To open a story or issue, do any of the following:

- Tap an issue cover in News+ or the Today feed.

- Tap the Search field in the sidebar, enter the name of the Apple News+ channel, tap the channel, then tap the issue.

- Follow a link to a story or issue that someone shared with you.

**Access back issues**

Do any of the following:

- Tap News+ in the sidebar, tap My Magazines, tap ••• below the issue cover (or touch and hold the cover), then tap Browse Back Catalog.

- In the sidebar, tap a channel you follow, or search for a channel, then tap it. Below Recent Issues, swipe to the issue you want to read, then tap to open it. Tap Issues near the top of the screen to browse all available issues.

Open the issue, where you can do any of the following:

- *View the table of contents:* Tap the cover thumbnail at the bottom left of the screen.

- *Navigate to a story:* In an issue in Apple News Format, tap the story link in the table of contents. In a PDF issue, tap the thumbnail of the page you want to view.

- *Page through an issue:* Swipe left or tap → to go to the next story, or swipe right or tap ← to go to the previous story.

- *Change the text size:* In stories in Apple News Format, tap AA, then tap the smaller or larger letter to change the text size in the story and all other stories in the channel. In PDF issues, pinch to zoom.

If you sign out in Settings ⚙️ > [*your name*] > Media & Purchases, you can only access free stories—you must sign back in to access stories and download issues that require an Apple News+ subscription.

## Download Apple News+ issues on iPad

With the News app 📰 and an Apple News+ subscription, you can download issues to read later.

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

**Download an Apple News+ issue**

1. Do any of the following:

   - Tap Today in the sidebar, then swipe to My Magazines.

   - Tap News+ in the sidebar, then tap My Magazines. You can also tap Catalog near the top of the screen, then tap a stack of magazines.

   - In the sidebar, tap a magazine channel you follow.

   - Tap the Search field in the sidebar, enter the channel name, then tap the channel.

2. When you find the issue you want, tap ••• below the issue cover (or touch and hold the cover), then tap Download Issue.

   To download multiple issues, tap My Magazines, tap 😀, tap Select, tap the issues you want to download, then tap ☁️.

When you subscribe to Apple News+, the most recent issues of magazines you follow are automatically downloaded when iPad is plugged into power, has sufficient storage space, and is connected to Wi-Fi. If you don't want to download issues automatically, go to Settings ⚙️ > News, then turn off Download Issues. You can download issues only if you're an Apple News+ subscriber.

**Read a downloaded issue**

1. Tap News+ in the sidebar.

2. Tap Downloaded near the top of the screen, then tap an issue.

**Manually remove an Apple News+ issue**

Under most conditions, automatically downloaded issues are removed from iPad after 30 days, but you can remove them sooner.

Tap News+ in the sidebar, then do any of the following:

- Tap Downloaded, tap ⋯ below the issue cover (or touch and hold the cover), tap Remove, then tap Remove Download.

  The issue is removed from Downloaded, but its cover remains in My Magazines so you can easily access the issue again.

- Tap My Magazines near the top of the screen, tap ⋯ below the issue cover (or touch and hold the cover), tap Remove, then tap Remove from My Magazines.

  The issue's cover and content are removed from iPad and from any other devices where you're signed in with the same Apple ID and News is turned on in iCloud preferences or settings.

To remove multiple issues, tap My Magazines or Downloaded, tap 😊, tap Select, tap the issues you want to remove, then tap 🗑.

To remove all downloaded issues, tap History, tap Clear, then tap Clear All.

When storage on iPad is limited, issues may be automatically removed sooner than 30 days. See the Apple Support article Read magazines with Apple News+.

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# Search for stories in News on iPad

The News app 📰 keeps track of a wide variety of channels, topics, and stories, which makes it easy to find content that interests you.

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**Search for channels, topics, or stories**

1. Tap the Search field in the sidebar.

2. Enter any of the following:

   - The name of a channel, such as CNN or *Washington Post*

   - A topic, such as fashion, business, or politics

   - An event, such as an upcoming meteor shower

In the results list, tap ⊕ to follow the channel or topic.

# Save stories in News on iPad

In the News app 📰, you can save stories to read later, online or offline.

### Save a story

When reading a story, tap 🔖 to save it.

To read a saved story, tap Saved Stories in the sidebar, then tap the story. To delete a saved story, touch and hold the story, then tap Unsave Story.

### Check and edit your reading history

Tap History in the sidebar, then do any of the following:

- *Read a story:* Tap the story.

- *Delete a story:* Touch and hold a story, then tap Remove from History.

- *Remove your reading history:* Tap Clear, then tap Clear History.

- *Remove the information used to create recommendations:* Tap Clear, then tap Clear Recommendations.

- *Clear everything:* Tap Clear, then tap Clear All.

  Your News history, recommendation information, saved stories, and downloaded issues are removed from all your devices where you're signed in with the same Apple ID.

  *Note:* Story titles remain in Saved Stories, but you must be online to read the stories.

  If you clear recommendations, and Show in App is on in Settings ⚙ > News > Siri & Search, recommendations based on your Safari and app usage and your reading habits in News are cleared. To prevent News from suggesting stories based on your Safari and app usage, turn off Show in App.

When you clear your history, the identifier used by Apple News to report statistics to news publishers is also reset. You can reset the identifier at any time by going to Settings > News, then turning on Reset Identifier.

# How to subscribe to individual channels on iPad

**Subscribe to channels**

In the News app 📰, in addition to subscribing to Apple News+, you can subscribe to individual publications from select publishers. There are three ways to access these subscriptions in News:

- *Subscribe within News:* You can purchase a subscription directly in News. In a channel that offers subscriptions, tap the subscription button.

- *Access an existing subscription purchased from a publisher's app:* If you've downloaded a publisher's app from the App Store, and subscriptions you've bought as in-app purchases are also available in News, you're automatically granted access in News. See the Apple Support article Buy additional app features with in-app purchases and subscriptions.

- *Access an existing subscription purchased from a publisher:* If you've purchased a subscription directly from a publisher's website or from the publisher's app on a non-Apple device, the publisher may allow you to sign in to your account in News to access your subscription there.

  To sign in, tap a story that requires a subscription to read, then tap Already a Subscriber? Enter the user name and password for your existing subscription.

When you subscribe to a channel, you automatically follow it, and stories from the channel appear in the Today feed.

To cancel a subscription, swipe up on the sidebar, tap Subscriptions below the Manage heading, select the subscription, then tap Cancel Subscription.

# Notes

## Get started with the Notes app on iPad

Use Notes to jot down quick thoughts or save longer notes with checklists, images, web links, scanned documents, sketches, and more. And with iCloud, your notes stay up to date on all your devices wherever you go.
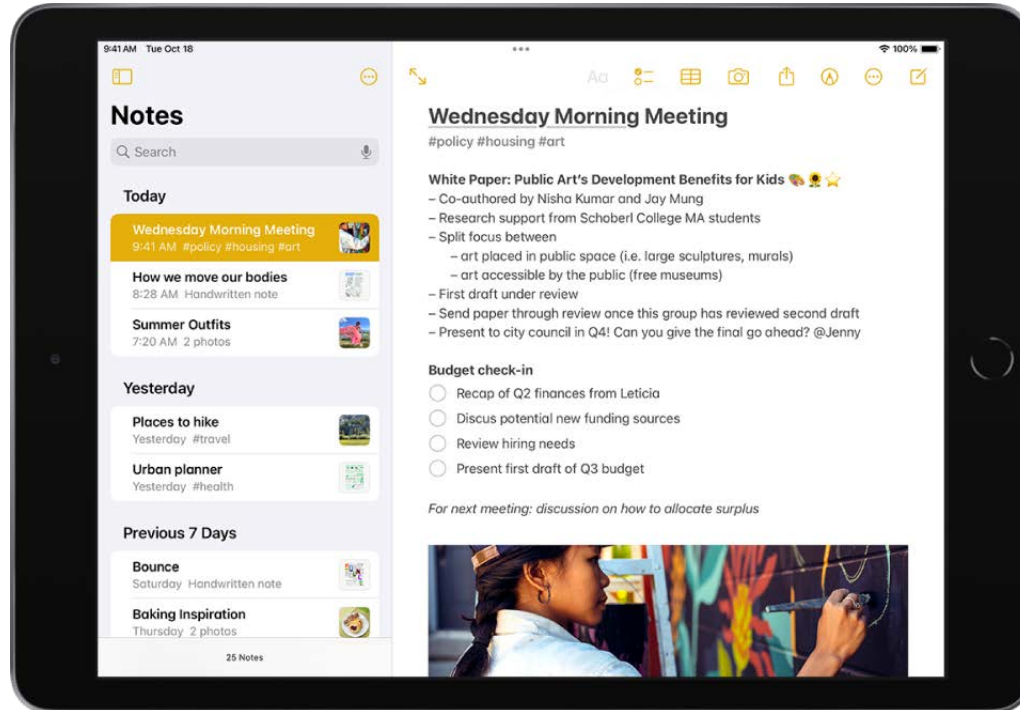


### Jot down a quick note

Use Quick Notes to jot down information over any app or screen. Add images, handwriting, links, and more.

[Create Quick Notes anywhere on iPad](#)

### Add sketches and more

Draw a picture or write a note with Apple Pencil or your finger. You can choose from a variety of Markup tools and colors and draw straight lines with the ruler.

[Draw or write in Notes on iPad](#)

### Scan documents

Use the iPad camera to scan text and documents. You can mark up a scanned document and even add your signature.

[Scan text and documents in Notes using the iPad camera](#)

**Organize with tags and Smart Folders**

Use tags as a fast and flexible way to categorize and organize your notes. You can add one or more tags to a note, such as #shopping and #work, and easily search and filter your notes across folders using the Tag Browser or Smart Folders.

[Organize your notes with tags on iPad](#)

## Add or remove accounts in Notes on iPad

In the Notes app 📒, you can keep your notes from multiple accounts in one place. Store your notes in iCloud and keep them up to date on all your devices. Add other internet accounts—for example, Google, Yahoo, or Microsoft Exchange. You can also have an On My iPad account for notes you keep only on this device.

*Note:* All Notes features described in this guide are available when you use iCloud and the On My iPad account. Some features aren't available when using other accounts.

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

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

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

**Add other accounts**

1.  Go to Settings ⚙️ > Notes > Accounts > Add Account.

2.  Do one of the following:

    -   Tap a service—for example, Google, Yahoo, or Microsoft Exchange—then enter your account information.

    -   Tap Other, tap Add Mail Account, enter your email account information, then turn on Notes for that account.

**Set up an On My iPad account**

Notes in this account appear only on your iPad. Your notes in iCloud and other accounts aren't affected.

Go to Settings ⚙️ > Notes, then turn on "On My iPad" Account.

## Create and format notes on iPad

Use the Notes app 📒 to jot down quick thoughts or organize detailed information with checklists, images, web links, scanned documents, handwritten notes, and sketches.
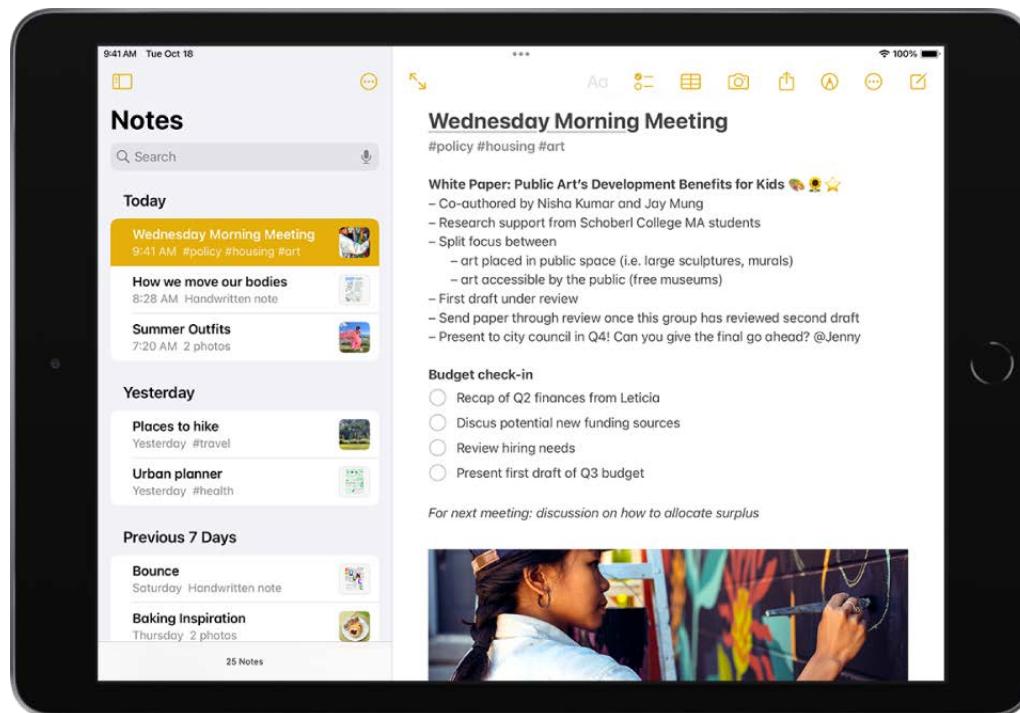


**Create and format a new note**

1. Tap 📝, then enter your text.

   The first line of the note becomes the note's title.

2. To change the formatting, tap Aa.

   You can apply a heading style, bold or italic font, a bulleted or numbered list, and more.

3. To save the note, tap Done.

**Tip:** To choose a default style for the first line in all new notes, go to Settings ⚙️ > Notes > New Notes Start With.

You can quickly create a note or resume work on your last note by tapping the Lock Screen with Apple Pencil (on supported models). On other iPad models, you can do this if you add Notes to Control Center. To change the Lock Screen behavior, go to Settings ⚙️ > Notes > Access Note from Lock Screen.

## Add a checklist

In a note, tap ☑️, then do any of the following:

- *Add items to the list:* Enter text, then tap return to enter the next item.

- *Increase or decrease the indentation:* Swipe right or left on the item.

- *Mark an item as completed:* Tap the empty circle next to the item to add a checkmark.

- *Reorder an item:* Touch and hold the empty circle or checkmark next to the item, then drag the item to a new position in the list.

- *Manage items in the list:* Tap the list to see the menu, tap Checklist, then tap Check All, Uncheck All, Delete Checked, or Move Checked to Bottom.

To automatically sort checked items to the bottom in all your notes, go to Settings ⚙️ > Notes > Sort Checked Items, then tap Automatically.

## Add or edit a table

In a note, tap ▦, then do any of the following:

- *Enter text:* Tap a cell, then enter your text. To start another line of text in the cell, touch and hold the Shift key and tap next.

- *Move to the next cell:* Tap next. When you reach the last cell, tap next to start a new row.

- *Format a row or column:* Tap a row or column selection handle, then choose a style, such as bold, italic, underline, or strikethrough.

- *Add or delete a row or column:* Tap a row or column selection handle, then choose to add or delete.

- *Move a row or column:* Touch and hold a row or column selection handle, then drag it to a new position.

- *See more columns:* If the table becomes wider than your screen, swipe right or left on the table to see all the columns.

To remove the table and convert its contents to text, tap a cell in the table, tap ⊞, then tap Convert to Text.

**Take action on addresses, phone numbers, dates, and more**

In your notes, a yellow underline appears below text that's recognized as a street or email address, phone number, date, or other data. Tap the underlined text to take action on it. For example, you can see a street address in Maps, compose an email, call a phone number, or add a calendar event.

*Note:* Data detection is available when the system language of your iPad is set to a supported language in Settings ⚙ > General > Language & Region. See the iOS and iPadOS Feature Availability website.

**Change the Notes display on your iPad**

- *Make the note fill the screen:* While viewing a note in landscape orientation, tap ⤢ or turn iPad to portrait orientation.

- *See your accounts, notes list, and selected note all at once:* (iPad Pro 12.9-inch) Turn iPad to landscape orientation, then tap ▯.

# Draw or write in Notes on iPad

Use the Notes app 📒 to draw a sketch or jot a handwritten note with Apple Pencil (on supported models) or your finger. You can choose from a variety of Markup tools and colors and draw straight lines with the ruler.
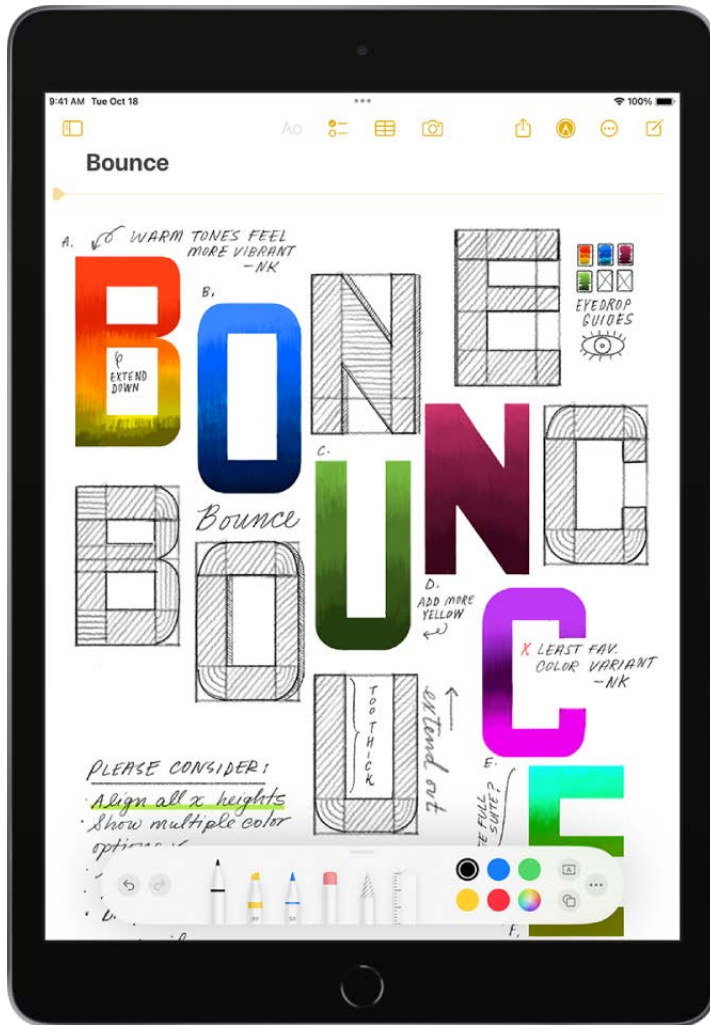
**Draw or write in a note**

1. Start drawing or writing in the note with Apple Pencil. Or to draw or write with your finger, tap Ⓐ.

2. Do any of the following:

   - *Change color or tools:* Use the Markup tools.

   - *Adjust the handwriting area:* Drag the resize handle (on the left) up or down.

   - *Transcribe your handwriting to typed text as you write with Apple Pencil:* Tap the Handwriting tool 𝄍 (to the left of the pen), then start writing.

     *Note:* Scribble is available in several languages. See the iOS and iPadOS Feature Availability website. To learn more about writing notes with Apple Pencil, see Enter text with Scribble on iPad.

**Tip:** You can search handwritten text (in supported languages) in Notes. If the note doesn't have a title, the first line of handwritten text becomes the suggested title. To edit the title, scroll to the top of the note, then tap Edit.

### Select and edit drawings and handwriting

With Smart Selection, you can select handwritten text using the same gestures you use for typed text. You can move, copy, or delete the selection within the note. You can even paste it as typed text in another note or app.

*Note:* Smart Selection and handwriting transcription work if the system language of your iPad is set to English, Simplified Chinese, or Traditional Chinese in Settings 🔘 > General > Language & Region > iPad Language.

1. In the Markup toolbar, tap the Lasso tool ⎰ (between the eraser and ruler).

2. Select drawings and handwriting with Apple Pencil or your finger using any of the following methods:

   - Touch and hold, then drag to expand the selection.

   - Double-tap to select a word.

   - Triple-tap to select a sentence.

   Adjust the selection by dragging the handles if necessary.

3. Tap the selection, then choose Cut, Copy, Delete, Duplicate, Copy as Text, Insert Space Above, Translate, or Straighten.

   If you choose Copy as Text, you can paste the transcribed text in another note or another app.

### Drag and drop images from other apps

You can drag and drop images from other apps to a note to combine them with handwritten and drawn content. After you add an image to the drawing area, you can reposition and resize the image.

### Use handwritten addresses, phone numbers, dates, and more

A yellow underline appears below handwritten text that's recognized as a street or email address, phone number, date, or other data. Tap the underlined text to take action on it. For example, you can see a street address in Maps, compose an email, call a phone number, or add a calendar event.

*Note:* Data detection works if the system language of your iPad is set to English, Simplified Chinese, or Traditional Chinese in Settings ⚙ > General > Language & Region.

**Show lines or grids in notes**

- *In an existing note:* Tap 😀 (at the top-right corner), tap Lines & Grids, then choose a style.

- *Choose the default style for all new notes:* Go to Settings ⚙ > Notes > Lines & Grids.

## Scan text and documents in Notes using the iPad camera

In the Notes app 📒, you can use the camera to scan text and documents.

**Scan text into a note**

You can insert scanned text using the camera (on supported models; in supported languages).

1. In a note, tap 📷, then tap Scan Text.

2. Position iPad so that the text appears within the camera frame.

3. After the yellow frame appears around detected text, tap 🗒.

4. Drag or use grab points to select text, then tap Insert.

**Scan a document**

1. In a note, tap 📷, then choose Scan Documents.

2. Position iPad so that the document page appears on the screen; iPad automatically captures the page.

   To manually capture the page, tap ⚪ or press a volume button. To turn the flash on or off, tap ⚡ (on an iPad with a flash).
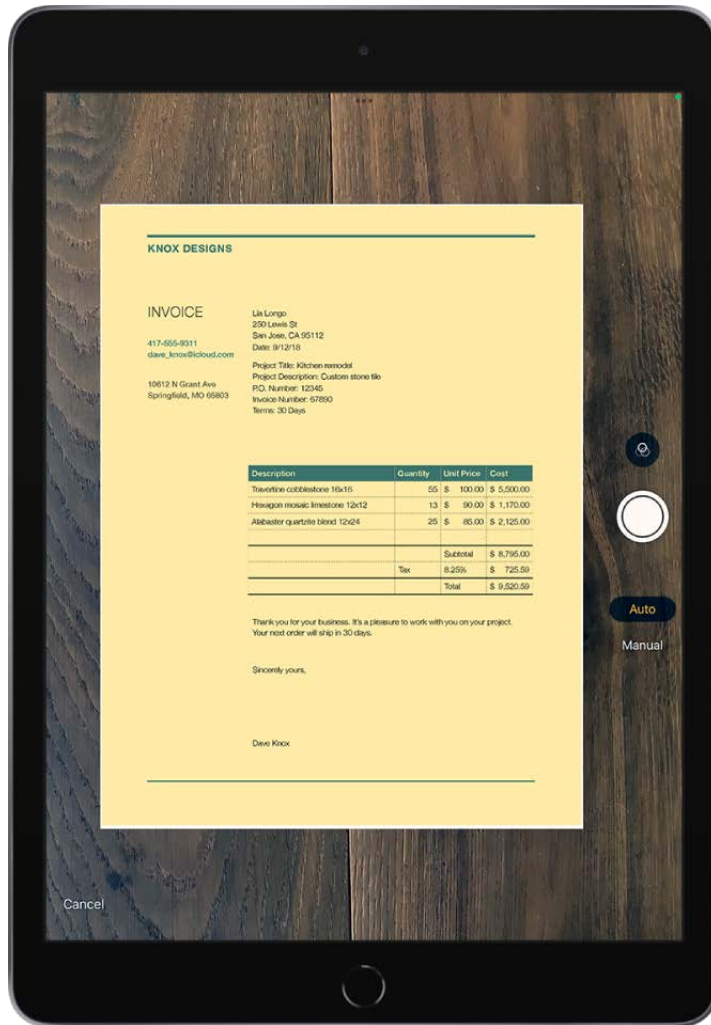
3. Scan additional pages, then tap Save when you're done.

4. To make changes to the saved document, tap it, then do any of the following:

   - *Add more pages:* Tap ⊕.

   - *Crop the image:* Tap ⌗.

   - *Apply a filter:* Tap ⊛, then choose to scan the page as a color, grayscale, or black-and-white document, or as a photo.

   - *Rotate the image:* Tap ⟳.

   - *Mark up the document:* Tap ⬆, tap Ⓐ, then use the Markup tools to add annotations or your signature.

   - *Delete the scan:* Tap 🗑.

# Add photos, videos, and more to notes on iPad

In the Notes app 🗒, you can add photos, videos, and info from other apps, such as maps, links, and documents, to a note.

## Add a photo or video

1. In a note, tap 📷.

2. Choose a photo or video from your photo library, or take a new photo or video.

3. To change the preview size of attachments, touch and hold an attachment, then tap Small Images or Large Images.

   **Tip:** To draw on a photo, tap the photo, then tap Ⓐ.

To save photos and videos taken in Notes to the Photos app, go to Settings ⚙ > Notes, then turn on Save to Photos.

## Add info from another app to a note

You can add information from another app as an attachment to a note—for example, a location in Maps, a webpage in Safari, a PDF in Files, or a screenshot.

1. In the other app, open the item you want to share (for example, a map or webpage).

2. Tap Share or ⬆, then tap Notes.

3. Save the item to a new note or choose an existing note.

## View all attachments in Notes

1. Above the notes list, tap ⋯, then tap View Attachments to see thumbnails of drawings, photos, links, documents, and other attachments. (Attachments in locked notes aren't shown.)

2. To go to a note with a specific attachment, tap the attachment thumbnail, then tap Show in Note.

# Create Quick Notes anywhere on iPad

You can use Quick Notes to jot down information over any app or screen on iPad. Add links, images, tags, and mentions to a Quick Note so you can get to important names, numbers, and ideas easily. When you highlight text in Safari or add a link from an app, you see a Quick Note thumbnail next time you visit the site, taking you right to what you were viewing before.

You can access all your Quick Notes in the Notes app 📒. And when you make a Quick Note on your iPad, you can see the note on your iPhone and Mac, too.

**Make a Quick Note**

To start a Quick Note from any app, do any of the following:

- Swipe up from the bottom right corner of the display using your finger or Apple Pencil.

- Tap 🔼, then tap Add to Quick Note.

- Open Control Center, then tap ▥.

  (If you don't see ▥, add it to Control Center—go to Settings ⚙ > Control Center, then choose Quick Note.)

- If your iPad is connected to an [Apple external keyboard](#), use the Globe-Q keyboard shortcut to open Quick Notes. If Quick Notes is already open, you can use Command-N to create a new note.

**View and organize Quick Notes**

To view all your Quick Notes in the Notes app, tap Quick Notes in the folders list.

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

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

**Change or turn off the corner gesture for Quick Notes**

Go to Settings ⚙ > Notes > Corner Gestures, then do any of the following:

- Turn on or off Allow Finger to Swipe from Corner.

- Tap Left Corner Swipe or Right Corner Swipe, then choose an action.

# Search your notes on iPad

In the Notes app 📒, you can search all your notes for typed and handwritten text, objects in images, and text in scanned documents. You can also search for text within a note.
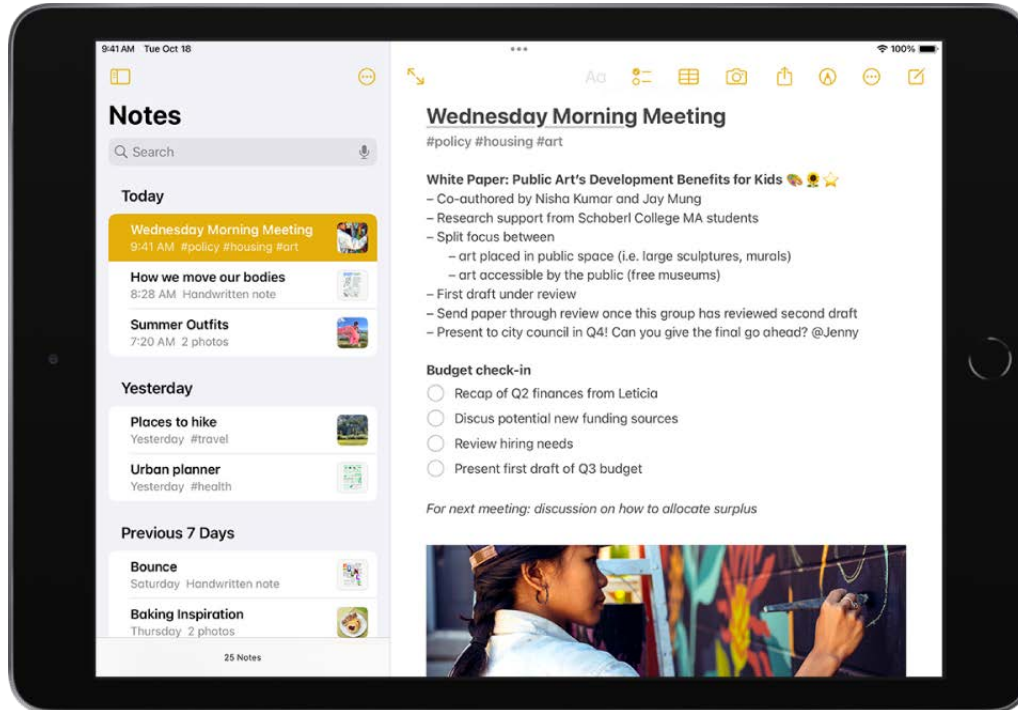


**Search for text, objects, and more in all your notes**

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

1. Swipe down on the notes list to reveal the search field.

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

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

**Search within a note for typed and handwritten text**

1. Open the note you want to search.

2. Tap 😊 (at the top-right corner), then tap Find in Note.

3. Type the text you're looking for in the search field.

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## Organize your notes in folders on iPad

In the Notes app 📒, you can organize your notes into folders and pin the important notes to the top of the notes list.



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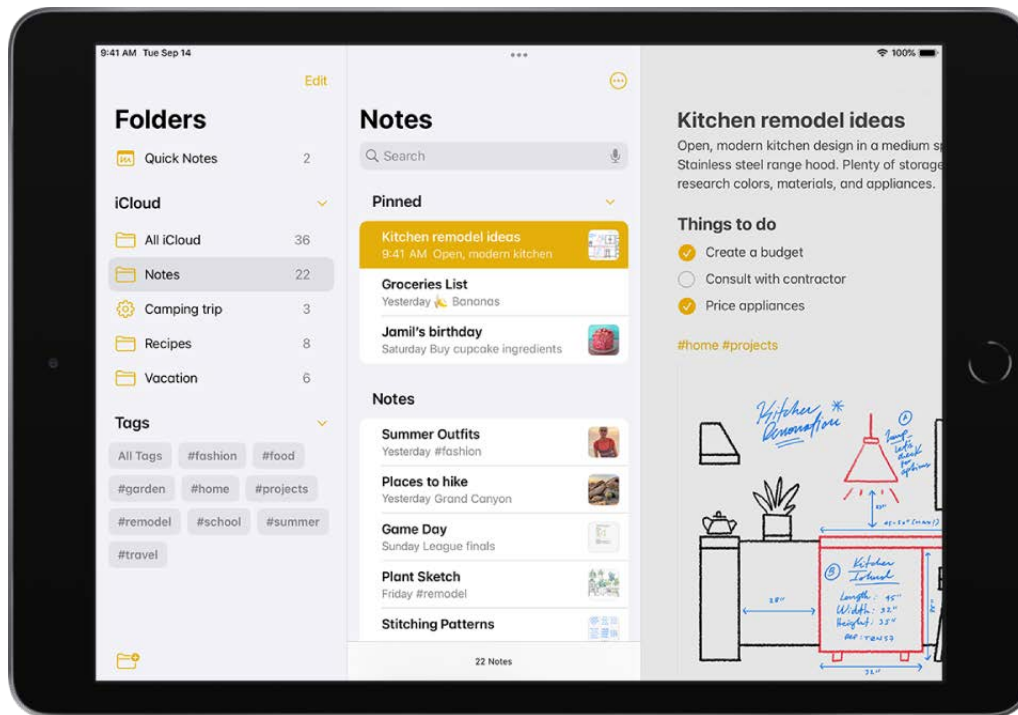
**Create, rename, move, or delete a folder**

In the folders list, do any of the following:

- *Create a folder:* Tap 📁, choose an account (if you have more than one), tap New Folder, then enter a name.

- *Create a subfolder:* Touch and hold a folder, then drag it onto another folder.

- *Rename a folder:* Touch and hold a folder, tap Rename, then enter a new name.

- *Move a folder:* Swipe left on the folder, tap ▢, then choose a new location. Or touch and hold the folder, then drag it to a new location. The folder becomes a subfolder if you drag it onto another folder.

- *Delete a folder:* Swipe left on the folder, then tap 🗑. Or touch and hold the folder, then tap Delete.

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

**Pin notes**

To pin an important note to the top of the notes list, touch and hold the note, then tap Pin Note. Or swipe right on the note, then tap the pin.

**Sort and change the folder view**

In the notes list, tap 🙂, then do any of the following:

- *Change the folder view:* Choose View as Gallery or View as List.

- *Group the notes by date:* Tap Group By Date, then tap On.

  To group all your notes by date by default, go to Settings ⚙ > Notes, then turn on Group Notes By Date.

- *Change the sort order of a folder:* Tap "Sort by," then choose Date Edited, Date Created, or Title. You can also reverse the sort order—for example, Oldest First or Newest First.

  To choose a default sorting method for all your folders, go to Settings ⚙ > Notes > Sort Notes By.

**Move a note to another folder**

Swipe left on the note, then tap ▢. Or touch and hold the note, tap Move, then choose a folder.

**Delete a note**

Swipe left on the note, then tap 🗑. Or touch and hold the note, then tap Delete.

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

# Organize your notes with tags on iPad

In the Notes app ▭, you can use tags as a fast and flexible way to categorize and organize your notes. You can add one or more tags to a note, such as #shopping and #work, and easily search and filter your notes across folders using the Tag Browser or Smart Folders.
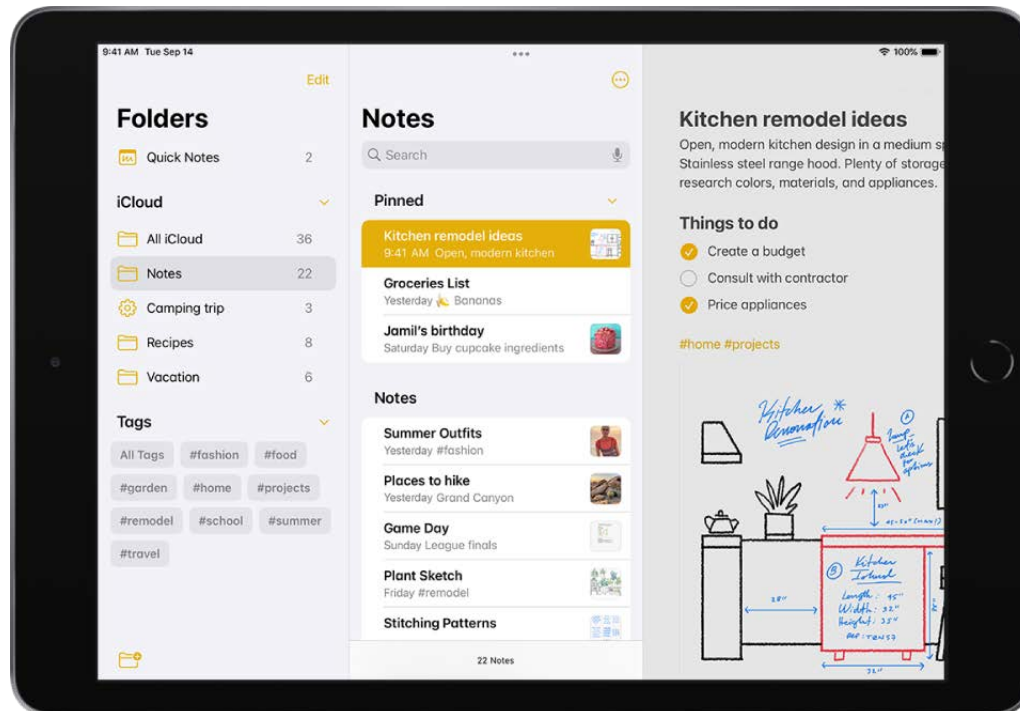


## Add tags to notes

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

## Rename or delete a tag

In the Tag Browser (below your folders), touch and hold a tag, then tap Rename Tag or Delete Tag.

When you delete a tag, it's also removed from all Smart Folders that use it.

## View notes with tags

In the Tag Browser (below your folders), do any of the following:

- *View all notes with tags:* Tap All Tags.

- *View notes with specific tags:* Tap one or more tags, then choose to view notes matching any or all the selected tags.

## Organize your notes with Smart Folders on iPad

In the Notes app 📒, you can easily search and filter your notes across folders using Smart Folders.
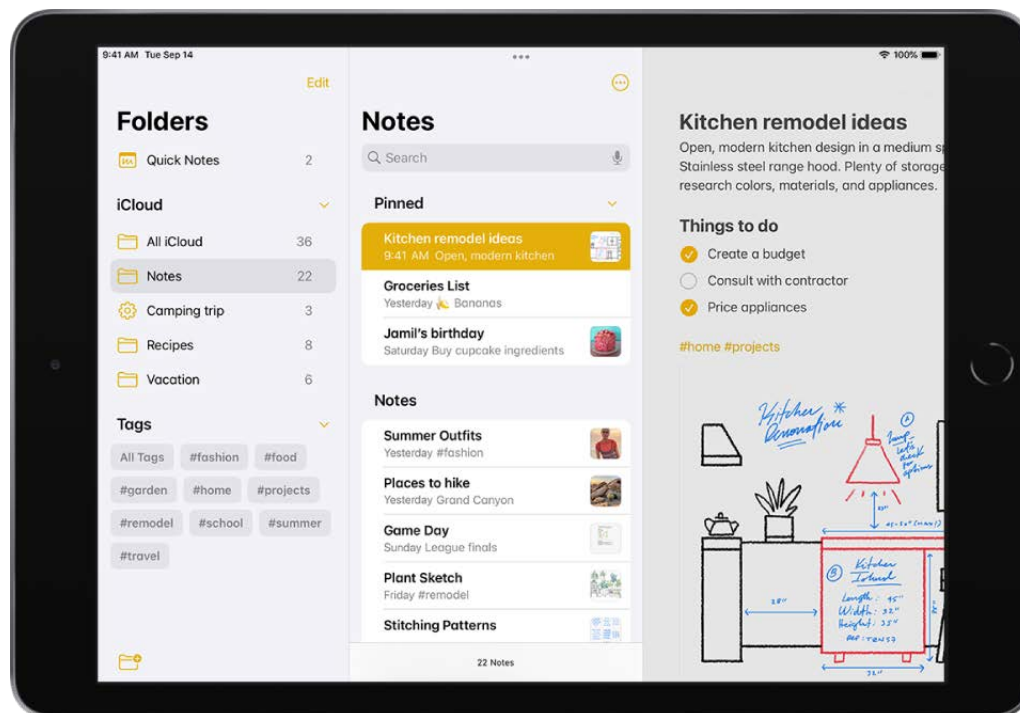


**Create a Smart Folder**

1. Tap 📁⊕, choose an account (if you have more than one), enter a name, then tap Make Into Smart Folder.

2. Choose one or more filters, then choose to include notes matching any or all of the selected filters. You can filter by tags, dates, mentions, and more.

You can also create a Smart Folder when viewing a list of tagged notes; tap ⊙, then tap Create Smart Folder.

**Convert a folder to a Smart Folder**

When viewing the folder you want to convert, tap ⊙, scroll to the bottom, then tap Convert to Smart Folder.

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

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

**Edit a Smart Folder**

Touch and hold a Smart Folder, then tap Edit Smart Folder. You can change the name or filters.

# Share notes and collaborate on iPad

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

**Share a copy of a note**

1. Open the note you want to share.

2. Tap 📤, choose Send Copy, then choose how to send your note.

**Collaborate on a note or folder of notes using iCloud**

If you want to collaborate on a note or folder of notes with others, you can share a note or folder in iCloud. You set permissions for other collaborators (such as allowing them to edit notes, add attachments, and create subfolders), and all the collaborators can see everyone's changes. Everyone you collaborate with must be signed in with their Apple ID and have Notes turned on in iCloud settings.

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

1. Do one of the following:

   - In the notes list, swipe left on the note you want to share, then tap 👥.

   - Open the note you want to share, then tap 📤.

- In the folder list, swipe left on the folder you want to share, then tap 👥.

- Open the folder you want to share, tap 😐, then tap Share Folder.

2. Choose Collaborate.

3. To change the access and permissions, tap the share options below Collaborate. You can set any of the following:

   - Allow access to only people you invite or anyone with the link.

   - Give collaborators permission to make changes or view only.

   - Allow others to invite (available only when collaborators have permission to make changes).

4. Choose how to send your invitation (for example, using Messages or Mail).

   If you send the invitation in Messages, you get activity updates in the Messages conversation when someone makes changes in the shared note. Tap the updates to go to the shared note.

## View activity in a note

In the notes list, an orange dot to the left of a note title indicates the note has changed since you last looked at it.

1. Open the note, then swipe right on the note or swipe up on the Activity card to see who made changes and when.

2. To adjust how the activity is shown, tap 👥, then choose any of the following:

   - *Show Updates:* Shows changes made since you last opened the note.

   - *Show All Activity:* Shows all activity in the note.

   - *Show Highlights:* Shows names, dates, and changes made by each collaborator.

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

## View activity in a folder

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

**Change sharing settings**

- *Manage a shared note:* Tap 👥, then tap Manage Shared Note.

- *Manage a shared folder:* Tap 😌, then tap Manage Shared Folder.

- *Remove people:* Tap the collaborator you want to remove, then tap Remove Access.

- *Change access and permission settings:* To change the settings for all collaborators, tap Share Options. To change the settings for an individual collaborator, tap their name.

- *Stop sharing:* When you choose this option, the shared note or folder is deleted from the devices of the other participants.

