadOS 16

**Stage Manager.** (iPadOS 16.1) A new way to navigate between apps on your iPad screen; the window of the app you're working in is in the center of the screen, and the other apps you're working with are arranged on the left side in order of recent use. You can also resize windows and overlap windows, group apps together by project, and more. See [Move, resize, and organize windows on iPad](#).

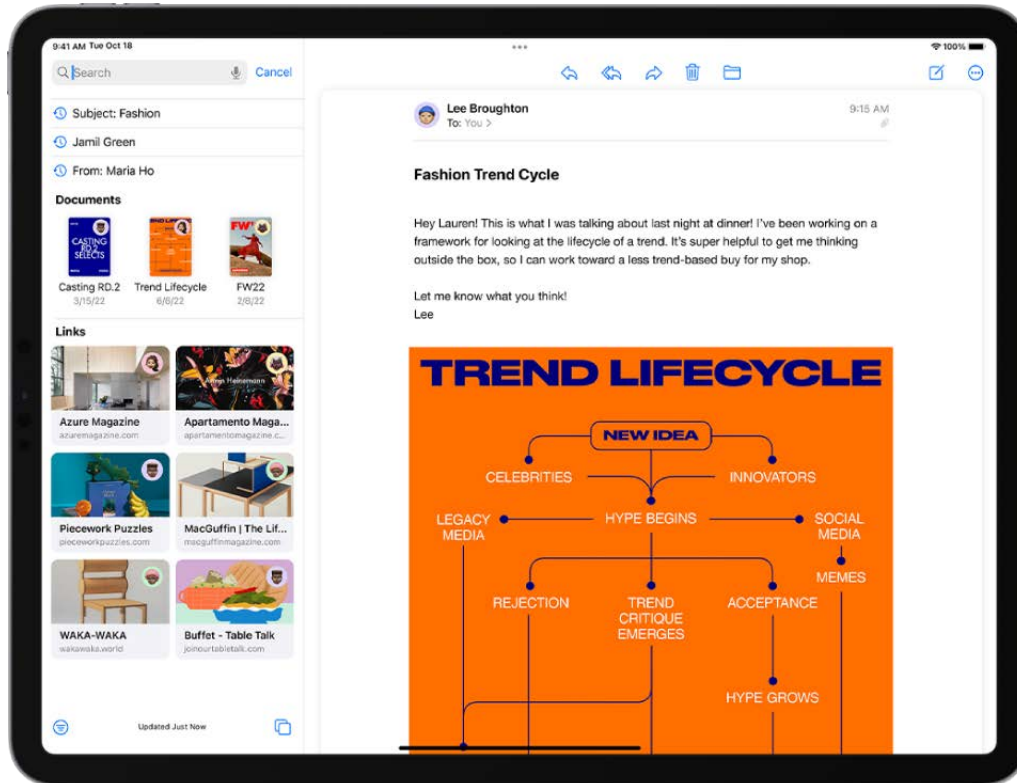


**iCloud Shared Photo Library.** (iPadOS 16.1) Use iCloud Shared Photo Library to share a library of photos and videos with up to five other family members. Participants can add photos to the Shared Library from their Personal Library, directly from Camera, or when other members of the Shared Library are nearby. See [Set up or join an iCloud Shared Photo Library in Photos](#).



**Messages.** Edit or unsend a message you just sent, or mark a message as unread if you want to come back to it later. Collaborate on notes, reminders, and other documents you share right in Messages. Use SharePlay in Messages to chat with friends while you watch the latest episode of your favorite show or listen to a new song. See [Unsend and edit messages](#), [Collaborate on projects with Messages](#), and [Enjoy content together live using SharePlay on iPad](#).

**Mail.** Unsend an email you just sent, schedule emails to be sent at specific times, and get reminders to follow up or come back to an email later. Mail search results are more accurate and provide suggestions before you start typing. See [Recall email with Undo send in Mail on iPad](#), [Schedule an email with Send Later](#), and [Use Remind Me to come back to emails later](#).



**Focus.** Expand your Focus filters across Apple apps such as Calendar and Messages, as well as third-party apps, to hide distracting content. See [Set up a Focus](#).

**Weather.** The Weather app is now on iPad. Get more details on forecast conditions like air quality, humidity, UV index, and more. View hourly forecasts for the next 10 days, receive notifications of government-issued severe weather alerts, and more. See [Check the weather](#).



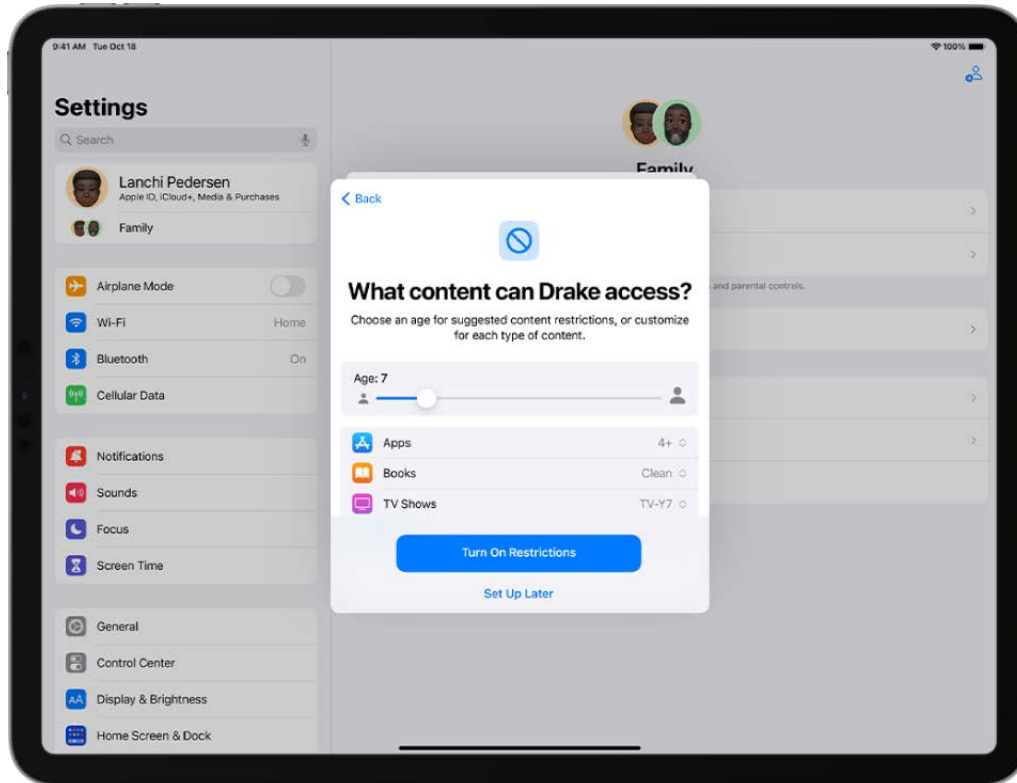
**Safari.** Share Tab Groups, send messages, and start FaceTime calls right from Safari. See [Share Tab Groups and collaborate in Safari](#).

**Live Text.** Now available in videos—pause a video on any frame that contains text to copy, translate, look up, share, and more. Quick actions make it easier to interact with text found in photos, videos, and Camera. Lift the subject from the background of a photo or image by removing the background, and then copy the subject into a new document. See [Interact with text and subjects in Photos](#).

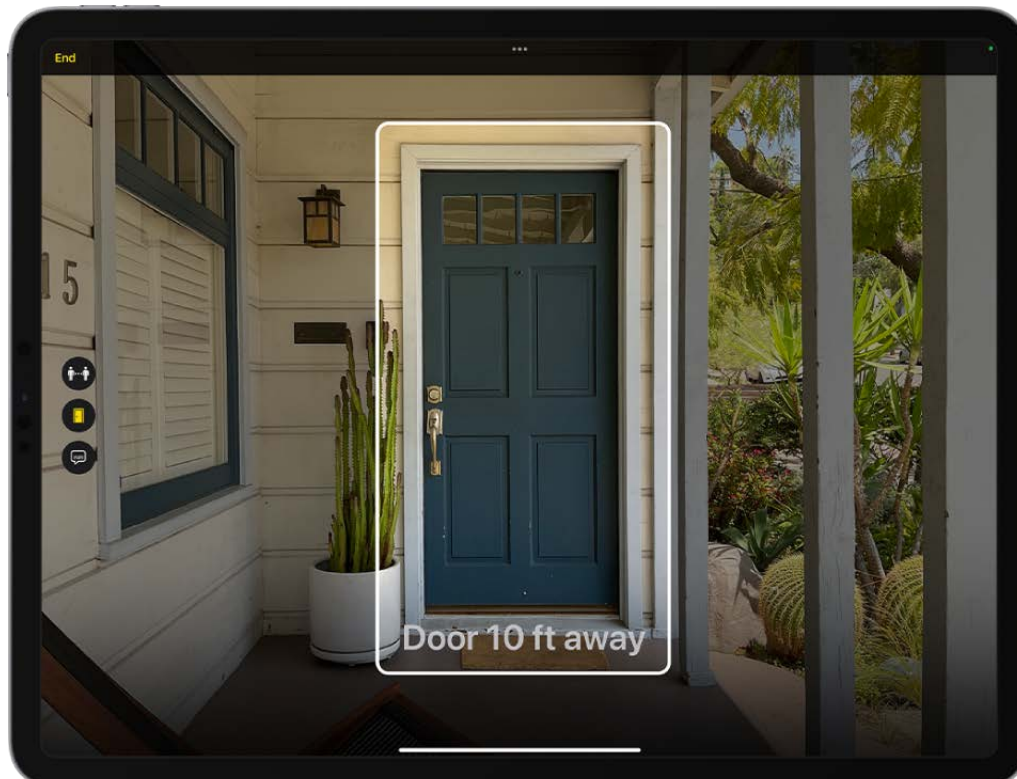
**Home.** The redesigned Home app makes it easier to navigate, organize, view, and control all your accessories. Categories for lights, climate, security, speakers, TVs, and water let you control all the relevant accessories organized by room, along with more detailed status information. See [Control accessories with Home](#).

**Family Sharing.** Use your iPad to set up a new device for your child with parental controls and age-appropriate suggestions for media restrictions. Receive and approve your child's screen time requests right in the Messages app. See [Set up a device for a child with Family Sharing](#) and [Set up parental controls with Family Sharing](#).





**Accessibility.** Use Door Detection to navigate the final few feet to a destination by locating the door, identifying how far away it is, and learning how to open it. Turn audio into text in real time to follow along more easily with conversations and media, and more. See [Detect doors around you using Magnifier](#) and [Display subtitles and captions](#).

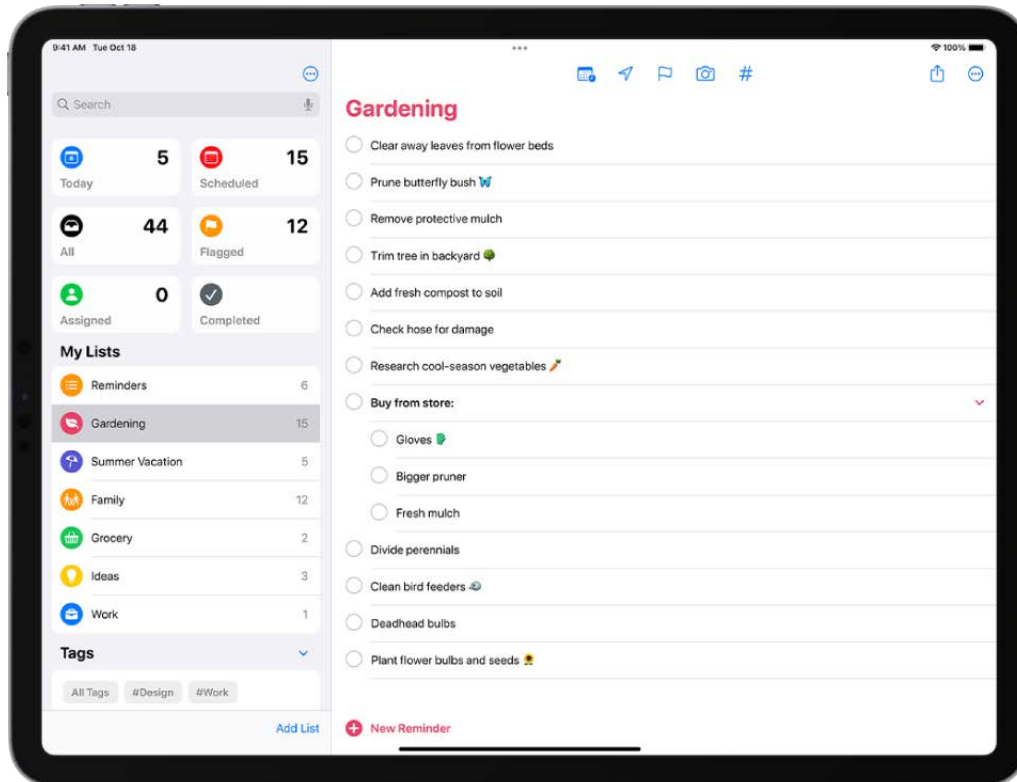


**Photos.** Copy the edits you make to one photo and paste them onto another photo or multiple photos. Quickly clean up your library using duplicate detection, sort people in your People album alphabetically, undo and redo edits, and more. See [Edit photos and videos](#), [Merge duplicate photos and videos](#), and [Find and identify people in Photos](#).

**Privacy and Security.** The Hidden and Recently Deleted albums in the Photos app are locked by default and can be unlocked using your iPad authentication method. See [Delete or hide photos and videos](#).

**Notes.** Take a Quick Note in any app on your iPad, lock a note using your device password, and filter notes in a Smart Folder based on date, attachments, checklists, and more. See [Create Quick Notes anywhere](#), [Lock your notes](#), and [Organize your notes using Smart Folders](#).

**Reminders.** Save, create, or share lists as templates for routines like packing and grocery lists. Pin your favorite lists for easy access and collaborate on lists with others. See [Work with templates in Reminders](#), [Pin a list for easy access](#), and [Share lists and collaborate in Reminders](#).



**Stocks.** Organize the stocks you follow into watchlists, and keep track of upcoming earnings reports. See [Manage multiple watchlists in Stocks](#) and [Add earnings reports to your calendar in Stocks](#).



**Memoji.** Express yourself with new Memoji stickers and customization options like nose shapes, headwear, and hairstyles that represent more natural hair textures and curl patterns. See [Use Memoji in Messages](#).

**Learn tricks for iPadOS 16** The Tips app adds new suggestions frequently, so you can get the most from your iPad. See [Get Tips](#).

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

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# Set up and get started

## Turn on and set up iPad

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

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

---

### Prepare for setup

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

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

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

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

## Turn on and set up your iPad

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



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

2. Do one of the following:

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

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

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

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

---

## Move from an Android device to iPad

If you have an Android device, you can transfer your data with the Move to iOS app when you first set up your new iPad.

*Note:* If you already completed setup and want to use Move to iOS, you must erase your iPad and start over, or move your data manually. See the Apple Support article [Move content manually from your Android device to your iPhone, iPad, or iPod touch](#).

1. On your device with Android version 4.0 or later, see the Apple Support article [Move from Android to iPhone, iPad, or iPod touch](#) and download the Move to iOS app.
  2. On your iPad, do the following:
    - Follow the setup assistant.
    - On the Apps & Data screen, tap Move Data from Android.
  3. On the Android device, do the following:
    - Turn on Wi-Fi.
    - Open the Move to iOS app.
    - Follow the onscreen instructions.
- 

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

## Wake and unlock iPad

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

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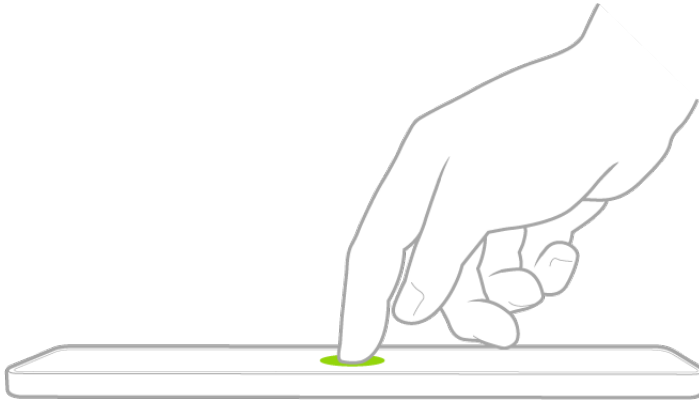
### Wake iPad

To wake iPad, do one of the following:

- Press the top button.



- Tap the screen (supported models).



---


### Unlock iPad with Face ID

If you didn't turn on Face ID (on supported models) during setup, see [Set up Face ID on iPad](#).

1. Tap the screen, then glance at your iPad.

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

2. Swipe up from the bottom of the screen.

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

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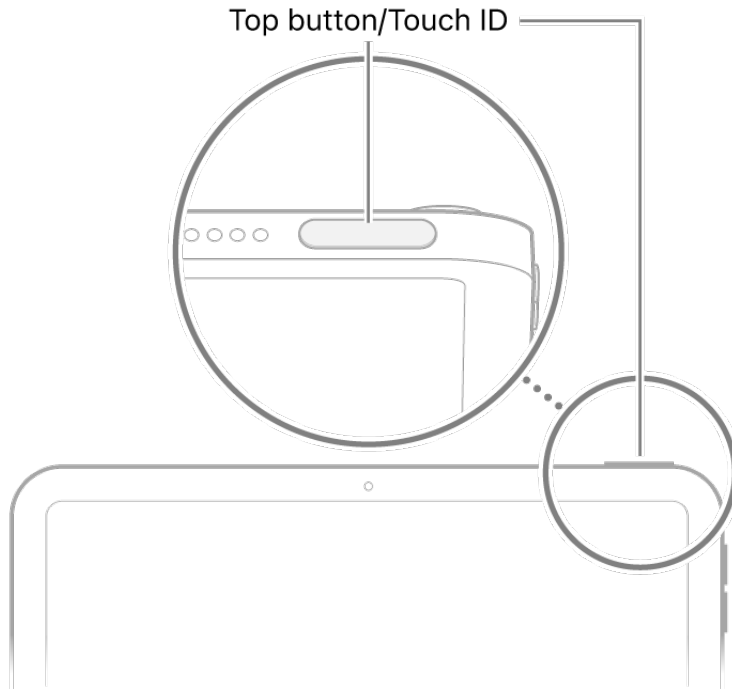
### Unlock iPad with Touch ID

If you didn't turn on Touch ID during setup, see [Set up Touch ID on iPad](#).

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



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



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

---

### Unlock iPad with a passcode

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

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

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

---

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

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

The cellular connection requires a SIM and a wireless data plan from a carrier. iPad supports the following types of SIM:


- eSIM (on iPad models that support eSIM; not available in all countries or regions)
- Embedded Apple SIM or Apple SIM card
- Physical SIM

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

---

## Set up an eSIM

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

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


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

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

---

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

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

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

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

---

## Install a physical SIM

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

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



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

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



4. Insert the tray back into iPad.




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

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

---

### Manage your cellular data service

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

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

---


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


## Connect iPad to the internet

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

---

## Connect iPad to a Wi-Fi network



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

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

---

## Join a Personal Hotspot


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

1. Go to Settings  > Wi-Fi, then choose the name of the device sharing the Personal Hotspot.
2. If asked for a password on your iPad, enter the password shown in Settings  > Cellular > Personal Hotspot on the device sharing the Personal Hotspot.

---

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

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

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

---

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

- Tries to connect to the most recently used available Wi-Fi network
- Shows a list of Wi-Fi networks in range and connects to the one you choose

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

On an iPad that supports 5G, iPad may use your 5G cellular data instead of Wi-Fi. If so, you see Using 5G Cellular For Internet below the Wi-Fi network's name. To switch back to Wi-Fi, tap ⓘ next to the network name, then tap Use Wi-Fi for Internet. See the Apple Support article [Use 5G with your iPhone](#).

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

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# Apple ID and iCloud


## Manage Apple ID settings on iPad

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

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### Sign in with your Apple ID

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

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


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

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

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

---

### Change your Apple ID settings

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

## Use iCloud on iPad

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

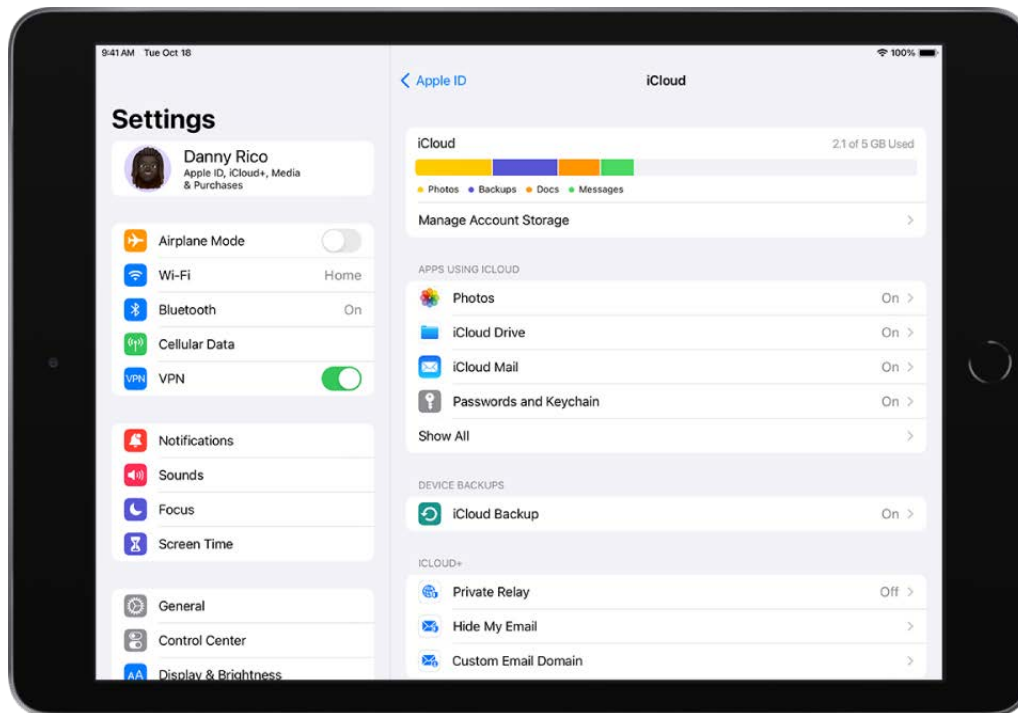
*Note:* Some iCloud features have [minimum system requirements](#). The availability of iCloud and its features varies by country or region.

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### Change your iCloud settings

[Sign in with your Apple ID](#), then do the following:

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



2. Do any of the following:
  - See your iCloud storage status.
  - Turn on the features you want to use, such as Photos, iCloud Drive, and iCloud Backup.

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

---

## Ways to use iCloud on iPad

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

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

- Photos and videos; see [Use iCloud Photos on iPad](#)
- Files and documents; see [Set up iCloud Drive on iPad](#)
- iCloud Mail
- Contacts, Calendars, Notes, and Reminders
- Data from compatible third-party apps and games
- Messages threads; see [Set up Messages on iPad](#)
- Passwords and payment methods; see [Make your passkeys and passwords available on all your devices with iPad and iCloud Keychain](#)
- Safari bookmarks and open tabs; see [Bookmark favorite websites in Safari on iPad](#) and [Open and close tabs in Safari on iPad](#)
- News, Stocks, and Weather settings
- Home and Health data
- Voice memos
- Map favorites

You can also do the following:

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

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

---

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

## Subscribe to iCloud+ on iPad

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

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

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

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### What's included with iCloud+


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

- Get 50 GB, 200 GB, or 2 TB of storage.
- Create unique, random email addresses that forward to your personal inbox with Hide My Email. See [Use Hide My Email in Safari on iPad](#) and [Use Hide My Email in Mail on iPad](#).
- Browse the web in an even more secure and private way with iCloud Private Relay. See [Protect your web browsing with iCloud Private Relay on iPad](#).
- Set up home security cameras with HomeKit Secure Video so you can view your footage from anywhere while keeping it private and secure. See [Set up security cameras in Home on iPad](#).
- Use a custom email domain to personalize iCloud Mail. See [Set up a custom email domain with iCloud Mail on iPad](#).

