

- *Send an animated drawing:* Draw with one finger.

You can change the color, then start drawing again.

- *Add an effect to a new image:* Tap , then tap  to take a photo or  to record a video.

To take a new photo or video, or to erase anything you draw on your preview, tap .

4. Tap  to send your drawing or image, or tap  to delete it.

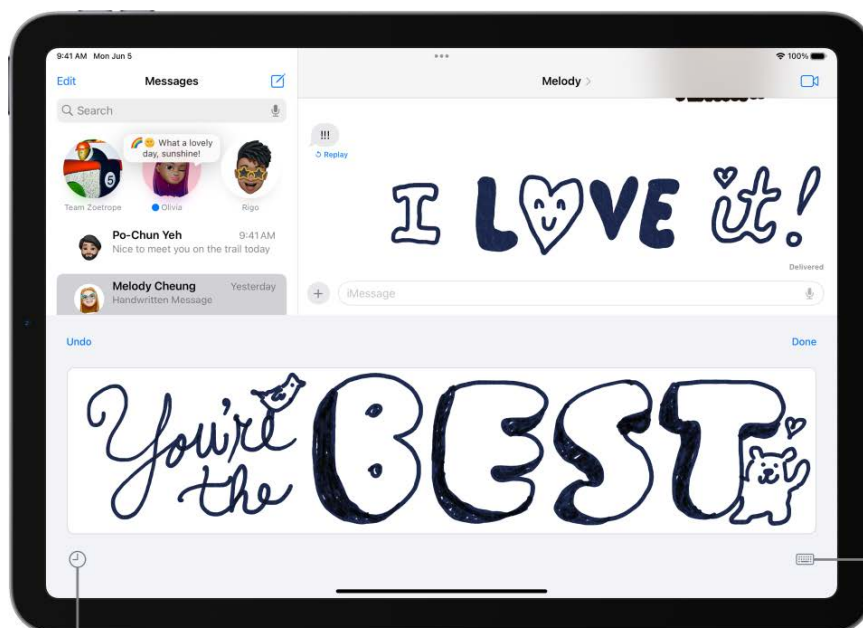
To send an animated doodle on a white background, see [Send a handwritten message or doodle](#).

---

### Send a handwritten message or doodle

Use your finger to write a message or draw a doodle. Recipients see what you wrote or drew, re-created before their eyes.

1. Open the Messages app  on your iPad.
2. In a conversation, rotate iPad to landscape orientation.
3. Tap  on the keyboard.
4. Write a message with your finger or choose a saved message at the bottom, then tap Done.
5. Tap  to send your message or  to cancel.



See saved messages

Return to the keyboard.

After you create and send a handwritten message, the message is saved at the bottom of the handwriting screen. To use the saved message again, tap it. To delete the saved message, touch and hold it until the messages jiggle, then tap (✕).

To send a doodle on a black background, see [Send a Digital Touch effect](#).

---

## Change message notifications on iPad

You can change whether or not you're notified about messages you receive in the Messages app  and how they appear or sound. For example, you can turn off message notifications so you aren't distracted by notification sounds when you're in class or other quiet settings, or assign a special sound for certain contacts so you know when you get a message from them.

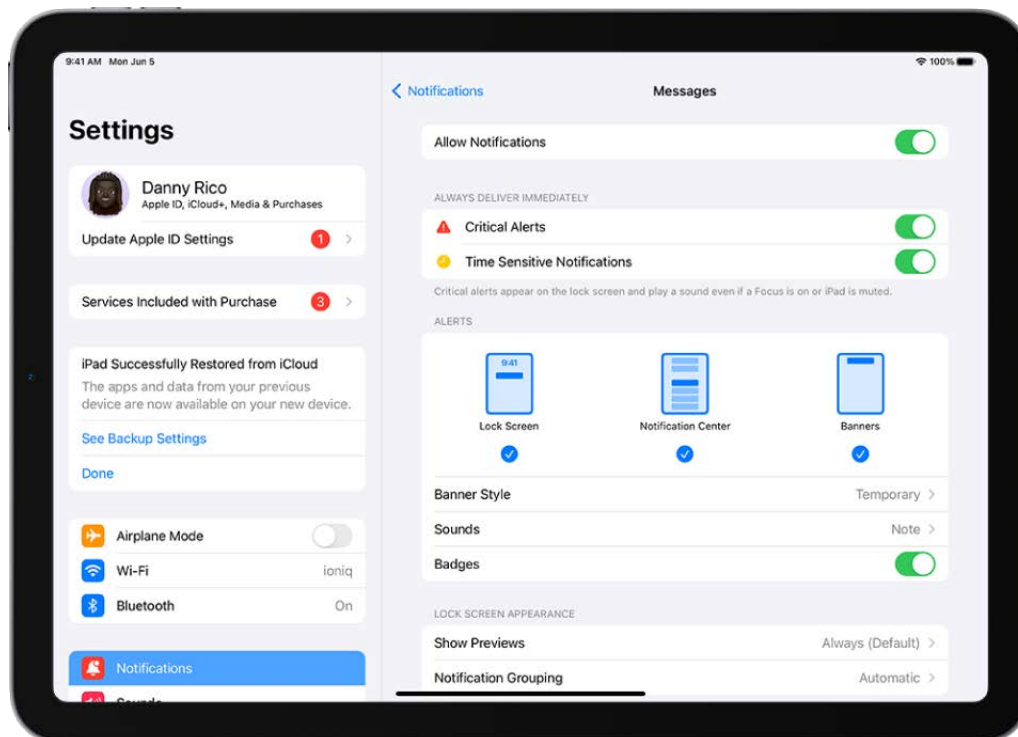
---

### Pause all notifications

You can temporarily stop notifications for all apps by turning on Do Not Disturb (or another [Focus](#)). Your status appears in the Messages app to let people know you're busy.

1. Open Control Center on your iPad.
2. Tap Focus, then tap Do Not Disturb.

*Note:* If you want to allow urgent messages to get through, go to Settings  > Notifications > Messages, then turn on Time Sensitive Notifications.



## Stop all notifications

You can stop getting notified about activity in the Messages app while continuing to receive messages. When you're ready to read them, you can open Messages to see the texts you missed while notifications were off, and [catch up on messages you missed](#).

1. Go to Settings  > Notifications > Messages.
2. Turn off Allow Notifications.

When you want to get notified again, turn on Allow Notifications. If you also want to hear them, make sure the Ring/Silent switch isn't in [Silent mode](#) and your [volume](#) is audible.

You can also stop notifications from other Apple apps and third-party apps. See [Change notification settings on iPad](#).

---

## Mute sounds for sent and received messages

When you send a message, a swoosh sound plays by default. When you receive a message, a tone plays. If you don't want to hear these sounds, you can set your text tone to None.

1. Go to Settings  > Notifications > Messages.
2. Tap Sounds, then tap None (below Alert Tones).

You can also put the Ring/Silent switch in [Silent mode](#).

*Note:* The None and the Ring/Silent switch setting affect both incoming and outgoing sounds. (You can't mute only one.)

See also [Flash the LED for alerts on iPad](#).

---

## Change the sound for notifications

You can choose a tone or sound for alerts and how loud it is.

1. Go to Settings  > Sounds
2. Do any of the following:
  - *Make notifications quieter or louder:* Adjust the volume with the slider.
  - *Choose a tone or sound:* Tap Text Tone, then tap a sound below Alert Tones (or tap Tone Store to download one).

 **Tip:** The tone you choose applies to both the Messages app and other apps that have notifications on, such as Mail, Phone, and other Apple or third-party apps. To change it just for the Messages app, go to Settings > Notifications > Messages, then tap Sounds.

You can set how many times to repeat a notification (from Never to 10 Times) in Settings > Notifications > Messages > Customize Notifications.

---

### Change the notification sound for certain people

You can choose a specific sound to play when you get a message from one specific contact.

1. Open the Messages app  on your iPad.
2. Tap a conversation, then tap the number or name of the person you're communicating with at the top of the conversation.
3. Tap Info , tap Edit, then tap Text Tone.
4. Do any of the following:
  - *Specify a tone or sound:* Tap a sound below Alert Tones (or tap Tone Store to download one).
  - *Mute the sound:* Tap None below Alert Tones.

To give this contact the option to override a Focus, so any important messages can get through, turn on Emergency Bypass. You might turn it on for a family member, caretaker, or colleague, for example.

---

### Stop notifications for one conversation

You can stop getting notifications for a conversation while you continue to receive its messages.

1. Open the Messages app  on your iPad.
2. In the Messages list, do one of the following:
  - Swipe left on a conversation, then tap .
  - Touch and hold a conversation, then tap Hide Alerts.

To completely stop getting messages for a conversation, you can [leave it](#) or [block a specific person or number](#).

---

### Announce messages

Siri can [announce messages](#) on your iPad speaker or supported headphones.

To hear incoming messages on MFi hearing devices, see [Announce calls and notifications for specific apps](#).

---

# Block, filter, and report messages on iPad

In the Messages app , you can reduce the number of unwanted messages you receive when you block individuals, filter unknown senders, and report spam or junk messages.

*Note:* A known sender is anyone you've added to the Contacts app or sent a message to.

---

## Block messages from a specific person or number

When you block a specific contact or phone number, messages from that person or number aren't delivered. (The person sending the message doesn't know that their message was blocked.)

1. Open the Messages app  on your iPad.
2. In a Messages conversation, tap the name or number at the top of the conversation.
3. Tap Info , scroll down, then tap Block this Caller.

 **Tip:** Instead of blocking all the senders in a group conversation, you can simply [leave it](#) or [stop its notifications](#).

If you're still having trouble with unwanted messages, see the Apple Support article [Block phone numbers, contacts, and emails on your iPhone or iPad](#).

---

## Filter messages from unknown senders

With [iMessage](#), you can prevent unknown senders from texting you directly. Their messages are filtered to another folder, and you don't get notified about them.

1. Go to Settings  > Messages.
2. Scroll down to Message Filtering, then turn on Filter Unknown Senders.

If this setting is on and you're missing a message, check to see if it was filtered to Unknown Senders. Tap  in the top-left corner of the screen, then tap Unknown Senders.

*Note:* You can't open any links sent by an unknown sender until you make them a known sender—by adding them to your contacts or replying to the message.

---

## Report spam or junk messages

When you use [iMessage](#), you can report spam or junk messages to Apple, which then receives the sender's information and message. Depending on your carrier and country or region, you can also report spam you receive with SMS and MMS.

1. Open the Messages app  on your iPad.

2. Do one of the following:

- *If you haven't opened the message:* Swipe left on the message, tap , then tap Delete and Report Junk.
- *If you've already opened the message:* A Report Junk link appears at the bottom of any message from any unknown sender. Tap Report Junk, then tap Delete and Report Junk.

*Note:* You can't report a message after you've replied to it.

- *If you don't see the option to report spam or junk messages (forwarded from your iPhone, that you received by SMS or MMS):* Contact your carrier. See the Apple Support article [Wireless carrier support and features for iPhone](#).

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

If you accidentally report and delete messages, you can [recover](#) them.

Reporting junk or spam doesn't *prevent* the sender from sending messages, but you can [block the number](#) to stop receiving them.

To decrease incoming spam or junk messages from new numbers, you can filter them. See [Filter messages from unknown senders](#), above.

---

### Manage your list of blocked contacts

1. Go to Settings  > Messages > Blocked Contacts.

2. Do any of the following:

- *Unblock a number you've blocked:* Swipe left on a number in the list, then tap Unblock. Or tap Edit, then tap .
- *Add additional contacts or numbers directly to the list:* Scroll down, then tap Add New.

---

To learn about other ways you can report and prevent unwanted messages, see the Apple Support article [Recognize and avoid phishing messages, phony support calls, and other scams](#).

## Delete messages and attachments in Messages on iPad

In the Messages app , you can delete messages, attachments, and entire conversations from your iPad anytime, without affecting what your recipients see.

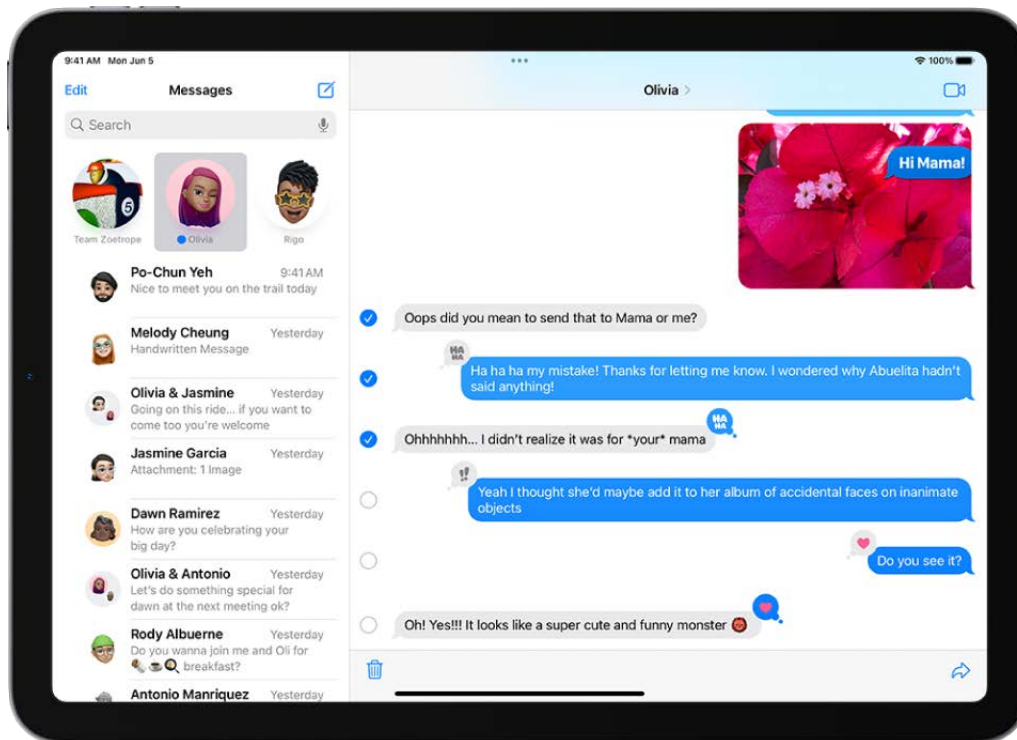
 **Tip:** Use [Undo send](#) to retract (within 2 minutes) a message you sent accidentally, deleting it from both your phone *and* your recipient's phone.

Deleted messages and attachments remain in your Recently Deleted folder for up to 30 days, and you can [recover](#) them.

---

## Delete messages and attachments

1. Open the Messages app  on your iPad.
2. Open a conversation, touch and hold a message bubble or attachment, then tap More.
3. Select the messages or attachments you want to delete, then tap .



You can also [delete a conversation](#) entirely.

---

## Delete multiple attachments of the same type

1. Open the Messages app  on your iPad.
  2. Tap the name of the person or group you're communicating with at the top of a conversation.
  3. Scroll down to a category, such as Photos, then tap See All.
  4. Tap Select, tap each item you want to delete, then tap Delete.
-

## Delete a conversation

1. Open the Messages app  on your iPad.
  2. In the Messages conversation list, do one of the following:
    - Swipe left on the conversation, then tap .
    - Touch and hold the conversation, then tap Delete.
- 

## Delete multiple conversations

1. Open the Messages app  on your iPad.
  2. In the Messages conversation list, do one of the following:
    - Tap Edit in the top-left corner.
    - Tap  near the top-left corner.
  3. Tap Select Messages, choose the conversations you want to delete, then tap Delete.
- 

## Permanently remove recently deleted messages and attachments

Deleted messages and attachments remain in the Recently Deleted folder for 30 days, but you can permanently remove them before that.

1. Open the Messages app  on your iPad.
2. In the Messages conversation list, do one of the following:
  - Tap Edit in the top-left corner, then tap Show Recently Deleted.
  - Tap  in the top-left corner, then tap Recently Deleted.

If you're in a conversation, tap  to return to the conversation list.

3. Select the conversations whose messages you want to delete permanently, tap Delete, then follow the onscreen instructions.
- 

## Automatically delete old messages

You can delete messages and attachments that are older than 30 days or a year old, on an ongoing basis.

1. Go to Settings  > Messages.
2. Scroll down, tap Keep Messages (below Message History), then choose an option.

**Important:** If you choose an option other than Forever, your conversations (including all attachments) are automatically removed after the specified time period elapses.

If you use [Messages in iCloud](#), deleting a message or conversation on your iPad deletes it from all your devices where Messages in iCloud is on. See [Keep your messages up to date with iCloud](#) in the iCloud User Guide.

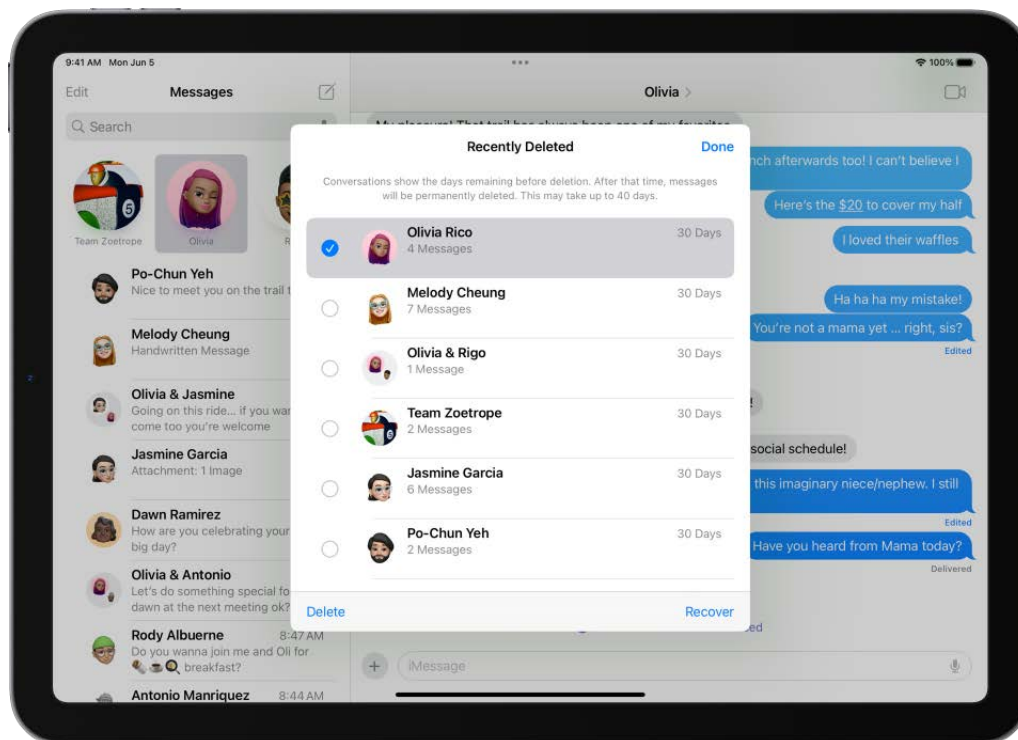
*Note:* Deleting messages only affects your iPad and other devices where you're signed in with the same Apple ID. You can't delete messages, attachments, and conversations for anyone else.

To delete everything (not just your messages), see [Erase iPad](#).

## Recover deleted messages in Messages on iPad

In the Messages app , you can recover deleted messages on your iPad.

You can restore messages you deleted for up to 30 days.



1. Open the Messages app  on your iPad.
2. In the Messages conversation list, do one of the following:
  - Tap Edit in the top-left corner, then tap Show Recently Deleted.
  - Tap  in the top-left corner, then tap Recently Deleted.

If you're in a conversation, tap  to return to the conversation list.

3. Select the conversations whose messages you want to restore, then tap Recover.

4. Tap Recover Messages.

---

If you use [Messages in iCloud](#), recovering a message or conversation on your iPad recovers it on all your devices where Messages in iCloud is on. See [Keep your messages up to date with iCloud](#) in the iCloud User Guide.

Deleting and recovering messages changes only your own Messages conversations, not those of your recipients.

Once you recover a blocked conversation whose participants haven't all [turned on iMessage](#), incoming messages will no longer be automatically deleted.

*Note:* Any message that you delete from a conversation using [Undo Send](#) is permanently deleted. Audio messages that expire before being saved aren't recoverable. See [Send and receive audio messages in Messages on iPad](#).

---

# Music

## Get music on iPad

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

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

Get music to play on iPad in the following ways:

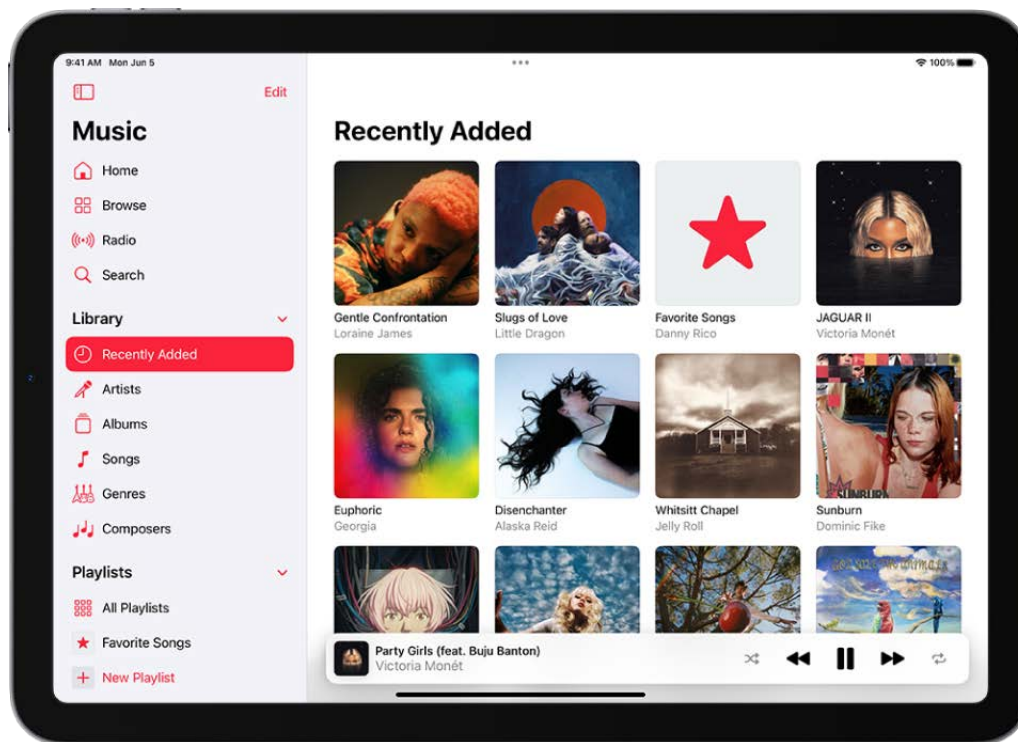
- *Become an Apple Music subscriber:* With a subscription and a Wi-Fi or cellular connection, stream as much music as you like from the Apple Music catalog and your music library. You can download songs, albums, and playlists, and share music with your friends. See [Subscribe to Apple Music on iPad](#).
- *Participate in Family Sharing:* Purchase an Apple Music family subscription, and everyone in your Family Sharing group can enjoy Apple Music. See [Share Apple and App Store subscriptions with family members on iPad](#).
- *Purchase music from the iTunes Store:* See [Get music, movies, and TV shows in the iTunes Store on iPad](#).
- *Sync music with Music (macOS 10.15 or later) or iTunes (macOS 10.14 or earlier and Windows PCs) on your computer:* See [Sync supported content](#).
- *Listen to Apple Music radio:* Apple Music radio offers three worldwide radio stations broadcasting live on Apple Music—Apple Music 1, Apple Music Hits, and Apple Music Country. Apple Music radio is available on Apple and Android devices as well as popular web browsers at [music.apple.com](https://music.apple.com).

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

## View albums, playlists, and more in Music on iPad

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

**COMMENT:** [#ba](#) [#music](#)



---

## Browse and play your music

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

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

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

---

## Sort your music

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

---

## Play music shared on a nearby computer

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

1. Go to Settings  > Music, tap Sign In below Home Sharing, then sign in with your Apple ID.

2. Open the Music app , tap Edit in the sidebar, select Home Sharing, then tap Done.
3. Tap Home Sharing, then choose a shared library.

---

### **Remove Apple Music songs from iPad**

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

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

---

## **Play music on iPad**

Use Now Playing in the Music app  to play, pause, skip, shuffle, and repeat songs. You can also use Now Playing to view album art.

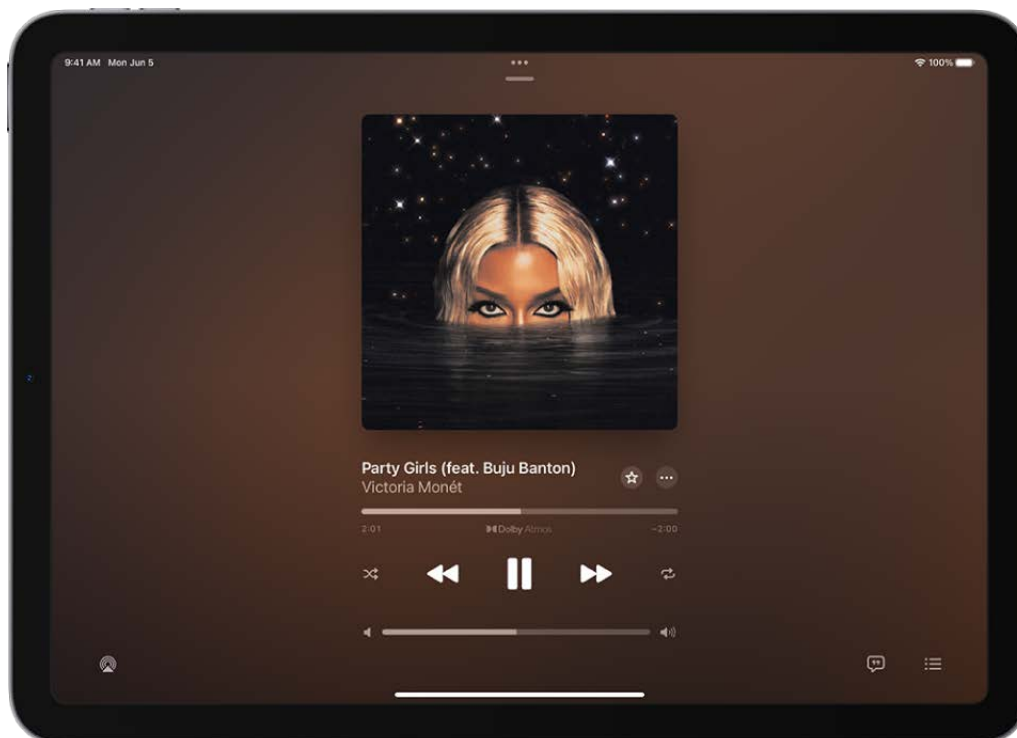
---

### **Control playback**

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

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

**COMMENT:** #ba #music



---

## Adjust the volume, scrub through a song, and more

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

- *Adjust volume:* Drag the volume slider.

You can also use the volume buttons on the side of iPad.

- *Scrub to any point in a song:* Drag the playhead.
- *Navigate to the artist, album, or playlist:* Tap the artist name below the song title, then choose to go to the artist, album, or playlist.

---

## Report a concern

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

---

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

Open Control Center, then tap the audio card.

---

## Stream music to Bluetooth or AirPlay-enabled devices

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

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

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

---

## Show song credits and lyrics on iPad

In the Music app , you can show song credits and view and share lyrics.

*Note:* You need an Apple Music subscription to view credits and lyrics and share lyrics.

---

## Show song credits

On iPad with iPadOS 17, you can view song credits that include performing artists, composition and lyrics, production and engineering roles, and available audio quality.

1. Open the Music app  on your iPad.
  2. Do one of the following:
    - Tap the player to open Now Playing, tap , then tap Show Credits.
    - Tap  next to a song in a list, then tap Show Credits.
- 

### See time-synced lyrics

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

1. Open the Music app  on your iPad.
2. Tap the player to open Now Playing, then tap .

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

3. To see all of a song's lyrics, tap , tap Show Credits, then tap View Lyrics.

To hide lyrics, tap .

---

### Share lyrics

You can share up to 150 characters of a song's lyrics if time-synced lyrics are available.

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

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

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

## Queue up your music on iPad

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

---

## Use the queue

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

To reorder the list, drag .

3. Tap  again to hide the queue.

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

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

---

## Add music and videos to the queue

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

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

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

---

## See what you've recently played

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

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

---

## Listen to broadcast radio on iPad

You can play thousands of broadcast radio stations on iPad.

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

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

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

*Note:* You don't need a subscription to Apple Music to listen to broadcast radio.

Broadcast radio isn't available in all countries or regions and not all stations are available in all countries or regions.

---

# Apple Music

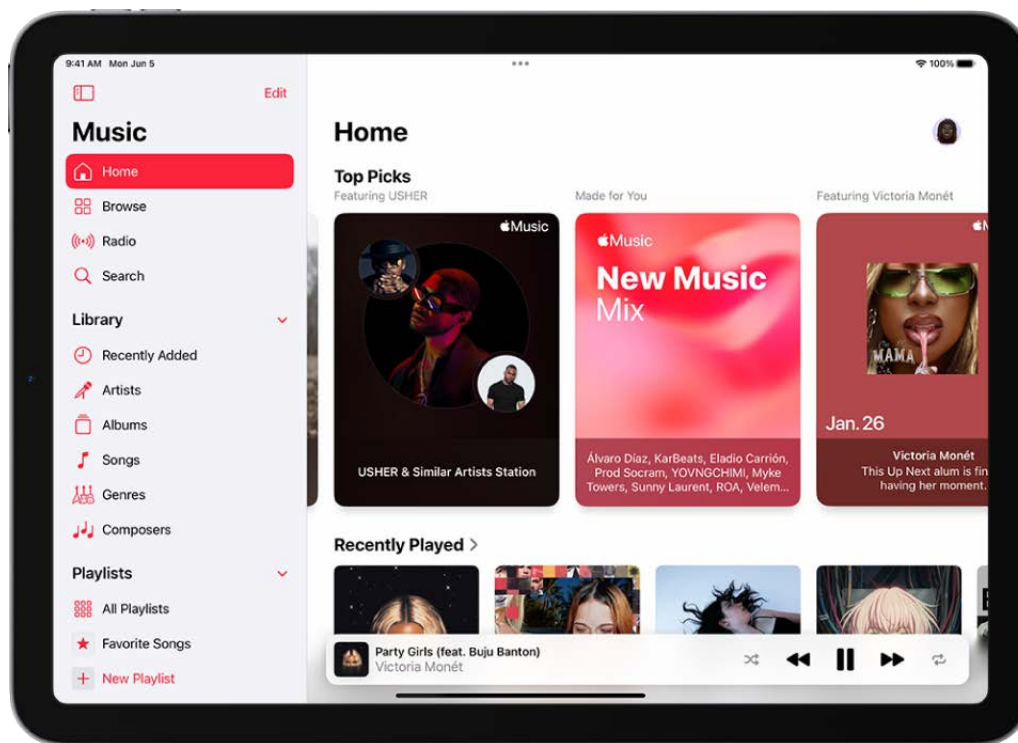
## Subscribe to Apple Music on iPad

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

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

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

**COMMENT:** #ba #music



---

## Subscribe to Apple Music

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

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

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

---

## Share Apple Music with family members

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

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

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

---

## Listen to music shared with you

When a friend [shares music with you using the Messages app](#), you can easily find it in Shared with You in Apple Music. (Music must be turned on in Settings  > Messages > Shared with You, and your friend must be in your contacts list in Contacts.)

1. Open the Music app , then tap Home.
  2. Swipe up to Shared with You, then do any of the following:
    - Tap a song to listen to it.
    - Tap the name of the person, people, or group that shared a song to reply to them using the Messages app.
    - Touch and hold the song to take other actions—for example, add it to your library, create a station, or share it.
- 

## Show or hide subscription features

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

---

## Change or cancel your Apple Music subscription

You can change your subscription plan or cancel your subscription.

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

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

## Listen to lossless music on iPad

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

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

---

### What you need to know about lossless in Apple Music

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

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

---

### Turn on Lossless Audio and choose audio quality settings

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

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

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

---

## Identify lossless music

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

---

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

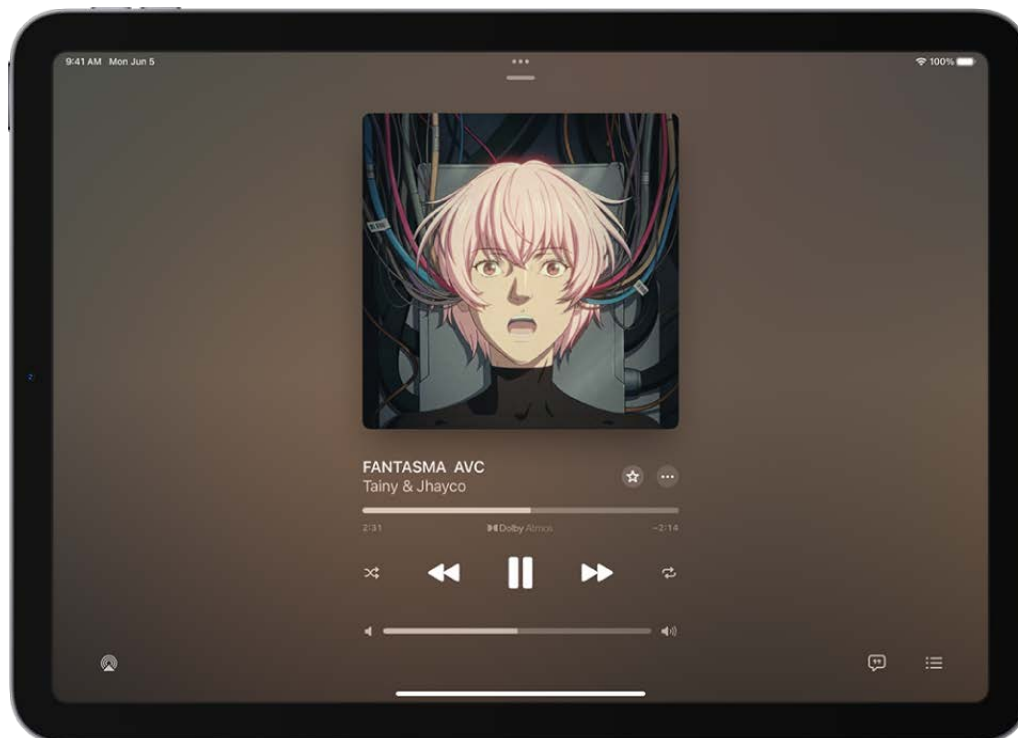
## Listen to Dolby Atmos music on iPad

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

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

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

**COMMENT:** #ba #music



---

## Turn on Dolby Atmos

1. Go to Settings  > Music > Dolby Atmos.
2. Choose Automatic or Always On.
  - *Automatic:* Plays Dolby Atmos whenever iPad is connected to compatible headphones such as AirPods (3rd generation), AirPods Pro, or AirPods Max, or to speakers or receivers compatible with Dolby Atmos.
  - *Always On:* Plays Dolby Atmos on any headphones or speakers. The Music app will attempt to play Dolby Atmos tracks on any headphones or speakers connected to iPad.

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

 **Tip:** When you use AirPods (3rd generation), AirPods Pro, or AirPods Max to listen to a song or music video that supports Dolby Atmos, you hear the surround sound channels in the correct place, even as you turn your head. Open Control Center, touch and hold the volume bar, then tap Spatial Audio. To learn more, see [Control Spatial Audio and head tracking](#) in the AirPods User Guide.

---

## Control Spatial Audio and head tracking on iPad

When you listen to supported music on your iPad with AirPods (3rd generation), AirPods Pro, or AirPods Max, you can use Spatial Audio and head tracking to create an immersive theater-like environment with sound that surrounds you. Follow these steps to control Spatial Audio and head tracking in Control Center.

1. Wear your AirPods, then open Control Center.
2. Touch and hold the volume control, then tap Spatial Audio at the lower right.
3. Tap one of the following:
  - *Off:* Turns off both Spatial Audio and head tracking.
  - *Fixed:* Turns on Spatial Audio without head tracking.
  - *Head Tracked:* Turns on both Spatial Audio and head tracking. This setting allows the sound to follow the movement of your head.

The settings you choose are saved and applied automatically the next time you use that app. For example, if you tap Fixed while listening to a song in Apple Music, the Fixed setting is automatically used the next time you play a song in Apple Music.

*Note:* To disable head tracking for all apps on your iPad, go to Settings > Accessibility > AirPods, tap your AirPods, then turn off Follow iPad.

---

## Download songs in Dolby Atmos

1. Go to Settings  > Music.
  2. Turn on Download in Dolby Atmos.
- 

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

## Sing along with Apple Music on iPad

In the Music app , Apple Music subscribers can use Apple Music Sing to view real-time, beat-by-beat lyrics for select songs, as well as adjust the volume of a song's vocals—allowing you to sing along with the music while viewing the lyrics as they're highlighted.

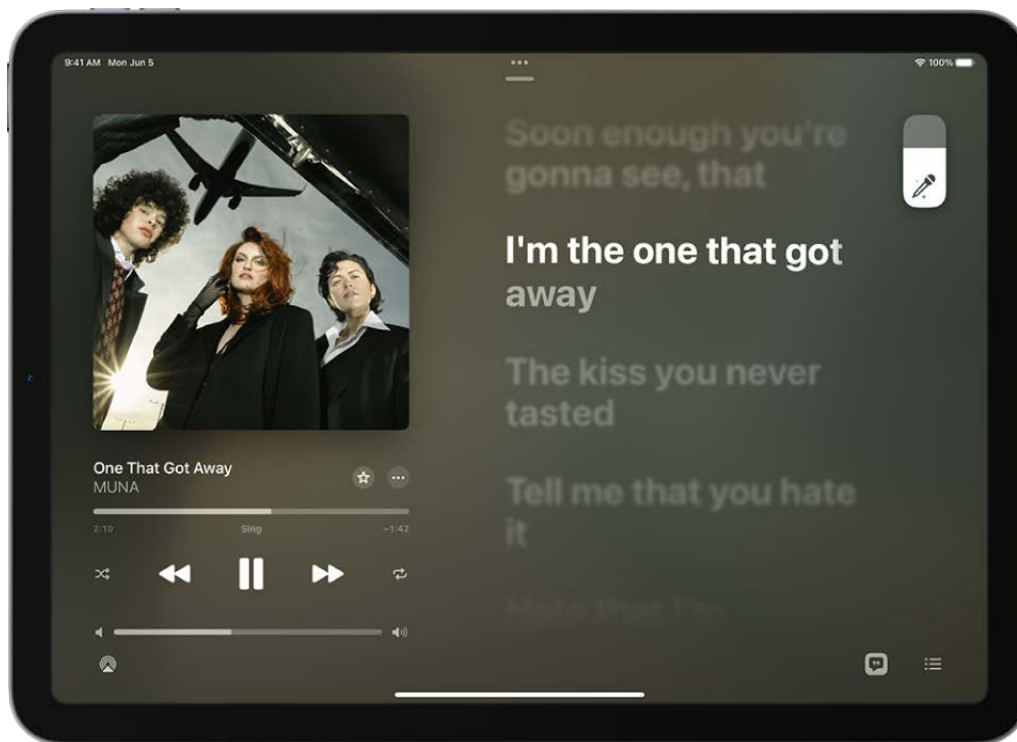
---

## Adjust a song's vocal volume

1. Tap the player to open Now Playing, then tap .
2. Touch and hold , then drag the slider up or down to adjust the vocal volume.
3. To turn off Apple Music Sing for the song, tap the slider.

If you're listening to a song playing with Dolby Atmos and you turn on Apple Music Sing, Dolby Atmos turns off and the song plays without surround sound. If you turn off Apple Music Sing, the song plays with Dolby Atmos.

**COMMENT:** [#ba](#) [#music](#)



---

### Sing onscreen with visual effects on Apple TV 4K

You can use your iPad as a Continuity Camera to see yourself singing onscreen along with lyrics. You can add visual effects to your image and lyrics, which enhances the singalong experience.

See [Use iPad as a webcam for Apple TV](#) and [Sing along with Apple Music on Apple TV](#) in the Apple TV User Guide.

---

Apple Music Sing is supported on iPad Pro 11-inch (3rd generation and later), iPad Air (4th generation and later), iPad mini (6th generation), and iPad (9th generation and later) using iPadOS 16.2 or later.

### Find new music with Apple Music on iPad

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

---

### Browse Apple Music

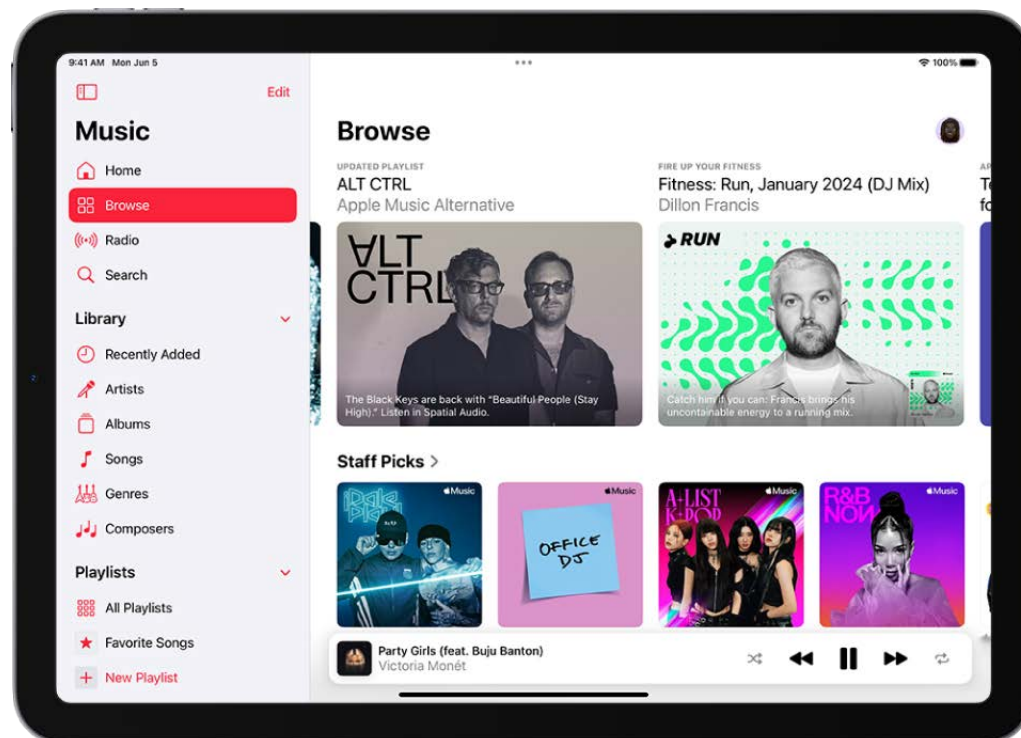
Tap Browse to find new music. Do any of the following:

- *Explore featured music:* Swipe through featured songs and videos at the top of the Browse screen.
- *Browse playlists created by music experts:* Tap one of the many playlists created by music experts.