# Lock your notes on iPad

In the Notes app 📒, you can lock notes to protect your sensitive information. You can access your locked notes using your device passcode or a custom password. If you have multiple Notes accounts, you choose the locking method for each account (for example, your iCloud account).

**Lock notes with your device passcode**

If you use your device passcode to access locked notes, you don't have to create and remember a separate password, which reduces the chances of losing access to your locked notes. If you use your device passcode, you can also use Face ID or Touch ID to access your locked notes.

If you have multiple devices where you're signed in with the same Apple ID, you use each device's passcode (or login password for a Mac) to access your locked notes on that device.

To access notes locked with a device passcode, you must be using iOS 16, iPadOS 16, macOS Ventura, or later. On devices with an earlier version of the OS, you won't be able to access the locked notes.

1. Go to Settings ⚙️ > Notes > Password.

2. If you have multiple accounts, choose the account you want to set a password for.

3. Tap Use Device Passcode.

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

## Lock notes with a custom password

Creating a custom password for locked notes can provide additional security, but if you forget the password, you may lose access to your locked notes.

You use your custom password to access your locked notes on all devices where you're signed in with the same Apple ID. If you have more than one iCloud account or an "On my iPad" account, you can set a different custom password for each account.

To access notes locked with a custom password, you must be using iOS 9.3, iPadOS 13, OS X 10.11.4, or later. On devices with an earlier version of the OS, you won't see the notes.

1. Go to Settings ⚙ > Notes > Password.

2. If you have multiple accounts, choose the account you want to set a password for.

3. Tap Use Custom Password.

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

   Don't rely on Face ID or Touch ID as the only means of unlocking your notes. If you update your Face ID or Touch ID settings, or want to change your Notes password, you have to reenter your Notes password.

**Important:** If you forget your custom password, and you can't use Face ID or Touch ID to access your locked notes, Apple can't help you regain access to those notes.

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

See the Apple Support article How to lock notes on your iPhone, iPad, and iPod touch.

## Change the locking method

If you're using a custom password, you can switch to using your device passcode. Go to Settings > Notes > Password, choose an account (if you have more than one), then tap Use Device Passcode.

When you change your locking method, notes using the previous method are migrated to using the new method.

**Lock a note**

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

1. Open the note, then tap 😑 (at the top-right corner).

2. Tap Lock.

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

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

**Open your locked notes**

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

1. Tap the locked note, then tap View Note.

2. To open the note, use Face ID, Touch ID, your device passcode, or your Notes password.

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

- Tap the lock icon at the top of the screen.

- Tap Lock Now at the bottom of the notes list.

- Close the Notes app.

- Lock your iPad.

## Change your Notes settings on iPad

You can customize your preferences for the Notes app 📒 in Settings. Choose the default account for new notes, set a password, and more.

From the Home Screen or App Library, go to Settings 🎛 > Notes, then adjust any of the settings. For example:

- *Default Account:* Choose the default account for Siri and the Notes widget.

- *Password:* Lock important notes.

- *Sort Notes By:* Choose Date Edited, Date Created, or Title.

- *Lines & Grids:* Choose a line or grid style for handwriting in new notes.

- *Save to Photos:* Save photos and videos taken in Notes to the Photos app.

- *Access Notes from Lock Screen:* Choose Always Create New Note or Resume Last Note. Or turn it off to prevent access from the Lock Screen.

## Use keyboard shortcuts in Notes on iPad

If your iPad is connected to an Apple external keyboard, you can use keyboard shortcuts to quickly perform actions the Notes app 🗒.

**Examples of keyboard shortcuts**

- *Start a new note:* Press Command-N.

- *Add a checklist:* Press Shift-Command-L.

- *Create a bulleted list:* Press Shift-Command-7.
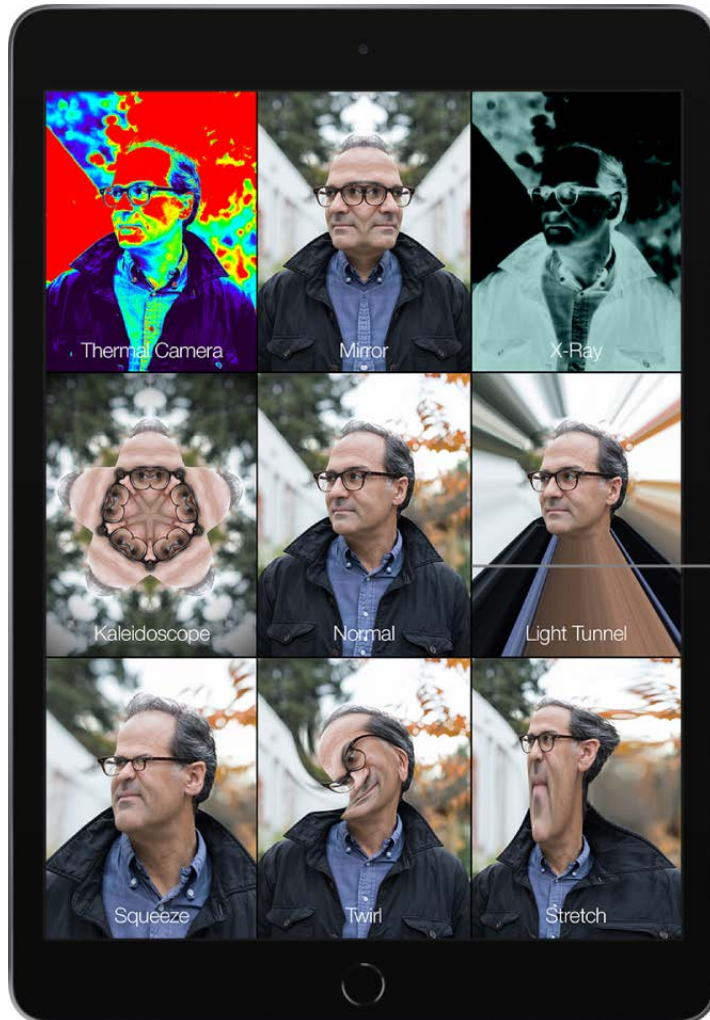
- *Hide the sidebar:* Press Control-Command-S.

**Learn keyboard shortcuts**

Press and hold the Globe key or Command key until the shortcuts appear.

# Photo Booth

## Take photos in Photo Booth on iPad

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



Tap the center image to return to Normal view.

**Take a photo**

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

1. Aim iPad at your subject to frame your shot.

2. Tap the tile of the effect you want to capture, then do any of the following:

- *Switch between the front and rear-facing cameras:* Tap 🔄 at the bottom of the screen.

- *Change the effect:* Tap ⚫ at the bottom left of the screen.

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

3. Tap the shutter button to take the shot.

When you take a photo, iPad makes a shutter sound. You can use the volume buttons to control the volume of the shutter sound. See Adjust the volume on iPad.

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

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

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

**Delete a photo in Photo Booth**

1. Tap a photo thumbnail at the bottom of the screen.

2. Tap 🗑, then tap Delete Photo.

**Share or copy a photo in Photo Booth**

1. Tap a photo thumbnail at the bottom of the screen.

2. Tap 🔼, then choose a share option.

   You can also choose Copy Photo to paste the photo into another document or Add to Shared Album to add the photo to a shared album in the Photos app, see Use iCloud Shared Albums with iPad.

## View and edit Photo Booth photos in the Photos app on iPad

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

**View and edit photos in the Photos app**

1.  Open the Photos app, then tap Library.

2.  Tap the thumbnail to view the photo in full screen, tap Edit, then use the edit controls to make changes.

3.  Tap Done.

See View photos and videos in the Photos app on iPad and Edit photos and videos on iPad.
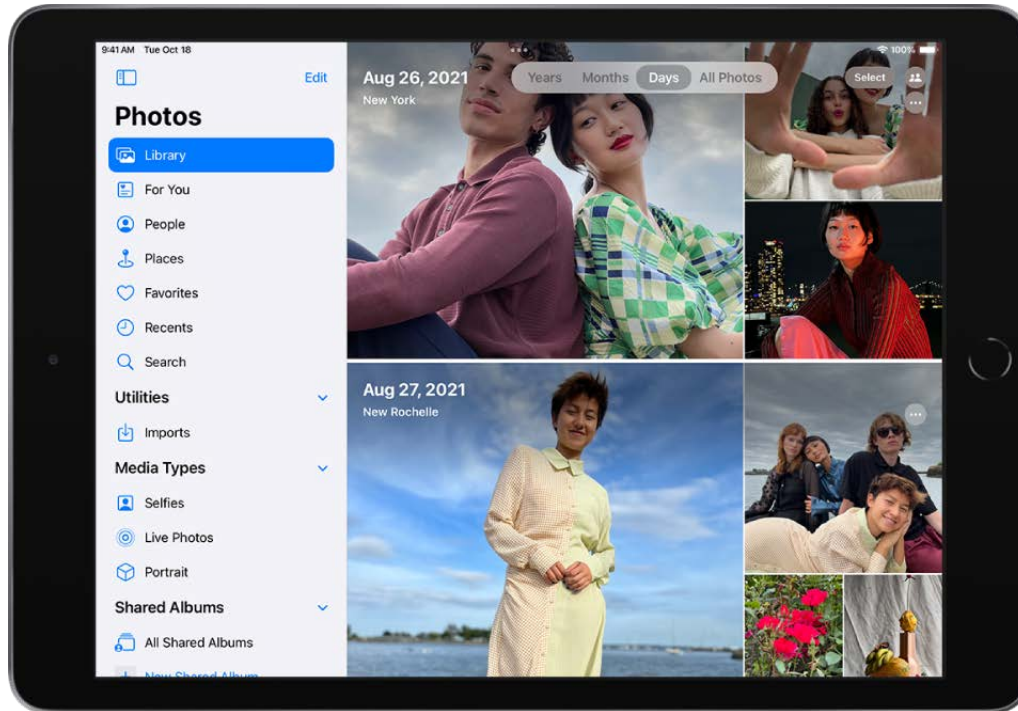
**View photos on all your devices**

If you use iCloud Photos, you can view your photos on other devices that meet these minimum system requirements: iOS 11, iPadOS 13, and macOS 10.13. You must be signed in with the same Apple ID on all devices.

# Photos

## View photos and videos in the Photos app on iPad

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



**How photos and videos are organized in Photos**

Swipe from the left edge of the screen, or tap ▯▯, to open the sidebar and navigate Photos. Tap an item in the sidebar to see photos organized in different ways.

- *Library:* Browse your photos and videos organized by days, months, years, and all photos; see Browse photos in your library.

- *For You:* View your memories, shared photos, featured photos, and sharing suggestions in a personalized feed; see Watch memories in Photos.

- *People:* Browse your photos by the people Photos identifies in them; see Find and identify people in Photos on iPad.

- *Places:* Browse by the locations where the photos were taken; see Browse photos by location on iPad.

- *Utilities and Media Types:* View albums automatically created to organize your photos by categories—for example, Videos and Live Photos.

- *Albums:* View albums you created or shared; see Use photo albums in Photos on iPad and Use iCloud Shared Albums with iPad.

## Browse photos in your library

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

- *Years:* Quickly locate a specific year in your photo library.

- *Months:* View collections of photos that you took throughout a month, organized by significant events—like a family outing, social occasion, birthday party, or trip.

- *Days:* View your best photos in chronological order, grouped by the time or place the photos were taken.

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

  **Tip:** When viewing All Photos, pinch the screen to zoom in or out. You can also tap ⬤⬤⬤ to zoom in or out, view photos by aspect ratio, filter photos, or show photos on a map.
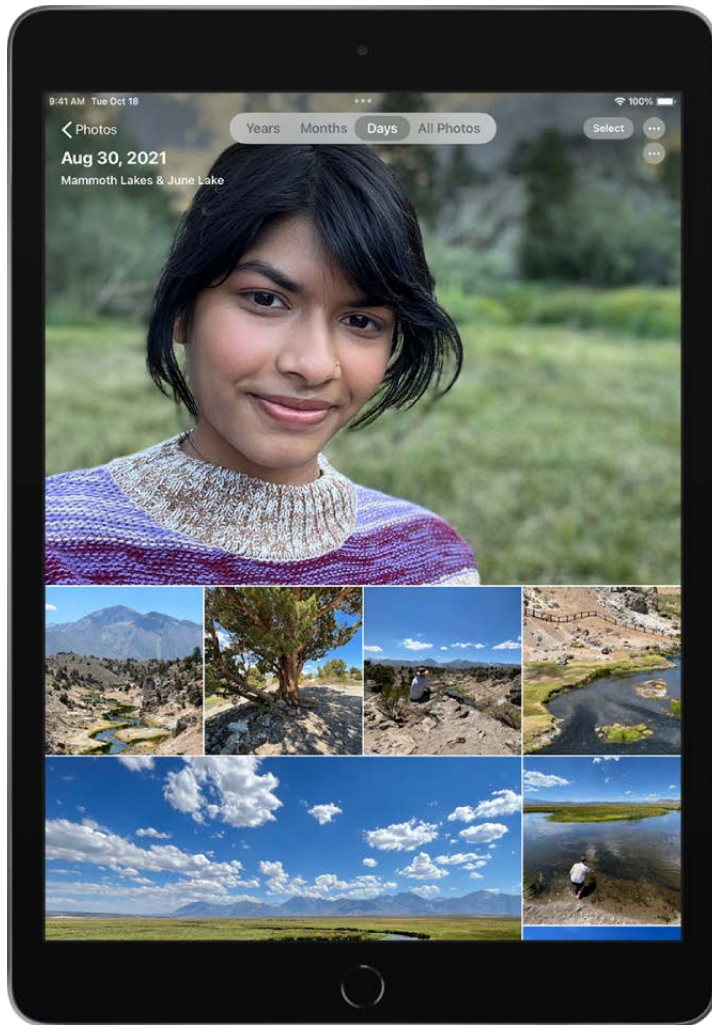
Years, Months, and Days views are curated to show your best shots, and visual clutter like similar photos, screenshots, whiteboards, and receipts aren't shown. To see every photo and video, tap All Photos.

**View individual photos**

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

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

Swipe to browse through your photos.

Tap a thumbnail to view a photo.

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

Tap ♡ to add the photo to your Favorites album. See Use photo albums in Photos.

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

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**See photo and video information**

To see saved metadata information about a photo or video, open it, then tap ⓘ or swipe up. Depending on the photo or video, you see the following details:

- People identified in the photo

- A caption field to describe the photo or video, and make it easier to find in Search

- Items detected by Visual Look Up

- Whether the photo was shared with you in Messages or another app, or iCloud Shared Photo Library

- The date and time the photo or video was taken; tap Adjust to edit the date and time

- Camera metadata such as lens, shutter speed, file size, and more

- Where the photo or video was taken; tap the link to view the location in Maps; tap Adjust to edit the location

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# Play videos and slideshows in the Photos app on iPad

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

**Play a video**

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

- Tap the player controls at the top of the screen to pause, unmute, favorite, share, delete, or see video information; tap the screen to hide the player controls.

- Double-tap the screen to toggle between full screen and fit-to-screen.

- Touch and hold the frame viewer at the bottom of the screen to pause the video, then slide the viewer left or right to move back or forward.
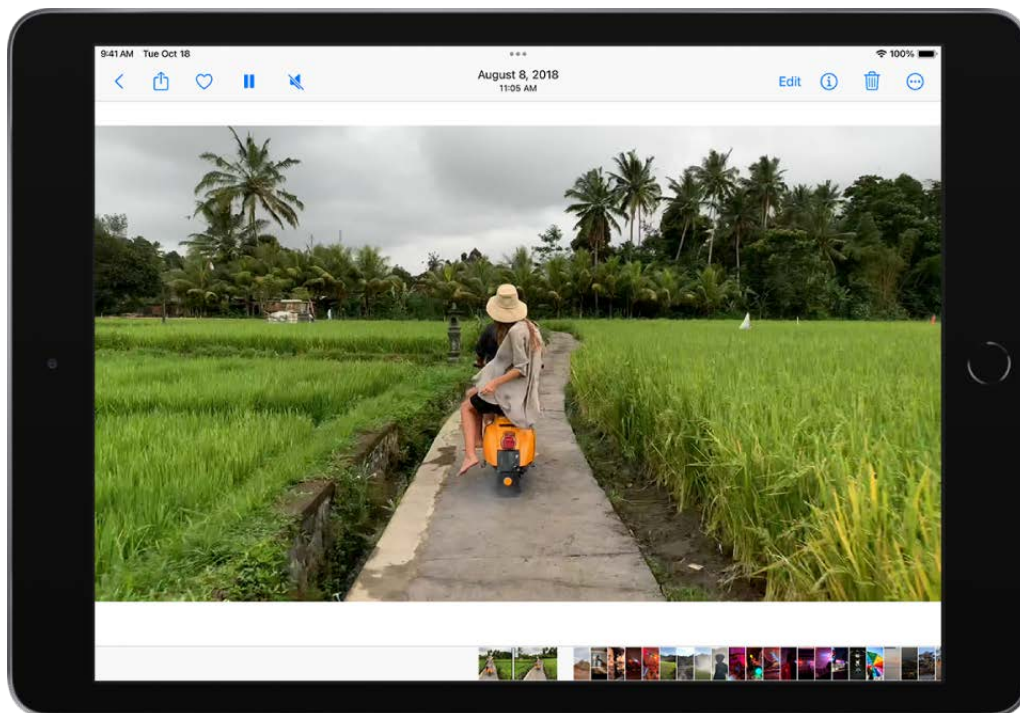


**Make and play a slideshow**

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

1. Tap Library.

2. View photos by All Photos or Days, then tap Select.

3. Tap each photo you want to include in the slideshow, then tap 😐 at the bottom of the screen.

4. Tap Slideshow from the list of options.

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

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

## Delete or hide photos and videos on iPad

In the Photos app 🌸, you can delete photos and videos from your iPad or hide them in the Hidden album. You can also recover photos you recently deleted. Photos you delete and hide are saved in the Hidden and Recently Deleted albums, which you unlock using your iPad authentication method.

When you use iCloud Photos on iPad, any photos you delete or hide are synced across your other devices.

**Delete or hide a photo or video**

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

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

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

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

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

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

**Delete or hide multiple photos and videos**

While viewing photos in an album or in the Days or All Photos view in your library, do either of the following:

- *Delete:* Tap Select, tap or drag your finger on the screen to select the items you want to delete, then tap 🗑.

- *Hide:* Tap Select, tap or drag your finger on the screen to select the items you want to hide, tap ⊙, then tap Hide.

**Recover or permanently delete deleted photos**

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

1. Swipe from the left edge of the screen or tap ▯ to show the sidebar, then tap Recently Deleted under Utilities.

2. Tap Select, then choose the photos and videos you want to recover or delete.

3. Tap Recover or Delete at the bottom of the screen.

**Unlock Recently Deleted and Hidden albums**

The Recently Deleted and Hidden albums are locked by default. You unlock these folders using your iPad authentication method—Face ID, Touch ID, or your passcode.

To change the default setting from locked to unlocked, go to Settings > ⚙ > Photos, then turn off Use Passcode.

# Edit photos and videos on iPad

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

When you use iCloud Photos, any edits you make are saved across all your devices.

**Adjust light and color**

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

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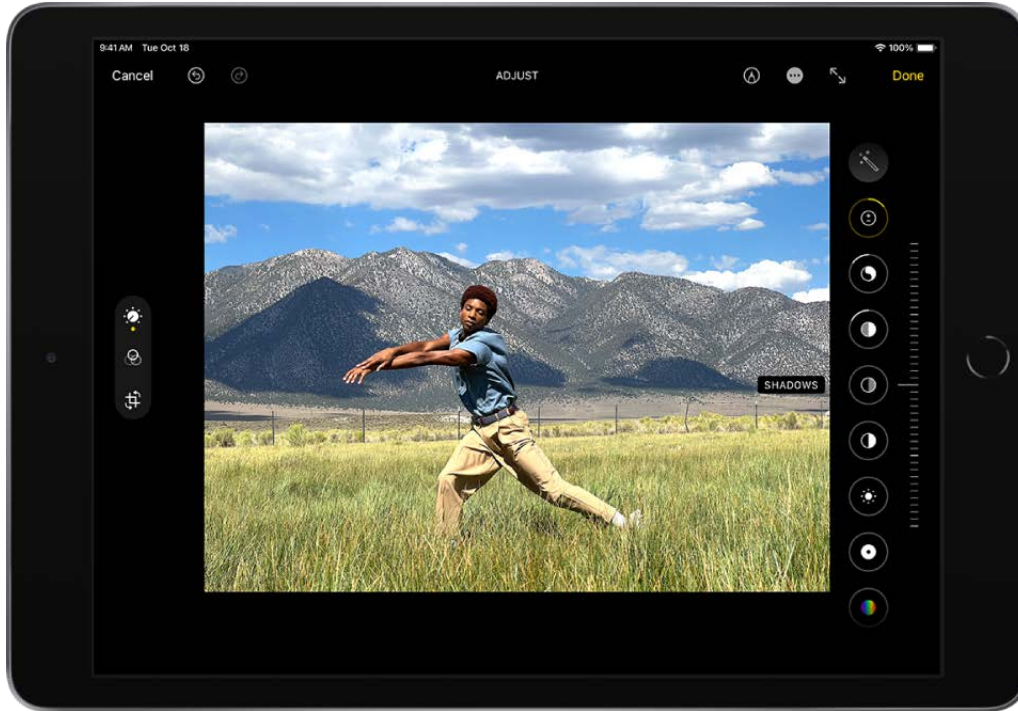


2. Tap Edit, then swipe up on the right side of the screen to view the effects you can edit such as Exposure, Brilliance, Highlights, and Shadows.

3. Tap the effect you want to edit, then drag the slider to make precise adjustments.

   The level of adjustment you make for each effect is indicated by the outline around the button, so you can see at a glance which effects have been increased or decreased. Tap the effect button to toggle between the edited effect and the original.
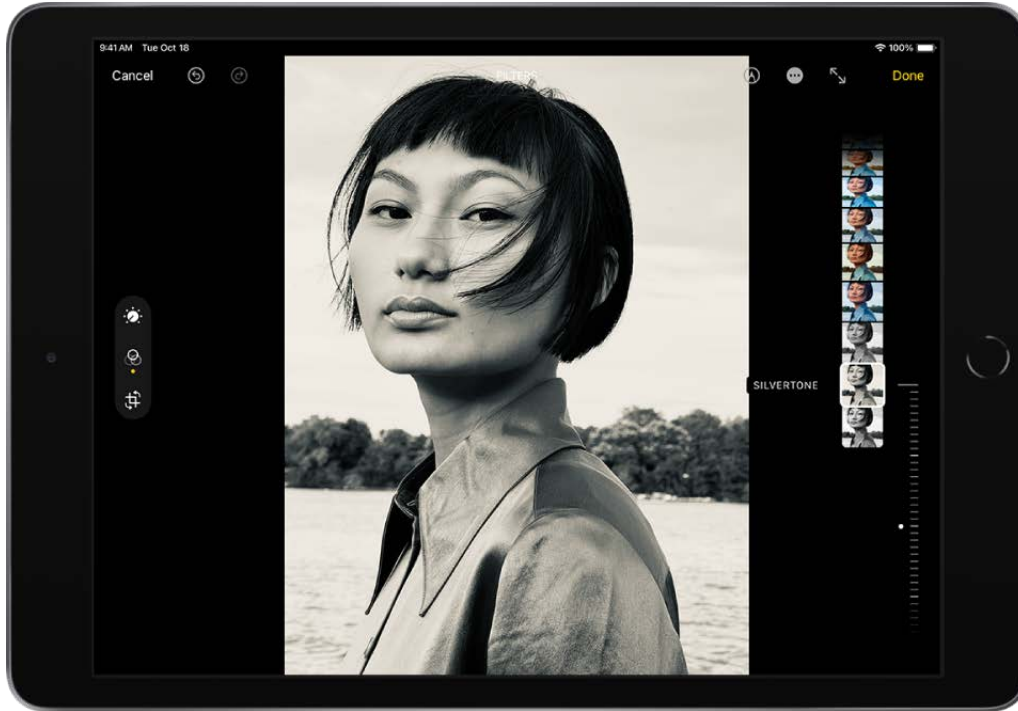
4. Tap Done to save your edits, or if you don't like your changes, tap Cancel, then tap Discard Changes.

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

**Apply filter effects**

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

2. Tap Edit, then tap ⊛ on the left side of the screen.

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

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



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

**Crop, rotate, flip, or markup a photo or video**

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

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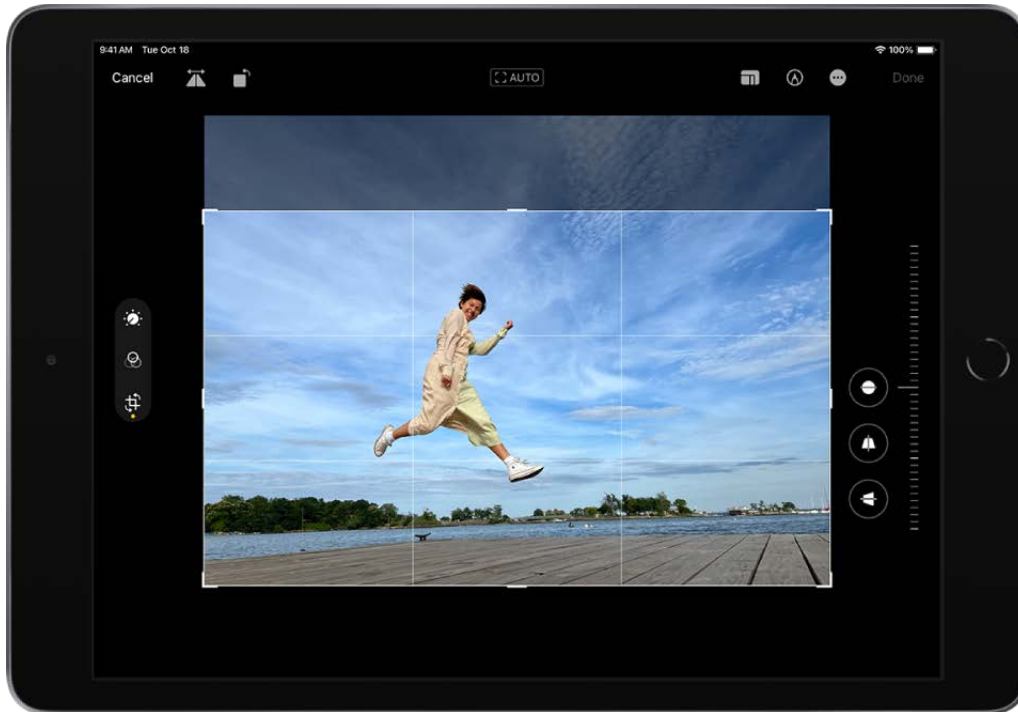


- *Crop manually:* Drag the rectangle corners to enclose the area you want to keep in the photo, or you can pinch the photo open or closed.

- *Crop to a standard preset ratio:* Tap ▥ at the top of the screen, then choose an option at the bottom of the screen such as Square, 9:16, or 5:7.

- *Rotate:* Tap ◻ to rotate the photo 90 degrees.

- *Flip:* Tap ⧖ to flip the image horizontally.

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

**Straighten and adjust perspective**

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

2. Tap Edit, tap ⊞ on the left side of the screen, then tap the effect button that you want to edit on the right side of the screen: Straighten, Vertical, or Horizontal.

3. Drag the slider to adjust the effect.

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

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

**Undo and redo edits**

As you edit a photo or video, tap ↺ and ↻ at the top of the screen to undo and redo multiple edit steps.

   **Tip:** You can tap the photo or video to compare the edited version to the original.

**Copy and paste edits**

You can copy the edits you made to one photo (or video) and paste them onto another photo, or a batch or photos, all at once.

1. Open the photo or video that contains the edits you want to copy.

2. Tap ⊙, then tap Copy Edits.

3. Tap ‹ to return to your library.

4. Tap Select, then tap the thumbnails of the photos you want to paste the edits onto. Or, open a single photo or video.

5. Tap ⊙ at the bottom of the screen, then tap Paste Edits.

**Revert an edited photo or video**

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

1. Open the edited photo or video, then tap ⊙.

2. Tap Revert to Original.

**Change the date, time, or location**

You can change the date, time, and location that's stored within the photo or video's metadata information. See See photo and video information.

1.  Open the photo or video, then tap ⓘ.

2.  Tap Adjust Date & Time or Adjust Location.

3.  Enter the new information, then tap Adjust.

To change the date, time, or location of a batch of photos, tap Select, tap the thumbnails you want to change, then follow the steps above.

You can revert a photo or video to its original date, time, or location. Tap ⓘ, tap Adjust Date & Time or Adjust Location, then tap Revert.

**Write or draw on a photo**

1.  Tap a photo to view it in full screen.

2.  Tap Edit, then tap Ⓐ.

3.  Annotate the photo using the different drawing tools and colors. Tap ⊕ to magnify or add a caption, text, shapes, or even your signature.

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

# Trim video length and adjust slow motion on iPad

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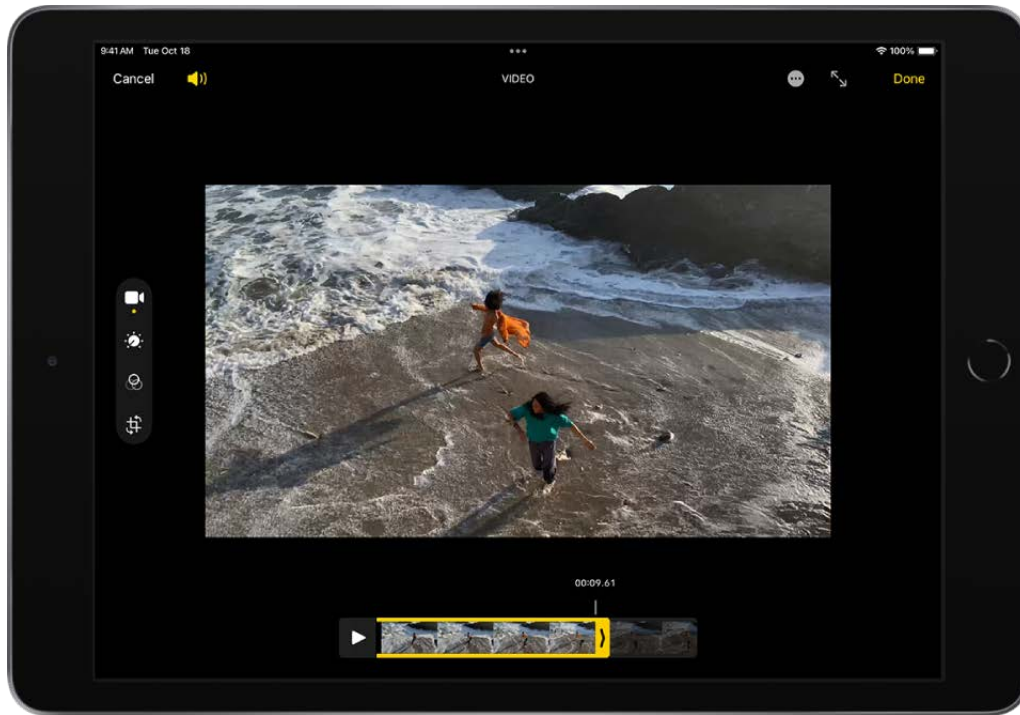
## Trim a video

1. Open the video, then tap Edit.

2. Drag either end of the frame viewer to adjust the length, then tap Done.

3. Tap Save Video to save only the trimmed video, or Save Video as New Clip to save both versions of the video.

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

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

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

1. Open a video shot in Slo-mo mode, then tap Edit.

2. Drag the white vertical bars beneath the frame viewer to set where the video is played in slow motion.

3. Tap Done to save your edits, or if you don't like your changes, tap Cancel.

# Edit Live Photos on iPad

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

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**Edit a Live Photo**

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

1.  Open the Live Photo and tap Edit.

2.  Tap ◎, then do any of the following:

    - *Set a key photo:* Move the white frame on the frame viewer, tap Make Key Photo, then tap Done.

    - *Trim a Live Photo:* Drag either end of the frame viewer to choose the frames the Live Photo plays.

    - *Make a still photo:* Tap the Live button at the top of the screen to turn off the Live feature. The Live Photo becomes a still of its key photo.

    - *Mute a Live Photo:* Tap 🔊)) at the top of the screen. Tap again to unmute.
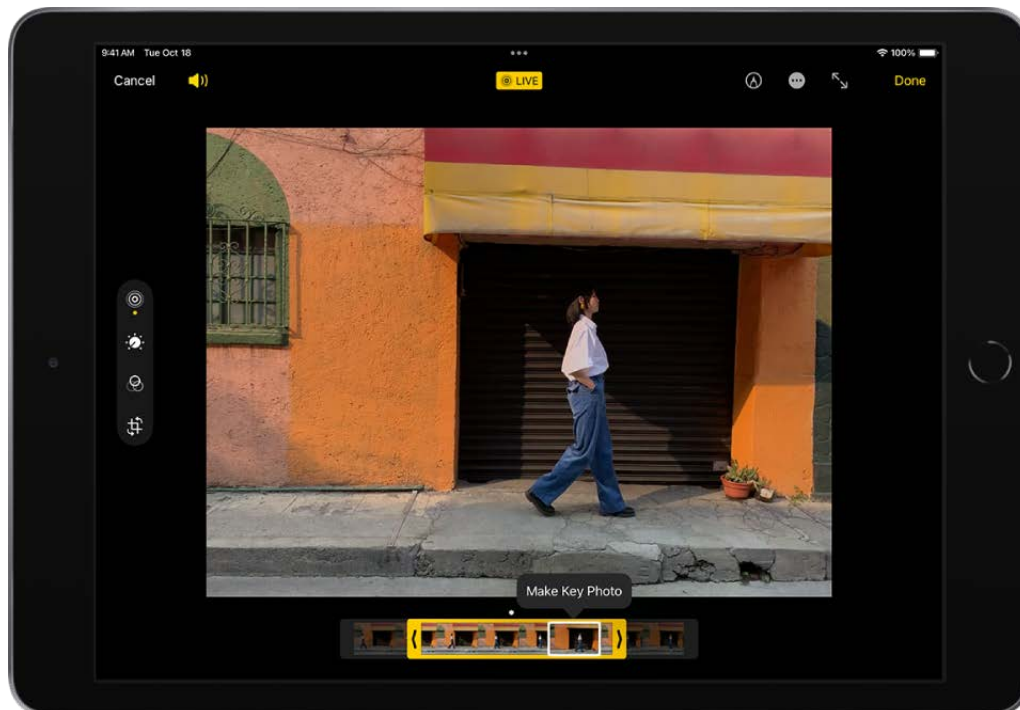
**Add effects to a Live Photo**

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

1. Open the Live Photo.

2. Tap Live in the top-left corner, then choose one of the following:

   - *Live:* Applies the Live video playback feature.

   - *Loop:* Repeats the action in a continuous looping video.

   - *Bounce:* Rewinds the action backward and forward.

   - *Long Exposure:* Simulates a DSLR-like long exposure effect by blurring motion.

   - *Off:* Turns off the Live video playback feature or applied effect.

# Edit Cinematic mode videos on your iPad

Cinematic mode videos you record on iPhone 13 models can be edited in the Photos app 🔘 on your iPad. Cinematic mode applies a depth-of-field effect that keeps the focus point of your video sharp while creating a beautifully blurred foreground and background. You can change the focus point where the effect is applied, and adjust the level of background blur—or depth of field—in your Cinematic videos. You can also turn off the effect.

Cinematic mode videos can be edited on iPad Pro 12.9-inch (3rd generation and later), iPad Pro 11-inch (all generations), iPad Air (3rd generation and later), and iPad mini (5th generation and later).

**Turn off the Cinematic effect**

1. In Photos, open a video recorded in Cinematic mode, then tap Edit.

2. Tap Cinematic at the top of the screen, then tap Done.

Repeat these steps to turn Cinematic mode back on.

**Change the focus subject in a Cinematic video**

Camera automatically identifies where to focus while you record in Cinematic mode and can automatically change focus if a new subject is identified. You can also change the focus subject manually.

1.  In Photos, open a video recorded in Cinematic mode, then tap Edit.

    White dots under the frame viewer indicate where Camera automatically changed the focus while recording. Yellow dots indicate where the focus was manually changed.

2.  Play the video, or slide the white vertical bar in the frame viewer, to the point where you want to change the focus.

3.  Tap the new subject, outlined in yellow, on the screen to change the focus; double tap to set automatic focus tracking on the subject.

    A yellow dot appears under the frame viewer to indicate the focus was changed.

    *Note:* You can also touch and hold the screen to lock the focus at a specific distance from the camera.

4.  Repeat the steps above to change focus points throughout the video.

    To remove a manual focus change, tap the yellow dot under the frame viewer, then tap 🗑.

5.  Tap Done to save your changes.

Tap ⊡ to toggle between automatic focus tracking and the manually selected focus points.

After you save changes, you can revert a Cinematic mode video to the original if you don't like your edits. Open the video, tap Edit, then tap Revert.

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**Adjust the depth of field in a Cinematic video**

1.  In Photos, open a video you recorded in Cinematic mode, then tap Edit.

2.  Tap ⓕ at the top of the screen.

    A slider appears below the video.

3.  Drag the slider left or right to adjust the depth of field effect, then tap Done.

To undo the change after you save, open the video, tap Edit, then tap Revert.

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**Export Cinematic mode videos to your Mac**

You can transfer Cinematic mode videos—with depth and focus metadata—from your iPhone to your Mac to edit in other apps.

1. In Photos, open the Cinematic mode video, then tap ⬆️.

2. Tap Options at the top of the screen, turn on All Photos Data, then tap Done.

3. Tap AirDrop, then tap the device you want to share with (make sure the device you're sharing with has AirDrop turned on).

For information about editing Cinematic mode videos on your Mac using Photos, see Edit a Cinematic mode video in Photos on Mac.

For information about editing Cinematic mode videos on your Mac using Final Cut Pro, iMovie, or Motion, see the Apple Support article Edit Cinematic mode video in Final Cut Pro, iMovie, and Motion on Mac.

## Edit Portrait mode photos on iPad

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

**Edit Portrait Lighting effects in Portrait mode photos**

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

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

2. Tap Edit, touch ⬡, then drag to choose a lighting effect.

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

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

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

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

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

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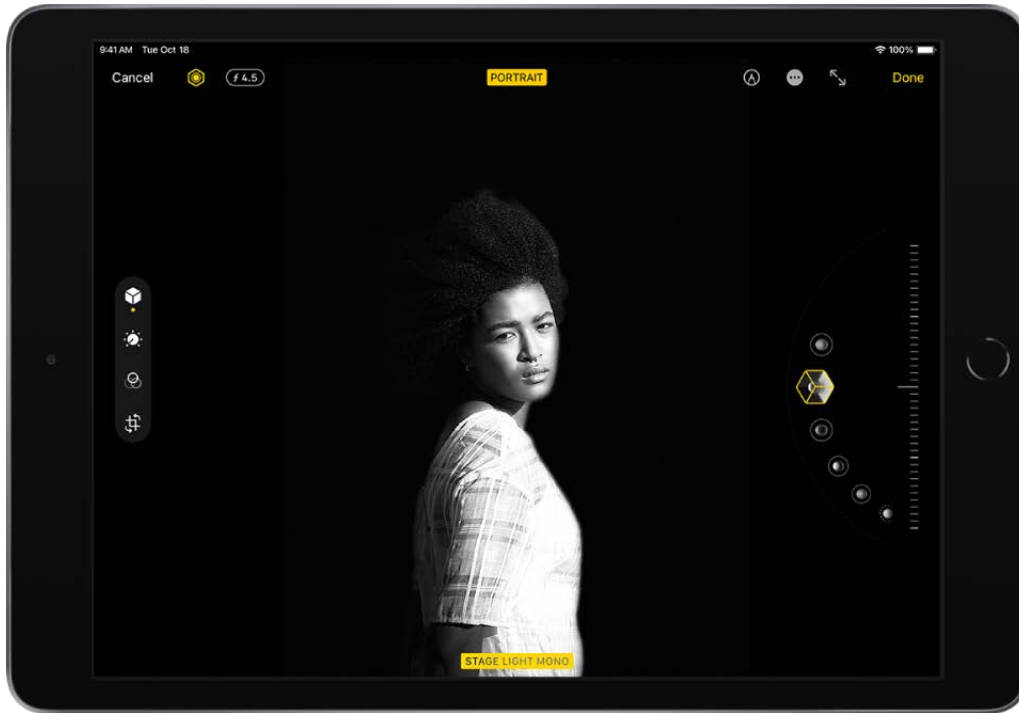


3. Tap Done to save your changes.

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

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

**Adjust Depth Control in Portrait mode photos**

On models that support Depth Control, use the Depth Control slider to adjust the level of background blur in your Portrait mode photos.
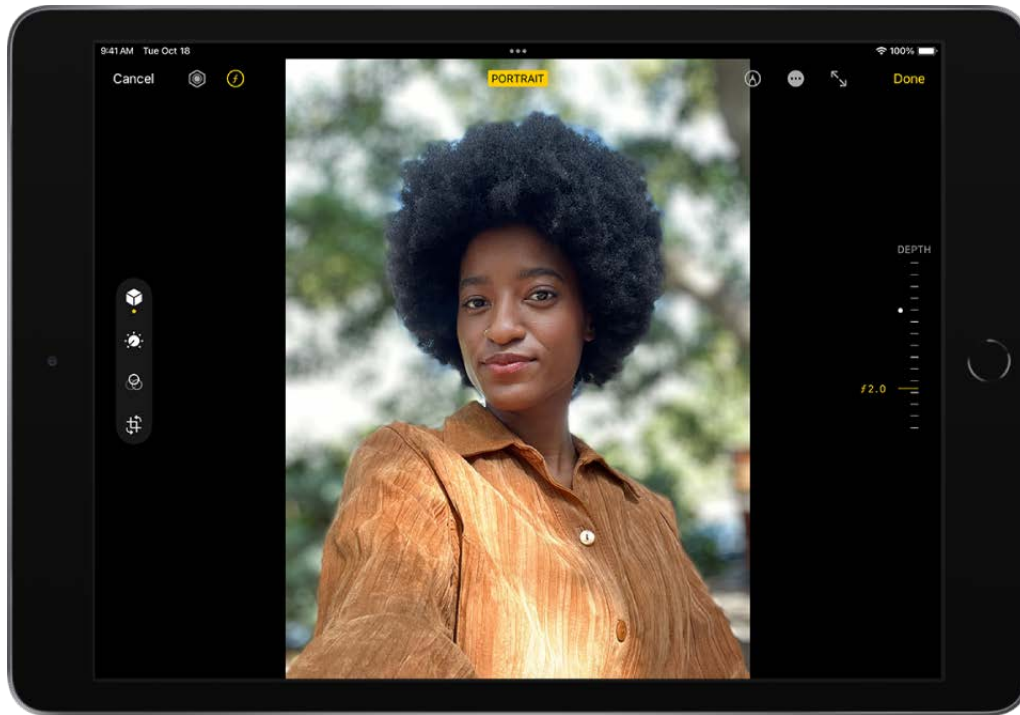
1. Tap any photo taken in Portrait mode to view it in full screen.

