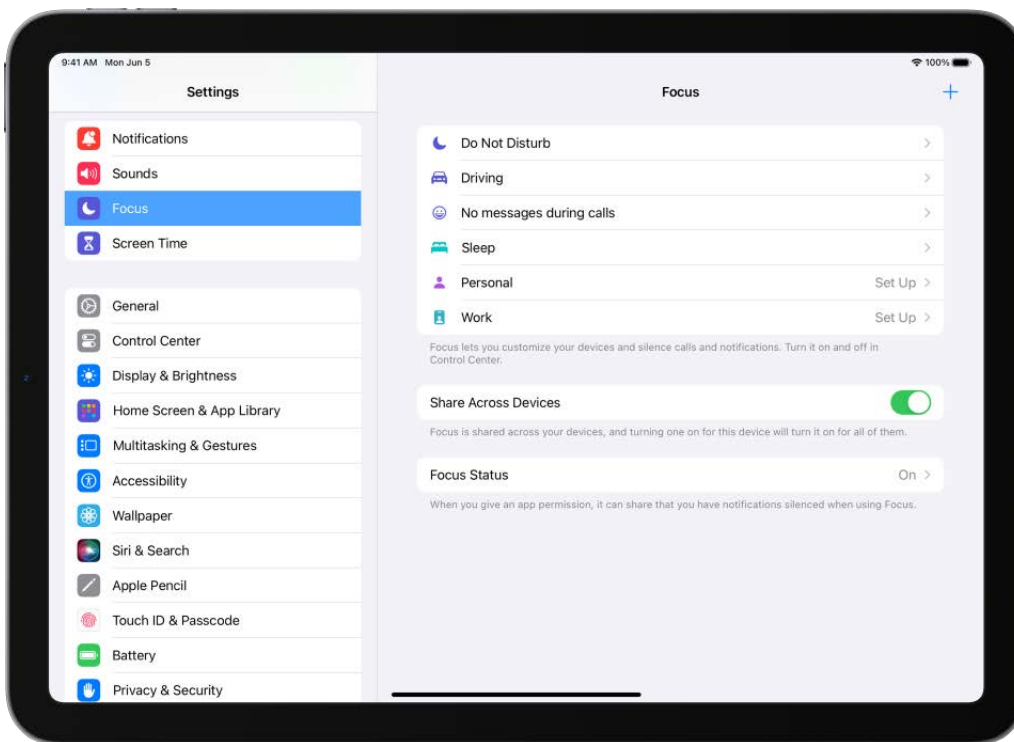




2. Specify which apps and people can send you notifications during your Focus. See [Silence or allow notifications for a Focus](#).
 3. Tap Options, then do any of the following:
 - *Show silenced notifications on the Lock Screen or send them to Notification Center*: Turn Show On Lock Screen on or off.
 - *Darken the Lock Screen during this Focus*: Turn on Dim Lock Screen.
 - *Hide notification badges on Home Screen apps*: Turn on Hide Notification Badges.
 4. When you're finished selecting options, tap < at the top of the screen.
 5. To choose a Home Screen page to use with this Focus, tap the miniature Home Screen below Customize Screens, select the screen, tap Done, then tap <.
- To make changes to the Home Screen to customize it further for your Focus, see [Move apps and widgets on the Home Screen](#).
6. To share your Focus across your Apple devices, turn on Share Across Devices (you must be signed in with the same Apple ID on all your devices).

After setting up your Focus, you can return to Settings > Focus at any time and change any of the options you chose above.

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

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

Add Focus filters

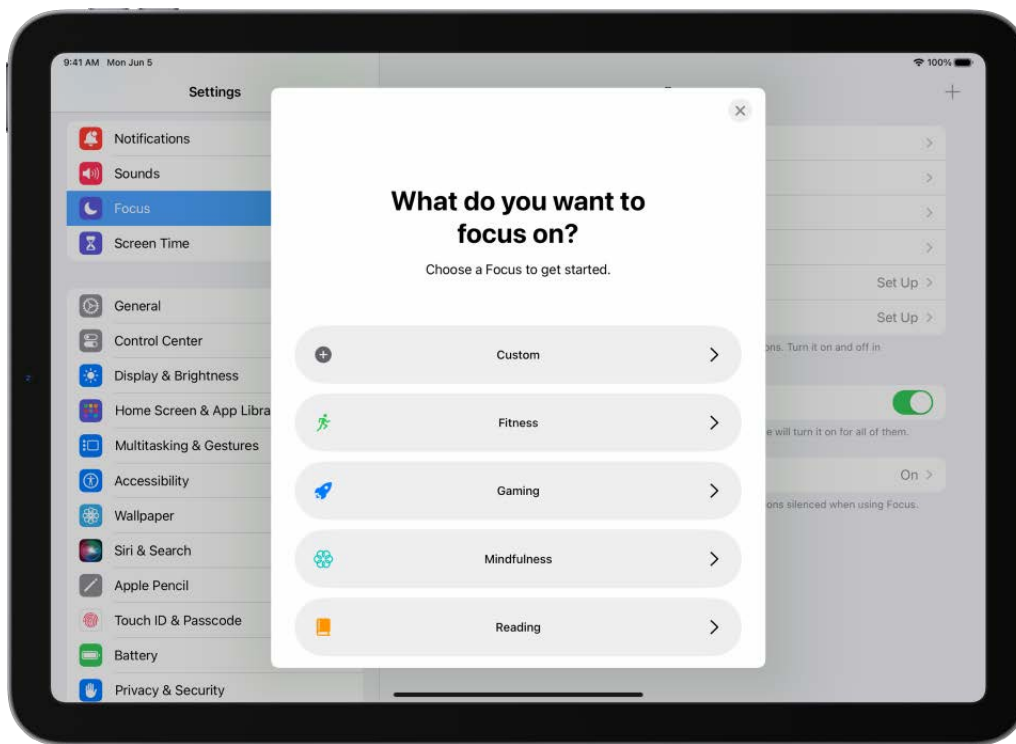
When you set up a Focus, you can add app filters that determine what information apps will show during the Focus. For example, you can choose which mail account or which calendar to use during the Focus.

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

Create a Custom Focus

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

1. Go to Settings  > Focus.
2. Tap  at the top right, then tap Custom.



3. Enter a name for your Focus, then tap Return.
4. Choose a color and an icon to represent your Focus, then tap Next.
5. Customize any of the options listed in step 3 of [Set up a Focus](#), above.

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

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

1. Go to Settings  > Focus.
2. Turn on Share Across Devices.

Allow or silence notifications for a Focus on iPad

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

Allow or silence notifications from specific people during a Focus

1. Go to Settings  > Focus, then choose a Focus—for example, Do Not Disturb, Personal, Sleep, or Work.
2. Tap People (or tap Choose People), then do any of the following:
 - *Allow specific people:* Tap Allow Notifications From, tap , then select from your contacts.

You can also turn on options to allow calls from certain groups of people and allow repeated calls (two or more calls from the same person within 3 minutes).

- *Silence specific people:* Tap Silence Notifications From, tap , then select from your contacts.

You can also turn on Allow Calls From Silenced People.

Note: Regardless of your Focus settings, you can allow calls from your emergency contacts to come through. See [Allow calls from emergency contacts when notifications are silenced](#), below.

Allow or silence notifications from specific apps during a Focus

1. Go to Settings  > Focus, then choose a Focus—for example, Do Not Disturb, Personal, Sleep, or Work.
2. Tap Apps (or tap Choose Apps), then do one of the following:
 - *Allow specific apps:* Tap Allow Notifications From, tap , then select apps.
 - *Silence specific apps:* Tap Silence Notifications From, tap , then select apps.

Note: You can allow or silence notifications from specific web apps you've added to your Home Screen. (See [Receive Web Push notifications from web apps](#).)

You can also turn on Time Sensitive Notifications, which allows all apps to send time-sensitive notifications immediately.

Share your Focus status

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

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

Allow calls from emergency contacts when notifications are silenced

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

1. Open Contacts .
 2. Select a contact, then tap Edit.
 3. Tap Ringtone or Text Tone, then turn on Emergency Bypass.
-

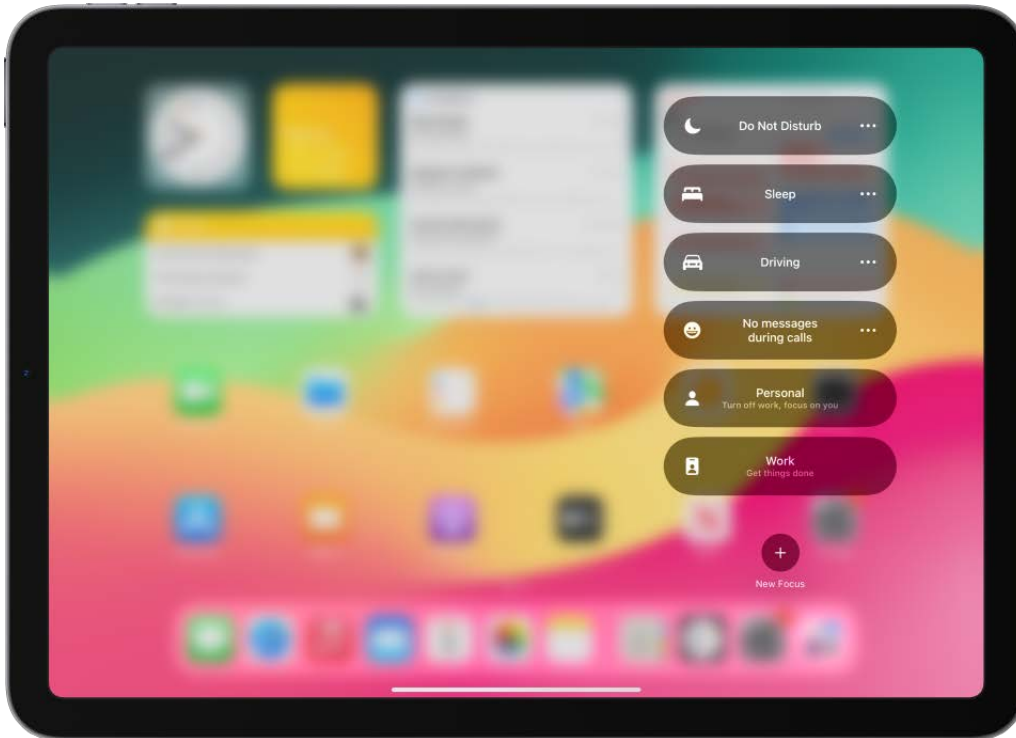
Turn on or schedule a Focus on iPad

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

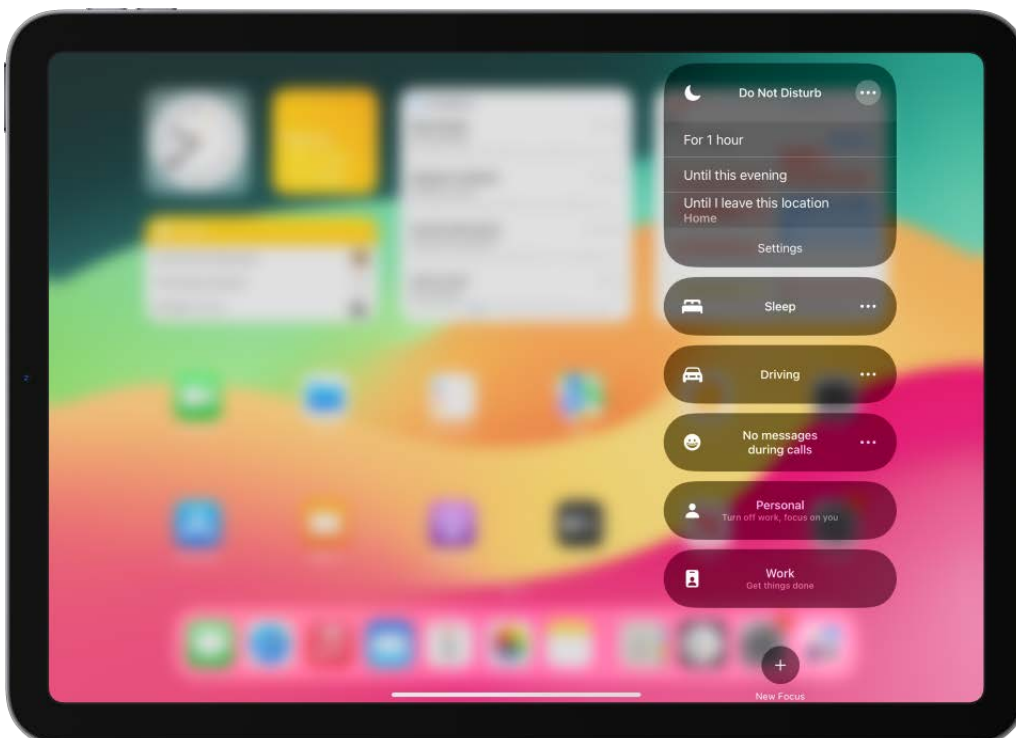
Turn on a Focus in Control Center

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

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



2. To choose an ending point for the Focus, tap ⋮ next to the Focus, select an option (such as "For 1 hour" or "Until I leave this location"), then tap ⋮ again.



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

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

Turn a Focus on or off using Siri

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

 **Siri:** Say something like: "Turn on the Work Focus," or "Turn off the Work Focus."
[Learn how to use Siri.](#)

Schedule a Focus to turn on automatically

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

1. Go to Settings  > Focus, then tap the Focus you want to schedule.
2. To have this Focus turn on automatically at a certain time based on cues like your location or app usage, tap Smart Activation, turn on Smart Activation, then tap < at the top of the screen.
3. Tap Add Schedule, then set the times, a location, or an app you want to activate this Focus.

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

Turn off a Focus

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

1. Do any of the following:
 - Touch and hold the Focus icon on the Lock Screen.
 - Open Control Center, then tap Focus.
2. Tap the Focus that's on to turn it off.

Delete a Focus

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

1. Go to Settings  > Focus.

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

If you delete a provided Focus, you need to set it up again by going to Settings > Focus, then tapping .

Customize sharing options in an iPad app

You can choose which options appear in an app's Share menu and rearrange the options.

1. Open a document in the app, then tap .

2. Swipe left over the row of buttons, tap More, then tap Edit.



3. Do any of the following:

- *Show an option:* Tap to turn it on.
- *Hide an option:* Tap to turn it off.
- *Add an option to Favorites:* Tap .
- *Remove an option from Favorites:* Tap .
- *Change the order of options in Favorites:* Drag  next to any option.

4. Tap Done.

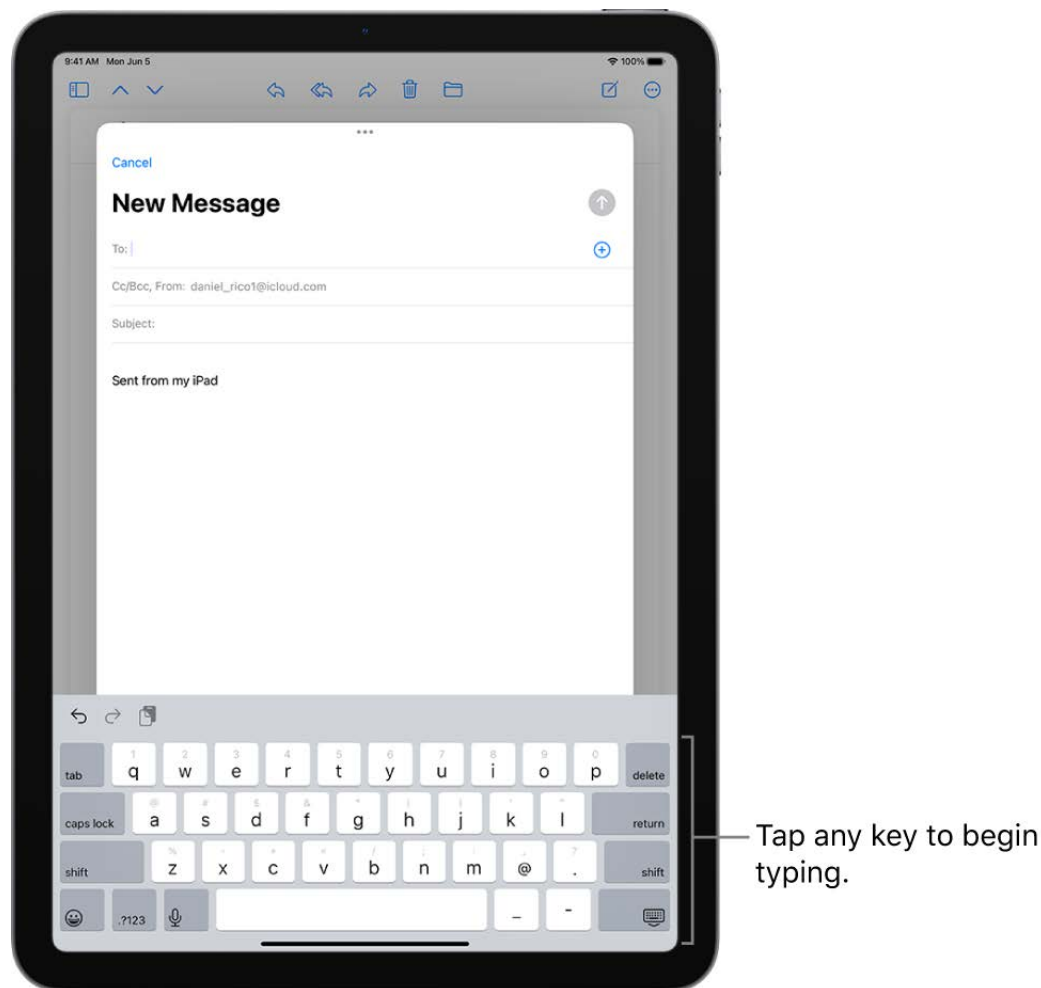
Work with text and graphics

Enter, select, and revise text

Type with the onscreen keyboard on iPad

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

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



Enter text using the onscreen keyboard

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

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

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

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

- *Type uppercase letters:* Tap , or touch , then slide to a letter.
- *Turn on Caps Lock:* Double-tap .
- *Quickly end a sentence with a period and a space:* Double-tap the Space bar.
- *Enter numbers, punctuation, or symbols:* Tap **123** or **# +=**.
- *Correct spelling:* Tap a misspelled word (underlined in red) to see suggested corrections, then tap a suggestion to replace the word, or type the correction.
- *Undo autocorrect:* As you type, misspelled words are automatically corrected and temporarily underlined so you know what's been changed; to revert to the spelling as you typed it, tap the underlined word, then tap the spelling you want to use.
- *Undo the last edit:* Swipe left with three fingers, then tap Undo at the top of the screen; or tap .
- *Redo the last edit:* Swipe right with three fingers, then tap Redo at the top of the screen; or tap .
- *Hide the onscreen keyboard:* Tap .

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

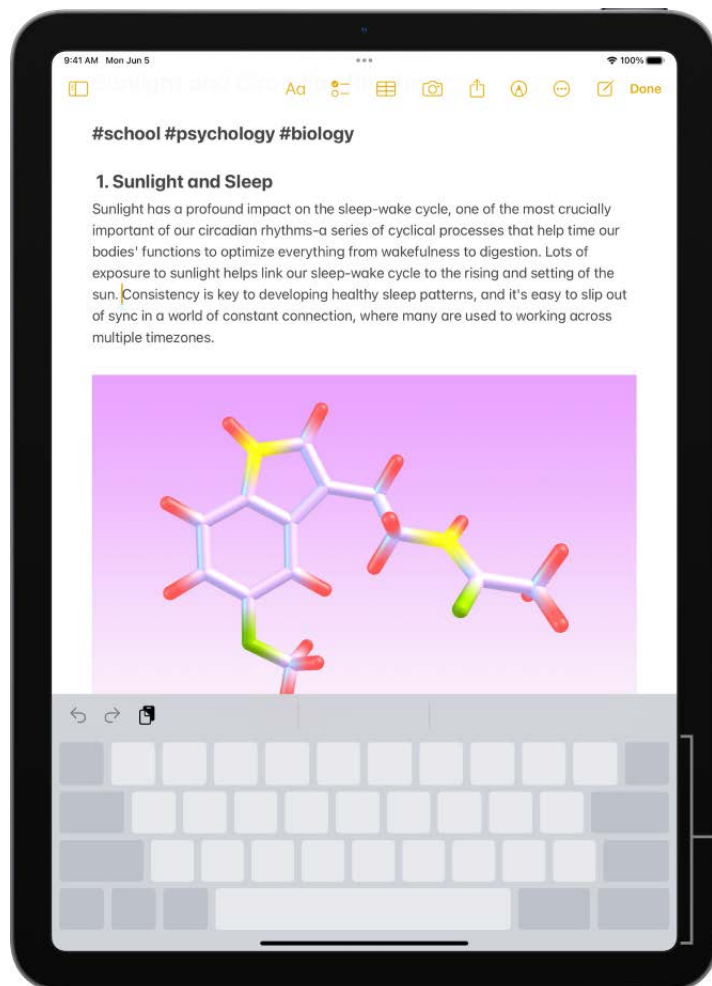
Turn on keyboard sounds

You can customize keyboard settings to hear clicking as you type.

Go to Settings  > Sounds, then turn on Keyboard Clicks.

Turn the onscreen keyboard into a trackpad

You can turn the onscreen keyboard into a trackpad to easily move and place the insertion point.



Slide your finger over the keyboard to move the insertion point.

1. Touch and hold the Space bar with one finger until the keyboard turns light gray.
2. To move the insertion point, drag your finger around the keyboard.

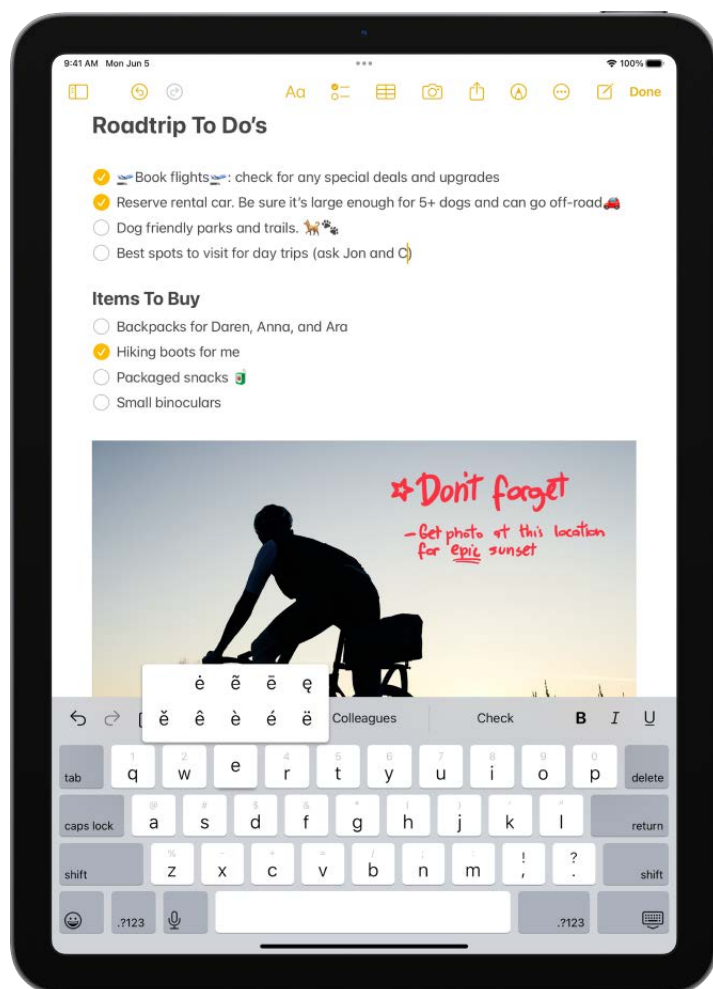
To select text, touch and hold the keyboard with a second finger, then adjust the selection by moving the first finger around the keyboard.

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

Enter accented letters or other characters while typing

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

For example, to enter é, touch and hold the e key, then slide your finger and release it on the option you want.



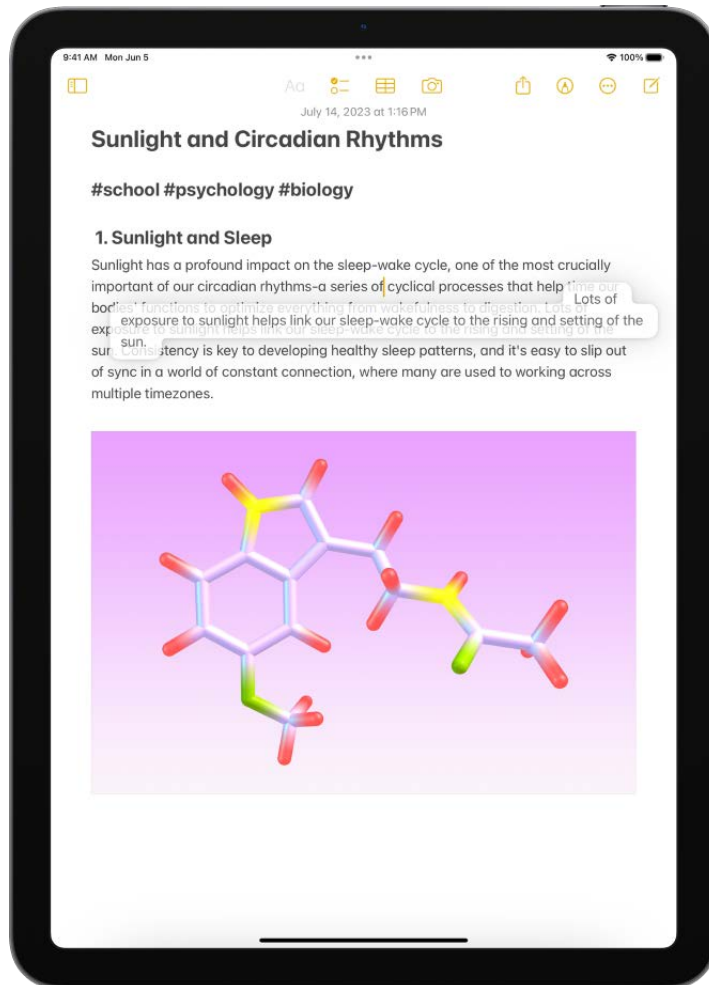
You can also do any of the following:

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

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

Move text

1. In a text editing app, **select** the text you want to move.
2. Touch and hold the selected text until it lifts up, then drag it to another location within the app.



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

Set typing options

You can turn special typing features—such as predictive text and auto-correction—off and on.

1. While typing on the onscreen keyboard, touch and hold 😊 or 🌐, then tap Keyboard Settings. Or go to Settings ⚙️ > General > Keyboard.
 2. Turn the typing features (below All Keyboards) on or off (green is on).
-

Dictate text on iPad

With Dictation on iPad, you can dictate text anywhere you can type it. You can use typing or handwriting with Dictation. Either the keyboard or tools palette can stay open during Dictation so you can easily switch between speaking and typing or handwriting to enter and edit text. For example, you can select text with touch or Apple Pencil and replace it with your voice.

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

Note: Dictation may not be available in all languages or in all countries or regions, and features may vary.

When using Dictation, cellular data charges may apply. (See [View or change cellular data settings on iPad \(Wi-Fi + Cellular models\)](#).)

Turn on Dictation

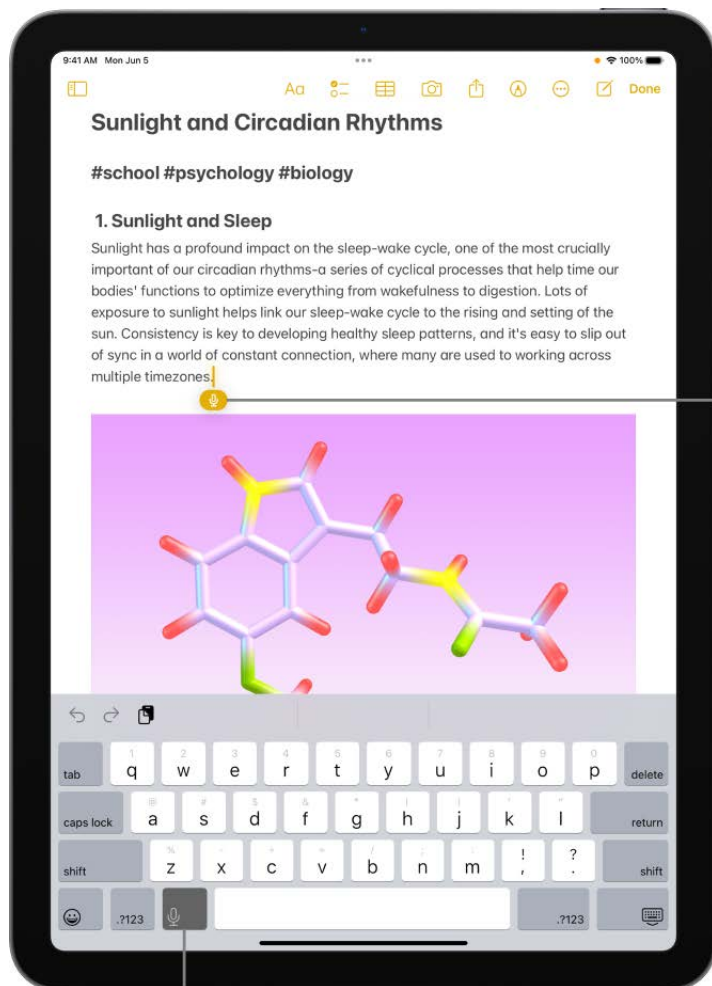
1. Go to Settings  > General > Keyboard.
2. Turn on Enable Dictation. If a prompt appears, tap Enable Dictation.

To learn more about how Apple protects your information and lets you choose what you share, tap About Dictation & Privacy below Dictation, or see the [Apple Privacy website](#).

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

Dictate text

1. Tap in the text field to place the insertion point where you want to begin dictating text.



Start to speak when this symbol appears.

Tap to turn Dictation on and off.

2. Tap  on the onscreen keyboard (or in any text field where it appears).
3. When  appears above the insertion point, begin to dictate your text.
4. To insert an emoji or a punctuation mark, or perform simple formatting tasks, do any of the following:

- Say the name of an emoji, like "heart emoji" or "car emoji."
- Say the name of the punctuation mark, such as "exclamation point."

Note: In supported languages, Dictation automatically inserts commas, periods, and question marks as you dictate. To turn off automatic punctuation, go to Settings  > General > Keyboard, then turn off Auto-Punctuation. See below for a list of punctuation and formatting commands you can use with Dictation.

- Say a formatting command such as "new line" or "new paragraph."
5. When you're done, tap ; or Dictation stops automatically when you stop speaking for 30 seconds.

When you use a keyboard for another language, you can use Dictation in that language as well. See [Add or change keyboards on iPad](#).

Turn off Dictation

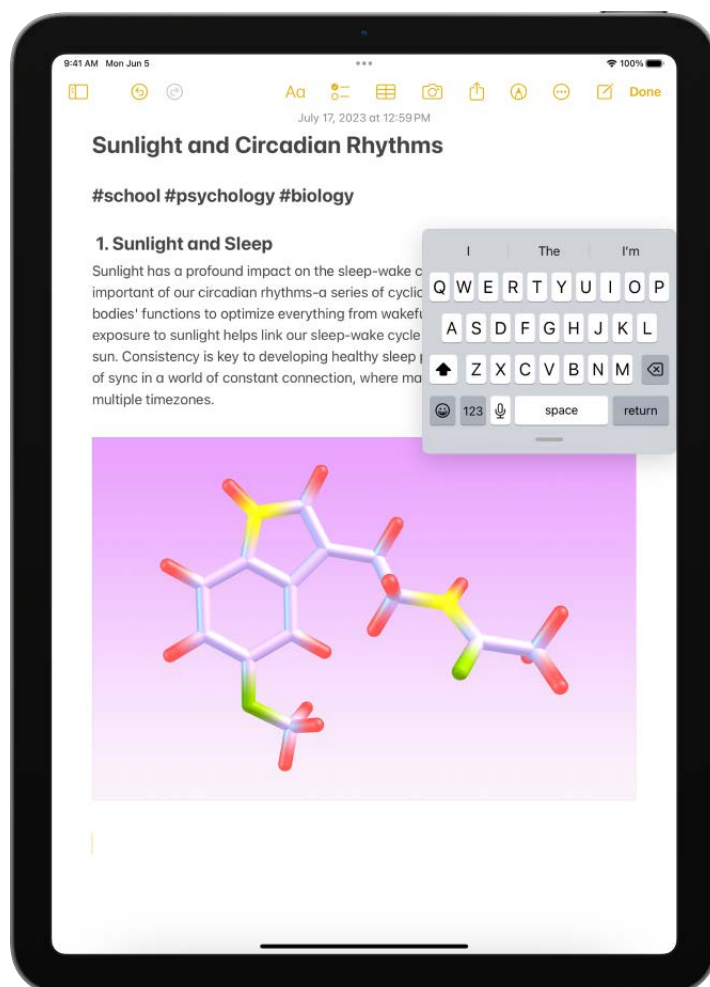
1. Go to Settings  > General > Keyboard.
 2. Turn off Enable Dictation.
-

Move the iPad onscreen keyboard

Depending on your iPad model, you can type with the onscreen keyboard either floating and movable on the screen, split at the bottom of the screen, or undocked in the middle of the screen.

Use a floating keyboard

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



1. Tap in a text field to open the onscreen keyboard.

2. Touch and hold , slide your finger to Floating, then release. A miniature version of the keyboard opens, which you can drag and place anywhere on the screen.
3. Tap keys or type by sliding from one letter to the next without lifting your finger (not available for all languages).
4. To return the keyboard to full width, pinch the floating version open.

Turn Split Keyboard on

On models that support Split Keyboard, do one of the following to turn the Split Keyboard setting on:

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

Split the keyboard

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

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

Undock the keyboard

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

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

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

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

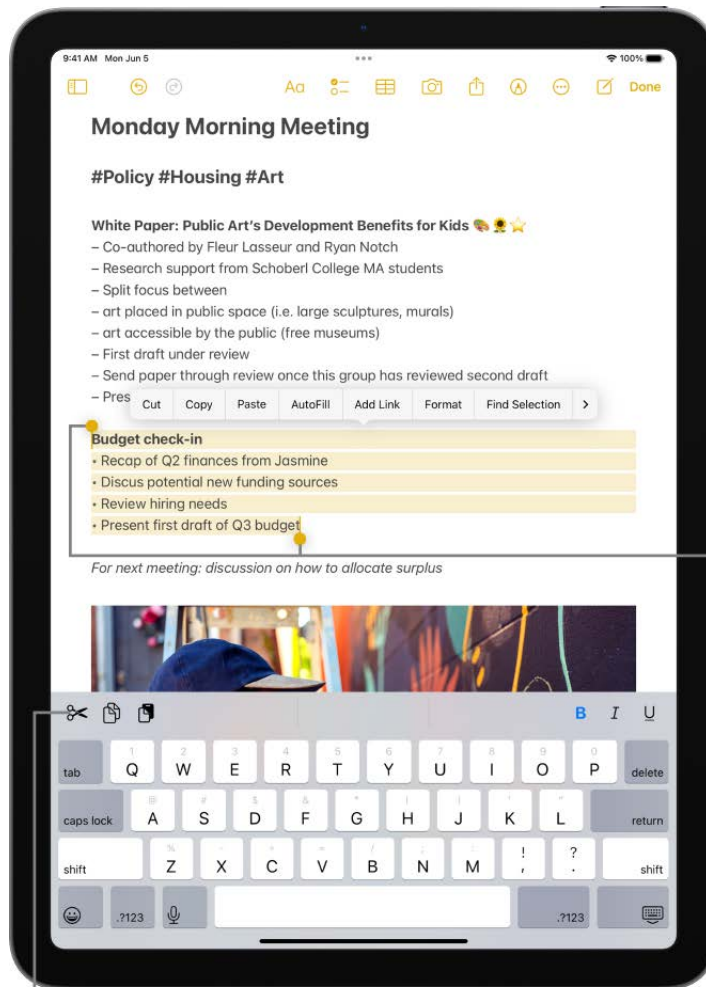
Select, cut, copy, and paste text on iPad

In apps on iPad, you can use the onscreen keyboard to select and edit text in text fields.

Select and edit text

1. To select text, do any of the following:

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



Move the grab points to adjust the selection.

Tap to cut, copy, or paste selected text.

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

- *Cut:* Tap Cut or pinch closed with three fingers two times.
- *Copy:* Tap Copy or pinch closed with three fingers.
- *Paste:* Tap Paste or pinch open with three fingers.
- *Replace:* View suggested replacement text, or have Siri suggest alternative text.

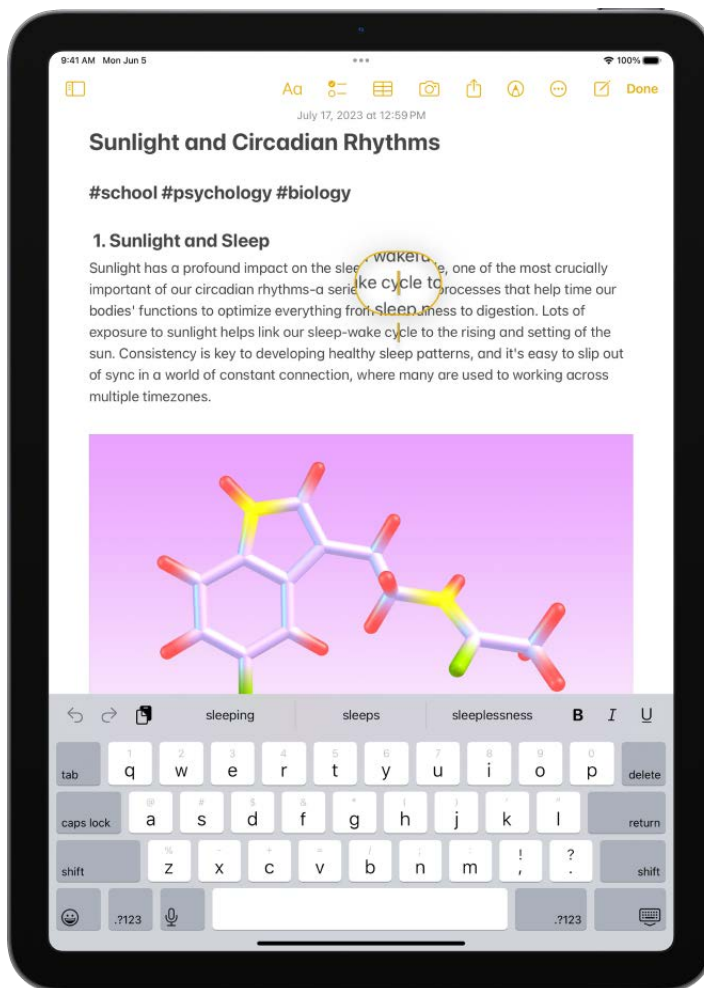
- **Format:** Format the selected text.
- **► View more options.**

 **Tip:** To move text without cutting or copying, touch and hold selected text until it lifts up, then drag the text to another location.