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

*Note:* To see more music, swipe left on the album art. To see all the music in a section—New Music, for example—tap > next to the section's name.

**COMMENT:** #ba #music



---

## Add music to iPad and listen offline

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

---

### Add music from Apple Music to your library

Do any of the following:

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

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

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

---

### Add music to a playlist

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

To add a song from the Now Playing screen, tap , tap Add to a Playlist, then choose a playlist.

---

## Download music from Apple Music to your iPad

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

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

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

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

Songs you add are automatically downloaded to iPad.

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

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

---

## Manage storage space

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

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

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

---

## Choose cellular data options for Music

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

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

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

---

## See recommended music on iPad

In the Music app , Apple Music subscribers can use the Home screen to discover and play your favorite albums, playlists, interviews, and personal mixes, based on your taste.

---

### Select your favorite genres and artists

When you first tap Home in the sidebar, you're asked to tell Apple Music about your preferences. Apple Music uses these preferences when recommending music.

1. Tap the genres you like (double-tap those you love, and touch and hold the genres you don't care for).
  2. Tap Next, then do the same with the artists that appear.
- 

### Play music

1. Tap Home in the sidebar, then tap a playlist or album.
2. Tap Play, or tap Shuffle to shuffle the playlist or album.

You can also touch and hold a playlist or album, then tap Play.

---

### Play songs from an artist's catalog

Go to an artist page, then tap  next to the artist's name.

The Music app plays songs from the artist's entire catalog, mixing hits and deep cuts.

---

### Add favorite playlists, artists, albums, and songs

Apple Music subscribers can mark playlists, artists, albums, and songs as favorites. Do any of the following:

- *Add a favorite playlist (iPadOS 17.2 and later):* Touch and hold a playlist or tap  next to a playlist, then tap Favorite.
- *Add a favorite artist:* Go to an artist page, then tap  at the top of the screen.

When you mark an artist as a favorite, they appear below Favorite Artists in Home, and their music is recommended more often.

- *Add a favorite album:* Touch and hold an album, then choose Favorite. Or tap an album, tap , then tap Favorite.
- *Add a favorite song:* Touch and hold a song or tap  next to a song, then tap Favorite. Or on the Now Playing screen, tap .

When you mark a song as a favorite, it appears in the Favorite Songs playlist in the sidebar.

You can easily find favorite items in your music library. Below Library in the sidebar, choose Artists, Albums, or Songs, tap , then choose Favorites.

---

### **Tell Apple Music what you enjoy**

Do one of the following:

- Touch and hold an album, playlist, or song, then tap Favorite or Suggest Less.
- On the Now Playing screen, tap , then tap Favorite or Suggest Less.

Telling Apple Music what you like and dislike improves future recommendations.

---

### **Discover your most-played music of the year**

For every year you're subscribed to Apple Music (and listen to enough music to become eligible), Apple Music creates a Replay personal chart, ranking the songs you've played the most. Find a playlist for each year you've been a subscriber by tapping Home, swiping up to Replay: Your Top Songs by Year, then tap a year. You can also find deeper insights into your listening throughout the year at [replay.music.apple.com](https://replay.music.apple.com). See the Apple Support article [How to get your Apple Music Replay](#).

---

### **Discover music you've never played before**

Using your listening history and taste profile, Apple Music recommends music you may like that you've never played before.

1. Tap Home, then swipe down to Stations for You.
2. Tap Discovery Station, then choose an option.

---

### **Rate music in your library**

1. Go to Settings  > Music.
2. Turn on Show Star Ratings.
3. In Music, touch and hold a song in your library, tap Rate Song, then choose a rating from one to five stars.

Song ratings sync to all devices that use the same Apple ID.

This option appears only if you already have star ratings from a synced library on your device.

---

### **Tell Apple Music to ignore your listening habits**

If you don't want your followers on Apple Music to see any of the music you play, follow these steps.

1. Go to Settings  > Music.
2. Turn off Use Listening History.

Turning off your listening history impacts new music recommendations and the contents of Replay playlists.

---

### **Listen to radio on iPad**

In the Music app , Apple Music subscribers can listen to Apple Music radio in the Radio tab. Apple Music radio features three world-class radio stations (Apple Music 1, Apple Music Hits, and Apple Music Country), the latest music from a variety of genres, and exclusive interviews. You can also listen to featured stations that have been created by music experts, and create your own custom stations from songs or artists you choose.

---

### **Listen to Apple Music radio**

Tap Radio, then tap one of the currently playing Apple Music radio stations. No subscription is required to listen to Apple Music 1, Apple Music Hits, or Apple Music Country.

*Note:* Because Apple Music radio stations are live radio, you can't rewind or skip songs.

---

### **Listen to your favorite music genre**

1. Tap Radio in the sidebar, then tap a genre listed below More to Explore.
2. Tap a featured station.

---

### **Create a station**

You can create a radio station based on a particular artist or song. Chances are, if you like that artist or song, you'll like the music the station plays.

1. Touch and hold an artist or song.
2. Tap Create Station.

To create a station in Now Playing, tap , then tap Create Station.

---

## Search for music on iPad

Using Search in the Music app , you can quickly browse through music categories, see recent searches, and search Apple Music or your library.

---

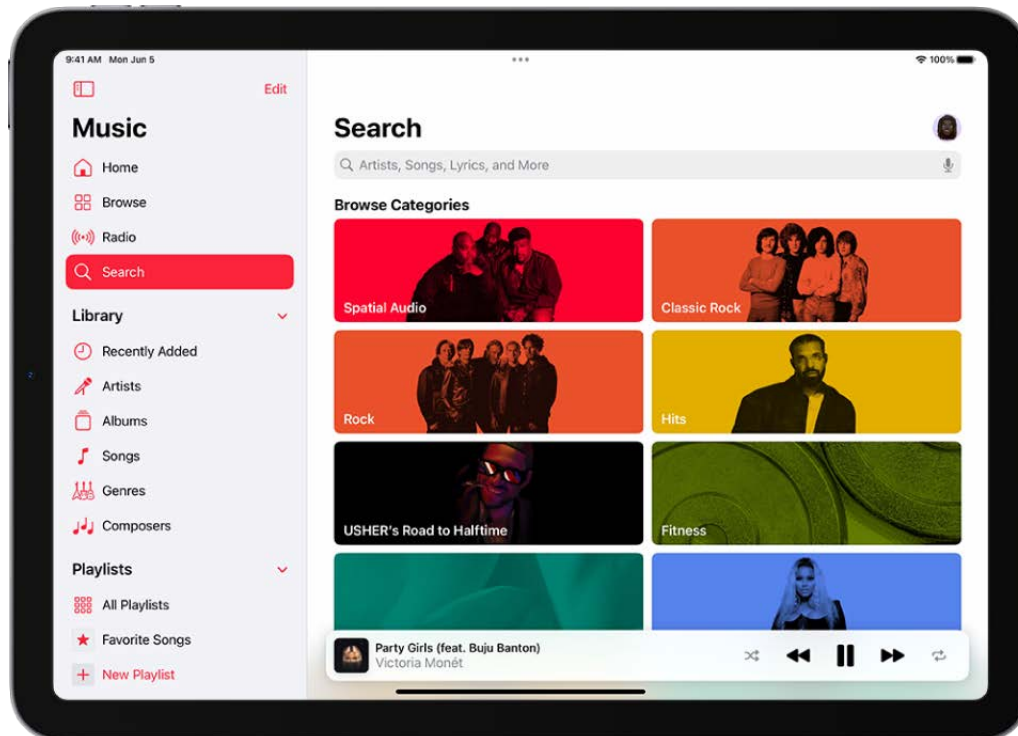
1. Tap Search in the sidebar, then do any of the following:

- Tap a category such as Pop or Fitness.
- Tap the search field, then tap something you recently chose while searching—a song or artist, for example.
- Tap the search field, tap Apple Music, then enter a song, artist, album, playlist, radio show or episode, station, video, category, curator, record label, or profile.
- Tap the search field, tap Your Library, then enter a song, album, playlist, artist, video, compilation, or composer.

2. Tap a result to play it.

---

**COMMENT:** #ba #music



You can search for a song in Apple Music based on its lyrics. In the search field, enter a few of the words you remember to find a song.

 **Siri:** Say something like: “Play the song with the lyrics” and then say a key phrase from the lyrics. [Learn how to use Siri.](#)

Explicit lyrics and lyrics search aren't available in all countries or regions.

## Create playlists on iPad

In the Music app , you can organize music into playlists.

---

### Create playlists to organize your music

1. To create a new playlist, tap New Playlist below Playlists in the sidebar.
2. To more easily identify the playlist later, enter a name and description.
3. To give your playlist cover art, tap , then take a photo or choose an image from your photo library.
4. Tap Create, then tap Add Music.

You can search for music, select music from your library, or choose songs listed at the bottom of the screen.

5. Tap  to add music to the playlist.

In iPadOS 17.1, the Music app suggests songs for any playlist you create. To add a suggested song to a playlist, just swipe to the bottom of the screen, then tap  next to the song. To refresh the list of suggestions, tap .

 **Tip:** If you want to add songs to your library when you add them to a playlist, go to Settings  > Music, then turn on Add Playlist Songs.

---

### Create collaborative playlists

In iPadOS 17.3, Apple Music subscribers can invite friends (who also have Apple Music subscriptions) to add, remove, and reorder songs in playlists they create.

1. Tap a playlist, then tap .
2. Tap Start Collaboration.

Anyone who has the link to the playlist can join. To allow just people you approve, turn on Approve Collaborators.

3. Choose a sharing method, such as Messages or Mail, to send a link to the playlist.

The person who receives the link must tap Join Playlist to start collaborating.

 **Tip:** If you want to add someone who is nearby, open the playlist, tap , then tap QR Code. Others can join the playlist by using the camera on their device to scan the code displayed on your iPad.

To stop collaboration on a playlist you created, tap , then tap Stop. If you joined someone else's playlist and want to leave it, tap , then tap Leave.

---

## Edit a playlist you created on iPad

Tap the playlist, tap , tap Edit, then do any of the following:

- *Add more songs:* Tap Add Music, then choose music.

You can also touch and hold a song, album, playlist, or music video; tap Add to a Playlist; then choose a playlist.

- *Delete a song:* Tap , then tap Delete. Deleting a song from a playlist doesn't delete it from your library.
- *Change the song order:* Drag  next to a song.
- *Edit cover art:* Select from a variety of Apple templates to use as cover art.

Changes you make to your music library are updated across all your devices when Sync Library is turned on in Music settings. If you're not an Apple Music subscriber, the changes appear in your music library the next time you [sync your iPad with your computer](#).

---

## Sort a playlist

1. Tap a playlist, then tap  at the top right of the screen.
2. Tap Sort By, then choose an option—Playlist Order, Title, Artist, Album, or Release Date.

---

## Delete a playlist

Touch and hold the playlist in the sidebar, then tap Delete from Library.

You can also tap the playlist, tap , then tap Delete from Library.

---

## See what your friends are listening to

When you're an Apple Music subscriber, you can see music your friends are listening to by following them. You can also see the playlists they've shared. Likewise, your followers can see your shared playlists and the music you're listening to. You see this information on your profile screen in the Music app .

---

### Create a profile

When you first open Music, you're asked to set up a profile and start following friends. If you skipped this step, you can set up a profile at any time.

1. Tap Home in the sidebar, then tap .
2. Tap Start Sharing with Friends.

Friends can now follow you.

---

### View your profile

1. Tap Home in the sidebar, then tap  or your profile picture.
  2. Tap View Profile at the top of the screen.
- 

### Follow your friends

There are several ways to follow people:

- Add friends when you set up your profile.
- After you set up your profile, swipe to the bottom of the profile screen, tap Follow More Friends, then tap Follow next to those you want to follow.

You can follow friends who are in your contacts list and who use Apple Music.

- On the profile screen, touch and hold a profile picture, then tap Follow.
- Tap Search, enter a friend's name, tap it in the results, then tap Follow.

*Note:* Your friends must have a profile for you to find them using search.

To see the people you're following and those who follow you, open the profile screen, then swipe up.

If a profile picture has a lock on it, you need to ask that person to follow them. After your request is accepted, you see the person's shared playlists and the music they're listening to.

---

## Respond to follow requests

You can allow everyone to follow you, or just people you choose. You receive follow requests only if you choose who can follow you.

1. Tap Home in the sidebar, then tap  or your profile picture.
2. Tap View Profile.
3. Tap Edit, then tap People You Approve if you want to be followed only by people you choose.
4. Tap Follow Requests, then accept or decline the requests.

You may receive follow requests in other ways—as a link in an email or a text message, for example. To accept, tap the link.

---

## Stop following and block followers

- *Stop following:* Touch and hold the profile picture of a person you follow, then tap Unfollow.
- *Block followers:* Touch and hold a profile picture, then tap Block.

People you block won't see your music or be able to find your profile. They can still listen to your shared playlists if they've added them to their library.

---

## Share music with followers

By default, your followers see the playlists you create, but you can choose not to share some playlists.

1. Tap Home in the sidebar, then tap  or your profile picture.
2. Tap View Profile.
3. Tap Edit, then turn playlists on or off.
4. Drag  to reorder them.

Your followers will see the playlists you create on your profile unless you turn off those playlists you don't want to share. You can turn off this option when you create a playlist or later, when you edit the playlist.

To share playlists with people who don't follow you, touch and hold a playlist, then tap Share Playlist.

*Note:* If you make changes to music you share—edit or stop sharing a playlist, for example—those changes are reflected on your followers' devices.

---

## Hide music from your followers

1. Tap Home in the sidebar, then tap  or your profile picture.
2. Tap View Profile.
3. Touch and hold the playlist or album (below Listening To).
4. Tap Hide from Profile.

The listening history for this item won't appear in your profile or be visible to the people who follow you. If you don't want your followers to see any of the music you listen to, tap Edit on the profile screen, then turn off Listening To.

*Note:* It may take up to 10 minutes before music you hide is no longer visible to your followers.

---

## See what others are listening to

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

- *See what your friends are listening to:* Scroll down to Friends Are Listening To. Tap an item to play it.
- *Listen to a mix of songs your friends are listening to:* Scroll down to Made For You, then tap Friends Mix.
- *See what a follower or person you follow is listening to:* Tap  or your profile picture, then tap View Profile. Tap a person's profile picture to see shared playlists and music they're listening to. You also see their followers and the people they follow.

---

## Share your profile

You can share your profile using email, Messages, or another app you choose.

1. Tap Home in the sidebar, then tap  or your profile picture.
2. Tap View Profile.
3. Tap , tap Share Profile, then choose a sharing option.

You can also share the profile of anyone you follow, or who follows you.

---

## Report a concern

If you have a concern about a follower, touch and hold their profile picture, then tap Report a Concern.

---

## Use Siri to play music on iPad

You can use Siri to control music playback in the Music app .

Activate Siri, then make your request. Siri can help you enjoy your music library in a wide variety of ways:

---

### COMMENT: #ba #music

- *Play Apple Music:* You can play any song, artist, album, playlist, or station. Say, for example, "Play 'Party Girls' by Victoria Monét" or "Play Tainy." Siri can also play popular songs from different genres or years. Say "Play the top songs from 1990." You can also play music on AirPlay-enabled devices in a specific room. Say something like "Play the latest album by Loraine James in the living room."
- *Let Apple Music be your personal DJ:* Say something like "Play my Chill Mix" or "Play something I like."
- *Add music from Apple Music to your library:* Say, for example, "Add 'Clutch Pearlers' by Clark to my library." Or while playing something, say "Add this to my library." (Apple Music subscription required.)
- *Add a song or album to a playlist:* While playing a song, say something like "Add this song to my Workout playlist" or "Add this album to my Sunday Morning playlist."
- *Find out more about the current song:* Say "What's playing?", "Who sings this song?", or "Who is this song by?"

 **Tip:** You can also identify a song playing on or near iPad by [adding the Music Recognition control to Control Center](#). Go to Settings  > Control Center, then tap  next to Music Recognition. With a song playing, open Control Center, then tap .

- *Play songs based on their lyrics:* Say "Play the song with the lyrics" and then say a key phrase from the lyrics.
- 

[Learn how to use Siri.](#)

Siri can also help you find music in the iTunes Store. See [Get music, movies, and TV shows in the iTunes Store on iPad](#).

## Change the way music sounds on iPad

Change the way music sounds on iPad with EQ and Sound Check. Crossfade songs in playlists.

---

## Use EQ and normalize volume levels

- *Choose an equalization (EQ) setting:* Go to Settings  > Music > EQ.
- *Normalize the volume level of your audio:* Go to Settings > Music, then turn on Sound Check.

---

## Crossfade songs in playlists

You can crossfade songs in a playlist, which creates a listening experience with no audio gaps between songs.

1. Go to Settings  > Music, then turn on Crossfade.
  2. Drag the slider to choose the length of the crossfade.
-

---

# News

## Get started with News on iPad

The News app  collects all the stories you want to read, from your favorite sources, about the topics that interest you most. To personalize News, you can choose from a selection of publications (called *channels*) and topics such as Entertainment, Food, and Science.

You need a Wi-Fi or cellular connection to use News.

The more you read, the better News understands your interests. Siri learns what's important to you and suggests stories you might like. You can receive notifications about important stories from channels you follow.

And you can [subscribe to Apple News+](#), which includes hundreds of magazines, popular newspapers, and premium digital publishers. Apple News+ subscribers can also listen to audio stories on their iPhone and solve daily crossword and crossword mini puzzles.

*Note:* Apple News and Apple News+ aren't available in all countries or regions.

---

### Personalize your news

When you [follow a channel or topic](#), related stories appear more often in the Today feed, and the channel or topic appears below Channels & Topics in the sidebar.

*Note:* If you don't see the sidebar, tap  in the top-left corner.

1. In the sidebar, tap  for the channels or topics you want to follow.

To [make a channel or topic a favorite](#), tap Edit, then tap  next to the channel or topic.

If there's a channel or topic that you don't want to appear in your feed, touch and hold it, then choose Block Channel, Block Topic, or Stop Suggesting.

When you block a channel or topic, its stories don't appear in the Today feed and widgets. To see the channels and topics you've blocked, tap Blocked Channels & Topics (near the bottom of the sidebar below Manage).

*Note:* When you browse Top Stories and other areas that feature stories curated by Apple News editors, stories from channels you blocked show a gray headline and a message indicating that you blocked the channel. See [Follow, unfollow, block, and unblock channels and topics](#).

2. Tap Discover Channels at the bottom of the sidebar, then tap ⊕ for each channel you want to follow.

To stop following a channel or topic, swipe it to the left, then tap Unfollow.

To quickly find specific channels and topics to follow, tap the search field in the sidebar, enter the channel or topic's name, then tap ⊕ in the results below.

---

## Get notifications

Some channels you follow may send notifications about important stories.

1. At the bottom of the sidebar, tap Notifications & Email below Manage.
2. Turn on notifications for your preferred channels.
3. Turn on notifications from Apple News, such as Apple News Top Stories, Apple News Spotlight, and more.

If you subscribe to Apple News+ you can additionally receive notifications when new issues are available of publications you follow. You can also receive New Features & Tips notifications.

---

## Receive Apple News newsletters

You can choose to receive newsletters in your email inbox from Apple News editors. Newsletters feature top stories, personalized based on your interests. If you subscribe to Apple News+, newsletters can also include new issues of your favorite magazines.

1. Swipe to the bottom of the sidebar, then tap Notifications & Email.
2. Swipe to the bottom of the screen, then turn on Apple News Newsletters or tap Sign Up for Newsletters, then tap Sign Me Up.

In the U.S., several different newsletters may be available, and you can choose which ones you'd like to receive. Tap Sign Up to opt in, or Subscribed to opt out.

To stop receiving newsletters, return to the Notifications & Email screen, then turn off Apple News Newsletters. In the U.S., tap Manage Newsletters, then unsubscribe from each newsletter you no longer want to receive.

*Note:* Personalized newsletters aren't available in all countries or regions.

---

## See stories only from the channels you follow

Go to Settings  > News, turn on Restrict Stories in Today, then confirm your choice.

*Note:* Restricting stories significantly limits the variety of stories that appear in the Today feed and all other feeds. For example, if you restrict stories and follow only one entertainment-related channel, your Entertainment topic feed will contain stories only from that channel. When you restrict stories, you don't see Top Stories and Trending Stories.

---

## Use News widgets on iPad

You can easily see the day's top and trending stories from the News app , as well as stories about a topic of your choosing, just by tapping the Today or Topic widget.

---

### Access stories from News widgets

In the Today or Topic widget, tap a story headline to open the story in News.

See [Add, edit, and remove widgets on iPad](#).

---

## See news stories chosen just for you on iPad

The Today feed in the News app  presents top stories selected by Apple News editors, the best stories from the channels and topics you follow, and stories and issues from [Apple News+](#). The Today feed also includes stories suggested by Siri, trending stories that are popular with other News readers, [My Sports](#), and more. Depending on your location, the Today feed can also include local news with your local weather conditions and [puzzles](#).

*Note:* Local news and puzzles aren't available in all countries or regions.

---

### Access stories in the Today feed

- *Open a story:* Tap the story.
  - *Read more stories within a group:* Tap the arrow at the bottom of the group.
  - *Play a video:* Tap  in the thumbnail.
  - *Get newer stories:* Pull down to refresh the Today feed with the latest stories.
- 

### Follow, unfollow, block, and unblock channels and topics

You can influence what appears in the Today feed by following and blocking channels and topics.

1. Do any of the following:

- *Open a channel feed:* Touch and hold a story, tap the channel name, then tap Go to Channel. Or tap a story in the Today feed, then tap the channel name at the top of the story.
- *Open a topic feed:* Tap the topic title—Movies or Travel, for example.

2. At the top of the feed, do any of the following:

- *Follow:* Tap .
- *Unfollow:* Tap , then tap Unfollow Channel or Unfollow Topic.
- *Block:* Tap , then tap Block Channel or Block Topic.
- *Unblock:* Tap , then tap Unblock Channel or Unblock Topic.

*Note:* When you browse Top Stories and other areas that feature stories curated by Apple News editors, stories from channels you blocked show a gray headline and a message indicating that you blocked the channel. To read a story from a blocked channel, tap it, then tap Read Story.

See the Apple Support article [Block and unblock channels and topics in Apple News](#).

---

## Manage your favorites

Favorites shows the channels and topics from your Following list that you like best (you can have only a limited number of Favorites). You may already have some channels and topics that have been automatically added to Favorites, but you can customize this list at any time. Adding channels and topics to your Favorites makes them quicker and easier to access.

*Note:* Only channels and topics that you currently follow can be added to your Favorites.

Favorites appear near the top of the sidebar on iPad. (If you don't see the sidebar, click  in the top-left corner.)

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

- *Add a channel or topic to your Favorites:* Tap  next to a channel or topic you want to mark as a favorite, then tap Done.
  - *Remove a channel or topic from your Favorites:* Tap  next to a channel or topic you no longer want as a favorite, then tap Done.
  - *Change the order of your favorites:* Touch and hold , drag favorites to the order you prefer, then tap Done,
-

## Stop suggesting specific channels and topic groups in the Today feed

Suggested channels and topic groups may appear in the Today feed, but you can stop these suggestions.

1. Tap Today in the sidebar.
2. Tap ☹️ in a channel or topic group, then tap Stop Suggesting.

The channel or topic isn't blocked, but News stops displaying the story group in Today.

---

## Tell News what kind of stories you prefer

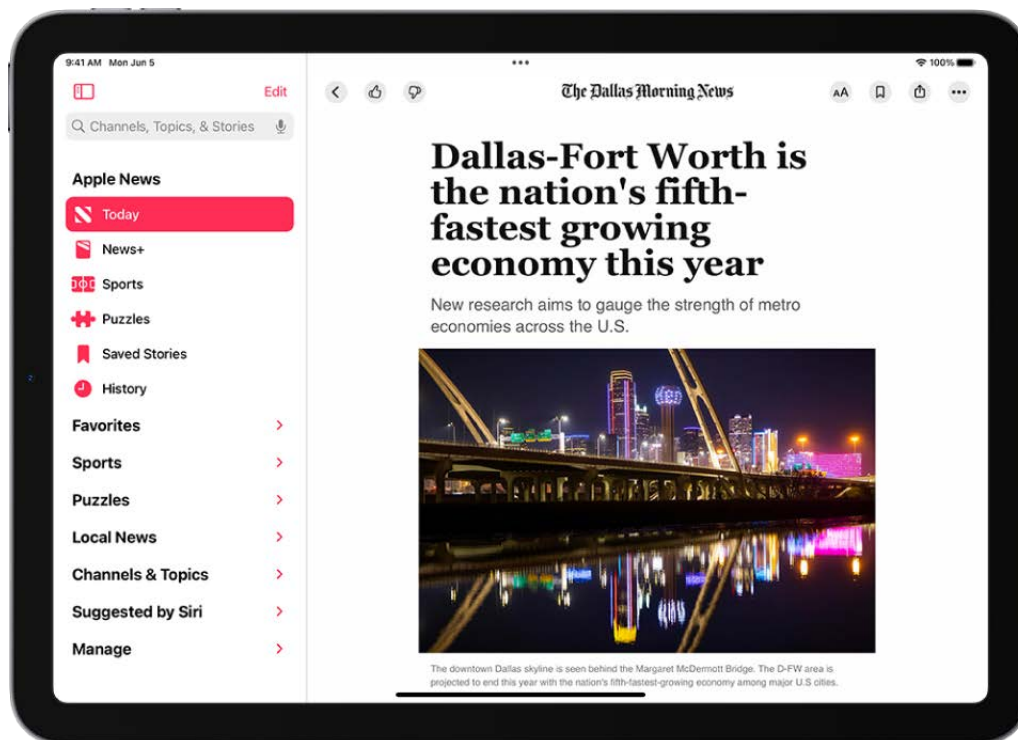
1. Tap Today in the sidebar.
2. Tap ⋮ below a headline, then tap Suggest More or Suggest Less.

---

## Read stories in News on iPad

You can read and share the stories in the News app 📰 on iPad.

**COMMENT:** #ba #news



Note: Apple News and Apple News+ aren't available in all countries or regions.

---

## Read a story

Tap a channel or topic in the sidebar to browse its stories, then tap a story to read it. While viewing a story, you have these options:

- *Read the next story:* Swipe left.
- *Read the previous story:* Swipe right.
- *Return to the group of stories:* Tap < at the top left of the screen.
- *Tell News which stories you prefer:* When viewing a story, tap 👍 or 👎 at the top of the story. Your feedback is taken into account for future recommendations.
- *Change the text size:* Tap AA, then tap the smaller or larger letter to change the text size in the story and all other stories in the channel. (Not available in all channels.)
- *Share a story:* Tap , then choose a sharing option, such as Messages or Mail.
- *Report a concern:* If you believe that a story you're viewing is mislabeled, inappropriate, offensive, or doesn't display properly, tap , tap Report a Concern, then choose a concern.

In Apple News+ issues in PDF format, the Suggest More, Suggest Less, Save Story, and Report a Concern options aren't available. See [Browse and read Apple News+ stories and issues on iPad](#).

---

## Read stories shared with you

When a friend [shares stories with you using the Messages app](#), you can easily find them in the Shared with You in Apple News. (News must be turned on in Settings  > Messages > Shared with You, and your friend must be in your contacts list in Contacts.)

In the News app, tap Shared with You, then do any of the following:

- Tap a shared story to read it in News.
- Tap the name of the person who shared a story to reply to them in the Messages app. You can also reply while reading the story—tap the name shown below the channel's logo.

---

## Follow your favorite teams with My Sports on iPad

In My Sports in the News app , you can follow your favorite sports, teams, leagues, and athletes; receive stories from the top sports publications, local newspapers, and more; access scores, schedules, and standings for the top professional and college leagues; and watch highlights.

---

## Set up iPad to use My Sports

Before you can use My Sports, you must do the following:

- *Sign in with your Apple ID:* Go to Settings  > Sign in to your iPad.
- *Sign in to the App Store:* Go to Settings  > [your name], then tap Media & Purchases.

---

## Get started with My Sports

Before you can use My Sports, you must allow syncing between Apple News and the Apple TV app. When you allow syncing, teams you follow in News are followed automatically in the Apple TV app, and vice versa.

1. Tap Sports in the sidebar, tap Get Started, then tap Pick Your Teams.
2. On the Manage My Sports screen, tap  next to sports, teams, leagues, and major sporting events to follow them.

Sports topics you've previously expressed interest in appear below Suggested.

3. To search for a sports topic, tap the search field, enter a search term such as a team's name or location, tap  next to a result, then tap Done.

---

## View sports coverage

Tap Sports in the sidebar to view comprehensive sports coverage.

*Note:* To see the most important sports coverage at a glance, tap Today, then swipe up to the Sports group.

You can also find the sports topics you follow in the sidebar.

---

## Browse all available sports

1. Tap Sports in the sidebar, then tap All Sports at the top of the screen.
2. Tap a sport or league to go to its feed.
3. To follow that sport or league, tap  at the top of the screen.

---

## Manage sports topics

You can follow and unfollow sports topics after you've set up My Sports.

Tap Sports in the sidebar, tap , then tap Manage My Sports, where you can do any of the following:

- *Follow topics:* Tap  next to each topic you want to follow, then tap Done.

- *Unfollow topics:* Tap  next to topics you want to unfollow, tap Unfollow, then tap Done.
  - *Reorder topics:* Touch and hold , drag topics to the order you prefer, then tap Done.
- 

## Show scores and schedules, highlights, and more

My Sports offers scores and schedules for your favorite teams, stats and stories for individual games and events, video highlights, and stories related to your favorite teams.

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

- *Show scores and schedules:* Swipe left on the scores at the top of the feed, then tap See More.
- *Show stats and stories for individual games:* Tap a score at the top of the feed, or swipe down to a sports topics you follow, then tap a game.
- *Watch a live game:* Tap a score at the top of the feed, then tap Open in Apple TV (before or after the game) or Watch in Apple TV (during a live game). Or swipe down to a topic you follow, tap the game's tile, then tap Open in Apple TV or Watch in Apple TV. If the game is available in your area and you've subscribed to a service that broadcasts the game, you can watch it in the Apple TV app or in a supported app.

*Note:* Supported sports apps may require a separate subscription. Not all games are available in all areas.

- *View highlights:* Swipe up to the Highlights section, then tap  in the thumbnail. Tap  to see more highlights.

*Note:* Highlights are available only for select leagues.

- *Read sports stories related to topics you follow:* Swipe up to For You, then tap a story.
- 

## Get Sports notifications

Receive notifications about teams you follow.

1. Tap Notifications & Email at the bottom of the sidebar.
2. Turn on notifications for Sports.

*Note:* To receive Sports notifications, you must allow syncing between Apple News and the Apple TV app, and follow at least one sports topic.

---

## Remove the Sports group from Today

1. Tap Today in the sidebar, swipe up to Sports, then tap .
2. Tap Block from Today.

When you block Sports, the group no longer appears in your Today feed.

---

## Stop syncing My Sports

To stop syncing between the Apple News app and the Apple TV app, go to Settings  > News, then turn off Sync My Sports.

*Note:* When you turn off Sync My Sports, you can no longer use My Sports.

---

---

# Apple News+

## Subscribe to Apple News+ on iPad

In the News app , Apple News+ lets you enjoy hundreds of magazines, popular newspapers, and content from premium digital publishers directly on your iPad.

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

As a subscriber, when you tap News+ in the sidebar, then tap Best of News+ near the top of the screen, you can browse a collection of story headlines and publications personalized just for you. You also have access to current and available back issues of publications and can download content for offline reading and share stories and issues with others. Additionally, you can solve crossword and crossword mini puzzles. Apple News+ subscribers can also listen to audio versions of select stories on iPhone and [in the Podcasts app](#).

As a nonsubscriber, you can browse, but not read, the stories and publications that appear when you tap Best of News+. You can also view the entire Apple News+ catalog, and browse issues by category—Entertainment and Food, for example. Nonsubscribers may also be able to play a few puzzles for free. To read stories and issues, listen to complete Apple News+ audio stories on iPhone, and play daily puzzles, start a free trial or subscribe.

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

---

## Subscribe to Apple News+

Tap the subscription button shown in a magazine, puzzle, or story in News, then follow the onscreen instructions.

You may be asked to sign in with your Apple ID.

---

## Share Apple News+ with family members

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

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

*Note:* To stop sharing Apple News+ with a family group, you can cancel the subscription, [leave a Family Sharing group](#) or [remove a member from a Family Sharing group](#).

---

## Cancel or change your Apple News+ subscription

Tap Subscriptions at the bottom of the sidebar, then do one of the following:

- *Apple News+ only:* Tap Cancel Subscription, then follow the onscreen instructions.
- *Apple News+ and individual channels:* Select Apple News+, tap Cancel Subscription, then follow the onscreen instructions.

If you subscribe to Apple News+ as part of an Apple One Premier subscription and want to cancel your subscription, see the Apple Support article [If you want to cancel a subscription from Apple](#).

---

## Browse and read Apple News+ stories and issues on iPad

To get the most out of Apple News+, follow your favorite publications, and browse through current and back issues.

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

---

## Follow and unfollow publications

You follow an Apple News+ publication by following its channel. Do any of the following:

- Tap Today or News+ in the sidebar, tap a story or issue from an Apple News+ publication, tap the publication's name at the top of the screen, then tap .
- Tap the search field in the sidebar, enter the publication's name, then tap .
- Tap News+ in the sidebar, tap Newspapers or Catalog near the top of the screen, then tap Follow below the publication's cover.

To unfollow a publication, swipe a publication left in the sidebar, then tap Unfollow.

---

## Browse Apple News+ issues and stories

Stories and issues from Apple News+ appear in the Today feed, Best of News+ feed, and channel feeds. Stories (but not issues) can also be found in topic feeds and search results. To access entire issues, tap News+ in the sidebar, where you can do any of the following:

- *View News+ content just for you:* Near the top of the screen, tap Best of News+.
- *View all available publications:* Tap Catalog near the top of the screen.
- *View a specific content category:* Tap Catalog, tap Featured, then tap a category such as Money & Business, Entertainment, or Sports.
- *View new and recent issues:* Tap My Magazines. By default, new issues appear near the top of the screen. The issue you've most recently read appears first. If you've recently downloaded an issue, it appears next. To choose a different sorting option, tap , then tap Sort by Name or Sort by Date.

*Note:* If you block an Apple News+ publication, its issues are removed from My Magazines.

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

- Tap an issue cover in News+ or the Today feed.
- Tap the Search field in the sidebar, enter the name of the Apple News+ channel, tap the channel, then tap the issue.
- Follow a link to a story or issue that someone shared with you.

---

## Access back issues

Do any of the following:

- Tap News+ in the sidebar, tap My Magazines, tap  below the issue cover (or touch and hold the cover), then tap Browse Back Catalog.
- In the sidebar, tap a channel you follow, or search for a channel, then tap it. Below Recent Issues, swipe to the issue you want to read, then tap to open it. Tap Issues near the top of the screen to browse all available issues.

---

## Read Apple News+ issues

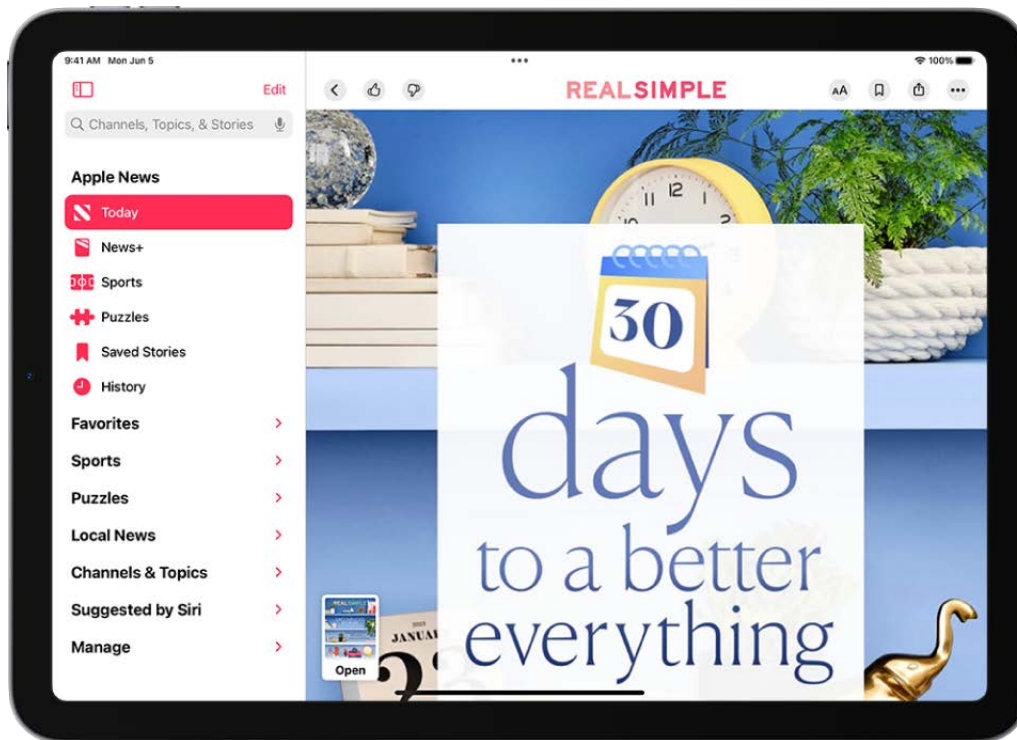
Open the issue, where you can do any of the following:

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

- *Page through an issue:* Swipe left to go to the next story, or swipe right to go to the previous story.
- *Change the text size:* In stories in Apple News Format, tap **AA**, then tap the smaller or larger letter to change the text size in the story and all other stories in the channel. In PDF issues, pinch to zoom.

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

**COMMENT:** #ba #news



## Download Apple News+ issues on iPad

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

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

---

## Download an Apple News+ issue

1. Do any of the following:

- Tap Today in the sidebar, then swipe to My Magazines.
- Tap News+ in the sidebar, then tap My Magazines. You can also tap Catalog near the top of the screen, then tap a stack of magazines.
- In the sidebar, tap a magazine channel you follow.
- Tap the Search field in the sidebar, enter the channel name, then tap the channel.

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

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

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

---

## Read a downloaded issue

1. Tap News+ in the sidebar.
2. Tap Downloaded near the top of the screen, then tap an issue.

---

## Manually remove an Apple News+ issue

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

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

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

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

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

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

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

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

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

---

## Solve crossword puzzles in Apple News on iPad

In iPadOS 17 and later, Apple News+ subscribers can solve daily crossword and crossword mini puzzles. Nonsubscribers may be able to play a few puzzles for free.

*Note:* Puzzles aren't available in all countries or regions.

---

### View the Puzzles feed

To view the Puzzles feed, do one of the following:

- Tap Puzzles in the sidebar.
  - Tap Today, then tap the Puzzles group.
- 

### Follow the feed for a puzzle type

After opening the Puzzles feed, tap Crossword or Crossword Mini, tap , then tap Follow.

A Puzzles category appears in the sidebar with the puzzle types appearing below. To make them favorites, tap Edit, tap  next to a puzzle type, then tap Done.

---

### Choose a puzzle

Apple News+ subscribers can solve crossword and crossword mini puzzles. You can choose to solve new puzzles or puzzles from the archive. Each puzzle has a difficulty rating—easy, moderate, or challenging.

1. Go to one of the following areas to find a puzzle:
  - the Puzzles group in the Today feed
  - the Puzzles feed in the sidebar
  - the feed for a puzzle type (crossword or crossword mini)
2. Tap a puzzle to open it.

The Puzzles group in the Today feed may display a featured clue, and squares for the letters in the corresponding word. You can enter your answer right in the Today feed, and when you're done, tap ➤ to open the puzzle.