2. Tap Edit, then tap ⓕ at the top of the screen. When the button is yellow, the feature is on.

   A slider appears next to the photo on the right side of the screen.

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

   A white dot marks the original depth value for the photo.

4. Tap Done to save your changes.

---

**Adjust Portrait Lighting in Portrait mode photos**

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

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

2. Tap Edit.

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

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

4. Tap Done to save your changes.

## Use photo albums in Photos on iPad

Use albums in the Photos app 🌸 to view and organize your photos and videos. Tap the Albums tab to view your photos and videos organized into different categories and media types, like Videos, Portrait, and Slo-mo. You can also look at your photos arranged on a world map in the Places album, or browse your photos based on who's in them in the People album.

The Recents album shows your entire photo collection in the order that you added them to your library and the Favorites album shows photos and videos that you marked as favorites.

If you use iCloud Photos, albums are stored in iCloud. They're up to date and accessible on devices where you're signed in with the same Apple ID. See Use iCloud Photos on iPad.
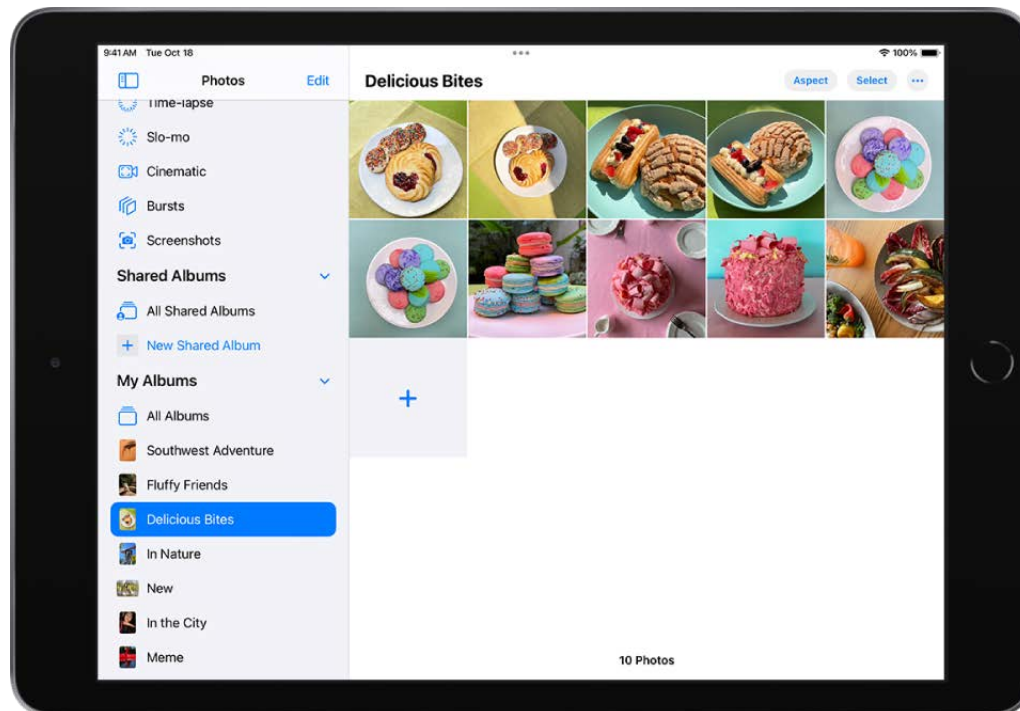
**Create a new album**

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

2. Name the album, then tap Save.

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

To create a shared album, see Share photos with Shared Albums in iCloud.

**Add a photo or video to an album**

1. Open the photo or video in full screen, then tap ⊙.

2. Tap Add to Album, then do either of the following:

   - *Start a new album:* Tap New Album, then give the album a name.

   - *Add to an existing album:* Tap an existing album under My Albums.

**Add multiple photos and videos to an album**

1. When viewing multiple thumbnails, tap Select at the top of the screen.

2. Tap the photo and video thumbnails you want to add, then tap ⊙ at the bottom of the screen.

3. Tap Add to Album, then do either of the following:

   - *Start a new album:* Tap New Album, then give the album a name.

   - *Add to an existing album:* Tap an existing album under My Albums.

**Remove photos and videos from an album**

1. Open the album, then tap the photo or video you want to remove to view it in full screen.

2. Tap 🗑 at the top of the screen, then choose one of the following:

   - *Remove from Album:* The photo is removed from that album, but remains in other albums and your library.

   - *Delete from Library:* The photo is removed from all albums and your library and moves to the Recently Deleted album.

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

---

# Edit and organize albums on iPad

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

---

**Rename, rearrange, and delete existing albums**

1. Swipe from the left edge of the screen or tap ▭ to show the sidebar.

2. Tap All Albums, tap Edit, then do any of the following:

   - *Rename:* Tap the album name, then enter a new name.

   - *Rearrange:* Touch and hold the album's thumbnail, then drag it to a new location.

   - *Delete:* Tap ⊖.

3. Tap Done.

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

---

**Organize albums in folders**

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

2. Tap ﹢, then tap New Folder.

3. Name the folder, then tap Save.

4. Open the folder, tap Edit, then tap ﹢ to create a new album or folder inside the folder.

---

# Filter and sort photos and videos in albums on iPad

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

### Filter photos and videos in an album

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

1. Open an album, then tap ⋯.

2. Tap Filter, then choose how you want to filter the photos and videos in the album.

3. Tap Done.

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

### Sort photos in albums

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

1. Open an album, then tap ⋯.

2. Tap Sort, then choose how you want to sort the photos and videos in the album.

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

# Duplicate and copy photos and videos on iPad

In the Photos app 🎨 on iPad, you can duplicate a photo or video while preserving the original version. You can also copy a photo and then paste it into another document such as an email, text message, or presentation.

### Duplicate a photo or video

1. Open a photo or video, then tap ⋯.

2. Tap Duplicate.

   A duplicate copy appears next to the original in your library.

**Duplicate multiple photos or videos**

1. Tap Library, then tap All Photos or Days.

2. Tap Select, then tap the thumbnails you want to duplicate.

3. Tap ⓧ, then tap Duplicate.

**Copy a photo**

1. Open a photo, then tap ⓧ.

2. Tap Copy, then paste the photo into another document.

**Copy multiple photos or videos**

1. Tap Library, then tap All Photos or Days.

2. Tap Select, then tap the thumbnails you want to copy.

3. Tap ⓧ, then tap Copy.

4. Paste the copies into another document.

## Merge duplicate photos and videos on iPad

The Photos app 🌸 identifies duplicate photos and videos in your photo library in the Duplicates album. You can merge duplicate photos and videos to save space and clean up your library.

1. Swipe from the left edge of the screen or tap ▤ to show the sidebar.

2. Tap Duplicates below Utilities.

   Duplicate photos and videos appear next to each other.

3. Tap Merge to combine the duplicates, then tap Merge [*number*] Items.

   Merging combines the highest quality version and all of the relevant data across the duplicates, and keeps that one in your library. The remaining duplicates are moved to the Recently Deleted album.

If you don't have any duplicate photos or videos in your library, the Duplicates album doesn't appear.

## Search in Photos on iPad

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

**Tip:** You can also find photos and videos in your Photos library when you Use iPad to search.
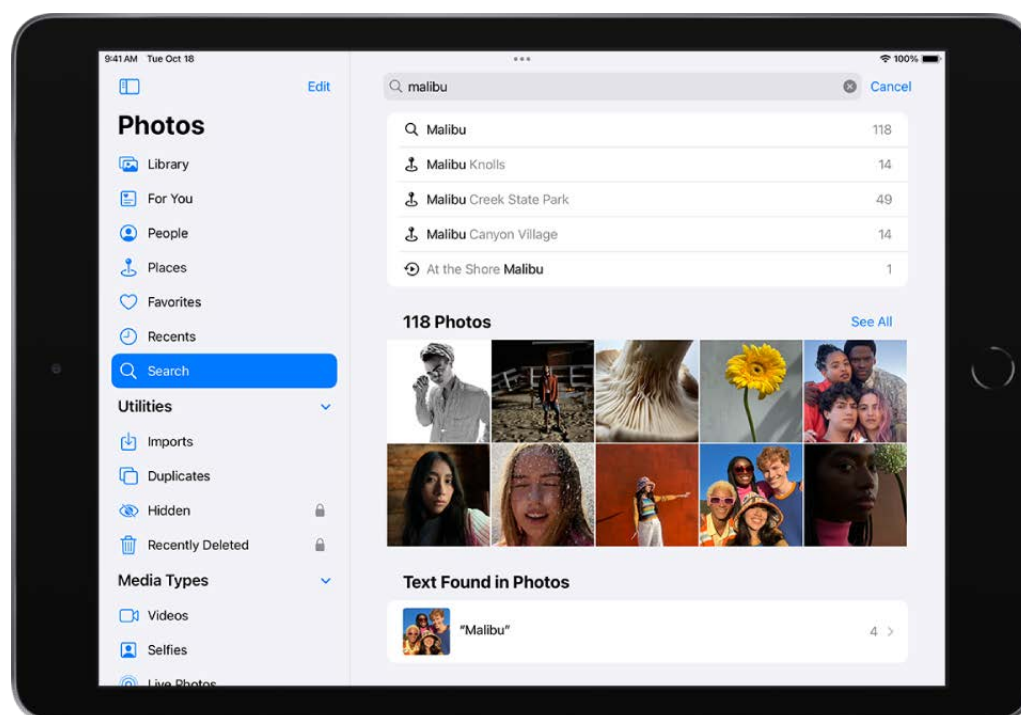


Swipe from the left edge of the screen or tap ⊟ to show the sidebar, then tap Search. View photos in the suggested categories, or use the search field at the top of the screen to search by any of the following:

- Date (month or year)

- Place (city or state)

- Business names (museums or restaurants, for example)

- Category (beach or sunset, for example)

- Events (sports games or concerts, for example)

- A person identified in your People album (see Find and identify people in Photos)

- Text (an email address or phone number, for example)

- Caption (see See photo and video information)

- The person who added the photo to the library (see Set up or join an iCloud Shared Photo Library in Photos on iPad)

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

## Find and identify people in Photos on iPad

The Photos app 🌸 recognize faces in your photos and sorts them in the People album. When you add names to the faces in the People album, you can search for photos by a person's name.

### Name a person in a photo

When you identify a person in a photo, they're automatically added to your People album and identified in other photos in your library.

1. Open a photo of the person, then tap ⓘ or swipe up to see the photo details. People identified in the photo appear in the bottom-left corner of the photo. Unnamed people have a question mark next to their picture.

2. Tap the face of a person with a question mark next to their picture to identify them, then tap Tag with Name.

3. Type their name, tap Next, then tap Done.

### Name a person in your People album

1. Tap the People album in the sidebar, then tap the face of the person whose name you want to add.

2. Tap Add Name at the top of the screen, then enter the person's name.

3. Tap Next.

   If a face is identified as two or more people in the People album, tap Select, tap each instance of the person, then tap Merge.

4. Tap Done.

### Find photos of a specific person

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

- Tap the People album, then tap a face of a person to see all of the photos they're in.

- Tap Search, then enter a person's name in the search field.

### Change a person's key photo

1. Tap the People album in the sidebar, then tap the face of a person.

2. Tap Select, then tap Show More.

3. Choose the photo you want to set as the key photo.

4. Tap ⬆, then tap Make Key Photo.

### Favorite a person

Mark the people that you interact with the most as a favorite so that it's easier to find them.

1. Tap the People album.

2. Tap ♡ next to the person's photo.

   To favorite multiple people at once, tap Select, tap each person that you want to favorite, then tap Favorite at the bottom of the screen.

**Fix misidentifications**

1. Tap the People album in the sidebar, then tap the face of a person who is misidentified.

2. Tap Select, then tap Show Faces.

3. Tap the misidentified face.

4. Tap ⬆, then tap This is Not *<name>*.

**Sort people alphabetically or manually in the People album**

1. Tap the People album in the sidebar.

2. Tap ⇅ then choose one of the following:

   - *To sort people alphabetically:* Tap Name.

   - *To sort people manually:* Tap Custom Order, then touch and hold a person and drag to the position you want them to appear).

**Feature a person in your People album less frequently**

You can make photos of certain people less likely to appear in your memories and featured photos, and in the Photos widget.

1. Open the People album, then tap the face of the person you want to see less often.

2. Tap ⋯, then tap Feature [*name*] Less.

3. Choose Feature This Person Less or Never Feature This Person, then tap Confirm.

See Manage memories and featured photos in Photos on iPad to further customize the photos that appear in your memories and featured photos, and in the Photos widget.

**Remove a person from your People album**

1. Tap the People album, then tap the face of the person you want to remove.

2. Tap ⋯, then tap Remove [*name*] from People.

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

# Browse photos by location on iPad

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

**Browse photos by location**

1. Swipe from the left edge of the screen or tap ▢ to show the sidebar, then tap Places.

2. Select Map or Grid view.

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

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

**See where a photo was taken**

1. Open a photo, then swipe up to see photo information.

2. Tap the map or address link to see more details.

   To change the location or address where the photo was taken, see Change the date, time, or location.

**Watch a location-based memory**

1. In the sidebar, tap Places, then tap Grid.

2. Find a location with several images, then tap the location heading.

3. Tap ▶ to play the memory.

# Share photos and videos on iPad

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

## Share photos and videos

- *Share a single photo or video:* Open the photo or video, tap ⬆️, then choose how you want to share.

- *Share multiple photos or videos:* When viewing a screen with multiple thumbnails, tap Select, then tap the thumbnail of the photos and videos you want to share. Tap ⬆️, then choose a share option.

- *Share photos or videos from a day or month:* Tap Library, tap Days or Months, tap ⚫⚫⚫, then tap Share Photos to share all the photos from that day or month.
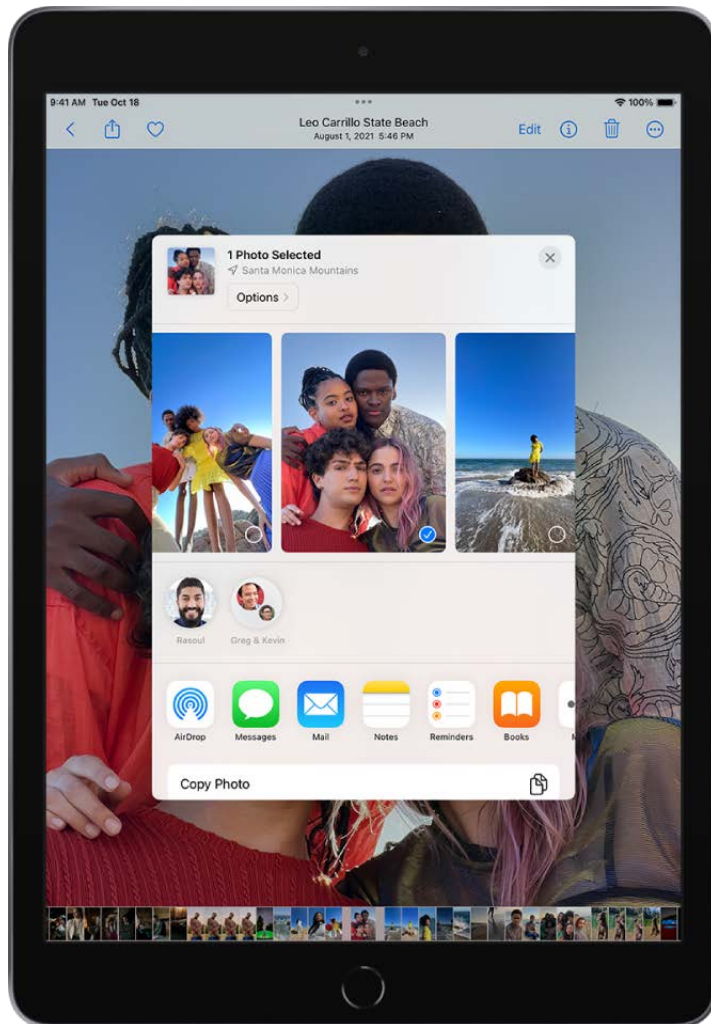


When iCloud Photos is turned on, you can share multiple full-quality photos with an iCloud link. iCloud links remain available for 30 days, can be viewed by anyone, and can be shared using any app, such as Messages or Mail.

You can also use Shared Albums to share photos and videos with just the people you choose. See Use iCloud Shared Albums with iPad.

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

**Share photos with Sharing Suggestions**

Sharing Suggestions recommends a set of photos from an event that you may want to share and, based on the people in the photos, who you may want to share them with. The people you share with receive a message with a link to iCloud.com to view your photos. Your shared collection is active for 30 days, but you can stop sharing the collection at any time.

Photos identifies the people in your photos using the identifications you set up in the People album. See Find and identify people in Photos. If a person in the suggested photos isn't identified in your People album, you're prompted to create a contact for them before you can share the photos. See Add and use contact information on iPad.

After you share your photos, the recipients are prompted to share their photos from the event with you. iCloud Photos must be turned on to see Sharing Suggestions, but the photos you share can be viewed by anyone.

1. Swipe from the left edge of the screen or tap ⊟ to show the sidebar, then tap For You.

2. Tap a photo collection below Sharing Suggestions.

   Tap Select if you want to remove any photos from the collection.

3. Tap Next, then tap Share in Messages.

   - *To send the link to more friends, or to stop sharing it:* Tap the collection, tap ⊙, then choose Copy iCloud Link or Stop Sharing.

   - *To remove a photo collection from Sharing Suggestions:* Tap ⊙, then tap Remove Sharing Suggestion.

4. Tap ⬆.

To remove a photo collection from Sharing Suggestions, tap the collection, tap ⬤ then tap Remove Sharing Suggestion.

To stop sharing a link you already sent, tap For You, then tap the collection below iCloud Links. Tap ⬤, then tap Stop Sharing.

Need more help? See the Apple Support article Use Sharing Suggestions in Photos.

**Save or share a photo or video you receive**

- *From email:* Tap to download the item if necessary, then tap ⬆️. Or, touch and hold the item, then choose a sharing or saving option.

- *From a text message:* Tap the photo or video in the conversation, tap ⬆️, then choose a sharing or saving option. You can also tap ⬇️ in the Messages conversation to save the photo or video directly to your Photos library.

- *From an iCloud link:* Tap ⬇️ in the Messages conversation to save the collection directly to your Photos library. To share the collection, open Photos, tap For You, then tap the collection under iCloud Links. Tap 💬, then tap Share.

# View photos and videos shared with you on iPad

When a friend shares photos and videos with you using the Messages app, you can easily find them in the Shared with You section in the Photos app 🌸. (Automatic Sharing and Photos must be turned on in Settings ⚙️ > Messages > Shared with You, and the friend must be in your Contacts.)

1. Swipe from the left edge of the screen or tap 🔲 to show the sidebar, then tap For You.

2. Do any of the following:

   - Tap a photo to view it in full screen, save it to your library, share it, or delete it.

   - Tap See All to view all photos shared with you.

   - Tap the name of the person who shared the photo, then reply to them using the Messages app.

You can also tap Library, then tap All Photos to see photos and videos shared with you in Messages. These photos and videos have a chat bubble in the bottom-left corner of the thumbnail. Tap the thumbnail to share the photo or video, save to your library, or delete. To hide photos and videos shared with you in Messages, tap 💬, then tap Your Photos Only.

*Note:* Photos and videos you don't save from a Messages conversation are deleted in Shared with You and from your library if the conversation in Messages is deleted.

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

## Interact with text and subjects in Photos on iPad

When you view a photo in the Photos app 🌸, you can interact with the text and subjects that appear within the photo. Use Live Text to share text, translate languages, convert currencies, and more. With Visual Look Up, you can identify and learn about popular landmarks, statues, art, plants, pets, and more. You can also lift the subject of a photo away from the background to copy and share it in other documents and apps.

*Note:* These features are available on supported models.

**Use Live Text**

1. Open a photo or pause a video that contains text.

2. Tap ⊟, then touch and hold the selected text.

3. Use the grab points to select specific text, 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.

   Depending on the content of the photo, you can also 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.

4. Tap 🔵 to return to the photo or video.

Live Text isn't available in all regions or languages. See iOS and iPadOS Feature Availability.

**Use Visual Look Up**

Learn more about popular landmarks, art, statues, plants, pets, birds, insects, and spiders that appear in your photos.

1.  Open a photo in full screen; ⓘ indicates Visual Look Up information is available for that photo.

2.  Swipe up on the photo or tap ⓘ.

3.  Tap the icon that appears in the photo or at the top of the photo information window to view Siri Knowledge and more information about the object.
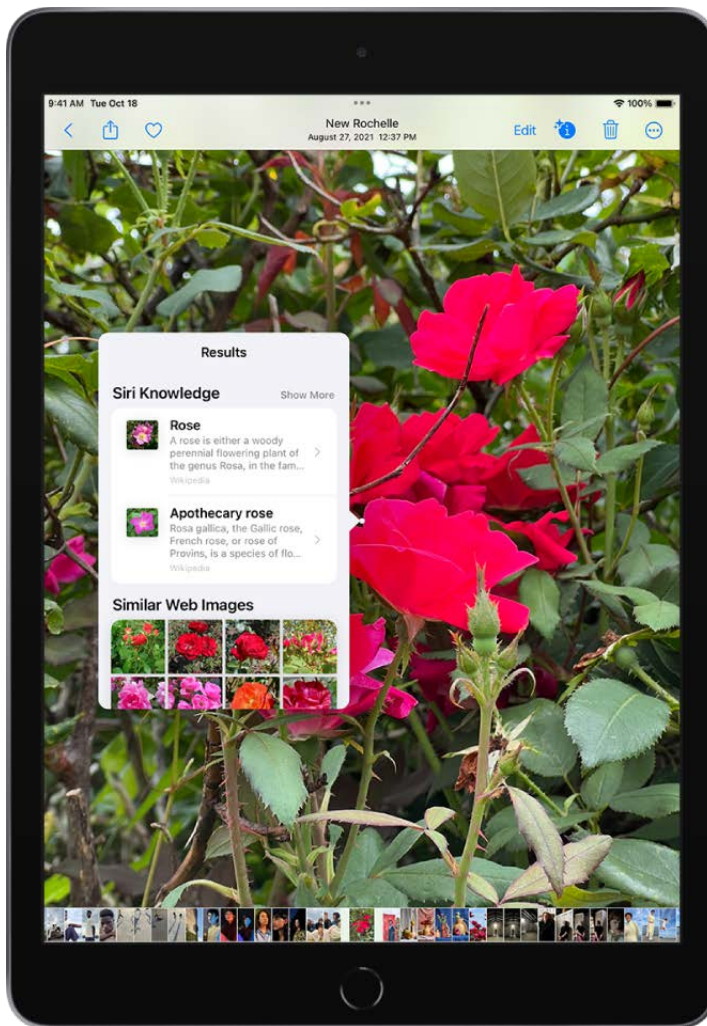


Visual Look Up isn't available in all regions or languages. See iOS and iPadOS Feature Availability.

**Lift a subject from the photo background**

You can lift the subject of a photo away from the background so you can copy and share it in other documents and apps.

1. Open a photo.

2. Touch and briefly hold the subject of the photo. When it's outlined, do one of the following:

   - Tap Copy, then paste the subject into an email, text message, or note.

   - Tap Share, then choose a sharing option, such as Airdrop, Messages, or Mail.

   - Touch and hold the subject, then drag it into an email, text message, or note.
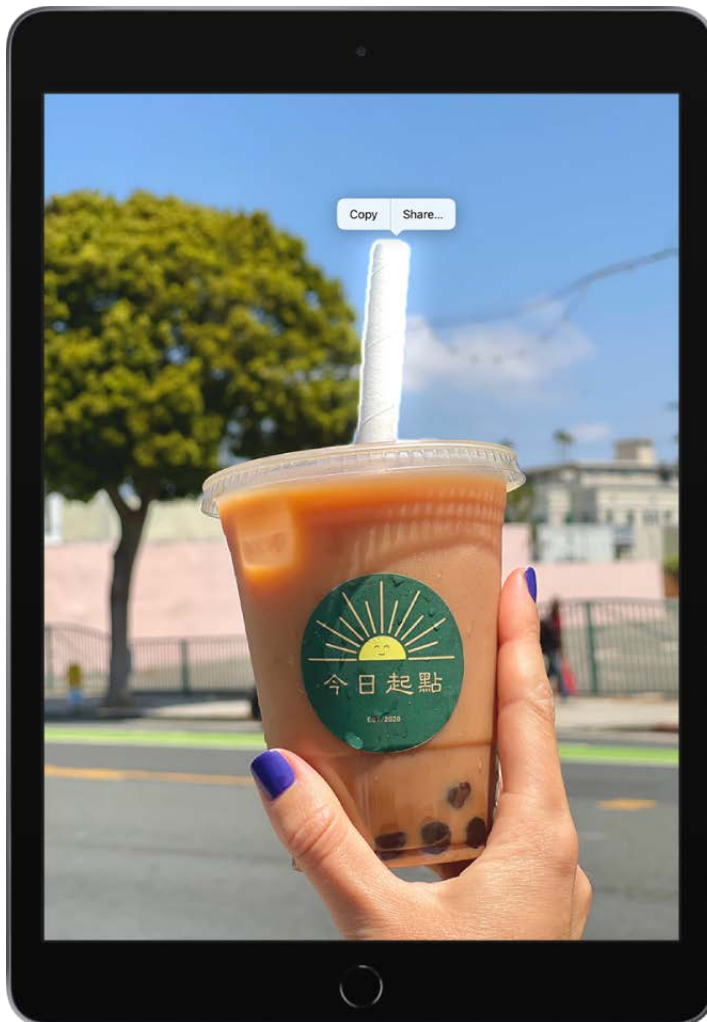
# Watch memories in Photos on iPad

The Memories feature in the Photos app 🌸 creates a personalized collection of photos and videos that are set to music and you watch like a movie. Each memory features a significant person, place, or event from your Photos library. You can also create your own memories and share them with your friends and family.
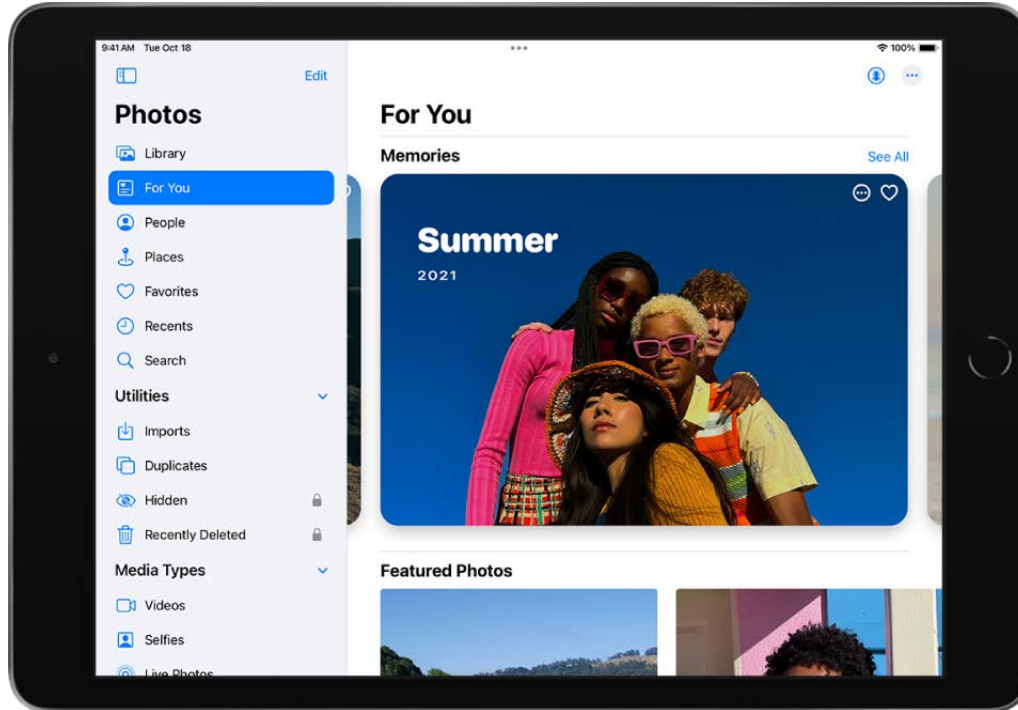


**Play a memory**

1. Open Photos, swipe from the left edge of the screen or tap ▢ to show the sidebar, then tap For You.

2. Swipe left below Memories, or tap See All to browse through your memories.

3. Tap a memory to play it. As you watch, you can do any of the following:

   - *Pause:* Touch and hold the screen or tap the screen, then tap ❚❚.

   - *Go backward or forward:* Swipe left or right on the screen, or tap the screen, then slide the frames at the bottom of the screen.

   - *Restart a video:* Tap the left side of the screen while the video plays.

**Create a memory**

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

1. Tap Library, tap Days or Months, then tap ⦁⦁⦁. Or, tap an album, then tap ⦁⦁⦁.

2. Tap Play Memory Video.

**Share a memory**

1. Tap For You, then play the memory you want to share.

2. While the memory plays, tap the screen, tap ⬆, then choose how you want to share.

**Share photos from a memory**

You can share multiple or individual photos from a memory.

1. Tap a memory to play it.

2. While the memory plays, tap the screen, then tap ⣿.

3. Tap ⦁⦁⦁, tap Select, then tap the photos you want to share.

4. Tap ⬆, then choose how you want to share.

**Add a memory to Favorites**

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

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

## Personalize your memories in Photos on iPad

In the Photos app 🌸, you can edit your memories to make them even more personal. Try out Memory mixes, which let you apply different songs with a matching photographic look. You can also choose new songs, edit the title of a memory, change the length, and remove photos. Apple Music subscribers can add from the millions of songs available in the Apple Music library.

**Add a Memory mix**

Memory mixes are curated combinations of different songs, pacing, and styles that change the look and feel of a memory.

1. Swipe from the left edge of the screen or tap ⬚ to show the sidebar, then tap For You.

2. Tap a memory to play it.

3. Tap the screen, then tap ♫.

4. Swipe left to view different Memory mixes.

5. Tap the screen to apply a Memory mix.



**Change the Memory look**

Use Memory looks to apply consistent color and style adjustments to all the photos in a memory.

1. Play a memory, then tap the screen.

2. Tap ♫, then tap ⊛.

3. Tap a Memory look, then tap Done.

### Change the memory's music

You can change a memory's music by choosing from memory soundtracks or Apple Music's suggested songs. Apple Music subscribers can also access their Apple Music library and view suggested songs based on musical preferences or the content of the memory.

1. Play a memory, then tap the screen.

2. Tap 🎵, then tap 🎵.

   Apple Music subscribers can tap 🔍 to search for songs in the Apple Music library.

3. Tap a song, then tap Done.

### Edit the memory title and subtitle

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

1. Tap ⚫ in the top-right corner of the memory, then tap Change Title.

2. Enter the new title or subtitle in the text field, then tap Save.

### Change the length of a memory

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

1. Play a memory, then tap the screen.

2. Tap ⚫, then tap Short, Medium, or Long.

### Add or remove photos from a memory

1. Play a memory, then tap the screen.

2. Tap ⚫, then tap Manage Photos.

3. Tap photos without a checkmark to add them to the memory; tap photos with a checkmark to remove them from the memory.

4. Tap Done.

### Delete a memory

1. Tap For You, then tap ⚫ in the top-right corner of the memory you want to delete.

2. Tap Delete Memory.

**Feature certain content less frequently in memories**

You can make certain people and photos less likely to appear in your memories and featured photos, and in the Photos widget.

1. Tap For You, then tap ⬤ in the top-right corner of the memory.

2. Tap Feature Less, then choose to feature fewer photos of a specific person, date, or place from that memory.

## Manage memories and featured photos in Photos on iPad

The Photos app 🌸 can show certain people, places, days, and holidays less frequently or not at all in your memories, featured photos, and in the Photos widget. You can also turn off memories and featured photos in the Photos app and widget on your iPad Home Screen.

**Show a person less frequently or not at all**

1. Open a photo of the person you want to show less often.

2. Tap ⬤, then tap Feature This Person Less.

3. Choose Feature This Person Less or Never Feature This Person, then tap Confirm.

*Note:* You can also show a person less often if they appear in your People album. See Feature a person in your People album less frequently.

**Show certain content less frequently in memories**

1. Tap ⦁⦁⦁ at the top of the memory.

2. Tap Feature Less, then depending on the memory, tap one of the following:

   - Feature a Person Less

   - Feature This Place Less

   - Feature This Holiday Less

   - Feature This Day Less

   - Feature These Days Less

   If you choose Feature a Person Less, select the person you want to show fewer photos of, then tap Next. Choose Feature This Person Less or Never Feature This Person, then tap Confirm.

   **Tip:** To turn off all memories that feature holiday events in your home country or region, go to Settings > Photos, then turn off Show Holiday Events.

*Note:* If you choose to feature a person less often, but then want to see that person again, you need to reset your Memories settings. Go to Settings > Photos, tap Reset Suggested Memories, then tap Reset to confirm.

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**Turn off Memories and Featured Photos**

You can turn off the Memories and Featured Photos features in the For You section of the Photos app and the Photos widget. Go to Settings > 🎯 > Photos, then turn off Show Featured Content.

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# Use iCloud Photos features

## Use iCloud Photos on iPad

You can use iCloud Photos to keep the photos and videos in your Photos app securely stored in iCloud, and in sync on your iPhone, iPad, iPod touch, Mac, Apple TV, or Windows computer. You can also access your iCloud photos and videos in a web browser. The photos and videos you take are uploaded automatically and stored in their original format at full resolution. Any changes you make to your Photos collection on one device changes on your other devices too.

To use iCloud Photos, make sure that you sign in with the same Apple ID on all devices and that your devices meet these minimum system requirements: iOS 15, iPadOS 15, macOS 12, tvOS 13, or a PC with iCloud for Windows 11.

### Turn on iCloud Photos

1. Tap Settings 🔘, then tap [*your name*].

2. Tap iCloud.

3. Tap Photos, then turn on "Sync this iPad."

### Save space on your iPad

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

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

### Get more iCloud storage

If your uploaded photos and videos exceed your storage plan, you can upgrade to iCloud+ for more storage and additional features. See Subscribe to iCloud+ on iPad.

## Use iCloud Shared Albums with iPad

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

### Turn on Shared Albums

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

### Create a new shared album

1.  Swipe from the left edge of the screen or tap ⬚ to show the sidebar.

2.  Tap New Shared Album under Shared Albums.

3.  Give the album a name, then tap Next.

4.  Choose people to invite, or type an email address or phone number, then tap Create.

### Turn on public viewing in iCloud

1.  Select a shared album in the sidebar.

2.  Tap 👥, then turn on Public Website.

### Add photos and videos to a shared album

1.  Select a shared album in the sidebar, then tap ➕.

2.  Select all the items you want to add, then tap Done.

3.  Add a comment if you want, then tap Post.

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

### Add or remove subscribers, or turn notifications on or off

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

*   *Add subscribers:* Tap Invite People, then enter the names of the subscribers you want to add.

    Subscribers can add photos and videos to the album. Tap the Subscribers Can Post button so only you can add photos and videos. Tap again to allow subscribers to post.

*   *Remove subscribers:* Tap the name of the subscriber, then tap Remove Subscriber.

- *Turn notifications off:* Tap the Notifications button. Tap again to turn Notifications on.

**Delete photos, videos, and comments from a shared album**

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

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

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

**Rename a shared album**

1. Tap Edit at the top of the sidebar.

2. Touch and hold the album name until a cursor appears, then enter a new name.

**Subscribe to a shared album**

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

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

## Set up or join an iCloud Shared Photo Library in Photos on iPad

With iCloud Shared Photo Library in the Photos app 🌈, you can set up or join a Shared Library to share photos and videos with up to five other friends or family members. You and those close to you can collaborate on the photo collection and enjoy more complete memories, all in one place. You can belong to one Shared Library at a time.

When you join a Shared Library, the photos and videos that you contribute move from your Personal Library to the Shared Library, and all members of the library can view, edit, and delete them. Shared Library photos and videos are integrated seamlessly in the Photos app alongside your personal content, but you can also use a filter to quickly [switch between your Personal and Shared Libraries](#).

*Note:* iOS 16.1, iPadOS 16.1 and macOS Ventura are required to use iCloud Shared Photo Library. All content added to a Shared Library counts toward the iCloud storage space of the library organizer. See [Add storage space to the Shared Library](#).

**Before you begin**

Before you set up or join an iCloud Shared Photo Library, make sure you have iCloud Photos turned on.

Go to Settings ⚙ > [*your name*] > iCloud > Photos, then make sure Sync this iPad is on.

*Note:* You don't need Family Sharing turned on to set up a Shared Library.

**Set up iCloud Shared Photo Library**

The person who sets up iCloud Shared Photo Library is the organizer.

Go to Settings ⚙ > [*your name*] > iCloud > Photos, tap Shared Library, then follow the instructions onscreen to add participants and move photos into the Shared Library.

During setup, you can add existing photos and videos from your Personal Library to the Shared Library in these ways:

- *All My Photos and Videos:* Add all of the photos and videos in your Personal Library to the Shared Library.

- *By People or Date:* Add photos and videos that include specific people or were taken when those people were nearby. Or, tap Skip, then select a date on the calendar (such as an anniversary or other meaningful day) to automatically add all photos and videos that were taken after that date.

- *Manually:* Select the specific photos and videos that you want to add to the Shared Library.

*Note:* Photos and videos you add to the Shared Library don't appear in your Personal Library; see Switch Library views.

You can preview the photos and videos you add to the Shared Library and make changes before sending the invitation to participants using Messages or a web link.

**Join a Shared Library**

To join an iCloud Shared Photo Library, tap the invitation sent from the organizer, tap Get Started, then follow the onscreen instructions. During setup, you can add photos and videos to the Shared Library the same way as the organizer (see above).

After you join a Shared Library, you can add photos and videos to the Shared Library in several ways, and access the same content within the Shared Library as the organizer and other participants. See Add content to an iCloud Shared Photo Library.

**Add participants to a Shared Library**

The person who sets up iCloud Shared Photo Library (the organizer) can add new participants to the Shared Library.

*Note:* A Shared Library can include up six participants including the organizer; you can belong to one Shared Library at a time.

To add participants after a library is set up, go to Settings ⚙ > Photos > Shared Library, then tap Add Participants.

**Leave a Shared Library**

To leave an iCloud Shared Photo Library, go to Settings ⚙ > Photos > Shared Library, then tap Leave Shared Library.

When you leave the Shared Library, you can copy everything from the Shared Library into your Personal Library, or just the content that you contributed.

**Delete a Shared Library**

Only the organizer can delete an iCloud Shared Photo Library. Go to Settings ⚙ > Photos > Shared Library, then tap Delete Shared Library.

When a Shared Library is deleted, participants who have been members of the Shared Library for over seven days can copy everything from the Shared Library into their own libraries and participants who have been members for less than seven days can copy the content they contributed.

## Add content to an iCloud Shared Photo Library in Photos on iPad

After you set up or join an iCloud Shared Photo Library in the Photos app 🌸, you can continue to add photos and videos in several ways:

- Manually move photos from your Personal Library

- Save photos and videos you take directly to the Shared Library from Camera

- Share photos you take when other members of the Shared Library are nearby

- Share photos and videos you take at home

**Manually add photos and videos to the Shared Library**

You can add individual photos and videos from your Personal Library to the Shared Library.

1. Tap the photo or video you want to add to view it in full screen on your iPad.

2. Tap ⊙, then tap Move to Shared Library.

After content is moved to the Shared Library, it's no longer in your Personal Library and is visible to all of the Shared Library participants. To move content from the Shared Library back to your Personal Library, follow the steps above, but tap Move to Personal Library instead of Move to Shared Library.

**Add photos and videos to the Shared Library directly from Camera**

When you open Camera, a Shared Library button appears on the side of the screen to let you switch between saving the photos and videos you take to directly to your Personal Library or to the Shared Library. By default, Camera shares to your Personal Library. To switch, tap 🚫 to save to the Shared Library; tap 👥 to switch back to your Personal Library.

To turn the feature on or off after you complete the setup process, go to Settings ⚙ > Photos > Shared Library > Sharing from Camera, then turn Sharing from Camera on or off (green is on).

**Add photos and videos when Shared Library participants are nearby**

When you set up or join an iCloud Shared Photo Library, you can choose an option to automatically turn on the Shared Library button 👥 in Camera when other Shared Library participants are nearby, so you can always add the photos and videos you take together directly to the Shared Library.

To detect when participants of your Shared Library are nearby, participants need to be signed in with their Apple ID and have Bluetooth turned on in Settings ⚙ > Bluetooth.

To turn the feature on or off after you complete the setup process, go to Settings > Photos > Shared Library > Sharing from Camera, then tap Share Automatically or Share Manually.