Insert text by typing

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

- Tap where you want to add text.
- Touch and hold to magnify the text, then move the insertion point by dragging it.



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

2. Type (or paste) the text you want to add.

You can use Universal Clipboard to cut or copy something as you normally would on one Apple device and paste it to another. See [Cut, copy, and paste between iPad and other devices](#).

Use predictive text on iPad

Using predictive text, you can write and complete entire sentences with just a few taps. As you type text on the iPad keyboard, you see choices for words, emoji, and information that you'd probably type next (not available for all languages). In Messages, for example, when you type something like:

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

You also see predictions inline that complete the word or phrase you're currently typing.

Apply inline text predictions

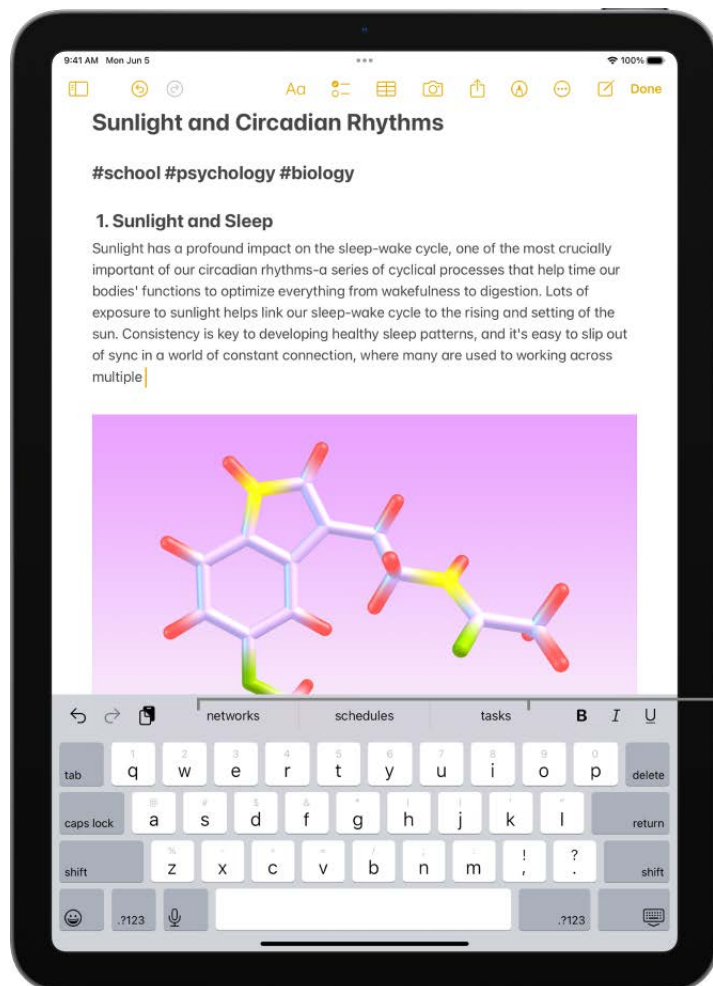
As you type, predictions that complete the word or phrase you're typing appear inline in gray text. Tap the Space bar to accept the prediction for the word or phrase; keep typing to reject it.

If you accept an inline prediction and then change your mind, tap , then tap the word you were in the process of typing.

Note: Inline predictive text may not be supported in your language. See [iOS and iPadOS Feature Availability](#).

Apply predictive text

As you type, suggested words, emoji, and information appear above the onscreen keyboard; tap a suggestion to apply it.



Predictive text; tap a suggestion to apply

Note: When you accept a suggested word, a space is automatically entered after the suggestion. If you enter a comma, period, or other punctuation, that space is automatically deleted.

To reject the suggestions, tap your original word (shown as the option within quotation marks), or just continue to type.

Turn off predictive text

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

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

Note: Turning off the Predictive setting turns off both predictive text and inline text predictions.

Save keystrokes with text replacements on iPad

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

Create a text replacement

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

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

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

Create a text replacement for word and input pairs

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

Shortcuts are available for the following:

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

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

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

Reset your personal dictionary

1. Go to Settings  > General > Transfer or Reset iPad > Reset, then tap Reset Keyboard Dictionary.
2. Tap Reset Keyboard Dictionary.

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

Add or change keyboards on iPad

You can add keyboards for writing or using [Dictation](#) in different languages on your iPad. You can also change the layout of your onscreen or external keyboard.

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

Add or remove a keyboard for another language

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

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

Switch to another keyboard

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

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

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

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

Assign an alternative layout to a keyboard

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

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

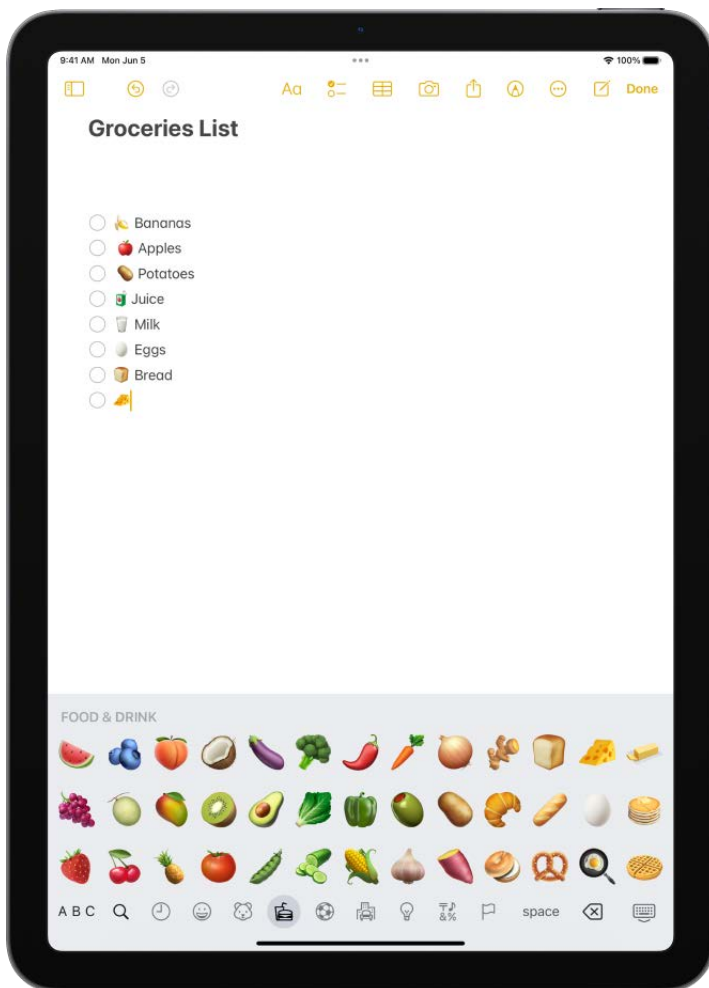
Add emoji and stickers with the iPad keyboard

You can use emoji and stickers instead of text to express yourself in messages and documents.

Replace text with emoji

Use the emoji keyboard to replace text and bring words to life.

1. Tap a text field, then tap  or  to switch to the emoji keyboard.



2. Swipe left or right to browse emoji, or tap a symbol below the emoji keyboard to jump to that category.
3. Tap an emoji to add it to your text field.

To see variations of an emoji—such as different skin tones—touch and hold the emoji, then drag your finger and release it on the variation you like.

4. Tap ABC to return to the regular keyboard.

 **Tip:** As you use the keyboard to type, words that can be replaced with emoji appear above the keyboard; tap the emoji to apply it in place of the text.

Decorate with stickers

Use stickers in the emoji keyboard to decorate messages and documents. You can download sticker packs from the App Store, or make your own stickers in the Messages app or Photos app.

1. Tap a text field, then tap 😊 or 🌐 to switch to the emoji keyboard.
2. Tap 📁 to see all of your stickers.

Stickers you recently used appear in the Frequently Used section of the emoji keyboard.

3. Tap a sticker to add it to your message or document.

You can also drag a sticker from the stickers menu or the emoji keyboard to your document.

Take a screenshot on iPad

Take a picture of what appears on your iPad screen so you can view it later, share it with others, or attach it to documents.

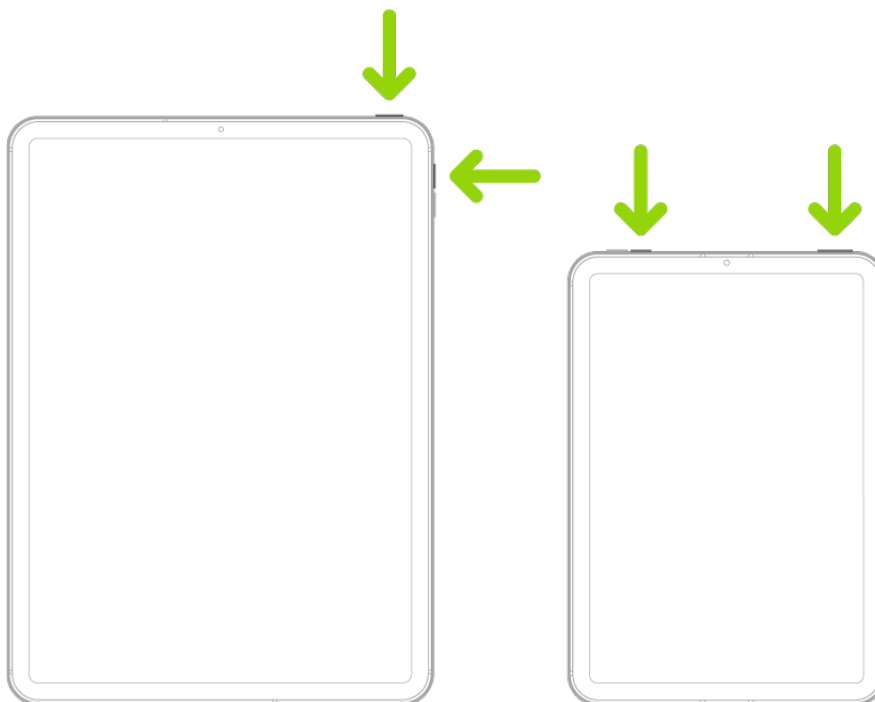
COMMENT: Personal Safety content

Take a screenshot with an iPad that has Face ID

1. Quickly press and release the top button and either volume button at the same time.

A thumbnail of the screenshot temporarily appears in the lower-left corner of your screen.

2. Tap the thumbnail to view the screenshot or swipe left to dismiss it.



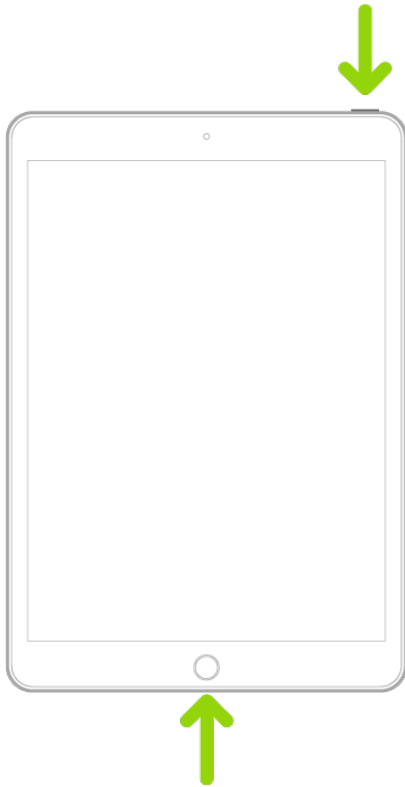
Screenshots are automatically saved to your photo library in the Photos app 📷. To see all of your screenshots in one place, open Photos, then tap Screenshots below Media Types in the Photos sidebar.

Take a screenshot with an iPad that has a Touch ID

1. Quickly press and release the top button and the Home button at the same time.

A thumbnail of the screenshot temporarily appears in the lower-left corner of your screen.

2. Tap the thumbnail to view the screenshot or swipe left to dismiss it.



Screenshots are automatically saved to your photo library in the Photos app 📷. To see all of your screenshots in one place, open Photos, then tap Screenshots below Media Types in the Photos sidebar.

Take a full-page screenshot

You can take a screenshot of content that exceeds the length of your iPad screen, such as an entire webpage in Safari.

1. Do one of the following:
 - *On an iPad with Face ID:* Quickly press and release the top button and either volume button at the same time.
 - *On an iPad with a Home button:* Quickly press and release the top button and the Home button at the same time.
2. Tap the screenshot thumbnail in the lower-left corner of the screen.
3. Tap Full Page, tap Done, then do one of the following:

- Tap Save to Photos to save the screenshot in your Photos  library.
 - Tap Save PDF to Files, choose a location, then tap Save to save the screenshot in the Files app .
-

Take a screen recording on iPad

You can make a recording of what happens on your iPad screen.

COMMENT: Personal Safety content

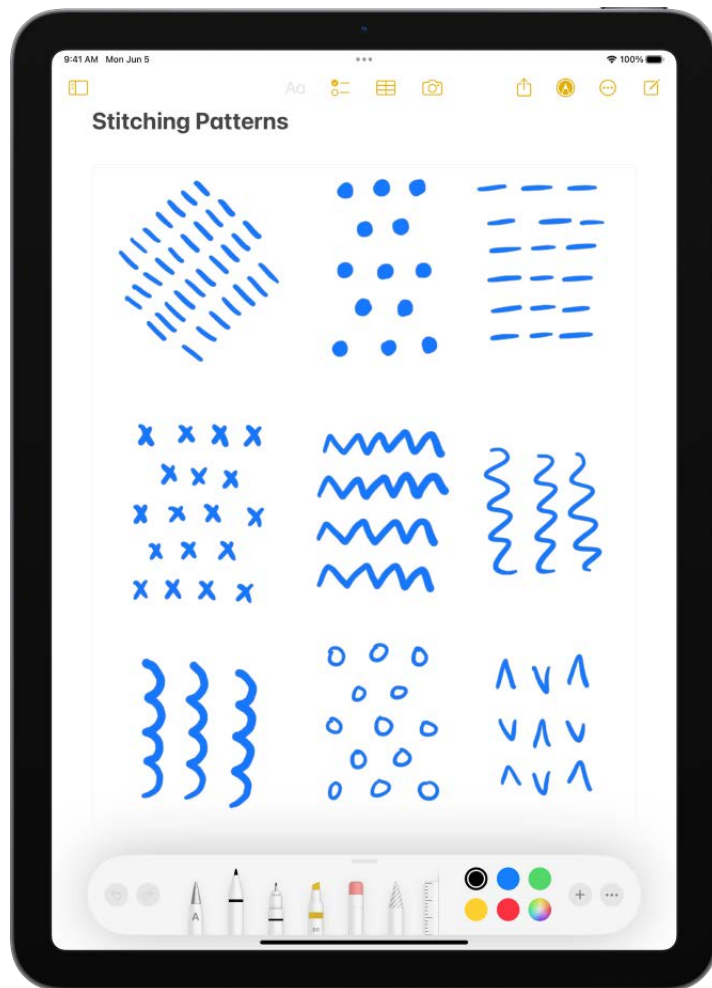
1. Go to Settings  > Control Center, then tap  next to Screen Recording.
 2. Open Control Center, tap , then wait for the 3-second countdown.
 3. To stop recording, open Control Center, tap  or the red status bar at the top of the screen, then tap Stop.
-

Screen recordings are automatically saved to your photo library in the Photos app . To see all of your screen recordings in one place, open Photos, then tap Screen Recordings below Media Types in the Photos sidebar.

Use Markup tools

Write and draw in documents with Markup on iPad

In supported apps such as Mail, Messages, Notes, and Photos, you can use the Markup tools to draw and sketch in your documents. You can also use the Markup tools to annotate screenshots, PDFs, and more.



Open the Markup toolbar

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

- *Move the Markup toolbar:* Drag the toolbar to any edge of the screen.
(Drag from the middle edge of the toolbar closest to the center of the screen.)
- *Automatically minimize the toolbar when you're drawing or entering text:* Tap , then turn on Auto-minimize.

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

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

Write and draw

1. In a supported app, tap  or Markup.
2. In the Markup toolbar, tap the pen, marker, or pencil tool, then write or draw with your finger or Apple Pencil ([on supported iPad models](#)).

While writing or drawing, do any of the following:

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

3. To close the Markup toolbar, tap  or Done.

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

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

Move or edit handwritten text or drawings

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

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

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

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

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

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

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



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

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

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

Erase a mistake

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

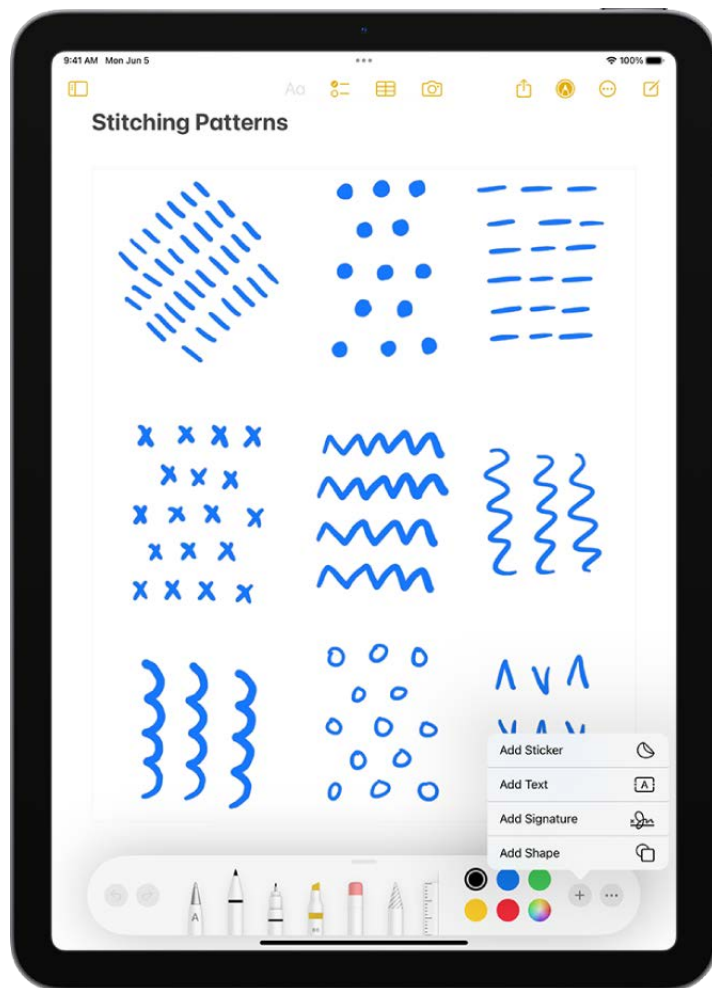
Tap the eraser tool in the Markup toolbar, then do one of the following:

- *Erase pixels:* Choose Pixel Eraser, then scrub over the mistake with your finger or Apple Pencil.
- *Erase an object:* Choose Object Eraser, then touch the object with your finger or Apple Pencil.

- *Switch between the pixel and the object erasers:* Tap the eraser tool again, then choose Pixel Eraser or Object Eraser.
-

Use Markup to add text, shapes, signatures, and more to documents on iPad

In supported apps, you can use Markup tools to add text, shapes, signatures, stickers, and image descriptions to your images and documents.



Add text

1. In a supported app tap  or Markup.
2. In the Markup toolbar, tap , then tap Add Text.
3. Tap the text box, then use the keyboard to enter text.
4. To adjust the text's font, size, justification, style, or color, tap the text editing options at the bottom of the Markup toolbar.
5. When you're done, tap outside the text box.
6. To close the Markup toolbar, tap  or Done.

To cut, copy, duplicate, share, or delete a text box, tap it, tap  beside it, then tap an option.

Add and edit typed text

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

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

Add a shape

1. In a supported app, tap  or Markup.
2. In the Markup toolbar, tap , then tap Add Shape.
3. Tap the shape you want to add, then do any of the following:
 - *Move the shape:* Drag it.
 - *Resize the shape:* Drag any dot along the shape's outline.
 - *Adjust the shape's border color, border width, fill color, and opacity:* Tap an option in the Markup toolbox.
 - *Adjust the shape's direction or dimension:* Drag any green dot along the shape's outline.
 - *Cut, copy, duplicate, share, or delete:* Tap  next to the shape, then tap an option.
4. When you're done adjusting the shape, tap the screen.
5. To close the Markup toolbar, tap  or Done.

 **Tip:** Pinch the screen open to zoom in on the document so you can adjust shapes up close. To pan when you're zoomed in, drag two fingers. To zoom back out, pinch closed.

Draw a shape

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

1. In a supported app, tap  or Markup.
2. In the Markup toolbar, tap the pen, marker, or pencil tool.
3. Draw a shape in one stroke with your finger or Apple Pencil ([on supported iPad models](#)), then pause.

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

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

Add your signature

1. In a supported app, tap  or Markup.
2. In the Markup toolbar, tap , then tap Add Signature.
3. Use your finger or Apple Pencil to sign your name.

To redo, tap Clear, then sign your name again.

4. Tap Done, then make the following adjustments:
 - *Move the signature:* Drag it.
 - *Resize the signature:* Drag any dot along the outline.
 - *Change the signature's line weight or color:* Tap an option in the Markup toolbar.
 - *Cut, copy, duplicate, share, or delete:* Tap  next to the signature, then tap an option.
5. When you're done adjusting the signature, tap outside the text box.

Add or delete signatures

After you create a signature, iPad saves it to use the next time you tap Add Signature. You can create multiple signatures, such as a nickname or initials, and delete signatures.

1. In a supported app, tap  or Markup.
2. In the Markup toolbar, tap , then tap Add Signature.
3. Tap Add or Remove Signature, then tap  to create a new signature.
4. Tap the arrow next to New Signature, then tap the type of signature you want to add, such as given name, nickname, or initials.
5. Use your finger or Apple Pencil to sign, then tap Done.

To delete a signature, tap , then tap Add Signature. Tap Add or Remove Signature, then tap  next to any signatures you want to delete.

Add a sticker with Markup

You can use Markup to add stickers from your sticker collection to documents and images.

1. In a supported app, tap  or Markup.
2. In the Markup toolbar, tap , then tap Add Sticker.

3. Touch a sticker, then drag it onto your document or photo.

To adjust the angle of the sticker, before lifting your finger, rotate a second finger around the sticker.

4. Touch and drag a dot around the outline of the sticker to adjust its size.

You can download sticker packs from the App Store. You can also create stickers in the Messages app, or by lifting subjects from photos and Live Photos. See [Send stickers in Messages on iPad](#) and [Make stickers from your photos on iPad](#).

Add custom image descriptions

In supported apps, such as Photos, you can use Markup to add descriptions to images. VoiceOver reads your custom descriptions when you use the [Image Explorer](#).

1. In a supported app, tap  or Markup.
 2. In the Markup toolbar, tap , then tap Description.
 3. Enter your description, then tap Done.
-

Fill out forms and sign documents on iPad

You can fill out forms and sign documents that you receive on your iPad. After you complete a form, you can add your signature and share it with others. You can also use AutoFill to quickly fill out forms with information you saved in the Contacts app .

Fill out forms and add signatures

1. Tap the file to open the document.

If prompted, open the document in the Files app , then tap Save.

2. Tap , then tap a blank field to enter text using the onscreen keyboard.
3. To fill out another field, tap it, then enter text.
4. To add additional text or add your signature, tap , then do one of the following:
 - *Add text:* Tap Add Text Form Box, drag the text box where you want it on the form, then enter text using the onscreen keyboard.
 - *Add your signature:* Tap Add Signature, sign your name with your finger or Apple Pencil, then tap Done. Drag your signature where you want it to appear on the document.
5. When you're done, tap  to share the completed document using Mail, Messages, or AirDrop.
6. Tap Done to close the document.

Fill out forms with AutoFill

You can use AutoFill to quickly enter your personal information in supported forms and documents, as long as you've [completed your My Card](#) in the Contacts app  (iPadOS 17.2 or later).

1. Tap the file to open the document.

If prompted, open the document in the Files app , then tap Save.

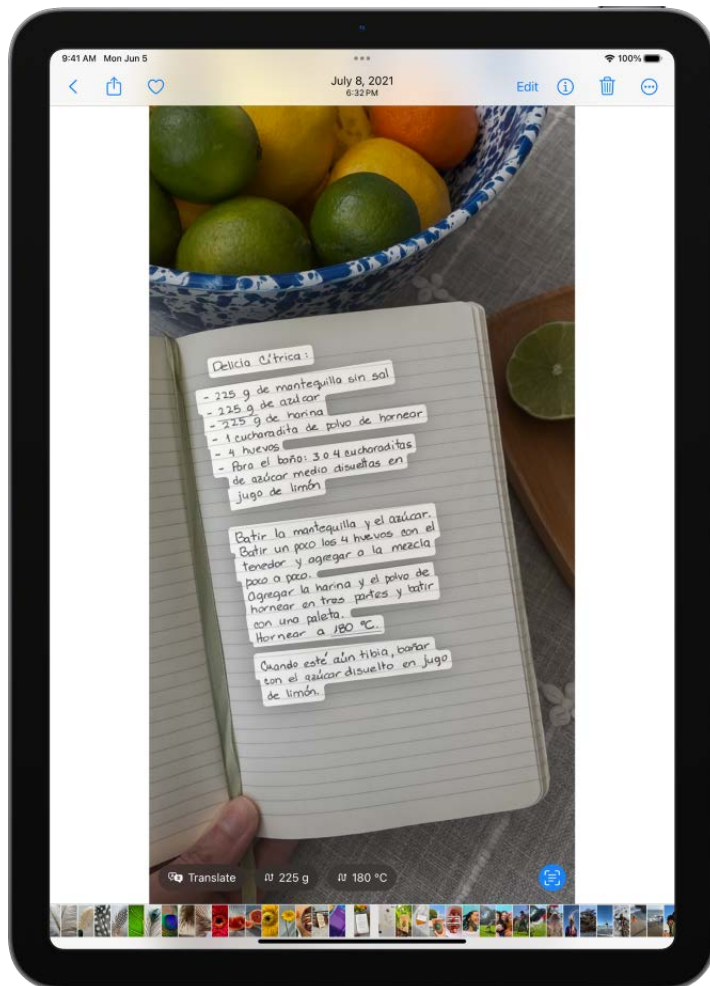
2. Tap , then tap a blank field.
3. Tap an option from your saved contact info to complete the field.

Tap "Choose other" to use AutoFill to enter another person's information from your contact list, such as a family member or caregiver.

4. Tap any field to select it, then tap again to make changes using the onscreen keyboard.
 5. Tap Done to close the document.
-

Use Live Text to interact with content in a photo or video on iPad

When you view a photo in the Photos app , Live Text recognizes text and information within the image, which you can interact with in multiple ways. You can select text to copy, share, or translate, or you can use quick actions to perform tasks like making a phone call, opening a website, or converting currencies.



Live Text is available on supported models and can also be used in Safari, Camera, Quick Look, and more.

Copy, translate, and look up text in a photo or video

Before you start using Live Text, make sure it's turned on for all supported languages.

1. Go to Settings  > General > Language & Region.
 2. Turn on Live Text (green is on).
-

Copy, translate, and look up text in a photo or video

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

Perform tasks within a photo or video with quick actions

Depending on the content of the photo or video, you can tap a quick action at the bottom of the screen to do things like make a phone call, get directions, translate languages, convert currencies, and more.

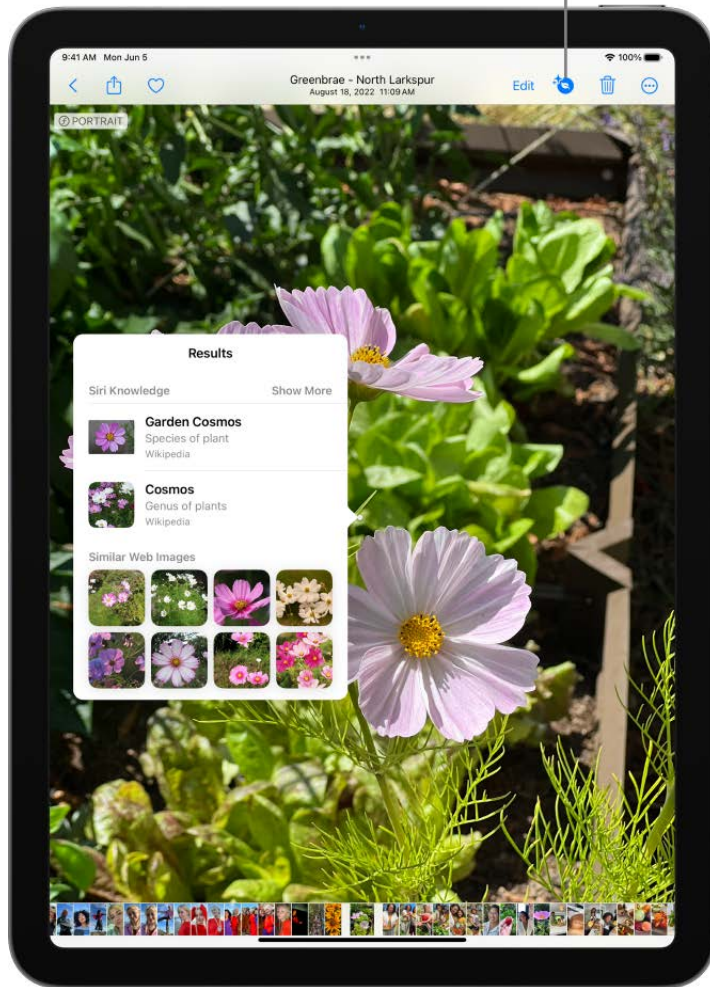
1. In the Photos app, open a photo or pause a video that contains text.
 2. Tap .
 3. Tap a quick action at the bottom of the screen.
 4. Tap  to return to the photo or video.
-

Live Text isn't available in all regions or languages. See [iOS and iPadOS Feature Availability](#).

Use Visual Look Up to identify objects in your photos and videos on iPad

With Visual Look Up, you can identify and learn about popular landmarks, statues, art, plants, pets, and more that appear in your photos and videos in the Photos app . Visual Look Up can also identify food in a photo or video frame and suggest related recipes.

Visual Look Up is available.



1. Open a photo in full screen or pause a video on any frame.

If the Info button displays a symbol with stars such as  or , Visual Look Up is available.

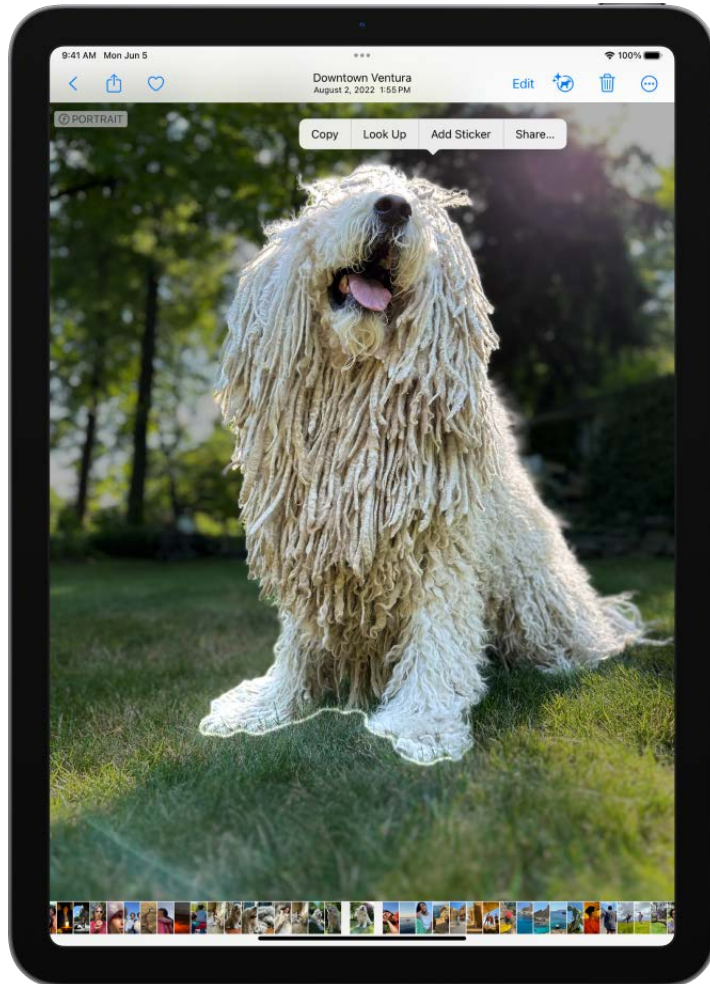
2. Tap the starred Info button, then tap Look Up at the top of the photo information to view the Visual Look Up results.
3. Tap the screen anywhere outside the Visual Look Up results box to close it, then tap  to close the photo or video info box.

Visual Look Up isn't available in all regions or languages. See [iOS and iPadOS Feature Availability](#).

Lift a subject from the photo background on iPad

In the Photos app 📷, you can isolate the subject of a photo or video frame from its background and then copy or share it in other documents and apps.

This feature is available on supported models and can also be used in Safari, Quick Look, and more.



1. Open a photo in full screen or pause a video on any frame.
2. Touch and hold the subject. When an outline appears around the subject, do one of the following:
 - Continue to touch the subject, then drag the subject into another document.
 - Tap Copy, then paste the subject into an email, text message, or note.
 - Tap Look Up to view results and learn more about the subject.
 - Tap Add Sticker, then save the sticker to use in photos, email, text messages, and more.

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

Apps

App Store

Get apps in the App Store on iPad

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

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

Find apps

Tap any of the following:

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



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

Get more info about an app

Tap an app to see the following information and more:

- Screenshots or previews
- In-app events
- Ratings and reviews
- Supported languages

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

Buy and download an app

1. Tap Get (if the app is free) or the price.

If you see  instead of Get or the price, you've already purchased this app before. Tap  to download it again for free.

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

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

Get the App Store widget

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

Share or give an app

1. Tap the app to see its details.
 2. Tap , then choose a sharing option or tap Gift App (not available for all apps).
-

Redeem or send an Apple Gift Card

1. Tap  or your picture at the top right.
 2. Tap one of the following:
 - Redeem Gift Card or Code
 - Send Gift Card by Email
-

Play games

Subscribe to Apple Arcade on iPad

In the App Store app , you can subscribe to Apple Arcade to enjoy unlimited access to a curated collection of games on iPhone, iPad, Mac, and Apple TV. (Not all Apple Arcade games are available on Mac and Apple TV.)

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

Note: Apple Arcade and Apple One aren't available in all countries or regions. See the Apple Support article [Availability of Apple Media Services](#). The availability of Apple Arcade games across devices varies based on hardware and software compatibility. Some content may not be available in all areas. See the Apple Support article [Apple Arcade game availability across devices](#).

Subscribe to Apple Arcade

1. In the App Store, tap Arcade, then tap the subscription button.
2. Review the free trial (if eligible) and subscription details, then follow the onscreen instructions.

Share Apple Arcade with family members

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

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

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

Play Apple Arcade games on your Apple devices

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

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

Change or cancel your Apple Arcade subscription

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

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

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

Get games from the App Store on iPad

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

Note: Game Center, Apple Arcade, and Apple One aren't available in all countries or regions. See the Apple Support article [Availability of Apple Media Services](#). The availability of Apple Arcade games across devices varies based on hardware and software compatibility. Some content may not be available in all areas. See the Apple Support article [Apple Arcade game availability across devices](#).

Find games

Tap any of the following:

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

Get more info about a game

Tap a game to see the following information and more:

- Screenshots or previews
- In-app events
- Ratings and reviews

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

Buy and download a game

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

If you see  instead of Get or the price, you've already purchased this game before. Tap  to download it again for free.

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

Play with friends in Game Center on iPad

In Game Center, you can send friend requests, manage your user profile, earn achievements, compete on leaderboards, and play with friends during a FaceTime call.

Set up your Game Center profile

1. Go to Settings  > Game Center, then sign in with your Apple ID.
2. To choose a nickname that your friends will see when you play games together, tap Nickname, then enter a name or choose one of the suggestions.
3. To personalize your avatar, tap Edit Avatar, then create a new Memoji, use an existing Memoji, or customize how your initials appear.

To view your Game Center profile, achievements, recent games, friends, and their activity, go to Settings > Game Center > *[your profile]*.

Add friends

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

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

You can also add a friend in the Contacts  app (available if you and your friend are using iOS 16.1, iPadOS 16.1, or later). Open their contact card, then tap Add Friend in Game Center. After your friend accepts the request, you can view their Game Center profile from their contact card.

Play games with friends using SharePlay

You can find and download a Game Center multiplayer game in the App Store and play with friends while on a FaceTime call.

During the call, open a supported multiplayer game, tap Start SharePlay, then follow the onscreen instructions.

See [Use SharePlay to watch, listen, and play together in FaceTime on iPad](#).

Report a user or remove a friend

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

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

Set Game Center restrictions

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

1. Go to Settings  > Screen Time > Content & Privacy Restrictions, then turn on Content & Privacy Restrictions.
 2. Tap Content Restrictions, scroll down to Game Center, then set restrictions.
-

Connect a game controller to iPad

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

Pair a Bluetooth game controller

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

See the Apple Support article [Connect a wireless game controller to your Apple device](#).

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

If you have a compatible game controller, you can connect it to iPad using the Lightning or USB-C connector. Depending on your iPad model and controller, you may need an adapter (sold separately). Follow the instructions that came with your controller.

Customize the game controller buttons

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

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

Add a second game controller and get help from a friend

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

1. Connect two compatible game controllers to iPad through Bluetooth or the Lightning or USB-C connector.
2. Go to Settings  > General > Game Controller > Buddy Controller.

3. Choose the primary controller, then choose the secondary controller.
-

Use App Clips on iPad

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



NFC integrated



Scan only

Get and use an App Clip

1. Get an App Clip from any of the following:
 - *App Clip Code or QR code:* [Scan the code](#) using the iPad camera or Code Scanner in Control Center.
 - *Maps:* Tap the App Clip link on the information card (for supported locations).
 - *Safari or Messages:* Tap the App Clip link.
2. When the App Clip appears on the screen, tap Open or Play.

In supported App Clips, you can [use Sign in with Apple](#), then [make a payment using Apple Pay](#).

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

Find an App Clip you used on iPad

[Go to App Library](#), tap the search field at the top of the screen, then scroll down to the end of the alphabetical list.

Remove App Clips

- *Remove a specific App Clip:* [Go to App Library](#), tap the search field at the top of the screen, enter the name of the App Clip, then touch and hold the app icon.
 - *Remove all App Clips:* Go to Settings  > App Clips.
-

Update apps from the App Store on iPad

Apps installed by default on your iPad are updated whenever you [update iPadOS](#). Apps that you download from the App Store app  are automatically updated by default, but you can manually update an app.

Turn off automatic app updates

1. Go to Settings  > App Store.
 2. Turn off App Updates.
-

Manually update apps

1. Open the App Store app  on your iPad.
2. Tap  or your picture at the top right.
3. Scroll down, then tap Update next to apps you want to update, or tap Update All.

After an app is updated, it appears in the list of apps below Updated Recently.