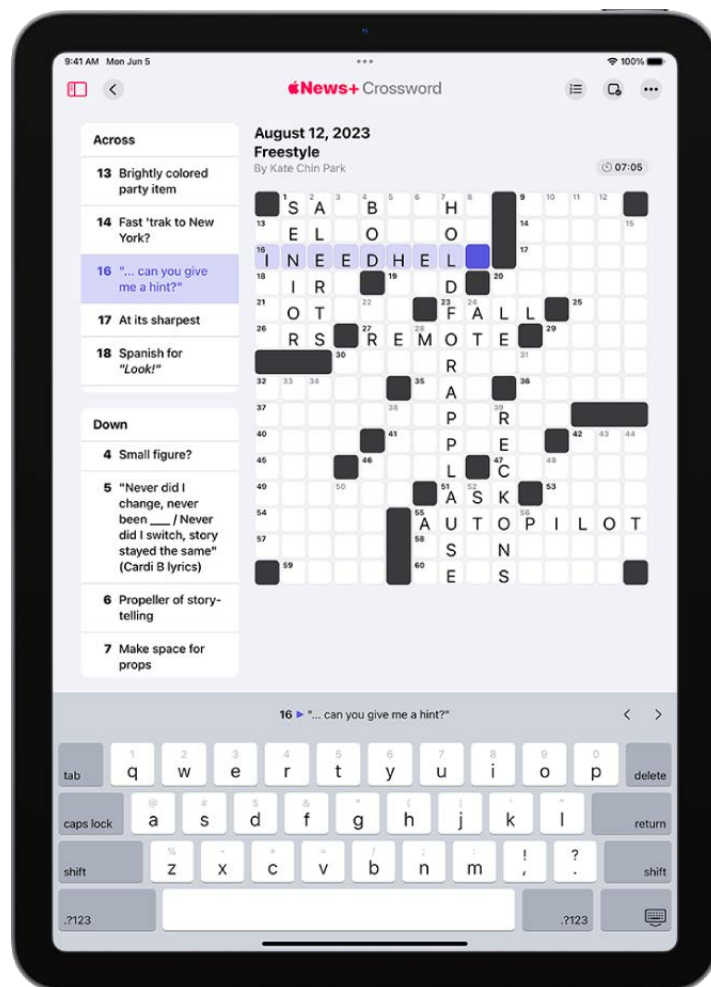
---

## Solve puzzles

You can navigate and solve crossword and crossword mini puzzles in multiple ways. For example, you can display puzzles in the traditional grid view, or instead choose to show clues and answers in a list. You can tap squares to select words, or choose clues from a list.

- *Grid view:* Tap a square to show the clue below the puzzle, then use the keyboard to enter the answer. You move to other squares as you type. You can also tap < or > next to the clue to move to the previous or next clue.
- *List view:* To show clues and answers in a list rather than the traditional grid, tap . Tap  to return to grid view.

*Note:* You don't have to solve puzzles all at once; you can return at any time. The timer pauses while you're away.



## Puzzle options

If you're unsure of an answer you've entered, you can get a little help. Tap , where you find the following options:

- *Autocheck*: Tap Autocheck to check the letters you've entered, and any letters you enter later. Any incorrect letters are marked with a slash.
- *Check Square, Check Word, Check Puzzle*: Tap an option to see any incorrect letters, as indicated by slashes.
- *Reveal*: Tap Reveal, then tap Square, Word, or Puzzle to display the correct answer.

*Note*: When you reveal the entire puzzle, it's completely filled in and considered to be solved.

- *Clear Puzzle*: If you'd like a fresh start, you can clear a puzzle's answers and reset the timer.

---

## Puzzle settings

Tap , then tap Settings to change these settings:

- *Show Timer*: Tap Show Timer to show or hide the timer that appears above each puzzle. (You can also tap  to show or hide it.)
- *Highlight Linked Clues*: Some puzzles have clues that reference other clues. You can choose whether to highlight the words that correspond to these clues.
- *Always Autocheck*: If you turn on Autocheck while solving a crossword or crossword mini, it stays on for all puzzles of that type until you turn it off.
- *Skip Filled Squares*: By default, after entering a letter, the next empty square in the puzzle is selected. Turn this off to select the square to the right or the square below, whether or not it's filled.
- *At End of Word*: Choose Advance If Complete, Always Advance, or Don't Advance.

You can also tap  to learn more about the puzzle, and share it with Messages, Mail, and more.

---

## View past puzzles

- *View puzzles from the archives:* Open the Crossword or Crossword Mini feed, then swipe up to view the most recent puzzles in the archive.
- *View the complete puzzle archive:* Open the Crossword or Crossword Mini feed, swipe up, then tap > next to Archive. You can also tap ⋮, then choose Crossword Archive or Crossword Mini Archive.

To show sorting and filtering options for the archive, tap ☰. You can sort both archives from newest to oldest or oldest to newest. You can filter the crossword archive by completeness and difficulty level. You can filter the crossword mini archive by completeness only.

---

## Get Puzzles notifications

1. Swipe to the bottom of the sidebar, then tap Notifications & Email.
2. Turn on notifications for Puzzles.

---

## Remove the Puzzles group from Today

1. In the Today feed, swipe up to Puzzles, then tap ⋮.
2. Tap Block from Today.

When you block Puzzles, the group no longer appears in your Today feed.

---

## Search for stories in News on iPad

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

---

## Search for channels, topics, or stories

1. Tap the search field in the sidebar.
2. Enter any of the following:
  - The name of a channel, such as CNN or *Washington Post*
  - A topic, such as fashion, business, or politics
  - An event, such as an upcoming meteor shower

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

---

# Save stories in News on iPad

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

---

## Save a story

When reading a story, tap  to save it.

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

---

## Check and edit your reading history

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

- *Read a story:* Tap the story.
- *Delete a story:* Touch and hold a story, then tap Remove from History.
- *Remove your reading history:* Tap Clear, then tap Clear History.
- *Remove the information used to create recommendations:* Tap Clear, then tap Clear Recommendations.
- *Clear everything:* Tap Clear, then tap Clear All.

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

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

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

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

---

# How to subscribe to individual channels on iPad

---

## Subscribe to channels

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

- *Subscribe within News:* You can purchase a subscription directly in News. In a channel that offers subscriptions, tap the subscription button.
- *Access an existing subscription purchased from a publisher's app:* If you've downloaded a publisher's app from the App Store, and subscriptions you've bought as in-app purchases are also available in News, you're automatically granted access in News. See the Apple Support article [Buy additional app features with in-app purchases and subscriptions](#).
- *Access an existing subscription purchased from a publisher:* If you've purchased a subscription directly from a publisher's website or from the publisher's app on a non-Apple device, the publisher may allow you to sign in to your account in News to access your subscription there.

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

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

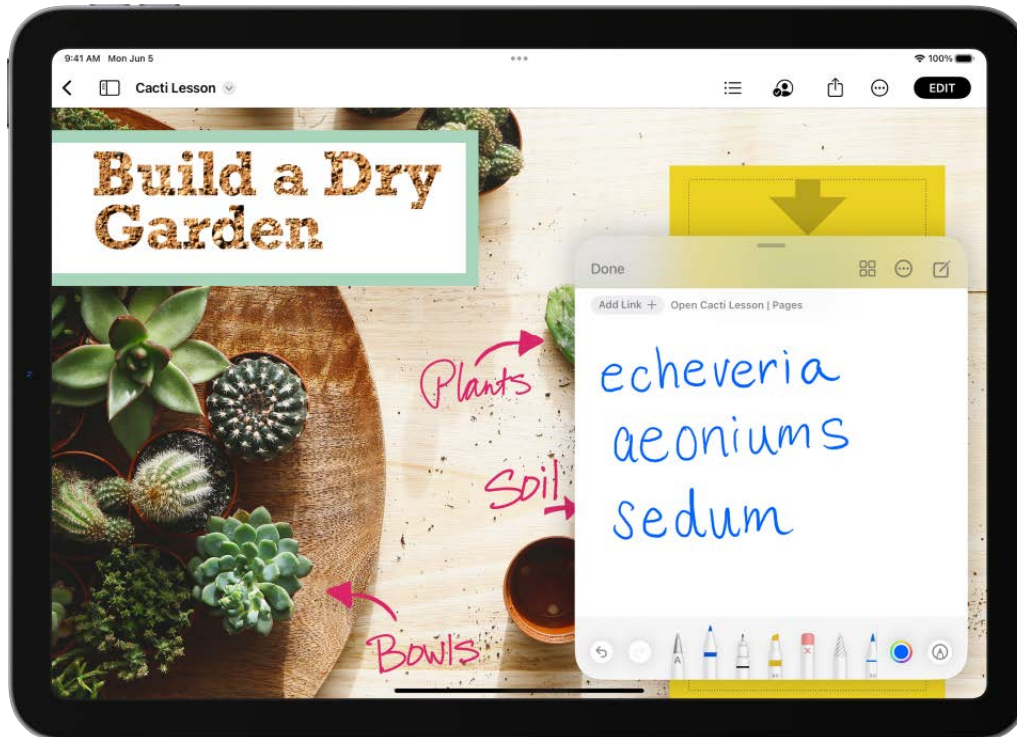
To cancel a subscription, swipe up on the sidebar, tap Subscriptions below the Manage heading, select the subscription, then tap Cancel Subscription.

---

# Notes

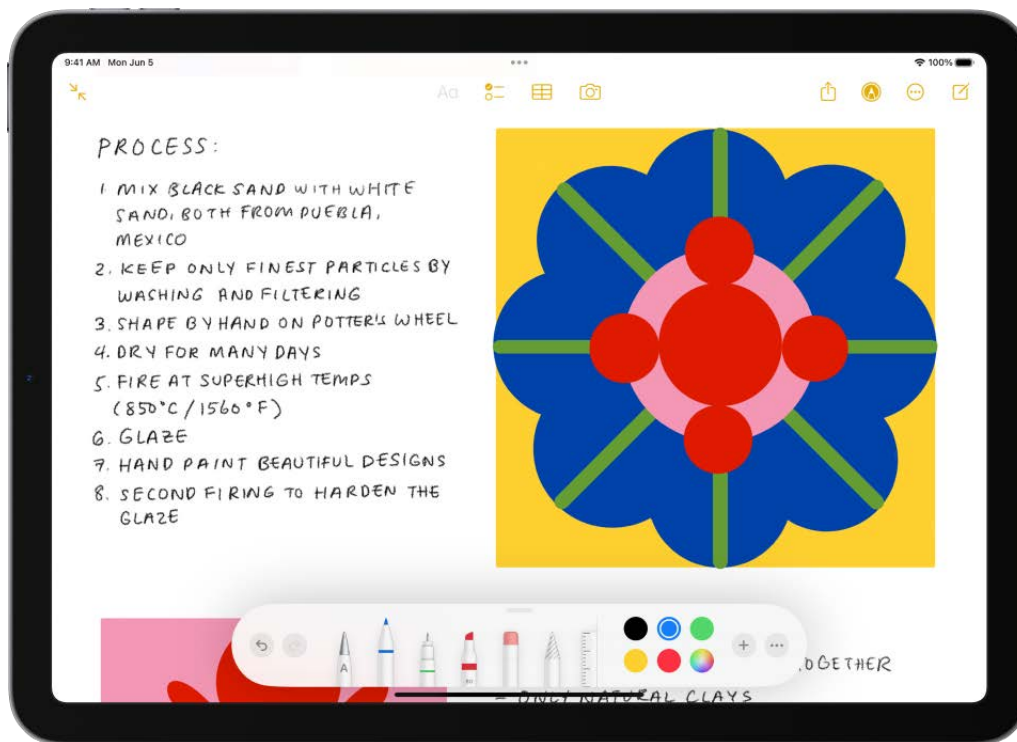
## Get started with Notes on iPad

Use the Notes app  to quickly capture your thoughts. You can add images and sketches, make checklists, or even scan documents. And with iCloud, your notes stay up to date on all your devices wherever you go.



### Jot down a quick note

Use Quick Notes to jot down information from any app or screen. Tap , then tap Add to Quick Note, or simply swipe up from the bottom right corner of the display using Apple Pencil. Add images, handwriting, links, and more.



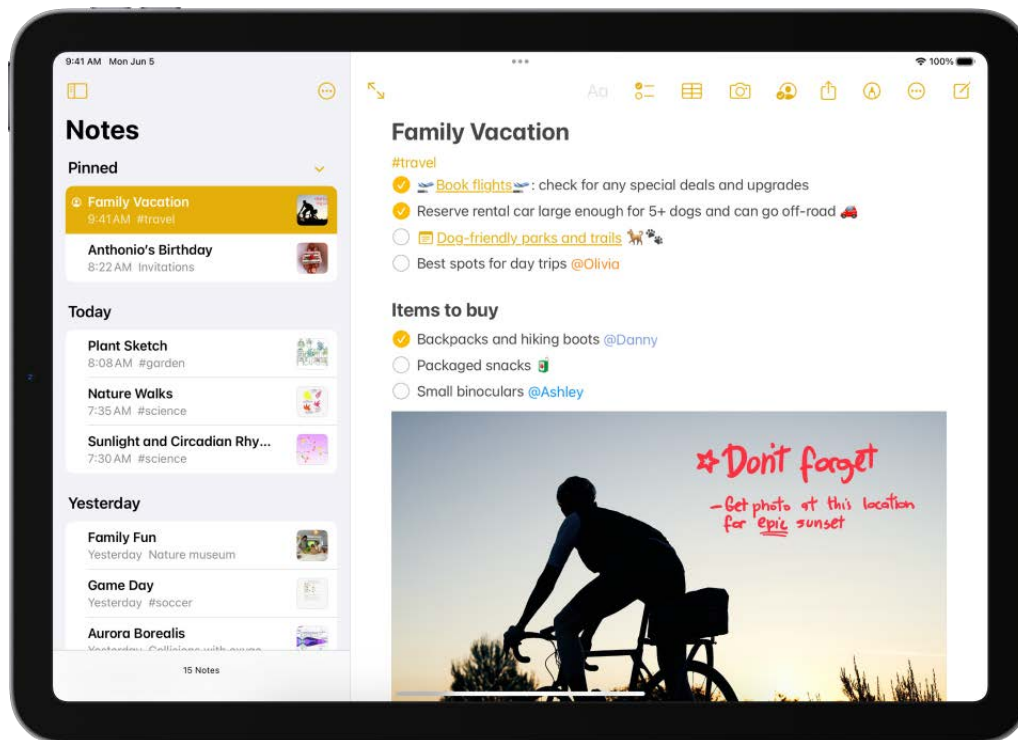
## Add sketches and more

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



## Scan documents

In a note, tap , choose Scan Documents, then position iPad so that the document page appears on the screen. After iPad scans the page, you can save it in the note, mark it up, and even add your signature.



## Organize with tags and Smart Folders

Use tags as a fast and flexible way to categorize and organize your notes. When you create or edit a note, type # followed by the tag name or choose a tag from the menu above the keyboard. You can add multiple tags to a note and easily search and filter your notes across folders.

Want to learn more?

- [Create Quick Notes anywhere on iPad](#)
- [Draw or write in Notes on iPad](#)
- [Scan text and documents in Notes using the iPad camera](#)
- [Organize your notes with tags on iPad](#)

The availability of features may vary depending on your language and country or region.

# Add or remove accounts in Notes on iPad

In the Notes app , you can use multiple accounts—such as iCloud, enterprise managed iCloud, Microsoft Exchange, Google, and Yahoo—and keep all your notes in one place. Your notes stay up to date on all your devices that use the same accounts. You can also have an On My iPad account for notes you keep only on this device.

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

---

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

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

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

---

## Add other accounts

1. Go to Settings  > Notes > Accounts > Add Account.
2. Do one of the following:
  - Choose an account provider, then enter your account information.
  - If your account provider isn't listed, tap Other, tap Add Mail Account, enter your email account information, then turn on Notes for that account.

---

## Set up an On My iPad account

Notes in this account appear only on your iPad, and they're included in your iPad backups to iCloud.

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

---

## Remove an account

When you remove an account, the notes in that account no longer appear on your iPad. The notes remain in your internet account (for example, iCloud.com or Google) and any other devices you had already set up.

- *Temporarily stop using an account:* Go to Settings  > Notes > Accounts, tap the account, then turn off Notes.

To view the notes in that account on your iPad again, turn on Notes.

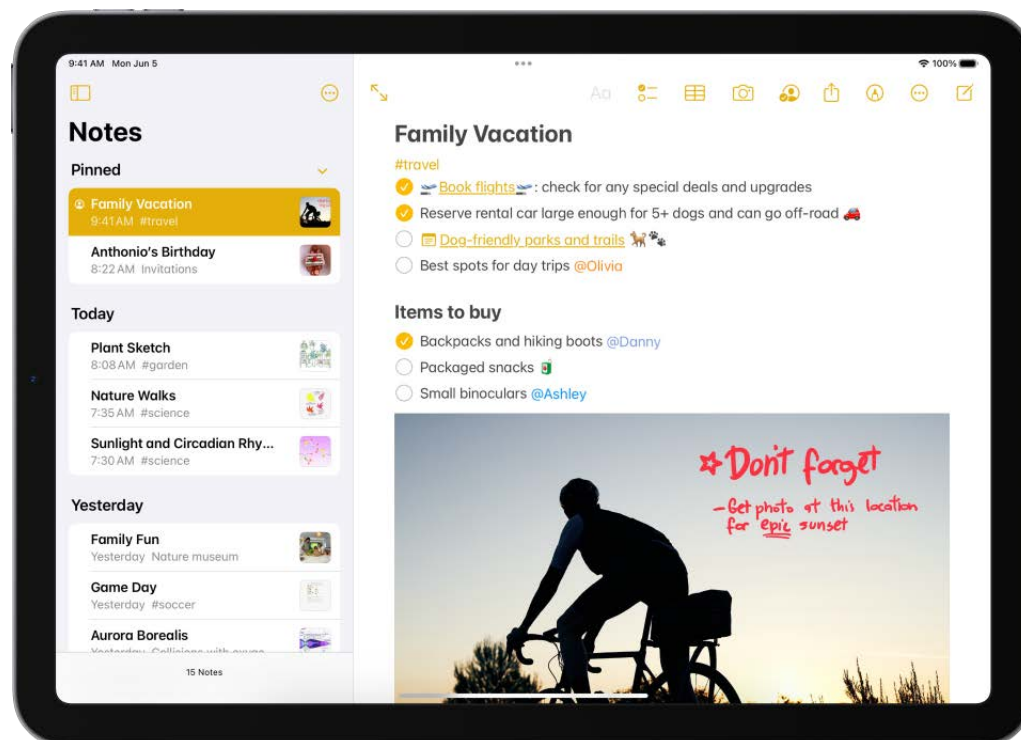
- *Delete an account:* Go to Settings  > Notes > Accounts, tap the account, then tap Sign Out (for an iCloud account) or Delete Account (for other accounts).

If you don't see Sign Out or Delete Account, your account may be managed by your organization. See an administrator for removal instructions.

---

## Create and format notes on iPad

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



---

### Make a new note

1. Open the Notes app  on your iPad.
2. Tap , then enter your text.

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

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

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

4. To save the note, tap Done.

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

---

## Format text

1. In a note, select the text you want to format.
2. Tap **Aa**, then choose a style such as Heading, Monostyled, bold or italic font, block quote, bulleted or numbered list, and more.

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

---

## Add a checklist

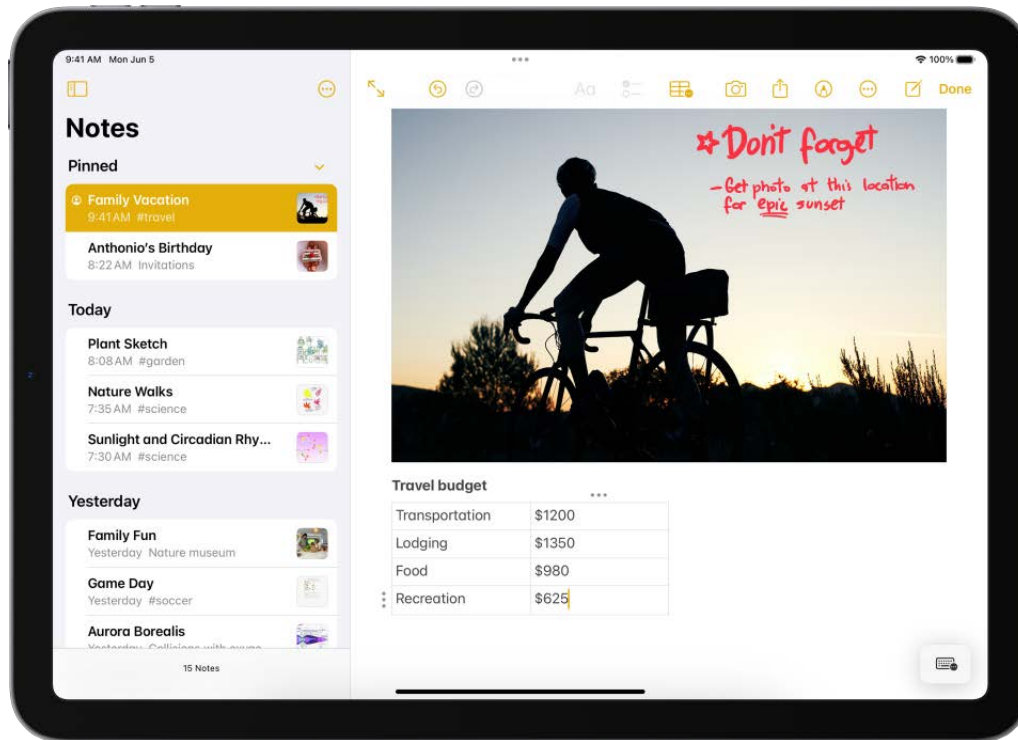
In a note, tap , then do any of the following:

- *Add items to the list:* Enter text, then tap return to enter the next item.
- *Increase or decrease the indentation:* Swipe right or left on the item.
- *Mark an item as completed:* Tap the empty circle next to the item to add a checkmark.
- *Reorder an item:* Touch and hold the empty circle or checkmark next to the item, then drag the item to a new position in the list.
- *Manage items in the list:* Tap the list to see the menu, tap Checklist, then tap Check All, Uncheck All, Delete Checked, or Move Checked to Bottom.

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

---

## Add or edit a table



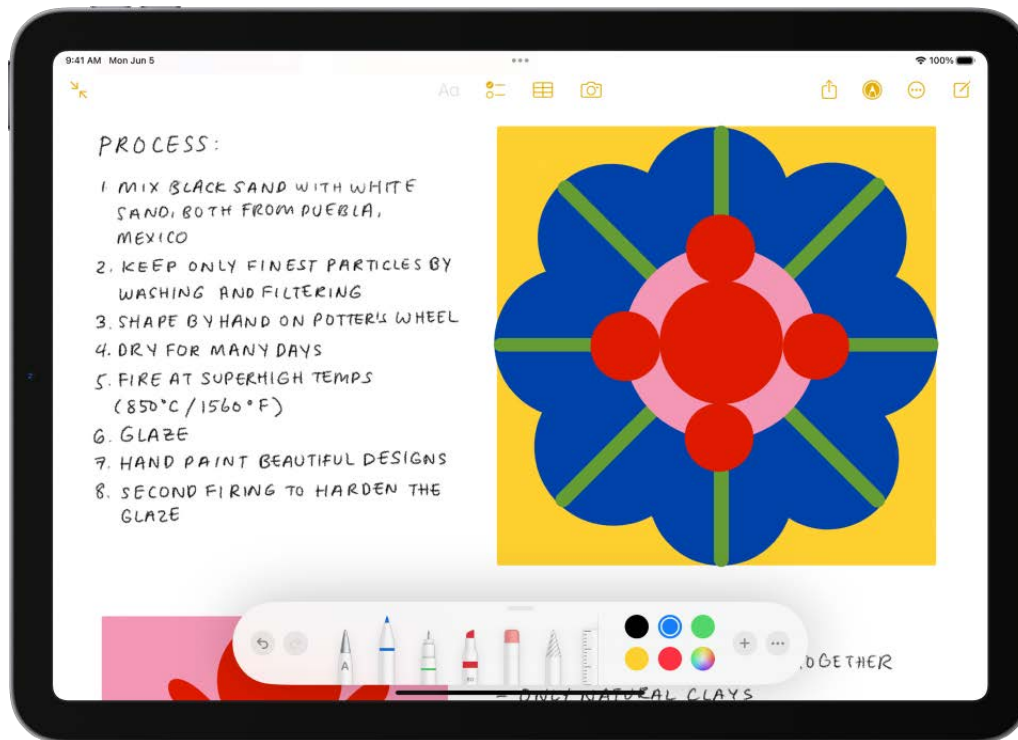
In a note, tap , then do any of the following:

- **Enter text:** Tap a cell, then enter your text. To start another line of text in the cell, touch and hold the Shift key and tap next.
- **Move to the next cell:** Tap next. When you reach the last cell, tap next to start a new row.
- **Format a row or column:** Tap the three dots at the beginning of the row or at the top of the column. Tap the three dots again, tap Format, then choose a style, such as bold or italic.
- **Add or delete a row or column:** Tap the three dots at the beginning of the row or at the top of the column. Tap the three dots again, then choose to add or delete.
- **Move a row or column:** Tap the three dots at the beginning of the row or at the top of the column, then drag it to a new position.
- **See more columns:** If the table becomes wider than your screen, swipe right or left on the table to see all the columns.

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

# Draw or write in Notes on iPad

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



## Draw or write in a note

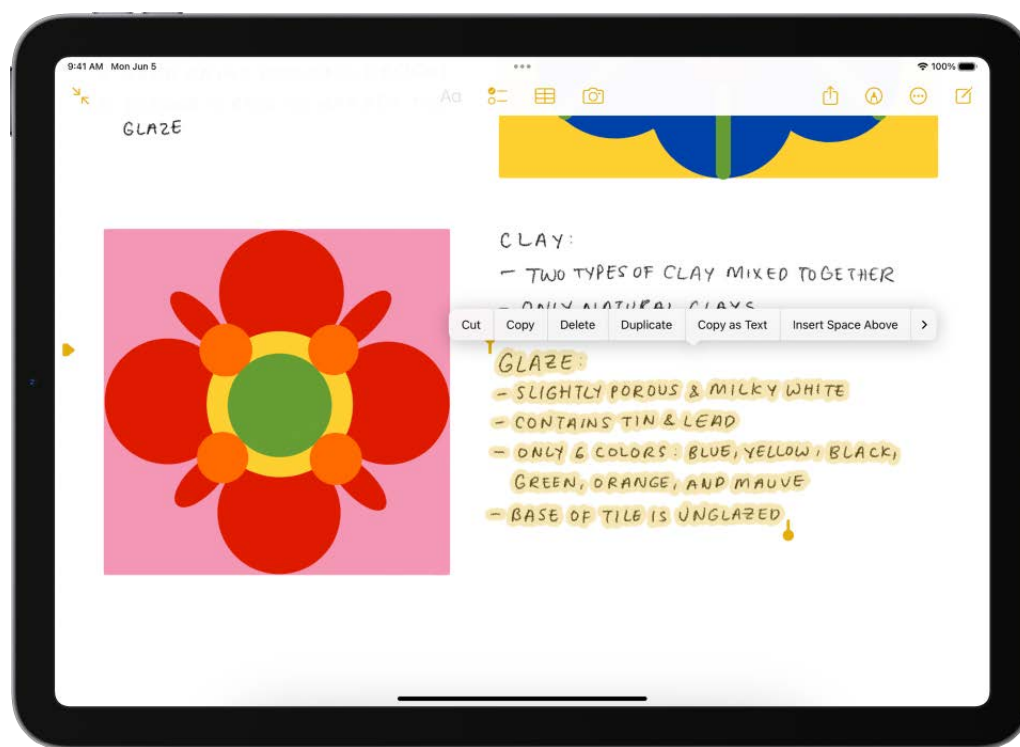
1. Open the Notes app  on your iPad.
2. In a note, start drawing or writing with Apple Pencil. Or to draw or write with your finger, tap .
3. Do any of the following:
  - *Change color or tools:* [Use the Markup tools](#).
  - *Adjust the handwriting area:* Drag the resize handle (on the left) up or down.
  - *Transcribe your handwriting to typed text as you write with Apple Pencil:* Tap the Handwriting tool  (to the left of the pen), then start writing.

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

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

## Select and edit drawings and handwriting

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



*Note:* Smart Selection and handwriting transcription work if the system language of your iPad is set to a supported language in Settings  > General > Language & Region > iPad Language. See the [iOS and iPadOS Feature Availability website](#).

1. In the tool palette, tap the Lasso tool  (between the eraser and ruler).
2. Select drawings and handwriting with Apple Pencil or your finger using any of the following methods:
  - Touch and hold, then drag to expand the selection.
  - Double-tap to select a word.
  - Triple-tap to select a sentence.

Adjust the selection by dragging the handles if necessary.

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

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

## Drag images from other apps

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

---

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

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

---

### Add a photo or video

1. Open the Notes app  on your iPad.
2. In a note, tap .
3. Choose a photo or video from your photo library, or take a new photo or video.

 **Tip:** To [draw on a photo](#), tap the photo, then tap .

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

---

### Change the preview size of attachments

You can change the preview size of the following:

- *A single attachment:* Touch and hold the attachment, tap View As, then choose Small or Large.
  - *All attachments in a note:* Tap , tap Attachment View, then choose Set All to Small or Set All to Large.
- 

### Add info from another app to a note

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

1. In the other app, open the item you want to share (for example, a map or webpage).
  2. Tap Share or , then tap Notes.
  3. Save the item to a new note or choose an existing note.
-

## View all attachments in Notes

1. Above the notes list, tap , then tap View Attachments to see thumbnails of photos, links, documents, and other attachments. (Attachments in locked notes aren't shown.)
  2. To go to a note with a specific attachment, tap the attachment thumbnail, then tap Show in Note.
- 

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

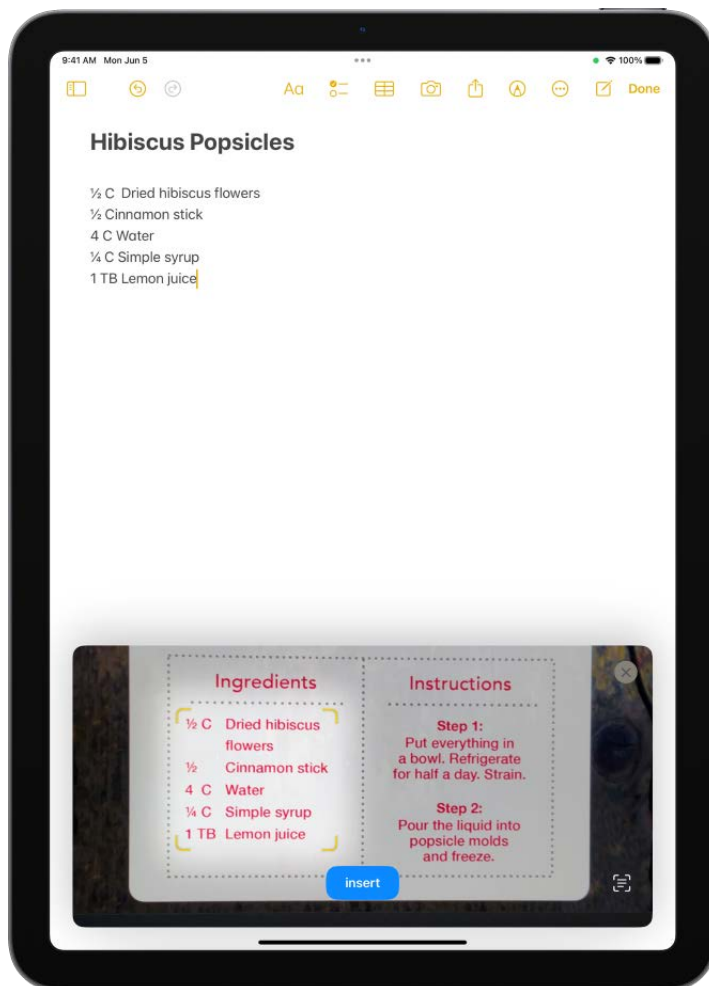
In the Notes app , you can use the camera to scan text and documents.

---

### Scan text into a note

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

1. In a note, tap , then tap Scan Text.
2. Position iPad so that the text appears within the camera frame.



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

---

## Scan a document

1. In a note, tap , then choose Scan Documents.
2. Position iPad so that the document page appears on the screen; iPad automatically captures the page.



To manually capture the page, tap  or press a volume button. To turn the flash on or off, tap  (on an iPad with a flash).

3. Scan additional pages, then tap Save when you're done.

The document is saved as a PDF in the note.

---

# Work with PDFs in Notes on iPad

In the Notes app , you can attach, view, edit, and collaborate on PDFs, including documents you [scanned into a note](#). Annotate or sketch directly on PDFs and scanned documents in your note using Apple Pencil or your finger. You can even preview multiple PDFs in the same note.

---

## Attach a PDF to a note

To attach a PDF from an app such as Files or Mail, do any of the following:

- Drag the file into a note.
- Touch and hold the file, tap Share, tap Notes, then choose a note.

---

## View and edit a PDF in a note

1. Open the Notes app  on your iPad.
2. In the note with the PDF, tap , then do any of the following:
  - *Change the viewing size:* Tap View As, then choose Small, Medium, or Large.
  - *View in full screen:* Tap Quick Look.
  - *Copy, share, rename, or delete the PDF:* Choose an action.
3. When viewing as Medium or Large, you can also do any of the following:
  - *Show or hide thumbnails:* Tap Show Thumbnails or Hide Thumbnails.
  - *Zoom in and see more:* Pinch the screen or swipe right to see more pages.
  - *Edit a page:* Tap the thumbnail for the page, tap , then choose an action such as Rotate Left, Rotate Right, Filters, Crop Page, or Insert Blank Page. (Filters and Crop Page are supported only in scanned documents.)

---

## Annotate a PDF in a note

- *Small preview size:* Tap the PDF to open it, then tap .
- *Medium and large preview sizes:* Start drawing or writing with Apple Pencil. Or to draw or write with your finger, tap .

See [Write and draw in documents with Markup on iPad](#).

---

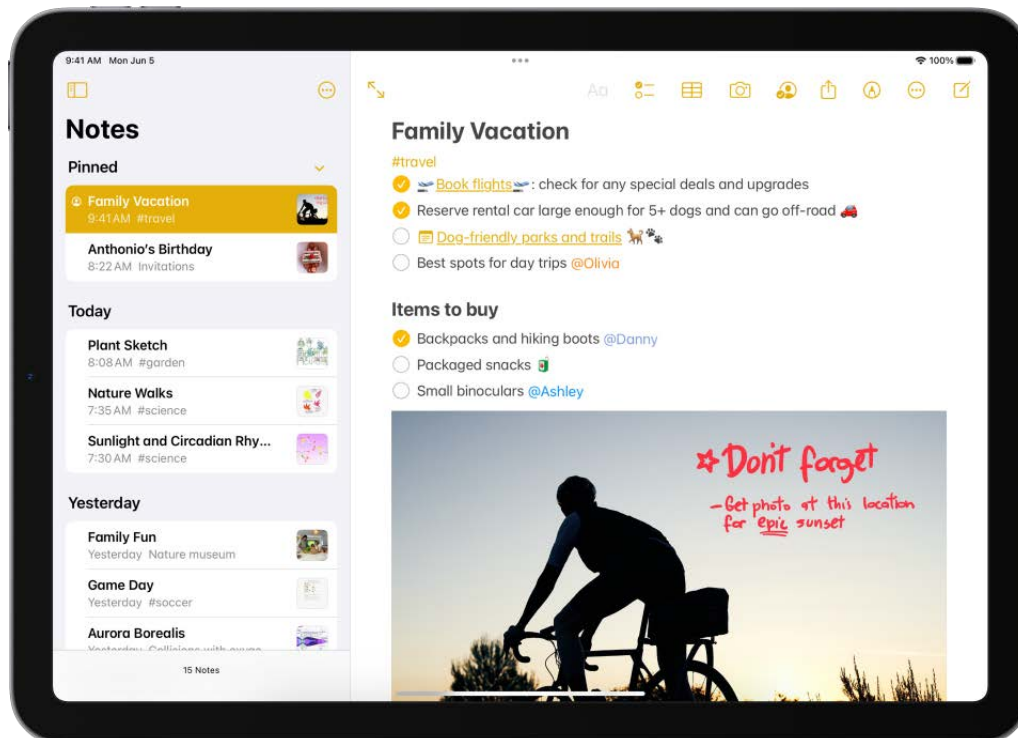
## Collaborate with others

Get real-time updates when you [collaborate on a note](#) with other people. As you mark up a document, draw a diagram, or add a sticker, your collaborators can see the changes on their devices.

---

## Add links in Notes on iPad

In the Notes app , you can add links to webpages. You can also link to related notes, like a trip itinerary and a list of recommended restaurants. When you add street and email addresses, phone numbers, and dates automatically become underlined text that you can tap to take action.



## Link to a webpage

1. Open the Notes app  on your iPad.
  2. In the note where you want to insert a link, do either of the following:
    - Select the text, then tap Add Link. The selected text becomes the text link. Enter the URL to specify the link destination.
    - Tap to place the insertion point, tap Add Link, then enter the URL and the name (optional).
-

## Link to another note using the title

You can create a link to another note using the title of the target note. If the title of the target note changes, the link text updates to the new title.

1. In the note where you want to add a link, tap the insertion point, then tap Add Link. Or simply type ">>".
2. Enter the title of the target note, then choose a note or create a new note.

To edit or remove the link, touch and hold the link, then choose an action.

---

## Link to another note using custom link text

Instead of using the title of the target note, you can use custom link text. If the title of the target note changes, the link text doesn't change.

1. In the note where you want to add a link, select the link text, then tap Add Link.
  2. Enter the title of the target note, then choose a note.
- 

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

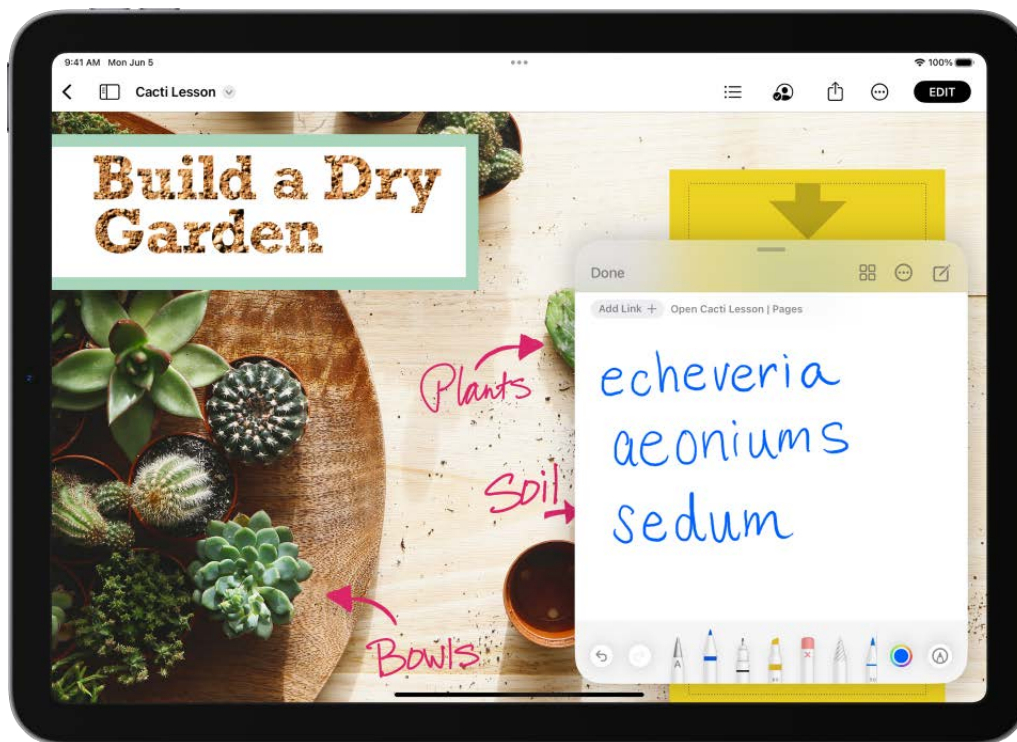
In your notes, an underline appears below text that's recognized as a street or email address, phone number, date, or other data. Tap the underlined text to take action on it. For example, you can see a street address in Maps, compose an email, call a phone number, add a calendar event, or convert units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

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

---

## Create Quick Notes anywhere on iPad

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



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

---

## Make a Quick Note

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

- Tap , then tap Add to Quick Note.
- Swipe up from the bottom right corner of the display using Apple Pencil.

 **Tip:** You can also do this gesture with your finger—go to Settings  > Multitasking & Gestures, then turn on Swipe Finger from Corner.

- Open Control Center, then tap .

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

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

---

## View and organize Quick Notes

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

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

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

---

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

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

- Turn on or off Allow Finger to Swipe from Corner.
  - Tap Left Corner Swipe or Right Corner Swipe, then choose an action.
- 

## **Search your notes on iPad**

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

---

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

You can search for tags, typed and handwritten text (in [supported languages](#)), objects that appear in images, and text in scanned documents.

*Note:* If a note is locked, only its title appears in the search results.

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

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

---

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

1. Open the note you want to search.
  2. Tap  (at the top-right corner), then tap Find in Note.
  3. Type the text you're looking for in the search field.
- 

## **Organize your notes in folders on iPad**

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

---

## Create, rename, move, or delete folders

In the folders list, do any of the following:

- *Create a folder:* Tap , choose an account (if you have more than one), tap New Folder, then enter a name.
- *Create a subfolder:* Touch and hold a folder, then drag it onto another folder.
- *Rename a folder:* Touch and hold a folder, tap Rename, then enter a new name.
- *Move a folder:* Touch and hold the folder, then drag it to a new location. The folder becomes a subfolder if you drag it onto another folder.
- *Delete a folder:* Swipe left on the folder, then tap . Or touch and hold the folder, then tap Delete.

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

---

## Pin notes

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

---

## Sort and change the folder view

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

- *Change the folder view:* Choose View as Gallery or View as List.
- *Sort the notes by title:* Tap Sort By, then choose Title.
- *Sort the notes by date:* Tap Sort By, then choose Date Edited or Date Created.

By default, the notes are grouped by date. To turn this off, tap , then tap Group By Date.

- *Reverse the sort order:* Tap Sort By, then choose Oldest First (when sorting by date) or Descending (when sorting by title).

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

---

## Move a note to another folder

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

---

## Delete a note

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

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

---

## Organize your notes with tags on iPad

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

---

### Add tags to notes

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

 **Tip:** You can use Apple Pencil or your finger to write a tag in a note. Tap the underlined tag, then tap “Convert to tag.”

---

### Rename or delete a tag

Do any of the following:

- Below Tags at the bottom of the screen, touch and hold a tag, then tap Rename Tag or Delete Tag.
- Tap Edit (at the top of the folders list), scroll down to the tags, then tap a tag to rename it or tap .