**Automatically add photos and videos taken at home**

When you set up or join an iCloud Shared Photo Library, you can choose an option to automatically add photos and videos you take at home to the Shared Library. Go to Settings ⚙ > Photos > Shared Library > Sharing from Camera, then turn on Share When At Home (green is on).

**Add photo and videos with sharing suggestions**

Sharing suggestions recommends photos you might want to add to your Shared Library, such as photos you took with participants of the Shared Library, photos you took when participants were nearby, or photos of people you indicated interest in during the setup process. iPad sends a notification to review sharing suggestions. Or, follow these steps:

1. Open Photos, then tap For You in the sidebar.

2. Scroll down to For Your Shared Library, then tap See All.

3. Tap Move All or tap Select to manually choose the photos you want to add to the Shared Library.

If you want to get sharing suggestions for additional people, go to Settings ⚙ > Photos > Shared Library > Shared Library Suggestions, tap Add Other People, tap a person, then tap Add. The person doesn't have to be a member of the Shared Library. See Find and identify people in Photos on iPad.

To turn off sharing suggestions, go to Settings  > Photos > Shared Library Suggestions, then turn off Shared Library Suggestions.

For more information about accessing content in a Shared Library, see the Apple Support article If you are missing photos after joining an iCloud Shared Photo Library.

## Use iCloud Shared Photo Library on iPad

After you set up or join an iCloud Shared Photo Library, you can share photos and videos with friends and family in the Photos app 🌼. You and up to five other participants can add photos and videos to the library, and any edits, comments, or favorites made to them is seen by everyone in real time. Content in a Shared Library is also added to everyone's memories, featured photos, and to the Photos widget, so everyone can experience more complete memories.

Photos and videos added to the Shared Library are separate from your Personal Library. You can easily switch between viewing the Shared Library, your Personal Library, or both in Photos.

## Switch Library views

After you [set up an iCloud Shared Photo Library](#), you can switch between viewing your Personal Library, the Shared Library, or both in the Photos app.

1. Open Photos, then tap 💬 at the top right corner of the screen.

2. Do one of the following:

   - *View your Photos content and iCloud Shared Photo Library content:* Tap Both Libraries 🖼️

   - *View only your personal Photos content:* Tap Personal Library 👤.

   - *View only iCloud Shared Photo Library content:* Tap Shared Library 🫂.

3. The library icon in the top-right corner changes depending on which library you're viewing; tap it when you want to switch between Shared, Personal, or Both libraries.

Content that's part of the Shared Library displays a 🫂 in the top-right corner of the photo or video thumbnail when you select the All Photos option at the bottom of the screen to browse your library.

## Make edits and changes to content in the Shared Library

When you make the following changes to photos and videos in the Shared Library, all participants in the Shared Library see the changes:

- Edits; see [Edit photos and videos on iPad](#).

- Favorites, captions, keywords, or date and time adjustments; see [See photo and video information](#).

- Deleted content; see [Delete or hide a photo or video](#).

  *Note:* You receive notifications if content you added to the Shared Library is deleted. To turn off notifications, go to Settings 🔘 > Photos > Shared Library, then turn off Delete Notifications. If content you added is deleted, you can move it from the Recently Deleted album back to your Personal Library within 30 days.

### Search for Shared Library content

You can find photos and videos shared by specific participants of the Shared Library.

1. Tap Search, then type the participant's name in the search field.

   **Tip:** You can narrow the search by adding keywords such as "beach" or a specific location with the participant's name in the search field.

2. Tap "Shared by [*participant's name*]".

3. Tap See All to view all of the photos added by that person or scroll down to see photos added from specific moments.

You can also open a photo in the Shared Library, tap ⓘ, then tap "Added by [*participant's name*]" to see all the photos and videos added by that person.

### Move shared content back to your Personal Library

You can move photos and videos that you contributed to the Shared Library back to your Personal Library.

1. View the Shared Library (😬 appears at the top of the screen).

2. Tap Select, then tap the photo and video thumbnails you want to move.

3. Tap ⋯, then tap Move to Personal Library.

### Add storage space to the Shared Library

Content in iCloud Shared Photo Library is available to all participants of the Shared Library, but the iCloud storage used to store the library counts against the the library organizer's storage space. If the Shared Library content exceeds the organizer's available storage space, the organizer can upgrade to iCloud+ or add additional storage to their existing iCloud+ subscription. See Subscribe to iCloud+ on iPad.

## Import photos and videos to iPad

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

1. Insert the camera adapter or card reader into the Lightning or USB-C connector on iPad.

2. Do one of the following:

   - *Connect a camera:* Use the USB cable that came with the camera to connect the camera to the camera adapter. Turn on the camera, then make sure it's in transfer mode. For more information, see the documentation that came with the camera.

   - *Insert an SD memory card into the card reader:* Don't force the card into the slot on the reader; it fits only one way.

   - *Connect an iPhone, iPad, or iPod touch:* Use the USB cable that came with the device to connect it to the camera adapter. Turn on and unlock the device.

3. Open Photos on your iPad, then tap Import.

4. Select the photos and videos you want to import, then select your import destination.

   - *Import all items:* Tap Import All.

   - *Import just some items:* Tap the items you want to import (a checkmark appears for each), tap Import, then tap Import Selected.

5. After the photos and videos have been imported, keep or delete them on the camera, card, iPhone, iPad, or iPod touch.

6. Disconnect the camera adapter or card reader.

## Print photos on iPad to an AirPrint-enabled printer

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

- *Print a single photo:* While viewing the photo, tap ⬆️, then tap Print.

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

# Podcasts

## Find podcasts on iPad

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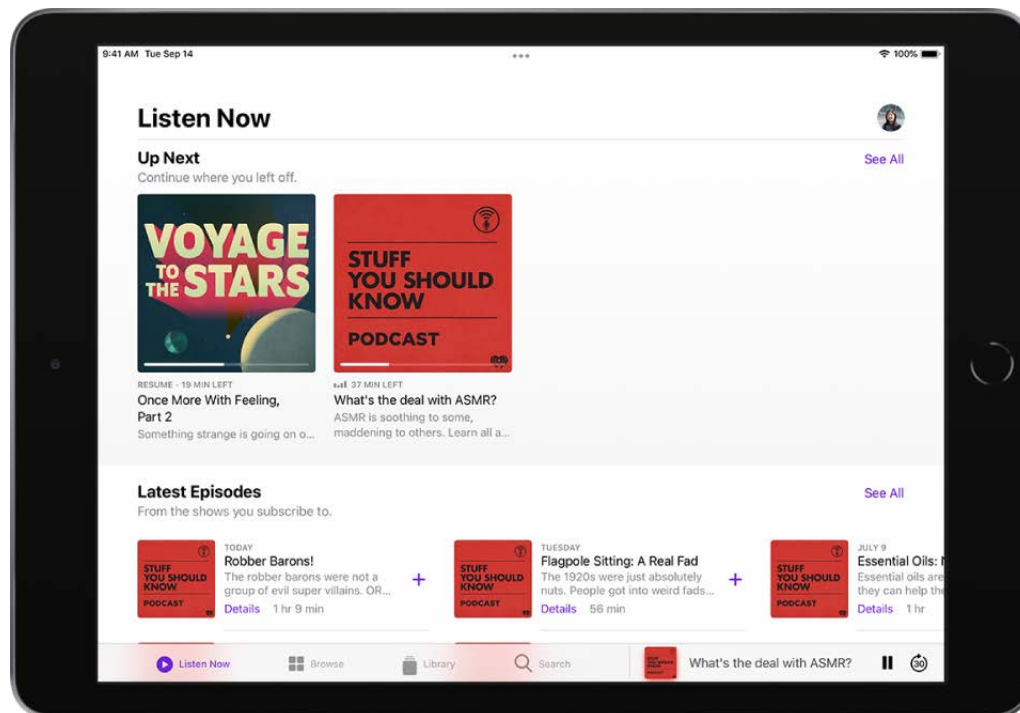


*Note:* Shows may offer paid subscriptions that give you access to exclusive shows and episodes, new releases, episodes without ads, and more. To manage your subscriptions, see Subscribe to a show or channel on iPad.

**Find podcasts**

- *Search by title, person, or topic:* Tap Search, then enter what you're looking for.

- *Discover new shows:* Tap Browse to see New & Noteworthy, featured shows, and the Apple editorial collections. You can also tap Search to see Top Charts and browse by categories.

    **Tip:** When you listen to episodes, personalized recommendations appear on the Listen Now screen (below Up Next) to help you discover your next show.

- *Add shows by URL:* Under Library, tap Shows, tap ⬤, then tap Add a Show by URL.

    *Note:* The URL must be in RSS format.

**View shared podcasts**

When a friend shares a show with you in Messages, you can easily find it in Shared with You in Podcasts. (Podcasts must be turned on in Settings ⚙ > Messages > Shared with You, and your friend must be in your Contacts.)

To view shared Podcasts, tap Listen Now, then scroll to the Shared with You section.

See also See what others have shared with you.
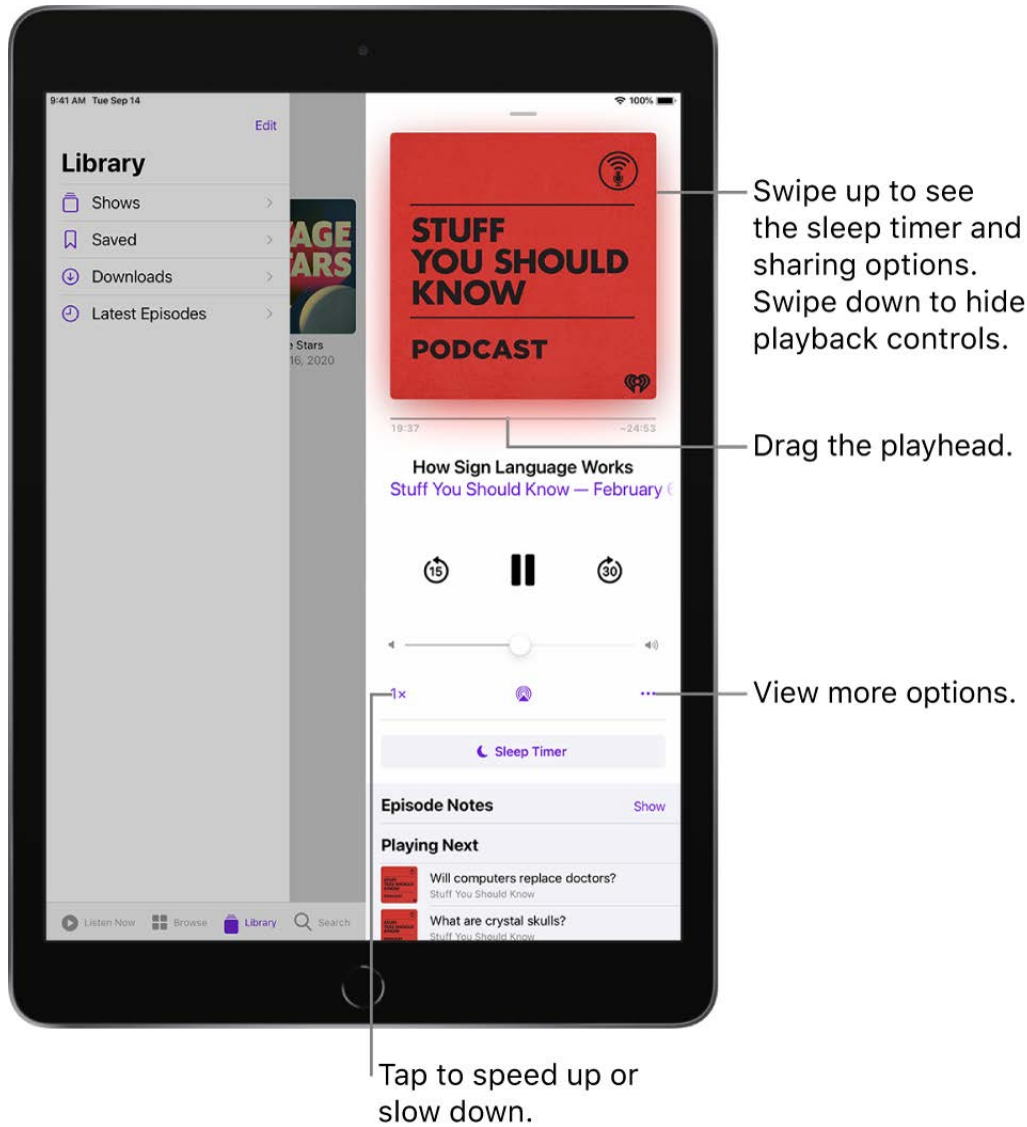
**Browse episodes within a specific podcast**

1. Tap a podcast to see its information page.

2. Scroll to see recent episodes or tap See All (if available).

See also Download, save, and share podcast episodes on iPad.

## Listen to podcasts on iPad

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

Swipe up to see the sleep timer and sharing options. Swipe down to hide playback controls.

Drag the playhead.

View more options.

Tap to speed up or slow down.

**Siri:** Say something like: "Play the newest episode of 'The Daily' podcast." Learn how to use Siri.

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**Play a podcast**

- Tap an episode.

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

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

---

**Set a sleep timer**

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

1. Tap the player at the bottom of the screen to open the Now Playing screen.

2. Tap 🌙, then choose an option.

**Use the playback controls**

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

| Control | Description |
| --- | --- |
| ▶ | Play |
| ⏸ | Pause |
| ↺15 | Jump back 15 seconds<br><br>To change the number of seconds you skip back, go to Settings > Podcasts, then tap Back. |
| ↻30 | Jump forward 30 seconds<br><br>To change the number of seconds you skip forward, go to Settings > Podcasts, then tap Forward. |
| 1× | Choose a faster or slower playback speed |
| ⊙ | Stream the audio to other devices |
| ••• | Choose more actions such as sharing or downloading the episode |
| 🌙 | Set a timer for when podcasts stop playing |

# Follow your favorite podcasts on iPad

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

## Follow a podcast

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

1. Tap a show to see its information page.

2. Tap ⊕.

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

## Unfollow a podcast

1. Tap a show to see its information page.

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

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

## Change the episode playback order

1. Within the Library section of the Sidebar menu tap Shows, then tap a show to see its information page.

2. Tap ⋯, then tap Settings.

3. Choose Oldest to Newest or Newest to Oldest.

## Get notifications for new episodes

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

1. Tap Listen Now.

2. Tap 👤 or your profile picture.

3. Tap Notifications, then turn Notifications on or off.

## Limit the number of downloads from each podcast

1. Within the Library section of the Sidebar menu tap Shows, then tap a show to see its information page.

2. Tap ⋯, then tap Settings.

3. Tap Limit Downloads, then select an option to limit downloads by number or time.

# Organize your podcast library on iPad

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

- *Shows:* Tap to see shows that are in your library. If you downloaded or saved individual episodes from podcasts you don't follow, tap All to see them. Tap Followed to view only shows you follow. You can tap any show to see the information page or the episodes in your library.

- *Saved:* Episodes you marked as 🔖 appear.

- *Downloaded:* Episodes you downloaded appear here. You can listen to these episodes without an internet connection.

- *Recently Updated:* See shows you follow with recently released episodes.

**Filter episodes by unplayed, saved, downloaded, and season**

1. Tap a show to see its information page.

2. Tap Episodes (or the current filter) above the list of episodes.

3. Choose an option, like Unplayed or Season 1.

*Note:* Some filter options, such as Unplayed, Downloaded, Saved, and Played, are only available for shows that you follow or shows with saved or downloaded episodes.

**Create your own station**

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

1. Under Library, tap Shows.

2. Tap New Station, then add a title.

3. Tap Choose Podcasts.

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

**Change the episode playback order**

1. Under Library, tap Shows, then tap a show to see its information page.

2. Tap ●●●, then tap Settings.

3. Choose an option, like Oldest to Newest.

**Limit the number of downloads from each podcast**

1. Under Library, tap Shows, then tap a show to see its information page.

2. Tap ●●●, then tap limit downloads.

**Mark an episode as played**

1. Under Library, tap Shows, then tap a show to see its information page.

2. Tap ●●●, then tap Mark as Played.

**Hide episodes you've already played**

1. Under Library, tap Shows, then tap a show to see its information page.

2. Tap ●●●, then tap Hide Played Episodes.

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

## Download, save, and share podcast episodes on iPad

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

**Save and download an episode**

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

1. Under Library, tap Shows, then tap a show to see its information page.

2. Swipe left on an episode, then tap ⬇ or ▣.

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

**Remove a downloaded episode**

1. Under Library, tap Shows, then tap a show to see its information page.

2. Swipe left on an episode, then tap Remove Download or Unsave. If you're looking at a specific episode, tap Ⓘ or tap ⬇.

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**Remove all downloaded episodes from a show**

1. Tap Library.

2. Tap Shows, then tap a show to see its information page.

3. Tap ⋯, then tap Remove Downloads.

   **Tip:** You can also remove all downloaded episodes from a show by going to Settings ⚙ > General > iPad Storage > Podcasts, then tapping Edit.

---

**Remove all downloaded episodes**

1. Under Library, tap Shows, then tap Downloaded.

2. Tap ⋯, then tap Remove All Downloads.

---

**Share a podcast show or episode**

1. Under Library, tap Shows, then tap a show to see its information page.

2. Tap ⋯ in the top-right corner of the screen, then tap Share Show. Or to share a specific episode, tap ⋯ next to the episode, then tap Share Episode.

---

## Subscribe to a show or channel on iPad

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

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

**Subscribe to a show or channel**

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

   When you subscribe to a show, you automatically follow it. See Follow your favorite podcasts on iPad.

2. Tap the subscription button (if available).

**Change or cancel your subscriptions**

1. Tap Listen Now.

2. Tap 👤 or your profile picture, then tap Manage Subscriptions.

3. Tap a subscription to change or cancel it.

**Share Apple Podcasts subscriptions**

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

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

*Note:* To stop sharing a show subscription with a family group, you can cancel the subscription or Leave a Family Sharing group.

See also the Apple Support article Get and manage your Apple Podcasts Subscriptions.

## Change your download settings for Podcasts on iPad

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

**Turn automatic downloads on or off**

1. Go to Settings ⚙ > Podcasts.

2. Turn Enable When Following (under Automatic Downloads) off or on.

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

**Remove downloaded podcasts after you listen to them**

1. Go to Settings ⚙ > Podcasts.

2. Turn on Remove Played Downloads (under Episode Downloads).

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

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

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

- *Block downloads over cellular data when downloading podcasts that you follow:* Turn on Block Downloads Over Cellular.

- *Ask to be notified when an episode will use cellular data to download:* Tap Cellular Downloads, then choose an option.

**Turn off automatic syncing across Apple devices**

1. Go to Settings ⚙ > Podcasts.

2. Turn off Sync Podcasts (below Podcasts Settings).

# Reminders

## Set up Reminders accounts on iPad

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

### Add your reminders stored in iCloud

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

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

### Upgrade your reminders stored in iCloud

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

1. Go to Settings ⚙️ > [*your name*] > iCloud > Show All, then make sure Reminders is turned on.

2. Open the Reminders app.

3. On the Welcome to Reminders screen, choose one of the following options:

   - *Upgrade Now:* Begin the upgrade process.

   - *Upgrade Later:* A blue Upgrade button appears above your lists; tap it when you're ready to upgrade your reminders.

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

### Add other Reminders accounts

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

1. Go to Settings ⚙️ > Reminders > Accounts > Add Account.

2.  Do any of the following:

    - Choose an account provider, then sign in to your account.

    - If your account provider isn't listed, tap Other, tap Add CalDAV Account, then enter your server and account information.

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

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

## Add items to a list in Reminders on iPad

In the Reminders app , you can easily make to-do lists for things like grocery shopping, tasks around the house, and projects at work. When you add an item to a list, you can attach images; set flags; get alerts based on time, date, and location; and more.
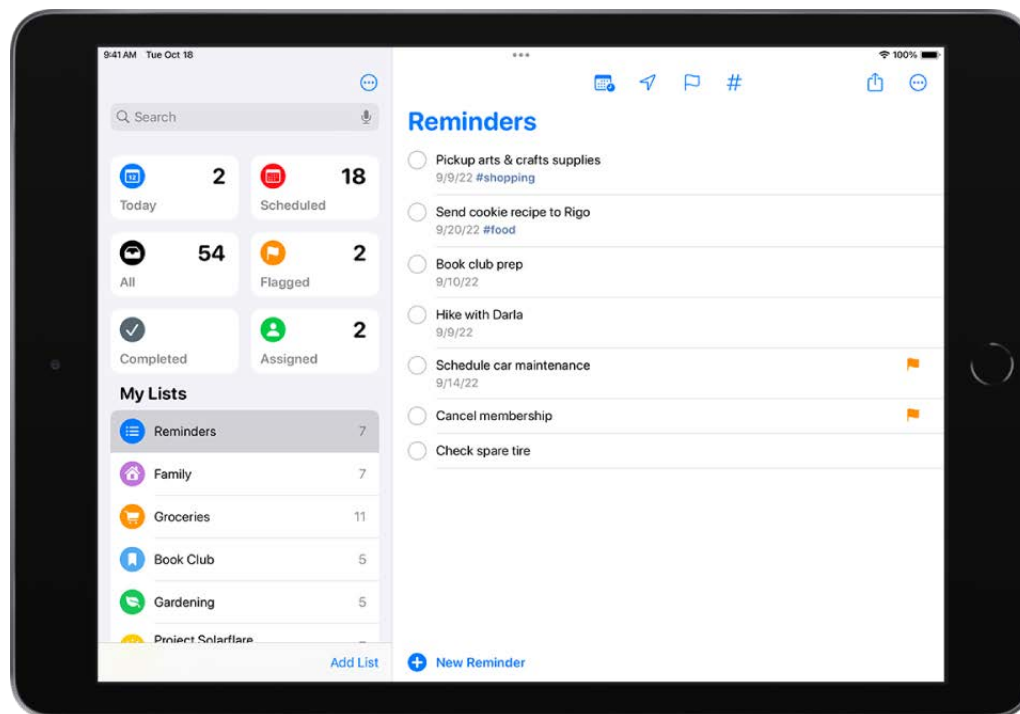


*Note:* All Reminders features described in this guide are available when you use upgraded reminders. Some features aren't available when using other accounts.

**Start a new list**

1. Tap Add List, then choose an account (if you have more than one account).

2. Enter a name, then choose a color and symbol for the list.

**Add an item to a list**

1. Choose a list, tap New Reminder, then enter text.

2. Tap Add Note, then enter any additional information.

   **Siri:** Say something like: "Add artichokes to my groceries list." Learn how to use Siri.

**Set when and where to be reminded**

You can be reminded on a certain date, at a specific time or location, or when you're texting someone in Messages.

- *Schedule a date and time:* Tap ▦.

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

  *Note:* To receive location-based reminders, you must allow Reminders to use your precise location. Go to Settings ⚙ > Privacy & Security > Location Services. Turn on Location Services, tap Reminders, choose While Using the App, then turn on Precise Location.

- *Get a reminder in Messages:* Tap ⓘ, turn on When Messaging, then choose someone from your contacts list. The reminder appears the next time you chat with that person in Messages.

**Set a flag and priority**

- *Flag an important item:* Tap ⚑.

- *Set a priority:* Tap ⓘ, tap Priority, then choose Low, Medium, or High.

**Add a photo or scan a document**

1. Tap 📷.

2. Do any of the following:

   - Take a new photo.

   - Choose a photo from your photo library.

   - Scan a document.

   - Scan and insert text.

---

**Edit the item details**

Tap the item, then tap ⓘ.

---

# Edit and manage a list in Reminders on iPad

In the Reminders app ≣, you can easily edit and manage the items in a list.
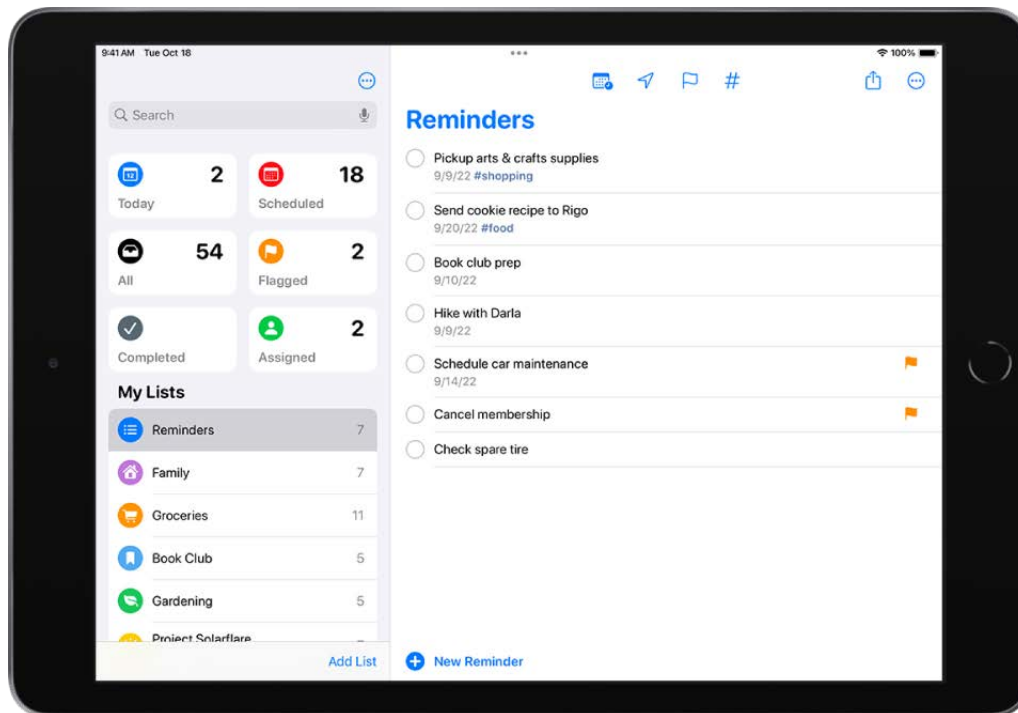


*Note:* All Reminders features described in this guide are available when you use upgraded reminders. Some features aren't available when using other accounts.

**Mark items as completed**

Tap the empty circle next to an item to mark it as completed and hide it.

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

**Edit multiple items at the same time**

1.  While viewing a list, tap ⊙, tap Select Reminders, then select the items you want to edit. You can also drag two fingers over the items.

2.  Use the buttons at the bottom of the screen to add a date and time, move, delete, assign, complete, tag, or flag the selected items.

**Create a subtask**

Swipe right on the item, then tap Indent. Or drag an item onto another item.

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

**Sort and reorder items in a list**

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

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

*   *Manually reorder items in a list:* Touch and hold an item you want to move, then drag it to a new location.

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

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

**Delete an item**

Swipe left on the item, then tap Delete.

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

## Search and organize lists in Reminders on iPad

In the Reminders app ≣, you can arrange items in lists and groups. You can also easily search all your lists for items that contain specific text.
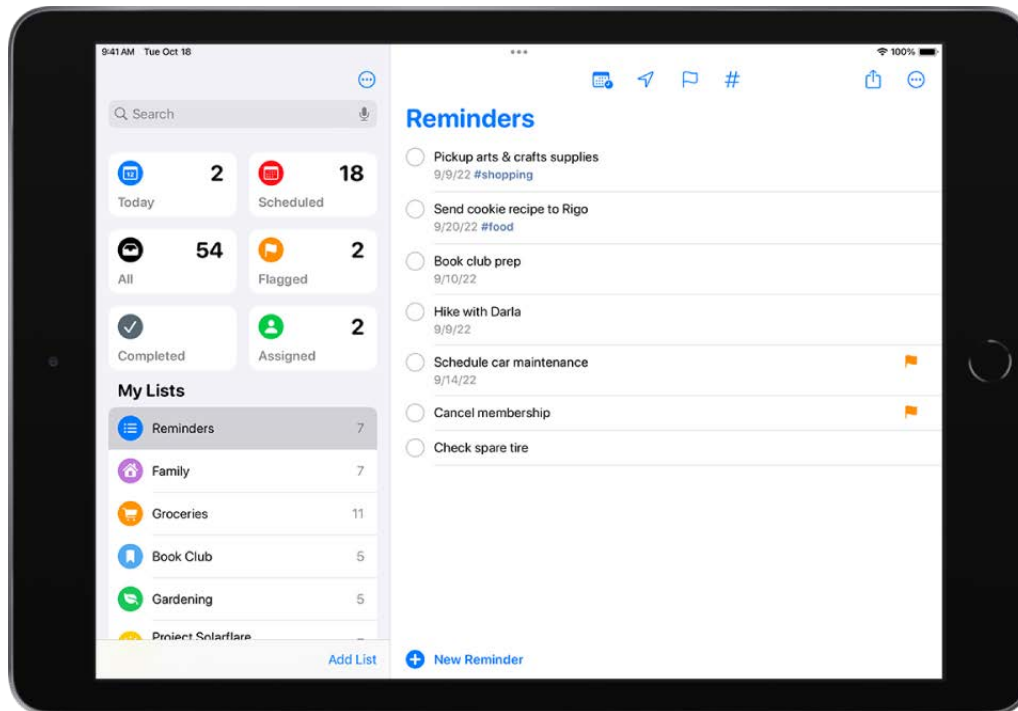


*Note:* All Reminders features described in this guide are available when you use upgraded reminders. Some features aren't available when using other accounts.

**Search for items in all your lists**

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

**Create or edit lists and groups**

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

- *Create a new list:* Tap Add List, choose an account (if you have more than one account), enter a name, then choose a color and symbol for the list.

- *Create a group of lists:* Tap ⊙, tap Edit Lists, tap Add Group, enter a name, then tap Create. Or drag a list onto another list.

- *Rearrange lists and groups:* Drag a list or group to a new location. You can even move a list to a different group.

- *Change the name and appearance of a list or group:* Swipe left on the list or group, then tap ⓘ.

### Pin a list for easy access

To pin an important list above the other lists, touch and hold the list, then tap Pin. You can also swipe right on the list, then tap 📌.

You can have a maximum of 9 pinned lists.

To change the position of a pinned list, tap ⊙, tap Edit Lists, then drag ☰ to a new position.

### Delete a list or a group and their reminders

Swipe left on the list or group, then tap 🗑. When you delete a group, you have the option to keep the lists.

## Work with templates in Reminders on iPad

In the Reminders app ▤, you can save a list as a template to reuse it for routines, packing lists, and more. Create a link to publish and share a template with others, or download templates that others have shared.

### Save a list as a template

1. Above a list, tap ⊙, then tap Save as Template.

2. Enter a name for the template.

3. Turn on or off Include Completed Reminders, then tap Save.

After you make a template from a list, any changes you make to that list don't affect the template.

**Make a new list from a template**

1. Above your lists, tap ⊙, tap Templates, then tap the name of a template.

2. Enter a name for the list, then tap Create.

**Edit or delete a template**

Any changes you make to a template don't affect lists previously created from the template.

1. Above your lists, tap ⊙, tap Templates, then tap ⓘ.

2. Choose one of the following:

   - *Edit Template:* Add, edit, or delete any items in the template. You can also change the name, color, and icon for the template.

   - *Delete Template:* Remove the template.

**Share a template**

When you share a template, anyone with the link can download a copy of the template. You can choose whether to keep any dates, tags, or locations in the shared template; images are removed.

1. Above your lists, tap ⊙, tap Templates, then tap ⓘ next to the template you want to share.

2. Tap Share Template, then choose a method for sharing.

To manage a shared template, tap ⊙, tap Templates, tap ⓘ, then tap Manage Link.

If you make changes to the template after sharing, you can update the shared version. Anyone who downloaded the previous version will need to download the template again to get the updates.

If you stop sharing a template, this doesn't affect anyone who has already downloaded the template.

# Use tags in Reminders on iPad

In the Reminders app ▤, you can use tags as a fast and flexible way to categorize and organize your reminders. You can add one or more tags to a reminder, such as #shopping and #work, and easily search and filter your reminders across lists using the Tag Browser or Smart Lists.
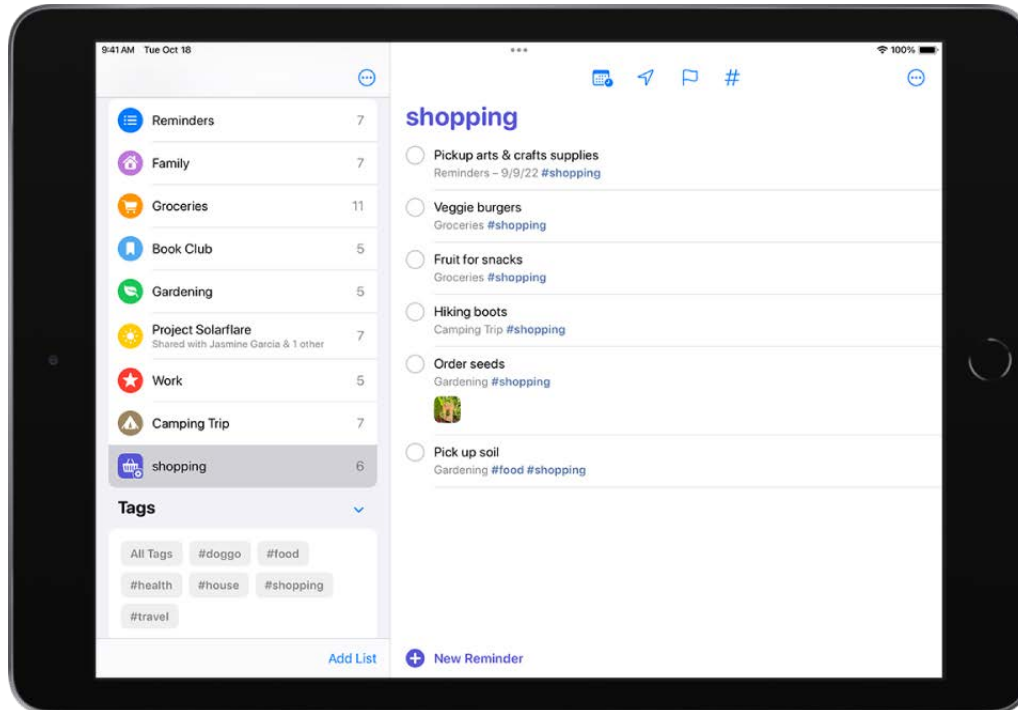


*Note:* All Reminders features described in this guide are available when you use upgraded reminders. Some features aren't available when using other accounts.

### Add tags

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

### View items with tags

In the Tag Browser (below all your lists), do any of the following:

- *View all items with tags:* Tap All Tags.

- *View items with specific tags:* Tap one or more tags, then choose to view reminders matching any or all of the selected tags.

   **Tip:** To save this list as a Smart List, tap ⊙, then tap Create Smart List.

**Rename or delete a tag**

In the Tag Browser (below all your lists), touch and hold a tag, then tap Rename Tag or Delete Tag.

When you delete a tag, it's also removed from all Smart Lists that use it.

## Use Smart Lists in Reminders on iPad

In the Reminders app 📋, you can easily filter your items across lists using Smart Lists. You can create custom Smart Lists to automatically include items filtered by tags, dates, times, locations, flags, and priority. You can choose more than one tag (such as #gardening and #errands) and combine them with other filters.
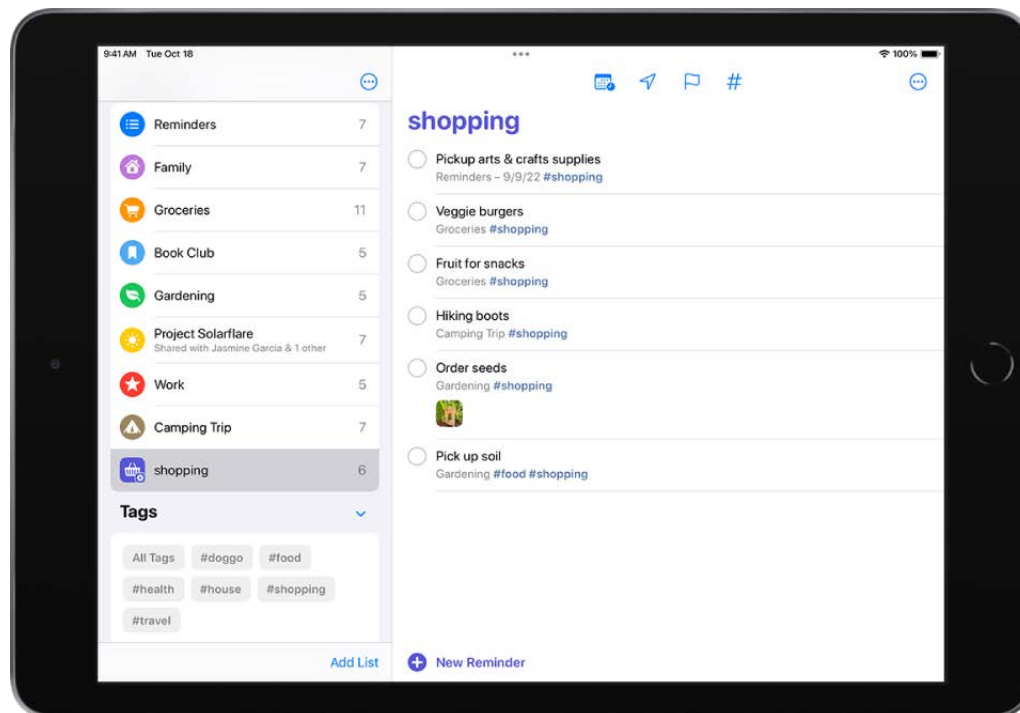


*Note:* All Reminders features described in this guide are available when you use upgraded reminders. Some features aren't available when using other accounts.

**Automatically organize items using the default Smart Lists**

You can view the following default Smart Lists:

- *Today:* Items scheduled for today and overdue items.

- *Scheduled:* Items scheduled by date or time.

- *Flagged:* Items with a flag.

- *Completed:* Items with a checkmark.

- *Assigned to Me:* Items assigned to you in shared lists.

- *Siri Suggestions:* Suggested items detected in Mail and Messages.

- *All:* All items across all your lists.

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

**Make a custom Smart List**

1. Tap Add List, enter a name, choose a color and icon, then tap Make into Smart List.

2. Choose one or more filters, then choose to include items matching any or all of the selected filters. You can filter by tags, dates, locations, and more.

**Convert a list to a Smart List**

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

*Note:* You can't convert a shared list.

1. View the list you want to convert.

2. Tap ⊙, tap Show List Info, scroll to the bottom, then tap Convert to Smart List.

## Change your Reminders settings on iPad

You can customize your preferences for the Reminders app 🗒 in Settings. Choose the default list for new items, set a time to see notifications for all-day reminders, and more.

From the Home Screen or App Library, go to Settings ⚙ > Reminders, then adjust any of the settings. For example:

- *Siri & Search:* Allow content in Reminders to appear in Siri Suggestions or search results.

- *Notifications:* Set how you [receive notifications](), choose the alert style, and have Siri announce notifications.

- *Accounts:* Manage your accounts and how often data is updated.

- *Default List:* Choose the list for new reminders you create outside of a specific list, such as reminders you create using Siri.

- *Today Notification:* Set a time to see notifications for all-day reminders that have been assigned a date without a time.

- *Show as Overdue:* The scheduled date turns red for overdue all-day reminders.

- *Include Due Today:* The badge count includes overdue items and items due today.

- *Mute Notifications:* Turn off notifications for assigned reminders.

## Share lists and collaborate in Reminders on iPad

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

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

### Collaborate on a list using iCloud

You can share a list and collaborate with people who use iCloud. People who accept the invitation can add and edit items, mark items as completed, and all the collaborators can see everyone's changes. Everyone you collaborate with must be signed in with their Apple ID and have Reminders turned on in iCloud settings.

1. While viewing a list, tap ⬆️.

2. To change the access and permissions, tap the share options below Collaboration. You can set either of the following:

   - Allow access to only people you invite.

   - Allow others to invite.

3. Choose how to send your invitation (for example, using Messages or Mail).

   If you send the invitation in Messages, you get activity updates in the Messages conversation when someone makes changes in the shared note. Tap the updates to go to the shared note.

**Assign reminders in a shared list**

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

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

- Tap 👤, then choose a person.

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

# Print reminders on iPad

In the Reminders app 📋, you can print a list.

1. View the list you want to print.

2. Tap 😐, then tap Print.

# Use keyboard shortcuts in Reminders on iPad

If your iPad is connected to an Apple external keyboard, you can use keyboard shortcuts to quickly perform actions the Reminders app 📋.

**Examples of keyboard shortcuts**

- *Create a new list:* Press Shift-Command-N.

- *Add a new reminder:* Press Command-N.

- *Show completed reminders:* Press Shift-Command-H.

- *Show all reminders assigned to you:* Press Command-5.

**Learn keyboard shortcuts**

Press and hold the Globe key or Command key until the shortcuts appear.

# Safari

## Browse the web using Safari on iPad

In the Safari app 🧭, you can browse the web, view websites, preview website links, translate webpages, and add the Safari app back to your Home Screen if it gets removed. If you sign in to iCloud with the same Apple ID on all your devices, you can see pages you have open on other devices, and keep your bookmarks, history, and Reading List up to date on all your devices.



See your Bookmarks, Reading List, and Tab Groups.

Enter a web address, search, or quickly access your Favorites.

Open a new tab.