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

---

## Upgrade, change, or cancel your iCloud+ subscription

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

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

---

## Share iCloud+


You can use [Family Sharing](#) to share iCloud+ with up to five other family members. When your family members accept your invitation to share iCloud+, they have instant access to the additional storage and features.

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

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For information about combining your Apple subscriptions, see the Apple Support article [Bundle Apple subscriptions with Apple One](#).

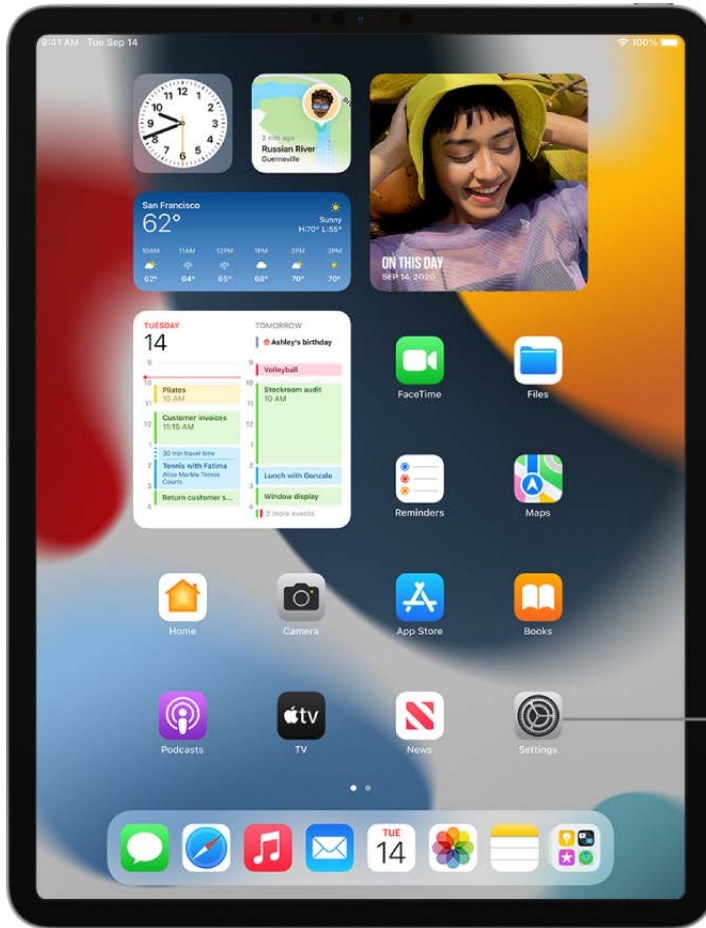
## Find settings on iPad

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

---

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





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

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


**Tip:** You can also [search for settings](#) from the Home Screen or Lock Screen.

## Set up mail, contacts, and calendar accounts on iPad

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


---

### Set up a mail account

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

---


### Set up a contacts account

1. Go to Settings  > Contacts > Accounts > Add Account.
2. Do one of the following:
  - Tap a service—for example, iCloud or Microsoft Exchange—then enter your account information.
  - Tap Other, tap Add LDAP Account or Add CardDAV Account (if your organization supports it), then enter the server and account information.

For more help, see [Use other contact accounts on iPad](#).

---

### Set up a calendar account

1. Go to Settings  > Calendar > Accounts > Add Account.
2. Do one of the following:
  - *Choose a service:* Tap a service—for example, iCloud or Microsoft Exchange—then enter your account information.
  - *Add a calendar account:* Tap Other, tap Add CalDAV Account, then enter your server and account information.
  - *Subscribe to iCal (.ics) calendars:* Tap Other, tap Add Subscribed Calendar, then enter the URL of the .ics file to subscribe to; or import an .ics file from Mail.

For more help, see [Set up multiple calendars on iPad](#).

---




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

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

## Learn the meaning of the iPad status icons

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

*Note:* If you [turn on a Focus](#), its icon appears in the status bar.

Status icon	What it means
	<b>Wi-Fi.</b> iPad has a Wi-Fi internet connection. The more bars, the stronger the connection. See <a href="#">Connect iPad to a Wi-Fi network</a> .
	<b>Cell signal.</b> iPad (Wi-Fi + Cellular models) is in range of the cellular network. If there's no signal, "No service" appears.
	<b>Airplane mode.</b> Airplane mode is on. Nonwireless features are available, but wireless functions may be disabled. See <a href="#">Choose iPad settings for travel</a> .
<b>5G</b>	<b>5G.</b> Your carrier's 5G network is available, and supported models can connect to the internet over that network (not available in all countries or regions). See the Apple Support article <a href="#">Use 5G with your iPad</a> .
<b>5G<sup>U</sup></b>	<b>5G UC.</b> Your carrier's 5G UC network is available, which can include your carrier's higher frequency version of 5G. Supported models can connect to the internet over that network (not available in all countries or regions). See the Apple Support article <a href="#">Use 5G with your iPad</a> .
<b>5G+</b>	<b>5G+.</b> Your carrier's 5G+ network is available, which can include your carrier's higher frequency version of 5G. Supported models can connect to the internet over that network (not available in all countries or regions). See the Apple Support article <a href="#">Use 5G with your iPad</a> .
<b>5G<sup>U</sup><sub>w</sub></b>	<b>5G UW.</b> Your carrier's 5G UW network is available, which can include your carrier's higher frequency version of 5G. Supported models can connect to the internet over that network (not available in all countries or regions). See the Apple Support article <a href="#">Use 5G with your iPad</a> .
<b>5G<sup>E</sup></b>	<b>5G E.</b> Your carrier's 5G E network is available, and supported models can connect to the internet over that network (not available in all countries or regions). See <a href="#">View or change cellular data settings on iPad (Wi-Fi + Cellular models)</a> .
<b>LTE</b>	

**LTE.** iPad (Wi-Fi + Cellular models) is connected to the internet over a 4G LTE network (not available in all countries or regions). See [View or change cellular data settings on iPad \(Wi-Fi + Cellular models\)](#).

**4G**

**4G.** iPad (Wi-Fi + Cellular models) is connected to the internet over a 4G network (not available in all countries or regions). See [View or change cellular data settings on iPad \(Wi-Fi + Cellular models\)](#).

**3G**

**3G.** iPad (Wi-Fi + Cellular models) is connected to the internet over a 3G network. See [View or change cellular data settings on iPad \(Wi-Fi + Cellular models\)](#).

**EDGE**

**EDGE.** iPad (Wi-Fi + Cellular models) is connected to the internet over an EDGE network. See [View or change cellular data settings on iPad \(Wi-Fi + Cellular models\)](#).

**GPRS**

**GPRS.** iPad (Wi-Fi + Cellular models) is connected to the internet over a GPRS network. See [View or change cellular data settings on iPad \(Wi-Fi + Cellular models\)](#).



**Personal Hotspot connection.** iPad is connected to the internet through the Personal Hotspot of another device. See [Join a Personal Hotspot](#).



**VPN.** iPad is connected to a network using VPN.



**Navigation.** iPad is providing turn-by-turn directions. See [Get driving directions in Maps on iPad](#).



**Personal Hotspot.** iPad is providing a Personal Hotspot. See [Share your internet connection from iPad \(Wi-Fi + Cellular\)](#).



**Phone call.** iPad is on a phone call. See [Make and receive phone calls on iPad](#).



**FaceTime.** iPad is on a FaceTime call. See [Make and receive FaceTime calls on iPad](#).



**Screen recording.** iPad is recording your screen. See [Take a screenshot or screen recording on iPad](#).



**Camera in use.** An app is using your camera. See [Take photos with your iPad camera](#).



**Microphone in use.** An app is using your microphone. See [Make a recording in Voice Memos on iPad](#).



**Syncing.** iPad is syncing with your computer. See [Sync supported content](#).



**Network activity.** There is network or other activity. Some third-party apps use this icon to show app activity.

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**Lock.** iPad is locked. See [Wake and unlock iPad](#).

---



**Do Not Disturb.** Do Not Disturb is turned on. See [Turn a Focus on or off on iPad](#).

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**Orientation lock.** Screen orientation is locked. See [Change or lock the screen orientation on iPad](#).

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**Location services.** An app is using Location Services. See [Control the location information you share on iPad](#).

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**Alarm.** An alarm is set. See [Set an alarm on iPad](#).

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**Headphones connected.** iPad is paired with Bluetooth headphones that are turned on and within Bluetooth range. See [Set up and listen to Bluetooth headphones](#).

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**Battery.** Shows the battery level or charging status. See [Show the iPad battery percentage](#).

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**Battery charging.** Shows the iPad battery is charging. See [Charge the iPad battery](#).

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**Bluetooth battery.** Shows the battery level of a supported paired Bluetooth device. See [Set up and use Bluetooth accessories on iPad](#).

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**AirPlay.** AirPlay is on. See [Wirelessly stream videos and photos to Apple TV or a smart TV from iPad](#).

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**Voice Control.** Voice Control is turned on in Settings > Accessibility, and you can [use your voice to interact with iPad](#).

---



**RTT.** RTT is turned on. See [Set up and use RTT on iPad](#).

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# Charge and monitor the battery

## Charge the iPad battery

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

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

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### About charging the battery



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

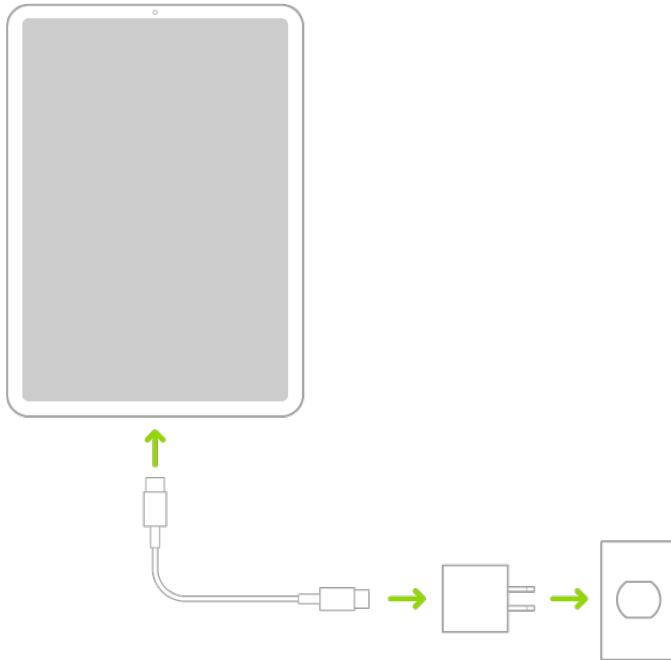
If iPad is very low on power, it may display an image of a nearly depleted battery, indicating that it needs to charge for up to 10 minutes before you can use it. If iPad is extremely low on power when you begin to charge it, the display may be blank for up to 2 minutes before the low-battery image appears.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

---

### Charge the battery

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

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



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

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

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

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

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

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


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## Turn on Low Power Mode

Low Power Mode reduces the amount of power that your iPad uses when the battery gets low. It optimizes performance for essential tasks like making and receiving calls; sending and receiving email and messages; accessing the internet; and more. On models with ProMotion display technology, Low Power Mode limits the display refresh rate to 60 frames per second. Your iPad might perform some tasks more slowly when in Low Power Mode.

*Note:* If iPad switches to Low Power Mode automatically, it turns off Low Power Mode after charging to 80%.

To manually turn Low Power Mode on or off, use any of the following methods:

- *In Settings:* Go to Settings  > Battery.
- *In Control Center:* Go to Settings > Control Center, then choose Low Power Mode to add it to Control Center.

See the Apple Support article [Use Low Power Mode to save battery life on your iPhone or iPad](#).

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

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

## Show the iPad battery percentage

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

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### See the iPad battery percentage in the status bar

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

---



## Add a Batteries widget to your Home Screen

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

The different sizes show different information.

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

See [Add widgets on iPad](#).

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

## Check iPad battery usage

To learn how your iPad usage affects the battery level, go to Settings  > Battery.

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

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



- *Battery Usage by App*: Shows the proportion of the battery used by each app in the selected time interval.
- *Activity by App*: Shows the amount of time each app was used in the selected time interval.

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

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

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

## Download or bookmark the iPad User Guide


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


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### View and bookmark the user guide in Safari

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

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


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

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

---

### Download the user guide from Apple Books

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

1. Open the Books app .
2. Tap Search, tap the search field, then enter "iPad User Guide."

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

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






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# Basics

## Learn gestures for iPad

### Learn basic gestures to interact with iPad

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

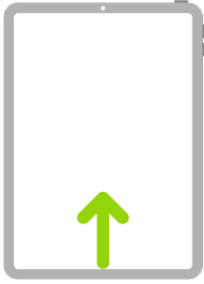
Symbol	Gesture
	<b>Tap.</b> Touch one finger lightly on the screen.
	<b>Touch and hold.</b> Touch and hold items in an app to preview contents and perform quick actions. On the Home Screen, touch and hold an app icon briefly to open a quick actions menu.
	<b>Swipe.</b> Move one finger across the screen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

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

### Learn advanced gestures to interact with iPad

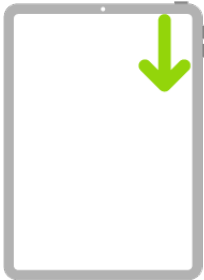
Here's a handy reference to the gestures you use on all iPad models to go to the Home Screen, switch between recent apps, access controls, and more. A few gestures are done differently on an iPad with a Home button, as described in the table below.


## Gesture

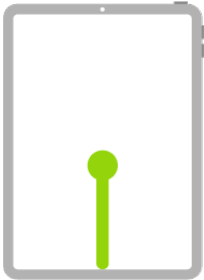


## Description

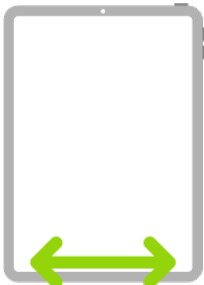
**Go Home.** Swipe up from the bottom edge of the screen to return to the Home Screen at any time. See [Open apps on iPad](#).



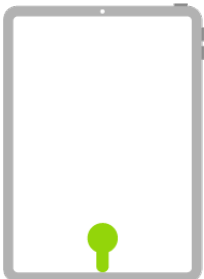
**Quickly access controls.** Swipe down from the top-right corner to open Control Center; touch and hold a control to reveal more options. To add or remove controls, go to Settings  > Control Center. See [Use and customize Control Center on iPad](#).



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



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



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

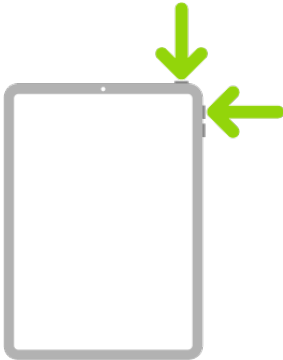
**Use Siri.** Just say, "Hey Siri." Or press and hold the top button while you make your request. (On an iPad with a Home button, press and hold the Home button while you make a request.) Then release the button. See [Use Siri on iPad](#).




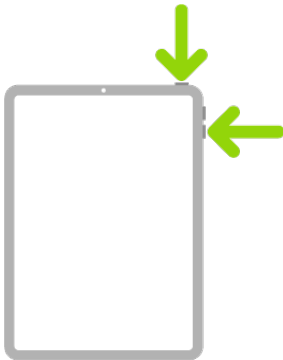
**Use Accessibility Shortcut.** Triple-click the top button. (On an iPad with a Home button, triple-click the Home button.) See [Use accessibility shortcuts on iPad](#).



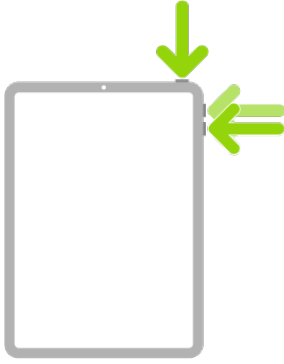
**Take a screenshot.** Simultaneously press and quickly release the top button and either volume button. (On an iPad with a Home button, simultaneously press and quickly release the top button and the Home button.) See [Take a screenshot or screen recording on iPad](#).



**Turn off.** Simultaneously press and hold the top button and either volume button until the sliders appear, then drag the top slider to power off. (On an iPad with a Home button, press and hold the top button until the sliders appear.) Or go to Settings  > General > Shut Down. See [Turn iPad on or off \(models with the Home button\)](#).



**Force restart.** Press and quickly release the volume button nearest the top button, press and quickly release the other volume button, then press and hold the top button until the Apple logo appears. On iPad mini (6th generation), the volume buttons are at the top left. See [Force restart iPad](#).



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

## Adjust the volume on iPad

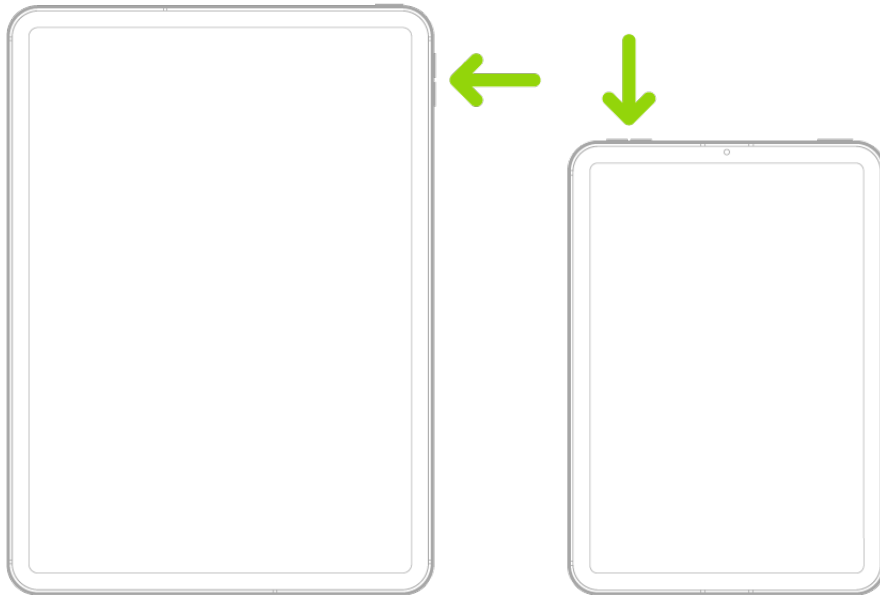
Use the volume buttons on iPad to adjust the volume of songs and other media, alerts, and sound effects. (The volume buttons are either on the side or the top of your device, depending on your model.)

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

**Siri:** Say something like: "Turn up the volume" or "Turn down the volume." [Learn how to use Siri.](#)

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

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



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

---

### Lock the ringer and alert volumes

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

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

---

### Adjust the volume in Control Center

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

Open Control Center, then drag .

---

### Mute the sound

Press and hold the Volume Down button.

---

### Temporarily silence calls, alerts, and notifications

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

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



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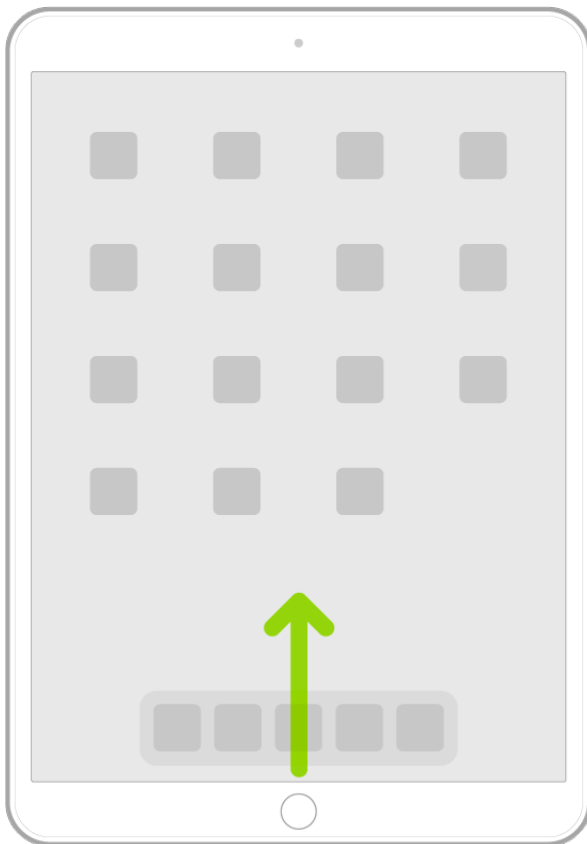
# Use your apps

## Open apps on iPad

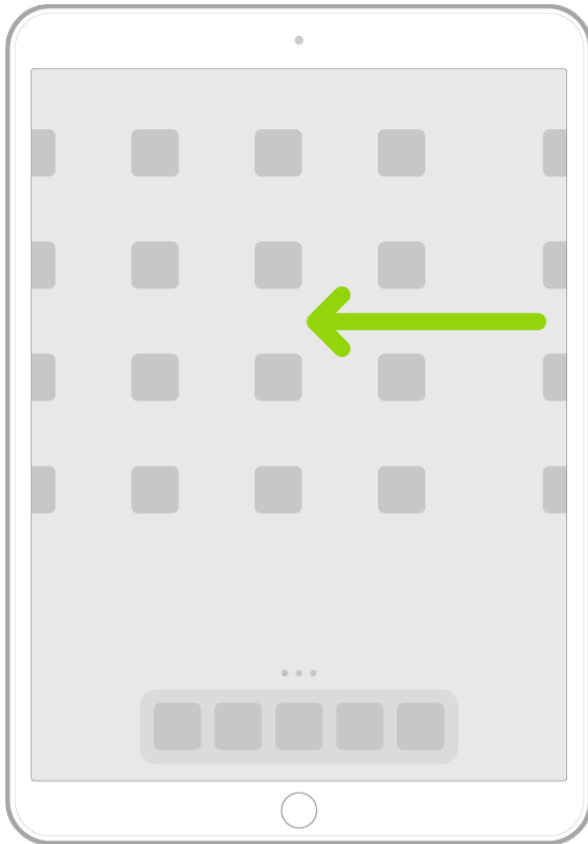
You can quickly open apps from your Home Screen pages.

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



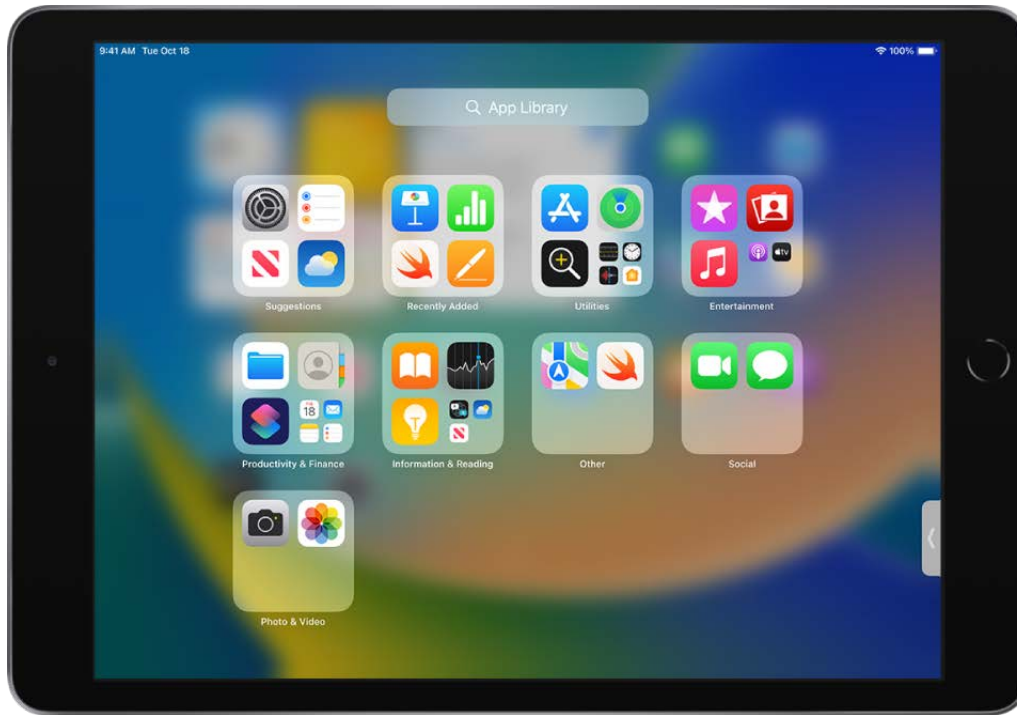
2. Swipe left or right to browse apps on other Home Screen pages.