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

---

### View notes with tags

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

- *View all notes with tags:* Tap All Tags.
  - *View notes with specific tags:* Tap one or more tags; to exclude a tag, tap the tag until the name has a line through it. Then choose to view notes matching any or all of the selected tags.
-

# Organize your notes with Smart Folders on iPad

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

---

## Create a Smart Folder

1. Tap , choose an account (if you have more than one), enter a name, then tap Make Into Smart Folder.
2. Choose one or more filters, then choose to include notes matching any or all of the selected filters. You can filter by tags, dates, mentions, and more.

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

---

## Convert a folder to a Smart Folder

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

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

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

---

## Edit a Smart Folder

Do either of the following:

- In the folders list, tap Edit, then tap  to add, move, and rename folders.
  - Touch and hold a Smart Folder, then tap Edit Smart Folder. You can change the name or filters.
- 

# Share notes and collaborate on iPad

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

---

## Share a copy of a note

1. Open the note you want to share.
2. Tap , choose Send Copy, then choose how to send your note.

---

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

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

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

1. Do one of the following:
  - In the notes list, swipe left on the note you want to share, then tap .
  - Open the note you want to share, then tap .
  - In the folder list, swipe left on the folder you want to share, then tap .
  - Open the folder you want to share, tap , then tap Share Folder.
2. Choose Collaborate.
3. To change the access and permissions, tap the share options below Collaborate. You can set any of the following:
  - Allow access to only people you invite or anyone with the link.
  - Give collaborators permission to make changes or view only.
  - Allow others to invite (available only when collaborators have permission to make changes).
4. Choose Messages or Mail to send your invitation. (AirDrop isn't supported for collaboration.)

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

---

## View activity in a note

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

1. Open the note, then swipe right on the note or swipe up on the Activity card to see who made changes and when.
2. To adjust how the activity is shown, tap , then choose any of the following:
  - *Show Updates*: Shows changes made since you last opened the note.
  - *Show All Activity*: Shows all activity in the note.
  - *Show Highlights*: Shows names, dates, and changes made by each collaborator.

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

---

### View activity in a folder

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

---

### Change sharing settings

1. The owner of a shared note or folder can change the sharing settings by doing one of the following:
    - *Manage a shared note*: Tap , then tap Manage Shared Note.
    - *Manage a shared folder*: Tap , then tap Manage Shared Folder.
  2. Do any of the following:
    - *Remove people*: Tap the collaborator you want to remove, then tap Remove Access.
    - *Change access and permission settings*: To change the settings for all collaborators, tap Share Options. To change the settings for an individual collaborator, tap their name.
    - *Stop sharing*: When you choose this option, the shared note or folder is deleted from the devices of the other participants.
- 

## Export or print notes on iPad

In the Notes app , you can open a note in the Pages app and continue working. You can also export the note as a PDF or print the note.

---

## Open a note in Pages

1. Make sure your iPad has the latest version of [Pages](#).
2. In the Notes app , open the note you want to export, tap , then tap Open in Pages.

*Note:* If the note is locked, you must unlock it before exporting the contents of the note to Pages. You can't edit drawings in Pages. Content such as scanned documents and PDFs appear as thumbnail images in Pages. Tags, mentions, checklists, and links to notes aren't active items in Pages. If a note is shared, the resulting Pages document isn't shared.

---

## Export a note as a PDF

You can create a PDF of a note, using the note's current view settings for its attachments. In a note with a multipage PDF or scanned document, the exported PDF contains only the first page of the original PDF or scanned document.

1. Open the note, tap , then tap Markup.
2. Mark up the pages in the exported PDF as needed, then tap Done to save the PDF.

---

## Print a note

1. Open the note, tap , then tap Print.
  2. Choose the printer and other options, then tap Print.
- 

## Lock your notes on iPad

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

---

### Lock notes with your device passcode

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

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

To access notes locked with a device passcode, you must be using iOS 16, iPadOS 16, macOS 13, or later. On devices with an earlier version of the OS, you won't be able to access the locked notes.

1. Go to Settings  > Notes > Password.
2. If you have multiple accounts, choose the account you want to set a password for.
3. Tap Use Device Passcode.
4. For added convenience, you can also turn on Face ID or Touch ID.

---

### Lock notes with a custom password

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

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

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

1. Go to Settings  > Notes > Password.
2. If you have multiple accounts, choose the account you want to set a password for.
3. Tap Use Custom Password.
4. For added convenience, you can also turn on Face ID or Touch ID.

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

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

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

See the Apple Support article [How to lock or unlock notes on your iPhone or iPad](#).

---

## Change the locking method

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

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

---

## Lock a note

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

1. Open the note, then tap  (at the top-right corner).
2. Tap Lock.

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

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

---

## Open your locked notes

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

1. Tap the locked note, then tap View Note.
2. To open the note, use Face ID, Touch ID, your device passcode, or your Notes password.

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

- Tap the lock icon at the top of the screen.
  - Tap Lock Now at the bottom of the notes list.
  - Close the Notes app.
  - Lock your iPad.
-

# Change your Notes settings on iPad

You can customize the default style and settings for the Notes app . Choose the default account for new notes, set a password, and more.

---

## Change the Notes display on your iPad

- *View a note in full-screen:* While viewing a note in landscape orientation, tap  or turn iPad to portrait orientation.
  - *See your accounts, notes list, and selected note all at once:* Turn iPad to landscape orientation, then tap .
- 

## Show lines or grids in notes

- *In an existing note:* Tap  (at the top-right corner), tap Lines & Grids, then choose a style.
  - *Choose the default style for all new notes:* Go to Settings  > Notes > Lines & Grids.
- 

## Customize your Notes settings

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

- *Default Account:* Choose the default account for Siri and the Notes widget.
  - *Password:* Lock important notes.
  - *Sort Notes By:* Choose Date Edited, Date Created, or Title.
  - *Save to Photos:* Save photos and videos taken in Notes to the Photos app.
  - *Access Notes from Lock Screen:* Choose Always Create New Note or Resume Last Note. Or turn it off to prevent access from the Lock Screen.
- 

## Use keyboard shortcuts in Notes on iPad

If your iPad is connected to an [iPad keyboard](#), you can use keyboard shortcuts to quickly perform actions in the Notes app .

---

## Examples of keyboard shortcuts

- *Start a new note:* Press Command-N.
- *Add a checklist:* Press Shift-Command-L.
- *Create a bulleted list:* Press Shift-Command-7.
- *Add a link:* Press Command-K.
- *Hide the sidebar:* Press Control-Command-S.

---

## Learn keyboard shortcuts

Press and hold the Globe (🌐) key or Command (⌘) key until the shortcuts appear.

---

---

# Photo Booth

## Take photos in Photo Booth on iPad

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

**COMMENT:** Screenshot to come

---

### Take a photo

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

1. Aim iPad at your subject to frame your shot.
2. Tap the tile of the effect you want to capture, then do any of the following:
  - *Switch between the front and rear-facing cameras:* Tap  at the bottom of the screen.
  - *Change the effect:* Tap  at the bottom left of the screen.

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

3. Tap the shutter button to take the shot.

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

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

---

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

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

---

### Delete a photo in Photo Booth

1. Tap a photo thumbnail at the bottom of the screen.
  2. Tap , then tap Delete Photo.
-

## Share or copy a photo in Photo Booth

1. Tap a photo thumbnail at the bottom of the screen.
2. Tap , then choose a share option.

You can also choose Copy Photo to paste the photo into another document or Add to Shared Album to add the photo to a shared album in the Photos app, see [Create shared albums in Photos on iPad](#).

---

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

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

---

### View and edit photos in the Photos app

1. Open the Photos app, then tap Library.
2. Tap the thumbnail to view the photo in full screen, tap Edit, then use the edit controls to make changes.
3. Tap Done.

See [View photos and videos in Photos on iPad](#) and [Edit photos and videos on iPad](#).

---

### View photos on all your devices

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

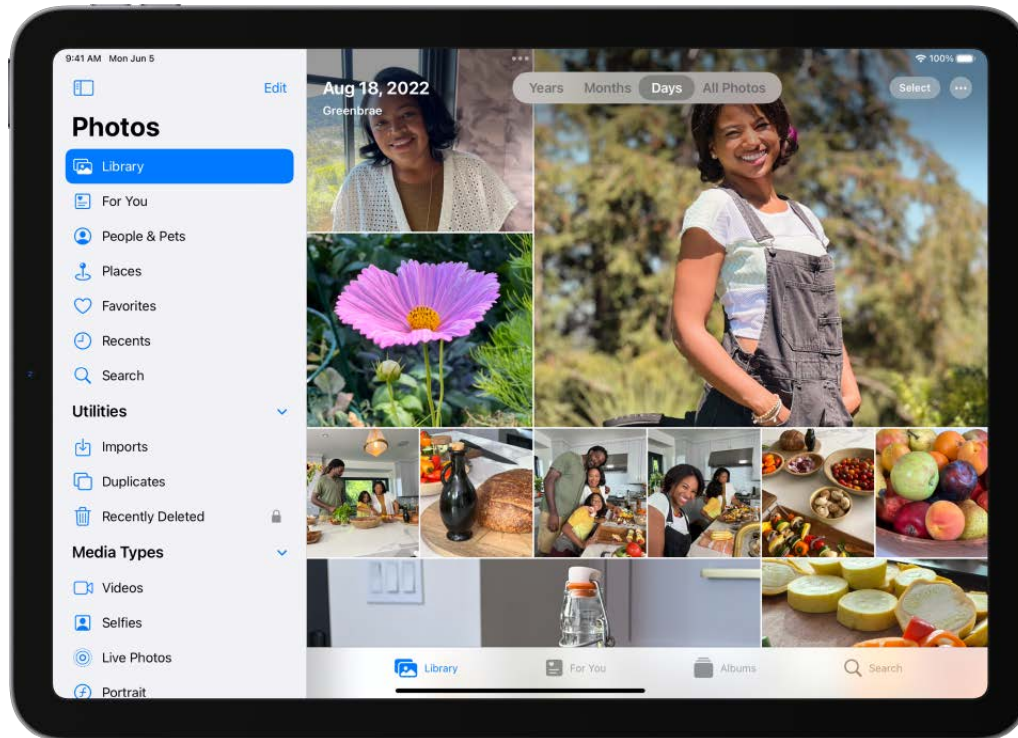
---

---

# Photos

## View photos and videos in Photos on iPad

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



---

### How photos and videos are organized in Photos

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

- *Library*: Browse your photos and videos organized by days, months, years, and all photos.
- *For You*: View your memories, shared photos, and featured photos in a personalized feed; see [Watch memories in Photos on iPad](#).
- *People*: Browse your photos by the people and pets recognized by Photos; see [Identify people and pets in Photos on iPad](#).
- *Places*: Browse by the locations where the photos were taken; see [Browse photos by location on iPad](#).
- *Utilities and Media Types*: View albums automatically created to organize your photos by categories—for example, Videos and Live Photos.

- *Albums*: View albums you created or shared; see [Use photo albums in Photos on iPad](#) and [Edit, share, and organize albums in iPad](#).

---

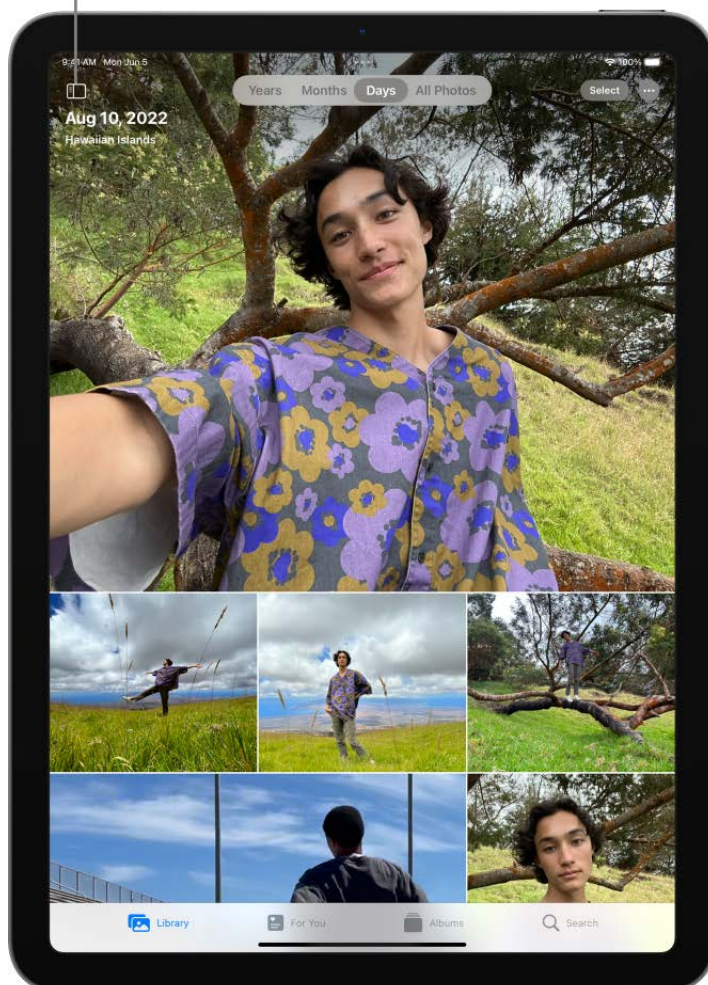
## Browse photos in your library

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

- *Years*: Quickly locate a specific year in your photo library.
- *Months*: View collections of photos that you took throughout a month, organized by significant events—like a family outing, social occasion, birthday party, or trip.
- *Days*: View your best photos in chronological order, grouped by the time or place the photos were taken.
- *All Photos*: View all of your photos and videos.

 **Tip:** When viewing All Photos, pinch the screen to zoom in or out. You can also tap  to zoom in or out, view photos by aspect ratio, filter photos, or show photos on a map.

Tap to show sidebar.



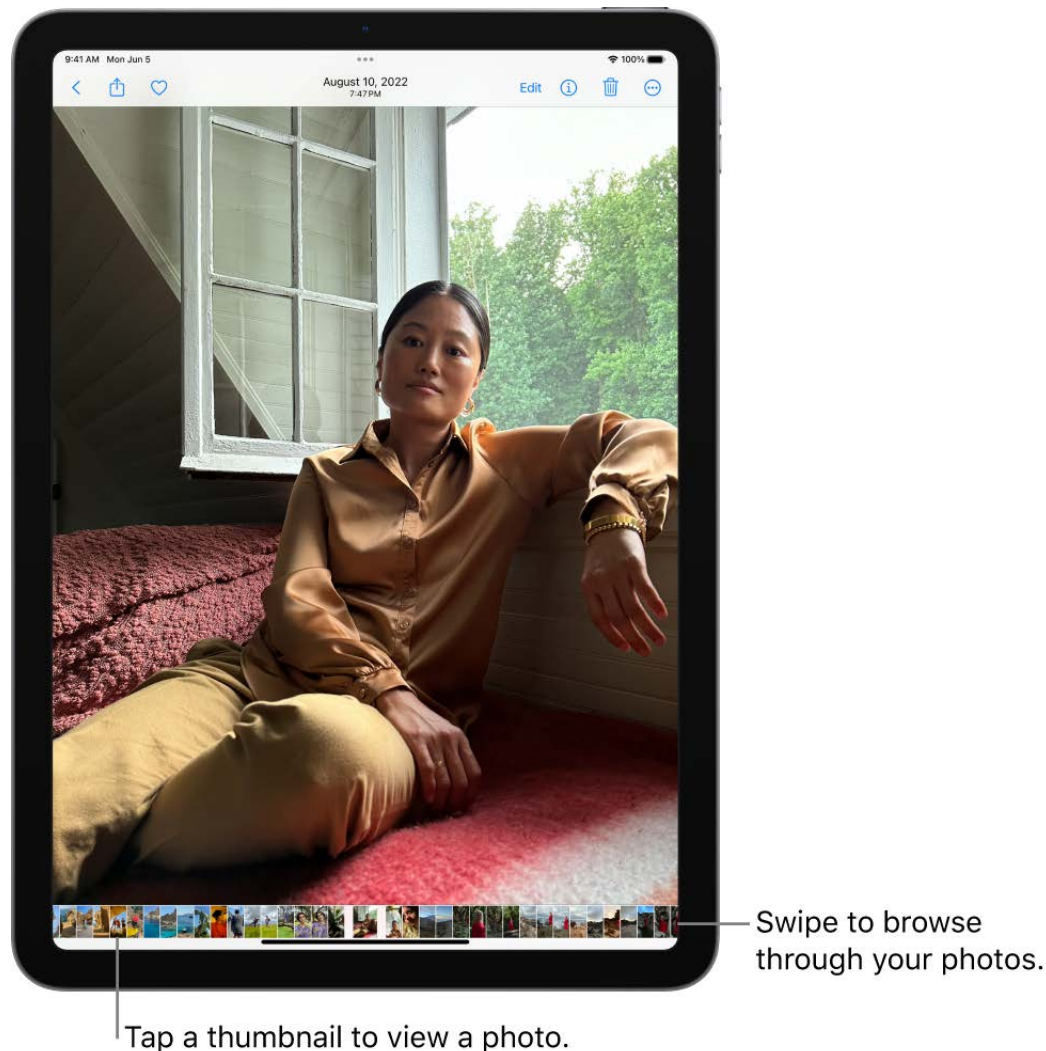
Years, Months, and Days views are curated to show your best shots, and visual clutter like similar photos, screenshots, whiteboards, and receipts aren't shown. To see every photo and video, tap All Photos.

---

## View individual photos

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

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



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

Tap  to add the photo to your Favorites album. See [Use photo albums in Photos](#).

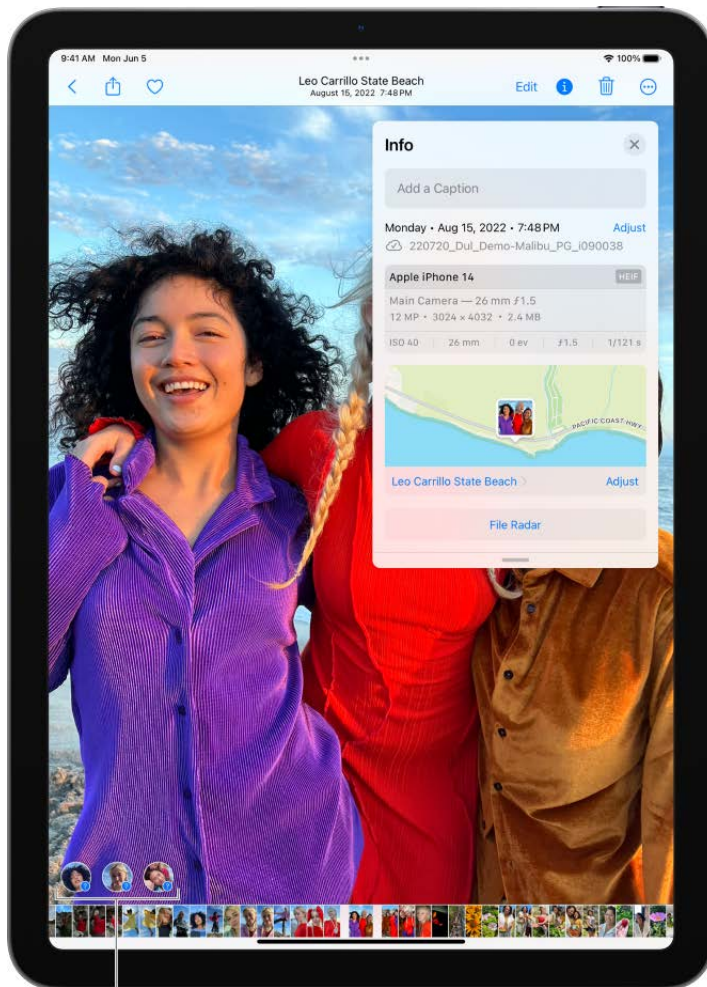
Tap  or drag the photo down to continue browsing or return to the search results.

---

## See photo and video information

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

- People identified in the photo
- A caption field to describe the photo or video, and make it easier to find in Search
- Items detected by [Visual Look Up](#)
- Whether the photo was shared with you in Messages or another app, or iCloud Shared Photo Library
- The date and time the photo or video was taken; tap Adjust to edit the date and time
- Camera metadata such as lens, shutter speed, file size, and more
- Where the photo or video was taken; tap the link to view the location in Maps; tap Adjust to edit the location



Tap a circle to name someone identified in the photo.

# Play videos and slideshows in Photos on iPad

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

---

## Play a video

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

- Tap the player controls at the top of the screen to pause, unmute, favorite, share, delete, or see video information; tap the screen to hide the player controls.
- Double-tap the screen to toggle between full screen and fit-to-screen.
- Touch and hold the frame viewer at the bottom of the screen to pause the video, then slide the viewer left or right to move back or forward.



---

## Make and play a slideshow

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

1. Tap Library.
2. View photos by All Photos or Days, then tap Select.
3. Tap each photo you want to include in the slideshow, then tap  at the bottom of the screen.
4. Tap Slideshow from the list of options.

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

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

---

## Delete or hide photos and videos on iPad

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

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

---

### Delete or hide a photo or video

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

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

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

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

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

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

 **Tip:** If you accidentally delete or hide a photo or video, shake your iPad (within 8 minutes), then tap Undo Delete or Undo Hide.

---

## Delete or hide multiple photos and videos

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

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

## Recover or permanently delete deleted photos

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

1. Open the Photos app  on your iPad.
  2. Swipe from the left edge of the screen or tap  to show the sidebar, then tap Recently Deleted below Utilities.
  3. Tap Select, then choose the photos and videos you want to recover or delete.
  4. Tap  at the bottom of the screen, then tap Recover or Delete.
- 

## Unlock Recently Deleted and Hidden albums

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

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

---

## Edit photos and videos on iPad

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

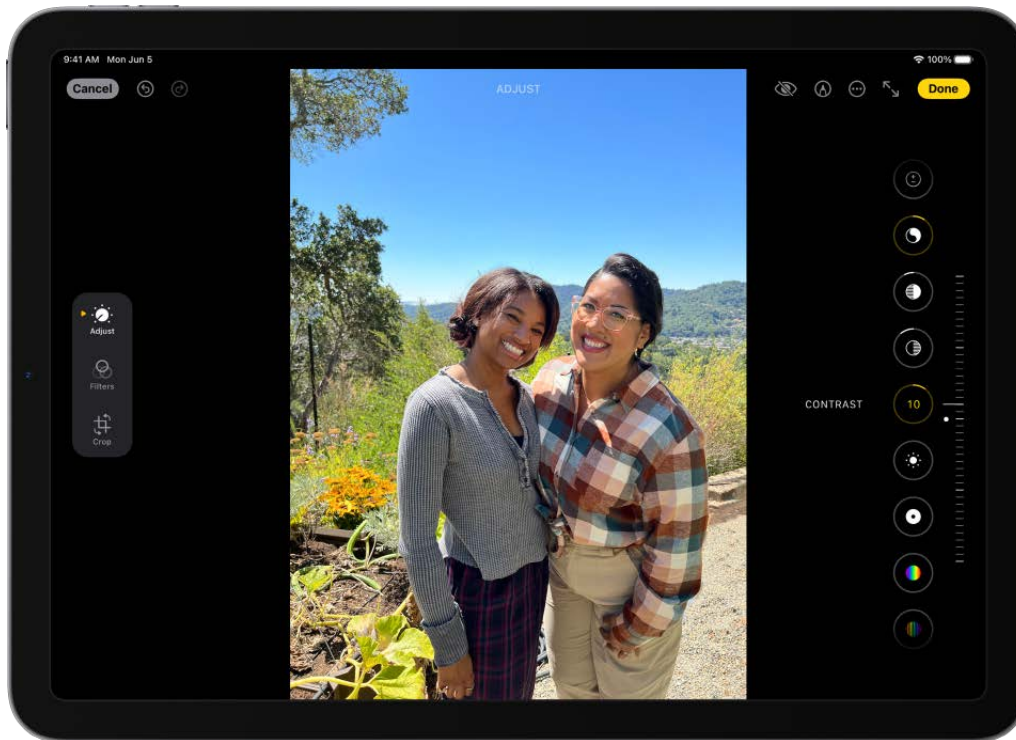
When you use [iCloud Photos](#), any edits you make are saved across all your devices.

---

## Adjust light and color

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

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



2. Tap Edit, then swipe up on the right side of the screen to view the effects you can edit such as Exposure, Brilliance, Highlights, and Shadows.
3. Tap the effect you want to edit, then drag the slider to make precise adjustments.

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

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

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

---

## Apply filter effects

1. Tap a photo or video thumbnail to view it in full screen.
2. Tap Edit, then tap  on the left side of the screen.
3. Tap a filter on the right side of the screen, then drag the slider to adjust the effect.

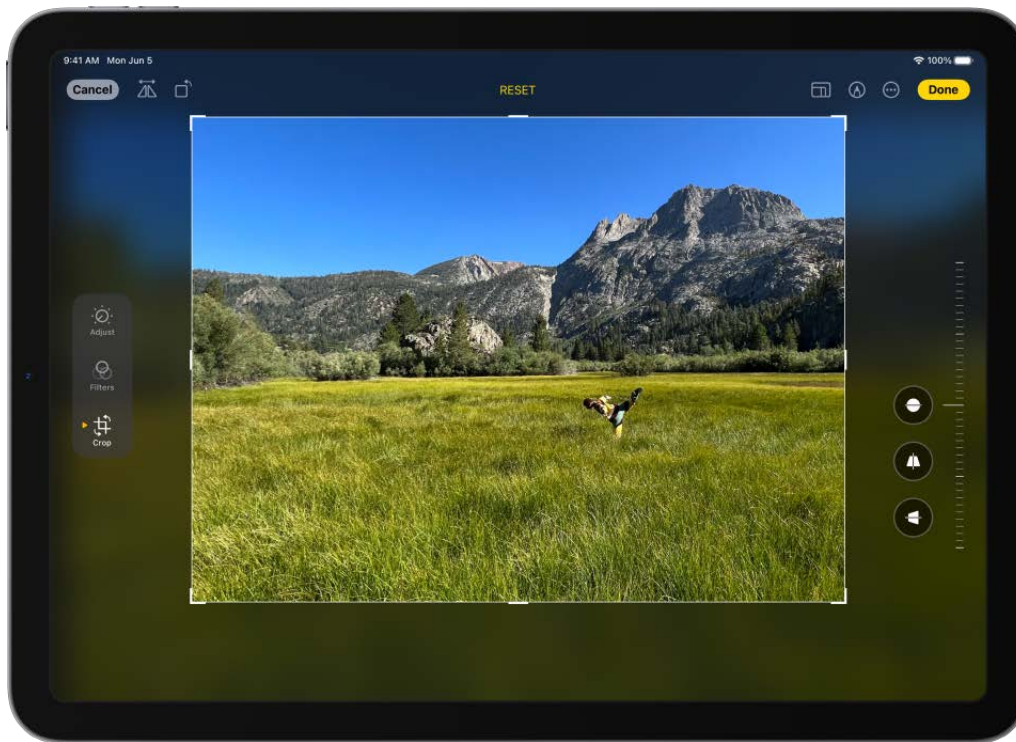
To compare the edited photo to the original, tap the photo.



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

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

1. Tap a photo or video thumbnail to view it in full screen.
2. Tap Edit, tap  on the left side of the screen, then do any of the following:



- *Crop manually:* Drag the rectangle corners to enclose the area you want to keep in the photo, or you can pinch the photo open or closed.
  - *Crop to a standard preset ratio:* Tap  at the top of the screen, then choose an option at the bottom of the screen such as Square, 9:16, or 5:7.
  - *Rotate:* Tap  to rotate the photo 90 degrees.
  - *Flip:* Tap  to flip the image horizontally.
3. Tap Done to save your edits, or if you don't like your changes, tap Cancel, then tap Discard Changes.

To quickly crop a photo while you're viewing it, pinch the photo to zoom in. When the photo appears as you want it cropped, tap Crop in the top-right corner of the screen. Make any further adjustments with the crop tools, then tap Done.

---

## Straighten and adjust perspective

1. Tap a photo or video thumbnail to view it in full screen.
2. Tap Edit, tap  on the left side of the screen, then tap the effect button that you want to edit on the right side of the screen: Straighten, Vertical, or Horizontal.
3. Drag the slider to adjust the effect.

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

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

---

## Undo and redo edits

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

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

---

## Copy and paste edits to multiple photos

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

1. Open the photo or video that contains the edits you want to copy.
2. Tap , then tap Copy Edits.
3. Tap  to return to your library.
4. Tap Select, then tap the thumbnails of the photos you want to paste the edits onto. Or, open a single photo or video.
5. Tap , then tap Paste Edits.

*Note:* Photos automatically adjusts the white balance and exposure of the edited photos to create a better match and make the photos look even more similar.

---

## Revert an edited photo or video

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

1. Open the edited photo or video, then tap .
  2. Tap Revert to Original.
-

## Change the date, time, or location

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

1. Open the photo or video, then tap .
2. Tap Adjust Date & Time or Adjust Location.
3. Enter the new information, then tap Adjust.

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

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

---

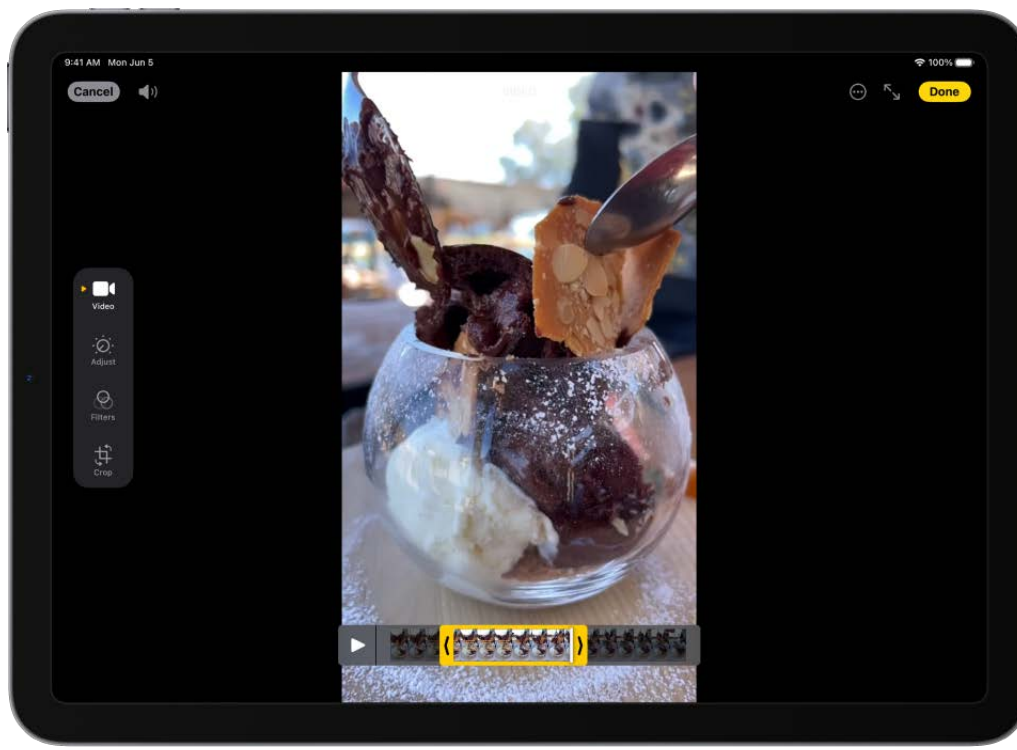
## Write or draw on a photo

1. Tap a photo to view it in full screen.
2. Tap Edit, then tap .
3. Annotate the photo using the different drawing tools and colors. Tap  to magnify or add a caption, text, shapes, or even your signature.
4. Tap Done to save your edits, or if you don't like your changes, tap Cancel.

---

## Trim video length and adjust slow motion on iPad

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



---

### Trim a video

1. Open the video, then tap Edit.
2. Drag either end of the frame viewer to adjust the length, then tap Done.
3. Tap Save Video to save only the trimmed video, or Save Video as New Clip to save both versions of the video.

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

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

---

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

1. Open a video shot in Slo-mo mode, then tap Edit.
2. Drag the white vertical bars beneath the frame viewer to set where the video is played in slow motion.
3. Tap Done to save your edits, or if you don't like your changes, tap Cancel.

---

## Edit Live Photos on iPad

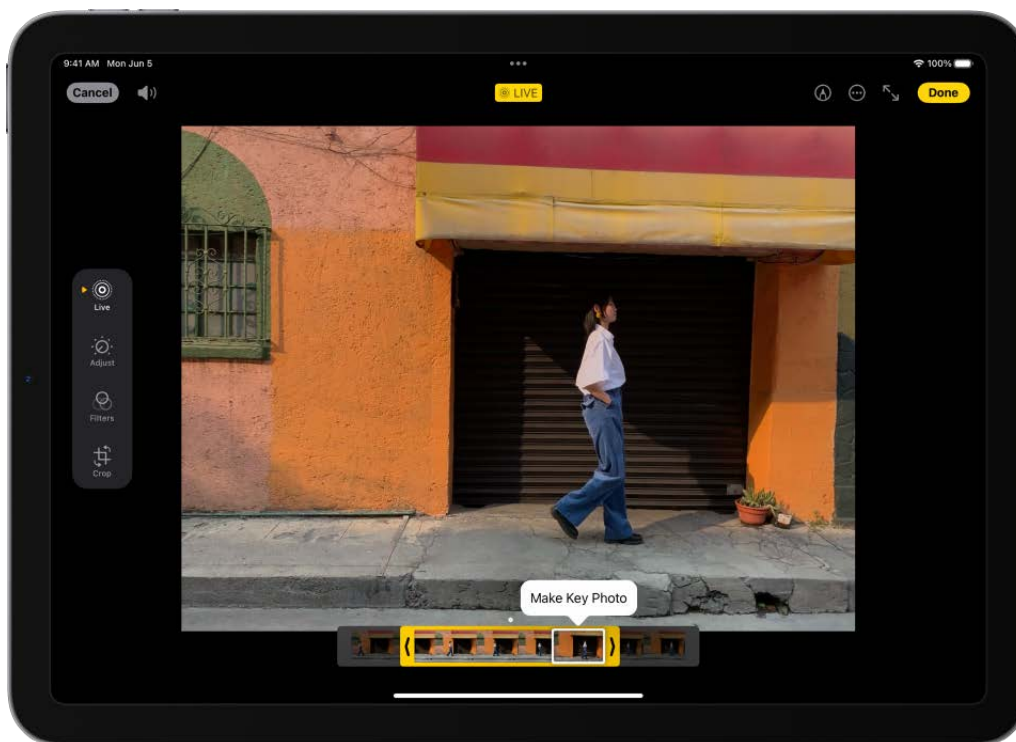
In the Photos app, you can edit Live Photos, change the key photo, and add fun effects like Bounce and Loop. You can also turn the subject of a Live Photo into a sticker.

---

## Make Live Photo edits

In addition to using the [photo editing tools on iPad](#), you can also change a Live Photo's key photo, trim its length, mute the sound, and turn a Live Photo into a still photo (available on supported models).

1. Open the Photos app 📷 on your iPad.
2. Open a Live Photo, then tap Edit.
3. Tap ⌚, then do any of the following:
  - *Set a key photo:* Move the white frame on the frame viewer, tap Make Key Photo, then tap Done.
  - *Trim a Live Photo:* Drag either end of the frame viewer to choose the frames the Live Photo plays.
  - *Make a still photo:* Tap the Live button at the top of the screen to turn off the Live feature. The Live Photo becomes a still of its key photo.
  - *Mute a Live Photo:* Tap 🔊 at the top of the screen. Tap again to unmute.



---

## Add effects to a Live Photo

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

1. Open the Photos app 📷 on your iPad.

2. Open a Live Photo.
  3. Tap Live in the top-left corner, then choose one of the following:
    - *Live*: Applies the Live video playback feature.
    - *Loop*: Repeats the action in a continuous looping video.
    - *Bounce*: Rewinds the action backward and forward.
    - *Long Exposure*: Simulates a DSLR-like long exposure effect by blurring motion.
    - *Off*: Turns off the Live video playback feature or applied effect.
- 

## Edit Cinematic mode videos on your iPad

Cinematic mode videos you record on iPhone 13 and iPhone 14 models can be edited in the Photos app  on your iPad. Cinematic mode applies a depth-of-field effect that keeps the focus point of your video sharp while creating a beautifully blurred foreground and background. You can change the focus point where the effect is applied, and adjust the level of background blur—or depth of field—in your Cinematic videos. You can also turn off the effect.

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

*Note:* To edit Cinematic mode videos recorded on an iPhone with iOS 16 or later, make sure your iPad is using iPadOS 16.1 or later.

---

### Turn off the Cinematic effect

1. In Photos, open a video recorded in Cinematic mode, then tap Edit.
2. Tap Cinematic at the top of the screen, then tap Done.

Repeat these steps to turn Cinematic mode back on.

---

### Change the focus subject in a Cinematic mode video

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

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

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

2. Play the video, or slide the white vertical bar in the frame viewer, to the point where you want to change the focus.
3. Tap the new subject, outlined in yellow, on the screen to change the focus; double tap to set automatic focus tracking on the subject.

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

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

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

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

5. Tap Done to save your changes.

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

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

---

### Adjust the depth of field in a Cinematic mode video

1. In Photos, open a video you recorded in Cinematic mode, then tap Edit.
2. Tap  at the top of the screen.

A slider appears below the video.

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

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

---

### Export Cinematic mode videos to your Mac

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

*Note:* To edit Cinematic mode videos recorded on an iPhone running iOS 16 or later, make sure your Mac is running macOS Ventura.

1. In Photos, open the Cinematic mode video, then tap .
2. Tap Options at the top of the screen, turn on All Photos Data, then tap Done.

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

---

### Export Cinematic mode videos to an external storage device

You can export Cinematic mode videos directly to an external drive, a memory card, or other storage device.

*Note:* For photos and videos that have been edited, the unmodified original version will be exported.

1. Connect your iPad to the storage device using the Lightning or USB-C connector on iPad.
2. Open the Photos app, then select the photos and videos you want to export.
3. Tap , then tap Export Unmodified Original.
4. Tap your storage device (below Locations), then tap Save.

---

For information about editing Cinematic mode videos on your Mac using Photos, see [Edit a Cinematic mode video in Photos on Mac](#).

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

## Edit portraits on iPad

In the Photos app,  you can change and adjust the lighting effects, depth of field, and focus point of your portraits.

---

### Change the Portrait Lighting effect

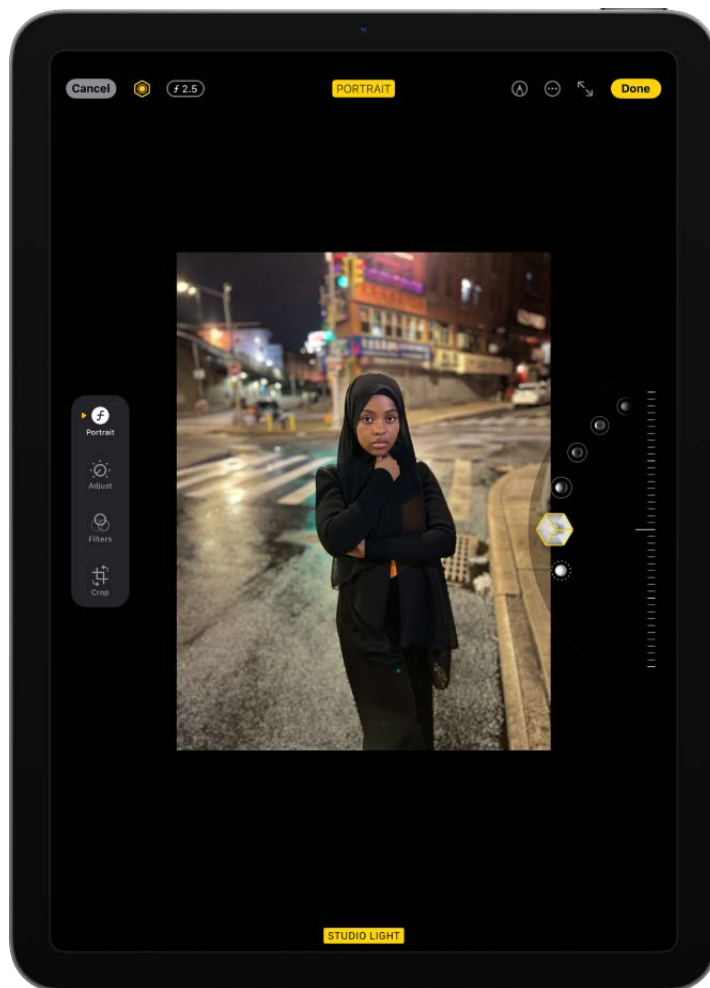
You can apply, change, or remove the Portrait Lighting effects in portraits. You can also edit portraits taken on other devices.

1. Tap any portrait to view it in full screen, then tap Edit.
2. Tap , then drag  to choose a lighting effect.
  - *Natural Light:* The face is in sharp focus against a blurred background.
  - *Studio Light:* The face is brightly lit, and the photo has an overall clean look.
  - *Contour Light:* The face has dramatic shadows with highlights and lowlights.

- *Stage Light*: The face is spotlighted against a deep black background.
- *Stage Light Mono*: The effect is like Stage Light, but the photo is in classic black and white.
- *High-Key Light Mono*: Creates a grayscale subject on a white background—iPad Pro 11-inch (2nd generation or later) and iPad Pro 12.9-inch (4th generation or later) only.

3. Tap Done to save your changes.

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



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

### **Adjust the Portrait Lighting effect**

On iPad Pro 11-inch (2nd generation or later) and iPad Pro 12.9-inch (4th generation or later), and iPad Air (5th generation) use the Portrait Lighting slider to adjust the intensity of the effects in your portraits.