View open tabs.
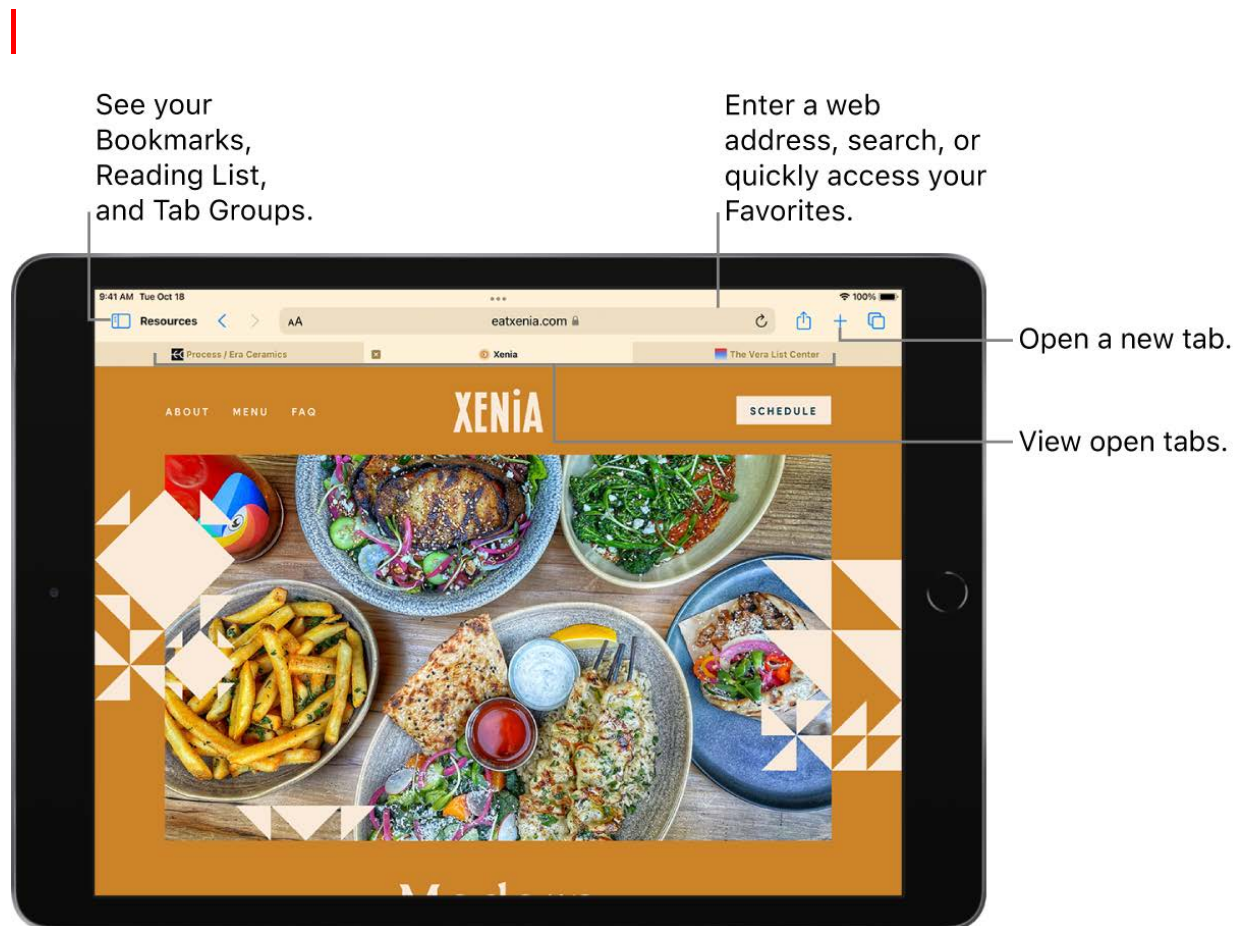
**View websites with Safari**

You can easily navigate a webpage with a few taps.

- *Get back to the top:* Double-tap the top edge of the screen to quickly return to the top of a long page.

- *See more of the page:* Turn iPad to landscape orientation.

- *Refresh the page:* Pull down from the top of the page.

- *Share links:* Tap ⬆ at the top right of the page.

**View two pages side-by-side in Split View**

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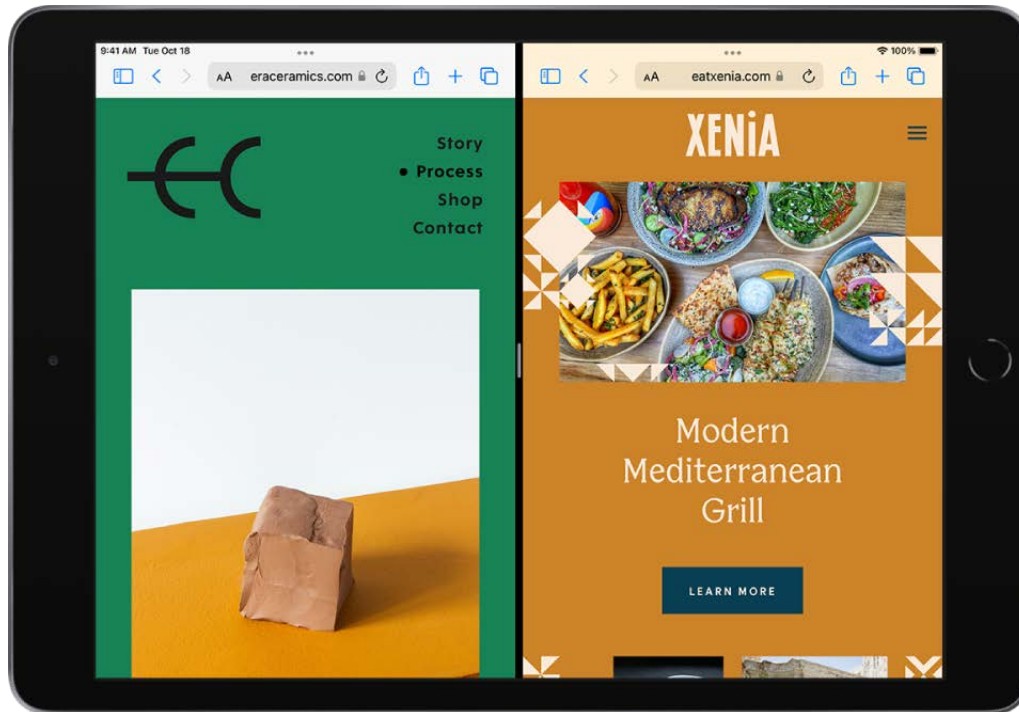


- *Open a blank page in Split View:* Touch and hold ⧉, then tap New Window in Split View.

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

- *Move a window to the other side of Split View:* Touch and hold ⋯ at the top of the window, then drag left or right.

- *Close tabs in a Split View window:* Touch and hold ⧉.

- *Leave Split View:* Drag the divider over the window you want to close.

**Preview website links**

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

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

Touch and hold a link to see the URL and these options.
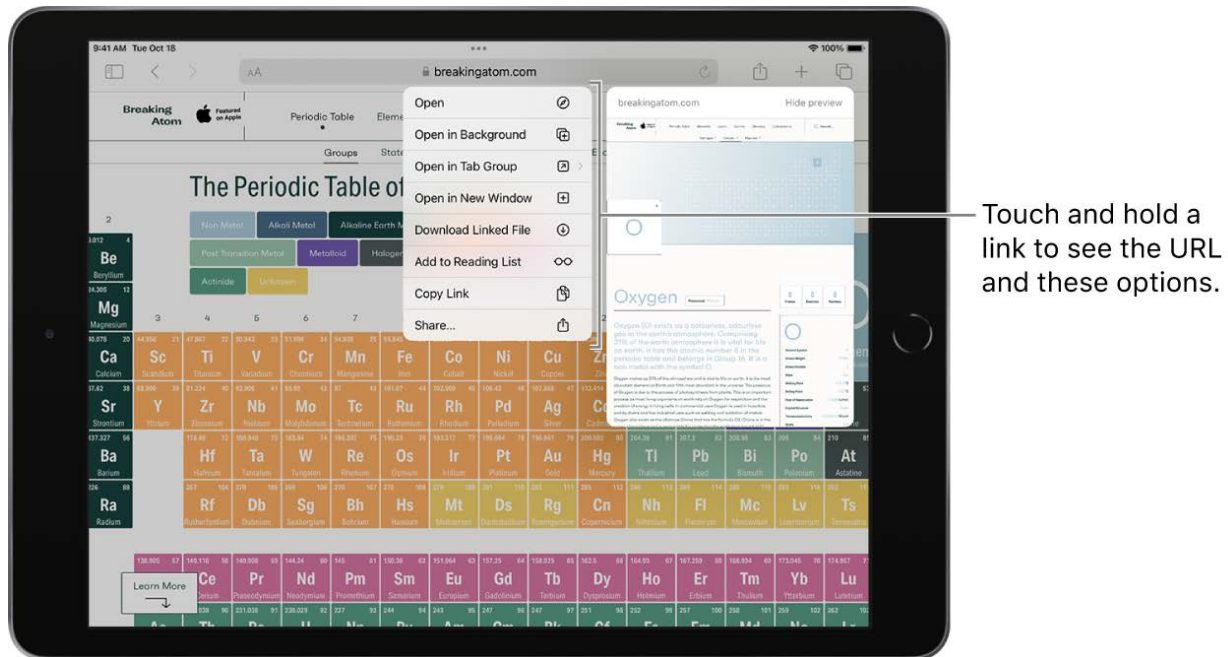
## Translate a webpage

When you view a webpage that's in another language, you can use Safari to translate it (not available in all languages or regions).

Tap AA, then tap 🗛🗛 (if translation is available).

## Manage downloads

To download a file, touch and hold the file or link you want to download, then tap Download Linked File.

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

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

## Add Safari back to your Home Screen

If you don't see Safari on your Home Screen, you can find it in App Library and add it back.

1. On the Home Screen, swipe left to access App Library.

2. Enter "Safari" in the search field.

3. Press and hold 🧭, then tap Add to Home Screen.

# Customize your Safari settings on iPad

In the Safari app 🧭, you can change your Safari layout, customize your start page, change the text size on websites, and change display and privacy settings. Sign in to iCloud with the same Apple ID on multiple devices to keep the tabs you have open, your bookmarks, history, and Reading List up to date across all your devices.

**Customize your start page**

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



1. To open a new tab, tap ➕ at the top-right corner of the screen.

2. Scroll to the bottom of the page, then tap Edit.

3. Choose options for your start page.

   - *Use Start Page on All Devices:* Keep your settings and preferences updated across all Apple devices where you're signed in with your Apple ID.

   - *Tab Group Favorites:* Quickly see and open tabs you've marked as favorites.

   - *Recently Closed Tabs:* Go back to tabs you previously closed.

   - *Favorites:* Display shortcuts to your favorite bookmarked websites. See Add a webpage to your favorites.

   - *Siri Suggestions:* As you search, allow websites shared in Calendar and other apps to appear.

   - *Shared with You:* See links shared with you in Messages. See Find links shared with you in Safari on iPad.

   - *Frequently Visited:* Go straight to the websites you visit most.

   - *Privacy Report:* Stay updated on how many trackers and websites Safari blocked from tracking you. See View the Privacy Report.

   - *Reading List:* Show webpages currently in your Reading List. See Add the current webpage to your Reading List.

   - *iCloud Tabs:* Show open tabs from other Apple devices where you're signed in with the same Apple ID and Safari is turned on in iCloud settings or preferences. See Open and close tabs in Safari on iPad.

   - *Background Image:* Choose the image you want to appear in the background each time you open a new start page.

*Note:* Your custom start page settings are updated on all your Apple devices where you have Use Start Page on All Deivces turned on, and you're signed in with the same Apple ID using two-factor authentication.

**Change text size**

1. Tap AA on the left side of the search field.

2. Tap the large A to increase the font size or the small A to decrease it.
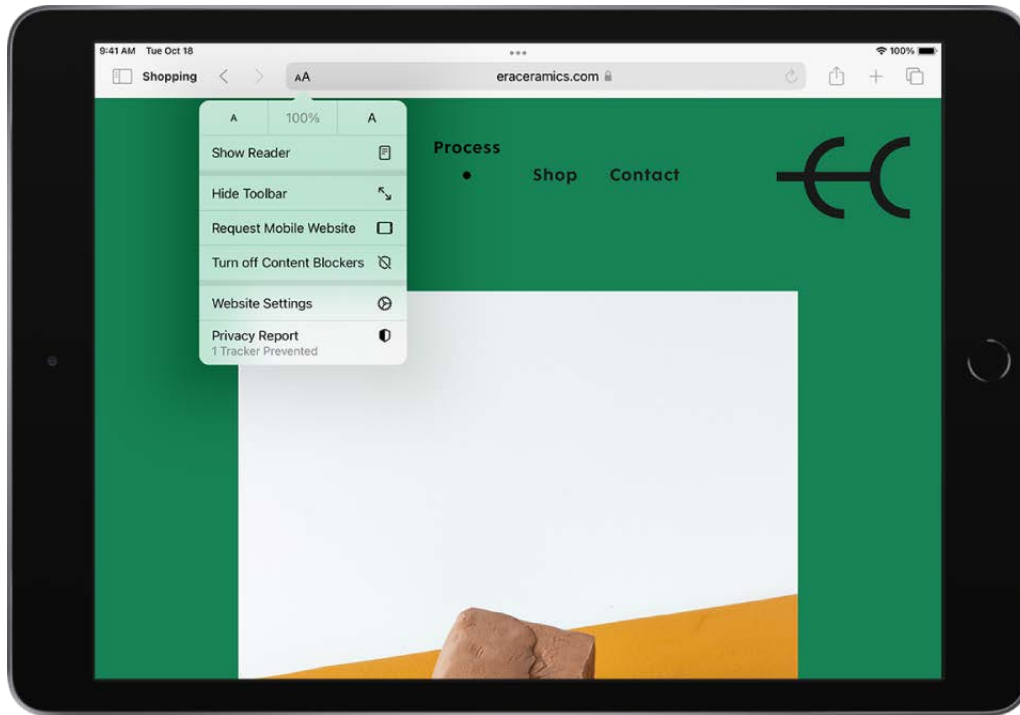
## Change display and privacy controls

Use the Page Settings button to switch to Reader, hide the search field, set privacy controls for a website, and more.

Tap A A, then do any of the following:

- *View the webpage without ads or navigation menus:* Tap Show Reader (if available).

- *Hide the search field:* Tap Hide Toolbar (tap the top of the screen to get it back).

- *See what the webpage looks like on a desktop computer:* Tap Request Desktop Website (if available).

- *Set display and privacy controls for each time you visit this website:* Tap Website Settings.

## Use keyboard shortcuts

You can navigate in Safari using keyboard shortcuts if you have an Apple external keyboard connected to your iPad.

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

## Change the layout in Safari on iPad

In the Safari app 🧭, you can choose the layout that works best for you.

1. Go to Settings ⚙️ > Safari, then scroll down to Tabs.

2. Select either Separate Tab Bar or Compact Tab Bar.

   You can move between layouts as much as you want without losing the tabs you have open.

   *Note:* If you're using the Compact Tab Bar layout, the menus and layout may look different from what's described in this guide.
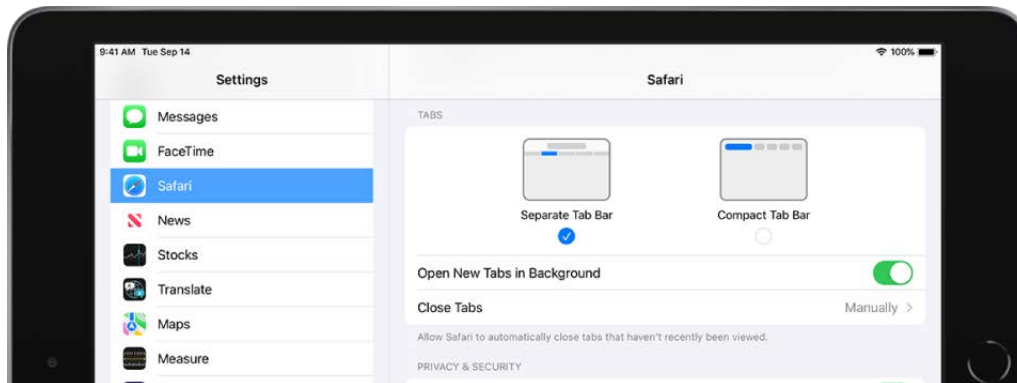


## Search for websites using Safari on iPad

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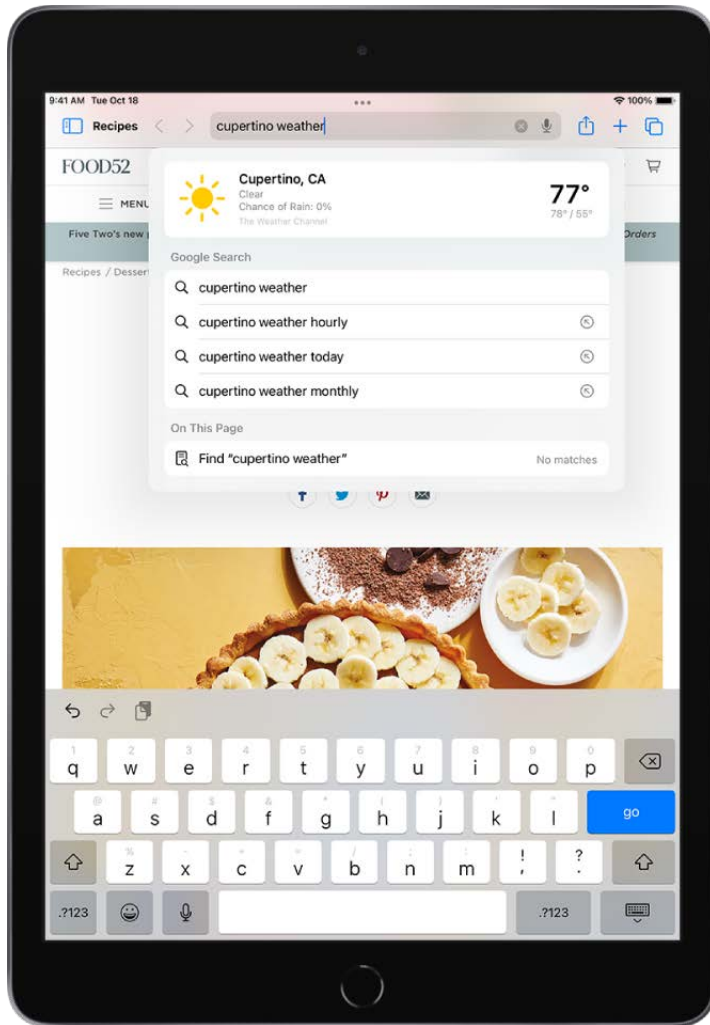
## Search the web

1. Enter a search term, phrase, or URL in the search field.

2. Tap a search suggestion, or tap Go on the keyboard to search for exactly what you typed.

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

## Find websites you visited before

Safari search suggestions include your open tabs, bookmarks, and pages you recently visited. For example, if you search for "iPad," the search suggestions include your open tabs related to "iPad" and websites related to "iPad" that you bookmarked or recently visited.

## Search within websites

To search within a website, enter the name of a website followed by a search term in the search field. For example, enter "wikipedia einstein" to search Wikipedia for "einstein."

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

## See your favorites in search suggestions

Have your favorites appear as suggestions when you enter an address, search, or create a new tab.

Go to Settings 🌐 > Safari, then tap Favorites.

If you have multiple folders in your favorites, you can select the one you want to appear in Safari search suggestions.

## Search a webpage

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

1. Tap ⬆️, then tap Find on Page.

2. Enter the word or phrase in the search field.

3. Tap ⌄ to find other instances.

## Choose a search engine

Go to Settings 🌐 > Safari > Search Engine.

# Use Tab Groups

## Open and close tabs in Safari on iPad

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

*Note:* If you're using the Compact Tab Bar layout, the menus and other items may look different from what's described in this guide. See Change the layout of Safari.

**Open a link in a new tab**

Touch and hold the link, then tap Open in Background.

To automatically switch to the new tab whenever you open a link in a different tab, go to Settings ⚙️ > Safari, then turn off Open New Tabs in Background.

**View a tab's history**

You can see which webpages you previously visited in this tab. Touch and hold ‹ or ›.

**Close tabs**

Tap 🗗, then tap ⊗ in the upper-right corner of a tab to close it.

**Tip:** To close all tabs in this Tab Group at the same time, touch and hold Done, then tap Close All Tabs.

**Open a recently closed tab**

Touch and hold +, then choose from the list of recently closed tabs.
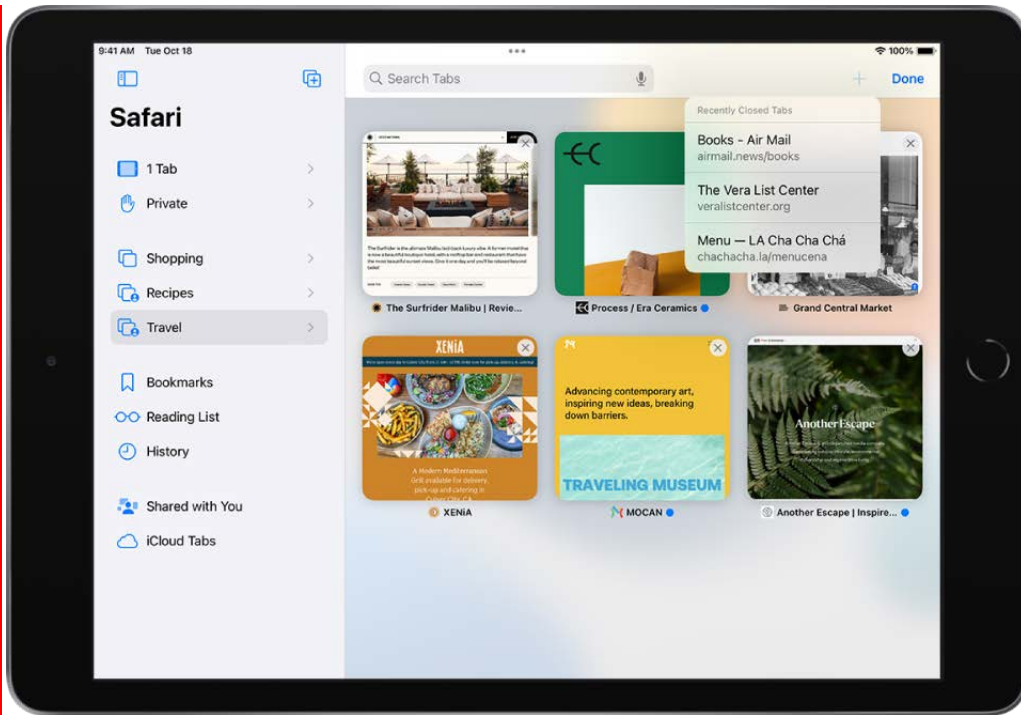
## Organize your tabs with Tab Groups in Safari on iPad

In the Safari app 🧭, you can create Tab Groups to keep tabs organized and make them easier to to find again later.
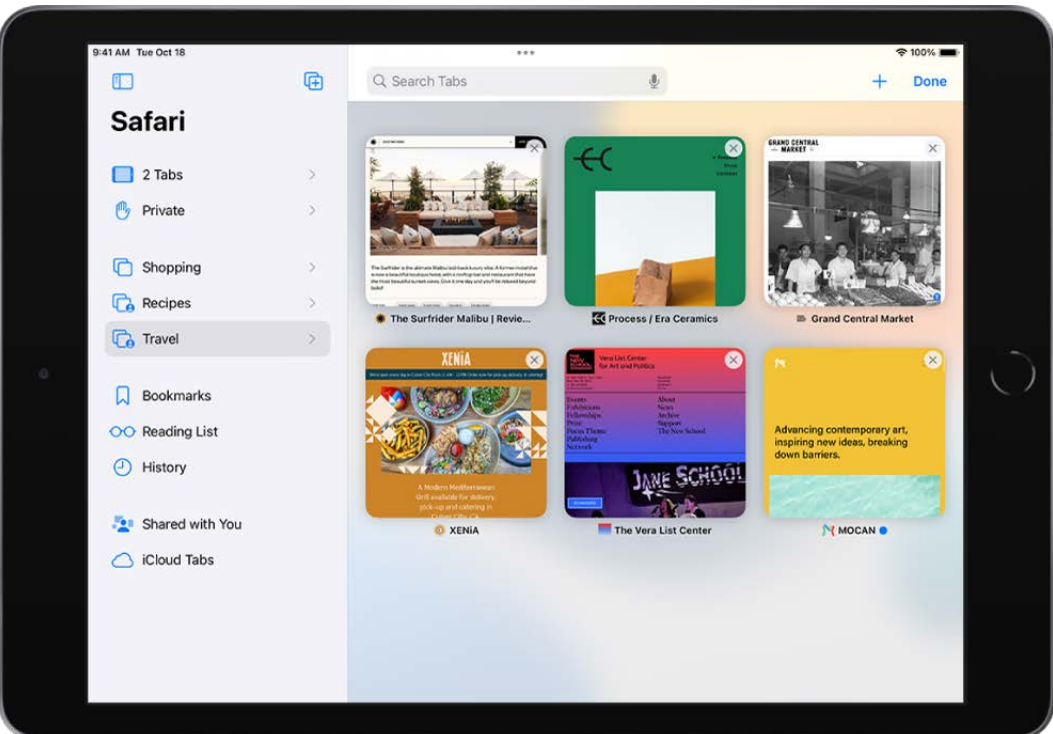
### Create a new Tab Group

1. Tap ⬚ to open the sidebar, then tap ⊞ in the top-right corner of the sidebar.

2. Choose an option, then name the new Tab Group.

### Reorder tabs in a Tab Group

1. Touch and hold any tab.

2. In the menu that appears, tap Arrange Tabs By, then choose an option.

   Or, touch and hold the tab, then drag it where you want it.

### Pin a tab at the top of a Tab Group

You can customize your Tab Groups with pinned tabs in each group. The pinned tab stays pinned to the left side of the tab bar.

1. Touch and hold the tab you want to pin.

2. In the menu that appears, tap Pin Tab.

### Move a tab to another Tab Group

1. Touch and hold in the tab bar, then tap Move to Tab Group.

2. Choose one of the Tab Groups you created previously, or tap New Tab Group create a new one.

## View your Safari tabs from another Apple device on iPad

In the Safari app 🧭, you can view the tabs that are open on your other Apple devices and keep tabs and Tab Groups updated across them. You must be signed in to iCloud with the same Apple ID on all your devices to manage Safari tabs on those devices.

### View tabs that are open on your other Apple devices

Tap ⬚, then tap iCloud Tabs.

To close a tab on another Apple device, touch and hold the link, then choose Close.

### Keep tabs and Tab Groups updated across your devices

Go to Settings ⚙ > [*your name*] > iCloud > Show All, then make sure Safari is turned on.

*Note:* To also see tabs open on your Mac, you must have Safari turned on in iCloud settings on your Mac, be signed in with the same Apple ID, and use two-factor authentication.

## Share Tab Groups and collaborate in Safari on iPad

In the Safari app 🧭, you can share a Tab Group and collaborate with people who use iCloud. You can add and remove people from the Tab Group at any time, and even start a message conversation, phone call, or FaceTime call without leaving Safari.Collaborators can add and remove tabs from the Tab Group, and everyone sees updates in real time.

Everyone you collaborate with must be signed in with their Apple ID, have Safari turned on in iCloud settings, and have two-factor authentication turned on.

### Share a Tab Group

1. Tap 🗔, touch and hold a Tab Group, then tap Share.

2. Tap Messages, then enter the person or group you want to share it with.

   You get activity updates in the Messages conversation when someone makes changes in the shared Tab Group. Tap the updates to go to the shared Tab Group.

### Add and remove people from a Shared Tab Group

1. Tap 👥.

2. Tap Manage Shared Tab Group, then do any of the following:

   - *Remove someone:* Tap a name, then tap Remove Access.

   - *Add someone:* Tap Share With More People, then tap Messages to invite them.

   - *Stop Sharing with everyone:* Tap Stop Sharing.

### Start a Messages, audio, or video conversation from Safari

You can start a conversation—using Messages, FaceTime audio, or FaceTime video—with everyone that shares the Tab Group, without leaving Safari.

Tap 👥, then tap message, audio, or video to start the conversation.

# Bookmark favorite websites in Safari on iPad

In the Safari app 🧭, you can bookmark websites, add websites to Favorites, or add a website icon to the Home Screen to easily revisit later.

## Bookmark a favorite website

1. Tap ⬆️ to the right of the search field.

2. Tap Add Bookmark.

## Bookmark open tabs

1. Pinch closed with three fingers to view all your tabs.

2. Touch and hold one of your tabs, then tap Add Bookmarks for [*number of*] Tabs.

## View and organize your bookmarks

1. Tap ⊟, then tap Bookmarks.

2. Tap Edit, then do any of the following:

   - *Create a new folder:* Tap New Folder at the bottom left, enter a name, then tap Done.

   - *Move a bookmark into a folder:* Tap the bookmark, tap the Location, then tap a folder. Tap ‹ to return to your bookmarks.

   - *Delete bookmarks:* Tap ➖.

   - *Rename bookmarks:* Tap the bookmark, enter a new name, then tap Done.

   - *Reorder bookmarks:* Touch and hold ☰, then drag the bookmark to a new location.
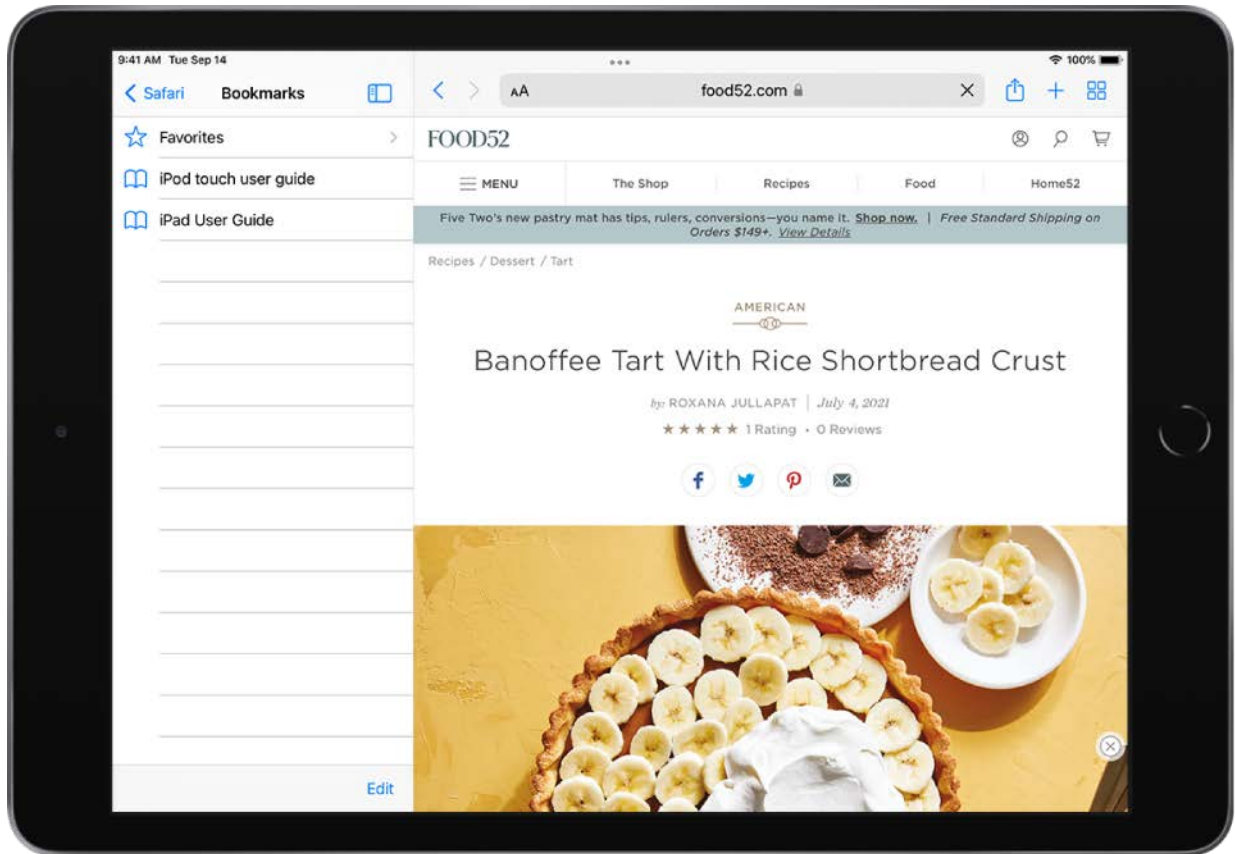
## See your Mac bookmarks on iPad

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

2. Tap Show All (below Apps Using iCloud), then make sure Safari is turned on.

*Note:* You must also have Safari turned on in iCloud settings on your Mac and be signed in with the same Apple ID. See Set up iCloud for the Safari app on all your devices in the iCloud User Guide.

## Add a webpage to your favorites

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

## Edit your favorites

1. Tap ⊡, then tap Bookmarks.

2. Tap Favorites, then tap Edit to delete, rename, or rearrange your favorites.

## Quickly see your favorite sites and your Reading List

Tap ⊡ to open the sidebar, then tap Bookmarks or Reading List.

**Add a website icon to the Home Screen**

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

On the website, tap ⬆️, then tap Add to Home Screen.

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

## Save webpages to read later in Safari on iPad

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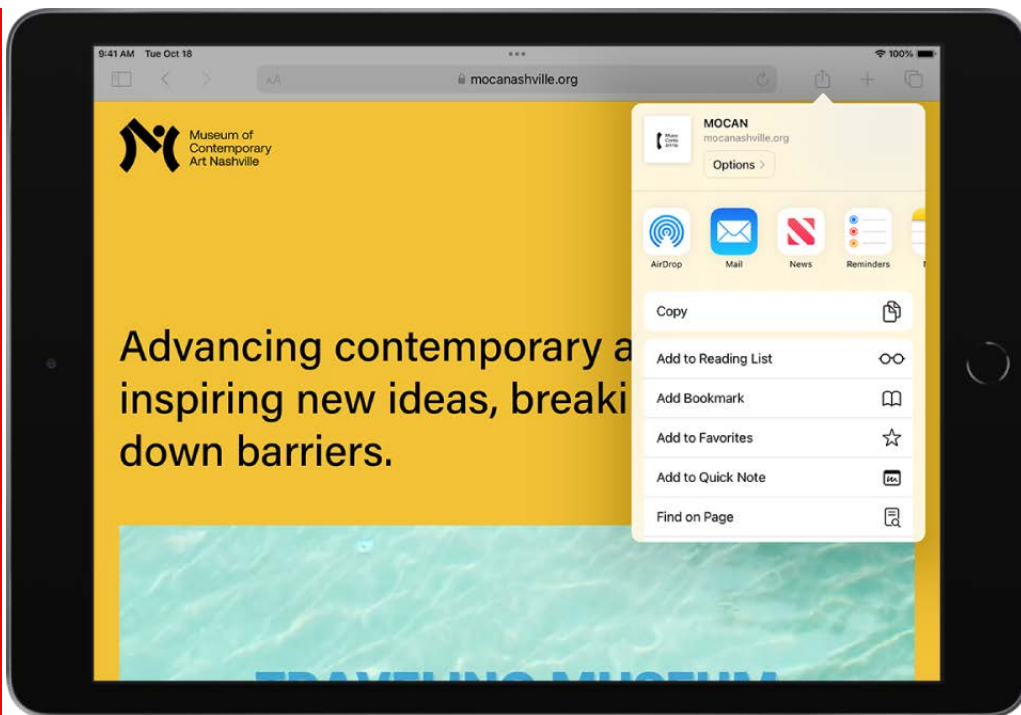


**Add the current webpage to your Reading List**

Tap ⬆️, then tap Add to Reading List.

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

**View your Reading List**

Tap ⬚, then tap Reading List.

To delete an item from your Reading List, touch and hold the item, then tap Delete.

**Automatically save all Reading List items to iCloud for offline reading**

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

# Find links shared with you in Safari on iPad

In the Safari app 🧭, you can easily find and organize web links friends share with you in Messages conversations. Links shared with you are added to the Shared with You section of the Sidebar in Safari. You can keep those links on your start page, remove them, or organize related links into Tab Groups. (Safari must be turned on in Settings ⚙ > Messages > Shared with You, and your friend must be in your contacts.)
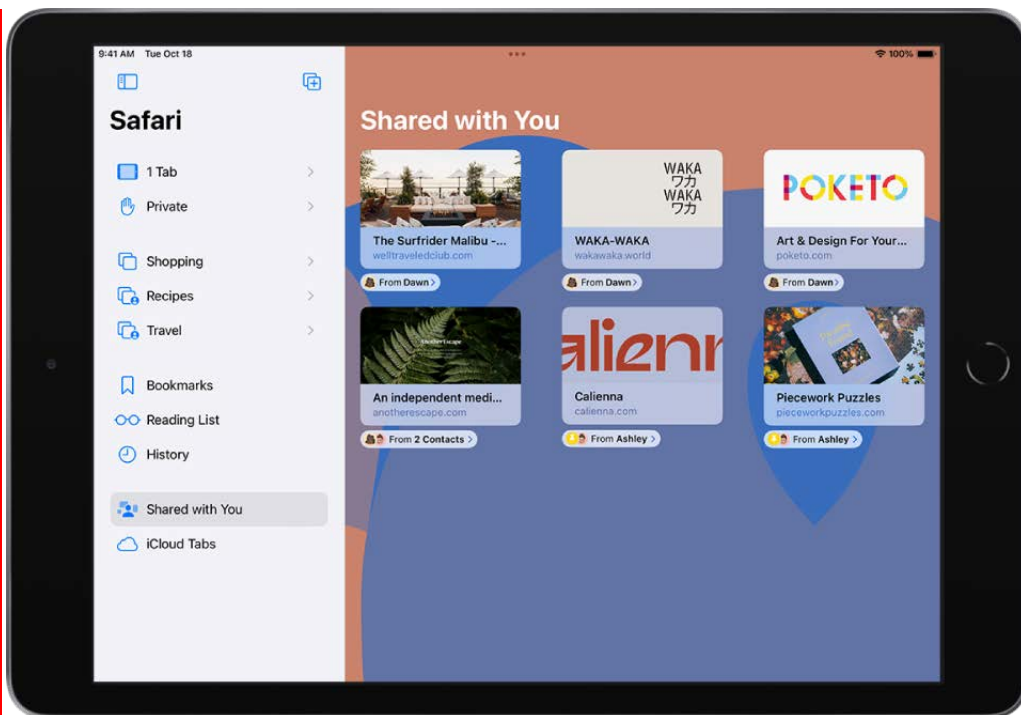


**See links from friends in Safari**

To find links shared with you, tap ⬚, then tap Shared with You.

**Tip:** You can continue the conversation without leaving Safari. Tap the button below the link preview to open the Messages conversation where the link was shared.

**Remove a link from the Shared with You section**

1. In Shared with You, touch and hold the preview image of a link.

2. Tap Remove Link.

**Organize shared links in a Tab Group**

You can group related shared web links into Tab Groups to make them easier to find.

1. In Shared with You, touch and hold the preview image of the link you want to move, then tap Open in Tab Group.

2. Tap New Tab Group to create one, or add the link to a Tab Group you already have.

# Annotate and save a webpage as a PDF in Safari on iPad

In the Safari app 🧭, you can mark up a webpage, highlight your favorite parts, draw and write notes, and share your document as a PDF with others.
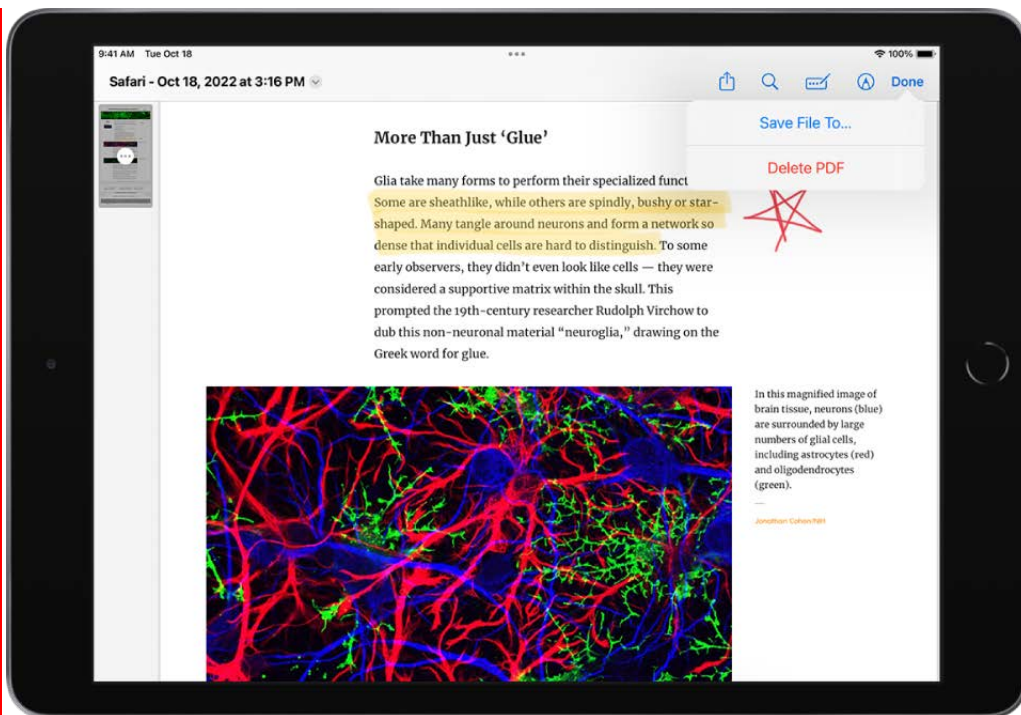
1. Tap ⬆️.

2. Tap Markup Ⓐ, then use the tools to annotate the webpage.

3. Tap Done, then follow the onscreen instructions to save the page as a PDF.

## Automatically fill in forms in Safari on iPad

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

### Set up AutoFill

You can save your personal information or credit card number on your iPad to speed up filling in online forms and making purchases.

1. Go to Settings ⚙️ > Safari > AutoFill.

2. Do any of the following:

   - *Set up contact info:* Turn on Use Contact Info, tap My Info, then choose your contact card. The contact information from that card is entered when you tap AutoFill on webpages in Safari.

   - *Set up credit card info:* Turn on Credit Cards, tap Saved Credit Cards, then tap Add Credit Card. Enter your credit card information into the fields provided or tap Use Camera to enter the information without typing.

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

### Fill in your contact information automatically

You can quickly add your personal information to online forms using AutoFill.