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

## Find your apps in App Library on iPad

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




*Note:* The apps in App Library are organized in categories intelligently, based on how you use your apps. You can add apps in App Library to the Home Screen, but you can't move them to another category in App Library.

---

## Find and open an app in App Library

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

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

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

Or scroll to browse the alphabetical list.

3. To open an app, tap it.

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

## Hide and show Home Screen pages

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

1. Touch and hold the Home Screen until the apps begin to jiggle.
2. Tap the dots at the bottom of the screen.

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

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

To show hidden pages, tap to add the checkmarks.

4. Tap Done.

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

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

---

## Reorder Home Screen pages

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

1. Touch and hold the Home Screen background until the apps begin to jiggle.
2. Tap the dots at the bottom of the screen.

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

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

---

## Change where new apps get downloaded

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

1. Go to Settings  > Home Screen & Dock.

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

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

---

### **Move an app from App Library to the Home Screen**

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

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

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

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## Switch between apps on iPad

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

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### **Open an app from the Dock**

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

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



## Use the App Switcher

1. To see all your open apps, [Split View](#) workspaces, and [Slide Over](#) windows in the App Switcher, do one of the following:
  - *On all iPad models:* Swipe up from the bottom of the screen, then pause in the center of the screen.
  - *On an iPad with a Home button:* Double-click the Home button.



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

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



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## Switch between open apps

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

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

## Zoom an app to fill the screen on iPad

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

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

## Quit and reopen an app on iPad

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

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

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



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# Enter, select, and revise text

## Dictate text on iPad

With Dictation on iPad, you can dictate text anywhere you can type it. You can use typing and Dictation together—the keyboard stays open during Dictation so you can easily switch between typing and speaking to enter text. For example, you can select text with touch and replace it with your voice.


On supported models, Dictation requests are processed on your device in many languages—no internet connection is required. When you dictate in a search field, your dictated text may be sent to the search provider in order to process the search.

When you use Dictation on a device, you can dictate text of any length without a timeout. You can stop Dictation manually, or it stops automatically when you stop speaking for 30 seconds.

*Note:* Dictation may not be available in all languages or in all countries or regions, and features may vary. To see whether dictation is supported in your region and language, go to the [iOS and iPadOS Feature Availability website](#). Cellular data charges may apply. (See [View or change cellular data settings on iPad \(Wi-Fi + Cellular models\)](#).)

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### Turn on Dictation



1. Go to Settings  > General > Keyboard.
2. Turn on Enable Dictation.

If you're using an external keyboard, see [Dictate text while using an Apple external keyboard](#).


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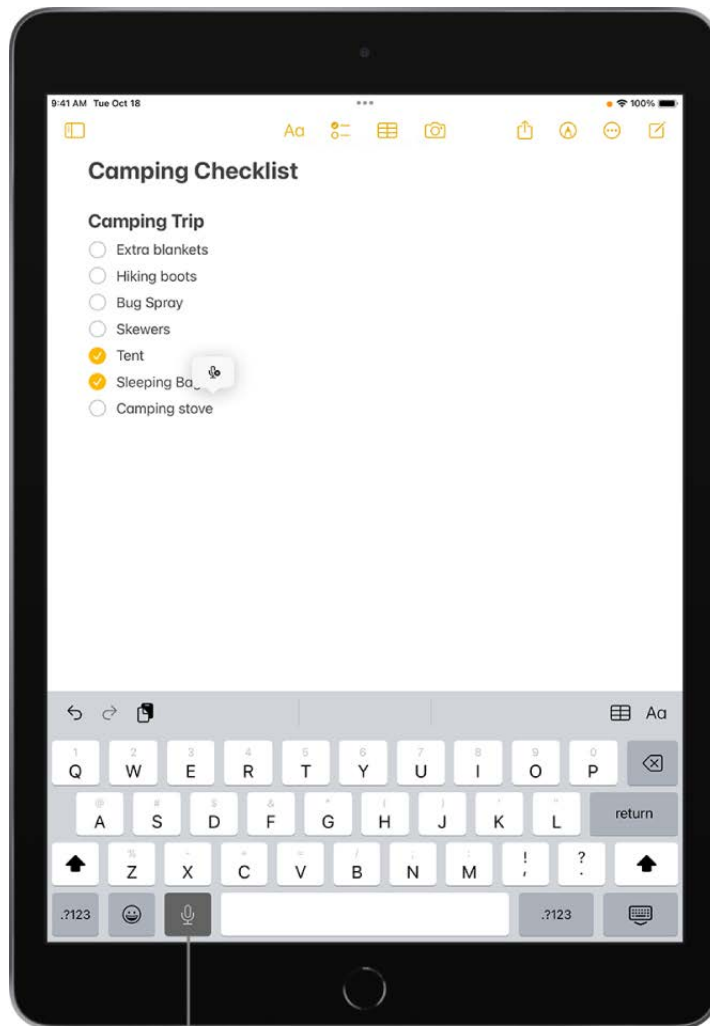
## Dictate text

1. Tap to place the insertion point where you want to insert text.
2. Tap  on the onscreen keyboard or in any text field where it appears (as in Messages, for example). Then speak.

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

As you speak to insert text, iPad automatically inserts punctuation for you. You can insert emoji by saying their names (for example, "mind blown emoji" or "happy emoji").

3.  When you finish, tap .



Tap to begin dictation.


## Type with the onscreen keyboard on iPad

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

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

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### Enter text using the onscreen keyboard

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

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

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




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

- *Type uppercase letters:* Tap , or touch , then slide to a letter.
- *Turn on Caps Lock:* Double-tap .
- *Quickly end a sentence with a period and a space:* Double-tap the Space bar.
- *Correct spelling:* Tap a misspelled word (underlined in red) to see suggested corrections, then tap a suggestion to replace the word, or type the correction.
- *Enter numbers, punctuation, or symbols:* Tap **123** or **# +=**.
- *Undo the last edit:* Swipe left with three fingers, then tap Undo at the top of the screen; or tap .
- *Redo the last edit:* Swipe right with three fingers, then tap Redo at the top of the screen; or tap .
- *Hide the onscreen keyboard:* Tap .

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

---

## Enter emoji with the onscreen keyboard

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

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

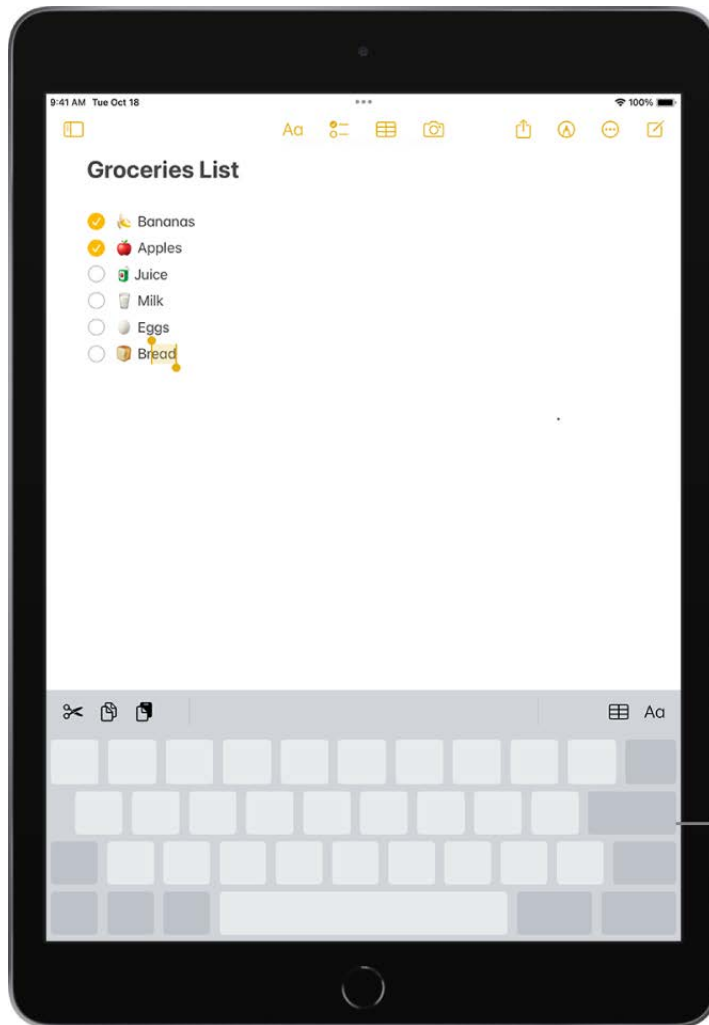
5. To return to the regular keyboard, tap ABC in the lower-left corner.

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

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## Turn the onscreen keyboard into a trackpad

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



Drag around the keyboard to move the insertion point.

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

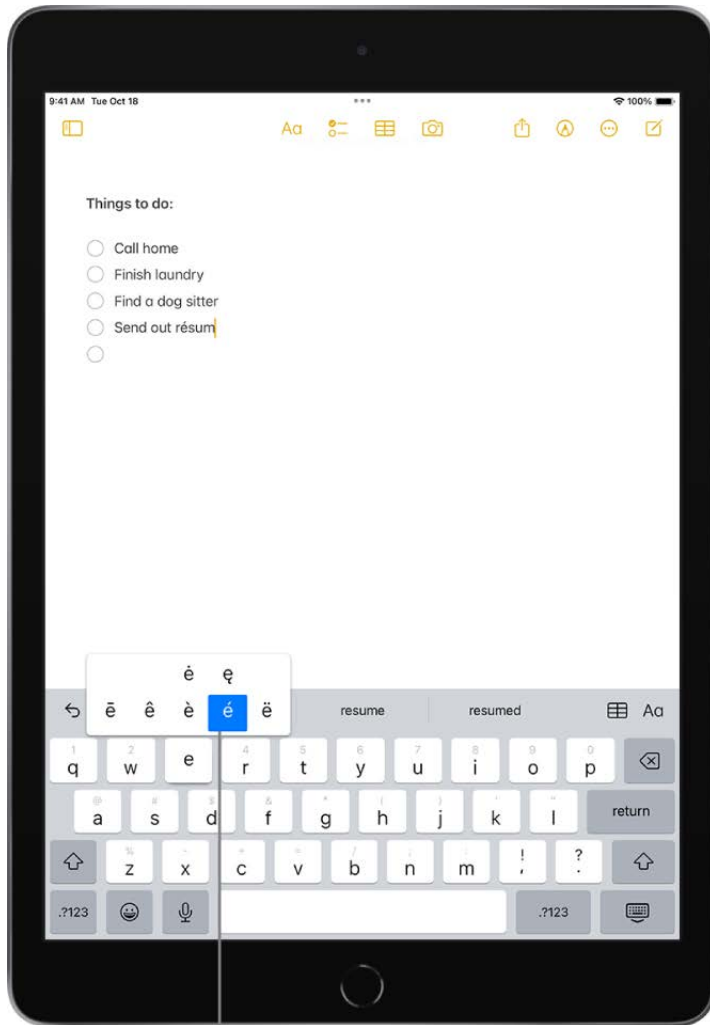
See [Select, cut, copy, and paste text](#) for more ways to select text.

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## Enter accented letters or other characters while typing

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

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



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

You can also do any of the following:

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

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

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## Set typing options

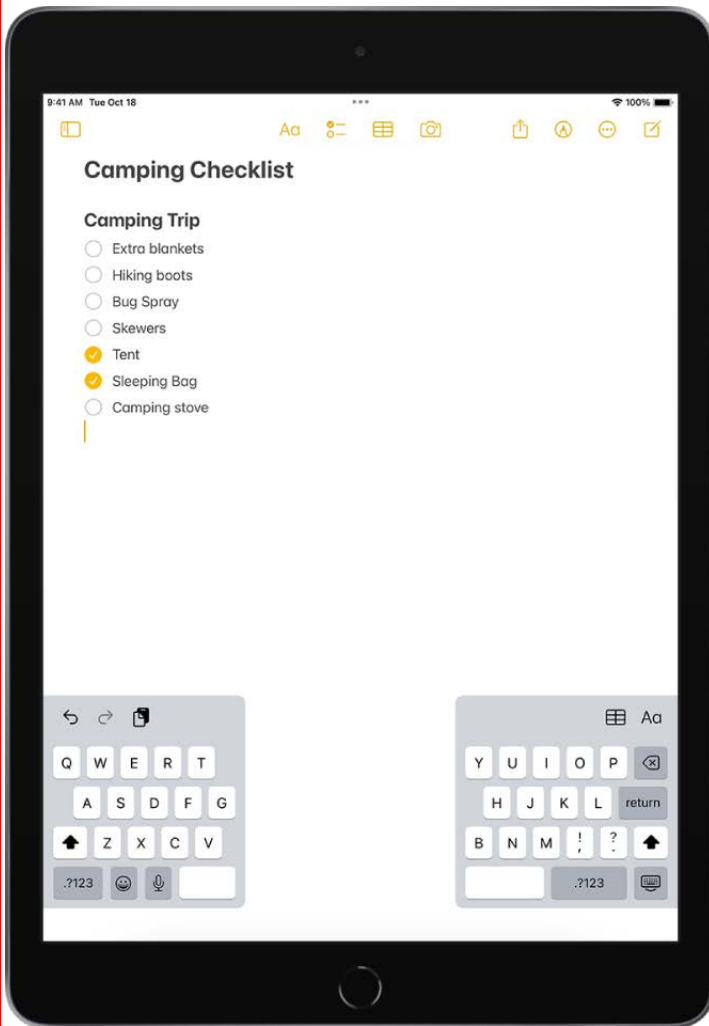
You can turn on special typing features—such as predictive text and auto-correction—that assist you when you type on iPad.

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

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## Use a split keyboard

On supported models, you can type with the onscreen keyboard split and at the bottom of the screen, undocked and in the middle of the screen, or floating and movable.





### Turn Split Keyboard on or off

To turn the Split Keyboard setting on or off, do one of the following:

- Go to Settings  > General > Keyboard, then turn Split Keyboard on or off.
- Touch and hold 😊 or 🌐, tap Keyboard Settings, then select Split Keyboard.


## Split the keyboard

When Split Keyboard is turned on in Settings, tap in a text field to open the onscreen keyboard, then do any of the following.


- *Split the keyboard:* Touch and hold , slide your finger to Split, then release.
- *Put the split keyboard back together:* Touch and hold , slide your finger to Merge, then release.

## Undock the keyboard

When Split Keyboard is turned on in Settings, you can undock the keyboard so that it moves up from the bottom of the screen.


1. Tap in a text field to open the onscreen keyboard.
2. Touch and hold , slide your finger to Undock, then release.

The keyboard moves up off the bottom of the screen. You can type with the keyboard in this position.

3. To return the undocked keyboard to its original position, touch and hold , slide your finger to Dock, then release.

## Use a floating keyboard

You can make the onscreen keyboard float, and move the floating keyboard anywhere on the screen by dragging from the bottom.

1. Tap in a text field to open the onscreen keyboard.
2. Touch and hold , slide your finger to Floating, then release.

A miniature version of the keyboard opens. You can drag it from the bottom and place it anywhere on the screen. Tap keys or use [QuickPath](#) to type by sliding from one letter to the next without lifting your finger (not available for all languages).

3. To return the keyboard to full width, pinch open.


## Select, cut, copy, and paste text on iPad

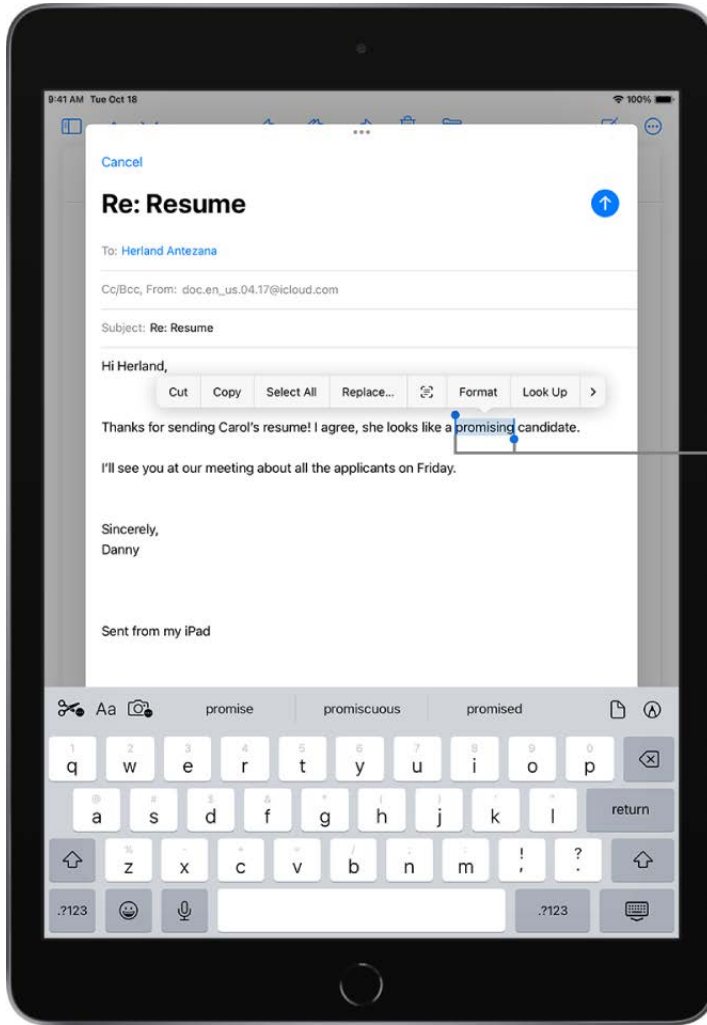
In apps on iPad, you can use the onscreen keyboard to select and edit text in text fields. You can also use an external keyboard, Apple Pencil, your finger, or Dictation.



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## Select and edit text

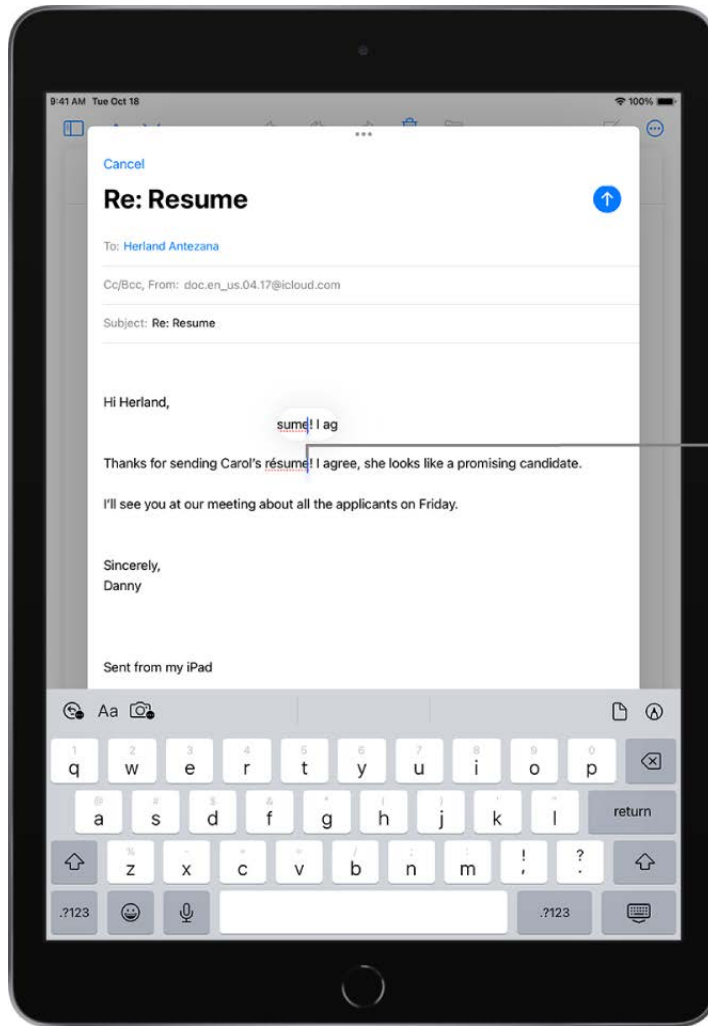
1. To select text, do any of the following:
  - *Select a word*: Double-tap with one finger.
  - *Select a paragraph*: Triple-tap with one finger.
  - *Select a block of text*: Double-tap and hold the first word in the block, then drag to the last word.
2. After selecting the text you want to revise, you can type, or tap the selection to see editing options:
  - *Cut*: Tap Cut or pinch closed with three fingers two times.
  - *Copy*: Tap Copy or pinch closed with three fingers.
  - *Paste*: Tap Paste or pinch open with three fingers.
  - *Replace*: View suggested replacement text, or have Siri suggest alternative text.
  - *B/I/U*: Format the selected text.
  -  View more options.



Tap the selected text to see options.

## Insert text by typing

1. Place the insertion point where you want to insert text by doing any of the following:
  - Tap where you want to add text.
  - Touch and hold to magnify the text, then move the insertion point by dragging it.