1. Tap any portrait to view it in full screen.

2. Tap Edit.

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

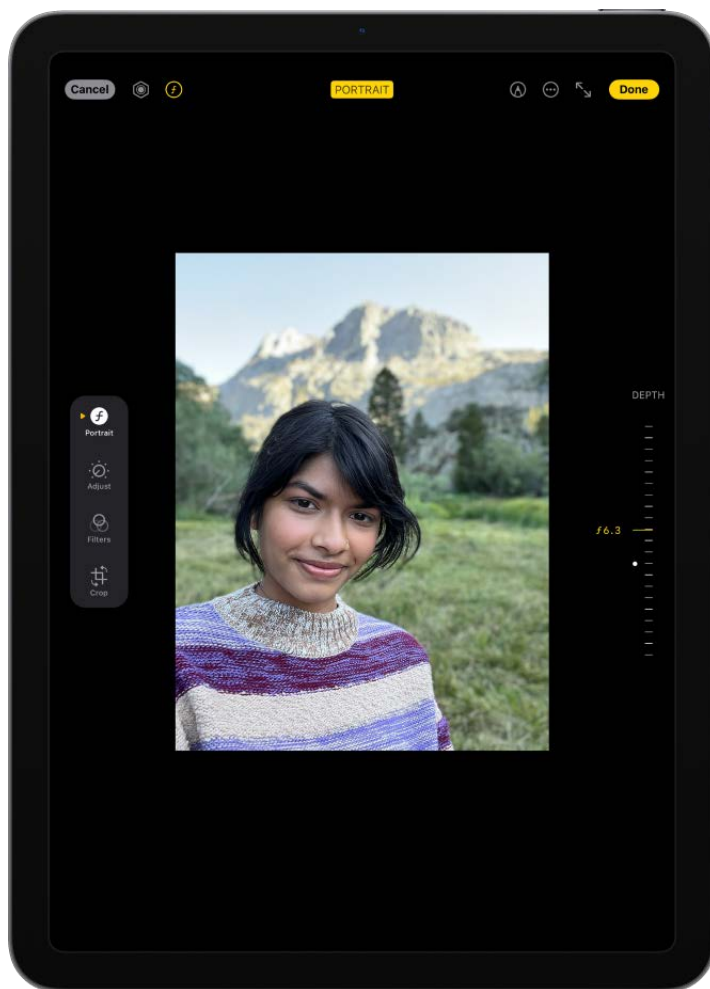
3. Drag  to change the Portrait Lighting effect, then drag the slider to further adjust the effect.

4. Tap Done to save your changes.

---

## Adjust Depth Control in portraits

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



1. Tap any portrait to view it in full screen, then tap Edit.

2. Drag the Depth Control slider to increase or decrease the background blur effect.

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

3. Tap Done to save your changes.

---

## Change the focus point of a portrait

On your iPad, you can change the subject (or focus point) in a portrait taken on an iPhone 13 or later, with iOS 16 or later using Depth and Focus Control. When you select a new subject, the depth of field (or blur) automatically adjusts so the new subject appears sharp and in focus. Make sure that the new subject isn't blurred or too far in the distance.

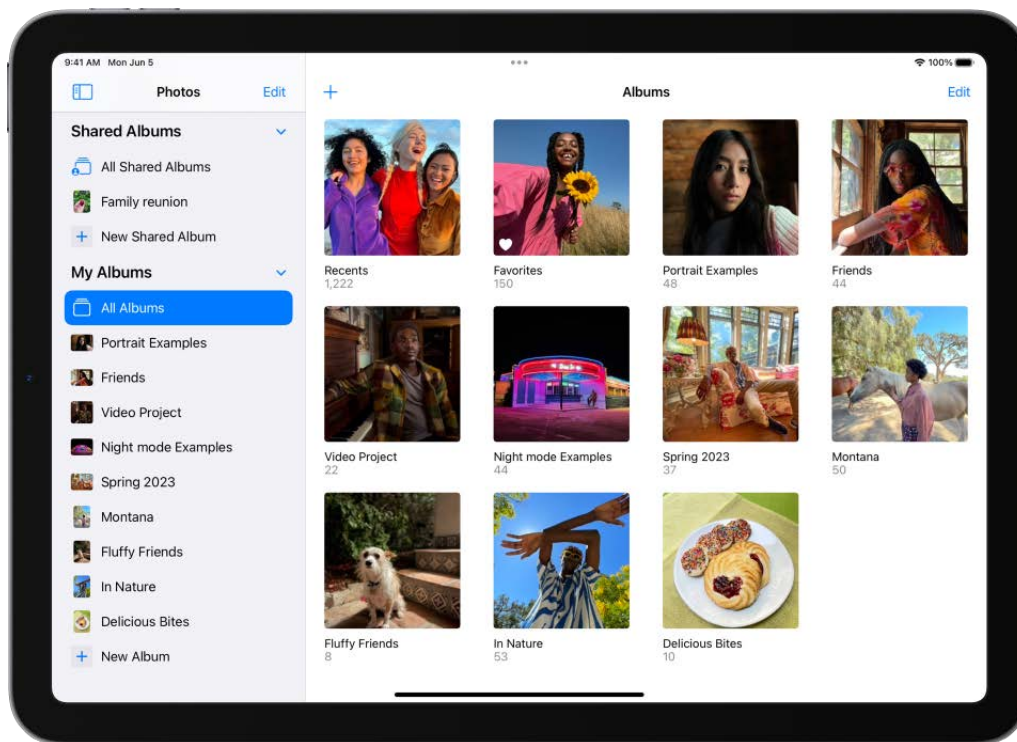
1. Open the Photos app  on your iPad.
  2. Tap any portrait to view it in full screen, then tap Edit.
  3. Tap a new subject or focus point in the photo.
  4. Use the Depth Control slider to increase or decrease the blur effect.
  5. Tap Done.
- 

## Use photo albums in Photos on iPad

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

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

If you use iCloud Photos, albums are stored in iCloud. They're up to date and accessible on devices where you're signed in with the same Apple ID. See [Use iCloud Photos on iPad](#).



---

## Create a new album

1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap New Album below My Albums.
2. Name the album, then tap Save.
3. Tap the photos and video thumbnails from your library that you want to add to the album, then tap Add.

To add more photos and videos after you create the album, tap  in the album photo grid.

---

## Add a photo or video from your library to an album

1. Tap Library, open a photo or video in full screen, then tap .
  2. Tap Add to Album, then do either of the following:
    - *Start a new album:* Tap New Album, then give the album a name.
    - *Add to an existing album:* Tap an existing album below My Albums.
-

## Add multiple photos and videos from your library to an album

1. Tap Library, then tap Days or All Photos.
  2. Tap Select at the top of the screen, tap the photos and video thumbnails you want to add, then tap  at the bottom of the screen.
  3. Tap Add to Album, then do either of the following:
    - *Start a new album:* Tap New Album, then give the album a name.
    - *Add to an existing album:* Tap an existing album below My Albums.
- 

## Rename an album

You can rename an album that you created in Photos.

1. Tap the album you want to rename in the sidebar.
  2. Tap , then tap Rename Album.
  3. Enter the new name in the text field, then tap Save.
- 

## Edit, share, and organize albums in iPad

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

---

## Add photos to an album

1. Open the Photos app  on your iPad.
2. Swipe from the left edge of the screen or tap  to show the sidebar, then tap the album in the sidebar.
3. Tap , or tap  after the last photo in the album's photo grid.
4. Tap Add Photos, then tap the photos or videos you want to add to the album.

 **Tip:** Use the search field at the top of the screen to find photos from a specific time or place.

5. Tap Add.
-

## Remove photos from an album

1. Open the Photos app  on your iPad.
2. Swipe from the left edge of the screen or tap  to show the sidebar, tap the album in the sidebar, then tap the photo or video you want to remove to view it in full screen.
3. Tap  at the top of the screen, then choose one of the following:
  - *Remove from Album:* The photo is removed from that album, but remains in other albums and your library.
  - *Delete from Library:* The photo is removed from all albums and your library and moved to the Recently Deleted album.

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

---

## Change how photos appear in an album

You can adjust the size and aspect ratio of photos displayed in an album.

1. Open the Photos app  on your iPad.
2. Swipe from the left edge of the screen or tap  to show the sidebar, then tap the album in the sidebar.
3. Tap , then tap one of the following:
  - Zoom In
  - Zoom Out
  - Aspect Ratio Grid

To filter and sort photos in an album, see [Filter and sort photos and videos in albums on iPad](#).

---

## Share photos from an album

You can share all of the photos in an album or just the ones you select.

1. Open the Photos app  on your iPad.
2. Swipe from the left edge of the screen or tap  to show the sidebar, then tap the album in the sidebar.
3. Tap Select, then tap the photos and videos you want to share.

 **Tip:** Tap Select All to share all of the photos and videos in an album.

4. Tap , choose a sharing option—AirDrop, Messages, or Mail, for example—then send.
- 

## Rearrange and delete albums

1. Open the Photos app  on your iPad.
2. Swipe from the left edge of the screen or tap  to show the sidebar, then tap All Albums below My Albums.
3. Tap Edit, then do any of the following:
  - *Rearrange*: Touch and hold the album's thumbnail, then drag it to a new location.
  - *Delete*: Tap .
4. Tap Done.

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

---

## Organize albums in folders

1. Open the Photos app  on your iPad.
  2. Swipe from the left edge of the screen or tap  to show the sidebar, then tap All Albums below My Albums.
  3. Tap , then tap New Folder.
  4. Name the folder, then tap Save.
  5. Open the folder, tap Edit, then tap  to create a new album or folder inside the folder.
- 

## Filter and sort photos and videos in albums on iPad

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

---

## Filter photos and videos in an album

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

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

3. Tap Done.

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

---

### Sort photos in albums

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

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

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

---

## Make stickers from your photos on iPad

In the Photos app , you can make stickers from the subjects in your photos and animated stickers from the subjects in your Live Photos.

---

### Turn a photo into a sticker

You can turn the main subject of a photo into a sticker.

1. Open the Photos app  on your iPad.
2. Tap a photo to open it in full screen.
3. Touch and hold the subject, then tap Add Sticker.

The sticker appears in your stickers menu, which you can access when you use the iPad onscreen keyboard or Markup tools.

Tap Add Effect to apply a visual effect such as Outline, Comic, or Puffy.

4. Tap the screen anywhere outside of the stickers menu to close it.
- 

### Turn a Live Photo into an animated sticker

You can turn the moving subject of a Live Photo into an animated sticker.

1. Open the Photos app  on your iPad.
2. Tap a Live Photo to open it in full screen.
3. Touch and hold the subject of the Live Photo, slide it up until you see a duplicate image of the subject, then release it.

#### 4. Tap Add Sticker.

The animated sticker appears in your stickers menu, which you can access when you use the iPad onscreen keyboard or Markup tools.

Tap Add Effect to apply a visual effect such as Outline, Comic, or Puffy.

#### 5. Tap the screen anywhere outside of the stickers menu to close it.

---

Your stickers sync with iCloud so they're available on your iPhone, iPad, and Mac devices signed in with the same Apple ID.

## Duplicate and copy photos and videos on iPad

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

---

### Duplicate a photo or video

1. Open a photo or video, then tap .
2. Tap Duplicate.

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

---

### Duplicate multiple photos or videos

1. Tap Library, then tap All Photos or Days.
  2. Tap Select, then tap the thumbnails you want to duplicate.
  3. Tap , then tap Duplicate.
- 

### Copy a photo

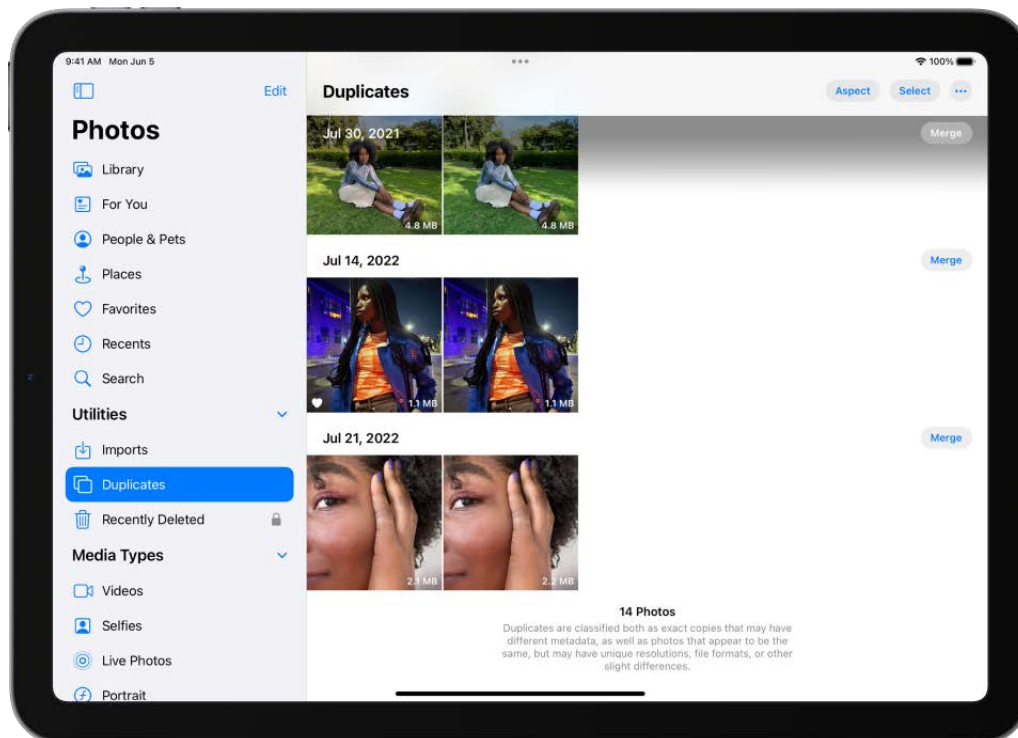
1. Open a photo, then tap .
  2. Tap Copy, then paste the photo into another document.
-

## Copy multiple photos or videos

1. Tap Library, then tap All Photos or Days.
  2. Tap Select, then tap the thumbnails you want to copy.
  3. Tap , then tap Copy.
  4. Paste the copies into another document.
- 

## Merge duplicate photos and videos on iPad

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



1. Swipe from the left edge of the screen or tap  to show the sidebar.
2. Tap Duplicates below Utilities.  
  
Duplicate photos and videos appear next to each other.
3. Tap Merge to combine the duplicates, then tap Merge *[number]* Items.

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

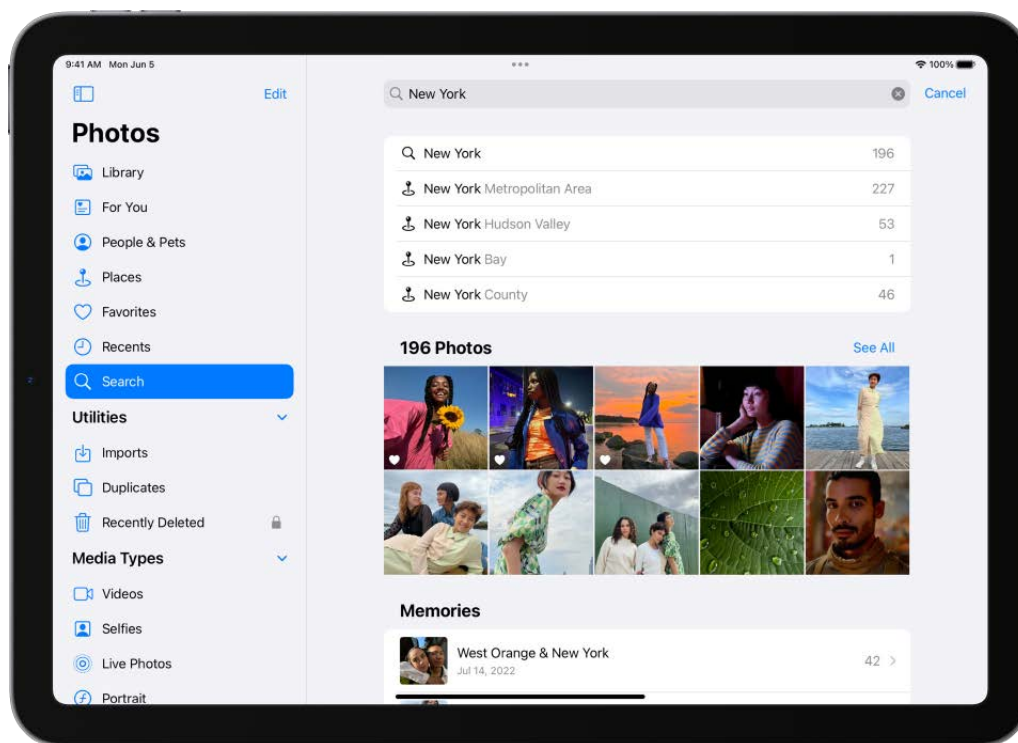
---

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

## Search for photos on iPad

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

 **Tip:** You can also find photos and videos in your Photos library when you [Search with Spotlight on iPad](#).



---

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

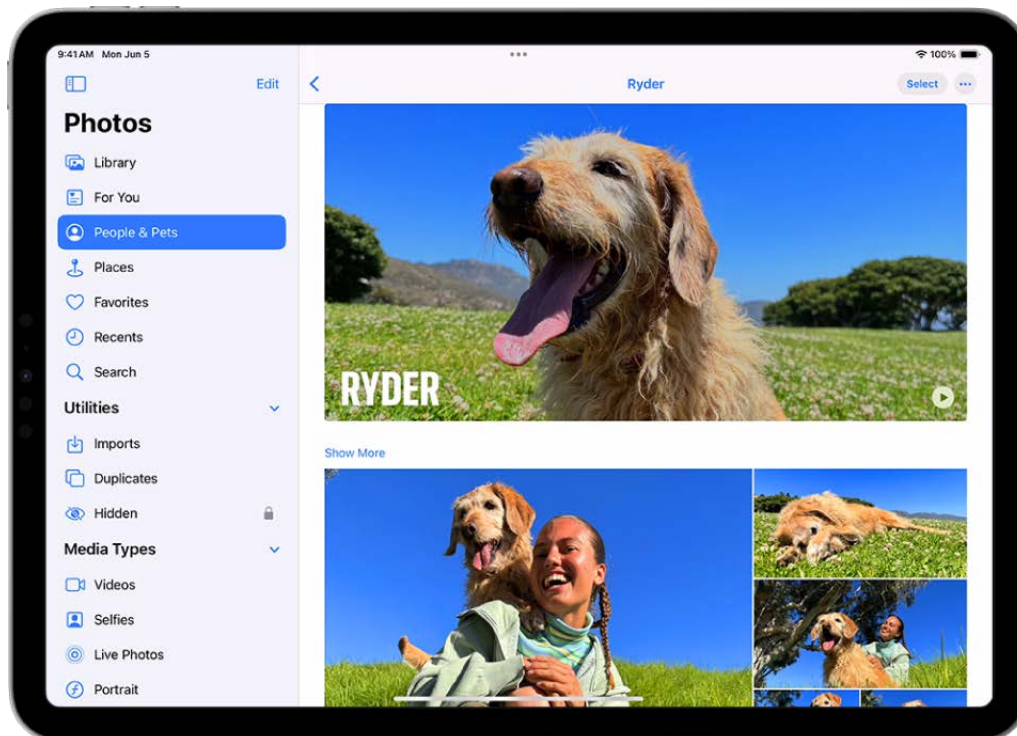
- Date (month or year)
- Place (city or state)
- Business names (museums or restaurants, for example)
- Category (beach or sunset, for example)

- Events (sports games or concerts, for example)
  - A person identified in your People album (see [Find and identify people in Photos](#))
  - Text (an email address or phone number, for example)
  - Caption (see [See photo and video information](#))
  - The person who added the photo to the library (see [Set up or join an iCloud Shared Photo Library in Photos on iPad](#))
- 

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

## Identify people and pets in Photos on iPad

The Photos app  recognizes people, dogs, and cats in your photos and sorts them in the People & Pets album (or the People album if no dogs or cats are identified). When you add names to the people and pets identified in the album, you can [search Photos](#) to find them by name. You can name a person, dog, or cat directly from a photo or video in your photo library, or in the People & Pets album.



---

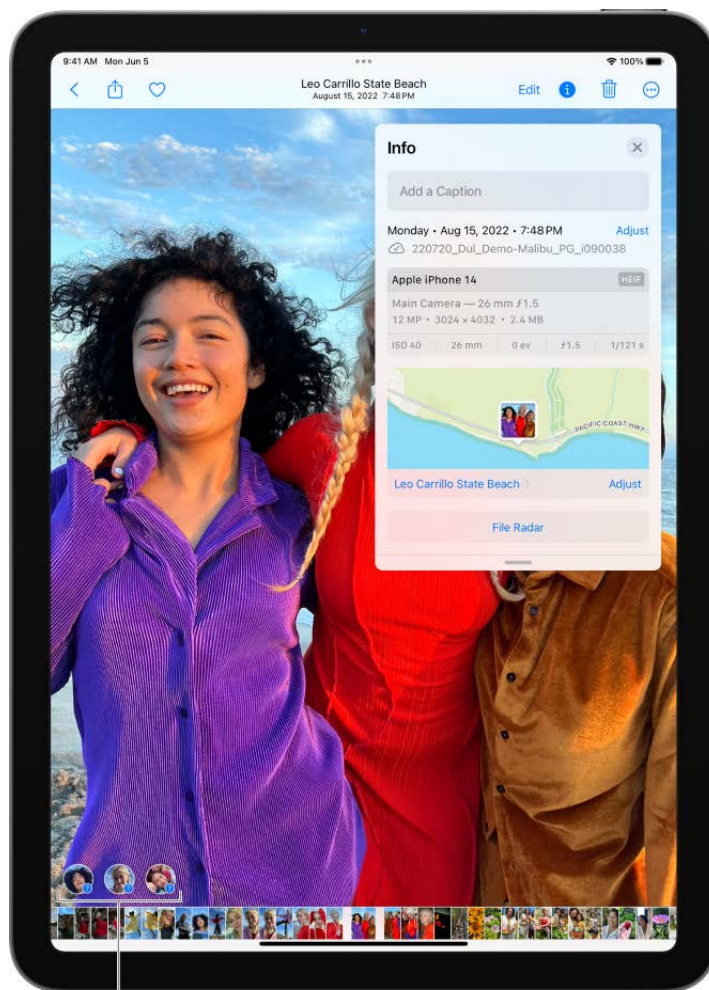
## Name a person or pet in a photo or video

When you name a person or pet in a photo or video, they're automatically added to your People & Pets album and identified in other photos and videos in your library.

1. Open the Photos app  on your iPad.
2. Open a photo or video, then tap  or swipe up to see the details.

People or pets recognized in the photo or video appear in the bottom-left corner. A question mark appears next to those you haven't named.

3. Tap the person or pet with a question mark next to their picture, then tap Name This Person or Name This Pet.

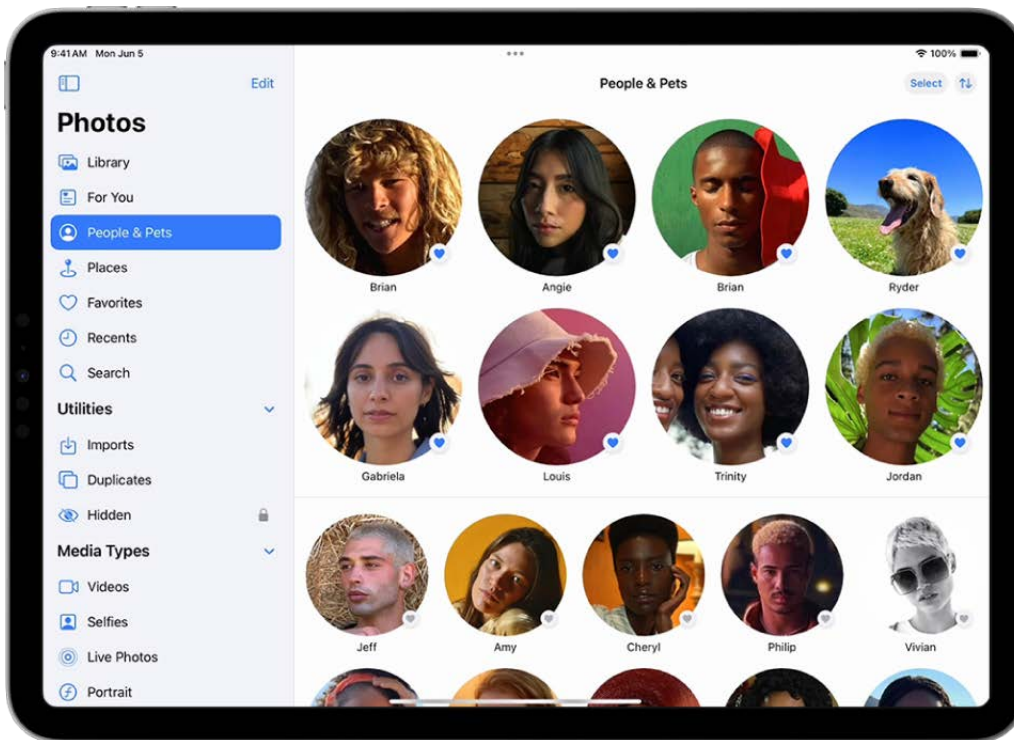


Tap a circle to name someone identified in the photo.

4. Enter their name, tap Next, then tap Done.
  5. Tap  or swipe up to close the photo or video details.
-

## Name a person or pet in the People & Pets album

1. Open the Photos app 📷 on your iPad.
2. Tap People & Pets in the sidebar, then tap the person or pet you want to name.



3. Tap Add Name at the top of the screen, then enter the name or tap a name from the list of suggested contacts.

4. Tap Next.

If a person or pet is identified more than once, tap Select, tap each instance they appear, then tap Merge.

5. Tap Done.

Photos displays the faces of people and pets that appear frequently in your photos in the People & Pets album. If you' want to name a person or pet that hasn't been identified, tap Add People at the bottom of the People & Pets album.

---

## Find photos of a specific person or pet

To find photos of a specific person or pet that you've named, open the Photos app 📷 on your iPad, then do either of the following:

- Tap People & Pets, then tap a person or pet to see all of the photos and videos they're in.
  - Tap Search, then enter a name in the search field, or tap a name below People.
-

## Set a key photo

1. Open the Photos app  on your iPad.
  2. Tap People & Pets in the sidebar, then tap a person or a pet.
  3. Tap Select, then tap Show Faces.
  4. Choose the photo you want to set as the key photo.
  5. Tap , then tap Make Key Photo.
- 

## Mark a person or pet as a favorite

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

1. Open the Photos app  on your iPad.
2. Tap People & Pets in the sidebar.
3. Tap  next to the person or pet's photo.

To set multiple favorites at the same time, tap Select, tap each person or pet that you want to favorite, then tap Favorite at the bottom of the screen.

To unfavorite a person or pet, tap  next to the person or pet's photo.

---

## Fix misidentifications

1. Open the Photos app  on your iPad.
2. Tap People & Pets in the sidebar, then tap the person or pet that's misidentified.
3. Tap Select, then tap Show Faces.
4. Tap the images that are misidentified, tap , then tap This is Not *[name]*.

You can also fix misidentifications while viewing a photo in your library. Tap  or swipe up to see the photo information. Tap the misidentified person or pet in the bottom-left corner of the photo, then tap This is Not *[name]*.

---

## Sort the People & Pets album alphabetically or manually

1. Open the Photos app  on your iPad.
2. Tap People & Pets in the sidebar.
3. Tap  then choose one of the following:
  - *Sort alphabetically*: Tap Name.
  - *Sort manually*: Tap Custom, then touch and hold a key photo and drag it to a new position.

---

## Feature a person or pet you've identified less frequently

You can make photos of people or pets you've named less likely to appear in your memories and featured photos, and in the Photos widget.

1. Open the Photos app  on your iPad.
2. Tap People & Pets in the sidebar, then tap the person or pet you want to see less often.
3. Tap , then tap Feature [name] Less.
4. Choose to feature the person or pet less or never, then tap Confirm.

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

---

## Remove a person or pet

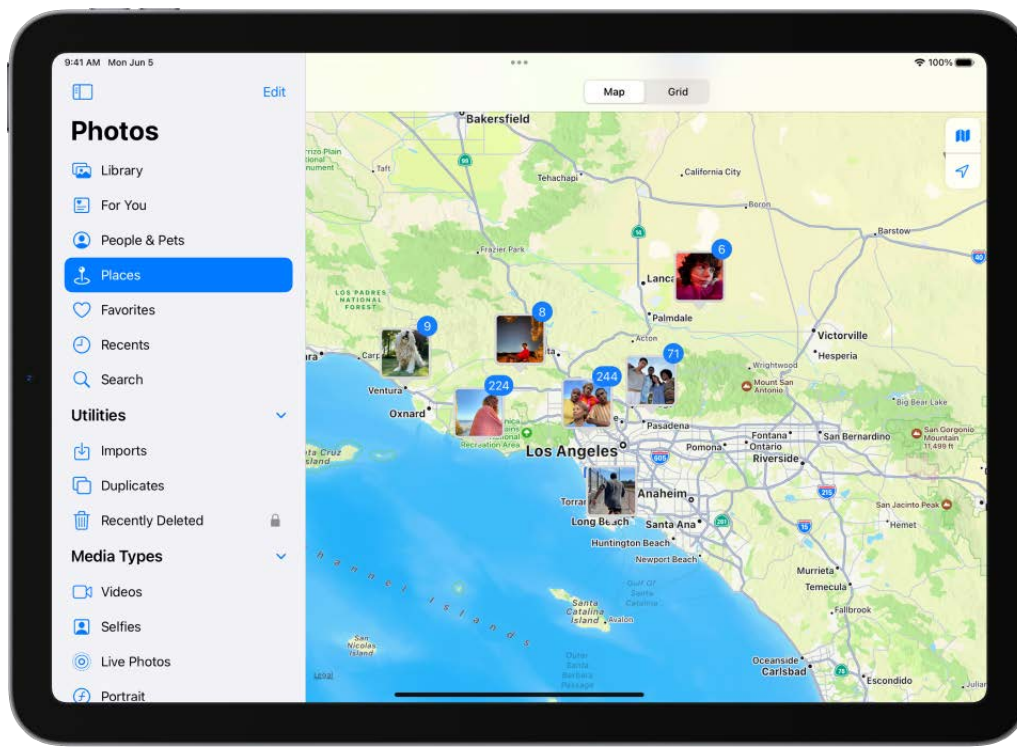
1. Open the Photos app  on your iPad.
2. Tap People & Pets in the sidebar, then tap Select.
3. Tap the person or pet that you want to remove, then tap Remove.

---

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

## Browse photos by location on iPad

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



---

## Browse photos by location

1. Open the Photos app  on your iPad.
2. Swipe from the left edge of the screen or tap  to show the sidebar, then tap Places.
3. Select Map or Grid view.

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

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

---

## See where a photo was taken

1. Open the Photos app  on your iPad.
2. Open a photo, then swipe up to [see photo information](#).
3. Tap the map or address link to see more details.

To change the location or address where the photo was taken, see [Change the date, time, or location](#).

---

## Watch a location-based memory

1. Open the Photos app  on your iPad.
2. Swipe from the left edge of the screen or tap  to show the sidebar, then tap Places.
3. Tap Grid.
4. Find a location with several images, then tap the name of the location.

A memory appears at the top of the screen, and a photo collection below it.

5. Tap  in the bottom-right corner of the memory to play it.
- 

## Share photos and videos on iPad

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

**COMMENT:** Personal Safety content

To learn about transferring photos and video to an external storage device, see [Import and export photos and videos on iPad](#).

---

### Share photos and videos

- *Share a single photo or video:* Open the photo or video, tap , then choose a share option such as Mail, Messages, or AirDrop.
- *Share multiple photos or videos:* When viewing a screen with multiple thumbnails, tap Select, then tap the thumbnail of the photos and videos you want to share. Tap , then choose a share option such as Mail, Messages, or AirDrop.
- *Share photos or videos from a day or month:* Tap Library, tap Days or Months, tap , then tap Share Photos and choose a share option such as Mail, Messages, or AirDrop.



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

You can also use Shared Albums to share photos and videos with just the people you choose. See [Create shared albums in Photos on iPad](#).

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

---

## Adjust the sharing options

Before you share a photo or video, you can adjust the format, file type, and information that gets shared with it.

1. Open the photo or video, tap , tap Options, then do any of the following:
  - *Turn off location data:* Tap the button next to Location (green is on).
  - *Adjust the file format:* Tap Automatic for the best file format for the destination, tap Current to prevent file format conversions, or tap Most Compatible and files may convert to .JPG or .MOV.
  - *Send as iCloud link:* Tap the button next to iCloud Link (green is on) to share a URL to view or download the photos or videos. iCloud links are available for 30 days.
  - *Send all photo data:* Tap the button next to All Photos Data (green is on) to share the original file with edit history and metadata; the recipient can view the current version and modify edits (available with AirDrop and iCloud links only).

2. Tap Done.

---

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

- *From email:* Tap to download the item if necessary, then tap . Or, touch and hold the item, then choose a sharing or saving option.
- *From a text message:* Tap the photo or video in the conversation, tap , then choose a sharing or saving option. You can also tap  in the Messages conversation to save the photo or video directly to your Photos library.
- *From an iCloud link:* Tap  in the Messages conversation to save the collection directly to your Photos library. To share the collection, open Photos, tap For You, then tap the collection under iCloud Links. Tap , then tap Share.

---

## Share long videos on your iPad

You can send long videos that you record with your iPad camera using AirDrop, iCloud, or Mail Drop from the Photos app .

---

### Send a video using AirDrop

With AirDrop , you can send a large video to a nearby iPhone, iPad, or Mac. AirDrop sends information using Wi-Fi and Bluetooth®, so before sending, make sure both you and the recipient have these controls turned on in Control Center.

*Note:* AirDrop requires iOS 7, iPadOS 13, OS X 10.10, or later.

1. If the person you're sending the video to isn't in your contacts, have them do one of the following:
  - *On iPhone or iPad:* Have them go to Settings  > General > AirDrop, then tap Everyone for 10 Minutes.
  - *On a Mac:* Have them go to Apple menu  > System Settings > General > AirDrop & Handoff, then click Everyone.

2. Open your photo library, tap the video you want to send, then tap .

If you want to send the video in its original format, including metadata, location, and any associated edit history or captions, tap Options, then turn on All Photos Data.

3. Tap AirDrop, then tap the contact or device you want to share with.

After you share, the recipient receives an alert to accept or decline the AirDrop transfer.

---

## Send a video using an iCloud link

An iCloud link is a URL that you can use to send a large video with Messages or Mail.

To send an iCloud link, make sure you have [iCloud Photos turned on](#). Then follow these steps:

1. Open your photo library, tap the video you want to send, then tap .
2. Tap Options, tap iCloud Link, then tap Done.
3. Tap Messages  or Mail , enter the recipient of the iCloud link, then tap  to send the message or email.

Recipients have 30 days to download a video sent with an iCloud link.

---

## Send a video using Mail Drop

With Mail Drop, you can send a large video as an attachment in Mail.

*Note:* Mail Drop requires iOS 9.2, iPadOS 13, OS X 10.10, or later.

1. Open your photo library, then tap the video you want to send.
2. Tap , then tap Mail.
3. Tap the To field, then enter the name or email of the recipient.

If you want to add a subject or message, tap the Subject field or message body.

4. Tap  to send.

Recipients have 30 days to download Mail Drop attachments.

---

## View photos and videos shared with you on iPad

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

- 
1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap For You.
  2. Do any of the following:
    - Tap a photo to view it in full screen, save it to your library, share it, or delete it.

- Tap See All to view all photos shared with you.
- Tap the name of the person who shared the photo, then reply to them using the Messages app.

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

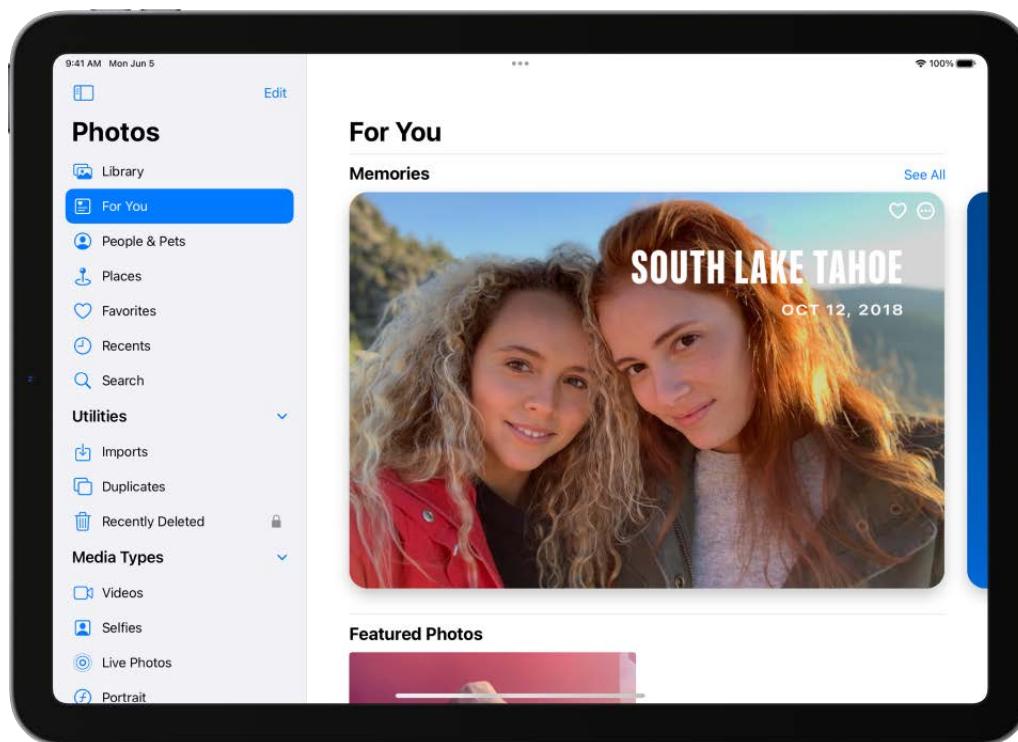
---

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

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

## Watch memories in Photos on iPad

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



---

## Play a memory

1. Open the Photos app  on your iPad.
2. Swipe from the left edge of the screen or tap  to show the sidebar, then tap For You.
3. Swipe left below Memories, or tap See All to browse through your memories.
4. Tap a memory to play it. As you watch, you can do any of the following:
  - *Pause:* Touch and hold the screen or tap the screen, then tap .
  - *Go backward or forward:* Swipe left or right on the screen. Or tap the screen, then slide the frames at the bottom of the screen left or right.
  - *Restart a memory:* Tap the left side of the screen while the video plays.
  - *Close a memory:* Tap the screen, then tap .

---

## Create a memory

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

1. Tap Library, tap Days or Months, then tap . Or, tap an album, then tap .
2. Tap Play Memory Video.

---

## Share a memory

1. Tap For You, then play the memory you want to share.
2. While the memory plays, tap the screen, tap , then choose how you want to share.

---

## Share photos from a memory

You can share multiple or individual photos from a memory.

1. Tap a memory to play it.
2. While the memory plays, tap the screen, then tap .
3. Tap , tap Select, then tap the photos you want to share.
4. Tap , then choose how you want to share.

---

## Add a memory to Favorites

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

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

---

## Personalize your memories in Photos on iPad

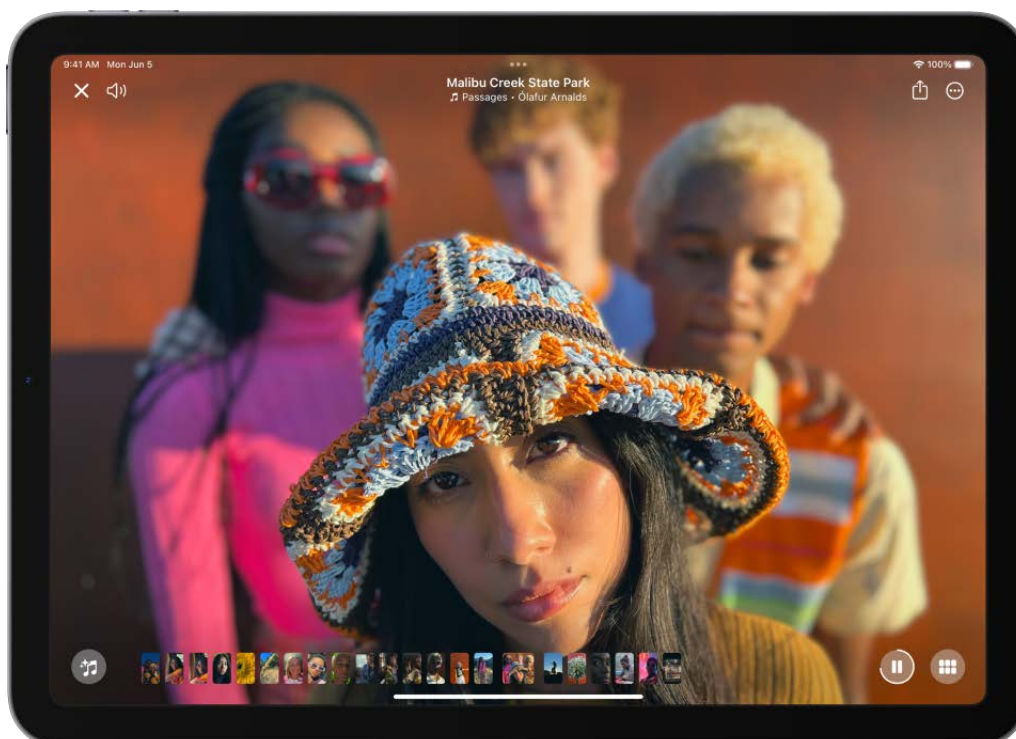
In the Photos app 📷, you can edit your memories to make them even more personal. Try out Memory mixes, which let you apply different songs with a matching photographic look. You can also choose new songs, edit the title of a memory, change the length, and remove photos. Apple Music subscribers can add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

---

### Add a Memory mix

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

1. Swipe from the left edge of the screen or tap  to show the sidebar, then tap For You.
2. Tap a memory to play it.
3. Tap the screen, then tap .
4. Swipe left to view different Memory mixes.
5. Tap the screen to apply a Memory mix.