1. In a form on a website that supports AutoFill, tap a blank field.

2. Tap AutoFill Contact above the keyboard, then select a contact.

3. Tap any field to make changes.

4. When all the information is correct, tap Done.

5. Follow the onscreen instructions to submit the form.

*Note:* You can AutoFill another person's information from your contact list. For example, if you're purchasing a gift and shipping it to a friend, you can use AutoFill to enter their address. Tap AutoFill Contact, tap Other Contact, then choose their contact card.

**Fill in your credit card information automatically**

After you add a credit card, you can use AutoFill to make online purchases without having to enter your full credit card number.

1. Tap the credit card information field, then tap AutoFill Credit Card above the keyboard.

2. Tap the saved credit card you want to use, or tap Use Camera to take a picture of the front of the card.

For greater security of your credit card information, use a passcode for iPad.

**Automatically fill in strong passwords**

When you sign up for services on websites and in apps, you can let iPad create and save strong passwords for many of your accounts. See Automatically fill in strong passwords.

**Turn off AutoFill**

You can turn off AutoFill for your contact or credit card information, and for passwords. This is helpful in situations where you don't want your contact or credit card information to be readily available—for example if you share a device with others.

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

- *Turn off AutoFill for passwords:* Go to Settings 🔘 > Passwords, then turn off AutoFill Passwords.

## Get extensions to customize Safari on iPad

In the Safari app 🧭, you can install extensions to customize the way your browser works. For example, extensions can help you find coupons when shopping, block content on websites, and more.

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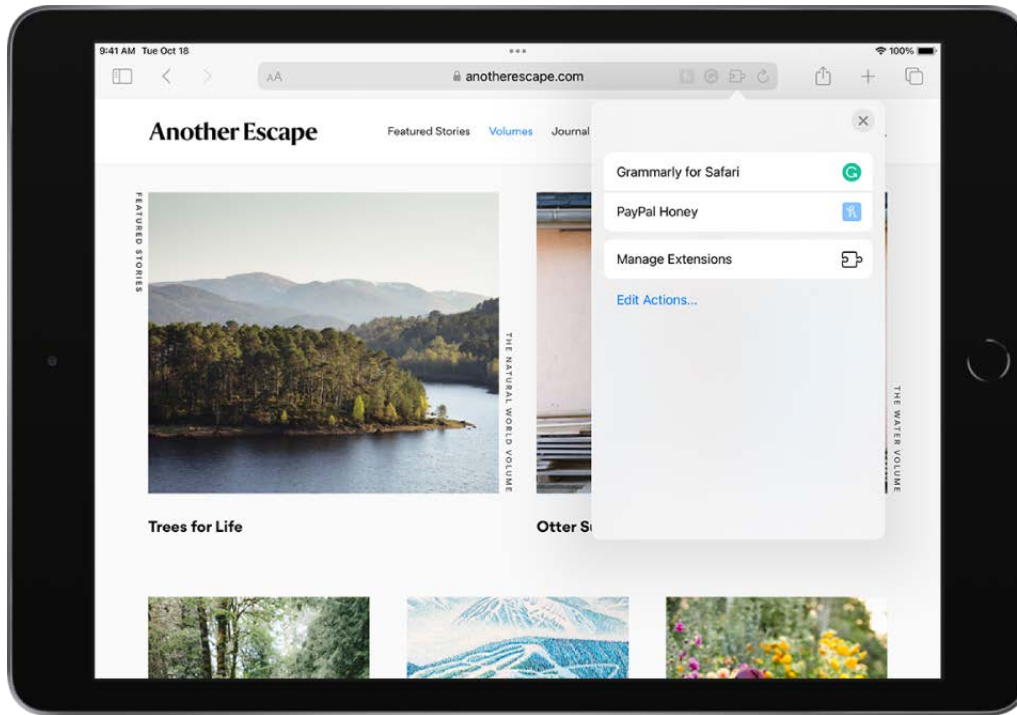
**View and add Safari extensions**

1.  Go to Settings ⚙ > Safari, then tap Extensions.

2.  Tap More Extensions to browse through extensions in the App Store.

3.  When you find one you want, tap the price, or if the app is free, tap Get, then follow the onscreen instructions.

*Note:* Extensions you install for Safari on iPad that are also available on other platforms will appear in Safari settings on any iPhone, iPad, or Mac where you're signed in with the same Apple ID, to make them easier to find and download.

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**Manage your extensions**

Go to Settings ⚙ > Safari, then tap Extensions. You can select or deselect the extension's checkbox to turn that extension on or off.

---

**Use extensions**

Extensions access the content of the websites you visit. You can change how much access you give each extension.

1.  Tap ⧉ on the right side of the search field, then tap Manage Extensions.

2. Tap each extension you want to give permissions to, then follow the onscreen instructions to choose how much access to give each extension.

   **Important:** Check which extensions you have installed and make sure you're familiar with what they do.

### Remove an extension

1. Swipe down on the Home Screen, then search for the extension you want to remove.

2. Touch and hold the extension icon, tap Delete app, then follow the onscreen instructions.

## Hide ads and distractions in Safari on iPad

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

### Show Reader

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

Tap AA on the left side of the search field, then tap Show Reader.

To return to the full page, tap AA, then tap Hide Reader.

*Note:* If Reader is dimmed, Reader isn't available for that page.

### Automatically use Reader for a website

1. On a supported website, tap AA, then tap Website Settings.

2. Turn on Use Reader Automatically.

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

### Block pop-ups

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

# Privacy and security

## Browse privately in Safari on iPad

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

### Visit sites privately

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

Tap ⬜, then tap Private.

While Private Browsing Mode is on, the Safari background is gray and sites you visit don't appear in History on iPad or in the list of tabs on your other devices. You can open multiple private tabs in the Private Tab Group.

To hide the sites and exit Private Browsing Mode, tap ⬜, then switch to a different Tab Group. The tabs reappear the next time you use Private Browsing Mode.

### View the Privacy Report

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

To view the Privacy Report, tap AA on the right side of the search field, then tap Privacy Report 🛡.

### Use iCloud Private Relay to browse the web with more privacy

When you subscribe to iCloud+ on iPad, you can use iCloud Private Relay to help prevent websites and network providers from creating a detailed profile about you. When iCloud Private Relay is turned on, the traffic leaving your iPad is encrypted and sent through two separate internet relays. This prevents websites from seeing your IP address and exact location while it prevents network providers from collecting your browsing activity in Safari. See Protect your web browsing with iCloud Private Relay on iPad.

**Control privacy and security settings for Safari**

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

- *Prevent Cross-Site Tracking:* Safari limits third-party cookies and data by default. Turn this option off to allow cross-site tracking.

- *Hide IP address:* Safari automatically protects your IP address from known trackers. For eligible iCloud+ subscribers, your IP address is protected from trackers and websites as you browse in Safari. If this option is off, your IP address isn't hidden.

- *Block All Cookies:* Turn this option on to prevent websites from adding cookies to your iPad. (To remove cookies already on iPad, go to Settings > Safari > Clear History and Website Data.)

- *Fraudulent Website Warning:* Safari displays a warning if you're visiting a suspected phishing website. Turn this option off if you don't want to be warned of fraudulent websites.

- *Privacy Preserving Ad Measurement:* This prevents websites from viewing your personal information to serve you targeted ads.

- *Check for Apple Pay:* Websites that use Apple Pay can check to see if you have Apple Pay enabled on your device. Turn this option off to prevent websites from checking if you have Apple Pay.

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

## Clear your cache in Safari on iPad

In the Safari app 🧭, you can erase your browsing history and data to clear the cache on your iPad. This removes the history of websites you visited and recent searches from your device. This process also removes the cookies and permissions you granted to websites to use your location or send you notifications.

*Note:* Clearing your browsing history in Safari doesn't clear any browsing histories kept independently by websites you visited.

1. Tap 📖, then tap History.

2.  Tap Clear in the bottom-right corner of the Sidebar.

3.  Choose how much of your browsing history to clear.

## Sign in with passkeys in Safari on iPad

In the Safari app 🧭, you can use Face ID (supported models) or Touch ID (supported models) to securely sign in to supporting websites. See Sign in with passkeys.
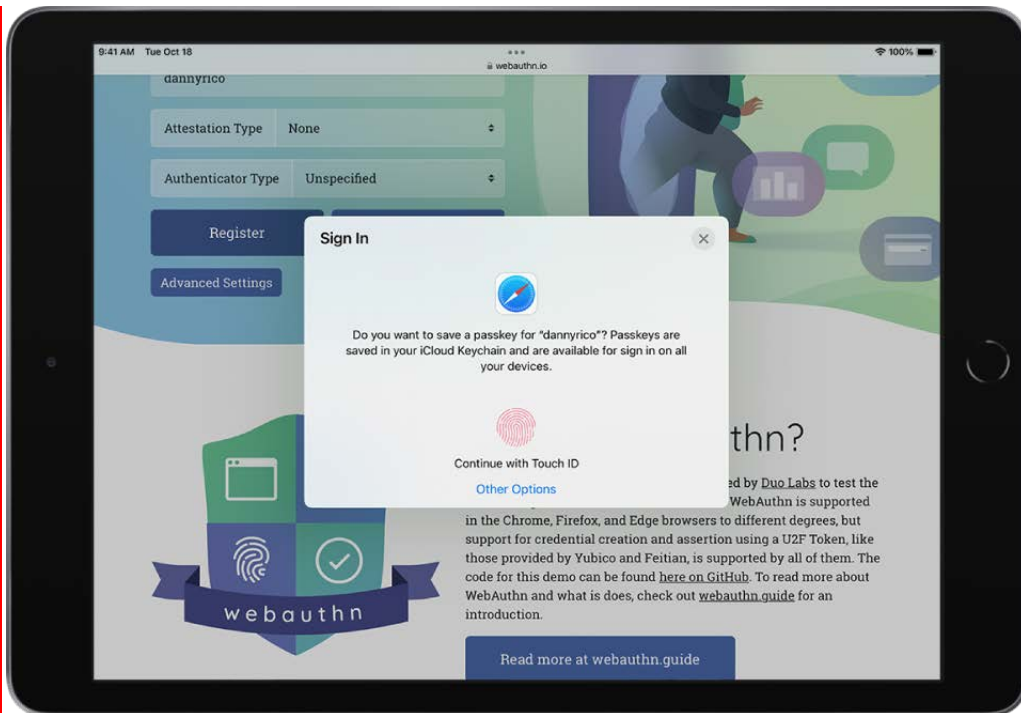


## Use Hide My Email in Safari on iPad

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

1.  When you're asked for your email address on a website, tap the email address field.

2.  Tap Hide My Email above the keyboard.

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

3. If you don't want to use the suggested address, tap ↻ to see a new suggested address.

4. To use the suggested address, tap Continue, type any additional information into the Note field, then tap Use.

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You can delete the Hide My Email address at any time. See Create and manage Hide My Email in Settings.

## Use Shortcuts to automate tasks on iPad

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

To learn how to automate the best features of your apps, see the Shortcuts User Guide.
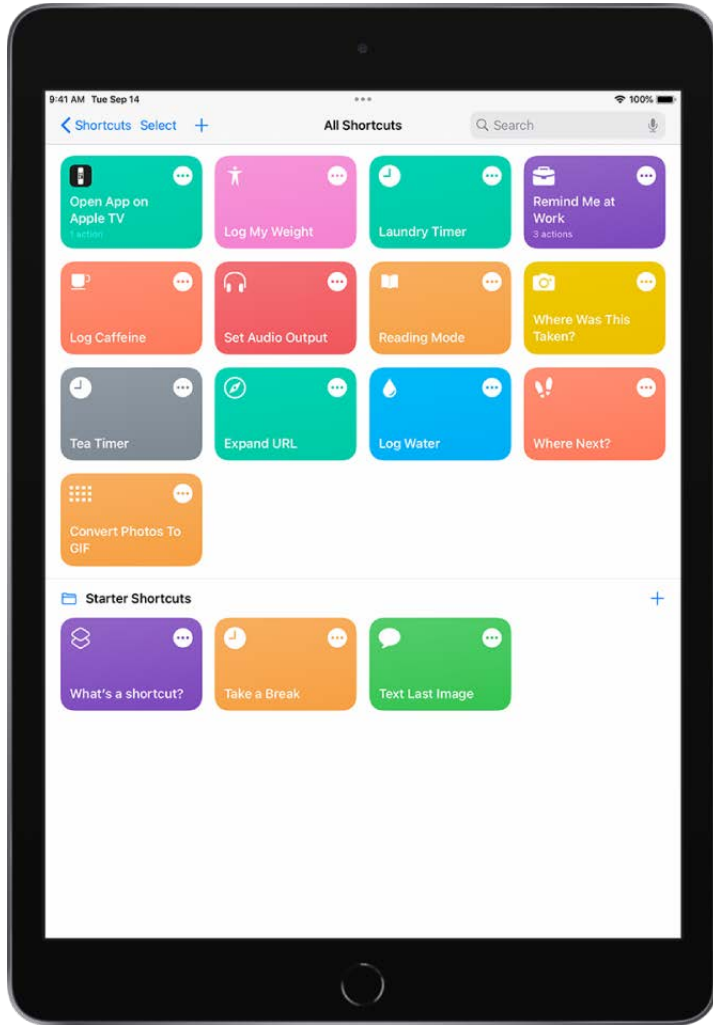
# Stocks

## Check stocks on iPad

Use the Stocks app 📊 to track market activity and view the performance of stocks you follow.

**Siri:** Say something like: "How are the markets doing?" or "How's Apple stock today?" Learn how to use Siri.

**Check stocks**

1. Open the Stocks app, then tap a ticker symbol in the My Symbols watchlist for more details.

2. To search for a specific stock, enter a ticker symbol, company name, fund name, or index in the search field at the top of the screen, then tap the symbol in the search results.

**Manage symbols in the My Symbols watchlist**

When you first open the Stocks app, a list of ticker symbols appears on the screen; this is called the My Symbols watchlist. You can update and manage the My Symbols watchlist and create your own watchlists.

Tap a symbol to view its most recent price, daily percentage change, market capitalization value, and more.
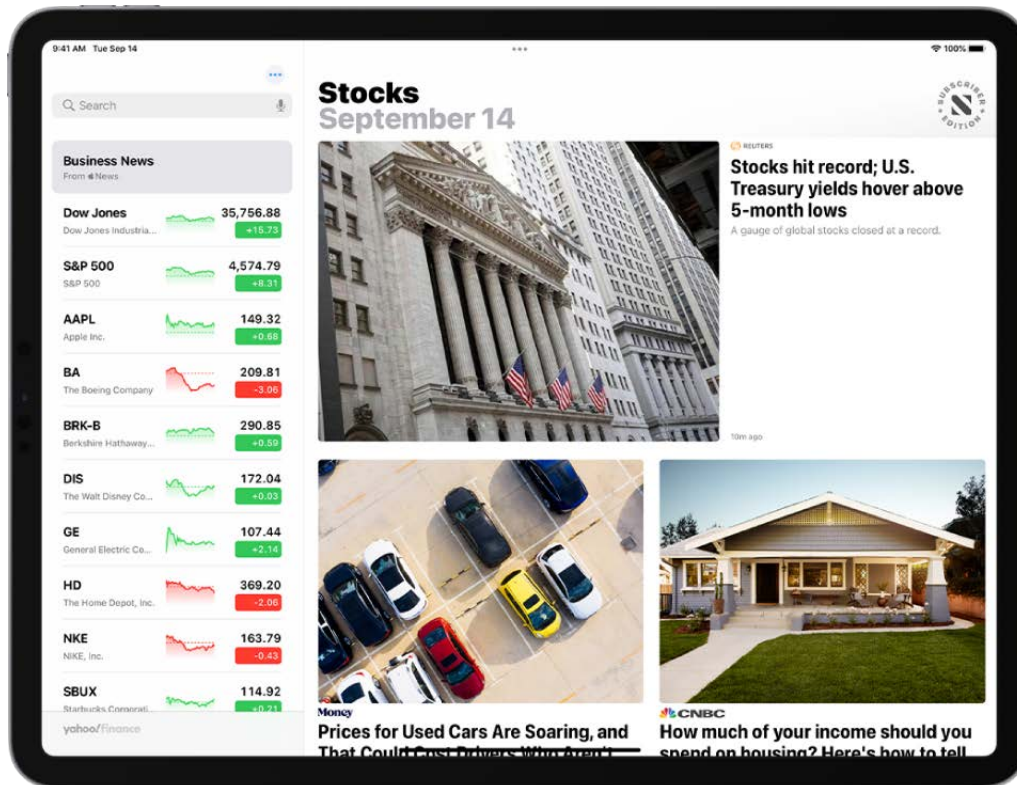
To make changes to the My Symbols watchlist, do any of the following:

- *Add a symbol:* In the search field, enter a ticker symbol, company name, fund name, or index. In the search results, tap ⊕, then tap Done.

- *Delete a symbol:* Swipe left on the symbol in your watchlist.

  *Note:* If you delete a symbol from the My Symbols watchlist, that symbol is also deleted from your other watchlists (see Manage multiple watchlists.

- *Reorder symbols:* Touch and hold a symbol in your watchlist, then drag it to a new location.

- *Show currency:* Tap ⬤⬤⬤, then tap Show Currency to display the currency the symbol is traded in.

- Share a symbol: Swipe left on a symbol in your watchlist, tap ⬆, then choose a sharing option, such as Messages or Mail.

### View stock charts, details, and news

You can view interactive charts, performance details, and related news stories about the ticker symbols in your watchlist and the symbols you search for.

**Tip:** Touch and hold a ticker symbol in your watchlist to see a quick view of the symbol's performance.
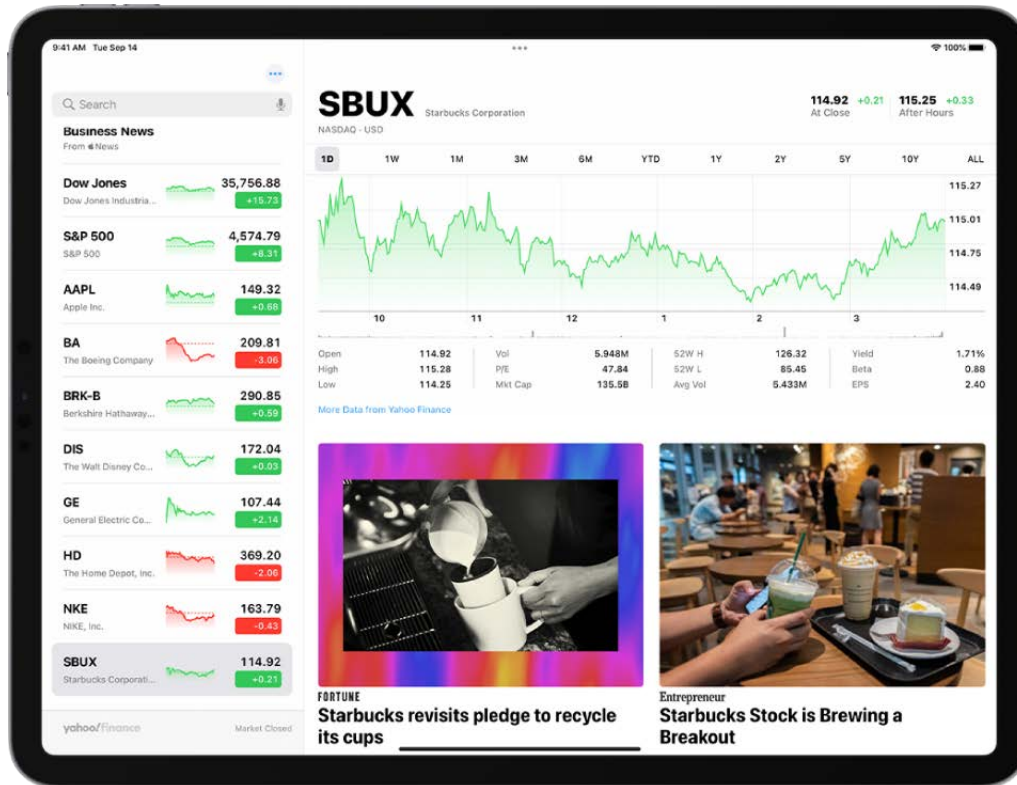


Tap a symbol you want to see more details about, then do any of the following:

- *View the performance over time:* Tap an option from the time range selections at the top of the chart.

- *View the value for a specific date or time:* Touch and hold the chart with one finger.

- *View the difference in value over time:* Touch and hold the chart with two fingers.

- *View more details:* Below the chart, view additional stock details like 52-week high and low, Beta, EPS, and average trading volume.

- *Read news:* Swipe up to see additional news stories, then tap a story.

# Manage multiple watchlists in Stocks on iPad

You can create your own watchlists in the Stocks app 📈 to organize the stocks you follow according to categories such as tech, energy, or entertainment. Switch between watchlists; edit, update, and delete them; and view them in the Stocks app on your other devices. Any symbols you add to a custom watchlist are also added to the My Symbols watchlist.

**Create a new watchlist**

1. Tap My Symbols, then tap New Watchlist.

2. Name the watchlist, then tap Save.

To switch between your watchlists, tap My Symbols or the name of the current watchlist you're viewing, then tap the name of the watchlist you want to see.

**Add symbols to a watchlist**

1. In the search field, enter the name of a ticker symbol, company, fund, or index.

2. Tap ⊕, then tap Done.

   **Tip:** You can easily add a symbol that's in one watchlist to another watchlist. Swipe left on the symbol, tap ☰, select a watchlist, then tap Done.

Each symbol you add to a new watchlist is also added to the My Symbols watchlist. See [Manage symbols in the My Symbols watchlist](#).

**Remove symbols from a watchlist**

To remove a symbol from a watchlist, swipe left on the symbol.

When you remove a symbol from a watchlist that you created, that symbol remains in the My Symbols watchlist. See [Manage symbols in the My Symbols watchlist](#).

**Delete, reorder, and rename watchlists**

Tap the name of the watchlist at the top of the screen, tap Manage Watchlists, then do any of the following:

- *Delete a watchlist:* Tap 🔴 next to the symbol, tap 🗑, then tap Delete.

- *Reorder your watchlists:* Touch and hold ≡, then drag the watchlist to a new position.

- *Rename a watchlist:* Tap ✏️, enter a new name, then tap Save.

**View your watchlist on all your devices**

You can view your watchlist on your iPhone, iPad, iPod touch, and Mac when you're signed in with the same Apple ID.

- *On your iPhone, iPad, and iPod touch:* Go to Settings ⚙️ > [*your name*] > iCloud > Show All, then turn on Stocks.

- *On a Mac with macOS Ventura:* Choose Apple menu  > System Settings > [*your name*] > iCloud, then turn on Stocks.

- *On a Mac with macOS 10.15-12.5:* Choose Apple menu  > System Preferences > Apple ID, select iCloud, then turn on Stocks.

- *On a Mac with macOS 10.14 or earlier:* Choose Apple menu > System Preferences > iCloud, then turn on Stocks.

# Read business news in Stocks on iPad

In the Stocks app 📊, you can read business stories that highlight the current news driving the market. In countries where Apple News is available, you also see stories selected by the Apple News editors and stories from Apple News+. (Apple News and Apple News+ content isn't available in all countries or regions.)

To learn more about Apple News+, see Subscribe to Apple News+ on iPad.
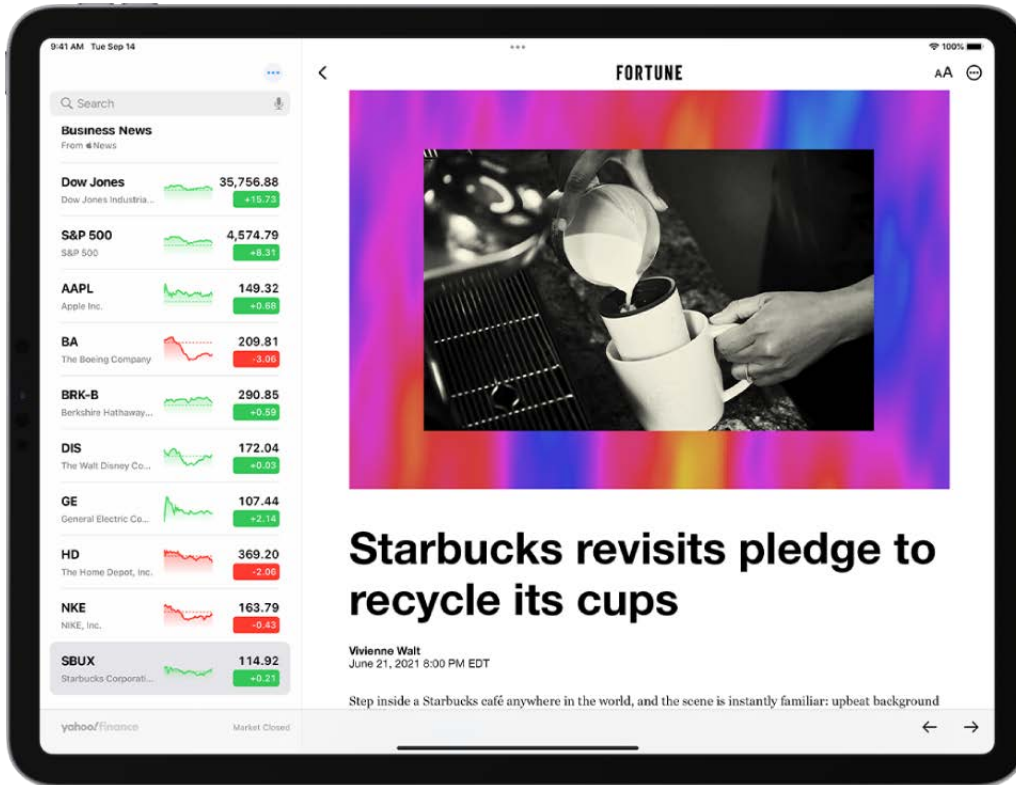
**Read a story**

1. Open Stocks, then tap Business News or a stock symbol in your watchlist to view stories. See Manage symbols in the My Symbols watchlist.

2. Tap a story to read it. While viewing a story, you have these options:

   - *Return to your newsfeed in Stocks:* Tap 〈 or Done in the top-left corner.

   - *Save the story to Apple News:* Tap ⌖ in the top-left corner.

     *Note:* To save stories to Apple News, make sure to sign in with your Apple ID, then go to Settings ⚙ > [*your name*] > iCloud > Show All, and turn on News.

   - *See more stories from the publication in Apple News:* Tap the publisher logo at the top of the screen.

   - *Change the text size:* Tap A𝖠 in the top-right corner, then tap the smaller or larger letter to change the text size in the story.

   - *Share the story:* Tap ⚫ in the top-right corner, tap Share Story, then choose a sharing option, such as Messages or Mail.

   *Note:* If you tap an Apple News+ story and you're not an Apple News+ subscriber, tap the subscribe or free trial button, then follow the onscreen instructions. To learn more about Apple News+, see Subscribe to Apple News+.

   Stories from publications you have blocked in Apple News don't appear in the newsfeed. See See news stories chosen just for you.

## Add earnings reports to your calendar in Stocks on iPad

In the Stocks app 📈, you can see when a company has an upcoming earnings report and add it as an event in the Calendar app.

**Add an earnings report event to your calendar**

If a stock has an upcoming earnings report, you can add it in the Calendar app and be reminded on the day that it's happening.

1. Tap a ticker symbol in your watchlist, or use the search field to search for a symbol.

2. If an earnings report is upcoming, tap Add to Calendar, then tap Add.

The earnings report is saved as an all-day event in the Calendar app. Calendar sends you an event reminder on the day of the earnings report.

**Delete an earnings report event from your calendar**

1. Open the Stocks app, then tap the ticker symbol in your watchlist or use the search field to search for the symbol.

2. Tap Edit, then tap Delete Event.

## Add a Stocks widget to your iPad Home Screen

Use a Stocks widget to check stocks at a glance on your iPad Home Screen. You can choose the size of the Stocks widget and the amount of information the widget displays—choose one of the options to monitor several symbols, or the option to monitor the performance of a single symbol. See Add widgets on iPad.

**Change the widget display**

After you add a Stocks widget to your Home Screen, you can change the symbol or watchlist that appears in the widget.

1. Touch and hold the widget.

2. Tap Edit Widget.

3. Depending on the widget option, select the symbol, watchlist, or watchlist details you want to display.

You can add multiple Stocks widgets to your iPad Home Screen.

## Get tips on iPad

In the Tips app 💡, see collections of tips that help you get the most from iPad.
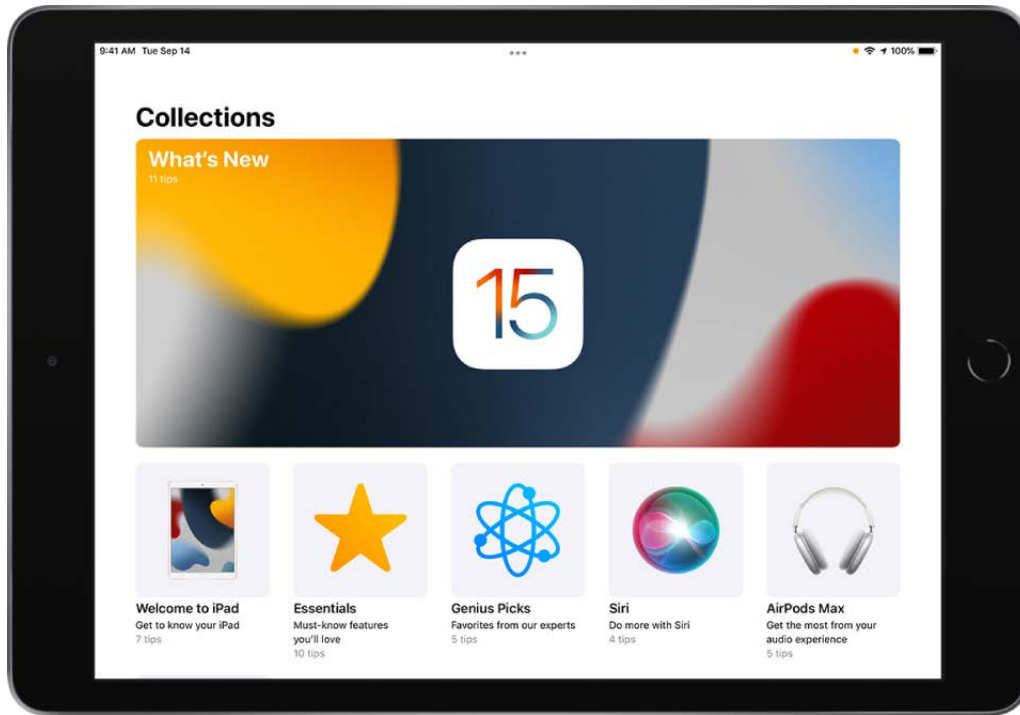
## Get Tips

In the Tips app, you can learn how to personalize your Lock Screen, add widgets, unsend an email, take a screenshot, and much more. New tips are added frequently.

To start learning, tap a collection, then tap a tip.

## Get notified when new tips arrive

1. Go to Settings ⚙ > Notifications.

2. Tap Tips below Notification Style, then turn on Allow Notifications.

3. Choose options for the location and style of tip notifications, when they should appear, and more.

See also

[Get apps in the App Store](#)

[Change notification settings](#)

# Translate

## Translate text, voice, and conversations on iPad

In the Translate app ![icon], you can translate text, voice, and conversations between any of the supported languages. You can download languages to translate entirely on a device, even without an internet connection.
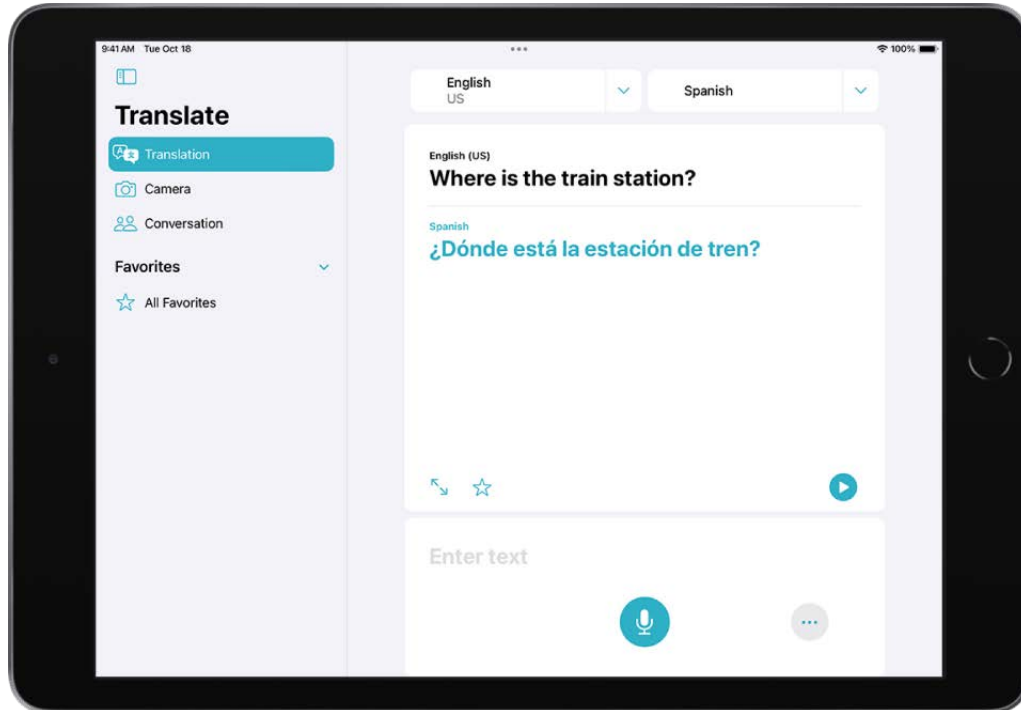


*Note:* Translation is available for supported languages. See the iOS and iPadOS Feature Availability website.

**Translate text or your voice**

1. Tap Translation, select the languages to translate between, then do any of the following:

   *Note:* See Choose the languages you want to translate between.

   - Tap "Enter text," type a phrase, then tap Go.

   - Tap 🎤, then say a phrase.

2. When the translation is shown, do any of the following:

   - *Play the audio translation:* Tap ▶.

   - *Save the translation as a favorite:* Tap ☆.

   - *Look up a word in the dictionary:* Tap 📖, then tap a word to see its definition.

   - *Show the translation to someone else:* Tap ↖.

   **Tip:** To view your recent history, swipe the translation down.

**Translate a conversation**

iPad shows the translated text bubbles from both sides of the conversation. Conversations work for downloaded languages when you don't have an internet connection or On-Device Mode is turned on.
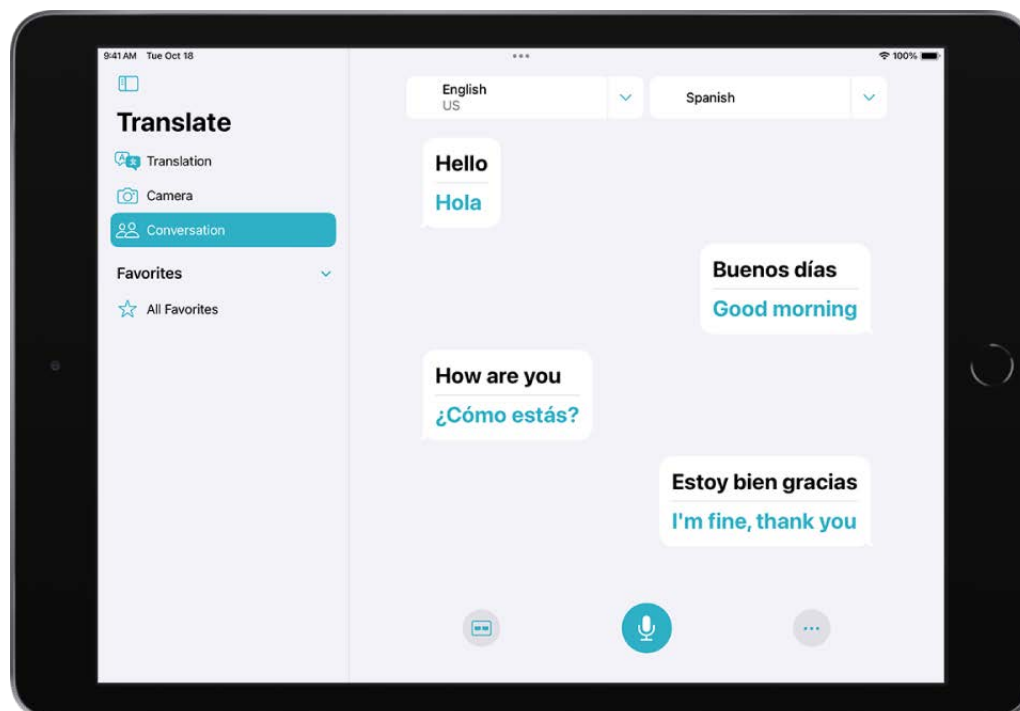
1. Tap Conversation.

2. Tap 🎤, then speak in one of the two languages.

   **Tip:** You can translate a conversation without tapping the microphone button before each person speaks. Tap ⋯, tap Auto Translate, then tap 🎤 to start the conversation. iPad automatically detects when you start speaking and when you stop.

   When chatting face-to-face, tap ▭▭, then tap Face to Face so that each person can see the conversation from their own side.

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**Download languages for offline translation or On-Device Mode**

Download languages to translate when you don't have an internet connection or when On-Device Mode is turned on.

1. Go to Settings ⚙️ > Translate.

2. Tap Downloaded Languages, then tap ⬇️ next to the languages you want to download.

3. Turn On-Device Mode on.

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## Choose the languages you want to translate between

In the Translate app 🔤, you can choose which languages you want to translate and switch translations.

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1. Tap the arrows ⌄ next to the two languages to choose the languages you want to translate between.

2. Tap one of the languages to indicate the input language.

   A blue dot 🔵 appears next to the language that you want to translate.

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To switch the input language, tap the other language.

## Translate text in apps on iPad

On iPad, you can translate text in apps such as Photos, Safari, Messages, Mail, supported third-party apps, and more.

*Note:* Translation is available for supported languages. See the iOS and iPadOS Feature Availability website.

**Translate text in apps**

You can select any text to translate in apps such as Safari, Messages, Mail, supported third-party apps, and more. When you enter text on your iPad, you can even replace what you wrote with a translation.

1. Select the text you want to translate, then tap Translate.

2. Below the text translation, choose any of the following:

   - *Replace with Translation:* Replace your original text with the translation (available only when entering text).

   - *Copy Translation:* You can paste the translation somewhere else, such as a different app.

   - *Change Language:* Choose any of the supported languages for the original text and the translation.

   - *Add to Favorites:* Add the translation to a list of favorites.

   - *Open in Translate:* Do more with the translation in the Translate app.

   - *Listen to Original Text:* Tap more, then tap ⏵ to listen to the original text.

   - *Listen to Translated Text:* Tap ⏵ to listen to the translated text.

**Translate text in photos**

On supported models, when viewing a photo that includes text, tap ⊟, touch and hold the text you want to translate, then tap Translate.

## Translate text with the iPad camera

On iPad with iPadOS 15.1 or later, you can use the iPad camera to translate text around you—like a restaurant menu or a recipe.

*Note:* Translation is available for supported languages. See the iOS and iPadOS Feature Availability website.

On supported models with iPadOS 15.1 or later, do the following:

1. Open the Camera app 📷, then position iPad so that the text appears on the screen.

2. When the yellow frame appears around detected text, tap ▤.

3. Select the text to translate, then tap Translate.

4. Below the text translation, choose any of the following:

   - *Copy Translation:* You can paste the translation somewhere else, such as a different app.

   - *Change Language:* Choose any of the supported languages for the original text and the translation.

   - *Add to Favorites:* Add the translation to a list of favorites.

   - *Open in Translate:* Do more with the translation in the Translate app.

   - *Listen to Original Text:* Tap more, then tap ▶ to listen to the original text.

   - *Listen to Translated Text:* Tap ▶ to listen to the translated text.

## Translate text with the camera view in Translate on iPad

In the Translate app 🌐, you can use the camera view to translate text around you. You can also translate text in the photos from your photo library, right from Translate.

**Translate text using the camera view**

1. Tap Camera.

2. At the top of the screen, select the languages you want to translate between.

   *Note:* See Choose the languages you want to translate between.

3. PositioniPad so that the text you want to translate appears in the camera view.

4. Tap ○ to pause the view and see the translations.

   You can zoom in to get a closer look at the overlaid translations

5. Tap an overlaid translation to show the translation card, then choose any of the following:

   - *Copy Translation:* You can paste the translation somewhere else, such as a different app.

   - *Add to Favorites:* Add the translation to a list of favorites.

   - *Listen to Original Text:* Tap more, then tap ▶ to listen to the original text.

   - *Listen to Translated Text:* Tap ▶ to listen to the translated text.

**Translate text in photos from your photo library**

1. Tap Camera.

2. At the top of the screen, select the languages you want to translate between.

3. Tap 🖼, then select a photo that contains text from your photo library.

**Share and save translated text**

After translating text with the camera, tap ⬆, then do any of the following:

- *Share the translation:* Choose a share option.

- *Save the translation as an image:* Tap Save Image.

# TV

## Connect apps and add your TV provider to the Apple TV app on iPad

With the Apple TV app ![tv], you can watch shows and movies from streaming services and cable and satellite providers. The Apple TV app is on your iPhone, iPad, Mac, Apple TV, and supported smart TVs and streaming devices, so you can watch at home or wherever you go.

*Note:* The availability of the Apple TV app and its features and services (such as Apple TV+, Apple TV channels, sports, and supported apps) varies by country or region. See the Apple Support articles Availability of Apple Media Services and Availability of supported apps in the Apple TV app.

**Connect video streaming apps**

The Apple TV app recommends new content or the next episode in a series you watch from a connected app (supported streaming apps only). Connected apps appear in the Apple TV app on all your devices where you're signed in with your Apple ID.

To connect or disconnect supported streaming apps, do the following:

1. Tap Watch Now, then tap ![profile] or your profile picture at the top right.

2. Tap Connected Apps.

**Add your cable or satellite service to the Apple TV app**

Single sign-on provides immediate access to all the supported video apps in your subscription package.