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

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

2. Type the text you want to insert.

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

---

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

## Use predictive text on iPad

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

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

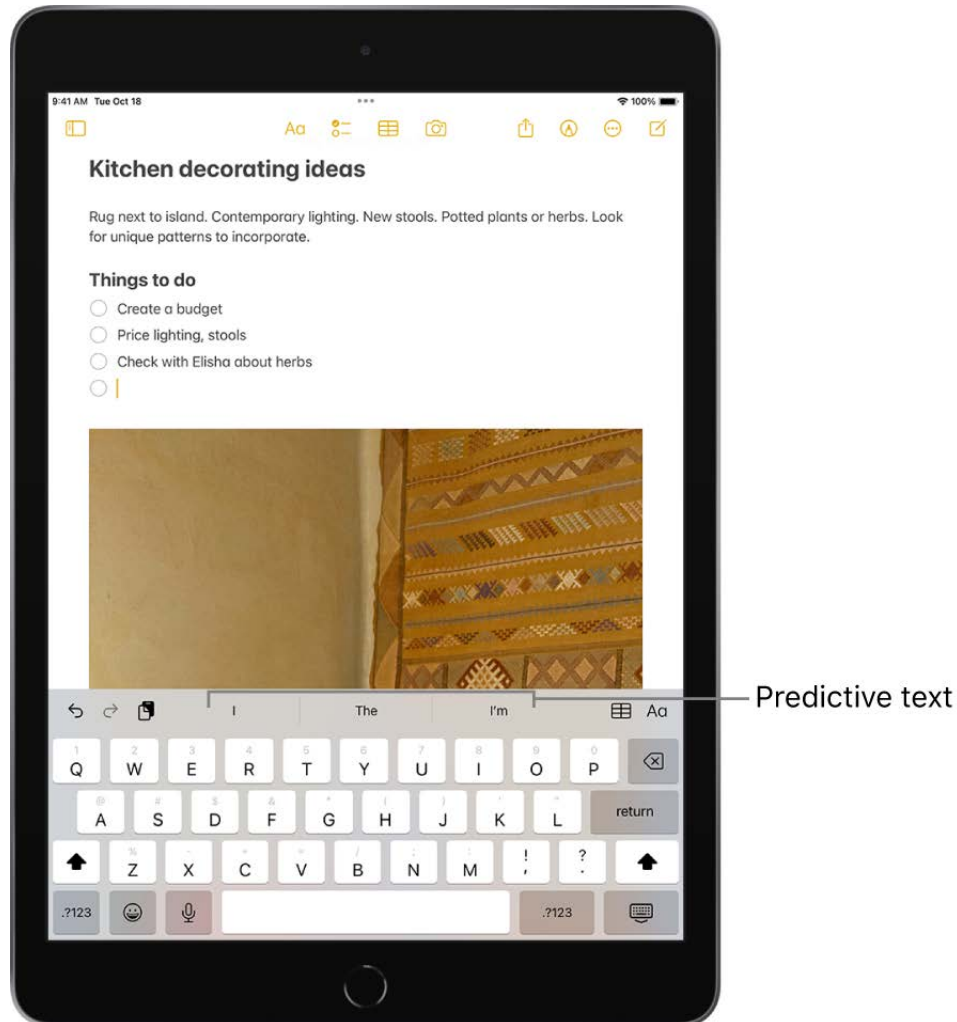
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## Accept or reject a predictive text suggestion

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

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

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



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## Turn off predictive text

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

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

---

## Save keystrokes with text replacements on iPad

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



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### Create a text replacement

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

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

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

---

## Create a text replacement for word and input pairs


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

Shortcuts are available for the following:

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


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

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

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## Reset your personal dictionary

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

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

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## Add or change keyboards on iPad

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

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

---



## Add or remove a keyboard for another language



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

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


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## Switch to another keyboard

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

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


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

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

---

## Assign an alternative layout to a keyboard

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

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



# Move and copy items with drag and drop on iPad

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

---

## Move an item


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

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

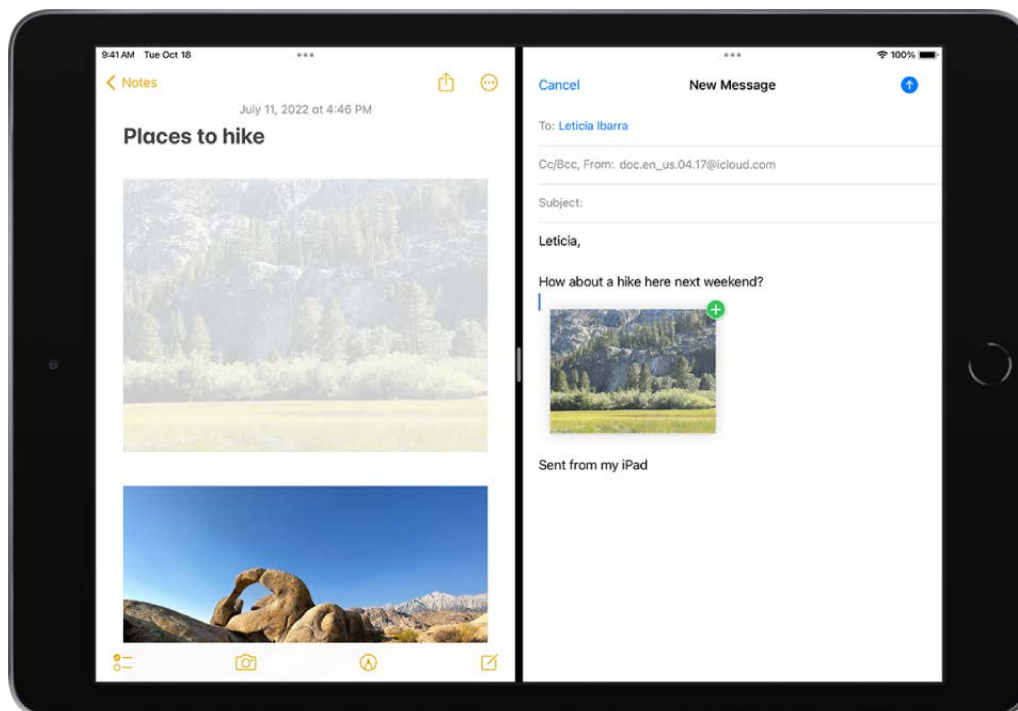
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## Copy an item between open apps

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

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

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



---

## Drag a link to a Split View or Slide Over window


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

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

---

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

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

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

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

---

## Select multiple items to move

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

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

---

# Use multiple apps simultaneously

## Open two items in Split View on iPad

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

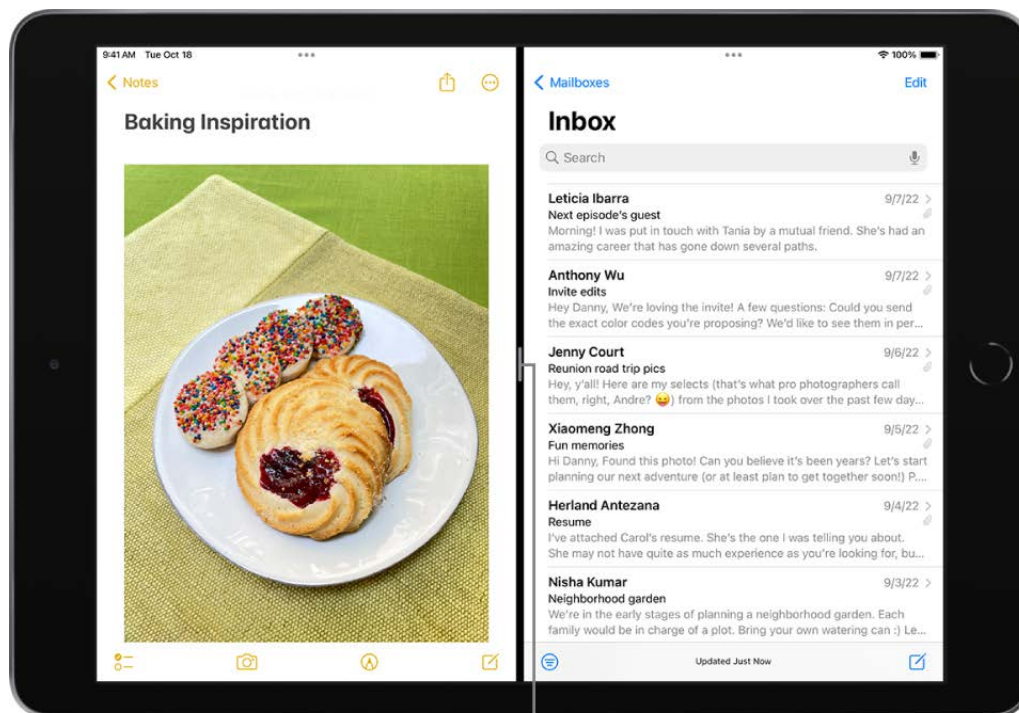
### Open a second app in Split View

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

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

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

The two apps appear in Split View.



Drag to resize the split.

## Replace an app in Split View

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

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

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

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


The two apps appear side by side in Split View.

**Tip:** To get more screen space to work with, turn on Display scaling mode on supported models. This increases the pixel density of the display so you can view more in your apps—which is useful when working in multiple windows in [Stage Manager](#) or [Split View](#). Go to Settings > Display & Brightness > Display Zoom, then select More Space.

---

## Turn Split View into Slide Over

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


Tap  $\cdots$  at the top of the window you want to turn into a Slide Over window, then tap  (the rightmost of the three buttons).

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

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## Return to full screen

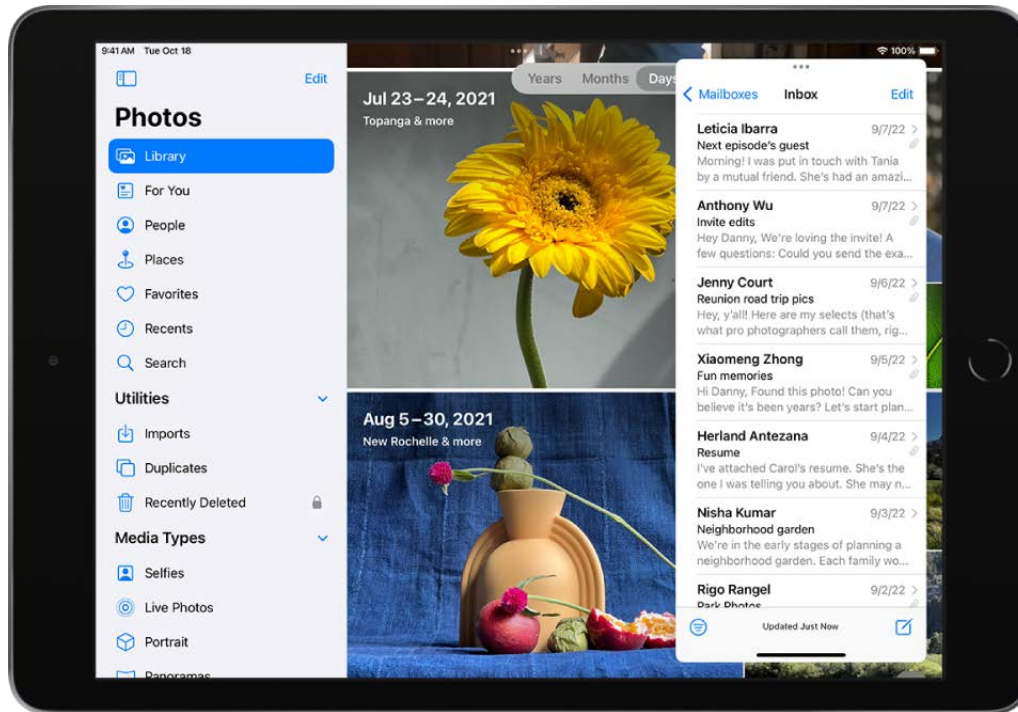
When you have two apps or windows open in Split View, you can remove one of them and show the other in full screen. Do one of the following:

- Drag the center divider to the left or right edge of the screen.
- Tap  $\cdots$  at the top of the app you want to appear in full screen, then tap .
- Touch and hold  $\cdots$  at the top of the app you want to appear in full screen. Keeping its top edge at the top of the screen, drag it to the center of the screen until its name and icon appears, then lift your finger.

## Switch an app window to a Slide Over window on iPad

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

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



### Open an app in Slide Over

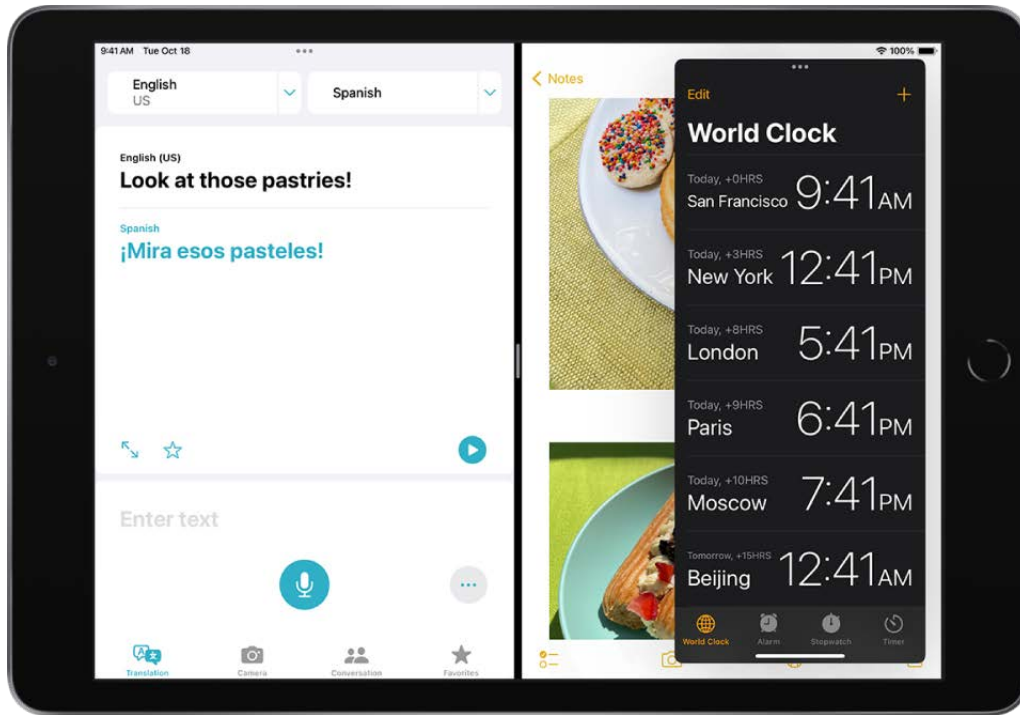
1. While using an app, tap **⋮** at the top of the screen, then tap .

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

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

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

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



### Switch between apps in Slide Over

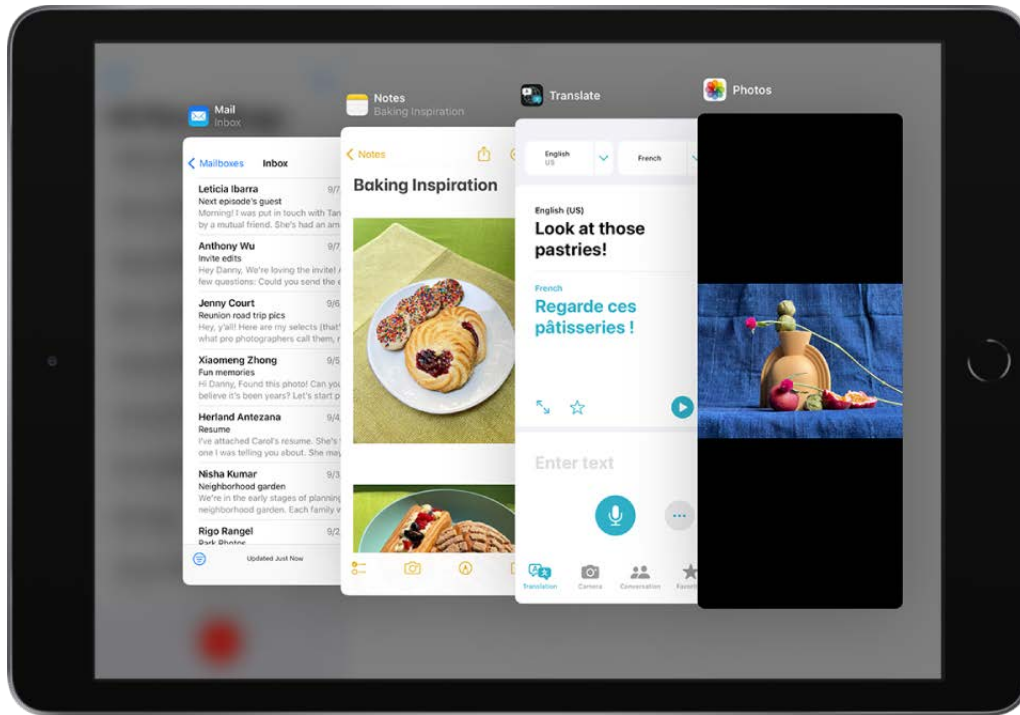
Swipe right along the bottom of the Slide Over window, or do the following:

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

All the Slide Over windows appear.

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

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



You can also use the App Switcher to switch between apps in Slide Over. See [Use the App Switcher](#).

### Move the Slide Over window

Do one of the following:

- *Move the Slide Over window to the other side of the screen:* Drag from  $\dots$  at the top of the Slide Over window.
- *Temporarily hide the Slide Over window:* Swipe all the way up from the bottom of the Slide Over window, swipe  $\dots$ , or drag either side of the window to the left edge of the screen. The Slide Over window disappears and a tab appears to indicate the Slide Over window is still available.
- *Move the Slide Over window back onto the screen:* Drag the tab indicating the Slide Over window from the left edge of the screen.

### Turn Slide Over into Split View

Tap  $\dots$  at the top of the Slide Over window, tap  $\square$ , then tap  $\square$  to have the current app appear on the left side of the screen, or  $\square$  to place the current app on the right.

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






## Open an item in the center of the screen

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

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

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

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

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

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## View an app's open windows and workspaces

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


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### View an app's open windows

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




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



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

---

### Create new windows in an app


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

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## Multitask with Picture in Picture on iPad

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

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

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

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

## Move, resize, and organize windows on iPad

On supported models, you can use Stage Manager—a new way to multitask and get things done with ease. Resize windows to look the way you want, see multiple overlapping windows in a single view, tap to switch between apps, and more.

You can make different groups of apps for specific tasks. Arrange, resize, and overlap them in your ideal layout.

If your iPad is connected to an external display, you can use Stage Manager to drag and drop windows between iPad and your external display to create the optimal working configuration of windows.

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### Turn Stage Manager on or off


With your iPad in landscape orientation, open Control Center, then tap .

The window you're working with is positioned prominently in the center of the screen, at a size that makes it easy to work with. All the other apps move left and form a list of recent apps along the left side of the screen.

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### Multitask with multiple windows

You can work with multiple apps for specific tasks or projects, and keep them together as a group. You can reposition, resize, and overlap windows to suit your workflow.

1. To add an app to the one you're working with, do any of the following:
  - Tap  at the top of a window, then choose Add Another Window. The current windows move aside to show all the other recent app windows. To add one, tap it
  - Touch and hold an app in the Recent apps list, then drag it to the current window in the center of the screen.
  - Tap an app in the Dock. The current app (or group) moves left to the Recent apps list and is replaced by the app you tapped (or the group containing it).

(If the Dock isn't visible, swipe up from the bottom edge of the screen just far enough to reveal it.)



2. Do any of the following:

- **Resize any window:** Drag from the corner marked with a dark curve, or, if you have a mouse or trackpad, drag from any corner or edge of the window.
- **Move a window to the Recent apps list:** Tap  $\dots$  at the top of the window, then choose Minimize.
- **Move a window:** Drag from the top of the window.
- **Enlarge a window:** Tap  $\dots$  at the top of the window, then choose Zoom.

**Tip:** To get more screen space to work with, turn on Display scaling mode on supported models. This increases the pixel density of the display so you can view more in your apps—which is useful when working in multiple windows in Stage Manager or [Split View](#). Go to Settings > Display & Brightness > Display Zoom, then select More Space.

### Switch between apps

With Stage Manager, you can switch apps by tapping another app in the Recent apps list, or tapping an icon in the Dock.

When you switch to another app, the app or group you've been working with moves left to the Recent apps list and is replaced by the one you tapped.

You can also do any of the following to switch apps:



- Swipe up from the bottom of the screen, then pause in the center of the screen to see the recent apps and groups.
- Swipe left or right with one finger along the bottom edge of the screen. (On an iPad with a Home button, perform this gesture with a slight arc.)
- Swipe left or right with four or five fingers.

See [Switch between apps on iPad](#).

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### Hide or show the recent apps list

Do one of the following:

- Open Control Center, touch and hold , then tap the checkmark on the left side of the image.
- Go to Settings  > Home Screen & Multitasking > Stage Manager, then tap the checkmark under Recent Apps to turn it off or on.

### Close a window

Tap  at the top of the window, then choose Close.

If the window is part of a group of apps, it disappears from the group.

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### Move an app to an external display

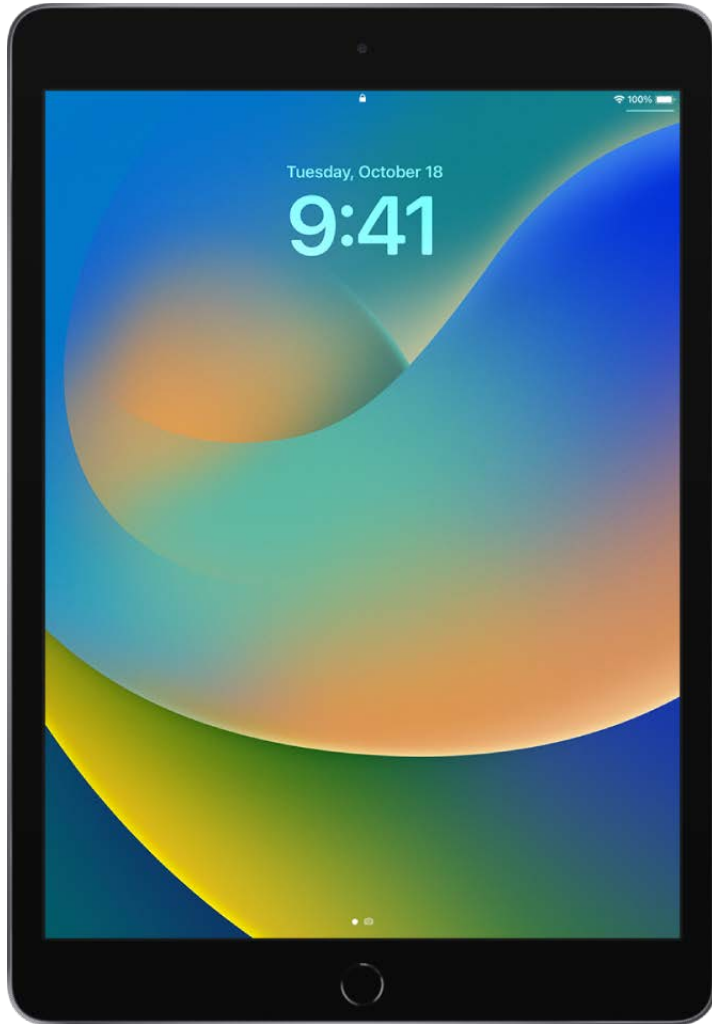
If your iPad connected to your external display, you can view multiple apps on both your iPad and external display. Drag and drop files and apps between the screens to create the optimal working configuration of windows.

To move apps between displays, do any of the following:

- Drag from the top of the app window to move it from one display to another.
  - Tap the icon of the app you want to move.
-

## Access features from the iPad Lock Screen

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



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### Access features and information from the Lock Screen

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


- *Open Camera:* Swipe left. (See [Take photos with your iPad camera.](#))
- *Open Control Center:* Swipe down from the top-right corner. (See [Use and customize Control Center on iPad.](#))

- *See earlier notifications:* Swipe up from the center. (See [View and respond to notifications on iPad.](#))
- *View widgets:* Swipe right. (See [Add widgets on iPad.](#))
- *Start drawing and taking notes:* (on supported models) Tap Apple Pencil on the Lock Screen. Whatever you create is [saved in Notes](#).

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

---

### Show notification previews on the Lock Screen

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

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

### View Live Activities on the Lock Screen

You can view Live Activities on your Lock Screen—including live sports updates, movies, and music—so you can follow along right on your Lock Screen, even when you can't watch the entire event.

## Perform quick actions on iPad

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

- In Photos, touch and hold an image to preview it and see a list of options.
- In Mail, touch and hold a message in a mailbox to preview the message contents and see a list of options.
- On the Home Screen, touch and hold an app icon briefly to open a quick actions menu. If the icons start to jiggle, tap Done at the top right or press the Home button (on an iPad with a Home button), then try again.

- Open Control Center, then touch and hold an item like Camera or the brightness control to see options.
  - On the Lock Screen, touch and hold a notification briefly to respond to it.
  - When typing, touch and hold the Space bar with one finger to [turn your keyboard into a trackpad](#).
- 


## Use iPad to search

In Spotlight on iPad, you can search for apps and contacts, content inside apps like Mail, Messages, and Photos, and even text in your photos using Live Text. You can also check stock and currency information and perform calculations, including unit conversions. You can find and open webpages, open apps, and find images in your photo library, across your system, and on the web. Spotlight returns rich results in a full, scrollable window, including contacts, musicians, actors, TV shows, movies, businesses, and sports leagues and teams.

You can search from anywhere on iPad—even the Lock Screen—and choose which apps you want to include in search results. Search offers suggestions based on your app usage, and updates results as you type.