## Change the Memory look

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

1. Play a memory, then tap the screen.
  2. Tap , then tap .
  3. Tap a Memory look, then tap Done.
- 

## Change the music

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

1. Play a memory, then tap the screen.
2. Tap , then tap .

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

3. Tap a song, then tap Done.
- 

## Add or remove photos

You can choose the photos that appear in a memory—add or remove suggested featured photos, or choose photos and videos directly from your library.

1. Play a memory, then tap the screen.
  2. Tap , tap Manage Photos, then do any of the following:
    - *Add a featured photo:* Tap photos in the photo grid that don't have a checkmark to add them to the memory (photos with a checkmark are already in the memory).

Deselect a photo to remove it from the memory.
    - *Add a photo from your photo library:* Tap All, scroll through your library, then tap the photos you want to add.
    - *Search for photos in your photo library:* Tap the search bar, then type the name of a person, place, or date. Tap a search result, then tap the photos you want to add.
  3. Tap Done.
-

## Reorder photos in a memory

1. Tap a memory to play it.
  2. While the memory plays, tap the screen, then tap .
  3. Touch a photo, then drag it to a new position in the grid.
  4. Tap  to return to the memory.
- 

## Edit the title and subtitle

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

1. Tap  in the top-right corner of the memory, then tap Change Title.
  2. Enter the new title or subtitle in the text field, then tap Save.
- 

## Change the length of a memory

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

1. Play a memory, then tap the screen.
  2. Tap , then tap Short, Medium, or Long.
- 

## Add or remove photos from a memory

1. Play a memory, then tap the screen.
  2. Tap , then tap Manage Photos.
  3. Tap photos without a checkmark to add them to the memory; tap photos with a checkmark to remove them from the memory.
  4. Tap Done.
- 

## Delete a memory

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

## Feature certain content less frequently in memories

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

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

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

## Manage memories and featured photos in Photos on iPad

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

---

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

1. Open a photo of the person you want to show less often.
2. Tap , then tap Feature This Person Less.
3. Choose Feature This Person Less or Never Feature This Person, then tap Confirm.

*Note:* You can also show a person less often if they appear in your People album. See [Feature a person or pet you've identified less frequently](#).

---

### Show certain content less frequently in memories

1. Tap  at the top of the memory.
2. Tap Feature Less, then depending on the memory, tap one of the following:
  - Feature a Person Less
  - Feature a Pet Less
  - Feature This Place Less
  - Feature This Holiday Less
  - Feature This Day Less
  - Feature These Days Less

If you choose Feature a Person Less or Feature a Pet Less, select that person or pet, then tap Next. Choose to feature less or feature never, then tap Confirm.

*Note:* If you choose to feature someone less frequently, but then want to see them again, you need to reset your Memories settings.

Go to Settings >  Photos, tap Reset Suggested Memories, then tap Reset to confirm.

---

### **Turn off holiday memories**

You can turn off all memories that feature holiday events in your home country or region.

Go to Settings  > Photos, then turn off Show Holiday Events.

---

### **Turn off Memories and Featured Photos**

You can turn off the Memories and Featured Photos features in the For You section of the Photos app and the Photos widget.

Go to Settings >  > Photos, then turn off Show Featured Content.

---

---

# Use iCloud Photos features

## Use iCloud Photos on iPad

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

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

---

### Turn on iCloud Photos

1. Tap Settings , then tap *[your name]*.
2. Tap iCloud.
3. Tap Photos, then turn on "Sync this iPad."

---

### Save space on your iPad

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

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

---

### Get more iCloud storage

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

---

## Create shared albums in Photos on iPad

With Shared Albums in the Photos app , you can create albums to share photos and videos with just the subscribers you choose—and they can add their own photos, videos, and comments for everyone to see. The creator of a shared album can also rename or delete the album.

---

## Before you begin

1. Make sure you're signed in with your Apple ID on your iPad and any other devices you want to use with Shared Albums.
2. Go to Settings  > [your name] > iCloud > Photos, then turn on Shared Albums (green is on).

---

## Create a shared album

1. Open the Photos app  on your iPad.
2. Swipe from the left edge of the screen or tap  to show the sidebar.
3. Tap New Shared Album below Shared Albums.
4. Enter a name for the shared album, then tap Save.
5. Tap the photos and videos you want to add to the album, then tap Add.

---

## Join a shared album

When you're invited to join a shared album, a notification appears on your iPad screen.

Tap the notification, then tap Accept on the album in the Photos app.

If you don't join the shared album by tapping the notification, you can also do the following:

1. Open the Photos app  on your iPad.
2. Tap For You.
3. Tap Accept on the new album, below Shared Album Activity.

*Note:* The person who created the album receives a notification when a subscriber accepts the invitation to join a shared album.

---

## Rename a shared album

The creator of a shared album can change its name.

1. Open the Photos app  on your iPad.
  2. Tap the shared album in the Photos sidebar.
  3. Tap , then tap Rename Album.
  4. Enter a new name, then tap Save.
-

## Delete or remove yourself from a shared album

1. Open the Photos app  on your iPad.
2. Tap the shared album in the Photos sidebar.
3. Tap .
4. Tap Delete Shared Album if you created the album, or tap Unsubscribe if you're a subscriber.

Photos that you saved or downloaded from a shared album to your Photos library stay in your library even if the shared album is deleted, or the person who created the album stops sharing it. See [Save photos and videos from a shared album to your Photos library](#).

---

## Add and remove people in a shared album in Photos on iPad

If you're the creator of a shared album, you can invite more subscribers to join the album in the Photos app . You can also remove subscribers from the album, manage album notifications, and turn posting for subscribers off and on. If you have friends and family who don't use iCloud, you can share the album with them by sending an iCloud URL.

**COMMENT:** Personal Safety content

---

### Invite more people

The creator of a shared album can invite new subscribers to join a shared album.

1. Open the Photos app  on your iPad.
  2. Tap the shared album in the Photos sidebar, then tap .
  3. Tap Invite People, then enter the names, phone numbers, or email addresses of the people you want to add.
  4. Tap Add.
- 

### Remove subscribers

The creator of a shared album can remove subscribers from a shared album.

1. Open the Photos app  on your iPad.
  2. Tap the shared album in the Photos sidebar, then tap .
  3. Tap the subscriber you want to remove, then tap Remove Subscriber.
-

## Share an album with people who don't use iCloud

The creator of a shared album can create a unique iCloud URL to share the album with people who don't use iCloud.

1. Open the Photos app  on your iPad.
2. Tap the shared album in the Photos sidebar.
3. Tap , then turn on Public Website (green is on).
4. Tap Share Link, then tap how you want to share—Mail or Messages, for example.
5. Enter the names, phone numbers, or email addresses of the people you want to share the link with, then send the link.

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

---

## Manage posts and notifications

The creator of a shared album can turn subscriber posting and album activity notifications off and on.

1. Open the Photos app  on your iPad.
  2. Tap the shared album in the Photos sidebar, tap , then do one of the following:
    - Tap the button next to Subscribers Can Post off so only you can add photos and videos to the album; tap again to turn subscriber posting back on.
    - Tap the button next to Notifications off to turn off notifications when subscribers like, comment, or add photos and videos to the album; tap again to turn album notifications back on.
  3. Tap the screen outside of the menu to close it.
- 

## Add and delete photos and videos in a shared album in Photos on iPad

You can add and delete photos and videos in a shared album that you created or subscribe to. You can also add photos and videos from a shared album to your photos library in the Photos app .

---

## Add photos and videos to a shared album

1. Open the Photos app  on your iPad.
2. Tap the shared album in the Photos sidebar, then tap .
3. Tap all the items you want to add, then tap Add.
4. Type a comment (optional), then tap Post.

When you add new photos, the people you share the album with are automatically notified.

---

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

The creator of a shared album can delete any photos, videos, or comments in the album. Subscribers can delete anything that they personally added. Anything that gets deleted is automatically deleted from the shared album on all your devices and the devices of all subscribers.

1. Open the Photos app  on your iPad.
2. Tap the shared album in the Photos sidebar.
3. Tap the photo or video, then tap .
4. Tap Delete Photo or Delete Video.

To delete a comment, touch and hold it, then tap Delete.

---

## Save photos and videos from a shared album to your Photos library

1. Open the Photos app  on your iPad.
2. Tap the shared album in the Photos sidebar, then tap a photo or video.
3. Tap , swipe up, then tap Save Image or Save Video.

---

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

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

When you join a shared library, the photos and videos that you contribute move from your personal library to the shared library, and all members of the library can view, edit, and delete them. Shared library photos and videos are integrated seamlessly in the Photos

app alongside your personal content, but you can also use a filter to quickly [switch between your personal and shared libraries](#).

*Note:* iOS 16.1, iPadOS 16.1, macOS 13, or later are required to use iCloud Shared Photo Library. Photos and videos added to a shared library won't be available on devices with earlier versions of the software.

---

## Before you begin

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

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

*Note:* You don't need [Family Sharing](#) turned on to set up a shared library.

---

## Set up an iCloud Shared Photo Library

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

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

During setup, you can add existing photos and videos from your personal library to the shared library in these ways:

- *All My Photos and Videos:* Add all of the photos and videos in your personal library to the shared library.
- *By People or Date:* Add photos and videos that include specific people or were taken when those people were nearby. Or, tap Skip, then select a date on the calendar (such as an anniversary or other meaningful day) to automatically add all photos and videos that were taken after that date.
- *Manually:* Select the specific photos and videos that you want to add to the shared library.

*Note:* Photos and videos you add to the shared library don't appear in your personal library; see [Switch between viewing your iCloud Shared Photo Library and personal library](#).

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

---

## Join an iCloud Shared Photo Library

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

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

---

## Add participants to an iCloud Shared Photo Library

The person who sets up an iCloud Shared Photo Library (the organizer) can add new participants to the shared library. Go to Settings  > Photos > Shared Library, then tap Add Participants.

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

---

## Leave an iCloud Shared Photo Library

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

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

---

## Delete an iCloud Shared Photo Library

Only the organizer can delete an iCloud Shared Photo Library.

Go to Settings  > Photos > Shared Library, then tap Delete Shared Library.

When a shared library is deleted, participants who have been members of the shared library for over 7 days can copy everything from the shared library into their own libraries and participants who have been members for less than 7 days can copy the content they contributed.

---

All content added to a shared library counts toward the iCloud storage space of the library organizer. See [Add storage space to your iCloud Shared Photo Library](#).

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

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

- Manually move photos from your personal library
- Save photos and videos you take directly to the shared library from Camera 
- Share photos you take when other members of the shared library are nearby
- Share photos and videos you take at home

*Note:* iOS 16.1, iPadOS 16.1, macOS 13, or later are required to use iCloud Shared Photo Library. Photos and videos added to a shared library won't be available on devices with earlier versions of the software.

---

### Manually add photos and videos to an iCloud Shared Photo Library

You can add individual photos and videos from your personal library to the iCloud Shared Photo Library.

1. Tap the photo or video you want to add to view it in full screen on your iPad. Or, to add multiple photos and videos at the same time, tap Select, then tap the thumbnails you want to add.
2. Tap , then tap Move to Shared Library.

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

---

### Add photos and videos to an iCloud Shared Photo Library directly from Camera

After you [set up or join an iCloud Shared Photo Library](#), when you open Camera , a shared library button appears on the side of the screen to let you switch between saving the photos and videos you take to directly to your personal library or to the shared library. By default, Camera shares to your personal library. To switch, tap  to save to the shared library; tap  to switch back to your personal library.

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

---

### Add photos and videos to an iCloud Shared Photo Library when participants are nearby

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

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

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

---

### **Automatically add photos and videos taken at home to an iCloud Shared Photo Library**

When you [set up or join an iCloud Shared Photo Library](#), you can have photos and videos you take at home automatically added to the shared library.

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

---

### **Add photos and videos to an iCloud Shared Photo Library with sharing suggestions**

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

1. Open the Photos app , then tap For You in the sidebar.
2. Scroll down to For Your Shared Library, then tap See All.
3. Tap Move All or tap Select to manually choose the photos you want to add to the Shared Library.

If you want to get sharing suggestions for additional people, go to Settings  > Photos > Shared Library > Shared Library Suggestions, tap Add Other People, tap a person, then tap Add. The person doesn't have to be a member of the shared library. See [Identify people and pets in Photos on iPad](#).

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

---

For more information about accessing content in a shared library, see the Apple Support article [If you are missing photos after joining an iCloud Shared Photo Library](#).

## Use iCloud Shared Photo Library on iPad

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

Photos and videos added to the shared library are separate from your personal library. You can easily switch between viewing the shared library, your personal library, or both in Photos.

---

### Switch between viewing your iCloud Shared Photo Library and personal library

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

1. Open Photos, then tap  at the top right corner of the screen.
2. Do one of the following:
  - *View your Photos content and iCloud Shared Photo Library content:* Tap Both Libraries .
  - *View only your personal Photos content:* Tap Personal Library .
  - *View only iCloud Shared Photo Library content:* Tap Shared Library .
3. The library button in the top-right corner changes depending on which library you're viewing; tap it when you want to switch between shared, personal, or both libraries.

Content that's part of the shared library has a badge  in the top-right corner of the thumbnail when you select the All Photos option at the top of the screen. To remove the shared library badges, tap the Library button, then tap Shared Library Badge (a checkmark indicates it's on).

---

### Make edits and changes to content in an iCloud Shared Photo Library

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

- Edits; see [Edit photos and videos on iPad](#).
- Favorites, captions, keywords, or date and time adjustments; see [See photo and video information](#).
- Deleted content; see [Delete or hide a photo or video](#).

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

---

### Search for content in an iCloud Shared Photo Library

You can find photos and videos shared by specific participants of an iCloud Shared Photo Library.

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

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

2. Tap "Shared by [*participant's name*]."
3. Tap See All to view all of the photos added by that person or scroll down to see photos added from specific moments.

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

---

### Move shared content from an iCloud Shared Photo Library to your personal library

You can move photos and videos that you contributed to the iCloud Shared Photo Library back to your personal library.

1. View the shared library ( appears at the top of the screen).
  2. Tap Select, then tap the photo and video thumbnails you want to move.
  3. Tap , then tap Move to Personal Library.
- 

### Add storage space to your iCloud Shared Photo Library

Content in an iCloud Shared Photo Library is available to all participants, but the iCloud storage used to store the content counts against the library organizer's storage space.

If the shared library content exceeds the organizer's available storage space, the organizer can upgrade to iCloud+ or add additional storage to their existing iCloud+ subscription. See [Subscribe to iCloud+ on iPad](#).

---

# Import and export photos and videos on iPad

You can import photos and videos directly to the Photos app  from a digital camera, an SD memory card, or another iPad or iPhone that has a camera. You can also export unmodified versions of your photos and videos directly to an external drive, memory card, or other storage device that's connected to your iPad.

---

## Import photos and videos to your iPad

Import photos and videos saved on another device such as a digital camera or an external drive to the Photos app on your iPad.

1. Insert the camera adapter or card reader into the Lightning connector or USB-C connector, or connect the device directly to your iPad.
2. Do one of the following:
  - *Connect a camera:* Connect the adapter to the camera, then turn on the camera and make sure it's in transfer mode. For more information, see the documentation that came with the camera.
  - *Connect an external storage device or insert an SD memory card into the card reader:* Don't force the card into the slot on the reader; it fits only one way.
  - *Connect an iPhone or iPad:* Use the Lightning adapter or the USB-C cable that came with the device to connect it to the camera adapter. Turn on and unlock the device.
3. Open the Photos app on your iPad, then tap Import.
4. Select the photos and videos you want to import, then select your import destination.
  - *Import all items:* Tap Import All.
  - *Import selected items:* Tap the items you want to import (a checkmark appears for each), tap Import, then tap Import Selected.
5. After the photos and videos have been imported, keep or delete them on the camera, card, iPhone, or iPad.
6. Disconnect the camera adapter or card reader.

---

## Export photos and videos to an external storage device

You can export photos and videos you took on your iPad directly to an external drive, a memory card, or other storage device.

*Note:* For photos and videos that have been edited, the unmodified original version will be exported.

1. Connect your iPad to the storage device using the Lightning or USB-C connector, or connect the device directly to your iPad.
  2. Open the Photos app, then select the photos and videos you want to export.
  3. Tap , then tap Export Unmodified Original.
  4. Tap your storage device (below Locations), then tap Save.
- 

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

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

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

---

# Podcasts

## Find podcasts on iPad

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

*Note:* Shows may offer paid subscriptions that give you access to exclusive shows and episodes, new releases, episodes without ads, and more. You can [subscribe to a show or channel](#) and manage your subscriptions. If you already subscribe to Apple Music, Apple News+, or an eligible third-party app, you can listen to its subscriber content in Podcasts. See [Listen to subscriber-only content in Podcasts on iPad](#).

---

### Find podcasts

- *Search by title, person, or topic:* Tap Search in the sidebar, enter what you're looking for in the search bar on the top of the screen, then tap Search on the onscreen keyboard.
- *Discover new shows:* Tap Browse in the sidebar to see new and trending shows, and the Apple editorial collections. You can also tap Search to see Top Charts and browse by categories.
- *Add shows by URL:* Below Library in the sidebar, tap Shows, tap , then tap Follow a Show by URL.

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

---

### Get personalized recommendations

Up Next displays episode suggestions based on what you listened to previously.

To view the list of suggestions, tap Home at the bottom of the screen.

You can also tap  below an episode to download it, save it, remove it from Up Next, view a transcript, and more.

To opt out of personalized recommendations for Podcasts, tap Home in the sidebar, then tap your profile picture. Tap your name, then turn off Personalized Recommendations.

*Note:* Your Personalized Recommendations setting also applies to the App Store, Apple Books, iTunes Store, Apple TV, and subscriptions from Apple.

---

## View shared podcasts

When a friend shares a show with you in Messages, you can easily find it in the Podcasts app.

Tap Home in the sidebar, then scroll to the Shared with You section.

If you don't see Shared with You, check to make sure your friend is in your contacts, and that Podcasts is turned on in Settings  > Messages > Shared with You.

See also [Find all the content someone shared with you](#).

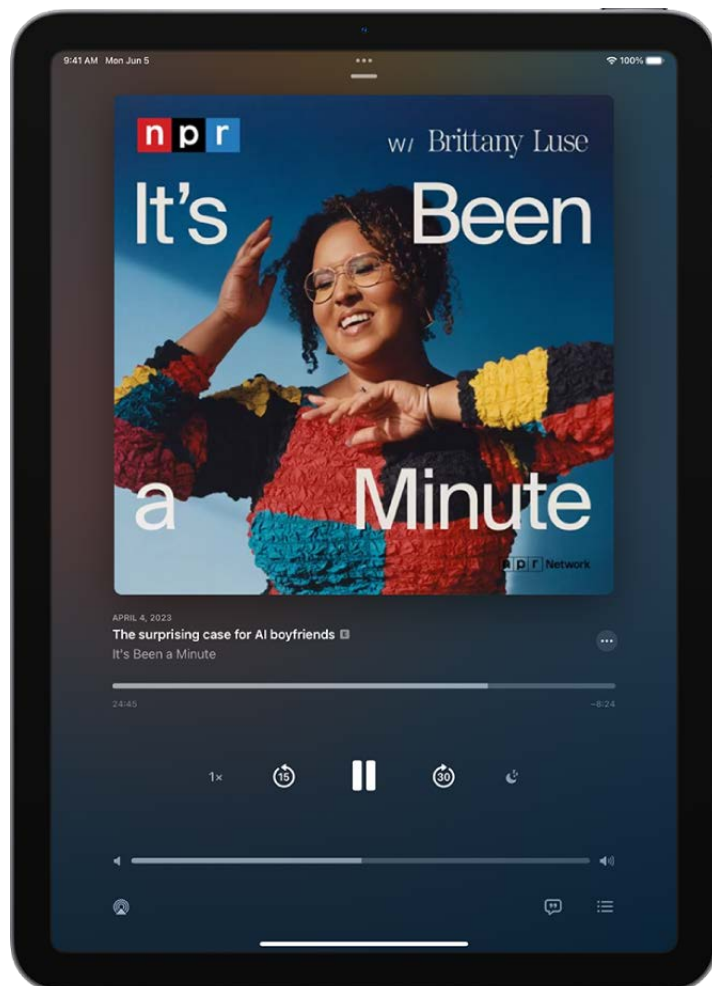
---

## Browse episodes within a specific podcast

1. Tap a show to see its information page.
  2. Scroll to see recent episodes or tap See All (if available).
- 

## Listen to podcasts on iPad

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



**COMMENT:** #ba #podcasts

**COMMENT:** Expiration date Mar 2025 per S. Daniel.

---

## Play a podcast

To start playing a podcast, tap  below the episode title. You can also do any of the following:

- *Jump to a specific time:* Drag the slider below the episode's artwork. (If the slider doesn't appear, tap the player at the bottom to open the Now Playing screen.)
- *Resume playing a previous show or episode:* Tap Home in the sidebar, scroll to the bottom of the screen, then tap an episode below Recently Played.

---

## Choose what to play next

You can add episodes to Playing Next, then listen to them later.

1. Tap  for an episode, then tap Add to Queue.
2. Tap the player at the bottom of the screen to open the Now Playing screen, then tap .
3. In the Queue section, do any of the following:
  - *Play an episode:* Tap the episode. The next episode in the queue plays immediately after the previous episode finishes.
  - *Reorder episodes:* Drag  to move an episode up or down in the list.
  - *Remove an episode from the queue:* Swipe left on the episode, then tap Delete.
  - *Remove all episodes from the queue:* Tap Clear.

If you listen to multiple episodes of a show in a row, additional episodes appear in the Continue Playing section of Now Playing. These episodes play after the ones you added to the Queue section, so you can easily pick up where you left off in a show. You can also tap an episode in Continue Playing to start listening right away.

---

## Set a sleep timer

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

1. Tap the player at the bottom of the screen to open the Now Playing screen.
  2. Tap , then choose an option.
-

## View episode transcripts

When a transcript is available for an episode, you can read the full text of the transcript.

Do any of the following:

- *While playing an episode:* Tap . (You may need to tap the player at the bottom of the screen to open Now Playing.)
- *While viewing episode information:* Scroll down to the Transcripts section. You can also tap , then tap View Transcript.
- *From Up Next:* Tap , then tap View Transcript.

You can read along with an episode as you play it. Tap a paragraph to jump to that point in the episode. Tap  to find a specific word or phrase.

*Note:* Transcript availability may vary by language, and by country or region. See the Apple Support article [Availability of Apple Media Services](#).

---

## Use the playback controls

Tap the player at the bottom of the screen to open the Now Playing screen, then use any of the following controls.

| Control                                                                             | Description                                                                                                                |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
|    | Play the current episode.                                                                                                  |
|    | Pause playback.                                                                                                            |
|    | Choose a faster or slower playback speed.                                                                                  |
|    | Jump back 15 seconds.<br>To change the number of seconds you skip back, go to Settings > Podcasts, then tap Back.          |
|    | Jump forward 30 seconds.<br>To change the number of seconds you skip forward, go to Settings > Podcasts, then tap Forward. |
|    | Set a timer for podcasts to stop playing.                                                                                  |
|    | <a href="#">Stream the audio to other devices.</a>                                                                         |
|    | Read the transcript for an episode.                                                                                        |
|   | See what's playing next, or play more episodes from a show you've recently listened to.                                    |
|  | Choose more actions such as sharing or downloading the episode.                                                            |

## Follow your favorite podcasts on iPad

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

### Follow a podcast

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

1. Tap a show to see its information page.
2. Tap Follow near the top right.

Or tap , then tap Follow Show.

## Unfollow a podcast

1. Tap a show to see its information page.
  2. Tap  near the top right, then tap Unfollow Show.
- 

## Get notifications for new episodes

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

1. Tap Home in the sidebar.
  2. Tap  or your picture.
  3. Tap Notifications, then turn Allow Notifications on or off.
- 

## Use the Podcasts widget on iPad

You can add the Podcasts widget to your Home Screen to view and play episodes in your Up Next queue without opening the Podcasts app .

---

### Add a Podcasts widget to the Home Screen

1. Touch and hold the Home Screen until the apps begin to jiggle.
2. Tap  at the top of the screen to open the widget gallery.
3. Scroll down, then tap Podcasts.
4. Swipe left and right to view the different widget sizes and layouts. When you see the option you want, tap Add Widget, then tap Done.

To move the widget on your Home Screen, touch and hold the Home Screen until the apps begin to jiggle. Drag the widget to a new location, then tap Done.

To remove the widget from your Home Screen, touch and hold the Home Screen until the apps begin to jiggle, then tap Remove Widget.

---

## Organize your podcast library on iPad

In the Podcasts app , you can customize the podcasts you follow, catch up on the latest episodes, and create your own stations.

---

### View your podcast library

In the sidebar, tap any of the following:

- *Recently Updated:* See shows you follow with recently released episodes.
  - *Shows:* See shows that are in your library. If you downloaded or saved individual episodes from podcasts you don't follow, tap All to see them. Tap Followed to view only shows you follow. You can tap any show to see the information page and the episodes you saved or downloaded.
  - *Channels:* See channels for shows you follow and browse shows in a channel.
  - *Saved:* Episodes you saved appear here.
  - *Downloaded:* Episodes you downloaded appear here. You can listen to these episodes without an internet connection.
  - *Latest Episodes:* The most recent episodes from each show you follow are displayed here. To change how long episodes stay in this playlist, tap ⋮.
- 

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

1. Tap a show to see its information page.
2. Tap Episodes (or the current filter) above the list of episodes.
3. Choose an option, like Unplayed or Season 1.

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

---

### **Change the episode playback order**

1. Tap a show you follow to view its information page.
  2. Tap ⋮, then tap Settings.
  3. Choose an episode order option.
- 

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

1. Tap a show you follow to view its information page.
  2. Tap ⋮, then tap Settings.
  3. Tap Automatically Download, then choose an option.
- 

### **Mark an episode as played**

1. Tap a show to view its information page.
2. Tap ⋮ under an episode, then tap Mark as Played.

If you're already looking at a specific episode, tap , then tap Mark as Played.

---

## Hide episodes you've already played

You can change a show's settings to hide episodes you've already played.

1. Tap a show you follow to view its information page.
2. Tap , then tap Hide Played Episodes.

To automatically hide played episodes for all shows you follow, go to Settings > Podcasts, then turn on Hide Played Episodes.

---

## Create your own station

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

1. In the sidebar, below Stations, tap New Station.
2. Add a title, then tap Save.
3. Tap Choose Podcasts, then tap the episodes you want to add to the station.

 **Tip:** While viewing Station Settings, you can adjust the number of episodes from each podcast that are added to your station. To use the same settings for all podcasts, tap . Tap Station Settings, then tap Episodes. To adjust the settings for a single station, tap it, then choose an option.

---

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

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

---

### Download an episode

1. Tap a show to see its information page.
2. Swipe left on an episode, then tap .

You can also tap  under an episode, then tap Download Episode.

---

## Save an episode

1. Tap a show to see its information page.
2. Swipe left on an episode, then tap .

You can also tap  under an episode, then tap Save Episode.

When you save an episode, it's automatically downloaded so you can listen to it offline. To turn off this option, go to Settings > Podcasts, then turn off Download When Saving.

---

## Remove a saved episode

1. In the sidebar, below Library, tap Saved, then tap a show.
2. Swipe left on an episode, then tap Unsave.

You can also remove a saved episode while looking at an episode list or the episode's information page. Tap , then tap Unsave Episode.

---

## Remove a downloaded episode

1. In the sidebar, below Library, tap Downloaded, then tap a show.
2. Swipe left on an episode, then tap Remove Download.

You can also remove a downloaded episode while looking at the episode list or the episode's information page. Tap , then tap Remove Download.

---

## Remove all downloaded episodes from a show

1. In the sidebar, below Library, tap Shows, then tap a show to see its information page.
  2. Tap , then tap Remove Downloads.
- 

## Remove all downloaded episodes

1. In the sidebar, below Library, tap Downloaded.
  2. Tap , then tap Remove All Downloads.
- 

## Share a podcast show or episode

1. Tap a show to see its information page. If you want to share a specific episode, tap the episode.
  2. Tap  near the top right, then tap Share Show or Share Episode.
-

# Subscribe to a show or channel in Podcasts on iPad

In the Podcasts app , subscribe to, change, cancel, and share your podcasts subscriptions. Paid subscriptions allow you to support the shows you love, and they often include premium extras, early access to new episodes, or ad-free listening.

*Note:* Not all subscriptions and channels are available in all countries, regions, or languages. See the Apple Support article [Availability of Apple Media Services](#).

---

## Subscribe to a show or channel

1. Select the show or channel you want to subscribe to.
2. Tap the subscription button (if available).

When you subscribe to a show, you automatically follow it. See [Follow your favorite podcasts on iPad](#). When you subscribe to a channel or follow one of its shows, the channel appears in the Channels section of your library.

---

## Change or cancel your subscriptions

1. In the sidebar, tap Home.
2. Tap  or your picture, then tap Manage Subscriptions.
3. Tap a subscription to change or cancel it.

---

## Share Apple Podcasts subscriptions

When you subscribe to podcasts channels, you can [use Family Sharing](#) to share your subscriptions with up to five other family members. Your family group members will automatically have access to the channels you subscribe to.

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

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

---

## Listen to subscriber-only content in Podcasts on iPad

In the Podcasts app , you can listen to audio content from Apple Music, Apple News+, and eligible third-party subscription apps.

*Note:* Not all apps offer audio content that's available in Podcasts.

---

## Connect app subscriptions to Podcasts

Your eligible app subscriptions are automatically connected to Podcasts if you subscribed through the App Store and the app offers audio content in Podcasts.

If you subscribed using another method, do the following:

1. Open the Podcasts app  and [browse or search](#) for a channel with an eligible subscription.
  2. On the Channel page, tap the Already a Subscriber link, then follow the instructions to connect your app subscription.
- 

After an app subscription is connected, you can find the channel in your library. You can use Podcasts to play all subscriber-only shows and episodes.

## Change your download settings for Podcasts on iPad

Podcasts you follow are automatically downloaded to your Apple device. Episodes you've played are automatically deleted from your device. You can change these settings, and adjust other download options.

---

### Turn automatic downloads on or off

1. Go to Settings  > Podcasts.
2. Tap Automatically Download, then tap an option.

 **Tip:** To automatically download a particular podcast, open the Podcasts app , tap Shows in the sidebar. Touch and hold the show's artwork, tap Settings, then tap Automatically Download to choose a download option.

---

### Remove downloaded podcasts after you listen to them

1. Go to Settings  > Podcasts.
2. Turn on Remove Played Downloads.

Or, to adjust this setting for a particular podcast you follow, tap Shows in the sidebar, then touch and hold the show's artwork. Tap Settings, then turn on Remove Played Downloads.

---

## Turn off automatic syncing across Apple devices

1. Go to Settings  > Podcasts.
  2. Turn off Sync Library.
-

---

# Reminders

## Add or remove accounts in Reminders on iPad

In the Reminders app , you can use multiple accounts—such as iCloud, enterprise managed iCloud, Microsoft Exchange, Google, and Yahoo—and keep all your to-do lists in one place. Your reminders stay up to date on all your devices that use the same accounts.

*Note:* All Reminders features described in this guide are available when you use updated reminders in iCloud. Some features aren't available when using other accounts.

---

### Keep your reminders up to date on all your devices with iCloud

Go to Settings  > [your name] > iCloud > Show All, then turn on Reminders.

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

---

### Update your reminders stored in iCloud

If you've been using Reminders with iOS 12 or earlier, you may need to update your reminders stored in iCloud to use features such as attachments, flags, list colors and icons, and more.

1. Go to Settings  > [your name] > iCloud > Show All, then make sure Reminders is turned on.
2. Open the Reminders app.
3. On the Welcome to Reminders screen, choose one of the following options:
  - *Update Now:* Begin the update process.
  - *Update Later:* A blue Update button appears above your lists; tap it when you're ready to update your reminders.

*Note:* Updated reminders aren't backward compatible with the Reminders app in earlier versions of iOS and macOS. See the Apple Support article [Upgrading the Reminders app in iOS 13 or later](#).

---

### Add other accounts

You can use the Reminders app to manage your to-do lists in other accounts, such as Microsoft Exchange, Google, and Yahoo.

1. Go to Settings  > Reminders > Accounts > Add Account.
2. Do one of the following:
  - Choose an account provider, then enter your account information.
  - If your account provider isn't listed, tap Other, tap Add CalDAV Account, enter your account information, then turn on Reminders for that account.

---

### Remove an account

When you remove an account, the reminders in that account no longer appear on your iPad. The reminders remain in your internet account (for example, iCloud.com or Google) and any other devices you had already set up.

- *Temporarily stop using an account:* Go to Settings  > Reminders > Accounts, tap the account, then turn off Reminders.

To view the reminders in that account on your iPad again, turn on Reminders.

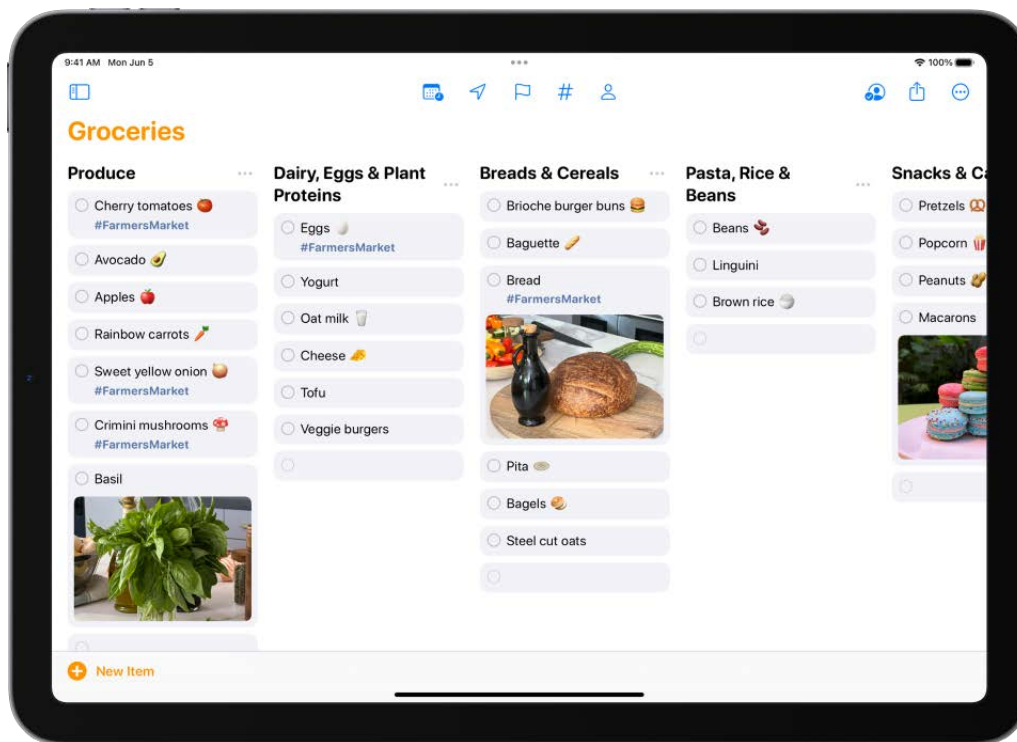
- *Delete an account:* Go to Settings  > Reminders > Accounts, tap the account, then tap Sign Out (for an iCloud account) or Delete Account (for other accounts).

If you don't see Sign Out or Delete Account, your account may be managed by your organization. See an administrator for removal instructions.

---

## Make a grocery list in Reminders on iPad

In the Reminders app, you can create a grocery list to make shopping easier. Items are automatically sorted into categories. You can change how items are grouped, and the list remembers your preferences. With the column view, the sections are organized as columns across your screen, making it easy to visualize the items on your list.

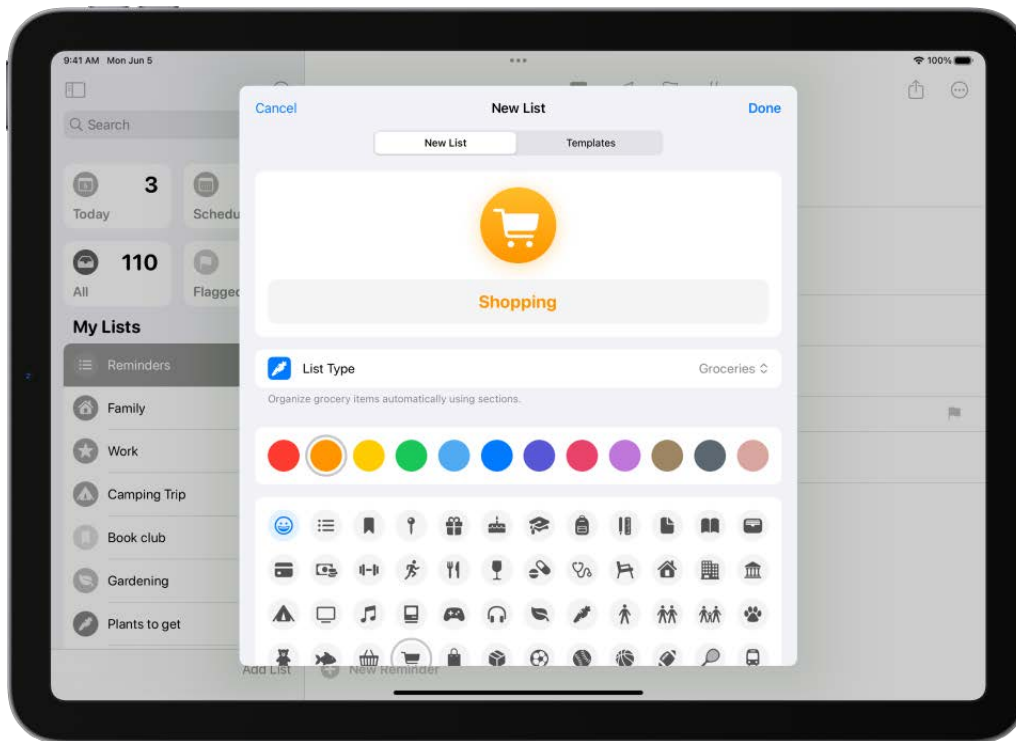


*Note:* All Reminders features described in this guide are available when you use [updated reminders in iCloud](#). Some features aren't available when using other accounts.

---

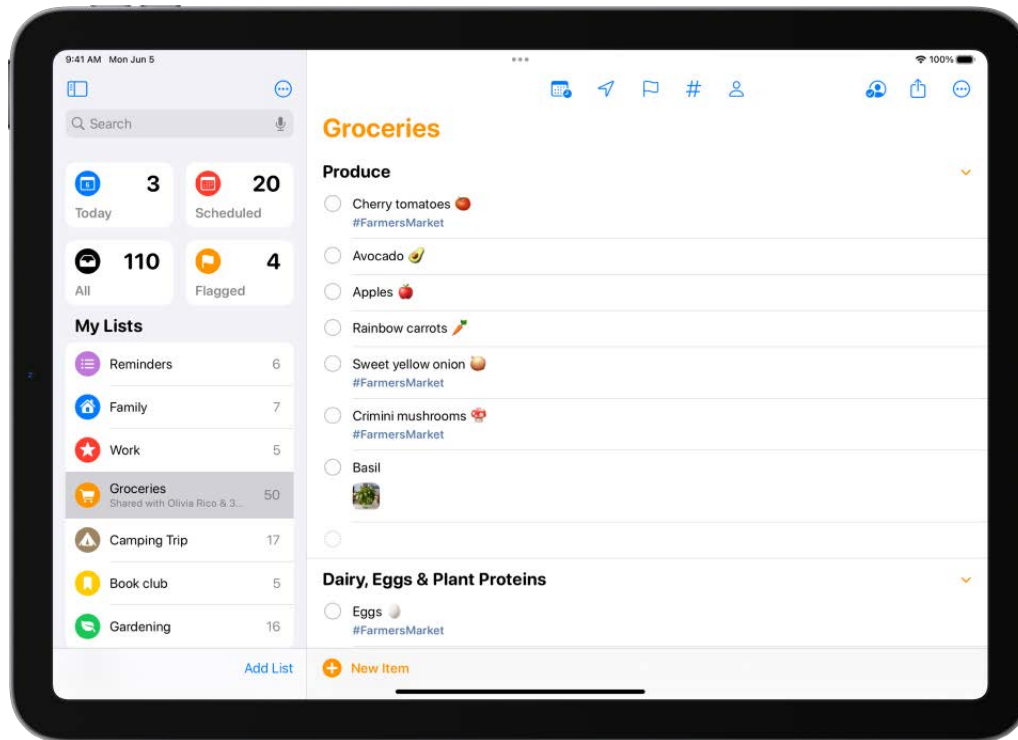
## Create a new grocery list

1. Open the Reminders app  on your iPad.
2. Tap Add List, then choose an account (if you have more than one account).
3. Enter a name for the list, tap List Type, then choose Groceries.



4. Choose a color and symbol for the list (optional).
-

## Add a new item to your grocery list



1. In your grocery list, tap New Item, then enter the item description.
2. To enter more information, tap Add Note.

You can also add items using Siri.