1. Go to Settings ![settings] > TV Provider.

2. Choose your TV provider, then sign in with your provider credentials.

If your TV provider isn't listed, sign in directly from the app you want to use.

# Subscribe to Apple TV+ and Apple TV channels on iPad

In the Apple TV app ⬛, you can subscribe to Apple TV+ and Apple TV channels. Apple TV+ is a subscription streaming service featuring Apple Originals—award-winning series, compelling dramas, groundbreaking documentaries, kids' entertainment, comedies, and more—with new items added every month. Apple TV channels let you easily subscribe to just the channels you watch—like Paramount+, Showtime, and more.

A subscription gives you access to content on demand on iPhone, iPad, Mac, Apple TV, and supported smart TVs and streaming devices. You can also download content to watch offline on iPhone, iPad, and Mac.

You can choose to bundle your Apple TV+ subscription with other Apple services by subscribing to Apple One. See the Apple Support article Bundle Apple subscriptions with Apple One.

*Note:* Apple One, Apple TV+, and Apple TV channels aren't available in all countries or regions. See the Apple Support article Availability of Apple Media Services.

## Subscribe to Apple TV+

1. Tap Originals, then tap the subscription button.

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

## Subscribe to Apple TV channels

You can subscribe to premium channels such as Paramount+ and Showtime, all in one place. If you use Family Sharing, up to five other family members can share the subscription for no additional charge.

1. Tap Watch Now, scroll down to the Channels row, then tap a channel.

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

## Change or cancel your subscriptions to Apple TV+ or Apple TV channels

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

2. Tap Manage Subscriptions.

**Share Apple TV+ and Apple TV channels with family members**

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

If you join a family group that subscribes to Apple TV+ 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 One, Apple TV+, or Apple TV channels with a family group, you can cancel the subscription, leave or remove a member from a Family Sharing group, or (if you're the family group organizer), stop using Family Sharing.

## Get shows, movies, and more in the Apple TV app on iPad

The Apple TV app ⬛ brings your favorite shows, movies, and sports together in one place. Quickly find and watch your favorites, pick up where you left off with Up Next, or discover something new—personalized just for you.
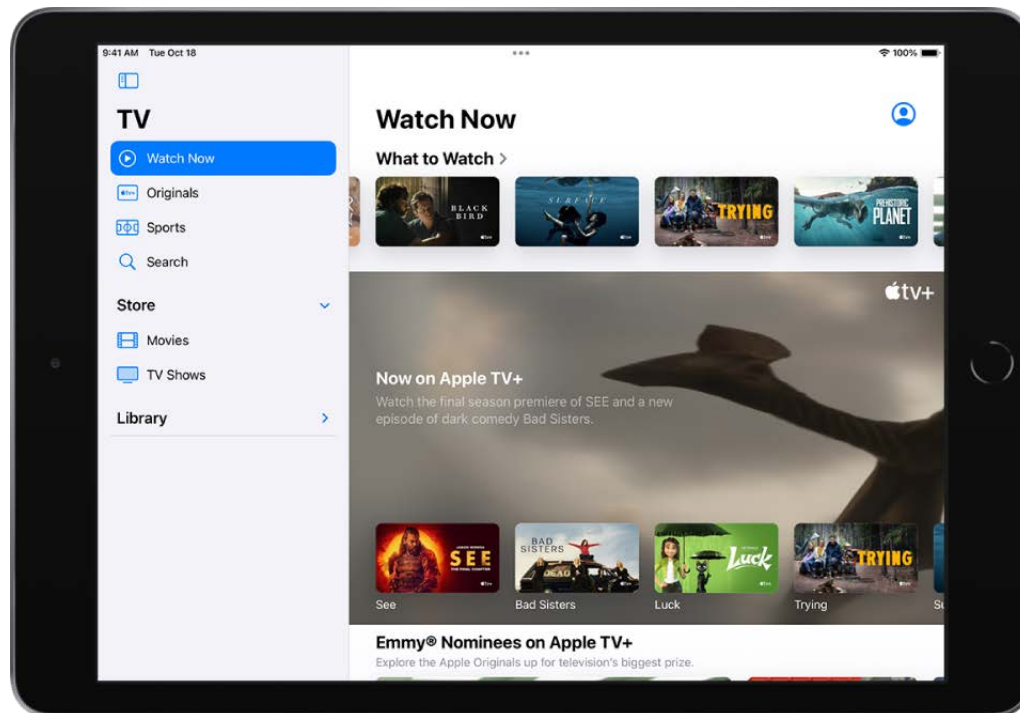
*Note:* The availability of Apple Media Services varies by country or region. See the Apple Support article Availability of Apple Media Services.

### Discover shows and movies

In the Apple TV app, tap Watch Now, then do any of the following:

- *Get recommendations:* Browse the What to Watch row for editorial recommendations that are personalized for you. Many rows throughout the app feature personalized recommendations based on your channel subscriptions, supported apps, purchases, and viewing interests.

- *Browse Apple TV channels:* Scroll down to browse channels you subscribe to. In the Channels row, browse other available channels, then tap a channel to explore its titles.

- *See movies, shows, and episodes sent by friends in Messages:* Scroll down to the Shared with You row. See Send and receive content in Messages on iPad.

### Use the Up Next queue

In the Up Next row, you can find titles you recently added, rented, or purchased, catch the next episode in a series you've been watching, or resume what you're watching from the moment you left off.

Do any of the following:

- *Add an item to Up Next:* Touch and hold the item, then tap Add to Up Next.

- *Remove an item from Up Next:* Touch and hold the item, then tap Remove from Up Next.

- *Continue watching on another device:* You can see your Up Next queue in the Apple TV app on your iPhone, iPad, Mac, Apple TV, or supported smart TV where you're signed in with your Apple ID.

### Browse Apple TV+

Discover Apple Originals—award-winning series, compelling dramas, groundbreaking documentaries, kids' entertainment, comedies, and more—with new items added every month.
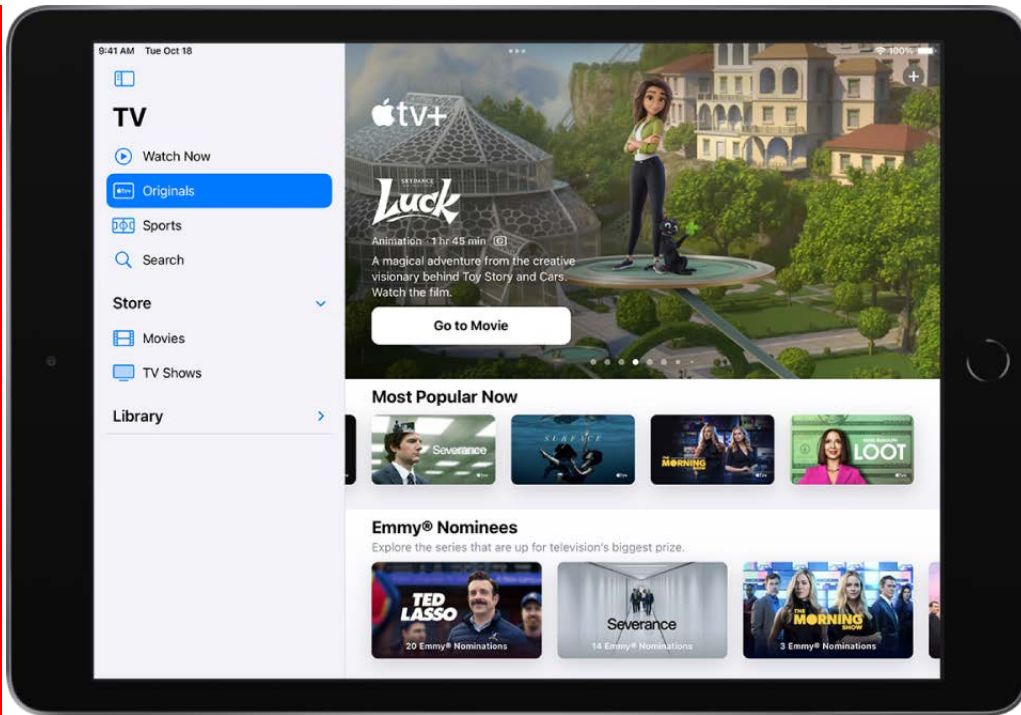
Tap Originals, then do any of the following:

- *See what's up next:* In the Up Next row, find titles you recently added, play the next episode in a series, or continue watching where you left off.

- *Browse a collection:* Swipe left on the collection or tap See All.

- *See descriptions and ratings:* Tap an item.

**Search for shows, movies, and more**

Tap Search, then enter what you're looking for in the search field. You can search by title, sport, team, cast member, Apple TV channel, or topic (such as "car chase").

**Stream or download content**

Content from Apple TV+ and Apple TV channels play in the Apple TV app, while content from other providers plays in their video app.

1. Tap an item to see its details.

2. Choose any of the following options (not all options are available for all titles):

   - *Watch Apple TV+ or Apple TV channels:* Tap Play. If you're not a current subscriber, tap Try It Free (available for eligible Apple ID accounts) or Subscribe.

- *Choose a different video app:* If the title is available from multiple apps, scroll down to How To Watch, then choose an app.

- *Download:* Tap ⬇. You can find the downloaded item in your library and watch it even when iPad isn't connected to the internet.

**Buy, rent, or pre-order items**

1. Below the Store heading in the sidebar, tap TV Shows or Movies.

2. Choose any of the following options (not all options are available for all titles):

   - *Buy:* Purchased items are added to your library.

   - *Rent:* When you rent a movie, you have 30 days to start watching it. After you start watching the movie, you can play it as many times as you want for 48 hours, after which the rental period ends. When the rental period ends, the movie is deleted.

   - *Pre-order:* When the pre-ordered item becomes available, your payment method is billed, and you receive an email notification. If you turned on automatic downloads, the item is automatically downloaded to your iPad.

3. Confirm your selection, then complete the payment or pre-order, as applicable.

You can find your purchases and rentals in your library and play them in the Apple TV app.

# Watch sports in the Apple TV app on iPad

In the Apple TV app ⬛, the Sports row gives you access to a wide array of live and scheduled sports events (U.S. and Canada only).

You can see games in progress with up-to-the-minute scores, or browse upcoming games and add them to Up Next. You can also receive notifications about upcoming events and see live scores for your favorite teams with My Sports.

**Explore sports**

Tap Sports in the sidebar, then do any of the following:

- Browse current and upcoming games in the top row.

- Scroll down to browse football, baseball, basketball, and more.

- To filter by sport, scroll down to the Browse row, then tap a sport.

**Watch a live game**

Tap the game, then tap Live Now. Or scroll down to How to Watch, then choose an app.

Select games may show the current score and play-by-play updates on the game page.

To hide the scores of live games, go to Settings ⚙ > TV, then turn off Show Sports Scores.

**Follow your favorite teams with My Sports**

My Sports lets you follow your favorite teams; access scores, schedules, and standings for the top professional and college leagues; and watch highlights. In the Apple TV app, add your favorite teams to My Sports to see their games in Up Next and receive notifications when they're playing.

1. Tap Sports in the sidebar.

2. Scroll to the bottom, then tap Follow Your Teams.

3. Tap Turn On.

When you turn on syncing for My Sports, the teams you follow in Apple TV are automatically followed in Apple News and other supported apps.

*Note:* My Sports in the Apple TV app  lets you follow sports teams. Apple News lets you follow sports teams, as well as sports leagues and athletes.

## Control playback in the Apple TV app on iPad

In the Apple TV app , you can use the playback controls to play, pause, skip backward or forward, and more. When you watch with your friends using SharePlay (iPadOS 15.1 or later), the playback controls are shared by everyone on the FaceTime call.

**Use the playback controls**

During playback, tap the screen to show the controls.

| Control | Description |
|---------|-------------|
| ▶ | Play |
| ❚❚ | Pause |
| ↺10 | Skip backward 10 seconds; touch and hold to rewind |
| 10↻ | Skip forward 10 seconds; touch and hold to fast-forward |
| ◻ | Stream the video to other devices |
| ⋯ | Change the playback speed, display subtitles and closed captions, change the language, and more (features subject to availability) |
| ⧉ | Start Picture in Picture—you can continue to watch the video while you use another app |
| ✕ | Stop playback |

# Watch together using SharePlay in the Apple TV app on iPad

In the Apple TV app  , you can stream TV shows and movies in sync with friends and family while on a FaceTime call together using SharePlay. The controls are shared so anyone on the call can pause, rewind, or fast forward. With smart volume, media audio is adjusted automatically, so you can continue to chat while watching. (Settings like subtitles and volume are controlled separately by each person.)
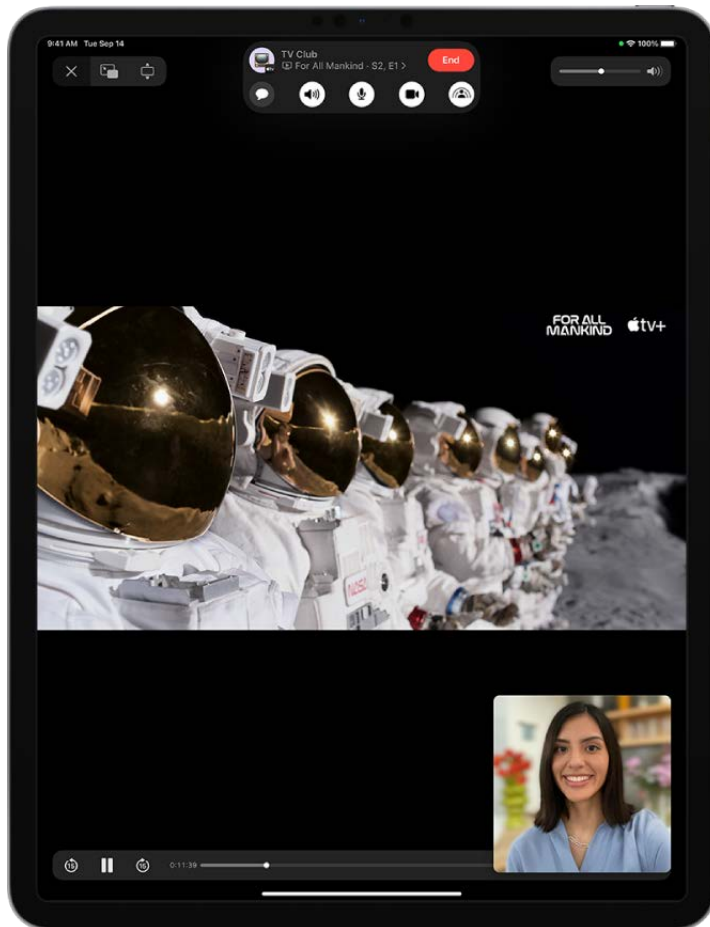


*Note:* Some apps that support SharePlay require a subscription. To watch a movie or TV show together, every participant needs to have access to the content, through either a subscription or purchase, on a device that meets the minimum system requirements. SharePlay may not support the sharing of some movies or TV shows across different countries or regions. FaceTime, some FaceTime features, and other Apple services may not be available in all countries or regions.

**Start SharePlay in the Apple TV app**

With iPadOS 15.1 or later, you can start a FaceTime call in the Apple TV app while you're browsing or watching video content, and share the item in sync with others using SharePlay. Everyone on the call needs to have access to the content on their own device (for example, through a subscription or purchase).

1. Find a show or movie you want to share, then tap the item to see its details.

2. Tap ⬆, then tap SharePlay.

3. In the To field, enter the contacts you want to share with, then tap FaceTime.

4. When the FaceTime call connects, tap Start or Play to begin using SharePlay.

   To begin viewing, recipients tap Open.

*Note:* If the content requires a subscription, people who aren't subscribers can subscribe before watching.

**Send what you're watching in SharePlay to Apple TV**

After the video starts playing, you can stream it to your Apple TV to enjoy on the big screen. Tap ⬚, then choose Apple TV as the playback destination.

The video plays in sync on Apple TV, and you can keep the conversation going on your iPad.

See Watch together using SharePlay in the Apple TV User Guide.

## Manage your library in the Apple TV app on iPad

In the Apple TV app 📺, your library contains shows and movies you purchased, rented, and downloaded. If you use Family Sharing, you can also view purchases made by family members.

**Browse your library**

Below the Library heading in the sidebar, tap Movies, TV Shows, or Genres.

**Watch a movie you rented**

1. Below the Library heading in the sidebar, tap Rentals, then tap a movie.

2. Do any of the following:

   - *Play:* Tap ▶. The time remaining in the rental period is shown.

   - *Download:* Tap ⬇ to watch the item later when iPad isn't connected to the internet.

**Share purchases made by family members**

If you use Family Sharing, you and your family members can share purchases in the Apple TV app.

Tap Library, tap Family Sharing, then choose a family member.

**Remove a downloaded item**

1. Below the Library heading in the sidebar, tap Downloaded.

2. Swipe left on the item you want to remove, then tap Delete.

Removing an item from iPad doesn't delete it from your purchases in iCloud. You can download the item to iPad again later.

## Change the Apple TV app settings on iPad

You can adjust streaming and download settings for the Apple TV app �📺. You can also change how the Apple TV app uses your viewing history to provide personalized recommendations.

**Change streaming and download options**

1. Go to Settings ⚙ > TV.

2. Choose streaming options:

   - *Use Cellular Data:* (Wi-Fi + Cellular models) Turn off to limit streaming to Wi-Fi connections.

   - *Cellular:* (Wi-Fi + Cellular models) Choose High Quality or Automatic.

   - *Wi-Fi:* Choose High Quality or Data Saver.

     High Quality requires a faster internet connection and uses more data.

3. Choose download options:

   - *Use Cellular Data:* (Wi-Fi + Cellular models) Turn off to limit downloads to Wi-Fi connections.

   - *Cellular:* (Wi-Fi + Cellular models) Choose High Quality or Fast Downloads.

   - *Wi-Fi:* Choose High Quality or Fast Downloads.

     High Quality results in slower downloads and uses more data.

   - *Languages:* Choose a language. Each added audio language increases the download size. To remove a language, swipe left on the language you want to remove, then tap Delete.

     The default language is the primary language for your country or region. If you turned on Audio Descriptions in Settings > Accessibility, audio descriptions are also downloaded.

**Use or clear your viewing history**

By default, what you watch on your iPad affects your personalized recommendations and Up Next queue on all your devices where you're signed in with your Apple ID.

You can do any of the following:

- *Clear your viewing history:* Tap Watch Now, tap 👤 or your profile picture at the top right, then tap Clear Play History.

- *Turn off personalization features based on your viewing history:* Go to Settings ⚙ > TV, then turn off Use Play History.

# Voice Memos

## Make a recording in Voice Memos on iPad

With the Voice Memos app 🎙, you can use iPad as a portable recording device to record personal notes, classroom lectures, musical ideas, and more. You can fine-tune your recordings with editing tools like trim, replace, and resume.

Record voice memos using the built-in microphone, a supported headset, or an external microphone.

When Voice Memos is turned on in iCloud settings or preferences, your recordings appear and update automatically on all your devices where you're signed in with the same Apple ID.
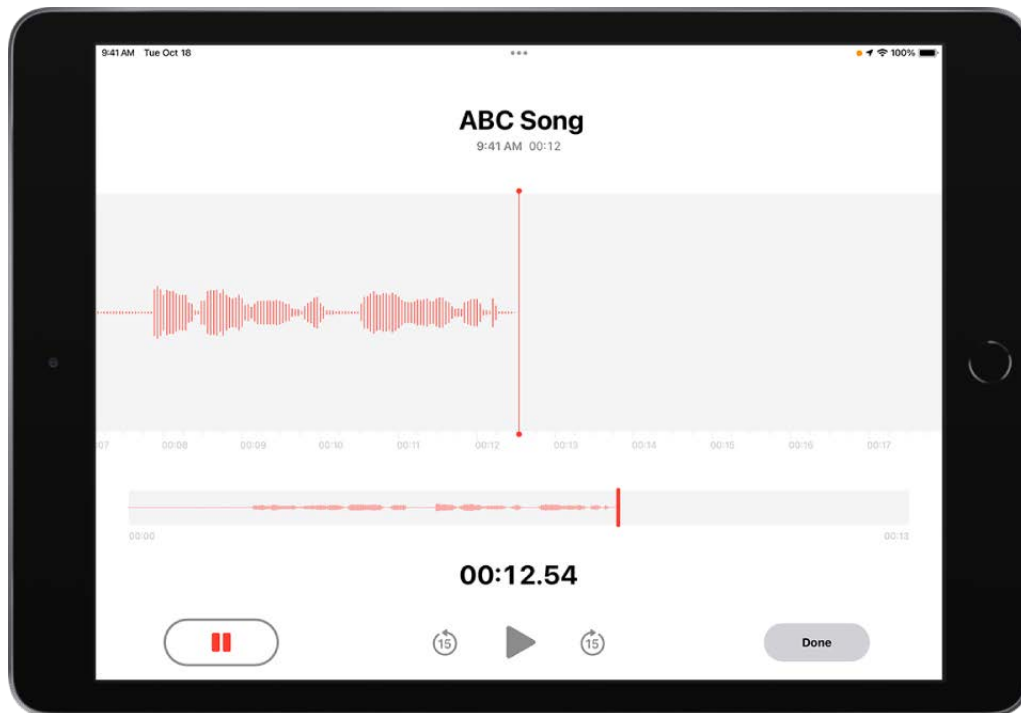


**Make a basic recording**

1. To begin recording, tap 🔴.

   To adjust the recording level, move the microphone closer to or farther from what you're recording.

2. Tap Done to finish recording.

Your recording is saved with the name New Recording or the name of your location, if
Location Services is turned on in Settings ⚙ > Privacy & Security. To change the name,
tap the recording, then tap the name and type a new one.

To fine-tune your recording, see Edit a recording in Voice Memos.

*Note:* For your privacy, when you use Voice Memos to make recordings, an orange dot
appears at the top of your screen to indicate your microphone is in use.

**Use the advanced recording features**

You can make a recording in parts, pausing and resuming as you record.

1. To begin recording, tap 🔴.

   To adjust the recording level, move the microphone closer to or farther away from
   what you're recording.

   To see more details while you're recording, swipe up from the top of the waveform.

2. Tap ⏸ to stop recording; tap Resume to continue.

3. To review your recording, tap ▶.

   To change where playback begins, drag the playhead right or left across the small
   waveform at the bottom of the screen before you tap ▶.

4. To save the recording, tap Done.

Your recording is saved with the name New Recording or the name of your location, if
Location Services is turned on in Settings ⚙ > Privacy & Security. To change the name,
tap the recording, then tap the name and type a new one.

To fine-tune your recording, see Edit a recording in Voice Memos.

**Mute the start and stop tones**

While recording, use the iPad volume down button to turn the volume all the way down.

**Use another app while recording**

While you're recording, you can use another app, as long as it doesn't play audio on your
device. If the app starts playing or recording sound, Voice Memos stops recording.

1. While recording, you can go to the Home Screen and open another app.

2. To return to Voice Memos, tap the orange icon at the top of the screen.

If Voice Memos is turned on in iCloud settings or preferences, your recording is saved in iCloud and appears automatically on all your devices where you're signed in with the same Apple ID.

Recordings using the built-in microphone are mono, but you can record stereo using an external stereo microphone that works with iPad. Look for accessories marked with the Apple "Made for iPad" or "Works with iPad" logo.

## Play a recording in Voice Memos on iPad

In the Voice Memos app 🎙, tap a recording and use the playback controls to listen to it.
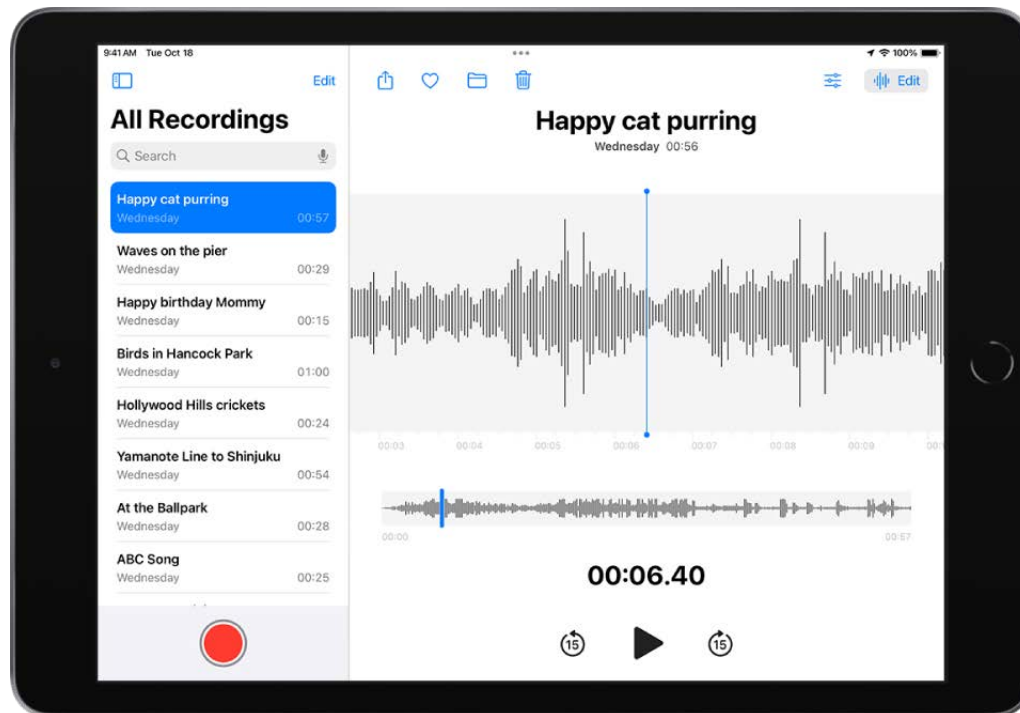


| Control | Description |
|---------|-------------|
| ▶ | Play |
| ⏸ | Pause |
| ↺15 | Skip backward 15 seconds |
| 15↻ | Skip forward 15 seconds |

**Tip:** While the recording is open, you can tap its name to rename it.

## Change the playback speed

You can play a recording at a faster or slower speed.

1. In the list of recordings, tap the recording you want to play.

2. Tap ≋, then drag the slider toward the tortoise 🐢 for a slower speed, or toward the rabbit 🐇 for a faster speed.]

3. Tap ≋, then tap ▶ to play the recording.

*Note:* Changing the playback speed doesn't change the recording itself, only how fast it plays.

## Enhance a recording

When playing a recording, you can enhance it to reduce background noise and echo.

1. Tap the recording you want to enhance.

2. Tap ≋, then turn on Enhance Recording.

3. Tap ≋, then tap ▶ to play the recording.

*Note:* Turning on Enhance Recording doesn't change the recording itself, only how it sounds when you play it.

## Skip over gaps when playing back a recording

Voice Memos can analyze your audio and automatically skip over gaps when playing it.

1. Tap the recording you want to play.

2. Tap ≋, then turn on Skip Silence.

3. Tap ≋, then tap ▶ to play the recording.

*Note:* Turning on Skip Silence doesn't change the recording itself, only how it sounds when you play it.

## Turn off the playback options

To return all the playback options to their original settings, tap ≋, then tap Reset.

# Edit or delete a recording in Voice Memos on iPad

In the Voice Memos app , you can use the editing tools to fine-tune your recordings. You can remove parts you don't want, record over parts, or replace an entire recording.

**Trim the excess**

1. In the list of recordings, tap the recording you want to edit, then tap Edit at the top right.

2. Tap ⊐ at the top right, then drag the yellow trim handles to enclose the section you want to keep or delete.

   You can pinch open to zoom in on the waveform for more precise editing.
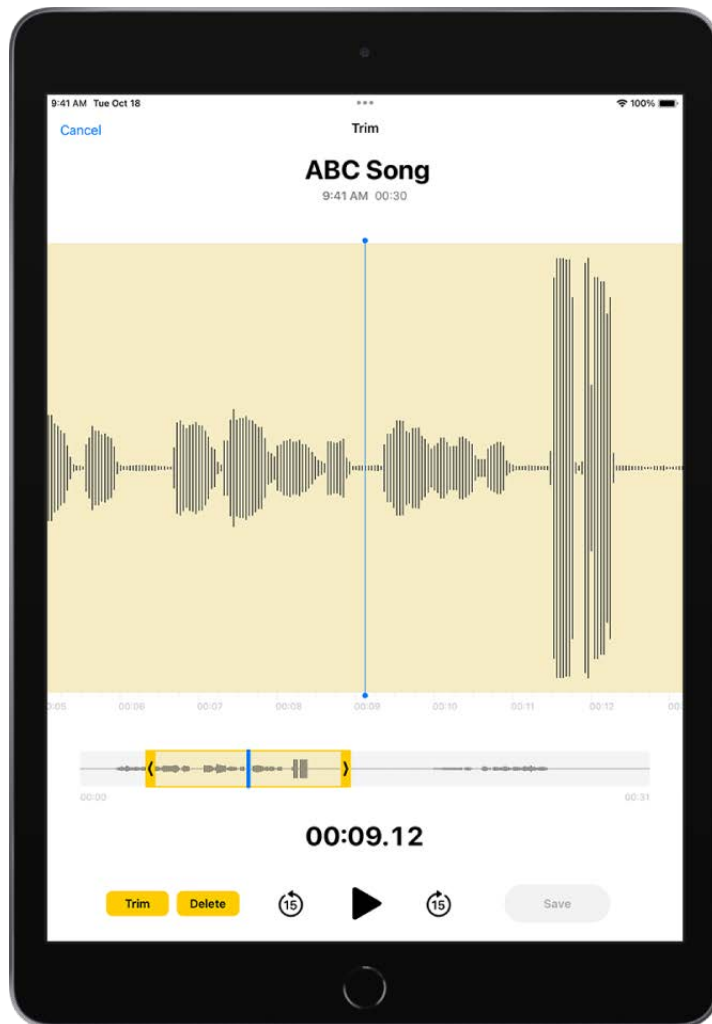


   To check your selection, tap ▶.

3. To keep the selection (and delete the rest of the recording), tap Trim, or to delete the selection, tap Delete.

4. Tap Save, then tap Done.

**Replace a recording**

1. In the list of recordings, tap the recording you want to replace, then tap Edit at the top right.

2. Drag the waveform to position the playhead where you want to start recording new audio.

   You can pinch open to zoom in on the waveform for more precise placement.

3. Tap Replace to begin recording (the waveform turns red as you record).

   Tap ❚❚ to pause; tap Resume to continue.

4. To check your recording, tap ▶.

5. Tap Done to save the changes.

---

**Delete a recording**

Do one of the following:

- In the list of recordings, tap the recording you want to delete, then tap 🗑.

- Tap Edit above the list of recordings, select one or more recordings, then tap Delete.

Deleted recordings move to the Recently Deleted folder, where they're kept for 30 days by default. To change how long deleted recordings are kept, go to Settings ⚙ > Voice Memos > Clear Deleted, then select an option.

---

**Recover or erase a deleted recording**

1. Tap the Recently Deleted folder, then tap the recording you want to recover or erase.

2. Do any of the following:

   - *Recover the selected recording:* Tap Recover.

   - *Recover everything in the Recently Deleted folder:* Tap Edit above the Recently Deleted list, then tap Recover All.

   - *Delete everything in the Recently Deleted folder:* Tap Edit above the Recently Deleted list, then tap Delete All.

---

# Keep recordings up to date in Voice Memos on iPad

With the Voice Memos app 🎙 and iCloud, your audio recordings appear and are kept up to date automatically on all your devices (where you're signed in with the same Apple ID and Voice Memos is turned on in iCloud settings).

To turn on Voice Memos in iCloud on your devices, do the following:

- *iOS or iPadOS:* Go to Settings ⚙ > [*your name*] > iCloud > Show All, then turn on Voice Memos.

- *macOS Ventura:* Choose Apple menu  > System Settings, click [*your name*] at the top of the sidebar, click iCloud on the right, Click Options next to iCloud Drive. Click Documents, then select Voice Memos.

- *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 next to iCloud Drive, click Documents, then select Voice Memos.

- *macOS 10.14 or earlier:* Choose Apple menu > System Preferences, then click iCloud. Select iCloud Drive, click Options, then select Voice Memos.

# Organize recordings in Voice Memos on iPad

In the Voice Memos app 🎙, you can mark recordings as favorites and organize your recordings into folders.

*Note:* Apple Watch recordings, recently deleted recordings, and favorites are grouped into Smart Folders—folders that automatically gather files by type and subject matter.

### Mark recordings as favorites

Do one of the following:

- In the list of recordings, tap the recording you want to mark as a favorite, then tap ♡ above the waveform on the right.

- Tap Edit above the list of recordings, select one or more recordings, tap Move, then tap favorites.

Recordings marked as favorites automatically appear in the Favorites folder.

**Organize recordings into folders**

You can group related recordings together into folders so you can locate them easily.

1. Tap Edit above the list of recordings.

2. Select one or more recordings, then tap Move.

3. If you want to create a new folder for the recordings, tap ⊡, then type a name for the folder.

4. Tap the folder where you want to store the selected recordings.

To view your folders, tap ‹; tap a folder to check its contents.

To return to the list of recordings, tap All Recordings above the folders.

**Delete or reorder folders**

1. Tap ‹ to go to the list of folders.

2. Tap Edit above the folders, then do any of the following:

   • *Delete a folder:* Tap 🔴 next to the folder, then tap 🗑.

   • *Change the order of the folders:* Drag ≡ next to any folder.

3. Tap Done.

## Search for or rename a recording in Voice Memos on iPad

You can search for your recordings in the Voice Memos app 🎙, and rename any recording.

**Search for a recording**

1. Swipe down from the middle of the list of recordings to reveal the search field.

2. Tap the search field, enter part or all of the recording name, then tap Search.

**Rename a recording**

A recording is initially saved with the name New Recording or the name of your location, if Location Services is turned on in Settings ⚙ > Privacy & Security.

To change the name, tap the recording, tap the name, then type a new one.

## Share recordings in Voice Memos on iPad

In the Voice Memos app 🔴, you can share a recording with others (or send it to your Mac or another device) using AirDrop, Messages, Mail, and more.

### Share a recording

1. Tap the recording you want to share, then tap ⬆️.

2. Choose a sharing option, select or enter a recipient, then tap Done or ⬆️.

### Share more than one recording

1. Tap Edit above the list of recordings, then select the recordings you want to share.

2. Tap ⬆️, choose a sharing option, select or enter a recipient, then tap Done or ⬆️.

## Duplicate a recording in Voice Memos on iPad

In the Voice Memos app 🔴, you can duplicate a recording, which is useful when you need another version of it. You can make changes to the copy, save it, and give it a new name.

Tap a recording, tap ⬆️ above the waveform, then tap Duplicate.

The duplicate appears right below the original version in the list and has "copy" added to its name. To change the name, tap it, then type a new one.

# Weather

## Check the weather on iPad

Use the Weather app to check the weather conditions in your current location. View the upcoming hourly and 10-day forecast, see severe weather information, and more.

*Note:* Weather uses Location Services to get the forecast for your current location. To make sure Location Services is turned on, go to Settings > Privacy & Security > Location Services > Weather. Turn on Precise Location to increase the accuracy of the forecast in your current location.

**Check the local forecast and conditions**

When you open Weather, the details for your current location are shown. If you don't see them, tap ▯, then tap My Location.

Swipe up to view weather details such as:

- *Hourly forecast:* Swipe the hourly display left or right.

- *10-day forecast:* View weather conditions, chance of precipitation, and high and low temperatures for the coming days.

    **Tip:** Tap a day in the 10-day forecast to see that day's hourly temperature forecast, high and low temperatures, and more. Tap ⌄ to change the displayed weather condition.

- *Severe weather alerts:* View updates for weather events such as winter storms and flash floods (not available in all countries or regions). Tap the alert to read the full government-issued alert.

- *Air quality:* View air quality information; tap to view details about health information and pollutants (not available in all countries or regions).

    *Note:* The air quality scale appears above the hourly forecast when air quality reaches a particular level for that location. For some locations, the air quality scale always appears above the hourly forecast.

- *Maps:* View a map of temperature, precipitation, or air quality in the area. Tap the map to view it in full screen or to change the map view between temperature, precipitation, and air quality. See View weather maps on iPad.

- *Additional weather details:* Scroll down to see additional weather information such as the UV index, sunrise, sunset, wind, precipitation, and more. Tap a weather detail for the extended forecast, daily summary, and data specific to that detail.

  **Tip:** Some weather details include interactive features; drag your finger over the chart to see data values at specific times, tap a day to see data values for that day, or tap ⌄ to switch the view to a different weather detail.

To learn about the data sources for the Weather app, see the Apple Support article Feature availability and data sources in the Weather app.

**Switch between Celsius and Fahrenheit**

1. Open Weather, then tap ▥ or turn your iPad to landscape view to display the sidebar.

2. Tap ⋯, then tap Celsius or Fahrenheit.

**Send a report about the weather**

You can report the weather in your location if it doesn't match what's shown in the Weather app.

1. Open Weather, then tap ▥ or turn your iPad to landscape view to display the sidebar.

2. Tap ⋯, then tap Report an Issue.

3. Tap the options that best describe the weather conditions in your location.

4. Tap Submit.

The information you share with Apple isn't associated with your Apple ID.

## Check the weather in other locations on iPad

Use the Weather app 🌤 to check the weather in other cities and locations. You can also create a saved weather list to quickly check the forecast in places that are important to you.

**Check the weather in another location**

1. Open Weather, then tap ▦ or turn your iPad to landscape view to display the sidebar.

2. Tap the search field at the top of the screen, then enter the name of the city, the zip code, or the airport code.

3. Tap the location in the search results to view the forecast.

4. Tap Cancel to close the forecast, then tap Cancel to clear the search results.

**Add a location to your weather list**

You can add locations to the weather list to quickly check the weather in places important to you.

1. Open Weather, then tap ▦ or turn your iPad to landscape view to display the sidebar.

2. Tap the search field at the top of the screen, then enter the name of the city, the zip code, or the airport code that you want to add to your list.

3. Tap the location in the search results, then tap Add.

To check the weather in locations you added to your weather list, swipe the iPad screen left or right, or tap ▦, then tap a location.

**Delete and rearrange locations in your weather list**

1. Open Weather, then tap ▦ or turn your iPad to landscape view to see your weather list.

2. Do either of the following:

   - *Delete a location:* Swipe left on the location, then tap 🗑. Or, tap ⋯, then tap Edit List.

   - *Rearrange the order of locations on your list:* Touch and hold the location, then move it up or down. Or, tap ⋯, then tap Edit List.

Your list of locations stays up to date across your devices when you're signed in with the same Apple ID.

# View weather maps on iPad

You can use the Weather app ▧ to view full-screen temperature, precipitation, and air quality maps in your location or other areas.

**View a full-screen weather map**

1. Open Weather.

2. Tap the weather map shown in the temperature detail to enlarge the map.

   When the map is enlarged, it stays pinned to the top of the screen in portrait view and to the side of the screen in landscape view.

**Change the map display**

1. While viewing full-screen map, do any of the following to adjust the display:

   - *Change the map display to temperature, precipitation, or air quality:* Tap ▧.

   - *Move the map:* Touch the screen and drag your finger.

   - *Zoom in and out:* Pinch the screen.

     While viewing the precipitation map, tap ◇ to change the view between Next-Hour Forecast and 12-Hour Forecast (not available in all countries or regions).

   - *View a different location in your weather list:* Tap ▧ or turn your iPad to landscape view, then tap a location in your weather list.

   - *Return to your current location:* Tap ◤.

   - *Add a location to your weather list, view its current conditions, or view it in Maps:* Touch and hold the location.

2. Tap Done to return to weather conditions and forecast.

# Manage weather notifications on iPad

You can receive notifications from the Weather app 🌤 when precipitation and severe weather events such as tornados and flash floods are about to start or stop in your current location. You can also receive precipitation notifications for locations in your weather list (not available in all countries or regions).

**Turn on weather notifications for your location**

1. Go to Settings ⚙ > Privacy & Security > Location Services > Weather, then tap Always.

2. Turn on Precise Location to receive the most accurate notifications for your current location.

3. Open Weather, then tap ▤ or turn your iPad to landscape view to display the sidebar.

4. Tap ⚫⚫⚫, then tap Notifications.

   If prompted, allow notifications from the Weather app.

5. Below Current Location, turn on notifications for Severe Weather and Next-Hour Precipitation (green is on).

6. Tap Done.

   *Note:* Not available in all countries or regions.

**Turn on weather notifications for locations in your weather list**

1. Open Weather, then tap ▤ or turn your iPad to landscape view to display the sidebar.

2. Tap ⚫⚫⚫, then tap Notifications.

   If prompted, allow notifications from the Weather app.

3. Below Your Locations, tap a location, then turn on notifications for Severe Weather and Next-Hour Precipitation (green is on).

4. Tap Done.

   *Note:* Not available in all countries or regions.

# Add a Weather widget to your iPad Home Screen

Use the Weather widget to check the forecast at a glance on your iPad Home Screen. You can choose the size of the Weather widget and the amount of information displayed. See [Add widgets on iPad](#).

## Learn the weather icons on iPad

The icons in the Weather app  indicate different weather conditions, like fog or haze. Here's a list of some of the weather icons and what they mean.

| Icon | Description |
| --- | --- |
|  | Sunrise |
|  | Sunset |
|  | Clear |
|  | Partly cloudy |
|  | Dust |
|  | Haze |
|  | Smoke |
|  | Fog |
|  | Windy |
|  | Cloudy |

| | |
|---|---|
| | Thunderstorms |
| | Rain |
| | Heavy rain |
| | Drizzle |
| | Hail |
| | Tornado |
| | Snow |
| | Scattered snow |
| | Heavy snow/Sleet |
| | Blowing snow |
| | Cloudy |
| | Clear |

# Siri

## Use Siri on iPad

Get everyday tasks done with just your voice. Use Siri to translate a phrase, set an alarm, find a location, report on the weather, and more. See Find out what Siri can do on iPad.