View or cancel app subscriptions on iPad

You can view and manage your subscriptions from Apple and subscriptions that you purchased in apps from the App Store . You can also cancel any subscriptions you no longer want.

View and manage your subscriptions

1. Go to Settings  > [your name] > Subscriptions.
2. Do any of the following:
 - Change an existing subscription.
 - Renew an expired subscription.
 - [Share an eligible subscription](#) with other family members in your Family Sharing group.
 - Turn on Renewal Receipts.

Cancel a subscription

1. Go to Settings  > [your name] > Subscriptions.
2. Tap a subscription, then tap Cancel Subscription or Cancel All Services.

Manage App Store purchases, settings, and restrictions on iPad

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

View and redownload your apps

1. Open the App Store app  on your iPad.
2. Tap  or your picture at the top right, then tap Apps (iPadOS 17.4 or later).
3. Tap My Apps or choose a family member (if you're in a [Family Sharing group](#)).
4. Find the app you want to download (if it's still available in the App Store), then tap .

See your purchase history from the App Store and other Apple media services

Your purchase history includes free and paid apps from the App Store as well as in-app purchases, subscriptions, music, videos, books, AppleCare+, and more.

In iPadOS 17.4 or later, do the following:

1. Open the App Store app  on your iPad.
2. Tap  or your picture at the top right, then tap Purchase History.

You may be asked to authenticate with Face ID, Touch ID, or your passcode.

3. To narrow the results, enter the name, price, or order ID in the search field.
 4. To change the search criteria, tap "Last 90 Days, Paid," then set any of the following:
 - Date range
 - Cost (free or paid)
 - Type
 - Family member (available if you're the organizer of a [Family Sharing group](#))
-

Share and approve purchases with Family Sharing

If you're in a [Family Sharing group](#), you can view and download apps purchased by other family members.

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

The family organizer can review and approve purchases made by other family members under a certain age. See [Turn on Ask to Buy for a child later](#).

Change your App Store settings

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

- *Automatically download apps purchased on your other Apple devices:* Below Automatic Downloads, turn on App Downloads.
 - *Automatically update apps:* Turn on App Updates.
 - *Download in-app content in the background:* Turn on In-App Content to download content before you first open an app.
 - *Allow app downloads to use cellular data:* (Wi-Fi + Cellular models) Below Cellular Data, turn on Automatic Downloads. To choose whether you want to be asked for permission for downloads over 200 MB or all apps, tap App Downloads.
 - *Automatically play app preview videos:* Turn on Video Autoplay.
 - *Automatically remove unused apps:* Turn on Offload Unused Apps. You can reinstall an app at any time if it's still available in the App Store.
-

Set content restrictions and prevent in-app purchases

After you [turn on content and privacy restrictions](#), do the following.

1. Go to Settings  > Screen Time > Content & Privacy Restrictions > Content Restrictions.
 2. Set restrictions such as the following:
 - *Apps*: Restrict apps by age ratings.
 - *App Clips*: Prevent App Clips from opening.
-

Install and manage fonts on iPad

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

1. After you download an app containing fonts from the App Store, open the app to install the fonts.
 2. To manage installed fonts, go to Settings  > General, then tap Fonts.
-

Books

Buy books and audiobooks on iPad

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

-
1. Open the Books app  on your iPad.
 2. Tap  or turn iPad to landscape view to automatically view the sidebar.
 3. Tap Book Store or Audiobook Store to browse titles, or tap Search to look for a specific title, author, series, or genre.

 **Tip:** Tap Browse Sections at the top of the screen to view titles in categories like Top Charts and Book Clubs, or genres like Biographies & Memoirs and Young Adults.

4. Tap a book cover to see more details, read a sample, listen to a preview, or mark as Want to Read.
5. Tap Buy to purchase a title, or tap Get to download a free title.

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

On iPad models that connect to a cellular network, you can allow books and audiobooks to download automatically when you aren't connected to Wi-Fi. Go to Settings  > Books, then turn on Automatic Downloads. Tap Downloads, then choose Always Allow, Ask If Over 200 MB, or Always Ask.

Read books in the Books app on iPad

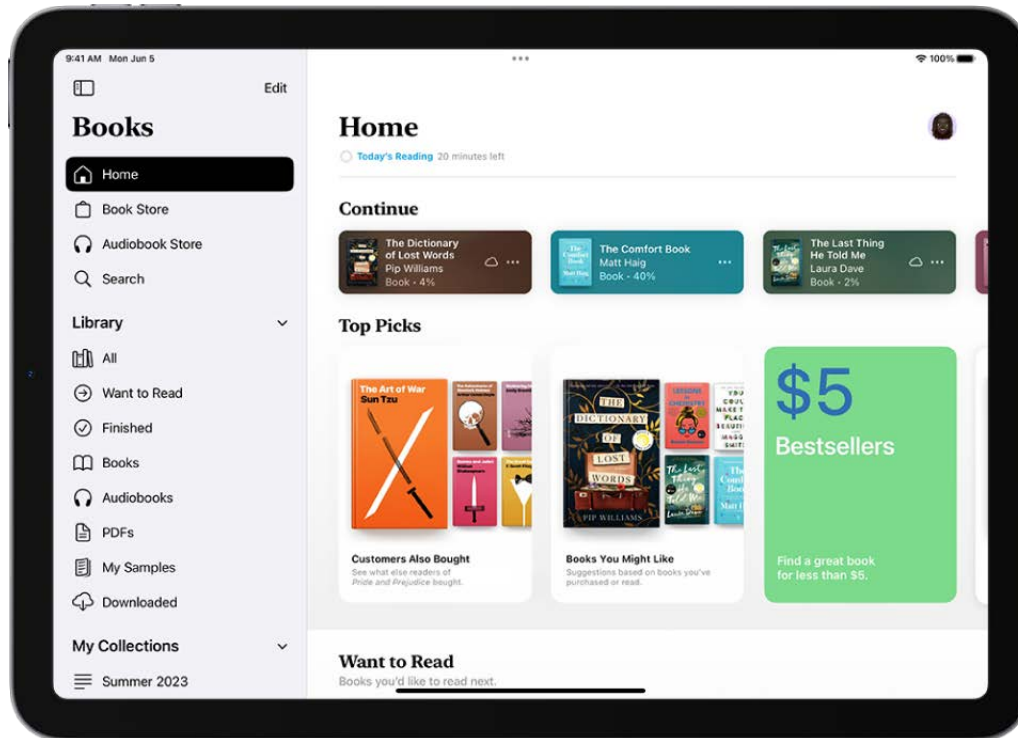
In the Books app , you can view the books you're currently reading, want to read, book collections, and more

The following are available in the sidebar. Tap  or turn iPad to landscape view to automatically view the sidebar.

- *Home:* Tap to access the books, audiobooks, and PDFs you're currently reading, get personalized suggestions for your next read, find books you've marked as want to read, and more. You can also set daily reading goals and keep track of the books you finish throughout the year.

- **Library:** Tap All to view all of the books, audiobooks, samples, series, and PDFs you either got from the Book Store or manually added to Books. You also see your books sorted into collections, such as Want to Read, Finished, and Downloaded.
- **My Collections:** Organize your books in collections that you create. See [Create a collection](#).

COMMENT: #ba #books



Read a book

Tap or turn iPad to landscape view to automatically view the sidebar, then tap a category such as Home, Books, or Audiobooks. Navigate to a book, tap the cover to open it, then do any of the following:

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

To allow either the left or right margin to turn the page, go to Settings > Books, then turn on Both Margins Advance.

- **Go back to the previous page:** Tap the left margin or swipe left to right.
- **Go back to previous reading location:** Tap the page, then tap the rounded arrow in the top-left corner of the page. Tap the rounded arrow again, but in the top-right corner, to go back to your current location.
- **Go to a specific page or location:** Tap the page, tap , tap Search Book, enter a word, phrase, or page number, then tap a result.

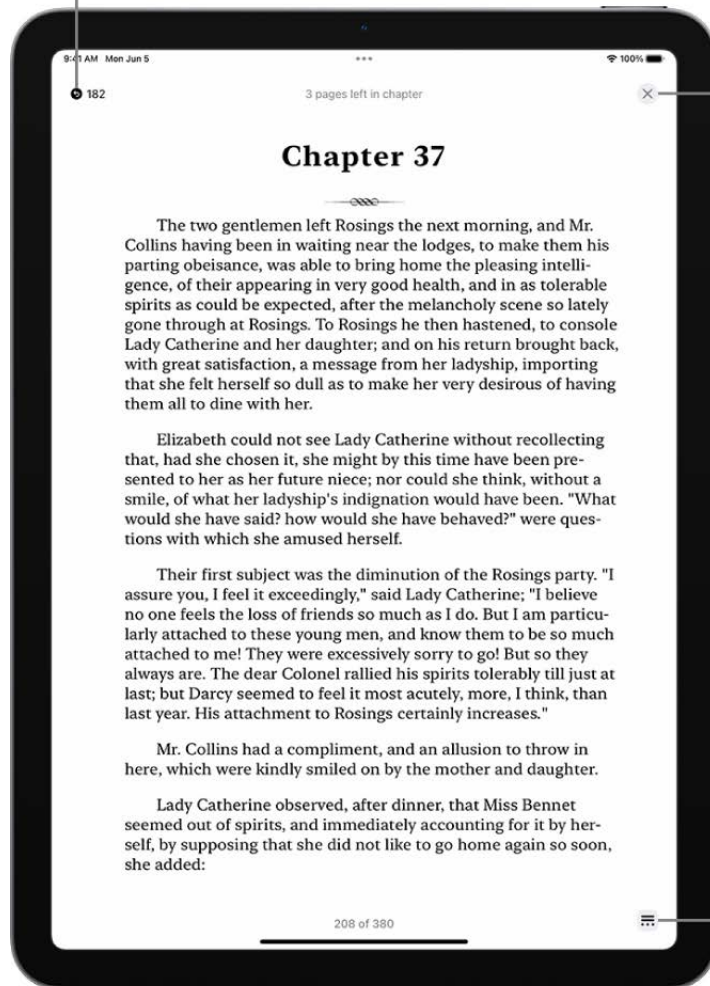
- *Use the table of contents:* Tap the page, tap , then tap Contents.

 **Tip:** To quickly move through a book, touch and hold Contents, then drag your finger left or right; release your finger to go directly to that location in the book.

- *Close a book:* Tap the page, then tap  in the top-right corner, or swipe down from the top of the page.

COMMENT: #ba #books

Tap to go back to previous reading location.



Tap to close book.

Tap to navigate the table of contents, change the display, search, share, and add bookmarks.

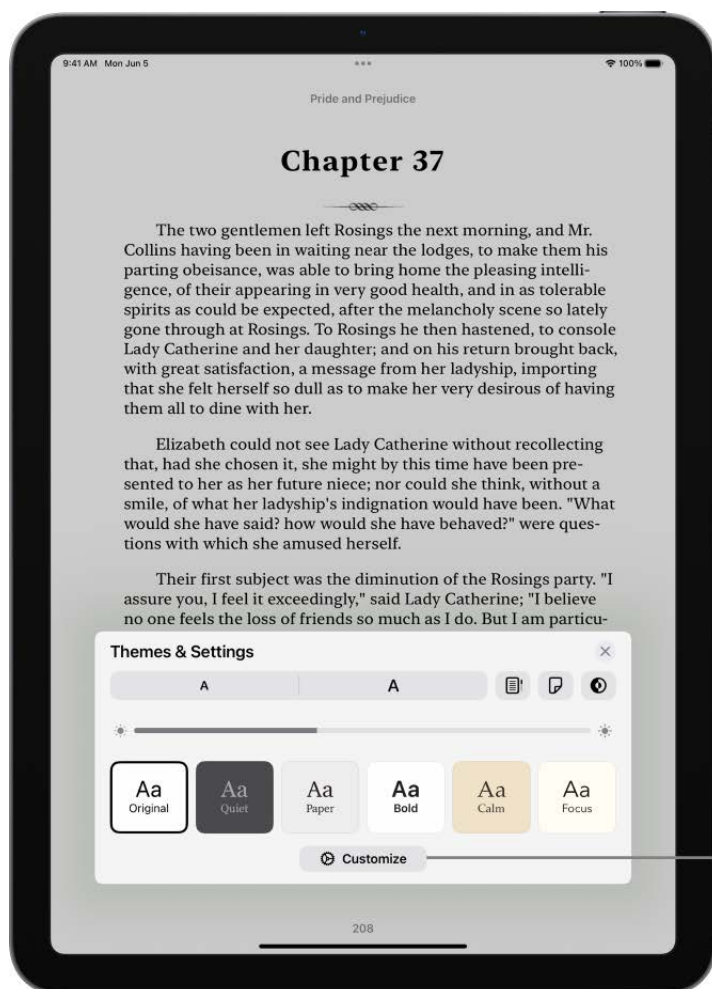
Change text and page appearance

1. Tap the page, tap  at the bottom of the page, tap Themes & Settings, then do any of the following:
 - *Change the font size:* Tap the large A to increase the font size or tap the small A to decrease it.
 - *Turn on vertical scrolling:* Tap  to scroll continuously through a book; tap again to undo vertical scrolling.

For PDFs, tap **AA** at the top of the screen, then turn on Vertical Scrolling.

- *Change the page turn style:* Tap , then tap an option.
 - *Adjust the background color:* Tap , then tap an option.
 - *Adjust the display brightness:* Touch the brightness bar, then drag your finger in either direction.
 - *Change the page theme* Tap a page theme such as Quiet or Bold.
 - *Change the font:* Tap Customize, then tap Font. Tap a font name, such as Original or Palatino, to see a preview at the top of the screen. Tap Done to apply the font.
 - *Make the font bold:* Tap Customize, tap the button next to Bold Text (green is on), then tap Done.
 - *Customize spacing and justification:* Tap Customize, then below Accessibility & Layout Options, turn on Customize (green is on). Drag the sliders left or right to adjust line spacing, character spacing, and word spacing. You can also turn Justify Text on or off (green is on). Tap Done to apply your changes.
2. Tap the page, then tap  in the top-right corner. Or swipe down from the top of the page (not available if vertical scrolling is turned on).

COMMENT: #ba #books



Tap to change the font and customize Accessibility & Layout options.

Note: You can choose on which side of the screen the menu button  appears. Go to Settings  > Books, then choose Left or Right below Reading Menu Position.

To undo text and layout customizations, tap , tap Customize, then tap Reset Theme.

Bookmark a page

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

Tap the page, tap , then tap ; tap it again to remove the bookmark.

To access all your bookmarks, tap the page, tap , tap Bookmarks & Highlights, then tap Bookmarks.

Share a text selection or book link

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

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

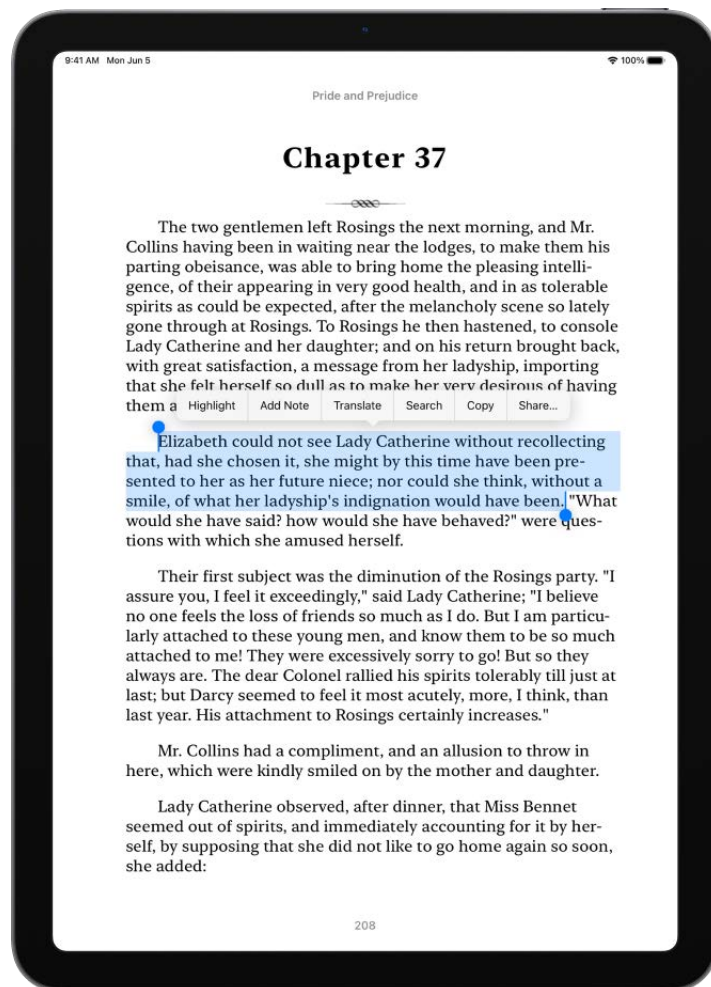
2. Tap Share, then Mail, Messages, or another app or service to share the selection.

You can also share a link to view the book in the Book Store. Tap a page, tap , tap , then tap how you want to share the link.

Annotate books in the Books app on iPad

You can highlight, underline, and take notes as you read books in the Books app , and then share your annotations with others.

COMMENT: #ba #books



Highlight or underline text

1. Open a book in the Books app .
2. Touch and hold a word, then move the grab points to adjust the selection.
3. Tap Highlight.

To change the highlight color or switch to underline, tap the text, tap Highlight, then tap an option.

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

To see all of your highlights, tap the page, tap , tap Bookmarks & Highlights, then tap Highlights. Tap a highlight to go to that location in the book.

Add a note

1. Open a book in the Books app .
2. Touch and hold a word, then move the grab points to adjust the selection.
3. Tap Add Note, enter text, then tap Done.

To remove a note, tap the text, then tap Delete Note.

To see all of your notes, tap the page, tap , tap Bookmarks & Highlights, then tap Highlights. Tap a note to go to that location in the book.

Share highlights and notes

1. Open a book in the Books app  where you've saved highlights or notes.
2. Tap any page, tap , tap Bookmarks & Highlights, then tap Highlights.
3. Touch and hold the highlight or note that you want to share, then tap Share .

To share multiple highlights and notes, touch and hold a highlight or note, tap Select , tap the items you want to share, then tap Share .

4. Choose a sharing method such as AirDrop, Messages, or Mail.
 5. After you share, tap Done to close Bookmarks & Highlights.
-

Delete bookmarks, highlights, and notes

1. Open a book in the Books app  where you've saved bookmarks, highlights, or notes.
2. Tap any page, tap , tap Bookmarks & Highlights, then tap Bookmarks or Highlights.
3. Touch and hold the bookmark, highlight, or note that you want to delete, then tap Delete .

To delete multiple items, touch and hold an item you want to delete, tap Select , tap the items you want to delete, then tap .

4. Tap Done to close Bookmarks & Highlights.
-

Access books on other Apple devices in Books on iPad

You can access the books and audiobooks in the Books app  on other devices such as your iPhone or Mac. You can also sync your reading position, highlights, notes, library collections, and more.

Access your books on your other devices

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

- *Automatically download purchases made on other devices:* Go to Settings  > Books, then turn on Purchases from Other Devices (green is on).
 - *Sync reading position, bookmarks, notes, and highlights:* Go to Settings > [your name] > iCloud > iCloud Drive, then turn on Sync this iPad. Tap iCloud, then tap Show All and turn on Books.
 - *Sync Home, Library, and collections:* Go to Settings > Books, then below Syncing, turn on Home and iCloud Drive (green is on).
-

Access your books on your Mac

To see your books, audiobooks, and PDFs on your Mac, do one of the following:

- *macOS 13 or later:* Choose Apple menu  > System Settings, click [your name] at the top of the sidebar, then click iCloud on the right. Click iCloud Drive, click Apps syncing to iCloud Drive, then select Books. Click Back, then click Done. (If you don't see your name, click Sign in with your Apple ID to enter your Apple ID or to create one.)
- *macOS 10.15–12.5:* Choose Apple menu > System Preferences, then click Apple ID. Click iCloud in the sidebar, then select iCloud Drive. Click Options, then select Books.

- *macOS 10.14 or earlier:* Choose Apple menu > System Preferences, then click iCloud. Select iCloud Drive, click Options, then select Books.

To see your collections, bookmarks, notes, and highlights on your Mac, open Books, then do one of the following:

- *macOS 13 or later:* Choose Books > Settings, click General, then select "Collections, bookmarks, and highlights."
 - *macOS 12.5 or earlier:* Choose Books > Preferences, click General, then select "Collections, bookmarks, and highlights."
-

Listen to audiobooks in Books on iPad

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

COMMENT: #ba #books



Play an audiobook

1. Tap  or turn the iPad to landscape mode to automatically view the sidebar.
2. Tap Audiobooks, All, or Home. Navigate to an audiobook, then tap the cover to start playing it.
3. While the audiobook is playing, do any of the following:
 - *Skip forward or back:* Tap or touch and hold the rounded arrows next to the pause button. Or, use external controls such as headphones or car controls.

Note: To change the number of seconds to skip forward or back, go to Settings  > Books. Below Audiobooks, tap Skip Forward or Skip Back, then tap an option.
 - *Go to a specific time:* Drag the slider below the audiobook cover left or right.
 - *Adjust the volume:* Drag the slider below the pause button left or right.
 - *Speed it up, or slow it down:* Tap the playback speed, 1x, in the lower-left corner to choose a different speed.
 - *Set a sleep timer:* Tap , then choose a duration.
 - *Play on a different device:* Tap , then choose an available device such as HomePod, Apple TV, or Bluetooth® speakers.
 - *Go to a chapter:* Tap , then tap a chapter.

Note: Some audiobooks refer to chapters as *tracks*, or don't define chapters.
 - *Switch to the audiobook mini-player:* Tap — or swipe down anywhere on the screen; tap the mini-player at the bottom of the screen to go back to full screen.
 - *Close the audiobook player:* Tap —, or touch and hold the mini-player, then tap Close Audio Player.

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

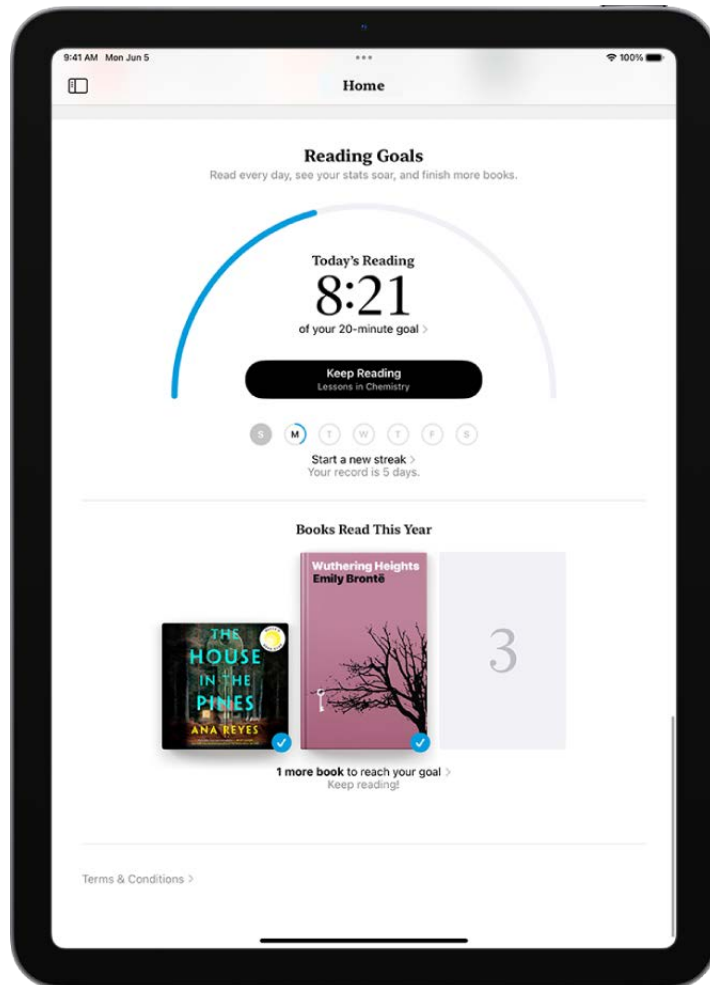
Find supplemental PDFs

Some audiobooks come with supplemental PDFs.

To find the PDFs, tap ... below the audiobook cover in your library, then tap View PDF Content.

Set reading goals in Books on iPad

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



Change your daily reading goal

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

1. Tap  or turn iPad to landscape view to automatically view the sidebar.
2. Tap Home, then tap Today's Reading at the top of the screen, or swipe down to Reading Goals.
3. If you're adjusting the goal for the first time, tap Today's Reading, then tap Adjust Goal.

If you've changed your goal before and you want to change it again, tap Adjust Goal.

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

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

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

 **Tip:** To make sure you receive reading goals notifications, tap your account in the top-right corner of Home. Tap Notifications, tap Allow Notifications on This iPad, turn on Goal Completion (green is on), then tap Done.

Change your yearly reading goal

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

1. Tap  or turn iPad to landscape view to automatically view the sidebar.
2. Tap Home, then tap Today's Reading at the top of the screen, or swipe down to Books Read This Year.
3. Below Books Read This Year, tap a placeholder square or a book cover, then tap Adjust Goal.
4. Slide the counter up or down to set the books per year that you want to read, then tap .

 **Tip:** You can change the reading status or finish date of books or audiobooks in your library. Tap ... next to a book or audiobook cover, then tap Mark as Finished, Mark as Still Reading, or Edit Finished Date.

See your reading streaks and records

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

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

Turn off reading goals

Go to Settings  > Books, then turn off Reading Goals.

When Reading Goals is turned off, the reading indicators in Home are hidden and you don't receive reading notifications.

Turn coaching notifications off and on

You can turn on coaching to receive encouragement, and nudges to help you reach your reading goals.

1. Tap  or turn iPad to landscape view to automatically view the sidebar.
 2. Tap Home, then tap your account icon in the top-right corner.
 3. Tap Notifications, then turn on Coaching (green is on).
 4. Tap Done.
-

Turn reading goals notifications off and on

Books sends you notifications when you achieve a reading goal or set a reading streak. You can turn these notifications off and on.

1. Tap  or turn iPad to landscape view to automatically view the sidebar.
 2. Tap Home, then tap your account icon in the top-right corner.
 3. Tap Notifications, then tap the button next to Goal Completion (green is on).
 4. Tap Done.
-

Clear reading data

To clear your reading data, such as time spent reading and reading streaks, go to Settings  > Books > then tap Clear Reading Goals Data.

Organize books in the Books app on iPad

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

COMMENT: #ba #books

COMMENT: Screenshot to come: A Books screenshot showing the Library, All screen.

Create a collection

You can create your own collections to personalize your library.

1. Open the Books app  on your iPad.
2. Tap  or turn iPad to landscape view to automatically view the sidebar.

3. Tap New Collection.

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

Add a book to a collection

You can add a book from your library or from the Book Store to collections you create.

1. Open the Books app  on your iPad.
2. Tap  or turn iPad to landscape view to automatically view the sidebar, then tap Book Store or Library to view books.
3. Tap ... below the book cover.
4. Tap Add to Collection, then tap the collection you want to add it to.

 **Tip:** You can add the same book to multiple collections.

Organize your books

You can change how the books in your library or a collection are displayed and sorted.

1. Open the Books app  on your iPad.
2. Tap  or turn iPad to landscape view to automatically view the sidebar.
3. Tap a category below Library or My Collections.
4. Tap , then do either of the following:

- *Change the book display:* Tap Grid or List.
- *Change the book order:* Tap Recent, Title, Author, or Manual.

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

Remove books, audiobooks, and PDFs

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

1. Open the Books app  on your iPad.
2. Tap  or turn iPad to landscape view to automatically view the sidebar.
3. Tap Home or a collection below Library, then tap ... next to the title you want to remove.
4. Tap Remove, then choose an option.

Note: If you choose Remove Download, the content and data associated with the title are no longer stored on your iPad. To redownload the title, tap ⋮, then tap Download. If you choose Hide Book, the book won't appear in your library or collections. To unhide books and audiobooks, tap Home, tap your account icon, then tap Manage Hidden Purchases.

You can automatically remove downloads from your iPad after you finish a book. Tap a collection below Library, then tap ⋮ at the top of the screen. Tap Remove Downloads, then tap Automatically When Finished.

Delete a collection

1. Tap  or turn iPad to landscape view to automatically view your collections in the sidebar.
2. Below My Collections, swipe left on the collection you want to delete, then tap Delete.

Note: Deleting a collection doesn't delete the books or audiobooks in the collection; they're still in your library.

Read PDFs in Books on iPad

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

Open PDFs in Books

1. Tap the PDF to open it.
2. Tap .
3. Tap ⋮ from the list of share options, then tap Books.

Share or print a PDF

1. Tap the PDF to open it.
2. Tap , then choose a share option such as AirDrop, Mail, or Messages, or tap Print.

See the Apple Support article [About AirPrint](#).

Mark up a PDF

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

Calendar

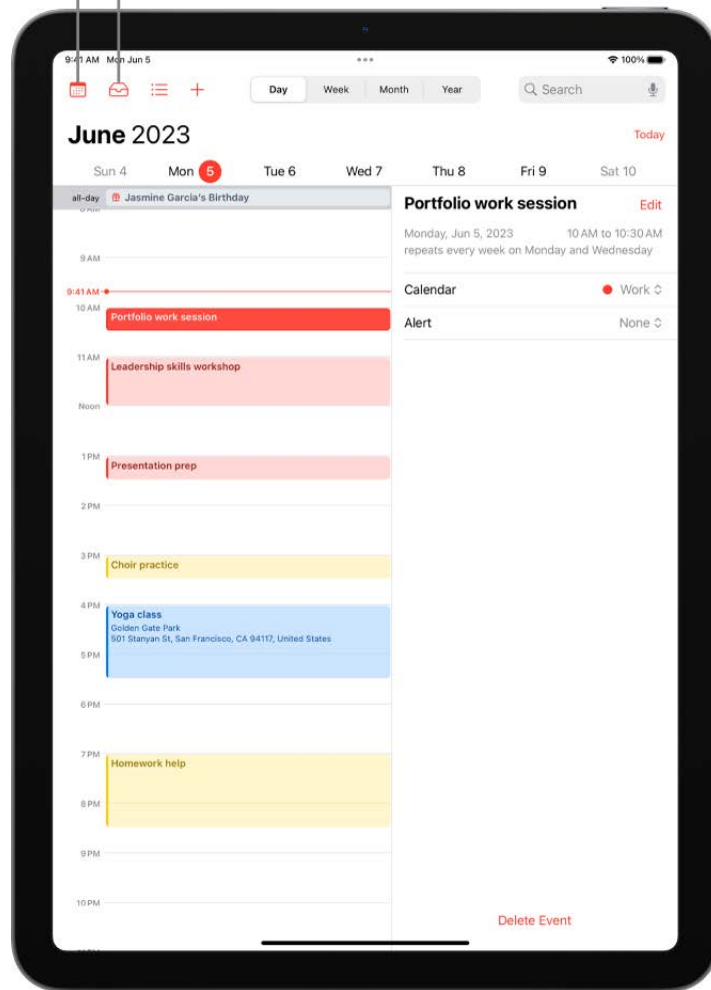
Create and edit events in Calendar on iPad

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

COMMENT: #ba #locations

Change calendars
or accounts.

View invitations.



 **Siri:** Say something like:

- "Set up a meeting with Gordon at 9"
- "Do I have a meeting at 10?"
- "Where is my 3:30 meeting?"

[Learn how to use Siri](#)

Add an event

1. In Day view, tap  at the top of the screen.
2. Enter the title of the event.
3. Tap Location or Video Call, then enter a physical location or tap FaceTime to enter a video link for a remote event.

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

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

Add an alert

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

1. Tap the event, then tap Edit.
2. In the event details, tap Alert.
3. Choose when you want to be reminded.

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

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

4. Tap Done.

Add an attachment

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

1. Tap the event, then tap Edit.
2. In the event details, tap Add attachment.
3. Locate the file you want to attach.

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

4. Tap Done.

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

Find events in other apps

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

1. Go to Settings  > Calendar > Siri & Search.
2. Turn on Show in App to allow Siri to suggest events found in other apps.

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

Copy and paste an event

You can copy an event and paste it to another date.

1. Touch and hold the event, then tap Copy.
2. On another date, touch and hold the time where you want to paste the event.

When you release, the New Event page appears and the copied event appears under Title with the date and time where you want to paste the event.

 **Tip:** You can also tap  at the top of the screen after copying an event.

3. Tap the copied event below Title.
 4. Tap Add.
-

Edit an event

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

- *Quickly change the event time and duration:* In Day or Week view, touch and hold the event, then drag it to a new time, or adjust the grab points.
 - *Change event details:* Tap the event, tap Edit near the top right, then in the event details, tap a setting to change it, or tap in a field to type new information.
-

Delete an event

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

Send invitations in Calendar on iPad

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

Before you begin

Before you can invite people to events you've scheduled, you need to make sure your calendar accounts are turned on.

- Go to Settings  > Calendar > Accounts, then select an account.
- Check if Calendar is turned on.

For more information on how to add calendars, see [Set up multiple calendars on iPad](#)

Invite others to an event

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

1. Tap the event, then tap Edit near the top of the screen.
2. Tap invitees.
3. Do any of the following:
 - *Add a name from your contacts:* Enter a contact's name, tap the name, then tap Done.

You can also tap  to select contacts.

- *Add an email address:* Enter an email address, tap Return, then tap Done.

Note: In order to send a calendar invitation to a contact, the contact must have an email address. See [Add and use contact information on iPad](#).

To make an invitation optional, tap Invitees, swipe left on the name or email address of the person you've invited, then tap Make Optional.

4. When you're finished, tap Done.

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

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

Schedule a meeting without blocking your schedule

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

1. Tap the event, then tap Edit.
 2. Tap Show As, then tap Free.
-

Quickly email attendees

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

1. Tap an event that has attendees.
 2. Tap Invitees, then tap .
-

Reply to invitations in Calendar on iPad

In the Calendar app , reply to meeting and event invitations you've received.

Reply to an event invitation

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

Or, in Calendar, tap , then tap an invitation.
2. Tap your response—Accept, Maybe, or Decline.

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

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

Suggest a different meeting time

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

1. Tap the meeting, then tap Propose New Time.
 2. Tap the time, then enter a new one.
 3. Tap Done, then tap Send.
-

Change how you view events in Calendar on iPad

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

- *Zoom in or out:* Tap Day, Week, Month, or Year at the top of the screen to zoom in or out on your calendar. In Week or Day view, pinch to zoom in or out.
- *View upcoming events:* Tap  to view upcoming events as a list.

Search for events in Calendar on iPad

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

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

 **Siri:** Say something like: “What’s on my calendar for Friday?” [Learn how to use Siri.](#)

Change calendar and event settings on iPad

You can change default settings for the Calendar app  to make it easier to create new events and to display your calendar in a way that works best for you. For example, you can choose the default calendar for new events, change the duration of new events, and more.

Choose a default calendar

If you have multiple calendars, you can choose a default calendar, and any new events you create are added to that calendar automatically.

1. Go to Settings  > Calendar > Default Calendar.
2. Select the calendar you want to use as your default calendar.

Note: You can always move an event to a different calendar after you create it. To find out more about using multiple calendars, see [Set up multiple calendars on iPad](#).

Set default event settings

You can change default settings for calendar events, such as the duration for new events, whether to be alerted when it’s time to leave for an upcoming event, and more.

1. Go to Settings  > Calendar.

2. Do any of the following:

- *Set default alert times for events:* Tap Default Alert Times, tap Birthdays, Events, or All-Day Events, then choose an option.
- *Choose whether to be alerted when it's time to leave for an upcoming event:* Tap Default Alert Times, then turn Time to Leave on or off.
- *Change the default duration for new events:* Tap Duration for New Events, then choose a length of time.
- *Choose whether Calendar suggests a location when you create a new event:* Turn Location Suggestions on or off.

Change how your calendar is displayed

You can customize the way your calendar is displayed to help highlight the information that's most important to you. For example, you can choose which day you want to start the week with, display the Chinese, Hebrew, or Islamic calendar (alongside the Gregorian calendar), and more.

1. Go to Settings > Calendar.

2. Do any of the following:

- *Choose a different day to start the week:* Tap Start Week On, then tap a day.
- *Display the week number next to every week of the year:* Turn on Week Numbers.
- *Display the Chinese, Hebrew, or Islamic calendar:* Tap Alternate Calendars, then choose a calendar.
- *Show the current day as the first day in Week view:* Tap Week View Starts On Today.

Schedule or display events in a different time zone in Calendar on iPad

In the Calendar app , events appear according to the time zone of your current location. However, you can override this setting and always display your calendar in a time zone you select, even if you travel to a different location. You can also schedule an event in a different time zone from the one currently shown in Calendar.

Change the time zone for a new event

You can create and edit events in Calendar and change the time zone of the event—even if it's different from the time zone you're currently in. For example, if you live in New York, you can create or edit an event and schedule it according to the time zone in another location—like Chicago.

1. Open the Calendar app  on your iPad.
2. Tap  at the top of the screen.
3. Add the event details (title, location, travel time, attachments, and so on).
4. Enter the start and end times for the event, then tap Time Zone.
5. Search for a location, tap it, then tap Add.

Note: You can edit the time zone of the event later if you need to.

Always view your calendar in a specific time zone

You can override the default time zone setting so you can display Calendar in the time zone of your choice. This can be helpful if you're working remotely and need to keep track of the time when scheduling meetings with your colleagues in a different time zone. For example, if you live in San Francisco, but your job is based out of Boston, you can override the time zone of your current location and view your calendar events according to the time zone in Boston.

1. Go to Settings  > Calendar.
2. Tap Time Zone Override, then tap Time Zone Override to turn it on.
3. Tap Time Zone, search for a location (like Boston, for example), then tap the location.

Events created before you turn on Time Zone Override appear according to the time zone of the location you selected, but also shows the original time zone the event was created in.

Note: Time Zone Override only changes the time zone shown in the Calendar app.

Keep track of events in Calendar on iPad

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

Customize Calendar notifications

1. Go to Settings  > Notifications > Calendar.
2. Turn on Allow Notifications.
3. Choose how and where you want the notifications to appear—for example, on the Lock Screen, in Notification Center, as banners at the top of the screen, with an alert sound, and so on.

Turn on customized notifications for specific calendar events

After customizing Calendar notifications, you can choose whether you want them to appear for specific occasions—like upcoming events or invitee responses, for example.

1. Go to Settings  > Notifications > Calendar.
2. Tap Customize Notifications.
3. Turn the specific customized notifications on or off.