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### Choose which apps to include in Search

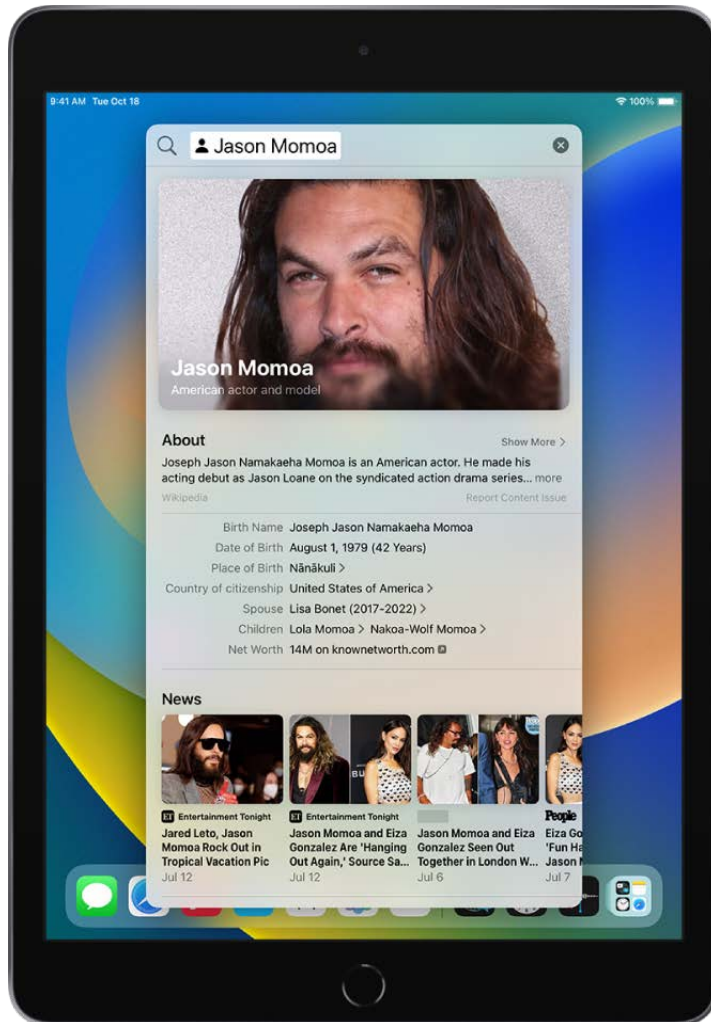
1. Go to Settings  > Siri & Search.
  2. Scroll down, tap an app, then turn Show App in Search on or off.
- 

### Search with iPad

1. Swipe down from the middle of the Home Screen or the Lock Screen.
2. Enter what you're looking for in the search field.
3. Do any of the following:
  - *Hide the keyboard and see more results on the screen:* Tap Search.
  - *Open a suggested app:* Tap it.




- *Take quick action:* Start a timer, turn on a Focus, find the name of a song with Shazam, run any shortcut, and more. Search for an app's name to see shortcuts available for the app, or create your own using the Shortcuts app.
- *Check a suggested website:* Tap it.
- *Get more information about a search suggestion:* Tap it, then tap one of the results to open it.
- *Start a new search:* Tap  in the search field.



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## Turn off Location-Based Suggestions

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



## Search in apps

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


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

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

2. Type your search, then tap Search.
- 

## Add a dictionary

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




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

# Use AirDrop on iPad to send items to nearby devices

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

---

## Send an item using AirDrop

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


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

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

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

---

### Allow others to send items to your iPad using AirDrop

1. Open Control Center, touch and hold the top-left group of controls, then tap .
2. Tap Contacts Only or Everyone to choose who you want to receive items from.

You can accept or decline each request as it arrives.

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

---

## Take a screenshot or screen recording on iPad

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

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### Take a screenshot


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

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

---





## Save a full-page screenshot as a PDF

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

1. Do one of the following:
    - *On an iPad with a Home button:* Simultaneously press and then release the top button and the Home button.
    - *On other iPad models:* Simultaneously press and then release the top button and either volume button.
  2. Tap the screenshot in the lower-left corner, then tap Full Page.
  3. Do any of the following:
    - *Save the screenshot:* Tap Done, choose Save PDF to Files, choose a location, then tap Save.
    - *Share the screenshot:* Tap , choose a sharing option (for example AirDrop, Messages, or Mail), enter any other requested information, then send the PDF.
- 

## Create a screen recording

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

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

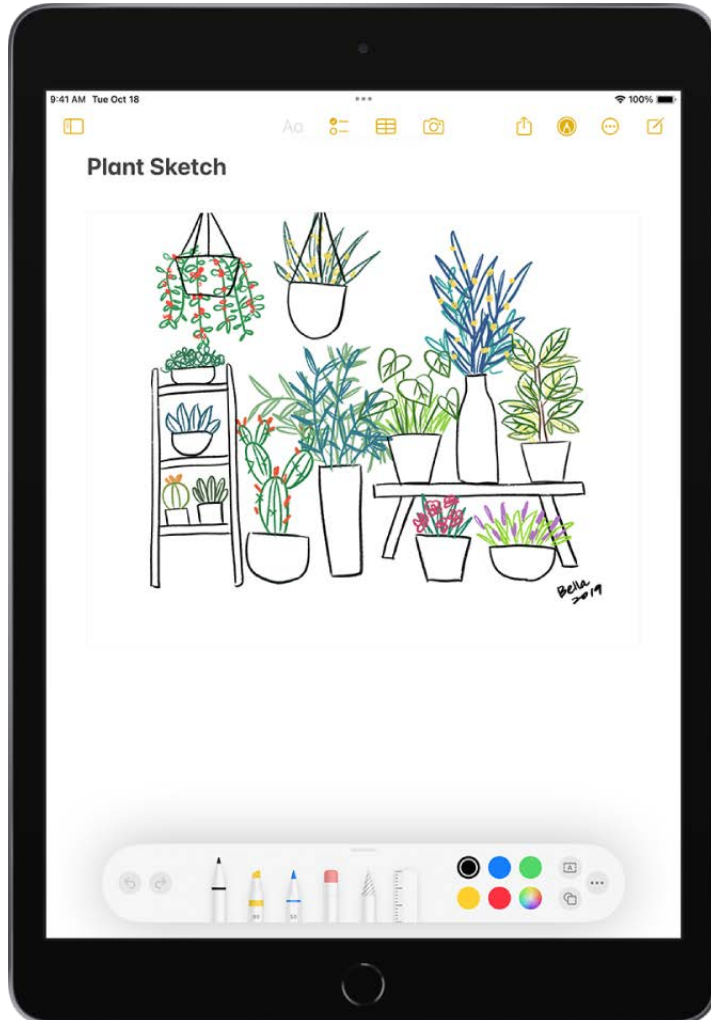
Go to Photos , then select your screen recording.

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# Mark up files and photos

## Draw in apps with Markup on iPad

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




### Show, move, and hide the Markup toolbar

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

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

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

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


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

- *Hide the toolbar:* Tap  or Done.


---

## Draw or write in apps with Markup

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

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

While writing or drawing, do any of the following:

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


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

---


## Draw a shape

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

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

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


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

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

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

---


## Change your handwritten text or drawings

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

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

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

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

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

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


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

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

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

---

## Erase a mistake

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

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

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

---

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


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

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

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### Add and edit typed text in Notes

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

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


## Add and edit typed text in other supported apps

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

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

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

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


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


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

---

## Add and adjust a shape in other supported apps

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

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

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


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

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## Add your signature in other supported apps

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

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

2. Do one of the following:

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

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

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

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

3. Drag your signature where you want it.

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

---

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

## Zoom in or magnify in Markup on iPad

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

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### Zoom in


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

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


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### Magnify

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

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

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

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

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

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## Get information about your iPad

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### View overall storage availability and storage used per app

Go to Settings  > General > iPad Storage.

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


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### See battery usage

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


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### View cellular usage

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

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### See more information about iPad

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

- Name


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

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

To see Legal & Regulatory information (including legal notices, and license, warranty, and RF exposure information) and regulatory marks, go to Settings > General > Legal & Regulatory.

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### **View or turn off diagnostic information**

Go to Settings  > Privacy & Security > Analytics & Improvements.

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

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

You can activate cellular data service on iPad, turn cellular service on or off, and set which apps and services use cellular data. With some carriers, you can also change your data plan.

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

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


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

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

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

---

## Add a cellular plan to your iPad

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

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


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## View or change your cellular data account

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

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

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

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

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

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


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

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

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


---

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

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

---

## Set cellular data use for apps and services

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

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

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

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## Lock your SIM card

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

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## Choose iPad settings for travel

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

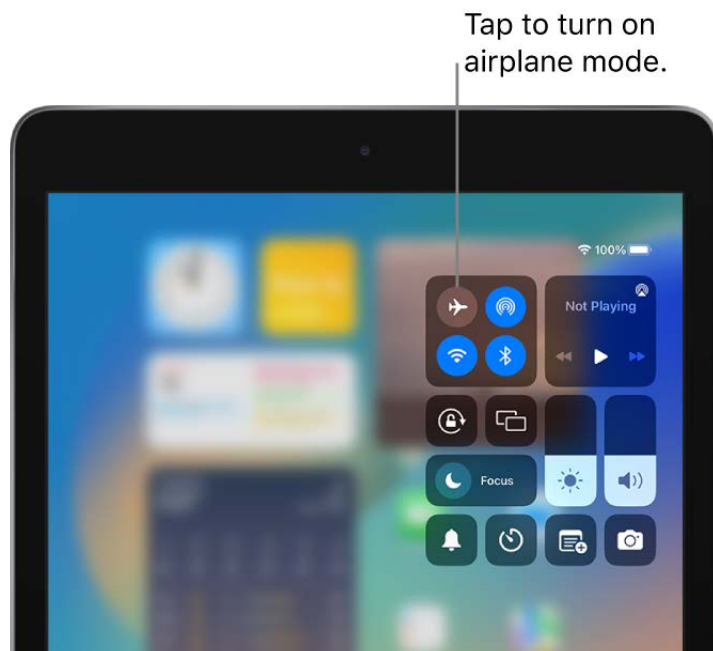
To choose settings that minimize cellular charges when you travel (Wi-Fi + Cellular models), see [View or change cellular data settings on iPad \(Wi-Fi + Cellular models\)](#).



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

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## Turn on airplane mode



Open Control Center, then tap ✈️.

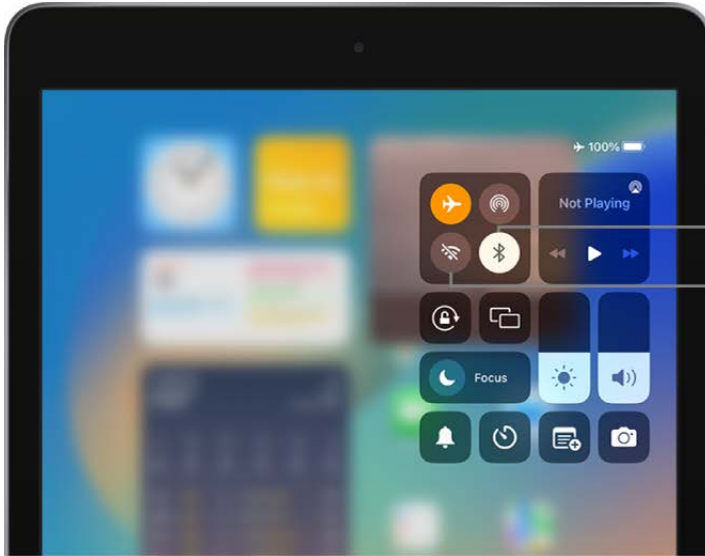


You can also turn airplane mode on or off in Settings . When airplane mode is on,  appears in the status bar at the top of the screen.

### Turn on Wi-Fi or Bluetooth while in airplane mode



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

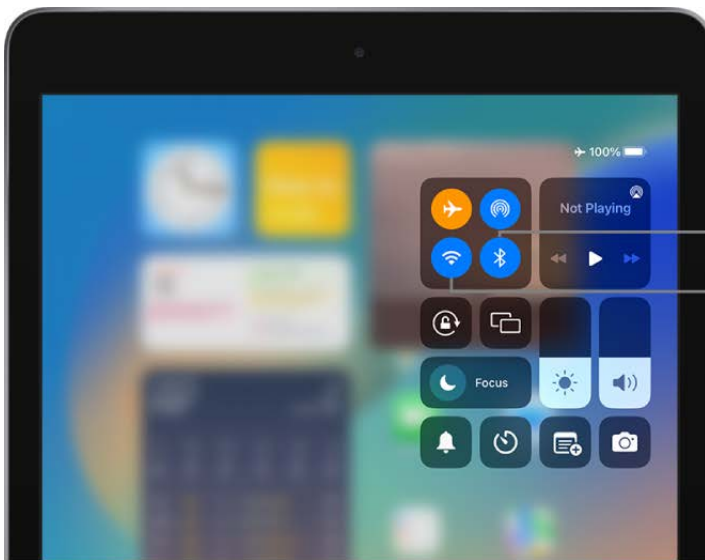
1. Open Control Center, then turn on airplane mode.
2. Tap  to turn on Wi-Fi or  to turn on Bluetooth.



Tap to turn on Bluetooth.

Tap to turn on Wi-Fi.

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




Tap to turn off Bluetooth in airplane mode.

Tap to turn off Wi-Fi in airplane mode.

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# Personalize your iPad

## Change or turn off iPad sounds


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


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

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### Set sound options

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



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

You can also change the sounds iPad plays for certain people. Go to Contacts , tap a person's name, tap Edit, then choose a ringtone and text tone.

---

### Silence iPad

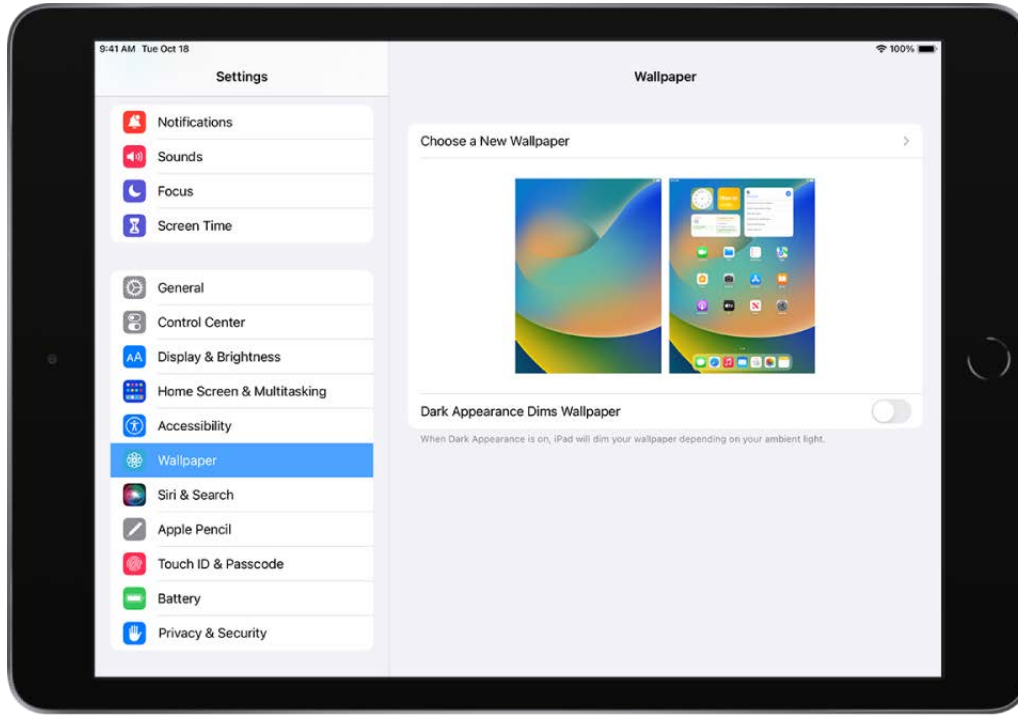
To temporarily silence incoming calls, alerts, and sound effects, open Control Center, tap Focus, then tap Do Not Disturb.

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

## Change the wallpaper on iPad


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






---

## 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 [Customize iPad for motion sensitivities](#).

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 set Dark Mode 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 & Security, or if you turned off Setting Time Zone in Settings > Privacy & Security > 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.
- 

## View more in iPad apps with display scaling

### 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)
  - The measurement system (metric, U.S., or UK)
  - The first day of the week
  - Live Text (text you can select in images to copy or take action on)
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](#).

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# 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.

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### 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 view widgets in Today View. You can also add widgets to your Home Screen to keep this information at your fingertips.

You can keep widgets on your Home Screen.




## View widgets in Today View

To view widgets in Today View, 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](#).


---

### 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).

---

### 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 Smart Stack (with dots next to it) is a set of widgets that uses information such as the time, your location, and activity to automatically 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 right from your Home Screen so they display the information you want to see. 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 your activity, your location, the time of day, and so on.

1. On your Home Screen, touch and hold a widget to open the [quick actions](#) menu.
2. Tap Edit Widget if it appears (or Edit Stack, if it's a Smart Stack), then choose options.

For a Smart Stack, you can turn Smart Rotate or Widget Suggestions off or on, drag a widget from the Smart Stack to the Home Screen, or remove a widget by tapping – in the upper-left corner.

When you turn on Widget Suggestions, suggested widgets for apps you already use automatically appear in your Smart Stack at the right time based on your past activity. An option lets you add the widget to your stack so it's always there when you need it.

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.

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## 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.

**Tip:** You can move all your apps and widgets related to a particular [Focus](#) (your Work Focus, for example) onto one Home Screen page, and make that page accessible during that Focus.

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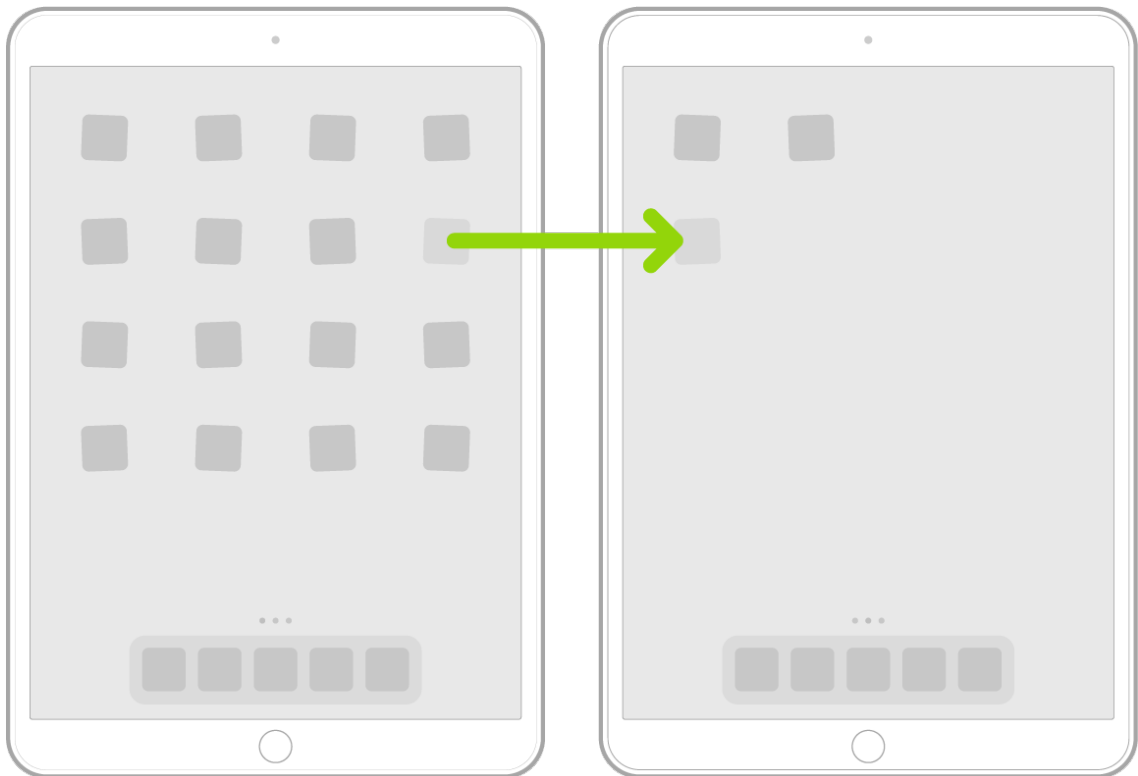
## Move apps and widgets around on your iPad

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

The items begin to jiggle.

2. Drag the app or widget to one of the following locations:
  - Another location on the same page
  - 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.



**Tip:** You can also drag an app to the Dock at the bottom of the screen.

3. When you're finished, tap Done at the top right.
-

## 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 App Library, or tap Delete App to delete it from iPad.
- *Delete an app from App Library and Home Screen:* Touch and hold the app in App Library, tap Delete App, then tap Delete. (See [Find your apps in 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:

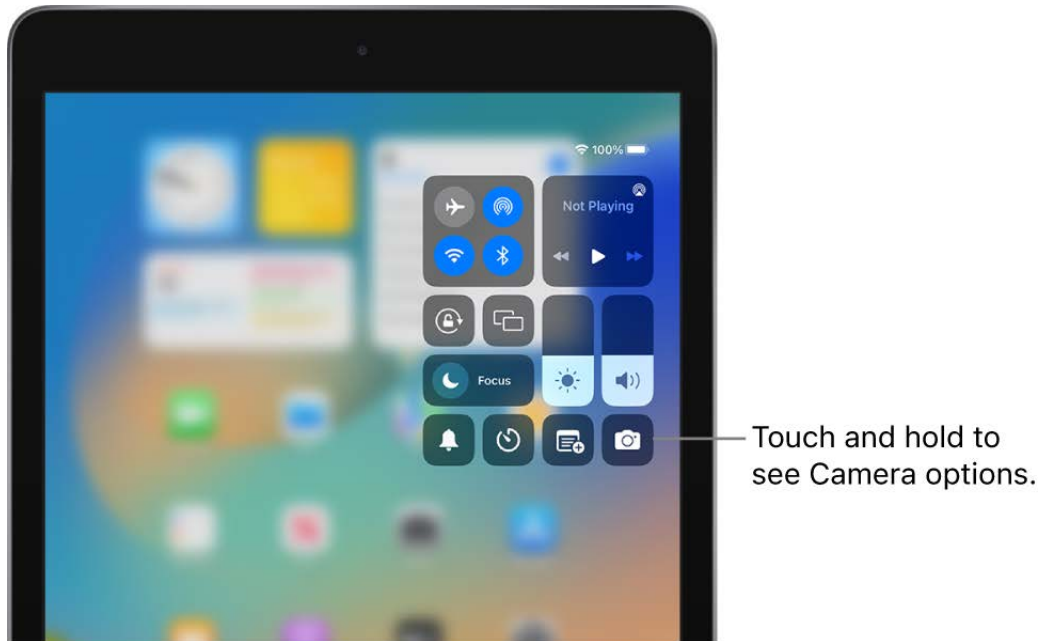
- [Books](#)
- [Calendar](#)
- [Contacts](#) (Contact information remains available through Messages, Mail, FaceTime, and other apps. To remove a contact, you must restore Contacts.)
- [FaceTime](#)
- [Files](#)

- [Find My](#) (Removing this app doesn't turn off location sharing or Find My for your device—it just removes the ability to view locations in the Find My app on that device.)
- [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.



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## Open Control Center

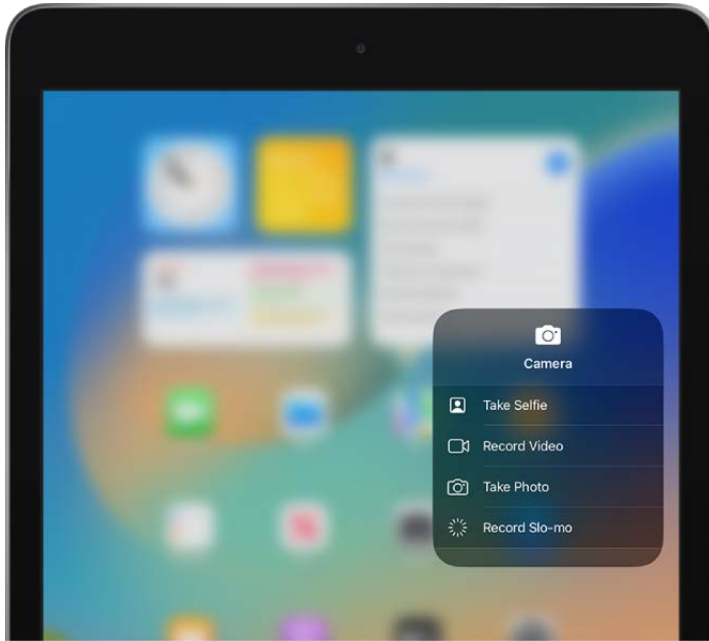
Swipe down from the top-right edge; to close it, swipe up from the bottom.

---

## 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.



---

### 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.

---

### 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](#).



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## Turn off access to Control Center in apps

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

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## Change or lock the screen orientation on iPad

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



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## 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.

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# 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.

*Note:* While you're using an app, you might be asked how you want to receive notifications from it—immediately, not at all, or in a [scheduled summary](#). You can [change this setting](#) later in Settings > Notifications.

---

### Find your notifications in Notification Center

Unless you have notifications silenced with a [Focus](#) or [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).