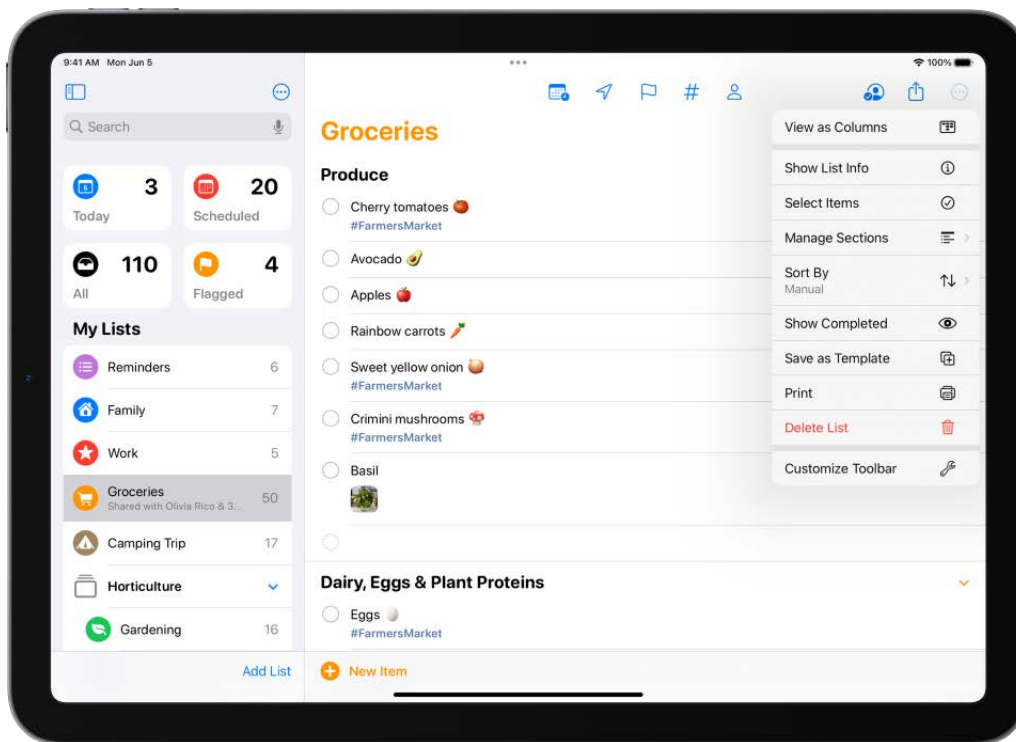
 **Siri:** Say something like: "Add artichokes to my groceries list." [Learn how to use Siri.](#)

---

### Show the list in columns

You can display the sections as columns across your screen, making it easy to visualize the items on your list.

1. In your grocery list, tap , then tap View as Columns.



2. To recategorize an item, drag it into a different column.

## Create a custom section

1. In your grocery list, tap , then tap Manage Sections.
2. Tap New Section, then enter a name

## Rename and reorder sections

- *Rename a section:* Select the name of the section, then enter the new name.
- *Move a section:* Touch and hold a section, then drag it a new position.

*Note:* You can't move the Others section.

You can also tap , tap Manage Sections, then tap Edit Sections.

## Move items into different sections

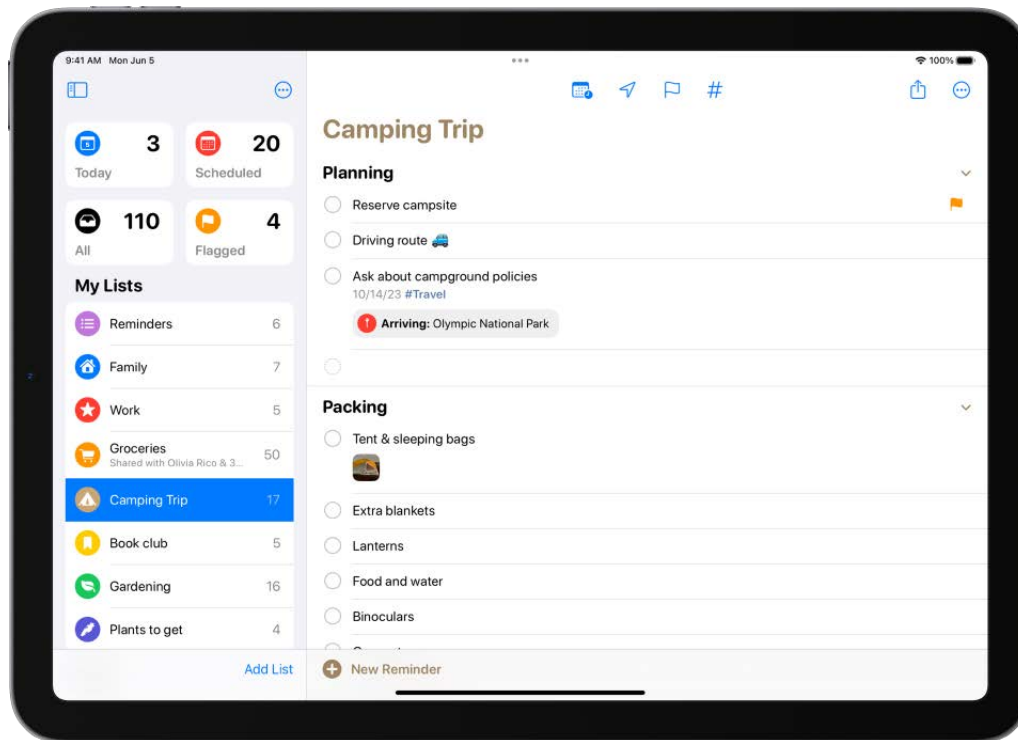
You can touch and hold an item, then drag it into a different section.

To move multiple items, do the following:

1. Tap , tap Select Items, then choose the items you want to move.
2. Tap , then choose a section.

# Add items to a list in Reminders on iPad

In the Reminders app, you can easily make to-do lists for things like grocery shopping, tasks around the house, and projects at work. When you add an item to a list, you can attach images; set flags; get alerts based on time, date, and location; and more.



*Note:* All Reminders features described in this guide are available when you use [updated reminders in iCloud](#). Some features aren't available when using other accounts.

---

## Make a new list

1. Open the Reminders app  on your iPad.
2. Tap Add List, then choose an account (if you have more than one account).
3. Enter a name, then choose a color and symbol for the list.
4. Tap List Type, then choose Standard, Groceries, or [Smart List](#).

---

## Add an item to a list

1. Choose a list, tap New Reminder or New Item, then enter text.

If you type text that matches a previously completed reminder, that reminder appears as a suggestion. (To turn off these suggestions, go to Settings > Reminders, then turn off Show Suggestions.)

2. To enter additional information, tap Add Note.
-

## Set when and where to be reminded

You can be reminded on a certain date, at a specific time or location, or when you're texting someone in Messages.

- *Schedule a date and time:* Tap , then choose an option.
- *Set a recurring reminder:* Tap , tap Repeat, then choose the frequency.
- *Get an early reminder before the scheduled date and time:* Tap , tap Early Reminder, then choose when you want to be reminded. For example, "5 minutes before," "2 days before," or another choice.
- *Add a location:* Tap , then choose where you want to be reminded—for example, when you arrive home or get into a car with a Bluetooth® connection to your iPad.

*Note:* To receive location-based reminders, you must allow Reminders to use your precise location. Go to Settings  > Privacy & Security > Location Services. Turn on Location Services, tap Reminders, choose While Using the App, then turn on Precise Location.

- *Get a reminder in Messages:* Tap , turn on When Messaging, then choose someone from your contacts list. The reminder appears the next time you chat with that person in Messages.

---

## Set a flag and priority

- *Flag an important item:* Tap .
- *Set a priority:* Tap , tap Priority, then choose Low, Medium, or High.

---

## Add a photo or scan a document

1. Tap .
2. Do any of the following:
  - Take a new photo.
  - Choose a photo from your photo library.
  - Scan a document.
  - Scan and insert text.

---

## Edit the item details

Tap the item, then tap .

---

# Edit and manage a list in Reminders on iPad

In the Reminders app , you can easily edit and manage the items in a list.

*Note:* All Reminders features described in this guide are available when you use [updated reminders in iCloud](#). Some features aren't available when using other accounts.

---

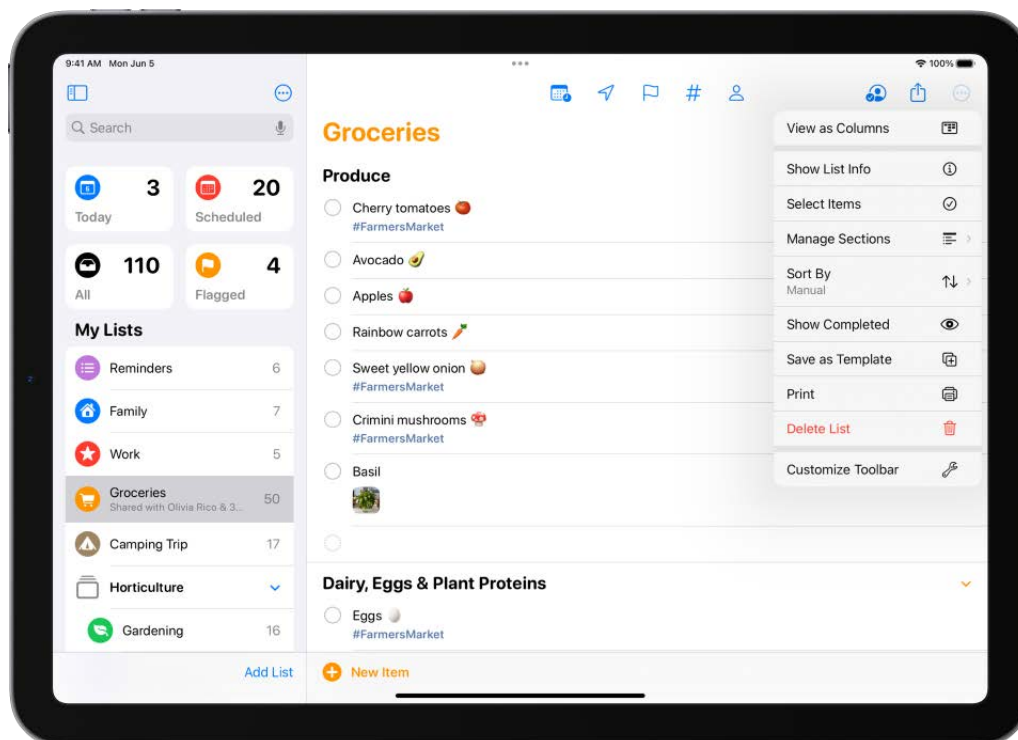
## Mark items as completed

Tap the empty circle next to an item to mark it as completed and hide it.

To unhide completed items, tap , then tap Show Completed. To delete the completed items, tap Clear.

---

## Edit multiple items at the same time



1. While viewing a list, tap , tap Select Reminders or Select Items, then select the items you want to edit. You can also drag two fingers over the items.
  2. Use the buttons at the bottom of the screen to add a date and time, move, delete, assign, complete, tag, or flag the selected items.
-

## Organize related items using sections

1. While viewing a list, tap , tap Manage Sections, tap New Section, then enter a name.
2. Add more sections as needed.
3. To rename a section, tap its name, then enter a new name.
4. To move a section, touch and hold the section, then drag it to a new position.

*Note:* You can't move the Others section.

5. Categorize items by dragging them into the sections.

To remove a section, swipe left on the section, then tap Delete.

---

## Create a subtask

Swipe right on the item, then tap Indent. Or drag an item onto another item.

If you complete a main task, the subtasks are also completed. If you delete or move a main task, the subtasks are also deleted or moved.

---

## Sort and reorder items in a list

- *Sort items by due date, creation date, priority, or title:* (not available in the All and Scheduled Smart Lists) In a list, tap , tap Sort By, then choose an option.

To reverse the sort order, tap , tap Sort By, then choose a different option, such as Newest First.

- *Manually reorder items in a list:* Touch and hold an item you want to move, then drag it to a new location.

The manual order is saved when you re-sort the list by due date, creation date, priority, or title. To revert to the last saved manual order, tap , tap Sort By, then tap Manual.

When you sort or reorder a list, the new order is applied to the list on your other devices where you're using [updated reminders](#). If you sort or reorder a shared list, other participants also see the new order (if they use updated reminders).

---

## Delete an item

Swipe left on the item, then tap Delete.

If you change your mind, you can recover the deleted item—tap with three fingers or shake to undo.

---

# Search and organize lists in Reminders on iPad

In the Reminders app , you can arrange items in lists and groups. You can also easily search all your lists for items that contain specific text.

*Note:* All Reminders features described in this guide are available when you use [updated reminders in iCloud](#). Some features aren't available when using other accounts.

---

## Search for items in all your lists

In the search field above the reminder lists, enter a word or phrase.

---

## Create or edit lists and groups

You can organize your items into lists and groups of lists such as work, school, or shopping. Do any of the following:

- *Create a new list:* Tap Add List, choose an account (if you have more than one account), enter a name, then choose a color and symbol for the list.
- *Create a group of lists:* Tap , tap Edit Lists, tap Add Group, enter a name, then tap Create. Or drag a list onto another list.
- *Rearrange lists and groups:* Drag a list or group to a new location. You can even move a list to a different group.
- *Change the name and appearance of a list or group:* Swipe left on the list or group, then tap .

---

## Pin a list for easy access

To pin an important list above the other lists, touch and hold the list, then tap Pin. You can also swipe right on the list, then tap .

You can have a maximum of 9 pinned lists.

To change the position of a pinned list, tap , tap Edit Lists, then drag  to a new position.

---

## Delete a list or a group and their reminders

Swipe left on the list or group, then tap . When you delete a group, you have the option to keep the lists.

---

# Work with templates in Reminders on iPad

In the Reminders app , you can save a list as a template to reuse it for routines, packing lists, and more. Create a link to publish and share a template with others, or download templates that others have shared.

---

## Save a list as a template

1. Above a list, tap , then tap Save as Template.
2. Enter a name for the template.
3. Turn on or off Include Completed Reminders, then tap Save.

After you make a template from a list, any changes you make to that list don't affect the template.

---

## Make a new list from a template

1. Above your lists, tap , tap Templates, then tap the name of a template.
  2. Enter a name for the list, then tap Create.
- 

## Edit or delete a template

Any changes you make to a template don't affect lists previously created from the template.

1. Above your lists, tap , tap Templates, then tap .
  2. Choose one of the following:
    - *Edit Template:* Add, edit, or delete any items in the template. You can also change the name, color, and icon for the template.
    - *Delete Template:* Remove the template.
- 

## Share a template

When you share a template, Apple servers have access so that anyone with the link can download a copy of the template on a device using iOS 16, iPadOS 16, macOS 13, or later. You can choose whether to keep any dates, tags, or locations in the shared template; images are removed.

1. Above your lists, tap , tap Templates, then tap  next to the template you want to share.
2. Tap Share Template, then choose a method for sharing.

To manage a shared template, tap , tap Templates, tap , then tap Manage Link.

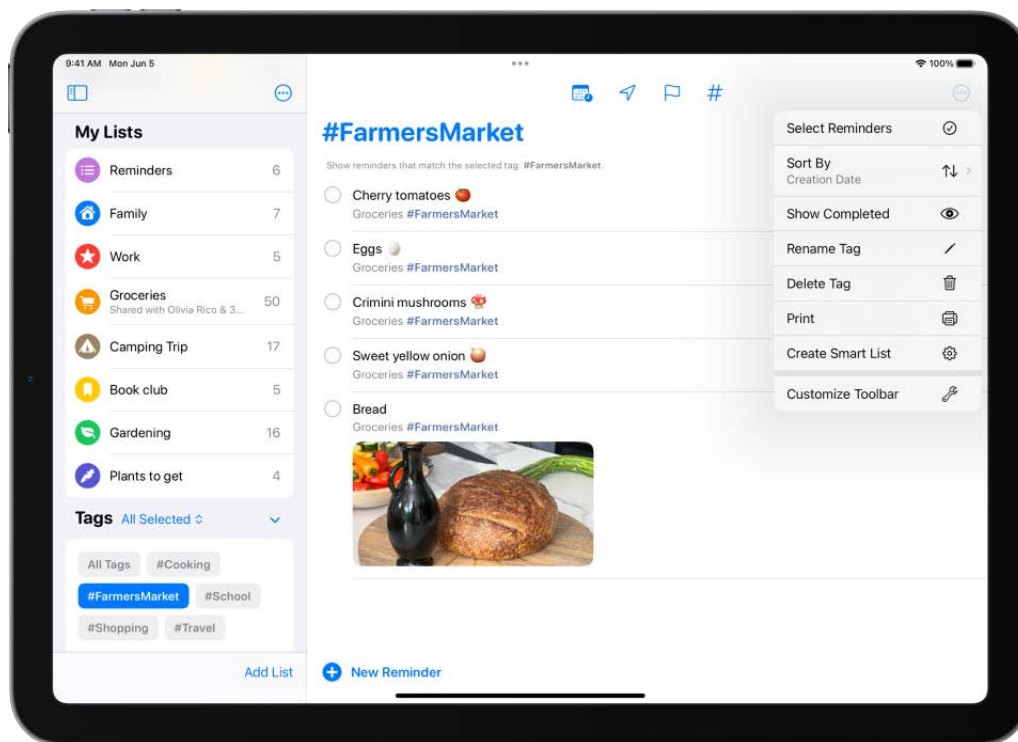
If you make changes to the template after sharing, you can update the shared version. Anyone who downloaded the previous version will need to download the template again to get the updates.

If you stop sharing a template, this doesn't affect anyone who has already downloaded the template.

---

## Organize your reminders with tags on iPad

In the Reminders app , you can use tags as a fast and flexible way to categorize and organize your reminders. You can add one or more tags to a reminder, such as #shopping and #work, and easily search and filter your reminders across lists using the Tag Browser or Smart Lists.



**Note:** All Reminders features described in this guide are available when you use [updated reminders](#). Some features aren't available when using other accounts.

---

### Add tags

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

---

## View items with tags

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

- *View all items with tags:* Tap All Tags.
- *View items with specific tags:* Tap one or more tags, then choose to view reminders matching any or all of the selected tags.



**Tip:** To save this list as a Smart List, tap , then tap Create Smart List.

---

## Rename or delete a tag

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

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

---

## Use Smart Lists in Reminders on iPad

In the Reminders app , you can easily filter your items across lists using Smart Lists. You can create custom Smart Lists to automatically include items filtered by tags, dates, times, locations, flags, and priority. You can choose more than one tag (such as #gardening and #errands) and combine them with other filters.

*Note:* All Reminders features described in this guide are available when you use [updated reminders](#). Some features aren't available when using other accounts.

---

## Automatically organize items using the default Smart Lists

You can view the following default Smart Lists:

- *Today:* Items scheduled for today and overdue items.
- *Scheduled:* Items scheduled by date or time.
- *Flagged:* Items with a flag.
- *Completed:* Items with a checkmark.
- *Assigned to Me:* Items assigned to you in shared lists.
- *Siri Suggestions:* Suggested items detected in Mail and Messages.
- *All:* All items across all your lists.

To show, hide, or rearrange the default Smart Lists, tap , then tap Edit Lists.

---

## Make a custom Smart List

1. Tap Add List, enter a name, choose a color and icon, then tap Make into Smart List.
2. Choose one or more filters, then choose to include items matching any or all of the selected filters. You can filter by tags, dates, locations, and more.

---

## Convert a list to a Smart List

When you convert a list, its items are moved to the top level of the default list and tagged with the name of the Smart List.

*Note:* You can't convert a shared list.

1. View the list you want to convert.
2. Tap , tap Show List Info, scroll to the bottom, then tap Convert to Smart List.

---

## Add an item to a Smart List

Choose a list, tap New Reminder, then enter text.

The item inherits the attributes of the Smart List and gets saved to your default list.

---

## Share lists and collaborate in Reminders on iPad

In the Reminders app , use iCloud to share to-do lists. You can collaborate and assign tasks to other people who also use iCloud.

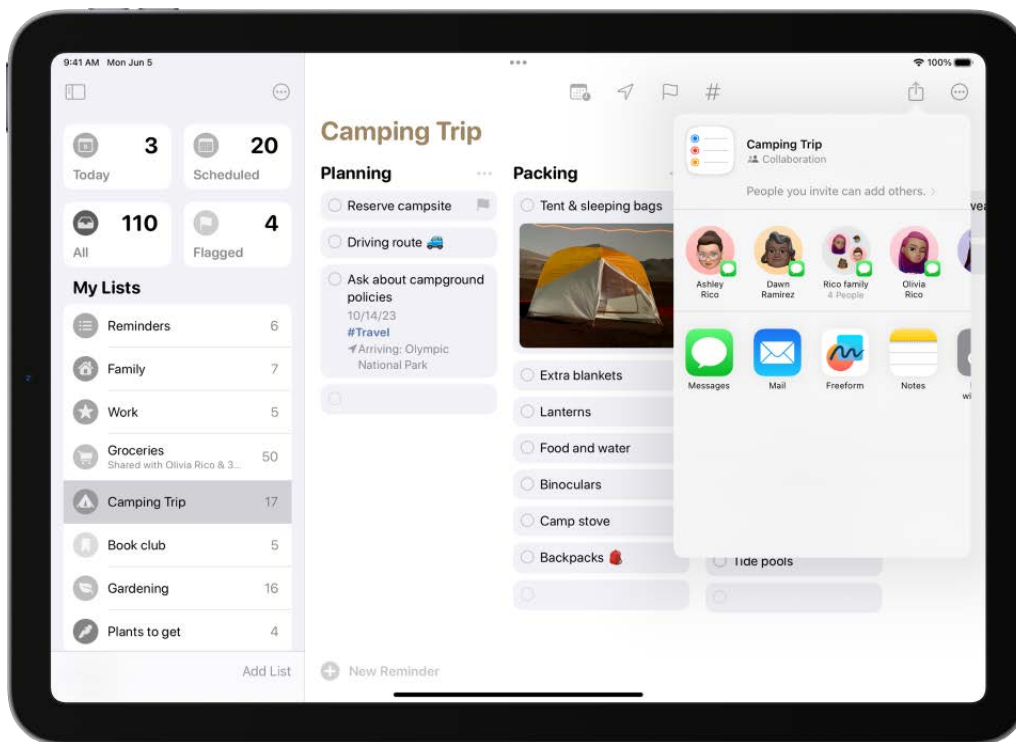
*Note:* All Reminders features described in this guide are available when you use [updated reminders](#). Some features aren't available when using other accounts.

---

## Collaborate on a list using iCloud

You can share a list and collaborate with people who use iCloud. People who accept the invitation can add and edit items, mark items as completed, and all the collaborators can see everyone's changes. Everyone you collaborate with must be signed in with their Apple ID and [have Reminders turned on in iCloud settings](#).

1. Open the Reminders app  on your iPad.
2. View the list you want to share, then tap .



3. By default, collaborators on the list can invite other people. To restrict sharing, tap "People you invite can add others," then turn off "Allow others to invite."
4. Choose how to send your invitation (for example, using Messages or Mail).

If you send the invitation in Messages, you [get activity updates in the Messages conversation](#) when someone makes changes in the shared list. Tap the updates to go to the shared list.

---

### Assign reminders in a shared list

When you create or edit a reminder, you can assign it to any person on the list, including yourself. Do any of the following:

- Type @ followed by the person's name or choose a person from the menu above the keyboard.
- Tap , then choose a person.



**Tip:** To quickly see all reminders assigned to you, use the Assigned to Me Smart List.

---

## Turn notifications on or off for a shared list

1. Open the Reminders app  on your iPad.
  2. In the shared list, tap , then tap Manage Shared List.
  3. Below Notify When, turn on or off any of the following:
    - *Adding Items*: Receive an alert when someone adds an item to the list.
    - *Completing Items*: Receive an alert when someone completes an item on the list.
- 

## Print reminders on iPad

In the Reminders app , you can print a list.

---

1. View the list you want to print.
  2. Tap , then tap Print.
- 

## Use the Reminders widget on iPad

You can get the Reminders widget so you can complete items from the Lock Screen or Home Screen without opening the Reminders app .

---

1. [Add the Reminders widget](#) to the Home Screen or Lock Screen.
  2. To change the list shown in the widget, touch and hold the widget, tap Edit Widget, then choose a list.
  3. To complete an item, tap the item in the widget.
- 

## Change your Reminders settings on iPad

You can customize your preferences for the Reminders app  in Settings. Choose the default list for new items, set a time to see notifications for all-day reminders, and more.

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

- *Siri & Search*: Allow content in Reminders to appear in Siri Suggestions or search results.

- *Notifications:* Set how you [receive notifications](#), choose the alert style, and have Siri announce notifications.
- *Accounts:* Manage your accounts and how often data is updated.
- *Default List:* Choose the list for new reminders you create outside of a specific list, such as reminders you create using Siri.
- *Today Notification:* Set a time to see notifications for all-day reminders that have been assigned a date without a time.
- *Show as Overdue:* The scheduled date turns red for overdue all-day reminders.
- *Include Due Today:* The badge count includes overdue items and items due today.
- *Mute Notifications:* Turn off notifications for assigned reminders.

## Use keyboard shortcuts in Reminders on iPad

If your iPad is connected to an [iPad keyboard](#), you can use keyboard shortcuts to quickly perform actions the Reminders app .

---

### Examples of keyboard shortcuts

- *Create a new list:* Press Shift-Command-N.
- *Add a new reminder:* Press Command-N.
- *Show completed reminders:* Press Shift-Command-H.
- *Show all reminders assigned to you:* Press Command-5.

---

### Learn keyboard shortcuts

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

---

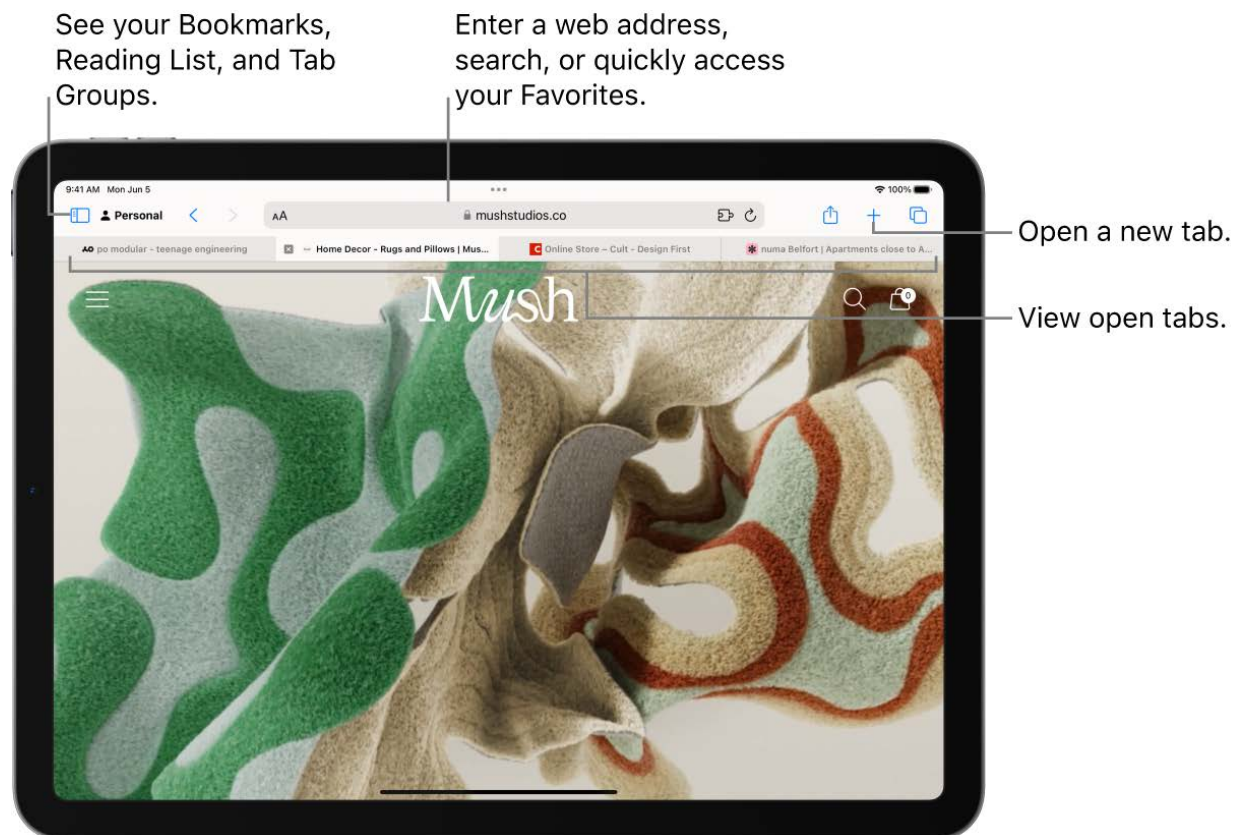
---

# Safari

## Browse the web using Safari on iPad

In the Safari app 🌐, you can browse the web, view websites, preview website links, translate webpages, and add the Safari app back to your Home Screen if it gets removed. If you sign in to iCloud with the same Apple ID on all your devices, you can see pages you have open on other devices, and keep your bookmarks, history, and Reading List up to date on all your devices.

**COMMENT:** #ba #websites



---

## View websites with Safari

You can easily navigate a webpage with a few taps.

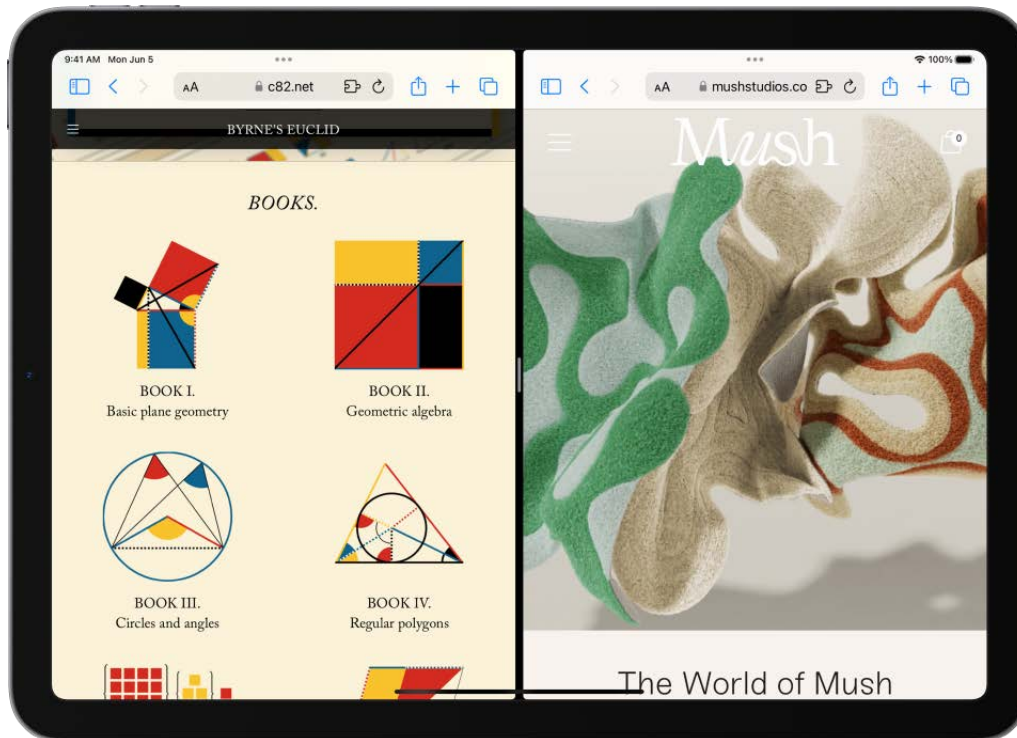
- *Get back to the top:* Double-tap the top edge of the screen to quickly return to the top of a long page.
- *See more of the page:* Turn iPad to landscape orientation.
- *Refresh the page:* Pull down from the top of the page.
- *Share links:* Tap  at the top right of the page.

---

## View two pages side-by-side in Split View

Use Split View to open two Safari pages side-by side.

**COMMENT:** #ba #websites



- *Open a blank page in Split View:* Touch and hold , then tap New Window.
- *Open a link in Split View:* Touch and hold the link, then tap Open in New Window.
- *Move a window to the other side of Split View:* Touch and hold  at the top of the window, then drag left or right.
- *Close tabs in a Split View window:* Touch and hold .
- *Leave Split View:* Drag the divider over the window you want to close.

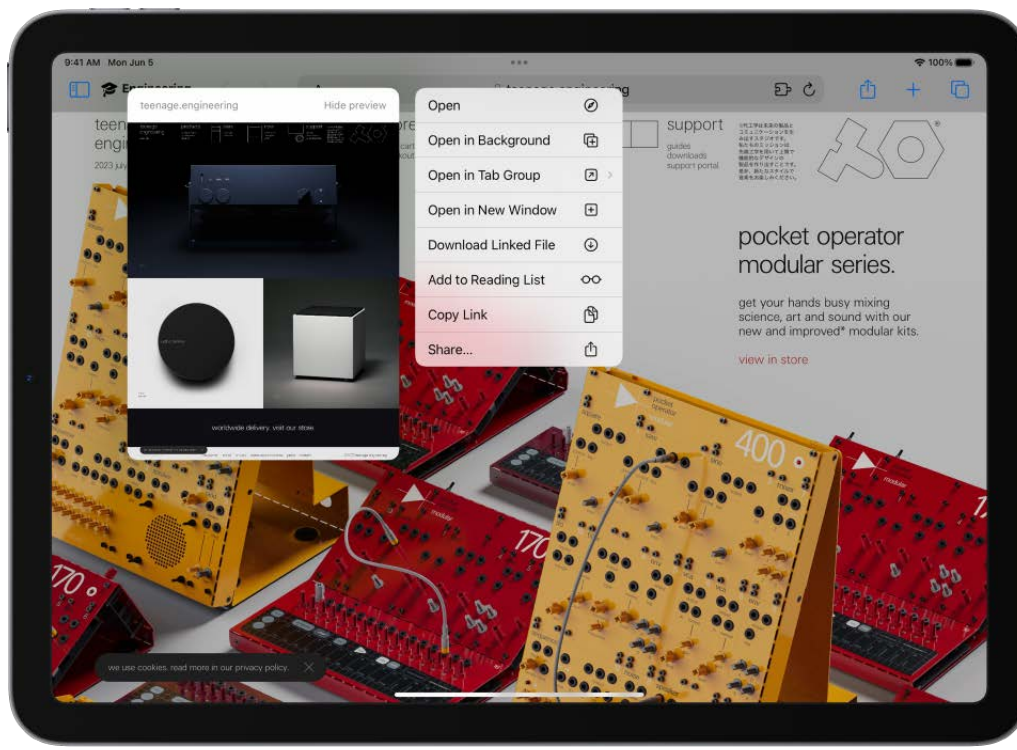
---

## Preview website links

Touch and hold a link in Safari to see a preview of the link without opening the page. To open the link, tap the preview, or tap Open.

To close the preview and stay on the current page, tap anywhere outside the preview.

**COMMENT:** #ba #websites



---

## Translate a webpage

When you view a webpage that's in another language, you can use Safari to translate it (not available in all languages or regions).

Tap **AA**, then tap  (if translation is available).

---

## Manage downloads

To download a file, touch and hold the file or link you want to download, then tap **Download Linked File**.

Tap  to check the status of a file you're downloading, to access downloaded files quickly, or to drag a downloaded file onto another file or into an email you're working on.

 **Tip:** You can download files in the background while you continue to use Safari.

---

## Add Safari back to your Home Screen

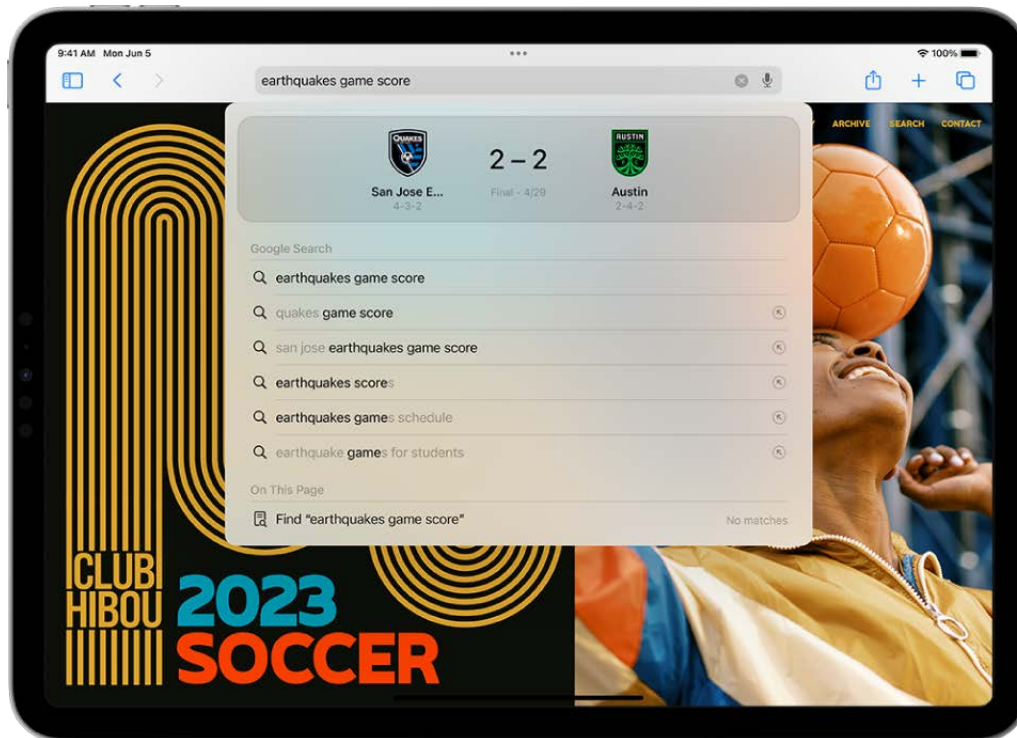
If you don't see Safari on your Home Screen, you can find it in App Library and add it back.

1. On the Home Screen, swipe left until you see the App Library.
  2. Enter "Safari" in the search field.
  3. Press and hold , then tap **Add to Home Screen**.
-

# Search for websites using Safari on iPad

In the Safari app , enter a URL or a search term to find websites or specific information.

**COMMENT:** #ba #websites #marcom #sports



---

## Search the web

1. Enter a search term, phrase, or URL in the search field.
2. Tap a search suggestion, or tap Go on the keyboard.

If you don't want to see suggested search terms, go to Settings  > Safari, then turn off Search Engine Suggestions (below Search).

---

## See your favorite websites while you search

Have your favorites appear as suggestions when you enter an address, search, or create a new tab.

Go to Settings  > Safari, then tap Favorites.

If you have multiple folders in your favorites, you can select the one you want to appear in Safari search suggestions.

---

## Search a webpage

You can find a specific word or phrase on a webpage.

1. Tap , then tap Find on Page.
2. Enter the word or phrase in the search field.
3. Tap  to find other instances.

---

## Choose a search engine

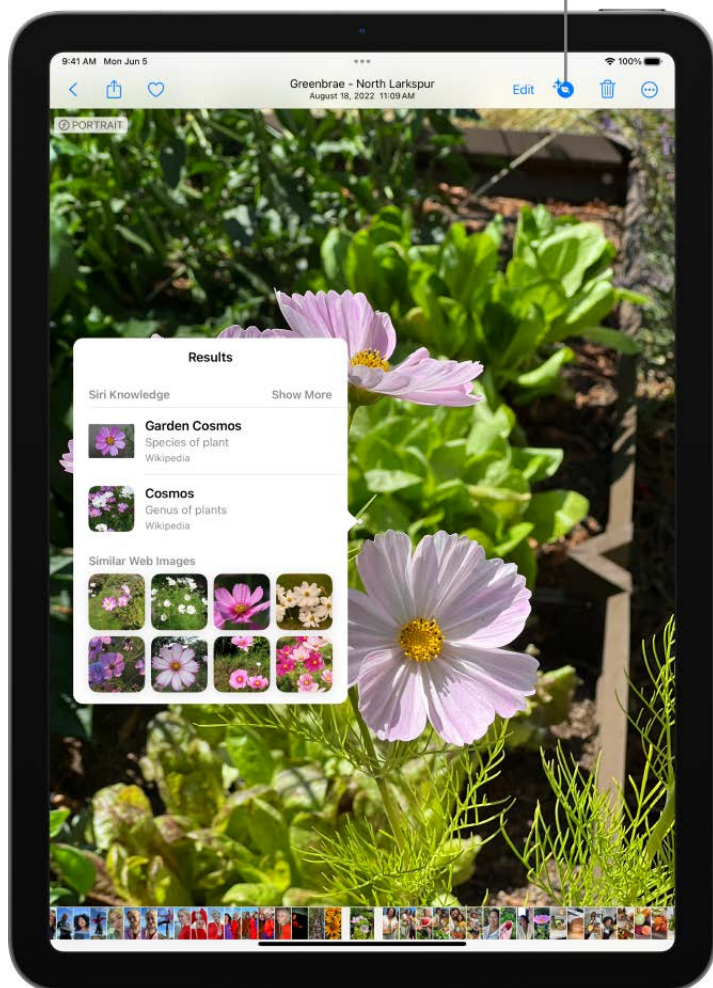
Go to Settings  > Safari > Search Engine.

---

## Search for objects in your photos

With Visual Look Up, you can identify and learn about popular landmarks, plants, pets, and more that appear in your photos and videos. See [Use Visual Look Up to identify objects in your photos and videos on iPad](#).

Visual Look Up is available.