Keep your calendar up to date across your devices

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

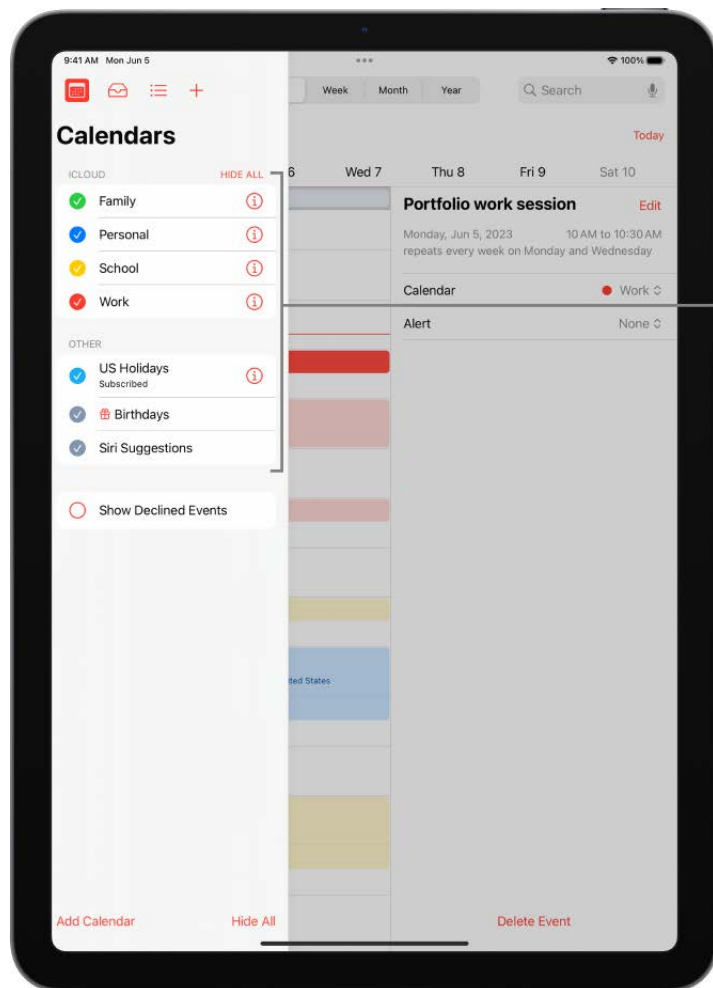
Go to Settings  > [your name] > iCloud, then turn on Calendars.

Note: If you don't see Calendars, tap Show All to see more options.

If you don't want to use iCloud for your calendar, you can sync your calendar information between your iPad and your computer. See [Sync with your computer](#).

Set up multiple calendars on iPad

In the Calendar app  ⁵, you can set up multiple calendars to keep track of different kinds of events. You can keep track of all your events and appointments in one calendar, but additional calendars are easy to set up and a great way to stay organized.



Select which calendars to view.

Set up a calendar

1. Tap  at the top left, then tap Add Calendar at the bottom of the screen.
2. Do one of the following:
 - *Create an iCloud calendar:* Tap Add Calendar, enter a name for the calendar, then choose a color for it.
 - *Subscribe to an external read-only calendar:* Tap Add Subscription Calendar, enter the URL of the .ics file you want to subscribe to (and any other required server information), then tap Subscribe.
 - *Add a Holiday calendar:* Tap Add Holiday Calendar, tap the holiday calendar you want to subscribe to, then tap Add.

See [Use the Holidays calendar on iPad.](#)

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

Unsubscribe from a calendar

You can unsubscribe from a calendar you're subscribed to. When you unsubscribe, you can also report the calendar as junk.

1. Tap  at the top left, then tap  next to the calendar you want to remove.
2. Tap Unsubscribe, then tap Unsubscribe or Unsubscribe and Report Junk.

Note: When you tap Unsubscribe and Report Junk, the calendar is reported to Apple as a suspected junk subscription.

See multiple calendars at once

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

- Select the calendars you want to view.
 - Tap US Holidays to include national holidays with your events.
 - Tap Birthdays to include birthdays from Contacts with your events.
-

Turn on calendar event alerts

You can turn on event notifications for calendars you create or subscribe to.

1. Tap  at the top left.
 2. Tap  next to a calendar.
 3. Turn Event Alerts on or off.
 4. Tap Done.
-

Change a calendar's color

1. Tap  at the top left.
2. Tap  next to the calendar, then choose a color.
3. Tap Done.

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

Set up iCloud, Google, Exchange, or Yahoo calendar accounts

1. Go to Settings  > Calendar > Accounts > Add Account.
2. Do any of the following:
 - Tap a mail service (iCloud, Microsoft Exchange, or Google, for example), then sign in.
 - Tap Other, tap Add CalDAV Account or Add Subscribed Calendar, then enter your server and account information.

Add a CalDAV account

1. Go to Settings  > Calendar > Accounts > Add Account > Other.
2. Tap Add CalDAV Account.
3. Enter your server and account information.

Move an event to another calendar

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

Use the Holidays calendar on iPad

In the Calendar app , the Holidays calendar displays holidays based on the region set on your iPad.

Note: The Holidays calendar is a subscription calendar. You can't add or delete holidays, because subscription calendars can be modified only by the calendar provider.

Show or hide holidays

1. Tap  at the top left.
2. Select or deselect US Holidays (or the holiday calendar for your country or region).

Add a holiday calendar from a different region

1. Tap  at the top left.
2. Tap Add Calendar at the bottom of the screen, then tap Add Holiday Calendar.
3. Tap the holiday calendar you want to subscribe to, then tap Add.

To change settings, like notification alerts or the name of a holiday calendar you've subscribed to, see [Set up multiple calendars on iPad](#).

Share iCloud calendars on iPad

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

COMMENT: Personal Safety content

Create an iCloud calendar

1. Tap  at the top left.
2. Tap Add Calendar.
3. Tap Add Calendar, enter a name for the new calendar, then tap Done.

If iCloud isn't your default calendar, tap Accounts, then tap iCloud. See [Change calendar and event settings on iPad](#).

Share an iCloud calendar

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

1. Tap  at the top left.
2. Tap  next to the iCloud calendar you want to share.
3. Tap Add Person, then enter a name or email address, or tap  to browse your contacts.

Note: Your contacts must have an email address to share an iCloud calendar. See [Add and use contact information on iPad](#).

4. Tap Add.
-

Change a person's access to a shared calendar

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

1. Tap , tap  next to the shared calendar, then tap the person.
2. Do any of the following:
 - Turn Allow Editing on or off.
 - Tap Stop Sharing.

Turn off notifications for shared calendars

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

1. Go to Settings  > Notifications > Calendar > Customize Notifications.
2. Turn off Shared Calendar Changes.

Share a read-only calendar with anyone

1. Tap , then tap  next to the iCloud calendar you want to share.
2. Turn on Public Calendar, then tap Share Link to copy or send the URL for your calendar.
3. Choose a method for sending the URL—Message, Mail, and so on.

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

Delete a calendar

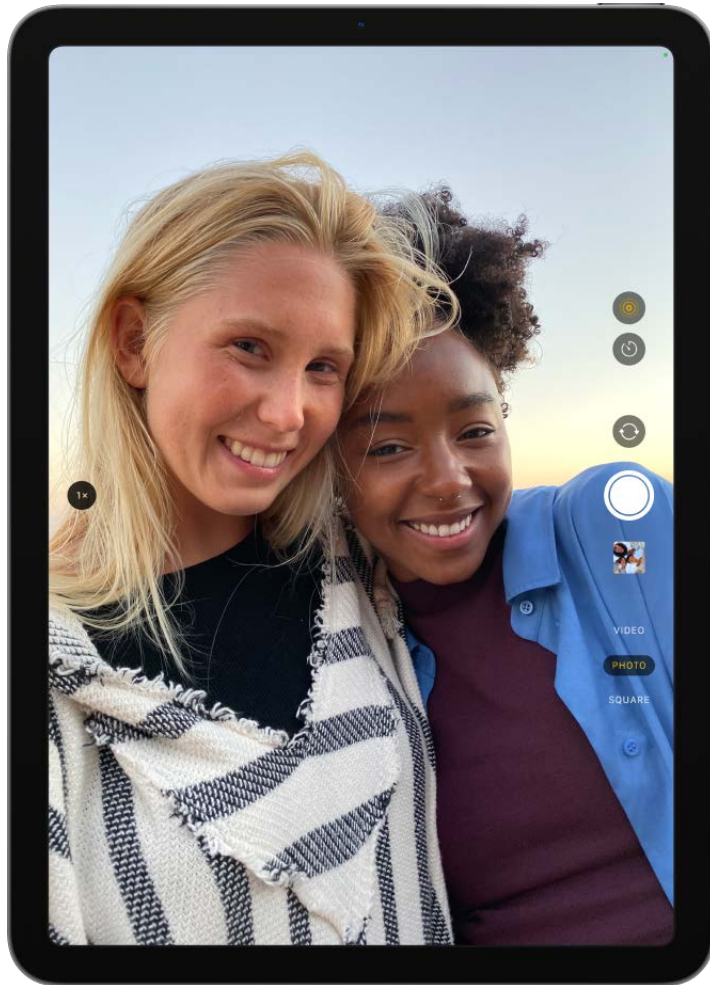
1. Tap  at the top left.
 2. Tap  next to the iCloud calendar you want to delete.
 3. Tap Delete Calendar at the bottom of the list.
-

Camera

Take photos with your iPad camera

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

 **Siri:** Say something like: "Open Camera." [Learn how to use Siri.](#)



Take a photo

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

1. Tap  on the Home screen or swipe left on the Lock screen to open Camera in Photo mode.
2. Tap the Shutter button or press either volume button to take the photo.

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

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

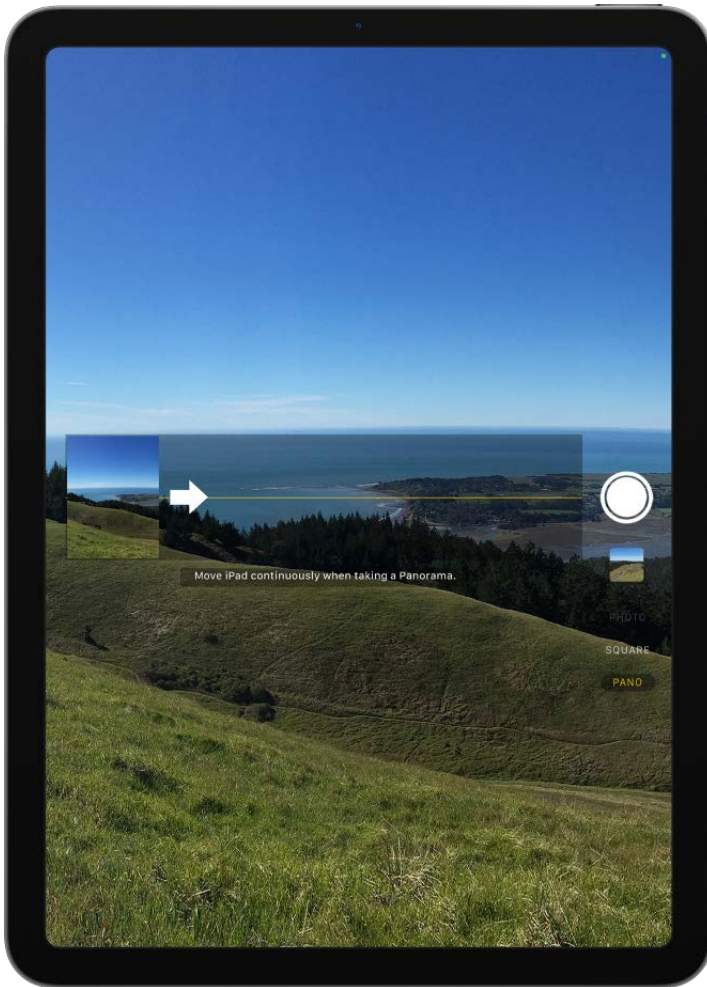
Note: For your security, a green dot appears at the top of the screen when Camera is in use. See [Control access to hardware features](#).

Zoom in or out

- On all models, open Camera and pinch the screen to zoom in or out.
 - Depending on your model, do either of the following:
 - Tap 1x on the left side of the screen.
 - Drag the slider on the left side of the screen up or down.
 - Touch and hold the zoom controls on the left side of the screen, then drag the slider right or left.
-

Take a panorama photo

1. Choose Pano mode, then tap the Shutter button.
2. Pan slowly in the direction of the arrow, keeping it on the center line.



3. To finish, tap the Shutter button again.

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

Capture action shots with Burst mode

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

1. Choose Photo or Square mode.
2. Touch and hold the Shutter button to take rapid-fire photos.

The counter shows how many shots you took.

3. Lift your finger to stop.

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

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

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

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

Take a Live Photo

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

1. On models that support Live Photos, choose Photo mode.
2. Tap  to turn Live Photos on (yellow is on) or off.
3. Tap the Shutter button to take the shot.

In your albums, Live Photos are marked with “Live” in the top-left corner. You can edit Live Photos and add effects such as Loop and Bounce. See [Edit Live Photos](#).

Take a selfie with your iPad camera

Use Camera  to take a selfie in Photo mode with your iPad.

Take a selfie

1. Open Camera.
 2. Switch to the front camera by tapping  or  (depending on your model).
 3. Hold your iPad in front of you.
 4. Tap the Shutter button or press either volume button to take the shot.
-

Mirror the front camera

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

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

 **Tip:** Depending on your iPad model, tap  on the left side of the screen to zoom out and increase your field of view. Tap  to zoom back in.

Take a selfie in Portrait mode with your iPad camera

With Camera  on supported models, you can apply a depth-of-field effect to your selfies. This effect keeps your face sharp while creating a beautifully blurred background. Depending on your iPad model, you can also change the Portrait Lighting effect and the level of background blur.

Take a selfie in Portrait mode

1. Open Camera, then choose Portrait mode.
2. Hold your iPad in front of you, then frame yourself in the portrait box.
3. Tap the Shutter button to take the shot.

Change the Portrait Lighting effect

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

1. Open Camera, then choose Portrait mode.
 2. Hold your iPad in front of you, then frame yourself in the portrait box.
 3. Drag  to choose a lighting effect:
 - *Natural Light*: The face is in sharp focus against a blurred background.
 - *Studio Light*: The face is brightly lit, and the photo has an overall clean look.
 - *Contour Light*: The face has dramatic shadows with highlights and lowlights.
 - *Stage Light*: The face is spotlighted against a deep black background.
 - *Stage Light Mono*: The effect is similar to Stage Light, but the photo is in classic black and white.
 - *High-Key Light Mono*: Creates a grayscale subject on a white background—iPad Pro 11-inch (2nd generation and later) and iPad Pro 12.9-inch (4th generation and later) only.
 4. Tap the Shutter button to take the shot.
-

Adjust Depth Control in Portrait mode selfies

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

1. Open Camera, then choose Portrait mode.
2. Hold your iPad in front of you, then frame yourself in the portrait box.
3. Tap  on the right side of the screen.

The Depth Control slider appears on the right.

4. Drag the slider up or down to adjust the effect.
5. Tap the Shutter button to take the shot.

After you take a selfie in Portrait mode, you can use the Depth Control slider in Photos to further adjust the level of background blur. See [Adjust Depth Control in portraits](#).

Take videos with your iPad camera

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

Note: Video recording isn't available during a phone or FaceTime call.

Record a video

1. Choose Video mode.
2. Tap the Record button or press either volume button to start recording. While recording, you can do the following:
 - Pinch the screen to zoom in and out.
 - To zoom more precisely, touch and hold 1x, then drag the slider (on supported models).
3. Tap the Record button or press either volume button to stop recording.

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

Record HD or 4K video

Depending on your iPad model, you can record video in high-quality formats, like HD, 4K, HD (PAL), and 4K (PAL).

Note: Faster frame rates and higher resolutions result in larger video files.

1. Go to Settings  > Camera > Record Video.
2. Select from the list of video formats and frame rates that your iPad supports.

Note: PAL is a television video format used in many countries and regions in Europe, Africa, Asia, and South America.

Use quick toggles to change video resolution and frame rate

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

Record a slow-motion video

When you record a video in Slo-mo mode, your video records as normal and you see the slow-motion effect when you play it back. You can also edit your video so that the slow-motion action starts and stops at a specific time.

1. Choose Slo-mo mode.
2. Tap the Record button or press either volume button to start and stop recording.

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

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

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

Capture a time-lapse video

1. Choose Time-lapse mode.
2. Set up your iPad where you want to capture a sunset, traffic flowing, or other experience over a period of time.
3. Tap the Record button to start recording; tap it again to stop recording.

Adjust Auto FPS settings

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

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

- On iPad (9th generation), iPad Pro 11-inch (1st generation and 2nd generation), and iPad Pro 12.9-inch (3rd generation and 4th generation): Turn on Auto Low Light FPS.
- On iPad (10th generation), iPad mini (6th generation), iPad Air (4th generation and later), iPad Pro 11-inch (3rd generation and later), and iPad Pro 12.9-inch (5th generation and later): Tap Auto FPS, then apply Auto FPS to 30-fps video only or to both 30- and 60-fps video.

Lock the white balance setting

You can lock the white balance when recording videos on your iPad to improve accurate color capture based on lighting conditions.

Go to Settings  > Camera > Record Video, then turn on Lock White Balance.

Change advanced camera settings on your iPad

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

Adjust the focus and exposure

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

1. Tap the screen to reveal the automatic focus area and exposure setting.
2. Tap where you want to move the focus area.
3. Next to the focus area, drag  up or down to adjust the exposure.

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

Use a grid to straighten your shot

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

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

Save camera settings

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

- Go to Settings  > Camera > Preserve Settings.
- On supported models, you can also preserve Live Photos settings.

Adjust the shutter volume

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

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

To mute the shutter sound, press and hold the Volume Down button. Or, use the Ring/Silent switch if your iPad has one.

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

See [Adjust the volume on iPad](#).

Turn Scene Detection off and on

The Scene Detection setting can identify what you're taking a photo of and apply a tailored look to bring out the best qualities in the scene.

Scene Detection is on by default. To turn off Scene Detection, go to Settings  > Camera, then turn off Scene Detection.

Scene Detection works with iPad mini (6th generation), iPad Air (4th generation and later), iPad Pro 11-inch (3rd generation and later), and iPad Pro 12.9-inch (5th generation and later).

Turn Lens Correction off and on

The Lens Correction setting adjusts photos taken with the front camera or Ultra Wide camera for more natural-looking results.

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

Lens Correction works with iPad mini (6th generation), iPad Air (5th generation), iPad (9th generation and later), iPad Pro 11-inch (3rd generation and later), and iPad Pro 12.9-inch (5th generation and later).

Adjust HDR camera settings on iPad

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

Turn off automatic HDR

By default, iPad automatically uses HDR when it's most effective. To manually control HDR instead, do the following:

- On models that support manual HDR in Settings, go to Settings  > Camera, then turn off Smart HDR. On the camera screen, tap HDR to manually turn it on or off.
- On earlier iPad models, tap  on the camera screen to manually turn it on or off.

By default, the HDR version of a photo is saved in Photos. On some iPad models, you can also save the non-HDR version; go to Settings  > Camera, then turn on Keep Normal Photo.

View, share, and print photos on iPad

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

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

View your photos

1. In Camera, tap the thumbnail image below the Shutter button.
2. Swipe right to see the photos you've taken recently.

Tap the screen to show or hide the controls.

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

Share and print your photos

1. While viewing an image, tap .
2. To share your photo, select an option such as AirDrop, Mail, or Messages.
3. To print your photo, swipe up to select Print from the list of actions.

See [Use AirDrop on iPad to send items to nearby Apple devices](#).

See the Apple Support article [Use AirPrint to print from your iPhone or iPad](#).

Upload photos and keep them up to date across devices

Use [iCloud Photos](#) to upload photos and videos from your iPad to iCloud and access them [on other devices](#) where you're signed in with the same Apple ID. iCloud Photos is useful if you want to keep your photos up to date across multiple devices or save space on your iPad. To turn on iCloud Photos, go to Settings  > Photos.

Use Live Text with your iPad camera

On supported models, Camera  recognizes text and information that appears within the camera frame letting you can interact with it in multiple ways. You can select text to copy, share, or translate, or you can use quick actions to perform tasks like make a phone call, open a website, or convert currencies.

Live Text can be used in other apps such as Safari, Photos, Quick Look, and more.

COMMENT: Screenshot to come: A Camera screen showing Live Text options.

1. Open Camera, then position iPad so the text appears within the camera frame.
2. Tap .
3. Touch and hold the text, then use the grab points to select specific text and perform any of the actions below:
 - *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.

 **Tip:** Depending on the content, you can 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 Camera.
-

To turn off Live Text on your iPad camera, go to Settings  > Camera, then turn off Show Detected Text.

Note: Live Text isn't available in all regions or languages. See [the iOS and iPadOS Feature Availability website](#).

Scan a QR code with your iPad camera

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

Use the camera to read a QR code

1. Open Camera, then position iPad so that the code appears on the screen.
 2. Tap the notification that appears on the screen to go to the relevant website or app.
-

Open the Code Scanner from Control Center

1. Go to Settings  > Control Center, then tap  next to Code Scanner.
 2. Open Control Center, tap the Code Scanner, then position iPad so that the code appears on the screen.
 3. To add more light, tap the flashlight to turn it on.
-

Scan documents with your iPad camera

On supported iPad models, when you open Camera, iPad can automatically detect and scan documents within the camera frame. After you scan a document using Camera, you can save it in the Files app on your iPad, or share it using AirDrop or an app such as Mail or Messages.

-
1. Open Camera  on your iPad and make sure it's in Photo mode.
 2. Position iPad so the document appears on the screen, then tap Scan Document; iPad automatically captures the page.

To capture the scan yourself instead of automatically, tap Manual, then tap the Shutter button.

 **Tip:** On supported models, turn on the flash  to remove shadows and enhance colors.

3. Repeat the step above to scan additional pages.
4. Tap the thumbnails at the bottom of the screen to crop, rotate, or adjust the coloring of the scan.
5. Tap Save, then choose one of the following:
 - *Save the scan in the Files app:* Tap Done, tap Save to Files, then tap Move.
 - *Share the scan using AirDrop, Mail, Messages, or another app:* Tap , then tap a share method.
 - *Delete the scan:* Tap Done, then tap Delete.

All iPad models support document scanning in the Notes app. See [Scan a document](#).

Clock

See the time worldwide in Clock on iPad

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

 **Siri:** Say something like: "What time is it?" or "What time is it in London?" [Learn how to use Siri.](#)



1. Tap World Clock.
 2. To manage your list of cities, do any of the following:
 - *Add a city:* Tap , then choose a city.
 - *Delete a city:* Tap Edit, then tap .
 - *Reorder the cities:* Touch and hold a clock, then drag it to a new position.
 3. When you're finished, tap Done.
-

Set an alarm in Clock on iPad

In the Clock app , you can set alarms for any time of day and have them repeat on one or more days of the week.

 **Siri:** Say something like: "Set an alarm for 7 a.m." [Learn how to use Siri.](#)

Set an alarm

1. Open the Clock app  on your iPad.
2. Tap Alarms, then tap .
3. Set the time, then choose any of the following options:
 - *Repeat:* Choose the days of the week.
 - *Label:* Give the alarm a name, like "Water the plants."
 - *Sound:* Choose a song or a ringtone.
 - *Snooze:* Give yourself 9 more minutes.
4. Tap Save.

To change the alarm, tap the alarm time. Or tap Edit at the top left, then tap the alarm time.

Turn off an alarm

Tap the button below the alarm time.

Remove an alarm

To remove an alarm, tap Edit at the top left, tap the Delete button , then tap Done.

Track time with the stopwatch in Clock on iPad

In the Clock app , you can use the stopwatch to measure the duration of an event.

1. Tap Stopwatch.

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

2. Tap Start.

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

3. To record a lap or split, tap Lap.
 4. Tap Stop to record the final time.
 5. Tap Reset to clear the stopwatch.
-

Use multiple timers in Clock on iPad

In the Clock app , you can set timers to count down from specified times.

 **Siri:** Say something like: "Set the timer for 3 minutes" or "Stop the timer." [Learn how to use Siri.](#)

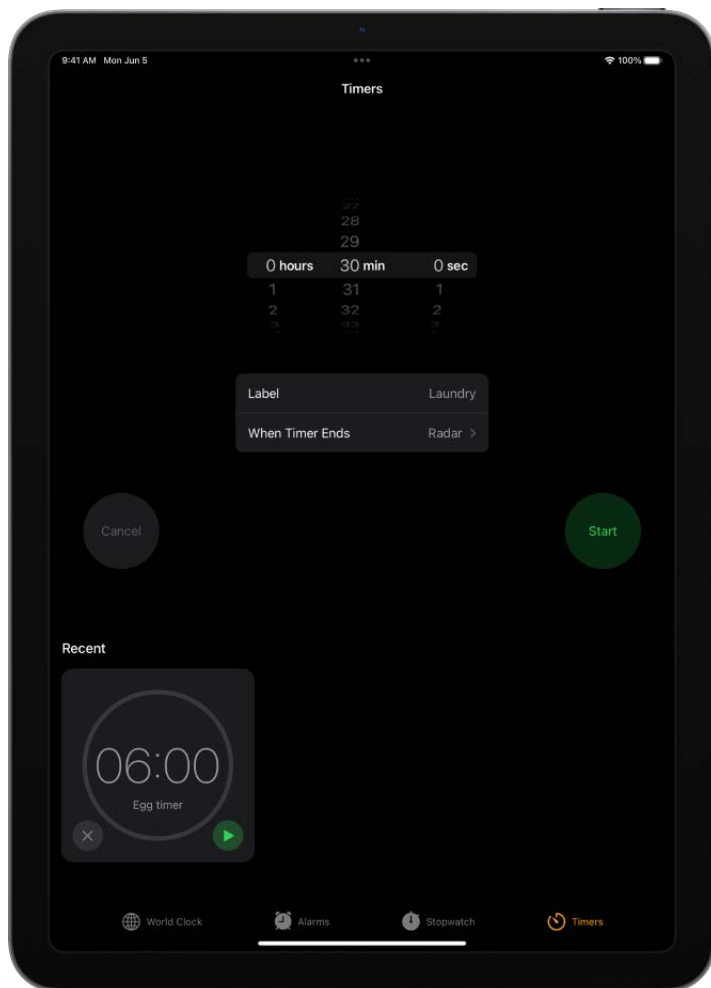
Set a custom timer

1. Open the Clock app  on your iPad.
 2. Tap Timers, then set a duration of time.
 3. Choose any of the following options:
 - *Label:* Give the timer a name, like "Take the cookies out of the oven."
 - *When Timer Ends:* Choose a sound to play when the timer ends.
-  **Tip:** If you want to fall asleep while playing audio or video, you can set the timer to stop the playback. Tap When Timer Ends, then tap Stop Playing at the bottom.
4. Tap Start.

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

Create multiple timers

After you start a custom timer, you can add more timers to keep track of different tasks at the same time.



1. Open the Clock app  on your iPad.
2. Tap Timers, then start a timer.
3. Tap  at the top right, then do one of the following:
 - *Add a custom timer:* Set a duration of time, add a label or sound, then tap Start at the top right.
 - *Add a preset timer:* Swipe left below Presets, then tap a preset duration of time (like 1, 5, or 10 minutes).
 - *Add a recent timer:* Tap Start next to a timer you've recently set.

If you selected a recent or preset timer, tap the timer to edit the label and sound.

To delete a running or paused timer that appears on the Timers screen, tap .

Contacts

Add and use contact information on iPad

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

 **Siri:** Say something like:

- "What's my brother's work address?"
- "Sarah Milos is my sister"
- "Send a message to my sister"

[Learn how to use Siri](#)

Create a contact

Tap .

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

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

Find a contact

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

You can also search your contacts using Search (see [Search with Spotlight on iPad](#)).

Share a contact

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

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

Quickly reach a contact

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

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

Delete a contact

1. Go to the contact's card, then tap Edit.
 2. Scroll down, then tap Delete Contact.
-

Edit contacts on iPad

In the Contacts app , assign a photo to a contact, add a pronunciation and pronouns, change a label, add a birthday, and more to your contacts.

1. Tap a contact, then tap Edit.
2. Enter or update their contact information.
3. When you're finished, tap Done.

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

Add or edit your contact info and photo on iPad

iPad uses your Apple ID to create your contact card, called *My Card*, in the Contacts app  but you may want to add or edit details—including your name, address, phone number, birthday, and photo you can share with people when you call or send a message to them.

COMMENT: Personal Safety content

Add or edit your photo

You can set a photo to automatically appear when you call or send a message to others.

1. Open the Contacts app  on your iPad.
2. Tap My Card at the top, then tap Edit in the top right.
3. Tap Edit to pick a contact photo or create a new one.

Add or edit contact pronouns

You can add or edit your pronouns or another contact's pronouns in the Contacts app.

1. Open the Contacts app  on your iPad.
2. Tap My Card at the top to add your pronouns, or select another contact to add theirs.
3. Tap Edit, then tap Add Pronouns.
4. Select your language and add the correct pronouns.

You can also add pronouns in other languages by tapping Add Pronouns again.

Note: When you share your contact information through Contacts or NameDrop, by default your pronouns aren't shared. When you're sharing another contact's information, their pronouns are never shared.

Complete or edit My Card

Use My Card in the Contacts app to easily share your information with others.

1. Open the Contacts app  on your iPad.
2. Tap My Card at the top, then tap edit.
3. Enter your contact information.

Contacts suggests addresses and phone numbers to help you set up My Card.

If you don't see My Card, tap  and enter your information, then return to the contact list, touch and hold your contact, and tap Make this My Card.

You can also teach Siri how to pronounce your name. See [Tell Siri how to say your name](#).

Send Contacts on iPad

Use Contacts on iPad to share a Contact

You can use the Contacts app to share your contact information (or another person's contact's information) to someone else using Messages, Mail, or another option.

1. Open the Contacts app  on your iPad.
 2. Select the contact you want to share.
 3. Tap Share Contact, select the fields you want to include, then tap Done.
 4. Select a method to share the contact, and tap Send.
-

Use other contact accounts on iPad

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

Use your iCloud contacts

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

Use your Google contacts

1. Go to Settings  > Contacts > Accounts, then tap Google.
 2. Sign in to your account, then turn on Contacts.
-

Add contacts from another account

1. Go to Settings  > Contacts > Accounts, then tap Add Account.
 2. Choose an account, sign in to it, then turn on Contacts.
-

Access a Microsoft Exchange Global Address List

1. Go to Settings  > Contacts > Accounts, then tap Exchange.
 2. Sign in to your Exchange account, then turn on Contacts.
-

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

1. Go to Settings  > Contacts > Accounts > Add Account, then tap Other.
 2. Tap Add LDAP Account or Add CardDAV Account, then enter the account information.
-

Keep contacts up to date across devices

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

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

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

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

Import contacts from a vCard

Tap a .vcf attachment in an email or message.

Add a contact from a directory

1. Tap Lists, then tap the GAL, CardDAV, or LDAP directory you want to search.
 2. Tap Done, then enter your search.
 3. Tap the person's name to save their info to your contacts.
-

Show or hide a list

Tap Lists, tap Edit, then select the lists you want to see.

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

Get rid of duplicate contacts on iPad

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

Resolve Duplicate contacts

If you have more than one contact card with the same first and last name, the Contacts app can merge the duplicate contacts for you.

1. Open the Contacts app and tap Duplicates Found under My Card.

2. Tap individual contacts to review and merge them, or tap Merge All to merge all duplicate contacts.
-

Link contacts manually

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

1. Tap one of the contacts, tap Edit, then tap Link Contacts.
2. Choose the other contact entry to link to, then tap Link.

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

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

Export contacts on iPad

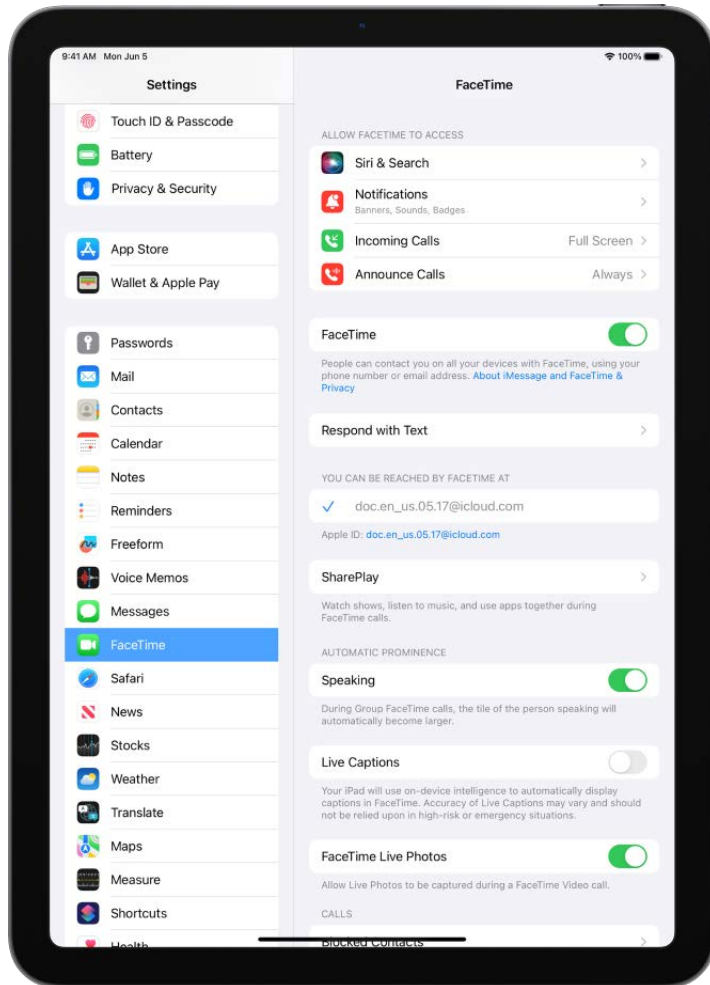
In the Contacts app , you can export some or all of your contacts to another device or app.

1. Open the Contacts app  on your iPad.
 2. Tap Lists in the top-left.
 3. Touch and hold an existing list (or create a new list by tapping Add List).
 4. Tap Export, select the fields you want to include, then tap Done.
 5. Choose a method to send or save the exported contact cards, such as Messages or Mail.
-

FaceTime

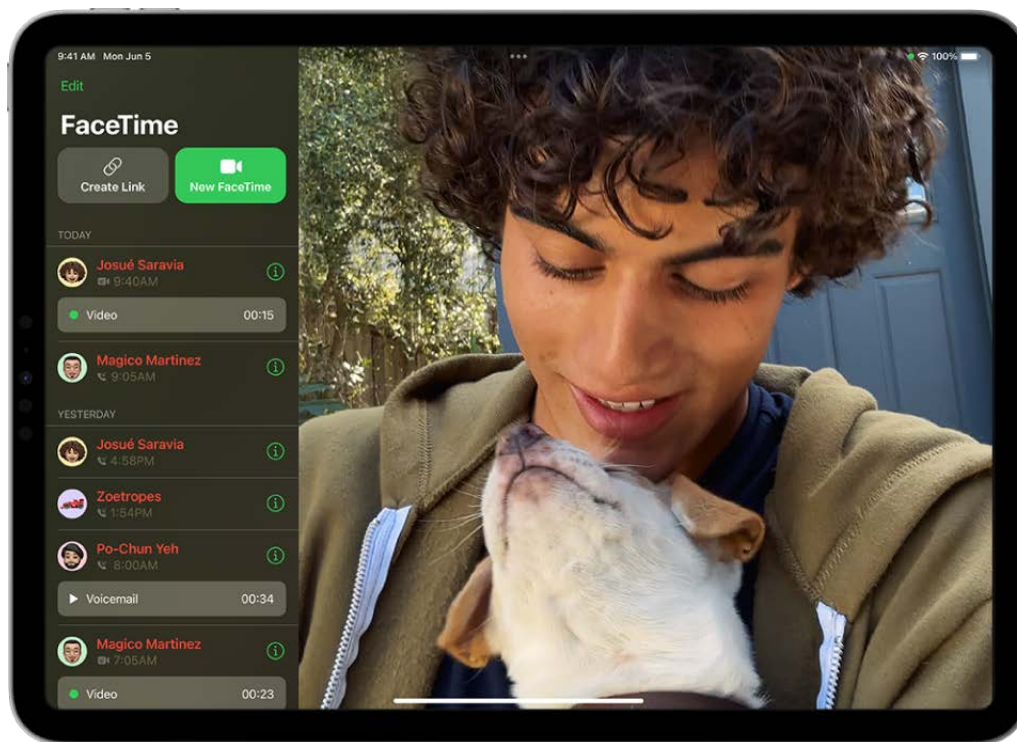
Get started with FaceTime on iPad

Learn how to use the FaceTime app  to visit face-to-face with friends and family—over Wi-Fi or cellular. While on a FaceTime call, you can also watch TV shows and movies, listen to music, and even work out together.



Set up FaceTime

To get started with FaceTime, go to Settings  > FaceTime, then turn on FaceTime. Sign in to FaceTime with your Apple ID, if you haven't already.



Make a FaceTime call

Open the FaceTime app, tap New FaceTime, then enter the name or phone number of the person (or people) you want to call. Tap  to make a video call or  to make an audio call (not available in all countries or regions). You can talk with up to 32 people on a call.

To call someone who doesn't have an Apple device, create and send a link to the call in Messages or Mail. To get started, open FaceTime, then tap Create Link.



Turn your mic on or off.

Turn your camera on or off.

Use the FaceTime controls

While on a FaceTime call, use the FaceTime controls to turn your speaker, mic, or camera on or off, share your screen, and more. If you don't see the controls, tap your screen.

9:41 AM Mon Jun 5

Javier Solorzano
Fractal Dimensions Assignment

Fractal Dimensions Assignment

2. Provide an example of how mathematics can be used to understand and model natural phenomena. Your example doesn't need to be a classical fractal, but it must relate to a topic covered in this unit.

The golden spiral has been used to find natural formations and to analyze the proportions of natural objects. It is found in many patterns in nature, including shells, plant leaves, and flower petals. While not a fractal, the golden spiral is a logarithmic spiral that grows in accordance with the golden ratio, or Φ .

$$\frac{a}{b} = \frac{a+b}{a} = 1.618$$

AL GEOMETRY: MATHEMATICAL FOUNDATIONS AND APPLICATIONS

Share your screen in a FaceTime call

During a FaceTime call, you can share your screen with the other person (or people) on the call.

Tap  in the FaceTime controls (if you don't see , tap the screen). Tap Share My Screen, go to your Home Screen, then open an app or document—a small image of your screen appears in the call. The others on the call can tap it to enlarge it and view your content.

Want to learn more?

- [Add people to a FaceTime call](#)
- [Share your screen during a FaceTime call](#)
- [View participants in a grid layout in FaceTime](#)
- [Change your FaceTime video settings](#)
- [Change your FaceTime audio settings](#)

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

Make and receive FaceTime calls

Make FaceTime calls on iPad

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

Note: You must [set up FaceTime](#) before you can make and receive calls.

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

Make a FaceTime call

1. Open the FaceTime app  on your iPad, then tap New FaceTime near the top of the screen.
2. Type the name or number you want to call in the entry field at the top, then tap  to make a video call or  to make a FaceTime audio call (not available in all countries or regions).

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

To call multiple people, see [Make a Group FaceTime call on iPad](#).