On supported devices, voice input is processed on iPad, but transcripts of your requests are sent to Apple in order to improve Siri. This data is not associated with your Apple ID and will only be stored for a limited time. You can also opt in to Improve Siri and Dictation. If you opt in, the audio of your interactions with Siri, Dictation, and Translate will be shared with Apple in order to help develop and improve Siri, Dictation, and other language processing features like Translate or Voice Control. To learn more, see the Improve Siri and Dictation & Privacy website.

For some requests, iPad must be connected to the internet. Cellular charges may apply.
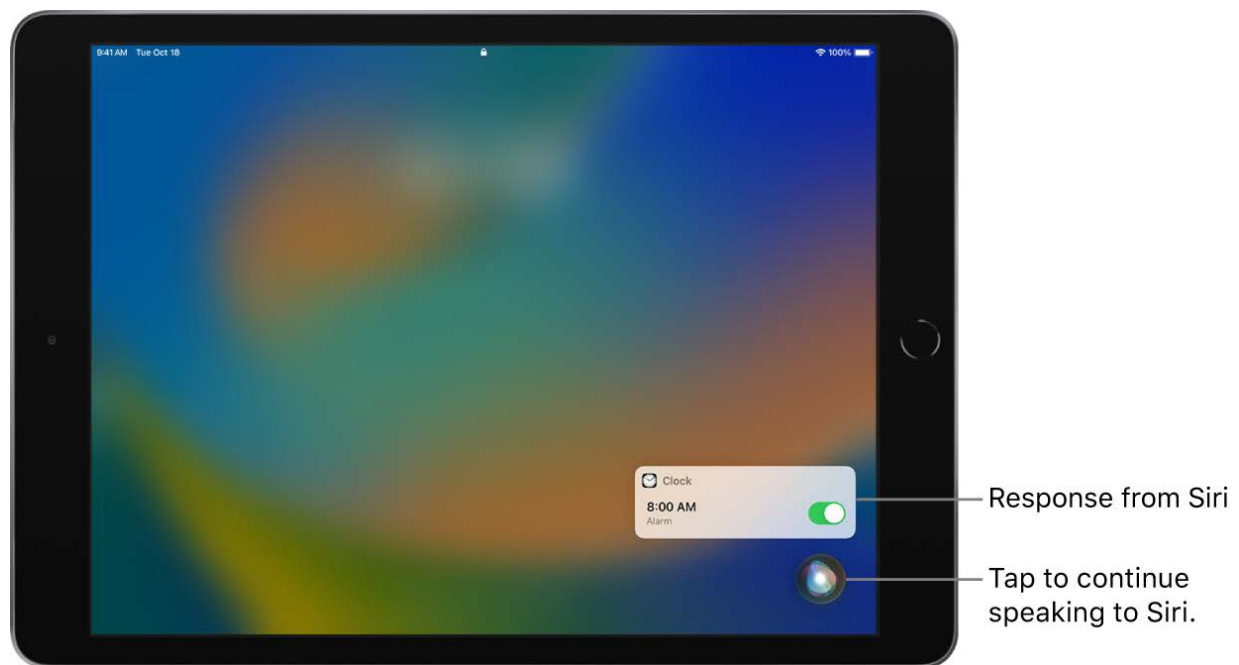


### Set up Siri

If you didn't set up Siri when you first set up your iPad, go to Settings ⚙ > Siri & Search, then do any of the following:

- *If you want to activate Siri with your voice:* Turn on Listen for "Hey Siri."

- *If you want to activate Siri with a button:* Turn on Press Home for Siri (on an iPad with a Home button) or Press Top Button for Siri (on other iPad models).

To change additional Siri settings, see Change Siri settings on iPad.

**Activate Siri with your voice**

When you activate Siri with your voice, Siri responds out loud.

1. Say "Hey Siri," then ask a question or make a request.

   For example, say something like "Hey Siri, what's the weather for today?" or "Hey Siri, set an alarm for 8 a.m."

2. To ask another question or make another request, say "Hey Siri" again or tap 🌐.

*Note:* To prevent iPad from responding to "Hey Siri," place your iPad face down, or go to Settings ⚙️ > Siri & Search, then turn off Listen for "Hey Siri."

You can also say "Hey Siri" to activate Siri while wearing supported AirPods. See Set up Siri in the AirPods User Guide.

**Activate Siri with a button**

When you activate Siri with a button and iPad is muted, Siri responds silently. To change this, see Change how Siri responds.

1. Do one of the following:

   - *On an iPad with a Home button:* Press and hold the Home button.

   - *On other iPad models:* Press and hold the top button.

   - *EarPods with Remote and Mic:* (Sold separately) Press and hold the center or call button.

2. When Siri appears, ask a question or make a request.

   For example, say something like "What's 18 percent of 225?" or "Set the timer for 3 minutes."

3. To ask another question or make another request, tap 🌐.

You can also activate Siri with a touch on supported AirPods. See Set Up Siri in the AirPods User Guide.

**Make a correction if Siri misunderstands you**

- *Rephrase your request:* Tap 🌐, then say your request in a different way.

- *Spell out part of your request:* Tap 🌐, then repeat your request by spelling out any words that Siri didn't understand. For example, say "Call," then spell the person's name.

- *Change a message before sending it:* Say "Change it."

- *Edit your request with text:* If you see your request onscreen, you can edit it. Tap the request, then use the onscreen keyboard.

**Type instead of speaking to Siri**

1. Go to Settings 🔘 > Accessibility > Siri, then turn on Type to Siri.

2. To type a request, activate Siri, then use the keyboard and text field to ask a question or make a request.

If Siri doesn't work as expected on your iPad, see the Apple Support article If "Hey Siri" isn't working on your iPhone or iPad.

Siri is designed to protect your information, and you can choose what you share. To learn more, see the Ask Siri, Dictation & Privacy website.

# Find out what Siri can do on iPad

Use Siri on iPad to get information and perform tasks. Siri and its response appear on top of what you're currently doing, allowing you to refer to information onscreen.

Siri is interactive. When Siri displays a web link, you can tap it to see more information in your default web browser. When the onscreen response from Siri includes buttons or controls, you can tap them to take further action. And you can tap Siri again to ask another question or do an additional task for you.

Below are some examples of what you can use Siri to do. Additional examples appear throughout this guide. You can also discover Siri capabilities on your iPhone and in apps by asking "Hey Siri, what can I do here?"

## Use Siri to answer questions

Use Siri to quickly check facts, do calculations, or translate a phrase into another language. Say something like:

- "Hey Siri, what causes a rainbow?"

- "Hey Siri, what does a cat sound like?"

- "Hey Siri, what's the derivative of cosine x?"

- "Hey Siri, how do you say Thank You in Mandarin?"
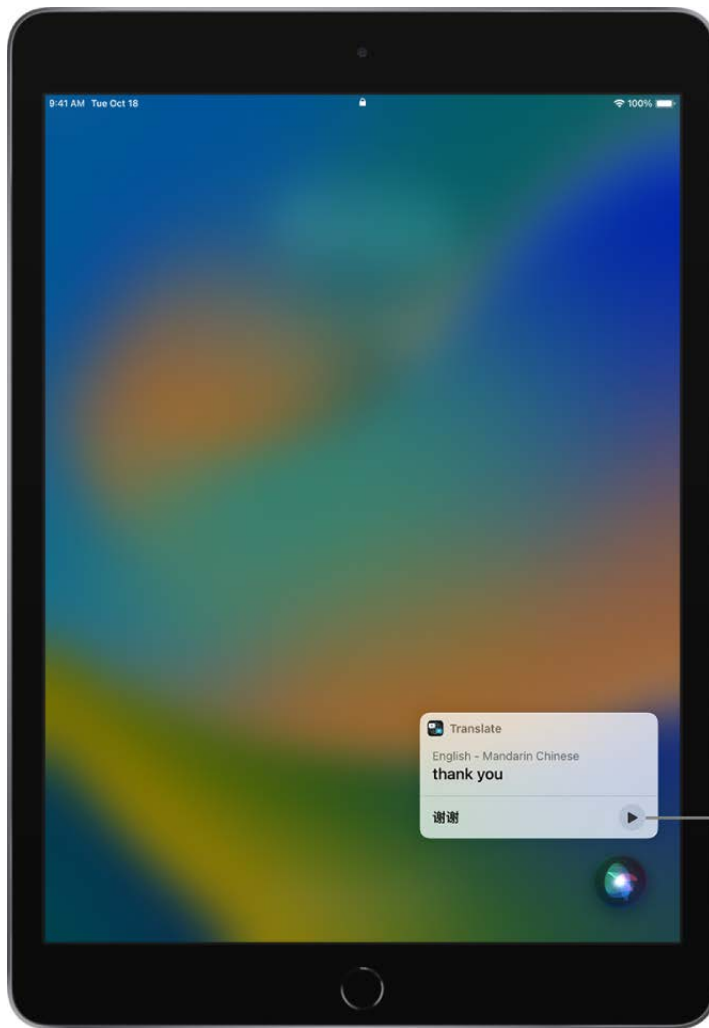


Play the translation again.

## Use Siri with apps

You can use Siri to control apps with your voice. Say something like:

- "Hey Siri, set up a meeting with Gordon at 9" to create an event in Calendar.

- "Hey Siri, add artichokes to my groceries list" to add an item to Reminders.

- "Hey Siri, send a message to PoChun saying love you heart emoji" to text with Messages.

- "Hey Siri, what's my update?" to get an update about the weather in your area, the news, your reminders and calendar events, and more.

For more examples, see any of the following:

- Announce calls, messages, and more with Siri on iPad

- Use Siri to play music on iPad and Listen to music with Apple Music Voice on iPad

- Control your home using Siri on iPad

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

- Add Siri Shortcuts on iPad

**Use Siri to share information with contacts**

You can share onscreen items like photos, webpages, content from Apple Music or Apple Podcasts, Maps locations, and more with people in your contacts.

For example, when looking at a photo in your Photo library, say something like "Hey Siri, send this to mom" to create a new message with the photo.
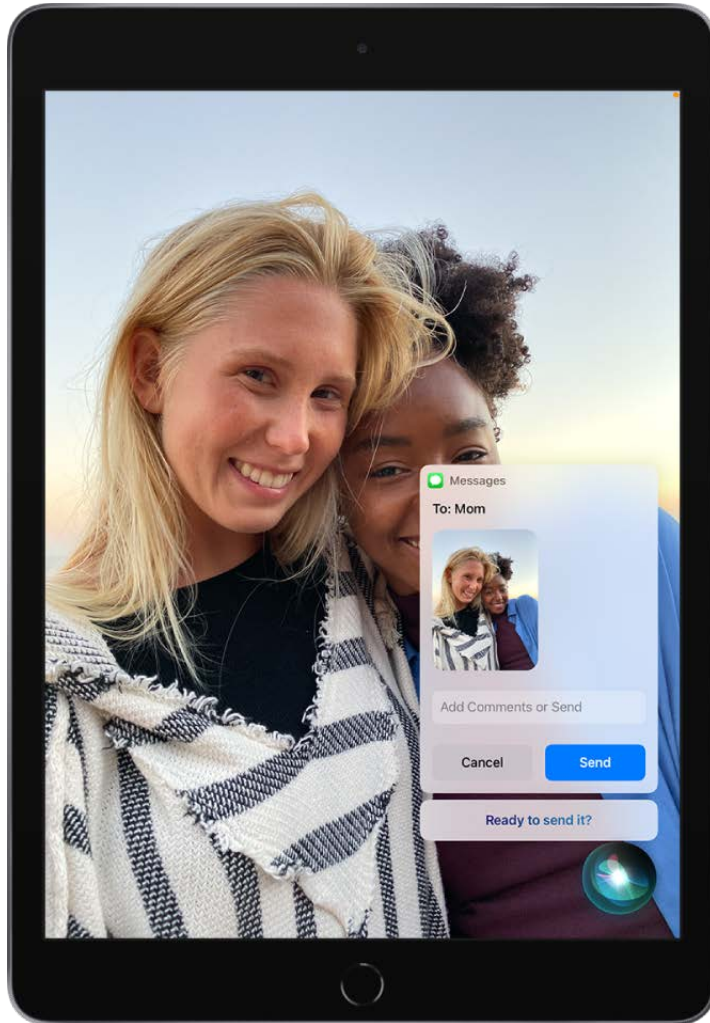
**Personalize your experience with Siri**

The more you use Siri, the better it knows what you need. You can also tell Siri about yourself and change how and when Siri responds. See any of the following:

- Siri Suggestions on iPad

- Tell Siri about yourself on iPad

- Change Siri settings on iPad

You can also use accessibility features with Siri.

Siri is designed to protect your information, and you can choose what you share. To learn more, see the Ask Siri, Dictation & Privacy website.

# Tell Siri about yourself on iPad

You can provide information to Siri—including things like your home and work addresses, and your relationships—for a more personalized experience so you can say things like "Give me driving directions home" and "FaceTime mom."

**Tell Siri who you are**

1. Open Contacts 🖼, then fill out your contact information.

2. Go to Settings ⚙ > Siri & Search > My Information, then tap your name.

**Tell Siri how to say your name**

1. Open Contacts 🖼, then tap your contact card.

2. Tap Edit, scroll down and tap "add field," select a pronunciation name field, then type how to say your name.

You can also add a pronunciation for any other contact card in Contacts. See Edit contacts on iPad.

**Tell Siri about a relationship**

Say something like "Hey Siri, Eliza Block is my wife" or "Hey Siri, Ashley Kamin is my mom."

**Keep what Siri knows about you up to date on your Apple devices**

On each device, go to Settings ⚙, then sign in with the same Apple ID.

If you use iCloud, your Siri settings stay up to date across your Apple devices using end-to-end encryption.

If you don't want Siri personalization to stay up to date across iPad and your other devices, you can disable Siri in iCloud settings. Go to Settings > [*your name*] > iCloud, then turn off Siri.

*Note:* If you have Location Services turned on, the location of your device at the time you make a request is also sent to Apple to help Siri improve the accuracy of its response to your requests. To deliver relevant responses, Apple may use the IP address of your internet connection to approximate your location by matching it to a geographic region. See Control the location information you share on iPad.

# Announce calls, messages, and more with Siri on iPad

Siri can announce calls and notifications from apps like Messages 🟢 on supported headphones. You can answer or reply using your voice without needing to say "Hey Siri."

Announce Calls and Announce Notifications also work with supported third-party apps.

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**Have Siri announce calls**

With Announce Calls, Siri identifies incoming FaceTime calls, which you can accept or decline using your voice.

1. Go to Settings ⚙️ > Siri & Search > Announce Calls, then choose an option.

2. When a call comes in, Siri identifies the caller, and asks if you want to answer the call. Say "yes" to accept the call or "no" to decline it.

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**Have Siri announce notifications**

Siri can automatically announce incoming notifications from apps like Messages and Reminders. Siri automatically enables app notifications for apps that use time-sensitive notifications, but you can change the settings at any time. To learn more about time-sensitive notifications, see Set up a Focus on iPad.

1. Go to Settings ⚙️ > Siri & Search > Announce Notifications, then turn on Announce Notifications.

2. Tap an app you want Siri to announce notifications from, then turn on Announce Notifications.

   For some apps, you can also choose whether to announce all notifications or only time-sensitive notifications.

For apps where you can send a reply, like Messages, Siri repeats what you said, then asks for confirmation before sending your reply. To send replies without waiting for confirmation, turn on Reply Without Confirmation.

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# Add Siri Shortcuts on iPad

Apps can offer shortcuts for things you do frequently. You can use Siri to initiate these shortcuts with just your voice.

Some apps have Siri Shortcuts set up automatically. You can also create your own.

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**Add a suggested shortcut**

Tap Add to Siri when you see a suggestion for a shortcut, then follow the onscreen instructions to record a phrase of your choice that performs the shortcut.

You can also use the Shortcuts app to create a new shortcut that uses Siri, or to manage, re-record, and delete existing Siri Shortcuts. See the Shortcuts User Guide.

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**Use a shortcut**

Activate Siri, then speak your phrase for the shortcut. See Use Siri on iPad.

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Based on your routines and how you use your apps, Siri also suggests shortcuts on the Home Screen, the Lock Screen, and when you start a search. To turn off shortcut suggestions for an app, see Change Siri settings on iPad.

## Siri Suggestions on iPad

Siri makes suggestions for what you might want to do next, such as confirm an appointment or send an email, based on your routines and how you use your apps.

For example, Siri might help when you do any of the following:

- *Glance at the Lock Screen or start a search:* As Siri learns your routines, you get suggestions for just what you need, at just the right time.

- *Create email and events:* When you start adding people to an email or calendar event, Siri suggests the people you included in previous emails or events.

- *Type:* As you enter text, Siri can suggest names of movies, places—anything you viewed on iPad recently. If you tell a friend you're on your way, Siri can even suggest your estimated arrival time.

- *Confirm an appointment or book a flight on a travel website:* (iPad Air 2 and later) Siri asks if you want to add it to your calendar.

**Turn Siri Suggestions on or off for an app**

Siri Suggestions are on by default for your apps. You can turn them off or change the settings at any time.

1. Go to Settings ⚙ > Siri & Search, then select an app.

2. Turn settings on or off.

**Change where Siri Suggestions appear**

Go to Settings ⚙ > Siri & Search, then turn on or off any of the following:

- Allow Notifications

- Show in App Library & Spotlight

- Show When Sharing

- Show When Listening

Your personal information—which is encrypted and remains private—stays up to date across all your devices where you're signed in with the same Apple ID. As Siri learns about you on one device, your experience with Siri is improved on your other devices. If you don't want Siri personalization to update across your devices, you can disable Siri in iCloud settings. See Keep what Siri knows about you up to date on your Apple devices.

Siri is designed to protect your information, and you can choose what you share. To learn more, see the Siri Suggestions, Search & Privacy website.

## Change Siri settings on iPad

You can change the voice for Siri, prevent access to Siri when your device is locked, and more.

For information about how to set up and use Siri, see Use Siri on iPad. To change settings for Siri Suggestions, see Siri Suggestions on iPad.

**Change when Siri responds**

You can customize if Siri responds to your voice or a button press. You can also choose what language Siri responds to.

Go to Settings ⚙ > Siri & Search, then do any of the following:

- *Prevent Siri from responding to the voice request "Hey Siri":* Turn off Listen for "Hey Siri."

- *Prevent Siri from responding to the Home button or the top button:* Turn off Press Home for Siri (on an iPad with a Home button) or Press Top Button for Siri (on other iPad models).

- *Prevent access to Siri when iPad is locked:* Turn off Allow Siri When Locked.

- *Change the language Siri responds to:* Tap Language, then select a new language.

You can also activate Siri by typing. See Type instead of speaking to Siri.

## Change the voice for Siri

You can change the Siri voice (not available for all languages).

1. Go to Settings ⚙ > Siri & Search.

2. Tap Siri Voice, then choose a different variety or voice.

## Change how Siri responds

Siri can respond out loud or silently (with text onscreen). You can also see your request onscreen.

Go to Settings ⚙ > Siri & Search, then do any of the following:

- *Change when Siri provides voice responses:* Tap Siri Responses, then choose an option below Spoken Responses.

- *Always see the response from Siri onscreen:* Tap Siri Responses, then turn on Always Show Siri Captions.

- *See your request onscreen:* Tap Siri Responses, then turn on Always Show Speech.

## Change Siri settings for FaceTime and Messages

You can perform tasks for FaceTime 📹 and Messages 💬 with just your voice. With Siri, you can hang up calls and skip the confirmation step when sending messages. You can enable these features in Settings.

Go to Settings ⚙ > Siri & Search, then do any of the following:

- *Hang up FaceTime calls:* Tap Call Hang Up, then turn on Call Hang Up. See Make and receive FaceTime calls on iPad.

- *Send messages without confirmation:* Tap Automatically Send Messages, then turn on Automatically Send Messages. See Send and receive messages on iPad.

On supported headphones, Siri can also announce calls, messages, and more.

## Change which apps appear in search

You can change which apps appear when you search with Siri.

1. Go to Settings ⚙️ > Siri & Search, then select an app.

2. Turn settings on or off.

## Retrain Siri with your voice

Go to Settings ⚙️ > Siri & Search, turn off Listen for "Hey Siri," then turn on Listen for "Hey Siri" again.

To change Siri accessibility settings, see Use accessibility features with Siri on iPad.

If Siri doesn't work as expected on your iPad, see the Apple Support article If "Hey Siri" isn't working on your iPhone or iPad.

# Family Sharing

## Set up Family Sharing on iPad

Family Sharing lets you and up to five other family members share access to Apple services, purchases, an iCloud storage plan, and more. You can even help locate each other's missing devices.

One adult family member—the *organizer*—invites other family members to participate. When family members join, Family Sharing is set up on everyone's devices automatically. The group then chooses which services and features they want to use and share.

Family Sharing is available on eligible devices. See the Apple Support article System requirements for iCloud.
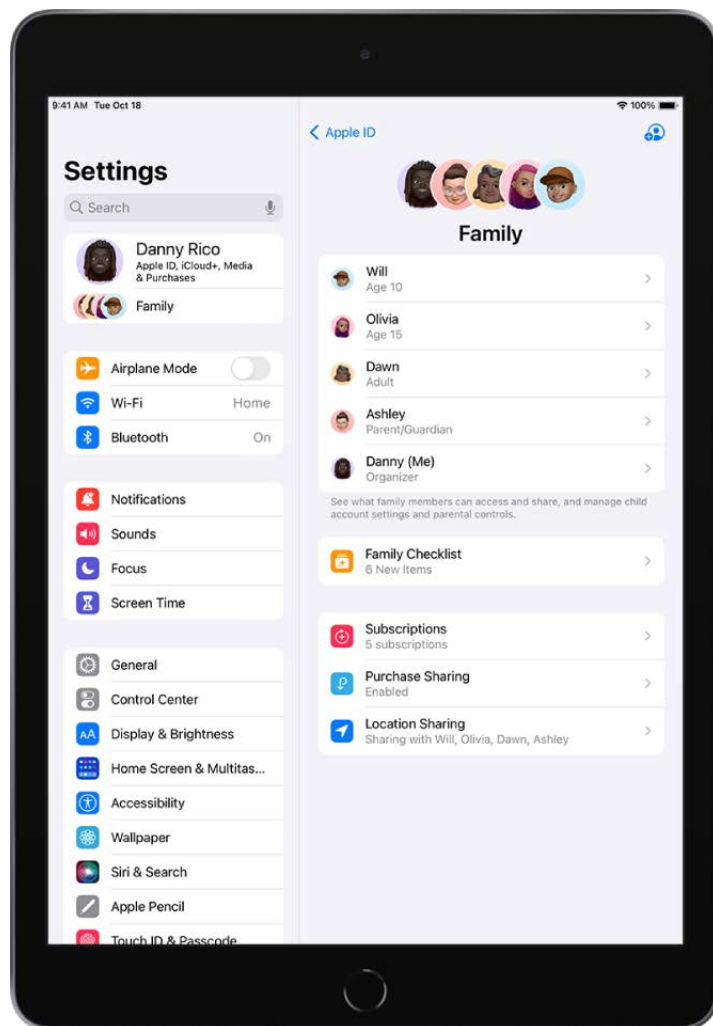
## Create a Family Sharing group

You only need to set up Family Sharing on one device. Then it's available on all your devices that are signed in with the same Apple ID.

1. Go to Settings 🔘 > [*your name*] > Family Sharing, then follow the onscreen instructions to set up your Family Sharing group.

2. Add one or more family members. When you add an adult family member, you can designate them as a parent or guardian. Learn about types of Family Sharing members.

   You can also add family members later. See Add a member to a Family Sharing group on iPad.

3. Tap a feature you want to set up for your Family Sharing group, then follow the onscreen instructions.

   To set up parental controls or Apple Cash for a child, tap their name, tap the feature, then follow the onscreen instructions.

   You can see what you're sharing with your family and adjust sharing settings at any time.

To learn how to set up or join a Family Sharing group on all your devices, see the Apple Support article Set up Family Sharing.

## What you can do with Family Sharing

With a Family Sharing group, you can set up or share the following:

- *Apple and App Store subscriptions:* You can share Apple subscriptions, including iCloud+, and eligible App Store subscriptions. See Share Apple and App Store subscriptions with family members on iPad.

- *Purchases:* You can share items purchased in the App Store, Apple Books, and Apple TV. All purchases are billed to the family organizer. See Share App Store, Apple TV, and Apple Books purchases with Family Sharing on iPad.

- *Locations:* When you share your location with your Family Sharing group, all family members, including any new members added later, can use the Find My app 🟢 to see your location and help locate a missing device. See Share locations with family members and locate their lost devices on iPad.

- *Apple Card and Apple Cash:* You can share Apple Card with trusted members of your Family Sharing group or set up an Apple Cash Family account for a child. See Use Apple Cash and Apple Card with Family Sharing on iPad (U.S. only).

- *Parental controls:* You can manage your children's purchases, how they use their Apple devices, and more. See Set up parental controls with Family Sharing on iPad.

- *A device for your child:* You can set up a new iOS or iPadOS device for a child and customize parental controls. See Set up a device for a child with Family Sharing on iPad.

**Tip:** You can use Family Checklist to see tips and suggestions for Family Sharing features. Go to Settings 🔘 > [*your name*] > Family Sharing, then tap Family Checklist.

# Add a member to a Family Sharing group on iPad

With Family Sharing, each family member joins the family group with their own Apple ID. That way you can share access to subscriptions and other features without sharing personal information like photos or documents.

The family organizer can easily invite family members who have an Apple ID or create an Apple ID for a child who doesn't have one yet.

Learn about types of Family Sharing members.

**Add a family member with an Apple ID**

The organizer of the Family Sharing group can add a family member who has their own Apple ID.

1. Go to Settings 🔘 > [*your name*] > Family Sharing, then tap 👥 in the upper-right corner.

2. Tap Invite Others, then follow the onscreen instructions.

   You can send the invitation using AirDrop, Messages, or Mail. If you're near the family member, you can also tap Invite in Person and ask the family member to enter their Apple ID and password on your device.

### Create an Apple ID for a child

If a child is too young to create their own Apple ID, the organizer, a parent, or a guardian can add the child to the Family Sharing group and create an Apple ID for them.

1. Go to Settings ⚙ > [*your name*] > Family Sharing.

2. Do one of the following:

   - *If you're the organizer:* Tap 👤➕, tap Create Child Account.

     *Note:* If your child already has an Apple ID, tap Invite Others. They can enter their Apple ID password on your device to accept the invitation.

   - *If you're a parent or guardian:* Tap 👤➕.

3. Follow the onscreen instructions to finish creating the child account. You can set content restrictions, communication limits, and downtime; share your child's location with all members of the Family Sharing group, including any new members added later; and use Ask to Buy. You can change these settings at any time. For more information, see any of the following:

   - Set up Screen Time for a family member on iPad

   - Share locations with family members and locate their lost devices on iPad

   - Apple Support article: Approve what kids buy with Ask to Buy

For more information about child accounts and the age at which a child can create their own Apple ID, see the Apple Support article Create an Apple ID for your child.

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If you want to join an existing Family Sharing group, ask the organizer to add you. You can only be a member of one Family Sharing group at a time. If you want to join a different group, leave your current group first. See Leave a Family Sharing group.

# Leave or remove a member from a Family Sharing group on iPad

In a Family Sharing group, the organizer can remove members or disband the group, and family members who aren't teens with parental controls or children can remove themselves.

Learn about types of Family Sharing members.

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**Remove a member from a family group**

The organizer of a Family Sharing group can remove other members. When a family member is removed, they immediately lose access to shared subscriptions and content purchased by other members.

1. Go to Settings ⚙ > [*your name*] > Family Sharing.

2. Tap [*member's name*], then tap Remove [*member's name*] from Family.

You can't remove a child from your Family Sharing group. However, you can move them to another group or delete their Apple ID. See the Apple Support article Move a child to another group using Family Sharing.

If you turned on Screen Time for a teen, you need to turn off Screen Time settings before you can remove them from the group. See Set up Screen Time for a family member on iPad.

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**Leave a Family Sharing group**

When you leave a Family Sharing group, you stop sharing your purchases and subscriptions with family members and immediately lose access to any content they've shared.

*Note:* The organizer can't leave the Family Sharing group. If you want to change the organizer, you must disband the group, and have another adult create a new one.

1. Go to Settings ⚙ > [*your name*] > Family Sharing.

2. Tap [*your name*], then tap Stop Using Family Sharing.

---

**Disband a Family Sharing group**

When the family organizer turns off Family Sharing, all family members are removed from the group at the same time. When a Family Sharing group is disbanded, all members immediately lose access to the shared content and subscriptions.

*Note:* If a child is in the Family Sharing group, the organizer must move them to another group or delete their Apple ID before disbanding the group. See the Apple Support article Move a child to another group using Family Sharing.

1. Go to Settings ⚙ > [*your name*] > Family Sharing > [*your name*].

2. Tap Stop Using Family Sharing.

# Share Apple and App Store subscriptions with family members on iPad

When you're in a Family Sharing group, you can share Apple subscriptions and eligible App Store subscriptions with other family members.

If your Family Sharing group has purchase sharing turned on, any subscriptions shared with the group are billed directly to the organizer's default payment method.

*Note:* Not all services are available in all countries or regions, and some selections are subject to content restrictions set in Screen Time.

**Share Apple subscriptions**

1. Go to Settings ⚙ > [*your name*] > Family Sharing.

2. Tap Subscriptions, then do one of the following:

   - Tap a subscription you want to share, then follow the onscreen instructions.

   - Tap Manage Subscriptions, then tap a subscription.

See any of the following to learn more.

- *Apple Arcade:* See Subscribe to Apple Arcade on iPad. All members of your family can download and play Apple Arcade games from the App Store. Each player gets a personalized account—your progress is carried over between devices.

- *Apple Fitness+:* See All about Apple Fitness+ in the Apple Watch User Guide. All members of your family can access workouts in the Fitness app on their iPhone or iPad.

- *Apple Music:* See Subscribe to Apple Music on iPad. With a family subscription, each family member gets their own music library and personal recommendations.

- *Apple News+:* See Subscribe to Apple News+ on iPad. All members of your family can read Apple News+ publications for no additional charge.

- *Apple TV+ and Apple TV channels:* See Subscribe to Apple TV+ and Apple TV channels on iPad and Connect apps and add your TV provider to the Apple TV app on iPad. Each family member can watch on their iPhone, iPad, iPod touch, Mac, Apple TV, and supported smart TVs and streaming devices, using their own Apple ID and password.

- *iCloud+:* See Subscribe to iCloud+ on iPad. When you share iCloud+, all family members have access to iCloud+ features and storage. For storage, you only share the space—your photos and documents stay private and everyone keeps using their own accounts.

For information about combining your Apple subscriptions, see the Apple Support article Bundle Apple subscriptions with Apple One.

**Share App Store subscriptions**

You can choose which eligible App Store 🅰 subscriptions you share with family members. For information about the App Store, see Get apps in the App Store on iPad.

1. Go to Settings ⚙ > [*your name*] > Subscriptions.

2. Do either of the following:

   - *Share all new subscriptions:* Turn on Share with Family. When you purchase a new subscription that's eligible for sharing, it's shared with your Family Sharing members by default.

   - *Change the settings of a specific subscription:* Tap a subscription, then turn Share with Family on or off.

     If you don't see Share with Family, the subscription isn't eligible for sharing.

# Share App Store, Apple TV, and Apple Books purchases with Family Sharing on iPad

With Family Sharing, the organizer can set up purchase sharing to share App Store, Apple Books, and Apple TV purchases.

The organizer adds a payment method that's shared with the family; when a family member makes a purchase, the organizer is billed. The purchased item is added to the initiating family member's account and eligible purchases are shared with the rest of the

family.

The family organizer can also require that children in the family group request approval for purchases or free downloads. See Set up parental controls with Family Sharing on iPad.

### Turn on purchase sharing

When the family organizer turns on purchase sharing, they pay for family members' purchases and must have a valid payment method on file.

1. Go to Settings ⚙ > [*your name*] > Family Sharing.

2. Tap Purchase Sharing, then follow the onscreen instructions.

### Access shared content

When purchase sharing is turned on, you can download apps and play content that your family members buy. See any of the following Apple Support articles:

- How to download apps and content that your family members purchased

- What types of content can I share with my family?

- If you don't see your family's shared content

### Turn off purchase sharing for yourself

You can turn off purchase sharing for yourself. Family Sharing members won't see your purchases, but you can still see items other members have shared with you.

*Note:* Even though your items aren't shared, any purchases you make still use the shared family payment method.

1. Go to Settings ⚙ > [*your name*] > Family Sharing, then tap Purchase Sharing.

2. Tap [*your name*], then turn off Share Purchases.

   If the organizer wants to turn off purchase sharing entirely, they can tap Stop Purchase Sharing.

If you don't want to share a specific item with your family members, see the Apple Support article Hide and unhide music, movies, TV shows, audiobooks, and books.

You can also share Apple and App Store subscriptions with family members.

# Share locations with family members and locate their lost devices on iPad

With Family Sharing, you can share your location with members of your Family Sharing group and help them find lost devices. When the family organizer sets up location sharing in Family Sharing settings, the organizer's location is automatically shared with everyone in the family, including any new members added later. Then, family members can choose whether or not to share their location.

**Share your location with family members**

When you share locations with your family, they can see your location in Find My. You can also get notified when family members change their locations—for example, if a child leaves school during school hours.

1. Go to Settings > [*your name*] > Family Sharing, then tap Location.

2. Tap the name of a family member you want to share your location with.

   You can repeat this step for each family member you want to share your location with. Each family member receives a message that you're sharing your location and can choose to share their location with you.

   You can stop sharing your location with any family member at any time.

*Note:* Children and teens with Screen Time turned on may not be able to change their own location sharing settings.

To share your location, you must have Location Services turned on in Settings  > Privacy & Security. See Control the location information you share on iPad.

**Locate a family member's device**

After you share your location with members of your Family Sharing group, they can help locate a missing device added to the Find My app.

See Locate a device in Find My on iPad.

Your devices are at the top of the list, and your family members' devices are below yours.
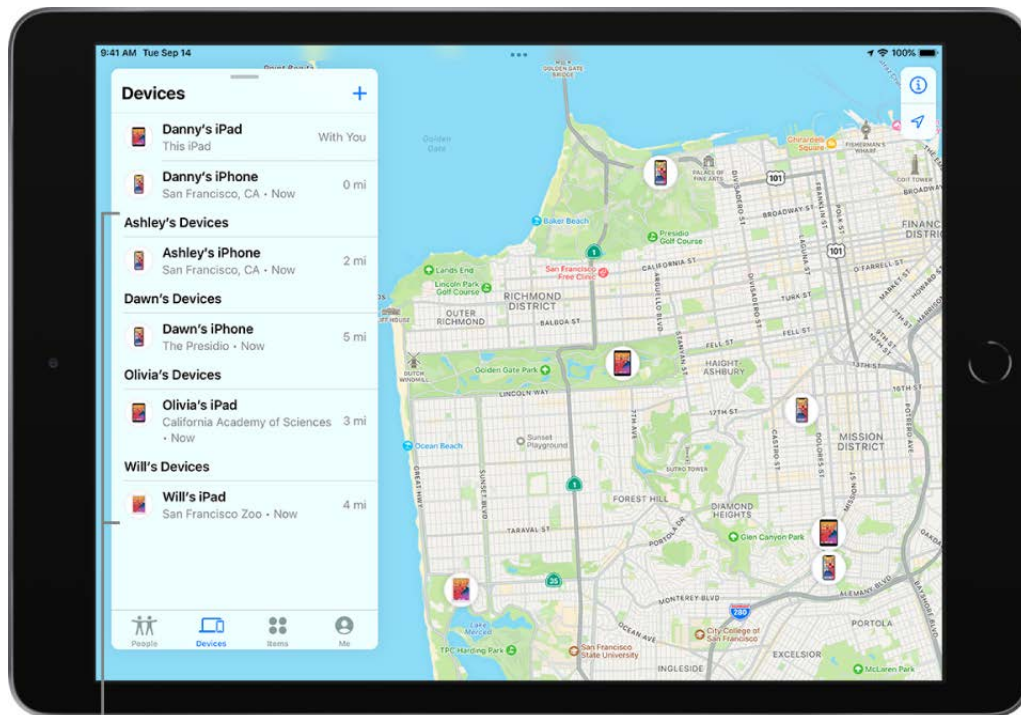
Family members' devices
appear below yours.

You can also use Find My iPhone on iCloud.com to locate a family member's missing device. See Locate a device in Find My iPhone on iCloud.com in the iCloud User Guide.

# Use Apple Cash and Apple Card with Family Sharing on iPad (U.S. only)

The organizer of the Family Sharing group can set up Apple Cash for a child. They can also share Apple Card with trusted members of their Family Sharing group.

Learn about types of Family Sharing members.

### Set up Apple Cash Family

The family organizer can set up Apple Cash for a child. They can use Settings > Wallet & Apple Pay to see the card balance, monitor transactions, and limit who the child can send money to. See Manage your Apple Cash.

1. Go to Settings ⚙ > [*your name*] > Family Sharing.

2. Tap the child you want to set up Apple Cash for.

3. Tap Apple Cash, then follow the onscreen instructions.

For more information about system requirements and how to manage Apple Cash accounts, see the Apple Support articles Set up and use Apple Cash Family and View and limit your child or teen's Apple Cash activity.

**Set up Apple Card Family**

The family organizer can invite one eligible member of their Family Sharing group who is 18 years or older to co-own Apple Card. Members of the Family Sharing group who are 13 years or older can be added as participants.

1. Go to Settings ⚙ > Wallet & Apple Pay, then tap Apple Card.

2. Tap Share My Card, then follow the onscreen instructions.

For more information about what owners, co-owners, and participants can do with Apple Card, see the Apple Support article Set up Apple Card Family and add a co-owner and participants.

# Set up parental controls with Family Sharing on iPad

With Family Sharing, the organizer can set up parental controls for children in the Family Sharing group. You can use Screen Time to manage how your children use their Apple devices. You can also turn on Ask to Buy, so children must receive approval for purchases or free downloads.

Learn about types of Family Sharing members.

**Customize parental controls during setup**

When you add a child to your Family Sharing group or set up a device for a child, you can customize parental controls from the start. You can change those settings at any time.

Follow the onscreen instructions during setup to add any of the following:

- Age-related restrictions for content in apps, books, TV shows, and movies

- Downtime and limits for specific apps

- Restrictions for who your child can communicate with

- Approvals for purchases or free downloads

See the Apple Support article Use parental controls on your child's iPhone, iPad, and iPod touch.

**Set up Screen Time for a child later**

Screen Time allows you to manage settings for downtime, app use, contacts, content ratings, and more. To use Screen Time, your child must be using an eligible device. See the Screen Time section in the Apple Support article System Requirements for iCloud.

1. Go to Settings ⚙️ > [*your name*] > Family Sharing > Screen Time.

2. Tap the child you want to set up Screen Time for.

3. Tap Screen Time, then follow the onscreen instructions.

   For information about Screen Time settings, see Set up Screen Time for a family member on iPad.

   To learn more about the different content & privacy restrictions, see the Apple Support article Use parental controls on your child's iPhone, iPad, and iPod touch.

If your child requests more screen time, you can approve or decline the request in Settings ⚙️ > Screen Time or in Messages 💬.

**Turn on Ask to Buy for a child later**

When you set up Ask to Buy, a child's purchases must be approved by the family organizer or a parent or guardian in the family group.

1. Go to Settings ⚙️ > [*your name*] > Family Sharing.

2. Tap the child you want to set up Ask to Buy for.

3. Tap Ask To Buy, then follow the onscreen instructions.

See the Apple Support article Approve what kids buy with Ask to Buy.

*Note:* Age restrictions for Ask to Buy vary by region. In the United States, the family organizer can turn on Ask to Buy for any family member under age 18; for children under age 13, it's on by default.

You can also set up an Apple Cash Family account for a child. See Use Apple Cash and Apple Card with Family Sharing on iPad (U.S. only).

## Set up a device for a child with Family Sharing on iPad

With Family Sharing, the the organizer, a parent, or a guardian can use Quick Start on their iPad to set up a new iOS or iPadOS device for a child and customize parental controls.

Learn about types of Family Sharing members.

1. If the child already has an Apple ID, make sure they've been added to the Family Sharing group. If they don't have an Apple ID, you can create an Apple ID for them while adding them to the Family Sharing group.

2. On the new iOS or iPadOS device you want to set up for your child, press and hold the side button or top button until the Apple logo appears.

3. Bring your iPad next to the device.

4. When you see Set Up New [*device*] on your iPad, tap Continue, follow the onscreen instructions, then do one of the following:

   - If you have a child in your family group, tap your child's name.

   - If you need to create a new Apple ID for your child, tap Create New Child Account, then create an Apple ID for your child.

5. Follow the onscreen instructions to finish setting up your child's device. You can set content restrictions, communication limits, and downtime; share your child's location with all members of the Family Sharing group, including any new members added later; and use Ask to Buy. You can change these settings at any time.

# Screen Time

## Keep track of your screen time on iPad

You can use Screen Time to get information about how you and your family members spend time on your devices—which apps and websites you use, how often you pick up your device, and more. You can use this information to help you make decisions about managing the time you spend on devices. You can also schedule time away from your screen, set time limits for app use, and more.

**Turn on Screen Time**

Before you can view your app and device usage, you need to turn on Screen Time.

1. Go to Settings ⚙️ > Screen Time.

2. Tap Turn On Screen Time, then tap Continue.

3. Tap This is My iPad if you're setting up Screen Time for yourself on your iPad.

   If you're setting up Screen Time for your child (or family member), tap This is My Child's iPad.

4. To use Screen Time on all your Apple devices, scroll down, then turn on Share Across Devices.

If you've set up Family Sharing, you can turn on Screen Time for a family member through Family Sharing on your device. See Set up parental controls with Family Sharing on iPad.

**View your Screen Time report**

After you turn on Screen Time, you can view a report of your device use with information including how much time you spend using certain kinds of apps, how often you pick up your iPad and other devices, what apps send you the most notifications, and more.

1. Go to Settings ⚙️ > Screen Time.

2. Tap See All Activity, then tap Week to see a summary of your weekly use, or tap Day to see a summary of your daily use.