---

### 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.


- *To view a notification and perform quick actions if the app offers them:* Touch and hold the notification.
- *To open a notification's app:* Tap the notification, then tap Open.
- *To respond to a notification when iPad is locked:* Touch and hold the notification.

---

### Schedule a notification summary

You can reduce distractions in your day by scheduling your notifications to be delivered as a summary—you choose which notifications to include in the summary and what time you want to receive it.

The notification summary is personalized to you and intelligently ordered by priority, based on your current activity, with the most relevant notifications at the top. The summary is especially useful because it allows you to engage with notifications on your own time. You can take this even further by using [Focus](#) to filter notifications while you concentrate on an activity.

1. Go to Settings  > Notifications > Scheduled Summary, then turn on Scheduled Summary.
2. Select the apps to include in your summary.
3. Set a time for your summary. If you want to receive another summary, tap Add Summary.
4. Tap A to Z below Apps in Summary, then make sure the apps you want to include in your summary are turned on.

*Note:* If an app you want to include in your Notification Summary doesn't appear in the A to Z list, you may need to turn on Allow Notifications for the app. Go to Settings > Notifications, tap the app, then turn on All Notifications. See [Change notification settings on iPad](#).

---


### 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.

---


### 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).


---


## 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 schedule a notifications summary, tap Scheduled Summary, then turn on Scheduled Summary.

Select the apps you want notifications for in your summary, set a time for delivery of your summary, then tap  at the top left. (See [schedule a notifications summary](#).)

3. 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.

4. 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 notifications summary—and turn Time Sensitive Notifications on or off.

For many apps, you can also set a notification banner style and turn sounds and badges on or off.

5. 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 & Security > 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

Focus is a feature that helps you concentrate on a task by minimizing distractions. When you want to concentrate on a specific activity, you can customize one of the provided Focus options—for example Work, Personal, or Sleep—or [create a Custom Focus](#). Focus can temporarily silence all notifications—or allow only specific notifications (ones that apply to your task, for example)—and let other people and apps know you're busy. See [Allow or silence notifications for a Focus on iPad](#).

Likewise, you can [customize a Home Screen page](#) that has only apps related to a Focus and make that your Home Screen during your Focus. iPad also suggests Home Screens with apps and widgets that are relevant to the Focus you're setting up.

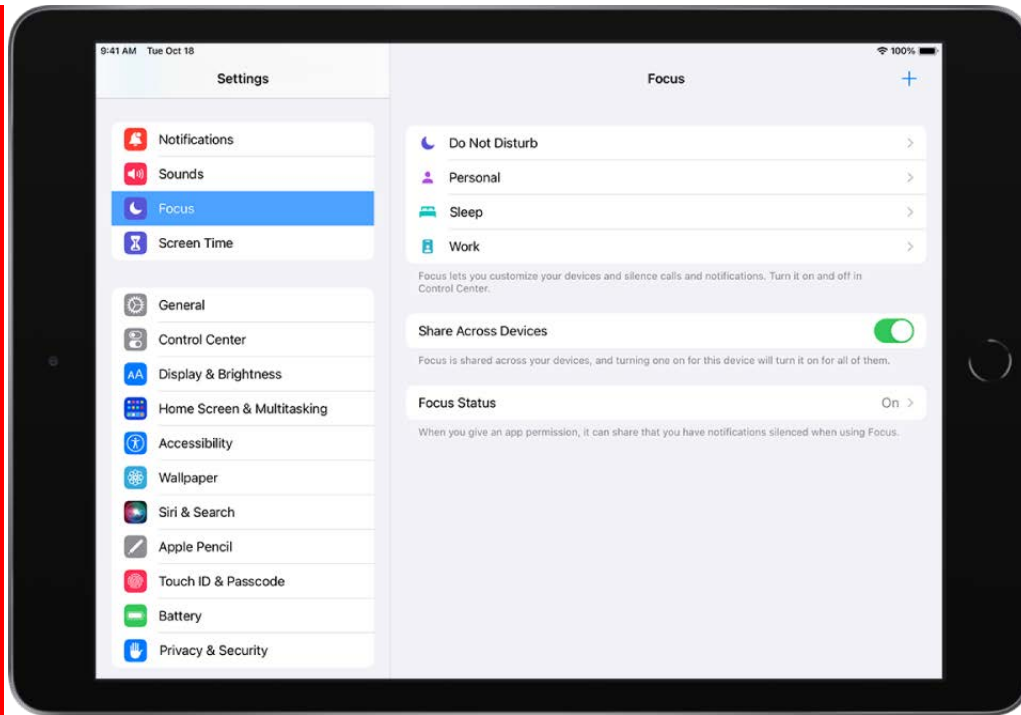
**Tip:** To quickly silence all notifications, open Control Center, tap Focus, then turn on Do Not Disturb.

---

### Set up a Focus

When you set up a Focus, you can select apps and people you want to receive notifications from. For example, you can set up a Work Focus and allow only notifications from your coworkers and the apps you use for work.

1. Go to Settings  > Focus, then tap a Focus—for example, Personal, Sleep, or Work.



2. Specify which notifications to silence or allow during your Focus. See [Silence or allow notifications for a Focus](#).
3. Tap Options, then do any of the following:
  - *Show silenced notifications on the Lock Screen or send them to Notification Center:* Turn Show On Lock Screen on or off.
  - *Darken the Lock Screen during this Focus:* Turn on Dim Lock Screen.
  - *Hide notification badges on Home Screen apps:* Turn on Hide Notification Badges.

Tap  at the top of the screen.

4. To choose a Home Screen page to use with this Focus, tap the miniature Home Screen below Customize Screens, select the screen, then tap Done.

To make changes to the Home Screen to customize it for your Focus, see [Move apps and widgets on the Home Screen](#).

After setting up your Focus, you can return to Settings > Focus at any time and change any of the options you chose above. To share your Focus across your devices, turn on Share Across Devices.

You can [turn a Focus on or off in Control Center](#), or [schedule it to turn on automatically](#).

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.

---



### Add Focus filters

When you set up a Focus, you can add app filters that determine what information apps will show during the Focus. For example, you can choose which mail account or which calendar to use during the Focus.

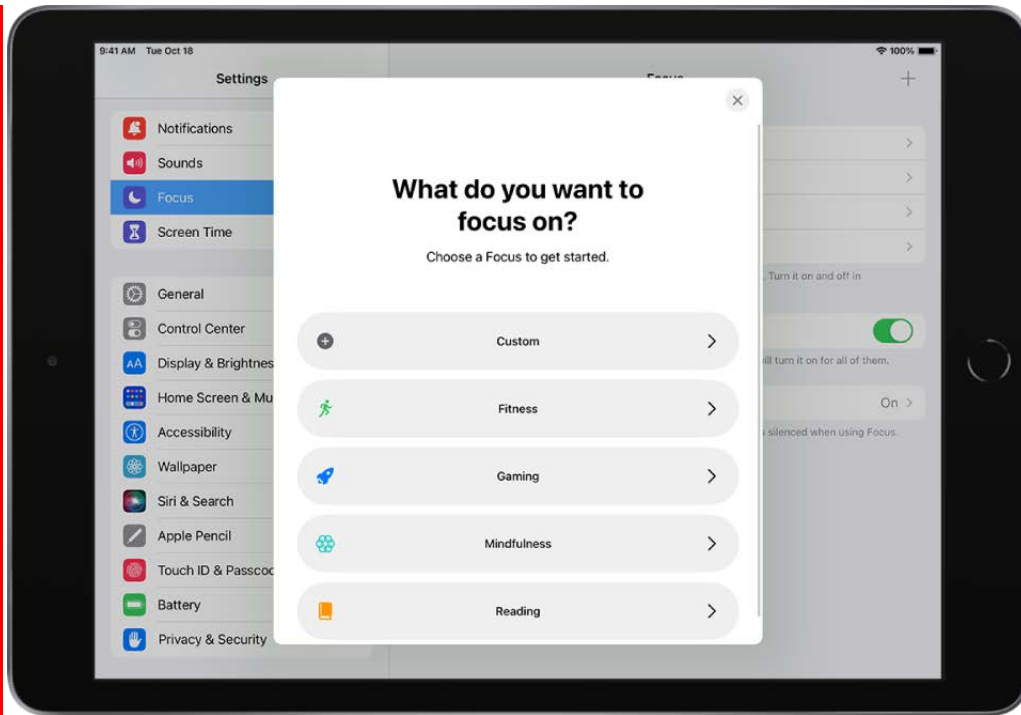
1. Go to Settings > Focus, then tap the Focus you want to add filters to.
  2. Tap Add Filter (below Focus Filters).
  3. Tap an app, tap Choose, then select the information from that app you want to see during the Focus:
    - *Calendar*: Choose which calendar you want to show during the Focus.
    - *Mail*: Choose which mail accounts you want to use during the Focus.
    - *Messages*: Choose which message conversations you want to see during the Focus—for example, only conversations from people you've allowed notifications from during this Focus.
    - *Safari*: Choose which Tab Group you want to use during the Focus.
  4. Tap Add to add the filter to the Focus.
- 

### 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 tap 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 or silence notifications for a Focus on iPad



When you [set up a Focus](#), you can select people and apps you want to receive notifications from. For example, set up a Work Focus and allow only notifications from your coworkers and the apps you use for work.

---

## Allow or silence notifications for a Focus

1. Go to Settings > Focus then choose a Focus—for example, Do Not Disturb, Personal, Sleep, or Work.
2. Do any of the following:
  - *To silence or allow specific people:* Tap People (or tap Choose People), then tap an option (Silence or Allow).
  - *To add people to allow notifications from:* Tap , select contacts, then tap Done.
  - *To allow calls during this Focus:* Tap Allow Calls From, then select an option—Everybody, Allowed People Only, Favorites, or Contacts Only.
  - *To allow repeated calls (two or more calls from the same person within three minutes):* Turn on Allow Repeated Calls (if it appears), then tap  at the top 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](#), below.

- *To silence or allow specific apps:* Tap Apps, then tap an option (Silence or Allow).
- *To add apps to allow notifications from:* Tap , select apps, then tap Done.
- *To allow apps to send notifications marked as Time Sensitive immediately:* Turn on Time Sensitive Notifications, then tap  at the top of the screen.

---

## Share your Focus status


When you turn on a Focus, it limits the notifications you receive from people and apps. When someone outside your allowed notifications tries to contact you, your Focus status appears in Messages, so they know you're busy.

1. Go to Settings > Focus > Focus Status.
2. Turn on Share Focus Status, then select the Focus options you want to share your Focus status from.

---

## Allow calls from emergency contacts when notifications are silenced

You can allow sounds 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

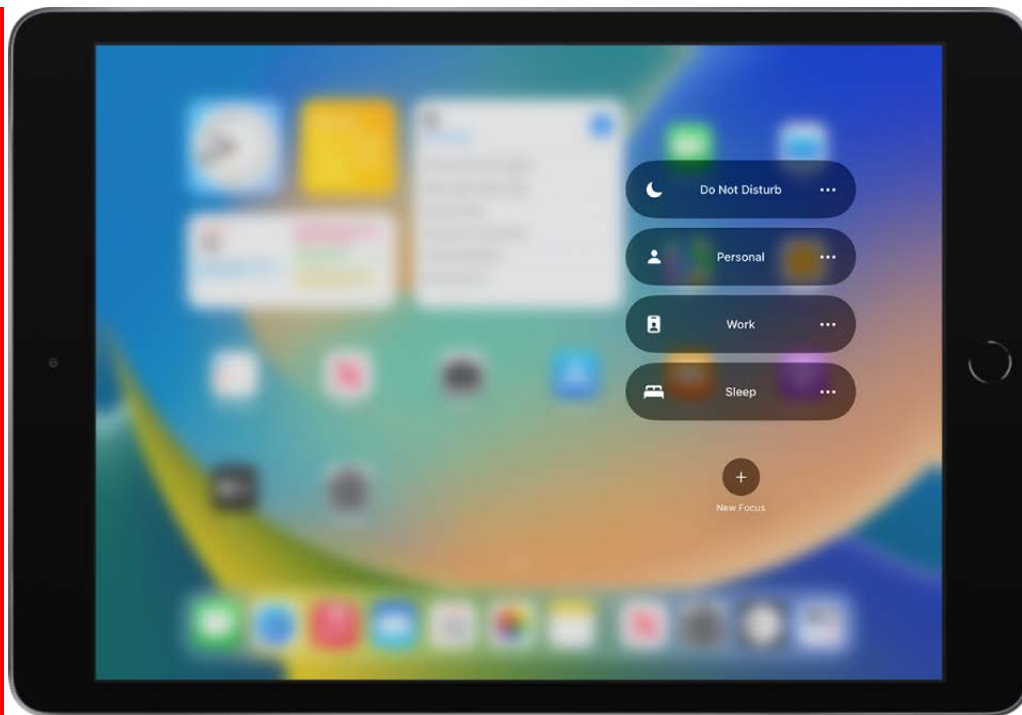
To use a Focus, you can turn it on directly in Control Center, or schedule it to turn on automatically.



---

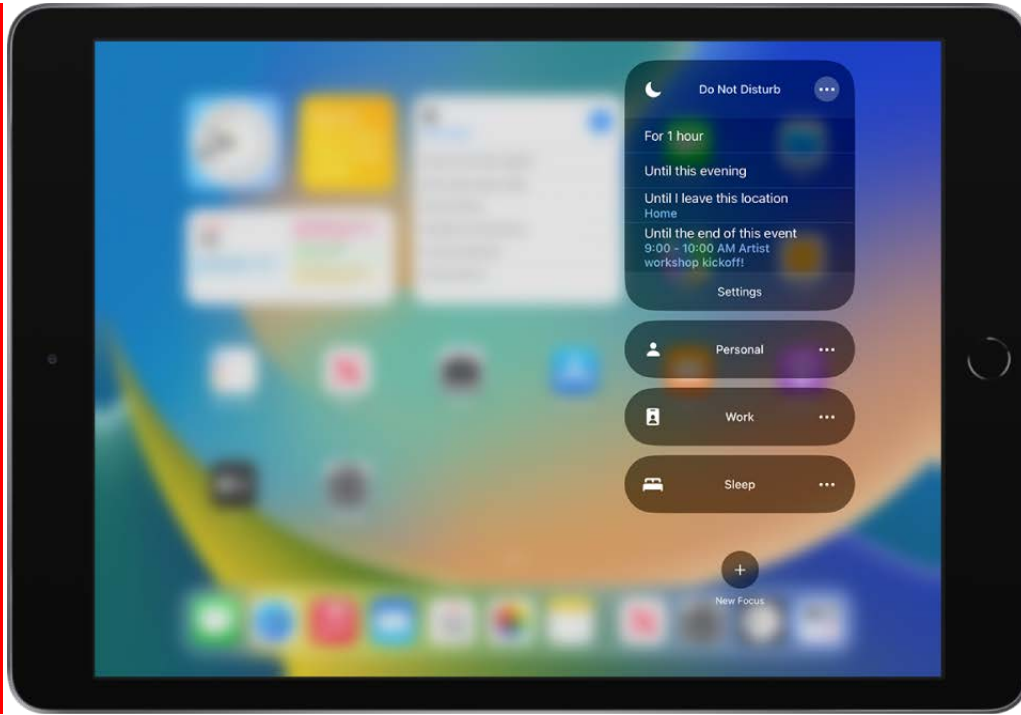
### Turn on a Focus in Control Center

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


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



2. To choose an ending point for the Focus, tap  next to the Focus, 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.

*Note:* You can also turn a Focus on or off by going to Settings  > Focus, tapping the Focus, then turning it on.

---

### Turn a Focus on or off using Siri

You can use Siri to turn a Focus on or off.



**Siri:** Say something like: "Turn on the Work Focus," or "Turn off the Work Focus."

[Learn how to use Siri.](#)

---

### 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.
2. To have this Focus turn on automatically at a certain time based on cues like your location or app usage, tap Smart Activation, turn on Smart Activation, then tap  at the top of the screen.

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

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

---

### Turn off a Focus

When you're finished using 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 reused.


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 need to set it up again by going to Settings > Focus, then tapping .

---

# Apps

## App Store

### Get apps in the App Store on iPad

In the App Store app , you can discover new apps, featured stories, tips and tricks, and in-app events.

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

---

#### Find apps

Tap any of the following:

- *Today:* Browse featured stories, apps, and in-app events.
- *Games:* Find your next game across dozens of categories including action, adventure, racing, puzzles, and more.
- *Apps:* Explore new releases, see the top charts, or browse by category.
- *Arcade:* Enjoy the curated collection of premium games from Apple Arcade (subscription required) without ads or in-app purchases.
- *Search:* Enter what you're looking for, then tap Search on the keyboard.

**Siri:** Say something like: "Search the App Store for cooking apps." [Learn how to use Siri](#).

---

#### Get more info about an app


Tap an app to see the following information and more:

- Screenshots or previews
- In-app events

- Ratings and reviews
  - Supported languages
  - Game Center and Family Sharing support
  - Compatibility with other Apple devices
  - File size
  - Privacy information; see [Manage the information you share with people and apps](#)
- 

### Buy and download an app

1. 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 for free.

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

You can find the app in the Recently Added category in App Library. While the app is downloading, a progress indicator appears on the app icon. See [Find your apps in App Library on iPad](#) and [Change where new apps get downloaded](#).


---

### Get the App Store widget


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

---

### 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
-

---

## Play games

### 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. (Not all Apple Arcade games are available on 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](#). The availability of Apple Arcade games across devices varies based on hardware and software compatibility. Some content may not be available in all areas. See the Apple Support article [Apple Arcade game availability across devices](#).

---

### 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 with family members

When you subscribe to Apple Arcade or Apple One, 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, 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.

---




## Play Apple Arcade games on your other Apple devices

If you subscribe to Apple Arcade, you can play and access your game progress on your compatible Apple devices where you're signed in with your Apple ID. (Not all Apple Arcade games are available on Mac and Apple TV.)

See the Apple Support article [Access your Apple Arcade gameplay data on all of your devices](#).

---

## 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 want 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.

---

## Get games from the App Store on iPad

In the App Store app , you can find your next game across dozens of categories including action, adventure, racing, puzzles, and more.

*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](#). The availability of Apple Arcade games across devices varies based on hardware and software compatibility. Some content may not be available in all areas. See the Apple Support article [Apple Arcade game availability across devices](#).

---

## Find games

Tap any of the following:

- *Games:* Explore new releases, see the top charts, or browse by category.
- *Arcade:* Enjoy the curated collection of premium games from [Apple Arcade](#) (subscription required) without ads or in-app purchases.
- *Search:* Enter what you're looking for, then tap Search on the keyboard.

**Siri:** Say something like: "Get the Minecraft app." [Learn how to use Siri.](#)

---


### Get more info about a game

Tap a game to see the following information and more:

- Screenshots or previews
  - In-app events
  - Ratings and reviews
  - Supported languages
  - Game Center and game controller support
  - Compatibility with other Apple devices
  - File size
  - Privacy information; see [Manage the information you share with people and apps](#)
- 

### Buy and download a game

1. Tap the price. If the game is free, tap Get.

If you see  instead of a price, you already purchased the game, and you can download it again for free.


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

### Play with friends in Game Center on iPad

In Game Center on iPad, you can send friend requests, manage your public profile, earn achievements, and compete on leaderboards across devices.




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## Set up your Game Center profile

1. Go to Settings  > Game Center, then sign in with your Apple ID.
2. 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.

---

## Add friends



1. Go to Settings  > Game Center > [your profile] > Friends.
2. Tap Add Friends, then enter their phone number or Apple ID, or tap  to invite someone in your Contacts list.
3. Recipients can respond to friend requests in any of the following ways:
  - In Messages, tap the link.
  - In a supported game, tap the Game Center profile picture, tap Friends, then tap Friend Requests.
  - In the App Store, tap  or your profile picture at the top right, tap Game Center, then tap Friend Requests.

In your list of friends, tap a friend to see games they recently played and their achievements.

---

## Report a user or remove a friend


You can report a user for cheating, an inappropriate picture or nickname, or another problem. You can also remove someone from your Friends list.

1. Go to Settings  > Game Center > [your profile] > Friends.
2. Tap the friend you want to report or remove, tap , then choose Report User or 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.
- 

## Connect a game controller to iPad

You can connect a game controller to your iPad through Bluetooth or the Lightning or USB-C connector. You can customize the buttons and even add a second controller to get help from a friend.

---

### Pair a Bluetooth game controller

1. Follow the instructions that came with the controller to put it in discovery mode.
  2. On iPad, go to Settings  > Bluetooth, turn on Bluetooth, then tap the name of the device.
- 

### Connect a game controller through the Lightning or USB-C connector


If you have a compatible game controller, you can connect it to iPad using the Lightning or USB-C connector. Follow the instructions that came with your controller.

Depending on your iPad model and controller, you may need a Lightning to USB adapter (sold separately).

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### Customize the game controller buttons

After you pair or connect a compatible game controller, you can customize the buttons for supported games from Apple Arcade and the App Store.

1. Go to Settings  > General > Game Controller.
  2. Tap the buttons you want to change.
  3. To customize for a specific app, tap Add App.
- 

### Add a second game controller and get help from a friend

With Buddy Controller, iPad combines two controllers to drive a single player in a game so a friend can help you get to the next level. Buddy Controller is compatible with any game that supports game controllers.

1. Connect two compatible game controllers to iPad through Bluetooth or the Lightning or USB-C connector.
  2. Go to Settings  > General > Game Controller > Buddy Controller.
  3. Choose the primary controller, then choose the secondary controller.
- 

## 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

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### 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).
  - *Maps:* Tap the App Clip link on the information card (for supported locations).
  - *Safari or Messages:* Tap the App Clip link.
2. When the App Clip appears on the screen, tap Open or Play.

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.


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## Find an App Clip you used on iPad



Go to [App Library](#), tap the search field at the top of the screen, then scroll down to the end of the alphabetical list.

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## Remove App Clips

- *Remove a specific App Clip:* Go to [App Library](#), tap the search field at the top of the screen, enter the name of the App Clip, then touch and hold the app icon.
  - *Remove all App Clips:* Go to Settings  > App Clips.
- 

## 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 .


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## 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 later](#).

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## 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 App Downloads.
- *Automatically update apps:* Turn on App Updates.
- *Download extra app content in the background:* Turn on Automatically Download Additional App Content.
- *Allow app downloads to use cellular data:* (Wi-Fi + Cellular models) Below Cellular Data, turn on Automatic Downloads. 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:
  - *Apps:* Restrict apps by age ratings.

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

## Install and manage fonts on iPad

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

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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.
-




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# 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  or turn iPad to landscape view to automatically view the sidebar.
  2. Tap Book Store or Audiobook Store to browse titles, or tap Search to look for a specific title, author, or genre.
  3. Tap a book cover to see more details, read a sample, listen to a preview, or mark as Want to Read.
  4. 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 have books and audiobooks downloaded automatically (Wi-Fi + Cellular models), even when you aren't connected to Wi-Fi. Go to Settings  > Books, scroll to Cellular Data, tap Downloads, then choose Always Allow, Ask If Over 200 MB or Always Ask.