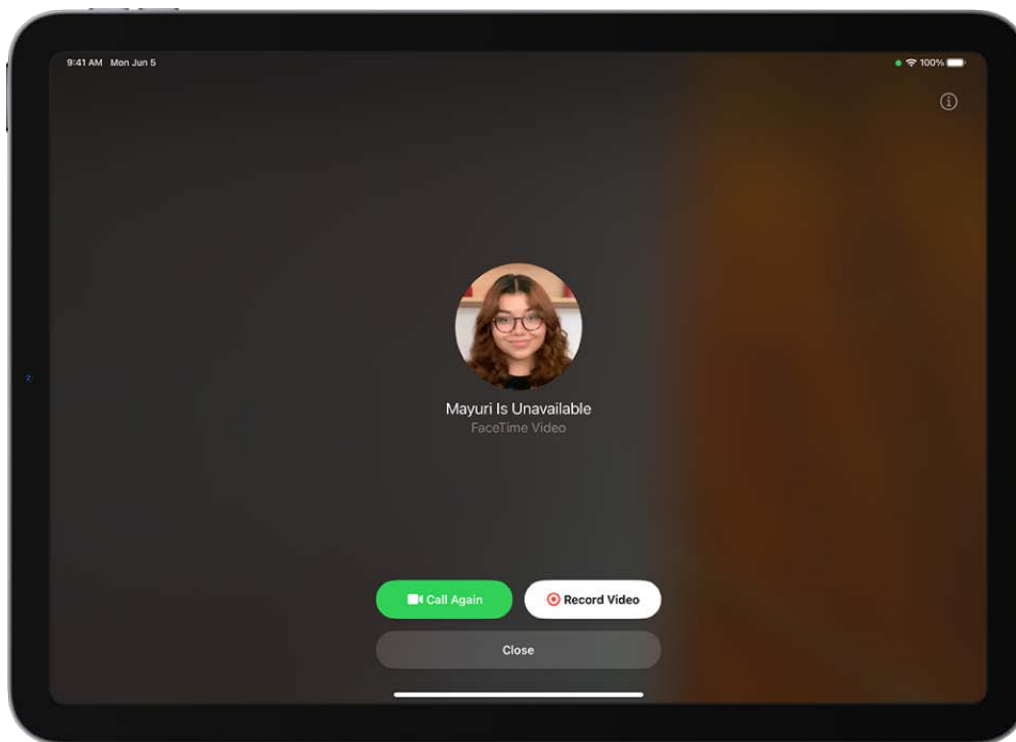
You can use Siri. Say something like: "Make a FaceTime call" or "Call Eliza's mobile." [Learn how to use Siri](#).

 **Tip:** To see more during a FaceTime video call, rotate iPad to use landscape orientation. See [Change or lock the screen orientation](#).

Record a video message

If someone doesn't answer your FaceTime video call, you can record a video message to convey exactly what you want to say.

1. Tap Record Video, wait for the countdown (from 5 to 1), then record your message.



2. Tap  to send your recorded message, or tap Retake to rerecord the message. You can also tap Save to save it to Photos.

After you send your video message, the recipient is notified.

Note: You can receive video messages only from saved contacts, people you've called, and people suggested by Siri.

See [Listen to a video or audio message](#).

Leave a voicemail

If someone doesn't answer your FaceTime audio call, and the person you're calling has Live Voicemail turned on in Settings  > Phone on an iPhone signed into FaceTime with the same Apple ID as their iPad, you're prompted to leave a voicemail.

Note: Live Voicemail is available only in English in the U.S. (excluding Puerto Rico) and Canada.

Call again

To call someone again in FaceTime, do any of the following:

- Tap Call Again on the Record Video screen.
- In your call history, tap the name or number of the person (or group) you want to call again.

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

Start a FaceTime call from a Messages conversation

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

1. Tap  at the top right of the Messages conversation.
2. Do any of the following:
 - Tap FaceTime Audio.
 - Tap FaceTime Video.

Important: In iPadOS 17.4 or later, if you remove the FaceTime app from your iPad, or if you removed FaceTime in an earlier version of iPadOS, you won't be able to make or receive FaceTime calls or join SharePlay sessions on your iPad unless you [redownload the app](#). Cellular calls won't be relayed from your iPad to your Apple Watch until FaceTime is reinstalled. Settings and Contacts won't show FaceTime options.

Receive FaceTime calls on iPad

Answer a FaceTime call

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

- *Take the call:* Drag the slider or tap Accept or Join.
- *Decline the call:* Tap Decline or .
- *Set a reminder to call back:* Tap Remind Me.
- *Send a message to the caller:* Tap Message.

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

 **Tip:** You can have Siri [announce incoming calls](#), which you can accept or decline using your voice.

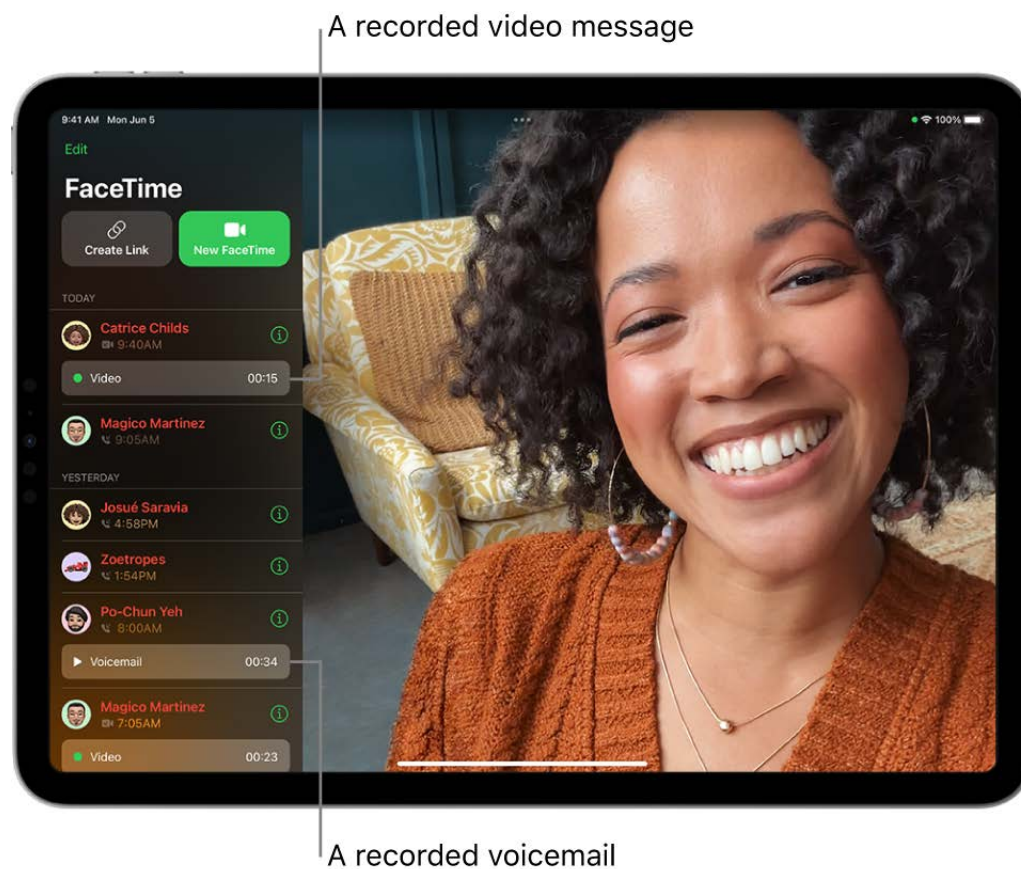
Listen to a video or audio message

If you miss an incoming *video call* from a known contact and the caller leaves a video message, you receive a notification about the video message, which you can tap to view. You can also find a link to the video in your call history, below the missed call.

If you miss an incoming *audio call*, and you have Live Voicemail turned on in Settings  > Phone on your iPhone that's signed into FaceTime with the same Apple ID as your iPad, the caller is prompted to leave a voicemail.

Note: You can receive video messages only from saved contacts, people you've called, and people suggested by Siri.

After the caller leaves a video message, a link to it appears in your FaceTime call history, just below their call.



Delete a call from your call history

Open the FaceTime app , swipe left over the call in your call history, then tap .

Create a link to a FaceTime call on iPad

In FaceTime, you can create a link to a FaceTime call and send the link to a friend or a group (using Mail or Messages). They can use the link to join or start a call.

-
1. Open the FaceTime app , then tap Create Link near the top of the screen.
 2. Choose an option for sending the link (Mail, Messages, and so on).
-

In Calendar, you can schedule a remote video meeting by [inserting a FaceTime link as the location of the meeting](#).

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

Take a Live Photo in FaceTime on iPad

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

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

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

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

Turn on Live Captions in a FaceTime call on iPad

During a video call in the FaceTime app , you can turn on Live Captions to have the spoken conversation turned into text and displayed in real time on your iPad. If you're having difficulty hearing the conversation, Live Captions can make it easier to follow along. Live Captions are available on supported models when the [primary language is set to English \(U.S.\) or English \(Canada\)](#).

Important: The accuracy of Live Captions may vary and shouldn't be relied upon in high-risk or emergency situations. Live Captions uses additional battery.

-
1. During a FaceTime video call, tap the screen to show the FaceTime controls (if they aren't visible).
 2. Tap ⓘ at the top of the controls, turn on Live Captions, then tap Done.

A Live Captions window appears, showing the automatically transcribed dialogue of the call near the top of the screen and who's speaking.

To stop showing the transcribed conversation on the screen, tap the screen, tap ⓘ at the top of the FaceTime controls, then turn off Live Captions.

Use other apps during a FaceTime call on iPad

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

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

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

You can also share your screen with the other people in your FaceTime call while using another app. See [Share your screen in a FaceTime call](#).

Make a Group FaceTime call on iPad

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

Start a Group FaceTime call

1. In FaceTime, tap New FaceTime near the top of the screen.
2. Type the names or numbers of the people you want to call in the entry field at the top.

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

3. Tap  to make a video call or tap  to make a FaceTime audio call.

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

Note: To see participants' images arranged in a grid, see [View participants in a grid layout in FaceTime on iPad](#).

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

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

Start a Group FaceTime call from a group Messages conversation

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

1. Tap  at the top right of the iMessage conversation.
2. Do any of the following:
 - Tap FaceTime Audio.
 - Tap FaceTime Video.

Add another person to a call

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

1. During a FaceTime call, tap the screen to show the FaceTime controls (if they aren't visible), tap  at the top of the controls, then tap Add People.
2. Type the name, Apple ID, or phone number of the person you want to add in the entry field at the top.

Or tap  to add someone from Contacts.

3. Tap Add People.

Join a Group FaceTime call

When someone invites you to join a Group FaceTime call, you receive a notification of the incoming call—you can either join or decline. See [Answer a FaceTime call](#).

Leave a Group FaceTime call

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

The call remains active if two or more participants remain.

View participants in a grid layout in FaceTime on iPad

During a call with four or more people in the FaceTime app , you can view participants in same-size tiles, arranged in a grid. The speaker's tile is highlighted automatically, so it's easy to know who's talking. (Depending on your iPad model, some tiles may appear blurred.)

In a FaceTime call, tap the Grid button near the upper-right corner of the screen (if the button isn't visible, tap the screen).

To turn the grid off, tap the button again.

Use SharePlay to watch, listen, and play together in FaceTime on iPad

With SharePlay in the FaceTime app , you can stream TV shows, movies, and music in sync with friends and family while on a FaceTime call together. Enjoy a real-time connection with everyone on the call—with synced playback and shared controls, you all see and hear the same moments at the same time. With Smart Volume, media audio is adjusted automatically, so you can continue to chat while watching or listening. You can also play supported multiplayer games in Game Center with friends during a FaceTime call.

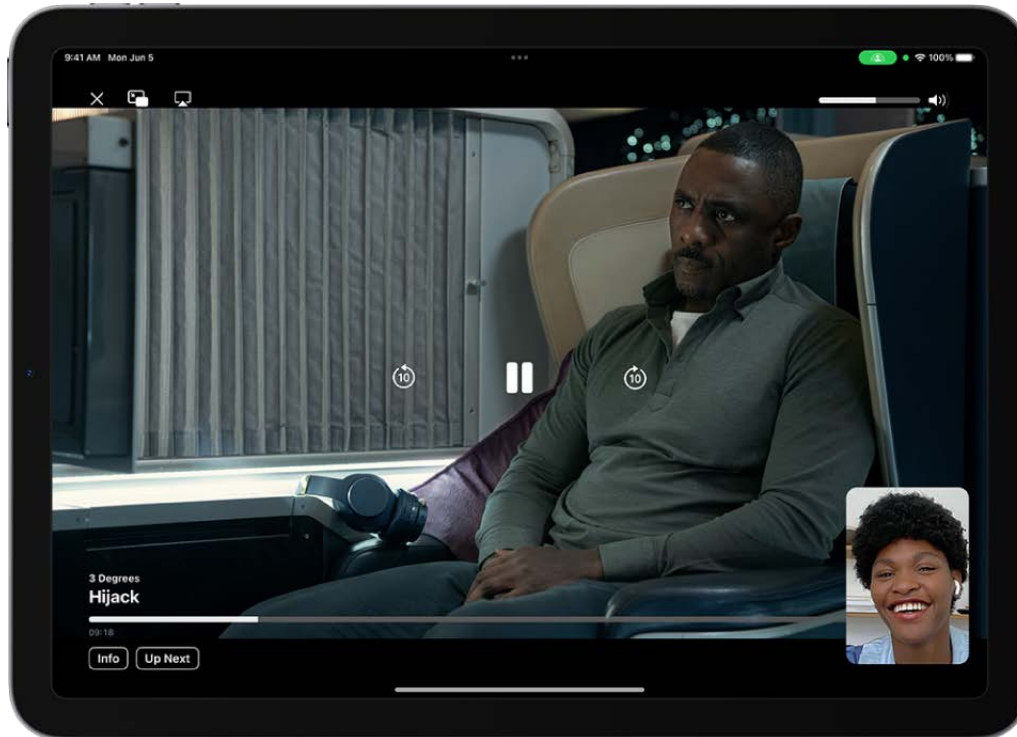
SharePlay can also be used in other apps during a FaceTime call. To see which apps can be used for SharePlay during a call, tap , then scroll through the apps below Apps for SharePlay.

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 on their own device, 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.

Watch video together during a FaceTime call

You can watch movies and TV shows during a FaceTime call in sync with your friends and family.

COMMENT: #ba #tv-movies



1. Start a call in the FaceTime app  on your iPad.
2. Tap , then tap an app below Listen and Play Together (for example, the Apple TV app ).

Alternatively, you can go to the Home Screen, then open a video streaming app that supports SharePlay.

3. Select a show or movie you want to watch, tap the Play button, then select Play for Everyone (if it appears) to begin watching with everyone on the call. (Others on the call may have to tap Join SharePlay to see the video.)

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

Each person watching the content can use the playback controls to play, pause, rewind or fast-forward. (Settings like closed captioning and volume are controlled separately by each person.)

You can use [Picture in Picture](#) to keep watching the video while using another app—order food, check your email, or jump into the Messages app and discuss the video by text when you want no interruptions to the sound of the movie or TV show.

Invite friends to watch video together from a supported app during a FaceTime call

On an iPad that meets the minimum system requirements, you can start a FaceTime call in the Apple TV app (or other supported video 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 the same type of access to the content on their own device (for example, through a subscription or purchase).

1. In the Apple TV app (or other supported video app), 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.

The recipients tap Open to begin viewing.

Note: If the content requires a subscription, people who aren't subscribers can subscribe before watching.

After the video starts playing, you can stream it to Apple TV. See [Send what you're watching in SharePlay to Apple TV](#).

Send what you're watching in SharePlay to Apple TV

If you've already started [watching a video together](#) on iPad, you can send it to Apple TV to enjoy on the big screen.

On iPad, do one of the following:

- In the streaming app, tap , then choose Apple TV as the playback destination.
- Open Control Center, tap , then choose Apple TV as the playback destination.

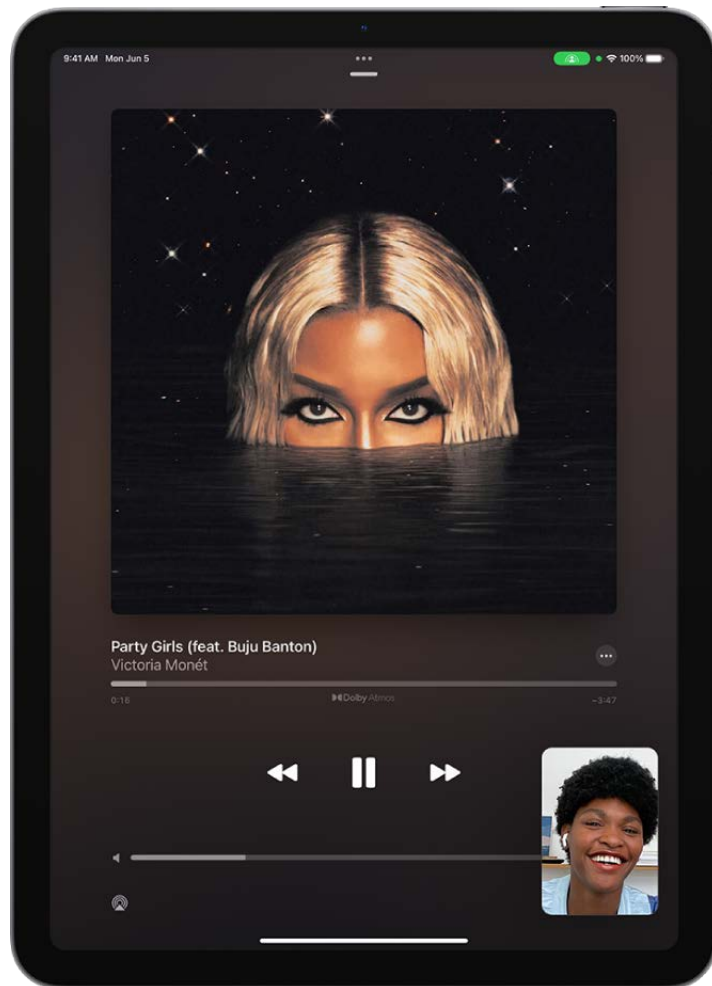
The video plays in sync on Apple TV, and you can keep the conversation going on your iPad.

See [Watch together using SharePlay](#) in the Apple TV User Guide.

Listen to music together during a FaceTime call

You can get together and listen to an album or favorite playlist with others on a FaceTime call. Anyone on the call who has access to the music (for example, through a subscription, a transaction, or a free trial) on a device that meets the minimum system requirements can listen along, see what's next, add songs to a shared queue, and more.

COMMENT: #ba #music



1. Start a call in the FaceTime app  on your iPad.
2. Tap , then tap an app below Listen and Play Together.

Alternatively, you can go to the Home Screen, then open a music streaming app that supports SharePlay (for example, the Music app .

3. Select the music you want to listen to, then tap the Play button to begin listening to the music together. (Others on the call may have to tap Join SharePlay to hear the music.)

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

Each person can use the music controls to pause, rewind, fast-forward, scrub to a different part of the song, or go to the next track. And anyone on the call can add songs to the shared queue.

Invite friends to listen to music together on FaceTime from a supported app

On an iPad that meets the minimum system requirements, you can start a FaceTime call in the Music app (or other supported music app) and use SharePlay to share the music in sync with others on the call. Each person can use the music controls to pause, rewind, fast-forward, or scrub to a different part of the song. And anyone using SharePlay can add songs to the shared queue. Everyone on the call must have access to the content (for example, through a subscription).

1. Open the Music app  (or other supported music app), then tap the music you want to share.
2. Do one of the following:
 - Tap  next to the music, then tap SharePlay.
 - Tap  at the top right, 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.

To begin listening, recipients tap the song title at the top of the FaceTime controls, then tap Open. The music starts playing at the same time for everyone on the call who has access to the content.

Note: Every participant needs to have access to the content on their own device, either through a subscription or a purchase. People who don't have access to the content you share are asked to get access.

Play games in Game Center with friends during a FaceTime call

You can play supported multiplayer games with friends in Game Center on a FaceTime call. You must first [set up your Game Center profile](#) in Settings , add friends, then find and download a supported multiplayer game for Game Center in the App Store.

During a FaceTime call, open the game, tap Start SharePlay, then follow the onscreen instructions.

See [Play with friends in Game Center on iPad](#).

You can also share your screen to show apps, webpages, and more during the conversation. See [Share your screen in a FaceTime call](#).

SharePlay lets you work out with others using Apple Fitness+. See [Work out together using SharePlay](#).

Share your screen in a FaceTime call on iPad

In the FaceTime app (on a device that meets the minimum system requirements), you can share your screen to bring apps, webpages, and more into the conversation. You can get feedback on something you're working on, show off a photo album, and more, all while seeing and hearing the reactions of others on the call.

Share your screen in a FaceTime call

1. During a call in the FaceTime app  on your iPad, tap the screen to show the FaceTime controls (if they aren't visible), then tap .
2. To share your whole screen, tap Share My Screen.

A countdown from 3 to 1 appears on , then a small image of your screen appears in the FaceTime call. The others on the call can tap it to enlarge it and view your content.

To stop sharing your screen, tap .

Collaborate on a document in FaceTime on iPad

In a FaceTime call, you can collaborate on a shared document. You can initiate collaboration in a FaceTime call that's in progress, or you can initiate collaboration from the app where the document was created.

Collaborate on a document

1. Start a conversation in the FaceTime app  with the people you want to collaborate with. (See [Make a FaceTime call.](#))
2. Tap , then choose the app you want to use below Collaborate Together.

If you don't see , tap the screen to open the FaceTime controls.

3. Open the document, then tap .
4. Share the document with your collaborators using FaceTime, AirDrop, Mail, or Messages, then tap Collaborate.

Your collaborators get a notification that you've shared a document you want to collaborate on. They can tap either Decline or Accept. For those who tap Accept, the document opens on their device.

5. Tap Collaborate at the top of your screen.

Everyone who receives and opens the document can make changes and see changes made by others.

Use video conferencing features on iPad

During a video call in the FaceTime app  or a third-party video conferencing app, you can use full-screen video effects and add reactions with hand gestures that fill the camera frame with 3D effects.

Use video effects during a video call

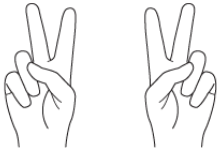
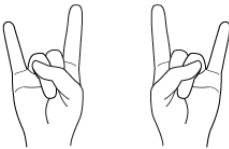
1. In a video conference call in the FaceTime app  or a third-party video conferencing app, open Control Center.
2. Tap Video Effects, then choose any of the following:
 - *Center Stage*: Automatically frames you (and anyone else with you) as you move around the field of view during a video conference call. (Available on supported models). See [Turn on Center Stage](#).
 - *Portrait*: Automatically blurs the background and puts the visual focus on you. Tap  to adjust the amount of the background blur. See [Blur the background with Portrait mode](#).
 - *Studio Light*: Dims the background and illuminates your face. Tap  to adjust the intensity of the studio light.
 - *Reactions*: Allows you to use hand gestures to add reactions. When Reactions is turned off in Control Center, you can't use hand gestures to add reactions, but you can add reactions by tapping the icons that appear when you touch and hold your tile in the call. See [Add reactions in a video call](#).

Add reactions in a video call

With simple hand gestures in the FaceTime app (and third-party video conferencing apps), you can add reactions that fill the camera frame with fun, 3D augmented reality effects—including hearts, balloons, fireworks, and more.

You can also add these reactions by touching and holding your tile in the call, then tapping the icons that appear.

Note: To use hand gestures, open Control Center, tap Video Effects, then make sure Reactions is turned on. When using gestures, hold your hands away from your face, and pause for a moment or two to activate the effect.

Reaction	Gesture	Icon
Hearts		
Thumbs-up		
Thumbs-down		
Balloons		
Rain		
Confetti		
Laser burst		
Fireworks		

Hand off a FaceTime call from your iPad to your other Apple devices

You can start a FaceTime call on your iPad and move the call to another device where you're signed in with the same Apple ID.

With Continuity Camera and Mic, you can also use iPad as a webcam and microphone for FaceTime calls on your Mac or Apple TV. See [Use FaceTime on Apple TV 4K](#).

Note: Your selected contact information for the call, shown in Settings  > FaceTime, must match the selected contact information in Settings > FaceTime on the device you want to hand off to.

Hand off a FaceTime call from iPad to iPhone or Mac

While on a FaceTime call on your iPad, you can hand off the call to your iPhone or Mac. To hand off a FaceTime call, your devices need macOS 13, iOS 16, or iPadOS 16 or later. You must be signed in with the same Apple ID on both devices.

1. During a call in the FaceTime app  on iPad, do one of the following on your other device:
 - Tap the notification with the suggestion "Move call to this [device]."
 - Tap  at the top of the screen.

A preview of the call appears, showing your camera, microphone, and audio settings.

2. Make sure the settings are the ones you want, then tap Switch or Join.

The call moves to the new device. On the original device, a banner appears confirming that the call was continued elsewhere, along with a Switch button, which you can tap if you want to bring the call back.

Hand off a FaceTime call from your iPad to Apple TV 4K

You can start (or receive) a FaceTime call on your iPad, and then hand off the call to the larger screen on Apple TV 4K (2nd generation or later) when you're signed in with the same Apple ID on both devices. After you hand off the call, it continues on Apple TV, with your iPad serving as a webcam and microphone for Apple TV for the duration of the call. Continuity Camera with Apple TV 4K (2nd generation or later) is available on supported iPad models.

For instructions on handing off and continuing the call on Apple TV 4K (2nd generation), see [Use FaceTime on Apple TV 4K \(2nd generation or later\)](#).

Change the FaceTime video settings on iPad

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

Turn on Center Stage

On supported models, you can use Center Stage, which automatically adjusts your front camera to frame you as you move around the field of view during a FaceTime call.

1. When you're on a FaceTime call, open Control Center.
2. Tap Video Effects, then tap Center Stage to turn it on.

To turn Center Stage off, tap it again.

On some iPad models,  appears in your tile. To turn on Center Stage, you can tap your tile, then tap .

Blur the background with Portrait mode

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

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

To turn Portrait mode off, tap the button again.

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

Highlight your face

On supported models, you can turn on Studio light, which dims the background and illuminates your face.

1. When you're on a FaceTime call, open Control Center, then tap Video Effects.
2. Tap  in your tile.

To turn Portrait mode off, tap the button again.

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

Switch to the rear camera

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

To switch back to the front camera, tap  again.

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

Turn off your camera

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

Use FaceTime audio settings on iPad

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

Note: Spatial Audio is available on supported models and works with the following AirPods models (sold separately)—AirPods (3rd generation), AirPods Pro (all models), and AirPods Max.

Filter out background sounds

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

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

Include the sounds around you

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

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

Turn off the sound

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

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

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

Change your appearance in a FaceTime call on iPad

On video calls in the FaceTime app , you can become your favorite Memoji (on models with a TrueDepth camera). On supported models, you can use a built-in filter to change your appearance and add stickers, labels, and shapes.

Become a Memoji

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

See [Send stickers in Messages on iPad](#).

1. During a FaceTime call, tap your tile, then tap . (If you don't see , tap the screen.)
2. Tap , then choose a Memoji (swipe through the characters at the bottom, then tap one).

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

Use a filter to change your appearance

1. During a FaceTime call, tap your tile, then tap  (supported models).
 2. Tap  to open the filters.
 3. Change your appearance by tapping a filter at the bottom (swipe left or right to preview them).
-

Add a text label

1. During a call, tap the screen, then tap .
2. Tap , then tap a text label.

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

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

To delete the label, tap it, then tap .

Add stickers

1. During a call, tap the screen, tap , then do any of the following:
 - Tap  to add a Memoji sticker or  to add an Emoji sticker.
 - Tap , swipe up, then tap .
2. Tap a sticker to add it to the call.

To see more options, swipe left.

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

To delete the sticker, tap it, then tap .

Add shapes

1. During a call, tap your tile, then tap .
2. Tap , then tap a shape to add it to the call.

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

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

To delete the shape, tap it, then tap .

Leave a FaceTime call or switch to Messages on iPad

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

Leave a FaceTime call

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

Switch to a Messages conversation

To jump to a Messages thread that includes everyone on the call, tap the screen to show the FaceTime controls (if they aren't visible), tap  at the top of the controls, then tap .

Block unwanted callers in FaceTime on iPad

You can block FaceTime calls from unwanted callers (iPadOS 17.4 or later) and silence calls from unknown numbers.

Block FaceTime calls from unwanted callers

1. Do any of the following:

- In your FaceTime call history or during a FaceTime call, tap  next to the call you want to block, then tap Block Caller.
- In your FaceTime call history or in the Recents list in the Phone app on your iPhone, swipe left on the call you want to block, then tap .

2. Tap Block.

To unblock a contact, tap  next to the contact's name, phone number, or email address in your call log, scroll down, then tap Unblock Caller.

After you end a call from an unknown caller, if you see a screen with "Call Ended" at the top, you can tap Block Caller to prevent further contact from that caller, or tap Create Contact to add the caller to your contacts. If you choose Block Caller, you can also report the call as spam.

Silence FaceTime calls from unknown callers

Go to Settings  > FaceTime > Silence Unknown Callers, then turn on Silence Unknown Callers.

This setting ensures that you'll receive FaceTime calls only from your saved contacts, people you've called before, and people suggested by Siri. Calls from unknown numbers go to voicemail and are displayed on the Recents list.

Report a FaceTime call as spam on iPad

When you receive an unwanted call from an unknown caller, you can report it as spam to Apple by doing any of the following (iPadOS 17.1 or later):

- In your FaceTime call history or in the Recents list in the Phone app, swipe left on the call, tap , then tap Block and Report Junk.
- In your FaceTime call history or during a FaceTime call, tap  next to the name, phone number, or email address of the contact you want to report, tap Block Caller, then tap Block and Report Junk.

You can only report spam calls from one caller at a time—not Group FaceTime calls.

 **Tip:** To prevent unwanted FaceTime calls associated with your mobile phone number, go to Settings > FaceTime on your iPad, then deselect your phone number in the You Can Be Reached By FaceTime At section. You can still receive FaceTime calls associated with your Apple ID if it appears in this section.

Files

Connect external devices or servers with Files on iPad

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

Connect to a computer or file server

1. Tap  at the top of the Browse sidebar.

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

2. Tap Connect to Server.
3. Enter a local hostname or a network address, then tap Connect.

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

4. Select how you want to connect:
 - *Guest:* You can connect as a Guest user if the shared computer permits guest access.
 - *Registered User:* If you select Registered User, enter your user name and password.
5. Tap Next, then select the server volume or shared folder in the Browse sidebar (below Shared).

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

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

Add a cloud storage service

1. Download the app from the App Store, then open the app and follow the onscreen instructions.
2. Open Files, tap More Locations (below Locations in the Browse sidebar), then turn on the service.
3. To view your contents, tap Browse at the bottom of the screen, then tap the name of the storage service below Locations. If you don't see Locations, tap Browse again at the bottom of the screen.

Connect a USB drive or an SD card

For information on how to connect external storage devices and SD cards, see [Connect external storage devices to iPad](#).

Modify files, folders, and downloads in Files on iPad

Use the Files app  to modify or rearrange your files, folders, and downloads. You can also modify your documents, images, and other files.

Modify and rearrange documents

When viewing a file in a supported document format, you can modify and rearrange the document's contents using the Files app.

1. Open a document.
2. Tap , then chose any of the following:
 - *Rotate Left*: Rotate the highlighted page left.
 - *Rotate Right*: Rotate the highlighted page right.
 - *Insert Blank Page*: Insert a blank page after the highlighted page.
 - *Insert from File*: Insert pages from a file after the highlighted page.
 - *Scan Pages*: Insert pages from a scanned document after the highlighted page.
 - *Delete*: Delete the highlighted page.

To rearrange a document, touch and hold a highlighted page and drag it to a new location.

To mark up a document, tap .

Note: Not all document formats are supported by the Files app.

Change to icon, list, or column view

From an open location or folder, tap one of the following at the top of the screen:

- *View as icons:* Tap .
- *View as a list:* Tap .
- *View as columns:* Tap .

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

Rearrange the Browse sidebar

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

- *Hide a location:* Turn the location off.
 - *Delete a tag and remove it from all items:* Tap  next to the tag. (See [Tag a file or folder.](#))
 - *Remove an item from the Favorites list:* Tap  next to the item. (See [Mark a folder as a favorite.](#))
 - *Change the order of an item:* Touch and hold , then drag it to a new position.
-

Search for files and folders in Files on iPad

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

Browse and open files and folders

1. Open the Files app  on your iPad.
2. Tap Browse at the bottom of the screen, then tap an item on the Browse screen.

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

3. To view recently opened files, tap Recents at the bottom of the screen.
4. To open a file, location, or folder, tap it.

Note: If you haven't installed the app that created a file, a preview of the file opens in Quick Look.

For information about marking folders as favorites or adding tags, see [Tag a file or folder](#).

Find a specific file or folder

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

When you search, you have these options:

- *Focus the scope of your search:* Below the search field, tap Recents or the name of the location or tag.
- *Hide the keyboard and see more results on the screen:* Tap Search.
- *Start a new search:* Tap  in the search field.
- *Open a result:* Tap it.

Change how files and folders are sorted

1. From an open location or folder, tap .
 2. Choose an option: Name, Date, Size, Kind, or Tags.
-

Organize files and folders in Files on iPad

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

Create a folder

1. Open a location or an existing folder.
2. Tap .

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

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

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

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

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

Tag a file or folder

1. Touch and hold the file or folder, tap Tags, then tap one or more tags.
2. Tap Done.

Tagged items appear below Tags in the Browse sidebar.

To remove a tag, tap it again.

Mark a folder as a favorite

Touch and hold the folder, then tap Favorite.

Favorites appear in the Browse sidebar.

Send files from Files on iPad

You can send a copy of any file in the Files app  to others. If you have a document you want to send that isn't digitized, you can scan it with Files first.

Send a file

1. Touch and hold the file, then tap Share.

 **Tip:** To send a smaller version of the file, tap Compress before you tap Share. Then touch and hold the compressed version of the file (identified as a zip file), and tap Share.

2. Choose an option for sending (for example, AirDrop, Messages, or Mail), then tap Send.

Reply to a received document

If you save an attachment from the Mail app  to the Files app, you can quickly reply to the email and optionally return the attachment.

1. [Locate the saved file](#) in the Files app.
 2. Touch and hold the file, then tap "Reply to."
-

To send files from Files, you can also [use Split View](#) or [Slide Over](#) to open Mail or Messages, select one or more items in Files, then [drag your selection](#) into a message.

 **Tip:** If the files or folders you want to share are stored in iCloud Drive, you can [invite others to view or edit](#) their contents—you don't need to send them copies.

Set up iCloud Drive on iPad

Use the Files app  to access iCloud Drive and store files, create folders, and share documents with friends and family. You can access your content from all your devices where you're signed in with the same Apple ID—including on a Mac, where iCloud Drive is located in the Finder.

iCloud Drive is built into the Files app on devices with iOS 11, iPadOS 13, or later. You can also use iCloud Drive on Mac computers (OS X 10.10 or later), PCs (iCloud for Windows 7 or later), or online at iCloud.com. Storage limits depend on your iCloud storage plan.

Turn on iCloud Drive

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

Browse iCloud Drive

1. Open the Files app  on your iPad.
2. Tap Browse at the bottom of the screen.
3. Below Locations, tap iCloud Drive.

If you don't see Locations, tap Browse again. If you don't see iCloud Drive below Locations, tap Locations.

4. To open a folder, tap it.

See [Modify files, folders, and downloads in Files on iPad](#).

Choose which apps use iCloud Drive

You can choose which apps have access to store and edit content on your iCloud Drive.

Go to Settings  > [your name] > iCloud, then turn on or off each of the apps listed below iCloud Drive.

Share files and folders in iCloud Drive on iPad

After you [set up iCloud Drive](#), you can use the Files app  to share folders and individual files with friends and colleagues. When you make changes to a shared folder or file, others see your changes automatically. If you allow people to make edits, their changes appear automatically as well.

Files and folders shared in iCloud Drive have these important characteristics:

- If you share a folder, all items added to that folder by you or other participants are automatically shared.
- The link to a shared file includes its name. If the name or content is confidential, be sure to ask recipients not to forward the link to anyone else.
- If you move a shared file to another folder or location, the link no longer works, and people lose access to the item.
- Depending on the app, users might need to reopen a file or tap the original link to see the latest changes.

Share a folder or file

If you own a folder or file in iCloud Drive, you can invite others to view or change its contents.

You can share a folder and file so that only people you invite can open it, or anyone with the link can open it.

You can allow the contents of a folder or file to be changed, or you can restrict access so that the contents can only be viewed.

When you share a folder, only the people you invite can access the files in the shared folder by default. To invite more people to access the files, you must change the settings of the shared folder to add more participants. You can't select an individual file within the shared folder and add participants to it.

1. Touch and hold the folder or file.
2. Tap Share , then tap Share Folder in iCloud or Share File in iCloud.
3. Do one of the following:
 - *Allow only invitees to view and edit the contents:* Tap Share Options, tap "Only people you invite," tap "Can make changes," then choose a method—such as Messages or Mail—for sending people a link to the folder or file.

- *Allow only invitees to view the contents:* Tap Share Options, tap "Only people you invite," tap "View only," then choose a method for sending the link.
- *Allow anyone with the link to view and edit the contents:* Tap Share Options, tap "Anyone with the link," tap "Can make changes," then choose a method for sending the link.
- *Allow anyone with the link to view the contents:* Tap Share Options, tap "Anyone with the link," tap "View only," then choose a method for sending the link.
- *Allow anyone to invite more people:* Tap Share Options, then tap "Anyone can add people."

4. Choose how you want to send your invitation, then tap Send.

Invite more people to share a folder or file

If you already shared a folder or file and its access is set to "Only people you invite," you can share it with more people.

1. Touch and hold the folder or file.
 2. Tap Share , then tap Manage Shared Folder or Manage Shared File.
 3. Tap Add People and choose a method for sending the link.
 4. Enter any other requested information, then send or post the invitation.
-

Share a folder or file with more people using a link

If you set the access to a shared folder or file to "Anyone with the link," anyone with the link can share it with others.

1. Touch and hold the folder or file.
 2. Tap Share , tap Manage Shared Folder or Manage Shared File, then tap Send Link.
 3. Choose a method for sending the link, enter any other requested information, then send or post the invitation.
-

Change access and permission settings for everyone

If you're the owner of a shared folder or file, you can change its access at any time. However, everyone you shared the link with is affected.

1. Touch and hold the folder or file.
2. Tap Share , tap Manage Shared Folder or Manage Shared File, then tap Share Options.

3. Change either or both of the options.

- *Access option:* When you change the access option from "Anyone with the link" to "Only people you invite," the original link no longer works for anyone, and only people who receive a new invitation from you can open the folder or file.
- *Permission option:* When you change the permission option, everyone who has the file open when you change the permission sees an alert. New settings take effect when the alert is dismissed.

Change access and permission settings for one person

If you're the owner of a shared folder or file and its access is set to "Only people you invite," you can change the permission for one person without affecting the permission of others. You can also remove the person's access.