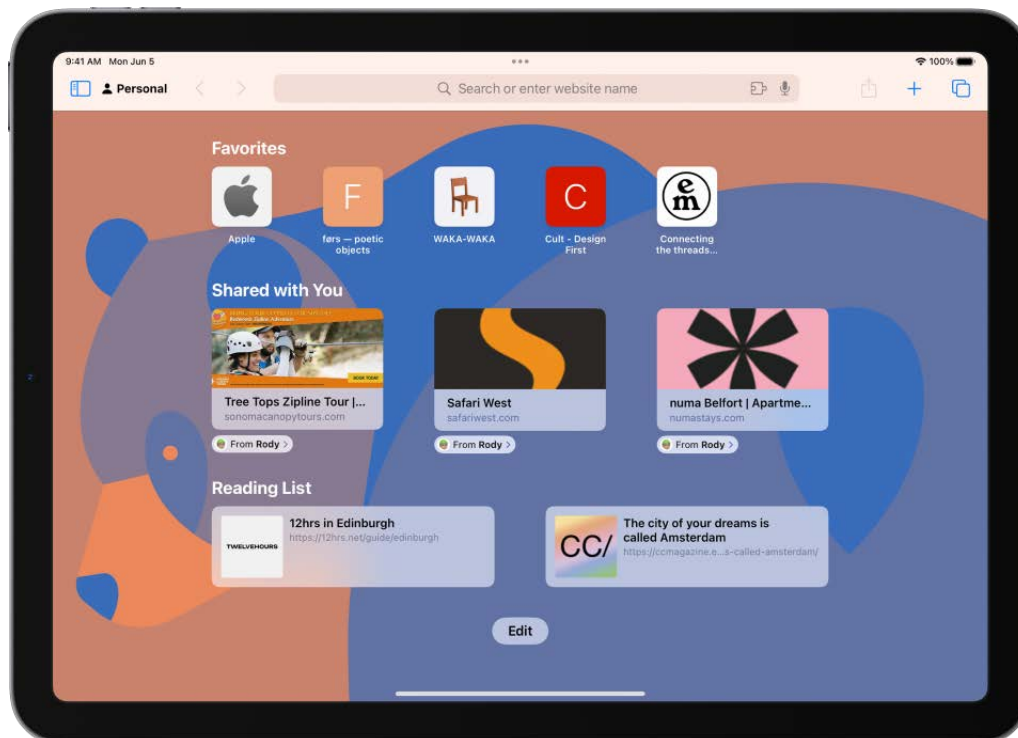
# Customize your Safari settings on iPad

In the Safari app , you can customize your start page, change the text size on websites, and change display and privacy settings. Sign in to iCloud with the same Apple ID on multiple devices to keep your open tabs, bookmarks, browsing history, and Reading List up to date across all your Apple devices.

## Customize your start page

Every time you open a new tab, you begin on your start page. You can customize your start page with new background images and options.

**COMMENT:** #ba #websites



1. Open the Safari app  on your iPad.
2. To open a new tab, tap  at the top-right corner of the screen.
3. Scroll to the bottom of the page, then tap Edit.
4. Choose options for your start page.
  - *Favorites:* Display shortcuts to your favorite bookmarked websites. See [Add a website to Favorites](#).
  - *Frequently Visited:* Go straight to the websites you visit most.
  - *Shared with You:* See links shared with you in Messages. See [Find links shared with you](#).

- *Privacy Report*: Stay updated on how many trackers and websites Safari blocked from tracking you. See [View the Privacy Report](#).
- *Siri Suggestions*: As you search, allow websites shared in Calendar and other apps to appear.
- *Reading List*: Show webpages currently in your Reading List. See [Add the current webpage to your Reading List](#).
- *Recently Closed Tabs*: Go back to tabs you previously closed.
- *iCloud Tabs*: Show open tabs from other Apple devices where you're signed in with the same Apple ID and Safari is turned on in iCloud settings or preferences. See [Organize your tabs with Tab Groups](#).
- *Background Image*: Choose the image you want to appear in the background each time you open a new start page. To use a photo as your background, tap .

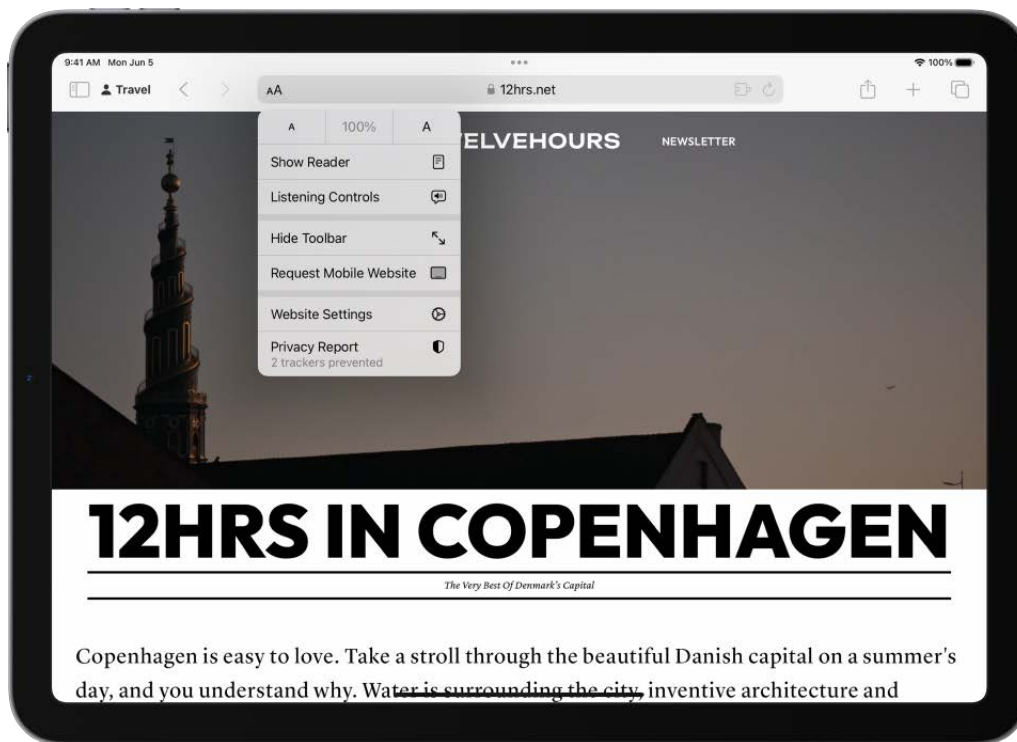
*Note*: Your custom start page settings are updated on all your Apple devices where you have Use Start Page on All Devices turned on, and you're signed in with the same Apple ID using two-factor authentication.

---

### Change the text size for a website on Safari

1. Open the Safari app  on your iPad.
2. Tap **AA** on the left side of the search field.
3. Tap the large A to increase the font size or the small A to decrease it.

**COMMENT:** [#ba](#) [#websites](#)



---

## Change the display controls for a website on Safari

You can hide the search field, switch to Reader, and more.

1. Open the Safari app  on your iPad.
2. Tap **AA**, then do any of the following:
  - *Hide the search field:* Tap Hide Toolbar (tap the top of the screen to get it back).
  - *See a streamlined view of the webpage:* Tap Show Reader (if available).To return to the normal view, tap Hide Reader.
- *See what the webpage looks like on a desktop computer:* Tap Request Desktop Website (if available).

You can also adjust Safari settings in Accessibility settings. Go to Settings > Accessibility > Per-App Settings. Tap Add App, choose Safari, then tap Safari to adjust the settings.

---

## Choose where to save downloads

When you download a file in Safari, you can choose whether to save it to iCloud or on your iPad.

Go to Settings  > Safari > Downloads, then choose one of the following:

- *iCloud Drive*: Select this option to save downloads to the Downloads folder in iCloud Drive. This allows you to access the downloaded file on any iPhone, iPad, or Mac where you're signed in with the same Apple ID.
  - *On My iPad*: Select this option to save downloads to the Downloads folder on your iPad.
- 

### Share website passwords with a group

You can create a group of trusted contacts and share a set of passwords. Passwords stay up to date for everyone in the group, and you can remove someone at any time.

See [Create shared password groups](#).

---

### Adjust privacy settings for Safari

You can choose what privacy settings you want across Safari, and create individual exceptions for websites. See [Browse privately](#).

---

### Use keyboard shortcuts

You can navigate in Safari using keyboard shortcuts if you have an [Apple external keyboard](#) connected to your iPad.

To view available keyboard shortcuts, connect your keyboard, then press and hold the Command key.

---

## Change the layout in Safari on iPad

In the Safari app , you can choose the tab bar layout that works best for you.

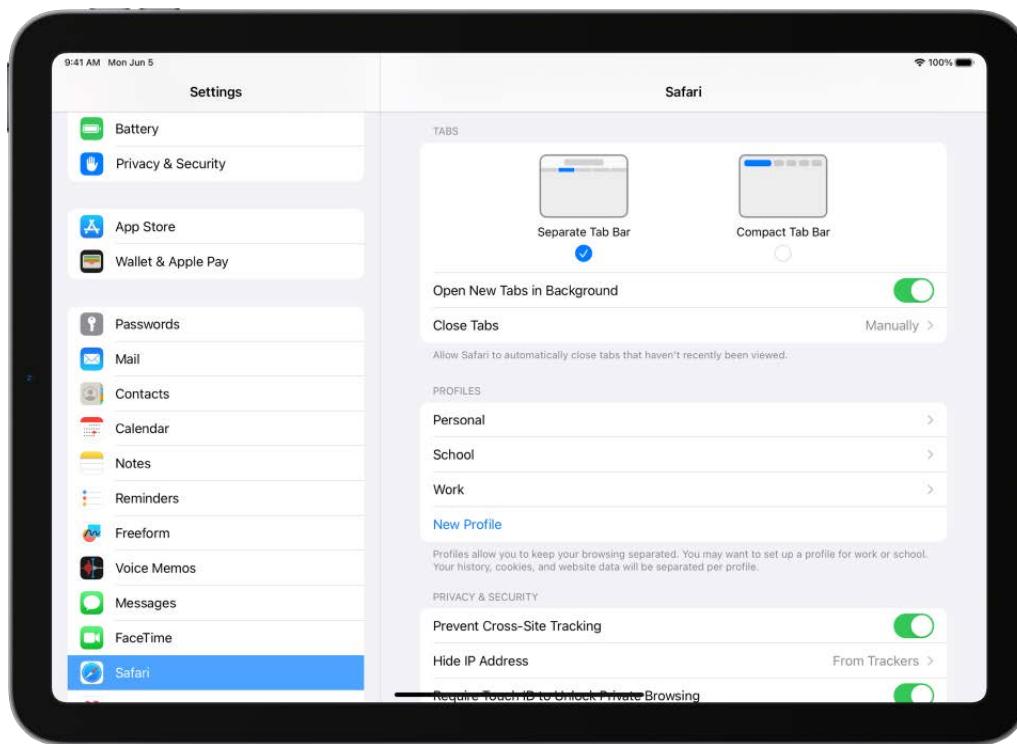
---

1. Go to Settings  > Safari, then scroll down to Tabs.
2. Select either Separate Tab Bar or Compact Tab Bar.

You can move between layouts as much as you want without losing the tabs you have open.

*Note:* If you're using the Compact Tab Bar layout, the menus and layout may look different from what's described in this guide.

---

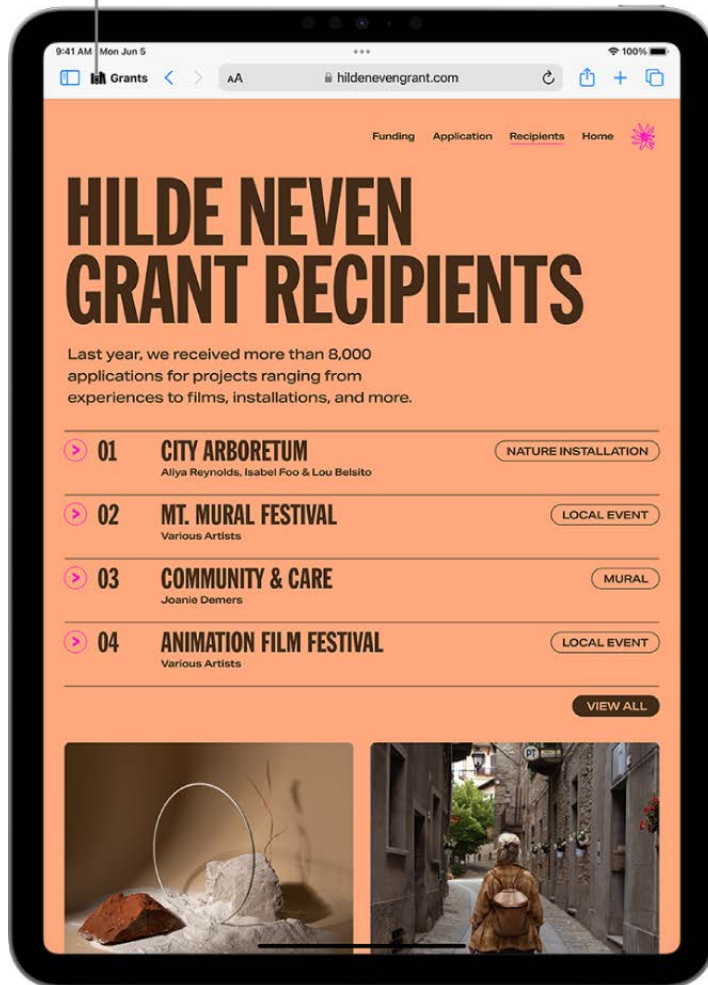


## Create multiple Safari profiles on iPad

In the Safari app , you can create multiple Safari profiles—like work and personal—and use them to separate your internet browsing into different themes. Each profile has separate favorites, histories, tabs, and Tab Groups. You can add, edit, or remove a profile at any time.

**COMMENT:** [#ba](#) [#websites](#) [#marcom](#)

Switch between profiles.



---

## Create a profile

The profiles you create on iPad will appear in Safari settings on any iPhone, iPad, or Mac where you're signed in with the same Apple ID.

1. Go to Settings  > Safari, then tap New Profile.
2. Tap Name, enter a name for this profile, then choose an icon and color.
3. Below Settings, tap Favorites to choose a bookmarks folder.

If you have multiple folders of bookmarks, this option selects the folder of bookmarked websites that are recommended as you enter an address, search, or create a new tab. For example, if you have a folder of bookmarks related to work, you can create a work profile and use this field to ensure that those websites are suggested as you type in the address field.

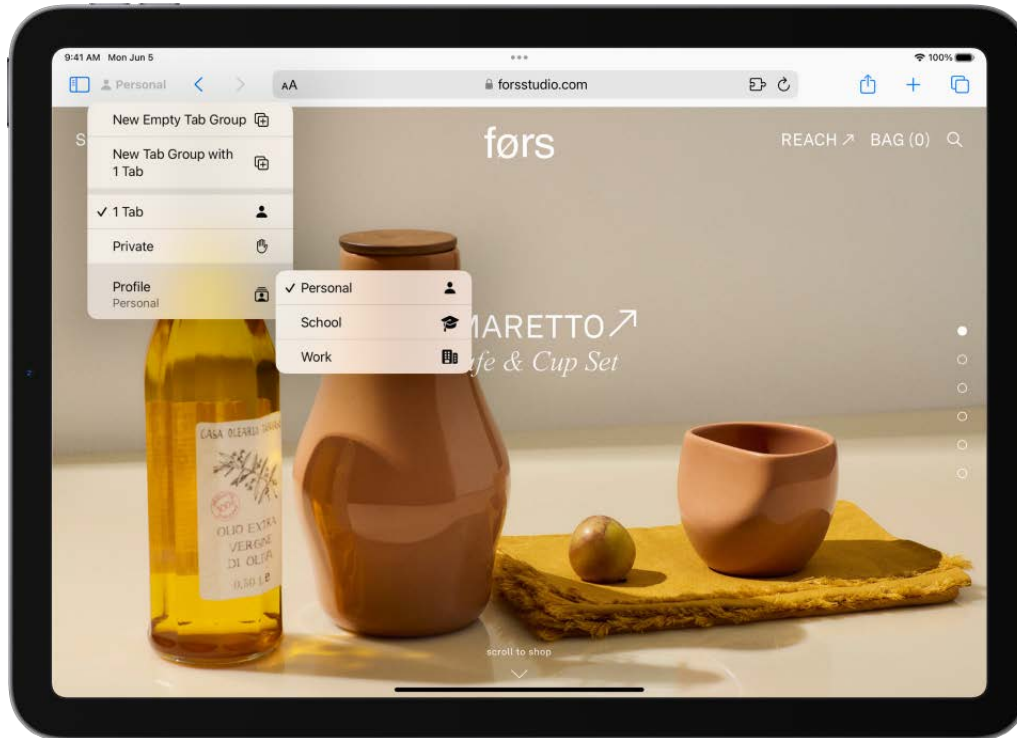
4. Tap Open New Tabs and choose the page you want new tabs to open to.
-

## Use profiles in Safari

You can easily browse the internet with a profile, or move between profiles.

1. Open the Safari app  on your iPad.
2. Tap , then tap Profile at the bottom of the sidebar.
3. Select the profile you want to use.

**COMMENT:** #ba #websites



---

## Edit a profile

Go to Settings  > Safari, then tap the profile you want to edit.

---

## Choose which extensions to use with a profile

You can install extensions to customize the way your browser works on iPad. See [Get extensions to customize Safari](#).

If you have extensions installed on your iPad, you can customize which extensions you want to use with each profile.

1. Go to Settings  > Safari, then tap a profile.
  2. Select each extension you want to use with that profile.
-

## Remove a profile

You can delete a profile at any time. This action also erases the favorites and history associated with the profile, and closes all websites open in the profile.

**Important:** This action can't be undone.

1. Go to Settings  > Safari, then tap a profile.
  2. Tap Delete Profile.
-

---

# Use Tab Groups

## Open and close tabs in Safari on iPad

In the Safari app , use tabs to help you navigate between multiple open webpages.

*Note:* If you're using the Compact Tab Bar layout, the menus and other items may look different from what's described in this guide. See [Change the layout of Safari](#).

---

### Open a link in a new tab

Touch and hold the link, then tap Open in Background.

---

### View a tab's history

You can see which webpages you previously visited in this tab.

Touch and hold  or .

---

### Close tabs

Tap , then tap  in the upper-right corner of a tab to close it.

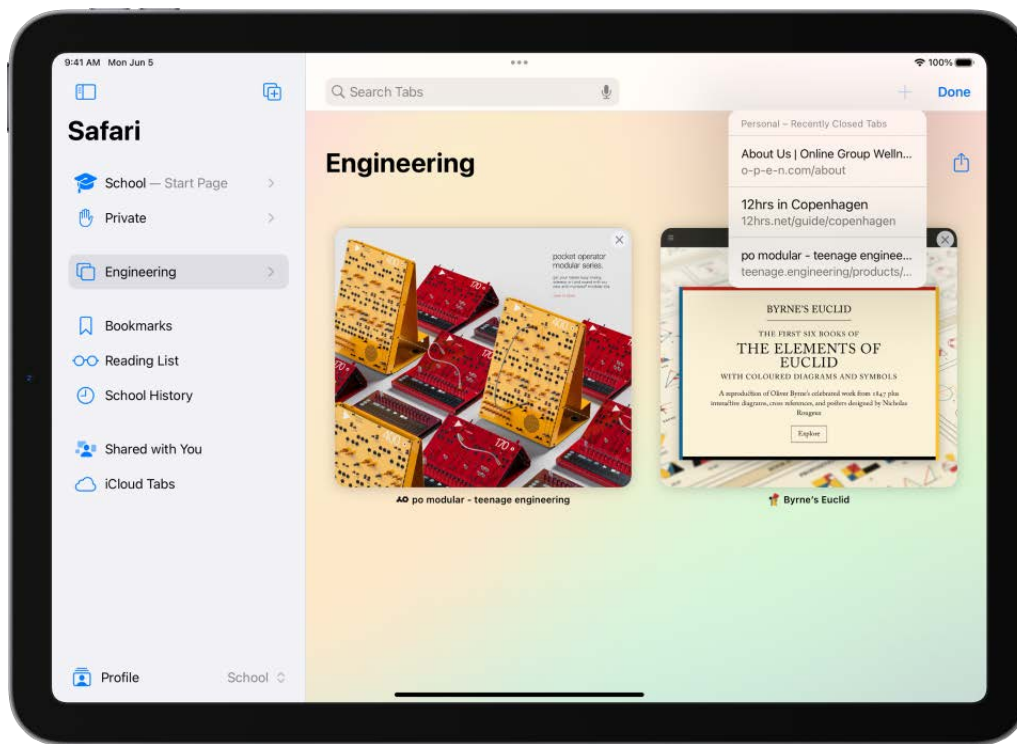
 **Tip:** To close all tabs in this Tab Group at the same time, touch and hold Done, then tap Close All *[number of] Tabs*.

---

### Open a recently closed tab

Touch and hold , then choose from the list of recently closed tabs.

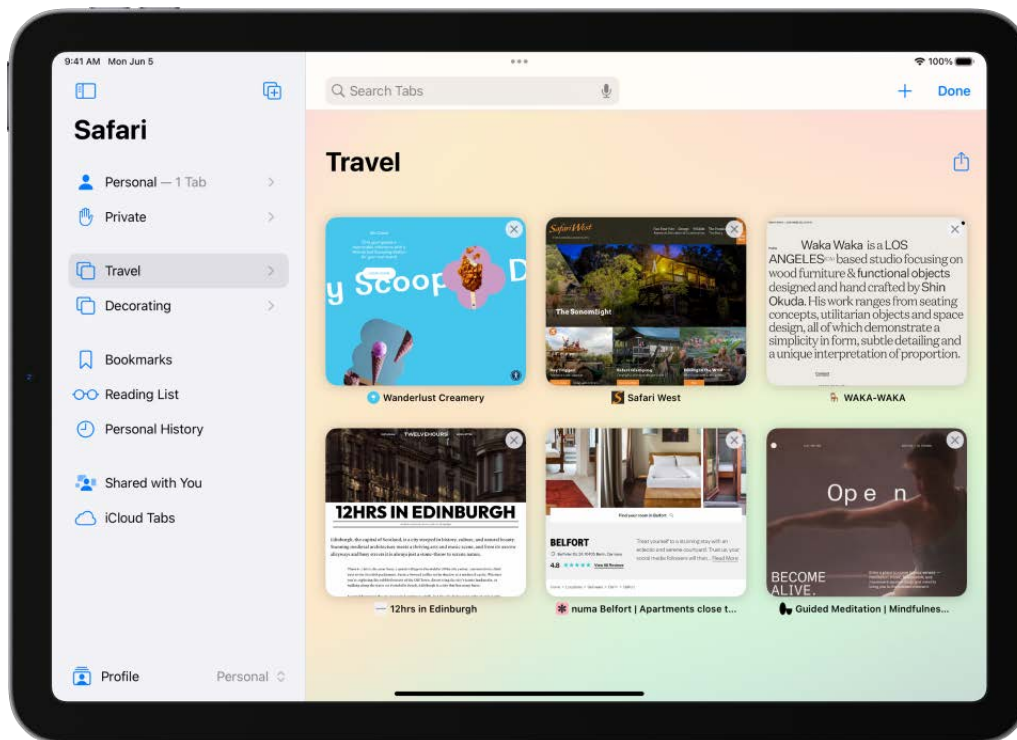
**COMMENT:** #ba #websites



## Organize your tabs with Tab Groups in Safari on iPad

In the Safari app 📄, you can create Tab Groups to keep tabs organized and make them easier to find again later.

**COMMENT:** #ba #websites



---

### Create a new Tab Group

1. Tap  to open the sidebar, then tap  in the top-right corner of the sidebar.
2. Tap New Empty Tab Group, enter a name, then tap Save.

---

### Rename a Tab Group

1. Tap  to open the sidebar, then touch and hold any Tab Group.
2. Tap Rename.

---

### Reorder tabs in a Tab Group

1. Touch and hold any tab.
2. In the menu that appears, tap Arrange Tabs By, then choose an option.

Or touch and hold the tab, then drag it where you want it.

---

### Pin a tab at the front of a Tab Group

You can customize your Tab Groups with pinned tabs in each group. The pinned tab stays pinned to the left side of the tab bar.

1. Touch and hold the tab you want to pin.
2. In the menu that appears, tap Pin Tab.

To unpin the tab, touch and hold it, then tap Unpin Tab.

---

### Move a tab to another Tab Group

1. Touch and hold in the tab bar, then tap Move to Tab Group.
2. Choose one of the Tab Groups you created previously, or tap New Tab Group create a new one.

---

## View your Safari tabs from another Apple device on iPad

In the Safari app , you can view the tabs that are open on your other Apple devices and keep tabs and Tab Groups updated across them. You must be signed in to iCloud with the same Apple ID on all your devices to manage Safari tabs on those devices.

---

### View tabs that are open on your other Apple devices

Tap , then tap iCloud Tabs.

To close a tab on another Apple device, touch and hold the link, then choose Close.

---

## Keep tabs and Tab Groups updated across your devices

Go to Settings  > [your name] > iCloud > Show All, then make sure Safari is turned on.

*Note:* To also see tabs open on your Mac, you must have Safari turned on in iCloud settings on your Mac, be signed in with the same Apple ID, and use two-factor authentication.

---

## Share Tab Groups and collaborate in Safari on iPad

In the Safari app, you can share a Tab Group and collaborate with people who use iCloud. You can add and remove people from the Tab Group at any time, and even start a message conversation, phone call, or FaceTime call without leaving Safari. Collaborators can add and remove tabs from the Tab Group, and everyone sees updates in real time.

### COMMENT: Personal Safety content

Everyone you collaborate with must be signed in with their Apple ID, [have Safari turned on in iCloud settings](#), and have two-factor authentication turned on.

---

## Share a Tab Group

1. Open the Safari app  on your iPad.
2. Tap , touch and hold a Tab Group, then tap Share.
3. Tap Messages, then enter the person or group you want to share it with.

You get [activity updates in the Messages conversation](#) when someone makes changes in the Shared Tab Group.

---

## Add and remove people from a Shared Tab Group

1. Open the Safari app  on your iPad.
  2. Tap .
  3. Tap Manage Shared Tab Group, then do any of the following:
    - *Remove someone:* Tap a name, then tap Remove Access.
    - *Add someone:* Tap Share With More People, then tap Messages to invite them.
    - *Stop Sharing with everyone:* Tap Stop Sharing.
-

## Start a Messages, audio, or video conversation from Safari

You can start a conversation—using Messages, FaceTime audio, or FaceTime video—with everyone that shares the Tab Group, without leaving Safari.

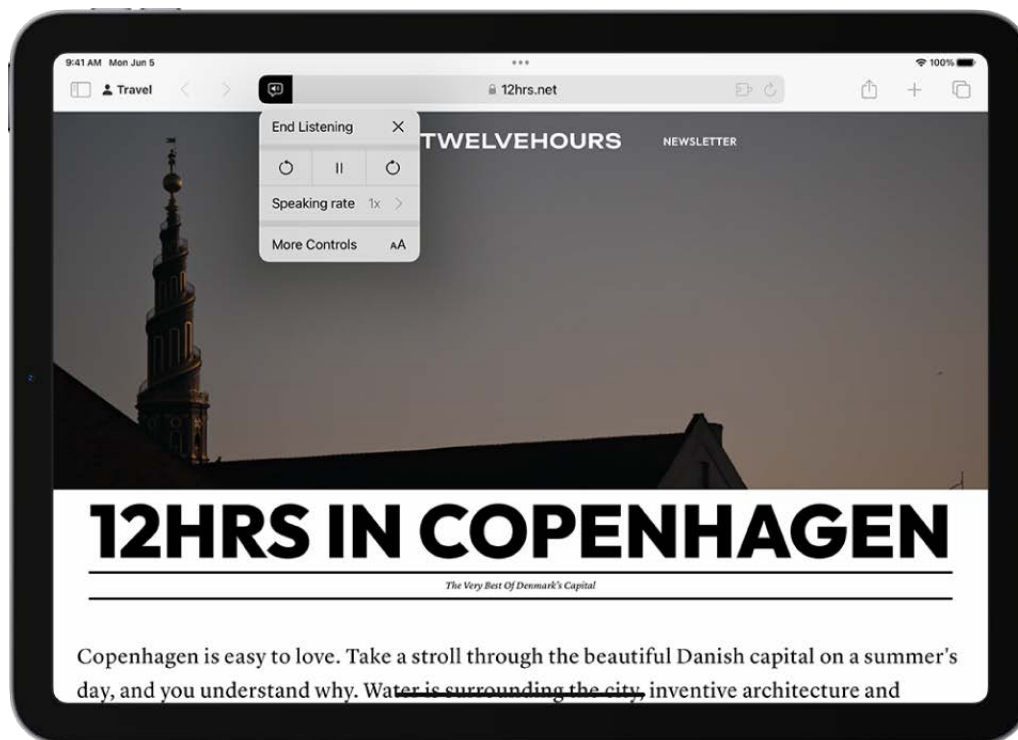
In Safari, tap , then tap message, audio, or video to start the conversation.

---

## Use Siri to listen to a webpage in Safari on iPad

You can use Siri to read supported webpages aloud in the Safari app .

**COMMENT:** #ba #websites



### Listen to a webpage

1. Open the Safari app  on your iPad.
  2. Open the page you want to listen to, then do one of the following:
    - Tap , then tap Listen to Page.
    - Activate Siri, then say something like "Read this" or "I want to listen to this page."
- 

### Pause listening

While listening to a webpage, tap , tap Listening Controls, then tap .

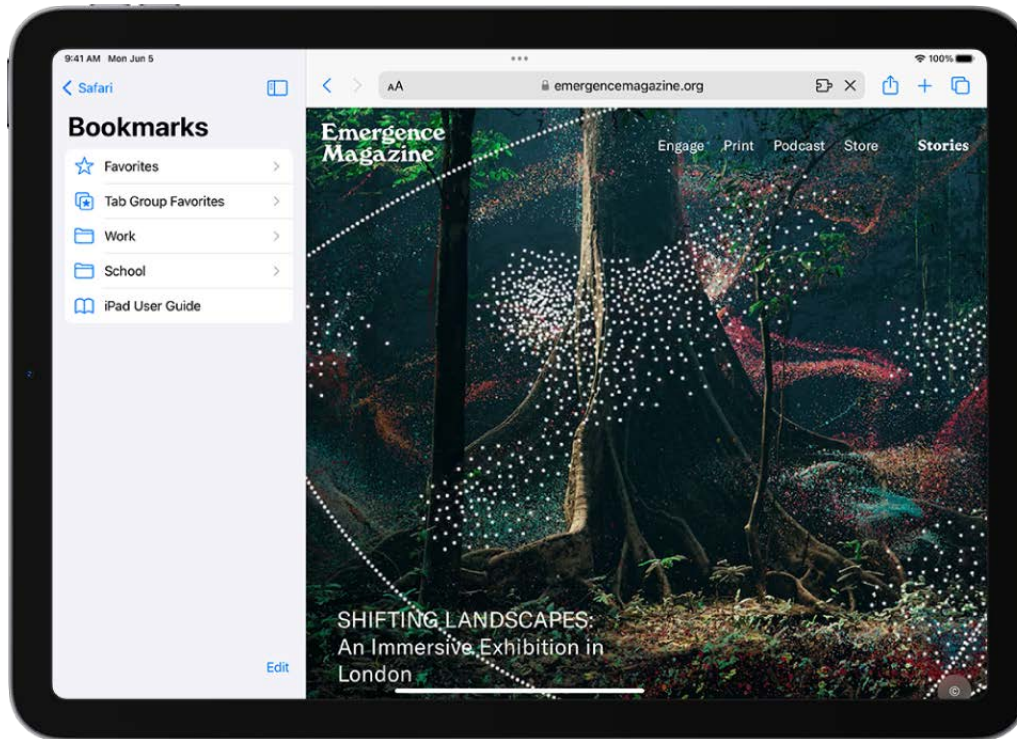
To start listening again, tap , then tap .

---

# Bookmark a website in Safari on iPad

In the Safari app , you can bookmark websites, organize your bookmarks, or add a website icon to the Home Screen to easily revisit later.

**COMMENT:** #ba #websites



---

## Bookmark a website

1. Tap  to the right of the search field.
2. Tap Add Bookmark.

---

## Bookmark open tabs

1. Pinch closed with three fingers to view all your tabs.
  2. Touch and hold one of your tabs, then tap Add Bookmarks for [number of] Tabs.
-

## View and organize your bookmarks

1. Tap , then tap Bookmarks.
2. Tap Edit, then do any of the following:
  - *Create a new folder:* Tap New Folder at the bottom left, enter a name, then tap Done.
  - *Move a bookmark into a folder:* Tap the bookmark, tap the Location, then tap a folder. Tap  to return to your bookmarks.
  - *Delete bookmarks:* Tap .
  - *Rename bookmarks:* Tap the bookmark, enter a new name, then tap Done.
  - *Reorder bookmarks:* Touch and hold , then drag the bookmark to a new location.

---

## See your Mac bookmarks on iPad

1. Go to Settings  > [your name] > iCloud.
2. Tap Show All (below Apps Using iCloud), then make sure Safari is turned on.

*Note:* You must also have Safari turned on in iCloud settings on your Mac and be signed in with the same Apple ID. See [Set up iCloud for the Safari app on all your devices](#) in the iCloud User Guide.

---

## Add a website icon to the Home Screen

You can add a website icon to your iPad Home Screen for quick access.

While viewing the website, tap  in the menu bar, then tap Add to Home Screen.

The icon appears only on the device where you add it.

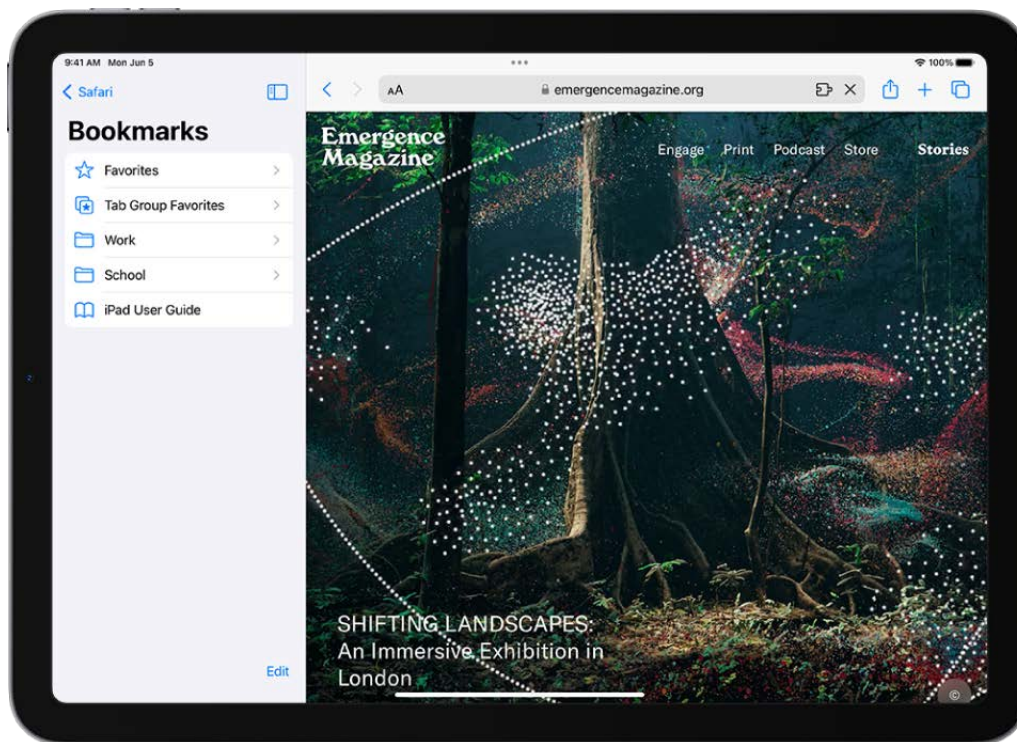
*Note:* Some websites may ask for permission to send you notifications. You can change your notification settings at any time. See [Change notification settings](#).

---

## Bookmark a website as a favorite in Safari on iPad

In the Safari app , you can add websites to Favorites, edit favorites, and show the Favorites bar.

**COMMENT:** #ba #websites



---

### Add a website to Favorites

1. Tap  to the right of the search field.
2. Tap Add to Favorites.

---

### Edit favorites

1. Tap , then tap Bookmarks.
2. Tap Favorites, then tap Edit to delete, rename, or rearrange your favorites.

---

### Show the Favorites bar

Go to Settings  > Safari, then turn on Show Favorites Bar (below General).

---

### Show only an icon for one webpage in the Favorites bar

1. Touch and hold the webpage, then tap Edit.
2. Turn off Show Title, then tap Save.

---

### Show only an icon for all webpages in the Favorites bar

1. Go to Settings  > Safari, then tap Favorites Bar Appearance.
  2. Tap Show Icons Only.
-

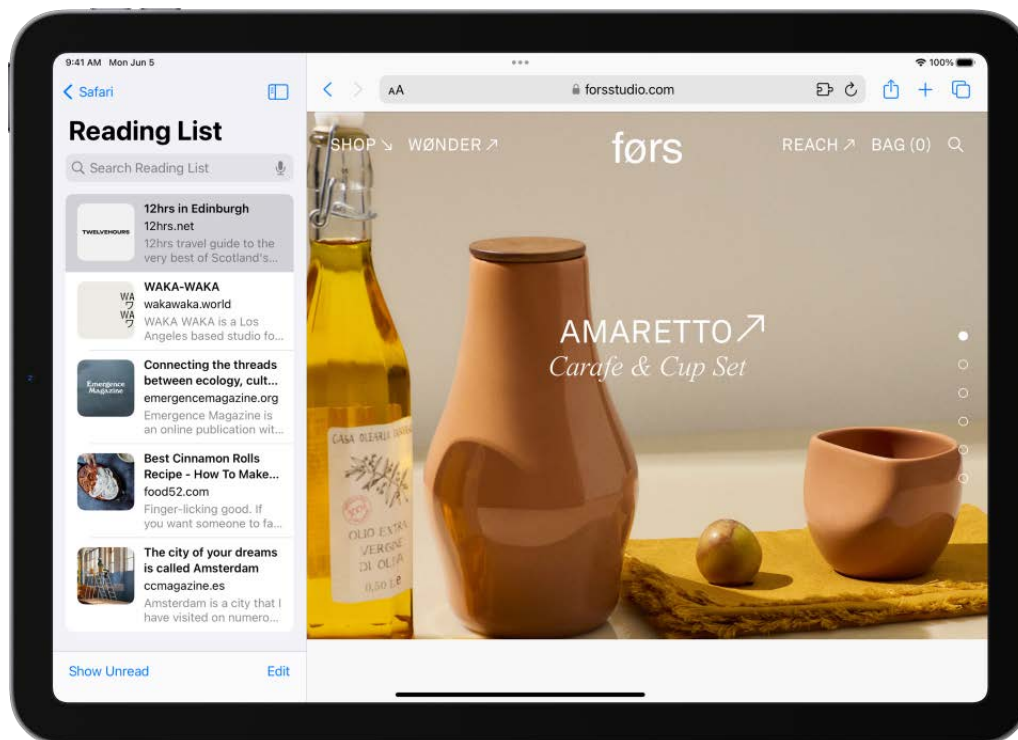
## Rename a webpage title in the Favorites bar

1. Touch and hold the webpage title, then tap Edit.
  2. Enter a new name, then tap Save.
- 

## Save webpages to read later in Safari on iPad

In the Safari app , save interesting items in your Reading List so you can revisit them later. You can even download the items in your Reading List and read them when you're not connected to the internet.

**COMMENT:** #ba #websites



## Add the current webpage to your Reading List

Tap , then tap Add to Reading List.

 **Tip:** To add a linked page without opening it, touch and hold the link, then tap Add to Reading List.

---

## View your Reading List

Tap , then tap Reading List.

To delete an item from your Reading List, touch and hold the item, then tap Delete.

---

## Automatically save all Reading List items to iCloud for offline reading

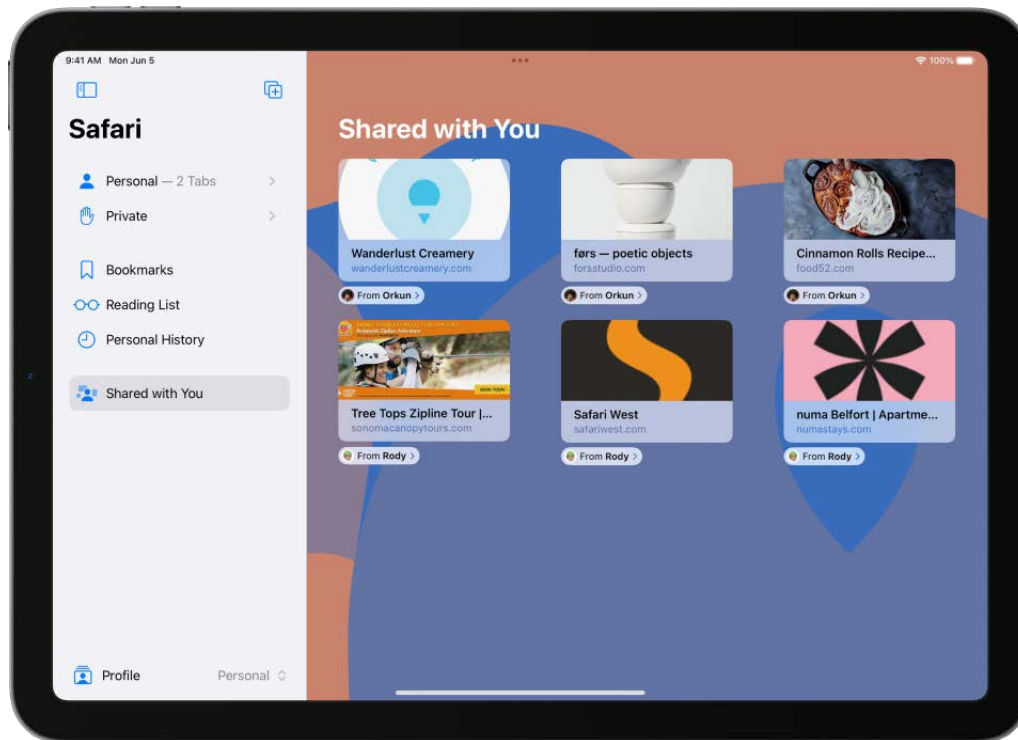
Go to Settings  > Safari, then turn on Automatically Save Offline (below Reading List).

---

## Find links shared with you in Safari on iPad

In the Safari app , you can easily find and organize web links friends share with you in Messages conversations. Links shared with you are added to the Shared with You section of the Sidebar in Safari. You can keep those links on your start page, remove them, or organize related links into Tab Groups. (Safari must be turned on in Settings  > Messages > Shared with You, and your friend must be in your contacts.)

**COMMENT:** #ba #websites



## See links from friends in Safari

To find links shared with you, tap , then tap Shared with You.

 **Tip:** You can continue the conversation without leaving Safari. Tap the button below the link preview to open the Messages conversation where the link was shared.

---

## Remove a link from the Shared with You section

1. In Shared with You, touch and hold the preview image of a link.
  2. Tap Remove Link.
-