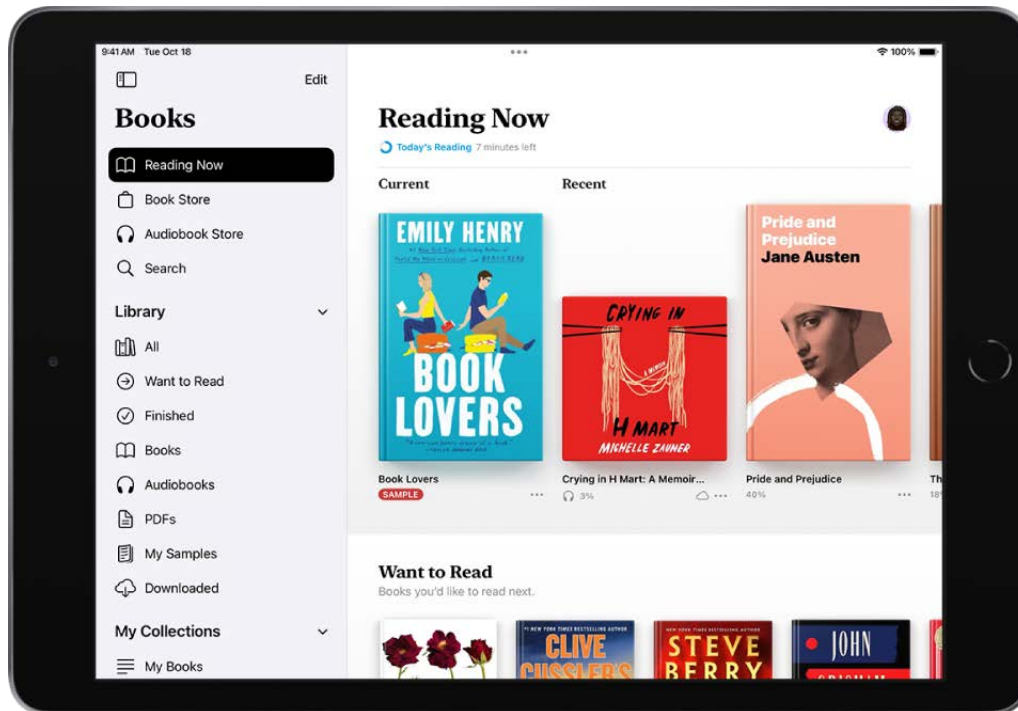
## Read books in the Books app on iPad

In the Books app , you can view the books you're currently reading, want to read, book collections, and more

The following are available in the sidebar. Tap  or turn iPad to landscape view to automatically view the sidebar.



- *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*: Shows all of the books, audiobooks, samples, and PDFs you got from the Book Store or manually added to your library. You also see your books sorted into categories, such as Want to Read, Finished, and Downloaded.
- *My Collections*: Shows all of the collections you created, see [Create a collection and add books to it](#).




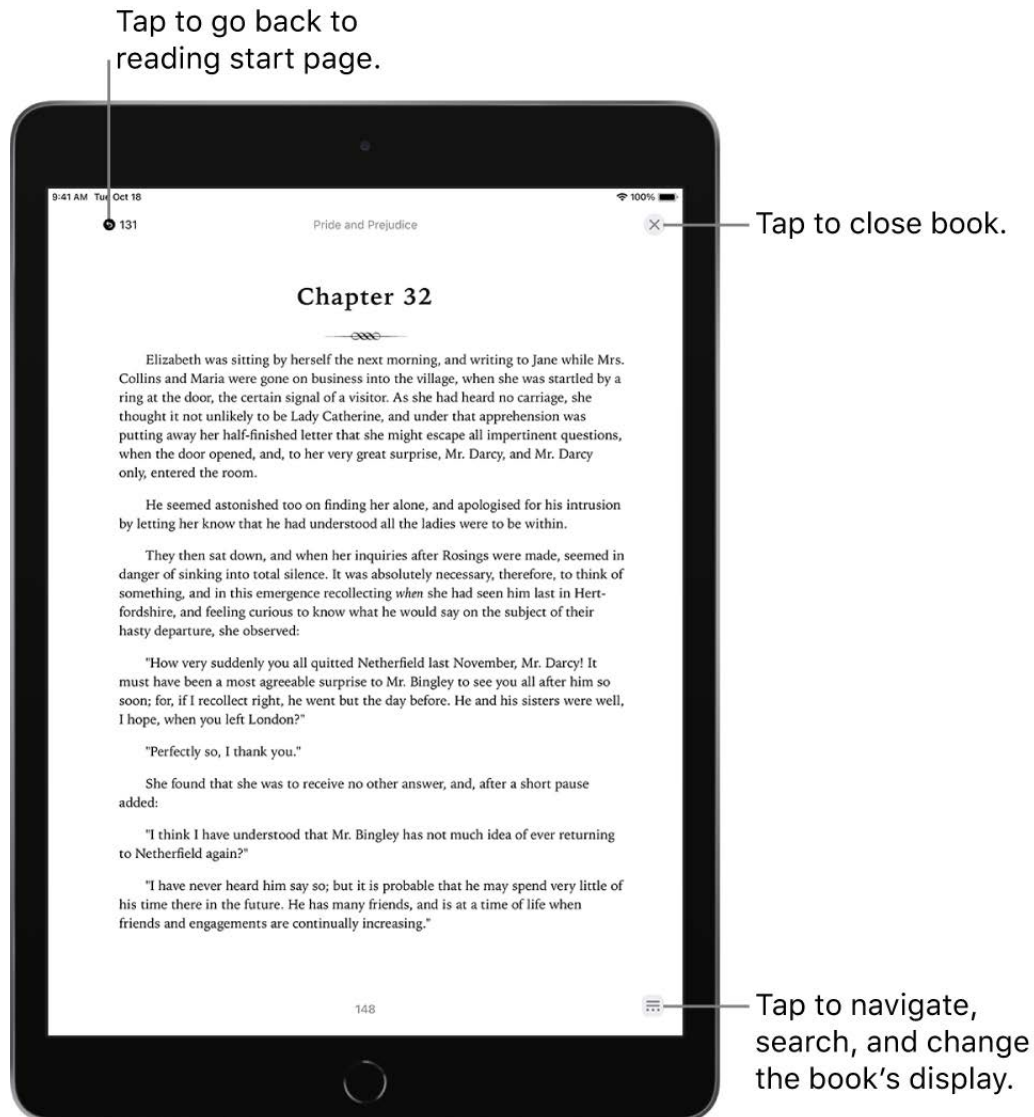
## Read a book

Tap a book cover, then do any of the following:

- *Turn the page*: Tap the right margin or swipe right to left.
- *Go back to the previous page*: Tap the left margin or swipe left to right.
- *Go back to where you started reading*: Tap the rounded arrow in the top-left corner of the page. Tap the rounded arrow again, but in the top-right corner, to go back.
- *Go to a specific page or location*: Tap , tap Search Book, enter a word, phrase, or page number, then tap a result.
- *Use the table of contents*: Tap , then tap Contents.

**Tip:** To quickly move through a book, touch and hold Contents, then drag your finger left or right; release your finger to go directly to that location in the book.

- *Close a book:* Tap the page, then tap  in the top-right corner, or swipe down from the top of the page.





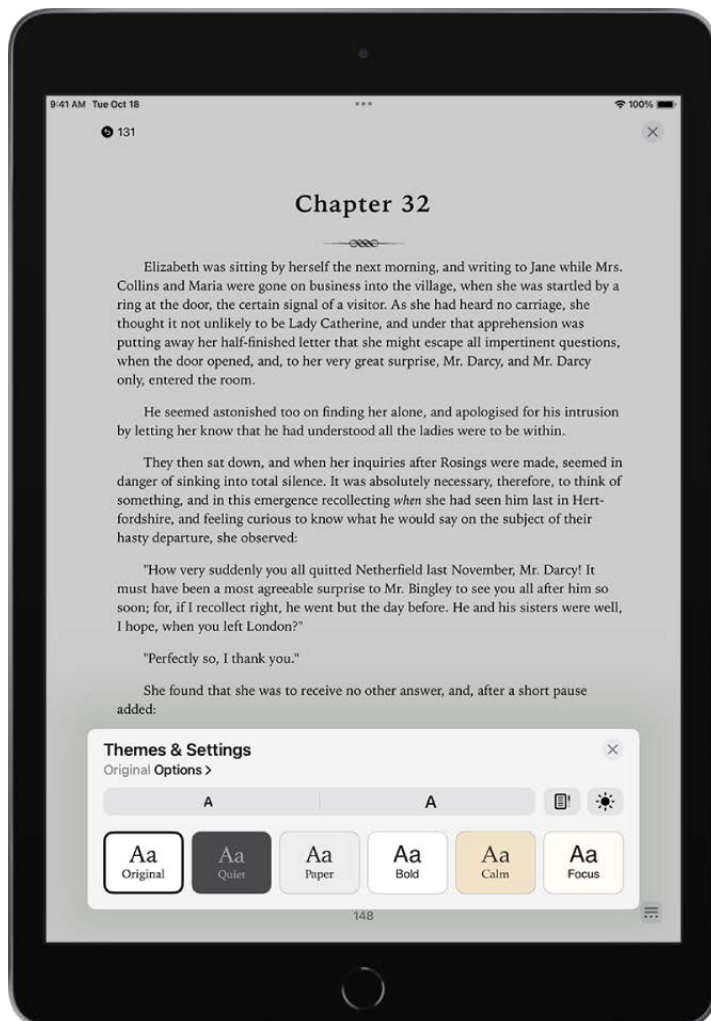
When you finish a book, personalized recommendations appear to help you discover your next read.



## Change the text and page appearance

Tap  at the bottom of the page, tap Themes & Settings, then do any of the following:

- *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 Options, tap Font, select a font option such as Georgia or Palatino, then tap Done.
- *Turn on vertical scrolling:* Tap  to scroll continuously through a book.  
For PDFs, tap AA, at the top of the screen then turn on Vertical Scrolling.
- *Adjust the display brightness:* Tap , then choose an option.
- *Change the page background color:* Tap a page theme such as Quiet or Bold.
- *Make the font bold:* Tap Options, then turn on Bold Text (green is on).
- *Customize spacing and justification:* Tap Options, turn on Customize (green is on), then drag the sliders left or right to adjust line spacing, character spacing, and word spacing. You can also turn Full Justification and Allow Multiple Columns off or on (green is on).



*Note:* You can choose on which side of the screen the menu button  appears. Go to Settings  > Books, then choose Left or Right below Reading Menu Position.

---

### 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 , then tap ; tap it again to remove the bookmark.



To see all your bookmarks, tap , tap Bookmarks & Highlights, then tap Bookmarks.

---

### Share a text selection or book link


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.)

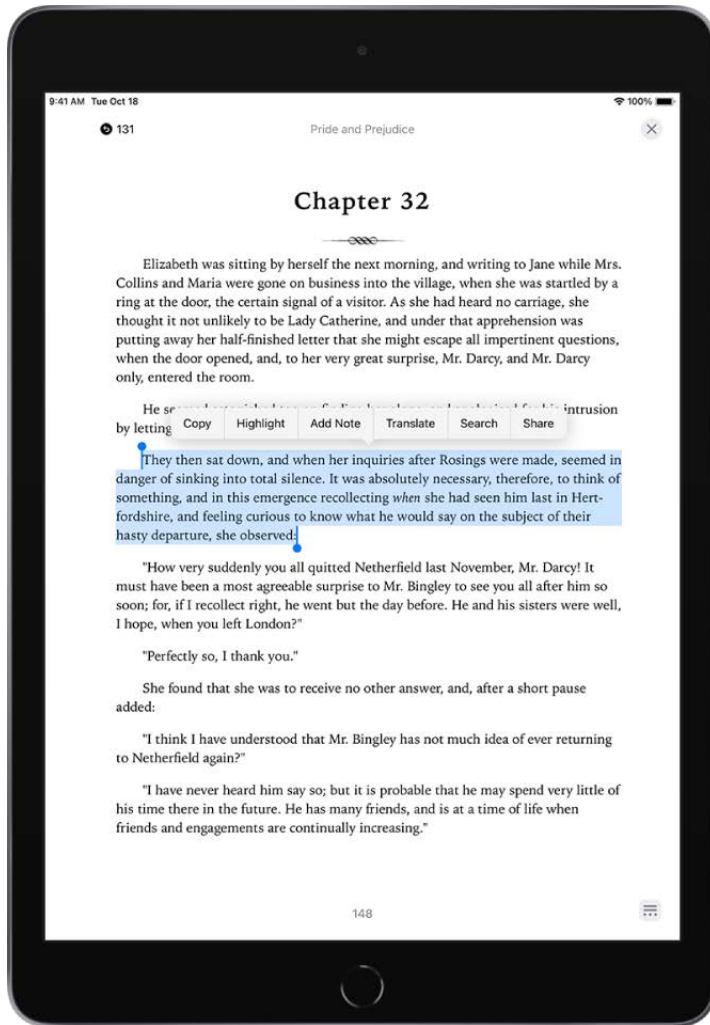
1. Touch and hold a word, then move the grab points to adjust the selection.
2. Tap Share, then choose how to share the selection.

You can also send a link to view the book in the Book Store. Tap a page, tap , tap , then choose how to share the link.

---

## Annotate books in the Books app on iPad


You can highlight, underline, and take notes as you read books in the Books app  on iPad.



## Highlight or underline text

1. Touch and hold a word, then move the grab points to adjust the selection.
2. Tap Highlight, then tap a highlight color or underline.

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

To see all of your highlights, tap , tap Bookmarks & Highlights, then tap Highlights.

## Add a note


1. Touch and hold a word, then move the grab points to adjust the selection.
2. Tap Add Note, enter text, then tap Done.

To remove a note, tap the text, then tap Remove.

To see all of your notes, tap , tap Bookmarks & Highlights, then tap Highlights.

---


## Access books on other Apple devices in the Books app on iPad

You can access the books and audiobooks in the Books app  on other devices such as your iPhone, iPod touch, and Mac. You can also sync your reading position, highlights, notes, library collections, and more.

---

### Access your books across iOS and iPadOS devices


To keep your Books content and 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 > iCloud Drive then turn on Sync this iPad. Tap iCloud, then tap Show All and turn on Books.
- *Sync Reading Now, Library, and collections:* Go to Settings > Books, then below Syncing, turn on Reading Now and iCloud Drive (green is on).
- *Automatically download purchases made on other devices:* Go to Settings > Books, then turn on Purchases from Other Devices (green is on).

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### Access your books on your Mac

To see your books, audiobooks, and PDFs on your Mac, do one of the following:

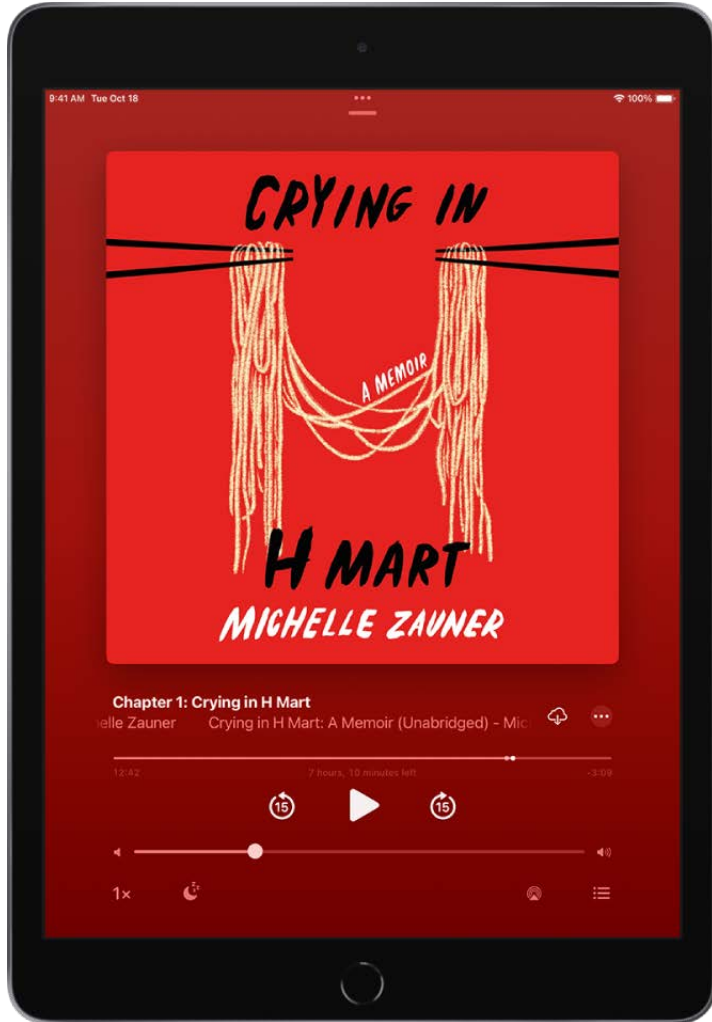
- *macOS Ventura:* Choose Apple menu  > System Settings > [your name] > then click iCloud. Click Options next to iCloud Drive, select Books, then click Done.
- *macOS 10.15–12.5:* Choose Apple menu > System Preferences, then click Apple ID. Click iCloud in the sidebar, then select iCloud Drive. Click Options, then select Books.
- *macOS 10.14 or earlier:* Choose Apple menu > System Preferences, then click iCloud. 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."

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## Listen to audiobooks in Books on iPad


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









---

## Play an audiobook



1. Tap  or turn the iPad to landscape mode to automatically view the sidebar.
2. Tap Reading Now or Library, tap the audiobook cover to play it.
3. While the audiobook is playing, do any of the following:

- *Skip forward or back:* Touch and hold the rounded arrows next to the pause button. Or, use external controls such as headphones or car controls.

*Note:* To change the number of seconds to skip forward or back, go to Settings  > Books, scroll down to Audiobooks, then tap Skip Forward or Skip Back..

- *Go to a specific time:* Drag the playhead, directly below the audiobook cover, left or right.
- *Adjust the volume:* Drag the slider below the pause button left or right.
- *Speed it up, or slow it down:* Tap the playback speed, 1x, in the lower-left corner to choose a different speed.
- *Set a sleep timer:* Tap , then choose a duration.
- *Play on a different device:* Tap , then choose an available device such as HomePod, Apple TV, or Bluetooth speakers.
- *Go to a chapter:* Tap , then tap a chapter.

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

- *Switch to the audiobook mini-player:* Tap  or swipe down anywhere on the screen; tap the mini-player at the bottom of the screen to go back to full screen.
- *Close the audiobook player:* Tap , touch and hold the mini-player, then tap Close Audio Player.

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 \(Wi-Fi + Cellular models\)](#).

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## Find supplemental PDFs

Some audiobooks come with supplemental PDFs.

To find the PDFs, play the audiobook, tap , then tap View Included PDF.

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## 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  or turn iPad to landscape view to automatically view the sidebar.
2. Tap Reading Now, then scroll down to Reading Goals.
3. Tap Today's Reading, then tap Adjust Goal.
4. 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.


To make sure you receive a notification when you reach your daily reading goal, go to Settings  > Notifications > Books, then turn on Allow Notifications.

*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  or turn iPad to landscape view to automatically view the sidebar.
2. Tap Reading Now, then scroll down to Books Read This Year.
3. Tap a placeholder square, or a book cover, then tap Adjust Goal.
4. 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 on coaching

You can turn on coaching to receive encouragement and nudges to help you reach your reading goals.

1. Tap your account icon in the top-right corner.
  2. Tap Notifications, then turn on Coaching (green is on).
- 

### Turn off reading goals notifications

You can stop receiving notifications when you achieve a reading goal or set a reading streak.

1. Tap  or turn iPad to landscape view to automatically view the sidebar.
  2. Tap Reading Now, then tap your account icon in the top-right corner.
  3. Tap Notifications, then turn off Goal Completion.
- 


### 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 reading notifications.


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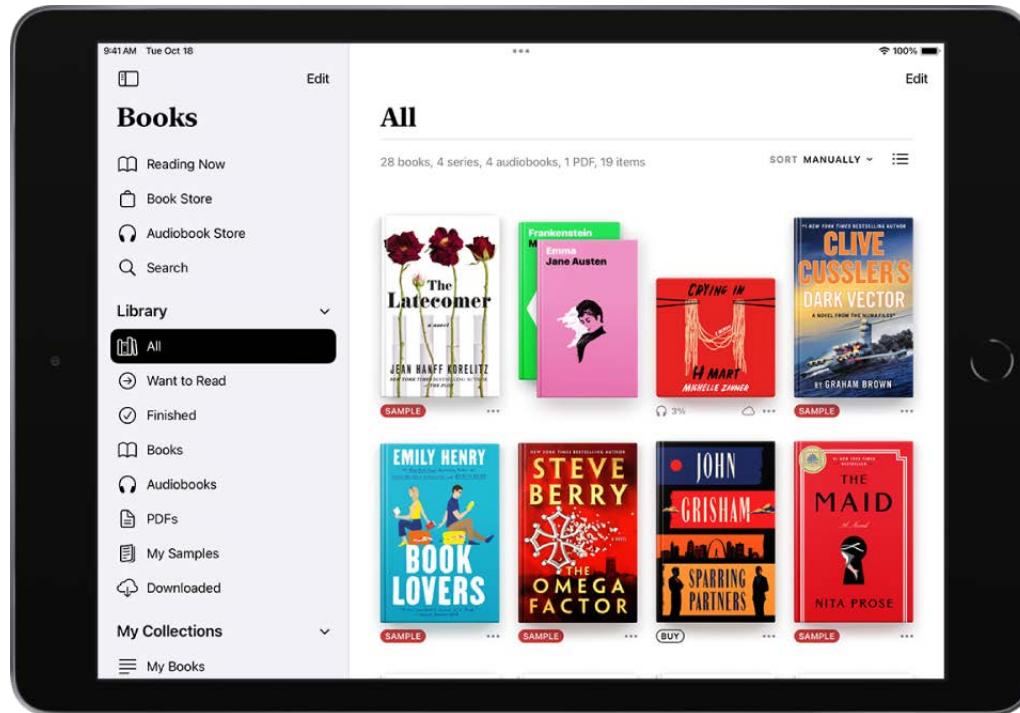
### Clear reading data

To clear your reading data, such as time spent reading and reading streaks, go to Settings  > Books > then tap Clear Reading Goals Data.

---


## 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  or turn iPad to landscape view to automatically view the sidebar.
2. Tap New Collection.
3. Name the collection, for example, *Beach Reads* or *Book Club*, then tap Done.

To add a book in your library or the Book Store to a collection, tap  below the book cover, tap Add to Collection, then tap the collection.


You can add the same book to multiple collections.

### Sort books in your library or a collection

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

1. Tap  or turn iPad to landscape view to automatically view the sidebar.
2. Tap All or a collection.
3. Scroll down, then tap the word that appears next to Sort or Sort By at the top right of the screen.
4. Choose Recent, Title, Author, or Manually.



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

**Tip:** Tap  to view books by title or cover.

---

### 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  or turn iPad to landscape view to automatically view the sidebar.
2. Tap a section below Library or collection below My Collections
3. Tap Edit, then tap the items you want to remove.
4. 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 books and audiobooks](#).

---

## 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.


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### 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 ).

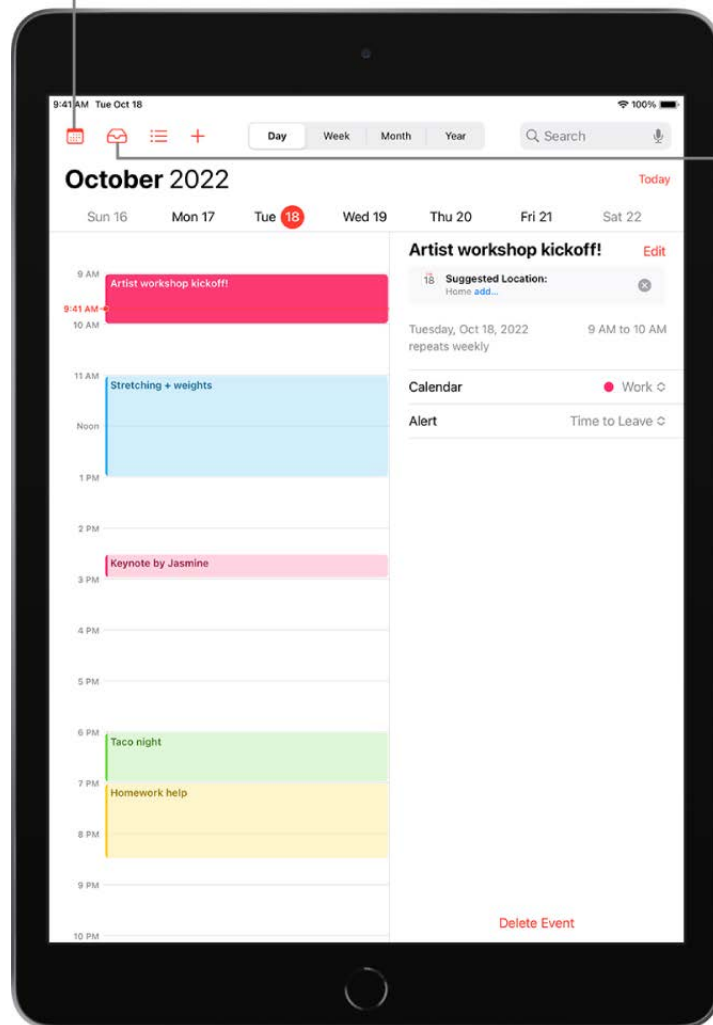
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# Calendar

## Create and edit events in Calendar on iPad

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

Change calendars or accounts.