1. Touch and hold the folder or file.
2. Tap Share , then tap Manage Shared Folder or Manage Shared File.
3. Tap the person's name, then select an option.

Stop sharing a folder or file

If you're the owner of a shared folder or file, you can stop sharing it.

1. Touch and hold the folder or file.
2. Tap Share , then tap Manage Shared Folder or Manage Shared File.
3. Tap Stop Sharing.

Anyone who has a file open when you stop sharing it sees an alert. The item closes when the alert is dismissed, the file is removed from the person's iCloud Drive, and the link no longer works. If you later share the item again and set the access to "Anyone with the link," the original link works. If the access is set to "Only people you invite," the original link works again only for people you reinvite to share the item.

Find My

Find people

Share your location in Find My on iPad

Before you can use the Find My app  to share your location with friends, you need to set up location sharing.

Note: If you set up location sharing and others still can't see your location, make sure Location Services is on in Settings  > Privacy & Security > Location Services > Find My. Location sharing isn't available in all locations. See [Control the location information you share on iPad](#).

COMMENT: Personal Safety content

You can share an AirTag or other item with up to five users in addition to yourself, for a total of six users per item.

Note: Location sharing and finding people aren't available in all countries or regions.

Set up location sharing

1. In the Find My app, tap Me at the bottom-left side of the screen, then turn on Share My Location.

The device sharing your location appears next to From.

2. If your iPad isn't currently sharing your location, you can tap Use This iPad as My Location.

Note: To share your location from another device, open Find My on the device and change your location to that device.

You can also change your location sharing settings in Settings  > [your name] > Find My.

Set a label for your location

You can set a label for your current location to make it more meaningful (like Home or Work). When you tap Me, you see the label in addition to your location.

1. Tap Me at the bottom-left side of the screen, then tap Location.
2. Select a label.

To add a new label, tap Add Custom Label, enter a name, then tap Done.

Share your location with a friend

1. Tap , then choose Share My Location.
2. In the To field, type the name of a friend you want to share your location with (or tap  and select a contact).
3. Tap Send and choose how long you want to share your location.

You can also [notify a friend or family member when your location changes](#).

If you're a member of a Family Sharing group, see [Share your location with family members](#).

Stop sharing your location

You can stop sharing your location with a specific friend or hide your location from everyone.

- *Stop sharing with a friend:* Tap People at the bottom-left side of the screen, then tap the name of the person you don't want to share your location with. Tap Stop Sharing My Location, then tap Stop Sharing Location.
 - *Hide your location from everyone:* Tap Me at the bottom-left side of the screen, then turn off Share My Location.
-

Respond to a location sharing request

1. Tap People at the bottom-left side of the screen.
2. Tap Share below the name of the friend who sent the request and choose how long you want to share your location.

If you don't want to share your location, tap Cancel.

Stop receiving new location sharing requests

Tap Me at the bottom-left side of the screen, then turn off Allow Friend Requests.

Add or remove a friend in Find My on iPad

In the Find My app , once you share your location with a friend, you can ask to see their location on a map.

Note: Location sharing and finding people aren't available in all countries or regions.

Ask to see a friend's location

1. Tap People at the bottom-left side of the screen, then tap the name of the person whose location you want to see.

If you don't see a person in the list, make sure you're [sharing your location](#) with them.

2. Tap Ask To Follow Location.

After your friend receives and accepts your request, you can see their location. See [Respond to a location sharing request](#).

Note: If you see your friend's name in the People list but can't see their location on the map, ask them to make sure they're sharing their location and that Location Services is on in Settings  > Privacy & Security > Location Services > Find My.

Remove a friend

When you remove a friend, that person is removed from your People list and you are removed from theirs.

1. Tap People at the bottom-left side of the screen, then tap the name of the person you want to remove.
2. Tap Remove [*name*], then tap Remove.

Locate a friend in Find My on iPad

When a friend [shares their location](#) with you, you can use the Find My app  to locate them on a map.

Note: Location sharing and finding people aren't available in all countries or regions.



Tap a person to see contact information, get directions, and more.

Note: If you want to see how far away your friends are from you, make sure you turn on Precise Location for the Find My app. See [Control the location information you share on iPad](#).

See the location of a friend

Tap People at the bottom-left side of the screen, then tap the name of the person you want to locate.

- *If your friend can be located:* They appear on a map so you can see where they are.
- *If your friend can't be located:* You see "No location found" below their name.
- *If you aren't following your friend:* You see "Can see your location" below their name. You can [ask to see a friend's location](#).

You can also use Siri to locate a friend who has shared their location with you.



Siri: Say something like: "Where's Gordon?" [Learn how to use Siri](#).

Contact a friend

1. Tap People at the bottom-left side of the screen, then tap the name of the person you want to contact.
2. Tap Contact and choose how you want to contact your friend. See [Add and use contact information on iPad](#).

Get directions to a friend

You can get directions to a friend's current location in the Maps app .

1. Tap People at the bottom-left side of the screen, then tap the name of the person you want to get directions to.
2. Tap Directions to open Maps.

See [Get directions in Maps](#).

Set a label for a friend's location

You can set a label for a friend's current location to make it more meaningful (like Home or Work). The label appears below your friend's name when they're at that location.

1. Tap People at the bottom-left side of the screen, then tap the name of the person you want to set a location label for.
2. Tap Edit Location Name, then select a label.

To add a new label, tap Add Custom Label, enter a name, then tap Done.

Mark favorite friends

Favorite friends appear at the top of the People list and are marked by a star.

1. Tap People at the bottom-left side of the screen, then find the person you want to mark as a favorite.
2. Do one of the following:
 - Tap the name of the person, then tap Add *[name]* to Favorites.
 - Swipe left across the person's name, then tap the star.

To remove a friend from your Favorites, swipe left and tap the star, or tap the friend, then tap Remove *[name]* from Favorites.

Get notified when a friend's location changes in Find My on iPad

Use the Find My app  to get a notification when your friend's location changes. You can get notified when a friend arrives at a location, leaves a location, or is not at a location.

Important: In order to receive a notification when your friend's location changes, make sure you allow notifications for the Find My app. See [Change notification settings on iPad](#).

You can also let friends know when your location changes. See [Notify a friend when your location changes in Find My on iPad](#).

Note: Location sharing and finding people aren't available in all countries or regions.

Get notified when your friend arrives at or leaves a location

1. Tap People at the bottom-left side of the screen, then tap the name of the person you want to be notified about.
2. Below Notifications, tap Add, then tap Notify Me.
3. Choose whether you want to be notified when a friend arrives at or leaves a location.
4. Choose a location, or tap New Location to create a new location and set a location radius.

With a larger radius, you're notified when your friend is near the location instead of right at the location.

5. Choose whether you want to be notified only once or every time.
6. Tap Add, then tap OK.

Your friend gets an alert after you set the notification.

If you set a recurring notification, your friend must approve it before it's set. They get an alert asking for approval when they arrive at or leave the location you chose for the first time.

Get notified when your friend isn't at a location

You can receive a notification if your friend or family member isn't at a specific location during a set schedule. For example, you can be notified if your child isn't at school during school hours.

1. Tap People at the bottom-left side of the screen, then tap the name of the person you want to be notified about.
2. Below Notifications, tap Add, then tap Notify Me.

3. Below When, tap *[your friend's name]* Is Not At.
4. Choose a location, or tap New Location to create a new location and set a location radius.

With a larger radius, you're notified when your friend is near the location instead of right at the location.

5. Select when you want to be notified.
 - *Time*: Select a start and end time.
 - *Days*: Select the days of the week.

6. Tap Add, then tap OK.

Your friend must approve the notification before it's set. They get an alert asking for approval on the time and day the notifications start.

Change or turn off a notification you set

1. Tap People at the bottom-left side of the screen, then tap the name of the person whose notification you want to change or turn off.

This could be a notification you receive about a friend, or a notification your friend receives about you.

2. Below Notifications, tap the notification.
3. Do either of the following:
 - *Change a notification*: Change any details, then tap Done.
 - *Turn off a notification*: Tap Delete Notification, then tap Delete Notification again.

You can create up to 25 Notify Me notifications.

Note: You can only create recurring notifications for friends who have two-factor authentication turned on.

Notify a friend when your location changes in Find My on iPad

Use the Find My app  to let a friend know when your location changes.

You can also get a notification when your friend's location changes. See [Get notified when a friend's location changes in Find My on iPad](#).

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Note: Location sharing and finding people aren't available in all countries or regions.

Notify a friend when your location changes

1. Tap People at the bottom-left side of the screen, then tap the name of the person you want to notify.
2. Below Notifications, tap Add, then tap Notify [*your friend's name*].
3. Choose whether you want to notify your friend when you arrive at or leave a location.
4. Choose a location, or tap New Location to create a new location and set a location radius.

With a larger radius, your friend is notified when you're near the location instead of right at the location.

5. Choose whether you want your friend to be notified only once or every time.
6. Tap Add.

You can stop notifying friends when your location changes at any time. See [Change or turn off a notification you set](#).

See all notifications about you

1. Tap Me at the bottom-left side of the screen.

Below Notifications About You, you see a list of people who are notified when your location changes.

If you don't see the Notifications About You section, you aren't notifying any friends when your location changes.

2. Select a name to see more details.
-

Turn off notifications about you

You can turn off any location notification about you. This includes notifications you set and notifications your friends create.

1. Tap Me at the bottom-left side of the screen.

Below Notifications About You, you see a list of people who are notified when your location changes.

If you don't see the Notifications About You section, you aren't notifying any friends when your location changes.

2. Select a name, then tap a notification.

3. Tap Delete Notification, then tap Delete Notification again.

Find devices

Add your iPad to Find My

Before you can use the Find My app  to locate a lost iPad, you need to connect the device to your Apple ID.

When you add your iPad to Find My, you can also get notified if you leave it behind. See [Set separation alerts in case you leave a device behind in Find My on iPad](#).

Note: Location sharing and finding devices aren't available in all countries or regions.

Add your iPad

1. On your iPad, go to Settings  > [your name] > Find My.

If you're asked to sign in, enter your Apple ID. If you don't have one, tap "Don't have an Apple ID or forgot it?" then follow the instructions.

2. Tap Find My iPad, then turn on Find My iPad.
3. You can also turn on or off either of the following:
 - *Find My network:* If your device is offline (not connected to Wi-Fi or cellular), Find My can locate it using the Find My network.
 - *Send Last Location:* If your device's battery charge level becomes critically low, its location is sent to Apple automatically.

Your iPad also includes a feature called Activation Lock that prevents anyone else from activating and using your device, even if it's completely erased. See the Apple Support article [Activation Lock for iPhone, iPad, and iPod touch](#).

Add your Apple Pencil Pro

1. Open the Find My app  on your iPad.
2. Tap Devices, then attach Apple Pencil Pro to your iPad.
3. Tap , then tap Apple Pencil.
4. Follow the onscreen instructions.

Add another device

See any of the following:

- *iPhone:* [Add your iPhone to Find My](#) in the iPhone User Guide

- *iPod touch:* [Add your iPod touch to Find My](#) in the iPod touch User Guide
- *Mac:* [Set up Find My on Mac](#) in the Find My User Guide for Mac
- *Apple Watch:* [Set up and pair your Apple Watch with iPhone](#) in the Apple Watch User Guide
- *AirPods:* Pairing instructions for your model in the “Pair and connect” section in the [AirPods User Guide](#) and [Turn on the Find My network for AirPods \(3rd generation\), AirPods Pro, and AirPods Max](#)
- *iPhone Wallet with MagSafe and Find My support:* [Add your iPhone Wallet with MagSafe to Find My on iPhone](#)

You can also add AirTags and other items to Find My using your iPad. See any of the following:

- [Add an AirTag in Find My on iPad](#)
- [Add or update a third-party item in Find My on iPad](#)

Add a family member’s device

You can see your family members’ devices in Find My if you [set up Family Sharing first](#). Their devices appear below yours in the Devices list. See [Share locations with family members and locate their lost devices on iPad](#).

You can’t add friends’ devices to Find My. Friends who lose a device can go to [Find Devices on iCloud.com](#) and sign in with their Apple ID.

Set separation alerts in case you leave a device behind in Find My on iPad

In the Find My app , you can turn on separation alerts for a device so you don’t accidentally leave it behind. You can also set Trusted Locations, which are locations where you can leave your device without receiving an alert.

If you have an iPhone Wallet with MagSafe and Find My support, you can get an alert if it detaches from your iPhone.

Important: In order to receive separation alerts, make sure you allow notifications for the Find My app. See [Change notification settings on iPad](#). Location sharing and finding devices aren’t available in all countries or regions.

Set up alerts for your iPhone, iPad, Mac, or AirPods

You can set up separation alerts for your iPhone, iPad, or iPod touch with iOS 15, iPadOS 15, or later; Mac with Apple silicon and macOS 12 or later; or AirPods with the Find My network turned on.

You can only set up a separation alert from the [device sharing your location](#). You receive an alert every time the device sharing your location separates from the device you set an alert for.

1. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to set up an alert for.
2. Below Notifications, tap Notify When Left Behind.
3. Turn on Notify When Left Behind, then follow the onscreen instructions.
4. If you want to add a Trusted Location, you can choose a suggested location, or tap New Location, select a location on the map, then tap Done.
5. Tap Done.

Get notified when your iPhone Wallet with MagSafe detaches from your iPhone

You can get an alert one minute after your iPhone Wallet with MagSafe and Find My support separates from your iPhone. Then you can use the Find My app to see its last known location on a map.

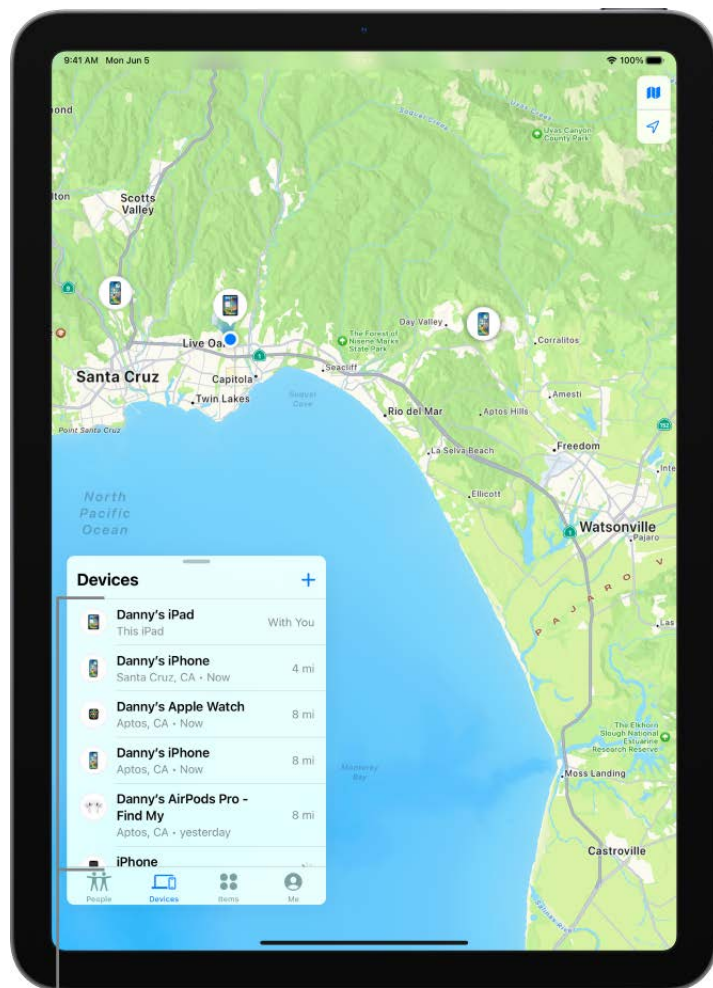
1. Tap Devices at the bottom-left side of the screen, then tap the name of your iPhone Wallet with MagSafe.
2. Below Notifications, tap Notify When Detached.
3. Turn off or on Notify When Detached, then tap Done.

Locate a device in Find My on iPad

Use the Find My app  to locate and play a sound on a missing iPhone, iPad, iPod touch, Mac, Apple Watch, AirPods, Beats headphones (supported models), or Apple Pencil Pro. In order to locate a device, you must [turn on Find My \[device\]](#) *before* it's lost.

Note: If you want to see how far away your devices are from you, make sure you turn on Precise Location for the Find My app. See [Control the location information you share on iPad](#). If you lose your iPad and don't have access to the Find My app, you can locate or play a sound on your device using [Find Devices on iCloud.com](#).

Note: Location sharing and finding devices aren't available in all countries or regions.



Tap a device to play a sound, get directions, and more.

About locating a device

- You can use Find My on your iPad to see the location of your device on a map. If the device is online, you see its location, and it plays a sound to help you find it. If the device is offline, you see its location, but it doesn't play a sound.
- For AirPods and supported Beats headphones, you can locate them when they're near your device and connected to Bluetooth®. For supported AirPods, you can also see their location via the Find My network for up to 24 hours after they last connected to your device, even if they're not nearby.
- For iPhone Wallet with MagSafe and Find My support, you can see its location when it's attached to your iPhone and its last known location if it detaches from your iPhone.

See the location of your device on a map

You can see your device's current or last known location in the Find My app.

Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to locate.

- *If the device can be located:* It appears on the map so you can see where it is.
- *If the device can't be located:* You see "No location found" below the device's name. Below Notifications, turn on Notify When Found. You receive a notification when it's located.

Important: Make sure you allow notifications for the Find My app. See [Change notification settings on iPad](#).

For troubleshooting steps, see the Apple Support article [If Find My is offline or not working](#).

Play a sound on your device

1. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to play a sound on.
2. Tap Play Sound.
 - *If the device is online:* A sound starts after a short delay and gradually increases in volume, then plays for about two minutes. If applicable, a Find My [device] alert appears on the device's screen.

A confirmation email is also sent to your Apple ID email address.
 - *If the device is offline:* You see Sound Pending. The sound plays the next time the device connects to a Wi-Fi or cellular network. For AirPods and Beats headphones, you receive a notification the next time your device is in range of your iPhone or iPad.

If your AirPods are separated, you have additional options to play a sound. See [Locate AirPods in Find My](#) in the AirPods User Guide.

Stop playing a sound on a device

If you find your device and want to turn off the sound before it stops automatically, do one of the following:

- *iPhone, iPad, or iPod touch:* Press the power button or a volume button, or flip the Ring/Silent switch. If the device is locked, you can also unlock it, or swipe to dismiss the Find My [device] alert. If the device is unlocked, you can also tap OK in the Find My [device] alert.
- *Apple Watch:* Tap Dismiss in the Find My Watch alert, or press the Digital Crown or side button.

- *Mac*: Click OK in the Find My Mac alert.
 - *AirPods or Beats headphones*: Tap Stop in Find My.
-

Get directions to a device

You can get directions to a device's location in the Maps app .

1. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to get directions to.
2. Tap Directions to open Maps.

See [Get directions in Maps](#).

Locate or play a sound on a friend's device

If your friend loses a device, they can locate it or play a sound on it by going to [Find Devices on iCloud.com](#) and signing in with their Apple ID and password. To learn more, see [Locate a device in Find Devices on iCloud.com](#) in the iCloud User Guide.

If you set up Family Sharing, you can use Find My to [locate a family member's missing device](#).

Locate your Apple Pencil Pro

Use the Find My app  on your iPad or iPhone to locate your missing Apple Pencil Pro.

1. Tap Devices at the bottom of the screen, then tap Apple Pencil Pro.
2. Follow the prompts to locate your Apple Pencil Pro.

The onscreen circle grows and the text changes from "far," to "near," to "within reach" as you get closer.

Note: Apple Pencil Pro can only be added to Find My for one Apple ID at a time.

You can also use Siri to help locate a device.

 **Siri:** Say something like: "Play a sound on my iPhone" or "Where's my iPad?" [Learn how to use Siri](#).

Mark a device as lost in Find My on iPad

Use the Find My app  to mark a missing iPhone, iPad, iPod touch, Apple Watch, Mac, supported AirPods, or iPhone Wallet with MagSafe as lost. In order to mark a device as lost, you must [turn on Find My \[device\]](#) *before* it's lost.

Note: Location sharing and finding devices aren't available in all countries or regions.



What happens when you mark a device as lost?

- A confirmation email is sent to your Apple ID email address.
- You can create a message for the device that says it's lost and how to contact you.
- For an iPhone, iPad, iPod touch, Mac, or Apple Watch, your device doesn't display alerts or make noise when you receive messages or notifications, or if any alarms go off. Your device can still receive phone calls and FaceTime calls.
- For applicable devices, payment cards and other services are suspended.

Mark a device as lost

If your device is lost or stolen, you can turn on Lost Mode (for your iPhone, iPad, iPod touch, Apple Watch, supported AirPods, or iPhone Wallet with MagSafe), or lock your Mac.

1. Tap Devices at the bottom-left side of the screen, then tap the name of the lost device.

2. Below Mark As Lost, tap Activate.

3. Follow the onscreen instructions, keeping the following in mind:

- *Passcode:* If your iPhone, iPad, iPod touch, or Apple Watch doesn't have a passcode, you're asked to create one now. For a Mac, you must create a numerical passcode, even if you already have a password set up on your Mac. This passcode is distinct from your password and is only used when you mark your device as lost.
- *Contact information:* For iPhone, iPad, iPod touch, Mac, or Apple Watch, the contact information and message appear on the device's Lock Screen. For AirPods or iPhone Wallet with MagSafe, the information appears when someone tries to connect with your device.

4. Tap Activate (for an iPhone, iPad, iPod touch, Apple Watch, AirPods, or iPhone Wallet with MagSafe) or Lock (for a Mac).

When the device has been marked as lost, you see Activated below the Mark As Lost section. If the device isn't connected to a network when you mark it as lost, you see Pending until the device goes online again.

See also [Mark AirPods as lost](#) in the AirPods User Guide.

Change the information for a lost device

After you mark your iPhone, iPad, iPod touch, Apple Watch, or iPhone Wallet with MagSafe as lost, you can adjust the information in the Lost Mode message.

1. Tap Devices at the bottom-left side of the screen, then tap the name of the lost device.
2. Below Mark As Lost, tap Pending or Activated.
3. Update the information, then tap Done.

Turn off Lost Mode for an iPhone, iPad, iPod touch, Apple Watch, AirPods, or iPhone Wallet with MagSafe

When you find your lost device, you can turn off Lost Mode.

1. In Find My, tap Devices at the bottom-left side of the screen, then tap the name of the device.
2. Tap Pending or Activated below Mark As Lost, tap Turn Off Mark As Lost, then tap Turn Off.

For iPhone, iPad, iPod touch, or Apple Watch, you can also turn off Lost Mode by entering your passcode on the device. For iPhone Wallet with MagSafe, you can turn off Lost Mode by attaching the wallet to your iPhone.

Unlock a Mac

When you find your lost Mac, do one of the following:

- *Mac with Apple silicon:* Enter your Apple ID and password.

See the Apple Support articles [If you forgot your Apple ID](#) and [If you forgot your Apple ID password](#).

- *Intel-based Mac:* Enter the numeric passcode on the Mac to unlock it (the one you set up when you marked your Mac as lost).

If you forget your passcode, you can recover it using [Find Devices on iCloud.com](#). For more information, see [Use Lost Mode in Find Devices on iCloud.com](#) in the iCloud User Guide.

If you lose your iPad, you can turn on Lost Mode using [Find Devices on iCloud.com](#).

Erase a device in Find My on iPad

Use the Find My app  to erase an iPhone, iPad, iPod touch, Apple Watch, or Mac. In order to remotely erase a device, you must [turn on Find My \[device\]](#) *before* it's lost.

Note: Finding devices isn't available in all countries or regions.

What happens when you erase a device in Find My?

- A confirmation email is sent to your Apple ID email address.
 - When you erase a device remotely using Find My, Activation Lock remains on to protect it. Your Apple ID and password are required to reactivate it.
 - If you erase a device that had iOS 15, iPadOS 15, or later installed, you can use Find My to locate or play a sound on the device. Otherwise, you won't be able to locate or play a sound on it. You may still be able to locate your Mac or Apple Watch if it's near a previously used Wi-Fi network.
-

Erase a device

1. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to erase.
2. Tap Erase This Device, then tap Continue.

If the device is a Mac, enter a passcode to lock it (you need to use the passcode to unlock it).

3. If the device is lost and you're asked to enter a phone number or message, you may want to indicate that the device is lost or how to contact you. The number and message appear on the device's Lock Screen.
4. Tap Erase.
5. Enter your Apple ID password, then tap Erase again.

If your device is offline, you see Erase Pending. The remote erase begins the next time it connects to a Wi-Fi or cellular network.

Cancel an erase

If you erase an offline device and find it before it comes online again, you can cancel the erase request.

1. Tap Devices at the bottom-left side of the screen, then tap the name of the device whose erase you want to cancel.
2. Tap Cancel Erase, then enter your Apple ID password.

If you lose your iPad, you can erase it using [Find Devices on iCloud.com](https://www.icloud.com/find).

Remove a device from Find My on iPad

You can use the Find My app  to remove a device from your Devices list or turn off Activation Lock on a device you already sold or gave away. When you remove Activation Lock, someone else can activate the device and connect it to their Apple ID.

If you still have the device, you can turn off Activation Lock and remove the device from your account by turning off the Find My [device] setting on the device.

Note: Finding devices isn't available in all countries or regions.

Remove a device from your Devices list

If you're not planning on using a device, you can remove it from your Devices list. The device must be offline in order for you to remove it.

The device appears in your Devices list the next time it comes online if it still has Activation Lock turned on (for an iPhone, iPad, iPod touch, Mac, or Apple Watch), or is paired with your iOS or iPadOS device (for AirPods or Beats headphones).

1. Do one of the following:
 - *For an iPhone, iPad, iPod touch, Mac, or Apple Watch:* Turn off the device.
 - *For AirPods:* Put AirPods in their case and close the lid or turn the AirPods off.
 - *For Beats headphones:* Turn off the headphones.
2. In Find My, tap Devices at the bottom-left side of the screen, then tap the name of the offline device.
3. Tap Remove This Device, then tap Remove.

Remove an iPhone Wallet with MagSafe

You can remove an iPhone Wallet with MagSafe and Find My support from your Devices list if you don't want it to appear in the Find My app. Removing it from Find My allows someone else to connect it to their Apple ID.

1. In Find My, tap Devices at the bottom of the screen, then tap the name of your iPhone Wallet with MagSafe.
2. Tap Remove This Device, then follow the onscreen instructions.

Turn off Activation Lock on a device you have

Before you sell, give away, or trade in a device, you should remove Activation Lock so the device is no longer associated with your Apple ID.

See the Apple Support articles:

- [What to do before you sell, give away, or trade in your iPhone or iPad](#) and [Activation Lock for iPhone and iPad](#)
 - [What to do before you sell, give away, or trade in your Mac](#) and [Activation Lock for Mac](#)
 - [What to do before you sell, give away, or trade in your Apple Watch, or buy one from someone else](#) and [About Activation Lock on your Apple Watch](#)
-

Turn off Activation Lock on a device you no longer have

If you sold or gave away your iPhone, iPad, iPod touch, Mac, or Apple Watch and you forgot to turn off Find My [*device*], you can still remove Activation Lock using the Find My app.

1. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to remove.
2. [Erase the device](#).

Because the device isn't lost, don't enter a phone number or message.

If the device is offline, the remote erase begins the next time it connects to a Wi-Fi or cellular network. You receive an email when the device is erased.

3. When the device is erased, tap Remove This Device, then tap Remove.

All your content is erased, Activation Lock is turned off, and someone else can now activate the device.

You can also remove a device online using iCloud.com. For instructions, see [Remove a device from Find Devices on iCloud.com](#) in the iCloud User Guide.

Find items

Add an AirTag in Find My on iPad

You can pair an AirTag with your Apple ID using your iPad. When you attach it to an everyday item, like a keychain or a backpack, you can use the Find My app  to locate it if it's lost or misplaced.

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You can get notified if you leave your AirTag behind. See [Set separation alerts in case you leave an AirTag or item behind in Find My on iPad](#).

You can also add supported third-party products to Find My. See [Add or update a third-party item in Find My on iPad](#).

Note: Location sharing and finding items aren't available in all countries or regions.

Add an AirTag

1. Go to the Home Screen on your iPad.
2. Remove the battery tab from the AirTag (if applicable), then hold it near your iPad.
3. Tap Connect on the screen of your iPad.
4. Choose a name from the list or choose Custom Name to type a name and select an emoji, then tap Continue.
5. Tap Continue to register the item to your Apple ID, then tap Finish.

You can also register an AirTag in the Find My app. Tap , then choose Add AirTag.

If the item is registered to someone else's Apple ID, they need to remove it before you can add it. See [Remove an AirTag or other item from Find My on iPad](#).

Change the name or emoji of an AirTag

1. Tap Items at the bottom-left side of the screen, then tap the AirTag whose name or emoji you want to change.
 2. Tap Rename Item.
 3. Choose a name from the list or choose Custom Name to type a name and select an emoji.
 4. Tap Done.
-

View more details about an AirTag

When you register an AirTag to your Apple ID, you can view more details about it in the Find My app.

1. Tap Items at the bottom-left side of the screen, then tap the AirTag you want to see more details about.
2. Tap the name of the AirTag to see the serial number and the firmware version.

If the battery level is low, a message appears below the location of the AirTag. You can also see a low battery indicator next to the name of the AirTag in the Items list.

Share an AirTag or other item in Find My on iPad

If you want to share an item that's [paired with an AirTag](#) (or a third-party item that works with Find My), you can share it in Find My so the borrower can [see it on a map and find it](#). If it's nearby, Find My can [play a sound](#). People you're sharing items with don't receive [tracking notifications](#) when the items are moving with them.

COMMENT: Personal Safety content

You can share an AirTag or other item with up to five borrowers in addition to yourself, for a total of six users per item, as long as the following requirements are met:

- Two-factor authentication must be turned on for your Apple ID.
- The person you share with must have an Apple ID and be signed in to iCloud with their Apple ID. You can't share with a [child account](#).
- The owner and borrowers must have iCloud Keychain turned on.

Note: You share a third-party item the same way you share an AirTag. Location sharing and finding devices aren't available in all countries or regions.

Share an AirTag

1. Open the Find My app  on your iPad, then tap Items.
2. Tap the name of the AirTag you want to share, then tap Add Person below Share This AirTag (or Share This Item).
3. Enter the Apple ID of the person you want to add.

To add more people, tap .

4. Tap the name of the person you want to share with, then tap their Apple ID.

Repeat steps 3 and 4 for each person you want to add.

5. When you're finished adding borrowers, tap Share in the top-right corner.

A list of everyone you invited appears on the item's main screen, along with the status of their invitations.

When someone accepts an invitation, the shared AirTag appears in Find My below Items and the recipient is notified that an item is being shared with them. If someone declines the invitation, their name is removed from the list, and you no longer see it.

Ask the owner of an AirTag to share it in Find My

If the owner of an AirTag shares it with you but doesn't do so in Find My, you'll receive an unknown AirTag notification and tracking notifications. To stop receiving tracking notifications for the AirTag, ask the owner to share it with you in Find My.

Note: You can only ask an owner to share if you're in the same Family Sharing group. See [Add a member to a Family Sharing group on iPad](#).

1. In the tracking notification you receive, tap Ask Owner to Share AirTag.
2. Tap Ask Owner.

If the owner wants to add you as a borrower, you receive an invitation to share the AirTag.

Accept or decline an invitation to share

If you're invited to share an AirTag, you receive a notification.

To see the invitation in Find My, tap Items, then do one of the following:

- *Accept the invitation:* Tap Add.

The AirTag appears in your Items list, below [Sharer]'s Items. You stop receiving tracking notifications for as long as you borrow the AirTag.

- *Decline the invitation:* Tap Don't Add.
-

Stop sharing an AirTag

If you're the owner of an AirTag and no longer want to share it, you can stop sharing in Find My.

1. Open the Find My app  on your iPad, then tap Items.
2. Tap the name of the item you're sharing, then tap the name of the person you're sharing it with.
3. Tap Stop Sharing, then tap Stop Sharing again.

The person you were sharing with no longer sees the AirTag's location, but may still get tracking notifications when the AirTag is moving with them.

Add or update a third-party item in Find My on iPad

You can use certain third-party products with the Find My app . You can register these products to your Apple ID using your iPad, and then use Find My to locate them if they're lost or misplaced.

You can also get notified if you leave your item behind. See [Set separation alerts in case you leave an AirTag or item behind in Find My on iPad](#).

You can also add an AirTag to Find My. See [Add an AirTag in Find My on iPad](#).

Note: Finding items isn't available in all countries or regions.

Add a third-party item

1. Follow the manufacturer's instructions to make the item discoverable.
2. In the Find My app, tap , then choose Add Other Item.
3. Tap Connect, type a name and select an emoji, then tap Continue.
4. Tap Continue to register the item to your Apple ID, then tap Finish.

If you have trouble adding an item, contact the manufacturer to see if Find My is supported.

If the item is registered to someone else's Apple ID, they need to remove it before you can add it. See [Remove an AirTag or other item from Find My on iPad](#).

Change an item's name or emoji

1. Tap Items at the bottom-left side of the screen, then tap the item whose name or emoji you want to change.
 2. Tap Rename Item.
 3. Choose a name from the list or choose Custom Name to type a name and select an emoji.
 4. Tap Done.
-

Keep your item up to date

Keep your item up to date so you can use all the features in Find My.

1. Tap Items at the bottom-left side of the screen, then tap the item you want to update.
2. Tap Update Available, then follow the onscreen instructions.

Note: If you don't see Update Available, your item is up to date.

While the item is updating, you can't use Find My features.

View details about an item

When you register an item to your Apple ID, you can use Find My to see more details about it, like the serial number or model. You can also see if a third-party app is available from the manufacturer.

1. Tap Items at the bottom-left side of the screen, then tap the item you want more details about.
 2. Do either of the following:
 - *View details:* Tap Show Details.
 - *Get or open third-party app:* If an app is available, you see the app icon. Tap Get or  to download the app. If you've already downloaded it, tap Open to open it on your iPad.
-

Set separation alerts in case you leave an AirTag or item behind in Find My on iPad

In the Find My app , you can turn on separation alerts for an AirTag or other item so you don't accidentally leave it behind. You receive an alert every time the [device sharing your location](#) separates from the item.

COMMENT: Personal Safety content

You can also set Trusted Locations, which are locations where you can leave an item without receiving an alert.

Important: In order to receive separation alerts, make sure you allow notifications for the Find My app. See [Change notification settings](#). Location sharing and finding items aren't available in all countries or regions.

1. Tap Items at the bottom-left side of the screen, then tap the name of the item you want to set an alert for.
 2. Below Notifications, tap Notify When Left Behind.
 3. Turn on Notify When Left Behind.
 4. If you want to add a Trusted Location, you can choose a suggested location, or tap New Location, select a location on the map, then tap Done.
 5. Tap Done.
-

Locate an AirTag or other item in Find My on iPad

You can use the Find My app  to locate a missing AirTag or third-party item that you've registered to your Apple ID.

COMMENT: Personal Safety content

Learn how to register an [AirTag](#) or [third-party item](#).

Note: Location sharing and finding items aren't available in all countries or regions.

See the location of an item

Tap Items at the bottom-left side of the screen, then tap the item you want to locate.

- *If the item can be located:* It appears on the map so you can see where it is. The location and timestamp appear below the item's name. The item's location is updated when it connects to the Find My network.
- *If the item can't be located:* You see where and when it was last located. Below Notifications, turn on Notify When Found. You receive a notification once it's located again.

Important: Make sure you allow notifications for the Find My app. See [Change notification settings on iPad](#).

Play a sound

If the item is nearby, you can play a sound on it to help you find it.

Note: If you can't play a sound on an item, you won't see the Play Sound button.

1. Tap Items at the bottom-left side of the screen, then tap the item you want to play a sound on.
2. Tap Play Sound.

To stop playing the sound before it ends automatically, tap Stop Sound.

Get directions to an item

You can get directions to an item's current or last known location in the Maps app .

1. Tap Items at the bottom-left side of the screen, then tap the item you want to get directions to.
2. Tap Directions to open Maps.

See [Get directions in Maps](#).

Mark an AirTag or other item as lost in Find My on iPad

If you lose an AirTag or third-party item registered to your Apple ID, you can use the Find My app  to mark it as lost.

COMMENT: Personal Safety content

Learn how to register an [AirTag](#) or [third-party item](#).

Note: Finding items isn't available in all countries or regions.

What happens when you mark an item as lost?

- You can add a message saying that the item is lost and include your phone number or email address.
 - If someone else finds your item, they can use a supported device to see a website with the Lost Mode message.
-

Turn on Lost Mode for an item

To mark an item as lost, you need to turn on Lost Mode.

1. Tap Items at the bottom-left side of the screen, then tap the name of the lost item.
2. Below Lost Mode, tap Enable.
3. Follow the onscreen instructions to enter a phone number where you can be reached. To enter an email address instead, tap "Use an email address."

Important: Make sure you allow notifications for the Find My app. See [Change notification settings on iPad](#).

4. Tap Activate.
-

Change the contact information in the Lost Mode message

1. Tap Items at the bottom-left side of the screen, then tap the name of the lost item.
 2. Below Lost Mode, tap Enabled.
 3. Edit the phone number or email address, then tap Save.
-

Turn off Lost Mode for an item

When you find your lost item, turn off Lost Mode.

1. Tap Items at the bottom-left side of the screen, then tap the name of the item.
 2. Below Lost Mode, tap Enabled.
 3. Tap Turn Off Lost Mode, then tap Turn Off.
-

Remove an AirTag or other item from Find My on iPad

You can use the Find My app  to remove an AirTag or third-party item from your Apple ID so someone else can register it.

COMMENT: Personal Safety content

Learn how to register an [AirTag](#) or [third-party item](#).

Note: Finding items isn't available in all countries or regions.

1. Tap Items at the bottom-left side of the screen, then tap the item you want to remove.
2. Bring the item near your iPad.

If the item is not near your device, you can still remove it from your account. However, the item must be reset before anyone can register it to their Apple ID.

3. Tap Remove Item, then follow the onscreen instructions.

Note: Follow the manufacturer's instructions to reset an item. For an AirTag, see the Apple Support article [How to reset your AirTag](#).

Adjust map settings in Find My on iPad

You can change the map view or distance units that appear in the Find My app .

Change the map view

The button at the top right of a map indicates if the current map is for exploring  or viewing from a satellite . To choose a different map, do the following:

1. Tap the button at the top right.
2. Choose another map type.

You can also tap  to further customize the map.

3. Tap .

You can also tap 2D or 3D at the top right to change the view (not available in all locations).

 **Tip:** If you don't see 2D or 3D, zoom in. You can also swipe up with two fingers to see the 3D view.

For information about how to interact with maps, see [View maps on iPad](#).