View invitations.

**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 use 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 on iPad](#).

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.
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 and modify 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.

---

### Copy and paste an event

You can copy an event and paste it to another date.

1. Touch and hold the event, then tap Copy.
2. On another date, touch and hold the time where you want to paste the event.

When you release, the New Event page appears and the copied event appears under Title with the date and time where you want to paste the event.

**Tip:** You can also tap  at the top of the screen after copying an event.

3. Tap the copied event below Title.
  4. Tap Add.
- 

### 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 invitations in Calendar on iPad

In the Calendar app <sup>18</sup>, you can send meeting and event invitations. iCloud, Microsoft Exchange, and some CalDAV servers also let you send meeting invitations. (Not all calendar servers support every feature.)

---

### Before you begin

Before you can invite people to events you've scheduled, you need to make sure your calendar accounts are turned on.


- Go to Settings  > Calendar > Accounts, then select an account.
- Check if Calendar is turned on.


For more information on how to add calendars, see [Set up multiple calendars on iPad](#)

---

### 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.
3. Enter the names or email addresses of people you want to invite, or tap  to select Contacts.
4. 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.

---


### 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.
- 

### 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 .
- 

## Reply to invitations in Calendar on iPad


In the Calendar app , reply to meeting and event invitations you've received.

---

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


---


### 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.
-

## 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.

---

**Siri:** Say something like: "What's on my calendar for Friday?" [Learn how to use 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. Choose how and where you want the notifications 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.

---

## Turn on customized notifications for specific calendar events


After customizing your calendar notifications, you can choose if you want these notifications to appear for various types of events.

1. Scroll down and tap Customize Notifications.
2. Turn the specific customized notifications on or off.

---

## 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.

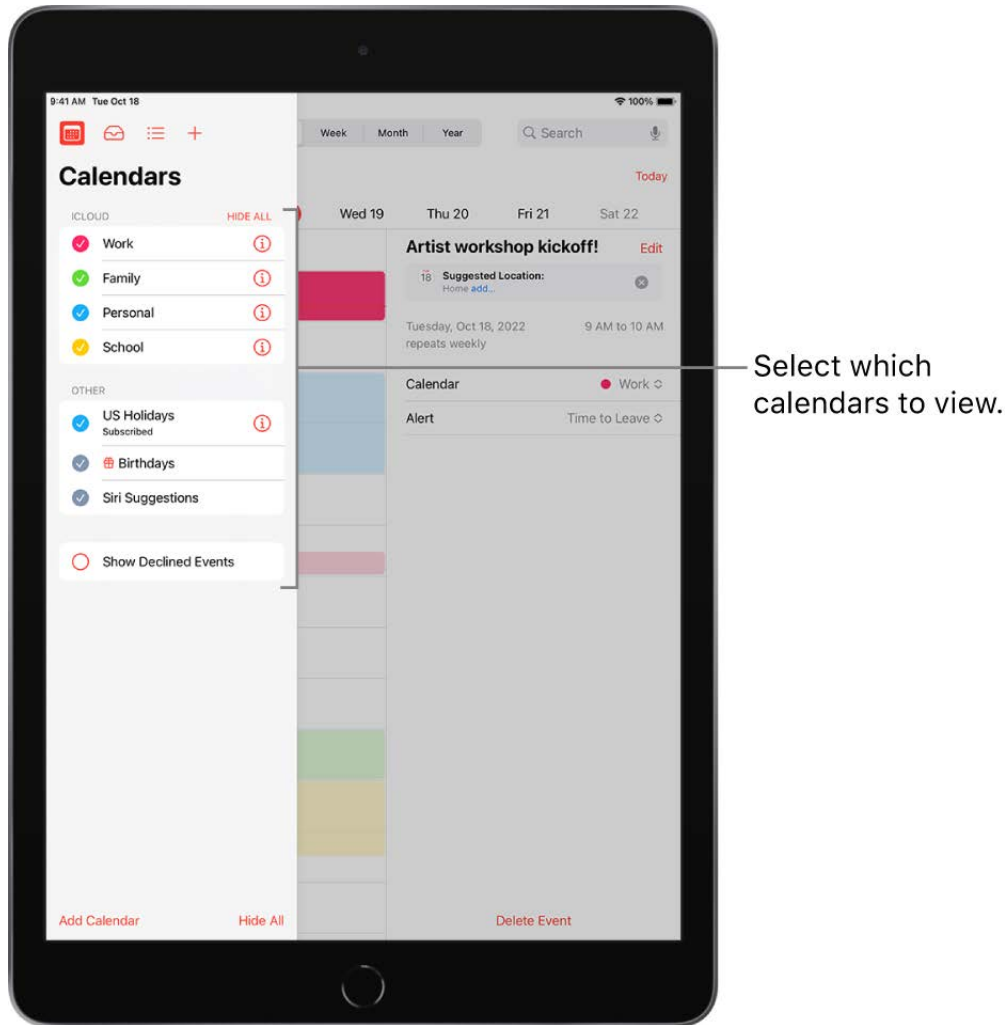
*Note:* If you don't see Calendars, tap Show All to see more options.

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 with your computer](#).


---

## Set up multiple calendars on iPad

In the Calendar app  on iPad, you can set up multiple calendars to keep track of different kinds of events. You can keep track of all your events and appointments in one calendar, but additional calendars are easy to set up and a great way to stay organized.



## Set up a calendar

1. Tap  at the top left, then tap Add Calendar at the bottom of the screen.
2. Do one of the following:
  - *Create an iCloud calendar:* Tap Add Calendar, enter a name for the calendar, then choose a color for it.
  - *Subscribe to an external read-only calendar:* Tap Add Subscription Calendar, enter the URL of the .ics file you want to subscribe to (and any other required server information), then tap Subscribe.
  - *Add a Holiday calendar:* Tap Add Holiday Calendar, tap the holiday calendar you want to subscribe to, then tap Add.



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

See [Use the Holidays calendar on iPad](#).

---

## Unsubscribe from a calendar

You can unsubscribe from a calendar you're subscribed to. When you unsubscribe, you can also report the calendar as junk.

1. Tap  at the top left, then tap  next to the calendar you want to remove.
2. Tap Unsubscribe, then tap Unsubscribe or Unsubscribe and Report Junk.

*Note:* When you tap Unsubscribe and Report Junk, the calendar is reported to Apple as a suspected junk subscription.

---


## 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.
- 

## Turn on calendar event alerts

You can turn on event notifications for calendars you create or subscribe to.

1. Tap Calendars at the bottom of the screen.
  2. Tap  next to a calendar.
  3. Go to Event Alerts below Notifications to turn event alerts on or off.
  4. Tap Done.
-


## Change a calendar's color

1. Tap  at the top left.
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.

---

## Set up iCloud, Google, Exchange, or Yahoo calendar accounts

1. Go to Settings  > Calendar > Accounts > Add Account.
  2. Do any of the following:
    - Tap a mail service (iCloud, Microsoft Exchange, or Google, for example), then sign in.
    - Tap Other, tap Add CalDAV Account or Add Subscribed Calendar, then enter your server and account information.
- 

## 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.

---

## Use the Holidays calendar on iPad


In the Calendar app , the Holidays calendar displays holidays based on the region set on your iPad.

*Note:* The Holidays calendar is a subscription calendar. You can't add or delete holidays, because subscription calendars can be modified only by the calendar provider.




---

## Show or hide holidays

1. Tap  at the top left.
2. Select or deselect US Holidays (or the holiday calendar for your country or region).

---


## Change your primary holiday calendar to a different region

1. Go to Settings  > General > Language & Region, then tap Region.
2. Tap a region, then tap Change to [region].
3. In Calendar, tap Calendars at the bottom of the screen.
4. Deselect the Holidays calendar, then select it again.

*Note:* To subscribe to a holiday calendar from a different region, see [Set up multiple calendars on iPad](#).


---

## Share iCloud calendars on iPad

In the Calendar app  <sup>18</sup>, 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  at the top left.
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  at the top left.
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 > Customize Notifications.
  2. Turn off Shared Calendar Changes.
- 



### 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.
  2. Tap  next to the iCloud calendar you want to delete.
  3. Tap Delete Calendar at the bottom of the list.
-

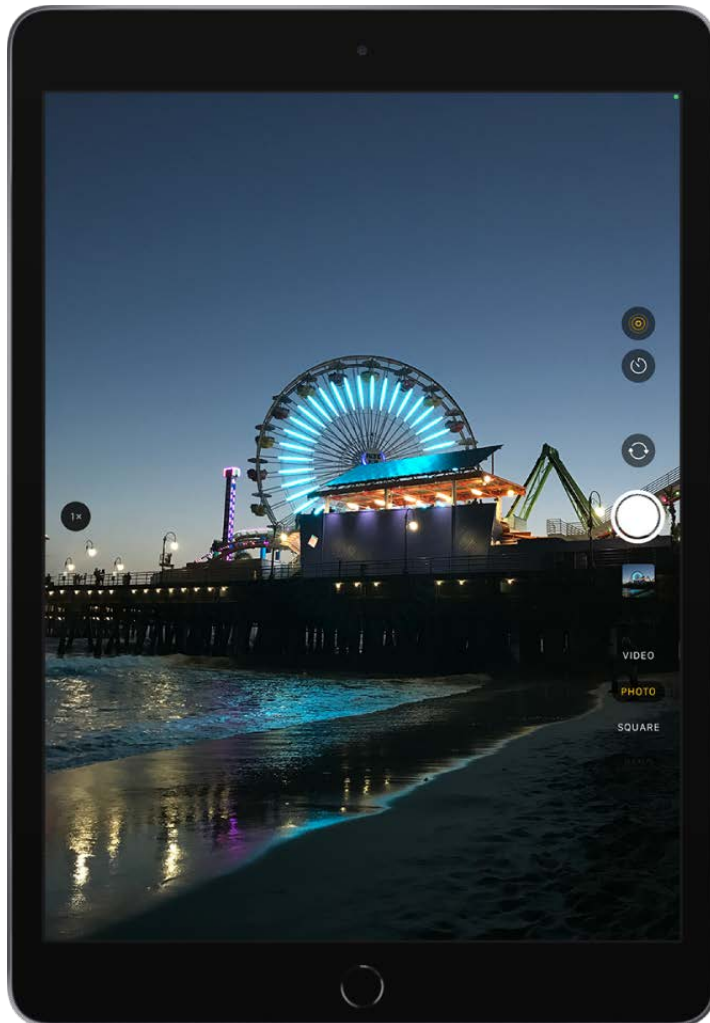
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# Camera

## 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.


**Siri:** Say something like: "Open Camera." [Learn how to use 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, 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](#).

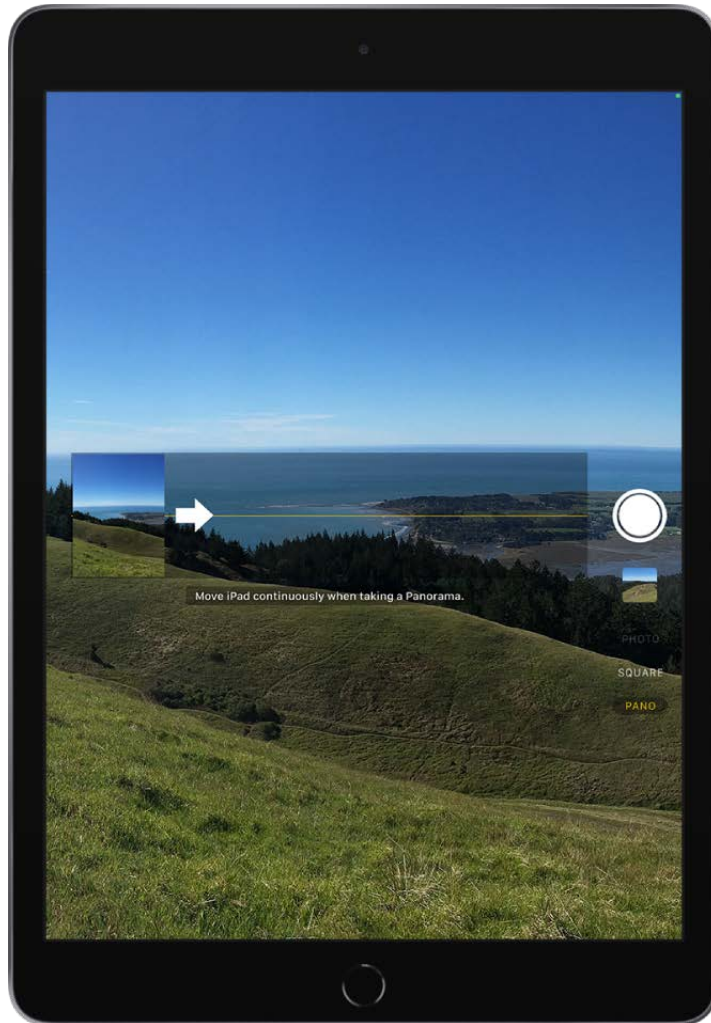
---

### Zoom in or out

- On all models, open Camera and pinch the screen to zoom in or out.
- Depending on your model, do either of the following:
  - Tap 1x on the left side of the screen.
  - Drag the slider on the left side of the screen up or down.
  - Touch and hold the zoom controls on the left side of the screen, then drag the slider right or left.

## 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.

---

## 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](#).



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## Take a selfie with your iPad camera


Use Camera  to take a selfie in Photo mode with your iPad.



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### Take a selfie

1. Open Camera.
2. Switch to the front camera by tapping  or  (depending on your model).
3. Hold your iPad in front of you.
4. Tap the Shutter button or press either volume button to take the shot.


---

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

**Tip:** Depending on your iPad model, tap  on the left side of the screen to zoom out and increase your field of view. Tap  to zoom back in.

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

## Take a Portrait mode selfie with your iPad camera

With Camera  on supported models, you can apply a depth-of-field effect to your selfies. This effect keeps your face sharp while creating a beautifully blurred background. Depending on your iPad model, you can also change the portrait lighting effect and the level of background blur.

---


### Take a selfie in Portrait mode

1. Open Camera, then choose Portrait mode.
2. Hold your iPad in front of you, then frame yourself in the portrait box.
3. Tap the Shutter button to take the shot.

---

### Change the portrait lighting effect

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

1. Open Camera, then choose Portrait mode.
2. Hold your iPad in front of you, then frame yourself in the portrait box.
3. 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 spotlighted 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.

4. 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. Open Camera, then choose Portrait mode.
2. Hold your iPad in front of you, then frame yourself in the portrait box.
3. Tap  on the right side of the screen.


The Depth Control slider appears on the right.

4. Drag the slider up or down to adjust the effect.
5. 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](#).

---

## 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

When you record a video in Slo-mo mode, your video records as normal and you see the slow-motion effect when you play it back. You can also edit your video so that the slow-motion action starts and stops at a specific time.

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 (9th generation), 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 X, iPad XX, iPad mini (6th generation), iPad Air (4th generation and later), iPad Pro 11-inch (3rd generation), and iPad Pro 12.9-inch (5th generation), tap Auto FPS, then apply Auto FPS to 30-fps video only or to both 30- and 60-fps video.

---


## 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](#).

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### Turn Scene Detection off and on


On iPad X, iPad mini (6th generation), iPad Air (4th generation and later), iPad Pro 11-inch (3rd generation), and iPad Pro 12.9-inch (5th 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.

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### Turn Lens Correction off and on

On iPad X, iPad XX, iPad mini (6th generation), iPad Air (5th generation), iPad (9th generation), iPad Pro 11-inch (3rd generation), and iPad Pro 12.9-inch (5th 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.


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### 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.

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## 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 several photos in rapid succession at different exposures and blends them together. The resulting photo has better detail in the bright and mid-tone areas.

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### Turn off automatic HDR

By default, iPad automatically uses HDR when it's most effective. To manually control HDR instead, do the following:

- On models that support manual HDR in Settings, go to Settings  > Camera, then turn off Smart HDR. On the camera screen, tap HDR to manually turn it on or off.


**QUESTION:** Aaron / Della do you know which were the last models to support manual HDR in Settings? We need to update the list in this the link above.


- On earlier iPad models, tap ~~HDR~~ on the camera screen to manually turn it on or off.

By default, the HDR version of a photo is saved in Photos. On some iPad models, you can also save the non-HDR version; go to Settings  > Camera, then turn on Keep Normal Photo.

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## 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 & Security > Location Services, 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](#).

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## 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.

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## 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](#).


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## Upload photos and keep them up to date across devices

Use [iCloud Photos](#) to upload photos and videos from your iPad to iCloud and access them [on other devices](#) where you're signed in with 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.

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## Use Live Text with your iPad camera

On supported models, Camera  can copy, share, look up, and translate text that appears within the camera frame. Camera also provides quick actions to easily call phone numbers, visit websites, convert currencies, and more, based on the text that appears in the frame.


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1. Open Camera, then position iPad so the text appears within the camera frame.
  2. After the yellow frame appears around detected text, tap , then do any of the following:
    - *Copy Text*: Copy text to paste into another app such as Notes or Messages.
    - *Select All*: Select all the text within the frame.

- *Look Up*: Show personalized web suggestions.
- *Translate*: Translate text.
- *Search the web*: Look up the selected text on the web.
- *Share*: Share text using AirDrop, Messages, Mail, or other available options.

*Note*: You can also touch and hold the text, then use the grab points to select specific text and perform the actions above.


Tap a quick action at the bottom of the screen to do things like make a phone call, visit a website, start an email, convert currencies, and more.

3. Tap  to return to Camera.
- 

To turn off Live Text on your iPad camera, go to Settings  > Camera, then turn off Show Detected Text.

*Note*: Live Text isn't available in all regions or languages. See [the iOS and iPadOS Feature Availability website](#).

## Scan a QR code with your 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.

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### 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.
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### 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.

**Siri:** Say something like: "What time is it?" or "What time is it in London?" [Learn how to use 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 alarms for any time of day and have them repeat on one or more days of the week.

**Siri:** Say something like: "Set an alarm for 7 a.m." [Learn how to use Siri.](#)

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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.

### Turn off an alarm


Tap the button below the alarm time.

### Remove an alarm

To remove an alarm in the Clock app, tap Edit at the top left, tap the Delete button , then tap Delete.

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## 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.

**Siri:** Say something like: "Set the timer for 3 minutes" or "Stop the timer." [Learn how to use Siri.](#)



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## 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.

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## 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 When Timer Ends, then tap Stop Playing at the bottom.

3. To start the timer, tap Start.


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

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# 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.

**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 use 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 [Siri Suggestions on iPad](#).

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### 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](#)).

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### Share a contact

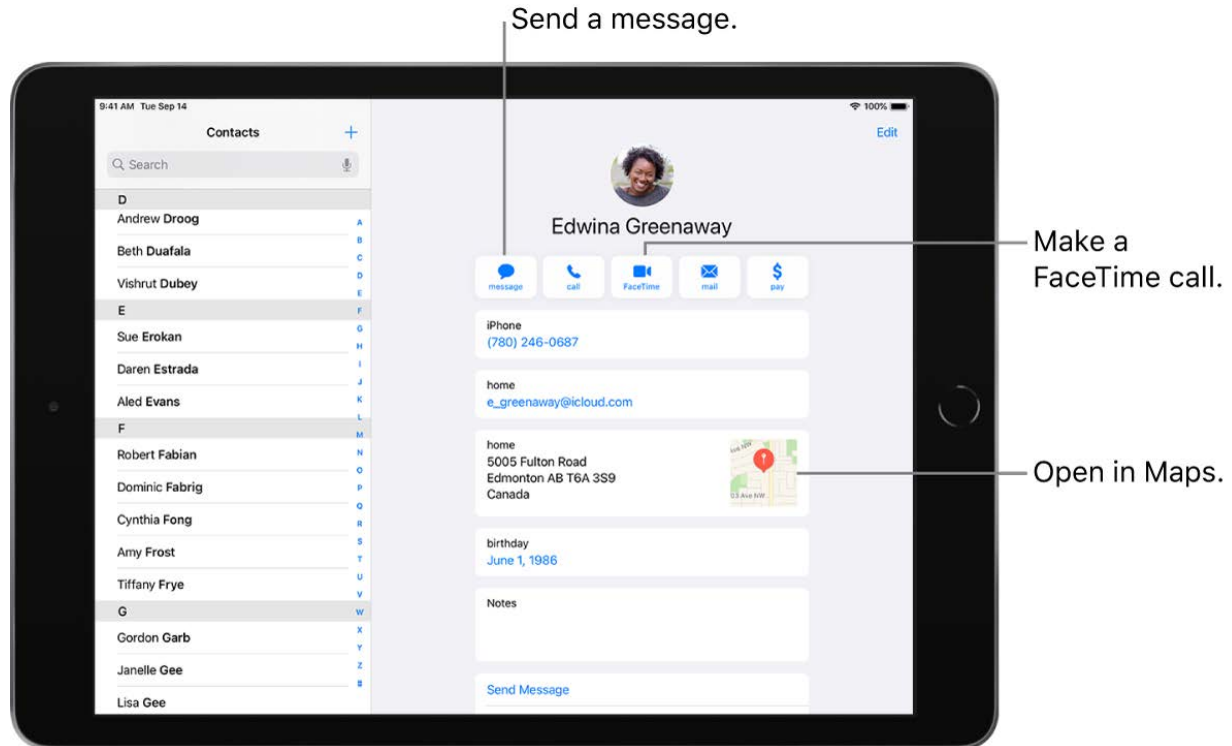
Tap a contact, tap Share Contact, then choose a method for sending the contact information.

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

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## 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.



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.


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## Delete a contact

1. Go to the contact's card, then tap Edit.
  2. Scroll down, then tap Delete Contact.
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## Edit contacts on iPad

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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.
  - *Add a pronunciation:* Tap Edit, scroll down and tap "add field," select a pronunciation name field, then type how to say your contact's name. Siri will then use this pronunciation when speaking their name.
  - *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, 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.

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## 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.

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## 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.

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## Edit My Card

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

You can also teach Siri how to pronounce your name. See [Tell Siri how to say your name](#).


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## Use other contact accounts on iPad

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


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### Use your iCloud contacts


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

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### 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.
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## 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.

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## Import contacts from a vCard

Tap a .vcf attachment in an email or message.

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## 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.

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## Get rid of 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*.

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## Resolve Duplicate contacts

If you have more than one contact card with the same first and last name, the Contacts app can merge the duplicate contacts for you.

1. Open the Contacts app and tap Duplicates Found under My Card.
2. Tap individual contacts to review and merge them, or tap Merge All to merge all duplicate contacts.

---

## Link contacts manually

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.

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# FaceTime


## Set up FaceTime on iPad

You can use the FaceTime app  to stay connected with friends and family, whether they're using an iPhone, iPad, iPod touch, or a Mac. With [Spatial Audio](#) in FaceTime (on supported models), people on the call sound like they're in the room with you, talking from their positions on the screen. Spatial Audio works with AirPods (2nd generation and later), AirPods Pro, and AirPods Max (sold separately).

With [SharePlay](#), you can watch movies and TV shows together, or listen to music together, during a FaceTime call. You can also share your screen and show apps, webpages, and more during the conversation—show off a photo album, plan your next group vacation, or get feedback on something you're working on—all while seeing and hearing the reactions of others on the call.

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.

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1. Go to Settings  > FaceTime, enter your Apple ID and password, then tap Sign In.

*Note:* If you don't have an Apple ID, you can create one—see [Manage Apple ID settings on iPad](#).

2. Make sure FaceTime is turned on, then do any of the following:
    - *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.
    - *Display live captions in your calls:* Turn on Live Captions (beta). (Let everyone on your calls know their speech is being transcribed on-device.)
    - *Take Live Photos in FaceTime calls:* Turn on FaceTime Live Photos.
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