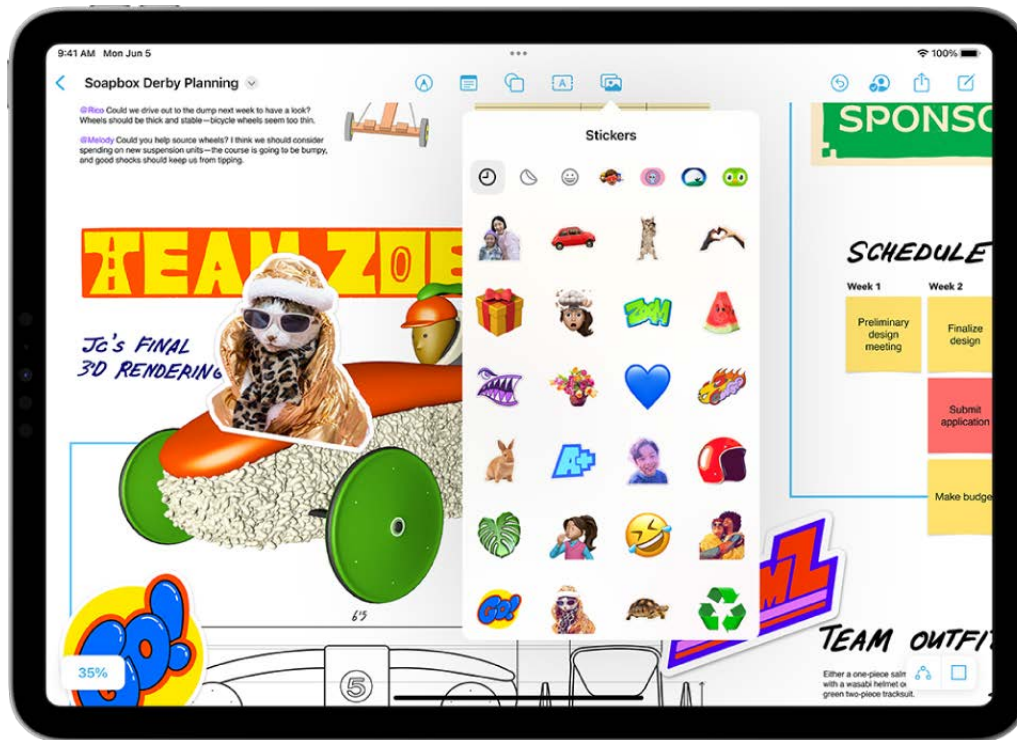
Change distance units

You can change the default distance units in Settings . See [Change the language and region on iPad](#).

Freeform

Get started with Freeform on iPad

The Freeform app  gives you a boundless canvas for creativity. Bring everything together, including photos, drawings, links, and files. And invite others to work with you.



Gather ideas freely

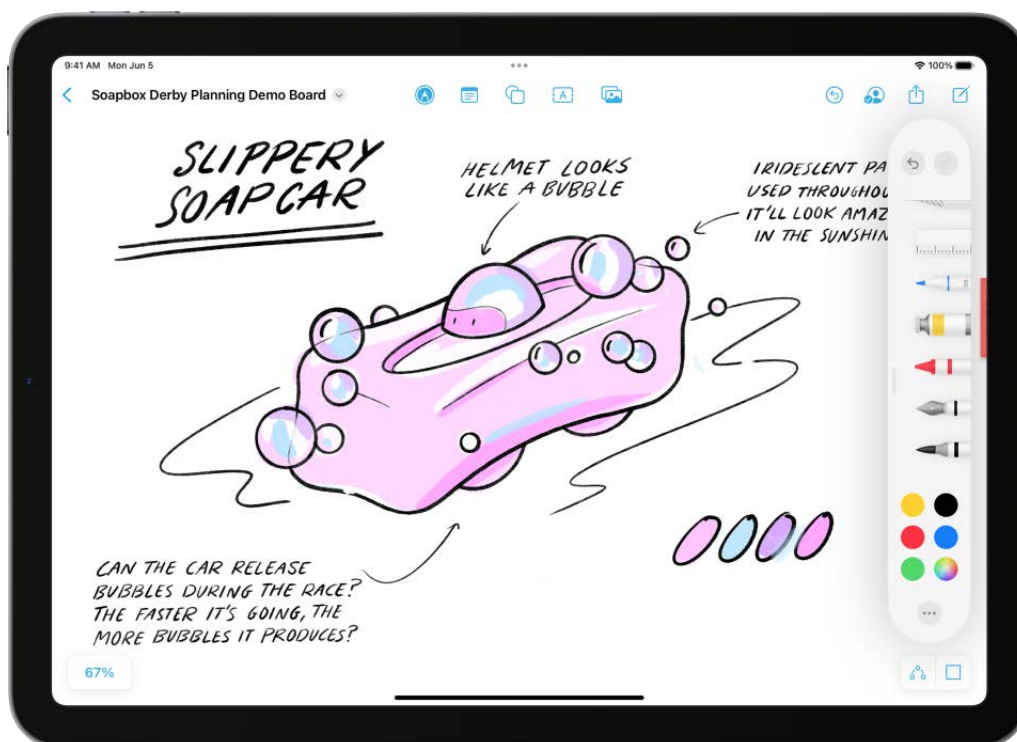
You can put just about any kind of file in a Freeform board—an online whiteboard—without worrying about layouts or page sizes. To create a board, tap .

COMMENT: #marcom



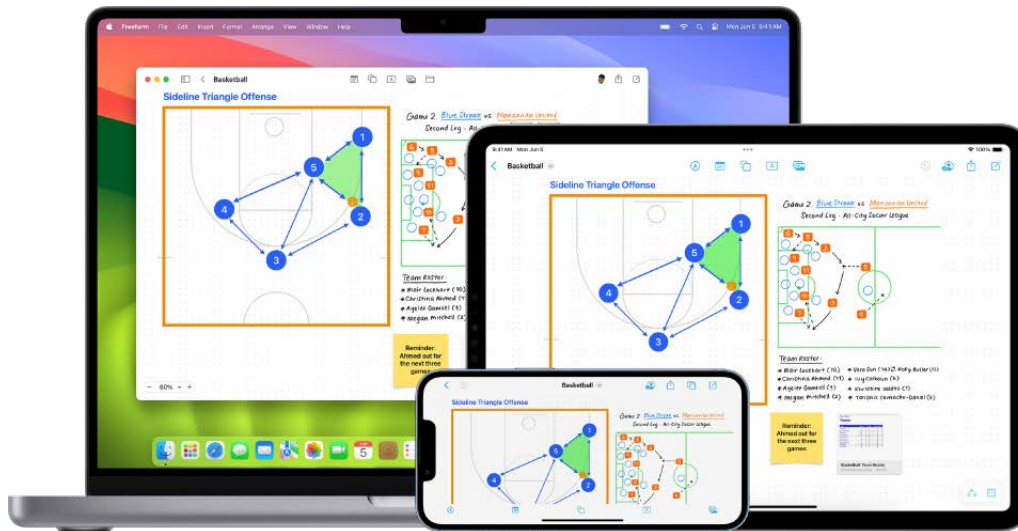
Collaborate with others

Tap  to invite people to start working together in real time on a board. You can add sticky notes  to conduct a brainstorming session or provide feedback.



Get creative with the drawing tools

Tap  (or just use your Apple Pencil) to start drawing. Adjust the line's thickness, transparency, color, and more, and pinch to zoom in and out as you work.



Start on your iPad, keep working on your iPhone or Mac

The Freeform boards you store in iCloud—and any changes you make to them—stay up to date on all your Apple devices when you're signed in with the same Apple ID. To use iCloud with Freeform, go to Settings  > [your name] > iCloud > Show All (below Apps Using iCloud), then turn on Freeform.

Want to learn more?

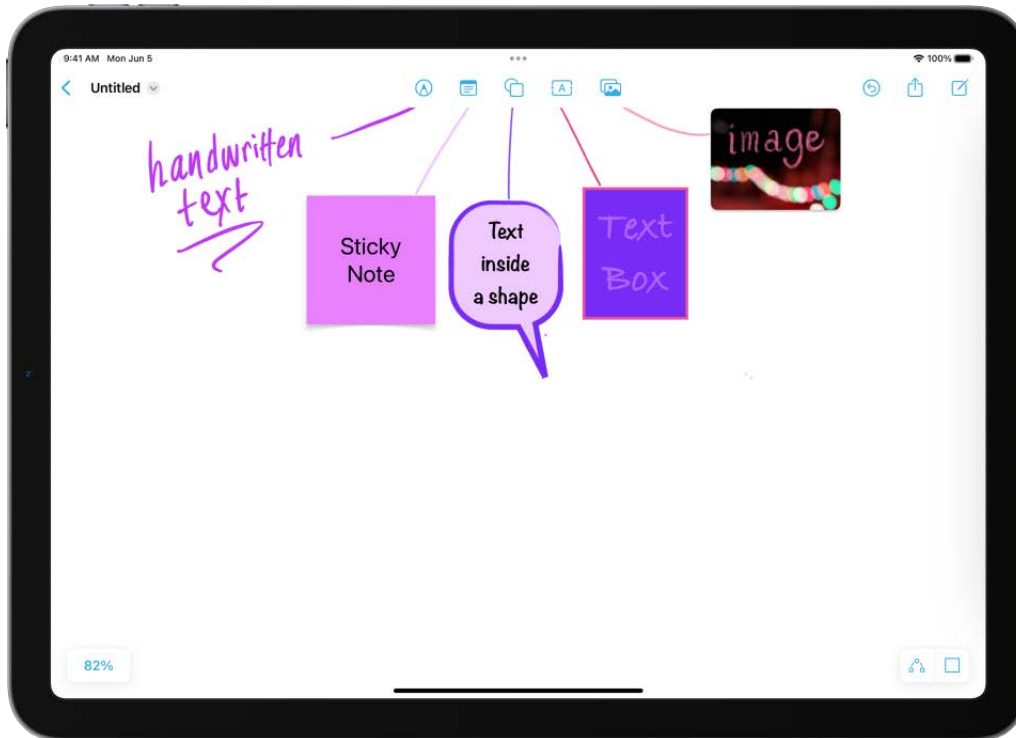
- [Create a Freeform board on iPad](#)
- [Draw or handwrite on a Freeform board on iPad](#)
- [Add shapes, lines, arrows, and diagrams to a Freeform board on iPad](#)
- [Share Freeform boards and collaborate on iPad](#)
- [iCloud User Guide: Set up iCloud for Freeform on all your devices](#)

Create a Freeform board on iPad

Use the Freeform app  to create boards for brainstorming and collaborating.

Create a new board

1. Open the Freeform app  on your iPad.
2. Tap .
3. Tap one of the options at the top of the screen, such as a sticky note  or text box , to start building your board.



4. Move around your board by dragging your finger, and zoom in or out by pinching open or closed.

 **Tip:** To magnify more precisely, tap the current percentage in the bottom-left corner.

5. To name your board, tap Untitled in the top left, then tap Rename.

If you're in [Split View](#), tap , then tap Rename.

To learn how to align items or move something to the background, see [Position items on a Freeform board on iPad](#).

Create a board from another app

You can start a new Freeform board using content from another supported app, such as Notes, Maps, Safari, Files, Photos, and more.

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

To share just one part of a file to a board (rather than the entire webpage or note), select the item. If your selection includes text, only the text is shared.

2. Tap Share or , then tap the Freeform app icon .
3. Tap New Board or the name of an existing board.

Either a link or the item appears in the board.

Open a board

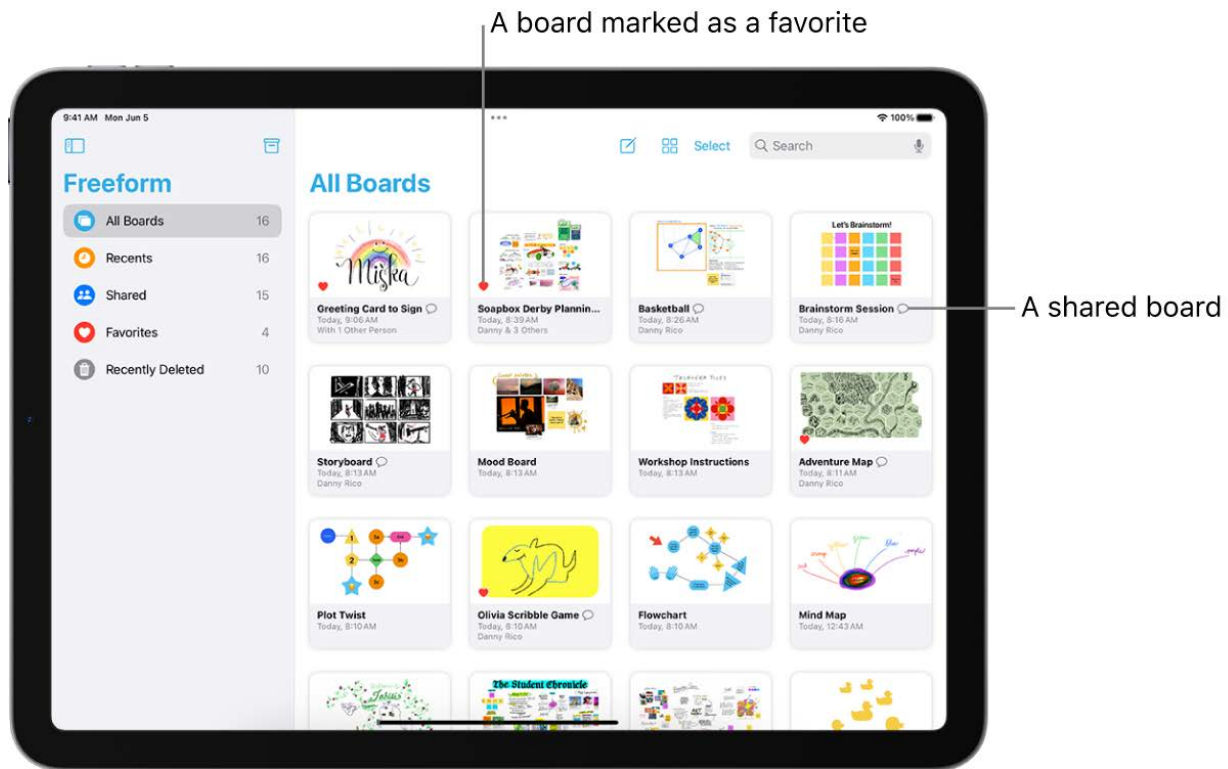
1. Open the Freeform app  on your iPad.
2. Tap a category in the sidebar, then tap the board you want to open, or do one of the following:
 - *If you don't see the sidebar:* Tap .
 - *If you're in a board:* Tap  in the upper-left corner.

Note: Any collaborations you get invited to in the Messages app appear in an Invitations section on the Shared Boards screen until you accept them.

3. Tap  or  to switch between grid and list view.

To sort boards by name (instead of by most recently updated), tap  or , then tap Sort by Name.

4. To add a board to Favorites, do one of the following:
 - *While browsing All Boards:* Touch and hold the thumbnail or name of the board, then tap Favorite .
 - *If you're in a board:* Tap , then tap Favorite .



COMMENT: #websites

Duplicate a board

When you want to copy an existing Freeform board, do one of the following:

- *While browsing All Boards:* Tap Select in the top-right corner of the screen. Tap the boards you want to copy (a checkmark appears as you select each one), then tap Duplicate.

Or touch and hold the thumbnail or name of the board, then tap Duplicate .

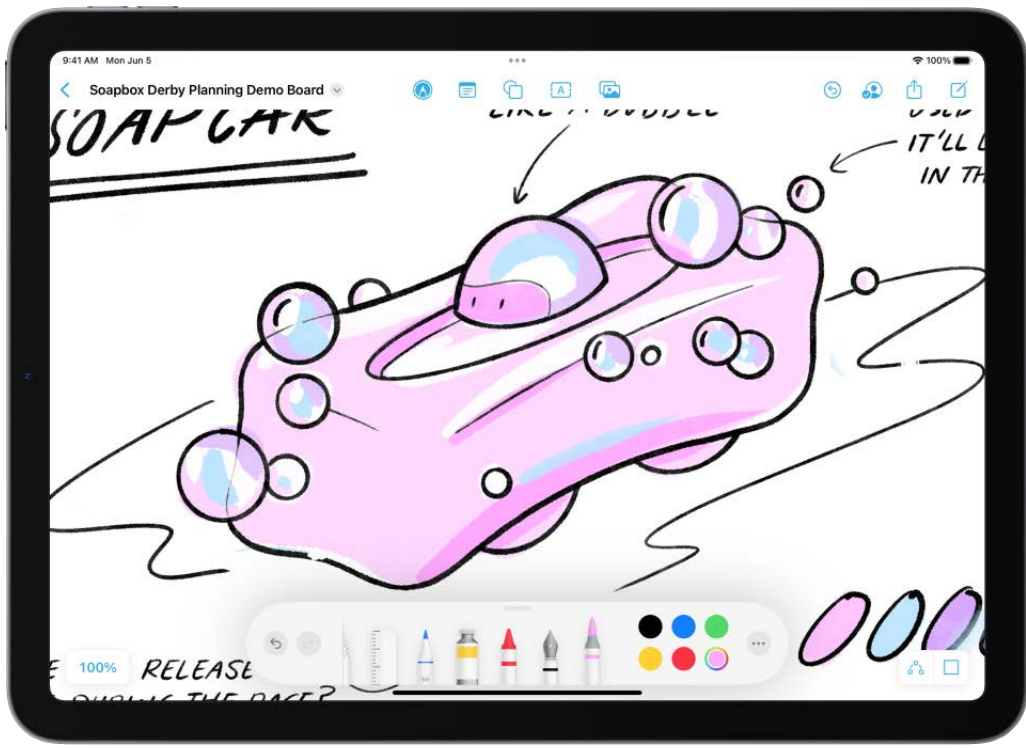
- *If you're in a board:* Tap , then tap Duplicate.

If you're in [Split View](#), tap , then tap Duplicate.

Note: If you duplicate a shared board, the copy isn't shared.

Draw or handwrite on a Freeform board on iPad

In the Freeform app , you can sketch or jot a handwritten note with Apple Pencil (see [compatibility](#)) or your finger.



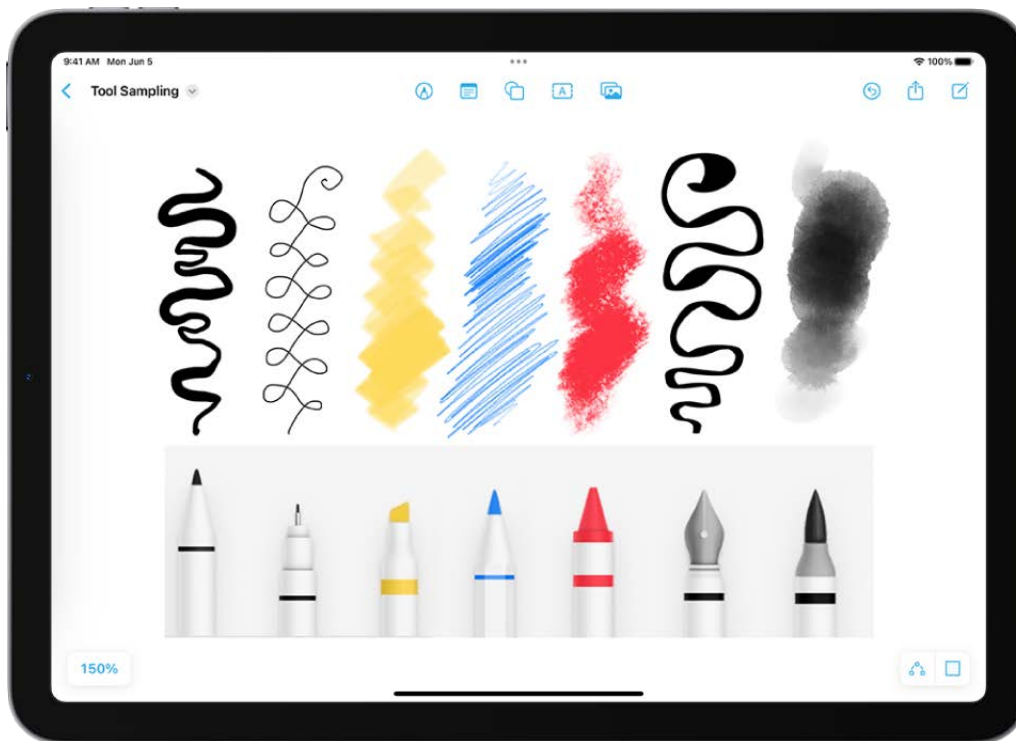
Draw or handwrite

1. Open the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. Tap , then draw with your finger or Apple Pencil.

If you're using Apple Pencil and want to be able to switch to draw with your finger, tap  in the drawing tools, then turn on Draw with Finger.

 **Tip:** Hold your finger or Apple Pencil still for a moment when you finish the drawing to smooth or straighten its shape.

4. Tap a tool to switch to it. (Swipe to see other tools, such as Fill, Crayon, Fountain Pen, or Watercolor Brush.)



Tap any tool a second time to change its qualities, like the thickness or opacity of a stroke.

To fill a closed shape with color, use the Fill tool (the paint tube).

To draw a straight line, tap the Ruler tool. (You can rotate it by placing two fingers on it and turning your hand.)

Scribble  (next to the pen) transforms your handwriting to typed text as you write with Apple Pencil. To learn more about writing on boards with Apple Pencil, see [Enter text with Scribble on iPad](#).

Note: By default, Apple Pencil works as a drawing and writing tool in Freeform. You can [change this setting](#) if you also want to use Apple Pencil to select and scroll.

Select and edit parts of a drawing

When you draw in the Freeform app , your strokes are grouped. If you want to break a drawing apart, you can separate and merge your strokes. You can also delete, resize, or straighten parts of a drawing.

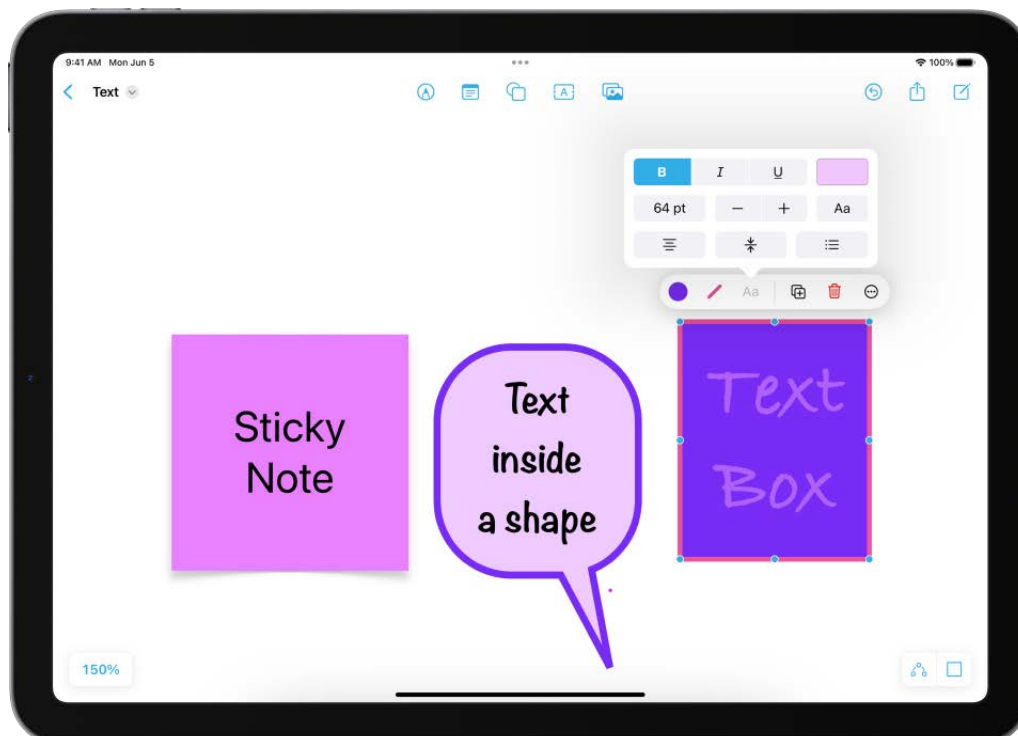
1. After you draw or write on your Freeform board with the drawing tools, tap  (between the Eraser and Ruler) in the drawing tools.
2. Tap or circle the part of the drawing you want to select, then choose an option.

 **Tip:** Choose Snap to Shape to smooth or straighten hand-drawn lines.

You can also tap to select an entire drawing or other item when you're not using the drawing tools. Tap an item to select it, tap  in the formatting tools, then tap Cut, Copy, or Duplicate.

Add text in sticky notes, shapes, and text boxes on a Freeform board on iPad

In the Freeform app , you can add text to a board using a sticky note or text box, or you can add text within a shape.



You can add text using a text box or sticky note, or you can add text within a shape.

1. Open the Freeform app  on your iPad.
 2. Open a board, or tap  to start a new one.
 3. Tap , , or .
 4. Double-tap the sticky note, shape, or text box, then enter text. (If you have a keyboard connected, you can start typing as soon as the item appears.)
 5. To change the font, alignment, and more, double-tap to show the object's formatting tools, then tap Aa.
-

Add shapes, lines, arrows, and diagrams to a Freeform board on iPad

In the Freeform app , you can add shapes, lines, arrows, and diagrams to a board.

Add and format shapes, lines, and arrows

1. Open the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. Tap , and tap a shape, line, or arrow to add it to the board.
4. Tap to select the shape or line and show its formatting tools, then do any of the following:
 - *Change the fill color:* Tap .
 - *Change the line style:* Tap , then choose the stroke color and weight you want for a shape or line.

Tap  to turn lines into arrows or to add other styles of endings.

If you've selected a connection line, tap  to change its style to straight, corner, or curved.

- *Change the type of shape:* Tap , tap Change Shape, then choose another shape.

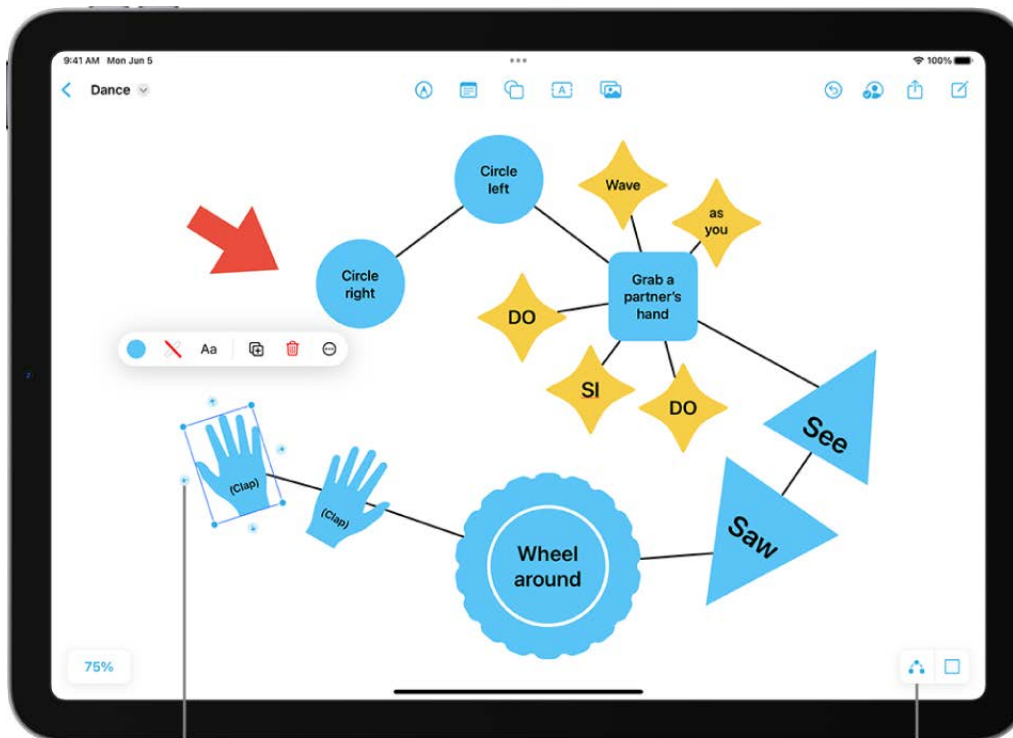
You can also add shapes and lines to your board by drawing them and then smoothing or straightening the strokes. See [Draw or handwritten on a Freeform board on iPad](#).

Note: The color of a button may change to reflect its current state.

Create a diagram

You can easily create a connected diagram, such as a flowchart, by using connectors and the shape picker in Freeform.

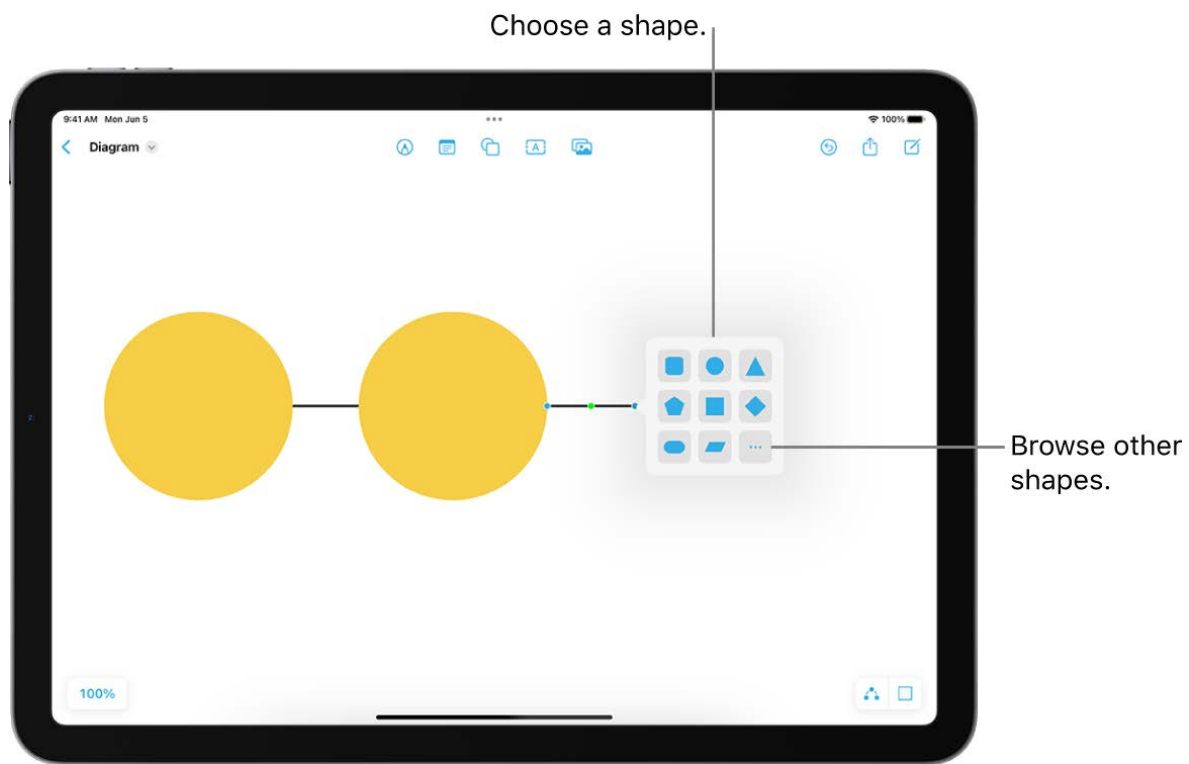
1. Open the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. Do one of the following:
 - *In full-screen view:* Tap the  in the lower-right corner.
 - *In Split View:* Tap  in the toolbar, then tap Show Connectors.



Drag to place the next part of the diagram.

Show or hide connectors.

4. Begin your diagram by tapping , , , or  and adding an item.
5. Drag a connector arrow to where you want the next part of your diagram. When you let go, a small menu of shapes opens. Tap to select the next shape you want to add.
(Tap  to browse other shapes.)



You don't see connector arrows when you select a line or multiple items.

 **Tip:** You can quickly add equally spaced, aligned shapes with connectors. Tap to select a shape, then touch and hold a connector arrow. As you hold, a preview of the shape and line appears. When you let go, the shape and line are added to the board.

Split or combine shapes

When you add multipart shapes in the Freeform app , you can divide them into their parts and then edit each part individually. For example, you can divide the map of the United States (in the Places category) and change the color of each state. You can also subtract shapes from other shapes, remove the overlapping area between two shapes, or create a new shape by combining one shape with another.

After you've added shapes to your Freeform board, do one of the following:

- *Split a multipart shape apart:* Tap , then tap Break Apart.
- *Combine shapes:* [Select multiple items](#), tap , then below Combine Shapes tap an option to unite, intersect, subtract, or exclude.

Change size, width, or length

After you add a shape or line in the Freeform app , you can change its dimensions.

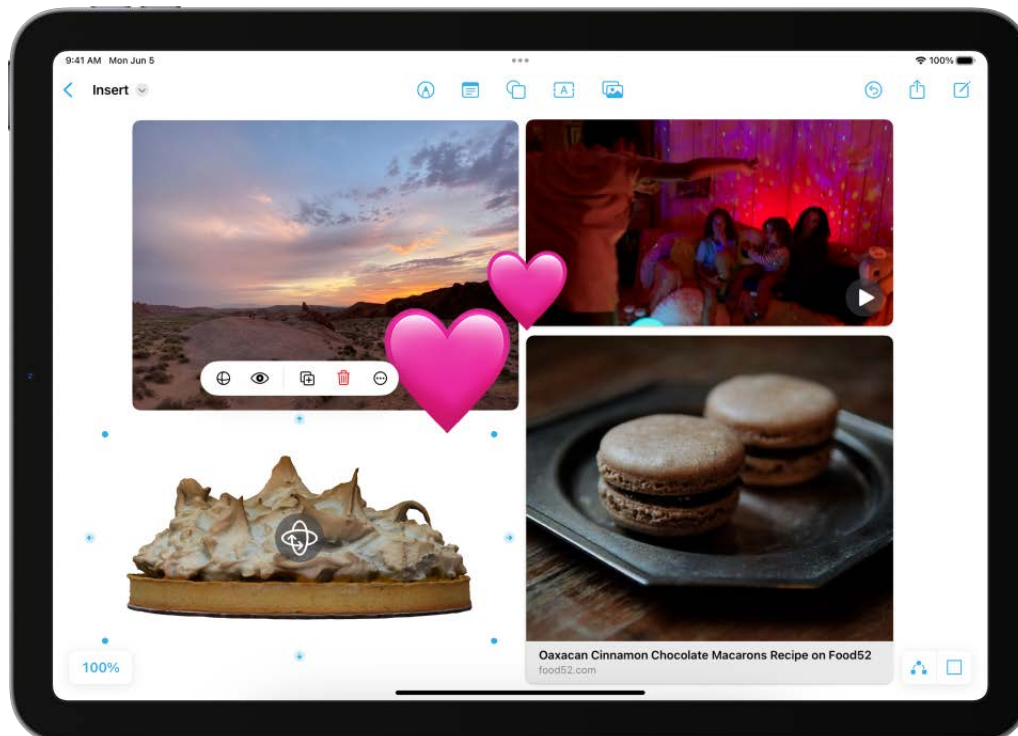
Tap to select a shape, then drag a dot.

- *Shapes:* Drag a blue dot to change the size or proportions of the shape. Drag any green dot to change aspects particular to that shape, such as its number of sides.

- *Connection lines:* Drag a blue dot to attach an endpoint to another item on the board. Drag the green dot to adjust the curve.
-

Add photos, videos, stickers, scans, links, and other files to a Freeform board on iPad

In the Freeform app , you can add any photo or video to a board, or take a new one with your iPad camera. You can also add any kind of file to your board by scanning, linking, or inserting it.



COMMENT: #websites

Add a photo, video, sticker, link, or other file

1. Open the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. Do one of the following:
 - Tap , then choose, for example, Stickers.
 - While using [Split View](#) or [Slide Over](#), touch and hold a photo or video, then drag it to your Freeform board.
 - Copy the item to your Clipboard, tap an empty space on your Freeform board, then, when a menu appears, tap Paste.

Note: You can insert files saved on your iPad or in iCloud Drive. For most file types, Freeform makes a copy of the inserted file. When you add a link to a collaborative [Keynote presentation](#), [Numbers spreadsheet](#), or [Pages document](#), participants in your Freeform board can tap the card to move to the shared file in iCloud. (If you want others to be able to collaborate on the file, you must save it in iCloud.)

Double-tap any media item—photo, video, scan, or other file—to preview it.

Scan and add a document

You can scan a paper document and add it to your board as a PDF without leaving Freeform.

1. Open the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. Tap , then tap Scan.
4. Position the document so that it appears on the screen, then tap  or press a volume button.
5. Drag the corners to select the area you want in the scanned document, then tap Keep Scan.
6. Scan additional pages, then tap Save when you're done.

A card with an image of the first page of your scan appears on your board.

 **Tip:** To save your scan to iCloud Drive or on your iPad, select the card, tap , tap , then tap Save to Files.

Format a photo or video

After you add photos or videos in the Freeform app , you can crop them, mask them, or change their formatting. Do any of the following:

- *Crop or mask the photo:* Tap .
- *Remove the photo's background:* Tap , then tap Remove Background. If the background of the photo can't be made transparent, Remove Background isn't available.

 **Tip:** You can also paste an image without a background. See [Lift a subject from the photo background on iPad](#).

- *Add a shadow, round the corners, add a description, and more:* Tap , then choose an option.

- *Replace the photo or video:* Select the photo or video, tap  or , tap Replace, then select a replacement.
- *Preview the photo or video:* Tap , or double-tap the photo or video.

To preview a movie in full screen, double-tap it.

Put an image inside a shape

You can use a shape as a mask or frame for an image. For example, you can put your photo inside a circle.

1. Open the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. [Add a photo](#) or other image to the board.
4. Tap , then choose a shape.
5. Position the shape over the image, then select both it and the image. (See [Select, align, and group multiple items on a board.](#))
6. Tap , then tap Mask with Shape.

Or drag an image onto a shape to use it as a frame.

To remove it from the shape, select the masked image, tap , then tap Reset Mask.

 **Tip:** To add a photo, video, file, or link to a new or existing Freeform board from supported apps (such as Notes, Photos, Safari, and more), tap , then tap the Freeform app icon.

Apply consistent styles and formatting in Freeform on iPad

In the Freeform app , when you want the text in your sticky notes, shapes, or text boxes to have a consistent look—for example, font, size, and color—you can copy the style from one item and paste it in another. You can also save styles.

-
1. Tap an item on your Freeform board and make any adjustments to the formatting—so it has the style you want to copy.
 2. When you have an item that's formatted in a style you like, tap it to show its formatting tools.

3. Tap , tap Style, then tap Copy Style.
4. Tap to select and show the formatting tools for an item whose style you want to change.
5. Tap , tap Style, then tap Paste Style.

Depending on the item you're pasting a style into, fonts, line weight, or color are matched.

For linked or placed files, pasted styles update corners and shadows.

 **Tip:** If you like the style of an item, you can save its style. Then, every time you add another item like that to your board, it uses that saved style. Tap , tap Style, then choose Save as Insert Style.

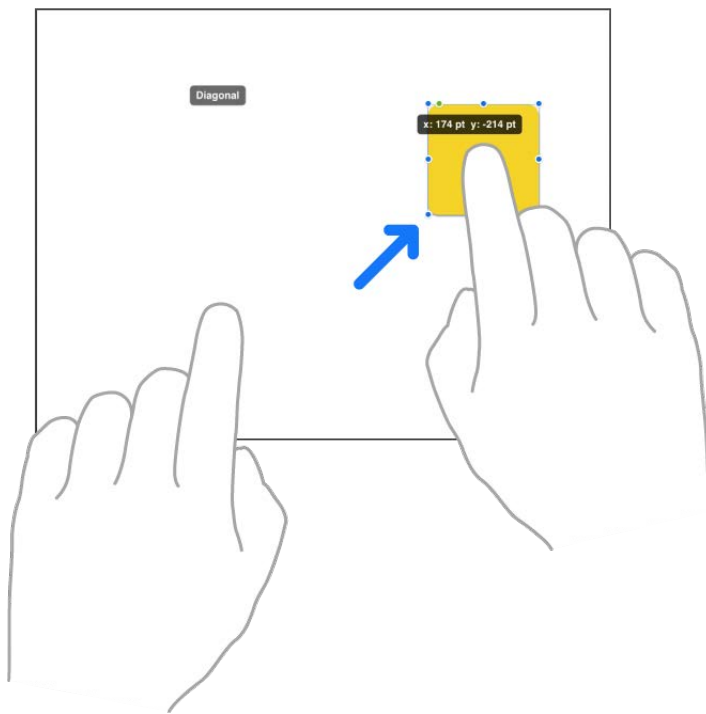
Position items on a Freeform board on iPad

In the Freeform app , you can move, rotate, or resize items on your board. You can align, distribute, or group them, and move them to the background or foreground. You can turn on a grid or guides to help you position items, and lock items when you want to prevent any further changes.

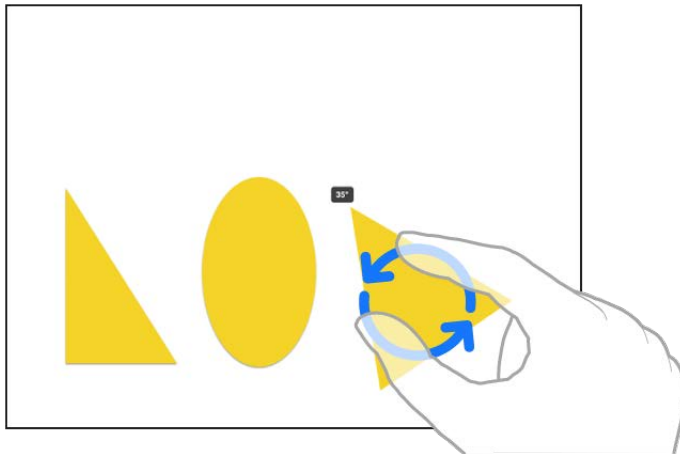
Move, rotate, or resize an item

After you add an item to a board in the Freeform app , you can tap to select it and then do any of the following:

- *Reposition it:* Drag from the center of the item.
- *Move it in a straight line:* To constrain an item's movement horizontally, vertically, or diagonally, drag the item with one finger while you use another finger to touch and hold anywhere on the board.



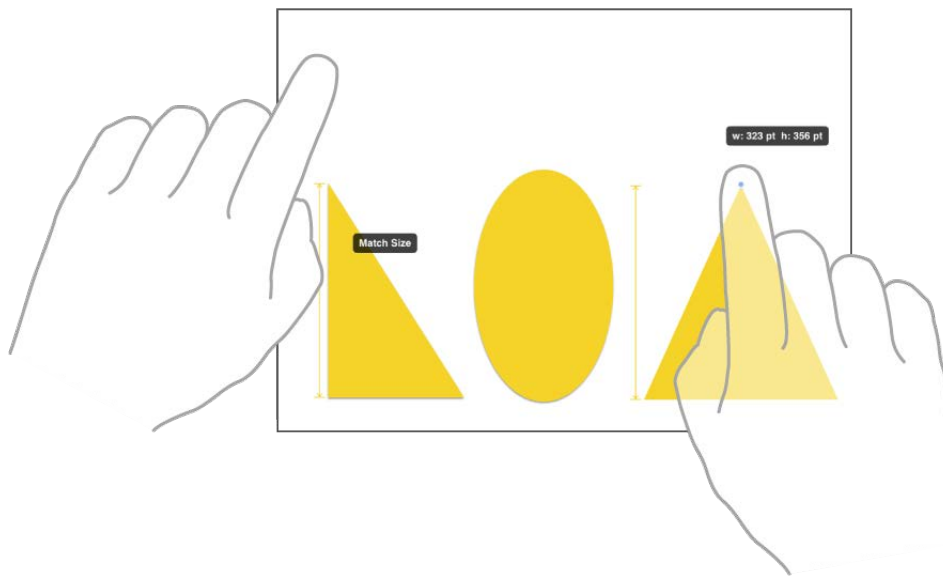
- *Rotate it:* Place two fingers on the item, then turn your hand in the direction you want to rotate it.



- *Put it in the background or foreground:* Tap , then tap Back or Front.
- *Resize it:* Drag a blue dot.

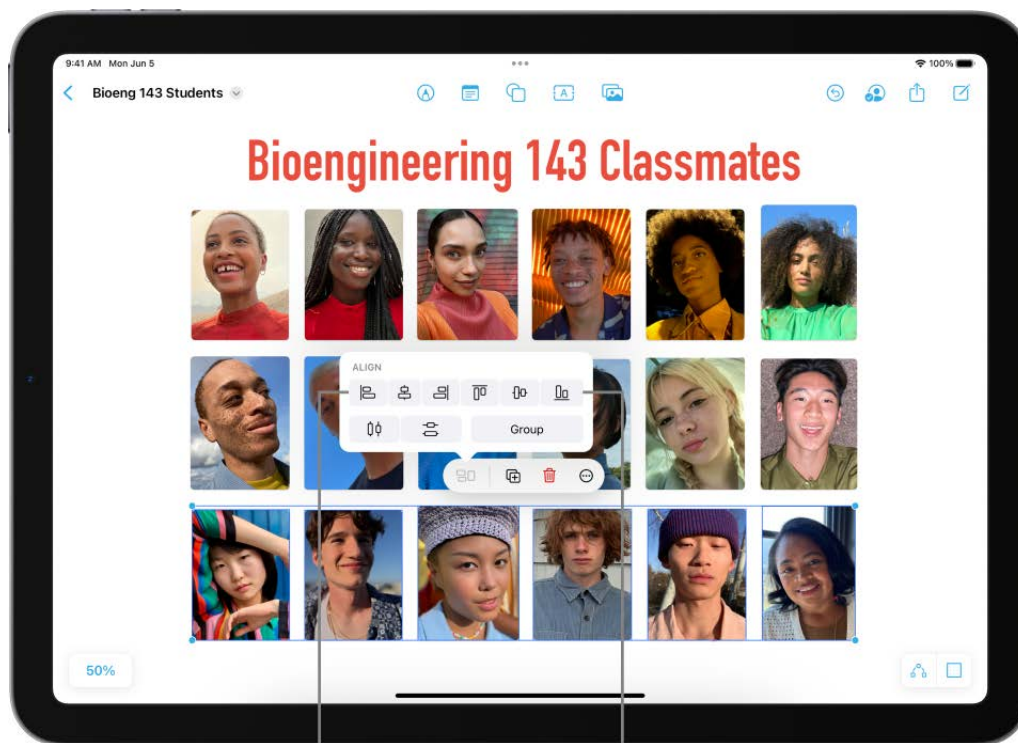
In text boxes, drag a green dot to resize both the box and the text within it.

- *Match its size to another item:* Start resizing, then use a second finger to touch and hold the item whose size you want to match. When the words Match Size appear, lift both your fingers at the same time.



Select, align, and group multiple items on a board

After you add items to a board in the Freeform app , you can select and align multiple items relative to one another. You can also group several items to more easily move, rotate, or resize them as a single unit.

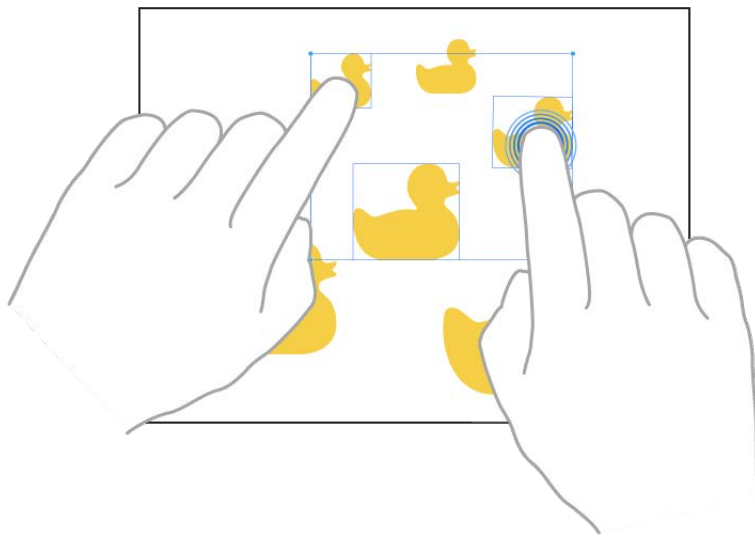


Evenly distribute
selected objects.

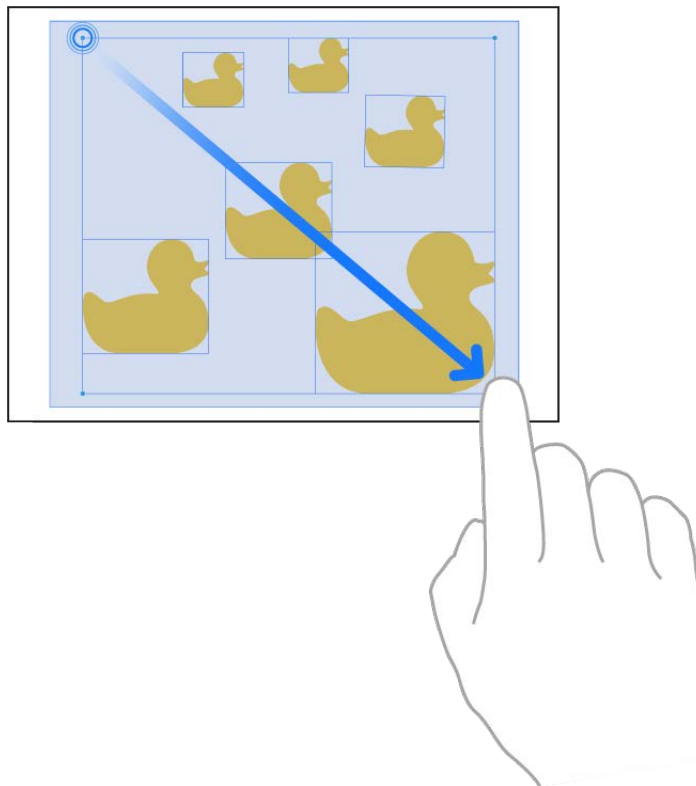
Align selected
objects.

1. Select multiple items by doing one of the following:

- Touch and hold an item on your board, then, with another finger, tap other items.



- Touch and hold the canvas, then drag the box that appears around the items you want to select.



- Tap an empty space on the canvas, then tap Select Objects. Tap each item you want to select. Tap the item again if you want to deselect it.
2. Move, rotate, or resize the selected items, or tap , then tap an alignment option or Group.

Select items and scroll with Apple Pencil

By default, Apple Pencil works as a drawing and writing tool in Freeform. You can change this setting if you also want to be able to use Apple Pencil to select items and scroll.

1. Go to Settings  > Freeform.
2. Below Apple Pencil, turn on Select and Scroll (green is on).

After you change this setting, tap  in the toolbar to draw. Tap the button again to use Pencil to select and scroll.

Hide or show the grid

You can show a grid of gray dots on your board, which allows you to see more easily whether items line up.

1. Open the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. Do one of the following:
 - *In full-screen view:* Tap  in the lower-right corner.
 - *In Split View:* Tap  in the toolbar, then tap Hide Grid or Show Grid.

Turn guides on or off

Guides can help you place items precisely in the Freeform app . When guides are on, they appear as you drag an item on a board and it aligns with another item. They also indicate when three or more items are equally spaced. You can turn the guides off and on as needed.

Go to Settings  > Freeform. Turn Center Guides, Edge Guides, and Spacing Guides on or off.

Lock an item on a board

After you add an item to a board in the Freeform app , you can lock it so you don't inadvertently move, modify, or delete it. For example, you might lock one or more text boxes to serve as headings. (This could help set off areas on a board where participants can share items.)

1. Tap a drawing, shape, text box, or other item on your board.
2. Tap , then tap Lock.

 **Tip:** When you want to define a workspace for your participants (rather than having a wide open canvas), try adding [a large rectangle shape](#). Select the shape, tap , tap Back, then lock it.

Search your Freeform boards on iPad

In the Freeform app , you can search all your Freeform boards for text in sticky notes, text boxes, shapes, and filenames.

Do any of the following:

- *Search within a board:* Tap the board's name or  (near the top-left corner), then tap Find.

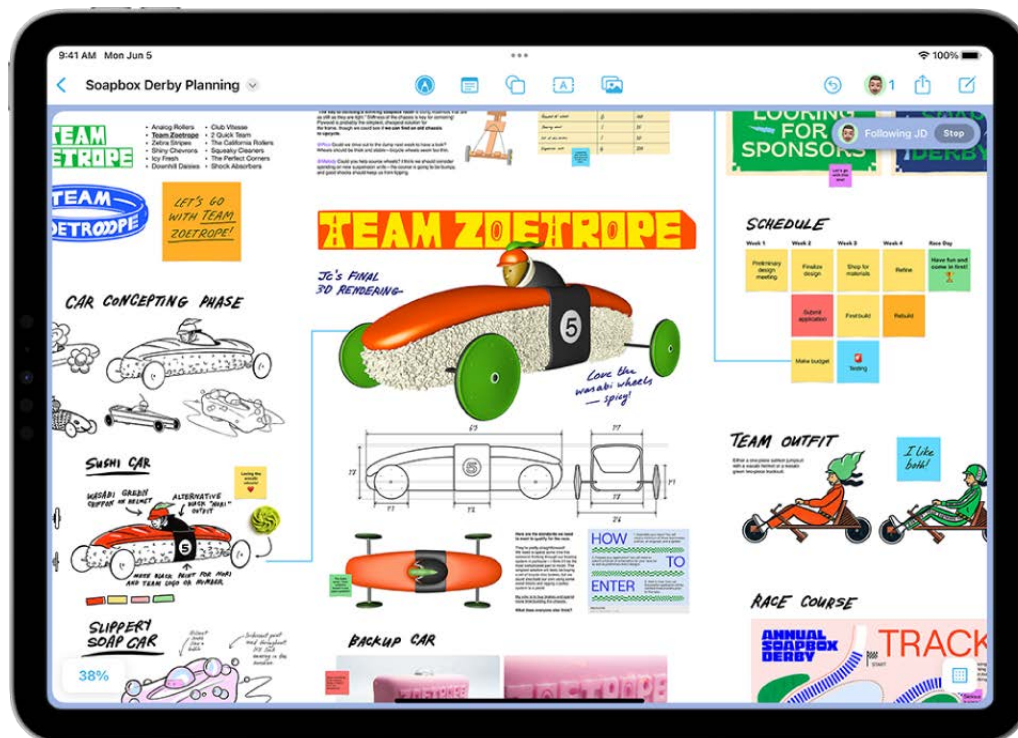
If you're in [Split View](#), tap , then tap Find.

- *Search all boards:* Tap the search bar in the top-right corner of the All Boards screen. Any board that contains the text appears in the search results.

(If you're in a board, tap  to access Search in All Boards.)

Share Freeform boards and collaborate on iPad

In the Freeform app , you can invite people to collaborate on a board in iCloud, and everyone will see the latest changes when they're online and signed in with their Apple ID. To make sure the board is accessible to all, you can add descriptions for visual items. You can also export your Freeform board as a PDF to send a copy of it to others.



Invite others to collaborate on a board

When you collaborate with others on a shared Freeform board, you can see edits as others make them. Changes are saved in iCloud, so everyone with access to the board sees the latest version whenever they open it.

Note: Boards are stored only in the iCloud account of the owner. The iCloud storage of participants isn't affected by items in a board.

1. Open the Freeform app  on your iPad.
2. Do one of the following:
 - *While browsing All Boards:* Touch and hold the board you want to share, then tap Share.
 - *From inside a board:* Open the board you want to share (or tap  to start a new one), then tap .
3. The current sharing setting is described below the name of the board, such as "Only invited people can edit." Tap the setting to change it.

Note: If you want to be the only one who can invite others, select "Only invited people" and turn off "Allow others to invite" (green is on).
4. Choose how you want to share the board—such as Messages  or Mail —or tap the icon of anyone you've communicated with recently to share with them.

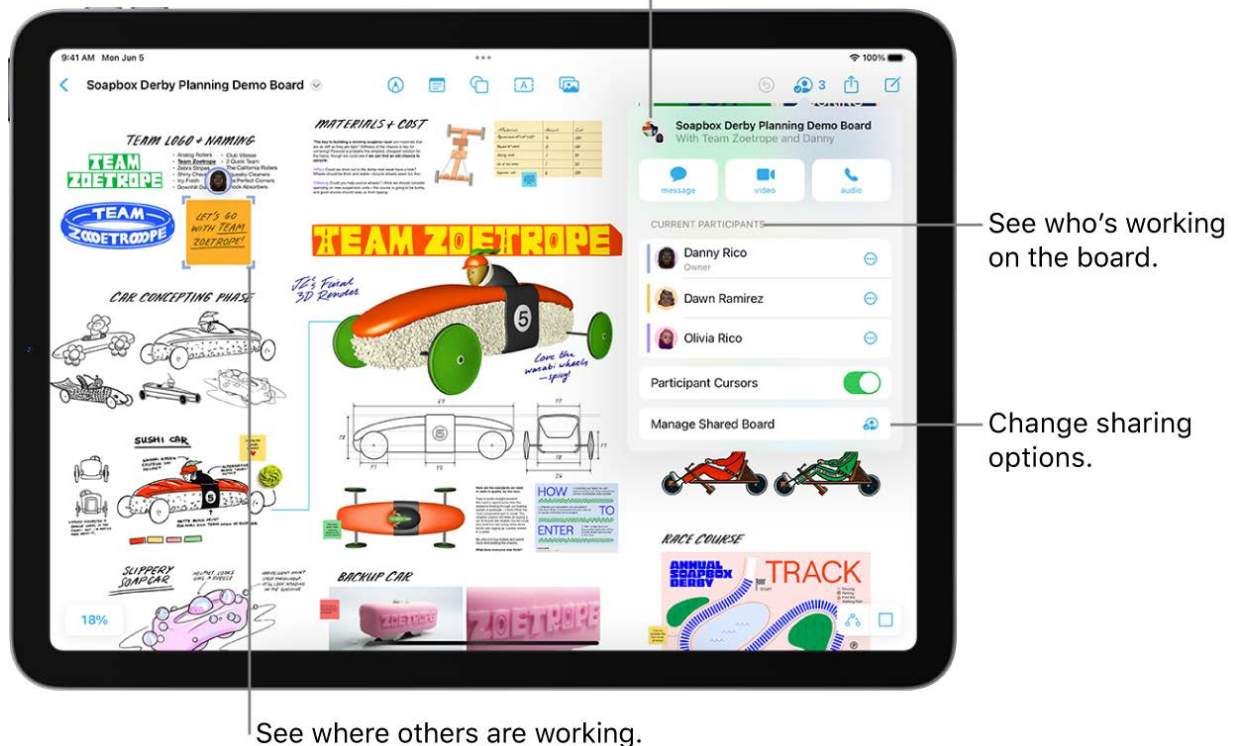
You can add people after you've started sharing a board. Tap , tap Manage Shared Board, then tap Share With More People. Depending on the settings of others in Messages,  may change appearance.

Note: To edit or view the board, everyone you share with must be signed in with their Apple ID with iPadOS 16.2, iPadOS 16.2, macOS 13.1, or later. To collaborate using Messages, you and anyone you invite must also [turn on iMessage](#).

View others in a board

You can see where others are working on your board in real time or follow along while another participant moves in a board. For example, if you're following someone who's presenting their design proposal on a Freeform board, you can see where they are on the board and what they see.

Manage participants and sharing options.



1. Open the Freeform app  on your iPad.
2. Open the shared board where you want to see others at work, then tap .
3. Turn on Participant Cursors if the setting is off.
4. Do any of the following:
 - *Jump to where they're working:* Tap the name of a participant.

The color next to the participant's name matches the color marking their place on the board.

- *Follow their board view as they work or present:* Tap  next to the name of a participant, then tap Follow Along. Or you can just tap the person's avatar wherever they are on the board, then tap Follow.

Anything you'd selected before entering the mode is deselected. A border (with a color matching the cursor of the person you're following) frames what they see on the board.

Both you and the presenter you're following need to be online.

When you're following along, you can't select anything on the board, and the zoom level is based on the other person's view.

To stop following along, tap Stop in the top-right corner—or just scroll, zoom, or edit.

Note: Others working with you on the board can only undo and redo their own changes while the board is open. Use  to move through the changes you made on your own iPad. To redo a change after you undo it, touch and hold , then tap Redo.

Manage sharing settings

You can change access and permissions for individuals or for everyone after you've started sharing a board.

1. Open the Freeform app  on your iPad, then open the board whose sharing settings you want to change.

2. Tap .

A list of participants appears, showing who is working in the board.

3. Tap Manage Shared Board, then do any of the following:

- *Lock the board for edits:* Tap Share Options, then tap "View only."

Note: If you don't want participants to be able to invite others, select "Only people you invite" and "Only you can add people."

- *Give editing access:* Tap Share Options, then tap "Can make changes."
- *Change access and permissions individually:* Tap a participant's name, then adjust their settings.
- *Invite others with a link:* Tap Share Options, tap "Anyone with the link," tap , then tap Copy Link.

Note: Anyone can copy the link to send to others, but if you select "Only people you invite," then only those invited to open the board can use the link. If you don't want participants to be able to invite others, select "Only people you invite" and "Only you can add people."

 **Tip:** You can also manage any board you've previously shared while browsing All Boards. Touch and hold its thumbnail or name, then tap Manage Shared Board.

Add accessibility descriptions

You can add a description of your visual content to any item on your board. That way, people who use assistive technology such as [VoiceOver](#) can hear the visual content described aloud. (Descriptions aren't visible on the board itself.)

1. Open the Freeform app  on your iPad, then open the board where you want to add accessibility descriptions.

2. Select the item you want to describe, tap , then tap Description.

3. Enter a description of the visual content, then tap Done.
4. To hear the description, [turn on VoiceOver](#), then tap the item.

Stop sharing or collaborating

1. Open the Freeform app  on your iPad, then open the board you want to stop sharing or collaborating on.
2. Tap , then tap Manage Shared Board.
3. Do any of the following:
 - *Remove people:* Tap the name of the participant you want to remove, then tap Remove Access.
 - *Remove yourself from someone else's board:* Tap your name, then tap Remove Me.
 - *Stop sharing with everyone:* Tap Stop Sharing, then tap Stop Sharing.

When you choose this option, the board no longer appears on the devices of the other participants, even though you still have access to it.

Send a PDF of a board

1. Open the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. In the board you want to send, tap , then tap Export as PDF.
4. Choose how you want to send the board, such as in Messages or Mail, then follow the onscreen instructions.

People and groups you've recently communicated with appear as icons. Tap one to send the board to them.

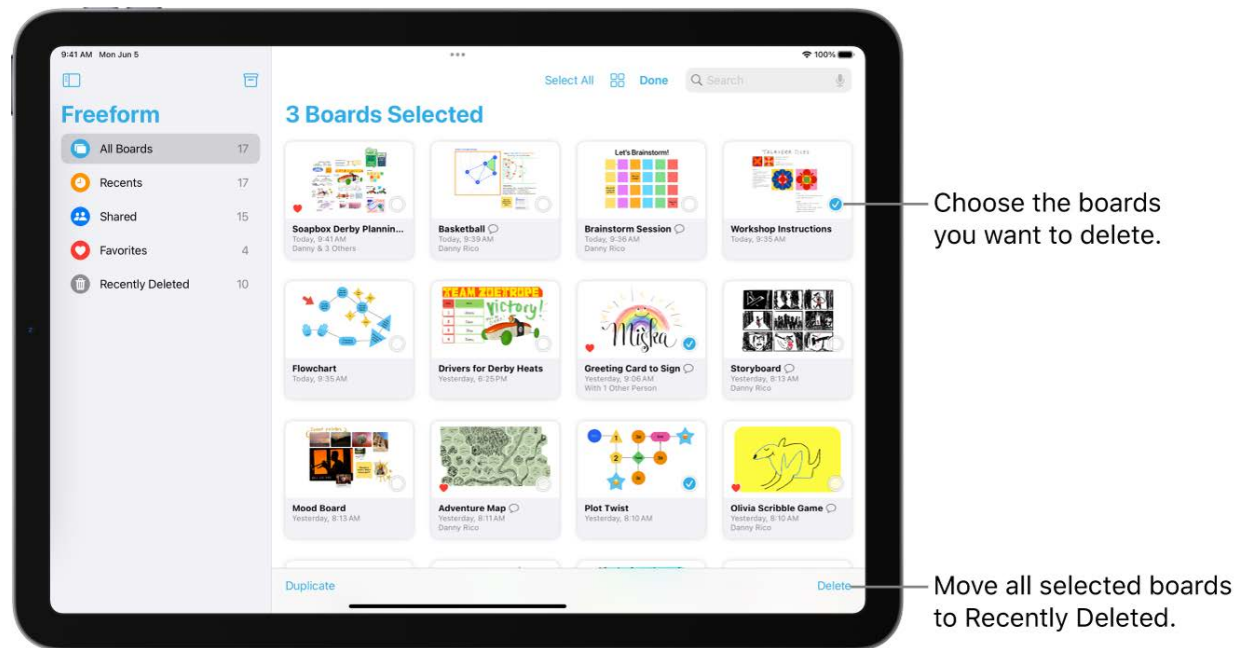
You can also export a board as a PDF while browsing All Boards. Touch and hold the thumbnail or name of the board, then tap Export as PDF.

 **Tip:** To send a PNG of your board, [take a screenshot](#), then [share it](#) from the Photos app. You can also select and copy items you want to share and then paste them into other apps (Mail or Files, for example) as a PNG.

To use the collaboration features fully, all participants must be online, signed in with their Apple IDs, have Freeform turned on in iCloud (see [Set up iCloud for Freeform on all your devices](#) in the iCloud User Guide), and have [two-factor authentication turned on](#).

Delete and recover your Freeform boards on iPad

In the Freeform app , you can delete or remove boards you no longer need. You can also recover deleted boards you want to keep.



Delete a board

1. Open the Freeform app  on your iPad.
2. While browsing All Boards, tap Select in the top-right corner, then tap the boards you want to delete. (A checkmark appears as you select each one.)

(If you're in a board, tap  to browse All Boards.)

3. Tap Delete at the bottom-right corner of the screen.

You can also touch and hold the thumbnail or name of the board, then tap Delete.

If you're the *owner* of a board and you delete it, it no longer appears on anyone's devices.

If you're a *participant* in a shared board and you delete it, it no longer appears on your devices, but others can still access it.

Recover a recently deleted board

If you change your mind about deleting a board, you can recover it.

1. Open the Freeform app  on your iPad.
2. While browsing All Boards, tap Recently Deleted in the sidebar.

If you're in [Split View](#), tap , then tap Recently Deleted.

3. Do one of the following:

- *Recover a board:* Touch and hold the thumbnail or name of the recently deleted board, then tap Recover.
- *Recover several boards:* Tap Select in the top-right corner, then tap the boards you want to recover. (A checkmark appears as you select each one.) Tap Recover at the bottom of the screen.

Deleted boards remain in Recently Deleted for 30 days.

If you were the *owner* of a [shared](#) board that you deleted, it no longer appears on anyone's device, and you have to reshare it after recovering it.

If you delete a board you don't own, you may be able to access it again with the invitation link.

Permanently remove a recently deleted board

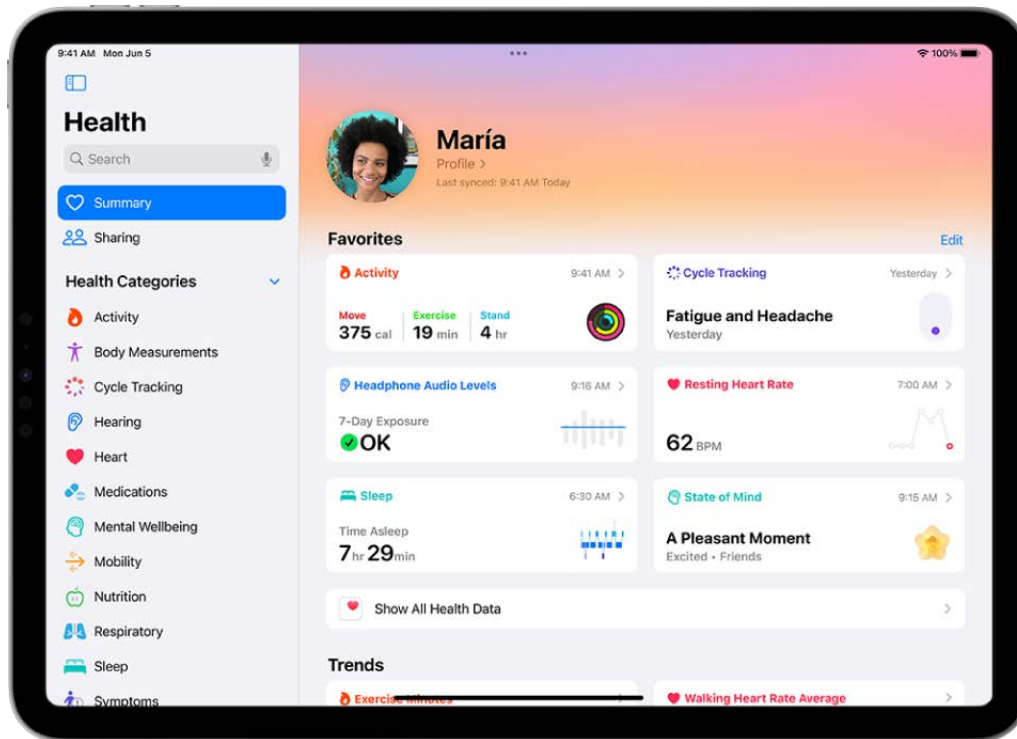
After deleting a board, you can permanently remove it.

1. Open the Freeform app  on your iPad.
 2. While browsing Recently Deleted, touch and hold the board, tap Delete, then tap Delete.
-

Health

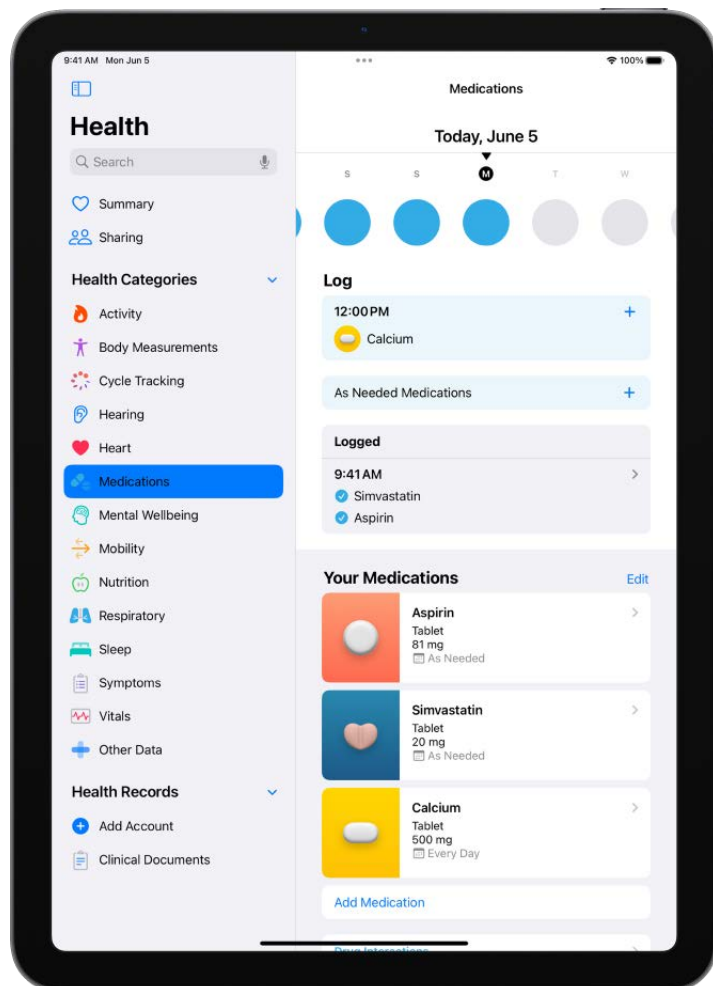
Get started with Health on iPad

The Health app  on iPad stores health data from a number of different sources: your iPhone, iPad, Apple Watch, and compatible apps and third-party devices. You can schedule when to take your medications, check your headphone levels, track your menstrual cycle, and much more.



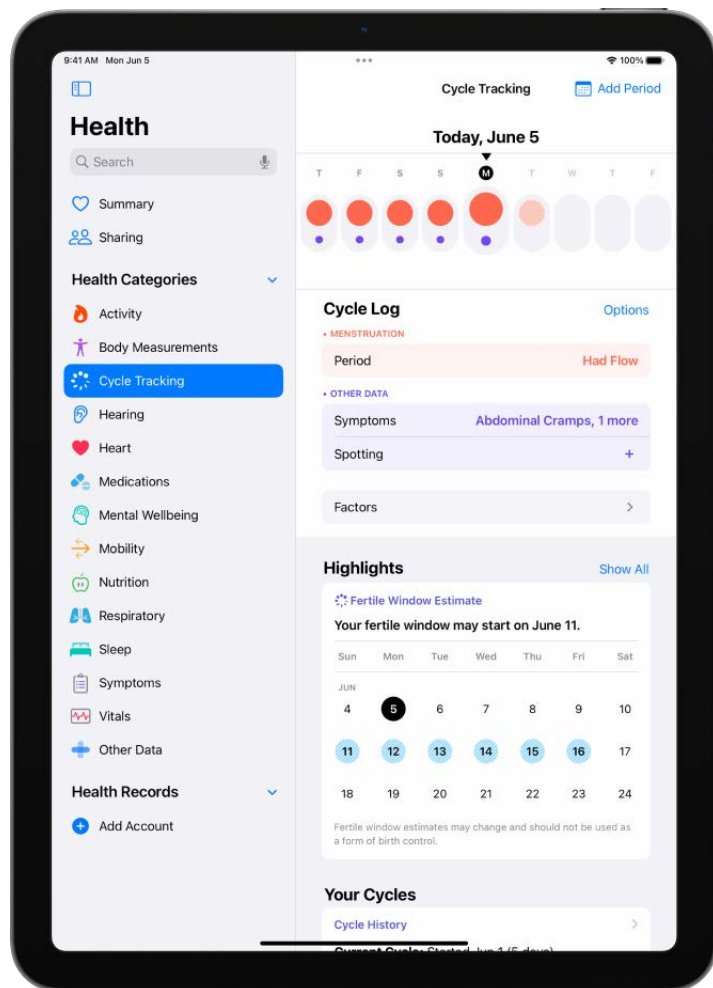
Find your health data in one place

iPad automatically stores and analyzes valuable health details, including health records from your medical providers, headphone audio levels, and more. You can also manually add information about medications you're taking, your menstrual cycle, and more. To display all of your health data, open the Health app and scroll down to see highlights.



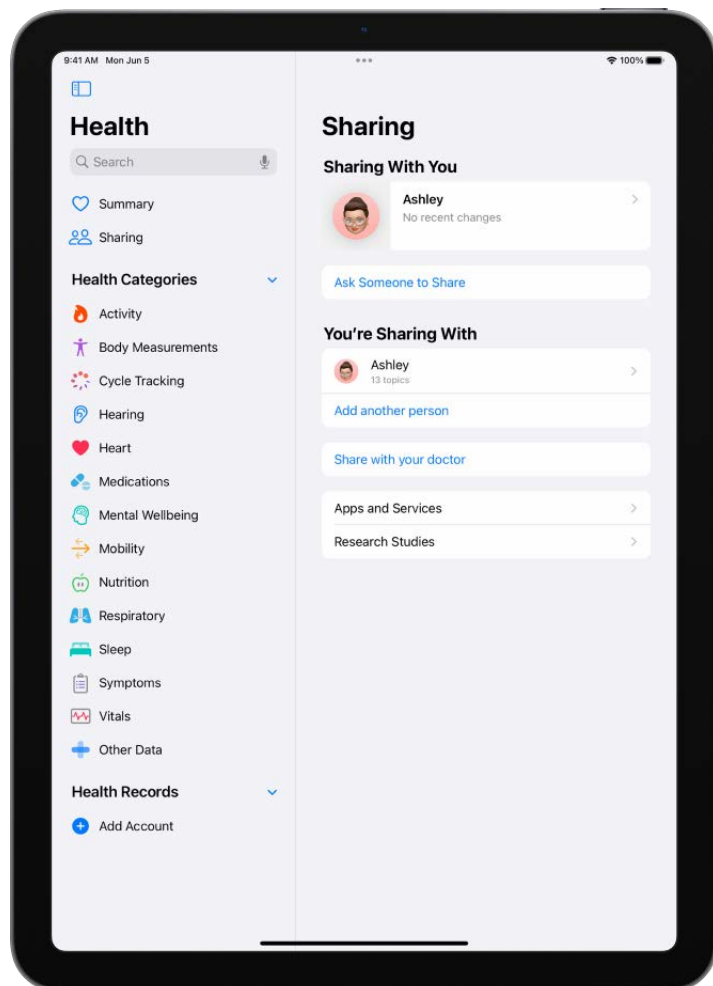
Schedule your medications

Create a list of the medications you're taking, schedule when to take them, and log when you do. To add a new medication, tap , tap Medications, then tap Add a Medication.



Track your menstrual cycle

With Cycle Tracking, you can log your period, record symptoms like cramps, and track cycle factors like lactation. You can also use it to help predict when your next period or fertile window will begin. To set up Cycle Tracking, tap , tap Cycle Tracking, then tap Set Up Cycle Tracking.



Share your health data

Securely share data with friends, family, doctors, and others caring for you. You control which details to share, who to share it with, and when to stop sharing. To share your health data, tap , tap Sharing, then tap "Share with your doctor."

Want to learn more?

- [View health records in Health on iPad](#)
- [Log menstrual cycle information in Health on iPad](#)
- [Log your state of mind in Health on iPad](#)
- [Share your data in Health on iPad](#)
- [Back up your Health data in iCloud on iPad](#)

Fill out your Health Details in Health on iPad

To personalize the Health app , add your name, date of birth, sex, and other basic information into Health Details.